



# **User Manual**

**for the**

**IMIS 2014–2020**

**Beneficiary report**

**module**

**for Beneficiaries**

**under the Hungary-Croatia**

**Cross-border Cooperation Programme**

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## 1 How to use this manual?

This User Manual primarily aims to provide guidance to Beneficiaries of the Hungary–Croatia Cross-border Cooperation Programme on using the IMIS 2014–2020 Monitoring and Information System. The Beneficiaries can report on their commitments made in the project module through the Front Office.

Beneficiary reports can be submitted electronically through the IMIS 2014–2020 Front Office Beneficiary report module.

This Manual

- describes how Beneficiary reports can be completed and submitted, and
- provides practical and technical information on how to record data.

Before starting any work, please

- ensure that your computer meets the technical requirements (“Technical instructions” chapter),
- read through all chapters of the Manual to get a deeper understanding of the screen structures and the logic of the system.

When completing the report please refer to the corresponding chapters of the Manual.

## 2 Technical instructions

This chapter provides information on the minimum technical requirements, the general rules of use and the rules of using fields and buttons.

### 2.1 Technical requirements

All client computers intended for running the IMIS 2014–2020 Beneficiary report module have to meet the following technical requirements:

- Operating system: desktop operating system is recommended (e.g.: Microsoft Windows).
- Resolution: 1280×768 or higher.
- Web browser: Mozilla Firefox 46.0.1 or later, Google Chrome 50.0 or later, Internet Explorer 11.0 or later is recommended.
- Cookies have to be enabled in the browser.
- PDF reader (e.g.: Adobe Reader).
- Word processor (e.g.: Microsoft Office) for opening DOC files.
- Internet access.

### 2.2 General rules of use

- The IMIS 2014–2020 is a web application which means that any disruption in the internet connection can interrupt communication between the server and the client computer. If this happens, the screen is greyed out and the following message is displayed: “Server connection lost, trying to reconnect...” – work session can be continued after restoring the internet connection, unless the session has expired. In this case, you need to log in again.

- After 60 minutes of inactivity the connection between the server and the client is automatically interrupted for security reasons and the following error message is displayed: “Session expired...”. Press the Esc button and log in again.
- Please note that only 1 user can work on the same beneficiary report at a time. Avoid parallel use (e.g. when a person is recording financial data, while another person is completing text fields.) Parallel use can lead to malfunction and can result in loss of data.
- Please note that it is possible to use one access right certificate for the single user role (Recording and Signatory user) on more than one computers while the due attention is paid to the above mentioned warning connected to one user approach to preparation of beneficiary report.

### 2.3 Rules of field use

The system uses several kinds of fields that have specific characteristics and require a different method of use.

- Grey background fields: read-only fields containing values automatically completed by the system or elsewhere recorded by the beneficiary.
- White background fields: normal input fields.

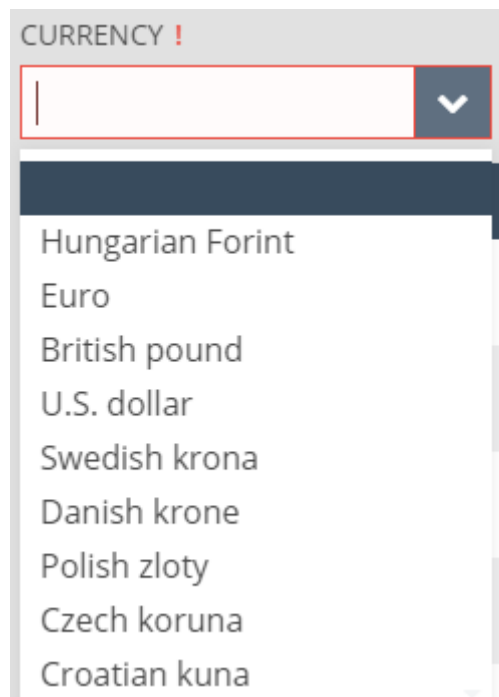
A screenshot of a grey background field with the label "BR NUMBER" in blue text. Below the label is a white input box containing the number "1".

A screenshot of a white background field with the label "COMMENT" in grey text. The field is empty.

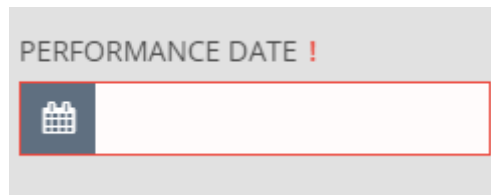
- White background fields with red border: similar to the normal input fields but they are required fields. Also, fields are marked with red border if the data entered in them differ from the expected values. In this case, moving the mouse pointer over the field displays the relevant validation message as a tooltip.

A screenshot of a grey background section titled "GENERAL DATA". Below the title are two white input fields with red borders. The first field is labeled "INVOICE NUMBER !" and the second is labeled "SUPPLIER NAME !".

- Drop-down fields: these fields contain lists of preset values from where users can pick an item; they open by clicking on the arrow.



- Date fields: users can enter the date here in the specific format (dd/mm/yyyy) or select the given date by clicking on the calendar icon.



### 3 How to access the IMIS 2014–2020 Front Office?

Beneficiary reports can be prepared by Recording user and submitted by Signatory user using the Front Office module of the IMIS 2014–2020 Monitoring and Information System.

Front Office module is based on the four-eye principle and usage of the e-signature, and in line with these facts the reports are to be submitted with the involvement of two user roles (the division of which is to be decided by each Beneficiary within their own organisation):

1. The **Recording User** – IMIS user role to be given to the person responsible for the management (upload and modification) of the project related data inside the IMIS system;
2. The **Signatory User** – IMIS user role to be given to the person responsible for authorizing the outcomes of the project part management process (the upload and modification of data due to the reporting).

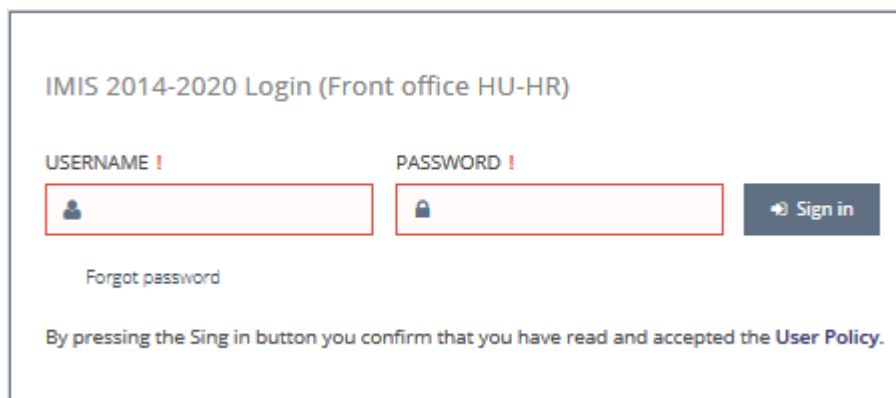
**IMIS user certificate** – unique identifier possession of which is proving the authorized access to the IMIS Front Office.

- Click on the [HU IMIS 2014-2020 HUHR BR](#) link to open the Front Office screen in a web browser in English language.
- The preferred web browser is Mozilla Firefox.
- Do not edit the same beneficiary report at the same time in multiple web browsers.
- There is no autosave feature for the module but each page can be saved manually (Save).
- The data recording / editing process of beneficiary reports can be abandoned any time (Save).

The module can be used subject to the following rules:

#### 3.1 Login

- Please follow the steps in the automatic e-mail to install the certificate required for accessing the system.
- Add the certificate to the browser. To do this in Firefox go to “Settings”, “Privacy and security” and “Certificates”. Click on “View certificates”, go to the “Own certificates” tab and click on “Import”, then press OK. Please restart your browser after installation.
- Click on the [IMIS 2014-2020](#) link or the “Login” link in the system message to get to the following screen:



IMIS 2014-2020 Login (Front office HU-HR)

USERNAME !      PASSWORD !

[Forgot password](#)

By pressing the Sing in button you confirm that you have read and accepted the [User Policy](#).

- Finally, log in on the IMIS 2014–2020 Login screen by entering the username and temporary password received in e-mail. Please press the “Sign in” button. By logging in you automatically accept the Terms of Use.
- Please note that the password expires, so you have 2 hours to log in with it. If more than 2 hours have passed since receiving the email, you can ask for a new temporary password by clicking on the “Forgot Password” button on the Login screen.

Please, provide your username.

USERNAME !

 ! 

[Send my password](#) [Cancel](#)

- Change your password after the first login (first enter the system generated temporary password then enter the new password twice.) The new password must be at least 8 characters and must include uppercase and lowercase letters and numbers. You can change this password any time by clicking on “Change Password” on the Front Office opening page.

PROFILE

Save

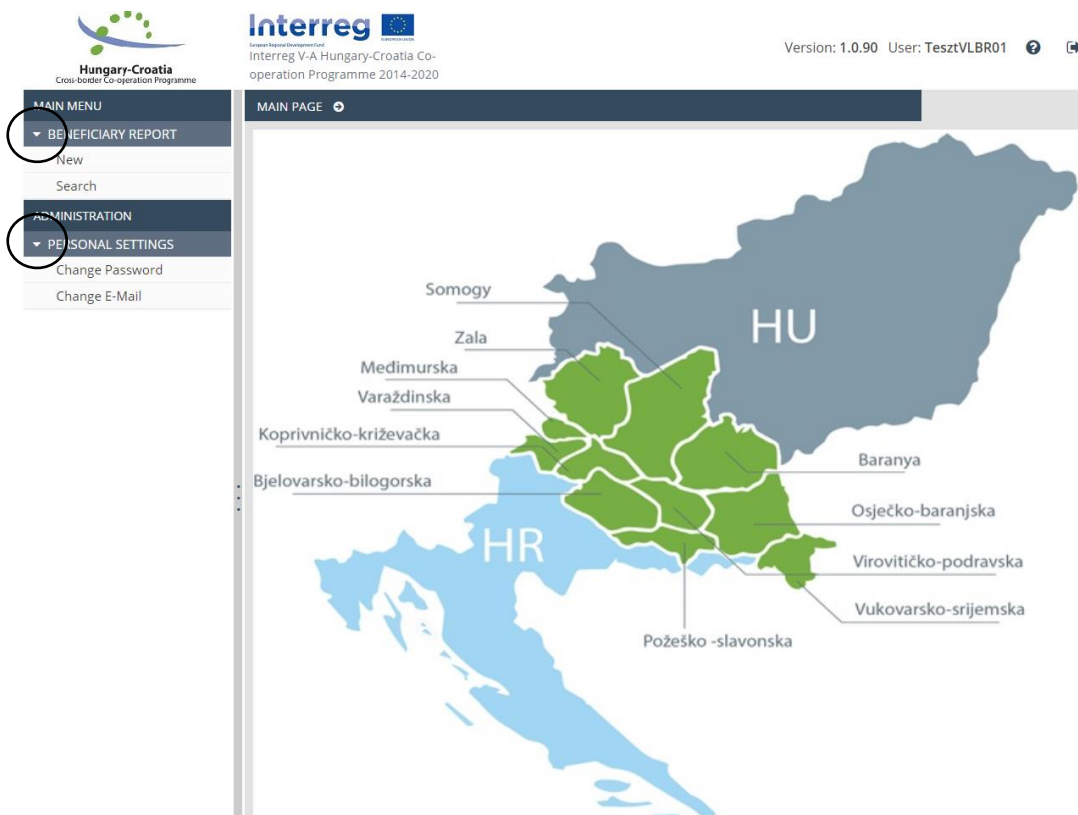
PASSWORD

OLD PASSWORD !      NEW PASSWORD !      NEW PASSWORD AGAIN !



## 3.2 Menu



After successful login the Front Office opening page will be displayed:



The menu on the left has two sections:

- **Beneficiary report** – here you can start a new beneficiary report (BR), or search for a previously submitted or started one.
  - **New** – start a new beneficiary report (BR).
  - **Search** – view all beneficiary reports (BR). All beneficiary reports (BR) will be listed regardless of their current status: submitted but not yet accepted, accepted and rejected reports, as well as those which are currently edited or returned for modification.
- **Personal Settings** – here you can change your password and email address.
  - **Change password** – click here to change your password.
  - **Change email** – click here to change your email address.

Click on the small arrows preceding the “Beneficiary report” and “Personal settings” section names to collapse or open the menus. Use the vertical grey bar to the right of the menu bar to close, open or adjust the size of the menu bar.

Click on the  icon in the top right corner for the User Manual, and on the  icon to quit the system (after confirmation).

## 4 Beneficiary Report (BR) module – Submitting a beneficiary report

The Beneficiaries can report on their commitments made in the project module through the Front Office.

A new beneficiary report can only be submitted for verification if the beneficiary report previously submitted for verification has been validated and decision on further actions made.

To start a new report – as a recording user responsible for the given project part – please click on “New” under “Beneficiary report” in the menu bar on the left.

If you – as a recording user responsible for the given project part – would like to continue editing a previously started report, please click on the “Search” under “Beneficiary report” in the menu, select the report you want to edit, and then click on “Modify”.

BR ID	BR NUMBER	BR STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Search [Clear search terms]

RESULTS FOR:

View Modify Delete Check Send for signing Generate

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
14/12/2017 14:30:07			Under preparation

## 4.1 BR datasheet – Main Data

The primary data for the BR are the data of the relevant project and project part, which are displayed to the user in read-only mode (the user cannot change these data).

The screenshot shows a web interface for a 'BENEFICIARY REPORT'. At the top, there is a dark blue header with the text 'BENEFICIARY REPORT' and a 'Save' button. Below the header is a grey bar with 'INFORMATION REMINDER' and a dropdown arrow. A navigation bar contains tabs: 'MAIN DATA' (selected), 'ACHIEVEMENTS', 'REPORTING PERIODS', 'INVOICES', 'ACTIVITIES', 'INDICATORS', and 'INFORMATION'. The main form area is divided into several sections:

- BR NUMBER**: [Empty field]
- BR ID**: [Empty field]
- PROJECT PART ID**: HUHR/1601/2.1.1/0001/B3
- PROJECT ACRONYM**: Cycle in a network 2.0
- PROJECT TITLE**: Cycle in a network 2.0 - Improved cycling connections of South-
- START DATE OF PROJECT**: 01/09/2017
- END DATE OF PROJECT**: 30/04/2019
- BENEFICIARY**: B3 - Royal Family..(abbr)
- LEAD BENEFICIARY NAME**: LB - Rancho Pines..(abbr)
- CONTACT PERSON NAME**: Odett Smith
- REPORTING PERIOD(S)**: [Empty field]
- BR. SETTL. PERIOD START DATE**: [Empty field]
- BR. SETTL. PERIOD END DATE**: [Empty field] with a 'Define' button next to it.
- FINAL BENEFICIARY REPORT**: No

The following fields can be viewed:

- **“BR number”** – The beneficiary report’s number is automatically completed after submission.
- **“BR ID”** – The beneficiary report’s identification number is automatically completed after submission.
- **“Project part ID”** – The individual identification number of project part.
- **“Project acronym”** – The short name of the project.
- **“Project title”** – The title of the project.
- **“Start date of project”** – The start date of the project.
- **“End date of project”** – The end date of the project.
- **“Beneficiary”** – The name of the beneficiary of the project part.
- **“Lead beneficiary name”** – The name of the lead beneficiary of the project.
- **“Contact person name”** – The name of the contact person of the beneficiary of the project part.
- **“Reporting period(s)”** – The reporting period covered by the BR.
- **“BR settl. period start date”** – The start date of the settlement period; its value can be adjusted with the “Define” button.
- **“BR settl. period end date”** – The end date of the settlement period; its value can be adjusted with the “Define” button.
- **“Final Beneficiary Report”** – Whether the given beneficiary report is a final report.

#### 4.1.1 Settlement end date define

The start and end date of the BR can be specified based on the reporting periods displayed by clicking on the “Define” button. Although the reporting periods are predefined in the system according to the Subsidy Contract, the system allows Recoring user to merge the predefined reporting periods exclusively in the case of such recommendation given by Joint Secretariat based on the MA decision.<sup>1</sup> The modification data of the settlement period related to the BR are displayed on the following screen.

- **“Reporting period(s)”** – Reporting period or periods loaded automatically, based on the start and end dates.
- **“BR settlement period start date”** – Select the start date of the beneficiary report’s settlement period.
- **“BR settlement period end date”**– Select the end date of the beneficiary report’s settlement period.
- **“Final beneficiary report”** – Mark the checkbox if the given beneficiary report is a final report.

For reference, the table displays the reporting periods of the project part.

#	NAME	FROM DATE	TO DATE
1	Reporting period 01	29/11/2017	28/03/2018
2	Reporting period 02	29/03/2018	28/07/2018
3	Reporting period 03	29/07/2018	28/11/2018
4	Reporting period 04	29/11/2018	29/11/2018

<sup>1</sup> In such case the **“BR settlement period start date”** is chosen as the **“From date”** of the first reporting period covered by given Beneficiary report and **“BR settlement period end date”** is chosen as the **“To date”** of the last reporting period covered by given Beneficiary report.

## 4.2 “Achievements” screen

This tab allows you to answer general questions regarding the technical progress of the project part in the period in question.

The screenshot shows the 'BENEFICIARY REPORT' interface with the 'ACHIEVEMENTS' tab selected. It features a 'Save' button, an 'INFORMATION REMINDER' dropdown, and navigation tabs for 'MAIN DATA', 'ACHIEVEMENTS', 'REPORTING PERIODS', 'INVOICES', 'ACTIVITIES', 'INDICATORS', and 'INFORMATION'. Below these are 'View' and 'Modify' buttons. A table displays key aspects with their descriptions and responses.

KEY ASPECT	DESCRIPTION
II.1.a) Is the project implementation on time according to the time p...	Yes
II.1.b) What is the estimated delay of the overall implementation in...	-

To provide information on a given issue, select it, then click on **Modify**. In order to view a previously entered response, click on **View**.

## 4.3 “Reporting periods” screen

The screen lists the reporting periods for the project part. The table rows are the reporting periods, which are automatically numbered.

The “Reported” column shows the periods for which BR has been submitted and approved, and the reporting deadline to national FLC Body for each reporting period.

The screenshot shows the 'BENEFICIARY REPORT' interface with the 'REPORTING PERIODS' tab selected. It features a 'Save' button, an 'INFORMATION REMINDER' dropdown, and navigation tabs for 'MAIN DATA', 'ACHIEVEMENTS', 'REPORTING PERIODS', 'INVOICES', 'ACTIVITIES', 'INDICATORS', and 'INFORMATION'. Below these is a table listing reporting periods with columns for 'PERIOD ID', 'FROM DATE', 'TO DATE', 'REPORTING DEADLINE', and 'REPORTED'. At the bottom, there is a pagination control showing 'Page: 1 / 1' and 'Total: 5', along with a 'Hit on page: 10' dropdown.

PERIOD ID	FROM DATE	TO DATE	REPORTING DEADLINE	REPORTED
Reporting period 01	01/09/2017	31/12/2017	10/01/2018	Yes
Reporting period 02	01/01/2018	30/04/2018	10/05/2018	Yes
Reporting period 03	01/05/2018	31/08/2018	10/09/2018	Yes
Reporting period 04	01/09/2018	31/12/2018	10/01/2019	No
Reporting period 05	01/01/2019	30/04/2019	30/05/2019	No

## 4.4 “Invoices” screen

The screen lists the data of invoices recorded to a budget line. In this screen you can search for specific invoices, add new invoices to relevant budget lines, and modify, view and delete the data of previously recorded invoices.

In case of flat rate type costs it is not possible to upload invoices. The value of these budget lines is automatically calculated based on the specified formula on the basis of the “Total Reported amount” and is displayed in the table.

The screenshot shows a web application interface for a 'BENEFICIARY REPORT'. At the top, there is a 'Save' button. Below it is an 'INFORMATION REMINDER' section with a dropdown arrow. A navigation bar contains tabs for 'MAIN DATA', 'ACHIEVEMENTS', 'REPORTING PERIODS', 'INVOICES' (which is active), 'ACTIVITIES', 'INDICATORS', and 'INFORMATION'. Below the navigation bar are four search filter boxes: 'BUDGET HEADING', 'BUDGET LINE', 'BUDGET ITEM', and 'INVOICE NUMBER', each with a dropdown arrow. Below these is a 'SUPPLIER NAME' search box. To the right of the search boxes are two buttons: 'Search' and 'Clear search terms'. Below the search area is a 'RESULTS FOR:' label. At the bottom of the search area are five function buttons: 'View', 'New', 'Modify', 'Delete', and 'Add invoice'. Below the function buttons is a table header with the following columns: 'BUDGET HEADING', 'BUDGET LINE', 'BUDGET ITEM', 'INVOICE NUMBER', 'SUPPLIER NAME', 'DESCRIPTION', 'PERFORMANCE DATE', and 'ORIGI'.

The following search boxes can be used to filter the search results of already recorded invoices:

- **“Budget heading”** – The search results will only include invoices recorded for the given budget heading.
- **“Budget line”** – The search results will only include invoices recorded for the given budget line.
- **“Budget item”** – The search results will only include invoices recorded for the given budget item.
- **“Invoice Number”** – Filters the search results by invoice number.
- **“Supplier name”** – Filters the search results by supplier name.

You can perform a search with the set search criteria with the following function buttons:

- **“Search”** – Click on the button to start a search on the set search criteria.
- **“Clear search”** – Click on the button to delete the set criteria in the search field.

You can do the following with invoices:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected item’s datasheet opens in view mode.
- **“New”** – A new invoice can be recorded and by clicking on the button the item’s datasheet opens in record mode.
- **“Modify”** – If there is a selected item in the search results list and the invoice has not yet been accepted by the controller, you can click on the button to open the selected item’s datasheet and modify the data of the selected item.

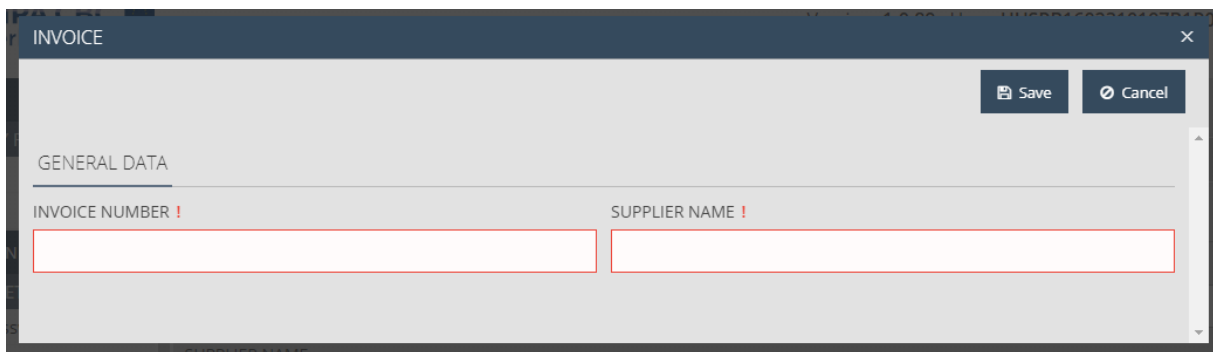
- **“Delete”** – The function button becomes active when the invoice has not yet been accepted by the controller. After confirmation in a pop-up window, the selected item can be deleted from the list.
- **“Add invoice”** – An invoice search panel will be opened where previously recorded but not yet fully reported invoices can be added to the beneficiary report.

The amount of the invoices will be aggregated in the lower section of the table: the “Total invoices” line aggregating the sum of invoices and the “Lump sum amount” line containing the lump sum amount will be displayed. The “Total amount” field provides the sum of the two lines.

Lump sum type costs are automatically added to the report of the first reporting period in line with the project budget, so no action is required in this respect.

#### 4.4.1 “New Invoices” screen

A new invoice can be entered on the following screen, by filling the number of the invoice to be entered and the name of the issuer of the invoice, as a first step.



The screenshot shows a software window titled "INVOICE" with a close button (X) in the top right corner. Below the title bar, there are two buttons: "Save" and "Cancel". The main content area is labeled "GENERAL DATA" and contains two input fields. The first field is labeled "INVOICE NUMBER !" and the second is labeled "SUPPLIER NAME !". Both fields are currently empty and have a red border. The background of the form is light gray.

The following fields are displayed:

- **“Invoice number”** – Enter the number of the invoice.
- **“Supplier name”** – Enter the name of the invoice issuer.

When saving, the system checks if there was a recording with the same “Invoice number” – “Supplier name” combination.

##### 4.4.1.1 General data of invoices (“General Data”) screen

After saving, the recording session continues on the “General data” screen:

INVOICE

Save Cancel

GENERAL DATA

INVOICE NUMBER: I123  
 SUPPLIER NAME: BKSZ  
 MULTIPLY?:

MULTIPLY INFO BOX

DESCRIPTION !

ISSUED !

PERFORMANCE DATE !

PAID ON !

BUDGET HEADING !

BUDGET LINE

BUDGET ITEM

VAT RECLAIMER

ERA CODE

CURRENCY !

EXCHANGE RATE !

DIFFERENT EXCHANGE RATE

EUR TO CUR. DIF. EXCHANGE RATE

NAME	AMOUNT IN SELECTED CURRENCY	AMOUNT IN EUR	CHECKED
NET amount			
VAT amount			
Gross amount			
Reported amount			
Eligible expenditure occurring outside the eligible area			
Accepted amount			<input type="checkbox"/>
Eligible amount			
Not eligible amount			

COMMENTS OF THE LB/B (IF THERE IS ELIGIBLE EXPENDITURE OCCURRING OUTSIDE THE ELIGIBLE AREA)

JUSTIFICATION OF DEDUCTION

UNDER JUDICIAL PROCEDURES



The following fields are displayed and required to be filled in:

\* Recommendations for **Croatian beneficiaries** given by national FLC body on content related requirements of the upload of the invoices:

- **“Invoice number”** – The number of the invoice.
- **“Supplier name”** –The name of the supplier.
- **“Multiply?”** – If the given invoice has already been recorded in the system the checkbox is automatically marked.
- **“Multiply info”** – If the invoice has been recorded earlier, the system automatically marks the checkbox and displays in the field the identification number of the project part and the beneficiary report where the invoice was reported.
  
- **“Description”** – Provide a description for the invoice (e.g. TRAVEL: travel calculation for M. Marić FLC workshop Čakovec 27/2/2018 (please see additional trackchanges under costs other than normal invoices); EXTERNAL: catering for FLC workshop Čakovec 27/2/2018; EQUIPMENT: high resolution microscope; WORKS: roller-skating park in Čakovec).
- **“Issued”** – Enter the date of issue of the invoice (e.g. STAFF: last day of the month for which the salary is calculated for e.g. salary for March 2018 = 31/03/2018; TRAVEL: travel calculation date (for travel orders/“putne naloge”), or date when the invoice for hotel/bus/airplane/train... was issued (please see additional trackchanges under costs other than normal invoices); EXTERNAL: date on the invoice, in case of fee based contracts date when the fee was calculated; EQUIPMENT: date on the invoice; WORKS: date on the invoice (including interim invoices/“privremene situacije).
- **“Performance date”** – Enter the performance<sup>2</sup> date indicated on the invoice.
- **“Paid on”** – Enter the date on which the invoiced amount was paid.
- **“Budget heading”** – Select from the drop-down list the budget heading corresponding to the invoice.
- **“Budget line”** – If relevant, select from the drop-down list the budget line corresponding to the invoice.
- **“Budget item”** – If relevant, select from the drop-down list the budget item corresponding to the invoice.
- **“VAT reclaimer”** – If the beneficiary is entitled to reclaim VAT, the checkbox is automatically marked.
- **“Comments (Beneficiaries/Control Body)”** – General information on invoice
- **“Currency”** – Select the currency of the invoice from the drop-down list.
- **“Exchange rate”** – The exchange rate used by the system is automatically completed.
- **“Different exchange rate”** – Mark the checkbox if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.
- **“Exchange rate if different”** – Enter the exchange rate if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.

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<sup>2</sup> Date of performance of the service, delivery of the equipment or completion of the works (entirely or partially) to which the given invoice is related.

- **“Amount in selected currency – NET amount”** – Enter the net amount of the invoice in the selected currency.
- **“Amount in selected currency – VAT amount”** – Enter the amount of VAT in the selected currency.
- **“Amount in selected currency – Gross amount”** – The gross amount of the invoice is calculated automatically based on the net amount and the VAT amount of the invoice.
- **“Amount in selected currency – Reported amount”** – Enter the amount you wish to report.
- **“Amount in selected currency – Eligible expenditure occurring outside the eligible area”** – If relevant, enter the amount of expenditure included in the invoice that occurred outside the eligible area.
- **“Amount in selected currency – Accepted amount”** – Once accepted by the first-level controller, the amount will be displayed in the selected currency.
- **“Amount in selected currency – Eligible amount”** – Once accepted by the first-level controller, the eligible amount will be displayed in the selected currency.
- **“Amount in selected currency – Not eligible amount”** – Once accepted by the first-level controller, the ineligible amount will be displayed in the selected currency.
- **“Amount in EUR – NET amount”** – Automatically calculated net value of the invoice in EUR.
- **“Amount in EUR – VAT amount”** – Automatically calculated VAT amount of the invoice in EUR.
- **“Amount in EUR – Gross amount”** – Automatically calculated gross value of the invoice in EUR.
- **“Amount in EUR – Reported amount”** – Automatically calculated reported amount in EUR.
- **“Amount in EUR – Accepted amount”** – Automatically calculated accepted amount in EUR.
- **“Amount in EUR – Eligible amount”** – Automatically calculated eligible amount in EUR.
- **“Amount in EU – Not eligible amount”** – Automatically calculated ineligible amount in EUR.
- **“Comments of the LB/B (if there is eligible expenditure occurring outside the eligible area)”** – Please provide comment if the invoice includes expenditure that occurred outside the eligible area. Any other additional explanation of the reported cost should be given in the ‘Comment’ text box situated further up in the screen.
- **“Checked – Accepted amount”** – Once the amount is accepted by the first-level controller, the checkbox is automatically marked.
- **“Justification of deduction”** – If the amount is not fully accepted by the first-level controller, this field displays the justification of the deduction.
- **“Under judicial procedures”** – Where relevant, the checkbox is automatically marked if the invoice is affected by irregularity procedure.

For costs other than normal invoices, please see instructions below:

Special instructions for STAFF COST:

- **“Invoice number”** – Please use the format: staff/mm/yyyy/initials of the employee (e.g. staff/10/2017/M.J.).
- **“Supplier name”** – Name of the employee.
- **“Description”** – Position in the project.

- **“Issued”** – last day of the month for which the salary is calculated for, e.g. salary for March 2018 = 31/03/2018.
- **“Performance date”** – last day of the month for which the salary is calculated for, e.g. salary for March 2018 = 31/03/2018.
- **“Paid on”** – Payment date of the contributions and/or wage of the reported month.
- **“Comment”** – Fill in with any comments you find to be useful for control purposes or with “Not relevant” in case you do not need to additionally explain anything
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty).
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.
- **“Comment of the Beneficiary”** – Write ‘Not relevant’ since staff cost can not occur outside the eligible area.

Special instructions for TRAVEL AND PER DIEM:

- **“Invoice number”** – Please use the format:
  - For staff travel costs according to travel calculation with daily allowance: travel/date of travel as mm/yyyy/initials of the employee (e.g. travel/01/2018/M.J.).
  - For staff travel costs according to travel calculation with per diem: per diem/date of travel as mm/yyyy/initials of the employee (e.g. per diem/01/2018/M.J.).
  - For travel costs that have separate invoices (plane, train, hotel...) please follow logic for normal invoices.
- **“Supplier name”** – For travel calculation with daily allowance/per diem: Name of the person who travelled. For travel costs that have separate invoices (plane, train, hotel...) please follow logic for normal invoices.
- **“Description”** – Provide a short description. E.g. travel to FLC workshop Čakovec 27/2/2018.
- **“Issued”** – travel calculation date (for travel orders), or date when the invoice for hotel/bus/airplane/train... was issued.
- **“Performance date”** – The same date as entered under “Issued”.
- **“Paid on”** – Payment date of the cost reported.
- **“Comment”** – Fill in with any comments you find to be useful for control purposes or with “Not relevant” in case you do not need to additionally explain.
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet or the invoice.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty) in case of travel calculation for daily allowances/per diems.
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.
- **“Comment of the Beneficiary”** – Please provide comment if the travel/per diem cost includes expenditure that occurred outside the eligible area.

\* Recommendations for **Hungarian beneficiaries** given by national FLC body on content related requirements of the upload of the invoices:

- **“Invoice number”** – The number of the invoice.
- **“Supplier name”** –The name of the supplier.
- **“Multiply?”** – If the given invoice has already been recorded in the system the checkbox is automatically marked.
- **“Multiply info”** – If the invoice has been recorded earlier, the system automatically marks the checkbox and displays in the field the identification number of the project part and the beneficiary report where the invoice was reported.
- **“Description”** – Provide a description for the invoice.
- **“Issued”** – Enter the date of issue of the invoice.
- **“Performance date”** – Enter the performance date indicated on the invoice.
- **“Paid on”** – Enter the date on which the invoiced amount was paid.
- **“Budget heading”** – Select from the drop-down list the budget heading corresponding to the invoice.
- **“Budget line”** – If relevant, select from the drop-down list the budget line corresponding to the invoice.
- **“Budget item”** – If relevant, select from the drop-down list the budget item corresponding to the invoice.
- **“VAT reclaimer”** – If the beneficiary is entitled to reclaim VAT, the checkbox is automatically marked.
- **“Comment”** – If relevant, provide comment for the invoice.
- **“Currency”** – Select the currency of the invoice from the drop-down list.
- **“Exchange rate”** – The exchange rate used by the system is automatically completed.
- **“Different exchange rate”** – Mark the checkbox if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.
- **“Exchange rate if different”** – Enter the exchange rate if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.
- **“Amount in selected currency – NET amount”** – Enter the net amount of the invoice in the selected currency.
- **“Amount in selected currency – VAT amount”** – Enter the amount of VAT in the selected currency.
- **“Amount in selected currency – Gross amount”** – The gross amount of the invoice is calculated automatically based on the net amount and the VAT amount of the invoice.
- **“Amount in selected currency – Reported amount”** – Enter the amount you wish to report.
- **“Amount in selected currency – Eligible expenditure occurring outside the eligible area”** – If relevant, enter the amount of expenditure included in the invoice that occurred outside the eligible area.
- **“Amount in selected currency – Accepted amount”** – Once accepted by the first-level controller, the amount will be displayed in the selected currency.
- **“Amount in selected currency – Eligible amount”** – Once accepted by the first-level controller, the eligible amount will be displayed in the selected currency.

- **“Amount in selected currency – Not eligible amount”** – Once accepted by the first-level controller, the ineligible amount will be displayed in the selected currency.
- **“Amount in EUR – NET amount”** – Automatically calculated net value of the invoice in EUR.
- **“Amount in EUR – VAT amount”** – Automatically calculated VAT amount of the invoice in EUR.
- **“Amount in EUR – Gross amount”** – Automatically calculated gross value of the invoice in EUR.
- **“Amount in EUR – Reported amount”** – Automatically calculated reported amount in EUR.
- **“Amount in EUR – Accepted amount”** – Automatically calculated accepted amount in EUR.
- **“Amount in EUR – Eligible amount”** – Automatically calculated eligible amount in EUR.
- **“Amount in EU – Not eligible amount”** – Automatically calculated ineligible amount in EUR.
- **“Comment of the Beneficiary”** – Please provide comment if the invoice includes expenditure that occurred outside the eligible area.
- **“Checked – Accepted amount”** – Once the amount is accepted by the first-level controller, the checkbox is automatically marked.
- **“Justification of deduction”** – If the amount is not fully accepted by the first-level controller, this field displays the justification of the deduction.
- **“Under judicial procedures”** – Where relevant, the checkbox is automatically marked if the invoice is affected by irregularity procedure.

For costs other than normal invoices, please see instructions below:

Special instructions for STAFF COST:

- **“Invoice number”** – Please use the format: staff/number of reporting period/name of the employee (e.g. staff/01/Mintajános).
- **“Supplier name”** – Name of the employee.
- **“Description”** – Position in the project.
- **“Issued”** – First day of the first reported month.
- **“Performance date”** – Last day of the last reported month.
- **“Paid on”** – Payment date of the contributions or wage of the last reported month (which was paid later).
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty).
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.
- **“Comment of the Beneficiary”** – Write ‘Not relevant’ since staff cost can not occur outside the eligible area.

Special instructions for TRAVEL AND PER DIEM:

- **“Invoice number”** – Please use the format: travel/number of reporting period (e.g. travel/01). In case of per diem please use the format: per diem/number of reporting period (e.g. per diem/01).
- **“Supplier name”** – Name of the persons who travelled.
- **“Description”** – Travel and/or per diem.

- **“Issued”** – First day of the first reported month.
- **“Performance date”** – Last day of the last reported month.
- **“Paid on”** – Payment date of the last cost to be reported.
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty).
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.
- **“Comment of the Beneficiary”** – Please provide comment if the travel/per diem cost includes expenditure that occurred outside the eligible area.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the entry, modification or view of the information activity data.

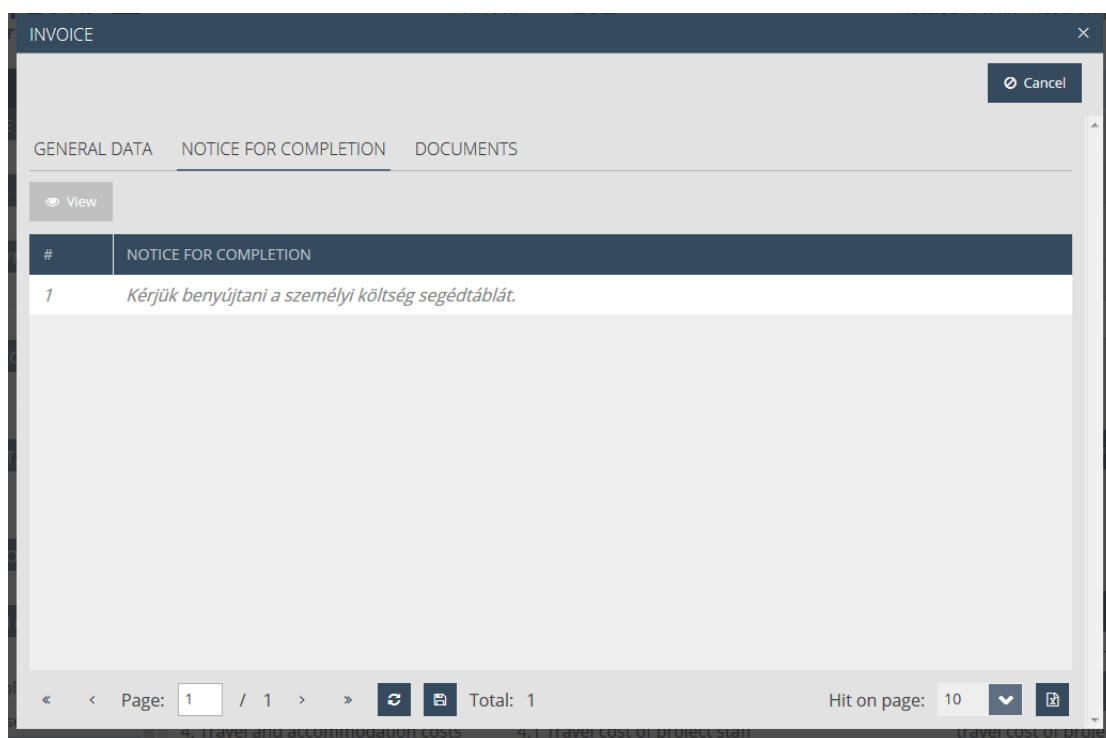
#### 4.4.1.2 “Notice for completion” screen

If the first-level controller responsible for verification has identified completion criteria that were not met in relation to the invoice, they will be listed here. The beneficiary can view such notices here.

##### 4.4.1.2.1 “View” notices screen

The following fields are displayed:

- **“#”** – Number of notice.
- **“Notice for completion”** – Text of notice.



#### 4.4.1.3 "Documents" screen

Documents of the invoice may be uploaded as shown on the screen. 3

INVOICE

Save Cancel

GENERAL DATA NOTICE FOR COMPLETION DOCUMENTS

DOCUMENT ID SUBJECT PREPARED BY (USER NAME) SENT BY (PARTNER ID)

SENT BY (PARTNER NAME) DATE OF PREPARATION FROM DATE OF PREPARATION TO METHOD OF SUBMISSION

Search Clear search terms

RESULTS FOR:

View Modify

ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SENT
1	2017/000-003-5011	Attachment	Invoice	TesztVLBR01		
1	2017/000-003-5013	Attachment	Proof of payment	TesztVLBR01		
1	2017/000-003-5015	Attachment	Proof of fulfilment	TesztVLBR01		
1	2017/000-003-5017	Attachment	Contract	TesztVLBR01		
1	2017/000-003-5019	Attachment	Tenders	TesztVLBR01		

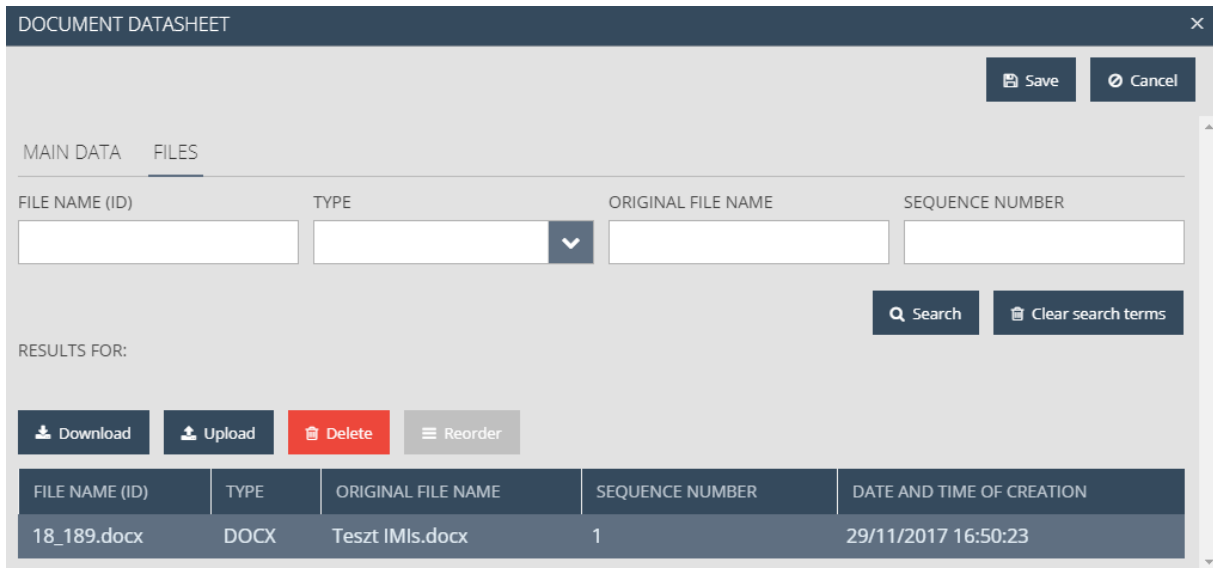
The upper section of the screen is a search bar with the following search filters:

- **File name (id)** – the unique identifier of the file.
- **Type** – the filename extension.
- **Original file name** – the filename.
- **Sequence number** – the sequence number of the file.

You can view the uploaded documents in the selected folder by clicking on the "View" button. To upload a new document or perform operations on previously uploaded ones, select the folder and click on the "Modify" button.

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3 Croatian beneficiaries are advised to make one zip folder for salary slip and salary project calculation and time-sheet if applicable and upload it under subject Invoice. In other zip folder with proof of payment and additional salary documents and upload it under subject Proof of payment.

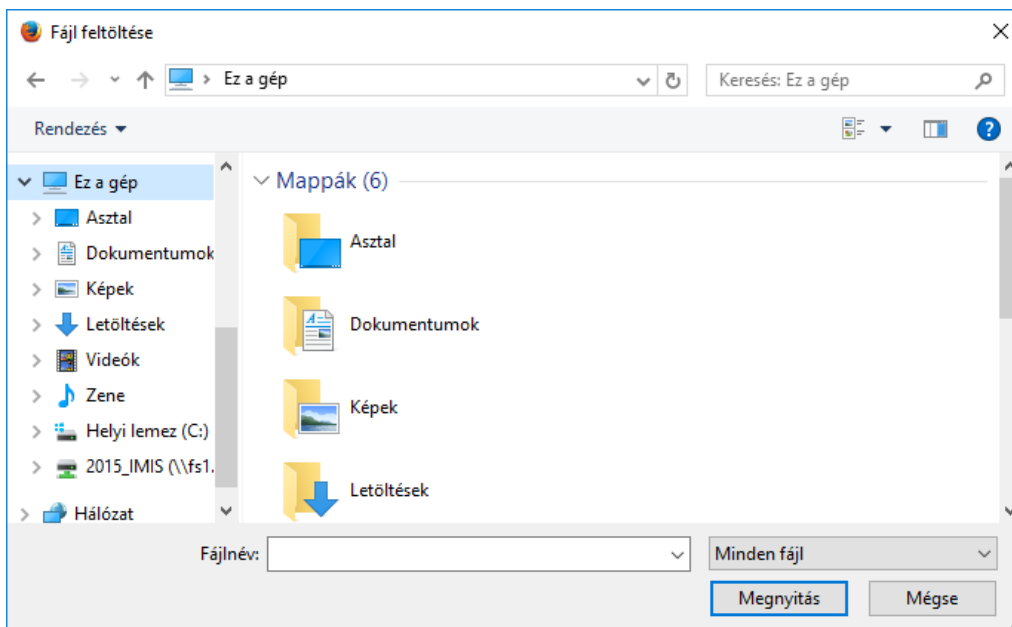


In the lower section of the screen you can perform the following file operations:

- **Download** – download file.
- **Upload** – upload a new file.
- **Delete** – delete the uploaded file.
- **Reorder** – reorganise the uploaded files.

Click on the “Upload” button and the “Upload file” dialogue box will appear. Select the file you want to upload and click “Open”.

Please note that the maximum upload file size is 30 MB but there is no restriction on the combined size of the documents. It is important that compressed zip files can also be uploaded.



The selected and uploaded file will appear in the search result list within the given folder.

At least one document must be uploaded to the “Invoice” folder for each recorded invoice.



#### 4.4.2 “Add invoice” screen

In this screen you can add such invoices to the BR which have already been recorded in the system but the requested and/or accepted cumulative amount of which is less than the gross invoiced amount.

The screenshot shows a web application window titled "ADD INVOICE". At the top right is a "Cancel" button. Below the title bar are two input fields: "INVOICE NUMBER" and "SUPPLIER NAME". To the right of these fields are two buttons: "Search" and "Clear search terms". Below the input fields is a "RESULTS FOR:" label and a "Select" button. A table displays the search results with two columns: "INVOICE NUMBER" and "SUPPLIER NAME".

INVOICE NUMBER	SUPPLIER NAME
aaaa	1234
1234	1234
cd 2345426	Catering Bt.
BV 654321	Press Conf Kft.

The following search filters can be used:

- **“Invoice Number”** – Filters the search results by invoice number.
- **“Supplier name”** – Filters the search results by the invoice issuer’s name.

To add an invoice from the search results to the beneficiary report, click on the “Select” button.

The following functions are available:

- **“Search”** – Click on the button to start a search on the set search criteria.
- **“Clear search”** – Click on the button to delete the set criteria in the search field.

#### 4.5 “Activities” screen

The beneficiary can view the activities undertaken by it within the given project part, the reporting periods relevant to the implementation of such activities, and the current status of the activities. The progress of activities must be reported in all reporting period.

The lines of the screen are defined on the project level.

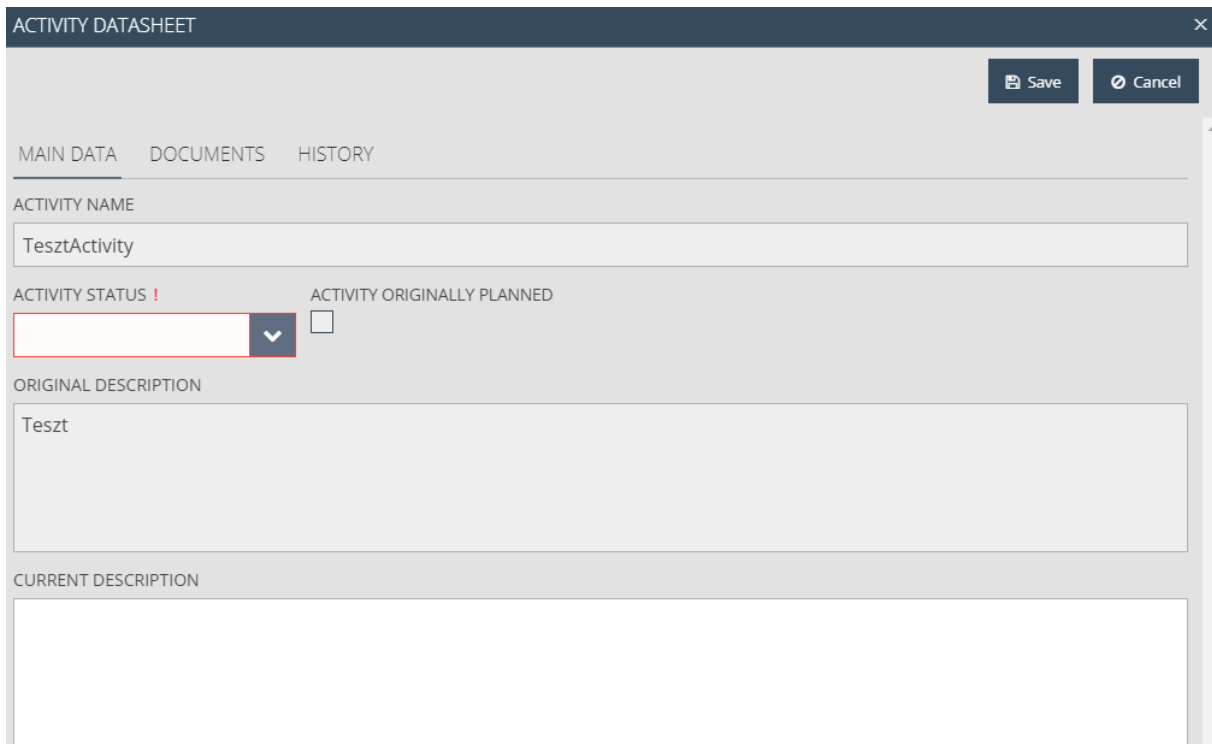
BENEFICIARY REPORT					Save			
INFORMATION REMINDER					↓			
MAIN DATA	ACHIEVEMENTS	REPORTING PERIODS	INVOICES	ACTIVITIES	INDICATORS	INFORMATION	<	>
View		Modify						
ACTIVITY N	ACTIVITY NAME	REPORTING PERIOD 01	REPORTING PERIOD 02	REPORT				
1	Project administration and management	X	X	X				
2	Information and publicity	X	X	X				
5	Development of value added cross-border cycling services			X				
6	Elaboration of project documentation (technical plan)		X	X				

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected action’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item’s data sheet and modify the data of the selected activity.

#### 4.5.1 Main data

The data of the report can be added to the chosen activity.



The screenshot shows a window titled "ACTIVITY DATASHEET" with a close button (X) in the top right corner. Below the title bar are two buttons: "Save" and "Cancel". The main area is divided into three tabs: "MAIN DATA", "DOCUMENTS", and "HISTORY". The "MAIN DATA" tab is active and contains the following fields:

- ACTIVITY NAME:** A text input field containing "TesztActivity".
- ACTIVITY STATUS !:** A dropdown menu with a red border and a downward arrow.
- ACTIVITY ORIGINALLY PLANNED:** A checkbox that is currently unchecked.
- ORIGINAL DESCRIPTION:** A text input field containing "Teszt".
- CURRENT DESCRIPTION:** An empty text input field.

The following fields are displayed:

- **“Activity name”** – The name of the activity is automatically completed.
- **“Activity status”** – Select from the drop-down list the status of the activity relevant to the given period.
- **“Activity originally planned”** – Checked automatically based on whether the implementation of the activity was planned in the reporting period.
- **“Original description”** – The original description of the undertaken activity, loaded automatically from the project data.
- **“Current description”** – Provide a description of the given activity for the given period.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the data entry or modification.

## 4.5.2 Documents

In this screen you can upload and view the professional supporting documents relating to a given activity. The circle of expected supporting documents are depending on the given activity the B is reporting on. In case the activity has a direct output, e.g a document/curriculum/survey/promo movie/webpage/mobile-application/construction plan/etc. elaborated by the members of the partnership, the B should upload the part of the document he/she was responsible for, in all language versions planned in the project. In case the planned project activity contained organisation of project event/study tour/summer school/professional conference/festival/education event/etc. the B who is responsible for the organisation of the event should upload photos, participants lists, invitation and agendas of the organized events and connected media appearance. When the planned project activity is about (re)construction/renovation/building/designation of bike /hiking /thematic /etc route, the B responsible for the given activity should upload record of the technical supervisor of the construction about the progress of the works, photos of the building site/equipments/designated route, scanned record of the technological delivery session, valid permission of use, operational water right licence. It is advised to include photos where the obligatory visibility elements are clearly visible.

In case the same supporting documents are already uploaded to the Indicators section, it is not necessary to upload twice the same but please make a clear reference to the indicator where the supporting docs can be found.

The screenshot shows the 'ACTIVITY DATASHEET' window with the 'DOCUMENTS' tab selected. At the top right, there are 'Save' and 'Cancel' buttons. Below the tabs, there is a search bar with four filters: 'FILE NAME (ID)', 'TYPE', 'ORIGINAL FILE NAME', and 'SEQUENCE NUMBER'. Below the search bar, there are 'Search' and 'Clear search terms' buttons. Underneath, there are buttons for 'Download', 'Upload', 'Delete', and 'Reorder'. At the bottom, a table header is visible with columns: 'FILE NAME (ID)', 'TYPE', 'ORIGINAL FILE NAME', 'SEQUENCE NUMBER', and 'DATE AND TIME OF CREATION'.

The upper section of the screen is a search bar with the following search filters:

- **File name (id)** – the unique identifier of the file.
- **Type** – the filename extension.
- **Original file name** – the filename.
- **Sequence number** – the sequence number of the file.

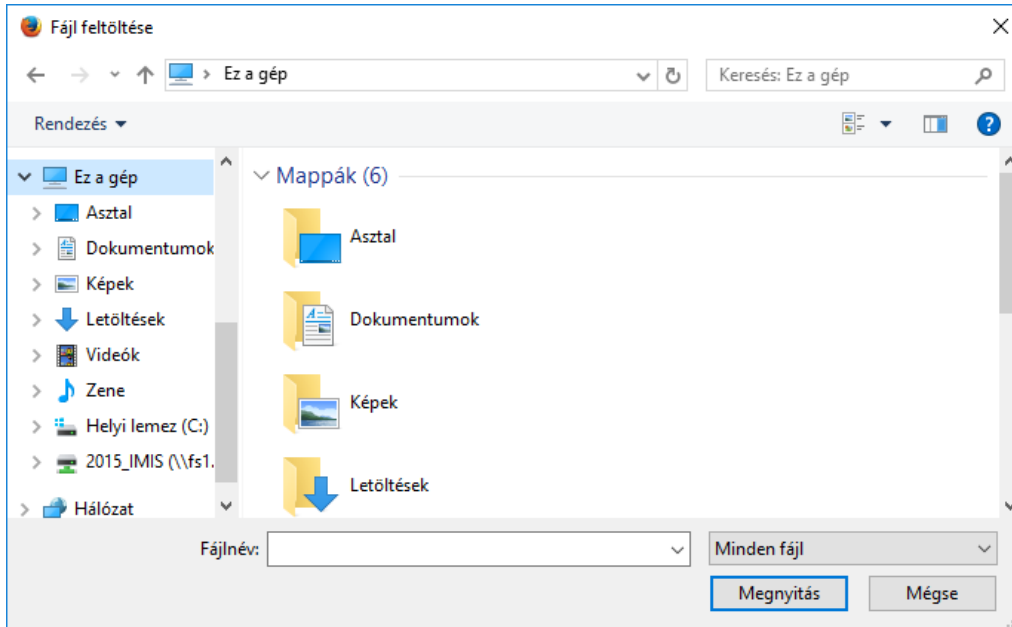
In the lower section of the screen you can perform the following file operations:

- **Download** – download file.
- **Upload** – upload a new file.
- **Delete** – delete the uploaded file.
- **Reorder** – reorganise the uploaded files.

Click on the **“Upload”** button and the “Upload file” dialogue box will appear. Select the file you want to upload and click “Open”.

Please note that the maximum upload file size is 30 MB but there is no restriction on the combined size of the documents.

It is important that compressed zip files can also be uploaded.



The selected and uploaded file will appear in the search result list within the given folder.

#### 4.5.3 History

The table lists previous beneficiary reports so that you can view progress reports submitted for the given activity earlier.

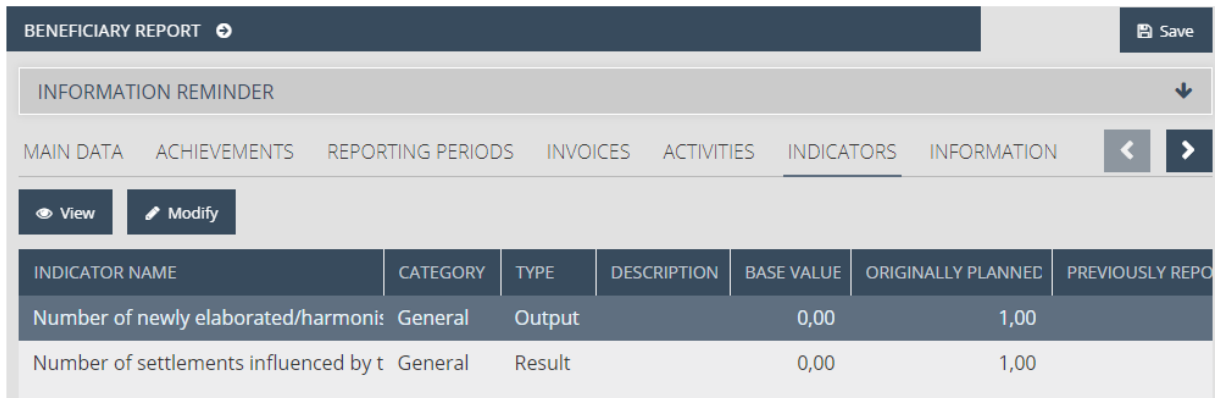
Cancel

MAIN DATA DOCUMENTS HISTORY

PR&AFR ID	BR ID	BR SETTLEMENT PERIOD START DATE	BR SETTLEMENT PERIOD END DATE	ORIGINAL DESCRIPTION
	BR 1	01/02/2017	31/05/2017	Common design and communication

## 4.6 “Indicators” screen

The indicators which the beneficiary have undertaken are shown in a table on the screen.



The screenshot shows the 'BENEFICIARY REPORT' interface. At the top, there is a 'Save' button. Below it is an 'INFORMATION REMINDER' section with a dropdown arrow. A navigation bar contains tabs for 'MAIN DATA', 'ACHIEVEMENTS', 'REPORTING PERIODS', 'INVOICES', 'ACTIVITIES', 'INDICATORS' (which is selected), and 'INFORMATION'. Below the navigation bar are 'View' and 'Modify' buttons. The main content is a table with the following data:

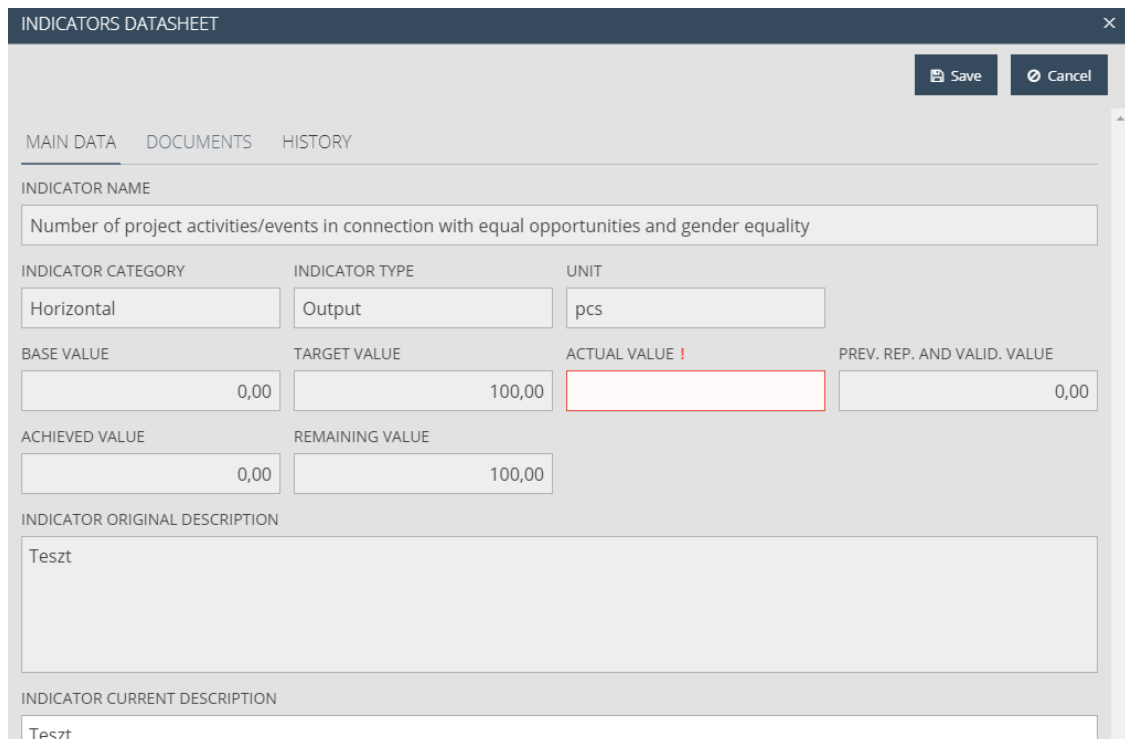
INDICATOR NAME	CATEGORY	TYPE	DESCRIPTION	BASE VALUE	ORIGINALLY PLANNED	PREVIOUSLY REPO
Number of newly elaborated/harmoni	General	Output		0,00	1,00	
Number of settlements influenced by t	General	Result		0,00	1,00	

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected indicator’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item’s data sheet and modify the data of the selected indicator.

### 4.6.1 Main data

In this screen you can view the main indicator data and enter main progress data for the indicator in the given period.



The screenshot shows the 'INDICATORS DATASHEET' form. It has a 'Save' and 'Cancel' button at the top right. The form is divided into sections: 'MAIN DATA', 'DOCUMENTS', and 'HISTORY'. The 'MAIN DATA' section contains the following fields:

- INDICATOR NAME: Number of project activities/events in connection with equal opportunities and gender equality
- INDICATOR CATEGORY: Horizontal
- INDICATOR TYPE: Output
- UNIT: pcs
- BASE VALUE: 0,00
- TARGET VALUE: 100,00
- ACTUAL VALUE !: (empty field with a red border)
- PREV. REP. AND VALID. VALUE: 0,00
- ACHIEVED VALUE: 0,00
- REMAINING VALUE: 100,00
- INDICATOR ORIGINAL DESCRIPTION: Teszt
- INDICATOR CURRENT DESCRIPTION: Teszt

The following fields are displayed:

- **“Indicator name”** – The name of the indicator – automatically completed.
- **“Indicator category”** – The category of the indicator – automatically completed.

- **“Indicator type”** – The type of the indicator – automatically completed.
- **“Unit”** – The measurement unit of the indicator – automatically completed.
- **“Base value”** – The base value of the indicator – automatically completed.
- **“Target value”** – The target value of the indicator – automatically completed.
- **“Actual value”** – Enter the indicator value achieved in the given period (please enter difference from the value reported in previous period).
- **“Previously reported and validated value”** – The value reported and accepted in previous beneficiary reports in relation to the given indicator – automatically completed.
- **“Achieved value”** – The cumulative value of values accepted in the previous PR&AfR – automatically completed.
- **“Remaining value”** – The remainder amount (Target value – Actual value – Previously reported and validated value) – automatically completed.
- **“Indicator original description”** – The original description of the undertaken indicator, loaded automatically from the project data.
- **“Indicator current description”** – Provide a description of the given indicator for the given period.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the data entry or modification.

#### 4.6.2 Documents

In this screen you can upload and view the professional supporting documents evidencing the progress of the indicators (please take into consideration the original description of the indicator, the units of measurement and affiliated numeric values, e.g. for the indicator “Number of newly established/developed JOINT project homepage”, the unit type is set as “pieces” and the actual value of indicator thus can be verified with an active link to the web page . For further examples how to support different achievements, please refer to chapter 4.4.2 above.

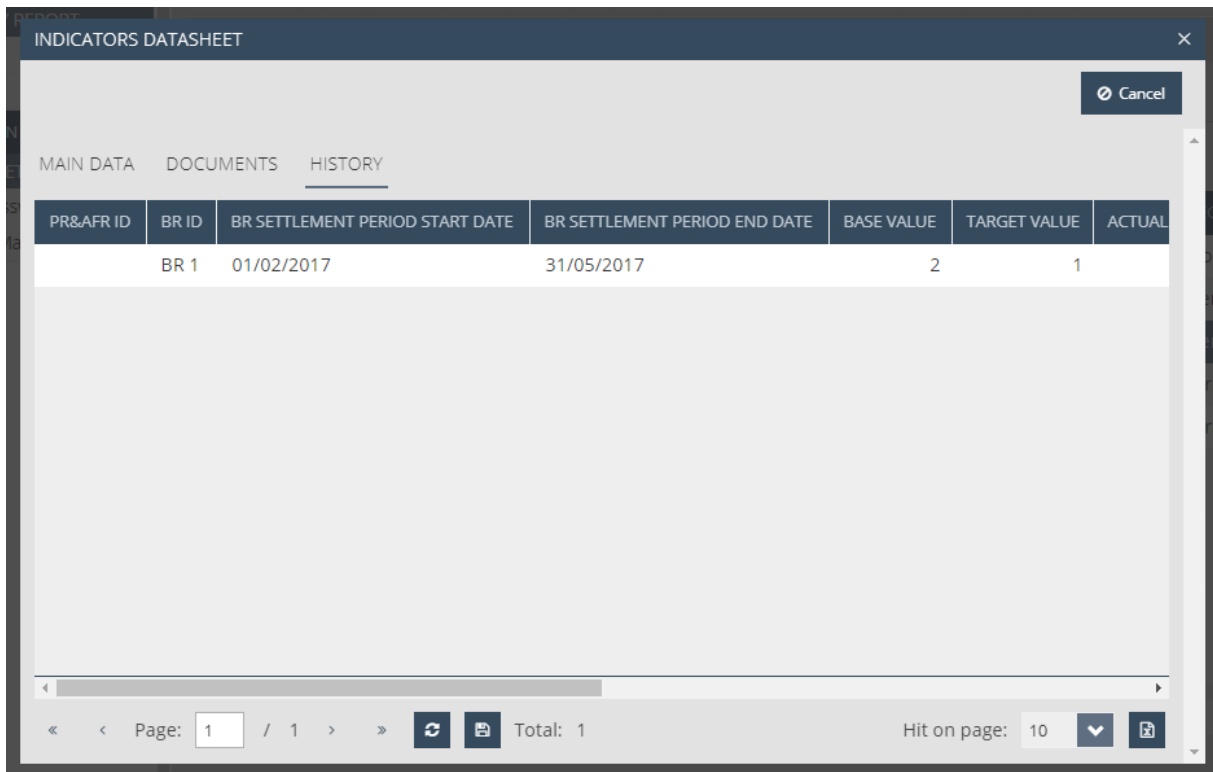
The screen works the same way as described in the “Documents” chapters above.

The screenshot shows the 'INDICATORS DATASHEET' interface. At the top right, there are 'Save' and 'Cancel' buttons. Below this is a navigation bar with three tabs: 'MAIN DATA', 'DOCUMENTS' (which is selected), and 'HISTORY'. Under the 'DOCUMENTS' tab, there are four input fields: 'FILE NAME (ID)', 'TYPE' (with a dropdown arrow), 'ORIGINAL FILE NAME', and 'SEQUENCE NUMBER'. To the right of these fields are 'Search' and 'Clear search terms' buttons. Below the input fields, there is a 'RESULTS FOR:' label. At the bottom of the interface, there are four buttons: 'Download', 'Upload', 'Delete', and 'Reorder'. Below these buttons is a table header with five columns: 'FILE NAME (ID)', 'TYPE', 'ORIGINAL FILE NAME', 'SEQUENCE NUMBER', and 'DATE AND TIME OF CREATION'.



### 4.6.3 History

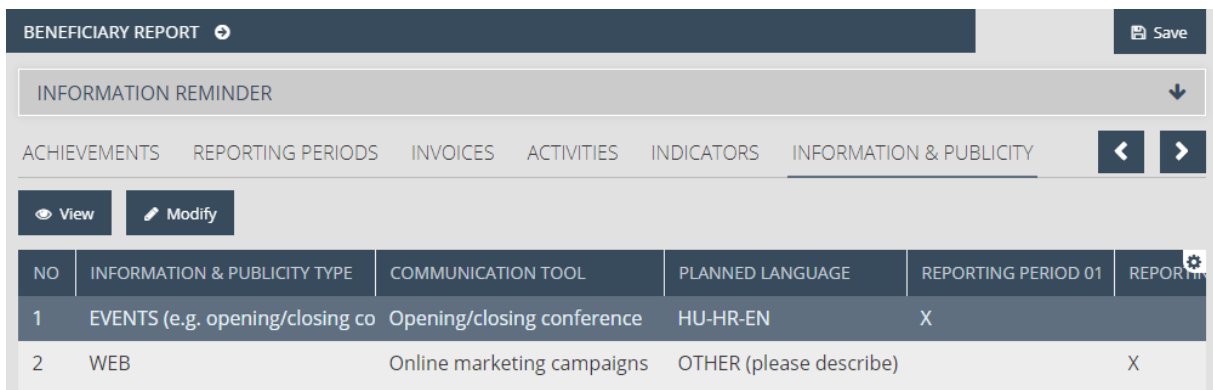
The table lists previous beneficiary reports so that you can view progress for the indicator given earlier.



PR&AFR ID	BR ID	BR SETTLEMENT PERIOD START DATE	BR SETTLEMENT PERIOD END DATE	BASE VALUE	TARGET VALUE	ACTUAL
	BR 1	01/02/2017	31/05/2017	2	1	

### 4.7 “Information & Publicity” screen

This screen lists the BR related information activities undertaken by the beneficiary in the project. The screen displays the reporting periods for which the beneficiary undertook the given information activities.



NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	PLANNED LANGUAGE	REPORTING PERIOD 01	REPORTING PERIOD 02
1	EVENTS (e.g. opening/closing co	Opening/closing conference	HU-HR-EN	X	
2	WEB	Online marketing campaigns	OTHER (please describe)		X

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected item’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item’s data sheet and modify the data of the selected information and communication activity.

#### 4.7.1 Main data

The main data of the report can be specified for the selected information activity.

INFORMATION & PUBLICITY DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

INFORMATION & PUBLICITY TYPE: EVENTS (e.g. opening/closing conference, workshops, fairs, info)

COMMUNICATION TOOL: conference

PLANNED LANGUAGE: HU-HR-EN

STATUS IN THIS REPORT: [dropdown]

ORIGINALLY PLANNED:

ORIGINAL DESCRIPTION: opening and closing event

DESCRIPTION IN THIS REPORT: [empty text area]

TARGET GROUP: target groups 1

The following fields are available:

- **“Information & Publicity type”** – Type of the information activity – automatically completed.
- **“Communication tool”** – The planned name/tool of the communication activity – automatically completed.
- **“Planned language”** – The name of the activity/tool as used – automatically completed.
- **“Status is this report”** – Enter current status of the information activity in the given reporting period.
- **“Originally planned”** – This field is automatically completed if the activity was originally planned for the given period.
- **“Original description”** – Description of the undertaken activity – automatically completed.  
**“Description in this report”** – Provide a description of the information activity for the reporting period.
- **“Target group”** – The target group of the information activity – automatically completed.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.

- **“Cancel”** – By clicking the button the system aborts the entry, modification or view of the information activity data.

#### 4.7.2 Documents

In this screen you can upload and view the documents evidencing the progress of the information activity. The upload method is the same as described above (e.g. photos , participants lists, invitation and agendas of the organized events and connected media appearance , photos of the appropriate usage of the promotional materials, electronic version of printed materials, educational handouts (PPT, word, PDF format materials, etc).

The screenshot shows a web application window titled "INFORMATION & PUBLICITY DATASHEET". The window has a dark header with "Save" and "Cancel" buttons. Below the header, there are three tabs: "MAIN DATA", "DOCUMENTS" (which is selected), and "HISTORY". Under the "DOCUMENTS" tab, there are four input fields: "FILE NAME (ID)", "TYPE" (with a dropdown arrow), "ORIGINAL FILE NAME", and "SEQUENCE NUMBER". To the right of these fields are "Search" and "Clear search terms" buttons. Below the input fields, there is a "RESULTS FOR:" label. Underneath, there are four buttons: "Download", "Upload", "Delete", and "Reorder". At the bottom of the window, there is a table header with five columns: "FILE NAME (ID)", "TYPE", "ORIGINAL FILE NAME", "SEQUENCE NUMBER", and "DATE AND TIME OF CREATION".

#### 4.7.3 History

The table lists previous beneficiary reports so that you can view progress reports submitted for the information activity earlier.

INFORMATION & PUBLICITY DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

PR/AFR ID	BR ID	BR. SET. PER. START DATE	BR. SET. PER. END DATE	ORIG. PLANNED	ORIG. DESC.
HU#SRB/1601/IndD/0999/PR&Afr/2	BR 2	01/05/2018	31/08/2018	Yes	A lots of broch
HU#SRB/1601/IndD/0999/PR&Afr/1	BR 1	01/01/2018	30/04/2018	Yes	A lots of broch

Page: 1 / 1 Total: 2 Hit on page: 10

#### 4.8 “Works & permits” screen

If infrastructural investment was performed in the given project, the works undertaken by the beneficiary will be displayed here, for which progress can be reported.

BENEFICIARY REPORT SEARCH BENEFICIARY REPORT Save

INFORMATION REMINDER

INVOICES ACTIVITIES INDICATORS INFORMATION & PUBLICITY WORKS AND PERMITS PUBLIC PROCURE

View Modify

W&P ORIGINAL DESCRIPTION

Permits 1 Description - test

Location of infrastructure and work datasheet 1 Description - test

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected item’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item’s data sheet and modify the data of the selected item.

##### 4.8.1 Main data

The main data of the report can be specified for the selected investment project.

The following fields are available:

- **“W&P Original description”** – The original description of the investment works – automatically completed.
- **“W&P Current description”** – Provide the current status of the investment works.
- **“Original relevant LOT numbers”** – Areas affected by the given infrastructural works – automatically completed.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the entry, modification or view of the information activity data.

#### 4.8.2 Documents

In this screen you can upload and view the documents evidencing the completion of the investment works. The upload method is the same as described above (e.g. record of the technical supervisor of the construction about the progress of the works, photos of works in progress, photos of proper usage of bildboard/plaque on the construction site, scanned record of the technological delivery session, valid permission of use, operational water right licence, etc.).

WORKS & PERMITS DATASHEET

Save Cancel

GENERAL DATA DOCUMENTS HISTORY

FILE NAME (ID) TYPE ORIGINAL FILE NAME SEQUENCE NUMBER

RESULTS FOR: Search Clear search terms

Download Upload Delete Reorder

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
----------------	------	--------------------	-----------------	---------------------------

### 4.8.3 History

The table lists previous beneficiary reports so that you can view progress reports submitted for the given project earlier.

WORKS & PERMITS DATASHEET

Save Cancel

GENERAL DATA DOCUMENTS HISTORY

PR&AFR	BR ID	BR SETTLEMENT PERIOD START DATE	BR SETTLEMENT PERIOD END DATE	W&P ORIGINAL DESCRIPTION	W&P CURR

Page: 1 / 1 Total: 0 Hit on page: 10

ORIGINAL RELEVANT LOT NUMBERS

### 4.9 "Public procurement tenders" screen

In this screen you can enter the data of public procurement procedures conducted in the given reporting period.

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected public procurement’s datasheet opens in view mode.
- **“New”** – To add new public procurement data click on the button to open a new public procurement data sheet in record mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected public procurement’s data sheet and modify the data of the selected public procurement.
- **“Delete”** – The function button is active if an item is selected in the search results list. After confirmation in a pop-up window, the selected item can be deleted from the list.

#### 4.9.1 New public procurement data view / record

The following fields are available:

- **“Contract number”** – Enter the number of the public contract.
- **“Subject”** – Provide a brief description of the procurement (goods, service, works).
- **“Type of procedure”** – Specify the type of the procurement.
- **“Start date of procurement”** – Enter the start date of the procurement procedure.
- **“Date of decision”** – Enter the date of decision.
- **“Date of contracting”** – Enter the date of contracting.

- **“Contracted net amount in original currency”** – Enter the total net value of the contract in the original currency.
- **“Currency”** – Select the currency of the contract from the drop-down list.
- **“Name of contractor”** – Enter the name of the contractor.
- **“Comment”** – If you have any comment in relation to the public procurement, please enter here.

#### 4.10 “Financial progress” screen

The screen lists the data of current and previous progress reports indicating the planned and remaining amount of the project part.

BENEFICIARY REPORT SEARCH		BENEFICIARY REPORT						Save
INFORMATION REMINDER								
INFORMATION & PUBLICITY		WORKS AND PERMITS		PUBLIC PROCUREMENT TENDERS		FINANCIAL PROGRESS		
IN PR&AFR	PR&AFR ID	BENEFICIARY REPORT ID	BENEFICIARY REPORT STATUS	REMAINING BEFORE	REPORTED AMOUNT	VALIDATED AMOUNT	REMAINING AFTER	
No			Under preparation	199 755,00	4 800,00		194 955,00	

The list displays the beneficiary reports of the project part in chronological order. The first row of the table shows the latest beneficiary report.

The first column shows whether the given report has been submitted at project level by the lead beneficiary, and if so, the identifier of such report is indicated in the second column. The table also shows the amount reported in the given report and the amount of the effective budget before and after submission and approval of the report.

#### 4.11 “Budget cost” screen

In this screen the beneficiary can view the costs reported so far and intended to be reported in the given project part, broken down by budget line. Values are indicated in EUR and calculated by the system so they cannot be changed by the user.

BENEFICIARY REPORT							Save
INFORMATION REMINDER							
WORKS AND PERMITS		PUBLIC PROCUREMENT TENDERS		FINANCIAL PROGRESS		BUDGET COST	REVENUES
BUDGET LINES	PLANNED AMOUNT	PREVIOUSLY VALIDATED	CURRENT REPORT	ACCUMULATED	ACCUMULATED %	REMAINING AMOUNT	
1. Preparation costs	0,00	0,00	0,00	0,00	0,00	0,00	
2. Staff costs	3 000,00	811,76	0,00	811,76	27,06	2 188,24	
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis (HR)	0,00	0,00	0,00	0,00	0,00	0,00	
2.2 Salary of staff (project management and team members) - Calculation on Real cost basis (HR)	3 000,00	811,76	0,00	811,76	27,06	2 188,24	
2.2.01 Project Manager - Mirjana Gregur-Sever (10% of regular working time)	3 000,00	811,76	0,00	811,76	27,06	2 188,24	
3. Office and administrative expenditure	450,00	121,76	0,00	121,76	27,06	328,24	



The table also has a “Total” line which shows the sums of the values and percentages for each column at the bottom.

#### 4.12 "Revenues"

Where relevant, you can add any revenue generated in the given reporting period.

If you incurred any revenue in relation to the project, please indicate the amount here. Please note that justified advances and the payments of approved amounts under the subsidy contract do not qualify as revenue.<sup>4</sup>

The screenshot shows a web application interface for a 'BENEFICIARY REPORT'. At the top right, there is a 'Save' button. Below it is an 'INFORMATION REMINDER' section with a downward arrow. A horizontal navigation bar contains tabs for 'PUBLIC PROCUREMENT TENDERS', 'FINANCIAL PROGRESS', 'BUDGET COST', 'REVENUES' (which is the active tab), and 'SOURCES OF FUNDING'. Below the navigation bar are four function buttons: 'View' (with an eye icon), 'New' (with a plus icon), 'Modify' (with a pencil icon), and 'Delete' (with a trash icon). Below these buttons is a table header with the following columns: 'NO', 'DOCUMENTS OF EQUIVALENT PROBATIVE VALUE ID', 'NAME OF PARTNER', 'DESCRIPTION OF THE REVENUE', and 'REVENUE INCURRED ON'. A small gear icon is visible in the top right corner of the table header.

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected revenue invoice’s datasheet opens in view mode.
- **“New”** – To add new revenue invoice click on the button to open a new revenue invoice datasheet in record mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected revenue invoice’s data sheet and modify the data of the selected revenue invoice.
- **“Delete”** – The function button is active if an item is selected in the search results list. After confirmation in a pop-up window, the selected item can be deleted from the list.

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<sup>4</sup> Beneficiaries are responsible for keeping account of all the revenues and for having the required documentation available (e.g. for control purposes). The revenues, if not deducted at the application phase, must be stated in the **final Beneficiary report** and must be deducted from the eligible expenditure i.e. the certified eligible expenditure of the final Beneficiary report should be calculated with the deduction of any revenues. Beneficiaries have to provide their Controller with information on the revenues generated in the final reporting period and have to support this with accounting- or equivalent documents to be kept at the premise of the Beneficiaries or to be submitted based on request.

#### 4.12.1 New Revenue general information

The screenshot shows a software interface titled "REVENUES DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The main area is labeled "GENERAL DATA" and contains several input fields:

- DOCUMENTS OF EQUIVALENT PROBATIVE VALUE ID !**: A text input field.
- NAME OF PARTNER !**: A text input field.
- DESCRIPTION OF THE REVENUES !**: A large text area for description.
- REVENUE INCURRED ON !**: A date picker field.
- DATE OF ACC. THE REVENUE !**: A date picker field.
- REVENUES FORESEEN IN THE AF**: A checkbox.
- CURRENCY !**: A dropdown menu.
- EXCHANGE RATE**: A text input field.
- DIFFERENT EXCHANGE RATE**: A checkbox.
- EXCHANGE RATE IF DIFFERENT**: A text input field.

At the bottom, there is a table with four columns: "AMOUNT IN SELECTED CURRENCY", "AMOUNT IN EUR", and "CHECKED". The rows are:

	AMOUNT IN SELECTED CURRENCY	AMOUNT IN EUR	CHECKED
Total amount	<input type="text"/>		
Reported amount	<input type="text"/>		
Accepted amount			<input type="checkbox"/>

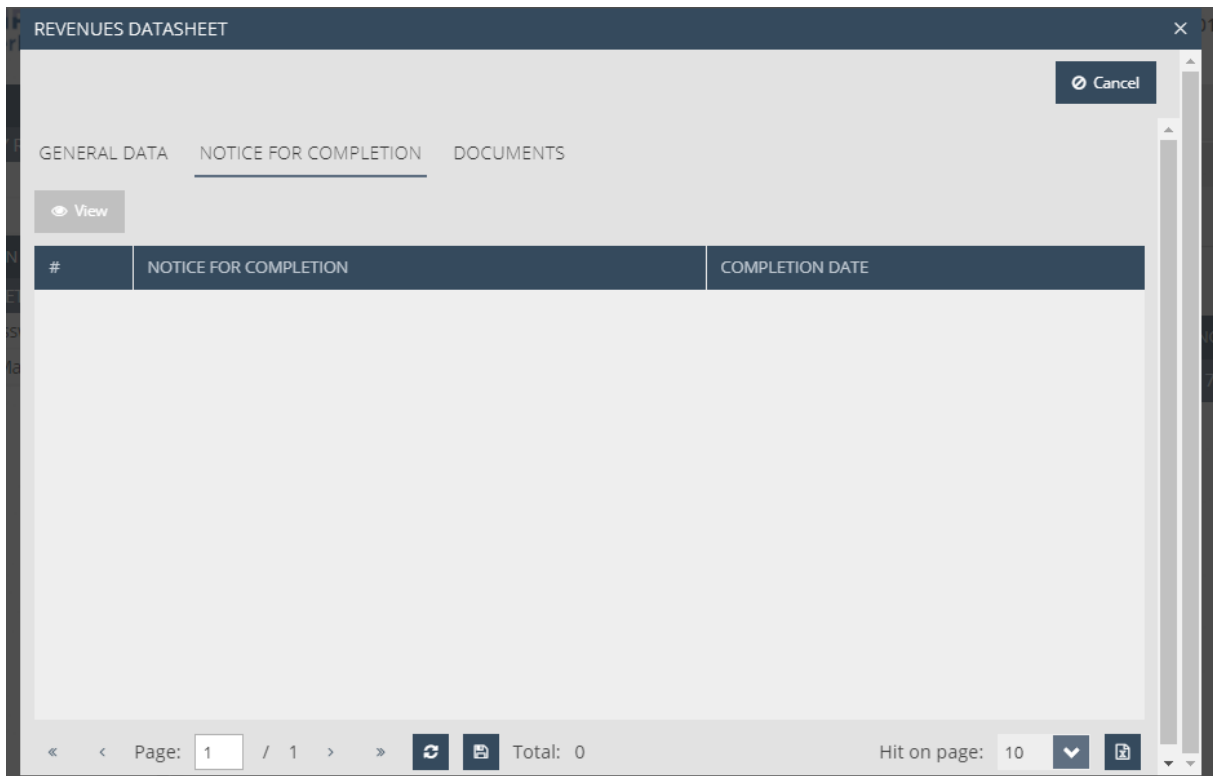
The following fields are available:

- **“Documents of equivalent probative value ID”** – Enter the identifier of the document supporting the revenue.
- **“Name of partner”** – Enter the name of the partner.
- **“Description of the revenues”** – Provide a description for the revenue.
- **“Revenue incurred on”** – Enter the date of generating the revenue.
- **“Date of accounting the revenue”** – Enter the accounting date of the revenue.
- **“Revenues foreseen in the AF”** – Mark this checkbox if the revenue was planned.
- **“Currency”** – Select the currency of the revenue from the drop-down list.
- **“Exchange rate”** – The exchange rate used by the system is automatically completed.
- **“Different exchange rate”** – Mark this checkbox if you wish to use an exchange rate other than the one applicable to the month of report submission, in line with the programme rules.
- **“Exchange rate if different”** – Enter the exchange rate if you wish to use an exchange rate other than the one applicable to the month of report submission, in line with the programme rules.
- **“Amount in selected currency – Total amount”** – Enter the total amount of revenue in the selected currency.
- **“Amount in selected currency – Reported amount”** – Enter the amount you wish to report.
- **“Amount in selected currency – Accepted amount”** – Once accepted by the first-level controller, the amount will be automatically displayed in the selected currency.
- **“Amount in EUR – Total amount”** – The total amount of revenue in EUR – automatically completed.
- **“Amount in EUR – Reported amount”** – The revenue amount to be reported in EUR – automatically completed.

- **“Amount in EUR – Accepted amount”** – The accepted amount of revenue in EUR – automatically completed.
- **“Checked – Accepted amount”** – Once the amount is accepted by the first-level controller, the checkbox is automatically marked.

#### 4.12.2 “Notice for completion” screen

If the first-level controller responsible for verification has identified completion criteria that were not met in relation to the revenue, they will be listed here. The beneficiary can view such notices here.



The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected public procurement’s datasheet opens in view mode.

##### 4.12.2.1 “View” notices screen

The following fields are displayed:

- **“#”** – Number of notice.
- **“Notice for completion”** – Text of notice.
- **“Completion date”** - Date of notice (for completion).

#### 4.12.3 “Documents” screen

The documents relating to the revenue can be uploaded here in the manner described above in the section dedicated to Invoices.

#### 4.13 “Sources of funding” screen

Here you can view the financial data of beneficiaries broken down by source of funding.

BENEFICIARY REPORT					Save
INFORMATION REMINDER					
FINANCIAL PROGRESS					
BUDGET COST					
REVENUES					
SOURCES OF FUNDING					
DOCUMENTS					
	CONTRIBUTION RATE	TOTAL AMOUNT OF THE CONTRIBUTION ALLOCATED	PREVIOUSLY REPORTED	CUR	
EU CONTRIBUTION	85,0000000000	31 832,50	2 015,80		
NATIONAL CONTRIBUTION	0,0000000000	0,00	0,00		
OWN CONTRIBUTION	15,0000000000	5 617,50	355,75		
TOTAL CONTRIBUTION	100,0000000000	37 450,00	2 371,55		
NET REVENUES			0,00		
TOTAL ELIGIBLE COST		37 450,00	2 371,55		

#### 4.14 “Documents” screen

In this screen you can see the document folders of the beneficiary report. This is also the place where documents uploaded for invoices, activities etc. are summarised.

The upload method is the same as described in the “Documents” chapters above.

BENEFICIARY REPORT SEARCH							BENEFICIARY REPORT		Save
INFORMATION REMINDER									
FINANCIAL PROGRESS									
BUDGET COST									
REVENUES									
SOURCES OF FUNDING									
DOCUMENTS									
DOCUMENT ID	TYPE	SUBJECT		PREPARED BY (USER NAME)					
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
SENT BY (PARTNER ID)	SENT BY (PARTNER NAME)	DATE OF PREPARATION FROM		DATE OF PREPARATION TO					
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
METHOD OF SUBMISSION									
<input type="text"/>									
							Search	Clear search terms	
RESULTS FOR:									
<input type="button" value="View"/>	<input type="button" value="New"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>						
ORDER	DOCUMENT ID	TYPE	SUBJECT	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)	SEN			
478	2017/000-003-5009	Attachment	Work and permit	TesztVLBR01					
477	2017/000-003-5007	Attachment	Revenue	TesztVLBR01					

## 5 How to modify, view or delete a beneficiary report?

### 5.1 View beneficiary report

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
30/11/2017 12:27:10			Under preparation

After data entry the report can be saved with the “Save” button. The BR will then appear in the search results in Beneficiary report – Search in the menu.

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the report you want to view and click on the “**View**” button above the search results.

This will open the screen described above in relation to creating a new beneficiary report with the difference that all data displayed are view only; the beneficiary report cannot be modified here. Click on the menu or the heading of the screen to exit the view mode.

### 5.2 Modify beneficiary report

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the report you want to modify and click on the “**Modify**” button above the search results.

This will open the screen described above in relation to creating a new beneficiary report where the data can be edited. Click on the “Save” button to save your modifications or click on the menu or the screen heading to exit without saving.

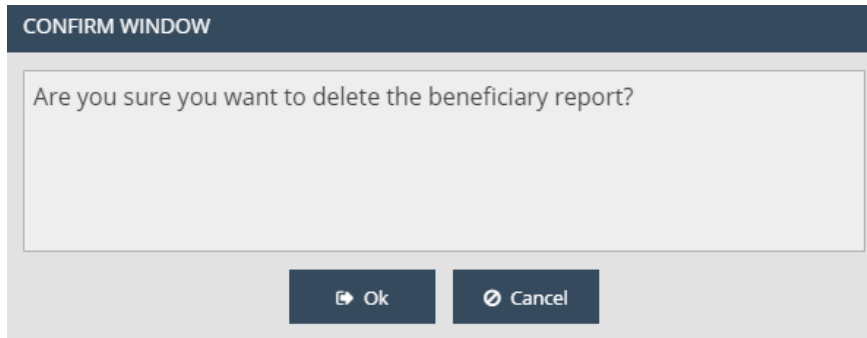
If the professional controlling units find any deficiencies or points requiring clarifications in the submitted beneficiary report, they will send it back for amendment together with an email notification. In this case the status of your report will change to “Need amendment”, and you will have to resubmit the report after remedying the deficiencies (as described in chapter 7).

Note that you may only modify the beneficiary report if its status is “Under preparation” or “Need amendment”. In any other case the “Modify” button will be inactive and the report cannot be modified.

### 5.3 Delete beneficiary report

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report you want to delete and then click “Delete” above the search results.

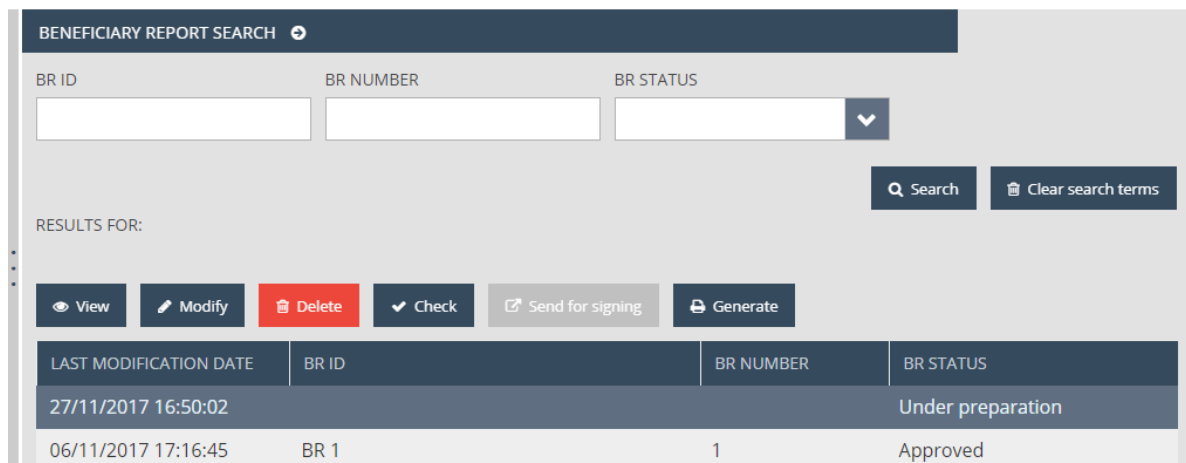
You will be prompted to confirm your intention of deleting the beneficiary report. Click “Cancel” to abort the deletion process and “OK” to continue. The deleted beneficiary report will no longer appear in the beneficiary report search results.



Note that you may only delete the beneficiary report if its status is “Under preparation”. In any other case the “Delete” button will be inactive and the report cannot be deleted.

The deletion of beneficiary reports cannot be undone so before clicking “OK” in the confirmation window please ensure that you really want to delete the beneficiary report.

## 6 How to generate a form from the beneficiary report?



After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report from which you want to generate a form and click on the “Generate” button above the search results.

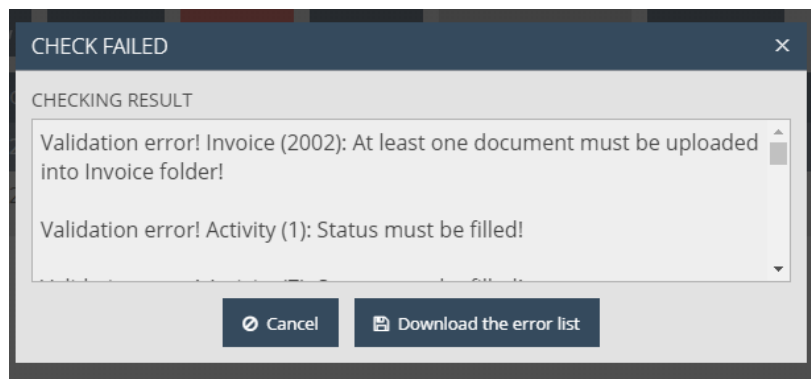
This will open a download window where you can open or save the generated form (in PDF format). As the data will only be finalised upon submission, the generated form will be marked as DRAFT in the header and the footer.

This function is available at any stage during the creation of the beneficiary report, so it is not necessary to have all fields completed.

## 7 How to submit the beneficiary report?

If you have completed and saved the beneficiary report (see chapter 5), click “Search” in the “Beneficiary report” module in the menu to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report you want to submit and click on the “Check” button above the search results. This will run an automatic check which can have the following outcomes:

- **Check failed** – if the autocheck identifies errors in the beneficiary report, a popup window will appear with clear error messages. Click on the “Download the error list” button to open or download the error list in .DOC format, or click “Cancel” to close the popup window and continue editing the report. The report can only be submitted if all listed errors have been corrected.



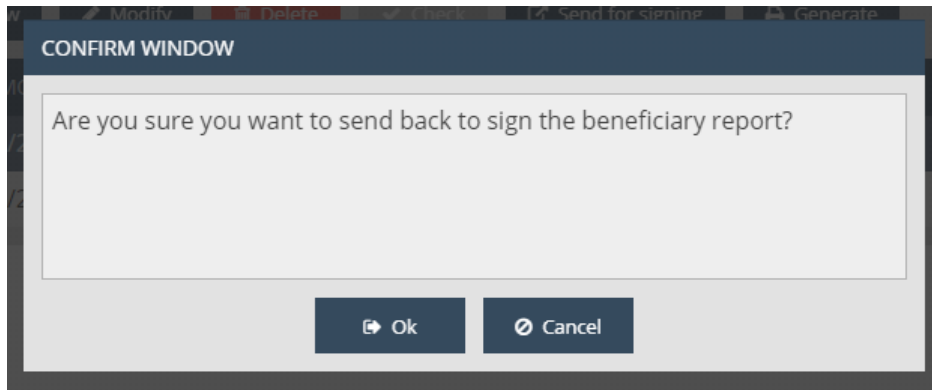
- **Check successful** – if the autocheck finds no errors in the beneficiary report, the user will be notified in a popup message about this and the user can submit the report.

The “Check” function can be used anytime so you can check any screen of the beneficiary report while editing.

Please note that if you reopen the given report with the “Modify” button after a successful check (“Check successful” message), the check results will disappear and the user must run the autocheck again on the modified report to forward it to the signatory user.

To submit the beneficiary report click “Search” in the “Beneficiary report” module in the menu, select the beneficiary report you want to submit and click on the “Send for signing” button. (Successful autocheck is a prerequisite for submission, so if the “Send for signing” button is inactive please run autocheck by clicking on the “Check” button.)

The “Send for signing” button will cause a popup window to appear requesting you to confirm that you really want to forward the beneficiary report for signing. Click “OK” to submit the beneficiary report and “Cancel” to exit without submission. In the latter case the beneficiary report remain editable.



If the upload is successful, a popup message will appear and the status of the beneficiary report will change to **“Under signature”** in the Beneficiary report search screen.

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
27/11/2017 12:35:57			Under signature
06/11/2017 12:35:57			Approved

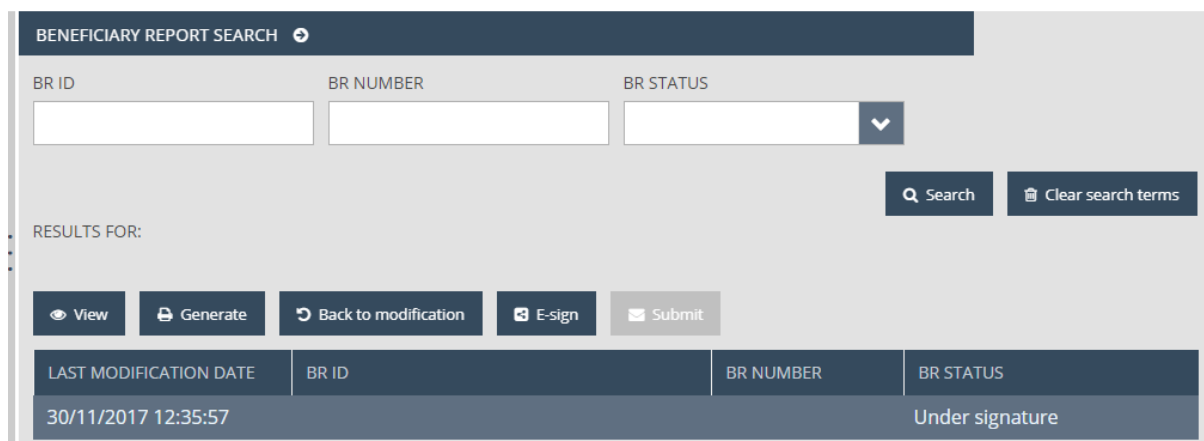
✔ Operation completed! Operation: Send beneficiary report to signature. Display Name:

After submission the final beneficiary report form can be downloaded from the “Beneficiary report” folder on the “Documents” screen of the beneficiary report, in the same way as previously uploaded documents which can also be viewed and downloaded on the “Documents” screen of the beneficiary report. Once submitted, only the “View” and “Generate” functions will be available for the beneficiary report.

## 8 Digital signature and verification of the beneficiary report after submission (by signatory users)

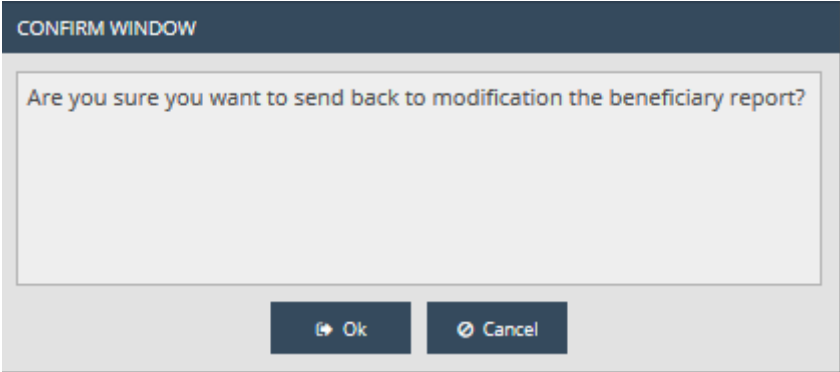
Once submitted, the beneficiary report must be signed electronically. This can be done by the signatory user responsible for the project part.

The signatory user can check the report but cannot modify any data. If the signatory user considers that certain data need to be modified in the report, he/she must send the report back to the recording user for modification. To do so, click “Search” in the “Beneficiary report” module to open the Beneficiary report search screen, select the beneficiary report you want to sign, and click on the **“Back to modification”** button above the search results.

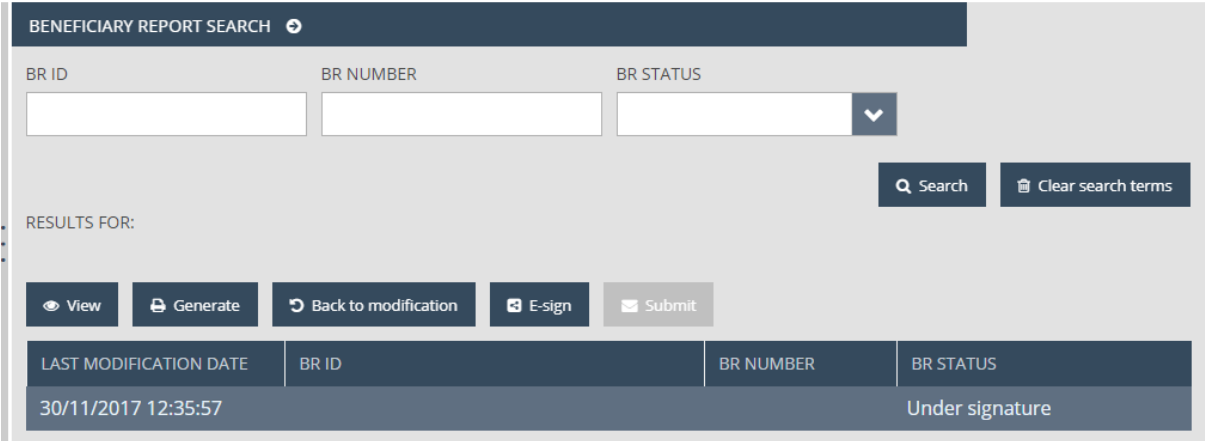




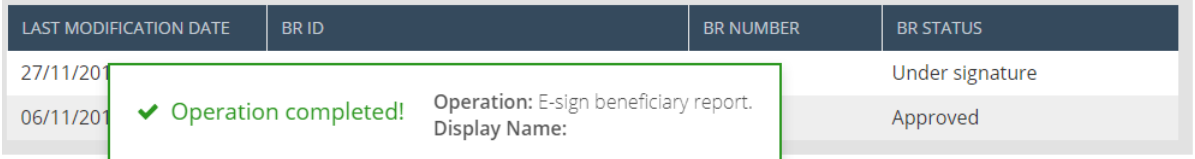
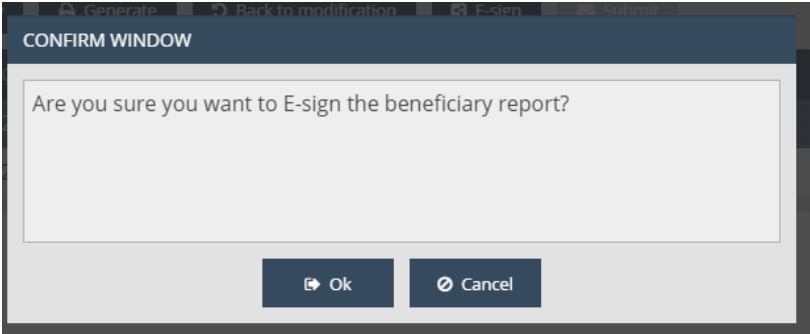
You will be prompted to confirm your intention of sending back the beneficiary report. Click “Cancel” to abort the process and “OK” to send the beneficiary report back to the recording user.



To electronically sign the report, click “Search” in the “Beneficiary report” module to open the Beneficiary report search screen, select the beneficiary report you want to sign, and click on the “E-sign” button above the search results.

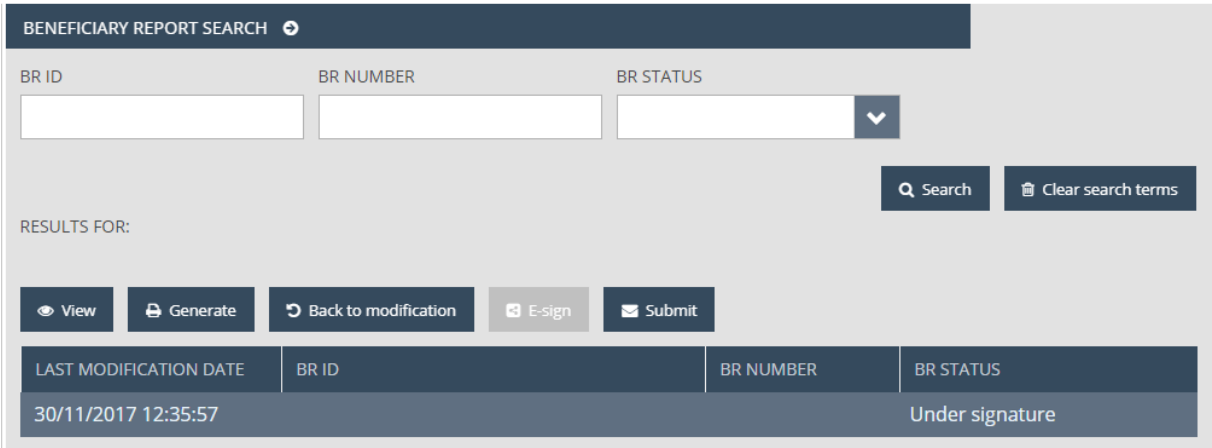


You will be prompted to confirm your intention of e-signing the beneficiary report. Click “Cancel” to abort the process and “OK” to sign the beneficiary report.

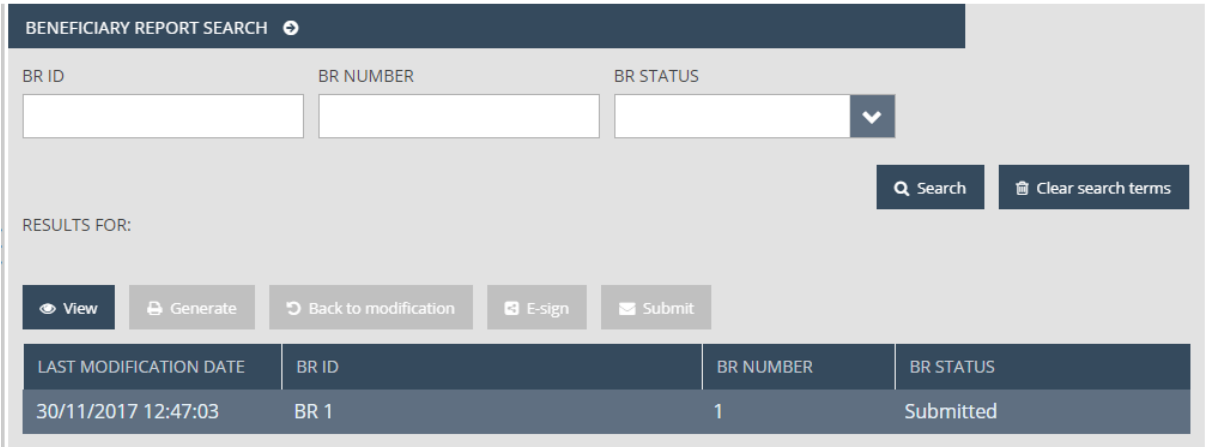
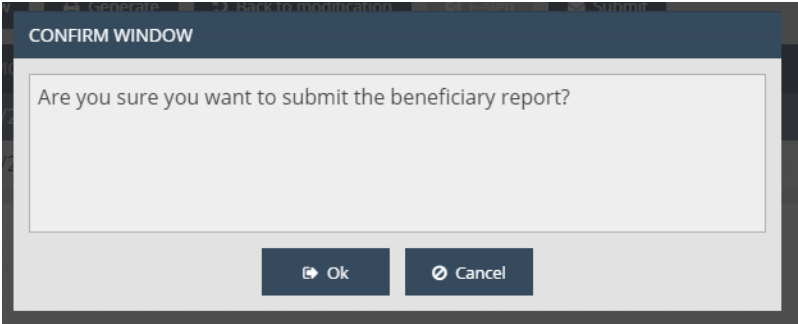


Once electronically signed, the report can be sent for verification. This can be done by the signatory user responsible for the project part. To verify the report, click “Search” in the “Beneficiary report”

module to open the Beneficiary report search screen, select the beneficiary report you want to verify, and click on the “Submit” button above the search results.



You will be prompted to confirm your intention of submitting the beneficiary report. Click “Cancel” to abort the verification process and “OK” to submit the beneficiary report. In the latter case the status of the report will change to “Submitted”.



After submission, the first-level controllers will check the beneficiary report.

If during the professional and financial control process the professional controlling units find any deficiencies or points requiring clarifications in the submitted beneficiary report (BR), they will send the report back for amendment together with an email notification. After remedying the deficiencies, you will have to resubmit the amended report (see chapter 7).

If the report has no deficiencies, it will be accepted. If the report is accepted, the beneficiary will receive the Declaration of Validation of Expenditures in an email notification.