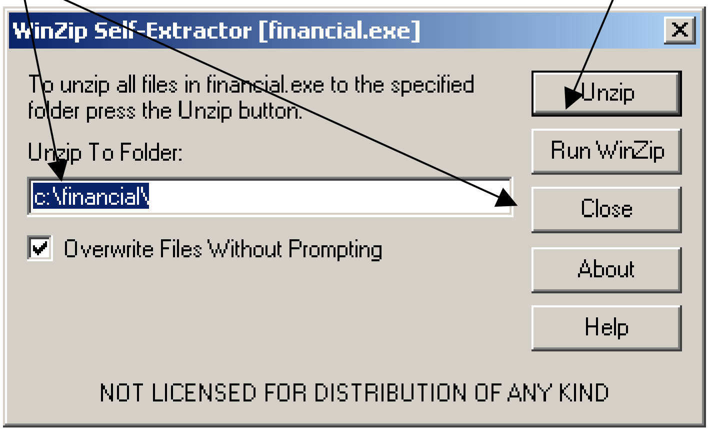
CONTENTS

1. INSTALLATION GUIDE

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

1. Double click **LeadPartner.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.

   To fill timesheets open **Timesheets.xls** file. (See section 3 for instructions)

   To fill entries open **Entries.xls** file. (See section 4 for instructions)

   To fill summary open **Summary.xls** file. (See section 5 for instructions)

   To fill MTBC open **MTBC.xls** file. (See section 6 for instructions)

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 content 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

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

2.1 THE FINANCIAL PACKAGE

The financial package for the Lead Partner organisation consists of:

- The Excel-files:
  - Timesheets
  - Entries
  - Summary
  - MTBC
  - the supporting file Sheets
- SEND-folder (with various sub-folders)
  - Annual folder
  - Period folder
  - FRS folder
  - MTBC Total folder
  - MTBC EU folder
  - MTBC Non EU folder

Timesheets and *Entries* are to be filled in by all the partners, while the *Summary* and *MTBC* files are to be filled in by the Lead Partner, based on the information provided by the partners.

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. This file should be filled in by all partners (when applicable) and forwarded to the Lead Partner. The Lead Partner collects all timesheets and forwards these to the Northern Periphery Programme Secretariat.

Entries

The Entries file should be used to detail the project accounts for each partner.
This file consists of the actual *Entries*, which are summarized in the *Financial Reporting Summary* (by partner) 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.

All partners should fill in the Entries file and forward the automatically saved *Period* and *Annual* sheets to the Lead Partner. The Lead Partner collects the information from all partners and creates the overall *Financial Reporting Summary* and *Summary of Exchange Rates* and forwards these to the Northern Periphery Programme Secretariat.
Note that the automatically created sheets in the Entries file are to be forwarded to the Northern Periphery Programme Secretariat for each partner, as well as the overall *Financial Reporting Summary* and overall *Summary of Exchange Rates*.

Summary

The Summary file should be used to summarize all the various exchange rates used by the partners. The Lead Partner fills in the information forwarded by the Partner organisations and thereby creates an overall *Summary of Exchange Rates* table, to be forwarded to the Northern Periphery Programme Secretariat.

MTBC

The MTBC file consists of three *Monitoring Tables of Budget Commitments* (Total, EU and Non-Member State) as well as the overall *Financial Reporting Summary.* The Lead Partner fills in the information forwarded by the other partner organisations, including their own accounts, and forwards this information to the Northern Periphery Programme Secretariat.

The SEND-folder

The “Send” folder is created at the same time when the files are unzipped. The information given in the files will automatically be saved in the” Send” folder, if you follow the instructions in sections 3-6, as a step to simplify the forwarding of financial information to the Northern Periphery Programme Secretariat.

There are six subfolders in “Send\” folder. One for each type of table as described above.

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 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 section 4.3)

FRS folder

The overall *Financial Reporting Summary* from the MTBC workbook will be saved in the FRS folder. (Please see section 6.4)

MTBCTotal folder

The *Monitoring Table of Commitments*, *Total Commitment Expenditure* from the MTBC workbook will be saved in the MTBC Total folder. (Please see section 6.3)

MTBCEU folder

The *Monitoring Table of Commitments, EU Expenditure* from the MTBC workbook will be saved in the MTBCEU folder. (Please see section 6.3)

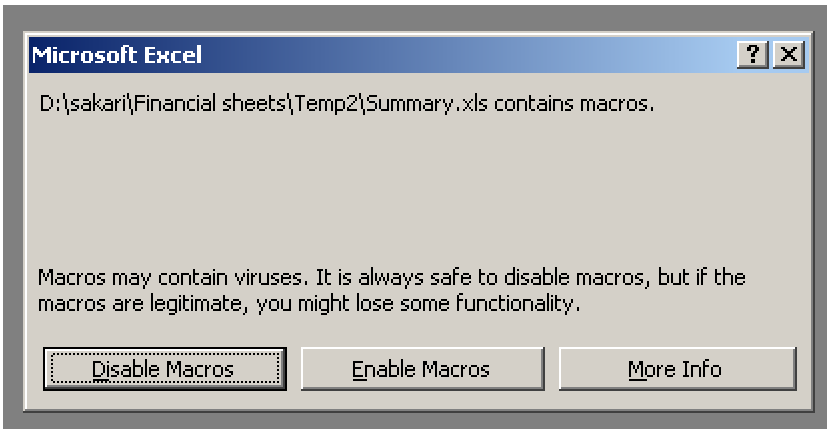
MTBCNonEU folder

The *Monitoring Table of Commitments, Non EU Expenditure* from the MTBC workbook will be saved in the MTBC NonEU folder. (Please see section 6.3)

NOTE that financial sheets concerning the reporting period should be forwarded electronically as well as in original signed paper versions.

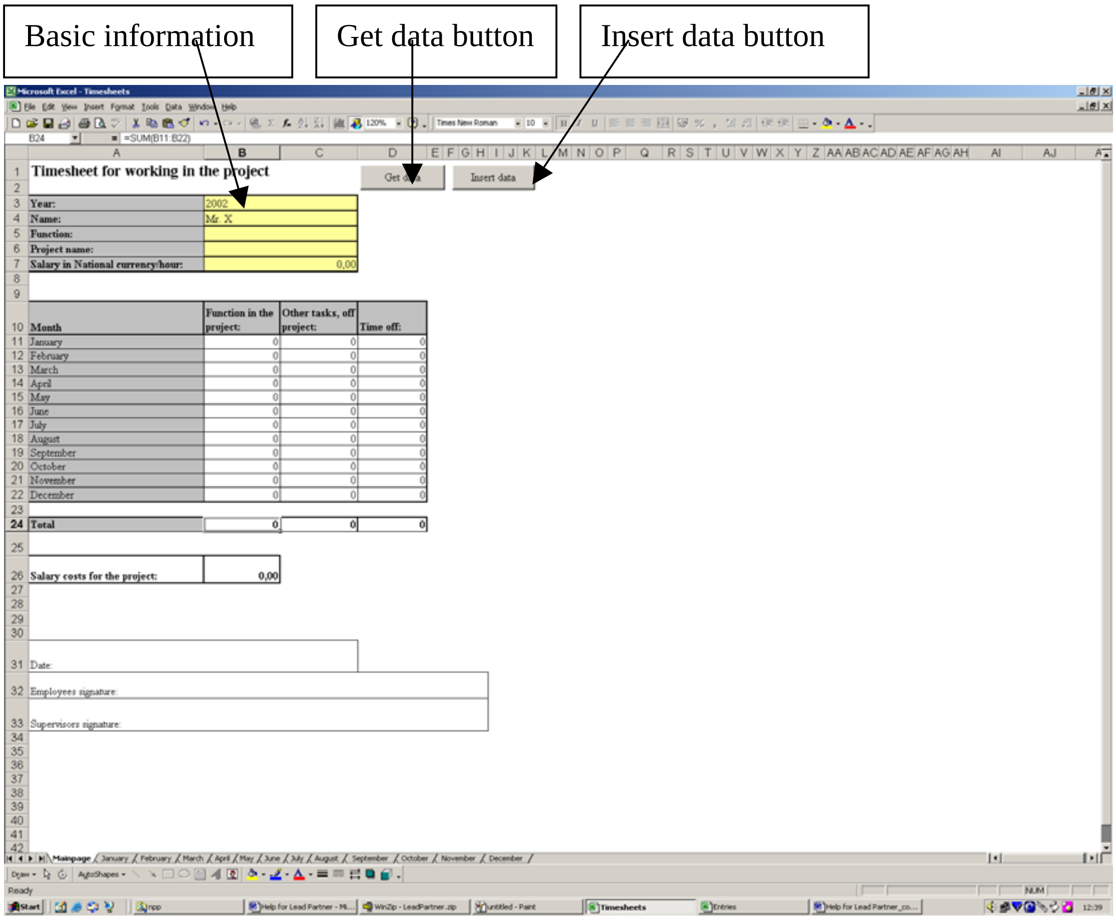
3. TIMESHEETS

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

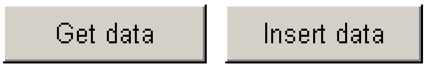


1. Insert Year, Name, Function, Project name and Salary to the Mainpage.

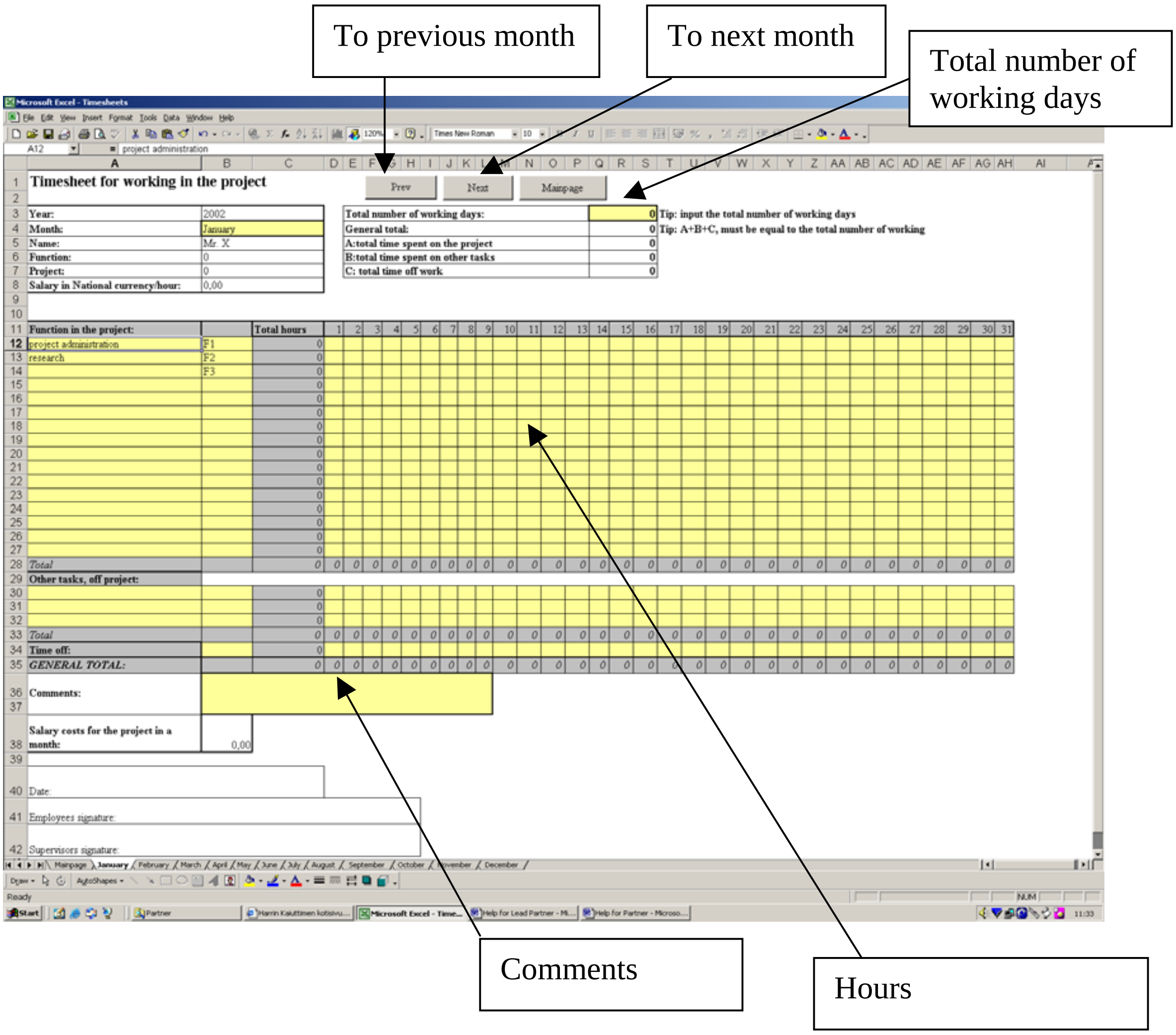
Note that the salary/hour should be confirmed in an **Annex** detailing how you reached this sum.

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.

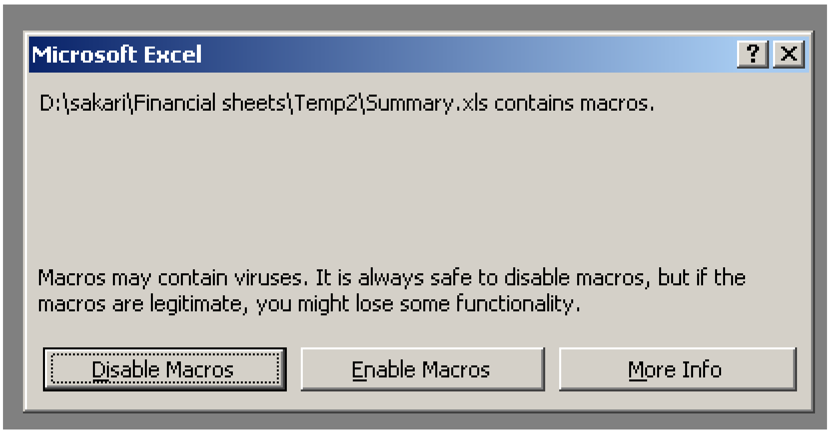
5. Save and close the file.

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

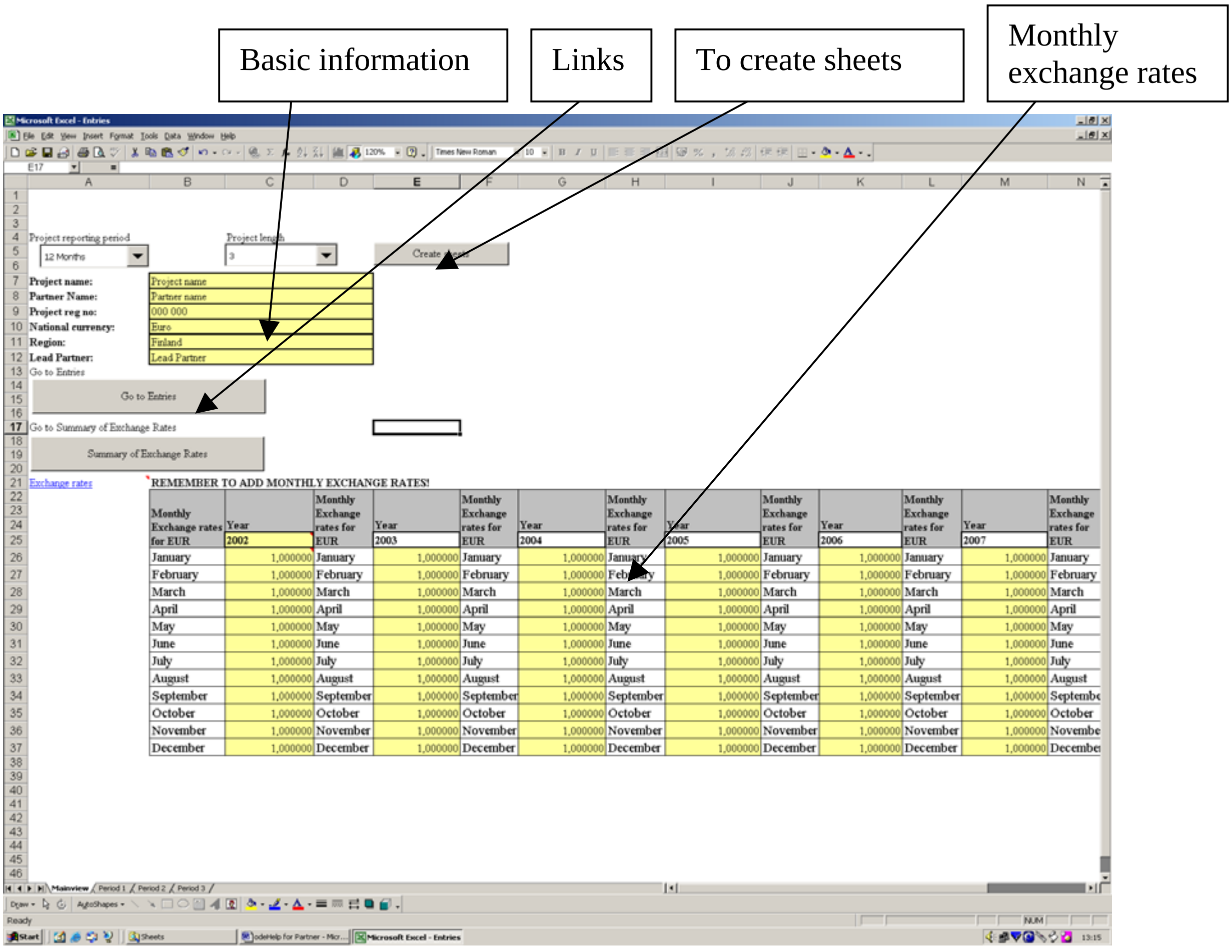
4. HELP FOR ENTRIES

1. Open **Entries.xls** file in Microsoft Excel.

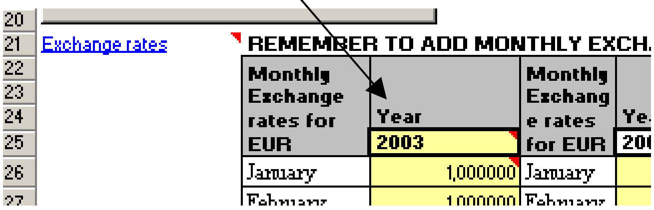
2. Press **Enable Macros** button. Otherwise sheets will not work properly.



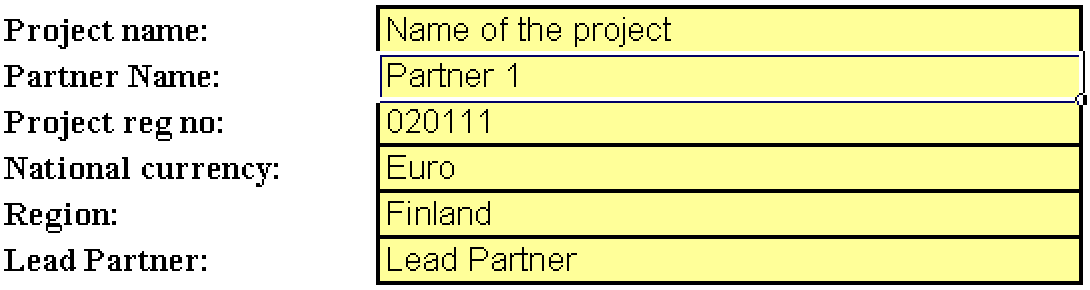
4.1 MAINVIEW



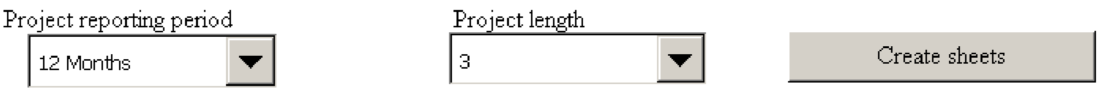
1. Insert the first year of the project into the monthly exchange rates table.



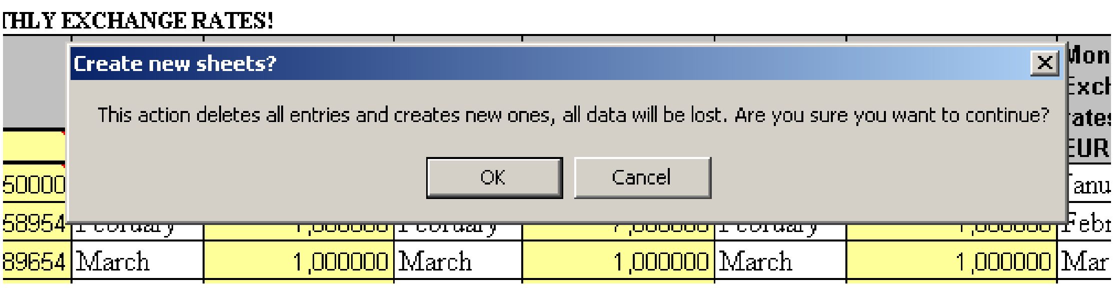
2. Insert project name, partner name, project registration number, national currency, region and the name of the lead partner.



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 THIS IS ONLY NECESSARY THE FIRST TIME.



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!

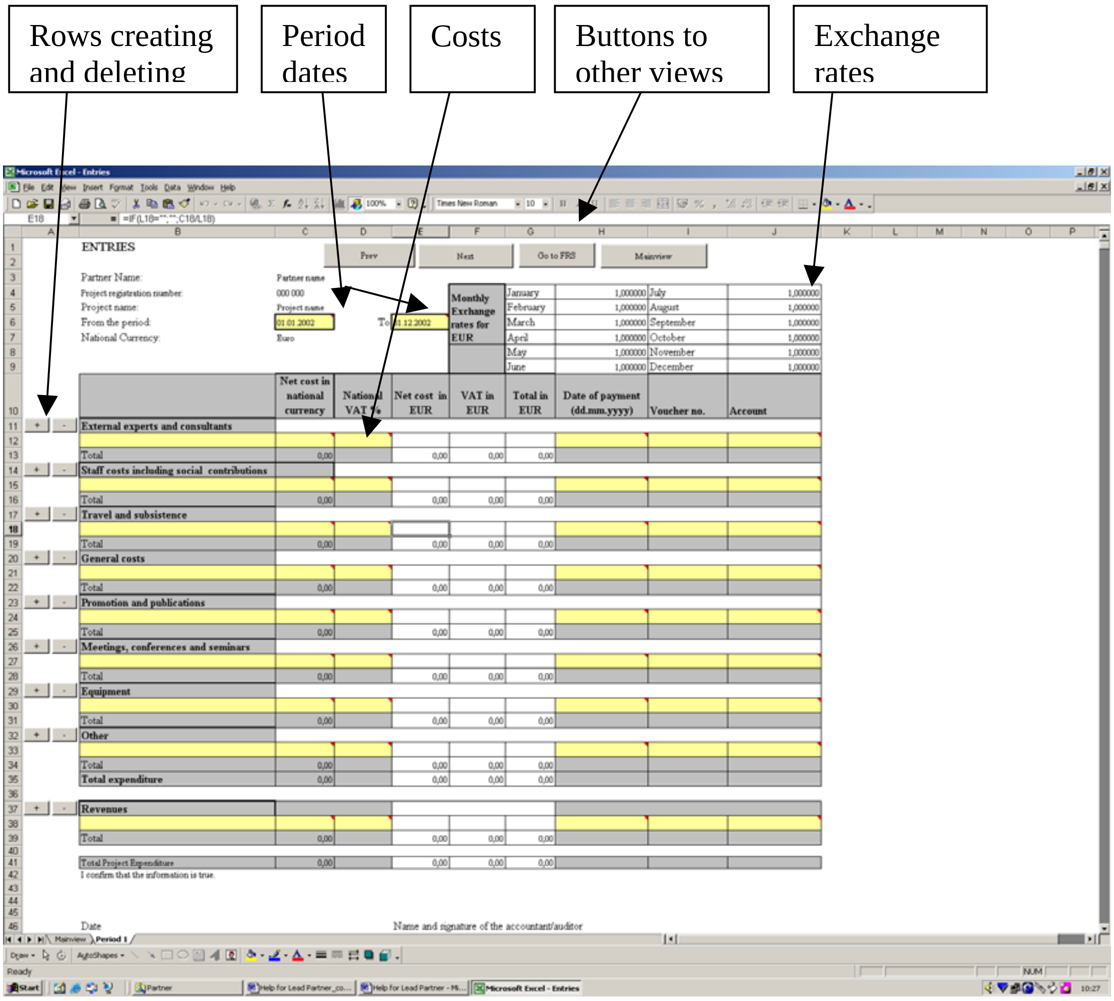
Exchange rates

REMEMBER TO ADD MONTHLY EXCHANGE RATES!

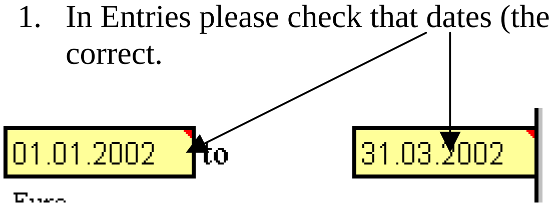
Monthly Exchange rates for EUR	**Year 2002**	**Monthly Exchange rates for EUR**	**Year 2003**	**Monthly Exchange rates for EUR**
January	2,250000	January	1,000000	January
February	2,658954	February	1,000000	February
March	2,589654	March	1,000000	March
April	2,365489	April	1,000000	April
May	2,125486	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.

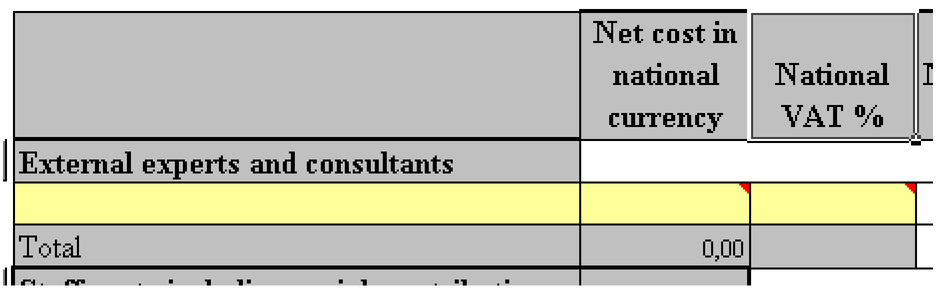
4.2 ENTRIES VIEW



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

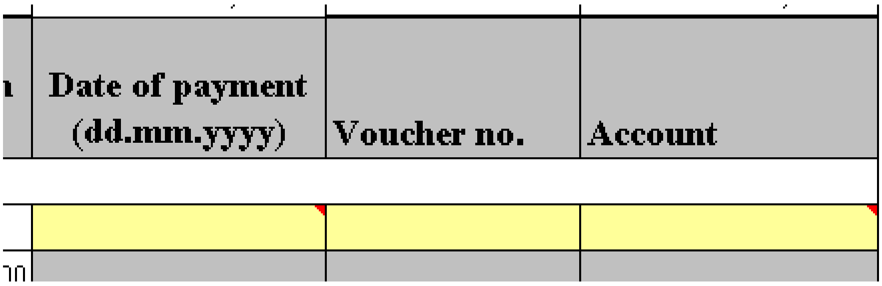


2. Insert description of the cost into the first cell and the accounted cost in national currency to the second cell. **NOTE that costs should only include VAT if <u>non-recoverable</u> and the partner organisation actually bears this cost!** **PLEASE IGNORE the third cell “National VAT in %.”**

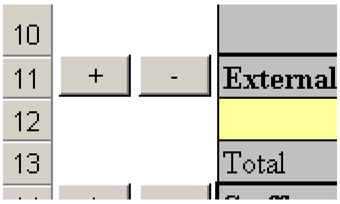


3. Date of payment has to be added in the following format dd.mm.yyyy, otherwise the programme will give an error message. You have to be very careful with dates. Please make sure the costs are included in the correct reporting period.

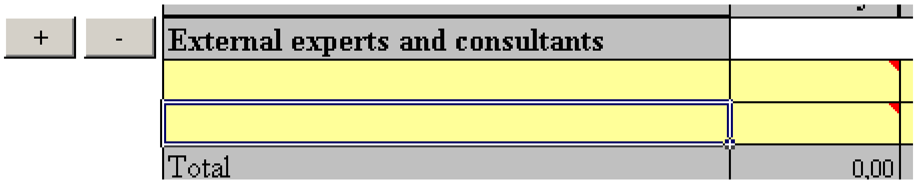
4. Insert voucher number and account number into which the costs were entered.



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

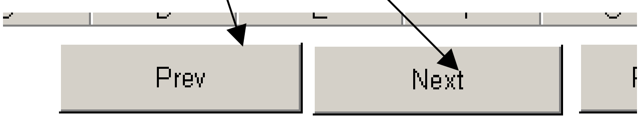


6. To delete rows select the row you want to delete and press - button above the selected row. The programme then asks you to press Yes-button if you are sure to delete selected row.



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

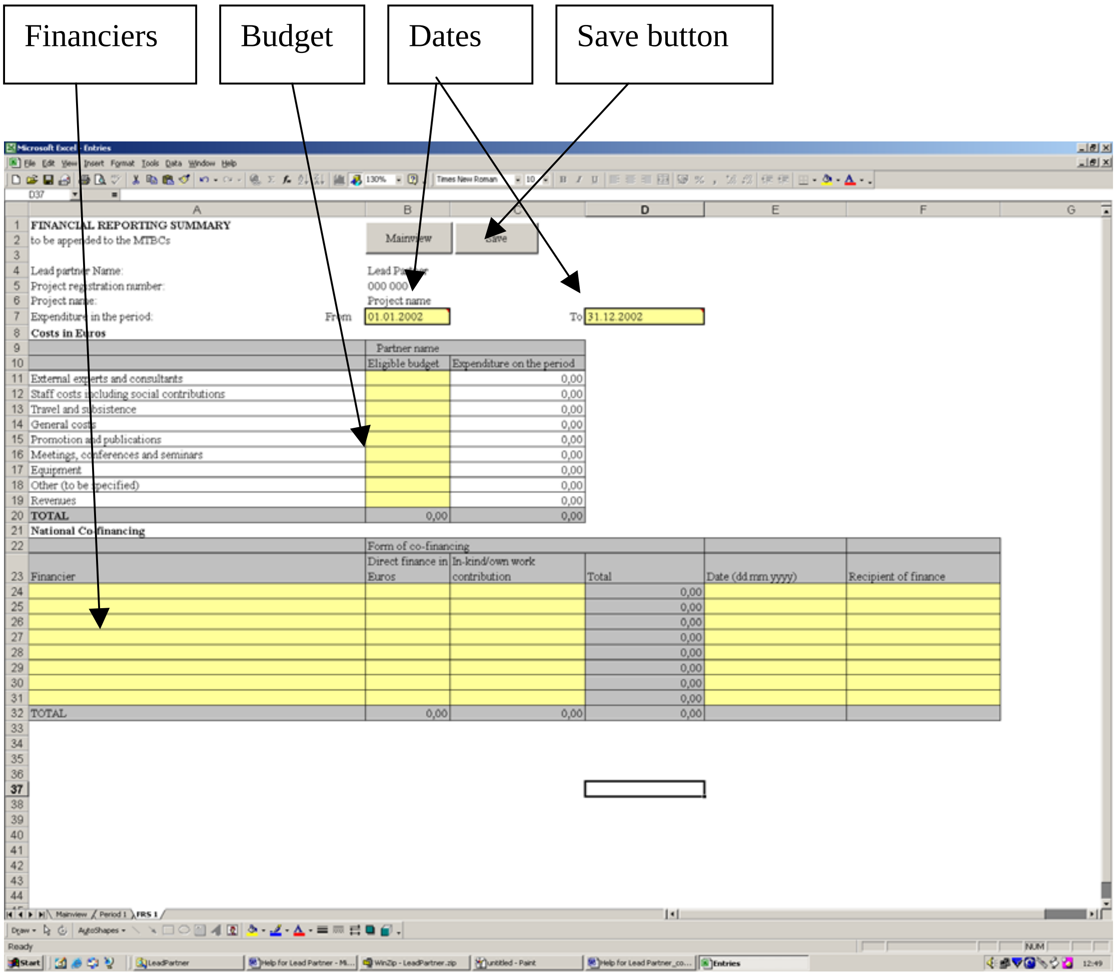
8. Press **Next** button to go to the next period's Entries table and **Prev** button to previous.



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

The Financial Reporting Summary can be found by pressing the **Go to FRS** button.. (Please follow instructions below in 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.

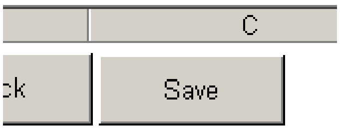
2. Insert Partner's **Eligible budget** to the table.
   Please make sure this is the budget by PARTNER and NOT the TOTAL eligible budget!

Partner 1
Eligible budget
0

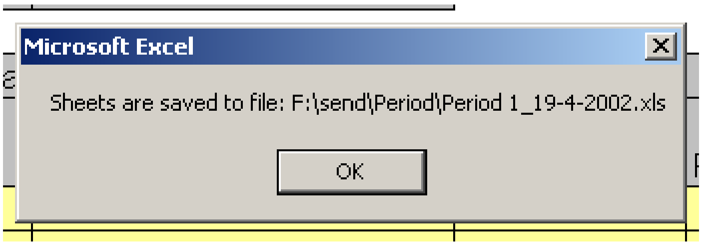
3. Insert information concerning the received national co-financing.
   Please detail co-financier, amount and type of co-financing, date when received and the organisation receiving the co-financing.

	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		

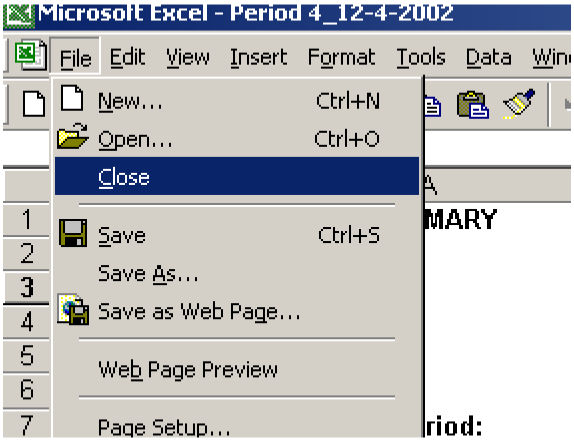
4. Press **Save** button to save the sheet to a separate file (to be forwarded to the Lead Partner).



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**.

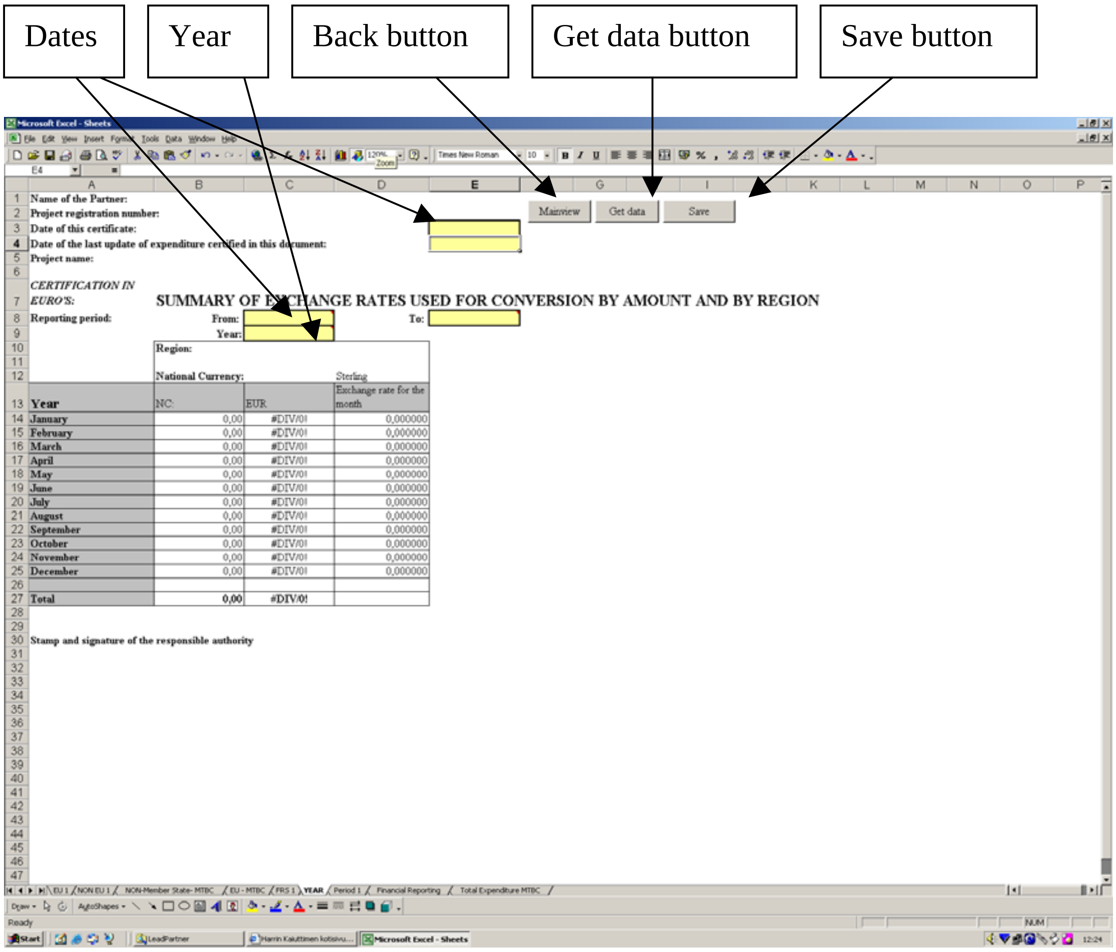


7. Press **Mainview** button to go back to the Mainview.

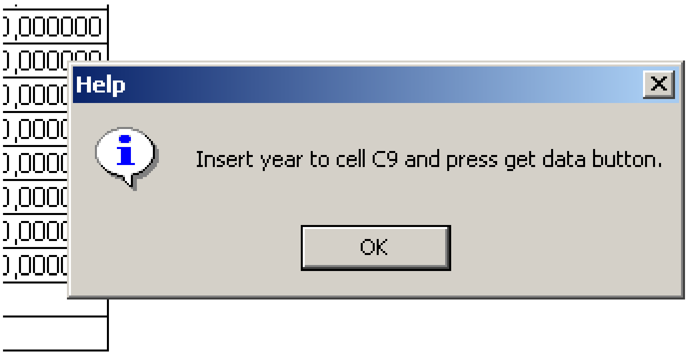
Save changes in the Entries file by selecting **File->Save** or .

4.4 SUMMARY OF EXCHANGE RATES

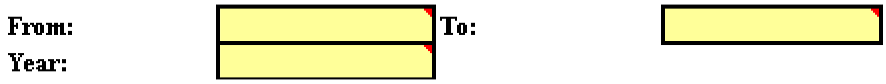
Press **Summary of Exchange Rates** button in the Mainview.



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)

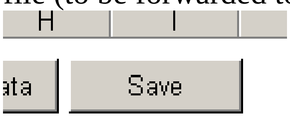


3. Insert the date of last update of certificate

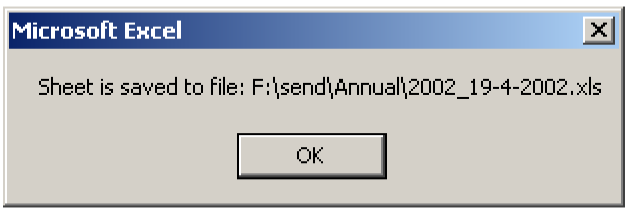
(*Leave this box empty if it is the first time filling in this sheet*)

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

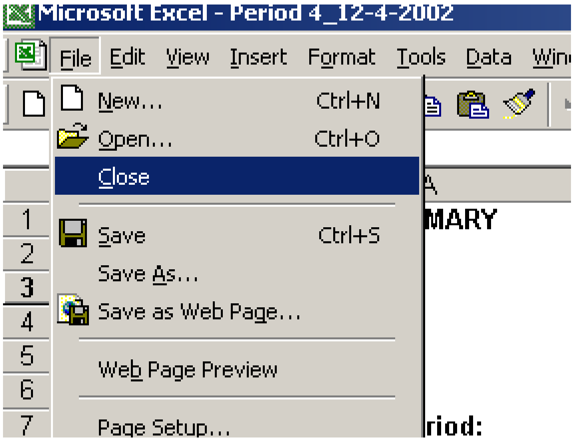
5. Then press **Save** button to save the Summary of Exchange Rate sheet to a separate file (to be forwarded to the Lead Partner).



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**.

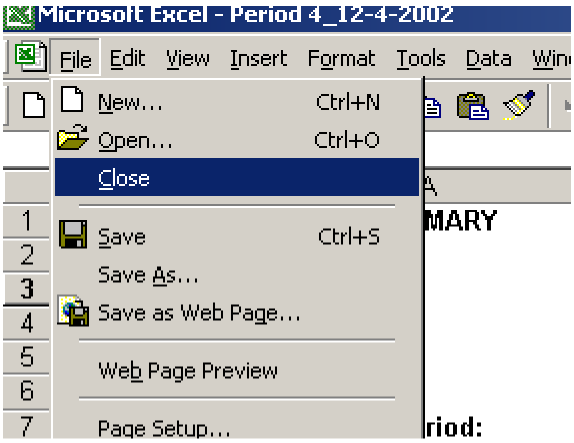


7. Press **Mainview** button to go back to the Mainview.

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

1. 

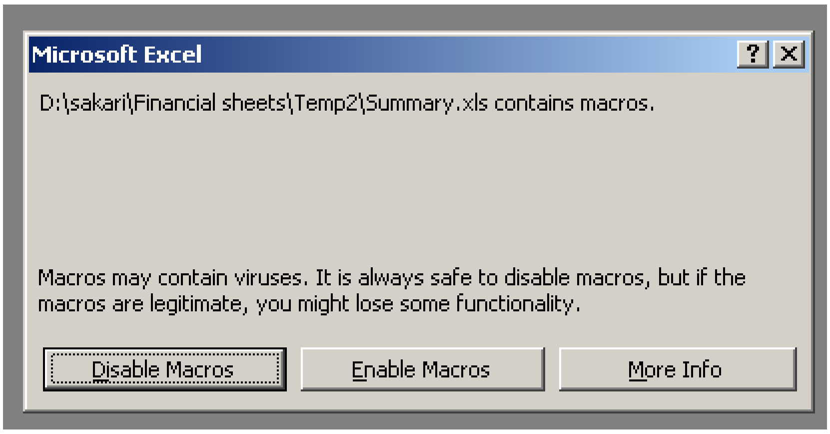
9. To exit Entries file, close file by using **File->Close**.



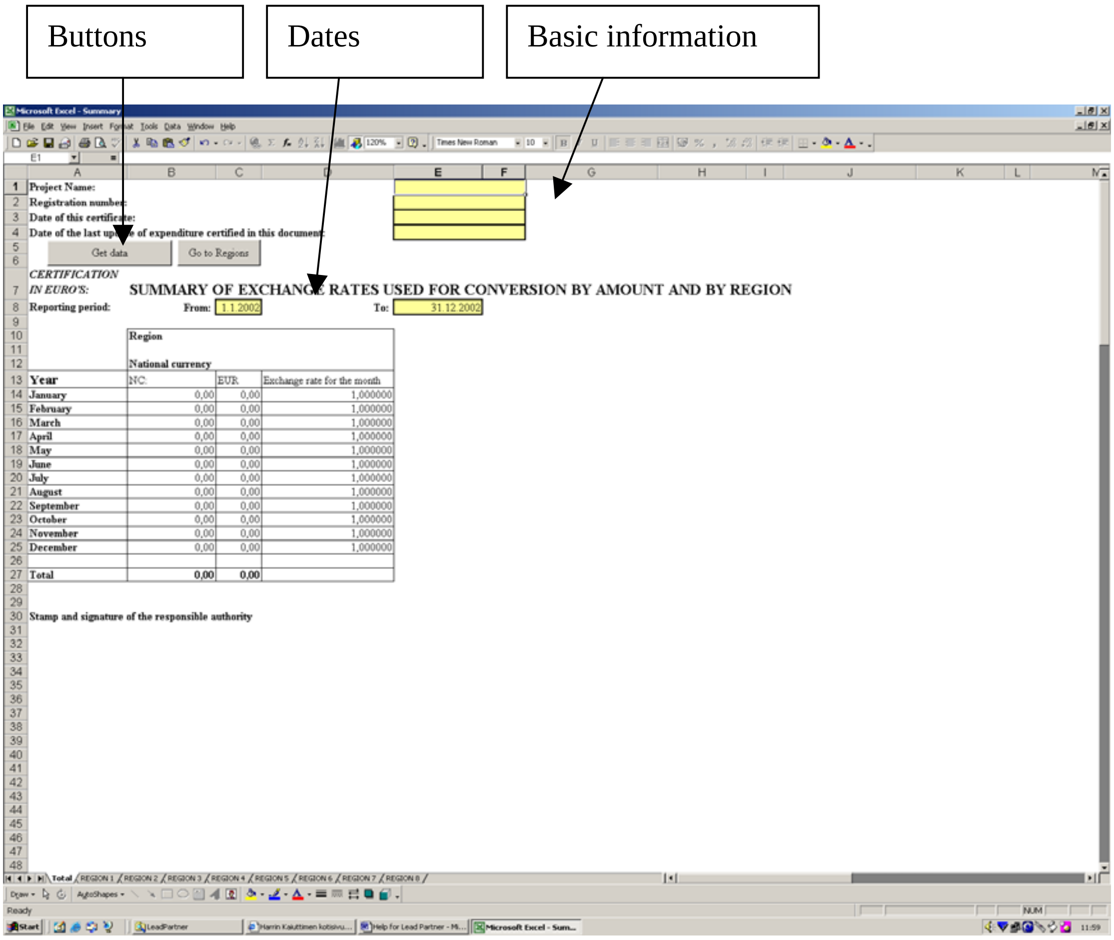
5. HELP FOR SUMMARY

1. Open **Summary.xls** file in Microsoft Excel.

2. Press **Enable Macros** button. Otherwise sheets will not work properly.



5.1 MAINVIEW

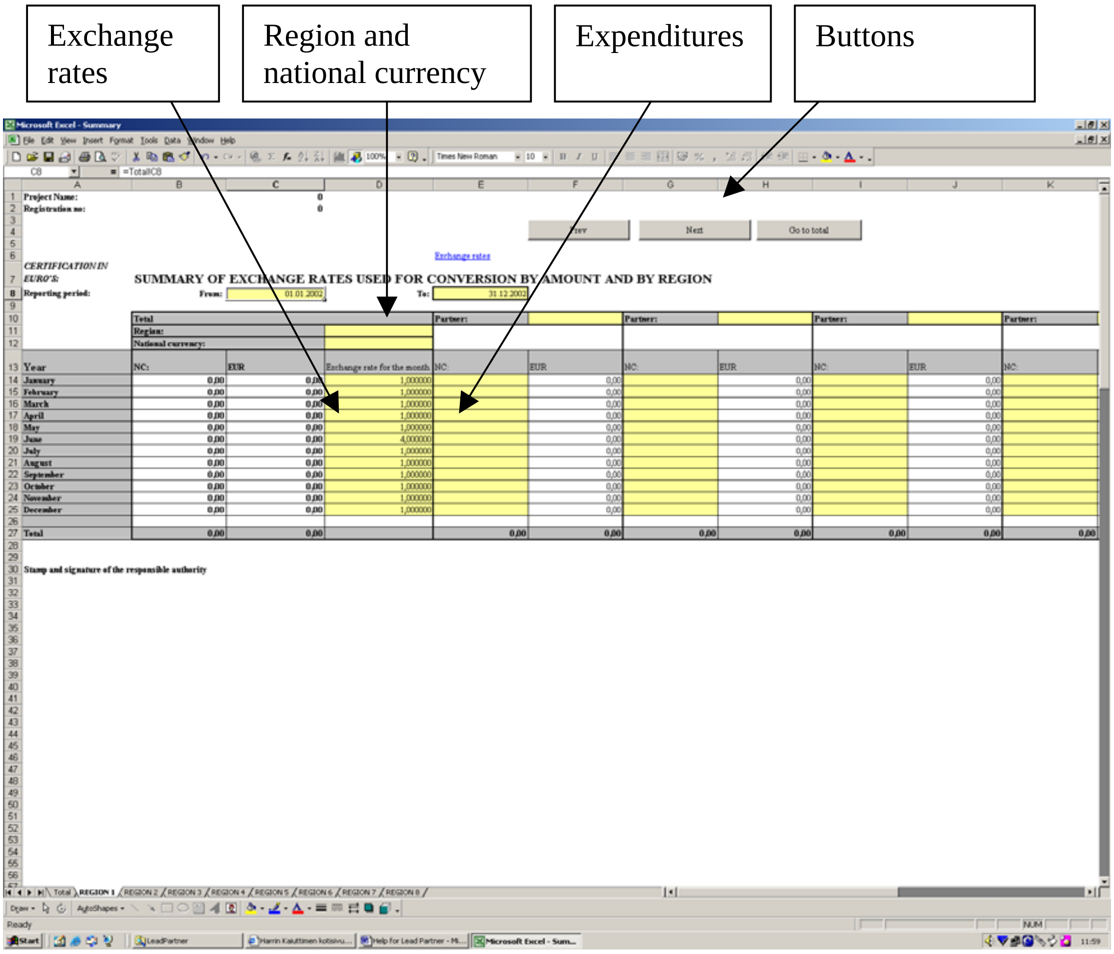


1. Insert project name, registration number and dates to total sheet.

Project Name:	
Registration number:	
Date of this certificate:	
Date of the last update of expenditure certified in this document:	

2. Press **Go to Regions** button to fill in exchange rates and costs.

5.2 REGION VIEW



1. Based on the information forwarded by the other partner organisations, insert information as described below.
   Insert Region, national currency and monthly exchange rates. If national currency is Euro then exchange rate for the month is always 1. Please make sure that the Partner organisations have used the correct conversion rates.
   The correct official rates can be found at the following link:
   http://europa.eu.int/comm/budget/inforeuro/en/index.htm

			Pa
	EUR	Exchange rate for the month	NC
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00	1,000000	
00	0,00		

2. Insert partners name and costs. Please make sure this corresponds to the Entries.

	Partner:		Part
	NC:	EUR	NC:
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
00		0,00	
	0,00	0,00	

3. Move to next region with **Next** button and to previous with **Prev** button. After adding all regional information press **Go to total** button.

4. After having filled in the costs for all the regions, Press **Get data** button to get all costs in a summarised table.

5. To save changes select **File->Save** or . To print the table select **File->Print** or  button and please sign the table.

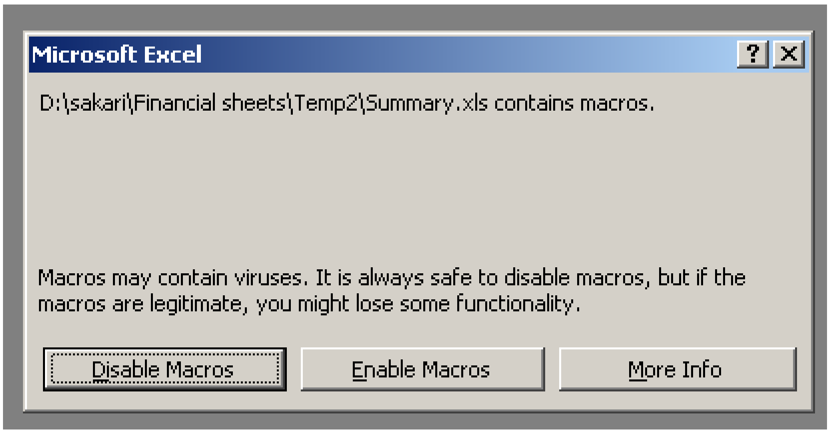
Note that the page break settings might need to be adjusted depending on the number of partners.

6. To exit Summary of exchange rate file, close file by using File->**Close.**

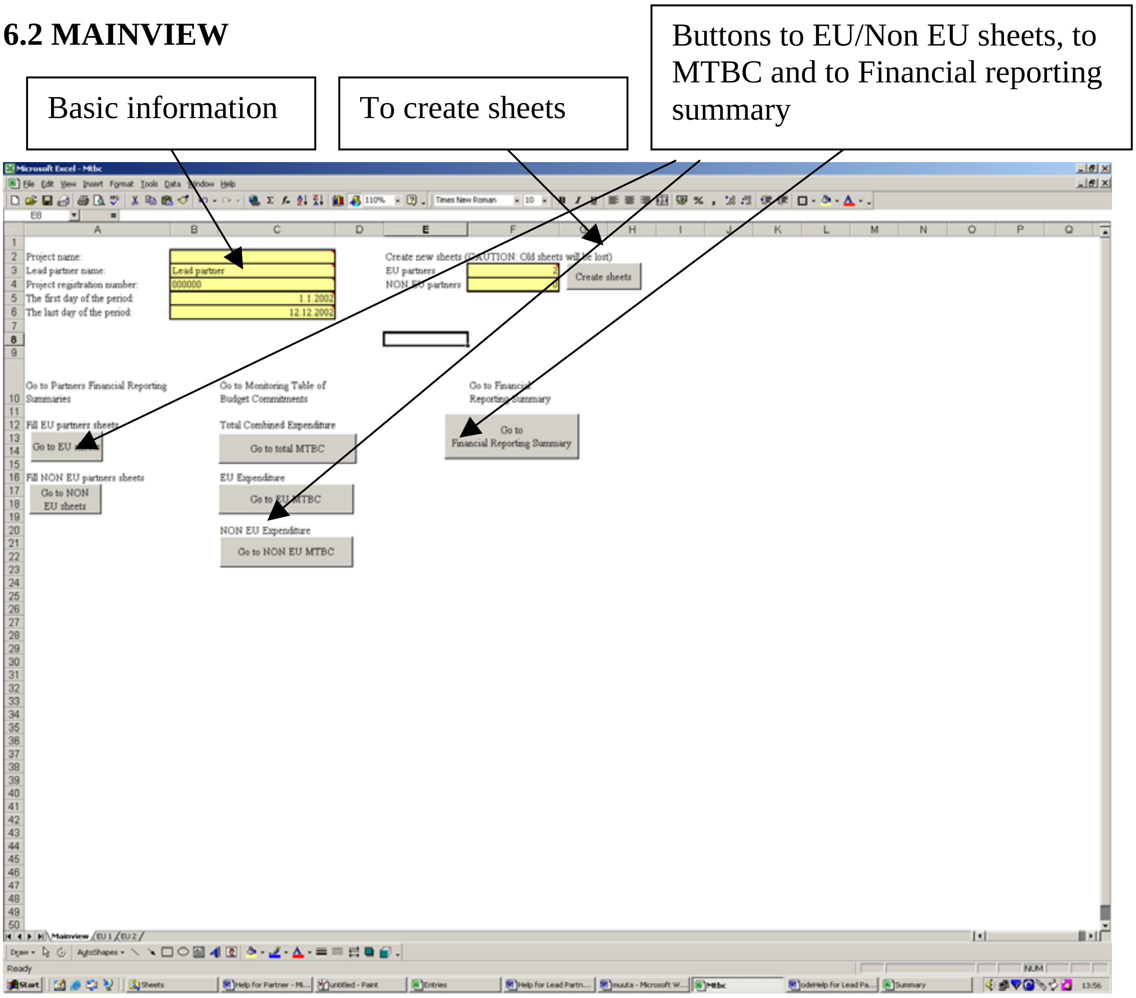
6. HELP FOR MTBC

1. Open MTBC.xls file in Microsoft Excel.

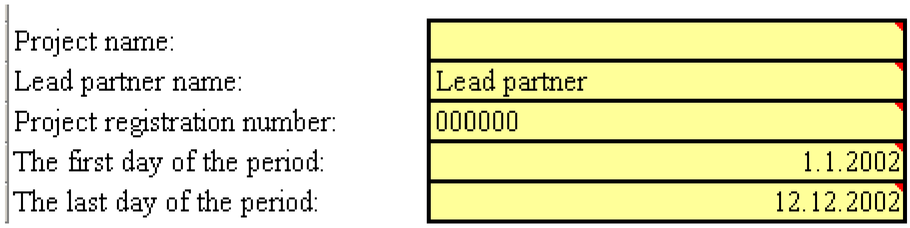
2. Press **Enable Macros** button. Otherwise sheets will not work properly.



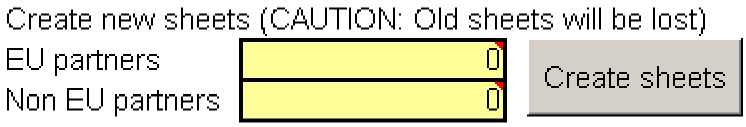
6.2 MAINVIEW



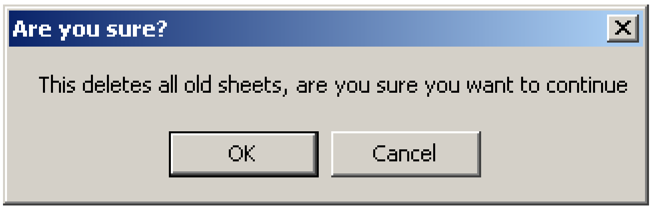
1. Insert the basic information concerning the project.



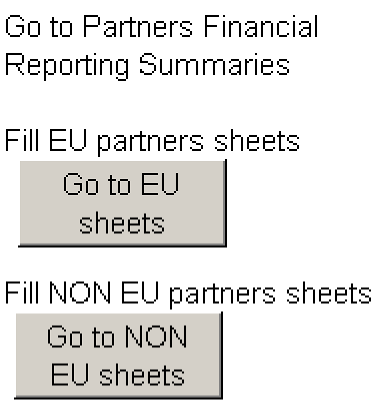
2. Create sheets – **ONLY NECESSARY THE FIRST TIME**
Insert the number of EU partners and the number Non EU partners. Then press **Create sheets** button.
Caution: Every time you create sheets, all the data previously inserted in earlier MTBC sheets will be lost. To avoid loosing previous data, save file under different name.



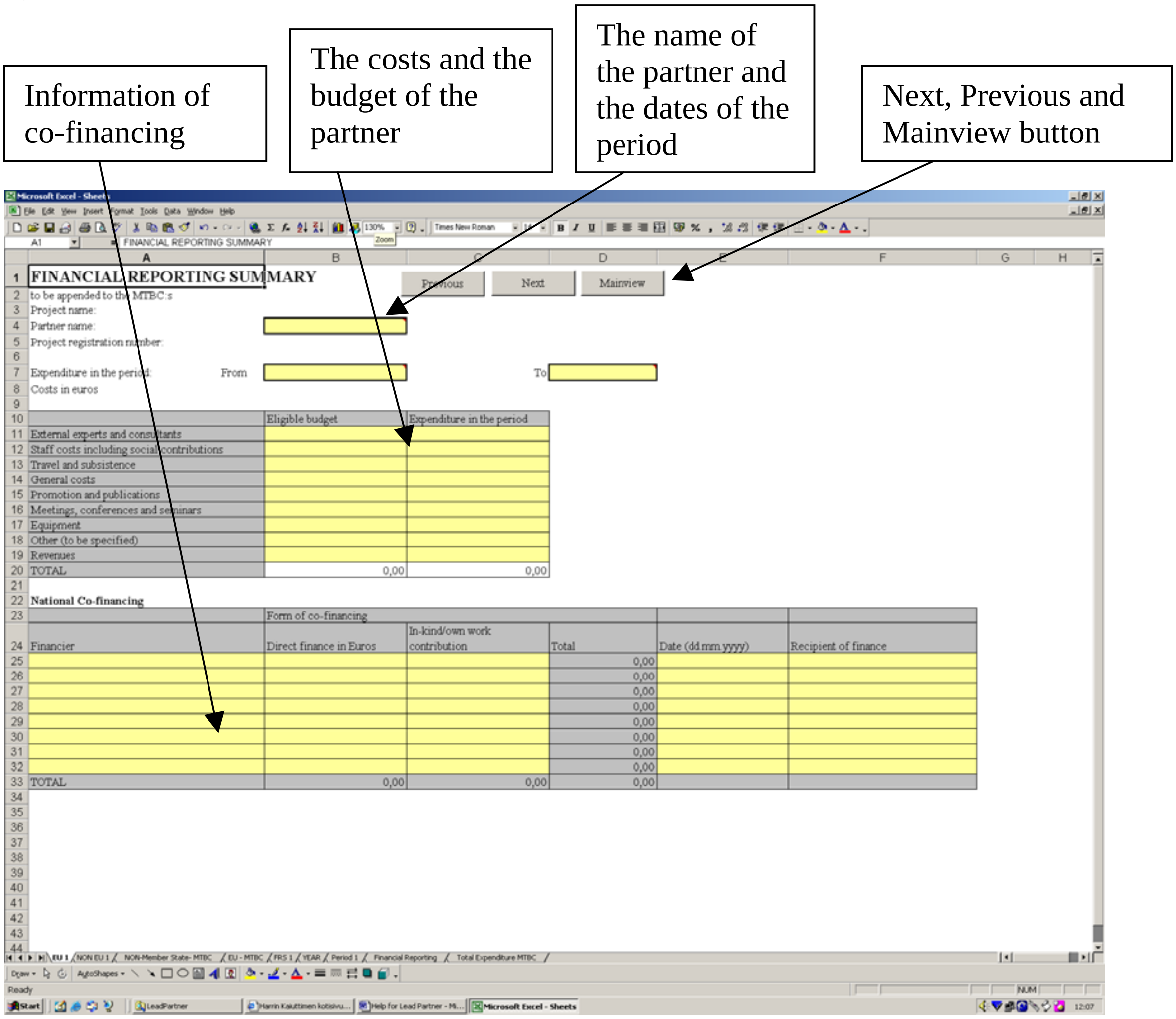
3. Press **OK** button to create sheets if the above-mentioned (numbers of partners) data is correct. This may take a while.
NOTE THAT THIS IS ONLY NECESSARY THE FIRST TIME!



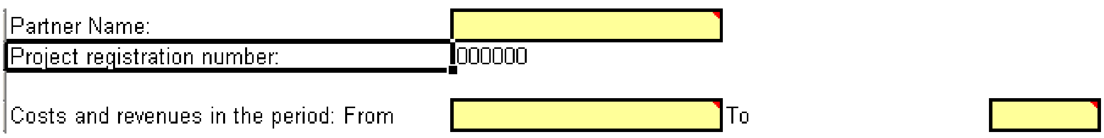
4. First fill ***Partners Financial Reporting Summaries*** to summarize the information forwarded by other partners.
For information concerning the EU Member States of the project (i.e. partners from Finland, Scotland and Sweden) fill in the EU sheets, and for NON EU partner information (i.e. partners from Norway, Greenland, Faroe Islands and Iceland) fill in the NON EU sheet.



6.2 EU / NON EU SHEETS



1. Insert the name of the partner and check the dates for the period.



2. Insert the partner's eligible budget and the costs in to the table.

		Eligible budget	Expenditure in the period
11	External experts and consultants		
12	Staff costs including social contributions		
13	Travel and subsistence		
14	General costs		
15	Promotion and publications		
16	Meetings, conferences and seminars		
17	Equipment		
18	Other (to be specified)		
19	Revenues		
20	TOTAL	0,00	0,00

3. Insert information concerning the received national 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. Insert information to every Non EU and EU partner. Press **Next** button to go to next sheet and **Previous** button to previous sheet. To go to Mainview, press **Mainview** button.

   Previous | Next | Mainview

   In order to move from Non EU partner sheet to the EU partner sheet, return to **Mainview** and press **Go to Non EU sheets / Go to EU sheets** button.

   Go to Partners Financial
   Reporting Summaries

   Fill EU partners sheets

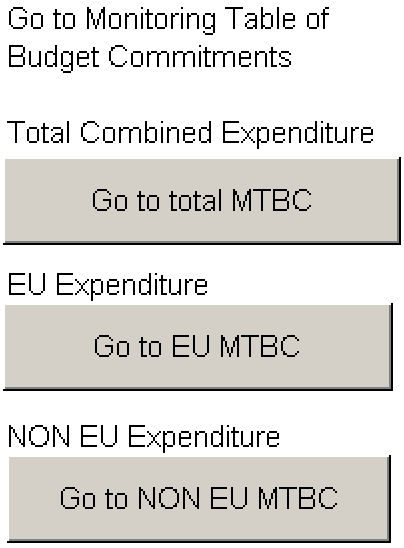
   Go to EU sheets

   Fill NON EU partners sheets

   Go to NON EU sheets

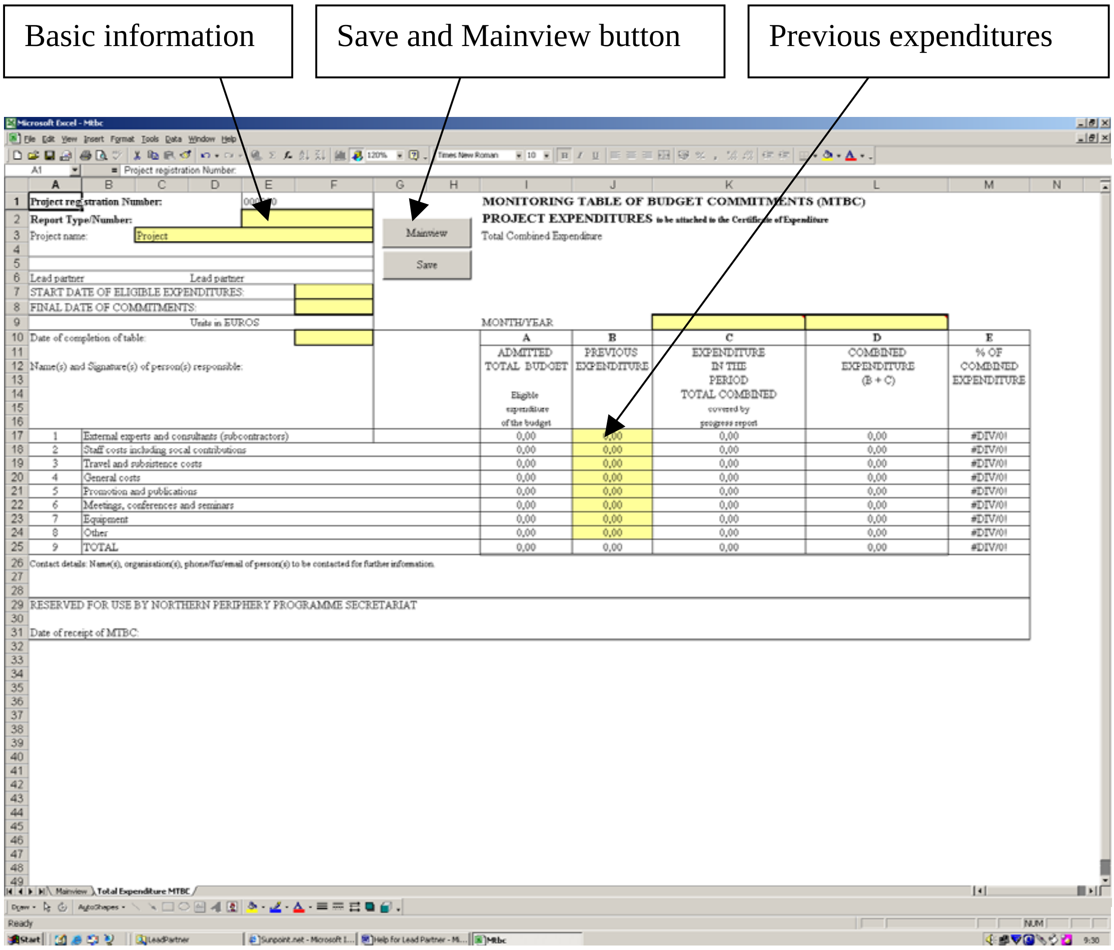
5. BACK AT MAINVIEW:

After having added all the expenditure of the partners in the period, go to MTBC (Monitoring table of Budget Commitments).

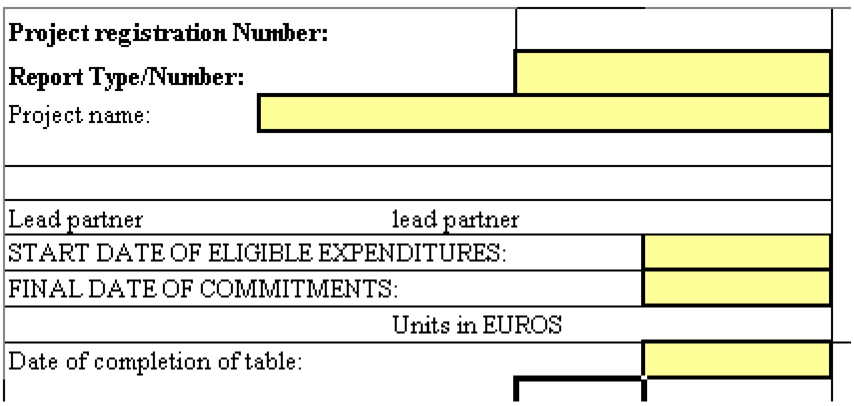


6.3 MONITORING TABLE OF COMMITMENTS

In order to fill EU MTBC, non EU MTBC and total MTBC please follow these instructions.

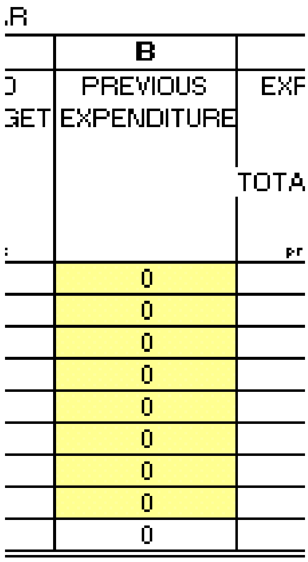


1. Insert all basic information; type of report (i.e. *Progress report no X* or *Final report*), start and final date of eligibility (to be found in the grant letter) and date of completion of table.

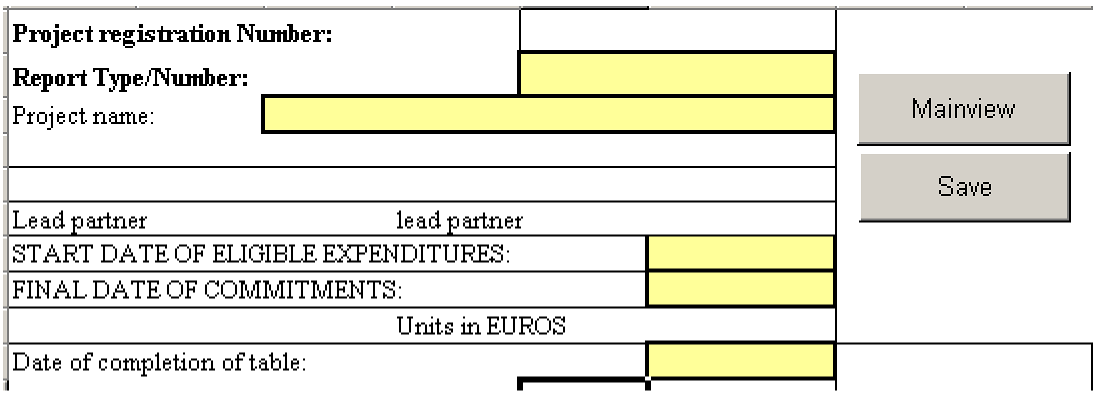


2. Insert dates for reporting period and for the total reporting period so far.
   Insert date in the form of dd.mm.yyyy – dd.mm.yyyy for the current reporting period in cell K9 and for the project period so far in cell L9

3. Insert Previous Expenditures from previous MTBC.
   (*Not applicable for first reporting period*)



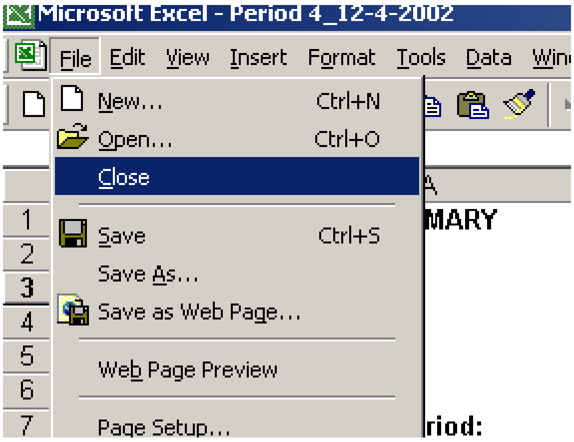
4. To save MTBC table in a separate file press **Save** button.



7. Programme automatically creates a new file. The name of the file consists the name of the MTBC name (MTBC or MTBCEU or MTBCTOTAL) and date (i.e. 12-4-2002). File is located in folder “\Send\MTBCTOTAL\” or “\Send\MTBCEU\” or “\Send\MTBCNONEU\” depends on the mode of the MTBC.

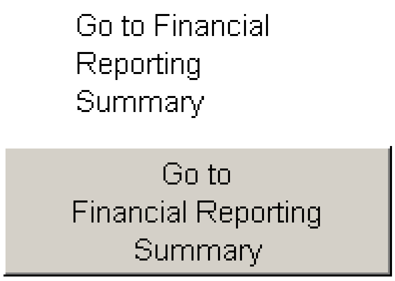
   Caution: If a file has already been created with the same name as the file you are currently saving, this file will be overwritten.

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

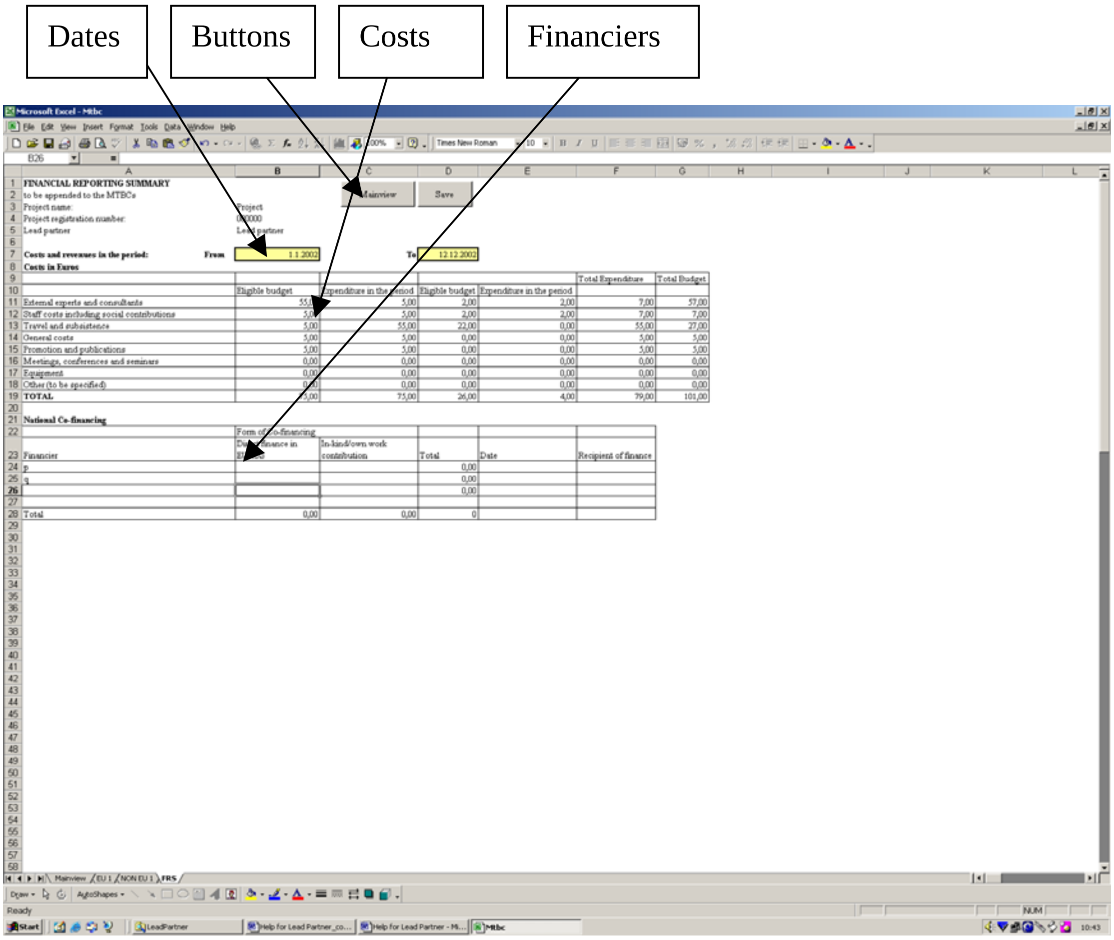


5. Print table from **File->Print** and close the new workbook. Then press **Mainview** button to go back to the Mainview.

6. BACK AT MAINVIEW:
   Go to Financial Reporting Summary.



6.4 FINANCIAL REPORTING SUMMARY



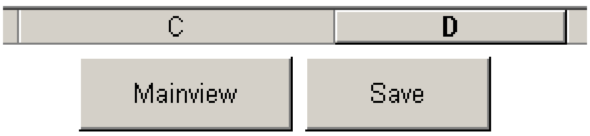
1. Programme will automatically collect data previously inserted in the *Partner Financial reporting summaries* (section 6.2) when you move to sheet.

2. Fill in the basic information of the project and the dates of the period.

Costs and revenues in the period: **From** 1.1.2002 **To**

3. After that press **Save** button to save table to a separate file. File will be saved in folder “\send\FRS\”. File name consists of “FRS” and date.

   Caution: If a file has already been created with the same name as the file you are currently saving, this file will be overwritten.



4. Press **Mainview** button to get back to Mainview and do not forget to save file before closing.

7. HOW TO FORWARD FINANCIAL REPORTING INFORMATION TO THE NORTHERN PERIPHERY PROGRAMME SECRETARIAT

1. After having filled in all the financial information, please check to see that all the tables are corresponding.

2. Print and sign.

3. Forward *Timesheets* and *Entries* from all the partners, the overall *Summary of Exchange Rates*, the overall *Financial Reporting Summary* and the three *Monitoring Tables of Budget Commitment* as signed originals as well as electronically.

4. Remember to enclose the Auditor's statement performed by an independent authorised auditor with one progress report annually.

5. Please enclose a copy of the ledger as confirmation of the separate accounts the first time you report

CHECKLIST:
Before sending the progress report and the certificate of expenditure and application for payment, please make sure the report is complete, signed with authorised signature and includes all the required documents:

- **Progress report**
- **Certificate of expenditure and application for payment**
- **Monitoring Tables of Budget Commitments (Total, EU and NON EU)**
- **Financial Reporting Summary**
- **Summary of Exchange Rates used for conversion by amount and by region**
- **Entries** (for all partners)
- **Timesheets** (if applicable)
- **Auditor's statement** (at least once a year)
- **Copy of ledger from separate accounting system (**1st time only)