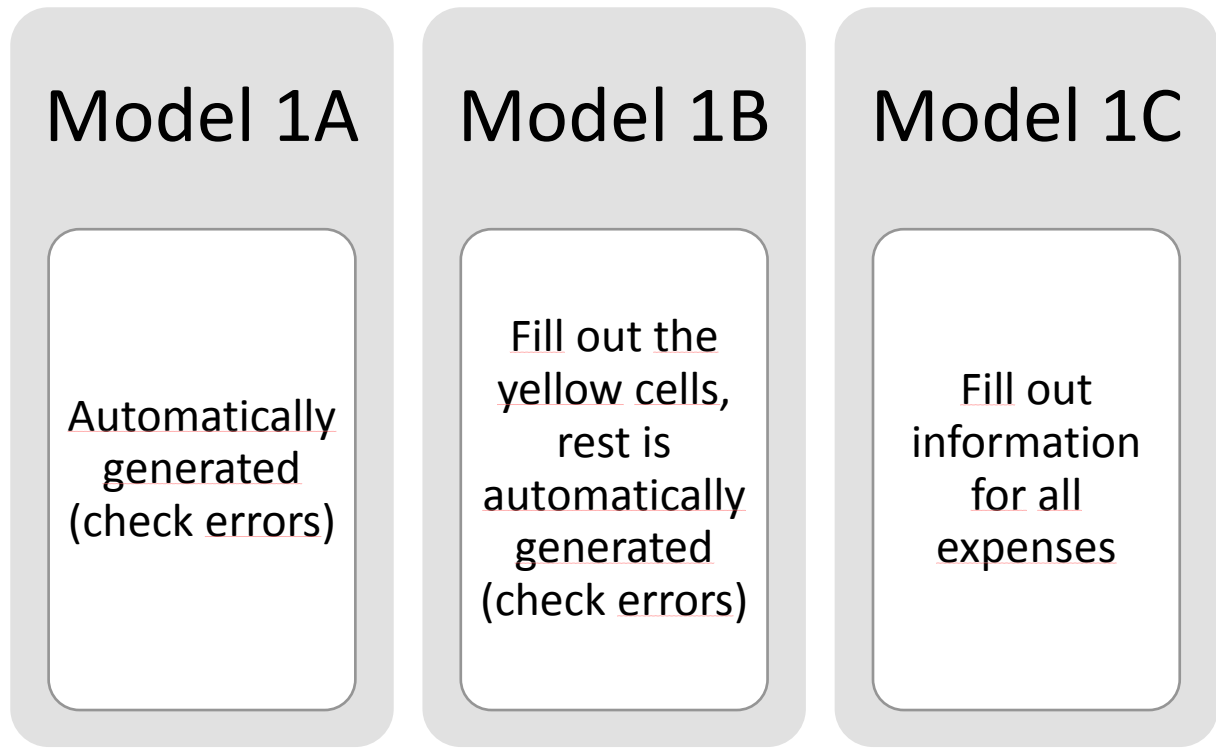




## Manual financial report Global Minds (2017-...)

November 2017 – V2\_2 Model 1B and Model 1C

# 1. Overview and objective



This Excel-document enables you to list all expenses of the Global Minds programme accurately and 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. Afterwards the different expenses per budget lines are merged into one overview sheet (Model 1B).

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 auto filters 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 (filled out automatically)
- Model 1B. Summary: Budget figures are to be completed (yellow cells). The other figures in this model are calculated automatically.
- Model 1C (=expenses from the account of the Flemish University) is giving an overview of all expenses per budget line (Operational costs, Personnel costs or Scholarship costs).

### Description per sheet

#### **Model 1A (=overview of the revenues)**

This basic data is generated from what you fill out in Model 1C

- **FLEMISH UNIVERSITY/UNIVERSITY COLLEGES:**
- **ACTIVITY YEAR :**
- **VLIR-UOS PROJECT CODE:**
- **DGD/VLIR-UOS allowance:** The initially approved allowance for the concerning activity year.

#### **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" will show the same figures as those in column 'approved budget', but the formula has not been protected and in case you have submitted an adjusted budget that was approved, you can replace the formulas by the realigned figures.

Coordination costs are based on the initial budget, as per contract.

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

## Working method

### 1. Complete the yellow cells in Model 1B

### 2. Fully complete Model 1C

column A	N°	Number: has been pre-entered If not enough lines, please contact us, or go to <b>6. (next pages)</b>
column B	budget Line	The budgetline (category) has to be completed here, by choosing out of "drop down menu" : Operational costs or Personnel costs
column C	description	A detailed description of the expenses has to be given here. For scholarship costs please mention the name of the scholar, period of the scholarship and monthly allowance.
column D	expenses	The amount in euro should be mentioned here
column E	amount local	If expenses were made in one of the partner countries (e.g. catering, overnight expenses, transportation...), the amount of the invoice in local currency has to be completed here
column F	local Currency	The local currency has to be filled out here if you mentioned the local amount
column G	exchange LocCur/EUR	Mention the exchange rate if you entered a local amount. You can use daily rates based on daily exchange rates mentioned on a currency exchange internet website (e.g. <a href="http://www.oanda.com">www.oanda.com</a> ) a reference
column H	Invoice date	The date of the invoice has to be completed here: dd-mm-yy.
column I	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 J	supplier	The name of the supplier has to be completed here.

### 3. Check the data in Model 1B (totals)

### 4. Check the data in Model 1A

### 5. To limit the number of printed pages:

#### English

#### 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".

#### Dutch

#### 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

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.

## 2<sup>nd</sup> 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. !

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<sup>e</sup> 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. !

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

### English

#### !! 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

### Dutch

#### !! 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.

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.

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

### 3. Sending compressed document

To reduce the 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.

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

### 5. Scholarship allowances

A list of per diems is available on our website:

[https://www.vliruos.be/en/documents/guidelines\\_and\\_forms/131#general-guidelines-and-forms](https://www.vliruos.be/en/documents/guidelines_and_forms/131#general-guidelines-and-forms)