



## 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)

















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North Sea Region European Regional Development Fund	About the programme	Project information Key document:
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If you are developing or implementing a project with		
the North Sea Region Programme, make sure you		
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## Beneficiary

- + Beneficiaries access
- + FLC designation
- + Reporting







## Beneficiaries access

How the lead beneficiary invites beneficiaries to the Online Monitoring System







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# 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







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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.



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









# **Beneficiary Authorised Signatory**

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







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# 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









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Announcements	<	🖉 Test 4		10.000	€ 1.000 €	1.150€	2.150€	22%	7.850€
Messages	<	Total		56.000	€ 14.000 €	3.000 €	17.000€	30%	39.000 €
IFIGURATION									
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VB/NSRP	Online Monitoring Sv	stem	F	🗛 🕚 29:58 (?) нгор	Nick Brit 🗸
	Finances Reporting			×	
HOME	Report Table	5. Equipment expenditure			or FDA
PROJECT IDEAS	Equipment	Test 1			D L Landan
♀ List	Total Eligible Budget	20000			-DA LONGON
🕀 Add new	Previously Reported	10000			
PROJECT APPLICAT	Current Report	750	€ (Only integers numbers accepted, no commas or dots.)		
[]] List	Current Report				
$\oplus$ Add new	Total reported so far	10750		E	emaining Idget
Contracts	% of Total reported so far	54%			9.250 €
S FLC Designation	Remaining budget	9250		2	12.800 €
COMMUNICATION				Save	9.100 €
♀ Announcement.					7.850 €
🖂 Messages					39.000 €
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S. Beneficiaries Ad avascript:editreport_financ	es_lines('134');				cateu





#### **VB/NSRP Online Monitoring System** 💮 Nick Brit 🗸 🙆 ()29:44 (?) HELP ø 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 (+) Add new 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. (+) Add new **Total Eligible** Previously % of Total Remaining Current Total reported Contracts Budget Budget Reported Report so far reported so far budget **FLC Designations** 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€ Q Announcements External expertise and 182.200 € 185.200€ 370% -135.200€ 50.000€ 3.000€ D services Equipment 56.000€ 3.000€ 3.000 € 17.000€ 30% 39.000€ Investments 50.000€ 3.000€ 2.250€ 5.950€ 18% 27.050€ $\underline{\mathcal{Q}}$ My account **Total Expenditure** 50.000€ 3.000€ 251.201 € 254.201 € 508% -204.201 € **R** Partners 46.600 € (Net revenue) 50.000€ 3.000€ 400€ 3.400€ 7% $\Omega$ Beneficiaries Access **Total Eligible Expenditure** 400.000 € 24.000€ 250.801 € 274.801 € 69% 125.199€





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	Finances Reporting			×	
	Report Table	3. Expenditure per budget l	ine	21	r FDA
	Budget	Travel and accommodation			
	Total Eligible Budget	50000		FL	OA London
	Previously Reported	3000			
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	Current Report	51100		eb	s. Staff costs
	Total reported so far	54100			
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🗹 FLC Designatio	Remaining budget	-4100		2	45.350 €
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					39.000 €
					27.050 €
					-204.201 €
					46.600 €
					125.199€



#### **VB/NSRP Online Monitoring System**



#### 💮 Nick Brit 🗸 🙆 🕚 29:49 🕐 HELP ø Periodic Reporting: Finances Reports Full Demo Application 1 / 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 (+) Add new Main details Investments Equipment Expenditures Outside prog. area Funding Annexes ERDF outside the programme Current area \* Category Report ERDF 0 Staff costs 500€ 250€ 🕀 Add new Office and administration 2.300€ 1.150€ Contracts Travel and accommodation 0€ 0€ 0 FLC Designations 0 External expertise and services 100€ 50€ 0 Equipment 0€ 0€ 0 Investments 0€ 0€ Total 2.900€ 1.450€ <u>A</u> My account Save and proceed to next step Save and return **R** Partners ${ m I}$ Beneficiaries Access





#### **VB/NSRP Online Monitoring System** 🖶 🔥 ()29:59 🕐 HELP 💽 Nick Brit 🗸 Periodic Reporting: Finances Reports Full Demo Application 1 / 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 Funding Main details Expenditures Outside prog. area Investments Equipment Annexes (+) Add new 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. % of Total reported so Total Eligible Budget Previously Reported Current Report Total reported so far far Remaining budget Programme Co-funding 300.000€ 0€ 127.101€ 127.101 € 42% 172.899€ ERDF ERDF outside the 167.000€ 0€ 2.748€ 2.748€ 0% -2.748€ programme area Beneficiary match-funding 220.000€ 0€ 121.200€ 121.200€ 55% 98.800€ of which public 120.000€ 0€ 46.200€ 46.200€ 39% 73.800€ 0 contribution 0€ 75.000€ of which private 100.000€ 75.000€ 75% 25.000€ contribution Ω My account Total Eligible Expenditure 520.000€ 0€ 248.301 € 248.301 € 48% 271.699€ Save and return Save and proceed to next step





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+ Add new <					New
PROJECT APPLICATIONS	Annexes *	Budget category	Title	File	9
🖺 List <		🖉 🛞 Staff costs	List of expenditure		
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B VB/NSRP Online Monitori	×					Christoffer — 🗇 🗙
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VB/NSRP Onl	ine Monito	ring System		A	<u>А</u> ©29:55 🕐 неlр	餐 Demo Leadben 🗸
C       A       Intros         VB/NSRP Onl         HOME         PROJECT IDEAS         Ist         Add new         PROJECT APPLICATIONS         List         Add new         List         Add new         Contracts         FLC Designations         COMMUNICATION	Vob.northsearegic ine Monito Periodi Full L # Hom Mair	n.eu/app/report-finances/edit/&tid= ring Svstem Annexes Information Budget category * Title * File *	Not defined       •         Not defined       •         Staff costs       Office and administration         Travel and accommodation       •         External expertise and services       •         Equipment       Investments	Bave	О29:55       Энегр         Напраната       еп DК         160823115DA-Nord	Demo Leadben <
<ul> <li>♀ Announcements</li> <li>♀ Messages</li> <li>CONFICURATION</li> <li>♀ My account</li> <li>♀ Partners</li> <li>♀ Beneficiaries Access</li> </ul>	ea Region Programmo	e) OMS (Online Monitoring System) //	European Union // European Regional Development Fund // Developed by Apogee I	nformation Systems	iture and related result in a delayed Sav	ve











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PROJECT APPLICATIONS  List  Add new	Annexes: Annexes     Workflow: Report completed and locked:      No FLC approval:      No Submitted to LB:      No	
Contracts < FLC Designations <	Main details         Investments         Equipment         Expenditures         Outside prog. area         Annexes         Submission           Project         Full Demo Application1         Full Demo Appl	
COMMUNICATION	Reporting Round AA1, March 2016	
Messages <	Reporting level Beneficiary Beneficiary FDA Lead Ben DK	
CONFIGURATION	Report Number 1	
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VB/NSRP Online Monitoring System	• 🏡 (	∬30:00 ⑦ HELF	💽 Nick Brit 🗸
Periodic Reporting: Finances Reports Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA Loi	ndon		
PROJECT IDEAS 🐐 Home 💈 Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London		🖉 Edit 🛛 🔂 Cor	nplete ~ Actions
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Main details       Investments       Equipment       Expenditures       Outside prog. area       Funding       Annexes       Submission			
Project Full Demo Application1			
Reporting Round AA1, March 2016			
Contracts Contracts Reporting level Beneficiary			
Seneficiary FDA London			
COMMUNICATION Report Number 1			
Q Announcements      Project start date     04/03/2015			
Project end date 29/04/2018			
CONFICURATION       ① Report contact persons			
🔉 Beneficiaries Access 🧹			
User Log of actions			
± 30/08/2016 11:49:07			
iiii 30/08/2016 23:59:28 A John Smith ▷ Report approved by FLC			
⊞ 31/08/2016 00:21:29			
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iiii 31/08/2016 10:16:59 ♀ John Smith ▷ Report approved by FLC			
Interface and the second			
i 31/08/2016 14:53:11 ≥ Nick Brit ≥ Report set as completed			





### **VB/NSRP** Online Monitoring System 🖶 🐁 🕓 29:56 🕐 HELP 😱 Nick Brit ~ Periodic Reporting: Finances Reports Full Demo Application 1 / AA1, March 2016, Beneficiary Finances Report for FDA London # Home > Periodic Reporting > Finances Reports > Full Demo Application 1 / AA1, March 2016, Beneficiary Finances Report for FDA London **© CONFIRMATION** (+) Add new Complete form You are completing this report and submitting it to the FLC for approval. The following users will be notified: Seneficary First Level Controller: John Smith @ London Control (+) Add new 📩 Lead Beneficiary/Managing User: Demo Leadben @ Apogee Proceed Cancel <u>Ny</u> account





# **VB/NSRP** Online Monitoring System 🖶 🏡 🕓 29:52 🕐 HELP 🌘 Nick Brit 🗸 Periodic Reporting: Finances Reports Full Demo Application 1 / AA1, March 2016, Beneficiary Finances Report for FDA London Finances Reports > Full Domo Application 1 / 4A1, March 2016, Beneficiary Finances Report for FDA London The form is now set as completed. The FLC has been notified to approve it. (+) Add new Ω My account





## First Level Control

### How the First Level Control operate the Online Monitoring System







VB/NSRP Online M	Ionitoring System	🖨 🙆 🛇 29:53 🕐 HELP 🌘 John Smith 🗸
HOME PROJECT APPLICATIONS	Message: Request to approve Periodic Finance Home > Messages > Inbox > Request to approve Periodic Finance Report 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
Section Sectio	Recipients	system.
COMMUNICATION	From Nick Brit @ FDA London	
♀ Announcements <	Sent to User(s) John Smith @ London Control	
🖂 Messages 🛛 🔇	Sent on 31/08/2016 14:53:11	
CONFIGURATION	Message	
요 My account <	Subject Request to approve Periodic Finance Re Message Dear sir/madam,	port
	user Nick Brit has requested you to app regards to beneficiary FDA London. Please access https://vb.northsearegior Thank you //	rove a Periodic Finance Report of project Full Demo Application1, in
	Automated message by NSRP/VB OMS	
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	Processes OHE (Online Marine Supres) // Evenesses Unice // Evenesses De-	issel Durchermont Fund - // - Durchered husteren a formation funtume





VB/NSRP Online	e Monitoring System
Номе	Periodic Reporting: Finances Reports Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London
PROJECT APPLICATIONS	# Home > Periodic Reporting > Finances Reports > Full Demo Application1 / AA1, March 2016, Beneficiary Finances Report for FDA London
🖺 List 🧹 <	Construction Const
S FLC Designations <	<sup>①</sup> Workflow: Report completed and locked: Area FLC approval: <a>No</a> Submitted to LB: <a>No</a>
♀ Announcements <	Main details         Investments         Equipment         Expenditures         Outside prog. area         Funding         Annexes         Submission
	Project Full Demo Application1
CONFIGURATION	Reporting Round AA1, March 2016
ይ My account	Reporting level Beneficiary
	Beneficiary FDA London
	Report Number I
	Project start date 04/03/2015
	Project end date 29/04/2018
	<ol> <li>Report contact persons</li> <li>Beneficiary Managing User: Nick Brit @ FDA London</li> <li>Beneficiary First Level Controller: John Smith @ London Control</li> <li>Beneficiary Authorised Signatory: George Britas @ FDA London</li> <li>H- Lead Beneficiary/Managing User: Demo Leadben @ Apogee</li> </ol>
	User Log of actions
	$\boxplus$ 30/08/2016 11:49:07 $ m Q$ Nick Brit $ m P$ Report set as completed
	iii 30/08/2016 23:49:42 🕗 Nick Brit ▷ Report set as completed
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## FLC Report

Follows the templates provided at <u>www.northsearegion.eu</u>

http://www.northsearegion.eu/media/1430/flcreport-vb-beneficiary.pdf







VB/NSRP Online Monitoring System		
	essage: A Periodic Fil	nance Report has been approved
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PROJECT IDEAS     Q List	DA Perio "	ves vort voved A Reply A Reply to all Provide V
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project applica	ion of the	John Smith @ London Control
🖻 List	Sent to User(s)	Nick Brit @ FDA London
① Add new <	Sent on	31/08/2016 10:16:59
Contracts <	Message	
Section Sectio	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.
Messages		Thank you // Automated message by NSRP/VB OMS
CONFIGURATION	Attachment	
<u>़</u> My account <	Message ID	
ی Partners <		
<u>R</u> , Beneficiaries Access <		