



GUIDANCE ON THE JOINT FINANCE REPORT (JFR) IN JEMS

For Lead Partners; Jems version 13

Version 4

07 2025

A. General information

This guidance is based on the Interact Jems User Manual.

1. Access to the Reporting Section

- From the “Dashboard” select the project for which you would like to fill in the JFR and click to open.

The screenshot shows the JEMS Dashboard interface. The top navigation bar includes the Interreg Central Europe logo, the European Union flag, and the text 'Co-funded by the European Union'. The main content area is divided into two sections: 'My partner reports' and 'My applications'. The 'My partner reports' section contains a table with columns: Project ID, Partner role, Partner name, Partner report ID, Status, AP version linked, Reporting period, Report creation, First submission, Last submission, Amount submitted, Control end date, and Total eligible after control. The 'My applications' section contains a table with columns: ProjectID, Acronym, First submission, Latest re-submission, Programme priority, Specific objective, Status, and Related call. A red box highlights the first row in the 'My applications' table, which contains the following data: ProjectID (redacted), Acronym (redacted), First submission (22.02.2022 08:15), Latest re-submission (27.01.2023 09:31), Programme priority (P2), Specific objective (SO2.5), Status (Contracted), and Related call (1 - CE Call 1).

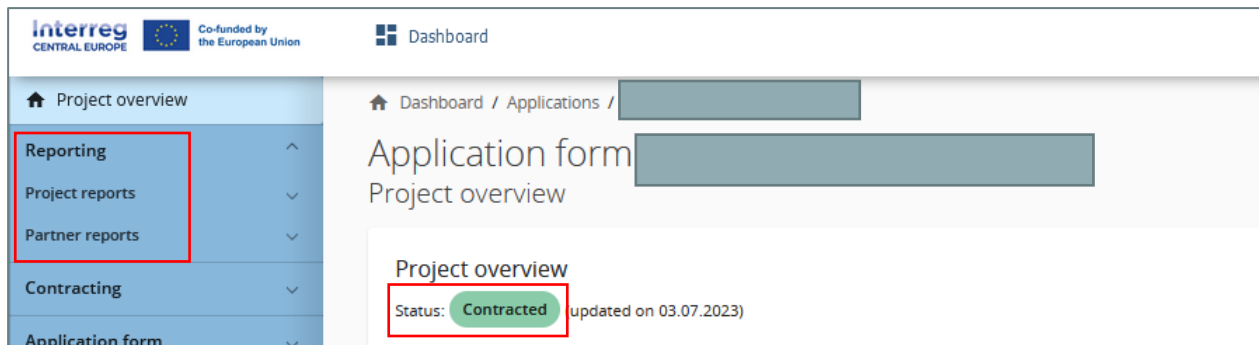
- Select “Reporting/Project reports” in the left menu to access the reports on project level.

The screenshot shows the left navigation menu of the JEMS interface. The menu items are: Project overview, Reporting, Project reports, Partner reports, Contracting, and Application form. The 'Project reports' item is highlighted with a red box.

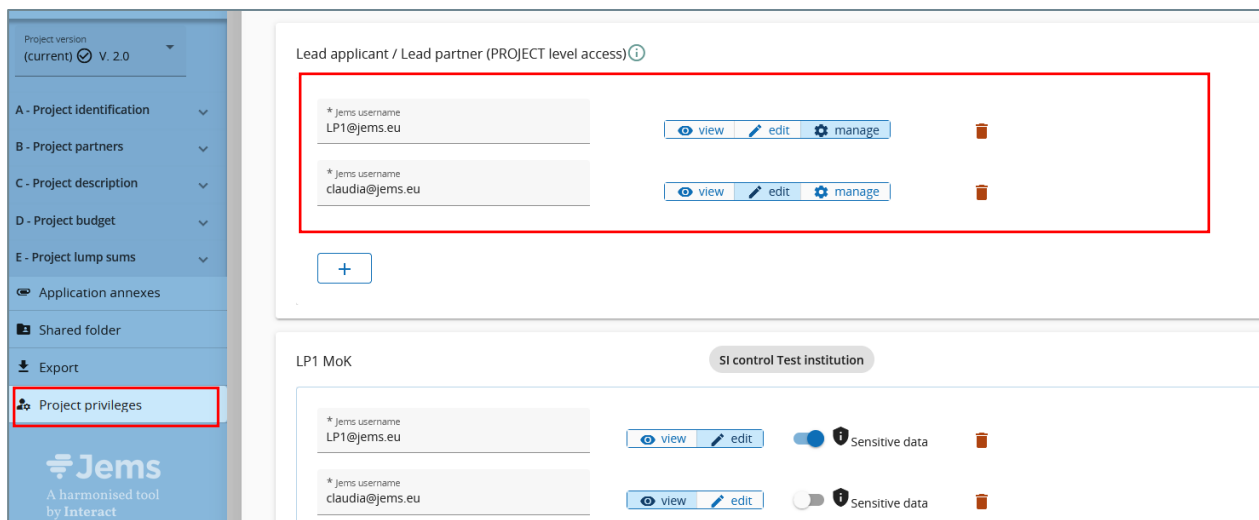


2. Prerequisites

- In order to have access to the reporting section, the project needs to be at least set to the status *Contracted*.



- In order to fill in and submit a report on project level, the user needs to be assigned under “Lead applicant/ Lead partner (PROJECT level access) with “manage” or “edit” rights in the Project privileges section.
- User assigned to a project partner have automatically “view” access to the reports on project level (for details see Jems Guidance on Project Privileges).



B. Creation and Access to a JFR

- Reports on project level (JFR, JAR) are created by the JS and linked to the “Project reporting schedule” of the “Contracting” section. This is to ensure a correct aggregation of data from previous reports into a new report and that, in case of major project modification, the report is linked to the correct version of the application form (AF).
- Reports on project level are automatically numbered PR.1 (ID in ascending order PR.1, PR.2, PR.3, etc.). The project report ID does not reflect the reporting period.



- Data from the last approved application form version is taken into the report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.
- Any data that is aggregated over several project reports (e.g. financial data, output and results achievements) are summed-up from all project reports submitted by the date when the current project report was created. When a new report is created, reopened reports are taken into account for aggregations in overview tables (like submitted ones).
- Beware that only the last project report, created after all other project reports were submitted, has the most recent aggregated data (in case project reports were not submitted in the same order they were created)!
- The project report overview table lists all available reports and indicates the type of report (Finance = JFR, Content = JAR). It provides information on the project report ID, the current status (*Draft - Submitted/Reopened - Verification ongoing - Verified*), the report type, the date of report creation and the date when the report was submitted for the first time, the date when the report was submitted for the last time (re-submission), the amount requested, the end date of JS/MA verification and the total eligible amount after JS/MA verification.
- Select the JFR in the overview table and click to open.

| ID | Status | AF Version linked | Reporting Period | Report Type | Date of report creation | Date of first submission | Date of last submission | Amount requested | Date of JS/MA verification... | Total eligible after JS/MA verification | JS/MA Verification | Delete |
|------|----------|-------------------|------------------------|-------------|-------------------------|--------------------------|-------------------------|------------------|-------------------------------|---|----------------------------|--------|
| PR.4 | Draft | 2.0 | Period 2, month 7 - 12 | Content | 27.02.2024 14:31 | | | | | | | |
| PR.3 | Draft | 2.0 | Period 2, month 7 - 12 | Finance | 27.02.2024 14:31 | | | 0,00 | | | | |
| PR.2 | Reop... | 2.0 | Period 2, month 7 - 12 | Content | 13.02.2024 11:35 | 27.02.2024 10:34 | 27.02.2024 14:38 | | | | Go to JS/MA verification v | |
| PR.1 | Verif... | 2.0 | Period 1, month 1 - 6 | Finance | 20.10.2023 11:47 | 13.12.2023 14:43 | | 219.620,49 | 09.01.2024 12:46 | 219.620,49 | Go to JS/MA verification v | |

- The JFR is divided in different sections accessible through tabs at the top:
 - Project Report identification
 - List of partner certificates
 - Project report annexes
 - Financial overview
 - Report export
 - Submit

Project report PR.3

Status **Draft**

Project report identification | List of partner certificates | Project report annexes | Financial overview | Report exports | Submit

Project report identification

To go back to the project report overview, click on “Project reports” in the left menu.

- Do NOT delete a JFR without prior agreeing with the JS.
- Only the most recent JFR (if in *DRAFT*) can be deleted from the overview.



1. JFR- Project report identification

- The project report identification section gives an overview on the:
 - Information on the project and LP organisation (automatically)
 - AF version the report is linked to (automatically)
 - The project report status (updates automatically)
 - The reporting period start and end dates should be defined. The dates should match with those defined in the Subsidy contract.
- Upon the creation of the report, the JRF is linked to the reporting schedule in the contracting section by the JS. This link must NOT be changed, since it defines the type of report, the reporting period and the reporting deadline (according to the monitoring plan).

Project report PR.3

Status Draft

Project report identification
List of partner certificates
Project report annexes
Financial overview
Report exports
Submit

Project report identification

| | |
|---|--|
| Project ID and acronym | |
| AF Version linked | 2.0 |
| Related call | 1 - CE Call 1 |
| Project report ID | PR.3 |
| Project report status | Draft → Submitted → Verification ongoing → Verified |
| Name of the organisation in original language | |
| Name of the organisation in English | |

Reporting period start date (DD.MM.YYYY) 📅

Reporting period end date (DD.MM.YYYY) 📅

Defined by JS

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

Type of project report

Content
Finance
Both

Reporting period
Period 2, month 7 - 12

Reporting date (DD.MM.YYYY)
30.4.2024 📅

- Highlights of main achievements - NOT applicable for the JFR.
- Overview of the outputs and results achievement (cumulative) - NOT relevant for the JFR
- Project problems and deviations: For JFR please use the second textbox to describe any deviations in the spending profile compared to the amount indicated in the AF.

COOPERATION IS CENTRAL

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Project problems and deviations

ONLY APPLICABLE FOR THE JOINT ACTIVITY REPORT. If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

ONLY APPLICABLE FOR THE JOINT FINANCE REPORT. If applicable, please describe any deviations in the spending profile compared to the amounts indicated in the application form.

Target groups

ONLY APPLICABLE FOR THE JOINT ACTIVITY REPORT. The table below shows the list of target group which were indicated in the application form. Please explain for each target group in what way and to what extent stakeholders were involved in the implementation of project activities in this reporting period.

- **Partner spending profile:** This table corresponds to the certificates included in the tab “List of certificates”. In case a certificate is included, the partner forecast as in the partner report is displayed in this table. In case a partner has multiple certificates included in one JFR, the date from the last certificate and forecast is displayed here (providing the most accurate cumulative values and forecast).

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 ^① | Cumulative target - total report so far | Total report so far / cumulative target | Next report forecast |
|----------------|---------------|----------------|-------------------|------------------------------------|---|---|----------------------|
| LP1 | 58.333,33 | 36.721,09 | 75.833,33 | 36.721,09 | 39.112,24 | 48,42% | 80.000,00 |
| PP2 | 51.333,33 | 47.559,72 | 51.333,33 | 47.559,72 | 3.773,61 | 92,65% | 0,00 |
| PP3 | 21.000,00 | 12.809,68 | 21.000,00 | 12.809,68 | 8.190,32 | 61,00% | 37.190,32 |

- **Target groups - NOT applicable for the JFR.**

2. List of partner certificates

- In this tab, all available 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.



Project report PR.3

Status Draft

Project report identification

List of partner certificates

Project report annexes

Financial overview

Report exports

Submit

List of partner certificates

In this section you can find all partner certificates of this project. Please make sure that the partner certificates you would like to include in this report are selected. A partner certificate 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) |
|-------------------------------------|---------|----------------|---------------------|----------------------------|------------------------------|
| <input type="checkbox"/> | PP2 | R.2 | 02/07/2025 11:17 | | 56.917,00 |
| <input type="checkbox"/> | PP5 | R.2 | 23/06/2025 13:47 | | 38.653,59 |
| <input type="checkbox"/> | PP7 | R.2 | 22/06/2025 18:18 | | 26.941,79 |
| <input checked="" type="checkbox"/> | PP10 | R.1 | 03/04/2025 14:11 | PR.3 | 3.171,83 |
| <input checked="" type="checkbox"/> | PP9 | R.1 | 30/01/2025 15:27 | PR.3 | 0,00 |

Items per page: 25

1 - 5 of 5



- Certificates included in previous reports can be seen in the second overview table.

List of partner certificates i

In this section you can find all partner certificates already included in other reports.

| | Partner | Partner Report | Date of certificate | Included in project report | Amount certificate (in Euro) |
|-------------------------------------|---------|----------------|---------------------|----------------------------|------------------------------|
| <input checked="" type="checkbox"/> | LP1 | R.1 | 21/02/2025 11:38 | PR.2 | 57.899,73 |
| <input checked="" type="checkbox"/> | PP3 | R.1 | 22/01/2025 14:04 | PR.2 | 13.285,63 |
| <input checked="" type="checkbox"/> | PP5 | R.1 | 17/01/2025 13:59 | PR.2 | 30.510,66 |
| <input checked="" type="checkbox"/> | PP4 | R.1 | 15/01/2025 13:52 | PR.2 | 26.562,22 |
| <input checked="" type="checkbox"/> | PP6 | R.1 | 13/01/2025 10:19 | PR.2 | 19.722,11 |
| <input checked="" type="checkbox"/> | PP7 | R.1 | 22/12/2024 18:38 | PR.2 | 4.997,58 |
| <input checked="" type="checkbox"/> | PP2 | R.1 | 16/12/2024 16:21 | PR.2 | 40.656,00 |

Items per page: 25

1 - 7 of 7





3. Project report annexes

- The overview table “Project report PR.x” shows all files uploaded.
- Files can be up/downloaded here.
- If needed, a description can be added to files uploaded in this section by clicking on the pencil.
- Files uploaded in this section can be deleted here as long as the delete icon is active.
- See the Programme manual chapter “III.2.3.3 Periodic Joint Progress Reports” for the mandatory annexes to be uploaded when submitting a joint finance report.

Project report PR.3

Status Draft

Project report identification List of partner certificates **Project report annexes** Financial overview Report exports Submit

Project report annexes

| File name | Location | Upload date ↓ | User | File size | Description | Actions |
|----------------|----------------|---------------------|--------------------------|-----------|-------------|---------|
| testfile1.docx | Project Report | 17.11.2023 13:41 | jems@interreg-central.eu | 11.7 kB | | |

Items per page: 25 1 - 1 of 1 < >

Upload file

4. Financial overview

- The project report financial overview section comes with 4 different financial overview tables. For further details please see each of the tables’ description below.
 - 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 JFRs submitted by the date when the current project report was created.
- Beware that only the last project report created once all other project reports were submitted has the most recent aggregated data (in case project reports were not submitted in the same order they were created)!
 - In the project reports, “previously reported” represents amounts as included in the certificates already included in previously submitted reports upon creation of the report (including the lump sum for preparation and contracting costs) while in the partner report “previously reported” refers to the amounts as included in the list of expenditure (i.e. prior to verification by the controller).

Detailed information on each of the financial overview tables



4.1. Project Expenditure - summary (in Euro)

- This section shows the project budget - approved in the application form, previously reported, current report, previously validated, previously paid - divided per fund and contribution type (public/private/automatic public) - at the moment of creation of current partner report, and also shows some calculations using figures from the table.
- Overview tables with the download icon can be easily downloaded as an Excel file. Click the icon to export the file.

| Financial overview | | | | | | | | |
|--|--------------------------------|----------------------------|--------------------|-------------------------------|--------------------|---------------------------------|---------------------|-----------------|
| The values displayed below consist of certified amounts & fast track lump sums (if applicable) in Euro only. | | | | | | | | |
| Project expenditure - summary (in Euro) | | | | | | | | |
| | Project total eligible budg... | Previously reported to ... | Current report (C) | Total reported so far (D=B+C) | % of total (E=D/A) | Budget after Total reported ... | Previously verified | Previously paid |
| ERDF | 1.808.788,75 | 601.332,56 | 0,00 | 601.332,56 | 33,25 % | 1.207.456,19 | 272.234,00 | 272.234,00 |
| Partner contribution | 452.197,19 | 150.333,24 | 0,00 | 150.333,24 | 33,25 % | 301.863,95 | 68.058,55 | N/A |
| ↳ of which Public contribution | 326.284,19 | 109.715,45 | 0,00 | 109.715,45 | 33,63 % | 216.568,74 | 48.058,92 | N/A |
| ↳ of which Automatic public contribution | 28.413,00 | 8.874,30 | 0,00 | 8.874,30 | 31,23 % | 19.538,70 | 4.032,11 | N/A |
| ↳ of which Private contribution | 97.500,00 | 31.743,32 | 0,00 | 31.743,32 | 32,56 % | 65.756,68 | 15.967,43 | N/A |
| Total | 2.260.985,94 | 751.665,80 | 0,00 | 751.665,80 | 33,25 % | 1.509.320,14 | 340.292,55 | 272.234,00 |



- **Previously reported:** Sums up the amount of certificates included in previously submitted project reports, but also the lump sums for preparation and contracting costs accepted by the programme.
- **Current report:** Sums up the amount of certificates included in the current report.
- **Total reported so far:** Sums up previously reported + current report.
- **Budget after Total reported so far:** This column indicates the difference between Total reported so far and Partner total eligible budget from the application form. This value can become negative in case the reported expenditures exceed the budget in approved application form.
- **Previously paid:** When a (regular or lump sum) payment is made, the amounts paid by the programme will be added to this column, in the next created report after payment is confirmed in the system.

Once the project report is verified by JS/MA, the following two new columns are added:

- **Previously verified:** Upon creation of the report the system checks which other reports are JS/MA verified and sums up all the verified amounts including preparation and contracting costs lump sum.
- **Current report after verification:** When the current report is verified the amount after MA/JS deductions are displayed here.

4.2. Project Expenditure - breakdown per cost category (in Euro)

- This table shows the project budget - approved in the application form, previously reported and current report - split per cost category. The table behaves quite similar as the other tables with similar columns.



- Lump sums: always show up in their own separate row and are never added up in specific cost categories. Flat rates are not calculated on top of the Lump sums.

| Cost category | Project total eligible budget | Previously reported ^① | Current report | Total reported so far | % of total | Budget after Total reported so far | Previously verified ^① | Current report after verification |
|---------------------------------|-------------------------------|----------------------------------|-------------------|-----------------------|----------------|------------------------------------|----------------------------------|-----------------------------------|
| Staff costs | 1.308.528,00 | 0,00 | 149.487,58 | 149.487,58 | 11,42 % | 1.159.040,42 | 0,00 | 149.487,58 |
| Office and administration | 81.229,20 | 0,00 | 7.420,26 | 7.420,26 | 9,13 % | 73.808,94 | 0,00 | 7.420,26 |
| Travel and accommodation | 38.566,40 | 0,00 | 3.695,83 | 3.695,83 | 9,58 % | 34.870,57 | 0,00 | 3.695,83 |
| External expertise and services | 428.900,00 | 0,00 | 19.009,20 | 19.009,20 | 4,43 % | 409.890,80 | 0,00 | 19.009,20 |
| Equipment | 60.750,00 | 0,00 | 0,00 | 0,00 | 0,00 % | 60.750,00 | 0,00 | 0,00 |
| Infrastructure and works | 50.750,00 | 0,00 | 0,00 | 0,00 | 0,00 % | 50.750,00 | 0,00 | 0,00 |
| Other costs | 306.800,00 | 0,00 | 40.007,62 | 40.007,62 | 13,04 % | 266.792,38 | 0,00 | 40.007,62 |
| Lump sum | 17.500,00 | 17.500,00 | 0,00 | 17.500,00 | 100,00 % | 0,00 | 17.500,00 | 0,00 |
| Total | 2.293.023,60 | 17.500,00 | 219.620,49 | 237.120,49 | 10,34 % | 2.055.903,11 | 17.500,00 | 219.620,49 |

4.3. Project Expenditure - breakdown per investment (in Euro)

- In this overview table all cost items linked to an investment are summed up.
- Only real costs linked to the investment in the List of expenditure are displayed in this overview table.

| Investment Nr. | Project total eligible budget ^① | Previously reported | Current report | Total reported so far | % of total | Budget after Total reported so far | Previously verified ^① | Current report after verification |
|---|--|---------------------|----------------|-----------------------|---------------|------------------------------------|----------------------------------|-----------------------------------|
| I2.1 Transnational demonstration actions... | 24.000,00 | 0,00 | 0,00 | 0,00 | 0,00 | 24.000,00 | 0,00 | 0,00 |
| I2.2 Transnational demonstration actions... | 23.500,00 | 0,00 | 0,00 | 0,00 | 0,00 | 23.500,00 | 0,00 | 0,00 |
| I2.3 Transnational demonstration actions... | 24.000,00 | 0,00 | 0,00 | 0,00 | 0,00 | 24.000,00 | 0,00 | 0,00 |
| Total | 71.500,00 | 0,00 | 0,00 | 0,00 | 0,00 % | 71.500,00 | 0,00 | 0,00 |

4.4. Project Expenditure - breakdown per Lump sum (in Euro)

- This table shows the preparation and contracting costs lump sum, if used by the project.

| Lump sum | Project total eligible budget | Previously reported | Current report | Total reported so far | % of total | Budget after Total reported so far | Previously verified ^① | Current report after verification | Previously paid ^① |
|--|-------------------------------|---------------------|----------------|-----------------------|-----------------|------------------------------------|----------------------------------|-----------------------------------|------------------------------|
| Preparation and contracting costs ~... | 17.500,00 | 17.500,00 | 0,00 | 17.500,00 | 100,00 % | 0,00 | 17.500,00 | 0,00 | 14.000,00 |
| Total | 17.500,00 | 17.500,00 | 0,00 | 17.500,00 | 100,00 % | 0,00 | 17.500,00 | 0,00 | 14.000,00 |

4.5. Project expenditure - overview per partner/per cost category (Current report)

- This table shows the values per partner per cost category only from the current report.



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

| Partner | Organisation abbreviation | Country | Staff costs | Office and administration | Travel and accommodation | External expertise a... | Equipment | Infrastructure and works | Other costs | Lump sum | Total current report |
|--------------|---------------------------|-------------------|-------------------|----------------------------|----------------------------|-------------------------|-------------|--------------------------|----------------------------|-------------|----------------------|
| LP1 | | Slovenija (SI) | 27.946,34 | 4.191,95 Flat Rate % 15 | 1.676,78 Flat Rate % 6 | 15.106,66 | 0,00 | 0,00 | 0,00 | 0,00 | 48.921,73 |
| PP2 | | Hrvatska (HR) | 14.554,65 | 2.183,19 Flat Rate % 15 | 1.601,01 Flat Rate % 11 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 18.338,85 |
| PP3 | | Polska (PL) | 18.574,74 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 7.429,89 Flat Rate % 40 | 0,00 | 26.004,63 |
| PP4 | | Magyarország (HU) | 23.650,13 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 9.460,05 Flat Rate % 40 | 0,00 | 33.110,18 |
| PP5 | | Slovenija (SI) | 22.868,58 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 9.147,43 Flat Rate % 40 | 0,00 | 32.016,01 |
| PP6 | | Italia (IT) | 6.967,49 | 1.045,12 Flat Rate % 15 | 418,04 Flat Rate % 6 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 8.430,65 |
| PP7 | | Polska (PL) | 12.210,96 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 4.884,38 Flat Rate % 40 | 0,00 | 17.095,34 |
| PP8 | | Österreich (AT) | 22.714,69 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 9.085,87 Flat Rate % 40 | 0,00 | 31.800,56 |
| PP10 | | Magyarország (HU) | 0,00 | 0,00 Flat Rate % 15 | 0,00 Flat Rate % 8 | 3.902,54 | 0,00 | 0,00 | 0,00 | 0,00 | 3.902,54 |
| Total | | | 149.487,58 | 7.420,26 | 3.695,83 | 19.009,20 | 0,00 | 0,00 | 40.007,62 | 0,00 | 219.620,49 |

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

- This table sums up all deductions carried out by the controller per partner and type of error. These values are not cumulative but only related 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 a... | Equipment | Infrastructure and works | Other costs | Lump sum | Total deduction |
|--------------|---------------------------|-------------------|-----------------|---------------------------|--------------------------|-------------------------|-------------|--------------------------|--------------------------|-------------|-----------------|
| LP1 | | Slovenija (SI) | 28,44 | 4,26 Flat Rate % 15 | 1,70 Flat Rate % 6 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 34,40 |
| PP2 | | Hrvatska (HR) | 0,00 | 0,00 Flat Rate % 15 | 0,00 Flat Rate % 11 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| PP3 | | Polska (PL) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 Flat Rate % 40 | 0,00 | 0,00 |
| PP4 | | Magyarország (HU) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 Flat Rate % 40 | 0,00 | 0,00 |
| PP5 | | Slovenija (SI) | 1.133,62 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 453,45 Flat Rate % 40 | 0,00 | 1.587,07 |
| PP6 | | Italia (IT) | 0,00 | 0,00 Flat Rate % 15 | 0,00 Flat Rate % 6 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| PP7 | | Polska (PL) | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 Flat Rate % 40 | 0,00 | 0,00 |
| PP8 | | Österreich (AT) | 646,96 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 258,79 Flat Rate % 40 | 0,00 | 905,75 |
| PP10 | | Magyarország (HU) | 0,00 | 0,00 Flat Rate % 15 | 0,00 Flat Rate % 8 | 44,20 | 0,00 | 0,00 | 0,00 | 0,00 | 44,20 |
| Total | | | 1.809,02 | 4,26 | 1,70 | 44,20 | 0,00 | 0,00 | 712,24 | 0,00 | 2.571,42 |

5. Report Exports

- Different data export options are available and the export plugins can be select from the drop-down menu. Since the programme language of the Interreg CENTRAL EUROPE Programme is English, no other language options are available.
- It is highly recommended to use of the possibility to export the report specific payment request and lead partner verification checklist from here. They are based on the report related data and allows to avoid mistakes when filling in the forms.



Project report identification List of partner certificates Project report annexes Financial overview **Report exports** Submit

Report exports

* Export Plugin

Export language
English

Input language
English

Export

- To export the project report to a PDF file, select “Project report export”.
- To export the financial tables to an EXCEL file, select “Project LoEs export plugin”.
- The [payment request](#), pre-filled with the project report related data, can be exported by selecting “Payment request Default”.
- The [lead partner verification checklist](#), pre-filled with the project report related data, can be exported by selecting “Lead Partner LP Verifications Checklist”
- Note, that the “RCR84” - list of organisations export is only needed for the last joint activity report (JAR).

Project report PR.4

Status **Draft**

Project report identification List of partner certificates Project report annexes Financial overview **Report exports** Submit

Report exports

Lead Partner LP Verifications Checklist - 1.0.1

Payment request Default - 1.0.1

RCR84 - list of organisations - 1.0.0

Project report export - 1.0.3

Project LoEs export plugin - 1.0.1

Export

6. Project report Submit

- In this section the JFR can be submitted.
- The submission button turns active only once the JFR has successfully passed all pre-submission checks.
- After submission, the project report is frozen and the MA/JS verification start.



- Besides the submission of the report, a general warning is given to the users reminding them 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.
- Once submitted, the status of the report changes, which is shown in the report identification tab and in the report overview, where also the submission date is logged.

Project report PR.3

Status Draft

Project report identification List of partner certificates Project report annexes Financial overview Report exports **Submit**

Submit

You are about to officially submit your Project report 3.

Make sure to submit your Project report in time as agreed with the programme. Please be aware that after submission, your report will be available for the Programme and changes to the Project report are no longer possible.

Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check → **Submit project report**

Reporting
Project reports

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.
When opening the latest report, anything can be revised with reopening.
When a newer report exists, data that affects cumulative data cannot be changed.

| ID | Status | AF Version linked | Reporting Period | Report Type | Date of report creation | Date of first submission | Amount requested | Date of JS/MA verification end | Total eligible after JS/MA verification | JA/MA Verification | Delete |
|------|-----------|-------------------|------------------------|-------------|-------------------------|--------------------------|------------------|--------------------------------|---|---|--------|
| PR.3 | Submitted | 2.0 | Period 2, month 7 - 12 | Finance | 17.11.2023 11:50 | 22.11.2023 07:59 | 0,00 | | | | |
| PR.2 | Draft | 2.0 | Period 2, month 7 - 12 | Content | 17.11.2023 11:35 | | | | | | |
| PR.1 | Verified | 2.0 | Period 1, month 1 - 6 | Finance | 24.10.2023 14:50 | 24.10.2023 15:16 | 50.000,00 | 17.11.2023 11:50 | 49.900,00 | Open JS/MA verification v | |

7. JS/MA verification

- During JS/MA verification the LP might be asked some clarification and the upload of documents. For this purpose the JS/MA verification section therefore allows to up/download files.
- Once the JS/MA verification starts, the JFR moves to status “Verification ongoing”.
- Click “Open JS/MA verification work” to get to the “JS/MA communication” section for exchanging clarification related files.



Reporting

Project reports

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.

When opening the latest report, anything can be revised with reopening.

When a newer report exists, data that affects cumulative data cannot be changed.

| ID | Status | AF Version linked | Reporting Period | Report Type | Date of report creation | Date of first submission | Amount requested | Date of JS/MA verification end | Total eligible after JS/MA verification | JS/MA Verification | Delete |
|------|----------------------|-------------------|------------------------|-------------|-------------------------|--------------------------|------------------|--------------------------------|---|---|--------|
| PR.3 | Verification ongoing | 2.0 | Period 2, month 7 - 12 | Finance | 17.11.2023 11:50 | 22.11.2023 07:39 | 0,00 | | | Open JS/MA verification v | |
| PR.2 | Draft | 2.0 | Period 2, month 7 - 12 | Content | 17.11.2023 11:39 | | | | | | |
| PR.1 | Verified | 2.0 | Period 1, month 1 - 6 | Finance | 24.10.2023 14:59 | 24.10.2023 15:16 | 50.000,00 | 17.11.2023 11:50 | 49.900,00 | Open JS/MA verification v | |

Items per page: 25 1 - 3 of 3 < >

JS/MA verification work for: Project report PR.3

Status **Verification ongoing**

[Switch to project report](#)

JS/MA verification communication

JS/MA verification communication

In this section both JS/MA and project user(s) can upload and download documents.

This can be used for clarification rounds during JS/MA verification, if programme rules allow.

Attention: Once verification work is finished deletion or editing won't be possible anymore!

Project report PR.3

JS/MA verification communication

There are no files uploaded.

[Upload file](#)

- Once the project report is verified by JS/MA, the section “JS/MA verification work” also includes overview tables under the tab “Overview”.

JS/MA verification work for: Project report PR.1

Status **Verified**

[Switch to project report](#)

JS/MA verification communication

Overview

Overview of JS/MA verification work for current project report (Euro)

This is the summary of the JS/MA verification work only for current Project report.

The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.

Total deducted amounts are calculated as: Total eligible after control - Total eligible after JS/MA verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted MA, due to rounding.

| Partner report ID | Partner | Total eligible after control (in Euro) | Included in JS/MA verification sample | % sampled of total without flat rates | Parked in current report | Deducted JS | Deducted MA | Deducted amount in EUR | Total eligible after JS/MA verification | % after JS/MA verification... |
|-------------------|---------|--|---------------------------------------|---------------------------------------|--------------------------|---------------|-------------|------------------------|---|-------------------------------|
| R.3 | LP1 | 50.000,00 without flat rates 50.000,00 | 50.000,00 | 100,00% | 0,00 | 100,00 | 0,00 | 100,00 | 49.900,00 | 99,80% |
| Total | | 50.000,00 without flat rates 50.000,00 | 50.000,00 | 100,00% | 0,00 | 100,00 | 0,00 | 100,00 | 49.900,00 | 99,80% |

Total eligible after JS/MA verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after JS/MA verification of current report, broken down per financing sources and per partner report included in this project report.

These are used as calculation basis. They are the amounts after JS/MA verification of the project report, including all deductions made in Project expenditure JS/MA verification tab & flat rates, if any.

| Partner Report | Partner | ERDF | Partner contribution | Public contribution | Automatic public contribution | Private contribution | Total |
|----------------|---------|------------------|----------------------|---------------------|-------------------------------|----------------------|------------------|
| R.3 | LP1 | 39.920,00 | 9.980,00 | 9.980,00 | 0,00 | 0,00 | 49.900,00 |
| Total | | 39.920,00 | 9.980,00 | 9.980,00 | 0,00 | 0,00 | 49.900,00 |



8. Reopening of JFR

- A JFR in status “Submitted” or “JS/MA Verification ongoing” can be reopened for amendments.
- The JFR will appear in status “REOPENED”
- The project report overview table indicates the date of report first submission and the date of last submission (re-submission date).
- A report can be re-opened and re-submitted several times until all issues are clarified.

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.
When opening the latest report, anything can be revised with reopening.
When a newer report exists, data that affects cumulative data cannot be changed.

[+ Add Project Report](#)

| ID | Status | AF Version linked | Reporting Period | Report Type | Date of report creation | Date of first submission | Date of last submission | Amount requested | Date of JS/MA verification... |
|------|-----------|-------------------|------------------------|-------------|-------------------------|--------------------------|-------------------------|------------------|-------------------------------|
| PR.4 | Draft | 2.0 | Period 2, month 7 - 12 | Content | 27.02.2024 14:33 | | | | |
| PR.3 | Reop... | 2.0 | Period 2, month 7 - 12 | Finance | 27.02.2024 14:31 | 27.02.2024 15:51 | | 0,00 | |
| PR.2 | Verifi... | 2.0 | Period 2, month 7 - 12 | Content | 13.02.2024 11:35 | 27.02.2024 10:34 | 27.02.2024 15:52 | | 27.02.2024 15:52 |
| PR.1 | Verifi... | 2.0 | Period 1, month 1 - 6 | Finance | 20.10.2023 11:47 | 13.12.2023 14:43 | | 219.620,49 | 09.01.2024 12:48 |

Project report PR.2

Status Reopened [Go to JS/MA verification work](#)

Project report identification Work plan progress Project results & Horizontal prin... Project report annexes Report exports Submit

Project report identification

| | |
|---|---|
| Project ID and acronym | |
| AF Version linked | 2.0 |
| Related call | 1 - CE Call 1 |
| Project report ID | PR.2 |
| Project report status | Draft → Reopened → JS/MA Verification ongoing → Verified |
| Name of the organisation in original language | |
| Name of the organisation in English | |

- Reopening of a JFR allows for changes and updates which do not impact consistency of aggregated data, thus the restrictions apply:
 - The **type** (Finance, Content, Other) of a reopened report cannot be changed.
 - When the last submitted report is reopened, editing is unlimited (except for the report type), the creation of a new JFR is blocked until the last reopened one is submitted.
 - In case the reopened JFR is not the latest JFR, editing of the reopened JFR is limited i.e. list of partner certificates cannot be changed



- When a new report is created, reopened reports are taken into account for aggregations in overview tables (like submitted ones).