



INTERREG

INTERREG+ IT System
PROJECT REPORT

for

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

User Manual – Front Office

v1.0.0

PROJECT REPORT - USER MANUAL FOR FRONT OFFICE

Version History

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2021.02.15	1.0.0	First version for INTERREG+ Project Report

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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: <https://huskroua.interregplus.eu>.

1.4 USER ACCOUNT

The user profiles in the INTERREG+ IT system are managed in so-called user accounts, where each user have their roles assigned, which determines what the user can do in the system and what modules they can use. A Front office User may have 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 [Programme website](#).

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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).

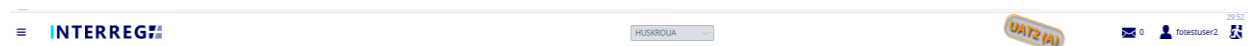


Fig. 1. INTERREG+ header

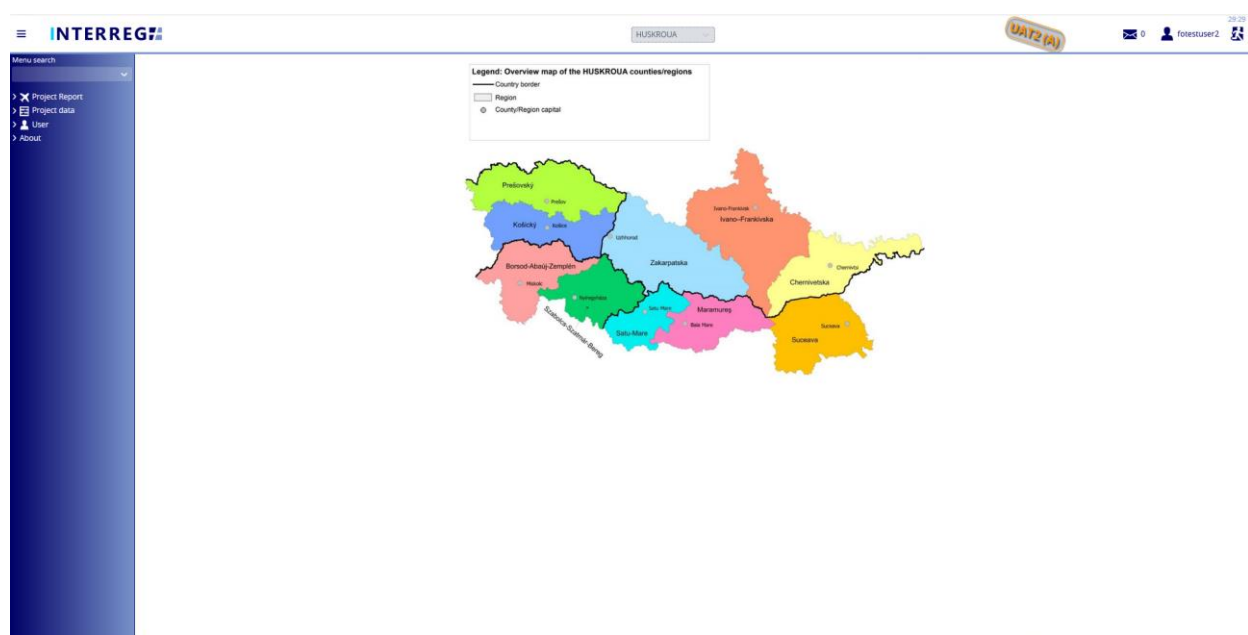


Fig. 2. Main menu

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 details see User Manual for Beneficiary Report Process),

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3. **Project data** submenu: The User can access data of projects that were assigned to the User through the **Normal Project view**, and optionally 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:

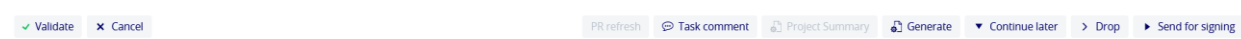


Fig. 3. Action buttons





- 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.

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- 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  (**Modify**) 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;

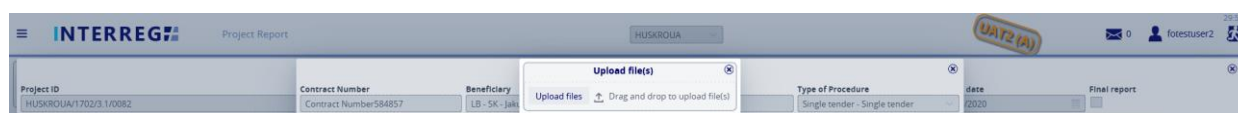







Fig. 4. Upload file(s) communication panel

- 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.

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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:

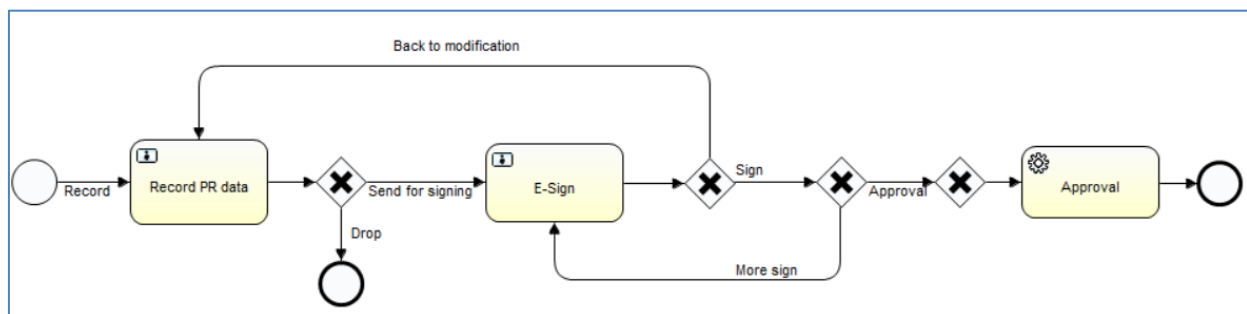


Fig. 5. Recording workflow

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 during 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.

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Project ID	Reporting periods	PR Number	PR start date	PR end date	Reported amount	Status	PR approval date
HUSKROUAV1702/3.1/0082	RP 1	1	01/10/2019	30/09/2020	43 046,92	Under preparation	

Fig. 6. Project Report 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.

Project ID	BR Number	BR start date	BR end date	Status	PR's release
HUSKROUAV1702/3.1/0082/LB	1	01/10/2019	30/09/2020	Approved	<input checked="" type="checkbox"/>
HUSKROUAV1702/3.1/0082/B1	1	01/10/2019	30/09/2020	Approved	<input checked="" type="checkbox"/>
HUSKROUAV1702/3.1/0082/B2	1	01/10/2019	30/09/2020	Approved	<input checked="" type="checkbox"/>

Fig. 7. Project Report – new

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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.

The screenshot displays the 'Main data' tab of the 'Project Report - Under preparation' interface. At the top, it shows the project ID (HUSKROUA/1702/3.1/0082), reporting periods (RP 1), and PR start/end dates (01/10/2019 to 30/06/2020). The project acronym is 'The cross-border cultural dial' and the project title is 'The cross-border cultural dialogue for the preservation of Europe's cultural heritage'. The status is 'Under preparation'. Below this, there are sections for 'Main data', 'Beneficiaries in PR', 'Reported amounts in BRs', 'Accepted amounts by NCA in BRs', and 'Reported amounts by JTS in PR'. The 'Beneficiaries in PR' section shows a table with columns for beneficiary, English name, and mobile number. The 'Reported amounts in BRs' section shows a table with columns for total reported amount, EU contribution, national contribution, and own contribution. The 'Accepted amounts by NCA in BRs' section shows a table with columns for total accepted amount, EU contribution, state contribution, and own contribution. The 'Reported amounts by JTS in PR' section shows a table with columns for total reported amount, EU contribution, national contribution, and own contribution. The 'Accepted amounts by JTS in PR' section shows a table with columns for total accepted amount by JTS, EU contribution, national contribution, and own contribution.

Fig. 8. Main data

3.1.3 Achievements

The screenshot displays the 'Achievements' tab of the 'Project Report - Under preparation' interface. It shows a list of questions related to project progress. The questions are:

1. Please describe the Project's progress up to now towards the main objective and specific objective by highlighting also the ...
2. Is the project implementation on time according to the time plan defined in the Grant Contract? (yes/no)
3. Justification for the above mentioned delay/differences/deviations.
4. Are there any differences/deviations in terms of activities/results/output? (yes/no)
5. If no, what is the estimated delay of the overall implementation? (months) if yes, please put 0 months.
6. Please describe the contribution of the project to mainstreaming the cross-cutting issues, if relevant, (only at the final report)

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.

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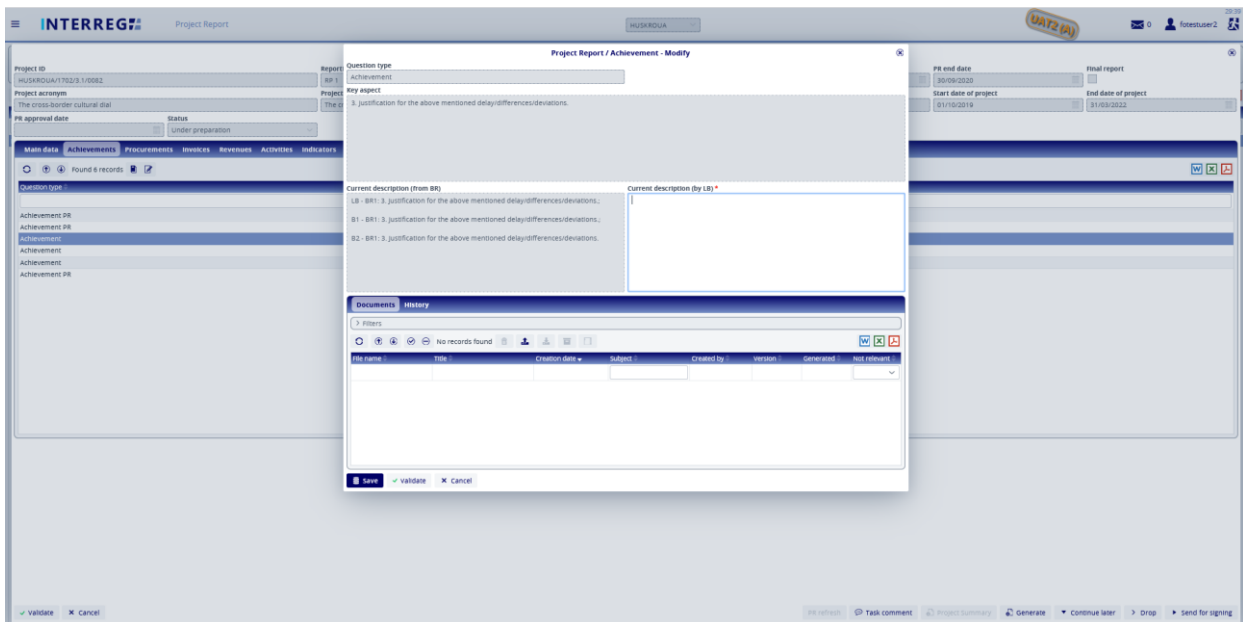


Fig. 10. Achievements - Modify

By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in (Fig.10), where the user has 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.

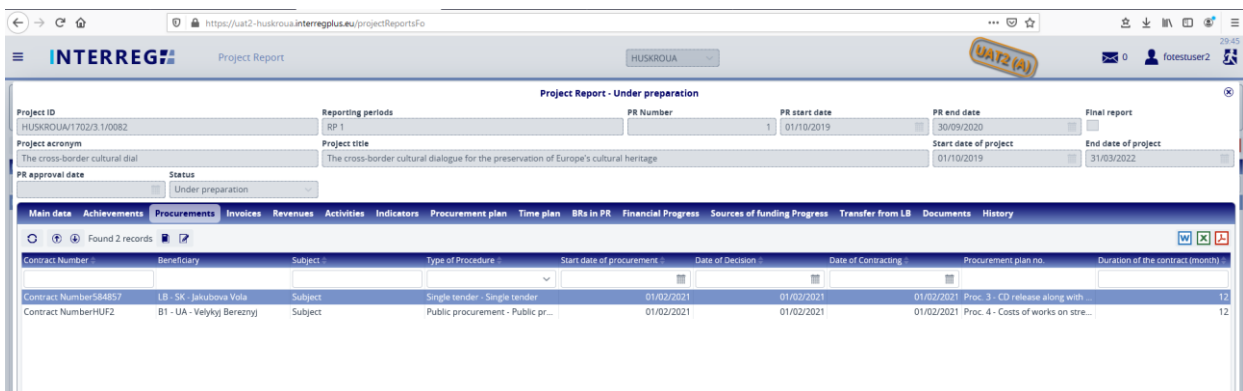


Fig. 81. Procurements

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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.

Beneficiary	BR	Budget heading	Budget line	Invoice number	Supplier name	Performance date	Reported amount	Accepted amount by NC/A	Reported amount in PR in EUR	Accepted amount by JTS	Accepted amount by JTS in EUR	Checked	
LB - SK - Jakubov...	1	2 - Travel	2.3 - Travel costs	2.3.1 - Travel to P...	Invoice number...	Supplier name	01/02/2021	93 500,00 HUF	259,48	259,48	259,48	93 500,00	259,48
LB - SK - Jakubov...	1	4 - Services	4.6 - Costs of inv.	4.6.5 - Project ma...	Invoice number...	Supplier name	01/02/2021	28 500,00 EUR	28 500,00	28 500,00	28 500,00	28 500,00	
B1 - UA - Velyk...	1	6 - Investment...	6.3 - Reconstruct...	6.3.1 - Investment...	Invoice number...	Supplier name	01/02/2021	485 065,00 HUF	1 346,13	1 346,13	1 346,13	485 065,00	1 346,13
B1 - UA - Velyk...	1	3 - Equipment an...	3.1 - Purchase or...	3.1.1 - Purchase...	Invoice number...	Supplier name	01/02/2021	4 995,00 EUR	4 995,00	4 995,00	4 995,00	4 995,00	
B1 - UA - Velyk...	1	2 - Travel	2.2 - Inland trave...	2.2.1 - Project tra...	Invoice number...	Supplier name	01/02/2021	94 540,00 UAH	2 776,01	2 776,01	2 776,01	94 540,00	2 776,01
B2 - UA - CF CCI	1	1 - Human Resou...	1.1 - Salaries of...	1.1.1 - Project ma...	Invoice number...	Supplier name	01/02/2021	122 500,00 UAH	3 597,00	3 597,00	3 597,00	122 500,00	3 597,00
B2 - UA - CF CCI	1	1 - Human Resou...	1.1 - Salaries of...	1.1.1 - Project ma...	Invoice number...	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

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	23 500,00	259,48
Accepted amount by JTS		

Fig. 13. Invoices - Modify

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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.

Beneficiary	BR Number	Documents in equivalent	Name of partner	Descriptions of revenues	Reported amount in BR	Currency	Reported amount in BR L	Budget heading	Checked	PR checked
LB - SK - Jakubova Vola	1				10,00	EUR	10,00	1 - Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

Amount in selected currency	Amount in EUR
Net amount	10,00
Vat amount	0,00
Gross amount	10,00
Reported amount in BR	10,00
Verified amount	0,00
Reported amount in PR	10,00
Accepted amount by JTS	

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 value of the *Reported amount in PR* provided by the LB should be zero.

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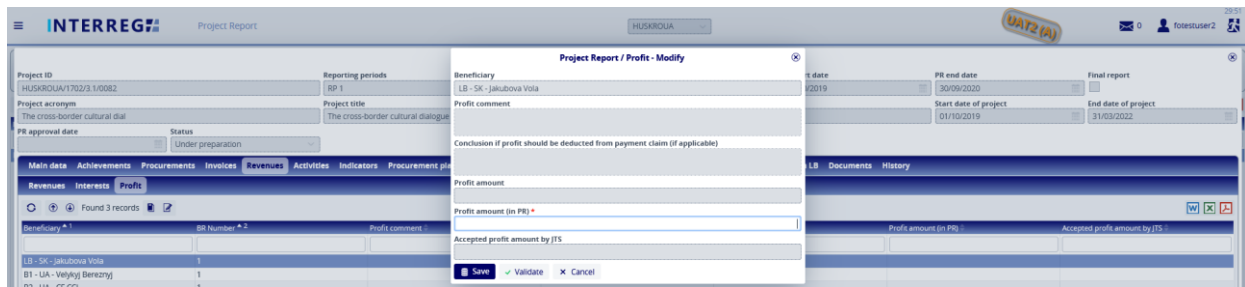


Fig. 16. Profit – modify

3.1.7 Activities

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

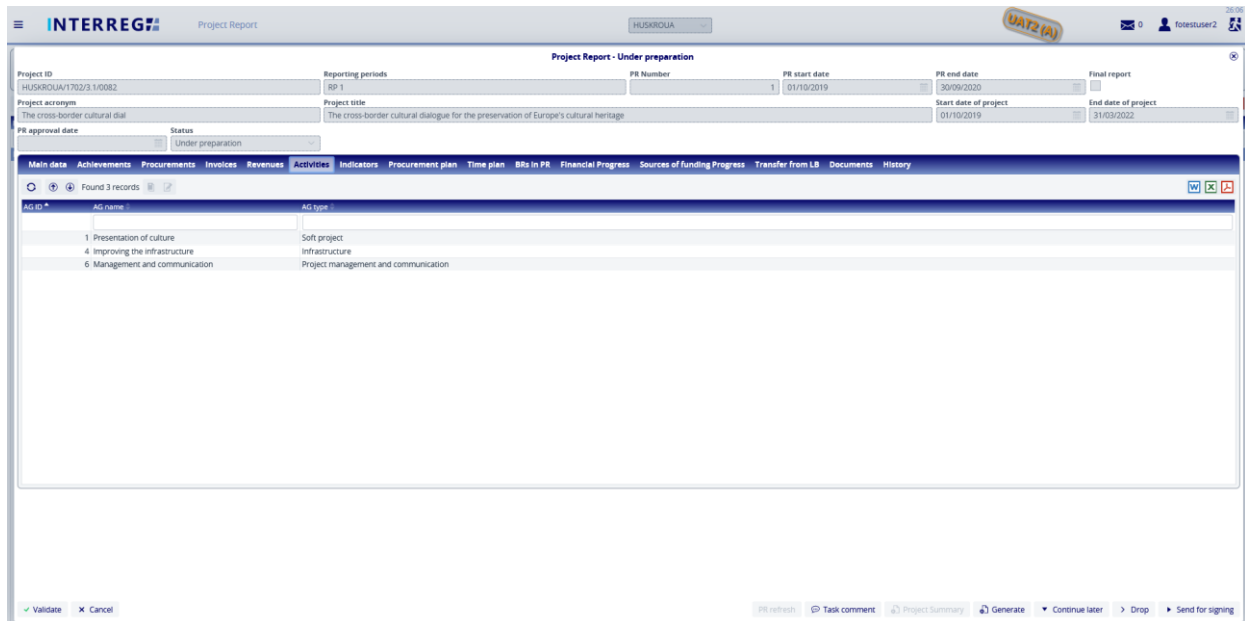


Fig. 17. Activity Groups – list screen

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

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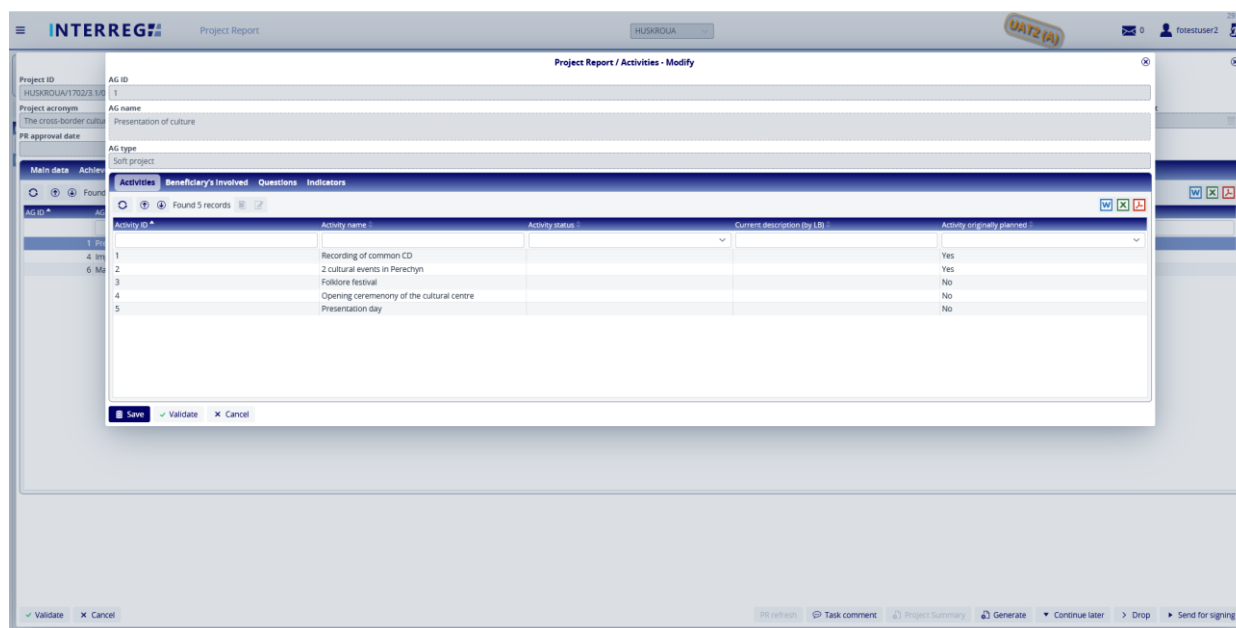


Fig. 18. Activities – Modify

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.

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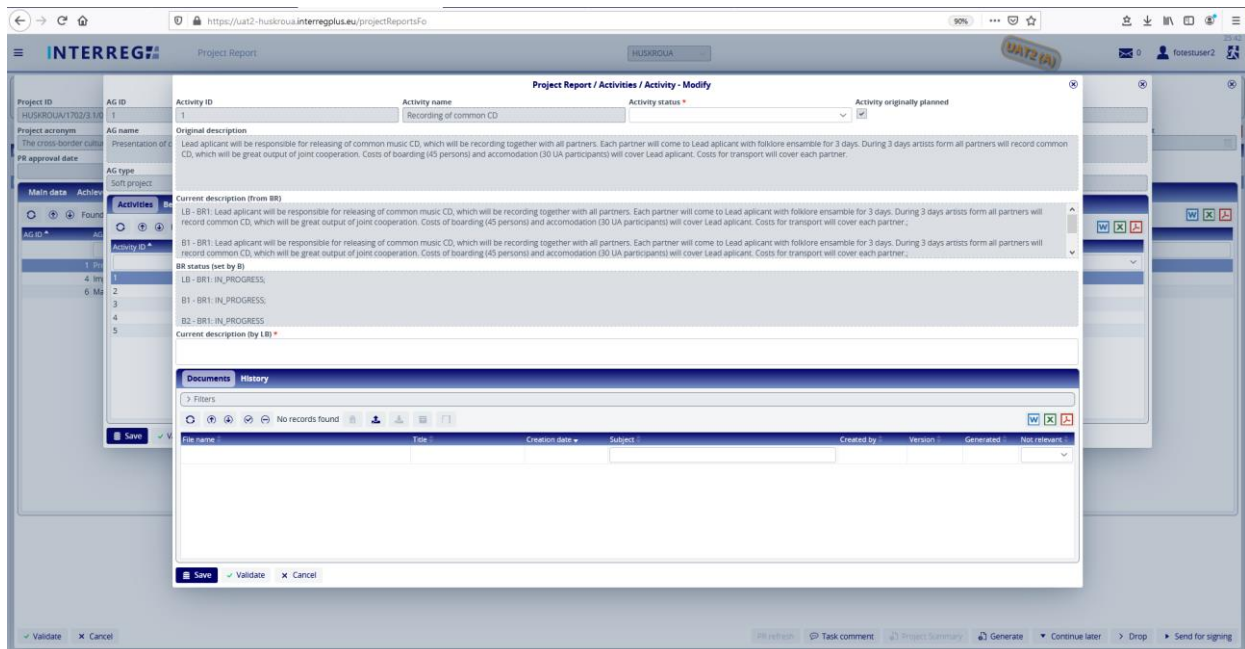


Fig. 19. Activities / Activity – modify

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.

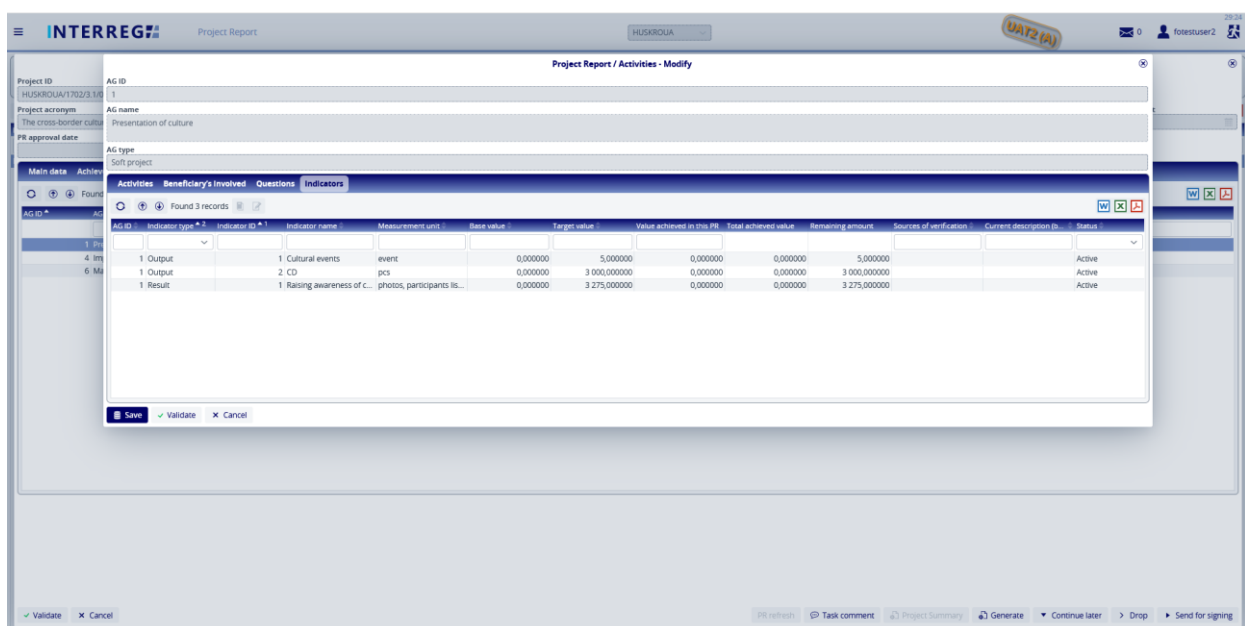


Fig. 20. Activities – modify – Indicators

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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').

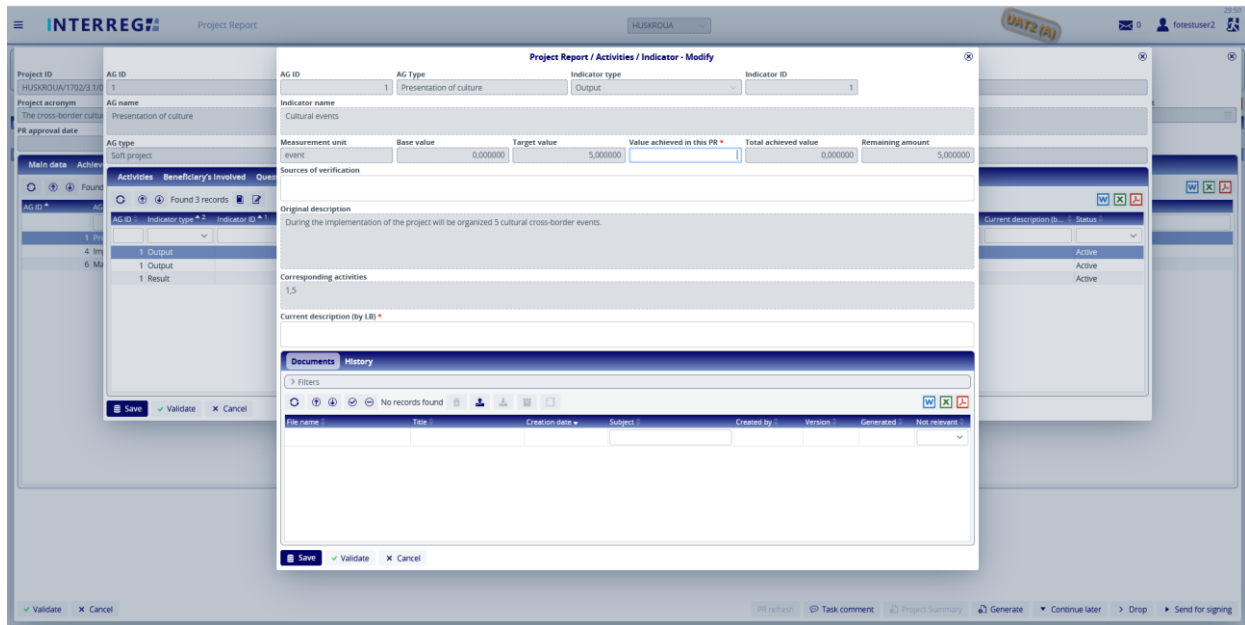


Fig. 29. Activities / Indicator – modify

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.

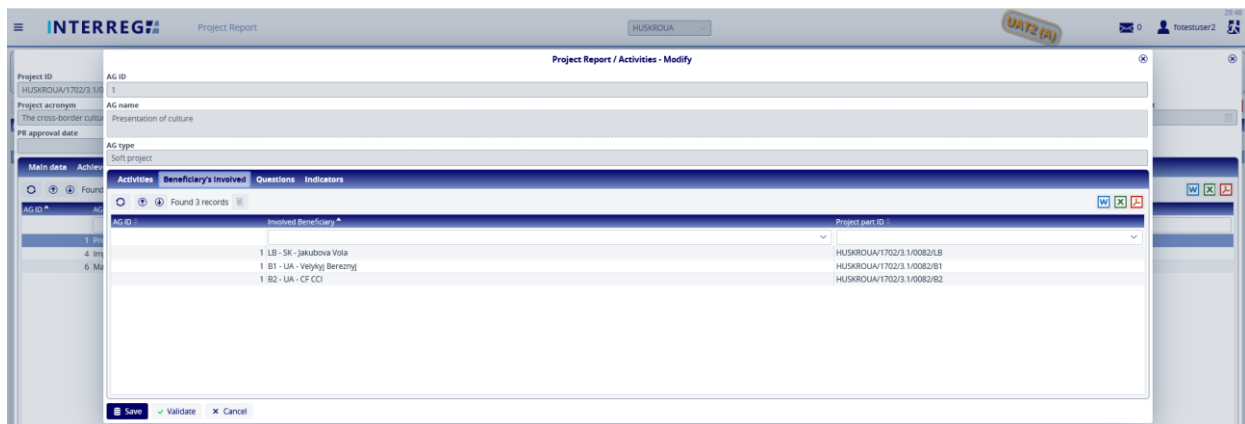


Fig. 22. Activities / Beneficiaries involved – list screen

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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.

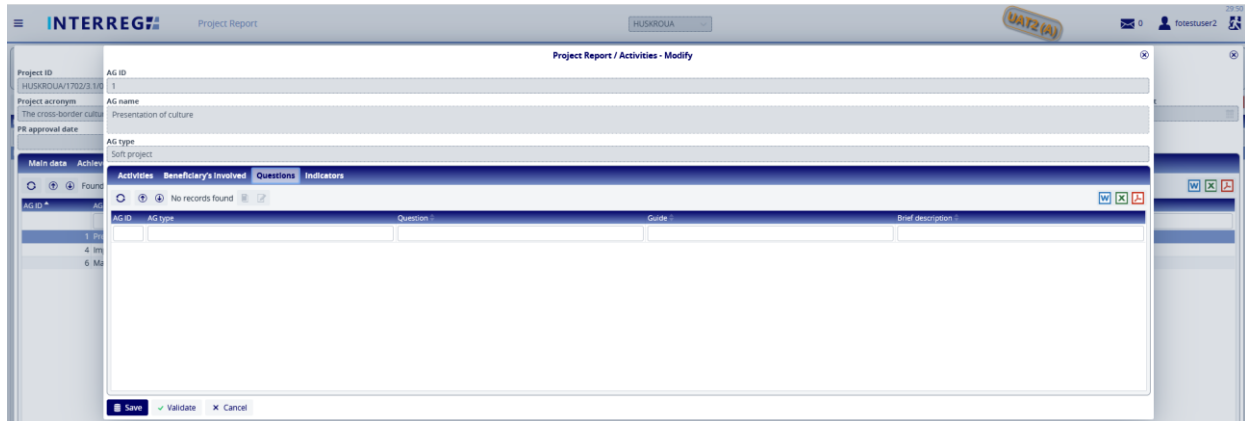


Fig. 23. Activities / Beneficiaries involved – list screen

3.1.8 Indicators

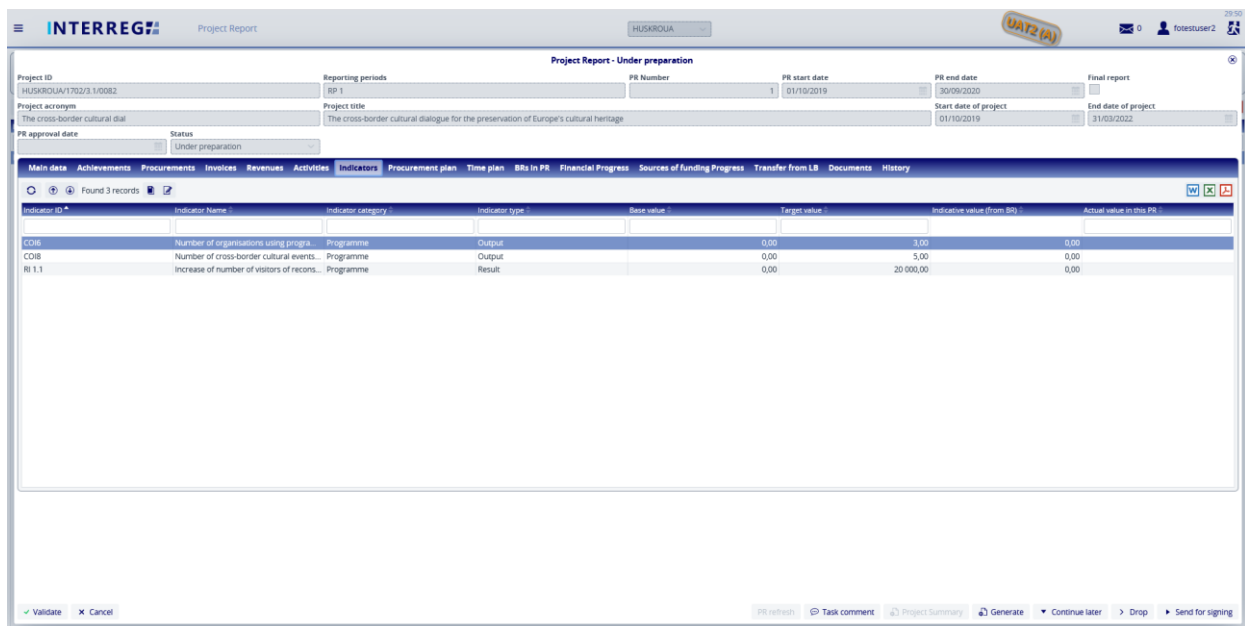


Fig. 24. Indicators

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.

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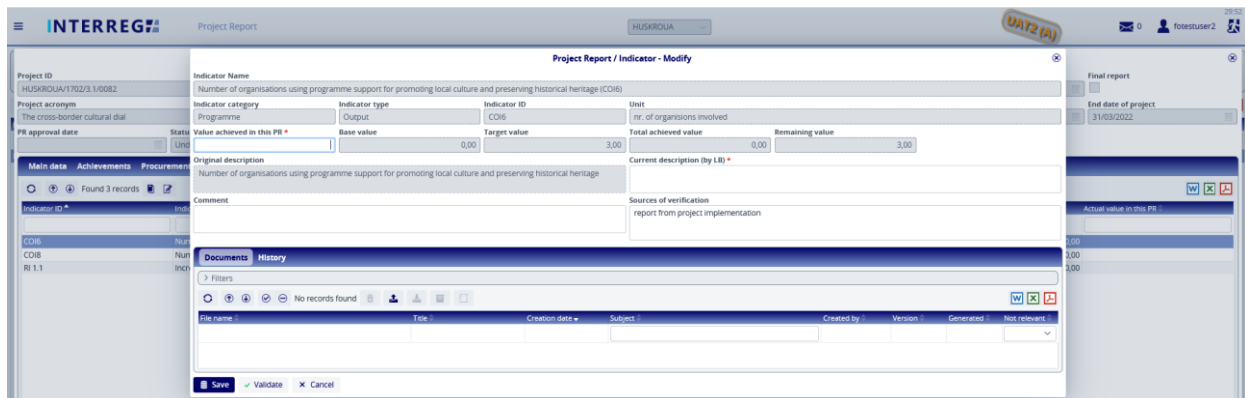


Fig. 10. Indicator – modify

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.

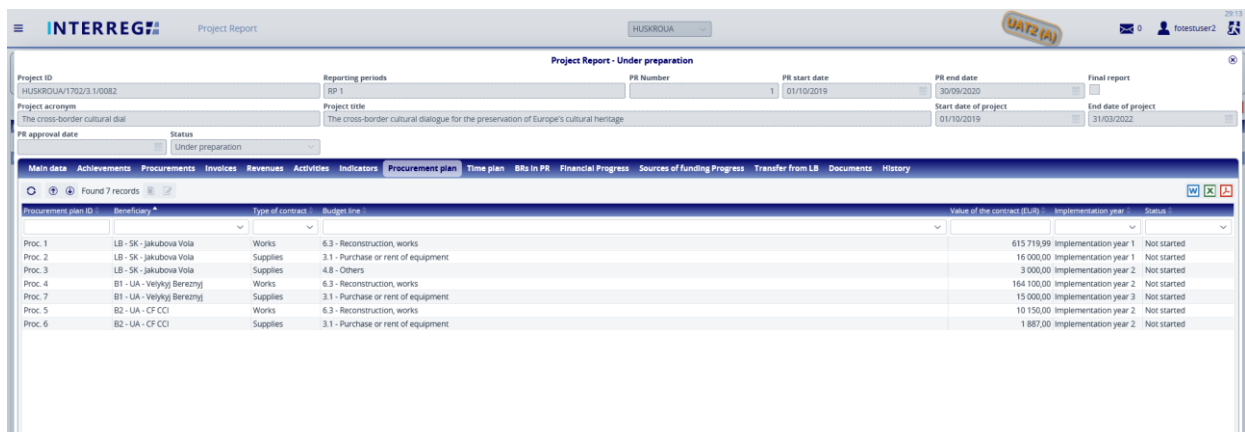


Fig. 26. Procurement plan – list screen

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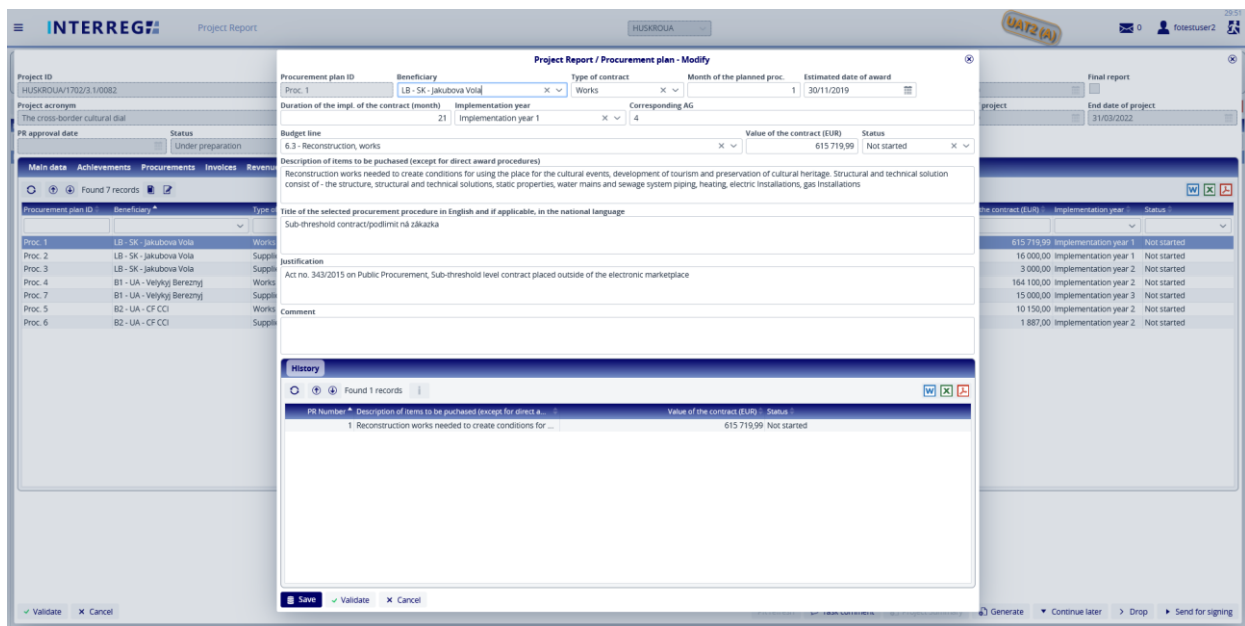


Fig. 27. Procurement plan - modify

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.

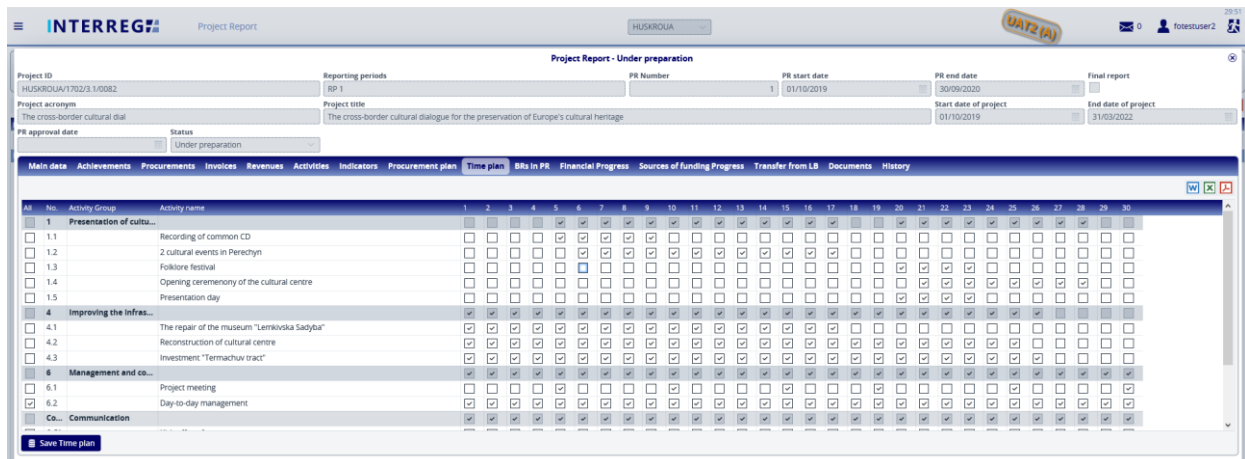


Fig. 28. Procurement plan – list screen

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3.1.11 BRs in PR

Beneficiary	BR number	Relevant EV(s)	Reporting periods	BR start date	BR end date	BR approval date	Reported amount	Reported EU contrib.	Accepted amount by N	Accepted amount by N	Accepted by JS	Accepted by JS EU con.
LB-SK-Jakubova Vola	1	Annex_II_EVR_1_01102...	RP 1	01/10/2019	30/09/2020	23/02/2021	29 334,67	26 401,20	29 334,67	26 401,20	0,00	0,00
B1-UA-Vajkyj Berezhij	1	Annex_II_EVR_1_01102...	RP 1	01/10/2019	30/09/2020	23/02/2021	9 272,56	8 345,30	9 272,56	8 345,30	0,00	0,00
B2-UA-CF-CC	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	0,00

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 (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

No.	Budget Lines	Planned Amount	Accepted previously by JS	Current Report Amount	Accumulated Amount	Accumulated Share	Remaining Budget Amount
> 1	Human Resources	100 500,00	0,00	4 352,64	4 352,64	4,33 %	96 147,36
> 2	Travel	9 064,00	0,00	3 035,49	3 035,49	33,49 %	6 028,51
> 3	Equipment and supplies	33 387,00	0,00	4 995,00	4 995,00	14,96 %	28 392,00
> 4	Services	71 685,00	0,00	28 500,00	28 500,00	39,76 %	43 185,00
> 5	Project Dedicated Office	0,00	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 %	805 073,86
> 7	Administrative costs (PLAT RATE - 2% of direct cost without infrastructure component (1+2+3+4) if chosen ...	4 292,72	0,00	817,66	817,66	19,05 %	3 475,06

Fig. 30. Financial Progress

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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.

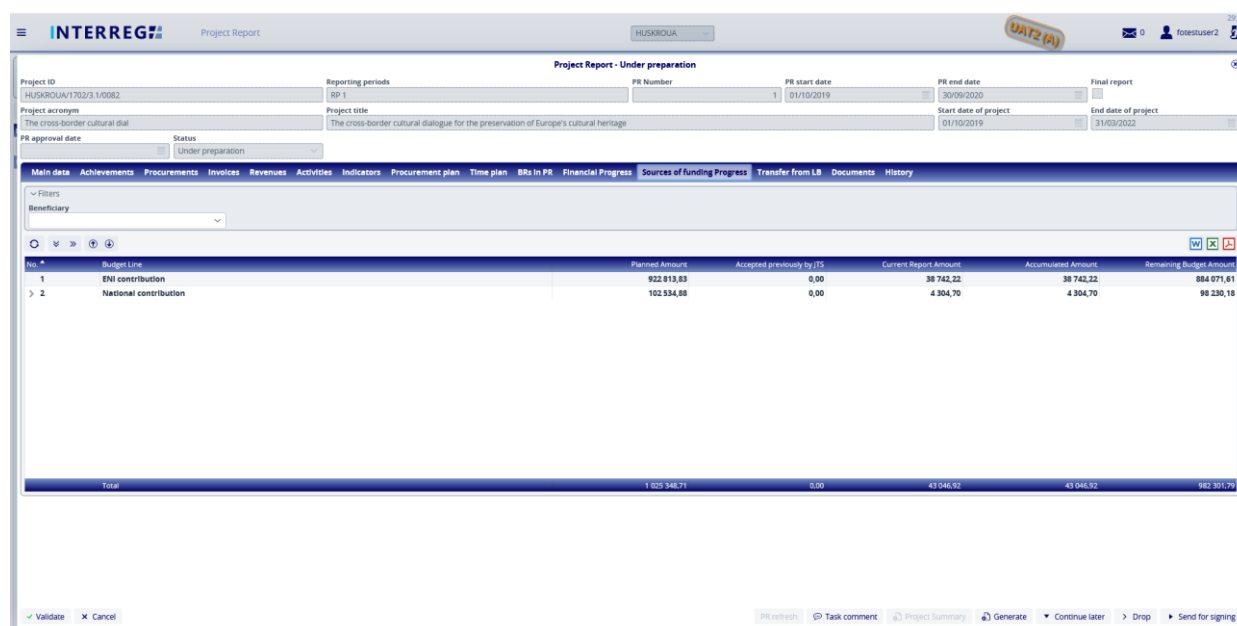
The **Accumulated Amount** is the sum of the *Accepted Previously by JTS* and the *Current Reported Amount*.

The **Accumulated Share** column shows the financial progress in percentage.

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



No.	Budget Line	Planned Amount	Accepted previously by JTS	Current Report Amount	Accumulated Amount	Remaining Budget Amount
1	ENI contribution	922 813,83	0,00	38 742,22	38 742,22	884 071,61
> 2	National contribution	102 534,88	0,00	4 304,70	4 304,70	98 230,18
Total		1 025 348,71	0,00	43 046,92	43 046,92	982 301,79

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.

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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 in percentage.

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

The screenshot shows the 'Payments' tab in the INTERREG+ IT System. The table displays financial data for three project parts, including planned amounts, previous installments, EU contributions, and transferable advances.

Project part	Planned Amount	Previous installment	Previously verified EU contribut.	Next installment	Final	Transferable advance limit amo.	EU contribution verified in our	Profit amount in final BS	Transferable advance
HUSKROUA/1702/3.1.0082/B2	72 067,01	21 620,10	0,00	21 620,10	No	2 594,41	3 995,72	0,00	21 620,10
HUSKROUA/1702/3.1.0082/B1	208 221,08	62 466,33	0,00	62 466,32	No	7 495,96	8 345,30	0,00	62 466,32
HUSKROUA/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	192 757,72

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.

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3.1.15 Transfer from LB

Project part ID	PR number	Installment	Total contracted (date) EU amount (EUR)	Installment (%)	Installment (EUR)	Transferred amount (EUR)	Transferable decision	Date of transaction
HUSKROUA1702/3.1.0082/B1		2nd installment % of total ENI contribution		208 221,08	20,00	41 644,22	41 644,22	13/01/2021
HUSKROUA1702/3.1.0082/B2		2nd installment % of total ENI contribution		72 067,01	20,00	14 413,40	14 413,40	13/01/2021
HUSKROUA1702/3.1.0082/LB		2nd installment % of total ENI contribution		642 525,74	20,00	128 505,15	128 505,15	13/01/2021
HUSKROUA1702/3.1.0082/B1		1st installment % of total ENI contribution		208 221,08	10,00	20 822,11	20 822,11	
HUSKROUA1702/3.1.0082/B2		1st installment % of total ENI contribution		72 067,01	10,00	7 206,70	7 206,70	
HUSKROUA1702/3.1.0082/LB		1st installment % of total ENI contribution		642 525,74	10,00	64 252,57	64 252,57	

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) button by selecting the record from the list.

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.

Fig. 35. Recording Transfer from LB – new

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

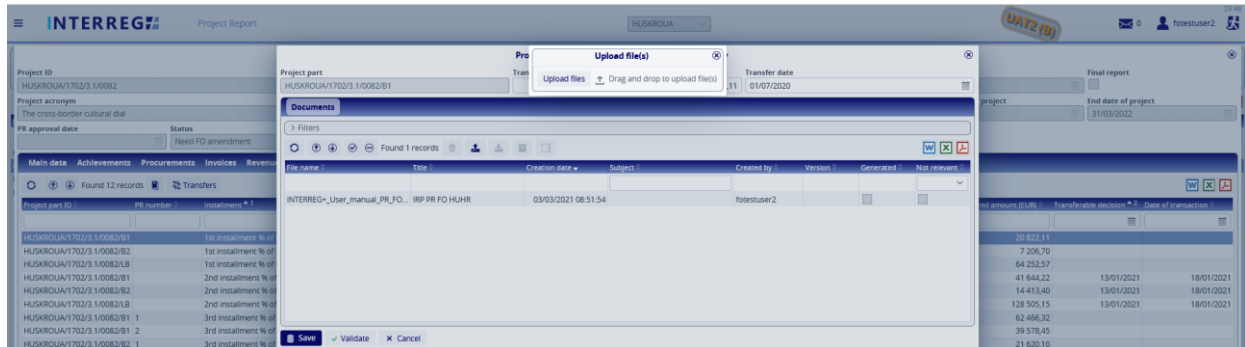


Fig. 36. Transfer from LB – Uploading document(s)

3.1.16 Documents

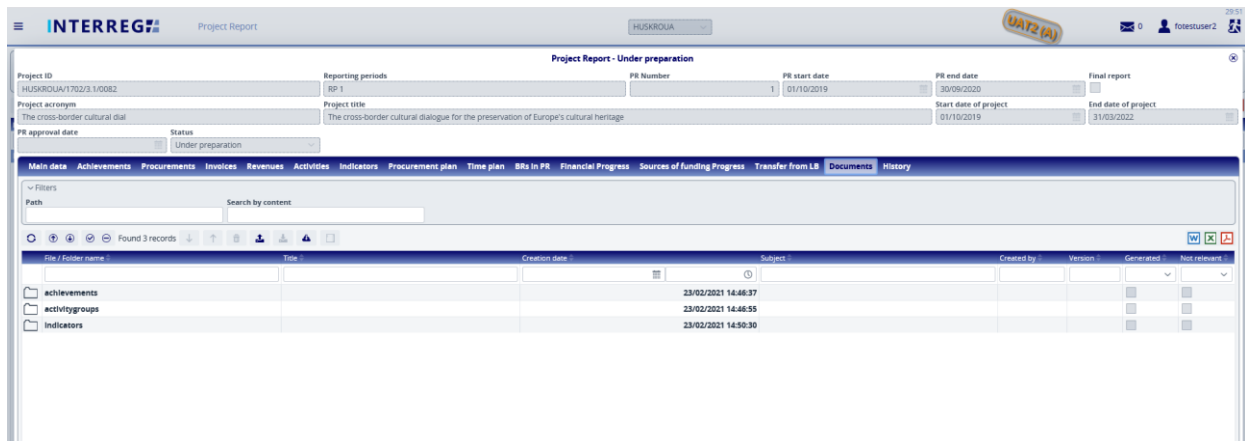


Fig. 37. Documents

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.

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3.1.17 History

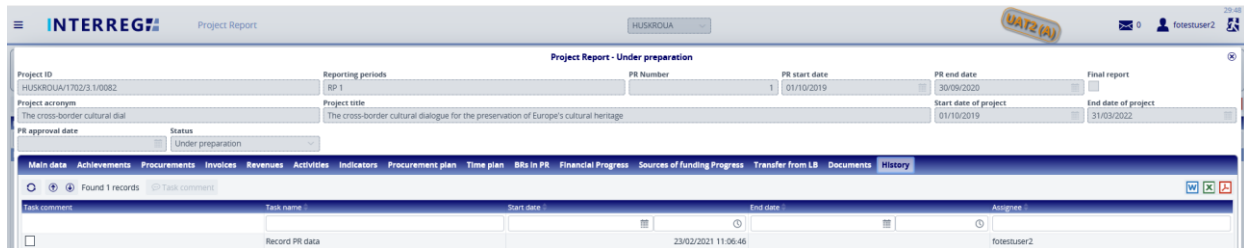


Fig. 38. History

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

3.1.18 Completion

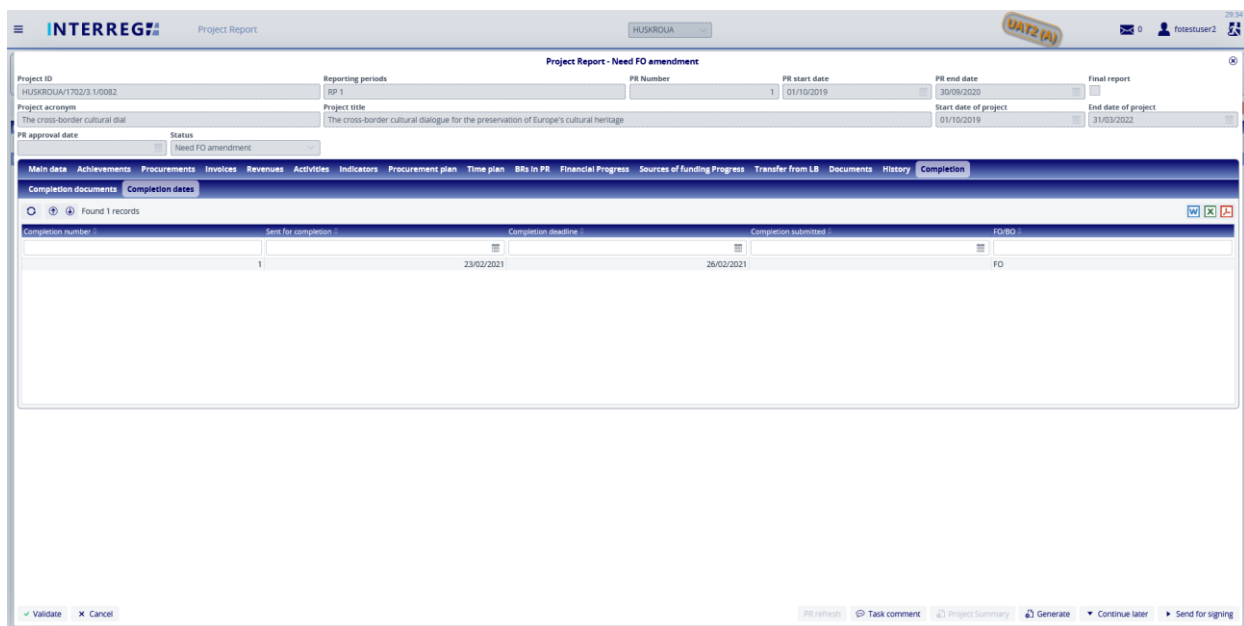


Fig. 39. Completion

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.

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3.2 SUBMISSION & COMPLETION

Once the Project Report is completed, the recording user can send it to the signatory user for e-signing by clicking on the **Send for signing** action button. The signatory user can only view the 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.

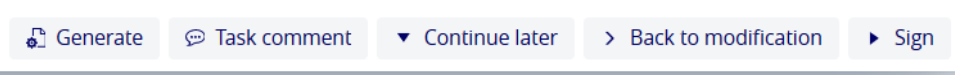


Fig. 40. Action buttons of the Signatory User

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 explains the submission process in a visual manner.

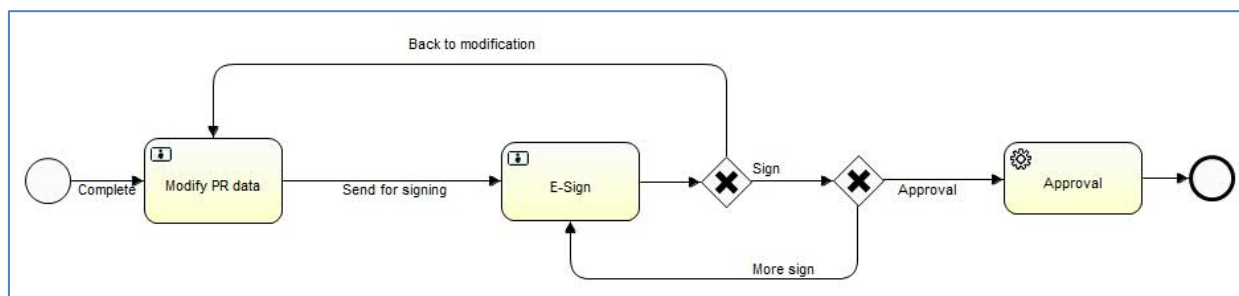


Fig. 41. PR recording an submission workflow

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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 **View** button. The user cannot edit, modify or delete any piece of data.

Project ID	Project acronym	Lead Beneficiary	Type of action	Start of project	Duration (in mo.)	Project Manager (GTS)	Financial Manager (GTS)	Total cost (EUR)	EU contribution (EUR)	Project status
HUSKROUA1701ALP001	PREZAK	LB - SK - SOCPSK	Infrastructure	01/12/2019	24	akamensky	mallo	4 381 651,93	3 732 212,43	Under creation
HUSKROUA1702/3.1/0082	The cross-border cultural dial	LB - SK - jakubova vola	Soft with infrastrucur...	01/10/2019	30	akamensky	mallo	1 025 348,71	922 813,83	Contracted
HUSKROUA1702/3.1/0130	Restore your heritage	LB - SK - PGC	Soft with infrastrucur...	01/09/2019	36	akamensky	mallo	1 049 544,04	944 589,63	Contracted
HUSKROUA1702/6.1/0010	OBWIC	LB - RO - WWF MM RO	Soft	01/10/2019	30	rdaman	etoth	1 550 871,83	1 395 784,63	Contracted
HUSKROUA1702/8.2/0108	ICF	LB - RO - SJUSM	Soft	02/12/2019	24	eberryo	etoth	1 100 000,00	990 000,00	Contracted
HUSKROUA1703/3.1/0020	CULTURE IN THE MIRROR	LB - RO - ToS	Soft with infrastrucur...	15/09/2019	24	rdaman	etoth	1 037 081,58	933 373,42	Under modification

Fig. 42. Project data menu point

5. INTERREG+ TECHNICAL SUPPORT

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

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