Electronic Exchange Platform user guide

Financial Claim – (Lead) Beneficiary workflow

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I. Electronic Exchange Platform (EEP)

In order to simplify the procedures of the new generation of European Territorial Cooperation (ETC) programmes and reduce the administrative burden on applicants and beneficiaries alike, the European Commission has developed the e-Cohesion initiative.

"e-Cohesion" is a new European initiative intended to support the reduction of administrative burden for beneficiaries and belongs to the elements that provide simplification and streamlining towards implementation of Structural Funds including the European Regional Development Fund (ERDF).
The concept of e-Cohesion, as outlined in Article 122(3) of the Common Provisions Regulation (CPR), concerns the **electronic exchange of information between beneficiaries and Programme bodies** during the 2014-2020 programming period.

The scope of the electronic exchange covers information, which must be submitted after the signing of the subsidy contract. The information requirements - reporting on progress, declaration of expenditure and exchange of information related to management, verifications and audits - shall be undertaken via electronic exchange. It is not required to set up a facility enabling electronic submission of project applications, but if wished so, Programme Authorities may decide to extend the concept of e-Cohesion to applicants as well[1].

This is what the 2 Seas Programme Authorities have decided to do: besides the legal obligation to organise the information exchange during project implementation in an electronic manner, the application procedure will become a dematerialised process as well.

The 2 Seas Joint Secretariat has to this end been working together with an external supplier over the last years to establish the "Electronic Exchange Platform" (EEP). The EEP will be an essential tool throughout the 2014-2020 programming period as the main communication tool between project applicants as well as approved projects on the one hand and the Programme Authorities on the other hand.

It is through this system that **beneficiaries will be able to declare their project expenditure, at least once a year for all projects they are involved in**.

The 2 Seas EEP is hosted at http://eep.interreg2seas.eu/ and will send, when applicable, notification emails from a standardised email address. The user is therefore requested to add no-reply@interreg2seas.eu to their list of trusted email addresses. If no emails are received from the system in spite of this, the user is asked to check his spam folder.

This user guide describes the 2 Seas process to declare project expenditure as beneficiary, as well as some additional EEP functionalities and "tips and tricks". It is meant as a first aid kit for beneficiaries who encounter problems when completing their Financial Claim before submitting it to their First Level Controller (FLC).

The Programme Authorities wish to point out that beneficiaries can acquire additional help from the Territorial Facilitators (TF) and Joint Secretariat (JS).

All the best,
The 2 Seas team

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[1] See http://www.interact-eu.net/e_cohesion/e_cohesion/512/12238.

II. Glossary

AF   Application Form
APR   Annual Progress Report
Beneficiary   All formal project partners (hence can also be a lead partner)
BL   Budget Line
CA   Certifying Authority
CPR   Common Provisions Regulation
DDL   Dropdown list
EEP   Electronic Exchange Platform
ERDF   European Regional Development Fund
ETC   European Territorial Cooperation
FLC   First Level Controller
IPR   Intellectual Property Rights
JS   Joint Secretariat
LoE   List of Expenditure
LP   Lead Partner
MA   Managing Authority
MS   Member States
PMC   Programme Monitoring Committee
PMS   Programme Monitoring System
PP   Project Partner (beneficiary)
TF   Territorial Facilitator
VAT   Value-added tax
WP   Work Package
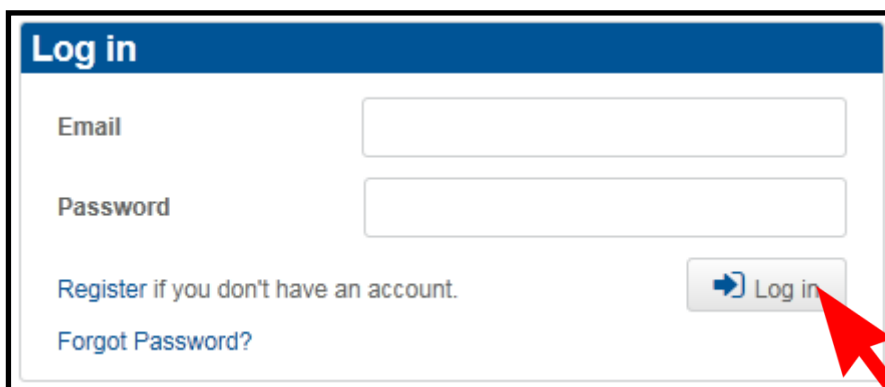
III. Step by step: submitting a Financial Claim through the 2 Seas EEP[2]

The red and black mouse cursors show in each step where to click in order to go to the next step.

A. Tab 1 – Claim Cover: logging in and starting a Financial Claim
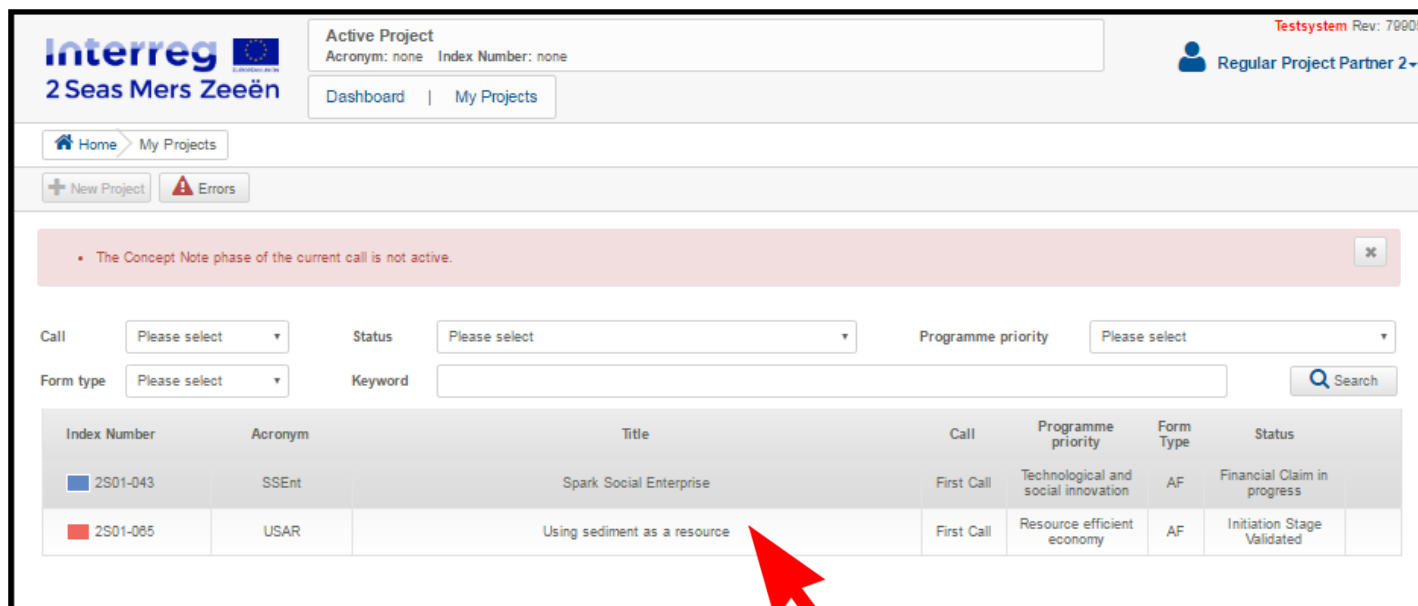
1. Access the EEP through the following link: http://eep.interreg2seas.eu/

➔ Log in with your account details created at the beginning of the project using the following window:

2. Choose your project from the "My Projects" section.

➔ If you are involved in 1 project, you will automatically skip this step and go straight to the Dashboard as shown in step 3, Start a Financial Claim.

➔ If you are involved in more than one project, then select the project you want to start a financial claim for, as shown below:
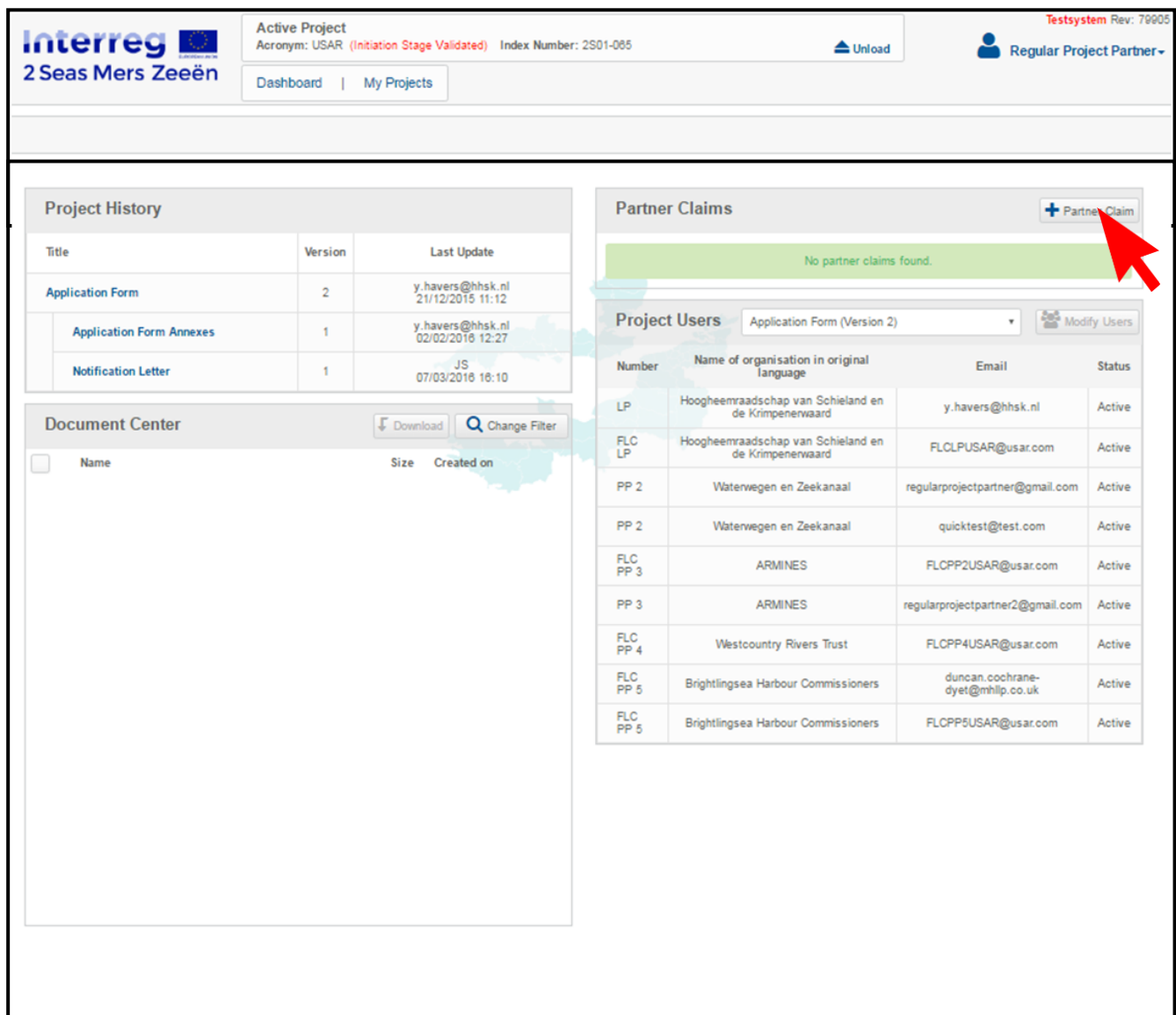
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[2] Some screenshots in the text below may be slightly outdated as a result of ongoing EEP updates since the drafting of this user guide.

3. Starting a Financial Claim
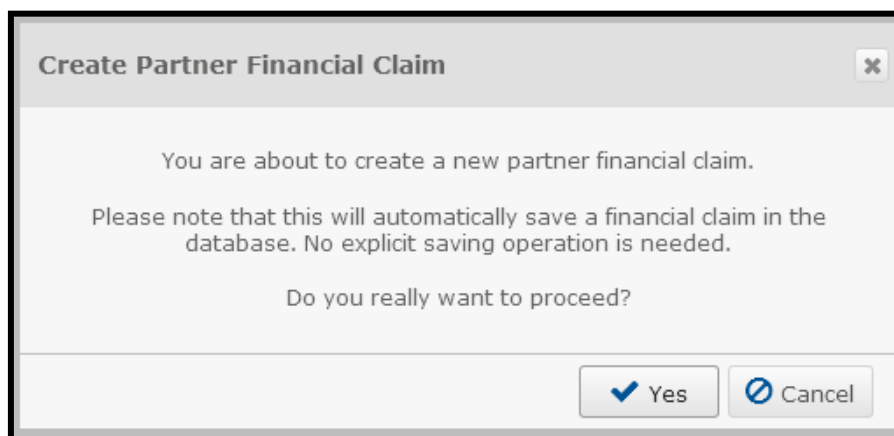
➜ Click on the "+ Partner Claim" button to start a Financial Claim, as shown below:

➜ The following pop-up window will appear, click "Yes" to start a claim:

4. Entering the Financial Claim: Claim Cover

➔ The Partner Financial Claim will be opened:

➔ The Claim Cover provides basic project and partner information automatically filled in from the most recently approved version of the Application Form (AF).

5. Navigating through the different tabs

➔ By clicking on the different tabs, one can freely navigate through the different sections of the Financial Claim:

B. Tab 2 – General Elements: information on procurements and external contributions

In tab 2, the General Elements tab, a beneficiary is expected to list its procurements and to keep track of its external contributions. There are two buttons to add procurements (1) and to add contribution sources (2).

1. Procurements follow-up

➔ By clicking on the "+ Procurement" button in the window above, the pop-up window below appears.

➔ The beneficiary is expected to fill out the pop-up screen and click on Save to insert a Procurement.

2. External Contributions follow-up

➔ By clicking on the "+ Contribution Source" button in the window above, the pop-up window below appears.

➔ The beneficiary is expected to fill out the pop-up screen and click on Save to insert a Contribution Source.

3. Overview after adding Procurements and External Contributions

➔ Once a Procurement or External Contribution has been added, a table will be created in which each line represents a Procurement or External Contribution (see screenshot below).

➔ The beneficiary can modify the provided information by clicking on a given line which will bring back the pop-up window for that specific Procurement or External Contribution. Obviously, if the beneficiary modifies some fields, this must be saved by clicking that button (see screenshots above).

➔ The beneficiary can delete Procurements or Contribution Sources by clicking the X button at the end of the line (see red arrow below).

Keep in mind that!

Procurements are not editable and cannot be deleted anymore once the claim in which they were created has been submitted.

Contribution Sources on the other hand can be deleted and remain editable in subsequent claims.

Nevertheless, for traceability purposes, the EEP will always display all undeleted Procurements and External Contributions as added since the very first claim. This will of course only start showing as from the second Financial Claim given that for the first Financial Claim the 'General Elements' tab will be empty until the beneficiary adds elements.

➔ Once a Contribution Source is added, the beneficiary can also upload a bank statement proving the receipt of that contribution by clicking on the "Upload" symbol on the given line in the overview table (see black arrow in the previous screenshot).
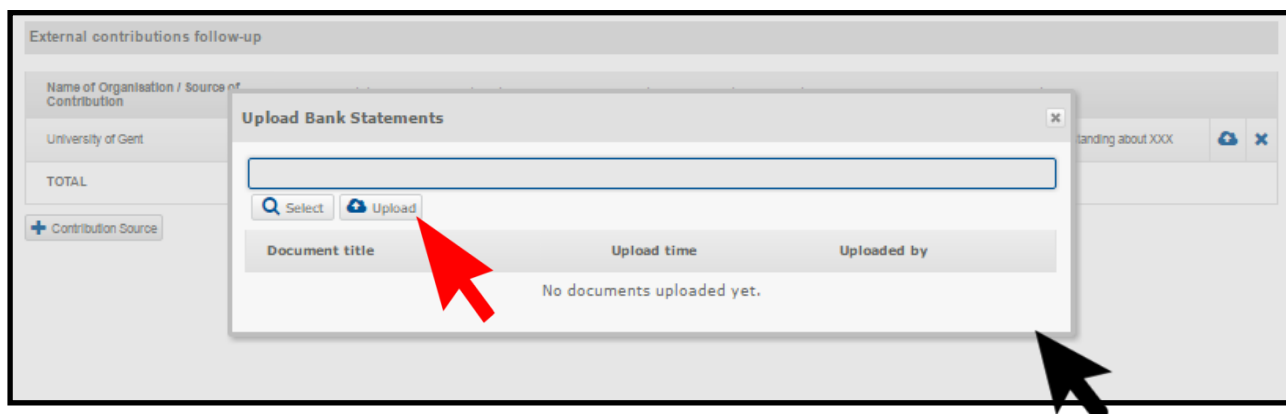
➔ The pop-up window above will appear which allows the beneficiary to select and upload a PDF version of the bank statement by respectively clicking the "Select" and "Upload" buttons (red arrow).

➔ The bank statement will appear underneath as a line in the small table (black arrow), where the user can also delete the document using the X button.

Keep in mind that!

Uploading bank statements is not obligatory and will be also possible in another section of the EEP (in a later stage). Uploaded bank statements are stored in the document centre available on the 'dashboard' of your project in the EEP.

C. Tab 3 – Expenditure: declaring & re-declaring project expenditure

Tab 3, the Expenditure tab, is where a beneficiary declares new expenses and re-declares excluded expenses from previous claims.

➔ As such, this third tab on expenditure is divided in two main blocks 'List of expenditure items – current partner financial claim' and 'List of previously excluded expenditure items'.

➔ Each of these blocks has got its main button "+ Expenditure" (red arrow) and "+ Redeclare Selected" (black arrow).

1. Declaring expenditure items

➔ To declare expenditure one presses the "+ Expenditure" button in the first block 'List of expenditure items – current partner financial claim', as shown below.

➔ Clicking this button will make appear the pop-up window shown below in which the beneficiary shall declare its expenditure. By completing the fields and clicking the "Save button" an expenditure item will be saved in the Expenditure list by replacing the green bar in the previous screen by the expenditure item just saved through the pop-up window.

Keep in mind that!

- The system could refuse that the user saves an expenditure item. In this case the EEP will show a text message as well as circle the concerned fields in red to show the user which mandatory fields were left empty or which fields were completed incorrectly (e.g. violated validation rules).

- In case one needs to declare negative amounts (after having received a credit note, for example), this is possible. The user shall type negative amounts using the "-" available on the numeric keypad.

➔ Below all dropdown lists are opened, in order to show the possible options beneficiaries will be presented with upon clicking the 'Budget Line', 'Work Package', 'Currency' and 'Contribution Type' dropdown lists.

Keep in mind that!

- Budget Line 2 is automatically computed as 15% of Budget Line 1; therefore one cannot select Budget Line 2 in the 'Budget Line' dropdown list.

- If a beneficiary had chosen the 20% flat rate option, Budget Line 1 will be automatically computed as 20% of the other direct costs (Budget Lines 3-6). For those beneficiaries, Budget Line 1 will be unavailable in the 'Budget Line' dropdown list as well.

- The available options in the 'Work Package' dropdown list are of course project-sensitive, i.e. one will only see the work packages included in the approved project application form.

- If a beneficiary declares Net Revenue it will be automatically deducted i.e. computed as a negative amount. This means that a beneficiary should declare a positive amount and NOT a negative amount in case '(Net revenue)' is chosen in the Budget Line dropdown list. For example, if 100 € net revenue was generated, the beneficiary shall select '(Net revenue)' in the 'Budget Line' dropdown list and enter '100' in the 'Declared Amount' field. The EEP will automatically deduct 100 € from the other declared expenditure.

2. Modifying and / or deleting added expenditure items

Each number in the list below represents a button click available to the user, as shown in the screenshot below.

➔ Besides adding expenditure, the beneficiary has four options to correct their list of expenditure, before submission, the beneficiary can either:

1. Modify expenditure items by clicking on the line, which will open the expenditure declaration window again allowing the user to modify the fields as he pleases for that specific expenditure item.
2. Delete one single expenditure item by clicking the "X button" at the end of that line.
3. Delete multiple lines at once by ticking the box at the end of each of those lines (Arrow 3[1]) and subsequently clicking the "X Delete Selected" button (Arrow 3[2]).
4. Delete all currently displayed lines by ticking the 'select all' box (Arrow 4[1]) in the title bar after which one should click the "X Delete Selected" button (Arrow 4[2]).

3. Re-declaring previously excluded expenditure

This section is only applicable once a partner has amounts that were excluded by the Lead Partner, Joint Secretariat or Certifying Authority (i.e. this second block on the third tab could become applicable only as from the second Financial Claim).

➔ Below the first block called 'List of expenditure items – current partner financial claim' a second and visually similar block 'List of previously excluded expenditure items' is available. The latter block can be used to re-include the expenditure items that were excluded in previous Financial Claims.

➔ The beneficiary will be able to re-insert a previously excluded expenditure item in a similar fashion as the deletion of expenditure items explained above, i.e. by selecting a (or several) line(s) and subsequently clicking the "Re-declare selected" button. The more detailed procedure looks as follows:

1. The user can filter the list of excluded expenditure items, as per instructions under header 4. "Extra functionalities" below. An additional filter called "Excluding body" is available too. The latter allows the user to filter excluded expenditure by the excluding body (Lead Partner, Joint Secretariat or Certifying Authority).

2. Select one (blue arrow 1[1]) or several lines at once (blue arrow 1[2]) as shown in the screenshot below.

3. Once the user is happy with the selection of previously excluded expenditure items, he clicks the "Re-declare selected" button to eventually re-include the selection of expenditure in the current financial claim (black arrow).

4. A warning message will appear, prompting the user to confirm that the selected expenditure items must be re-declared in the current claim. The user clicks "Yes" to confirm or "Cancel" to cancel the re-declaration of the expenditure selection.

5. As described in the warning message, upon pressing F5, the user will see the selected previously excluded expenditure items appearing as newly declared expenditure items in the block called 'List of expenditure items – current partner financial claim'.

6. Once previously excluded expenditure items have been re-declared, users will be able to modify and/or delete those re-declared expenditure items as per instructions above under header 2 "Modifying and / or deleting added expenditure items".

4. Extra functionalities in the Expenditure tab to increase user-friendliness

➔   This tab 3 – Expenditure also contains the following functionalities to increase user-friendliness. The numbers in the list below represent the different arrows in the screenshot.

1. The user can download the list of expenditure in Excel by clicking the "List of Expenditure & List of Excluded Items" button (red arrow). This file always provides the user with the most recent state of play. For example, if the user has added or removed an expenditure item since the last time he downloaded the Excel list of expenditure, this will show in the most recently downloaded version.

2. The user can collapse and expand the two main blocks in this tab by clicking the "-" or "+" button next to their titles (black arrows).

3. The user can filter the full list of added expenditure items as he pleases. By setting one of the 9 filters or multiple filters at once and subsequently clicking the "Search" button only the expenditure items corresponding to the chosen filter(s) will be shown in the list view. For example, setting the 'Budget Line' filter on BL1 and the 'Payment Date' filter on 1/1/2016 will make the system return only those BL1 expenditure items with the payment date of 1/1/2016 assigned to them. Filters can be cleared by clicking the "X Reset" button, which will bring the user back to the full list of added expenditure items.
Filtering the full list of added expenditure items could be useful when looking up specific expenditure items before modifying or removing them.

4. The user can sort the list of displayed expenditure items by clicking on the title of a given column (this is very much comparable to 'Sort A to Z' and 'Sort Z to A' in Excel).

5. The user can choose the number of expenditure items shown on one single page (orange arrow).

D. Tab 4 – Expenditure Outside Programme Area

➔ In Tab 4, "Exp. Outside Programme Area", beneficiaries located INSIDE the Programme area are asked to indicate, if applicable, the amount spent outside the Programme area by clicking the "+ Amount" button (see screenshot below).

➔ Clicking that button opens a line in a simple table as shown in the screenshot below. The beneficiaries located INSIDE the Programme area are asked to fill in the amount and the currency in which the expenditure was incurred. And finally click the "Save" button.

➔ Several of those lines can be added if expenditure outside the Programme area was incurred in several different currencies.

Keep in mind that!
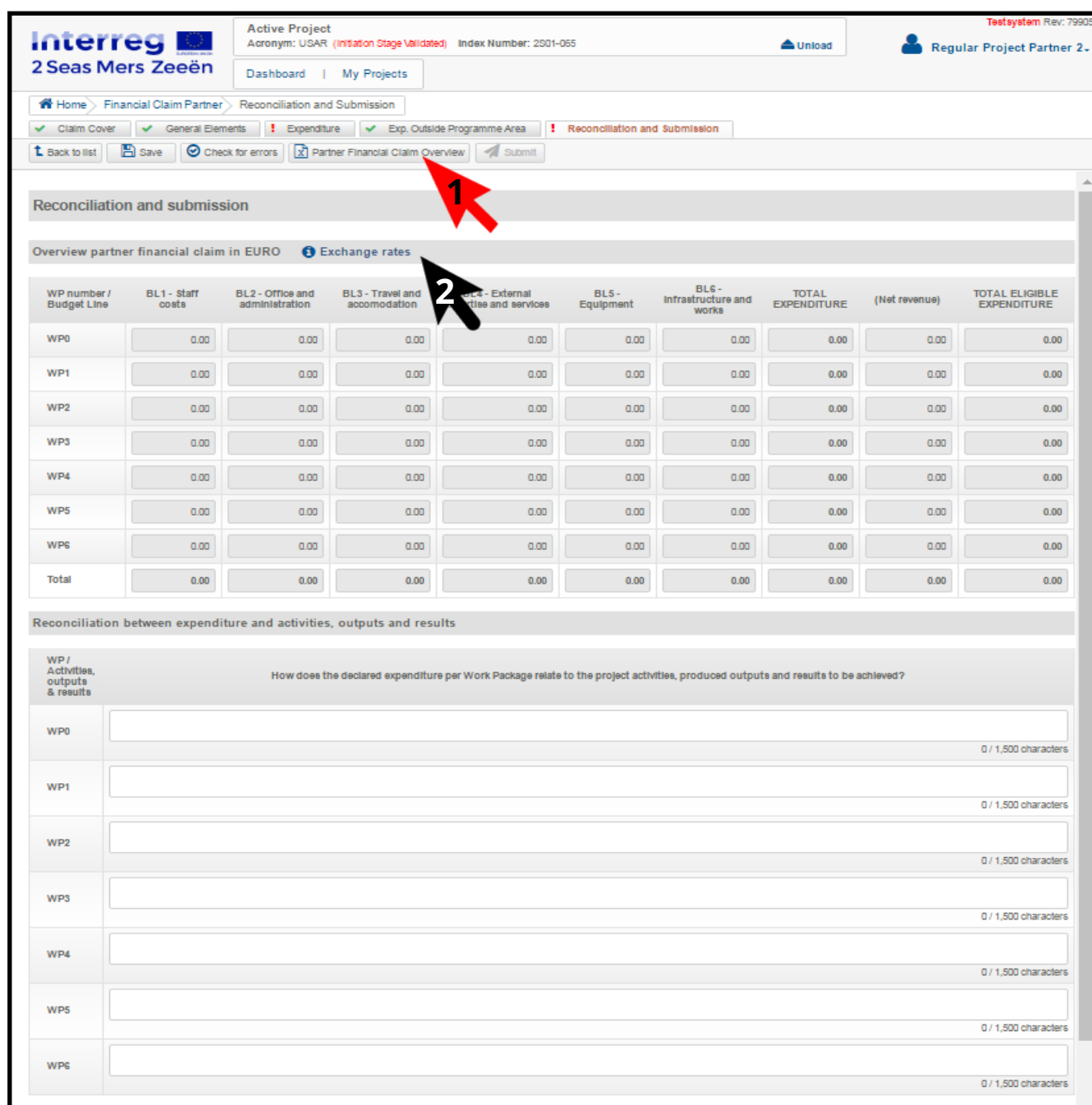
For beneficiaries situated OUTSIDE the programme area the EEP automatically calculates this section given that their full budget is considered as spent outside the Programme area. Nothing is to be done by those partners in this fourth tab.

E. Tab 5 – Reconciliation and Submission (to the FLC)

1. Overview

Tab 5, "Reconciliation and Submission", is the final tab where the beneficiary sees an overview of the declared amounts per BL and WP, totals per BL and WP as well as the grand total. The overview table displays the declared expenditure calculated in EURO, automatically applying the official European Commission average exchange rate of that month.

➔ In this final tab the beneficiary can export the claim overview in Excel by clicking the "Partner Financial Claim Overview" (red arrow). This file always provides the user with the most recent state of play. For example, if the user has added or removed an expenditure item using the third tab (see above) since the last time he downloaded the Excel overview, this will show in the most recently downloaded version.

The following exchange rates have been applied for the declared expenditures of the current partner claim.

Currency	Exchange rate (Amount * Rate = EUR)	Last update
EUR	1.00000	01/08/2016
GBP	1.18737	01/08/2016

The shown exchange rates are rounded to 5 decimals and therefore represent only an approximation of the exchange rates used to calculate the amounts in the table below.

The exchange rates are provided by http://ec.europa.eu/budg/inforeuro.

➔ By clicking on "ⓘ Exchange rates" (black arrow in the screenshot above) a pop-up window will appear providing detailed information regarding the applied exchange rates as shown in the screenshot below.

Keep in mind that!

• If the partner chose the BL1 flat rate in the AF, BL1 will be automatically computed here as 20% of the direct costs (BLs 3-6).

• BL2 is always 15% of the total BL1 costs.

• The table is being recalculated with each expenditure item added/saved through the expenditure declaration pop-up or modified/deleted through the tab 3 – expenditure (cf. above for explanations). Should the user keep tab 5 open at the same time as tab 3, he will have to push F5/Refresh the page of tab 5 in order for the overview table to take into account the most recent modifications (refreshing the page makes the EEP calculate everything again to show the most recently available data).

• Partners can access this tab whenever they want to have an indicative state of play in EURO of their declaration.

2. Reconciliation between expenditure and activities, outputs and results

➔ Below the overview table, the beneficiary is obliged to connect expenditure to activities, outputs and results. This is done per WP by filling in a field (red arrow below) in which the beneficiary is expected to describe how the expenditure relates to the activities, outputs to be produced and results to be achieved. The fields must be completed for all work packages of the project.

3. Final submission of a Financial Claim

➔ If the beneficiary wishes to claim the declared costs, the user can submit the claim for verification to the FLC by clicking the "Submit" button.

➔ A final warning pop-up window (as below) will appear where clicking "Yes" finalizes the claim and "No" brings the user back to the editable open claim.

➔ As the warning message suggests, this step is final. After having clicked "Yes" the Financial Claim will be frozen: nothing can be edited anymore, yet the download buttons in tabs 3 and 5 remain available.

➔ Upon submission, the system shall automatically apply the exchange rates where required, using the European Commission average exchange rate of that month for the currencies inserted by the beneficiary when adding expenditure items.

Keep in mind that!

• All mandatory fields under the 'Reconciliation between expenditure and activities, outputs and results' header must be completed in order to be able to submit the partner financial claim to the FLC for verification.

• The system will eventually apply the official European Commission average exchange rates of the month during which the claim was submitted to the FLC, which will establish the final amounts in EURO. Please notice that this will result in slightly different conversions if the month during which the user has started entering expenses (March 2017, for example) is different from the month during which the claim was eventually submitted to the FLC (April 2017, for example).

F. What happens afterwards with the beneficiary's claim in the EEP?

➔ After a claim is submitted the dashboard of the project will look as in the screenshot below: the status of the claim in the project dashboard (see 'IV. Other EEP functionalities) has changed to "submitted to FLC".

➔ The beneficiary is now to wait for the FLC who will need to verify the eligibility of the declared expenditure.

➔ Meanwhile, the beneficiary can start preparing a second claim. To do so, a new Financial Claim shall be added by clicking the "+ Partner Claim" button.

Keep in mind that!

• After submission, a beneficiary is still able to go into the claim, by clicking on its claim code, to have a look at its details and download the Excel files available in the different tabs of the claim. However, the claim is not editable.

• Nevertheless, the beneficiary can create a subsequent Financial Claim by clicking the "+ Partner Claim" button.

G. After FLC verification: transmitting the verified partner claim to the Lead Partner

➔ The beneficiary will receive automatic email notifications to inform the user that the FLC has finished his/her verification work in the system. The partner financial claim is now ready to be submitted to the Lead Partner.

➔ In order to do so, the beneficiary shall enter the EEP and go once more to its recently verified claim. A new tab will have appeared at the end: 'Overview and Submit to LP'.

➔ In this tab, the beneficiary user can see the partner claim figures as declared by him and as verified and thus considered eligible by the FLC. An overview of this page can be downloaded in Excel, as well as the List of Expenditure as verified by the FLC also in Excel format. Finally, the PDFs of the FLC Certificate and FLC Checklist are available for download too. Downloading these files can be done separately or all at once by selecting the wished option in the dropdown list and clicking the "Download" button in the upper right corner (see red arrow in screenshot below).

➔ In order to confirm that the beneficiary takes on the responsibility for the partner financial claim as well as the liability towards the Programme Authorities and to submit the partner financial claim to the Lead Partner, the beneficiary shall click the "Confirm Validated Claim" button (see black arrow in the screenshot below).
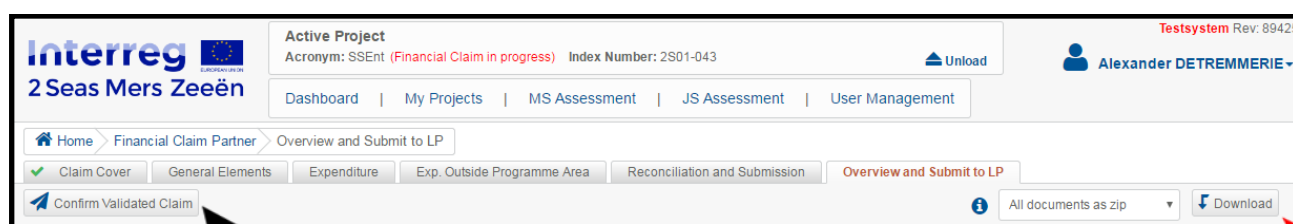
➔ A warning message will pop up to remind the beneficiary about its obligations, also stating that the current partner claim will be frozen upon successful submission to the Lead Partner and asking whether the beneficiary wants to proceed. The partner financial claim will be transferred to the Lead Partner upon clicking "Yes" (see screenshot below).
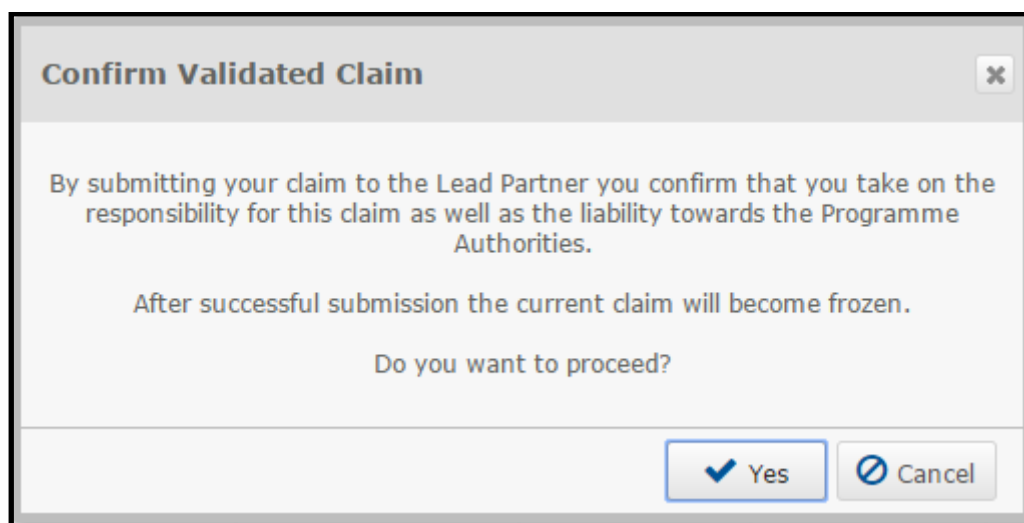
IV. Lead Partners: creating a consolidated claim and submitting it to the JS

➔ Lead Partner users will receive automatic email notifications to inform them when their partner organisations have submitted partner claims to them once they have been verified by their respective FLCs (for a 'how to', see explanations under header III – subsection G).

➔ These partner financial claims will have to be gathered into one consolidated financial claim before transmitting the full set of financial data to the Managing Authority / Joint Secretariat.

➔ In order to do so, the Lead Partner must click the button "+ Consolidated Claim" as shown in the screenshot below. Please note that this button can only be seen by actual Lead Partners as consolidating project expenditure is solely his/her responsibility.
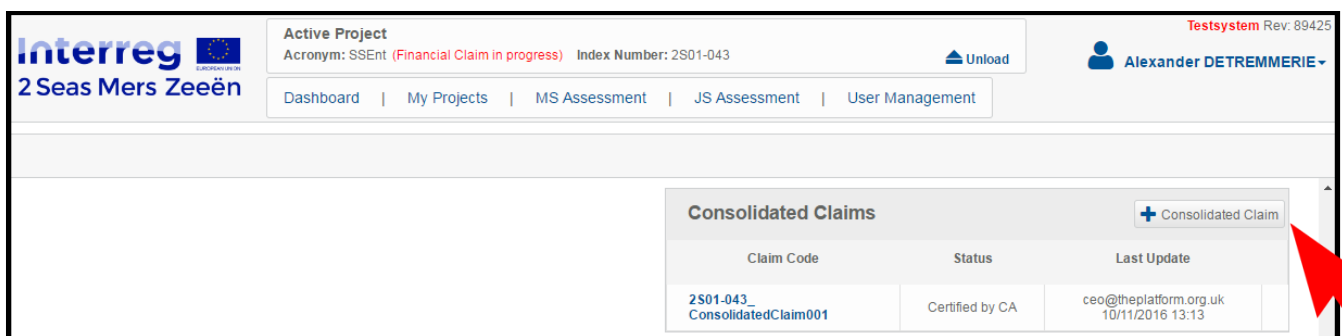
➔ Clicking this button will result in a prompt in which the Lead Partner must click "Yes" in order to be taken into the consolidated claim section which is explained in more detail below.
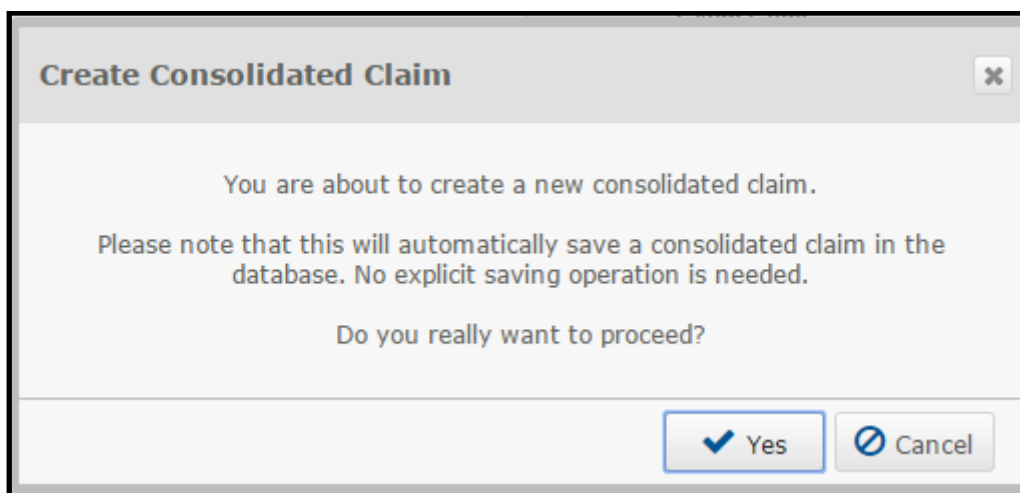
Keep in mind that!

• The Lead Partner can create a so-called 'consolidated financial claim' at any given point in the process for the two reasons explained in the subsequent bullet points:

• Partner financial claims which had already been submitted to the Lead Partner, before creating the consolidated claim, will by default appear in the consolidated claim.

- However, for as long as this consolidated claim is not submitted to the Joint Secretariat, partner financial claims which are confirmed by the respective beneficiary and thus submitted to the Lead Partner after creating the consolidated claim, will be also automatically added by the EEP.

- Consequently, once the consolidated claim has been submitted by the Lead Partner to the Joint Secretariat, newly submitted partner claims will have to be included in the following consolidated claim. **It is thus crucial that the Lead Partner makes clear practical arrangements with his/her partners in order to avoid that a partner misses a certain deadline by which he wanted to declare expenditure!**

A. Tab 1 – Overview Current Claim

➔ This tab contains read-only information: all partner financial claims included in the consolidated claim so far (ordered per partner number), as well as the aggregation of this information on project level (at the bottom of the page).

➔ As indicated in the blue box above, it must be emphasised that newly submitted partner financial claims will be automatically added here for as long as the consolidated claim is not submitted to the Joint Secretariat. The EEP will ensure the new aggregation at project level automatically.

➔ The full page is available for download in Excel by clicking the "Partners & Project Current Claim Overview" button in the upper right corner as shown in the screenshot below. Obviously, the data shown in the spreadsheet will depend on the moment one downloads it, as in the meantime an additional partner claim may have been added to the consolidated claim. The spreadsheet however contains a date and time stamp to avoid confusion in this respect.
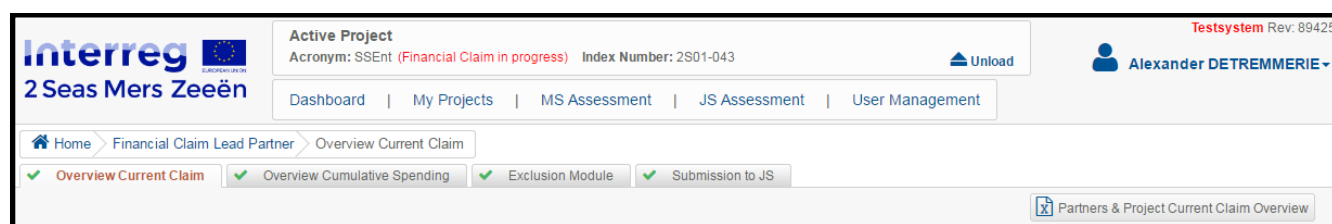
B. Tab 2 – Overview Cumulative Spending

➜ This tab contains read-only information: the most recent cumulative spending figures, shown in different dimensions as they are arranged by partner, work package, budget line, et cetera.

➜ The EEP shows the most recently known information, which means it takes into account previously accepted and paid claims, potential exclusions of expenditure, and the current partner financial claims.

➜ The full page is available for download in Excel by clicking the "Partners & Project Cumulative Spending Overview" button in the upper right corner as shown in the screenshot below. Obviously, the data shown in the spreadsheet will depend on the moment one downloads it, as in the meantime an additional partner claim may have been added to the consolidated claim, which will sort an effect on the cumulative spending figures. The spreadsheet however contains a date and time stamp to avoid confusion in this respect.
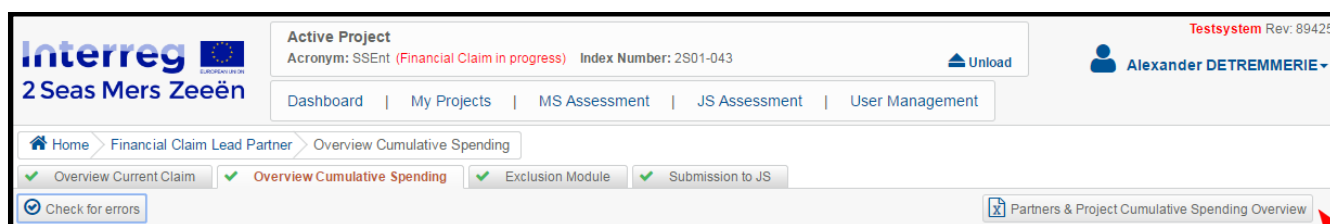
➜ It is in this tab that the EEP automatically verifies compliance with the so-called 'flexibility rule' (see Programme Manual, fact sheet 6 for a general understanding and fact sheet 8 for a more detailed explanation, including an example).

➜ Should the EEP show a red exclamation mark for this tab, then the flexibility rule is not respected. **This will prevent the Lead Partner from submitting the consolidated claim to the Joint Secretariat, meaning that the Lead Partner is obliged to solve the flexibility rule violation beforehand.** (For an explanation on how to solve this issue, see subsection C on excluding expenditure below.)

➜ As always, clicking the "Check for Errors" button will show the Lead Partner user which overall partner budget, work package budget or budget line has been exceeded. The concerned cells will be encircled in red and a more detailed explanation will be given in the red box on top of the page, as shown in the screenshots below.

Interreg 2 Seas Mers Zeeën

Active Project
Acronym: SSEnt (Financial Claim in progress) Index Number: 2S01-043 ⬆ Unload

👤 **Alexander DETREMMERIE ▾**

Dashboard | My Projects | MS Assessment | JS Assessment | User Management

🏠 Home ⟩ Financial Claim Lead Partner ⟩ Overview Cumulative Spending

✔ Overview Current Claim ❗ Overview Cumulative Spending ✔ Exclusion Module ✔ Submission to JS

⊙ Check for errors ⚠ Errors   📄 Partners & Project Cumulative Spending Overview

- According to the flexibility rule, partner PP6 cannot spend more than 120% of their approved budget.
- According to the flexibility rule, projects cannot spend more than 120% of total WP4 budgets as approved in the last AF.

CUMULATIVE AMOUNT VALIDATED SO FAR (PREVIOUSLY PAID CLAIMS + CURRENTLY VALIDATED BY FLC) ℹ

Partner	Application Form - Total Eligible Costs	Previously claimed & certified - Total Eligible Costs	In certification process - Total Eligible Costs	Current claim(s) - Total Eligible Costs	Total Eligible Costs claimed so far	% Total Eligible Costs claimed so far	Remaining budget - Total Eligible Costs
LP	1,121,605.50	107,366.56	0.00	0.00	107,366.56	9.57%	1,014,238.94
PP2	524,082.50	9,852.87	0.00	19,403.30	29,256.17	5.58%	494,826.33
PP3	744,079.40	6,046.72	0.00	0.00	6,046.72	0.81%	738,032.68
PP4	244,935.95	6,048.82	0.00	14,752.09	20,800.91	8.49%	224,135.04
PP5	153,866.10	5,058.50	0.00	0.00	5,058.50	3.29%	148,807.60
PP6	297,063.75	2,802.24	0.00	1,157,030.30	1,159,832.54	390.43%	-862,768.79
TOTAL	3,085,633.20	137,175.71	0.00	1,191,185.69	1,328,361.40	43.05%	1,757,271.80

Interreg 2 Seas Mers Zeeën

Active Project
Acronym: SSEnt (Financial Claim in progress) Index Number: 2S01-043 ⬆ Unload

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Dashboard | My Projects | MS Assessment | JS Assessment | User Management

🏠 Home ⟩ Financial Claim Lead Partner ⟩ Overview Cumulative Spending

✔ Overview Current Claim ❗ Overview Cumulative Spending ✔ Exclusion Module ✔ Submission to JS

⊙ Check for errors ⚠ Errors   📄 Partners & Project Cumulative Spending Overview

- According to the flexibility rule, partner PP6 cannot spend more than 120% of their approved budget.
- According to the flexibility rule, projects cannot spend more than 120% of total WP4 budgets as approved in the last AF.

SUMMARY OF COSTS PER WORK PACKAGE ℹ

WP Number	Application Form	Previously claimed & certified	In certification process	Current claim	Total claimed so far	% Spent	Remaining budget
WP0	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	0.00
WP1	1,021,674.95	23,801.90	0.00	10,887.95	34,689.85	3.40%	986,985.10
WP2	576,261.65	84.94	0.00	8,536.17	8,621.11	1.50%	567,640.54
WP3	526,349.60	0.00	0.00	0.00	0.00	0.00%	526,349.60
WP4	571,771.65	62,014.79	0.00	1,169,315.90	1,231,330.69	215.35%	-659,559.04
WP5	339,575.35	1,274.08	0.00	2,445.67	3,719.75	1.10%	335,855.60
TOTAL ELIGIBLE EXPENDITURE	3,085,633.20	137,175.71	0.00	1,191,185.69	1,328,361.40	43.05%	1,757,271.80

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C. Tab 3 – Exclusion Module

➔ This is the tab to be used by the Lead Partner to exclude certain expenditure in duly justified cases (violation of the flexibility rule, suspicion of fraud by one of his partners, et cetera). Excluded expenditure can be retrieved by the concerned partner(s) in the subsequent partner financial claim as explained in chapter III, subsection C.

➔ The Lead Partner can only exclude aggregated amounts, not single expenditure items[3]. The procedure to be followed is explained below; the numbers of the different steps correspond to the arrows in the screenshot.

1. In order for the Lead Partner to retrieve the amounts he is looking for, some filters are available. The Lead Partner shall choose a value for one or several available filters and click the "Search" button. Conversely, clicking the "Reset" button afterwards will cancel all filters. The example below already shows a filtered view.

2. The Lead Partner shall select the line(s) he wants to exclude by selecting them at the end of the line(s). As always, all visible lines can be selected at once by ticking the box in the header. Subsequently, by clicking the "Exclude Selected" button, the selected aggregated amount(s) will be excluded from the consolidated claim.

3. Excluded expenditure can be included again if need be. The procedure is similar as in point 2: the line(s) must be selected, and afterwards the "Re-include Selected" shall be clicked.


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[3] For information, when the Joint Secretariat and/or Certifying Authority exclude aggregated expenditure amounts following assessment of the submitted claims, the exact same module is used and the very same methodology as described here is applied.

Keep in mind that!

- By making use of the "Budget Line", "Work Package" and "Claim Code" filters, the Lead Partner can easily retrieve all amounts declared by his partners for a very specific budget line, work package, or in a specific partner claim.

- Moreover, by combining several filters, it is possible to make the EEP return amounts from a given partner claim for an identified budget line and work package. The latter would obviously correspond to one specific cell in the work package / budget line table for that specific partner in tab 1 "Overview Current Claim".

- A fourth filter "Status" is available in order for the Lead Partner to easily retrieve previously excluded expenditure if need be.

- **Excluding one or several aggregated amount(s) will automatically update the corresponding tables and derived calculations in tab 1 "Overview Current Claim" and tab 2 "Overview Cumulative Spending".** The Lead partner may need to refresh those tabs (F5) should they be opened at the moment of excluding. That will show, in case of non-compliance with the flexibility rule for example, whether the project is now within the allowed limits (green indicator on tab 2 "Overview Cumulative Spending" and no error messages anymore when clicking "Check for Errors" in the latter tab).

D. Tab 4 – Submission to JS

➔ This is the final tab with read-only information which is to be used for formal submission of the consolidated claim to the Joint Secretariat. The different sections on this page contain guidance next to their titles which further information on what is exactly shown in the tables and how to interpret them.

➔ The Lead Partner can download here all partner financial claim documents at once or separately by making the corresponding choice in the dropdown list and subsequently clicking the "Download" button in the upper right corner (see red arrow in screenshot below). This may be kept in the Lead Partner's audit trail.

➔ This download will also include a PDF overview of the current tab, which is available as a separate download with the dedicated "Current Tab as PDF" button (black arrow). The overview will obviously also change in function of excluded expenditure.
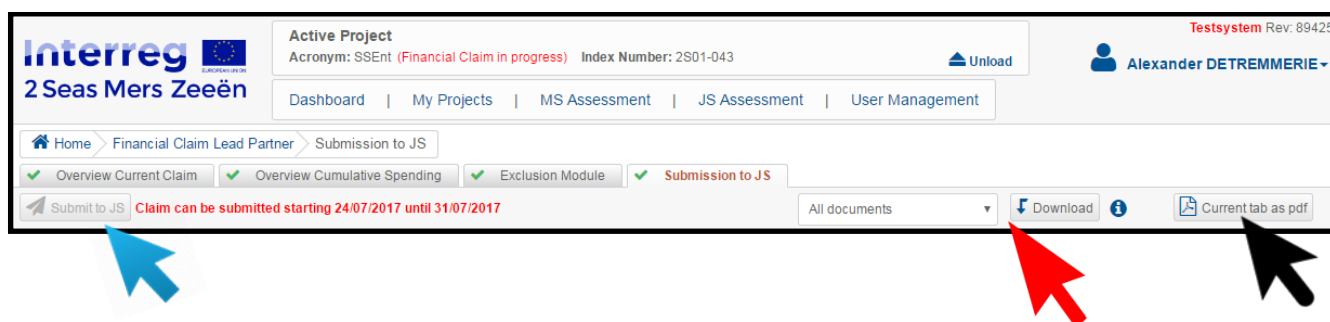
➔ The consolidated claim, thus including all partner financial claims received up to that point and since the last consolidated claim submission, can now be submitted to the Joint Secretariat. However, there are **only four periods during which the consolidated claim can be submitted to the Joint Secretariat,** which is in line with the rules laid down in the Programme Manual (see fact sheet 6):

  o **24 – 31 January;**
  o **23 – 30 April;**
  o **34 – 31 July;**
  o **24 – 31 October.**

➔ It is not a problem if the Lead Partner carries out the consolidation work in the EEP outside these timeframes – as stated above, the consolidation section is accessible at any given moment. The EEP will in that case show a red error message that the consolidated claim cannot be submitted yet as well as indicate what the earliest submission window is (see screenshot above).

➔ Only during the four weeks mentioned above the "Submit to JS" button in the upper left corner will be activated (blue arrow). Upon clicking it, a final prompt will appear which requires the Lead Partner to click "Yes" in order to submit the whole set of financial data to the Joint Secretariat.

Submit to JS ✖

By submitting your consolidated claim to the Joint Secretariat you confirm that you take on the responsibility for this claim as well as the liability towards the Programme Authorities.

The submission of the consolidated claim to the JS cannot be reverted.
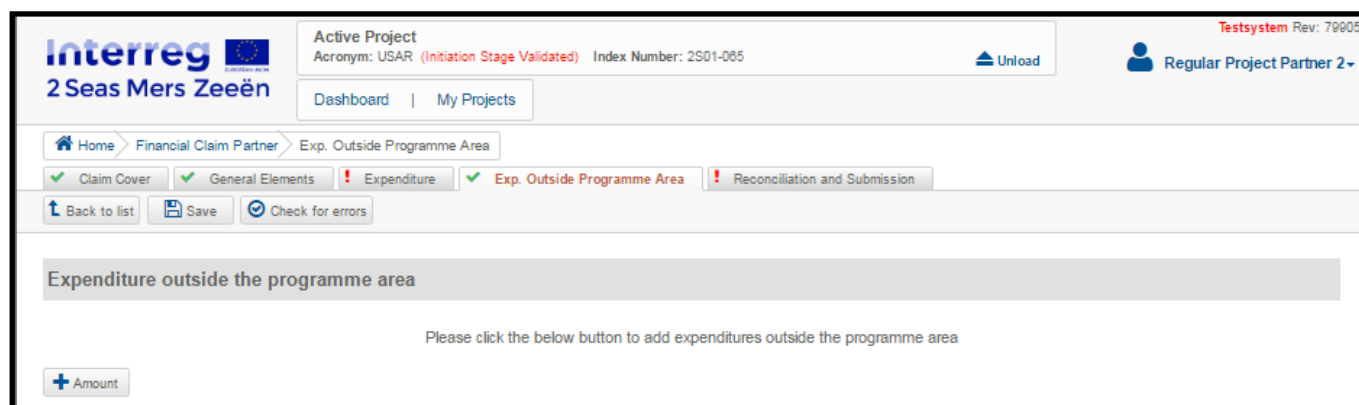
Do you want to proceed?
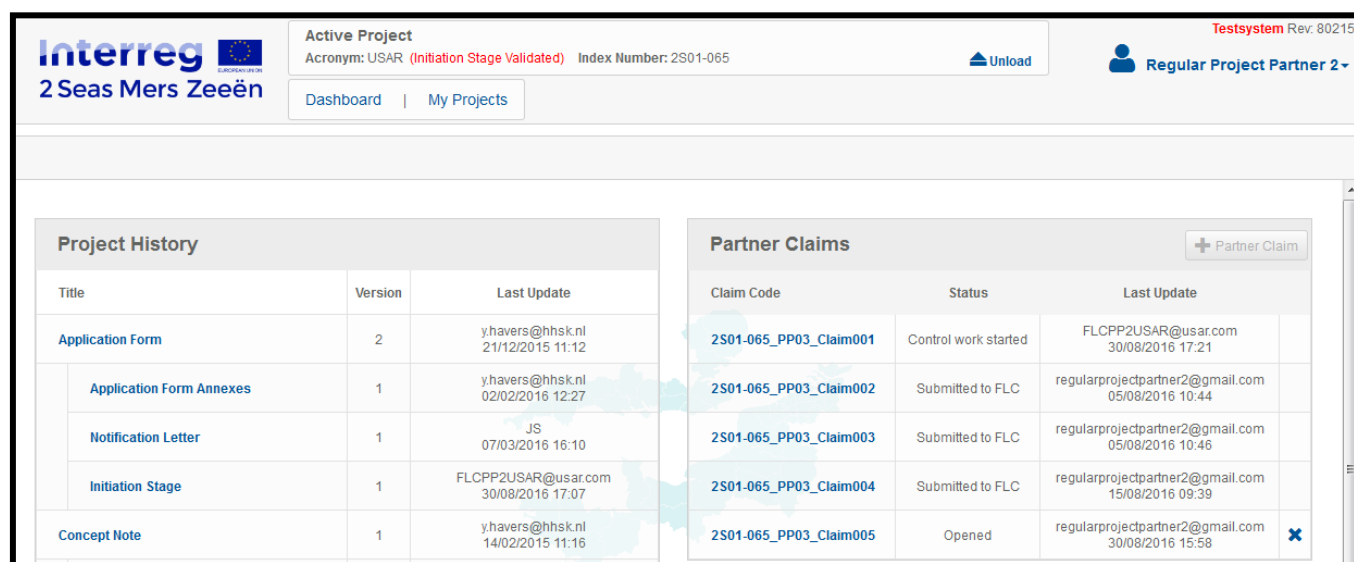
✔ Yes   ⊘ Cancel

V.   Other EEP functionalities

A.   Exiting and entering the claim during the expenditure declaration process

➔   At any moment you can save your work by clicking the "Save" button provided on the tabs where relevant and exit the EEP afterwards.

➔   If there is no "Save" button your work is saved automatically by the system: the system will either show a short message that an element was saved or the user will see for himself that elements were added through saving data in pop-up windows.

➔   As soon as the beneficiary wants to continue to work on the claim, the user can log back in and navigate to the project dashboard.

➔   A line will have been added in the Partner Claims window every time the beneficiary adds a Financial Claim with the "+ Partner Claim" button. From that moment onwards, its status will say that it is 'open' as shown in the screenshot below. By clicking on this line the user enters the opened claim again.

➔   The beneficiary is therefore not obliged to complete the process of opening a claim, declaring all expenditure items and submitting everything to the FLC in one sitting. One can easily save, quit the EEP, and continue later on.
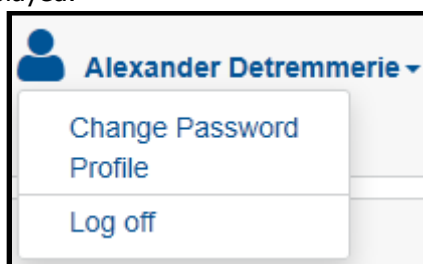
B. Changing passwords

The EEP will generate a random password for the user during the process of creating or activating an account. If the user wishes to do so, s/he can change this password.
This is done through the following steps:

1. The user must click on his/her name in the upper right corner of the screen as shown below.

➔   The following menu will be displayed:

2. The user selects "Change Password" from the list.

➔   A dialogue box will now pop up:

3. The user is requested to complete the following fields:

- Old password

For security purposes, the user will not be able to copy paste the old password into this field. It must be typed manually.

- New password, fulfilling the password policy requirements as indicated in the screenshot above
- Confirm new password

4. If all password policy requirements are fulfilled, the user must click "OK" and a confirmation message saying that the user's password has been changed will appear.

C. Guidance in the "i" fields

Guidance on questions asked and information sought can be found in the ℹ️ next to those questions.

The user can open these guidance bubbles by clicking on the ℹ️ symbol. The following speech bubbles will
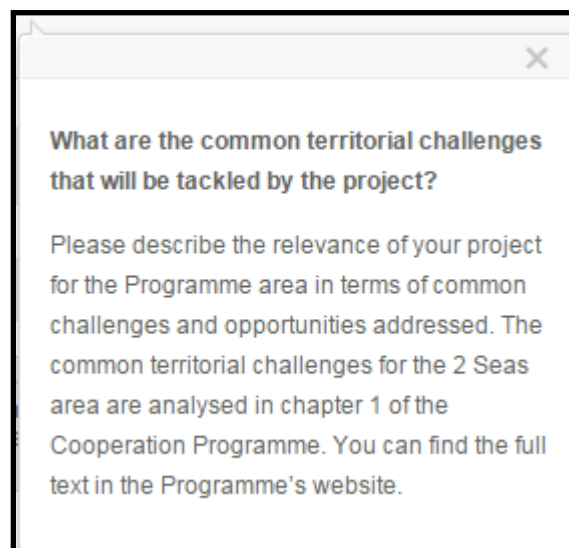
appear when doing so:

These pop-ups contain questions and/or further explanation on what type of information is sought in a given field to be completed.

Some general tips and tricks on how to use these pop-ups are provided below:
- The pop-ups do not disappear when typing in text fields. Therefore, the user can formulate an answer to a question or provide the required information on an expenditure item while reading the corresponding guidance.

- One can open as many ℹ️ pop-ups as wished at the same moment.

- By clicking and holding the empty bar next to the ✕ , one can drag the pop-up to any place wished on the screen.

- The pop-ups can be closed by clicking ✕ .

D. Saving your progress

It is imperative that the user saves frequently in order not to lose any progress made since the last save.

Some general information on the "Save" functionality of the EEP is provided below:

- The "Save" button is usually the button at the far left in the button bar, regardless of the page displayed at
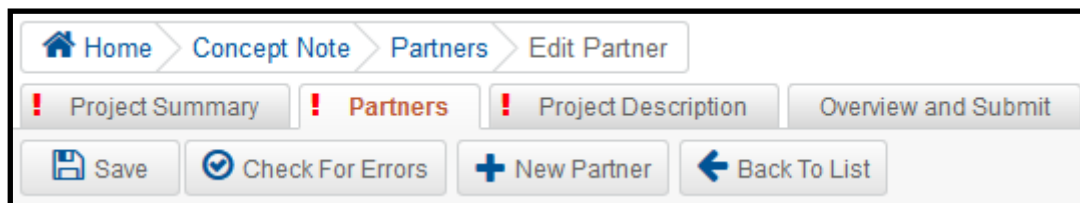

  any given time:

- When all goes well while saving, the EEP will display a message confirming that the user's progress was saved successfully:

  This message will automatically disappear after a couple of seconds.

- A safeguard is built into the system if a user's click would make the system switch between tabs without having saved first.
  In this case, the EEP will generate a warning message saying that the user has unsaved data:
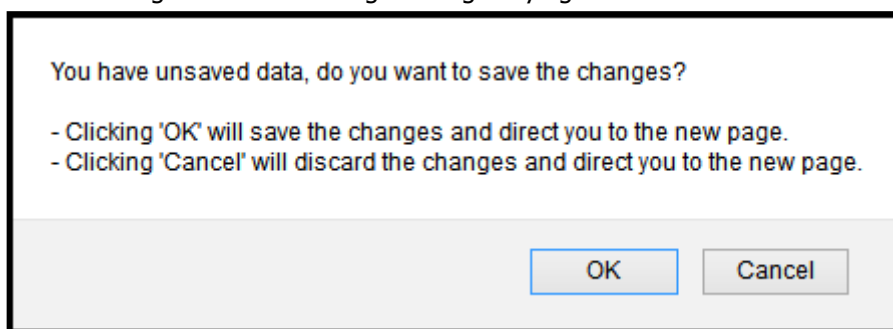

  The system needs to know what to do with this data before moving to the requested page. The user can either save the data or discard the changes by respectively clicking "OK" or "Cancel".

Regardless of the option chosen, the user will be directed to the requested page which led to the generation of the warning message in the first place.

- On a final page where a task is to be submitted, such as on the Financial Claim's tab 5 – "Reconciliation and Submission". If the user forgets to save and tries to submit he will get the following pop-up which

prevents submission. This is to guarantee that the data submitted corresponds to the data the user had just removed or added (if no such check would be in place the last known saved data would be submitted, i.e. without the data the user had just removed or added).
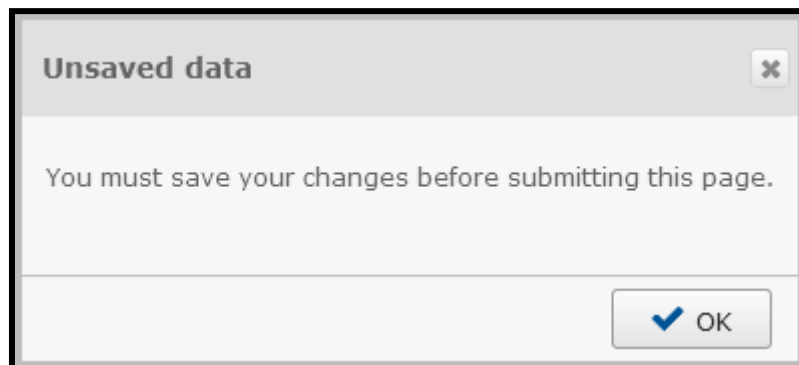
- Last but not least, it is stressed again that the user should save very regularly by clicking the standard "Save" button.

E. Checking for errors

The system has a built-in feature that is meant to aid the user in properly completing a step in line with the requirements.

The "Check for Errors" button will help spot any element that blocks the submission of a task. These issues can be manifold: empty fields, fields which exceed the allowed character limit, fields which contain words but require numeric information, etc.

Some general information on how to use this functionality is provided below:

- The "Check for Errors" button is always situated right next to the "Save" button in the button bar:
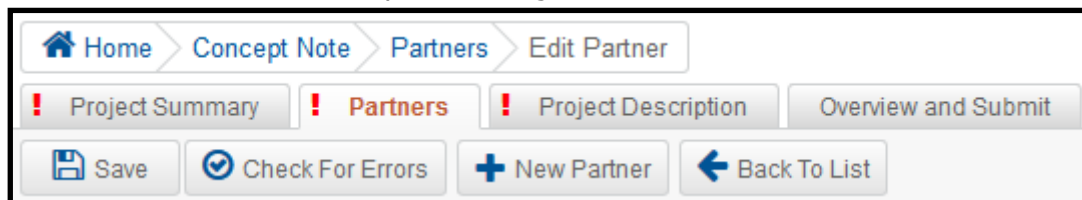
- Clicking this button will generate on the top of the screen a list of errors to be rectified in order for the
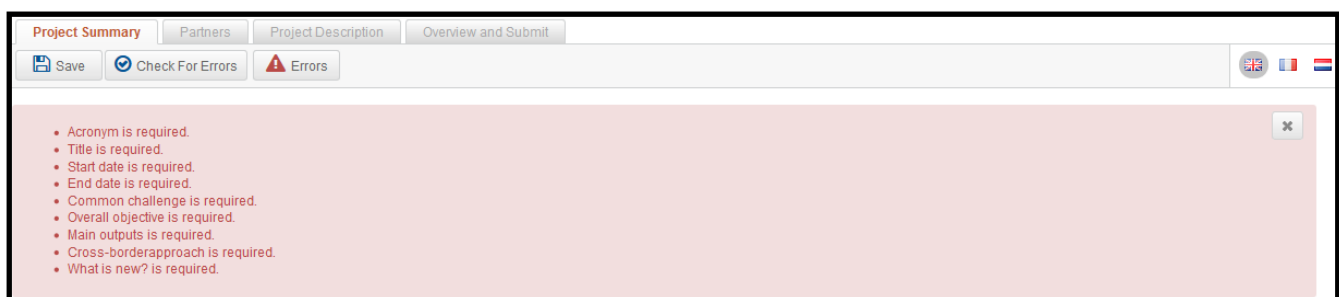
user to be able to eventually submit:

- This list can be hidden and shown again by clicking the button that has now appeared in the button bar or by clicking the X in the top right corner (cf. screenshot above).

- In addition to the list of identified errors, the system will also visually indicate which fields these errors relate to. These fields will be circled in red:

- In most cases, the user can save his/her progress even if there are some errors present in the current version. This feature was added so that users could easily log out of the system and continue filling in later on.

  For example, the text field in the screenshot below largely exceeds the allowed character limit. This text can be saved nevertheless. But if the user clicks the "Check for Errors" button, s/he is notified of this error and the relevant field is circled in red.

- However, in other cases, the user cannot save before completing some absolutely essential fields. For instance, in the screenshot below, the system refuses to save until the user has completed the "Acronym" and "Title" boxes. Corresponding errors are displayed upon clicking the "Save" button, while the concerned fields are circled in red.

Even if it is possible for practical purposes to save progress in spite of certain errors in some cases, the user must ensure that **all** errors have been solved in order to be able to submit.

Every tab that does not have the ✔ indicator next to it contains an error message somewhere, which should be addressed by the user.
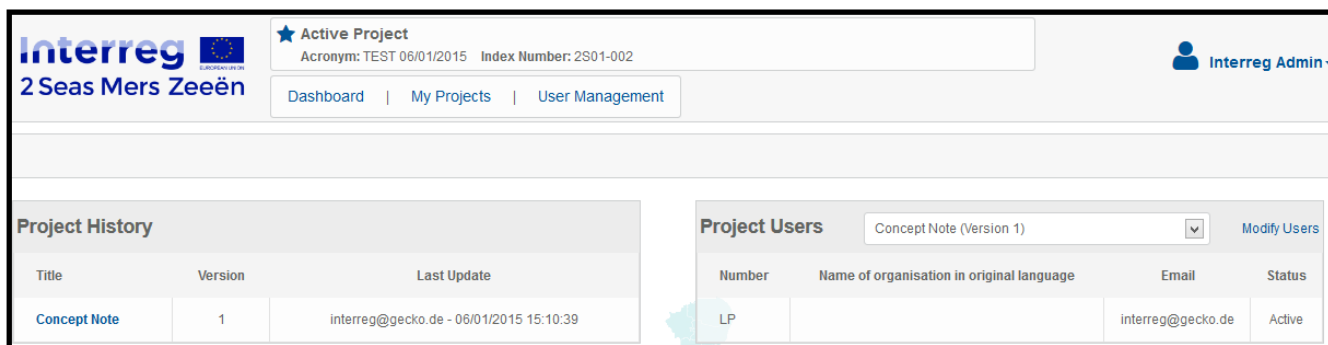
- The "Check for Errors" functionality is dynamic in the sense that it will help users in a different way depending on the progress they have made on the page they are on: the functionality checks the possible errors on the page where the button is clicked.

F. User management by the Lead Partner

The Lead Partner is capable of and should create additional users for a given project in order to provide his project partners with EEP accounts in order for them to declare project expenditure, access the document centre, et cetera.

The process is as follows:

1. **The user clicks on "Dashboard" on the top of the screen. An overview of the project the user is currently working on will be displayed, as shown in the screenshot below:**

2. **The project users are displayed at the right side of the page. To add one, the user must click "Modify Users".**
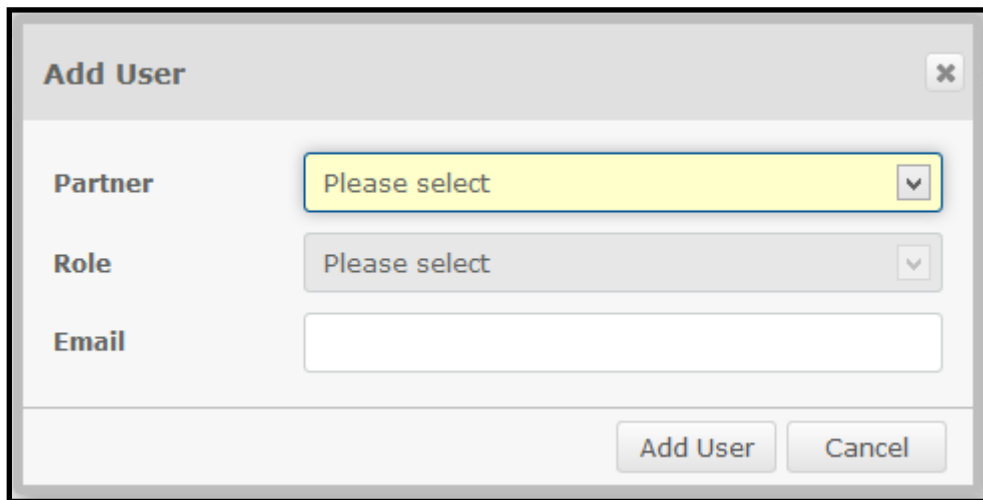
➔ An overview of all project users is displayed:

3. **To add a user, one clicks the "+ New User" button in the upper left corner of the page as shown in the screenshot above.**

➔ A dialogue box will now pop up:

4. **The user fills out the requested information.**

The Lead Partner selects the concerned project partner and shall provide a valid email address before eventually clicking the "Add User" button.

5. **The newly added user will receive an email in his or her inbox (or spam folder) with an activation link. Once s/he has clicked this link, his/her account will be activated and s/he will be able to access the project for which they were granted access by the initial user with the login credentials provided by the system.**

Additional users can be removed by clicking the ✖ next to the said user. A dialogue box asking if the user is sure will appear. After deletion, a confirmation message will be displayed.

Several user accounts (i.e. email addresses) can be associated to one and the same project partner organisation!