



Interreg 

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IMPORT LIST OF EXPENDITURES FROM EXCEL FILE

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1 What is it for?

This manual describes how the "Import List of Expenditures from Excel file" function should be used in eMS, the monitoring system of the INTERREG V-A Austria-Hungary programme. Using this function can

- transfer data exported from an accounting system into eMS, by using a dedicated Excel file;
- summarise large bulks of invoice data in a single Excel file and upload it directly instead of manually recording them one-by-one;
- in the rare case you had to resubmit a partner report, you can export all recorded invoices and after any needed corrections you can upload the whole list again in one;
- in all of these use cases you can save time in recording invoice data and reduce the overall time for the preparation of a partner report, and avoid typing errors compared to manual recording

2 What is it not suitable for?

During the import the system is not performing content check, e.g. if you are recording an amount in the column dedicated for VAT for a Staff cost item, the eMS will not warn you. This function only will help you recording the data of expenditure into eMS, but the checking of data integrity is still your task and responsibility.

It is not possible to upload any file (e.g. the scanned invoice in pdf format) into the „Uploads“ column of the sheet „List of Expenditure“, it is necessary to do the upload manually.

3 Where can you find this function?

Go to the partner level report, and click on the sheet „List of Expenditure“. Under the table, you can find the section „List Of Expenditure Excel Upload“ (marked with the red rectangle, on the picture below).



Picture 1: The import section



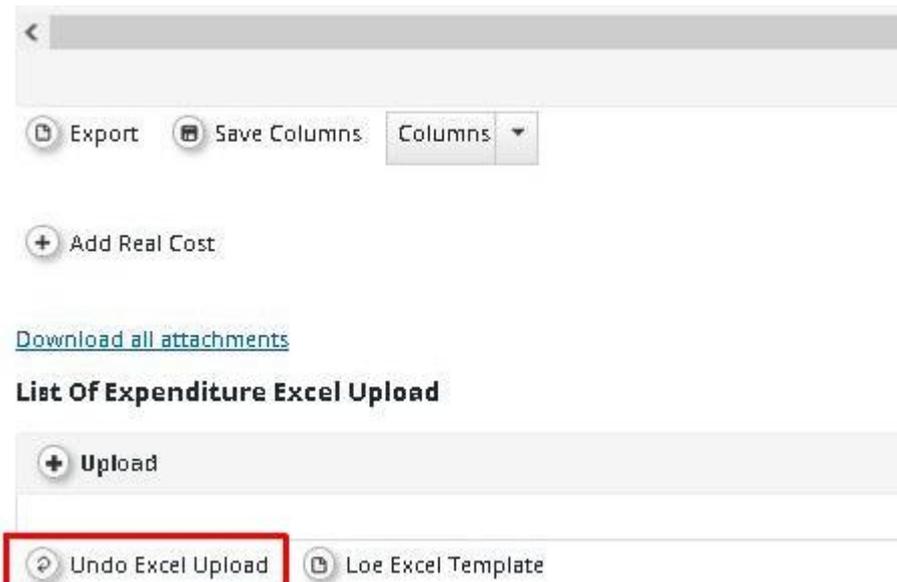
4 How does it work?

1. Please download the Excel file template by clicking on the button next to „Loe Excel Template“. The downloaded Excel file is filled in only with the headings.
2. Please fill in the columns with the necessary data (see details in chapter *Data description of Excel import file*).
3. Click on the Upload button, browse with the file explorer and select the Excel file for import. Another method is to drag the Excel file and drop it into the area marked with the yellow rectangle on Picture 1.
4. During the import eMS checks the obligatory fields, and shows the result of the import (also warnings and error messages), see Picture 2. For example, an error message will appear, if „M“ is missing from column B, for the work package. Similarly, a warning message will appear, if in column D the same Invoice number is recorded in more than one different Excel rows. If there is an error in any Excel row, none of the content of the Excel file will be imported.



Picture 2: Successful import message, above the upper menu in eMS

5. After the successful import, a new button („Undo Excel Upload“) will temporarily appear (see Picture 3). Until you stay on the sheet „List of Expenditures“ this button is visible, but after leaving and re-entering the page this button will disappear. Clicking on this button, enables to undo the (last) import. Previously recorded or imported items will remain, only the last imported list will be deleted.



Picture 3: „Undo Excel Upload“ button (temporary visible)



The import will add new items to the report, additionally to the previously recorded / imported expenditure items.

The imported items can be edited, changed or deleted similarly to the manually added items, until the submission of the partner report.

5 Data description of Excel import file

Picture 4: Excel columns and their import-destination fields

Column A, obligatory field (Budget Line)	Please use only the following values: Staff cost; External expertise and services; Travel and accommodation; Equipment; Infrastructure and works; Net Revenue. Please don't import any item into such category if the item calculated based on flat rate (e.g. Office and administration, or Staff cost in some partners). These values will be calculated automatically by the eMS, as usual. Tip: You can get the exact budget category name from the export of a previous report.
Column B, obligatory field (Wp)	In eMS of INTERREG V-A Austria-Hungary programme, please always insert into this column „M”.
Column C, (Int Ref No)	Internal reference number
Column D, (Inv No)	ID number of invoice
Column E, (Inv Date)	Issue date of invoice. Date format can be YYYY.MM.DD or DD.MM.YYYY
Column F, (Paym Date)	Date of payment. Date format can be YYYY.MM.DD or DD.MM.YYYY
Column G, (Description (1))	Name of Supplier
Column H, (Description2)	Description
Column I, (Partner Comment)	Partner's comment





Column J, obligatory field (Currency)	ISO 4217 currency codes (e.g. EUR; HUF; USD)
Column K, obligatory field (Total Val Item)	Total value of the expenditure item in original currency
Column L, (Vat)	Amount of Value Added Tax. Please leave it empty, where not relevant (e.g. at Staff cost).
Column M, obligatory field (Declared Amount OrgCurrency)	Declared amount in original currency
Column N, (Exp Outside)	Expenditures arisen outside the programme area? If you fill „Yes“ this field, the tick-box will be marked after the successful import.
Column O, (In Kind)	Not relevant in our programme, leave it empty
Column P, (Unit Cost)	Not relevant in our programme, leave it empty
Column Q, (Number Of Units)	Not relevant in our programme, leave it empty
Column R, (Definition Of Unit)	Not relevant in our programme, leave it empty

