

TIPS & TRICKS

In the cell corresponding to "**Currency (ISO code)**", don't forget to choose between one of Value in the drop down list. If yours is not present, add it Manually in the cell.

Add new pages

If you want to add new blank page to complete a new section, you can use the shortcut : Ctrl+q or use the button [Add a New page](#) on the top right of the sheet

Add New Line

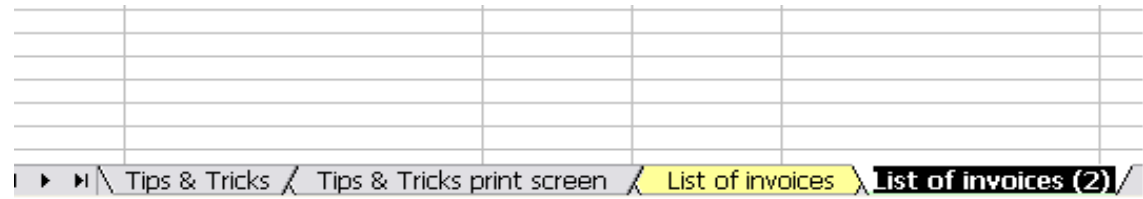
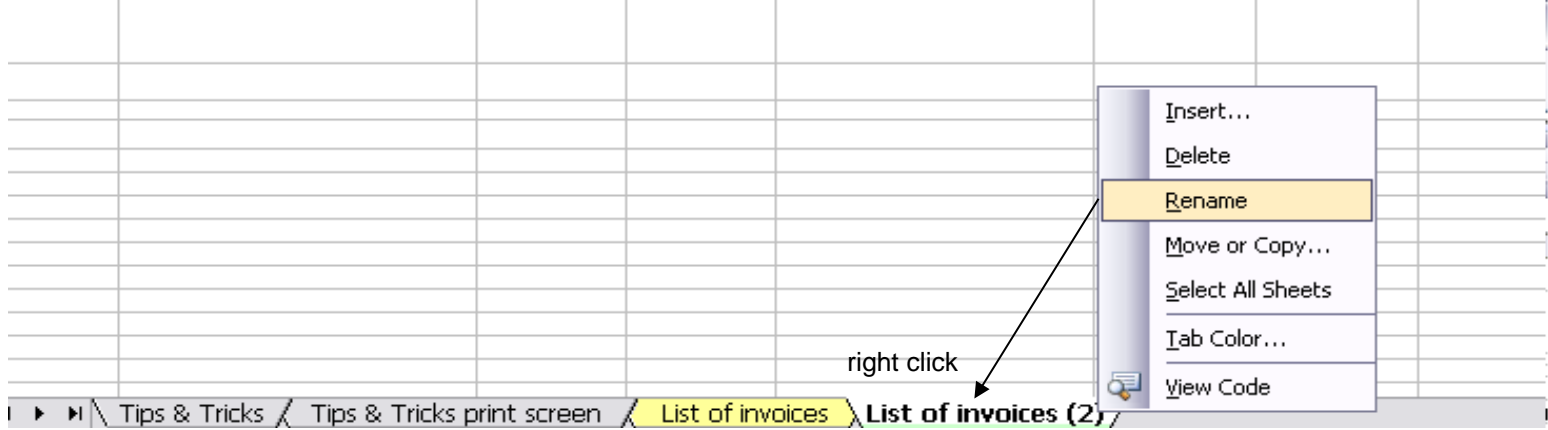
If you want to add one or more line, select one or more existing blank line and then click on the right button of the mouse and select insert copied cells

Rename a tab

To rename the tab just created by the command Add a New page, you can do a right click on the Tab and select rename. Write the appropriate name of the budget section

Budget Section	Name of the co-organiser/partner responsible for the action	Date of delivery of goods or services*		Subject	Invoice N° (given by the supplier)	Invoice N° (in the bookkeeping of the beneficiary)	Date of issue	Name of the supplier of either goods or services	Amount in National currency			If other than EURO exchange rate*	Amount in EURO - I (As in the Final Statement)
	(where applicable, name of persons concerned)	Start date (dd.mm.yy)	End date (dd.mm.yy)						Currency (ISO code) please refer from the Annex list or JH manual	Amount (including VAT)	Deducted VAT		
													0,00
													0,00
													0,00
													0,00
													0,00
													0,00
													0,00
													0,00

Rename a new Tab



▶ ▶	Tips & Tricks	Tips & Tricks print screen	List of invoices	Section 3a

