

Interreg - IPA CBC 
Hungary - Serbia

REPORTING IN IMIS SYSTEM

BENEFICIARY SEMINAR
20 MARCH 2018
SUBOTICA, SERBIA



The Programme is co-financed by the
European Union

Good neighbours
creating
common future

CONTENT

- ❖ IMIS team
- ❖ Login to the IMIS 2014-2020
- ❖ Beneficiary report in IMIS 2014-2020
- ❖ HelpDesk

IMIS TEAM

- ❖ Technical support for the FO users (Applicant, Beneficiaries, Lead Beneficiaries)
- ❖ Close cooperation with MA, JS and NA, FLC controllers
- ❖ Online Helpdesk system

IMIS 2014-2020 FUNCTIONALITY

- ❖ Online application modul
- ❖ Beneficiary level online reporting (both sides)
- ❖ Integrated control modul for both sides
- ❖ Communication module (automatic emails)
- ❖ New visual identity and technical solutions
- ❖ Time stamp, e-signatures

TECHNICAL REQUIREMENTS

- ❖ Language of the system: English
- ❖ Operating system: using a desktop operating system is recommended (e.g. Microsoft Windows)
- ❖ Browser: Mozilla Firefox 46.0.1 and above, Google Chrome 50.0 and above, Internet Explorer 11.0 and above
- ❖ PDF reader (e.g.: Adobe Reader), Document management software (e.g.: Microsoft Office) to open .DOC files.
- ❖ Internet connection

INSTALLATION OF THE CERTIFICATE - 1.

- ❖ The FO reporting and signatory users will be created on the Back Office.
- ❖ The FO reporting user will receive automatically email from the system:
- ❖ Sender: noreply@imis2014-2020.eu
- ❖ Subject: IMIS 2014-2020 system Front Office - Login information
- ❖ check also your spam folder

Dear Sir or Madam,

Your account for the IMIS 2014-2020 system has been successfully created.

For accessing the **Front Office** please download this link:

[Download certificate](#)

which contains your individual certificate to access the Front Office and a short guide for successful installation.

For entering the Front Office please use the link below:

[Login](#)

- Username: HUSRB1602320106LBR01
- Password: 3fc77cdd31403f78
- Certificate password: 3fe674e9a4749076

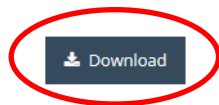
Kind regards,

IMIS Office Team

imisoffice@szpi.hu

INSTALLATION OF THE CERTIFICATE - 2.

- ❖ download the certification (link is in the email)



Description of installing the downloaded certificate

- ❖ install your certification according to the description
- ❖ login to the system



LOGIN TO THE FRONT OFFICE

- ❖ Select the certificate belongs to your user name
- ❖ Enter the Username and Password
from the registration email

IMIS 2014-2020 Login (Front office HU-SRB)

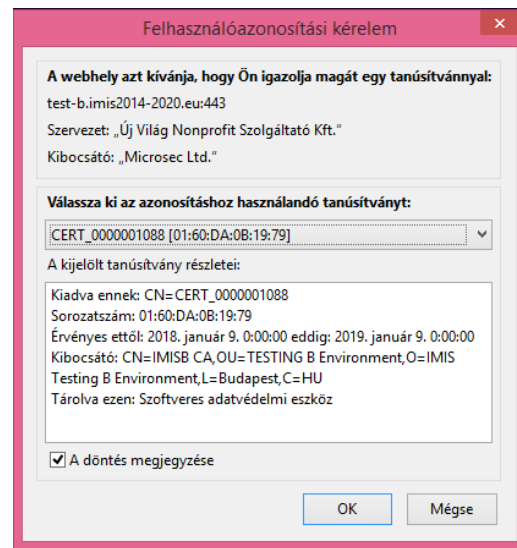
USERNAME !

PASSWORD !

Sign in

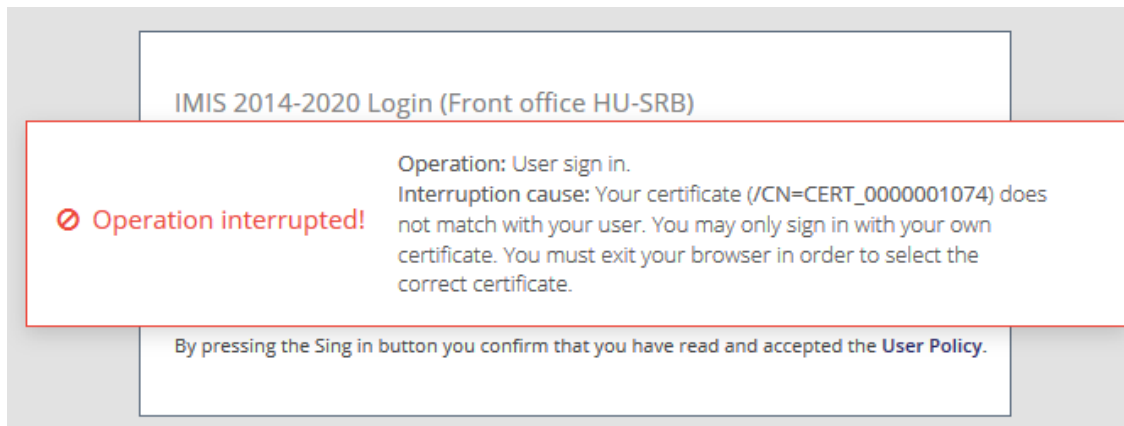
[Forgot password](#)

By pressing the Sing in button you confirm that you have read and accepted the **User Policy**.



POSSIBLE ERRORS DURING THE LOGIN - 1.

- ❖ Not the right certificate was selected at the first step

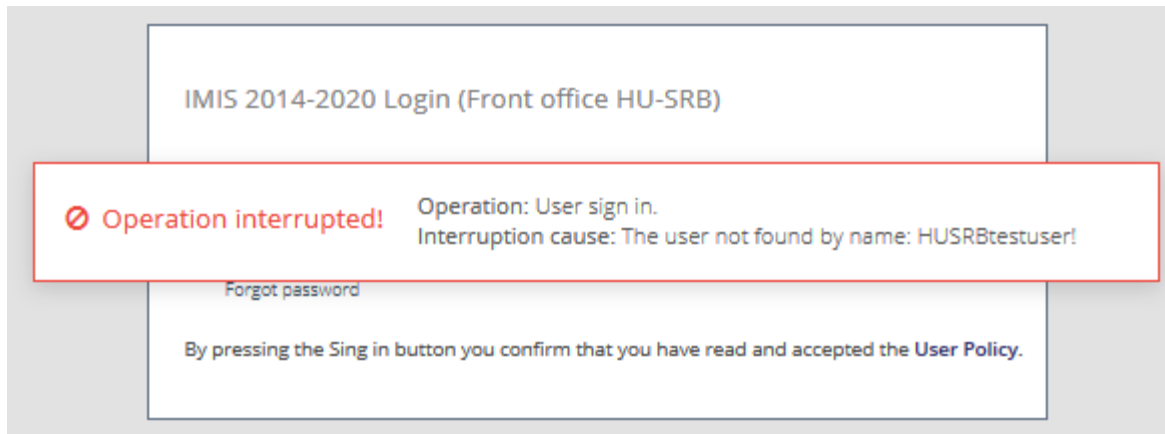


Restart your browser, and select the right certificate



POSSIBLE ERRORS DURING THE LOGIN - 2.

- ❖ Not the right username was given

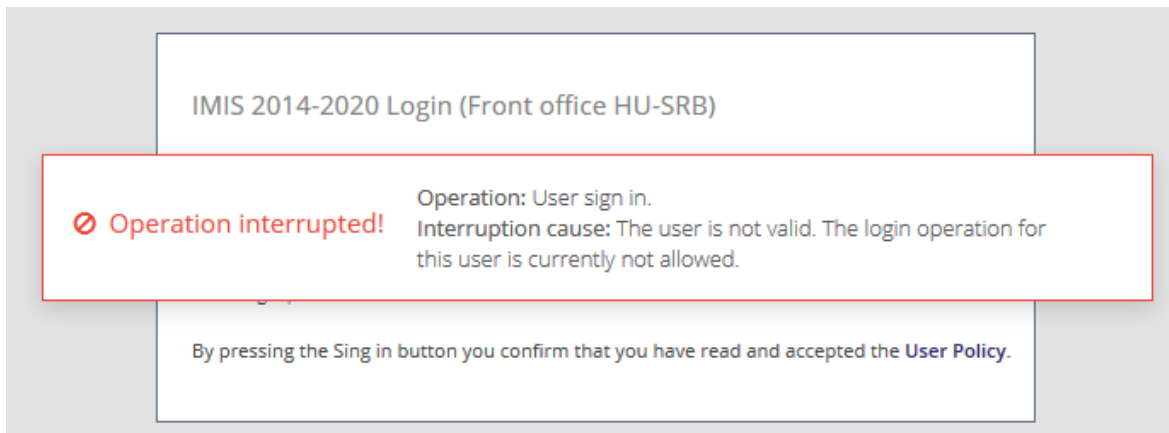


Check the registration email and your username again



POSSIBLE ERRORS DURING THE LOGIN - 3.

- ❖ The FO user creation process has not finished yet

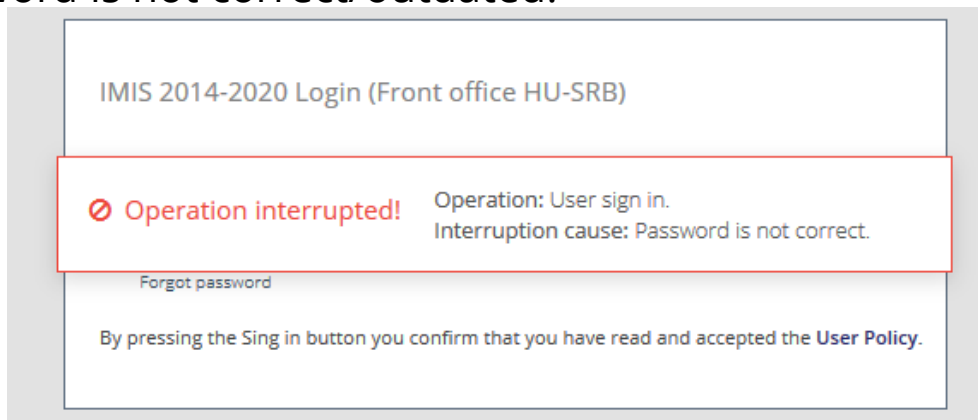


Please, wait 1 hour, then try it again.
If it still exists, please contact the FLC



POSSIBLE ERRORS DURING THE LOGIN - 4.

- ❖ The user password is not correct/outdated.



Please, try again, or click on the „Forgot password” button

- *The temporary password in the registration email is valid for 2 hours*



FRONT OFFICE SCREENS

Here you can start a new beneficiary report (BR), or search for a previously submitted or started one



Here you can change your password and email address



Here you can open the User manual



Here you can quit the system (after confirmation)



FRONT OFFICE SCREENS

interreg - IPA CBC Hungary - Serbia

Interreg IPA-CBC
Hungary-Serbia Co-operation
Programme 2014-2020

Version: 1.0.100 User: edit1082

BENEFICIARY REPORT

INFORMATION REMINDER

1. MAIN DATA 2. ACHIEVEMENTS 3. REPORTING PERIODS 4. INVOICES 5. OUTCOMES 6. INFORMATION

BR NUMBER BR ID

PROJECT TITLE
Colourful Cooperation

BENEFICIARY
B2 - Devereux Cen...(abbr)

CONTACT PERSON NAME
Eva Horvat

REPORTING PERIOD(S)

BR. SETT. PERIOD START DATE BR. SETT. PERIOD END DATE

DEFINE BR SETTLEMENT PERIOD DATES DATASHEET

REPORTING PERIOD(S)
Reporting period 04

BR. SETT. PERIOD START DATE
25/09/2018

BR. SETT. PERIOD END DATE
24/01/2019

FINAL BENEFICIARY REPORT

#	NAME	FROM DATE	TO DATE
1	Reporting period 01	25/09/2017	24/01/2018
2	Reporting period 02	25/01/2018	24/05/2018
3	Reporting period 03	25/05/2018	24/09/2018
4	Reporting period 04	25/09/2018	24/01/2019
5	Reporting period 05	25/01/2019	24/05/2019
6	Reporting period 06	25/05/2019	24/09/2019
7	Reporting period 07	25/09/2019	25/09/2019

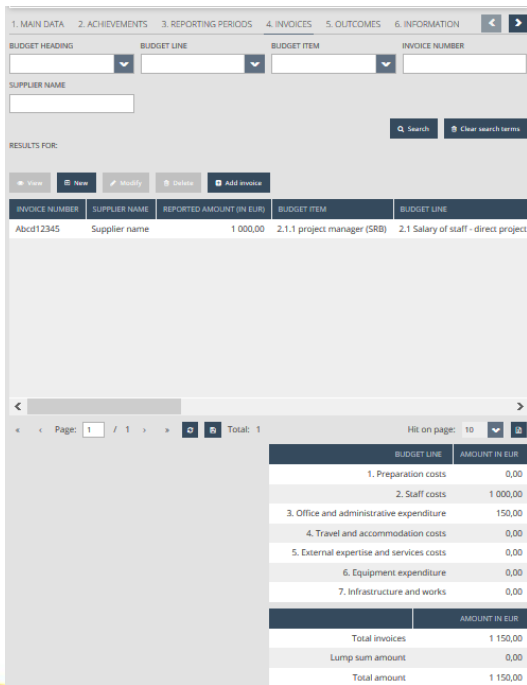
Save Cancel

Page: 1 / 1 Total: 7 Hit on page: 10

Main data –
FO User manual
4.1

Here you can set up the
BR reporting period

FRONT OFFICE SCREENS



1. MAIN DATA 2. ACHIEVEMENTS 3. REPORTING PERIODS 4. INVOICES 5. OUTCOMES 6. INFORMATION

BUDGET HEADING BUDGET LINE BUDGET ITEM INVOICE NUMBER

SUPPLIER NAME

RESULTS FOR: Search Clear search terms

View New Modify Delete Add invoice

INVOICE NUMBER	SUPPLIER NAME	REPORTED AMOUNT (IN EUR)	BUDGET ITEM	BUDGET LINE
Abcd12345	Supplier name	1 000,00	2.1.1 project manager (SRB)	2.1 Salary of staff - direct project

Page: 1 / 1 Total: 1 Hit on page: 10

BUDGET LINE	AMOUNT IN EUR
1. Preparation costs	0,00
2. Staff costs	1 000,00
3. Office and administrative expenditure	150,00
4. Travel and accommodation costs	0,00
5. External expertise and services costs	0,00
6. Equipment expenditure	0,00
7. Infrastructure and works	0,00
AMOUNT IN EUR	
Total invoices	1 150,00
Lump sum amount	0,00
Total amount	1 150,00

Invoices –
FO User manual 4.4

- ❖ Flat rate will be automatically calculated based on the invoices
- ❖ Invoices can be added by clicking on „NEW” button
- ❖ If there was any invoices in the previous BRs which were not 100% accepted, they can be added by clicking on „Add invoice” button
- ❖ The system will automatically calculate the Total amount of the BR in the lower section of the table



FRONT OFFICE SCREENS

Invoices - Built-in counterchecks

- ❖ Multiply invoice: the same invoice number and supplier name
- ❖ Only the relevant Budget heading/line/item can be selected
- ❖ The system calculates the EUR amount automatically based on the monthly exchange rate
- ❖ The system checks if the reported amount is bigger than the remaining amount on the selected budget line

INVOICE

GENERAL DATA

INVOICE NUMBER: Aaa SUPPLIER NAME: 12345 MULTIPLY?:

MULTIPLY INFO BOX

HUSRBB/1601/31/0005/B2 / B2 - Devereux Cen.(abbr):

DESCRIPTION 1

ISSUED 1 PERFORMANCE DATE 1 PAID ON 1

BUDGET HEADING 1 BUDGET LINE

BUDGET ITEM VAT RECLAIMER ERA CODE

COMMENTS (BENEFICIARIES/CONTROL BODY)

CURRENCY: Serbian Dinar EXCHANGE RATE: 118.0128 DIFFERENT EXCHANGE RATE: EUR TO CUR. DIF. EXCHANGE RATE

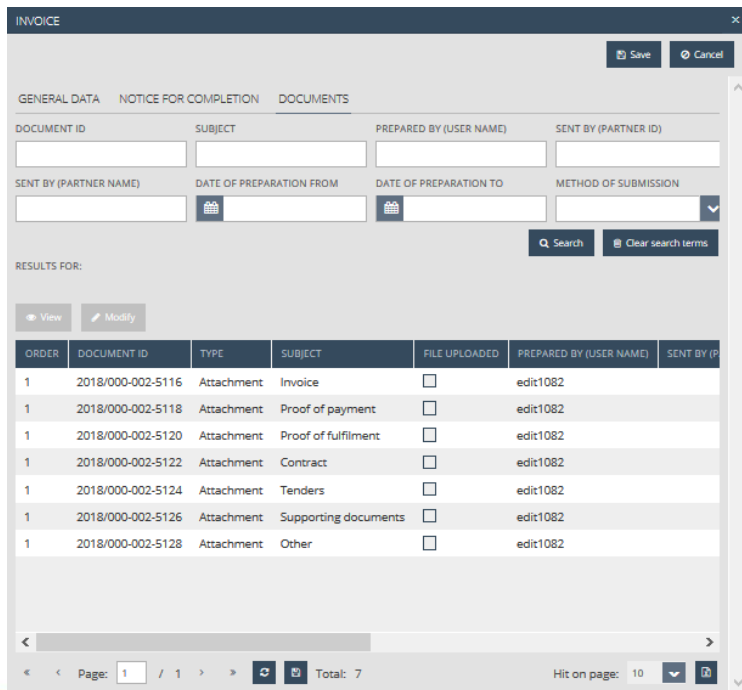
NAME	AMOUNT IN SELECTED CURRENCY	AMOUNT IN EUR	CHECKED
NET amount	10 000,00	84,74	
VAT amount	0,00	0,00	
Gross amount	10 000,00	84,74	
Already in BRs	8 000,00	67,79	
Reported amount	2 000,00	16,95	
Eligible expenditure occurring outside the eligible area			
Accepted amount			<input type="checkbox"/>
Eligible amount			
Not eligible amount			

⊘ Operation interrupted!

Operation: Modify invoice

Interruption cause: The reported amount on the Budget Line: [5.3.07 Performers] would be more than the planned amount on budget lines:
Budget Line: [5.3.07 Performers] has not enough remaining amount. Difference: [-95 200,00 EUR]

FRONT OFFICE SCREENS



ORDER	DOCUMENT ID	TYPE	SUBJECT	FILE UPLOADED	PREPARED BY (USER NAME)	SENT BY (P
1	2018/000-002-5116	Attachment	Invoice	<input type="checkbox"/>	edit1082	
1	2018/000-002-5118	Attachment	Proof of payment	<input type="checkbox"/>	edit1082	
1	2018/000-002-5120	Attachment	Proof of fulfilment	<input type="checkbox"/>	edit1082	
1	2018/000-002-5122	Attachment	Contract	<input type="checkbox"/>	edit1082	
1	2018/000-002-5124	Attachment	Tenders	<input type="checkbox"/>	edit1082	
1	2018/000-002-5126	Attachment	Supporting documents	<input type="checkbox"/>	edit1082	
1	2018/000-002-5128	Attachment	Other	<input type="checkbox"/>	edit1082	

Invoices - Documents

- ❖ After saving the general data of the invoice the Documents tabsheet appears
- ❖ At least one document is obligatory to be uploaded to the Invoice folder
- ❖ The maximum upload file size is 30 MB but there is no restriction on the combined size of the documents.
- ❖ Compressed zip files can also be uploaded.

FRONT OFFICE SCREENS

BENEFICIARY REPORT Save

INFORMATION REMINDER

5. OUTCOMES 6. INFORMATION & PUBLICITY 7. PUBLIC PROCUREMENT TENDERS 8. FINANCIAL PROGRESS

View Modify

#	OUTCOME	NAME OF INDICATOR
1	In the programme area there will be 3 locations which will be able to provide high level venues for Hungarian and Serbia cultural events, 2 cultural centres in Mórahalom and Pálc with buildings and equipment and Novi Sad with suitable equipments for these events	Number of new venues in the programme area suitable for hosting various cross-border events
2	Colourful Hungarian and Serbian cultural and touristical events in the programme area which will be visited by the target group	Number of cultural and touristical events
3	Information on the cultural and touristical offer of the cross-border area available and accessible to experts, artists and cultural, touristical organisations of the region. Widely-spreaded bilingual news and information to the target group	Number of bilingual news, articles, videos, radiospots

Outcomes – FO User manual 4.5

BENEFICIARY REPORT Save

INFORMATION REMINDER

5. OUTCOMES 6. INFORMATION & PUBLICITY 7. PUBLIC PROCUREMENT TENDERS 8. FINANCIAL PROGRESS

View Modify

NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	PLA
1	1. Obligatory tool - Promotional material	Brochure	HU
2	1. Obligatory tool - Promotional material	Leaflet	HU
3	2. Obligatory tool - Communication event	Press conference	HU
4	3. Obligatory tool - Media coverage	Radio	Hu
5	3. Obligatory tool - Media coverage	TV	Hu

Information and publicity – FO User manual 4.6

BENEFICIARY REPORT Save

INFORMATION REMINDER

5. OUTCOMES 6. INFORMATION & PUBLICITY 7. PUBLIC PROCUREMENT TENDERS 8. FINANCIAL PROGRESS

View New Modify Delete

NO	SUBJECT	TYPE OF PROCEDURE	START DATE OF PROCUREMENT	DATE OF DECISION	DATE OF CONTRACTING	CONTRACTED NE
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Public procurement tenders – FO User manual 4.7



FRONT OFFICE SCREENS

BENEFICIARY REPORT Save

INFORMATION REMINDER

8. FINANCIAL PROGRESS 9. BUDGET COST 10. REVENUES 11. SOURCES OF FUNDING 12. DOCUMENTS

DOCUMENT ID TYPE SUBJECT PREPARED BY (USER NAME)

SENT BY (PARTNER ID) SENT BY (PARTNER NAME) DATE OF PREPARATION FROM DATE OF PREPARATION TO

METHOD OF SUBMISSION

Search Clear search terms

RESULTS FOR:

View New Modify Delete

ORDER	DOCUMENT ID	TYPE	SUBJECT	FILE UPLOADED	PREPARED BY (USER NAME)	SENT BY (PARTNER ID)
99	2018/000-002-5086	Attachment	Work and permit	<input type="checkbox"/>	edit1082	
98	2018/000-002-5084	Attachment	Revenue	<input type="checkbox"/>	edit1082	
97	2018/000-002-5082	Attachment	Outcome	<input type="checkbox"/>	edit1082	
96	2018/000-002-5080	Attachment	Information and publicity	<input type="checkbox"/>	edit1082	
95	2018/000-002-5078	Attachment	Indicator	<input type="checkbox"/>	edit1082	
94	2018/000-002-5076	Attachment	Activity	<input type="checkbox"/>	edit1082	
93	2018/000-002-5074	Attachment	Invoice	<input type="checkbox"/>	edit1082	

Page: 1 / 1 Total: 7 Hit on page: 10

Documents – FO User manual 4.12

In this screen you can see the document folders of the beneficiary report. This is also the place where documents uploaded for invoices, activities etc. are summarised.



PROCEDURE OF THE SUBMISSION - 1.

FO User manual 7

MAIN MENU

- BENEFICIARY REPORT
 - Search
- ADMINISTRATION
- PERSONAL SETTINGS
 - Change Password
 - Change E-mail

BENEFICIARY REPORT SEARCH

BR ID: [] BR NUMBER: [] BR STATUS: []

Search Clear search terms

RESULTS FOR:

Modify Delete Check Send for signing Generate

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
22/02/2018 15:19:09			Under preparation
29/01/2018 11:03:54	BR 3	3_1	Approved
17/10/2017 14:09:01	BR 2	2	Approved
17/10/2017 13:18:18	BR 1	1	Approved

Here you can continue the creation

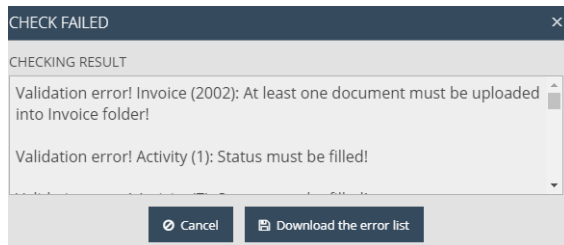
Here you can generate a DRAFT BR version

Here you can check the BR

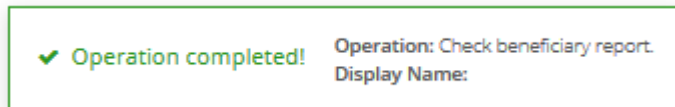


CLICKING ON CHECK

- **Check failed** – if the autocheck identifies errors in the beneficiary report, a popup window will appear with clear error messages. Click on the “Download the error list” button to open or download the error list in .DOC format, or click “Cancel” to close the popup window and continue editing the report. The report can only be submitted if all listed errors have been corrected.



- **Check successful** – if the autocheck finds no errors in the beneficiary report, the user will be notified in a popup message about this and the user can submit the report





PROCEDURE OF THE SUBMISSION - 2.

BENEFICIARY REPORT SEARCH

BR ID BR NUMBER BR STATUS

RESULTS FOR:

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
22/02/2018 16:01:35			Checked
29/01/2018 11:03:54	BR 3	3_1	Approved
17/10/2017 14:09:01	BR 2	2	Approved
17/10/2017 13:18:18	BR 1	1	Approved

FO User manual 7

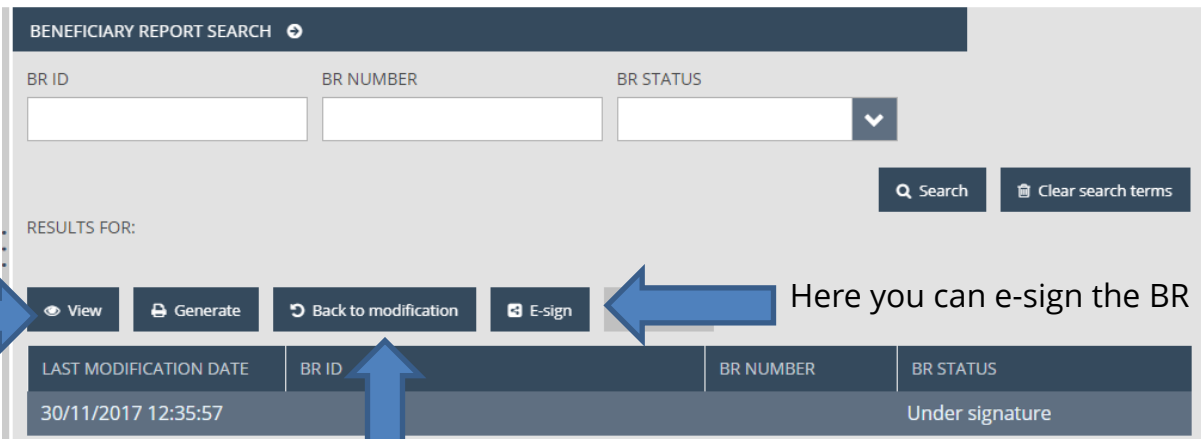


Here you can send the BR for signing

- The BR status is automatically updated:
- After the successful check: Checked
 - After sending for signature: Under signature
 - After e-sign, but before submission: Under submission
 - After submission by the signatory user: Submitted
 - If the FLC send completion letter: Need amendment

PROCEDURE OF THE SUBMISSION - 3.

FO User manual 7



The screenshot shows the 'BENEFICIARY REPORT SEARCH' interface. At the top, there are input fields for 'BR ID', 'BR NUMBER', and 'BR STATUS' (a dropdown menu). Below these are 'Search' and 'Clear search terms' buttons. The 'RESULTS FOR:' section contains a row of action buttons: 'View', 'Generate', 'Back to modification', and 'E-sign'. Below the buttons is a table with columns: 'LAST MODIFICATION DATE', 'BR ID', 'BR NUMBER', and 'BR STATUS'. The table contains one row with the values: '30/11/2017 12:35:57', an empty field, an empty field, and 'Under signature'. Three blue arrows point to the 'View' button, the 'E-sign' button, and the 'BR ID' column header.

Here you can check the BR

Here you can e-sign the BR

Here you can send back the BR to the recording user, if modification is needed



PROCEDURE OF THE SUBMISSION - 4.

FO User manual 7

BENEFICIARY REPORT SEARCH

BR ID BR NUMBER BR STATUS

RESULTS FOR:

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
30/11/2017 12:35:57			Under signature



Here you can submit the BR

The BR status is automatically updated:

- After submission by the signatory user: Submitted
- If the FLC send completion letter: Need amendment
- After FLC approval: Approved
- After FLC rejection: Rejected



COMPLETION

- ❖ The BR has Need amendment status
- ❖ At the invoice screen on the NOTICE FOR COMPLETION tabsheet every FLC comment will be visible
- ❖ The modification/submission procedure is the same like the original submission

The screenshot displays the 'INVOICE' application window. At the top, there is a 'Cancel' button. Below the title bar, there are three tabs: 'GENERAL DATA', 'NOTICE FOR COMPLETION', and 'DOCUMENTS'. The 'NOTICE FOR COMPLETION' tab is active. A 'View' button is located above the table. The table has a header row with columns for '#' and 'NOTICE FOR COMPLETION'. The first row contains the number '1' and the text 'Bérségédlet hiányzik, kérjük szíveskedjen pótolni!'. At the bottom of the window, there is a pagination bar showing 'Page: 1 / 1', navigation arrows, a refresh icon, a print icon, and 'Total: 1'. On the right side of the pagination bar, it shows 'Hit on page: 10' with a dropdown arrow and a print icon.

IMIS OFFICE HELPDESK

❖ If you have technical question, don't hesitate to contact us: itoffice@szpi.hu

To detect the problem, please provide a complete description of the problem, possibly by attaching a print screen. For easier identification please provide an Application Title / Project or Project Part ID respectively.

Thank you for your attention!

Eszter Németh
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