# PROJECT GUIDANCE Financial reporting in the Online Monitoring System

Version 1.0

This guidance covers the steps necessary to start and submit the financial report for regular 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 30-39* 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 6-29* 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

STEP 1 - Project level	4
STEP 2 – Project level	4
STEP 3 – Project Level	5
STEP 4 – Project level – Bank account information	5
STEP 5 – Project level - Navigation	7
STEP 6 – Partner level report – starting the report	7
STEP 7 – Partner level – starting the report	8
STEP 8 – Partner level – Finance report	8
STEP 9 – Partner level – Currency conversion	9
STEP 10 – Partner level - Navigation 1	.0
STEP 11 – Partner level – Staff costs 1	.0
STEP 12 – Partner level – Staff costs 1	.1
STEP 13 – Partner level – staff costs 1	.2
STEP 14 – Partner level – Travel and accommodation 1	.3
STEP 15 – Partner level – External expertise and services 1	.4
STEP 16 – Partner level – Equipment 1	.6
STEP 17 – Partner level – Infrastructure and works 1	.7
STEP 18 – Partner level – Investments 1	.8
STEP 19 – Partner level – Summary of costs 1	9
STEP 20 – Partner level - Funding 2	20
STEP 21 – Partner level – Indirect state aid 2	21
STEP 22 – Partner level – Indirect state aid 2	22
STEP 23 – Partner level – Indirect state aid 2	23
STEP 24 – Partner level – completing the report the first time 2	23
STEP 25 – Partner level - completing the report the first time 2	24
STEP 26 – Partner level - completing the report the first time 2	24
STEP 27 – Partner level – Completing and notify the authorised signatory 2	25
STEP 28 – Partner level – Notify the authorised signatory 2	25
STEP 29 – Partner level - Notify the authorised signatory 2	26
STEP 30 – Project level – After partner reports has been completed 2	26
STEP 31 – Project level – Notification when partner report is submitted 2	27
STEP 32 – Project level – Overview of submitted reports 2	28
STEP 33 – Project level – View mode 2	28
STEP 34 – Project level – Summary section 2	29
STEP 35 – Project level – Marking the report complete 2	29





STEP 36 – Project level – Report complete	30
STEP 37 – Project level – Notify Authorised Signatory	30
STEP 38 – Project level – Notifying Authorised Signatory	31
STEP 39 – Project level – Authorised signatory notified	31

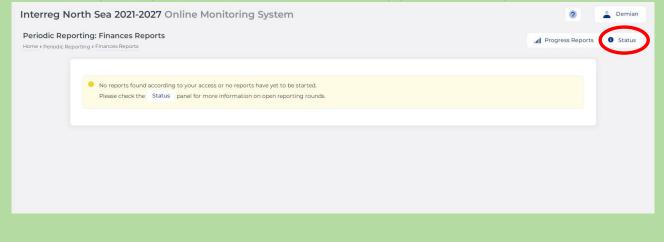


## STEP 1 - Project level

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.

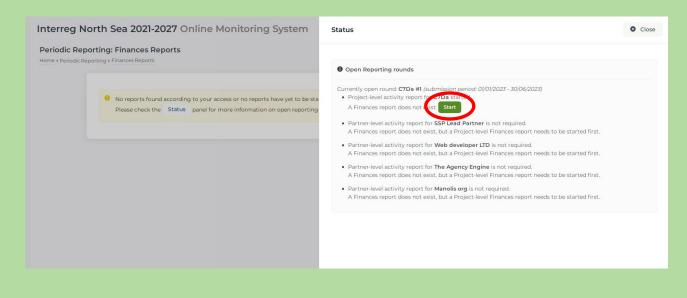
From the finance reports overview the project managing user can start the report. The finance report overview is either accessed via the menu item 'Finance reports' (under periodic reporting) or via this link https://oms.interregnorthsea.eu/app/report-finances/ .

Before the very first report is started the overview will be empty, and looks a depictured 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 N	lorth Sea 2021-2	027 Online Monitoring S	System	?	💄 Demian
	roject Finances Reporting + Finances Reports +	ort / Edit Report 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	[14]		
		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		
			8		

## 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 be entered in each project level report.

In the main details section in the project level report the project managing user find 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.

Account holder	Account holder			
Account details	Bank account holder *			A
	Address *			A
	Zip code *			4
	City *			A
	Country *	Select an option	~ 🔺	
	Contact person *			
	E-mail *		A	
	Phone number *			A

In the second tab ("Account details") all required information for the back 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 back information can be saved.



cel		Edit Bank D
Account holder	Account details	
Account details	Bank name *	A
	Full address of bank *	<b>A</b>
	Bank registration code *	<b>A</b>
	SWIFT*	<b>A</b>
	Bank account number *	<b>A</b>
	IBAN*	<b>A</b>
	Internal reference	
		🗎 Save

## STEP 5 – Project level - Navigation

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

Save and return

Save and proceed to next step

#### 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 <u>https://oms.interregnorthsea.eu/app/report-finances/</u>.



Interreg No Periodic Repo	rting: F	inances Re		ine Monitoring System				al	? Progress Reports	<ul><li>Demian</li><li>Status</li></ul>
	My rep	Project	Round	Number / Level / Partner	Progress report	Locked	Controller Approved	AS Signed	Submitted	
	3 2	C7Da	#1	#1 Project	View	🗹 No	🗹 No	🗹 No	🗹 No	

## 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 suppartners) it might be possible to start more than one report.

Interreg North Sea 2021-2027 Online Monitoring System	Status	Close
Interreg North Sea 2021-2027 Online Monitoring System Periodic Reporting: Finances Reports Terme + Periodic Reporting - Finances Reports  My reports Project Round Number / Level / Partner  C (7Da #1 #1 Project	Status         Image: Currently open round: C7Da #1 (submission period: 0/0/2023 - 30/06/2023)         Excremently open round: C7Da #1 (submission period: 0/0/2023 - 30/06/2023)         Project-level activity report for C7Da started. Finances report started.         Partner-level activity report for or tocor trene is not required.         A Finances report does not exist: Start         Partner-level activity report for Web exceedinger LTD is not required.         A Finances report does not exist: Start         Partner-level activity report for The Agency Engine is not required.         A Finances report does not exist: Start         Partner-level activity report for Manolis org is not required.         A Finances report does not exist: Contact the co-ordinating partner to start the process.	Close

## 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.





Interreg North S	Sea 2021-2027 Online Monito	ring System	?	💄 Demian
	nances Report for FDA1 Norway / Ed inances Reports > FDA1 / #1, Partner Finances Report for			
Main details Staff Costs	Main details <ul> <li>Information in this tab is pre-determined/au</li> </ul>	tomated and can not be edited.		
Travel and accommodation	Project	FDA!		
External expertise and	Report Type	Full Finances report		
services Equipment	Form Version	Full Application [Partner] Finances Report v1		
Infrastructure and works	Reporting level	Partner		
Investments	Partner	FDA1 Norway		
Summary	Reporting Round	#1		
State Aid	Project start date	04/03/2015		
	Project end date	16/02/2024		
	Reporting period start			
	Reporting period end	**		
	C			

## 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 <a href="https://www.interregnorthsea.eu/resources#fact-sheets">https://www.interregnorthsea.eu/resources#fact-sheets</a>

Currency conversion	
Local Currency *	Euro 🔘 Danish Krone 💿 Norwegian Krone 💿 Swedish Krona
Conversion Rate *	0,13
Conversion Date *	2023-06-05



## 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*".

Save and return

Save and proceed to next step

## 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*".

Interreg North S	ea 2021-2027 Online Monitoring S	System				?	Lemian
	nances Report for FDA1 Norway / Edit Repon nances Reports > FDA1 / #1, Partner Finances Report for FDA1 Norv						
Staff Costs	Staff Costs Staff Costs - list of expenditures					(	New entry
accommodation External expertise and services	Staff function	Internal reference no.	Date of payment	Calculation method	Total cost in the original currency	Declared amount in the original currency	Declared amount in Euro
Equipment	🗷 🔇 1 OK1	STI	20/06/2023	Full-time	10.000,00 DKK	10.000,00 DKK	1.300,00 €
Infrastructure and works Investments	Total Please note that the total amounts are rounded to an i	integer, to facilitate reporting con	forming to JS s	tandards.	10.000 DKK	10.000 DKK	1.300 €
Summary							
Funding							
State Aid							
					Save and return	Save and proceed	d 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.

ew Staff Costs entry		Cancel
Sequence no. *	1	
Internal reference no. *		
Date of payment *	8	
Calculation method *	Full-time Fixed percentage Other	
Staff function *		
Total cost in the original currency *	ОКК	
Conversion Rate	0.13	
Declared amount in Euro	€	

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

An example of an entry is depictured below.



w Staff Costs entry			Cancel
Sequence no. *	1		
Internal reference no. *	202305056TBP		
Date of payment *	2023-06-05		
Calculation method *	Full-time O Fixed p	ercentage 📃 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 – staff costs

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

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 the original currency	Declared amount in Euro
🕑 🔕 1 OKI	STI	20/06/2023	Full-time	10.000,00 DKK	10.000,00 DKK	1.300,00
🕑 🔕 2 Communication	NW260623	13/06/2023	Fixed percentage	5.000,00 DKK	5.000,00 DKK	650,00
Total				15.000 DKK	15.000 DKK	1.950 (
Please note that the total amounts are rounded to an	integer, to facilitate reporting con	nforming to JS s	tandards.			
				Save and return	Save and procee	
	Staff Costs - list of expenditures	Staff Costs - list of expenditures       Internal reference no.         Staff function       STI         Image: Communication       NW260623         Total       Total	Staff Costs - list of expenditures         Internal reference no.       Date of payment         Image: Communication       STI         V0/06/2023       Total	Staff Costs - list of expenditures         Internal reference no.       Date of payment       Calculation method         I OKI       STI       20/06/2023       Full-time         I OKI       STI       20/06/2023       Full-time         I OKI       STI       13/06/2023       Fixed percentage	Staff Costs - list of expenditures         Internal staff function       Internal reference no.       Date of payment       Total cost in the original currency         I o KI       STI       20/06/2023       Full-time       10.000.00 DKK         I o KI       STI       20/06/2023       Full-time       10.000.00 DKK         I otal       STI       20/06/2023       Full-time       10.000.00 DKK         I otal       STI       20/06/2023       Fixed percentage       5.000,00 DKK	Staff Costs - list of expenditures         Internal staff function       Internal reference no.       Internal payment       Total cost in the original currency       Declared amount in the original currency         I o KR       STI       20/06/2023       Full-time       10.000,00 DKK       10.000,00 DKK         I o KR       STI       20/06/2023       Fixed percentage       5.000,00 DKK       5.000,00 DKK         I otal       STI       13/06/2023       Fixed percentage       5.000,00 DKK       5.000,00 DKK



## STEP 14 – Partner level – Travel and accommodation

Expenditures for travel and accommodation is added in this section. A new entry is added by clicking the button "*New entry*".

erreg North S	Sea 2021-2027 Online Monitoring System						?	Lem
entre contraction de la contraction de	inances Report for FDAI Norway / Edit Report Finances Reports > FDA! / #1, Partner Finances Report for FDAI Norway / Edit Report							
Main details	Travel and accommodation Travel and accommodation - list of expenditures							
Travel and accommodation External expertise and services	Comment	Internal reference no.	Date of payment	Total cost in the original currency	VAT		Declared amount in the original currency	Declared amount in Euro
Equipment	Source 1 Kick-off meeting plane ticket	NW260625	30/05/2023	1.600,00 DKK		400,00 DKK	2.000,00 DKK	260,00 €
Infrastructure and works	Total Please note that the total amounts are rounded to an integer, to facil	itate reporting confo	orming to JS sta	1.600 DKK andards.		400 DKK	2.000 DKK	260 €
Investments Summary								
Funding								
State Aid								
				0	Save and re	eturn 💾 Si	ave and proceed	to next step

Fill in the information for the expenditure and click to button "*Save*" to save the entry.

Perior							
	Sequence no. *	2					
/ain (	Internal reference no. *	NW260623	3				
taff C	Date of payment *	202	3-06-06				New entr
ravel							New entr
ccon	Comment *	Kick-off m	eeting - Accommodation			Declared amount in	Declared
ervio	Total cost in the original currency	DKK	1250			the original currency	amount in Euro
quip					400,00 DKK	2.000,00 DKK	260,00
nfrast	VAT *	DKK	250		400 DKK	2.000 DKK	260 0
ind w	Declared amount in the original currency	ркк	1500,00				
umn	Conversion Rate	0.13					
undi	Declared amount in Euro	¢	195,00				
itate .				E Save			
				Save	aturn 💾 Sa	we and proceed	to next st



## Once the expenditure is saved it will be shown on the list of expenditure for this cost category.

erreg North S	ea 2021-2027 Online Monitoring System					?	💄 Dem
	nances Report for FDA1 Norway / Edit Report inances Reports > FDA1 / #1, Partner Finances Report for FDA1 Norway / Edit Repo	vrt					
Main details	Travel and accommodation						
Staff Costs	naverand accommodation - list of expericitures					G	New entry
External expertise and services	Comment	Internal reference no.	Date of payment	Total cost in the original currency	VAT	Declared amount in the original currency	Declared amount in Euro
Equipment	🕑 🔕 1 Kick-off meeting plane ticket	NW260625	30/05/2023	1.600,00 DKK	400,00 DKK	2.000,00 DKK	260,00 €
Infrastructure	2 Kick-off meeting - Accommodation	NW260623	06/06/2023	1.250,00 DKK	250,00 DKK	1.500,00 DKK	195,00 €
and works	Total			2.850 DKK	650 DKK	3.500 DKK	455 €
Investments	Please note that the sect amounts are rounded to an integer, to fac	ilitate reporting confo	rming to JS sta	Indarde			
Summary							
Funding							
State Aid							
				0	Save and return	ive and proceed	to post stop
						we and proceed	to next step
	, OMS 3.0.2.0725 by Apogee Information Systems.						

## STEP 15 – Partner level – External expertise and services

## Expenditures for external expertise and services is added in this section. A new entry is added by clicking the button "*New entry*".

Main details	External expertise and servic	es								
Staff Costs	External expertise and services - lis	st of expenditures								
Travel and accommodation External expertise and	Comment	Internal reference no.	Supplier Name	Award Procedure	Investment	Date of payment	Total cost in the original currency	VAT	Declared amount in the original currency	New entry Declared amount in Euro
services Equipment Infrastructure	Planning of Pilot 1, in ture investment	nfrastruc- DK260625	Supplier A	Competiti ve negoti- ated procedure	Denmark Investment	29/05/2023	10.000,00 DKK	2.000,00 DKK	12.000,00 DKK	1.560,00 €
and works	Total						10.000 DKK	2.000 DKK	12.000 DKK	1.560 €
Investments	Please note that the total amounts	are rounded to an integer,	to facilitate n	eporting confe	orming to JS sta	indards.				
Summary Funding State Aid										
otate rad										



Main details Staff Costs Travel and accommodation External expertise and services Statement Accommodation Statement Accommodat	Sequence no. * Investment Internal reference no. * Award Procedure Supplier Name *	2 Select an option DK260628 Open procedure Consultants B		× × •	ĺ				New entry
Main details Staff Costs Travel and accommodation External expertise and seconsect	Investment Internal reference no.* Award Procedure	Select an option DK260628 Open procedure		×	ĺ				New entry
Main details Staff Costs Travel and accommodation External expertise and services Statement Accommodation Statement Accommodat	Investment Internal reference no.* Award Procedure	Select an option DK260628 Open procedure		×					O New entry
Staff Costs Travel and accommodation External expertise and services	Internal reference no.* Award Procedure	DK260628 Open procedure							New entry
Travel and accommodation External expertise and services	Award Procedure	Open procedure		× ×					New entry
accommodation Z External expertise and services				× ~					C new city
External expertise and services				× ~					
expertise and services	Supplier Name *	Consultants B						Declared amount in the	Declared
Equipment						he •ncy	VAT	original currency	amount in Euro
	Date of payment *	2023-06-06				00,00 DKK	2.000,00 DKK	12.000,00 DKK	1.560,00 €
Infrastructure and works						00.00 DKK	7 000 00 DKK	18.000,00 DKK	27/000 €
C	Comment *	Project management				UU,UU DKK	3.000,00 DKK	18.000,00 DKK	2.340,00 €
Investments						5.000 DKK	5.000 DKK	30.000 DKK	3.900 €
	Total cost in the original currency *	DKK	15000						
Funding	VAT *	DKK	3000						
State Aid									
	Declared amount in the original currency	DKK	18000			Save an	d return	Save and procee	ed to next step
	Conversion Rate	0.13							
	Declared amount in Euro	ε	2340						
					→ Save				

Fill in the information for the expenditure and click to button "*Save*" to save the entry.

## Once the expenditure is saved it will be shown on the list of expenditure for this cost category.

Travel and accommodation External expertise and										New entry
services		Internal reference no.	Supplier Name	Award Procedure	Investment	Date of pay a of	Total cost in the original currency	VAT	Declared amount in the original currency	Declared amount in Euro
Equipment 🖉 😋 1 Planni	ng of Pilot 1, infrastructure investment	DK260625	Supplier A	Competitive negotiated procedure	Denmark Investment	29/05/2023	10.000,00 DKK	2.000,00 DKK	12.000,00 DKK	1.560,00 €
	management	DK260628	Consultant s B	Open procedure		06/06/2023	15.000,00 DKK	3.000,00 DKK	18.000,00 DKK	2.340,00
Investments Total Summary							25.000 DKK	5.000 DKK	30.000 DKK	3.900 (
Funding.	otal amounts are rounded to an integer,			g (0.00 Jan 60 10	~		O Save an	d return	Save and procee	d to next str



## STEP 16 – Partner level – Equipment

Expenditures for equipment is added in this section. A new entry is added by clicking the button "*New entry*".

erreg North S	Sea 2021-2027 Online Monitoring System								9	🚢 Der
	nances Report for FDA1 Norway / Edit Report inances Reports > FDA1 / #1, Partner Finances Report for FDA1 Norway / Edit Repo	ert.								
Main details Staff Costs Travel and	Equipment Equipment - list of expenditures								c	New entry
External expertise and envices	Comment	Internal reference no.	Supplier Name	Award Procedure	investment	Date of payment	Total cost in the original currency	VAT	Declared amount in the original currency	Declared amount in Euro
Equipment	Total						0 DKK	0 DKK	0 DKK	0€
Infrastructure and works Investments	Please note that the total amounts are rounded to an integer, to fac	ilitate reporting confor	ming to JS sta	ndards.						
Summary										
Funding										
State Aid										
							Save and return	Save a	nd proceed	to next step

Fill in the information for the expenditure and click to button "*Save*" to save the entry.

Periodic Reporting      Fi											
	Sequence no.*	1									
Main details	Investment	Select an optic	n		~						
Staff Costs	Internal reference no.*	DK260630									
Travel and accommodation	Award Procedure	Competitive ne	gotiated procedure		× ~					Declared	New entry
External expertise and services	Supplier Name	Supplier C						Total cost in the original currency	VAT	amount in the original currency	Declared amount in Euro
Equipment	Date of payment *	2023-06	-01						0 DKK	0 DKK	0€
Infrastructure and works	Comment *	Supercompute	r								
Investments	Total cost in the original currency	DKK		5400							
Summary	•										
Funding	VAT*	DKK		1350							
State Aid	Declared amount in the original currency	DKK		6750,00							
	Conversion Rate	0.13						Save and return	🔒 Save a	ind proceed	to next ste
	Declared amount in Euro	¢		877,50							
						🗎 Save	<b>b</b>				
							-				

Once the expenditure is saved it will be shown on the list of expenditure for this cost category.



report for FDA1 Norway / Edit Report rts + FDA1/efit, Partner Finances Report for FDA1 Norway / Edit Report ment nent - list of expenditures Comment 1 Supercomputer	Internal reference no. DK260630	Supplier Name	Award Procedure	Investment		otal cost in the	VAT	Declared amount in the original currency	New entry Declared amount in Euro
nent - list of expenditures	reference no.	Name		Investment			VAT	Declared amount in the original	Declared amount
Comment	reference no.	Name		investment			VAT	Declared amount in the original	Declared
	reference no.	Name		Investment			VAT	Declared amount in the original	Declared
1 Supercomputer	DK260630							concilcy	III EUIO
		Supplier C	Competitive negotiated procedure		01/06/2023	5.400,00 DKK	1.350,00 DKK	6.750,00 DKK	877,50 €
Total						5.400 DKK	1.350 DKK	6.750 DKK	877€
note that the total amounts are rounded to an integer, to facil	litate reporting o	conforming to .	JS standards.	_					
						Save and re-	turn 💾 Sa	we and proceed	to next step
	note that the total amounts are rounded to an integer, to faci	note that the total amounts are rounded to an integer, to facilitate reporting o	note that the total amounts are rounded to an integer, to facilitate reporting conforming to	note that the total amounts are rounded to an integer, to facilitate reporting conforming to 35 standards.	note that the total amounts are rounded to an integer, to facilitate reporting conforming to 35 standards.	note that the total amounts are rounded to an integer, to facilitate reporting conforming to 35 standards.			

## STEP 17 – Partner level – Infrastructure and works

Expenditures for infrastructure and works is added in this section. A new entry is added by clicking the button "*New entry*".

💄 Demi	?							1	Sea 2021-2027 Online Monitoring System	erreg North Se
								bort	inances Report for FDA1 Norway / Edit Report inances Reports > FDA1 / #1, Partner Finances Report for FDA1 Norway / Edit Re	
New entry	6								Infrastructure and works Infrastructure and works - list of expenditures	Main details Staff Costs
Declared amount in Euro	eclared mount in the riginal urrency		otal cost in the riginal currency	Date of payment	Investment	Award Procedure	Supplier Name	Internal reference no.	Comment	Travel and accommodation External expertise and services
3.900,00 €	0.000,00 DKK	.000,00 DKK	25.000,00 DKK	14/06/2023	Denmark Investment	Open procedure	Constructi on Firm A/S	DK260632	🗹 😒 🔢 Transformerstation	Equipment
3.900 €	30.000 DKK	5.000 DKK	25.000 DKK						Total	Infrastructure and works
						to JS standard:	g conforming	acilitate reportir	Please note that the total amounts are rounded to an integer, to	mestments
										Summary
										Funding
										State Aid
to next step	ve and proceed	eturn 🕒	G Save and							
Ì	ve and proceed	eturn 💾 S	Save and							

Fill in the information for the expenditure and click to button "*Save*" to save the entry. Once the expenditure is saved it will be shown on the list of expenditure for this cost category.



Main details Inv Staff Costs Int Travel and	quence no. * vestment	1 Denmark Inv			× ~				
Staff Costs Inte		Denmark Inv							
Inte Travel and			estment		× ~				
	ernal reference no. *	DK260632							O New entry
accommodation Aw	vard Procedure	Open proced	Jure		× ~			Declared amount in the	
External expertise and services	pplier Name *	Construction	Firm A/S			the incy	VAT	original currency	amount in Euro
Equipment Da	ite of payment *	2023-0	D6-14			00,00 DKK	5.000,00 DKK	30.000,00 DKK	3.900,00 €
Infrastructure and works Cor	mment *	Transformers	itation			5.000 DKK	5.000 DKK	30.000 DKK	3.900 €
Investments Summary	tal cost in the original currency	DKK		25000					
Funding	т•	DKK		5000					
	clared amount in the original rrency	DKK		30000			_		
Col	nversion Rate	0.13				 Save ar	d return	Save and procee	d to next step
De	clared amount in Euro	€		3900					

## STEP 18 – Partner level – Investments

All expenditure reported and attributed and investment is summarised in this section. Be aware that if your spending related to investments is deviating from your planned progress, this should be explained in this section.

Main details	Investments							
Staff Costs	Investment expenditure *							
Travel and	This table is automated based on reports from	n previous steps (External exp	ertise and services, Equipment, I	Infrastructure and works)	). "Total Eligible Budget" refers	to the partner-specific budget	for each investment.	
accommodation	Investment Total Eligible Bi	udget Previously F	Reported Current Re	eport To	otal reported so far	% of Total reported so far	Remaining budget	
External	Total	0€	0€	5.460 €	5.460 €			-5.460 €
expertise and services	Please procenat the total amounts accound	ed to an integer, to facilitate	reporting conforming to JS st.	andards.				
Equipment								
Infrastructure	Explanations on Investments deviations	Construction of the						
and works	Please explain deviations (if any) as regards spending on investments compared to the	ち cr B	$I I_{\star} S - \equiv \equiv$		i≡ ~ i≡ ~			
Investments	amounts indicated in the Application Form.							
Summary								
Funding								
State Aid								
		P			0 CHARACTERS POWER	ED BY TINY		



## STEP 19 – 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.

	inances Report for FDA1 No Finances Reports > FDA1 / #1, Partner Fina						
Main details	Summary						
Staff Costs	Expenditures – breakdown per	cost categories *					
Travel and accommodation	Please note that the lines for E of staff costs.	quipment and Investment	s are automatically update	d from the corresponding	tables in the previous steps	. Office and administration co	osts are calculated as 15%
External expertise and services	The Total reported Expension Sources (under Partner contri			unding (47.034 €). The dif	ference is 4.340 €. Please		ires or the funding
Equipment	Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Infrastructure and works	Staff costs	1.000 €	0 €	1.950 €	1.950 €	195%	-950 €
and works	Office and administration	150 €	0 €	292 €	292 €	195%	-142 €
Summary	Travel and accommodation	39.778 €	0 €	455 €	455 €	196	39.323 €
Panang	External expertise and services	0€	0€	3.900 €	3.900 €	0%	-3.900 €
State Aid	Equipment	40.000 €	0 €	877 €	878 €	2%	39.123 €
State Aid			0 €	3.900 €	3.900 €	0%	786.100 €
State Aid	Infrastructure and works	790.000 €					
State Aid		790.000 €	0€	40.000 €	40.000 €	100%	0 €

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

Investments	Office and administration	150 €	0€	292 €	292 €	195%	- <mark>14</mark> 2 €
Summary	Travel and accommodation	39.778 €	0 €	455 €	455 €	1%	39.323 €
Funding State Aid	External expertise and services	0 €	0€	3.900 €	3.900 €	O%	-3.900 €
State Alu	Equipment	40.000 €	0 €	877 €	878 €	2%	39.123 €
	Infrastructure and works	790.000 €	0€	3.900 €	3.900 €	O%	786.100 €
	Preparation Costs	40.000 €	0 €	40.000 €	40.000 €	100%	0€
	Total Eligible Expenditure	810.914 €	0 €	51.374 €	51.374 €	6%	759.540 €
	Explanation for no reported expendit	ure *					
	If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.	ok	I. Ø – E				



## STEP 20 – Partner level - Funding

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.

		Al Norway / Edit Report her Finances Report for FDAI Norway	/ Edit Report				
Main details	Funding						
Staff Costs	Breakdown of funding s						
Travel and	Please do not forget to from the support of ore		contribution, and split it or	n public and/or private in a	nong the total elig	gible expenditure should be	identical to the total
accommodation							
External		Expenditure (51.374 €) is not equa r contribution, either Public or Pr		iaing (47.034 €). The diffe	erence is 4.340 €. Please ei	ther adjust the expendit	res or the funding
expertise and services							,
Equipment		Total Eligible Budget	Previously Reported	Current Report	Total reported so f	% of Total ported so har	Remaining budget
Infrastructure and works	Programme Co-fi Total	unding 405.457 €	0€	25.687 €	25.687 €	6%	379.770 (
	Programme Co-f	unding 0 €	0 €	0 €	0 €	0%	0.6
Investments	ERDF						
Investments	ERDF Programme Co-fr equivalent	unding 405.457 €	0 €	25.687 €	25.687 €	6%	379.770 (
	Programme Co-fr		0 € 0 €	25.687 € 21.347 €	25.687 €	6%	
	Programme Co-fr equivalent						384.110 (
	Programme Co-friequivalent Partner contribut	tion 405.457 € 350.878 €	0€	21.347 €	21.347 €	5%	379.770 ( 384.110 ( 329.531 ( 54.579 (

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.

/ #1,	Edit Funding entry			S Cancel		
Period		of which private contribution				
	Funding	of which private contribution				
Main	Total Eligible Budget	54579				
Staff C	Previously Reported	0				
Travel	Current Report	€ 434d\$	Only integers numbers accepted, no commas or dots.		nditure should be identi	cal to the total
Exterr	Total reported so far	4340			ist the expenditures or t	he funding
experi servic	% of Total reported so far	8%				
Equip	Remaining budget	50239			al reported so Rem	aining budget
Infrast and w					6%	379.770
Invest				Save	0%	0
Summ						



Below you will see an example of a correctly adjusted funding section. Note that the warning text from the first picture in this section is no longer displayed.

Main details	Fun	ding						
Staff Costs	Brea	kdown of funding sources						
Travel and accommodation		ease do not forget to update th m the summary (see previous		contribution, and split it or	n public and/or private fina	ncing sources. The total e		e identical to the total
External			Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
expertise and services		Programme Co-funding Total	405.457 €	0€	25.687 €	25.687 €	6%	379.770 €
Equipment		Programme Co-funding ERDF	0€	0 €	0€	0€	0%	0 €
and works Investments		Programme Co-funding equivalent	405.457 €	0€	25.687 €	25.687 €	6%	379.770 €
Summary		Partner contribution	405.457 €	0€	25.687 €	25.687 €	6%	379.770 €
Funding	•	of which public contribution	350.878 €	0€	21.347 €	21.347 €	6%	329.531 €
State Aid	2	of which private contribution	54.579 €	0€	4.340 €	4.340 €	8%	50.239 €
		Total Eligible Expenditure	810.914 €	0€	51.374 €	51.374 €	6%	759.540 €

## STEP 21 – 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*".



direct State Aid			
			New
Organisation	Country	VAT Number	Amount
5 😒 1 SME 1	Denmark	1234567890	100 (
2 SME 2	Belgium	1987654321	200
Total			300 -
	2 SME 2	0     1     SME 1     Denmark       0     2     SME 2     Belgium	Denmark         1234567890           See 2         SME 2         Belgium         1987654321

## STEP 22 – 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.

w State Aid entry			S Cance
Sequence *	1		
Organisation *			
Amount *	€		
Country *	Select an option	¥.	
VAT Number *			
			💾 Save



## STEP 23 – 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.

Interreg Nor	th Sea 2021-20	027 Online Monitoring System				?	Lemian
		ort for SSP Lead Partner / Edit Report 7Da / #), Partner Finances Report for SSP Lead Partner / Edit Report					
	Main details Staff Costs	State Aid					
	Summary			0.0742000 V		New	
	Funding	Organisation	Country	VAT Number	Amount		
	State Aid	🗷 😂 1 SME/Company name	Germany	DE 123456789		354 €	
		Total				354 €	
						10	
						3 Save	

## STEP 24 – 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*".

Interreg North S	nterreg North Sea 2021-2027 Online Monitoring System									
	nances Report for FDA1 Norway inances Reports > FDA! / #1, Partner Finances Report	for FDAI Norway	Controller 🔹	Actions •						
Main details	Main details									
Staff Costs	Project	FDAI								
Travel and accommodation	Report Type	Full Finances report								
Esternal	Form Version	Full Application (Partner) Finances Deport VI		-						



## STEP 25 – 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*".



## STEP 26 – Partner level - completing the report the first time

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





## STEP 27 – 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*".

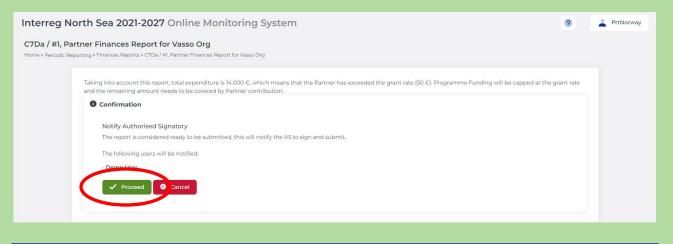
Interreg N	North Sea 2021-2	2027 Online Monitoring	g System	9	Lemian
		oort for SSP Lead Partner C7Da / #1, Partner Finances Report for SSP I	ead Partner 🛛 Kotify AS 0 State	Controller -	Actions 👻
	Main details Staff Costs	Main details Project	С7Да		
	Summary	Report Type	Full Finances report		
	Funding State Aid	Form Version	SSP [Partner] Finances Report v1		
	Submission	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 28 – 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.





## STEP 29 – 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 is available to the authorised signatory for the procedure of submitting the report.

Interreg North Sea 2021-2027 Online Monitoring System	?	PrtNorway
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 C, which means that the Partner has exceeded the grant rate (50 C). Programme Funding will be capped at the gr and the remaining amount needs to be covered by Partner contribution. The required contacts have been notified for the further steps.	ant rate	

STEP 30 – 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.





Dashboard		-2027 Online Monitoring System	② Lemian
	Cegal Status		₽Announcements
	Project AS for New	ithorised Signatory as follows: w Full Application in Call IC d Signatory for New LB of project New Full Application in Call	04/05/2023 Save the date: Control Seminars     02/05/2023 How to create and manage Activity Reports [Small Scale Projects]
	© Project Applications My Projects		Inportant update on Call 3
			14/04/2023 Call 3 applications: How to create and manage State-Aid Self-Assessment forms     14/03/2023
	Status ● 3B 🗹 🖨 O	Title CSVtest CSV testing 08 November 2021 Small Scale Project	Q&A session for Call 1 project website managers
	4) 2C 🗹 🖨 🗸	DFA Demo Full Application Full Application	✓ Communication
	4) 3A 🗹 🖴 🔾	EDGE_APP EDGE Application Expression of Interest	
	4) 3C 🗷 🖨 🗸 ★	FDA! Full Demo Application	<ul> <li>Demo User @ DemoCorp</li> <li>Periodic Finance Report signed and submitted (C7Da, Web developper LTD)</li> </ul>
	4) IA 🗷 🏛 🗸 🔺	NA! My First Step Application! Expression of Interest	Ctrl AltDel @ Controller A Periodic Finance Report has been approved (C7Da, Web devel-
	⊕2C 🗹 🖴 O	NA! My First Step Application! [FA] Full Application	oper LTD)

## STEP 31 – 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.

Message: Periodic Finance Report signed and submitted (C7Da, Web developer LTD)       ● minot         ● minot       ● minot         ● sert       ● minot User @ DemoCorp         ● minot       ● minot User @ DemoCorp         ● minot User (Ø) Deminot LeadBen @ OMS-LB       ● minot LeadBen @ OMS-LB         ● sert to User(s)       Deminan LeadBen @ IMS-LB         ● sert to User(s)       Deminan LeadBen @ IMS-LB         ● strippet ● remoCorp       Bert to User(s)         ● strippet ● remoCorp       Bert to User(s)         ● strippet ● remoCorp       Bert to User(s)         ● strippet ● remoCorp       Bert to User(s)	Interreg North Sea 2021-2027 O	nline Monitoring Syster	n	🧿 💄 Demian
Folders     i hbox     i hbox </td <td></td> <td></td> <td>developer LTD)</td> <td>New Message</td>			developer LTD)	New Message
Sent:	Folders	Periodic Finance Report signer	d and submitted (C7Da, Web developer LTD)	) 😝 Print
Recipients         From       Demo User @ DemoCorp         Sent to User(\$)       Demian LeadBen @ OMS-LB         Sent on       09/06/202314:34:45         Message       Subject         Subject       Deriodic Finance Report signed and submitted (C7Da, Web developer LTD)         Message       Dear sir/madam, user Demo User has signed and submitted in eniodic Finance Report in relation to project Creation and partner Web developer LTD). You can be so https://oms.interregorof.thsea.eu/app/report.tinances/to review the form. Thank you		🖬 Demo User @ DemoCorp		09/06/2023 14:34:45
From       Demo User @ DemoCorp         Sent to User(s)       Demian LeadBen @ OMS-LB         Sent on       09/06/202314:34:45         Message       Subject         Subject       Periodic Finance Report signed and submitted (C7Da, Web developer LTD)         Message       Deer sir/madam,         User Demo User has signed and submitted useriodic Finance Report in relation to project C7D and partner Web developer LTD. You card cores https://omsinterregort/hsea.eu/app/report-financek/partner//innank.you	Archive			<ul> <li>♠ Reply to all</li> <li>♠ Reply to all</li> <li>♠ Forward</li> <li>♥ Archive</li> </ul>
Sent to User(s)       Demian LeadBen @ DMS-LB         Sent on       09/06/202314:34:45         Message       Message         Subject       Periodic Finance Report signed and submitted (C7Da, Web developer LTD)         Message       Dear sir/madam,         User Demo User has signed and submitted useriodic Finance Report in relation to project Creation and partner Web developer LTD. You can be some the form.         Thank you       Thank you		Recipients		
Sent on       09/06/202314:34:45         Message       Message         Subject       Periodic Finance Report signed and submitted (C7Da, Web developer LTD)         Message       Dear sir/madam,         user Demo User has signed and submitted userdic Finance Report in relation to project Ore and partner Web developer LTD). You can decess https://oms.interregort.thsea.eu/app/report-finances/to review the form.         Thank you       Thank you		From	Demo User @ DemoCorp	
Message Subject Periodic Finance Report signed and submitted (C7Da, Web developer LTD) Message Dear sir/madam, user Demo User has signed and submitted veriodic Finance Report in relation to project C7b and partner Web developer LTD. You can be consistent regnorthsea.eu/app/report- finances/ to review the form. // //		Sent to User(s)	Demian LeadBen @ OMS-LB	
Subject     Periodic Finance Report signed and submitted (C7Da, Web developer LTD)       Message     Dear sir/madam,       user Demo User has signed and submitted vehicolic Finance Report in relation to project Crbs and partner Web developer LTD. You can access https://oms.interregnorthsea.eu/app/report-finances/ to review the form.       Thank you		Sent on	09/06/2023 14:34:45	
Message       Dear sir/madam,         user Demo User has signed and submitted menodic Finance Report in relation to project C7b and partner Web developer LTD. You can access https://oms.interregnorthsea.eu/app/report-finances/to review the form.         Thank you       //		Message		
user <b>Demo User</b> has signed and submitted in enrolic Finance Report in relation to project C/2 and partner <b>Web developer LTD</b> . You can increase https://oms.interregnorthsea.eu/app/report- finances/ to review the form. Thank you //		Subject	Periodic Finance Report signed and submitte	ed (C7Da, Web developer LTD)
and partner <b>Web developer LTD</b> . You can access https://omsinterregnorthsea.eu/app/report- finances/ to review the form. Thank you //		Message		
			and partner <b>Web developer LTD</b> . You car fice finances/ to review the form. Thank you //	
Attachment #1		Attachment #1		





## STEP 32 – 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 No	orth S	ea 202	1-2027 C	Online Monitoring System						?	💄 Demian
Periodic Repo	-									all Progress Reports	Status
	My re							Controller			
		Project	Round	Number / Level / Partner	Progr	ress report	Locked	Approved	AS Signed	Submitted	
		C7Da	#1	#1 Project	🖬 Vie	9W	🖸 No		C No	🗹 No	
		C7Da	#1	#1 Partner: SSP Lead Partner			🔒 Yes	🗸 Yes	🗸 Yes	🗸 Yes	
		C7Da	#1	#1 Partner: Manolis org			A Yes	✓ Yes	🗸 Yes	✓ Yes	
		C7Da	#1	#] Partner: Web developer LTD			🔒 Yes	🗸 Yes	🗸 Yes	✓ Yes	
		C7Da	#1	#1 Partner: The Agency Engine			🔒 Yes		🗸 Yes	✓ Yes	
	Other	reports									
	0	Project	Round	Number / Level / Partner	Progr	ess report	Locked	Controller Approved	AS Signed	Submitted	
		C7Da	#1	#1 Partner: Vasso Org			A Yes	🗸 Yes	🗸 Yes	✓ Yes	

## STEP 33 – 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 2021-2	2027 Online Monitor	ing System	🧿 🛓 Demian				
C7Da / #1, Project Finances Report Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report							
Main details	Main details						
Summary	Project	C7Da					
Funding	Report Type	Full Finances report					
State Aid Submission	Form Version	SSP [Project] Finances Report v]					
	Reporting level	Project					





#### STEP 34 – Project level – Summary section

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.

Interreg North Sea 2021-2027 Online Monitoring System									Lemian
	Project Finances Rep Reporting + Finances Reports +	ort / Edit Report :7Da / #1, Project Finances Report / Edit Report							
	Main details Summary Funding	Summary Expenditures – breakdown per cost of Please note that the line Staff Costs a costs. Taking into account this report, Funding will be capped at the cost of the second states of the second st	total expenditure is 19.	174 €, which m	eans that the Pro	ject has exceeded	the grant rate (4.990 (		
		For your information, the Total n Please either adjust the expenditur Budget Bud	res or the funding sources of the funding sources and the second se	ces (under Part sly	ner contribution, T			is 18.843 €. Remaining budget	
		Staff costs Other costs	5.940 € 2.376 €	0€ 0€	13.696 €	13.696 €	230.57%	-7.756 € -3.102 €	
		Total Eligible Expenditure	8.316 €	0€	19.174 €	19.174 €	230.57%	-10.858 €	
		The amounts shown for the Current		ed on the Cont	roller verified exp	enditure.			
		Explanation for no reported expendi If you have reported 0 Euros of expenditure - please provide an explanation. If not, fill in N/A.		Ix & -	F # 3		l≡ ~ I≡ ~		

## STEP 35 – Project level – Marking the report complete

To complete the project level report, the project managing user should click the button "*Complete*" (See step 28). A confirmation is prompted and to mark the project level report as complete, click "*Proceed*".

Demian



## STEP 36 – 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 st.ps. View Report							

STEP 37 – 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 N	orth Sea 2021-2	027 Online Monitoring	g System	🧿 💄 Demian
	oject Finances Repo porting > Finances Reports > C	ort 7Da / #1, Project Finances Report	🕑 Edit Fundin; 🗳 Notify AS	❶ Status Actions ▼
	Main details Summary	Main details Project	С7Да	
	Funding State Aid	Report Type	Full Finances report	
	Submission	Form Version	SSP [Project] Finances Report vI	
		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, DK	
		Contact	test test@test.oms.dk, 23322332	
		Account details	Bank: <b>test</b> (test) Bank registration code: test SWIFT: test	





## STEP 38 – Project level – Notifying Authorised Signatory

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

Interreg North Sea 2021-2027 Online Monitoring System							
	ct Finances Report ng > Finances Reports > C7Da / #T, Project Finances Report						
	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 Tsiamitas • Description • Proceed () Cancel						

## STEP 39 – 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.

Interreg N	terreg North Sea 2021-2027 Online Monitoring System						
	oject Finances Report porting > Finances Reports > C7Da / #1, Project Finances Report						
	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**.





