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

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

In the reporting tab, select "Interim Report":

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

Check the reported expenditure - 1

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

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**
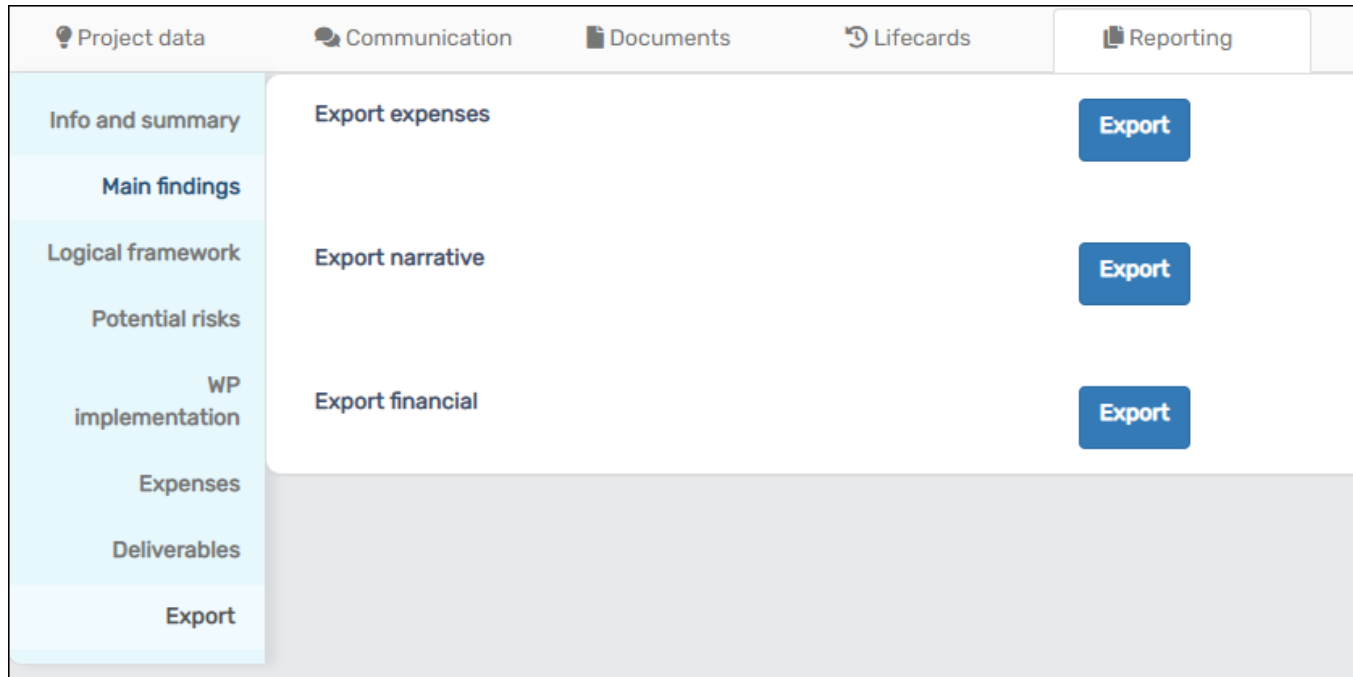
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Check the reported expenditure - 3

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

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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)
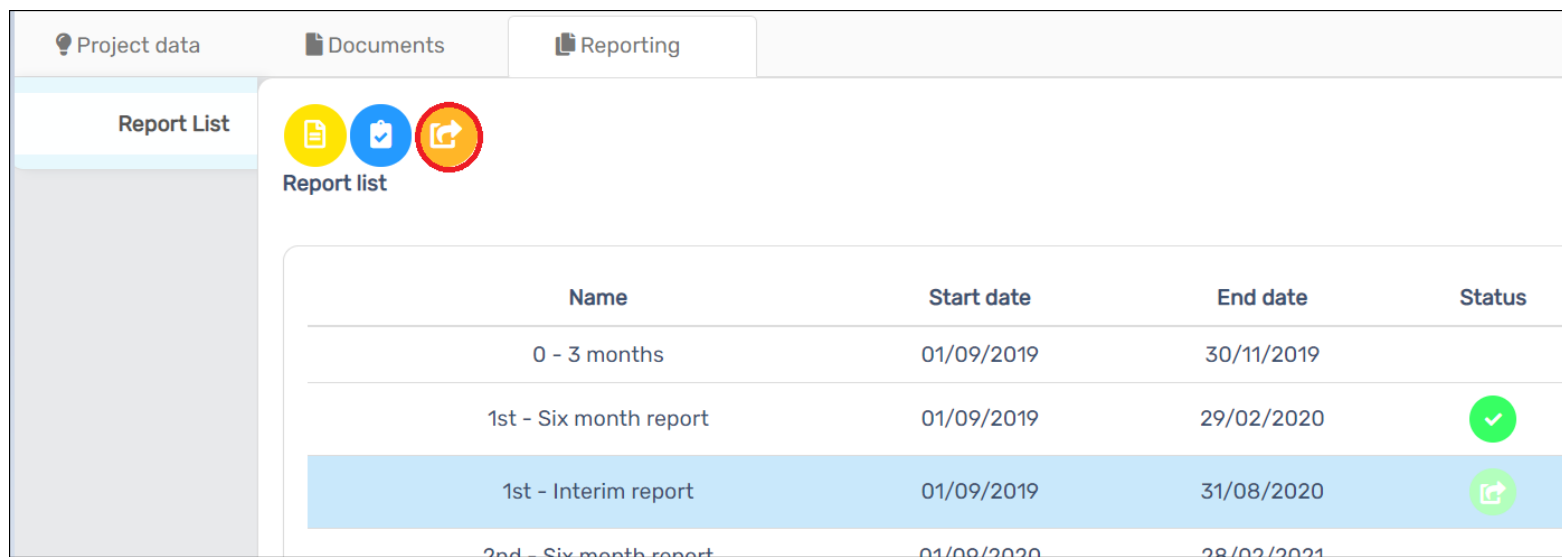
In the checklist section, you have the following functions:

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…

➔**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: <u>Make sure that you uploaded the right report, there's no way of modifying afterwards</u>

THANK YOU FOR YOUR ATTENTION

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