

Users' Guideline for the SEE Front Office of IMIS 2007-2013

Preparation of SEE Progress Report
& Application for Reimbursement

Version 4.0

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European Territorial Co-operation 2007 – 2013



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1. INTRODUCTION

The principal objective of this Users' Guideline is to provide guidance on the usage of the **IMIS 2007-2013 Monitoring and Information System** for Lead Partners of projects being implemented within the frameworks of the South East Europe Transnational Cooperation Programme. It aims to explain the way the SEE Progress Reports and Application for Reimbursements should be filled and submitted by Lead Partners through the **SEE Front Office** of the **IMIS 2007-2013 Monitoring and Information System**; and it is also supposed to provide practical and technical information on data entry.

2. GENERAL TECHNICAL INSTRUCTIONS

In the followings you can find a summary of how the fields and buttons should be used in the SEE Front Office; the document will review their main characteristics pointing out the most important features that can help you in handling the screens.

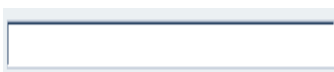
2.1. FIELD CONVENTIONS

The system applies several sorts of fields which may possess specific features and require different ways of usage.

- **Empty field:** The most commonly applied field of the system is the so-called **default data entry field**. It is appropriate for recording text-type and numeral characters. (e.g.: name, code number)

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



- **Yellow field:** It operates similarly as the Empty field; the only difference is that it's obligatory for the user to touch the Yellow field. This means that it is not obligatory to fill but *the user should click at least once into the field* or go through it by the TAB key to be able to exit the screen.

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



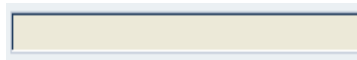
- **Red field:** The Red field operates similarly as the Empty field but it's mandatory for the user to fill in it. *The data entry is obligatory*; the concerned screen can be left only after some information has been recorded. When the system notices that the recorded data is formally not appropriate (e.g. the system does not accept dates like 30/06/2876 or 15/03/0999) it informs the user who has to correct the mistake in order to leave the screen (save or exit).

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



- **Grey field:** In the Grey field the system displays data only for providing information therefore its content can not be modified by the user. You can face Grey fields most commonly when you use the "View" button. In that mode all *fields are inactive*: you can see the data but you can not modify them. Most Grey fields contain data generated by the system (e.g. identifier, serial number).



- **Table:** There are two types of tables in the system:
 - **For direct data entry:** Data entry can be done *with the "New" button* located next to the Data entry table while the *data modification can be completed with the "Modify" button*. When the row is active (see the illustration below) the user can step into the field with a *double-click* which makes data entry possible. The data entered into the field can be finalized with the *Enter key*. (Pressing the Enter key again will finalize the whole row.)

Type	Name	Resp. partner	Measurement unit	Base value	Target value	
Output	példa	LP - lp	példa	1,00	10,00	
Output		LP - lp		0,00	0,00	

New
Modify
Delete

- **For indirect data entry:** For entering new data the you can apply the "New" button, for modifying an existing data you have to use the "Modify" button. Data entry and modification have to be accomplished on a new screen opening after the usage of these buttons. In the table only the recorded data will appear.

The structure of the tables is fixed; you can not modify it. The structure varies according to the different menu points; the number of its rows and columns as well as the header names changes also according to the content.

Example for table:

ID	Title	From	To	Amount	Curr.
act 0.1	példa	03/03/2009	03/03/2009	100 000,00	EUR

- **Text box:** The Text box operates the way as the Empty field does but in contrast to the Empty field it is allowed to enter a higher number of characters which makes this field-type suitable for writing more detailed descriptions, reviews or comments.

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text

- **Drop-down menu:** A drop-down menu includes a *pre-defined list of elements*. As the content of this list can not be changed by the user. You have to select one from the pre-defined items. The drop-down menu's default value is an Empty field with a downwards arrow on the right side.

LP - lp

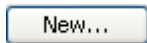
LP - lp
ERDF PP - erdf
IPA PP - ipa
ENPI PP - enpi
10% PP - 10
20% PP - 20
OP - obs

When clicking on the arrow the whole list will appear on the screen. By clicking on the selected item you can indicate which element you would like to use. The system fills the field with the selected item.

2.2. BUTTON CONVENTIONS

2.2.1. DATA LEVEL BUTTONS

- **New:** The “New” button serves for entering new data into the system.



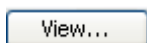
- **Modify:** The “Modify” button serves for modifying the existing data in the system.



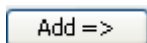
- **Delete:** The “Delete” button serves for deleting data from the system. When pressing the “Delete” button the system asks you for providing a confirmation of the deletion in order to avoid the inadvertent deletion.



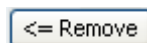
- **View:** The “View” button serves for showing the previously recorded data but it does not let their modification.



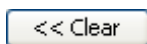
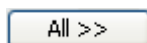
- **Add:** The “Add” button can be used to select and add a new item from a list containing a pre-defined list of elements.



- **Remove:** The “Remove” button can be used to remove an item from a list including a pre-defined list of elements.



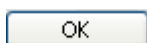
- **All:** The “All” button can be used for selecting all items of a list at once.



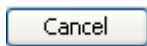
- **Clear:** The “Clear” button can be used for removing all previously selected items of a list at once.

2.2.2. SCREEN LEVEL BUTTONS

- **OK:** Pressing the “OK” button means that all recorded data will be saved and you can exit the screen.



- **Cancel:** Pressing the “Cancel” button means that *all recorded data will be lost definitively and you can exit the screen.*



- **X** in the right-upper corner of the screen: the operation of “X” button is the same as the function of the Cancel button: all recorded data will be lost definitively and you can exit the screen.

3. OVERVIEW OF THE SEE FRONT OFFICE OF IMIS 2007-2013

The SEE Progress Reports and the Application for Reimbursements can be prepared and submitted together through the SEE Front Office surface of the IMIS 2007-2013 Monitoring and Information System.

3.1. LOGIN TO THE SEE FRONT OFFICE OF IMIS 2007-2013

In order to submit your Progress Report and Application for Reimbursement you **can log into the SEE Front Office of IMIS 2007-2013 through an internet link**. The link is provided to the Lead Partner by the SEE Joint Technical Secretariat (JTS).

After contracting, it is also the JTS who generates the User name and the Password for each project. The User name allows the Lead Partner to login to the SEE Front Office and to submit the Progress Report and Application for Reimbursement to its project. The user name enables access only to one single project.

When using the internet link to access the SEE Front Office, first the login screen appears. There are two fields to fill in, one for the User name and one for the Password. The User name field should be filled with the User name and Password provided by the JTS.

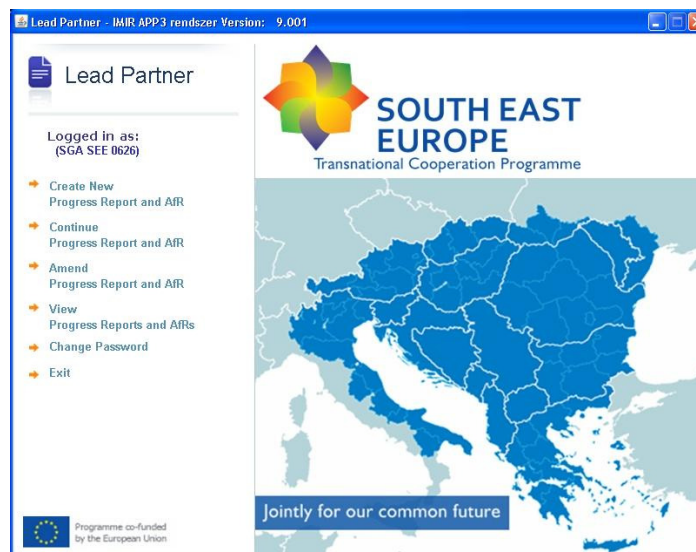
Having logged in you can modify your password anytime on the opening screen, at the “Change Password” menu item. The password should have the length of at least 8 characters which contains not only lower case and capital letters but numbers as well.

After three consecutive unsuccessful login trial (invalid user name – password combinations) your User name will be locked out by the system automatically in order to avoid unauthorized logins. It is only the system administrator who is entitled to validate your user status again.

In case you forgot your password, you have to ask by e-mail the SEE JTS Project Manager responsible for your project to provide a new Password. The e-mail shall contain the project ID and the Acronym of the given project, and it is recommended that the contact person of the project asks for new password in order to avoid unauthorized logins.

3.2. THE FRONT OFFICE MENU

After the successful login you will meet the following opening screen:



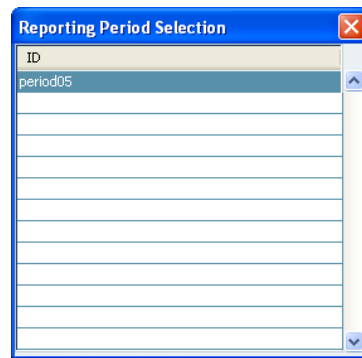
The list of the accessible menu items of the Front Office:

- **Create New Progress Report and AfR:** you can prepare and submit a new Progress Report and a new AfR. The PR and the AfR are prepared together on the same screen but as a result the system will generate two different documents at the end of the preparation process.

- **Continue Progress Report and AfR:** you have to continue the data entry process of your Progress Report and your AfR if it has been started already and it has not been submitted yet. This way the process of filling in the progress report can be stopped any time, as the recorded data are saved and after the break the data entry can be continued. Once clicking on the Submit button the content of the PR and the AfR can not be modified.
- **Amend Progress Report and AfR:** it is possible to modify those Progress Reports and AfRs that are sent back by the JTS for completion or for modification. This function is accessible only in case the Secretariat sends back any of the reports. Otherwise the system informs you of the lack of report with an error message.
- **View Progress Report and AfR:** with this function you can view all of your Progress Reports. The list of accessible Progress Reports is independent of the current status of your Progress Report: you can see all submitted and still not approved, resubmitted, approved and rejected reports as well as the ones that are under preparation or that are sent back for amendment.
- **Change Password:** with this function you can modify your password.
- **Exit:** with the function you can exit the SEE Front Office of IMIS 2007-2013. After leaving the Front Office you can login again anytime with your user name and password combination and you can continue your work.

4. PREPARATION OF THE PROGRESS REPORT AND THE APPLICATION FOR REIMBURSEMENT

Clicking on the **Create New Progress Report and AfR** menu item at the opening screen, the system opens the **REPORTING PERIOD SELECTION** screen. The screen contains a table where you have to select the reporting period for which you would like to report. Only those reporting periods appear which are still open for reporting. E.g. if you have submitted reports for each of the first four reporting periods, then the next time only the 5th period can be chosen.



Having selected the proper period you will be brought to the **PROGRESS REPORT – FILLING PROGRESS REPORT DATA** screen which serves for preparing and submitting the report.

The header of the opening screen shows your project's ID, the project title and the project acronym. It also displays the selected reporting period and the progress report identification code that is generated by the system automatically. The IMIS 2007-2013 numbers your Progress Reports in sequence and the allocated ID refers to the current report's sequence number, e.g. PR05.

The screen consists of 3 sheets that enable data entry and data reporting. When opening the screen it shows first the Overview sheet.

At the bottom of the **PROGRESS REPORT – FILLING PROGRESS REPORT DATA** screen you can find the following buttons:

- **Delete:** It rejects the whole report which means that all recorded data will be lost.
- **Exit:** You leave the screen (but all recorded data are saved and stored).
- **Check:** It checks the whole report on the basis of pre-defined, built-in algorithms and rules.
- **Submit:** The checked and properly fulfilled Progress Report and AfR can be submitted only by using the Submit button. In order to prevent accidental submission the system asks for confirmation.

4.1. OVERVIEW

The **“Overview”** sheet displays the most important general and financial data of the Progress Report in a comprehensible structure. All fields of the sheet are inactive, as data entry is not allowed here. When opening the screen for the first time, it is empty; information can be seen only after you have started to enter data on the **“Sheets to fill in”** sheet.

The “**Overview**” sheet shows the name of the Lead Partner, its project partners and the start and end date of the project duration. When the financial data are entered on the “**Sheets to fill in**” sheet the system displays the information on the “**Overview**” sheet, so it is possible to keep track of the reported expenditure of the whole project: “**Reported amounts**” is relevant for the whole project and the “**Reported amounts by project partner**” shows the data relevant to each project partner. The “**BL and WP overspending**” fields indicate in (%) the differences of the project spending in comparison to the original WP and BL budgets at project level in relation to the Programme rules of budget reallocation among BLs and WPs.

Progress Report

Project ID: SEE/A Project acronym:
 Project title:
 Progress report ID: PR04 Reporting period: period04 01/06/2010 - 31/08/2010

Overview | Sheets to fill in | Attachments

Main data
 Lead partner: Project duration: 01/05/2009 - 30/04/2012

Guide:

Reported amounts

Total budget:	549,870.70	EUR
Revenues:	0.00	EUR
Total public eligible:	549,870.70	EUR
ERDF:	467,390.02	EUR
State:	37,698.25	EUR

Reported amounts per project partner

Total budget:	173,211.74	EUR
Revenues:	0.00	EUR
Total public eligible:	173,211.74	EUR
ERDF:	147,229.97	EUR
State:	0.00	EUR

Project partner

LP
ERDF PP1
ERDF PP2
ERDF PP3
ERDF PP4
ERDF PP5
ERDF PP6
ERDF PP7
ERDF PP8

BL overspending: 0.00 % WP overspending: 0.00 %

Close

4.2. SHEETS TO FILL IN

The data entry can be completed on the second sheet called “**Sheets to fill in**”. In fact this sheet is displayed as a table with rows covering the so-called sub-screens, referring to the different sections of the Progress Report. Each row can be opened with the “**Modify**” button and then it is possible to fill in the Progress Report data on the newly opened sub-screens.

4.2.1. MAIN DATA

Opening the “**Sheets to fill in**”/“**Main data**” row you can see the **MAIN DATA** screen which serves for indicating those partners who were involved in the current reporting period by marking which partner reports activities and / or expenditures. Further to that it is also possible to indicate, if the project implementation is in line with the original time plan, or is in delay; as well as to register any kind of administrative change within the project during the selected reporting period.

Main Data

Activities and expenditures summary:

Partner	Country	Activity	Expenditure
LP - IVC sga	Hungary	<input type="checkbox"/>	<input type="checkbox"/>
IPA PP - RDASB	Croatia	<input type="checkbox"/>	<input type="checkbox"/>

☐ Project implementation timeframe: Is the project implementation on time according to the time plan defined in the subsidy contract?

What is the estimated delay of the project implementation? (months):

☐ Final Progress report

Administrative changes table:

Num.	Partner	Description

Buttons: Modify, New, OK, Cancel

The requested information on the **MAIN DATA** sheet in details:

- **Activities and expenditures summary**

For each project partner it should be indicated, whether any “**activity**”, or “**expenditure**” is reported in that period. (Please, note that in case of partners without own budget (ASP, OP, etc.) “**expenditures**” should not be selected.

A tick has to be put into the appropriate checkbox of the appropriate column. Please use the “**Modify**” button for the ticks.

- **Project implementation timeframe**

It should be indicated, if the implementation is in accordance with the original time plan by putting a tick into the checkbox

- **What is the estimated delay**

In case it is relevant, the estimated delay should be given in month(s)

- **Final Progress Report** The checkbox should be ticked if the very last report at the end of the project implementation is to be submitted
- **Administrative changes** The **budget reallocations below the WP / BL reallocation limit** (in accordance with part 3.1.3 of the SEE Implementation Manual) should be listed for each affected PP, providing clear justification for any of such deviation, describing also, if and how these deviations affect the planned activities, outputs and results of the project.
The **administrative changes** of the partners that take place in the period should be described also in this section.

4.2.2. SUMMARY OF PROJECT ACTIVITIES

Clicking on the “**Sheets to fill in**”/“**Summary of project activities**” row the system opens the **SUMMARY OF PROJECT ACTIVITIES** screen where you have to give a detailed description of the project progress. The description should be entered into the “**Description**” fields by topics, after selecting the given topic (e.g. “**Operation of the partnership**”). The system lists the topics automatically; the user cannot modify them as these categories are defined by the JTS. It is obligatory to provide a description to all the topics.

The requested information on the **SUMMARY OF PROJECT ACTIVITIES** sheet in details:

- **Summary of the project activities** A **brief, coherent, summary article** should be provided about the **overall project implementation from the start of the project till the end of the latest reported period**. The description should have an overview on the main project activities, achievements and results so far and the links between them; the implementation status of the project, to which level the objectives of the operation have been achieved so far; and if the project has already managed to improve the situation, or solve a specific problem in the field of the project-subject by the achieved results.
The gained experience of co-operating in a transnational environment; the added value and common benefits derived from working within the

partnership; the lessons learnt at this stage of the project; and any innovative processes or outputs developed should also be described.

In this part of the Progress Report the Lead Partner should focus the description not only on the reporting period in concern, but on the overall implementation, from the starting date till the end of the latest reporting period.

Since the description will be used also to report about the project implementation for the Monitoring Committee of the Programme, it should be coherent, easy-to-read, self-explanatory, without referring to other parts of the report.

- **Operation of the partnership**

The state of the art of the partnership should be described shortly in this part, reporting about both positive and negative developments, clarifying also the reasons. The report should focus mainly on the following issues:

How much are the different project partners contributing to the implementation of the project. Clear information, which partners are active and which are not or only poorly contributing to the implementation;

Why the partnership has improved and which kind of measures lead to the improvement;

In case of a partnership problem (non-active partner, change of partners etc.) the **reasons** and the **consequences** should be stated, as well as the **activities to be undertaken to prevent further problems** and delays.

- **Project implementation timeframe**

It should be briefly described, **how much the implementation is in line with the timeframe planned in the AF**, describing which parts of the project are, or may be in the future in delay; **how much it affects the overall implementation**, providing also the reasons and the **proposed solutions** for these deviations.

- **Spending targets**

It should be briefly described, **if the financial part of the implementation is in line with the spending target** defined in the Subsidy Contract and **in case of deviation clear justification** is necessary, as well as an estimation, if and when the project would be able to catch up with the delay, or in case some further problems, affecting the spending plans can be foreseen.

- **Other issues**

All other matters, problems that are not addressed in any other section of the progress report can be described in this section.

4.2.3. ACTIVITIES PER WORK PACKAGES

Clicking on the “**Sheets to fill in**”/“**Activities per work packages**” row the system opens the **ACTIVITIES PER WORK PACKAGES** screen where all work packages can be seen that belongs to the project with the following information: work package ID, work package title, name of the responsible partner. The task is to update the information on each work packages.

Activities per Work Packages

ID	Type / Title	Resp. Partner
wp0	Preparation Cost	LP - IVC sga
wp1	Transnational Project Management	IPA PP - RDASB
wp2	Communication Cost	LP - IVC sga

View...
Modify...
Close

Having selected the work package it is necessary to click on the “*Modify*” button that opens the detailed screen of the selected work package. The screen name is **WORK PACKAGE**.

Work Package

ID: wp1
Type: Transnational Project Management
Title:
Status: In progress

Activities (all):

ID	Name	Status
act 1.1	project management	In progress
act 1.2	steering committee	In progress
act 1.3	audit costs	In progress
act 1.4	external evaluation	Not started yet

View...

Activities in reporting period:

ID	Name	Prev. Status	Relevant Status
act 1.1	project management	In progress	In progress

View...
Add...
Modify...
Remove

Qualitative and quantitative description of the outputs and results:

Type	Name	Resp. Part...	Measurement...	Base value	Actual v...	Target ...
Output	kick off	LP - PBM	no	0.00	0.00	1.00
Result	common management system	LP - PBM	no	0.00	0.00	1.00

Modify

OK Cancel

First, the actual implementation **status of the Work Package** should be updated by selecting the appropriate status from the dropdown list.

In the “**Activities (All)**” table, the system shows all activities of the selected work package according to the approved Application Form and it indicates the current status of each activity.

The “Activities in reporting period” table is empty by default. By using the “Add” button you should select those activities where there were some progress to be reported in the selected reporting period from the list of Activities.

The “Modify” button opens the **ACTIVITY** screen in case of all added activity rows. This screen is for modifying the status of the activity and for describing the fulfilled activities.

The screenshot shows a dialog box titled "Activity" with a close button (X) in the top right corner. The form contains the following fields:

- ID: act 1.1
- Name: Lead Partner Project Office
- Prev. status: Not started yet
- Relevant status: In progress (dropdown menu)
- Description of activity fulfilled: (empty text area)
- Location: (empty text field)
- Deviation and justification: (empty text area)
- Buttons: OK and Cancel

The requested information on the **ACTIVITY** sheet in details:

- Relevant status**

The actual implementation status of the Activity should be updated in comparison to the previously reported by **selecting the appropriate status** from the dropdown list.
- Description of activity fulfilled**

Concerning these Activities **all the related actions carried out in the period** should be reported by describing briefly the taken steps and the **role of each involved partner**. The description should **provide evidence that** the implemented **activities and** their reported and claimed **costs are in line with the planned ones** (i.e. as defined in the approved AF). The description of the activities must also be in relation with each reported output.
- Location**

The location(s) of the actions should be defined for each reported Activity (city, or region level).
- Deviation and justification**

In case of deviation of any activity, output, location from the original plan a justification is needed.

In this part of the report **should also be clarified in case** in a period a partner reports only activities, but the **related expenditures**, for some reason, **will be claimed only in the following period**.

When a partner claims expenditures that are connected to actions carried out already in the previous period, a clear reference to those actions should be

reported.

The actual value of the qualitative and quantitative indicators of the work package can be also updated on the **WORK PACKAGE** screen.

- **Qualitative and quantitative description of the outputs and results**

The Actual Value of each quantified outputs, or results of a Work Package should be updated according to its status at the end of the reporting period.

Please use the “Modify” button that activates the selected indicator’s row and you can write the actual value into the proper field.

4.2.4. IMPLEMENTATION OF GRANT CONTRACTS

This row appears on the “**Sheets to fill in**” sheet only if there is IPA or ENPI partner in the project.

The **Sheets to fill in/Implementation of Grant Contracts** row opens the **IMPLEMENTATION OF GRANT CONTRACTS** screen where the progress of the IPA (1st and 2nd CfP projects) and ENPI contracts can be updated.

Implementation of Grant Contracts

Project part: ☒ IPA ☐ ENPI

Lead beneficiary	Country	Signed	Signature	End date	Total budget	Cu	Total am. rep.	Cu
IPA PP 1 - RGF	Serbia	<input checked="" type="checkbox"/>	20/11/2009	19/11/2012	269,020.00	EUR	131,532.84	Cu

More...
Modify...

Modification of the selected grant contract:

Approval	Description of the modification

Reports to the contracting authority:

Reports	Approval	Reported amount	Approved amount
20/11/2009	20/11/2010	131,532.84	131,532.84

OK Cancel

The table displayed above shows the basic IPA or ENPI contracts data (total budget, reported amounts, contract signing date, etc). In order to report activities of IPA (1st and 2nd CfP projects), or ENPI PPs for a period, the respective IPA or ENPI partner should be selected from the list and clicking on the “Modify” button the **GRANT CONTRACTS** screen appears.

The requested information on the **GRANT CONTRACTS** sheet in details:

- Activities**

All actions carried out by the specific IPA / ENPI PP in the period should be briefly summarised **in relation to the respective WPs, Actions, outputs and results** of the project. The description should **provide evidence that the implemented activities are in line with the planned ones** (i.e. as defined in the approved AF).
- Role**

The specific role and contribution of the IPA / ENPI PP to the Actions outputs and results of the overall project should be highlighted, especially clarifying the role of each partner, in case the respective Grant Contract involves more than one IPA / ENPI PP from the same country

4.2.5. INDICATORS

The “**Sheets to fill in**”/”**Indicators**” row opens the **INDICATORS** screen where two tables can be seen: one is for the indicators defined by the Programme and one is for project-specific indicators. Both tables contain the indicators relevant for the given project according to the approved Application Form.

Both tables show the same indicator data: type, name, measurement unit, base value, actual value, target value. Data can be entered directly into the activated row of the table. The content of other fields can not be modified. Only the “**Actual value**” of the indicators **should be updated** by the “*Modify*” button.

Expenditure in Progress Report & AFR

Expenditure per selected partners and work package:

Budget line	Amount	Curr.
1. Staff	0.00	EUR
2. Overheads	0.00	EUR
3. Travel and accommodation costs	0.00	EUR
4. External expertise and services	0.00	EUR
5. Equipment	0.00	EUR
6. Small scale investment	0.00	EUR
7. Financial charges and guarantee costs	0.00	EUR

Project partner: LP - IVC sga

Work package of selected partner: wp0, wp1, wp2

Total: 0.00

Buttons: View..., Modify..., OK, Cancel

Following the selection of the PP and the WP, in the “Expenditure per selected partners and work packages” table please mark the necessary Budget Line and click on the “Modify” button. As a result the **COST** screen will open, where you can **record the amount for the specific budget line and for the period covered by the Declaration on validation of expenditure**. It is not necessary to fill in the “Description” field; but it can be used in case the LP would like to insert a comment.

Cost

Budget Line: 1. Staff

Period	Amount
period01	0.00 EUR

Modify

Amount: 0.00 EUR

Description:

Buttons: OK, Cancel

4.2.8. COMMON ACTIVITIES AND COSTS

The “**Sheets to fill in**”/“**Common activities and costs**” row appears only in case the project has such activities that are financed from Common costs. Opening up the **COMMON ACTIVITIES AND COSTS** screen can the Lead Partner report such common costs.

In the “Common activities and costs” table all common activities and their planned costs can be seen by Work Packages according to the approved Application Form. If there are no any common activities in a Work Package, the table is empty.

Common Activities and Costs

Work packages:

ID	Type / Title	Responsible partner
wp0	Preparation Cost	LP - PBM
wp1	Transnational Project Management	LP - PBM
wp2	Communication Cost	ERDF PP - INFORMEST
wp3	Establishing the implementation networks	ERDF PP - BICOFA

Common activities and costs:

Name	Responsible	Planned am...	Prev. am...	Current r...	Accumul...	%	Remaining
transnational manag	LP - PBM	71,250.00 EUR	2,000.10 EUR	2,000.10 EUR	4,000.20 EUR	5.61	67,249.80 EUR

Buttons: View..., Modify..., Close

The costs arisen during the reporting period can be recorded on the **ACTIVITY AND COST** screen by using the “Modify” button.

Activity and Cost

Activity name: transnational management

Responsible partner: LP - PBM

Cost of the activity per ERDF partners:

ERDF Partner	Total financial c...	% sh...	Prev. repor...	Current re...	Curr...	Accumulated	%	Remaining c...
LP - PBM	11,250.00 EUR	15.79	1,000.10 EUR	1,000.10 EUR	2,000.20 EUR	17.78	9,249.80 EUR	
ERDF PP - BICOFA	10,000.00 EUR	14.04	500.00 EUR	500.00 EUR	1,000.00 EUR	10.00	9,000.00 EUR	
ERDF PP - SGRDA	10,000.00 EUR	14.04	500.00 EUR	500.00 EUR	1,000.00 EUR	10.00	9,000.00 EUR	
ERDF PP - CTNC	10,000.00 EUR	14.04	0.00 EUR	0.00 EUR	0.00 EUR	0.00	10,000.00 EUR	
ERDF PP - BUJNK	10,000.00 EUR	14.04	0.00 EUR	0.00 EUR	0.00 EUR	0.00	10,000.00 EUR	
ERDF PP - VEDA	10,000.00 EUR	14.04	0.00 EUR	0.00 EUR	0.00 EUR	0.00	10,000.00 EUR	
Total:	71,250.00		2,000.10	2,000.10	4,000.20	5.61	67,249.80	

Buttons: Modify, Close

It's only the “**Current reported**” cost column that can be filled in the table after **activating the selected row** with the “Modify” button. **Data** should be **entered directly in the row** of the table. The values of all other columns are either calculated automatically by the system or their value are simply copied and displayed here from another screen:

- ERDF Partner: the short name of the ERDF partner
- Total financial contribution to be shared: the amount of the contribution to the common activity
- % share: the percentage rate of the contribution to the common activity: [partner contribution] / [total cost of the common activity]
- Previously reported: the total amount of the contribution to the common activities in the previous reports
- **Current report:** the contribution fulfilled in the current period, its value has to be filled manually when preparing the report according to the **Annex B, table II. Common Costs column of the Declaration on validation of expenditure** of the given PP.
- Accumulated: the accumulated amount of all contributions reported in the previous reports and in the current report
- %: the fulfilled percentage (Accumulated / Total)

- #### 4.2.9. IN KIND CONTRIBUTION

[illegible]

- Partner: partner's role and short name
- Planned amount: the planned amount of the in kind contribution
- Previously reported: the total amount of the in kind contributions in the previous reports
- **Current report:** the amount to be reported in the current report. The data should be entered directly into the table according to the **Annex B, table II. In kind contribution column of the Declaration on validation of expenditure** of the given PP.
- Accumulated: the sum of the previously and the current columns
- %: the fulfilled percentage (Accumulated / Planned amount)
- Remaining amount: the remaining cost which can be reported later (Planned amount – Accumulated)

4.2.10. FLEXIBILITY RULES

Opening the **Sheets to fill in/Flexibility rules** row it is possible to report on the **FLEXIBILITY RULES** screen the data of those expenditure that were incurred under the “10%” and “20% flexibility rule” within the selected reporting period.

Flexibility Rules

Flexibility rule type:
 ☒ 10% flexibility rule in the project
☐ 20% flexibility rule in the project (partner sponsoring)

ERDF Project par...	Beneficiary	Planned amount		Previously repo...		Current report	Curr...	Accumulated		%	Remaining am...	
LP - AAAA	10% PP - EEEE	5,000.00	EUR	0.00	EUR	1,000.00	EUR	1,000.00	EUR	20.00	4,000.00	EUR
Total:		5,000.00		0.00		1,000.00		1,000.00		20.00	4,000.00	

Modify
Close

On the top of the screen there are 10% and 20% *buttons making it possible to switch between the two types of flexibility rules*. The tables are for recording 10% or 20% contribution amounts. Both tables contain data only when there is 10% or 20% Partner in the project.

The table shows in both cases the following information:

- ERDF partner: the ERDF project partner who is the “sponsoring partner” under the „10% or 20% flexibility rule”.
- Beneficiary partner: the 10% partner or the ASP involved under the 20 % rule
- Planned amount: planned amount according to the approved Application Form
- Previously reported amount: the total amount of the expenditure reported previously
- **Current report:** the amount to be reported in the current report. The data should be entered directly into the table according to the **Annex B, table II. 10% rule / 20% rule columns of the Declaration on validation of expenditure** of the given PP.
- Accumulated: the sum of the Previously and the Current columns
- Accumulated rate %: the reported percentage of the planned amount.
- Remaining amount: the remaining amount to be reported. (Planned-Accumulated).

The **“10% / 20% flexibility rule”** related expenditures of the project can be **reported** in relation **to the respective period** in the **“Current report”** column after you activated the selected row with the “Modify” button. Data should be entered directly into the table. No data of any other column can be modified in the table.

4.2.11. REVENUES

Opening the **Sheets to fill in/Revenues** row it is possible to report on the **REVENUES** screen the data of the revenues generated within the selected reporting period. You have to enter revenues by partners.

[illegible]

All partners of the project can be seen in the table, and if there was planned revenue in the approved Application Form then it is also displayed there. The table has the following columns:

- **Role:** the partner's name and role
- **Planned Amount:** the planned net revenue according to the approved Application Form
- **Previously reported:** the net revenue reported in the previous reports
- ***Foreseen:*** It should be indicated by a tick in the box, if the revenues that are reported were foreseen in the approved Application Form, or not
- ***Revenues:*** The amount of the total revenue generated by the PP in the period should be inserted according to the **Annex B, table III. Revenues of the Declaration on validation of expenditure** of the given PP.
- ***Net revenues:*** The amount of the net revenue generated by the PP in the current period should be inserted according to the **Annex B, table III. Revenues of the Declaration on validation of expenditure** of the given PP.
- **Accepted:** the amount accepted by the JTS

- Accumulated: the sum of the Previously and the Revenues columns
- Accumulated rate %: the percentage rate of the reported revenue and the planned amount
- Remaining: the remaining revenue which is not reported yet

First the row of the partner has to be selected in order to record revenues, then by clicking on the “*Modify*” button, the **Foreseen, Revenues** and **Net revenues** columns have to be filled in.

4.2.12. PREVIOUS APPLICATIONS FOR REIMBURSEMENT

With the **Sheets to fill in/Previous Applications for reimbursement** row the **PREVIOUS APPLICATIONS FOR REIMBURSEMENT** screen will be opened. This screen shows automatically the data of previously submitted Applications for Reimbursement(s) for the project and the related ERDF contribution and IPA contribution in case of 3rd and 4th CfP projects already transferred to the Lead Partner.



Progress report	Approval	Amount

By using the “*Modify*” button the **TRANSFER OF COMMUNITY FUNDING TO PP** screen will be opened. It should be confirmed on that screen when the LP transferred to the different ERDF PPs the reimbursed ERDF contributions and to IPA-I PPs the reimbursed IPA contribution in case of 3rd and 4th CfP projects by indicating the respective **ERDF / IPA-I Project Partner**, the **Transfer date** and the transferred **amount**.

4.2.14. BUDGET

On the screen that can be opened by the **Sheets to fill in/Budget** row the system does not allow any data entry. The **BUDGET** screen shows the **project budget per partners, per Work Packages** and **per Budget Lines**. It's possible to track here **the expenditure reported previously** by budget lines, the sources of co-financing, etc.

The screenshot displays the 'Budget' window with three main sections: 'Source of co-financing', 'Project partner', and 'Work packages'.

Source of co-financing (Global):

- Total budget: 2,000,000.00 EUR
- Total elig. public amount: 2,000,000.00 EUR
- Planned net revenue: 20,000.00 EUR
- ERDF contribution: 1,700,000.00 EUR (85.00 %)
- State contribution: 275,000.00 EUR (13.75 %)
- Own public contribution: 25,000.00 EUR (1.25 %)

Project partner (ERDF PP - SGPRDA):

- Total budget: 250,000.00 EUR
- Total elig. public amount: 250,000.00 EUR
- Planned net revenue: 20,000.00 EUR
- ERDF contribution: 212,500.00 EUR (85.00 %)
- State contribution: 25,000.00 EUR (10.00 %)
- Own public contribution: 12,500.00 EUR (5.00 %)
- In kind contribution: 6,250.00 EUR

Work packages (wp0 to wp6):

Budget line	Planned amount	Curr.	Reported amount	Curr.	%	Remaining	Curr.
1. Staff	6,000.00	EUR	2,500.14	EUR	41.67	3,499.86	EUR
2. Overheads	0.00	EUR	0.00	EUR	0.00	0.00	EUR
3. Travel and accommodation costs	0.00	EUR	0.00	EUR	0.00	0.00	EUR
4. External expertise and services	0.00	EUR	0.00	EUR	0.00	0.00	EUR
5. Equipment	0.00	EUR	0.00	EUR	0.00	0.00	EUR
6. Small scale investment	0.00	EUR	0.00	EUR	0.00	0.00	EUR
7. Financial charges and guarantee costs	0.00	EUR	0.00	EUR	0.00	0.00	EUR
Total:	6,000.00		2,500.14			3,499.86	

4.3. ATTACHMENTS

The **Attachments** sheet serves for uploading and for generating documents.

With the **“Upload”** button you can attach the necessary supporting documents to the Progress Report in accordance with section 4.3.3 of the SEE Implementation Manual.

With the **“Report”** button you can make the system to generate the Progress Report, the Application for Reimbursement and the **“Financial progress per partner”** report in **.pdf** format. It is possible to save all these three documents on your Computer, as well as to print them out. The generated documents are stored also by the system and later can be queried there any time.

Progress Report

Project ID: Project acronym:

Project title:

Progress report ID: Reporting period:

Overview Sheets to fill in **Attachments**

Filing number	Date	Type	Subject
INTRA-5028221	22/11/2010	Uploaded	
INTRA-5028223	22/11/2010	Uploaded	Online Tourism Platform - Concept
INTRA-5028233	22/11/2010	Uploaded	External Newsletter
INTRA-5028234	22/11/2010	Uploaded	Film shooting
INTRA-5028246	22/11/2010	Uploaded	examples press and special interest media
INTRA-5028247	22/11/2010	Uploaded	
INTRA-5028248	22/11/2010	Uploaded	
INTRA-5028249	22/11/2010	Uploaded	First planning documents
INTRA-5028250	22/11/2010	Uploaded	Forestry Guidelines
INTRA-5028251	22/11/2010	Uploaded	
INTRA-5028252	22/11/2010	Uploaded	
INTRA-5028253	22/11/2010	Uploaded	
INTRA-5028318	23/11/2010	Uploaded	
INTRA-5029901	01/12/2010	Progress report	
INTRA-5029906	01/12/2010	Application for Reimbu	
INTRA-5034411	10/01/2011	Uploaded	Bank statements_reimbursed ERDF_transfer to PP
INTRA-5034909	13/01/2011	Uploaded	PNPD
INTRA-5036630	21/01/2011	Uploaded	DVE
INTRA-5036650	21/01/2011	Uploaded	SNC
INTRA-5037233	26/01/2011	Progress report	
INTRA-5037234	26/01/2011	Application for Reimbu	
INTRA-5037235	26/01/2011	Financial progress per	

View... Close

5. SUBMISSION OF THE PROGRESS REPORT AND AfR

The submission process of the Progress Report and the Application for Reimbursement consists of the following steps:

- As the first step you have to login to the SEE Front Office of IMIS 2007-2013 and run the **Create New Progress Report and AfR** function. On the **REPORTING PERIOD SELECTION** screen you have to select a reporting period and then it is necessary to fill in the screens which can be opened from the **Sheets to fill in** sheet.

- During the data entry with the *“Check”* button you can run anytime the automatic check done by the system.
- After the check you will either get a message that informs you about successful check (no errors to be corrected) or the system generates a list of errors (Check Report) in Word format, where all the problems are listed and where the system also defines the way to correct them. On the one hand the check ensures that you entered all data properly and you do not forget anything, while on the other hand - as the check is the precondition for the submission - it ensures the JTS that all data necessary for verification is recorded by the Lead Partner in the system.
- You can attach the necessary documents to the report with the *“Upload”* button on the **Attachments** sheet (see 4.3.3. chapter of the SEE Implementation Manual)
- After filling all the data and clicking on the *“Report”* button on the **Attachments** sheet the system generates the **“Progress Report”**, the **“Application for Reimbursement”** and the **“Financial progress per Project Partners”** documents. Although the system already generates these documents, in this phase it displays a well-recognisable warning text (**SAMPLE – Do not submit**) on them to mark that these documents are not yet validated; the documents do not contain finalised data.
- After recording all data at least one check has to be run with the *“Check”* button. If the check was successful and no errors have been found then the process can be continued with the *“Next”* button. After clicking on the *“Next”* button the system finalise the report and its data.
- The *“Submit”* button appears on the screen only after clicking on the *“Next”* button. After clicking on the *“Submit”* button the system warns the user that the final documents should be generated and printed. The data recorded previously can not be modified; only the printing of the documents is possible with the *“Report”* button on the **Attachments** sheet. The generated documents (**Progress Report, Application for Reimbursement and Financial progress per Project Partners**) receive an automatic ID and are stored by the system. You can query the documents anytime later.
- After the document generation the official submission of the Progress Report and AfR can be accomplished. For this you have to click on again the *“Submit”* button and answer *“yes”* to the confirmation question.
- The status of the Progress Report and the Application for Reimbursement will be modified to Submitted under the *“View progress report and AfR”* menu item of the opening screen of the SEE Front Office of IMIS 2007-2013.

6. AMENDMENT OF THE PROGRESS REPORT AND AfR

The submitted report will be verified by the SEE Joint Technical Secretariat. If they find some errors or inconsistency in the Progress Report and/or in the Application for Reimbursement, the JTS will send back the report to the Lead Partner through the SEE Front Office of IMIS 2007-2013 for completion (see detailed rules 4.4. chapter of the SEE Implementation Manual)

In case the amendment of the Progress Report is needed, and the Progress Report is sent back, the SEE Joint Technical Secretariat informs the Lead Partner in an e-mail message outside the system.

After receiving the notification message of the SEE JTS the correction should be done by the Lead Partner with the **Amend Progress Report and AfR** menu item of the SEE Front Office. After clicking on the **Amend Progress Report and AfR** menu item the Progress Report to be amended appears.

You will be brought to the **PROGRESS REPORT – FILLING PROGRESS REPORT DATA** screen which is the same as it was at the time of the original report submission.

The way of modification is also the same as it was at the time of the original submission. If you have finished the modification you have to run the *Check* function again then you have to attach the still missing documents if necessary.

In case you have modified the financial data recorded (“Expenditure in Progress Report and AfR”), the Application for Reimbursement has to be generated again and submitted with the completion of the Progress Report.

As a final step you have to click on the “*Submit*” button and this way you can submit your corrected report for a new verification.

7. ANNEXES

7.1. SEE PROGRESS REPORT

7.2. SEE APPLICATION FOR REIMBURSEMENT

7.3. FINANCIAL PROGRESS PER PROJECT PARTNERS