Agreement partially co-financed by the European Union funds

Instruction

SL2021 – Payment schedule

Beneficiary manual for Interreg programmes

Table of contents

1. Introduction

The Payment schedule Module allows the Lead Partner to enter information on the expected time frames for the submission of subsequent partial payment claims and the expected values of expenditure in these claims.

The module can be accessed by the Lead Partner's users (data editing) and the Project Partners (data preview and xlsx file export).

The instruction contains a description of the procedure for creating a new (first) schedule and updating it during the duration and settlement of the project.

➢ The payment schedule list should only be created for future reporting periods and should not include periods for which partial payment claims have already been submitted to controllers.
➢ The payment schedule list should be updated on an ongoing basis to reflect as accurately as possible the Partners' forecast time lines and the value of payment claims to be submitted during the project.

2. Access to the module

Lead Partner and Project Partner users can access the schedules from the context menu in the project list:

3. Creation of the first payment schedule by the Lead Partner

After navigating to the project payment schedules, the Lead Partner should create a new payment schedule list:

Payment schedule list

CREATE NEW VERSION   PROJECT IMPLEMENTATION ∨

Number of results: 0

Search for payment schedule

Items per page:
10

After selecting the *Create New Version* function, a form will be displayed, which must be completed.

On the form screen, there are several fields to be completed.

Start date - Start date of the schedule range. This can be the start date of the project, but as a general rule the schedule should include information on the planned dates for submission of payment claims to the controllers. If any partial payment claim have already been submitted by the time the schedule is created, these periods should not be included in the schedule.

End date - Date of the end of the schedule range. This should be the date of completion of the project, and if any partial payment claim may be submitted after this date, the **End date** should be set appropriately later.

Divide into months - do not select the option to divide into months, data should be reported on a quarterly basis.

If the schedule dates extend beyond the project implementation period, a warning message will appear:
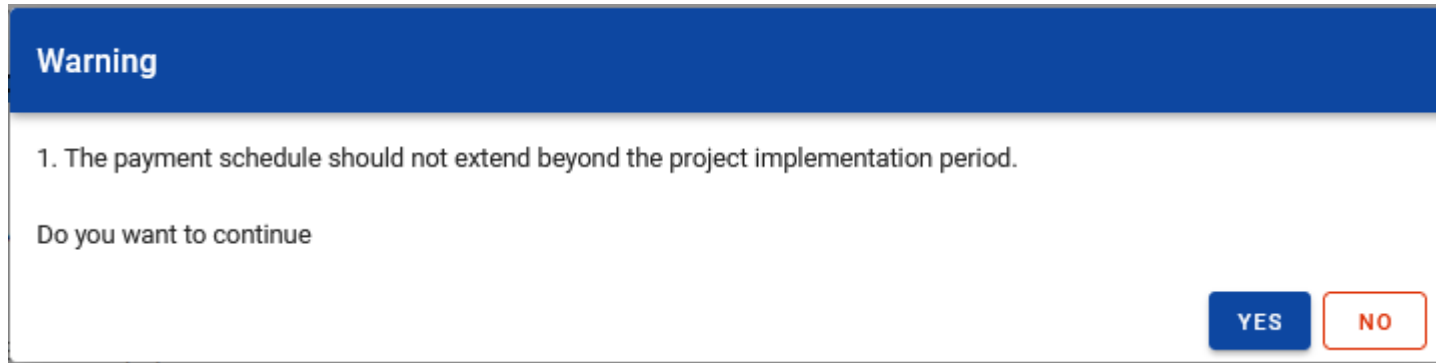
Nevertheless, it is possible to save the schedule.

4. Completion of payment schedule data by Lead Partner and Project Partners

Once the payment schedule has been created, the Lead Partner is able to export an xlsx file used to enter data on the upcoming deadlines for the submission of partial payment claims to controllers. To do this, go to the Payment Schedule Management menu and select the *Export to xlsx* option.

Payment schedule

| PAYMENT SCHEDULE MANAGEMENT ∧ | PROJECT IMPLEMENTATION ∨ |

Set schedule period

Send

Import from xlsx

Export to xlsx

Delete

Export as PDF

Payment schedule list

General Information ∧

Version number
1

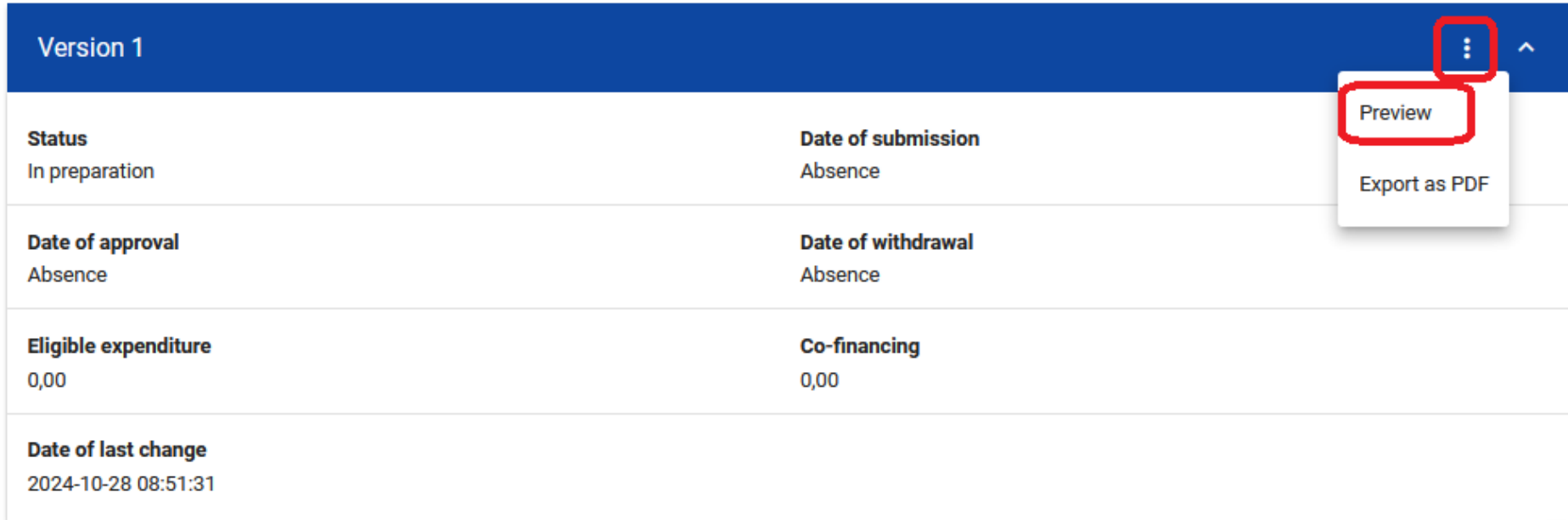**Beneficiary name**
MI6

Approval date
Absence

Eligible expenditure

Co-financing in project

Project partners will see a working version of the schedule when they go to Project Schedules and should go to the schedule preview:

To do this, go to the Payment Schedule Management menu and select the *Export to xlsx* option.

Payment schedule

The exported file contains a column with the name of the Lead Partner and the years and quarters corresponding to the defined schedule date range. Each Partner (including the Lead Partner) should complete the exported file by entering the value of the planned eligible expenditure to be submitted in the partial payment claims for the quarter in question. The value of the planned reimbursement should also be entered for such a quarter, as well as (in the case of advance payment projects) the planned value of the requested advance payment.

In addition, Partners should change the name of the Lead Partner shown in column B to the name of their own entity.

	Project number	Name of the project partne	Year	Quarter	Month (optional field)	Eligible expenditure	Co-financing - advance pay	Co-financing - reimbursement
	STHB.04.01-IZ.00-0(MI6		2024	4	October	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2024	4	November	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2024	4	December	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2025	1	January	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2025	1	February	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2025	1	March	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2025	2	April	0,00	0,00	0,00
	STHB.04.01-IZ.00-0(MI6		2025	2	May	0,00	0,00	0,00
0	STHB.04.01-IZ.00-0(MI6		2025	2	June	0,00	0,00	0,00
1	STHB.04.01-IZ.00-0(MI6		2025	3	July	0,00	0,00	0,00
2	STHB.04.01-IZ.00-0(MI6		2025	3	August	0,00	0,00	0,00
3	STHB.04.01-IZ.00-0(MI6		2025	3	September	0,00	0,00	0,00
4	STHB.04.01-IZ.00-0(MI6		2025	4	October	0,00	0,00	0,00
5	STHB.04.01-IZ.00-0(MI6		2025	4	November	0,00	0,00	0,00
6	STHB.04.01-IZ.00-0(MI6		2025	4	December	0,00	0,00	0,00

Once completed, the file should be forwarded to the Lead Partner. The Lead Partner creates a single joint payment schedule by pasting data from the schedules received from the Partners into its schedule file. This will create a common payment schedule for the project.

Project number	Name of the project partner	Year	Quarter	Month (optional field)	Eligible expenditure	Co-financing - advance pay	Co-financing - reimbursement
STHB.04.01-IZ.00-0003/23	MI6	2024	4	October	100000,00	0,00	80000,00
STHB.04.01-IZ.00-0003/23	MI6	2024	4	November	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2024	4	December	15000,00	0,00	12000,00
STHB.04.01-IZ.00-0003/23	MI6	2025	1	January	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	1	February	22000,00	0,00	17600,00
STHB.04.01-IZ.00-0003/23	MI6	2025	1	March	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	2	April	11200,00	0,00	8960,00
STHB.04.01-IZ.00-0003/23	MI6	2025	2	May	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	2	June	10000,00	0,00	8000,00
STHB.04.01-IZ.00-0003/23	MI6	2025	3	July	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	3	August	33366,00	0,00	26692,80
STHB.04.01-IZ.00-0003/23	MI6	2025	3	September	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	4	October	12546,00	0,00	10036,80
STHB.04.01-IZ.00-0003/23	MI6	2025	4	November	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	MI6	2025	4	December	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2024	4	October	20000,00	0,00	16000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2024	4	November	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2024	4	December	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	1	January	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	1	February	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	1	March	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	2	April	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	2	May	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	2	June	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	3	July	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	3	August	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	3	September	0,00	0,00	0,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	4	October	30000,00	0,00	24000,00
STHB.04.01-IZ.00-0003/23	Project partner no 2	2025	4	November	0,00	0,00	0,00

In the next step, the Lead Partner can import the file into the working version of the schedule. To do this, go to the Payment Schedule Management menu and select the *Import from xlsx* option.

Payment schedule

Once the xlsx file has been imported, the system will complete the payment schedule form:

General Information

Version number 1	**Status** In preparation
Beneficiary name MI6	**Date of submission** Absence
Approval date Absence	**Withdrawal date** Absence
Eligible expenditure 29 130,00	**Co-financing in project** 23 304,00

Financial data

Quarter/Month	Eligible expenditure	Total co-financing	Including advance payment	Including reimbursement	
2024	**165 000,00**	**132 000,00**	**0,00**	**132 000,00**	∧
IV	**165 000,00**	**132 000,00**	**0,00**	**132 000,00**	
October	120000,00	96 000,00	0,00	96000,00	
November	0,00	0,00	0,00	0,00	
December	45000,00	36 000,00	0,00	36000,00	
2025	**239 112,00**	**191 289,60**	**0,00**	**191 289,60**	∧

Before submitting this schedule, it is possible to complete the Notes field. Information relevant to the financial implementation of the project, possible delays, etc. can be included here.

The xlsx file used to import the data should be added to the schedule. In this way, the institutions in the programme will be aware of the deadlines and amounts of the payment claims planned to be submitted by each partner in the project.

When adding an attachment to the schedule, **it is necessary to mark its sharing with other partners** and also to select the correct Appendix Type:
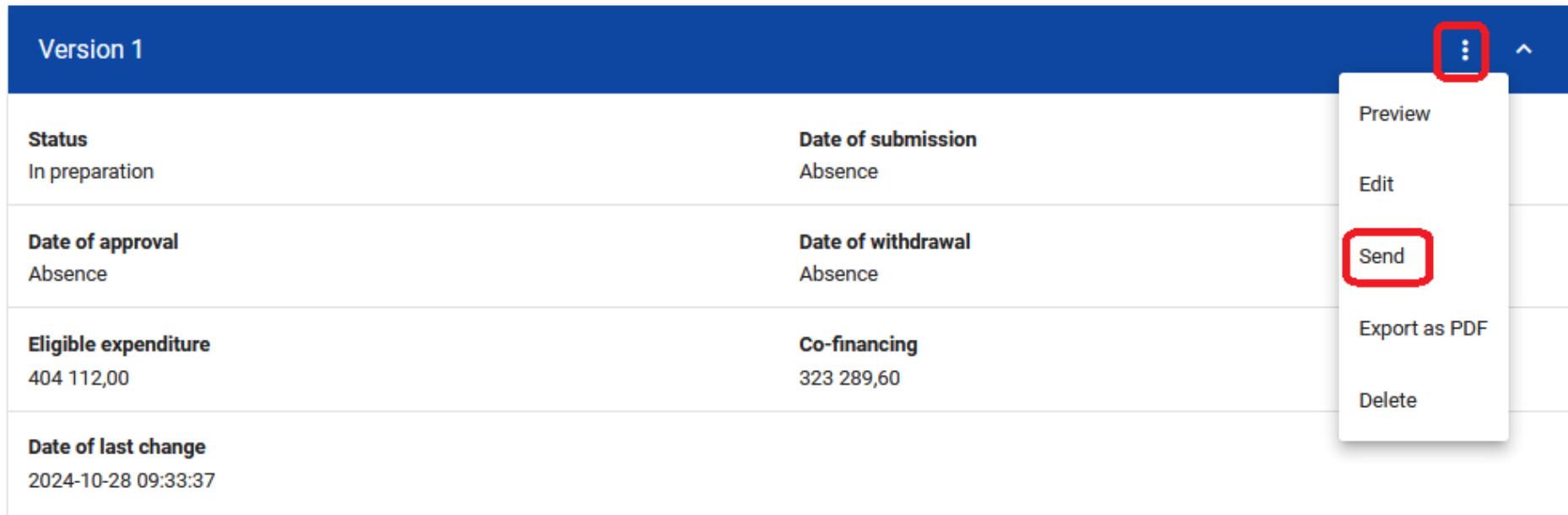
The schedule thus completed can be sent to the Institution.

5. Sending a payment schedule

The payment schedule send function is only available to the Lead Partner. It can be called from the list of schedule versions:

Or from the preview or edit the schedule mode:

Payment schedule

PAYMENT SCHEDULE MANAGEMENT ^   **PROJECT IMPLEMENTATION** ∨

Set schedule period

Send

Import from xlsx

Export to xlsx

Delete

Export as PDF

Payment schedule list

General Information

Version number
1

Beneficiary name
MI6

Approval date
Absence

Eligible expenditure
29 130,00

Co-financing in project
23 304,00

A warning message appears when attempting to send a schedule (if there are errors in the schedule):

Warning

The payment schedule does not meet some of the correctness rules, which, however, do not prevent it from being sent:

1. The sum of eligible expenditure in the payment schedule should not exceed the value of eligible expenditure in the project.
2. The sum of the co-fijnancing in the payment schedule should not be greater than the value of the co-financing in the project.

Once submitted, it will not be possible to edit or delete it.
Would you like to submit the payment schedule as is?

YES   NO

The user in such a situation should:

1) verify the accuracy of the data,
2) correct the data in the xlsx file and re-import the file into the schedule,
3) upload a new file to the schedule and delete the previous version of the file.
4) Again select the option to send the schedule to the institution.

Once the schedule has been sent, it will not be possible to edit or delete it.

6. Change of schedule period

As when creating a schedule, the Lead Partner can change the duration of the schedule using the function "Set schedule period"

Payment schedule

| PAYMENT SCHEDULE MANAGEMENT ⌃ | | PROJECT IMPLEMENTATION ⌄ |

Set schedule period

General Information ⌃

Send

Version number
1

Import from xlsx

Beneficiary name
MI6

Export to xlsx

Approval date
Absence

Delete

Export as PDF

Eligible expenditure
29 130,00

Payment schedule list

Co-financing in project
23 304,00

If the schedule at the time the period setting function is initiated has a specific (already previously initiated) reporting period, the System:

1) delete data relating to years, quarters and months which are no longer part of the reporting period, preceding the action with an appropriate warning message. In this case, the change of period only takes place after the user has confirmed its action. The user can cancel the option to change the scheduling period via the "Delete" button.
2) retains previously entered data (including a breakdown of the quarter in question by month or no breakdown of the quarter by month) falling within the reporting period,
3) when the accuracy of the schedule is changed from months to quarters, the figures for the individual months of the quarter are added up to the quarter and initialised with this sum at the level of the quarter concerned,
4) when the accuracy of the schedule is changed from quarters to months, the quota data for a given quarter is copied by default to the last month of that quarter,
5) adds new years, quarters, months if the new reporting period extends beyond the previously indicated reporting period. New quarters/months are initialised with values of 0.00.

7. Creation of a new version of the schedule

If there is no other schedule in the system with status: In preparation, Submitted or Withdrawn and there is an Approved schedule, it is possible to create a new version of the schedule using the "Create new version" function. The process of creating a new version of the schedule is analogous to creating a new schedule.

8. Deletion of the schedule

The Lead Partner user has the option to delete a schedule (version) provided that the schedule the user wishes to delete has a status of "In preparation" or "Withdrawn". Other statuses may not be subject to deletion.

To do this, in the list of schedule versions, select the Delete function from the menu (3 dots).

If, after deletion, the latest version of the schedule had the status "archived" then its status will automatically be changed to Approved

After this operation, the system will present a message requiring confirmation of the operation.

Note! Confirming the operation will permanently delete the schedule and it will not be possible to return to edit it.

The delete function is also available on the schedule form in the Payment Schedule Management menu.

9. Correction of the schedule

If the Joint Secretariat identifies inaccuracies or errors in the submitted schedule, it may withdraw it to the Lead Partner for correction. Correction of the schedule means editing it and resubmitting it for approval. Follow the instructions in the previous sections of the manual.

10.   PDF generation

Use the Generate PDF function to generate a PDF file that allows you to view the schedule as a document. This function will generate and download a file to the user's device. The function is available both from the schedule version list screen and from the edit or preview mode of the respective schedule version.

11.　　Filtering and sorting data

When working in the list of schedules, the user has the option of filtering the list or sorting it. This is possible with use of the Filtering and sorting panel located at the top of the list and the text finder located above the panel.

Note! By default, the list of schedules is sorted in descending order of creation date.

Sorting of the list is possible by fields:

- Version number
- Status
- Date of transfer
- Date of approval
- Date of withdrawal
- Eligible expenditure
- Total funding
- Funding: advance payment
- Funding: reimbursement
- When created
- Date of last amendment (When modified)