



TEKES Raportointikoulutus

10.11.2016
Pirjo Pasanen
Spinverse

Common problems /questions

- Spend sufficient time in the beginning for explaining the cost reporting to the partners
 - Be prepared that especially SMEs who have not been in EU projects before need a lot of help & guidance
 - For companies continuous internal tracking of costs is important
 - The guideline: you need to be prepared to possible audits
 - Audit trail from receipts to project DoA & other project documentation
- For technical reporting: keep constant track of e.g. meetings, disseminations etc so that they are easily available when the reporting starts
- We use some tools to help in this
 - Internal cost tracking excel
 - EMDESK EU project management system

Cost reporting - continuous monitoring

Detailed cost categories

| (B) Travel <input type="checkbox"/> | (B) Other goods and services <input type="checkbox"/> | (B) Equipment <input type="checkbox"/> | (C) Subcontracting <input type="checkbox"/> | (D) Third parties <input type="checkbox"/> | (E) 3rd party in-kind contributions not on premises <input type="checkbox"/> | (B) Large research infra <input type="checkbox"/> | Receipts |
|-------------------------------------|---|--|---|--|--|---|----------|
| Kick-off meeting and venue visits | Marketing and communications | N/A | N/A | N/A | N/A | N/A | |
| | Website creation | | | | | | |
| | Visual code | | | | | | |
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Details of cost items

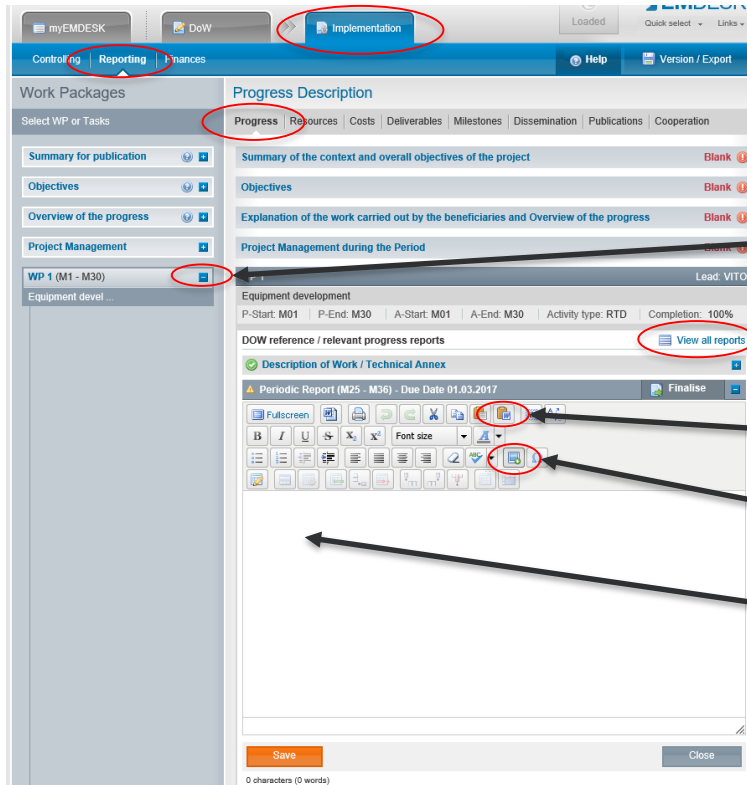
| Total of Travel and subsistence costs: | | | | | | | | | | €2 625,89 | | | |
|--|-----|---|------------------------------|-----------------------------|--|--------------------|-----------------------------|-------------------------------------|---|---|---------------|-------------------------------|--|
| Name(s) of person(s) traveling | WP | Reference number of accounting document | Date in accounting documents | Date of first day of travel | Purpose of the travel (from the meetings list) | Location (from/to) | Cost type (from the ledger) | Row description (from ledger) | Amount in national currency including VAT | Amount in national currency excluding VAT | Exchange rate | Eligible cost in €, excl. VAT | |
| Eeva Viinikka | WP3 | 2622 | 30.6.2016 | 13.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7802 Tickets | SMT CALL CENTER JA 24 H | 685,61 | 685,61 | 1 | €685,61 | |
| Antti Koistinen | WP1 | 2622 | 30.6.2016 | 16.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7802 Tickets | SMT CALL CENTER JA 24 H | 718,65 | 718,65 | 1 | €718,65 | |
| Antti Koistinen | WP1 | 1810 | 23.6.2016 | 16.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7810 Taxi | Taxi from Valletta Airport to Hotel | 15,00 | 15,00 | 1 | €15,00 | |
| Antti Koistinen | WP1 | 1810 | 23.6.2016 | 16.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7810 Taxi | Taxi to Valletta airport | 20,00 | 20,00 | 1 | €20,00 | |
| Antti Koistinen | WP1 | 1810 | 23.6.2016 | 16.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7810 Taxi | Taxi from home to Helsinki airport | 55,10 | 50,09 | 1 | €50,09 | |
| Eeva Viinikka | WP3 | 1800 | 20.6.2016 | 13.6.2016 | Kick-off meeting and venue visits | Helsinki-Malta | 7810 Taxi | taxi airport-hotel | 15,00 | 15,00 | 1 | €15,00 | |

Total of Other goods costs:

€1 157,14

| WP | Reference number of accounting document | Date in accounting documents | Supplier | Item description | Detailed cost item (from project info) | Cost type (from the ledger) | Row description (from ledger) | Amount in national currency including VAT | Amount in national currency excluding VAT | Exchange rate | Eligible cost in €, excl. VAT |
|-----|---|------------------------------|---------------------------------|------------------|--|-----------------------------|-------------------------------|---|---|---------------|-------------------------------|
| WP6 | 2629 | 2.7.2016 | Nordea Business MC/Fastcomet | | Website creation | 7640 Computer and software | 21.06.2016,FASTCOMET COM | 231,15 | 231,15 | 1 | €231,15 |
| WP6 | 2629 | 2.7.2016 | Nordea Business MC/Envatomarket | | Marketing and | 7640 Computer and software | 21.06.2016,ENVATOMARKET2910 | 57,10 | 57,10 | 1 | €57,10 |
| WP6 | 1901 | 15.7.2016 | Envato Market | | Website creation | 7640 Computer and software | WP6, wordpress plugin visual | 40,33 | 40,33 | 1 | €40,33 |

EMDESK Reporting - Progress



Select WP or Task

View previous reports or Description of Work

Paste from Word

Add pictures

Write your report here

EMDESK Reporting - Resources

Project Acronym: IP4Plasma | Current Month: M35 | Next Report: Periodic Report (M25 - M36) | 113 Day(s) remain

myEMDESK | DoW | Implementation

Controlling | Reporting | Finances

Work Plan

Contractor: P1 - SPINVERSE OY | Progress | Resources | Costs | Deliverables | Milestones | Dissemination | Publications | Cooperation

Report: Report (M31 - M36)

| | Plan | Actual | Descriptions |
|---|-------|----------|------------------------------|
| WP 1 Equipment devel ... | 0 | 0 | 3 Tasks |
| WP 2 Application and ... | 0 | 0 | 3 Tasks |
| WP 3 Analytics and p ... | 0 | 0 | 2 Tasks |
| WP 4 Industrial demo ... | 0 | 0 | 4 Tasks |
| WP 5 Valorisation st ... | 5.33 | 0 | 3 Tasks |
| Task 5.1 IPR man ... Plan: M01- M36 Actual: M01- M36 | 1.22 | 0 | |
| Task 5.2 Market ... Plan: M08- M36 Actual: M09- M36 | 1.52 | 0 | |
| Task 5.3 Techno- ... Plan: M20- M36 Actual: M20- M36 | 2.59 | 0 | |
| WP 6 Life cycle anal ... | 0 | 0 | 3 Tasks |
| WP 7 Training and di ... | 0.89 | 0 | 3 Tasks |
| WP 8 Administrative ... | 2.47 | 0 | 1 Tasks |
| WP 9 Technical and s ... | 0.33 | 0 | 1 Tasks |
| | 9.02 | 0 | Due Report (M31 - M36) |
| | 34.78 | 20.62 | Previous Reports (M01 - M30) |
| | 43.8 | 20.61998 | Project Total (Contractor) |

Enter Person months (PMs)

EMDESK Reporting - Costs

Project Acronym: IP4Plasma | Current Month: M35 | Next Report: Periodic Report (M25 - M36) | 113 Day(s) remain

myEMDESK | DoW | Implementation

Controlling | Reporting | Finances

Costs per Contractor

Progress | Resources | Costs | Deliverables | Milestones | Dissemination | Publications | Cooperation

Cost claims for SPINVERSE OY

| Select contractor | Estimated Budget | Estimated EC Contribution | Actual Costs | Requested EC Contribution |
|---------------------------|------------------|---------------------------|--------------|---------------------------|
| P1 - SPINVERSE OY | | | | |
| Periodic Report (M01-M12) | | | | |
| Periodic Report (M13-M24) | | | | |
| Periodic Report (M25-M36) | | | | 0.00 € |

Direct costs

Add entry

Description / Explanation: Please select | WP: | Cost category: Consumables | Amount (€): 0.00 | Date: 01.12.16

Remaining direct costs (Re) | Non-eligible costs (Ex) | Adjustment (Adj) | Save entry

0.00 € | 0.00 €

Indirect costs

| RTD | Indirect cost | Amount (€) |
|-------|---------------|------------|
| DEM | Indirect cost | 0.00 € |
| MGNT | Indirect cost | 0.00 € |
| OTHER | Indirect cost | 0.00 € |

Indirect costs (adjustments)

| RTD | Indirect cost | Amount (€) |
|-------|---------------|------------|
| DEM | Indirect cost | 0.00 € |
| MGNT | Indirect cost | 0.00 € |
| OTHER | Indirect cost | 0.00 € |

0.00 € | 0.00 €

Receipts / Interests

Receipts: | Interests: |

Total contractor

Add cost and description

EMDESK Reporting - Deliverables

Project Acronym: IP4Plasma | Current Month: M35 | Next Report: Periodic Report (M25 - M36) | 113 Day(s) remain

myEMDESK | DoW | Implementation | Loaded | EMDESK | Quick select | Links

Control | Reporting | Finances | Help | Version / Export

Work Plan | Deliverables Management

Select WP item | Progress | Resources | Costs | Deliverables | Milestones | Dissemination | Publications | Cooperation

WP 5 (M1 - M36) | WP 5

Plan-Start: M1 | Plan-End: M36 | Lead: SPINVERSE OY | Activity: RTD | Plan Staff Effort: 0 PMs

D 5.1 Interim report on IPR analysis | Submitted (100%) | 23.01.2015 (M13)

Plan: M12 | Plan (Submitted): M11

D 5.2 IPR strategy report | Submitted (100%) | 03.07.2015 (M19)

Plan: M18 | Plan (Submitted): M18

D 5.3 Interim market analysis report | Submitted (100%) | 06.07.2015 (M19)

Plan: M18 | Plan (Submitted): M18

D 5.4 Market analysis report for equipment | Submitted (100%) | 30.06.2016 (M30)

Plan: M30 | Plan (Submitted): M30

D 5.5 Interim report on valorisation strategies | Submitted (100%) | 07.07.2016 (M31)

Plan: M30 | Plan (Submitted): M30

D 5.6

Final report on valorisation strategies

Plan: M36 | Plan (Submitted): M36 | Lead: SPINVERSE OY | Nature: R | Diss. Level: CO | Type: Deliverable

Preparation status

| Date | Status | Completion | Actions |
|------------|---------|------------|---------|
| 08.11.2016 | Draft | 30% | 🗑️ 📄 |
| 08.11.2016 | Started | 25% | 🗑️ 📄 |

Deliverable Schedule

| Status | Date | Owner |
|---------------|----------------|-------|
| Started | 16.11.16 (M35) | 👤 |
| Draft | 23.11.16 (M35) | 👤 |
| Review | 06.12.16 (M36) | 👤 |
| Final Version | 05.12.16 (M36) | 👤 |
| Submitted | 31.12.16 (M36) | 👤 |

Documents assigned to D 5.6 (0 documents)

Upload new document to D 5.6 | Sort by: Date ascending

No Documents available

Report deliverable status and upload deliverable

EMDESK Reporting - Milestones

Project Acronym: IP4Plasma | Current Month: M35 | Next Report: Periodic Report (M25 - M36) | 113 Day(s) remain

myEMDESK | DoW | Implementation

Controlling | Reporting | Finances | Help | Version / Export

Work Packages

Select WP or Milestone

- WP 1 (M01 - M30) +
Equipment development
- WP 4 (M08 - M36) -
Industrial demonstration
- MS3 -
1200 mm plasma system constructed and used for process demonstration on materials for applications

Milestone Management

Progress | Resources | Costs | Deliverables | Milestones | Dissemination | Publications | Cooperation

WP 1 - Equipment development

Plan-Start: M1 | Plan-End: M30 | Lead. Contractor: VITO | Activity Type: RTD

WP 4 - Industrial demonstration

Plan-Start: M8 | Plan-End: M36 | Lead. Contractor: LIO | Activity Type: DEM

MS3

Expected Month: M36 | Actual/Forecast achievement date: 31.12.16 (M36) | Lead: SOFTAL

Milestone status

08.11.2016 | Status: not achieved | Actual/Forecast achievement date: 31.12.2016 (M36) | Add entry

| Date | Status | Actual/Forecast achievement date |
|-------------|--------------------------|----------------------------------|
| Tu 08.11.16 | not achieved achieved | Sa 31.12.16 |

Comment

EMDESK Reporting - Dissemination

The screenshot shows the EMDESK Reporting - Dissemination interface. The navigation menu includes 'Reporting' and 'Implementation'. The main content area is titled 'Foreground/Dissemination' and includes a sidebar with 'Add Dissemination', 'Patents', 'Exploitable Foreground', 'Disseminations', and 'Standardisations'. The main area displays a form for 'STD1' with fields for Type & Title, Title, Date, Status, and Owner.

Add patents, exploitable foreground, disseminations and standardisations here

EMDESK Reporting - Publications

The screenshot displays the EMDESK web application interface. At the top, the navigation bar includes 'myEMDESK', 'DoW', and 'Implementation' (circled in red). Below this, the main navigation bar shows 'Controlling', 'Reporting' (circled in red), and 'Finances'. The 'Reporting' section is active, displaying a 'Publications' tab (circled in red) among other tabs like 'Progress', 'Resources', 'Costs', 'Deliverables', 'Milestones', 'Dissemination', and 'Cooperation'. On the left side, the 'Add Publication' button is circled in red. A dropdown menu is open, listing various publication types under 'FP7' and 'H2020' categories. The 'Publications' tab in the top navigation bar is also circled in red.

Add publications here

EMDESK Reporting - Cooperation

Project Acronym: IP4Plasma | Current Month: M35 | Next Report: Periodic Report (M25 - M36) | 113 Day(s) remain

myEMDESK | DoW | Implementation

Loaded | Quick select | Links

Controlling | Reporting | Finances | Help | Version / Export

Cooperation/Communication

Progress | Resources | Costs | Deliverables | Milestones | Dissemination | Publications | Cooperation

Co-operation

Create event

| | | | |
|------------|--|-----------------------------------|---|
| ✓ | Periodic Report (M01 - M12) - Activity and Management Report (Due Date 01.03.2015) | (01.01.2014 - 31.12.2014) | + |
| ✓ | Interim Report (M01 - M18) - Activity Report (Due Date 15.07.2015) | (01.01.2014 - 30.06.2015) | + |
| ✓ | Periodic Report (M13 - M24) - Activity and Management Report (Due Date 01.03.2016) | (01.01.2015 - 31.12.2015) | + |
| ✓ | Interim Report (M19 - M36) - Activity Report (Due Date 15.07.2016) | (01.07.2015 - 31.12.2016) | + |
| ⚠ | Periodic Report (M25 - M36) - Activity and Management Report (Due Date 01.03.2017) | (01.01.2016 - 31.12.2016) | - |
| 04.01.2016 | 13.00-15.00 | WP2 Meeting IST & LIO | + |
| 05.01.2016 | 08.00-All day | installation of PL400-2 at Softal | + |
| 06.01.2016 | All day-20.00 | installation of PL400-2 at Softal | + |
| 13.01.2016 | 12.00-13.00 | WP 5; Company/Expert interview | + |
| 26.01.2016 | 09.00-All day | 24M Meeting | + |

Add internal/external meetings, workshops, conferences etc.

EMDESK Export Periodic Report

Project Acronym: IP4Plasma | Current Month: M35 | Call-ID: FP7-NMP-2013-SME-7 | Project ID FP7-NMP-2013-SME-7(v4)

myEMDESK | DoW | Implementation

Loaded | Quick select | Links

Controlling | Reporting | Finances | Help | **Version / Export**

DOW & Reports

Last update: 03.06.2016 | 13:02

Description of Work

- Periodic Report (M01 - M12)
- Interim Report (M01 - M18)
- Periodic Report (M13 - M24)
- Interim Report (M19 - M36)
- Periodic Report (M25 - M36)**
- Activity and Management Report

Project Document Exporter

Periodic Report (M25 - M36)

General Information & Status

Version No.

Status: Started

Due Date: 01.03.17 (M39)

Description

Periodic Report (M25 - M36) (Word™) Problems with export?

Planned vs Actual Costs/PMS (Excel™)

Report on distribution of Community financial contribution (Excel™)

Financial Summary (Excel™)

EC Reporting for all partners (Excel™)

Form C for SPINVERSE OY (Excel™)

Export periodic report in MS Word