

Finanční reporting v projektech H2020 (Participant Portal)

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Finanční reportování

Kdy?

- na konci vykazovaného období

Kdo?

- každý příjemce vyplňuje svůj vlastní finanční výkaz (případně také výkaz propojené třetí strany)
- individuální finanční výkazy jsou součástí finanční zprávy (*financial periodic report*)

Co?

- způsobilé náklady projektu rozčleněné na jednotlivé nákladové kategorie (čl. 6 MGA)

Jak?

- Elektronicky prostřednictvím Participant Portal
-



My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s) **1**

My Formal Notification(s)

My Expert Area

My projects

FP7 REF. DOCS

H2020 ONLINE MANUAL



HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

PARTICIPANT PORTAL
Po přihlášení do ECAS:

→ sekce "My Projects"

→ tlačítko MP (Manage project)

and want to see the full list of your organisation projects, please go to **My Organisations** and click on the **VP** button. LEAR can only view the list of projects in which their organisation is involved. If you want to view the project details, your organisation main contact for this project or the project Coordinator has to have the appropriate rights. For more details see the [H2020 online manual](#).

Access Amendment **GP** Grant Preparation **MP** Manage Projects **FR** Financial Reporting
Periodic Reporting **RD** Reporting & Deliverables **PC** Project Consortium **VP** View Proposal

Show 10 entries **EXCEL** Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
		H2020		Grant Preparation	PC VP MP

Showing 1 to 1 of 1 entries. **3** ← PREVIOUS 1 NEXT →



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Milena ŠUPÁLKOVÁ

MY PROJECT

HORIZON 2020

Call: H2020-GARRI-NCP-2014-1
Type of Action: CSA
Acronym: NCP ACADEMY
Current Phase: Grant Management
Number: 633563
Duration: 36 months
Start Date: 10 Dec 2014
Estimated Project Cost: €1,967,828.00
Requested EU Contribution: €1,967,828.00
Contact: [Sandra ALMEIDA](#)

Latest Legal Data

Process List

Document Library

Communication Center

H2020 ONLINE MANUAL

HOW TO

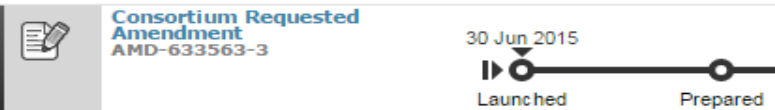
Launch new interaction with the EU +



- Technical Part of Periodic Report contribution Lock for review
- Financial Statement TC AV CR [PIC 999506334] drafting** Lock for review
- Periodic Report 1 composition i

Process specific documents

Process specific communications



Process specific documents

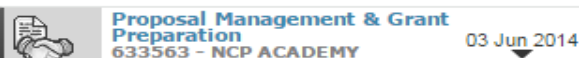
Process specific communications



Continuous reporting data

Process specific documents

Process specific communications



Finanční výkaz vyplňuje:
Participant Contact, Task Manager. Po vyplnění → LOCK for REVIEW
schvaluje:
PFSIGN → SIGN&SUBMIT

Grant Management Project Periodic Report

Project: HORIZON 2020
Period No: 2 Duration (months): 18
Reporting Period: [29/11/2013 - 28/05/2015]

Beneficiary: 1
Denmark

Financial Statement

Financial Statement

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/01/2014 - 31/12/2014 (Period No: '1')	No	0.00 €


Financial Statement for period '1' (01/01/2014 - 31/12/2014)

Eligible costs: 1

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Account
a) Direct personnel costs declared as actual costs				0.00 €	
b) Direct personnel costs declared as unit costs (average costs)				0.00 €	
d) Direct costs of subcontracting				0.00 €	
e) Direct costs of providing financial support to third parties				0.00 €	
f) Other direct costs				0.00 €	
h) Indirect costs (= 0.25 * (a + b + f + x + o))				0.00 €	
▼ x) Special unit costs				0.00 €	
▼ y) Special unit costs covering direct and indirect costs				0.00 €	
j) Total costs (= a + b + d + e + f + h + x + y)				0.00 €	
k) Receipts				0.00 €	
m) Maximum EU contribution (55%)				0.00 €	
n) Requested EU contribution				0.00 €	
z) Requested EU contribution eligible for CFS				0.00 €	

Additional Information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' (a) Yes No



U každé nákladové kategorie se vyplňuje:

- **souhrnná částka** za vykazované období v EUR (Směnný kurz: průměr směnných kurzů ECB za vykazované období)
- **vysvětlení** vykázaných částek
- **příjmy** (nejpozději v posledním vykazovaném období)

Finanční výkaz – vysvětlení vykázanych částek



Grant Management

Project: [redacted] Beneficiary 1: [redacted] Denmark

Period No: 1 Duration (months): 18 Reporting Period: [19/02/2014 - 18/08/2015]

Financial Statement

Financial information from contact

No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
19/02/2014 - 18/08/2015 (Period No '1')	No	166,250.00 €

Financial Statement for period '1' (19/02/2014 - 18/08/2015)

Eligible costs:

- a) Direct personnel costs declared as actual costs
- b) Direct personnel costs declared as time costs (average costs)
- d) Direct costs of subcontracting
- e) Direct costs of providing financial support to third parties
- f) Other direct costs
- h) Indirect costs ($= 0.25 * (a + b + f - o)$)
- j) Total costs ($= a + b + d + e + f + h$)
- k) Receipts
- m) Maximum EU contribution (100%)
- n) Requested EU contribution
- z) Requested EU contribution eligible for CFS

Additional information for indirect costs:

Use of 'costs of in-kind contributions not used on premises?' Yes No

Direct personnel costs declared as actual costs

Persons/month per WP

No.	Person Months	Associated Work Package	Actions
1	<input type="text"/>	(none)	X

Use of in kind contribution from third party

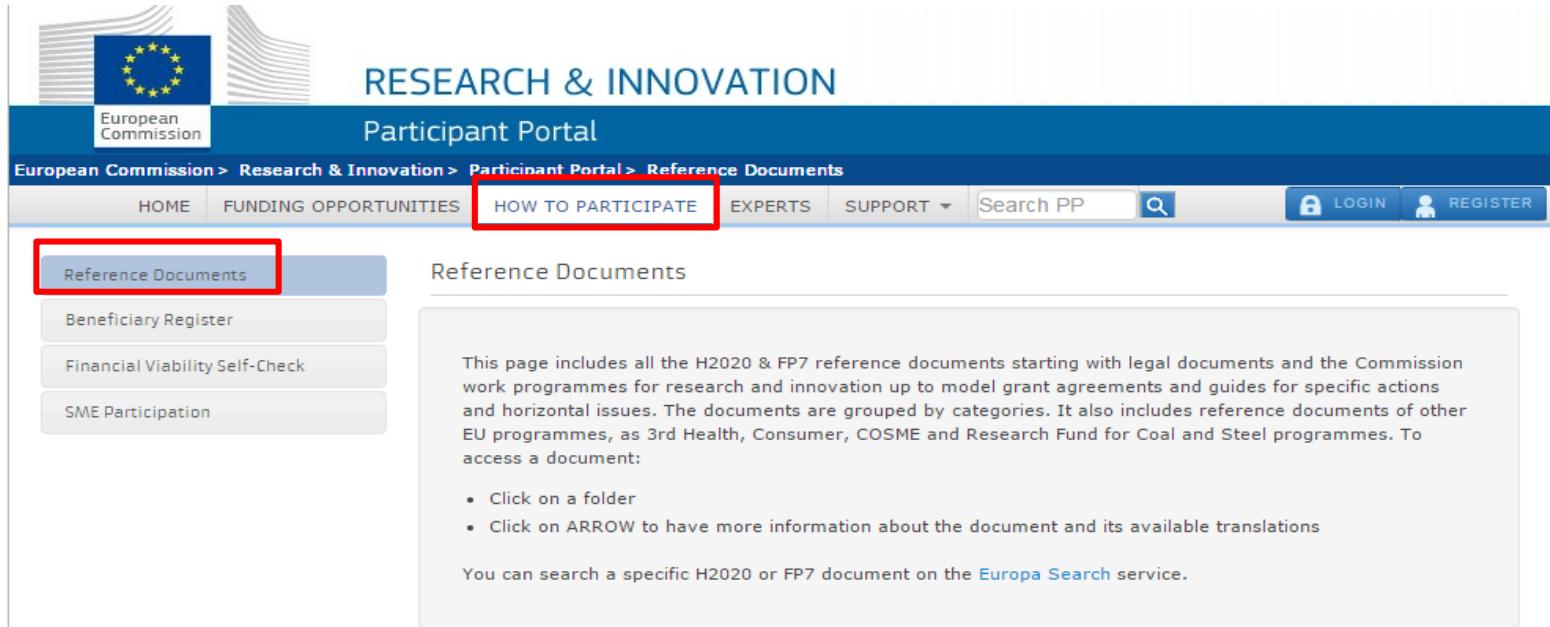
No.	Costs	Third Party Name	Type	Foreseen in Annex I	Explanations (if not foreseen in Annex I)	Actions
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X

Validate

Osobní náklady (vysvětlení):
→ počet ČM/pracovní balíček
→ přepoččet hodin strávených na projektu na ČM
→ odkaz na WP v timesheetu (!)

Šablona průběžné zprávy

Participant Portal



The screenshot shows the 'Participant Portal' interface. At the top, there is a navigation bar with the following items: HOME, FUNDING OPPORTUNITIES, HOW TO PARTICIPATE (highlighted with a red box), EXPERTS, SUPPORT, a search box labeled 'Search PP', and buttons for LOGIN and REGISTER. Below the navigation bar, there is a sidebar on the left with a menu containing: Reference Documents (highlighted with a red box), Beneficiary Register, Financial Viability Self-Check, and SME Participation. The main content area is titled 'Reference Documents' and contains a text block explaining that the page includes all H2020 & FP7 reference documents, starting with legal documents and Commission work programmes. It also includes a list of instructions: 'Click on a folder' and 'Click on ARROW to have more information about the document and its available translations'. Below this, it mentions that users can search for specific documents on the Europa Search service.



Project reporting templates

[Periodic Report Template RIA, IA, CSA, SME, MCSA >](#)

[Report on cumulative expenditure template >](#)

[Final Report SME Phase 1 template >](#)

[Annex 5 - Template for the Certificate on the Financial Statements \(CFS\) >](#)

[Annex 6 - Template for the Certificate on the Methodology \(CoMUC\) >](#)

OSOBNÍ NÁKLADY

- počet člořekoměsířů v jednotlivých pracovních balíčcích

SUBDODÁVKY

- stručný popis položky a zda byla plánována v příloze 1 GA

OSTATNÍ PŘÍMÉ NÁKLADY

- pouze v případě OPN > 15 % vykázaných osobních nákladů
- popis pouze částky převyšující limit
- začít od největších (nejnákladnějších) položek

Viz šablona průběžné zprávy

Participant Portal H2020 Online Manual

Reports & payment requests

Reference documents

- [Periodic Report Template RIA, IA, CSA, SME, MCSA](#)
- For details of the following topics, see the relevant article of the **H2020 annotated model grant agreement**:
 - **Reports & payment requests** - [Article 20](#)
 - **Deliverables** - [Article 19](#)
 - **Reimbursement rates & types of costs** - [Article 5](#)
 - **Eligible & ineligible costs** - [Article 6](#)
- [Model grant agreements](#)

Related links

- [H2020 Online Manual: section on roles & access rights](#)
- **Horizon 2020 Coordinators' Day on How to Prepare Amendments and Reports**
[Follow the latest recorded information session](#) organised by the Commission for Grant Coordinators:
 - *Participant's Guarantee Fund* (starts at 2:22:18)
 - *Reporting and payments - legal basis* (starts at 4:19:36)
 - *Reporting and payments - business process and IT tool* (starts at 4:40:40)
 - *Model Grant Agreement / Financial issues: Avoiding common errors* (starts at 5:45:25)

You can also check the full [agenda with presentations](#).
- Detailed description of the grant management tool in the 'IT How to' guide 

Často kladené dotazy

- LEAR již nominoval FSIGNa. Ten ale finanční výkaz projektu v Participant Portal nevidí. Jak postupovat?
 - Jak zjistím, že je finanční výkaz kompletní?
 - Je nutné do PP nahrát také účetní dokumentaci, faktury apod.?
 - Co když nevyplním finanční výkaz ve stanoveném termínu?
 - Jakým způsobem reportuje propojená třetí strana?
(*linked third party*)
 - Kdy se předkládá CFS?
-

Pozitivní rozdíl v účetnictví?

⚠ ONLY **hours actually worked on the action** can be counted. Such hours must be registered via time records or, if the person works exclusively in the action, via a declaration (see [Article 18.1.2](#)).

⚠ **Double ceiling** — Beneficiaries must ensure that:

- the **total number of hours** worked **declared** in EU and Euratom grants for a person for a year is NOT higher than the number of **annual productive hours** used for the calculation of the hourly rate (see *below*)
- the **total amount of personnel costs declared** (for reimbursement as actual costs) in EU and Euratom grants for a person for a year is NOT higher than the total personnel costs recorded in the beneficiary's accounts (for that person for that year).

⚠ **Adjustments of financial statements (exceptional)** — If the beneficiaries notice a mistake (e.g. *incorrect accounting information; error in the calculation; etc*), they can make an adjustment (positive or negative) in the following reporting period to the financial statements for any previous reporting period.

Example: *An internal audit on the annual accounts of the beneficiary finds later errors in the accounting information used to calculate the hourly rates.*

Otherwise, costs that have already been declared can normally NOT be adjusted/changed (e.g. *to take into account of a different hourly rate after the closure of the financial year*).



www.tc.cz
www.h2020.cz

Finanční dotazy: finance@tc.cz