SL2021 User Guide - Payment Claims area

Version for Lead Partners, SPF Beneficiaries and Project Partners Interreg

Version: 3.1

Change history

Date	Version	Description
25/03/2024	1.0	Document creation
22/04/2024	1.1	1. Changing the data import form (xlsx file) for lists of documents 2. Obligation to use xlsx file for partners bearing expenditure in currency other than EUR. 3. Modification of the description of the payment claim clarification process
06/06/2024	1.2	1. Modification of formula to calculate the co-financing in the xlsx file 2. Addition the instruction how to report the indirect aid 3. Replacing some print screens
15.10.2024	2.0	1. Adding information on the exchange rate that should be used to convert expenditure restored after the complaint procedure 2. Adding information on the method of recording expenditure incurred in EUR (for non-EUR countries) 3. Adding the rules of settlement of advance payments 4. Adding a procedure for LP to be applied in case of need to correct a partial payment claim attached to a collective payment claim
10.04.2025	3.	1. Updated screenshots 2. Chapter 3 - clarification of the rules for determining reporting periods; addition of the obligation to submit reporting payment claims 3. Chapter 3.2.2 - clarification of the information to be provided in the description of physical progress 4. Chapter 3.2.4 (with subchapters) - clarification of the rules for completing the list of document, using the xlsx file, converting to EUR (indication of the address of the page with conversion rates); abandonment of the need to split invoices due to different VAT rates; 5. Chapter 3.2.5 - clarification of the rules for registering data on flat rates using the flat rate calculator; clarification of the rules for calculating co-financing for lump sum amounts 6. Chapter 3.2.6 - clarification of the rules for completing financing sources 7. Chapter 3.2.11 - clarification of the method of filling in the Statement field

		8. Chapter 3.2.13 - clarification of what attachments should be attached in the Attachments block and how to describe attached files. 9. Chapter 3.4 - addition of a new chapter on updating payment claim data 10. Chapter 4 - clarification of the rules for filling in the *Amount requested, including advance payment* field - applies to the PLUA programme
14.01.2026	3.1	Changes in data block List of documents: change of view, addition of new columns, changes to the formulas used in the XLSX template

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List of drawings:

1 Introduction

The following document contains instructions on how to use the payment claims system . It is addressed to Lead Partners, SPF Beneficiaries and Partners of Projects implemented under the Interreg 2021-2027 programmes.

Before you start working in the system and read the rest of this guide, please read the following information:

1. Substantive requirements describing the correct way to implement and account for projects can be found in the current Programme Manual.
2. If the description of specific system functions (including views, available options, etc.) is different for the user representing the Lead Partner, different for the SPF Beneficiary and different for the user representing the Project Partner, this is clearly indicated in the text. Otherwise, the given description pertains to equally the Lead Partner, the SPF Beneficiary and the Project Partner.
3. The term ‘Beneficiary’ as used in the system refers to the Lead Partner, the SPF Beneficiary and the Project Partner, depending on the context, i.e. the form on which it appears. As the case may be, it can mean the Lead Partner, the SPF Beneficiary or the Project Partner.
4. All amounts in a payment claim should be provided in EUR with the exception of the gross and net amounts for the supporting documents for expenditure in the List of documents block (it may be provided in the national currency if it is different than EUR).
5. The following abbreviations are used in the guide:

   LP - Lead Partner, including the SPF Beneficiary

   PP – Project Partner

   JS - Joint Secretariat

   Controller - Interreg Controller

   Institution - JS and the Controller

6. In the event of any problems with the operation of the system or any errors, please submit information including a description of the error and screenshots to the administrators’ addresses at the JS or the relevant Controller; the relevant addresses can be found on the programme page under the CST2021 system tab.

2 Payment Claims

The system distinguishes between the following types of payment claims:

- **Quick payment claim for an advance payment** - are created by the LP and sent directly to the JS bypassing the Controller. Such payment claim should only be forwarded in projects where advance payment is foreseen. This is a simplified way of submitting a claim for an advance payment, as the form only contains fields concerning the reporting period, the amount of the advance payment requested and a block of attachments.
- **Partial payment claims** - are payment claims forwarded by the LP and each PP to the relevant Controller. They relate only to the part of the project implemented by either the LP or the PP.
- **Collective payment claims** are payment claims forwarded only by the LP to the JS. They relate to the entire project and are created on the basis of partial payment claims approved by the Controllers.

2.1 Go to the list of payment claims

Payment claims can be accessed from the level of:

1) projects list after clicking on the icon .

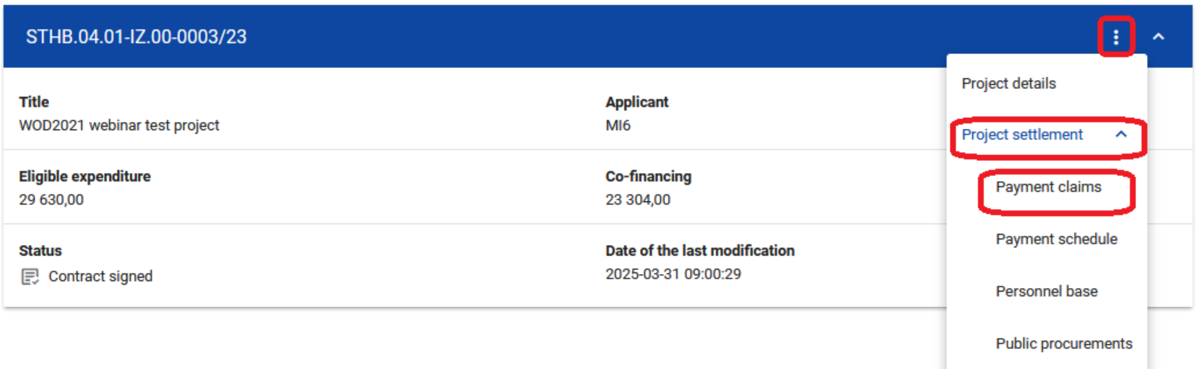


Figure 1. Transition to payment claims from the projects list

2) project details in the *Project implementation* menu

Figure 2. Transition to payment claims from project data

At the very top of the view, a permanent data block with basic project information is available: *Project number, Title, Beneficiary name, Project status, Change request status.*

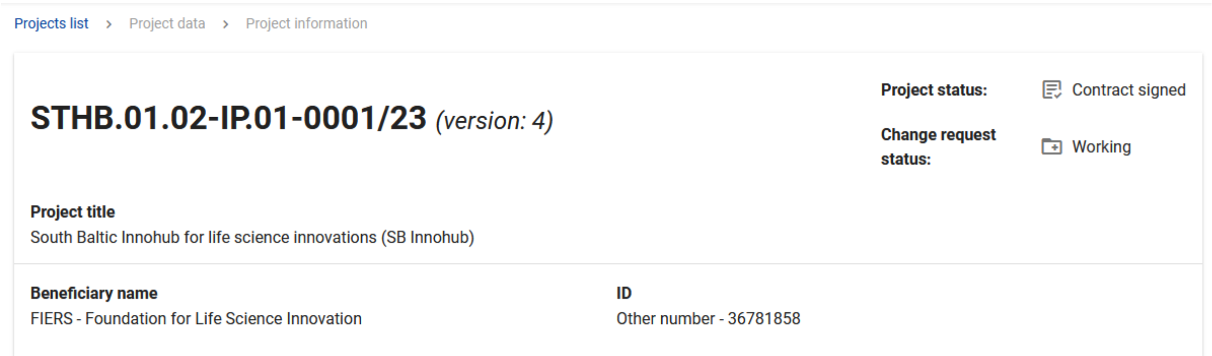


Figure 3. Top view of project data block

You will **only** submit payment claims for projects with a status of *Contract signed*.

2.2 List of payment claims

If you are a **LP**, you will see a list of your collective payment claims when you go to payment claims. In addition, you have access to the *Show Payment Claims* menu, which allows you to navigate to partial payment claims and return to the collective payment claims again.

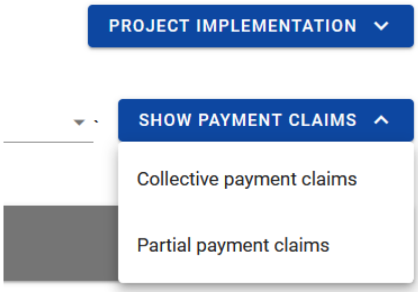


Figure 4. Show Payment Claims menu

In the list of partial payment claims, you will see your partial payment claims and partial payment claims prepared by the Project Partners.

If you are **PP** in the project, you will see in the list of payment claims your partial payment claims and the collective payment claims prepared by the PP. You will not be able to view the details in the collective payment claims, but you will be able to access the most important information that concern you, e.g. the status of the collective payment claims, whether the JS has approved it, etc.

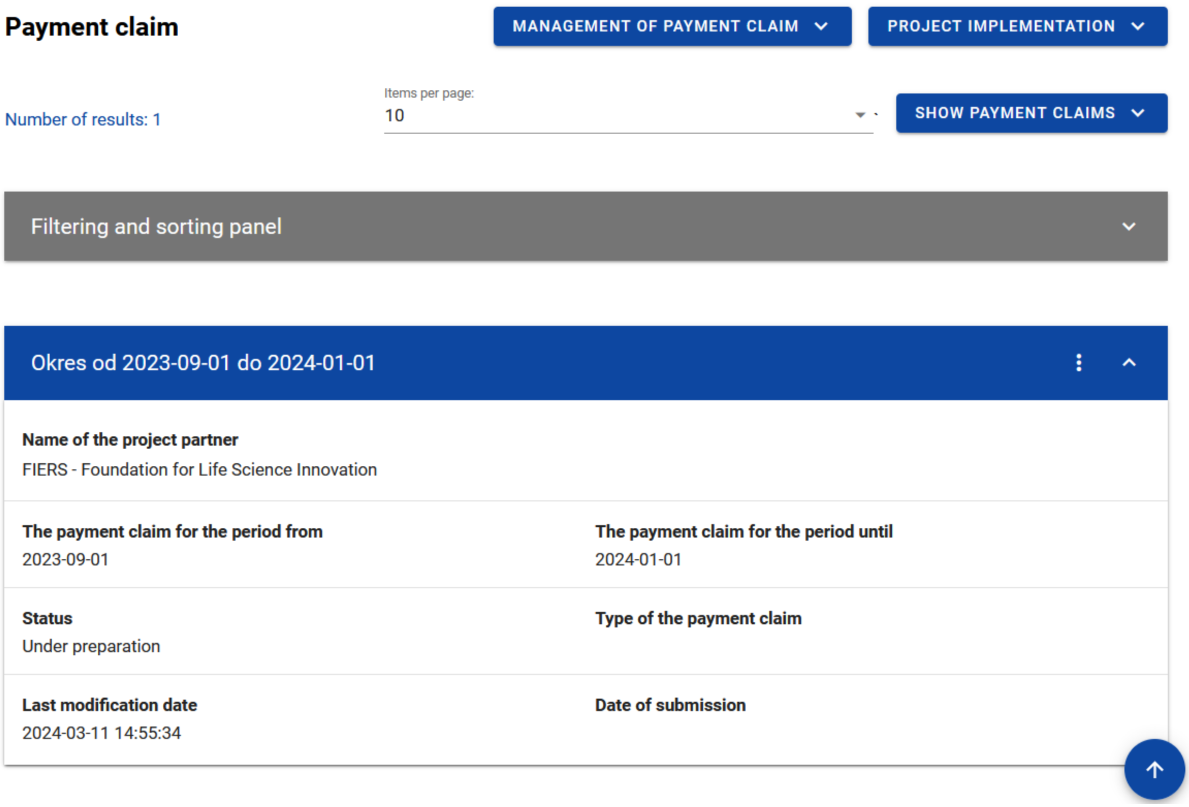


Figure 5. View of the list of payment claims

In the list of payment claims, you can see basic information about the payment claims in the project, i.e.: *period for which the claim has been submitted* or the *Payment Claim Number* if assigned (shown on the blue bar), *Partner Name* (only shown if it is a partial payment claim), *The payment claim for the period from, The payment claim for the period until, Payment claim status, Type of the payment claim, Last modification date* , *Date of submission* (the field remains blank until the payment claim has been submitted).

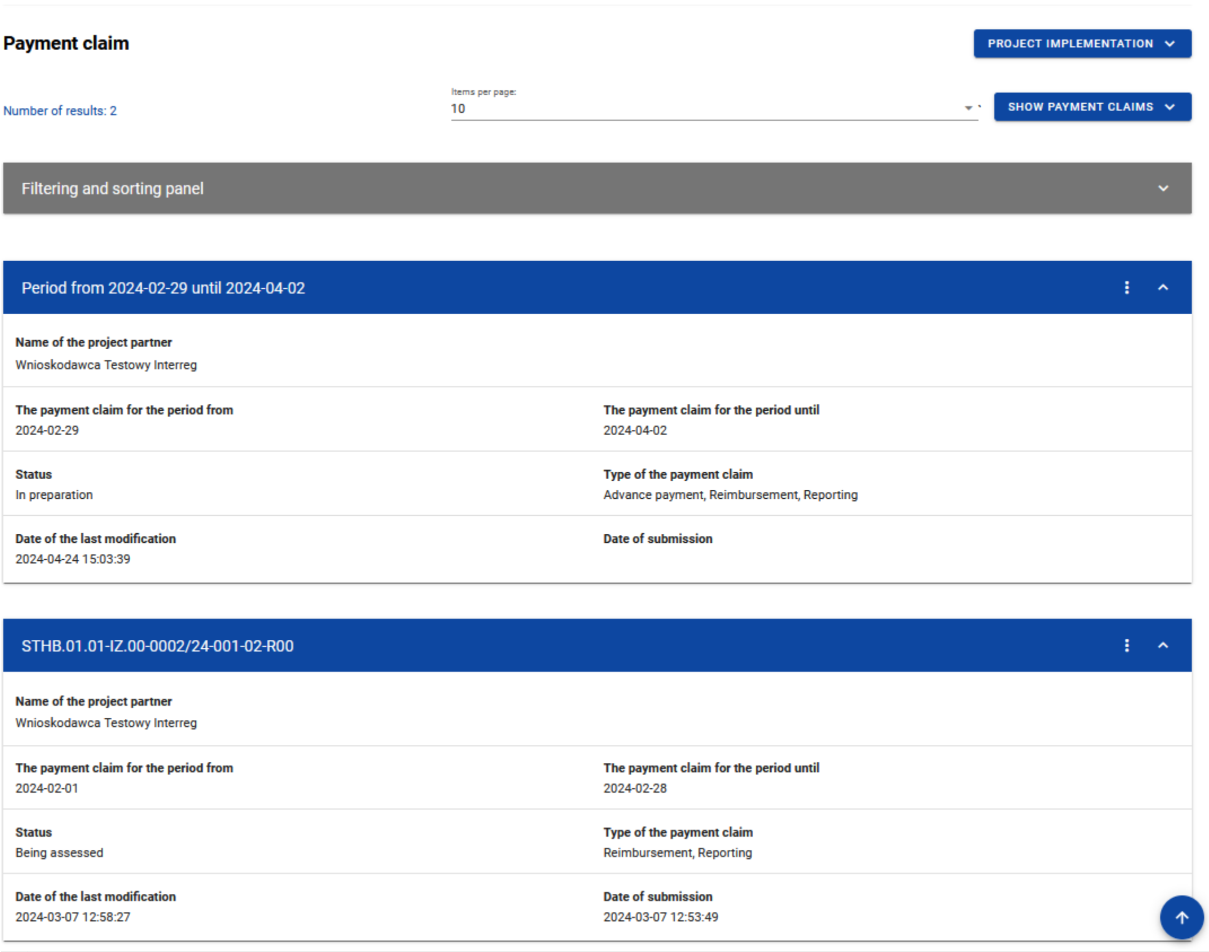


Figure 6. View of details of a selected payment claim in the list of payment claims

From the list of payment claims, for the selected payment claim, after clicking the three dots on the blue bar you will have access to the following functions:

- Payment claim preview
- Edit*(if editing is possible)*.

The other elements that can be viewed are the following:

- *Management of payment claim* menu:
  - if you are a **LP**, the system gives access to the following functions: *Create a new collective payment claim, Create a new partial payment claim, Create a quick payment claim for an advance payment,*
  - if you are **a PP**, the system gives access to the following functions: *Create a new partial payment claim*

- *Show Payment Claims* menu: This menu is only available for the **LP**. It allows switching between the list of collective and partial payment claims.
- The number of results shown in the main view bar indicates the number of items searched.
- The number of results per page determines how many items will be displayed on the page and can be limited by values of 10, 20, 40, 60, 80 or 100.
- Sorting and filtering panel - by default, the panel is collapsed; when expanded, the user accesses the filtering criteria. The operation of the panel is described in more detail in the part of the guide concerning the Projects thematic area.
- You will only see the additional *Show only my payment claims* checkbox when you are viewing the list of partial payment claims.

3 Creation of a partial payment claim

Interreg projects are settled in the first instance by means of partial payment claims. After the end of the reporting period – within the timeframe specified in the programme documents or within the timeframe agreed in the partnership, the LP and PP create partial payment claims. They then submit them for verification by the Controller responsible for them.

To create a new partial payment claim in the *Management of payment claim* menu, select *Create a partial payment claim*.

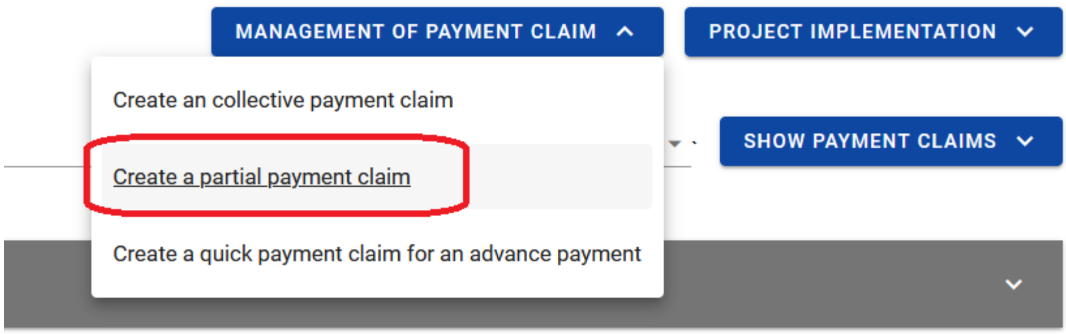


Figure 7. View of the "Create a partial payment claim" screen

When you select the function to create a new partial payment claim, please indicate which type of payment claim you wish to create.

- When creating a payment claim, you can specify different types of payment claims. This means that on one form you can simultaneously submit a payment claim for an advance payment, for a reimbursement and settle a previously granted advance payment.
- If you are in doubt about which type of payment claim to choose, contact the relevant clearing institution for your project (Controller or JS)

You can choose the following types of payment claims:

- ***Payment claim for an advance payment*** - if you are applying for an advance payment,
- ***Payment claim for reimbursement*** - if you are reporting reimbursable expenditure (also if the advance payment settlement amount exceeds the amount of the advance payment granted previously - in this situation this "over-settlement" will be treated as a reimbursement),

- ***Payment claim settling an advance payment*** - if your payment claim includes expenditure clearing the advance payment granted,
- ***Reporting payment claim*** - if you are not reporting any expenditure but are only reporting on the progress of the project. Submitting a reporting payment claim is obligatory if the project partner does not report expenditure. The institutions settling your project should be informed about the progress of its implementation even if no expenditure were incurred in the reporting period. Refraining from submitting a reporting payment claim may only occur with the consent of the Joint Secretariat.
- ***Final payment claim*** - if you are submitting your final payment claim under the project.

As mentioned earlier, you can combine different types of payment claims. If you create a payment claim for *reimbursement* or *settling an advance payment*, the system will automatically mark such a payment claim as a *reporting payment claim* as well.

You will not combine *payment claim for an advance payment* with the *final payment claim*.

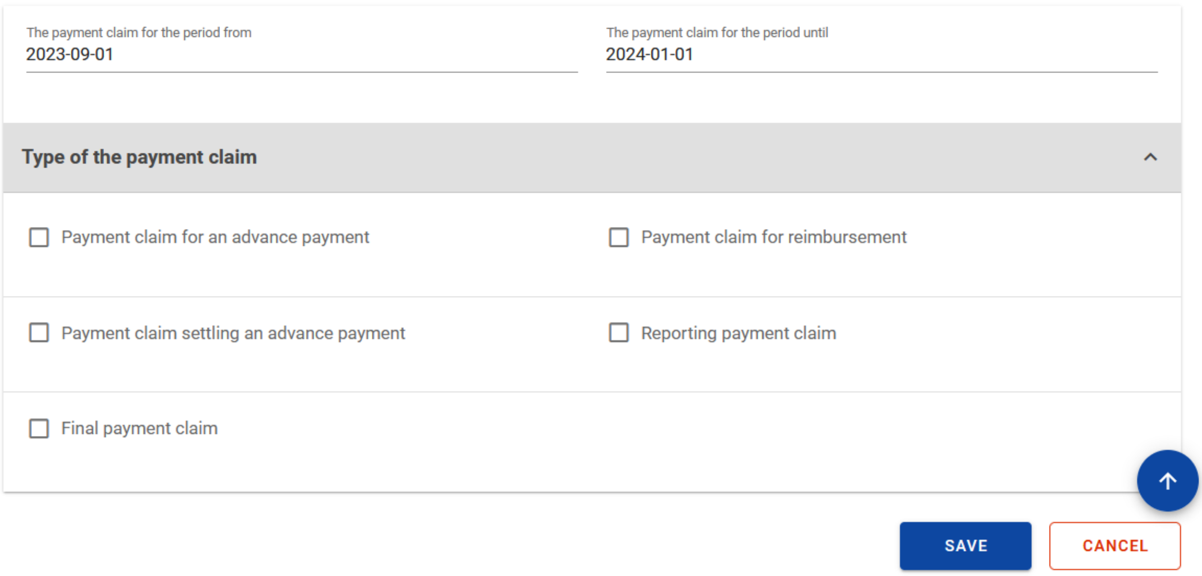


Figure 8. View of the screen for creating a payment claim

➢ Remember, partial payment claims for an advance payment can only be made in projects where this funding system is allowed. Do not complete such a payment claim if your project is settled by reimbursement of expenditure incurred.

- Remember, the first tranche of the advance payment will be paid on the basis of a so-called quick payment claim for an advance payment sent by the LP directly to the JS. Your first partial payment claim must not just be a payment claim for an advance payment.

You also indicate the period for which you are submitting a partial payment claim. Based on the last partial payment claim, the system tells you the date to enter in the *The payment claim for the period from,* but you can change this date. When determining the reporting period, follow the rules of the programme.

- Based on the reporting periods you set, the system recognises which payment claim is the most recent (most up-to-date). Therefore, as a general rule, the periods of successive payment claims should follow one another. If you have any doubts about how to determine the reporting period, e.g. if you settle only preparation costs, please contact the Joint Secretariat.
- However, if for some reason the periods of successive payment claims overlap, remember:
  - if the period **from** in both payment claims is the same, the period **until** in the last (most recent payment claim) must be the later one.
  - if the period **until** both payment claims is the same, the period **from** in the last (most recent payment claim) must be the later one.
- If the programme has flexible reporting periods, remember to agree with the project partners on the start and end dates of the reporting period to avoid discrepancies when preparing collective payment claims.

Once you have selected the type of payment claim and indicated the period for which you want to create a partial payment claim, you save it in the system using the *Save* function.

Once the partial payment claim has been saved, the system will take you to the form for this payment claim, where you can proceed to fill in the data in the individual blocks.

If the values in the fields violate the validation rules, the system, depending on the validation rule, either blocks the creation of the partial payment claim or presents a warning message asking the user to confirm whether the entered values are definitely correct.

The created partial payment claim is given the status *In preparation* and will remain so until you submit it to the Controller.

3.1 Management of payment claim menu

It is possible to carry out various types of operations on a partial payment claim thanks to the drop-down *Management of payment claim* menu. Which operations are available in this menu depends primarily on the status of the partial payment claim (assessment stage) and your authorisations.

Functions available in the ***Management of payment claim*** menu:

- ***Change period / type*** - this function takes you to the initial view of creating a partial payment claim,
- ***Sign the payment claim*** - this function allows a partial payment claim to be signed with a qualified signature or, if a qualified signature is not available, with a SL2021 non-qualified signature,
- ***Submit for signature*** - this function transfers the signed partial payment claim to the relevant Controller,
- ***Correct*** - this function creates a new, editable version of the partial payment claim. It will only be displayed if the Controller returns it to you for clarification,
- ***Restore to edit*** - allows you to restore editing of a payment claim that has been referred for signature,
- ***Check for correctness*** - allows you to check the correctness of the data entered,
- ***Delete*** - function available for a partial payment claim that has not yet been submitted to the Controller,
- ***Update data*** - function available when project data has changed,
- ***List of payment claim versions*** - this function takes you to the list of the partial payment claim's versions, where you can view the version in question as well as export it to a PDF file.

3.2 Data blocks in the partial payment claim

The data in the partial payment claim is divided into blocks between which you can move. The availability of data blocks depends on the type of partial payment claim.

You have the option of editing individual blocks. The application automatically fills in the selected fields based on the project data - you do not edit this data.

When saving the data in individual data blocks, the system checks the correctness of the data and displays appropriate messages.

You can edit a partial payment claim until it is signed.

Both the individual blocks on the payment claim and the data initially specified when creating the payment claim can be edited:

- Type of partial payment claim,
- Reporting period,

A change in the type of partial payment claim may result in:

- clearing and hiding some of the fields on the payment claim- this applies to fields that are not covered by the newly selected type of partial payment claim,
- new fields to be filled in on the payment claim,
- leaving the fields common to the old and new types of partial payment claim unchanged.

Once a partial payment claim has been signed, it is not possible to modify the payment claim. Editing is blocked after the first signature.

3.2.1 Data block ***Project information***

For this data block, the list of available elements depends on the type of partial payment claim.

3.2.1.1 Data block Project information - ***payment claim for an advance payment***

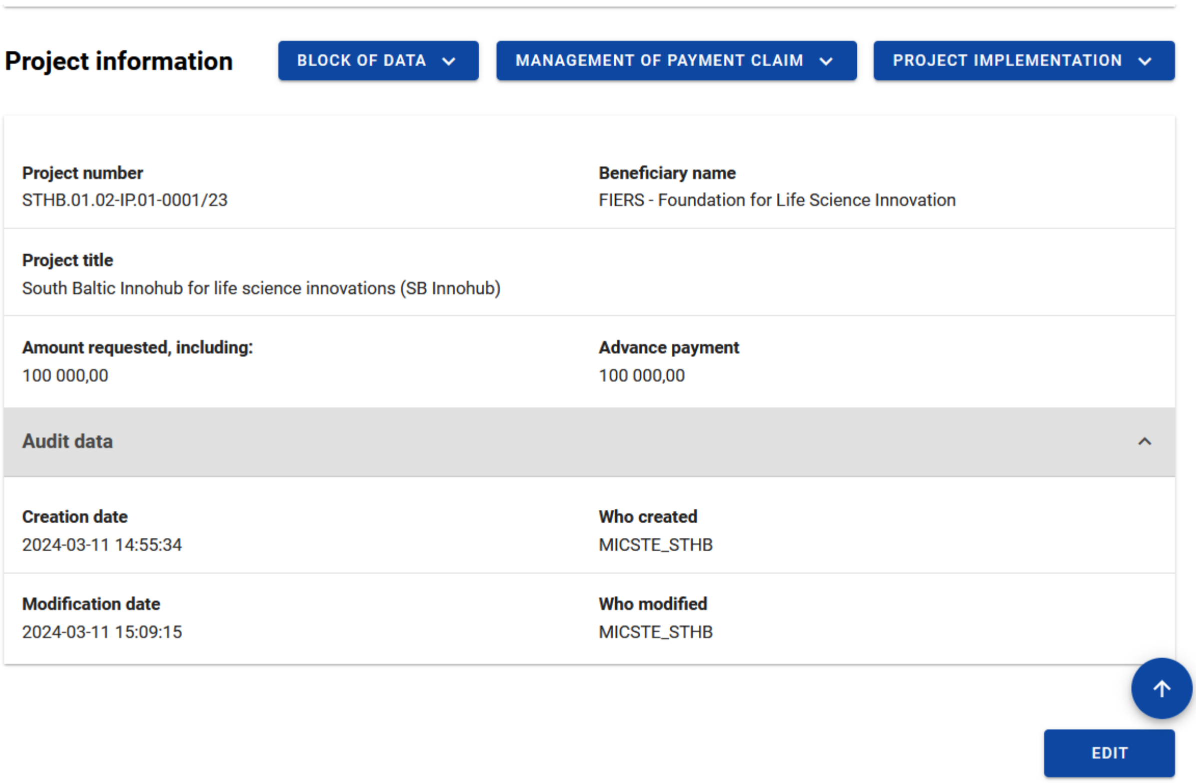


Figure 9. View of a payment claim for an advance payment - Project information

The *Project Information* block for a payment claim for an advance payment consists of the following elements:

- ***Project number*** - field filled in by the system
- ***Beneficiary name*** - field filled in by the system with the name of PP
- ***Project title*** - field filled in by the system
- ***Amount requested, including***: - field filled in by the system with the amount of the advance payment
- ***Advance payment*** - editable field in which the amount of the advance payment requested should be entered
- ***Audit data*** - field filled in by the system

3.2.1.2 Data block Project information - ***payment claim for reimbursement***

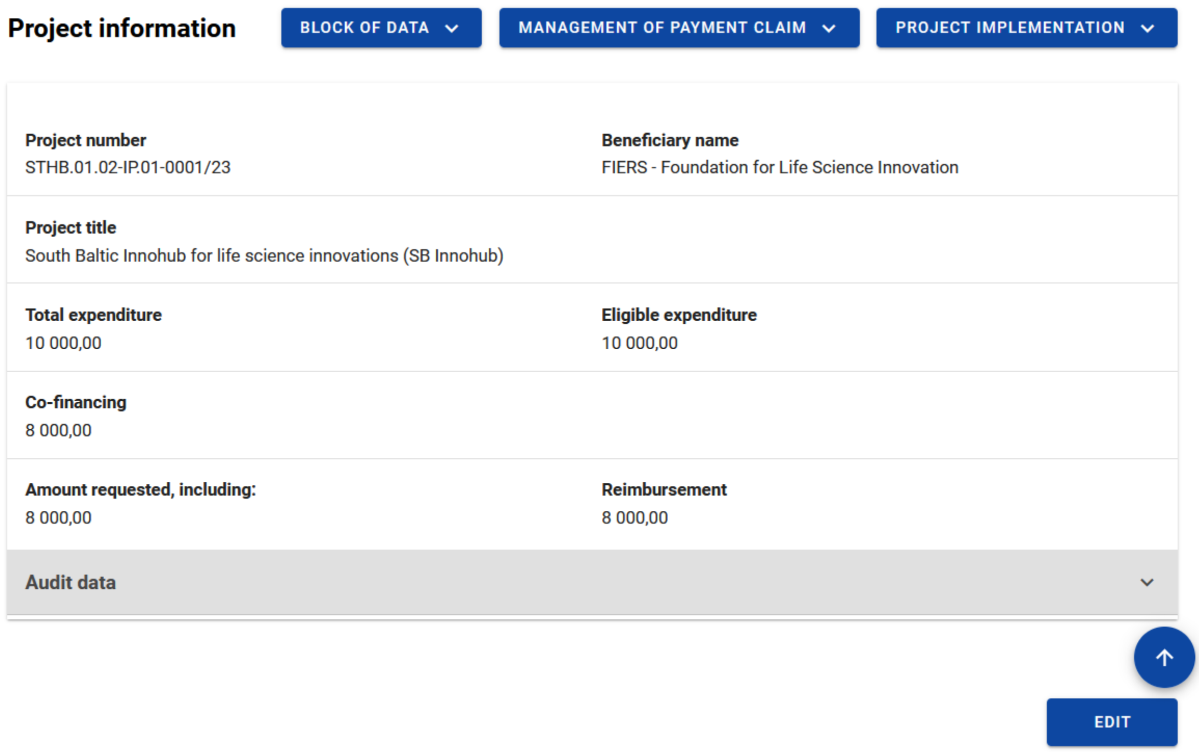


Figure 10. View of a payment claim for reimbursement - Project information

The *Project Information* block for a payment claim for reimbursement consists of the following elements:

- ***Project number*** - field filled in by the system
- ***Beneficiary name*** - field filled in by the system with the name of PP
- ***Project title*** - field filled in by the system
- ***Total expenditure*** - editable field initiated by the system based on data entered in the following blocks
- ***Eligible expenditure*** - field filled in by the system based on data entered in the following blocks
- ***Co-financing*** - field filled in by the system based on data entered in the following blocks
- ***Amount requested, including*** - field filled in by the system based on data entered in the following blocks
- ***Reimbursement*** - editable field in which to specify the amount of the reimbursement claimed
- ***Audit data*** - field filled in by the system

3.2.1.3 Data block Project information - ***reporting payment claim***

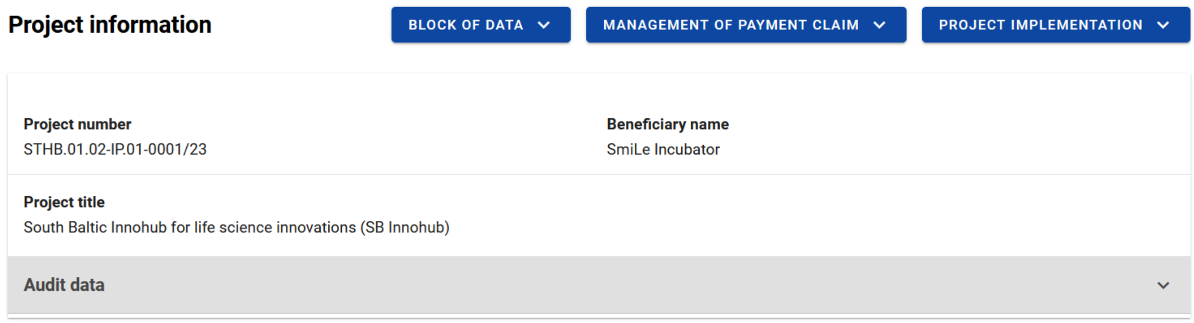


Figure 11. View of a reporting payment claim - Project information

The *Project Information* block for a reporting payment claim consists of the following elements:

- ***Project number*** - field filled in by the system
- ***Beneficiary name*** - field filled in by the system with the name of PP
- ***Project title*** - field filled in by the system
- ***Audit data*** - field filled in by the system

3.2.1.4 Data block Project Information - ***payment claim settling an advance payment***

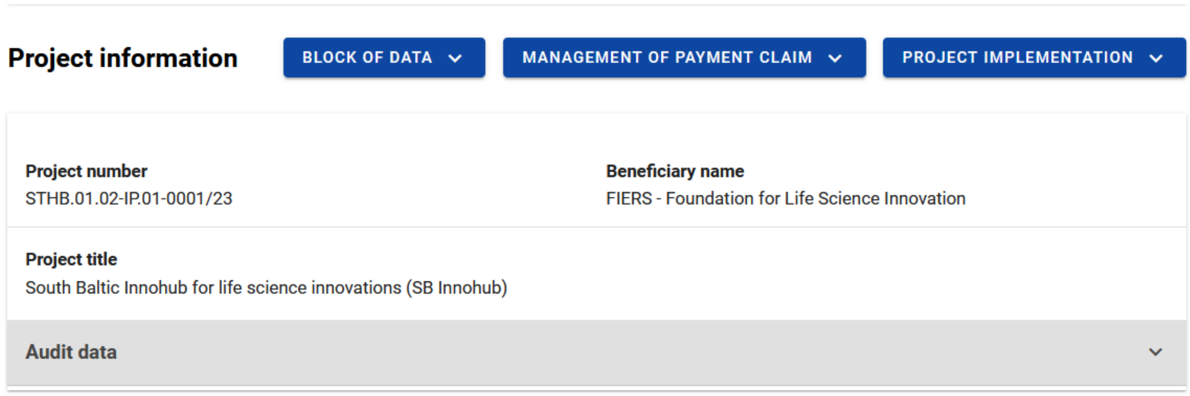


Figure 12. View of a payment claim settling an advance payment - Project information

The *Project Information* block for a payment claim settling an advance payment consists of the following elements:

- ***Project number*** - field filled in by the system
- ***Beneficiary name*** - field filled in by the system with the name of PP
- ***Project title*** - field filled in by the system

- ***Total expenditure*** - editable field initiated by the system based on data entered in the following blocks
- ***Eligible expenditure*** - field filled in by the system based on data entered in the following blocks
- ***Co-financing*** - field filled in by the system based on data entered in the following blocks

3.2.2 Data block ***Physical progress***

The data block looks identical for each type of partial payment claim.

The block shows the work package of the project with a description of progress. Describe the status of each task here. If the implementation of the task contributes to the achievement of the indicators set out in the project, this should be clearly indicated and the actions taken described. Also describe in this block any other important information that is related to program-specific regulations.

Example: Your project's travel costs are settled on a flat rate basis. In accordance with the provisions of the Programme Manual, you should document that you have made at least one business trip during the project life cycle. Information on travel should be included in the description of the task 'Indirect costs' in the payment claim under *Physical progress*.

Once you have proceeded to modify individual items using the 'edit' button, in addition to basic functions such as saving or cancelling the changes made, it is possible to expand individual items in the list and filter the task list.

In addition, following fields are available for completion:

- Problems encountered during project verification
- Planned course of project implementation

Briefly describe any problems encountered in the implementation of the project during the period covered by the payment claim in question. In addition, describe the tasks you planned to carry out but did not complete during the period, including the reasons why you abandoned them or why you were unable to complete them. The controller may ask for information on public procurement planned for the next reporting period.

If this is your final payment claim and you have not achieved or exceeded the indicators indicated in the project payment claim, state and describe the reasons why this occurred.

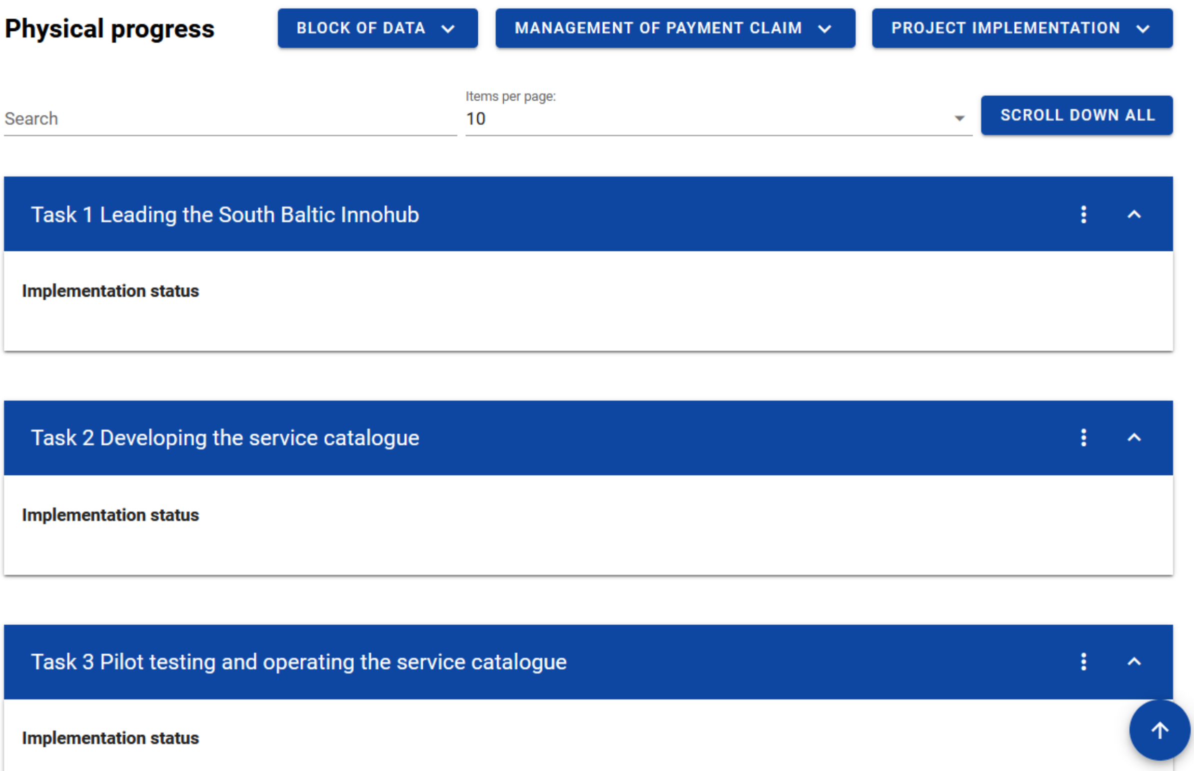


Figure 13. Data block Physical progress

3.2.3 Data block ***Indicators***

The data block looks identical for each type of partial payment claim.

The block shows a list of indicators according to the project data registered in SL2021. Indicators are divided into output and result indicators.

The visible sections are:

- The name of the output indicator broken down into: *Target value*, *Value achieved in the reporting period*, *Value achieved since the beginning of the project implementation*, *Degree of implementation*.
- Name of outcome indicator by: *Baseline value*, *Target value*, *Value achieved in the reporting period*, *Value achieved since the beginning of the project implementation*, *Degree of implementation*.

Both output and result indicators can be indicators broken down by gender. In this case, each of the above-mentioned parameters is further broken down into: *Overall value*, *Value for women* and *Value for men*.

> ➢ Include an explanation of the achievement of indicator values in the description of the Work package implementation status (in accordance with the rules described in subchapter 3.2.2 Data block ***Physical progress***).

You can go on to edit individual items in the list of indicators using the *Edit* button and enter the values achieved in the reporting period for which the partial payment claim is submitted. You also have the option to change the value cumulatively, e.g. when an error crept in in previous partial payment claims and the wrong indicator value was reported.

In addition to basic functions such as saving or cancelling your changes, you can also expand individual items in the list and filter the list of indicators.

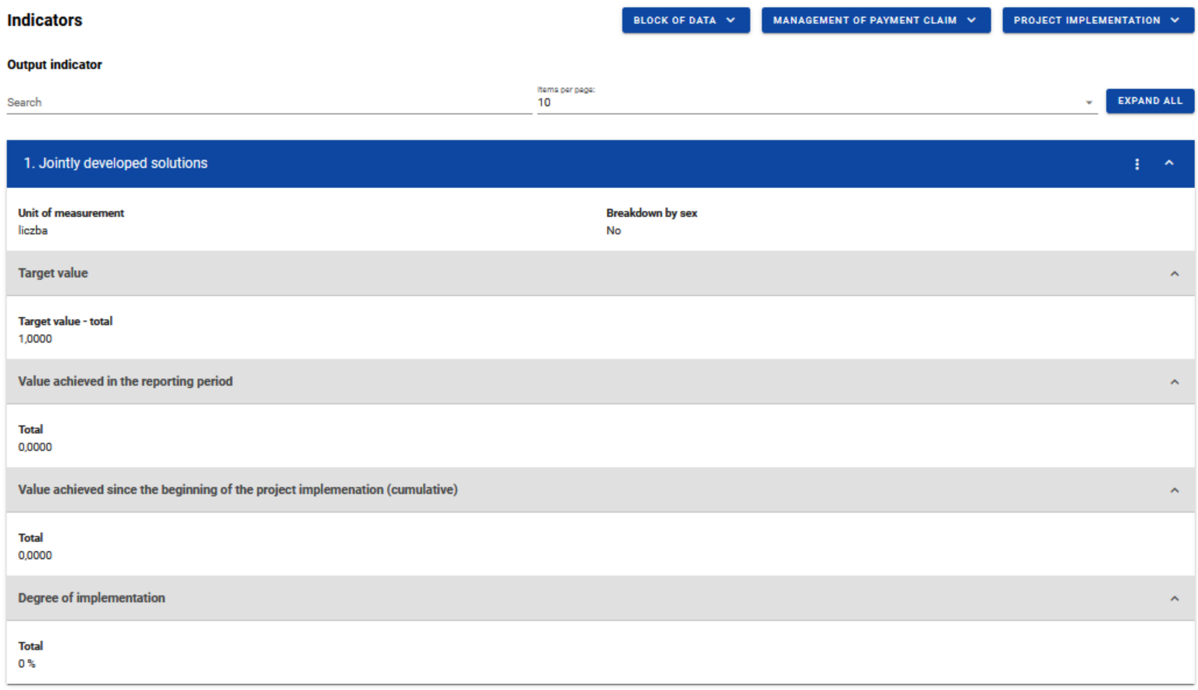


Figure 14. Data block Indicators

3.2.4 Data block ***List of documents***

➢ Before you start filling in this data block in which you are going to add expenditure incurred as part of a public procurement, make sure that you have registered information about this procurement and the concluded agreements (contracts) in the system.

Amounts in a partial payment claim must be filled in in EUR (except for the gross document amount and the net document amount, which are reported in the currency of the expenditure incurred).

If the expenditure was incurred in EUR, simply enter the value of that expenditure in the same amount in the List of documents.

If your expenditure was incurred in other currencies, it must be converted into EUR at the exchange rate applied by the EC in the month in which the expenditure is submitted to the Controller for verification. The exchange rate tables are available on this website https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

For this reason, and in order to avoid later doubts during the verification of your partial payment claim, the List of documents shall be filled in by you in an xlsx file, according to

the guidelines described below. This is the mandatory method for entering information about the supporting documents for the expenditure incurred in currency other than EUR.

By creating a list of documents in an xlsx file exported from the system, you will be able to supplement the list with subsequent items during the current reporting period, and then import the entire list into the system at once while preparing a partial payment claim. **However, remember that if changes to the project are approved during the preparation of the list of documents, which affect, for example, the names and number of budget items, a new xlsx file will be required to be exported.**

During the implementation of the project, it is very important to systematically collect information on the documents confirming the expenditure incurred, submitted for verification at the request of the Controller.

In the *List of documents*, present invoices (or other documents of equivalent evidentiary value) paid in full that document eligible expenditure incurred during the period covered by the payment claim concerned. If you intend to submit expenditure from periods covered by previous partial payment claims, add a note to this effect in the *Notes* field. The period of the payment claim in such a case remains unchanged, there is no need to extend it.

If, during the verification of your previous partial payment claim, the Controller has identified irregular expenditure and excluded it in whole or in part from that claim, but you have made a complaint and it has been accepted, you have the option of resubmitting this expenditure in a subsequent partial payment claim. Such expenditure should be shown in the last rows of the table with an appropriate note in the *Notes* field.

If the Controller has excluded only part of the expenditure or only some of the items of the invoice in question and these have been ultimately found to be correct (as a result of your complaint being granted) then only enter the values corresponding to the previously questioned parts of the expenditure in the next payment claim (according to the rate that was used in the payment claim in which you originally reported these expenditure, in accordance with the rules described in subsection 3.2.4.3).

From the *List of documents* block, you have the option to:

- Filter of items
- Show a selected list item (including an option for quick preview of basic information and cost items)

- Add new items to the list of documents
- Delete selected items from the list of documents
- Import a list of documents item from xlsx file
- Export the list of documents to xlsx file

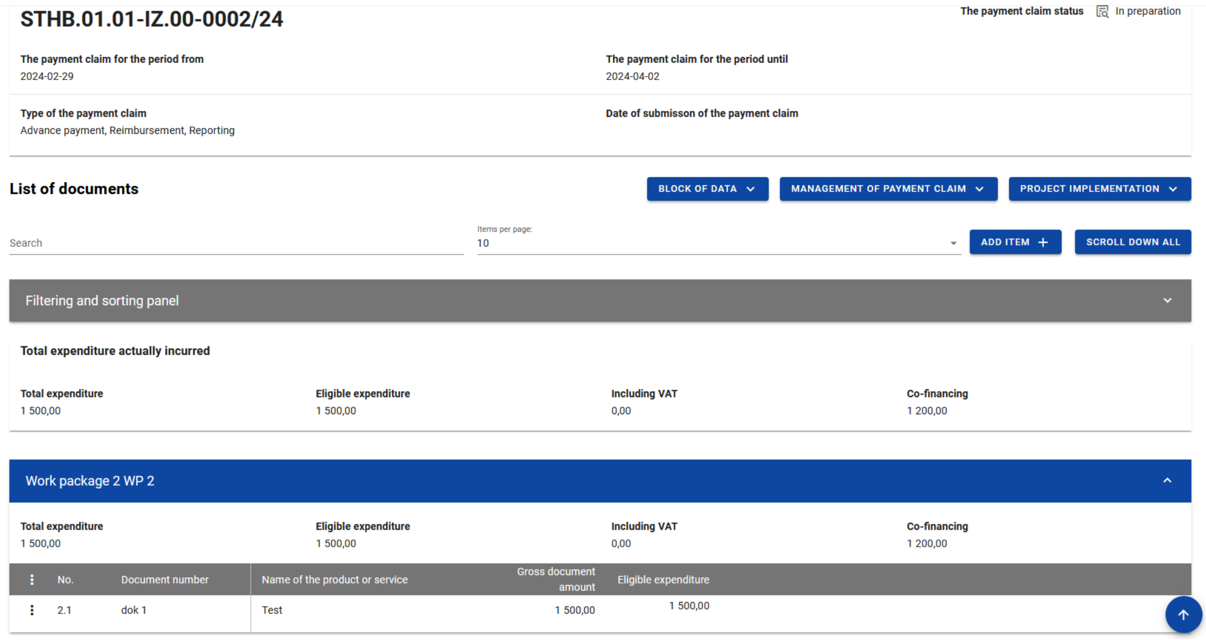
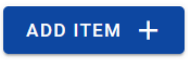


Figure 15. View of the List of documents list

3.2.4.1 Rules for completing the *List of documents* in the system

The system allows for two ways of adding cost items to the payment claim:

1) by selecting the option 

2) by import from the xlsx file

As indicated in the previous subsection, the list of documents should be obligatorily filled in in the xlsx file downloaded from the payment claim being prepared. The method of preparing the file can be found in the next subsection.

Below, you will find the rules for correctly filling in the fields of the list:

Work package – select from the list the work package under which you are settling the expenditure in question

Document type – select from the list the type of document confirming the expenditure incurred

Document number – enter the number of the document confirming the expenditure incurred, assigned by the issuer of this document

KSeF number – applies to Polish entities. Enter the invoice number assigned in the National e-Invoice System (KSeF) used in Poland. The SL2021 system does not require this field to be completed. However, entering the number is mandatory if the invoice was issued in KSeF or in an accounting system integrated with KSeF (the number must be provided in accordance with the format used in KSeF)

Accounting or record number – enter the document number from your accounting or bookkeeping records

Issuer ID type – select from the list the type of issuer identification number of the document supporting the expenditure incurred.

Issuer identification number – enter the number according to the previously selected Issuer identification number.

> ***TIN*** - applies to Polish entities - if the issuer is a business entity, enter the NIP [tax identification] number of the issuer of the document whose number is specified in the field *Document number*;
>
> ***PESEL*** - applies to Polish citizens, if the issuer of the document is a private individual who does not carry out business activity, enter his/her PESEL number;
>
> ***Other number*** - applies to foreign entities (outside Poland) - if the issuer of the document is a foreign entity, enter its identification number - you can fill in up to 25 characters;
>
> ***Not applicable*** - you do not complete anything, the particular field in this case is blocked for editing.

In the case of TIN and PESEL values, the system will make sure you do not make a mistake and will check the correctness of the data entered.

Date of document issue – enter the date of issue of the document confirming the expenditure incurred in the format YYYY-MM-DD

Date of payment / date range – enter the date of payment of the document confirming the expenditure incurred in the format YYYY-MM-DD. If the document has been paid in several instalments, add a following payment date.

Gross document amount – enter the gross amount of the entire document, even if you are only accounting for parts of the expenditure within the task/project or some items e.g. from an invoice. **The amount should be stated in the currency in which the expenditure was incurred**.

Net document amount – enter the net amount of the entire document, even if you are only accounting for parts of the expenditure within the task/project or some items e.g. from an invoice. **The amount should be stated in the national currency in which the expenditure was incurred**.

Correcting invoice – select this field if the recorded document corrects another document that is being settled in the prepared List of documents. The correcting invoice should be added directly below it. If the correcting invoice relates to a document shown in an earlier payment claim, it should not be shown in the current claim. If this is the case, inform the Controller and provide it with a correcting invoice.

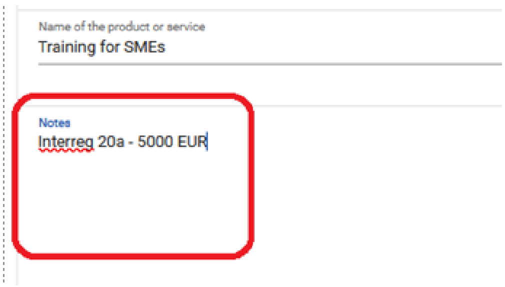
Contract number – if the expenditure was incurred under a public procurement contract and you have registered information about this contract and the contracts concluded in the system, indicate in this field the number of the contract with the contractor registered in the system. If the expenditure was not incurred as part of a public procurement, select the value "not applicable" from the list.

Name of the product or service – enter in this field the name of the product or service to which the recorded document relates. If the expenditure relates to one type of product, constitutes eligible expenditure you can give a collective name without transcribing all the invoice items.

Each cost item should be described in a way that makes it possible to verify its nature and relevance to the project. Therefore, descriptions of costs should be consistent throughout the project (same description structure) and should include the following elements: nature of costs (e.g. travel to ..., purchase of ..., salaries for ...), subject (who/what they relate to, e.g. the name of a staff member, the name of product/service), purpose (e.g. to carry out analysis of xyz, to attend an event ...), and in the case of travel or meeting costs also location and date.

Notes – in the first line of the list of documents, indicate the exchange rate used to convert into EUR the expenditure incurred in a currency other than EUR. In addition, in this field you can enter additional descriptive information and explanations concerning a particular document shown on the list of documents. This will allow a more efficient evaluation of the partial payment claim. In the box you should include information such as:

- A relevant explanation if you have made a system-initiated change to the co-financing value,
- The amount by which you have reduced eligible expenditure, if you have made such a reduction yourself,
- In the case of a correcting invoice, information on the number of the document to which the correction relates, including the number of the partial payment claim in which the document has been settled,
- Indication of whether the expenditure was incurred under the principle of competitiveness (also specifying the number of the notice in the Competitiveness Database – applied for beneficiaries from Poland),
- Indication of whether the expenditure in question was resubmitted for reimbursement in whole or in part after your complaint had been granted,
- If you are settling closing costs on a lump sum basis and, in addition, you are submitting invoices for the execution phase for settlement, be sure to include this information.
- If during the reporting period you granted indirect aid (in accordance with Article 20a of Commission Regulation (EU) 651/2014), when completing the list of documents in the payment claim, complete the 'Notes' field for the expenditures that relate to this aid. In the 'Notes' field enter "Interreg 20a" and the amount of indirect aid granted.



Budget item – select from the list the item in your budget under which you are accounting for the expenditure

Project partner – the name of the partner assigned to the budget item under which the expenditure is settled – automatically filled by the system

Limit name - the name of the limit assigned to the budget item under which the expenditure is settled – automatically filled by the system

Total expenditure – enter in this field the amount of expenditure, including both eligible and ineligible expenditure, corresponding to the previously selected budget item. Remember that if only some of the items in the document relate to the implemented project (e.g. the invoice includes also goods not covered by the project or the same accounting document is submitted for settlement in more than one project), then the total amount of the expenditure should correspond only to the part of the expenditure that concerns the project you are settling. In such cases, it is incorrect to enter the total expenditure amount equal to the gross document amount. **When completing the list of documents in the xlsx file, the total expenditure should be entered in the currency in which the expenditure was incurred and then converted to EUR in accordance with the instructions described in subchapter 3.2.4.3**.

Eligible expenditure – in this field, enter only the amount of eligible expenditure (including VAT if it is an eligible cost) that is settled by the given the payment claim, i.e. the amount which corresponds to the previously selected value in the *Cost item* field. **When completing the list of documents in the xlsx file, the eligible expenditure should be entered in the currency in which the expenditure was incurred and then converted to EUR in accordance with the instructions described in subchapter 3.2.4.3**.

Including VAT – in this field, state the amount of VAT relating only to the eligible expenditure you have shown in the previous field and if the VAT itself is an eligible cost. If VAT is ineligible, leave the default value '0.00'. Remember to calculate the VAT value correctly. If you are accounting for the entire value of a document (e.g. a whole invoice) within a payment claim, the VAT value should be equal to the difference between the Gross document amount and the Net document amount (this requirement applies only to the tab in the xlsx file where you enter data on expenditure incurred in the national currency - the gross and net amount of the document is not converted to EUR). **When completing the list of documents in the xlsx file, the VAT should be entered in the currency in which the expenditure was incurred and then converted to EUR in accordance with the instructions described in subchapter 3.2.4.3**.

Co-financing – when completing the list in the xlsx file, you can leave this field blank. The value of the co-financing should be calculated from the eligible expenditure converted to EUR. Detailed instructions for converting expenditure to EUR and calculating the co-financing can be found in subsection 3.2.4.3.

In some cases, you can edit this value. This applies especially to situations when the level of co-financing for a given cost item is different than the standard one (80% in the Poland-Slovakia, Poland-Saxony, South Baltic programmes or 90% in the Poland-Ukraine programme). Correction of the co-financing amount may also be necessary at the stage of the final payment claim, when it turns out that the total co-financing in the project exceeds the permitted level (in terms of amount or percentage in relation to the approved eligible expenditure)

Attachments - in this section by clicking on the icon you can go to the list of attachments in the project, add a new attachment or link an attachment defined earlier to the document. A description of how to add and attach attachments is included in the project management manual.

3.2.4.2 Rules for completing the *List of documents* in the expenditure file

We would like to remind you that completing the list of documents in an xlsx file is a mandatory form of entering information on expenditures for beneficiaries incurring expenditures in a currency other than EUR.

The template of the List of documents (xlsx file) can be exported from the level of the list of documents for a partial payment claim. Once you have completed the file, you can import it into the payment claim.

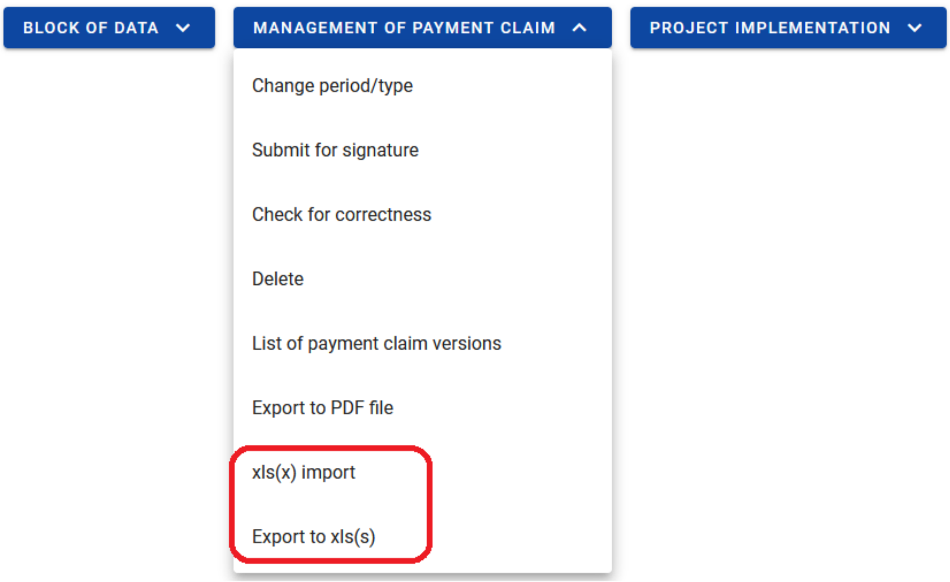


Figure 16. View of the Management of payment claim menu - File import and export

- ➢ Remember to export the template from the newly created partial payment claim each time. The data in your project's budget will change over the course of the project, which may affect either the names of budget items or the names of partners. Therefore, always work on the current template and not the one used previously.

- The structure of this file must not be modified, as this will prevent the List of documents from being imported back into the system without problems. It will be good practice if you enter one item in the List of documents directly in the system and then export the file. In this way, you will know how to complete the file, the logic behind marking certain fields, etc.

The file contains 1 tab divided into 3 parts where you enter information about documents, budget items and attachments

Documents (column A-S)

In these columns, you provide information about the document confirming the incurred expenditure settled for in the partial payment claim. When filling in the subsequent lines of the List of documents, follow the instructions in the previous section.

In the xlsx file, in the Documents tab, there is additionally an "No." column, indicating the ordinal number of items in the List of documents. Complete it manually.

- The ordinal number must have the following structure: "[Work package no.][consecutive no.]" e.g. 2.1, 4.3. The Work package number in the ordinal number must match the number shown in column A 'Work package number'.
- The ordinal number must be unique, there cannot be two rows with the same ordinal number.

Budget items (column T-Z)

In these columns, you will make the link between documents and specific items in your project budget and indicate the expenditure values. When entering expenditure and co-financing data, follow the instructions in the previous section.

If you want to settle one document (invoice, payroll, etc.) for several budget items in a work package, you only need to provide the data for this document once. In the following lines, provide only the work package number (column A) and fill in columns T to Z. Filling out the columns regarding attachments is optional, depending on whether you want to combine more attachments to the document.

In the xlsx file, there is also a column "Project partner", which does not have to be completed at the partial payment claim stage.

Attachments (AA-AD)

In these column, you will indicate the files to be linked to the specific document. For this purpose:

1. Create a folder in which you will collect all the attachments to the List of documents.
2. Prepare all attachments that should be attached to the documents in the List of documents (e.g. scans) and save them in the folder created in point 1,
3. Save the xlsx file with the List of documents (exported from the system) to this folder as well,
4. Specify the name of the attachment you intend to attach to the document,
5. Enter the name of the file (including extension) to be attached to the document, e.g. *Payroll_November_2022.pdf,*
6. Decide whether it should be accessible by other partners (i.e. visible to them),
7. Select *Document Type* from the list.

When importing a file into a partial payment claim, the system will verify the correctness of the data and, if an error is detected, display a message containing the cell number and a description of the error. This makes it easy to identify the List of documents item requiring correction.

If you have filled in the *Attachments* tab in the imported file, the system will display the following message:

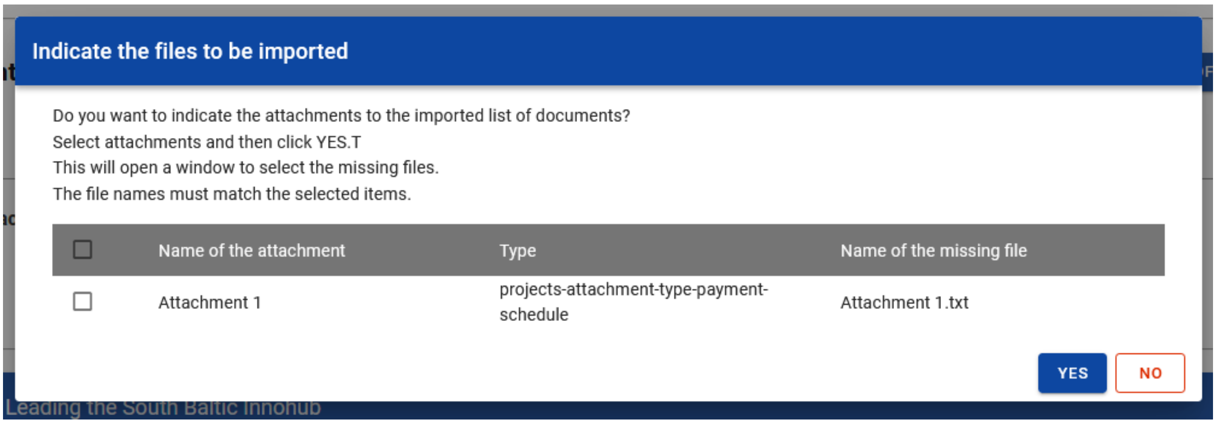


Figure 17. View of the window indicating the attachments to be imported

Indicate the files you wish to attach by ticking the boxes next to their names and then click YES.

The system will open a Windows Explorer window for you to point to the files on your computer yourself. Point to the folder you created according to our instructions. Select all the files that you intend to attach to the List of documents and that have been defined in the *Attachments* tab of the imported List of documents.

➢ When the system has finished importing the data, make sure that the attachments have been added to the items in the List of documents. To do this, go to the view of the relevant item in the list of documents, switch to view or edit mode and see if the *Attachments* block is filled in. If not, repeat the import of the list of documents and ensure that you have selected all the files to be imported.

3.2.4.3 Conversion of *List of documents* into EUR

If the list of documents has been completed in national currency according to the rules described in subchapter 3.2.4.1 and 3.2.4.2, you should convert it into EUR at the exchange rate used by the EC of the month in which the payment claim is submitted to the Controller.

➢ If your payment claim shows expenditure that were reinstated after your complaint was approved, apply the exchange rate that was used in the payment claim in which you originally reported the expenditure.

For to convert the expenditure:

1. Select the entire sheet and press Ctrl+c

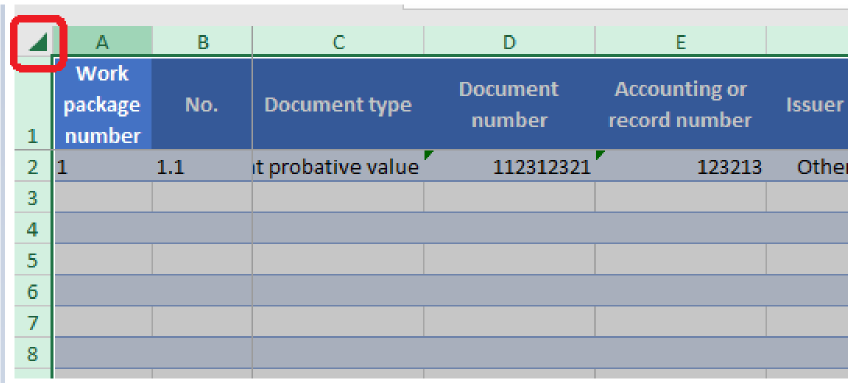


Figure 18. Preparing a List of documents in xlsx - selecting a sheet

2. Add a new sheet 
3. Select the sheet as in point 1 and press Ctrl+v

4. Name it “National Currency” - this is important, otherwise the formulas defined below in point 6 will not work.
5. In cell AF1, enter the rate you will use to convert your expenditure
6. Return to the *Documents* tab and then in second row in the table enter formulas as follows:
   a. enter the following formula in cell W2:
      =ZAOKR('National currency'!W2/'National currency'!$AF$1;2) – for PL version of Excel
      =AVRUNDA('National currency'!W2/'National currency'!$AF$1;2) - for SE version of Excel
      =AFRUND('National currency'!W2/'National currency'!$AF$1;2) – for DK version of Excel
      =RUNDEN('National currency'!W2/'National currency'!$AF$1;2) – for DE version of Excel
      =ROUND('National currency'!W2/'National currency'!$AF$1;2) – for LT, UA and EN version of Excel
   b. enter the following formula in cell X2:
      =ZAOKR('National currency'!X2/'National currency'!$AF$1;2) – for PL version of Excel
      =AVRUNDA('National currency'!X2/'National currency'!$AF$1;2) – for SE version of Excel
      =AFRUND('National currency'!X2/'National currency'!$AF$1;2) – for DK version of Excel
      =RUNDEN('National currency'!X2/'National currency'!$AF$1;2) – for DE version of Excel
      =ROUND('National currency'!X2/'National currency'!$AF$1;2) – for LT. UA end EN version of Excel
   c. enter the following formula in cell Y2:
      =ZAOKR('National currency'!Y2/'National currency'!$AF$1;2) – for PL version of Excel
      =AVRUNDA('National currency'!Y2/'National currency'!$AF$1;2) - for SE version of Excel
      =AFRUND('National currency'!Y2/'National currency'!$AF$1;2) – for DK version of Excel

=RUNDEN('National currency'!Y2/'National currency'!$AF$1;2) – for DE version of Excel

=ROUND('National currency'!Y2/'National currency'!$AF$1;2) – for LT, UA and EN version of Excel

d. enter the following formula in cell Z2:

=ZAOKR.DÓŁ(X2*80%;2) - for PL version of Excel

=AVRUNDA.NEDÅT(X2*80%;2) - for SE version of Excel

=RUND.NED(X2*80%;2) - for DK version of Excel

=ABRUNDEN(X2*80%;2) - for DE version of Excel

=ROUNDDOWN(X2*80%;2) – for EN, UA and LT version of Excel

- The percentage of co-financing used in this formula should correspond to the percentage of subsidy used to settle expenditure in a given budget item. If in the current budget, co-financing is calculated using a different percentage for different budget items, you must modify the formula accordingly.
- As a rule, for the South Baltic programme the co-financing rate is 80% of eligible expenditure and for the Poland-Ukraine programme 90%.

7. Copy the formulas from line 2 to the subsequent lines in the *Documents* tab. You can do this by selecting all these cells together and dragging them down:

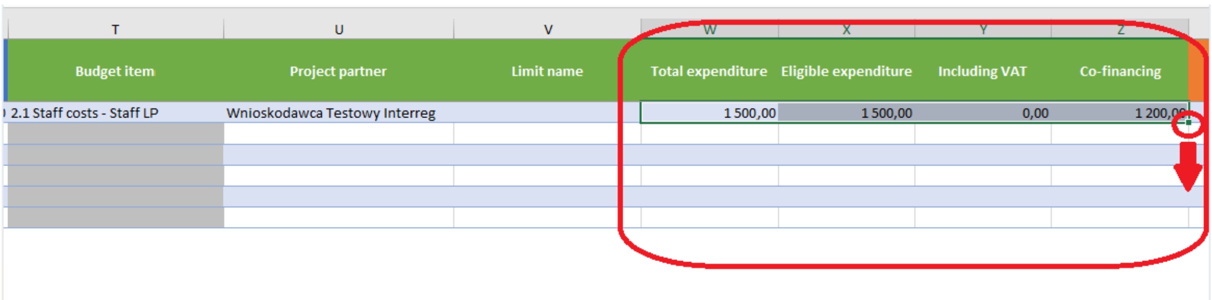


Figure 19. Preparing a list of documents in xlsx - copying formulas

8. If multiple exchange rates are used (e.g. in the event of reinstatement of expenditure following a positive resolution of the complaint), enter them in the "National currency" tab in cells AG1, AH1, etc. and modify the formulas for the expenditure for which these rates should be applied accordingly.

- The completed file with the “National currency” tab you used to import the items to the List of documents attach to the payment claim as a separate attachment in the data block

Attachments. It will allow the Controller to check whether you have converted the expenditure in accordance with the rules and using the correct EUR exchange rate.

3.2.5 Data block ***Simplified cost options***

This block presents all SCO items resulting from your Project budget, broken down by Task.

There are three types of SCOs:

- Unit cost (does not apply to the South Baltic Programme),
- Flat rate,
- Lump sum.

To ensure that the amounts shown in the payment claim are correctly calculated, first complete the ***List of documents*** block, especially if the calculation of any of the flat rates is based on actual expenditure.

You can view or edit a selected item from the list.

3.2.5.1 Flat rate

The system does not automatically calculate flat rate values. You must calculate them yourself on the basis of the expenditure which forms the basis for calculating the flat rate in question.

The Managing Authority has prepared an auxiliary calculator for calculating flat rates as an xlsx file, which you can download from the programme website. Fill in the value of total and eligible expenditure using this calculator and copy the values into the payment claim. The calculator calculates the values of total and eligible expenditure using the formula ROUNDDOWN.

The co-financing value is suggested by the system based on the entered value of eligible expenditure. The amount is rounded according to mathematical principles. **Do not change the subsidy value initiated by the system**.

calculated values to the payment claim form.

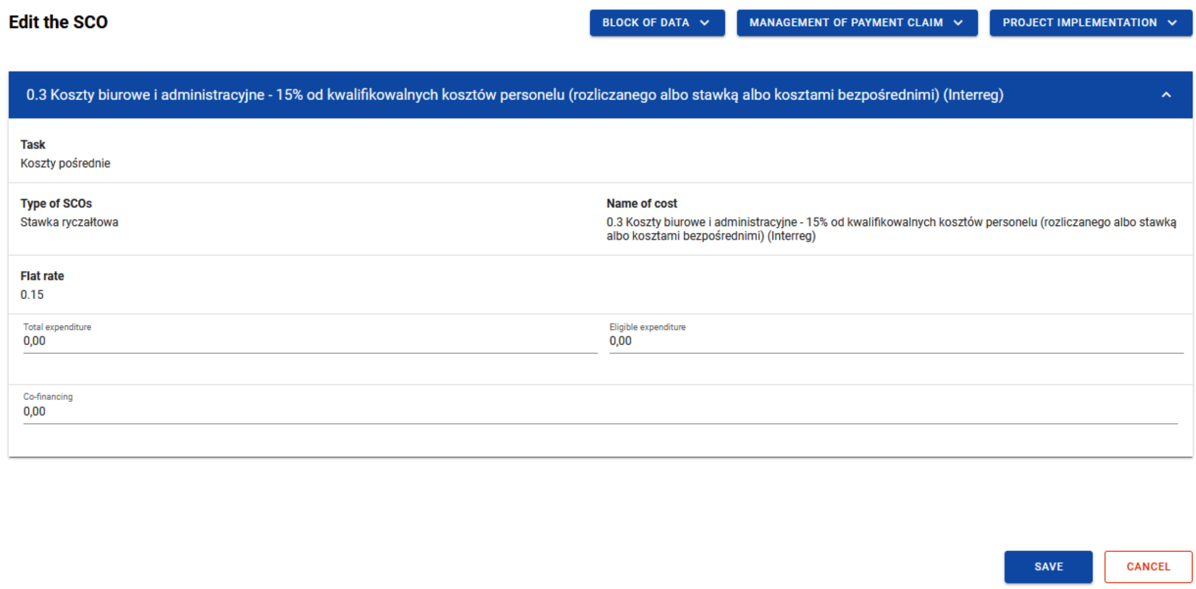


Figure 20. Edit the SCO view for flat rate

3.2.5.2 Lump sum

The system does not automatically fill in the lump sum values. You must calculate them yourself and provide information on the achievement rate of the lump sum concerned, in accordance with the Programme rules. Based on the indicated value of eligible expenditure, the system will calculate the value of the co-financing. Do not change the value initiated by the system.

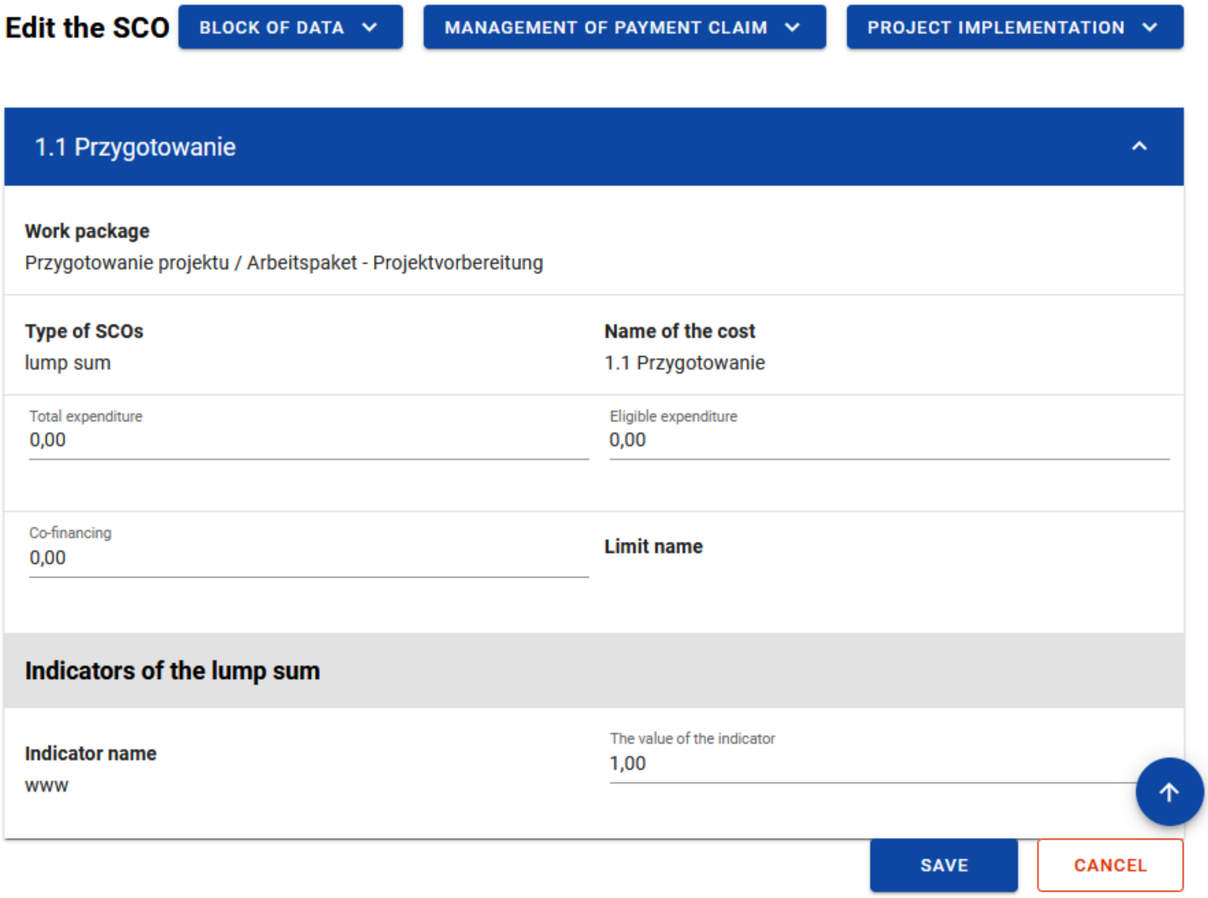


Figure 21. Edit the SCO view for lump sum

3.2.6 Data block *Sources of financing*

The block presents expenditure broken down by source of financing, with an additional breakdown between general and eligible expenditure. You must indicate the sources the expenditure covered by the payment claim will be financed from.

- The values in the *Total own contribution* and *Total* fields are calculated automatically by the system.
- The value of *Co-financing* and *Including EU* must be entered by you. The value should be identical in both columns and at the same time correspond to the value of the co-financing visible in the *Project information* block of your payment claim.
- If there is a difference between total and eligible expenditure in a payment claim, you must indicate from which own sources this difference has been financed.
- Information on the funds used to finance the own contribution must be consistent with the data provided in the approved application form.

- ➢ The sum of total expenditure, eligible expenditure and co-financing must be equal to the amounts of the respective expenditure in the *Project Information* block .

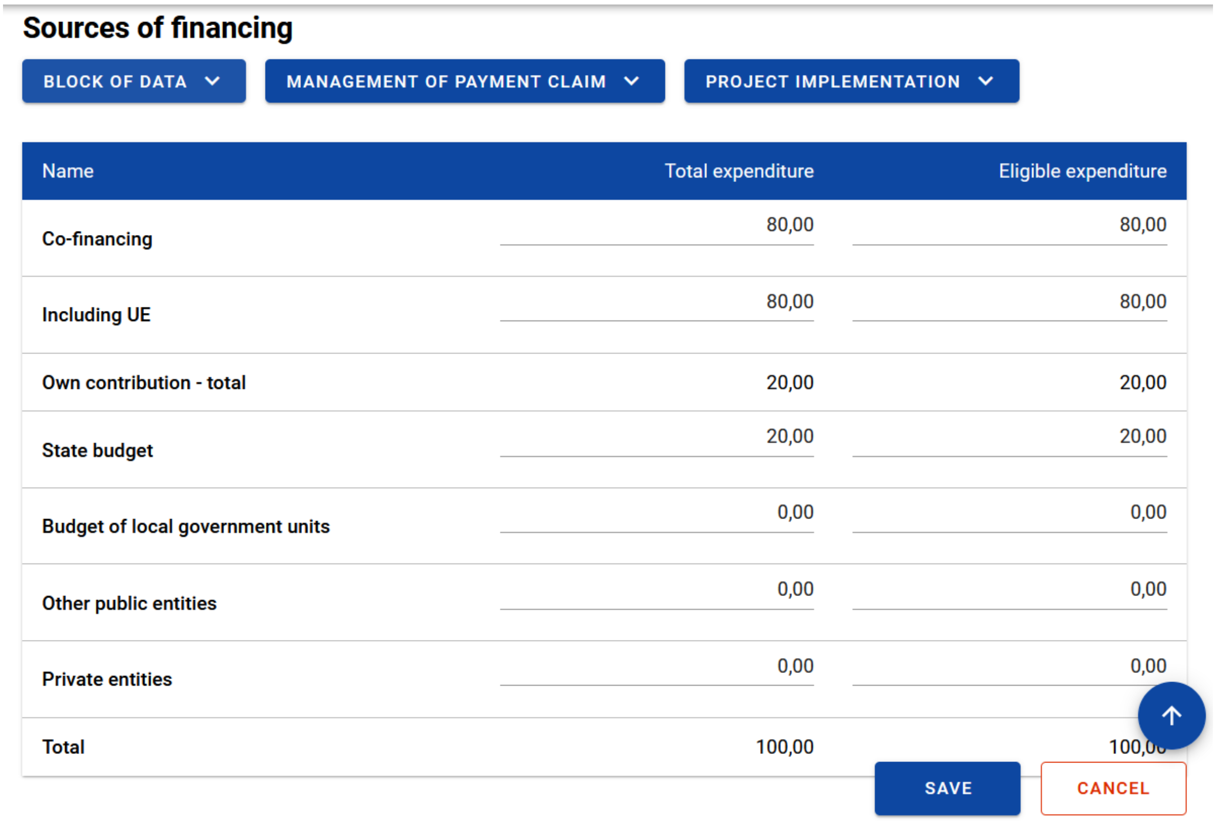


Figure 22. View of Sources of expenditure funding block - edit mode

3.2.7 Data block ***Settlement of advance payments – not applicable for SB programme***

In the block, you present the settlement status of your advance payments received under the project.

- ➢ Each partner only settles the advance payments accruing to that partner.
- ➢ LP, although it has received the full amount of the advance payment from the MA (and further distributed it to the PPs), in its partial payment claims settling an advance payment only records the amounts corresponding to the advance payments accruing to it. In addition, to confirm the accuracy of the amounts recorded in this block, the LP attaches in the *Attachments* block a confirmation of the transfer of the advance payment to the PP.
- ➢ PPs, in their partial payment claims settling an advance payment, record in this block information on the settlement status of advance payments provided to them by the LP. In

addition, to confirm the accuracy of the amounts recorded in this block, each partner attaches in the *Attachments* block a confirmation of the transfer of the advance payment by the LP.

If you do not settle advance payments, this data block will not appear in your partial payment claim.

Select *Edit* after clicking the three dot menu on the blue bar. This makes the fields editable and additional buttons appear, located in the bottom right-hand corner of the screen:

- **Save** - results in saving the changes made,
- **Cancel** - results in ending the editing process without saving the changes made.

Fill in the information based on the facts relating to the amount of the advance payment you have received and the status of the settlement as of the date of submission of the partial payment claim to the controller.

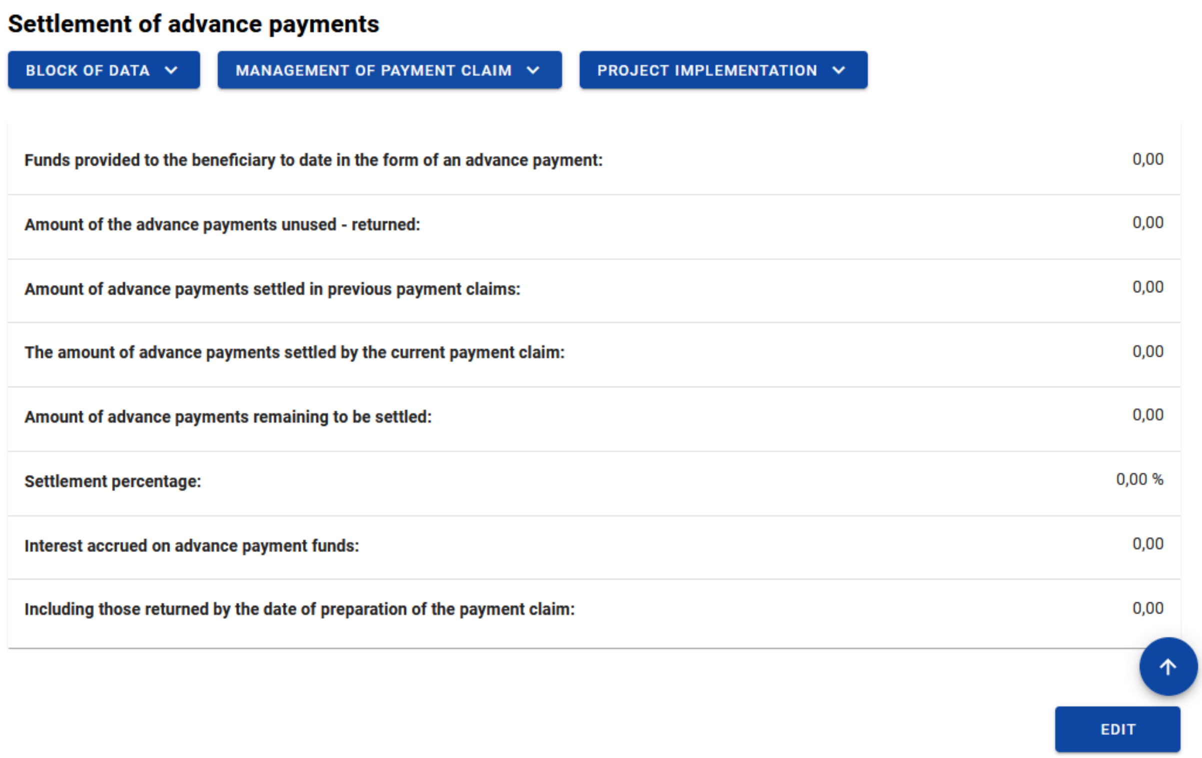


Figure 23. View of Settlement of advance payments block

Rules for completing the Settlement of advance payments block

Field ***Funds provided to the beneficiary to date in the form of an advance payment***

- *The Lead Partner* enters the amount of the advance payments received from the Managing Authority due to them as of the date of submission of the original partial payment claim to the Controller (not 100% of the advance payment but only the part that is not transferred further to the Project Partners). If the *Lead Partner* receives another instalment of the advance payment during the verification of its partial payment claim, the amount should not be updated.

  In the event of incurring bank fees for the execution of the transfer - the Lead Partner includes in the amount of the advance payment due to them the amount of the bank commission or its part, which they incur in accordance with the partnership agreement and by which the funds transferred to the project partners will be reduced.

  In the case of a collective payment claim, the amount in the field ***Funds provided to the beneficiary to date in the form of an advance payment*** will be automatically filled in by the system based on data from the partial payment claims attached to this collective payment claim. It should not be changed, because this amount should indicate the amount of funds received in the form of an advance payment as of the date of submission of partial payment claim by the Lead Partner and other partners for a given reporting period.

- *The Project Partner* enters the amount of the advance payments received from the Lead Partner as of the date of submission of the original partial payment claim to the Controller. If the *Project Partner* receives another instalment of the advance payment during the verification of its partial payment claim, the amount should not be updated.

  In the event of incurring bank fees for the execution of the transfer - the Project Partner includes in the amount of the advance payment due to itself the amount of the bank commission or its part, which it incurs in accordance with the partnership agreement and by which the funds received from the Lead Partner were reduced.

Field ***Amount of the advance payments unused - returned*** – Lead Partner and Project Partners enter the amount of advance payments unused or returned – as a rule, such a situation will not occur in Interreg projects.

Field ***Amount of advance payments settled in previous payment claims*** - Lead Partner and Project Partners enter the amount of advance payments settled according to partial payment claims approved by the Controller so far (sum of the amounts of advance payments settled from partial payment claims approved so far - as of the date of submission of the original partial payment claim to the Controller).

Field ***Amount of advance payments settled by the current payment claim*** - Lead Partner and Project Partners enter the amount settled in the partial payment claim, which they are currently preparing and submitting to the Controller.

Fields regarding the amount remaining to be settled and the settlement percentage are filled in automatically by the system.

Fields regarding interest should be left blank.

3.2.8 Data block ***Reimbursement / Corrections***

This data block is used to correct information that was incorrectly reported in earlier partial payment claims, when, for example, an expenditure was reported under the wrong budget item.

- Do not complete this block to re-qualify previously questioned expenditure.
- If irregular expenditure has been identified in your part of the project, but there will be an opportunity to reuse funds in the project, the relevant institution will notify you and instruct you on how to correct the cumulative values in the financial List of documents of the project.

Registering a correction consists of indicating the budget items from the previously approved payment claim(s) and then entering the amounts for the relevant items. The amount entered (with a "-" or "+" sign) is intended to indicate the value by which the budget item changes.

If you need to reduce expenditure cumulatively, record the amounts with a "-" so that you can report new expenditure in the project.

The following fields are visible for each item in the list:

- Number of the payment claim under which the expenditure was settled,

- Work package,
- Cost Category - Name of cost / SCO,
- Document number (optional field),
- Total expenditure,
- Eligible expenditure,
- Co-financing
- Comments (optional field) - nevertheless provide information on the reason for the correction.

For each return/correction, you can add **a category subject to limits** using the Add Limit Category function. You indicate the following values for each added limit category:

- Category subject to limits,
- Total expenditure within the limit,
- Eligible expenditure within the limit,
- Co-financing within the limit

You have the option to edit individual items in the list, collapse/expand individual or all returns/corrections and filter the list.

To add a new item to the list, select the *Add Return/Correction* button.

You can also delete or edit an already existing category subject to limits.

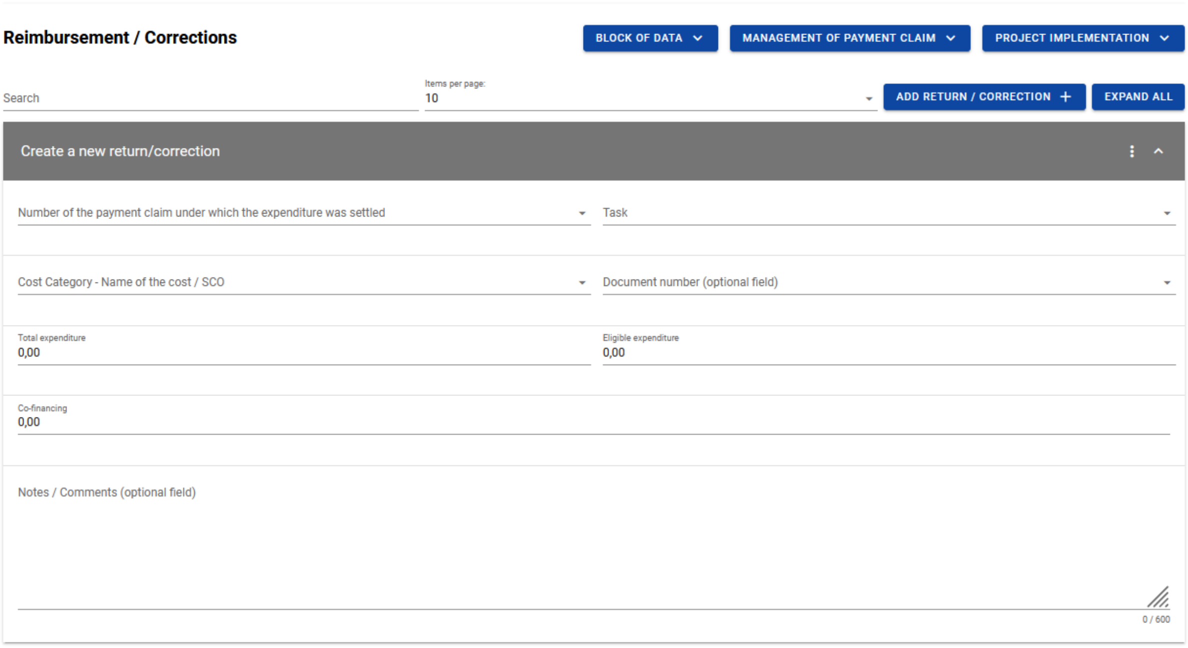


Figure 24. Creation of a new reimbursement/correction

When the *Edit* function is selected, the fields on the screen become editable and additional buttons appear, located in the bottom right-hand corner of the screen:

- **Save** - results in saving the changes made,
- **Cancel** - results in ending the editing process without saving the changes made.

3.2.9 Data block ***Income***

You only need to complete this block if the programme rules require income monitoring in the project. If there are no such requirements, leave the fields in this block blank.

In this block, you report the income earned during the reporting period. The system summarises all the income entered on the payment claim.

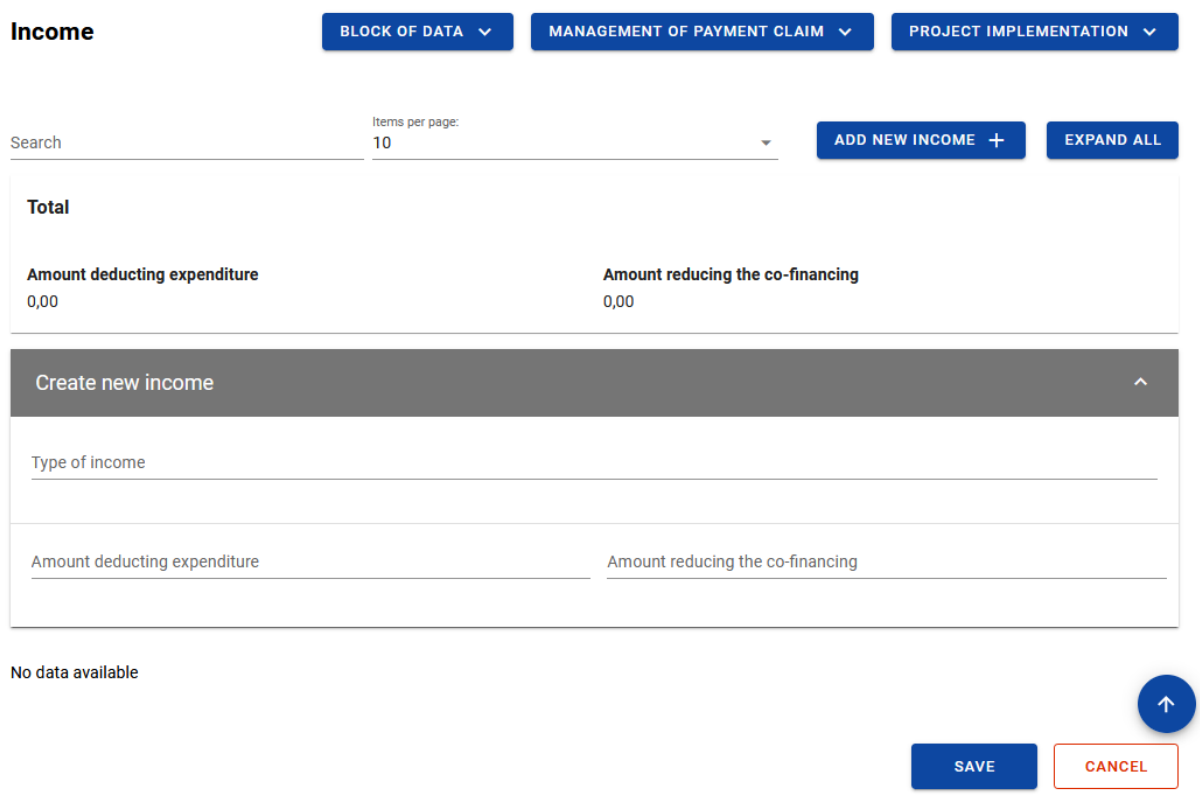


Figure 25. View of the Income block

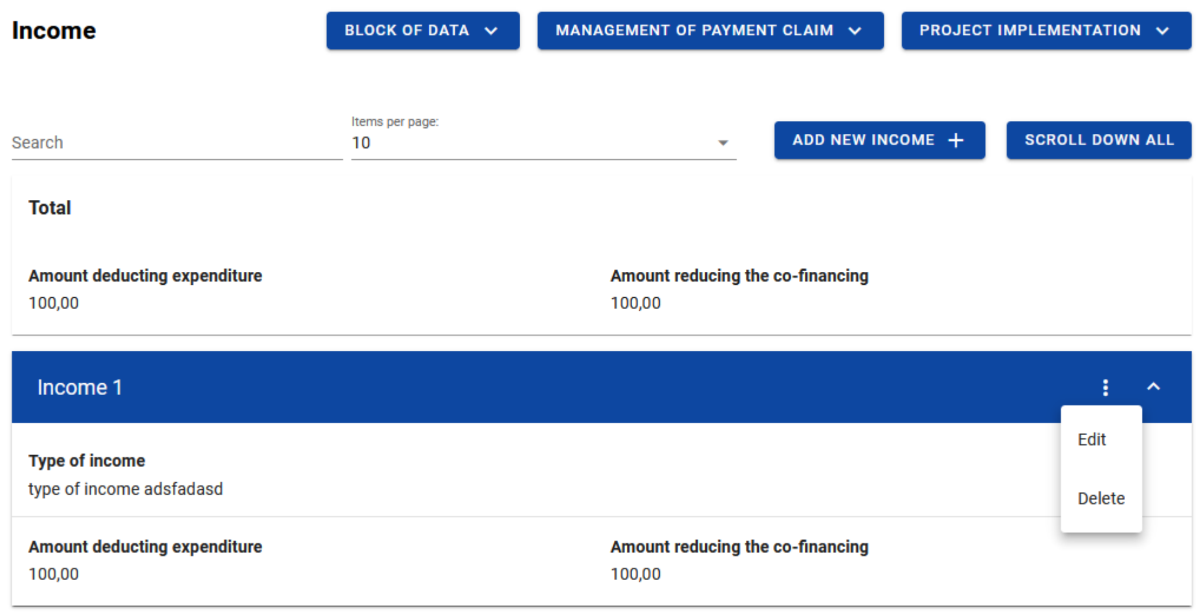


Figure 26. View of functions available for income items

3.2.10 Data block *Statements*

The block presents sections that can be edited using the **Edit** button at the bottom of the page.

The visible sections are:

- *The Community policies* - with an option to indicate whether the Project is being carried out in accordance with the principles of Community Policies and with a field for clarifications (text box) if compliance with the said principles is not confirmed.
- *Statement* - where you will see the fixed content of the statement you submit together with the partial payment claim, and a text box in which you describe where the records are kept. Enter here the registered office address of the entity you represent, where the original project documentation is located.

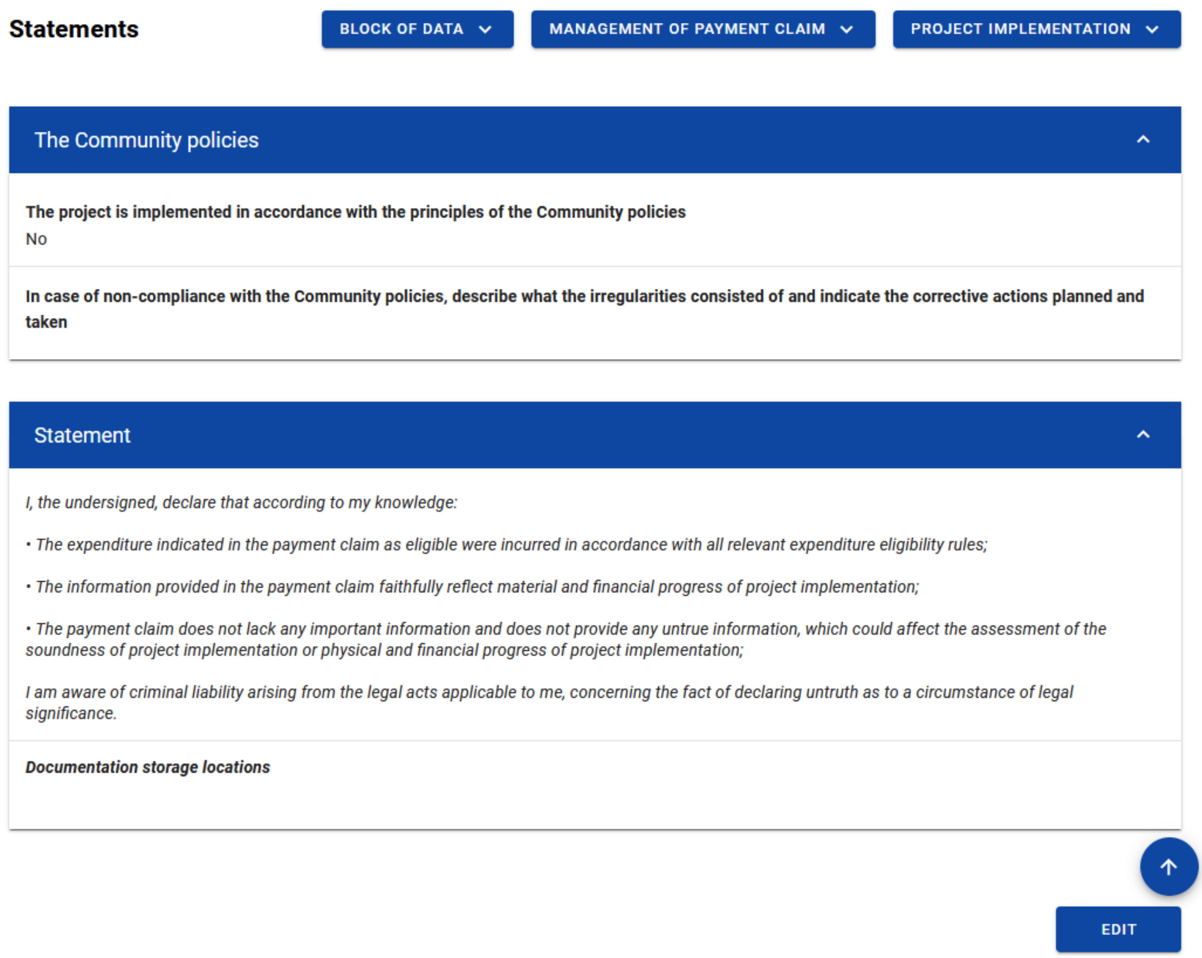


Figure 27. View of the Statement block - edit mode

3.2.11 Data block ***Summary***

The block presents a breakdown of expenditure as follows (from left):

- Current expenditure (additionally broken down into: Total, Eligible, Co-financing)
- Expenditure to date (additionally broken down by: Total, Eligible, Co-financing)

- Expenditure in the project (further broken down into: Total, Eligible, Co-financing)
- Completion percentage

In addition, the Summary lists expenditure under the following categories:

- Tasks and budget items per Work package
- Cost categories
- Limits

You cannot edit any amounts on the block - the system calculates everything automatically.

Summary BLOCK OF DATA | MANAGEMENT OF PAYMENT CLAIM | PROJECT IMPLEMENTATION

Budget item		Current expenditure	project-payment-details-summary-6,	Expenditure in the project	Completion percentage
Task 1 Leading the South Baltic Innohub	Total	0,00	0,00	30 550,00	0,00 %
	Eligible	0,00	0,00	30 550,00	0,00 %
	Co-financing	0,00	0,00	24 440,00	0,00 %
Task 2 Developing the service catalogue	Total	0,00	0,00	29 950,00	0,00 %
	Eligible	0,00	0,00	29 950,00	0,00 %
	Co-financing	0,00	0,00	23 960,00	0,00 %
Task 3 Pilot testing and operating the service catalogue	Total	0,00	0,00	229 830,00	0,00 %
	Eligible	0,00	0,00	229 830,00	0,00 %
	Co-financing	0,00	0,00	183 864,00	0,00 %
Task 4 Building a sustainable organization for future operations	Total	0,00	0,00	22 500,00	0,00 %
	Eligible	0,00	0,00	22 500,00	0,00 %
	Co-financing	0,00	0,00	18 000,00	0,00 %

Figure 28. View of the Summary block

3.2.12 Data block ***Attachments***

As a rule, files confirming the expenditure settled in the payment claim should be attached to a specific item in the List of documents block. You can attach other files related to project settlement in the Attachments block of your partial payment claim.

You may be asked to attach such attachments in particular by the controller during the verification of your partial payment claim.

To add a completely new attachment to your payment claim, use the *Addition of attachment* function. To link an attachment already entered into the system as part of a project, use the *Attach an attachment* function. These are available in the list of actions under the three dots.

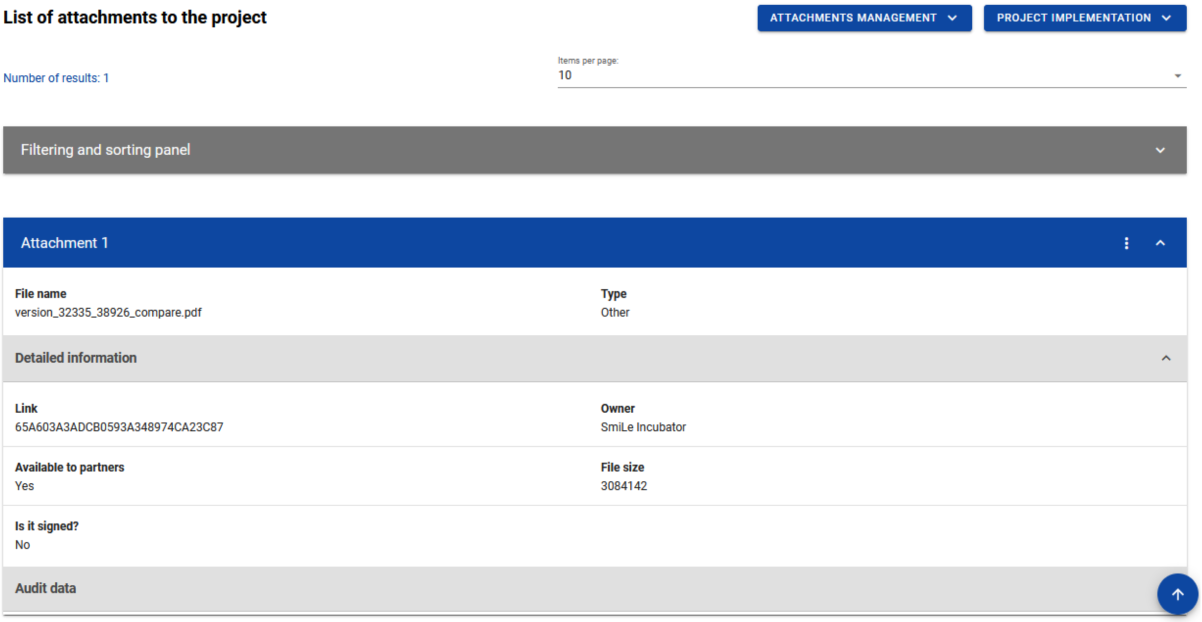


Figure 29. View of the Attachment block

The *Addition of attachment* function takes you to a screen allowing you to manually enter an attachment name and attachment type. In addition, you specify whether you share the file with PP or not.

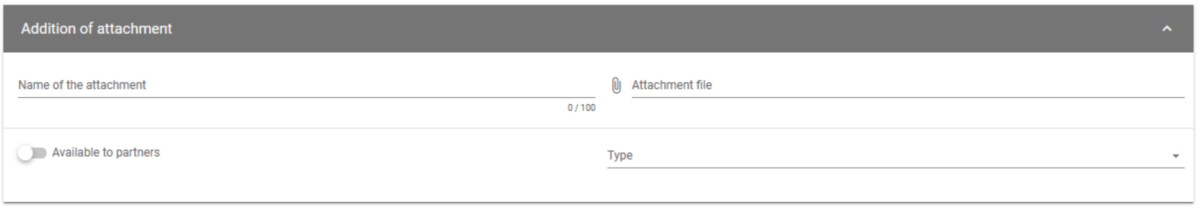


Figure 30. View of adding a new attachment

Remember to precisely describe the attachment name and select the correct attachment type. This will definitely make it easier to verify your payment claim and identify specific attachments.

The *Attach an attachment* function takes you to a screen with a list of attachments already existing in the project. Check the boxes next to those files you are attaching to the payment claim and confirm with *Save*. Files already linked to the payment claim have checkboxes ticked.

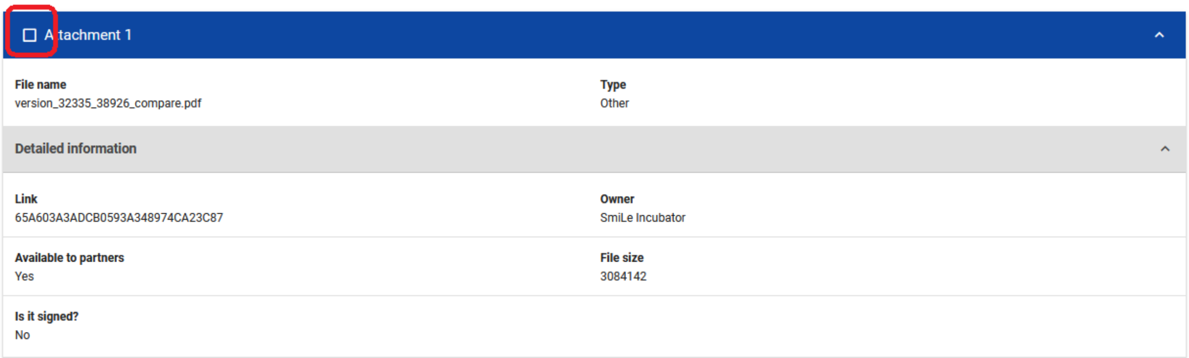


Figure 31. View of attaching an existing attachment

Added attachments can be downloaded to your disk. You can also detach them from the partial payment claim.

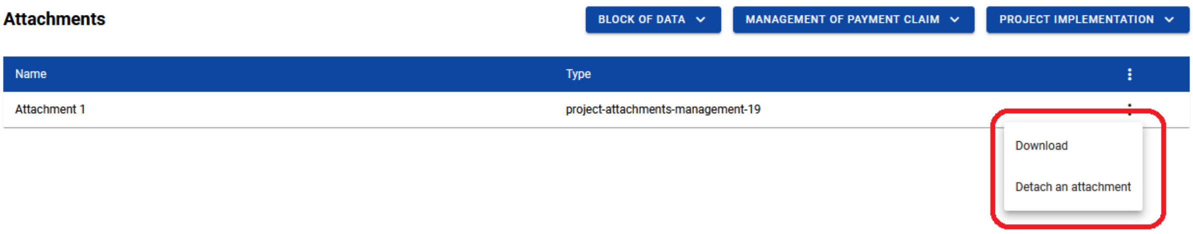


Figure 32. View of functions available for an attachment in the Attachment List

The following data is presented for an attachment that has already been added:

- Name of the attachment
- Type

3.3 Verification of the correctness of a partial payment claim

You can check at any time what data in your partial payment claim still needs to be corrected using the **Check for correctness** function.

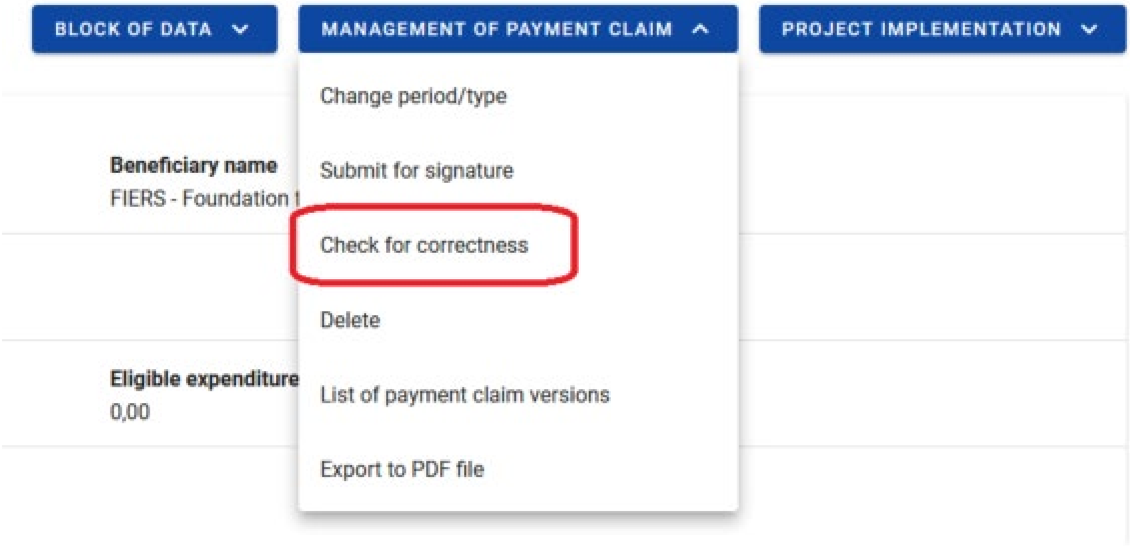


Figure 33. View of the Check for correctness function

At the stage of filling in data, the system displays the following validation messages next to the particular fields:

- Warnings - i.e. messages that do not block you from submitting a partial payment claim, they just require you to confirm that the data you enter is correct.
- Blocks - i.e. messages that block you from submitting a partial payment claim to the Controller until you correct the data.

The function is not available on cancelled payment claims.

Selecting the **Check for correctness** function results in:

- a message being displayed stating that the partial payment claim has been filled in correctly

or

- a screen being shown with messages indicating the fields filled in incorrectly, also allowing to navigate to an error specified by the system.

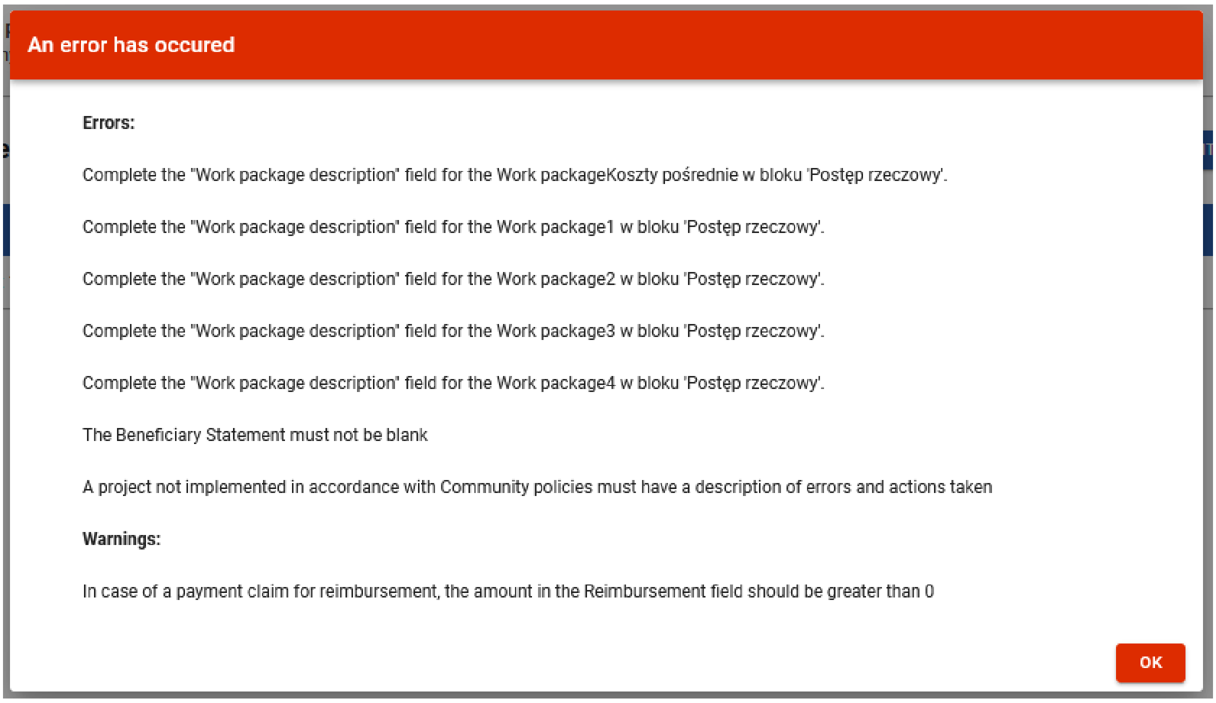
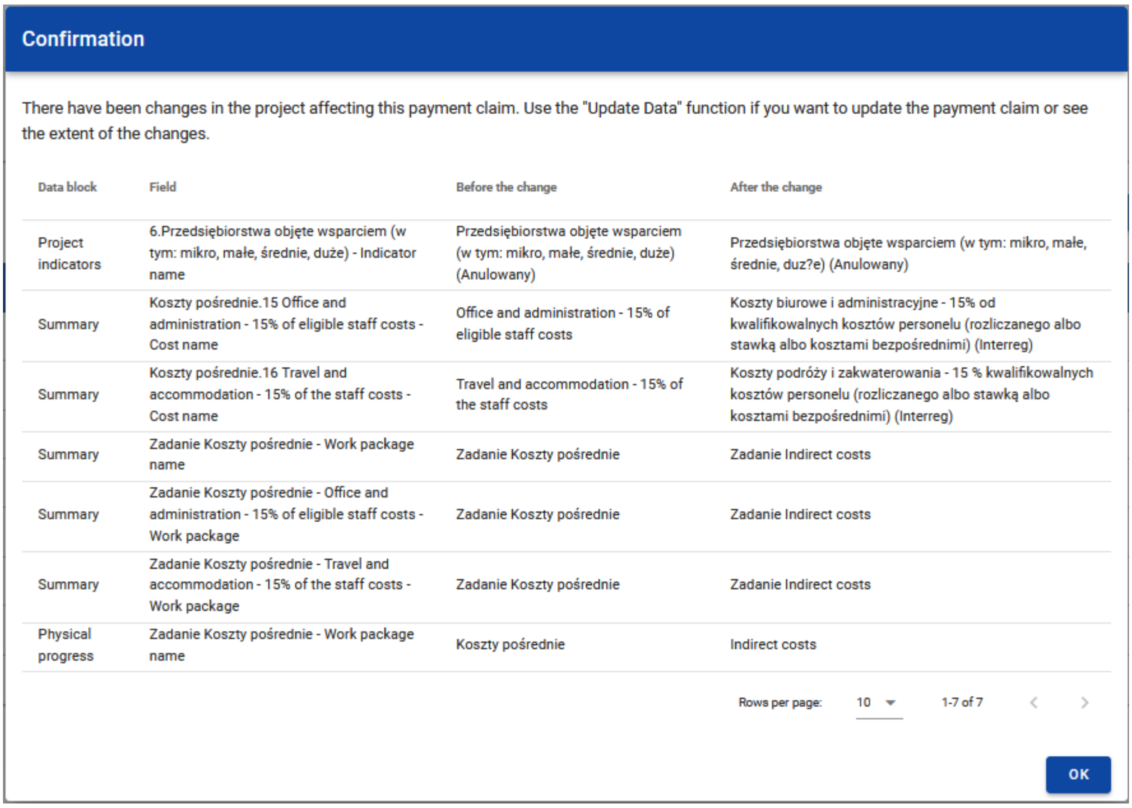


Figure 34. View of validation messages when checking a payment claim for correctness

3.4 Updating payment claim data

Each time you enter the payment claim, the system checks whether the project data has changed. If there have been changes in the project that affect your payment claim, you will be informed about this via a message.



Confirmation

There have been changes in the project affecting this payment claim. Use the "Update Data" function if you want to update the payment claim or see the extent of the changes.

Data block	Field	Before the change	After the change
Project indicators	6.Przedsiębiorstwa objęte wsparciem (w tym: mikro, małe, średnie, duże) - Indicator name	Przedsiębiorstwa objęte wsparciem (w tym: mikro, małe, średnie, duże) (Anulowany)	Przedsiębiorstwa objęte wsparciem (w tym: mikro, małe, średnie, duz?e) (Anulowany)
Summary	Koszty pośrednie.15 Office and administration - 15% of eligible staff costs - Cost name	Office and administration - 15% of eligible staff costs	Koszty biurowe i administracyjne - 15% od kwalifikowalnych kosztów personelu (rozliczanego albo stawką albo kosztami bezpośrednimi) (Interreg)
Summary	Koszty pośrednie.16 Travel and accommodation - 15% of the staff costs - Cost name	Travel and accommodation - 15% of the staff costs	Koszty podróży i zakwaterowania - 15 % kwalifikowalnych kosztów personelu (rozliczanego albo stawką albo kosztami bezpośrednimi) (Interreg)
Summary	Zadanie Koszty pośrednie - Work package name	Zadanie Koszty pośrednie	Zadanie Indirect costs
Summary	Zadanie Koszty pośrednie - Office and administration - 15% of eligible staff costs - Work package	Zadanie Koszty pośrednie	Zadanie Indirect costs
Summary	Zadanie Koszty pośrednie - Travel and accommodation - 15% of the staff costs - Work package	Zadanie Koszty pośrednie	Zadanie Indirect costs
Physical progress	Zadanie Koszty pośrednie - Work package name	Koszty pośrednie	Indirect costs

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OK

Figure 35. Project data change message view

You also gain the ability to update the data in the payment claim in line with the new project data using the *Update Data* function available in the *Management of payment claim* menu

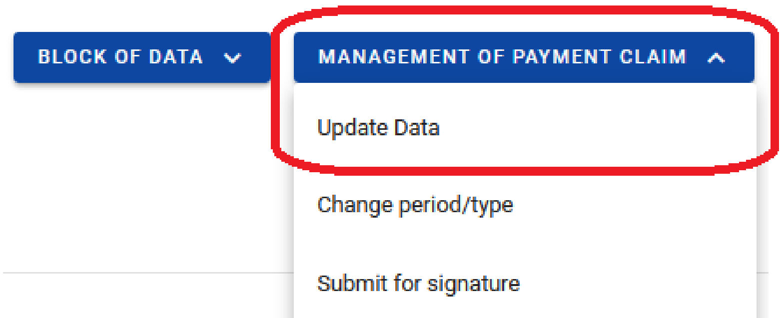

Figure 36. Updating data in payment claim

4 Collective payment claims

Interreg projects are settled by means of partial payment claims and collective payment claims. Partial payment claims are prepared first and, once approved by the Controller, the LP prepares a collective payment claim.

The collective payment claim is identical to the partial payment claim form.

To create a new collective payment claim in the *Management of payment claim* menu, select *Create a collective payment claim*.

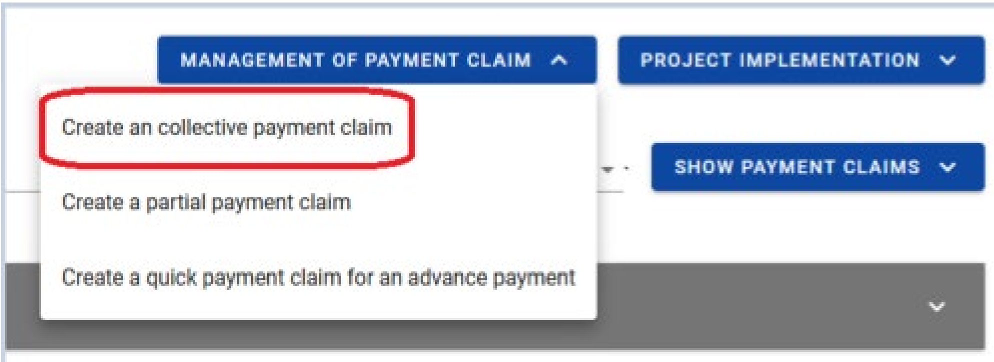

Figure 37. View of the "Create a collective payment claim" screen

When you select the function to create a new collective payment claim, please indicate which type of payment claim you wish to create and for what period.

The next step when creating a collective payment claim is to indicate the partial payment claims on the basis of which you will create the collective payment claim. The system will display a list of available partial payment claims whose type and reporting period corresponds to (includes) the collective payment claim you are creating.

- If you want partial payment claims covering earlier reporting periods to be included in the collective payment claim (e.g. one of the partners failed to report in the previous reporting period and then submitted a payment claim for 2 periods) you must extend the date range in the Payment claim for the period from ... until... accordingly
- Ensure that the list of partial payment claims contains all the payment claims that should be included in the creation of the collective payment claim for the reporting period.
- Creating a collective payment claim consists in drawing data from the partial payment claims. As LP, you have the possibility to edit the data in the collective payment claim.

You can make changes to the description blocks, but **do not make any changes to the blocks containing expenditure information!**

- In the Poland-Ukraine programme, in justified cases you can correct the values in the *Amount requested, including advance payment* field. Partners, when filling in their partial payment claim, could have entered the incorrect amount of the requested advance payment (e.g. without taking into account the correction of this amount due to insufficient settlement of the advance payment paid earlier).
- If you detect an error/irregularity in the data carried over from the approved partial payment claims (and not detected by the Controller in charge) when filling in the collective payment claim, please contact the Substantive Administrator in the Joint Secretariat. This is because it may be necessary to amend the data in the approved partial payment claim and re-create the collective payment claim.

In the description fields of the collective payment claim, the system will carry over the content entered by the PP in the partial payment claims, where this content is preceded by the name of the PP. Such system-initiated content will require correction on your part. When preparing the collective payment claim, follow the requirements set out in the applicable Programme Manual. It will include guidelines on how to describe the progress of tasks so that they relate to the project as a whole.

If the number of characters allowed in the system for a field is insufficient, include the full description in a separate file and attach it to the collective payment claim.

5 Create a quick payment claim for an advance payment

If you are **LP**, you can create quick payment claims for an advance payment.

A quick payment claim for an advance payment is one of the types of payment claims that allows **LP** to request an advance payment via the so-called fast track, i.e. without the involvement of the Controller. When you use this function, the system displays you a simplified payment claim form, on which you complete only the reporting period and the amount of the advance payment requested, and add the required attachments. Such a payment claim can be signed immediately and submitted to JS. The creation of a payment claim for an advance payment via the fast track allows **LP** to submit a payment claim without having to indicate partial payment claims for it.

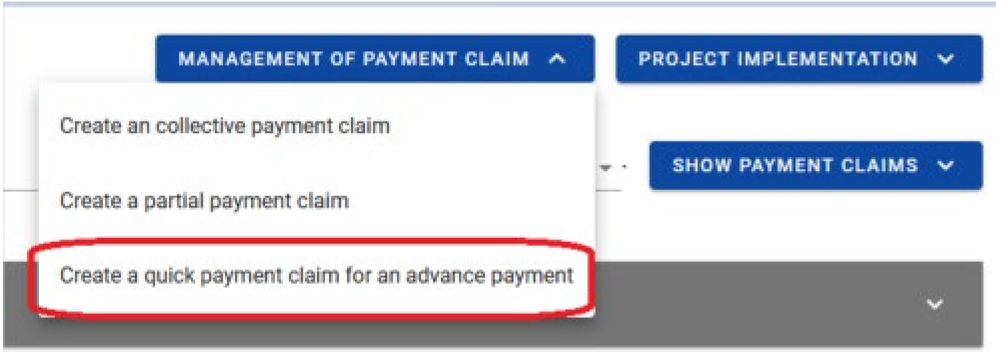

Figure 38. View of the "Create a quick payment claim for an advance payment" screen

6 Deleting a payment claim

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

Any payment claim can be deleted if it has the *In preparation* status. If the payment claim is amended by you (i.e. you have created a new version of the payment claim), you can delete only this version.

To delete a payment claim, use the *Delete* function in the *Management of payment claim* menu.

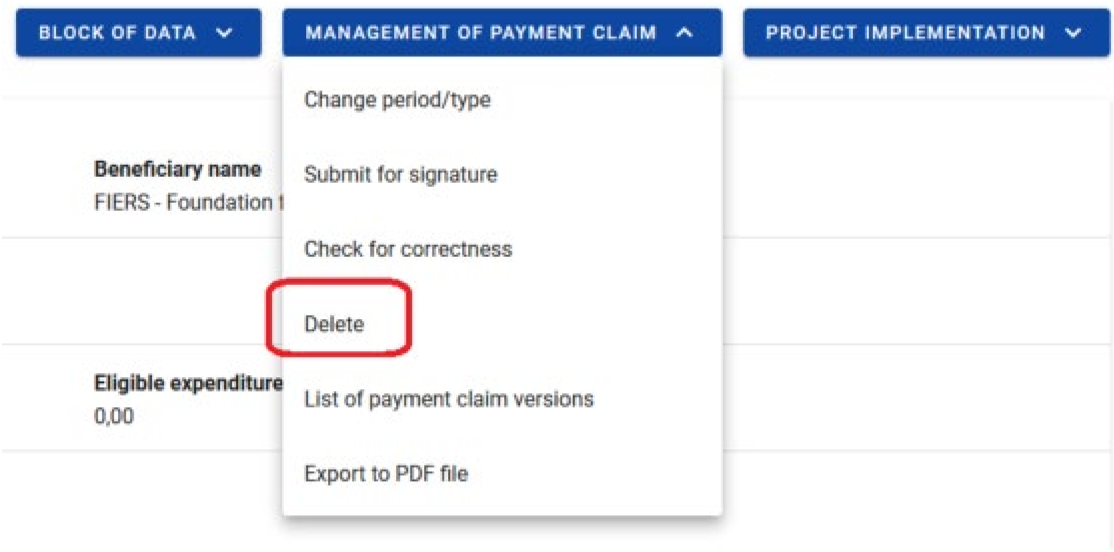

Figure 39. View of the Delete function

Once a payment claim has been submitted, deletion is not possible.

7 Submitting the payment claim for signature

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

If the payment claim is correctly completed and ready to be sent, you can submit it for signature. To do this, select *Submit for signature* from the *Management of payment claim* menu .

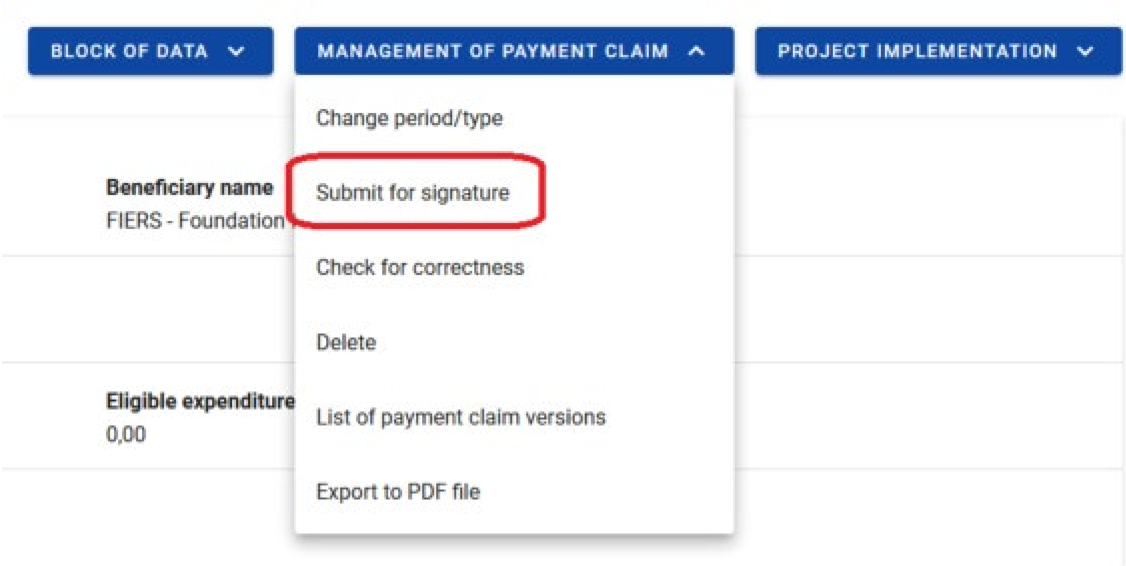

Figure 40. View of the submitting the payment claim for signature window

A window will then appear in which to indicate who should sign the payment claim. The list will contain the users registered at the entity in question, authorised to sign the payment claim. When performing this action, you must also add a comment.

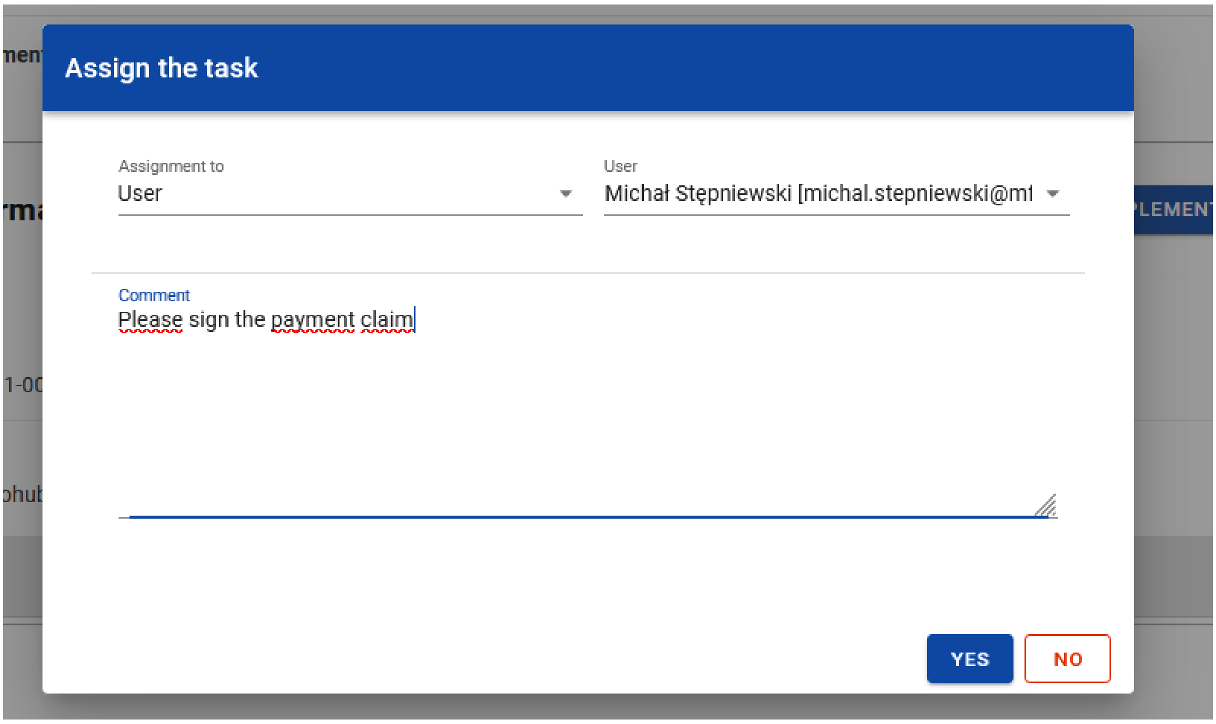

Figure 41. View of the window on how to assign the task of signing the payment claim

8 Signing the payment claim

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

The person assigned the task of signing the payment claim should go to preview the payment claim mode or edit it if they intend to change something in the payment claim before signing.

The signing the payment claim function is available via the drop-down list in the *Management of payment claim* menu.

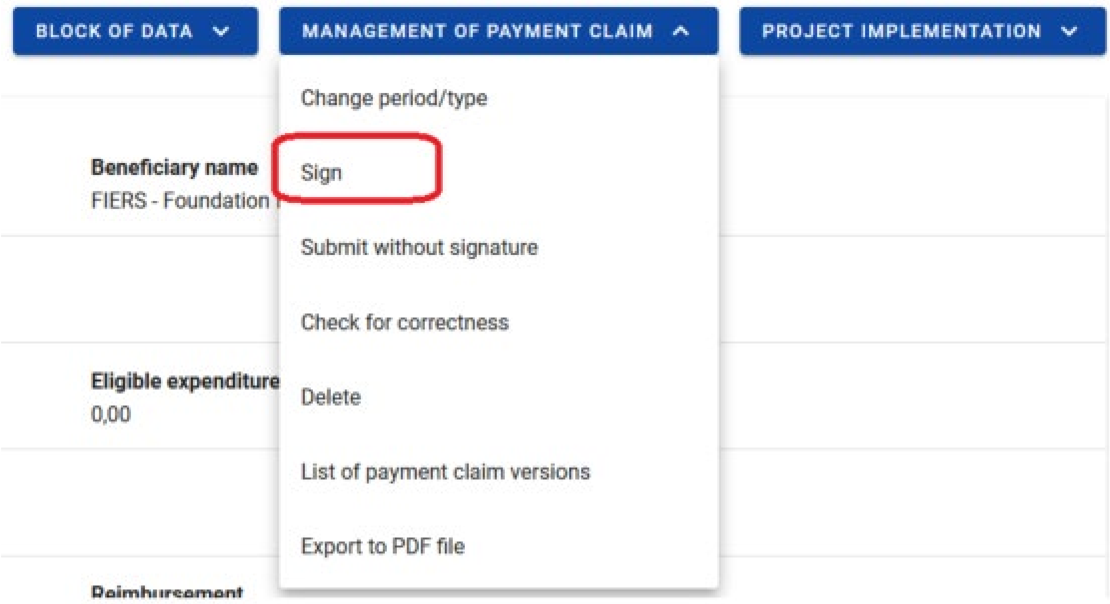

Figure 42. View of signing the payment claim window

There are 2 signature options available:

- Qualified certificate and PKI infrastructure - signature in XADES format
- Non-qualified signature - available when a qualified signature is not possible or the user represents a non-Polish entity (the system sends an authorisation code to the user's email address, which must be entered in the 'confirmation of the one-time code' window)

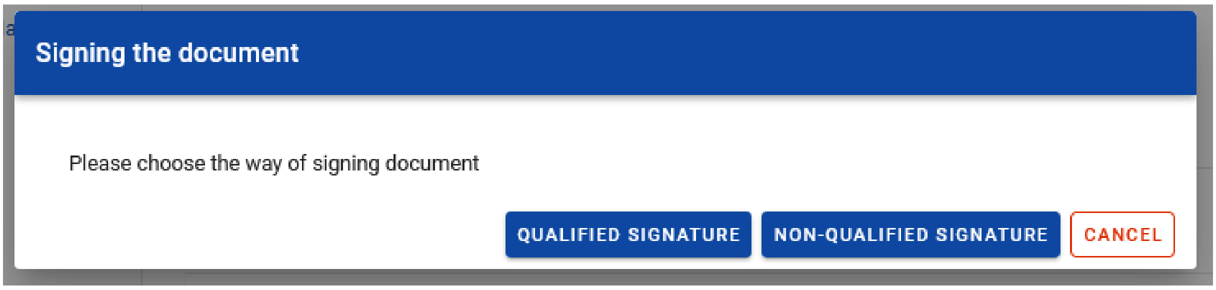

Figure 43. View of the window on how to sign the payment claim

If you choose to sign the payment claim with a non-qualified signature, the following window will appear and an authorisation code will be sent to your email address. Transcribe or paste the code into the box and click OK.

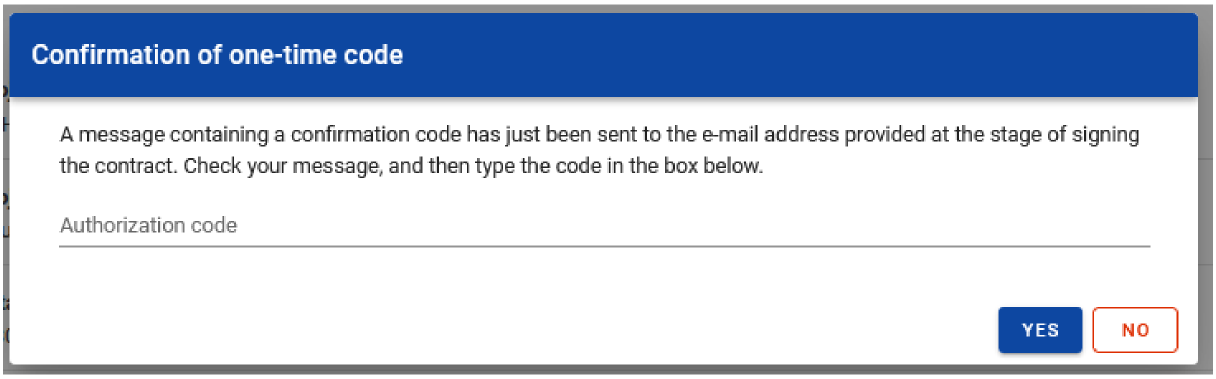

Figure 44. View for the non-qualified signature - authorisation code

If the qualified signature option is selected, follow the on-screen messages. When signing in the system, the identity of the person logged in is verified against the signatory's details. A successfully signed payment claim cannot be modified.

9 Submitting the payment claim

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

Once you have signed the payment claim, the system will ask you whether the payment claim should be passed on to another person for signature or submitted to the institution straight away.

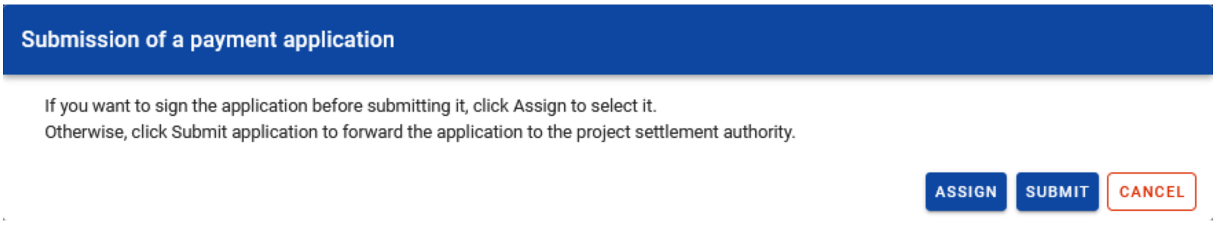

Figure 45. View of the submitting the payment claim window

If the payment claim still needs to be signed by another person in your entity before submission, you can assign him/her the task of signing the payment claim, as shown in Chapter 7.

The option to submit a payment claim will also be available in the *Management of payment claim* menu.

- Partial payment claims are submitted by LP and PP to the relevant Controllers.
- Collective payment claims and quick payment claims for an advance payment are submitted by LP to JS.

As a result of submitting the payment claim:

- it changes its status to *Submitted*,
- the system automatically assigns it a number
- you can no longer edit it,
- you can add and attach further attachments to the payment claim. In such a case, they will clearly marked as having been added after submission.

Where the time frame specified in the payment claim does not fall later than the previous payment claim, the system displays a warning message.

10 Clarification of the payment claim

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

As a result of the verification, your payment claim may be returned to you for clarification by the institution verifying your payment claim. At the same time, the competent institution should send you correspondence within the system, with information about the errors identified and the items to clarify in the payment claim.

To start clarifying your payment claim, enter the payment claim preview mode and then select the ‘Correct’ option in the *Management of payment claim* menu.

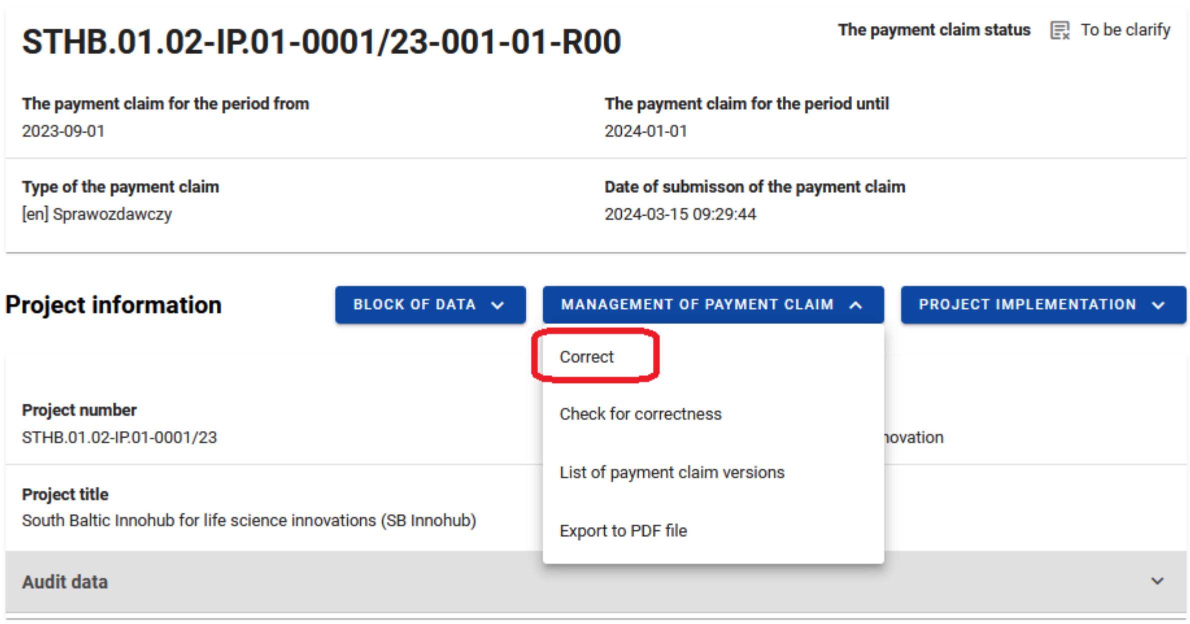

Figure 46. View of the Correct function

During the clarification process, the system creates a new version of the payment claim, which you can edit. Once you have made the clarification, you must sign the payment claim again and submit it to the institution, just as you did when you sent the first version of the payment claim.

Applies only to collective payment claims

If the JS identifies errors in a partial payment claim attached to a collective payment claim, **the first step is to correct the data in the partial payment claim**.

In this situation, the JS sends the collective payment claim back to the LP. The LP should start correcting the payment claim (as described above in this chapter) and then select the option to change the period/type in the **Management of payment claim** menu and detach the given partial payment claim requiring correction from it. When the partial payment claim is corrected, the LP will be informed of this fact and will be able to re-attach the partial payment claim to the collective payment claim and send it to the JS.

11 Payment claim preview

The chapter applies to each type of payment claim (partial, collective, quick for an advance payment).

When you enter the payment claim preview (regardless of the type of payment claim), the *Project Information* block is presented by default.

At the top of the view is the basic data section of the payment claim. It consists of the following elements:

- Payment claim number (or project number if the payment claim does not have a number)
- Payment claim status
- The payment claim for the period from
- The payment claim for the period to
- Type of the payment claim
- Date of submission of the payment claim

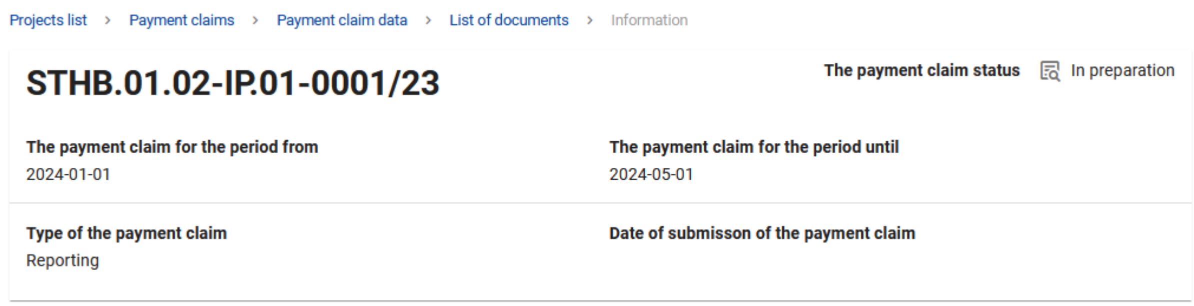

Figure 47. View of the section with basic information about the payment claim