Export and upload financial data to EC's website (FP7 only)

Please note this help article is relevant to FP7 projects only.

At *Implementation > Version/Export* you can export and download a financial report in Excel for upload to the EC's Participant Portal (FORCE, NEF, ...) for each Periodic Reporting period scheduled for the project.

| 0 0 SEMDESK - Project Docume | × | | | 2 | | |
|---|--|--|--------|--------------------|--|--|
| ← → C ff 🔒 https://emdesk | .eu/cms/?p=289& | | | ☆ ≡ | | |
| Project Accorym: EVALUATION Current Me Im myENDESK DoW | O Loaded | Christenset - | | | | |
| Controlling Reporting Finances | | | 🛞 Help | Version / Export + | | |
| DOW & Reports | Project Document | Exporter | | | | |
| Last update: 13.08.2012 14.29 Description of Work | Periodic Report (M01 - M General Information & St | 12) - Activity and Management Re atus | port | | | |
| 📀 Interim Report (M01 - M06) | Status | Started | | \$ | | |
| Interim Report (M07 - M12) Periodic Report (M01 - M12) Activity and Management Report | Due Date Description | 01.01.14 (M15) | | | | |
| 🔒 Interim Report (M13 - M18) 🛛 🗳 | Periodic Report (M01 - M12) - Activity and Management Report (Word **) Problems with export? | | | | | |
| Canterim Report (M19 - M24) | | | | | | |
| 🔒 Periodic Report (M13 - M24) 🛛 🖬 | Financial Summary (Excel™) | | | | | |
| 🔒 Interim Report (M25 - M30) 🛛 🖪 | Form C for UCL (Excel TV) EC Reporting | | | | | |
| 🔒 Interim Report (M31 - M36) | Form C for UPMC (Excel TM) EC Reporting | | | | | |
| 🚔 Periodic Report (M25 - M36) 🛛 🗳 | Form C for TUD (Excel TV) | | | | | |
| 🔒 Interim Report (M37 - M42) | Form C for HUB (Excel TM) | | | | | |
| Collaboration Documents | Calendar | Support | 59.21 | 👗 Logout () | | |

To export a financial report for upload to the EC's Participant Portal,

- 1. Select the correct reporting period [] from the left hand side (the reporting period currently due is selected by default),
- 2. Click Form C for PartnerShortName (Excel[™]) on the right hand side, a popup appears,
- 3. Click **Download Form C for PartnerShortName (Excel**[™])
- 4. Open the exported Form C in MS Excel from your local Download folder
- 5. Select the sheet EC Reporting

| A1 | - | × √ f≠ Cost | | | , |
|-----|----------------|------------------------|---|---------------|----|
| 4 | A | В | С | D | LP |
| 1 | Cost | Cost Category | Explanation | Work packages | |
| 2 R | TD / Personne | l Costs | | | |
| 3 | 40.000,00 | Personnel Costs | PMO Manager Salary 1st per WP 1.2, WP 1.3 | | |
| 4 | 30.000,00 | Personnel Costs | Salary PhD Student Marc KiV | VP 1.1 | |
| 5 R | TD / Other Dir | ect Costs | | | |
| 6 | 1.000,00 | Travel and Subsistence | Arline fare for Flight Geneva V | VP 3.6 | |
| 7 | 55.000,00 | Durable Equipment | Equipment for new laborator V | VP 3.6 | |
| 8 | | | | | |
| 9 | | | | | |
| 0 | | | | | |

Each line (or group of lines) in the table on the "EC reporting" sheet will help you fill in the pop-up boxes in FORCE

6. Open the EC's dedicated reporting website (FORCE, NEF,...) in a new browser window and go to the *Costs reporting* section. Now copy-paste and add each cost line after another by activity type and cost category to the EC's website.

| F | RTD/Personnel costs | | | | | | | | |
|---|------------------------|--|----------------|--|--|--|--|--|--|
| | Cost | Explanation | Work Package 🕂 | | | | | | |
| × | 40.000,00 | PMO Manager Salary 1st period | 1.2, 1.3 | | | | | | |
| × | 30.000,00 | Salary PhD Student Marc King 1st period | 1.1 | | | | | | |
| | 70.000,00 Clear All | TOTAL | Done | | | | | | |

The requested Form C is provided for download in Excel format[]e.g. $130226_XXXX_FormC_P1_M01_M12.xlsx$. EMDESK collects all reported cost entries (*Implementation > Reporting > Costs*) by Partner X and with a date in the period of the selected report and consolidates the data into the required structure and format in order to generate the Form C.

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