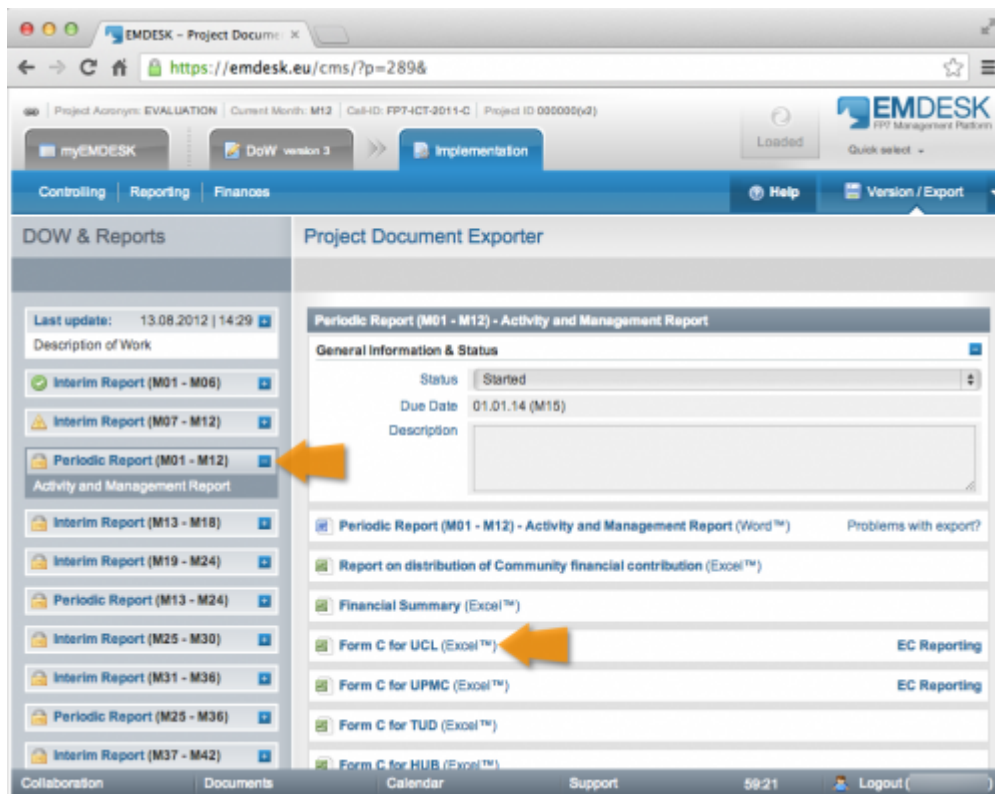


Export and upload financial data to EC's website (FP7 only)

Please note this help article is relevant to FP7 projects only.

At **Implementation > Version/Export** you can export and download a financial report in Excel for upload to the EC's Participant Portal (FORCE, NEF, ...) for each Periodic Reporting period scheduled for the project.



To export a financial report for upload to the EC's Participant Portal,

1. Select the correct reporting period from the left hand side (the reporting period currently due is selected by default),
2. Click **Form C for PartnerShortName (Excel™)** on the right hand side, a popup appears,
3. Click **Download Form C for PartnerShortName (Excel™)**
4. Open the exported Form C in MS Excel from your local *Download* folder
5. Select the sheet EC Reporting

Cost	Cost Category	Explanation	Work packages
RTD / Personnel Costs			
40.000,00	Personnel Costs	PMO Manager Salary 1st per WP 1.2, WP 1.3	
30.000,00	Personnel Costs	Salary PhD Student Marc Ki WP 1.1	
RTD / Other Direct Costs			
1.000,00	Travel and Subsistence	Arline fare for Flight Geneva WP 3.6	
55.000,00	Durable Equipment	Equipment for new laborator WP 3.6	

Each line (or group of lines) in the table on the “EC reporting” sheet will help you fill in the pop-up boxes in FORCE

- Open the EC’s dedicated reporting website (FORCE, NEF,...) in a new browser window and go to the *Costs reporting* section. Now copy-paste and add each cost line after another by activity type and cost category to the EC’s website.

Cost	Explanation	Work Package
40.000,00	PMO Manager Salary 1st period	1.2, 1.3
30.000,00	Salary PhD Student Marc King 1st period	1.1
70.000,00 TOTAL		

The requested Form C is provided for download in Excel format [e.g. 130226_XXXXX_FormC_P1_M01_M12.xlsx]. EMDESK collects all reported cost entries (**Implementation > Reporting > Costs**) by Partner X and with a date in the period of the selected report and consolidates the data into the required structure and format in order to generate the Form C.

This entry was posted on Saturday, October 16th, 2010 at 11:13 am and is filed under [Reporting](#)

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