ENI CBCMED
Cooperating across borders in the Mediterranean

Programme funded by the EUROPEAN UNION

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

MIS
How to fill in the Interim Report
-
LBs and Partners

Goal of the presentation

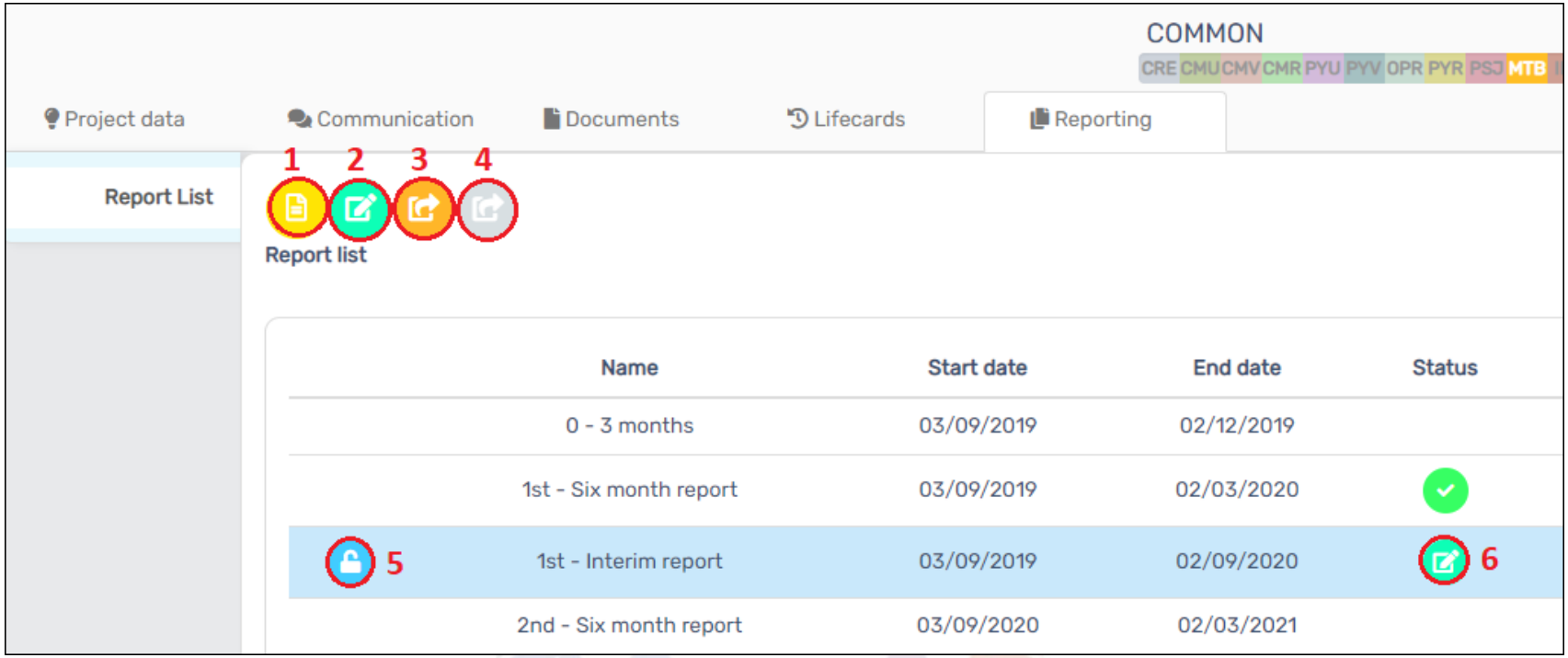
Ensuring that LBs and partners know-how to proceed in filling in the Interim Report from its opening until the submission in the MIS.

WARNING

Make sure that you have filled in all the needed info and expenditures, and uploaded all the supporting documents and deliverables, BEFORE sending the report to your auditor.

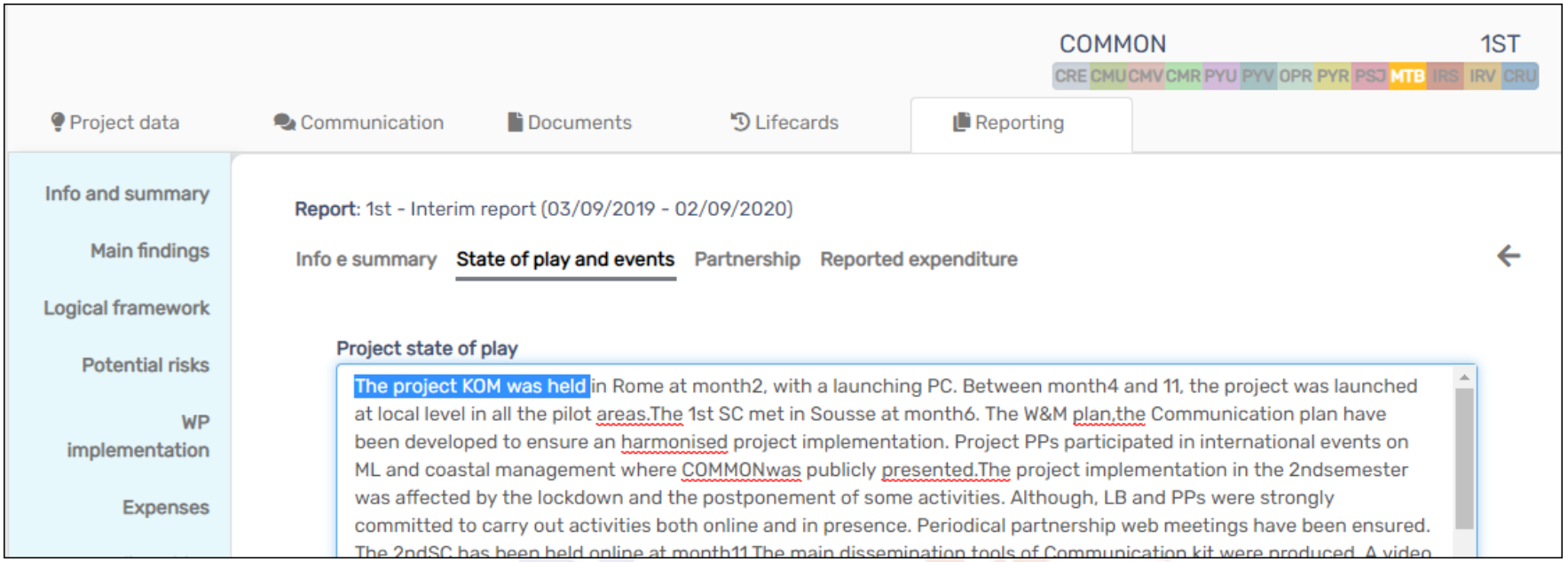
The reporting procedure in the MIS is linear, meaning that once you reach a stage you CAN'T go back to the previous step.

Report selection



1. **View Report** (no editing is possible)
2. **Edit Report** (not possible if report sent to auditor nor during adjustment)
3. **Send Report to auditor** (ATTENTION: no more possibility of editing any of the contents!!)
4. **Send Report to JTS** (For LBs only. Only possible after being audited)
5. **Locked/unlocked indication**
6. **Status of Report** (in this image, it is still editable)

Report editing / Info and summary

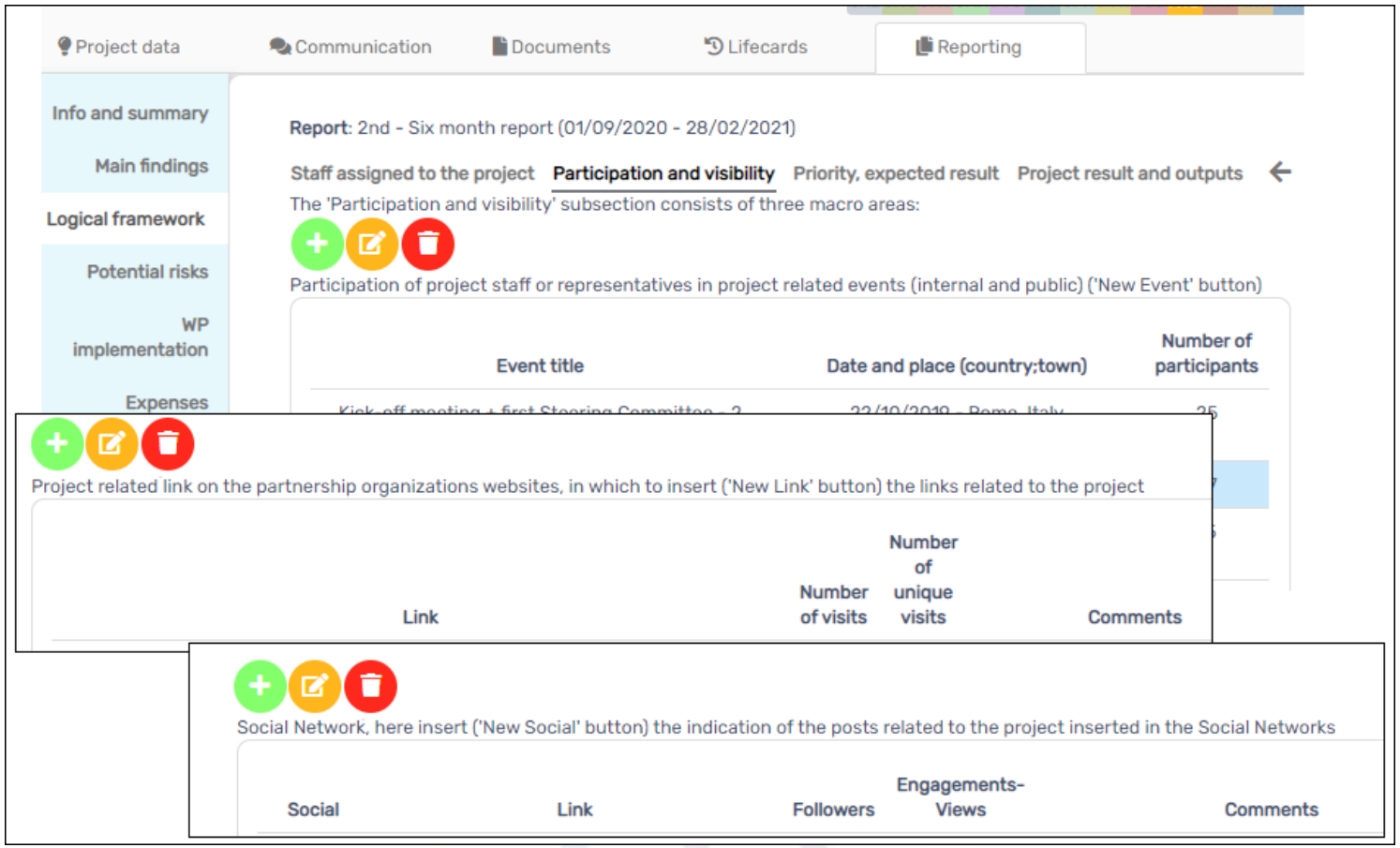


Edit State of play and events – text function only

Report editing / Main findings

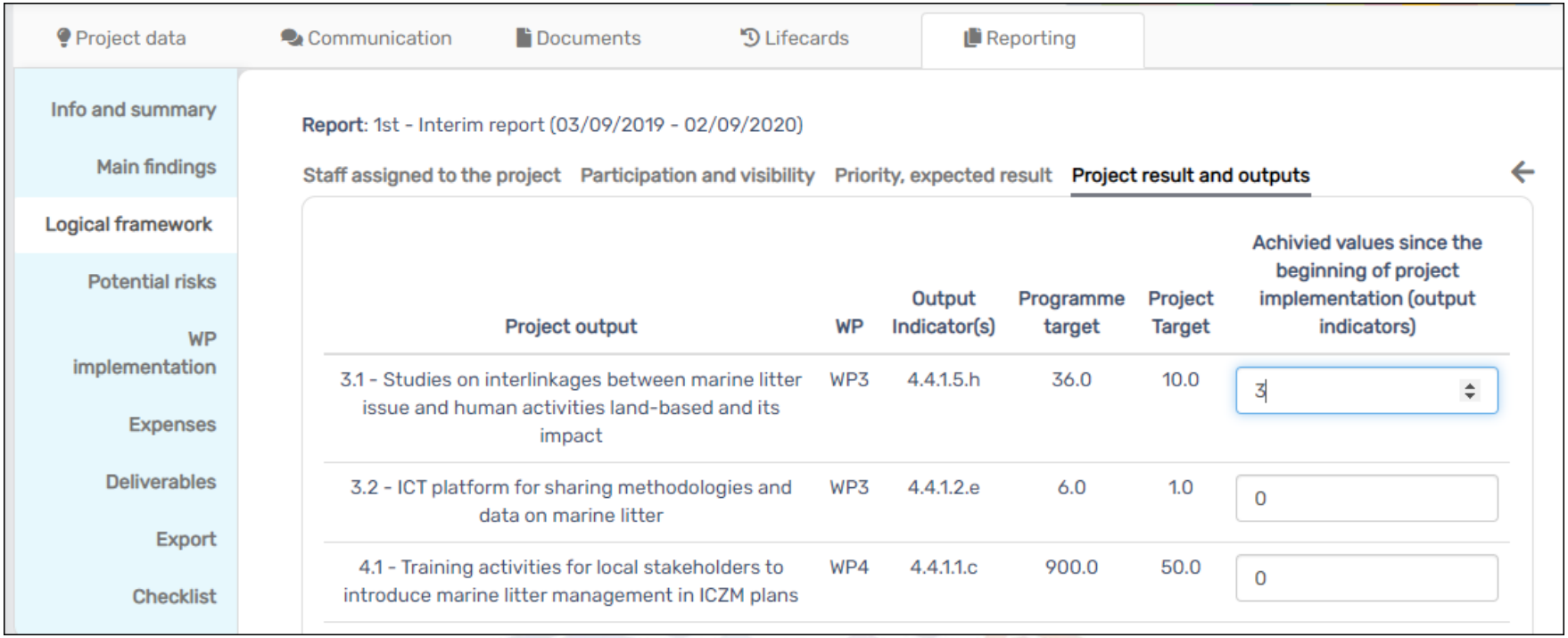
Edit Main findings and Synergies – text function only

Report editing / Logical framework



In Participation and visibility, you have add \edit \delete functions, in the three subsections of "Participation and visibility", "Project related links" and "Social Network"

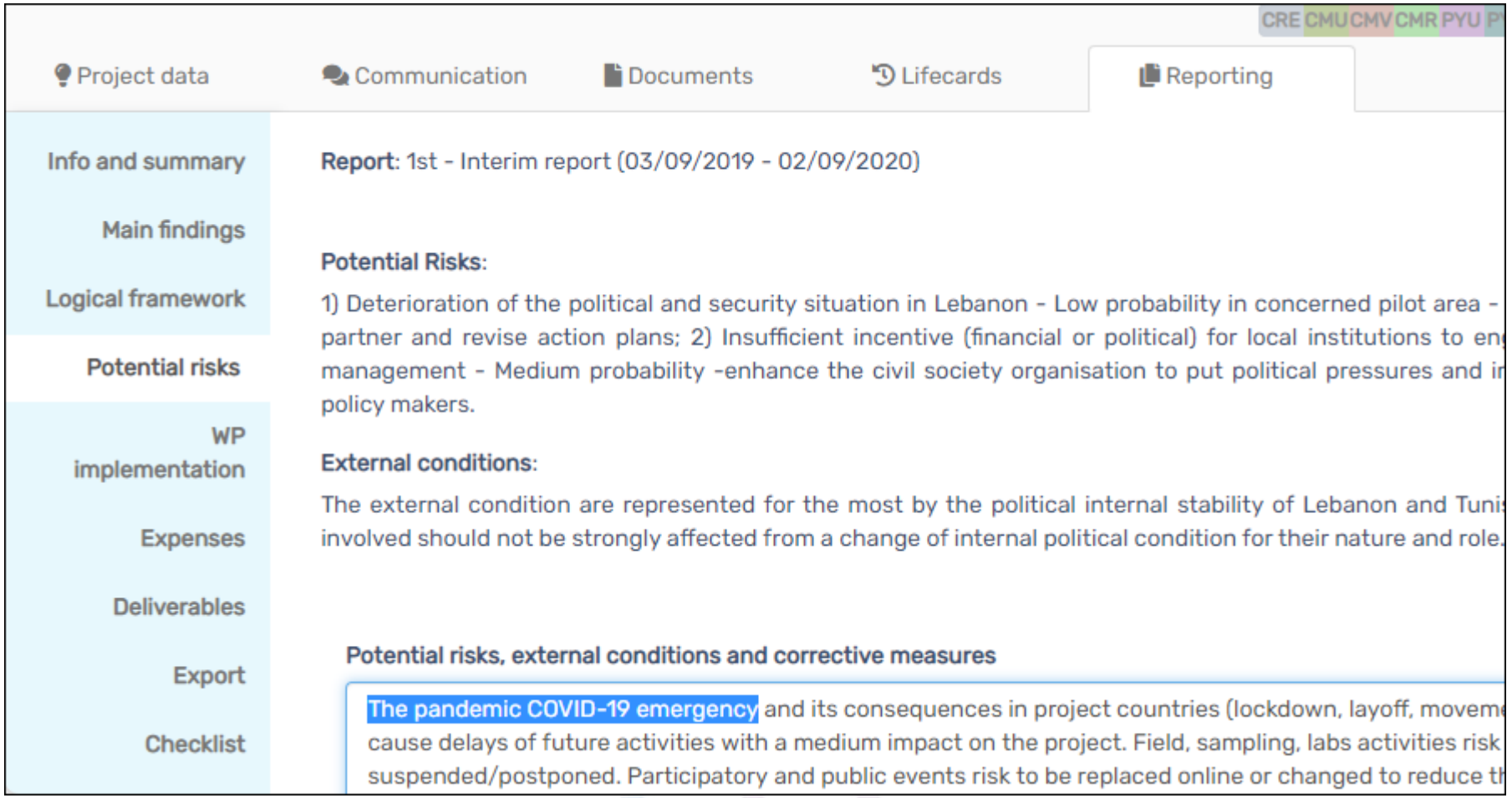
Report editing / Logical framework



Project output	WP	Output Indicator(s)	Programme target	Project Target	Achivied values since the beginning of project implementation (output indicators)
3.1 - Studies on interlinkages between marine litter issue and human activities land-based and its impact	WP3	4.4.1.5.h	36.0	10.0	3
3.2 - ICT platform for sharing methodologies and data on marine litter	WP3	4.4.1.2.e	6.0	1.0	0
4.1 - Training activities for local stakeholders to introduce marine litter management in ICZM plans	WP4	4.4.1.1.c	900.0	50.0	0

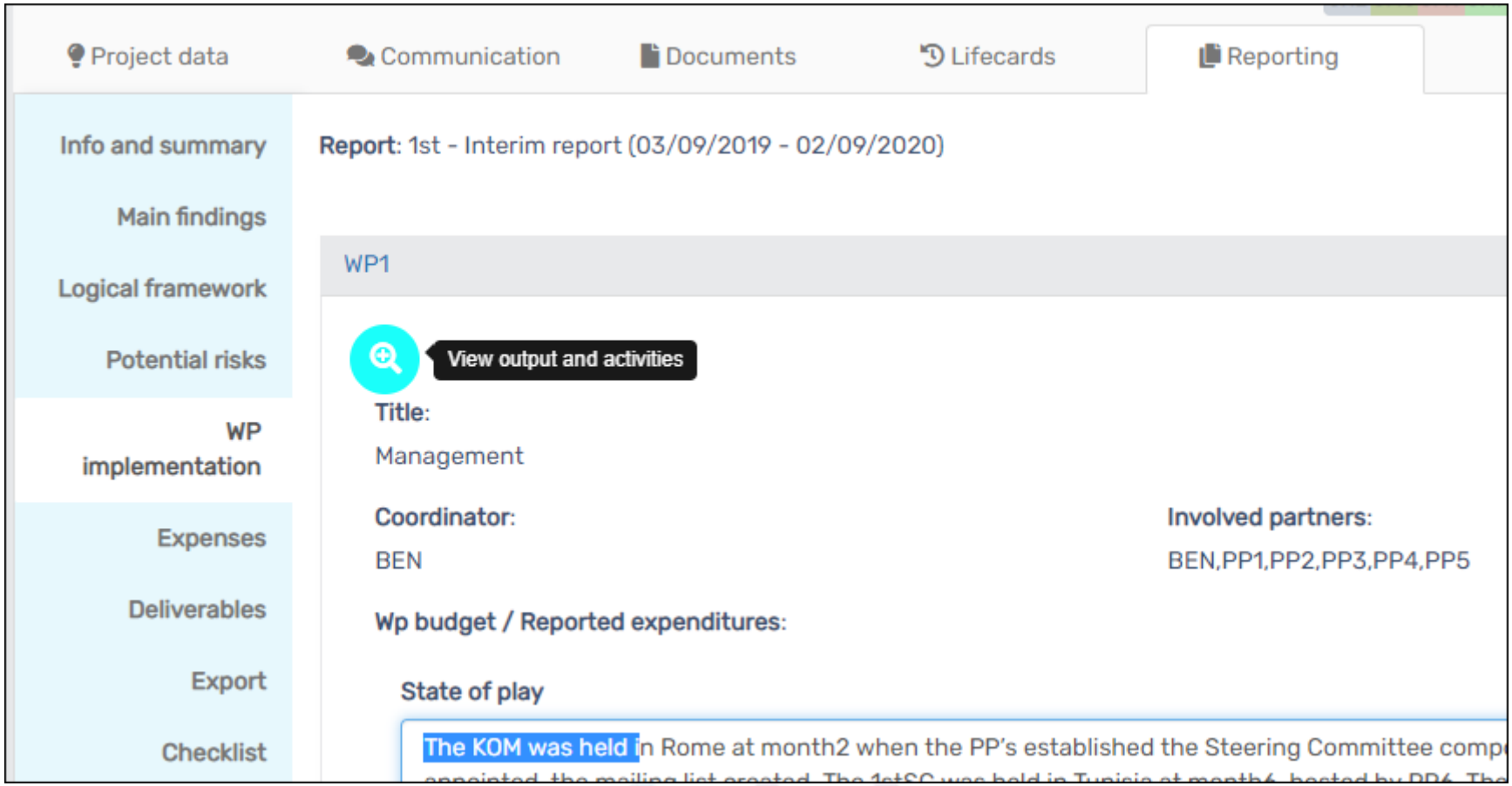
… in other sections, you have text and values selection functions

Report editing / Potential risks



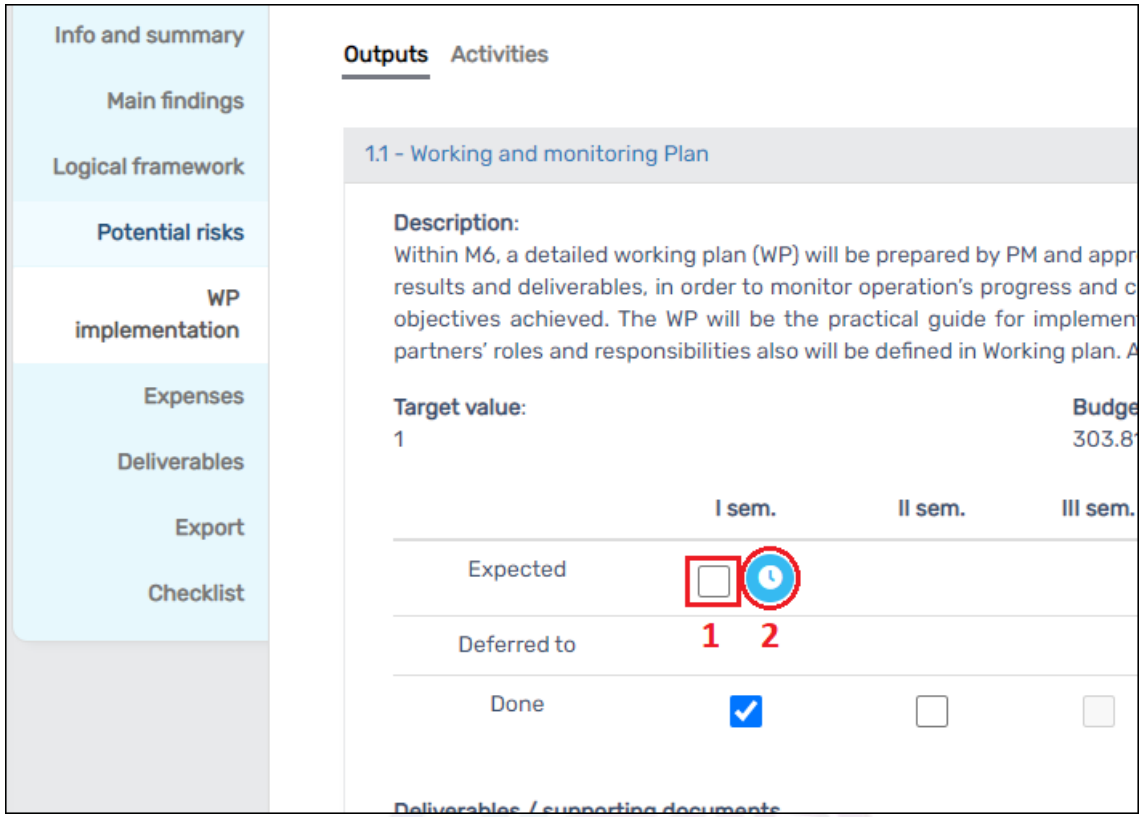
Edit Potential risks – text function only

Report editing / Workplan Implementation



Edit WP Implementation – text function and access to the sections of Outputs and activities related to the WP

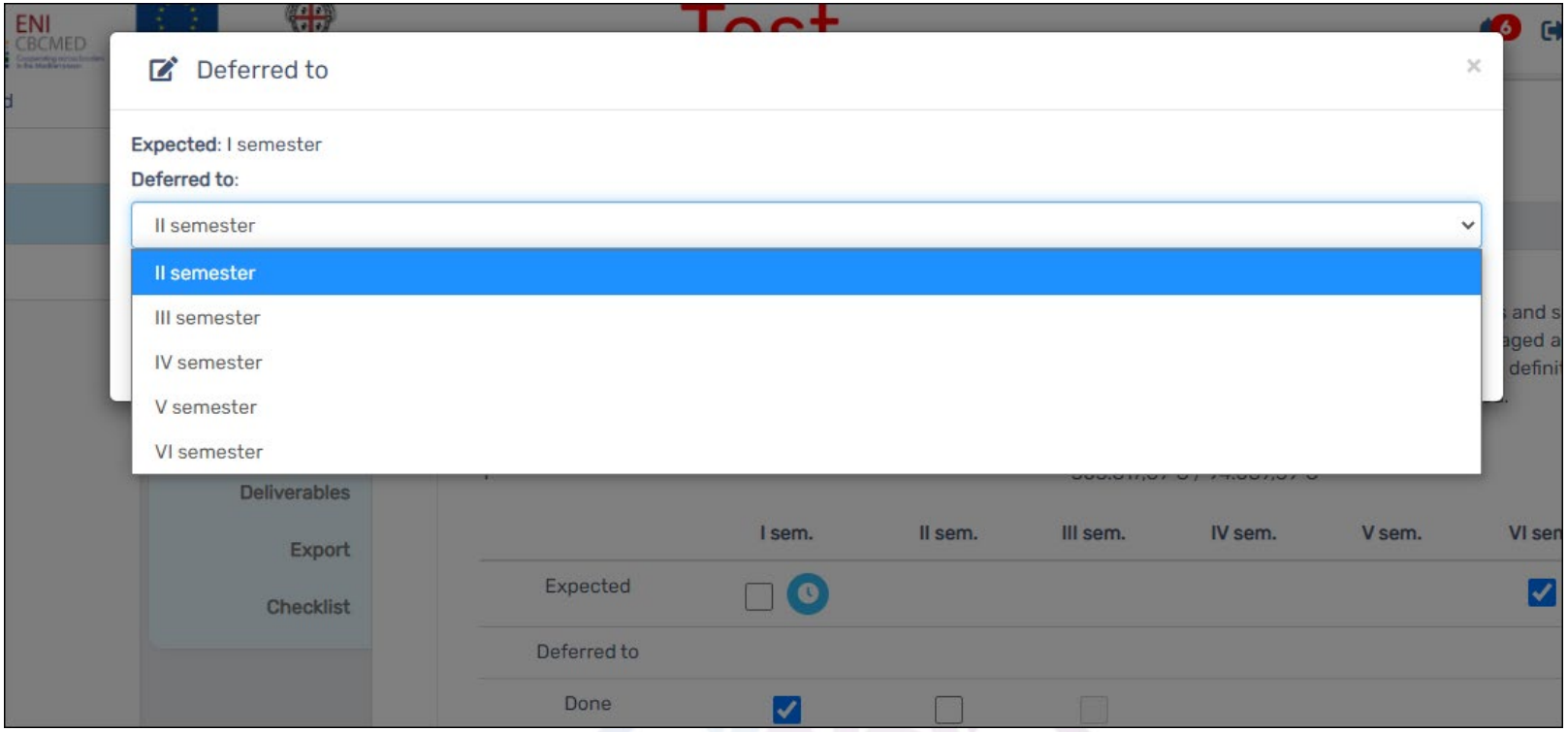
Report edit / Workplan Implementation/Outputs



Edit WP Implementation\Outputs: You may change the semester of output delivery by:

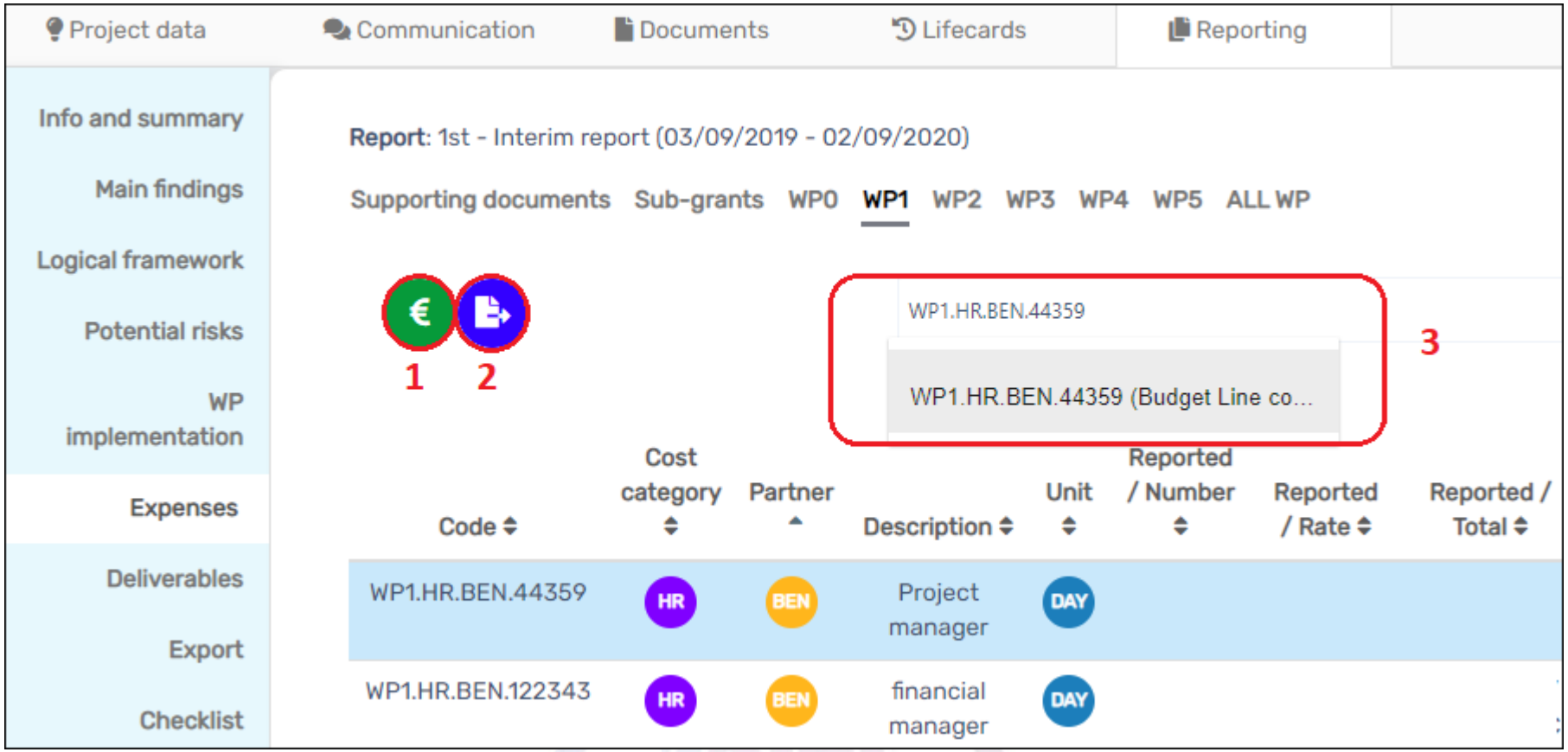
1. **Unticking the "Expected" tick box**
2. **Clicking on the clock and….**

Report editing/Workplan Implementation/Outputs



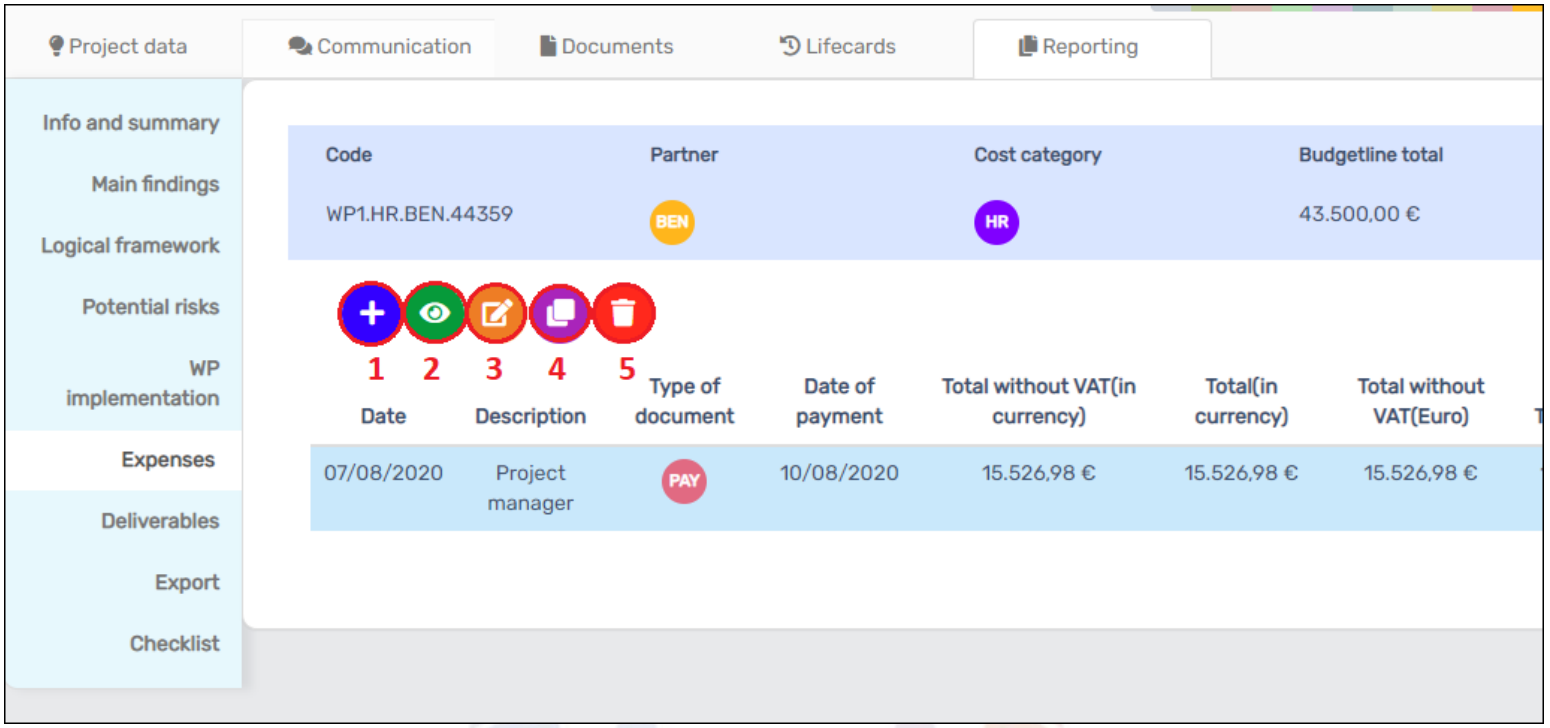
3. Select the new semester and
… don't forget to "Confirm" afterwards to apply the changes!

Report editing / Expenses



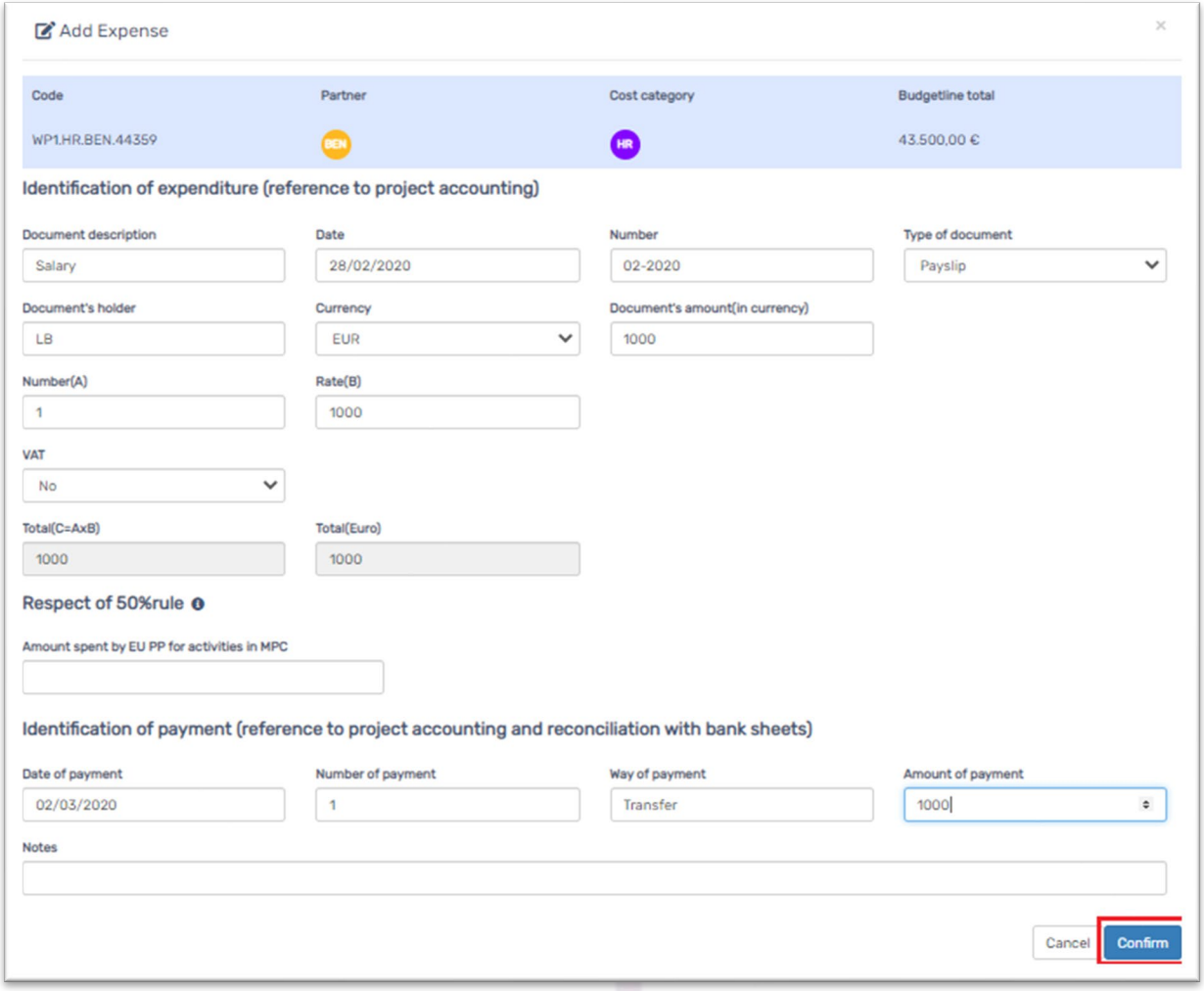
1. **Edit/View budget line**
2. **Export budget** (Excel format table)
3. **Search budget lines** (hint: useful when reviewing all WPs' budget lines)

Report editing/Expenses/Budget Line expenses



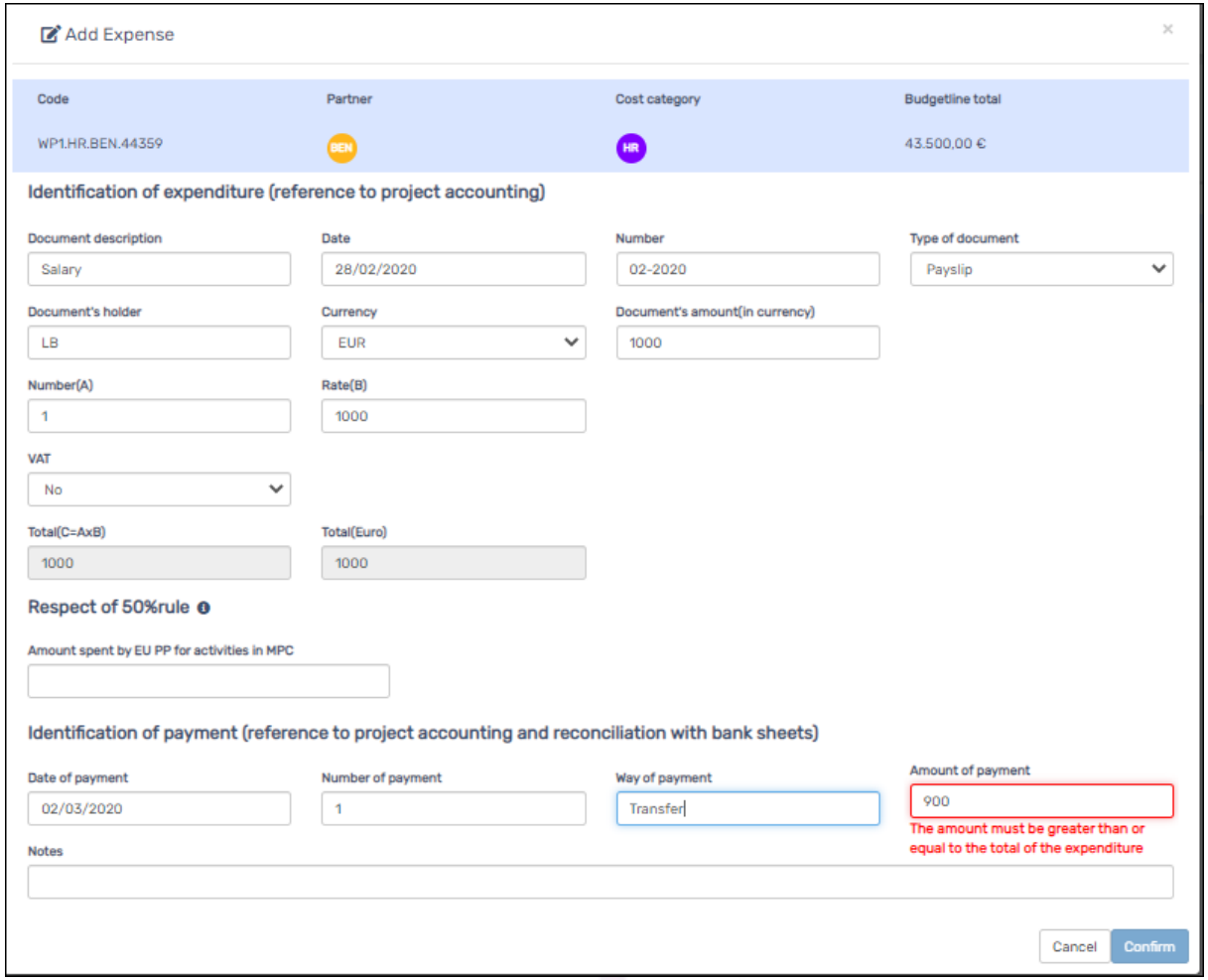
1. **Add expense**
2. **View expense**
3. **Edit selected expense**
4. **Duplicate expense** (hint: useful with recurrent costs, like salaries)
5. **Delete expense**

Adding expenses



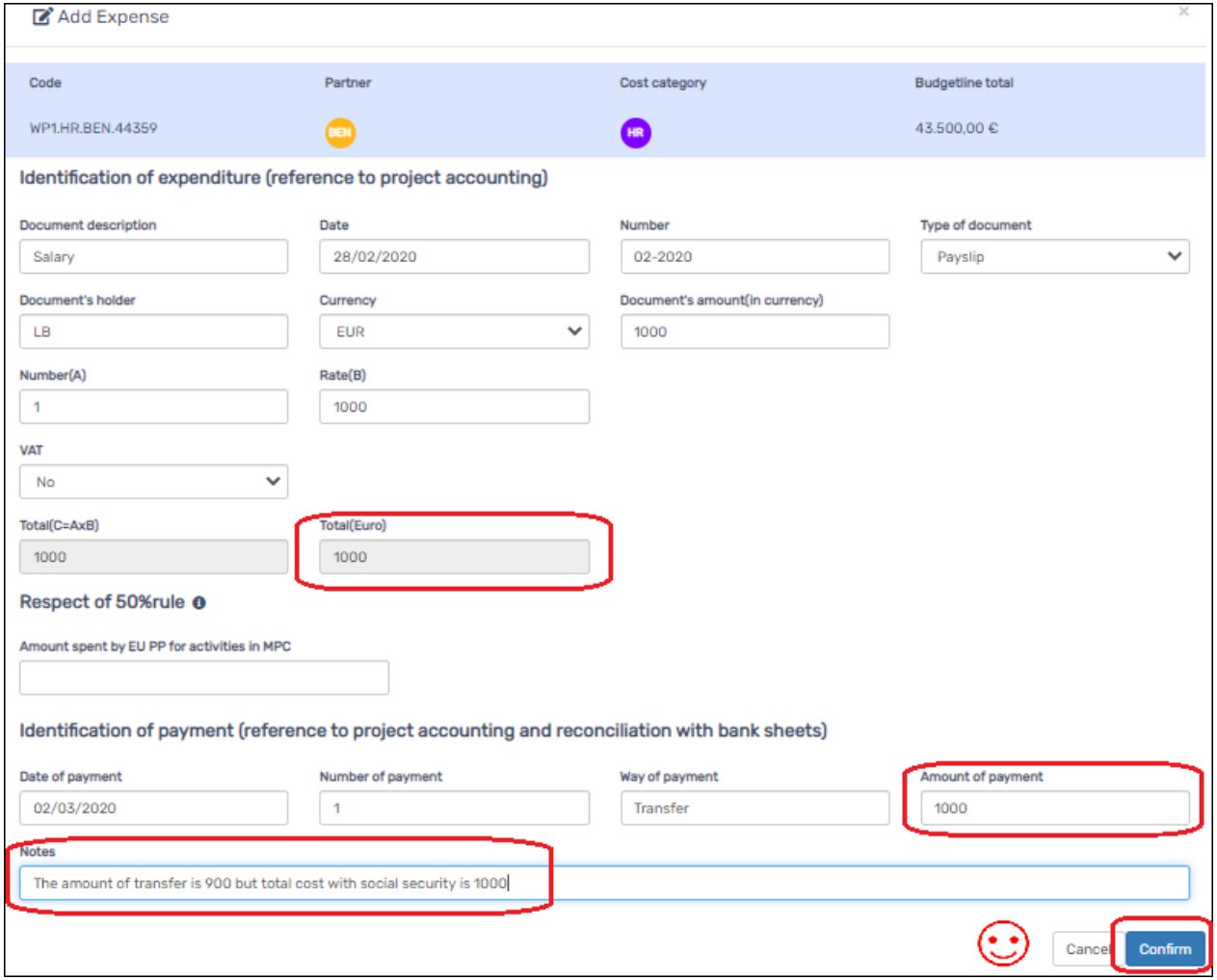
To add an expense, all fields must be filled in, except the 50% rule and the notes (see *confirm* button)

Adding expenses - error



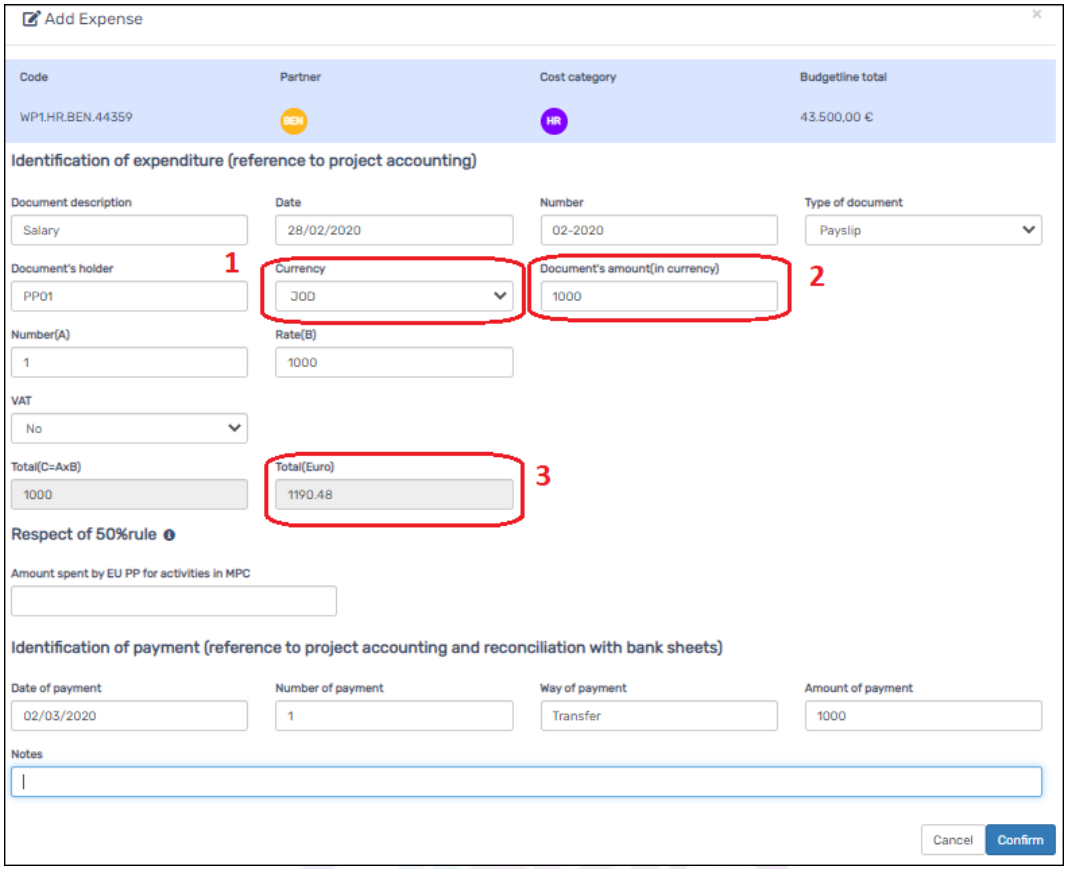
Example of error in the amount transferred, due to the difference between the total salary and the related charges.

Adding expenses – error workaround



… use the notes field to provide justification, but match the amount you're reporting

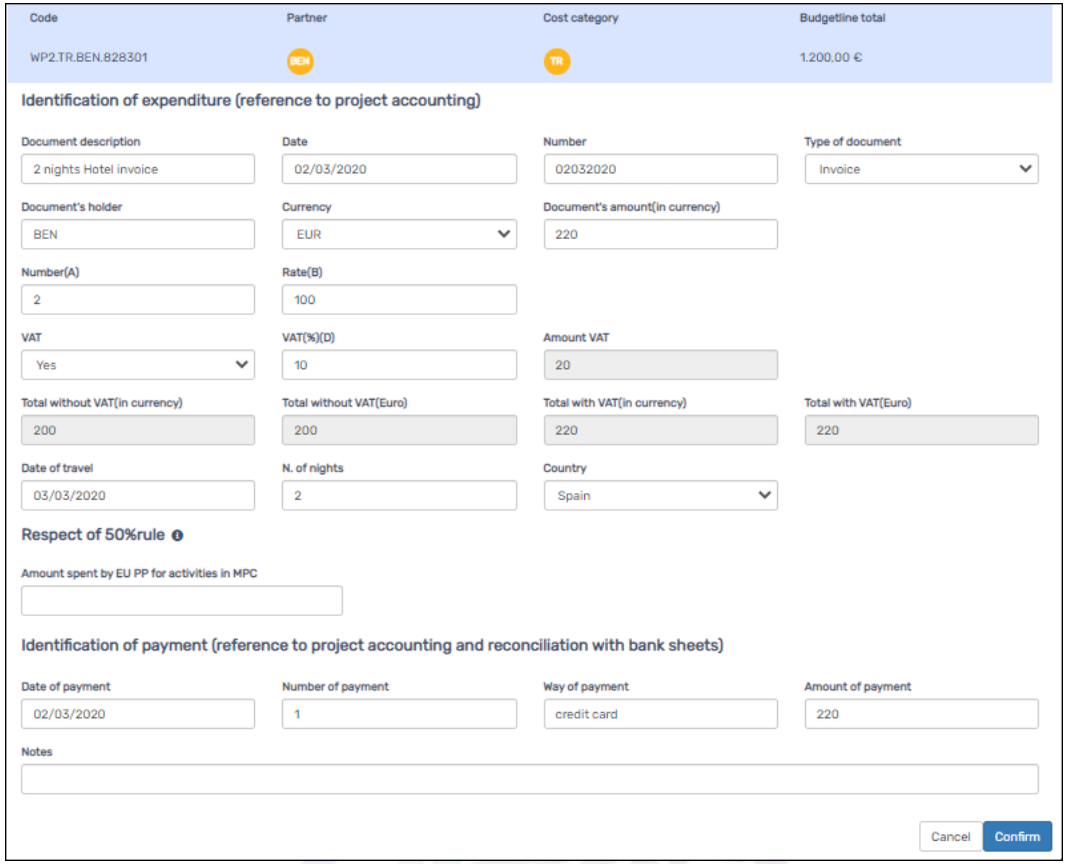
Adding expenses – Currency other than Euro



The amount to be inserted is the amount mentioned on the document (2) with the same currency (1).

The conversion to Euro is calculated automatically (3) according to InforEuro, and locked only when submitted to the auditor.

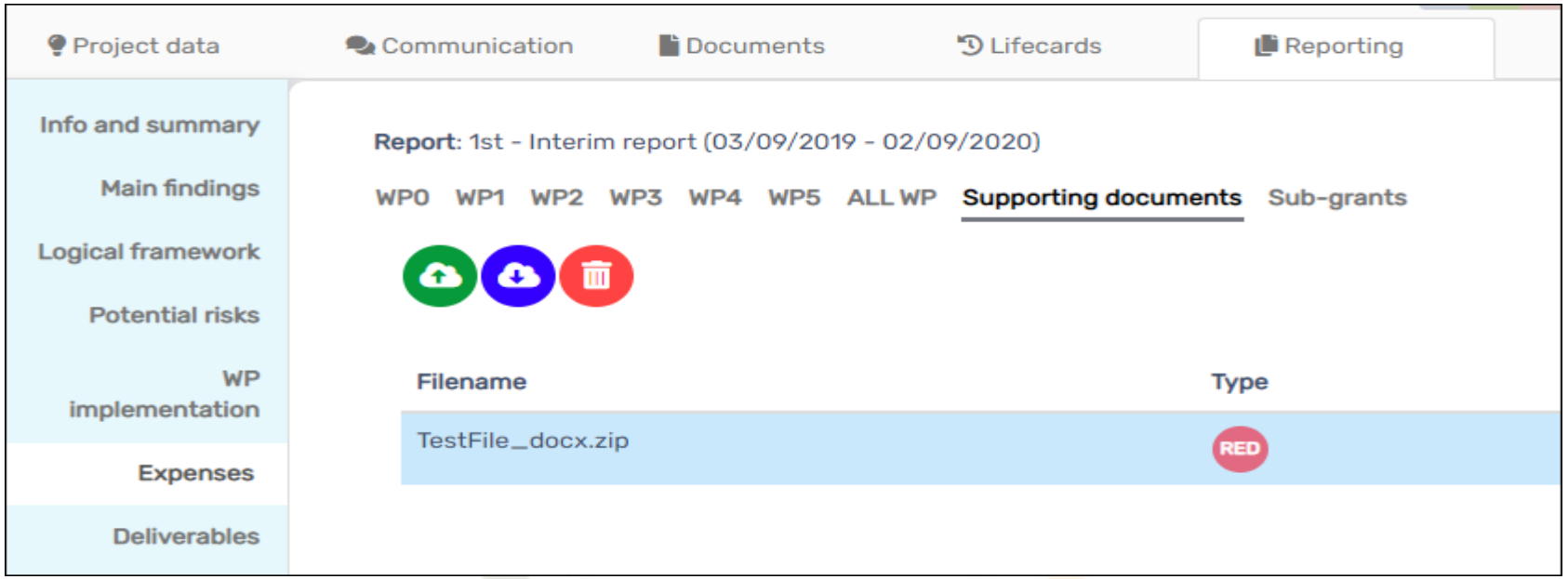
Adding expenses… with VAT



If you have expenditures with VAT, select “Yes” in the VAT field and the other fields will appear to allow introducing the percentage.

The amount will be calculated automatically.

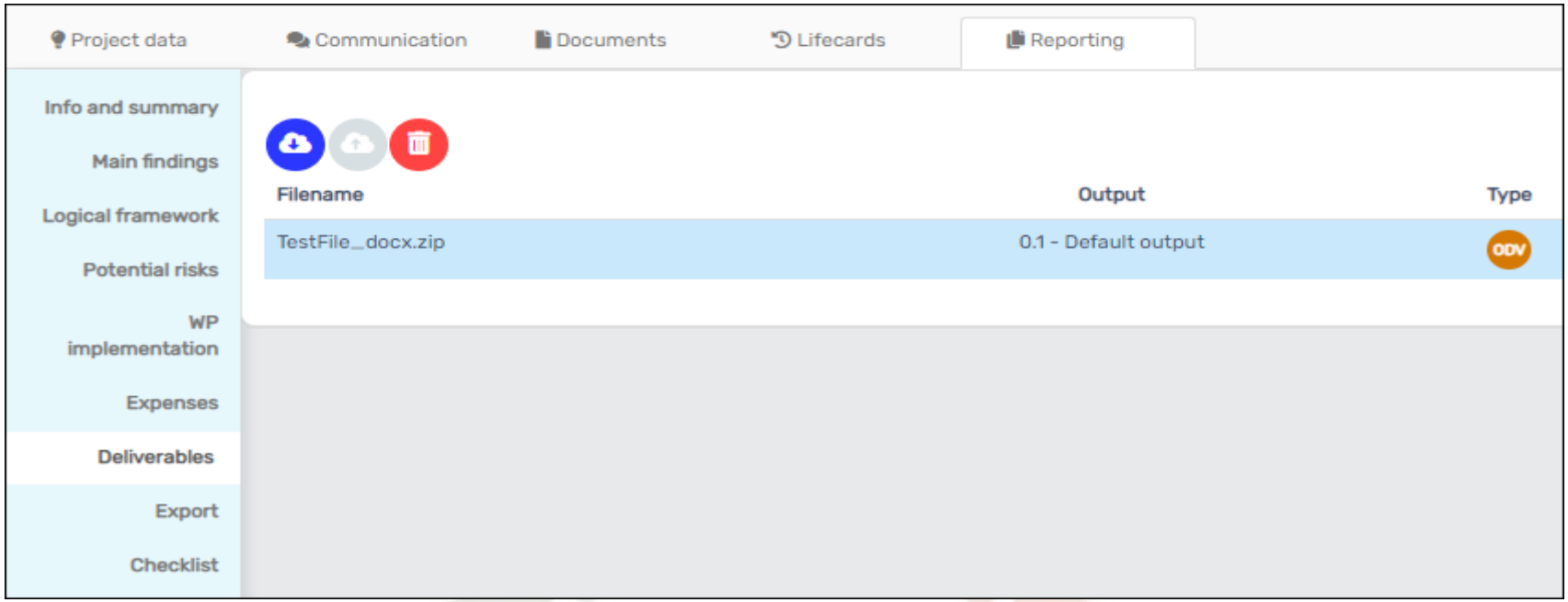
Report editing/Expenses/Supporting documents



You can upload supporting documents in this section, then download or delete uploaded files. Hints and reminders:

1. Upload and delete buttons are active only before submitting the report to auditor
2. Maximum size per upload is 30 Mega byte
3. You may compress several files or a folder as one file to upload
4. Upload only required files detailed in Chapter 4, p.9 of PIM (available on http://www.enicbcmed.eu/projects/support-to-implementation)

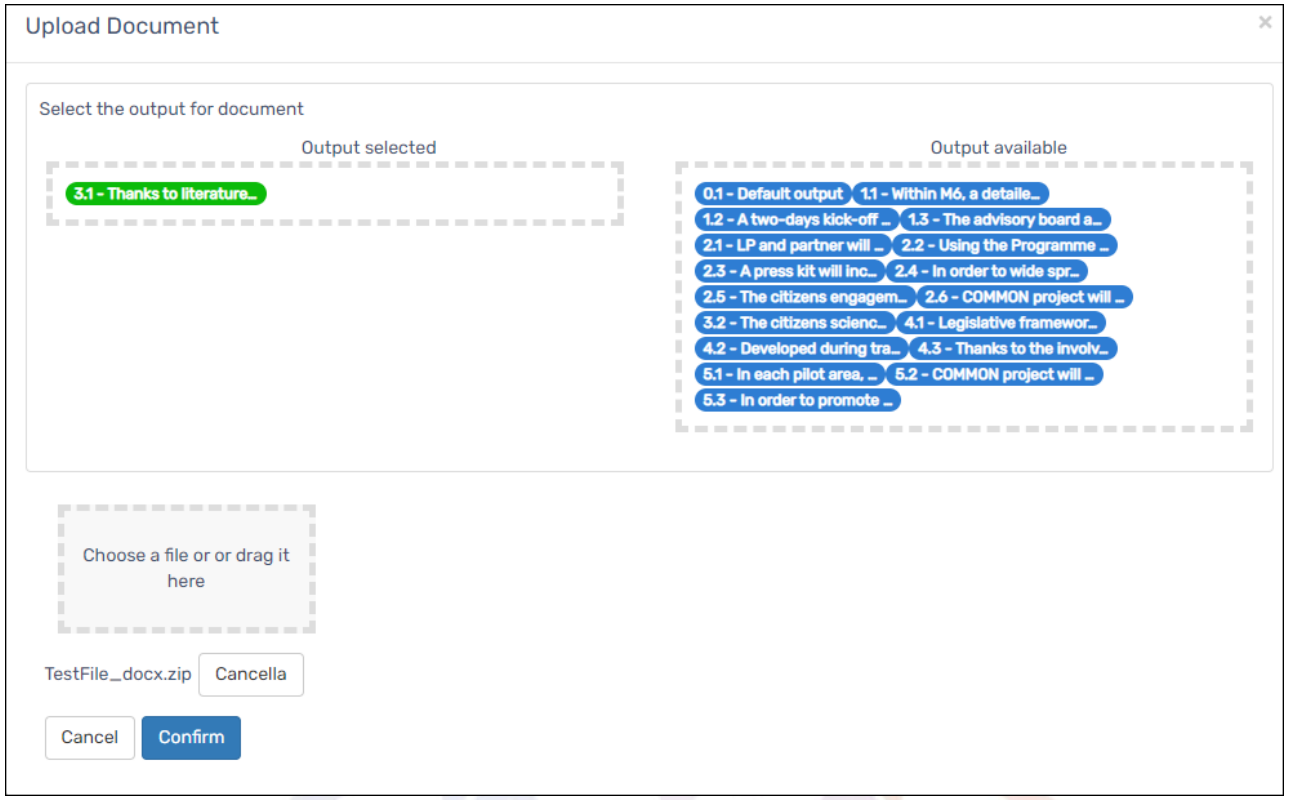
Report editing\Deliverables



You can upload your deliverables in this section, with same functions of other similar upload sections. Hints and reminders:

1. Upload limit is 30 Mega byte
2. Upload and delete functions are locked after submission to auditor
3. Your Communication Manager/Designer should provide you with light versions of the files for website publishing, it is what the JTS need, don't upload the heavy version designed for printing

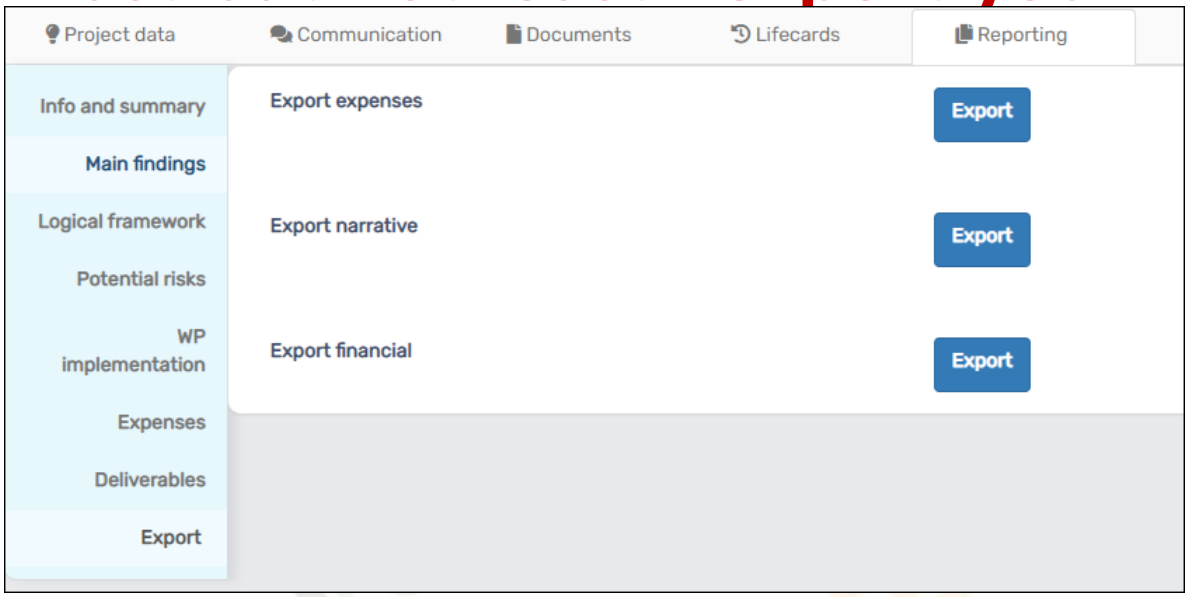
Report editing /Deliverables/Upload



To upload deliverables, you need to select one of the available deliverables first (blue ones) then drag & drop it in the designated selection area (shown green).

Hint: the expected format is *.pdf. If you would like to upload another format or several compressed files, click on the rectangle “Choose file or drag it here” to select it.

And … last but not least.. export your 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. while the **expenditures table** includes all expenses in each budget line

Hint: you can use this document during adjustments, when the project is locked from editing, so that you work offline then just copy/paste in the MIS, or anytime you need to do so, but remember that **the version of the MIS is the official one and needs to be up to date.**

THANK YOU FOR YOUR ATTENTION

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