Project netboard User Guide V2
October 2013

Financial Reporting - Instructions for use of the Management module in Project netboard

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A comprehensive tool to design and manage your Research, Development and Innovation projects. PROJECT NETBOARD is a collaborative web-based management tool. PROJECT NETBOARD allows effective follow-up for the entire life cycle of projects.

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Login names and passwords are case sens...
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GRANT NEGOTIATION: All the project data (full work plan and the provisional budget of the organisation) can be inputted and remains accessible in this module.

MANAGEMENT: Module dedicated to the reporting tasks and project monitoring. The module displayed on the user's screen is identified with a **white background**. In the figure below the management module is on display.

BREADCRUMB: location of the page currently on display
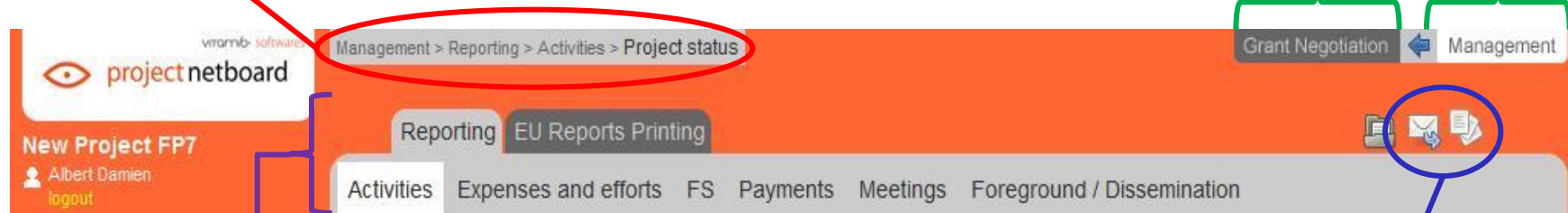
TABS of **the management module:**
• <u>Reporting</u>: Lets Partners perform the technical and financial reporting,
• <u>EU Reports Printing</u>: Lets Partners download and print various descriptions and tables created from the data reported.

Most important SUBTABS of **the management module:**
• <u>Activities</u>: Lets Partners perform the technical reporting
• <u>Expenses and efforts</u>: Lets Partners perform the financial reporting

Additional Functionalities:

• Send e-mails to Partners
• Share documents

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The efforts spent and expenses incurred have to be reported at the **end of each month**.

WHO	REPORTING EFFORTS	REPORTING EXPENSES
Partners	Actors have to declare their actual time spent on the project	All the expenses incurred related to the work performed

NB: Please note that it is important to keep all invoices and vouchers that justifies the expenses incurred during the project and 5 years after the project.

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To **ACCESS** the reporting section, click on **Expenses and efforts** and then from the menu list select **Actors and efforts** : each actor has his/her own time sheet

Management > Reporting > Expenses and efforts > Actors and efforts

Reporting EU Reports Printing

Activities Expenses and efforts FS Payments Meetings

Settings
Actors and efforts
Declare expenses
Use of the resources

To create an actor:

I. ACTOR'S INFORMATION
1. Click on "**Add actor**" in the column "**Actions**",
2. Select a person from the list who is already a user of the tool, or
2. bis Create a new actor by entering "**first name, name and e-mail**",

3. Select a "**Category name**" to which the new actor must related to,
4. Select the task(s) in which the new actor will work from the right column, and click on the "**Add**" button to move the selected task to the left column (Click on the Blue Arrow to expand the task list),
5. Select the Reporting time unit (Hour, Day, Month)
6. Select the period during which the actor will work on the project,
7. Click on "**Enter**" to save the entries.

II. ACTOR'S LABOUR COSTS
In this frame, the labour costs for each actor must be provided. Labour costs may be identical for the whole reporting period or they may vary along time within the same reporting period.

A. Select the "**Period**",
B. Identify the direct labour costs (gross salary +taxes) and indirect costs (if applicable), in your currency,
C. Click on "**Enter**" to save the entries.

Partner actors
Partner : P02
CP Barcelona

View / Download :
🌐 Budget vs actual costs

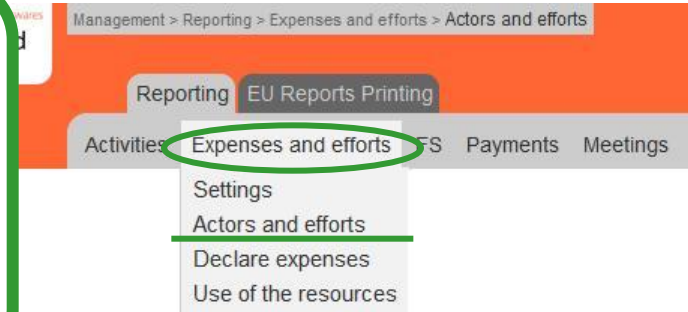For each user you can create and then modify actors ...click to enlarge

Actions

Add actor

P02 - CP Barcelona

diego Gonzalez
Albert Damien

Labour costs = **Gross salary + Social security charges + other statutory costs** included in the remuneration

Actor's information

Acto 2b 🔗 Mrs. ▼ --Select-- ▼ 2

Category name scientist ▼ 3

Tasks ⬇ [ ] << Add Remove >> T01.02 ⬍ 4

Reporting time unit Person*Day ▼ 5

Period of work from month 1 ▼ to month 48 ▼ 6

Enter 7

Actor's labour costs (in currency [EUR])

Labour costs declaration		
Period	from month 13 ▼ to month 25 ▼	A
Labour costs	direct labour costs	indirect costs	B
Enter C		

Labour costs declared		
Month	Direct labour costs	Indirect costs
from 1 to 2	100	50
from 3 to 13	125	75
from 14 to 25	75	25

To **ACCESS** the reporting section, click on **Expenses and efforts** and then from the menu list select **Actors and efforts** : each actor has his/her own time sheet

For each user you can create and then modify actors ...click to enlarge

To declare the time (hour-day-month) spent by an actor on the project:

1. Select an actor from the left hand side column,

2. Select the right month of reporting,

3. Declare the time spent by the actor under each task in the "**This month**" box,

4. Provide a description of the activity carried out and the results obtained under the task by the actor and for the concerned month,

5. Click on "**Enter**" to save the entries.

Management > Reporting > Expenses and efforts > Declare expenses

Grant Negotiation | Management

Reporting | EU Reports Printing

Activities | Expenses and efforts | FS | Payments | Me

Settings
Actors and efforts
Declare expenses
Use of the resources

To **ACCESS** the reporting section, click on **Expenses and efforts** and then from the menu list select **Declare expenses**

For each cost category, you can add, modify, delete expenses ...click to enlarge

P02 - CP Barcelona

Partners not in the euro zone must declare expenses in national **CURRENCY**

All Partners must declare costs without **VAT**

Income / Receipts - Total declared receipts : 0 EUR (Expenses in currency - VAT excluded)

WP	Date (dd/mm/yyyy)	Cost (EUR)	Description	Type	Delete

Add a receipt

Travel and subsistence - Total declared expenses : 0 EUR (Expenses in currency VAT excluded)

WP	Date (dd/mm/yyyy)	Travel cost (EUR)	Description	Subsistence or perdiem cost (EUR)	Actor	Delete

Add a travel expense

Subcontracting - Total declared expenses : 0 EUR (Expenses in currency - VAT excluded)

WP	Date (dd/mm/yyyy)	Cost (EUR)	Description	Name of		

Add a subcontracting expense

Equipment depreciation - Total declared expenses : 0 EUR

WP	Date (dd/mm/yyyy)	Depreciation cost (EUR)	Description

Add an equipment expense

Consumables - Total declared expenses : 0 EUR (Expen

WP	Date (dd/mm/yyyy)	Cost (EUR)

Add a consumables expense

Costs can be declared in all the costs categories defined for the project.
The Income / Receipts is a generic cost category to declare all the income/receipts that may be generated during the project.

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Costs must be declared for the reporting period indicated. Invoice must be incurred and recorded in accounts during that period.

Reporting Period 1 | Reporting Period 2
From month 13 to month 24

Enter (8)

Income / Receipts - Total declared receipts : 0 EUR   (Expenses in currency - VAT excluded)

WP	Date (dd/mm/yyyy)	Cost (EUR)	Description	Type	De
	Add a receipt				

Travel and subsistence - Total declared expenses : 0 EUR   (Expenses in currency - VAT excluded)

WP	Date (dd/mm/yyyy)	Travel cost (EUR)	Description	Subsistence or perdiem cost (EUR)	Actor	De
WP01 - WP 1 Demo 1 ▼ (2)	(3)	0 (4)	(5)	0 (6)	--Select-- (7)	
(1) Add a travel expense						

Subcontracting - Total declared expenses : 0 EUR   (Expenses in currency - VAT excluded)   (6)   (7)

WP	Date (dd/mm/yyyy)	Cost (EUR)	Description	Name of subcontractor	Country	De
Add a subcontracting expense						

Equipment depreciation - Total declared expenses : 0 EUR   (Expenses in currency - VAT exclude   (6)   (7)   ⬆

WP	Date (dd/mm/yyyy)	Depreciation cost (EUR)	Description	Percentage of use	Period of use (in months)	Delete
Add an equipment expense						

Consumables - Total declared expenses : 0 EUR   (Expenses in currency - VAT excluded)   ⬆

WP	Date (dd/mm/yyyy)	Cost (EUR)	Description	Delete
Add a consumables expense				

Enter (8)

Declare a cost

1. Click on "**Add a xxx expense**",

2. Select the Work package for which the cost has been incurred,

3. Indicate the date of the expense,

4. Indicate the exact amount of the expense,

5. Provide a description of the expense,

6. And 7. Optional fields, depending on cost category

8. Click on "**Enter**" to save the entries.

To **ACCESS** the reporting section, click on **Expenses and efforts** and then from the menu list select **Declare expenses and efforts**

Reporting | EU Reports Printing

... | Expenses and efforts | FS | Payments | Meetings | Foreground / Dissemination

Settings
Declare expenses and efforts
Use of the resources

Reporting Period 1 | Reporting Period 2
From month 13 to month 24

Costs must be declared for the reporting period indicated. Invoice must be incurred and recorded in accounts during that period.

Period and cost model

Period	①	Reporting period 2 - From month 13 to month 24		
Indirect cost model	②	Standard flat rate - Flat rate : 20%		
Reporting time unit		H : Hour ③	Planned efforts unit	H : Hour ④

The efforts declared for the current reporting period (RP2) in the Efforts and costs declaration table will be displayed in the above selected reporting time unit : Person*Hour (p*h).
The planned efforts (P) will be displayed in the Efforts and costs declaration table in the same time unit : Person*Hour (p*h).

Actors
(average cost in currency [EUR] per Person*Hour)

Name	Category	Hourly salary (Gross salary + all social charges)	Delete
Mr. ▼ Albert Damien	scientist ▼	300 ⓒ	-
Mr. ▼ diego Gonzalez ▼ Ⓐ	scientist ▼	0	🗑
Mrs. ▼ firstname name email Ⓑ	scientist ▼	0	🗑

Ⓐ Add an actor by selecting an existing user OR Add an actor by creating a new user Ⓑ

Partners not in the euro zone must declare salaries and expenses in national **CURRENCY**

I Period and cost model
1. Indicates the reporting period,
2. Indicates the cost model used,
3. In the first reporting period, select the reporting time unit (hour-day-month). This unit will be used for the whole project,
4. Indicates the unit used to allocate the planned efforts and build the budget.

II Declaration of Actors
A. Create a new actor by selecting an existing user of Project netboard, or,
B. Create a new actor by creating a new user : fill in the boxes (first name, name and email address)
C. Identify the direct labour costs (gross salary +taxes) and indirect costs (if applicable), in € or national currency,

As partners' budgets have been built in **EURO**, planned amounts appear in EURO in the whole table

Efforts and costs declaration
Planned (P) amount and efforts for the whole project
Planned (P) amount is in EURO.

		Demonstration activities		Management activities	Other activities			RTD activities	
		WP01	WP02	WP03	WP05	WP16	WP17	WP10	Total
Efforts									
Albert Damien	P	50 p*h	0 p*h	30 p*h	0 p*h	500 p*h	900 p*h	0 p*h	85
	RP2	27 ①	0	8	0	50	-	-	
diego Gonzalez	P	50 p*h	0 p*h	30 p*h	0 p*h	500 p*h	900 p*h	0 p*h	40
	RP2	10	0	0	0	30	-	-	
	P	0 p*h	0 p*h	0 p*h	100 p*h	600 p*h	1500 p*h	0 p*h	110
	RP2	0	0	0	10	100	-	-	
Planned efforts		50 p*h ②	0 p*h	30 p*h	100 p*h	1100 p*h	2400 p*h	0 p*h	3680 p*h
Total efforts		37	0	8	10	180	0	0	235
Planned personnel costs		2500 ③	0	1500	3000	43000	90000	0	140000
Total personnel costs		8100 ④	0	2400	0	15000	0	0	25500
Costs in EUR									
Equipment (depreciation)	P	0	0	0	7500	10000	2800	0	6500
	RP2	0	0	0	1500	5000	-	-	
Subcontracting	P	0	0	2500	0	0	0	0	0
	RP2	0	0	0	0	0	-	-	
Consumables	P	0	0	0	10000	1500	5000	0	5000
	RP2	0	0	0	5000	0	-	-	
Travel and subsistence	P	2500	2500	0	0	1500	0	0	1250
	RP2	1000	0	0	0	250	-	-	
Total other direct costs		1000	0	0	6500	5250	0	0	12750
Total direct costs		9100	0	2400	6500	20250	0	0	38250
Total direct costs less subcontracting		9100	0	2400	6500	20250	0	0	38250
Indirect costs rate %		20%	20%	20%	20%	20%	20%	20%	
Total indirect costs		1820	0	480	1300	4050	0	0	7650
Planned eligible costs		6000	3000	4300	24600	67200	117360	0	222460
Total eligible costs		10920	0	2880	7800	24300	0	0	45900
Receipts									0
Requested contribution									
Reimbursment rate %		50%		100%	100%			75%	
Total requested EC Contribution		5460	0	2880	7800	24300	0	0	40440

[Enter]

I Declaration of efforts

1. Efforts can be reported for each actor identified in the above Actors table and for each WP in which the partner is involved (provided the WP is open during the reporting period (RP)). Efforts are declared for the whole reporting period (RP) and in the reporting time unit indicated in the previous slide (see item 3),

2. Indicates the efforts planned (P) under this WP, for the partner, for the whole duration of the WP ,

3. Indicates the planned (P) personnel costs corresponding to the planned efforts for the WP,

4. Indicates the Personnel costs claimed for the reporting period (RP): efforts reported X salary of the actor identified in the Actors table .

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Efforts and costs declaration
Planned (P) amount and efforts are for the whole project duration.
Planned (P) amount is in EURO.

Partners not in the euro zone must declare their expenses in national **CURRENCY**
(the partner currency in the example is EURO)

		Demonstration activities		Management		Other activities		RTD activities	
						WP16	WP17	WP10	Total
						500 p*h / 50	900 p*h / -	0 p*h / -	85
						500 p*h / 30	900 p*h / -	0 p*h / -	40
	P / RP2	0 p*h / 0	0 p*h / 0	0 p*h / 0	100 p*h / 10	600 p*h / 100	1500 p*h / -	0 p*h / -	110
Planned efforts		50 p*h	0 p*h	30 p*h	100 p*h	1100 p*h	2400 p*h	0 p*h	3680 p*h
Total efforts		37	0	8	10	180	0	0	235
Planned personnel costs		2500	0	1500	3000	43000	90000	0	140000
Total personnel costs		8100	0	2400	0	15000	0	0	25500
Costs in EUR									
Equipment (depreciation)	P / RP2	0 / 0	0 / 0	0 / 0	7500 / 1500	10000 / 5000	2800 / -	0 / -	6500
Subcontracting	P / RP2	0 / 0	0 / 0	2500 / 0	0 / 0	0 / 0	0 / -	0 / -	0
Consumables	P / RP2	0 / 0	0 / 0	0 / 0	10000 / 5000	1500 / 0	5000 / -	0 / -	5000
Travel and subsistence	P / RP2	2500 / 1000	2500 / 0	0 / 0	0 / 0	1500 / 250	0 / -	0 / -	1250
Total other direct costs		1000	0	0	6500	5250	0	0	12750
Total direct costs		9100	0	2400	6500	20250	0	0	38250
Total direct costs less subcontracting		9100	0	2400	6500	20250	0	0	38250
Indirect costs rate %		20%	20%	20%	20%	20%	20%	20%	
Total indirect costs		1820	0	480	1300	4050	0	0	7650
Planned eligible costs		6000	3000	4300	24600	67200	117360	0	222460
Total eligible costs		10920	0	2880	7800	24300	0	0	45900
Receipts									0
Requested contribution									
Reimbursment rate %		50%		100%	100%			75%	
Total requested EC Contribution		5460	0	2880	7800	24300	0	0	40440
[Enter]									

User Guide PNB, Page 12

I Declaration of costs

1. Costs can be reported for each cost category, under each WP in which the partner is involved. Costs are reported for the whole reporting period, in € or in national CURRENCY,

2. Indicates the costs planned (P) (in EURO) under this WP, for the partner, for the whole duration of the WP,

3. 4. 5. Indirect costs, Total costs and EC requested contribution are automatically calculated,

6. Click on "**Enter**" to save the entries.

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To **ACCESS** the reporting section, click on **Expenses and efforts** and then from the menu list select **Use of the resources**

For each cost category, you can give an explanation for the resources used.

P02 - CP Barcelona

Period 1 : 1 to 12
Period 2 : 13 to 24
Period 3 : 25 to 36

Management > Reporting > Expenses and efforts > Use of the resources - FormC

Grant Negotiation ← Management

Reporting   EU Reports Printing

Activities   Expenses and efforts   PS   Payments   Meetings   Foreground / Dissemination

Settings
Declare expenses and efforts
Use of the resources - FormC

EXPLANAT
The "explar... as been added in order to provide explanations related to the use of resources (personnel costs, subcontrac...
Once the "... orm has been filled in, the contents could be also viewed from the Form C (click on the "+" buttons available in section 1- Declaration of eligible costs of the Form C) and directly copied/pasted into the commission reporting tools (Force or NEF).

Please note:
- If your reporting has been set up in a detailed mode in Project netboard, the "explanations of use of resources" form will be automatically filled in with the detailed information already provided in the « Declare expenses » section. The explanations related to the use of resources however can be amended at any time and saved again in the "explanations of use of resources" form. This will not alter the detailed information provided in the « Declare expenses » section.
- If your reporting has been set up in a simplified mode, the explanations related to the use of resources however must be added directly in the form and saved.

Explanations of use of resources
Personnel, subcontracting and other major cost items for beneficiary (CP Barcelona) for the period (25 - 36)

Cost in EURO	Category	Explanation	Work package
RTD activities			
7241.50	Personnel costs	Total efforts : 12 p*m	WP06,WP07
0.00	Subcontracting		WP06,WP07
28500.00	Equipment	Equipment description for RP3	
17000.00	Consumables	Consumables ...	
7500.00	Travel		
2061.50	Indirect costs		
62303.00	Total		
Demonstration activities			
6191.50	Personnel costs	Total efforts : 9 p*m	
0.00	Subcontracting		
0.00	Equipment		
0.00	Consumables		
0.00	Travel		
2061.50	Indirect costs		

1

This section allows summarizing the costs that have been reported. It indicates the total amounts claimed per cost category and a precise description for each of them must be added.

This table is an official document to be used in the periodic report.

To modify the use of the resources:
1. Enter an description for each cost category,
2. Click on "**Enter**" (at the bottom of the form) to save the entries.

2

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To ACCESS the form C section, click on **FS** and then **Form C**
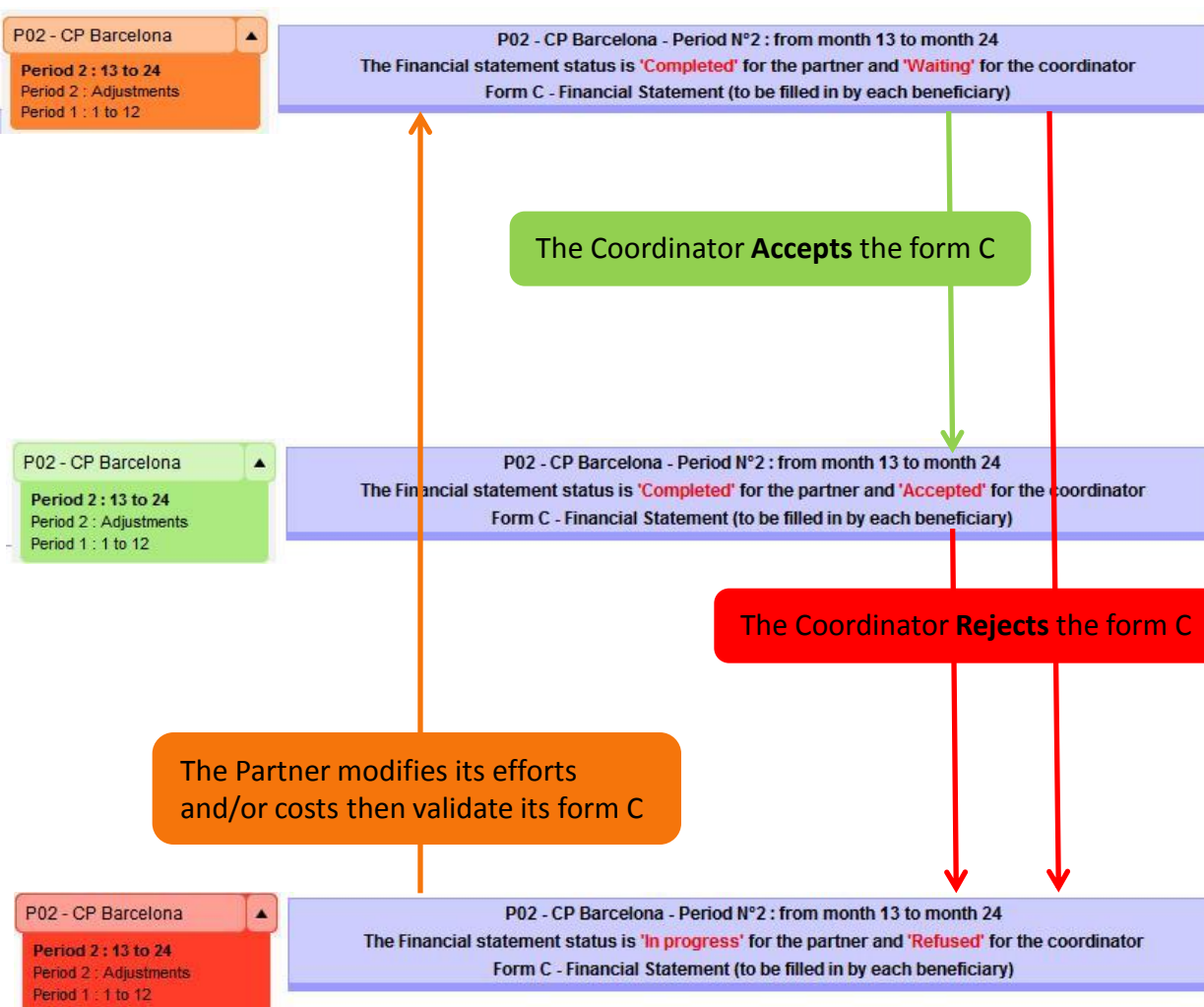

This form C is actually opened.

1. The partner status is **"In progress"**,
2. The Coordinator status is **"Waiting"**,
3. On the left hand side of the screen, the partner is identified with a purple background. Efforts, costs and the use of resources can still be added/modified/deleted.

Indicates the reporting period related to this form C.

Once the partner has declared its efforts and costs, the following steps must be completed by the partner:
4. Check the value of the calculated EC contribution, and modify it if necessary,
5. Click on "**Enter**" to validate the form C and let the Coordinator check its contents.

The partner status will change to **"Completed"**, and it will be no longer possible to modify efforts and costs.

P02 - CP Barcelona
Period 2 : 13 to 24
Period 2 : Adjustments
Period 1 : 1 to 12

P02 - CP Barcelona - Period N°2 : from month 13 to month 24
The Financial statement status is 'Completed' for the partner and 'Waiting' for the coordinator
Form C - Financial Statement (to be filled in by each beneficiary)

When the form C is **validated** by the **partner**:
1. The partner status is **"Completed"**,
2. The Coordinator status is **"Waiting"**,
3. On the left hand side of the screen, the partner is identified with an orange background. Efforts, costs and the use of resources **can NOT be added/modified/deleted**.

The Coordinator **Accepts** the form C

P02 - CP Barcelona
Period 2 : 13 to 24
Period 2 : Adjustments
Period 1 : 1 to 12

P02 - CP Barcelona - Period N°2 : from month 13 to month 24
The Financial statement status is 'Completed' for the partner and 'Accepted' for the coordinator
Form C - Financial Statement (to be filled in by each beneficiary)

The **Coordinator** can **accept** the form C:
1. The partner status is **"Completed"**,
2. The Coordinator status is **"Accepted"**,
3. On the left hand side of the screen, the partner is identified with a green background. Efforts, costs and the use of resources **can NOT be added/modified/deleted**.

The Coordinator **Rejects** the form C

The Partner modifies its efforts and/or costs then validate its form C

P02 - CP Barcelona
Period 2 : 13 to 24
Period 2 : Adjustments
Period 1 : 1 to 12

P02 - CP Barcelona - Period N°2 : from month 13 to month 24
The Financial statement status is 'In progress' for the partner and 'Refused' for the coordinator
Form C - Financial Statement (to be filled in by each beneficiary)

The **Coordinator** can **reject** the form C:
1. The partner status is **"Refused"**,
2. The Coordinator status is **"Waiting"**,
3. On the left hand side of the screen, the partner is identified with a red background. Efforts, costs and the use of resources **can be added/modified/deleted**.

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To ACCESS the partner members section, **click** on **Partner forms** and then **Partner members** : New users may be created , and existing users data may be edited

Go to the Grant Negotiation module

Click on "Add a user" to open a new user form.

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User's information

First name	Joe
① Family name	Smith
E-Mail	joe.smith@vitamib.com
☑ Send an E-Mail to this user ②	
③ Enter	

Send mail

From :	Albert Damien
To :	Joe Smith
Subject :	Welcome to project New Project FP7 Ⓐ
Message : Ⓑ	You have now access to project New Project FP7. Your account is : last name : Smith first name : Joe email : joe.smith@vitamib.com user name : jsmit password : [********] Click on this link to enter Project netboard : http://www.projectnetboard.com

Send Mail Ⓒ

To create a new user:

I.   USER'S INFORMATION

1. Enter "**first name, family name and e-mail address**",

2. Tick the "Send an E-Mail" box, to send immediately the new user his/her login and password ,

3. Click on "**Enter**" to save the entries.

II. SEND USER'S LOGIN AND PASSWORD

A. Modify the e-mail message "**Subject**", if necessary,

B. In the message, the user information is indicated : last name, first name, email, login (user name) and password. **Do not modify** the **"user name"** nor the **"password"** information, or the new user will not receive his/her login information,

C. Click on "**Send Mail**".

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Click on the "envelope icon" to send e-mails to one or more partners.

A WP leader may contact directly the responsible partners for the tasks within that WP in order to inquire about the task progress,

This mailing functionality may be used as a regular mailing system for the project.

Click on the "sheets icon" to share and download common documents.

A folder may be dedicated to all the legal and financial documents of the project (Grant Agreement, DoW...). In addition a folder for each WP may be created.

Files may be uploaded to folders (1) and downloaded by other partners.