



MIS

Procedure for Auditors

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Goal of the presentation

Introducing the Auditors of ENI CBC MED Projects to the *Management and Information System* (MIS).



WARNING

Make sure that you upload the final version of your report (and consolidated report for the LB Auditor) before you send it to the LB Auditor (or LB).

The reporting procedure in the MIS is linear, meaning that once you reach a stage you CAN'T go back to the previous step.

MIS Access

The screenshot shows a web browser window with the address bar containing the URL enicbcmed.eu/mis/login. The page header includes logos for ENI CBCMED, the European Union, and the Regione Autonoma della Sardegna. A navigation menu contains links for 'MIS user guide (updated: August 2020)', 'Technical support', and 'mis-support@regione.sardegna.it'. The main content area is a 'Login page' with the instruction 'Type your credentials to get access'. It features a 'YourUserName' input field, a password field with masked characters, a 'Remember me' checkbox, a blue 'Login' button, and a 'Forgot your password?' link.

After receiving your access codes from the Lead Beneficiary of the project, you can access the MIS to audit the project.

1. The link: <http://enicbcmed.eu/mis/login>
2. Link to download the complete guide
3. Link to MIS support mail
4. To recover your password

Report Selection

The screenshot shows a software interface with three tabs: 'Project data', 'Documents', and 'Reporting'. The 'Reporting' tab is selected and highlighted with a red box, with a '0' next to it. Below the tabs, there are three circular icons: a yellow one with a document icon (labeled '1'), a blue one with a checkmark icon (labeled '2'), and a grey one with a share icon. Below these icons is the text 'Report list'. The main area contains a table with the following data:

| Name | Start date | End date | Status | Score |
|------------------------|------------|------------|--------|-------|
| 0 - 3 months | 01/09/2019 | 30/11/2019 | | |
| 1st - Six month report | 01/09/2019 | 02/29/2020 | ✓ | 4 |
| 1st - Interim report | 01/09/2019 | 31/08/2020 | 📄 | |
| 2nd - Six month report | 01/09/2020 | 02/28/2021 | | |

In the reporting tab, select “Interim Report”:

1. View the report
2. Validate the report (to audit)

Check the reported expenditure - 1

Project data Documents **Reporting**

Info and summary
Main findings
Logical framework
Potential risks
WP implementation
Expenses
Deliverables
Export
Checklist

Report: 1st - Interim report (01/09/2019 - 31/08/2020)

Supporting documents Sub-grants WP1 WP2 WP3 WP4 WP5 WP6 ALL WP

Search for: Budget Line code, Cost category, Partner, Unit

| Code | Cost category | Partner | Description | Unit | Reported | | Total cut Auditor | Total cut Jts | Total cut Ma | Comment | |
|-------------------|---------------|---------|----------------------------|------|------------------|-----------------|--------------------------|---------------|--------------|---------|--|
| | | | | | Number | Reported / Rate | | | | | |
| WP1.HR.PP2.98295 | HR | PP2 | Teamleader / Sr Resarc ... | DAY | 2,066.00 / 56.00 | 2.71 / 388.00 | € 5,601.00 / € 21,728.00 | € 0.00 | € 0.00 | € 0.00 | |
| WP1.TR.PP2.101120 | TR | PP2 | Kick-off meeting and ... | DEM | 7.00 / 6.00 | 223.14 / 222.00 | € 1,562.00 / € | € 0.00 | € 0.00 | € 0.00 | |

You may navigate throughout the sections, however, your main work will be in the Expenses per Work Packages (WPs) section:

1. Check the selected budget line
2. Back to the previous page

Check the reported expenditure - 2


The screenshot shows a software interface with a top navigation bar containing 'Project data', 'Documents', and 'Reporting' (highlighted with a red box). A left sidebar lists menu items: 'Info and summary', 'Main findings', 'Logical framework', 'Potential risks', 'WP implementation', 'Expenses' (highlighted with a red box), 'Deliverables', 'Export', and 'Checklist'. The main content area displays a budget line summary for 'WP1.HR.PP2.98295' with partner 'PP2' and cost category 'HR', totaling € 21,728.00. Below this is a row of five icons labeled 1 to 5, corresponding to the list below. The 'Expenses' section contains a table with columns: 'At your place', 'Description', 'Type of document', 'Date of payment', 'Total without VAT (in currency)', 'Total (in currency)', 'Total without VAT (Euro)', 'Total (Euro)', 'Validate Auditor', and 'Cut Auditor'. Two rows of expenditure are shown, both dated 02/02/2020 and described as 'new' with 'INV' type documents. The first row has a 'Cut Auditor' value of € 400.00 and a red warning icon, while the second row has a checked 'Validate Auditor' box.

| At your place | Description | Type of document | Date of payment | Total without VAT (in currency) | Total (in currency) | Total without VAT (Euro) | Total (Euro) | Validate Auditor | Cut Auditor |
|---------------|-------------|------------------|-----------------|---------------------------------|---------------------|--------------------------|--------------|-------------------------------------|-------------|
| 02/02/2020 | new | INV | 02/29/2020 | € 2,000.00 | € 2,400.00 | € 2,000.00 | € 2,400.00 | <input type="checkbox"/> | € 400.00 |
| 02/02/2020 | new | INV | 02/29/2020 | € 2,000.00 | € 2,400.00 | € 2,000.00 | € 2,400.00 | <input checked="" type="checkbox"/> | |

Each Budget Line (BL) contains the details of the expenses related to it with the following functions:

1. View expenditure details (no edit possible)
2. Add ineligible expenditure (see the cut in the image above)
3. Edit the added ineligible expenditure
4. Delete the ineligible expenditure
5. Insert comments on the expenditure

Check the reported expenditure - 3

 Add Ineligible Expenses ✕

| At your place | Description | Total with VAT (Euro) |
|---------------|-------------|-----------------------|
| 02/02/2020 | new | 2,400.00 |

Potential Ineligible Amount (in EUR)

Findings Description / Comments

Irregularity Code

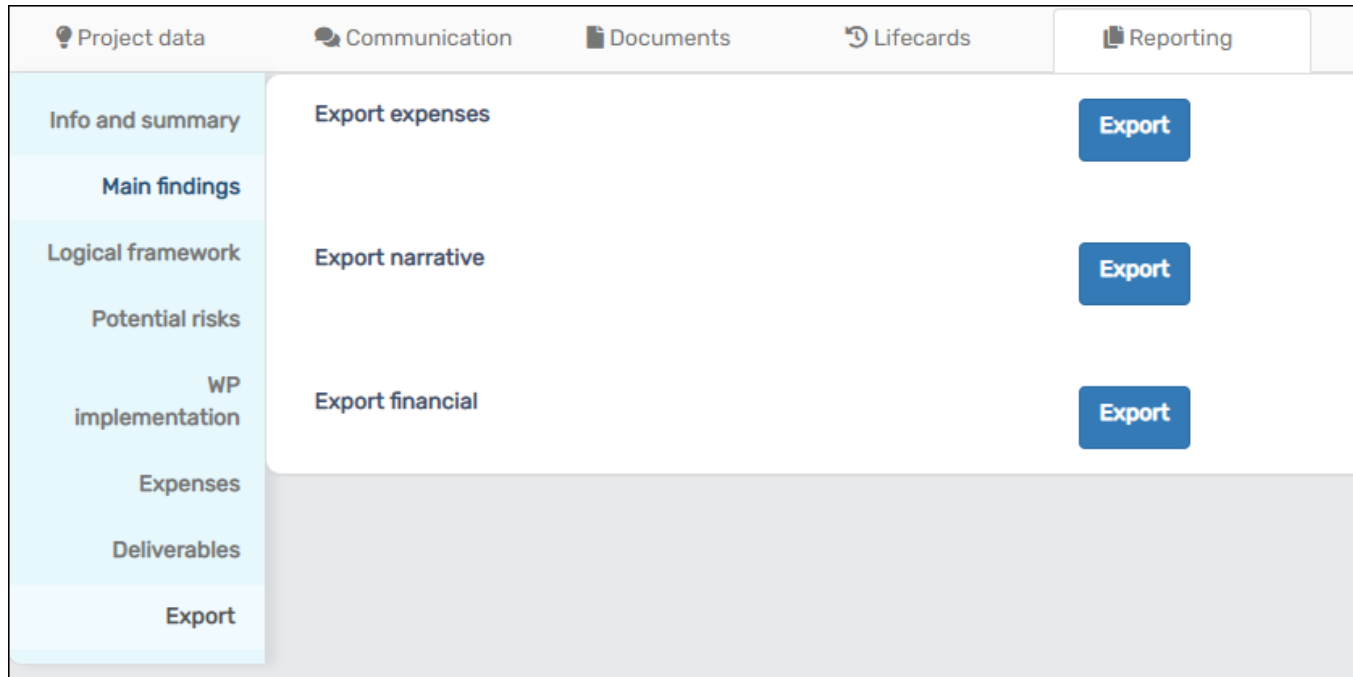
▼

▼

To add ineligible expenditures, you will have to fill at least:

1. The potential ineligible amount in Euro
 2. The irregularity Code (from a drop-down list)
- .. the description/comments field is optional

Export Report



You can export the narrative report in *.doc version anytime, the list of expenditures and the financial table in *.xls format

The financial table includes budget per WP, cost category, PP.. Etc.
The expenditures table includes all expenses in each budget line

Checklist and Expenditures Verification Report (EVR)

Project data Documents Reporting

Info and summary
Main findings
Logical framework
Potential risks
WP implementation
Expenses
Deliverables
Export
Checklist

Auditor Reports

1 2 3 4 5

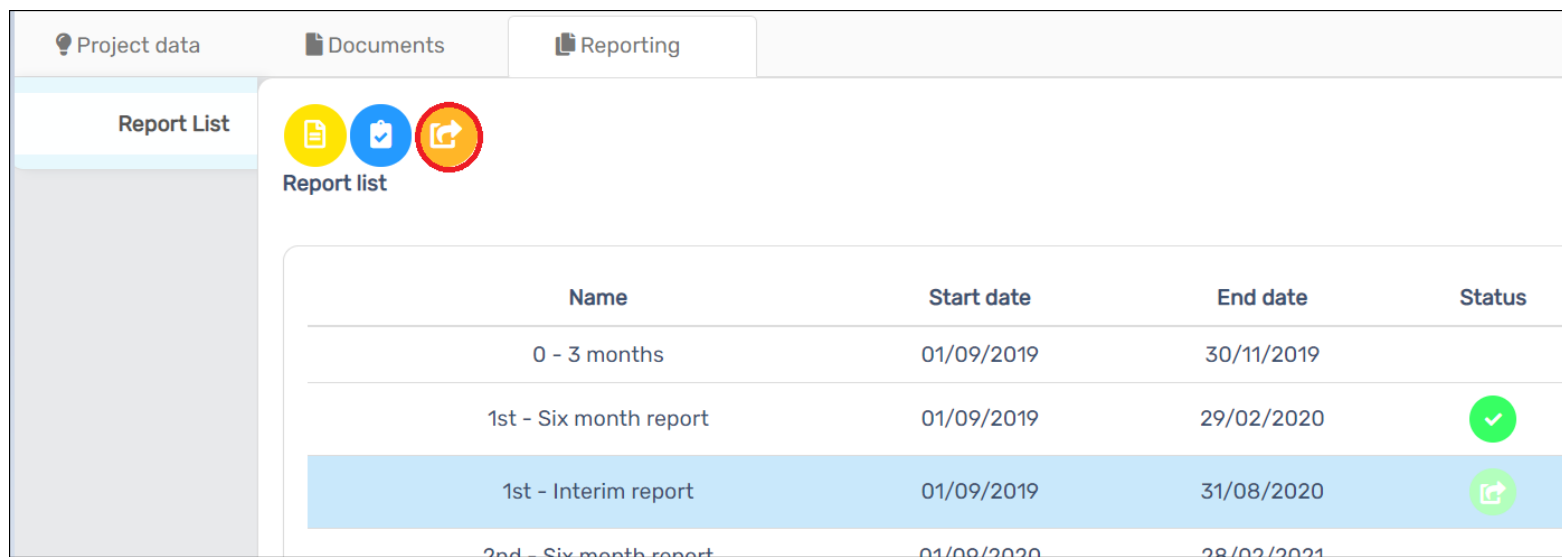
Auditor Reports

| Filename | Payment flow | Type | Date upload |
|------------------------|--------------|------|-------------|
| Document list is empty | | | |

In the checklist section, you have the following functions:

1. Download the reporting *EVR pack* templates
2. Download the selected document/report
3. Upload the report EVR pack of the audited partner (one file, could be compressed folder of several files – limit of the size **30 Mega** byte)
4. Upload the **Consolidated** report EVR pack for the project (only available for the LB Auditor)

.. and last, but not least...



| Name | Start date | End date | Status |
|------------------------|------------|------------|--------|
| 0 - 3 months | 01/09/2019 | 30/11/2019 | |
| 1st - Six month report | 01/09/2019 | 29/02/2020 | ✓ |
| 1st - Interim report | 01/09/2019 | 31/08/2020 | ✓ |
| 2nd - Six month report | 01/09/2020 | 28/02/2021 | |

→ Project Partner Auditors: send the report to the Lead Beneficiary Auditor

→ Lead Beneficiary Auditor: send the report to the Lead Beneficiary

This will lock the report from any further editing: Make sure that you uploaded the right report, there's no way of modifying afterwards

THANK YOU FOR YOUR ATTENTION

MERCI

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CBCMED**

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in the Mediterranean



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