

Part II – The START Online Reporting Tool

START – Danube Region Project Fund

May, 6th 2015
Euro Vienna



Part II – The START Online Reporting Tool



13:30 – 15:30

The START online Tool – Declaration of Expenses

- 1st Steps - Surface of the START Online Tool & Basic Information
 - Log-In
 - Functions of the Online Tool
- Documentation of Expenses for each Budget Line
- Budget Overview
- Reporting and Requests for Payment
 - Create PDF of declared expenditures
 - Upload reports

15:30 – 15:45

Coffee Break

15:45 – 16:30

Open Session

I. 1st Steps – Surface of the START Online Tool & Basic Information

I. 1st Steps – Surface of the START Online Tool & Basic Information



The START Online Tool:

- Facilitate declaration of Expenses
 - Expenses are declared directly in the tool
 - Automatic Calculations
- Monitoring Tool for Project Partners
 - Gives the Project Partners an overview about the budget and all Expenses
 - Create PDFs of the Summary of all Costs
- Tool to upload reports
- One Log-in per Project

I. 1st Steps – Surface of the START Online Tool & Basic Information



Link:

http://db.argedata.at/start_abrg_index.php

LOG IN here, with your
Username and Password



Registered user:

Username

Password

Login

Password forgotten (-> Please contact
gudrun.pabst@eurovienna.at for a new password)



START is an initiative of the EU Strategy
for the Danube Region.
With the financial support of the European Union

- Your **Log-In Data** can be found in the Workshop Folder
- **Email your Contact Person** if you have problems with the Online Tool

I. 1st Steps – Surface of the START Online Tool & Basic Information



Personal Project Data

Report Due Dates

Log-out Button

Personal Project Data & Grant Agreement for Download

Project number	99_PA99-C1		
Project title	Workshop for LPs and PPs		
Acronym	WS PP		
Lead Partner (en)	EuroVienna		
Commencement Date	01.04.2015		
Midterm Date	30.09.2015	Midterm Report Due Date	25.10.2015
Project Completion Deadline	31.03.2016	Final Report Due Date	30.04.2016

Project data

- Project data Grant agreement

Documentation of Expenses

- a) Personnel
- b) Travel & Accommodation
- c) Meetings & Events
- d) External Services
- Budget and spending overview
- Create PDF Summary of Declared Expenses

Reporting

- Midterm report
- Final report

Information Board

Enter costs for each Budget Line here!

Create Offline Summary of all declared costs

Upload Reports here!

Contact Person for the Project

Contact

Mira Ebner
EuroVienna
EU-consulting & -management GmbH
t: mira.ebner@eurovienna.at
e: +43 1 89 08 088 2903

Downloads

- EU-emblem_large.jpg
- EU-emblem_small.jpg
- START - logo_large.jpg
- START - logo_small.png
- START - Project implementation guidelines.pdf
- START - Template 1st pre-payment request.docx
- START - Template selection report.xlsx
- START - Template timesheet.xlsx

Templates to be used for Project Implementation

START - Online reporting tool

START is an initiative of the EU Strategy for the Danube Region. With the financial support of the European Union

I. 1st Steps – Surface of the START Online Tool & Basic Information

Recurring Symbols



Back Button

Always click that Button to go back to the previous page (going back via the browser does not work!)



Print Button



Exit/Log-Out Button



New entry/New upload



Modify existing entry



Copy existing Entry



Delete an entry





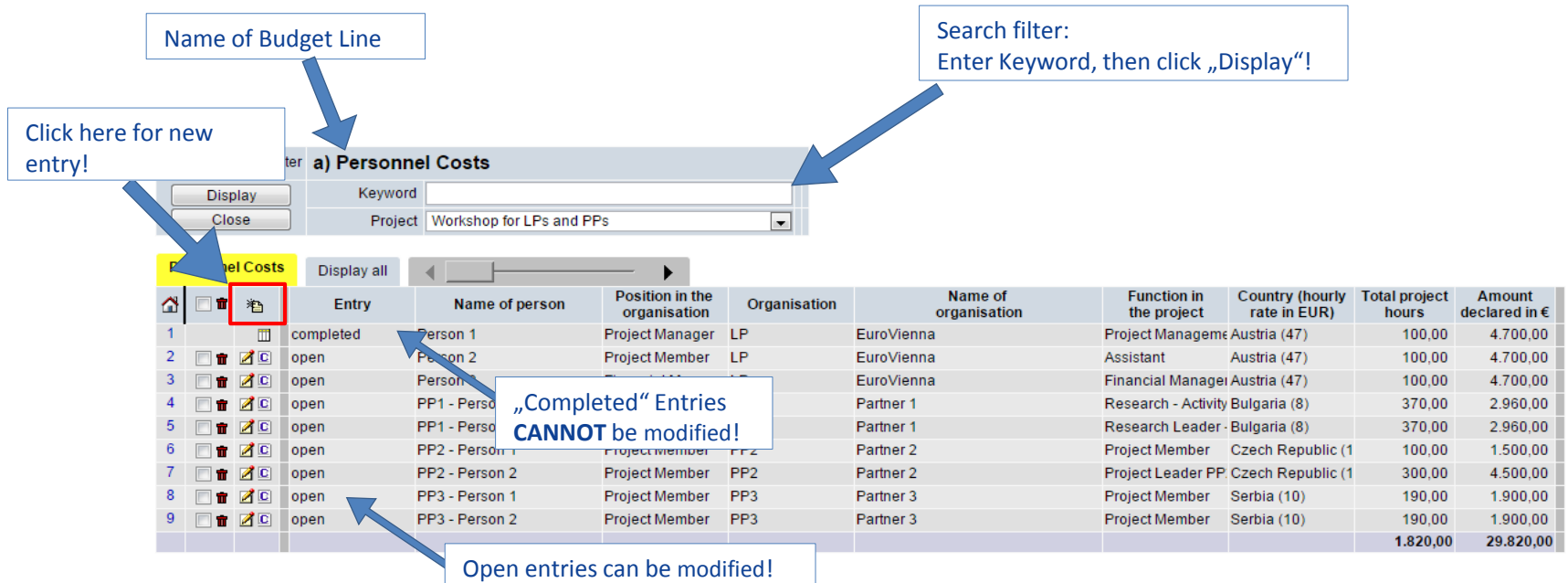
Entry is complete – Cannot be modified anymore

II. Documentation of Expenses for each Budget Line

II. Documentation of Expenses for each Budget Line (I)

How to declare Costs:

- For each Budget Line: By clicking on the  a) Personnel Button a Pop-Up Window will open
- You will see a list of all entries for the budget line
- Click on the “new entry”-Symbol () to create a new entry
- A new Pop-Up Window will open
- Fields with an * are mandatory fields – entries cannot be saved if they are not filled in
- Always press save before closing and uploading!



The screenshot shows the 'Personnel Costs' interface. At the top, there is a search filter box with a 'Display' button and a 'Close' button. Below this is a table of entries. Annotations include:

- Name of Budget Line:** Points to the 'a) Personnel Costs' header.
- Search filter:** Points to the search box with the instruction 'Enter Keyword, then click „Display“!'
- Click here for new entry!** Points to the 'new entry' icon in the table header.
- „Completed“ Entries CANNOT be modified!** Points to the 'completed' entry in the table.
- Open entries can be modified!** Points to the 'open' entries in the table.

Entry	Name of person	Position in the organisation	Organisation	Name of organisation	Function in the project	Country (hourly rate in EUR)	Total project hours	Amount declared in €
1	Person 1	Project Manager	LP	EuroVienna	Project Managemen	Austria (47)	100,00	4.700,00
2	Person 2	Project Member	LP	EuroVienna	Assistant	Austria (47)	100,00	4.700,00
3	Person 3	Project Member	LP	EuroVienna	Financial Managemen	Austria (47)	100,00	4.700,00
4	PP1 - Person 1	Project Member	PP1	Partner 1	Research - Activity	Bulgaria (8)	370,00	2.960,00
5	PP1 - Person 2	Project Member	PP1	Partner 1	Research Leader	Bulgaria (8)	370,00	2.960,00
6	PP2 - Person 1	Project Member	PP2	Partner 2	Project Member	Czech Republic (10)	100,00	1.500,00
7	PP2 - Person 2	Project Member	PP2	Partner 2	Project Leader	Czech Republic (10)	300,00	4.500,00
8	PP3 - Person 1	Project Member	PP3	Partner 3	Project Member	Serbia (10)	190,00	1.900,00
9	PP3 - Person 2	Project Member	PP3	Partner 3	Project Member	Serbia (10)	190,00	1.900,00
							1.820,00	29.820,00

II. Documentation of Expenses for each Budget Line (II)

Personnel Costs:

- 1 Entry for Each Person
- Only 1 Entry per Person! (overall Project working hours)

 a) Personnel

Personnel Costs Display all

a) Personnel Costs

Insert entry 1 x Save Close Print

Action after saving Reload form Close form

Project Workshop for LPs and PPs

Entry open

Name of person *

Position in the organisation

Organisation *

Name of organisation


Function in the project *


Country (hourly rate in EUR) *

Total project hours *

Amount declared in €

UPLOADS

Timesheet Midterm Report  Filename

Timesheet Final Report  Filename

Upload Timesheets

Entry: open – Can be modified later (use for midterm reporting)

Entry: completed – Cannot be modified later (use for final reporting)

Enter all relevant information here!

Amounts declared will be calculated automatically **after saving!**

II. Documentation of Expenses for each Budget Line (III)

Travel and Accommodation Costs

 b) Travel & Accommodation

Travel And Accommodation Costs Display all

b) Travel and Accommodation Costs

Insert entry: 1 x Save Close Print

Action after saving: Reload form Close form

Travel And Accommodation Costs

Project: Workshop for LPs and PPs

Entry: open

Name of Person *
Position in the Organisation
Organisation *
Name of external Organisation
Country of organisation: Austria

Aim of travel *
Related activity * Project Management
Departure city *
Destination city *
Destination Country * Austria


Departure date, time *
Return date, time *
total time (hours)

Mode of transportation #1
Costs (national currency) incurred excl. VAT #1
Payment date #1
National currency #1: EUR
Exchange rate (NAT-Curr/EURO) #1: 1,0000
EU: monthly accounting rate
Total Amount in € #1

No. of nights
Hotel allowance rate (destination country)
Total hotel allowance
Subsistence allowance rate (destination country)
Total subsistence allowance

Total Travel & Accommodation Costs

Upload
Travel documentation (invoices, boarding pass)
Meeting documentation (invitation, agenda, signature list)

 Filename

Entry: open – Can be modified later (use for midterm reporting)

Entry: completed – Cannot be modified later (use for final reporting)

Enter all required information – amounts are calculated automatically

Upload all required documentation

II. Documentation of Expenses for each Budget Line (IV)

Meeting and Event Costs

c) Meetings & Events

Meeting Costs Display all


c) Meeting and Event Costs

Insert entry

Action after saving Reload form Close form

Meeting Costs

Project

Entry 

Name of the Meeting/Event *


Related activity *


VENUE

Country *

City *

Place *

Start of the meeting/event (date) * 

End of meeting/event (date) * 

Number of total participants (min.5) *


Number of external participants *

Duration of the event *

Amount declared in €

Description and justification for the meeting/event *
(0 / 1000 characters)

Main outcomes/results of the event/meeting *
(0 / 1000 characters)

Uploads (documentation of the meeting, agenda, participants list, etc.) 

Entry: open – Can be modified later (use for midterm reporting)

Entry: completed – Cannot be modified later (use for final reporting)

Enter all required information – amounts are calculated automatically

Upload all required documentation

II. Documentation of Expenses for each Budget Line (V)

External Services

 d) External Services

External Services Display all

d) External Services

Insert entry 1 x Save Close Print

Action after saving Reload form Close form

Entry: open – Can be modified later (use for midterm reporting)

Entry: completed – Cannot be modified later (use for final reporting)

Project Workshop for LPs and PPs

Entry open

Description of external service *

Related Activity * Project Management

Justification for the selection *

Contractor

Date or duration of services *

Recipient of the invoice (LP or PP) *

Invoice no.

Invoice date *

Payment date *


Declared amount (national currency) excl. VAT

National currency EUR

Exchange rate (NAT-Curr/EURO) 1,0000


EU: monthly accounting rate

Amount declared in €

Upload invoice, proof of payment etc.  Filename

Upload procurement: 1. Value is below 500 € n.a.

2. Value 500-5000 € at least 3 offers or price comparison; selection repor

3. Value above 5000 € at least 3 offers; selection report + services  Filename

Enter all required information – amounts are calculated automatically

Upload all required documentation

III. Budget Overview

III. Budget Overview

Online Overview

Planned Project Budget according to Schedule 2

Budget Lines	% of total Costs	Planned amount
a) Personnel costs	89,39 %	€ 29.500,00
b) Travel and accommodation costs	7,58 %	€ 2.500,00
c) Meeting and event costs	2,27 %	€ 750,00
d) External services	0,76 %	€ 250,00
Total costs	100,00 %	€ 33.000,00

Expenses declared in the START online Tool

% of planned amount	% of total expenses	Amounts declared by LP
101,08 %	81,97 %	€ 29.820,00
232,40 %	15,97 %	€ 5.810,00
66,67 %	1,37 %	€ 500,00
100,00 %	0,69 %	€ 250,00
110,24 %	100,00 %	€ 36.380,00

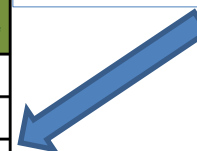
Total Project Funding according to Schedule 2

Funding source	% of total Funding	Planned amount
a) START contribution	84,85 %	€ 28.000,00
b) Co-financing	15,15 %	€ 5.000,00
b1) Third Party Contributions		€ 0,00
b2) Project Partner Contributions		€ 5.000,00
Total Funding	100,00 %	€ 33.000,00

Final funding on the basis of certified expenses

Funding source *	% of total Funding	Final amounts *
a) final START amount		
b) Co-financing		
b1) Third Party Contributions		
b2) Project Partner Contributions		
Total Funding		

Final amounts will be automatically filled in after certification of expenses!



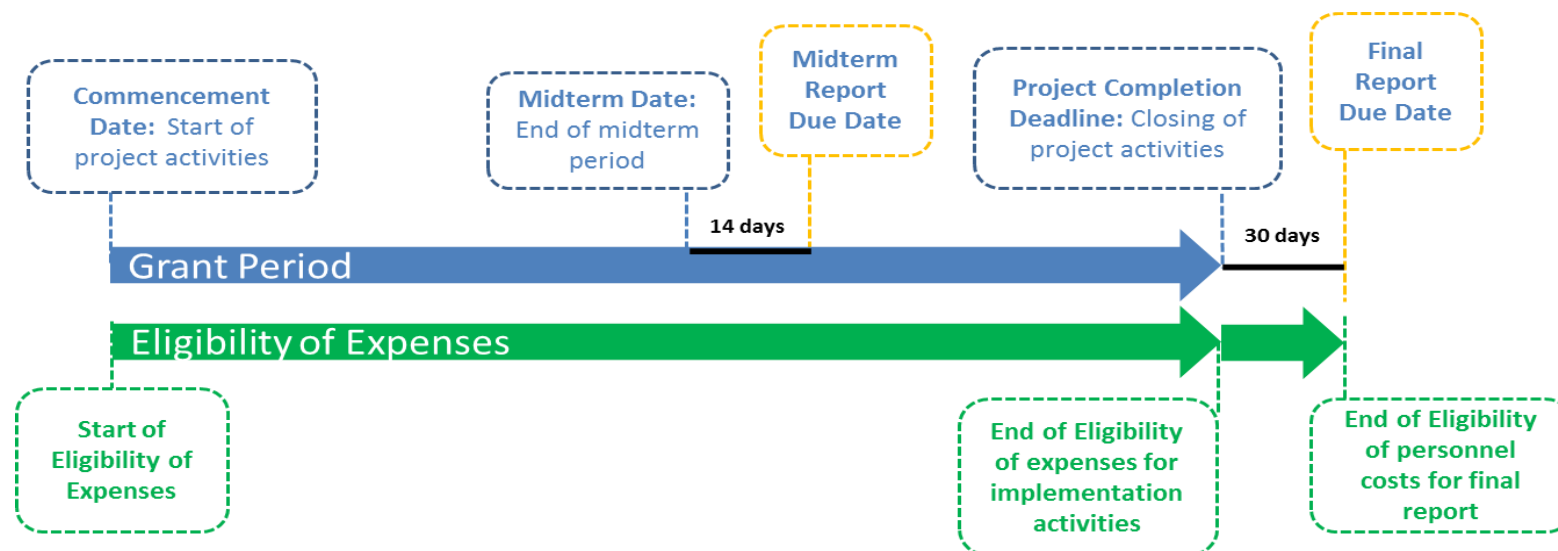
* The final funding amounts will be provided after the project is concluded and the total project expenses are certified

IV. Reporting and Requests for Payments

IV. Reporting and Requests for Payments

Timeline of your START project

Project number	99_PA99-C1		
Project title	Workshop for LPs and PPs		
Acronym	WS PP		
Lead Partner (en)	EuroVienna		
Commencement Date	01.04.2015		
Midterm Date	30.09.2015	Midterm Report Due Date	25.10.2015
Project Completion Deadline	31.03.2016	Final Report Due Date	30.04.2016



IV. Reporting and Requests for Payments

Create PDF (Financial Report):

- Enter all Expenses in the START Online Tool
- For Final Report: Set all Entries to “complete” (leave them “open” for Midterm Report)
- **The created PDF is the Financial Report**
- Financial Report needs to be printed and signed
- Upload Financial and Content Report to the START Online Tool (see next section)



Documentation of Expenses

- a) Personnel
- b) Travel & Accommodation
- Budget and spending overview
- c) Meetings & Events
- d) External Services
- Create PDF Summary of Declared Expenses

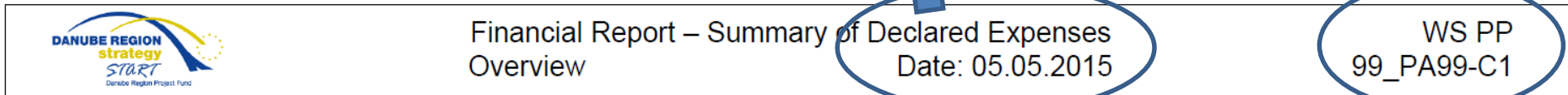
Click here to export
PDF!

IV. Reporting and Requests for Payment

Financial Report – Overview (1st Page of PDF)

Date is filled in automatically,
depending on when PDF is created

Project Acronym &
Project Number



Budget Lines	% of total Costs	Planned amount	% of planned amount	% of total expenses	Amounts declared by LP
a) Personnel costs	89,39 %	€ 29.500,00	101,08 %	81,97 %	€ 29.820,00
b) Travel and accommodation costs	7,58 %	€ 2.500,00	232,40 %	15,97 %	€ 5.810,00
c) Meeting and event costs	2,27 %	€ 750,00	66,67 %	1,37 %	€ 500,00
d) External services	0,76 %	€ 250,00	100,00 %	0,69 %	€ 250,00
Total costs	100,00 %	€ 33.000,00	110,24 %	100,00 %	€ 36.380,00

Planned Budget according to
Schedule 2

Actual expenses declared in the START Online Tool


Midterm & Final Report:

The created PDF of declared expenses = Financial Report

It needs to be printed, signed and uploaded with the content report

IV. Reporting and Requests for Payments

Financial Report – Request for Payment (last page of PDF):

	Financial Report – Summary of Declared Expenses Date: 05.05.2015	WS PP 99_PA99-C1
---	---	---------------------

Workshop for LPs and PPs


<p>For the midterm report:</p> <p><input checked="" type="checkbox"/> Herewith I request the 2nd pre-payment of 25% of the START contribution amount as defined in the Grant Agreement (optional)</p> <p>For the final report:</p> <p><input type="checkbox"/> Herewith I request the payment of the balance of the START contribution amount</p> <p>Please select:</p> <p><input type="checkbox"/> Herewith I confirm that no contributions have been received from Third Parties for the implementation of the project, and that no profit has been generated as a result of project implementation</p> <p><input type="checkbox"/> Please find attached the list of Third Party Contributions received and Profits generated as a result of project implementation</p>	<div style="border: 1px solid blue; padding: 10px; text-align: center;">Choose the relevant option!</div>
--	--


<p><u>Herewith I confirm that:</u></p> <ul style="list-style-type: none">- All expenses declared were incurred in the reported period- All expenses declared are relevant for the START project activities- All regulations provided in the Grant Agreement and the implementation guidelines were complied with <p>Name of legal representative / authorised signatory in relation to the project</p>	Signature
--	-----------

IV. Reporting and Requests for Payments

Reporting



Reporting



 Midterm report

 Final report

← Click here for uploading Midterm Report

← Click here for uploading Final Report

Content report		Filename	} Click here to upload reports
Financial report		Filename	
Midterm Report approved by IB	Open		} To be filled in by the IB after checking the report
2nd Pre-Payment approved	<input type="radio"/> Yes <input type="radio"/> No		

Content report		Filename	} Click here to upload reports
Financial report		Filename	
Final Report approved by IB	Open		



Any questions?

MANAGING AUTHORITY FOR START:

Dipl.-Ing. Dr. Kurt Puchinger
PAC10 Coordinator – EUSDR
Kirchberggasse 33-35 / 9
A - 1070 Wien
Tel: +43 (0) 1 89 08 088 2201
Mobile: +43 664 883 568 58
kurt.puchinger@pa10-danube.eu



Implementing Body (IB):

Gudrun Pabst
Project Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2904
gudrun.pabst@eurovienna.a

Mira Ebner
Project Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2903
mira.ebner@eurovienna.at

Danijela Djoric
Project- & Financial Manager
EuroVienna
Kaiserstraße 113/115 – Top 8
A – 1070 Wien
Tel: +43 (0)1 89 08 088-2905
danijela.djoric@eurovienna.at