



HELLENIC REPUBLIC
MINISTRY OF
DEVELOPMENT AND INVESTMENTS

GENERAL SECRETARIAT FOR PUBLIC INVESTMENTS & NSRF

NATIONAL COORDINATION UNIT
SPECIAL SERVICE FOR THE MONITORING INFORMATION SYSTEM

P2.2.2.2 ELECTRONIC MANAGEMENT SYSTEM FOR THE NSRF PROGRAMMES AND PROJECTS

***Implementation of the Monitoring Information System (MIS) in compliance
with the requirements of the Programming Period 2014 -2020***

USER MANUAL CONTROLS ON-THE-SPORT VERIFICATIONS / CONTROLS

Version: 01.00



European Union

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Greece and the European Union



User Manual
Controls
On-the-spot Verifications / Controls

HISTORY CHANGE		
Version	Date	Change justification
01.00	18/11/2019	ETC Programme Version

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1. ON-THE-SPOT VERIFICATIONS / CHECKS

1.1 Introduction

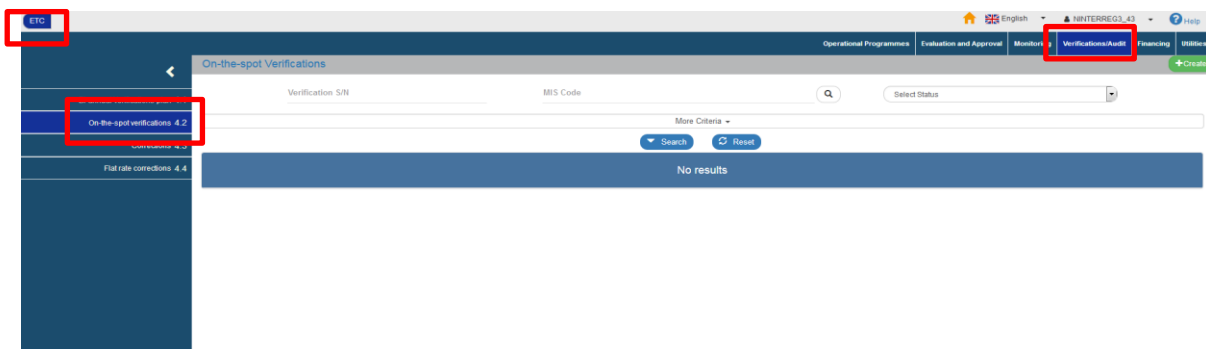
This guide was drafted within the framework of the contract "Implementation of the Monitoring Information System (MIS)" in compliance with the requirements of the Programming Period 2014-2020.

The objective of the guide is to help users become familiar with the Monitoring Information System (MIS) of the Ministry of Development and Investment and the actions they need to follow in order to record the on-the-spot verifications conducted by the Managing Authorities, the inspections of the Certification Authorities, the Checks of the Control Authority and the Checks of the European and other National Authorities.

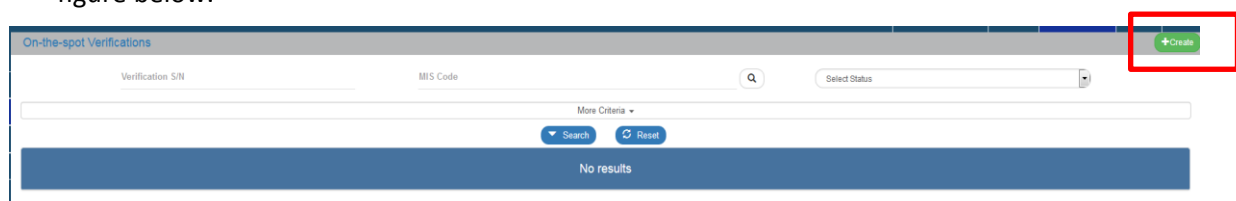
1.2 Generate a Preliminary Verification Report

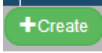
The On-the-spot Verifications consist of two categories of version, Version 1.0 for the Preliminary Report and Version 2.0 for the Final one. The Check/Verification S/N is the same in both versions and each version has its own ID.

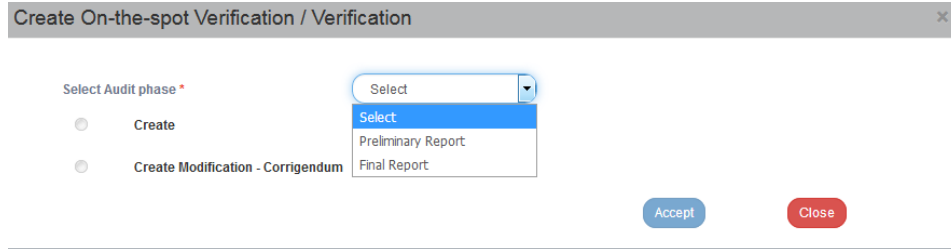
1. Enter the Project and Program Management System, (see Section 2.1 of the "Application Interface" manual).
2. From the Main Menu of the Project and Program Management System select the path: ETC → Verifications/Audit → On-the-spot verifications (section 4.2).



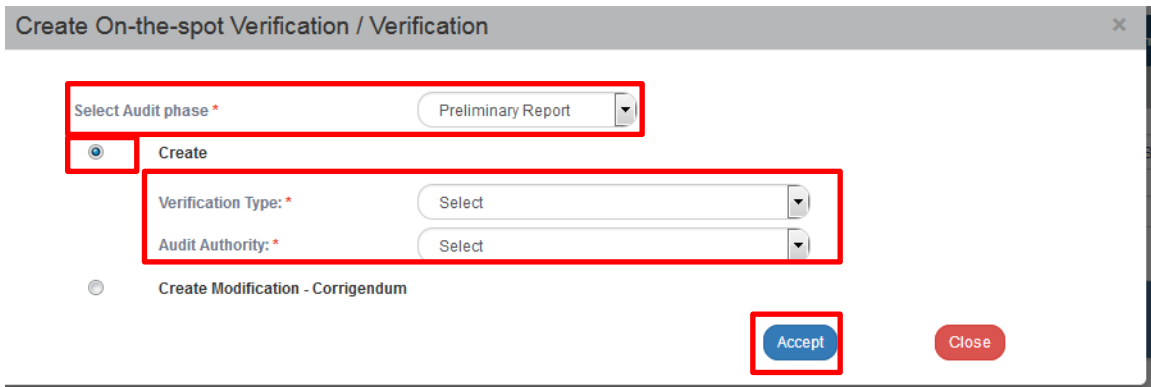
3. On the interface appears the search screen of the On-the-spot verifications, as shown on the figure below.



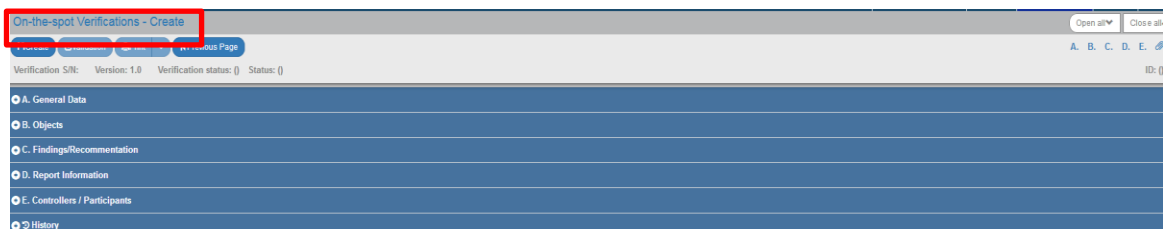
4. Select .
5. A pop-up window appears with a mandatory field "Select Audit Phase" with the values "Preliminary" and "Final Report":



6. By selecting the value "Preliminary Report" the options "Create" and "Create Modification-Corrigendum" are activated. By selecting "Create" the mandatory fields "Verification Type" and "Audit Authority" appear. The user selects from the lists the desired values for these two fields and finally selects "Accept".



7. The types of Checks for the On-the-spot verifications of Interreg Projects are the ones related to the checklists of the Project and Program Management System and are the following:
For the "Verification Type" **select always "104. ETC On-the-spot Verification"** and for the "Audit Authority" **select "Managing Authority"**.
8. The system activates the screen entitled "On-the-spot Verifications - Create", as shown on the following Picture.



9. The system updates the fields of section "A. General Data" using the data from the generation window and pre-completes the code of the "Created By" and the "Version Type":

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10. To save the Preliminary Report, fill in the following mandatory data:

1. **Accounting Period (it concerns the previous semester from which the “on-the-spot” verification” takes place), Start Date of Verification and Check Start Date of Verification under section "A. General Data"**

2. Of at least one entry on the table of section "B. Objects"



If the user chooses “Create” for the first save without having filled in the mandatory fields, the system does not allow him to save.



Note: Section 2.5.1 of the “Application interface” manual presents in detail the way of adding, editing and deleting data on a table of the application.




Note: In field “Verification Plan S/N” the controller **must** enter the number of planning of the On-the-spot verification, only if this is described in the approved Management and Control System of the Programme. In this case, the number in question will be sent to the controller by the relevant National Authority, following a relevant communication.



Note: Accounting years (periods):

- 1st. From 1-7-2014 to 30-6-2015
- 2nd. From 1-7-2015 to 30-6-2016
- 3rd. From 1-7-2016 to 30-6-2017
- 4th. From 1-7-2017 to 30-6-2018
- 5th. From 1-7-2018 to 30-6-2019
- 6th. From 1-7-2019 to 30-6-2020
- 7th. From 1-7-2020 to 30-6-2021
- 8th. From 1-7-2021 to 30-6-2022

11. By selecting , the following pop-up window appears. The user selects "Object Type" with the value "MIS/Beneficiary". After completing the mandatory field "Object Type" the search lens button of the field "Object" is activated, showing values relevant to the selected "Object Type" e.g. for Sub-project the 'MIS/sn of the sub-project' '5001485/2'. He selects the relevant MIS/beneficiary and selects the check box "Primary" which is mostly related to the checked object. Finally, he selects "Accept", where the system introduces the data on the table and "clears" the window fields for the next entry. By choosing "Close", the pop-up window closes.

Fill in the MIS and press the lens to select from the list.


12. Select  from the tool bar.

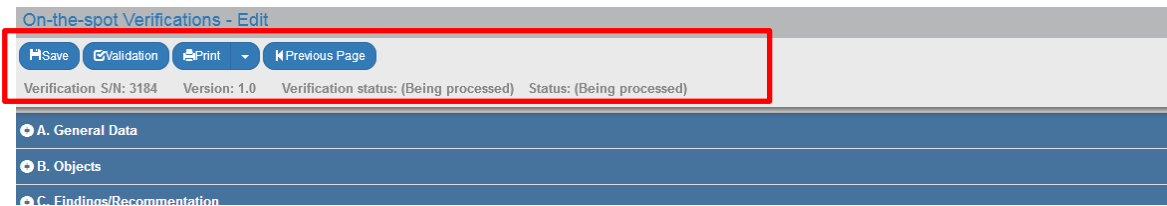
13. The create message appears. Select "OK" to close the message and return to the screen.




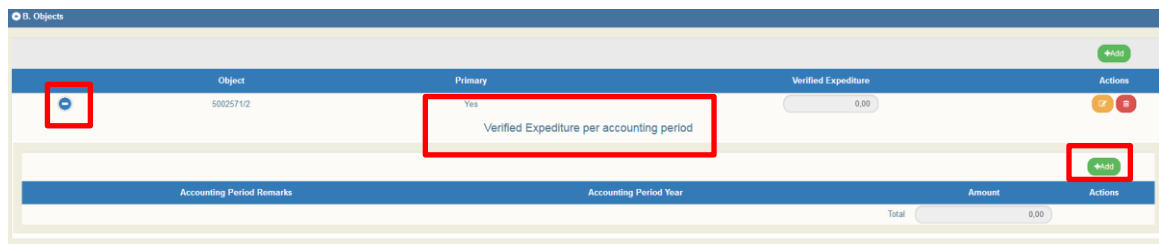
The system attributes a unique s/n to the verification, Version/Sub-version 1.0, Check Status "Being processed" and unique identification number (id).


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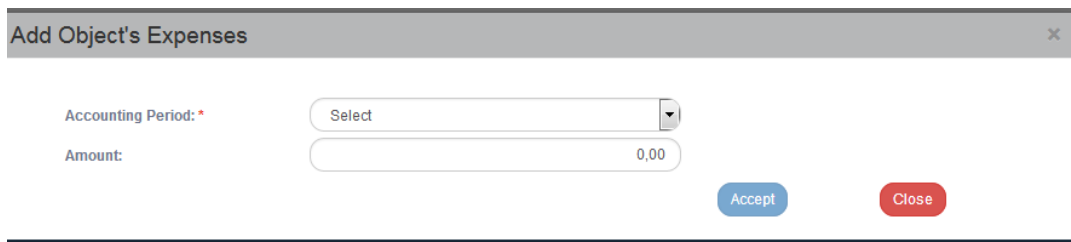
The screen changes from "On-the-spot verifications - Create" to "On-the-spot verifications/ Edit" and the option "Create" is replaced by 



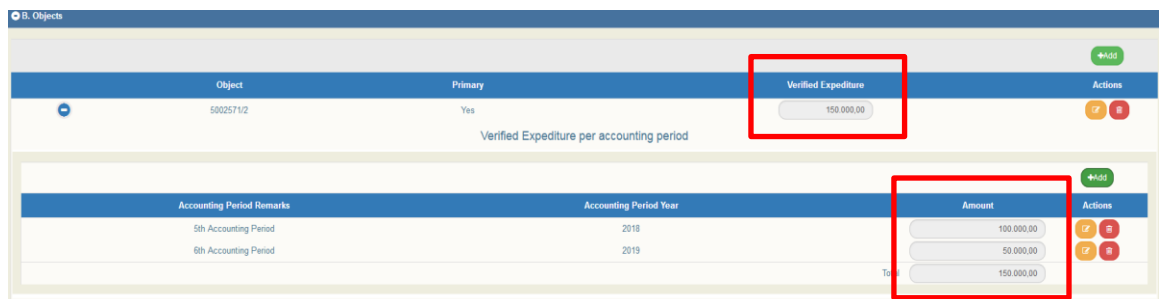
14. Fill in the other Objects (if any) to the table of Section "B. Objects". For every Object that has been entered, by clicking on  a sub-table "Verified expenditure per accounting period" is appeared.



The user selects  on the sub-table and the following pop-window appears, where the user fills in the Accounting Period and the corresponding Amounts verified in each one of them.





He follows the same steps for all subjects and expenses verified per Accounting Period and their totals appear on the Subject table.

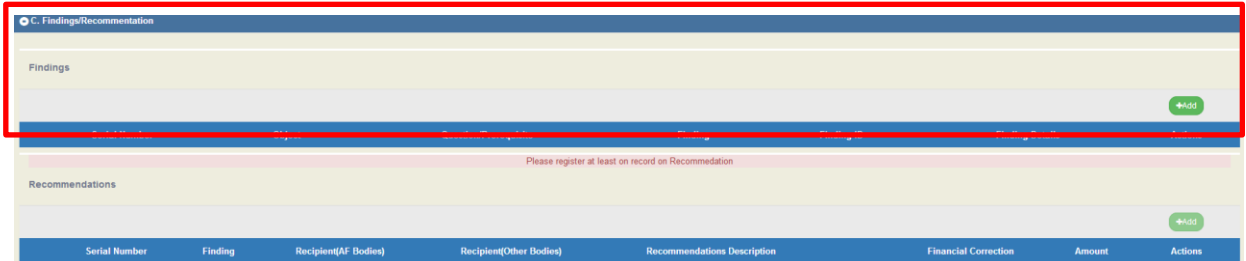



On the sub-table "Expenses verified per Accounting Period", the user makes an entry even if the verified expenses are zero i.e. in case that the On-the-spot Verification is held to verify the physical subject.


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 After completing this section, the user clicks on  from the tool bar and moves on to the next sections. It is suggested to the user to "Save" after completing each section.

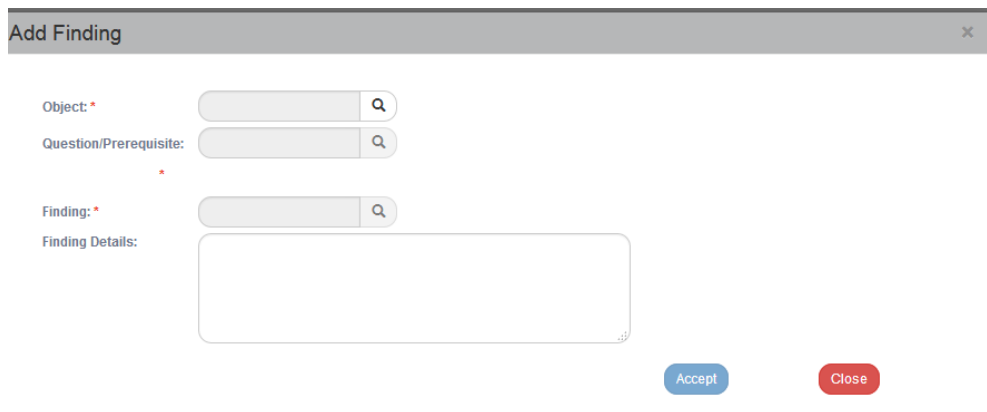
15. Completing the table "Findings" on Section "C. Findings/Recommendation".





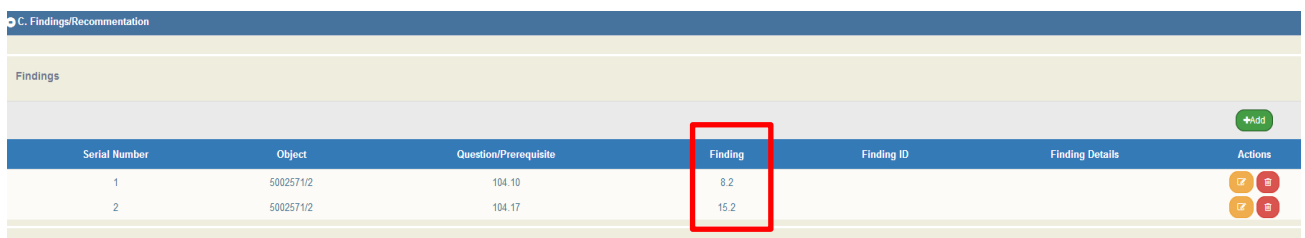
 The table "Recommendations" is activated after entering a Finding, as shown on the warning message *"Please, make at least one entry under Findings"*.




16. By selecting  on the Finding table, the following pop-up window where the user selects/completes:

- "Object": the Object (MIS/beneficiary) that were entered under section B.
- "Question/Prerequisite": The questions are related to the type of check and result from the corresponding lists of the Management and Control System (MCS)
- "Finding": The findings are codified based on the list sent by the EU.
- "Finding Details": The user describes the finding.



 Select  from the tool bar. The system attributes a unique id number to each finding.



Serial Number	Object	Question/Prerequisite	Finding	Finding ID	Finding Details	Actions
1	5002571/2	104.10	8.2			 
2	5002571/2	104.17	15.2			 

17. Complete the "Recommendations" table under section "C. Findings/Recommendation".

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Serial Number	Object	Question/Prerequisite	Finding	Finding ID	Finding Details	Actions
1	5802571/2	104.10	8.2			
2	5802571/2	104.17	15.2			

Serial Number	Finding	Recipient(AF Bodies)	Recipient(Other Bodies)	Recommendations Description	Financial Correction	Amount	Actions



Note that one finding may be associated with many Recommendations.

18. By selecting on the table of Recommendations, the following pop-up window appears, where the user selects/completes:

- "Finding": The finding entered on the finding table appear
- "Recipient": This field is mandatory. The recipient of the recommendation may be the Beneficiary of the project or the sub-project, the Managing Authority (e.g. for issuing the financial correction) or a third stakeholder.
- "Description of recommendation": Complete this field as it results from the Preliminary Report of the On-the-spot Verification. Then, after a recommendation goes through the stage of the Objections leading to a new description in the Final Report, the description will be adjusted accordingly.
- "Compliance Deadline": In the initial entry of the Check (Provisional Report), filling in this field is not mandatory. It becomes mandatory at the Stage of the Final Check Stage.
- "Financial Correction": Pop-up list with options YES & NO. In case there is a Financial Correction, the user selects YES.

Add Recommendation ✕

Finding: *

Recipient(AF Bodies): *

Recipient(Other Bodies): *

Recommendations

Description:

Compliance Deadline:


Financial Correction:

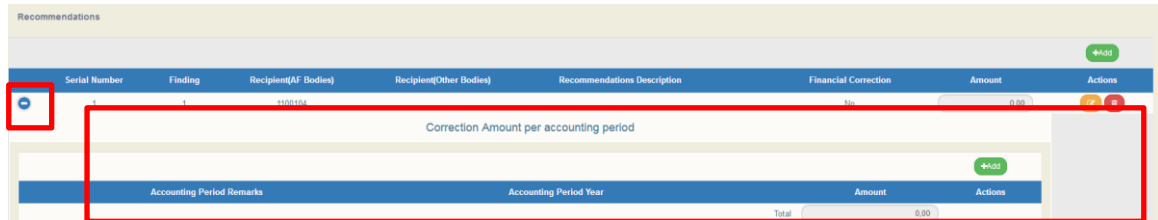
Amount:




Note: In the "Description of Recommendation", in case there is a correction, the controller must enter detailed description about the recommendation and "associate" it with a specific correlation, category of expenditure and deliverable of a specific Table of Expenditure (ToE) (e.g. on ToE with id 58432, a 1,000 € must be corrected from the correlation with id 2456253, for the category of expenditure 'staff' and the deliverable 3.3). This detailed information will help the JS to make the financial correction through the MIS.

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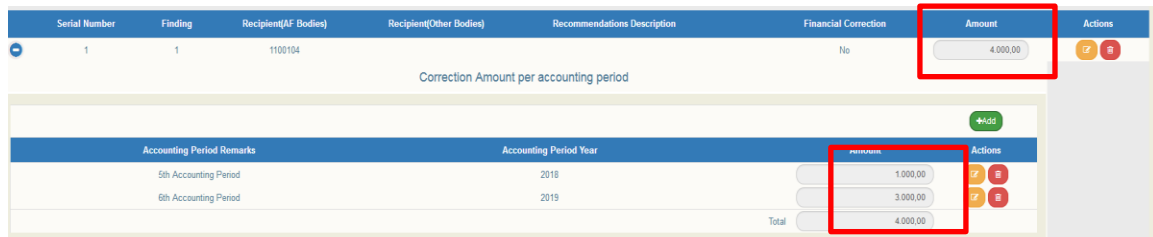
19. Complete the other Recommendations (if any). In each recommendation entered with a FINANCIAL CORRECTION, by clicking on , the sub-table entitled "Correction amount per accounting year".





The user selects  on the sub-table and the following pop-up window appears where the user completes the Accounting period and the corresponding Correction Amount:




He follows the same procedure for all Recommendations for the amounts per Accounting period and their totals appear on the Table of Recommendations.



 If the recommendation concerns expenses that have not been submitted to the MIS, no Correction is needed. The recommendation must describe what cut is required in the future ToE, select 'NO' in the correction and do not introduce an Amount. The same finding must be entered again by the controller at the administrative verification of the ToE where he will cut back the amount.

 **If the recommendation's recipient is the Beneficiary and sets a compliance deadline, the recommendation cannot include a correction proposal.**

 If the recommendation is related to actions that should be taken by the MA/JS of a specific correction on recorded and future expenses (therefore a financial correction will be recorded), the user selects YES on the correction field and fills in the amount for which a financial correction will be submitted.

20. Fill in the fields in section "D. Report Information". In the relevant section, enter the text fields of the Final Verification Report according to the template of the Management and Control System. The completion of the quantitative Data is not mandatory. **The "Audit Authority Serial Number" is completed ONLY in case that the On-the-spot Verification is held following a relevant recommendation by the Audit Authority.**

In fact, the controller completes the following fields on the screen:

"Project Scope": description of findings in relation to the physical object (the implementation of the physical object in compliance with the funding contract and the legal commitments is confirmed. Any problems or discrepancies are reported).

"Financial subject": Description of the financial object (1. The existence and accuracy of the original supporting documents and the maintenance of a separate accounting account 2. It is controlled whether net income has been generated during the implementation period that would reduce the eligible expenditure according to the provisions of Art. 61(3) and 65(8) of the Code 1303/13).

"Timetable": Description of the timeline (It is being controlled if the project is implemented within the project timetable as presented on the approved application form).

"Observance of publicity rules": Description of the publicity rules to be observed (the observance of the publicity rules is verified and justified accordingly (taking pictures of the necessary signs that have been posted etc) and it is being examined in accordance with the relevant field of the application form and the programme's publicity Guide).

"Beneficiary compliance to other audits": Compliance with the recommendations of previous On-the-spot inspections and controls of control bodies (Certification Authority, Control Authority, EU (the measures taken by the beneficiary following recommendations of the Managing Authority and other control bodies which are pending is stated).

"Comments ": Comments/remarks by the controller.

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D. Report Information

Additional information submission date:

Corrigendum Date:

Audit Authority Serial Number:

Corrigendum Data:

Project scope:

Financial subject:

Timetable:

Observance of publicity rules:

Beneficiary compliance to other audits:


Comments:

21. Fill in the table in section "E. Controllers/Participants".

On the same table, enter the controllers (the data of the controller that participated in the On-the-spot Verification) and the Participants (the data of the Beneficiary's representatives).

E. Controllers / Participants

Surname	Name	Telephone	Email	MA/IB Unit	Expert	Role	Service/Body	Controllers / Participants	Actions
---------	------	-----------	-------	------------	--------	------	--------------	----------------------------	---------

22. By selecting  of table, the following pop-up window appears. The user completes automatically the data of the Controller/Participant using the lens of the field "Select" or types them. Then he selects one of the two roles from the mandatory field "Controllers/Participants".

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The screenshot shows a web form titled "Add Controllers/Participants". At the top, there is a search bar with the text "Select:" and a magnifying glass icon. Below the search bar are several input fields: Surname*, Name*, Telephone, Email, MA/IB Unit, Expert, Role, and Service/Body. At the bottom of the form, there is a dropdown menu labeled "Controllers / Participants *". The dropdown menu is open, showing three options: "Select", "Auditor / Controller", and "Participant". The "Participant" option is highlighted in blue. To the right of the dropdown menu are two buttons: "Accept" (blue) and "Close" (red).

23. Complete the section "Attachments" according to the instructions under the section 2.5.2 of the manual "Application Interface". **The attachments concern the accompanying material of the report. The controller must attach the verification control checklist, duly signed, selecting the "check list" choice. Without this choice the system, during the "validation" will appears an "error" message.**

The screenshot shows two parts of the application. The top part is a table titled "Attachments (0)". The table has columns: SN, Attachment category, File Name - Description, Origin, Valid, File Size (MB), Date of upload, and Actions. The table is empty, showing "No data available in table". The bottom part is a form titled "Edit Attachment". The form has two steps: Step 1: Select the file on your computer that you want to attach. Step 2: Select the category of the document (file). The dropdown menu for Step 2 is open, showing four options: "On the Spot Verification Preliminary Report", "On the Spot Verification Final Report", "Checklist", and "Other documents". The "Checklist" option is highlighted. Below the dropdown menu are input fields for "Comments", "Origin", and "Statement of non-attachment". There are "Accept" and "Close" buttons at the bottom right.

24. The section "History" presents the history of the report changes.

Date and Time	Bulletin Status	User Name	Comments	Email Recipients
28-01-2020 12:07	Strong processed	MINTERREG3_43	A new Record has been created with code 5826	—

25. Select  from the tool bar and a message of successful editing appears. Select "OK" to close the message and return to the screen.


26. Select  from the tool bar.



The system performs validation controls and displays a pop-up window with any errors – warnings. The user must make the necessary corrections in order to allow the finalization of the report.






Section 2.5.4 of the "Application Interface" manual describes in detail the validation.


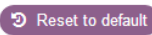
27. Select  from the tool bar with the possibility to print in pdf or doc format the document "On-the-spot verification report". The On-the-spot Verifications displays the option "Document Info", which are filled in by fields of the report and tables of the database and are parametric per MA and Type of Document. Therefore, the user has the possibility, when he has the same data e.g. "Internal Distribution" to display their data pre-completed in order not to have to complete them every time he prints the produced document.


Document Info ✕


Consignor (Ministry)	<input type="text"/>	Τα Γενικά Στοιχεία έχουν παραχθεί από το σύστημα	
Sender (Address)	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ Τοχ. Διατμ. ΛΕΩΝ ΓΕΩΡΓΙΚΗΣ ΣΧΟΛΗΣ 65 ΠΥΛΙΑ ΑΣΣΟΛΗΣ, 57001 Τηλ: 2310469852 Fax: 2310469602	To	<input type="text" value="Πίνακας Αποδεκτών"/>
Position of Final Signatory	<input type="text" value="Θέση υπογράφοντα"/>	Final Signatory Name	<input type="text" value="Ονοματεπώνυμο υπογράφοντα"/>
Attachments	<input type="text"/>		
Notification	<input type="text"/>		
Internal Distribution	<input type="text"/>		
Acceptance table	1. ΑΠΟΚΕΝΤΡΩΜΕΝΗ ΔΙΟΙΚΗΣΗ ΗΠΕΙΡΟΥΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ 2. FONDAZIONE CENTRO EURO-MEDITERRANEO SUI CAMBIAMENTI CLIMATICI		

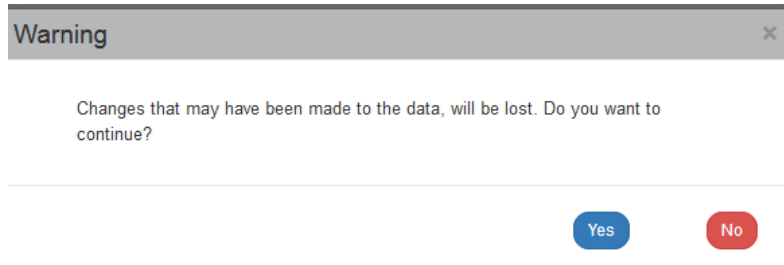

 



The user can enter and correct the data and save  the changes and retrieve the original data using the option .

28. Select  from the tool bar to go back to the search screen.

29.  If the user selects “Previous Page”, the system displays the following warning message:

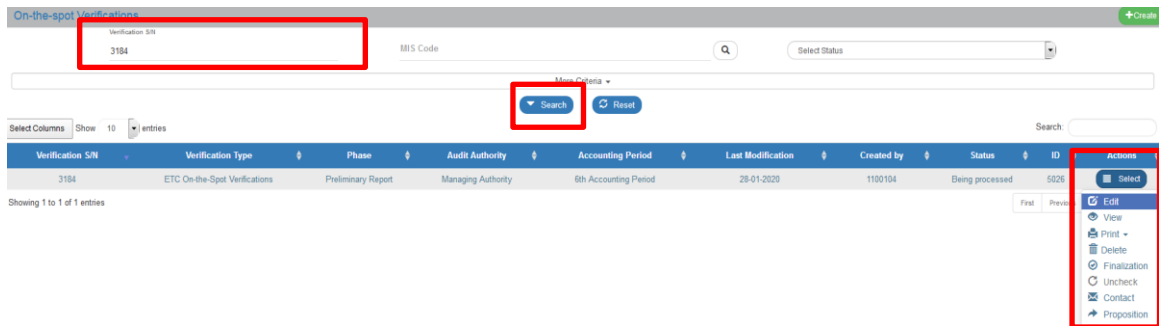


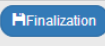
If the user has entered data and does not wish to save them, he clicks on “Yes” to return to the search screen. Otherwise, he chooses “No”, saves, chooses “Previous page” and clicks on “Yes”.

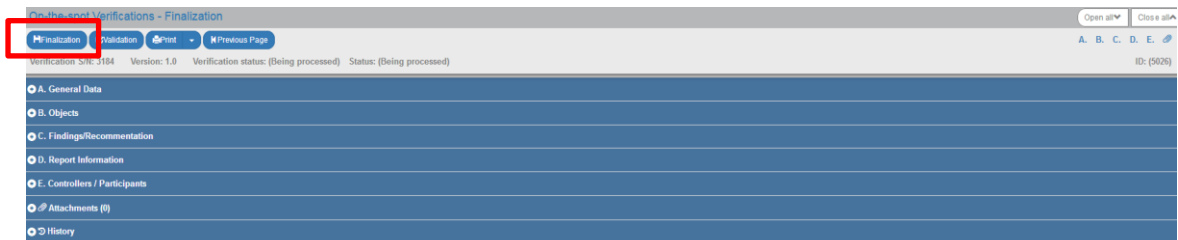
1.3 Finalization of a Preliminary Verification Report

To “Finalize” a Preliminary Report, the user follows the following steps:

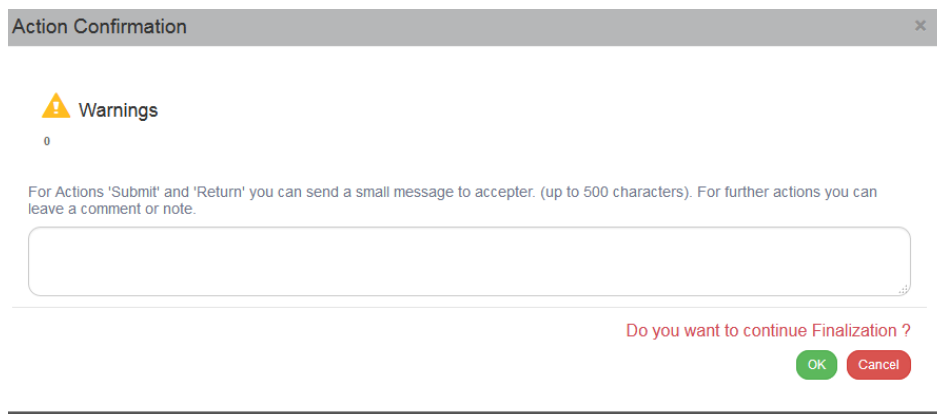
1. A search menu appears on the interface and the User makes a search of the Report and selects the “Finalization” action on the table of Search results.



2. The system displays the screen entitled “On-the-spot Verifications - Finalization”, as shown on the following picture. The user selects  from the tool bar.



3. A pop-up window appears with a field for comments or remarks about the finalization and the user selects “OK”:



4. A generate message appears. Select “OK” to close the message and return to the screen where:
 1. The Status changes from “Being processed” to “Preliminary Check Report” and the Report status changes from “Being Processed” to “Final”.
 2. The screen from “On-the-spot Verifications - Finalization” changes to “On-the-spot Verifications -View” and the option “Finalization” is replaced by the disabled option







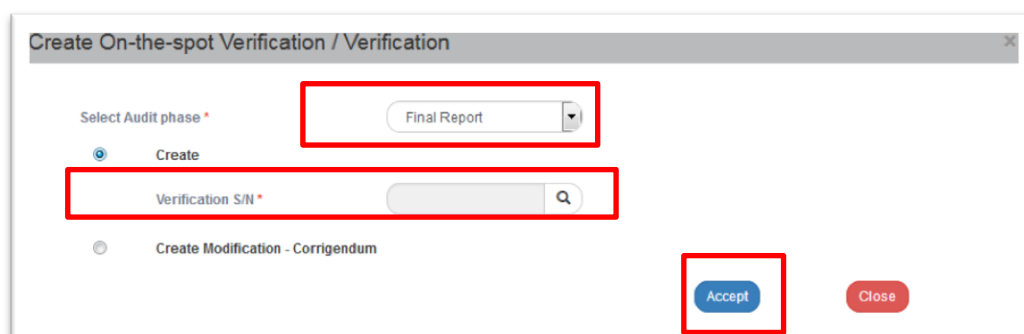
ATTENTION: The (On-the-spot) Verification Preliminary Report and the Preliminary Checklist and any other documents concern the On-the-spot verification, **should be sent to the beneficiary through the option “Contact” (or via e-mail if the relevant option is not activated yet)**. The beneficiary can submit any objections to the controller (according to the National institutional framework and within the deadline set out in the Management and Control System of each Programme) by email. The controller examines the beneficiary’s objections and moves on to the next stage i.e. “Generate a Final Report” as described below.

1.4 Generate a Final Verification Report

Generating a Final Verification Report requires the existence of a finalized Preliminary Report.

When there are Findings/Recommendations, the process for entering a Final Verification Report is as follows:

1. By following the steps 1 to 5 described in par. 1.2 herein and by selecting  on the pop-up window, the user selects the value “Final Report”, selects the radio button “Create” and the mandatory field “Verification S/N”, where the user through the lens  selects the “Audit S/N”. Finally, he selects “Accept”.

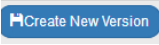


2. The system activates the screen entitled “On-the-spot Verifications – Create a New Version”, as shown on the following picture copying the data of the selected Preliminary Report.

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



The system displays the same “Verification S/N” and the “Temporary Checklist Report” verification status, increases the Version by one unit, from 1.0 to 2.0. The Report Status and the unique identification number (id) will be attributed through the option “Create New Version”. Finally it clears the Protocol Details (number and date).

3. Select  from the tool bar.



The system attributes the “Being Processed” status to the report and a unique identification number (id).

The screen “On-the-spot Verifications– Create New Version” changes to the screen entitled “On-the-spot Verifications - Edit” and the option “Create a new version” is replaced by .

4. To enter the Objections, the user moves to section “C. Findings/Recommendations” and on the Table of Recommendations. He selects “Edit”  in the recommendation for which objections were raised and the pop-up window appears displaying three new fields:

- (1) “Objections submission “: enter the reference number of the document which contained the beneficiary’s objections. The document will be attached to the attachments.
- (2) “Objection examination“: The Controller’s evaluation is registered
- (3) “Objectio result“: One of the relevant values on the list is selected:
- (4) “Compliance deadline“: Fill in the (4) compliance deadline of the recipient of the recommendation in case it had not been completed in the Preliminary Report.



By selecting “Discard” or “Partial accept“, the recommendation must be monitored to ensure its compliance. When the user selects “Accept” or “Compliance“, the recommendation does not need any further monitoring.

The user completes the above fields and selects “Accept“.

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Edit Recommendation
✕

Finding: * Other ineligible expenditure

Recipient(AF Bodies): * CHAMBER OF IOANNINA

Recipient(Other Bodies): *

Recommendations ⌵

The amount of 89,69 must be deducted in Deliverable 1.2. The total certified amount after the reduction for Del. 1.2/ staff costs should be 1.091,69.

The amount of 170,44 must be deducted in Deliverable 1.3. The total certified amount after the

Description:

Objections Submission:

Objections Examination:

Objections Result:

Compliance Deadline:

Financial Correction:

Amount:

The total certified amount after the reduction for Del. 1.3/ office& administration should be 65,99. Total

We repeat the same steps for the following recommendation for which objections were raised.



ATTENTION: If accepting the objections implies a change in the correction amount, the controller can proceed to its adjustment.




ATTENTION: In case there were objections by the beneficiary, the controller must attach to the screen the beneficiary's relevant document as well as its justification for accepting or rejecting the beneficiary's objections.

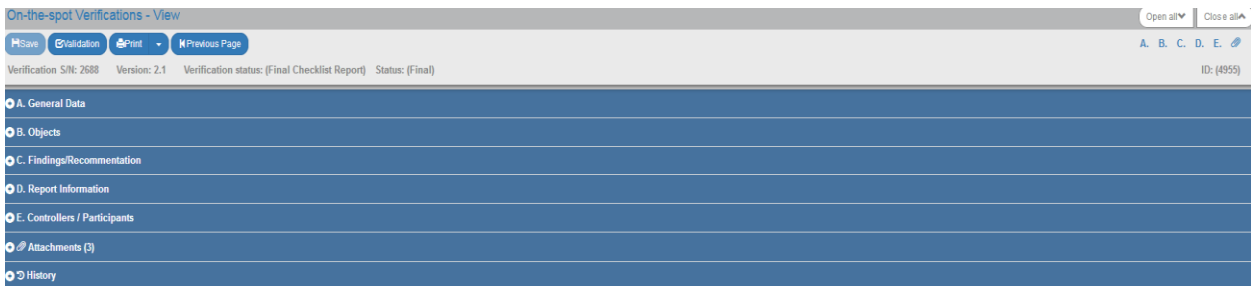
Serial Number	Finding	Recipient(AF Bodies)	Recipient(Other Bodies)	Recommendations Description	Objections Submission	Objections Examination	Financial Correction	Amount	Actions
1	6400	5040030		The amount of 89,69 must be deducted in Deliverable 1.2. The total certified amount after the reduction for Del. 1.2/ staff costs should be 1.091,69. The amount of 170,44 must be deducted in Deliverable 1.3. The total certified amount after the reduction for Del. 1.3/ staff costs should be 446,62. Total ineligible amount in budget category: 260,13. MAUS should insert the financial correction in the MIS.	Yes	No	Yes	260,13	🔄 ⚠️ 🛑
2	6398	5040030		The amount of 13,16 must be deducted in Deliverable 1.2. The total certified amount after the reduction for Del. 1.2/ office& administration should be 160,15. The amount of 25,57 must be deducted in Deliverable 1.3. The total certified amount after the reduction for Del. 1.3/ office& administration should be 66,39. Total ineligible amount in budget category: 38,73. MAUS should insert the financial correction in the MIS.	Yes	No	Yes	38,73	🔄 ⚠️ 🛑
3	6399	5040030		A correction must be made in budget category Travel & accommodation for the amounts of 252,16, 89,89, 218,00 and 200,00 which were verified under Deliverable 1.4, whereas the actual purpose of the travel was under Deliverable 1.3 (project meetings). MAUS should make the appropriate modification in the MIS but no financial correction is needed.	No	No	No	0,00	🔄 ⚠️ 🛑

5. The user follows the steps described in unit 1.2 for completing the Protocol Data of the Final Report (in order to be allowed to finalize the report), Save, Validate, Print and Return to the search screen.
6. Finally, he attaches the final "Verification control checklist" duly signed.

1.5 Finalization of the Final Verification Report

To “Finalize” a Final Report, the user follows the steps described in section 1.3 selecting at the Check Stage the value “Final Report” with the following results:



1. The Status changes from “Preliminary Report” to “Final Report” and the Report’s Status changes from “Being Processed” to “Final”.
2. The screen changes from “On-the-spot Verifications - Finalization” to “On-the-spot Verifications/ View” and the option “Finalization” is replaced by the disabled option .

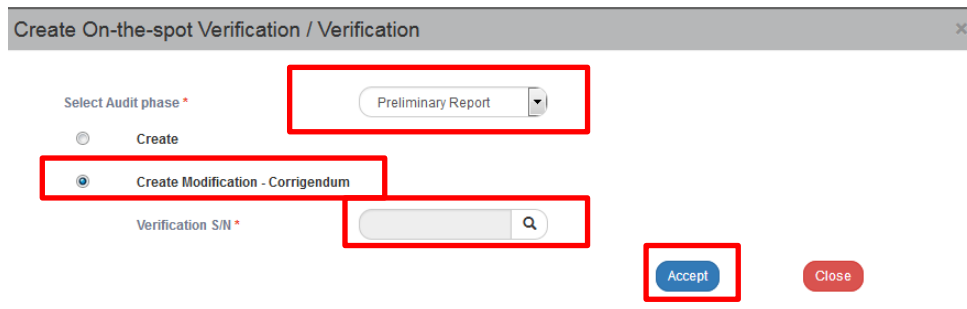


1.6 Generate a Corrected version

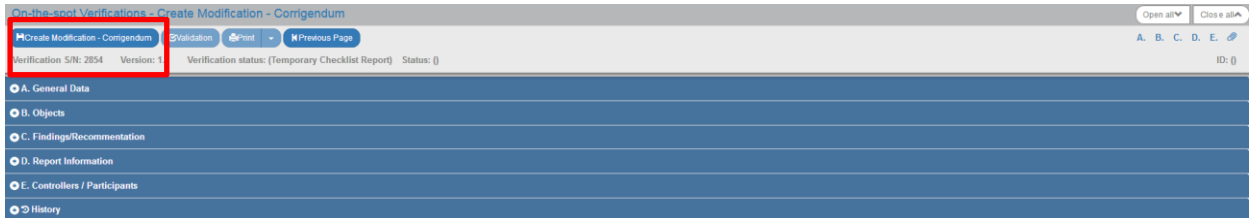
1.6.1 Generate a Corrected Version of a Preliminary Report

For the Corrected Repetition of a Preliminary Report, on the one hand, the Preliminary Report must have been finalized and there must not be a finalized Final Verification Report. When generating a Corrected Version of the Preliminary Report, the sub-version of the report changes from 1.0 to 1.1.


1. By following the steps 1 to 5 described under par. 1.2 herein and selecting  on the pop-up window, the user selects the value "Preliminary Report", he selects the radio button "Create Modification - Corrigendum" and the mandatory field "Verification S/N" appears, where the user, using the lens  selects the "Audit S/N". Finally, he selects "Accept".



- The system activates the screen "On-the-spot verifications - Create Modification – Corrigendum", as shown on the following picture copying the data of the selected Preliminary Report.




The system displays the same "Verification S/N" and the check status "Preliminary Report", increases the Sub-version by one unit, from 1.0 to 1.1. The Report Status and the unique identification number (id) will be attributed by selecting "Create Modification – Corrigendum".

- Select  from the tool bar.



The system attributes the Report Status "Being processed" and a unique identification number (id).

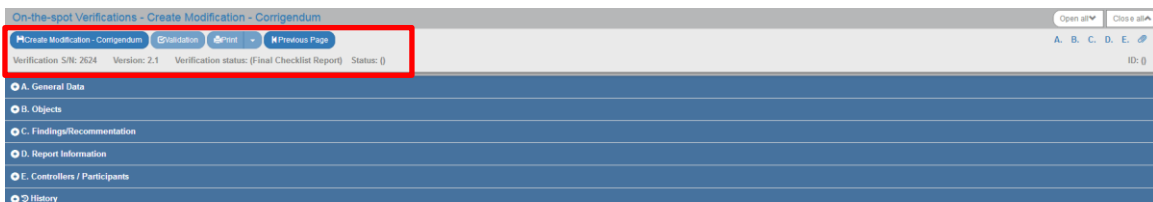
The screen changes from "On-the-spot Verifications – Create Modification – Corrigendum" to a screen entitled "On-the-spot Verifications - Processing" and the option "Generate a Corrected Version" is replaced by .

- The user can edit the desired fields in the new sub-version of the Preliminary Check Report.
- The user follows the steps described under section 1.2 to Save, Validate, Print and Return on the search screen.
- The user follows the steps described under section 1.3 to Finalize the report.

1.6.2 Generate a Corrected Version of a Final Report

A Final Verification Report needs to be finalized before a Corrected Version can be generated. When a Corrected Version of the Final Report is created, the sub-version of the report changes from 2.0 to 2.1.

- The user follows the first step described under Section 1.7.1 selecting the Check Stage and the value "Final Report".
- The screen "On-the-spot Verifications – Create Modification – Corrigendum" is activated as shown on the following screen copying the data of the selected Final Report.






The system displays the same "Verification S/N" and the check status "Final Report", increases the sub-version by one unit, from 2.0 to 2.1. The Report States and the unique identification number (id) will be attributed with the option "Create Modification – Corrigendum".

3. Select  from the tool bar.



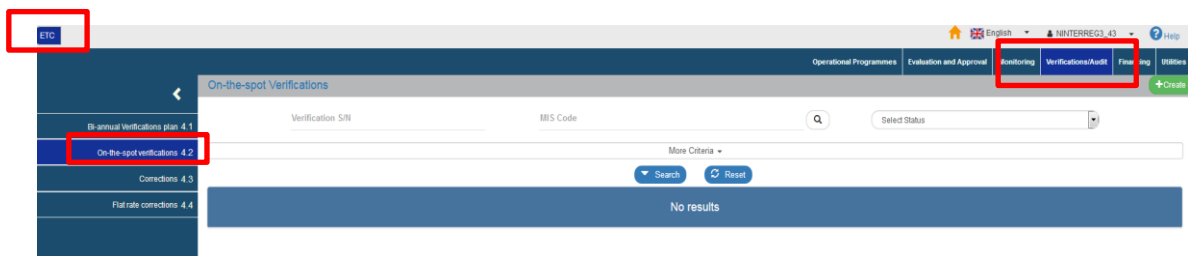
The system attributes the Report Status "Being Processed" and a unique identification number (id).

The screen from "On-the-spot Verifications – Create Modification – Corrigendum" changes to the screen entitled "On-the-spot Verifications - Processing" and the option " Create Modification – Corrigendum" is replaced by the .

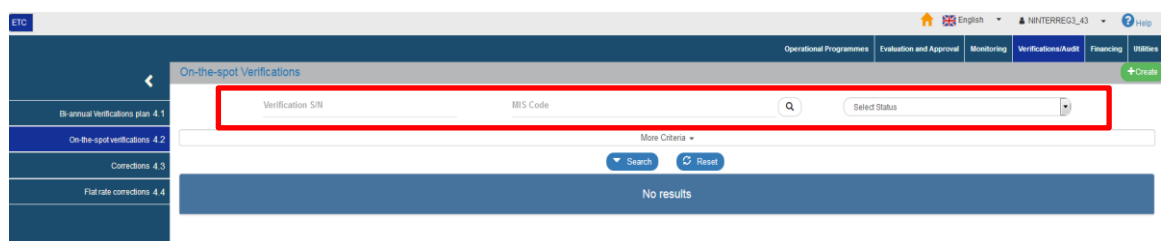
4. The user can edit the desired fields in the new sub-version of the Final Verification Report.
5. The user follows the steps described under section 1.2 to Save, Validate, Print and Return on the search screen.
6. The user follows the steps described under section 1.5 to Finalize the report.

1.7 Search On-the-spot Verification

1. Enter the Project and Program Management System (see Section 2.1 of the "Application interface" manual).
2. From the Main Menu of the Project and Program Management System, he selects the path: ETC → Verification/Audit → (3) On-the-spot Verifications (section 4.2).




3. On the interface, the search screen of the On-the-Spot Verifications appears, as shown on the following figure.



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4. The "main" search criteria are the following:

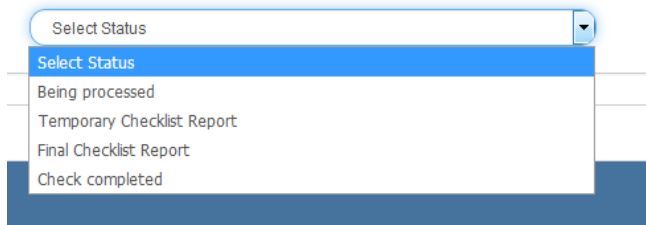
- Veriification SN: Numeric Field
- MIS Code: Numeric field (list of values from lens search button)

In the field "MIS Code", the user has the possibility either to type the desired value or choose the "search lens"  to search and select a value from a list of values:

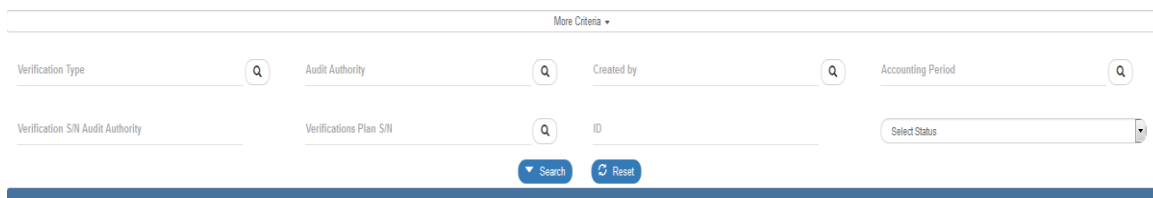


Project Code (MIS)	Title	Status
5000000	Οριζόντιες Διαρθρώσεις	
5000601	Technical Assistance of the INTERREG V-A GREECE-BULGARIA 2014-2020 Cooperation Programme GREECE	
5001106	Τεχνική Βοήθεια Ελλάδα-Κύπρος 2014-2020	
5001248	BalkanMed Technical Assistance - Transnational managerial expenses	
5001767	Technical Assistance of the Cooperation Programme INTERREG V-A GREECE-ITALY 2014-2020	
5002511	Technical Assistance of Interreg IPA Cross-border Cooperation Programme "Greece-Albania 2014-2020" a/a 2	
5002571	Operational Fire Danger prevention p/Alform 2.	
5002638	E-government services and tools from regional governments and regional development bodies to support and coordinate the regional research and innovation capital	
5002718	Development and valorisation of port museums as natural and cultural heritage sites	
5002747	Technical Assistance of IPA CBC Greece - the Former Yugoslav Republic Of Macedonia Programme 2014-2020	

- Select Status: Pop-up list with the following values:

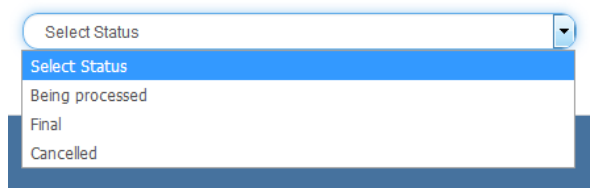


5. The "More Criteria" search criteria appear by selecting "More Criteria" and are the following:



- Verification Type: Numeric field (list of values from lens search button)
- Audit Authority: Numeric field (list of values from lens search button)
- Created By: Numeric field (list of values from lens search button)
- Accounting Period: Numeric field (list of values from lens search button)
- Verification S/N Audit Authority: Alphanumeric field
- Verification Plan S/N: Numeric field (list of values from lens search button)
- ID: Numeric field
- Select Status: Pop-up list with the following values:







6. The user makes the search.




Note: Section 2.3 of the "Application Interface" manual presents the search screen operation which is common for all System Functions.

1.8 On-the-spot Verification Actions

The following table describes all the actions that appear on the pop-up list of the "Actions" column on the Table of Results of the search menu depending on the Report status and the User's rights/competences.

ACTION	INTERPRETATION
 Edit	The Edit action allows the user to recover the Report in order to enter and edit data. After completing the create actions (New Report, New Version or Copy) the title on the screen changes to Edit.
 View	The View key allows the User to recover and view a Report without the possibility of entering and/or editing its data. After performing the Submit, Discard, Cancel, Return, Finalize and Undo actions, the Report status changes from Create to View.
 Print ▾	It allows the User to Print in pdf or doc format.
 Delete	The Delete action deletes permanently a Report from the system. After clicking on Delete, the User is taken to the screen search to search for a Report. Deleting a Report is only possible when it is in "Under Submission" status or when it "Being Processed" and meets some requirements e.g. has not been submitted, returned etc.
 Finalization	Through the Finalization, the User performs the check of the Report.
 Uncheck	Through the 'Uncheck Report' action (only for the Managing Authority/Intermediate Body), it is possible to undo finalization (uncheck) in a Finalized Table which changes status to "Being processed". Unchecking a Report is only possible for Reports that do not have any dependent Reports.

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ACTION	INTERPRETATION
 Contact	It consists of a two-way communication between the Managing Authority/Intermediate Body or the Controller and the Beneficiary, in the form of texts and attachments sent to make a request or ask for additional information.