



Online Refresher Training

Tuesday 17 November 2020

Session 3

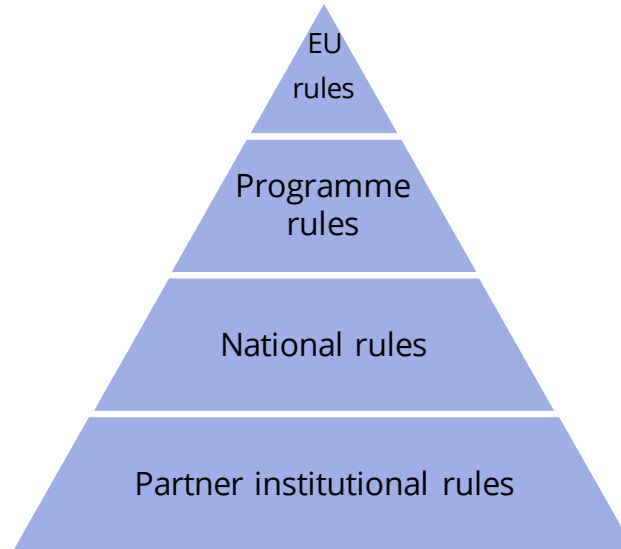
Cost eligibility and claim submission

Content

- Cost eligibility
- Financial claim general principles
- Claim completion
- FLC control check
- Submission of the claim to the LP
- Claim submission full process

Cost eligibility

Levels of eligibility rules:



Conditions for costs to be eligible – points of attention?

See also factsheet 8 and [our webinar!](#)

Financial claims – general principles

Purpose?

- Receive ERDF
- Monitor financial performance

Deadlines?

- 31 January
- 30 April
- 31 July
- 31 October

Madnatory?

- At least one claim per partner per year!

Claim completion

✓ Claim Cover ✓ General Elements ! Expenditure ✓ Exp. Outside Programme Area ! Reconciliation and Submission

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Partner Financial Claim

INSTRUCTIONS

The partner financial claim is to be created by the concerned project partner on the Electronic Exchange Platform (EEP) and to be completely filled out online. The entry point is the declaration of each item of expenditure in the EEP. For each item of expenditure, the project partner has to click on the button "add amount" and provide all required information. Once each item of expenditure is added, the project partner is required to indicate the portion of claimed expenditure that is linked to activities undertaken outside the Programme area, as well as to fill in the "external contributions follow-up" table. In addition, a short description of the activities undertaken for each Work Package shall be provided to facilitate the FLC's control. The provided information must allow the FLC to understand the link between the financial claim and the application form (envisaged activities and progress towards planned deliverables and outputs).

Project data

Project number: 2501-005

Project acronym: USAR

Project title: Using sediment as a resource

Project partner data

Partner number: 3

Role in the project: Partner

Name of partner organisation: ARMINES

Partner Financial Claim created successfully

Elements to bear in mind when starting a claim on EEP?

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

The screenshot displays a web application interface for 'General Elements'. At the top, there is a breadcrumb trail: Home > Financial Claim Partner > General Elements. Below this, a navigation bar contains five tabs: 'Claim Cover' (green checkmark), 'General Elements' (red text, active), 'Expenditure' (green checkmark), 'Exp. Outside Programme Area' (green checkmark), and 'Reconciliation and Submission' (red exclamation mark). The main content area is divided into three sections: 'General elements follow-up', 'Procurements follow-up' (with an information icon), and 'External contributions follow-up' (with an information icon). Each section contains a green message box stating 'No follow-ups of procurements / contracts found' and 'No follow-ups of external contributions found' respectively. Below each message box is a button with a plus sign and the text 'Procurement' and 'Contribution Source'. Two yellow arrows point to these buttons from the left side of the image.

Common mistakes in the
'General Elements tab?

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

Home > Financial Claim Partner > Expenditure

✓ Claim Cover ✓ General Elements ✓ **Expenditure** ✓ Exp. Outside Programme Area ! Reconciliation and Submission

🔍 Check for errors 📄 List of Expenditure & List of Excluded Items

Expenditure declaration and details

☰ List of expenditure items - current partner financial claim ⓘ

Filter ⓘ

Budget Line	Please Select	Currency	Please Select	Amount	0.00
Work Package	Please Select	Contribution Type	Please Select	Payment Date	
Search Term		Contract ID	Please Select	Claim Code	Please Select

🔍 Search ✕ Reset

no expenditures for applied filter found

+ Expenditure ✕ Delete selected

Points of attention when adding expenditure (1)?

Work Packages & Budget Lines!

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

Expenditure

Budget Line *i* Please Select
Internal Reference Number *i* Please Select
Invoice Number *i* DL3 Staff costs
DL3 Travel and accommodation
DL4 External expertise and services
DL5 Equipment
DL6 Infrastructure and works (Net revenue)
2502-038 LP01 Claim009
Invoice Date *i*
Claim Code *i*
Comment *i*
0 / 350 characters

Work Package *i* Please Select
Supplier Name *i*
Contract ID *i* WP 1
WP 2
WP 3
WP 4
WP 5 (MGMT)
WP 6 (COMM)
Payment Date *i*

Financial Details

Currency *i* Please Select
Net Amount (original currency) *i* Please Select
EUR
GBP
Gross Amount (original currency) *i* AED
AFN
Contribution Type *i* Please Select
VAT (original currency) *i* Please Select
cash
in kind
Declared Amount (original currency) *i* 0.00
Save Cancel

Points of attention when adding expenditure (2)?

Available Budget Lines and their particularities!

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

The screenshot shows a web form titled "Expenditure". It has several sections:

- Metadata:** Budget Line (dropdown), Internal Reference Number (dropdown), Invoice Number (dropdown), Invoice Date (dropdown), Claim Code (dropdown), and Comment (text field).
- Financial Details:** Currency (dropdown), Net Amount (original currency) (text field), Gross Amount (original currency) (text field), Contribution Type (dropdown), VAT (original currency) (dropdown), and Declared Amount (original currency) (text field).
- Other Fields:** Work Package (dropdown), Supplier Name (dropdown), Contract ID (dropdown), and Payment Date (dropdown).

Yellow arrows point to the "Currency" dropdown menu (showing options: EUR, GBP, AED, AFN) and the "Contribution Type" dropdown menu (showing options: cash, in kind).

Points of attention when adding expenditure (3)?

Currency choice, cash vs. In-kind contribution & to VAT or not to VAT?

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

List of previously excluded expenditure items ⓘ

Filter ⓘ

Budget Line Currency Amount

Work Package Contribution Type Payment Date

Search Term

Excluding Body Contract ID Claim Code

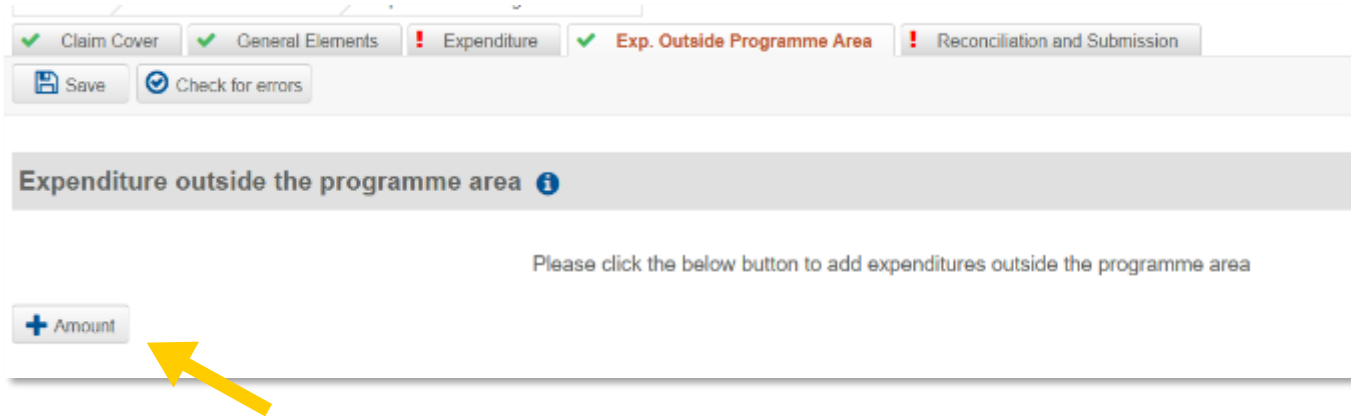
Can I re-declare (some of) the items previously excluded by LP or JS?

Budget Line	Work Package	Contract ID	Payment Date	Currency	Declared Amount (original currency)	Contribution Type	Claim Code	Excluding Body	Total Validated Amount by FLC	<input type="checkbox"/>
BL4	WP6	Portstream B.V.	25/07/2016	EUR	5,105.17	cash	2501-065_LP_Claim001	Joint Secretariat	5,105.17	<input checked="" type="checkbox"/>
BL4	WP6	Portstream B.V.	25/07/2016	EUR	2,631.75	cash	2501-065_LP_Claim001	Joint Secretariat	2,631.75	<input checked="" type="checkbox"/>
BL4	WP6	Portstream B.V.	24/07/2016	EUR	318.23	cash	2501-065_LP_Claim001	Joint Secretariat	318.23	<input checked="" type="checkbox"/>
BL4	WP5	20026149	09/11/2016	EUR	2,117.50	cash	2501-065_LP_Claim001	Joint Secretariat	2,117.50	<input checked="" type="checkbox"/>
BL4	WP6	Portstream B.V.	02/12/2016	EUR	880.43	cash	2501-065_LP_Claim001	Joint Secretariat	880.43	<input checked="" type="checkbox"/>



More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion



The screenshot shows a software interface for claim completion. At the top, there are five tabs: 'Claim Cover' (green checkmark), 'General Elements' (green checkmark), 'Expenditure' (red exclamation mark), 'Exp. Outside Programme Area' (green checkmark), and 'Reconciliation and Submission' (red exclamation mark). Below the tabs are two buttons: 'Save' and 'Check for errors'. The main content area has a header 'Expenditure outside the programme area' with an information icon. Below this header is the text 'Please click the below button to add expenditures outside the programme area'. At the bottom left of this section is a button labeled '+ Amount', which is pointed to by a yellow arrow.

Indicating the part of my claim that was spent outside the Programme area...

More info on the claiming procedure → EEP user guide on 2 Seas website

Claim completion

Reconciliation between expenditure and activities, outputs and results

WP / Activities, outputs & results	How does the declared expenditure per Work Package relate to the project activities, produced outputs and results to be achieved?
WP0	<input type="text"/> 0 / 1,500 characters
WP1	<input type="text"/> 0 / 1,500 characters
WP2	<input type="text"/> 0 / 1,500 characters
WP3	<input type="text"/> 0 / 1,500 characters
WP4	<input type="text"/> 0 / 1,500 characters
WP5	<input type="text"/> 0 / 1,500 characters
WP6	<input type="text"/> 0 / 1,500 characters

Common mistakes at the final step 'Reconciliation & Submission' tab?

More info on the claiming procedure → EEP user guide on 2 Seas website

FLC control check (1/2)

Before you submit the financial claim to your FLC, communicate with him/her on:

Project
modification
recently
approved?

Expenses that
require his/her
specific
attention?

Travel outside
the eligible area?

Horizontal
principles of the
EU?

FLC control check (2/2)

Before you submit the financial claim to your FLC, communicate with him/her on:

Communication
aspects?

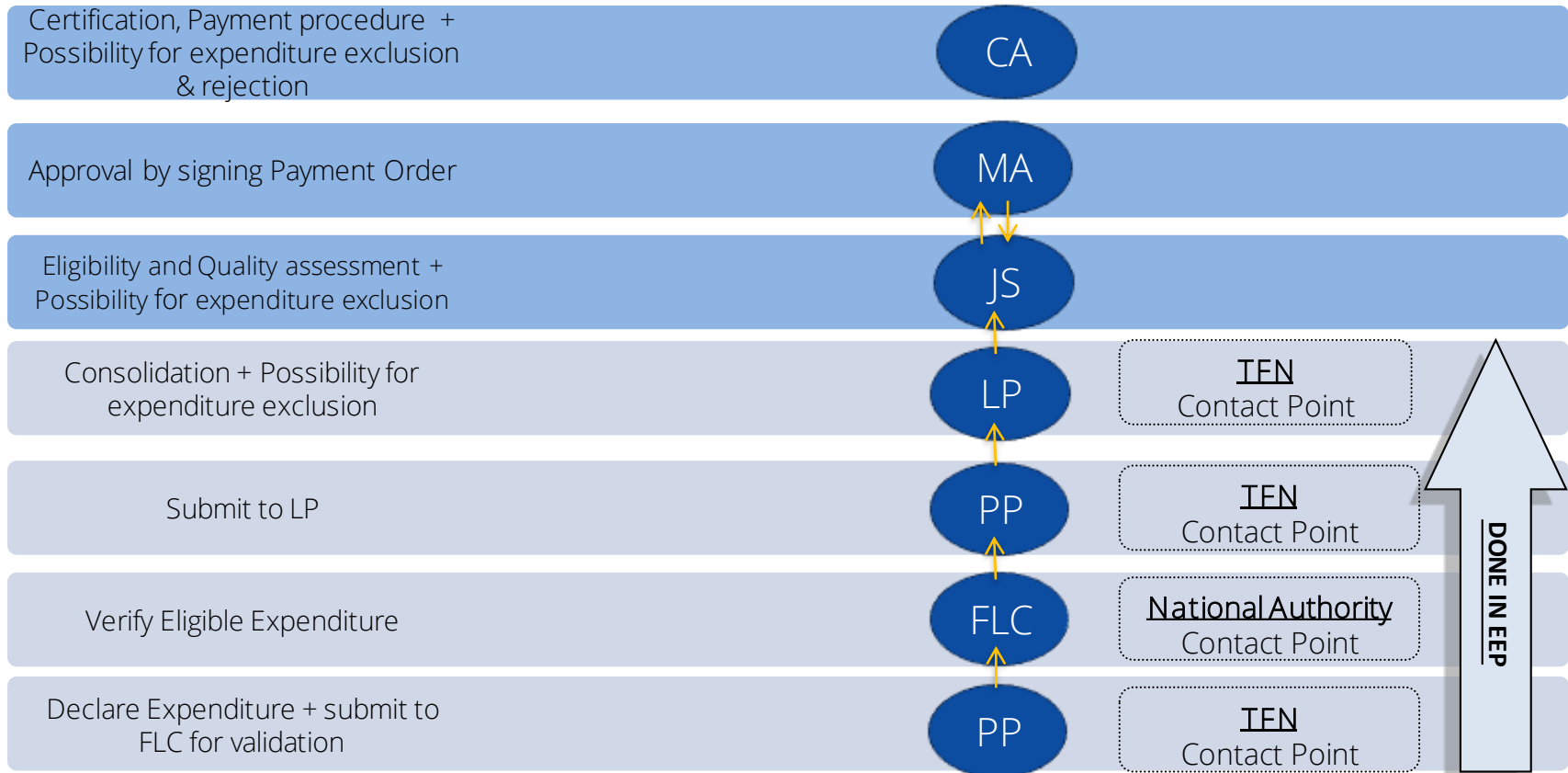
Review the totals
before clicking
'Submit'!

Submission to the LP (after FLC check)

The screenshot displays the user interface of the Interreg 2 Seas Mers Zeeën portal. At the top left, the logo for 'Interreg 2 Seas Mers Zeeën' is visible, featuring the European Union flag. The main header area includes the text 'Active Project' with an acronym 'SSEnt (Financial Claim in progress)' and an index number '2S01-043'. A user profile for 'Alexander DETREMMERIE' is shown on the right, along with the text 'Testsystem Rev: 89425'. Below the header, there is a navigation menu with options: 'Dashboard', 'My Projects', 'MS Assessment', 'JS Assessment', and 'User Management'. The main content area shows a breadcrumb trail: 'Home > Financial Claim Partner > Overview and Submit to LP'. Below this, there are several tabs: 'Claim Cover', 'General Elements', 'Expenditure', 'Exp. Outside Programme Area', 'Reconciliation and Submission', and 'Overview and Submit to LP'. The 'Confirm Validated Claim' button is highlighted with a yellow arrow. To the right of this button, there is an information icon, a dropdown menu set to 'All documents as zip', and a 'Download' button.

Do not forget to do undertake this final step!

Claim submission – full process



Where to find help?

- [JS Officers & Territorial Facilitators](#)
- 2 Seas webinars on:
 - [Budget lines](#)
 - [Horinzontal topics](#)
- Programme Manual ([EN](#), [FR](#), [NL](#))
- [EEP user guide](#)
- [Financial monitoring tool](#) & [guidance](#)



Q&A / Sharing of expertise