

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 displaying enicbcmed.eu/mis/login. The page header includes logos for ENI CBCMED, the European Union, and the Regione Autonoma della Sardegna. A navigation bar contains links for the MIS user guide, technical support email, and a link to the Project implementation manual (PIM). The main content area is a login form titled "Login page" with fields for "YourUserName" and a password field. A "Remember me" checkbox and a "Login" button are also present. A link for "Forgot your password?" is located at the bottom of the form.

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

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

Project data Documents **Reporting 0**

Report List

1 2
Report list

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

The screenshot shows a web application interface for reporting. At the top, there are tabs for 'Project data', 'Documents', and 'Reporting' (which is highlighted with a red box). On the left sidebar, there are sections for '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 report for the period '01/09/2019 - 31/08/2020'. Below this, there are tabs for 'Supporting documents', 'Sub-grants', and 'WP1' (which is selected). A search bar is present with the text 'Search for: Budget Line code, Cost category, Partner, Unit'. A table of expenses is shown with columns: Code, Cost category, Partner, Description, Unit, Reported / Number, Reported / Rate, Reported / Total, Total cut Auditor, Total cut Jts, Total cut Ma, and Comment. Two rows are visible: one for 'WP1.HR.PP2.98295' with a cost category of 'HR' and a partner of 'PP2', and another for 'WP1.TR.PP2.101120' with a cost category of 'TR' and a partner of 'PP2'. The 'Expenses' section is highlighted with a red box, and a red circle with the number '1' is placed over the 'Expenses' tab. A red circle with the number '2' and a left arrow is placed over the 'WP1' tab.

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 / Number	Reported / Rate	Reported / Total	Total cut Auditor	Total cut Jts	Total cut Ma	Comment
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

Project data Documents **Reporting**

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

Code: WP1.HR.PP2.98295 Partner: PP2 Cost category: HR Budgetline total: € 21,728.00


1 2 3 4 5

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)
400

Findings Description / Comments
VAT recoverable

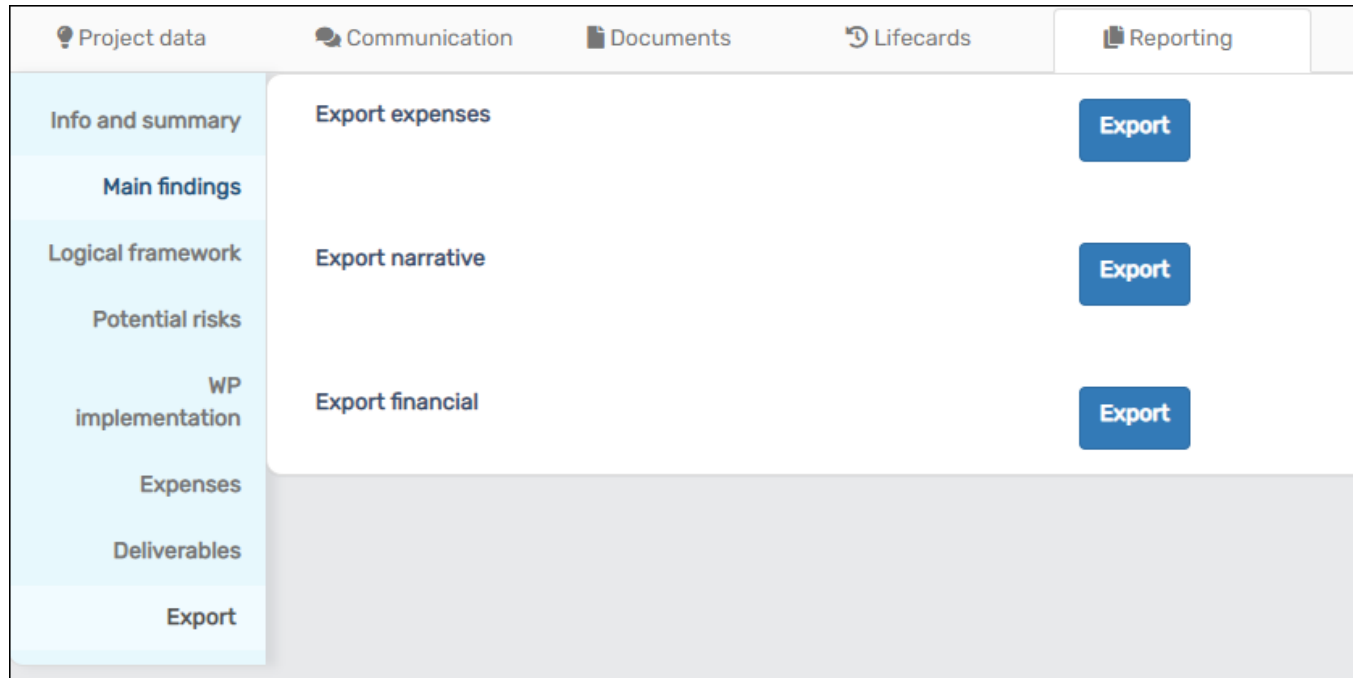
Irregularity Code
Specific issues concerning eligibility of single cost items in one interim package (these issues are problems and do imply financial consequences) ▼
3900 - incorrect or wrong selection procedure; award criteria not linked to the subject-matter of the contract, conferring an unrestricted freedom of choice ▼

Cancel Confirm

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

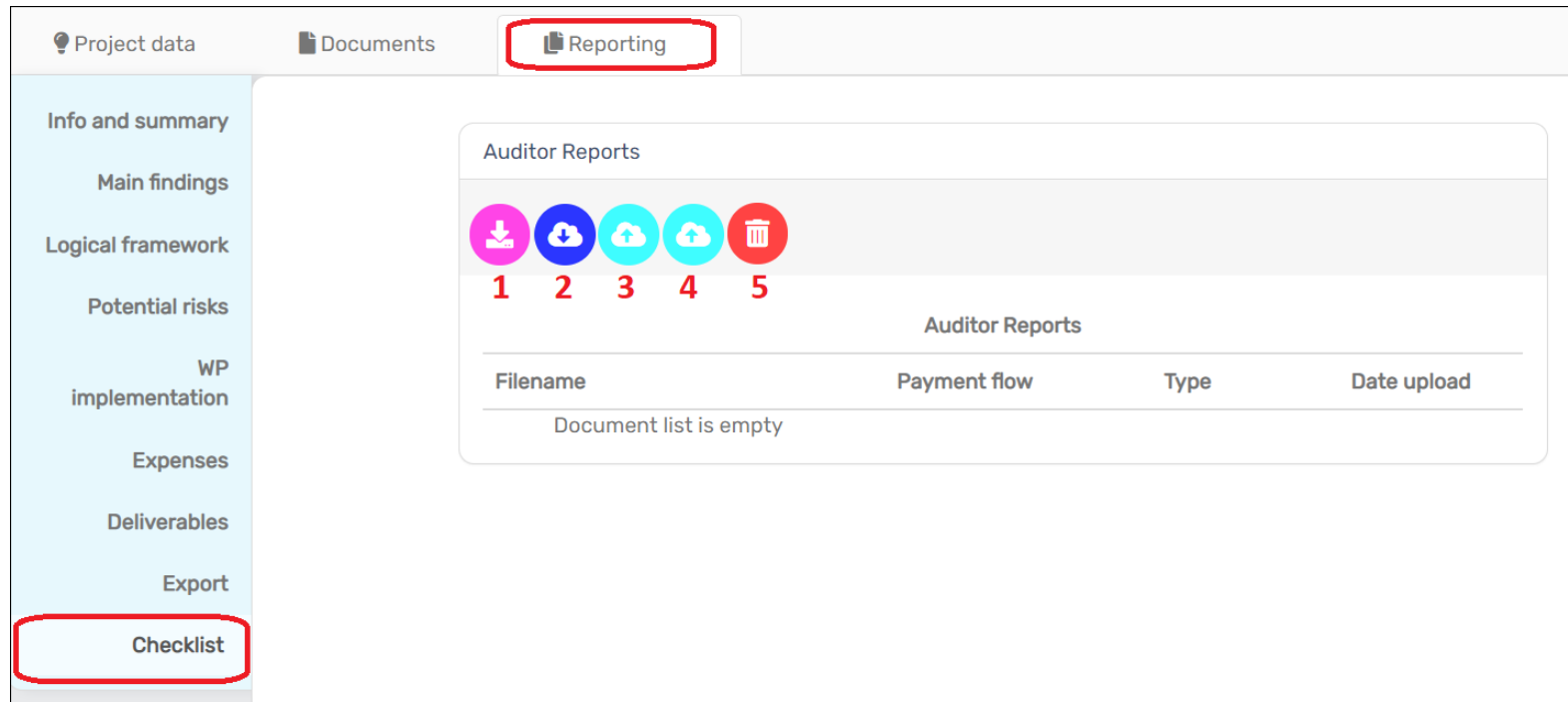
Export Report



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**

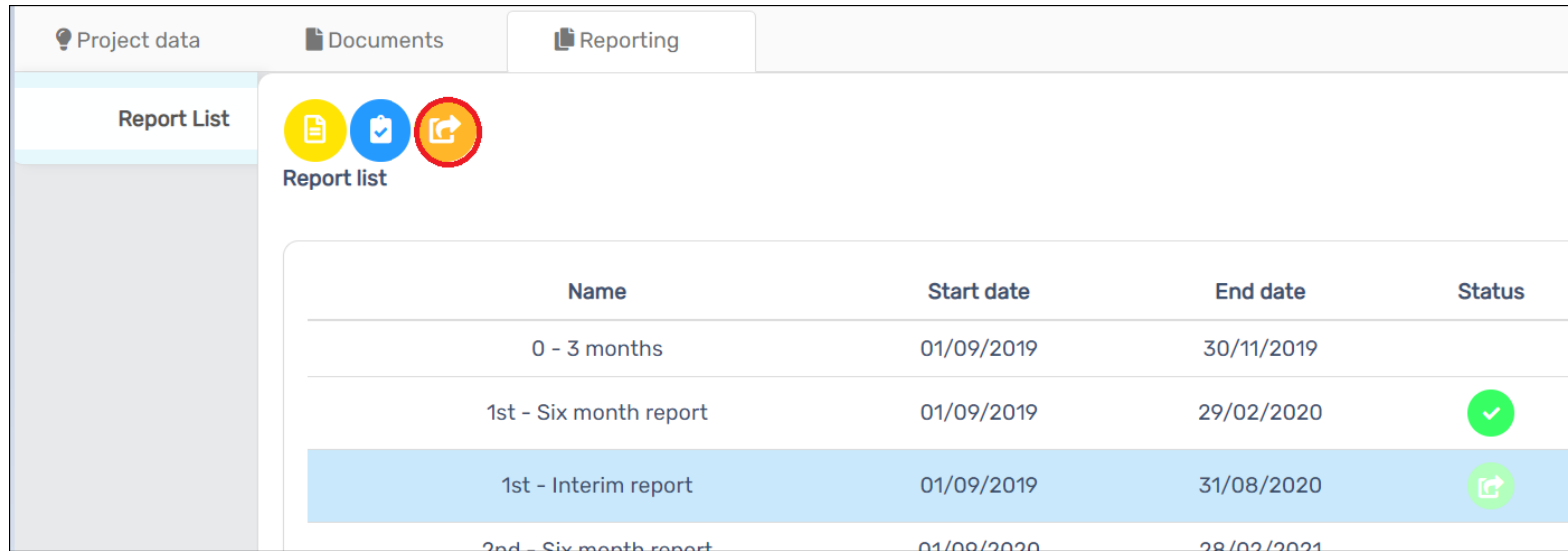
Checklist and Expenditures Verification Report (EVR)



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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Cooperating across borders
in the Mediterranean



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