



**INTERREG**

*INTERREG+ IT System*  
**BENEFICIARY REPORT**

**Interreg Hungary-Slovakia-Romania-Ukraine ENI  
CBC Programme 2014-2020**

**User Manual - Front Office**

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## BENEFICIARY REPORT - USER MANUAL

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### Version History

Date	System version	Version	Description
2020.11.05	v2.5.0	1.0.0	1st version for INTERREG+ Beneficiary Report
2021.01.14	v2.7.3	1.0.1	Updated version for INTERREG+ Beneficiary Report

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# 1. INTRODUCTION

## 1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Beneficiaries of the Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 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 Users can access INTERREG+ IT system in order to manage BRs of the Project Part at the link provided here: <https://huskroua.interregplus.eu>.

## 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. User can only edit and view Beneficiary Reports for the Project Part of which they are assigned to.

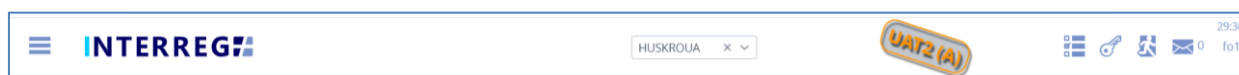
For specific rules and policy on user management, please refer to the *User Manual for Lead Beneficiaries and Beneficiaries* of User Management Tool for INTERREG+ IT system document available on the official [Programme website](#).

## 2. GENERAL REMARKS

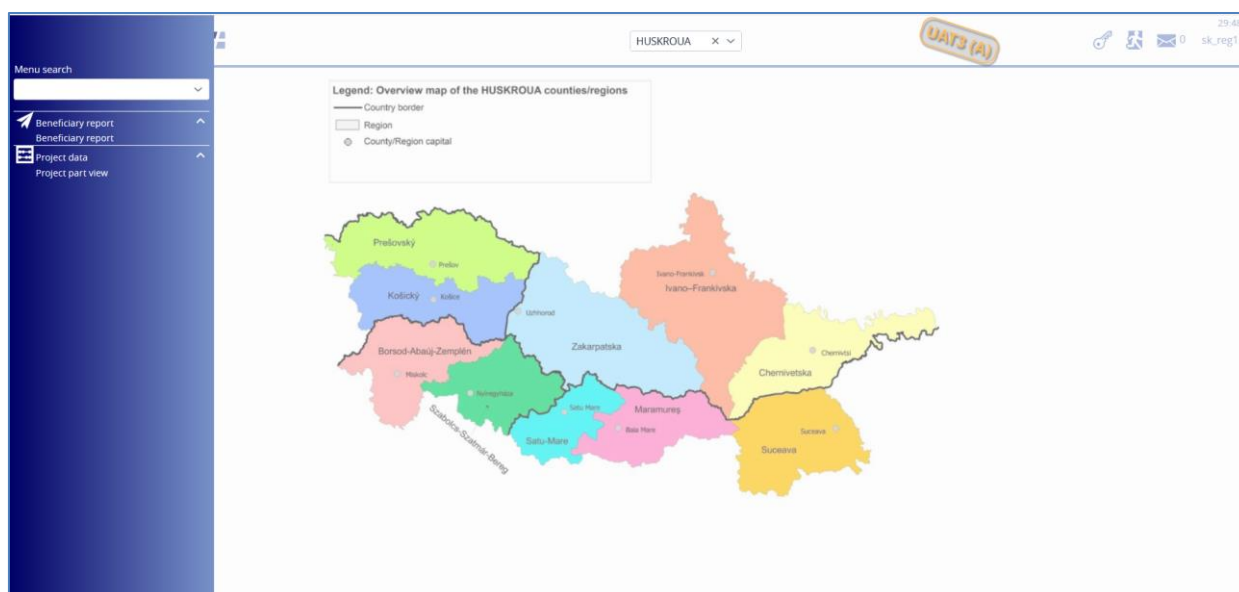
In this chapter those functions are presented, which work exactly the same way independently of which form or screen they found on.

### 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).



1. Figure: INTERREG+ Beneficiary Report header



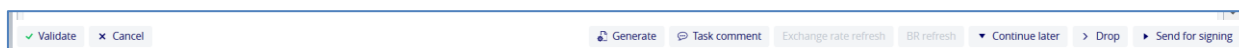
2. Figure: Main Menu

Under the Beneficiary Report menu item the Beneficiary 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 Profile 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.

## BENEFICIARY REPORT - USER MANUAL

### 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:








3. Figure: The „action” buttons

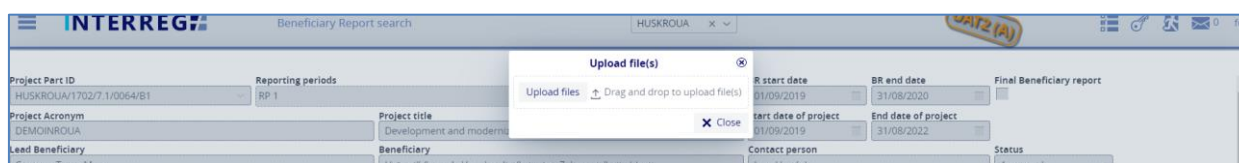
- The Beneficiary Report form (in pdf format) can be generated at any time in the recording process by pressing the **Generate** button, on which a “DRAFT” watermark is printed. The final BR document is generated automatically when the BR submitted to Back Office.
- When the Users press the **Validate** 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 are filled and all rules are copied with, 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 dropped 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.

## BENEFICIARY REPORT - USER MANUAL


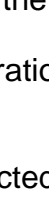

### 2.3 THE 'FUNCTION' BUTTONS

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  (**Modify**) 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 browse 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;



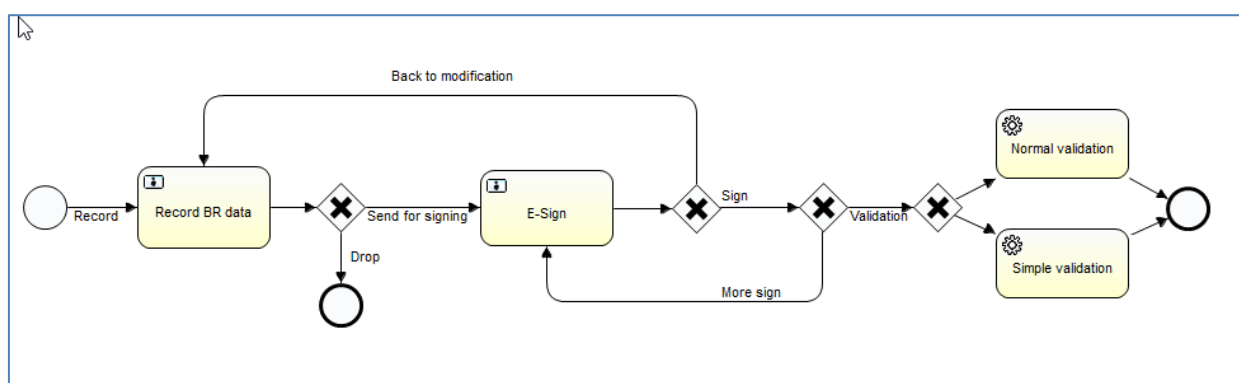
4. Figure: Upload file(s) communication panel

- the  (Download) button allows downloading even multiple selected files from the list 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:



5. Figure: Recording workflow

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 endorsement, 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.
3. BR verification: After submission, the BR will be verified by the project controllers/auditors 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 reverification: an already approved BR can be re-verified, if needed, e.g. due to irregularities observed during inspection on the project location, changes of legislation for the favor of the Beneficiary, etc. In the event of a request for reverification, 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.

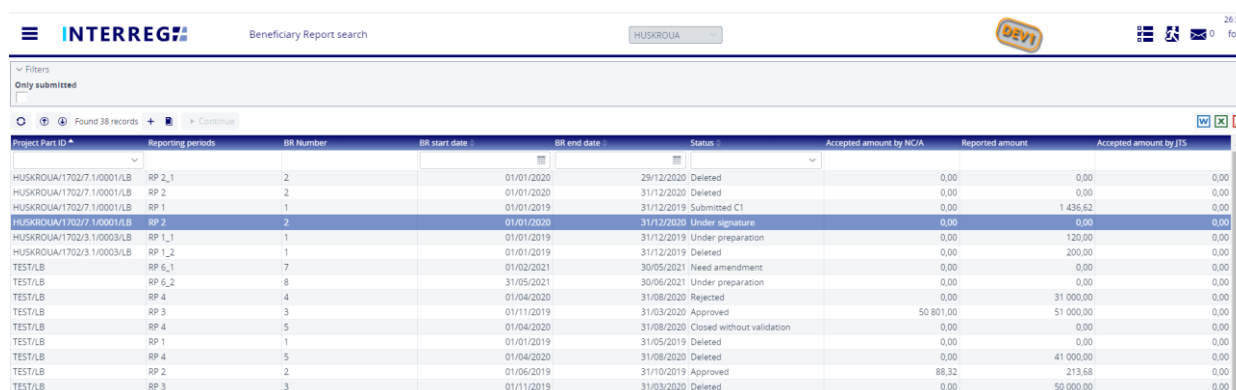
BRs are status-managed allowing the User to keep track of the progress of submission and also the verification of the BR.



## BENEFICIARY REPORT - USER MANUAL

### 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. Users can only edit and view BRs the Project Part of which they have been assigned to as Recording and/or Signatory Users.



Project Part ID*	Reporting periods	BR Number	BR start date	BR end date	Status	Accepted amount by NCA	Reported amount	Accepted amount by JIS
HUSKROUA/1702/7/1/0001/LB	RP 2_1	2	01/01/2020	29/12/2020	Deleted	0,00	0,00	0,00
HUSKROUA/1702/7/1/0001/LB	RP 2	2	01/01/2020	31/12/2020	Deleted	0,00	0,00	0,00
HUSKROUA/1702/7/1/0001/LB	RP 1	1	01/01/2019	31/12/2019	Submitted C1	0,00	1 436,62	0,00
HUSKROUA/1702/7/1/0001/LB	RP 2	2	01/01/2020	31/12/2020	Under signature	0,00	0,00	0,00
HUSKROUA/1702/3/1/0003/LB	RP 1_1	1	01/01/2019	31/12/2019	Under preparation	0,00	120,00	0,00
HUSKROUA/1702/3/1/0003/LB	RP 1_2	1	01/01/2019	31/12/2019	Deleted	0,00	200,00	0,00
TEST/LB	RP 6_1	7	01/02/2021	30/05/2021	Need amendment	0,00	0,00	0,00
TEST/LB	RP 6_2	8	31/05/2021	30/06/2021	Under preparation	0,00	0,00	0,00
TEST/LB	RP 4	4	01/04/2020	31/08/2020	Rejected	0,00	31 000,00	0,00
TEST/LB	RP 3	3	01/11/2019	31/03/2020	Approved	50 801,00	51 000,00	0,00
TEST/LB	RP 4	5	01/04/2020	31/08/2020	Closed without validation	0,00	0,00	0,00
TEST/LB	RP 1	1	01/01/2019	31/05/2019	Deleted	0,00	0,00	0,00
TEST/LB	RP 4	5	01/04/2020	31/08/2020	Deleted	0,00	41 000,00	0,00
TEST/LB	RP 2	2	01/06/2019	31/10/2019	Approved	88,32	213,68	0,00
TEST/LB	RP 3	3	01/11/2019	31/03/2020	Deleted	0,00	50 000,00	0,00

6. Figure: Beneficiary Report list

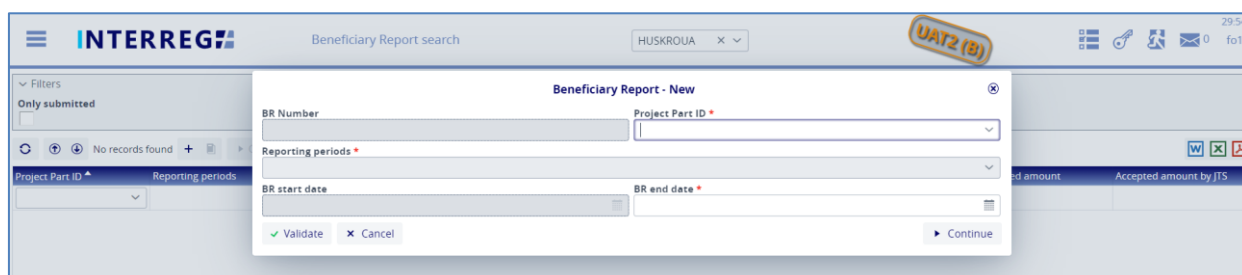
The main rules for BR creation are:

- 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 verification until the BR previously submitted one is verified (Approved / Rejected / Closed without verification status).
- The BR has to cover a whole reporting period, it's not allowed to submit to fractional period, but it's allowed to merge periods.
- 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. When selecting a predefined RP the start and end dates are automatically filled, however the end date can be modified if needed to create asymmetrical period.

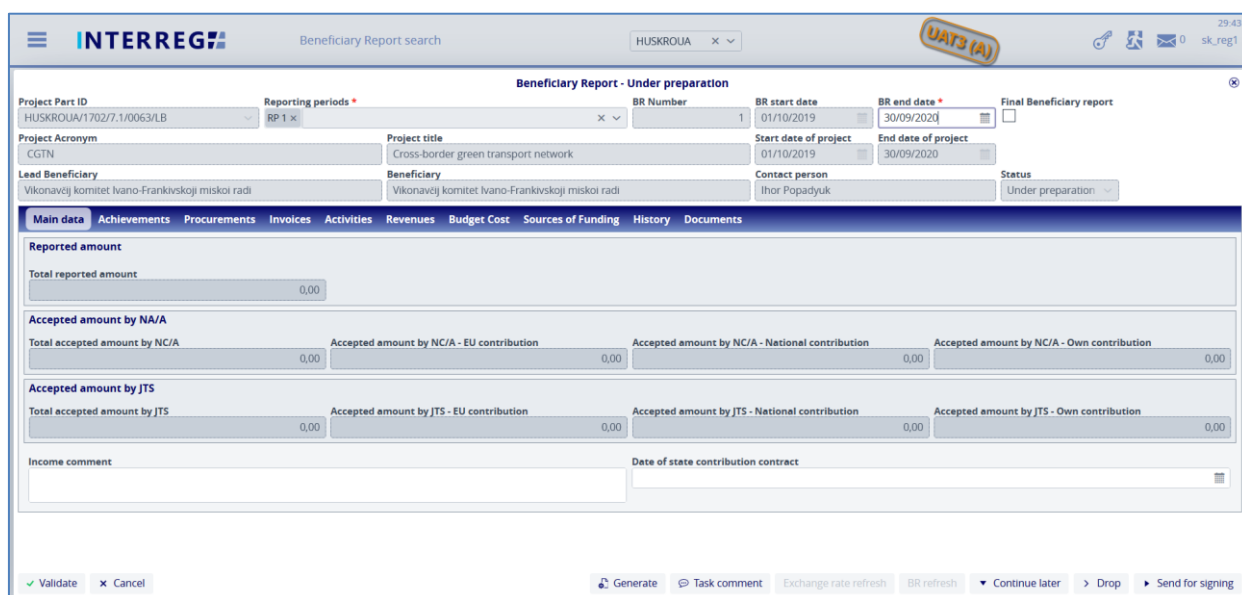
## BENEFICIARY REPORT - USER MANUAL



The screenshot shows the 'Beneficiary Report - New' form. It features a search bar at the top with 'HUSKROUA' and a 'UAT2 (B)' badge. The form has several input fields: 'BR Number', 'Project Part ID', 'Reporting periods', 'BR start date', and 'BR end date'. At the bottom, there are three buttons: 'Validate', 'Cancel', and 'Continue'.

7. Figure: 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.



The screenshot shows the 'Beneficiary Report - Under preparation' form. It displays project details: Project Part ID (HUSKROUA/1702/7.1/0063/LB), Reporting periods (RP 1), BR Number (1), BR start date (01/10/2019), BR end date (30/09/2020), Project title (Cross-border green transport network), and Beneficiary (Vikonavej komitet Ivano-Frankivskoji miskoi radi). It also shows financial data sections for 'Reported amount', 'Accepted amount by NA/A', and 'Accepted amount by JTS'. At the bottom, there are buttons for 'Validate', 'Cancel', 'Generate', 'Task comment', 'Exchange rate refresh', 'BR refresh', 'Continue later', 'Drop', and 'Send for signing'.

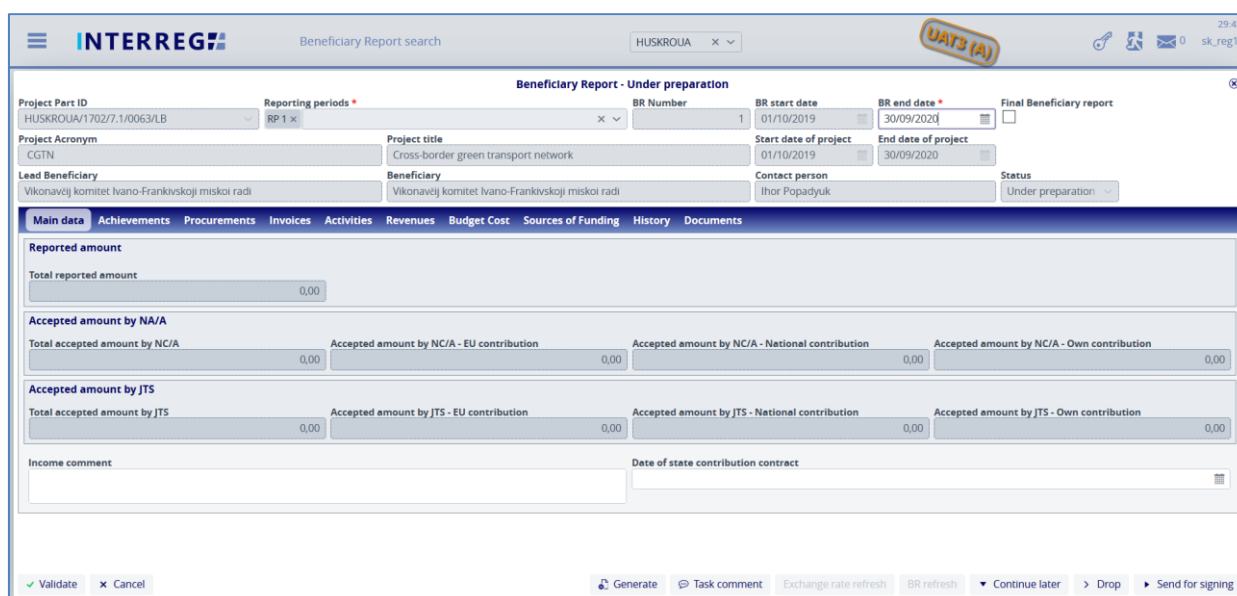
8. Figure: Creating Beneficiary Report

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 accommodate 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).

## BENEFICIARY REPORT - USER MANUAL

### 3.1.2 Main data

Under this tab (the first on the tab header), the most important information of the given BR is found, such as financial information on Reported and Accepted amounts. As long as the BR is under preparation, the *Total reported amount* cell continuously fills in by the total amount of the invoices added by the User. Distribution among the sources of funding (i.e. ENI, national, and own) is not shown, only after the BR is verified by the NC/A. Once the BR is verified by the NC/A and/or the JTS, the cells of *Verified amount by NC/A* and/or *Accepted amount by JTS* section will also be filled by the relevant values.



The screenshot displays the 'Beneficiary Report - Under preparation' interface. The top navigation bar includes the INTERREG logo, a search bar with 'HUSKROUA' entered, and a 'UATS (A)' badge. The main content area is divided into several sections:

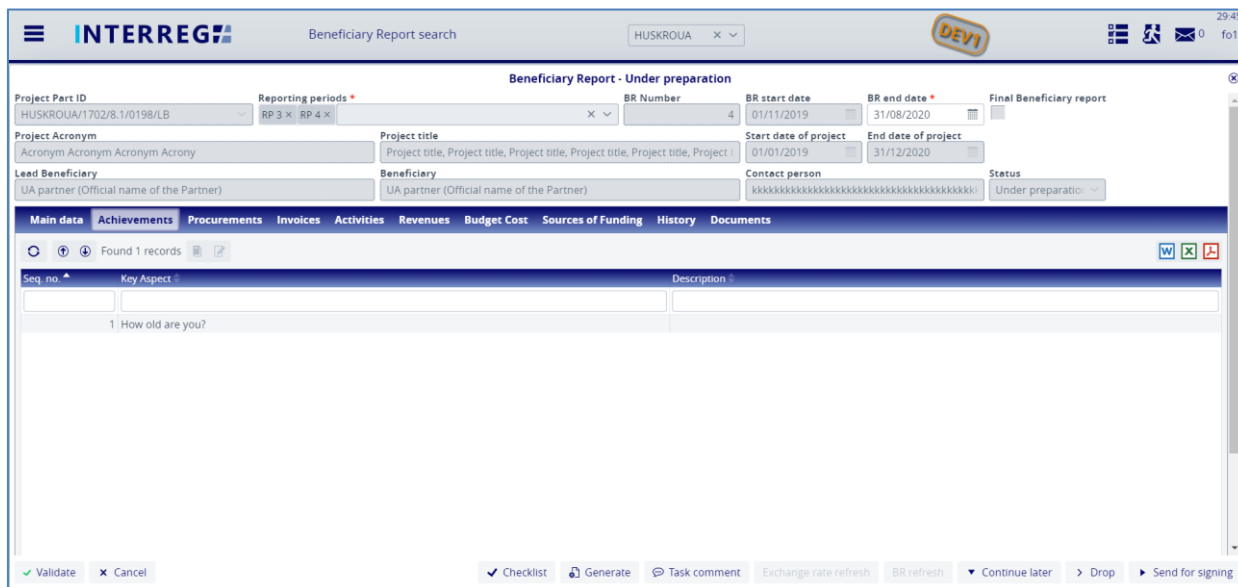
- Project Information:** Project Part ID (HUSKROUA/1702/7.1/0063/LB), Reporting periods (RP 1), BR Number (1), BR start date (01/10/2019), BR end date (30/09/2020), and Final Beneficiary report checkbox.
- Project Details:** Project Acronym (CGTN), Project title (Cross-border green transport network), Start date of project (01/10/2019), and End date of project (30/09/2020).
- Beneficiary Information:** Lead Beneficiary (Vikonavej komitet Ivano-Frankivskoji miskoi radi), Beneficiary (Vikonavej komitet Ivano-Frankivskoji miskoi radi), Contact person (Ihor Popadyuk), and Status (Under preparation).
- Financial Summary:**
  - Reported amount:** Total reported amount: 0,00
  - Accepted amount by NA/A:**
    - Total accepted amount by NC/A: 0,00
    - Accepted amount by NC/A - EU contribution: 0,00
    - Accepted amount by NC/A - National contribution: 0,00
    - Accepted amount by NC/A - Own contribution: 0,00
  - Accepted amount by JTS:**
    - Total accepted amount by JTS: 0,00
    - Accepted amount by JTS - EU contribution: 0,00
    - Accepted amount by JTS - National contribution: 0,00
    - Accepted amount by JTS - Own contribution: 0,00
- Comments:** Income comment and Date of state contribution contract fields.

At the bottom, there are buttons for 'Validate', 'Cancel', 'Generate', 'Task comment', 'Exchange rate refresh', 'BR refresh', 'Continue later', 'Drop', and 'Send for signing'.

9. Figure: Main data

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### 3.1.3 Achievement



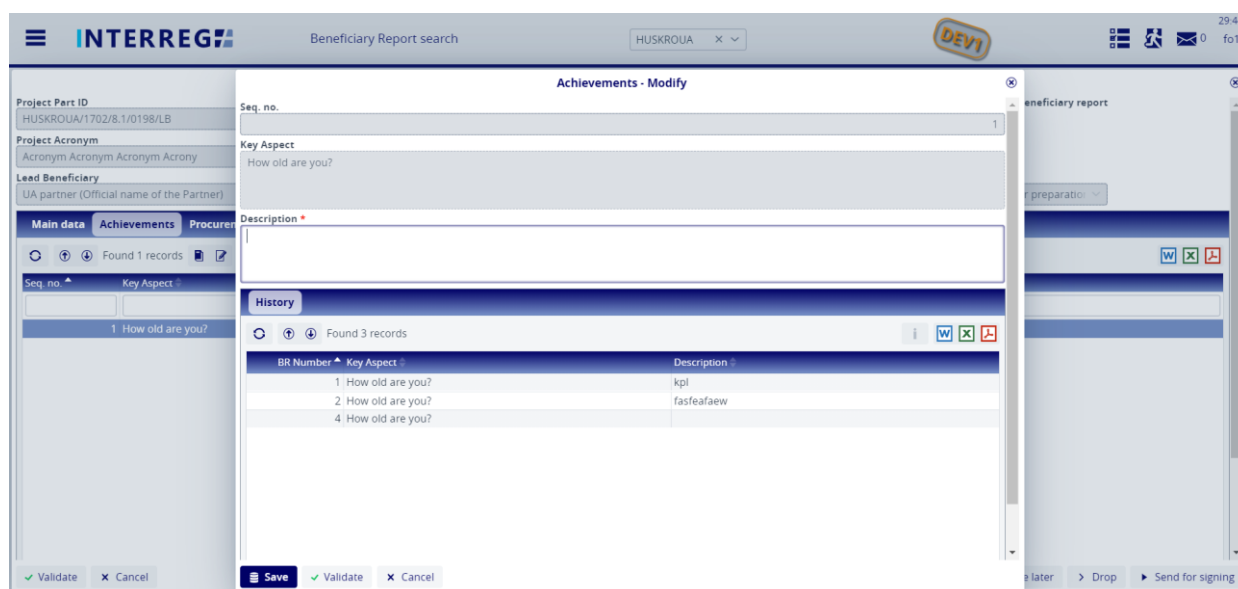
The screenshot shows the 'Beneficiary Report - Under preparation' interface. The 'Achievements' tab is selected, displaying a table with one record:

Seq. no.	Key Aspect	Description
1	How old are you?	

At the bottom of the interface, there are buttons for 'Validate', 'Cancel', 'Checklist', 'Generate', 'Task comment', 'Exchange rate refresh', 'BR refresh', 'Continue later', 'Drop', and 'Send for signing'.

10. Figure: Achievements

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



The screenshot shows the 'Achievements - Modify' dialog box. The 'Key Aspect' is 'How old are you?'. The 'Description' field is empty. Below the dialog box, a table shows the history of modifications:

BR Number	Key Aspect	Description
1	How old are you?	kpl
2	How old are you?	fasfeafaew
4	How old are you?	

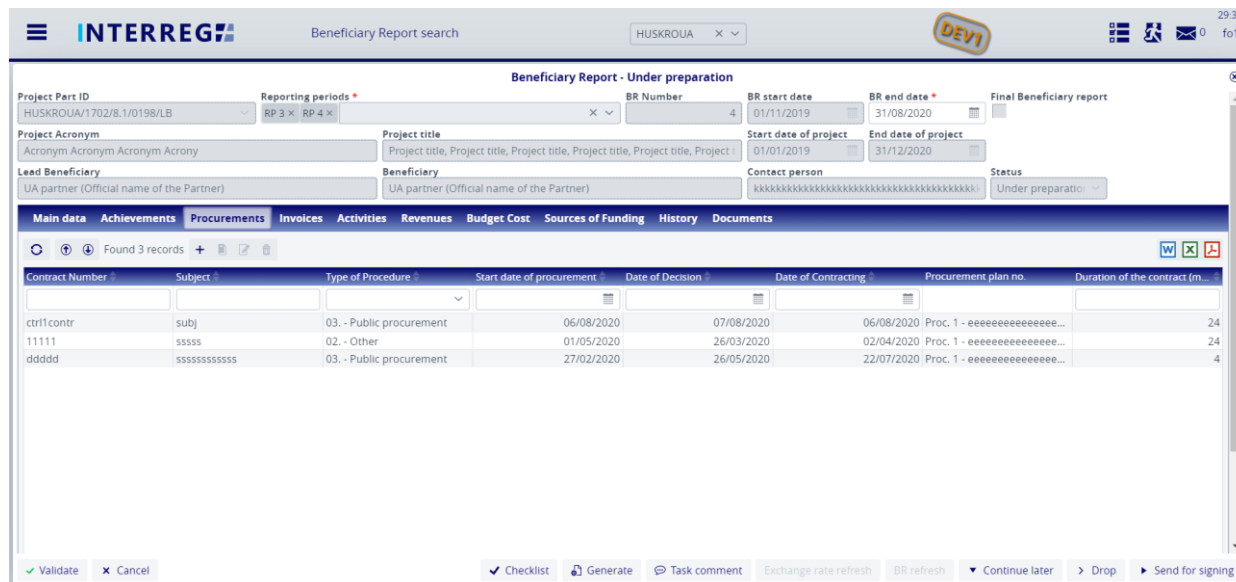
At the bottom of the dialog box, there are buttons for 'Save', 'Validate', and 'Cancel'.

11. Figure: Achievements – modify

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

### 3.1.4 Procurements



The screenshot shows the 'Procurements' tab in the 'Beneficiary Report - Under preparation' section. The table below contains the following data:

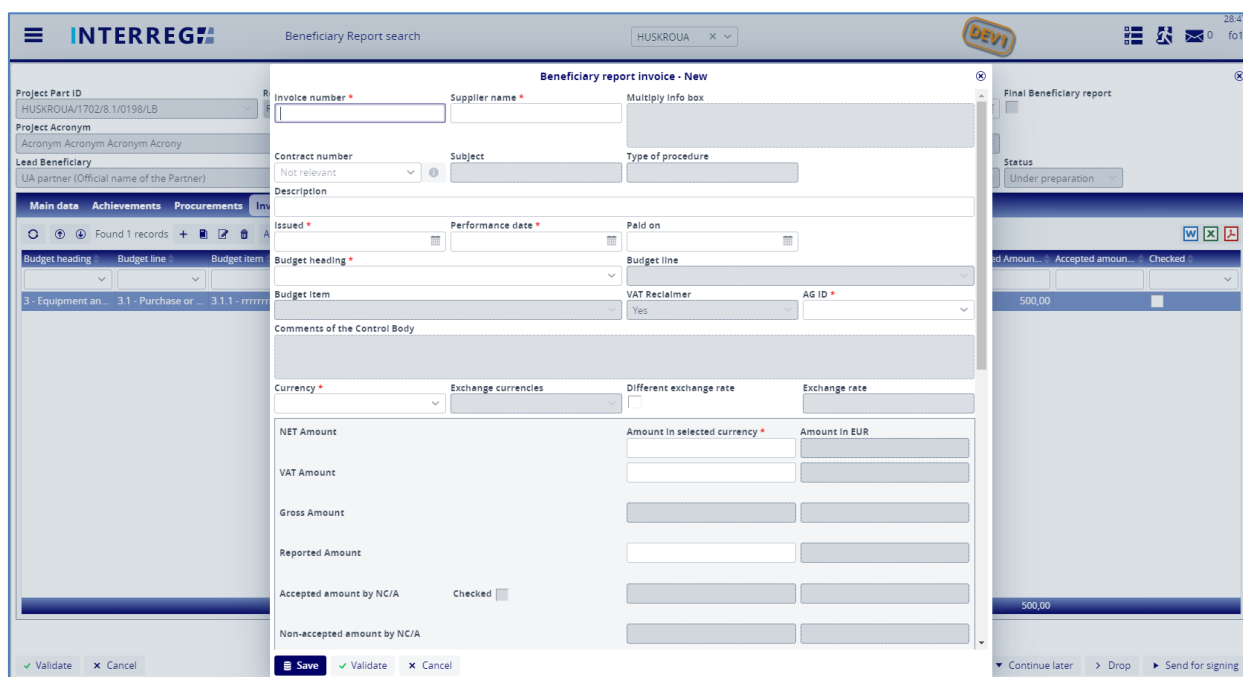
Contract Number	Subject	Type of Procedure	Start date of procurement	Date of Decision	Date of Contracting	Procurement plan no.	Duration of the contract (m)
ctrl1 contr	subj	03. - Public procurement	06/08/2020	07/08/2020	06/08/2020	Proc. 1 - eeeeeeeeeeeeeee...	24
11111	sssss	02. - Other	01/05/2020	26/03/2020	02/04/2020	Proc. 1 - eeeeeeeeeeeeeee...	24
dddd	ssssssssss	03. - Public procurement	27/02/2020	26/05/2020	22/07/2020	Proc. 1 - eeeeeeeeeeeeeee...	4

12. Figure: Procurements

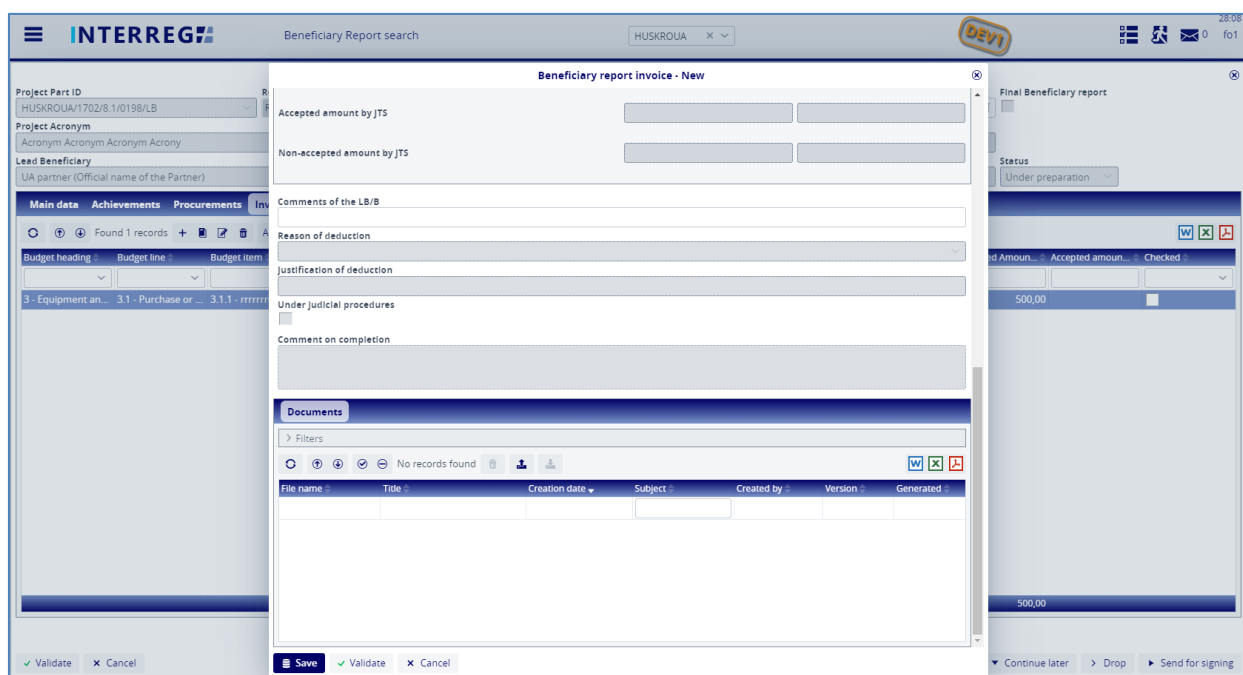
Use the add (+) button to add a new Procurement to the report. Procurements recorded in previous BRs will also appear, however Procurements can only be deleted and edited in the BR they are created, before it is ever submitted. Procurements can be assigned to Invoices. Procurements launched in the respective reporting period without finalizing shall also be added. However, it is possible to comment on the Procurements recorded in the previous BR by pressing the **Modify** button.



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15. Figure: New invoice 1.



16. Figure: 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*



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modified or deleted; except for those, which are sent back for amendment during the verification 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 filled 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. 1.). 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**.

17. Figure: Multiply info box

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 Procurements 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 lines (i.e. 7. *Administrative costs*).

The exchange rate is calculated based on the actual exchange rate of INFOEUR, however, the Users can enter a 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.

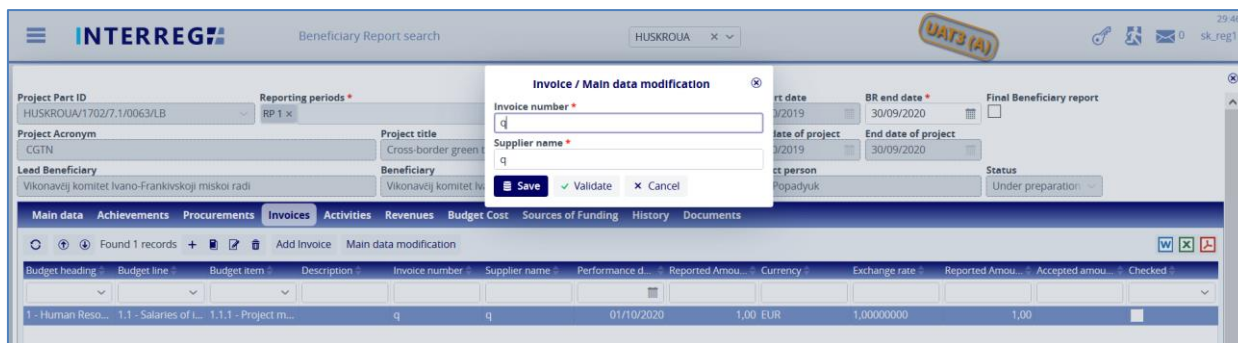
The Users must upload at least one supporting document to the Invoice. However, until the content is not validated the upload button is not active; the system runs a validation by clicking on the Save button, and sends a warning message of document upload necessity.



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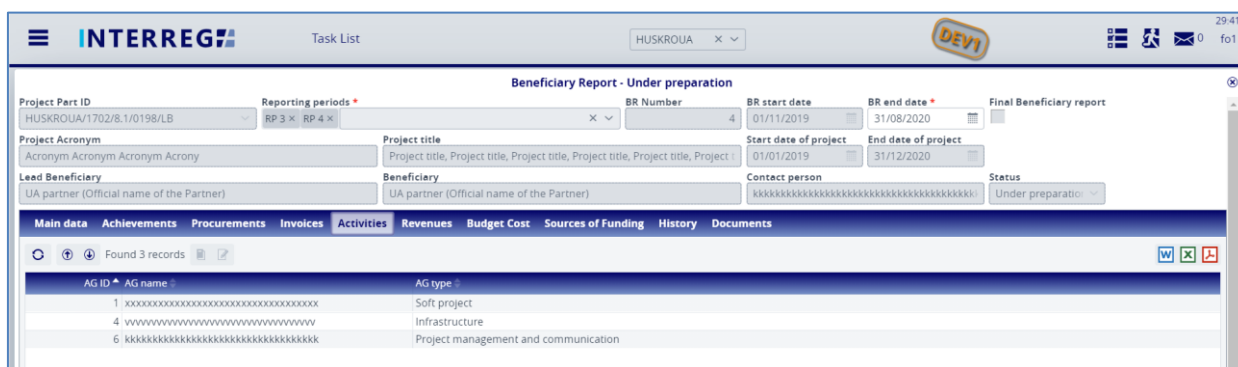
18. Figure: Document upload reminder

Once an Invoice is recorded, its details can be edited by the **Modify** until the BR is not submitted. However, the Invoice number and the Supplier name can only be edited by the **Main data modification** button.



19. Figure: Main data modification

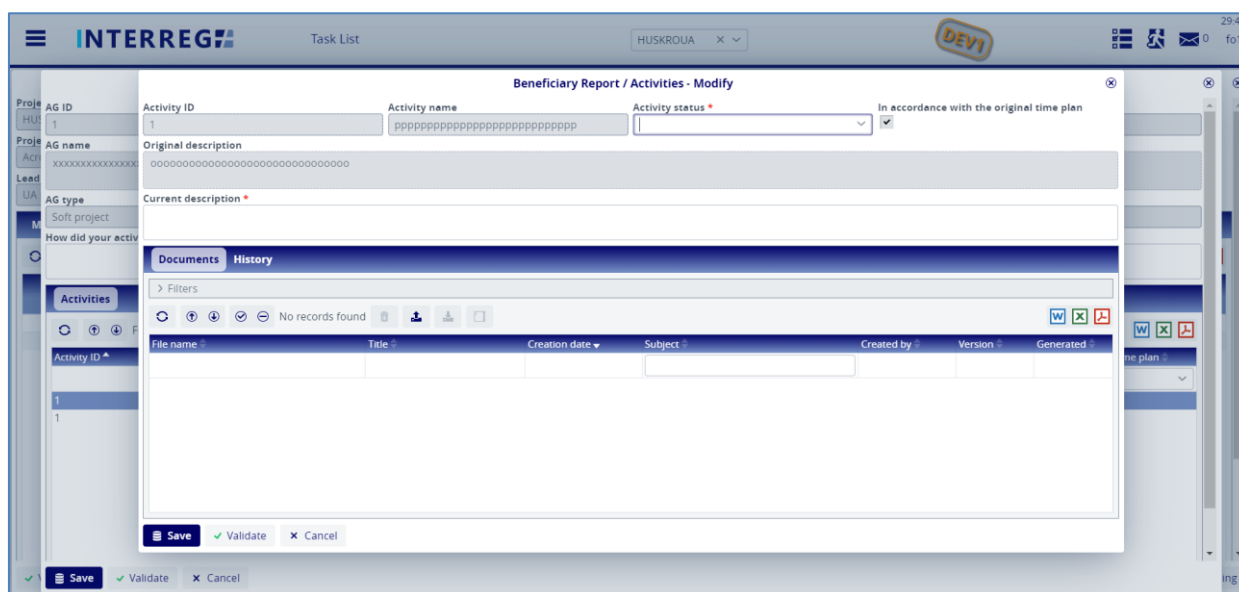
### 3.1.6 Activities



20. Figure: 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.

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21. Figure: Activities – modify

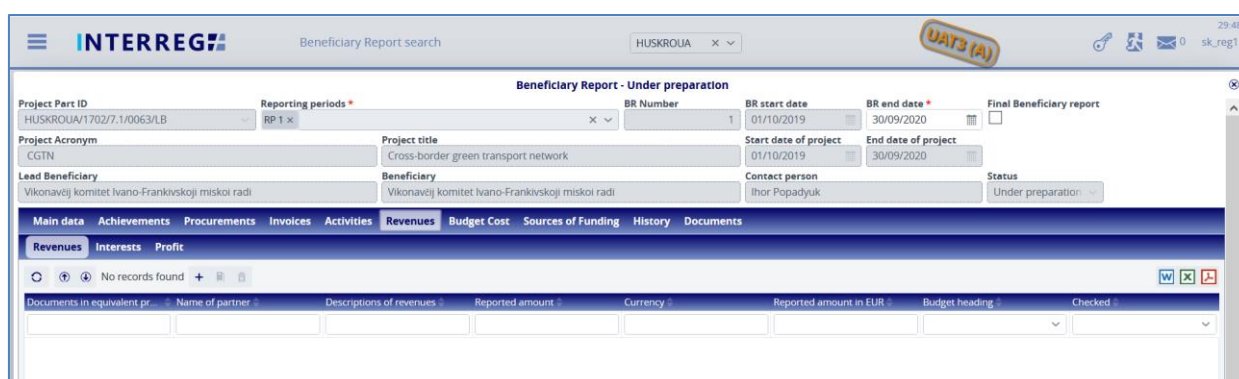
The status of each Activity must be equal to or higher than their status in the previous report. If there is an Activity marked as mandatory on the Project Part for the given reporting period, then it must be reported.

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.

### 3.1.7 Revenues

It is possible to record and manage the revenue(s) related to the project and the interests of pre-financing.

#### 3.1.7.1 Revenues

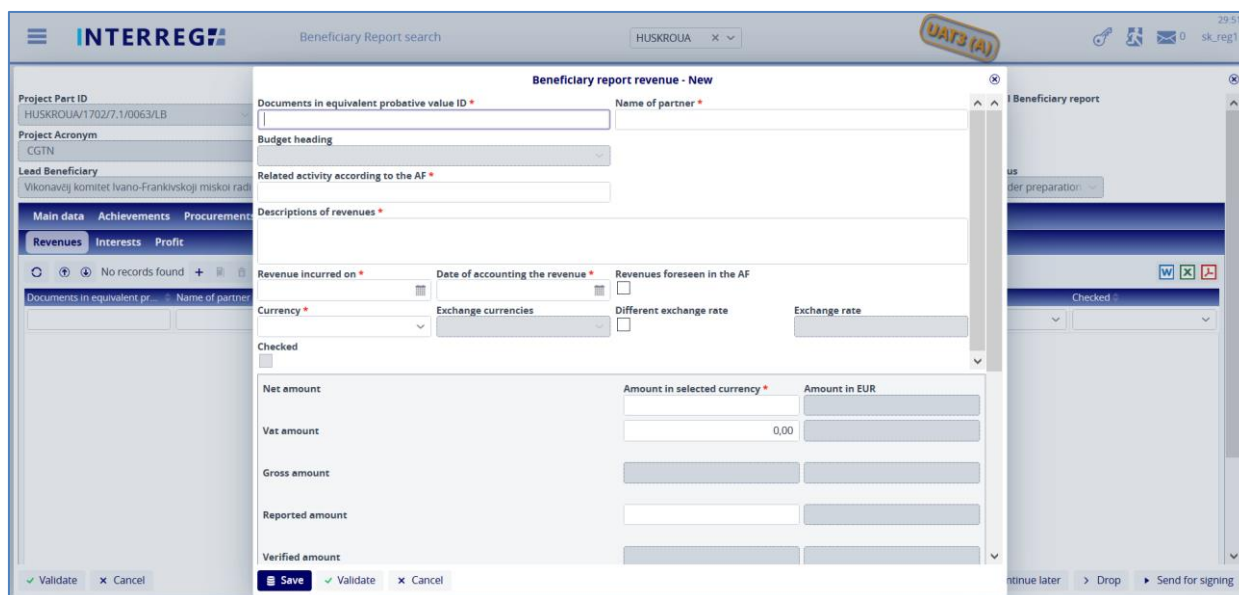


22. Figure: Revenues

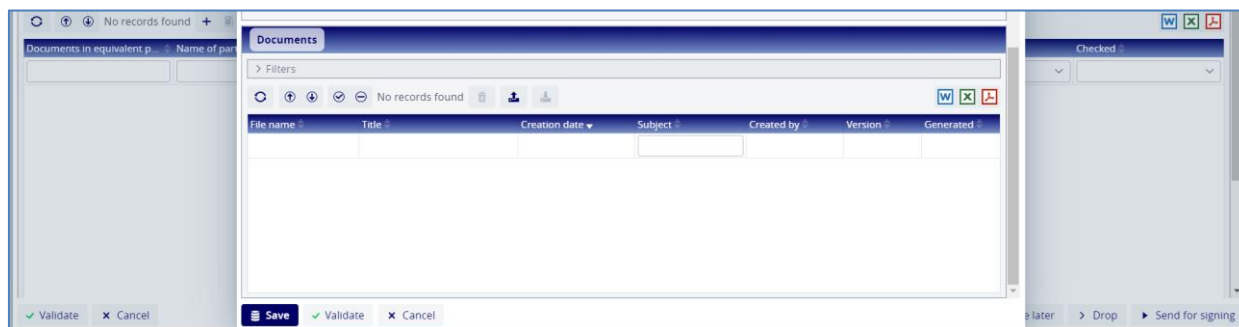
Use the add (+) button to add a new revenue item to the report. The reported revenue is not automatically deducted from the accepted costs. Once the BR is submitted the

## BENEFICIARY REPORT - USER MANUAL

revenue item(s) cannot be deleted. Upon approval of the BR, the items cannot be modified any longer.



183. Figure: Revenues - new 1.



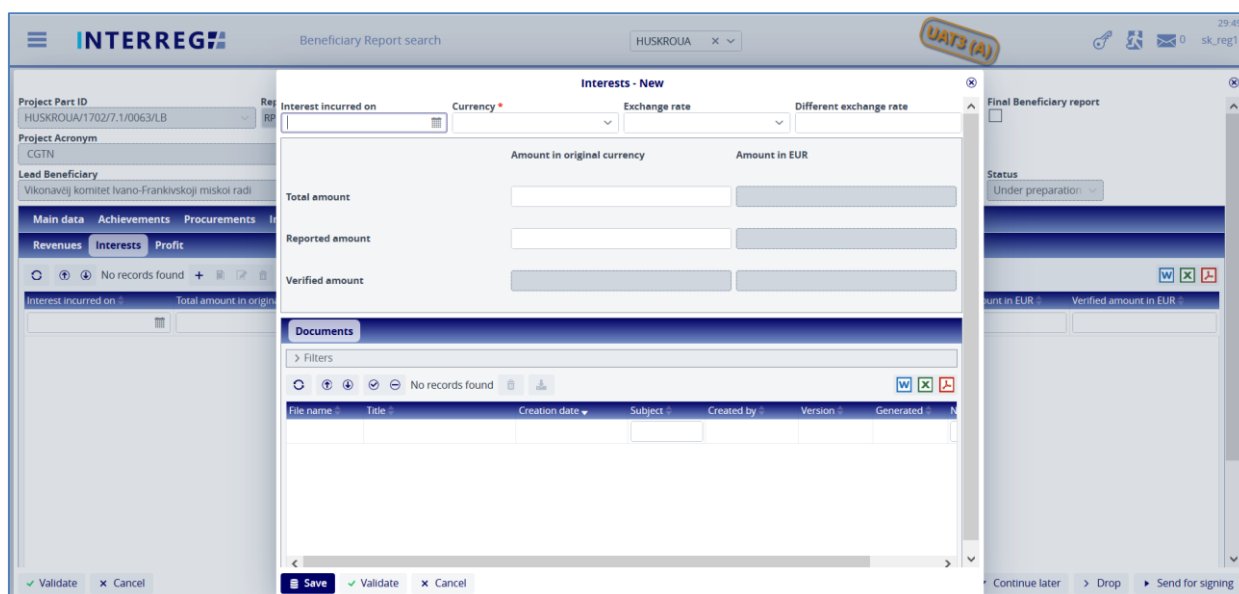
194. Figure: Revenues - new 2.

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

### 3.1.7.2 Interests

On the Interests subtab it is possible to add the interest(s) made on the Revenue of pre-financing. Verified amount will be filled by the controller.

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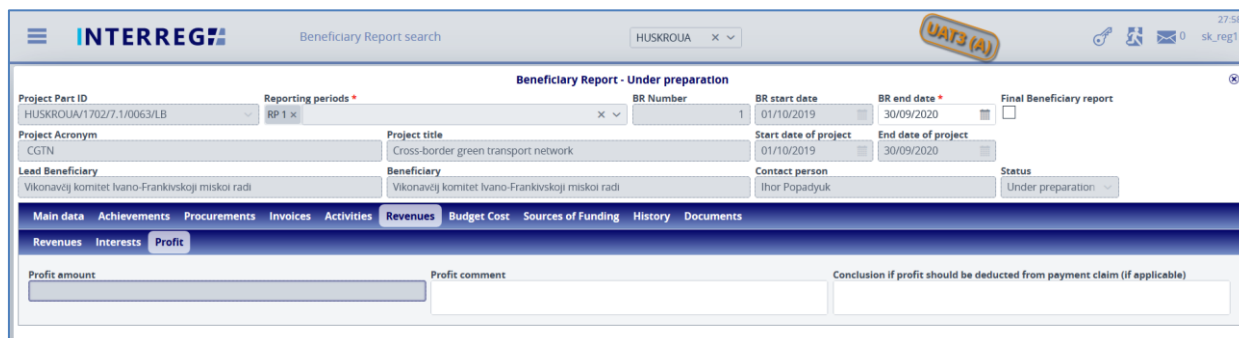
The screenshot shows the 'Interests - New' form in the INTERREG system. The form is divided into several sections:

- Header:** Includes 'Project Part ID' (HUSKROUA/1702/7.1/0063/LB), 'Project Acronym' (CGTN), and 'Lead Beneficiary' (Vikonavej komitet Ivano-Frankivskoji miskoi radi).
- Form Fields:**
  - 'Interest incurred on': A date field.
  - 'Currency': A dropdown menu.
  - 'Exchange rate': A dropdown menu.
  - 'Different exchange rate': A checkbox.
  - 'Amount in original currency' and 'Amount in EUR': Two columns of input fields for 'Total amount', 'Reported amount', and 'Verified amount'.
- Documents:** A section with a 'Filters' dropdown and a table with columns: 'File name', 'Title', 'Creation date', 'Subject', 'Created by', 'Version', and 'Generated'.
- Navigation:** Buttons for 'Validate', 'Cancel', 'Save', and 'Send for signing' are visible at the bottom.

205. Figure: Figure Interestests

### 3.1.7.3 Profit

On the Profit subtab it is possible to comment on the Profit calculated by the system according the Programme rules.



The screenshot shows the 'Beneficiary Report - Under preparation' form in the INTERREG system. The form is divided into several sections:

- Header:** Includes 'Project Part ID' (HUSKROUA/1702/7.1/0063/LB), 'Reporting periods' (RP 1), 'BR Number' (1), 'BR start date' (01/10/2019), 'BR end date' (30/09/2020), and 'Final Beneficiary report' (checkbox).
- Form Fields:**
  - 'Project title': Cross-border green transport network.
  - 'Start date of project': 01/10/2019.
  - 'End date of project': 30/09/2020.
  - 'Beneficiary': Vikonavej komitet Ivano-Frankivskoji miskoi radi.
  - 'Contact person': Ihor Popadyuk.
  - 'Status': Under preparation.
- Subtabs:** 'Revenues', 'Interests', and 'Profit' are visible. The 'Profit' subtab is active.
- Profit Subtab Fields:**
  - 'Profit amount': An input field.
  - 'Profit comment': A text area.
  - 'Conclusion if profit should be deducted from payment claim (if applicable)': A text area.
- Navigation:** Buttons for 'Validate', 'Cancel', and 'Send for signing' are visible at the bottom.

216. Figure: Profit

## BENEFICIARY REPORT - USER MANUAL

### 3.1.8 Budget Cost

No.	Budget Lines	Planned Amount	Accepted previously by JTS	Current Report Amount	Accumulated Amount	Remaining Budget Amount
> 1	Human Resources	12 000,00	0,00	0,00	0,00	12 000,00
> 2	Travel	0,00	0,00	0,00	0,00	0,00
> 3	Equipment and supplies	1 210 000,00	211 526,21	510,00	212 036,21	997 963,79
> 4	Services	2 000,00	0,00	0,00	0,00	2 000,00
> 5	Project Dedicated Office	0,00	0,00	0,00	0,00	0,00
> 6	Investment/Works	15 000,00	0,00	0,00	0,00	15 000,00
> 7	Administrative costs	24 480,00	0,00	0,00	0,00	24 480,00
<b>Total</b>		<b>1 263 480,00</b>	<b>211 526,21</b>	<b>510,00</b>	<b>212 036,21</b>	<b>1 051 443,79</b>

27. Figure: 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 **Accepted previously by JTS** column shows the cumulative sums of accepted expenditures under the previously verified 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 Accepted 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.

## BENEFICIARY REPORT - USER MANUAL

### 3.1.9 Sources of Funding

No.	Budget Line	Planned Amount	Accepted previously by JTS	Current Report Amount	Accumulated Amount	Remaining Budget Amount
1	ENI contribution	1 100 000,00	188 144,02	444,01	188 588,03	911 411,97
> 2	National contribution	163 480,00	27 612,71	65,99	27 678,70	135 801,30
Total		1 263 480,00	215 756,73	510,00	216 266,73	1 047 213,27

28. Figure: 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 per sources.

The **Accepted previously by JTS** column shows the cumulative sums of accepted expenditures under the previously verified BRs per sources.

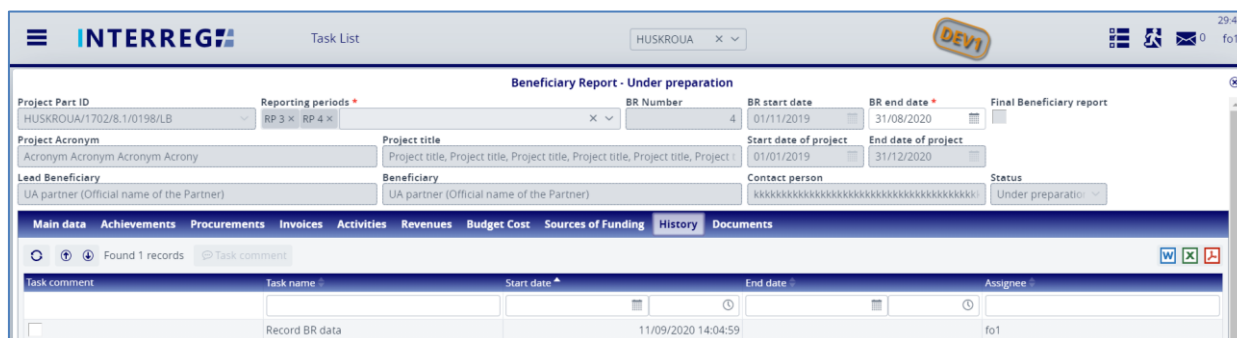
The **Current Report Amount** is the amount reported in the given BR, which includes the Reported amount before approval and the Accepted amount after approval per sources.

The **Accumulated Amount** is the sum of the Previously Accepted Amount and the Current Reported Amount per sources.

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, displayed per sources.

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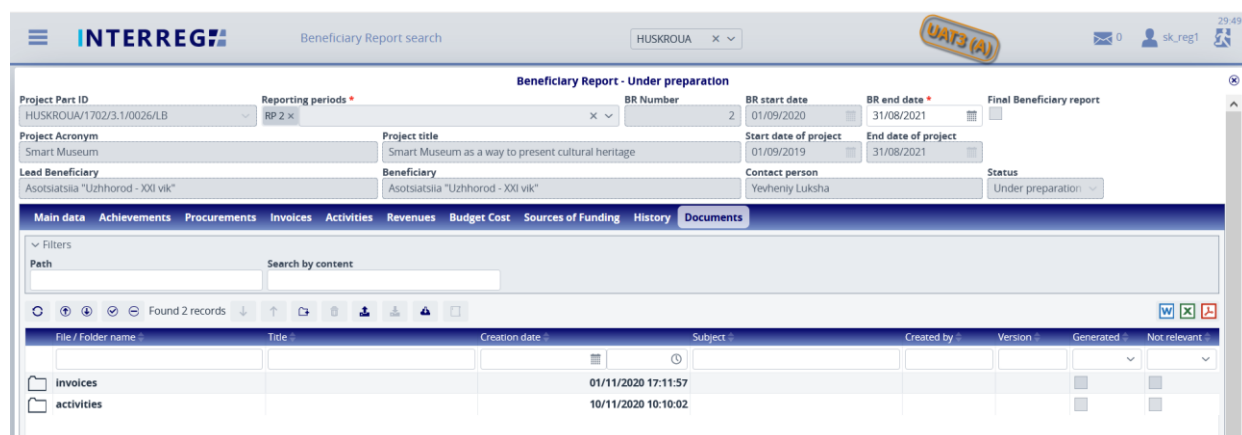
### 3.1.10 History



29. Figure: History


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.

### 3.1.11 Documents



30. Figure: 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. Documents are managed in a pre-defined folder structure, where documents are grouped by the tabs under they were uploaded.

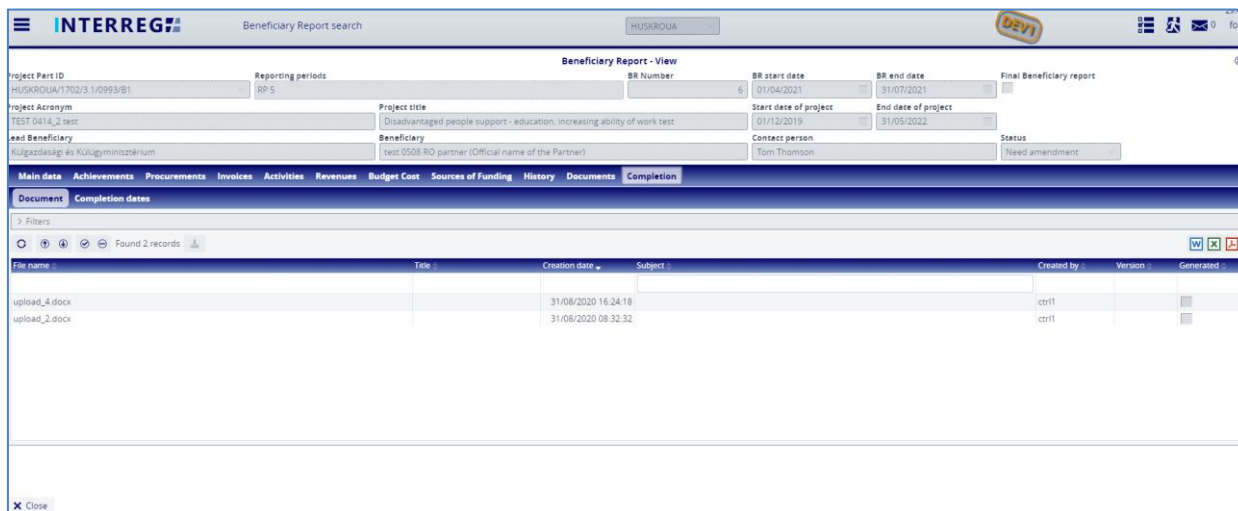
By clicking on the  (**Subject**) icon, the subject, serving as a description for a document, can be specified and changed.

The selected documents can be downloaded zipped or individually; multiple selection of documents within any folder is supported.



## BENEFICIARY REPORT - USER MANUAL

### 3.1.12 Completion

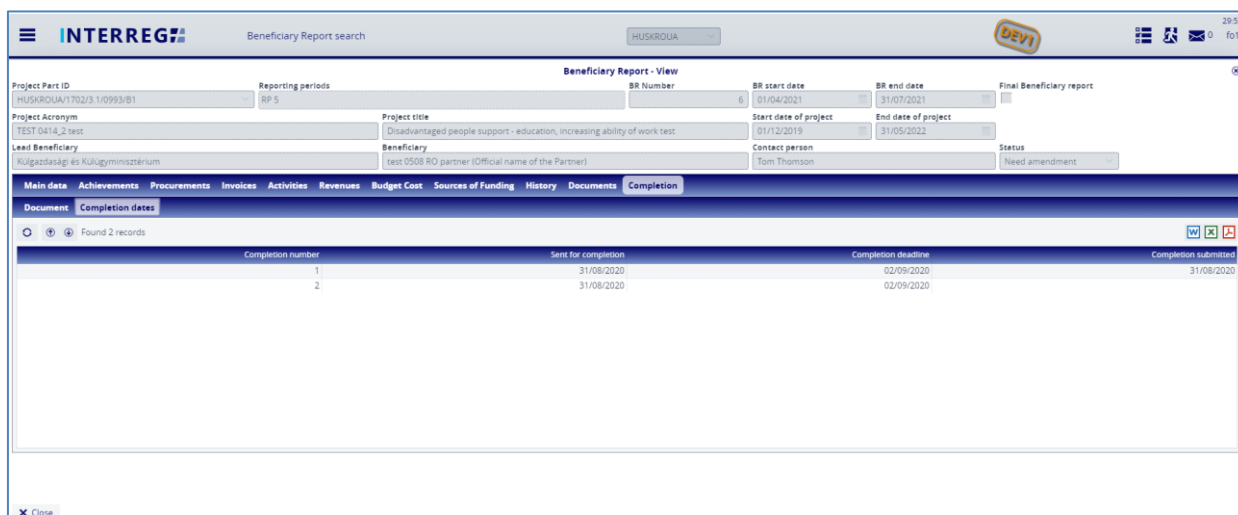


File name	Title	Creation date	Subject	Created by	Version	Generated
upload_4.docx		31/08/2020 16:24:18		ctrlf		
upload_2.docx		31/08/2020 08:32:32		ctrlf		

31. Figure: Completion

The Completion tab only appears if a BR needs completion according to the controller's decision who verifies 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.



Completion number	Sent for completion	Completion deadline	Completion submitted
1	31/08/2020	02/09/2020	31/08/2020
2	31/08/2020	02/09/2020	

32. Figure: Completion / Dates



### 4. SUBMISSION OF BR

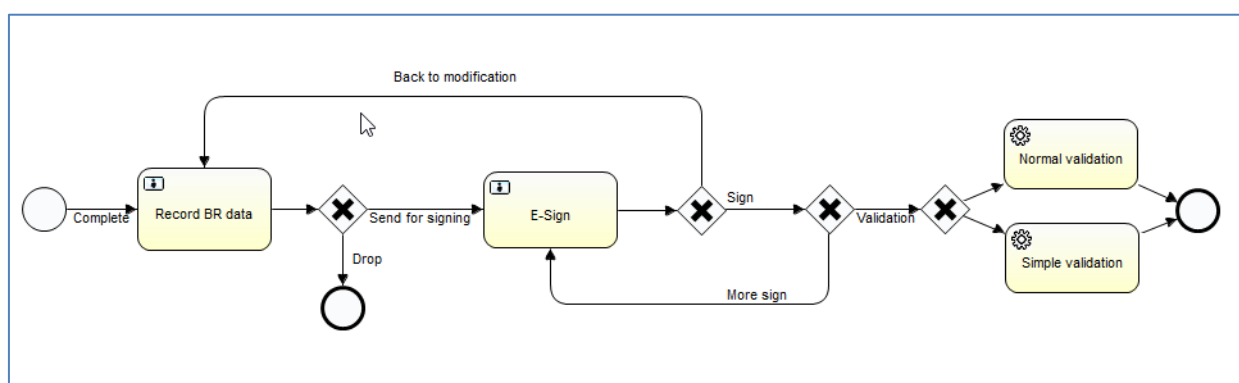
Once the BR is completed, the Recording User can send it to the Signatory User for e-signing by clicking on the **Send for signing** action button. The Signatory User can only view the BR, editing is not allowed to them. If the Signatory User finds the BR correct, they can submit it by the **Sign** action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



33. Figure: Action buttons of the Signatory User

#### 4.1 COMPLETION

Once the BR is submitted and the verification 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 explains the submission process in a visual manner.



34. Figure: Completion workflow

#### 4.2 REVERIFICATION

In case when the Controller starts a reverification process for a verified BR, the original BR gets „Reverified” status meanwhile a new BR is generated automatically with the same data.

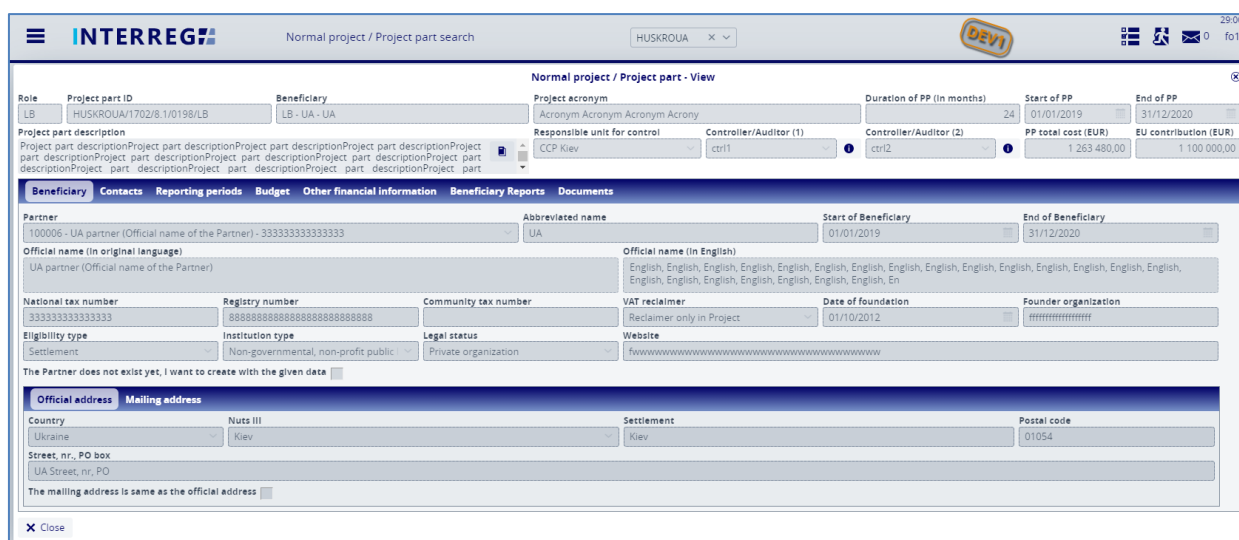
The ID of the reverified BR is formed from the original BR number continued by a dot (.) and the serial number of the reverification. (In case if the first reverification ".1")

This newly generated BR has the status of Submitted and it is the Controller/Auditor's decision what track it will be progressed on, i.e. needs modification in the Back office, or Completion by the Front office User; if so, the process is identical to the Completion.

### 5. 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.



35. Figure: Project Part View

### 6. INTERREG+ TECHNICAL SUPPORT

Should you have any technical issue concerning INTERREG+ IT System functioning, please contact INTERREG+ Support Team at the [iplussupport@szpi.hu](mailto:iplussupport@szpi.hu) 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.*