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Slovenia – Croatia

MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 5 –

REPORTING ON THE PROJECT PROGRESS

Version 3, January 2025

Manual for Beneficiaries
for Standard Projects

PART 5:
REPORTING ON THE PROJECT PROGRESS

CONTENT OF PART 5:

1 REPORTING PROCESS

During the project implementation, all projects will report on their progress regularly. The reporting process covers both the project activities and the financial implementation. As a general rule, a joint **Project Report** has to be prepared in the Jems by the Lead Partner and submitted to the Joint Secretariat every six months. Prior to the submission of a Project Report, each Project Partner will have to prepare a **Partner Report** in the Jems and submit it, within one month after the end of each reporting period, to the respective National Controller (NC).

The reports allow the monitoring of expenditure and are the basis for the regular payments made to the project. Furthermore, it is a tool to report on any potential problems and delays in the implementation process to the National Controllers and the Joint Secretariat.

Table 1: The indicative reporting and payment procedures

	End of the 6-months reporting period	Submission of the Partner Report to National Controllers	Submission of the Project Report to the Joint Secretariat	Checking of Project progress report by Joint Secretariat	Payment to the Lead Partner
Deadline	6 months after the start of the reporting period	1 month after the end of the reporting period	Approx. 4 months from submitting the Partner Report to National Controllers (including 3 months for the verification of the costs by the National Controllers)	1 month from the receipt of the Project Report + additional time for clarifications with the Lead Partner (if needed)	Approx. 6 - 9 months after the end of the reporting period

It is recommended that the LP sets up a project management plan, which will define how the project will be implemented, monitored and how the quality is ensured. This may include time-plan and other planning documents. LP is responsible for monitoring the timely submission of all Partner and Project Reports throughout the project implementation.

It is also recommended to make sure that the used terminology is consistent throughout the report(s) and in line with the *last valid* Application Form.

1.1 Preparation of the Partner Report

Within one month after the end of each reporting period, each Project Partner (including the Lead Partner in the role of the Project Partner) must complete a Partner Report in which it provides the necessary information on performed activities, deliverables achieved, and costs incurred in the reporting period. The report with all supporting documents needs to be submitted via Jems to its National Controller. The Partner Report also serves as a reporting tool for Project Partners towards the Lead Partner.

The Partner Report has to be written in the national language of the Project Partner.

The National Controllers verify the expenditure. Expenditure reported on the basis of Simplified Cost Options are not required to be supported by the specific cost-based documentation. Expenditure reported on the real cost basis has to be supported by documents such as invoices, procurement documentation and other relevant material or information. National Controller can ask for additional documentation or clarification and confirm eligible expenditure with national control certificates, which are available in Jems.

The certificate is visible to the relevant Project Partner, the Lead Partner, and all relevant programme authorities.

1.2 Preparation of the Project Report

In order to follow the project implementation and as a basis for the reimbursement of the ERDF funds to the project, a joint Project Report has to be submitted by the Lead Partner to the JS. Project Reports are a core tool for reporting and monitoring the progress made in implementation as well as expenditure against what was originally planned in the Application Form. In addition, the reports provide qualitative information on the results achieved and lessons learnt within the reporting period. The information reported by the projects should be as clear and coherent as possible. For each reporting period, the information enclosed in the Project Report has to be aggregated and consolidated by the Lead Partner. The Project Report has to be written bilingually in Slovene and in Croatian language.

Each Project Report is checked by JS. In case the information in the submitted report is not sufficient for properly checking the progress and reimbursing the ERDF funds, the JS requests the LP to provide clarifications and to supplement the Project Report within a given deadline. Once the check by the JS is positively concluded, the JS notifies the MA on the completion of the check. The MA carries out additional control steps and if no additional issues are raised, the Project Report is submitted to the body performing the accounting function for the payment of ERDF funds.

The **content part** of the Project Report provides a description of project activities, deliverables, outputs and progress made towards achieving results during the respective reporting period.

The **financial parts** of the Project Report present the expenditure in the reporting period and consist of real costs and simplified cost options expenditures, for which a request for reimbursement is submitted to the MA/JS together with the report and additional information on financial matters. The financial report shall contain information on expenditure paid by the LP and all PPs in the reporting period, which has been verified by the National Controllers.

A pre-condition for including any expenditure in a Project Report is its verification in accordance with the principles and provisions of national control systems. The National Controller will either confirm or reject (in part or in full) expenditure submitted by the Project Partner for verification in the Jems. The amount verified and confirmed by the National Controller will then be included in the certificate of expenditure. In addition to the verification of expenditure carried out by the National Controller, the LP has to perform additional verifications:

- ✓ to ensure that expenditure of PPs included in each Project Report has been verified by National Controllers by enclosing certificates of expenditure covering the relevant reporting period,
- ✓ to ensure that expenditure of PPs included in each Project Report has been incurred for implementing the project, that it corresponds to activities described in the latest valid version of the Application Form and that it is in accordance with all provisions set in the ERDF Subsidy Contract.

The partnership is expected to implement the activities and cover the costs according to the Application Form and should always keep in mind that the project is monitored against the latest valid version of the Application Form.

Lead Partners are advised to use Project Reports as efficient communication tools: be concise and to the point while reflecting on the overall progress of the project. The content part of the reports should summarise the implementation of the activities and their results. A brief, relevant and informative description is better than a profuse and detailed account of activities without a clear relation to the project and its action plan. In this respect, Project Reports should focus on the implementation of the project itself, rather than on each partner’s activities. Lead Partners are encouraged to ensure the informative quality and consistency of the reports. Accompanying the Project Report, Lead Partners should provide relevant supporting material such as copies of studies and reports, press articles etc. These documents should be uploaded in the report in Jems in electronic format.

2 REPORTING IN THE JOINT ELECTRONIC MONITORING SYSTEM (JEMS)

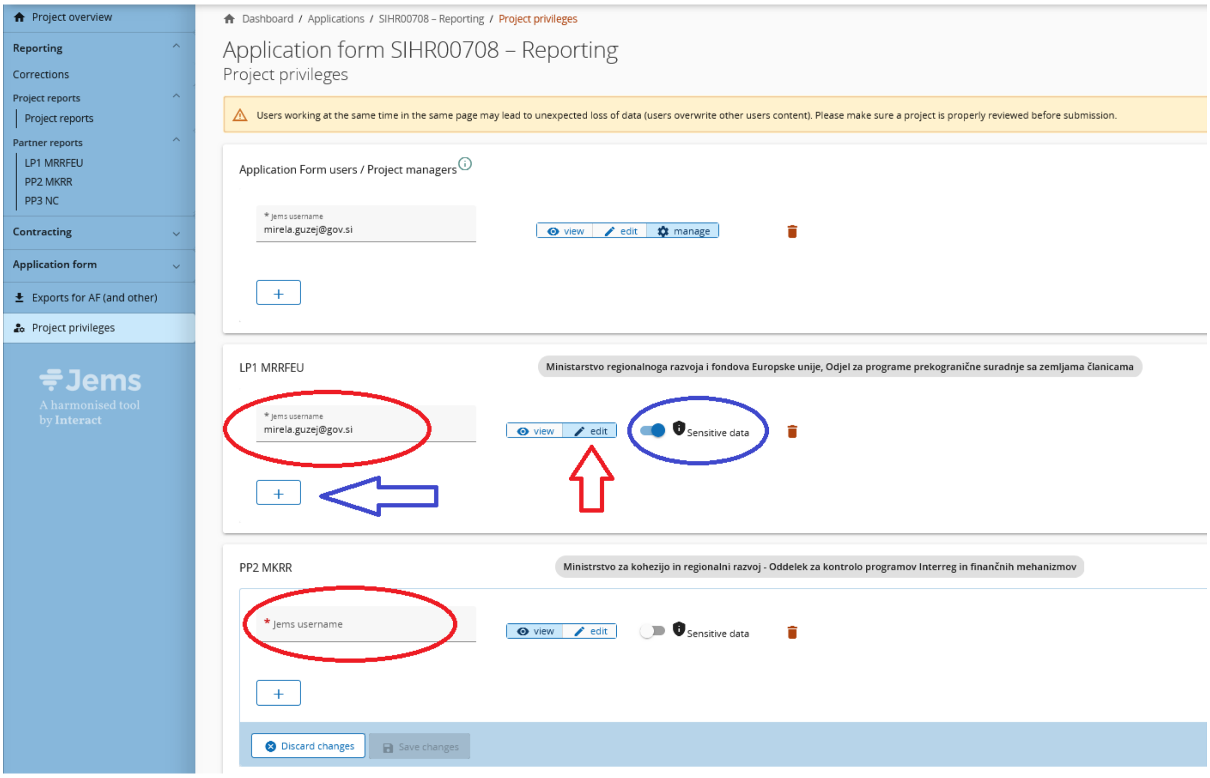
To access the reporting you have to log in to the Jems system, which can be accessed at the following link https://jems.si-hr.eu/. If you are not registered in the Jems yet, see Part 3: Application and assessment (Chapter 1.3.2.) of the Manual for Beneficiaries for Standard Projects on how to register in the Jems.

2.1 PARTNER REPORT IN THE JEMS

The Partner Report has to be prepared in the national language of the Project Partner. When a project status in the system Jems has been set to contracted, the Reporting section is available. Each Project Partner has to submit a Partner Report for each reporting period.

The Project Partners can access the reporting section in Jems only after the Lead Partner enters all Project Partners into the system. Users do not need any special privilege to create and/or submit a Partner Report. Access to a Partner Report is granted by the Lead Partner assigning users as Partners in the "Project Privileges" section (see print screen below).

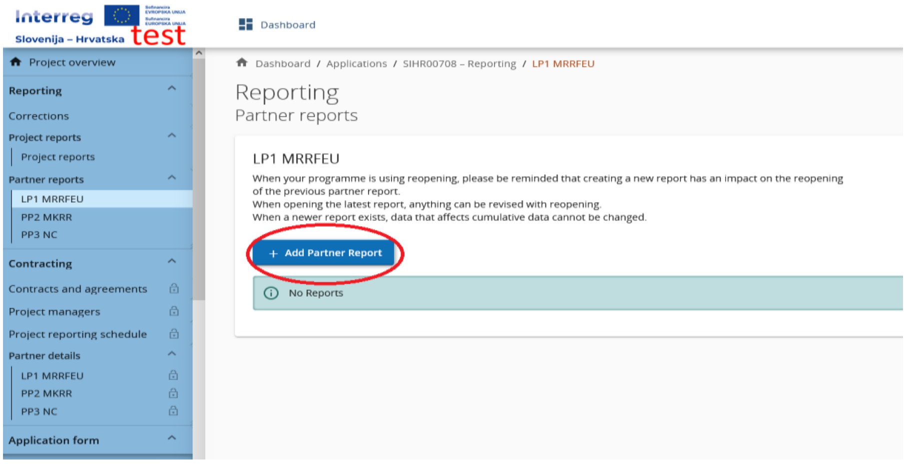
By clicking on "Project privileges" the following screen will appear.



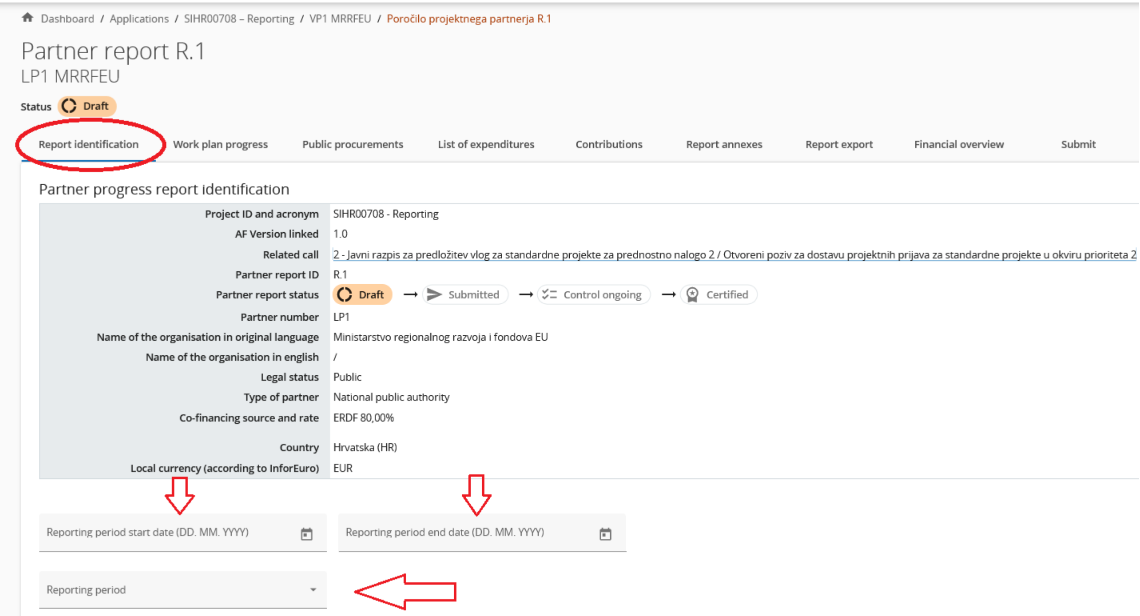
The Lead Partner has to enter the Jems username in the "Jems username" field (marked with a red circle) and add an additional user for this Project Partner using the "+" button. Only users with edit privileges can create and submit a Partner Report (red arrow). Sensitive data allows the protection of personal data according to GDPR. Users with an active flag will be able to mark (and view) sensitive data in List of expenditure and Procurement section of Partner Reports.

The user can start with the preparation of the Partner Report by clicking on the partners abbreviation (red arrow in the following screen):

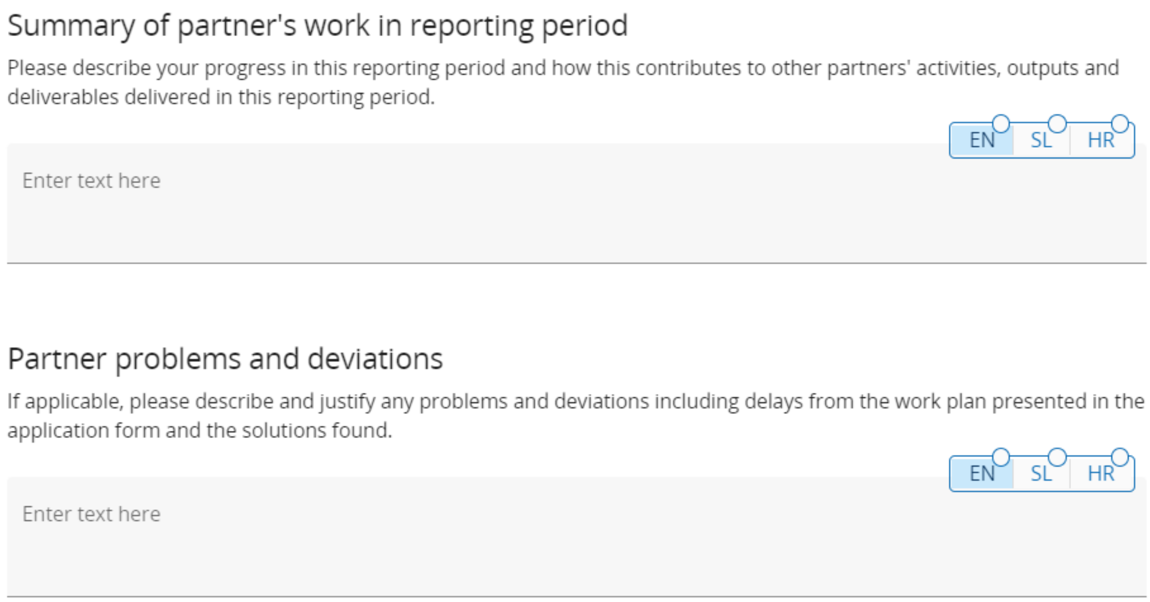
The following screen will appear:



After clicking on “+ Add Partner Report”, the following screen will appear:



The user starts the work with the **“Report identification”,** where first the reporting period from the drop-down menu (red arrow) has to be selected and then the start and the end dates of the period have to be inserted. In addition, also the text input fields “Summary of partner’s work in reporting period”, “Partner problems and deviations” and “Partner spending profile” have to be filled in. The partner spending profile fields will be filled in automatically (either from the Application Form or from the List of expenditures – “Current report”), except for the fields “Next report forecast” and “Target groups” (see next print screen) which need to be inserted/described.



Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

EN SL HR

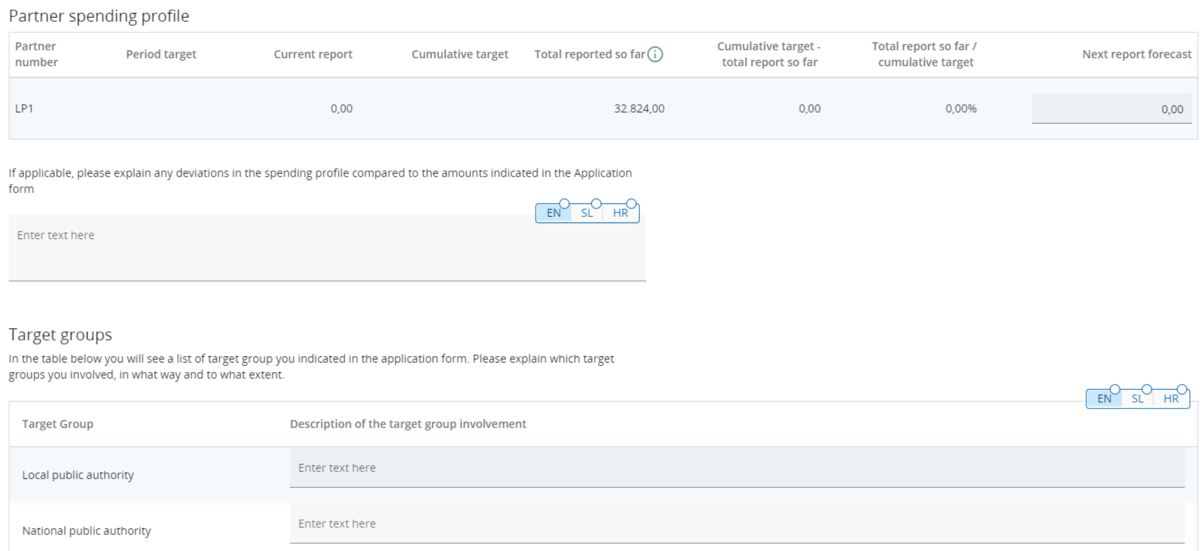
Enter text here

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

EN SL HR

Enter text here



Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1		0,00		32.824,00	0,00	0,00%	0,00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

EN SL HR

Enter text here

Target groups

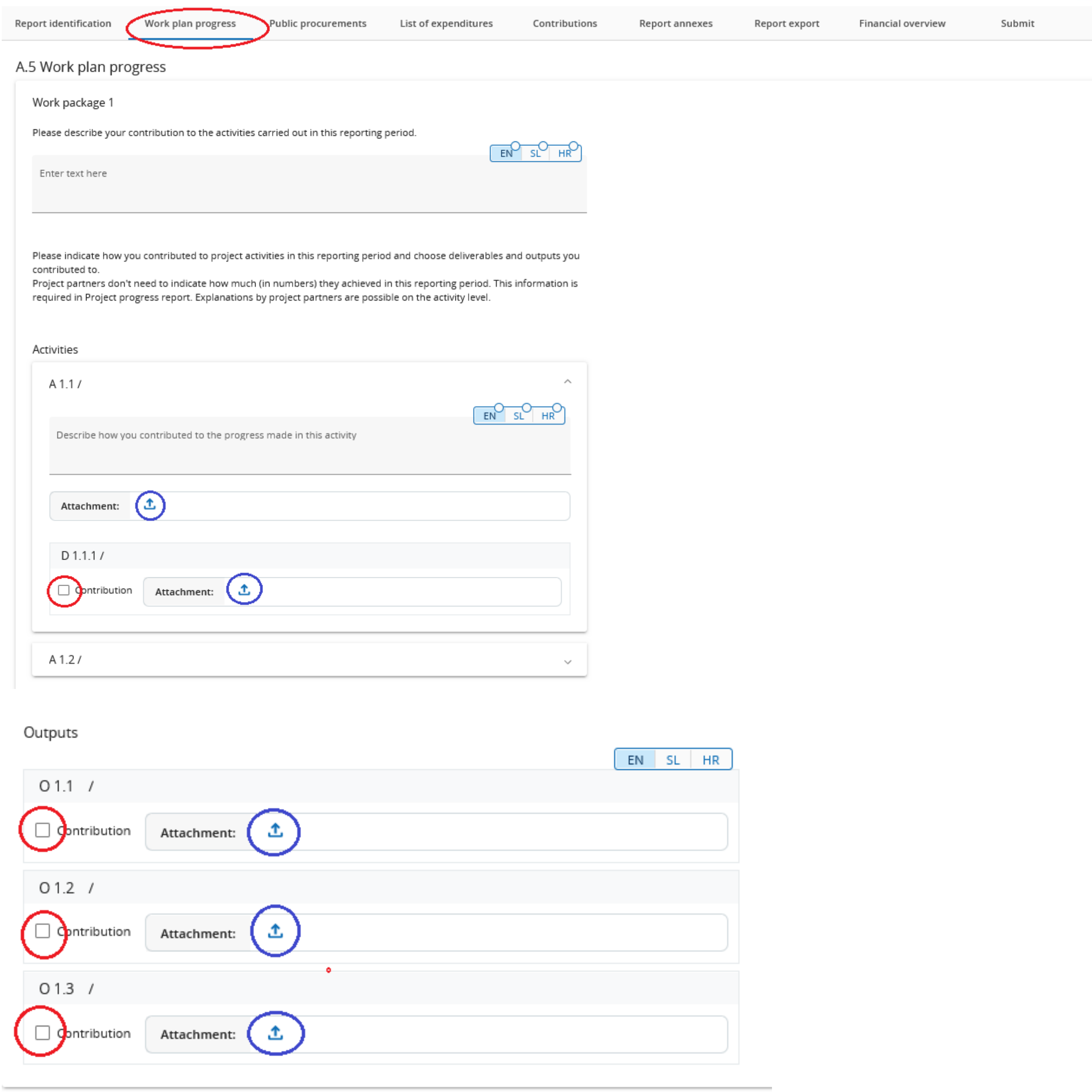
In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

EN SL HR

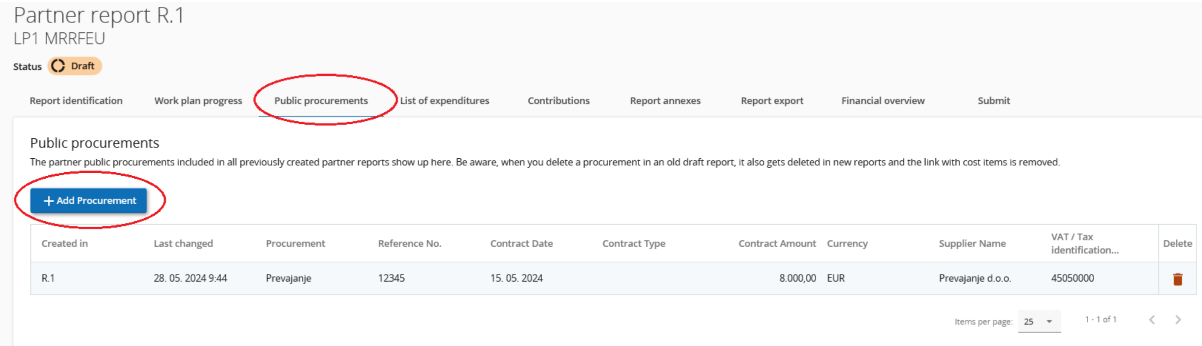
Target Group	Description of the target group involvement
Local public authority	Enter text here
National public authority	Enter text here

The user can continue with the tab **"Work plan progress",** which displays the work plan related data from the latest valid version of the Application Form, organised per work package:

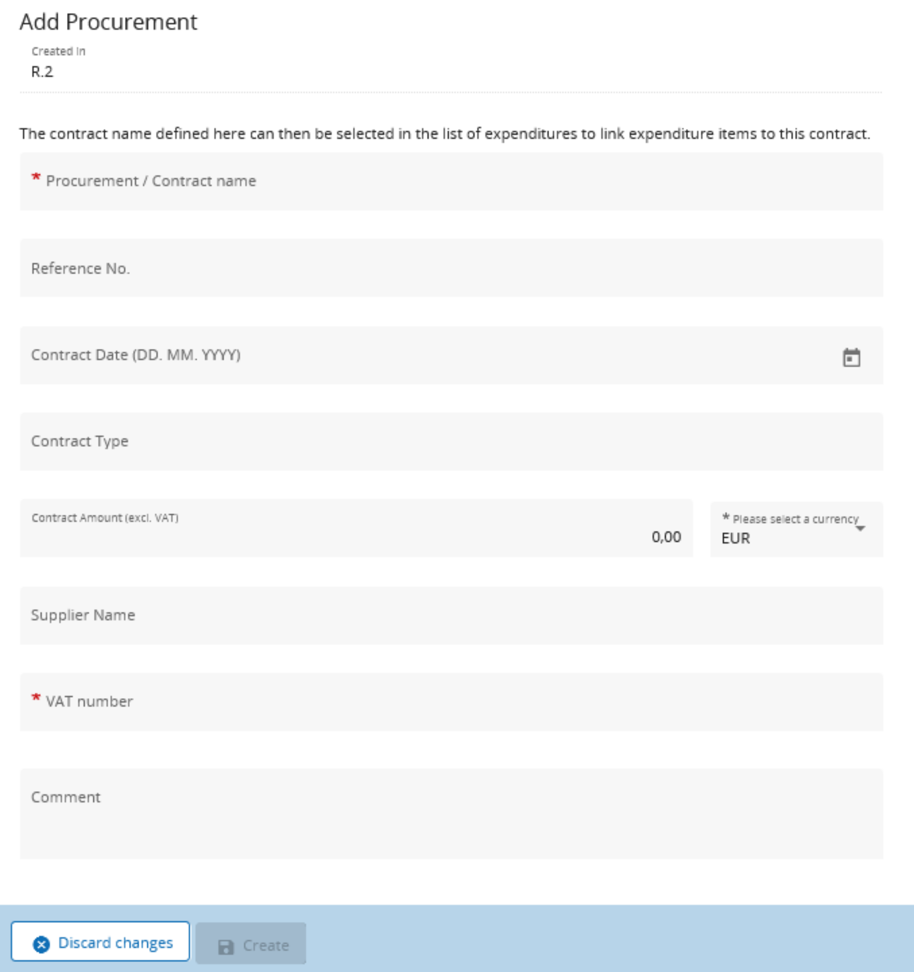
Partners have to describe the progress made on certain work packages, objectives, investments, activities, deliverables and outputs and indicate whether they contributed to them (by ticking the box – marked with red circles). Partner users can also upload one attachment per item (marked with blue circles), which will appear again in the Partner Report Annexes. If several files need to be uploaded per item, it is recommended to upload a .zip file.



The next step is to fill in the tab **"Public procurements".** The information needs to be provided for all public procurements (only applicable for Project Partners that report expenditure on a real cost basis). Expenditure is directly linked to the procurements in the Partner Report List of expenditures. This section has a "+Add Procurement" button (red circle) which opens the procurement section to fill in the details and an overview list with details of the procurements already created.



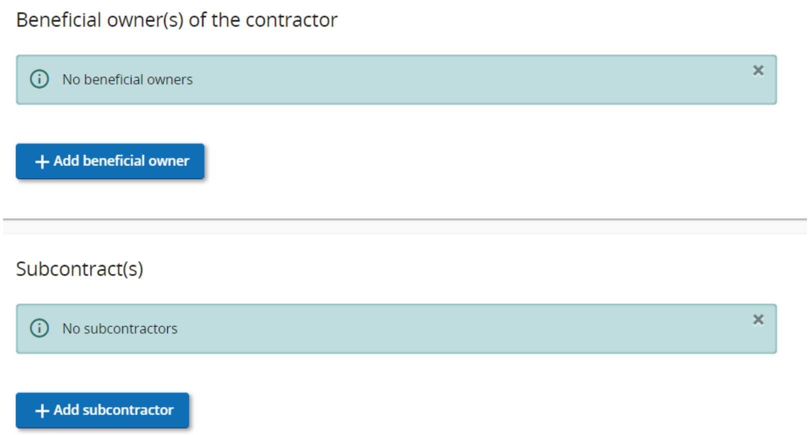
The section with procurement details has the following fields (see print screen below).



Note that the Procurement, VAT and Currency fields are mandatory. The Procurement will be reused in the List of expenditures. Therefore, it is important that the partner provides a unique name, so that the procurement can be easily identified in the List of Expenditure. All the procurement details can be edited only in the Partner Report where procurement was created, while the report is in status Draft. Once submitted, the fields are locked for editing.

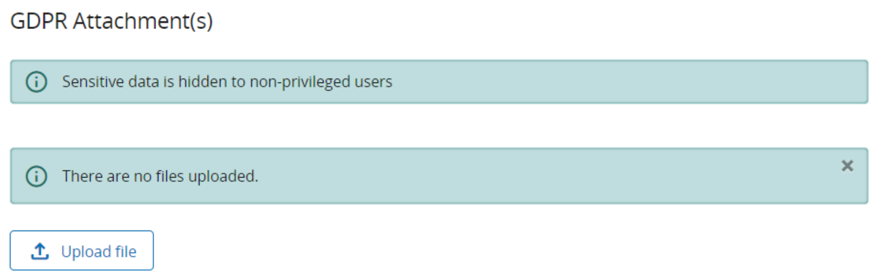
Beneficial owner(s) are required to be listed in the Procurement section for procurements equal or above €10,000 EUR excl. VAT and Subcontractors are required to be listed in the Procurement section, where applicable (see screenshot below). Therefore, Jems offers the possibility to add these data to the Partner Report. If an item is added, VAT Number/Tax identification number is a mandatory field that must be filled-in before saving.

Beneficial owner(s) and Subcontractors can be added in any draft Partner Report after the procurement was created, but items added in previously submitted Partner Reports are locked for editing/deletion.

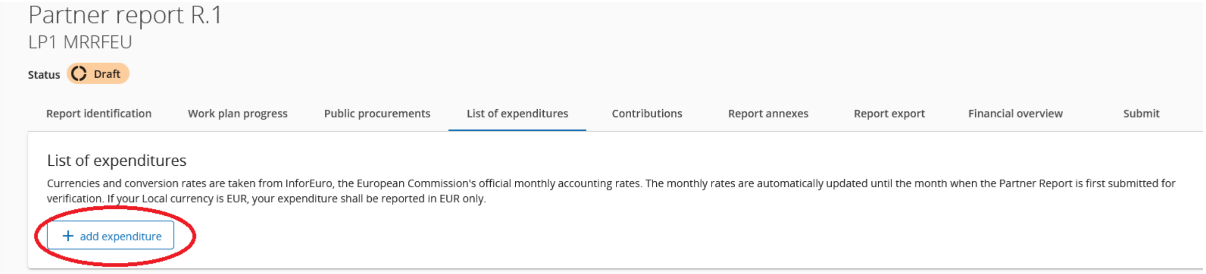


Procurement related attachments can also be uploaded in this section. Attachments can be uploaded in any draft Partner Report after the procurement was created. Uploads from previously submitted Reports are locked for edit/deletion.

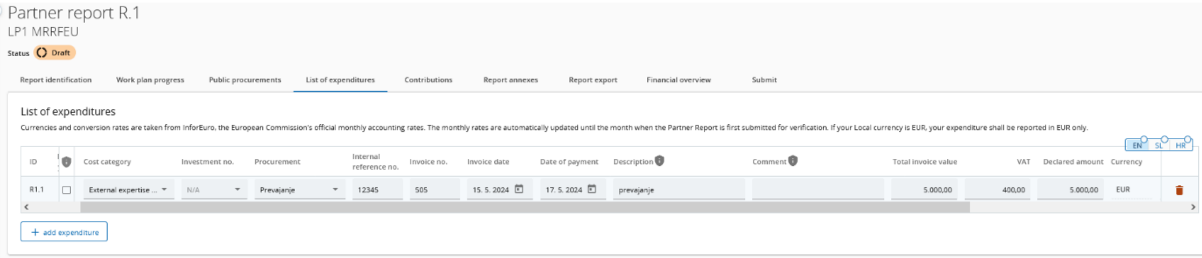
GDPR sensitive data can be uploaded in the "GDPR Attachment(s)" section. User without privilege to view sensitive data cannot download a file in this section and can also not see File Name and Description.



Partners continue their work with the **"List of expenditures"** section, where incurred costs can be listed. By clicking on the "+ add expenditure" button (red circle) the partner can add expenditure items, one by one. In this context, an item refers to a real cost that is an invoice or a single monthly salary slip per staff member or an equivalent document.



When adding an expenditure item, the options columns available in the form are displayed.



➢ Description of the input fields in the List of expenditure section:

ID: This running number is always in the format *R[report number].X*. The ID is dynamic in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen upon submission of the report. The number will later be used to identify cost items coming from another (previous) report (through parking of expenditure).

GDPR flag: Partner user with privilege Sensitive data set to active in Project privileges can flag expenditure items that are GDPR sensitive. In this case, users without the Sensitive data privilege active will not be able to see the Description, Comment and Attachment.

Previously parked by: This field displays either Control or JS/MA - depending on the level of verification where the item was last parked, namely control of Partner Report or verification of Project Report. An item keeps its label throughout the system. The only way the label could change is if the item is parked, reincluded and parked again, in which case the label could change in new reports.

Cost category: This field links the cost item to a cost category. Cost categories available in the Application Form budget can be selected here.

Investment No.: This field links expenditure to investment items in the Application Form, if the project has investments. If the project has no investments this field will be hidden in the report.

Procurement: This field is used to link expenditure to public procurements (see Partner Report procurement for more information). All contract names created by the partner in the public procurement section will appear here.

Internal reference no. & Invoice no.: These input fields can be used to identify the expenditure.

Invoice Date & Date of Payment: Date of issue and payment of the invoice has to be entered here by the partner.

Description & Comment: Here the partner can provide further justification for the cost item.

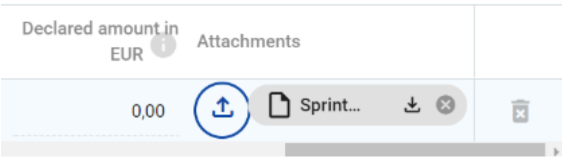
For **staff costs,** the partners should provide in the field "**Description**" the name of employee, and month of the salary. In the field "**Comment**", the partners should provide the information on the percentage of time worked on the project and a description of the activities carried out by the employee.

For all other cost categories (External expertise and services, Equipment and Infrastructure and works), the partners should provide the reference to the project activity for the service/equipment/investment in the "**Description**" field. In the "**Comment**" field the partners should provide basic information about the contractor.

Total invoice value & VAT: Here the partner can add the invoice value and the VAT value.

Declared amount: The Declared amount is based on the Total invoice value and the VAT. It is the value that the partner claims as the basis for reimbursement, i.e. this is the amount that will be checked for eligibility by the controller.

Attachments: When creating an expenditure item, it is not possible to add attachments. Once the item has been saved for the first time, one file can be uploaded to each item, which will be displayed in a chip style form (see below):



When an attachment is uploaded, the related expenditure item can only be deleted if the related attachment is deleted first. If a user needs to upload multiple files to 1 cost item, it is recommended that they upload a zip file.

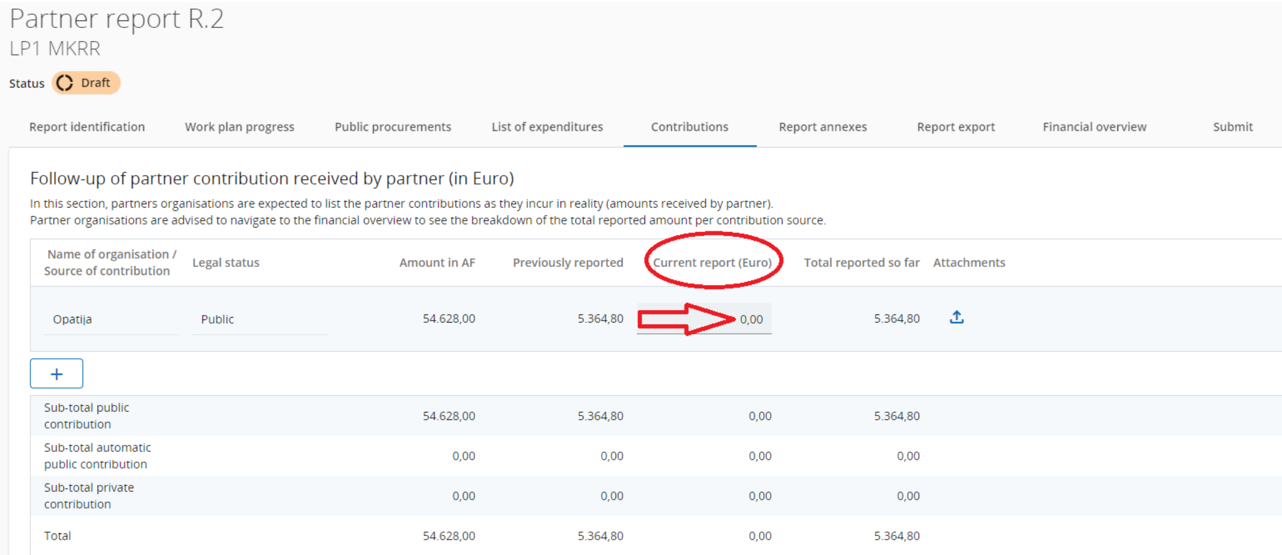
Parked expenditure

If a controller/programme user has parked some items in control/verification of partner report, they will appear in the Parked expenditure section of the List of expenditures of next partner report. A partner user can decide to either re-include the item by clicking the re-inclusion button or delete the item.

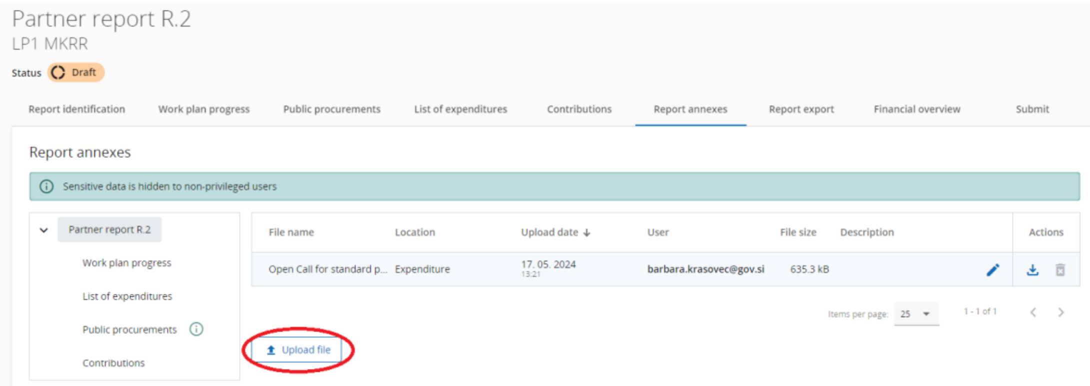
When the item gets re-included, it will get included in the List of expenditures. The whole item is editable for changes by the partner except for:

- The Cost item ID is frozen and is therefore recognizable (the first number indicates from which report the item originally came from and the second the item number).
- Previously parked by - automatically displays the verification level of that (last) parked the item.
- Items parked as real costs can't be changed to a unit cost/flat rate. The exchange rate and currency will also be frozen as this item has already been submitted for control.

The project partners must now complete the **"Contributions"** section**.** This is the section where partners should provide the information on the partner contributions (the amounts are calculated in the "Financial overview" section under "Partner contribution"). This is a cumulative section, which records the amounts per report and adds them up in subsequent reports. Partners have to fill in the empty fields in the “Current report” column (marked with a red circle).

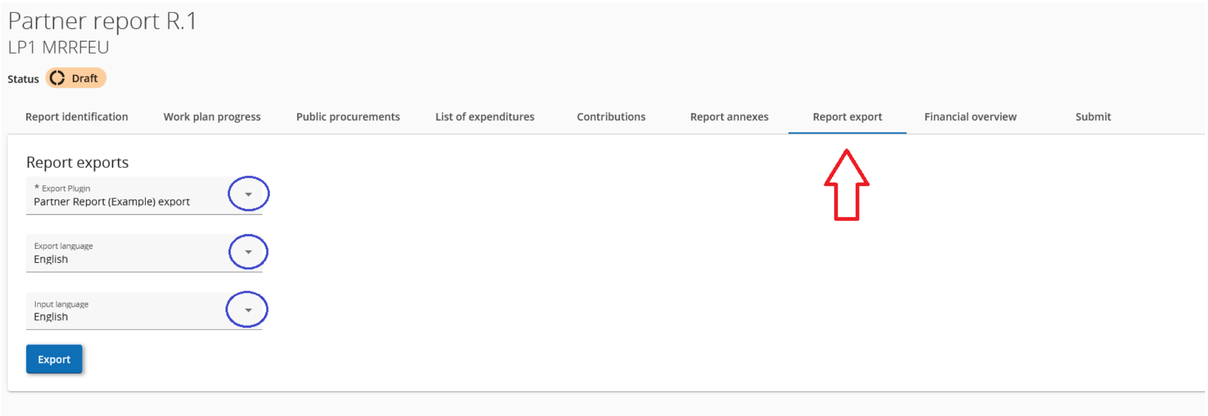


The next section is the **“Report annexes”** section, which provides an overview of all files uploaded to the Partner Report.



The tree structure represents the locations within the report where files can be uploaded. All uploads from all sections are shown in this list. Partner organisations have the option to upload additional files linked to the Partner Report such as general partner report documentation (e.g. internal rulebooks, accounting records, statues and similar) by clicking on the Upload file button – red circle. As it is not always possible to add descriptions to files (by clicking on pen icon) in the dedicated sections (due to the chip style upload), users with edit rights are also allowed to add descriptions to all files in this section. Files uploaded to this section can be deleted here, other files can only be deleted in the section where they were uploaded.

If Project Partners consider it useful, they can export their reports in the **“Report export”** section.



The Project Partners have to select the plug-in, the export language and the input language from the drop-down menus (marked with blue circles).

In the **“Financial overview”** section there are 3 or 4 different financial overview tables (all filled in automatically).

The first table is the “Partner Expenditure – summary (in Euro)”:

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
ERDF	319.200,00	0,00 parked 0,00	4.000,00 re-included 0,00	4.000,00	1,25 %	315.200,00	0,00	0,00
Partner contribution	79.800,00	0,00 parked 0,00	1.000,00 re-included 0,00	1.000,00	1,25 %	78.800,00	0,00	N/A
↳ of which Public contribution	79.800,00	0,00 parked 0,00	1.000,00 re-included 0,00	1.000,00	1,25 %	78.800,00	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
Total	**399.000,00**	**0,00** parked 0,00	**5.000,00** re-included 0,00	**5.000,00**	**1,25 %**	**394.000,00**	**0,00**	**0,00**

The second table is the “Partner Expenditure – breakdown per cost category (in Euro)”:

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs		195.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	195.000,00	0,00
Office and administrative costs	15 %	29.250,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	29.250,00	0,00
Travel and accommodation	5 %	9.750,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	9.750,00	0,00
External expertise and services		9.000,00	0,00 parked 0,00	5.000,00 re-included 0,00	5.000,00	55,56 %	4.000,00	0,00
Equipment		50.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	50.000,00	0,00
Infrastructure and works		100.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	100.000,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		6.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	6.000,00	0,00
Total		**399.000,00**	**0,00** parked 0,00	**5.000,00** re-included 0,00	**5.000,00**	**1,25 %**	**394.000,00**	**0,00**

The third table is the “Partner Expenditure – breakdown per Lump sum (in Euro)” and is only relevant for projects with lump sum for preparation costs:

EN SL HR

Lump sum	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid FTLS
▸▸ Preparation Costs - Preparation	6.000,00	6.000,00 parked 0,00	0,00 re-included 0,00	6.000,00	100,00 %	0,00	6.000,00	0,00
Total	**6.000,00**	**6.000,00** parked 0,00	**0,00** re-included 0,00	**6.000,00**	**100,00 %**	**0,00**	**6.000,00**	**0,00**

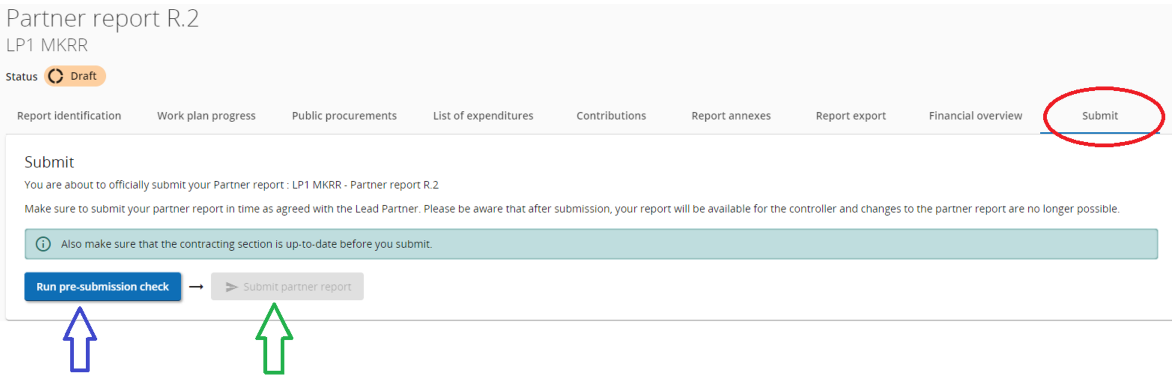
The fourth table is the "Partner Expenditure – breakdown per investment (in Euro)" and is only relevant for projects with investments:

Partner Expenditure - breakdown per investment (in Euro)

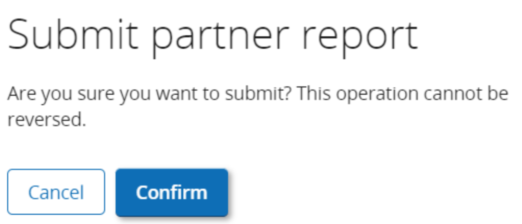
DE SL EN

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
I1.1 Test	0,00	0,00 parked 0,00	511,00 re-included 0,00	511,00	0,00	-511,00	0,00
Total	**0,00**	**0,00** parked 0,00	**511,00** re-included 0,00	**511,00**	**0,00 %**	**-511,00**	**0,00**

The final step in the reporting process is the submission of the Partner Report. Partners have to click on the **"Submit"** tab (marked with a red circle) and the following screen will appear:



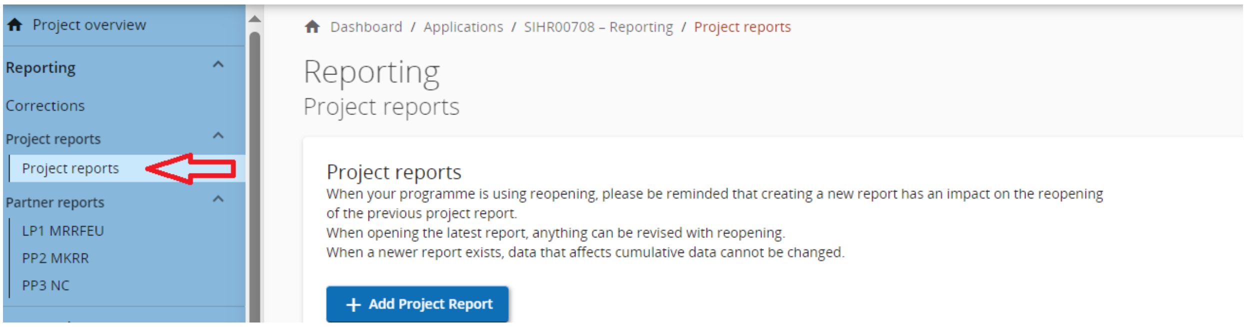
First the user has to click the button **"Run pre-submission check"** (blue arrow). If the check is successful, the button **"Submit partner report"** (green arrow) will be available and the user has to click on it. The following screen will appear:



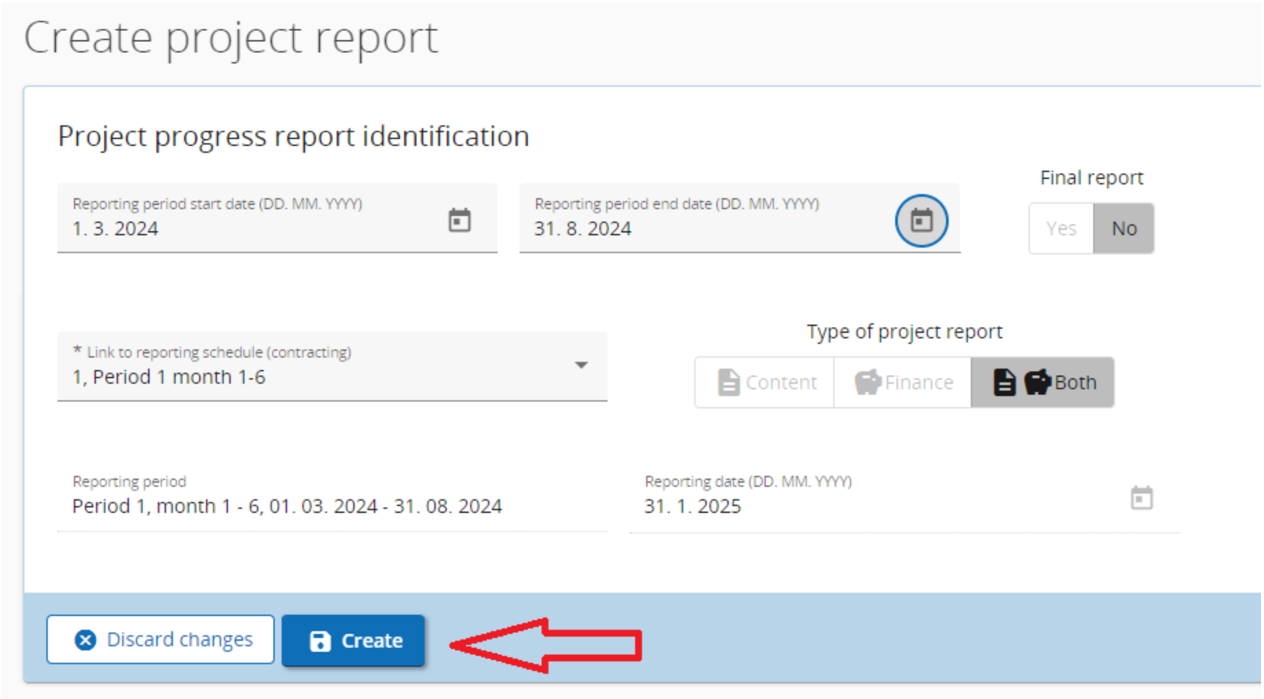
To submit the Partner Report, the Project Partner has to click on "Confirm".

2.2 PROJECT REPORT IN THE JEMS

The Project Report has to be provided bilingually (in Slovene and Croatian language). Once all partner reports are submitted, the Lead Partner (the user has to have Project manager privileges assigned) can start with the preparation of the Project Report. The user can start with the Project Report by clicking on "Project reports" (red arrow in following screen):



After clicking on "+ Add Partner Report", following screen will appear:



The user has to fill in the following fields "Reporting period start date", "Reporting period end date" and select from the drop-down menu in the "Link to reporting schedule", the reporting period. All other data will be filled in automatically. In the end the user has to click on the button "Create" (red arrow).

The Lead Partner continues with **Project Report identification section**:

Project report PR.2

Status Draft

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates | Project report annexes | Financial overview | Report exports

Project progress report identification

Project ID and acronym	SIHR00708 - Reporting
AF Version linked	1.0
Related call	2 - Javni razpis za predložitev vlog za standardne projekte za prednostno nalogo 2 / Otvoreni poziv za dostavu projektnih prijava za standardne projekte u okviru prioriteta 2
Project report id	PR.2
Project report status	Draft → Submitted → Verification ongoing → Verified
Name of the organisation in original language	Ministarstvo regionalnog razvoja i fondova EU
Name of the organisation in english	/

Reporting period start date (DD. MM. YYYY): 1. 11. 2024

Reporting period end date (DD. MM. YYYY): 30. 4. 2025

Final report: Yes / No

* Link to reporting schedule (contracting): 2, Period 2 month 7-12

Type of project report: Content / Finance / Both

Reporting period: Period 2, month 7 - 12, 01. 11. 2024 - 30. 04. 2025

Reporting date (DD. MM. YYYY): 30. 9. 2025

The fields "Highlights of main achievements", "Partner problems and deviations" and "Target groups" have to be filled in, while the "Overview of Project outputs and result overview" and "Partner spending and profile (in Euro) are filled in automatically.

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

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Overview of Project outputs and result overview

Programme Result Indicator RCR79 4.6: Joint strategies and action plans taken up by organisations

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Programme Result Indicator:	Measurement Unit	Baseline	Target Value	Previously Reported	Current Report	Total Reported So Far
RCR79 4.6: Joint strategies and action plans taken up by organisations	joint strategy/action plan	0,00	1,00	0,00	0,00	0,00
Programme Output Indicator: Output RCO83 4.6: Strategies and action plans jointly developed	strategy/action plan		1,00	0,00	0,00	0,00
Output 1.1: /	strategy/action plan		1,00	0,00	0,00	0,00

Programme Result Indicator RCR104 4.6: Solutions taken up or up-scaled by organisations

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Programme Result Indicator:	Measurement Unit	Baseline	Target Value	Previously Reported	Current Report	Total Reported So Far
RCR104 4.6: Solutions taken up or up-scaled by organisations	solutions	0,00	2,00	0,00	0,00	0,00
Programme Output Indicator: Output RCO84 4.6: Pilot actions developed jointly and implement...	pilot actions		2,00	0,00	0,00	0,00
Output 2.1: /	pilot actions		2,00	0,00	0,00	0,00
Programme Output Indicator: Output RCO116 4.6: Jointly developed solutions	solutions		1,00	0,00	0,00	0,00
Output 2.2: /	solutions		1,00	0,00	0,00	0,00

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

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If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

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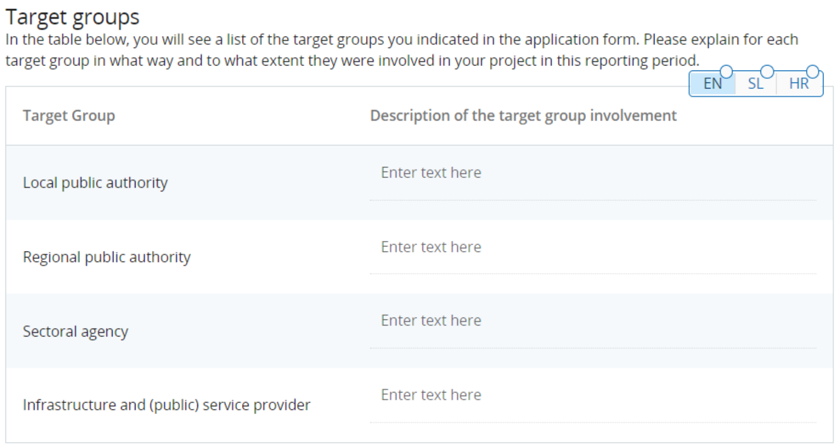
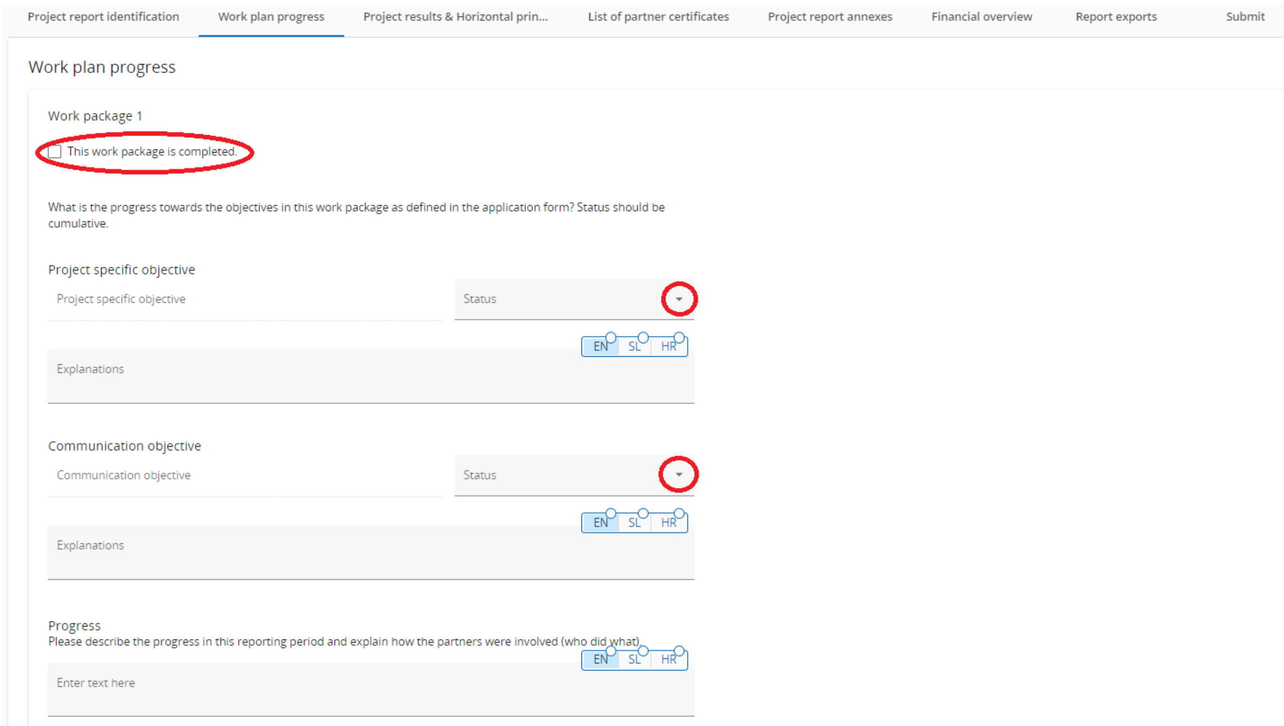
Partner spending profile (in Euro)

The calculated amounts in the overview table below are certified amounts, coming from the included partner certificates in this project report. The forecast amount is an input field coming from the partner report.

Partner number	Organisation abbreviation	Country	Total eligible budget	Previously Reported	Current report	Total reported so far	% of Total eligible budget	Remaining budget	Period target	Cumulative target	Cumulative target - total report so far	Total report so far / cumulative target
LP1	MRRFEU	Hrvatska (HR)	399.000,00	0,00	0,00	0,00	0,00 %	399.000,00	0,00	0,00	0,00	0,00 %
PP2	MKRR	Slovenija (SI)	301.320,00	0,00	49.600,00	49.600,00	16,46 %	251.720,00	0,00	0,00	0,00	0,00 %
PP3	NC	Hrvatska (HR)	336.000,00	0,00	0,00	0,00	0,00 %	336.000,00	0,00	0,00	0,00	0,00 %
Total			1.036.320,00	0,00	49.600,00	49.600,00	4,79 %	986.720,00	0,00	0,00	0,00	0,00 %

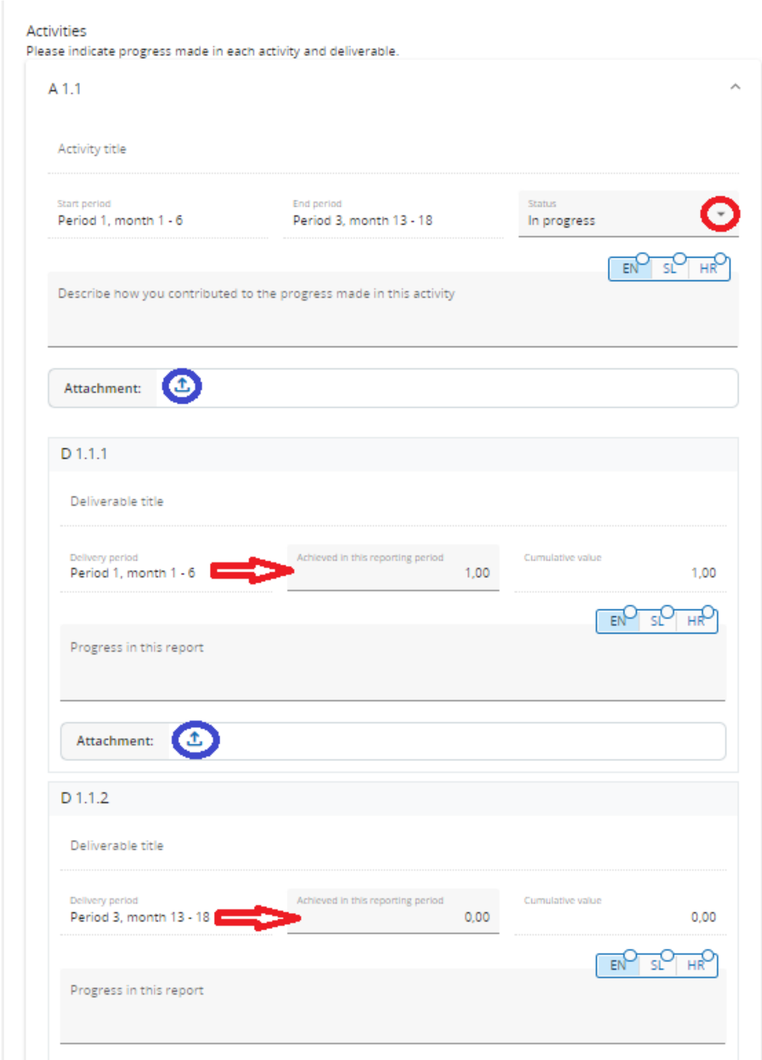


The next step is the description of the **"Work plan progress",** where the Lead Partner has to provide the status of the work package, project specific objective and communication objective (red circles) and some explanations of them. The Lead Partner has to provide information on how the partners were involved (field "Progress").

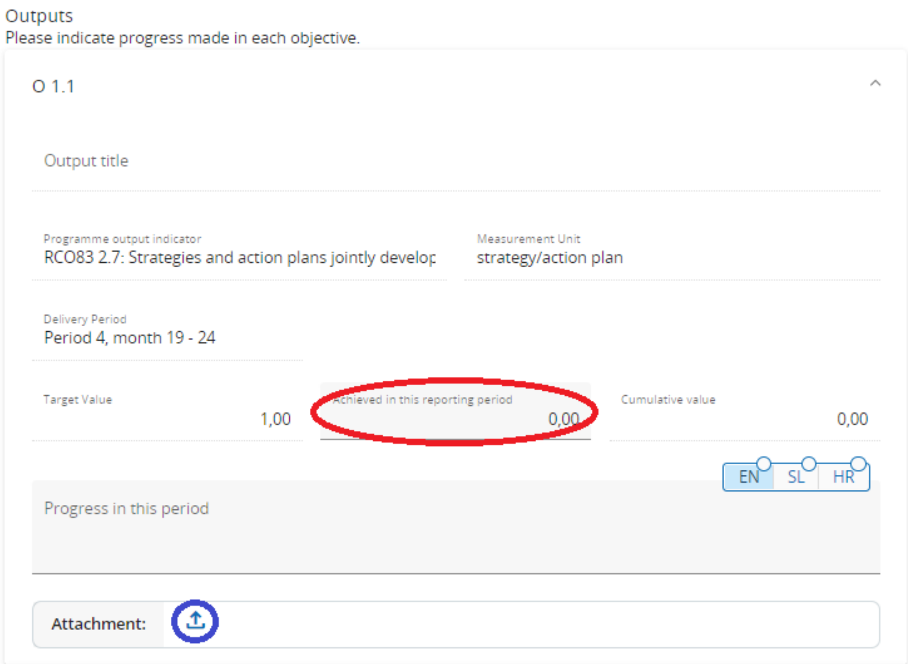


The user continues with the **Investment description** (if applicable) and

with the **description of activities and deliverables**.



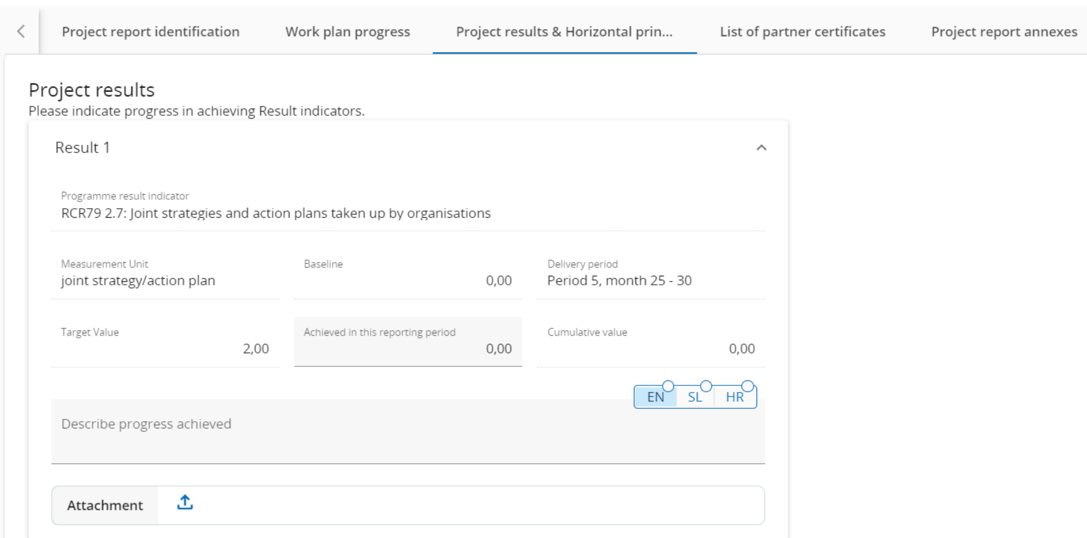
Here the user has to select the status of the activity (red circle), provide the description of the activities and deliverables and the achieved value of the deliverables (red arrow). The user shall describe the progress towards achieving planned deliverables by inserting how much has been achieved in the current reporting period. Values of deliverables are cumulative, meaning that if a report is submitted and another report is created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status submitted. In this section the user can also upload attachments for evidence (blue circles). The last part in each work package is the description of the achieved project outputs.



The user provides the information of the achieved value (red circle) of the project output indicator in the respective reporting period and describes the progress. Values of outputs are cumulative, meaning that if a report is submitted and another report is created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status submitted. If there is evidence, the user can upload an attachment (blue circle).

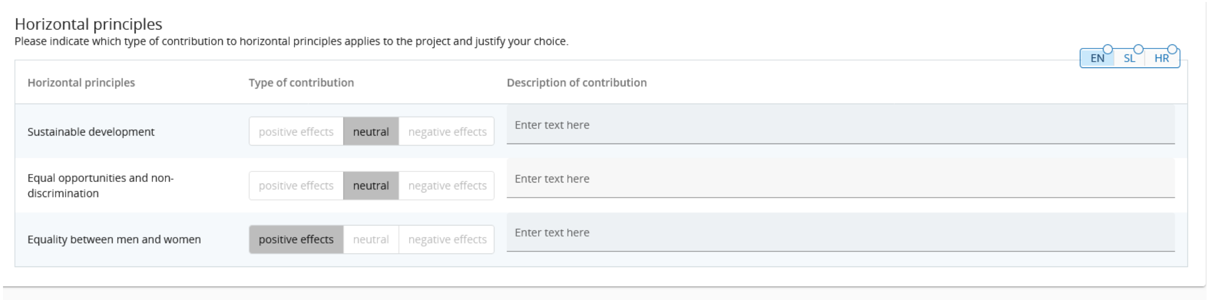
The Lead Partner has to repeat the previously described steps in all other work packages.

Next to be filled in is the **"Project results & Horizontal principles"** section, where the users shall describe the progress on results and horizontal principles.

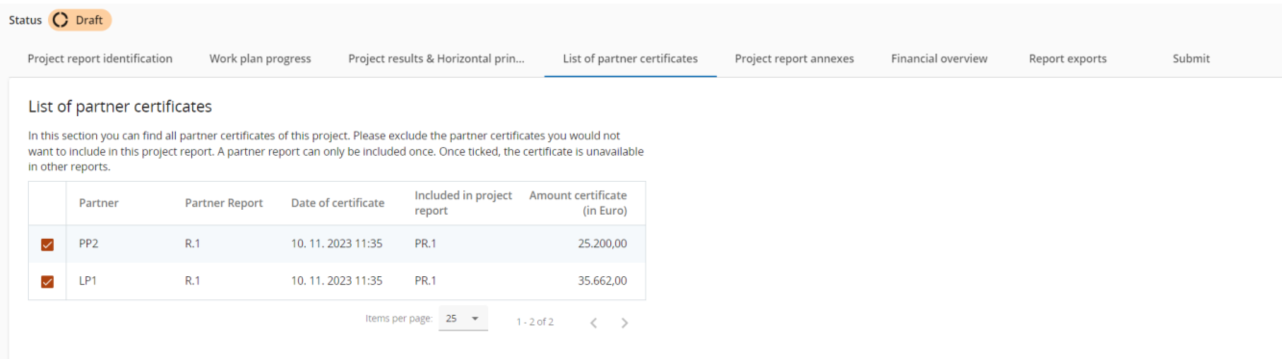


The user shall describe the progress towards achieving planned results by inserting how much has been achieved in the current reporting period. Results are cumulative, meaning that if a report is submitted and another report is created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all Project Reports with the status submitted. The Lead Partner can also upload an attachment per item which will show up again in the Project Report annexes.

For Horizontal principles there is a table to report on the contribution for each of the three horizontal principles. The Type of contribution is pre-defined from the latest approved Application form and cannot be changed. There is a text field to describe the contribution made in the respective reporting period.



The next step is to include the partner certificates. This shall be done in the **"List of partner certificates"** section. In this tab, all partner certificates of the project are listed. A certificate can only be included in one Project Report. Once ticked, the certificate is unavailable in other Project Reports. Upon creation of a new Project Report, all available partner certificates, which are not yet included in any other project report, are included in the newly created Project Report. If the users would not want to include a certificate in this project report, they should untick the respective partner certificates.



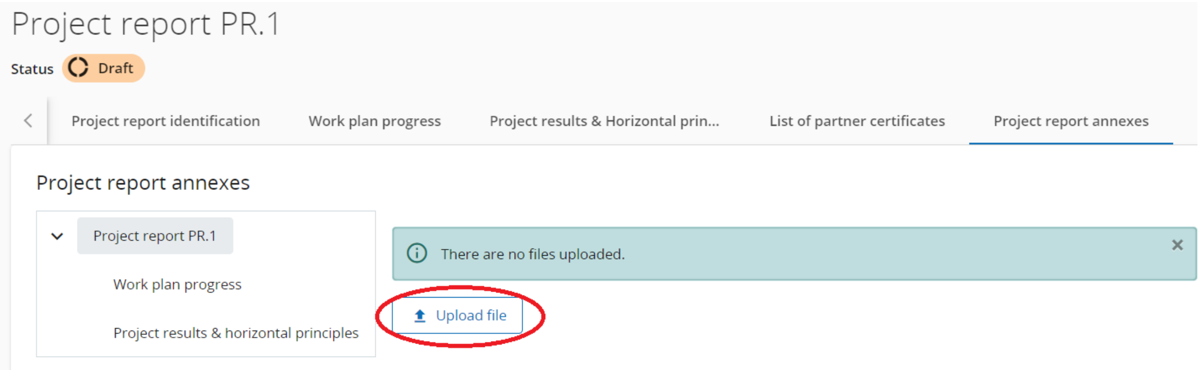
Partner certificates that have already been included in another Project report are shown in the **"List of partner certificates"** in grey colour.

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)	
☐	LP1	R.2	26.06.2023 12:28		58.400,00	Not included in any PR.
☑	PP3	R.1	26.06.2023 12:27	PR.4	1.800,00	Included in this PR.
☑	PP2	R.1	26.06.2023 12:20	PR.3	15.000,00	Partner certificates included in another Project report.
☑	PP3	R.2	26.06.2023 12:12	PR.3	108,00	
☑	LP1	R.4	16.06.2023 14:28	PR.3	0,00	

The next section is the **"Project report annexes"** section. This section shows all files uploaded in the Project Report.



The tree structure represents the places within that report where files can be uploaded. All uploads from all sections are shown in this list. Users have the possibility to upload additional files linked to the Project report here (by clicking the Upload file button – red circle). Since it is not always possible to add descriptions to files in the dedicated sections (due to the chip style upload), users with edit right are also allowed to add descriptions to all files in this section. Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

In the **"Financial overview"** section there are 5 or 6 different financial overview tables (all filled in automatically). **The first table is the "Project Expenditure – summary (in Euro)":**

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner certificates | Project report annexes | Financial overview | Report exports | Submit

Financial overview

Amounts in tables below are always in Euro and include Fast track lump sums (if applicable for this project).

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
ERDF	169.280,00	0,00	48.689,60	48.689,60	28,76 %	120.590,40	0,00	0,00
Partner contribution	42.320,00	0,00	12.172,40	12.172,40	28,76 %	30.147,60	0,00	N/A
↳ of which Public contribution	42.320,00	0,00	12.172,40	12.172,40	28,76 %	30.147,60	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
Total	**211.600,00**	**0,00**	**60.862,00**	**60.862,00**	**28,76 %**	**150.738,00**	**0,00**	**0,00**

The second table is the "Project expenditure – breakdown per cost category (in Euro):

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
Staff costs	117.000,00	0,00	45.000,00	45.000,00	38,46 %	72.000,00	0,00
Office and administrative costs	5.400,00	0,00	4.050,00	4.050,00	75,00 %	1.350,00	0,00
Travel and accommodation	1.800,00	0,00	1.350,00	1.350,00	75,00 %	450,00	0,00
External expertise and services	5.000,00	0,00	511,00	511,00	10,22 %	4.489,00	0,00
Equipment	40.000,00	0,00	2.240,00	2.240,00	5,60 %	37.760,00	0,00
Infrastructure and works	10.000,00	0,00	511,00	511,00	5,11 %	9.489,00	0,00
Other costs	32.400,00	0,00	7.200,00	7.200,00	22,22 %	25.200,00	0,00
Total	**211.600,00**	**0,00**	**60.862,00**	**60.862,00**	**28,76 %**	**150.738,00**	**0,00**

The third table is the "Project Expenditure – breakdown per investment (in Euro)" and is only relevant for those projects with investments:

Project expenditure - breakdown per investment (in Euro)

EN SL HR

Investment Nr.	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified
I1.1 /	0,00	0,00	0,00	0,00	0,00	0,00	0,00
I2.1 /	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total	**0,00**	**0,00**	**0,00**	**0,00**	**0,00 %**	**0,00**	**0,00**

The fourth table is the "Project expenditure – breakdown per Lump sum (in Euro)":

Project expenditure - breakdown per Lump sum (in Euro)

EN SL HR

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid FTLS
Preparation Costs - Preparation	6.000,00	0,00	0,00	0,00	0,00 %	6.000,00	0,00	0,00
Total	**6.000,00**	**0,00**	**0,00**	**0,00**	**0,00 %**	**6.000,00**	**0,00**	**0,00**

The fifth table is the "Project expenditure – overview per partner/per cost category – Current report.

Project expenditure - overview per partner/per cost category - Current report

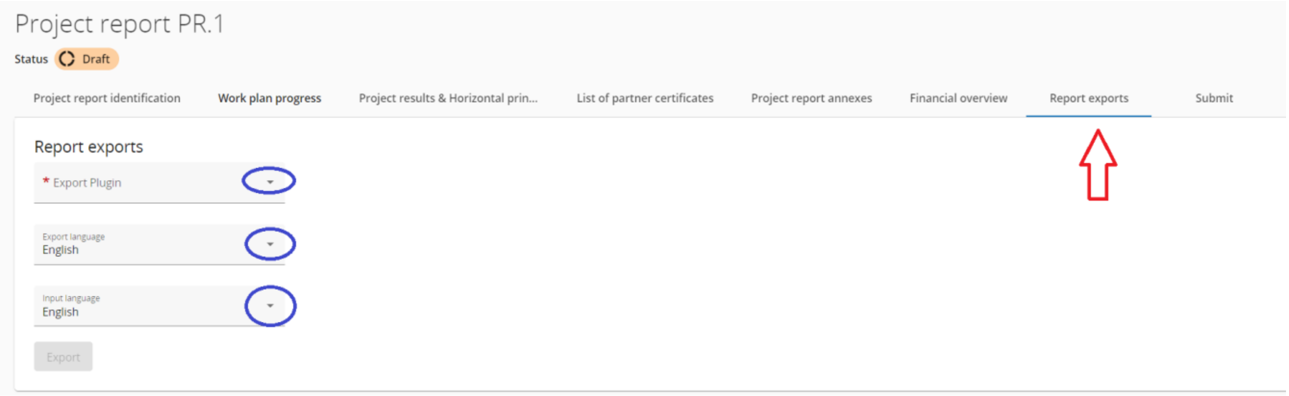
Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and	Equipment	Infrastructure and works	Other costs	Lump sum	Total current report
PP2	MKRR	Slovenija (SI)	8.000,00 Flat Rate % 20	1.200,00 Flat Rate % 15	400,00 Flat Rate % 5	0,00	40.000,00	0,00	0,00	0,00	49.600,00
PP3	NC	Hrvatska (HR)	0,00	0,00	0,00	0,00	0,00	0,00	0,00 Flat Rate % 40	0,00	0,00
Total			**8.000,00**	**1.200,00**	**400,00**	**0,00**	**40.000,00**	**0,00**	**0,00**	**0,00**	**49.600,00**

The last table is the "Project expenditure – Summary of deducted items by control – Current report":

Project expenditure - Summary of deducted items by control - Current report

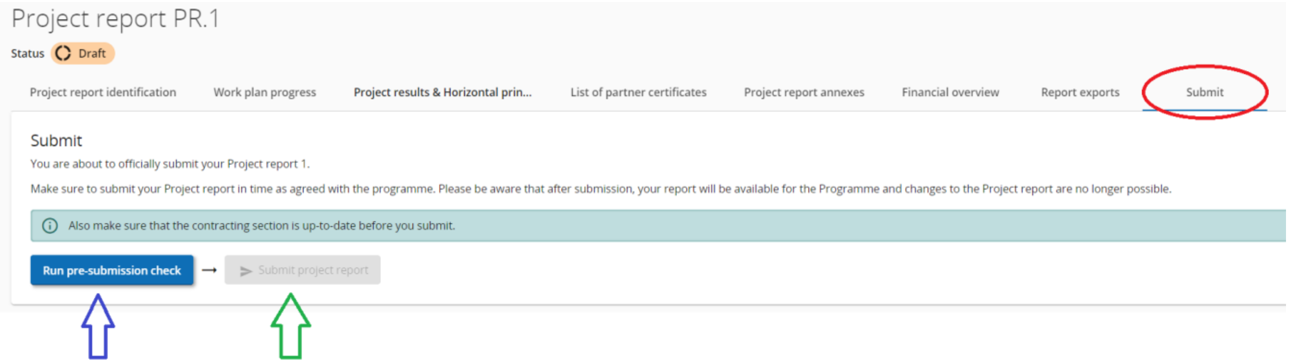
Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and	Equipment	Infrastructure and works	Other costs	Lump sum	Total deduction
PP2	MKRR	Slovenija (SI)	0,00 Flat Rate % 20	0,00 Flat Rate % 15	0,00 Flat Rate % 5	0,00	0,00	0,00	0,00	0,00	0,00
PP3	NC	Hrvatska (HR)	0,00	0,00	0,00	0,00	0,00	0,00	0,00 Flat Rate % 40	0,00	0,00
Total			**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**	**0,00**

If Lead Partners consider it useful they can export their reports in the **“Report exports”** section.

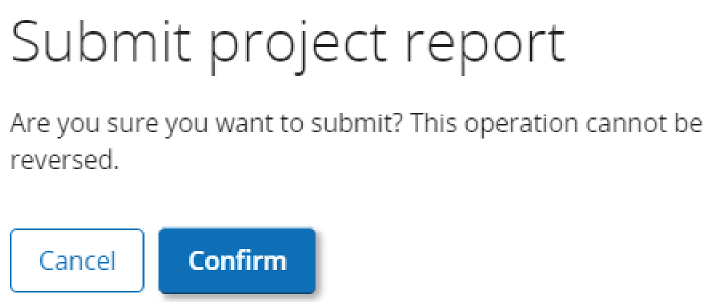


The Lead Partner needs to choose from the drop-down menus (marked with blue circles) the plug-in, the export language and the input language.

The last step is the submission of the Project Report. The users have to click on the “Submit” tab (marked with red circle) and following screen will appear:



First the user has to click the button **“Run pre-submission check”** (blue arrow). If the control is successful, the button “Submit project report” (green arrow) will be available and the user has to click this button. The following screen will appear:



To submit the Project Report the Lead Partner has to click on “Confirm”.