

**Interreg
Danube Region**



Co-funded by
the European Union

SMF partner report guidelines



DRP SMF Call for Proposals

October 2024, v1



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List of abbreviations

DRP	Danube Region Programme
Jems	Joint electronic monitoring system
LP	Lead partner
MA/JS	Managing authority and Joint secretariat
PP	Project partner
PR	Partner report
PPR	Project Progress Report
SMF	Seed Money Facility



Introduction

This document is binding only in case of SMF call projects and it provides an overview on the content of the partner report (PR) to be submitted by project partners.

Reporting is one of the tools used by the Programme to regularly monitor the progress of the project implementation both financially (spending, budget reallocations) and content-wise (progress of activities and deliverables, subsequent contribution to the achievement of Programme objectives).

In order to understand if the seed money project progresses according to the work plan, in the middle of the implementation period (e.g. 6 month), the **LP** has to submit in Jems to the MA/JS PO a summary of the project implementation (Annex 3 of the SMF-Manual) highlighting the progress in developing the mandatory outputs, potential delays and plans for recovery (template provided by the MA/JS). All PPs support the LP in the creation of this summary. The filled in Annex 3 has to be uploaded to the "Shared folder" in Jems.

Reporting also represents the basis for the reimbursement of the EU contribution (INTERREG funds) associated with incurred project expenditures. Reporting period is regulated in the Subsidy Contract (SC) concluded by MA/JS with the lead partner (LP).

PRs are comprehensive accounts of project activities performed and deliverables to which the project partner contributed to as it is concluded in the Application Form. PRs do also reflect expenditures incurred and paid during the respective reporting period by PPs in their efforts to succeed with project objectives.

The financial part of the PRs is reviewed by controllers, verifying expenditures reported by PPs.

Verified expenditures (and activities) are consolidated by LP in Project Progress Reports (PPRs) that is subject to MA/JS review and approval. Applications for reimbursements (AfRs) are integral part of the PPRs reflecting EU funds to be reimbursed to the project and to each project partner.



1. PART 1 TECHNICAL GUIDELINES

1.1. General Information

The Joint Electronic Monitoring System (**JEMS – jems.allamkincstar.gov.hu**) is the platform to record, reflect and archive details on the Programme and on the calls for proposals together with details on projects and on project partners.

Once a project proposal is selected for funding and after contracting documents are submitted and accepted, the project status in JEMS will be changed to “Contracted”. The LP assigns project partner users in the “Project privileges” section, and partner reporting becomes available for PPs.

PRs cover activities and expenditures on partner level in the respective reporting period. There will be only one reporting period that will cover the entire SMF project implementation and subsequently there will be only one PR to be submitted by each project partner in JEMS. The PR will have to be created for the reporting period as defined in the Subsidy Contract and in the application form. **The deadline for the preparation and submission of the partner report for verification by the controller is 15 days from the end date of the reporting period.**

1.2. Create account in JEMS

Anyone who wants to use JEMS needs to create an account with JEMS.

Jems - Login

Email

Password

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy.](#)

Login

Create a new account [Forgot password](#)

Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)

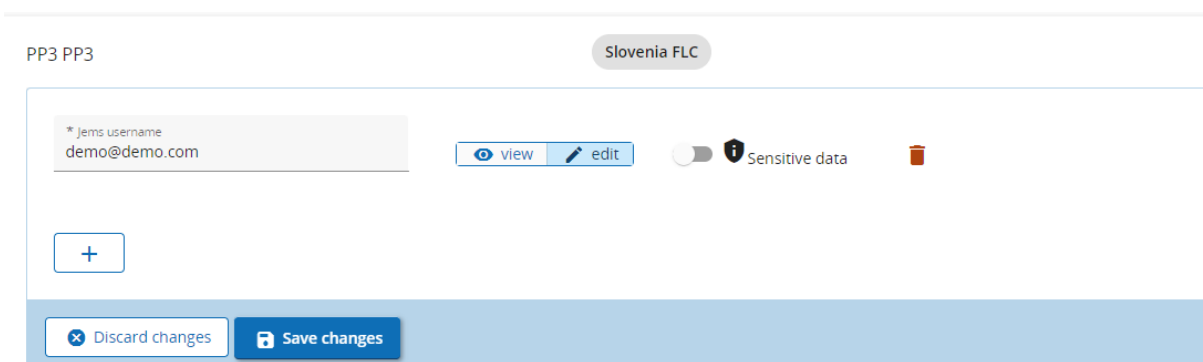
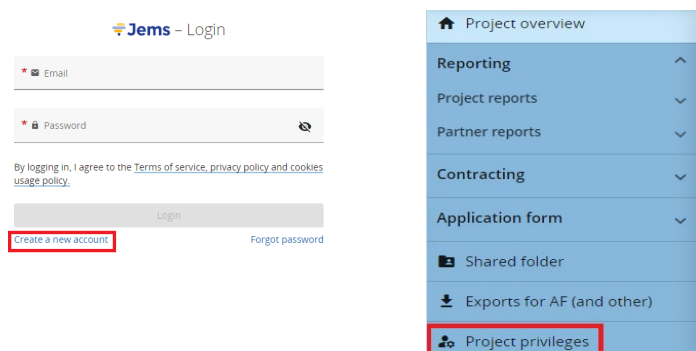
Jems is a project of **Interact** Co-funded by the European Union Interreg

Proudly developed by **cloudflight**



1.3. Assigning users to a Partner Report

It is the task of the LP to assign users to PPs. PPs can have one or more users assigned. User(s) have access rights to the PR of the PP they are assigned for.



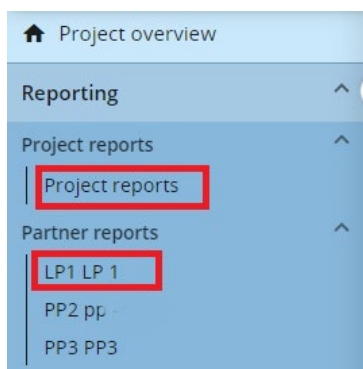
Credentials for users might be to view partner reports and to edit partner reports. For the creation of a PR the user needs "edit"-rights. The switch "Sensitive data" gives access to data marked as sensitive. Sensitive data will be displayed only to users with the Sensitive data control switched on.

If an LP wants to see the partner reports of the PPs in a project than it needs to be added as user to the respective PPs (with view credentials).

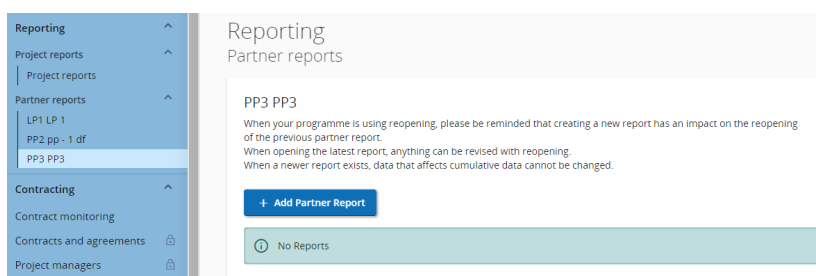
1.4. Accessing the Partner Report

To access the PR, the partner has to log in with his/her username and password and then select the project from the Dashboard.

If a user has multiple roles in the project (e.g. LP and PP), it is necessary to select the role from the navigation panel.

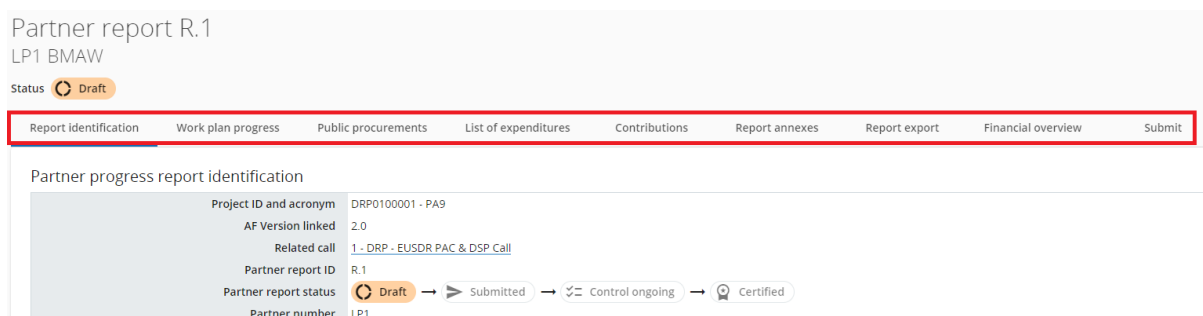


PPs will prepare PRs clicking on the +Add Partner Report button.



1.5. Editing the Partner Report

Partner reports have following sections: Report identification, Work plan progress, Public procurements, List of Expenditures, Contributions, Report annexes, Report export, Financial overview, Submit.



Within each section, fields to edit have labels with a short description of the expected information.



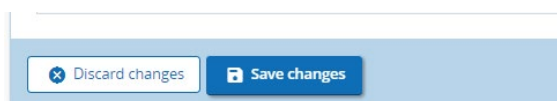
Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

Enter text here
demo

Once started editing, *Discard changes* and *Save changes* buttons at the bottom of the page will appear. The partner can stop editing anytime and can decide to keep or to discard the changes.

It is recommended to Save each completed step in the Partner Report.



Editing can be resumed anytime upon convenience.

If partner report editing has been stopped its status will be "Draft". Editing can be resumed by clicking on the relevant partner report.

The screenshot shows a web interface for 'Reporting' with a sidebar menu and a main content area. The sidebar includes 'Reporting', 'Project reports', 'Partner reports', 'Contracting', 'Contract monitoring', 'Contracts and agreements', 'Project managers', and 'Project reporting schedule'. The main content area is titled 'Reporting Partner reports' and shows a section for 'PP3 PP3' with a warning message about reopening reports. Below this is a table of partner reports.

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Total eligible after control for current report	Control	Delete
R.1	Draft		4.0	Period 1, month 1 - 6	11/10/2023 9:36 AM						

Please note: Partner reports needs to be submitted even in case no expenditures are to be reported – in this case sections concerning on activities performed are to be edited.

Part 2 "Content of the Partner Report" describes all sections of the PR.

1.6. Automatic notifications to PPs

JEMS generates automatic notification to PPs in case:

- PR is re-opened by controller and needs further completions
- controller finalise the verification of PR and issue the control certificate
- control certificate is re-open by MA/JS for correction

All notifications are displayed in the Dashboard/Notifications overview table in chronological order and the reports can also be directly opened from the notification message.

Dashboard

Welcome **[Redacted]** to the Danube Region Programme!

Notifications

Time	Related call	Project	Acronym	Partner	Subject
02/27/2024 10:17 AM	DRP - 2nd Call for proposals - test	DRP1900058	ABC	PP2	ABC project - PP ABC partner report 1 - notification
Dear Project Partner, Your partner report 1 for the ABC project is certified by the controller.					
02/27/2024 10:16 AM	DRP - 2nd Call for proposals - test	DRP1900058	ABC	PP2	ABC project - PP ABC partner report 5 - notification
02/23/2024 12:01 PM	DRP - 2nd Call for proposals - test	DRP1900058	ABC	-	
02/23/2024 11:56 AM	DRP - 2nd Call for proposals - test	DRP1900058	ABC	PP3	ABC project - PP III partner report 1 - notification
02/23/2024 11:55 AM	DRP - 2nd Call for proposals - test	DRP1900058	ABC	PP2	ABC project - PP ABC partner report 4 - notification

There is possibility to receive notifications by email as well. To activate this option click on the user icon in the upper right corner of the screen. In the drop-down menu click on the user name then tick the check-box regarding on Notifications.

English

Notifications

Send notifications automatically to my email

Password

password

Set new password

2. PART 2 CONTENT OF THE PARTNER REPORT

2.1. Report Identification

It collects the following information about the Reporting Period:

- Summary of partner's work in the reporting period
- PP problems and deviations
- Partner spending profile including explanation for deviations from the spending target
- Target groups and their involvement in the project implementation during the reporting period

Partner report R.1
PP3 PP3

Status **Draft**

Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview | Submit

Partner progress report identification

Project ID and acronym: DRP0009 - AK1 to AK PAC right now
AP Version linked: 4.0
Federal call: 2_AK test right now
Partner report ID: R.1
Partner report status: **Draft** | Submitted | Control ongoing | Confirmed
Partner number: PP3
Name of the organisation in original language: Test partner 3
Name of the organisation in english: Test partner 3
Legal status: Public
Type of partner: Regional public authority
Co-financing source and rate: Interreg Funds 80.00%
Country: Magyarország (HU)
Local currency (according to Interbank): HUF

Reporting period start date (MM/DD/YYYY): Reporting period end date (MM/DD/YYYY):

Reporting period:

Summary of partner's work in reporting period
Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

Enter text here:

Partner problems and deviations
If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

Enter text here:

Target groups
In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target Group	Description of the target group involvement
Cross border legal body	Enter text here: <input type="text"/>

The start date and the end date of the reporting period needs to be inserted manually and normally it needs to be in line with the start date and end date of the reporting period from the Subsidy Contract. Summary of partner's work in reporting period



The description should focus on the content related achievements and should not tackle project management and administration issues. The qualitative aspect of the activities and deliverables should be highlighted, rather than the quantitative one.

The summary should be coherent, easy-to-read, self-explaining, and it should not refer to other parts of the report. The PP shall pay attention to the quality of the text (which should be neither too technical/ scientific, nor too specialised so that it is easily understood by any non-expert).

2.1.1. Partner problems and deviations

Problems and deviations to work plan should be presented, and the solutions proposed to overcome them.

2.1.2. Partner spending profile

Partner spending profile mirrors the financial progress of the partner towards its budgeted objectives.

In case of the SMF call the field “Next report forecast” is not mandatory because there is only one PR to be prepared by the project partner.

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far ⓘ	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
PP2	4.300,00	18,53	10.750,00	2.103,50	8.646,50	19,57%	0,00

Deviations in the spending profile compared to the planned budget in the AF can be explained in the dedicated text field.

2.1.3. Target groups

The involvement of all target Groups identified within the AF has to be described in respective text fields. Explain which target groups have been involved, in what way and to what extent.

2.2. Work Plan Progress

The work plan progress tab reflects specific objectives defined in the application form.



Partner report R.1
 PP3 PP3

Status Draft

Report identification **Work plan progress**

A.5 Work plan progress

Specific objective 1

Click on the specific objective to start editing.

Report identification **Work plan progress** Public procurements List of expenditures Contributions Report annexes Report export Financial overview

A.5 Work plan progress

Specific objective 1

Please describe your contribution to the activities carried out in this reporting period.

Enter text here

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.
 Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible.

Activity Nr.	Activity title	Progress	Attachments
A.1.1	VBVCXB	Enter text here	

Output Nr.	Output title	Contribution	Attachments
O.1.1	VBBCVX	<input type="checkbox"/>	

The PP shall describe the progress of its activities in the concerned reporting period. For each deliverable the PP can mark its contribution by ticking the box and upload proofs and attachments to deliverables, if relevant.

It has to be noted, that just 1 file can be uploaded here. If an upload consists of more than 1 file, a “zipped” file-format has to be used.

2.3. Public Procurements

In the “Public procurements” section project partners should fill in information on project related procurements. This applies for contracts above €10.000 (excl. VAT) – unless stricter national rules apply. Up until the submission of the PR, beneficial owners, Sub-contractors and attachments can be added and can be edited.



Partner report R.1
PP3 PP3

Status Draft

Report Identification Work plan progress **Public procurements**

Public procurements
The partner public procurements included in all previously created partner reports : removed.

[+ Add Procurement](#)

No procurements

Adding a Public procurement will bring up multiple fields to edit. For procurement above the EU threshold, it is obligatory to provide information on the beneficial owner(s) and subcontractor(s). In case of amendment(s) to the procurement, the amended contract(s) should be uploaded in the attachment section of the procurement concerned.

GDPR sensitive data can be uploaded in section GDPR Attachment(s). Visibility of this section can be configured in Project privileges. A user without privilege to view sensitive data cannot download a file in this section and can also not see File name and Description.

The screenshot shows the 'Application annexes' section of the Jems interface. On the left is a navigation menu with items like 'Application annexes', 'Assessment & Decision', 'Shared folder', 'Exports for AF (and other)', and 'Project privileges'. The main content area shows 'LP1 LP 1' with a 'Jems username' field containing 'arpad.kovacs@tfm.gov.hu'. There are 'view' and 'edit' buttons. A red box highlights a 'Sensitive data' toggle switch which is currently turned off.

It is possible to add one or more Public procurements.

Partner report R.1
PP3 PP3

Status Draft

Report Identification Work plan progress **Public procurements** List of expenditures Contributions Report annexes Report export Financial overview Submit

Public procurements
The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.

[+ Add Procurement](#)

Items per page: 25 1 - 2 of 2 < >

Created in	Last changed	Procurement	Reference No.	Contract Date	Contract Type	Contract Amount	Currency	Supplier Name	VAT / Tax Identification...	Delete
R.1	11/10/2023 10:47 AM	demo 2	demo 2	11/10/2023	demo 2	2.000,00	HUF	demo 2	1234	
R.1	11/10/2023 10:45 AM	demo	demo	11/01/2023	demo	1.000,00	HUF	demo	1234	



2.4. List of Expenditures

Partner report R.1
PP3 PP3

Status Draft

Report identification Work plan progress Public procurements List of expenditures

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

[+ add expenditure](#)

Click on “+ add expenditure” to create a new line for the expenditure. The partner report can accommodate max 150 counts of expenditure lines. When the limit for expenditure lines is reached, the “add expenditure” button gets inactive. Adding parked expenditures to the PR after the limit for expenditure lines is achieved leads to erroneous partner report.

Use the linear scrollbar to display all fields to edit.

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes Report export Financial overview Submit

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment
R1.?	<input type="checkbox"/>	* Please select a c...	N/A			<input type="text"/>	<input type="text"/>		

[+ add expenditure](#)

[Discard changes](#) [Save changes](#)

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes Report export Financial overview Submit

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

ID	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
R1.1	<input type="checkbox"/> demo	500,00	25,00	400,00	HUF	382.43	1,05	<input type="text"/>

[+ add expenditure](#)

[Discard changes](#) [Save changes](#)

In case of SMF call projects only the Staff cost on real cost bases are to be reported by PPs. All other costs are supported at a flat rate of 40% of the reported Staff costs and it is automatically calculated by JEMS.



Staff costs on real cost bases are to be reported as per the provisions stipulated in the Manual on Eligibility of Expenditures.

It is recommend to insert incurred and paid staff costs individually per employee per month (i.e. 1 employee = 1 month salary = 1 item). Furthermore, reporting data in following aggregated way is also acceptable: staff costs inserted individually per employee, all months combined (i.e. 1 employee = 6 months' salary = 1 item). Other ways of aggregating staff cost data shall not be used.

Project partners with EUR as official currency can only declare costs in Euro. In case of partners from non-Euro countries the respective currency of the country is pre-filled but can be changed to any other currency. After currency is set the conversion rate is automatically selected.

Upload proofs on expenditures to Attachments at the end of the records. The Upload control will be active after the record is previously being Saved. Only 1 attachment per expenditure line can be uploaded. If an upload consists of more than 1 file, a "zipped" file-format has to be used.

Expenditures parked by Controllers will be displayed in the Parked Expenditures sub-section. Actions on parked expenditures might be to Re-Include or to Delete. Once a parked expenditure re-included it cannot be moved back into the pool of parked expenditures, but it needs to be either submitted, zero out or deleted.

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

[+ add expenditure](#)

Parked expenditures

ID	Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Description	Comment	Actions
R2.1	Control	Equipment	N/A	1	2	11/14/2023	11/08/2023	demo	demo	

Please pay attention to the payment date which needs to be between the start date and the end date of the project. The payment date can exceed the end date of the project with max 60 days.

Expenditures reported and validated by national controls (staff costs + 40% flat rate of the staff costs) cannot exceed the budget of the project partner as per the submitted and approved Application Form.

Partner reports needs to be submitted even in case no expenditures are to be reported – in this case sections concerning on activities performed are to be edited. LP will use available information on activities for preparation of the PPR. Based on submitted PR responsible controller will issue "0 expenditure" certificate.



2.5. Contributions

Partner Contributions are followed-up and are monitored. Project partners should fill in this section as per the values reflected in the **"Financial overview"** section of the PR, that is an automatic calculation based on values provided in the Application Form.

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export
-----------------------	--------------------	---------------------	----------------------	---------------	----------------	---------------

Follow-up of partner contribution received by partner

In this section, partners organisations are expected to list the partner contributions as they incur in reality (amounts received by partner). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amount per contribution source.

Name of organisation / Source of contribution	Type of contribution	Amount in AF	Previously reported	Current report	Total reported so far	Attachments
PP3	Private	4.680,00	0,00	0,00	0,00	↑
Sub-total public contribution		0,00	0,00	0,00	0,00	
Sub-total state contribution		0,00	0,00	0,00	0,00	
Sub-total private contribution		4.680,00	0,00	0,00	0,00	
Total		4.680,00	0,00	0,00	0,00	

2.6. Report Annexes

Partner report R.2
PP3 PP3

Status Draft

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit
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Report annexes

Sensitive data is hidden to non-privileged users

Partner report R.2

- Work plan progress
- List of expenditures
- Public procurements
- Contributions

There are no files uploaded.

[Upload file](#)

Report Annexes lists attachments uploaded throughout all sections of the partner report. It also offers the possibility to upload additional attachments, like approvals and supporting documents regarding on **minor changes to the project**. There is no restriction in number of uploaded files and documents.



Major project changes are not allowed in the SMF call only minor project changes as it is defined in the SMF Programme Manual. In case of minor changes, supporting documents and/or MA/JS approvals concerning those changes are to be uploaded within the Report annexes section (this section) of the partner report: B1_Change Log File.

2.7. Report Export

Report Export is optional. It offers the possibility to export details of the partner report into an excel or PDF file. Selecting one of the Export plugins activates the Export button. Currently the implementation of this feature is in progress, and only the plugin for Partner report budget is implemented.



2.8. Financial Overview

This section of the partner report summarizes expenditures included in the partner report. The financial overview table show how the project partner is proceeding in terms of spending.

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit
-----------------------	--------------------	---------------------	----------------------	---------------	----------------	---------------	--------------------	--------

Financial overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created. Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)!

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported ^①	Current report	Total reported so far	% of total	Remaining ^① budget	Previously validated ^①	Previously paid ^①
Interreg Funds	18.720,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	18.720,00	0,00	0,00
Partner contribution ^①	4.680,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	4.680,00	0,00	N/A
↳ of which Public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which State contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	4.680,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	4.680,00	0,00	N/A
Total	23.400,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	23.400,00	0,00	0,00

There is a sub-section reflecting Partner expenditure breakdown per cost category.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported ^①	Current report	Total reported so far	% of total	Remaining budget	Previously validated ^①
Staff costs		18.750,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	18.750,00	0,00
Other costs	40 %	7.500,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	7.500,00	0,00
Total		26.250,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	26.250,00	0,00



2.9. Submit

Before submitting the partner report a **Pre-submission** check is mandatory. Currently the Pre-submission check is a formal action and the system do not carries out any real checks on the content of the PR. PPs are advised to go through all sections of the PR and to double check if all sections of the PR are correctly completed. **“Submit partner report”**-button shall be clicked to finalise the reporting procedure.

After submitting the PR is frozen and the control work starts.

Please do not submit the partner report if no control institution is assigned to the project partner in JEMS project privileges section. If that is the case, please liaise with the national control and submit the partner report only when the national control assigned is reflected by JEMS.



3.PART 3 Reopening partner reports/ Completions to partner report

During the control work, Controllers have the possibility to reopen partner's reports to allow PPs to apply Completions to the partner report.

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control
R.2	Reopen...		4.0		11/14/2023 8:49 AM	11/14/2023 9:48 AM		1.011.868,55			Open controller work
R.1	Certified	PR.1	2.0	Period 1, month 1 - 6	12/15/2022 12:02 PM	07/18/2023 1:56 PM		87,89	07/27/2023 2:01 PM	87,89	Open controller work

Last created partner report if reopened will have most fields editable, with the following exceptions:

- expenditure item ID, currency and exchange rates are frozen from initial report
- no new expenditure item can be deleted (but can be edited)
- no new expenditure item can be added (in order to avoid exchange rate issues)
- Parked expenditure list is visible and any item from it can be deleted or added to the reopened partner report

Procurements created in current partner report can be further edited, for older ones only new additions of beneficial owners/subcontractors/attachments is allowed.

Previous uploads are displayed and can be changed, except in Report Annexes tab, where user can only add new ones.

Please note, creation of a new draft partner report is locked while last partner report is Reopened.

Not only the last created partner report can be reopened, but also previous reports. In that case only the following data will be editable:

List of expenditure tab:

- following fields are editable: GDPR flag, Link to procurement, Description and Comment
- no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)
- Parked expenditure list is not visible



- Expenditure item attachment can be changed/uploaded

Public Procurements created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.

Contributions tab:

- only changing attachment is allowed

Report Annexes tab:

- user can add new uploads

Upon (re)submission of a Re-opened partner report the partner report goes back to the status from before reopening, namely Submitted or Control ongoing. No recalculation of exchange rates happens but financial overviews are refreshed, reflecting changes done. The partner report overview is populated with updated Amount submitted and Date of last submission.