



## **NTERREG**

# INTERREG+ IT System BENEFICIARY REPORT

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

**User Manual - Front Office** 





## 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: <u>https://huskroua.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. 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 <u>Programme website</u>.





## 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).



2. Figure: Main Menu

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 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.





## 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:

- 1								
	✓ Validate	× Cancel	🗗 Generate	P Task comment		<ul> <li>Continue later</li> </ul>	> Drop	<ul> <li>Send for signing</li> </ul>
- L								

#### **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 Offife.
- 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 coplied 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 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;

	Beneficiary Repo	ort search		HUSKROUA × ~		(and and and and and and and and and and	TZ (A)	đ	23	×°	fo1
				Upload file(s)	0						۲
Project Part ID	Reporting periods				R start date	BR end date	Final Beneficiary repor	t			
HUSKROUA/1702/7.1/0064/81			Upload files	↑ Drag and drop to upload file(s	01/09/2019	31/08/2020					
Project Acronym		Project title		× Close	tart date of project	End date of project					
DEMOINROUA		Development and modernu		× close	01/09/2019	31/08/2022					
Lead Beneficiary		Beneficiary			Contact person		Status				
Comuna Taros Mara		Husa silisika carla Wunnhradh	is full ration 7 alar		Juan Hauduk		Annroued				

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 <sup>1</sup> (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 contractof 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 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.
- 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.





## 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 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.

	EG#	Beneficiary Report search		HUSKROUA	~		DEVI	26:36
✓ Filters Only submitted								
C	+ 🗈 > Continue							w × 1
Project Part ID 🔦	Reporting periods	BR Number	BR start date ≑	BR end date ≑	Status ≑	Accepted amount by NC/A	Reported amount	Accepted amount by JTS
~			11		~ ~			
HUSKROUA/1702/7.1/0001/LB	RP 2_1	2	01/01/202	0 29/12/2020	Deleted	0,00	0,00	0,00
HUSKROUA/1702/7.1/0001/LB	RP 2	2	01/01/202	0 31/12/2020	Deleted	0,00	0,00	0,00
HUSKROUA/1702/7.1/0001/LB	RP 1	1	01/01/201	9 31/12/2019	Submitted C1	0,00	1 436,62	
HUSKROUA/1702/7.1/0001/LB					Under signature			0,00
HUSKROUA/1702/3.1/0003/LB	RP 1_1	1	01/01/201	9 31/12/2019	Under preparation	0,00	120,00	0,00
HUSKROUA/1702/3.1/0003/LB	RP 1_2	1	01/01/201	9 31/12/2019	Deleted	0,00	200,00	0,00
TEST/LB	RP 6_1	7	01/02/202	1 30/05/2021	Need amendment	0,00	0,00	0,00
TEST/LB	RP 6_2	8	31/05/202	1 30/06/2021	Under preparation	0,00	0,00	0,00
TEST/LB	RP 4	4	01/04/202	0 31/08/2020	Rejected	0,00	31 000,00	0,00
TEST/LB	RP 3	3	01/11/201	9 31/03/2020	Approved	50 801,00	51 000,00	0,00
TEST/LB	RP 4	5	01/04/202	0 31/08/2020	Closed without validation	0,00	0,00	0,00
TEST/LB	RP 1	1	01/01/201	9 31/05/2019	Deleted	0,00	0,00	0,00
TEST/LB	RP 4	5	01/04/202			0,00	41 000,00	0,00
TEST/LB	RP 2	2	01/06/201	9 31/10/2019	Approved	88,32	213,68	0,00
TEST/LB	RP 3	3	01/11/201	9 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 assymetrical period.





■ INTERREG	Beneficiary Report search	HUSKROUA × v	UATZ (B)		đ	× 2	29:54
<ul> <li>Filters</li> <li>Only submitted</li> </ul>		Beneficiary Report - New	8				
	BR Number	Project Part ID *					
			~				
O ⑦ ④ No records found + ■	Reporting periods *					1	w 🛛 🖊
Project Part ID A Reporting perio	ods		× .	d amount	Acce	oted amour	nt by JTS
	BR start date	BR end date *					
			1				
	✓ Validate × Cancel		► 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.

		Beneficiary Report -	Under preparation				
roject Part ID HUSKROUA/1702/7.1/0063/LB	Reporting periods * RP 1 ×	x ~	BR Number 1		30/09/2020	Final Beneficiary report	
roject Acronym CGTN		Project title Cross-border green transport network			and date of project		
ead Beneficiary Vikonavčij komitet Ivano-Frankivskoji miskoi radi		Beneficiary Vikonavčij komitet Ivano-Frankivskoji miskoi radi		Contact person Ihor Popadyuk		Status Under preparation \vee	
Main data Achievements Procurements	Invoices Activities	Revenues Budget Cost Sources of Funding	History Documents				
Accepted amount by NA/A Total accepted amount by NC/A	Accepted	amount by NC/A - EU contribution	Accepted amount by NC/	/A - National contribution	Accepted am	ount by NC/A - Own contributio	n 0,0
Accepted amount by ITS							
Accepted amount by JTS Total accepted amount by JTS	0,00	amount by JTS - EU contribution 0,00	Accepted amount by JTS	- National contribution	0,00	ount by JTS - Own contribution	0,0
			Accepted amount by JTS			ount by JTS - Own contribution	0,0

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 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).





## 3.1.2 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.

≡ INTERREG#	Benefic	ciary Report search			HUSKROUA × ~		Q	AT3 (A)	) đ	<u> 8</u> =	29:43 0 sk_reg1
			Beneficiary	Report -	Under preparation						8
Project Part ID	Reporting perior	ds *			BR Number	BR start date	BR end date		Final Beneficiary report		
HUSKROUA/1702/7.1/0063/LB	RP1×			× ~	1	01/10/2019	30/09/2020	1	JU		
Project Acronym		Project title				Start date of project	End date of		1		
CGTN			een transport network			01/10/2019	30/09/2020	)	J		
Lead Beneficiary Vikonavčij komitet Ivano-Frankivskoji miskoi radi		Beneficiary	tet Ivano-Frankivskoji mis	skoj radi		Contact person Ihor Popadyuk			Status Under preparation V	1	
vikonavcij komitet ivano-mankivskoji miskomati		VIKONAVCIJ KOM	tet ivano-rrankivskoji mi:	SKOLIAU		пог Рорацуцк			onder preparation	J	
Main data Achievements Procurements	Invoices Act	tivities Revenues Bu	iget Cost Sources of F	Funding	History Documents						
Reported amount											
Total reported amount											
	0,00										
Accepted amount by NA/A											
Total accepted amount by NC/A	0,00	ccepted amount by NC/A -	EU contribution	0,00	Accepted amount by NC	/A - National contribut	tion 0,00	Accepted an	nount by NC/A - Own contr	ibution	0,00
L	0,00			0,00			0,00				0,00
Accepted amount by JTS											
Total accepted amount by JTS	Ad	ccepted amount by JTS - EU	contribution		Accepted amount by JTS	- National contributio	n	Accepted am	nount by JTS - Own contrib	ution	
	0,00			0,00			0,00				0,00
Income comment					Date of state contributio	o contract					
					Date of state contributio	in contract					=
✓ Validate × Cancel				D Co	enerate 💿 Task comm	Evchange rate		irach -	Continue later > Dro		nd for signing
valuate Cancel				•] Ge		en. Exchange rate	DRTE	16211	continue later > Dro	h è sei	iu ior signing

9. Figure: Main data





## 3.1.3 Achievement

■ INTERREG	Beneficiary I	Report search	F	IUSKROUA × ~		DEV		∞ &	29:45 fo1
		Beneficia	ry Report - Un	der preparation					۲
	Reporting periods *		× v	Number 4	BR start date 01/11/2019	BR end date * 31/08/2020	Final Beneficiary report		^
Project Acronym		Project title			Start date of project	End date of project			11
Acronym Acronym Acronym Acrony		Project title, Project title, Project title	e, Project title, Pr	roject title, Project t	01/01/2019	31/12/2020	1		
Lead Beneficiary		Beneficiary			Contact person		Status		
UA partner (Official name of the Partner)		UA partner (Official name of the Par	tner)	J	KKKKKKKKKKKKKKKKKKK	KKKKKKKKKKKKKKKKKK	Under preparation V		
Main data Achievements Procurements	Invoices Activitie	s Revenues Budget Cost Sou	rces of Funding	; History Docum	nents				
O 💿 🕑 Found 1 records 🖹 📝								w 🗙 📕	3
Seq. no. 🔺 Key Aspect 🖨			_	Description 🗘					
1 How old are you?									
									-
✓ Validate X Cancel		✓ Checklist	🖞 Generate	P Task comment	Exchange rate refres	h BR refresh 🔹	Continue later > Drop	<ul> <li>Send for sign</li> </ul>	ning

**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.

	Beneficiary Report search	HUSKROUA × ~	DEVI	e e	29:44
	Achiev	vements - Modify	8		۲
Project Part ID HUSKROUA/1702/8.1/0198/LB	Seq. no.		^	eneficiary report	A
Project Acronym			1		
Acronym Acronym Acronym Acrony	Key Aspect How old are you?				
Lead Beneficiary					
UA partner (Official name of the Partner)				r preparation 🗸	
Main data Achievements Procure	Description *				
○ ⑦ ④ Found 1 records ■					w x L
Seq. no. 🔺 Key Aspect 🖨				_	
Seq. no. Rey repect	History				
1 How old are you?	○ ⑦ ④ Found 3 records		i 👿 🗵 🛃		
	BR Number 🔺 Key Aspect 🗧	Description			
	1 How old are you?	kpl			
	2 How old are you?	fasfeafaew			
	4 How old are you?				
			-		-
✓ Validate X Cancel	Save Validate X Cancel				<ul> <li>Send for signing</li> </ul>

11. Figure: Achievemets - modify





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

				Beneficiary Report -	Under preparation				
Project Part ID HUSKROUA/1702/8.1/0	198/LB ~	Reporting periods * RP 3 × RP 4 ×		× ~	BR Number 4		BR end date * 31/08/2020	Final Beneficiary report	
roject Acronym Acronym Acronym Acro	onym Acrony		Project title Project title, Pro	ect title, Project title, Project title		Start date of project	and date of project		
ad Beneficiary JA partner (Official nar		_		cial name of the Partner)		Contact person kkkkkkkkkkkkkkkkkkkkkk	kkkkkkkkkkkkkkkk	Status Under preparation	
	arecords +		es Revenues	Budget Cost Sources of Fund	ding History Docum	ents			w x .
Contract Number 🖨	Subject 🗘	Type of Pro	cedure 🗧		Date of Decision 🖨	Date of Contracting	Procurement	plan no. Duration of	the contract (m 🗧
			~	=			11		
ctrl1contr	subj	03 Publi 02 Other	c procurement	06/08/2020 01/05/2020	07/08/2 26/03/2		5/08/2020 Proc. 1 - eee 2/04/2020 Proc. 1 - eee		24
	55555		c procurement	27/02/2020	26/05/2		2/07/2020 Proc. 1 - eee 2/07/2020 Proc. 1 - eee		4
l1111 ddddd	\$\$\$\$\$\$\$\$\$	05 Publi							

**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.





■ INTERREG <b>7</b>	Beneficiary Report search		HUSKROUA × ~	DEVI		29:07
		Beneficiary Report /	Procurement - New	۲		۲
Project Part ID	Contract Number * Subject	:t *	Type of Procedure *	A	nal Beneficiary report	<u> </u>
HUSKROUA/1702/8.1/0198/LB				~		
Project Acronym Acronym Acronym Acronym Acrony			Date of Contracting *			
Lead Beneficiary		1	<b></b>		atus	
UA partner (Official name of the Partner)	Contracted Net Amount in Original Curren	cy *	Currency *		Jnder preparation V	
Main data Achievements Procurement	Name of Contractor *					
🔾 💿 🕢 Found 3 records 🕇 🖹 📝	Comment					W X L
Contract Number 🗢 Subject 🗢					an no. Duration of	the contract (m 🗘
contract Number Subject					Duration of	me contract (m v
	Procurement plan ID *	~	Duration of the contract (month) *			
ctrl1contr subj 11111 sssss	Type of contract *	-	Description of items to be purchased *		eeeeeeeee	24
ddddd ssssssssss	Type of contract -		Description of items to be purchased -		200000000000000000000000000000000000000	4
	Contracted net amount in EUR *					
	Documents	_				
	> Filters					
	C ⊕ ⊕ ⊗ ⊖ No records four	nd î 🏦 🏭				
	File name 🗢 🛛 Title 🗢	Creation date 🗸	Subject Created by Ve	ersion Generated		
				· ·		<b>.</b>
✓ Validate 🗙 Cancel	Save ✓ Validate X Cancel				ntinue later > Drop	<ul> <li>Send for signing</li> </ul>

#### **13.** Figure: Procurements- modify

A Procurement within a given BR can only be deleted if it is not linked to any invoice. In case of a Procurements change, the Procurement data of the related account is automatically updated with the modified data.

## 3.1.5 Invoices

	/ Report search	F	HUSKROUA × ~	]	DEVI		29:45
	Beneficia	ary Report - Un	nder preparation				8
Project Part ID         Reporting periods *           HUSKROUA/1702/8.1/0198/LB         RP 3 × RP 4 ×		× ~	Number 4	BR start date 01/11/2019	BR end date * 31/08/2020	Final Beneficiary report	A
Project Acronym Acronym Acronym Acronym Acrony	Project title Project title, Project title, Project title	le, Project title, Pr	roject title, Project t	Start date of project	End date of project 31/12/2020	1	
Lead Beneficiary UA partner (Official name of the Partner)	Beneficiary UA partner (Official name of the Pa	irtner)		Contact person kkkkkkkkkkkkkkkkkkkk	kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk	Status Under preparation	
Main data Achievements Procurements Invoices Activit	ies Revenues Budget Cost So	urces of Funding	g History Docun	nents			
C 🕑 🕢 Found 1 records + 🖹 📝 🛱 Add Invoice							W X 📕
Budget heading Budget line Budget item Description	Invoice number 🔷 Supplier name	Performance	d 🗢 Reported Amo	. 🗢 Currency 🗢 🛛 E	xchange rate 🔷 Report	ed Amo 🍦 Accepted amo 🍦	Checked 🗢
3 - Equipment a 3.1 - Purchase 3.1.1 - rrrrrrrr	Invoice1 Supplier1	02/09/	/2020 500	,00 EUR 1	,0000000	500,00	
							-
- Validate × Cancel	✓ Checklist	🖞 Generate	Task comment	Exchange rate refre	sh BR refresh 🔻	Continue later > Drop	<ul> <li>Send for signing</li> </ul>

#### 14. Figure: Invoices





≡ INTERREG <b>#</b>	Beneficiary Report search		HUSKROUA × ~		28:47
		Beneficiary rep	ort invoice - New	8	8
Project Part ID R	Involce number *	Supplier name *	Multiply info box		Final Beneficiary report
HUSKROUA/1702/8.1/0198/LB					
Project Acronym					8
Acronym Acronym Acronym Acrony Lead Beneficlary	Contract number	Subject	Type of procedure		Status
UA partner (Official name of the Partner)	Not relevant 🗸 🕚				Under preparation
	Description				
Main data Achievements Procurements Inv	L				
🔾 🖲 🕢 Found 1 records + 🖹 📝 🛱 A	Issued *	Performance date *	Pald on		W X A
Budget heading Budget line Budget item					ed Amoun Accepted amoun Checked
	Budget heading *	~	Budget line		ed Amoun Accepted amoun Checked
	Budget Item		VAT Reclaimer	AG ID *	`
3 - Equipment an 3.1 - Purchase or 3.1.1 - rrrrrr			Yes	~ ·	500,00
	Comments of the Control Body		,		
	Currency *	Exchange currencles	Different exchange rate	Exchange rate	
	×	~			
	NET Amount		Amount in selected currency *	Amount In EUR	
	VAT Amount				
	Gross Amount				
	0.000 / 110 0110				
	Reported Amount				
	Reported Amount				
		Checked			
	Accepted amount by NC/A	snessed			500,00
	New second second by Neve				
	Non-accepted amount by NC/A			-	
✓ Validate × Cancel	🛢 Save 🗸 Validate 🗙 Canc	el			Continue later > Drop > Send for signing

#### **15.** Figure: New invoice 1.

■ INTERREG	Beneficiary Report search	HUSKROUA × V	ØF	28:08
	Beneficiary repo	ort invoice - New	۲	8
Project Part ID         R.           HUSKROUA/1702/8.1/0198/LB         Project Acronym	Accepted amount by JTS			Final Beneficiary report
Acronym Acronym Acronym Acrony Lead Beneficiary UA partner (Official name of the Partner)	Non-accepted amount by JTS			Status Under preparation
Main data Achievements Procurements Inv	Comments of the LB/B			
O 🕀 🕀 Found 1 records + 🗎 📝 🛱 A	Reason of deduction			
Budget heading Budget line Budget item	Justification of deduction	~		d Amoun 🕆 Accepted amoun 🔅 Checked 🐡
3 - Equipment an 3.1 - Purchase or 3.1.1 - rrrrrr	Under Judicial procedures			500,00
	Comment on completion			
	Documents			
	> Filters			
	O ⑦ ④ ⊘ ⊖ No records found 🕆 🌲	W 🗙 🗵	3	
	File name 👙 Title 👙 Creation date 🗸	Subject Created by Version Generated		
				500,00
( Velicity M. Consel	F Come a Malidana - Ma Connel		-	- Continue lason - A. Dura - A. Condificationing
✓ Validate × Cancel	Save Validate × Cancel			Continue later > Drop > Send for signing

#### **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





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**.

Beneficiary Re	port search		HUSKROUA			
		Beneficiary re	Beneficiary report invoice - New			
Reporting per	Involce number	Supplier name	Multiply info box			
✓ RP 3 × RP 4	inovice12	supplier12	HUSKROUA/1702/8.1/0198/LB - BR2			
			-		c	
			ę	2		

#### **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 INFOREUR, 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.







#### **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.

Project Part ID       Reporting periods *       Invoice / Main data modification *       Invoice / Main data modification *         Project Acronym       Project Acronym       Project field       Supplier number *       2019       3009/2020       Image: Status         CGTN       Corss-border green       Supplier number *       2019       3009/2020       Image: Status         Vikonavcij komitet Ivano-Frankivskoji miskoi radi       Vikonavcij komitet iv       Save        Validate × Cancel       ropadyuk       Under preparation *         Main data       Achlevements       Procurements       Invoice number *       Save        Validate × Cancel       ropadyuk       Under preparation *         © © © Ground 1 records + © © Activities Revenues Budget Cost       Sources of Funding History Documents       Image: Performance d_ Reported Annou. * Currency *       Exchange rate *       Reported Annou. * Accepted annou. * Checked *         © © © © Ground 1 records + © © *       ©       Invoice number *       Supplier name *       Performance d_ Reported Annou. * Currency *       Exchange rate *       Reported Annou. *       Accepted annou. *       Checked *         © * © *       ©       ©       ©       ©       ©       Exchange rate *       Reported Annou. *       Checked *         © *       ©       ©       ©       ©       ©       ©		eport search	HUSKROUA	× ~		UAY	TAN O	29.4
Original Structures Structur	HUSKROUA/1702/7.1/0063/LB V RP 1 x Project Acronym CGTN Lead Beneficiary Vikonavej komitet Ivano-Frankivskoji miskoi radi	Cross-border green t Beneficiary Vikonavčij komitet Iv	Invoice number * q Supplier name * q Save ✓ Validate × Cancel		0/2019	30/09/2020 End date of project	Status	
	C	data modification	Supplier name 🗧 🛛 Performance d 🏺 Reported			xchange rate = Rej	ported Amou * Accepted amou 1.00	Checked 🕀

#### **19.** Figure: Main data modification

## 3.1.6 Activities

■ INTERREG	Task List		HUSKROUA × ~	]	DEVI	)	<u>&amp;</u> 💌	29:4 0 fo1
		Beneficiary Report	Under preparation					8
Project Part ID	Reporting periods *		BR Number	BR start date	BR end date *	Final Beneficiary report		-
HUSKROUA/1702/8.1/0198/LB 🗸 🗸	RP 3 × RP 4 ×	× ~	4	01/11/2019	31/08/2020			
Project Acronym		Project title		Start date of project	End date of project			- 1
Acronym Acronym Acronym Acrony		Project title, Project title, Project title, Project title	e, Project title, Project t	01/01/2019	31/12/2020			
Lead Beneficiary Beneficiary				Contact person		Status		- 1
UA partner (Official name of the Partner) UA partner (Official name of the Partner)				kkkkkkkkkkkkkkkkkkk	kkkkkkkkkkkkkkkkkkkk	Under preparation 🖂		
Main data     Achievements     Procurement       C     ①     ●     Found 3 records     ■     P	ts Invoices Activit	es Revenues Budget Cost Sources of Fun	ding History Docur	ments			w x	Ŀ
AG ID 📥 AG name 🖨		AG type 🗦						
1 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Soft project						
4 *************************************	vvvvvvvvv	Infrastructure						
6 kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk	kkkkkkkkkk	Project management and communication						

#### **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.





	RREG Task List	HUSKROUA X V	DEVI	8	<i>8</i> ×	29:48 fo1
Proje AG ID HU 1 Proje AG name Act VXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Current description *	Activities - Modify Activity status *	In accordance with the original time plan Image: Second se		WXL e plan V	
Save V	/alidate X Cancel					ing

#### 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**

		Beneficiary Report	- Under preparation				
Project Part ID HUSKROUA/1702/7.1/0063/LB	Reporting periods * RP 1 ×	× ~	BR Number	BR start date	BR end date * 30/09/2020	Final Beneficiary report	
Project Acronym		Project title		Start date of project	End date of project	m   _	
CGTN		Cross-border green transport network		01/10/2019	30/09/2020	1	
ead Beneficiary		Beneficiary		Contact person		Status	
Vikonavčij komitet Ivano-Frankivskoji miskoi radi Vikonavčij komitet Ivano-Frankivskoji mis				Ihor Popadyuk		Under preparation	
Revenues Interests Profit				52	_		
			Currency C	Reported amount	in EUR Budget hea	iding Checked	
Documents in equivalent pr 🚔 Name of partner	Description	ns of revenues Reported amount	currency			-	

#### 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





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

■ INTERREG	Beneficiary Report search		HUSKROUA × ~	(U)	13 (A)	Ĩ	29:51
Project Part ID		The best of the real sector of t	port revenue - New		8	I Beneficiary report	8
HUSKROUA/1702/7.1/0063/LB	Documents in equivalent probative value	ue ID *	Name of partner *		^ ^	i benenciary report	^
Project Acronym CGTN	Budget heading	~	]				
Lead Beneficiary Vikonavčij komitet Ivano-Frankivskoji miskoj radi	Related activity according to the AF *					us der preparation 🥪	
Main data Achievements Procurements	Descriptions of revenues *						
Revenues Interests Profit							
○     ●     No records found +     ■     ●       Documents in equivalent pr     ■     Name of partner		ate of accounting the revenue *	Revenues foreseen in the AF			Checked	
Bocuments in equivalent pr Viame or partner	Currency * E	xchange currencies	Different exchange rate	Exchange rate		Checked ↓	
	Checked						
					~		
	Net amount		Amount in selected currency *	Amount in EUR			
	Vat amount		0,00				
	Gross amount						
	Reported amount						
	Verified amount			1	~		~
✓ Validate × Cancel	Save Validate × Cancel	1				ntinue later > Drop	<ul> <li>Send for signing</li> </ul>

#### **183.** Figure: Revenues - new 1.

O     O	Documents								Checked	
	> Filters							~		~
	0	> \varTheta No records found 📋	<b>4</b>				w x L			
	File name 🗧	Title 🗘	Creation date 🗸	Subject 🖗	Created by	Version =	Generated			
✓ Validate × Cancel	Save Vali	idate × Cancel						e later	> Drop	<ul> <li>Send for signing</li> </ul>

**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 prefinancing. Verified amout will be filled by the controller.





■ INTERREG#	Beneficiary Report search	HUSKROUA × ~	UATS (A	29:49
HUSKROUA/1702/7.1/0063/LB V RP	Interest incurred on Currency •	Interests - New Exchange rate	8 Different exchange rate	Final Beneficiary report
Project Acronym CGTN Lead Beneficiary Vikonaväj komitet Ivano-Frankivskoji miskol radi	Amount	in original currency Amount in E	EUR	Status Under preparation
Main data Achievements Procurements in Revenues Interests Profit	Reported amount			
C	Verified amount			W 🗙 🔁
	Documents       > Filters       C        ●        ●        No records found			
		on date 🗸 Subject 🔅 Created by 🖗	Version Generated N	
	<		~	~
✓ Validate × Cancel	Save Validate × Cancel			Continue later > Drop + Send for signing

205. Figure: Figure Interesests

## 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.

	port search	HUSKROUA × ~		UATS (A)	)	<b>8 ⊠</b> 0 s	27:58 sk_reg1
	Beneficlary Report -	Under preparation					۲
Project Part ID Reporting periods *		BR Number	BR start date	BR end date *	Final Beneficiary report		
HUSKROUA/1702/7.1/0063/LB V RP 1 ×	× ~	1	01/10/2019	30/09/2020			
Project Acronym	Project title		Start date of project	End date of project			
CGTN	Cross-border green transport network		01/10/2019	30/09/2020			
Lead Beneficiary	Beneficiary		Contact person		Status		
Vikonavčij komitet Ivano-Frankivskoji miskoi radi	Vikonavčij komitet Ivano-Frankivskoji miskoi radi		Ihor Popadyuk		Under preparation $$		
Main data Achievements Procurements Invoices Activities	Revenues Budget Cost Sources of Funding	History Documents					
Revenues Interests Profit							
Profit amount	Profit comment		Conclus	on if profit should be ded	ucted from payment claim (	if applicable)	

216. Figure: Profit





## 3.1.8 Budget Cost

		Descention and a data	Ben	eficiary Report - Under pre BR Numbe		BR end date *	Final Beneficlary report	
Ject Part ID	02/8.1/0198/LB	Reporting periods *		× v	4 01/11/2019	31/08/2020		
ject Acronym		ILE 3 A ILE 4 A	Project title	<u> </u>	Start date of pro		, <b></b>	
	ym Acronym Acrony		Project title, Project title, Project t	itle Project title Project title Pr		31/12/2020		
d Beneficlary			Beneficlary		Contact person		Status	
	ficial name of the Partner)		UA partner (Official name of the l	artner)		kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk	Under preparation	
0 × »	•		evenues Budget Cost Sources					w x
lo.≜ ≥ 1	Budget Lines Human Resources			Planned Amount 12 000.00	Accepted previously by JTS 0.00	Current Report Amount 0.00	Accumulated Amount	Remaining Budget Amo
2	Travel			0.00	0,00	0,00	0,00	12 000
3	Equipment and supplies			1 210 000.00	211 526.21	510.00	212 036.21	997 96
4	Services			2 000,00	0,00	0,00	0,00	2 00
5	Project Dedicated Office			0,00	0,00	0,00	0,00	(
6	Investment/Works			15 000.00	0.00	0.00	0,00	15 000
7	Administrative costs			24 480.00	0.00	0.00	0.00	24 480
				1 263 480.00	211 526.21	510.00	212 036.21	1 051 443

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.





## 3.1.9 Sources of Funding

		Ben	ficiary Report - Under prepa	ration			
ect Part ID	Reporting periods *		BR Number	BR start date	BR end date *	Final Beneficiary report	
SKROUA/1702/8.1/0198/LB	✓ RP 3 × RP 4 ×		× ~	4 01/11/2019	31/08/2020		
ect Acronym		Project title		Start date of projec			
onym Acronym Acronym Acrony		Project title, Project title, Project ti	le, Project title, Project title, Proj	ect title, Proj 01/01/2019	31/12/2020		
Beneficlary		Beneficiary		Contact person		Status	n
partner (Official name of the Partner)		UA partner (Official name of the P	artner)	kkkkkkkkkkkkkkkkkk	kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk	Under preparation $~~$	
lain data Achievements Procuren	nents Invoices Activities F	evenues Budget Cost Sources of	Funding History Docume	nts			w x
			Discuss of Assessment	Assessed and investories IN	C		
, in the second s			Planned Amount	Accepted previously by JTS	Current Report Amount	Accumulated Amount	Remaining Budget Am
1 ENI contribution 2 National contribution			1 100 000,00 163 480,00	188 144,02 27 612,71	444,01 65,99	188 588,03 27 678,70	911 41 135 80
			103 400,00	2/012,/1	05,99	2/0/0,/0	155 00
Total			1 263 480.00	215 756 73	510.00	216 266.73	1 047 21

**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.





## 3.1.10 History

	t HUSKROUA × v	DEV	29:47
	Beneficiary Report - Under preparation		8
Project Part ID         Reporting periods           HUSKROUA/1702/8.1/0198/LB         RP 3 × RP 4 ×	BR Number	BR start date         BR end date *           01/11/2019         31/08/2020	Final Beneficiary report
Project Acronym Acronym Acronym Acronym Acrony	Project title Project title, Project	Start date of project         End date of project           01/01/2019         31/12/2020	
Lead Beneficiary UA partner (Official name of the Partner)	Beneficiary UA partner (Official name of the Partner)	Contact person	Status Under preparation V
O 🕑 🕢 Found 1 records 💬 Task comment	ivities Revenues Budget Cost Sources of Funding History Doct		W X 7
Task comment Task name	Start date *	End date 🖗	Assignee
Record BR data	11/09/2020 14:04:5		fo1

**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

■ INTERREG	Beneficiary Re	eport search		HUSKROUA	× ~		UAT3		<b>≥</b> 0	sk_reg1	29:4 द
			Beneficlary Report	- Under prepar	ation						٥
	Reporting periods *			BR Number		BR start date	BR end date *	Final Beneficiary repo	rt		-
	RP 2 ×		× ~		2	01/09/2020	31/08/2021				
Project Acronym		Project title				Start date of project	End date of project	1			
Smart Museum		] [	s a way to present cultural herit	tage		01/09/2019	31/08/2021	J			
Lead Beneficiary		Beneficiary				Contact person		Status			
Asotslatsila "Uzhhorod - XXI vik"		Asotsiatsiia "Uzhh	horod - XXI vik"			Yevheniy Luksha		Under preparation			
Main data Achievements Procurements	Invoices Activities	Revenues Budg	get Cost Sources of Funding	g History Doo	cuments						
✓ Filters											
Path	Search by content										
O ● ● ○ Found 2 records ↓											
C ● ④ ⊗ ⊖ Found 2 records ↓	1 🕞 🕯 🏜	≛ ≙ 🗌								w 🗙 🛛	되
File / Folder name ≑	Title ≑		Creation date ≑	Su	ubject ≑		Created by $\Rightarrow$	Version 🗘 🛛 Gene	erated 🗦	Not relevant	
			III III III III III III III III III II	O					~	· ·	2
invoices			01/11	/2020 17:11:57							
activities			10/11	/2020 10:10:02							

**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 **Carlor** (**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 seletion of documents within any folder is supported.





## 3.1.12 Completion

■ INTERREG	Beneficiary Report search			HUSKROUA -			DEVI	-	<u>8</u> •	0 fo1
roject Part ID HUSKROUA/1702/3.1/0993/81	Reporting periods RP 5		Beneficiary Re	port - View BR Number	BR start date 6 01/04/2021	BR end date 31/07/2021	Final Beneficiary report			8
roject Acronym TEST 0414_2 test eed Beneficiary		Project title Disadvantaged people supp Beneficiary	iort - education, increasing ability	of work test	Start date of project 01/12/2019 Contact person	End date of project	Status			
Kulgazdasági és Külügyminisztérium Main data Achievements Procurements		test 0508 RO partner (Offici			Tom Thomson	anii an Gaadhia a Ar an Gaadhia a	Need amendment	]		
Main data Achievements Procurements Document Completion dates	invoices Activides Revenues B	adget Cost Sources of Fun	aing History Documents	completion						
Filters     O									W	
File name		Title 🛔	Creation date 🚽	Subject ()			Created by 0	Version	Gene	rated 🗧
upload_4.docx			31/08/2020 16:24:1				ctri1		111	
upload_2.docx			31/06/2020 08 32 3	2			ctril		III	
× Close										

#### **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.

■ INTERREG#	Beneficiary Report search		HUSKROUA			DEVI	29:52
		Beneficiary R	eport - View				8
Project Part ID HUSKROUA/1702/3.1/0993/B1	Reporting periods V RP 5		BR Number	BR start date 01/04/2021	BR end date 31/07/2021	Final Beneficiary report	
Project Acronym	× KP 5	Project title	0	Start date of project	End date of project		
TEST 0414_2 test		Disadvantaged people support - education, increasing ability	of work test	01/12/2019	31/05/2022	11	
Lead Beneficlary		Beneficlary		Contact person		Status	
Külgazdasági és Külügyminisztérium		test 0508 RO partner (Official name of the Partner)		Tom Thomson		Need amendment 🛛 🗸	
Main data Achievements Procurements	Invoices Activities Revenues	Budget Cost Sources of Funding History Documents	Completion				
Document Completion dates							
O ( Found 2 records							w 🛛 🗡
	Completion number	Sent for completion		Co	mpletion deadline		Completion submitted
	1	31/08/2020			02/09/2020		31/08/2020
	2	31/08/2020			02/09/2020		
× Close							

#### 32. Figure: Completion / Dates





## 4. 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 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 explaines the submission process in a visual manner.





## 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 identicat 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.

				Normal project / Project p	art - View						
ole	Project part ID	Beneficlary		Project acronym			Duration of PP (in months)	Start of PP	End of PP		
LB	HUSKROUA/1702/8.1/0198/LB	LB - UA - UA		Acronym Acronym Acronym	Acrony		24	01/01/2019	31/12/2020		
	art description part descriptionProject part descript scriptionProject part descriptionPro ionProject part descriptionProject	tionProject part descriptionProject part des ject part descriptionProject part description part descriptionProject part description	criptionProject onProject part onProject part	Responsible unit for control	Controller/Auditor	· (1) ~ 0	Controller/Auditor (2)	PP total cost (EUR) 1 263 480,00	EU contribution (I		
Benet	ficiary Contacts Reporting pe	riods Budget Other financial informa	tion Beneficiary Rep	orts Documents							
Partner	,		A	bbrevlated name		Start of	Beneficlary	End of Beneficlary			
100006 - UA partner (Official name of the Partner) - 33333333333333333				UA 01/01/2019				31/12/2020			
fficial	name (in original language)			Official na	me (in English)						
UA pai	rtner (Official name of the Partner)				English, English, English, En English, English, English, En	glish, English, Er	· ·	lish, English, English, Engl	ish, English,		
	al tax number	Registry number	Community tax numbe				foundation	Founder organization			
333333	3333333333	888888888888888888888888888888888888888		Reclaim	aimer only in Project V 01/10/2012						
ligibilit	ty type	Institution type	Legal status	tus Website							
Settler	ment 🗸	Non-governmental, non-profit public $ $ $\vee$	Private organization	✓ fwwwww	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		NWW				
The Par	tner does not exist yet, I want to cre	ate with the given data									
Offic	cial address Mailing address										
Countr	ry	Nuts III		Settleme	t			Postal code			
Ukrai	ine 🗸 🗸	Kiev		∨ Kiev				01054			
	, nr., PO box										
Street,											

**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 <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.