



REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

MIS

Procedure for Auditors

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 enicbcmed.eu/mis/login. The page header includes logos for ENI CBCMED, the European Union, and the Regione Autonoma di 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 icons: a yellow document icon with a '1' below it, a blue document icon with a checkmark and a '2' below it, and a grey 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

The screenshot shows a web interface with a top navigation bar containing 'Project data', 'Documents', and 'Reporting' (highlighted with a red box). A left sidebar lists various sections, with 'Expenses' highlighted by a red box. The main content area displays a report for '1st - Interim report (01/09/2019 - 31/08/2020)' and a search bar. A table of expenses is shown below, with a red circle and the number '1' pointing to the first row. A second red circle and the number '2' with a left arrow point to the 'Sub-grants' navigation links.

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

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 toolbar with five icons numbered 1 to 5. The main table lists expenditure items 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 are shown, both for 'new' items on '02/02/2020' with a value of € 2,000.00. The first row has a red warning icon and a 'Cut Auditor' value of € 400.00. The second row has a checkmark in the 'Validate Auditor' column.

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 x

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

Potential Ineligible Amount (in EUR)

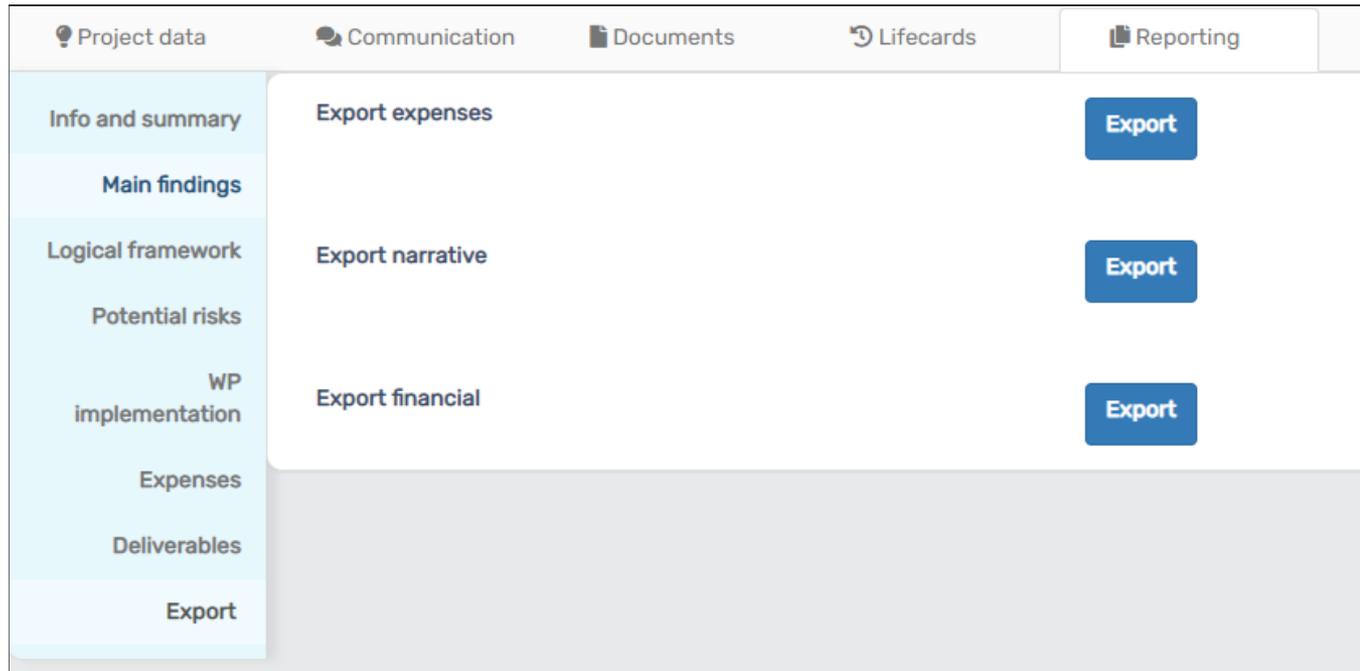
Findings Description / Comments

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

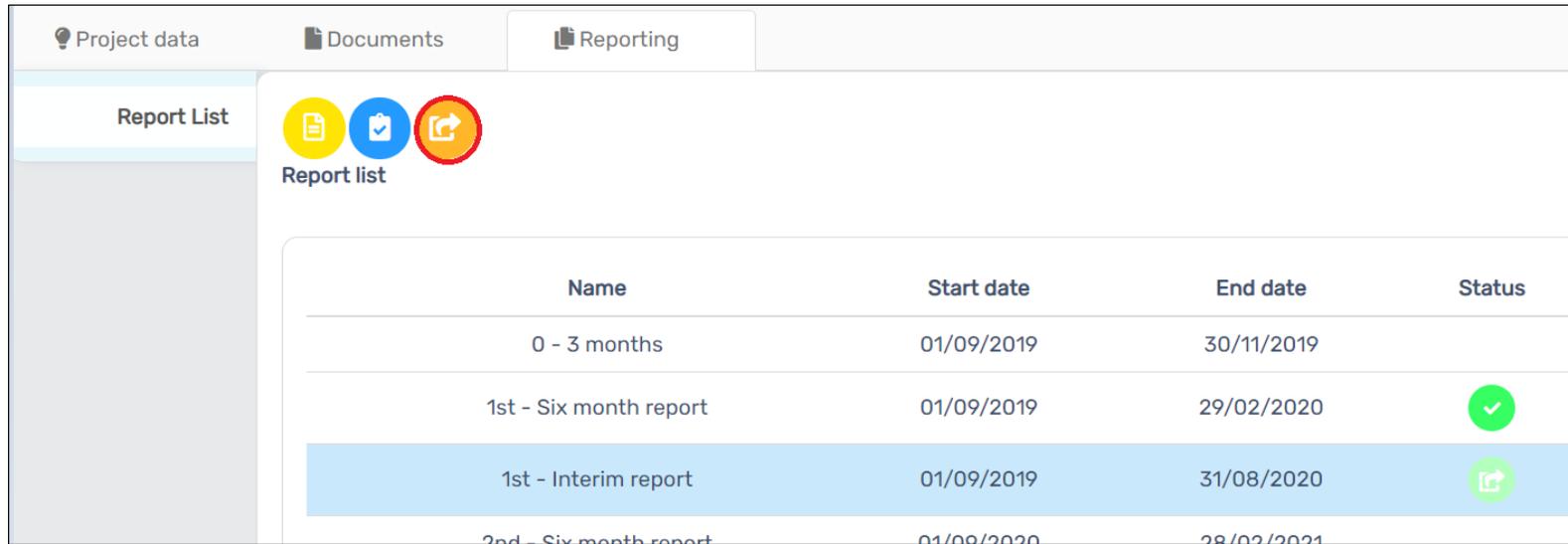
1 2 3 4 5

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...



The screenshot shows a web application interface with a 'Report List' table. The table has four columns: Name, Start date, End date, and Status. The '1st - Interim report' row is highlighted in blue and has a green share icon in the Status column. The '1st - Six month report' row has a green checkmark in the Status column. The '0 - 3 months' row has no status icon. The '2nd - Six month report' row is partially visible at the bottom.

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

شكراً



**ENI
CBCMED**
Cooperating across borders
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