

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



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



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

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

DANUBE REGION strategy START
Danube Region Project Fund

START - Online reporting tool

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

Project Completion Deadline: 31.03.2016

Midterm Report Due Date: 25.10.2015

Final Report Due Date: 30.04.2016

Project data

Documentation of Expenses

Information Board

Enter costs for each Budget Line here!

Project data
Grant agreement

a) Personnel

c) Meetings & Events

Reporting

b) Travel & Accommodation

d) External Services

Midterm report

Budget and spending overview

Create PDF Summary of Declared Expenses

Final report

Create Offline Summary of all declared costs

Upload Reports here!

Contact Person for the Project

Contact

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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



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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!

Diagram illustrating the process of declaring costs in the system interface:

Name of Budget Line: a) Personnel Costs

Search filter: Enter Keyword, then click „Display“!

Click here for new entry! (New entry icon)

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 Manager	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 Manager	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 (1)	100,00	1.500,00
7	PP2 - Person 2	Project Member	PP2	Partner 2	Project Leader	Czech Republic (1)	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

„Completed“ Entries CANNOT be modified!

Open entries can be modified!

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

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!**

Upload Timesheets

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				

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

No. of nights	
Hotel allowance rate (destination country)	
Total hotel allowance	
Subsistence allowance rate (destination country)	
Total subsistence allowance	
Total Travel & Accommodation Costs	
Travel documentation (invoices, boarding pass)	Upload
Meeting documentation (invitation, agenda, signature list)	Upload
Filename	

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
1 x
Save
Close
Print

Action after saving
☒ Reload form
☐ Close form

Meeting Costs

Project
Workshop for LPs and PPs

Entry
open

Name of the Meeting/Event *

Related activity *
Project Management

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.)

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 (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

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.

Upload procurement:

1. Value is below 500 € n.a.

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

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

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

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!



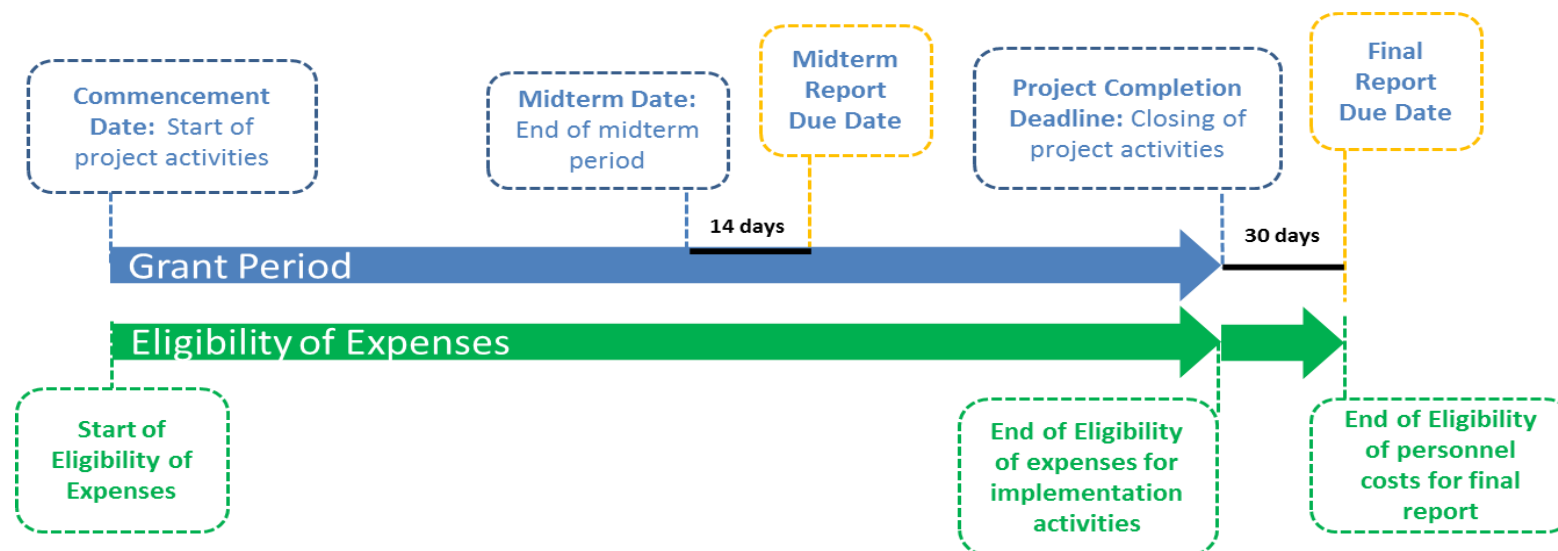
* The final funding amounts will be provided after the project is concluded and the total project expenses are certified

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)



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

	Financial Report – Summary of Declared Expenses Overview Date: 05.05.2015	WS PP 99_PA99-C1
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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
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Workshop for LPs and PPs

For the midterm report:

☒ Herewith I request the 2nd pre-payment of 25% of the START contribution amount as defined in the Grant Agreement (optional)

Choose the relevant option!

For the final report:

☐ Herewith I request the payment of the balance of the START contribution amount

Please select:

- ☐ 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
- ☐ Please find attached the list of Third Party Contributions received and Profits generated as a result of project implementation

Herewith I confirm that:

- 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

Name of legal representative /
authorised signatory in relation to the project

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			
2nd Pre-Payment approved	☐ Yes ☐ No		

To be filled in by the IB after checking the report

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



Any questions?

MANAGING AUTHORITY FOR START:

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