



## **Reporting and First Level Control**

## How to use the Online Monitoring System

Version November 2016

**VB/NSRP Online Monitoring System** 







## Agenda

## + Beneficiary

- + Beneficiaries access
- + FLC designation
- + Beneficiary Authorised Signatory
- + <u>Reporting</u>

## + First Level Control

+ <u>Verification of expenditures</u>

















	Project login Programme login	Search Q
North Sea Region European Regional Development Fund	About the programme	Project information Key document:
Project login		
Thinking Growth Project	et login	
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Updates to fact sheets		
If you are developing or implementing a project with		
the North Sea Region Programme, make sure you		
rules and procedures.		





## 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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## After nomination by beneficiary

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







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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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# FINANCE REPORTING







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### **VB/NSRP Online Monitoring System** 🕘 Nick Brit 🗸 h 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 Investment expenditure \* Related to section C.8 Investments in the application form **Total Eligible** Previously Total reported % of Total Remaining (+) Add new Investment Budget Reported Current Report so far reported so far budget 2.000€ 6.500€ Test 1 10.000€ 1.500€ 3.500 € 35% **FLC Designations** Test 2 11.000€ 1.100€ 750€ 1.850€ 17% 9.150€ D 0 Test 3 12.000€ 600€ 0€ 600€ 5% 11.400€ Total 27.050€ 33.000€ 3.700€ 2.250€ 5.950€ 18% $\mathcal{Q}$ Announcements Explanations on Investments B T **¶** -ବ୍ତ E С C </>> ~~ deviations test Ω My account Please explain deviations (if any) as regards spending on investments compared to the amounts indicated in the Application Form. **R** Partners **Beneficiaries** Access Save and return Save and proceed to next step





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### **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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### 💮 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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## **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





# ACTIVITY REPORTING





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## VB/NSRP Online Monitoring System

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### **VB/NSRP Online Monitoring System** 🖄 Demo LeadBen 🗸 🛱 🤼 🗘 29:58 🕐 HELP Periodic Reporting: Progress Reports FDA! / AA1, March 2016, Beneficiary Progress Report for FDA1 Denmark LB # Home > Periodic Reporting > Progress Reports > FDA! / AA1, March 2016, Beneficiary Progress Report for FDA1 Denmark LB. 🖉 Edit Complete Actions + Add new (i) Workflow: Report completed and locked: 🖉 NO Finance report completed and signed: 🖉 No Progress report signed by Authorised Signatory: 🖉 No 🛛 FLC approval of Finances Ores Submitted to LB: 🖉 No (+) Add new Main details Objectives Outputs Results Deliverables Annexes Submission Contracts Project FDA! **FLC Designations** Reporting Round AA1, March 2016 Reporting level Beneficiary Beneficiary FDA1 Denmark LB Q Announcements Report Type Basic Progress report with Finance report Project start date 04/03/2015 Project end date 29/04/2018 Ω My account Report Number 1 **R** Partners Reporting period start 01/11/2016 Reporting period start 05/11/2016 **Beneficiaries** Access





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## First Level Control

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







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© Messages < CONFIGURATION	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 Application 1, in regards to beneficiary FDA London. Please access https://vb.northsearegion.eu/app/report-finances/ to check the contents of the report. Thank you // Automated message by NSRP/VB OMS
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s	<	D	FDA!	AA1, March 2016	#1 Project	🖉 No	🖉 No	🖉 No	🖉 No
		B	FDA!	AA1, March 2016	#1 Beneficiary: FDA1 Denmark LB	🖯 Yes	🖉 No	0 No	🖉 No
	,	B	FDA!	AA1, March 2016	#1 Beneficiary: FDA5 Germany Berlin	🖯 Yes	⊗ Yes	🖉 No	🖉 No
		ß	FDA!	AA1, March 2016	#1 Beneficiary: FDA7-10 Germany Munich	🖯 Yes	⊘ Yes	🖉 No	🖉 No
	<	ß	FDA!	AA1, March 2016	#1 Beneficiary: FDA4 German Coordinating	🕀 Yes	⊘ Yes	Ø No	Ø No
		D	FDA!	AA1, March 2016	#1 Beneficiary: FDA6 Norway	🕀 Yes	⊗ Yes	⊘ Yes	⊘ Yes
	1								

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### **VB/NSRP Online Monitoring System** 🛱 🎭 🕓 29:57 🕐 HELP 🦣 John Smith 🗸 Periodic Reporting: Finances Reports FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB # Home > Periodic Reporting > Finances Reports > FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB ~ Actions ✓ FLC 🖉 Edit FLC Report **FLC Designations** ▲ Taking into account this report, total expenditure is 440.000 €, which means that the Beneficiary has exce View FLC Report Preview FLC Certificate <sup>(1)</sup> Workflow: Report completed and locked: Organ Yes FLC approval: No Submitted to LB: No Approve Finances Report Main details Investments Equipment Expenditures Shared Costs Outside prog. area Funding Annexes Submission Project FDA! Reporting Round AA1, March 2016 Reporting level Beneficiary Beneficiary FDA1 Denmark LB Report Number 1 Project start date 04/03/2015 Project end date 29/04/2018 Reporting period start ---Reporting period end





VB/NSRP Online	Monitoring System	🖶 ዿ 🕓 29:51 🕐 HELP 🌘 John Smith 🗸			
НОМЕ	Periodic Reporting: Finances R FDA! / AA1, March 2	eports 016, FLC Report for FDA1 Denmai	rk LB		
PROJECT APPLICATIONS	# Home > Periodic Reporting > Finances Reports > FDA! / AA1, March 2016, FLC Report for FDA1 Denmark LB				
List      Image: Constraint of the second	(i) For rules on eligibility of costs	please see Fact Sheet 1			
COMMUNICATION	Project	FDA!			
♀ Announcements <	Finance Report Number	1			
<ul><li>✓ Messages &lt;</li><li>CONFIGURATION</li></ul>	Name of controlled project beneficiary	FDA1 Denmark LB			
ቧ My account <	General methodology *	Verification    Desk-based   On-the-spot  Other  2 are checked, select up to 2			
	(If 'other') Please describe	Method used for the verification			
	(if on-the-spot) Start date of on- the-spot verification	2016-11-06			
	(if on-the-spot) End date of on-	2016-11-10			





VB/NSRP Online Monitoring System	🛱 🧞 🛇 30:00 🕐 HELP 🕘 John Smith 🗸				
	Expenditure declared and certified by budget line				
Certified during v section e	Certified expenditure should equal Declared expenditure unless ineligible expenditure was found during verification which has been deducted. These deductions should be described below in the section entitled Findings, Conclusions and Follow up Measures per budget category.				
Staff costs *	1500000 € (Only integers numbers accepted, no commas or dots.)				
	Declared: 200000 € Difference: -1300000 € Certified in % to declared: 750 %				
Office and administration *	250000 € (Only integers numbers accepted, no commas or dots.)				
	Declared: 30000 € Difference: -220000 € Certified in % to declared: 833 %				
Travel and accommodation *	50000 € (Only integers numbers accepted, no commas or dots.)				
	Declared: 50000 € Difference: 0 € Certified in % to declared: 100 %				
External expertise and services *	100000 € (Only integers numbers accepted, no commas or dots.)				
Equipment *	55000 € Only integers numbers accepted, no commas or dots.)				
	Declared: 60000 € Difference: 5000 € Certified in % to declared: 92 %				
Investments *	0 € (Only integers numbers accepted, no commas or dots.)				
	Declared: 0 € Difference: 0 € Certified in % to declared: - %				
Total Expenditure *	1955000 € (Only integers numbers accepted, no commas or dots.)				





## FLC Report

Follows the templates provided in the programme manual

<u>http://www.northsearegion.eu/project-</u> <u>information/programme-manual/first-level-</u> <u>control/</u>







### **VB/NSRP Online Monitoring System** 🦺 🕚 29:57 🕐 HELP 🦣 John Smith 🗸 a Periodic Reporting: Finances Reports FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB # Home > Periodic Reporting > Finances Reports > FDA! / AA1, March 2016, Beneficiary Finances Report for FDA1 Denmark LB ~ Actions ✓ FLC 🖉 Edit FLC Report **FLC Designations** ▲ Taking into account this report, total expenditure is 440.000 €, which means that the Beneficiary has exceed €) View FLC Report Preview FLC Certificate (1) Workflow: Report completed and locked: 🕆 Yes FLC approval: 🖉 No Submitted to LB: 🖉 No Approve Finances Report Main details Investments Equipment Expenditures Shared Costs Outside prog. area Funding Annexes Submission Project FDA! Reporting Round AA1, March 2016 Reporting level Beneficiary Beneficiary FDA1 Denmark LB Report Number 1 Project start date 04/03/2015 Project end date 29/04/2018 Reporting period start ---

Reporting period end





VB/NSRP Online Mo	nitoring System	8		()29:59	(?) HELP	🚺 John Smith 🗸
✓ FLC Designations < < COMMUNICATION	CONFIRMATION     Approve Finances Report     You are signing and approving this report and it contents. Please review the ELC Certificate before		edina			
Q Announcements	Tou are signing and approving this report and it contents. Thease review are the certaintate before		cung	Î		
CONFIGURATION े. My account <						
	North Sea Region European Regional Development Fund FDA! / AA1, March 2016, FLC Certificate for FDA1 Denmark LB					
	Project and progress report Project FDA! Project Acronym FDA!					
	Project Number 13331 Approved implementation 04/03/2015 - 29/04/2018 period					
	Finance Report Number 1 Name of Lead Beneficiary FDA1 Denmark LB Reporting period start			-		
	The following users will be notified: <b>h</b> -Beneficiary Managing User: Demo LeadBen @ OMS-LB ③ Beneficiary Authorised Signatory: Gianis LeadBen @ AS-LB					
	tead Beneficiary/Managing User: Demo LeadBen @ OMS-LB					
	Proceed Cancel					





VB/NSRP Online Monitoring System 🗇 🐁 ()29:58 () HELP () Nick Bi				
	lessage: A Periodic Fil	nance Report has been approved		
HOME	Home > Messages > Inbox > A Peri	odic Finance Report has been approved		
PROJECT IDEAS	DA Peri-	VeS Forward Seeply to all Forward Y		
• Add new NB:	Beneficiary recon	d report		
PROJECT APPLICA	tion of the From	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. Please access https://yb.northsearegion.eu/		
Messages <		Thank you // Automated message by NSRP/VB OMS		
CONFIGURATION	Attachment			
요 My account <	Message ID			
ß Partners <				
<u>A</u> Beneficiaries Access				