



NTERREG

INTERREG+ IT System BENEFICIARY REPORT

for

Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020

User Manual - Front Office

v1.0.0





Version History

Date	Version	Description
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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Beneficiaries of the INTERREG V-A Hungary-Croatia Co-operation Program 2014-2020 in preparing, submitting and managing Beneficiary Reports (hereinafter referred to as BRs) in the INTERREG+ IT system. The document presents the steps and rules of preparation and submission of BR in a process-oriented illustration.

1.2 WHO IS THIS DOCUMENT FOR

This document is for the Beneficiary who are required to report their progress on a Beneficiary-level as set forth in the Project Part.

1.3 Access Management

The User can access the INTERREG+ IT system in order to manage BRs of the Project Part at the link provided here: <u>https://huhr-interregplus.eu</u>.

1.4 USER ACCOUNT

The User profiles in the INTERREG+ IT system are managed in so-called User accounts, where each User have their roles assigned, which determines what the User can do in the system and what modules they can use. A Front office User may have only one or several project parts assigned to, where they can manage tasks regarding Beneficiary Reports. It is also possible to order several roles, such as Recording and Signatory to the same User. Front Office User can only edit and view Beneficiary Reports for the Project Part of which they are assigned to.

To manage the User's account use the 'Key' icon (\checkmark) located on the right handside of the main header (see <u>Fig.1</u>). In the Keycloak Account, Users can manage their personal data, such as e-mail address, name, password, can set up a two-step authentication procedure, and gain information on their sessions and logins in the system.





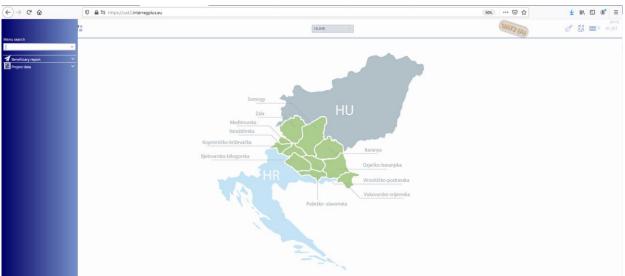
2. GENERAL REMARKS

In this chapter those functions are presented, which work exactly the same way independently of which form or screen they found on.

2.1 THE BENEFICIARY REPORT MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header (Fig. 1); in here the Beneficiary Report and the Project Data menu can be found; whereas in the right the User Account menu access, the Sign-out button and the Messages menu are located. (Fig. 2).







Under the Beneficiary Report menu item the Beneficary Report management can be accessed, under the Project Part View menu item the Project Parts can be viewed in detail (e.g. Contact persons, Budget, Documents, etc.). In the User Account menu the User's credentials, such as password can be maintained. In the Messages menu the User can manage their messages or send new messages to other Users.





2.2 THE 'ACTION' BUTTONS

The "action buttons" are to manage the BR under preparation can be find at the bottom of the screen; they are always visible:

Generate P Task comment Exchange rate refresh BR refresh C Continue later > Drop > Send for signil						
	🕹 Generate	Task comment		 Continue later 	> Drop	 Send for signing

3. The "action" buttons

- The Beneficiary Report form (in pdf format) can be generated at any time in the recording process by pressing the **Generate** button, on which a "DRAFT" watermark is printed.
- When the Users press the **Validate** button, the system checks if all the required fields have been filled in and if the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at center top of the screen. If all mandatory field is filled and all rules are coplied with, a confirming messages would appear.
- To save the recorded data and leave the BR (close the window) click **Continue later**. By doing so, all data will be saved with no validation running. The Users can return to BR from the Beneficiary Report list screen by clicking the **Continue** button after selecting the BR in question.
- By pressing the **Drop** button, the report is deleted, but it remains viewable and its status is "Deleted". *Note, a droped BR cannot be restored!*
- By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the program does not detect any deficiency, the task moves to the Signatory User's task list; the BR is no longer editable to the Recording User.
- By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the BR returns to the last saved state.
- The **Exchange rate refresh** button will become active if during the BR recording the exchange rates have changed and there is at least one invoice recorded. The BR cannot be sent for signature until the exchange rates are not refreshed.
- The **BR refresh** button will become active if there is a modification implied which affects the given project part. Until the BR refresh does not happen, the BR cannot be sent for signature.





2.3 THE 'FUNCTION' BUTTONS

The so-called function buttons are those, which always call the same functions:

- the (+) button always initiates a new form generation, such as an Invoice, or Tender, or Revenue form;
- the (View) button initiates the viewing of a selected list item (e.g. an Invoice form, an Activity form, etc.);
- the (Modifiy) button initiates the modification of an already existing list item (e.g. an Invoice form, an Activity form, etc.);
- the (Delete) button deletes the selected list item; Note, if an item is deleted it can no longer be restored!;
- the **(Upload)** button initiates a pop-up communication panel where the User can either browes among the files on the computer or just simply drag and drop even multiple files at once; the upload button is usually placed in forms;

■ INTERREG#	Beneficiary Report search		HUHR		UATZ (A)	d [#] 👪 🖬 ²⁹⁵³
			Upload file(s) 🛞	8		8
Project Part ID HUHR/1901/2.2.1/0122/82	Reporting periods * RP 4 × RP 5 ×	Reported Amount	Upload files	^	ite* Final Deneficiary report	
Project Acronym Riverside		Reported Amount X Close			of project	
L		Elizible arounditure accurring outside the aligib	a sree			

4. Upload file(s) communication panel

- the (Download) button allows downloading even multiple selected files from the lista t once
- the (Export to) buttons initiates exporting the content of the list screen into the selected format (xlsx, docx, pdf). Note that using the function would export the visible content of the screen list, if a screen is expandable remember to expand it, otherwise the hidden content will not be exported!
- by the
 (info) button the details of a field can be viewed, such as a Contract on the Invoice form

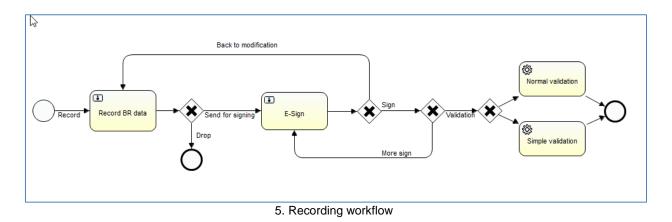




3. BENEFICIARY REPORT

The purpose of the INTERREG+ Beneficiary Report (BR) Front Office interface is for Beneficiaries to prepare and submit their reports on their commitments under the contract of the project part concerned.

The steps to submit a new BR are summarized in the figure below:



- 1. BR Recording: Recording Users are authorized to record BRs
- 2. BR E-signing: After recording, the Signatory Users specified in the Project Part are entitled to endorse (E-sign and submit) or return back to modification (Back to modification) the BRs. They cannot edit BR data. After the last signatory endorsedment, the BR is submitted and added to the Back Office interface. The BR submission is the condition of all the Signatory Users' e-signature of the Project Part.
- BR Validation: After submission, the BR will be validated by the project controllers in the INTERREG+ BR Back Office interface. The Beneficiary User is notified of the status and result in the Front Office interface, and system generated e-mail is also will be sent when the status change concerns the Beneficiary.
- 4. BR revalidation: in the event of a request for revalidation, the original BR with the BR number of x is closed, and at the same time a new BR is created with the same data and the BR number will be x.1. This BR may be re-submitted by the above-specified process.

BRs are status-managed allowing the User to keep track of the progress of submission and also the validation of the BR.





3.1 Recording New Beneficiary Report

The submission of a new BR can be started from the Main Menu under the Beneficiary Report menu item. Previously submitted BRs are also listed here. The User can only edit and view BRs, the Project Part of which, they have been assigned to as Recording and/or Signatory Users.

	EG 74 Beneficiary	Report search		HUHR	0		UATZ (A)	28:13
✓ Filters Only submitted								
O	🖡 📓 🔹 Kontinue							W 🗙 🛃
Project Part ID *	Reporting periods	BR Number	BR start date 🖹	BR end date 🖗	Status 🕆	Validated amou	nt Repo	orted amount
	~			=	=	~		
IUHR/1901/2.2.1/0122/B2	RP 3	3		01/05/2021	31/08/2021 Revalidated		0,00	1 359,63
					31/08/2021 Submitted C1			
UHR/1901/2.2.1/0122/B2	RP 1	1		01/09/2020	31/12/2020 Closed without validation		0,00	1 000,00
UHR/1901/2.2.1/0122/B2	RP 2	2		01/01/2021	30/04/2021 Approved		5 778,90	5 778,90
UHR/1901/2.2.1/0122/B4		1		01/09/2020	31/12/2020 Under preparation		0,00	1 000,00
		1		01/09/2020	31/12/2020 Under preparation		0,00	1 000,00
UHR/1901/2.2.1/0122/B5								
HUHR/1901/2.2.1/0122/B5 HUHR/1901/2.2.1/0122/B6		1		01/09/2020	31/12/2020 Under preparation		0,00	1 000,00

6. Beneficiary Report list

The main rules for BR creation are:

- Recording of a new BR for any given reporting period can only be started if the previous BR has been submitted, ie with the status Submitted.
- Only one BR can be edited at a time unless a BR has been returned for completion.
- Another BR cannot be submitted for validation until the BR previously submitted one is validated (Approved / Rejected / Closed without validation status).
- It is possible to submit an "interim" report within a reporting period or to merge an "interim" period with the next reporting period, but the start or end date of the BR must coincides the start or end date of predifined reporting period.
- If a BR is rejected, a new BR (with a new BR ID and serial number) can be created for the associated reporting period.
- The number of deleted BRs will be reassigned.

3.1.1 Starting a new BR recording

For starting a new BR, click the (+) button, as a result a communication panel pops in, where the fundamental parameters can be set for the new BR. Here the project part (if a User manages reports of more than one project parts) and the reporting period(s) (hereafter referred as RP) can be selected; multiple RP selection for merged reports is allowed. When selecting a predefined RP the start and end dates are automatically filled, however the end date can be modified if needed to create assymetrical period.





~ Riters Only submitted	nly submitted BR Number			Beneficiary Report - New Project Part II	Beneficiary Report - New ® Project Part ID *					
O	Continue	Reporting perio	ods *							
Project Part ID *	Reporting periods					×	Reported an	nount		
		BR start date		BR end date *		-				
HUHR/1901/2.2.1/0122/82	RP 3	. Linnen				-	0.00	1 359,0		
HUHR/1901/2.2.1/0122/82	RP 3	 Validate 	× Cancel			 Continue 	0,00	1 369,		
IUHR/1901/2.2.1/0122/82	RP 1	-		CO C	217 FARADAGE CONSIDER WHEN FOR MITCHING T		0,00	1 000/		
HUHR/1901/2.2.1/0122/82	RP 2		2	01/01/2021	30/04/2021 Approved		5 778,90	5 778,		
HUHR/1901/2.2.1/0122/84			1	01/09/2020	31/12/2020 Under preparation		0,00	1 000,0		
HUHR/1901/2.2.1/0122/85			1	01/09/2020	31/12/2020 Under preparation		0,00	1 000,0		
HUHR/1901/2.2.1/0122/86			1	01/09/2020	31/12/2020 Under preparation		0,00	1 000,0		
HUHR/1901/2.1.3/0062/81			1	01/05/2020	31/08/2020 Under preparation		0,00	1 750,0		

7. Beneficiary Report - new

Periods for which a report has already been made are not displayed in the Reporting periods dropdown selector. Reported periods must be continuous and must not overlap. The system supports submitting a BR covering a subperiod or an interim period, but the start or end date must coincide the start or end date of a predefined reporting period. By clicking the "Continue" button BR datasheet generates, where the BR data can be recorded.

INTERREG	Beneficiary Report search		HUHR			UATZ (A)	of 🐰 🔤 🕯 hr.
roject Part ID HUHR/1901/2.2.1/0122/82	Reporting periods *	Beneficiary Repo ×	t - Under preparation BR Number	BR start date 01/09/2021	BR end date *	Final Beneficiary report	
roject Acronym Riverside	and seam	Project title Development and Protection of the Transboundary Biosphere R		Start date of project 01/09/2020	End date of project 31/08/2022	0	
ead Beneficiary Javna ustanova za upravljanje zalitićenim dijelovima pi				Contact person		Status Under preparation	v
Main data Achievements Tenders Invoices	Activities indicators information &	Publicity Works & Permits Revenues Budget Cost Source	of Funding History Documen	18			
Total validated amount	0,00	U contribution amount	Validated national contribution	amount	Validated own o	ontribution amount	0,01
Reported amount section			_				
Total reported amount	Reported EL	U contribution amount	Reported national contribution	amount	0,00 Reported own c	ontribution amount	0,0

8. Creating Beneficiary Report

The main details of Project Part are automatically displayed at the top of the screen, in the BR header. It is still possible to edit the BR end date and Reporting Periods, to accomodate the User if changes have arisen since the commencement of BR recording.

Final BR selection is automatically made for the last report, if previous BRs have been submitted and the end date of that BR coincides the end date of the last Reporting Period (and the Project).





3.1.1 Main data

Under this tab (the first ont he tab header), the most important information of the given BR is found, such as financial information on Reported and Accepted amounts.

INTERREG 7	Beneficiary Report search		HUH	R v				UATZ (A)	ð	2 🔤 0 hr.)
ect Part ID	Reporting periods *		Beneficiary Report - Under BR Nu	mber	BR start date		id date *	Final Beneficiary report		
IHR/1901/2.2.1/0122/B2 ect Acronym erside	✓ RP 4 × RP 5 ×	Project title Development and Protection of the Transb	X 🗸		01/09/2021 Start date of proje 01/09/2020	ct End d	12/2022 late of project 18/2022			
d Beneficiary na ustanova za upravljanje zaštićenim dijelo	wima prirode i ekološkom mrežom Virovitičko-podravsk	Beneficiary Javna ustanova za upravljanje zaštićenim d	lijelovima prirode Varaždinske žu	panije	Contact person			Status Under preparation	~	
Alla data Achievements Tenders I	nvolces Activities Indicators Information & Pu	blicity Works & Permits Revenues B	ludget Cost Sources of Fundl	ng History Document	5					
otal validated amount	Validated EU co	intribution amount	Valida 0,00	ited national contribution a	mount		Validated own	contribution amount		0,0
eported amount section										
otal reported amount	Reported EU co	ntribution amount	0,00	ted national contribution a	mount		0,00 Reported own	contribution amount		0,0
Validate × Cancel					A) Generate	C Task comment		BR refresh Continue la	ter) Drop	 Send for si

9. Main data

3.1.2 Achievement

= 11	NTERREG	Beneficiary Report search		HUHR			WATZ (A)	ð	29.40
			Beneficiary Report - U	Inder preparation					
Project Part ID		Reporting periods *		BR Number	BR start date Bl	t end date *	Final Beneficiary report		
HUHR/1901/2		V RP 4 × RP 5 ×	x ~		4 01/09/2021 🔤 🕯	8/02/2022			
Project Acrony	m		Project title		Start date of project Er	d date of project			
Riverside			Development and Protection of the Transboundary Biosphere Reserv	e Mura-Drava-Danube		1/08/2022			
Lead Beneficiar	iry		Beneficiary		Contact person		Status		
Javna ustanov	va za upravljanje zaštićenim dijelovimi	a prirode i ekološkom mrežom Virovitičko-podravsk	Javna ustanova za upravljanje zaštićenim dijelovima prirode Varaždin	ske županije			Under preparation	~	
Main data	Achievements Tenders Invol	ices Activities Indicators Information & P	ublicity Works & Permits Revenues Budget Cost Sources of	Funding History Docum	nents	_			
0 @ @	Found 7 records 🔋 🕑								w 🗙 🗜
Seq. no. *	Key Aspect 🕀			Description 🗘				_	
	1 II 1 a) is the project implement	tation on time according to the time plan defined in	n the Subsidy Contract? (Ves/No)						
		elay of the overall implementation in months? (fror							
		s/deviations in terms of activities/outputs? (Yes/No							
		e mentioned delay/differences/deviations.							
		s of the project implementation in the present Rep	orting Period.						
			stainable development) in the present Reportig Period.						
	7 II.4. Other comments in the pr								
✓ Validate	× Cancel				a) Generate @ Task comment		Bit reducts • Continue later	> Drop	 Send for signing
			10. Achie	evements					





The Achievements tab displays the questions concerning the progress of the Project Part reported in the Beneficiary Report. By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in, where the User may record the description of such progress. Once the modification is made, the recording has to be finalized by the 'Save' button.

oject Part ID Reporting periods * 4UHR/1901/2.2.1/0122/B2 BP 5.x	Achievements - Modify (00 ste * 1 222	Final Beneficiary report	
verside		of project 122	Status Under preparation	
O 🐨 😨 Found 7 records 🕷 📝	Hasoy 0 0: 0: 0 Found 4 records i Wir X (X)			₩ 🗙 (
1.8.1.6.1 bit the paper of implementation on time according 10 that from plot (2) 2.8.1.6.1 bits is the entransed devicy of the overall implementation in more 3.8.1.0 Are threa any differences/diseasance in terms of accurately control 4.8.1.d)useful control for the above mentioned design/differences/diseasance. 5.8.2.2 commany of adherements of the project implementation in the pre- 6.8.3.3 commany of adherements on 5.0 instrumer plotters (equal opportunit 7.8.4. Other comments in the present Reporting Penod.	Bit Knowler 4 by August 2 1.1.1.1 is the project implementation on time according to the tim yes 2.1.1.a.1 is the project implementation on time according to the tim yes 3.1.1.a.1 is the project implementation on time according to the tim q 4.1.1.a.1 is the project implementation on time according to the tim			

101. Achievemets- modify

In the lower part of the communication panel, the given Achievement's history can be seen, where descriptions of the given Achievement are from the previous BRs. The history aims to ease overlooking the overall progress of an Achievement.

	Beneficiary Report search		HUHR		WATZ (A)	29:50
Project Part ID	Reporting periods •		Under preparation BR Number		d date * Final Beneficiary report	8
HUHR/1901/2.2.1/0122/B2 Project Acronym Riverside Lead Beneficiary	V RP4× RP5×	Project title Development and Protection of the Transboundary Biosphere Res Beneficiary		Start date of project End d	12/2022	
Javna ustanova za upravljanje zaštićenim dijelovima pr		Javna ustanova za upravljanje zaltičenim dijelovima prirode Varabo bblicity Works & Permits Revenues Budget Cost Sources			Status Under preparation	~
O 🖲 🛞 Found 1 records + 🗏 🛛 🖹						× ×
Contract Number 0	Subject 0	Type of Procedure	Start date of procurement 0	Date of Decision 0	Date of Contract	
Contract1	Subject1	Public procurement - Public procurement		01/08/2020	06/08/2020	08/08/2020
Validate X Cancel				 Generate S Task comment 	Exchange rate refresh BR refresh	later > Drop > Send for signing

3.1.3 Tenders

^{12.} Tenders





Use the add (+) button to add a new Tender to the report. Tenders recorded in previous BRs will also appear, however tenders can only be deleted and edited in the BR they are created, before it is ever submitted. However, it is possible to comment on the Tenders recorded in the previous BR by pressing the **Modify** button.

	ciary Report search			HUHR		(UATZ (A))	🖉 🚺 🚾 0 nr_fo1
Preject Part ID IntUNIDIG0122-1.10122/02. Preject Annym Newssile Land Benchcary Jamas ustanous za upravljanje zalislenim djelovima prirode i eloki	Reporting periods * RP 4 × RP 5 ×	Contract Number *	Beneficiary Report	tz / Tender - New Type of Procedure * Date of Contracting * Currency *	00 od dete * 02/2022 date of project 08/2022	Final Beneficiary report	*
Mein data Achievements Tenders Invoices Activitie O Found 1 records + R Solution Contract Number : Solution		Name of Contractor * Comment]		Dere of Contracting	W X 2
Corract Subject	1	> Fitters > @ @ @ @ @ No reco @ @ @ @ @ No reco Fitters Tetrame Tetrame Tetrame Store > Velidate x Ca	Creation data •	Subject : Greated by : Version :		06/08/2020	06/06/2020

13. Tenders - modify

A Tender within a given BR can only be deleted if it is linked to no invoice.

In case of a Tender change, the Tender data of the related account is automatically updated with the modified data.

3.1.4 Invoices

INTERREG Beneficiary Report search		HUHR		2951
Project Part ID Beprorting periods * H349/1901/2.1/0122/02 * Project Annown Boesson Lad Benchary Dama Lacknown als opendjelje žalicenom dijetovima prirode i rekoliciom mrekom Virostiliko podravni	Beneficiery Report X v Project talk X v Beneficient and Protection of the Transboundary Biosphere Res Branch Margine due due due due due due due due due du	BR Number BR start date 4 01/09/2021 start date of pr prve Mura-Drava-Danube 01/09/2020 Contact person	roject End date of project 31/08/2022	Final Beneficiary report
Main data Achievements Tenders Invoices Activities indicators information & Pu C	blicity Works & Permits Revenues Budget Cost Sources o		Exchange rate 🗧 Reported An	W X L
augest meaning augest me augest me augest me V V V V V 2 - Staff costs 2.2 - Salary of staff (proj 22.3 - New employee f V V	Invoice number supplier name Performance	Correnzy Correnzy	7,96	251,26
		2 000.05		21126
v Validate × Cancel		Generate	P Task comment Exchange rate refresh Bi	R refresh Continue later Drop Send for signing

14. Invoices





INTERREG Beneficiary Report search		HUHR	(UATZ (A)) 0 5 5 50 hr fol
	Beneficiary repo	ort invoice - New ®	8
Project Part ID Reporting periods * HUHR/1901/2.2.1/0122/B2 RP 4 × RP 5 × Project Acronym	Invoice number • Supplier name •		te * Final Beneficiary report 122 III of project
Riverside Lead Beneficiary Javna ustanova za upravljanje zašločenim dijelovima prirode i ekološkom mrežom Virovitičko-	Contract number Subject Not relevant V 0	Type of procedure	Status Under preparation
Main data Achievements Tenders Invoices Activities Indicators Informa			
O @ @ Found 1 records + B 🛛 🖨 Add Invoice	Issued * Performance date *	Paid on *	W 🗶 🔛
Budget heading Budget line Budget item Description	Budget heading *	Budget line	Reported Amount in EUR Accepted amount in EUR Checked
2 - Staff costs 2.2 - Salary of staff (proj 2.2.3 - New employee f	Budget item	VAT Reclaimer	7,96 251,26
	Comments of the Control Body	NO	
	Currency • Exchange currencies	Different exchange rate Exchange rate	
	NET Amount	Amount in selected currency * Amount in EUR	
	VAT Amount		
	Gross Amount		
	Reported Amount		
	Eligible expenditure occurring outside the eligible area		251,26
	Accepted Amount Checked		
	Eligible amount		
	Not eligible amount		
	Comments of the LB/B (If there is eligible expenditure occurring outside the	eligible area)	
Validate × Cancel	Save Validate × Cancel		change rate refresh BR refresh
5	15.New	invoice 1.	
		HUHR	(UATZIA) d 2 50 m/joi
Project Part ID Reporting periods *	Beneficiary repo	A	rte * Final Beneficiary report

HUHR/1001/2.2.1/0122/82 BP 4 × RP 5 × Project Acronym	Reported Amount	222 III III
Riverside Lead Beneficiary	Eligible expenditure occurring outside the eligible area	122 Status
Buna ustanova za upravljanje zalizenim dijelovima prirode i ekološkom mrešom Virovitičko- Maln data Achievements Tenders Invoices Activities Indicators Informa	Accepted Amount Checked	Under preparation -
O @ ⊕ Found 1 records + N I I B Add Invoice	Eligible amount	
Budget Ine Budget Ine Description V V V V 2 - Staff costs 2.2 - Safary of staff (prog	Not eligible amount	Reported Amount in EUR 1 Accepted amount in EUR 1 Checked 1
	Comments of the LB/B (If there is eligible expenditure occurring outside the eligible area)	
	Reason of deduction	
	Justification of deduction	
	Under judicial procedures	
	Comment on completion	
	Documents	
	> Fitters	
	O ● ● O E No records found ● 🛓 🛓	251.26
	The name 1 Trie 1 Creation date • Solger 1 Created by 1 Westion 1 Created 1	DUB .
✓ Validate × Cancel	Save v Validate x Cancel	nungerste nifnstit DR offisiet + Continue later + Drop + Send for signing

16. New invoice 2.

Use the add (+) button to add a new Invoice to the report. By the (+) button an invoice form pops up (Fig. 16-17). Note that invoice can be edit only until BR submission; after a BR is submitted neither the invoice nor its content (e.g. uploaded documents) cannot be modified or deleted; except for those, which are sent back for amendment during the validation process.





The **Add invoice** button can be used to add invoices to the given BR from the previously recorded BRs, Only those invoices appear on the list, which have not yet been fully accounted for. An invoice can be submitted throughout multiple BRs, until they are fully accounted for. If an invoice is selected from the list of **Add invoice**, its details will be filled in automatically, and the Reported amount field will be filled in with the not-yet-settled amount. This automatically fillid in Reported amount can be edited.

In case of an invoice already being partially settled, the related Project Part and BR ID will be displayed (including the BR under preparation) in the **Multiply Info box** field (see in Fig. 18.). Invoices of Deleted and Rejected status do not considered as partially settled or once-reported, thus they do not appear in the **Multiply info box**.

	Beneficiary rep	port invoice - View	۲	
Invoice number	Supplier name	Multiply info box	^	
Invoice1	Supplier1	HUHR/1901/2.2.1/0122/B2 - BR2, HUHR/1901/2.2.1/0122/B2 - BR3, HUHR/1901/2.2.1/0122/B2 - BR3, HUHR/1901/2.2.1/0122/B2 - BR4		

In the Contract Number field on the Invoice form, the User can select the contract number associated with the invoice from the contracts being recorded on the Tender tab. If "Not relevant" is selected in the Procurement field, the Contract field is inactive. The details of the selected contract can be viewed by the **info** button.

When recording an invoice, the Budget fields must be filled in. Only Real Cost line items can be invoiced in the Budget fields. Technical invoices are automatically generated for Flat Rate and Lump-Sum lines. Lump-Sum costs will be automatically submitted in the first BR report.

The exchange rate is calculated based on the actual exchange rate of INFOREUR, however, the Users can enter an unique exchange rate by clicking the Different Exchange Rate check box.

Amounts of the invoice need to be filled in by the User, however the Gross Amount is automatically calculated.

The Users must upload at least one supporting document to be able to save the invoice.

^{17.} Multiply info box





3.1.5 Activities



18. Activities list screen

In the INTERREG+ system the Activities are grouped into Activity Groups (AG) providing the ease of navigating among the different Activities. After selecting, the AG of interest the Activities within can be accessed by the **Modify** button. By selecting the Activity of interest, the Activity form opens for modification by the **Modify** button. On the Activity form, the User can set the current status of the Activities recorded on the Project Part and provide the status of the progress regarding the current report in the associated text description field.

	Beneficiary	Report search	HUHR		UAT	(A) d	27)
			Activities - Modify		8	8	
Project Part ID HUHR/1901/2.2.1/0122/82	AG name	Activity ID Activity name	Activity status *	Activity originally planned		ary report	
	Activities	C	ation and management	~ ¥			
roject Acronym Riverside	AG description	Original description					
ead Beneficiary	AL description	All Beneficiaries have named their project team members. They will implementation and will coordinate the project, communicate with p	take care about quality project implementation within their proje project partners and other stakeholders, plan and organize the a	ect obligations. Project manager is in charge of overa activities, procurement procedures. Financial manage	r is in		
Javna ustanova za upravljanje zalitičenim dijelovima p		charge of financial construction of the project, payments related to t experts from Beneficiary organizations have been defined and- design	the project and providing all necessary financial documents need	ded for reporting. For all defined project activities rele	vant	ration 🗸	
Main data Achievements Tenders Invoice	Activities	experts from beneficiary organizations have been defined and- desi	gnated to ensure successful and timely implementation of define	ed project activities.			
O	0	F Current description *			w x 4	1	w x 4
AG name * Activities	Activity ID *						
PELIVIDES		Documents History					
	2	> Filters					
	3						
	4	O 🖲 🛞 🤗 💬 No records found 🗈 🛓 🗐		lw.			
		File name 0 Title 0	Creation date 🗸 Subject 🖗	Created by Created by Gene	rated 🗧		
	Save ×					_	
	U Save						
		Save Validate × Cancel					
		a save valuate x canter			_		
Validate × Cancel				Generate @ Task comment Exchange		T Continue later > Dron	 Send for signi

19. Activities – modify

The status of each Activity must be equal to or higher than their status in the previous report. If there is an Activity marked as mandatory on the Project Part for the given reporting period, then it must be reported.

On the History tab, the Users can view the status and description were given in previous BRs providing an easy navigation between reports of the same Activity.





3.1.6 Indicators

		ficlary Report search		HUHR					d 🐰 🔤 🖞
				Beneficiary Report - Under prepa	ration				
ject Part ID		Reporting periods *		BR Number		BR start date	BR end date *	Final Beneficiary report	
	2.2.1/0122/B2	<pre> RP 4 × RP 5 × </pre>		× ~		01/09/2021	28/02/2022		
ject Acrony	m		Project title			Start date of project	End date of project		
iverside				n of the Transboundary Biosphere Reserve Mura-Drav		01/09/2020	31/08/2022		
d Beneficia			Beneficiary			Contact person		Status	
	va za upravljanje zaštićenim dijelovima prirode i ek			ije zaštićenim dijelovima prirode Varaždinske županije				Under preparation	
_	Achievements Tenders Involces Activit	ies Indicators Information &	Publicity Works & Permits	Revenues Budget Cost Sources of Funding H	istory Documents				w x
dicator ID	Indicator Nam	÷	Indicator Category	Indicator Type 🖨	Base value	\$	Indicative Value in curre	nt BR 🖗 Target value 🖗	
				i i i i i i i i i i i i i i i i i i i	Ì				
- 501	Number of he	bitats with " A: excellent conserv	Programme	Result			0,00	0.00	
- 504		nt international studies	Programme	Output			0.00	0.00	
- 503		rticipants in joint education trai		Output			0.00	0,00	
5		oject events (conference, worksh		Output			0,00	0,00	
6	Number of jo	ts created/kept by the project	General	Result			0,00	0,00	
		ople directly benefiting from the	General	Result			0,00	0,00	
7	Number of ne	wly elaborated/harmonised doc	General	Output			0,00	0,00	
13	Number of av	areness rising events (workshop	Horizontal	Output			0,00	0,00	
2 - C13	Number of na	ture conservation organizations	Component specific	Output			0,00	0,00	
2 - 502	Surface area	of habitats supported to attain a	Programme	Output			0,00	0,00	
	X Cancel							n BR refresh • Continue later	

20. Indicators

The Indicators tab displays Indicators recorded in the Project and have a Target value larger than zero. The reporting of an Indicator can be started by selecting the Indicator of interest and hitting the Modify button.

			Indicator	rs - Modify		00		
HUHR/1901/2.2.1/0122/82	Reporting periods * RP 4 × RP 5 ×	Indicator Name				ste * 222	Final Beneficiary report	
	Red A RESA	Number of habitats with " A: exceller	nt conservation" status of selected Spec	ial Bird Protection Areas		and the second s	ME ALL	
roject Acronym Riverside						of project		
		Indicator Category	Indicator Type	Indicator ID		NGC.		
ad Beneficiary	enim dijelovima prirode i ekološkom mrežom Virovitičko-p	Programme	Result	2.2-501			Status Under preparation	
avita uscanova za upravijarije zasoc	enim alerowina prirober ekolosion miezoni virokobio-	Base value	Indicative Value in current BR *	Target value			onder preparadori	
Main data Achievements T	enders Involces Activities Indicators Informa	0,00	0,00		1,00			
		Indicator original description				~		
O	. 8				o brids briddene to establish databases on	1921		W 🗙 [
Indicator ID	Indicator Name		est which are the pasts for improving co	inservation status or a part	icular haultai, and relevant dages for rucure	tive Value in curre	nt DR Target value	
		Indicator current description *						
2.2 - 501	Number of habitats with , A: excellent core						0.00	1
22-504	Number of national studies	L					0,00	4
2.2-503	Number of participants in joint education t	Documents History					0,00	1
G05	Number of project events (conference, wor					1	0.00	2,
G06	Number of jobs created/kept by the project						0.00	3
G04	Number of people directly benefiting from		is found 🗈 🛓 🖾		W X D	3	0,00	3
507	Number of newly elaborated/harmonised of		Creation date -	Subject 0	Created by Version Generated		0,00	6
H03	Number of awareness rising events (works)		Creation date •	Sadject	created by Person Committee		0.00	2
2.2 - C13	Number of nature conservation organization						0.00	1
22-502	Surface area of habitats supported to attain						0,00	20.
		Save Validate × Canc	el					

21. Indicators - modify

On the History tab, the User can view the status and description were given in previous BRs.





3.1.7 Information & Publicity

First Prof.		eneficiary Report search		HUHR			UATZ (A)	<i>d</i> 8 =•	29:47 hr_fo1
O @ @ Found Treads []	HUHR/1901/2.2.1/0122/82 Project Acronym Riverside Lead Beneficiary	RP 4 × RP 5 × Pr	voject title Development and Protection of the Transboundary Biosphere Reser eneficiary	BR Number 4 4 ve Mura-Drava-Danube	01/09/2021 Start date of project 01/09/2020	28/02/2022	Status		8
Information & Publicity Type * Communication tool : Plannet Language : Solution this report :		vities Indicators Information & Public	Icity Works & Permits Revenues Budget Cost Sources of	Funding History Documen	its			W	
Promotornal materials (o g. leaflets, brochures, publications) Leaflets, brochures, publications, representative book HU-HREN][Status in this repo	ort 🖗		~
✓ Valdate ix Cancel	→ Valdare × Carcel				ی) Generate ତ Task comme	Rt Eschange rate refresh	BR refresh • Continue later	> Drop • Send fo	or signing

On the Information & Publicity tab, the progress of the commitments undertaken by the Beneficiary must be recorded.

	ikan 🗸	(UATZ (A)	29:90
Project Part ID Reporting periods * IRUHO10022.2.10122/02 BR4 # 895 * Project Annum Reporting Project Annum Reporting Reportin	Information & Publicity - Modify & Reference on a second s	re final Beneficiary report 22 center 22 center 22 center 23 center Conder proparation	8
C Found 1 records P	Unsurgenen min min span - Target forme Targe	Status in this report 1	
(Promosonal material (og traditis, trochures, publications)			

23. Informaion & Publicity modify

The status of each activity must be equal to or higher than their status in the previous report. On the History tab, the Users can view the status and description of the item given in previous BRs.





3.1.8 Works & Permits

	Beneficiary Report search		HUHR			UATZ (A)	29:50
Project Part ID HUHR/1901/2.1.3/0062/LB Project Acronym RoutesToRoots Lead Beneficiary	Reporting periods • Project title Runal routes Beneficiary	Beneficiary Report - × ~	BR Number	BR start date 01/09/2020 Start date of project 01/05/2020 Contact person	BR end date * 31/12/2020 End date of project 31/08/2021	Final Beneficiary report	8
Orfä Községi Önkormányzat Maln data Achlevements Tenders Involces		Önkormänyzat s & Permits Revenues Budget Cost Sources o	Funding History Document	Zita Füziné Kajdy		Under preparation	1
C C Found 1 records Z Z W&P Original description		&P Current description		Original rele	vant LOT numbers 🖯		
An old garner and it's environment will be renovated	and the interior will be set as an interactive blacksmith wor.			Cadastral N	lunicipality: Orfå. sector: 53. Cada:	tral plot: 0238/11	
				24			
Save successful (8) ncel		24 Works	& Permits	Generate So Task comm	ent Exchange rate refresh	BR refresh	Drop Send for signing

24. Works & Permits

On the Works & Permits tab, the Users, by the Modify button, need to record the development of the construction sites and permits indicated in the project, which is related to the sites specified in the Other info / Infrastructure location in the Project Part.

	HUHR V	(UATZ (A)) d 1	29:48
Project Per II D Reporting periods Reporting periods	Works & Permita - Modify WiP Grignal description An dia gimme and ris environment will be renovated and the interior will be set as an interactive blackomen workshop. WiP Correct description * Organise relevant. LOP numbers Catastral Municipality. ONE, sector: 53. Catastral pice (228/11 Cocatastral Municipality. ONE, sector: 53. Catastral pice (228/11) Cocatastral Municipality. ONE, sector: 53. Catastral pice (228/11) Cocatastral Municipality. ONE, sector: 53. Catastral pice (228/11)	Final Breeficiery report 20 Travect 21 Travect 23 Status Under preparation	11, raques 0 (2006) * *

25. Works&Permits - new

On the History tab, the Users can view the status and description of the item given in previous BRs.





3.1.9 Revenues

≡	INTERREG 7	Beneficiary Report search			[HUHR			UATZ (A)	đ	8 📼	0 egas	29:47 par_fo1
				Ben	eficiary Report - U	Inder preparation							8
Project		Reporting periods *				BR Number	BR start date	BR end date *	Final Beneficiary report				
U.S. Salar	1901/2.1.3/0062/LB	✓ RP 2 ×			× ~	5	01/09/2020						
	Acronym		Project title				Start date of project	End date of project	1				
	ToRoots			common heritage			01/03/2020	31/08/2021	J				
	neficiary		Beneficiary				Contact person		Status				
Orfà Ki	özségi Önkormányzat		Orfü Községi Ön	nkormányzat			Zita Füziné Kajdy		Under preparation				
Melr	Main data Achievements Tenders Involces Activities Indicators Information & Publicity Works & Permits Revenues Budget Cost Sources of Funding History Documents												
Reve	nues												
0	🖲 🛞 No records found + 🖹											w (×
Docum	ents in equivalent probative value 🔍 Na	me of partner De	criptions of revenues 0	Reported amount 0		Currency 🕆	Reported amount in EUR	Budget heading	Checke	d 0			
									v				~
					26. Rev	/enues							

It is possible to record and manage the revenue(s) related to the project. Use the add (+) button to add a new revenue item to the report. The reported revenue is not automatically deducted fron the accepted costs. Once the BR is submitted the revenue item(s) cannot be deleted. Upon approval of the BR the items cannot be modified any longer.

		HUHR	(UATZ (A)) 0 5 5 5 0 egaspar_fo1
	Beneficiary rep	ort revenue - New 🛞	8
Project Part ID Reporting periods * HUHR/1901/2.1.3/0062/LB RP 2 ×	Documents in equivalent probative value ID *	Name of partner *	tte * Final Beneficiary report
Project Acronym RoutesToRoots	Budget heading		af project
Lead Beneficiary Orfù Községi Önkormányzat	Related activity according to the AF *		Status Under preparation
Main data Achievements Tenders Involces Activities Indicators Informa Revenues	Descriptions of revenues •	, 	
O C D No records found + E D	Revenue incurred on • Date of accounting the revenue •	Revenues foreseen in the AF	Eudget heading Checked 1
Documents in equivalent probative value _ 0 Name of partner 0 Desc	Currency • Exchange currencies	Different exchange rate Exchange rate	Budget heading Checked 1
	Checked		
	Net amount	Amount in selected currency Amount in EUR	
	Vat amount	0,00	
	Gross Amount		
	Reported Amount		
	Deducted Amount		
	Documents		
	> Filters		
	O O	Subject 🌢 Created by 👶 Version 🖨 Generated 🖨	
		~	
Validate × Cancel	Save Validate X Cancel		mange rate refresh BR refresh Continue later Drop Send for signing
	27 Rovo	nues - new	

27. Revenues - new

The Budget Heading selection is entitled to the Controller who validates the BR. The exchange rate works the exact same way as for Invoice.





3.1.10 Budget Cost

			Beneficiary Report - Under preparation				
ect Part ID IHR/1901/2.1.3/0062/LB	Reporting periods *		BR Number	BR start date	BR end date •	Final Beneficiary report	
ect Acronym	RP 2 ×	Project title	× ·	5 01/09/2020 Start date of project	31/12/2020 End date of project		
utesToRoots		Rural routes of common heritage		01/05/2020	31/08/2021	11	
d Beneficiary		Beneficiary		Contact person		Status	
fű Községi Önkormányzat		Orfú Községi Önkormányzat		Zita Füziné Kajdy		Under preparation V]
Aain data Achievements Tenders In	volces Activities Indicators Informati	on & Publicity Works & Permits Revenues	Budget Cost Sources of Funding History Doo	uments			
) ⊭ ≫ ⊕ ⊛							w ×
Budget Lines			Planned Amount	Previously Validated Amount	Current Report Amount	Accumulated Amount	Remaining Budget Amo
1 Preparation costs			750,00	750,00	0,00	750,00	C
2 Staff costs			0,00	0,00	0,00	0,00	(
3 Office and administrative 4 Travel and accommodatio			0,00	0,00	0,00	0,00	
4 Travel and accommodatio 5 External expertise and set			0,00 22.450.00	0,00	0,00	0,00 4 286.20	18 16
6 Equipment expenditure	Vices Costa		5 000.00	3 784.02	0.00	3 784.02	121
7 Infrastructure and works			107 000,00	102 540.00	2 873.32	105 413.32	1 58
Current report revenue			0,00	0,00	0,00	0,00	(
হিচা			135 200,00	168 974.02	6 159,52	114 233.54	20 9
Total			135 300,00	16# 074.92	61852	114.233.54	201

118. Budget Cost

Under the Budget Cost tab, the User can track the progress of the costs incurred in the project part, the progress of the budget. Amounts are shown in EUR.

The **Planned Amount** column displays the budget values specified in the Project Part.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated BRs.

The **Current Report Amount** is the amount reported in the given BR, which includes the Reported amount before approval and the Accepted amount after approval.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.





3.1.11 Sources of Funding

	Beneficlary Report search		HUHR			(A)	🥑 🔣 📼 🛛 egaspar
			Beneficiary Report - Under preparation				
oject Part ID	Reporting periods *		BR Number		3R end date *	Final Beneficiary report	
9UHR/1901/2.1.3/0062/LB	V RP 2 X		× ~				
oject Acronym outesToRoots		Project title Rural routes of common heritage			ind date of project 31/08/2021	-	
ad Beneficiary		Beneficiary		Contact person	5110012021	Status	
rfù Községi Önkormányzat		Orfü Községi Önkormányzat		Zita Füziné Kajdy		Under preparation	*
Main data Achievements Tenders Invol	ces Activities Indicators Information	& Publicity Works & Permits Revenues	Budget Cost Sources of Funding History D	ocuments			
O ४ » ⊕ ⊕							w ×
o. * Budget Line			Planned Amount	Previously Validated Amount	Current Report Amount	Accumulated Amount	Remaining Budget Amo
1. EU contribution			114 920,00	91 862,91	5 235,59	97 098,50	17 821
2. National contribution > 3. Own contribution			13 520,00	10 807,40 5 403,71	615,95 307,98	11 423,35 5 711,69	2.096
Там			135 200,09	138 074.02	6 119.52	114 233.54	23 %
100			135 200.00	168 (74.62	6 119.52	114235.54	20 9
Total			135 200.00	108 07402	6 1935	11423534	201
Total			195 200.00	10g 07A02	6 199.52	114 233.54	10 M

29. Source of Funding

In the Sources of Funding tab the financial progress of the project part is displayed as in the Budget cost tab, however instead of Budget lines, here the sources of the fundings are shown.

The **Planned Amount** column displays the budget values specified in the Project Part.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated BRs.

The **Current Report Amount** is the amount reported in the given BR, which includes the Reported amount before approval and the Accepted amount after approval.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.





2.3.12 History

Project UD Reparting personds* Bit water Bit water date Bit water dater date Bit water d
Index data Andrewe Index data Index data Lata Addrewe Based data Science Science Lata Addrewe Science Science Science
Resets Biolosis Resets Of common herrage 01/55/2020 31/05/2021 Bainting Off Koosing Onkomminyzat Ont Koosing Onkomminyzat Ont Koosing Onkomminyzat Data Same Koping Bainting Off Koosing Onkomminyzat Off Koosing Onkomminyzat Off Koosing Onkomminyzat Data Same Koping Bainting Off Koosing Onkomminyzat Off Koosing Onkomminyzat Off Koosing Onkomminyzat Data Same Koping Bainting Off Koosing Onkomminyzat Off Koosing Onkomminyzat Data Same Koping Bainting Data Same Koping Bainting Off Koosing Onkomminyzat Data Same Koping Bainting Data Same Koping Bainting Data Same Koping Bainting Off Koosing Onkomminyzat Data Same Koping Bainting Data Same Koping Bainting Data Same Koping Bainting
Main data Achivements Tenders Ontices priori Off. Rocelig Chiomningtat Off. Rocelig Chiomningtat Contact priori Cate Care Frain Off. Off. Rocelig Chiomningtat Off. Rocelig Chiomningtat Cate Care Frain Cate Care Frain Off. Off. Off. Rocelig Chiomningtat Off. Rocelig Chiomningtat Main data Achivements Revenues Off. Off. Off. Rocelig Chiomningtat Off. Rocelig Chiomningtat Main data Revenues Budget Cost. Sources of Funding Massay Off. Off. Off. Rocelig Chiomningtat Satt date 4 Cost data Accordent
Orth Kocseg Onkommangzat: Orth Kocseg Onkommangzat: Zita Farmin Kagdy Under preparation Main Astar Activities Indicators Information & Publicity Works & Permits Revenues Budget Cost. Sources of Funding Missoary Documents © @ 0 fund arrender © @ 0 fund arrender Sources of Funding Missoary Documents
Main data Achivementa Tenders Involces Activities Indicators Information & Publicity Works & Permits Revenues Budget Cost Sources of Funding Ristory Documents O C Pound Tecords Characterizer Tools comment Tools Content Tools C
O @ @ Found 3 records © Task name: End date: Assgnet: Task comment
Record BR data 14/08/2020 08:53:43 14/08/2020 09:54:25 egaspar_fo1
✓ E-Sign 14/08/2020 09:54:31 28/08/2020 15:05:25 egaspar_j02
Record BR data 28/08/2020 15.05.25 egaspar_fo1

On the History tab, the User can view the changes made in the BR. The task name, the User who completed the task, the start and end date of the task are listed here. The end date is not marked until the process is completed.

3.1.13 Documents

	Beneficiary Report search		HUHR			UATZ (A)	29:35
		Beneficiary Rep	ort - Under preparation				*
Project Part ID HUHR/1901/2.2.1/0122/B2	Reporting periods •	ذ	BR Number	BR start date 4 01/09/2021	BR end date * 28/02/2022	Final Beneficiary report	
Project Acronym Riverside		Project title Development and Protection of the Transboundary Biosphere	Reserve Mura-Drava-Danube	Start date of project 01/09/2020	End date of project 31/08/2022		
Lead Beneficiary Javna ustanova za upravljanje zaštićenim dijelovima j	prirode i ekološkom mrežom Virovitičko-podravsi	Beneficiary Javna ustanova za upravljanje zaštićenim dijelovima prirode Va	raždinske županije	Contact person		Status Under preparation]
Main data Achievements Tenders Invoice	es Activities Indicators Information & Pu	blicity Works & Permits Revenues Budget Cost Sour	es of Funding History Do	cuments			
Filters O	• • • •						
O ⑦ ④ Ø ⊖ No records found ◎		Title 🌣 Creation date 🛥	Subject 🖗			Created by 🖗	Version Generated
		31 D	ocumente				

31. Documents

Documents uploaded to BR or generated by the system can be viewed. Documents uploaded by the User can be deleted only at the given step in the process.

The subject, serving as a description for a document, can be specified and changed by clicking on the (Subject) icon.





3.1.14 Completion

	Beneficlary Report search		HUHR			UATZ (A)	29.49
Project Part ID HUHR/1901/2.2.1/0122/82 Project Acronym Riverside				BR start date 01/09/2021	BR end date • 28/02/2022 End date of project 31/08/2022	Final Beneficiary report	8
tead Beneficiary Javna ustanova za upravljanje zaltićenim dijelovima prirode Maln data Achievements Tenders Involces Ac Document Completion dates	i ekološkom mrežom Virovitičko-podravsk Javn	Rclary a ustanova za upravljanje zaltićenim dijelovima prirode Var Works & Permits Revenues Budget Cost Sourc		Contact person		Status Need amendment ~	
Filters ① ① ① ① ① ① ① ① ① ① ① ① ① ①	£ [0]	Title © Creation date •	Subject 🗄			Constant Inc.	W 🗶 🛃
UKKMIRP-208.docx		1/8e = Creation date ↓ 28/08/2020 11				Created by a	Version © Generated ©
Validate × Cancel			molotion	⊕] Generate (D) Task comm	ent Exchange rate refresh	BR refresh	Urop Send for signing

32. Completion

The Completion tab only appears if a BR needs completion according to the controller's decision who validates the BR. Under the tab, there are two subtabs:

- the *Documents*, where the completion documentation is uploaded to by the Controller, and
- the Dates, where most importantly the deadline for completion can be viewed.

		Brook days Brook Mard and and				
Project Part ID HUHR/1901/2.2.1/0122/82	Reporting periods *	Beneficiary Report - Need amendment	BR start date 4 01/09/2021	BR end date * 28/02/2022	Final Beneficiary report	
Project Acronym Riverside		Project title Development and Protection of the Transboundary Biosphere Reserve Mura-Drava-Danube	Start date of project 01/09/2020	End date of project 31/08/2022	11	
Lead Beneficiary Javna ustanova za upravljanje zaštičenim dijelo	vima prirode i ekološkom mrežom Viroviščko-podravsk	Beneficiary Javna ustanova za upravljanje zašticenim dijelovima prirode Varablimske bupanije	Contact person		Status Need amendment	j.
Main data Achievements Tenders II	ivolces Activities Indicators Information & Pu	blicity Works & Parmits Revenues Budget Cost Sources of Funding History Docu	ments Completion	_		_
	nvoices Activities Indicators Information & Ps	blicity Works & Permits Revenues Budget Cost Sources of Funding History Docu	ments Completion		_	_
Main data Achievements Tenders II	volces Activities Indicators Information & Pu	bilicity Works & Permits Revenues Budget Cast Sources of Funding History Docu	ments Completion			
Main data Achievements Tenders In Document Completion dates	voices Activities Indicators Information & Pu Completion number	blicity Wurks & Permits Revenues Budget Cost Sources of Funding History Docu Service to companion	ments Completion	Complesion deadline		Completion subm

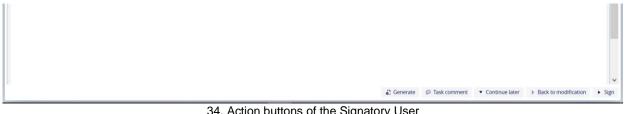
33. Completion / Dates





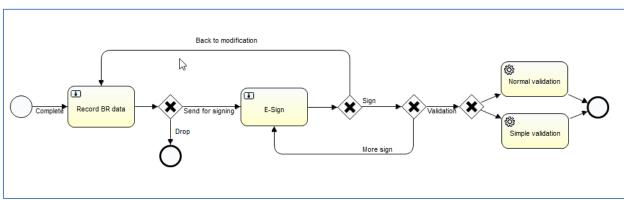
3.2 SUBMISSION OF BR

Once the BR is completed, the Recording User can send it to the Signatory User for esingning by clicking on the **Send for signing** action button. The Signatory User can only view the BR, editing is not allowed to them. If the Signatory User finds the BR correct they can submit it by the Sign action button. With this action the BR is submitted and moves to the Controllers Task list and the validation process initiates. If the Signatory User decides that the BR is not fully complete, they cab send it back for further editing by the Back to modification action button, in which case the Task comment field must be filled.



34. Action buttons of the Signatory User

Once the BR is submitted and the validation process initiated the Controller can decide on the next action. If the Controller decides that the BR is not fully complete, the Controller sends it back to completion and the BR returns from the Back Office process with the status of "Need amendment". In this case, the required modification can be done by the Recording User and the completion document can be downloaded from the Completion tab. The submission process can be resumed in the usual way. The below figure explaines the submission process in a visual manner.



35. Completion workflow





4. VIEWING THE PROJECT PART

The User can view the Project Part they assigned to. The function is available through the Main Menu / Project data / Project Part View menu item. The Project Part is available only for viewing; the User cannot edit, modify or delete any piece of data.

On the Project Part information on the Partner, Contact persons, Users (the Recording and Signatory), Budget of the Project Part, Beneficiary Report (essentially the same as the Beneficiary Report menu item), and Documents for the Project Part (e.g. Permits, Studies, Blueprints, etc) are available.

			Normal project	/ Project part - View							
e Project part ID	Beneficiary		Project acronym				Duration of PP (in months)		Start of PP	End of PP	
2 HUHR/1901/2.2.1/0122/82	B2 - HR - JU VŽ		Riverside					24	01/09/2020	31/08/2022	
ject part description			Responsible unit for con	ntrol	Controller/Auditor (1)		Controller/Auditor (2)		PP total cost (EUR)	EU contribution	n (EUR)
		R	FLC Zagreb			~ 0		~ 0	128 746,00		109 434
Beneficiary Contacts Users Re	porting periods Budget Other financial information Benef	ficlary Reports Documents	_								
artner			Abbreviated name			Start of Ber	neficiary		End of Beneficiary		
100237 - Javna ustanova za upravljanje	zaštićenim dijelovima prirode Varaždinske županije - 41913392636		JU VŽ			01/09/202	20		31/08/2022		
fficial name (in original language)				Official name (in Englis	ih)						
lavna ustanova za upravljanje zaštićenir	n dijelovima prirode Varaždinske županije			Public Institution for	management of protected areas	of nature in \	Varaždin County				
ational tax number	Registry number	Community tax number		VAT reclaimer		Date of fou			Founder organization		
41913392636	01511718			Not reclaimer		10/06/199	99		Varaždin County		
igibility type	Institution type	Legal status		Website							
Nuts III	 Budgetary organisation of a local government 	Public organization		www.priroda-vz.hr							
he Partner does not exist yet, I want to											
Official address Branch office ad	dress Malling address										
Country	Nuts III			Settlement				Postal code			
Croatia	 Varaždinska županija 		 Varašdin 						42000		
street, nr., PO box											in the second se
Kratka 1											
The branch office address is same as th The mailing address is same as th											
the manny address is suffic as th	e official address										

36. Project Part View

5. INTERREG+ TECHNICAL SUPPORT

Should you have any technical issue concerning INTERREG+ IT System functioning, please contact INTERREG+ Support Team at the <u>iplussupport@szpi.hu</u> e-mail address.

To support your case, please, provide a description of the problem with as much details as possible, and attach screenshots, of which the entire screen is visible. Additionally, please provide the Project (Part) ID and the username.