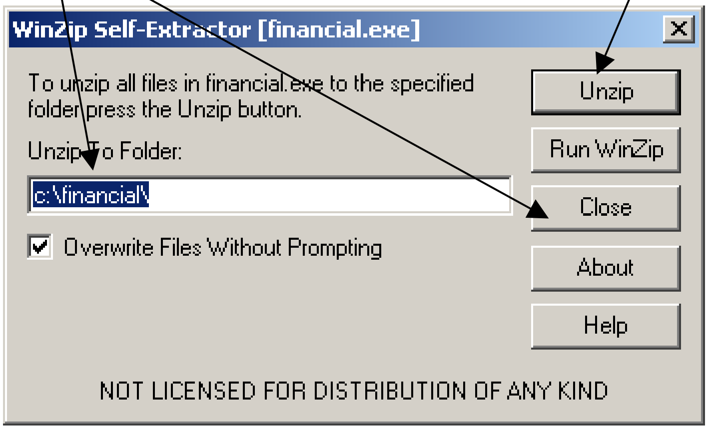
CONTENTS

1. INSTALLATION GUIDE

Note that Microsoft Excel 2000 is the minimum technical requirement for running the financial sheets. Files will not work properly in previous version of Excel.

1. Double click **Partner.exe** file.

2. Name the folder where you want to unzip files. First press **Unzip** button, then press **Close**.



3. Open Microsoft Excel 2000. (Note that Microsoft Excel 2000 is required. Files will not work properly in previous version of Excel.)

4. Select **File->Open** and search above named folder, where you unzipped files.

5. To fill timesheets open **Timesheets.xls** file

6. To fill entries open **Entries.xls** file.

1.1 HOW TO FILL IN THE WORKBOOKS

Please fill in the cells marked in yellow, see below:

	Net cost in national currency	National VAT %	Net cost in EUR
External experts and consultants			
Total	0,00		0,00

The grey and white cells contain formulas and have been protected. To move from cell to cell, the “TAB”-key can be used.
Note that the red “corners” in the yellow cells indicates comment boxes with instructions, which will help you filling in the correct information.

2. INTRODUCTION TO FINANCIAL SHEETS

Note that the minimum technical requirement for the Financial Package is Microsoft Excel 2000.

Please read through the guidance document carefully before filling in the financial information.

2.1 THE FINANCIAL PACKAGE

The financial package for the individual Partner organisation consists of a SEND-folder, the Excel-files named Timesheets and Entries, as well as the supporting file Sheets.

Timesheets
The Timesheet file should be used to document staff time in the form of own work. Please fill in one timesheet for each person contributing own work to the project. This file is not linked with any other file and should be printed and signed for each person.

Entries
The Entries file should be used to detail the project accounts for each partner.
This file consists of the actual *Entries*, which are summarised in the *Financial Reporting Summary*, as well as a record of the exchange rates used and how these have been converted in the *Summary of Exchange Rates* table.
The Entries-file is automatically linked to the supporting Sheets-file, which should not be utilized under any circumstances.

The SEND-folder
The “Send” folder is created at the same time when the files are unzipped. The three tables of the Entries-file will automatically be saved in the” Send” folder (if the instructions in section 4 are followed), so as to simplify the forwarding of the information to the Lead Partner.

The “Send” folder consists of two sub-folders – the Annual folder and the Period folder.

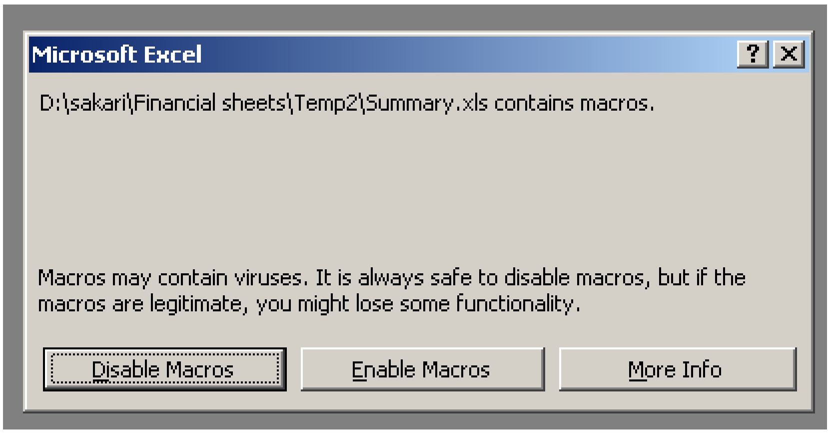
SEND
ANNUAL
PERIOD

Annual folder
“*Summary of Exchange Rates used for conversion by amount and by region*” table from the Entries workbook will be saved in the annual folder. (Please see page X, section 4.4)

Period folder
The *Entries* table and *Financial Reporting Summary* from Entries workbook will be saved by periods in the Period folder. (Please see page X, section 4.3)

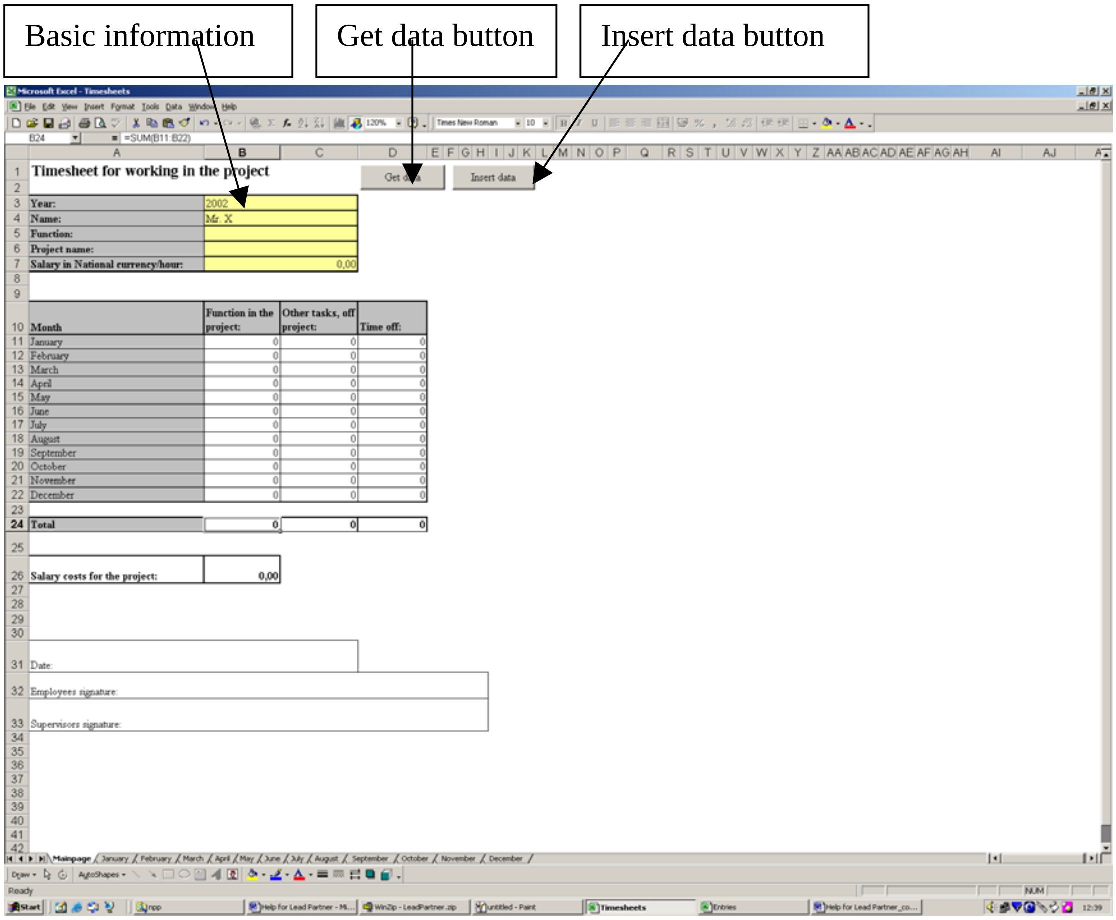
3. TIMESHEETS

1. Open **Timesheets.xls** in Microsoft Excel.
2. Press **Enable Macros** button. Otherwise sheets will not work properly.



3. Save this workbook as a new file (**File->Save as**). Name the file, for example your name and the current year.

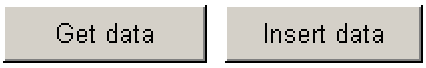
3.1 MAINPAGE



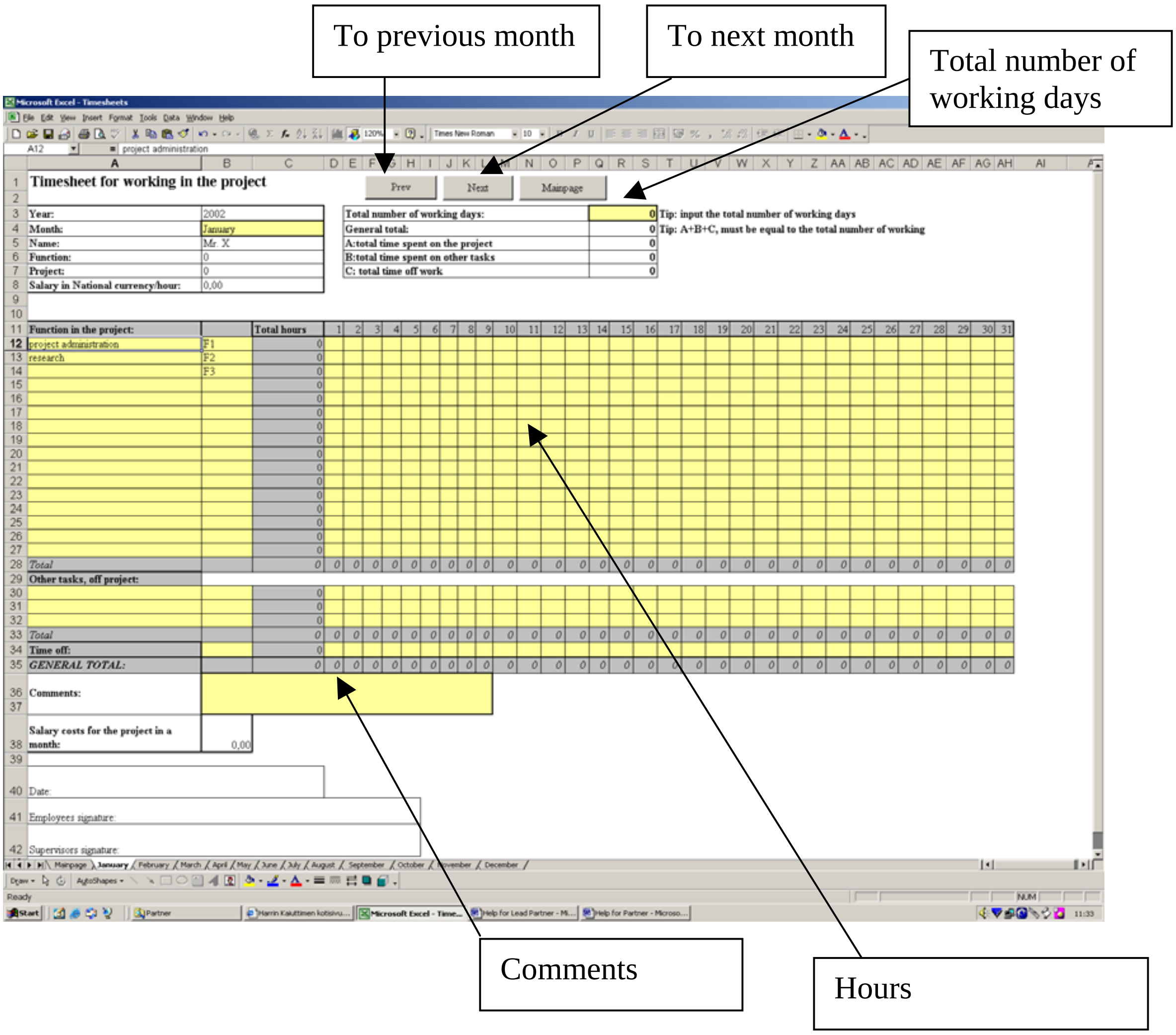
1. Insert Year, Name, Function, Project name and Salary to the Mainpage.
   Note that the salary/hour should be confirmed in an **Annex** detailing how you reached this sum.

Year:	2002
Name:	Mr. X
Function:	
Project name:	
Salary in National currency/hour:	0,00

2. Press **Insert data** button to go to the **Monthly sheets**, which starts with January, where you can insert days and hours worked in the relevant month. (Please follow instructions below, in section 3.2)



3.2 MONTHLY SHEETS



To go to the relevant month use the **Next** and **Previous**-buttons or the “tabs” on the bottom of the page.

Press **Mainpage** button to go back to the Mainpage.

To save changes select **File->Save** or .

To print the table select **File->Print** or  button.

1. Describe the tasks and fill in hours per day. Insert the total number of working days for this month.
   Please fill in all working hours, divided into hours on project and hours outside of project.

To go to the relevant months use the **Next** and **Previous-**buttons or the “tabs” on the bottom of the page.

2. Fill in the hours, and comments if applicable, for the relevant months and go back to **Mainpage**

3. To transfer the information from the monthly sheets to a summary table on the Mainpage, press the **Get data** button.

4. Print and sign the relevant pages.

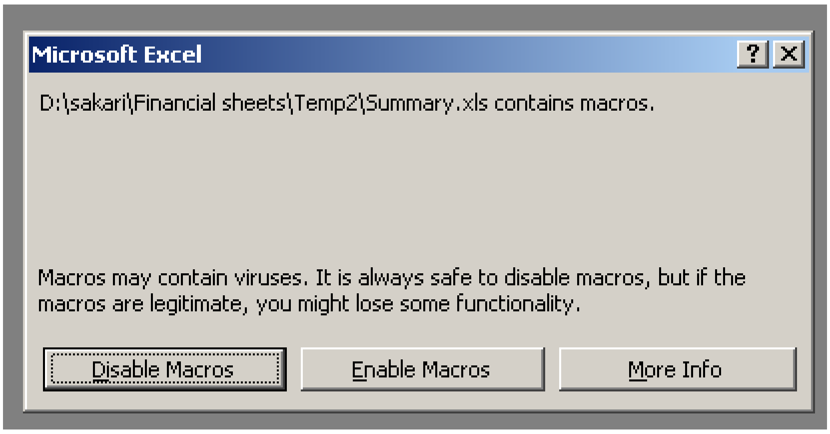
To print the table select **File->Print** or  button.

5. Save and close the file.

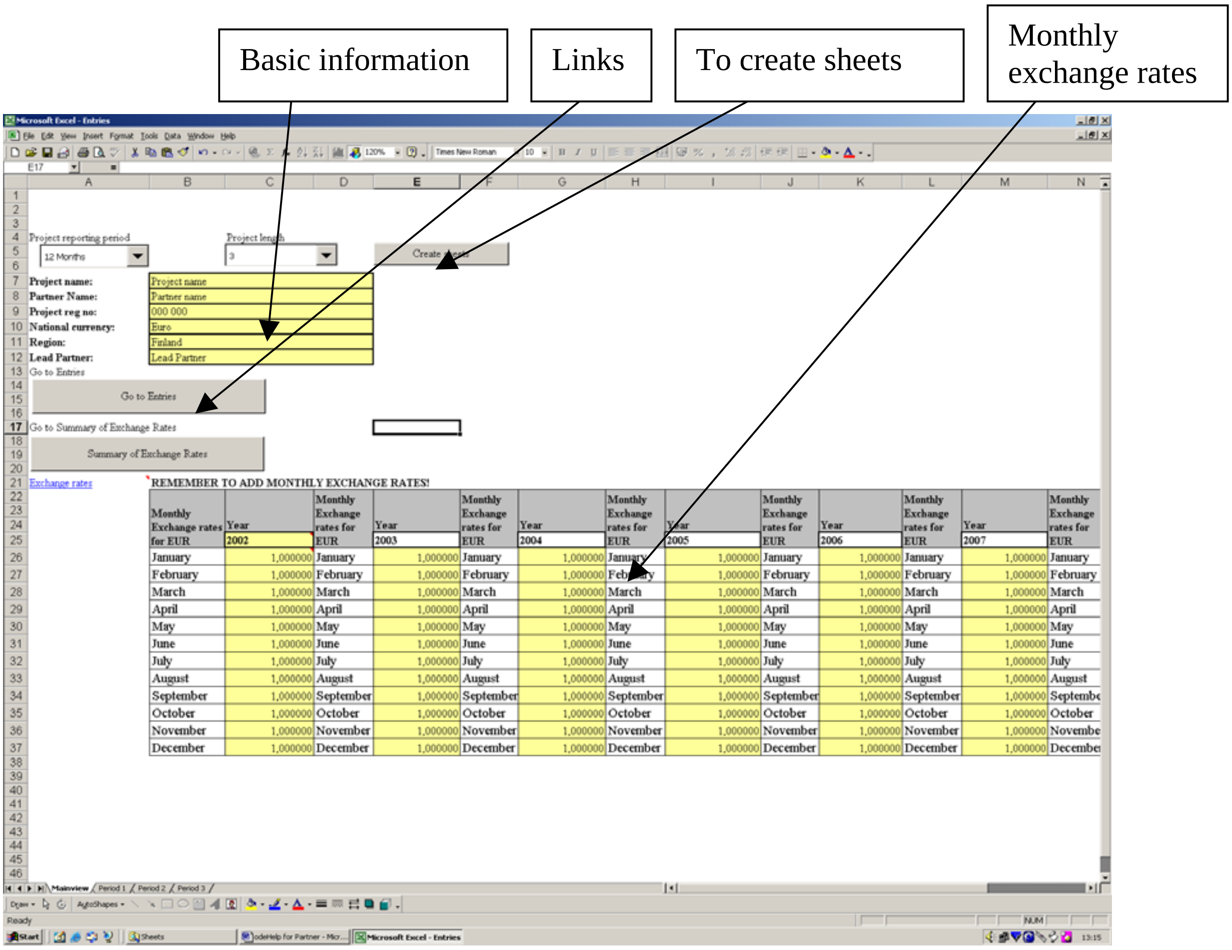
To save changes select **File->Save** or .

4. HELP FOR ENTRIES

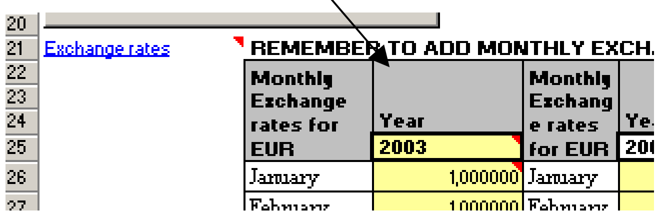
1. Open **Entries.xls** file in Microsoft Excel.
2. Press **Enable Macros** button. Otherwise sheets will not work properly.



4.1 MAINVIEW



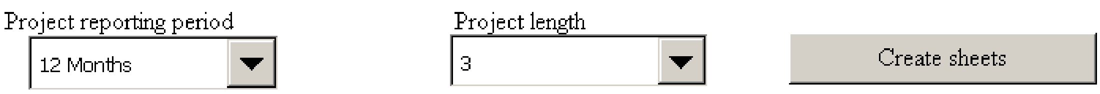
1. Insert the first year of the project into the monthly exchange rates table. Note that this is only necessary the first time filling in the table.



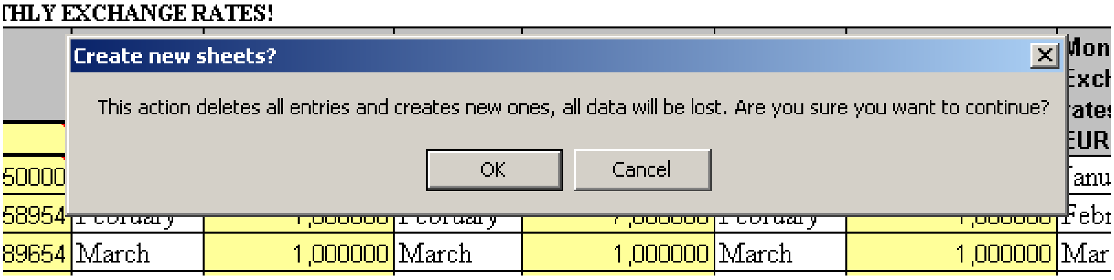
2. Insert project name, partner name, project registration number, national currency, region and the name of the lead partner.

Project name:	Name of the project
Partner Name:	Partner 1
Project reg no:	020111
National currency:	Euro
Region:	Finland
Lead Partner:	Lead Partner

3. Create sheets. – **ONLY NECESSARY THE FIRST TIME!**
   Insert the project reporting period in months and project's length in years. Then press **Create sheets** button.
   Caution: Create sheets only the first time using the Entries workbook; otherwise the data inputted in previously created sheets will be lost.



4. Press **OK** button to create sheets if the above-mentioned (Project reporting period and the project length) data is correct. This may take a while.



NOTE that the programme automatically gives an error message concerning the end date of the period when creating sheets for projects longer than one year; "*Error, last date is smaller than first date. Check dates.*" Press OK and check dates of project period in Entries sheets to confirm that these are correct. Most of the time the programme has already corrected the dates, but please pay special attention to this.

5. Insert monthly exchange rates for every month (use 6 decimals). If national currency is Euro, then rate is always 1.
   You will find the official European monthly exchange rates through the "Exchange rates" link next to the table. Note that only these official rates are to be used!

Exchange rates

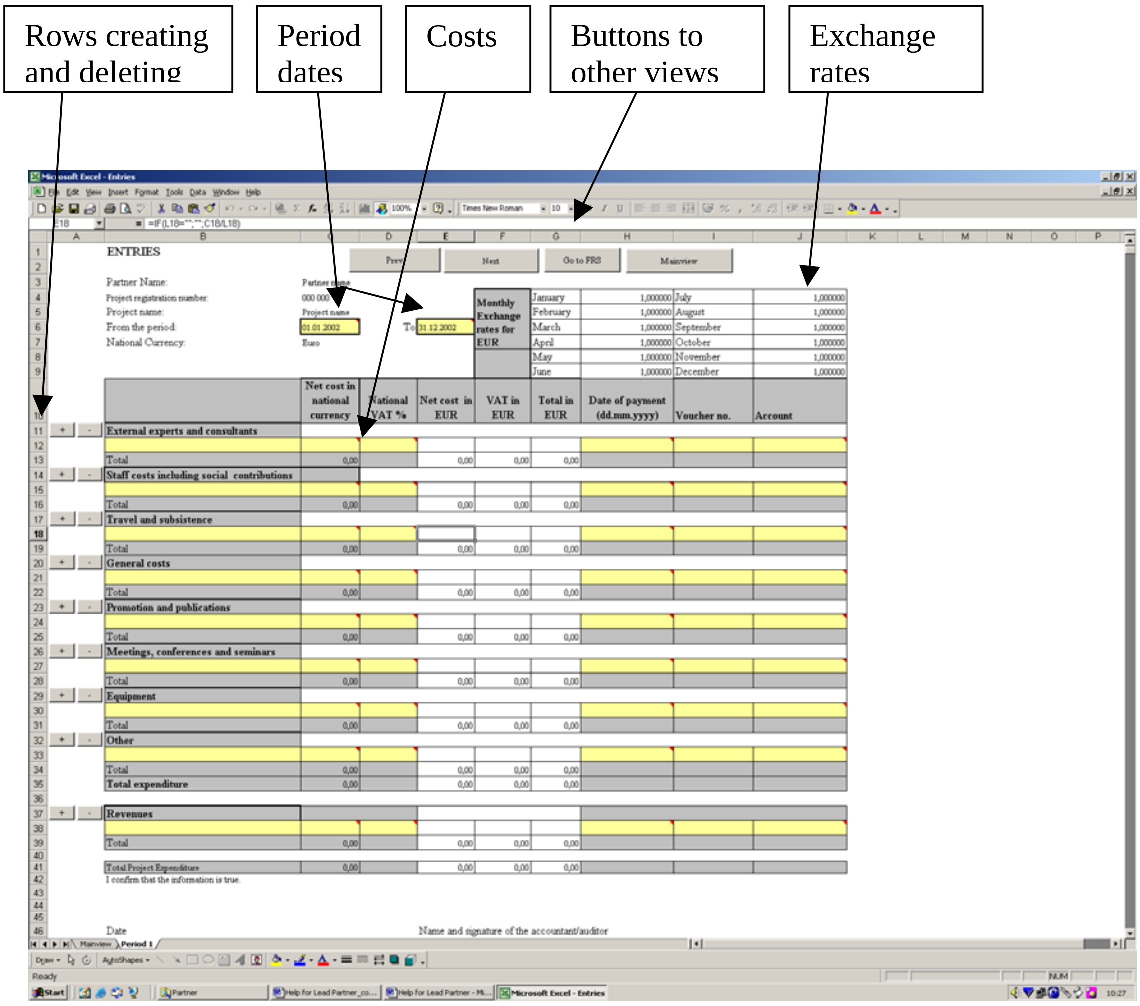
REMEMBER TO ADD MONTHLY EXCHANGE RATES!

Monthly Exchange rates for EUR	Year 2002	Monthly Exchange rates for EUR	Year 2003	Monthly Exchange rates for EUR
January	2,250000	January	1,000000	January
February	2,658954	February	1,000000	February
March	2,589654	March	1,000000	March
April	2,365489	April	1,000000	April
May	2,125486	May	1,000000	May
June	2,258620	June	1,000000	June
July	2,698452	July	1,000000	July
August	2,785562	August	1,000000	August
September	2,986510	September	1,000000	Septembe
October	3,125460	October	1,000000	October
November	3,654846	November	1,000000	Novembe
December	3,654895	December	1,000000	Decembe

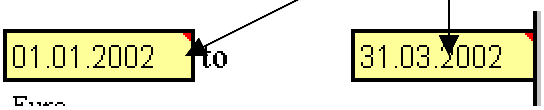
6. To fill entries you have to press **Go to entries**-button.

Go to Entries

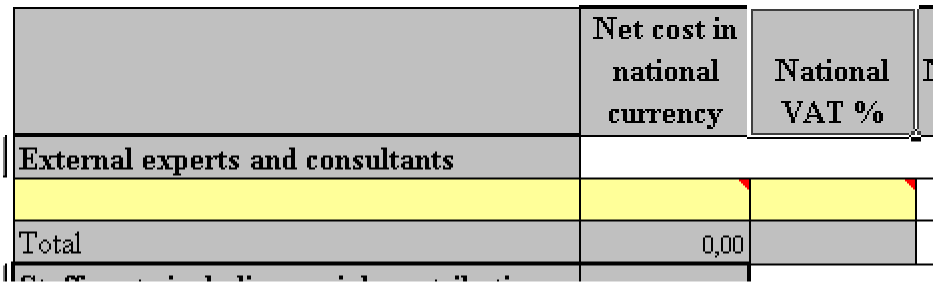
4.2 ENTRIES VIEW



1. In Entries please check that dates (the first and the last days of reporting period) are correct.

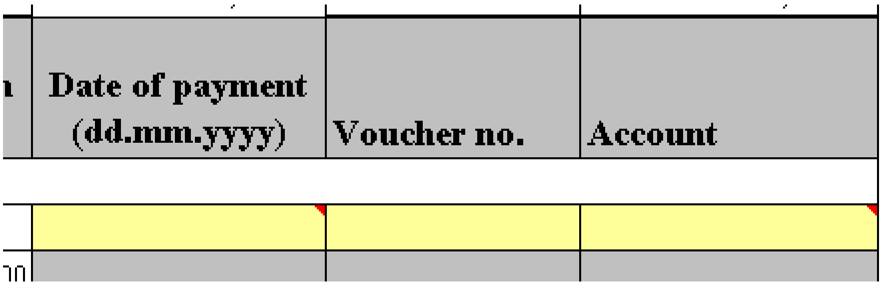


2. Insert description of the cost into the first cell and the accounted cost in national currency to the second cell. **NOTE that costs should only include VAT if <u>non-recoverable</u> and the partner organisation actually bears this cost!** **PLEASE IGNORE the third cell "National VAT in %."**

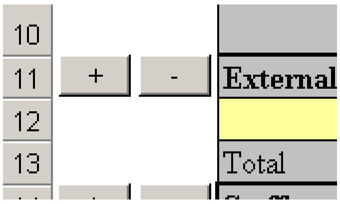


3. Date of payment has to be added in the following format dd.mm.yyyy, otherwise the programme will give an error message. You have to be very careful with dates. Please make sure the costs are included in the correct reporting period.

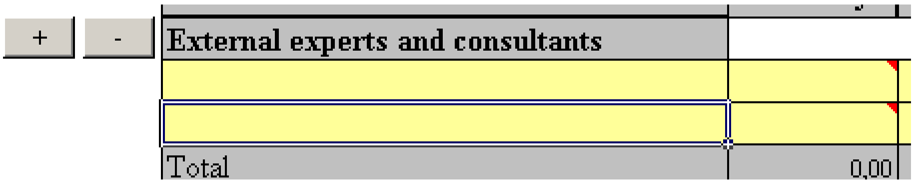
4. Insert voucher number and account number into which the costs were entered.



5. To create new rows in the entries table press  button.

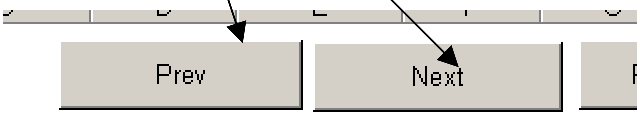


6. To delete rows select the row you want to delete and press  button above the selected row. The programme then asks you to press Yes-button if you are sure to delete selected row.



7. To save changes select **File->Save** or . To print the table select **File->Print** or  button.

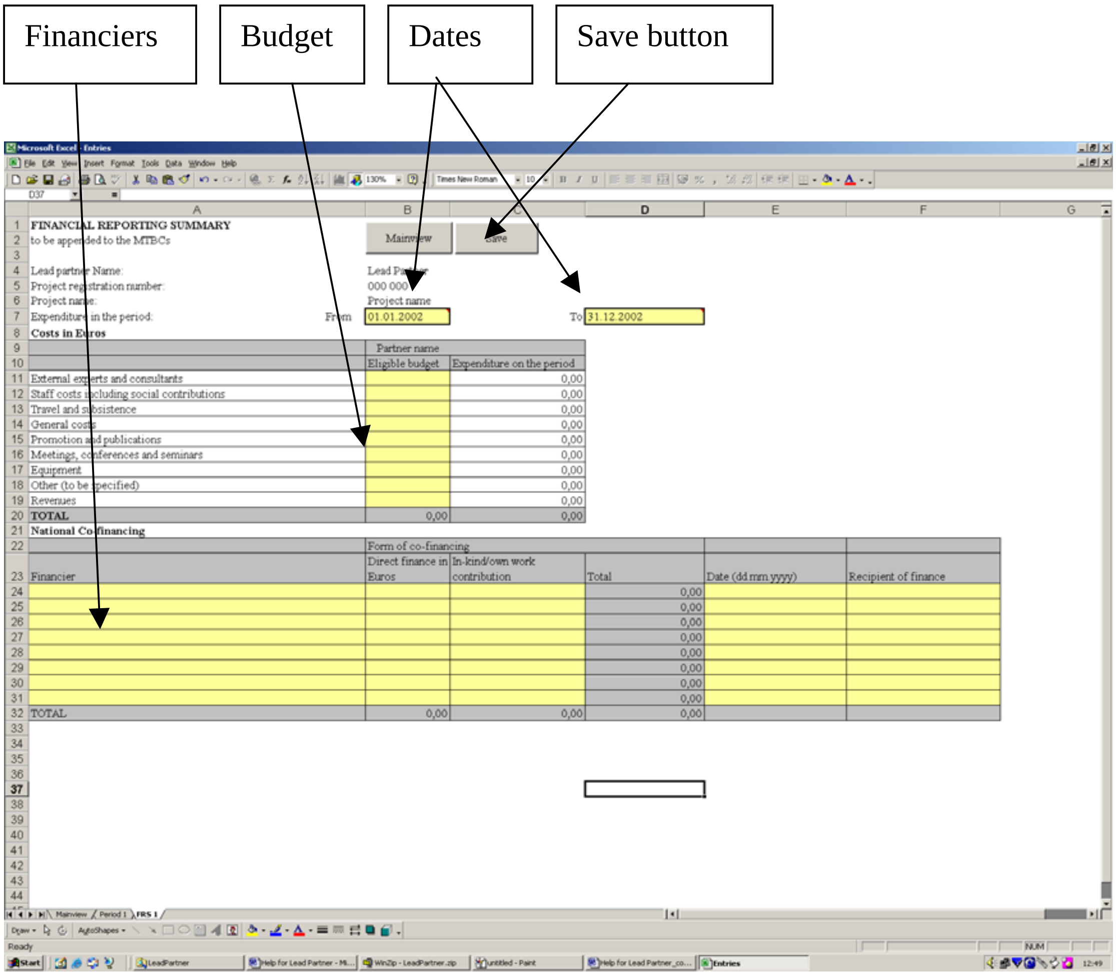
8. Press **Next** button to go to the next period’s Entries table and **Prev** button to previous.



9. After having completed the Entries table, go to the Financial Reporting Summary.

The Financial Reporting Summary can be found by pressing, **Go to FRS** button and programme opens the table. (Please follow instructions below, section 4.3)

4.3 FINANCIAL REPORTING SUMMARY (FRS) VIEW



1. Check that the dates (the first and the last days of the reporting period) are correct.

01.01.2002 to 31.03.2002

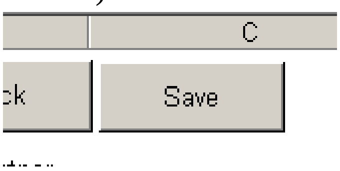
2. Insert Partner's **Eligible budget** to the table.
   Please make sure this is the budget by PARTNER and NOT the TOTAL eligible budget!

Partner 1
Eligible budget
0

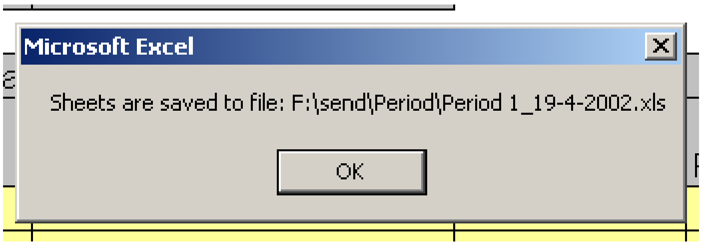
3. Insert information concerning the received national co-financing.
   Please detail co-financier, amount and type of co-financing, date when received and the organisation receiving the co-financing.

	Form of co-financing				
Financier	Direct finance in Euros	In-kind/own work contribution	Total	Date (dd.mm.yyyy)	Recipient of finance
			0,00		
			0,00		
			0,00		
			0,00		
			0,00		
			0,00		
			0,00		
			0,00		
TOTAL	0,00	0,00	0,00		

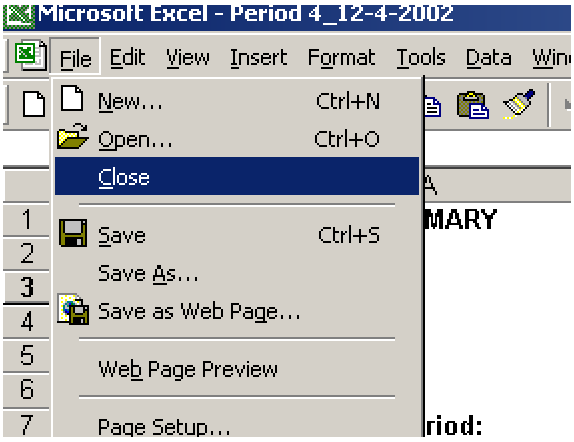
4. Press **Save** button to save the sheet to a separate file (to be forwarded to the Lead Partner).



5. Programme automatically creates a new file. The name of the file consists the name of the period (Period #) and date (i.e. 12-4-2002). This file is located in folder \send\Period\.
   Caution: If a file has already been created with the same name as the file you are currently saving, this file will be overwritten.



6. Close the new file by selecting **File->Close**.

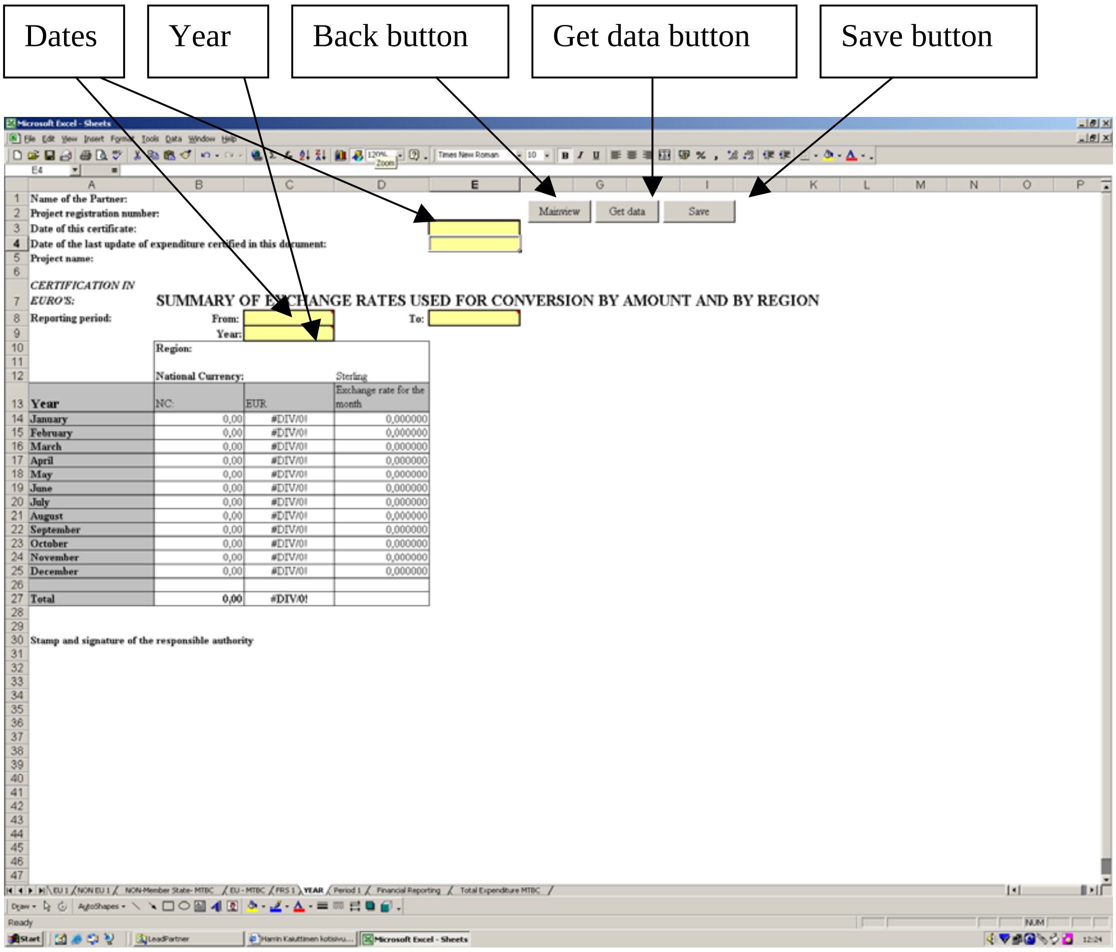


7. Press **Mainview** button to go back to the Mainview.

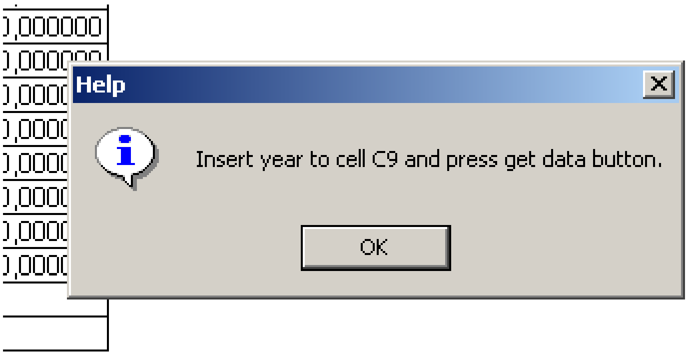
Save changes in the Entries file by selecting **File->Save** or .

4.4 SUMMARY OF EXCHANGE RATES

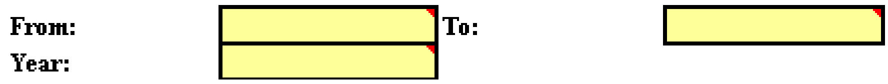
Press **Summary of Exchange Rates** button in the Mainview.



1. At first the programme opens a help dialogue box. Read the dialogue and follow the instructions. Press **OK** button.



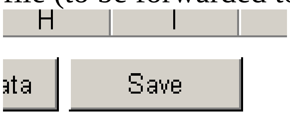
2. Insert year to cell **C9**. Insert the first day and the last day of the reporting period (dd.mm.yyyy)



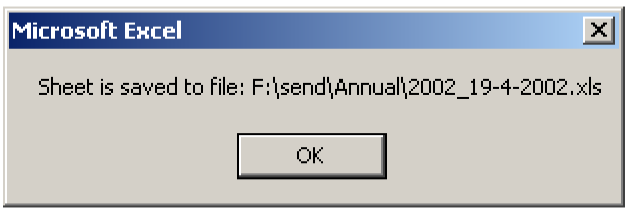
3. Insert the date of last update of certificate
(Leave this box empty if it is the first time filling in this sheet)

4. Press **Get data** button. The programme will then collect costs from the year specified in **Year** cell (previous step).

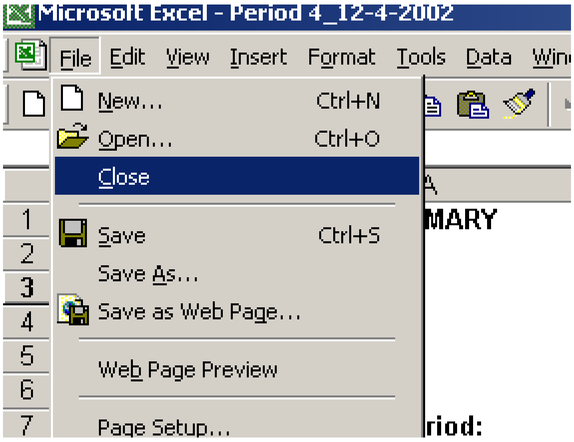
5. Then press **Save** button to save the Summary of Exchange Rate sheet to a separate file (to be forwarded to the Lead Partner).



Programme automatically creates a new file. The name of the file consists of Year and date (i.e.12-4-2002). File locates in folder \send\Annual\.
Caution: If a file has already been created with the same name as the file you are currently saving, this file will be overwritten.



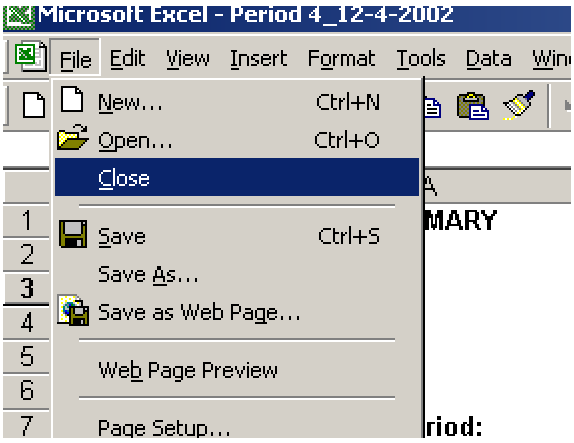
6. Close the new file by using **File->Close**.



7. Press **Mainview** button to go back to the Mainview.

8. Save changes in the Entries file by selecting **File->Save** or .

9. To exit Entries file, close file by using **File->Close**.



5. HOW TO FORWARD FINANCIAL INFORMATION TO LEAD PARTNER

1. Go to the SEND-folder

2. The file “Period_X_dd_mm_yyyy” in the Period folder, containing the *Entries* and *Financial Reporting Summary*, and the file “yyyy_dd_mm_yyyy” in the Annual folder, containing the *Summary of exchange rates*, are to be forwarded to the Lead Partner.

3. Please include the relevant Timesheets and Annexes.

4. Please make sure all files are sent both electronically and as signed original hard copies.

5. **Do not forget to sign!**