

# Financial Reporting

## External User guide

September 2017



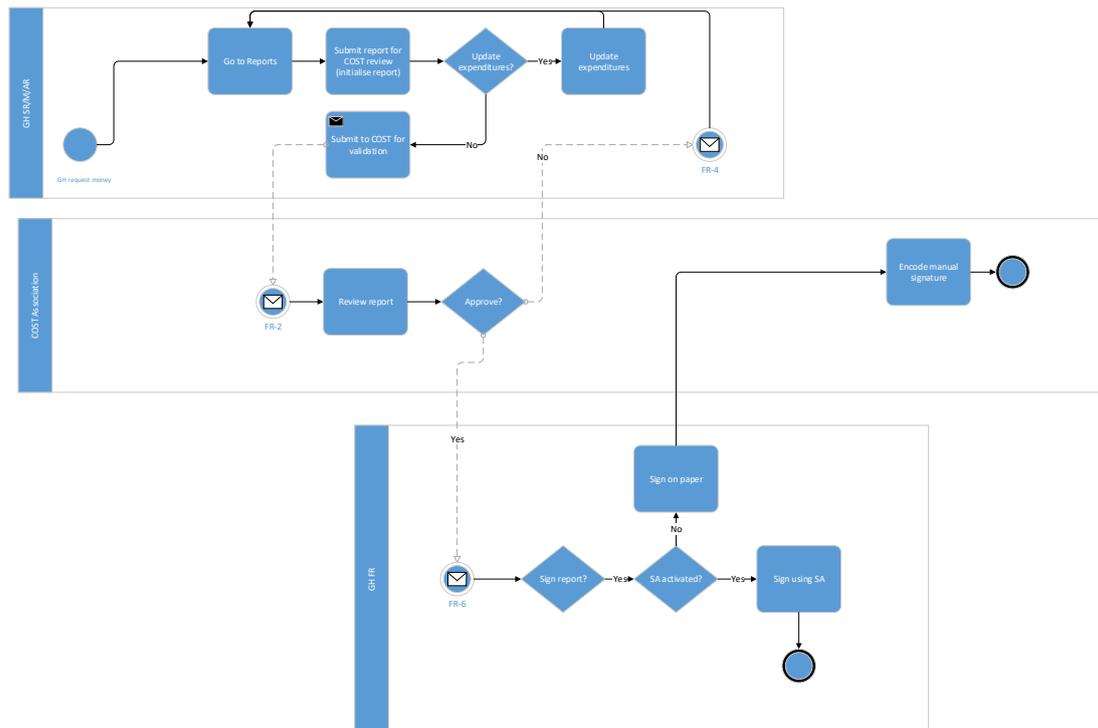
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## 1) PROCESS FLOW

With the idea in mind of becoming paperless, and to ease the submission and review of Financial Reports (FR), e-cost now offers the functionality to process FRs electronically. The aim of this document is to describe the FR process, both for IFR (Intermediate Financial Report) and FFR (Final Financial Report). The process follows similar steps to the standard reporting, including printable FRs generated in e-cost, with validation and approval processes done electronically.

### Process flow



## 2) KEY USERS

- **Grant Holder Manager (GHM)** The Grant Holder monitors, verifies and finalises incoming claims related to the different networking tools following the COST rules, within the specified reporting periods and launches the reporting process for both IFR and FFR.
- **Grant Holder Financial Representative (GHFR)** The person from the Grant Holder institution who has the legal authority to commit financially on behalf of the Institution in question and to validate the expenses listed in FR.
- **Action Chair or Action Vice-Chair in cases of processing a Final FR (FFR)** The Action Chair or Action Vice-Chair reviews and countersigns the FFR, which should reflect the activities implemented by the Action.

**Important note:** Please note that it is not possible to initiate any report, if one or more Grant Holder representatives have not accepted their role. On the Reports screen a warning message displays if a role (or more) is pending.

### 3) PROCESS OVERVIEW

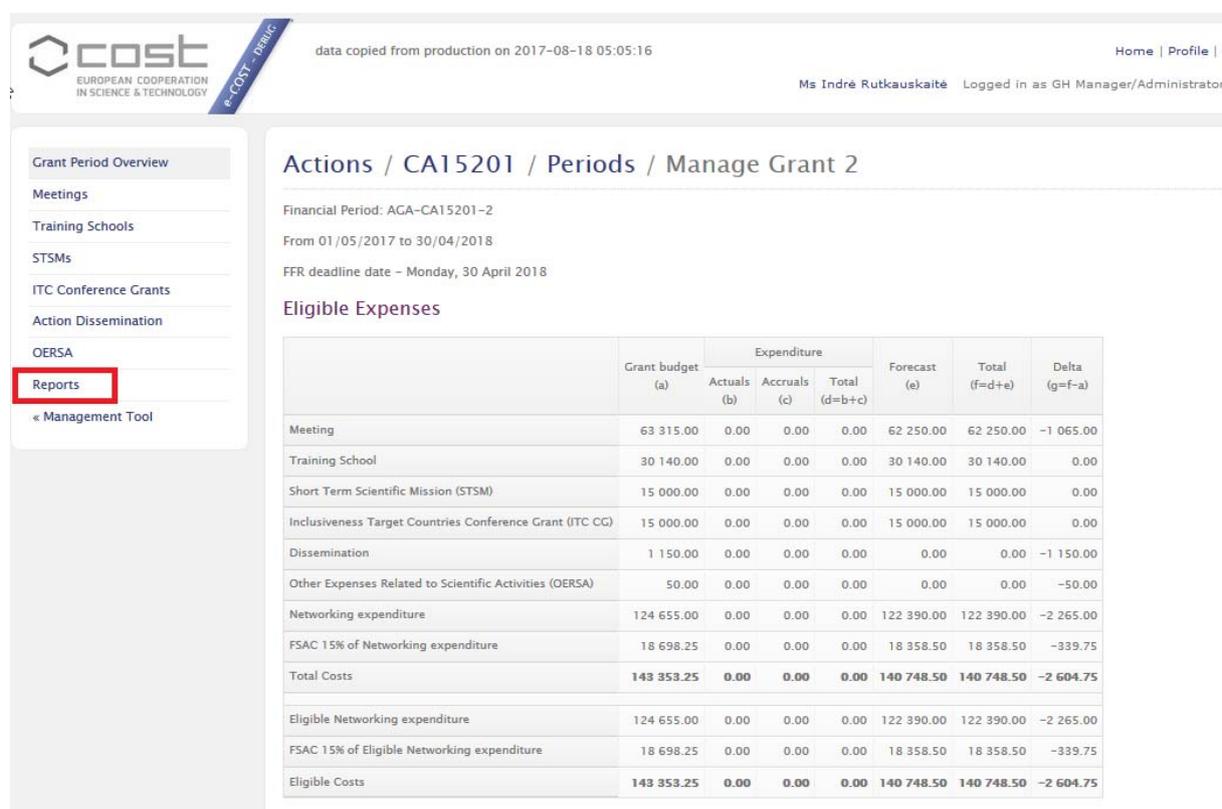
#### Financial Reporting

The electronic processing of the FR include an automatic email notification reminder for the IFR process, 6 months within the start date of the Grant Period and two reminders for the FFR process, the first one 5 weeks before the end date of the Grant Period and a second one 3 weeks before the end of the Grant Period.

GHMs can access the reporting section via the management tool page, by clicking the FR option (indicated by a bar graph ) , or via the Grant Period overview page > Reports.

The table available in the Manage Grant page (image 1) is now identical of the table available in the FR (page 2). Links to the different networking tools and the report of a given Grant Period are available on the left frame of the screen.

- Image 1 – Manage Grant view



data copied from production on 2017-08-18 05:05:16

Home | Profile | [Logout](#)

Ms Indrė Rutkauskaitė Logged in as GH Manager/Administrator

Grant Period Overview

- Meetings
- Training Schools
- STSMs
- ITC Conference Grants
- Action Dissemination
- OERSA
- Reports**
- « Management Tool

#### Actions / CA15201 / Periods / Manage Grant 2

Financial Period: AGA-CA15201-2  
 From 01/05/2017 to 30/04/2018  
 FFR deadline date – Monday, 30 April 2018

#### Eligible Expenses

	Grant budget (a)	Expenditure			Forecast (e)	Total (f=d+e)	Delta (g=f-a)
		Actuals (b)	Accruals (c)	Total (d=b+c)			
Meeting	63 315.00	0.00	0.00	0.00	62 250.00	62 250.00	-1 065.00
Training School	30 140.00	0.00	0.00	0.00	30 140.00	30 140.00	0.00
Short Term Scientific Mission (STSM)	15 000.00	0.00	0.00	0.00	15 000.00	15 000.00	0.00
Inclusiveness Target Countries Conference Grant (ITC CG)	15 000.00	0.00	0.00	0.00	15 000.00	15 000.00	0.00
Dissemination	1 150.00	0.00	0.00	0.00	0.00	0.00	-1 150.00
Other Expenses Related to Scientific Activities (OERSA)	50.00	0.00	0.00	0.00	0.00	0.00	-50.00
Networking expenditure	124 655.00	0.00	0.00	0.00	122 390.00	122 390.00	-2 265.00
FSAC 15% of Networking expenditure	18 698.25	0.00	0.00	0.00	18 358.50	18 358.50	-339.75
<b>Total Costs</b>	<b>143 353.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140 748.50</b>	<b>140 748.50</b>	<b>-2 604.75</b>
Eligible Networking expenditure	124 655.00	0.00	0.00	0.00	122 390.00	122 390.00	-2 265.00
FSAC 15% of Eligible Networking expenditure	18 698.25	0.00	0.00	0.00	18 358.50	18 358.50	-339.75
<b>Eligible Costs</b>	<b>143 353.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140 748.50</b>	<b>140 748.50</b>	<b>-2 604.75</b>

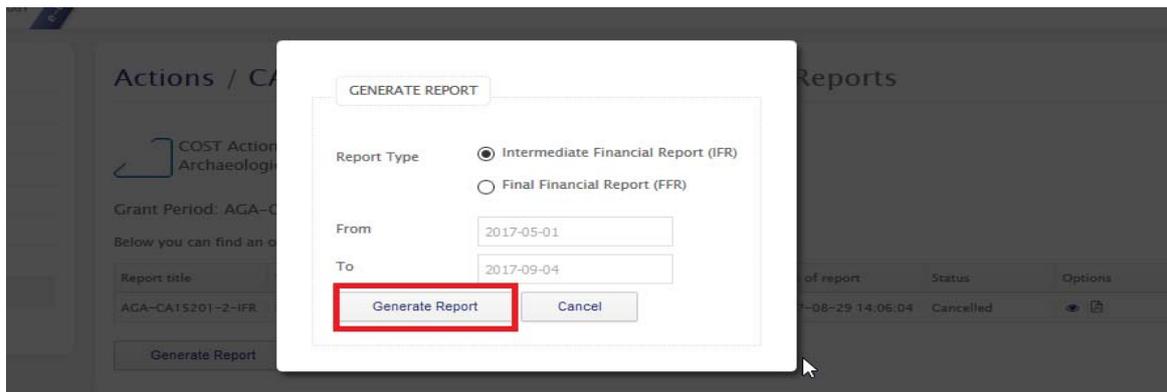
The FR process foresees the option to allow the generation of a FR without initiating the submission process for review by the Grant Holder and another option to initiate and submit a FR for review to COST Association.

■ Image 2 – Reporting options



The Generate Report option is useful to review the activities encoded up to a given point in time. This option will only allow the GHM to open or save locally a pdf version of the FR selected (image 3). It is important to note that the report issued via the Generate Report button is not a version for reporting purposes.

■ Image 3 - Generate Report

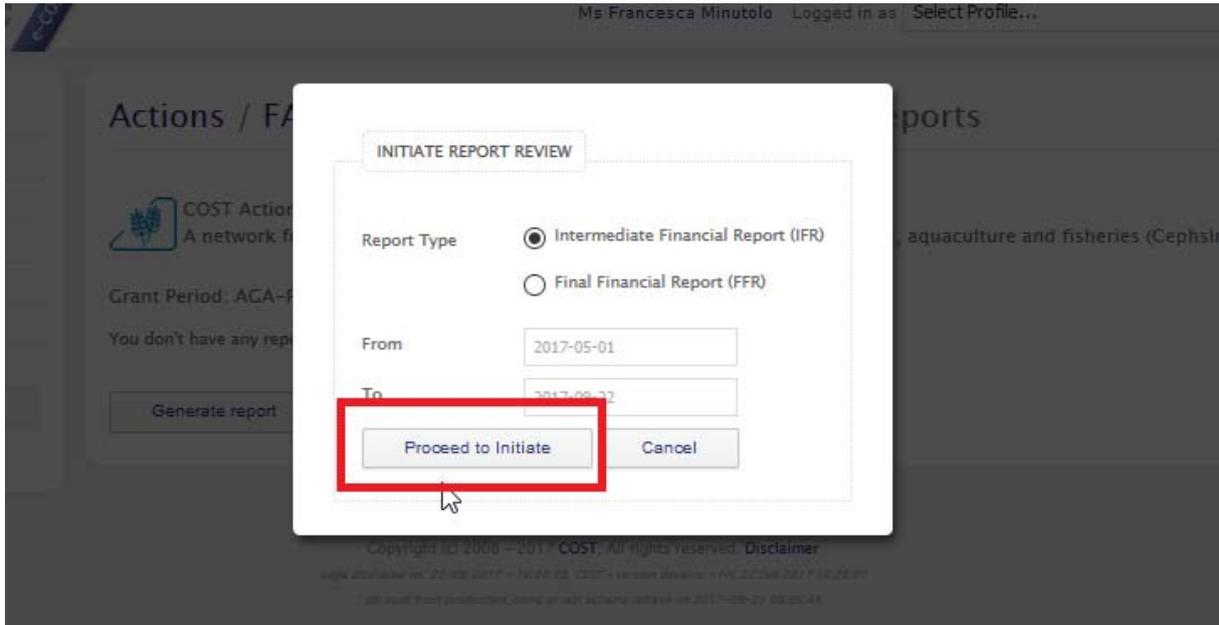


Initiating a report review (Proceed to initiate) allows the check and submission of an IFR for the request of a second instalment or the submission of a FFR to report all activities incurred in the Grant Period and to allow the request of the third instalment (when required).

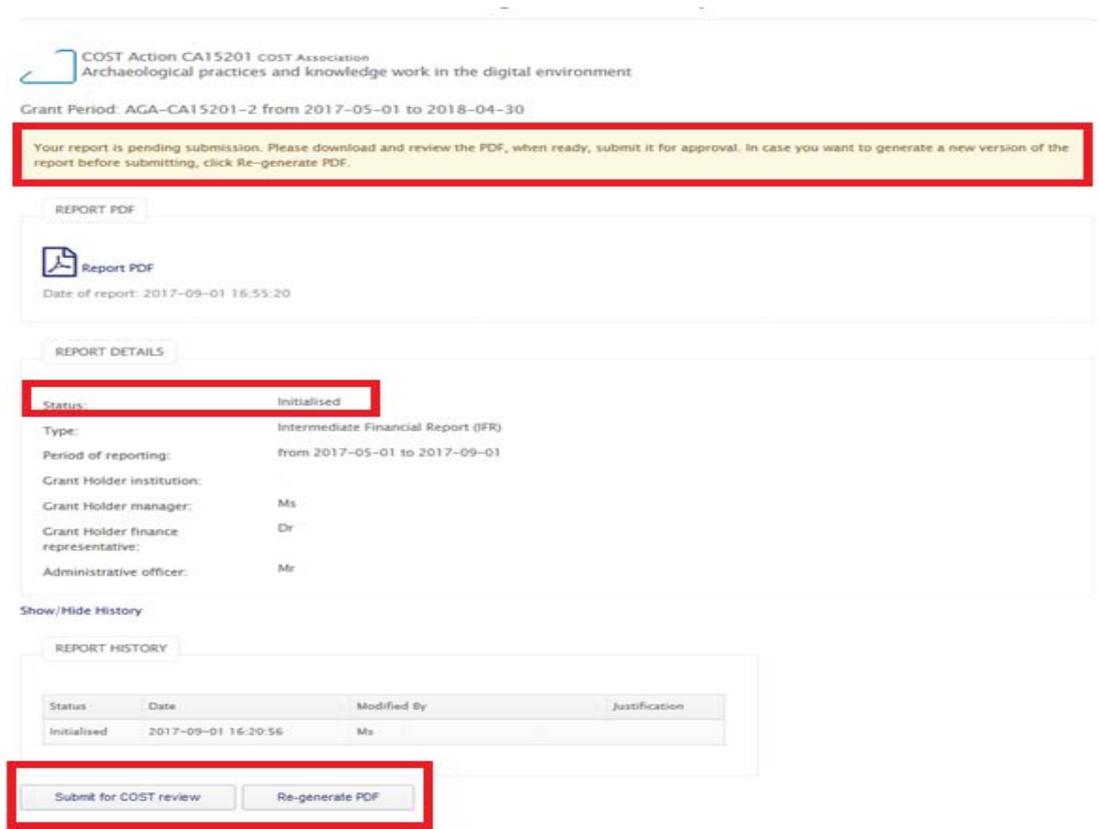
When selecting Proceed to initiate (image 4), GHMs reach the overview page where a downloadable pdf version of the report is available. This pdf is the report used for review and submission for reporting purposes.

In this step, GHMs have the option to submit for review directly (image 5 for IFR and image 5.1 for FFR), or to re-generate a report (in the case of the IFR process) in case of changes.

■ Image 4 – Proceed to initiate

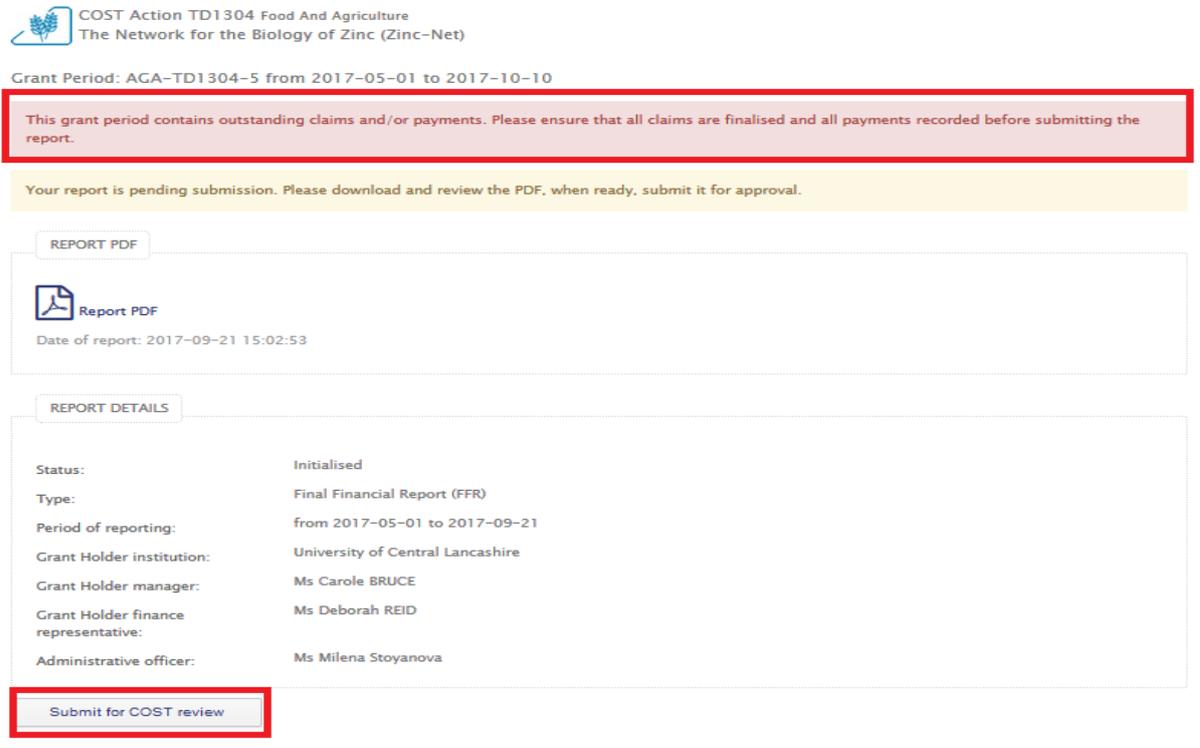


■ Image 5 – Report Detail page IFR



■ Image 5.1 Report Detail page FFR

Actions / TD1304 / Periods / Manage Grant 5 / Reports



COST Action TD1304 Food And Agriculture  
The Network for the Biology of Zinc (Zinc-Net)

Grant Period: AGA-TD1304-5 from 2017-05-01 to 2017-10-10

This grant period contains outstanding claims and/or payments. Please ensure that all claims are finalised and all payments recorded before submitting the report.

Your report is pending submission. Please download and review the PDF, when ready, submit it for approval.

REPORT PDF

 Report PDF  
Date of report: 2017-09-21 15:02:53

REPORT DETAILS

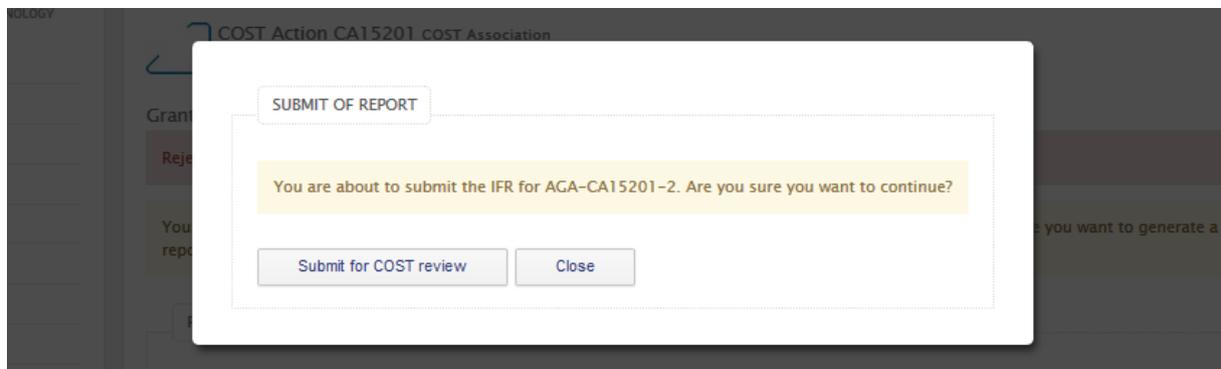
Status:	Initialised
Type:	Final Financial Report (FFR)
Period of reporting:	from 2017-05-01 to 2017-09-21
Grant Holder institution:	University of Central Lancashire
Grant Holder manager:	Ms Carole BRUCE
Grant Holder finance representative:	Ms Deborah REID
Administrative officer:	Ms Milena Stoyanova

Submit for COST review

The main difference in these overviews (image 5 and image 5.1) is the re-generate button when processing an IFR and warnings linked directly to the FFR process. The re-generate button at the IFR stage creates a snapshot of the expenditure encoded (actual, accrual and forecasts); and at submission, the data of that snapshot (PDF) is “frozen”.

Under the FFR process, changes in the networking tools reflect automatically at each FR download, as at this stage, the FFR must include only actual expenditure. Changes in the networking tools are possible as long as there is no report submitted for review.

■ Image 6 – Submit for COST review



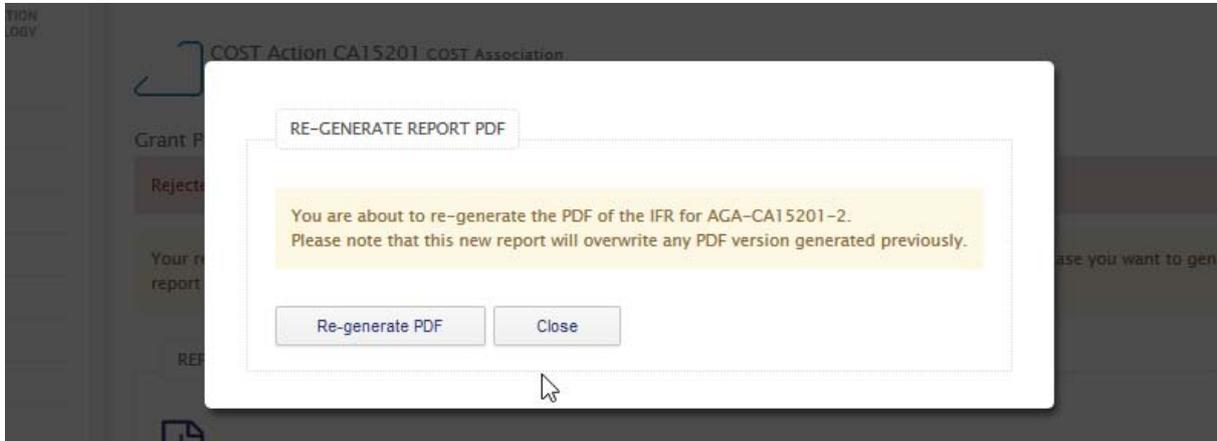
SUBMIT OF REPORT

You are about to submit the IFR for AGA-CA15201-2. Are you sure you want to continue?

Submit for COST review Close

Alternatively, in this same page, and only for the IFR process, GHMs have the option to regenerate the report (image 7) after modifications done in the Manage Grant section, after the reporting process has started.

■ Image 7 – Re-Generate report



An overview of initiated reports (image 8) is available to GHMs in the section Reports. From this overview, it is possible to reach the initialised report details page ( 👁 where sending for review of the COST Association is possible), view the report in pdf format or to delete the entry. This last option removes the entry entirely, and the process must be started from the beginning.

■ Image 8 – Report overview



The COST Association will review the FR submitted. If the report contains ineligible expenditure or there are items to correct, the Administrative Officer can return the report to the GHM via an email notification. The MC Chair and the AO receive a copy of this message (image 9).

■ Image 9 – Email notification non-eligible expenditure

The original recipient(s) was(were):  
 To:  
 Ce:

====Original message follows====

Dear Grant Holder,

We have encountered errors in the financial report (FR) for CA15201 Grant Period 2 (2017-05-01 to 2018-04-30).

Please consider the comments below:  
 "Non eligible expenditure in section X "

Please resolve these errors as soon as possible. Once the report is corrected, you can resubmit it by following the link below:  
<https://e-services.cost.eu/gis/CA15201/2192/reports/15>

If you need assistance with the process or further information please contact the Administrative Officer of COST Action CA15201, Mr ...

Kind regards,

COST Association  
 Avenue Louise 149  
 1050 Brussels | Belgium  
[www.cost.eu](http://www.cost.eu)

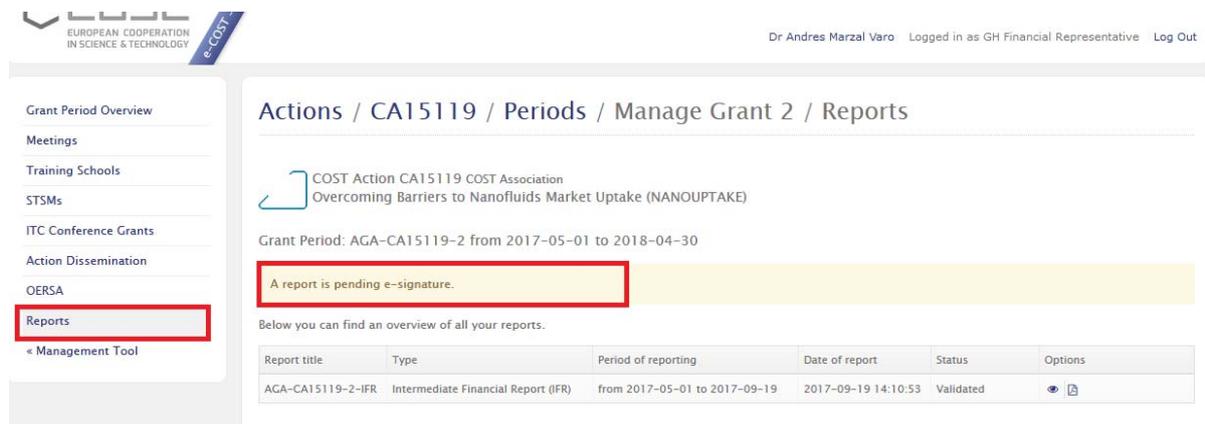
Ref: FR-4

At this stage, the GHM can do modifications to the report before re-submitting. If the GHM is unable to proceed with the modifications, the AO in charge of that Action can act on behalf of the GHM, carry out those modifications and re-submit for further review.

Once done with the required modifications, the GHM can submit the FR for review to the COST Association.

Upon validation of the FR, an email notification to the assigned GH Financial Representative provides the link to access the Report Details directly. Alternatively, the GH Financial Representative can access this page via the Manage Grant option > Reports >  in his/her e-cost profile (image 10).

■ Image 10 – GH Financial Representative overview



EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY e-COST

Dr Andres Marzal Varo Logged in as GH Financial Representative Log Out

Grant Period Overview  
 Meetings  
 Training Schools  
 STSMs  
 ITC Conference Grants  
 Action Dissemination  
 OERSA  
**Reports**  
 « Management Tool

Actions / CA15119 / Periods / Manage Grant 2 / Reports

COST Action CA15119 COST Association  
 Overcoming Barriers to Nanofluids Market Uptake (NANOUP TAKE)

Grant Period: AGA-CA15119-2 from 2017-05-01 to 2018-04-30

A report is pending e-signature.

Below you can find an overview of all your reports.

Report title	Type	Period of reporting	Date of report	Status	Options
AGA-CA15119-2-IFR	Intermediate Financial Report (IFR)	from 2017-05-01 to 2017-09-19	2017-09-19 14:10:53	Validated	 

The report detail page allows the GHFR to review the validated report by the COST Association, return it in case there are outstanding items or proceed with the e-signature of the report using strong authentication (image 11).

If the use of strong authentication is not possible, encoding of manual signatures is still possible; nonetheless, for this option, the GHM must contact the COST Association to process the report encoding manual signatures.

■ Image 11 – FR e-signature

With the validation of the IFR, the GHFR receives the notification to sign the report using Strong Authentication.

■ Image 12 – Email notification for electronic signature

The original recipient(s) was(were):  
To:  
Cc:

====Original message follows====

Dear CA15119 Grant Holder Financial Representative (GHFR),

The CA15119 financial report (FR) for Grant Period 2 (2017-05-01 to 2018-04-30) is now available for signature.

To electronically sign the report, please follow the link below:

<http://dev.qa.cost.local/ghs/CA15119/2284/reports/3>

Once you have signed the report, the COST Finance team will be notified and will prepare the payment of the instalment, if necessary.

Please refer to the Administrative Officer of CA15119, Ms \_\_\_\_\_ if you have any questions.

Kind regards,

COST Association  
Avenue Louise 149  
1050 Brussels | Belgium  
[www.cost.eu](http://www.cost.eu)

Ref: FR-6 (generated by e-COST on 2017-09-19 15:17:54)

In cases where the GHM or GHFR role is modified just before the report must be signed, the COST Association must cancel the signature process in order to allow the GHFR to make the required modifications in the Grant Holder profile page. Only upon assigning the GHFR role to a new person and having accepted his/her position, the process can continue.

In the case of the FFR, the Action Chair (or Action Vice-Chair), will also receive in parallel the email notification to sign the report via Strong Authentication.

Signed FR per Grant Period will be accessible in the Reports section of e-cost. This overview is also visible to other users (AO, GHFR, GHM):

■ Image 13 – Report overview



GHMs and GHFRs will receive an email notification with the payment information after the e-signature of the report and after the internal validation of the instalment amount encoded by the Administrative Officers (image 14).

■ Image 14 – Email notification for payment

The original recipient(s) was(were):  
 To:  
 Cc:  
 ==Original message follows==  
 COST Action: TD1304  
 Grant Ref: AGA-TD1304-5  
 Grant Amount: EUR  
 SGA: SGA2.3

Dear TD1304 Grant Holder Financial Representative (GHFR),

With reference to the above COST Action Grant Agreement, you are hereby notified about the processing of the Second Instalment of EUR 3800.62, as per the provisions agreed in the aforementioned COST Action Grant Agreement and its Amendment, electronically signed on 2017-09-07 15:52:13. This payment will be processed within thirty (30) calendar days of this notification and will be credited to the account associated with the Action in the Grant Holder profile in eCOST. As a reminder, here are the account details:

Account holder:  
 IBAN account number:  
 Bank SWIFT/BIC code:

Please do not hesitate to contact us for any queries you might have.

Best regards

Finance Unit  
 COST Association | Avenue Louise 149  
 1050 Brussels | Belgium  
 Tel: +32 (0) 2 533 38 00 Fax: +32 (0) 2 533 38 90  
[finance@cost.eu](mailto:finance@cost.eu) | [www.cost.eu](http://www.cost.eu)

Ref: FR-10.B (generated by e-COST on 2017-09-21 15:43:04)

In cases where a recovery of funds is required, GHMs and GHFRs will receive an email notification, which will include a recovery note in PDF providing all details related to the amount of refund and the instructions to proceed with it (image 15).

■ Image 15 – Email notification for recovery of funds

The original recipient(s) was(were):

To:

Cc:

Bcc:

====Original message follows====

Dear FP1301 Grant Holder Financial Representative (GHFR),

Please find attached the reimbursement instructions for the non-utilized funds.

Kind regards,

Finance Unit

COST Association | Avenue Louise 149  
1050 Brussels | Belgium  
Tel: +32 (0) 2 533 38 00 Fax: +32 (0) 2 533 38 90

[finance@cost.eu](mailto:finance@cost.eu) | [www.cost.eu](http://www.cost.eu)

Ref: FR-13 (generated by e-COST on 2017-09-25 13:38:31)