



**Interreg**

**Latvija-Lietuva**

European Regional Development Fund

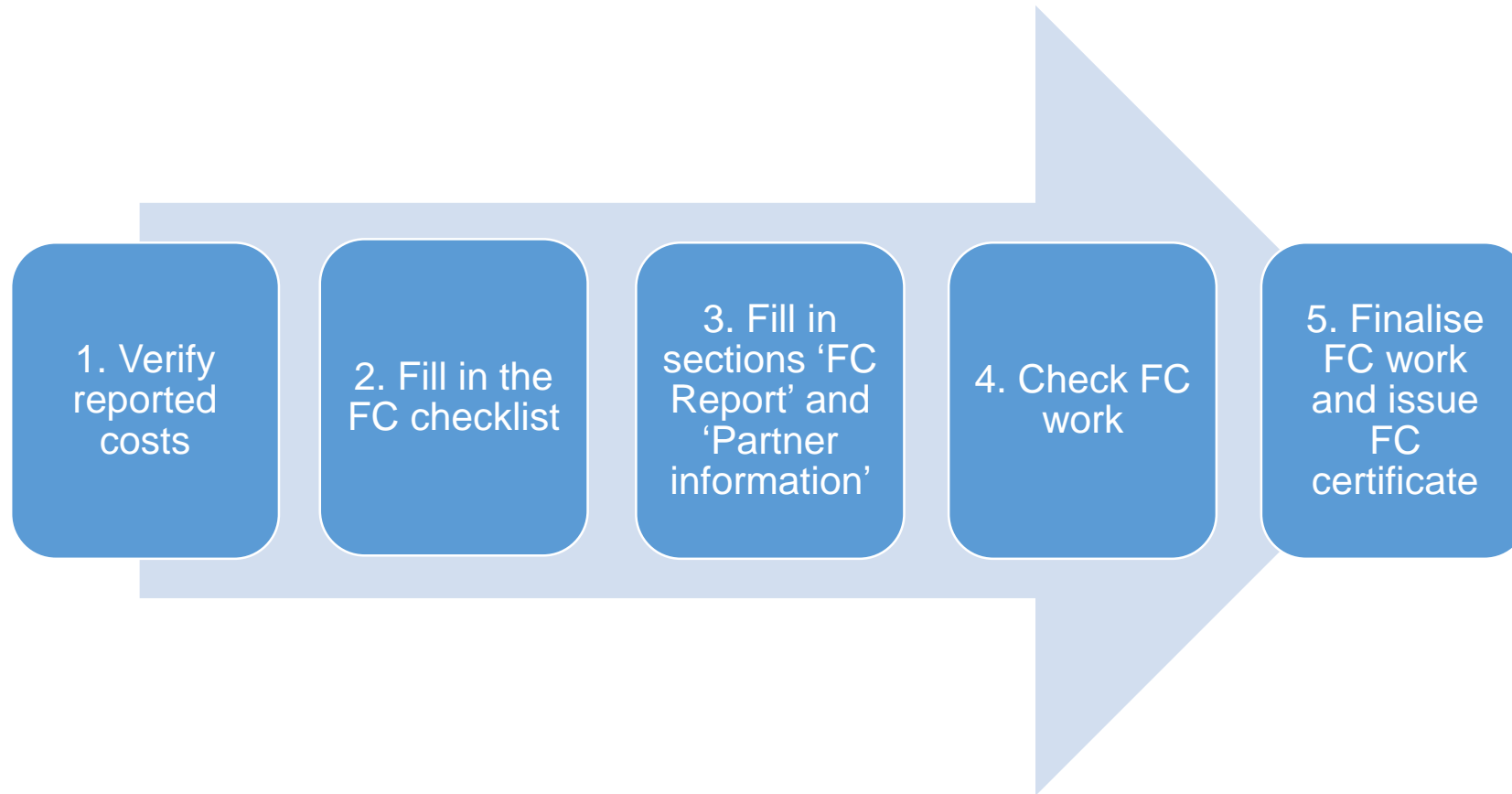


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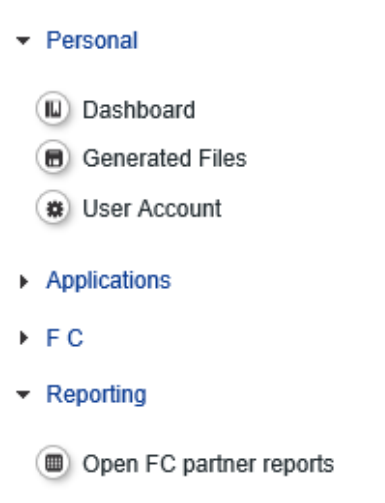
# VERIFICATION OF PARTNER REPORTS IN THE EMS



## Verification process



- Access to partner reports from section 'Open FC partner reports'



- Report overview also can be used to access partner reports

## Partner Reports

### 1 - LP\_1

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of fc verification	Included In Project Report	Total Partner Expenditure Declared	View Report	Certifica
Period 0 01.02.2016 - 01.07.2016										
Report 0.1	01.02.2016	01.07.2016	Report F Lc Certified	10.07.2017	10.07.2017	06.11.2017	Not Included	€ 1 176.47		
Period 1 01.05.2017 - 31.10.2017										

- Enter section 'List of Expenditure' and view all expenditure items reported

### List Of Expenditure

Report Number ↕	Item Id ▲	Budget Line ↕	Wp ↕	Description1 ↕
LP_1 1.1	4.1	External expertise and services	T1 Improvement of environmental risk management through cooperation and joint development	

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- You can adjust view of the table according to your needs (use 'Columns'/'Save')



## Verification of costs

- Click on an item, a pop-up window opens with reported amount and enclosed supporting documents


Edit Expenditure  
Partner Report 1 PP\_2 Period 1 List of Expenditures



<p><b>PP</b></p>	Budgetline	External expertise and services	Description1
	Workpackage	C Communication	SIA "13 stāvs" 1988 Characters Remaining
	Internal Reference Number	5105186413	Description2
	Invoice Number	016	Distribution of publications in regional mass media. 1948 Characters Remaining
	Invoice Date	30.06.2017	Partner Comment
	Date Of Payment	30.06.2017	2000 Characters Remaining
	Currency	EUR - EURO	
	Conversion rate	(1)	
	Total Value Of Item In Original Currency	540.00	
	Vat	21.00	
	Declared Amount In The Original Currency	540.00	
	Declared amount in Eur	540.00	
Expenditure Outside ( The Union Part Of) The Programme Area?	<input type="checkbox"/>		
<p><b>FC</b></p>	Verified By FC	<input type="checkbox"/>	Comment F1c (pp,flc,js,ma,ca,aa)
	Difference FC	€ 0.00	2000 Characters Remaining
	Amount Certified FC	€ 0.00	2000 Characters Remaining
	FC Correction Type	-	2000 Characters Remaining
			Comment F1c (flc,js,ma,ca,aa)

## Verification of costs

- Any cost item that you want to be included in the FC certificate as certified costs, must be marked as 'Verified by FC'

	Verified By FC
	Difference FC
	Amount Certified FC
	FC Correction Type

<input checked="" type="checkbox"/>	
	€ 0.00
	€ 314.79
	-



- Costs calculated as flat rates do not need to be marked as 'Verified by FC', the difference and certified amounts will be calculated automatically.

## Verification of costs

- If FC finds ineligible costs or wants to decrease reported costs, amount of ineligible costs must be specified in 'Difference FC', FC comments and type of correction shall be provided in List of expenditure pop-up window, comment for relevant question in FC checklist and in section 'FC report'/'Description of finding, observation and limitations'

FC	Verified By FC	<input checked="" type="checkbox"/>		Comment Fic (pp,flc,js,ma,ca,aa)	
	Difference FC		€ 540.00		
	Amount Certified FC		€ 0.00		1891 CI
	FC Correction Type	17 Other		Comment Fic (flc)	No publicity requirements have been fulfilled (article in newspaper), and no corrective measures are possible
					2000 CI

# POSTPONED

- If additional clarification is needed, FC can postpone verification of costs for the next period
- For postponed costs DO NOT put tick as 'Verified by FC', provide comments on reason for postponing (section 'FC comments' in List of expenditure pop-up window, comments for relevant question in checklist and in section 'FC report'/'Description of finding, observation and limitations') and these costs will be not included as certified costs in the current FC certificate (will be displayed in column 'Difference')



## Postponed costs

- To see postponed costs click 'FC documents', enter 'FC expenditures' and press 'Show all waiting to be verified, including open expenditure from other reports'
- Click on magnifying glass icon and see state of reported costs:  
**ORANGE** – items of current report – already verified  
**WHITE** – items of current report and open reports – not yet verified  
**PINK** – items of postponed costs from closed reports

- Section 'FC expenditures' allows keeping track of the FC work (if there are uncertified costs left from previous reports)

## Open Report Expenditures

Show all waiting to be verified, including open expenditures from other reports

Budgetline	Declared by partner		Certified by Fic		Difference		Difference in %	
	Current report	Total	Current report	Total	Current report	Total	Current report	Total
Staff costs 	€ 10 000.00	€ 10 000.00	€ 10 000.00	€ 10 000.00	€ 0.00	€ 0.00	100.00 %	100.00 %
Office and administration 	€ 1 500.00	€ 1 500.00	€ 1 500.00	€ 1 500.00	€ 0.00	€ 0.00	100.00 %	100.00 %
Travel and accomodation 	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
External expertise and services 	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
Equipment 	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
Infrastructure and works 	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
<b>Total Expenditure</b>	<b>€ 11 500.00</b>	<b>€ 11 500.00</b>	<b>€ 11 500.00</b>	<b>€ 11 500.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>100.00 %</b>	<b>100.00 %</b>
Net Revenue 	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable

## Postponed costs

Postponed costs must be certified by FC in the next report

To include costs from previous report into FC certificate:

- enter section 'FC expenditures'
- tick the button 'Show all waiting to be verified, including open expenditure from other reports'
- mark amount of postponed costs as 'Verified by FC'

VERIFIED



- Checklist contains several sections
- Answers 'Yes/No/Not relevant' must be provided for each question. For answer 'No' comment must be provided, for 'Not relevant' comment can be optional.
- Checklist can be filled in national language but if any costs are deducted, comments for relevant question(s) must be in English
- Press 'Save' during filling in the checklist otherwise information will be lost
- Remember to put tick 'Confirmed' for each question and finalise the checklist (press 'Finish checklist'). After final check that the checklist cannot be modified.



## Sections 'FC Report' and 'Partner information'

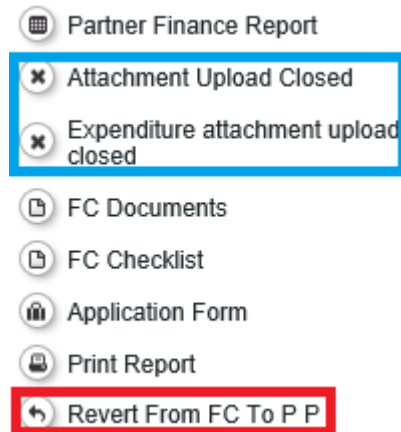
**FC Report** – type of report, details on designated PP controller, methodology of verification, description of findings, conclusions and recommendations and follow up measures for the next PP report.

**Partner information** – general information about partner, about accounting system, available supporting documents and signed Partnership agreement.

Once information entered in section 'Partner information', it will appear in later reports and shall be updated upon need.



If corrections in Partner report content are needed, FC can revert Partner report back to partner



If documents are missing in the Partner report:

- open attachment section by pressing ‘Attachment upload closed’ or
- open attachment section of the List of Expenditure by pressing ‘Expenditure attachment apload closed’

Before finalising FC work and issuing FC certificate, please check:

- FC checklist, FC report and Partner information are filled in
- All corrections are duly justified
- All verified costs are ticked 'Verified by FC'
- Final check has been done for FC checklist



## Finalize FC work and issue a FC certificate

To issue a FC certificate:

Enter section 'FC expenditures'



Press 'Check FC work'



Press 'Finalize FC work' (on the bottom of opened FC certificate press 'Finalize FC work and Issue Certificate')



**Thank you for your attention!!!**

**Any questions?**

