



TAKING
COOPERATION
FORWARD



4. Informations- und Schulungsseminar
Stuttgart | 17 Oktober 2019



electronic Monitoring System (eMS)



Interreg CENTRAL EUROPE | Joint Secretariat | Alexandra Kulmer

HINTS FOR PP AND NATIONAL CONTROLLERS

Current issues when using eMS



- Submission of the Partner Report
- Expenditure outside the programme area not correctly marked
- Typology of errors not used
- Reopening of the partner report
- Verifying expenditure and open expenditure items („sitting ducks“)
- Finalising of control documents



HINTS FOR PP

Submission of the Partner Report

A+B Partner report > C - List of expenditure > **D - Co-financing and forecast** > Annexes

Partner co-financing reporting

Partner co-financing target value in Euro
€ 2.024,76

Current report

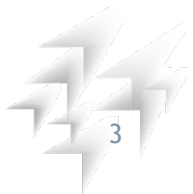
	Reported so far	% of total reported
€ 1.000,00		
€ 1.024,76	€ 5.700,00	84,76 %
€ 2.024,76	€ 1.024,76	15,23 %
€ 0,00	€ 6.724,76	100,00 %
€ 2.024,76	€ 0,00	0,00 %
	€ 6.724,76	100,00 %

Zweiter Partner	public	€ 34.118,00	100,00 %		
XY (-)	public	€ 0,00	0,00 %		
Sub-total public co-financing		€ 34.118,00	100,00 %		
Sub-total private co-financing		€ 0,00	0,00 %		
Total co-financing		€ 34.118,00	100,00 %		

Export (+) Add co-financing

(according to AF) ◊ Previously

Your partner contributions must match exactly the targeted value!



HINTS FOR PP AND NATIONAL CONTROLLERS

Expenditure outside the programme area

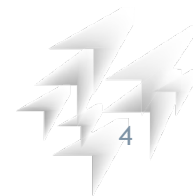
List of expenditure

Declared amount orig. currency	EUR conversion rate	EUR conversion rate date	Declared amount Euro	Exp. outside	Declared	Verified by controller	Difference controller	amount verified by controller	Comment
10.000,00			€ 10.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 10.000,00	
1.500,00			€ 1.500,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.500,00	
1.000,00			€ 1.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.000,00	
3.000,00			€ 3.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	
5.000,00			€ 5.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		€ 0,00	

Prior approval by the MA/JS required, unless foreseen in the AF (section D.3).

Export Save columns Columns

Tick all as verified by controller Save Return



HINTS FOR NATIONAL CONTROLLERS

Typology of errors

Contr

Verified by controller

Edit amount in original currency

Difference controller € 10,00

Amount verified by controller € 0,00

Fic Correction Type -

Comment controller (visible to: PP, controller, JS, MA, CA, AA)

Comment Controller (visible to: contr

Comment controller (visible to: contro MA, CA, AA)

Projects objectives not achieved

Ineligible expenditure

Audit trail

Public procurement

State Aid

Financial instrument

Revenue generating operations

- Projects objectives not achieved
- Ineligible expenditure
- Audit trail
- Public procurement
- State Aid
- Financial Instrument
- Revenue generating operations
- Reliability of data and indicators
- Information and publicity measures
- Environmental rules
- Simplified cost option
- Durability of operations
- Equality between men and women, equal opportunities
- Non discrimination
- Sound financial management
- Other (specify)

HINTS FOR NATIONAL CONTROLLERS

Reopening the partner report

The screenshot shows a web application interface for managing partner reports. On the left is a sidebar menu with a 'SAVE' button at the top. The menu items are: Partner finance report, Attachment upload closed (circled in red), Control documents, Control checklist, Application form, Print report, Revert from controller to PP (circled in red), and Compare With Previous Version. The main content area has a breadcrumb trail: A+B Partner report > C - List of expenditure > D - Co-f. Below the breadcrumb is the title 'A+B Partner report' and a green header for 'Period 2 - 01.01.2017 - 30.06.2017'. A table shows the start date as 01.01.2017 and the end date as 30.06.2017. Below this is a section titled 'Summary of the partner's work' with a text area for describing project progress and a rich text editor toolbar.

SAVE

- Partner finance report
- Attachment upload closed
- Control documents
- Control checklist
- Application form
- Print report
- Revert from controller to PP
- Compare With Previous Version

A+B Partner report > C - List of expenditure > D - Co-f

A+B Partner report

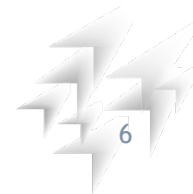
Period 2 - 01.01.2017 - 30.06.2017

Start date	End date
01.01.2017	30.06.2017

Summary of the partner's work

Please describe the project progress which was achieved by the partner in the current period.

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Decrease indent, Increase indent, Full screen.



HINTS FOR NATIONAL CONTROLLERS

Reopening the partner report

List of expenditure

Declared amount orig. currency	EUR conversion rate	EUR conversion rate date	Declared amount Euro	Exp. outside	Declared	Verified by controller	Difference controller	amount verified by controller	Comment
10.000,00			€ 10.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 10.000,00	
1.500,00			€ 1.500,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.500,00	
1.000,00			€ 1.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.000,00	
3.000,00			€ 3.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	
5.000,00			€ 5.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	

Columns

Tick all as verified by controller



HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

Certificate of expenditure

Partner information



Control checklist

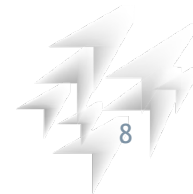
Control report

Control attachments

Open report expenditures

Show all waiting to be verified, including open expenditures from other reports

Budget line	Declared by partner		Certified by controller		Current report
	Current report	Total	Current report	Total	
BL1 Staff costs 	€ 16.000,00	€ 16.000,00	€ 1.000,00	€ 1.000,00	
BL2 Office and admin. 	€ 2.400,00	€ 2.400,00	€ 150,00	€ 150,00	
BL4 External exp. and services 	€ 81,34	€ 81,34	€ 0,00	€ 0,00	
BL5 Equipment 	€ 23.000,00	€ 23.000,00	€ 0,00	€ 0,00	
Total expenditure	€ 41.481,34	€ 41.481,34	€ 1.150,00	€ 1.150,00	
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Total eligible expenditure 	€ 41.481,34	€ 41.481,34	€ 1.150,00	€ 1.150,00	



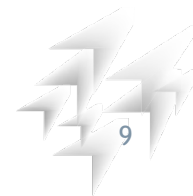
HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

Open expenditures of ABC partner

Show all waiting to be verified, including open expenditures from other reports

Budget line	Declared by partner			Certified by controller			Difference	
	Current report	Other reports (open expenditure)	Total	Current report	Other reports (open expenditure)	Total	Current report	Other reports (open expenditure)
BL1 Staff costs 	€ 16.000,00	€ 0,00	€ 16.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	€ 15.000,00	€ 0,00
BL2 Office and admin. 	€ 2.400,00	€ 0,00	€ 2.400,00	€ 150,00	€ 0,00	€ 150,00	€ 2.250,00	€ 0,00
BL3 Travel and accom. 	€ 0,00	€ 240,70	€ 240,70	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 240,70
BL4 External exp. and services 	€ 81,34	€ 0,00	€ 81,34	€ 0,00	€ 0,00	€ 0,00	€ 81,34	€ 0,00
BL5 Equipment 	€ 23.000,00	€ 0,00	€ 23.000,00	€ 0,00	€ 0,00	€ 0,00	€ 23.000,00	€ 0,00
BL6 Instr. and works 	€ 0,00	€ 1.000,00	€ 1.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 1.000,00
Total expenditure	€ 18.481,34 € 41.481,34	€ 240,70 € 1.240,70	€ 42.722,04	€ 1.150,00	€ 0,00	€ 1.150,00	€ 40.331,34	€ 1.240,70
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure 	€ 41.481,34	€ 1.240,70	€ 42.722,04	€ 1.150,00	€ 0,00	€ 1.150,00	€ 40.331,34	€ 1.240,70



HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

FLC Expenditures > Partner Information > FLC Checklist > FLC Report > Attachments > Inherent Risk Assessment > Control Risk Assessment

Current report - not yet verified Item from another report - not yet verified Item already ticked as verified (orange)

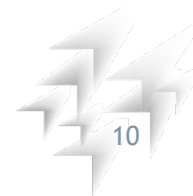
List Of Expenditures

Report Number	Budget Line	W/P	Declared Amount Euro	Verified By FLC	Difference FLC	Amount Certified FLC	Comment: FLC
AustrianCoop 3.1	Staff costs	M Management:	€ 1 000.00	<input checked="" type="checkbox"/>	€ 0.00	€ 1 000.00	
AustrianCoop 3.1	Office and administration	M Management:	€ 150.00	<input checked="" type="checkbox"/>	€ 0.00	€ 150.00	
AustrianCoop 1.1	External expertise and services	T1 Worktogether	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	sitting duck 1.1
AustrianCoop 3.1	External expertise and services	M Management:	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	
AustrianCoop 4.1	Equipment	M Management:	€ 4 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	
AustrianCoop 3.1	Infrastructure & works	T1 Worktogether	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	

Export Save Columns Columns

Tick all as verified by FLC Return

Sitting duck (open item from a previous already finalised report) (pink)



HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

If you want to include an expenditure item stemming from another report into the certificate of expenditure:

- the item needs to be marked as ‘Verified by controller’ AND
- the button ‘Show all waiting to be verified, including open expenditure from other reports’ has to be ticked when pressing the button ‘Check control work’ and ‘Submit control work’.

Open report expenditures

Show all waiting to be verified, including open expenditures from other reports

Supplementary information

Check control work

Print certificate of expenditure

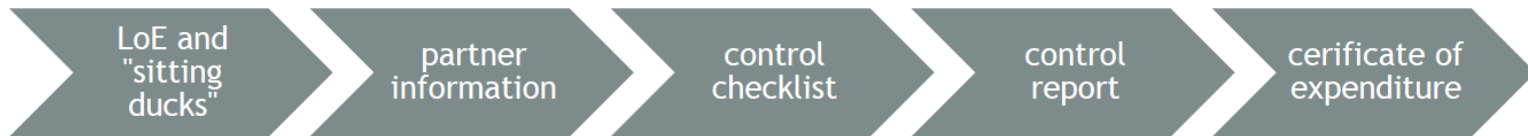
Print

Finalize control work and issue certificate

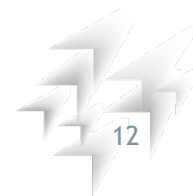
HINTS FOR NATIONAL CONTROLLERS

Finalising the control work

NOTE! The issuing of the certificate of expenditure and thus the finalizing of the control work should be done at the very end of the control work, since it closes the write access to the control documents. Meaning that, when doing the control work, you should keep the following workflow:



Print the control documents (control checklist, control report and certificate of expenditure) only once you have finalized the control work.



eMS VERSION 4.1

New features for the LPs, PPs and national controllers



- Project livingtables
- Project global LoE**
- Project
- Supplementary information

- Project global LoE
- Partner global LoE

Period 5 01.08.2019 - 31.01.2020

Period 6 01.02.2020 - 31.07.2020

Partner livingtables: **Partner global LoE**

Create New Report

01.08.2019 - 31.01.2020



developed by
cpb
software



European Regional Development Fund

4_1.1



CONTACT

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