

MT+ How to remove a final report to create a termination report

- 1. If not already done, remove all mobilities/costs and budgetary amounts
- 2. Check the box "I agree to remove the current final beneficiary report draft"
- 3. Click on the button "Remove the current final beneficiary report"

The button to remove the final report will only appear if there are no mobilities. If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. In order for the button to appear, remove all mobilities or activities for strategic partnerships and remove all declared costs.

If the project is to be terminated with eligible costs, the beneficiary report can be submitted as normal without removing the eligible mobilities and costs.

Steps

1. If not already done, remove all mobilities/costs and budgetary amounts


The button to remove the draft version of the final beneficiary report will only be available if the realised budget is zero and no mobilities/costs are recorded.

2. Check the box "I agree to remove the current final beneficiary report draft"

In the **Reports** tab, check the box **I agree to remove the current final beneficiary report draft**.

Beneficiary Reports

Final Beneficiary Report

 Final Draft report available

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Finalised

10/12/2015

Another user with access to your project has modified data that is used in the beneficiary report. Please note that accessing the report now, the most recent data will be loaded in all sections. This action will not affect the answers you provided.

Final Report draft created 2 years ago by User Name

Edit Draft

☐ agree to remove the current final beneficiary report draft

Remove the current final beneficiary report

3. Click on the button "Remove the current final beneficiary report"

Click on the button **Remove the current final beneficiary report**.

The button to **Terminate-with-no-grant Report** will appear.

Related articles

- [MT+ How to stop the terminate-with-no-grant Report](#)
- [MT+ Submit Terminate-with-no-grant Report](#)
- [MT+ How to remove a final report to create a termination report](#)