Periodic financial report H2020

Kinga Koski

6.5.2020    VTT – beyond the obvious
Financial report

- The financial report must contain:

  • (a) information on the eligible costs, including a ‘breakdown of direct costs table’ and a ‘budget follow-up table’;
  • (b) an ‘individual financial statement’ (see Annex 4) from the beneficiary [and from each linked third party] for the reporting period concerned.
Financial report

• a ‘summary financial statement’, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including the request for interim payment (or — for the last financial reporting period — the request for payment of the balance);

• (e) for the last financial reporting period only: a ‘certificate on the financial statements’ (see Annex 5) for the beneficiary [and linked third party], if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2.)
New Portal view

- https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home
New Portal view

[Image Description Here]
New Portal view / Edit Roles

EDIT ROLES

Go back  Add roles  Enable Lear Access  Disable Lear Access
Periodic Reporting H2020
Main reporting page per partner

- please fill in the total personnel cost and then press action button

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>A</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Direct personnel costs declared as actual costs</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>b) Direct personnel costs declared as unit costs (average costs)</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>d) Direct costs of subcontracting</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>e) Direct costs of providing financial support to third parties</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>f) Other direct costs</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>g) Costs of large research infrastructure</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>h) Costs of internally invoiced goods and services</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>i) Indirect costs ( = 0.25 \times (a + b + f + g + h - p) )</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>j) Total costs ( = a + b + d + e + f + g + h + i )</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>k) Receipts</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>n) Maximum EU contribution ( = 100% \times k )</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>o) Requested EU contribution</td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
</tbody>
</table>
Personnel cost report

- for more rows press + Add Detail

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Months</th>
<th>Associated Work Package</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>(none)</td>
<td>x</td>
</tr>
</tbody>
</table>

Use of in kind contribution from third party

<table>
<thead>
<tr>
<th>No.</th>
<th>Costs</th>
<th>Third Party Name</th>
<th>Type</th>
<th>Foreseen in Annex I</th>
<th>Explanations (if not foreseen in Annex I)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
Personnel cost report

- Remember mark the correct WP’s
Personnel cost report (in case of use of in kind contribution from third party)

### Direct personnel costs declared as actual costs

**Persons/month per WP**

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Months</th>
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</thead>
<tbody>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

- Against Payment
- Free of charge

6.5.2020 VTT – beyond the obvious
Personnel cost report (in case of use of in kind contribution from third party)

- Remember fill "Foreseen in Annex I" declaration

### Direct personnel costs declared as actual costs

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<tr>
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<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
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</table>

[Image of personnel cost report form]
Subcontracting

- Push the amount after that you can insert the amount and explanation
## Subcontracting

### Direct costs of subcontracting

<table>
<thead>
<tr>
<th>No.</th>
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<td></td>
<td></td>
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- a) Direct personnel costs declared as actual costs
- b) Direct personnel costs declared as unit costs (average costs)
- c) Direct costs of subcontracting
- d) Direct costs of providing financial support to third parties
- e) Other direct costs
- f) Costs of large research infrastructure
- g) Indirect costs (+ 0.25 * (a + b + f + g - o))
- h) Total costs (+ a + b + d + e + f + g + h)
- i) Maximum EU contribution (100%)
- j) Requested EU contribution
Direct cost of providing financial support to third party

<table>
<thead>
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<th>No.</th>
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</thead>
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Cost Category:
- Direct personnel costs declared as actual costs
- Direct personnel costs declared as unit costs (average costs)
- Direct costs of subcontracting
- Direct costs of providing financial support to third parties
- Other direct costs
- Costs of large research infrastructure
- Indirect costs ($0.25 \times (a + b + f + g + o))
- Total costs ($= a + b + d + e + f + g + h)$

**Financial Statement**

Financial Statement for period 1 (01/01/2015 - 31/12/2015)

<table>
<thead>
<tr>
<th>Eligible costs:</th>
<th></th>
</tr>
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<td></td>
</tr>
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<td>j) Total costs ($= a + b + d + e + f + g + h)$</td>
<td>0.00 €</td>
<td></td>
</tr>
</tbody>
</table>
Other direct cost

- Insert the cost
- Write short description
- Chose the right category and WP
- Remember fill ” Foreseen in Annex I” declaration
Indirect cost, total cost and EU contribution

- Indirect cost, total cost and EU contribution will be calculated automatically.
- Click to change the requested contribution.
Financial statement

- Click the "Lock for Review" button, which will prevent further editing and generate a pdf document (This might take a few minutes.)
Financial statement

- The Financial Statement can be unlocked ("Unlock to draft") for further editing or electronically signed & submitted ("Sign and Submit") to the coordinator.
Financial statement / Signature window
Financial statement

- Electronically signed & submitted financial statement can see via the task Periodic Report composition.
Financial statement

- Please click on the Financial Statement pdf to download
Periodic financial reporting for coordinator
Periodic reporting for coordinator

- To open push "Periodic Reporting"
Periodic reporting for coordinator

- Download UoR and Financial Statements
Important to check

- Insert one total amount (EUR) to the personnel costs. PMs are reported at WP level. Push button to check this.
Important to check

- Explanation of the subcontracting cost
Important to check

- Explanation if the major cost items amount exceed 15%
Periodic and final report

- The Coordinator approves the elements of the Periodic Report & submits to the EU
- Click on the Include /Redo button to approve or reject an element (Financial Statement and/or Technical Part of the Periodic Report).
Periodic and final report

- The Financial Statements of the Periodic Report are submitted to the EU in one single submission.
- To submit click on the button Submit to EU (at least one financial statement and the technical part needs to be included for the Submit to EU button to become available).
- The button will be disabled if there are validation errors
Periodic and final report

- The button will be disabled if there are validation errors
Periodic and final report

- Click the **Submit to EU** button to submit the periodic report to the EU.

- The process goes to the status Submitted and the process box turns blue (this means the process is in the hands of the EU now).
Periodic Report rejected by the Commission, start preparing new / Partner view
Periodic Report rejected by the Commission, start preparing new / Partner view
Periodic Report rejected by the Commission, start preparing new / Coordinator view
Periodic Report rejected by the Commission, start preparing new / Partner view
Error-tilanteet

- Älä jätä tyhjiä kustannusrivejä -> Validointi vaiheessa aiheuttaa error-viestin.
- Other costit ei tarvitse eritellä 15% rajaan yli. Komissio kysyy lisää selvitystä tarvittaessa.
- Muista lukita ja allekirjoittaa raportti, tietojen syöttäminen ei riitä.
Useful links

- Financial Statement:
  https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+complete+your+financial+statement

- Periodic Reporting:

- Online manual:

- Coordinators Day 2018:
Thank you!

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www.vtt.fi