

**Interreg
Europe**



Co-funded by
the European Union

Paperback writer
Reporting in the
Portal

25 September 2024

Interreg Europe project training days
Lille, France



Follow us on social media



Introduction



**Aleksandra Niechajowicz
Dell'Ambrogio**

Senior Finance Officer

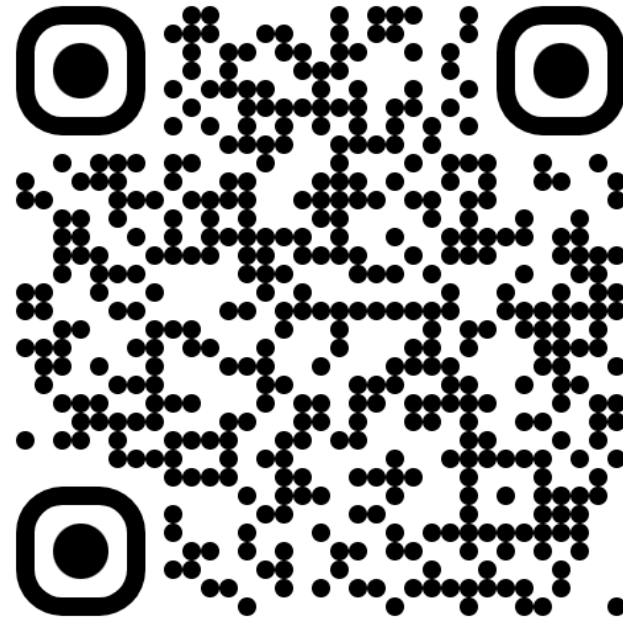


Vincenzo Capocasale

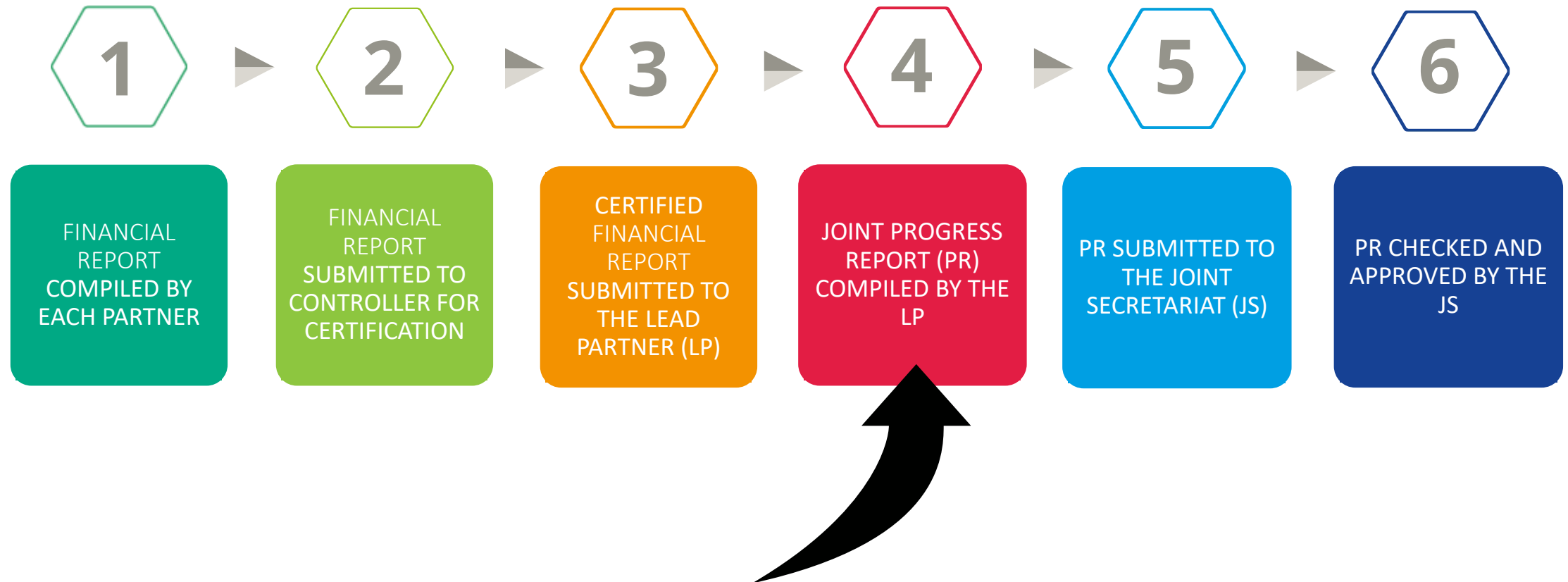
Finance Officer

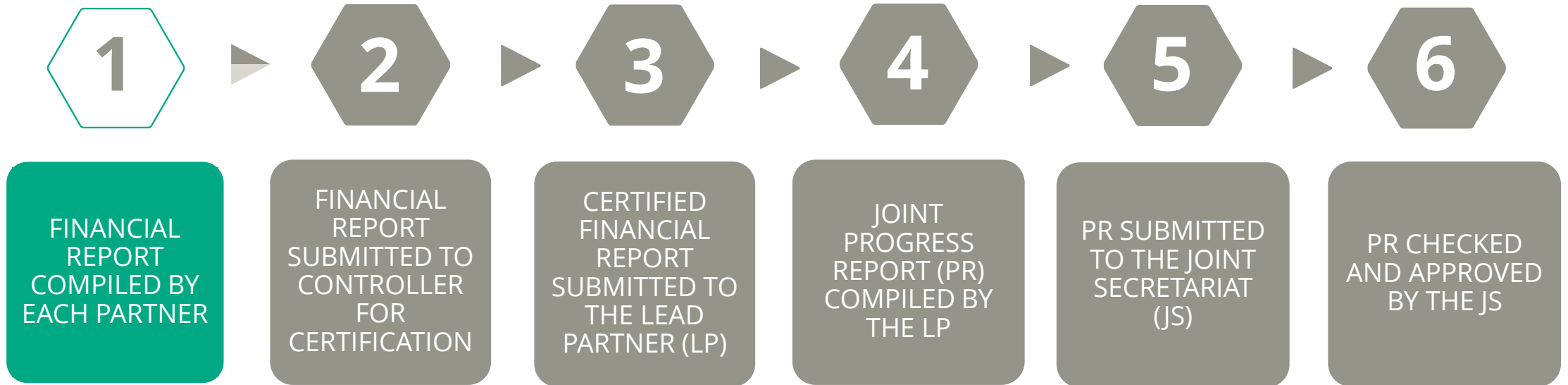
Interreg Europe Portal

<https://portal.interregeurope.eu>



The lifecycle of a progress report





1. Financial report

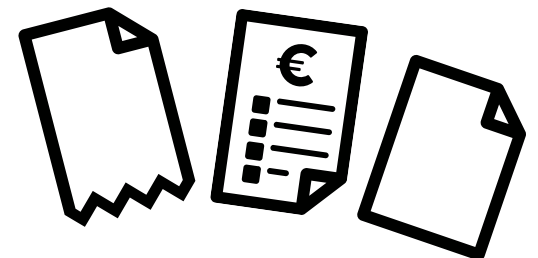
- **Compiled by each partner within 2 weeks after end of the reporting period**



- **Includes:**

- Activity summary (≠ policy report)
- List of expenditure
- Procurements

- **Supporting documents uploaded on the Portal**



1. List of expenditure

Report identification
 Activity summary
 List of expenditures
 Consolidation
 Procurements
 Financial overview
 Submit
 Control report
 Confirm/Reject
 Supporting documents

+ Add expenditure


ID #	Cost category	Contract number	Application form item number or month [?]	Description	Employee/supplier	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange
1	Staff costs		04 - April	project manager sa 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select	24 Apr 2023	Euro	
2	Staff costs		04 - April	com manager sala 18/300	Paul Newman 11/300	PN0423 6/300	Please select	24 Apr 2023	Euro	
3	Staff costs		04 - April	finance manager s: 22/300	Rod Stewart 11/300	RS0423 6/300	Please select	24 Apr 2023	Euro	
4	Staff costs		05 - May	project manager sa 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select	29 May 2023	Euro	
5	Staff costs		05 - May	com manager sala 18/300	Paul Newman 11/300	PN0523 6/300	Please select	28 May 2023	Euro	
6	Staff costs		05 - May	finance manager s: 22/300	Rod Stewart 11/300	RS0523 6/300	Please select	29 May 2023	Euro	
7	Staff costs		06 - June	project manager sa 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select	29 May 2023	Euro	
8	Staff costs		06 - June	com manager sala	Paul Newman	PN0623	Please select	26 Jun 2023	Euro	

1. Procurements (I)

✔ Report identification
✘ Activity summary
✘ List of expenditures
✔ Consolidation
✘ Procurements
✘ Financial overview
✘ Submit
✘ Confirm/Reject
✔ Supporting documents

Found 3 error(s).

+ Add procurement

Contract number	Contract name	Reference number	Contract date	Contract type	Contract amount (excl. VAT) in EUR	Above EU threshold	Procedure applied	Supplier name	Supplier VAT number	Partner's comments	Controller's comments	Created in	Last changed	
LP01-003	Contract above EU threshold	Contract above EU threshold 1	03/06/2024	Services	222,000.00	Yes	Open Procedure	Ingen Corporation	0123456789	Contract for services.		3	09/08/2024	 Delete

Procedure types

Open Procedure

Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting a tender/offer.

Restricted procedure

Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) From those a selection is made to submit a tender/offer.

1. Procurements (II)

✔ Report identification
✘ Activity summary
✘ List of expenditures
✔ Consolidation
✘ Procurements
✘ Financial overview
✘ Submit
✘ Confirm/Reject
✔ Supporting documents

← Back to list

Contract number	LP01-003
Created in	3
Last changed	09/08/2024

Contract name

Contract above EU threshold

27/100

Reference number

Contract above EU threshold 1

29/100

Contract date

03 Jun 2024

Contract type

Services

Contract amount (excl. VAT) in EUR

222,000.00

Above EU threshold

Yes

Procedure applied

Open Procedure

Open Procedure

Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting a tender/offer.

Supplier name

Ingen Corporation

17/100

Supplier VAT number

0123456789

10/100



1. Procurements (III)

Sub contract(s)

+ Add subcontractor


Contract number	Contract name	Reference number	Contract date	Contract amount (excluding VAT) in EUR	Supplier name	Supplier VAT number/ tax identification number	Partner's comments	Controller's comments	Created in
LP01-003-001	<input type="text"/> 0/100 This field is required for submission.	<input type="text"/> 0/100 This field is required for submission.	<input type="text" value="Please select"/> This field is required for submission.	<input type="text" value="0.00"/> The value must be equal or greater than 50,000.	<input type="text"/> 0/100 This field is required for submission.	<input type="text"/> 0/100 This field is required for submission.	<input type="text"/> 0/500	<input type="text"/> 0/500	3

Beneficial owner(s)

Please indicate the beneficial owner of the supplier. The beneficial owner(s) of an organisation is/are the individual(s) that ultimately own(s) or control(s) the organisation. The notion of "Beneficial owners" is further defined in article 3(6) of Directive (EU) N°2015/849 (and potentially in national legislations transposing this Directive).

If the supplier is not a private company, you may put n/a in all fields.

+ Add beneficial owner

First name	Last name	Date of birth	VAT registration number or tax identification number
<input type="text"/> 0/100 This field is required for submission.	<input type="text"/> 0/100 This field is required for submission.	<input type="text" value="Please select"/> This field is required for submission.	<input type="text"/> 0/100 This field is required for submission. 

1. Consolidation by AF number

- ✔ Report identification
- ✔ Activity summary
- ✔ List of expenditures
- ✔ Consolidation
- ✔ Procurements
- ✔ Financial overview
- ✔ Submit
- ✔ Control report
- ✔ Confirm/Reject
- ✔ Supporting documents

All	External expertise and services	Equipment	Infrastructure and works
-----	---------------------------------	-----------	--------------------------

Item number / Description in AF	Planned amount in EUR	Suppliers	Description	Justification	Total amount in EUR
1 Management – expenditure control External expertise and services	8,100.00	Controller	Controller cost semesters 1-6 29/500	The planned amount was overspent due to... 42/500	10,000.00
10 Exchange of experience – meetings External expertise and services interregional partner meetings, regional stakeholder group meetings	4,700.00	Awesome Catering, Great Hotel	Partner meeting in Brussels on 14 July 2023. Room rental and lunch for 25 people 80/500	0/500	4,000.00

This tab is transferred to the Progress Report










Unplanned items

Item	Suppliers	Description	Justification	Total amount in EUR
Unplanned - Communication – material External expertise and services	Printing	unplanned COM material 22/500	pre-approved by JS in email on 8 Aug 2023 41/500	1,000.00

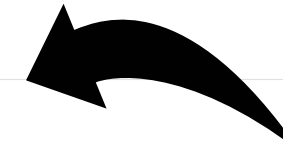
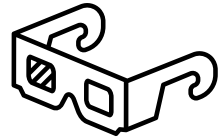
1. Supporting documents

Report identification
 Activity summary
 List of expenditures
 Consolidation
 Procurements
 Financial overview
 Submit
 Control report
 Confirm/Reject
 Supporting documents

Supporting documents

<input type="checkbox"/>	Name	Date	Size	Uploader	Tags
<input type="checkbox"/>	 Amazing Consultant contract.pdf	15/09/2023	27.59 KB	leadmarisa@gmail.com	Procurement × Ext. Expertise & services × +
<input type="checkbox"/>	 Amazing Consultant first trimester invoice.pdf	15/09/2023	27.23 KB	leadmarisa@gmail.com	Period 1 × Ext. Expertise & services × +
<input type="checkbox"/>	 Great Hotel invoice partner meeting.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Ext. Expertise & services × +
<input type="checkbox"/>	 Great Restaurant invoice stakeholder meeting.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Ext. Expertise & services × +
<input type="checkbox"/>	 Tom Sawyer employment contract.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Staff × Staff contract × +
<input type="checkbox"/>	 Tom Sawyer salary slip March 2023.pdf	15/09/2023	26.89 KB	leadmarisa@gmail.com	Staff × Period 1 × +
<input type="checkbox"/>	 Tom Sawyer task assignment letter.pdf	15/09/2023	27.94 KB	leadmarisa@gmail.com	Staff × +

Visible only to the partner and their controller



USE TAGS
controllers
absolutely
LOVE them



Upload

Upload restrictions:

- Allowed file types: PDF, Word, Excel, JPG, PNG.
- Max file size: 100 MB.
- You may upload **multiple** files at once. The total size of all files must be 100 MB max. If it is more than 100 MB, please upload in several chunks.

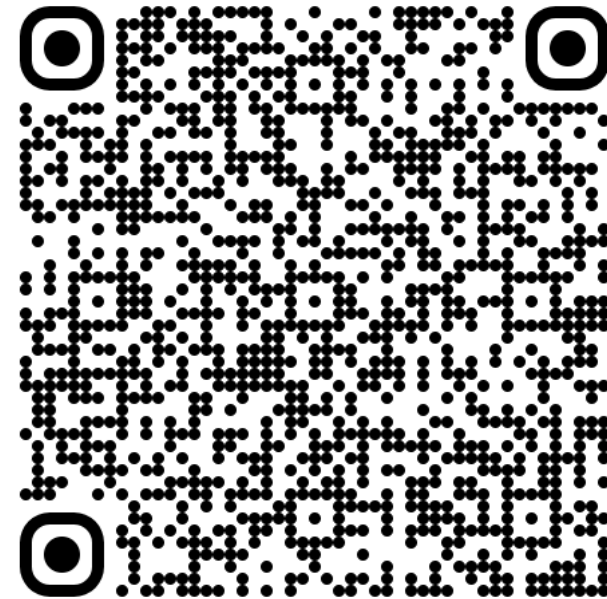
Download ZIP

Selected: 7 file(s), total size: 193.46 KB

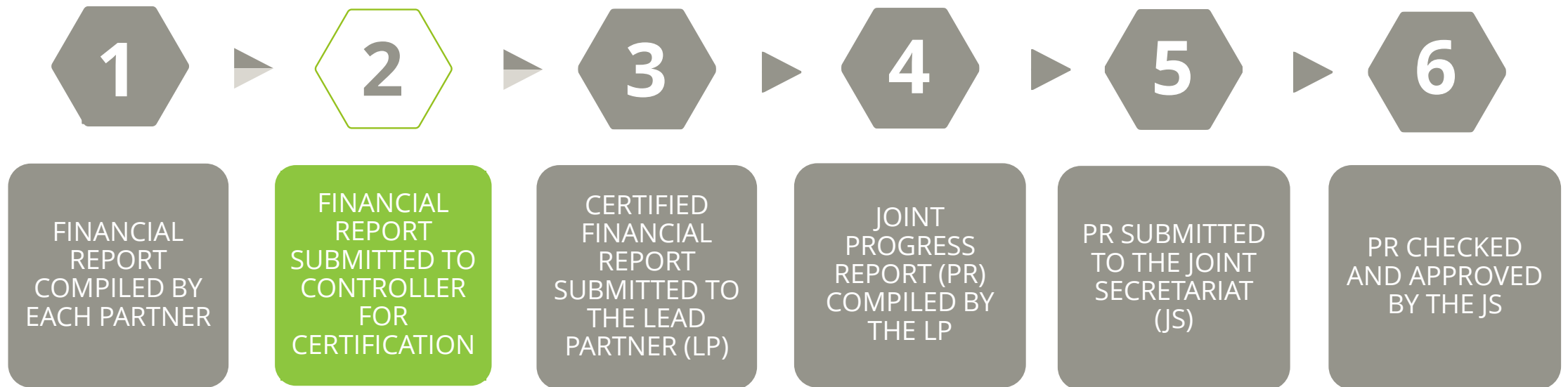
Tutorials

- [Creating a partner finance report + activity summary](#)
- [List of expenditure](#)
- [How to report staff costs](#)
- [Consolidation tab](#)
- [Procurements](#)
- [Financial overview](#)
- [Supporting documents](#)

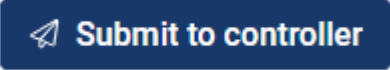

[Playlist portal tutorials for partners](#)



<https://www.interregeurope.eu/help/project-implementation-2021-2027#anchor-webinars-and-tutorials>



2. Submitting to the controller & certification

- Partner submits financial report to the controller 
- Controller checks the financial report, based on the sample (if applicable) 
- Asks for clarifications, if needed (outside Portal)
- Confirms the financial report and issues:
 1. *Standard control certificate* Appendix 3.1 to the programme manual
 2. *Standard control report and checklist* Appendix 3.2 to the programme manual

2. Controller's actions

Reject

- Controller can return the report to the partner before the sample is drawn, if quality is poor
- All of the fields are editable by the controller (except *Amount declared*)
- If the amount is wrong, the controller modifies it in the field *Amount confirmed by controller*

Confirm

- Partner can upload new documents even after the report is submitted to the controller, but before it is certified

2. Sample generator

Report identification
 Activity summary
 List of expenditures
 EE consolidation
 Procurements
 Financial overview
 Submit
 Control report
 Confirm/Reject
 Supporting documents

+ Add expenditure

ID #	Cost category	Contract number	Application form item number or month [?]	Description	Employee/supplier	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange ra
1	External expert	N/A	19 - Communic	qe 2/300	e 1/300	d 1/300	Please select	28 Aug 2023	Euro	
2	External expert	N/A	19 - Communic	e 1/300	e 1/300	d 1/300	Please select	28 Aug 2023	Euro	
3	External expert	LP01-001	16 - Pilot actior	d 1/300	d 1/300	d 1/300	Please select	28 Aug 2023	Euro	
4	External expert	LP01-002	20 - Manageme	dd 2/300	dd 2/300	d 1/300	Please select	28 Aug 2023	Euro	
5	External expert	LP01-003	18 - Exchange c	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
6	External expert	LP01-001	16 - Pilot actior	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
7	External expert	LP01-001	16 - Pilot actior	d 1/300	d 1/300	d 1/300	Please select	28 Aug 2023	Euro	
8	External expert	LP01-002	20 - Manageme	d 1/300	d 1/300	d 1/300	Please select	29 Aug 2023	Euro	
9	External expert	LP01-002	20 - Manageme	d 1/300	d 1/300	dd 2/300	Please select	28 Aug 2023	Euro	

White: not in sample

Yellow: automatic sample

Gray: added by the controller

2. Control report (incl. checklist)



Directly in
the Portal

Control Report	Control Checklist
----------------	-------------------

Interreg Europe Control Report

1. Project partner progress report

Project title	Increasing Work Prospects of NEETs through capacity building and improved policy measures
Project acronym	atWork4NEETs
Project ID	01C0295
Reporting period	01/03/2023–31/08/2023
Partner report number	1

2. Project partner

Name of partner organisation in English language	National Association of Italian Municipalities Tuscany (ANCI Tuscany)
Partner type of organisation	Public body or body governed by public law
Partner number	2
Start date of partner participation in project	01/03/2023
End date of partner participation in project	31/05/2027

2. Control checklist



Directly in
the Portal

Control Report	Control Checklist	
Interreg Europe Control Checklist (Annex to the Control Report)		
General checks <i>Done once and again in case of change at first report (for third point: after first transfer of ERDF or Norwegian funding)</i>		
Project partner maintains separate accounting records/system, or accounting code, for all transactions related to the project. Ensuring separation of project expenditure for all transactions relating to the project [according to Art. 74 1a(i) of Reg. (EU) No 2021/1060]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> 0/1500
	<i>This field is required for submission.</i>	
Mechanisms are in place to exclude double-financing: e.g., accounting system avoids the allocation of the same invoice to different projects	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> 0/1500
	<i>This field is required for submission.</i>	
The project partnership agreement is available and signed by all partners.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/> 0/1500
	<i>This field is required for submission.</i>	
General comments, recommendations, points to follow-up		
Description of findings, observations and limitations	<input type="checkbox"/> N/A	<input type="text"/>

2. Control documents

- Control documents downloadable after the report confirmed by the controller
- LoE and procurements downloadable at any time

Consolidation ✓ Procurements ✓ Financial overview ✓ Submit ✓ Control report ✓ Confirm/Reject ✓ Support documents

Validate Confirm Reject Export

Financial report confirmed on 22/09/2023, 11:57 by hakanES@gmail.com.

Download control documents

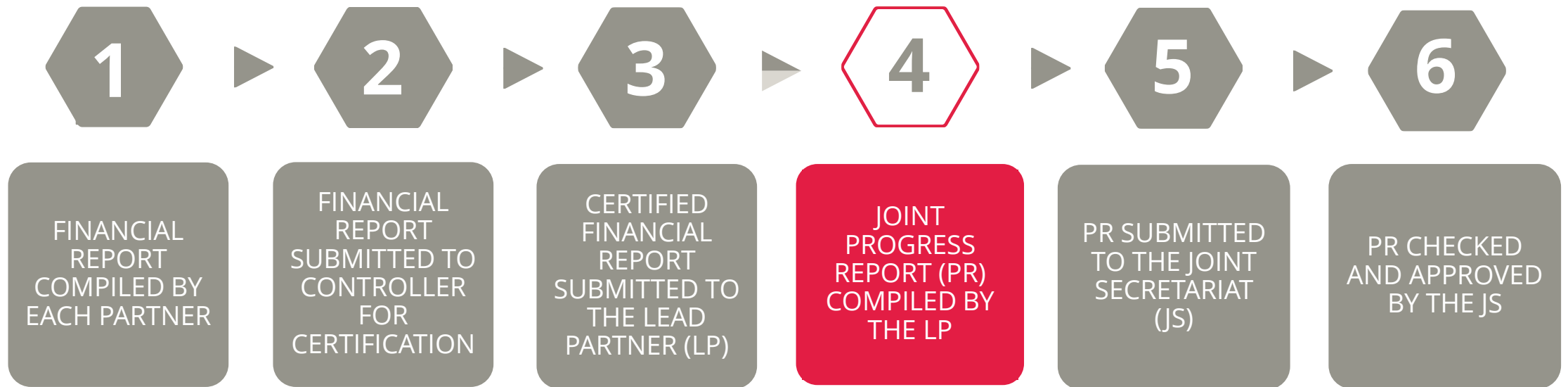
- Control certificate
- Control report incl. checklist

- List of expenditures
- Procurements



**Time for
questions**





4. LP compiles the joint progress report

- **LP includes financial reports confirmed by controllers in the progress report**
- **LP checks that:**
 - the information provided by partners is accurately reflected in the joint progress report
 - the costs included result from implementing the project as planned and as set out in the application form and described in the progress report

4. LP includes finance reports in PR

3 Finance reports

Number	Version	Semesters	Partner		
1	1	1-1	LP01 Government of Catalonia - Department of Climate Action, Food and Rural Agenda	+ Include	↶ Reject
1	1	1-1	PP02 Eastern and Midland Regional Assembly	+ Include	↶ Reject
1	1	1-1	PP06 Emilia-Romagna Region	+ Include	↶ Reject

4. If corrections are needed...

Minor corrections

=

LP can make the changes
directly in the PR

- Item descriptions
- AF item link
- cost category
- justification

Major corrections

=

Report has to go **back to**
partner and controller

- change of the amount



4. Minor corrections – Consolidation tab

1 Summary of project activities 2 Insight into project's results 3 Finance reports 3.1 Finance overview 3.2 Spending plan 3.3 Consolidation LP bank details Submit Clarifications

		All	External expertise and services	Equipment	Infrastructure and works		
Partner	Item number / Description in AF	Planned amount in EUR	Suppliers	Description	Justification	Total amount in EUR	Reported so far
1	LP01 Regional Council of Päijät-Häme	14,500.00		Exchange of experience – meetings External expertise and services interregional partner... Interregional Meeting Lahti 7-8 June 2023, 1:st semester expense (The supplier invoiced late), 20 persons. Study visit, vine tasting and social dinner 174/500	0/500	1,300.00	5,968.64
2	LP01 Regional Council of Päijät-Häme	7,800.00		Exchange of experience – travel and accommodation external bodies External expertise and... Stakeholder attendance and GP porentation in LIM2 meeting held in Katovice (20-22/11/23). 103/500	0/500	967.42	967.42
3	LP01 Regional Council of Päijät-Häme	91,000.00		Management – external support External expertise and services Management of the Interreg Europe project LOTTI - ID 01C0106: support to Project Management and 2st semester activities, participation/ moderating/ follow up of 2st LIM meeting held in Katovice (20-22/11/23). 208/500	0/500	16,740.00	30,240.00
4	PP02 Innovation & Management Centre Limited (WestBIC)	6,500.00		Management – expenditure control External expertise and services FLC costs Claim 1 17/500	0/500	825.00	825.00

4. Minor corrections – Spending plan tab

LP provides **justification for any deviation from the spending plan**, including partners overspending/underspending or not reporting

1 Summary of project activities 2 Insight into project's results 3 Finance reports 3.1 Finance overview **3.2 Spending plan** 3.3 Consolidation LP bank details Submit Clarifications

Spending plan

	Preparation costs	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Amount forecasted	17,500.00	204,192.00	201,492.00	204,153.00	258,193.00	258,499.00	197,453.00	101,900.00	103,300.00
Amount reported		170,881.70	192,482.94	0.00	0.00	0.00	0.00	0.00	0.00

Difference b

This table shows

Partner

LP01 Regional Co
Finland (Suomi/F

PP02 Innovation
Ireland (Éire/Irela

PP03 Northern a
Ireland (Éire/Irela

Changes from original plans

If there is overspend or underspend in general on the project level (both accumulated and/or for the current report), please specify the reasons and the corresponding measures to correct this. Please provide information on any overspending or underspending in a budget line and/or in a partner's budget, stating the reasons and indicating the measures that were taken to avoid this in the future. If a partner does not report any expenditure, please state the reasons and indicate the measures that were taken to avoid this in the future. Please also describe on a general level problems encountered and corresponding solutions found.

In Semester 2, the actual level of spending amounts to €192,482.94, which represents 95,5% of the allocated total budget for this semester (€201,492.00). Therefore, the project reports only a slight underspending compared to the spending plan for this semester.

PP01 and PP02 are reporting expenditures in line with the planned budget and report only a minor underspending.

PP03 have calculated staff costs with consideration of the outlay of 90% of the staff budget for Semesters 1-6 and the remaining 10% for Semester 7-8. However, the permanent Project Officer for this project has been on maternity leave, and will be returning during Semester 3. Consistent with what has been reported in the financial report in the previous semester, they are currently slightly underspent on staff wages, however this will be rectified in the remaining months of the project. The vast majority of the expenses for external expertise will be incurred when they will host the next stakeholder workshops in Semester 3 and LIM4 in Semester 4 in Ireland.

4. Other PR sections – Financial overview

Summary of the reported costs at project level and by partner, Interreg/NO funding, partner contribution

1 Summary of project activities 2 Insight into project's results 3 Finance reports **3.1 Finance overview** 3.2 Spending plan 3.3 Consolidation LP bank details Submit Clarifications

3.1.1. Project expenditure by cost categories

Cost category	Total budget	Previously reported	Current report	Total reported so far	% of total reported so far	Remaining budget
Preparation costs	17,500.00	17,500.00	0.00	17,500.00	100.0%	0.00
Staff costs	827,750.00	103,067.30	127,497.71	230,565.01	27.9%	597,184.99
Office and administration	124,161.00	15,460.10	19,124.66	34,584.76	27.9%	89,576.24

3.1.2 Reported expenditure by partner

Partner	Total budget	Previously reported	Current report	Total reported so far	% of total reported so far	Remaining budget
LP01 Regional Council of Päijät-Häme <i>Finland (Suomi/Finland)</i>	442,202.00	69,247.72	54,431.84	123,679.56	28.0%	318,522.44
PP02 Innovation & Management Centre Limited (WestBIC) <i>Ireland (Éire/Ireland)</i>	223,946.00	28,410.12	33,385.37	61,795.49	27.6%	162,150.51
PP03 Northern and Western Regional Assembly <i>Ireland (Éire/Ireland)</i>	79,520.00	9,758.66	9,762.74	19,521.40	24.5%	59,998.60
PP04 Grand E-nov+ <i>France (France)</i>	208,940.00	18,325.28	21,190.58	39,515.86	18.9%	169,424.14
PP05 Apulia Region - Department of Economic Development	195,800.00	14,269.06	15,405.42	29,674.48	15.2%	166,125.52

4. Other PR sections – LP bank details

Bank details to
be filled in

+

Bank document
uploaded

1 Summary of project activities 2 Insight into project's results 3 Finance reports 3.1 Finance overview 3.2 Spending plan 3.3 Consolidation LP bank details Submit

Found 9 error(s).

Bank details

Name of bank

0/200
This field is required for submission.

Address

0/200
This field is required for submission.

City Postal code Country
0/200 0/200 0/200
This field is required for submission. This field is required for submission. This field is required for submission.

IBAN BIC/SWIFT code
0/200 0/200
This field is required for submission. This field is required for submission.

Internal reference (if needed)

0/200

Holder of account

0/200
This field is required for submission.

Bank document

Please upload a bank document.

Exercise for lead partners

- **Submit financial report to LP**
 - Have a look at the LP report and submit it
- **Include partner reports**
 - Include
- **Provide justification for project and partners deviations**
 - Justify missing partner report
 - Comment on the spending situation of the project, including specific partners deviations
- **Consolidation tab**
 - Amend descriptions
 - Changing AF item number
 - Change cost category
 - Provide justification for item exceeded
- **Excluding, rejecting, reopening**
 - If ineligible expenditure reported, exclude the report and reject to partner



Exercise for controllers

- **List of expenditure**

1. Draw the sample
2. Add 1 item manually to the sample
3. Modify item description
4. Change cost category
5. Change the confirmed amount and provide reason
6. Link an item with a procurement

- **Procurements tab**

1. Modify the type of procedure applied in an existing procurement
2. Add a procurement above EU threshold
 - Add a subcontractor
 - Add a beneficial owner

- **Supporting documents**

1. Remove/add relevant tags to the documents
2. Filter and download only staff related documents

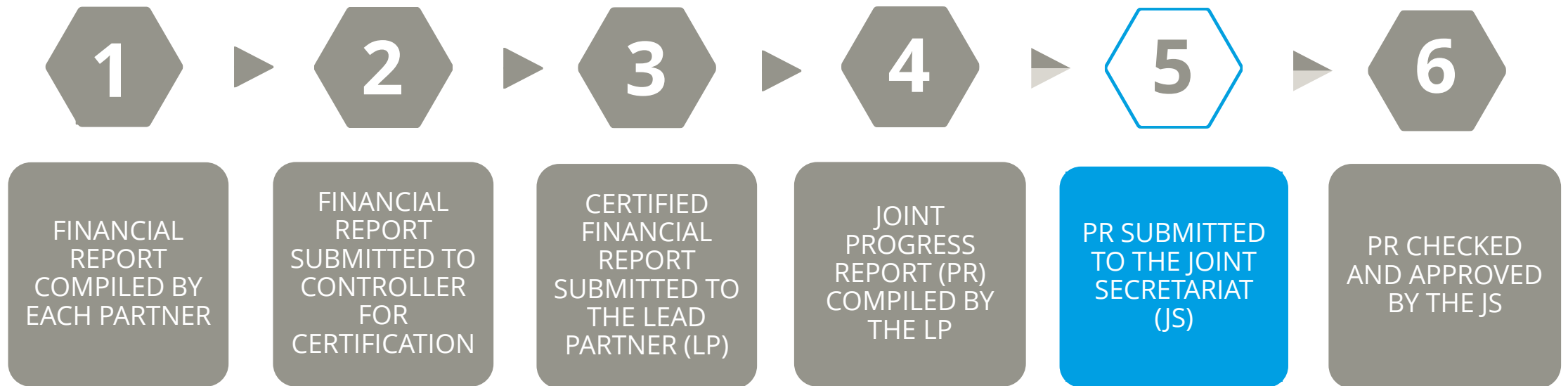
- **Control report**

1. Open control report and checklist and fill it in



TEST Portal

<https://ie21-test.gecko.de/>



PR submitted to JS

A dark blue rectangular button with a white paper plane icon on the left and the word "Submit" in white text on the right.

Dear Lead Partner,

Your progress report has been successfully submitted.

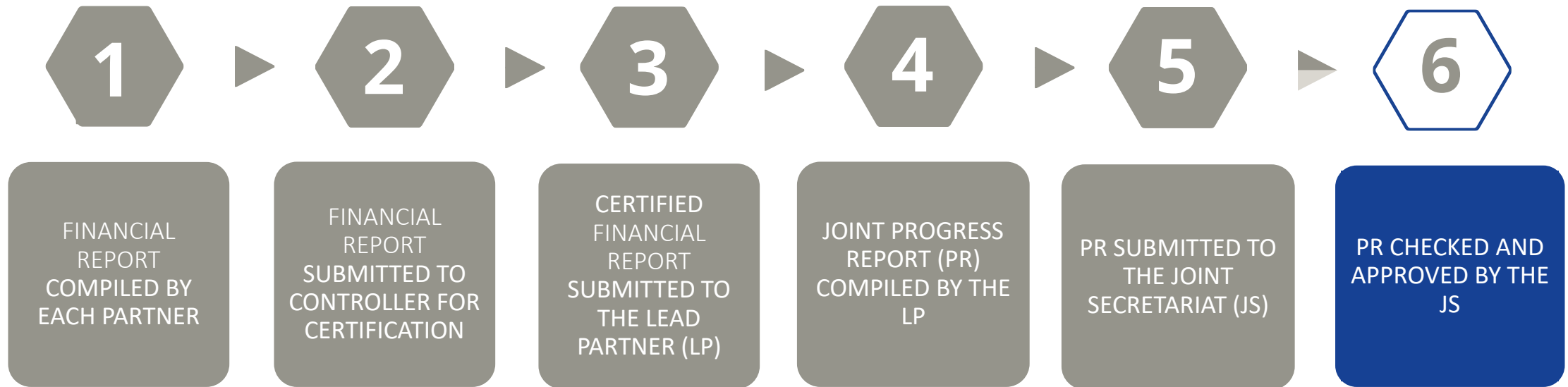
The reference details are as follows:

- Interreg Europe 01C0045 CROWDFUNDMATCH
- Progress report: 1, reporting period: 01/03/2023 - 31/08/2023, version: 1
- Submission date/time: 12/09/2023 14:40:24

Please retain this message for your records.

Kind regards,
Interreg Europe

This is an automatic email - please do not reply.



6. Joint PR checked and approved by the JS

- The JS checks **only the joint PR**

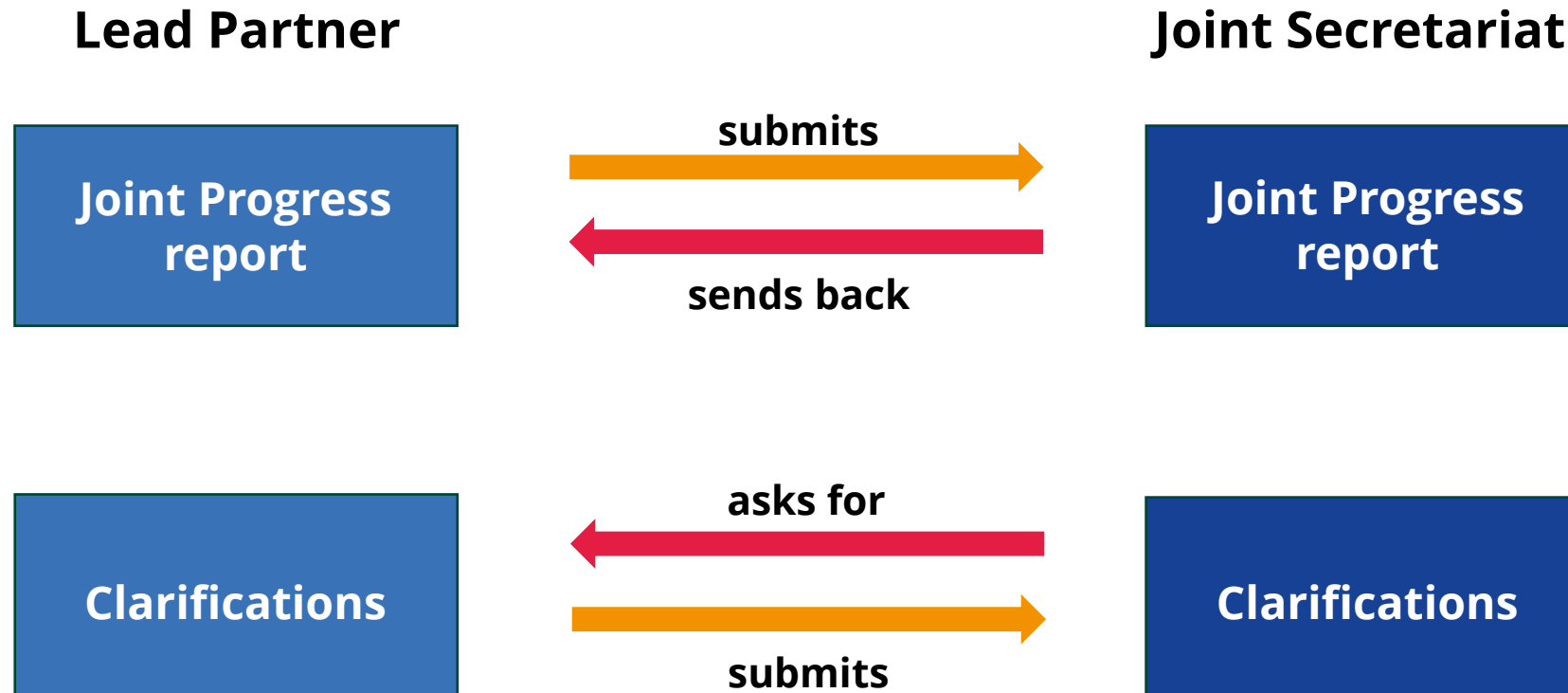
The JS does not check **individual partner financial reports**

NB! The JS does not check **the list of expenditures**

The JS has no access to **the supporting documents**

- If necessary, JS sends clarification requests to the LP (similar to conditions)
- Most common clarifications:
 - Item description not clear, no link to the reported activities
 - Date, time, and place of an event missing
 - Specific tasks carried out by external experts not detailed enough
 - Expenditure linked with the wrong AF item

6. Joint PR checked and approved by JS



Once all points have been clarified, the PR can be **approved and paid!**



**Time for
questions**



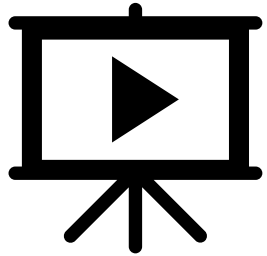
Links to useful videos

- Playlist of tutorials on reporting for partners

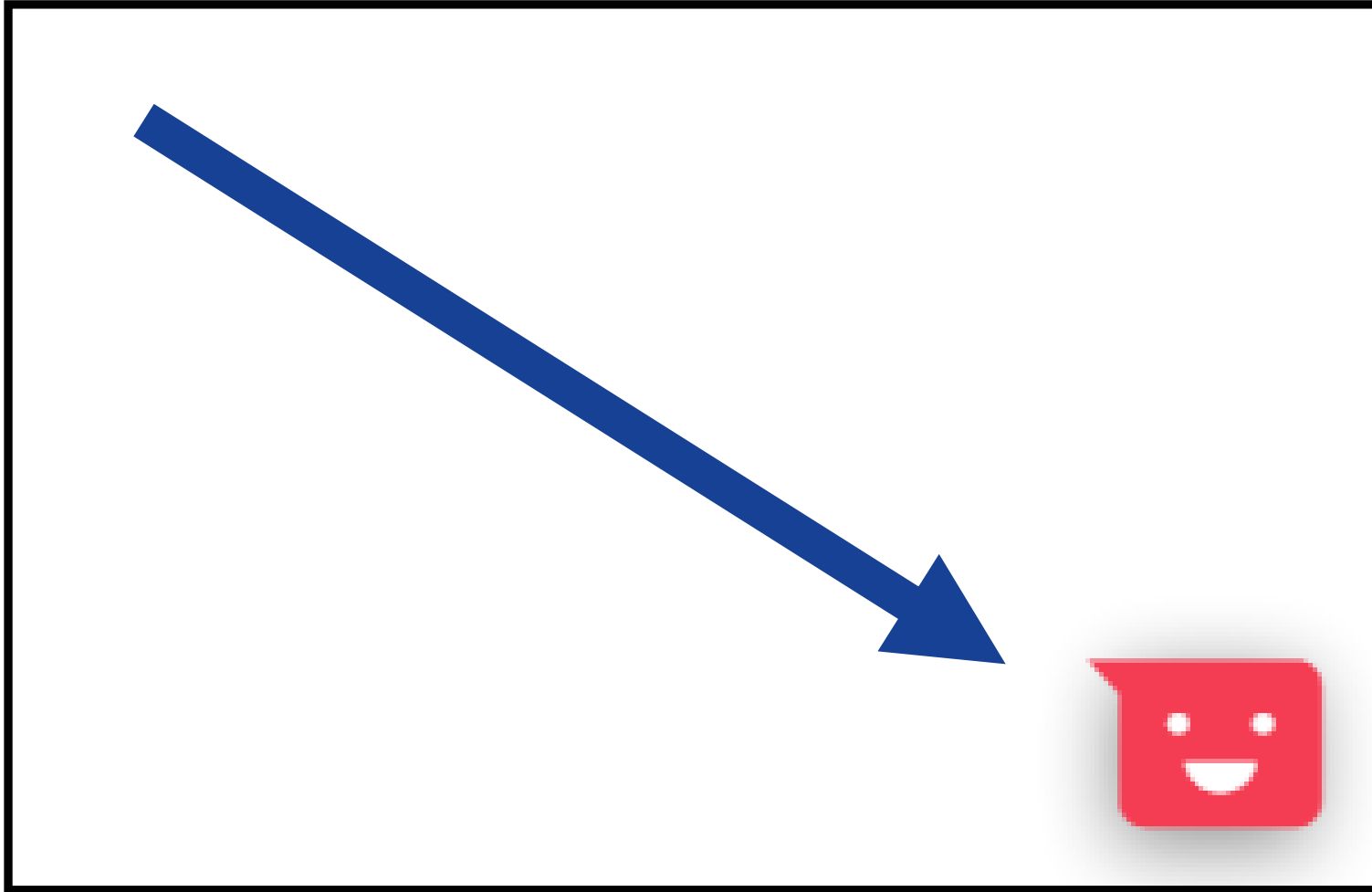
<https://youtu.be/Z4uZJEwbxco?list=PLXXM7UvBjnhg-nu0MaFm6IW9zcElepogm>

- Playlist of tutorials on reporting for controllers

https://youtu.be/f5gA_hhxQUY?list=PLXXM7UvBjnhjc98zMRY8O_NKoljc8vUjy



Your feedback is needed!



Helppier

1 Summary of project activities

2 Insight into project's results

3 Finance reports

3.1 Finance overview

3.2 Spending plan

3.3 Consolidation

LP bank details

Submit

Clarifications

3 Finance reports

Number	Version	Semesters	Partner	
2	3	2 - 2	LP01 Regional Council of Päijät-Häme	Included
2	5	2 - 2	PP02 Innovation & Management Centre Limited (WestBIC)	Included
2	3	2 - 2	PP03 Northern and Western Regional Assembly	Included
2	3	2 - 2	PP04 Grand E-nov+	Included
2	3	2 - 2	PP05 Apulia Region - Department of Economic Development	Included
2	3	2 - 2	PP06 Marshal's Office of the Silesian Voivodship	Included
2	7	2 - 2	PP07 Regional Ministry of Economy and Finance of the Government of Cantabria	Included
2	3	2 - 2	PP08 European Projects Office of the Government of Cantabria	Included

**Interreg
Europe**



Co-funded by
the European Union

Thank you!

Follow us on social media:

