

FLC Instructions eMS

eMS is a programme monitoring system with a communication portal, which allows programmes to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all ETC programmes.

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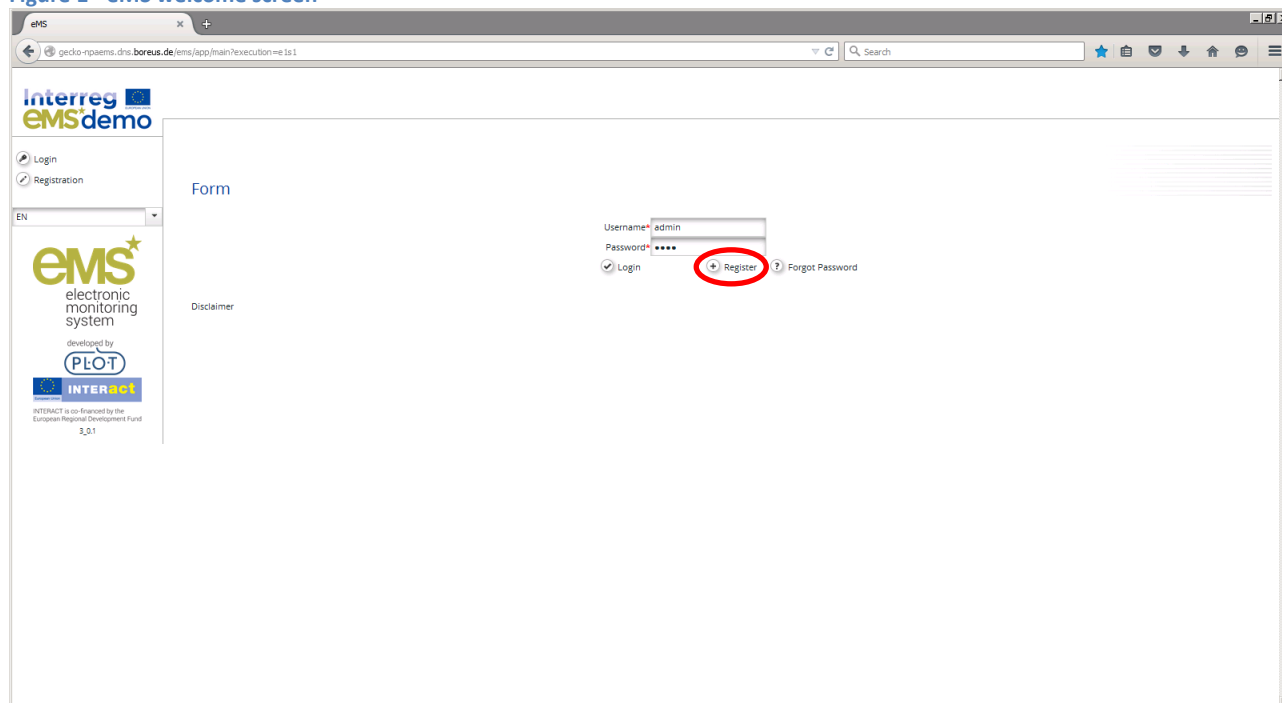
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1. Access and Registration

1.1 Access

The eMS system can be accessed on the following link: ems.interreg-npa.eu.

Figure 1 - eMS welcome screen



1.2 Registration

To use eMS, you must first register by clicking on “Register” on the welcome screen (Figure 1). As the user, you will then be asked to provide a set of credentials (Figure 2).

Figure 2 - Registration form

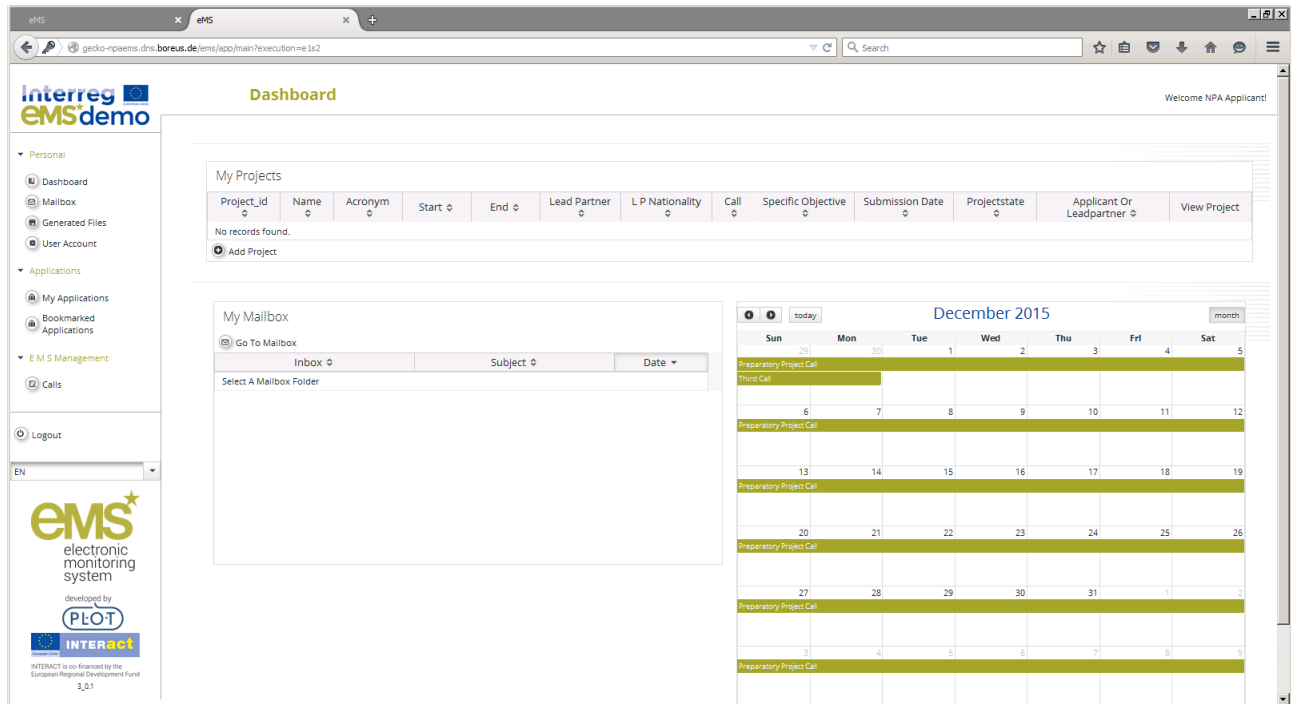
The screenshot shows the eMS registration form. The form is titled 'Registration' and contains several input fields: 'Description', 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', 'Title', 'Language' (with a dropdown menu showing 'EN'), and 'Solve: 22 + 22 =' (with a text input field containing '0'). At the bottom of the form, there is a 'Register' button with a circular icon to its left.

Following your registration, a confirmation e-mail is automatically sent to your e-mail address. Only after receiving confirmation, you will be able to log in to the eMS. **Note: If you do not receive an activation e-mail, please contact the Joint Secretariat, who can activate your account manually.**

1.3 Dashboard

After logging in, you will enter the dashboard. The main functions can be found in the menu on the left hand side, such as your mailbox, generated files, user account, and so on. The central part of the dashboard shows any projects you are assigned to, your mailbox and a calendar.

Figure 3 - eMS Dashboard



1.4 General Tips and Tricks

Please read the following instructions carefully!

- eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting a report to the programme.
- To avoid a loss of data, please remember always to **save your information** before leaving a section! The save button is either in the upper left corner or at the bottom of the page. If you are filling in a longer section, we recommend that you also save the information regularly in between, in case your internet connection is lost or a technical issue occurs.
- Certain fields are **mandatory**, and in these cases the page cannot be saved unless these fields contain information. eMS will highlight missing fields at the top of the page.
- As a general recommendation, please be careful using **command keys** to navigate in the system such as Enter, PageUp/Down, etc. Remember that you are working in a browser, and these commands may interfere with data input.
- When copying information from other documents, such as Word or Excel files, we strongly recommend that you use **command keys to enter the data**. For example (Windows):
 - Ctrl + C: copy
 - Ctrl + V: paste
 - Alt + Tab: switching between open programs/documents
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text.

2. FLC Assignment in short

The Managing Authority is the body responsible for ensuring that National and First Level Controllers are designated by the programme partner countries. If any changes take place in National or First Level Controllers or in the control system as such, programme partner countries should contact the Managing Authority immediately.

In eMS, the Managing Authority is responsible for managing designated FLC institutions and FLC users. However, for decentralised control systems, the Managing Authority may delegate this task to designated users at the national level, who are not First Level Controllers themselves. This may be an option in the future but initially, and until otherwise communicated, the MA will manage the FLC institutions and the FLC users.

The Managing Authority will also link the relevant FLC users to the relevant project partner, based on information received from the National Controllers. It is very important that the National Controllers in each country regularly (at least once a month) send the Excel file “Approved FLC template” to the MA by e-mail to stefan.nystrom@lansstyrelsen.se and linda.wormo@lansstyrelsen.se.

Please make sure that the Excel file is as complete as possible. Before the National Controllers send the Excel file to the MA it is also appreciated if the National Controllers can assure themselves that all new approved controllers have registered to eMS.

In summary, the FLC assignment in eMS takes place in 3 steps:

1. FLC users register in eMS.
2. Designated FLC institutions are created, and approved FLC users are linked to the relevant institution by the MA according to the “Approved FLC template”.
3. FLC users are given FLC privileges by the MA and they are linked to the relevant project partners by the MA, again in accordance with the “Approved FLC template”.

3. Partner Report

3.1 Accessing Open Partner Reports

After logging into eMS, there are a few ways to access open partner reports that are still to be verified:

1. Selecting a project on the dashboard: click on “View Reporting” behind the relevant project.
2. Accessing the list of open partner reports for all projects: click on the left-hand menu item Reporting/Open FLC Partner Progress Reports.

Then select the relevant partner report – click on “View Report” behind the relevant partner and period.

Figure 4 - Accessing Partner Reports

2

Project_id	Name	Acronym	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Specific Objective	Submission Date	Projectstate	Applicant Or Leadpartner	View Project
65	Test Project 1	TEST1	01.12.2015	30.11.2018	LP_MS_English name	IRELAND	Test Call MAIN		1.1 - Increased innovation and transfer of new technology to SMEs in remote sparsely populated areas	03.12.2015	Contracted	admin	View Reporting
71	TestProj6	TestProj6	01.12.2015	30.11.2018	LP English name	NORGE	Test Call MAIN		2.1 - Improved support systems tailored for start-ups and existing SMEs in remote and sparsely populated areas	07.12.2015	Cr	admin	View
72	TestProj7	TestProj7	01.12.2015	30.11.2018	LP_JS	ISLAND	Test Call MAIN		3 - Increased use of energy efficiency and renewable energy solutions in housing and public infrastructures in remote,	07.12.2015	Contracted	adm1	View Reporting

1

Figure 5 – Option 1: List of partner reports for the selected project and partner

Partner Reports

1 - LP_JS - LP_IS

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF_IS	View Report	Certificate
Period 1 01.12.2015 - 31.05.2016								
Report 1.1	01.12.2015	31.05.2016	Report Submitted	07.12.2015	Not Certified	€ 32.160,00	View Report	Certificate
Period 2 01.06.2016 - 30.11.2016								
Report 2.1	01.06.2016	30.11.2016	Report Submitted	26.02.2016	Not Certified	€ 1.750,00	View Report	Certificate
Period 3 01.12.2016 - 31.05.2017								
Period 4 01.06.2017 - 30.11.2017								
Period 5 01.12.2017 - 31.05.2018								
Period 6 01.06.2018 - 30.11.2018								

Partner Living Tables

2 - PP_MS with sub partner private - PP_MS

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF	View Report	Certificate
Period 1 01.12.2015 - 31.05.2016								
Report 1.1	01.12.2015	31.05.2016	Report Submitted	07.12.2015	Not Certified	€ 12.548,02	View Report	Certificate
Period 2 01.06.2016 - 30.11.2016								
Period 3 01.12.2016 - 31.05.2017								

Figure 6 – Option 2: List of open partner reports for all projects

Open Partner Progress Reports

Project	Period	Report Start	Report End	Report Submission	Partner Abbr	Partner Name	View
1	Period 1: 15.04.2015 - 14.10.2015	15.04.2015	14.10.2015	09.02.2016	KUAS	Kajaanin ammattikorkeakoulu	
71	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	LPNO	LP original name	
71	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	PP_MS	PP_MS	
71	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	PP_JS	PP_JS	
71	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	PP_RU	PP_RU	
72	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	LP_JS	LP_JS	
72	Period 2: 01.06.2016 - 30.11.2016	01.06.2016	30.11.2016	26.02.2016	LP_JS	LP_JS	
72	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	PP_MS	PP_MS with sub partner private	
72	Period 1: 01.12.2015 - 31.05.2016	01.12.2015	31.05.2016	07.12.2015	PP_FO	PP_FO	

3.2 Sections of the Partner Report

There are 4 parts to a Partner Report, divided over tabs:

- Partner Report contains information about the partner's activities, and delivery of outputs.
- List of Expenditure, where expenditure is entered for each budget line with supporting documentation.
- Forecast and Contribution, where partners are expected to give an estimate of their spending in the next period, and declare their in-kind and cash contribution (match funding).
- Attachments, contains materials including a signature of the authorised signee.

Figure 7 - Partner Report - main view

TestProj7 72 Show More Partner Report LP_IS Period 1

Partner Report > List Of Expenditure > Contribution And Forecast > Attachments

Partner Report
Period 1 - 01.12.2015 - 31.05.2016

Start Date: 01.12.2015 End Date: 31.05.2016

Summary Of Partners Work

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis mollis titor turpis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec vitae fringilla velit. Maecenas nec lectus feugiat lorem sagittis tincidunt nec id nulla.

Characters (including HTML): 265 (Limit: 2000), Words: 38

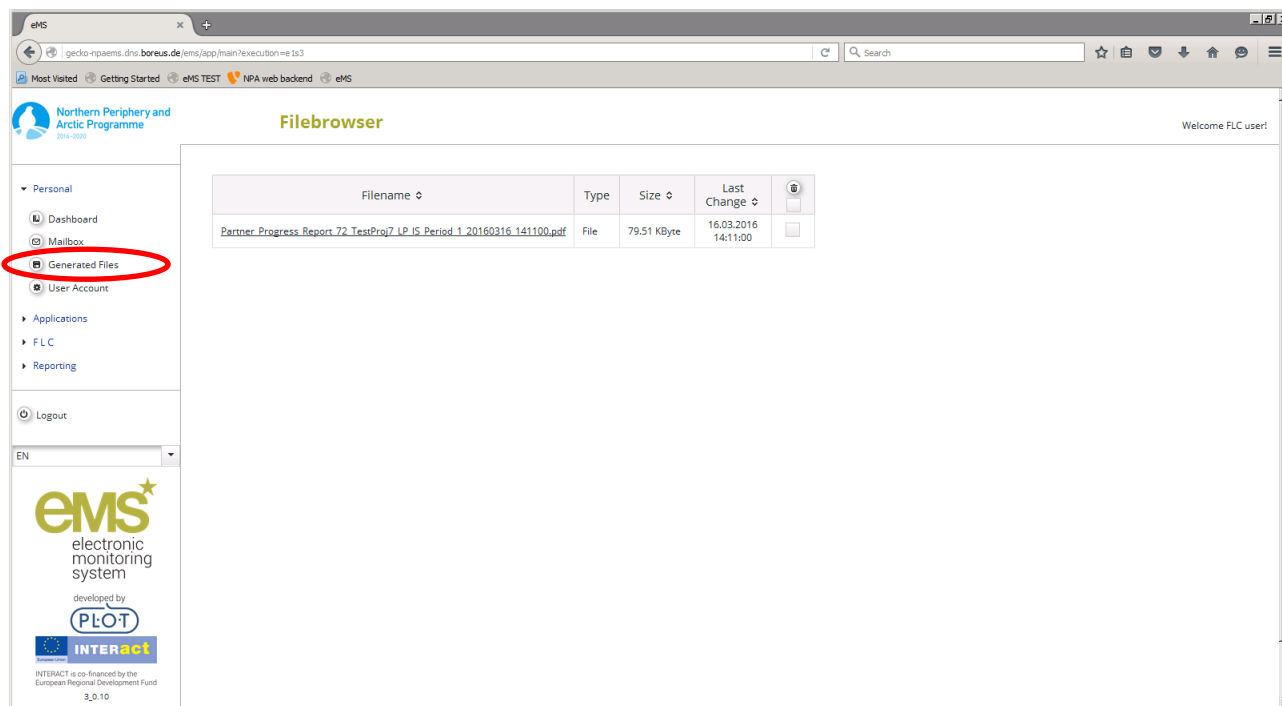
Project Main Outputs Delivered

3.3 Printing the Partner Report

If you prefer to work with a paper copy of the partner report, it is possible to print the report to PDF:

- Click on “Print Report” in the left-hand menu.
- Exit the project and go to the dashboard.
- You should find the PDF print in the left-hand menu under Personal/Generated files. **Note:** it may take a few moments for eMS to generate the file; it does not always appear in the list immediately.

Figure 8 - Generated Files



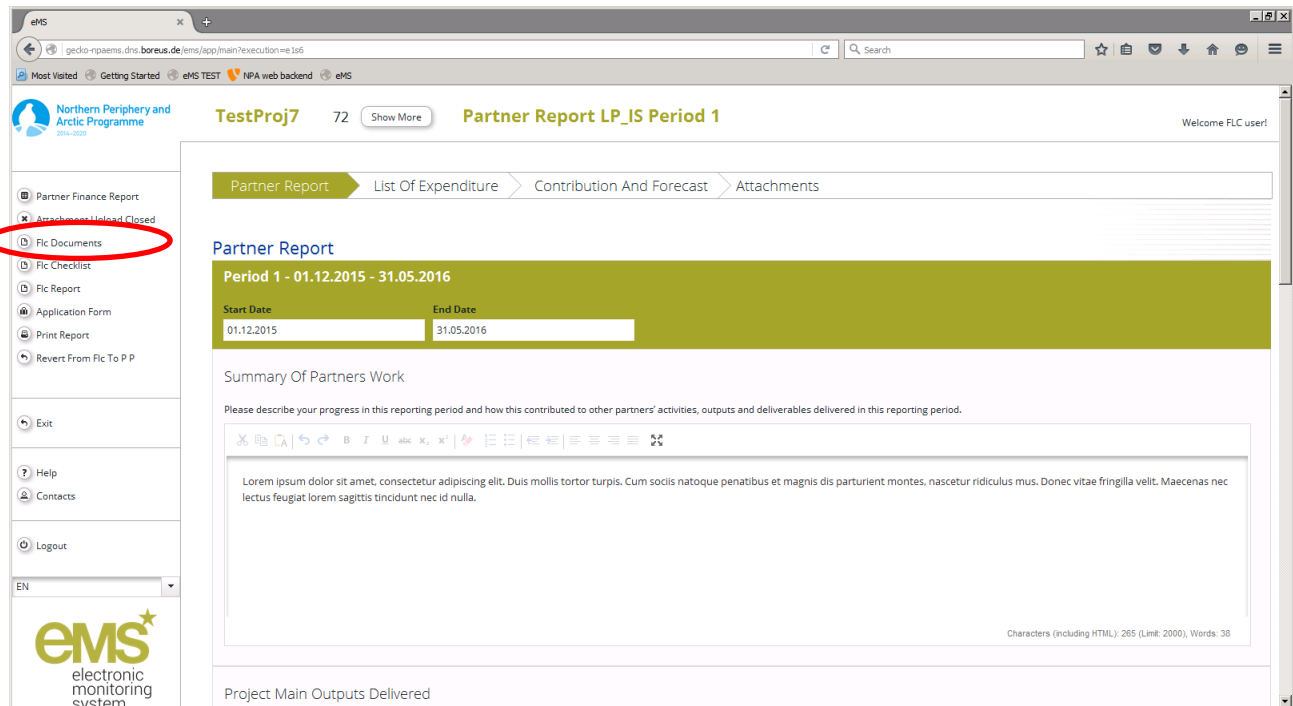
3.4 Accessing the project application

You may wish to see the project application to carry out your checks. Inside the partner report, click on the left-hand menu item “Application Form”. **Note:** First and Second call project applications were submitted in paper, and have been entered into eMS by the JS in a summarised form. Documents belonging to the original application including partner budget breakdown templates can be found on the tab “Attachments”.

4. FLC Actions in eMS

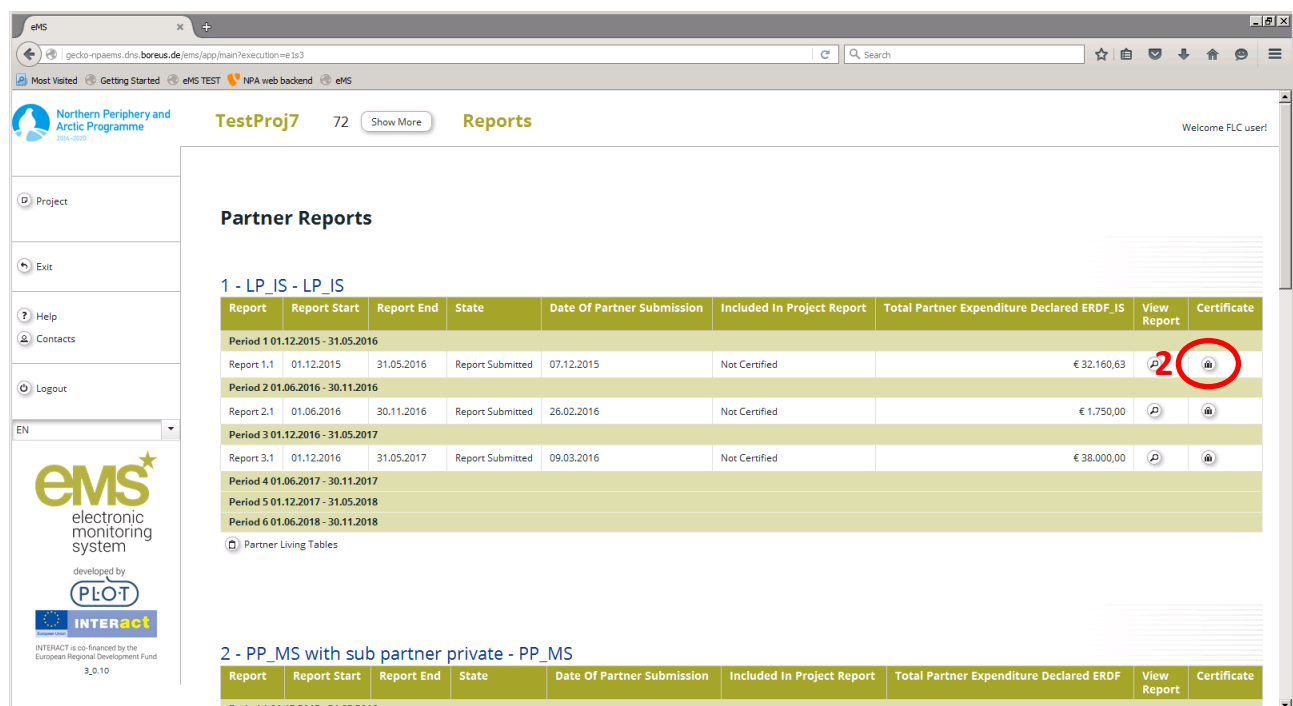
To start working with the report, go to “FLC Documents” in the left-hand menu (option 1). Alternatively, in the list of partner reports of a project, click on the briefcase icon behind a report (option 2). **Note:** if choosing option 1, you will land on the second tab in the workflow, Partner Information (see next section).

Figure 9 - Accessing the FLC actions - option 1



The screenshot shows the eMS interface. In the left-hand menu, 'FLC Documents' is highlighted with a red circle and a red '1' next to it. The main content area displays the 'Partner Report' for 'Period 1 - 01.12.2015 - 31.05.2016'. The report includes a summary of partners work and a text editor for describing progress.

Figure 10 - Accessing the FLC actions – option 2



The screenshot shows the eMS interface with the 'Partner Reports' page. A table lists various reports, and the 'View Report' icon for the first report is highlighted with a red circle and a red '2' next to it.

Report	Report Start	Report End	State	Date Of Partner Submission	Included In Project Report	Total Partner Expenditure Declared ERDF JS	View Report	Certificate
1 - LP_IS - LP_IS								
Period 1 01.12.2015 - 31.05.2016								
Report 1.1	01.12.2015	31.05.2016	Report Submitted	07.12.2015	Not Certified	€ 32.160,63		
Period 2 01.06.2016 - 30.11.2016								
Report 2.1	01.06.2016	30.11.2016	Report Submitted	26.02.2016	Not Certified	€ 1.750,00		
Period 3 01.12.2016 - 31.05.2017								
Report 3.1	01.12.2016	31.05.2017	Report Submitted	09.03.2016	Not Certified	€ 38.000,00		
Period 4 01.06.2017 - 30.11.2017								
Period 5 01.12.2017 - 31.05.2018								
Period 6 01.06.2018 - 30.11.2018								
2 - PP_MS with sub partner private - PP_MS								
Period 1 01.12.2015 - 31.05.2016								

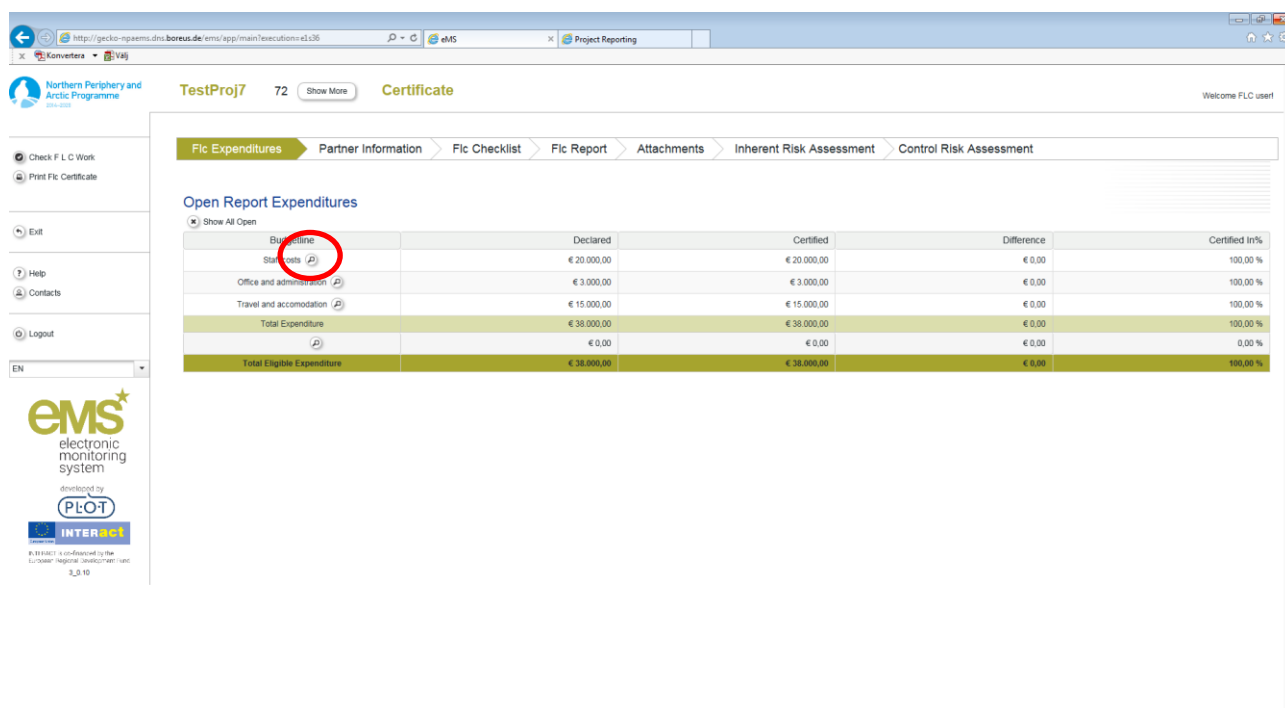
4.1 Work flow

A new window appears where it is possible to access the different tabs that represent steps in the workflow. **Note:** currently the tabs Inherent Risk Assessment and Control Risk Assessment are not used.

Figure 11 - FLC workflow in eMS



Figure 12 - Tabs FLC actions in eMS



4.2 Step 1: Verifying expenditures

The first action will be to verify the expenditures. Click on the tab FLC Expenditures. A new window appears where an overview of all budget lines is presented. Click on the magnifying glass for each budget line. Then click on the relevant expenditure item. Now a pop-up window Edit Expenditure becomes visible.

Make the checks needed, and any comments or deductions if deemed necessary. Both positive and negative corrections are possible in the “Difference by FLC” field. eMS assumes that a correction is negative. If you want to make a positive correction, please enter a negative amount. The corrected amount is shown as “Amount certified by FLC”. Any supporting documents uploaded by the project partner can be accessed via the “Uploads” button. The eMS is not considered an archive and does not replace the requirement for partners to keep all relevant documentation.

After finalising your verification, tick the box “Verified by FLC” followed by “Save”. Repeat this process for all budget lines. Please note that Office and Administration automatically has “Verified by FLC” prefilled if the partner is using the 15% flat rate option.

Sitting Ducks

The FLC can choose not to verify an expenditure item, e.g. in case verification takes a long time or needs further clarification. Any item that is not ticked “Verified by FLC”, is not included in the current FLC certificate, and is neither accepted nor rejected. This item will then wait in the system to be verified (sitting duck). Sitting ducks can be verified in later reports. To access sittings ducks, go to the tab “FLC expenditure” and tick “show all open”.

Clarifications

In case clarifications are needed for the verification of expenditures, there are a few options available to the FLC:

1. **Clarification through an exchange of messages with the partner:** to contact the partner, please click on “Contacts” in the left-hand menu and choose the relevant contact person for the partner organisation. Then press “Send” to open a message window.
2. **Allowing the partner to upload further attachments:** this can be used in combination with option 1. After a partner report has been submitted, the partner can no longer make edits or upload documents. In order to temporary allow the partner to upload a clarification document, please click on “Attachment Upload Closed” in the left-hand menu. By clicking on this option the button will change to “Attachment Upload Allowed”. Now the partner can upload attachments on the Attachments tab in the partner report. Click this button again to close the upload again.
1. **Reverting the partner report back to the partner:** if extensive updates are needed to the partner report, the best option may be to revert the whole report back to the partner in order to make the necessary updates. Click on “Revert from Flc to PP” in the left-hand menu to push the report back to the partner. Once the partner has made the necessary updates, they will need to resubmit their report. **Note:** If the FLC reverts the partner report all entries the FLC has currently made are lost! This means that after resubmission of the report by the partner, the FLC must re-enter all information.

Figure 13 - Step 1: edit expenditure window

The screenshot displays the 'Edit Expenditure' window in the eMS system. The window is divided into several sections:

- List Of Expenditure:** A table with columns 'Seq No' and 'Budget Line'. It shows two rows: '1 Staff costs' and '2 Staff costs'.
- Internal Reference Number:** A form with fields for 'Invoice Number', 'Date Of Payment' (01.12.2015), 'Currency' (GBP - pound sterling), 'Total Value Of Item In Original Currency' (4,800.00), 'Vat' (0.00), 'Declared Amount In The Original Currency' (4,800.00), 'Expenditure Outside (The Union Part Of) The Programme Area?' (checkbox), 'In Kind' (checkbox), 'Verified By Flc' (checkbox), 'Difference Flc' (€ 0.00), and 'Amount Certified Flc' (€ 6,828.85).
- Description2:** A text area for 'Description2' with a character limit of 243.
- Partner Comment:** A text area for 'Partner Comment' with a character limit of 255.
- Comment Flc:** A text area for 'Comment Flc' with a character limit of 255.
- Inherent Risk Assessment:** A table with columns 'Date', 'Description1', 'Description2', and 'Partner Comment'. It shows two rows: '01.12.2015 main partner' and '01.12.2015 sub partner'.

The window also includes a left-hand menu with options like 'Partner Finance Report', 'Attachment Upload Closed', 'Flc Documents', 'Flc Checklist', 'Flc Report', 'Print Report', 'Revert From Flc To P P', 'Exit', 'Help', 'Contacts', and 'Logout'. The top of the window shows the 'eMS' logo and the 'TestProj7 72' identifier.

4.3 Step 2: Partner Information

The next tab is Partner Information. Some of the information on this page will be pre-filled from the project application, e.g. VAT status, bank details, and partnership agreement. The First level controller could inform the partner if these details are missing but will not be responsible to check that they are correct.

The FLC is expected to fill in what accounting system the partner is using, and in what format the documents were made available to the FLC.

Figure 14 - Step 2: partner information

The screenshot shows the 'Partner Information' tab in the eMS system. The breadcrumb trail at the top indicates the path: 'Flc Expenditures' > 'Partner Information' > 'Flc Checklist' > 'Flc Report' > 'Attachments' > 'Inherent Risk Assessment' > 'Control Risk Assessment'. The main heading is 'Independent First Level Control Document'. The form contains several sections: 'Accounting System' with a dropdown menu set to 'A Separate Accounting System'; 'Vat' with a question 'The partner organisation has the right to recover VAT.' and radio buttons for 'Yes', 'Partially', and 'No'; 'Bank Account' with a question 'The correct IBAN and BIC is communicated to the Lead Partner and the account belongs to the project partner's organization' and radio buttons for 'Yes' and 'No', followed by a comment field; 'Partnership Agreement' with a question 'The partnership agreement is according to programme rules and signed by the project partner.' and radio buttons for 'Yes' and 'No', followed by a comment field; and 'Format Of Documents' with a question 'Documents were made available to FLC in the following format (tick all that apply)' and checkboxes for 'Original', 'Copy', and 'Electronic'. The left sidebar contains navigation links: 'Exit', 'Help', 'Contacts', 'Logout', and a language dropdown set to 'EN'. The bottom left corner features the eMS logo and mentions it was developed by PLOT and INTERact, with a reference to the European Regional Development Fund.

4.4 Step 3: FLC Checklist

The next step is to fill in the FLC checklist, which contains the following sections:

FLC Checklist sections
Audit Trail
On-the-spot verifications
Staff costs - SIMPLIFIED COSTS acc. to Art 67(1)(b)(d) of (EU) 1303/2013 and Art 19 of (EU) 1299/2013
Staff Costs - REAL COSTS acc. to Art 67(a) of (EU) 1303/2013 and Art (3) of Del Reg (EU) 481/2014
Staff Cost - Part time - REAL COSTS acc. to Art 67(1)(a) and 68(2) of Reg. (EU) No 1303/2013 and Art (3)(4)-(7) Delegated Reg. (EU) No 481/2014
Office and Administration – SIMPLIFIED COSTS acc. to Art 68(1) of (EU) 1303 / 2013
Office and Administration - REAL COSTS acc. to Art 67(a) of (EU) 1303/2013 and Art (4) of Del Reg. (EU) 481/2014
Travel and Accommodation - acc. to Art 67(a) of (EU)1303/2013 and Art (5) of Del Reg. (EU)481/2014
External Expertise and Services - acc. to Art 67(a) of (EU)1303/2013 and Art (6) of Del Reg. (EU)481/2014
Equipment - acc. to Art 67(a) of (EU) 1303/2013 and Art (7) of Del Reg. (EU) No 481/2014
Compliance with public procurement rules
In-kind Contributions
Compliance with information and publicity requirement - acc. to Annex XII of Reg. (EU) No 1303/2013
Compliance with other EU rules
Accounting System
Project Identification

Please remember to **save** your input regularly and before moving on to a different menu to avoid that data will be lost, using the save button in the top-left corner?

Once you are finished with the checklist, click on “Finalise Check”, where you will be asked to confirm your answers by ticking the box “Done” behind each question (or collectively for all questions by ticking the box at the top) and saving the checklist. If you use a controller reviewer, you can also ask them to confirm your answers.

Printing the FLC checklist

When you have confirmed all answers, click on “Print Preview” at the bottom of the checklist. A different view of the checklist will show. At the bottom of this page, click on “Print FLC Checklist to PDF”. A new window will open, which is the last opportunity to make final corrections before printing the checklist to PDF. **Note:** any corrections made here will not be saved in the checklist, so please only use this for small corrections like typos. For bigger corrections, please go to the previous steps in the assessment.

Press “Print” at the bottom of the screen to generate a PDF of the checklist. A time and date stamp will be visible at the bottom of the PDF print.

The FLC checklist can be printed, signed and uploaded if needed for internal purposes, but this is not required by the programme. The reason is that the user rights are personal, and the user is responsible for all work done under the user name. The user name and password equals a signature.

Figure 15 - Step 3: FLC Checklist

Checklist For Expenditure Declared And Certified By Budget Line

First Level Control

Weight	Question	Value	Weighted Value	Comment	Confirmed
0	The list of expenditure from Main ledger is available in eMS (attachments) for the reporting period from the project partner.	Yes No Not Applicable	0,00		<input type="checkbox"/>
0	Costs are directly related to the project and necessary for the development or implementation of the project. e.g. Verified that costs: • have been initially planned in the application form under this budget line OR • A written agreement of these costs exists from the JS.	Yes No Not Applicable			<input type="checkbox"/>
0	Costs are correctly allocated to the relevant budget lines. e.g. Inspected list of expenditures.	Yes No Not Applicable			<input type="checkbox"/>
0	Costs are declared only once. e.g. Inspected the list of expenditures and verified that expenditures have not been declared twice in different budget lines or in previous reporting periods.	Yes No Not Applicable			<input type="checkbox"/>
	[according to Art 67(1)(a) of Reg. (EU) No 1303/2013] Expenditure was incurred and paid within the eligible period of the project.				

The screenshot displays the eMS application interface for the 'FLC Checklist' section. The top navigation bar shows 'TestProj7' and 'FLC Checklist' tabs. Below this is a breadcrumb trail: 'FLC Expenditures > Partner Information > FLC Checklist > FLC Report > Attachments > Inherent Risk Assessment > Control Risk Assessment'. The main content area is titled 'Checklist For Expenditure Declared And Certified By Budget Line' and 'First Level Control'. It contains a table with columns: Question, Weight, Value, Average, Weighted Value, Comment, and Done. The table has two rows. The first row is for 'Audit Trail Checklist' with a weight of 0.00. The second row is for 'Costs are directly related to the project and necessary for the development or implementation of the project.' with a weight of 0.00. Both rows have a 'Value' of 'N/A' and a 'Weighted Value' of '0.00'. The 'Comment' column for both rows is empty, and the 'Done' column has a red circle around the checkbox. The interface also includes a sidebar with 'SAVE', 'Exit', 'Help', 'Contacts', and 'Logout' buttons, and a footer with 'eMS electronic monitoring system' and 'INTERACT' logos.

Question	Weight	Value	Average	Weighted Value	Comment	Done
Audit Trail Checklist	0.00					
The list of expenditure from Main ledger is available in eMS (attachments) for the reporting period from the project partner.						
0	Yes No Not Applicable	N/A	0.00			<input type="checkbox"/>
	Yes No Not Applicable					<input type="checkbox"/>
Costs are directly related to the project and necessary for the development or implementation of the project. e.g. Verified that costs: <ul style="list-style-type: none"> • have been initially planned in the application form under this budget line OR • A written agreement of these costs exists from the JS. 						
0	Yes No Not Applicable	N/A	0.00			<input type="checkbox"/>

Print Preview

Source

Independent First Level Control Checklist

Partner Information

Project and Partner Report	
Interreg programme	Northern Periphery and Arctic Programme
Project title	TestProj7
Project acronym	TestProj7
Project number eMS	72
Project number CAV, MA	
Name of the Lead Partner	LP_IS
Reporting period	\$period.start- \$period.end

Project Partner

Name of controlled project partner	
Project partner is located	

VAT

The partner organisation has the right to recover VAT:
(Please provide comments if 'partially' is ticked)

☐ yes
 ☐ partially
 ☐ no

Format of documents

Documents were made available to FLC in the following format (tick all that apply)

☐ original
 ☐ copy
 ☐ electronic

Audit Trail Checklist

Question	Answer	Comment
Costs are directly related to the project and necessary for the development or implementation of the project. e.g. Verified that costs:		
<ul style="list-style-type: none"> have been initially planned in the application form under this budget line OR A written agreement of these costs exists from the JS. 		

4.5 Step 4: FLC Report (& Certificate)

Note: the NPA has chosen to merge the FLC Report and Certificate into one document.

Next, go to the tab FLC Report. This page has some pre-filled sections including your contact details and a summary of the verified expenditure.

Here you should fill in several pieces of information, including what type of costs the report contained, the name of the controller reviewer if applicable, information about the methodology of verification, and information about expenditure outside the eligible area. At the end of the page, you can add any findings, your conclusions and recommendations, and any follow up measures.

Printing the FLC Report (& certificate)

When you have filled in all your answers, click on “Print FLC Report” in the left-hand menu. A new window will open, which is the last opportunity to make final corrections before printing the report/certificate to PDF. **Note:** any corrections made here will not be saved in the report, so please only use this for small corrections like typos. For bigger corrections, please exit the print preview.

Press “Print” at the bottom of the screen to generate a PDF of the FLC report/certificate. A time and date stamp will be visible at the bottom of the PDF print.

The FLC report/certificate can be printed, signed and uploaded if needed for internal purposes, but this is not required by the programme. The reason is that the user rights are personal, and the user is responsible for all work done under the user name. The user name and password equals a signature.

Figure 18 - Step 4: FLC Report (& certificate)

The screenshot displays the eMS web application interface. The browser address bar shows the URL: `gecko-npaems.dns.boreus.de/ems/app/main/execution=1a6`. The page header includes the 'Northern Periphery and Arctic Programme 2014-2020' logo, the 'TestProj7' identifier, and the 'FLC Report' tab. The left-hand menu contains options like 'SAVE', 'Print FLC Report' (highlighted with a red circle), 'Exit', 'Help', 'Contacts', and 'Logout'. The main content area is titled 'Independent First Level Control Report' and contains the following sections:

- Project And Progress Report**
 - Report Dated By Project Partner: 07.12.2015
 - Type Of Project Report: ☐ Preparation Costs, ☐ Partner Report, ☐ Final Report
- Designated Project Partner Controller**
 - FLC Body Responsible For The Verification
 - FLC Organization Doing The Verification(If Applicable)
 - Name Of The Controller: FLC user
 - Job Title
 - Division Unit Department
 - Address
 - Country: Norrbottens län
 - Telephone Number
 - Email
 - Controller Reviewer(if Applicable): [input field]

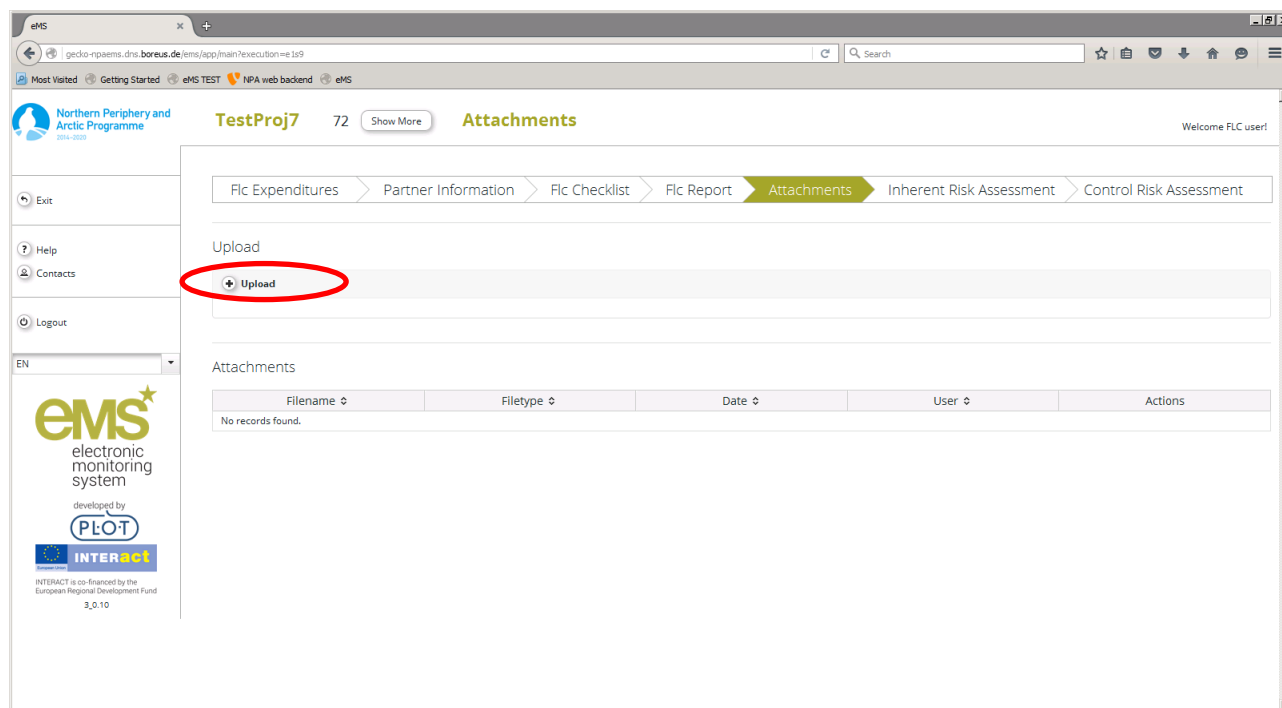
The footer of the page includes the 'ems electronic monitoring system' logo, 'developed by PLOT', and 'INTERACT' logo, along with the text: 'INTERACT is co-financed by the European Regional Development Fund 3.0.10'.

4.6 Step 5: Attachments

On this page, it is possible to upload supporting documents. The FLC checklist can be printed, signed and uploaded if needed for internal purposes, but this is not required by the programme.

To upload a document, click on the + button and select the file from your computer. **Note:** the maximum file size for attachments is 2MB!

Figure 19 - Step 5: Attachments



4.7 Submit

In order to submit your FLC checklist and report/certificate, go back to the tab “FLC Expenditures”.

Before you are able to submit your work, click on “Check FLC Work” in the left-hand menu. After all checks are okay, you will see the option “Finalize FLC Work”. After confirming, you have submitted your work. In the list of partner reports, the status of the report will change to “report certified”.

Once submitted you are not able to make further changes to your work.

After submission, the certified partner claim will become visible to the project Lead Partner. The Lead Partner will then perform their checks of the expenditure. Lead Partners have the right to make deductions if costs are deemed not in line with the project plan. The Lead Partner can also choose whether or not to include the certified partner expenditures in the total project claim.

Figure 20 – Check FLC work

The screenshot shows the eMS web application interface. In the left sidebar, the 'Check FLC Work' option is highlighted with a red circle. The main content area displays the 'Open Report Expenditures' table, which shows financial data for various budget lines.

Budgetline	Declared	Certified	Difference	Certified In%
Staff costs	€ 24.875,62	€ 24.875,62	€ 0,00	100,00 %
Office and administration	€ 3.731,34	€ 3.731,34	€ 0,00	100,00 %
Travel and accommodation	€ 3.553,66	€ 0,00	€ 3.553,66	0,00 %
Total Expenditure	€ 32.160,63	€ 28.606,97	€ 3.553,66	88,95 %
Net Revenue	€ 0,00	€ 0,00	€ 0,00	0,00 %
Total Eligible Expenditure	€ 32.160,63	€ 28.606,97	€ 3.553,66	88,95 %

5. Help and Technical Support

For any technical problems you might experience with the eMS, please contact the Joint Secretariat at secretariat@interreg-npa.eu, or by telephone at +45 3283 3784 during office hours. Alternatively, you can make a support ticket on the eMS Helpdesk: <https://npaems.freshdesk.com/support/home>. This will be dealt with by a Joint Secretariat staff member.