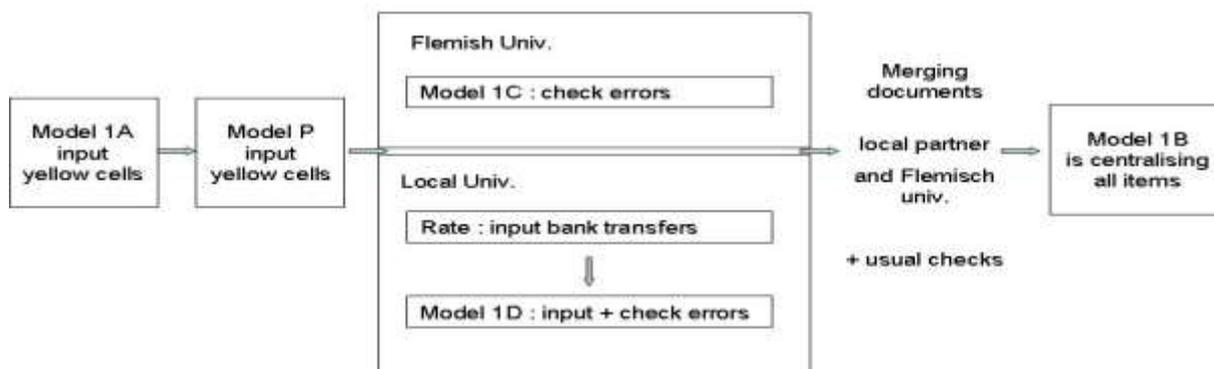




**Manual financial report  
IUC and Networks**

without macro

14/4/2017 – V2\_3 Model 1C and Model 1D



## 1. Objective

This Excel-document enables you to list all expenses of the IUC-programme, 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 per cost centre (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 documents.

The local partner's document is completed concerning the expenses in Model 1D, 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-document has been saved as a MS Excel 2003 "Template" (\*.xlt). This means that when you click on the document to open it, you are opening a copy of it. It 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. Sheetprotection 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 P: Budget North figures and budget South figures are to be completed + gives an overview of budget comparison.
- Model 1B. Summary : The 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.
- 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):

- **COORDINATING FLEMISH UNIVERSITY**
- **PARTNER UNIVERSITY**
- **DGD/VLIR-UOS allowance:** The initially approved allowance for the concerning year.
- **ACTIVITY PROGRAMME YEAR:** e.g. 2009 (YYYY)
- **VLIR-UOS PROJECT CODE:** e.g. ZIUS2013AP999
- **IMPLEMENTATION YEAR:** e.g. 2 (from 0 till 11)

Depending on the #year, the phase of the programme will appear in cell J12.

- **PERIOD: from:** appears automatically when “Activity Programme Year” has been entered” –e.g. 01/04/2010 (on screen: 01Apr2010)
- idem for **PERIOD: to**

Cell ranges F8 to K12 are automatically repeated at the top on each other worksheet.

#### **Model P (=summary per project)**

This is a new document (2009) which has been inspired by the former document “components”.

(part of the Excel-document with the macro).

Model P contains two parts:

- TOTAL Overview by project, where you can compare the budget with the expenses – by cost category. It is completed automatically except for the yellow cells where the names of the projects are to be entered.

If working with subprojects is required, please contact VLIR-UOS for modifications in the document.

- EXPENSES Details by project: This is necessary in order to be able to compare the expenditures with the budget, by project. You are able to localise the differences, both by cost category and cost centre.

Input budget data (yellow cells): per Project, per Category (budget line) and per location (local partner + Flemish university)

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.

In the end, the total “Approved Budget” from Model P has to be equal to the “Allowance” from Model 1A. (Model 1A!E17) has to be equal to (Model P!B282)+(Model P!J282).

If not, an error appears in (Model P!F282).

### Model 1B. (= summary)

The cells are completed automatically with figures from Model P; Model 1A; Model 1C and Model 1D.

Gives a summary of the expenditures by cost category.

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

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

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, please contact us. The modification on the document is easy.

#### English

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”.

**For other currency combinations : please contact us.**

#### Dutch

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.

## 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) and which project it concerns.

These two columns contain “drop down arrows” to make sure the spelling of the categories (budget lines) and projects are strictly identical. The spelling has been maintained with regard to previous version of AFR (Macro AFR until year 2008) in order that copy-paste from the old Macro AFR is possible without any problem.

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

The numbering of the lines has been pre-entered.

Projects are numbered from “01” to “13”.

If you persist to use numbers from 1 to 13 the totals in Model P will appear wrong.

There are some useful checks on line 25 (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:

column A	N°	Number : has been pre-entered If not enough lines, please contact us, or go to <b>5.(next pages)</b> .
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	Paym. Date	The date on which the invoice was paid, has to be completed here. This is only required when invoice date is out of period of the Activity Programme Year.
column E	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 F	supplier	The name of the supplier has to be completed here.

column G	description	A detailed description of the expenses has to be given here.
column H	Amount local	The amount of the invoice in local currency has to be completed here
column I	Local Currency	The local currency from (Rate!M14) appears automatically when a figure has been entered in column H.  <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 column J  In other words and only in case of use of occasional additional local currency: Column I, J, K, L and M contain formulas.  Only column J is to be overwritten by your manual calculation !.
column J	exchange USD/LocCur	Calculated automatically with figures from sheet "Rate".
column K	Amount USD	Calculated automatically with figures from sheet "Rate".
column L	exchange USD/Eur	Calculated automatically with figures from sheet "Rate".
column M	Amount EUR	Calculated automatically with figures from sheet "Rate".  If the amount exceeds EUR <b>5500,-</b> , it will be indicated in red. This means a tender file is needed for that expense.
column N	project	Here you select the project that is applicable to the invoice concerned. To be chosen out of "drop down menu"
column O	order date	The date on which the goods/service were ordered, has to be completed here. This is only required when the invoice date is beyond the period of the Activity Programme Year.

## 4. 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

See picture below: (is Dutch version of Excel) :

In cell K28 (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 line that has been filled in.

To restore the entire list :

In cell K28 (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 K28 or M28(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 k28 or M28 (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.

Nederlands

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

Zoals hieronder op de afbeelding :

In cel K28 (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 K28 (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 K28 or M28 (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 wegklicken. Nu bekomt u een ingekrompen lijst.

Om terug te keren naar de volledige versie :

In cel K28 or M28 (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.

The screenshot shows an Excel spreadsheet with the following data in the visible range:

PERIOD	Project	Amount	Unit	Exchange Rate	Amount EUR
29	Project 01	100,00	EUR	1,12	112,00
30	Project 02	100,00	EUR	1,12	112,00
31	Project 03	100,00	EUR	1,12	112,00
32	Project 04	100,00	EUR	1,12	112,00
33	Project 05	100,00	EUR	1,12	112,00
34	Project 06	100,00	EUR	1,12	112,00
35	Project 07	100,00	EUR	1,12	112,00
36	Project 08	100,00	EUR	1,12	112,00
37	Project 09	100,00	EUR	1,12	112,00
38	Project 10	100,00	EUR	1,12	112,00
39	Project 11	100,00	EUR	1,12	112,00
40	Project 12	100,00	EUR	1,12	112,00
41	Project 13	100,00	EUR	1,12	112,00
42	Project 14	100,00	EUR	1,12	112,00
43	Project 15	100,00	EUR	1,12	112,00
44	Project 16	100,00	EUR	1,12	112,00
45	Project 17	100,00	EUR	1,12	112,00
46	Project 18	100,00	EUR	1,12	112,00

## 2<sup>nd</sup> way

Undo the sheet protection:

In Excel 2003: Tools – protection – unprotect sheet.

In Excel 2007: Menu Home -> Format -> unprotect sheet  
Select the lines that should not be printed.

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

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.

## 2<sup>e</sup> manier

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

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

*Je klikt op het “-“ teken. (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

Inserting a line should never be done under the last numbered line of the sheet. | never above line number 1.

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.

### Dutch

Onder de laatst genummerde lijn van het blad mag nooit een lijn ingelast worden. Boven lijn met nummer 1 mag het ook niet.

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 – Gekopieerde cellen.*

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

*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 cellen 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.

## 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.
- Undo the sheet-protection and : 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.

Undo the sheet-protection and : Position the cursor in tab-sheet Model 1C on the left, exactly under the titles: (Model 1C!A29): CTRL+V.

If the origin document is identical to the destination document (same version/layout), 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)



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