

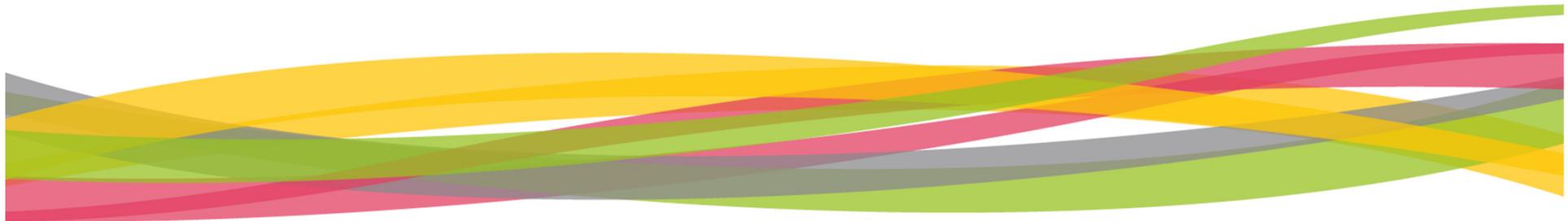


Financial reporting and First Level Control

How to use the Online Monitoring System

Version August 2016

VB/NSRP Online Monitoring System





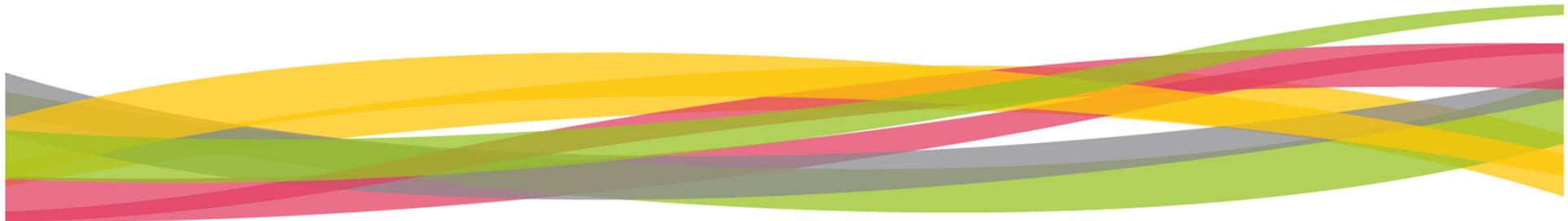
Agenda

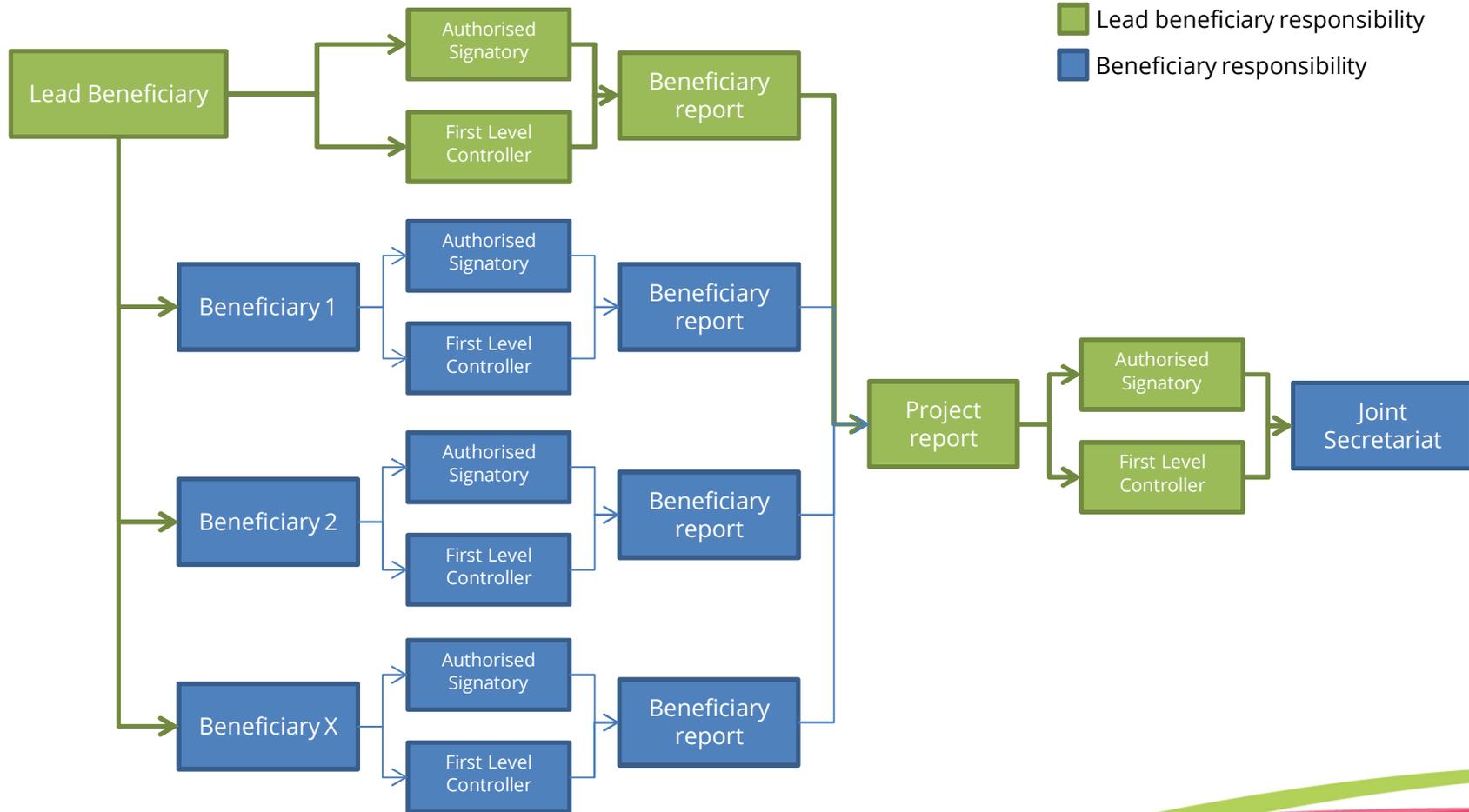
+ Beneficiary

- + Beneficiaries access (slide 7)
- + FLC designation (slide 11)
- + Beneficiary Authorised Signatory (slide 22)
- + Reporting templates (slide 27)

+ First Level Control

- + Verification of expenditures (slide 47)







Logon



Thinking Growth 

Eco-innovation 

Sustainable NSR 

Green transport and mobility 

Welcome to the North Sea Region Programme 2014 - 2020

The North Sea Region Programme 2014 - 2020 builds on extensive experience of cooperation. With a programme of action to embed greater cooperation across the North Sea Region, our vision is to join efforts to lead the way to stronger, more sustainable economies and societies. [Read more.](#)

LATEST PROGRAMME NEWS

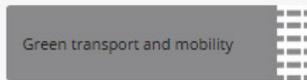


Video: Connecting people and ideas

Thursday, July 14, 2016



Project login



Project login

[Login to online monitoring system](#)

Develop a new project, report on your approved project or communicate with the Joint Secretariat.

[Login to project webspace](#)

Update your project webspace with news, events and other content relevant for your target groups.



Updates to fact sheets

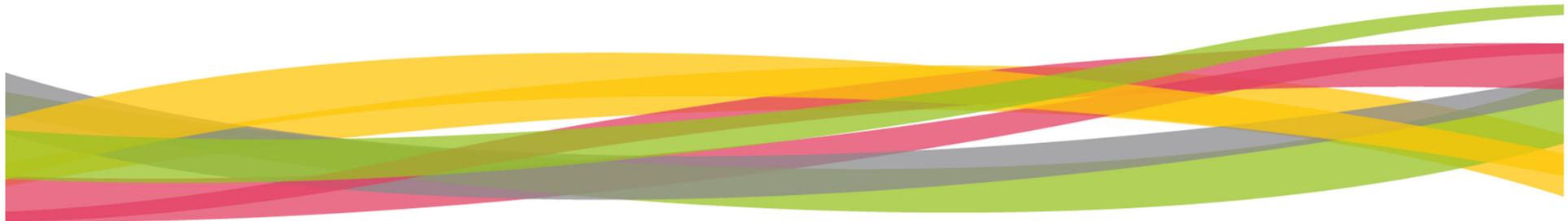


If you are developing or implementing a project with the North Sea Region Programme, make sure you stay informed about our rules and procedures. Updates are now available



Beneficiary

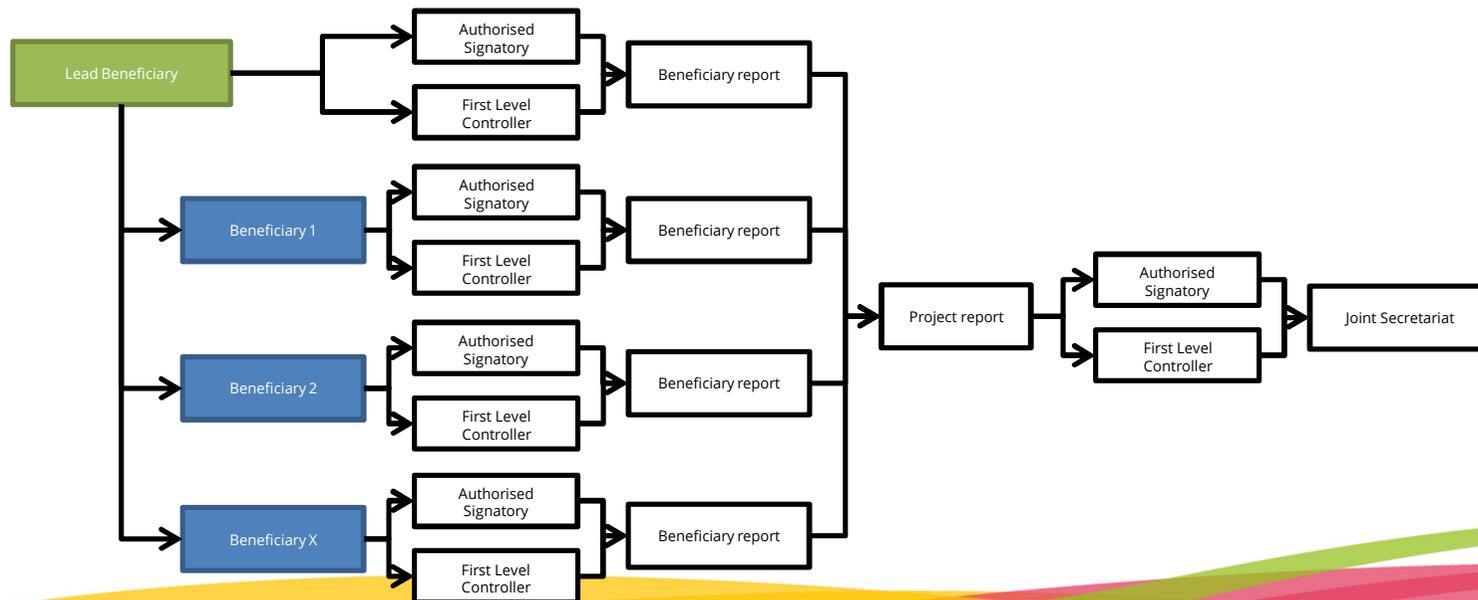
- + Beneficiaries access
- + FLC designation
- + Reporting





Beneficiaries access

How the lead beneficiary invites beneficiaries to the Online Monitoring System





HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

 FLC Designations <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Partners access / Project Beneficiaries

Home > Partners access > Project Beneficiaries

 In this overview you can see the beneficiaries of your approved projects and invite them to join the OMS with control over beneficiary-specific data and reports. Please note that each Beneficiary is responsible for assigning their own LEAR/Authorised Signatory. Project Managing Users can not assign LEAR/AS to a specific Beneficiary.

AA11 FULL DEMO APPLICATION1

50 records

Search:

Action	Beneficiary	User account	Invitation date	Status
 Message user	FDA Lead Ben DK (DENMARK)	Demo Leadben @ Apogee	28/08/2016	Accepted
 Message user	FDA Stockholm (SWEDEN)	FDA Stockholm @ FDA Stockholm	05/07/2016	Accepted
 Message user	FDA Nord (NORWAY)	Demo Leadben @ Apogee	25/07/2016	Accepted
 Message user	FDA London (UNITED KINGDOM)	Nick Brit @ FDA London	08/07/2016	Accepted
 Invite	FDA German Coordinating (GERMANY)			
 Invite	FDA Brussels (BELGIUM)			
 Invite	FDA Amsterdam (THE NETHERLANDS)			

Showing 1 to 7 of 7 entries



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

 FLC Designations <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Partners access: Invite user

 Home > Partners access

 First name *

 Last Name *

Organisation * FDA German Coordinating

 E-mail address *

Access to Project Full Demo Application 1

Access to Beneficiary FDA German Coordinating (GERMANY)

Beneficiary Rights Beneficiary Managing User

Enter main contact details of the beneficiary

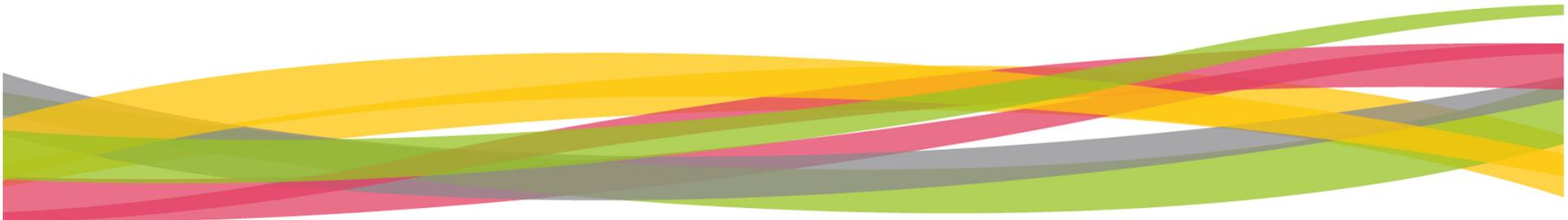
 Save



Inviting beneficiaries

Inviting the beneficiaries to be a formalised part of the Online Monitoring System allows to the beneficiaries to:

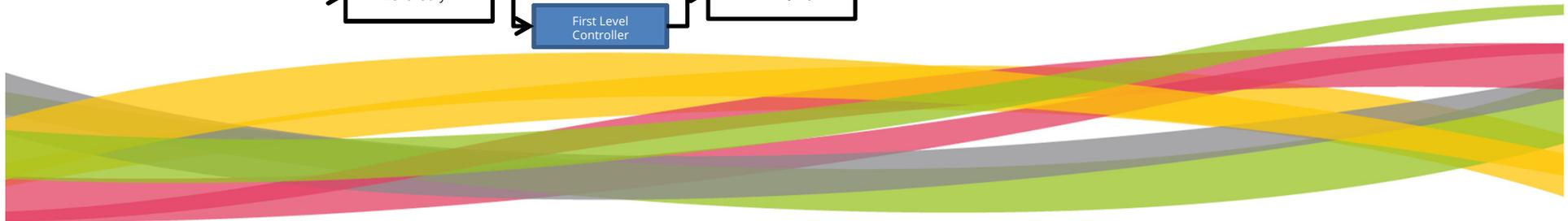
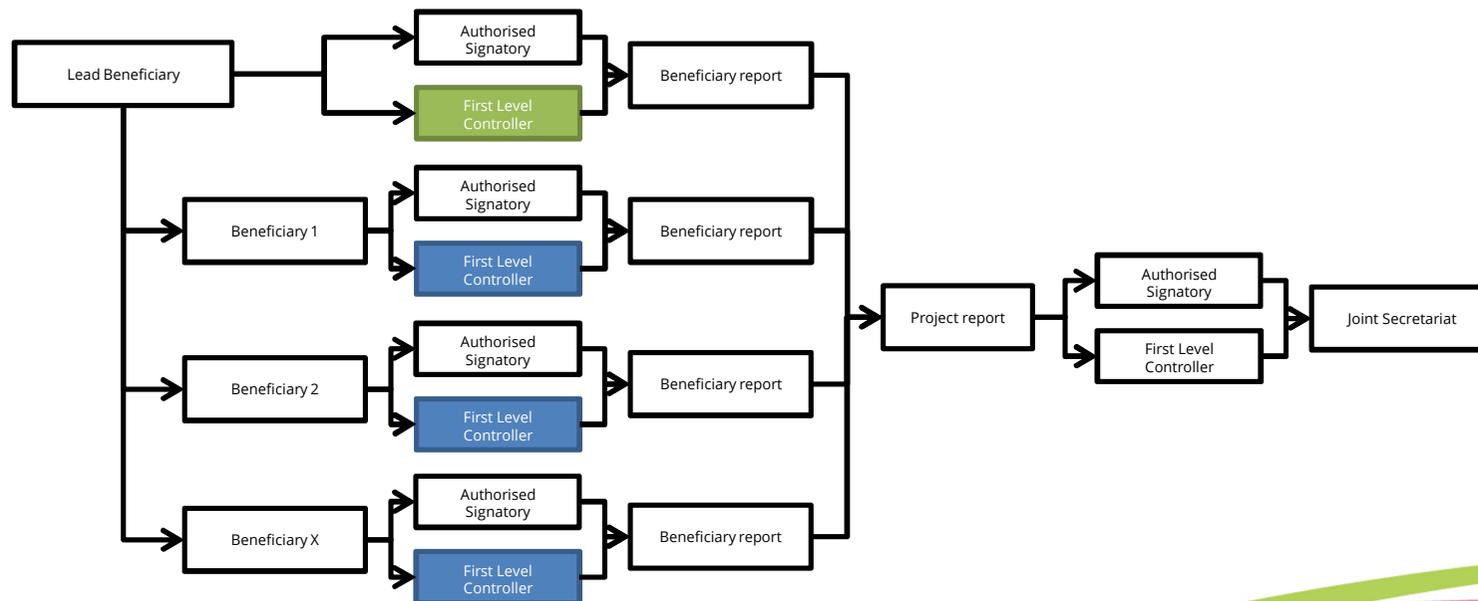
- + Designate their Authorised Signatory (on beneficiary level)
- + Designate their First Level Controller
- + Prepare and submit progress reports.





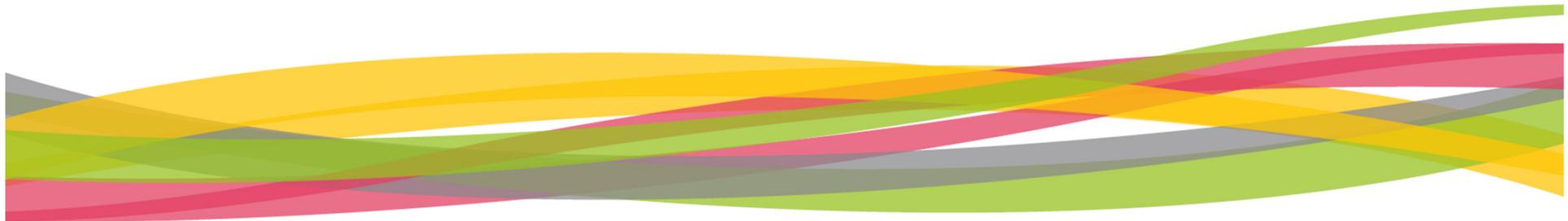
First Level Control Designations

How the beneficiary invites their First Level Controller to the Online Monitoring System



This is important

No designation – No verification





VB/NSRP Online Monitoring System

FLC Designations

Home > FLC Designations



Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application1	FDA London (UNITED KINGDOM)	John Smit (London Control) flcuk@apogee.gr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Designation Body approved	
Full Demo Application1	FDA London (UNITED KINGDOM)	test test (de) devdev@apogee.gr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being edited	

HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

FLC Designations <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <



- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access

Designations
Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

Project Full Demo Application1

Beneficiary to be controlled

Organisation FDA London

First Level Controller details

First name *	<input type="text" value="test"/>
Last name *	<input type="text" value="test"/>
Job title *	<input type="text" value="test"/>
Organization *	<input type="text" value="test"/>
Telephone *	<input type="text" value="000000"/>
Address *	<input type="text" value="test"/>
Postal code *	<input type="text" value="00000"/>
City *	<input type="text" value="test"/>

Complete all contact details



VB/NSRP Online Monitoring System

- 📄 Contracts <
- ☑️ FLC Designations <
- COMMUNICATION
- 💡 Announcements <
- ✉️ Messages <
- CONFIGURATION
- 👤 My account <
- 👤 Partners <
- 👤 Beneficiaries Access <

First name *

Last name *

Job title *

Organization *

Telephone *

Address *

Postal code *

City *

Country *

Email *

Created by Nick Brit @ FDA London

Status Being edited

When all details are complete

Save





When the contact details of the nominated FLC has been entered you can edit the checklist

VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

 **FLC Designations** <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Designations
Full Demo Application1 / FDA London

Home > FLC Designations > Full Demo Application1 / FDA London

 Edit Controller

 **Edit Checklist**

 Actions

Some questions are not filled: All questions. The designation can not be signed.

Section A - Background

	Programme
Name of the Programme	North Sea Region Programme
	Operation
Project	Full Demo Application1
Acronym	AA11
Index (JTS Ref.No.)	13331
Project End Date	29/04/2018
Project Start Date	04/03/2015
	Beneficiary to be controlled
Organisation	FDA London
Contact Person	tes tt
Address	test, 555 test, UNITED KINGDOM



The predefined designation checklist includes a number of predefined questions and must be complete in order to continue the designation process

/ Checklist

London / Checklist

Section	Question		
Section C - Partner's own budget only (as in the grant offer)	C.1	Is there in-kind contribution included in the budget?	Not defined
	C.2	If yes describe the nature of in-kind contribution (ie. voluntary labour, material, land, or building)	<div><p>B <i>I</i> </p><p>Type something</p></div>
	C.3	How are staff working on the project paid?	<div><p>B <i>I</i> </p><p>Type something</p></div>
	C.4	Does the project partner has a procurement policy?	Not defined
	C.5	Is the project partner involved in commercial activities where state aid rules might apply?	Not defined



VB/NSRP Online Monitoring System

G.4 If there are any reservations/qualifications please state.

B I [bulleted list] [numbered list] [link] [table] [file] [undo] [redo] [code] [edit]

Type something 0

NB: Checklist is different for UK beneficiaries

... shall ensure that the work will be carried out within 1 month after receipt of ... bearing in mind that the progress report has to be submitted by the Lead ... further within 2 months after the end of each reporting period?
(This is required by the EU Regulation)

Not defined ▾

G.6 If there are any reservations please state.

B I [bulleted list] [numbered list] [link] [table] [file] [undo] [redo] [code] [edit]

Type something 0

Form (UK) FLC Designation

FLC Designation form Full Demo Application1 FDA London

Created by Nick Brit @ FDA London

When all questions answered

Save





HOME

PROJECT IDEAS

💡 List <

+ Add new <

PROJECT APPLICATIONS

📄 List <

+ Add new <

📄 Contracts <

☑️ FLC Designations <

COMMUNICATION

💡 Announcements <

✉️ Messages <

CONFIGURATION

👤 My account <

👤 Partners <

👤 Beneficiaries Access <

Designations
Full Demo Application1 / FDA London

🏠 Home > FLC Designations > Full Demo Application1 / FDA London

✍️ Sign ▾ Actions

📌 All questions are filled in. The designation can be signed. Once you do so, the Controller will be informed to confirm the contents and sign the form.

Section A - Background

Programme	
Name of the Programme	North Sea Region
Operation	
Project	Full Demo Application
Acronym	AA11
Index (JTS Ref.No.)	13331
Project Start Date	04/03/2015
Project End Date	29/04/2018
Beneficiary to be controlled	
Organisation	FDA London
Contact Person	tes tt

By signing the designation checklist you confirm the content of the checklist and by signing it you automatically asks the system to invite your nominated first level controller to the system.

A notification is sent to the nominated first level controller by making use of the email address listed as part of the contact details entered.



FLC Designations

Home > FLC Designations

[+ Add](#)

Project	Beneficiary	Controller	Ben.	FLC	DB	Status	Actions
Full Demo Application 1	FDA London (UNITED KINGDOM)	John Smit (London)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Designation Body	Manage
Full Demo Application 1	FDA London (UNITED KINGDOM)						Manage
Full Demo Application 1	FDA London (UNITED KINGDOM)	dd@dd.uk					Manage
Full Demo Application 1	FDA London (UNITED KINGDOM)	test test (test) tt@tt.nl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beneficiary signed	Manage

At all times you can follow the designation status of your nominated first level controllers.

- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access



After nomination by beneficiary

It is your national designation body which designates your nominated First Level Controller

The nominated FLC:

- + Receives an invitation to the system.
- + Is asked to create an account in the system following guidance sent by e-mail.
- + Can hereafter see and either approve or reject the designation checklist prepared by the beneficiary.

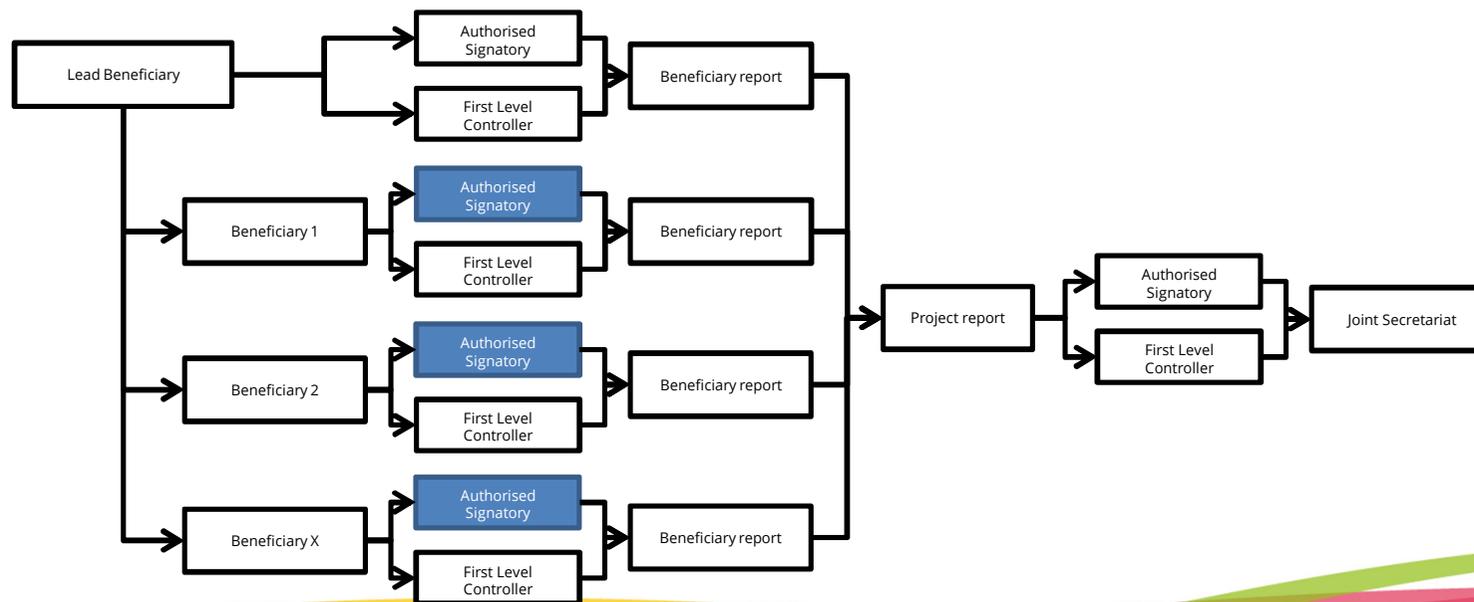
When approved by nominated FLC – notification is sent to the national designation body.





Beneficiary Authorised Signatory

How the beneficiary invites their Authorised Signatory to the Online Monitoring System





VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

💡 List <

➕ Add new <

PROJECT APPLICATIONS

📁 List <

➕ Add new <

📄 Contracts <

☑️ FLC Designations <

CC

💡

✉️

CC

👤 My account

👤 Partners

👤 Beneficiaries Access <

Partners access

🏠 Home > Partners access

📘 You can use this section to do the following actions:

- a) Invite a user to view your project idea or project
- b) Give access to a user as the Authorised Signatory (Legal Representative) of your project, allowing him/her to digitally sign the project application and the project periodic reports.
- c) (If you manage a Project) invite users to become the Managing User of a specific Beneficiary of your approved Project.
- d) (If you manage a Beneficiary) invite users to become the Authorised Signatory (Legal Representative) of your beneficiary.

📁 BENEFICIARY AUTHORISED SIGNATORY

📘 + You are the managing partner FDA London of project Full Demo Application1
 You have an assigned LEAR/Authorised Signatory, George Britas @ FDA London.

INVITATIONS

Created any invitations or no invitations you sent are currently pending.

New invitation: 📘 View access to Ideas/Projects 📘 Beneficiary-managing access ➕ **Beneficiary LEAR/AS access**

🔗 PERMISSIONS / ACCEPTED INVITATIONS

Manage	User Account	Access to Project Ideas	Access to Project	Access to Beneficiary
--------	--------------	-------------------------	-------------------	-----------------------

Start appointing the Authorised Signatory on beneficiary level

1

2

➕ Beneficiary LEAR/AS access



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

 FLC Designations <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Partners access: Invite user

 Home > Partners access

 First name *

 Last Name *

Organisation * FDA London

 E-mail address *

Access to Project Full Demo Application 1

Access to Beneficiary FDA London (UNITED KINGDOM)

Beneficiary Rights LEAR/AS of Beneficiary

Enter main contact details of the selected Authorised Signatory

 Save



- HOME
- PROJECT IDEAS
 - List <
 - Add new <
- PROJECT APPLICATIONS
 - List <
 - Add new <
 - Contracts <
 - FLC Designations <
- COMMUNICATION
 - Announcements <
 - Messages <
- CONFIGURATION
 - My account <
 - Partners <
 - Beneficiaries Access <

Partners access

[Home](#) > Partners access

[Re-send invite](#) [Cancel](#)

Your invitation has been sent and is pending acceptance

Information

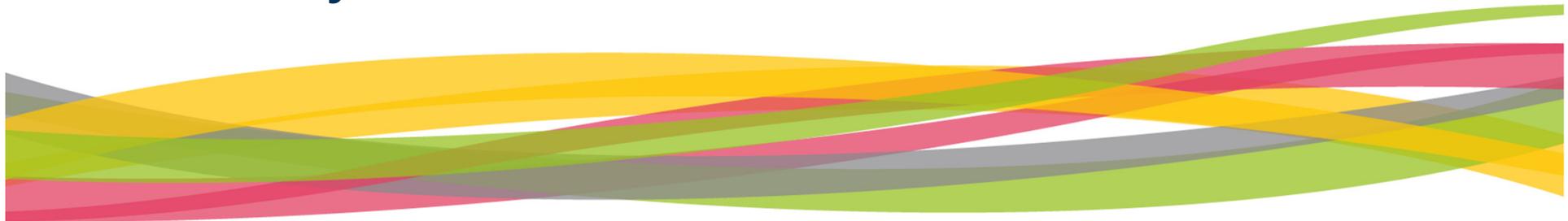
Parent user	Nick Brit @ FDA London
First name	TEST-Christoffer
Last Name	TEST-VILLENSEN
Organisation	FDA London
E-mail address	test@test.xx
Access to Project Ideas	
Access to Project	Full Demo Application1
Project Rights	View
Access to Beneficiary	FDA London
Beneficiary Rights	LEAR/AS of Beneficiary
User Account	
Date of invitation	31/08/2016 09:45:05
Date of modification	31/08/2016 09:39:00
Status of invitation	Pending



After designation by beneficiary

The Authorised Signatory

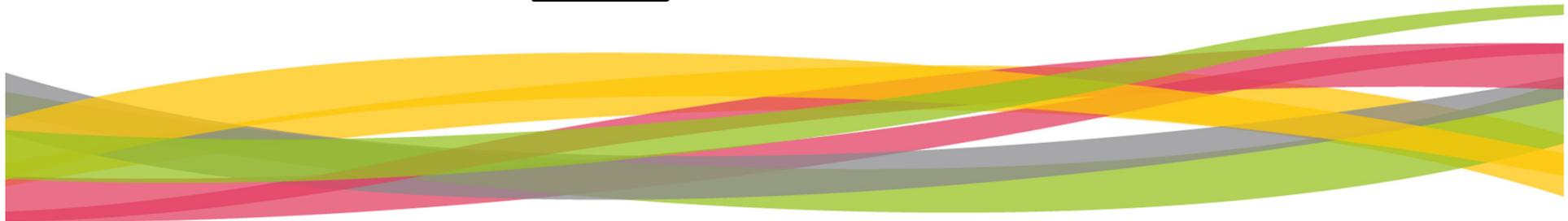
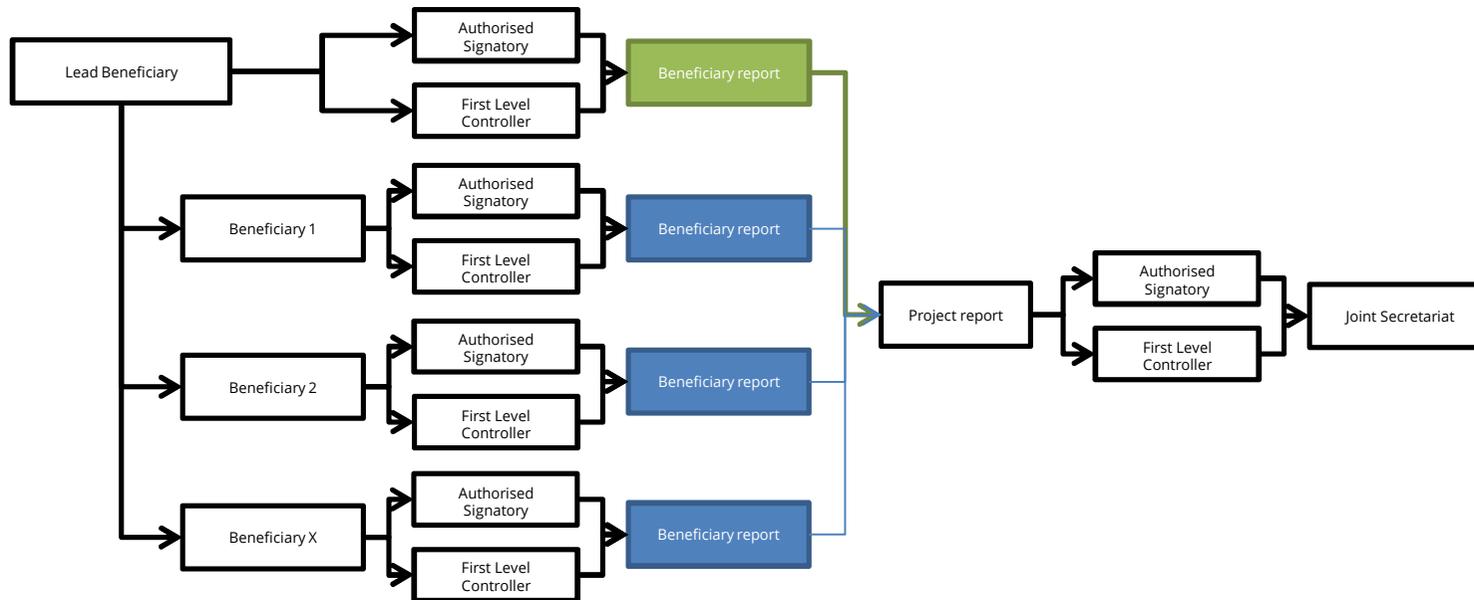
- + Receives an invitation to the system.
- + Is asked to create an account in the system following guidance sent by e-mail.
- + Export and fill-in two templates – signs, uploads and sends by regular post to the JS.
- + Account is validated with a PIN code issued by the JS





Reporting

Walk-through of the templates





- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access

Periodic Reporting: Finances

Home > Periodic Reporting > Finances Reports

My reports

	Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
	Full Demo Application1	AA1, March 2016	#1 Beneficiary: FDA London		No	No	No	No



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

[Edit](#) [Complete](#) [Actions](#)

Workflow: Report completed and locked: [No](#) FLC approval: [No](#) Submitted to LB: [No](#)

Main details [Investments](#) [Equipment](#) [Expenditures](#) [Outside prog. area](#) [Funding](#) [Annexes](#) [Submission](#)

Project	Full Demo Application1
Reporting Round	AA1, March 2016
Reporting level	Beneficiary
Beneficiary	FDA London
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018

Report contact persons
 Beneficiary Managing User: [Nick Brit @ FDA London](#)
 Beneficiary First Level Controller: [John Smith @ London Control](#)
 Beneficiary Authorised Signatory: [George Britas @ FDA London](#)
 Lead Beneficiary/Managing User: [Demo Leadben @ Apogee](#)



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

 List <

 Add new <

PROJECT APPLICATIONS

 List <

 Add new <

 Contracts <

 FLC Designations <

COMMUNICATION

 Announcements <

 Messages <

CONFIGURATION

 My account <

 Partners <

 Beneficiaries Access <

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

 Edit  Complete  Actions

 Workflow: Report completed and locked:  No FLC approval:  No Submitted to LB:  No

Main details **Investments** Equipment Expenditures Outside prog. area Funding Annexes Submission

Project	Full Demo Application1	 Edit  Complete  Actions
Reporting Round	AA1, March 2016	
Reporting level	Beneficiary	
Beneficiary	FDA London	
Report Number	1	
Project start date	04/03/2015	
Project end date	29/04/2018	

 Export PDF
 View Progress report
 Message JS

 Report contact persons

-  Beneficiary Managing User: Nick Brit @ FDA London
-  Beneficiary First Level Controller: John Smith @ London Control
-  Beneficiary Authorised Signatory: George Britas @ FDA London
-  Lead Beneficiary/Managing User: Demo Leadben @ Apogee



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

💡 List <

➕ Add new <

PROJECT APPLICATIONS

📁 List <

➕ Add new <

📄 Contracts <

☑️ FLC Designations <

COMMUNICATION

💡 Announcements <

✉️ Messages <

CONFIGURATION

👤 My ac

👤 Partn

👤 Beneficiaries Access <

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

🏠 Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details | Investments | Equipment | Expenditures | Outside prog. area | Funding | Annexes

Reporting Round AA1, March 2016

Reporting level Beneficiary

Beneficiary FDA London

Report Number 1

Save and return

Save and proceed to next step

Navigate by using the two options

Save and return

Save and proceed to next step



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details **Investments** Equipment Expenditures Outside prog. area Funding Annexes

Investment expenditure *

Related to section C.8 Investments in the application form

	Investment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
	Test 1	10.000 €	2.000 €	1.500 €	3.500 €	35%	6.500 €
	Test 2	11.000 €	1.100 €	750 €	1.850 €	17%	9.150 €
	Test 3	12.000 €	600 €	0 €	600 €	5%	11.400 €
	Total	33.000 €	3.700 €	2.250 €	5.950 €	18%	27.050 €

Explanations on Investments deviations



test 4

Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form.

Save and return

Save and proceed to next step



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 4. Investment expenditure

Investment Test 1

Total Eligible Budget 10000

Previously Reported 2000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 3500

% of Total reported so far 35%

Remaining budget 6500

1

2

Save

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICAT

List

Add new

Contracts

FLC Designatio

COMMUNICATION

Announcement

Messages

CONFIGURATION

My account

Partners

Beneficiaries A

or FDA

FDA London

remaining budget

6.500 €

9.150 €

11.400 €

27.050 €

4

step



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

[Main details](#)
[Investments](#)
[Equipment](#)
[Expenditures](#)
[Outside prog. area](#)
[Funding](#)
[Annexes](#)

Equipment expenditure *

Related to section C.10 Equipment in the application form

	Equipment	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
	Test 1	20.000 €	10.000 €	750 €	10.750 €	54%	9.250 €
	Test 2	14.000 €	1.000 €	200 €	1.200 €	9%	12.800 €
	Test 3	12.000 €	2.000 €	900 €	2.900 €	24%	9.100 €
	Test 4	10.000 €	1.000 €	1.150 €	2.150 €	22%	7.850 €
	Total	56.000 €	14.000 €	3.000 €	17.000 €	30%	39.000 €

Explanations on Equipment expenditure deviations

test

4

Please explain deviations (if any) as regards spending on equipment compared to the amounts indicated in the Application Form.



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 5. Equipment expenditure

Equipment Test 1

Total Eligible Budget 20000

Previously Reported 10000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 10750

% of Total reported so far 54%

Remaining budget 9250

1

2

Save

javascript:editreport_finances_lines('134');



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details Investments Equipment Expenditures Outside prog. area Funding Annexes

Expenditures - breakdown per budget line *

Please note that the lines for Equipment and Investments are automatically updated from the corresponding tables in the previous steps. Staff costs are calculated as 15% of office and administration costs.

	Budget	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
	Staff costs	50.000 €	3.000 €	1.650 €	4.650 €	9%	45.350 €
	Office and administration	50.000 €	3.000 €	11.001 €	14.001 €	28%	35.999 €
	Travel and accommodation	50.000 €	3.000 €	51.100 €	54.100 €	108%	-4.100 €
	External expertise and services	50.000 €	3.000 €	182.200 €	185.200 €	370%	-135.200 €
	Equipment	56.000 €	3.000 €	3.000 €	17.000 €	30%	39.000 €
	Investments	50.000 €	3.000 €	2.250 €	5.950 €	18%	27.050 €
	Total Expenditure	50.000 €	3.000 €	251.201 €	254.201 €	508%	-204.201 €
	(Net revenue)	50.000 €	3.000 €	400 €	3.400 €	7%	46.600 €
	Total Eligible Expenditure	400.000 €	24.000 €	250.801 €	274.801 €	69%	125.199 €



VB/NSRP Online Monitoring System

Finances Reporting

Report Table 3. Expenditure per budget line

Budget Travel and accommodation

Total Eligible Budget 50000

Previously Reported 3000

Current Report € (Only integers numbers accepted, no commas or dots.)

Total reported so far 54100

% of Total reported so far 108%

Remaining budget -4100

1

2

Save

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICAT

List

Add new

Contracts

FLC Designatio

COMMUNICATION

Announcement

Messages

CONFIGURATION

My account

Partners

Beneficiaries A

or FDA

FDA London

eps. Staff costs

remaining budget

45.350 €

35.999 €

-4.100 €

-135.200 €

39.000 €

27.050 €

-204.201 €

46.600 €

125.199 €



VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

💡 List <

+ Add new <

PROJECT APPLICATIONS

📄 List <

+ Add new <

📄 Contracts <

☑️ FLC Designations <

COMMUNICATION

💡 Announcements <

✉️ Messages <

CONFIGURATION

👤 My account <

👤 Partners <

👤 Beneficiaries Access <

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

🏠 Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Main details | Investments | Equipment | Expenditures | **Outside prog. area** | Funding | Annexes

ERDF outside the programme area *

Category	Current Report	ERDF
 Staff costs	500 €	250 €
Office and administration	2.300 €	1.150 €
 Travel and accommodation	0 €	0 €
 External expertise and services	100 €	50 €
 Equipment	0 €	0 €
 Investments	0 €	0 €
Total	2.900 €	1.450 €

Save and return

Save and proceed to next step



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London / Edit Report

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London / Edit Report

[Main details](#)
[Investments](#)
[Equipment](#)
[Expenditures](#)
[Outside prog. area](#)
[Funding](#)
[Annexes](#)

Breakdown of funding sources

Total reported Expenditure (249.801 €) is not equal to the total reported Funding (248.301 €). The difference is 1.500 €. You can not submit this report before correcting this error.

	Total Eligible Budget	Previously Reported	Current Report	Total reported so far	% of Total reported so far	Remaining budget
Programme Co-funding ERDF	300.000 €	0 €	127.101 €	127.101 €	42%	172.899 €
ERDF outside the programme area	167.000 €	0 €	2.748 €	2.748 €	0%	-2.748 €
Beneficiary match-funding	220.000 €	0 €	121.200 €	121.200 €	55%	98.800 €
 of which public contribution	120.000 €	0 €	46.200 €	46.200 €	39%	73.800 €
 of which private contribution	100.000 €	0 €	75.000 €	75.000 €	75%	25.000 €
Total Eligible Expenditure	520.000 €	0 €	248.301 €	248.301 €	48%	271.699 €

Save and return

Save and proceed to next step



- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access

Periodic Reporting: Finances Reports
 Full Demo Application 1 / AA1, March 2016, Beneficiary Finances Report for FDA Lead Ben DK

Home > Periodic Reporting > Finances Reports > Full Demo Application 1 / AA1, March 2016, Beneficiary Finances Report for FDA Lead Ben DK

- Main details
- Investments
- Equipment
- Expenditures
- Outside prog. area
- Annexes**

Annexes *

	Budget category	Title	File
 	Staff costs	List of expenditure	
 	Travel and accommodation	List of expenditure	
 	External expertise and services	List of expenditure	
 	Equipment	test	 20160823115...DA-Nord.doc
 	Investments	List of expenditure	



Please upload a list of expenditure per budgetline as an extract from your accounting system. The list of expenditure and related amounts should match the totals which you have provided in this report. Any inconsistency between the two will result in a delayed reimbursement.

Save



VB/NSRP Online Monitoring System

Annexes

Information

Budget category * Not defined

Title * Not defined

File * Office and administration

Travel and accommodation

External expertise and services

Equipment

Investments

Save

2014-6 © VB NSRP (North Sea Region Programme) OMS (Online Monitoring System) // European Union // European Regional Development Fund // Developed by Apogee Information Systems



VB/NSRP Online Monitoring System

Annexes

Information

Budget category * Travel and accommodation

Title * List of expenditure

File * 20160824125612_test.docx - Delete file?
upload a file
Vælg fil | Der er ikke valgt nogen fil

Save

2014-6 © VB NSRP (North Sea Region Programme) OMS (Online Monitoring System) // European Union // European Regional Development Fund // Developed by Apogee Information Systems



- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access

Periodic Reporting: Finances Reports
 Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA Lead Ben DK

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA Lead Ben DK Edit Complete Actions

The following parts are missing some information. You need to fill them before being able to submit the form.

- Annexes: Annexes
- Annexes: Annexes
- Annexes: Annexes
- Annexes: Annexes

Workflow: Report completed and locked: No FLC approval: No Submitted to LB: No

Main details	Investments	Equipment	Expenditures	Outside prog. area	Annexes	Submission
Project Full Demo Application1						
Reporting Round AA1, March 2016						
Reporting level Beneficiary						
Beneficiary FDA Lead Ben DK						
Report Number 1						



- HOME
- PROJECT IDEAS
 - List
 - Add new
- PROJECT APPLICATIONS
 - List
 - Add new
 - Contracts
 - FLC Designations
- COMMUNICATION
 - Announcements
 - Messages
- CONFIGURATION
 - My account
 - Partners
 - Beneficiaries Access

Periodic Reporting: Finances Reports
Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London
[Edit](#)
[Complete](#)
[Actions](#)

Workflow: Report completed and locked: No FLC approval: No Submitted to LB: No

Main details | Investments | Equipment | Expenditures | Outside prog. area | Funding | Annexes | Submission

Project	Full Demo Application1
Reporting Round	AA1, March 2016
Reporting level	Beneficiary
Beneficiary	FDA London
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018

Report contact persons
 Beneficiary Managing User: Nick Brit @ FDA London
 Beneficiary First Level Controller: John Smith @ London Control
 Beneficiary Authorised Signatory: George Britas @ FDA London
 Lead Beneficiary/Managing User: Demo Leadben @ Apogee

- User Log of actions
- 30/08/2016 11:49:07 Nick Brit Report set as completed
 - 30/08/2016 23:49:42 Nick Brit Report set as completed
 - 30/08/2016 23:59:28 John Smith Report approved by FLC
 - 31/08/2016 00:21:29 John Smith Report approved by FLC
 - 31/08/2016 10:08:25 Nick Brit Report set as completed
 - 31/08/2016 10:16:59 John Smith Report approved by FLC
 - 31/08/2016 10:17:53 John Smith Report approved by FLC
 - 31/08/2016 14:53:11 Nick Brit Report set as completed
 - 01/09/2016 13:32:30 Nick Brit Report set as completed



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

CONFIRMATION

Complete form

You are completing this report and submitting it to the FLC for approval.

The following users will be notified:

Beneficiary First Level Controller: John Smith @ London Control

Lead Beneficiary/Managing User: Demo Leadben @ Apogee

Proceed

Cancel



HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICATIONS

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Periodic Reporting: Finances Reports

Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

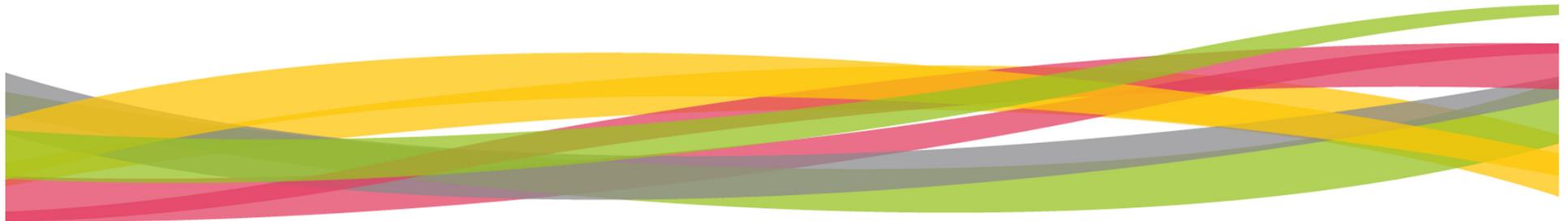
Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

The form is now set as completed. The FLC has been notified to approve it.



First Level Control

How the First Level Control operate the
Online Monitoring System





VB/NSRP Online Monitoring System

HOME

PROJECT APPLICATIONS

List

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Message: Request to approve Periodic Finance Report

Home > Messages > Inbox > Request to approve Periodic Finance Report

The designated FLC receives a notification when the report has been marked as complete from the beneficiary side of the system.

Request to approve Periodic Finance Report

Recipients

From Nick Brit @ FDA London

Sent to User(s) John Smith @ London Control

Sent on 31/08/2016 14:53:11

Message

Subject Request to approve Periodic Finance Report

Message Dear sir/madam,
 user Nick Brit has requested you to approve a Periodic Finance Report of project Full Demo Application1, in regards to beneficiary FDA London.
 Please access <https://vb.northsearegion.eu> [redacted] to check the contents of the report.

Thank you
 //
 Automated message by NSRP/VB OMS

Attachment

Message ID

Forward ▾



VB/NSRP Online Monitoring System

HOME

PROJECT APPLICATIONS

List <

FLC Designations <

COMMUNICATION

Announcements <

Messages <

CONFIGURATION

My account <

Periodic Reporting: Finances Reports
Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London

[Edit FLC Report](#) [Approve Finances Report](#) Actions

Workflow: Report completed and locked: [Yes](#) FLC approval: [No](#) Submitted to LB: [No](#)

Main details [Investments](#) [Equipment](#) [Expenditures](#) [Outside prog. area](#) [Funding](#) [Annexes](#) [Submission](#)

Project	Full Demo Application1
Reporting Round	AA1, March 2016
Reporting level	Beneficiary
Beneficiary	FDA London
Report Number	1
Project start date	04/03/2015
Project end date	29/04/2018

- Report contact persons
- Beneficiary Managing User: [Nick Brit @ FDA London](#)
 - Beneficiary First Level Controller: [John Smith @ London Control](#)
 - Beneficiary Authorised Signatory: [George Britas @ FDA London](#)
 - Lead Beneficiary/Managing User: [Demo Leadben @ Apogee](#)

User Log of actions

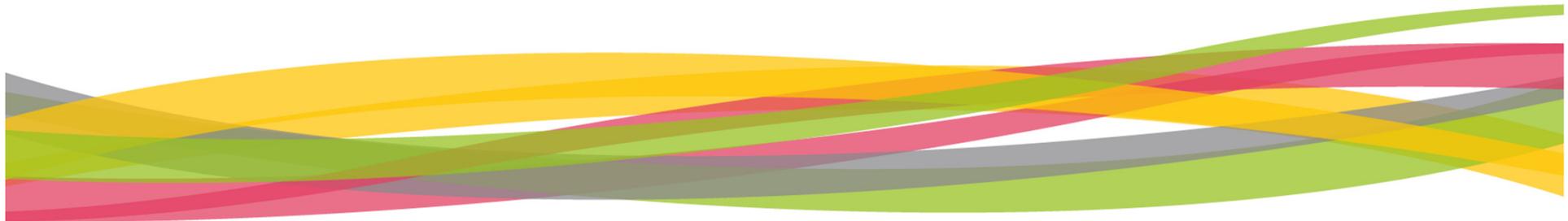
- 30/08/2016 11:49:07 [Nick Brit](#) Report set as completed
- 30/08/2016 23:49:42 [Nick Brit](#) Report set as completed
- 30/08/2016 23:59:28 [John Smith](#) Report approved by FLC
- 31/08/2016 00:21:29 [John Smith](#) Report approved by FLC
- 31/08/2016 10:08:25 [Nick Brit](#) Report set as completed
- 31/08/2016 10:16:59 [John Smith](#) Report approved by FLC
- 31/08/2016 10:17:53 [John Smith](#) Report approved by FLC
- 31/08/2016 14:53:11 [Nick Brit](#) Report set as completed



FLC Report

Follows the templates provided at
www.northsearegion.eu

<http://www.northsearegion.eu/media/1430/flc-report-vb-beneficiary.pdf>





VB/NSRP Online Monitoring System

HOME

PROJECT IDEAS

List

Add new

PROJECT APPLICA

List

Add new

Contracts

FLC Designations

COMMUNICATION

Announcements

Messages

CONFIGURATION

My account

Partners

Beneficiaries Access

Message: A Periodic Finance Report has been approved

Home > Messages > Inbox > A Periodic Finance Report has been approved

NB: Beneficiary receives notification of the verified report

		 Reply  Reply to all  Forward
From	John Smith @ London Control	
Sent to User(s)	Nick Brit @ FDA London	
Sent on	31/08/2016 10:16:59	
<i>Message</i>		
Subject	A Periodic Finance Report has been approved	
Message	Dear sir/madam, user John Smith has approved the Periodic Finance Report of project Full Demo Application1, in regards to beneficiary FDA London. Please access https://vb.northsearegion.eu/ [redacted] to check the contents of the report. Thank you // Automated message by NSRP/VB OMS	
Attachment		
Message ID		