INTERREG

INTERREG+ IT System

BENEFICIARY REPORT

for

Interreg–IPA Cross-border Cooperation Programme Hungary–Serbia 2014-2020

User Manual - Front Office

v1.0.0

BENEFICIARY REPORT - USER MANUAL FOR FRONT OFFICE

Version History

Date	Version	Description
15/12/2020	1.0.0	First version for INTERREG+ Beneficiary Report

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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Beneficiaries of the Interreg-IPA Cross-border Cooperation Program Hungary-Serbia in preparing, submitting and managing Beneficiary Reports (hereinafter referred to as BRs) in the INTERREG+ IT system.
The document presents the steps and rules of preparation and submission of BR in a process-oriented illustration.

1.2 WHO IS THIS DOCUMENT FOR

This document is for the Beneficiary who are required to report their progress on a Beneficiary-level as set forth in the Project Part.

1.3 ACCESS MANAGEMENT

The User can access the INTERREG+ IT system in order to manage BRs of the Project Part at the link provided here: https://husrb.interregplus.eu.

1.4 USER ACCOUNT

The User profiles in the INTERREG+ IT system are managed in so-called User accounts, where each User have their roles assigned, which determines what the User can do in the system and what modules they can use. A Front office User may have only one or several project parts assigned to, where they can manage tasks regarding Beneficiary Reports. It is also possible to order several roles, such as Recording and Signatory to the same User. Front Office User can only edit and view Beneficiary Reports for the Project Part of which they are assigned to.

To manage the User's account use the 'Head' icon ( ) located on the right handside of the main header (see Fig.1). For details on account management and user roles, study *the User-management Manual*.

2. GENERAL REMARKS

In this chapter those functions are presented, which work exactly the same way independently of which form or screen they found on.

2.1 THE BENEFICIARY REPORT MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header (Fig. 1); in here the Beneficiary Report and the Project Data menu can be found; whereas in the right the User Account menu access, the Sign-out button and the Messages menu are located. (Fig. 2).

1. INTERREG+ Beneficiary Report header

2. Main Menu

Under the Beneficiary Report menu item the Beneficary Report management can be accessed, under the Project Part View menu item the Project Parts can be viewed in detail (e.g. Contact persons, Budget, Documents, etc.). In the User Account menu the User's credentials, such as password can be maintained – for details, please study the *User-management Manual*. In the Messages menu the User can manage their messages or send new messages to other Users.

2.2 THE 'ACTION' BUTTONS

The „action buttons" are to manage the BR under preparation can be find at the bottom of the screen; they are always visible:

3. The „action" buttons

- The Beneficiary Report form (in pdf format) can be generated at any time in the recording process by pressing the **Generate** button, on which a "DRAFT" watermark is printed.

- When the Users press the **Validate** button, the system checks if al the required fields have been filled in and if the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at center top of the screen. If all mandatory field is filled and all rules are copied with, a confirming messages would appear.

- To save the recorded data and leave the BR (close the window) click **Continue later**. By doing so, all data will be saved with no validation running. The Users can return to BR from the Beneficiary Report list screen by clicking the **Continue** button after selecting the BR in question.

- By pressing the **Drop** button, the report is deleted, but it remains viewable and its status is "Deleted". *Note, a droped BR cannot be restored!*

- By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the program does not detect any deficiency, the task moves to the Signatory User's task list; the BR is no longer editable to the Recording User.

- By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the BR returns to the last saved state.

- The **Exchange rate refresh** button will become active if during the BR recording the exchange rates have changed and there is at least one invoice recorded. The BR cannot be sent for signature until the exchange rates are not refreshed.

- The **BR refresh** button will become active if there is a modification implied which affects the given project part. Until the BR refresh does not happen, the BR cannot be sent for signature.

2.3 THE 'FUNCTION' BUTTONS

The so-called function buttons are those, which always call the same functions:

- the ✚ (**+**) button always initiates a new form generation, such as an Invoice, or Tender, or Revenue form;

- the (**View**) button initiates the viewing of a selected list item (e.g. an Invoice form, an Activity form, etc.);

- the (**Modifiy**) button initiates the modification of an already existing list item (e.g. an Invoice form, an Activity form, etc.);

- the 🗑 (Delete) button deletes the selected list item; *Note, if an item is deleted it can no longer be restored!;*

- the ⬆ (**Upload**) button initiates a pop-up communication panel where the User can either browes among the files on the computer or just simply drag and drop even multiple files at once; the upload button is usually placed in forms;

4. Upload file(s) communication panel

- the (Download) button allows downloading even multiple selected files from the lista t once

- the Ⓦ Ⓧ 🅿 (**Export to**) buttons initiates exporting the content of the list screen into the selected format (xlsx, docx, pdf). *Note that using the function would export the visible content of the screen list, if a screen is expandable remember to expand it, otherwise the hidden content will not be exported!*

- by the ⓘ (**info**) button the details of a field can be viewed, such as a Contract on the Invoice form
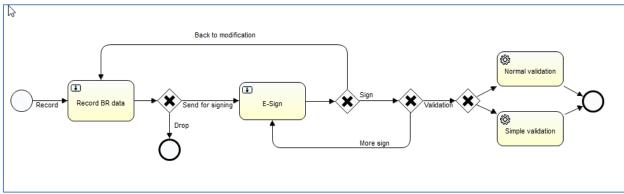
3.   BENEFICIARY REPORT

The purpose of the INTERREG+ Beneficiary Report (BR) Front Office interface is for Beneficiaries to prepare and submit their reports on their commitments under the contract of the project part concerned.

The steps to submit a new BR are summarized in the figure below:

5. Recording workflow

1.   BR Recording: Recording Users are authorized to record BRs

2.   BR E-signing: After recording, the Signatory Users specified in the Project Part are entitled to endorse (E-sign and submit) or return back to modification (Back to modification) the BRs. They cannot edit BR data. After the last signatory endorsedment, the BR is submitted and added to the Back Office interface. The BR submission is the condition of all the Signatory Users' e-signature of the Project Part.

3.   BR Validation: After submission, the BR will be validated by the project controllers in the INTERREG+ BR Back Office interface. The Beneficiary User is notified of the status and result in the Front Office interface, and system generated e-mail is also will be sent when the status change concerns the Beneficiary.

4.   BR revalidation: in the event of a request for revalidation, the original BR with the BR number of x is closed, and at the same time a new BR is created with the same data and the BR number will be x.1. This BR may be re-submitted bythe above-specified process.
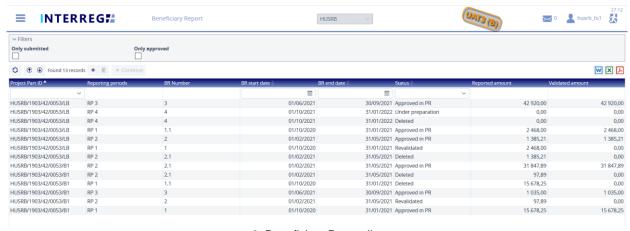
BRs are status-managed allowing the User to keep track of the progress of submission and also the validation of the BR.

3.1 RECORDING NEW BENEFICIARY REPORT

The submission of a new BR can be started from the Main Menu under the Beneficiary Report menu item. Previously submitted BRs are also listed here. The User can only edit and view BRs, the Project Part of which, they have been assigned to as Recording and/or Signatory Users.

6. Beneficiary Report list

The main rules for BR creation are:

- Recording of a new BR for any given reporting period can only be started if the previous BR has been submitted, ie with the status Submitted.

- Only one BR can be edited at a time unless a BR has been returned for completion.

- Another BR cannot be submitted for validation until the BR previously submitted one is validated (Approved / Rejected / Closed without validation status).

- It is possible to submit an "interim" report within a reporting period or to merge an "interim" period with the next reporting period, but the start or end date of the BR must coincides the start or end date of predifined reporting period.

- If a BR is rejected, a new BR (with a new BR ID and serial number) can be created for the associated reporting period.

- The number of deleted BRs will be reassigned.

3.1.1 Starting a new BR recording

For starting a new BR, click the (+) button, as a result a communication panel pops in, where the fundamental parameters can be set for the new BR. Here the project part (if a User manages reports of more than one project parts) and the reporting period(s) (hereafter referred as RP) can be selected; multiple RP selection for merged reports is
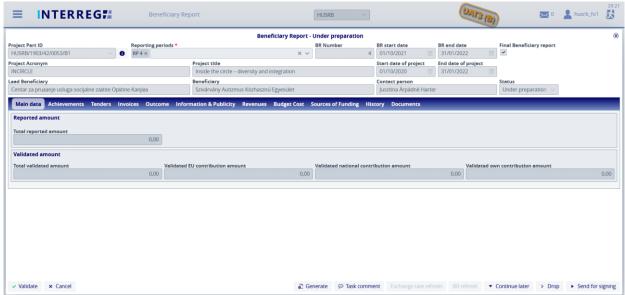
allowed. When selecting a predefined RP the start and end dates are automatically filled, however the end date can be modified if needed to create assymetrical period.

7. Beneficiary Report – new

Periods for which a report has already been made are not displayed in the Reporting periods dropdown selector. Reported periods must be continuous and must not overlap. The system supports submitting a BR covering a subperiod or an interim period, but the start or end date must coincide the start or end date of a predefined reporting period.
By clicking the "Continue" button BR datasheet generates, where the BR data can be recorded.

8. Creating Beneficiary Report

The main details of Project Part are automatically displayed at the top of the screen, in the BR header. It is still possible to edit the BR end date and Reporting Periods, to accomodate the User if changes have arisen since the commencement of BR recording.
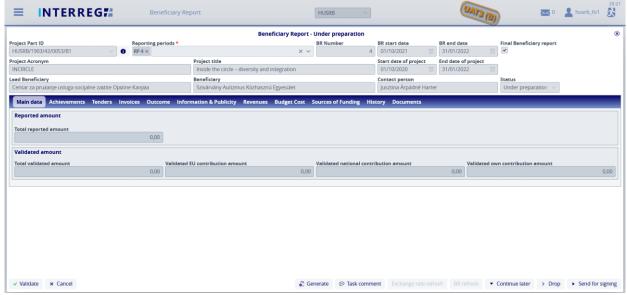
Final BR selection is automatically made for the last report, if previous BRs have been submitted and the end date of that BR coincides the end date of the last Reporting Period (and the Project).

3.1.2 Main data

Under this tab (the first ont he tab header), the most important information of the given BR is found, such as financial information on Reported and Accepted amounts.
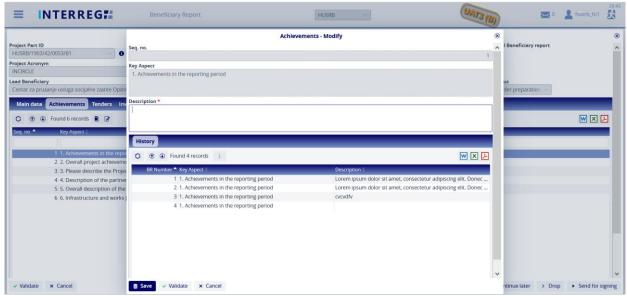

9. Main data

3.1.3 Achievement

10. Achievements

The Achievements tab displays the questions concerning the progress of the Project Part reported in the Beneficiary Report. By selecting an item from the list and clicking on the **Modify** button, a communication panel pops in, where the User may record the description of such progress. Once the modification is made, the recording has to be finalized by the *'Save'* button.
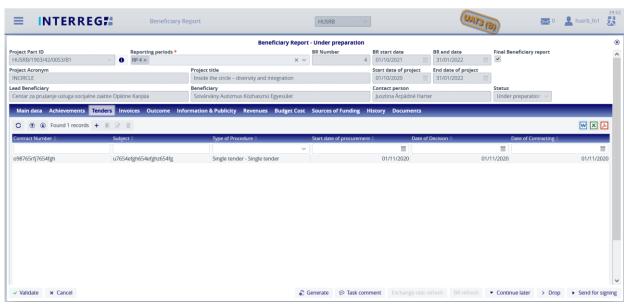
11. Achievemets- modify

In the lower part of the communication panel, the given Achievement's history can be seen, where descriptions of the given Achievement are from the previous BRs. The history aims to ease overlooking the overall progress of an Achievement.

The 'optional' entries of the Achievements are not mandatory to edit, however if there is corresponding information, they should be provided in the proper entries.
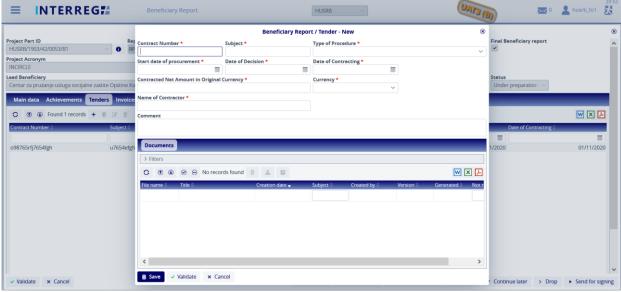
3.1.4 Tenders

12. Tenders

Use the add (+) button to add a new Tender to the report. Tenders recorded in previous BRs will also appear, however tenders can only be deleted and edited in the BR they are
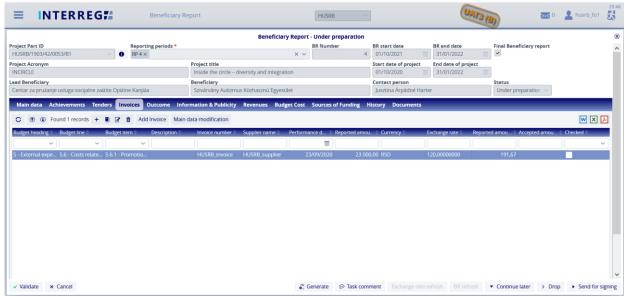
created, before it is ever submitted. However, it is possible to comment on the Tenders recorded in the previous BR by pressing the **Modify** button.

13. Tenders – new

A Tender within a given BR can only be deleted if it is linked to no invoice.
In case of a Tender change, the Tender data of the related account is automatically updated with the modified data.
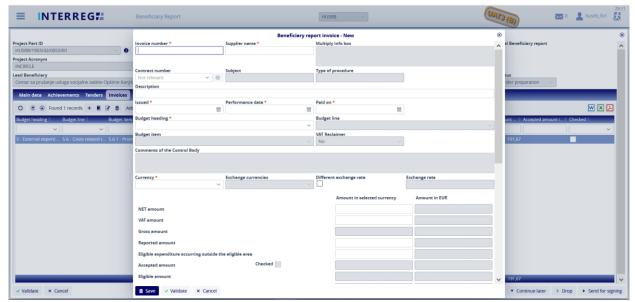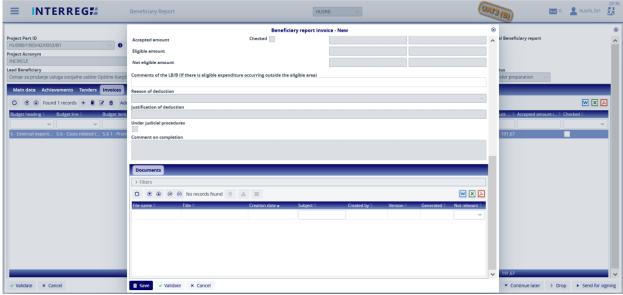
3.1.5 Invoices

14. Invoices

15.New invoice 1.

16. New invoice 2.

Use the add (**+**) button to add a new Invoice to the report. By the (**+**) button an invoice form pops up (Fig. 15-16). *Note that invoice can be edit only until BR submission; after a BR is submitted neither the invoice nor its content (e.g. uploaded documents) cannot be modified or deleted; except for those, which are sent back for amendment during the validation process.*

The **Add invoice** button can be used to add invoices to the given BR from the previously recorded BRs, Only those invoices appear on the list, which have not yet been fully accounted for. An invoice can be submitted throughout multiple BRs, until they are fully accounted for. If an invoice is selected from the list of **Add invoice**, its details will be filled in automatically, and the Reported amount field will be filled in with the not-yet-settled amount. This automatically fillid in Reported amount can be edited.

In case of an invoice already being partially settled, the related Project Part and BR ID will be displayed (including the BR under preparation) in the **Multiply Info box** field (see in Fig. 17.). Invoices of Deleted and Rejected status do not considered as partially settled or once-reported, thus they do not appear in the **Multiply info box**.

17. Multiply info box

In the Contract Number field on the Invoice form, the User can select the contract number associated with the invoice from the contracts being recorded on the Tender tab. If "Not relevant" is selected in the Procurement field, the Contract field is inactive. The details of the selected contract can be viewed by the **info** button (see Fig. 15).

When recording an invoice, the Budget fields must be filled in (see Fig. 15). Only Real Cost line items can be invoiced in the Budget fields. Technical invoices are automatically generated for Flat Rate type budget lines/items.

The exchange rate is calculated based on the actual exchange rate of INFOREUR, however, the Users can enter an unique exchange rate by clicking the Different Exchange Rate check box.

Amounts of the invoice need to be filled in by the User, however the Gross Amount is automatically calculated.

The Users must upload at least one supporting document to be able to save the invoice, for this action a reminding message is shown.
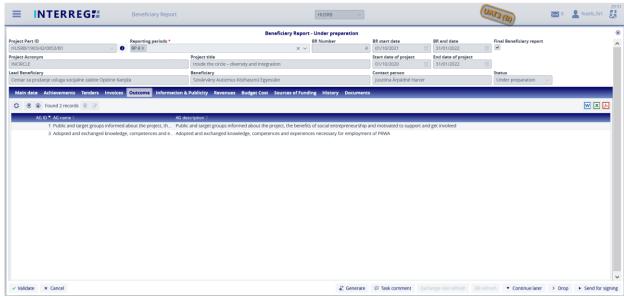

18. Reminder message for document upload in Invoice form
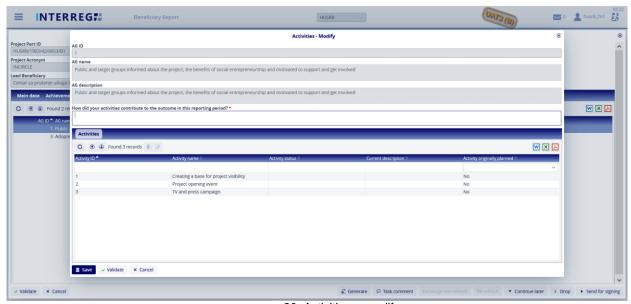
3.1.6 Outcome

10. Outcome

On the Outcome tab, the users can set the current status of the Activities related to the individual Outcome by selecting one from the list and click on the **Modify** button.
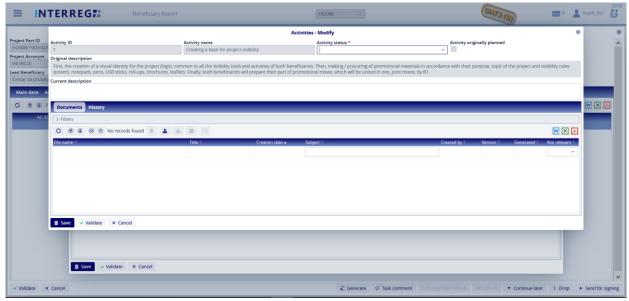

20. Activities – modify

After selecting an individual Activity within the Outcome, it can be edited by clicking on the **Modify** button. On the Activity form, the User can set the current status of the Activities recorded on the Project Part and provide the status of the progress regarding the current report in the associated text description field.The status of each Activity must be equal to or higher than their status in the previous report. If there is an Activity marked as mandatory on the Project Part for the given reporting period, then it must be reported.
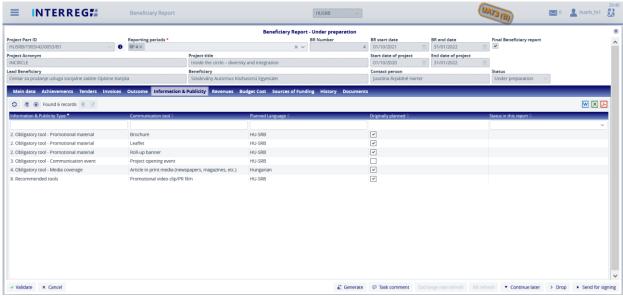
On the History tab, the Users can view the status and description were given in previous BRs providing an easy navigation between reports of the same Activity.

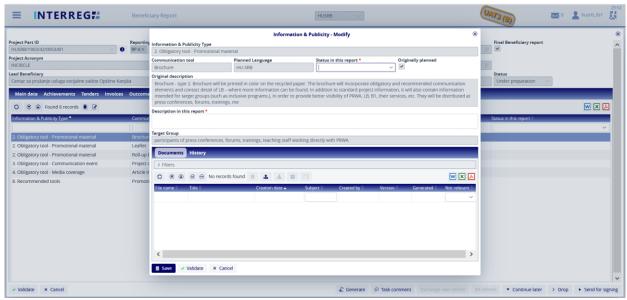21. Activity - modify

3.1.7 Information & Publicity

22. Information & Publicity

On the Information & Publicity tab, the progress of the communication related commitments undertaken by the Beneficiary must be recorded. The individual entry can be edited by the **Modify** button after selecting it from the list.
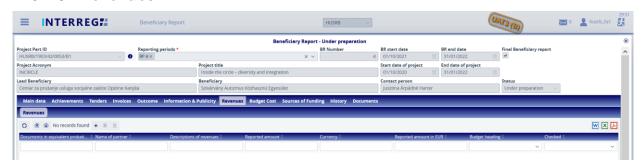
23. Informaion & Publicity modify

On the Information & Publicity form, the User can set the current status of the entry recorded on the Project Part and provide the status of the progress regarding the current report in the associated text description field.The status of each entry must be equal to or higher than their status in the previous report. If there is an entry marked as mandatory on the Project Part for the given reporting period, then it must be reported.

On the History tab, the Users can view the status and description were given in previous BRs providing an easy navigation between reports of the same Information & Publicity entry.
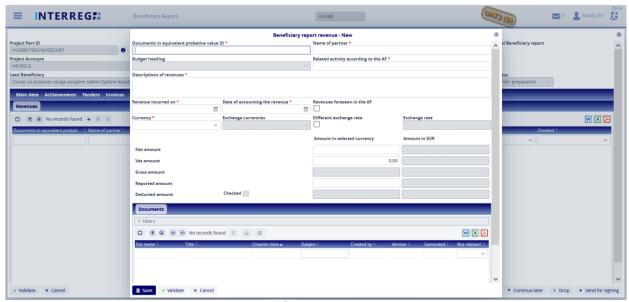
3.1.8 Revenues

24. Revenues

It is possible to record and manage the revenue(s) related to the project. Use the add (**+**) button to add a new revenue item to the report. The reported revenue is not automatically deducted fron the accepted costs. Once the BR is submitted the revenue item(s) cannot be deleted. Upon approval of the BR the items cannot be modified any longer.
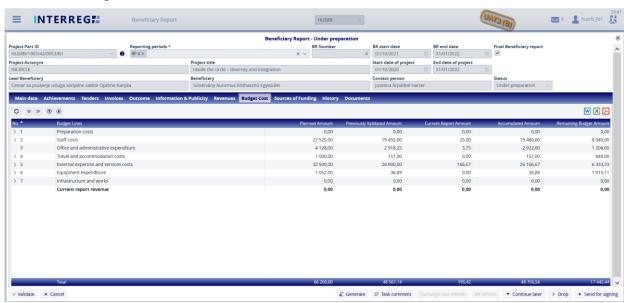
25. Revenues - new

The Budget Heading selection is entitled to the Controller who validates the BR. The exchange rate works the exact same way as for Invoice.

3.1.10 Budget Cost

26. Budget Cost

Under the Budget Cost tab, the User can track the progress of the costs incurred in the project part, the progress of the budget. Amounts are shown in EUR.

The **Planned Amount** column displays the budget values specified in the Project Part.
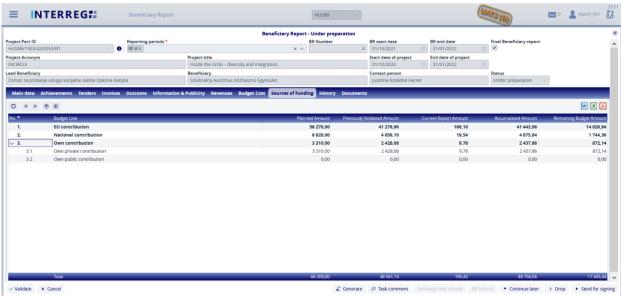
The **Previously Validated Amount** column shows the cumulative sums of the previously validated BRs.

The **Current Report Amount** is the amount reported in the given BR, which includes the Reported amount before approval and the Accepted amount after approval.

The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.

3.1.11 Sources of Funding

27. Source of Funding

In the Sources of Funding tab the financial progress of the project part is displayed as in the Budget cost tab, however instead of Budget lines, here the sources of the fundings are shown.

The **Planned Amount** column displays the budget values specified in the Project Part.

The **Previously Validated Amount** column shows the cumulative sums of the previously validated BRs.

The **Current Report Amount** is the amount reported in the given BR, which includes the Reported amount before approval and the Accepted amount after approval.
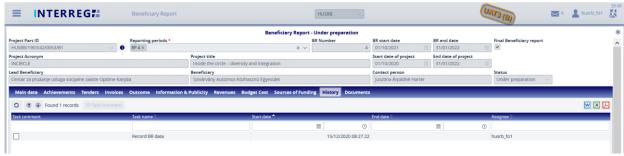
The **Accumulated Amount** is the sum of the Previously Validated Amount and the Current Reported Amount.

The **Remaining Budget Amount** is the difference of the *Planned amount* and the *Accumulated amount*; i.e. the amount, which is not yet accounted for.
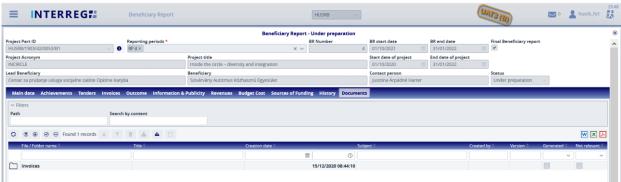
2.3.12 History

28. History

On the History tab, the User can view the changes made in the BR. The task name, the User who completed the task, the start and end date of the task are listed here. The end date is not marked until the process is completed.

3.1.13   Documents

29. Documents

Documents uploaded to BR or generated by the system are shown here in a systematic folder structure – only view and download option is possible.

Documents uploaded by the User at the individual form can be deleted only at the given step in the process at the same place, where it was uploaded.

The subject, serving as a description for a document, can be specified and changed by clicking on the ▢ (**Subject**) icon at the individual form the document was uploaded.

3.1.14 Completion

30. Completion

The Completion tab only appears if a BR needs completion according to the controller's decision who validates the BR. Under the tab, there are two subtabs:

- the *Documents*, where the completion documentation is uploaded to by the Controller, and

- the *Dates*, where most importantly the deadline for completion can be viewed.
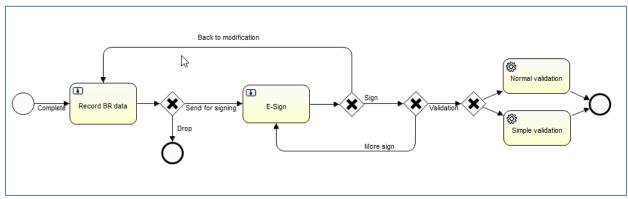

31. Completion / Dates

3.2 SUBMISSION OF BR

Once the BR is completed, the Recording User can send it to the Signatory User for e-singning by clicking on the **Send for signing** action button. The Signatory User can only view the BR, editing is not allowed to them. If the Signatory User finds the BR correct they can submit it by the **Sign** action button. With this action the BR is submitted and moves to the Controllers Task list and the validation process initiates. If the Signatory User decides that the BR is not fully complete, they cab send it back for further editing by the **Back to modification** action button, in which case the **Task comment** field must be filled.

32. Action buttons of the Signatory User

Once the BR is submitted and the validation process initiated the Controller can decide on the next action. If the Controller decides that the BR is not fully complete, the Controller sends it back to completion and the BR returns from the Back Office process with the status of "Need amendment". In this case, the required modification can be done by the Recording User and the completion document can be downloaded from the Completion tab. The submission process can be resumed in the usual way. The below figure explains the submission process in a visual manner.

33. Completion workflow

4.   VIEWING THE PROJECT PART

The User can view the Project Part they assigned to. The function is available through either the Main Menu / Project data / Project Part View menu item, or from the Beneficiary Report by clicking on the information (🛈) button next to the Project Part ID (see Fig. 34). The Project Part is available only for viewing; the User cannot edit, modify or delete any piece of data.

34. Project Part access fron the Beneficiary Report

On the Project Part information on the Partner, Contact persons, Users (the Recording and Signatory), Budget of the Project Part, Beneficiary Report (essentially the same as the Beneficiary Report menu item), and Documents for the Project Part (e.g. Permits, Studies, Blueprints, etc) are available.

5.   INTERREG+ TECHNICAL SUPPORT

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

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