

**Interreg
Europe**



Co-funded by
the European Union

Interreg Europe Portal

Aleksandra Niechajowicz Dell'Ambrogio
Senior Finance Officer | Interreg Europe Secretariat

23 marca 2023 | 20 minut

Online training for Polish partners implementing projects
under the Interreg Europe Programme 2021-2027



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Dodawanie **nowych użytkowników**

Interreg Europe Co-funded by the European Union TEST system (v1.22.0)

Semester 5
Semester 6
Semester 7
Semester 8

F - Project budget

F.1 - Budget breakdown per cost category and partner
F.2 - External expertise and services
F.3 - Equipment
F.4 - Infrastructure and works
F.5 - Project budget per co-financing source - breakdown per partner
F.6 - Spending plan

G - Annexes

Overview

Project users

Export

Submit

Conditions

Permissions and Roles

Project users

+ Add user

Email	First name	Last name	Permitted operation
user7384@gecko.de	First name-7384	Lastname-7384	Admin
user26624@cko.de	gecko		
user26668@cko.de	og		
user27199@cko.de	og		
user27730@cko.de	og		

Add a new user

Enter an email address to add the corresponding user to the project

svetlana.pp.rw@gmail.com

Permitted operations

Read+Write

Cancel Add

Admin (LP) może dodawać **nowych użytkowników**

Użytkownicy dostają powiadomienie mailem

- **Sprawdź spam!**

Admin (LP) określa **prawa użytkowników** i **przypisuje ich do organizacji**

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Assessment & Decision

user27762@gecko.de	Firstname-27762	Lastname-27762	Read-only
leadmarisa@gmail.com	Marisa	Lead	Admin
svetlana.pp.rw@gmail.com	Svetlana	Partner	Read+Write

Overview of legal representatives

LP01 Munster Technological University

Firstname-26668 Lastname-26668
user26668@gecko.de
No phone number provided.

PP02 Catalan Agency for Competitiveness

Firstname-27199 Lastname-27199
user27199@gecko.de
No phone number provided.

PP05 Ministry of Finance

Firstname-26105 Lastname-26105
user26105@gecko.de
No phone number provided.

PP07 Duisburg Bochum GmbH

Firstname-27735 Lastname-27735
user27735@gecko.de
No phone number provided.

User permission

Email
svetlana.pp.rw@gmail.com
24/200

First name
Svetlana
8/200

Last name
Partner
7/200

Permitted operations
Read+Write

Organisation
PP05 Ministry of Finance

Roles in project
Financial manager x

☒ Receives notifications

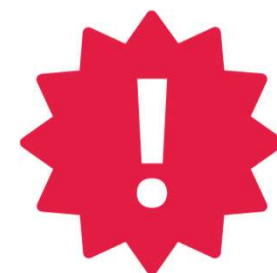
Delete Cancel Save

Prawa użytkowników

- partnerzy zazwyczaj read&write (**odczyt i zapis**)
- użytkownik musi być **dodany do organizacji**, żeby móc tworzyć raporty

Ważne

- Każdy użytkownik, który ma tworzyć/ edytować raporty musi:
 1. Mieć konto w Portalu
 2. Być przypisany do swojej organizacji
 3. Mieć prawo do odczytu i zapisu (read&write)
- Partnerzy **widzą i edytują** tylko swoje własne raporty
- Partnerzy wiodący **widzą i edytują** swoje raporty oraz **widzą** raporty pozostałych partnerów



Edycja profilu użytkownika

The screenshot displays the Interreg Europe portal interface. At the top, a blue header bar contains the Interreg Europe logo, the European Union flag with the text 'Co-funded by the European Union', a 'TEST system (v1.23.0)' badge, a 'Dashboard' link, the user email 'applicantbenny@gmail.com', and a 'Logout' button. A dropdown menu for the user email shows options for 'Change Password' and 'Edit Profile'. Below the header, a 'Welcome to Portal!' message is centered. The main navigation bar includes the Interreg Europe logo, the European Union flag, 'Co-funded by the European Union' text, a 'Search' icon, a 'Help & contact' icon, and a user profile section for 'Aleksandra Niechajowicz Dell'Ambrogio', a 'Community member'. The user profile section has a dropdown menu with options: 'See my profile page', 'See my organisation', 'Project(s) website', 'Project ideas', and 'Good practices'. A red arrow points to the 'Edit' link next to 'See my profile page'. Below the navigation bar, a blue banner reads 'Complete your profile and add bookmark more content/people to make it more attractive!'. The main content area shows a profile card for 'Aleksandra Niechajowicz D' with a 'Last update: 23 Feb 2023' timestamp.

Interreg Europe Co-funded by the European Union TEST system (v1.23.0) Dashboard applicantbenny@gmail.com Logout

Change Password Edit Profile

Welcome to Portal!

Interreg Europe Co-funded by the European Union Search Help & contact Aleksandra Niechajowicz Dell'Ambrogio Community member

Discover the programme Look for funding Approved projects Get policy advice

Complete your profile and add bookmark more content/people to make it more attractive!

Last update: 23 Feb 2023

Aleksandra Niechajowicz D

See my profile page Edit



See my organisation Edit

Project(s) website

Project ideas

Good practices

Tworzenie raportu finansowego

TEST system (v1.22.0)

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Universi...

Policy reports

- 1 Enterprise 2025 Renewed: Building ...
- 2 Catalonia Cluster Programme withi...
- 3 Metropolitan Strategic Plan 21-23: ...
- 4 ERDF programme Investments and ...
- 5 Cluster Strategy of Hungary
- 6 National Research and Innovation ...
- 7 Smart Specialisation Strategy of Ru...

Version 1 (APPROVED)

Application form

AccelerateGDT / Partner reports / Financial reports "Munster Technological University"

Financial reports

+ Create report

Report 1 (Semesters 1–1)

Zakładka „Report identification”: wskaż początek i koniec okresu raportowania

Interreg Europe Co-funded by the European Union TEST system (v1.22.0) Dashboard leadmarisa@gmail.com Logout

01C0037 - AccelerateGDT

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7 Smart Specialisation Strategy of Ru...

Version 1 (APPROVED)

Application form

Conditions

Assessment & Decision

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1-1)

Report identification Activity summary List of expenditures Procurements Financial overview

Report number

1

Project acronym

AccelerateGDT

Project title

Realign Cluster Policies to Accelerate the Twin Green and Digital Transitions

Application form version

1

Partner number

1

Partner name

Munster Technological University

Partner until

Legal status

Public

Reporting period start

Semester 1 (begins on null)

Reporting period end

Semester 1 (ends on null)

Zakładka „Activity summary” (Streszczenie działań)

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TEST system (v1.22.0)

Dashboard
leadmarisa@gmail.com
Logout

01C0037 - AccelerateGDT

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Application form
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AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1–1)

Report identification
Activity summary
List of expenditures
Procurements
Financial overview

Activity summary
Please briefly describe the activities that have taken place in this reporting period.

Fantastic interregional workshop 1

34/3000



Zapis automatyczny

= brak guzika „Save”

*ta funkcja jest na razie dostępna tylko w raportach, docelowo planowana jest we w całym systemie

Zakładka „List of expenditure” (Lista kosztów)

interreg Europe Co-funded by the European Union TEST system (v1.22.0) Dashboard Projects Calls Users Emails Organisations Administration admin@gecko.de (SysAdmin) Logout

01C0037 - AccelerateGDT

Partner reports

Financial reports

LP01 Munster Technological Univ...
PP02 Catalan Agency for Busines...
PP03 Metropolitan City of Turin
PP04 Austria Wirtschaftsservice
PP05 Ministry of Finance
PP06 Business and Investment D...
PP07 Duisburg Business and Inno...

Policy reports

1 Enterprise 2025 Renewed: Buildi...
2 Catalonia Cluster Programme wi...
3 Metropolitan Strategic Plan 21-2...
4 ERDF programme Investments a...
5 Cluster Strategy of Hungary
6 National Research and Innovatio...
7 Smart Specialisation Strategy of...

Version 1 (APPROVED)

Compare versions

Version 1 (APPROVED)

Compare

Application form

A - Project overview
Overview

B - Partners / associated policy authorities

AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1-1)

Report identification Activity summary List of expenditures Procurements Financial overview

+ Add expenditure

ID	Budget line	Contract number	Item number as planned in the application form Employee/supplier	Description	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange rate	Total amount declared (including VAT)	Total amount declared in EUR	Total amount certified by controller	In case of correction, error related to
25	Staff costs	0/300		sdqdsqdd	0/300	0/300	0/300	0/300	0/300	0.00	0.00	0.00	0/300

Główne funkcje:

- Większość pól będzie obowiązkowych, niektóre będą miały dodatkowe zasady wypełniania (np. data płatności)
- Lista kontraktów połączona z listą kosztów
- Na liście kosztów znajdują się koszty rzeczywiste
- Koszty uproszczone obliczane automatycznie w zakładce „Financial overview”

Zakładka „Procurements”: Zamówienia publiczne i kontrakty

TEST system (v1.22.0)

Dashboard
leadmarisa@gmail.com
Logout

01C0037 - AccelerateGDT

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AccelerateGDT / Partner reports / Financial reports "Munster Technological University" / Report 1 (Semesters 1–1)

Report identification
Activity summary
List of expenditures
Procurements
Financial overview

+ Add procurement

Procedure types

Open Procedure
Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) by submitting:

Restricted procedure
Any interested supplier may respond to an advertisement in the OJEU (or another publication if below EU thresholds) From those a :

Competitive procedure with negotiation
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and invited to submit an initi seek improved offers.

Competitive dialogue
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority requirements and for which chosen potential suppliers will be invited to submit a tender/offer.

Innovation partnership
Any interested supplier may respond to an advertisement in the OJEU. From those a selection is made and the contracting authority or services aimed at meeting a need for which there is no suitable existing 'product' on the market. The contracting authority is allow...

Other EU-level procedure

- Automatyczna numeracja
- Kontrakty **powyżej 10,000EUR**
- Powiązane z Listą kosztów

Zakładka „Financial Overview” (Podsumowanie finansowe)

Report identification Activity summary List of expenditures Procurements Financial overview Submit

Partner expenditure overview

Cost category	Total partner budget	This report	This report - certified	Total reported so far	% of partner budget used	Remaining budget
Staff costs	90,000.00	0.00	0.00	0.00	0.0%	90,000.00
Office and administration	13,500.00	0.00	0.00			
Travel and accommodation	13,500.00	0.00	0.00			
External expertise and services	29,500.00	0.00	0.00			
Equipment	0.00	0.00	0.00			
Infrastructure and works	0.00	0.00	0.00			
(Net revenue)	0.00	0.00	0.00			
Total	146,500.00	0.00	0.00			

Partner expenditure breakdown per source of funding

Please note, that changing entries in "List of expenditures" and also the net revenue in the "Partner expenditure overview" table will reset the contribution.

	Total	ERDF / NO	Total partner contribution	Partner contribution from public sources	Partner contribution from private sources
Declared by Partner	0.00	0.00	0.00	0.00	0.00
Certified by FLC	0.00	0.00	0.00	0.00	0.00

- Podsumowanie wszystkich kosztów poniesionych **we wszystkich liniach budżetowych**
- Podział na **ERDF i wkład własny partnera (publiczny lub prywatny)**

Pytania ?

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Title of Event
Location

