

**Interreg  
Europe**



Co-funded by  
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# System Portal

<https://portal.interregeurope.eu>

2 kwietnia 2025

Szkolenie dla polskich partnerów realizujących projekty  
w ramach programu Interreg Europa 2021-2027

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# LP dodaje użytkowników do projektu

Interreg Europe

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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

Assessment & Decision

user27762@gecko.de	Firstname-27762	Lastname-27762	Read-only	• Legal representative	PP06 Bu and Inve Develop Agency Czechln
leadmarisa@gmail.com	Marisa	Lead	Admin	• Project coordinator	LP01 Mt Technol Universi
svetlana.pp.rw@gmail.com	Svetlana	Partner	Read+Write		PP05 Mi of Finan

Overview of legal representatives

LP01 Munster Technological University

Firstname-26668 Lastname-26668

user26668@gecko.de

No phone number provided.

PP02 Catalan Agency for Business Competitiveness (ACCIÓ)

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 Business and Innovation GmbH

Firstname-27735 Lastname-27735

user27735@gecko.de

No phone number provided.

User permission

Email

user27488@gecko.de

18/200

First name

Firstname-27488

15/200

Last name

Lastname-27488

14/200

Permitted operations

Read-only

Organisation

Ministry of Education, Science and Sport

Roles in project

Legal representative

Contact person/coordin

Receives emails

Has access to supporting documents

Delete

Cancel

Save

# Raporty w systemie Portal



Wspólny raport składany przez lidera do Wspólnego Sekretariatu co 6 miesięcy

Raport finansowy certyfikowany przez CPE i składany przez każdego partnera do lidera projektu

Raport z działań w kierunku ulepszenia instrumentu polityki

Raport korygujący wydatki niekwalifikowalne z poprzednich Progress Reports

# Create **financial** report

Financial reports

+ Create report

Create your first report by clicking on the button above.

### Create financial report

The new financial report will be created for **semester 1** starting on 01 March 2023.

Select the end semester for the report

Semester 1 (ends on 31 August 2023) ▾

Cancel Save



Jeden raport na semestr

Nie ma możliwości poprawy okresu raportowania po stworzeniu raportu

# Activity summary

- ✓ Report identification
- ✓ Activity summary
- ✓ List of expenditures
- ✓ EE consolidation
- ✓ Procurements
- ✓ Financial overview
- ✓ Submit
- ✓ Control report
- ✓ Confirm/Reject
- ✓ Supporting documents

## Activity summary

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

Partner's activities during the reporting period:

- events organised
- events participated in
- outputs produced

≠ policy report

112/3000

# List of expenditure

☒ Report identification
 ☒ Activity summary
 ☒ List of expenditures
 ☒ Consolidation
 ☒ Procurements
 ☒ Financial overview
 ☒ Submit
 ☒ Control report
 ☒ Confirm/Reject
 ☒ Supporting documents

+ Add expenditure

ID	Cost category	Contract number	Application form item number or month ?	Description	Employee/supplier	Document reference number	Date of invoice/document	Date of payment	Currency	Exchange
1	Staff costs		04 - April	project manager salary 22/300	Bruce Dickinson 15/300	BD0423 6/300	Please select	24 Apr 2023	Euro	
2	Staff costs		04 - April	com manager salary 18/300	Paul Newman 11/300	PN0423 6/300	Please select	24 Apr 2023	Euro	
3	Staff costs		04 - April	finance manager salary 22/300	Rod Stewart 11/300	RS0423 6/300	Please select	24 Apr 2023	Euro	
4	Staff costs		05 - May	project manager salary 22/300	Bruce Dickinson 15/300	BD0523 6/300	Please select	29 May 2023	Euro	
5	Staff costs		05 - May	com manager salary 18/300	Paul Newman 11/300	PN0523 6/300	Please select	28 May 2023	Euro	
6	Staff costs		05 - May	finance manager salary 22/300	Rod Stewart 11/300	RS0523 6/300	Please select	29 May 2023	Euro	
7	Staff costs		06 - June	project manager salary 22/300	Bruce Dickinson 15/300	BD0623 6/300	Please select	29 May 2023	Euro	
8	Staff costs		06 - June	com manager salary	Paul Newman	PN0623	Please select	26 Jun 2023	Euro	

# List of expenditures

Zawiera tylko koszty rzeczywiste (bez ryczałtów)

Przy kosztach osobowych należy wskazać miesiąc

Należy wskazać z jakim kosztem zaplanowanym w Application form związany jest wydatek

W języku angielskim

Automatyczne przeliczenie na EUR

Nie jest widoczna w PR



# Consolidation by AF number

- ✓ Report identification   ✓ Activity summary   ✓ List of expenditures   ✓ Consolidation   ✓ Procurements   ✓ Financial overview   ✓ Submit   ✓ Control report  
 ✓ Confirm/Reject   ✓ Supporting documents

All	External expertise and services	Equipment	Infrastructure and works
-----	---------------------------------	-----------	--------------------------

Item number / Description in AF	Planned amount in EUR	Suppliers	Description	Justification	Total amount in EUR
1 Management – expenditure control   External expertise and services	8,100.00	Controller	Controller cost semesters 1-6 29/500	The planned amount was overspent due to... 42/500	10,000.00
10 Exchange of experience – meetings   External expertise and services interregional partner meetings, regional stakeholder group meetings	4,700.00	Awesome Catering, Great Hotel	Partner meeting in Brussels on 14 July 2023. Room rental and lunch for 25 people 80/500	0/500	4,000.00



Ta zakładka „przechodzi” do PR i jest edytowalna przez lidera

## Unplanned items

Item	Suppliers	Description	Justification	Total amount in EUR
Unplanned - Communication – material   External expertise and services	Printing	unplanned COM material 22/500	pre-approved by JS in email on 8 Aug 2023 41/500	1,000.00



# Procurements

- ✓ Report identification
- ✓ Activity summary
- ✓ List of expenditures
- ✓ EE consolidation
- ✓ Procurements
- ✓ Financial overview
- ✓ Submit
- ✓ Control report
- ✓ Confirm/Reject
- ✓ Supporting documents

+ Add procurement

Contract number	Contract name	Reference number	Contract date	Contract type	Contract amount (excl. VAT) in EUR	Above EU threshold	Procedure applied	Supplier name	Supplier VAT number	Partner's comments	Controller's comments	Created in	Last changed	
LP01-001	1	1	01/09/2023	Services	150,000.00	Yes	Open Procedure	1	1			1	11/09/2023	Delete
LP01-002	2	2	01/09/2023	Services	20,000.00	No	Request for several offers	2	2			1	11/09/2023	Delete
LP01-003	3	3	01/09/2023	Services	14,000.00	No	Request for several offers	3	3			1	11/09/2023	Delete



**Automatyczne numerowanie kontraktów**

**Jedna lista kontraktów** widoczna we wszystkich raportach finansowych

# Procurements

Tylko kontrakty o wartości powyżej EUR 10,000 bez VAT

Dla kontraktów powyżej progów unijnych:

- Należy podać również kontrakty z podwykonawcami o wartości powyżej EUR 50,000

## Sub contract(s)

+ Add subcontractor

## Beneficial owner(s)

Please indicate the beneficial owner of the supplier. The beneficial owner(s) of an organisation is/are the individual(s) that ultimately own(s) or control(s) the organisation. The notion of "Beneficial owners" is further defined in article 3(6) of Directive (EU) N°2015/849 (and potentially in national legislations transposing this Directive).

If the supplier is not a private company, you may put n/a in all fields.

+ Add beneficial owner

# Financial overview

[✔ Report identification](#)
[✔ Activity summary](#)
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[✔ Financial overview](#)
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[✔ Confirm/Reject](#)
[✔ Supporting documents](#)

## Partner expenditure overview

Cost category	Total partner budget	This report	This report - confirmed	Total reported so far	% of partner budget used	Remaining budget
Preparation costs	17,500.00	17,500.00	0.00	17,500.00	100.0%	0.00
Staff costs	181,000.00	5,000.00	0.00	5,000.00	2.8%	176,000.00
Office and administration	27,150.00	750.00	0.00	750.00	2.8%	26,400.00
Travel and accommodation	27,150.00	750.00	0.00	750.00	2.8%	26,400.00
External expertise and services	136,600.00	1,100.00	0.00	1,100.00	0.8%	135,500.00
Equipment	0.00	100.00	0.00	100.00	0.0%	-100.00
Infrastructure and works	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total</b>	<b>389,400.00</b>	<b>25,200.00</b>	<b>0.00</b>	<b>25,200.00</b>	<b>6.5%</b>	<b>364,200.00</b>

Podsumowuje wydatki **we wszystkich kategoriach kosztów (również ryczałty)** i pokazuje **całkowitą sumę** zatwierdzoną przez kontrolera

# Partner contribution per funding source

## Partner expenditure breakdown per source of funding

Please note, that changing entries in "List of expenditures" will reset the contribution.

	Total	ERDF / NO	Total partner contribution	Partner contribution from public sources	Partner contribution from private sources
Declared by partner	6,500.00	5,200.00	1,300.00	1,300.00	0.00
Confirmed by controller	0.00	0.00	0.00	0.00	0.00

Wkład własny partnera przydzielony do **public** lub **private** na podstawie informacji zawartej w aplikacji (AF), ale **edytowalny** (dla partnera i kontrolera)

Należy sprawdzić **jako ostatni krok przed wysłaniem**, bo system przelicza wkład własny przy każdej zmianie w List of expenditures

# Supporting documents

The supporting documents can be added by partner even after submission of the report to the controller. If needed, the controller can also add documents after the report has been submitted to them.

The supporting documents can only be deleted until submission of the report to the controller. After the report is submitted to the controller, only controller can delete the documents, if necessary. After the report is confirmed, all the documents uploaded until then cannot be deleted anymore by any user.

Period 1

Period 2

Period 3

Period 4

Period 5

Period 6

Period 7

Period 8

Staff

Travel

Ext. Expertise & services

Equipment
















Infrastructure & works

Partnership agreement

Procurement

Staff contract

Contract LP01-001

<input type="checkbox"/>	Name	Date	Size	Uploader	Tags	
<input type="checkbox"/>	 <a href="#">Print Easy rollup and poster.pdf</a>	26/02/2024	33.36 KB	leadmarisa@gmail.com	<div>Period 1 x Ext. Expertise &amp; services x Contract LP01-001 x +</div>	 
<input type="checkbox"/>	 <a href="#">Rod Stewart salary slip June 2023.pdf</a>	26/02/2024	31.13 KB	leadmarisa@gmail.com	<div>Period 1 x Staff x +</div>	 
<input type="checkbox"/>	 <a href="#">Rod Stewart salary slip May 2023.pdf</a>	26/02/2024	30.71 KB	leadmarisa@gmail.com	<div>Period 1 x Staff x +</div>	 
<input type="checkbox"/>	 <a href="#">Rod Stewart task assignment letter.pdf</a>	26/02/2024	32.45 KB	leadmarisa@gmail.com	<div>Period 1 x Staff x +</div>	 
<input type="checkbox"/>	 <a href="#">test.pdf</a>	12/02/2024	27.94 KB	leadmarisa@gmail.com	<div>Partnership agreement x +</div>	 

**Widoczne  
jedynie dla  
partnera i jego  
kontrolera/ów**

**LP/ JS nie widzą  
dokumentów**



 Upload

Upload restrictions:

- Allowed file types: PDF, Word, Excel, JPG, PNG, EDoc
- Max file size: 100 MB.
- You may upload multiple files at once.

 Download ZIP

Selected: 5 file(s), total size: 155.59 KB

# Supporting documents

User permission

Email  
mygrandma@home.de  
17/200

First name  
f  
1/200

Last name  
fg  
2/200

Permitted operations  
Read+Write ▼


Organisation  
LP01 Government of Catalonia - Department of Agriculture, Live ▼

Roles in project

Legal representative	Contact person/coordin
----------------------	------------------------

☒ Receives emails

☒ Has access to supporting documents

 Delete

Cancel Save

Można poprosić LP o dodatkowe **ograniczenie dostępu** do dokumentów dla niektórych użytkowników danej organizacji

# Financial correction

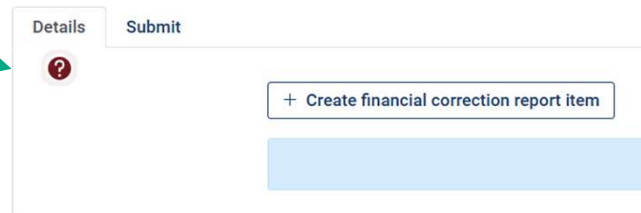
Koryguje wydatki niekwalifikowalne z poprzednich wspólnych raportów (joint PR)

Financial correction może otworzyć partner, jak i kontroler

Kwota do korekty jest odejmowana od następnego PR (LP przekaze partnerowi kwotę pomniejszoną o korektę)

Instrukcje:

[https://scribehov.com/shared/Creating\\_a\\_Financial\\_Correction\\_Report\\_in\\_Portal\\_\\_vNJRNo4GQgWjWb\\_\\_mExPHQ?referrer=workspace](https://scribehov.com/shared/Creating_a_Financial_Correction_Report_in_Portal__vNJRNo4GQgWjWb__mExPHQ?referrer=workspace)



The screenshot shows a web interface with two tabs: 'Details' and 'Submit'. The 'Details' tab is active and contains a red question mark icon. Below the tabs is a button labeled '+ Create financial correction report item' and a light blue rectangular area.

# Financial correction

Create financial correction report item

Progress Report  
3

Type of Costs  
Staff costs

Expenditure(s) that needs to be corrected  
1 x 2 x

☐ Select All
 

- ☒ 1 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%
- ☒ 2 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%
- ☐ 3 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%
- ☐ 4 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%
- ☐ 5 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%
- ☐ 6 Staff costs of [redacted] for the role of Lead Project Manager and Senior Expert- fixed % = 70%

Cancel Save

Wybieramy PR, w którym jest błąd

Wybieramy kategorię kosztów

Wybieramy elementy do korekty z List of Expenditure. Można wybrać 1 element, lub wiele

Reason for correction  
on-the-spot-check

Reference number of audit/quality check report (if applicable)  
0/200

Amount reported  
30,227.37

Corrected Amount  
0.00

Cancel Save

Wybieramy z listy "reason for correction"

Kwota zadeklarowana jest obliczona automatycznie. Podajemy nową poprawną kwotę w Corrected Amount



# Financial correction

+ Create financial correction report item

PR number   cost category Item	Description	Amount reported	Amount that should have been reported (including the correction)	Amount to be corrected	Interreg/ NO funds to be corrected	Public contribution	Private contribution	Reasons for the correction	Reference number of audit/quality check report
PR 1   External expertise and services Item 7	7 Video and High quality pictures	2,420.00 €	2,000.00 €	420.00 €				on-the-spot-check	
<b>PR 1</b>		2,420.00 €	2,000.00 €	420.00 €	336.00 €	84.00 €	0.00 €		
PR 2   Staff costs Item 2	test	30,227.37 €	0.00 €	30,227.37 €				on-the-spot-check	
PR 2   Office and administration	Fiat rate correction related to staff costs error	4,534.11 €	0.00 €	4,534.11 €				on-the-spot-check	
PR 2   Travel and accommodation	Fiat rate correction related to staff costs error	4,534.11 €	0.00 €	4,534.11 €				on-the-spot-check	
<b>PR 2</b>		39,295.59 €	0.00 €	39,295.59 €	31,436.47 €	7,859.12 €	0.00 €		
Total		41,715.59 €	2,000.00 €	39,715.59 €	31,772.47 €	7,943.12 €	0.00 €		

Można dodać **wiele korekt** (financial correction items) w jednym raporcie korygującym (financial correction)

Wkład własny jest obliczany automatycznie i automatycznie kwalifikowany do public lub private, ale można go edytować

Ryczałty obliczane są automatycznie

**Pytania** ?



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Title of Event  
Location

