JEMS Manual
for project beneficiaries

for
Interreg Meuse-Rhine (NL-BE-DE)

Version 3, published 22.04.2026

Table of contents

Abbreviations

AF – Application Form
JS – Joint Secretariat
LA – Lead Applicant
LoE – List of Expenditure
LP – Lead Partner
MA – Managing Authority
PP – Project Partner

Summary of new features in Jems version 11

- In **1.2 Project privileges – implementation phase**: new information regarding sensitive data
- In **2.4 Partner details**: new section about State Aid per partner
- In **3.6 List of Expenditures**: additional information related to the declaration of staff costs (drop-down menu)
- In **3.12 Reopening a partner report**: new highlighted item in the list of expenditure during reopening
- In **4.11 Living tables**: new function for indicator and financial living tables

Introduction

This manual has been published to guide project beneficiaries of Interreg Meuse-Rhine (NL-BE-DE) through the joint electronic monitoring system (Jems) during the implementation phase of the project.

Guidance for project applicants during the preparation phase can be found in the Jems user manual for applicants.

Please see the user manual for applicants, section 2. Access and Registration for an explanation how to create a user account in Jems.

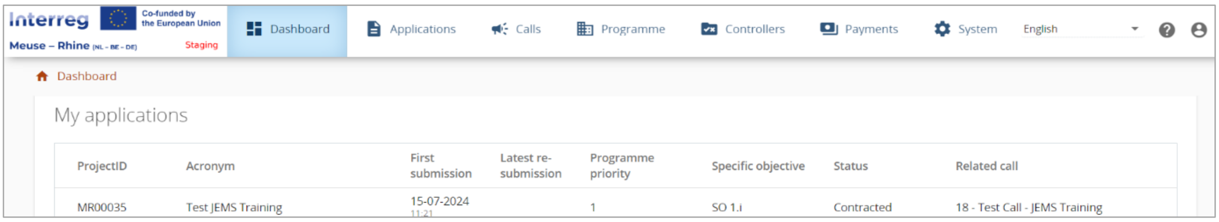
This manual has been published in English. **English is also the recommended language for reporting in Jems** (partner reports and project reports). Alternatively, reports can be submitted in all three programme languages (Dutch, French and German) together.

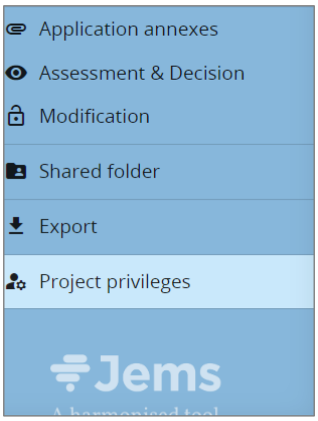
This manual has been established based on version 11 of Jems. When a new version of Jems is available, certain chapters of this manual may be updated.

Need help? For any IT related problems you might experience with the system, you are welcome to contact the Interreg Meuse-Rhine (NL-BE-DE) Jems helpdesk at the following email address: jems-helpdesk@prvlimburg.nl

1. Project privileges

The "Project privileges" section enables multiple users to collaborate together in a project. This section can be selected by opening the relevant project from the "Dashboard".





It allows the lead partner (LP) to manage the access rights of users to a project application and to an approved project.

The section also displays the control institution of a project partner (PP).

Project privileges are restricted to the level of a specific project – each project is an "isolated island". A user who collaborates in many projects, can have distinct privileges in different projects.

Select "**Project Privileges**" in the left menu to reach this section.

1.1 Prerequisites

Upon creation of a project, the lead applicant (LA) has “manage” access rights to the project application.

As from project status “Approved” the project privileges on partner level appear.

The updating of lead LA users to LP users as well as the assignment of users to PPs should be done as soon as the project is set to status “Contracted” by the LP. This gives PP users access to their own dedicated part of the Contracting and Reporting sections of the project.

Point of attention: It is only possible to assign users who are already registered in Jems. The only required parameter to identify the user is the respective Jems username (e-mail used to register in Jems). Please ensure the correct typing of the username (lower/upper case). Upon successful assignment, the user will see the respective project in his/her Dashboard. For more information on how to register in Jems please see the user manual for applicants, section 2. Access and Registration.

1.2 Project privileges – implementation phase

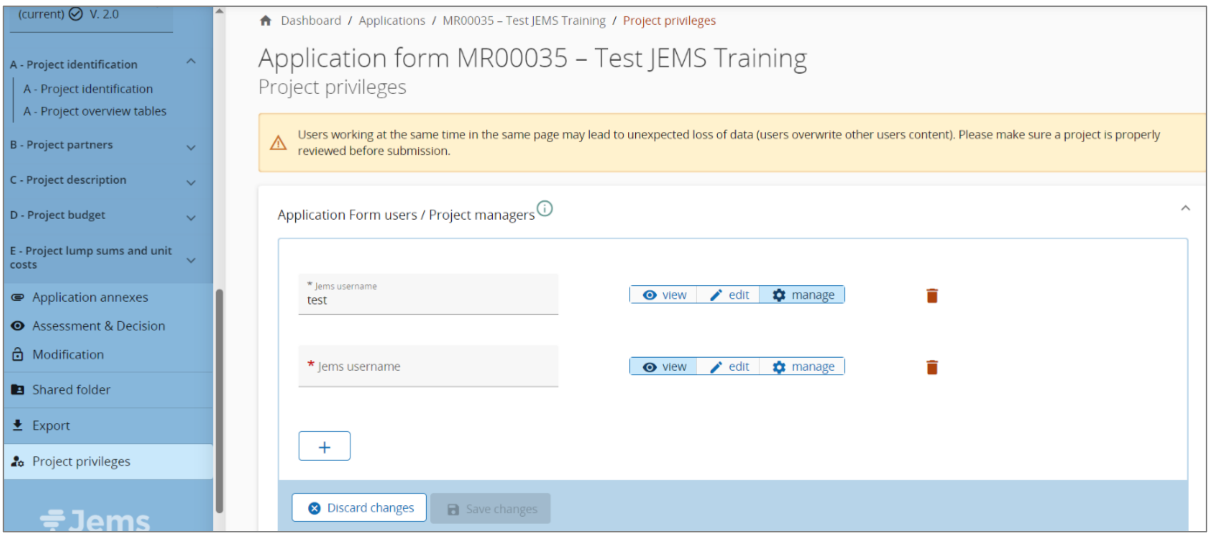
Project privileges on partner level only appear once the project status is set to “Contracted” by MA/JS.

The project privileges are split into:

- access rights on project level
- access rights on partner level

Privileges on project level

During the contracting phase the access rights on project level should be handed over from the LA to the LP. The LP user should be consistent with the LP contact person as defined in the application form.



To add an additional user, click on “+”. Different access rights can be granted:

- manage – allows to assign/remove users on project and partner level.
- edit – allows writing access on project level (e.g. AF, Contracting, Project report)
- view – allows read access to the AF

Having users working at the same time in the same page may lead to unexpected loss of data (users might overwrite other users content). Please make sure a project application or report is properly reviewed before submission.

To remove a user, click on the trash bin icon. There must be minimum one user with manage rights. Upon successful assignment, the user will see the respective project in his Dashboard.

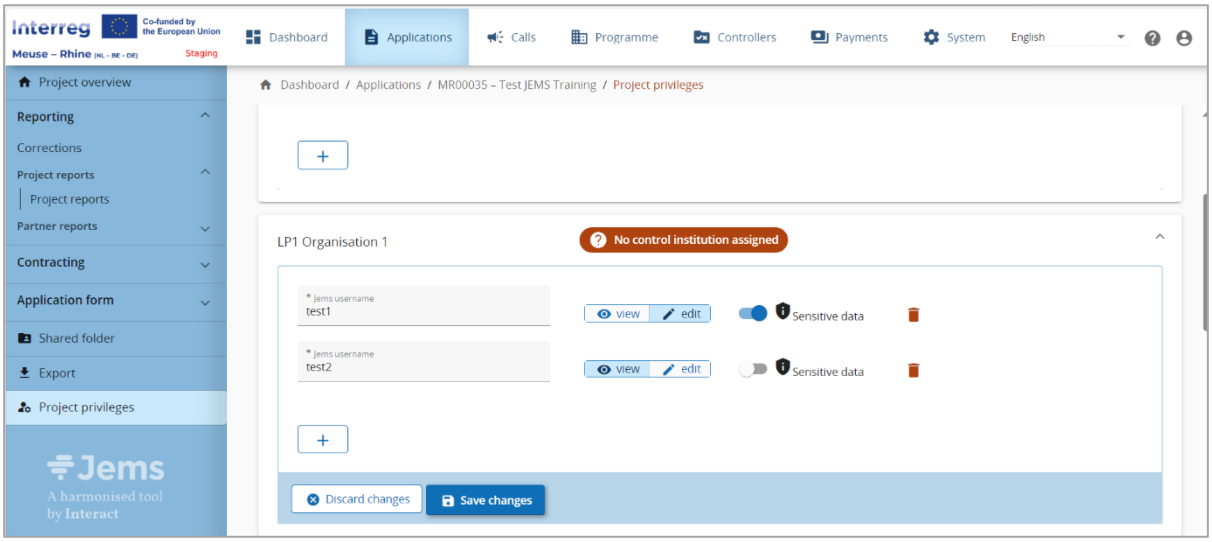
Point of attention: A user who is assigned to a PP gets automatically view access to sections on project level (AF, contracting, project report). Thus, there is no need to assign a user to the LP on project level in order to grant read access to e.g. the AF or project reports.

Privileges on partner level

During the contracting phase the access rights on partner level should be defined by the LP. This can only be done by a LP with manage rights. To add a user, click on “+”. Different access rights can be granted:

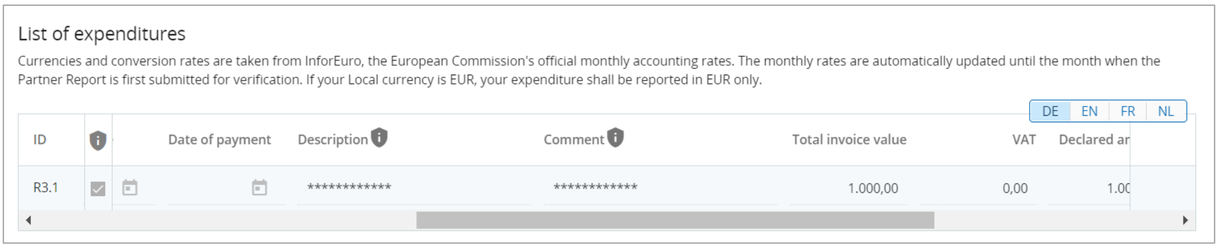
- edit – allows writing access on partner level
- view – allows read access on partner level

The toggle button „Sensitive data“ needs to be switched on to allow access of a partner user in their organisation’s partner report to the expenditures marked as GDPR sensitive in the List of expenditures (LoE), see section 3.6.1 Creating an expenditure item. Controllers and MA/JS users who are assigned to a project can always see content marked as sensitive in the related partner report sections.



If the toggle button “Sensitive data” is switched off, the partner user will not be able to see the description and comment box as well as attachments in their partner reports. The screenshot below shows the view when the “Sensitive data” button is switched off.

Point of attention: Note that users with edit permissions will have access to the list of the partner employees in the list of expenditure, regardless of the sensitive data setting.



To remove a user, click on the trash bin icon.

The assignment of a user gives access to its own partner report as well as to its own part of “Partner details” in the contracting section.

During the contracting phase control institutions are assigned to a PP by the national assigning body. When a control institution is assigned the name of the controller organisation will automatically show up instead of “No control institution assigned”. Following the assignment of a control institution to a partner, the controller will have view access to submitted partner reports.

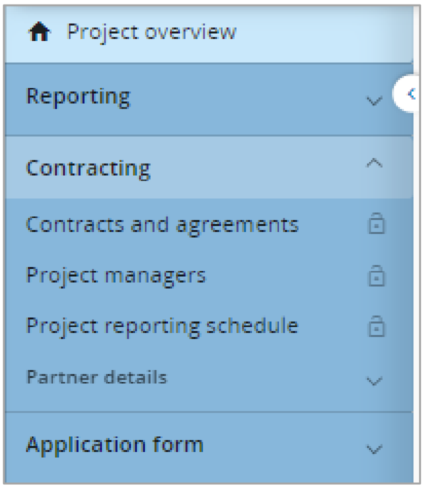
Point of attention: The LP should have view access to the partner reports of all partners in order to do the reporting on project level.

2. Contracting

In the contracting section users can manage the contracting phase including contracts and agreements, details regarding project managers as well as the project reporting schedule.

From the “Dashboard” select the project for which you would like to fill in the additional required information and click to open.

Point of attention: It is important to keep this section up-to-date during the project implementation phase, especially after project modifications. The contracting section becomes available in Jems after the project status change to “approved” and then “contracted” (set by the programme).



Select “Contracting” in the left menu. The LP and PP have access to the following sections:

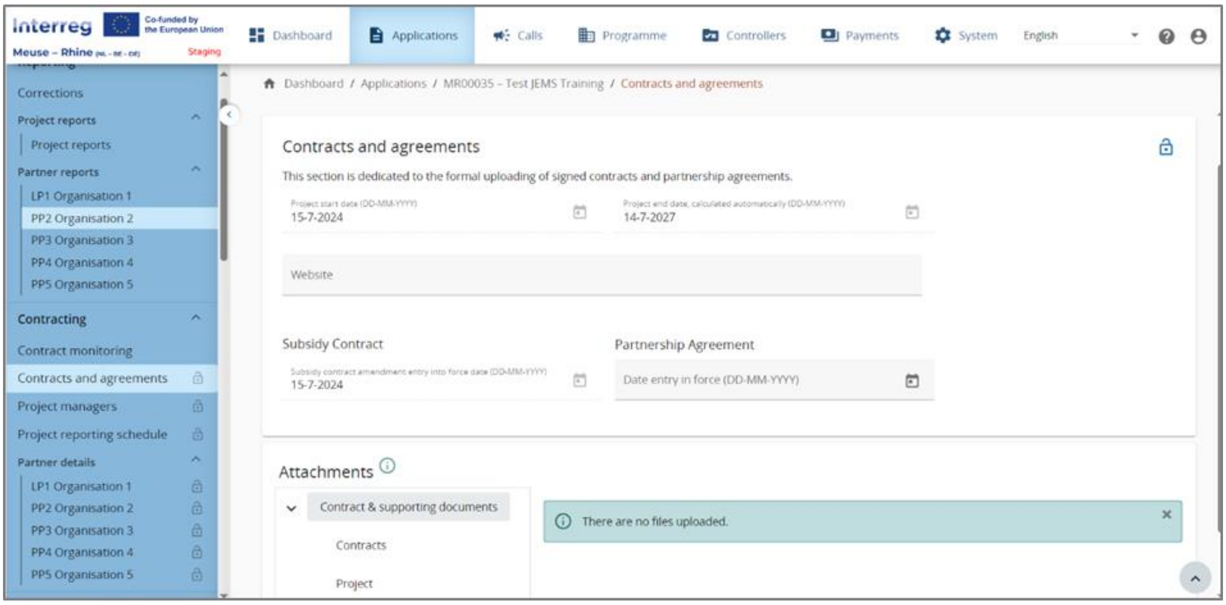
- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details

In order to have access to the subsection “Partner details”, the user needs to be assigned to a PP in the project privileges (for details see chapter 1.2 Project Privileges).

Also the LP has to be defined in the project privileges (for details see chapter 1.2 Project Privileges).

2.1 Contracts and agreements

This section is edited by the managing authority (MA) and the joint secretariat (JS). The information filled in by the programme (i.e. JS project officer) in the contract monitoring section is displayed here for the project users. No action points for the LP and PPs.



The project start date information is automatically transferred from the internal section “Contracting/Contract monitoring”.

Information on the project website (URL) will be entered here by the JS manager, whereas the subsidy contract date information is automatically transferred from the internal section ”Contracting/Contract monitoring”.

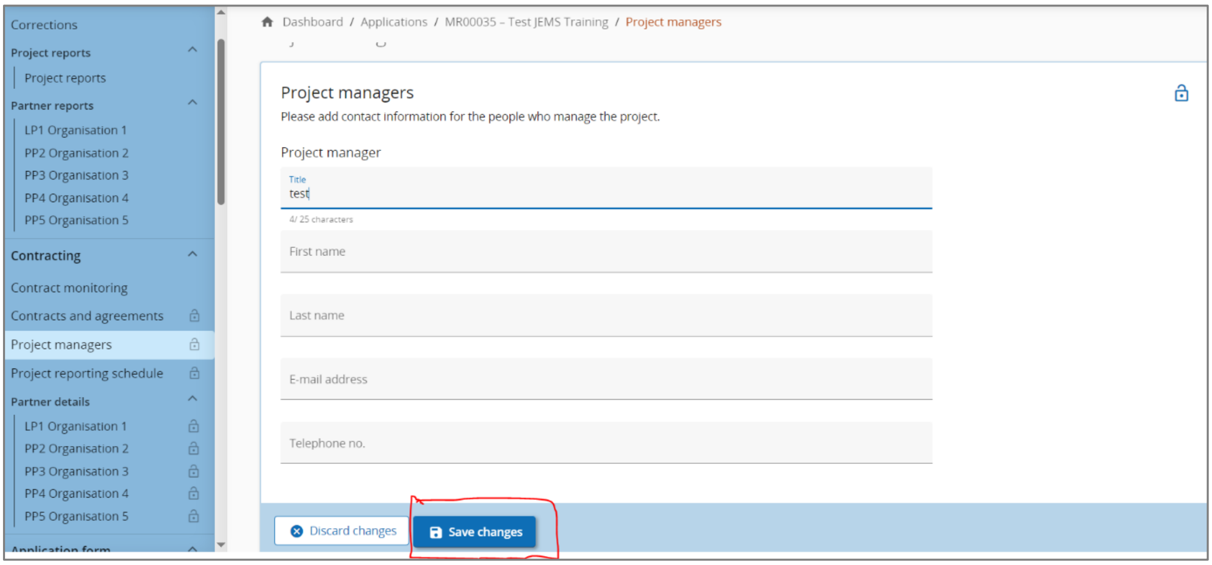
The partnership agreement signature date will be entered by the JS manager.

Moreover, the grant letter is uploaded by the JS manager in the attachment section.

2.2. Project managers

This section provides information on project, finance and communication managers of the project. The information should be filled in by the LP, who is only allowed to filled in this section.

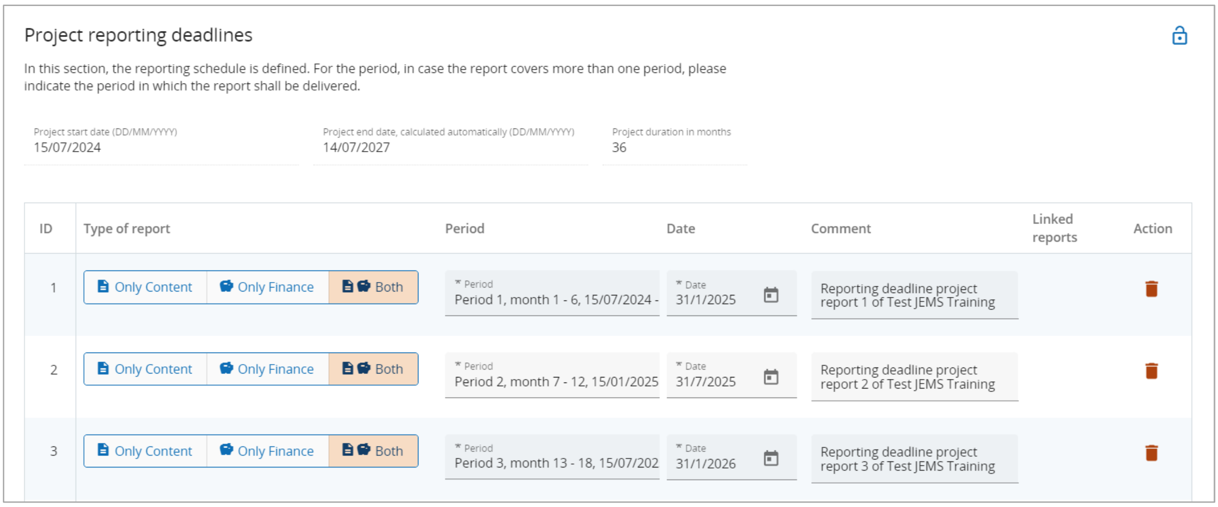
The project managers are expected to keep the contact information of the people who manage the project (project manager, finance manager, communication manager) up to date in this section, so that these can always be contacted easily.



2.3 Project reporting schedule

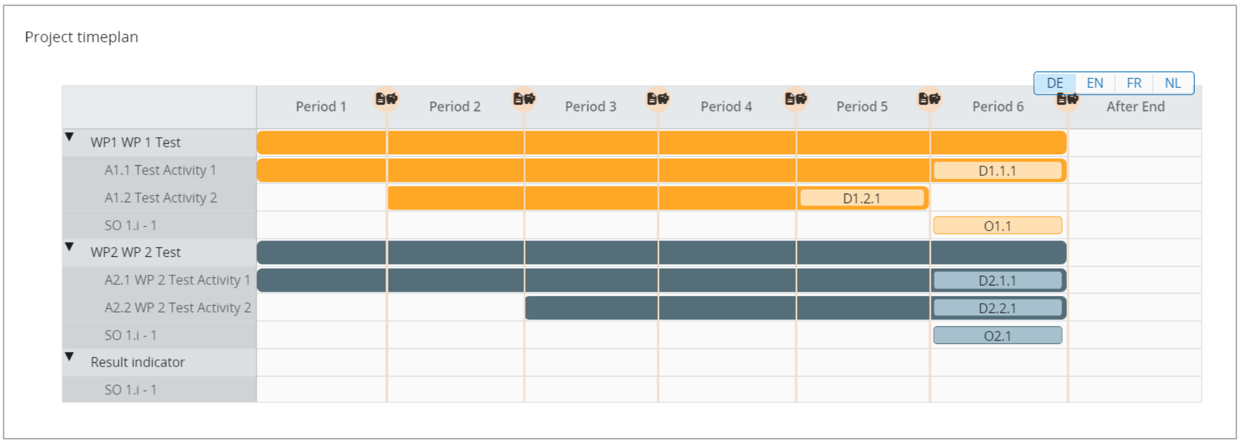
In this section, the LP/PP will be able to see the deadlines of the project reports. The project reporting schedule will be setup by the JS manager.

Under Type of Report, project progress reports are always labelled as “Both”, meaning they contain both a content and finance part. Project progress reports need to be submitted by the LP. Defined reporting deadlines are displayed in the project time plan. The deadlines indicate the date the progress reports need to be submitted, not the end of the reporting period. For more information about reporting deadlines please consult the programme manual, chapter 5. Implementation of a project.



Project time plan

The project time plan always shows the time plan coming from the last approved AF, section C6. In the project time plan the reporting deadlines are displayed, corresponding to the period indicated in the project reporting deadlines planner. The project reporting deadlines planner is completed in advance by the JS project manager.



Attention point: Reporting deadlines

- The deadline for the submission of a partner report is one month after the end of the 3-months period.
- The deadline for the submission of a project report is two months after the end of the 6-months period.

2.4 Partner details

Every partner has its own dedicated partner page in the "contracting" section, in order to keep its own data up to date. This section is connected to the "Project privileges" section. Unless project users are added with view rights to that partner, they will not see other partners' details.

In this section the project LP/PP should provide the following information per PP:

- Ultimate Beneficial Owner(s)
- Bank details
- Location of documents
- State-aid (if applicable)
- Attachments (if applicable)

Ultimate beneficial owner(s)

This section is not relevant for public partner institutions. However, in line with the CPR (Common Provision Regulation), private partner organisation(s) should - if applicable (e.g. in case of SME etc.) - provide information on the ultimate beneficial owner(s) of their organisation. Ultimate beneficial owners are the owners or the persons who are in charge of a company. The fields required by the regulation are: first name, last name, date of birth, VAT/tax identifier.

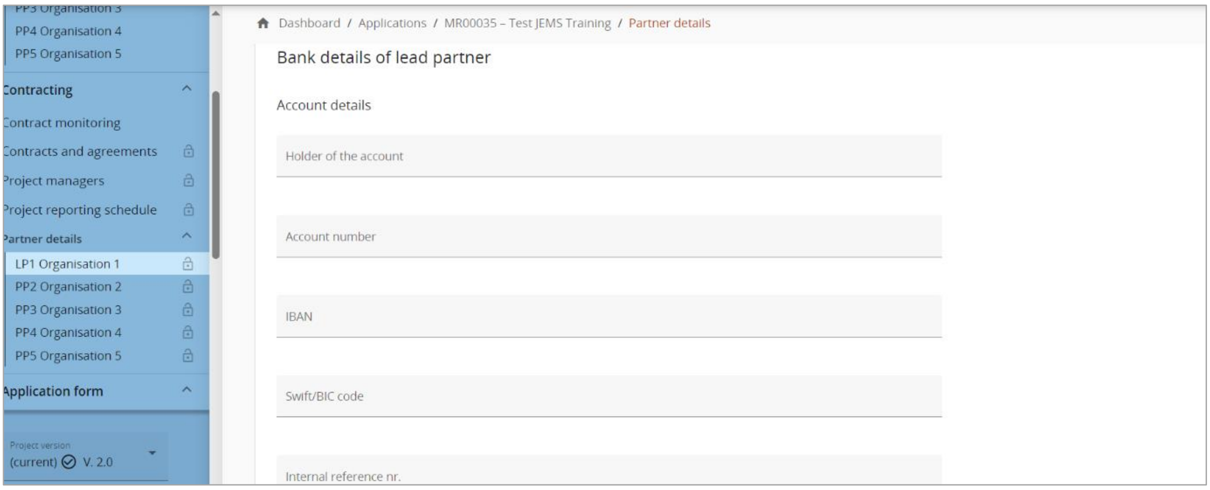
Private partners are required to upload proof of the information provided in the section of the ultimate beneficial owner in the attachment section at the bottom of the partner details.

Bank details

Every LP/PP has a section to keep its bank details up to date.

The programme will only be able to initialise ERDF payments to the LP if the bank details are provided correctly and in the requested level of detail. The same is valid to all project partners:

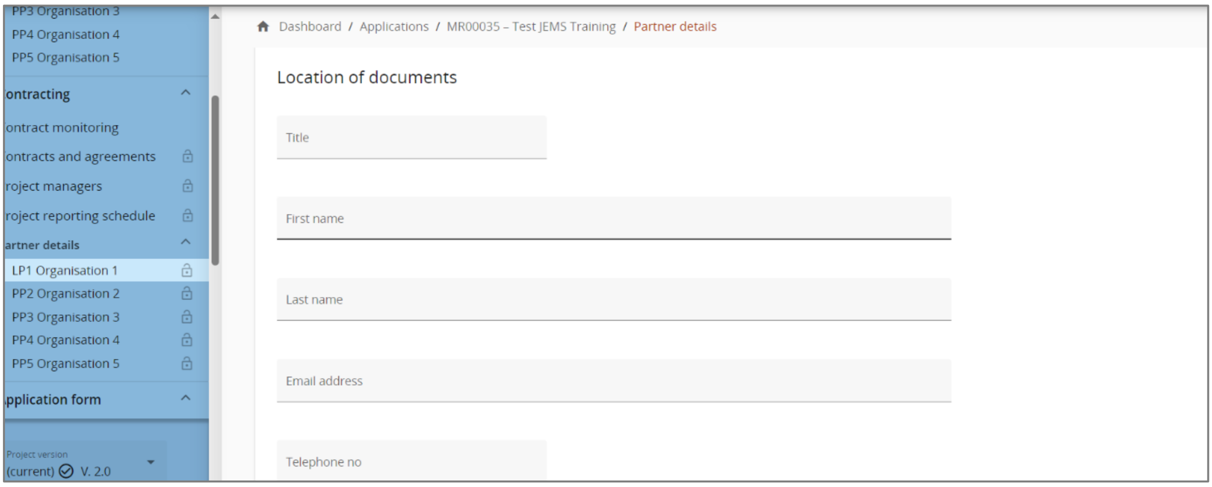
the LP will only manage to forward the respective ERDF share to the partner without any delay, if the bank details of the single partners are indicated. Partners are reminded to keep this section up to date before partner reports are submitted.



Lead Partners are required to upload a financial identification form that verifies the bank details in the attachment section at the bottom of the partner details.

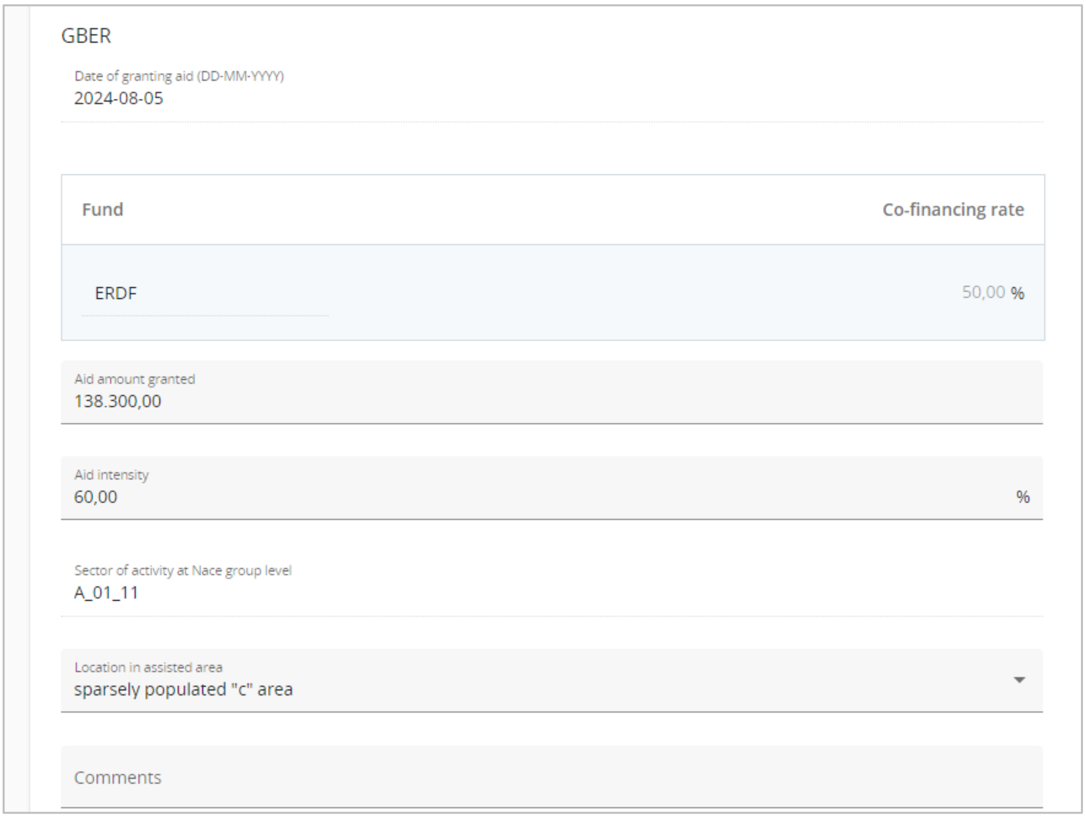
Location of documents

Information on the location of documents should be provided by the LP/PP. Partner organisations have to keep the location of documents up to date. They are required to indicate where original documents are stored and shall use this space to fulfil this requirement.



State-aid

If a state aid mitigation measure has been selected in the application form, the contracting partner detailed page shall get additional fields. These fields have an edit right for the programme users (MA/JS) and view right for partners with access to the page.



In case the partner declared to mitigate its state aid risk through a GBER scheme following fields show up. The data pre-filled come from the AF or from the programme.

Attachments

In this attachment section

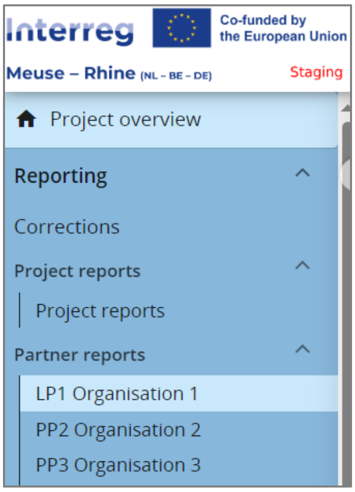
- The Lead Partner is required to upload a financial identification form proofing the correctness of their bank details.
- Private PPs need to upload proof of the information provided on the ultimate beneficial owners.
- Any co-financing declarations received by the PPs need to be uploaded here. Moreover, the JS manager will upload co-financing declarations directly received here.

3. Partner reports

The Jems partner report section is available for approved projects with the status “Contracted”. Users with the project privilege “edit” for a dedicated partner organisation are able to create/edit and submit partner reports. This chapter explains the steps to be taken to complete the sections of a partner report.

Newly created partner reports take data from the last approved version of the AF. If modifications of the AF occur in between two reports, the information provided in past reports will remain static and changes will be taken into account only in future reports.

3.1 Access to the partner reporting section



Select “Reporting” in the left menu to get to the reports of the dedicated PP.

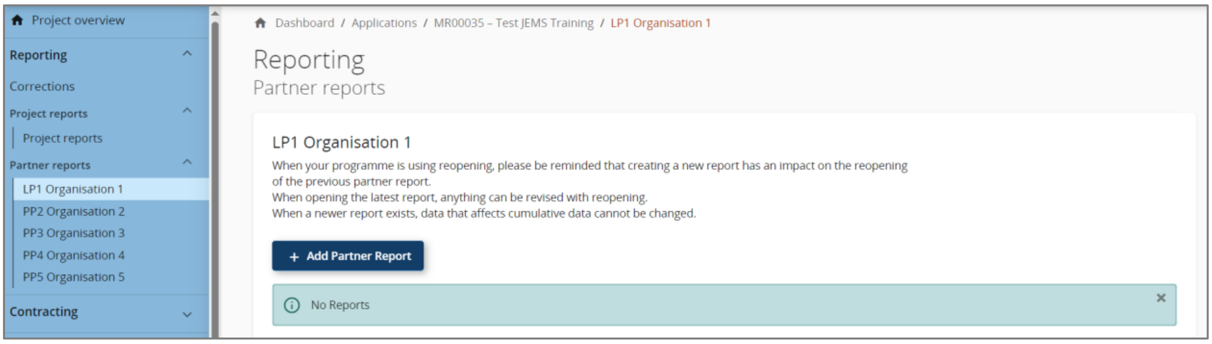
The user has access to the partner reports of the partner institution according to the settings in the “Project privileges”. For example, to have access to PP2 reports, the user needs to be added to PP2 with view/edit rights.

In order to fulfil the LP tasks and do the reporting at project level, the LP should have view access to the partner reports of all PPs.

Please carefully check the settings for access to General Data Protection Regulation (GDPR) sensitive data in the “Project privileges”.

3.2 Creation of a partner report

Select the PP from the left menu and click to open the partner specific reporting section.



To create a partner report, click on "+ Add Partner Report".

Only users with "edit" privilege can create a partner report.

Consider that the last approved AF version at the moment of creation is the reference basis for the partner report. Ongoing modifications will have no impact on the data in existing reports.

The partner report is created and automatically numbered R.1 (ID in ascending order R.1, R.2, R.3, etc.). The partner report ID does not reflect the reporting period. There are no restrictions for the number of reports created. Please note that only the last added report (if it is a draft) can be deleted from the overview.

Similar as for the AF partner list, the partner reporting section also indicates which PP has been deactivated through a project modification (i.e. in case of partner withdrawal). Partner reports can still be created by a deactivated PP.

The partner report is divided in different sections accessible through tabs at the top:

- Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit

To go back to the partner report overview, click on the PP under "Partner reports" in the left menu.

The partner report overview provides information on the partner report ID, the current status (Draft – Submitted – Control ongoing – Certified), the reporting period (once selected in the "Report identification"), the date of report creation and the date when the report was submitted for the first time.

Based on the country of the partner's main address, the local currency is also automatically added to the overview table. This is later on used in the partner report "List of expenditures".

Attention point: If a project modification (i.e. new version of the AF) is approved, modified items will only be shown in the partner report(s) created after approval of the modification, but not in partner reports which are in draft or submitted status at the time of approval of the modification.

3.3 Report identification

Creating a partner report will lead you automatically to the first tab called "partner progress report identification".

Key information is taken from the AF version valid at the moment of the partner report creation. The AF version to which the partner report is linked is displayed in the partner reports overview section.

The partner report status is first "Draft", after submission to the controller it becomes "Submitted", then "Control ongoing" and finally "Certified".

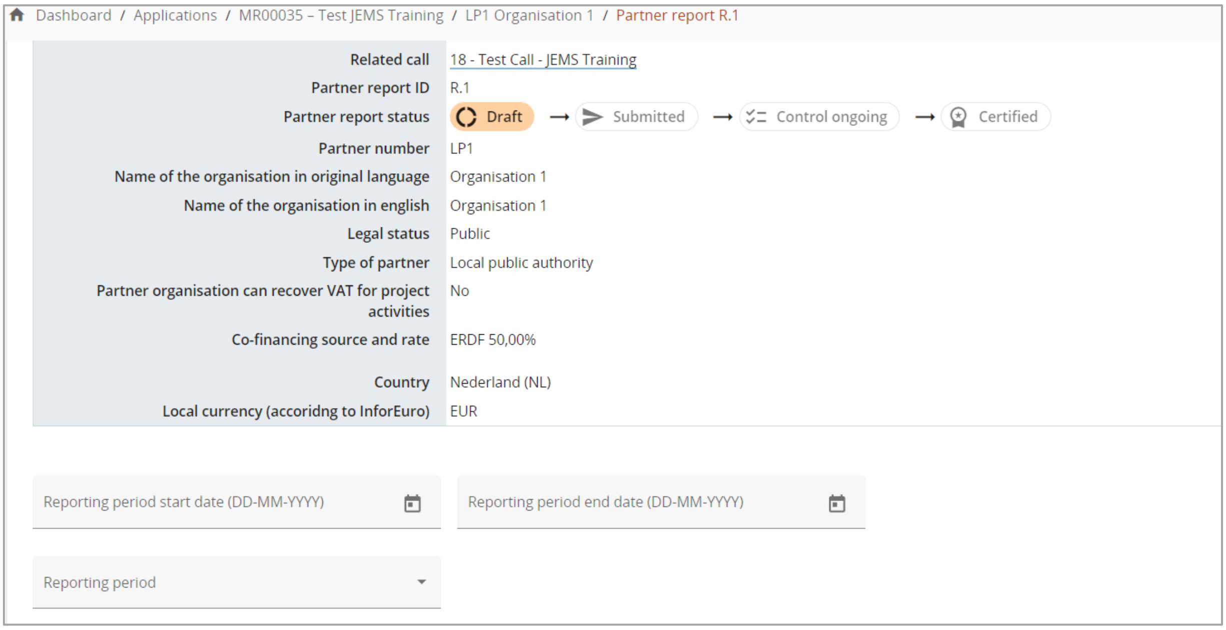
Point of attention: Please refrain from submitting a partner report when a draft has been created before and avoid creating a draft when the last partner report is not in status "Certified". These actions could interfere with the reporting process.

The reporting period **start and end dates** should be defined.

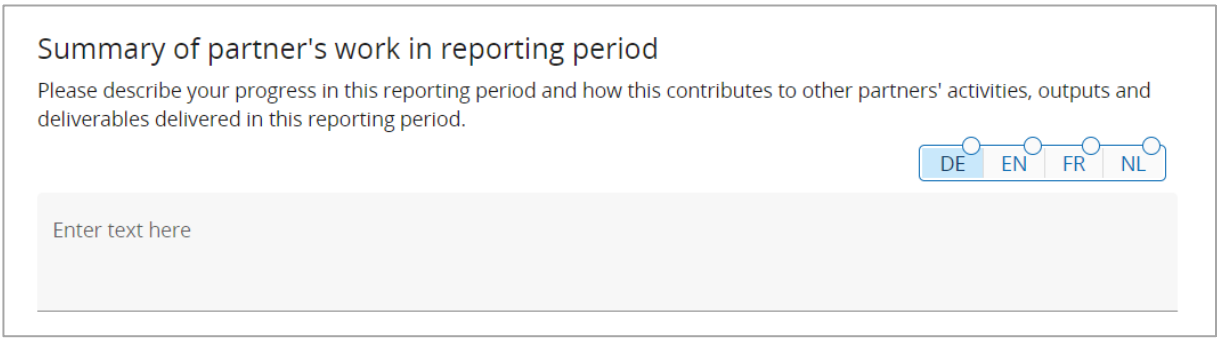
Please proceed as follows:

- Enter the starting date of the partner report period
- Enter the end date of the partner report period
- Select the corresponding period number (e.g. 'Period 1, month 1 - 6').

Save changes before moving on to the next section.



Next, please fill in the summary of the partner's work in the reporting period.



The following questions in the tab “report identification” are not mandatory to be filled in:

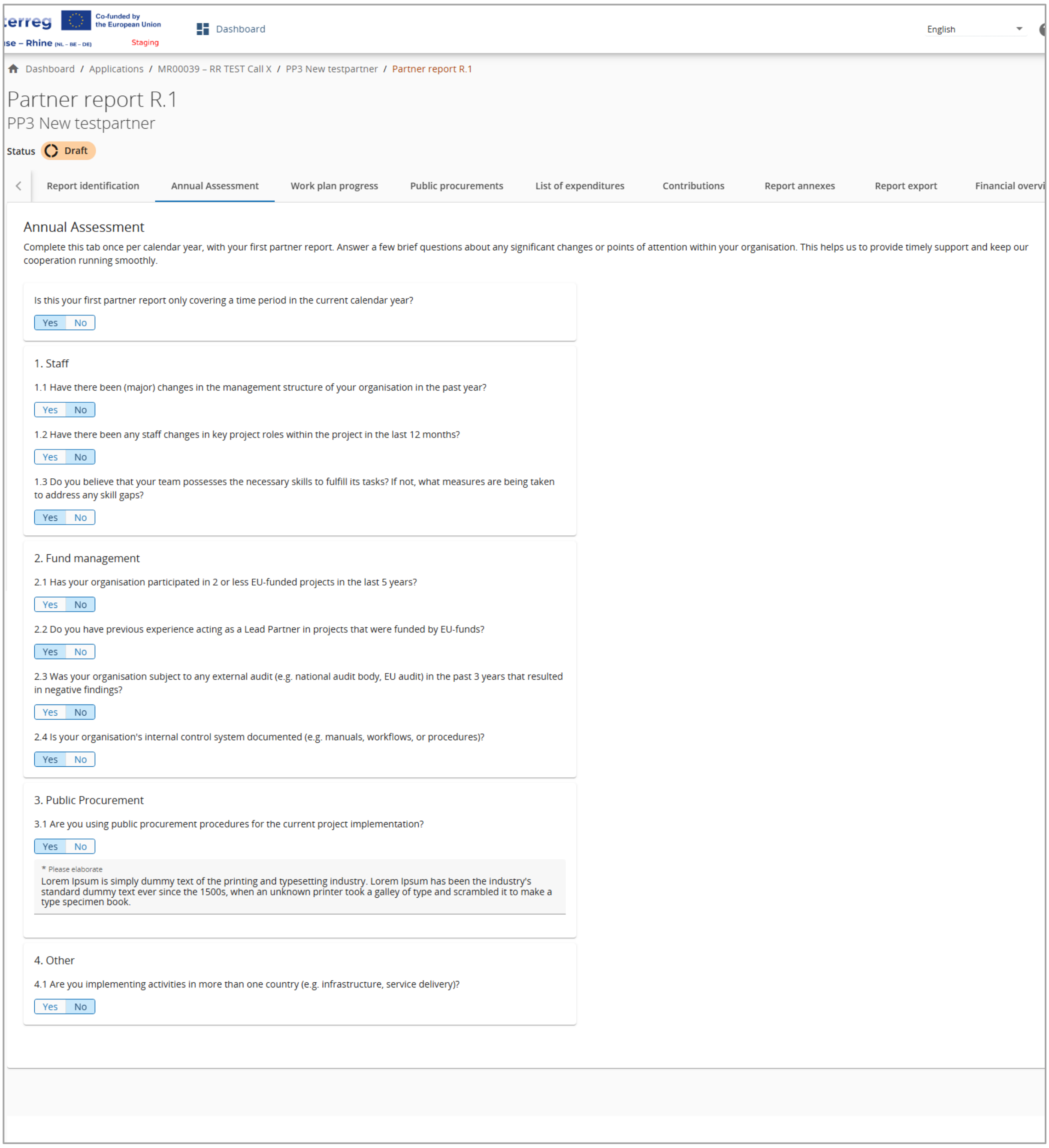
- Partner problems and deviations
- Partner spending profile
- Target groups

3.4 Annual assessment

The tab “Annual assessment” lists a series of nine yes-or-no questions that each PP is asked to answer. If a given response requires further explanation, you will be prompted to provide a very brief elaboration. Please be concise and clear.

Please note that you only need to complete the new tab once a year, namely only with every first partner report covering a period within the current full calendar year.

For previous or subsequent reports within the calendar same year, you can simply select “no” for the first question and no further input will be required.


Dashboard
English
Staging
Dashboard / Applications / MR00039 – RR TEST Call X / PP3 New testpartner / Partner report R.1
Partner report R.1
PP3 New testpartner
Status Draft
Report identification
Annual Assessment
Work plan progress
Public procurements
List of expenditures
Contributions
Report annexes
Report export
Financial overvi
Annual Assessment
Complete this tab once per calendar year, with your first partner report. Answer a few brief questions about any significant changes or points of attention within your organisation. This helps us to provide timely support and keep our cooperation running smoothly.
Is this your first partner report only covering a time period in the current calendar year?
Yes No
1. Staff
1.1 Have there been (major) changes in the management structure of your organisation in the past year?
Yes No
1.2 Have there been any staff changes in key project roles within the project in the last 12 months?
Yes No
1.3 Do you believe that your team possesses the necessary skills to fulfill its tasks? If not, what measures are being taken to address any skill gaps?
Yes No
2. Fund management
2.1 Has your organisation participated in 2 or less EU-funded projects in the last 5 years?
Yes No
2.2 Do you have previous experience acting as a Lead Partner in projects that were funded by EU-funds?
Yes No
2.3 Was your organisation subject to any external audit (e.g. national audit body, EU audit) in the past 3 years that resulted in negative findings?
Yes No
2.4 Is your organisation's internal control system documented (e.g. manuals, workflows, or procedures)?
Yes No
3. Public Procurement
3.1 Are you using public procurement procedures for the current project implementation?
Yes No
* Please elaborate
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.
4. Other
4.1 Are you implementing activities in more than one country (e.g. infrastructure, service delivery)?
Yes No

3.5. Work plan progress

The section “work plan progress” **does not have to be filled in.**

3.5 Public procurement

For information on public procurement, please refer to the programme’s *introduction to public procurement* and the *cost catalogue* of the programme. These can be found in the download section on the website.

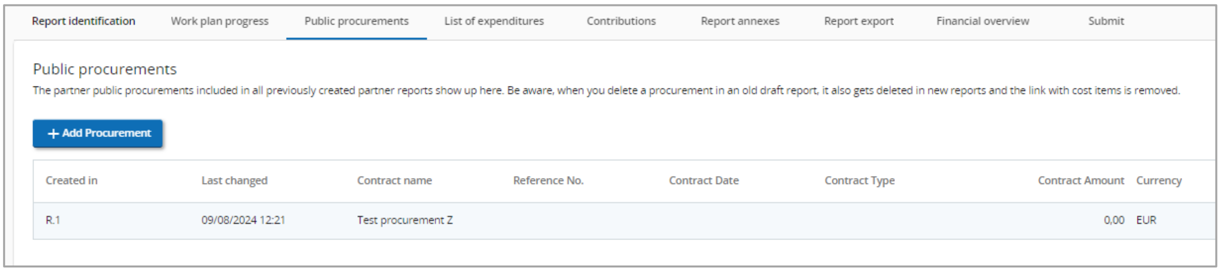
The “Public procurements” section is where a partner should fill in information on project-related procurements.

Partners have to report on each new public procurement and update it in later reports. Any procurement can be directly linked to expenditures in the section “list of expenditures”.

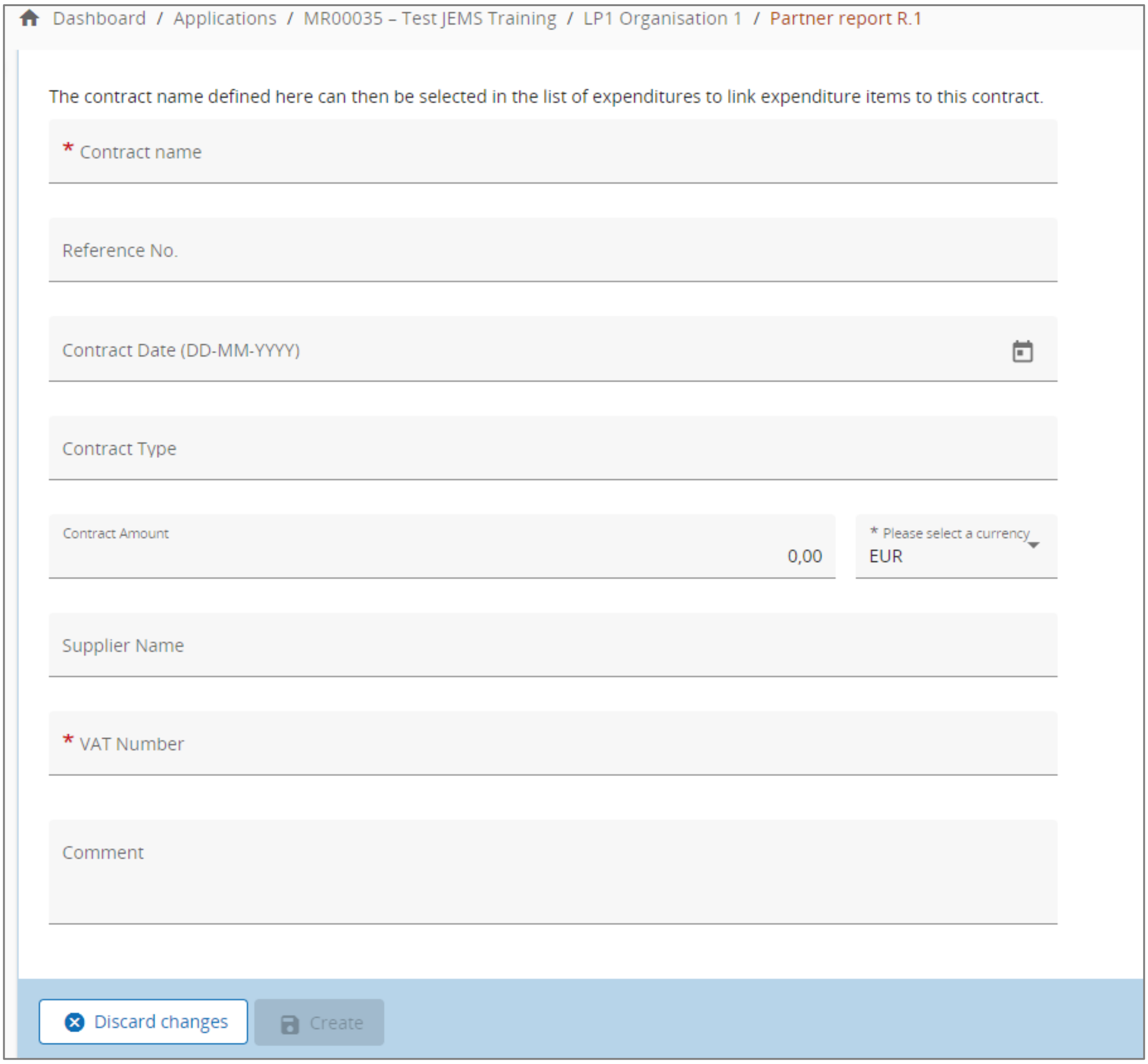
Point of attention: Regardless in which report a procurement is added, it will show up in all following partner reports. The procurement can only be deleted and edited in the report where it was created. If this report has already been submitted, it is no longer possible to modify the initial public procurement item.

Beneficial owners, sub-contractors and attachments can still be added in following reports.

The section has an “+ Add procurement” button which opens a new procurement part for filling in details, and an overview list with details of the procurements already created.

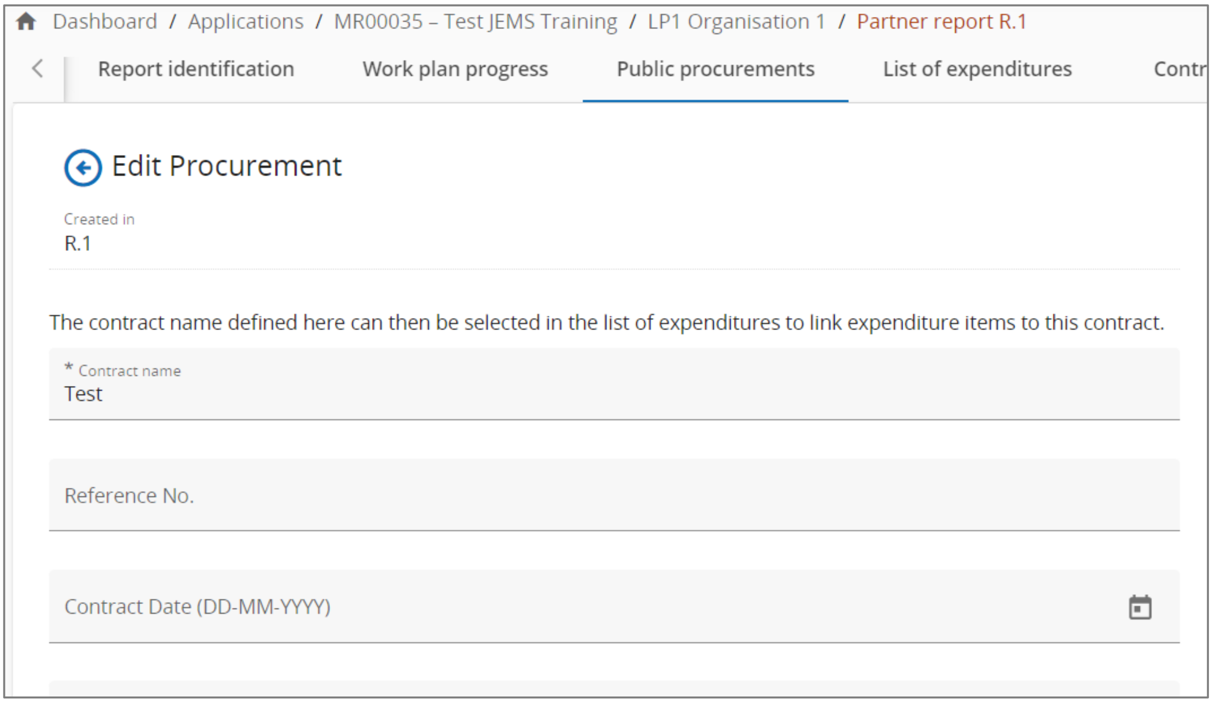


Upon creation / saving of a procurement item the procurement is in edit mode (“Edit procurement”) and details can be filled in or updated. Editing is not possible after submission of the report



The contract name of the procurement item is then used in the List of Expenditures. It is therefore important that the partner provides a distinct name, so that the procurement can be easily identified in the LoE.
Fill in the required information of the procurement item.

After creation of a new procurement item, click on the arrow to go back to the procurement overview.



Following the creation/saving of the procurement item, an overview list with details of the procurement becomes available on the general page of the "Public procurements" section.

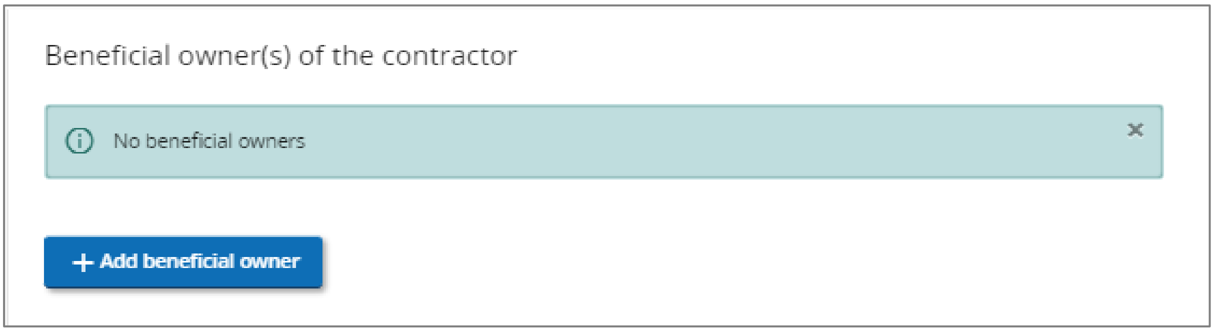
In order to delete a procurement item, click on the "trash bin" icon in the overview table. The procurement item can only be deleted and edited in the report where it was created as long as the report is in "draft" status.

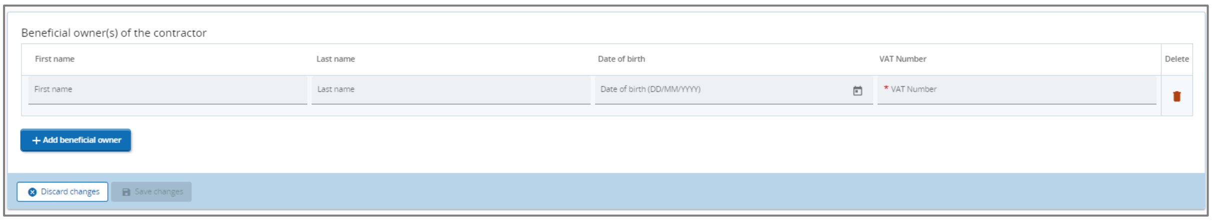
The information under which report the procurement was created is displayed in the overview table as well as in the detailed view. Click on the procurement item in the overview table to get to the detail view.

For public procurements, the following fields are mandatory:

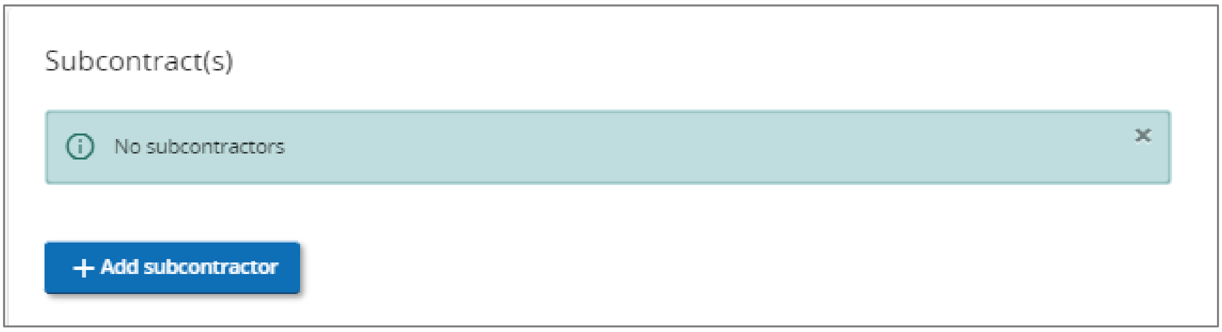
- Beneficial owner(s) of the contractor
- Subcontract(s)
- Attachment(s)
- GDPR Attachment(s)

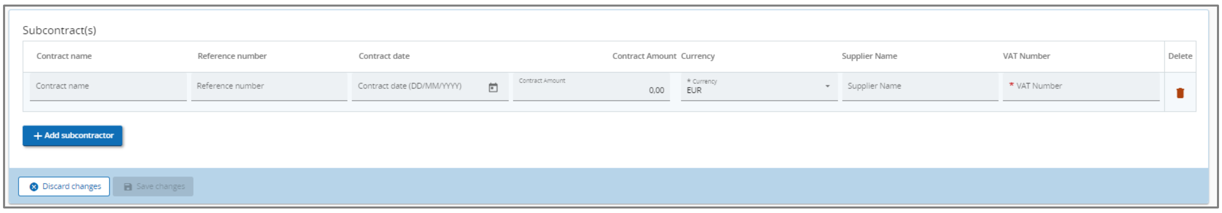
In order to fill in the respective information click on "+ Add beneficial owner" to get to the detailed view. Fields marked with an "*" are obligatory. A beneficial owner item can only be saved once the obligatory field (VAT number) was filled in.



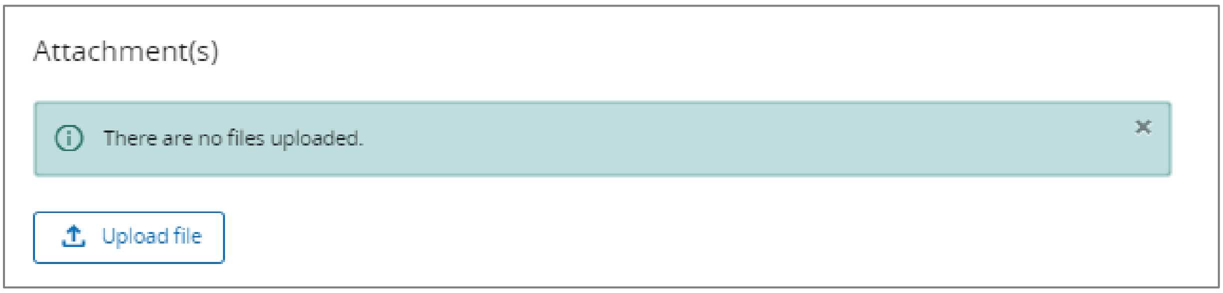


A subcontract item can only be saved once the obligatory fields (marked with an “*”) are filled in.

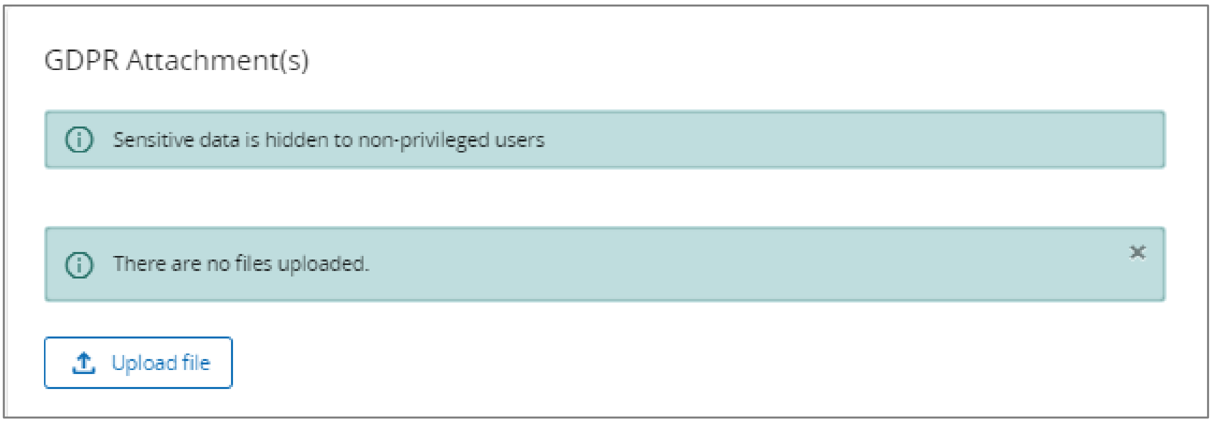




Attachments can be uploaded under the procurement section. Uploaded files can be further described (use the pencil item to add a description), downloaded or removed.



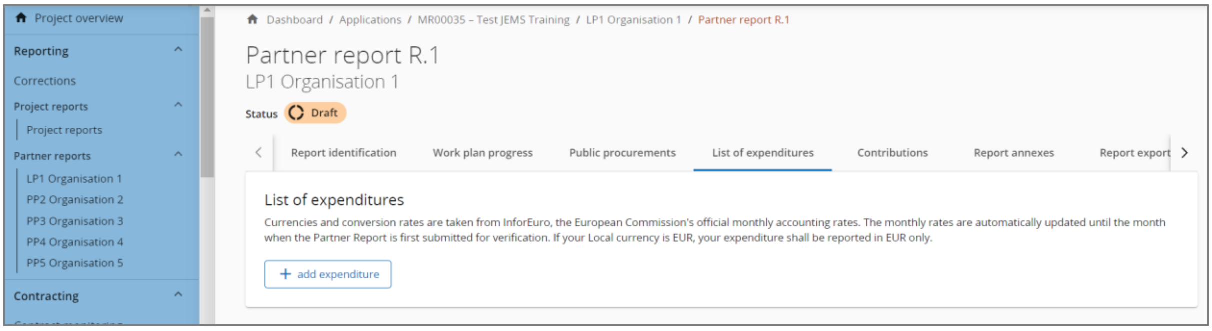
GDPR Attachments – Access to documents that fall under the General Data Protection Regulation should be restricted and thus uploaded in the GDPR attachments section. Only a user with edit rights and the privilege GDPR sensitive data set to active in the “Project privileges” section can upload documents. A project user without privilege to view sensitive data cannot download a file in this section and can also not see the file name and description. However, the controller of the partner as well as the MA/JS have access based on their role.



In case of amendment(s) to the contract, the amended contract(s) should be uploaded in the attachment section of the procurement concerned in a subsequent draft partner report. In case needed, the information on the ultimate beneficial owner(s) of the contractor and information on subcontract(s) can be edited.

3.6 List of Expenditures

The LoE section is the place where partners list incurred costs. When first coming to this section, it looks as below. By clicking on “+Add expenditure”, the PP can add expenditure items one by one.



Only the expenditures reimbursed on a real cost basis shall be added to this section. The expenditure reimbursed on a flat rate basis will be automatically calculated and added in the section “Financial overview” of the partner report once the expenditure to which the flat rate applies to is added to the list of expenditures.

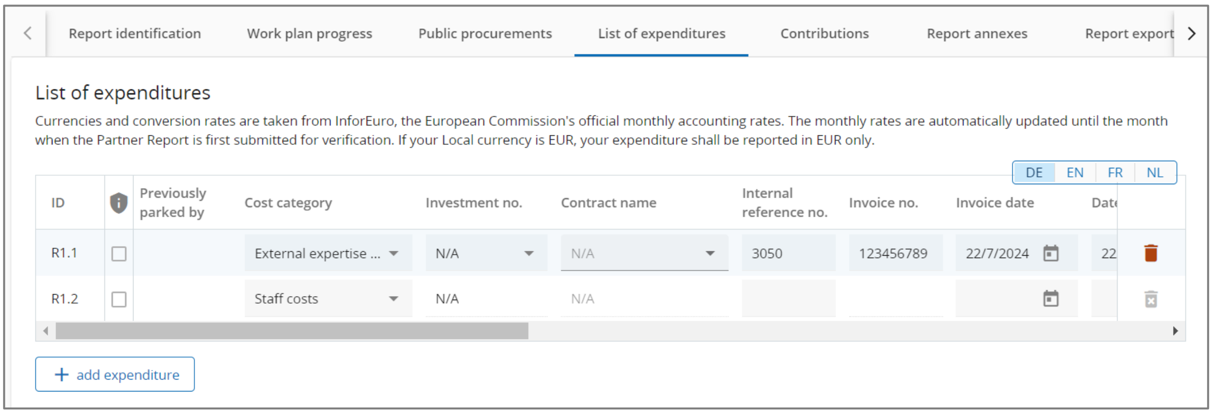
Important: All invoices, proofs of payment and other supporting documents required for the reimbursement of expenditures on a real costs shall be transmitted to the controller via Jems.

Please consult the programme [cost catalogue](#) concerning the required supporting documents per cost category.

3.6.1 Creating an expenditure item

Each expenditure has to be reported as a separate expenditure item in JEMS.

When adding an expenditure item (+ add expenditure), the following fields appear (see screenshot below):



- **Cost category** – This field links the cost item to a cost category. Cost categories as available in the AF budget can be selected here. The field is marked with an "*" to highlight that it is an obligatory field. An expenditure item can only be saved once all obligatory fields are filled in.
- **Investment no**. – This field can be used to identify the investment number.
- **Contract name** – This field can be used to identify the name of the contract (as defined in the public procurement section).
- **Internal reference no**. – This input field can be used to identify the expenditure internally.
- **Invoice no**. – This input field can be used to identify the expenditure.
- **Invoice date** – Use the date picker to fill in the invoice date (where applicable).
- **Date of payment** – Use the date picker to fill in the payment date.
- **Description** – Detailed description of the expenditure item should be provided.
  In case of **staff costs**, please indicate the **name of the employee** from the dropdown menu. In case of any **other cost type**, please indicate the **name of the supplier**.
- **Comment** – A comment on the expenditure item can be added.
  In case of **staff costs**, please indicate the standard hourly rate and amount of hours worked per employee. For **other cost categories**, please provide a description of the use of the cost item in the project.
- **Total invoice value** – The total invoice value (excluding VAT) should be filled in.
- **VAT** – The total VAT value should be filled in.
- **Declared amount** – It is the value the partner claims as basis for reimbursement, i.e. this amount will be checked by the controller for eligibility.
- **Attachments –** Upon creation of an expenditure item it is not yet possible to add attachments. **After saving the expenditure item it is possible to add one attachment.**

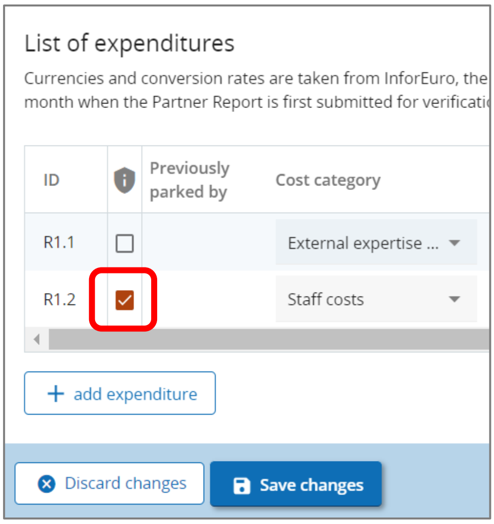
- **The following fields are automatically filled in**: Currency, conversion rate (when applicable), declared amount in Euro.

Once the expenditure item has been saved for the first time, one file can be uploaded to each item. In case multiple files need to be uploaded to one cost item, it is recommended to upload a .zip or .rar file.

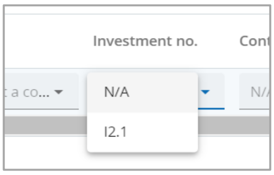
Filling in a new expenditure item

When creating a new expenditure item, the following steps need to be followed:

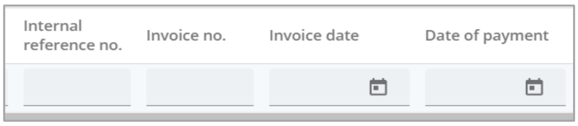
- Click on "+ Add expenditure"
- By ticking the **GDPR box** (encircled in red in the picture on the right), the expenditure details are defined as sensitive in regard of data privacy and access to the expenditure item and related descriptions as well as attachments that fall under the General Data Protection Regulation (GDPR) is restricted. **If considered to be sensitive data, only users with the appropriate project privilege will be able to see the information on the expenditure.** The view of other users on expenditures marked sensitive will be limited to the cost category and the amount. Only a user with edit rights and the privilege GDPR sensitive data set to "active" in the "Project privileges" section can flag expenditure items as GDPR sensitive. By GDPR flagging of an expenditure item other project users without sensitive the data privilege "active" will not be able to see the fields marked with the GDPR icon "!" (i.e. "Description", "Comment" and "Attachment"). However, the controller of the partner as well as the MA/JS have access based on their role.



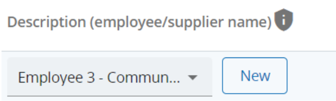
- Next, select the relevant **cost category** for the expenditure. In case of any doubts, please consult the [Cost Catalogue Interreg Meuse-Rhine (NL-BE-DE) 2021-2027.]()
- The **Investment no.** field (drop down menu) allows to link an expenditure item to an investment as defined in the AF. If the project has no investments this field is hidden in the report.



- If this expenditure corresponds to a purchase made through a public procurement procedure, select the relevant **contract name**. To do so please enter first the relevant information for all public procurements under the next tab "Public procurements". Contract names will then be available for selection in the list of expenditure.
- Fill in the information on **internal reference** and **invoice numbers** and the **dates of invoice and payment**.

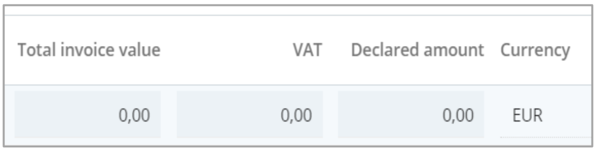


- Enter a short **description** to help identifying the expenditure and providing a first information on the project relevance.
  In case of **staff costs**, please select the **name of the**

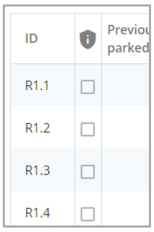


employee, using the dropdown menu
In case of any **other cost type**, please indicate the **name of the supplier**.

- Adding a **comment** could be a helpful way to give further information on expenditure items that are not self-explaining.
  In case of **staff costs**, please indicate the standard hourly rate and amount of hours worked per employee. For **other cost categories**, please provide a description of the use of the cost item in the project.
- Detail the **financial information of the expenditure** (total invoice value, VAT, declared amount). Do not forget to **insert the "declared amount"**. A controller can only certify what has been declared!



- **Attach** the supporting document(s) related to the expenditure item. Please be aware that only one document can be uploaded. Therefore several supporting documents per cost item shall be collected in one file and uploaded as a .rar or .zip-file.
  Once a file was uploaded, the related expenditure item can't be deleted anymore. After the attachment has been removed, the expenditure can be deleted again.
- You can save and remove expenditure any time before the submission of the partner report.

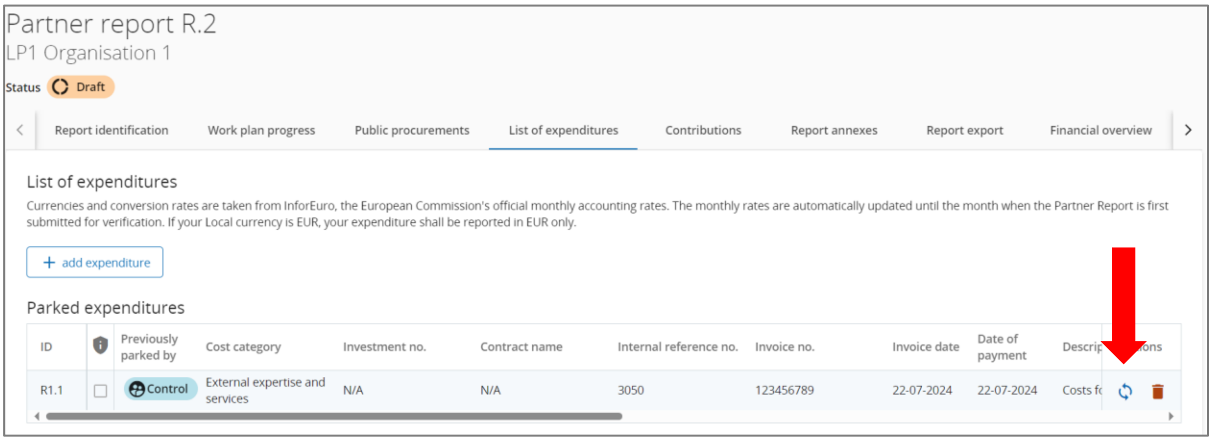


ID – The expenditure item identification number is a running number; it reflects the partner report number. The ID is dynamic in draft status (reports created have seamless consecutive numbering, even if a report is deleted), however it will be frozen upon submission of the report. It is therefore always traceable to which partner report an expenditure item is linked. The ID will be used later on to identify cost items coming from another (previous) partner report.

3.6.2 Parked expenditure items

In case further clarification is needed after the submission of a partner report, a controller can "park", i.e. put on hold, an expenditure item for final verification in a later partner report. This allows to still finalise the control work and to issue the control certificate.

In case a controller parked some expenditure items in a previous partner report, they show up in the parked expenditure section of the list of expenditure of a following partner report.



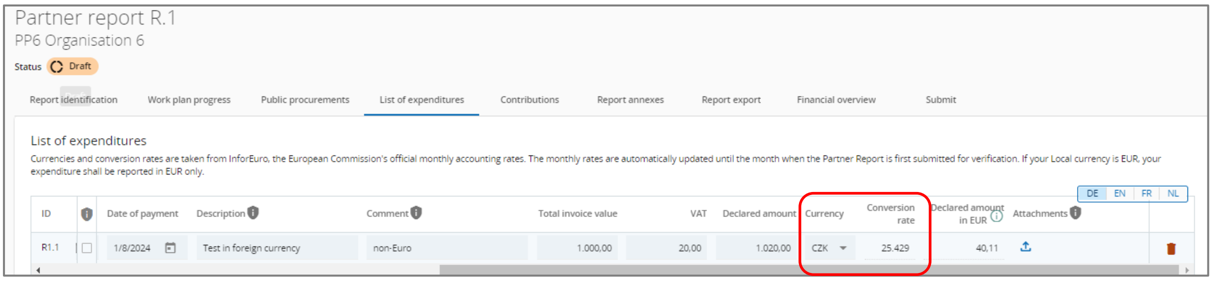
A PP can decide to either re-include the item in the current partner report by clicking the re-inclusion icon (see red arrow in the screenshot above), to keep it for a later partner report or delete the expenditure item. When the item gets re-included, it will get included in the list of expenditure. The entire 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 came initially and the second the item number).
- The exchange rate and currency. These are “frozen” as this item has already been submitted for control.

Point of attention: If a parked item is included in a new partner report and the PP deletes this partner report the parked item will also be deleted.

3.6.3 Expenditures from non-Euro countries

If a project partner has its address (according to the application form) in a country that does not have Euro as its national currency, expenditures can be declared in the partner’s respective national currency in a partner report.



The same steps to create and define an expenditure item as described in chapter 3.6.1 have to be followed, with the addition that the currency of the item is automatically specified as the national currency of the partner.

The extra field “Conversion rate” converts the declared amount from the national currency into Euro. The exchange rates are taken from InforEuro. They are updated monthly and fixed upon the exchange rate at the moment of first submission of the partner report.

If a partner from a Euro-zone country incurs costs in a foreign currency, please report the amount in Euro. **The Euro amount of the bank statement of the transaction should be used for the list of expenditure**.

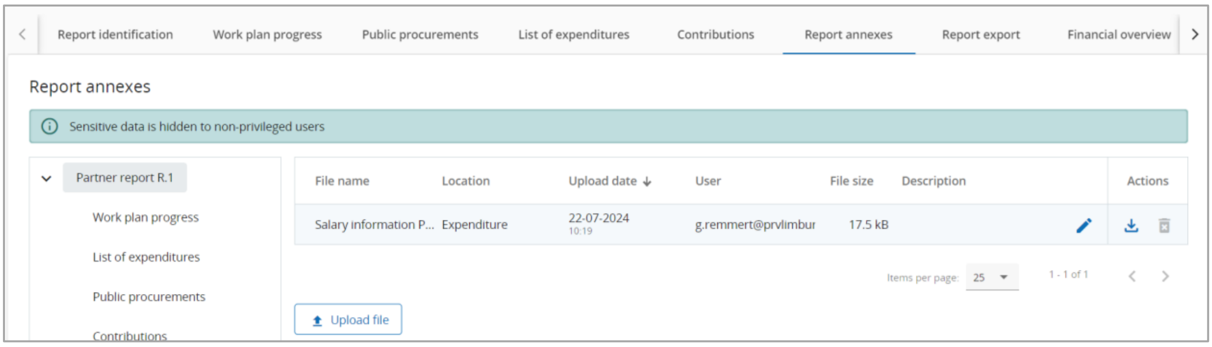
3.7 Contributions

It is not mandatory to fill in the section “Contributions”.

3.8 Annexes

In the report annexes section all files uploaded in the different sub-sections of the partner report are shown.

Additional files can also be uploaded here (by clicking on “Upload file”). Since it is not always possible to add descriptions to files in the dedicated sections, users with edit right are allowed to add descriptions to all files in this section by clicking on the pencil.

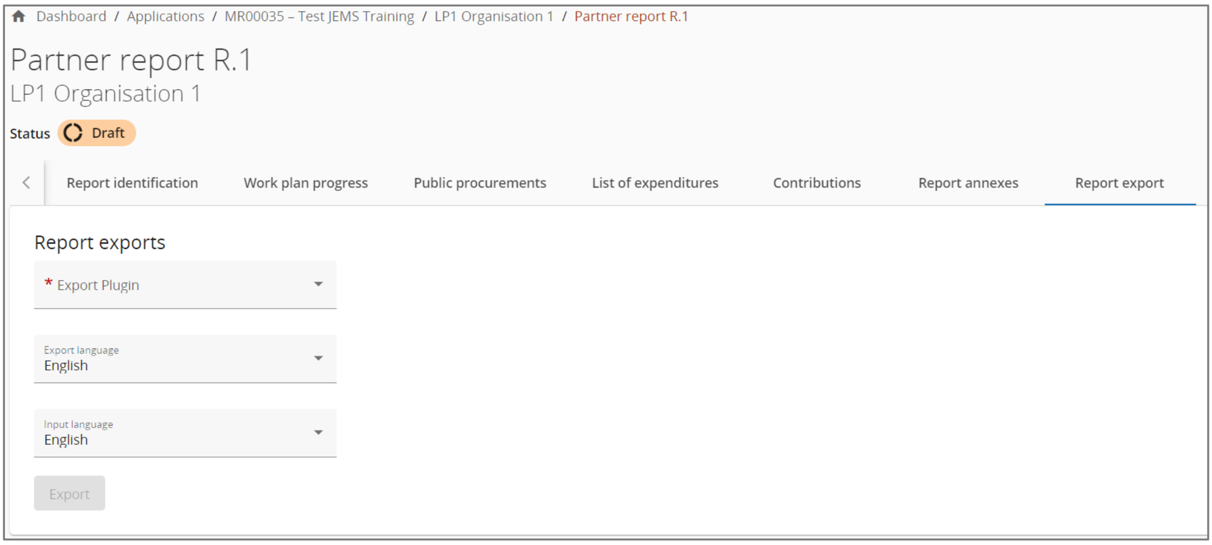


Files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

The tree structure represents the different sections within that partner report having an upload function. Select a sub section to see files uploaded under this sub section.

3.9 Partner report export

In this section the partner report can be exported. Two plugins are available - one PDF and one excel plugin centered on finance. The exports remain available at all times after report submission.



In other sections of the partner report it is also possible to export specific tables.

When the download icon is visible (see icon on the left), it is possible to download the table in Excel format (possible limited number of rows).

3.10 Financial overview

The partner report financial overview section comes with different financial overview tables. You can review the summary of the information you provided and, if needed, make modifications in the relevant section.

The amounts included in the tables represent the aggregation of data from partner reports previously submitted, by the date the current partner report was created. Beware that only the last partner report created has the most recent aggregated data.

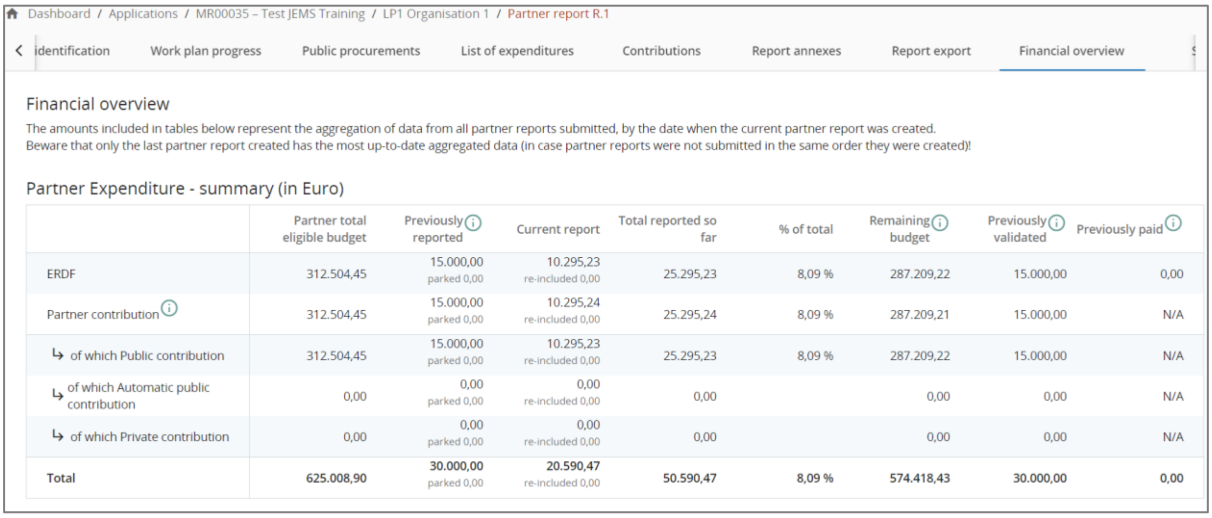
Note: A report for a new reporting period should be created only once reports on earlier periods are no longer in "draft" status.

All amounts shown in the overview tables are automatically converted into Euro. A partner with a national currency other than Euro has to be aware that exchange rates are updated monthly and fixed upon first submission of the partner report. Therefore, the values might change in draft reports.

The financial overview tables show how the partner is proceeding in terms of spending.

Partner Expenditure – summary (in Euro)

This overview table shows the partner budget divided per fund and contribution type (public/private/automatic public). It also shows some calculations using figures from the table.



Dashboard / Applications / MR00035 – Test JEMS Training / LP1 Organisation 1 / Partner report R.1

identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview

Financial overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created.
Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)!

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	312.504,45	15.000,00 parked 0,00	10.295,23 re-included 0,00	25.295,23	8,09 %	287.209,22	15.000,00	0,00
Partner contribution	312.504,45	15.000,00 parked 0,00	10.295,24 re-included 0,00	25.295,24	8,09 %	287.209,21	15.000,00	N/A
↳ of which Public contribution	312.504,45	15.000,00 parked 0,00	10.295,23 re-included 0,00	25.295,23	8,09 %	287.209,22	15.000,00	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	**625.008,90**	**30.000,00** parked 0,00	**20.590,47** re-included 0,00	**50.590,47**	**8,09 %**	**574.418,43**	**30.000,00**	**0,00**

The following sets appear:

- For **partner contribution**, figures are used from the contribution tab (of partner reports) and from the AF, divided by public contribution, automatic public contribution and private contribution.
- **Partner total eligible budget** column: budget is transferred from the AF.

- **Previously reported** column: sums up amounts from partner reports previously submitted, but also the partner's share in the preparation lump sum.
- **Current report** column: displays the expenditures declared in the current partner report.
- **Total reported so far** column**:** displays the expenditures declared in all previous partner reports + the expenditures in the current partner report.
- **% of total** column: displays the percentage of total partner budget that has been reported so far by a partner.
- **Remaining budget** column: indicates the difference between "Total reported so far" and "Partner total eligible budget" from the AF. This value can become negative in case the reported expenditures exceed the budget in the approved AF.
  Please consider: In this column any deductions made by controllers or MA/JS or any parked expenditure items are not reflected. Therefore, the actual remaining budget could even be higher than displayed here.
- **Previously validated** column: displays the sum of total eligible expenditure (and, if applicable, fast track lump sum) validated by the controller at the moment of creation of the current partner report.
- **Previously paid** column: When a payment (regular or a lump sum) is made, the amounts paid by the programme will be added to this column. Amounts are added up in the partner report created after the payment was confirmed in the system.

Point of attention: The information in the 'Remaining budget' column is calculated on the basis of declared expenditure, i.e. the sum of all expenditure declared by a partner in its partner reports.

If financial deductions have been made by a controller or MA/JS, or if an expenditure has been re-included in a partner report after being parked, the information shown in the 'Remaining budget' column will be incorrect. It does not necessarily reflect the remaining eligible budget which is not reduced by financial deductions or previously parked items.

Please use the financial living tables (4.11.2 Financial living tables) to calculate your remaining budget.

Partner Expenditure – breakdown per cost category (in Euro)

This table shows the partner budget split per cost category.

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		456.660,00	0,00 parked 0,00	17.415,00 re-included 0,00	17.415,00	3,81 %	439.245,00	0,00
Office and administrative costs	15 %	68.499,00	0,00 parked 0,00	2.612,25 re-included 0,00	2.612,25	3,81 %	65.886,75	0,00
Travel and accommodation	1 %	6.849,90	0,00 parked 0,00	261,22 re-included 0,00	261,22	3,81 %	6.588,68	0,00
External expertise and services		60.000,00	0,00 parked 0,00	302,00 re-included 0,00	302,00	0,50 %	59.698,00	0,00
Equipment		3.000,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	3.000,00	0,00
Infrastructure and works		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	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		30.000,00	30.000,00 parked 0,00	0,00 re-included 0,00	30.000,00	100,00 %	0,00	30.000,00
Total		**625.008,90**	**30.000,00** parked 0,00	**20.590,47** re-included 0,00	**50.590,47**	**8,09 %**	**574.418,43**	**30.000,00**

The table works in a similar way as the other table with similar columns. There are however a few unique elements that are important to note in regard to the simplified cost options:

- **Flat rates** are calculated in the overview table on the total amounts declared in the current report. Therefore, there is less rounding difference in relation to flat rates, as they are calculated on top of total sums and not on top of each individual cost item, directly in the list of expenditure.
- **Lump sum** is always shown in a separate row and never added up to a specific cost category. Flat rates are not calculated on top of the lump sums.

Partner Expenditure – breakdown per lump sum (in Euro)

Lump sums, if used in the project, are displayed in this separate table. It compares the lump sum as approved in the AF with the ones actually reported.

This table is hidden when no lump sums are used in the project.

Partner Expenditure - breakdown per Lump sum (in Euro)

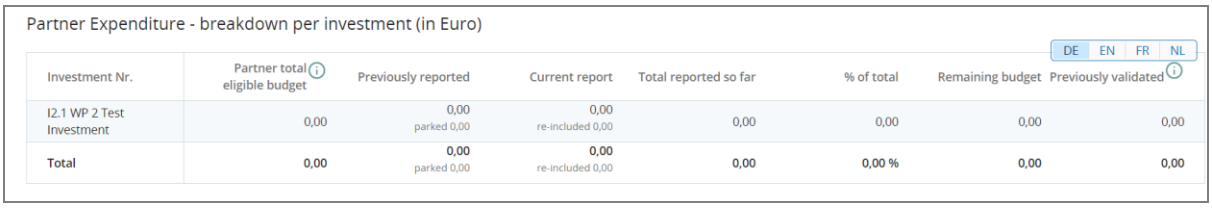
DE EN FR NL

Lump sum	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
Lump sum preparation cost test - Period 1	30.000,00	30.000,00 parked 0,00	0,00 re-included 0,00	30.000,00	100,00 %	0,00	30.000,00	0,00
Total	**30.000,00**	**30.000,00** parked 0,00	**0,00** re-included 0,00	**30.000,00**	**100,00 %**	**0,00**	**30.000,00**	**0,00**

Partner Expenditure - breakdown per investment (in Euro)

If a project uses investments, these expenditures are displayed in this separate table.

This table is hidden when no investments are used in the project.

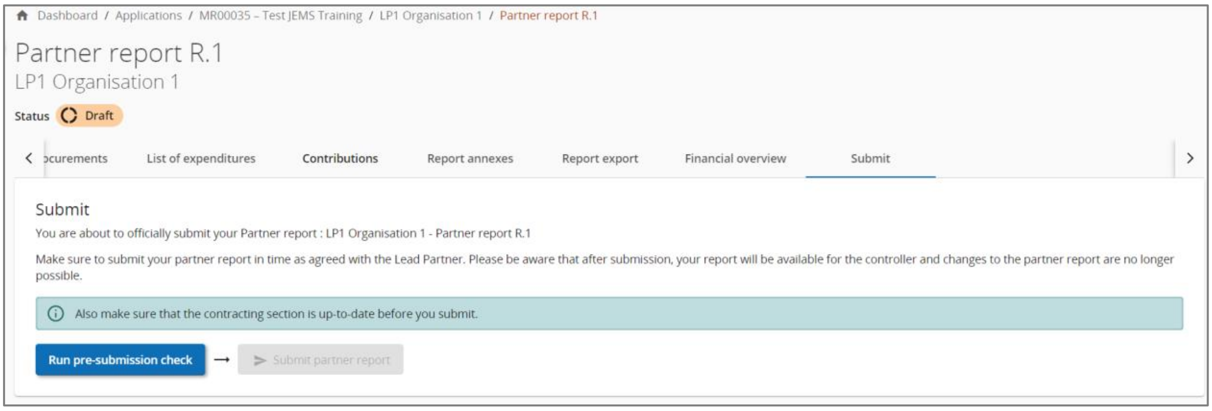


Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
I2.1 WP 2 Test Investment	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00	0,00	0,00
Total	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	0,00	0,00

3.11 Submission

In this section the partner report can be submitted. After submission, the partner report is frozen and the control work can be started.



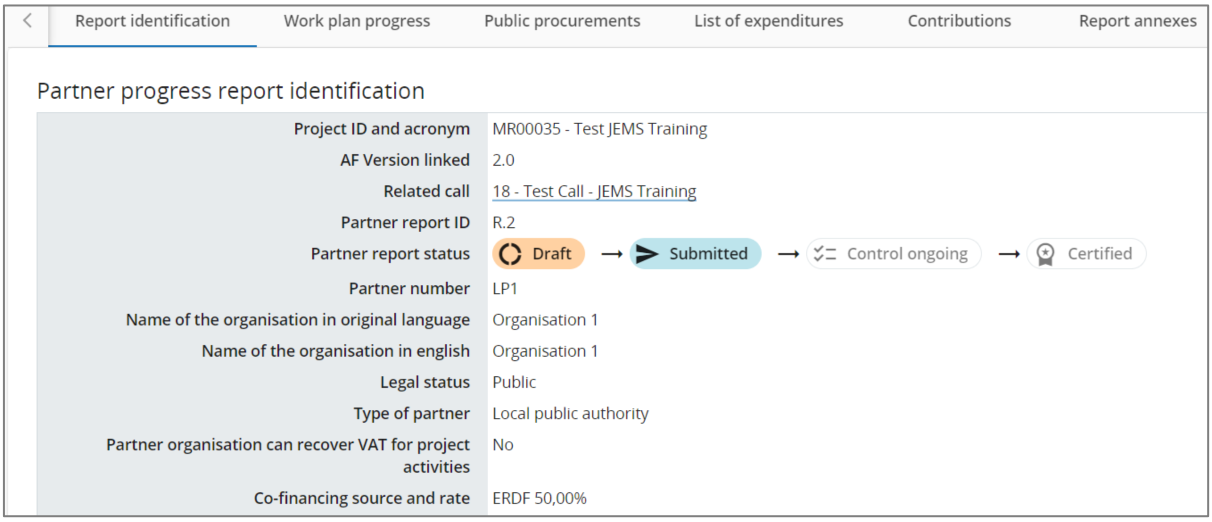
Final steps before submission:

- Click on 'run pre-submission check'. The submission button turns active only once the partner report has successfully passed the pre-submission check.

Then, submit the partner report.

The partner report is now available for the controller to check. Once submitted, the status of the report changes, which is shown in the report identification tab (see screenshot below).

Besides the submission of the report, a general warning is given to partners that they are



reminded to make sure that the contracting section is up to date. This is to make sure that the bank details and other information in the contracting section and the dedicated partner pages stay up to date.

During the controller's check of the partner report, a controller may contact the PP in order to get further information or clarification on the provided report and the related expenditure. Controllers have also the possibility to re-open the partner report if it needs to be amended.

3.12 Reopening a partner report

If needed, the controller or JS can reopen the partner report for adjustments.

No data is cleared from the report and all is editable, with the following exceptions in the list of expenditure:

- expenditure item ID from the initial report
- expenditure items cannot be deleted (but can be edited)

A list of parked expenditure items is visible and any item from it can be deleted or added to the re-opened partner report.

Procurements created in the current partner report can be further edited; for procurements created in earlier partner reports only new additions of beneficial owners / subcontractors / attachments is allowed.

Previous uploads are displayed and can be changed, except in the partner report annexes tab, where users can only add new ones.

The option to create a new draft partner report is locked while the last partner report is in status "Reopened".

The reopening of a partner report that is not the last one that has been created adds further restrictions in order to keep the finances consistent with the already verified project report(s).

In the partial reopening of a partner report, no data is cleared from the report and only the following is editable in the "List of expenditure" tab:

- GDPR flag
- link to procurement
- description and comment
- expenditure items attachments can be changed resp. new items uploaded
- files can also be uploaded in the Report Annexes tab.

In addition, the following restrictions apply:

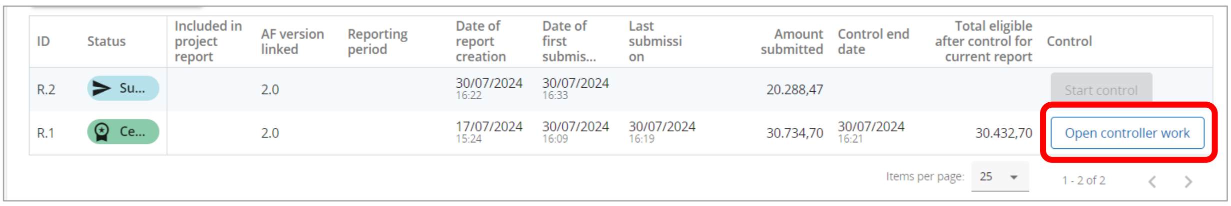
- as for all reopened reports, expenditure items can neither be added nor deleted;
- parked expenditure cannot be included in the report;
- as for all reopened reports, public procurements created in the current partner report cannot be deleted, but can be edited only (except procurement name, which is locked);
- contributions tab: only changes with regard to the attachment(s) are allowed

Whenever a change is made to the list of expenditure during reopening, the item shall be highlighted in orange in both the partner report list of expenditure and the Expenditure verification. Whenever the report is submitted and reopened again the highlighting is reset and again only latest changes shall be highlighted. Changing items manually back to their original state shall undo the highlighting.

Point of attention: If during a partner report reopening you encounter the above listed additional restrictions on editing and if the partner report created right after the re-opened one is in status "Draft", please consider deleting the draft partner reports in the partner overview. Then only the normal restrictions will apply and no longer the additional ones.

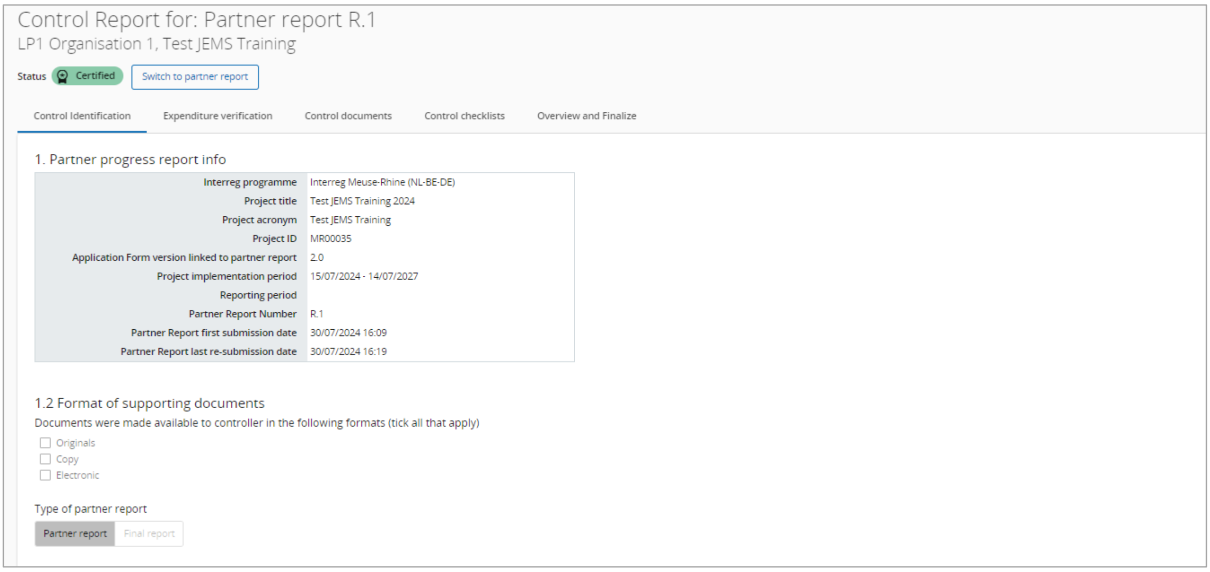
3.13 Overview of control work

Once a partner report has been certified, the PPs can see the result of the check when clicking on the "open controller work" button in the overview of partner reports. Then, the control environment with the following sections is accessible.



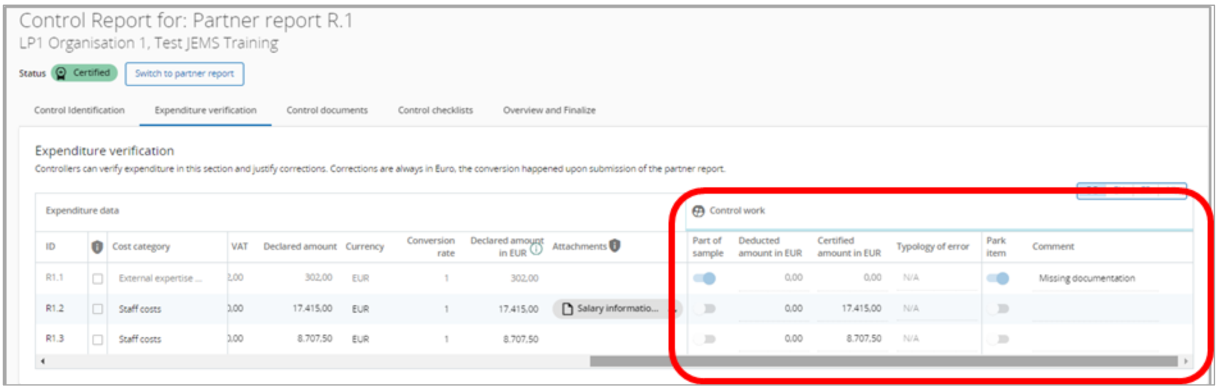
Control identification

In this section the partner can find basic identification information about the control work of the partner report.



Expenditure verification

In the expenditure verification section, all expenditure items from the Partner report “List of expenditure” are listed (including attachments). The results of control work per expenditure item are visible.

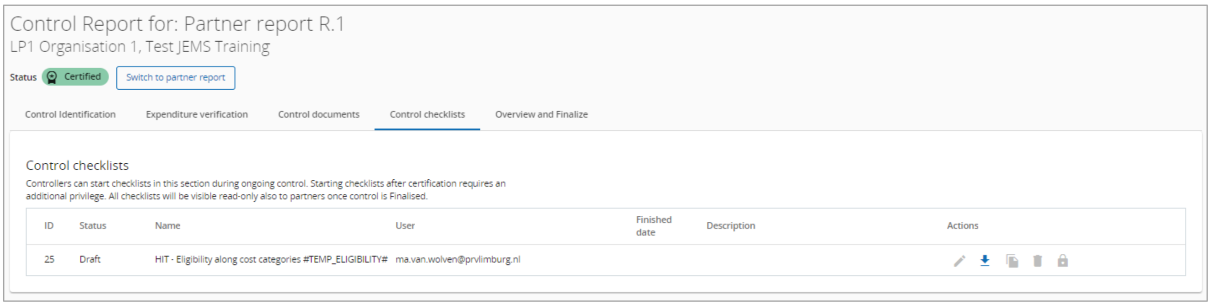


Control documents

In this section both controller and partner user(s) can upload and download documents.

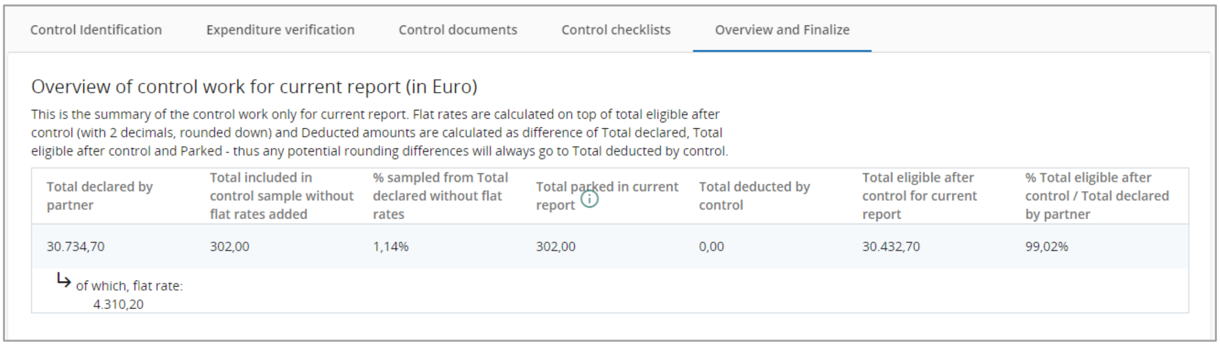
Control checklists

In this section partners can see the checklist filled in by the controller.



Overview and Finalize

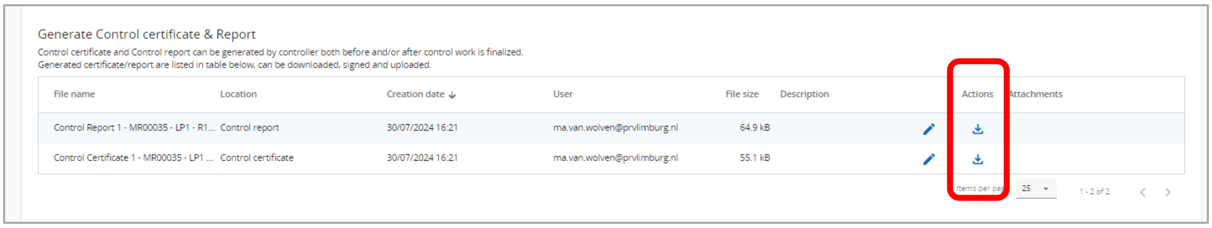
This overview table consists of amounts only related to the current partner report (there is no cumulative data in this table).



- **Total declared by partner**: These amounts are automatically transferred from the partner report and flat rates based on the settings in the AF are displayed in a separate row.
- **Total included in control sample without flat rates added**: This column sums up the declared amount in EUR of the expenditure items marked as part of sample in the "Expenditure verification" section. No flat rate is added on top!
- **% sampled:** Displays percentage of sampled out of total declared (both without adding flat rates on top!) items.
- **Total parked in current report**: This column sums up the declared amount in EUR of the expenditure items parked in the "Expenditure verification" section. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).
- **Total deducted by control**: This column is calculated as difference of "Total declared by partner" minus "Total eligible after control" minus "Total parked in current report". In this way, potential rounding differences (if any) will always go to Total deducted by control column.
- **Total eligible after control**: This column sums up the certified amount in EUR of the expenditure items from the "Expenditure verification" section. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down)

- **% total eligible after control**: This column displays the percentage of total eligible amounts after control out of total declared (both including also flat rates).

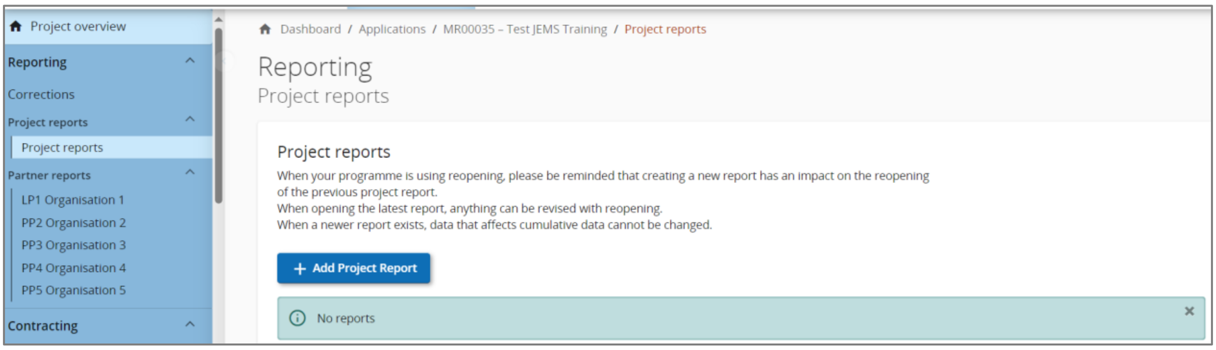
A summary of the control work can be found in the *Control Report* and *Control Certificate* which can be downloaded at the bottom of the "Overview and Finalize" section.



4. Project reports

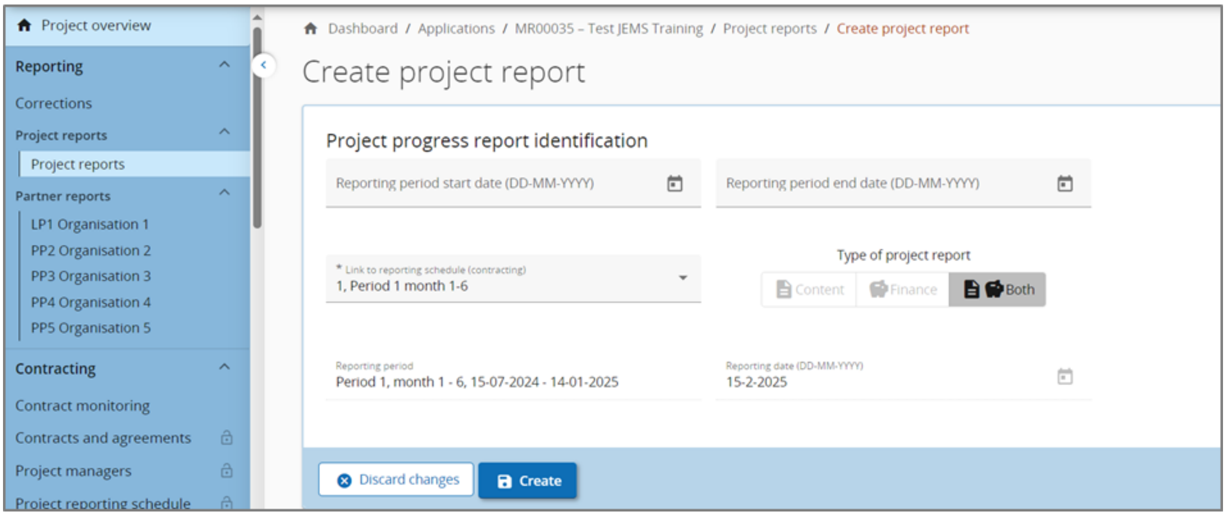
4.1 Project report identification and creation

To access the project report section, click on "reporting" and then "project report" in the menu on the left. Then click on "+ Add Project Report" to generate a new project report.



When the "+Add Project Report" button is clicked, The "Create project report" form pops up and further entry fields appear.

Attention point: When two or more Jems users work in the same report (project and partner) at the same time, this might lead to the loss of the inserted data. It is therefore recommended that not more than one Jems user works in a report at the same time.



Please proceed as follows:

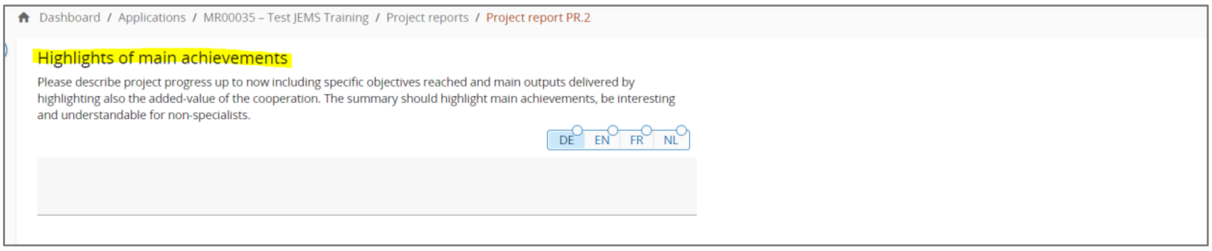
- Enter the starting date of the period.
- Enter the end date of the period.
- Select the corresponding period number (e.g. 'Period 1, month 1 - 6'). The type of project report and reporting date will automatically be selected according to the project reporting schedule (defined in the contracting section 2.3).
- Confirm the entries by ticking "Create".

The reporting date is pre-filled in and is coherent with the reporting schedule.

With creating the report, the first tab "Project progress report identification" pops up and further entry fields appear. The project report identification tab is dynamic, in a sense that it responds to the project report type and to what is in the last approved AF.

Highlights of main achievements

First, a summary of the achievements in the reporting period shall be provided. Enter the highlights of main achievements of the project over the reporting period according to the instructions.



Project outputs and results overview

Then, an overview of project outputs and results is tabled. The information automatically displayed is based on the AF (target value), previously submitted reports (previous) and the information provided in the tab “work plan progress”.


Overview of Project outputs and result overview

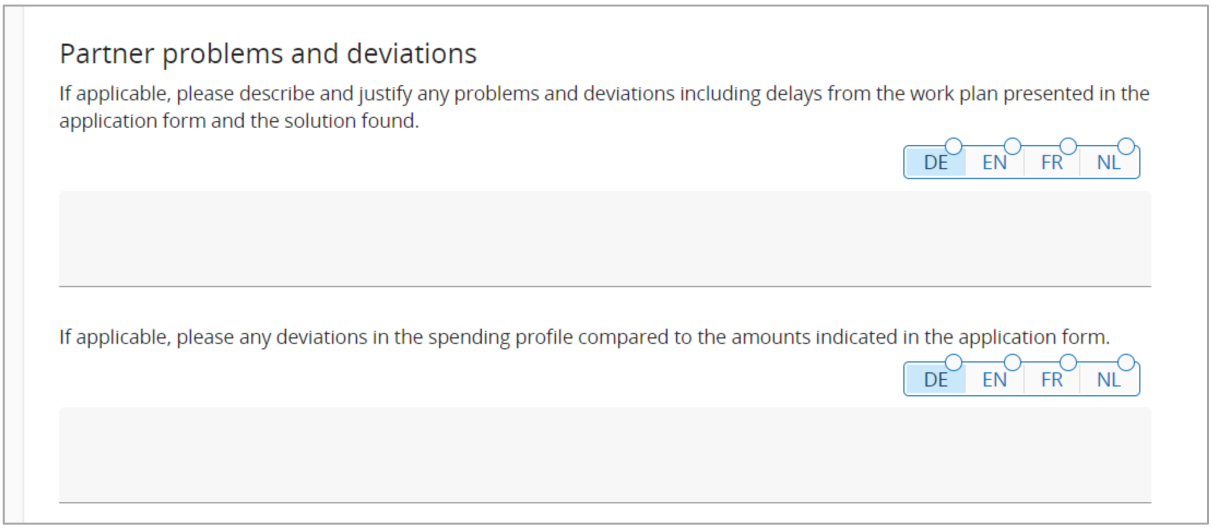
Programme Output Indicators not linked to a Programme Result Indicator

DE EN FR NL

Programme Output Indicators not linked to a Programme Result Indicator	Measurement Unit	Baseline 0,00	Target Value 2,00	Previously Reported 0,00	Current Report 0,00	Total Reported So Far 0,00
Programme Output Indicator: Output SO 1.i - 1: Enterprises supported (of w...	enterprises		2,00	0,00	0,00	0,00
Output 1.1: Test Output 1	enterprises		1,00	0,00	0,00	0,00
Output 2.1: Test Output 2	enterprises		1,00	0,00	0,00	0,00

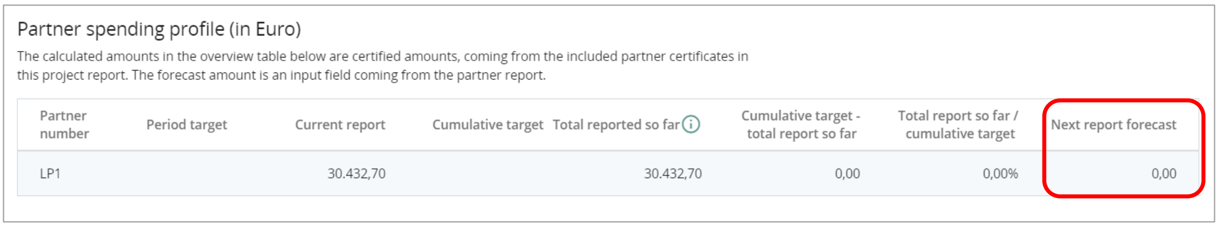
Partner problems and deviations

If applicable, describe any problems and deviations from the work plan and spending targets as indicated in the AF.
Furthermore, information on any problems and deviations encountered and the involvement of target groups shall be provided.



Partner spending profile (in Euro)

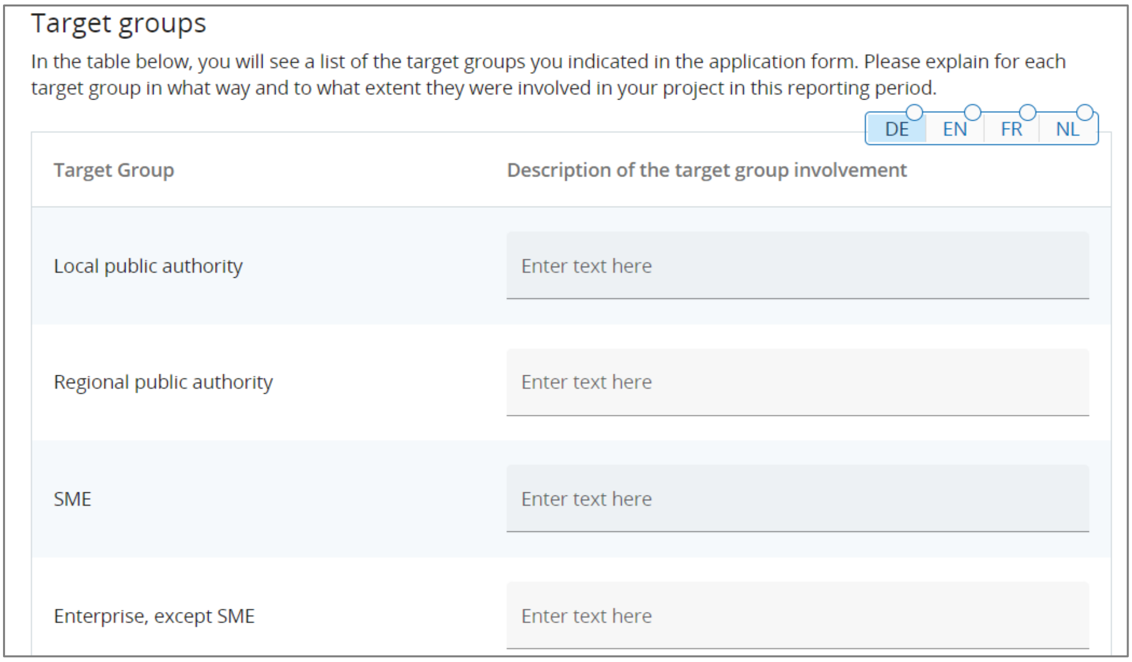
The partner spending profile shows the certified amounts, coming from the included partner certificates in this project report. **It is not mandatory** to fill in the forecast amount for the next period (red circle below).


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	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		30.432,70		30.432,70	0,00	0,00%	0,00

Target groups



Describe for each single target group how it was involved in the project implementation of the reporting period in question.

4.2 Work plan progress

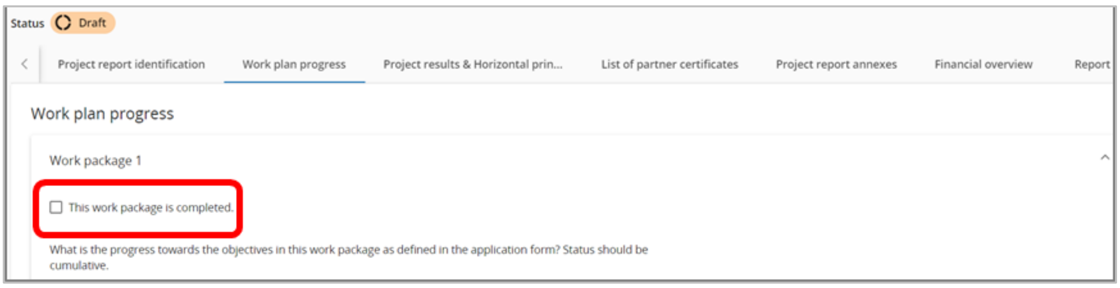
In the tab ”work plan progress” project managers shall describe the progress on work package level including the project specific objective and communication objective, activities, deliverables and outputs.

Work package level

When the first project report is created, the status fields of the project specific objective, the communication objective or the activities are empty. If a prior submitted project report exists, the status fields of a newly created report are pre-filled with the status selected for the respective objective or activity in the latest submitted project report (namely the submitted report with the highest report number, not latest by date of submission).

Please proceed as follows:

- If relevant, tick the box to mark this work package as completed. If ticked, there will be no need to report about the progress made in the implementation of this work package in future reports.

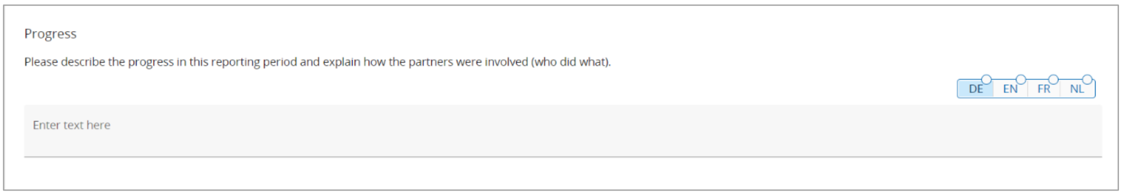


- Select the advancement status of the project specific objective among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will be no need to report on the status in future reports.
  Summarize the progress of the project specific objective during the reporting period.

Attention point: Please bear in mind that the “project specific objective” refers to the overall goal of the work package. It is not to be mistaken for the “programme specific objectives”.

- Select the advancement **status of the communication objective** of the work package among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will be no need to report further in future reports.
  Describe the progress in the achievement of the communication objective during the reporting period.

- Please describe the **progress** the partnership made towards the **objective of the work package** in this reporting period and explain how the partners were involved (who did what) in the text box for “Progress”.

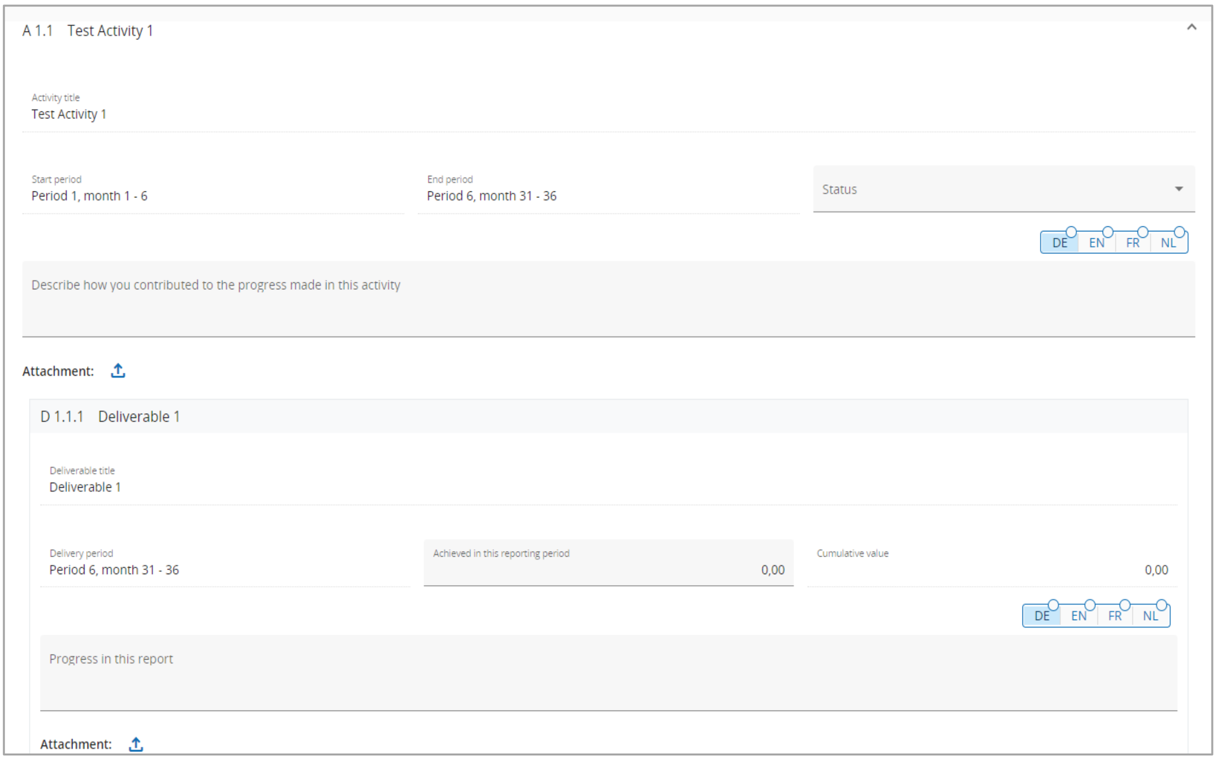


Activity and deliverables

For each activity, deliverable and output a separate section with input fields to describe the progress in the reporting period follows. Please proceed as follows:

- Select the advancement status of the **activity** among the options “Fully achieved”, ”Partly achieved” and ”Not achieved”. If you select “Fully achieved”, there will be no need to report further in future reports.
- Describe the contributions of all partners involved in this activity and the collective achievement in the provided text box.

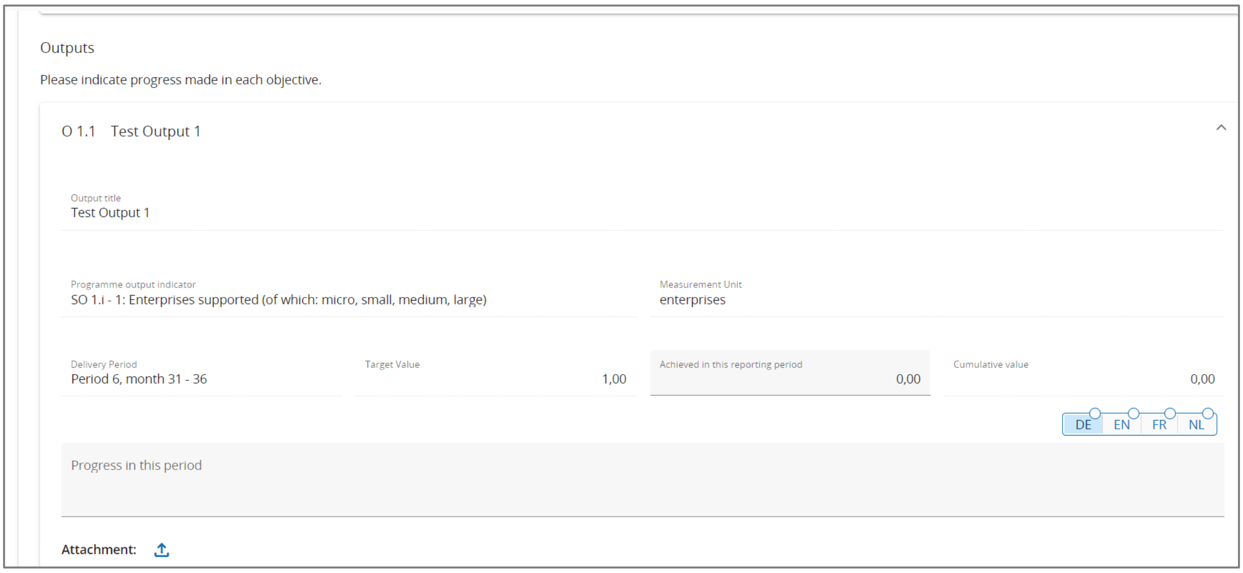
- If applicable add attachments to support the reported activity progress.
- Describe also the progress made towards the achievement of the **deliverable** in this period.
- Status: Select the advancement status of the deliverable among the options “Fully achieved”, “Partly achieved” and “Not achieved”.
- Add in attachment the deliverable or any document relevant for the verification of the work done. Please consider that only one attachment can be uploaded and collect all relevant documents in a .zip or .rar file.
- Repeat these steps for every work package, save, and move on to the next section.



Output indicators

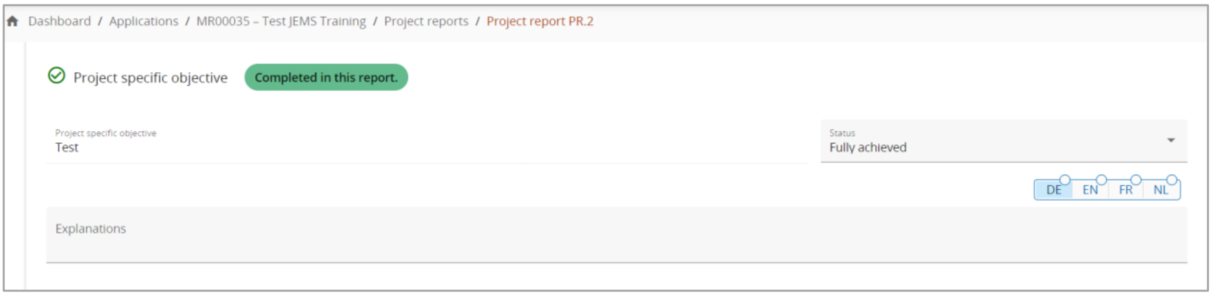
Please also inform about the achievements made with regard to the project output(s) and describe the progress in this period.

For the reporting on the indicators the usage of the indicator template provided by the programme is recommended. Please upload it together with further evidence for verification of the indicators in the attachment section.

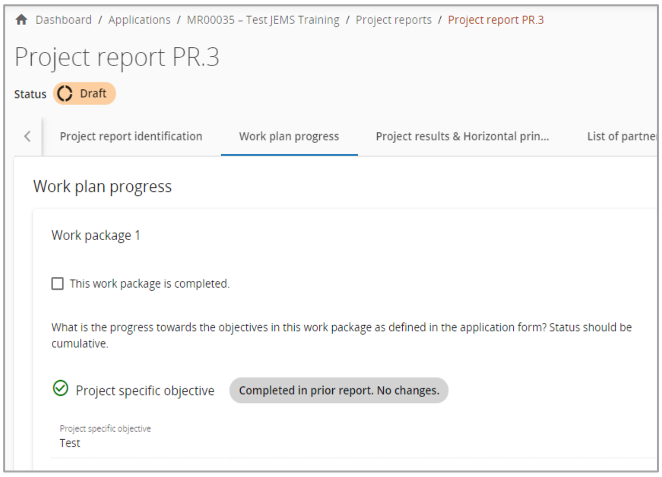


Labels for completed in this report / in prior report

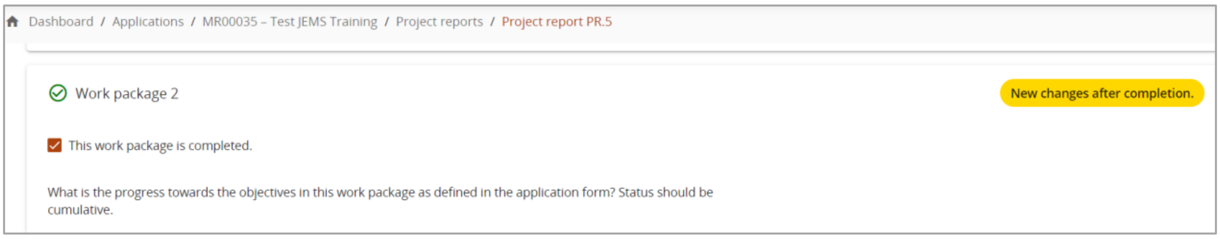
If for a project specific objective, work package, a communication objective or an activity the status "Completed in this report" is selected, a label (see below in green) is added to the respective item.



When the next project report is created, all items marked with "Fully achieved" in the previous submitted project report receive a label with the wording "Completed in prior report. No changes." and all information provided will be automatically pre-filled in the following report.
This label shall ensure that the LP and the MA/JS are aware that the respective project specific objective, communication objective or activity was already previously completed and no changes were made.



If either the LP makes changes within an activity or any deliverable underneath an activity, the label is changed to “New changes after completion.” The same logic applies to the overall work package completion.

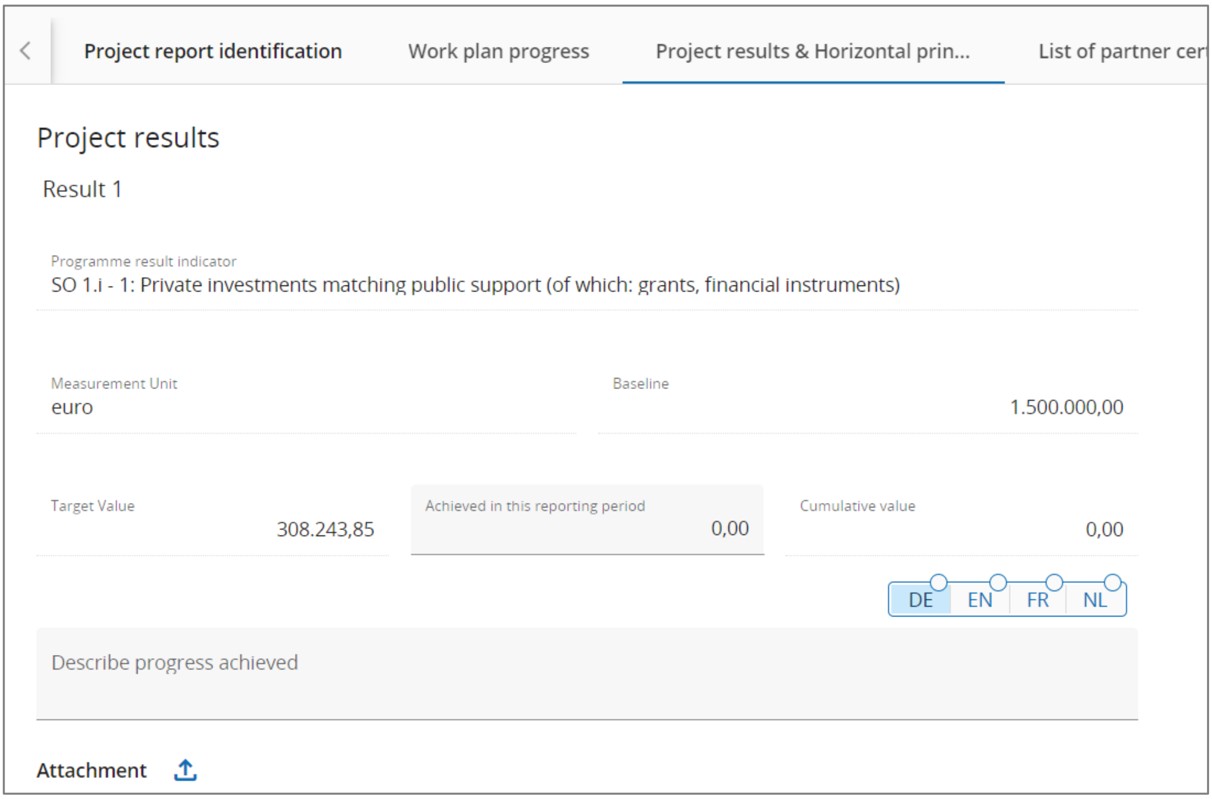


4.3 Project results & horizontal principles

The LP shall describe the progress on planned results by inserting what was achieved in this reporting period.

Project results

Results are cumulative, meaning that if a report is submitted and another report 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 progress on the results indicators can be reported, please follow the following steps:

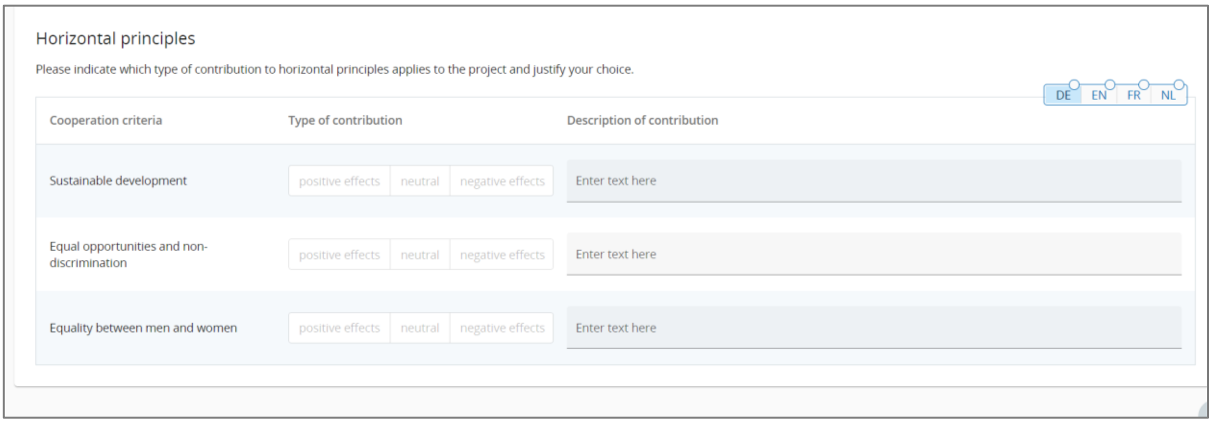
- Enter the value of the result(s) achieved in this reporting period.
- Add a description of the achieved progress and add supporting attachments.

For the reporting on the indicators the reporting template provided by the programme is recommended. Please upload it together with further evidence for verification of the indicators in the attachment section

Horizontal principles

For horizontal principles, there is a table to report on the contribution for each of the criteria. The type of contribution is pre-defined from the latest approved AF and cannot be changed.

There is a text field to describe the contribution made in the respective reporting period. Thus, describe the impact of the project for each horizontal principle.


Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

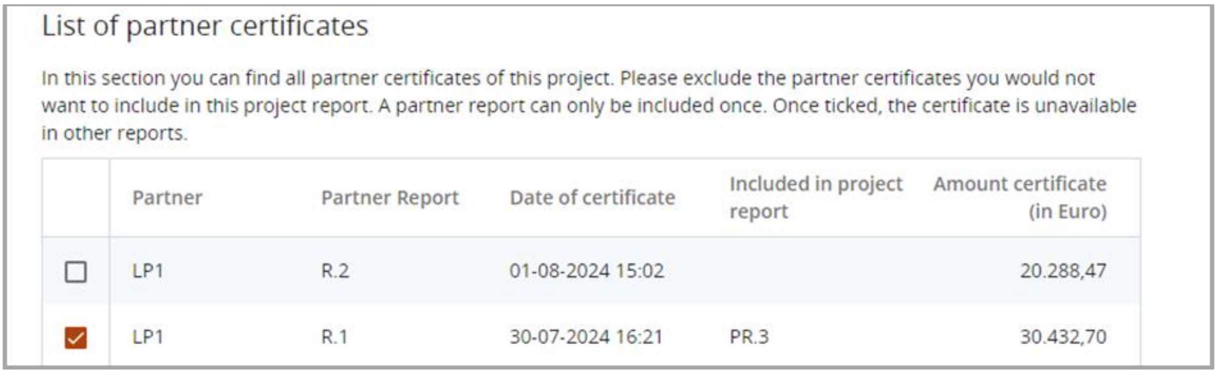
DE EN FR NL

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	positive effects / neutral / negative effects	Enter text here
Equal opportunities and non-discrimination	positive effects / neutral / negative effects	Enter text here
Equality between men and women	positive effects / neutral / negative effects	Enter text here

4.4 List of partner certificates

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. The LP shall carefully check which partner certificates to be included in the project report, thereby determining the payment amount for each reporting period. Partner certificates that have already been included in another project report are shown in the list of partner certificates in grey color.

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 a certificate shall be excluded in this project report, the respective partner certificate needs to be unticked.


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	01-08-2024 15:02		20.288,47
☑	LP1	R.1	30-07-2024 16:21	PR.3	30.432,70

If the control work of a partner report is finished and the report certified when a project report is already created, it is added to the list of partner certificates unticked and can be manually included in the project report by ticking the tick box in the first row of the table.

If a new project report is created, while another project report is still in the status draft, all unticked (available) partner certificates will be automatically included in the newly created project report. The overview provides also information in which previous project report a certificate is included.

Point of attention: The following certificates can be added to a project report:

- Certificates from an **earlier** reporting period
- Certificates from the **current** report period

Please do not include certificates from a subsequent period in the current project report. For example, do not include a certificate from period 3 in a project report of period 2. However, including a certificate from period 1 in the project report from period 2 is allowed.

4.5 Project closure

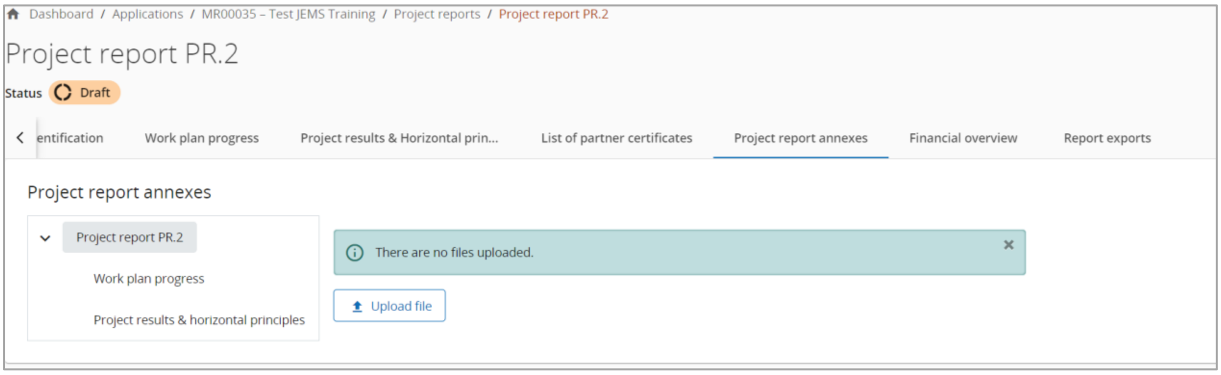
When the project report is linked to the last reporting period, there is a new section in this final project report called “Project closure”.

In this section LP needs to:

- Describe the project's final achievements in a project story format
- List any relevant mentions and prizes that you as a project achieved
- Select the checklist „ASP – Final project report“, fill in all the checklist fields and click on „Finish the checklist“ button at the top of the checklist when done.

4.6 Project report annexes

Similar to partner reports, this section shows all files uploaded in the project report. The tree structure represents the places within a report where files can be uploaded. All uploads from all sections are shown in this list.



LPs are asked to please upload files only in the content report related tabs (work plan progress and project results & horizontal principles).

Project managers have the possibility to upload additional files linked to the project report here (by clicking the “upload file” button).

Since it is not always possible to add descriptions to files in the dedicated sections, users with edit rights 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.

4.7 Financial overview

This tab offers an overview of the aggregated financial data per cost category, as well as the ERDF co-financing.

The financial overview tables show how the project is proceeding in terms of spending. The amounts included in the tables represent the aggregation of data from all project reports submitted by the date when the current project report was created.

Project Expenditure - summary (in Euro)

This section shows the project budget - approved in AF, previously reported, current report, previously paid - divided per fund and contribution type (public /private/automatic public) and also shows some calculations using figures from the table.

Dashboard / Applications / MR00035 – Test JEMS Training / Project reports / Project report PR.2

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	1.181.159,50	15.000,00	0,00	15.000,00	1,27 %	1.166.159,50	15.000,00	0,00
Partner contribution	1.181.159,50	15.000,00	0,00	15.000,00	1,27 %	1.166.159,50	15.000,00	N/A
↳ of which Public contribution	857.915,65	15.000,00	0,00	15.000,00	1,75 %	842.915,65	15.000,00	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	323.243,85	0,00	0,00	0,00	0,00 %	323.243,85	0,00	N/A
Total	**2.362.319,00**	**30.000,00**	**0,00**	**30.000,00**	**1,27 %**	**2.332.319,00**	**30.000,00**	**0,00**

Project total eligible budget: Amounts taken from the AF.

Previously reported column: Sums up amounts from project reports previously submitted, but also the lump sum on project preparation (if relevant).

Current report column: Sums up amounts from the current project report.

Total reported so far column: Sums up amounts of project reports previously submitted plus amounts from the current project report.

Remaining budget column: This column indicates the difference between “Total reported so far” and “Partner total eligible budget” from the AF. This value can become negative in case

the reported expenditures exceed the budget in approved AF.
Please consider: In this column any deductions made by controllers or MA/JS or any parked expenditure items are not reflected. Therefore, the actual remaining budget could even be higher than displayed here.

Previously verified column**:** Displays amount eligible after verification from all project reports and verified at the moment of creation of current report.

Previously paid column: When a (regular or fast track lump sum) payment is made, the amounts related to funds paid by the programme will be added to this column, in the next created report after payment is confirmed in the system.

Project Expenditure - breakdown per cost category (in Euro)

This table shows the project budget as approved in AF, the previously reported and the currently reported expenditure per cost category. The table behaves quite similar as the other tables with similar columns.

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	1.728.600,00	0,00	0,00	0,00	0,00 %	1.728.600,00	0,00
Office and administrative costs	259.290,00	0,00	0,00	0,00	0,00 %	259.290,00	0,00
Travel and accommodation	25.929,00	0,00	0,00	0,00	0,00 %	25.929,00	0,00
External expertise and services	176.000,00	0,00	0,00	0,00	0,00 %	176.000,00	0,00
Equipment	42.500,00	0,00	0,00	0,00	0,00 %	42.500,00	0,00
Infrastructure and works	100.000,00	0,00	0,00	0,00	0,00 %	100.000,00	0,00
Other costs	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	30.000,00	30.000,00	0,00	30.000,00	100,00 %	0,00	30.000,00
Total	**2.362.319,00**	**30.000,00**	**0,00**	**30.000,00**	**1,27 %**	**2.332.319,00**	**30.000,00**

Project Expenditure - breakdown per investment (in Euro)

If a project uses investments, these expenditures are displayed in this separate table.

This table is hidden when no investments are used in the project.

Project expenditure - breakdown per investment (in Euro)

DE EN FR NL

Investment Nr.	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Current report after verification
I2.1 WP 2 Test Investment	0,00	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	0,00

Project Expenditure - breakdown per Lump sum (in Euro)

Fast track lump sums (as the project preparation lump sum) are displayed in the "Previously reported" column. Therefore, at the end, this table shows which lump sums are approved in the AF and which are already reported.

Project expenditure - breakdown per Lump sum (in Euro)

DE EN FR NL

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified	Previously paid
Lump sum preparation cost test - Period 1	30.000,00	30.000,00	0,00	30.000,00	100,00 %	0,00	30.000,00	0,00
Total	**30.000,00**	**30.000,00**	**0,00**	**30.000,00**	**100,00 %**	**0,00**	**30.000,00**	**0,00**

This table is hidden when no lump sums are used in the project.

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

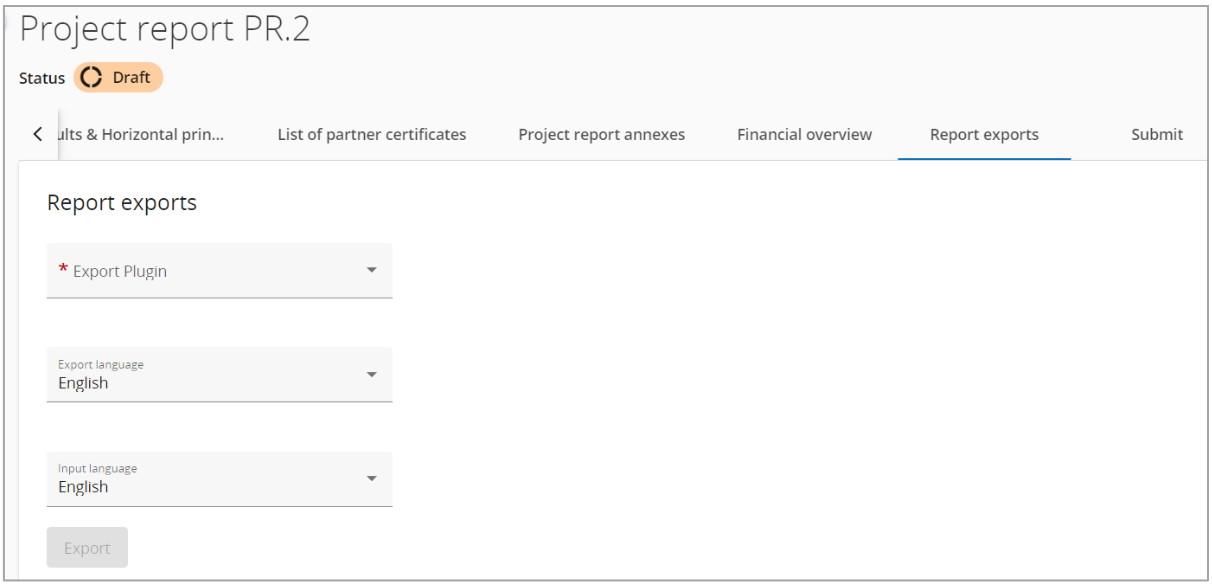
This table sums up all deductions carried out by controllers per partner and type of error. These values are not cumulative but only relate to the certificates included in this report.

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 services	Equipment	Infrastructure and works	Other costs	Lump sum	Total deduction
LP1	Organisation 1	Nederland (NL)	0,00	0,00 Flat Rate % 15	0,00 Flat Rate % 1	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	0,00	0,00

4.8 Project report export

In this section, the project report can be exported in a PDF document. The exports remain available at all time after report submission.

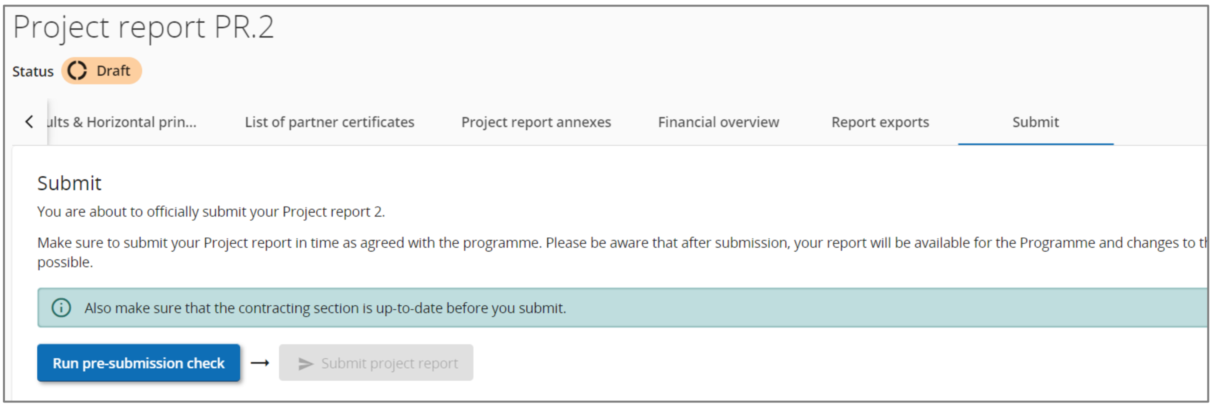


In other sections of the partner report it is also possible to export specific tables.

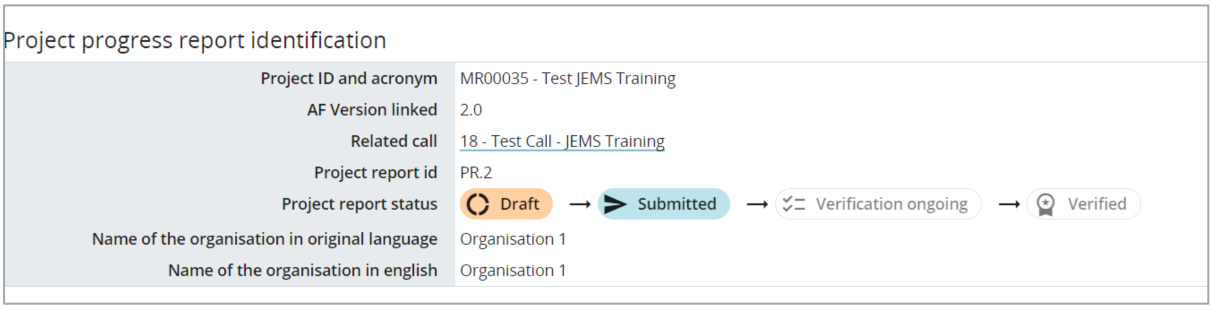
When the download icon is visible (see icon on the left), it is possible to download the table in Excel format (possible limited number of rows).

4.9 Submit

In this section the project report can be submitted. The pre-submission check has to be run to verify if all necessary fields have been inserted before submitting the report.

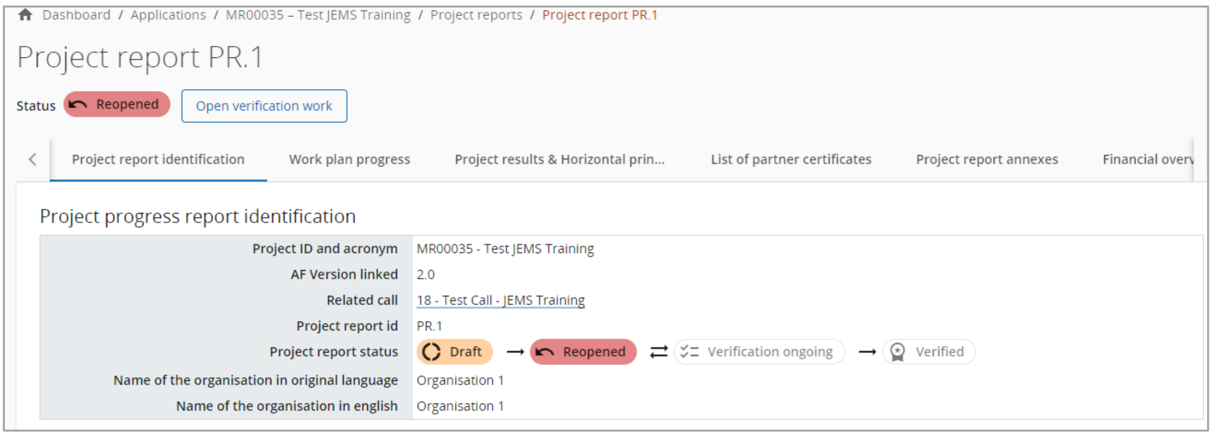


After submission, the project report will be checked by the JS and the MA. The status of the project report changes from "Draft" to "Submitted".



4.10 Project report reopening

A project report in status „Verification ongoing" can only be reopened by MA/JS users. The re-opening of a project report allows the LP to provide further clarifications by directly modifying the content of the project report during the process of MA/JS verification. When the last submitted report is reopened, editing is unlimited.



When the reopened project report is not the last one (e.g. a later draft project report has been created), dates, inputs and uploaded files can still be edited but the following restrictions apply:

- Number fields are locked
- List of partner certificates can't be changed, meaning partner certificates cannot be selected or unselected
- Status and completeness checkbox can't be changed

When the modifications are done, the LP needs to re-submit the project report by following the same steps taken for the first submission.

4.11 Living tables

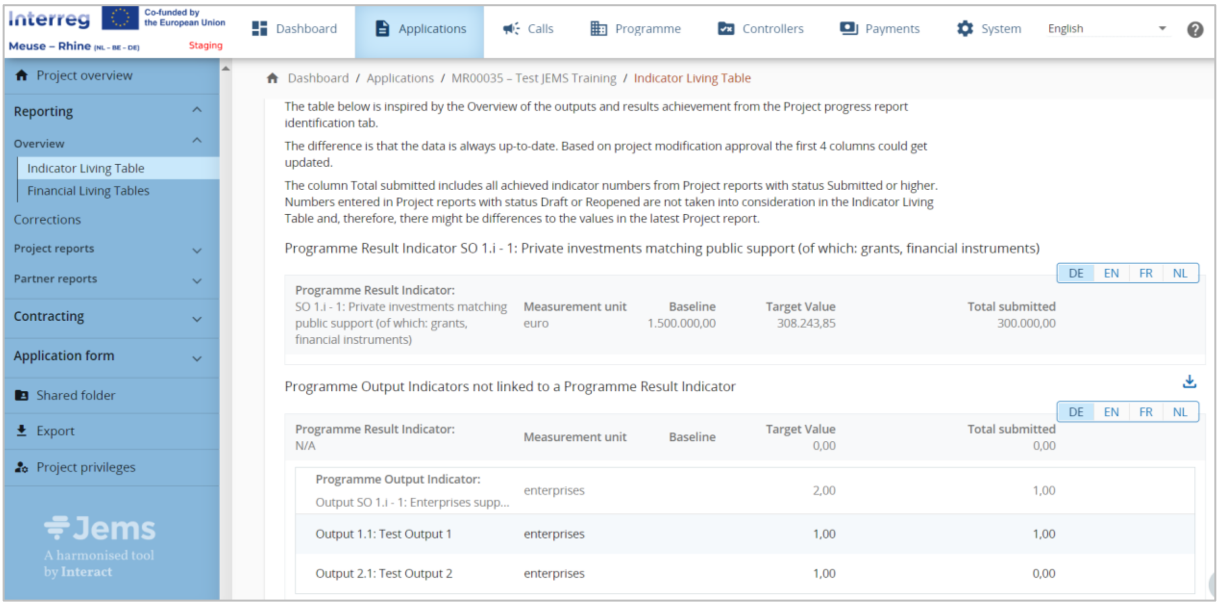
The living tables represent a cumulative overview of the project indicators and project budget.

4.11.1 Indicator living table

This overview table represents a cumulative table of all indicators planned versus achieved in the respective project.

The first values come from the Application form and are updated immediately when a project modification is carried out. The last column relates to all values submitted in project reports. Whilst project reports can show historic values, the Indicator living tables are always up to date.

The rows always start with the result indicator and the achieved results. If there is a link between output and result indicators then the output indicator and respective outputs are nested inside the results table. If no link exists the output indicators are shown in a separate row. All achieved results and outputs are summed up in the indicator row to show also the achievement per indicator and not only per output.



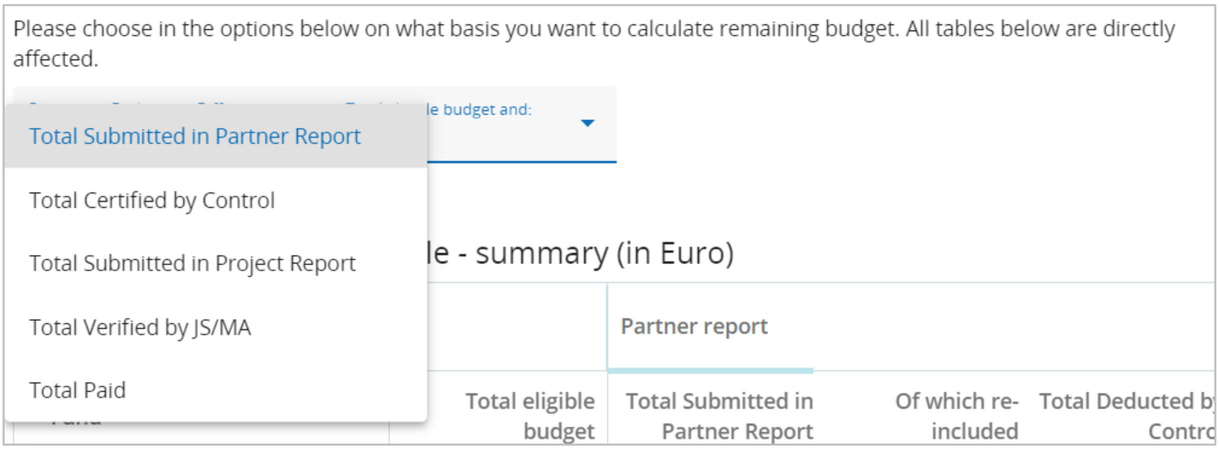
4.11.2 Financial living tables

Similar as the indicator living tables the financial living table aggregate data from Application Form and from reporting including payment.

For all the living tables below whenever any of the following actions take place these tables will most likely change in the respective column:

- Submission of a new partner report
- Certifying a partner report
- Submission of a project report
- Finish verification of a project report
- Payment based on financial project reports
- Reopening or reverting any of the above mentioned actions
- A project modification

In the dropdown above the living tables users can choose if the Remaining budget is Application form budget minus Submitted in partner report, Certified, Submitted in project report, Verified or Paid amounts.



Project financial living tables

The project financial living tables are basically the first 3 Financial overview tables in any finance or full project report but here always up to date.

Project expenditure living table - summary (in Euro)

The first table is an overview per fund. The financial spending per fund and contribution is recorded here. Some values like the contribution share of deductions cannot be retrieved from the reports therefore you might sometimes see some values as N/A.

Remaining Budget is a Difference between Total eligible budget and:
Total Submitted in Partner Report

Project expenditure living table - summary (in Euro)

Project budget	Partner report					Project report			
Fund	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted by JS/MA	Total Parked by JS/MA	Total V
ERDF	109.231,78	629,20	11.751,37	8.619,62	71.720,54	56.504,19	N/A	0,00	
Partner contribution	109.231,80	629,21	11.751,33	8.619,65	71.720,57	56.504,22	N/A	0,00	
↳ Public Contribution	73.818,29	0,00	N/A	500,50	56.177,54	40.961,19	N/A	0,00	
↳ Auto Public Contribution	0,00	0,00	N/A	0,00	0,00	0,00	N/A	0,00	
↳ Private Contribution	35.413,48	629,20	N/A	4.365,09	15.542,99	15.542,99	N/A	0,00	
Total	**218.463,58**	**1.258,41**	**23.502,70**	**17.239,27**	**143.441,11**	**113.008,41**	**26,65**	**0,00**	

Project expenditure living table - breakdown per cost category (in Euro)

This table represents the breakdown per cost category, as a principle the columns are the same as the first table and the totals should always match with the totals from the other tables. The only difference is that the amounts are split per cost category instead of per fund as in the first table.

Dashboard / Applications / MR00035 – Test JEMS Training / Financial Living Tables

Project expenditure living table - breakdown per cost category (in Euro)

Project budget		Partner report					Project report		
Cost category	Total eligible budget	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted by JS/MA	Tota
Staff costs	1.771.160,00	97.912,55	0,00	1.573,01	600,00	71.239,54	45.117,04	10,00	
Office and administrative costs	265.674,00	14.686,87	0,00	235,95	90,00	10.685,92	6.767,55	1,50	
Travel and accommodation	26.567,40	1.468,66	0,00	23,60	9,00	1.068,56	676,73	0,15	
External expertise and services	226.000,00	52.725,36	1.258,41	0,00	16.540,27	30.447,09	30.447,09	15,00	
Equipment	42.500,00	21.628,85	0,00	21.628,85	0,00	0,00	0,00	0,00	
Infrastructure and works	100.000,00	41,29	0,00	41,29	0,00	0,00	0,00	0,00	
Other costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Lump sum	30.000,00	30.000,00	0,00	0,00	0,00	30.000,00	30.000,00	0,00	
Unit Costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Total	**2.461.901,40**	**218.463,58**	**1.258,41**	**23.502,70**	**17.239,27**	**143.441,11**	**113.008,41**	**26,65**	

Project expenditure living table - breakdown per partner (in Euro)

Similar as to the first and the second table this table should have the same totals per column as the columns are the same for all tables. The difference is that in this table the spending is split per partner. Every row represents a partner and their total spending.

Project expenditure living table - breakdown per partner (in Euro)

Project budget		Partner report					Project report		
Partner	Total eligible budget	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted by JS/MA	Tota
LP1 Organisation 1	625.008,90	112.265,17	0,00	0,00	1.001,00	90.381,17	59.948,47	0,00	
PP2 Organisation 2	495.837,90	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
PP3 Organisation 3	380.513,00	31.222,50	0,00	0,00	0,00	17.825,00	17.825,00	0,00	
PP4 Organisation 4	490.309,40	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
PP5 Organisation 5	370.649,80	6.990,00	0,00	0,00	0,00	6.990,00	6.990,00	0,00	
PP6 Organisation 6	99.582,40	67.985,91	1.258,41	23.502,70	16.238,27	28.244,94	28.244,94	26,65	
Total	2.461.901,40	218.463,58	1.258,41	23.502,70	17.239,27	143.441,11	113.008,41	26,65	

The partner financial living tables are split into a tab per partner.

Dashboard / Applications / MR00035 – Test JEMS Training / Financial Living Tables

Overview

Financial Living Tables

Project | LP1 Organisation 1 | PP2 Organisation 2 | PP3 Organisation 3 | PP4 Organisation 4 | PP5 Organisation 5 | PP6 Organisation 6

Depending on privileges you might see or not see certain partners (e.g. in the case of a controller being assigned to one partner).

Partner expenditure living table - summary (in Euro)

On a tab of a partner you will find two tables. The first table is the spending of the partner per fund. Also here some of the deducted rows could not be populated and are therefore pre-filled with N/A. Totals should always be the same as a single row of the third project living table being the spending per partner at project level. In the same way as the first project financial living table, Paid represents the total paid for the partner and the contributions recorded as received in the partner report by the respective partner.

Partner expenditure living table - summary (in Euro)

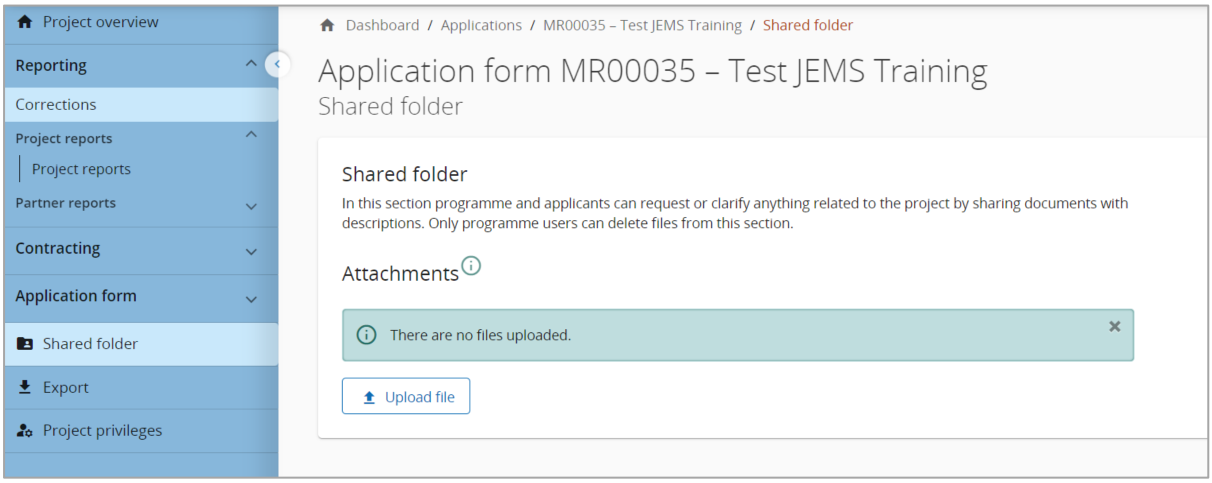
Project budget		Partner report					Project report		
Fund	Total eligible budget	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted by JS/MA	Tota
ERDF	312.504,45	56.132,58	0,00	0,00	500,50	45.190,58	29.974,23	N/A	
Partner contribution ⓘ	312.504,45	56.132,59	0,00	0,00	500,50	45.190,59	29.974,24	N/A	
↳ Public Contribution	312.504,45	56.132,58	0,00	N/A	500,50	45.190,58	30.336,30	N/A	
↳ Auto Public Contribution	0,00	0,00	0,00	N/A	0,00	0,00	0,00	N/A	
↳ Private Contribution	0,00	0,00	0,00	N/A	0,00	0,00	2.191,71	N/A	
Total	625.008,90	112.265,17	0,00	0,00	1.001,00	90.381,17	59.948,47	0,00	

Partner expenditure living table - breakdown per cost category (in Euro)

The second table at partner level is the breakdown per cost category (in Euro). This table should always have the same totals as the first table as the columns are the same. The only difference is that the amounts are divided per cost category instead of per fund.

5. Shared folder

This section is a file sharing section, accessible to partner users (respective privilege needs to be granted via project privileges), controllers and MA/JS. This section can be used to upload, edit a file description and download documents all along the project lifecycle, especially during contracting and control.



6. Project modifications

As a first step, the LP should send an e-mail to inform the JS manager that the project requests a project modification. The JS manager will provide the LP with the modification requirements and will guide the LP through the modification process.

Once the modification request was accepted by the JS, the project modification in Jems will be launched and a new editable version of the AF will be available for the LP to revise information. The different versions of the AF can be accessed from the left menu. The editable version is marked with a pencil icon.

6.1 Starting a modification procedure in Jems

Once the JS has accepted the request for project modification and started the process in Jems, the project will appear with the status "In modification".

A new, editable version of the project AF will be available for the LP in order to update information (all LP users with "edit" rights can modify the AF and submit it).

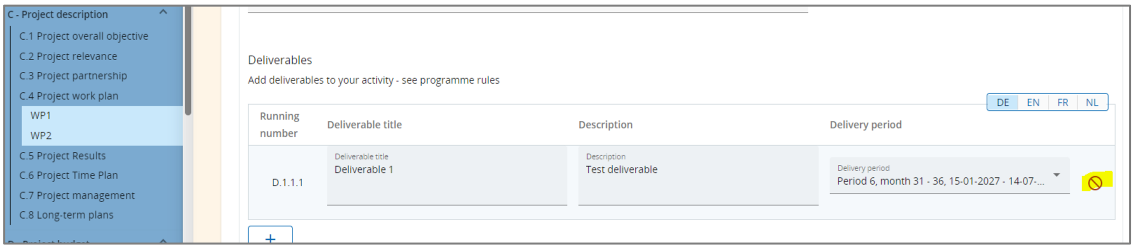
Please also consult chapter 5.8 of the programme manual for more details on the different types of project changes.

To switch to the currently valid AF or earlier versions unfold the project versions in the left menu and select the AF version of your interest.

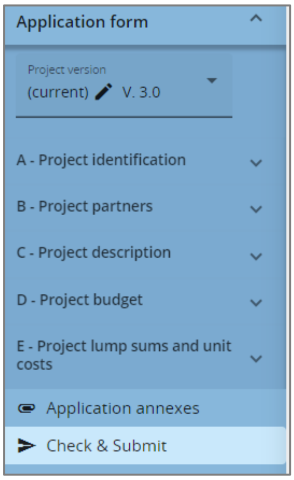
6.2 Attention points for project modifications

The following aspects need to be taken into account when modifying an AF:

- **Deactivation of partners:** As soon as approved, partners or associated organisations can no longer be removed from a project application. If a partner exits the partnership, it shall be deactivated. New partners can still be added to the project. When the project is in modification status, the LP can go to the partner or associated organisations overview page and click on “Deactivate partner”.
  A deactivated partner cannot be re-activated! If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the “Project privileges” section.
- **The priority and programme specific objective** of a contracted project cannot be changed.
- **Flat rate options** cannot be changed.
- **Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated**. Once an activity, deliverable, output or investment was set inactive, it cannot be activated again!
  To deactivate, click on the red icon on the right of an activity / deliverable / investment / output / result and save the changes.
  NOTE: when de-activating an activity, all deliverables under the activity are also deactivated. New activities or new deliverables can still be added.
  The same applies to outputs and results.

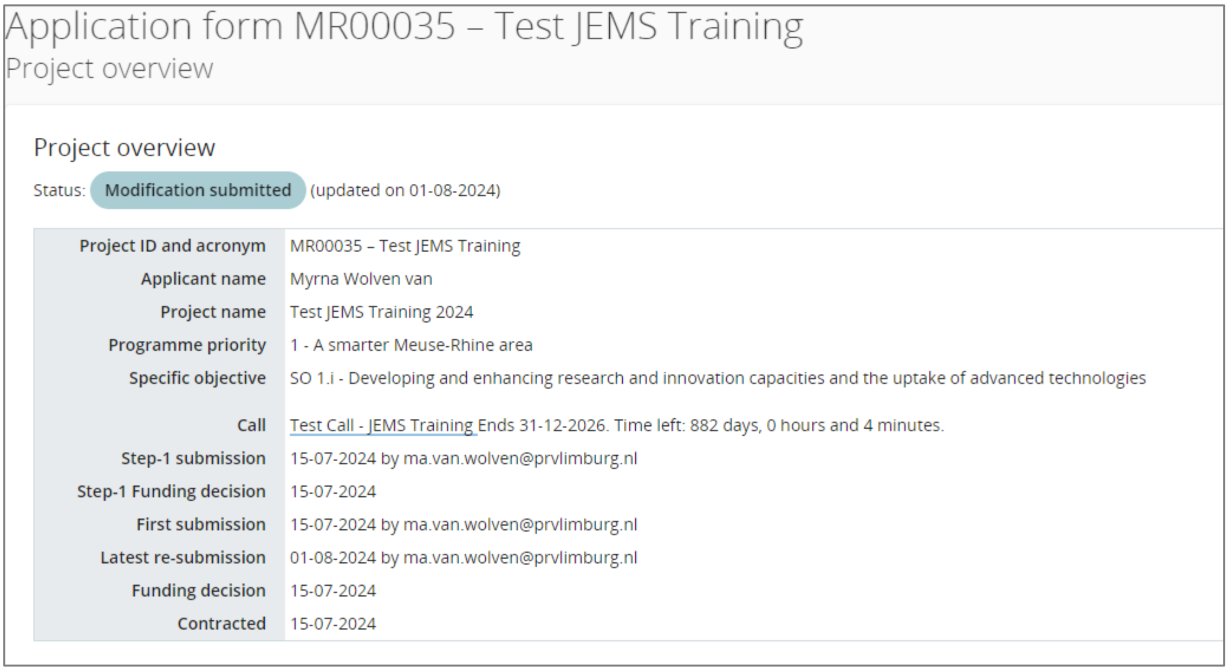


6.3 Submission of the revised AF

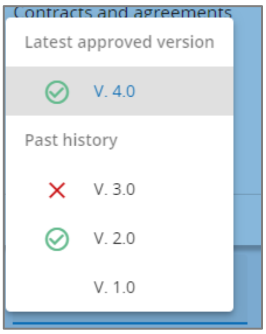


To submit the modified AF again, go to “Check & Submit” in the left menu. In order to be able to submit the revised AF, you need to run the pre-submission check first. Issues found will be listed and need to be solved. Only once the pre-submission check has been passed, the submission button will turn active. Upon re-submission the project moves to status “Modification submitted”.

In case needed, the JS will reopen the modified AF for further revisions. Upon reopening, no new AF version is generated, but the revised one reopened.



6.3 Finalizing a project modification



After the decision by the concerned programme body, the JS sets the status of the modification request to “approved” or “rejected” in Jems.

In case of approval, the revised AF becomes the latest approved AF version.

In case of rejection, the rejected AF version remains in the project history.

The different AF versions are accessible through the left menu.

7. Notifications

To enable notifications go to your user profile and check the “Notifications” button. This will allow you to receive a notification per e-mail once a new partner report has been certified.