



NTERREG

INTERREG+ IT System PROJECT REPORT

for

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

User Manual – Front Office

v1.0.0





Version History

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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Lead Beneficiaries of the Interreg Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020 in the INTERREG+ system. The document presents the steps and rules of submission of Project Reports (PR) in a process-oriented illustration.

1.2 Who is this document for

This document is intended for Lead Beneficiary users, who are required to submit reports and have the right to record and/or sign a PR as set forth in the Project.

1.3 ACCESS MANAGEMENT

The users can access INTERREG+ IT system in order to manage PRs of the Project 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 one or several projects / project parts assigned to, where they can manage tasks regarding Project Reports. User can edit and view Project Reports for the Project of which they are assigned to. For more information on user management and user roles, please check the User-management Tool User Manual.

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

This chapter presents common functions that are accessible and operate in the same way on each screen of the system. Those functions are Project Report Main Menu and the Header, The 'Action buttons' and The 'Function' buttons.

2.1 THE PROJECT REPORT MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header (Fig. 1), where the Project Report, the Project Data, and the User menu can be found. The Beneficiary Report menu appears here, if the user has approved user role to access the Beneficiary Report. The User Account menu access, the Sign-out button and the Messages menu are located in the top right corner. (Fig. 2).



The Main Menu is composed of submenus:

- **1. The Project Report** submenu: through the Project Report submenu the Project Report management can be accessed.
- 2. The Beneficiary Report submenu (optional, see above): through this menu the Beneficiary Reports can be accessed and managed (for detailes see User Manual for Beneficiary Report Process),





- 3. Project data submenu: The User can access data of projects that were assigned to the User through the Normal Project view, and optionanny the Project Part view menu point.
- 4. User submenu: Through the **Project part user profile** menu point, the Recording User of the Lead Beneficiary can manage the incoming user role requests of all Beneficiaries of the Project (LB project part included) (*see User Management Tool User Manual*).
- 5. About submenu: provides information of the IT system version

In the User Account menu the User's credentials, such as password, can be maintained. In the Messages, the User can manage their messages including sending new messages to other Users.

2.2 The 'Action' Buttons

The purpose of "action buttons" is to manage the PR(s) under preparation. Those buttons can be found at the bottom of the screen (Fig.3) they are always visible:

PR refresh 💬 Task comment 🎝 Project Summary 🎝 Generate 🔻 Continue later 🕞 Drop 🕨 Send for signing

```
✓ Validate X Cancel
```

Fig. 3. Action buttons

- The Project Report (in pdf format) and the Request for Payment (RfP; in word format) templates can be generated at any time in the recording process by pressing the **Generate** button; the "DRAFT" watermark is printed on the documents. The final documents are generated automatically (without the watermark), when the PR is submitted to Back Office for approval. The RfP is in word format in case the Signatory user(s) would like to modify the pre-filled content, however, shall not be signed, will be considered as e-signed upon the submission of the Project Report.
- When the User presses the **Validate** button, the system runs a validation, 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 fields are filled and all rules are complied with, a confirming message would appear.
- To save the recorded data and leave the PR (close the window) click **Continue later**. By doing so, all data will be saved with no validation running. (The User can return to PR from the Project Report list screen by clicking the **Continue** button after selecting the PR in question.)
- By pressing the **Drop** button, the report is deleted, but it remains viewable and its status is "Deleted". *Note, a dropped PR 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 system does not detect any deficiency, the task moves to the signatory user's task list; the PR is no longer editable to the recording user.





- By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the PR returns to the last saved state.
- The **PR refresh** button will become active, if there is a project modification implied, which affects the given project. By refreshing the PR, the changes applied in the project modification will be applied in the PR as well. Until the PR is not refreshed by pressing the 'PR refresh' button, the PR cannot be sent for signature.

2.3 The 'Function' Buttons

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

- the **View**) button initiates the viewing of a selected item (e.g. PR, Activity, Indicator, etc) from the list;
- the **Modifiy**) button initiates the modification of an already existing item (e.g. an Activity status, Indicator description, etc);
- the (Delete) button deletes the selected 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;

INTERREG			HUSKROUA		UATZ (A)	o lossuser2
			Upload file(s) 🛞	8		8
Project ID	Contract Number Bene	lary Unload	Eles A Dross and dross to unland Elefal	Type of Procedure	date	Final report
HUSKROUA/1702/3.1/0082	Contract Number584857 LB -	(-Jakı	files 🛧 Drag and drop to upload file(s)	Single tender - Single tender	/2020	

Fig. 4. Upload file(s) communication panel

- the (Download) and the (Download as zip) button allows downloading even multiple selected files from the list at once;
- the Export to) buttons initiate exporting the content of the list screen into the selected format (xlsx, docx, pdf). Note that the function would exports 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 and (info) button the details of a field can be viewed.





3. PROJECT REPORT

The purpose of the INTERREG+ Project Report (PR) Front Office interface is for Lead Beneficiaries to submit their reports on the progress in implementation of the project concerned.

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



Fig. 5. Recording workflow

- 1. PR Recording: recording users are authorized to record PRs
- 2. PR Submission: After recording the PR data, the signatory users are entitled to endorse (E-sign and submit) the PR or return it to the recording user (Back to modification). Signatory users cannot edit PR data. After the last signatory user's (in case of more than one) endorsement, the PR is submitted and appears in the Back Office interface as unattended task.

It is not possible to submit the PR without the e-signature of all signatory users of the Project.

3. PR Approval: After the LB submitted the PR, it appears in the INTERREG+ Back Office interface of the Joint Technical Secretariat. The responsible JTS managers will check the PR and approve it, if found complete. The LB User can follow the status of the PR duping the approval process the Front Office interface, and will be notified of the final decision via automatic e-mail.

PRs are status-managed, it allows the user to keep track of the progress of the respective PR.

3.1 Recording New Project Report

The recording of a new PR can be started via the Project Report menu item. As illustrated in the Fig.6, previously recorded PRs are listed in the list screen. The user can only view PRs of the Project, to which the user is assigned to as a Lead Beneficiary.





= INTERREG	Project Report		HUSKROUA	~	(UA		fotestuser2
V Filters Only submitted							
C	► Continue						w × 1
Project ID *	Reporting periods	PR Number PR start date	PR end date	Reported amount	Status 🗘	PR approval date	
	~					~]	11
HUSKROUA/1702/3.1/0082	RP 1	1	01/10/2019	30/09/2020	43 046,92 Under preparation		
		Fig	j. 6. Project Re	eport list			

The main rules for PR creation are:

- Recording of a new PR for any given reporting period can only be started if the previous PR has been submitted, i.e. it is in submitted status.
- Only one PR can be edited at a time unless a PR has been returned for completion (status: need amendment).
- Another PR cannot be submitted for approval until the approval process of the previously submitted PR is not closed (Approved / Rejected).
- The number (#) of deleted PRs will be reassigned.
- Only accepted BRs (i.e. BRs of status of Approve or closed without validation) are listed on the BR selection screen, in the first step of PR creation.

3.1.1 Creating New Project Report

Recording of a new PR can be initiated by clicking the (+) button. As a result a communication panel pops in, where – after setting the appropriate Project ID (in case of being assigned to more than one projects) – the BR selection can be made. As a default setting, the system selects all accepted BRs independently of their reporting period, however, the user can select which ones shall be included in the given PR by leaving the ticks in. The reporting period, covered by the PR, depends on the reporting period(s) of the selected BRs. By clicking on **Continue**, the PR is generated based on the BR selection (please see Fig.7).

Note that every Beneficiary Reports must be included in the PR for any given reporting period, even if a Beneficiary Report contains 0 EUR reported and verified.

			HUSKROUA 🗸]	(e	
Filters Only submitted	PR Number		Project Report - New ct ID * KROUA/1702/3.1/0082		*	W X 4
Project ID * Reporting	C				w × 🗵	PR approval date 🗄
	Project part (D * HUSKRICULA/1702/3.1/0082/LB HUSKRICULA/1702/3.1/0082/B2 HUSKRICULA/1702/3.1/0082/B2	BR Number 6 1 1	67 847 446 5 01/10/2019 01/10/2019 01/10/2019	8 end date : Sozia i 30/09/2020 Approved 30/09/2020 Approved 30/09/2020 Approved	PR recent	v)[
	✓ Validate × Cancel				► Continue	

Fig. 7. Project Report - new





3.1.2 Main data

Under the Main data tab (the first one on the tab header, please see Fig.8), the most important information of the given PR is found, such as period covered by the given PR, financial information on BRs selected, etc.

This tab is only for displaying information, there are no editable fields.

		HUSKROUA	~	UATZ (A	0 📼	fotestuser2
1		Project Report - Under prepara	tion			
Project ID	Reporting periods	PR Number	PR start date	PR end date	Final report	
HUSKROUA/1702/3.1/0082	RP 1		1 01/10/2019	30/09/2020		
Project acronym	Project title			Start date of project	End date of project	
The cross-border cultural dial	The cross-border cultural dialogue for the preservation	n of Europe's cultural heritage		01/10/2019	31/03/2022	
PR approval date Status Under preparation	~					
Main data Achievements Procurements Invokes Revenues Act	civities indicators Procurement plan Time plan BRs in PR	Financial Progress Sources of funding Progress	Transfer from LB Documents History			
LB Contact person	Position	Mobile numb	er	E-mail address		
Test Name		-123		Iplusoffice@szpi.hu		
Beneficiaries in PR						
O 🖲 🛞 Found 3 records						w x 🗵
Role *	Beneficiary		English	hame		
			~			
Lead Beneficiary	LB - SK - Jakubova Vol	a	Jakubo	a Vola village		
Beneficiary 1	B1 - UA - Velykyj Beres			Bereznyj village council		
Beneficiary 2	82 - UA - CF CCI		Charita	ble Foundation "Center for Civic initiatives"		
Reported amounts In BRs						
Total reported amount	Total reported EU contribution amount	Total reports	d national contribution amount	Total reported own contribution amount		
	43 046,92	38 742,22		1 466,73		2.837,97
Accepted amounts by NC/A in BRs						
Total accepted amount	Total accepted EU contribution amount	Total accepte	d state contribution amount	Total accepted own contribution amount		
	43 046,92	38 742,22		1 466,73		2.837,97
Reported amounts in PR						
Total reported amount	Total reported EU contribution amount	Total reporte	d national contribution amount	Total reported own contribution amount		
	0,00	0,00		0,00		0.00
Accepted amounts by JTS In PR						
Total accepted amount by JTS	Accepted amount by JTS - EU contribution	Accepted am	ount by JTS - National contribution	Accepted amount by JTS - Own contribution		
	0.00	0,00		0,00		0.00
- Validate X Cancel				© Task comment 🔒 Project Summary 🌒 Generate 🔻	Continue later > Drop	Send for signing

Fig. 8. Main data

3.1.3 Achievements

			Project Report - Under preparation				
Project ID		Reporting periods	PR Number	PR start date	PR end date	Final report	
HUSKROUA/1702/3.1/0082		RP 1		1 01/10/2019	30/09/2020		
Project acronym		Project title			Start date of project	End date of project	
The cross-border cultural dial		The cross-border cultural dialogue for the preservation	on of Europe's cultural heritage		01/10/2019	31/03/2022	
PR approval date	Status						
O 💿 🕀 Found 6 records 🗄		ttles indicators Procurement plan Time plan BRs in PR	Financial Progress Sources of Aunding Progress Transfer				w x
O 💿 🕀 Found 6 records 🗄	curements invoices Revenues Activ	Vities Indicators Procurement plan Time plan BRs in PR	Financial Progress Sources of funding Progress Transfer	from LB Documents History Description :			w x
	curements invoices Revenues Activ		Financial Progress Sources of Aunding Progress Transfer				₩ 🗙
O 💿 🕀 Found 6 records 🗄	curements invoices Revenues Activ	Key aspect A	Financial Progress Sources of Runding Progress Transfer	Description (W X
O O O Pound 6 records Cuession type Achievement PR Achievement PR	curements invoices Revenues Activ	Xey Aspect • V 1. Please describe the 2. Is the project imple	Projects progress up to now towards the main objective and spect mentation on time according to the time plan defined in the Grant	Description (W X
O O	curements invoices Revenues Activ	Exylappet ✓	Projects progress up to now towards the main objective and spect mentation on time according to the time plan defined in the Grant above mentitioned dispolaritements deviations.	Description (W X
C The Pound & records Achievement PR Achievement PR Achievement Achievement Achievement	curements invoices Revenues Activ	Rey Aspect * . Reese describe the 2. Is the project mple 3. justification for the 4. Are there as you fail	Projects progress up to now towards the main objective and speco- mentation on time according to the time plan defined in the Grant above metacode delay/offerenzia/exactors.	Description)			WX
O O	curements invoices Revenues Activ	Exploses In Prese describe the L of the project imple L so the project imple L so the project imple L so the project imple L and the area any offer S. In rise, what is the area any offer	Projects progress up to now towards the main objective and spect mentation on time according to the time plan defined in the Grant above mentitioned dispolaritements deviations.	Discoption 1			W X

Fig. 9. Achievements

The Achievements tab (Fig.9) displays the questions concerning the overall progress of the project implementation to be reported in the Project Report.





INTERREG			HUSKROUA			UATZ (A)	2 0	fotestuser2
[_	Project Report / Ac	hievement - Modify	*				
Project ID	Repor				PR end date	Final report		
HUSKROUA/1702/3.1/0082	RP 1				30/09/2020			
Project acronym	Projet				Start date of project	End date of	project	
The cross-border cultural dial	The				01/10/2019	31/03/2022		
PR approval date Status								
Under preparation V								
Main data Achievements Procurements Invoices Revenues Activities Indi	cators							
O 🕐 🕢 Found 6 records 🖹 🖉								
Question type =		Current description (from BR)	Current description (by LB) *				_	
		LB - BR1: 3. Justification for the above mentioned delay/differences/deviations.;	1					
Achievement PR		B1 - BR1: 3. Justification for the above mentioned delay/differences/deviations.						
Achievement PR								
Achievement		B2 - BR1: 3. Justification for the above mentioned delayidifferences/deviations.						
Achievement								
Achievement Achievement PR								
Achievement PK								
			1 L					
		Documents History						
		> Riters						
		🔿 🛞 🛞 \Theta No records found 🕆 🛓 🚊 🗌						
		File name 0 Title 0 Creation date 🛩 Sub	gect 🗧 Created by 🗟 Version 🗟 Gene	erated 🔍 Not relevant 🔍				
				~				
C								
		Save validate × Cancel						
v Validate X Cancel				refresh 🕫 Task commen	nt 🔊 Project Summary	a Generate 🔻 Continue later	> Drop	Send for signing
		Fig. 10. Achiev	ements - Modify					

By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in (Fig.10), where the user have to record the description of project-level progress in the 'Current description (by LB)' field. As a hint, the progress reported by the partner Beneficiaries in the Beneficiary Reports on project part-level is displayed in the 'Current description (from BRs)' field. Once the text is entered, the recording has to be finalized by the 'Save' button.

3.1.4 Procurements

In the INTERREG+ system, under the Procurements tab the tenders are listed recorded in the BRs included in the PR. After selecting the tender of interest, it can be accessed by the **Modify** button for uploading additional supporting documents.

INTERRE	G 🕻 Project Report			HUSKROUA	~		SALS (A)	N 0	fotestuser2
			Pro	ject Report - Under preparatio	n				
ect ID		Reporting periods		PR Number	PR start	date	PR end date	Final report	
JSKROUA/1702/3.1/0082		RP 1			1 01/10/	2019	30/09/2020		
ect acronym		Project title					Start date of project	End date of projec	ct
e cross-border cultural dial		The cross-borde	r cultural dialogue for the preservation of	Europe's cultural heritage			01/10/2019	31/03/2022	
pproval date	Status								
		venues Activities Indi	icators Procurement plan Time pla	n BRs in PR Financial Progres	s Sources of funding Prog	ress Transfer from LB	Documents History		W
🗈 🛞 🕢 Found 2 recor	Procurements Invoices Re	venues Activities Indi	Type of Procedure =	Start date of procurement 🖨	Date of Decision 🖨	Date of Contracting	Procurement plan no.	Duration of the	_
• 💿 🕢 Found 2 recom	Procurements Invoices Re ds R 7 Beneficiary	Subject 🕆	Type of Procedure ÷	Start date of procurement	Date of Decision 🖗	Date of Contracting	Procurement plan no.		e contract (mor
) 🛞 🕢 Found 2 recor	Procurements Invoices Re		Type of Procedure =	Start date of procurement 🖨	Date of Decision 🖨	Date of Contracting a	Procurement plan no.	long with	_





3.1.5 Invoices

In the INTERREG+ system, under the Invoices tab the invoices are listed recorded in the BRs included in the PR. After selecting the invoice of interest, it can be accessed by the Modify button for further editing and uploading additional supporting documents, if necessary.

The Lead Beneficiary User can only edit the Reported amount in PR field, which is, by default, equals to the value verified by the NC/A, i.e. the Accepted amount by NC/A field (see below, highlighted in yellow). The User may confirm the reported amount by editing the invoices reported one by one, or by using the Report all button located above the list screen.

							Project Rep	ort - Need FO amendme	nt				
oject ID			R	porting pe	riods			PR Number		PR start date	PR end date	Final report	
USKROUA/1702/3.1/008	12		1	RP 1					1	01/10/2019	30/09/2020		
ject acronym			Pr	oject title							Start date of project	End date of pr	oject
e cross-border cultura			1	The cross-b	order cultural dialog	ue for the preserva	ition of Europe's cultura	l heritage			01/10/2019	31/03/2022	
pproval date	Status												
	Need	O amendment											
ain data Achiever	nents Procurements	Involces Rever	nues Activities	Indicato	rs Procurement	plan Time plan	BRs In PR Financia	I Progress Sources of fur	ding Progress Transfe	r from LB Documents Histor	y Completion		
Found 7	records 🔋 🖌 Repo	rt all											w 🛛
eficiary * 1 BR	* 2 Budget heading 0	Budget line	Budget item	Des	Invoice number 0	Supplier name 0	Performance date 0	Reported amou 🗧 Curren	Reported amount	ccepted amount by NC/A 🗧 Report	ed amount in PR in EUR 🔍 Accepte	d amount by JTS 0 Accepted ar	mount by JTS in EUR 🖗
~][~		~			II						
SK - Jakubov 1	2 - Travel	2.3 - Travel costs	. 2.3.1 - Travel to	P	Invoice numberH	. Supplier name	01/02/2021	93 500,00 HUF	259,48	259,48	259,48	93 500,00	259,48
SK - Jakubov 1	4 - Services	4.6 - Costs of eve	4.6.5 - Project m	ie	Invoice numberE	Supplier name	01/02/2021	28 500,00 EUR	28 500,00	28 500,00	28 500,00	28 500,00	28 500,00
UA - Velykyj 1	6 - Investment/W	6.3 - Reconstructi.	6.3.1 - Investme	n	Invoice numberH	. Supplier name	01/02/2021	485 065,00 HUF	1 346,13	1 346,13	1 346,13	485 065,00	1 346,13
UA - Velykyj 1	3 - Equipment an	3.1 - Purchase or	. 3.1.1 - Purchase		Invoice numberE	Supplier name	01/02/2021	4 995,00 EUR	4 995,00	4 995,00	4 995,00	4 995,00	4 995,00
UA - Velykyj 1	2 - Travel	2.2 - Inland trave	2.2.1 - Project te	a	Invoice numberU	Supplier name	01/02/2021	94 540,00 UAH	2.776,01	2.776,01	2.776,01	94 540,00	2 776,01
UA - CF CCI 1	1 - Human Resou	1.1 - Salaries of i	1.1.1 - Project m	a	Invoice numberU	Supplier name	01/02/2021	122 500,00 UAH	3 597,00	3 597,00	3 597,00	122 500,00	3 597,00
UA - CF CCI 1	1 - Human Resou	1.1 - Salaries of i	1.1.1 - Project m	ia	Invoice numberU	Supplier name	01/02/2021	25 734,00 UAH	755,64	755,64	755,64	25 734,00	755,64

Fig. 12. Invoices - list screen

			Project	Report / Invoice - Modify	c	8		
Project ID		Invoice number	Supplier name	Multiply info box			Final report	
HUSKROUA/1702/3.1/0082		Invoice numberHUF	Supplier name			2 11		
roject acronym						fproject	End date of proje	ect
The cross-border cultural dia	1	Contract number	Subject	Type of procedure			31/03/2022	
R approval date	Status	Contract Number584857 🗸 🛈		Single tender - Single tender				
	Under preparation	Description						
Main data Ashiayaman	ts Procurements Invoices					History	-	
main data Achievemen	ts Procurements invoices	Issued	Performance date	Pald on		History		
O 🟵 🕭 Found 7 rece	ords 🔋 📝	01/02/2021	01/02/2021	01/02/2021				w 🗙
Beneficiary * 1 BR number	r ▲ 2 Budget heading ⇒ Budget li	Budget heading		Budget line		i am 🔅 Accepted amo 🕆	Accepted amo	Checked C
		2 - Travel		 2.3 - Travel costs for other stakeholders 				
LB - SK - Jakub 1	2 - Travel 2.3 - Tra	Budget Item		VAT Reclaimer	AG ID			
LB - SK - Jakub 1	4 - Services 4.6 - Cos	2.3.1 - Travel to Perechyn		V No V	4 - Improving the infrastructure			
B1 - UA - Velyk 1	6 - Investment/ 6.3 - Rec							
B1 - UA - Velyk 1	3 - Equipment 3.1 - Pur							
B1 - UA - Velyk 1	2 - Travel 2.2 - Inla							
B1 - UA - Velyk 1 B2 - UA - CF CCI 1	1 - Human Res 1.1 - Sala	currency	Exchange currencies	Different exchange rate	Exchange rate			
B2 - UA - CF CCI 1	1 - Human Res 1.1 - Sala		EUR -> HUF	×	360,34000000			
BZ-UA-CPCCI I	1 - Human Kes 1.1 - Sak			BR number				
		LB - SK - Jakubova Vola						
				Amount in selected currency	Amount In EUR			
		NET amount		89 000,00	246,99			
		VAT amount		4 500,00	12,49			
		Gross amount		93 500,00	259,48			
		Reported amount		93 500,00	259,48			
		Accepted amount by NC/A		93 500,00	259,48			
		Non-accepted amount by NC/A		0,00	0,00			
		Reported amount in PR		93 500,00	259,48			
		Accepted amount by JTS	Checked					
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						

Fig. 13. Invoices - Modify





3.1.6 Revenues

In the INTERREG+ system under the Revenues tab, those revenues, interest, and profits are listed under the corresponding subtabs, which were recorded in the BRs included in the PR. After selecting the respective revenue/interest/profit from the list, it can be accessed by the **Modify** button for further editing and uploading additional supporting documents, if necessary.

			Project	Report - Under preparatio	1				
Project ID	R	eporting periods		PR Number	PR start	date	PR end date	Final report	
HUSKROUA/1702/3.1/0082		RP 1			1 01/10/2	2019	30/09/2020	TT .	
Project acronym	P	roject title					Start date of project	End date of project	
The cross-border cultural dial		he cross-border cultural dial	logue for the preservation of Euro	ope's cultural heritage			01/10/2019	31/03/2022	
	preparation V						-		
· · · · · · · · · · · · · · · · · · ·		ctivities Indicators Pro	ocurement plan Time plan	BRs in PR Financial Progres	s Sources of funding Prog	ress Transfer from LB	Documents History		
Main data Achievements Procureme		ictivities Indicators Pro	ocurement plan Time plan	BRs in PR Financial Progres	s Sources of funding Prog	ress Transfer from LB	Documents History	Ŀ	<u>v</u> x
Main data Achievements Procureme Revenues Interests Profit							Documents History		<u>v</u> 🗵
Main data Achievements Procureme Revenues Interests Profit ① ① ① ④ Found 1 records 🖹 📝	nts Invoices Revenues #								v X

Fig. 14. Revenues - list screen

Under the Revenues subtab, the Lead Beneficiary User can only edit the *Reported amount in PR* field, which is, by default, equals to the value verified by the NC/A, i.e. the *Verified amount* field.

	ort		HUSKROUA		UA	12 (A)	≥ ∘ ≥	fotestuser2
1		Project Report /	Revenue - Modify	ó	0			(8)
Project ID	Beneficiary						Final report	-
HUSKROUA/1702/3.1/0082	LB - SK - Jakubova Vola				2	111		
Project acronym	Documents in equivalent probative value	ID	Name of partner		fpro	oject E	End date of project	
The cross-border cultural dial	Documents in equivalent probLB		Name of partner		3		31/03/2022	
PR approval date Status	Budget heading		Related activity according to the AF					
Under preparation	1 - Human Resources		Related activity according to the AF					
	Descriptions of revenues					_	_	
Main data Achievements Procurements Invoices	Descriptions of revenues				Hist	itory		
Revenues Interests Profit								
O (Found 1 records)	Revenue incurred on	Date of accounting the revenue	Revenues foreseen in the AF					W X 📕
	01/02/2021	01/02/2021						
Beneficiary BR Number Docum	Currency	Exchange currencles	Different exchange rate	Exchange rate		Checked 0	PR checke	d ¢
~	EUR 🗸	EUR -> EUR ~		1,0000000		~	~][~
LB - SK - Jakubova Vola 1 Docum	PR checked				5	Z		
			Amount in selected currency	Amount In EUR				
	Net amount		10,00	10,00				
	Vet amount		0,00	0,00				
				· · · · · · · · · · · · · · · · · · ·				
	Gross amount		10,00	10,00				
	Reported amount in BR		10,00	10,00				
	Verified amount	Checked 🖌	0,00	0,00				
	Reported amount in PR		0.00	0,00				
	Accepted amount by JTS							
	Documents							
	> Filters							
	O ● ● 🕑 🔿 No records fo	ound 🕆 🛓 🛓 🖬 🗌		W 🗙 🗡				
	File name 🗄 🛛 Title 🗄	Creation date 🚽 Subj	ect 🗄 Created by 🔅 Vers					
				~ ·				
✓ Validate × Cancel	Save Validate X Cancel				rate	 Continue later) Drop N	Sand for similar
v tailuale A Califer	valuate × cancer				ate	· continue later	, prob	Sena for Signing

Fig. 15. Revenues – list screen

Under the Profits subtab, the Lead Beneficiary User must report the profit ('*Reported amount in PR*') gained by all Beneficiaries. In the '*Profit amount*' field, the value submitted by the Beneficiary is seen; if it is empty, i.e. the Beneficiary did not report any profits, the valueof the' *Reported amount in PR*' provided by the LB should be zero.





		Project Report / Profit - Modify	8			
Project ID		Beneficiary	-	PR end date	Final report	
HUSKROUA/1702/3.1/0082	Reporting periods RP 1	LB - SK - lakubova Vola	t date V2019	30/09/2020	Pinal report	
Project acronym	Project title	Profit comment		Start date of project	End date of project	
The cross-border cultural dial	The cross-border cultural dialogu			01/10/2019	31/03/2022	
PR approval date Status Under preparati Main data Achievements Procurements Invoice	on Revenues Activities Indicators Procurement p	Conclusion if profit should be deducted from payment claim (if applicable)	L8 Documents	History		
Revenues Interests Profit		Profit amount				_
🔘 🛞 Found 3 records 🛢 📝		Profit amount (in PR) *			[w x 2
Beneficiary * 1 BR Numbe	r * 2 Profit comment 🕆			Profit amount (in PR)	Accepted profit amount by JTS	
		Accepted profit amount by JTS				
LB - SK - Jakubova Vola 1		Save Validate × Cancel				

3.1.7 Activities

Activities and Project-level Indicators are grouped into Activity Groups (AG) under the Acvtivities tab, providing the ease of navigating among the different entries.

		HUSKROUA		UATZ	<u>م</u> ا	fotestuser2
		Project Report - Under preparation				
oject ID USKROUA/1702/3.1/0082	Reporting periods	PR Number	PR start date 1 01/10/2019	PR end date 30/09/2020	Final report	
			1 01/10/2019			
ject acronym te cross-border cultural dial	Project title The cross-border cultural dialogue for the preservation	of Europa's cultural baritana		Start date of project 01/10/2019	End date of project 31/03/2022	
approval date Status	The cross-burder cultural ballogue for the preservation	ror Europe's corora mentage		01/10/2019	51705/2022	
Under preparation	×					
lain data Achievements Procurements Invoices Rev	enues Activities Indicators Procurement plan Time plan B	Rs in PR Financial Progress Sources of funding Pro	gress Transfer from LB Documents His	tory		
🕐 🕘 Found 3 records 🖹 📝						w ×
D ▲ AG name 🖗	AG type 🖨					
1 Presentation of culture	Soft project					
4 Improving the infrastructure	Infrastructure					
6 Management and communication	Project management and communication					
Validate × Cancel			PB refresh @ Task comment	Project Summary 🔒 Generate	Continue later > Drop	 Cond for size

Fig. 17. Activity Groups - list screen

After selecting the AG of interest from the list, the Activities, Project-level Indicators, and additional information can be accessed by the **Modify** button.





= INTER	REG	Project Report		HUSKROUA 🗸			2 (A) 🖂 0	fotestuser2
[Project Report / Activities - Modify			8	8
Project ID	AG ID							
HUSKROUA/1702/3.1/0	· · · · · · · · · · · · · · · · · · ·							
Project acronym The cross-border cultur	AG name							
PR approval date	Presentation of cult	re						
	AG type							
Main data Achiev	Soft project							
	Activities Bene	ficiary's involved Questions in	dicators					
O 🟵 🏵 Found		nd 5 records 🔋 🖃					w × 🕹	
AG ID AG	2	nd 5 records 📃 🗷						
	Activity ID *		Activity name =	Activity status =	Current description (by LB) =	Activity originally planned		
1 Pre				~			~	
4 im 6 Ma			Recording of common CD 2 cultural events in Perechyn			Yes		_
6 Ma	3		2 cultural events in Perechyn Folklore festival			No		
	4		Opening ceremenony of the cultural centre			No		
	5		Presentation day			No		
	Save Valio	ate × Cancel						
	E Save Vanc	ate × cancer						
✓ Validate X Can	ncel				PR refresh @ Task comment	🖧 Project Summary 🌖 Generate	Continue later > Drop	 Send for signing
			<u></u>	40 4 41 141 14				

Fig. 18. Activities – Modify

On the upper part of the Activity sheet, the information on the AG can be found; at the bottom part the Activities, Project-level Indicators, and additional information are grouped under subtabs.

After selecting an Activity from the list under the Activities subtab, the individual Activity subtab opens up for editing. Here, the user can set the current status of the activities and provide description of the progress regarding the current report in the associated text description field. To provide insight into the progress reported by the partner Beneficiaries in the Beneficiary Reports on project part-level, it is displayed in the '*Current description (from BRs)*' and '*BR status set by B*' field. The status of each activity must be equal to or higher than their status in the previous report.





(←) → ℃ @		🛛 🚔 https://uat2-huskroua.interreg	gplus.eu/projectReportsFo		1996) … 🗵 ☆	盒 실	: 11\ 🗆 📽	=
= INTER	REG	Project Report		HUSIRROUA -	(UATE CA)	•	L fotestuser2	8
1			Project I	Report / Activities / Activity - Modify		8 8		
Project ID	AG ID	Activity ID	Activity name	Activity status *	Activity originally planned			
HUSKROUA/1702/3.1/	1	1	Recording of common CD		~ *			
Project acronym	AG name	Original description					¢	
The cross-border cum PR approval date	AG type	Lead aplicant will be responsible for relea CD, which will be great output of joint co	asing of common music CD, which will be recording together with all operation. Costs of boarding (45 persons) and accomodation (30 UA	partners. Each partner will come to Lead aplicant with foll participants) will cover Lead aplicant. Costs for transport v	dore ensamble for 3 days. During 3 days artists form all partners will record common vill cover each partner.			
	Soft project						_	
Main data Achiev	Activities Bo	Current description (from BR)						
C ⊕ ⊕ Foun AG10* AC		record common CD, which will be great o B1 - BR1: Lead aplicant will be responsibl	utput of joint cooperation. Costs of boarding (45 persons) and accon e for releasing of common music CD, which will be recording togethe	nodation (30 UA participants) will cover Lead aplicant. Cos rr with all partners. Each partner will come to Lead aplicar	ts for transport will cover each partner; it with folklore ensamble for 3 days. During 3 days artists form all partners will			
1.97		R status (set by B)	utput of joint cooperation. Costs of boarding (45 persons) and accord	nodation (30 UA participants) will cover Lead aplicant. Cos	ts for transport will cover each partner.	¥.	_	
4 10	1	LB - BR1: IN: PROGRESS;						
6 M		B1 - BR1: IN_PROGRESS;						
	4	B2 - BR1: IN_PROGRESS						
	5	Current description (by LB) *						
		Documents History > Fitters C R R R No records for	und ê 🛦 🛎 🗇		۲. این			
	Save V	File name	Title Creation da	te 🗸 Subject 🖗	Created by Version Generated Not relevant			
		Save Validate x Cancel						
✓ Validate × Car	ncel			20	refrech P Task comment 🔄 Troject Summary 🖓 Generate 🔹 Cond	nue later > Drop	 Send for sig 	ming

Fig. 19. Activitieses / Activity - modify

In the Documents tab of the Activities sheet, the supporting documents can be uploaded by the **Upload** button.

In the History tab, the users can view the status and description given in previous PRs providing an easy navigation between reports of the same activity.

The Project-level Indicators connected to a given Activity Group are located under the Indicators tab. By selecting the respective Indicator and clicking on **Modify**, a communication panel opens up for editing.

					Project Report / Activitie	e - Mediller					8
ect ID	AG ID				Project Report / Activitie	s - Modity					~
SKROUA/1702/3.1/0											-
	AG name										t
cross-border cultur	Presentation of culture										
pproval date											
	AG type										
ain data Achiev	Soft project										
_	Activities Beneficiary's Involved	Questions Indicators									
 Found 	O 🕑 🕢 Found 3 records 🖹	2								W X	
iD 🔭 AG											
	AG ID 0 Indicator type * 2 Indicato	r ID * 1 Indicator name 0	Measurement unit 0	Base value 0 1	Target value 🔍 🛛 Valui	e achieved in this PR Tota	al achieved value Re	maining amount Sources of verific	ation Current description (52	
1 Pre										!·	·
4 lm		1 Cultural events	event	0,000000	5,000000	0,000000	0,000000	5,000000		Active	
6 Ma	1 Output 1 Result	 CD Raising awareness of c 	pcs	0,000000	3 000,000000 3 275,000000	0,000000	0,000000	3 000,000000 3 275,000000		Active	
	Save Validate × Cance	4									
	Save Validate X Cance	(_								
	Save Validate X Cance					_			-		
	Save v Validate X Cance	1									
	Save v Validate X Cance	(
	Sive Valdare X Cance										
	Save v Validate X Cance	i.									
	Savo v Validate X Cance	i.						_			

Fig. 20. Activities - modify - Indicators





On the Indicators sheet of the Activities, the user can provide description of the implementation in progress (*'Current description (by LB)'*). The user is also obliged to set the value of the respective Indicator in terms of the progress in the given reporting period (*'Value achieved in this PR'*).

≡ INTER						HUSKROUA					UAT	2 (A)	0 💌	fotestuser2	29:50 E
1				Project Re	port / Activiti	es / Indicator - Modify				۲			۲		8
Project ID	AG ID	AG ID	AG Type		Indicator type		Indicator ID								
HUSKROUA/1702/3.1/0	1	1	Presentation of culture		Output			1							
Project acronym	AG name	Indicator name													
The cross-border cultu	Presentation of culture	Cultural events													88
PR approval date															
	AG type	Measurement unit	Base value	Target value		Value achieved in this PR •	Total achieved v		Remaining amount						
Main data Achiev	Soft project	event	0,000000		5,000000		l	0,000000		5,000000					
	Activities Beneficiary's Involved Que	Sources of verification													
O 💿 🕢 Found														w 🗙 🛛	9
AG ID AG	🗘 🕐 🕢 Found 3 records 🖹 📝	Original description										W	×Ъ		
	AG ID Indicator type Indicator ID Indicator I		f the project will be organized 5 cu	Itural cross-borde	r events.						Current descri	ption (b 🔶 Status 🗧			
1 Pri	•												~		11
4 Im	1 Output											Active			80
6 Mi	1 Output											Active			
	1 Result	Corresponding activities										Active			
		1,5													
		Current description (by LB) •													
		current description (by cu)													
		Documents History													
		> Filters													
		0 0 0 0 0 0 N	records found 📋 🚨 🛓	8 0						×Ŀ	-				
	Save Validate × Cancel	File name 0	Title 0	Creation date	🕶 Subje		Created by	Version -	Generated 🗧 Not rei						
		Phe halfie	THE V	creation date	• 300ji	M V	created by	VEISION	Generated • Notife	~					
		Save Validate	Cancel												
		· randate													
✓ Validate X Car	cel							Task com	ment 🖧 Project Sur		C Generate	Continue later	> Drop	Send for signif	ne
													Stop		

Fig. 29. Activities / Indicator – modify

In the Documents tab the supporting documents can be uploaded by the **Upload** button. In the History tab, the users can view the status and description given in previous PRs providing an easy navigation among reports of the same Project-level Indicator.

Under the Beneficiaries Involved tab those beneficiaries are listed, who are involved in the implementation of the respective AG.

		Project Report / Activities - Modify	8	
oject ID AG ID				
USKROUA/1702/3.1/0 1				
ject acronym AG name				t
e cross-border cultur Presentat	tion of culture			
approval date				
AG type				
Main data Achiev	RC			
Activiti	es Beneficiary's Involved Questions Indicators			
C				W X
GID* AG O 🤆	Found 3 records		W 🗙 📕	
AG ID	Involved Beneficiary *	Project part ID ≑		
1.80		v]	~	
4 im	1 LB - SK - Jakubova Vola	HUSKROUA/1702/3.1/0082/LB		
6 Ma	1 B1 - UA - Velykyj Bereznyj	HUSKROUA/1702/3.1/0082/B1		
	1 B2 - UA - CF CCI	HUSKROUA/1702/3.1/0082/82		







Under the Questions tab of the selected AG, questions may be listed associated to the implementation of the AG. These questions can be edited by the **Modify** button after being selected.

= INTER	REGT Project Report		HUSKROUA	(UAT2 (A)) 📼 0	1 fotestuser2	29:50
1		Project Report / J	activities - Modify	8		
Project ID	AG ID					
HUSKROUA/1702/3.1/	0 1					
Project acronym	AG name				e	
The cross-border cult	Presentation of culture					
PR approval date					1	
	AG type					
Main data Achiev	Soft project					
	Activities Beneficiary's Involved Questions Indicators					
C 🐨 🖲 Foun	C			W 🗙 🛃	w x	ഥ
AG ID A						
	AG ID AG type	Question =	Guide 🗘	Brief description =		
1 Pr						
4 Im						
6 M	a la					
	Save - Validate × Cancel					
	Save variate × cancel					

Fig. 23. Activities / Beneficiaries involved - list screen

3.1.8 Indicators

INTERREG	Project Report			HUSKROUA 🗸		UAT	🧑 🗷 🖾 🕅	testuser
			Project F	Report - Under preparation				
set ID		Reporting periods		PR Number	PR start date	PR end date	Final report	
SKROUA/1702/3.1/0082		RP 1			1 01/10/2019	30/09/2020	111	
ct acronym		Project title				Start date of project	End date of project	
cross-border cultural dial		The cross-border cultural dia	logue for the preservation of Europe's cultur	al heritage		01/10/2019	31/03/2022	
proval date	Status Under preparation							
	Procurements Involces Revenues Activiti	les Indicators Procureme	nt plan Time plan BRs in PR Financ	lai Progress Sources of funding P	rogress Transfer from LB Docume	nts History		
Found 3 records								w >
ator ID *	Indicator Name 🗢	Indicator category =	Indicator type 🗢	Base value 🕀	Target value 🗘	Indicative value (from BR) 🕀	Actual value in this PR +	
	Number of organisations using progra		Output		0,00	3,00	0,00	
	Number of cross-border cultural events		Output		0,00	5,00	0,00	
	Increase of number of visitors of recons	. Programme	Result		0,00	20 000,00	0,00	

Fig. 24. Indicators

The Indicators tab displays Programme-level indicators planned in the project. The reporting of any indicator can be started by selecting the indicator of interest and clicking on the **Modify** button.





= INTERREG	Project Report			HUSKROUA			UATZ (A)	٥ 🖂	fotestuser2
(Project Report / I	Indicator - Modify			*		8
Project ID	Indicator Name							Final report	
HUSKROUA/1702/3.1/0082	Number of organisations using progra	imme support for promoting local culture	and preserving historical heritage (COI6))					
Project acronym	Indicator category	Indicator type	Indicator ID	Unit				End date of project	t
The cross-border cultural dial	Programme	Output	CO16	nr. of organisions involved				31/03/2022	1
PR approval date Statu	Value achieved in this PR *	Base value	Target value	Total achieved value	Remaining value				
Und		0,00	3,00	0,00		3,00			
Main data Achievements Procurement	Original description			Current description (by LB) *					
	Number of organisations using progra	imme support for promoting local culture	and preserving historical heritage						
🔾 🐨 🕢 Found 3 records 🛢 📝									🛯 🗶 🔛
Indicator ID * India	Comment			Sources of verification				Actual value in this P	9 ±
				report from project implementation					
COI6 Nur COI8 Nur								0,00	
COI8 Nun RI 1.1 Incr								0,00 0.00	
N 1.1	Filters							3,00	
	O ⊕ ⊕ ⊗ ⊖ No records	: found 🕆 🛓 🖬 🗌					w x 🗡		
	File name 🕆	Title 🗄	Creation date - Sub	oject≑	Created by 🗘	Version 🗧 Genera	ited 🕆 🐘 Not relevant 🗘		
							~		
	Save Validate × Cancel								

Fig. 10. Indicator - modify

The progress in the achievement of the respective Programme-level indicator has to be provided in numeric form in the '*Actual value in this PR*' field. The progress should also be described in the '*Current description by LB*' field by recording an appropriate description.

In the Documents tab the supporting documents can be uploaded by the **Upload** button. In the History tab, the user can view the status and description given in previous PRs.

3.1.9 Procurement Plan

In the Procurement Plan tab, the planned procurements are listed as they are in the current version of the project. Here, the user can modify/update any of the planned procurements according to their implementation/status. E.g. a procurment contracted value is different from the originally planned value, it should be updated here.

				Project Report - Under preparation				
roject ID			Reporting periods	PR Number	PR start date	PR end date	Final report	
HUSKROUA/1702/	/3.1/0082		RP 1		1 01/10/2019	30/09/2020	m	
roject acronym			Project title			Start date of project	End date of project	
The cross-border of	cultural dial		The cross-border cultural dialogue for the preservation of	Europe's cultural heritage		01/10/2019	31/03/2022	
	Chlevements Procurements Involu		dvities Indicators Procurement plan Time plan BRs	in PR Financial Progress Sources of funding Progre	ess Transfer from LB Documents F	listory		w (
	ID Beneficiary	Type of contract	t ≎ Budget line ≎			Value of the contract (EUR) 🗧 Implementation year 🗧 State	
		~)[~] [~		
Proc. 1	LB - SK - Jakubova Vola	Works	6.3 - Reconstruction, works			615	719,99 Implementation year 1 Not	started
Proc. 2	LB - SK - Jakubova Vola	Supplies	3.1 - Purchase or rent of equipment			10	000,00 Implementation year 1 Not	started
Proc. 3	LB - SK - Jakubova Vola	Supplies	4.8 - Others			3	000,00 Implementation year 2 Not	started
Proc. 4	B1 - UA - Velykyj Bereznyj	Works	6.3 - Reconstruction, works			164	100,00 Implementation year 2 Not	started
Proc. 7	B1 - UA - Velykyj Bereznyj	Supplies	3.1 - Purchase or rent of equipment			15	5 000,00 Implementation year 3 Not	started
	B2 - UA - CF CCI	Works	6.3 - Reconstruction, works			10	150,00 Implementation year 2 Not	started
Proc. 5		Supplies	3.1 - Purchase or rent of equipment				887,00 Implementation year 2 Not	- to start a

Fig. 26. Procurement plan - list screen





	HUSIROUA U	2951
1	Project Report / Procurement plan - Modify 8	8
Project ID	Procurement plan ID Beneficiary Type of contract Month of the planned proc. Estimated date of award	Final report
HUSKROUA/1702/3.1/0082	Proc. 1 LB - SK - Jakubova Vola X V Works X V 1 30/11/2019	
Project acronym		project End date of project
The cross-border cultural dial	21 Implementation year 1 × v 4	31/03/2022
PR approval date Status Under preparation	Budget line Value of the contract (EUR) Status 6.3 - Reconstruction, works X 615 719,99 Not started X	
	U.3 reconstruction (mons) 013 rb,p3 [monsanted a *]	
Main data Achievements Procurements Involces Reven	Reconstruction works needed to create conditions for using the place for the cultural events, development of tourism and preservation of cultural heritage. Structural and technical solution	
🖸 🛞 🚱 Found 7 records 🖺 🖉	consist of - the structure, structural and technical solutions, static properties, water mains and sewage system piping, heating, electric installations, gas installations	
Procurement plan ID 🗧 Beneficiary 🌥 Type	Title of the selected procurement procedure in English and if applicable, in the national language	the contract (EUR) 🔍 Implementation year 🔍 Status 🖗
× 1	Sub-threshold contract/podlimit ná zákazka	· · · ·
Proc. 1 LB - SK - Jakubova Vola Work		615 719,99 Implementation year 1 Not started
Proc. 2 LB - SK - Jakubova Vola Suppl	lustification	16 000,00 Implementation year 1 Not started
Proc. 3 LB - SK - Jakubova Vola Supp	Act no. 343/2015 on Public Pronurament. Sub-threshold level contract placed outside of the electronic marketplace	3 000,00 Implementation year 2 Not started
Proc. 4 B1 - UA - Velykyj Bereznyj Work		164 100,00 Implementation year 2 Not started
Proc. 7 B1 - UA - Velykyj Bereznyj Suppl Proc. 5 B2 - UA - CF CCI Work		15 000,00 Implementation year 3 Not started
Proc. 5 B2 - UA - CF CCI Work Proc. 6 B2 - UA - CF CCI Suppl	Comment	10 150,00 Implementation year 2 Not started 1 887,00 Implementation year 2 Not started
	Hatery O @ @ Found 1 records W X	
	PR Number * Description of items to be puchased (except for direct a) Value of the contract (EUR) Status	
	1 Reconstruction works needed to create conditions for 615 719,99 Not started	
✓ Validate × Cancel	Save Validate X Cancel	Generate Continue later Drop Send for signing

Fig. 27. Procurement plan - modify

By selecting an item from the list and clicking on the **Modify** button, the Procurement plan sheet opens for editing. In the History tab, the User can view the status and description were given in previous PRs.

3.1.10 Time Plan

In the Time Plan tab, the current version of the project implementation plan can be seen as a function of months of the project duration. Here, the user can modify/update any of the planned Activities according to their implementation/status. E.g. an Activity's implementation differs in any ways from the originally planned pace (could be ahead or behind in time), it should be updated here.

The applied modifications of the Time Plan must be saved by clicking on the **Save Time plan** button.

				Proj	ect Repo	rt - Unde	r prepara	tion													
roject ID	Reporting	g periods				PR	Number				PR start	fate			PR en	d date			Fine	l report	
HUSKROUA/1702/3.1/0082	RP 1									1	01/10/2	019			30/0	9/2020			111 I		
roject acronym	Project ti															date of pr	oject			date of proje	ect
The cross-border cultural dial	The cros	is-border cultural dialogue for the pre	servation o	f Europe's c	ultural he	ritage									01/1	0/2019			31	/03/2022	
R approval date	Status																				
	III Under preparation V																				
Main data Achievements P	rocurements Involces Revenues Activities India	ators Procurement plan Time	olan BRs	In PR Fir	nancial Pr	rogress	Sources o	funding	Progress	Transf	er from L	B Doci	ments H	Istory							
																					w 🗙
All No. Activity Group	Activity name	1 4	: 3	4 5	6 7	8	9 10	11	12 13	14	15 16	17	18 19	20 21	22	23 2	4 25	26 27	28 3	9 30	
1 Presentation of cuit	L			-		y	>	~	× ×	~	>	~			· •	¥	/ /	y	v		
1.1	Recording of common CD					~ ~	9														
1.2	2 cultural events in Perechyn				2	~ ~	2		~ ~		2										
1.3	Folklore festival	Ū I	ΠĒ	пп		ΠĒ		iΠ	пп			П	пп	2	1 1			пп	n i		
1.4	Opening ceremenony of the cultural centre			ΠĒ											1 🖓		1 1	2 2	2		
1.5	Presentation day							iΠ													
4 Improving the infra	-	v .	y y	y y		J J	~ ~	~	y y	~	~ ~		y y			×	/ /	 Image: Construction Image: Construction<			
4.1	The repair of the museum "Lemkivska Sadyba"		2 2			2 2															
4.2	Reconstruction of cultural centre		- - -			2 2															
	Investment "Termachuv tract"		- - -	2 2		7 7															
		~				1														2 2	
4.3 6 Management and co																				7 🖓	
6 Management and co	Project meeting																				
	Project meeting Day-to-day management		- L			2 2									- CJ		2 2			~ ~	

Fig. 28. Procurement plan – list screen





3.1.11 BRs in PR

Project 00 Reporting periods Part Number Part Number Number Part Number Number Part Number Number Number Part Number Number Number Number Number Number Number Number Part Number Numer Number Number Number Number Num						Project Repor	rt - Under preparation						
Hose Control 2022 Control 2022 Control 2022 Control 2023	oject ID			Reporting perio	ds		PR Number	PR	start date	PR end date		Final report	
The cross-border cultural data The cross-border cultural data The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data gain for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The cross-border cultural data for the presentation of Europe's cultural heritage The construction of Europe's cultural heritage The construc	USKROUA/1702/3.1/008	2		RP 1				1 0	1/10/2019	30/09/2020		111	
Reprinted det Status Under preparation Index preparation Main data Addrevements Processes Sources of funding Progress Sources of funding Progress Transfer from LB Documents Interpreparation Image: Sources of funding Progress Transfer from LB Deciments Interpreparation											roject		
Under preparation Image: Control of the preparation Walk data Addressments Procurements Involces <				The cross-bor	der cultural dialogue for the preservation	in of Europe's cultural her	ritage			01/10/2019		31/03/2022	
Main data Adhivements Processes Involces Revenues Activities Indicators Procurement plan Time pl	approval date												
C • Found 3 records Dereflay*1 BR annuler*2 Reported Size on Size is Reported Size on Size is Accepted amount by N. * Accepted by (15)*		Un	ider preparation	Ň									
eneficiary *1 BR number *2 Researce DR0() Reporting periods BR start date : BR end date : Reported amount : Reported BL contribut. : Accepted amount by N : Accepted amount by N : Accepted amount by N : Accepted by (DS :	Main data Achieven	nents Procuremen	nts Involces Revenues J	Activities Indicators	Procurement plan Time plan	BRs in PR Financial Pr	ogress Sources of fun	ling Progress Transfer f	rom LB Documents	History			
eneficiary *1 BR number *2 Researce DR0() Reporting periods BR start date : BR end date : Reported amount : Reported BL contribut. : Accepted amount by N : Accepted amount by N : Accepted amount by N : Accepted by (DS :	C	records i											w ×
	ineficiary = '	BR number = *	Relevant EVR(s)	Reporting periods =				ted amount 🗧 Report	ted EU contributi = Acce	oted amount by N Accepted	amount by N_ Accep	ted by JTS Accepted	l by JTS EU con
I-SK-Jakubova Vola 1 Annex, ILEVR_1_01102 RP 1 01/10/2019 30/09/2020 23/02/2021 29.334,67 25.401,20 29.334,67 26.401,20 0,00													
-UA-VelyBeterny1 Anne_LIDR1_10102_ PP1 01/10219 3009/2020 23/02/2021 922256 8345,0 922256 8345,0 0.00		1											(
	- UA - CF CCI	1	Annex_II_EVR_1_01102	. RP 1	01/10/2019	30/09/2020	23/02/2021	4 439,69	3 995,72	4 439,69	3 995,72	0,00	
	1				01/10/2019	30/09/2020	23/02/2021	4 439,69	3 995,72	4 439,69	3 995,72	0,00	(
	UA - CF CCI	1	Annex_II_EVR_1_01102	RP 1	01/10/2019	30/09/2020	23/02/2021	4 439,69	3 995,72	4 439,69	3 995,72	0,00	
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en olice k (usediffendifiende en k en sensen k en sensen en e													

Fig. 29. BRs in PR

Under the BRs in PR tab, those Beneficiary Reports are listed, which are selected into the respective Project Report. For details on contents of Beneficiary Report by selecting

any of them, the user has to click on the *i* (information) button. For details on BR, please refer to the Beneficiary Report User Manual.

Supporting documents uploaded in the respective BRs can be found under the BR's Documents tab.

3.1.12 Financial Progress

ect ID			Project Report - Under pr	eparation				
	Reporti	ng periods	PR Nur	iber	PR start date	PR end date	Final report	
SKROUA/1702/3	3.1/0082 RP 1				1 01/10/2019	30/09/2020		
ect acronym	Project	title				Start date of project	End date of project	
cross-border o	cultural dial The cr	oss-border cultural dialogue for the preservatio	n of Europe's cultural heritage			01/10/2019	31/03/2022	
pproval date	Status							
	Under preparation V							
lain data Ach	hievements Procurements Involces Revenues Activities Inc	icators Procurement plan Time plan E	Rs In PR Financial Progress Sou	rces of funding Progress Tra	nsfer from LB Documents Hi	story		
								_
Filters								
neficiary								
	~							
* » (• •							w 🕨
•	Budget Lines		Planned Amount Ac	cepted previously by JTS	Current Report Amount	Accumulated Amount	Accumulated Share Rema	ining Budget A
1	Human Resources		100 500.00	0.00	4 352.64	4 352.64	4.33 %	96 1
2	Travel		9 064,00	0,00	3 035,49	3 035,49	33,49 %	60
3	Equipment and supplies		33 387,00	0,00	4 995,00	4 995.00	14,96 %	28 3
4	Services		71 685,00	0.00	28 500.00	28 500,00	39,76 %	43 1
5	Project Dedicated Office		0,00	0,00	0,00	0,00	0,00 %	
6	Investment/Works		806 419,99	0,00	1 346,13	1 346,13	0,17 %	805 0
7	Administrative costs (FLAT RATE - 2% of direct cost without infrastructu	re component (1+2+3+4) if choosen	4 292,72	0,00	817,66	817,66	19,05 %	3.4
			1 025 348.71	0.00	43 046.92	43 046.92	4.20 %	982

Fig. 30. Financial Progress





Under the Financial Progress tab, the financial progress of the project can be tracked; amounts are shown in EUR.

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

The **Accepted Previously by JTS** column shows the cumulative sums of the previously validated amounts approved in the previous PRs.

The Current Report Amount is the amount reported in the given PR.

The **Accumulated Amount** is the sum of the *Accepted Previously by JTS* and the *Current Reported Amount*.

The Accumulated Share column shows the financial progress inpercentage.

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.

In the *Filters* section, data can be filtered by Beneficiary included in the respective PR. If no Beneficiary is selected in the drop-down menu, the table shows the total budget of the project. If the filter is filled, only the budget of the respective Beneficiary is shown in the table.



3.1.13 Sources of Funding Progress

Fig. 31. Sources of Funding Progress

In the Sources of Funding tab, the financial progress of the project is shown sorted by the sources of the funding.

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

The **Accepted Previously by JTS** column shows the cumulative sums of the previously validated amounts approved in the previous PRs.

The Current Report Amount is the amount reported in the given PR.





The **Accumulated Amount** is the sum of the *Accepted Previously by JTS* and the *Current Reported Amount*.

The Accumulated Share column shows the financial progress inpercentage.

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.

In the *Filters* section, data can be filtered by Beneficiary included in the respective PR.

If no Beneficiary is selected in the drop-down menu, the table shows the total budget of the project. If the filter is filled, only the budget of the respective Beneficiary is shown in the table.

3.1.14 Payments

Paper ID Reporting private Planeter	Project ID Reporting periods PR Number <th></th> <th></th> <th></th> <th></th> <th>Project Report - View</th> <th></th> <th></th> <th></th> <th></th>					Project Report - View				
HUSPROUNTY222.10082 Project serving P	HUBRICUM222.10082 000 1007202.10082 000 000 000 000 000 000 000 000 000	viect ID		Reporting periods			PR start date	PR end date	Final report	
The crossborder cultural data and the prevent data and the prevent data and data and the prevent data and data	The cross-booker cultural skillow The cross-booker cultural skillow Office Output Diffice Diffice <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>									
The crossborder cultural data and the prevent data and the prevent data and data and the prevent data and data	The cross-booker cultural skillow The cross-booker cultural skillow Office Output Diffice Diffice <t< th=""><th>oject acronym</th><th></th><th>Project title</th><th></th><th></th><th></th><th>Start date of project</th><th>End date of project</th><th></th></t<>	oject acronym		Project title				Start date of project	End date of project	
Addressments Processments ProcessmentSProcessments Processments Processments Processments Processments P	Algorizanti personal				dialogue for the preservation of Europe's	cultural heritage				
Min data Achivements Procurements Invoices Revenues Activities Indicators Procurement plan Bis In PR. Financial Progress Sources of funding Progress Revenues Transfer from LB. Documents History Completion	Adhivements Proceedents Invoices Revenues Advites Indicators Procurement Jain Time Jain Bis In P. Financial Progress Sources of funding Progress Payments Transfer from LB Documents History Completion	R approval date	Status							
O O Found a freedored Product stationers Produc	O © Periodal Streams Periodal Stre	23/02/2021	Approved							
O O Found 3 records Found	O Ø Parked Amount Previous instalment Previous motalment Previous	Malo data Achiavamente Pro	curamante Involcas Pavanuas	Activities Indicators Procur	ment plan. Time plan. PDr in PD. Ci	nancial Brogram Sources of fund	Ins Programs Payments Transfer from I.B.	ocumente Mistory Completion		
Places Annuel: Precoust visable Precoust visable <td>Plane Perioda indaliment Previous indaliment Previous indaliment Final Transferable advance limit amount in final Bill Transferable advance limit amount in final Bill</td> <td>Main Gata Achievementa Pro</td> <td>curementa moncea Revenuea</td> <td>Activities moleators Procur</td> <td>ment plan Time plan beam PK P</td> <td>nancial Progress Sources of fund</td> <td>regress regiments manager for the</td> <td>ocumenta matory compretion</td> <td></td> <td></td>	Plane Perioda indaliment Previous indaliment Previous indaliment Final Transferable advance limit amount in final Bill Transferable advance limit amount in final Bill	Main Gata Achievementa Pro	curementa moncea Revenuea	Activities moleators Procur	ment plan Time plan beam PK P	nancial Progress Sources of fund	regress regiments manager for the	ocumenta matory compretion		
NUSHROUM/1702/3.10082/92 72.067.01 21.620.10 0.00 21.620.10 No 2.594.41 3.995.72 0.00	USBRIOLUT7023.1008/#2 72.067.01 21.620.10 0,00 21.620.10 No 2594.41 3.955.72 0,00 USBRIOLUT7023.1008/#2 545.30 0,00 62.456.32 No 7.455.36 8.355.30 0,00	🔿 💿 🕢 Found 3 records 📗								w 🗙
USHRUW-1702/3.10082/RZ 72.067.01 21.602.10 0,00 21.620.10 No 2594.41 3.995.72 0,00	USBROUM77023.10082/#2 72.067.01 21.632.10 0.00 21.632.10 20 25.441 3.945.72 0.00 USBROUM77023.10082/#2 72.645.33 0.00 62.465.32 No 74.65.66 8.945.30 0.00	roject part P	nned Amount Previou	s installment i Previou	verified FU contribut	Final	Transferable advance limit amp_	contribution verified in curr Profit amount	in final BR Transferable adv	noce 🖯
USHROUA/1702/3.10082/82 72.067,01 21.620,10 0,00 21.620,10 No 2.594,41 3.995,72 0,00	USIRIOUAL77023.10082/82 72.067,01 21.602,00 0,00 21.620,10 No 2594,41 3.945,72 0,00 USIRIOUAL77023.10082/81 208.221,08 62.466,33 0,00 62.466,32 No 7465,96 8.345,30 0,00		1		1			1		
	USKROUAT702/3.10082/81 208 221.08 62 466,33 0,00 62 466,32 No 7.495,96 8.345,30 0,00	10/20114 (1703 (2 1/0003 (22	72.057.01	21.620.10	0.00	21.620.10 No.		2 005 72	0.00	21 62
										62.46
	000000010023-10000240 045 362,74 126 737,72 0,00 126 737,72 10 63 100,00 000									192.75
USKR0U4/1702/3.10082/LB 642.525,74 192.757,72 0,00 192.757,72 No 23.130,93 26.401,20 0,00		USKROUA/1702/3.1/0082/LB	642 525,74	192 757,72	0,00	192.757,72 No	23 130,93	26 401,20	0,00	192.7

Fig. 32. Payments

The Payments tab is visible only after the PR is approved. Under the tab, the amount of the next installment can be seen for all Beneficiaries, calculated based on the financial progress reported in the PR.





3.1.15 Transfer from LB

■ INTERREG#	Project Report		HUSKROUA			UATZ (A)	0	fotestuser2	29:12
		Project Report - Un	der preparation						۲
Project ID	Reportir	ng periods	PR Number PR	tart date	PR en	id date	Final report		
HUSKROUA/1702/3.1/0082	RP 1		1 01	/10/2019	30/0	09/2020	THE .		
Project acronym	Project t	title			Start	date of project	End date of project	τ	
The cross-border cultural dial	The cro	oss-border cultural dialogue for the preservation of Europe's cultural heritage			01/1	10/2019	31/03/2022		
PR approval date Stat	tus								
Ur	nder preparation 🗸								
Malo data Achievamente Procurama	nte Involcas Pavanuas Activitias Ind	icators Procurement plan Time plan BRs in PR Financial Progress	Sources of funding Programs		Wistow				
Main data Achievenienta Procurenie	ina involces Revenues Activides ind	icators erocurement plant time plant bestiftere emancial erogress	Sources or funding Progress	ocontents	instory				
🖸 🐨 🖲 Found 6 records 🖹 🔍 T								w 🗙	거
Project part ID 🕆 🛛 PR number 🗘	Installment * 2	Total contracted (base) EU amount (EUR) 🕀	Installment (%) 🕀	installment (EUR) 🚊 T	ransferred amount (EUR) 🗧 T	ransferable decision * 1 De	ate of transaction	
	Ĭ					1	=		=
HUSKROUA/1702/3.1/0082/B1	2nd installment % of total ENI contribution	-	208 221	.08 20.00	41 644.22	41 644.22	13/01/2021	18/01/2	
HUSKROUA/1702/3.1/0082/81	2nd installment % of total ENI contribution		208 22 72 06		14 413.40	14 413,40	13/01/2021	18/01/2	
HUSKROUA/1702/3.1/0082/LB	2nd installment % of total ENI contribution		642.52		128 505.15	128 505.15	13/01/2021	18/01/2	
HUSKROUA/1702/3.1/0082/81	1st installment % of total ENI contribution		208 22		20 822.11	20 822,11	13FOTFEVEL	10/01/2	021
HUSKROUA/1702/3.1/0082/82	1st installment % of total ENI contribution		72.067		7 206.70	7 206.70			
HUSKROUA/1702/3.1/0082/LB	1st installment % of total ENI contribution		642.52		64 252,57	64 252,57			
					276 844 15	276 844,15			-1
					210 044,13	2/0 0+4,13			

Fig. 33. Transfer from LB – list screen

Under the Transfers from LB tab, the amounts of the EU contribution installments can be seen; each installment is shown broken down for Beneficiaries. Apart from the amount of the installments, the transfer date and the installment share is shown among other informations.

As a general rule, the installments are transferred to the Lead Beneficiary, who must distribute it among the Partnership. Such transfers are to be recorded here by using the

Transfers (Transfers) button by selecting the record from the list.

		Project	Report / Transfer from LB / Transfer - Modify	8		
ject ID		Project part	Transferable amount		Final report	
USKROUA/1702/3.1/0082		HUSKROUA/1702/3.1/0082/B1		20 822,11		
ject acronym				project	End date of project	
ne cross-border cultural dial		🔿 💿 🕢 Found 1 records + 🛢 📝 🛱		w x 🕹	31/03/2022	
	tatus	Transfer amount 🗧	Transfer date 🗘			
	Need FO amendment			11		
Main data Achievements Procuren	nents Involces Revenue		20 822,11	01/07/2020		
🗘 💿 🕢 Found 12 records 🖹 🕴	😫 Transfers					w ×
roject part ID 🗘 🔋 PR number :	Instaliment * 1			red amount (E	UR) Transferable decision * 2 Date	of transaction
USKROUA/1702/3.1/0082/B1	1st installment % of			20	822,11	
USKROUA/1702/3.1/0082/B2	1st installment % of			7	206,70	
USKROUA/1702/3.1/0082/LB	1st installment % of			64	252,57	
USKROUA/1702/3.1/0082/B1	2nd installment % of			41	644,22 13/01/2021	18/01/
USKROUA/1702/3.1/0082/B2	2nd installment % of			14	413,40 13/01/2021	18/01/
USKROUA/1702/3.1/0082/LB	2nd installment % of			128	505,15 13/01/2021	18/01/
USKROUA/1702/3.1/0082/B1 1	3rd installment % of			62	466,32	
USKROUA/1702/3.1/0082/B1 2	3rd installment % of			39	578,45	
USKROUA/1702/3.1/0082/B2 1	3rd installment % of			21	620,10	
USKROUA/1702/3.1/0082/B2 2	3rd installment % of			14	805,77	
USKROUA/1702/3.1/0082/LB 1	3rd installment % of			192	757,72	
USKROUA/1702/3.1/0082/LB 2	3rd installment % of			122	780,06	
			20 822.11			

Fig. 34. Transfer from LB – Adding new item

By clicking on the + (Add) button, a communication panel opens, where the amount of the transfer and its date can be set.

INTERREG		HUS Project Report / Transfer from I	(ROUA V	(UA)	(a) 🔀 0 💄 fotestuser2 💈
Project ID HUSKROUA/1702/3.1/0082	Project part HUSKROUA/1702/3.1/0082/81	Transfer amount	Transfer date		Final report
Project acronym The cross-border cultural dial	Documents		-91	project	End date of project 31/03/2022
PR approval date Status Need FO amendment	∎ Save → Validate × Cancel Fig. 35.	Recording Trar	sfer from LB – new		





After saving it, a supporting document must be uploaded, to do so, select the record and click on (Modify) and use the (Upload) button.

			HUSKROUA				UAT2 (B)	0	fotestuser2
roject ID HUSKROUA/1702/3.1/0082	Project part HUSKROUA/I	1702/3.1/0082/B1	Pro Upload file(s) Trem Upload files	ad file(s)		8		Final report	
roject acronym	Documents	5					project	End date of project	t
The cross-border cultural dial R approval date Status	Filters								
	amon doubert								
	0.00	Found 1 records	• A B U			w 🗙 📕			
Main data Achievements Procurements In	nvolces Revenue	Title 🗘	Creation date 🚽 Subject 🖗	Created by 🔍 Version	Generated	Not relevant 🗧			
🔿 🛞 🕢 Found 12 records 🔋 💐 Transfe	rs					~ ·			w x
Project part ID 🗧 🛛 PR number 🖗 Ir	INTERREG+_U	User_manual_PR_FO IRP PR FO HUHR	03/03/2021 08:51:54	fotestuser2			red amount (EUR)	ferable decision * 2. Dr	te of transaction
							co arrisoni (cong - riara		ne or transferrar
IUSKROUA/1702/3.1/0082/B1 1							00.033.44		
	st installment % of st installment % of						20 822,11		
	st installment % of						64 252 57		
	nd installment % of						41 644 22		18/01/2
	nd installment % of						14 413 40	13/01/2021	18/01/2
	nd installment % of						128 505.15	13/01/2021	18/01/2
	rd installment % of						62.466.32	13-31/2021	10/01/2
	nd installment 9i of						39 578,45		
	rd installment % of	Validate × Cancel					21 620.10		

Fig. 36. Trandfer from LB – Uploading document(s)

3.1.16 Documents

Project Report - Under preparation		۲
Project ID Reporting periods PR Number PR start date PR end date Final report		
HUSKROUA/1702/3.10082 8P1 1 01/10/2019 30/09/2020		
Project acronym Project title Start date of project Ind date of project		
The cross-border cultural dial The cross-border cultural dialogue for the preservation of Europe's cultural heritage 01/10/2019 31/03/2022		1
PR approval date Status		
Under preparation		
Main data Achievements Procurements Involces Revenues Activities Indicators Procurement plan Time plan BRs In PR Financial Progress Sources of funding Progress Transfer from LB Documents		
V Fitters		
Path Search by content		
	w x	
		_
File / Folder name 1 Title 1 Created by 1 Version 1 Generate Subject 1 Subject 2 Subject 3 Created by 1 Version 1 Generate	I Not relevan	nt -
		~
C achievements 23/02/2021 14:46:37		
activitygroups 23/02/2021 14:46:55		
C Indicators 23/02/2021 14:50:30		
Fig. 27 Decumente		

Fig. 37. Documents

In the Documents tab, the supporting documents are arranged and can be viewed in a structured way automatically created by the system at the time of uploading a document on a specific sheet. E.g. when uploading a document under the 'Activities' tab, the system automatically creates the 'activitygroups' folder and a sub-folder for the specific activity, in which the document uploaded will be stored and shown on the Documents tab. Here the documents can be seen and edited: the subject, serving as a description for a

document, can be specified and changed by clicking on the (Subject) icon. Documents can be downloaded individually or grouped as a zip file. Uploading documents is also possible; please upload only documents of general nature, which are not corresponding to any specific sections (i.e. Activities, Indicators, etc.).

Supporting documents uploaded in the respective BRs can be found under the BR's Documents tab.





3.1.17 History

		HUSKROUA		UATZ (A)	2 fotestuser2
	Project Re	port - Under preparation			
Project ID	Reporting periods	PR Number	PR start date	PR end date	Final report
HUSKROUA/1702/3.1/0082	RP 1		1 01/10/2019	30/09/2020	
Project acronym	Project title			Start date of project	End date of project
The cross-border cultural dial	The cross-border cultural dialogue for the preservation of Europe's cultural	l heritage		01/10/2019	31/03/2022
Main data Achievements Procurements Invoices Revenues A	tivities Indicators Procurement plan Time plan BRs in PR Financia	I Progress Sources of funding Progre	ss Transfer from LB Documents Histo	v	
O 🖲 🕢 Found 1 records 💬 Task comment					W 🗶 🕨
Task comment Task nam	🗘 Start date 🗘		End date	Assignee	
			0	O	
Record P	data	23/02/2021 11:06	46	fotestuser2	
	Fig.	38. History			

In the History tab, the certain actions of the Front Office Progress are listed with corresponding date and time.

3.1.18 Completion

INTERREG #	Project Report		HUSKROUA		Carlie ()	fotestuser2
		Project Repo	ort - Need FO amendment				
t ID	Reporting periods		PR Number	PR start date	PR end date	Final report	
(ROUA/1702/3.1/0082	RP 1			1 01/10/2019	30/09/2020	111 I	
t acronym	Project title				Start date of project	End date of project	t
cross-border cultural dial proval date Status	The cross-border i	cultural dialogue for the preservation of Europe's cultural h	leritage		01/10/2019	31/03/2022	
	O amendment V						
In data Achievements Procurements	Involces Revenues Activities Indicators	Procurement plan Time plan BRs in PR Financial F	Progress Sources of funding Progress Tra	insfer from LB Documents Histo	Completion		
mpletion documents Completion dates							
Ound 1 records							w ×
pletion number -	Sent for completion 0	Completion deadline		pletion submitted 0	FO/BO 0		
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Fig. 39. Completion

The Completion tab is only seen if the Project Report needs amendment. Under its Documents subtab, the uploaded completion documents can be found. During completion, documents can be uploaded as usual, under each tab and each sheet (e.g. Activity, etc.) and under the Documents tab, directly to the individual folders.

Under the Dates subtab, most importantly, the completion deadline can be found.





3.2 SUBMISSION & COMPLETION

Once the Project Report is completed, the recording user can send it to the signatory user for e-singning by clicking on the **Send for signing** action button. The signatory user can only view the PR, editing is not allowed to them. If the signatory user finds the PR correct, it can be submitted by the **Sign** action button. *If there are more than one signatory users recorded for the project, then all of them need to complete this step.* With this action, the PR is submitted and it lands for approval at the Back Office.

If (any of) the signatory user decides that the PR 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.



Fig. 40. Action buttons of the Signatory User

Once the PR is submitted for approval, based on the decision of the responsible Programme Manager at the JTS, the PR can be sent back for completion to the Front Office users. In such case, the PR returns from the Back Office with the status of "Need amendment". In this case, the required modification can be done by the recording user and the submitting procedure must be repeated as described previously. The below figure explaines the submission process in a visual manner.



Fig. 41. PR recording an submission workflow





4. VIEWING THE PROJECT / PROJECT PART

The user can view only those the Projects and Project Parts they are assigned to. The function is available through the Main Menu / Project data submenu. The Project and Project Part is available only for viewing by selecting the one from the list and clicking on the **Veiw** button. The user cannot edit, modify or delete any piece of data.

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5. INTERREG+ TECHNICAL SUPPORT

Should you experience 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 (including most impotantly date and time). Additionally, please provide the Project ID and the username.