

## INSTRUCTIONS FOR FILLING OUT THE ACCOUNTING REPORT FOR THE REQUEST FOR PAYMENT

The Academy of Finland accepts requests for payment concerning funding decisions for 2010 as e-invoices. Requests for payment can also be submitted in the Academy's online services. This procedure concerns all organisations that receive research funding from the Academy, such as research institutes, universities, societies and business companies.

This procedure does not apply to grants awarded to individual researchers.



### Maksatuspyyntö

Tiliselvitys				
Menolaji	Kok.kustannus kaudelta	Kok.kustannus kumulatiivisesti	Akatemian osuus kaudelta	Akatemian osuus kumulatiivisesti
Palkat				
Henkilösivukulut				
Yleiskustannukset				
Aineet, tarvikkeet				
Laitteet, yms.				
Palvelujen ostot				
Matkakustannukset				
Muut kustannukset				
ALV				
Projektista saadut tulot				
<b>Yhteensä</b>	0,00	0,00	0,00	0,00

  

Henkilötyö				
Nimi	Kansalaisuus	Sukupuoli	Tunnit	Palkka
	FI Suomi	< Valitse >		
Syntymävuosi	Taso			
	< Valitse >			

Lisää rivi    Korvaa valittu rivi    Tyhjennä kentät

#	Nimi	Kansalaisuus	Sukupuoli	Syntymävuosi	Taso	Tunnit	Palkka

Poista valittu rivi

**Yhteensä** 0,00

Hyväksy    Peruuta

ACADEMY OF FINLAND

Request for payment

Accounting report

Type of expenditure

Total costs for the period

Total costs, cumulative

The Academy's share for the period  
 The Academy's share, cumulative

Salaries  
 Indirect employee costs  
 Overheads  
 Material  
 Machinery and equipment etc.  
 Acquisition of services  
 Travel costs  
 Other costs  
 Value added tax  
 Revenues from the project  
 Total

Hours worked

Name		Nationality			Gender
Year of birth	<b>Level</b>			Hours worked	Salary
	Add line	Replace line	Clear line		

Name	Nationality	Gender	Year of birth	Level	Hours worked	Salary
Remove selected line						

Total

Accept      Cancel

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Instructions for filling out the accounting report form for the request for payment:

1. The specification for hours worked is obligatory information if the accounting report includes data on salaries. However, this does not apply to reporting for 2009.
2. Fill out the cumulative columns for cost specification if the funding decisions were made for funding to start in 2010. Do not fill out these cumulative columns if the funding decisions were made for funding that started in 2009 or earlier.
3. Fill out the columns for total costs only for decisions that have been made in accordance with the full cost model.
4. All instalments except calculated instalments shall be traceable to the accounting records of the organisation that has submitted the request for payment. Calculated instalments are obtained from accounting through cost calculation.
5. Enter value added tax costs only if the value added tax is an acceptable cost. Value added tax costs are acceptable costs in cases when the value added tax paid is not deductible, and is to be paid by the payer.

Updated 18 May 2010