



# FINANCE REPORTING







## Agenda

- Run through of the finance reporting process, including all tabs in the OMS form
- A step-by-step explanation of what the beneficiary does prior submitting the report to the FLC.
- A repeat of the most important points when filling out the finance report







	Perio	dic Repo	orting: Fin	ances Reports					
JECT IDEAS	😤 Home	e > Periodic R	eporting > Finance	s Reports					ll Progress Repo
List < Add new <	•	Project-level pro Beneficiary-leve	ogress report for FD	ssion period: 01/03/2016 - 07/01/2017) <b>A</b> A submission extension Al started. Finances report started. r FDA6 Norway started. Finances report does not exist: Start r FDA1 Denmark LB started. Finances report started.	has been approved, the closing date is 10/06/2	2017.			
.ist <	Mark	oporto							
Contracts <	iviy r	eports Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
-C Designations <	D Ø		#1	#1 Project		Ø No		Ø No	Ø No
rogress Reports <	00		#1	#1 Beneficiary: FDA1 Denmark LB	🗅 View	Ø No	Ø No	Ø No	Ø No
nances Reports <	00		#2	#2 Project	🗅 View	Ø No	Ø No	Ø No	Ø No
MUNICATION	D	FDA!	#2	#2 Beneficiary: FDA1 Denmark LB		🔂 Yes	Ø No	⊘ Yes	
Announcements <	Othe	r ranorte			Befor car repo	e the h be s ort ha	beneficia tarted th s to be st d beneficia	ary ref e proje arted ficiary.	ect by the







VB/NSRP Online	Monitoring System 🗇 🐏 ©29:59 @ HELP 🖉 Demo LeadBen 🗸
НОМЕ	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway
PROJECT IDEAS	Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway
♀ List         <	Workflow: Report completed and locked: Area Yes FLC approval: Yes Submitted to LB: Yes
PROJECT APPLICATIONS	
🖹 List <	Main details         Investments         Equipment         Expenditures         Outside prog. area         Funding         Annexes         Submission
Contracts <	Project FDA!
☑ FLC Designations <	Reporting Round #1
l Progress Reports <	Reporting level Beneficiary
I Finances Reports	Beneficiary FDA6 Norway Report Number 1
COMMUNICATION	Project start date 04/03/2015
Announcements <	Project end date 29/04/2018
∽ ⊠ Messages <	Reporting period start 01/11/2016
CONFIGURATION	Reporting period end 05/11/2016
A My account	Report contact persons     Beneficiary Managing User: Demo LeadBen @ OMS-LB     Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben
ß Shared Access 🧼 <	Seneficiary First Level Controller: John Smith @ FLC-LB
Beneficiaries Access <	n• Leau benenciary/managing oser. Demo Leauben @ OMS-Lb





#### European Regional Development Fund VB/NSRP Online Monitoring System 🖶 🥰 🕚 29:46 🕐 HELP 🗳 Demo LeadBen Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway # Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway Complete ~ Action A You have not reported any expenditure. You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report ust be signed and Add new submitted by your Authorised Signatory. A submission extension has been approved, the closing date is 10/06/2017. The following parts are missing some information. You need to fill them before being able to submit the form. • Expenditures: Explanation for no reported expenditure I Workflow: Report completed and locked: ONO FLC approval: ONO Submitted to LB: ONO Finances Reports Main details Investments Equipment Expenditures Outside prog. area Funding Annexes Submission *C*Edit Complete Actions Project FDA! Messages Reporting Round #1 Reporting level Beneficiary Export PDF Beneficiary FDA6 Norway My account Report Number 1 Shared Access Project start date 04/03/2015 View Progress report **Beneficiaries Access** Project end date 29/04/2018 Reporting period start 01/11/2016 Message JS Reporting period end 05/11/2016 () Report contact persons

U Report contact persons
 free Beneficiary Managing User: Demo LeadBen ⊕ OMS-LB
 Ø Beneficiary Authorised Signatory: Peter Coordinating ⊕ OMS-local-Ben
 Ø Beneficiary First Level Controller: John Smith ⊕ FLC-LB
 free Beneficiary/Managing User: Demo LeadBen ⊕ OMS-LB







VB/NSRP Online	Monitoring System
Home	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report
PROJECT IDEAS	🕷 Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report
♀ List <	Main details Investments Equipment Expenditures Outside prog. area Funding Annexes
Add new      ROJECT APPLICATIONS	① Information in this tab is pre-determined/automated and can not be edited.
🕒 List 🗸	Reporting Round #1 Reporting level Beneficiary
Contracts <	Beneficiary FDA6 Norway
and Progress Reports	Report Number 1
Finances Reports COMMUNICATION	Save and return Save and proceed to next step
© Announcements <	Navigate by using the
⊠ Messages <	two options
	Save and return Save and proceed to next step





🖄 Demo LeadBen 🗸

🖶 🤽 🕚 29:43 🕐 HELP

#### **VB/NSRP Online Monitoring System**

#### Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report A Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report ♀ List Expenditures Outside prog. area Main details Investments Equipment Fundina Annexes + Add new Expenditures - breakdown per budget line \* Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs. Contracts A You have not reported any expenditure. You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory. FLC Designations Progress Reports **Total Eligible** Previously Total reported so % of Total reported Budget Budget Reported **Current Report** far so far **Remaining budget** Finances Reports Staff costs 100.000€ 0€ 0€ 0€ 0 100.000€ Office and administration 15.000€ 0€ 0€ 0€ 0 15.000 € Announcements Travel and accommodation 20.000€ 0€ 0€ 0€ 0 20.000€ Messages 0 1 External expertise and 290.000€ 0€ 0€ 0€ 290.000€ services 0€ 0 Equipment 190.000€ 0€ 0€ 190.000 € Ω My account 130.000€ 0€ 0€ 0 130.000€ Investments 0€ **R** Shared Access **Total Expenditure** 745.000€ 0€ 0€ 0€ 0 745.000€ **R** Beneficiaries Access 0€ 0 0€ 0€ 0€ (Net revenue) 0€ **Total Eligible Expenditure** 745.000€ 0€ 0€ 0€ 0 745.000€ Explanation for no reported expenditure В I ¶ - ⊨ ≡ 8 m 'D C <> 8

Type something

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





🖶 🥦 🕄 29:53 🕐 HELP 🗳 Demo LeadBen 🗸

#### VB/NSRP Online Monitoring System

НОМЕ	≡	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report									
PROJECT IDEAS		番 Home > Perio	odic Reporting > Finar	ices Reports > FDA! / #	1, Beneficiary Finances F	eport for FDA6 Norway	/ Edit Report				
♀ List	<										
+ Add new	<	Main details	Investments E	quipment Expendit	ures Outside prog.	area Funding A	Annexes				
PROJECT APPLICATIONS		Related to se	Investment expendite ection C.8 Investments in								
🖺 List	<		not reported any expe								
Contracts	<				S. The system will bypass ting 0 Euro expenditure; i						
FLC Designations	<			Total Eligible			Total reported so	% of Total reported			
Progress Reports	<	Inves	tment	Budget	Previously Reported	Current Report	far	so far	Remaining budget		
I Finances Reports	<	Norwe	egian investment	130.000 €	0 €	0€	0€	0	130.000 €		
COMMUNICATION		Total		130.000 €	0€	0€	0€	0	130.000 €		
♀ Announcements	<	Explanations	on Investments devia	tions B I ¶	- ⊨ ⊨ % ∎		<i>a</i> 2				
🗹 Messages	<					B 0 C 4/					
CONFIGURATION				Type something					0		
$\underline{\mathbb{Q}}$ My account	<			Please explain de Form.	eviations (if any) as regard	s spending on investmen	ts compared to the amou	nts indicated in the Appli	cation		
<u> </u> A Shared Access	<						Save and return	Save and proceed to	next step		
A Beneficiaries Access	<										







	Finances Reporting		×
	Report Table	4. Investment expenditure	
	Investment	Norwegian investment	
) List	Total Eligible Budget	130000	
🖯 Add new	Previously Reported	0	1
	Current Report	0 € (Only integers numbers accepted, no commas or	dots.)
List		0	in the amount of 0 B
Contracts	Total reported so far		ed Signatory.
FLC Designations	% of Total reported so far	0%	ed
	Remaining budget	130000	2 Remaining b
Finances Reports			Save 0 1
Announcements			
			0
			pplication
My account			
Shared Access	Contract (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		d to next step
Beneficiaries Access			





🖶 🥦 🕓 29:40 🕜 HELP 🔮 Demo LeadBen

#### VB/NSRP Online Monitoring System

НОМЕ		Periodic Reporting: Finances Re FDA! / #1, Beneficiary	ports Finances Re	port for FDA	6 Norway / I	Edit Report					
PROJECT IDEAS		# Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report									
♀ List	<	Main details Investments E	quipment Expendit	ures Outside prog.	area Funding	Annexes					
⊕ Add new	<			outside prog.	area Fananig	, incred					
PROJECT APPLICATIONS	NS Related to section C.10 Equipment in the application form										
🖺 List	<	A You have not reported any expenditure.									
Contracts	<	You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory.									
S FLC Designations	<		Total Eligible	Previously		Total reported so	% of Total reported				
Progress Reports	<	Equipment	Budget	Reported	Current Report	far	so far	Remaining budget			
III Finances Reports	<	🖉 Ben6	190.000 €	0€	0€	0€	0	190.000 €			
COMMUNICATION		Total	190.000 €	0€	0€	0 €	0	190.000 €			
♀ Announcements	<	Explanations on Equipment expend									
🖂 Messages	<	deviat	tions	,_ ·_ ·	⊞ "D C" >	8					
CONFIGURATION			Type something					0			
요 My account	<		Please explain de Form.	eviations (if any) as regard	ls spending on equipme	nt compared to the amo	unts indicated in the Applica	ation			
🔉 Shared Access	<					Save and return	Save and proceed to	next step			
A Beneficiaries Access	<										







	egional Development Fund	
VB/NSKP Online	Monitorina System	🛱 🤒 🕅 C 29:49 🕜 HELP 🎬 Demo LeadBer
	Finances Reporting	×
	Report Table	5. Equipment expenditure
	Equipment	Ben6
♀ List <	Total Eligible Budget	190000
Add new	Previously Reported	0
	Current Report	0 € (Only integers numbers accepted, no commas or dots.)
Contracts <	Total reported so far	0 in the amount of 0 Euros. ed Signatory.
S FLC Designations	% of Total reported so far	0%
	Remaining budget	190000 <b>Remaining budget</b>
III Finances Reports <		0         190.000 €           0         190.000 €
♀ Announcements <		
		0
		plication
		d to next step
Beneficiaries Access		





#### **VB/NSRP Online Monitoring System** 🖶 🥰 🕚 29:43 🕐 HELP 🎽 Demo LeadBen 🗸 Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report # Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report Main details Investments Equipment Expenditures Outside prog. area Funding Annexes + Add new Expenditures - breakdown per budget line ' Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Office and administration costs costs are calculated as 15% of staff costs. A You have not reported any expenditure. Contracts You may still submit your report but it will be noted by the JS. The system will bypass First Level Control verification if - and only if - you report expenditure in the amount of 0 Euros. However, you will need to provide an explanation for submitting 0 Euro expenditure; in addition, your report must be signed and submitted by your Authorised Signatory. FLC Designations Progress Reports **Total Eligible** Previously Total reported so % of Total reported Budget Budget Reported **Current Report** far so far Remaining budget Finances Reports Staff costs 100.000€ 0€ 0€ 0 100.000€ 0€ 0 Office and administration 15.000€ 0€ 0€ 0€ 15.000 € ♀ Announcements Travel and accommodation 20.000€ 0€ 0€ 0€ 0 20.000€ 0 Messages 0€ 0€ 0 290.000€ External expertise and 290.000€ 0€ services 190.000€ 0€ 0€ 0€ 0 190.000 € Equipment **Q** My account Investments 130.000€ 0€ 0€ 0€ 0 130.000€ Shared Access **Total Expenditure** 745.000€ 0€ 0€ 0€ 0 745.000€ 🔍 Beneficiaries Access (Net revenue) 0€ 0€ 0€ 0€ 0 0€ **Total Eligible Expenditure** 745.000€ 0€ 0€ 0€ 0 745.000 € Explanation for no reported expenditure В T ¶ -I 10 S ⊞ </> 8 ~

Type something

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





VB/NSRP Online	e <mark>Monitorina Svstem</mark>	a 🤓	🔉 🔿 29:48 🕜 HELP  🔮 Demo LeadBen 🗸
	Finances Reporting		×
	Report Table	3. Expenditure per budget line	
	Budget	Staff costs	
ပြList ∢	Total Eligible Budget	100000	
① Add new	Previously Reported	0	
	Current Report	0 € (Only integers numbers accepted, no commas or dots.)	stration costs costs are
🖺 List 🔹		<u>^</u>	
Contracts	Total reported so far	0	re in the amount of 0 Euros.
S FLC Designations	% of Total reported so far	0%	rised Signatory.
and Progress Reports	Remaining budget	100000 2	4
		Savi	e Remaining budget
			0 100.000 €
			0 15.000€
⊠ Messages 🔹			0 20.000 €
			0 290.000 €
			0 190.000 €
			0 130.000 €
			0 745.000€
A Beneficiaries Access			0 0€
	Total Eligible Expenditu	re 745.000€ 0€ 0€	0 745.000 €





#### **VB/NSRP Online Monitoring System** 🖶 🤐 🕐 29:49 🕐 HELP 🖄 Demo LeadBen 🗸 Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report PROJECT IDEAS # Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report 🔉 List Main details Equipment Expenditures Outside prog. area Funding Annexes Investments + Add new ERDF outside the programme area \* Category **Current Report** ERDF 0 Staff costs 0€ 0€ ີ List Office and administration 0€ 0€ Contracts Travel and accommodation 0€ 0€ 0 **FLC Designations** 0 **External expertise and services** 0€ 0€ Progress Reports 0 Equipment 0€ 0€ Finances Reports 0 Investments 0€ 0€ Total 0€ 0€ Announcements Please indicate the expenditure located outside of the eligible (programme) area. Office and administration costs costs are calculated as 15% of staff costs. Messages Save and return Save and proceed to next step **Wy account** Shared Access Beneficiaries Access





🖶 🥦 © 29:35 🕐 HELP 🗳 Demo LeadBen 🗸

**VB/NSRP Online Monitoring System** 

НОМЕ	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway								
PROJECT IDEAS	A Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway 2 Edit Complete < Actions								
♀ List <									
Add new <	Please note the following issue(s):     Nothing has been reported in table 4. Investment expenditure								
PROJECT APPLICATIONS	<ul> <li>Nothing has been reported in table 5. Equipment expenditure</li> <li>You may still submit your report but it will be noted by the JS.</li> </ul>								
🖹 List 🗸	For your information, the Total reported Expenditure (28.750 €) is not equal to the total reported Funding (14.375 €). The difference is 14.375 €. Please either adjust the expenditures								
Contracts <	(Investments, Equipment or Expenditures tabs) or the funding sources (under Beneficiary match funding, either Public or Private contribution). You will not be able to submit this report before the two totals are equal.								
✓ FLC Designations <									
al Progress Reports <	A submission extension has been approved, the closing date is 10/06/2017.								
III Finances Reports <	<sup>(1)</sup> Workflow: Report completed and locked: <i>O</i> No FLC approval: <i>O</i> No Submitted to LB: <i>O</i> No								
COMMUNICATION									
♀ Announcements <	Main details Investments Equipment Expenditures Outside prog. area Funding Annexes Submission								
🖂 Messages 💦 <	Project FDA!								
CONFIGURATION	Reporting Round #1								
요 My account <	Reporting level Beneficiary								
A Shared Access <	Beneficiary FDA6 Norway								
R. Beneficiaries Access     <	Report Number 1								
	Project start date 04/03/2015								
	Project end date 29/04/2018								
	Reporting period start 01/11/2016								
	Reporting period end 05/11/2016								
	<ul> <li>① Report contact persons</li> <li>➡ Beneficiary Managing User: Demo LeadBen @ OMS-LB</li> <li>☞ Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben</li> <li>☞ Beneficiary First Level Controller: John Smith @ FLC-LB</li> <li>➡ Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB</li> </ul>								





VB/NSRP Onli								🗄 <sup>94</sup> 2a (©29:49 (?)	HELP  论 Demo LeadB
IOME			Reporting: Finances Re #1, Beneficiary		eport for FDA	6 Norway /	Edit Report		
ROJECT IDEAS	*	Home	> Periodic Reporting > Finar	ces Reports > FDA! / #	<ol> <li>Beneficiary Finances</li> </ol>	Report for FDA6 Norv	vay / Edit Report		
ပွ List	<								
+) Add new	<	Main de	etails Investments E	quipment Expendi	tures Outside prog	. area Funding	Annexes		
ROJECT APPLICATIONS		Please	Breakdown of funding sou do not forget to update the n		ry match funding (of whic	h public contribution) a	nd / or (of which private	contribution). The final nu	mber should reflect the
ືງ List	<		number under programme co-			,			
Contracts	2		u have not reported any exper nay still submit your report bu		IS. The system will bypas	s First Level Control veri	fication if - and only if -	you report expenditure in	the amount of 0 Euros.
	~		ver, you will need to provide a						
FLC Designations				Total Eligible	Previously		Total reported so	% of Total reported	
Progress Reports	<			Budget	Reported	Current Report	far	so far	Remaining budget
Finances Reports OMMUNICATION	<		Programme Co-funding Total	372.500€	0 €	0€	0€	0	372.500 €
Announcements	<		Programme Co-funding ERDF	0€	0 €	0€	0€	0	0€
	<		Programme Co-funding equivalent	372.500€	0 €	0€	0 €	0	372.500€
∠ Messages									
✓ Messages ONFIGURATION			ERDF outside the programme area	0€	0€	0€	0€	0	0€
ONFIGURATION	<			0€ 372.500€	0€	0€	0€	0	0 € 372.500 €
DNFIGURATION	< <	0	programme area						
		-	programme area Beneficiary match-funding of which public	372.500 €	0€	0€	0€	0	372.500 €

we and return Save and proceed to next step





#### VB/NSRP Online Monitoring Synthey Maps.google.com/ 🖄 Demo LeadBen 🗸 🔁 🥦 ()29:50 (?) HELP Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report # Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway / Edit Report PROJECT IDEAS ♀ List Main details Investments Equipment Expenditures Outside prog. area Funding Annexes + Add new Annexes \* Please provide at least one annex file that contains a list of all expenditure per budget category. The total amount in the annexed file should match the total in the reported expenditure. You cannot submit your report otherwise. Missing annexes: Staff costs 🖹 List Title File Contracts **Budget category** FLC Designations Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed **Progress Reports** reimbursement. **Finances Reports** Save COMMUNICATION ♀ Announcements







B/NSRP Online M	onitorina Svstem		📑 鵫 🔿 🕞 🖪	🕐 HELP 🛛 🗳 Demo LeadBen
	Annexes		×	
	Information			
CT IDEAS	Budget category *	Staff costs		
t <				
new <	Title *	Staff costs attachment		
T APPLICATIONS	File *	Upload a file Browse Staff costs report #1.docx		• New
<		If you have more than one document you would like to upload, please put them in a zip folder and upload the folder.	r	es: Staff costs
racts <			Save	le
Designations <				ture and related
ess Reports <				result in a delayed
ces Reports <				Save
ICATION				
uncements <				
ges <				
ATION				
count <				
d Access <				
ficiaries Access				





### Extract from accounting system – staff costs









# Extract from accounting system – external expertise and services







VB/NSRP Onli	ine l	Monitoring System			a <sup>e</sup>	📐 🕚 29:21 🕜 HELP 🗳 Demo LeadBen 🗸
НОМЕ		Periodic Reporting: Finances Report FDA! / #1, Beneficiary Fir	s nance	s Report for FDA6 No	orway / Edit Report	
PROJECT IDEAS		Home > Periodic Reporting > Finances Re	eports > F	DA! / #1, Beneficiary Finances Report f	or FDA6 Norway / Edit Report	
🖓 List	<					
⊕ Add new	<	Main details Investments Equipm	ent E	xpenditures Outside prog. area	Funding Annexes	
PROJECT APPLICATIONS		Annexes *		Budget category	Title	New File
🖺 List	<		08	Staff costs	Staff costs report #1	
Contracts	<					20170426135eport1.docx
S FLC Designations	<		amounts	s should match the totals which you have	as an extract from your accounting system. The li provided in this report. Any inconsistency between	
A Progress Reports	<		reimbur	sement.		
I Finances Reports	<					Save
COMMUNICATION						
♀ Announcements	<					
🖂 Messages	<					
CONFIGURATION						
요 My account	<					
A Shared Access	<					
<u>A</u> Beneficiaries Access	<					





VB/NSRP Onli	ne Mor	nitoring S	ystem									a (		<b>〕29:50</b> (	? HELP	🖄 Demo I	.eadBen ~
НОМЕ	Pe FI	eriodic Repor	ting: Financ Benefic	es Reports iary Fina	ance	s Repo	rt for	FDA6 I	Norway	/							
PROJECT IDEAS	-	Home > Perio	dic Reporting	Finances Rep	orts > F	DA! / #1, Ber	neficiary Fi	nances Repo	ort for FDA6	Norway				0 E	dit 🙃	Complete	~ Actions
♀ List	<	A place and all	- f-ll l l	- (-)-													
🕀 Add new		<ul> <li>A Please note the</li> <li>Nothing has been</li> <li>Nothing has been</li> </ul>	n reported in ta	ole 4. Investme													
PROJECT APPLICATIONS		You may still sul															
🖺 List	<	For your informa															
Contracts	<	(Investments, Eq the two totals ar		nditures tabs)	or the fu	anding sources	s (under Bei	neficiary mate	ch funding, ei	ther Public or P	rivate contrib	ution). Yo	ou will n	ot be able	to submit	this report b	efore
S FLC Designations	<	A submission ex	tension has bee	n approved the	closing	date is 10/06	2017										
all Progress Reports	<	A submission ex	tension has bee	n approved, the	closing	date is 10/00	72017.										
III Finances Reports	<	The following pa Annexes: Annex		some informati	on. You	need to fill the	em before b	peing able to	submit the fo	rm.							
COMMUNICATION																	
<b>O</b> Announcements	<	Please provide a cannot submit y					liture per b	udget catego	ry. The total a	mount in the a	nnexed file sh	hould mat	ch the t	total in the	reported	expenditure.	You
🖂 Messages	<																
CONFIGURATION		() Workflow:	Report complete	d and locked:	Ø No	FLC approva	l: 🖉 No	Submitted	to LB: ON	o la							
요 My account	<																
<u> </u>	<	Main details	Investments	Equipmer	nt E	xpenditures	Outsid	le prog. area	L Funding	g Annexes	s Submis	ssion					
Beneficiaries Access	<			Project													
	_			orting Round													
	- II.		Ke	porting level Beneficiary													
			Re	port Number		ormay											
			Proj	ect start date	04/03/2	2015											
			Pro	ect end date	29/04/2	2018											
			Reporting	period start	01/11/2	2016											
			Reportin	g period end	05/11/2	2016											
																Second Second	





VB/NSRP Online	e Monitoring System 🗇 MeLP 🔮 Demo LeadBen 🗸
НОМЕ	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway
PROJECT IDEAS	# Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway
♀ List <	A submission extension has been approved, the closing date is 10/06/2017.
① Add new	
PROJECT APPLICATIONS	<sup>(1)</sup> Workflow: Report completed and locked: <i>O</i> No FLC approval: <i>O</i> No Submitted to LB: <i>O</i> No
🖺 List 🗧	
Contracts	Main details         Investments         Equipment         Expenditures         Outside prog. area         Funding         Annexes         Submission
S FLC Designations	Project FDA!
al Progress Reports	Reporting Round #1
III Finances Reports	Reporting level Beneficiary
COMMUNICATION	Beneficiary FDA6 Norway
♀ Announcements	Report Number 1
∑ Messages	Project start date 04/03/2015
CONFIGURATION	Project end date 29/04/2018 Reporting period start 01/11/2016
	Reporting period end 05/11/2016
A Shared Access           A Beneficiaries Access         Image: Comparison of the second sec	<ul> <li>Report contact persons</li> <li>Beneficiary Managing User: Demo LeadBen @ OMS-LB</li> <li>Beneficiary Authorised Signatory: Peter Coordinating @ OMS-local-Ben</li> <li>Beneficiary First Level Controller: John Smith @ FLC-LB</li> <li>Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB</li> </ul>





#### **VB/NSRP Online Monitoring System**

🖶 🥦 © 29:51 🕐 HELP 🖄 Demo LeadBen 🗸

#### Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway # Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway ♀ List **(i) CONFIRMATION** + Add new Complete form You are completing this report and submitting it for approval. 🗂 List The following users will be notified: Seneficiary First Level Controller: John Smith @ FLC-LB Contracts 🔥 Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB FLC Designations Proceed Cancel Progress Reports Finances Reports **○** Announcements 🖂 Messages **𝒫** My account **𝔅** Shared Access **Beneficiaries Access**



#### VB/NSRP Online Monitoring System

🖶 🥦 ©29:51 🕐 HELP 🔮 Demo LeadBen 🗸

НОМЕ	Periodic Reporting: Finances Reports FDA! / #1, Beneficiary Finances Report for FDA6 Norway
PROJECT IDEAS	# Home > Periodic Reporting > Finances Reports > FDA! / #1, Beneficiary Finances Report for FDA6 Norway
♀ List	The form is now set as completed. The required contacts have been notified for the further steps.
① Add new	
PROJECT APPLICATIONS	
🖺 List	
Contracts	
S FLC Designations	
Progress Reports	
Finances Reports	
COMMUNICATION	
♀ Announcements	
🖂 Messages	
CONFIGURATION	
요 My account	
A Shared Access	
A Beneficiaries Access	





## Important points to keep in mind...

- + When you must report expenditure
- + Rounding
  - + Reported expenditure
  - + Programme funding vs. Beneficiary match funding
- + Expenditure in currency other than Euros
- + Expenditure outside the programme area
- + FLC
  - + Deductions
  - + Beneficiary-level vs. Project-level control







## **Division of labour**

Lead Beneficiary	Beneficiary	First Level Control	Joint Secretariat
Authorised Signatory appointment	Authorised Signatory appointment	First Level Control Report	Reviewing the project progress report
First Level Control designation	First Level Control designation	Verification of expenditure correctness	Following up on second level control
Beneficiary report	Beneficiary report		
Project report		Explanation of deductions	Respond to LB questions
Partnership agreement			Prepare reimbursement documentation for
			the certifying authority