Beneficiary module FAQs

ⓘ The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Project availability

Here an overview of the (upcoming) project availability of beneficiary projects and accreditations in Beneficiary module.

Activities/mobilities management Call 2023	Available in Beneficiary module	Upcoming
KA131 Mobility of higher education students and staff supported by internal policy funds	31/08/2023	
KA171 Mobility of higher education students and staff supported by external policy funds	28/09/2023	
KA121 Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education	26/10/2023	
KA122 Mobility for learners and staff in school education, vocational education and training, and adult education	26/10/2023	
KA151 Mobility of young people for accredited organisations	06/07/2023	
KA152 Mobility of young people	06/07/2023	
KA153 Mobility of youth workers	06/07/2023	
KA154 Youth participation activities	06/07/2023	
KA155 DiscoverEU inclusion action	14/09/2023	
ESC51 Volunteering, Traineeships and Jobs Projects	01/06/2023	
ESC30 Solidarity Projects	01/06/2023	
KA210 Small-scale partnerships in school education, vocational education and training, adult education and youth		15/12/2023
KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth		15/12/2023
Accreditations (until Call 2023)		
KA120 Erasmus accreditation in Vocational Education and Training, School Education or Adult Education	15/09/2023	
KA150 Erasmus Accreditation for Youth	15/09/2023	
ESC50 Quality Label / ESC52 Quality Label	07/12/2023	

Renamed menu items in projects

08/11/2023: "Organisations" has been renamed to "Participating organisations" and "Contacts" has been renamed to "Associated persons"

> ⚠️ **Renamed project sections**
>
> In the Project details of granted projects and accreditations, the **Content menu** has been updated. **Organisations** has been renamed to **Participating organisations** and **Contacts** has been renamed to **Associated persons** in the project details in Beneficiary module.
>
> The relevant wiki pages will be updated shortly.

Here an example screen of the renamed **Participating organisations** section in a KA154 project.

Here an example screen of the renamed **Associated persons** section in a KA154 project.

08. April 2024: "Import-Export mobility activities" renamed to "Import-export" in Beneficiary module

With Beneficiary module Release 1.28.0., the **Import-export mobility activities** section in projects was renamed to **Import-export**. The section is now displayed at the bottom of the Content menu. The relevant wiki pages will be updated over time.

Project Activities and Budget Details ⊘

Project list

Grant Agreement No. : 2023-1-BG01-KA153-YOU-000017002

Awarded/Reported Budget : 80 300 € / 14 420 €

Project ongoing

Deadline: 29 avr. 2024

Project Acronym : **EAC IT TRAINING** -

Actions ⋮

NA : **BG01 - Human Resource Development Centre (HRDC)** - Organisation OID : **E10000191** - Legal name: : **Test-org.BG.02**

21 days left !

Content menu ‹

- Details
- Participating organisations
- Associated persons
- Activities
- Mobility Activities
- Complementary activities
- Fewer Opportunities
- Budget
- Reports
- **Import-export**

Import-export

ℹ Download latest Data Dictionary and Mobility Import-Export templates before import ⊘

⚠ Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Actions

Export mobility activities

○ Draft + Complete (1)　● Complete (0)

⬇ Export XLSX　⬇ Export CSV

Import mobility activities

⚠ If your file has any characters which are not part of the English alphabet (ASCII-7), please import in XLSX format rather than in CSV

⬆ Select file - OR - Drop your file here

Import/Export status (12)

Import/Export	Date	File	Status	Complete	Draft	[reload]
IMPORT	20-11-2023 05:44:25	2023-1-BG01-KA153-YOU-000017002-KA153-YOU-20-11-2023-06-42-11-.xlsx	IMPORTED	0	1	👁

Periodic/progress reports for KA210 and KA220 are now available in BM

When will the progress reports for KA220 and KA210 be available in BM?

The Periodic/Progress reports for KA2 call year 2023 projects, are from now, 26.01.2024, available in Beneficiary module. An email notification is sent to the beneficiary contact of the project if the periodic/progress report is required. Only then can the report be filled.

⚠ The submission of the report is not yet possible.

Please see the page Basic functionalities in report forms in beneficiary projects to familiarise yourself with reports in Beneficiary module.

Find the report templates here:

Call	KA	Report type	Template
2023	KA210 - Small-scale partnership	Periodic/Progress Report	2023 KA210 Periodic_Progress report_clean.docx
2023	KA220 - Cooperation partnerships	Periodic/Progress Report	2023 KA220 Periodic_Progress report_clean.docx

 More information for these reports will become available soon.

Mobility activity management

There were issues with individual support calculations, and some mobility activities are already saved with incorrect values. What should I do?

To have the individual support amount refreshed to the expected values, do the following for each of the affected mobility activities:

1. Open the affected mobility activity in edit mode.
2. Set any of the following fields to a different value than the current one, then set it back to the desired value. The individual support value will be refreshed and will take into account the expected Duration for the mobility activity.
   - Receiving Country
   - Start/End Date
   - Interrupted Duration
   - Travel Days

Mobility activities in my project changed their status from Complete to Draft. What should I do?

Please note that each Beneficiary module release provides improvements related to mobility activity business rules, correction of business rules, adding new rules or remove others. This implies that mobility activities previously completed may not comply to the updated rule(s) enforced or changed after a release.

This means that a mobility may change the status accordingly, from Completed to Draft. These changes can happen in any project, except when it is locked/read-only.

- If the project status is **Project Ongoing**, mobility activities and the status will be aligned with the rules as per latest release of Beneficiary module. All mobility activities should be checked and, if required, updated by the beneficiary.
- If the project status is **Submitted**, mobility activities are untouched.

A new functionality, **Revalidate mobilities** in Beneficiary module that allows beneficiaries to check all mobility activities of a project that were last saved before the current release. See the page Revalidate Mobilities in Beneficiary module for details.

17 AUG 2023: Limitations for Mobility Activity Import/Export in KA151, KA152, KA153 and KA154 projects

The **import and export of mobility activities in KA151, KA152, KA153 and KA154 projects** is now available for call years 2021, 2022 and 2023 with the following limitations:

- Importing a file with **more than 200 mobilities will fail** with an error.
- Importing mobilities with **more than one itinerary will result in only one itinerary per mobility being imported** while the rest of the itineraries will not be imported.

The limitations will be addressed in a future hotfix.

Can a mobility activity flagged as Participant with fewer opportunities be a Zero grant mobility?

It is not possible to flag a mobility activity both as Participant with fewer opportunities and as Zero grant.

In KA131-HED and KA171-HED projects, it is possible to flag a participant as **Zero grant** mobility, using the dedicated flag in the Budget section of the **mobility activity** details screen. See the specific mobility activity pages (**KA131**/**KA171**) for details.

The Zero grant flag is, however, inactive if the participant is already flagged as a **Participant with fewer opportunities**. The flags are mutually exclusive.

ⓘ If you choose to mark a mobility activity with the Participant with fewer opportunities flag, any prior selection of the Zero grant flag for that mobility activity will be automatically revoked.

Data Dictionary updates

Please note that the one or more data dictionary templates were updated on:

23/11/2023

⊘ **The updated Data dictionaries for KA121 and KA122 for all calls have been published on 23/11/2023.**

The files can be accessed on page Data Dictionary and Mobility Import-Export templates.

21/11/2023

⊘ **The updated Data dictionaries for KA131-HED and KA171 have been published on 21/11/2023.**

The files can be accessed on page Data Dictionary and Mobility Import-Export templates.

31/10/2023

⊘ **The updated Data dictionaries for all KAs and call years have been published on 31/10/2023.** The new files contain an updated list of countries.

The files can be accessed on page Data Dictionary and Mobility Import-Export templates.

29/08/2023

⊘ **The updated Data dictionaries and mobility export and import templates for KA131 and KA171 for all call years have been published on 29/09/2023.**

The files can be accessed on page Data Dictionary and Mobility Import-Export templates.

18/08/2023

> ⚠️ **The Data dictionaries and mobility export and import templates for KA151, KA152, KA153 and KA154 for all call years have been published on 18/08/2023.**
>
> The files can be accessed on page Data Dictionary and Mobility Import-Export templates.

04/08/2023

> ⚠️ **The Data dictionaries and mobility export and import templates have been updated on 04/08/2023 for KA131.**
>
> The updated files are available on page Data Dictionary and Mobility Import-Export templates.

01/06/2023

> ⚠️ **The Data dictionaries and mobility export and import templates have been updated on 01/06/2023 for KA131 (call 2021, 2022) and KA171 (call 2022).**
>
> - **Digital skills** field displayed and mandatory only for SMT and STT activity types;
> - **Basic digital** skills option removed from the list of possible values.
>
> The updated files are available on page Data Dictionary and Mobility Import-Export templates.

In case of issue with the import and export of mobility activities

1. Download the latest version of the data dictionary and/or mobility export-import file(s) from page Data Dictionary and Mobility Import-Export templates to ensure you use the correct files.
2. See the videos Introduction to export and import of mobility activities and How to export a list of mobility activities using an XLS file for an overview of the topic.
3. The page View mobility activity import error logs provides information regarding errors during import of mobility activities.

General Import - Export issues

Change decimal separators in import export file

When exporting an xlsx file from the Beneficiary module every column cannot be converted in the number format because the number is for example "38.0" the dot is read as a full stop and not a decimal separator as the format of the cell is **"text".**

Replace function (ctrl + F) can replace all dots with a comma. This will also affect all columns if the full worksheet is selected. The format of the columns can be changed to number, or currency. If you do use currency, make sure not to include the currency symbol if intending to import the file to Beneficiary module again.

If you wish to only select the content of the affected number columns. Use CTRL to select the first cell in the column. Keeping CTRL pressed, press + SHIFT + , this will select all cells in the column. Keeping CTRL pressed, select the first cell in next column and again use CTRL + SHIFT + to select all cells in that column. Repeat as necessary until all cells are selected. In order to keep decimal point, right click and select **Format cell**, change to number. Then use (ctrl + F) and replace **.** with **,**

Key Action Specifics

Hosting locations in Volunteering teams activities in ESC51

Volunteering Teams activities in ESC51 projects do not necessarily have to take place in a host organisation or one of the beneficiary organisation locations, as for Volunteering Teams at least one organisation – either host or support - is required. For details, please consult the European Solidarity Corps programme guide.

For example, a Latvian beneficiary organisation with only the support role could organise a volunteering team activity in, for example, Estonia with participants from Latvia and Estonia and the receiving country for the activity being Estonia but no specific Estonian organisation being involved.

In such a case, to provide the correct Hosting location for the Volunteering activity, do the following:

1. In the project, add a Non-OID organisation located in, using the example above, Estonia. See Participating Organisations in projects for details.
2. In the activity this organisation can then be used as host organisation. See Activities in ESC51 projects.
3. In the participation, the receiving country, Estonia, is then considered in the calculations for Organisational support, Pocket money and Inclusion support. As supporting organisation, the Latvian organisation can be used. See Participations in projects in ESC51-VTJ project.

How to provide information for local, foreign and virtual participants in Multiplier events (KA220, Call 2021)?

When managing **Multiplier Events** in a **KA220, call 2021** project, it is possible to flag an event as Virtual event. However, when adding the relevant Budget items for the event flagged as virtual event, it is not possible to add information regarding local or foreign participants. It is only possible to add the virtual participant information.

In order to also provide information for the local and/or foreign participants, you must create a second Multiplier Event and not flag it as a virtual one. In this second Multiplier Event you can then provide the details for the local and/or foreign participants, as applicable.