THE QUICK GUIDE TO THE SL2014 SYSTEM

Where to start, what to do and in which order

Version 1

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Glossary

Term in SL2014/ SL2014 related documents	
Co-financing contract	Subsidy Contract (SC)
Correspondence ETC module	Correspondence with the FLC Controller (available for all project partners, incl. lead partner)
Correspondence module	Correspondence between the lead partner and Programme bodies (available for lead partner only)
Cost category – cost name	Budget line
ePUAP Trusted Profile	Authentication by the Electronic Platform of Public Administration Services (for Polish beneficiaries only)
Financial progress module	Project financial implementation
Income	Generated revenues
List of documents	a list presenting all documents containing of the expenditures claimed in the payment claim
Payment claim	Progress Report
Partial payment claim	Partner Progress Report
Payment schedule	Spending schedule
Physical progress module	Content-related state of the project implementation
Public support – EU support – EU funds – Co-financing	ERDF co-financing (75 or 85%)
Reimbursement (under Project module)	ERDF requested
SL2014 (system)	Main application of Central ICT system; supports the current process of the Programme management, monitoring and evaluation, in which data is collected and stored concerning projects implemented and which makes it possible for lead partner and partners to reimburse the projects.
Task	a description of activities in a South Baltic Application Form work package

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Where to find information about the SL2014 system?

1. All information about SL2014 including FAQ (+common mistakes – will be shortly intorduced): https://southbaltic.eu/reporting
2. SL2014 Beneficiary Manual, access here.
3. Interactive Beneficiary's Manual, access here.
4. Access to the SL2014: https://sl2014.gov.pl/
5. All SL2014 related questions to be sent to **ami.sthb@southbaltic.eu.**

Users of the system

All project partners (PPs), including lead partners (LPs) are obliged to use the SL2014 system from the moment of signing the Subsidy Contract (SC) and being granted access to the system.

General tips

1. All activities related to project implementation after introduction of the SC in the system should be carried out in the SL2014: communication with the JS (for LPs only!), with FLC controllers (for all), procurement, information on project staff, reporting, verification etc.
2. Only LP has an option of direct communication with the JS. In case PPs need to introduce changes to e.g. project staff, payment schedule, public procurement already sent to the institution (JS), LP would request a change from the JS on behalf of a partner.
3. It is important to stay in close contact with your FLC Controller: each PP, incl. LP, can send messages/ letters to clarify/ check national requirements for e.g. filling in project staff, attachments needed for contract notices and contracts, reporting of expenditures etc.
4. Do not use 'Back' button in the browse, but 'Back' button.
5. Refresh button on the bottom left (every 20 minutes if no actions are performed in the system).
6. No automatic saving in the system, use 'Save' button wherever possible.
7. Bolded fields are compulsory for filling in, not bolded – optional.
8. NIP number throughout the system – relates only (!) to Polish beneficiaries (e.g. LT also uses NIP number, e.g. in List of documents, 'NIP of document issuer' – 'Foreign No.' to be selected).

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Sequence of actions to do in the system

I. Logging in to the system (all PPs, incl. LP)

Having received an information email from the JS about creation of your SC in the SL2014, go to the SL2014 website. Detailed instruction on how to log in is to be found here: Interactive Beneficiary's Manual, *Chapter 1. Logging in to the system.*

NB:

1. Polish partners should use 'ePUAP' option; other than Polish partners – 'Login and password'; first time log in – select 'send password'.
2. Having received automatically generated by the system email, you have to click on the link provided in the email to 'activate' your access to the system!
3. Change the password to your own. You can later also change it in future if needed under 'My data' tab.

II. Select your project number and go to the module 'Payment schedule' (all PPs, incl. LP)

Module Payment schedule

Purpose?	**Real data on foreseen spending and reimbursement for the project is required for the forecasts of EC tranches. The data should be based on planned actual spending (not on the timetable from the approved AF).**
Used by?	Each PP, incl. LP
When to use?	Once granted access to the system! At first time login data for the next 8 quarters (2 years) from the start date of the project (according to SC) shall be filled in. Update – every time before sending new partial payment claim to the FLC.
Process	Once granted access - EACH PP (incl. LP) fills in its payment schedule for 8 quarters (2 years) and saves data. LP then sees each PPs schedule (read-only) and table under column 'The payment schedule for the project' is completed. The LP sends it to the JS.
How to update information sent?	Ask JS (if corrections to PP's schedule needed – ask JS via LP) to 'withdraw' your payment schedule – it will be editable again.
Result	Payment schedule for the project for 2 years completed, not editable.

NB:

Total expenditure = Eligible expenditure (not the case if during the FLC verification some ineligible costs were detected; then the amount of 'Eligible expenditure' should be decreased by the ineligible costs).

Advance payment = 0.00 (always)

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Reimbursement = 75% or 85% of total expenditure (to be calculated manually)

How to fill in payment schedule check SL2014 Beneficiary's Manual: *Chapter 4, Payment schedules.*

III.   Go to module 'Public procurement' (all PPs, incl. LP)

Module Public procurement

Purpose?	**To report tenders and contracts <u>above the national threshold</u> (check with the national procurement law).**
Used by?	Each PP, incl. LP
When to use?	Once granted access to the system! Only when tender exceeds national threshold. Only settled proceedings should be registered (i.e. within which a contractor was chosen and a contract on public procurement was signed).) Update - ongoing task, throughout project implementation.
Process	Each PP fills in data on settled contract notice and sends it to the JS. Part 'Contract' appears after 'Contract notice' was sent. Each PP fills in data on settled contract and sends it to the JS. NB: LP does not need to wait for all PPs to submit their data to send information on his own contracts.
How to update information sent?	**Once the contract is sent to the Programme, it cannot be edited.** Ask JS (if corrections to PP's public procurement – ask JS via LP) to 'withdraw' your contract – it will be editable again.
Result	LP sees and previews all contracts that are being "reported" by PPs (read-only).

NB:

1. *Do not forget to un-tick 'The contract exceeds EU thresholds' (in most contracts this will not be the case)*
2. *Contract number – if more than one contract was signed under one contract notice, they should have their unique numbers (system will not allow to save multiple contracts with the same number).*
3. *Expenditures related to public procurement should not be reported in the List of documents if the contract is not created under 'Public procurement'. Expenditures related to the public procurement should be linked to the contract number (same number to be filled in under 'List of documents'). Exact number must be given in the list of documents as in the public procurement module (contract notice and contract). If not – error message will pop up.*
4. *Each partner should agree with their FLC Controller which documents should be attached to the contract information. Usually these documents could be the contract notice and the terms of reference.*

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How to fill in public procurement module check SL2014 Beneficiary's Manual: *Chapter 5, Public procurements.*

IV. Go to module 'Project staff' (all PPs, incl. LP)

Module Project staff

Purpose?	**Data of people working in the project. Each PP, incl. LP, registers individually information about the personnel employed.**
Used by?	Each PP, incl. LP
When to use?	Once granted access to the system. Update – when needed (e.g. new staff employed).
Process	Each PP fills in data on its project staff (data for each staff member separately) and sends it to the institution (JS). NB: LP does not have to wait for all PPs to submit its data.
How to update information sent?	Ask JS (if corrections to PP's project staff are needed – ask JS via LP) to 'withdraw' your project staff – it will be editable again,
Result	LP sees and previews data of all PPs (read-only)

NB:

Different forms of engagement, scope of working time arrangements etc. should be consulted with the respective FLC before reporting! (due to different requirements of different FLCs).

1. *Staff costs of people whose information is not filled in under 'Project staff' module should not be reported in the List of documents.*
2. *Other than Polish partners should consult the scope and method of registering the information about the staff involved in a given project with the relevant FLC controller.*
3. *Project staff module should be filled in if project staff is part of direct costs. Do not enter data of people settled using simplified methods (i.e. flat rate).*
4. *Most common forms of engagement:*
   - *Secondment - when a person is employed by the organisation, and will perform tasks in the project apart of his/ her usual tasks for the organization;*
   - *Employment – when a person is employed strictly for a project;*
   - *Contract – agreement between the person and institution to perform some tasks in the project;*
   - *Works contract – employment to perform/ deliver certain work/ task (study, training etc.)*
5. *Working time arrangements:*
   - *If full-time, box 'full time' should be ticked;*

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- *Is blocked from editing and is 'selected' if in the form of engagement 'Employment' is chosen;*
- *Is blocked from editing and is 'not selected' if in the form of engagement 'Work contract' is selected;*
- *in case of a flexible number of hours per month, it is recommended to indicate the maximum anticipated number of hours per month. Then the beneficiary can add the planned work time only for one month and the next months can be "settled" using the acceptance protocols.*

6. *Working time:*
   - *If 'Work contract' is selected in the 'Form of engagement', field is not editable and is 'not selected';*
7. *Planned work time (serves as a time sheet):*
   - *Is available if in the 'Form of engagement' other than 'Work contract' is selected => if 'Work contract' is the form of engagement, there is no need to fill in planned work time;*
   - *Planned work time should be filled in for each person employed by the project for the whole period of employment! – compulsory for Polish partners! (NB. Swedish and other FLC Controllers do not demand this information – information on the planned work time of 1 person for 1 month is enough to allow system saving and 'sending' data). Other than Polish and Swedish partners – to be consulted with respective FLC Controller!*
   - *Please mind that there are planned changes to the "Project staff" module. It is foreseen that the "planned work time" will not be filled in anymore, but the module will present the actually worked time. Until these changes are introduced, however, the "planned work time" has to be completed as presented above.*

How to fill in project staff module check SL2014 Beneficiary's Manual: *Chapter 6, Project staff.*

Reporting – creating partial payment claims (all PPs, incl. LP)

General tips

- it is possible to preview your SC – Payment claim – Preview SC Before filling in payment claim go to the SC (it will be opened in separate tab) and check it. Pay special attention to Total costs, Eligible expenditure or Public support since these values will be very important while implementing and settling your project as a whole;

- it is recommended to 'save' your partial payment claim from time to time (using 'Save' button on the top/ bottom of each section);

- you can also 'verify' the partial payment claim by using button 'verify' (in the top/ bottom of each module. Using 'verify' button does not 'save' the payment claim!). Verification checklist will be displayed in the top: errors marked in red are obligatory to be solved (the system will not allow you to submit the claim containing red errors); orange errors are warnings, for information, allow submitting the claim;

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- it is possible to work simultaneously on more than one partial payment claim for consecutive periods at the same time (no need to send one for FLC verification in order to start preparation of another partial payment claim).

Detailed guidance on how to prepare partial payment claim can be found in SL2014 Beneficiary's Manual: Chapter 7, Partial payment claims.

After the end of the reporting period (Cycle I – January-June and July-December; and Cycle II - October-March and April-September = meaning on a semi-annual basis), all project partners, including lead partner, within 15 days should prepare report by filling in partial payment claims and submitting them to the relevant FLC controllers. Frequency of submitting payment claims as well as reporting cycle that your project should follow is specified in the Subsidy Contract.

Identification of a payment claim (creating payment claim)

- Payment claim for period from … to … – should correspond with the reporting cycles specified in the Subsidy Contract of your project;

- If for some reasons you need to report costs paid before or after (only in the final report) the reporting period, in the 'Payment claim for period from … to …' still indicate reporting period according to the Subsidy Contract (so that the LP when creating payment claim for the whole project will be able to 'see' the partial payment claim in the system). The system will allow you submitting the partial payment claim even with reported costs outside the period (verification check will show you this error in orange, which is acceptable);

- Type of payment claim – Payment claim for reimbursement to be selected. In case this is the final report, Payment claim for reimbursement and Payment claim for final payment should be selected

Modules	Tips
Project	- only 'Total expenditures' (total reported costs in the report) and 'Reimbursement' (ERDF claimed in the report) are editable fields; - Total expenditures = Eligible expenditure; - Co-financing = Reimbursement (claimed in the payment claim).
Physical progress	- Each activity should be referred to as it was planned in the AF, reported according to timetable for this reporting period; described in a way that allows confirming its nature and relevance to the project. Activity descriptions should be consistent throughout the project (same description structure), and include the following elements: *Activity number (e.g. A.1.1); nature of activity, with details relevant to project plan (guiding questions would be: who, when, where, what was the outcome).* - Physical progress FL project implementation – limit 4000 characters (also for joint report that will be prepared by the LP). - Output indicators – to be filled in only by the LP!
Financial progress, **List of**	- If expenses from the periods covered by the previous Partial Payment claims are to be presented in the current report, add an appropriate remark in the Comments field. In such case the period covered by the payment claim should not be extended

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documents *(the tips are related to completing the .xls file, tips for completing the list of documents online can be found in the SL2014 Beneficiary Manual).*	(it should not cover the date of payment of a given expenditure)! - It is strongly recommended to export the .xls file of the List of documents; keep filling it during the reporting period (e.g. at the end of each month); and import to the system in the end of reporting period; - **Figures in the .xls file should be entered in EUR – all beneficiaries not having EUR as a currency MUST use the excel file of List of documents, state the expenditures in the national currency and convert it before uploading to the system!** - If the expenses are incurred in other currencies, it is required to convert them into EUR according to the exchange rate applied by the EC in the month in which the expenses are submitted for verification by the Controller (article 28(b) of the ETC Regulation – link for conversion to be found here. Detailed guidance on how to convert .xls file into EUR is to be found in the SL2014 Beneficiary Manual, *Chapter 7 Partial payment claims, List of documents.* *NB: Swedish FLC also requires uploading the file list of documents with recalculation formulas, and the two sheets in both national currency and EUR, in the module "other attachments".* - Do not modify the structure of the .xls file as the system will reject it when uploading. - Document number (COLUMN B) - number placed on the document. No two identical document numbers in the same work package or budget line is possible **(in general, the system will not accept the .xls file which contains same document number in more than one row!)**, and related to the same type of cost (e.g. staff costs). In case there is need to more introduce further differentiation, comments or running numbers/ letters can be used. - Accounting or register number (COLUMN C) - the number related to the expenditure/document in your accountancy system. Accounting number can be repeated many times. - Type of ID (COLUMN D) - usually "Not applicable", unless it is a contract (above national threshold), or if the contractor is a Polish entity or physical person. - NIP of document issuer/PESEL number (COLUMN E) – NIP and PESEL number have to be used only for Polish partners. Other than Polish beneficiaries should leave the column empty. - Date of payment (COLUMN G) - add the date of payment, i.e. when the money has been withdrawn from your partner organisation bank account. If you have multiple dates of payment (see below) you leave this field empty. - Date of payment from – until (COLUMNS H & I) – is used if there were several payments related to the same document (e.g. tranches, or payments of staff costs). Then you add the first and the last date of payment. If you only have one date of payment (see above) you leave these two fields empty. - Name of product or service (COLUMN J) - important to be explicit in order to facilitate the FLC certification! Describe the project relevance of the expenditure, e.g. what, when, where and with whom. For example 'Staff costs Mr X July-December 2016' or 'Travel for Mr X by train Y in connection to [Project] kick-off meeting [date]'

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- Contract number (COLUMN K) – usually 'Not applicable' – will not work if you fill in 'N/a' and/ or empty – **MUST BE FILLED IN.** It MUST be used ONLY if the expenditure relates to a contract created and submitted in the SL2014 system in module 'Public procurement'. Then the Contract number must be identical with the contract.

- Gross/net amounts in the document (COLUMNS L & M) - relates to document, not the claimed expenditure (these amounts are given here to identify the document by the FLC).
- Correction invoice (COLUMN N) – usually "N" (no), "T" (yes) only if it is a correction to some other invoices in this or previous period.

- Attachment file name (COLUMN O) – you should not attach the files during the first import of list of documents. The FLC will ask for sample of documents, and then they can be attached in the system directly (not via the Excel, but in the module 'Attachments').

- Comments (COLUMN P) - add here your **partner number from the application**, e.g. Partner 2, preferably an item number in descending order and if needed a comment in order to easier relate to or communicate about the expenditure in case of e.g. clarifications from the FLC or JS.

- Cost category - name of the cost (COLUMN Q) – select relevant budget line.

- Total expenditure (COLUMN R) - add the total expenditure relevant for the project, which normally corresponds to the 'eligible expenditure' (and normally also to the net amount if you recover VAT – for Swedish partners). Please remember that if only certain items in the document concern the implemented project (e.g. an invoice also covers goods not included in the project or the same accounting document is submitted for settlement under more than one project), the total amount of expenditure should correspond only to the part of the expenditure incurred under the currently settled project. In such cases one should not provide the total amount of expenditure which corresponds to the gross document amount. In case you experience having non-eligible costs we suggest you to contact either the LP or your FLC on how to proceed. In general, expenditures non-project-related should not be added here.

- Eligible expenditure (COLUMN S) – amount of eligible cost (together with VAT if eligible).

- of which VAT (COLUMN T) – VAT amount relating only to the eligible expenditure entered in the previous field and if VAT is eligible itself. In case VAT is not eligible, leave default value (0,00).

- Public support (COLUMN U) – the ERDF funding, which corresponds to either 75% or 85% of your 'eligible expenditure'. The best way to calculate would be to add a formula that you copy to all rows, e.g. "=ROUNDDOWN((S4*0,75);2)" (if 75%) or "=ROUNDDOWN((S4*0,85);2)" if co-financing is 85%. Remember to add two decimals after the comma.

- Cost categories subject to limits (COLUMN V) – from the drop-down list offered only two limits are valid in the South Baltic (in-kind contribution=voluntary work AND costs outside EU = meaning costs subject to the 20% rule – please consult Programme Manual, Chapter III, section 2.4 Geographical location of project

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	activities in this case!). - <u>Expenditure within the limit</u> (COLUMN W) - add 0,00 if you do not have any expenditures outside the Programme area, according to above.
Financial progress – Expenditures settled on a flat rate basis	- Do not forget to report lump sum for preparation costs with the first payment claim (LP only!) - All office and administration costs are reported here, as a flat rate of 15% of the staff costs in the given reporting period. Please calculate up to 2 decimals.
Financial progress – Reimbursement/ Corrections	- This module is to be used if corrections are needed to the values cumulated in Financial progress table (separate module, automatically filled in). - Values entered with '-' will reduce the amount cumulatively. - Values entered without '-' will increase the amount cumulatively.
Financial progress – Source of expenditure financing	- Tables 'Total expenditure' and 'Eligible expenditure' should be equal when filling the first instance of the payment claim (since in the South Baltic Programme ineligible expenditures should not be reported). Only if the FLC reduces the amount of eligible expense on the list of document, the total expenditure can be higher than the eligible expenditure. - Tables should reflect expenditures settled in the current reporting period. - EU funds = 75% of 85% co-financing - National public funds of which – own contribution (please attribute to national / local / private in accordance with your data in the preview of your Subsidy Contract)
Information - Declarations	- Fill in address of the project partner/ lead partner where the documents are stored – should be done in the first reporting period!
Attachments	- Archive multiple documents into single file as maximum size of attachments allowed by the system is 20 MB. - Attach Partnership Agreement here – should be done when submitting first payment claim!
Saving payment claim	- To be used at any time (button 'save' can be found on the top/ bottom of each page); - If you remain idle for more than 20 minutes, the system will log you out of it – all data not saved will be lost.
Verification	- At any time during filling in payment claim (button 'verify' can be found on the top/ bottom of each page); - Button 'verify' does not replace 'save' option; applying verification does not automatically save payment claim (button 'save' still has to be used). - Errors marked in red should be solved – the system will not allow sending document if red errors are detected. - Errors marked in orange are warning – the system allows submitting payment claims containing orange errors.
Submission	- Polish partners sign payment claim before submission by using 'ePUAP Trusted Profile'; other than Polish partners – 'Signing the document via unqualified certificate', which is a code delivered in an automatically generated e-mail. Polish partners can use this option if signing by ePUAP profile option does not work.

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Reminder: Detailed guidance on how to prepare partial payment claim and how to fill in each module can be found in SL2014 Beneficiary's Manual: Chapter 7, Partial payment claims.

Reporting – creating payment claim for the project (LP only)

Not at present: Under tab 'Partial payment claims' the LP can see status of partial payment claims of its partners ('in preparation', 'submitted'). The LP can preview in a read-only mode partial payment claims of its PPs with statuses 'in preparation'/ 'submitted' under the module 'Partial payment claims'.

How to prepare a joint progress report for the project:

1. Go to module 'Payment Claims', choose function 'Create a payment claim';
2. Complete data in section 'Application identification number', list of approved partial payment claims (by FLCs) of the project partners will be displayed – check if all partners have their partial payment claims approved;
3. Select those partial payment claims that you would like to include in the joint report;
4. NB: pay special attention to the period (Payment claim for the period from … to…): in case the payment claim for the project needs to take into account also partial payment claim(s) covering previous periods (e.g. one partner did not report in previous period, but in the current reporting period submitted two partial payment claims), you have to properly expand the range of dates (these dates should correspond to the period for which the payment claims were submitted);
5. SL2014 will aggregate all data from the partial payment claims into one;
6. NB: do not make any changes in the following modules: Project, Financial progress tab, Information, Attachments.
7. Module 'Physical progress':
   - Physical progress in the implementation of the project: change description so it refers to the whole project (not to specific partner);
   - Outputs and result indicators: do not make any changes here;
   - Problems encountered during the project implementation: edit the description, so it refers to the whole project;
   - Planned course of implementation: edit the description, so it refers to the whole project.

NB: If during completing the payment claim for the project you detect an error or irregularity in the data transferred from the approved partial payment claims (not detected by the appropriate controller), please contact your Project Officer and the administrator in the Joint Secretariat (ami.sthb@southbaltic.eu). It may turn out that it will be required to make modifications to the data in the approved partial payment claim and re-create the payment claim for the project.

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