

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	10
STEP 11 - Partner level - Staff costs.....	10
STEP 12 - Partner level - Staff costs.....	11
STEP 13 - Partner level - staff costs	12
STEP 14 - Partner level - Travel and accommodation	13
STEP 15 - Partner level - External expertise and services.....	14
STEP 16 - Partner level - Equipment	16
STEP 17 - Partner level - Infrastructure and works.....	17
STEP 18 - Partner level - Investments	18
STEP 19 - Partner level - Summary of costs	19
STEP 20 - Partner level - Funding.....	20
STEP 21 - Partner level - Indirect state aid	21
STEP 22 - Partner level - Indirect state aid	22
STEP 23 - Partner level - Indirect state aid	23
STEP 24 - Partner level - completing the report the first time	23
STEP 25 - Partner level - completing the report the first time	24
STEP 26 - Partner level - completing the report the first time	24
STEP 27 - Partner level - Completing and notify the authorised signatory	25
STEP 28 - Partner level - Notify the authorised signatory	25
STEP 29 - Partner level - Notify the authorised signatory	26
STEP 30 - Project level - After partner reports has been completed.....	26
STEP 31 - Project level - Notification when partner report is submitted.....	27
STEP 32 - Project level - Overview of submitted reports	28
STEP 33 - Project level - View mode	28
STEP 34 - Project level - Summary section	29
STEP 35 - Project level - Marking the report complete	29

STEP 36 – Project level – Report complete 30

STEP 37 – Project level – Notify Authorised Signatory 30

STEP 38 – Project level – Notifying Authorised Signatory 31

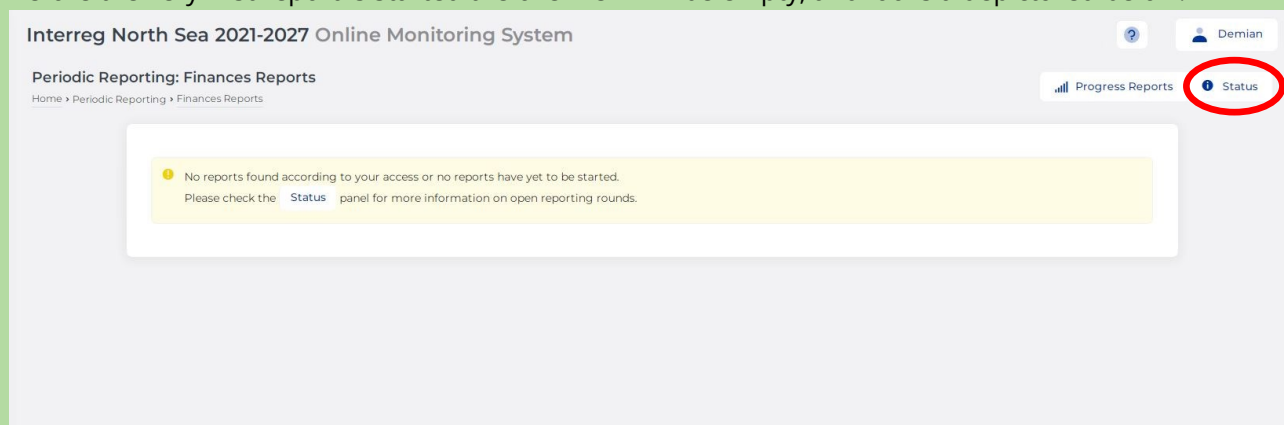
STEP 39 – Project level – Authorised signatory notified 31

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.

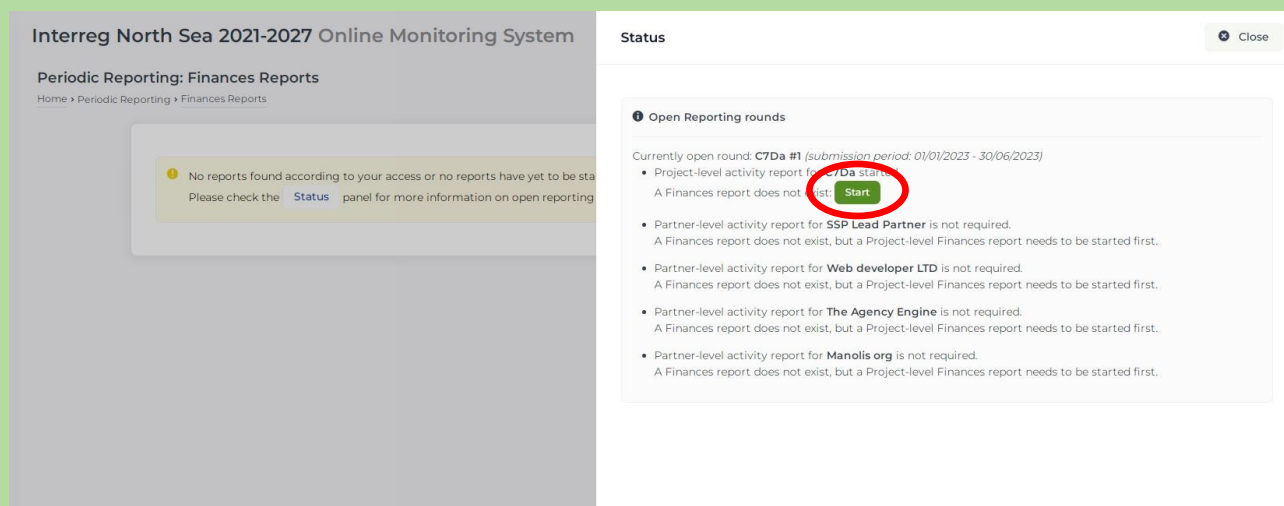
From the finance reports overview the project managing user can start the report. The finance report overview is either accessed via the menu item '**Finance reports**' (under periodic reporting) or via this link <https://oms.interregnorthsea.eu/app/report-finance/>.

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

Summary

Funding

Project	C7Da		
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 *

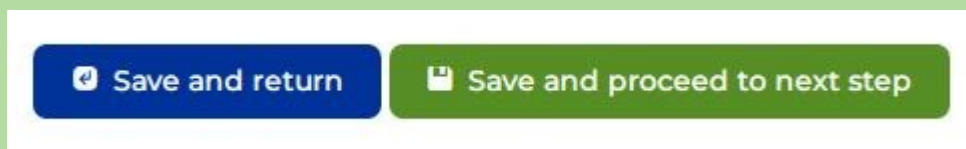
Bank account Bank account holder IBAN SWIFT

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".

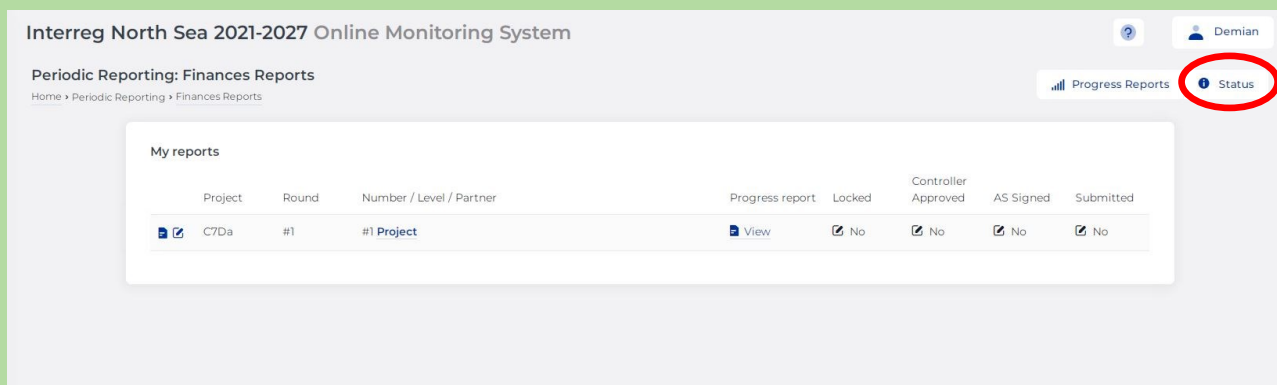


STEP 6 – Partner level report – starting the report

Starting the partner level report

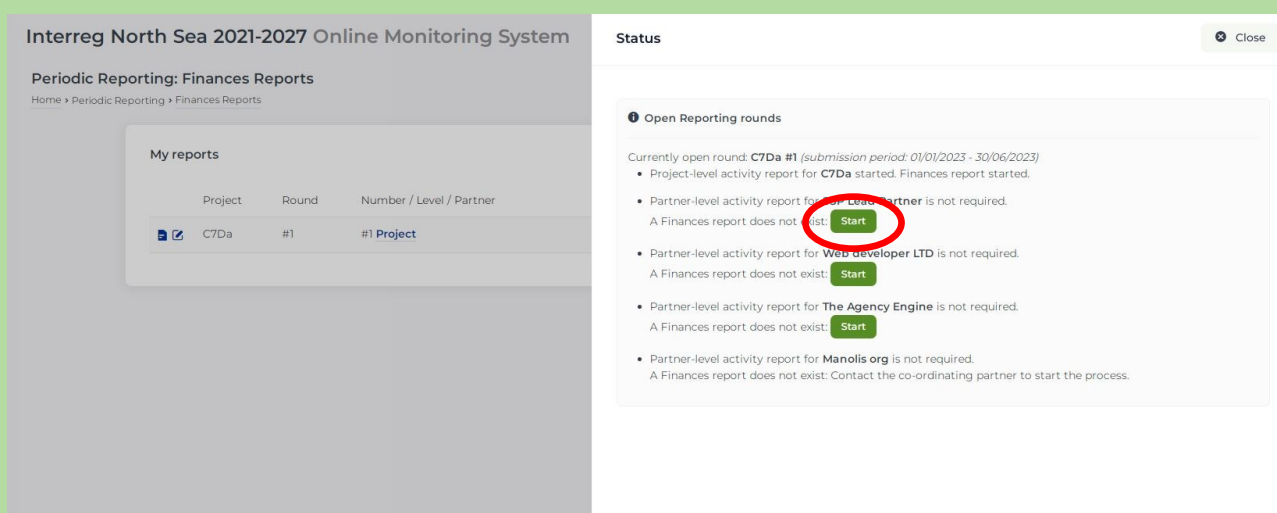
The partner level finance report is started the same way as the project level report.

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.

Interreg North Sea 2021-2027 Online Monitoring System
?
Demian

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Main details

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

Project	FDAI
Report Type	Full Finances report
Form Version	Full Application [Partner] Finances Report v1
Reporting level	Partner
Partner	FDAI Norway
Reporting Round	#1
Project start date	04/03/2015
Project end date	16/02/2024
Reporting period start	--
Reporting period end	--
Currency conversion	

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 *

0,13

Conversion Date *

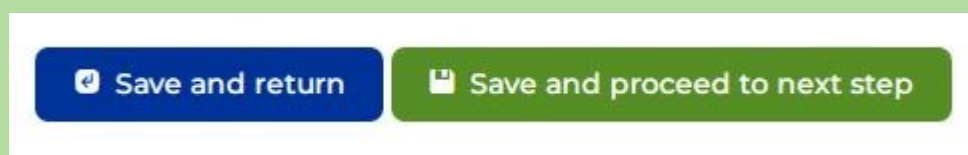
2023-06-05

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**".

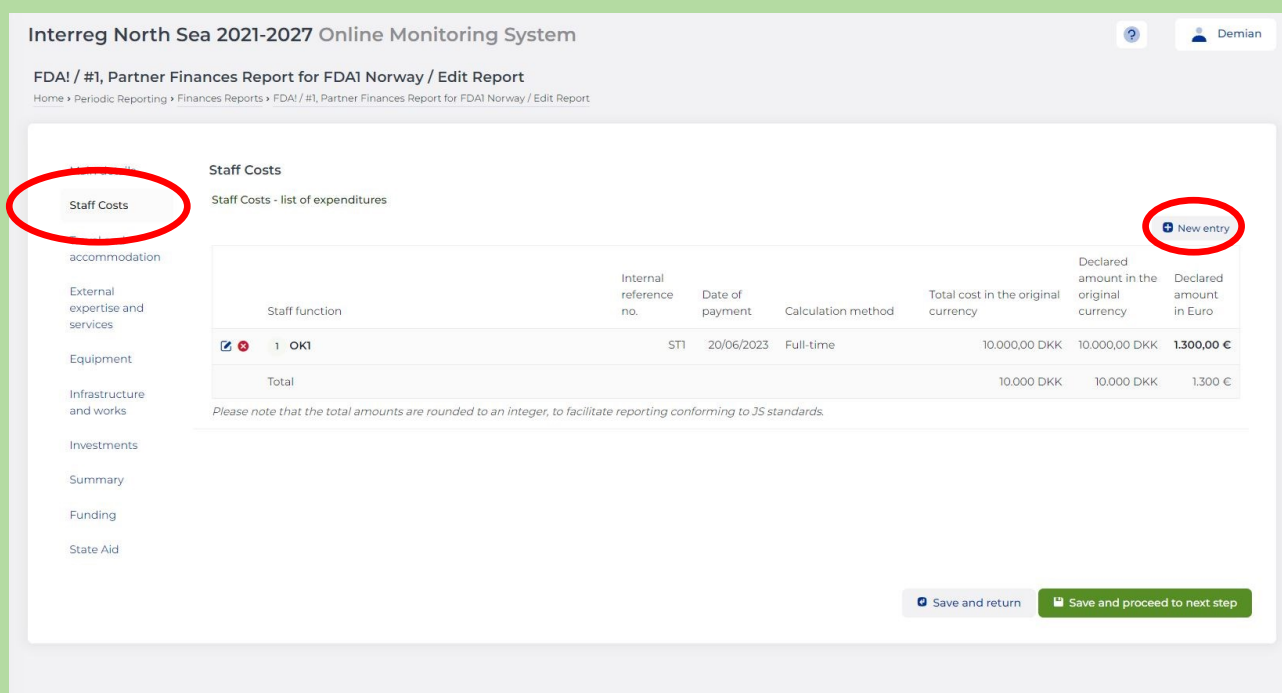


STEP 11 – Partner level – Staff costs

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**".



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FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Staff Costs

Staff Costs - list of expenditures

Staff Costs (circled in red)

New entry (circled in red)

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 OKT	STI	20/06/2023	Full-time	10,000,00 DKK	10,000,00 DKK	1,300,00 €
Total				10,000 DKK	10,000 DKK	1,300 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

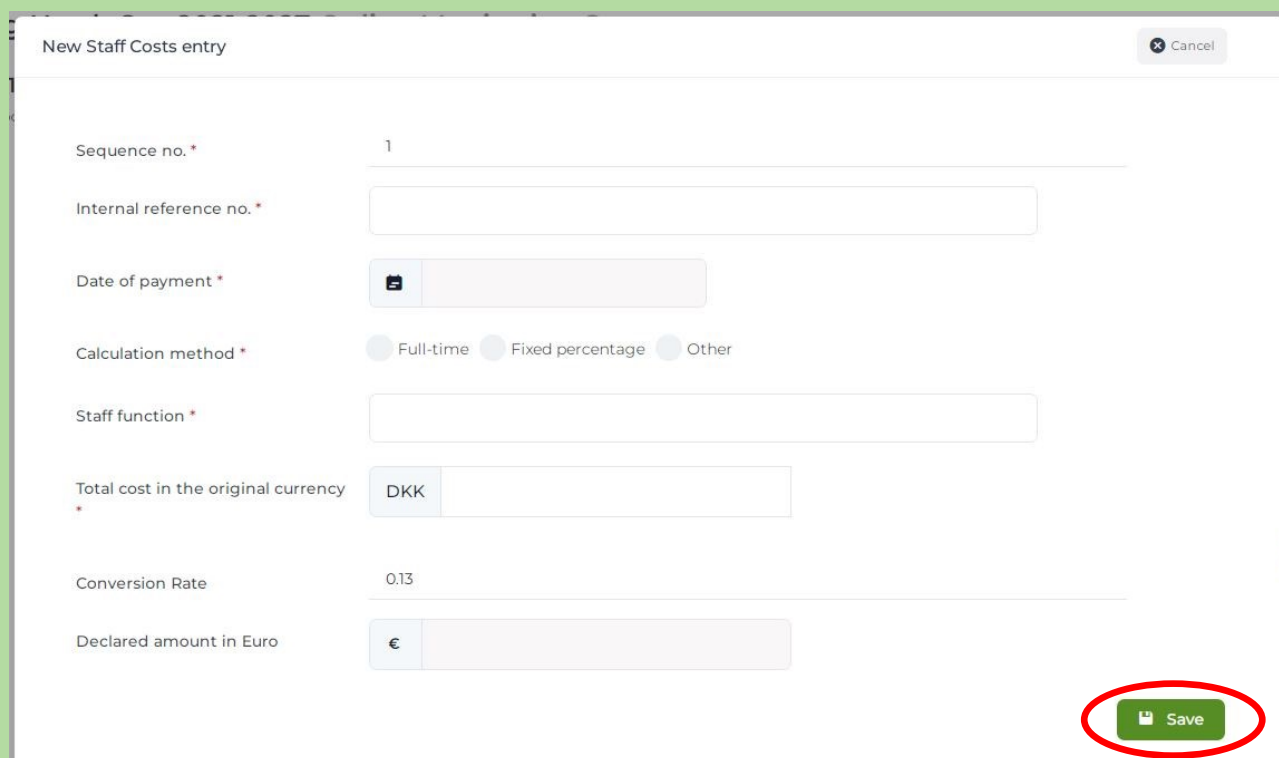
Save and return Save and proceed to next step

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 – staff costs

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

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home » Periodic Reporting » Finances Reports » FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details
Staff Costs
Travel and accommodation
External expertise and services
Equipment
Infrastructure and works
Investments
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 the original currency	Declared amount in Euro
1 OK1	ST1	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 conforming to JS standards.

Save and return
Save and proceed to next step

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Support

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**".

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FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Travel and accommodation

Travel and accommodation - list of expenditures

Travel and accommodation

New entry

Comment	Internal reference no.	Date of payment	Total cost in the original currency	VAT	Declared amount in the original currency	Declared amount in Euro
1 Kick-off meeting plane ticket	NW260625	30/05/2023	1,600,00 DKK	400,00 DKK	2,000,00 DKK	260,00 €
Total			1,600 DKK	400 DKK	2,000 DKK	260 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to J5 standards.

Save and return Save and proceed to next step

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

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FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Travel and accommodation

Travel and accommodation - list of expenditures

Travel and accommodation

New entry

New Travel and accommodation entry

Sequence no. * 2

Internal reference no. * NW260623

Date of payment * 2023-06-06

Comment * Kick-off meeting - Accommodation

Total cost in the original currency * DKK 1250

VAT * DKK 250

Declared amount in the original currency DKK 1500,00

Conversion Rate 0.13

Declared amount in Euro € 195,00

Save

Save and return Save and proceed to next step

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

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FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details: **Travel and accommodation**

Staff Costs: Travel and accommodation - list of expenditures

Travel and accommodation: [New entry](#)

Comment	Internal reference no.	Date of payment	Total cost in the original currency	VAT	Declared amount in the original currency	Declared amount in Euro
1 Kick-off meeting plane ticket	NW260625	30/05/2023	1.600,00 DKK		400,00 DKK	260,00 €
2 Kick-off meeting - Accommodation	NW260623	06/06/2023	1.250,00 DKK		250,00 DKK	195,00 €
Total			2.850 DKK		650 DKK	455 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

[Save and return](#) [Save and proceed to next step](#)

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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"**.

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details: **External expertise and services**

Staff Costs: External expertise and services - list of expenditures

Travel and accommodation: [New entry](#)

External expertise and services

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
1 Planning 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 €
Total						10.000 DKK	2.000 DKK	12.000 DKK	1.560 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

[Save and return](#) [Save and proceed to next step](#)

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

Edit External expertise and services entry

Sequence no. * 2

Investment Select an option

Internal reference no. * DK260628

Award Procedure Open procedure

Supplier Name * Consultants B

Date of payment * 2023-06-06

Comment * Project management

Total cost in the original currency * DKK 15000

VAT * DKK 3000

Declared amount in the original currency DKK 18000

Conversion Rate 0.13

Declared amount in Euro € 2340

Save

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

External expertise and services

External expertise and services - list of expenditures

Investment	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
1 Planning 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 €
2 Project management	DK260628	Consultants B	Open procedure		06/06/2023	13.000,00 DKK	3.000,00 DKK	18.000,00 DKK	2.340,00 €
Total						25.000 DKK	5.000 DKK	30.000 DKK	3.900 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

Save and return **Save and proceed to next step**

STEP 16 – Partner level – Equipment

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

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details
Staff Costs
Travel and accommodation
External expertise and services
Equipment
Infrastructure and works
Investments
Summary
Funding
State Aid

Equipment
Equipment - list of expenditures

[New entry](#)

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
Total						0 DKK	0 DKK	0 DKK	0 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

[Save and return](#) [Save and proceed to next step](#)

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

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details
Staff Costs
Travel and accommodation
External expertise and services
Equipment
Infrastructure and works
Investments
Summary
Funding
State Aid

New Equipment entry

Sequence no. * 1

Investment Select an option

Internal reference no. * DK260630

Award Procedure Competitive negotiated procedure

Supplier Name Supplier C

Date of payment * 2023-06-01

Comment * Supercomputer

Total cost in the original currency * DKK 5400

VAT * DKK 1350

Declared amount in the original currency DKK 6750,00

Conversion Rate 0.13

Declared amount in Euro € 877,50

[Save](#)

[Save and return](#) [Save and proceed to next step](#)

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

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FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home » Periodic Reporting » Finances Reports » FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Equipment

Equipment - list of expenditures

[New entry](#)

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
1 Supercomputer	DK260630	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 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

[Save and return](#) [Save and proceed to next step](#)

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**".

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home » Periodic Reporting » Finances Reports » FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Infrastructure and works

Infrastructure and works - list of expenditures

[New entry](#)

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
1 Transformerstation	DK260632	Construction Firm A/S	Open procedure	Denmark Investment	14/06/2023	25,000,00 DKK	5,000,00 DKK	30,000,00 DKK	3,900,00 €
Total						25,000 DKK	5,000 DKK	30,000 DKK	3,900 €

Please note that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

[Save and return](#) [Save and proceed to next step](#)

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.

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home » Periodic Reporting » Finances Reports » FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Edit Infrastructure and works entry

Sequence no. * 1

Investment Denmark Investment

Internal reference no. * DK260632

Award Procedure Open procedure

Supplier Name * Construction Firm A/S

Date of payment * 2023-06-14

Comment * Transformerstation

Total cost in the original currency * DKK 25000

VAT * DKK 5000

Declared amount in the original currency DKK 30000

Conversion Rate 0.13

Declared amount in Euro € 3900

Save

Save and return Save and proceed to next step

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.

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home » Periodic Reporting » Finances Reports » FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Investments

Investment expenditure *

This table is automated based on reports from previous steps (External expertise and services, Equipment, Infrastructure and works). "Total Eligible Budget" refers to the partner-specific budget for each investment.

Investment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Total	0 €	0 €	5,460 €	5,460 €		-5,460 €

Please ensure that the total amounts are rounded to an integer, to facilitate reporting conforming to JS standards.

Explanations on Investments deviations

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

0 CHARACTERS. POWERED BY TINY

Save and return Save and proceed to next step

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.

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Staff Costs

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works

Investments

Summary

Funding

State Aid

Summary

Expenditures – breakdown per cost categories *

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs are calculated as 15% of staff costs.

⚠ The Total reported Expenditure (51.374 €) is not equal to the total reported Funding (47.034 €). The difference is 4.340 €. 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	1.000 €	0 €	1.950 €	1.950 €	195%	-950 €
Office and administration	150 €	0 €	292 €	292 €	195%	-142 €
Travel and accommodation	39.778 €	0 €	455 €	455 €	1%	39.323 €
External expertise and services	0 €	0 €	3.900 €	3.900 €	0%	-3.900 €
Equipment	40.000 €	0 €	877 €	878 €	2%	39.123 €
Infrastructure and works	790.000 €	0 €	3.900 €	3.900 €	0%	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 €

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**".

Office and administration	150 €	0 €	292 €	292 €	195%	-142 €
Travel and accommodation	39.778 €	0 €	455 €	455 €	1%	39.323 €
External expertise and services	0 €	0 €	3.900 €	3.900 €	0%	-3.900 €
Equipment	40.000 €	0 €	877 €	878 €	2%	39.123 €
Infrastructure and works	790.000 €	0 €	3.900 €	3.900 €	0%	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 expenditure *

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

ok

2 CHARACTERS POWERED BY TINY

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.

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Staff Costs

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works

Investments

Funding

Breakdown of funding sources

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

⚠ The Total reported Expenditure (51.374 €) is not equal to the total reported Funding (47.034 €). The difference is 4.340 €. 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	405.457 €	0 €	25.687 €	25.687 €	6%	379.770 €
Programme Co-funding ERDF	0 €	0 €	0 €	0 €	0%	0 €
Programme Co-funding equivalent	405.457 €	0 €	25.687 €	25.687 €	6%	379.770 €
Partner contribution	405.457 €	0 €	21.347 €	21.347 €	5%	384.110 €
of which public contribution	350.878 €	0 €	21.347 €	21.347 €	6%	329.531 €
of which private contribution	54.579 €	0 €	0 €	0 €	0%	54.579 €
Total Eligible Expenditure	810.914 €	0 €	47.034 €	47.034 €	6%	763.880 €

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

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Staff Costs

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works

Investments

Summary

Edit Funding entry

Funding

of which private contribution

Total Eligible Budget

54579

Previously Reported

0

Current Report

€ 4340

Total reported so far

4340

% of Total reported so far

8%

Remaining budget

50239

Only integers numbers accepted, no commas or dots.

Save

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.

Interreg North Sea 2021-2027 Online Monitoring System
Demian

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report
Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details
Staff Costs
Travel and accommodation
External expertise and services
Equipment
Infrastructure and works
Investments
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).

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding Total	405.457 €	0 €	25.687 €	25.687 €	6%	379.770 €
Programme Co-funding ERDF	0 €	0 €	0 €	0 €	0%	0 €
Programme Co-funding equivalent	405.457 €	0 €	25.687 €	25.687 €	6%	379.770 €
Partner contribution	405.457 €	0 €	25.687 €	25.687 €	6%	379.770 €
<input checked="" type="checkbox"/> of which public contribution	350.878 €	0 €	21.347 €	21.347 €	6%	329.531 €
<input checked="" type="checkbox"/> 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 €

Save and return
Save and proceed to next step

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**".

Interreg North Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway / Edit Report

Main details

Staff Costs

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works

Investments

Summary

Funding

State Aid

State Aid

Indirect State Aid

Organisation	Country	VAT Number	Amount
1 SME 1	Denmark	1234567890	100 €
2 SME 2	Belgium	1987654321	200 €
Total			300 €

New

Save

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.

New State Aid entry

Cancel

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 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: State Aid

Staff Costs: Indirect State Aid

Summary: New

Funding:

State Aid:

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

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 Sea 2021-2027 Online Monitoring System

FDAI / #1, Partner Finances Report for FDAI Norway

Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway

Main details: Main details

Staff Costs: Project

Travel and accommodation: Report Type

Form Version: Full Application (Partner Finances Report.v1)

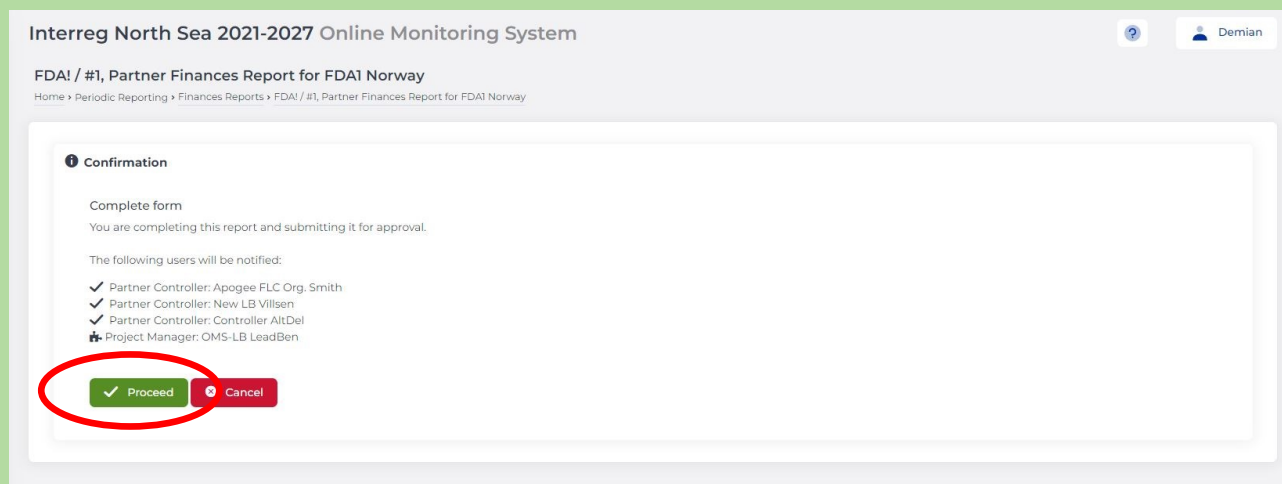
Full Finances report

Buttons: Edit, Complete, Status, Controller, Actions

STEP 25 – Partner level - completing the report the first time

Confirming the completeness

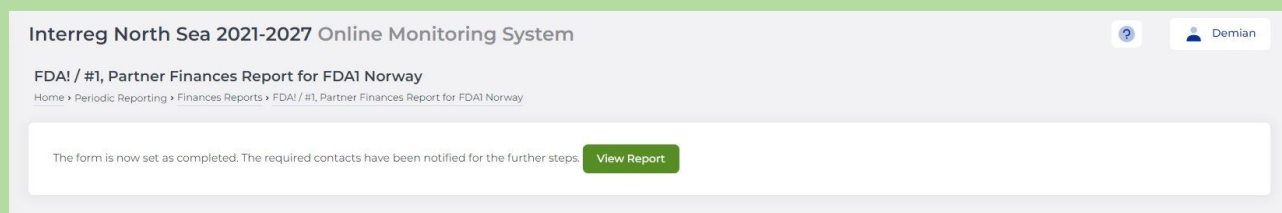
Once the partner managing user have clicked the button "Complete" in the previous step, the user is now requested to confirm the completeness of the report by clicking the button "**Proceed**".



The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'FDAI / #1, Partner Finances Report for FDAI Norway'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway'. The main content area is titled 'Confirmation' and contains the following text: 'Complete form', 'You are completing this report and submitting it for approval.', and 'The following users will be notified:'. Below this, there is a list of users with checkboxes: 'Partner Controller: Apogee FLC Org. Smith' (checked), 'Partner Controller: New LB Villsen' (checked), 'Partner Controller: Controller AltDel' (checked), and 'Project Manager: OMS-LB LeadBen' (unchecked). At the bottom of the confirmation box, there are two buttons: a green 'Proceed' button with a checkmark icon and a red 'Cancel' button with a close icon. The 'Proceed' button is circled in red.

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.



The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Demian'. The page title is 'FDAI / #1, Partner Finances Report for FDAI Norway'. The breadcrumb trail is 'Home > Periodic Reporting > Finances Reports > FDAI / #1, Partner Finances Report for FDAI Norway'. The main content area contains a message: 'The form is now set as completed. The required contacts have been notified for the further steps:'. Below the message is a green 'View Report' button.

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 North Sea 2021-2027 Online Monitoring System

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

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

Demian

Controller Actions

Edit Funding **Notify AS** **Status**

Main details	Main details	
Staff Costs	Project	C7Da
Summary	Report Type	Full Finances report
Funding	Form Version	SSP [Partner] Finances Report v1
State Aid	Reporting level	Partner
Submission	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.

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 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

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 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.

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

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

Reply Reply to all Forward Archive

Recipients

From Demo User @ DemoCorp

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

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

Message

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

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 North Sea 2021-2027 Online Monitoring System

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

Progress Reports Status

Demian

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 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 2021-2027 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	Main details	
Summary	Project	C7Da
Funding	Report Type	Full Finances report
State Aid	Form Version	SSP [Project] Finances Report v1
Submission	Reporting level	Project

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 steps.

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 North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

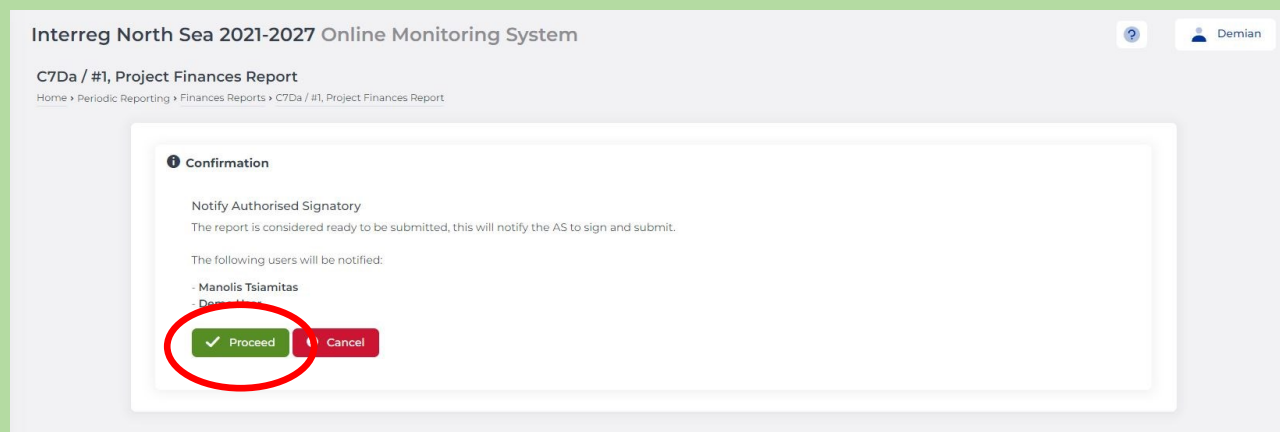
Home > Periodic Reporting > Finances Reports > C7Da / #1, Project Finances Report

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 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

C7Da / #1, Project Finances Report

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

Confirmation

Notify Authorised Signatory

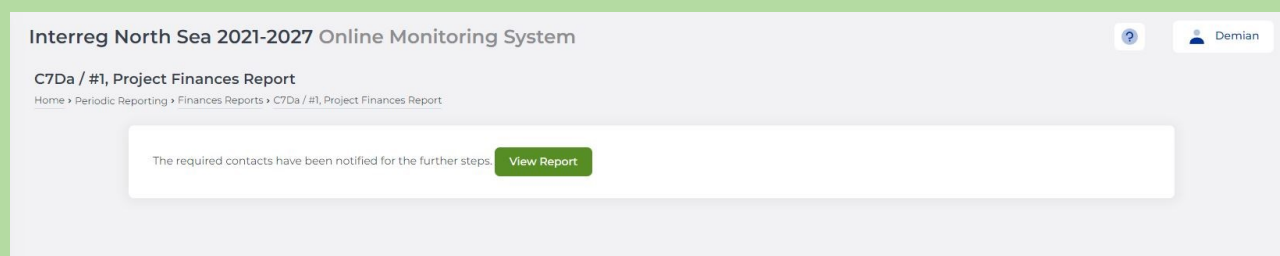
The report is considered ready to be submitted, this will notify the AS to sign and submit.

The following users will be notified:

- Manolis Tsiamitis
- Demian

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 North Sea 2021-2027 Online Monitoring System

C7Da / #1, Project Finances Report

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

The required contacts have been notified for the further steps.

Questions or comments?

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

