

IMIS 2014-2020 Beneficiary Report Manual

for
the Beneficiaries of the
Interreg-IPA CBC Hungary-Serbia Programme



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1 How to use this manual?

This User Manual primarily aims to provide guidance to Beneficiaries of the Interreg-IPA Cross-border Cooperation Programme Hungary–Serbia on using the IMIS 2014–2020 Monitoring and Information System. The Beneficiaries can report on their commitments made in the project module through the Front Office.

Beneficiary reports can be submitted electronically through the IMIS 2014–2020 Front Office Beneficiary report module.

This Manual

- describes how Beneficiary reports can be completed and submitted, and
- provides practical and technical information on how to record data.

Before starting any work, please

- ensure that your computer meets the technical requirements (“Technical instructions” chapter),
- read through all chapters of the Manual to get a deeper understanding of the screen structures and the logic of the system.

When completing the report please refer to the corresponding chapters of the Manual.

2 Technical instructions

This chapter provides information on the minimum technical requirements, the general rules of use and the rules of using fields and buttons.

2.1 Technical requirements

All client computers intended for running the IMIS 2014–2020 Beneficiary report module have to meet the following technical requirements:

- Operating system: desktop operating system is recommended (e.g.: Microsoft Windows).
- Resolution: 1280×768 or higher.
- Web browser: Mozilla Firefox 46.0.1 or later, Google Chrome 50.0 or later, Internet Explorer 11.0 or later is recommended.
- Cookies have to be enabled in the browser.
- PDF reader (e.g.: Adobe Reader).
- Word processor (e.g.: Microsoft Office) for opening DOC files.
- Internet access.

2.2 General rules of use

- The IMIS 2014–2020 is a web application which means that any disruption in the internet connection can interrupt communication between the server and the client computer. If this happens, the screen is greyed out and the following message is displayed: “Server

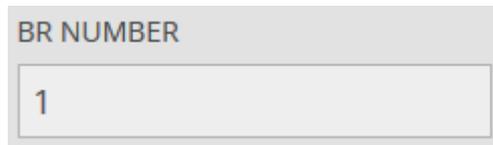
connection lost, trying to reconnect...” – work session can be continued after restoring the internet connection, unless the session has expired. In this case, you need to log in again.

- After 60 minutes of inactivity the connection between the server and the client is automatically interrupted for security reasons and the following error message is displayed: “Session expired...”. Press the Esc button and log in again.
- Please note that only 1 user can work on the same beneficiary report at a time. Avoid parallel use (e.g. when a person is recording financial data, while another person is completing text fields.) Parallel use can lead to malfunction and can result in loss of data.

2.3 Rules of field use

The system uses several kinds of fields that have specific characteristics and require a different method of use.

- Grey background fields: read-only fields containing values automatically completed by the system or elsewhere recorded by the beneficiary.



A screenshot of a grey background field. The label "BR NUMBER" is positioned above the field. The field itself contains the number "1".

- White background fields: normal input fields.



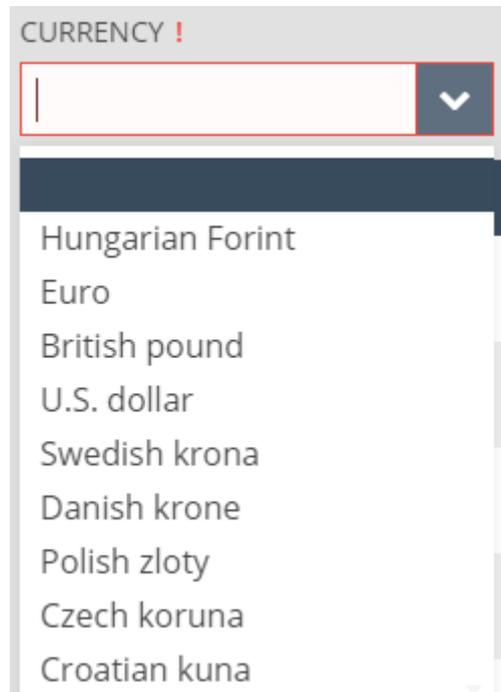
A screenshot of a white background field. The label "COMMENT" is positioned above the field. The field is empty.

- White background fields with red border: similar to the normal input fields but they are required fields. Also, fields are marked with red border if the data entered in them differ from the expected values. In this case, moving the mouse pointer over the field displays the relevant validation message as a tooltip.

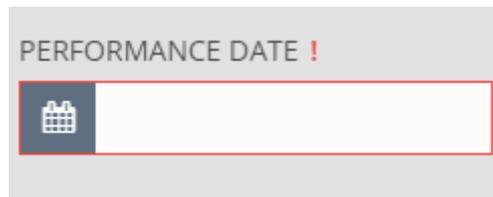


A screenshot of a white background field with a red border. The label "GENERAL DATA" is positioned above the field. The field is divided into two sections: "INVOICE NUMBER !" and "SUPPLIER NAME !". Both sections are empty.

- Drop-down fields: these fields contain lists of preset values from where users can pick an item; they open by clicking on the arrow.



- Date fields: users can enter the date here in the specific format (dd/mm/yyyy) or select the given date by clicking on the calendar icon.



3 How to access the IMIS 2014–2020 Front Office?

- Click on the [HU IMIS 2014-2020 HUSRB BR](#) link to open the Front Office screen in a web browser in English language.
- The preferred web browser is Mozilla Firefox.
- Do not edit the same beneficiary report at the same time in multiple web browsers.
- There is no autosave feature for the module but each page can be saved manually (Save).
- The submission process of beneficiary reports can be abandoned any time (Save).

3.1 Login

- Please follow the steps in the automatic e-mail to install the certificate required for accessing the system.
- Add the certificate to the browser. To do this in Firefox go to “Settings”, “Privacy and security” and “Certificates”. Click on “View certificates”, go to the “Own certificates” tab and click on “Import”, then press OK. Please restart your browser after installation.
- Click on the [IMIR 2014-2020](#) link or the “Login” link in the system message to get to the following screen:

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

USERNAME ! PASSWORD !

[Forgot password](#)

By pressing the Sing in button you confirm that you have read and accepted the [User Policy](#).

- Finally, log in on the IMIS 2014–2020 Login screen by entering the username and temporary password received in e-mail. Please press the “Sign in” button. By logging in you automatically accept the Terms of Use.
- Please note that the password expires, so you have 2 hours to log in with it. If more than 2 hours have passed since receiving the email, you can ask for a new temporary password by clicking on the “Forgot Password” button on the Login screen.

Please, provide your username.

USERNAME !


 ! 

- Change your password after the first login (first enter the system generated temporary password then enter the new password twice.) The new password must be at least 8 characters and must include uppercase and lowercase letters and numbers. You can change this password any time by clicking on “Change Password” on the Front Office opening page.

PROFILE 

 Save

PASSWORD

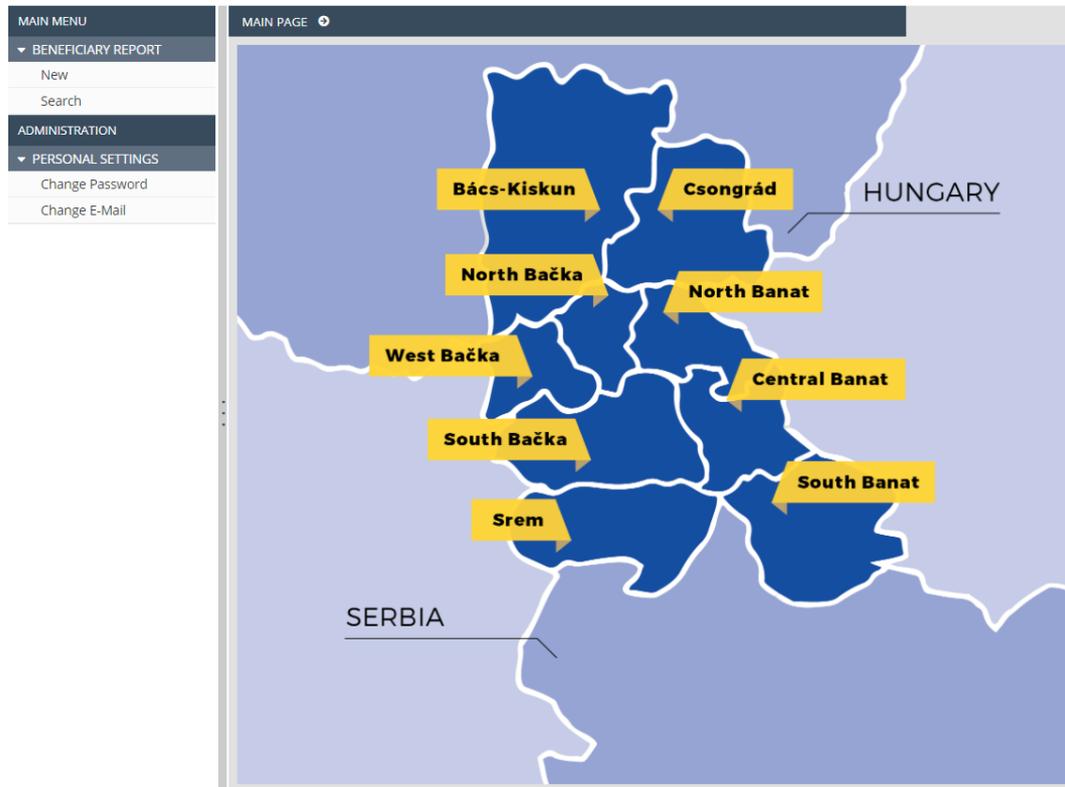
OLD PASSWORD ! NEW PASSWORD ! NEW PASSWORD AGAIN !

It is important that a recording and signatory user is required for the submission of a Beneficiary Report, with the recording user to add the data, and then the signatory user can be authenticated and submitted.

In case two or more signatory users are active in the system, each has to sign the report before it can be submitted.

3.2 Menu

After successful login the Beneficiary Reporting opening page will be displayed:



The menu on the left has two sections:

- **Beneficiary report** – here you can start a new beneficiary report (BR), or search for a previously submitted or started one.
 - **New** – start a new beneficiary report (BR).
 - **Search** – view all beneficiary reports (BR). All beneficiary reports (BR) will be listed regardless of their current status: submitted but not yet accepted, accepted or rejected reports, as well as those which are currently edited or returned for modification.
- **Personal Settings** – here you can change your password and email address.
 - **Change password** – click here to change your password.
 - **Change email** – click here to change your email address.

Click on the small arrows preceding the “Beneficiary report” and “Personal settings” section names to collapse or open the menus. Use the vertical grey bar to the right of the menu bar to close, open or adjust the size of the menu bar.

Click on the  icon in the top right corner for the User Manual, and on the  icon to quit the system (after confirmation).

4 Beneficiary Report (BR) module – Submitting a beneficiary report

The Beneficiaries can report on their commitments made in the project

A new beneficiary report can only be submitted for verification if the beneficiary report previously submitted for verification has been evaluated.

To start a new report – as a recording user responsible for the given project part – please click on “New” under “Beneficiary report” in the menu bar on the left.

If you – as a recording user responsible for the given project part – would like to continue editing a previously started report, please click on the “Search” under “Beneficiary report” in the menu, select the report you want to edit, and then click on “Modify”.

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
14/12/2017 14:30:07			Under preparation

IMPORTANT NOTE: To avoid multiple started and unfinished reports, before clicking “New” always check did you already start a Beneficiary report previously. You can do that by clicking on the Search option.

4.1 BR datasheet – Main Data

The primary data for the BR are the data of the relevant project and project part, which are displayed to the user in read-only mode (the user cannot change these data).

The screenshot shows a web interface for 'BENEFICIARY REPORT SEARCH'. The 'BENEFICIARY REPORT' tab is active. Below the search bar is an 'INFORMATION REMINDER' section. A navigation bar shows tabs for '1. MAIN DATA', '2. ACHIEVEMENTS', '3. REPORTING PERIODS', '4. INVOICES', '5. OUTCOMES', and '6. INFORMATION'. The 'MAIN DATA' tab is selected. The form contains the following fields and values:

BR NUMBER	BR ID	PROJECT PART ID	PROJECT ACRONYM
		HUSRB/1602/21/0061/B2	SO-BAJA2
PROJECT TITLE	START DATE OF PROJECT	END DATE OF PROJECT	
Improving cross border road between Baja and Sombor part II	01/09/2017	31/08/2019	
BENEFICIARY	LEAD BENEFICIARY NAME		
B2 - Ice Cream St..(abbr)	LB - Atlantic Ind..(abbr)		
CONTACT PERSON NAME			
Ms. Arlen Novak			
REPORTING PERIOD(S)			
Reporting period 1			
BR. SETTL. PERIOD START DATE	BR. SETTL. PERIOD END DATE	FINAL BENEFICIARY REPORT	
01/09/2017	31/12/2017	No	

The following fields can be viewed:

- **“BR number”** – The beneficiary report’s number is automatically completed after submission.
- **“BR ID”** – The beneficiary report’s identification number is automatically completed after submission.
- **“Project part ID”** – The individual identification number of project part.
- **“Project acronym”** – The short name of the project.
- **“Project title”** – The title of the project.
- **“Start date of project”** – The start date of the project.
- **“End date of project”** – The end date of the project.
- **“Beneficiary”** – The name of the beneficiary of the project part.
- **“Lead beneficiary name”** – The name of the lead beneficiary of the project.
- **“Contact person name”** – The name of the contact person of the beneficiary of the project part.
- **“Reporting period(s)”** – The reporting period covered by the BR.
- **“BR settl. period start date”** – The start date of the reporting period; its value can be adjusted with the “Define” button. Enter start date of the first reporting period if the report covers multiple periods that were previously merged.
- **“BR settl. period end date”** – The end date of the reporting period its value can be adjusted with the “Define” button. Enter end date of the last reporting period if the report covers multiple periods that were previously merged.
- **“Final Beneficiary Report”** – Whether the given beneficiary report is a final report.

4.1.1 Settlement end date define

The start and end date of the BR can be specified based on the reporting periods displayed by clicking on the “Define” button. The modification data of the settlement period related to the BR are displayed on the following screen.

- **“Reporting period(s)”** – Reporting period or periods loaded automatically, based on the start and end dates.
- **“BR settlement period start date”** – Select the start date of the beneficiary report’s settlement period.
- **“BR settlement period end date”**– Select the end date of the beneficiary report’s settlement period.
- **“Final beneficiary report”** – Mark the checkbox if the given beneficiary report is a final report.

For reference, the table displays the reporting periods of the project part.

#	NAME	FROM DATE	TO DATE
1	Reporting period 01	01/01/2018	30/04/2018
2	Reporting period 02	01/05/2018	31/08/2018
3	Reporting period 03	01/09/2018	31/12/2018
4	Reporting period 04	01/01/2019	31/03/2019

Reporting periods can be joined, if justified, when a joint beneficiary report shall be submitted after an approval by a programme manager if the BR covers the entirety of the chosen reporting periods. In this case, the BR covers several reporting periods, the relevant periods will be joined in the “Reporting period(s)” field and there is no period which is not covered by a report.

4.2 “Achievements” screen

This tab allows you to answer general questions regarding the technical progress of the project part in the period in question.

BENEFICIARY REPORT SEARCH BENEFICIARY REPORT Save

INFORMATION REMINDER

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

View Modify

KEY ASPECT	DESCRIPTION
1. Achievements in the reporting period	Description of the achievements in the reporting period
2. Overall project achievements [Only Final Report]	Not relevant
3. Please describe the Project's progress towards the Main Objective,...	The project's progress towards the Main Objectives...

To provide information on a given issue, select it, then click on **Modify**. In order to view a previously entered response, click on **View**.

4.3 "Reporting periods" screen

The screen lists the reporting periods for the project part. The table rows are the reporting periods, which are automatically numbered.

The "Reported" column shows the periods for which BR has been submitted and approved, and the reporting deadline for each reporting period.

BENEFICIARY REPORT SEARCH BENEFICIARY REPORT Save

INFORMATION REMINDER

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

PERIOD ID	FROM DATE	TO DATE	REPORTING DEADLINE	REPORTED
Reporting period 1	01/09/2017	31/12/2017	15/01/2018	No
Reporting period 2	01/01/2018	30/04/2018	15/05/2018	No
Reporting period 3	01/05/2018	31/08/2018	15/09/2018	No
Reporting period 4	01/09/2018	31/12/2018	15/01/2019	No

4.4 "Invoices" screen

The screen lists the data of invoices recorded to a budget line. In this screen you can search for specific invoices, add new invoices to relevant budget lines, and modify, view and delete the data of previously recorded invoices.

In case of flat rate type costs it is not possible to upload invoices. The value of these budget lines is automatically calculated based on the specified formula on the basis of the "Total Reported amount" and is displayed in the table.

The following search boxes can be used to filter the search results of already recorded invoices:

- **“Budget heading”** – The search results will only include invoices recorded for the given budget heading.
- **“Budget line”** – The search results will only include invoices recorded for the given budget line.
- **“Budget item”** – The search results will only include invoices recorded for the given budget item.
- **“Invoice Number”** – Filters the search results by invoice number.
- **“Supplier name”** – Filters the search results by supplier name.

You can perform a search with the set search criteria with the following function buttons:

- **“Search”** – Click on the button to start a search on the set search criteria.
- **“Clear search”** – Click on the button to delete the set criteria in the search field.

You can do the following with invoices:

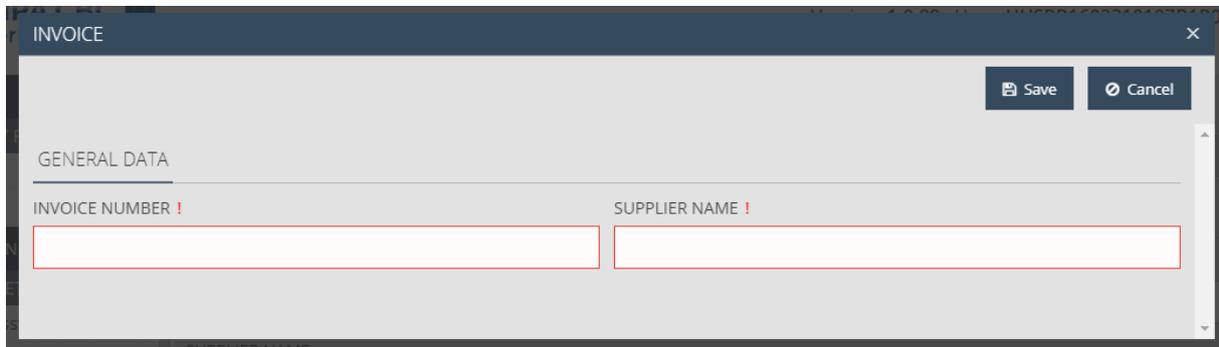
- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected item’s datasheet opens in view mode.
- **“New”** – A new invoice can be recorded and by clicking on the button the item’s datasheet opens in record mode.
- **“Modify”** – If there is a selected item in the search results list and the invoice has not yet been accepted by the controller, you can click on the button to open the selected item’s datasheet and modify the data of the selected item.
- **“Delete”** – The function button becomes active when the invoice has not yet been accepted by the controller. After confirmation in a pop-up window, the selected item can be deleted from the list.
- **“Add invoice”** – An invoice search panel will be opened where previously recorded but not yet fully reported invoices can be added to the beneficiary report.

The amount of the invoices will be aggregated in the lower section of the table: the “Total invoices” line aggregating the sum of invoices and the “Lump sum amount” line containing the lump sum

amount will be displayed (this cost type is not relevant in the HUSRB programme, therefore its value is always zero). The “Total amount” field provides the sum of the two lines.

4.4.1 “New Invoices” screen

A new invoice can be entered on the following screen, by filling the number of the invoice to be entered and the name of the issuer of the invoice, as a first step.

The image shows a software window titled "INVOICE" with a close button (X) in the top right corner. Below the title bar, there are two buttons: "Save" and "Cancel". The main content area is labeled "GENERAL DATA" and contains two input fields. The first field is labeled "INVOICE NUMBER !" and the second is labeled "SUPPLIER NAME !". Both fields are currently empty and have a red border. The window has a light gray background and a dark blue header.

The following fields are displayed:

- **“Invoice number”** – Enter the number of the invoice.
- **“Supplier name”** – Enter the name of the invoice issuer.

When saving, the system checks if there was a recording with the same “Invoice number” – “Supplier name” combination.

4.4.1.1 General data of invoices (“General Data”) screen

After saving, the recording session continues on the “General data” screen:

INVOICE



Save Cancel

GENERAL DATA

INVOICE NUMBER: I1234
 SUPPLIER NAME: BKSZ
 MULTIPLY?:

MULTIPLY INFO BOX

DESCRIPTION !

ISSUED ! PERFORMANCE DATE ! PAID ON !

BUDGET HEADING ! BUDGET LINE

BUDGET ITEM VAT RECLAIMER ERA CODE

COMMENTS (BENEFICIARIES/CONTROL BODY)

CURRENCY ! EXCHANGE RATE ! DIFFERENT EXCHANGE RATE EUR TO CUR. DIF. EXCHANGE RATE

NAME	AMOUNT IN SELECTED CURRENCY	AMOUNT IN EUR	CHECKED
NET amount	<input type="text"/>	<input type="text"/>	
VAT amount	<input type="text"/>	<input type="text"/>	
Gross amount	<input type="text"/>	<input type="text"/>	
Reported amount	<input type="text"/>	<input type="text"/>	
Eligible expenditure occurring outside the eligible area	<input type="text"/>	<input type="text"/>	
Accepted amount	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Eligible amount	<input type="text"/>	<input type="text"/>	
Not eligible amount	<input type="text"/>	<input type="text"/>	

COMMENTS OF THE LB/B (IF THERE IS ELIGIBLE EXPENDITURE OCCURRING OUTSIDE THE ELIGIBLE AREA)

JUSTIFICATION OF DEDUCTION

UNDER JUDICIAL PROCEDURES

The following fields are displayed (INVOICE):

- **“Invoice number”** – The number of the invoice.
- **“Supplier name”** –The name of the supplier.
- **“Multiply?”** – If the given invoice has already been recorded in the system the checkbox is automatically marked.
- **“Multiply info”** – If the invoice has been recorded earlier, the system automatically marks the checkbox and displays in the field the identification number of the project part and the beneficiary report where the invoice was reported.
- **“Description”** – Provide a short description for the invoice.
- **“Issued”** – Enter the date of issue of the invoice.
- **“Performance date”** – Enter the performance date indicated on the invoice.
- **“Paid on”** – Enter the date on which the invoiced amount was paid.
- **“Budget heading”** – Select from the drop-down list the budget heading corresponding to the invoice.
- **“Budget line”** – If relevant, select from the drop-down list the budget line corresponding to the invoice.
- **“Budget item”** – If relevant, select from the drop-down list the budget item corresponding to the invoice.
- **“VAT reclaimer”** – If the beneficiary is entitled to reclaim VAT, the checkbox is automatically marked.
- **“Comments (Beneficiaries/Control Body)”** – If relevant, provide comment for the invoice.
- **“Currency”** – Select the currency of the invoice from the drop-down list.
- **“Exchange rate”** – The exchange rate used by the system is automatically completed.
- **“Different exchange rate”** – Mark the checkbox if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.
- **“Exchange rate if different”** – Enter the exchange rate if the EUR value of the invoice is calculated at an interest rate other than what is applicable to the date of the report, in line with the programme rules.
- **“Amount in selected currency – NET amount”** – Enter the net amount of the invoice in the selected currency (empty in case of reversed VAT).
- **“Amount in selected currency – VAT amount”** – Enter the amount of VAT in the selected currency (amount of reversed VAT if the case).

- **“Amount in selected currency – Gross amount”** – The gross amount of the invoice is calculated automatically based on the net amount and the VAT amount of the invoice.
- **“Amount in selected currency – Reported amount”** – Enter the amount you wish to report.
- **“Amount in selected currency – Eligible expenditure occurring outside the eligible area”** – If relevant, enter the amount of expenditure included in the invoice that occurred outside the eligible area.
- **“Amount in selected currency – Accepted amount”** – Once accepted by the first-level controller, the amount will be displayed in the selected currency.
- **“Amount in selected currency – Eligible amount”** – Once accepted by the first-level controller, the eligible amount will be displayed in the selected currency.
- **“Amount in selected currency – Not eligible amount”** – Once accepted by the first-level controller, the ineligible amount will be displayed in the selected currency.
- **“Amount in EUR – NET amount”** – Automatically calculated net value of the invoice in EUR.
- **“Amount in EUR – VAT amount”** – Automatically calculated VAT amount of the invoice in EUR.
- **“Amount in EUR – Gross amount”** – Automatically calculated gross value of the invoice in EUR.
- **“Amount in EUR – Reported amount”** – Automatically calculated reported amount in EUR.
- **“Amount in EUR – Accepted amount”** – Automatically calculated accepted amount in EUR.
- **“Amount in EUR – Eligible amount”** – Automatically calculated eligible amount in EUR.
- **“Amount in EU – Not eligible amount”** – Automatically calculated ineligible amount in EUR.
- **“Comments of the LB/B (if there is eligible expenditure occurring outside the eligible area)”** – Please, provide detailed comment if there is eligible expenditure occurring outside the eligible area
- **“Checked – Accepted amount”** – Once the amount is accepted by the first-level controller, the checkbox is automatically marked.
- **“Justification of deduction”** – If the amount is not fully accepted by the first-level controller, this field displays the justification of the deduction.
- **“Under judicial procedures”** – Where relevant, the checkbox is automatically marked if the invoice is affected by irregularity procedure.

For costs where the general rules above cannot apply, please see the instructions below:

Special instructions for STAFF COSTS:

- **“Invoice number”** – Please use the format: staff/number of reporting period/name of the employee (e.g. staff/01/MintaJános). This instruction does not apply to Serbian beneficiaries.
- **“Supplier name”** – Name of the employee.
- **“Description”** – Position in the project. For Serbian beneficiaries this should show which month/months of what year/years does the salary refer to.
- **“Issued”** – Last day of the last reported month. For Serbian beneficiaries this date should correspond to the date of the document which is recorded as "Invoice number".
- **“Performance date”** – Last day of the last reported month. For Serbian beneficiaries this day is, for when the salary is paid as a whole, the last day of the month to which the salary

refers to. For when the salary is paid in 2 parts, for the first part the 15th of the month and for the second part the last day of the month.

- **“Paid on”** – Payment date of the contributions or wage of the last reported month (which was paid later).
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty).
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.
- **“Comment of the Beneficiary”** – Months to be reported.

Special instructions for TRAVEL AND ACCOMMODATION COSTS:

- **“Invoice number”** – Please use the format: travel/number of reporting period (e.g. travel/01). In case of per diem please use the format: per diem/number of reporting period (e.g. per diem/01). This instruction does not apply to Serbian beneficiaries.
- **“Supplier name”** – Name of the persons who travelled.
- **“Description”** – Travel and/or per diem. For Serbian beneficiaries the date, location and title of the purpose of travel (e.g. date, location and title of a meeting which was the purpose of the travel).
- **“Issued”** – Last day of the last reported month. For Serbian beneficiaries this date should correspond to the date of the document which is recorded as "Invoice number".
- **“Performance date”** – Last day of the last reported month. For Serbian beneficiaries this day is the day/days relevant to the travel.
- **“Paid on”** – Payment date of the last cost to be reported. This instruction does not apply to Serbian beneficiaries.
- **“Amount in selected currency – NET amount”** – Full amount on the calculation sheet.
- **“Amount in selected currency – VAT amount”** – Not to be used (empty).
- **“Amount in selected currency – Gross amount”** – Automatically calculated.
- **“Amount in EUR – Reported amount”** – Enter the amount you wish to report.

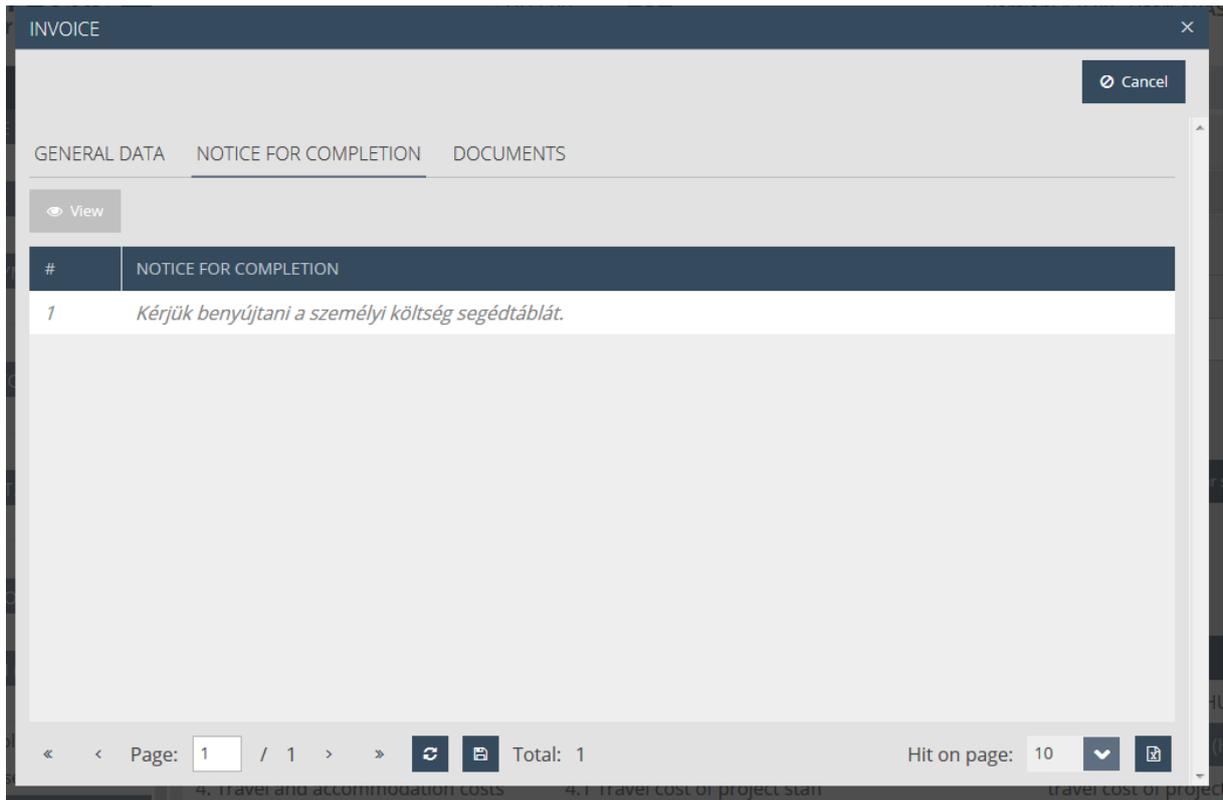
4.4.1.2 *“Notice for completion” screen*

If the first-level controller responsible for verification has identified completion criteria that were not met in relation to the invoice, they will be listed here. The beneficiary can view such notices here.

4.4.1.2.1 *“View” notices screen*

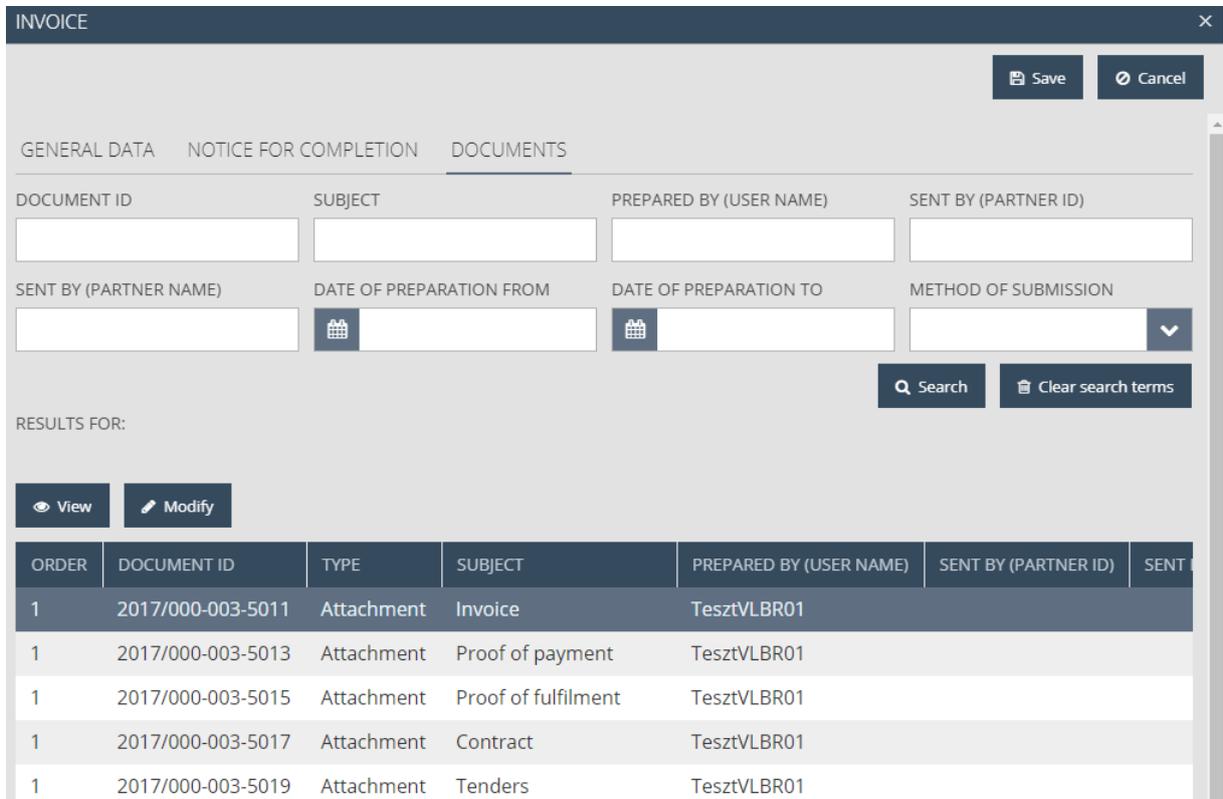
The following fields are displayed:

- **“#”** – Number of notice.
- **“Notice for completion”** – Text of notice.



4.4.1.3 "Documents" screen

Documents of the invoice may be uploaded on the screen.



The upper section of the screen is a search bar with the following search filters:

- **File name (id)** – the unique identifier of the file.
- **Type** – the filename extension.
- **Original file name** – the filename.
- **Sequence number** – the sequence number of the file.

You can view the uploaded documents in the selected folder by clicking on the “View” button. To upload a new document or perform operations on previously uploaded ones, select the folder and click on the “Modify” button.

The screenshot shows a window titled "DOCUMENT DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The interface is divided into two tabs: "MAIN DATA" and "FILES", with "FILES" being the active tab. Below the tabs are four search filter input fields: "FILE NAME (ID)", "TYPE" (with a dropdown arrow), "ORIGINAL FILE NAME", and "SEQUENCE NUMBER". To the right of these fields are "Search" and "Clear search terms" buttons. Below the search filters is a "RESULTS FOR:" label. Underneath are four action buttons: "Download", "Upload", "Delete", and "Reorder". At the bottom is a table with the following data:

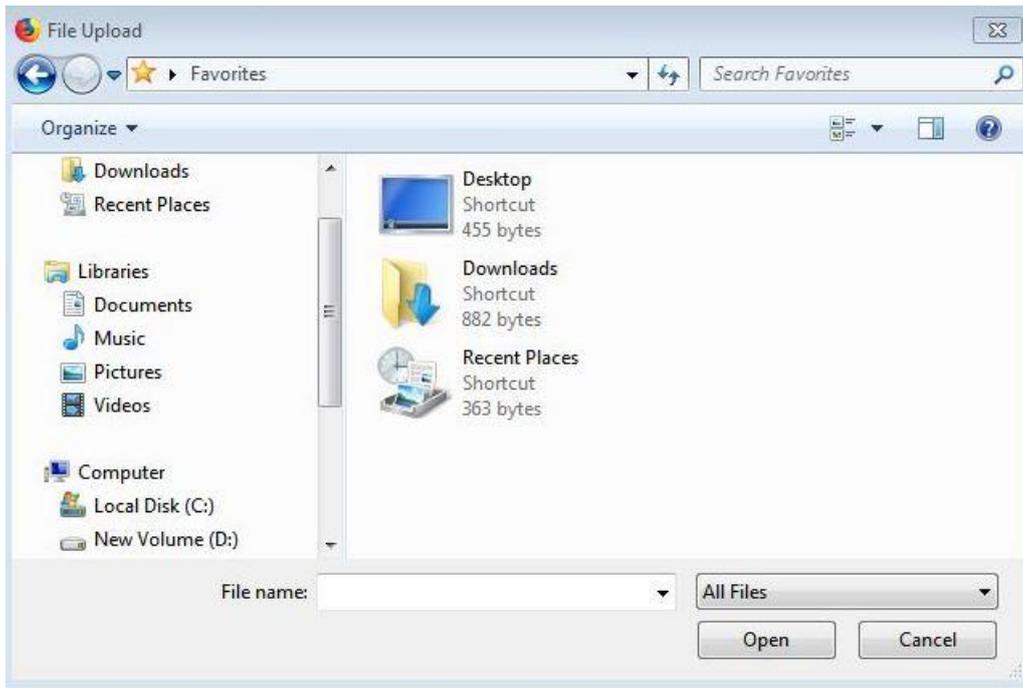
FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
18_189.docx	DOCX	Teszt IMIs.docx	1	29/11/2017 16:50:23

In the lower section of the screen you can perform the following file operations:

- **Download** – download file.
- **Upload** – upload a new file.
- **Delete** – delete the uploaded file.
- **Reorder** – reorganise the uploaded files.

Click on the “Upload” button and the “Upload file” dialogue box will appear. Select the file you want to upload and click “Open”.

Please note that the maximum upload file size is 30 MB but there is no restriction on the combined size of the documents. It is important that compressed zip files can also be uploaded.



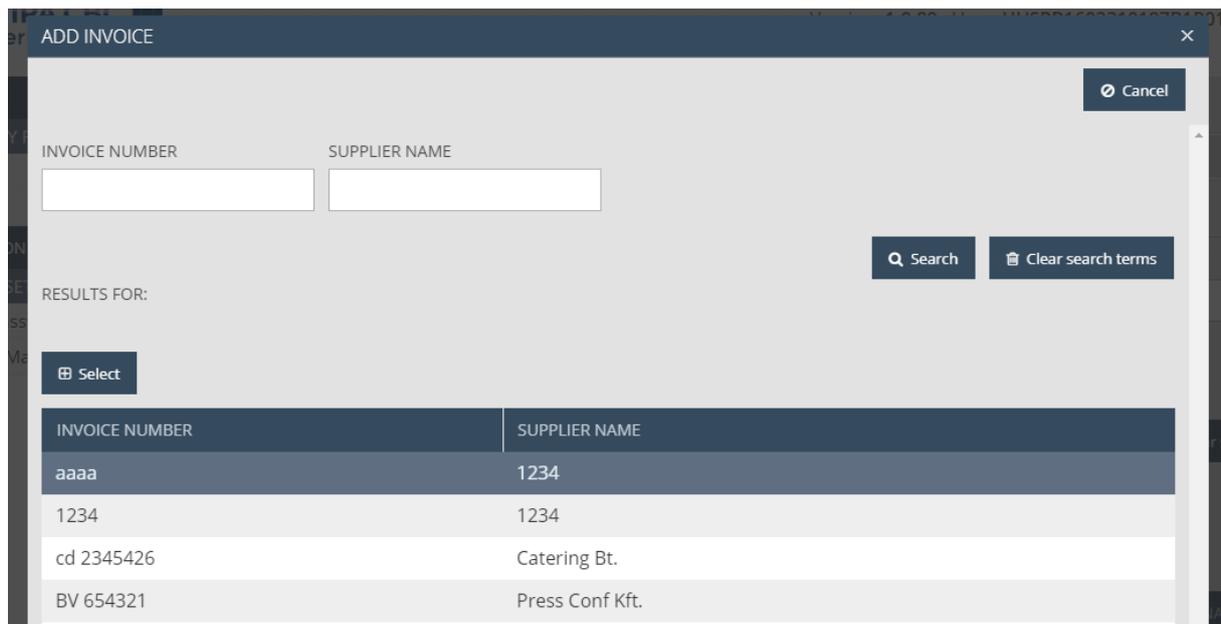
The selected and uploaded file will appear in the search result list within the given folder.

At least one document must be uploaded to the “Invoice” folder for each recorded invoice.

Please note that the Hungarian Beneficiaries are kindly requested to act according to Annex 1 for the name of the uploaded documents.

4.4.2 “Add invoice” screen

In this screen you can add such invoices to the BR which have already been recorded in the system but the requested and/or accepted cumulative amount of which is less than the gross invoiced amount.



The following search filters can be used:

- **“Invoice Number”** – Filters the search results by invoice number.

- **“Supplier name”** – Filters the search results by the invoice issuer’s name.

To add an invoice from the search results to the beneficiary report, click on the “Select” button.

The following functions are available:

- **“Search”** – Click on the button to start a search on the set search criteria.
- **“Clear search”** – Click on the button to delete the set criteria in the search field.

4.5 “Outcome” screen

The outcomes which have been undertaken by the beneficiary are shown on this screen in a tabular form.

#	OUTCOME	NAME OF INDICATOR
1	Road improvement	Carried out preliminary works, road improvement, put up traffic signalization
2	Design plans, studies, documents	Technical plans, studies, documents

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected item’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected outcome’s data sheet and modify the data of the selected item.

Please note that the outcomes listed in the system refer to project level. Since all outputs require to be filled when preparing the partner report, even those that do not refer to the actual partner, please indicate zero as current value, and if necessary, write “not relevant” into the “current description” field in the activities window

4.5.1 Main data

The main data of outcome can be viewed on the screen.

OUTCOME DATASHEET

Save Cancel

MAIN DATA ACTIVITIES DOCUMENTS HISTORY

OUTCOME

Project management and con

NAME OF PROJECT LEVEL INDICATOR

6 approved project reports

HOW DID YOUR ACTIVITIES CONTRIBUTE TO THE OUTCOME IN THIS REPORTING PERIOD? !

TYPE UNIT

Output 1

BASE VALUE TARGET VALUE ACTUAL VALUE ! ACCUMULATED VALUE

0 6 0

REMAINING VALUE

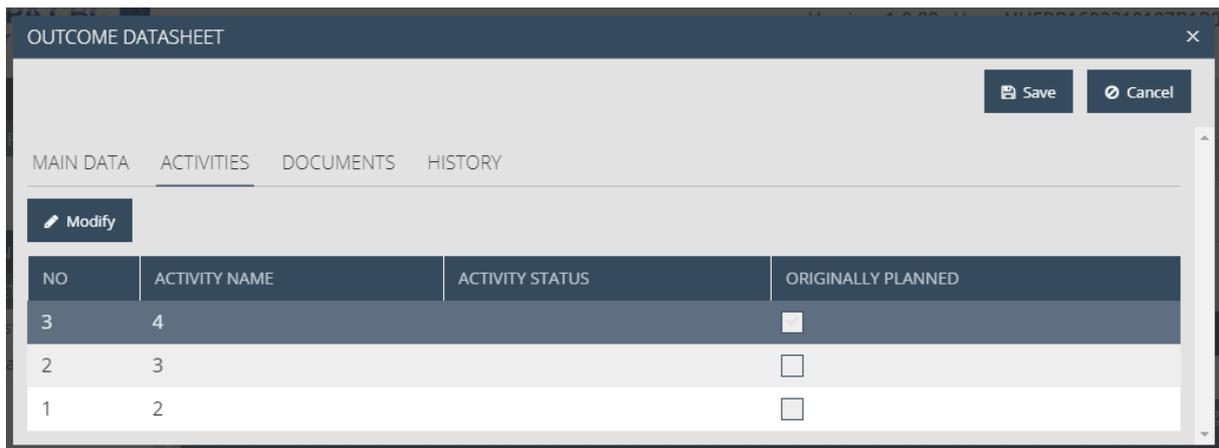
0

The following fields are displayed:

- **“Outcome”** – The name of the outcome is automatically completed.
- **“Name of project level indicator”** – The name of the project level indicator to the outcome – automatically completed.
- **“How did your activities contribute to the outcome in this reporting period”** – Please fill in how the activities completed in the present reporting period contribute to the outcome.
- **“Type”** – The type of the indicator to the outcome – automatically completed.
- **“Unit”** – The unit of account of the indicator to the outcome – automatically completed. **“Base value”** – The starting value of the indicator - automatically completed.
- **“Target value”** – The undertaken value of the indicator – automatically completed.
- **“Actual value”** – Please fill in the results achieved in the given period.
- **„Accumulated value”** – Automatically completed based on the previously accepted values.
- **“Remaining value”** – Automatically completed based on the undertaken and previously accepted values.

4.5.2 Activities screen

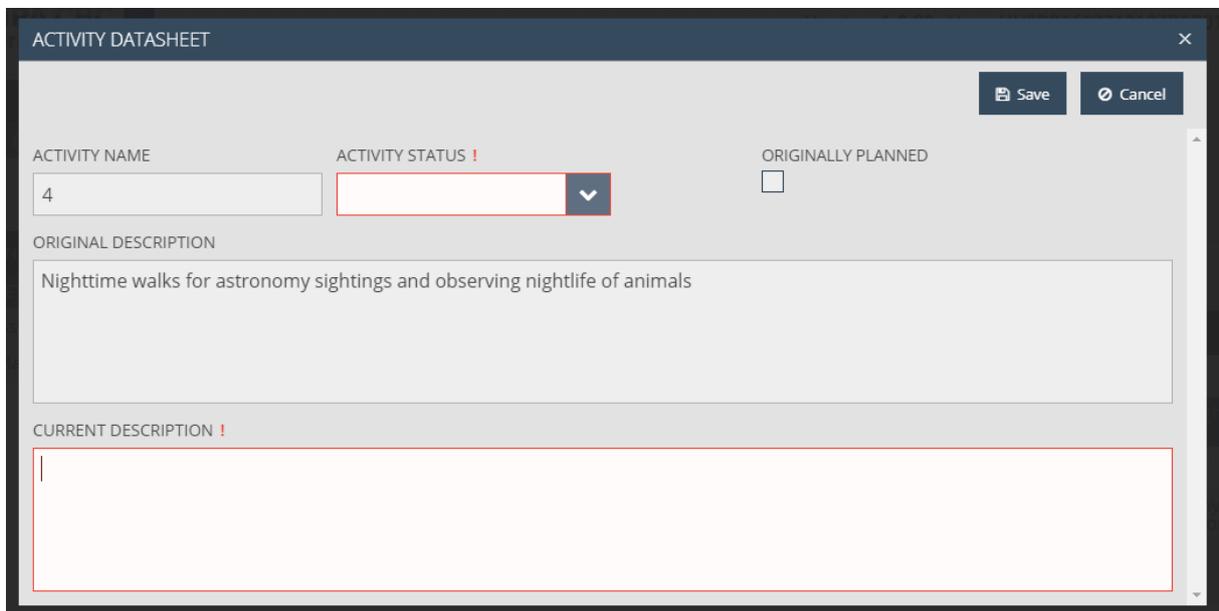
In this screen the Activities to the Outcome which are relevant to the specific beneficiary.



The following function buttons are displayed:

- **„Save“** - After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **„Cancel“** - By clicking the button the system aborts the data entry or modification.
- **„Modify“** - If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item's data sheet and modify the data of the selected indicator.

4.4.2.1 Modifying the Activity



The following fields are displayed on the screen:

- **„Activity name“** – Name of the activity – automatically completed.
- **„Activity status“** – Please choose the status of the activity from the drop-down list which is relevant for the given period.

- „**Originally planned**” – Is there a report planned for the activity in the given period - automatically completed.
- „**Original description**” – The original description of the undertaken activity, filled automatically from the project.
- „**Current description**” – Please fill in the current description of the activity which is relevant for the given period.

4.5.3 Documents

The outcome, relevant project level indicator and the documents verifying advance of the activities can be uploaded and viewed on the screen.

The screenshot shows a software interface titled "OUTCOME DATASHEET". At the top right, there are "Save" and "Cancel" buttons. Below this is a navigation menu with tabs for "MAIN DATA", "ACTIVITIES", "DOCUMENTS" (which is selected), and "HISTORY". The main area contains a search bar with four input fields: "FILE NAME (ID)", "TYPE" (with a dropdown arrow), "ORIGINAL FILE NAME", and "SEQUENCE NUMBER". To the right of these fields are "Search" and "Clear search terms" buttons. Below the search bar, it says "RESULTS FOR:". Underneath are four buttons: "Download", "Upload", "Delete", and "Reorder". At the bottom, a table header is visible with columns: "FILE NAME (ID)", "TYPE", "ORIGINAL FILE NAME", "SEQUENCE NUMBER", and "DATE AND TIME OF CREATION".

The upper section of the screen is a search bar with the following search filters:

- **File name (id)** – the unique identifier of the file.
- **Type** – the filename extension.
- **Original file name** – the filename.
- **Sequence number** – the sequence number of the file.

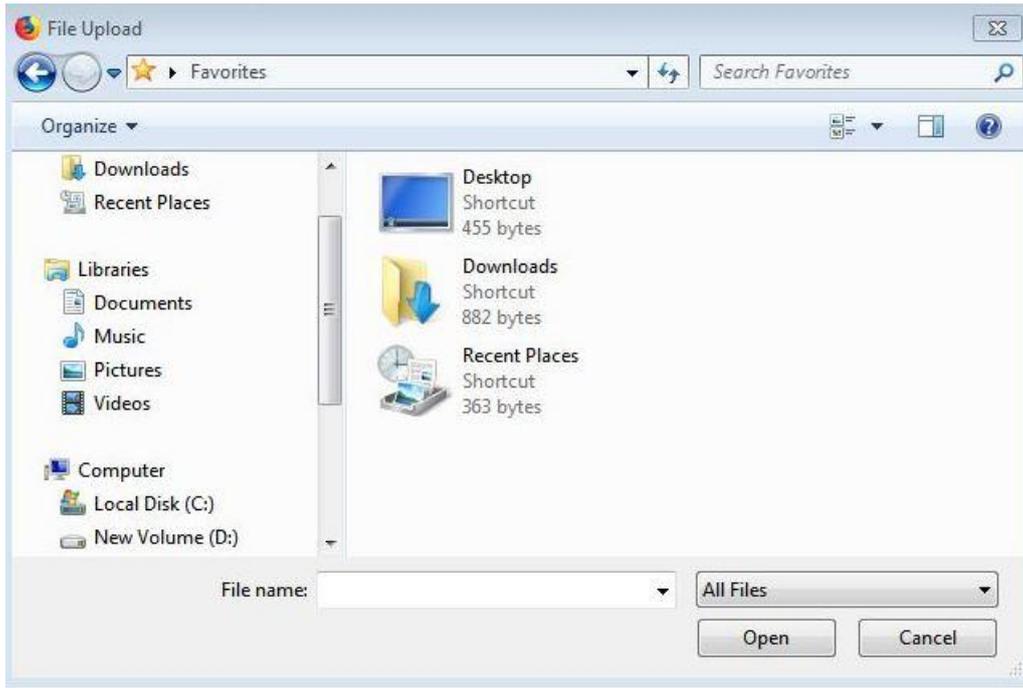
In the lower section of the screen you can perform the following file operations:

- **Download** – download file.
- **Upload** – upload a new file.
- **Delete** – delete the uploaded file.
- **Reorder** – reorganise the uploaded files.

Click on the “**Upload**” button and the “Upload file” dialogue box will appear. Select the file you want to upload and click “Open”.

Please note that the maximum upload file size is 30 MB but there is no restriction on the combined size of the documents.

It is important that compressed zip files can also be uploaded.



The selected and uploaded file will appear in the search result list within the given document.

Please note that the Hungarian and Serbian Beneficiaries are kindly requested to act according to Annex 1 for the name of the uploaded documents.

4.5.4 History

The table lists previous beneficiary reports so that you can view the progress for the given activity.

PR&AFR ID	BR ID	BR SETTLEMENT PERIOD START DATE	BR SETTLEMENT PERIOD END DATE	OUTCOME
BR 1	01/09/2017	31/12/2017		Visitor center (planetarium) constructi

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the data entry or modification.

4.6 “Information and publicity” screen

The indicators which the beneficiary have undertaken are shown in a table on the screen. The reporting period in which the beneficiary have undertaken the given information activity is indicated on the screen.

NO	INFORMATION & PUBLICITY TYPE	COMMUNICATION TOOL	PLANNED LANGUAGE	REPORT
1	3. Obligatory tool - Communication event	Workshop	HU-SRB	
2	3. Obligatory tool - Communication event	Press visit	HU-SRB	
3	7. Obligatory tool - Specific for purchase of equipment	Stickers 90x50mm (smaller items)	English	

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected indicator’s datasheet opens in view mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected item’s data sheet and modify the data of the selected indicator.

4.6.1 Main data

In this screen you can view the main indicator data and enter main progress data for the indicator in the given period.

The following fields can be filled:

- **„Information & Publicity type”** – Type of the information and publicity action – automatically completed.
- **„Communication tool”** – The planned name/tool for the communication activity – automatically completed.
- **„Planned language”** – The language of the used action/tool – automatically completed.
- **„Status in this report”** – Please fill in the current status of the information activity in the given reporting period.
- **„Originally planned”** – Is the report planned - automatically completed, in case the activity was originally planned for the given period.
- **„Original description”** – Description of the undertaking – automatically completed.
- **„Description in this report”** – Please fill in the description of the information activity for the relevant reporting period.
- **„Measurement unit”** – Please fill in the measurement unit of the information activity.
- **„Actual quantity”** – Please fill in the actual quantity of the information activity.

The following function buttons are displayed:

- **“Save”** – After checking the datasheet, in case the information provided is correct, the data are saved. If the entered information is incorrect, an error message informs the user that an error is present in the data and about the error itself.
- **“Cancel”** – By clicking the button the system aborts the data entry or modification.

4.6.2 Documents

In this screen you can upload and view the professional supporting documents evidencing the progress of the indicators.

The screen works the same way as described in the “Documents” chapters above.

INFORMATION & PUBLICITY DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

FILE NAME (ID) TYPE ORIGINAL FILE NAME SEQUENCE NUMBER

Search Clear search terms

RESULTS FOR:

Download Upload Delete Reorder

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
----------------	------	--------------------	-----------------	---------------------------

Please note that the Hungarian and Serbian Beneficiaries are kindly requested to act according to Annex 1 for the name of the uploaded documents.

4.6.3 History

The table lists previous beneficiary reports in tabular form and the progress of the relevant information activities reported in them.

INFORMATION & PUBLICITY DATASHEET

Save Cancel

MAIN DATA DOCUMENTS HISTORY

PR/AFR ID	BR ID	BR. SET. PER. START DATE	BR. SET. PER. END DATE	ORIG. PLANNED	ORIG. DESC.
HU#SRB/1601/IndD/0999/PR&Afr/2	BR 2	01/05/2018	31/08/2018	Yes	A lots of broch
HU#SRB/1601/IndD/0999/PR&Afr/1	BR 1	01/01/2018	30/04/2018	Yes	A lots of broch

4.7 “Public procurement tenders” screen

In this screen you can enter the data of public procurement procedures conducted in the given reporting period.

Please note that this interface only requires data for procedures that reach or exceed the Competitive negotiated according to PRAG.

The screenshot shows a web application interface for 'BENEFICIARY REPORT'. At the top, there are two tabs: 'BENEFICIARY REPORT SEARCH' and 'BENEFICIARY REPORT', with the latter being active. A 'Save' button is in the top right. Below the tabs is an 'INFORMATION REMINDER' section with a dropdown arrow. A navigation bar contains links for '4. INVOICES', '5. OUTCOMES', '6. INFORMATION & PUBLICITY', '7. PUBLIC PROCUREMENT TENDERS' (which is highlighted), and '8. FINANCI.'. Below the navigation bar are four function buttons: 'View', 'New', 'Modify', and 'Delete'. At the bottom, a table header is visible with columns: 'NO', 'SUBJECT', 'TYPE OF PROCEDURE', 'START DATE OF PROCUREMENT', 'DATE OF DECISION', 'DATE OF CONTRACTING', and 'CONTRACTED NET AMOUNT'.

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected public procurement’s datasheet opens in view mode.
- **“New”** – To add new public procurement data click on the button to open a new public procurement data sheet in record mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected public procurement’s data sheet and modify the data of the selected public procurement.
- **“Delete”** – The function button is active if an item is selected in the search results list. After confirmation in a pop-up window, the selected item can be deleted from the list.

4.7.1 New public procurement data view / record

The screenshot shows a 'PUBLIC PROCUREMENT TENDERS DATASHEET' form. At the top right, there are 'Save' and 'Cancel' buttons. The form contains several input fields with red borders and exclamation marks indicating required fields: 'CONTRACT NUMBER !', 'SUBJECT !', 'TYPE OF PROCEDURE !', 'START DATE OF PROCUREMENT !', 'DATE OF DECISION !', 'DATE OF CONTRACTING !', 'CONTRACTED NET AMOUNT IN ORIGINAL CURRENCY !', and 'CURRENCY !'. The date fields have calendar icons. There is a dropdown menu for 'CURRENCY !'. At the bottom, there is a 'NAME OF CONTRACTOR !' field and a 'COMMENT' text area.

The following fields are available:

- **“Contract number”** – Enter the number of the public contract.
- **“Subject”** – Provide a brief description of the procurement (goods, service, works).

“Type of procedure” – Specify the type of the procurement. Please use the following options: competitive negotiated procedure, local open tender procedure, international open tender procedure, international restricted tender procedure. **“Start date of procurement”** – Enter the start date of the procurement procedure.

- **“Date of decision”** – Enter the date of decision.
- **“Date of contracting”** – Enter the date of contracting.
- **“Contracted net amount in original currency”** – Enter the total net value of the contract in the original currency.
- **“Currency”** – Select the currency of the contract from the drop-down list.
- **“Name of contractor”** – Enter the name of the contractor.
- **“Comment”** – If you have any comment in relation to the public procurement, please enter here.

4.8 “Financial progress” screen

The screen lists the data of current and previous progress reports indicating the planned and remaining amount of the project part.



The screenshot shows a software interface for 'BENEFICIARY REPORT SEARCH' and 'BENEFICIARY REPORT'. It includes a 'Save' button, an 'INFORMATION REMINDER' section, and a navigation bar with tabs for '5. OUTCOMES', '6. INFORMATION & PUBLICITY', '7. PUBLIC PROCUREMENT TENDERS', and '8. FINANCIAL PROGRESS'. The '8. FINANCIAL PROGRESS' tab is active. Below the navigation bar is a table with the following data:

IN PR&AFR	PR&AFR ID	BENEFICIARY REPORT ID	BENEFICIARY REPORT STATUS	REMAINING BEFORE	REPORTED AMOUNT	VALIDATED AMOUNT	REMAINING AFTER
No			Under preparation	492 151,00	200,00		491 951,00

The list displays the beneficiary reports of the project part in chronological order. The first row of the table shows the latest beneficiary report.

The first column shows whether the given report has been submitted at project level by the lead beneficiary, and if so, the identifier of such report is indicated in the second column. The table also shows the amount reported in the given report and the amount of the effective budget before and after submission and approval of the report.

4.9 “Budget cost” screen

In this screen the beneficiary can view the costs reported so far and intended to be reported in the given project part, broken down by budget line. Values are indicated in EUR and calculated by the system so they cannot be changed by the user.

BENEFICIARY REPORT SEARCH		BENEFICIARY REPORT						Save
INFORMATION REMINDER								
7. PUBLIC PROCUREMENT TENDERS		8. FINANCIAL PROGRESS		9. BUDGET COST		10. REVENUES		11. SOURC
BUDGET LINES	PLANNED AMOUNT	PREVIOUSLY VALIDATED	CURRENT REPORT	ACCUMULATED	ACCUMULATED %	REMAINING AMOUNT	CURRENCY	
1. Preparation costs	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.1 Technical plans	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.2 Costs of permits	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.3 Purchase of land	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.4 Studies, statistics, databases and researches	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.5 Project meetings and travel costs	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
1.6 Translation and interpretation costs	0,00	0,00	0,00	0,00	0,00	0,00	EUR	
2. Staff costs	7 800,00	0,00	0,00	0,00	0,00	7 800,00	EUR	

The table also has a “Total” line which shows the sums of the values and percentages for each column at the bottom.

4.10 "Revenues"

Where relevant, you can add any revenue generated.

If you incurred any revenue in relation to the project, please indicate the amount here. Please note that justified advances and the payments of approved amounts under the grant agreement do not qualify as revenue.

BENEFICIARY REPORT SEARCH		BENEFICIARY REPORT						Save
INFORMATION REMINDER								
7. PUBLIC PROCUREMENT TENDERS		8. FINANCIAL PROGRESS		9. BUDGET COST		10. REVENUES		11. SOURC
View	New	Modify	Delete					
NO	DOCUMENTS OF EQUIVALENT PROBATIVE VALUE ID	NAME OF PARTNER	DESCRIPTION OF THE REVENUE	REVENUE INCURRED ON (DATE)				

The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected revenue invoice’s datasheet opens in view mode.
- **“New”** – To add new revenue invoice click on the button to open a new revenue invoice datasheet in record mode.
- **“Modify”** – If there is a selected item in the search results list, the function is active and you can click on the button to open the selected revenue invoice’s data sheet and modify the data of the selected revenue invoice.
- **“Delete”** – The function button is active if an item is selected in the search results list. After confirmation in a pop-up window, the selected item can be deleted from the list.

4.10.1 New Revenue general information

The screenshot shows a software window titled "REVENUES DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The form is divided into several sections:

- GENERAL DATA**: A header section.
- DOCUMENTS OF EQUIVALENT PROBATIVE VALUE ID !**: A text input field.
- NAME OF PARTNER !**: A text input field.
- DESCRIPTION OF THE REVENUES !**: A large text area for description.
- REVENUE INCURRED ON !**: A date picker field.
- DATE OF ACC. THE REVENUE !**: A date picker field.
- REVENUES FORESEEN IN THE AF**: A checkbox.
- CURRENCY !**: A dropdown menu.
- EXCHANGE RATE**: A text input field.
- DIFFERENT EXCHANGE RATE**: A checkbox.
- EXCHANGE RATE IF DIFFERENT**: A text input field.

At the bottom, there is a table with four columns: "AMOUNT IN SELECTED CURRENCY", "AMOUNT IN EUR", and "CHECKED". The rows are:

	AMOUNT IN SELECTED CURRENCY	AMOUNT IN EUR	CHECKED
Total amount	<input type="text"/>		
Reported amount	<input type="text"/>		
Accepted amount			<input type="checkbox"/>

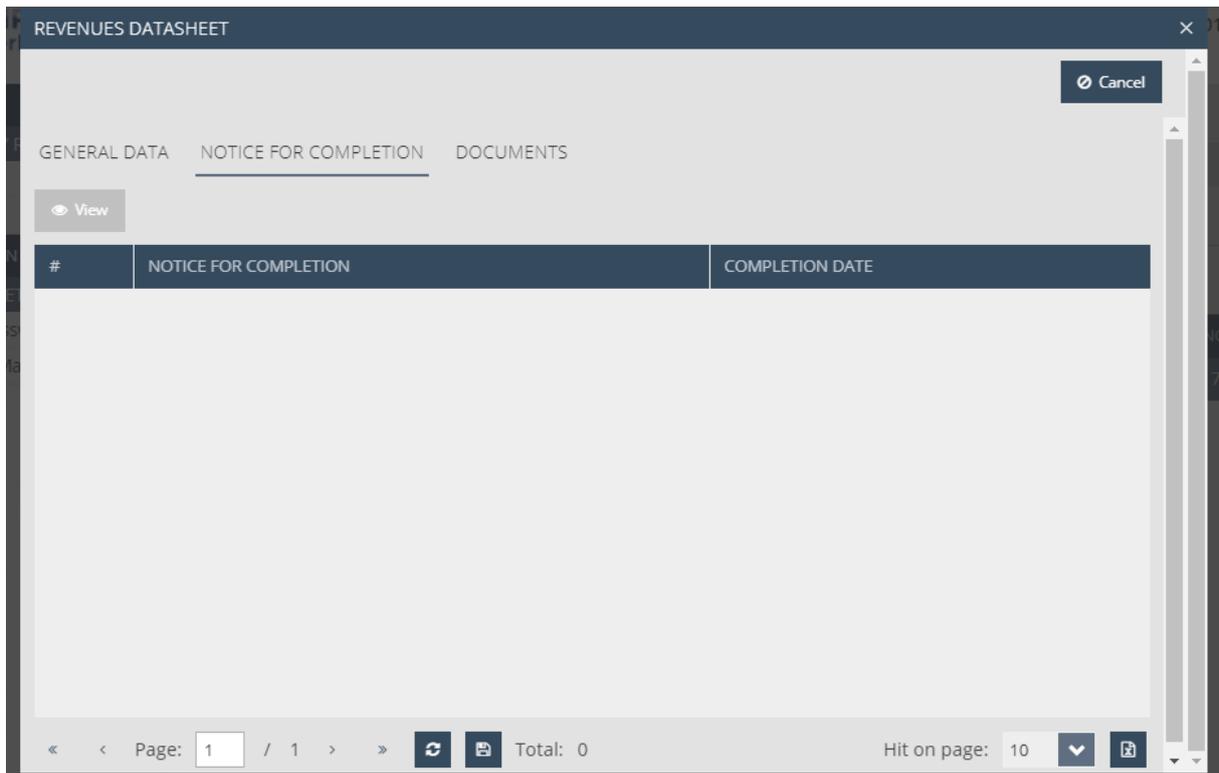
The following fields are available:

- **“Documents of equivalent probative value ID”** – Enter the identifier of the document supporting the revenue.
- **“Name of partner”** – Enter the name of the partner.
- **“Description of the revenues”** – Provide a description for the revenue.
- **“Revenue incurred on”** – Enter the date of generating the revenue.
- **“Date of accounting the revenue”** – Enter the accounting date of the revenue.
- **“Revenues foreseen in the AF”** – Mark this checkbox if the revenue was planned.
- **“Currency”** – Select the currency of the revenue from the drop-down list.
- **“Exchange rate”** – The exchange rate used by the system is automatically completed.
- **“Different exchange rate”** – Mark this checkbox if you wish to use an exchange rate other than the one applicable to the month of report submission, in line with the programme rules.
- **“Exchange rate if different”** – Enter the exchange rate if you wish to use an exchange rate other than the one applicable to the month of report submission, in line with the programme rules.
- **“Amount in selected currency – Total amount”** – Enter the total amount of revenue in the selected currency.
- **“Amount in selected currency – Reported amount”** – Enter the amount you wish to report.
- **“Amount in selected currency – Accepted amount”** – Once accepted by the first-level controller, the amount will be automatically displayed in the selected currency.
- **“Amount in EUR – Total amount”** – The total amount of revenue in EUR – automatically completed.
- **“Amount in EUR – Reported amount”** – The revenue amount to be reported in EUR – automatically completed.

- **“Amount in EUR – Accepted amount”** – The accepted amount of revenue in EUR – automatically completed.
- **“Checked – Accepted amount”** – Once the amount is accepted by the first-level controller, the checkbox is automatically marked.

4.10.2 “Notice for completion” screen

If the first-level controller responsible for verification has identified completion criteria that were not met in relation to the revenue, they will be listed here. The beneficiary can view such notices here.



The following function buttons are displayed:

- **“View”** – If there is a selected item in the search results list, the function is active and by clicking on the button the selected public procurement’s datasheet opens in view mode.

4.10.2.1 “View” notices screen

The following fields are displayed:

- **“#”** – Number of notice.
- **“Notice for completion”** – Text of notice.
- **“Completion date”** - Date of notice (for completion).

4.10.3 “Documents” screen

The documents relating to the revenue can be uploaded here in the manner described above.

4.11 “Sources of funding” screen

Here you can view the financial data of beneficiaries broken down by source of funding.

BENEFICIARY REPORT SEARCH		BENEFICIARY REPORT		Save
INFORMATION REMINDER				
8. FINANCIAL PROGRESS	9. BUDGET COST	10. REVENUES	11. SOURCES OF FUNDING	12. DOCUMENTS
	CONTRIBUTION RATE	TOTAL AMOUNT OF THE CONTRIBUTION ALLOCATED	PREVIOUSLY REPORTED	CUR
EU CONTRIBUTION	85,0000000000	418 328,35	0,00	
NATIONAL CONTRIBUTION	15,0000000000	73 822,65	0,00	
OWN CONTRIBUTION	0,0000000000	0,00	0,00	
TOTAL CONTRIBUTION	100,0000000000	492 151,00	0,00	
NET REVENUES			0,00	
TOTAL ELIGIBLE COST		492 151,00	0,00	

4.12 "Documents" screen

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

The upload method is the same as described in the chapters above.

BENEFICIARY REPORT SEARCH		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)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
SENT BY (PARTNER ID)	SENT BY (PARTNER NAME)	DATE OF PREPARATION FROM	DATE OF PREPARATION TO			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
METHOD OF SUBMISSION						
<input type="text"/>						
			Search	Clear search terms		
RESULTS FOR:						
View	New	Modify	Delete			
ORDER	DOCUMENT ID	TYPE	SUBJECT	FILE UPLOADED	PREPARED BY (USER NAME)	SENT BY
1,971	2018/000-004-1499	Attachment	Beneficiary report	<input checked="" type="checkbox"/>	HUSRB1602210061B2R01	
1,970	2018/000-004-1459	Attachment	Work and permit	<input type="checkbox"/>	HUSRB1602210061B2R01	

5 How to modify, view or delete a beneficiary report?

5.1 View beneficiary report

BR ID	BR NUMBER	BR STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>

RESULTS FOR:

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
27/11/2017 16:50:02			Under preparation
06/11/2017 17:16:45	BR 1	1	Approved

After data entry the report can be saved with the “Save” button. The BR will then appear in the search results in Beneficiary report – Search in the menu.

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the report you want to view and click on the “**View**” button above the search results.

This will open the screen described above in relation to creating a new beneficiary report with the difference that all data displayed are view only; the beneficiary report cannot be modified here. Click on the menu or the heading of the screen to exit the view mode.

5.2 Modify beneficiary report

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the report you want to modify and click on the “**Modify**” button above the search results.

This will open the screen described above in relation to creating a new beneficiary report where the data can be edited. Click on the “Save” button to save your modifications or click on the menu or the screen heading to exit without saving.

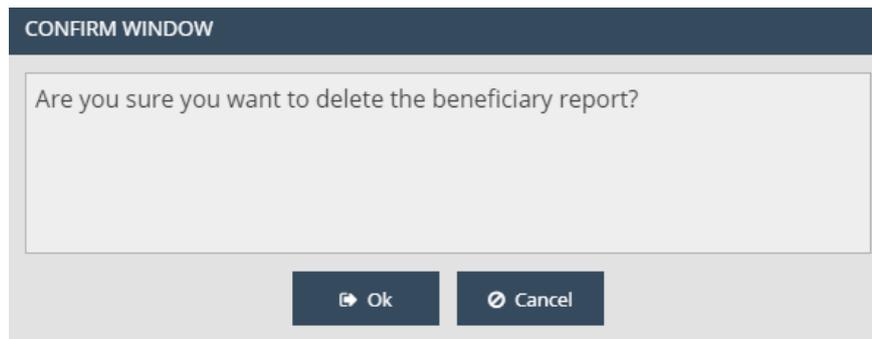
If the professional controlling units find any deficiencies or points requiring clarifications in the submitted beneficiary report, they will send it back for amendment together with an email notification. In this case the status of your report will change to “Need amendment”, and you will have to resubmit the report after remedying the deficiencies (as described in chapter 7).

Note that you may only modify the beneficiary report if its status is “Under preparation” or “Need amendment”. In any other case the “Modify” button will be inactive and the report cannot be modified.

5.3 Delete beneficiary report

After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report you want to delete and then click “Delete” above the search results.

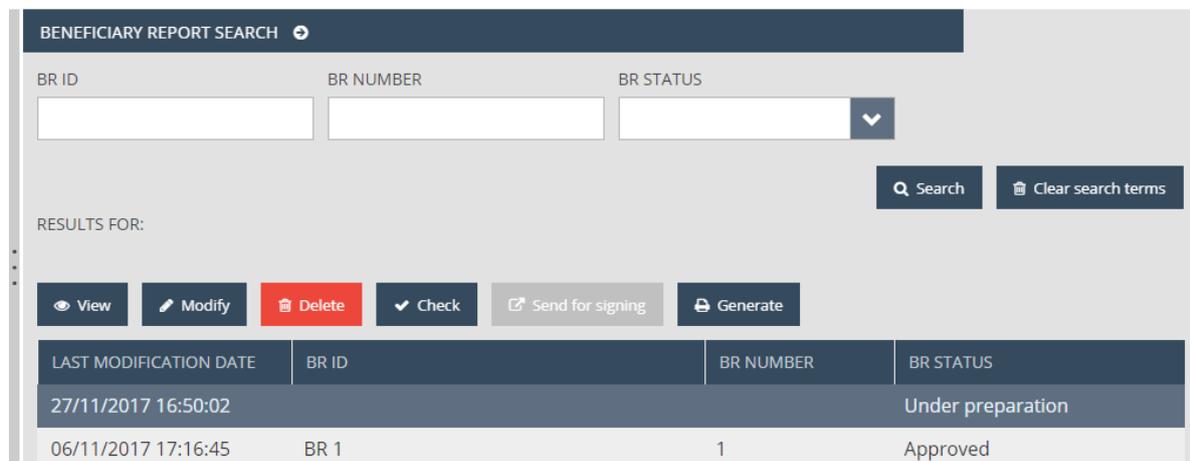
You will be prompted to confirm your intention of deleting the beneficiary report. Click “Cancel” to abort the deletion process and “OK” to continue. The deleted beneficiary report will no longer appear in the beneficiary report search results.



Note that you may only delete the beneficiary report if its status is “Under preparation”. In any other case the “Delete” button will be inactive and the report cannot be deleted.

The deletion of beneficiary reports cannot be undone so before clicking “OK” in the confirmation window please ensure that you really want to delete the beneficiary report.

6 How to generate a form from the beneficiary report?



After saving the beneficiary report, click “Search” in the “Beneficiary report” module to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report from which you want to generate a form and click on the “Generate” button above the search results.

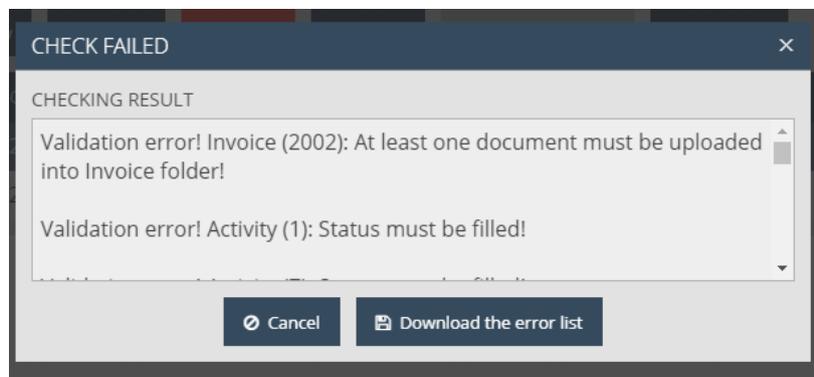
This will open a download window where you can open or save the generated form (in PDF format). As the data will only be finalised upon submission, the generated form will be marked as DRAFT in the header and the footer.

This function is available at any stage during the creation of the beneficiary report, so it is not necessary to have all fields completed.

7 How to submit the beneficiary report?

If you have completed and saved the beneficiary report (see chapter 5), click “Search” in the “Beneficiary report” module in the menu to open the “Beneficiary report search” screen. The search results will include all previously created beneficiary reports. Select the beneficiary report you want to submit and click on the “Check” button above the search results. This will run an automatic check which can have the following outcomes:

- **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.



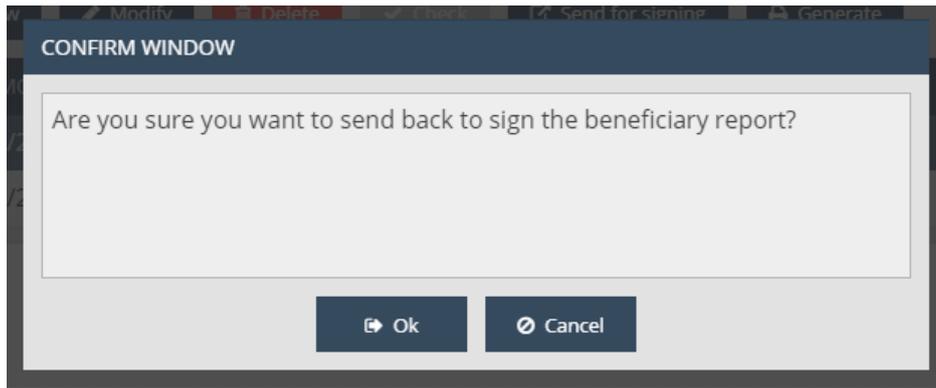
- **Check successful** – if the autocheck finds no errors in the beneficiary report, the user will be notified in a popup message about this and the user can submit the report.

The “Check” function can be used anytime so you can check any screen of the beneficiary report while editing.

Please note that if you reopen the given report with the “Modify” button after a successful check (“Check successful” message), the check results will disappear and the user must run the autocheck again on the modified report to forward it to the signatory user.

To submit the beneficiary report click “Search” in the “Beneficiary report” module in the menu, select the beneficiary report you want to submit and click on the “Send for signing” button. (Successful autocheck is a prerequisite for submission, so if the “Send for signing” button is inactive please run autocheck by clicking on the “Check” button.)

The “Send for signing” button will cause a popup window to appear requesting you to confirm that you really want to forward the beneficiary report for signing. Click “OK” to submit the beneficiary report and “Cancel” to exit without submission. In the latter case the beneficiary report remain editable.



If the upload is successful, a popup message will appear and the status of the beneficiary report will change to **“Under signature”** in the Beneficiary report search screen.

LAST MODIFICATION DATE	BR ID	BR NUMBER	BR STATUS
27/11/2017 12:35:57			Under signature
06/11/2017 12:35:57			Approved

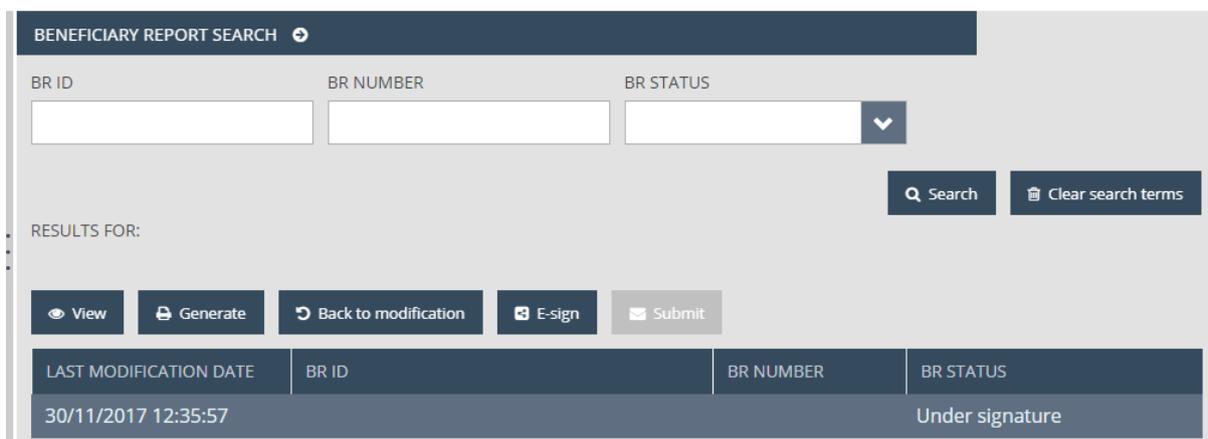
✔ Operation completed! Operation: Send beneficiary report to signature. Display Name:

After submission the final beneficiary report form can be downloaded from the “Beneficiary report” folder on the “Documents” screen of the beneficiary report, in the same way as previously uploaded documents which can also be viewed and downloaded on the “Documents” screen of the beneficiary report. Once submitted, only the “View” and “Generate” functions will be available for the beneficiary report.

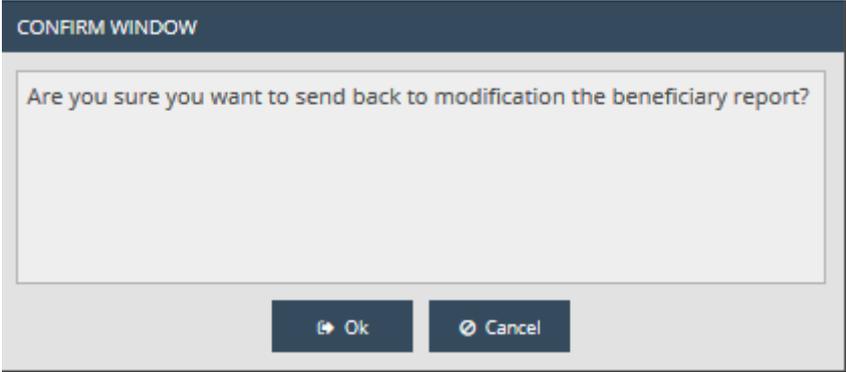
8 Digital signature and verification of the beneficiary report after recording (by signatory users)

Once recorded, the beneficiary report must be signed electronically. This can be done by the signatory user responsible for the project part.

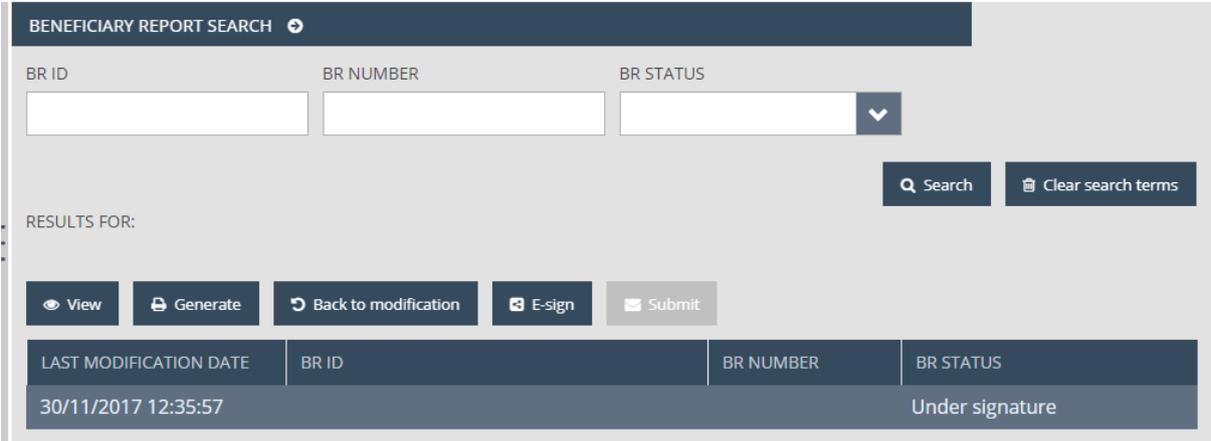
The signatory user can check the report but cannot modify any data. If the signatory user considers that certain data need to be modified in the report, he/she must send the report back to the recording user for modification. To do so, click “Search” in the “Beneficiary report” module to open the Beneficiary report search screen, select the beneficiary report you want to sign, and click on the **“Back to modification”** button above the search results.



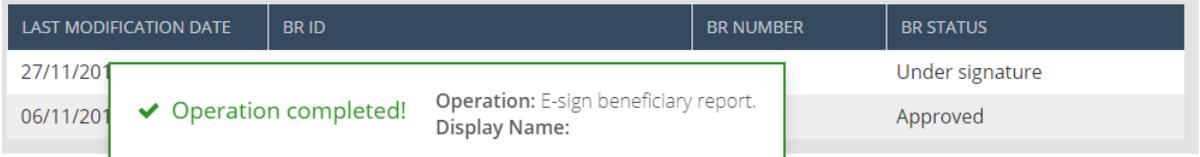
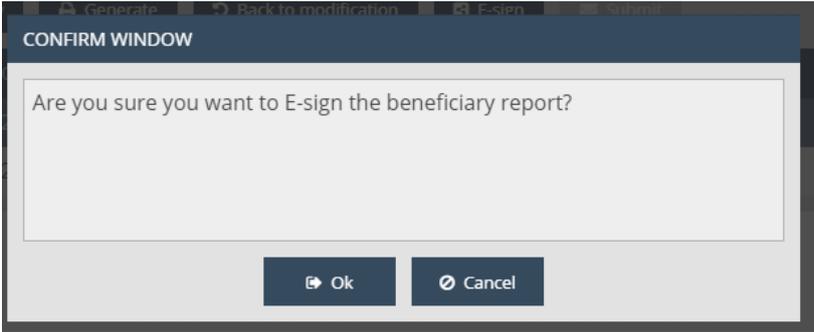
You will be prompted to confirm your intention of sending back the beneficiary report. Click “Cancel” to abort the process and “OK” to send the beneficiary report back to the recording user.



To electronically sign the report, click “Search” in the “Beneficiary report” module to open the Beneficiary report search screen, select the beneficiary report you want to sign, and click on the “E-sign” button above the search results.

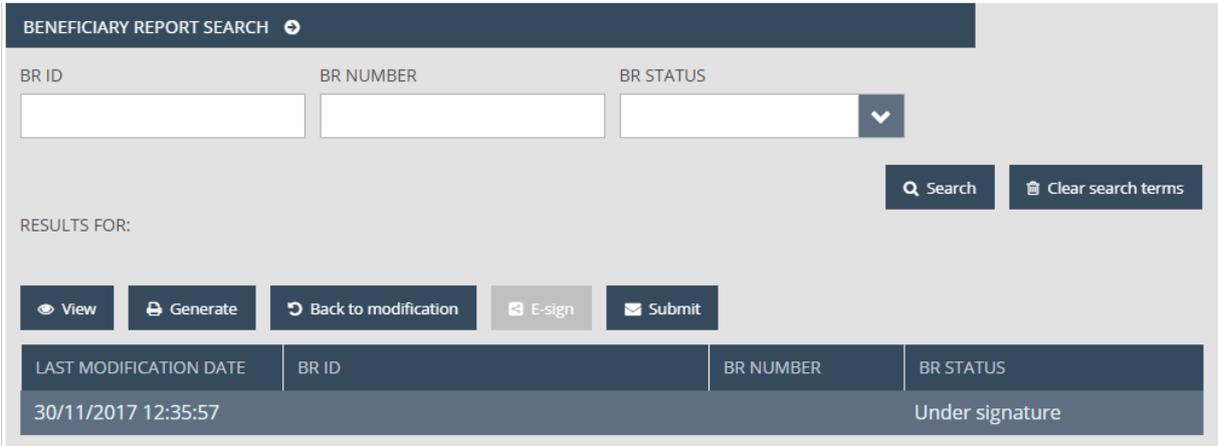


You will be prompted to confirm your intention of e-signing the beneficiary report. Click “Cancel” to abort the process and “OK” to sign the beneficiary report.

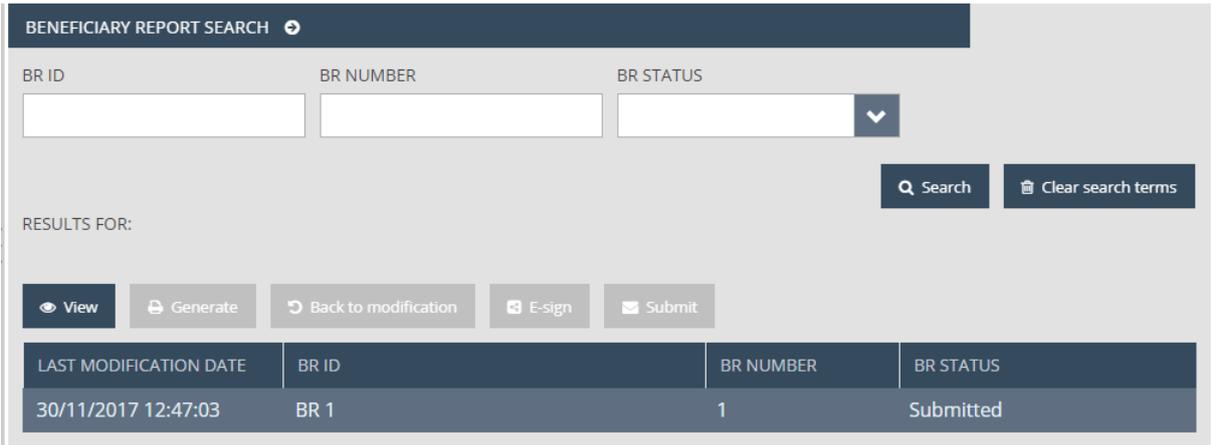
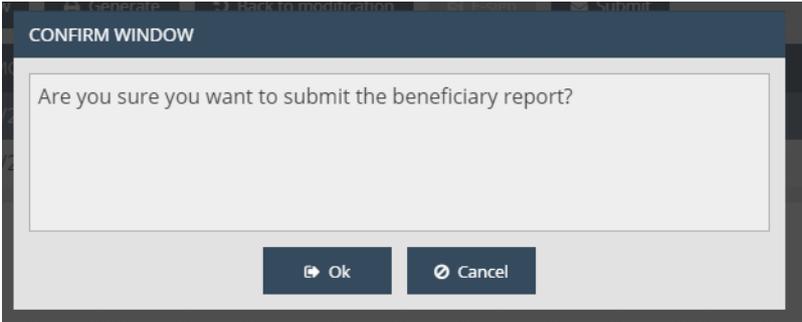


Once electronically signed, the report can be sent for verification. This can be done by the signatory user responsible for the project part. To verify the report, click “Search” in the “Beneficiary report”

module to open the Beneficiary report search screen, select the beneficiary report you want to verify, and click on the “Submit” button above the search results.



You will be prompted to confirm your intention of submitting the beneficiary report. Click “Cancel” to abort the verification process and “OK” to submit the beneficiary report. In the latter case the status of the report will change to “Submitted”.



After submission, the first-level controllers will check the beneficiary report.

If during the professional and financial control process the professional controlling units find any deficiencies or points requiring clarifications in the submitted beneficiary report (BR), they will send the report back for amendment together with an email notification. After remedying the deficiencies, you will have to resubmit the amended report (see chapter 7).

If the report has no deficiencies, it will be accepted. If the report is accepted, the beneficiary will receive the verification statement (Declaration on Validation of Expenditure) in an email notification.

Annex I - Requirements for the electronic folder structure for HU Beneficiaries

A kedvezményezetti jelentések mellékleteinek benyújtása a papír alapú alátámasztó dokumentumok szkennelését követően az IMIR rendszeren keresztül történik. Az IMIR rendszerben az előre kialakított mappastruktúra megfelelő mappáiba kell elhelyezni az alátámasztó dokumentumokat. A másolatkészítés során a dokumentumok típusonként kerüljenek szkennelésre és a fájlok elnevezése alapján egyértelműen beazonosítható legyen a tartalmuk.

Kizárólag olyan elektronikus másolat kerülhet elfogadásra, mely a papír alapú dokumentum teljes tartalmát magában foglalja. Amennyiben az IMIR rendszer nem működik, a beszkennelt dokumentumokat elektronikus adathordozón (CD lemezen vagy pendrive-on) rendezetten és rendszerezetten kell összeállítaniuk majd benyújtaniuk a hitelesítést végző szervezet részére.

A fájlok és mappák elnevezésére vonatkozó iránymutatások a következők:

- **“Documents” fülön:**

- **Beneficiary Report mappa:**

ÁFA nyilatkozat

Nyilatkozat a 2500 euró alatti beszerzésekről

Adatszolgáltatás kockázatelemzéshez

Kimutatás a nettó bevételekről

Kedvezményezett Nyilatkozatai

Az elkülönített számviteli nyilvántartás aktuális kivonata

Projektrész módosítás formanyomtatvány

- **“Invoices” fülön:**

- **Személyi költségek**

Invoice mappa: Vezetéknév_Keresztnév_Segéd tábla

Proof of payment mappa: Vezetéknév_Keresztnév _Mbér kifizetést igazoló bizonylat_hónap

Vezetéknév_Keresztnév _Mjárulék kifizetést igazoló bizonylat_hónap

Proof of fulfilment mappa: Vezetéknév_Keresztnév_Munkaidő kimutatás (amennyiben releváns)

Contract mappa: Vezetéknév_Keresztnév _Munkaszerződés

Vezetéknév_Keresztnév _Munkaköri leírás

Supporting documents mappa: Vezetéknév_Keresztnév _Bérjegyzék_hónap

Other mappa: Lista a projektben résztvevő személyekről

- Utazási és Szállásköltségek

Invoice mappa: Összesítő a kiküldetési költségekhez

Proof of payment mappa: Kiküldetés_1_úti költség kifizetése
Kiküldetés_1_napidíj számfejtése
Kiküldetés_1_napidíj kifizetése
Kiküldetés_1_napidíj közteher befizetése

Proof of fulfilment mappa: Kiküldetés_1_kiküldetési rendelvény

Kiküldetés_1 Úti jelentés

Kiküldetés_1_Gépkocsi elszámolás

Supporting documents mappa: Kiküldetés_1_meghívó
Kiküldetés_1_napirend
Kiküldetés_1_jelenléti ív

Other mappa: Kiküldetés_1_vonatjegy
Kiküldetés_1_buszjegy

- Külső szakértők és szolgáltatások költségei

Invoice mappa: Beszerzés_1 számla

Proof of payment mappa: Beszerzés_1 kifizetési bizonylat

Proof of fulfilment mappa: Beszerzés 1 teljesítésigazolás

Beszerzés_1 szolgáltatás végterméke

Contract mappa: Beszerzés 1 szerződés
Beszerzés_1 megrendelő

Tenders mappa: Beszerzés_1 piaci ár igazolás

Other mappa: Beszerzés 1 nyilatkozat
Beszerzés_1 felkérés

- Eszközök:

Invoice mappa: Eszköz 1 számla

Proof of payment mappa: Eszköz 1 kifizetési bizonylat

Proof of fulfilment mappa: Eszköz 1 teljesítésigazolás

Contract mappa: Eszköz 1 szerződés
Eszköz 1 megrendelő

Tenders mappa: Eszköz_1 piaci ár igazolás

Other mappa: Eszköz 1 átadás átvétel
Eszköz 1 állományba vétel
Eszköz 1 garanciák
Eszköz 1 fotók
Eszköz_1_származási igazolás

- Infrastruktúra és építések

Invoices mappa: Infrastruktúra és építések_1_számla
Proof of payment mappa: Infrastruktúra és építések1_kifizetés bizonylat
Proof of fulfilment mappa: Infrastruktúra és építések1_teljesítés igazolás
Contract mappa: Infrastruktúra és építések1_szerződés
Tenders mappa: Infrastruktúra és építések1_piaci ár igazolás
Other mappa: Infrastruktúra és építések1_tulajdoni lap
 Infrastruktúra és építések1_engedélyezési dokumentumok
 Infrastruktúra és építések1_műszaki átadás_átvételi jegyzőkönyv
 Infrastruktúra és építések1_állományba_vételi_bizonylatok
 Infrastruktúra és építések1_fotódokumentáció

- ÁFA összesítő fordított adózás esetén:

Invoices mappa: ÁFA összesítő segéd tábla
Proof of payment mappa: Fordított ÁFA kifizetés
Proof of fulfilment mappa: ÁFA bevallás
 ÁFA analitika

Abban az esetben, ha egy adott alátámasztó dokumentum több számlához is kapcsolódik (pl. szerződés), elegendő azt egyszer feltölteni a rendszerbe, a többi érintett számla esetében pedig jelölni szükséges a "Comment of the Beneficiary" mezőben, hogy a számlához kapcsolódó adott dokumentum hol található, melyik számlához kapcsolódóan került feltöltésre.

Annex II - Requirements for the electronic folder structure for SRB Beneficiaries

The rationale of this annex is to provide information on more specific instructions and rules to be applied to the submission of BR's with regard to the documents which beneficiaries upload on the IMIS system.

It is important, for both the beneficiaries and the FLC unit, that all relevant documents are uploaded and that the documents are uploaded in an orderly, organised and accurate manner with clear, accurate, truthful and, amongst other, tidy content. Most importantly, documents should connect to their respected expenditure and the respected budget heading.

Documents relevant to the BR shall be submitted to the First Level Control unit in line with the User manual provided above. All documents by which beneficiaries report expenditures (invoices, pay slips, travel calculation etc.) should have an indication referring to the relevant project containing the project name, project ID and project acronym.

Exceptionally, documents regarding tenders with a value above the 20,000 EUR threshold shall be also submitted in hard copy to the FLC unit. The address of the FLC unit can be found via the following link: <http://www.cfcu.gov.rs/kontakt.php>.

In case more than several documents are being uploaded to a specific invoice or such, it is highly advisable to zip all the documents and upload the zipped file.

Beneficiaries should bear in mind that the maximum size for the upload of documents is 30Mb.

A detailed guide for naming files and folders can be found as part of the FLC presentation named "Osnovna pravila izvestavanja". This presentation can be found on the programme website, in the download section under the tab named "Seminar for Serbian Beneficiaries – Presentations" of 23. March 2018.

(<http://www.interreg-ipa-husrb.com/en/downloads-menu/seminar-for-serbian-beneficiaries-presentations/>)



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