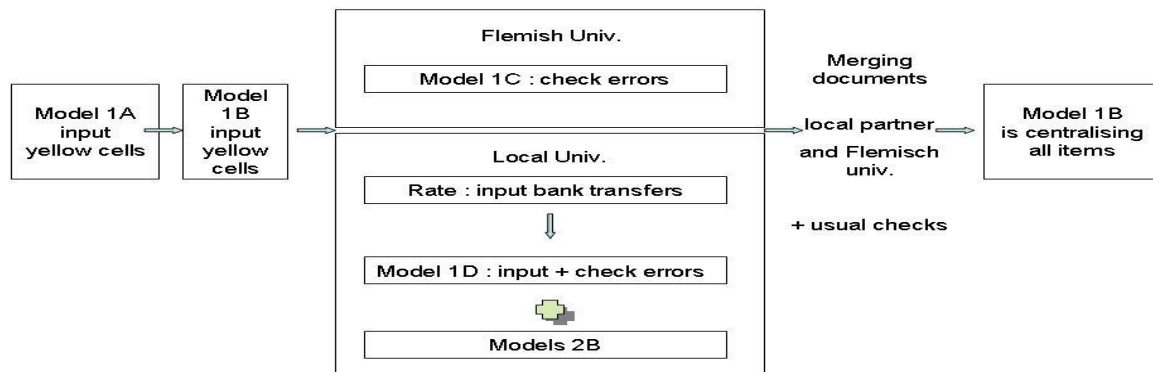




**Manual financial report
TEAM/Own Initiatives
(2013 –) without macro**

October 17th 2013 – V2_2 Model 1C and Model 1D



1. Objective

This Excel-document enables you to list all expenses of the TEAM/OWN INITIATIVES-project, accurately, according to VLIR-UOS-guidelines. It also provides you with an up-to-date situation of the expenditures, per cost category as well as for the entire project. This is only possible when you systematically register every single invoice.

Note however that the local partner and the Flemish University are working in separate similar documents.

The local partner's document is completed concerning the expenses in Model 1D and Models 2B, while the Flemish University completes the expenses concerning Model 1C.

Afterwards both documents are to be merged to one document.

In order to avoid complicated links with formulas active in different sheets, the easiest way will be to copy Model 1C towards the document from the local partner.

The AFR-Excel-document has been saved as a "Template" (*.xlt = Excel 2003). This means that when you click on the document to open it, you are opening a copy of it (is to be "saved as" + new name). This new document has a normal format: *.xls (or *.xlsx).

Working with templates is a protection against overwriting the original document.

The whole document is protected as well as each individual tab-worksheet. No password has been introduced. Sheet-protection helps you to protect yourself against accidentally overwriting formula's, but can also be seen as restrictive, because of forced use of the drop down menu, etc ...

To unprotect a sheet:

English

To unprotect a sheet:

In Excel 2003: Tools – protection – unprotect sheet

In Excel 2007: Home -> Format -> unprotect sheet.

In Excel 2010: Review -> Changes -> unprotect sheet.

Dutch

Om een bladbeveiliging op te heffen:

In Excel 2003: Extra – Beveiliging – Bladbeveiliging opheffen

In Excel 2007: Menu Start -> Opmaak -> Bladbeveiliging opheffen

In Excel 2010: Controleren -> Wijzigingen -> Bladbeveiliging opheffen

2. The individual worksheets

In general

The yellow coloured cells indicate that these cells are to be completed.

In a number of worksheets you can use the pre-defined autofilters as a possible tool.

Summary

The document is provided with the following worksheets:

- Model 1A: gives an overview of the revenues as well as basic items.
- Model 1B. Summary: Budget figures are to be completed. The other figures in this model are calculated automatically.
- Model 1C (=expenses from the account of the Flemish University) is mentioning the total amounts, in the format that they have to be presented to VLIR-UOS.
- Rate: The weighted average exchange rate is calculated here in accordance with the VLIR-UOS-guidelines.
- Model 1D (=expenses from the local account) is mentioning the total amounts, in the format that they have to be presented to the VLIR-UOS.
- Model 2B and Model 2B (USD): The transactions on the local bank accounts are to be completed in these documents.
- Hidden: Contains the data that enables the formulas to work properly.

Description of every sheet

Model 1A (=overview of the revenues)

Before starting the input of the whole document you will have to fill in some basic data (only once):

- **FLEMISH UNIVERSITY**
- **PARTNER INSTITUTION**
- **PROJECT YEAR:** e.g. 2 (if 2nd year within the project)
- **PERIOD: from:** starting date within the project Year (e.g. 1/5/2010 – format: DD/MM/YYYY)

- idem for **PERIOD: to**: ending date within the project Year (e.g. 30/4/2011 – format: DD/MM/YYYY)
- **VLIR-UOS PROJECT CODE**: e.g. ZEIN2013PR500
- **DGD/VLIR-UOS allowance**: The initially approved allowance for the concerning year.
- Cell ranges F8 to K11 are automatically repeated in the heading on each other worksheet.

Model 1B. (=summary)

The document gives a summary and a comparison of the expenditures by cost category.

Input budget data (yellow cells): per Category (budget line) .

Start with the column “Approved Budget” (approved figures).

The second column: “Realigned Budget” gets in the first place the same figures, but the formula has not been protected and as from the first budget alignment is known, you can replace the formulas by the realigned figures.

NEW (from 2013 on)

- Margin for insufficient budgeting has been *removed*.
- “Lump sum”: 5% of the approved budget is completed automatically.
- South Initiatives Projects are using the same reporting canvas than TEAM projects. Especially for some South Initiative Projects: If there is *no South-Coordinator* dedicated to the project, please *erase the content of cell I26 of sheet “Model 1B*.

In the end, the total “Approved Budget” has to be equal to the “Allowance” from Model 1A.

The other cells (real expenses) are completed automatically with figures from Model 1C and Model 1D.

Rate. (=exchange rates, linked with Model 1D for local university)

The weighted average rate is calculated such as advised by VLIR-UOS-guidelines.

It is preferable to calculate a weighted average exchange rate, based on the bank transfers.

It has been considered that transfers are done in two steps:

1. From EUR to USD
2. From USD to local currency.

If – in your case – the transfers are made directly *from EUR to local currency, or for any other combination: please contact us*. We can provide you with adapted reporting documents.

Modification to be done for transfers made from EUR and immediately converted into the local currency:

English

Dutch

The modification on the document is however easy: In sheet "Rate": undo the sheet-protection.

To unprotect a sheet:

In Excel **2003**: Tools – protection – unprotect sheet

In Excel **2007**: Home -> Format -> unprotect sheet.

In Excel **2010**: Review -> Changes -> unprotect sheet.

In (Rate!I14): "exchange USD/LocCur" has to be replaced by "exchange EUR/LocCur";

(Rate!D17): overwrite content of the cell by "1".

(Rate!A14): delete content.

(Rate!D33): delete content.

(Rate!C19): copy content to (Rate!K19)

In (Rate!I17): USD has to be replaced by EUR.

In tabsheet "Rate": restore sheet-protection.

If no intermediary currency such as the USD is used, you only have to complete part 2 of the tab-sheet "rate".

*De wijzigingen zijn echter eenvoudig :
In tabblad "Rate" : bladbeveiliging opheffen.*

Om een bladbeveiliging op te heffen :

*In Excel **2003** : Extra – Beveiliging – Bladbeveiliging opheffen*

*In Excel **2007** : Menu Start -> Opmaak -> Bladbeveiliging opheffen*

*In Excel **2010** : Controleren -> Wijzigingen -> Bladbeveiliging opheffen*

In (Rate!I14) : "exchange USD/LocCur" vervangen door "exchange EUR/LocCur";

(Rate!D17) : inhoud overschrijven door "1".

(Rate!A14) : inhoud wissen.

(Rate!D33) : inhoud wissen.

(Rate!C19) : inhoud kopiëren naar (Rate!K19)

In (Rate!I17) : USD vervangen door EUR.

In tabblad "Rate" : bladbeveiliging HERSTELLEN.

Indien er niet gewerkt wordt met USD als intermediaire munt, moet enkel deel 2 van het tabblad rate ingevuld worden.

For other currency problems: please contact us

Model 1D. (=expenses made from the local account.)

In this document every single expense has to be introduced.

In general

By expenditure it is mentioned which category (budget line) it concerns.

This column contains "drop down arrows" to make sure the spelling of the categories (budget lines) are strictly identical.

The spelling of the "Local currency" is automatically taken over from sheet "Rate" (Rate!M14) to enable formulas to work properly.

The totals – per category - appear from line 12 to line 20 and are completed automatically.

Column "Payment Date" has been removed with regard to a previous version. It could be combined in "Classification Nr" – e.g. Nr 001/998.

The numbering of the lines has been pre-entered.

There are some useful checks on line 20 (not visible as long as errors are not made) and a couple of probability checks in columns where dates are entered. ("improbable" or "requires attention" = ***Bold-italic-red***)

All errors are to be corrected before the document is submitted to VLIR-UOS.

Working method

1. Fully complete Model 1A.

2. Before input data in Model 1D, the bank transfers are to be entered in tab-sheet "Rate"

3. Complete Model 1D as follows:

column A	N°	Number: has been pre-entered If not enough lines, please contact us, or go to 5.(next pages)
column B	Category	The budgetline (category) has to be completed here, by choosing out of "drop down menu" : investment cost, scholarship cost, ... Attention: identical spelling !
column C	Inv. Date	The date of the invoice has to be completed here: dd-mm-yy.
column D	classif n°	A classification number has to be completed here in accordance with your own classification system for invoices. (must appear on supporting documents)
column E	supplier	The name of the supplier has to be completed here.
column F	description	A detailed description of the expenses has to be given here.
column G	Amount local	The amount of the invoice in local currency has to be completed here
column H	Local Currency	The local currency from (Rate!M14) appears automatically when a figure has been entered in column G. <u>Note:</u> However if you happen to use another local currency (e.g. from a neighbouring country) you can overwrite the cell. In this case, you have to calculate and to complete the exchange rate in columns I. In other words and only in case of use of occasional additional local currency: Column H, I, J, K and L contain formulas. Only columns I is to be overwritten by your manual calculations !
column I	exchange USD/LocCur	Calculated automatically with figures from sheet "Rate".
column J	Amount USD	Calculated automatically with figures from sheet "Rate".
column K	exchange USD/Eur	Calculated automatically with figures from sheet "Rate".
column L	Amount EUR	Calculated automatically. If the amount exceeds EUR 5499,- , it will be indicated in red. This means a tender file is needed for that expense.

4. To limit the number of printed pages:

English

Dutch

Easy way

Undo the sheet protection:

In Excel **2003**: Tools – protection – unprotect sheet.
In Excel **2007**: Menu Home -> Format -> unprotect sheet
In Excel **2010**: Review -> Changes -> unprotect sheet
-Excel **2003**: See picture at top: (is Dutch version of Excel):
In cell J23 or L23 (Amount EUR) of Tab-Sheet Model 1C or Model 1D, click on drop-down arrow within the cell (bottom-right). Scroll down to the end to "non-empty cells".
Click, ... and the list is reduced to the lines that have been filled in.

To restore the entire list:

In cell L23 (Amount EUR) of Tab-Sheet Model 1C or Model 1D, click on drop-down arrow within the cell (bottom-right). Scroll to "All". The entire list has been restored.

-Excel **2007/2010**: In cell J23 or L23 (Amount EUR) of Tab-Sheet Model 1C or Model 1D, click on drop-down arrow within the cell (bottom-right). Scroll down to the end to "empty cells".

Click and the list is reduced to the lines that have been filled in.

To restore the entire list:

In cell L23 (Amount EUR) of Tab-Sheet Model 1C or Model 1D, click on drop-down arrow within the cell (bottom-right). Click left from "select All". The entire list has been restored.

2nd way

Undo the sheet protection

In Excel **2003**: Tools – protection – unprotect sheet.
In Excel **2007**: Menu Home -> Format -> unprotect sheet
In Excel **2010**: Review -> Changes -> unprotect sheet
Select the lines that should not be printed.
In Excel **2003**: Data – Group and outline - Group.
In Excel **2007/2010**: Menu Data -> Outline -> Group
In the left margin you have now a vertical line along the selected area. If you click on the "-" minus-sign below, the selection will be hidden. (Idem if you click on the "1" at top left).

Print now the reduced selection.

The "minus-sign" has now become a "plus". To restore the initial size of the document, you click on the "plus". (or on the "2" at top left).

You can adapt the number of hidden lines by ungroup and group the selection again.

! Grouping lines does not mean you delete them. The hidden figures are still existing. !

Eenvoudige manier

Eerst bladbeveiliging opheffen door:

In Excel **2003**: Extra - Beveiliging - Bladbeveiliging opheffen
In Excel **2007**: Menu Start -> Opmaak -> Bladbeveiliging opheffen

In Excel **2010**: Controleren -> Wijzigingen -> Bladbeveiliging opheffen

-In Excel **2003**: Zoals hierboven op de afbeelding
In cel J23 of L23 (Amount EUR) van tabblad Model 1C of Model 1D, klikt u op het "pijlte naar beneden" in de rechter benedenhoek binnenin deze cel. U scrollt tot beneden tot "Niet-lege cellen".

Klik en nu bekomt u een ingekrompen lijst.

Om terug te keren naar de volledige versie:

In cel L23 (Amount EUR) van tabblad Model 1C of Model 1D, klikt u op het "pijlte naar beneden" in de rechter benedenhoek binnenin deze cel. U scrollt tot "Alle Categoriën". De lijst is opnieuw volledig.

-In Excel **2007/2010**: In cel J23 of L23 (Amount EUR) van tabblad Model 1C of Model 1D, klikt u op het "pijlte naar beneden" in de rechter benedenhoek binnenin deze cel. U scrollt tot beneden tot "Lege cellen" en daar gaat u het V-tje wegklikken. Nu bekomt u een ingekrompen lijst.

Om terug te keren naar de volledige versie:

In cel L23 (Amount EUR) van tabblad Model 1C of Model 1D, klikt u op het "pijlte naar beneden" in de rechter benedenhoek binnenin deze cel. U klikt in het vakje links van "alles selecteren". De lijst is opnieuw volledig.

2^e manier

Eerst bladbeveiliging opheffen door:

In Excel **2003**: Extra - Beveiliging - Bladbeveiliging opheffen
In Excel **2007**: Menu Start -> Opmaak -> Bladbeveiliging opheffen

In Excel **2010**: Controleren -> Wijzigingen -> Bladbeveiliging opheffen

Dan selecteer je de te verbergen lijnen door op de groep lijnummers te klikken in de linkermarge

in Excel **2003**: Data - Overzicht - groeperen.

in Excel **2007/2010**: Menu Gegevens -> Overzicht -> Groeperen

In principe bekom je dan een verticale lijn langs de geselecteerde lijnen en een "-" tekenje in de linkermarge, onderaan de selectie.

Je klikt op het "-" tekenje. (of bovenaan in de linkermarge op het blokje "1")

De overbodige lijnen worden verborgen.

Als men nu print, wordt het aantal blz beperkt.

Het min-teken is een plus-teken geworden. Je kan erop klikken (of bovenaan in de linkermarge op het blokje "2") om de selectie opnieuw beschikbaar te maken en/of te wijzigen.

! Gegroepeerde lijnen zijn niet verwijderd. De eventuele ingegeven cijfers bestaan nog. !

5. To insert lines and to reset the line-numbering:

English

Dutch

!! INSERTING A LINE SHOULD NEVER BE DONE UNDER THE LAST NUMBERED LINE OF THE SHEET.

For inserting (a) line(s) somewhere in the middle of the sheet:

Undo the sheet protection :

In Excel **2003**: Tools – protection – unprotect sheet.
in Excel **2007**: Menu Home -> Format -> unprotect sheet

In Excel **2010**: Review -> Changes -> unprotect sheet
Select a numbered line that has not yet been completed:
CTRL+C.

Select the line just below the line you want to insert.

In Excel **2003**: Insert – copied cells

In Excel **2007/2010**: Menu Home – Cells - insert – copied cells

The inserted line contains the required formulas, but the numbering of the lines is not yet readjusted.

Can be done for several lines at the same time.

To reset the line-numbering:

Select – in column A – the 2 previous line-numbers.

Right under this small selection of 2 little cells, appears a **black plus-sign**.

From here, you drag down to the end of the numbering in column A.

You have re-numbered the lines.

!! ONDER DE LAATST GENUMMERDE LIJN VAN HET BLAD MAG NOOIT EEN LIJN INGELAST WORDEN.

Voor het invoeren van (een) tussenliggende lijn(en) is dit de werkwijze:

Eerst bladbeveiliging opheffen door:

In Excel **2003**: Extra - Beveiliging - Bladbeveiliging opheffen
in Excel **2007**: Menu Start -> Opmaak -> Bladbeveiliging opheffen

In Excel **2010**: Controleren -> Wijzigingen -> Bladbeveiliging opheffen

Selecteer eender welke – genummerde – nog niet ingevulde lijn = CTRL + C.

Selecteer nu de lijn net onder de lijn die je wenst in te lassen.

In Excel **2003**: Invoegen – Gecopieerde cellen.

In Excel **2007/2010**: Menu Start –Cellen - Klik op invoegen – Kiezen voor gecopieerde celleninvoegen

Nu bevat de tussengevoegde lijn alle vereiste formules. Kan natuurlijk ook met meerdere lijnen.

Om de lijnnummering weer goed te maken :

Selecteer de twee vorige lijnnummers in kolom A.

Rechts onder deze kleine selectie van 2 celletjes komt er een zwart **+teken** tevoorschijn.

Van daaruit sleep je verder in kolom A, naar beneden, tot het einde van de nummering.

Nu staat de nummering weer goed.

Model 1C. (= expenses of the Flemish University.)

The document is identical to Model 1D except for – two columns - the conversion of the exchange rate.

The link to sheet “Rate” is not used.

Each rate has to be entered manually.

For purchases made in EUR, of course, rate is: 1,00.

Models 2B. (= transactions on the local bank accounts.)

This document has to be completed using your bank/cash statements.

There are separate documents to be used depending on the currency of the statements.

hidden

Contains the data that enables the formulas to work properly.

3.How to merge the document from the Flemish university into the document from the local partner?

In general

Model 1C (Flemish university) contains less links and formulas than Model 1D.

Therefore it will be less complicated to integrate Model 1C from the Flemish University into AFR document from the local partner (where Model 1D has been completed), than opposite.

Let us talk about “**origin document**” for the document completed by the **Flemish University** and “**destination document**” for the document completed by the **Local partner**.

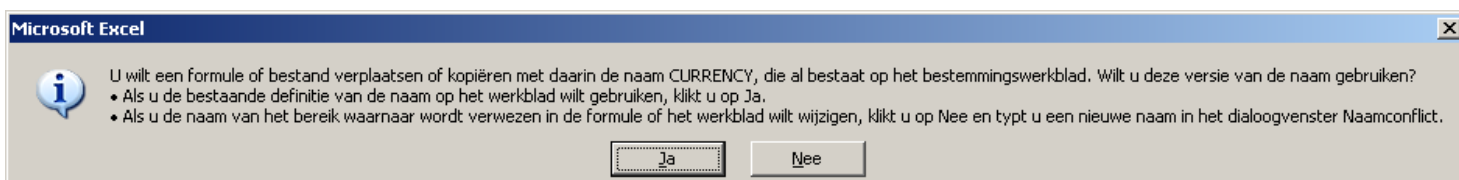
Step-by-step

- Give different names to the origin and the destination document.
- Take a backup of both documents: the origin document and the destination document (for security reasons) .
- Open the origin document (Flemish University) as well as the destination document (local partner)
- Make sure that in Model 1C from the origin document the columns, as well as number of lines, are perfectly corresponding with the empty Model 1C from the destination document. Move and/or insert if needed + Unprotect both “Model 1C”-sheets (see page 1).
- All exchange rate conversions of the origin document must be checked and corrected.
- Select – out of Model 1C from the origin document – the data (without the titles!) that you wish to copy: CTRL+C.
- Go to Model 1C in the destination document.

Position the cursor in tab-sheet Model 1C on the left, exactly under the titles: (Model 1C!A24): CTRL+V.

If the origin document is identical to the destination document (same version/lay-out), generally Copy and Paste (Ctrl+C and Ctrl+V) can be used. The defined “Currency” (name of the cell) has to be taken over in the destination document by answering “YES” to the Message Box that appears then. There might appear a similar second Message Box, concerning another cellname. Please also answer “YES”.

(this is how the Message Box looks like in Dutch)



- If the origin document happens to be from a previous version, message boxes might not appear.
- Check if copied figures are perfectly identical to figures and data from origin document. E.g. make sure total of column “Amount Eur” is identical + Restore sheet-protection.
- Save document with merged data from Local partner and Flemish University by giving a new name.

4. Sending compressed document

To reduce volume of documents to be sent by e-mail.

In “explorer”: on the XL-document: click right.

Copy to -> compressed folder.

A folder containing the volume-reduced document is created and ready to be sent by e-mail.

If the document has been converted to Excel 2010, the volume has already been reduced.

5. Per diem

A list of per diems is available on our website:

https://www.vliruos.be/en/documents/guidelines_and_forms/131#general-guidelines-and-forms.

6. Scholarship allowances

A list of scholarship guidelines and allowances is available on our website:

https://www.vliruos.be/en/documents/guidelines_and_forms/131#general-guidelines-and-forms.