

# The verification process – use of eMS

**Bologna, 27 September 2018**

# FLC Partner Reports

FLC users can only access reports of project partners that have been assigned to them.

**Interreg EMS demo** PROJECT-TEST1 DRION154 Application form version 3 [Show More](#) Reports Welcome FLC test!!

LP1 > PP2 > **PP3** > PP4 > PP5

### Partner Reports

1 - LP1 - LP1

Report	Report Start	Report End	State	Date Of Partner Report Submission	Date Of Partner Report First Submission	Date of flc verification	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
<b>Period 0 01.08.2015 - 01.03.2016</b>										
Report 0.1	01.08.2015	24.03.2016	Report Submitted	25.09.2018	05.07.2018		Not Certified	€ 11 950.00		
<b>Period 1 01.01.2018 - 30.04.2018</b>										
Report 1.1	01.01.2018	30.04.2018	Report F Lc Certified	25.09.2018	30.07.2018	26.09.2018	Not Included	€ 7 000.00		
<b>Period 2 01.05.2018 - 31.10.2018</b>										
Report 2.1	01.05.2018	31.10.2018	Report Submitted	25.09.2018	25.09.2018		Not Certified	€ 10 650.00		
<b>Period 3 01.11.2018 - 30.04.2019</b>										
<b>Period 4 01.05.2019 - 31.12.2019</b>										

Partner Living Tables

# FLC Documents

Flc Expenditures

Partner Information

Flc Checklist

Flc Report

Attachments

Inherent Risk Assessment

Control Risk Assessment

## Open Report Expenditures

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

Budgetline	Declared by partner		Certified by Flc		Difference		Difference in %	
	Current report	Total	Current report	Total	Current report	Total	Current report	Total
Staff costs	€ 4 500.00	€ 4 500.00	€ 0.00	€ 0.00	€ 4 500.00	€ 4 500.00	0.00 %	0.00 %
Office and administration	€ 450.00	€ 450.00	€ 0.00	€ 0.00	€ 450.00	€ 450.00	0.00 %	0.00 %
Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
External expertise and services	€ 7 000.00	€ 7 000.00	€ 0.00	€ 0.00	€ 7 000.00	€ 7 000.00	0.00 %	0.00 %
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>€ 11 950.00</b>	<b>€ 11 950.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 11 950.00</b>	<b>€ 11 950.00</b>	<b>0.00 %</b>	<b>0.00 %</b>
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	Not applicable	Not applicable
<b>Total Eligible Expenditure</b>	<b>€ 11 950.00</b>	<b>€ 11 950.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 11 950.00</b>	<b>€ 11 950.00</b>	<b>0.00 %</b>	<b>0.00 %</b>

Supplementary Information

Check FLC Work

Print Flc Certificate

Exit To Reports Overview

Exit To Partner Report

Help

Contacts

Logout

EN

# FLC Checklist

## DUPLICATE CHECKLIST

PROJECT-TEST1    ADRION154 Application form version 3    Show More    Partner R

Flc Expenditures   Partner Information   **Flc Checklist**   Flc Report   Attachment

### Checklist For Expenditure Declared And Certified By Budget Line

First Level Control

+ Duplicate checklist

-

-

Compliance with public procurement rules 21

Weight	Que	Value
<b>Audit Trail Checklist</b>		
0	Costs are directly related to the project and necessary for the development or implementation of the project identified through the relevant project identification number (if applicable). <i>Verified that costs:</i> - have been initially planned in the application form under this budget line OR - a written agreement of these costs exists from the JS	Yes   No   Not Applicable
0	Costs are correctly allocated to the relevant budget lines. <i>Inspected list of expenditures</i>	Yes   No   Not Applicable
-	Costs are declared only once.	

## UNLOCK CHECKLIST

on   **Flc Checklist**



Print preview   Show Consolidated View   Exit Checklist

Print Flc Checklist To Pdf   Back To Previous Step   Exit Checklist

Unlock Checklist



## FLC checklist

In order to finalize the FLC checklist, please, remember all the steps:

1. Answer all the questions;
2. Click on “*Save*” button;
3. When the FLC has finished the verifications, click on “**Confirmed**” box;
4. Click on “*Save*” button again;
5. Click on “*Final check*”.

A new window will appear and will show a duplicate of all checklist questions and answers. It is possible to adjust some answers or comments.

After the last verification, click on “**Done**” box and “*Save*”, at the bottom of the page will appear “*Finish checklist*”.

## Finalize FLC work and issue certificate

We take the opportunity to remember you all steps to finalized the FLC work:

1. click on "*Check FLC work*";
2. click on "*Finalize FLC work*";
3. print the FLC certificate;
4. signe the certificate, scan it and upload in the "*Attachments*" section;
5. click on "*Finalize FLC work*" again;
6. click on "*Finalize FLC work and issue certificate* "

# FLC information

## Partner Information

Information entered once in this section is shown as well in all subsequent reports. If it does change, however, it can be updated. If updated, the new information will be shown in all subsequent reports, but not in already submitted reports.

## FLC expenditure correction

Both positive and negative corrections are possible in the 'Difference by FLC' field. If you want to make a positive correction, please enter the negative amount.

## FLC report

The section "*Designated Project Partner Controller*" is filled in with data entered in the system by JS, and data entered by the user.



### Designated Project Partner Controller

Flc Body Responsible For The Verification  
Flc Organization Doing The Verification( If Applicable)  
Division Unit Department  
Address  
Country  
Telephone Number  
Email  
  
Name Of The Controller  
Job Title  
Email Of The Controller  
Controller Reviewer(if Applicable)

