

PROJECT GUIDANCE

Small-scale project financial reporting in the Online Monitoring System

Version 1.0

This guidance covers the steps necessary to start and submit the financial report for small-scale projects. The guidance covers both the lead partner starting the project level report, the partner level reports, the completion of these reports taking into consideration the involvement of controllers and authorised signatories.

Functions directly involved in the procedure covered by this guidance;

- Project managing user – Will start the project level report and prepare it for submission once all partner reports have been completed. *Step 1-5* is relevant for getting the report started, and *step 25-34* is relevant for completing the project level report.
- Partner managing user – Will start the partner level report, complete this report and make it available to the controller in the first instance. In a finalising instance the partner managing user will mark the report as complete and notify the partner authorised signatory about the report being ready to submit. *Step 6-24* is relevant for starting, operating and completing the partner level report.

Functions affected by the procedure covered by this guidance;

- Project authorised signatory – Will submit the project level report to the Joint Secretariat.
- Partner controller – Verifies the included expenditures, finalise the control report and approves the partner level finance report.
- Partner authorised signatory – Submits the partner level finance report to the lead partner.

Note: Before the project level report can be started it is a requirement that a reporting round has been created by the projects project advisor at the Joint Secretariat.

Structure of the guidance

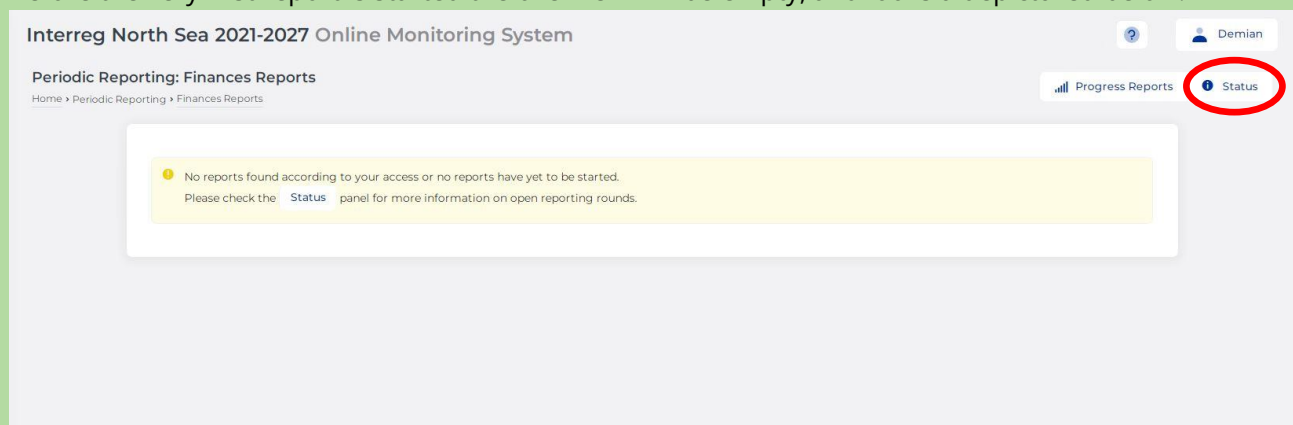
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STEP 1 - Project level

Before the partners (including the lead partner organisation) can start filling in their reports, it is a prerequisite that the project level report has been started.

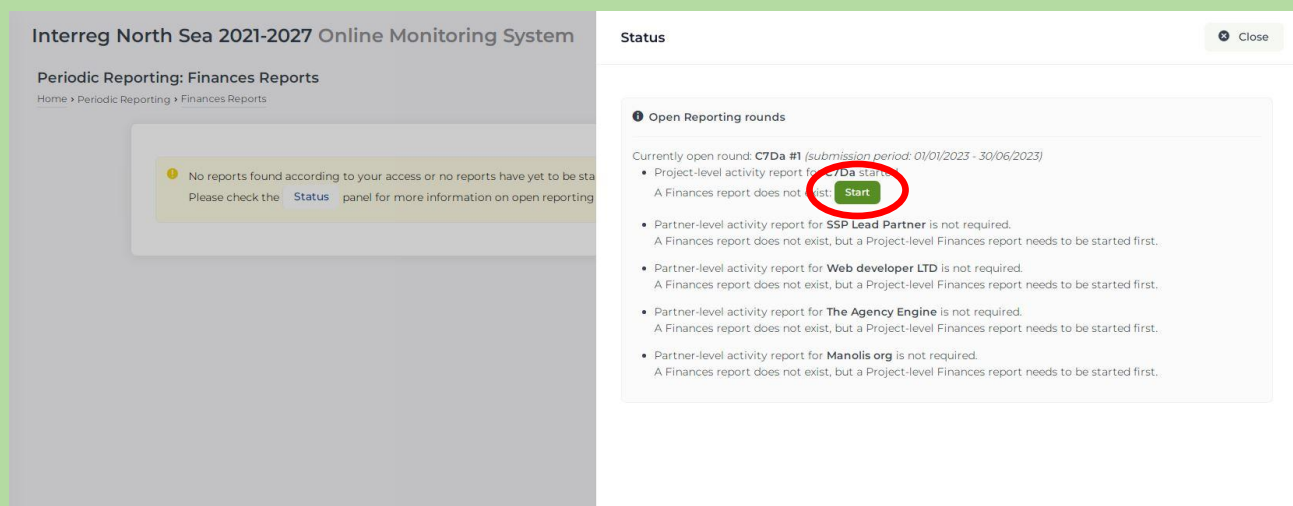
From the finance reports overview the project managing user can start the report. The finance report overview is either accessed via the menu item '*Finance reports*' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-finance/>.

Before the very first report is started the overview will be empty, and looks as depicted below.



STEP 2 - Project level

The project report is now started from the status overview. Click "*Status*" and then click the button "*Start*".



STEP 3 – Project Level

The project level finance report is now started and it is presented in edit mode to the project managing user.

The project level report (in edit mode) is divided into three sections, which at this stage are all empty since no partner level reports has been completed. The three section are 'Main details', 'Summary' and 'Funding'.

In the '**Main details**' section the project managing user has to provide the relevant bank account information of the lead partner organisation. In this section it is the only thing which can be operated. The reporting period start and end-date is operated from the project level activity report.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report / Edit Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report / Edit Report

Main details	Main details		
Summary	Project	C7Da	
Funding	Report Type	Full Finances report	
	Form Version	SSP [Project] Finances Report v1	
	Reporting level	Project	
	Reporting Round	#1	
	Project start date	01/12/2021	
	Project end date	01/03/2023	
	Reporting period start	01/12/2021	
	Reporting period end	16/07/2022	
	Bank account	Bank account holder	IBAN
			SWIFT

☒

STEP 4 – Project level – Bank account information

Editing the bank account information

The bank account information which should be used to transfer the reimbursement from the programme has been entered in each project level report.

In the main details section in the project level report the project managing user finds a small edit icon placed in the relation to the header "bank account". Click this button.

The first thing the project managing user now sees is the filed requesting information about the account holder. This is in the tab "Account holder". All fields are mandatory and has to be related to a bank account "owned" by the lead partner organisation.

Cancel Edit Bank Details

Account holder Account holder

Account details

Bank account holder *


Address *

Zip code *

City *

Country * Select an option

Contact person *

E-mail * 

Phone number *

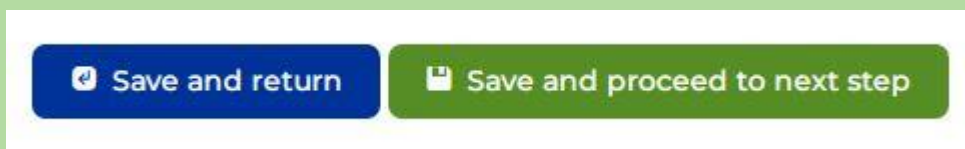
Bank account Bank account holder IBAN SWIFT

In the second tab ("Account details") all required information for the bank account details are requested. Please double check the correctness of the information provided, this to avoid any unnecessary delays in the reimbursement process.

All required fields have to be filled in before the bank information can be saved.

STEP 5 – Project level - Navigation

The project managing user can exit the edit mode by clicking the button "Save and return".

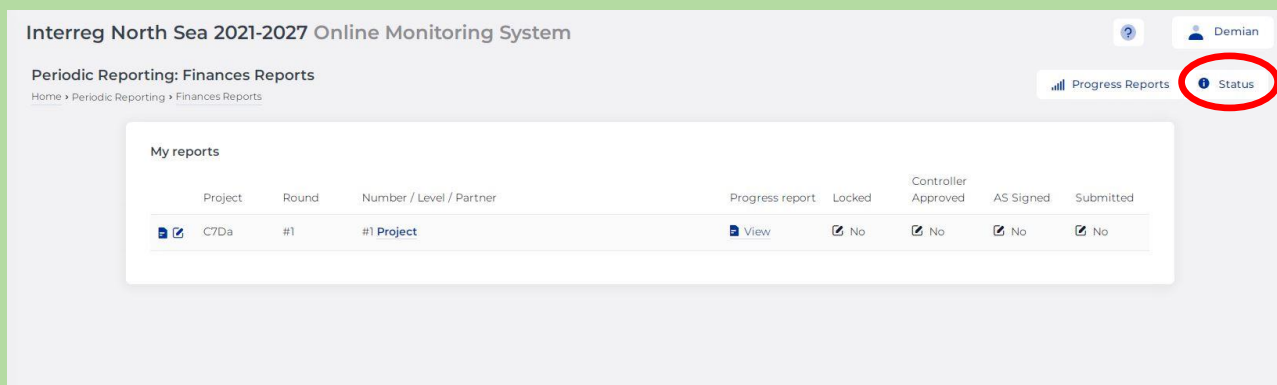


STEP 6 – Partner level report – starting the report

Starting the partner level report

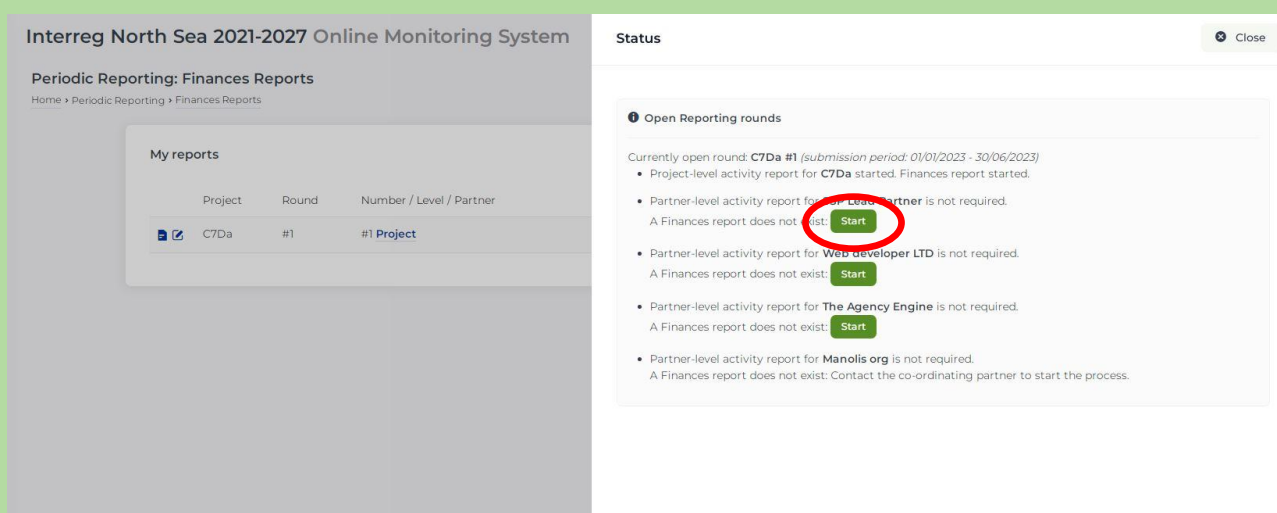
The partner level finance report is started the same way as the project level report.

From the finance reports overview the partner managing user can start the report. The finance report overview is either accessed via the menu item '*Finance reports*' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-finances/>.



STEP 7 – Partner level – starting the report

The partner report is now started from the status overview. Click "*Status*" and then click the button "*Start*". If the partner managing user is managing user for more than one organisation (including sup-partners) it might be possible to start more than one report.



STEP 8 – Partner level – Finance report

The partner managing user is now presented with the partner level finance report. The report is in edit mode.

For the small-scale projects the partner finance report is limited to five sections. The first section is the 'main details' section.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Main details
Staff Costs
Summary
Funding
State Aid

Main details

Information in this tab is pre-determined/automated and can not be edited.

Project	C7Da
Report Type	Full Finances report
Form Version	SSP [Partner] Finances Report v1
Reporting level	Partner
Partner	SSP Lead Partner
Reporting Round	#1
Project start date	01/12/2021
Project end date	01/03/2023
Reporting period start	01/12/2021
Reporting period end	16/07/2022

STEP 9 – Partner level – Currency conversion

Conversion of national currency into Euros

In this section the partner should indicate the local currency in which the costs are incurred (that would be the currency of the organisations bank account). This is followed by a request to indicate the applicable conversion rate (to EUR), and the time of conversion (conversion date).

Note: The conversion rate and time of conversion is governed by the programme rule on exchange rates. This is covered in Fact Sheet 11 on the programme website. See <https://www.interregnorthsea.eu/resources#fact-sheets>

Currency conversion

Local Currency * ☐ Euro ☒ Danish Krone ☐ Norwegian Krone ☐ Swedish Krona

Conversion Rate *

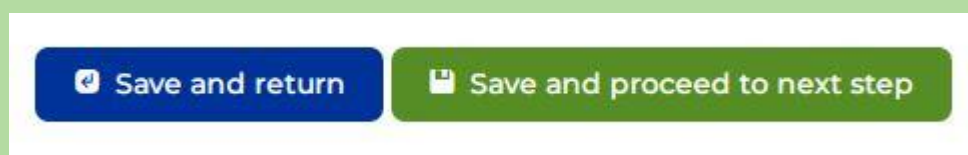
Conversion Date *

STEP 10 – Partner level - Navigation

Navigating the report

The partner managing user can navigate the partner report by either clicking the button "*Save and proceed to next step*" on the bottom of each page, or by clicking on the desired report section presented in the sub-menu (e.g. Staff costs, summary, etc.).

The report can also be saved and exited by clicking the button "*Save and return*".

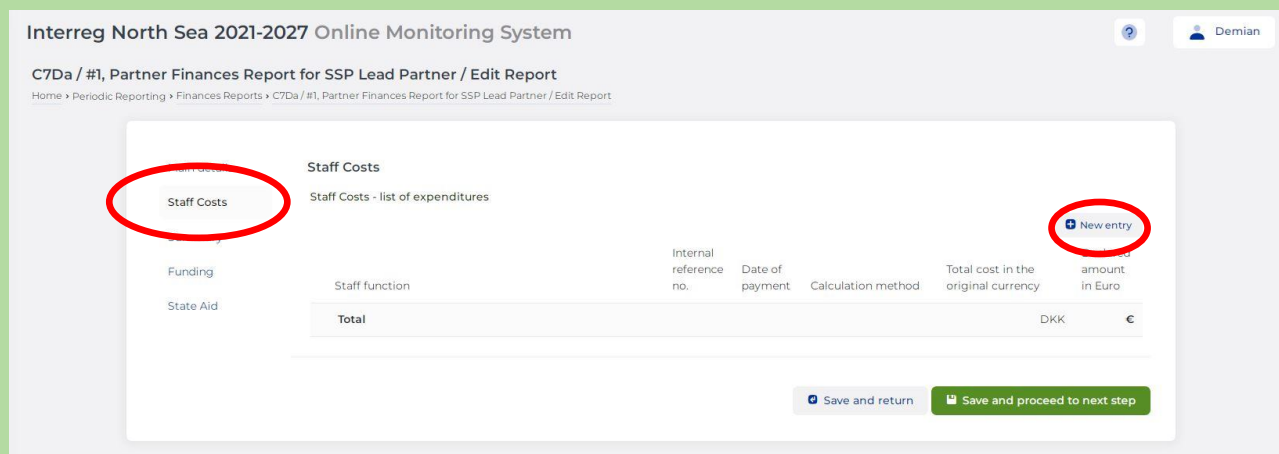


STEP 11 – Partner level – Staff costs

Staff costs

In the staff costs section, the project partner managing user should list all staff costs relevant to the current reporting period.

The partner should as a minimum present the staff costs as a breakdown per staff function. A new entry to the list of staff costs is created by clicking the button "*New entry*".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. The main content area is titled 'Staff Costs' and 'Staff Costs - list of expenditures'. On the left, there is a sub-menu with 'Staff Costs' highlighted by a red circle. On the right, there is a table with columns: 'Internal reference no.', 'Date of payment', 'Calculation method', 'Total cost in the original currency', and 'amount in Euro'. A red circle highlights a '+ New entry' button in the top right corner of the table. At the bottom, there are two buttons: 'Save and return' and 'Save and proceed to next step'.

STEP 12 – Partner level – Staff costs

Staff costs – new entry

As a minimum a staff cost entry per "Staff function" should be created. Per staff cost entry made there should be a reference to the bookkeeping system of the partner organisation (Internal reference no.),

the date of payment should be indicated, the way the staff cost was calculated, the title of the function in the project, and last but not least the expenditure associated.

Remember to click the button "Save" once the entry is complete.

New Staff Costs entry

Sequence no. * 1

Internal reference no. *

Date of payment *

Calculation method * ☒ Full-time ☐ Fixed percentage ☐ Other

Staff function *

Total cost in the original currency * DKK

Conversion Rate 0.13

Declared amount in Euro €

Save

An example of an entry is depicted below.

New Staff Costs entry

Cancel

Sequence no. *

1

Internal reference no. *

202305056TBP

Date of payment *

2023-06-05

Calculation method *

☐ Full-time
☒ Fixed percentage
☐ Other

Staff function *

Project manager

Total cost in the original currency *

DKK

10000

Conversion Rate

0.13

Declared amount in Euro

€

1300

Save

STEP 13 – Partner level – list of expenditure

Staff costs – list of expenditure

All entries made for the cost category staff costs is summarised on the list of expenditure in this section.

Interreg North Sea 2021-2027 Online Monitoring System

Demian

C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Main details

Staff Costs

Summary

Funding

State Aid

Staff Costs

Staff Costs - list of expenditures

New entry

Staff function	Internal reference no.	Date of payment	Calculation method	Total cost in the original currency	Declared amount in Euro
<input checked="" type="checkbox"/> 1 Project manager	202305056TBP	05/06/2023	Fixed percentage	10,000 DKK	1.300 €
<input checked="" type="checkbox"/> 2 Communication	202305057TBP	05/06/2023	Fixed percentage	5,000 DKK	650 €
<input checked="" type="checkbox"/> 3 Expert in smart specialisation	202305058TBP	05/06/2023	Fixed percentage	12,000 DKK	1.560 €
Total				27,000 DKK	3.510 €

Save and return

Save and proceed to next step

STEP 14 – Partner level – Summary of costs

Summary of costs

In the summary section of the finance report the partner managing user will find a summary of expenditure entered per cost category applicable for the type of project being operated.

In case of the small-scale projects this overview includes a cost category named "Other costs". This covers the 40% flat rate applied to the reported staff cost expenditure to cover all other costs.

NOTE: For all types of projects. If a partner have no costs to report an explanation for this has to be provided in the comment box "*Explanation for no reported expenditure*".

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Main details Summary State Aid

Summary

Expenditures – breakdown per cost categories *

Please note that the line Staff Costs are automatically updated from the corresponding table in the previous step. Other costs are calculated as 40% of staff costs.

⚠ Taking into account this report, total expenditure is 4.914 €, which means that the Partner has exceeded the grant rate (112 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

⚠ For your information, the Total reported Expenditure (4.914 €) is not equal to the total reported Funding (113 €). The difference is 4.801 €. Please either adjust the expenditures or the funding sources (under Partner contribution, either Public or Private contribution).

Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Staff costs	134 €	0 €	3.510 €	3.510 €	2619%	-3.376 €
Other costs	54 €	0 €	1.404 €	1.404 €	2600%	-1.350 €
Total Eligible Expenditure	188 €	0 €	4.914 €	4.914 €	2614%	-4.726 €

Explanation for no reported expenditure *

If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.

STEP 15 – Partner level - Funding

Breakdown on funding sources

In the funding section, the partner managing user has to split the partner own contribution on public and/or private funding sources.

The system will display a warning message if the funding section does not reflect the reported expenditure.

To update the funding, click on the edit button next to either "of which public contribution" or "of which private contribution" or both if relevant.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Main details
Staff Costs
Funding
State Aid

Funding

Breakdown of funding sources

Please do not forget to update the numbers under partner contribution, and split it on public and/or private financing sources. The total eligible expenditure should be identical to the total from the summary (see previous section).

⚠ Taking into account this report, total expenditure is 4,914 €, which means that the Partner has exceeded the grant rate (112 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

⚠ For your information, the Total reported Expenditure (4,914 €) is not equal to the total reported Funding (113 €). The difference is 4,801 €, Please either adjust the expenditures or the funding sources (under Partner contribution, either Public or Private contribution).

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding Total	113 €	0 €	113 €	113 €	100%	0 €
Programme Co-funding ERDF	113 €	0 €	113 €	113 €	100%	0 €
Programme Co-funding equivalent	0 €	0 €	0 €	0 €	0	0 €
Partner contribution	75 €	0 €	0 €	0 €	0	75 €
<input checked="" type="checkbox"/> of which public contribution	75 €	0 €	0 €	0 €	0	75 €
<input checked="" type="checkbox"/> of which private contribution	0 €	0 €	0 €	0 €	0	0 €

Below you will see an example of a correctly adjusted funding section.

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report

Main details
Staff Costs
Summary
Funding
State Aid

Funding

Breakdown of funding sources

Please do not forget to update the numbers under partner contribution, and split it on public and/or private financing sources. The total eligible expenditure should be identical to the total from the summary (see previous section).

⚠ Taking into account this report, total expenditure is 4,914 €, which means that the Partner has exceeded the grant rate (112 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding Total	113 €	0 €	113 €	113 €	100%	0 €
Programme Co-funding ERDF	113 €	0 €	113 €	113 €	100%	0 €
Programme Co-funding equivalent	0 €	0 €	0 €	0 €	0	0 €
Partner contribution	75 €	0 €	4,801 €	4,801 €	6401%	-4,726 €
<input checked="" type="checkbox"/> of which public contribution	75 €	0 €	4,600 €	4,600 €	6133%	-4,525 €
<input checked="" type="checkbox"/> of which private contribution	0 €	0 €	201 €	201 €	-	-201 €
Total Eligible Expenditure	188 €	0 €	4,914 €	4,914 €	2614%	-4,726 €

Save and return Save and proceed to next step

STEP 16 – Partner level – Indirect state aid

State aid – reporting on indirect aid

If (as part of the project activities) a project partner provides indirect state aid, this has to be reported in the "state aid" section of the finance report.

To add a new entry, click the button "New".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. The left sidebar has a menu with 'Main details', 'Staff Costs', 'Summary', 'Indirect State Aid', and 'State Aid'. The 'State Aid' item is highlighted with a red circle. The main content area is titled 'State Aid' and shows a table with columns: 'Organisation', 'Country', 'VAT Number', and 'Amount'. The table has one row labeled 'Total' with a value of '0 €'. A 'New' button with a plus icon is circled in red in the top right corner of the table area. A 'Save' button is at the bottom right.

STEP 17 – Partner level – Indirect state aid

State aid – new entry

Per organisation which has received indirect aid in the relevant reporting period the following information has to be provided; Organisation name, the approximate value of the service provided (Amount), the country in which the receiving organisation is located and the VAT number of the organisation.

The screenshot shows the 'New State Aid entry' form. It has a 'Cancel' button in the top right corner. The form fields are: 'Sequence *' with the value '1'; 'Organisation *' with an empty text input field; 'Amount *' with a currency selector set to '€' and an empty text input field; 'Country *' with a dropdown menu showing 'Select an option'; and 'VAT Number *' with an empty text input field. A 'Save' button is at the bottom right.

STEP 18 – Partner level – Indirect state aid

State aid – overview of indirect aid

Once an entry of indirect aid has been made (see previous step), it will appear on the overview list. As this is also the last section in the report the navigation buttons in the bottom has been replaced with a single "Save" button.

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner / Edit Report'. On the left, there is a sidebar with navigation links: 'Main details', 'Staff Costs', 'Summary', 'Funding', and 'State Aid' (which is highlighted). The main content area is titled 'State Aid' and 'Indirect State Aid'. It contains a table with the following data:

Organisation	Country	VAT Number	Amount
1 SME/Company name	Germany	DE 123456789	354 €
Total			354 €

At the top right of the table area is a '+ New' button. At the bottom right is a green 'Save' button.

STEP 19 – Partner level – completing the report the first time

Completing the report before control

Before the controller is notified about the partner level report on finances is ready for validation the project managing user has to mark it as complete. The complete button will only be active if all mandatory fields has been filled in the report. If edits are necessary, the report can be edited again by clicking the button "Edit".

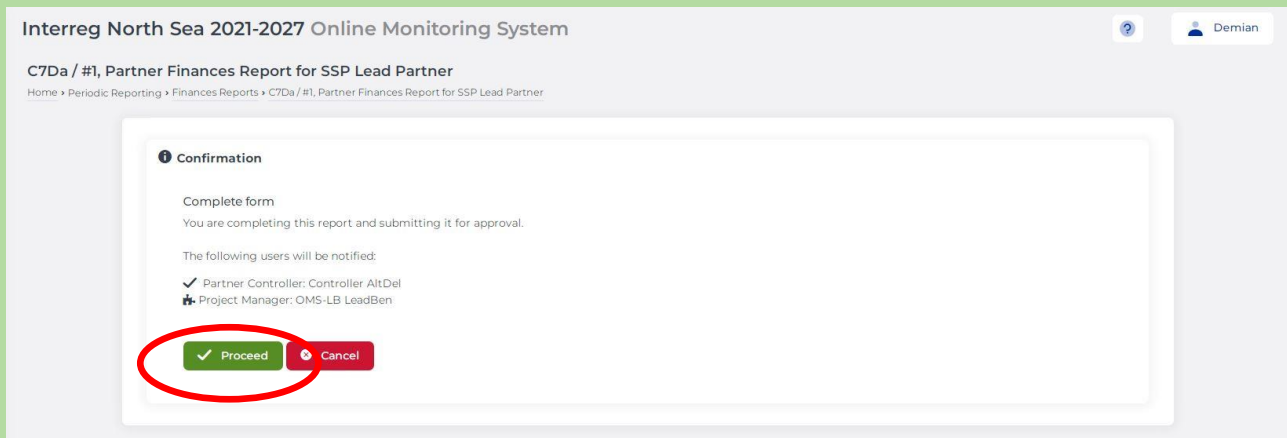
If the report is ready for the designated controller the partner managing user must click the button "Complete".

The screenshot shows the same 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner'. On the left, there is a sidebar with navigation links: 'Main details', 'Staff Costs', 'Project', and 'C7Da'. The main content area is titled 'Main details'. At the top right, there is a row of buttons: 'Edit', 'Complete', 'Status', 'Controller', and 'Actions'. The 'Edit' button is highlighted with a red circle.

STEP 20 – Partner level - completing the report the first time

Confirming the completeness

Once the partner managing user have clicked the button "Complete" in the previous step, the user is now requested to confirm the completeness of the report by clicking the button "*Proceed*".



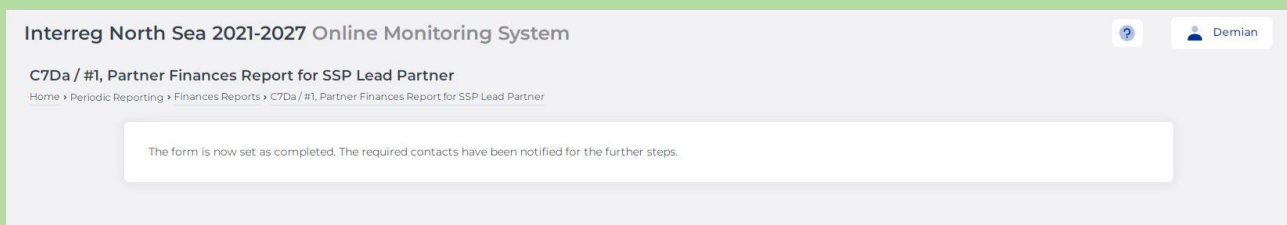
The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner'. A confirmation dialog box is displayed with the following content:

- Confirmation**
- Complete form
- You are completing this report and submitting it for approval.
- The following users will be notified:
- ✓ Partner Controller: Controller AltDel
- ✚ Project Manager: OMS-LB LeadBen
- Buttons: **Proceed** (green) and **Cancel** (red)

The 'Proceed' button is circled in red.

STEP 21 – Partner level - completing the report the first time

The partner managing user is prompted a message stating that the controller has been notified.



The screenshot shows the same 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is still logged in as 'Demian'. The page title and breadcrumb trail are the same. A message box is displayed with the following text:

The form is now set as completed. The required contacts have been notified for the further steps.

STEP 22 – Partner level – Completing and notify the authorised signatory

Please note that this step is relevant until after the controller has approved the partner level finance report.

Adjusting funding and marking the report complete

When the Controller has approved the partner level finance report it is now the task of the partner managing user to make the necessary adjustments of the funding composition and to inform the partner authorised signatory about the completeness of the report.

If the Controller as part of the verification process has made any deduction to the reported amount it partners own funding has to be adjusted accordingly. This is done after the finance report has been approved. When viewing the partner finance report the partner managing user can edit the funding section one final time by clicking the button "*Edit Funding*".

When (if necessary) the funding has been adjusted correctly the partner level report is ready for begin submitted to the lead partner. The report is submitted by the partners authorised signatory. The authorised signatory is notified about the required action by the partner managing user when clicking the button "*Notify AS*".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner'. The user 'Demian' is logged in. The 'Edit Funding' button is highlighted with a red circle. The 'Main details' section is expanded, showing the following information:

Main details	
Project	C7Da
Report Type	Full Finances report
Form Version	SSP [Partner] Finances Report v1
Reporting level	Partner
Partner	SSP Lead Partner
Reporting Round	#1
Project start date	01/12/2021
Project end date	01/03/2023
Reporting period start	01/12/2021
Reporting period end	16/07/2022
Currency conversion	

STEP 23 – Partner level – Notify the authorised signatory

The partner managing user needs to confirm that the partner authorised signatory should be informed about the report being ready.

Click the button "*Proceed*" to confirm the notification being sent.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for Vasso Org

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for Vasso Org

Taking into account this report, total expenditure is 14,000 €, which means that the Partner has exceeded the grant rate (50 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

Confirmation

Notify Authorised Signatory

The report is considered ready to be submitted, this will notify the AS to sign and submit.

The following users will be notified:

- Demo User

STEP 24 – Partner level - Notify the authorised signatory

A notification is now shown to the partner managing user in the system.

Note: There is a separate guidance available to the authorised signatory for the procedure of submitting the report.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for Vasso Org

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for Vasso Org

Taking into account this report, total expenditure is 14,000 €, which means that the Partner has exceeded the grant rate (50 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution. The required contacts have been notified for the further steps.

STEP 25 – Project level – After partner reports has been completed

NOTE: The remaining steps of this guidance handles the final steps in submitting the project level report.

The project managing user is notified once a partner has completed the partner level report and submitted it to the lead partner.

When the project managing user is logged into the OMS the notification is visible in the communication module.

Interreg North Sea 2021-2027 Online Monitoring System

Dashboard
Home > OMS Dashboard

Legal Status

You are set as the Authorised Signatory as follows:

- Project AS for **New Full Application in Call 1C**
- Partner Authorised Signatory for **New LB** of project **New Full Application in Call 1C**

Project Applications

My Projects

Status	Title
3B [icon]	CSVtest CSV testing 08 November 2021 Small Scale Project
2C [icon]	DFA Demo Full Application Full Application
3A [icon]	EDGE_APP EDGE Application Expression of Interest
3C [icon]	FDA! Full Demo Application! Full Application
1A [icon]	NA! My First Step Application! Expression of Interest
2C [icon]	NA! My First Step Application! (FA) Full Application

Announcements

- 04/05/2023
Save the date: Control Seminars
- 02/05/2023
How to create and manage Activity Reports [Small Scale Projects]
- 17/04/2023
Important update on Call 3
- 14/04/2023
Call 3 applications: How to create and manage State-Aid Self-Assessment forms
- 14/03/2023
Q&A session for Call 1 project website managers

Communication

- Demo User @ DemoCorp
Periodic Finance Report signed and submitted (C7Da, Web developer LTD) 09/06
- Ctrl AltDel @ Controller
A Periodic Finance Report has been approved (C7Da, Web developer LTD) 09/06

STEP 26 – Project level – Notification when partner report is submitted

The message in the communication module contains information on the partner submitting the report. The project managing user is taken to the overview of all project relevant reports when following the link presented in the message.

Interreg North Sea 2021-2027 Online Monitoring System

Message: Periodic Finance Report signed and submitted (C7Da, Web developer LTD)
Home > Messages > Inbox > Periodic Finance Report signed and submitted (C7Da, Web developer LTD)

Periodic Finance Report signed and submitted (C7Da, Web developer LTD)

Demo User @ DemoCorp 09/06/2023 14:34:45

Recipients

From: Demo User @ DemoCorp

Sent to User(s): Demian LeadBen @ OMS-LB

Sent on: 09/06/2023 14:34:45

Subject: Periodic Finance Report signed and submitted (C7Da, Web developer LTD)

Message

Dear sir/madam,

user **Demo User** has signed and submitted a Periodic Finance Report in relation to project **C7Da** and partner **Web developer LTD**. You can access <https://oms.interregnorthsea.eu/app/report-finance/> to review the form.

Thank you
//
Automated message by NSP OMS

STEP 27 – Project level – Overview of submitted reports

From the overview of all reports (partner and project level) it is possible for the project managing user to see the status of the individual report.

When all partner level reports have been submitted the final step is to complete the project level report and submit it to the programme. To do this click on "#x Project" in the overview.

Interreg North Sea 2021-2027 Online Monitoring System

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

Progress Reports Status

Demian

My reports

Project	Round	Number / Level / Partner	Progress report	Locked	Controller Approved	AS Signed	Submitted
C7Da	#1	#1 Project	View	No	No	No	No
C7Da	#1	#1 Partner: SSP Lead Partner	Yes	Yes	Yes	Yes	Yes
C7Da	#1	#1 Partner: Manolis org	Yes	Yes	Yes	Yes	Yes
C7Da	#1	#1 Partner: Web developer LTD	Yes	Yes	Yes	Yes	Yes
C7Da	#1	#1 Partner: The Agency Engine	Yes	Yes	Yes	Yes	Yes

Other reports

Project	Round	Number / Level / Partner	Progress report	Locked	Controller Approved	AS Signed	Submitted
C7Da	#1	#1 Partner: Vasso Org	Yes	Yes	Yes	Yes	Yes

STEP 28 – Project level – View mode

Now the project level report is in view mode. In order to update the cumulative reported figures, click the button "Edit".

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report

Demian

Edit Complete Status Actions

Main details

Summary	Project
Funding	C7Da
State Aid	Report Type
Submission	Full Finances report
	Form Version
	SSP [Project] Finances Report v1
	Reporting level
	Project

Remember to include an explanation for the partners not reporting any costs in this reporting round. This is done in the summary section. Once this is done click the button "*Save and return*" to save and exit the project level finance report.

STEP 30 – Project level – Marking the report complete

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report

Confirmation

Complete form

You are completing this report and submitting it for approval.

The following users will be notified:

- ☒ Project Authorised Signatory: SSP Lead Partner Tsiarmitas
- ☒ Project Authorised Signatory: DemoCorp User
- ☒ Project Manager: OMS-LB LeadBen

✓ Proceed✗ Cancel

STEP 31 – Project level – Report complete

An in-system notification is displayed, confirming that the report has been marked as complete. Now click the button "*View Report*" to return to the project level report.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report

The form is now set as completed. The required contacts have been notified for the further steps.

[View Report](#)

STEP 32 – Project level – Notify Authorised Signatory

It is the project level authorised signatory who can submit the project level report to the programme. To notify the Authorised Signatory about the report being ready for submission, click the button "*Notify AS*".

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

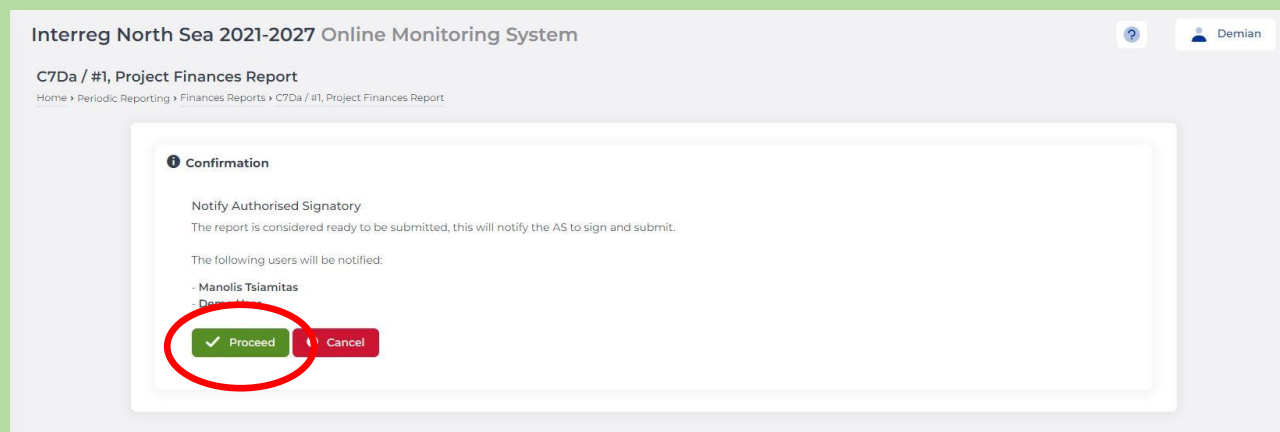
Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report

[Edit Funding](#) [Notify AS](#) [Status](#) [Actions](#)

Main details	Main details	
Summary	Project	C7Da
Funding	Report Type	Full Finances report
State Aid	Form Version	SSP [Project] Finances Report v1
Submission	Reporting level	Project
	Reporting Round	#1
	Project start date	01/12/2021
	Project end date	01/03/2023
	Reporting period start	01/12/2021
	Reporting period end	16/07/2022
	Bank account	
	Account holder	test test test test, DK
	Contact	test test@test.oms.dk, 23322332
	Account details	Bank: test (test) Bank registration code: test SWIFT: test

STEP 33 – Project level – Notifying Authorised Signatory

Confirm that you want to notify the Authorised Signatory by clicking "*Proceed*".

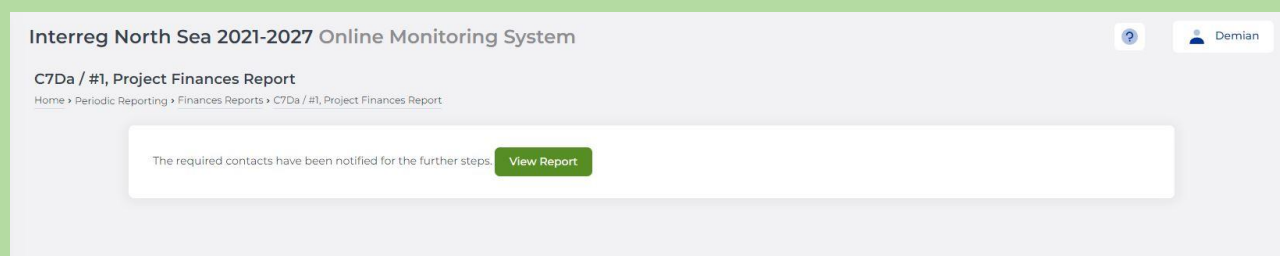


The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'C7Da / #1, Project Finances Report'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report'. A confirmation dialog box is displayed with the following content:

- Confirmation**
- Notify Authorised Signatory**
- The report is considered ready to be submitted, this will notify the AS to sign and submit.
- The following users will be notified:
 - Manolis Tsiamitis
 - Demian
- At the bottom, there are two buttons: a green '✓ Proceed' button and a red 'Cancel' button. The 'Proceed' button is circled in red.

STEP 34 – Project level – Authorised signatory notified

The report is now ready for submission to the programme by the authorised signatory. The Authorised Signatory should follow the designated guidance to fully submit the project level report.



The screenshot shows the same 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is still logged in as 'Demian'. The page title is 'C7Da / #1, Project Finances Report'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report'. A confirmation message is displayed in a white box with a green border:

The required contacts have been notified for the further steps. [View Report](#)

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at interregnorthsea.eu.

