



# GUIDANCE ON THE CONTROL WORK SECTION IN JEMS

For National Controllers; Jems version 12

Version 5

05 2025

## A. General information

This guidance is based on the Interact Jems User Manual.

### 1. Prerequisites

- In order to have access to the reporting and control work section, the user needs to have
  - control access rights in Jems
  - be linked to a control institution
  - be assigned to a project partner
- A controller can have view or edit access rights. The access rights are managed by the national controller assigning body.
- The control work can only be started once the partner report is submitted by the project partner (Partner report in status “Submitted”). Partner reports for which the control work is in progress are in status “Control ongoing”.
- In order to receive notifications as an email click on the user name and active the notification sending.

The screenshot shows the JEMS user interface. At the top, there are logos for Interreg Central Europe and the European Union, along with navigation links for Dashboard and Calls. The main content area is titled 'Users' and shows details for a user named 'Controller DE Tester'. The user's email is 'control\_DE@jems.eu'. In the 'Notifications' section, there is a checkbox labeled 'Send notifications automatically to my email' which is checked. The 'Password' section shows a masked password and a 'Set new password' button. A red box highlights the email address and the notification checkbox.



## 2. Access to the Partner Report Section

- From the “Dashboard/My application” select the project for which you would like to do the control work. Then, go to “Partner report” in the left menu and select the dedicated partner to get to the partner report overview.
- If a notification on the submission of a partner report was received, the report can also be directly opened from the message.
- In case a project modification took place and the partner report is linked to an earlier application form than the current valid one, a warning appears in the partner report overview table.

The screenshot shows the Interreg Central Europe Dashboard. The top navigation bar includes the Interreg logo, the European Union flag, and the text 'Co-funded by the European Union'. The main content area is divided into two sections: 'Notifications' and 'My applications'.

**Notifications:** A table with columns: Time, Related call, Project, Acronym, Partner, Subject. A notification is listed for 'CE Call 1' with Project 'CE0100161', Acronym 'TEST project', and Partner 'PP3'. The 'Partner' cell is highlighted with a red box.

**My applications:** A table with columns: ProjectID, Acronym, First submission, Latest re-submission, Programme priority, Specific objective, Status, Related call. A row is listed for ProjectID 'CE0100161', Acronym 'TEST project', First submission '22.02.2022 08:15', Latest re-submission '21.08.2023 07:01', Programme priority 'P2', Specific objective 'SO2.5', Status 'Contracted', and Related call 'CE Call 1'. This row is highlighted with a red box.

The screenshot shows the 'Reporting Partner reports' section. The left sidebar contains a menu with 'Project overview', 'Reporting', 'Partner reports', 'Contracting', 'Contracts and agreements', 'Project managers', 'Project reporting schedule', 'Partner details', and 'Application form'. The 'Partner reports' menu item is highlighted with a red box.

The main content area shows the 'PP3 DREI' table. The table has columns: ID, Status, Include d in..., AF version..., Reporting period, Date of report..., Date of first..., Last submission, Amount submitted, Total eligible after control for current..., and Control. Two rows are listed: R.2 (Submitted) and R.1 (Draft). The 'AF version' for R.1 is '2.0' with a warning icon, highlighted by a red box. The 'Control' column for R.2 has a 'Start control' button.

## 3. Access to the Application Form

- Go to the left menu “Application form” to access the different sections of the application form
- The different versions of the application form are accessible from the left menu (Project version). Current and past valid versions (i.e. versions that were approved and linked to the project subsidy contract) are marked with an icon.



Contracting

Application form

Project version (current) V. 3.0

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

C - Project description

C.1 Project overall objective

C.2 Project relevance and context

Application form

Latest approved version

V. 3.0

Past history

V. 2.0

V. 1.0

## 4. Access to the Contracting section

- Controllers have view access to the contracting section. The subsidy contract and its amendments as well as the partnership agreement are available in this section. Furthermore, there is information on the project managers, partner details (e.g., location of documents, if applicable: State Aid scheme) and the project reporting schedule.

Project overview

Reporting

Project reports

Project reports

Partner reports

PP3 DREI

Contracting

Contracts and agreements

Project managers

Project reporting schedule

Partner details

PP3 DREI

Application form

Project version

Dashboard / Applications / CE0100161 - TEST project / Contracts and agreements

Contracting

Contracts and agreements

This section is dedicated to the formal uploading of signed contracts and partnership agreements.

Project start date (DD.MM.YYYY)

1.3.2023

Project end date (calculated automatically) (DD.MM.YYYY)

28.2.2026

Website

<https://www.interreg-central.eu/projects/popupurbanspaces/>

Subsidy Contract

SC (amendment), date of MA signature (DD.MM.YYYY)

6.3.2023

Partnership Agreement

Date of signature (DD.MM.YYYY)

28.4.2023

Contracting

Contracts and agreements

Project managers

Project reporting schedule

Partner details

PP4

PP5

Application form

Export

Jems

A harmonised tool by Interact

De-minimis

Date of granting Aid (DD.MM.YYYY)

23.03.2023

Amount granting Aid

215.427,00

Self-declaration Submission Date (DD.MM.YYYY)

Aid granted on the basis of

Aid granted by

Member state

Amount (in Euro)



## 5. Access to the project modification section

- The controller has view access to the project modification section which forms part of the application form.
- Detailed information can be folded/unfolded by clicking on the arrow.

Dashboard / Applications / CE0100161 - TEST PROJECT / Modification

Open modification

Application form is currently opened for modification. A decision can be entered after modification was submitted.

Please do not forget to unlock the sections in the AF you want to allow for editing.

Past modifications

Approved Modification 1 - Project Version 3.0

The changes made in a modification cannot be explicitly listed at this point. Please refer to the version-dropdown on top of the application form section of the sidebar to switch between versions and compare changes.

\* Modification decision

Approve modification Reject modification

Decision date (DD.MM.YYYY) 22.10.2024 Entry into force (DD.MM.YYYY) 1.10.2024

Corrections No corrections available

Explanatory notes TEST Modification

Attachments

Modification attachments

There are no files uploaded.

## 6. Export of Overview tables to Excel files

- Most of the overview tables have a direct export function. Click on the export icon at the bottom right corner to export the overview table into an Excel file.

Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

Expenditure data

ID	Previously parked by	Cost category	Investment nr.	Contract name	Internal reference...	Invoice nr.	Invoice date	Date of payment	Description	Comment	Total invoice value (incl.VAT)	out of which VAT	Declared
R2.7	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.8	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.9	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.10	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.11	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.12	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.13	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.14	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.15	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.16	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.17	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.18	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.19	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.20	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.21	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.22	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.23	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		
R2.24	<input checked="" type="checkbox"/>	Staff costs	N/A	N/A							0.00		

Export icon at the bottom right corner.



## B. Partner Report

- Select a submitted partner report from the overview table and click to open it.

Dashboard / Applications / CE0100161 - TEST project / PP3 DREI

### Reporting Partner reports

PP3 DREI

ID	Status	Included in...	AF version...	Reporting period	Date of report...	Date of first...	Last submission	Amount submitted	Total eligible after control for current...	Control
R.2	Submitted		3.0	Period 1, month 1 - 6	23.08.2023 06:12	23.08.2023 06:30		69.820,68		<a href="#">Start control</a>
R.1	Draft		2.0	Period 1, month 1 - 6	03.08.2023 15:05					

Items per page: 25 1 - 2 of 2

- To go to the different sections of the partner report use the tabs in the top navigation bar.
- 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

Dashboard / Applications / CE0100161 - TEST project / PP3 DREI / Partner report R.2

### Partner report R.2

PP3 DREI

Status: Submitted [Start control](#)

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

A.1 Partner progress report identification

Project ID and acronym: CE0100161 - TEST project

Partner report ID: R.2

Partner report status: Draft → Submitted → Control ongoing → Certified

Partner number: PP3

- The State Aid scheme information is shown in the partner report identification.

Report identification | Work plan progress | Public procurements | List of expenditure

#### A.1 Partner report identification

Project ID and acronym: [text box]

AF Version linked: 2.0

Related call: 1 - CE Call 1

Partner report ID: R.3

Partner report status: Draft → Submitted → Control ongoing → Certified

Partner number: PP7

Name of the organisation in original language: [text box]

Name of the organisation in English: [text box]

Legal status: Private

Type of partner: SME

State aid scheme: **GBER Article 20**

Co-financing source and rate: ERDF 80,00%



## C. Control work section

- There are two options to access the control work section.
- Click the button “Start control” at the very right of the partner report in the overview table. Once the control work is started, the button is renamed to “Go to controller work”.

Dashboard / Applications / CE0100161 – TEST project / PP3 DREI

### Reporting Partner reports

PP3 DREI

ID	Status	Include d in...	AF versio...	Reporting period	Date of report...	Date of first...	Last submission	Amount submitted	Total eligible after control for current...	Control
R.2	Submitted		3.0	Period 1, month 1 - 6	23.08.2023 06:12	23.08.2023 06:30		69.820,68		<a href="#">Start control</a>
R.1	Draft		2.0	Period 1, month 1 - 6	03.08.2023 15:05					

Items per page: 25 1 - 2 of 2

- Open the partner report first and then click “Start control” in the top menu. Once the control work is started the button is renamed to “Go to controller work”

Dashboard / Applications / CE0100161 – TEST project / PP3 DREI / Partner report R.2

### Partner report R.2 PP3 DREI

Status: Submitted [Start control](#)

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

#### A.1 Partner progress report identification

Project ID and acronym: CE0100161 - TEST project

Partner report ID: R.2

Partner report status: Draft → Submitted → [Control ongoing](#) → [Certified](#)

Partner number: PP3

Name of the organisation in original language: Instytut

Name of the organisation in English: Institute of AAA

- Upon starting the control work, the partner report status changes to “Control ongoing” and a notification on the start of the control work is automatically generated by Jems and appears in the Dashboard.

Dashboard / Applications / CE0100161 – TEST project / PP3 DREI / Partner report R.2

### Partner report R.2 PP3 DREI

Status: [Control ongoing](#) [Go to controller work](#) [Reopen partner report](#)

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

#### A.1 Partner progress report identification

Project ID and acronym: CE0100161 - TEST project

Partner report ID: R.2

Partner report status: Draft → Submitted → [Control ongoing](#) → [Certified](#)

Partner number: PP3



Time	Related call	Project	Acronym	Partner	Subject
23.08.2023 11:44	CE Call 1	CE0100161	TEST project	PP3	CE0100161 TEST project 3 DREI - Partner report 2 control ongoing
23.08.2023 06:30	CE Call 1	CE0100161	TEST project	PP3	CE0100161 TEST project 3 DREI - Partner report 2 submitted

- Once control work is started, the controller has access to the following section of the control work:
  - Control Identification
  - Expenditure verification
  - Control communication
  - Control checklists
  - Overview and Finalize
- To go to partner report, click “Switch to partner report”.

- To go back to the control work section click “Go to controller work”.
- To reopen the partner report for amendments, click on “Reopen partner report”.



# 1. Report identification

- In the control identification section, controllers can see pre-filled partner report info and can fill in basic identification information about the control work for the control report.
- Format of documents - multiple selection is possible
- Type of partner report - Please select whether it is a standard partner report or the last partner report.

1.2 Format of documents

Documents were made available to the controller in the following format (multiple ticks possible)

☐ Originals  
☐ Copy  
☐ Electronic

Type of partner report

Partner report
Last partner report

- Designated Controller - the information on the control body is automatically filled in. **The name of the controller and, if applicable, the name of the controller reviewer (4-eyes principle) needs to be selected from the drop-down menu.** Information filled in here will be **automatically imported in the “Control certificate and control report” PDF** (generated in section “Overview and Finalize”).

3. Designated Controller

Control body responsible for the verification (filled automatically)  
PL Control Institution

Name of the controller

Controller PL TESTER - control\_PL@jems.eu

Controller PL TESTER - control\_PL@jems.eu

PL Controller Reviewer TESTER - control\_PL\_rev@jems.eu

Division/Unit/Department

- Verification - In case “On-the-spot verification” is selected, click the button “Add on-the-spot verification” to open the additional input field.





#### 4. Verification

General methodology (multiple ticks possible):

☐ Desk-based verification

☒ On-the-spot verification

List of on-the-spot verifications:

Date	Location (multiple selection possible)	Focus of on-the-spot verification
From: <input type="text"/> To: <input type="text"/>	<input type="checkbox"/> Premises of project partner <input type="checkbox"/> Project event/meeting <input type="checkbox"/> Place of physical project output <input type="checkbox"/> Virtual	<input type="text" value="Enter text here"/>

[+ Add on-the-spot verification](#)

Risk-based verification was applied (only if it has been set on national level)

If (yes), Please describe:

## 2. Expenditure Verification

- In the expenditure verification section, all expenditure items from the Partner report “List of expenditure” are listed (including attachments)
- As long as the partner report is in status “Control ongoing”, this section is visible only to controllers assigned to the partner. Once the control is finalized (report is set to status “Certified”), the section becomes accessible (in read-only mode) to all users that have access to the partner report, including the users of the project partner.
- For expenditure verification, the controller has to fill in the results of the control work per expenditure item.
- Scroll to the right to get to the input fields for the controller.
- For each expenditure item, the controller can:
  - Add the item to the sample
  - Deduct an amount and select a typology of error for the deduction
  - Park an expenditure item
  - Add a comment



**Expenditure verification**  
Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R1.1	<input checked="" type="checkbox"/> Staff costs	43.000,00	EUR	1	43.000,00	testfile1.docx	<input checked="" type="checkbox"/>	500,00	42.500,00	Accounting/...	<input type="checkbox"/>	calculation error
R1.2	<input type="checkbox"/> External expertise ...	3.000,00	EUR	1	3.000,00	testfile2.docx	<input type="checkbox"/>	0,00	3.000,00	N/A	<input type="checkbox"/>	
R1.3	<input type="checkbox"/> Equipment	0,00	EUR	1	0,00	testfile3.docx	<input type="checkbox"/>	0,00	0,00	N/A	<input type="checkbox"/>	
R1.4	<input checked="" type="checkbox"/> Infrastructure and ...	0,00	EUR	1	0,00		<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	documentation missing

## 2.1. Add expenditure item to sample

- There are 2 ways an expenditure item can be added to a control sample:
  - manually - by switching the toggle button in the part of sample column
  - automatically - by Jems (in case of deduction or parking of an expenditure item)

## 2.2. Deduct an amount and select a typology of error

- For each expenditure item, the “Deducted amount” field is 0,00 by default and the controller can insert the amount to be deducted. In case the controller verifies an amount higher than the declared amount, the controller has to first include the figure and then add a minus (“-“) in the field “Deducted amount in Euro”. Deductions are always in Euro, as the conversion happened upon submission of the partner report.

**Expenditure verification**  
Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error
R1.1	<input checked="" type="checkbox"/> Staff costs	0,00	EUR	1	43.000,00	testfile1.docx	<input checked="" type="checkbox"/>	-500,00	43.500,00	Accounting/...
R1.2	<input type="checkbox"/> External expertise ...	0,00	EUR	1	3.000,00	testfile2.docx	<input type="checkbox"/>	0,00	3.000,00	N/A

- The certified amount is automatically calculated as the difference between declared amount in Euro and the deducted amount.
- Once a deduction is filled in, it is mandatory to also select a typology of error (drop-down menu) for the respective deduction.

**Expenditure verification**  
Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input checked="" type="checkbox"/> Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	532,00	27.804,32	N/A	<input type="checkbox"/>	
R2.2	<input checked="" type="checkbox"/> Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	

Discard changes Save changes



version happened upon submission of the partner report.

Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
<input checked="" type="checkbox"/>	532,00	27.804,32	N/A	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	0,00	21.535,60	Procurement rules breached	<input type="checkbox"/>	
			Audit trail incomplete	<input type="checkbox"/>	
			Simplified Cost Options wrongly appli...	<input type="checkbox"/>	
			Ineligible expenditure	<input type="checkbox"/>	
			Accounting/calculation errors	<input type="checkbox"/>	

- Flat rates are neither calculated, nor displayed in this section, but they are **calculated and included** in the financial overview tables in the “Overview and Finalize” section.

### 2.3. Park an expenditure item

- In case further clarification for an expenditure item is needed, the controller can park an expenditure item for later verification (i.e. in a later report) by switching on the toggle button in the park item column.

- Parked items are **NOT deducted** amounts!

Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input checked="" type="checkbox"/> Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	
R2.2	<input checked="" type="checkbox"/> Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	

- When parking, the expenditure item is locked and the deducted amount and certified amount are both automatically set to 0,00.
- Once the control work is finalized, the **parked item will show up in the next partner report**, in the “Parked items list” of the “List of expenditure”. The project partner can then decide to either delete the parked expenditure item or to re-include it in a new partner report with or without modifications. Note, that upon deletion parked expenditure items are removed and not available for re-inclusion any longer.

### 2.4. Add a comment

- The controller can add a comment in the text field under the comment column, either to justify a deduction or to provide other explanations.

Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input checked="" type="checkbox"/> Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	
R2.2	<input checked="" type="checkbox"/> Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	



### 3. Control communication

- This section is accessible to both controller(s) belonging to the control institutions assigned to a partner and also the partner user(s).
- This section can be used for clarification rounds during control since it allows to upload and download documents related to the control work.
- Note that a GDPR access restriction for uploaded documents is not possible in this section. Access restricted uploading is only possible in the list of expenditure and the public procurement sections. (For details see <https://www.interreg-central.eu/library/jems-manual/jems-beneficiaries/partner-report/>)
- When a report is in status “Control ongoing”, both controller(s) and partner user(s) can:
  - Up and download any document
  - edit the description of own uploads
  - delete own uploaded files

Control Identification	Expenditure verification	Control communication	Control checklists	Overview and Finalize														
<p><b>Control communication</b></p> <p>In this section both controller and partner user(s) can upload and download documents. This can be used for clarification rounds during control, if programme rules allow. Attention: Once control work is finished deletion or editing won't be possible anymore!</p>																		
<p>▼ Partner report R.2</p> <p>Control communication</p>		<table border="1"> <thead> <tr> <th>File name</th> <th>Location</th> <th>Upload date ↓</th> <th>User</th> <th>File size</th> <th>Description</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test file.docx</td> <td>Control document</td> <td>24.08.2023 07:04</td> <td>control_PL@jems.eu</td> <td>12.1 kB</td> <td></td> <td> <a href="#">✎</a> <a href="#">⬇</a> <a href="#">🗑</a> </td> </tr> </tbody> </table> <p><a href="#">📎 Upload file</a></p>			File name	Location	Upload date ↓	User	File size	Description	Actions	Test file.docx	Control document	24.08.2023 07:04	control_PL@jems.eu	12.1 kB		<a href="#">✎</a> <a href="#">⬇</a> <a href="#">🗑</a>
File name	Location	Upload date ↓	User	File size	Description	Actions												
Test file.docx	Control document	24.08.2023 07:04	control_PL@jems.eu	12.1 kB		<a href="#">✎</a> <a href="#">⬇</a> <a href="#">🗑</a>												

- Once a report is in status “Certified”, deletion of documents is disabled.

### 4. Control Checklist

- In this section, the checklists related to the control report can be created, filled in and finished. The following checklists are available:
  - CONTROL CHECKLIST - part 1: obligatory
  - CONTROL CHECKLIST - part 2: obligatory
  - CONTROL CHECKLIST - part 3: obligatory
  - 5.b. Procurement Checklist (per contract): if more than one contract
  - 5.c. Procurement Checklist (per contract): if more than one contract
- When the report is in status “Control ongoing” or “Control reopened”, only controllers belonging to the control institution assigned to the partner have access to this section.
- The controller can:
  - edit only own checklist(s)



- delete only own checklist(s) in status “Draft”
- edit the description of any checklist
- return any finished checklist to initiator (back to status “Draft” - **only the controller who created the checklist can further edit it**)
- download any checklist
- copy (clone) any checklist
- Make sure that all required checklists are in place and finished when finalizing the control work.
- When the report is in status “Certified” (after control is finalized in section “Overview and Finalize”)
  - the entire section “Control Checklist” **becomes visible in read-only mode** to all users with access to the partner report (including project partner users)
  - checklists created before finalization of the control are locked for editing

#### 4.1. Create a new Checklist

- Select a checklist template form the drop-down menu and click the button “+ create new checklist”.

Control Report for: Partner report R.3

PP3 [redacted]

Status **Control ongoing** [Switch to partner report](#)

Control Identification   Expenditure verification   Control communication   **Control checklists**   Overview and Finalise

**Control checklists**

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is Finalised.

CONTROL CHECKLIST - part 1 (selected)

CONTROL CHECKLIST - part 2

CONTROL CHECKLIST - part 3

5.b. Procurement Checklist (per contract)

5.c. Procurement Checklist (per contract)

**+ create new checklist**

- The checklist is in status “Draft” and can be filled in by the controller.
- REMEMBER to regularly SAVE filled-in information.



- To go back to the control check list overview section, click on the tab “Control checklists”

ID	Locked	Status	Name	User	Finished date	Description	Actions
6868		Draft	CONTROL CHECKLIST - part 1	control_PL@jems.eu			

## 4.2. Finish checklist

- Once all information is filled in the checklist can be finished. To finish the checklist, click on “Finish checklist”

- The information when and by whom a checklist was finalized is visible in the checklist overview table
- Actions for a checklist:
  - a description can be added (“Edit description”)



- a checklist can be downloaded (“Export checklist”)
- a checklist can be copied (“Clone entry”)
- a checklist can be deleted (“Delete entry”) as long as in status DRAFT
- **Locking:** Upon finalization of the control work, the checklist is locked.

Control checklists

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is Finalised.

Select checklist template ▼ + create new checklist

ID	Locked Status	Name	User	Finished date	Description	Actions
6868	Finished	CONTROL CHECKLIST - part 1	control_PL@jems.eu	23.10.2024		

### 4.3. Re-open a finished checklist

- A finished check list can be reopened by any controller of the assigned control institution. However, only the controller who created the checklist can amend information.
- Re-opening of a checklist is only possible as long as the control work was not yet finalized, i.e. the checklist is not locked.

Control Identification
Expenditure verification
Control communication
Control check

Status: **Finished** (since 23.10.2024)

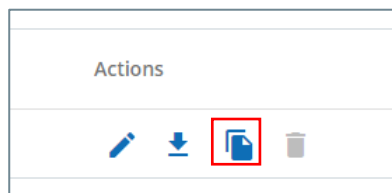
## CONTROL CHECKLIST - part 1

Return to checklist initiator control\_PL@jems.eu

- Accounting system, VAT and General verifications

### 4.4. Copying (Cloning) of a checklist

- The copying of a checklist might be needed because of different scenarios:
  - a controller started the control work, but (e.g. because of sick leave) another controller has to take over the control work
  - the control work was finalized, but had to be re-opened for adjustments in the checklist.
- To copy a draft or finalized checklist, click on the copy icon (“clone entry”)



- The copied checklists appear as new checklists under the name of the user who copied the checklist. The copied checklist is in status “Draft” and editable by the user who “owns” the checklist; the information of the original checklist is taken over.

ID	Locked	Status	Name	User	Finished date	Description	Actions
6871		Draft	CONTROL CHECKLIST - part 1	control_PL_2@jems.eu			
6870		Draft	CONTROL CHECKLIST - part 2	control_PL_2@jems.eu			
6869		Draft	CONTROL CHECKLIST - part 2	control_PL@jems.eu			
6868		Finished	CONTROL CHECKLIST - part 1	control_PL@jems.eu	23.10.2024		

- In case a controller took over the control work from the original controller (e.g. because of sick-leave) make sure that the controller finalizing the control work is also indicated as the “designated controller” in the control identification tab.

## 5. Overview and Finalize

- This section refers to the control work done for the current partner report and provides the following overview tables:
  - Overview of control work
  - Overview of deductions
- The controller can fill-in further details about the control work
- The controller can generate PDFs of Control report and Control certificate
- The controller can finalize the control work

### 5.1. Overview of control work for the current report

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

Control IdentificationExpenditure verificationControl communicationControl checklistsOverview and Finalize

Overview of control work for current report (in Euro)

This is the summary of the control work only for current report. Flat rates are calculated on top of total eligible after control (with 2 decimals, rounded down) and Deducted amounts are calculated as difference of Total declared, Total eligible after control and Parked - thus any potential rounding differences will always go to Total deducted by control.

Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report ①	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner
69.820,68	49.871,92	100,00%	39.670,84	700,00	29.449,84	42,18%

↳ of which, flat rate: 19.948,76





- Total declared by partner - is 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 - is summing 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 from Total declared without flat rates - displays percentage of sampled out of total declared (both without adding flat rates on top!)
- Total parked in current report - is summing 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 - 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 for current report - is summing 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/Total declared by partner - displays percentage of total eligible after control out of total declared (both including also flat rates).

## 5.2. Overview of control deduction for current report, by type of errors

- This table sums up deductions applied to this report from the Expenditure verification list and displays also related flat rates (in Flat rates row) calculated according to the partner budget rounding settings. Same calculation rules apply as used for deducted amounts in table above (chapter 5.1).
- In case no deduction took place, the table does not appear.

Overview of control deduction for current report, by type of errors (in Euro)

This is the summary of control deductions only for current report, broken down by type of errors. Flat rates are calculated only once on top of totals, as follows: Total declared - Total eligible after control - Parked.

Type of errors	Staff costs	Office and administrative	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sums	Unit costs	Other costs	Total
Procurement rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Audit trail incomplete	500,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	500,00
Simplified Cost Options wrongly applied/calculated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Ineligible expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Accounting/calculation errors	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
State aid rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Non-compliance with sound financial management principle	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Information and publicity measures breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Environmental rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equal opportunities/non-discrimination rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Other	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Flat rates (if applicable)									200,00	200,00
<b>Total</b>	<b>500,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>200,00</b>	<b>700,00</b>

## 5.3. Timing

- The controller can fill in text in the input fields available in this section.



- The date for the end of control work is automatically filled in upon finalization of the control work.

**4.1 Timing**

This is where you can insert clarifications which were sent during the control process

\* Start of control work

23.8.2023

Date(s) of request(s) for clarifications, if applicable

Date of receipt of satisfactory answers, if applicable. In case of delay (time lapse between start and end date longer than 3 months), please provide a justification.

End of control work

## 5.4. Findings, Follow-up Measures and Conclusions

- In this section the controller can comment on findings and fill in recommendation and conclusion. Furthermore, the section displays follow-up measures from last certified report (on yellow background) and allows to define follow-up measures for the next partner report.

**5.a Description of findings, observations and limitations**

A description of the types of errors found and a reasoning why it is an error. Also add: a clear specification of additional observations and reservations (if any), expressed about the eligibility of expenditure including the list of ineligible expenditure.

**5.b Follow-up measures from last certified report**

⚠ There is nothing to be displayed from last certified report

Follow-up measures implemented in current report should be explained here.

**5.c Conclusions and recommendations**

The conclusion takes into consideration the above-mentioned observations/reservations. It also describes the measures implemented to solve the errors detected and it eventually provides recommendations to avoid the repetition of the same types of errors in the future.

**5.d Follow-up measures for the next report**

Follow-up measures to be implemented in the next report should be described in this section. If none, put n.a.



## 5.5. Generate Control Report and Control Certificate (pdf format)

- Before having finalized the control work, the controller can generate draft PDF exports by selecting the control export template.

- When the control work is finalized, the Control report & Certificate pdf is automatically generated by the system and can be downloaded. **Do not generate further pdf files once the control work was finalized!**

### Generate Control certificate & Report

The "Control report & Certificate" pdf can be generated by the controller as DRAFT version before the control work is finalized. Upon finalization of the control work, the FINAL "Control report & Certificate" pdf is automatically generated and can be downloaded. Please do not generate further pdf files once the control work was finalized.

Control export plugins  
Control report & Certificate - 1.0.3

Generate document

- Generated files are displayed in an overview list and can be downloaded anytime.
- A description of the file can be added (e.g., for marking a file as the final version)
- The date and user who generated the document is visible in the overview table.
- For the automatically generated file (upon finalizing the control work) add "FINAL" in the description field.
- No documents need to be uploaded as attachment.

- NOTE!** Generated pdf files cannot be deleted.

### Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized. Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

Control export plugins

Generate document

File name	Location	Creation date ↓	User	File size	Description	Actions	Attachments
Control Report 4 - CE0100161 - LP1...	Control report	08.09.2023 09:09	Control_SI_HEAD@jems.eu	82.6 kB	FINAL		
Control Report 3 - CE0100161 - LP1...	Control report	07.09.2023 15:08	control_si@jems.eu	82.6 kB			
Control Report 2 - CE0100161 - LP1...	Control report	07.09.2023 14:50	Control_SI_HEAD@jems.eu	82.5 kB	Test A		

- In the PDFs generated, there is automatically displayed the status of control work when the document was generated (draft or finalized)

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Replace with your Programme Logo

### Control Certificate

Control Draft

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### Control Certificate

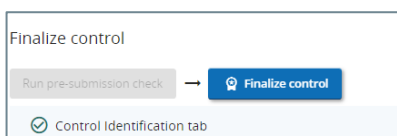
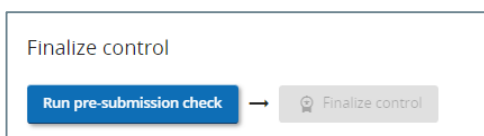
Control Finalised



## 5.6. Finalize control work

- The finalization of the control work **must be done by the controller authorized to issue the control certificate**. The name of the controller who pressed the button “Finalize control” work will be displayed as **signatory** in the Control report and Certificate” pdf.

- To finalize the control work first run the pre-submission checks.
- Only once all pre-submission checks were successfully passed, the button “Finalize control” turns active and the control work can be finalized.



- Once control is finalized

- all sections of the control work become visible (in read-only mode) to all users who have access to the partner report.

- The control work as such is locked
- The end date of control is automatically filled in

4.1 Timing

This is where you can insert clarifications which were sent during the control process

Date of control work  
17.8.2023

Date(s) of request(s) for clarifications, if applicable  
01.08.2023  
TEST

Date of receipt of satisfactory answers, if applicable. In case of delay (time lapse between start and end date longer than 3 months), please provide a justification.  
10.08.2023  
new documents provided, TEST

End of control work  
24.8.2023

- The final control document (Control report & Certificate) is automatically generated (and should be marked as “FINAL” in the description field; see chapter 5.5)
- Control checklists can be downloaded as pdf in the control checklist section (see chapter 4)
- The status in the project report overview table updates and the date of finalization of the control work is displayed.

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Dashboard / Applications / CE0100161 - TEST project / LP1 EINS

Reporting Partner reports

LP1 EINS

ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current...	Control
R.1	Certified		2.0		05.05.2023 14:37	17.08.2023 05:58		6.210,00	24.08.2023 11:36	6.210,00	Go to controller work

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## 6. Reopening of the control work

- Whenever control work is in status “Certified”, it can be reopened by the JS upon request.
- Upon reopening of a certified report, the report moves to status “Control reopened” and the controller is again allowed to edit the control work and to re-issue the control documents. However, the control checklist cannot be re-opened. If a checklist was wrongly filled in, the controller can copy (clone) the concerned checklist and do the necessary updates (see point 5.8)
- To amend information in the control work section, click on button “Go to the controller work”.

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control for current...	Control
R.1	Control reopened		2.0		05.05.2023 14:37	17.08.2023 05:58		6.210,00	6.210,00	Go to controller work

### 6.1. Updating a control checklist in case of reopened control work

- In order to update a control checklist please follow the instructions given in chapter 5.6 “Copying (Cloning) of a checklist.”

### 6.2. Finalize control work in case of reopened control work

- In order to finalize the reopened control work please follow the instructions given in chapter 5.6 “Finalize Control Work.”

## 7. Reopening of a partner report for amendments

- If needed, a controller can reopen the partner report for adjustments.
- To reopen a partner report press the button “Reopen partner report”.

Report identification	Work plan progress	Public procurements	List of expenditure	Contributions
<p>Dashboard / Applications / CE0100161 – TEST PROJECT / PP9 NEUN / Partner report R.3</p> <p>Partner report R.3 PP9 NEUN</p> <p>Status: <span>Control ongoing</span> <span>Go to controller work</span> <span>Reopen partner report</span></p>				



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Dashboard / Applications / CE0100161 – TEST PROJECT / PP9 NEUN / Partner report R.3

Partner report R.3

PP9 NEUN

Status Reopened [Go to controller work](#)


Report identification

Work plan progress

Public procurements

List of expenditure

- Control work can't be started/finalised while partner report is in status Reopened.
- Control work started before reopening a partner report is not lost and can be continued by the controller even while partner report is reopened, except for the "Expenditure verification" tab and "Finalize control" button - which are locked until the reopened partner report is (re)submitted.

- Expenditure verification tab: everything except Parked and Comment columns is reset upon resubmission of a Reopened partner report.
- Whenever a change is made to the list of expenditure during reopening, the item is highlighted in orange in both the partner report "List of expenditure" and the controller work "Expenditure verification".
- Whenever the controller updates information in the "Expenditure verification" and presses the SAVE button, the orange highlighting will disappear. To keep the information on highlighted expenditure for later, the controller can export the Expenditure verification table to an Excel file via the export button  on the right bottom and mark the concerned items in the exported table.
- Whenever the report is submitted and reopened again the highlighting is reset and again only the latest changes shall be highlighted.

Status Control ongoing [Switch to partner report](#)

Control identification

Expenditure verification

Control communication

Control checklists

Overview and Finalise

Expenditure verification

Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Previously parked by	Cost category	Investment nr.	Contract name	Internal reference...	Invoice nr.	Invoice date	Date of payment	Description	Comment	Total invoice value (incl.VAT)
R3.1	<input type="checkbox"/>	External expertise ...	N/A	N/A	ABC	R-447D-2024-00726	2024-03-01	2024-03-08	service related to the organisation of i	correction of typo TEST	300,00
R3.2	<input type="checkbox"/>	External expertise ...	N/A	N/A		2024_0762	2024-07-19	2024-07-29	service related to the organisation of i		414,30
R3.3	<input type="checkbox"/>	External expertise ...	N/A	N/A		2024/12594	2024-04-25	2024-05-13	financial expertise: first level Control t	new upload	1.785,00
R3.4	<input type="checkbox"/>	External expertise ...	N/A	N/A		83662	2024-07-10	2024-07-25	service related to the organisation of i		8,00

## Reopening of the last partner report

- Reopening of a report that is the last created for the project partner means a full reopening of the partner report.



Reporting  
Partner reports

PP4 VIER

+ Add Partner Report

✓ Partner report was deleted successfully

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control	Control
R.1	Reopened		5.0		03.07.2023 06:44	03.07.2023 06:59	03.07.2023 07:44	0,00	0,00	

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- No data is cleared from the partner report and all is editable for the project partner, with the following exceptions in the list of expenditure:
  - expenditure item ID, currency and exchange rates are frozen from the initial report
  - no expenditure item can be deleted (but can be edited)
  - no new expenditure item can be added (in order to avoid exchange rate issues)
- Parked expenditure list is visible and any item from it can be deleted or added to the reopened 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 the user can only add new ones.
- Creation of a new draft partner report is locked while last partner report is in status “Reopened”.

### Reopening of any partner report that is not the last report

- Reopen report that is not the last created for the project partner means a partial reopening of partner report.
- No data is cleared from the report and the following rules apply:

#### List of expenditure tab:

- following fields are editable: GDPR flag, Link to procurement, Description and Comment
- no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)
- Parked expenditure list is not visible
- Expenditure item attachment can be changed/uploaded

#### Public Procurements tab:

- Procurement items created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.

#### Contributions tab:

- only changing attachment is allowed



Report Annexes tab:

- user can add new uploads

## Resubmission of a reopened partner report

- Upon submission of a reopened partner report:
  - the partner report goes back to the status from before reopening, namely “Submitted” or “Control ongoing”
  - no recalculation of exchange rates happens; the exchange rate is the one applicable at the moment of the partner report first submission.
  - the financial overviews are refreshed, reflecting changes done.
  - The partner report overview is refreshed with updated information in the columns “Amount submitted” and “Date of last submission”.

Reporting									
Partner reports									
PP4 VIER									
+ Add Partner Report									
ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submission	Last submission	Amount submitted	Total eligible after control
R.1	Control ongoing		5.0		03.07.2023 06:44	03.07.2023 06:59	03.07.2023 14:20	0,00	0,00
									Items per page: 25

## 8. Financial living tables

- The financial living table aggregates data from the application form and from reporting including payment.
- A controller can see only the financial living table(s) of the assigned project partner(s).





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### Overview

#### Financial Living Tables

PP9 NEUN

The tables below are inspired by the financial overview tables per fund, per cost category and per partner in the project report. The difference is that the data is always up-to-date based on submitted/certified/verified data. What is important to note is that:

1. In case of FTLS, all columns (except for paid by programme) are automatically updated as soon as you set the FTLS to ready for payment.
2. In case of reopening of Partner reports or Control work, data are cleared from the respective columns in the Financial Living Tables and therefore, there might be differences to the financial overview tables in the latest Partner reports.
3. In case of reopening of Project reports or Verification work, data are cleared from the respective columns in the Financial Living Tables and, therefore, there might be differences to the financial overview tables in the latest Project report.
4. Column Paid: whenever payments are confirmed the funds are updated, whenever a partner adds partner contributions to the contributions tab in a submitted partner report the values in the contributions section are updated.

Please choose in the options below on what basis you want to calculate remaining budget. All tables below are directly affected.

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	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 Verified by JS/MA	Paid	
ERDF	1.834.418,88	788.627,22	0,00	17.029,27	30.189,90	544.747,79	544.747,79	N/A	0,00	409.070,48	409.07	
Partner contribution	458.604,72	197.156,94	0,00	4.257,31	7.547,48	136.187,06	136.187,06	N/A	0,00	102.267,70	175.78	
Public Contribution	298.917,92	121.494,14	0,00	N/A	1.887,07	92.198,08	92.198,08	N/A	0,00	65.021,70	90.53	
Auto Public Contribution	107.186,80	49.387,05	0,00	N/A	5.660,40	27.579,71	27.579,71	N/A	0,00	22.522,51	71.59	

- The living table(s) update in the respective columns whenever any of the following actions take place:
  - A project modification
  - Submission of a new partner report
  - Certifying of a partner report
  - Submission of a project report
  - Finishing of the verification of a project report
  - Payments based on financial project reports
  - Setting fast track lump sums (FTLS) to ready for payment and paying them.
  - Reopening or reverting any of the above-mentioned actions
- The living table can be exported to an Excel file by clicking on the arrow at the right bottom corner

76.289,89	76.289,89	0,00	0,00	47.426,67	53.19
73.291,38	73.291,38	0,00	0,00	31.800,56	30.62
36.448,41	36.448,41	0,00	0,00	36.448,41	36.44
3.902,54	3.902,54	0,00	0,00	3.902,54	41.19
680.934,85	680.934,85	0,00	0,00	511.338,18	584.85

Download icon (arrow pointing down) highlighted in a red box.



- The column **Remaining budget is flexible**: In the dropdown above the living tables users can choose if the Remaining budget is Application form budget minus Total Submitted in partner report, Total Certified, Total Submitted in Project Report, Total Verified by JS/MA or Total Paid amounts.

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### Financial Living Tables

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The tables below are inspired by the financial overview tables per fund, per cost category and per partner in the project report. The difference is that the data is always up-to-date based on submitted/certified/verified data. What is important to note is that:

1. In case of FTLs, all columns (except for paid by programme) are automatically updated as soon as you set the FTLs to ready for payment.
2. In case of reopening of Partner reports or Control work, data are cleared from the respective columns in the Financial Living Tables and therefore, there might be differences to the financial overview tables in the latest Partner reports.
3. In case of reopening of Project reports or Verification work, data are cleared from the respective columns in the Financial Living Tables and, therefore, there might be differences to the financial overview tables in the latest Project report.
4. Column Paid: whenever payments are confirmed the funds are updated, whenever a partner adds partner contributions to the contributions tab in a submitted partner report the values in the contributions section are updated.

Please choose in the options below on what basis you want to calculate remaining budget. All tables below are directly affected.

le budget and:

Total Submitted in Partner Report

Total Certified by Control

Total Submitted in Project Report

Total Verified by JS/MA

Total Paid

### Summary (In Euro)

	Partner report				
Total	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total	