



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 following elements:

- 1**: The browser tab and address bar showing the URL `enicbcmed.eu/mis/login`.
- 2**: A link to the `MIS user guide (updated: August 2020)` in the header.
- 3**: A link to the technical support email `mis-support@regione.sardegna.it` in the header.
- 4**: A `Forgot your password?` link located below the login button.

The main content area is titled "Login page" and contains the following fields and buttons:

- Text: "Type your credentials to get access"
- Username field: Labeled "YourUserName" with a user icon.
- Password field: Masked with "....." and a lock icon.
- Remember me: A checkbox labeled "Remember me".
- Login button: A blue button labeled "Login".
- Forgot password link: A link labeled "Forgot 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

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

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 navigation options: '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 '1st - Interim report (01/09/2019 - 31/08/2020)' with tabs for 'Supporting documents', 'Sub-grants', and 'WP1' (selected). A search bar is present with the text 'Search for: Budget Line code, Cost category, Partner, Unit'. A table of expenses is shown below, with a red circle '1' next to a Euro symbol icon. A red circle '2' with a left arrow is positioned in the top right corner of the interface.

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 reporting interface with a sidebar on the left and a main content area. The sidebar has a red box around the 'Expenses' menu item. The main content area shows a budget line summary for 'WP1.HR.PP2.98295' with a budgetline total of € 21,728.00. Below this, there are five numbered icons (1-5) representing different actions. The main table lists expenditure items with columns for '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'. The first row shows an ineligible expenditure with a red warning icon and a 'Cut Auditor' value of € 400.00.

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)

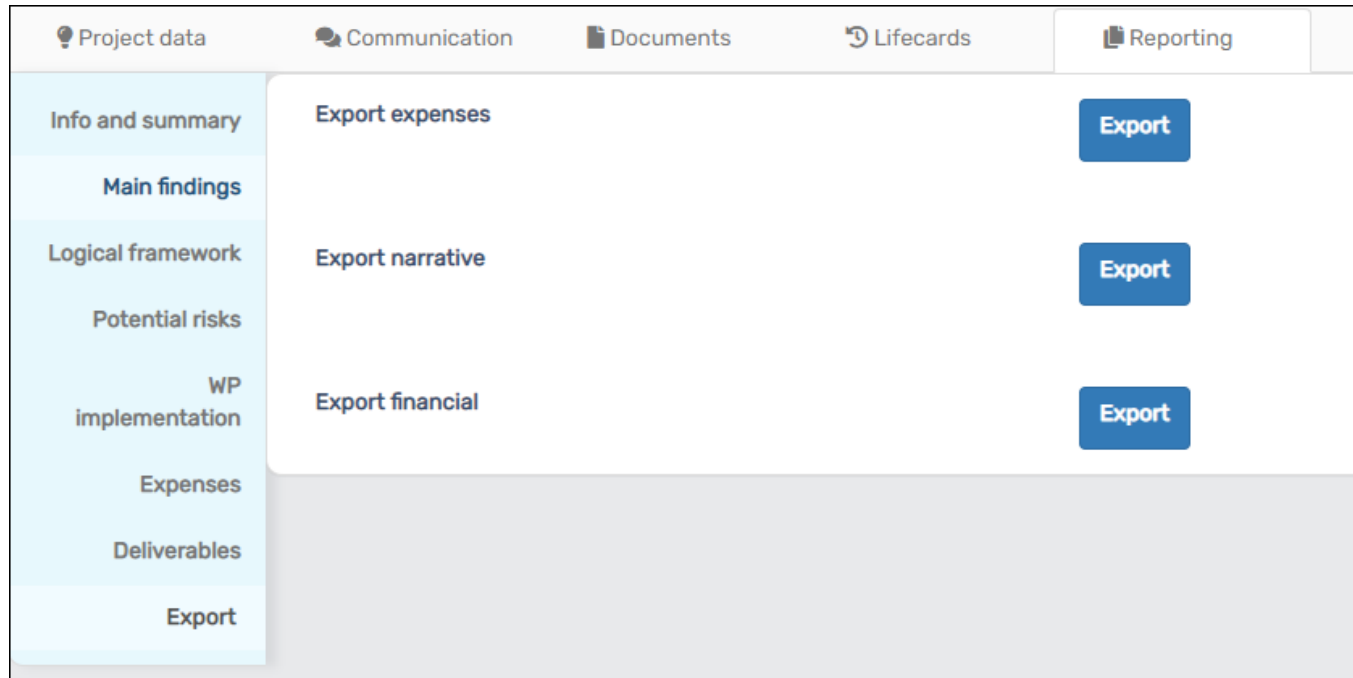
Findings Description / Comments

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

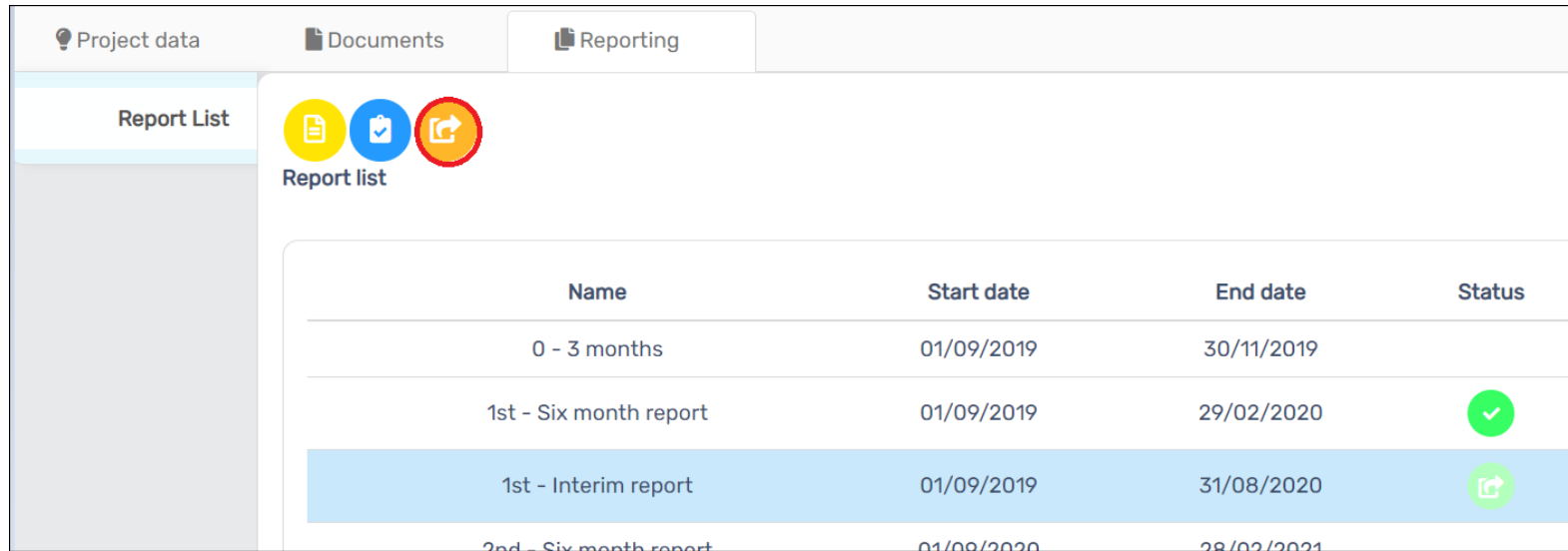
1 2 3 4 5

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

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شكراً



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