User Manual

for

the IMIS 2014—2020 Progress Report (PR&AfR) Module

for

Lead Beneficiaries of the Interreg V-A Hungary-Croatia

Cooperation Programme

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1   Using this Manual

The main aim of this User Manual is to provide guidance to Lead Beneficiaries of the Interreg V-A Hungary-Croatia Cooperation Programme 2014-2020 on the use of the IMIS 2014–2020 Monitoring and Information System. Lead Beneficiaries can submit their progress reports (Project Report and Application for Reimbursement (PR&AfR)) through the Front Office interface regarding their commitments made in their project(s) uploaded to the project module of the system.

Progress reports can be submitted electronically through the IMIS 2014–2020 Front Office PR&AfR module.

The Manual

- provides descriptions of how to fill out and submit progress reports, and
- provides practical and technical information about data entry.

Before starting your work, please:

- make sure that your computer meets the technical requirement needs (see the *Technical Instructions* chapter).
- study all chapters of the Manual and familiarise yourself with screen layouts and the logic of the system.

While filling out your progress report, please keep referring to the relevant chapters of the Manual.

2   Technical Instructions

This chapter informs you about the technical requirements, the general usage rules and the use of fields and buttons on the screen.

2.1   Technical Requirements

All client computers running IMIS 2014–2020 PR&AfR Front Office need to meet the following technical requirements:

- Operating system: a desktop operating system is recommended (e.g.: Microsoft Windows).
- Resolution: 1280*768 or higher.
- Web browser: we recommend Mozilla Firefox 46.0.1 or newer, Google Chrome 50.0 or newer, or Internet Explorer 11.0 or newer.
- Allow cookies in your browser.
- PDF reader (e.g.: Adobe Reader).
- Word processor (e.g.: Microsoft Office) for opening DOC files.
- Internet connection.
- Allow to receive auto e-mails from the sender 'noreply@imis2014-2020.eu' through the firewall.
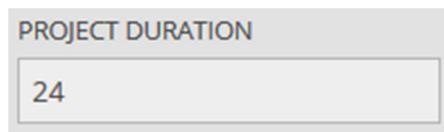
2.2   General Usage Rules

- IMIS 2014–2020 is a web application; thus, any problem with the Internet connection may disrupt communication between the server and the client computer. If this happens, the screen goes grey and the following message is displayed: „Server connection lost, trying to reconnect…". The session can be continued after the connection is restored, unless the timeout limit is reached. After a timeout, you will be required to log in again.

- If your session is inactive for 60 minutes (no data entry, no clicks etc.) the system terminates the connection between the server and the client for security purposes, and the following error message is displayed: „Session expired…". In this case, press Esc and log in again.

- Please keep in mind that only one user may work on a progress report at any one time. Avoid parallel use (e.g. one person entering financial data, another person entering text at the same time). Parallel use may lead to errors and data losses.

2.3   Using Fields

The system uses several types of fields, which may have particular characteristics and require different usage (texts describing given types of fields refer to pictures below).

- Fields with a grey background – read-only fields, generally displaying values filled in automatically by the system, or values the applicant entered previously through another interface.
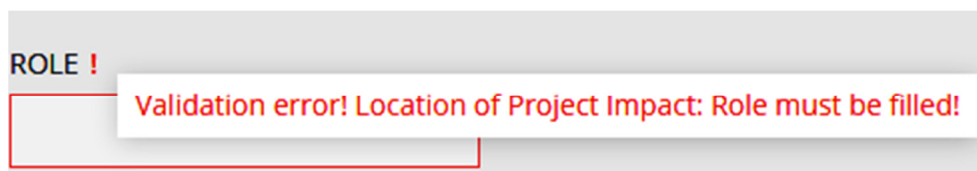

- Fields with a white background – normal entry fields.

- Fields with a white background and a red border – similar to normal entry fields, except these are mandatory fields. Fields that the user entered unexpected content into are also marked with a red border. In such cases, the validation message is displayed in a tooltip if the mouse is hovered above the field.

- Drop-down fields – these fields can be filled in using a predetermined set of values. Click on the arrow to open the drop-down list, and click on the chosen value.

- Date fields – enter dates using the accepted date format (day/month/year) or click on the calendar icon and select a day.

- if a field is highlighted blue after hovering the mouse over it, by click on it and a new frame will pop up to be filled.

3 How to Access IMIS 2014–2020 Front Office

Progress reports (PR&AfR) can be compiled and submitted using the Front Office module of 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 Lead Beneficiaries 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 outcome of the project management process (content of the PR&AfR).
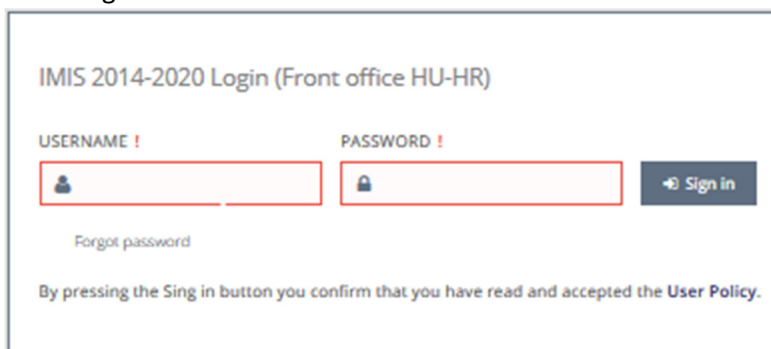
IMIS user certificate – unique identifier possession of which is proving the authorized access to the IMIS Front Office.

- Use the link IMIS 2014-2020 HUHR PR&AfR to access all screens of Front Office in your web browser in English.
- The browser supported by the system is Mozilla Firefox.
- Working on the same progress report in multiple browser windows at the same time is not supported.
- There is no automatic background save feature in the module, but each screen has a Save button.
- You can use the Save feature to suspend the submission process at any point.

The following rules apply to using the module.

3.1 Logging In

- Please follow the steps laid out in the automatic e-mail to install the certificate required for accessing the system.
- Then add your certificate to your browser. You can do so in Firefox under "Options"/"Data Protection and Security"/"Certificates". In the "View Certificates" window, on the "Your Certificates" tab, click "Import", then "OK". Please restart your browser after the installation.
- Then click on the IMIS 2014-2020 link – or on "Login" in the system message – to access the following screen.

- Finally, log in through the IMIS 2014–2020 login screen using the user name sent via e-mail and the newly received temporary password. Click on "Sign in". By logging in, you automatically accept the 'User Policy'.
- Attention: the password has limited validity; you need to log in within two hours. If more than two hours elapsed since the receipt of the e-mail, you can request a new temporary password by clicking on the **Forgot Password** button on the login screen.

Please, provide your username.

USERNAME !

4xgpc

Send my password   Cancel

- After logging in, you need to change your password (enter the temporary password supplied by the system again then enter your chosen new password twice). Your password needs to be at least 8 characters long, and it needs to contain lower-case and capital letters and numbers. You can change your password later at any time by clicking on "Change Password" in the Front Office home screen.

PROFILE ❯   Save
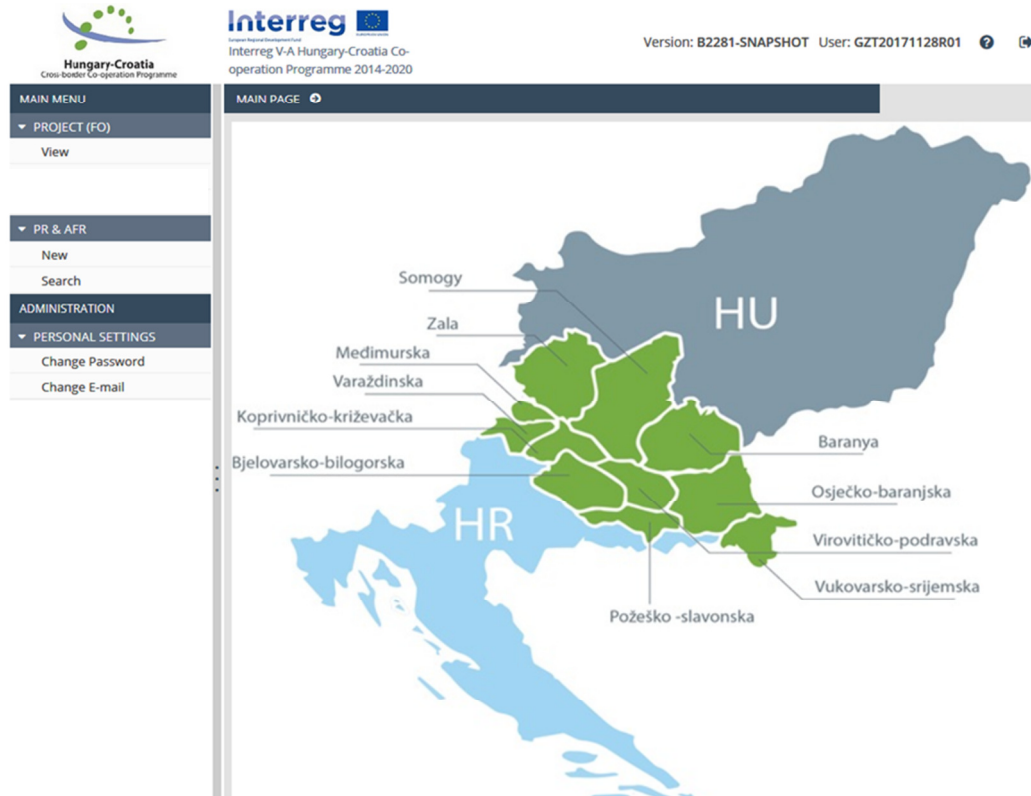
PASSWORD

OLD PASSWORD !   NEW PASSWORD !   NEW PASSWORD AGAIN !

3.2   The Menu

After logging in successfully, the Front Office interface is displayed. Please note that the FO screen is different for the Recording user and for the Signatory user, each of them having different user roles.

Below you can see the FO screen to be used by the Recording user:

The menus on the left hand side of the screen are grouped into two categories:

- **Project (FO)** – through this menu item, you can view the current status of the project.
  - ◦ **View** – view the latest approved version of your project.
- **PR&AfR** – use this menu item to launch the creation of a new PR&AfR, view earlier reports or continue previously started PR&AfRs.
  - ◦ **New** – start assembling a new PR&AfR here. Please always use the Search menu item to check whether you already have an initiated PR&AfR. Please note that your attempt to start the creation process of the new PR&AfR while the already started process is active (not dropped) will be prevented by the system. In practice, the system forces the user to continue the already started PR&AfR.
  - ◦ **Search** – search previously created PR&AfRs and their status.
- **Personal Settings** – use this menu item to initiate changes to your password and e-mail address.
  - ◦ **Change password** – clicking on this menu item opens the password change screen.
  - ◦ **Change e-mail** – clicking on this menu item opens the e-mail address change screen.

You can open and close the menu items by clicking on the small arrow in front of each menu item. Click on the vertical grey strip on the right hand side of the menu bar in order to hide or unhide the menu bar and increase the space available for other content.

Click on the ❓ icon in the top right corner to access the user manual, and click on the ➡ icon (and confirm your choice) to log out of the system.

4 Progress Reports (Project Report & Application for Reimbursement (PR&AfR))
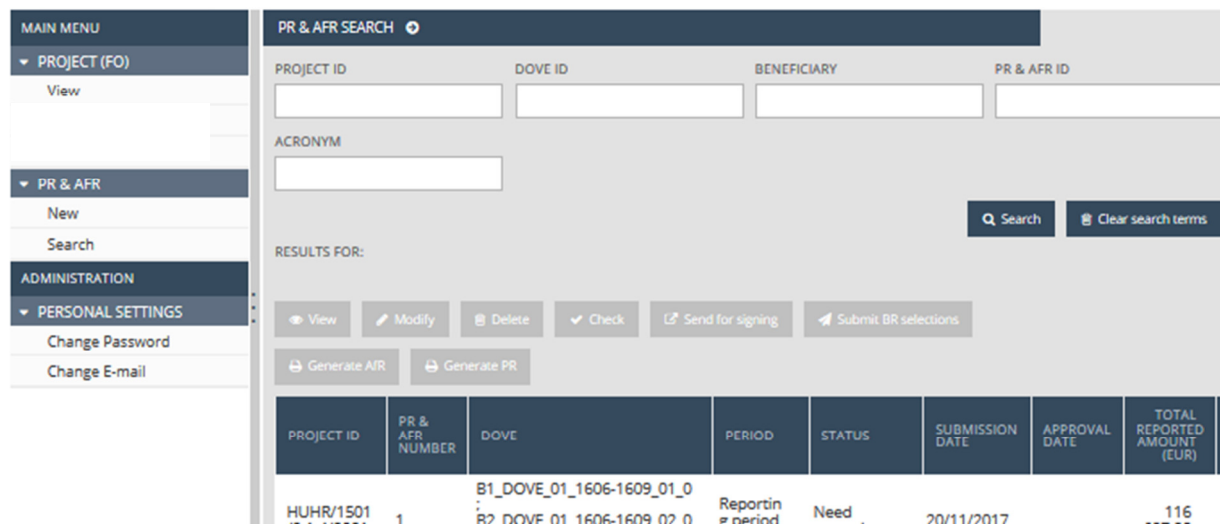
Lead Beneficiaries can submit their project-level progress reports (PR&AfR) through the Front Office interface regarding their commitments made in their project (as approved in the Application Form attached to the Subsidy Contract. Any modifications to the approved project can be submitted as defined in the Project Implementation Handbook (PIH) in form of a Request for modifications to the appointed Joint Secretariat manager). Approved modifications are effectuated in the project via BO by the Joint Secretariat.

No new progress reports (PR&AfR) may be submitted for approval until decision regarding approval of previous PR&AfR has been made.

It is advised to manage project modifications after approval of a PR&AfR. In those cases please consult with responsible Joint Secretariat member. Lead Beneficiary should coordinate and channel modification needs of each and every Beneficiary of the partnership before starting to create the Beneficiary level reports of the given period to which the modification applies.

If you wish to start a new report, log in as the project's Recording user and click on PR&AfR/**New** in the left side menu.

If you wish to continue working on a previously started report, log in as the project's Recording user and click PR&AfR/**Search** in the left-hand side menu, then select the relevant report from the hit list and click **Modify**.

The progress report may only contain validated Beneficiary reports (BRs); thus, when a Beneficiary's report is approved, a Declaration on Validation of Expenditure (DOVE) is created, and if the Beneficiary's report contains no expenditures, a Technical Declaration on Validation of Expenditure (TDOVE) is created.

The Lead Beneficiary is responsible for selecting the DOVEs, and the chosen DOVEs/TDOVEs contain automatically aggregated data transferred from the approved Beneficiary report (BR) of the relevant

Beneficiary(s). The Lead Beneficiary is also responsible for drawing up and finalising technical supporting documents, determining project-level technical progress and determining which of the documents submitted by the beneficiaries are relevant.

The **PR&AfR** is made up of two parts:

- **PR** – Project Report – the technical (project content, e.g. activities and indicators) report part
- **AfR** – Application for Reimbursement – the financial (budget related) part.

4.1 The PR&AfR Recording user Front Office Interface

4.1.1 The DOVE SELECT Tab

As the first step of compiling the report, the system lists the currently available but still unselected approved Beneficiary reports (BR) which contain the issued DOVEs and TDOVEs. The Lead Beneficiaries have to select the DOVEs/TDOVEs they wish to include in the PR&AfR.

It is important to ensure that the whole partnership is reporting in the same rhythm, which means that all Beneficiaries (including the Lead Beneficiary as well) have their Beneficiary reports approved and DOVEs issued. This way Beneficiary report data and DOVEs for given reporting period can be included in the PR&AfR, by selecting them with a tick in the empty square under the 'Select' heading. Please make sure that the reporting period for which the PR&AfR is created is identical with the settlement period start date and end date of the selected BRs/DOVEs of each and every Beneficiary of the project.

The interface only lists the DOVEs/TDOVEs that:

- have not yet been selected for a PR&AfR that is in "under preparation" state, or
- for a PR&AfR that has been approved/is under approval (Please check the chapter 5.7).

When compiling a project-level report, please use the checkbox in the first column to select the Beneficiary reports (BRs).

The following buttons are shown:

- **Start** – initiate the recording process of the PR&AfR with selected DOVEs/TDOVEs and supporting Beneficiary Report data.
- **Cancel** – quit data viewing.

4.1.2 Main Data Tab

This tab displays the primary information available on the progress report.

The following fields are shown:

- **Project ID** – the project's unique identifier; filled out automatically
- **Project acronym** – the project's abbreviated name; filled out automatically
- **Project title** – the project's name; filled out automatically
- **Project start date** – the project's starting date; filled out automatically
- **Project end date** – the project's ending date; filled out automatically
- **Project duration** – the length of the project in months; filled out automatically
- **PR&AfR ID** – the unique identifier of the PR&AfR; filled out automatically after submission
- **PR&AfR number** – the serial number of the PR&AfR; filled out automatically after submission
- **Relevant DOVE(s)** – the identifiers of the declarations of validation selected for the PR&AfR; filled out automatically
- **PR&AfR settlement period start date** – the starting date of the PR&AfR; filled out automatically based on the earliest settlement period start date of the selected DOVEs
- **PR&AfR settlement period end date** – the ending date of the PR&AfR; filled out automatically based on the earliest settlement period start date of the selected DOVEs

- **Final report** – if the PR&AfR is the final report, please use the checkbox to mark it as such

Lower down on the screen, a table is shown listing the Beneficiary Reports (and DOVEs) selected by the Lead Beneficiary in its earlier step.

At the bottom, the contact information of the project's Lead Beneficiary is shown based on the last approved data available in the project BO module:

- **Name** – the contact person's name; filled out automatically
- **Position** – the contact person's position; filled out automatically
- **E-mail address** – the contact person's e-mail address; filled out automatically
- **Office phone** – the contact person's official telephone number; filled out automatically
- **Mobile phone** – the contact person's mobile phone number; filled out automatically

4.1.3 Achievements Tab

This tab allows you to answer general questions regarding the project's technical (content) progress during the reporting period covered by the given PR&AfR.

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

4.1.3.1 Modifying the PR&AfR Achievements Description

Select the line in question, then open it for modification. This opens the following window, in which you can answer the general question on the period in question.

The following fields are shown:

- **Key aspect** – question to which the answer should be given by the Lead beneficiary
- **Guide** – user guide for answering the question (if available).
- **Description (from Beneficiary report)** – information about the same aspect transferred from the BRs selected for the PR&AfR
- **Description** – field in which the Lead Beneficiary should provide the answer based on the answers provided by the Beneficiaries in the relevant Beneficiary reports. Please note that instead of copy-pasting the description coming from the Beneficiary reports, the Lead Beneficiary should provide a concise summary of the project implementation regarding all aspects (using the instruction on the type of the answer, e.g. Yes/No).

Click on **Save** to save the data entered, or click on **Cancel** to abort data entry and return to the previous tab.

4.1.4 Activities Tab

This tab lists all the activities committed to being achieved. The Lead Beneficiary reports on the project-level progress related to the planned activities on the tab.

To provide information on a given activity, mark it by clicking on it, then click on **Modify**. In order to view the content of the activity, click on **View**.

4.1.4.1 Main Data Tab on Activity datasheet

The datasheet shows the key information on the activity.

The following fields are shown:

- **Activity name** – name of the activity; filled out automatically.
- **Activity status** – Please select a status from the drop-down list relevant for the activity for that period. Please note that activity status (once approved by Joint Secretariat) cannot be put to lower level in the next PR&AfR. Therefore please make sure that you select completed when the implementation of the given activity is fully finished in the present period by all Bs.
- **Activity originally planned** – In case the activity was planned for the relevant period, the check-box is ticked in; filled out automatically.
- **Original description** – Description of the commitment on the activity in the project; filled out automatically.
- **Current description (By beneficiary reports)** – Within the Current description textbox, the Lead Beneficiary has to provide a concise summary of the achieved progress / explanation related to the non-achieved progress of the activity in the relevant period.

The relevant descriptions and their statuses, entered by the beneficiaries of the project in the Beneficiary reports included in the present PR&AfR, are shown in the lower part of the table on the screen.

Click **Save** to save the data entered, or click on **Cancel** to abort data entry and return to the previous tab.

This tab allows you to submit and view the documents proving the progress of the performed activity / inability related to the start of activity.

At the top is a search area that you can use to filter the hit list using the following fields:

- **File name ID)** – the file's unique identifier
- **Type** – the file's extension format
- **Original file name** – the file name
- **Sequence number** – the file's serial number

The bottom part of the window offers the following file management options related to the existing / new files:

- **Download** – download the existing file
- **Upload** – upload a new file
- **Delete** – delete an existing file
- **Reorder** – change the order of existing files

In order to prove the selected status and description of the given Activity, the Lead Beneficiary has to make sure that all related supporting documents are uploaded, either by the Beneficiaries in their BRs included in the present PR&AfR or additionally added by the Lead Beneficiary while preparing the present PR&AfR. Supporting documents uploaded by the Beneficiaries in their Beneficiary reports in connection to the given Activity are also available; hence the Lead Beneficiary has to check if all necessary supporting evidence is there and if necessary, only has to add the missing documents.

Click the **Upload** button, which opens the file uploading window. Choose the file to be uploaded, then click **Open.**

Note that the maximum size for every individual file is 30 MB. There is no limitation on the combined total size of files.
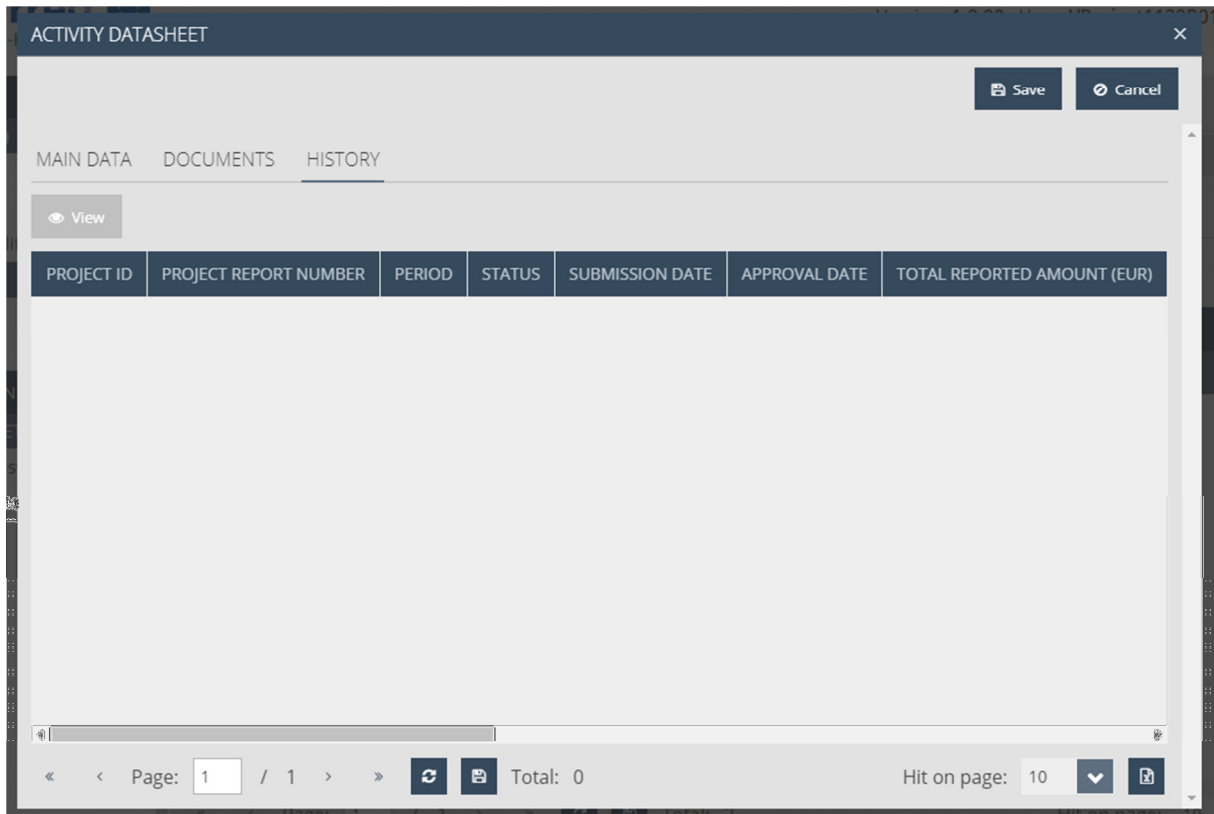
It is important to note that compressed (.zip) files can also be uploaded here.
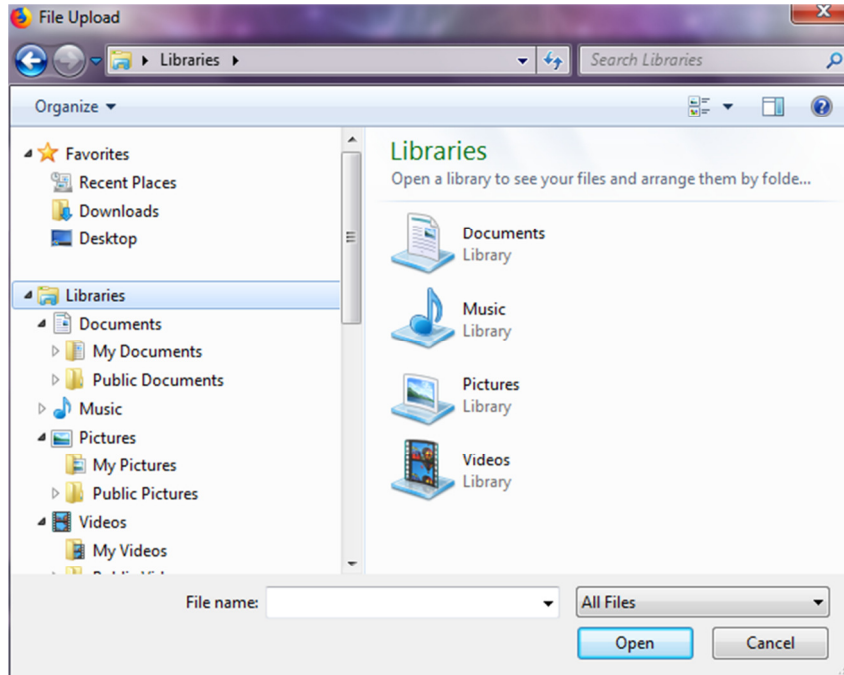
The selected and uploaded file is shown in the hit list within the document in question.

4.1.4.3 History Tab on Activity datasheet

This tab contains a table showing the previous reports and the progress made with regard to the activities.

4.1.5 Indicators Tab

This tab contains a table showing the indicators planned to be achieved in the project.

To enter the progress of the undertaken indicator in the respective period, mark the indicator by clicking on it and click **Modify**. To view the corresponding indicator's data, please click **View**.

4.1.5.1 Main Data Tab on Indicators datasheet

The Lead Beneficiary can enter indicator data here in above described way (Modify selected indicator).

Field list:

- **Indicator name** – the name of the indicator; filled out automatically
- **Indicator category** – the indicator's category; filled out automatically
- **Indicator type** – type of the indicator; filled out automatically
- **Unit** – measuring unit of the indicator; filled out automatically

Lead Beneficiary can view the data reported by the beneficiaries of the project in the Beneficiary reports in the table under the general information, where the progress made so far is visible:

- **Beneficiary report number** – the relevant Beneficiary report's number; filled out automatically
- **Relevant beneficiary** – name of the relevant beneficiary; filled out automatically
- **Base value** – the indicator's starting value; filled out automatically
- **Target value** – the indicator's value that needs to be achieved; filled out automatically
- **Actual value** – the indicator's value reported by the beneficiary in the relevant Beneficiary Report. In case no number is present in the table, the indicator is not relevant to the given Beneficiary.
- **Achieved value** – filled out automatically based on the values reported in all the previously validated Beneficiary reports.

- **Remaining value** – the remaining part is filled out automatically based on the difference between target value and the accumulated achieved value.

Lead Beneficiary can find the values (validated on beneficiary report level) aggregated on the project level in the last row of the table showing TOTAL value.

- **Correction of actual value of Lead Beneficiary**– in case the Lead Beneficiary finds some of the values (proved by the relevant documents) different from the value cumulated from the Beneficiary reports, they can enter the correct actual value of the indicator and justify the difference in the **Indicator current description (by Lead Beneficiary)** field. Please note that since only the Lead Beneficiary can correct the actual value of the given indicator and it is effectuated on project level, the corrected actual value will not be available for the Beneficiaries on project part level. As a consequence, the Beneficiaries will not take into consideration the corrected value when they are reporting on the given indicator next time. It is the Lead Beneficiary who will have to correct 'back' the actual values in the next PR&AfR, once the responsible Beneficiary reported the value adequately in its next Beneficiary report. It is necessary to avoid minus values for the Remaining values in the next PR&AfR.
- **Indicator original description** – the commitment of the indicator in the project; filled out automatically.
- **Indicator current description** – the description of progress made in the relevant period, reported in the Beneficiary reports by the beneficiaries; filled out automatically
- **Indicator current description (by Lead Beneficiary)** – please enter a description of the result achieved in the given period regarding the indicator. Lead Beneficiary can formulate his/her description based on the descriptions provided by the Bs in their Beneficiary reports included in the present PR&AfR, but if needed, further clarification of the given indicator can be given by the Lead Beneficiary. Necessary corrections done by the Lead Beneficiary to the total actual value, has to be explained here.

Click **Save** to save the data entered, or click on **Cancel** to abort data entry and return to the previous tab.

4.1.5.2   Documents Tab on Indicators datasheet

Lead Beneficiary can here submit and view the documents proving progress with regard to the actual value of the given indicator / inability related to achieve the indicator. The interface works the same way as described in the 4.1.4.2 paragraph connected to Documents interface.

4.1.5.3   History Tab on Indicators datasheet

The interface works the same way as described in the 4.1.4.3 paragraph connected to History interface.

4.1.6   Information & Publicity Tab

This tab contains a table showing the information & publicity activities planned in the project.

To provide information on a given information & publicity activity, mark the information & publicity tool by clicking on it, then click **Modify**. In order to view the data of the given planned information & publicity activity, click **View**.

4.1.6.1   Main Data Tab on Information & publicity datasheet

Information on the progress of the selected information & publicity activity is shown here, including all the descriptions provided by the beneficiaries in their Beneficiary reports included in the present PR&AfR.

Field list:

- **Information & publicity type** – type of the information and publicity activity; filled out automatically
- **Communication tool** – The planned tool used to carry out the communication activity, filled out automatically
- **Used language** – language of the activity, filled out automatically
- **Target group** – target group of the activity, filled out automatically
- **Status in this report** – select the status of the information and publicity activity appropriate for the period in question
- **Originally planned** – this checkbox is selected automatically if the communication activity was originally planned for a given period
- **Original description** – the original description of the communication activity; filled out automatically
- **Current description (from Beneficiary report**) – the description of the communication activity provided by beneficiaries; filled out automatically based on the data in the selected Beneficiary reports
- **Description (in this report**) – please enter a description of the information and publicity activity carried out in the given reporting period. Lead Beneficiary can formulate his/her description based on the descriptions provided by the Beneficiaries in their Beneficiary reports included in the present PR&AfR, but if needed, further clarification of the given Information & publicity activity can be given by the Lead Beneficary here.

Click **Save** to save the data entered, or click **Cancel** to abort data entry and return to the previous tab.

4.1.6.2   Documents Tab on Information & publicity datasheet

The interface works the same way as described in the 4.1.4.2 paragraph connected to the Documents interface.

4.1.6.3   History Tab on Information & publicity datasheet

The interface works the same way as described in the 4.1.4.3 paragraph connected to the History interface.

4.1.7   Works and permits Tab

The planned and undertaken works (construction, reconstruction) are listed on the screen in a table format.
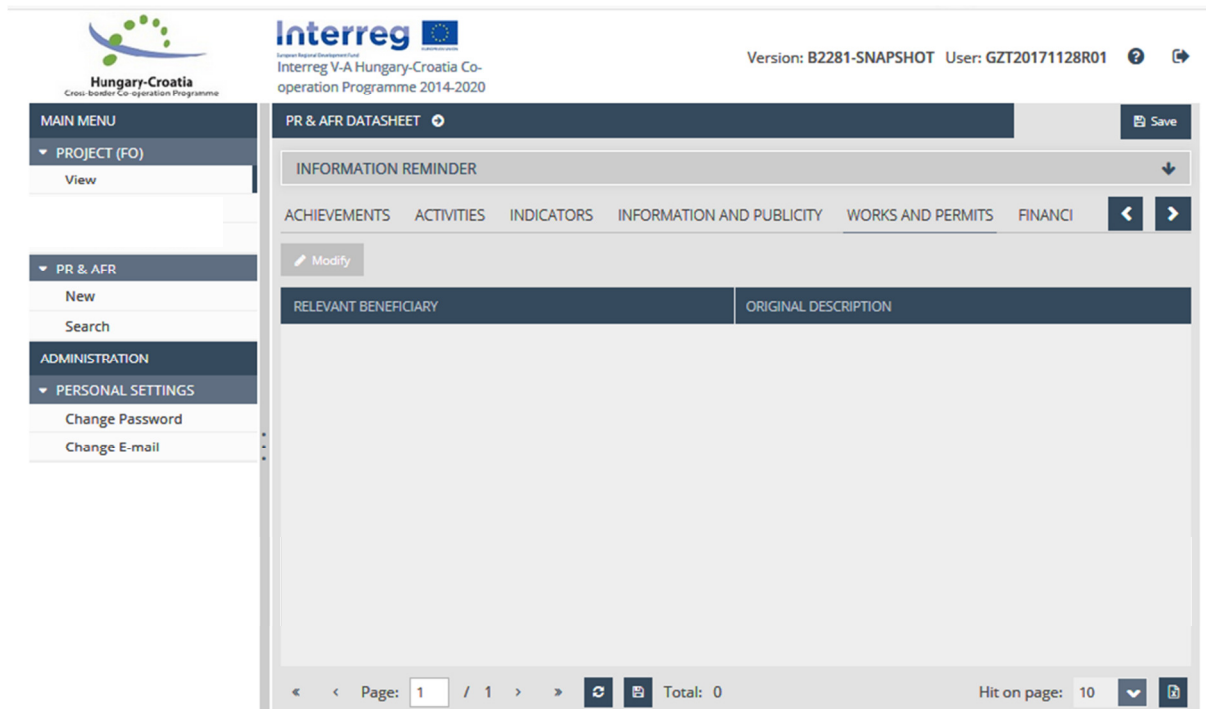
To enter information regarding works, mark the works item by clicking on it and click **Modify**.

4.1.7.1 Main data Tab on Works and Permits datasheet

Lead Beneficiary can enter data related to the progress of the works activity on this screen.
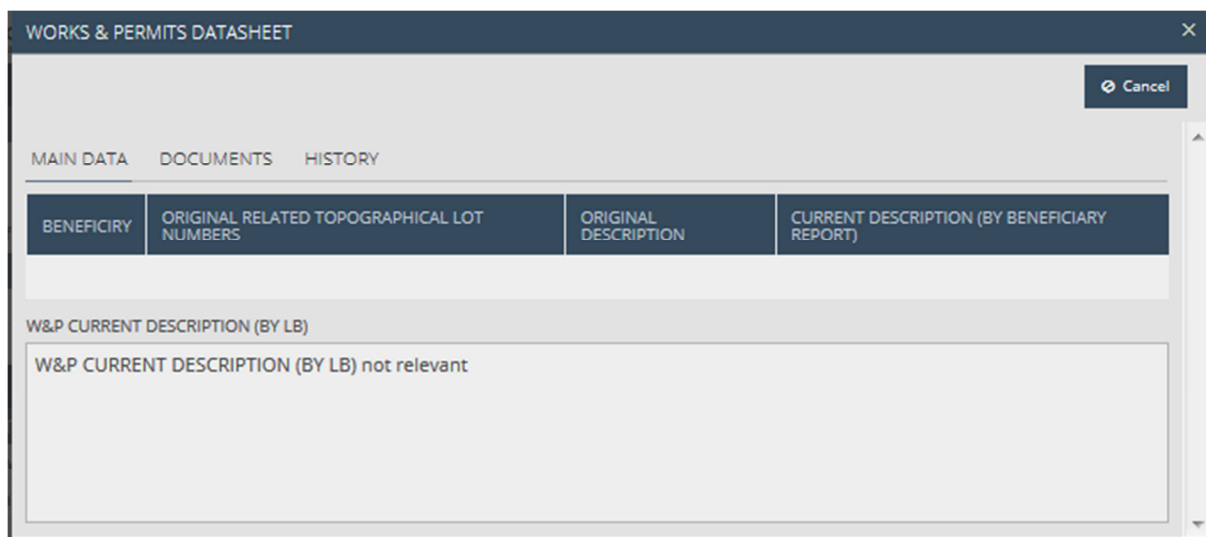
Activities related to the works planned (description and related lot numbers per beneficiaries) in the project and performed by the beneficiaries in Beneficiary reports are shown on this screen in a table format. Lead Beneficiary has to give a concise summary on what has been achieved and implemented in the present reporting period by the beneficiaries in the **W&P Current Description (By Lead Beneficiary)** text field. Lead Beneficiary can formulate his/her description based on the descriptions provided by the Beneficiaries in their Beneficiary reports included in the present PR&AfR, but if needed, further clarification of the given Works activity can be given by the Lead Beneficiary here.

Click **Save** to save the data entered, or click **Cancel** to abort data entry and return to the previous tab.

4.1.7.2   Documents Tab on Works &Permits datasheet

The interface works the same way as described in the 4.1.4.2 paragraph connected to the Documents interface.

4.1.7.3   History Tab on the Works & Permits datasheet

The interface works the same way as described in the 4.1.4.3 paragraph connected to the History interface.

4.1.8   Financial Data screen

This is a read-only tab, the beneficiaries' DOVEs selected in the current PR&AfR and the main data of the reports (reporting period) are listed in the upper part of the table, while the total requested amount, revenues and eligible costs are shown in the lower table in total and by beneficiary.

By selecting a beneficiary's report in the top table and clicking on **View**, Lead Beneficiary can open a pop-up window that displays the invoices data covered by the beneficiary's report for the given budget line. The bottom of the window also shows the registered invoices. Lead Beneficiary can run searches on the invoices by setting filter parameters. By selecting an invoice and clicking **View**, it is possible to access the screen of the given invoice, and all the documents that have been uploaded in connection with that invoice (Documents Tab).

4.1.9   Financial Data / Beneficiary Tab

This is a read-only tab. Lead Beneficiary can select a beneficiary by clicking the given line to view its financial data associated with the given PR&AfR in a table by budget line and by budget item. Data is shown as planned, previously verified, currently reported, accumulated and remaining amount.

BUDGET LINE NAME	PLANNED AMOUNT	PREVIOUSLY VERIFIED	CURRENT REPORTED AMOUNT	ACCUM
1. Preparation costs	2 000,00	0,00	2 000,00	2
2. Staff costs	66 500,00	-5 500,00	11 000,00	5
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis (HR)	0,00	0,00	0,00	
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2 Salary of staff (project management and team members) (HR)	66 500,00	1 000,00	4 500,00	5
2.2.01 Ember1	28 500,00	0,00	1 000,00	1
2.2.02 Ember2	38 000,00	0,00	4 500,00	4
3. Office and administrative expenditure	9 975,00	0,00	825,00	
4. Travel and accommodation costs	49 000,00	0,00	4 000,00	4
4.1 Travel cost of project staff	48 000,00	0,00	4 000,00	4
4.1 Travel cost of project staff	48 000,00	0,00	4 000,00	4
4.1.01 Vonat	10 000,00	0,00	4 000,00	4
4.1.02 Autó	38 000,00	0,00	0,00	
4.2 Accommodation costs of project staff	1 000,00	0,00	0,00	
4.2.01 Kutya	1 000,00	0,00	0,00	
4.3 Per diems of the project staff	0,00	0,00	0,00	
5. External expertise and services costs	17 000,00	0,00	5 000,00	5
5.1 Technical plans	17 000,00	5 000,00	0,00	5
5.1 Technical plans	17 000,00	5 000,00	0,00	5
5.1.01 Alma	9 000,00	0,00	5 000,00	5
5.1.02 Szilva	8 000,00	0,00	0,00	
5.2 Studies, statistics, databases and researches	0,00	0,00	0,00	
5.3 Events, conferences, seminars, project meetings	0,00	0,00	0,00	
5.4 Services related to project management, procurement procedures	0,00	0,00	0,00	
5.5 Costs of supervisor of engineering, architect's site supervision	0,00	0,00	0,00	
5.6 Costs related to publicity, promotion and communication	0,00	0,00	0,00	
5.7 Other services	0,00	0,00	0,00	
6. Equipment expenditure	1 000,00	0,00	1 000,00	1
6.1 Content-related / thematic equipment	0,00	0,00	0,00	
6.2 Equipment for general (office) use	1 000,00	0,00	1 000,00	1
7. Infrastructure and works	0,00	0,00	0,00	
7.1 Construction, reconstruction and renovation of buildings, works, infrastructure	0,00	0,00	0,00	
7.2 Purchase of land	0,00	0,00	0,00	
Total requested	145 475,00	0,00	18 325,00	18
Net revenues	0,00	0,00	0,00	

4.1.10 Financial Data / PR&AfR Tab

This is a read-only tab. The top table shows beneficiary-level financial data. The bottom table shows the financial data of the PR&AfR budget line by budget line.

The lines of the top section of the top table are the beneficiaries. The lines of the lower section are the budget heading and budget lines aggregated on project level.

4.1.11 Sources of Funding Tab

This is a read-only tab showing cumulated PR&AfR financial sources data for the given reporting period, first summarised on project level (Project summary), including all the project's beneficiaries, then separately for each beneficiary.

4.1.12 Transfer from Lead Beneficiary Tab

Here the Lead Beneficiary has to enter data about the transfers to the beneficiaries in the course of the project, namely the forwarding of the relevant EU contribution amounts of the previously approved and paid PR&AfRs.

In order to record transfers, Lead Beneficiary should click on **New**. In order for the data entered during the creation of the current PR&AfR to be modified, the desired item should be marked by clicking on it and then clicking **Modify**. In order to view the data of a specific transfer, selected item should be marked by a click, and then **View**. In case of incorrectly entered transfer for the report, Lead Beneficiary can delete the item by marking it by a click and then clicking **Delete**.
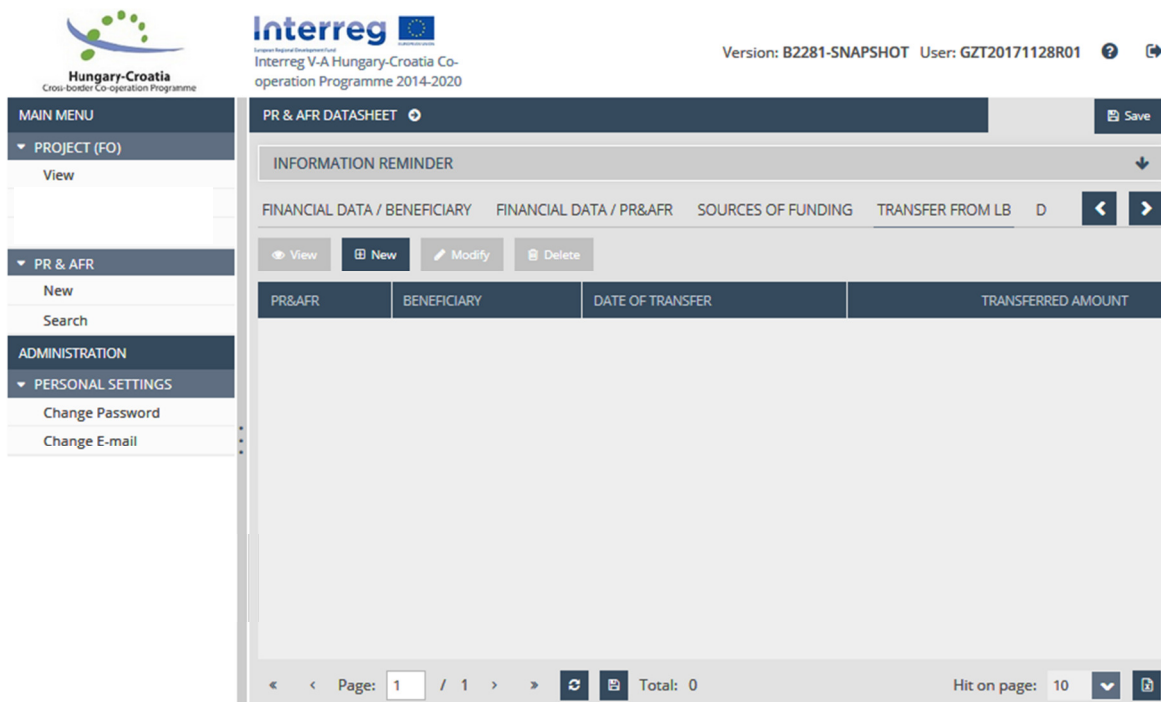
4.1.12.1 Entering Data on a New Transfer by the Lead Beneficiary / Main Data

Here, the Lead Beneficiary can enter data on the transfer.
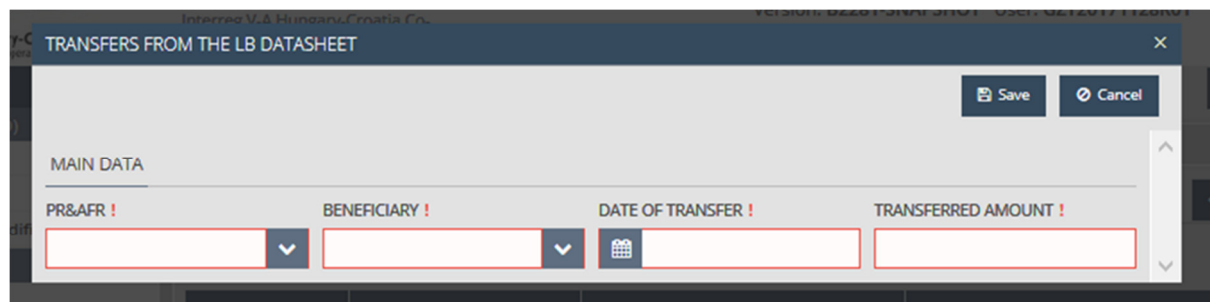
Field list:

- **PR&AfR** – drop-down list to select the unique identifier of the relevant PR&AfR from
- **Beneficiary** – drop-down list to select the beneficiary receiving the transfer
- **Date of transfer** – calendar to select the date of the transfer
- **Transferred amount** – cell to enter the amount of money that was transferred

Click on **Save** is required to save the data entered, or click on **Cancel** to abort data entry and return to the previous tab.

4.1.12.2 Documents Tab on Transfer from the Lead Beneficiary datasheet

The Lead Beneficiary is required to upload the bank account statement(s) proving the transfer.

The interface works the same way as described in the 4.1.4.2 paragraph connected to the Documents interface.
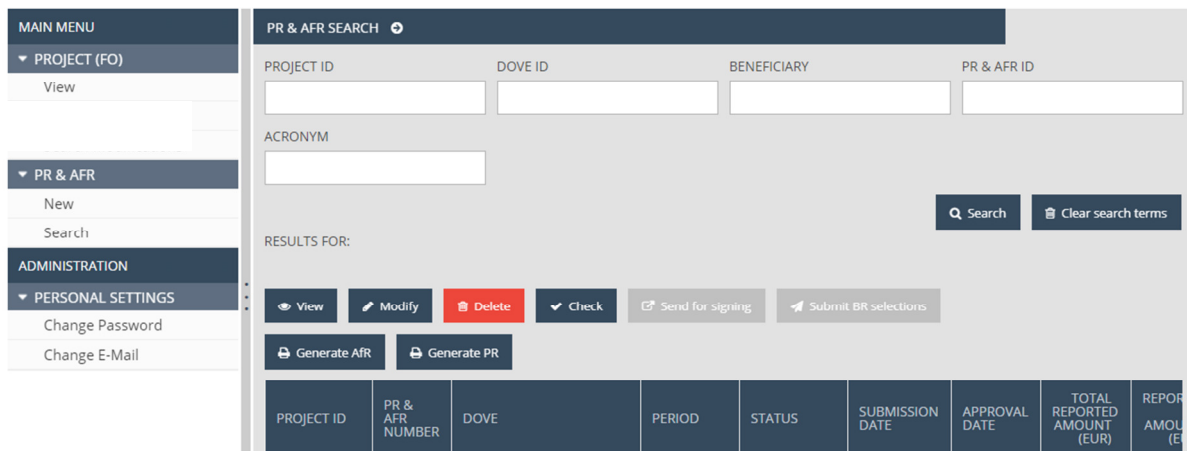
4.1.13 Documents Tab

The interface works the same way as described in the 4.1.4.2 paragraph connected to the Documents interface.

5 Available Progress Report Operations (View, Modify, Delete, Submit, Generate Form)

5.1 Viewing the Progress Report (PR&AfR)

Both the Lead Beneficiary Recording user and the Signatory user have the **View** function.

After entering the data, Lead Beneficiary Recording user is required to use the **Save** button to save the report. After that the PR&AfR is included in the hit list under PR&AfR – **Search**.

The hit list of the PR&AfR Search option includes your previously created progress reports (PR&AfRs) in all statuses. View of the desired progress report (PR&AfR) is possible by marking the row of the given PR&AfR and then clicking on the **View** button above the hit list.

After this, the same interface opens that is used for creating progress reports (PR&AfRs), except all the data is shown in read-only mode; the progress report (PR&AfR) cannot be modified. The Lead Beneficiary can exit the view mode by clicking on a menu item or the header.

5.2 Modifying Progress Reports (PR&AfR)

It is only the Lead Beneficiary's Recording user who can modify the content of the PR&AfR.

After saving the progress report (PR&AfR), with click on the **Search** menu item on the left menu of the PR&AfR module it is possible to access the progress report (PR&AfR) search feature. The hit list includes all previously created progress reports (PR&AfR). With the click on the row of the desired progress report (PR&AfR), then on the **Modify** button above the hit list editable version of PR&AfR is accessible.

The interface described in the section on creating project progress reports (PR&AfRs) opens, in which Lead Beneficiary can edit the data. To save the modifications entered clicking on **Save** is required, or interruption of the process without saving by clicking on a menu item or the header.

If the Joint Secretariat carrying out the control of the submitted progress report (PR&AfR) finds faults or issues that need clearing up, it will send the report back for correction. Lead Beneficiary's Recording user will receive e-mail notification of this. In such cases, the application's status changes to *Need amendment*; when the issues are resolved, you will need to re-submit the report (as described in chapter 5).
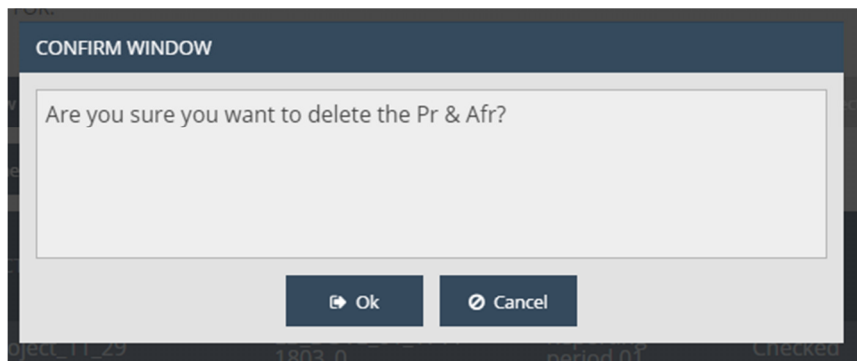
It is important to note that Lead Beneficiary can only make modifications if the status of the project progress report (PR&AfR) is *Under preparation* or *Need amendment*. In other cases, the Modify button is inactive, and the submitted progress report (PR&AfR) cannot be modified.

5.3   Deleting a Progress Report (PR&AfR)

Only the Lead Beneficiary Recording user can Delete the PR&AfR (before submission).

After saving progress report (PR&AfR), Lead Beneficiary can click on the Search menu item on the left-hand side menu of the PR&AfR module to access the progress report (PR&AfR) search feature. The hit list includes all previously created progress reports (PR&AfRs). After clicking on the row of the progress report (PR&AfR) which is to be deleted, Lead Beneficiary should click on the **Delete** button above the hit list.

A confirmation prompt will open, in which the system asks the Lead Beneficiary to confirm the deletion of the progress report (PR&AfR). The Lead Beneficiary can abort the deletion by clicking on **Cancel**. Clicking on **OK** will delete the progress report (PR&AfR) and its status will be changed to Dropped in the search hit list.

It is important to note that the Lead Beneficiary can only delete a project progress report (PR&AfR) if its status is *Under preparation*. In other cases, the Delete button is inactive; submitted project progress reports (PR&AfR) cannot be deleted.

The deletion of progress reports (PR&AfRs) cannot be undone, so the Lead Beneficiary should be sure in the decision to delete the given progress report (PR&AfR) before clicking the OK button.

In case, after the PR&AfR is sent to E-signature, the Signatory user decides that the prepared PR&AfR is to be deleted, he has to send it back to the Recording user with the 'Back to modification' button. The Recording user then is able to delete the PR&AfR.

5.4 Generating (PDF) Forms out of Progress Reports (PR&AfRs)

After saving the progress report (PR&AfR), the Lead Beneficiary can click on the Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search feature. The hit list will show all previously created progress reports (PR&AfRs). After clicking on the row of the progress report (PR&AfR) out of which Lead Beneficiary would like to generate a PDF form, clicking on the **Generate PR** and **Generate AfR** buttons above the hit list will result with draft PDF forms.

A download window is opening, in which the Lead Beneficiary can open or save the form (in PDF format). As the data is only finalised upon submission, *DRAFT* is written in the header and footer of the generated form.

DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT DRAFT

Interreg ⊡
European Regional Development Fund

Application for Reimbursement

Hungary–Croatia
Cross-border Co-operation Programme

| Project ID: HUHR/1501 | Name of the Lead Beneficiary: |

This feature is available at all times during progress report (PR&AfR) creation; it is not required that all tabs are filled in in order to generate the pdf forms.

5.5 Finalising and Send for signing of Progress Reports – as a Recording User
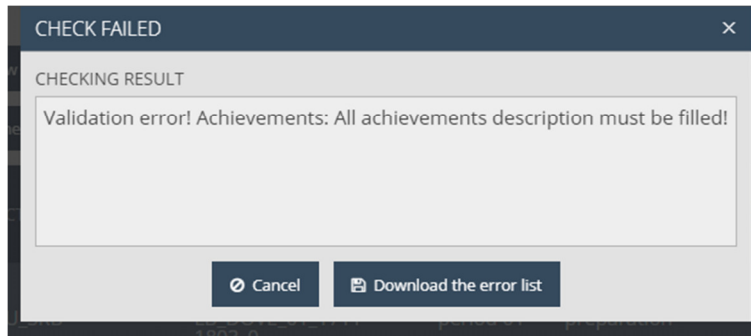
After saving progress report (PR&AfR), the Lead Beneficiary can click on the Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search feature. The hit list will show all previously created progress reports (PR&AfRs). After clicking on the row of the progress report (PR&AfR) to be submitted, the Lead Beneficiary should click the **Check** button above the hit list.

An automatic check is run by the system, with the following possible outcomes:

- **Check failed** – if the automatic check finds errors in the progress report (PR&AfR), it provides clear notification to the Lead Beneficiary about all the errors in a pop-up window. The error list can be opened or downloaded in DOC format by clicking the **Download the error list** button. The pop-up window can be closed by clicking the **Cancel** button, after which the progress report (PR&AfR) can be modified. All the listed errors must be corrected before the progress report can be sent for signing to the Signatory user successfully.

- **Check successful** – if the automatic check finds no errors in the progress report (PR&AfR) to be sent for signing to the Signatory user, the system notifies the Lead Beneficiary about the successful check in a pop-up window, and the progress report (PR&AfR) is ready for 'Send for signing' to the Signatory user.
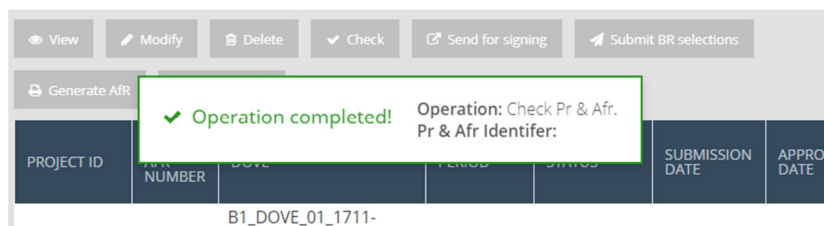

The **Check** feature can be used at any time during the preparation; Lead Beneficiary Recording user can also run checks while working on progress report (PR&AfR).

If the Lead Beneficiary opens the progress report (PR&AfR) again using the **Modify** button after a successful check (confirmed by the "Check successful" message), the result of the previous check is deleted and another check needs to be performed on the modified report before sending it for signing to the Signatory user.

In order to send the progress report (PR&AfR) for signing to the Signatory user, the Lead Beneficiary needs to click on the Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search feature, select the desired progress report, and then click on **Send for signing**. (A successful automatic check is a prerequisite for further step; if the **Send for signing** button is inactive, the check should be run first by clicking on the **Check** button.)
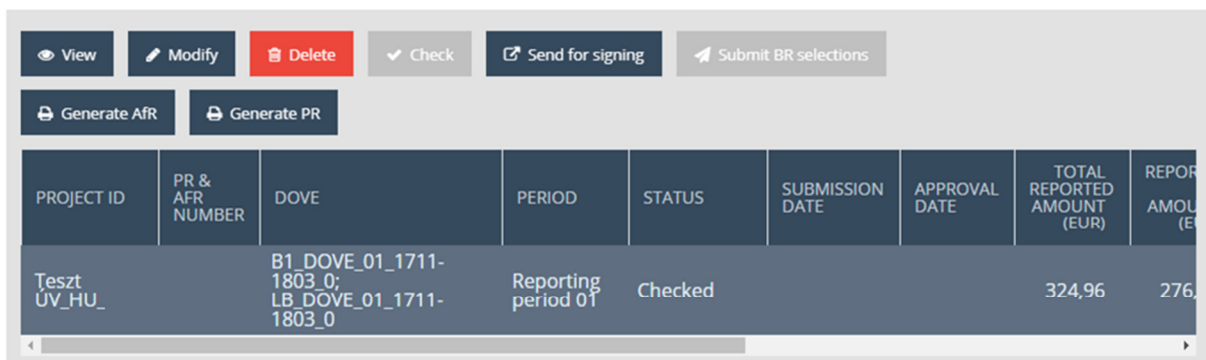
After clicking on the **Send for signing** button, a pop-up window opens, in which the systems requests confirmation of the Lead Beneficiary Recording user's intention to send the progress report to be E-signed. If the Lead Beneficiary clicks on the **OK** button, the progress report is sent to the Signatory user's Front Office surface for signing. If **Cancel** is clicked, the Lead Beneficiary exits this interface and can keep modifying the given progress report (PR& AfR).
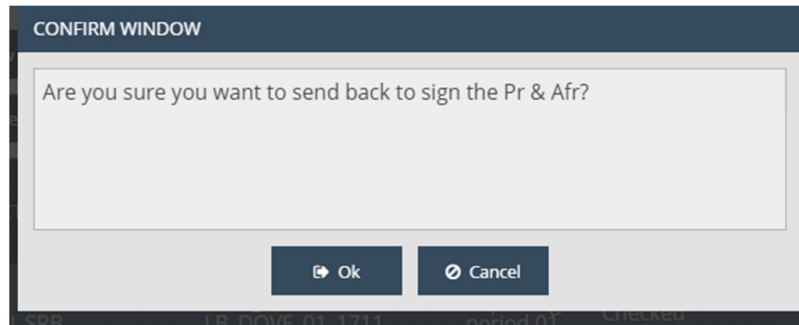
The system reports the success of the forwarding operation in a pop-up message, and the status of the progress report (PR&AfR) is changed to **Under signature** in the progress report search.
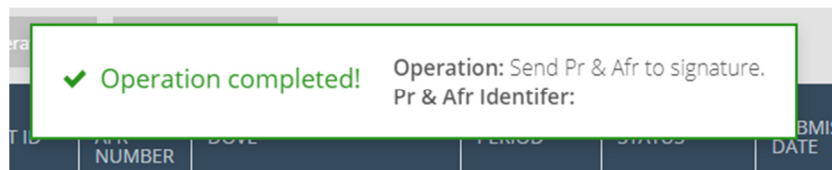

The finalised progress report form can be downloaded by both the Recording and the Signatory users on their respective FO surface from the "PR" and "AfR" folders on the progress report's Documents worksheet at any time after submission – and the previously uploaded documents can be viewed or downloaded from the progress report's Documents worksheet at any time as well. After submission, the Lead Beneficiary Recording as well as Signatory users can only use the **View** and **Generate PR** and **Generate AfR** functions with regard to the submitted progress report (PR&AfR).

5.6 Digital Signing and Submission of Progress Reports – As a Signatory User

After a progress report (PR&AfR) is saved, it needs to be signed electronically (E-sign function). This can be done from the assigned Signatory user's Front Office IMIS surface.

The Signatory user can check the report to be submitted, but the data entry is inactive to the Signatory user. If the Signatory user determines that the data need to be modified before submission, the report has to be sent back for modification to the Recording user who initially created it. To do so, click on the Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search feature, then click on the row of the given progress report (PR&AfR), then on the **Back to modification** button above the hit list.
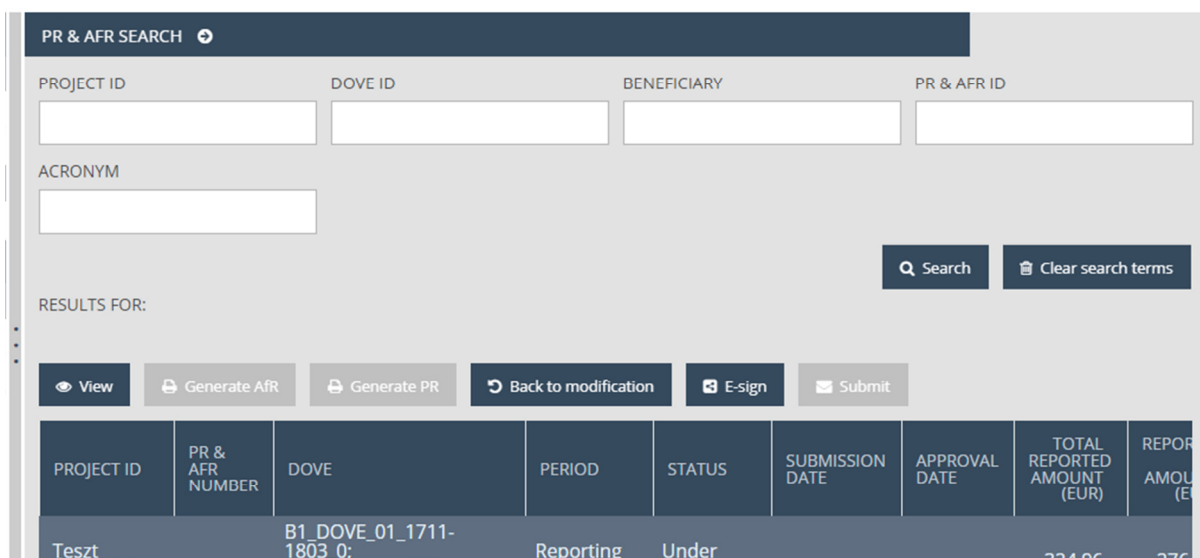
A confirmation window will open, in which the system asks the Lead Beneficiary Signatory user to confirm the wish to send the progress report back to modification. Lead Beneficiary Signatory user can abort the sending back by clicking on **Cancel.** If **OK** is clicked, the progress report (PR&AfR) is sent back to the Recording user.

To have the report E-signed, the Lead Beneficiary Signatory user should click on the **Search** menu item on the left-hand side menu of the PR&AfR module to access the progress report (PR&AfR) search feature, then click on the row of the given progress report, then on the **E-sign** button above the hit list.

A confirmation prompt will open, in which the system asks the Lead Beneficiary Signatory user to confirm the decision on electronic signing of the progress report. Lead Beneficiary can abort the operation by clicking on **Cancel**. If **OK** is clicked, the progress report (PR&AfR) is signed.

After the report is E-signed, it can be submitted to the Joint Secretariat through the system. This can be done by only the Lead Beneficiary Signatory user. To do so, click on the **Search** menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search feature, then click on the row of the given progress report (PR&AfR), then on the **Submit** button above the hit list.

A confirmation prompt will open, in which the system asks the Lead Beneficiary Signatory user to confirm the submission of the progress report (PR&AfR). The operation can be aborted by clicking **Cancel**. By clicking **OK**, the progress report (PR&AfR) is sent to the Joint Secretariat, and its status is changed to "Submitted".

If during the technical and financial check, the Joint Secretariat finds discrepancies from the plan, faults or issues that need clearing up, the progress report (PR&AfR) will be sent back for completion/clarification. In this case, the progress report is sent back to the Front Office surface of the Lead Beneficiary Recording user and both the Lead Beneficiary's Recording and Signatory users will receive a notification on the corrections or clarifications by e-mail. After the issues are resolved, the modified report needs to be re-submitted (as described in chapter 5).

If the progress report (PR&AfR) is submitted with appropriate content, it will be accepted by the Joint Secretariat, about what the Lead Beneficiary is notified via e-mail.

5.7   Completion in case of revalidation of the relevant BR

In case the Joint Secretariat finds a deficiency/irregularity which requires one or more BRs in the progress report to be revalidated, the progress report (PR&AfR) is sent back to the Lead Beneficiary with a specific decision 'BR revalidation needed'. In this case the button '**Submit BR selectio**n' on the Recording user Front Office surface becomes active.

This lets the Lead Beneficiary to decide, by taking into account the longer time required to revalidate the Beneficiary Report (BR) (e.g. because of an irregularity procedure), to "remove" the relevant Beneficiary report(s) from the PR&AfR and to continue the completion with the data of the other Beneficiary reports. The Beneficiary report(s) removed will be included in the next progress report (PR&AfR) after revalidation is closed by the given national FLC body.

Such a situation occurs, upon receipt of the completion email, and the progress report (PR&AfR's) status is "Under BR selection". To complete the task, Lead Beneficiary is required to click on Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) search function. Previously created progress reports (PR&AfR's) are shown in the hit list; mark by clicking on the relevant progress report (PR&AfR) line and then on **Modify** button above the list.

This opens a table listing the Beneficiary reports of the given progress report (PR&AfR).

The table shows the following data:

- **PR&AfR ID** – the ID of the relevant progress report (PR&AfR)
- **Beneficiary name** – name of the beneficiary

- **In PR&AfR** – in case the check-box is ticked in, the data of the BR are in the PR&AfR
- **DOVE** – number of the DOVE of the Beneficiary report
- **Status** – status of the Beneficiary report determined by the Joint Secretariat during completion. In case the status is set as "Revalidation", Lead Beneficiary is required to provide the revalidated Declaration on validation of expenditure (DOVE).
- **Note** – note made by the Joint Secretariat for the given Beneficiary report during completion. Information on the grounds for completion for given Beneficiary report is given.

The Lead Beneficiary can remove the Beneficiary report to be revalidated by selecting it and clicking **Modify**.

The Lead Beneficiary should leave the check-box ticked in the pop-up window in case the intention is to keep the relevant Beneficiary report in the progress report (PR&AfR). In this case the Lead Beneficiary is waiting for the revalidation process and can submit the progress report (PR&AfR) together with the revalidated Beneficiary report.

In case Lead Beneficiary intends to submit the revalidated Beneficiary report to the Joint Secretariat in another progress report (PR&AfR), the check-box should be unticked.

Please note that in general it is recommended to wait for the revalidated Beneficiary report/DOVE and include it in the same progress report (PR&AfR) as it was originally submitted to the Joint Secretariat. However, it is worth to enquire by the Lead Beneficiary about the estimated timeframe of the revalidation process from the FLC in order to consider whether to include it in the original progress report (PR&AfR) or to submit separately in the next progress report (PR&AfR).

After correctly filling the fields on the datasheet, the Lead Beneficiary is requested to click **Save** to save the data entered, or click **Cancel** to abort the operation and return to the previous tab.

To finish this step, the Lead Beneficiary should click the Search menu item on the left side menu of the PR&AfR module to access the progress report (PR&AfR) and select the report, then click **Submit BR selection** above the hit list.

After that the FLC body starts the revalidation of the Beneficiary report.

In case the progress report (PR&AfR) status changes to "Need amendment" (caused by FLC members decission on revalidation), the Lead Beneficiary can continue the submission of the completion as described in the previous chapters.

5.8   The Submission Process

The submission process of PR&AfR in IMIS Front office is summed up by the following flow chart: