

Instructions:

1. This file contains VBA codes (Excel Macro commands). Please save the file as type "Excel 97-2003 Workbook (*.xls)" or "Excel Macro-Enabled Workbook (*.xlsm)". In other formats the file becomes irrecoverably damaged. This Macro commands are essential for working with this file.

2. The first step in completing this file is the insertion of the budget lines and their name according to the approved budget of each partner in Sheet "Financial Report". It is preferable that all partners use a common budget structure, even if they do not have amounts provided in the budget for the respective budget lines. This is necessary for an easy preparation of the consolidated report at project level.

3. The insertion of the budget lines or of the expenses must be done only with the "Add" buttons next to each category of budgetary expenses. Please do not use the "Insert row" or "Paste" functions available in Microsoft Excel; otherwise the Excel file may be irrecoverably damaged.

Add

4. The deletion of the rows must be done only with the "Delete" buttons next to each category of budgetary expenses. Please do not use the "Delete row" function available in Microsoft Excel; otherwise the Excel file may be irrecoverably damaged.

Delete

5. The cells to be filled in by the beneficiary are colored in white, magenta or green (see below).

0,00

6. For each expenditure entered in the "Invoices" sheet, a budget line must be chosen to which this expenditure corresponds. All magenta cells must be completed.

Select line

7. If the name of a budget line is changed in the "Financial Report" sheet, please repeat operation no. 4

8. According to the programme regulations, for activities carried out outside the programme area, please select "Yes" in Column "Activities outside PA".

Yes

9. The partner must update the inforeuro exchange rates in the "Inforeuro" sheet, according to the programme regulations.

10. Please do not use the "Paste" function available in Microsoft Excel; instead, use option: "Paste special" -> "Values"

11. The cells to be filled in by the controller are colored in light blue.

12. Because all the worksheets in this file are protected, please use the Playground worksheet for any calculations or information you want to insert. All cells in this worksheet are unprotected and can be edited. If you need more worksheets, please copy the Playground worksheet. If you insert a new simple worksheet, the cells in this worksheet will be locked for editing and the worksheet will be automatically protected with the administrator password.