



Project Closure in M.I.S.



Thessaloniki 14/07/2023





1

ToE Submission (Partners)

2

Last PR
Submission
(Lead Partner)

(Registration of extra expenditure)
(Partners)

3

Submission of completion AF (Lead Partner)



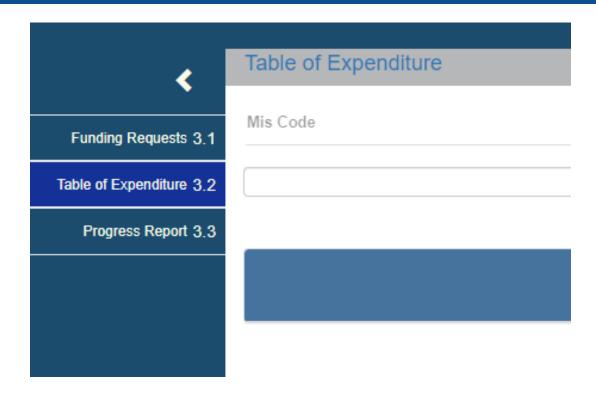
(PIP balance)



Closure Letter (MA)







ToE Creation

Registration of the documents

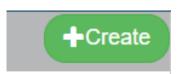
Document correlation

Attachment of documentation

ToE Submission

EIΔIKH YΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"



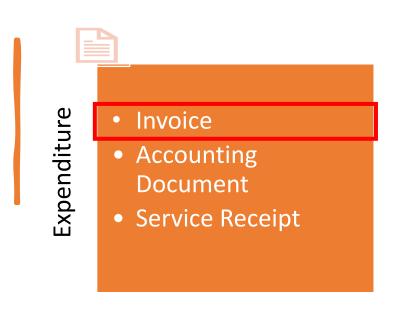


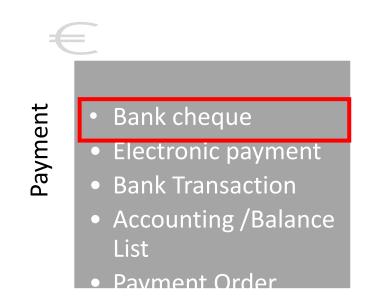


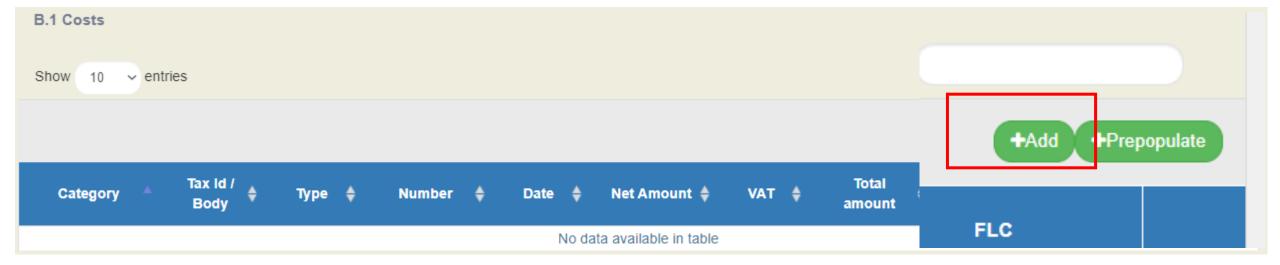




Registration of Invoiced Documents



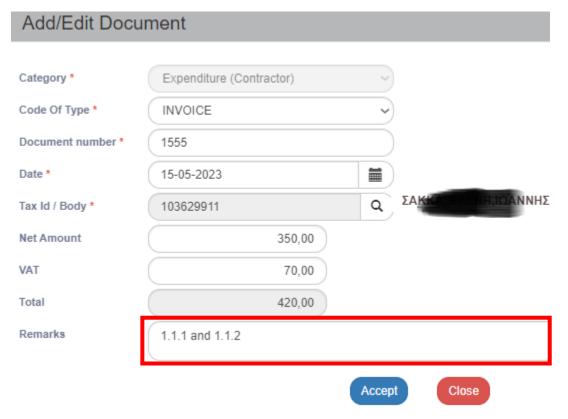




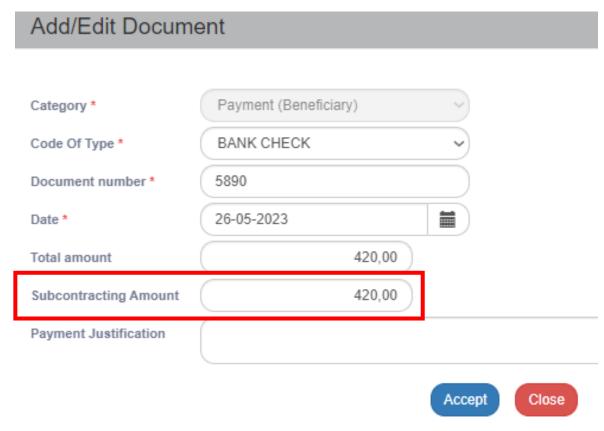




Expenditure



Payment







What is the Subcontracting amount?

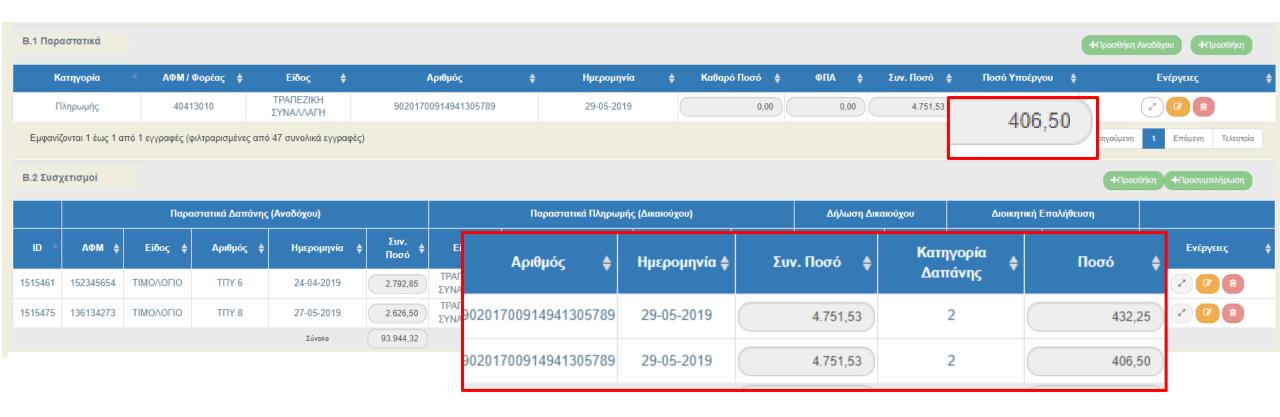
Subcontracting amount" is related to the Payment Document NOT the correlations

If the total amount of the payment document, refers to other payments than the ones this beneficiary has paid for the project, then **«Subcontracting amount» = «Amount paid for the project»**





Errors when registering "Subcontracting amount"



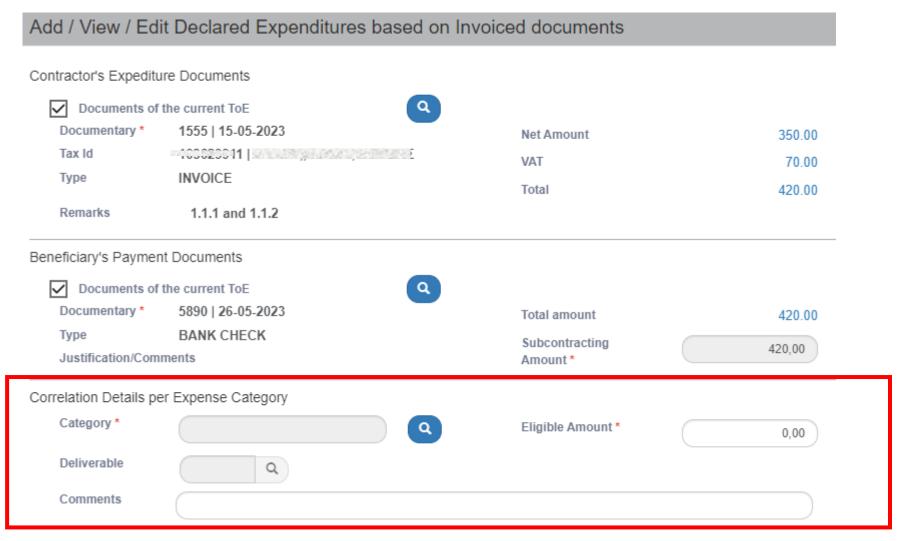
Total eligible amount related to the document must equal the subcontracting amount!!!







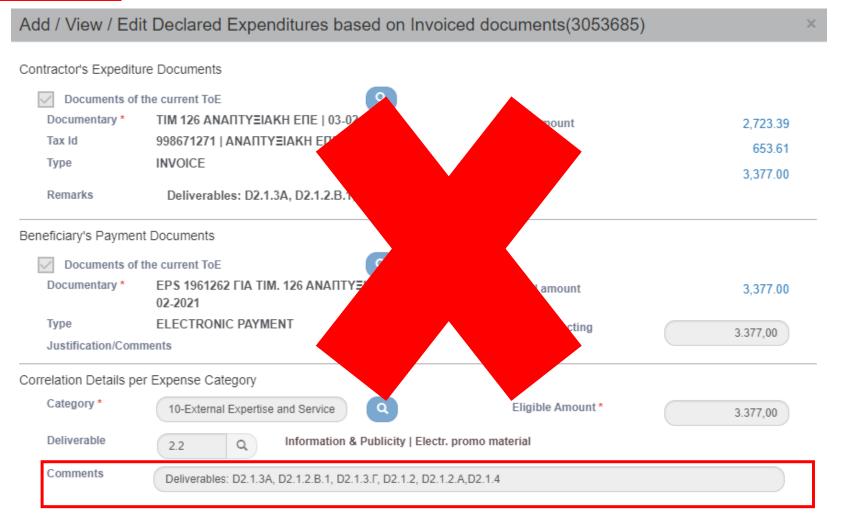
Correlation







Every correlation is the "connection" of one invoice with one payment document for a <u>specific deliverable</u> and a <u>specific budget category</u>







1. One invoice was paid by two distinct bank cheques

B1. Costs

Category	Type ♦	Number 💠	Date 🛊	Net Amount 💠	VAT	Total amount 👙
Expenditure	INVOICE	A134	03-09-2018	150,00	30,00	0,00
Payment	ELECTRONIC PAYMENT	EPS345	10-09-2018	0,00	0,00	150,00
Payment	ELECTRONIC PAYMENT	EPS7888	11-09-2018	0,00	0,00	30,00

Ex	Expenditure Documents (Contractor)			Payment Documents (Beneficiary)					Beneficiary Statement		
Type 🛊	Number \$	Date 🛊	Total amount 🝦	Туре 🛊	Number 🛊	Date 🛊	Total amount 💠	Code \$	Amount relevant to	the action 👙	
INVOICE	A134	03-09-2018	180,00	ELECTRONIC PAYMENT	EPS345	10-09-2018	150,00	10		150,00	
INVOICE	A134	03-09-2018	180,00	ELECTRONIC PAYMENT	EPS7888	11-09-2018	30,00	10		30,00	





2. Two deliverables in two invoices were paid by one bank cheque

B1. Costs

Category A	VAT / Body 💠	Type ∳	Number 🛊	Date 🛊	Net Amount 💠	VAT \$	Total amount 💠
Payment	1100104	ELECTRONIC PAYMENT	EPS1414	14-06-2018	0,00	0,00	1.000,00
Expenditure	082929329	INVOICE	10	01-06-2018	100,00	0,00	0,00
Expenditure	047330286	INVOICE	23	04-06-2018	250,00	50,00	0,00

	Expenditure Documents (Contractor)			Payment Documents (Beneficiary)				Beneficiary Statement				
ID \$	VAT \$	Туре 🛊	Number 🛊	Date 🛊	Total amount 🖕	Туре	4	Number A	Date 🛊	Total amount 🝦	Code \$	Amount relevant to the action
480151	082929329	INVOICE	10	01-06-2018	100,00	ELECTRONIC	PAYMENT	EPS1414	4-06-2018	1.000,00	6	100,00
481154	047330286	INVOICE	23	04-06-2018	300,00	ELECTRONIC	PAYMENT	EPS1414	4-06-2018	1.000,00	4	300,00





3. Accounting Documents

B1. Costs

Category *	VAT / Body 💠	Туре ф	Number 💠	Date 🛊	Net Amount 💠	VAT \$	Total amount 🝦
Payment	1100104	ACCOUNTING/BALANCE LIST	5002511/1/B/2018	29-08-2018	0,00	0,00	5.000,00
Expenditure	998813310	ACCOUNTING DOCUMENT	5002511/1/A/2018	29-08-2018	5.000,00	0,00	0,00

	Expenditure Documents (Contractor)					Payment Documents (Beneficiary)				Beneficiary Statement		
ID A	VAT \$	Type \$	Number 💠	Date 🛊	Total amount 👙	Type 💠	Number 💠	Date ♦	Total amount 💠	Code 🛊	Amount relevant to the action	
481157	998813310	ACCOUNTING DOCUMENT	5002511/1/ A/2018	29-08- 2018	5.000,00	ACCOUNTING/BALANCE LIST	5002511/1/ B/2018	29-08- 2018	5.000,00	8	5.000,00	



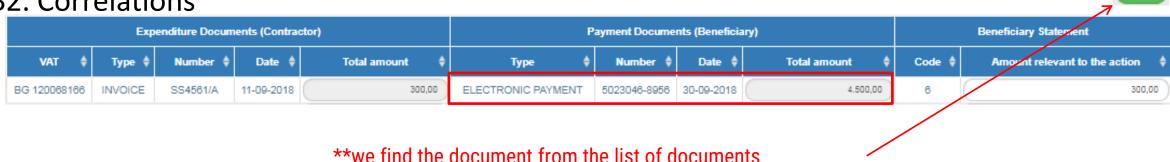


4. Use of documents declared to a previous ToE

B1. Costs

Category	Tax ld / Body 🕴	Type \$	Number 💠	Date \$	Net Amount 💠	VAT	Total amount
Expenditure	BG 120068166	INVOICE	SS4561/A	11-09-2018	300,00	0,00	0,00

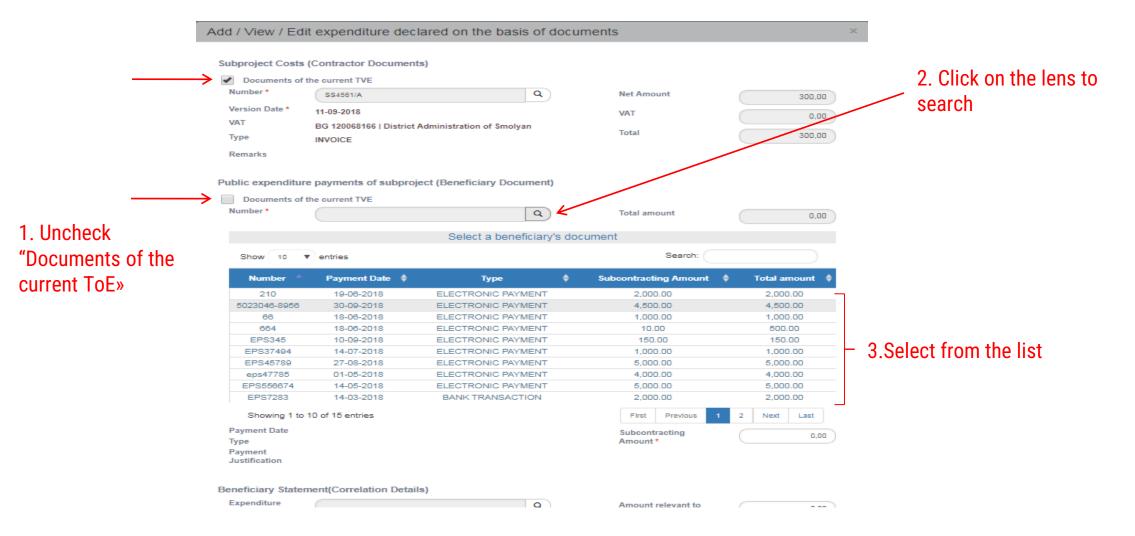
^{*} We do not register the document in the MIS







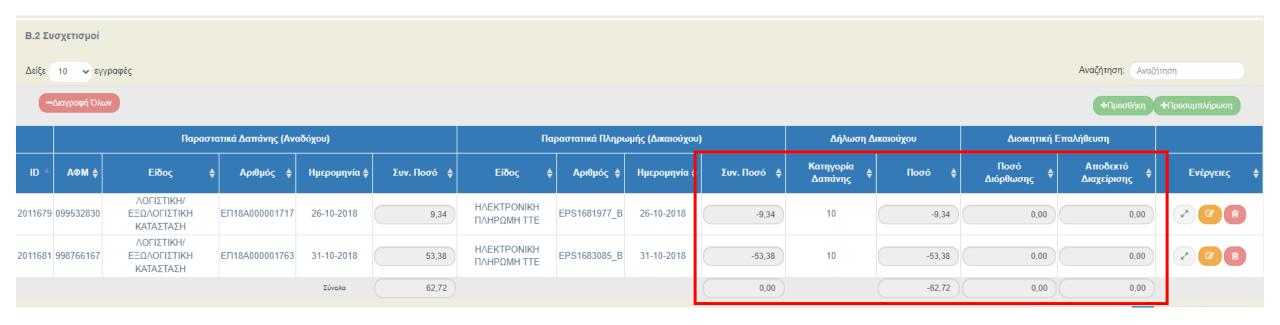
4. Use of documents declared to a previous ToE







Error in Correlations



DO NOT correct amount of previously declared Table of Expenditures with negatives correlations!!!





Frequently Asked Questions 1/2

How can I correct the no or/and Date of a Document

Reply: This document must not be included in any correlation with another Table of Expenditure.
 Contact Joint Secretariat.

How can I correct the budget category or/and Deliverables

Contact Joint Secretariat

How can I make correction in Eligible amount?

- Reply: NOT POSSIBLE . If it is the case of an additional eligible amount, then an additional Table of expenditure should be created .
 - If the eligible amount should be decreased , contact the Joint Secretariat
- Attention!! Do not decrease/ correct 'Eligible amount by entering negative correlation in a following Table of expenditures





Frequently Asked Questions 1/2

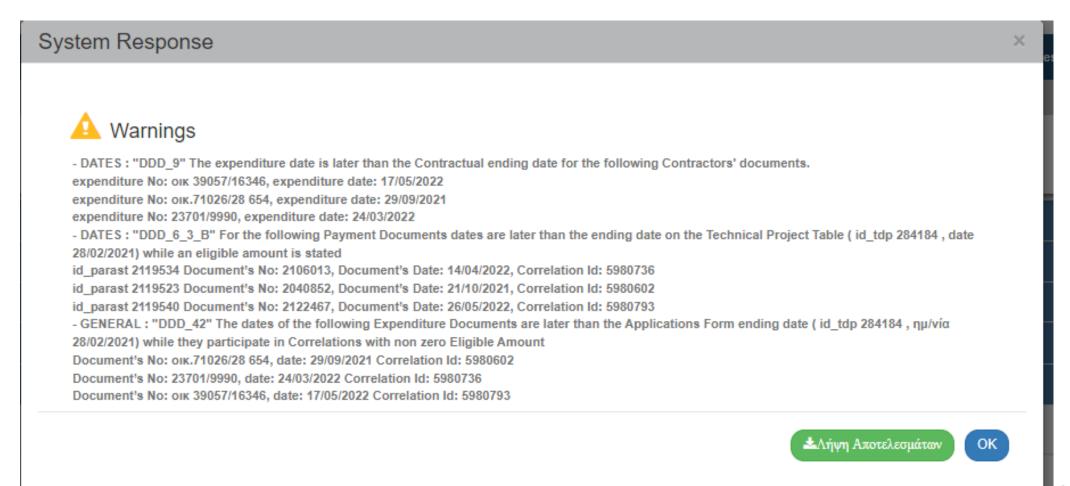
I cannot enter a Document

- Reply: This document is already entered in previous
 Table of Expenditures. If it is required to be used in a
 correlation, then it should be retrieved and added to
 "Correlations"
- Attention!!! Do not change the name of the Document with symbols such as #*"" in order to differentiate it and enter it again at B1.Costs





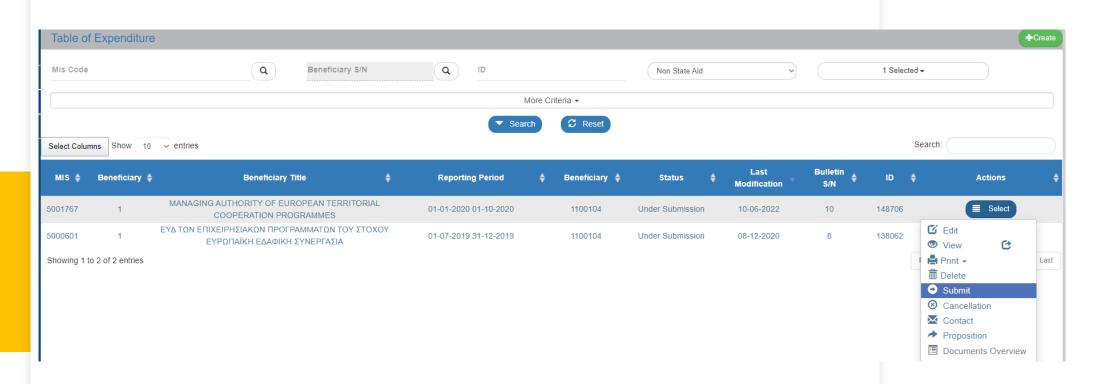
Validation Checks







Submission of ToE







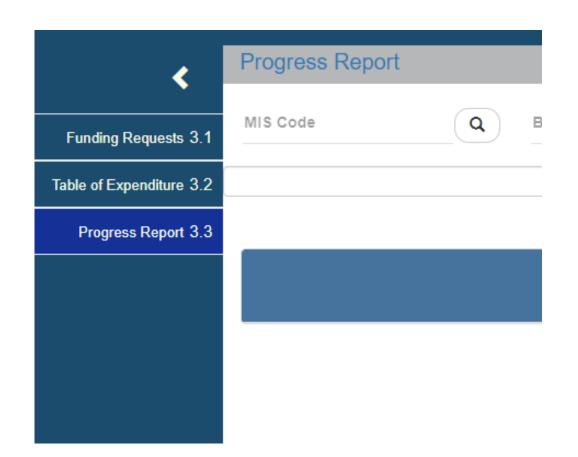
Pending ToE

	No of Documents	Payments
GR BG	183 (157)	6.739.502,64
GR RNM	102(85)	2.573.650,33
BALKAN MED	43(30)	909.026,84
TOTAL		10.222.179,81





SUBMISSION OF THE LAST PROGRESS REPORT

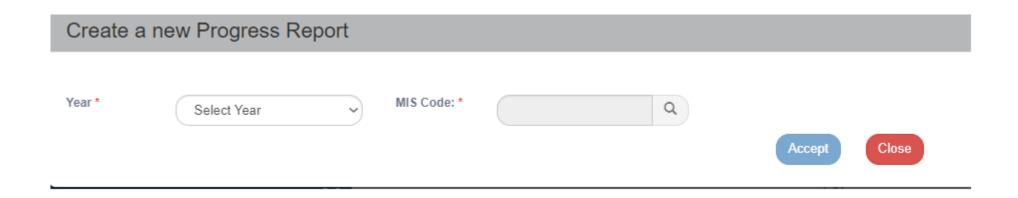








Create the last Progress Report 1/2



The year of the last PR is the year of the end of the project.

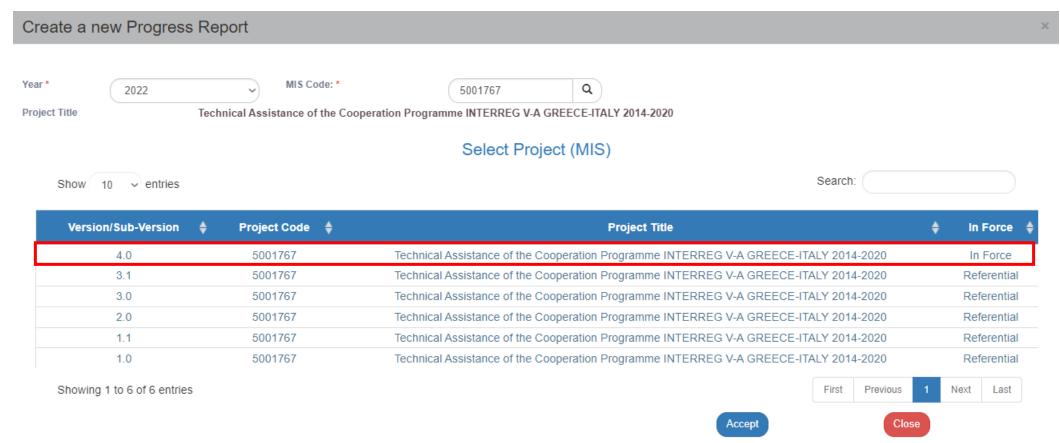


EIΔIKH YΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"





Create the last PR 2/2



Select the AF in force





A. General Data - Edit

- Select the semester (the end day of the project)
- Select YES to the question "Is the Project completed?"
- Register the date of completion
- Register author information

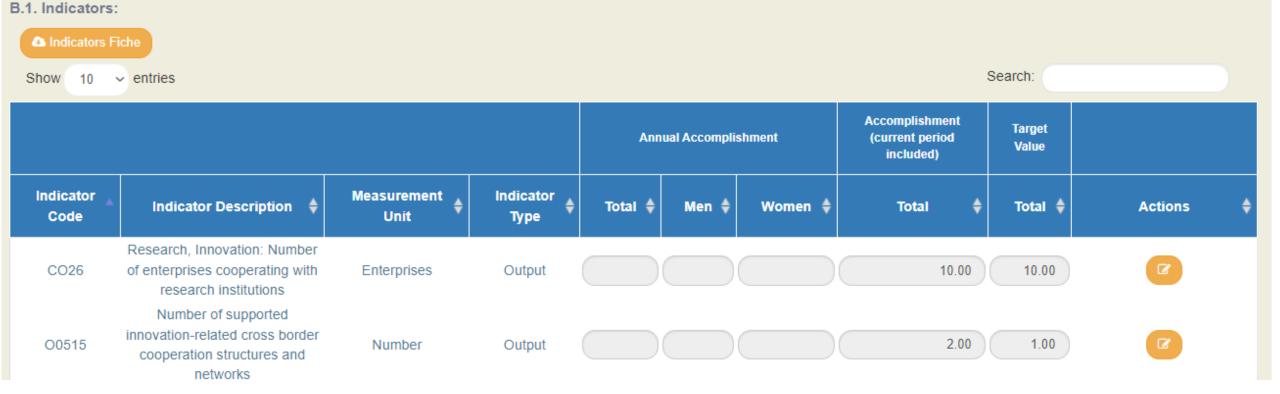
A. General Data										
Project Title:	Fostering capacities and networking of industrial liaison offices, exploitation of research ILONET results and business support									
Operational Programm:	23 (Interreg V-A	EL-IT - Greece-Italy	AF of reference:	150650						
Beneficiary:	1020207 SPECIAL AC	COUNT FOR RESEARCH GRANTS, UNIVERSITY	OF PATRAS							
Reporting Semester	O A ● B	Reporting Period Start:	01-07-2020 Stop:	31-12-2020						
Is the Project completed?	• Yes O No	Date of project completion:								
Date of signature of Subsidy Contract:	30-03-2018									
Bulletin Author Inform	ation:									
Name-Surname:	Ioanna Kalaitzoglou									
Address:	via del castello 5									
Telephone:	003983999999									
Fax:										

EIΔIKH ΥΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"



B1. Indicators - Edit

 Register the final accomplished value according to the Indicators Fiche and the respective methodology





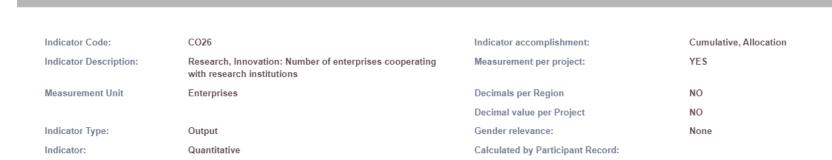
EIΔIKH YΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"

Indicators



B1. Indicators - Edit

 Fill in justification of the achievement or explanation of any discrepancy from the target value



						Cumulative		Accomplishment (current period included)	Target Value
OP/Axis	Fund	Investment/ Special Objective	Category	Measurement Unit	Total	Men	Women	Total	Total
23 / 1	ERDF	1b/SO1.1	Δεν εφαρμόζεται	Enterprises				10.00	10.00
				Total				10.00	10.00
Explanation	of discrepan	cies:							
							Accept	Close	



EIΔIKH ΥΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"



- C. Progress activity reportEdit
 - Fill in the activity report

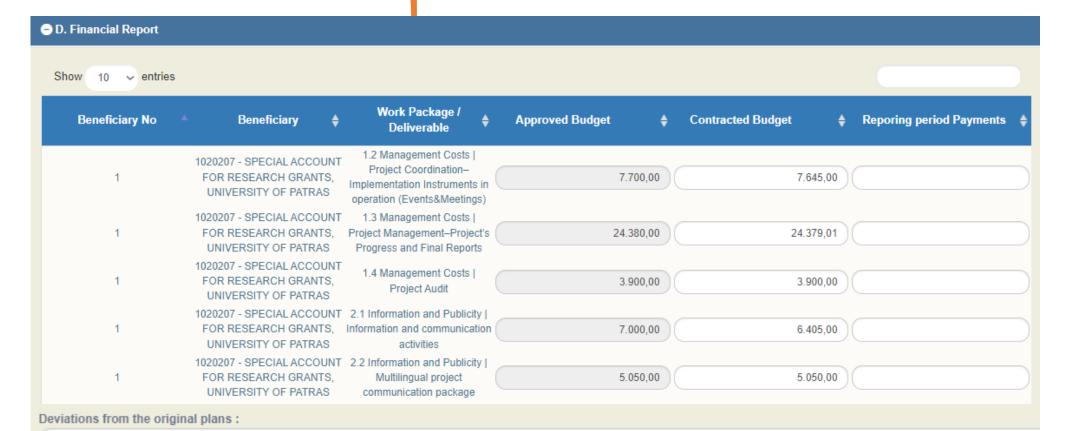
C. Progress activity report
Summary of the project's achievements so far:
Summary of the project's achievements during this reporting period:
Analytical description of the implemented actions, outputs and results during this reporting period:
Next steps to be taken for project's implementation:
Problems encountered and proposed solutions:
Changes in the Implementation:





D. Financial Report

- Register
 - total contracted budget
 - Reporting Periods Payments
 - Deviation from the original plan







E. Publicity

- Answer the question «Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with?»
- Fill in a documentation of your answer

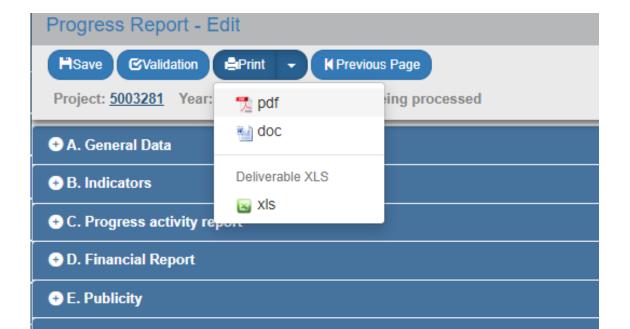
E. Publicity	
Have EC requirements on information and publicity measures acknowledging EC Structural Fund assistance been complied with?	O Yes O No
Comments:	





PRINT PDF

 Print the pdf file in order to have the big picture of the financial data of the project







PDF PRINT

- (7) Filled in by the user
- (8) Sum of Column (7) of the current PR + columns (7) of all the previous PRs which are Accepted/Checked
- (9) Sum of the verified amounts of the ToE within the reporting period of the current PR
- (10) Sum of column (9) of the current PR + columns (9) of all the previous PRs which are Accepted/Checked

4.1	Impl	ementation of Actions							
1	2	3	4	5	6	7	8	9	10
Benef. No	WP	Beneficiary No- Deliv.No	Deliverable Title	Approved Budget	Contracted Budget	Expenditur e paid out during this reporting period	TOTAL Expenditure paid out including this reporting period	Verified Expenditure during this reporting period	TOTAL Verified Expenditure including this reporting period
LB	1	Deliverable 1.1.2	Project Management & Coordination	16.480,80	16.249,92	3.445,35	15.149,80	12.528,01	15.149,74
LB	1	Deliverable 1.1.3	Management Team & Technical Meetings	1.933,00	500,00	77,03	450,30	77,03	450,03





When was the last Table of Expenditures verified?

Before

The verified amounts are calculated to the final progress report

Submission of the Final Progress
Report

After

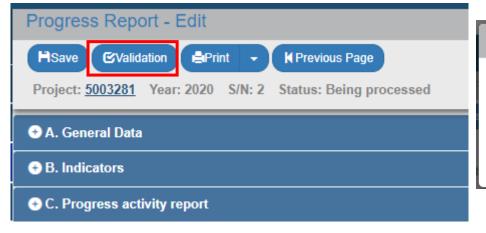
The verified amounts are **NOT** calculated to the final progress report

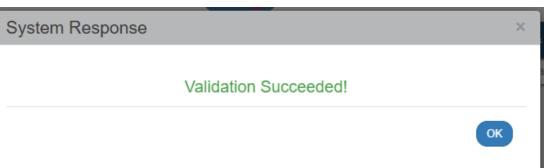


EIΔIKH YΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"



Validation Checks





Submission

Bulletin ID *	MIS \$	Title 	Bulletin \$	Year ♦	AF of reference	In Force ♦	Status 🛊	Actions	
50379	5002747	Technical Assistance of IPA CBC Greece - Republic of North Macedonia Programme 2014-2020	3	2020	99846	No	Under Submission	■ Select	
49831	5001106	Technical Assistance Greece- Cyprus 2014-2020	1	2022	48818	No	Being processed	☑ Edit ⑤ View	
49532	5002747	Technical Assistance of IPA CBC Greece - Republic of North Macedonia Programme 2014-2020	2	2020	99846	No	Being processed	Print ▼ ☐ Delete Submit	
48811	5000601	Technical Assistance of the INTERREG V-A GREECE- BULGARIA 2014-2020 Cooperation Programme GREECE	5	2021	702	No	Under Submission	 Submit ⊗ Cancellation ✓ Contact → Proposition 	1





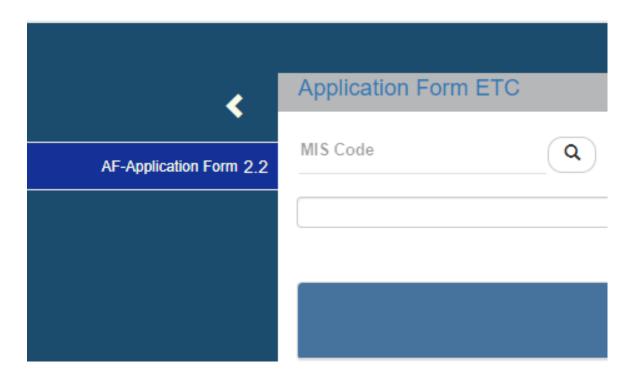
	No	Payments (PR)	Payments (ToE)
Before approval	211	13.413.684,74€	
Approved	1.132	162.522.217,14€	
Total approved PR	1.342	175.935.902,20€	165.628.342€

+10.222.179,81 175.850.521,81









Pre-requisites for creation of the final AF:

- ✓ The Last Progress Report of the project is approved by the JS/MA
- ✓ All ToE have at least "APPROVED"
- ✓ There are no pending reports by the FLC or 2nd Level Control
- ✓ There are no pending recommendations



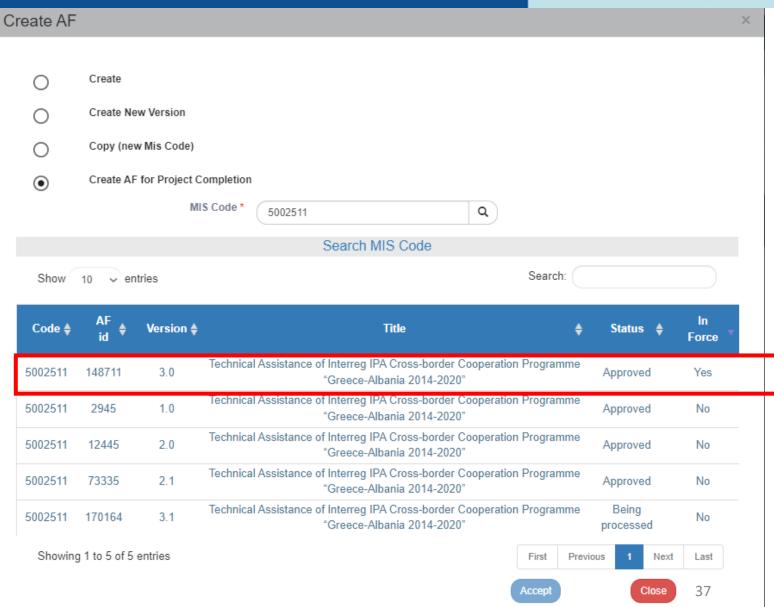
EIΔIKH YΠΗΡΕΣΙΑ "INTERREG 2021 - 2027" MANAGING AUTHORITY "INTERREG 2021 - 2027"





Create final AF

- Fill in MIS Code & select the search lens
- Select the AF in force from the list
- Select Accept
- The AF is automatically produced after SAVE.

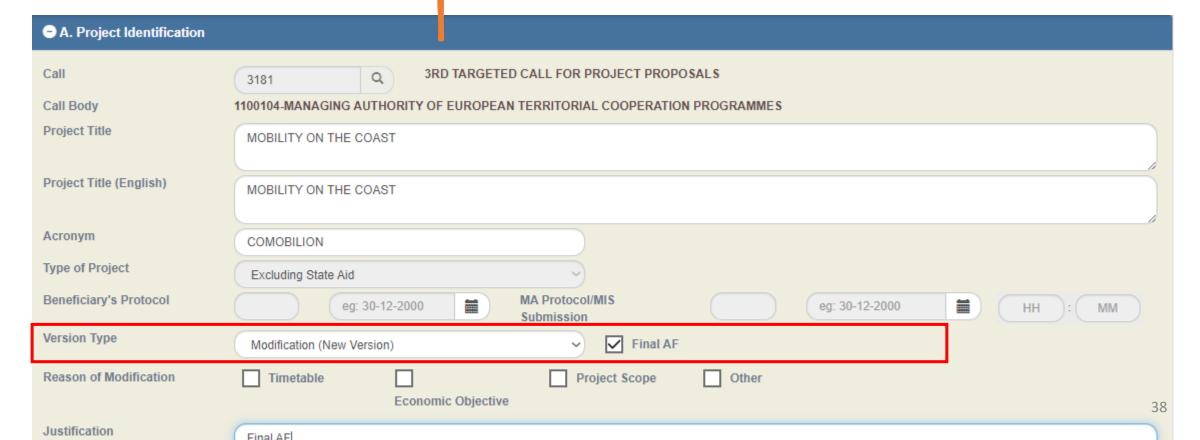






SECTION A

- Fields are populated with data from the AF in force
- The user edits IF needed the changes that occurred e.g. the End Date

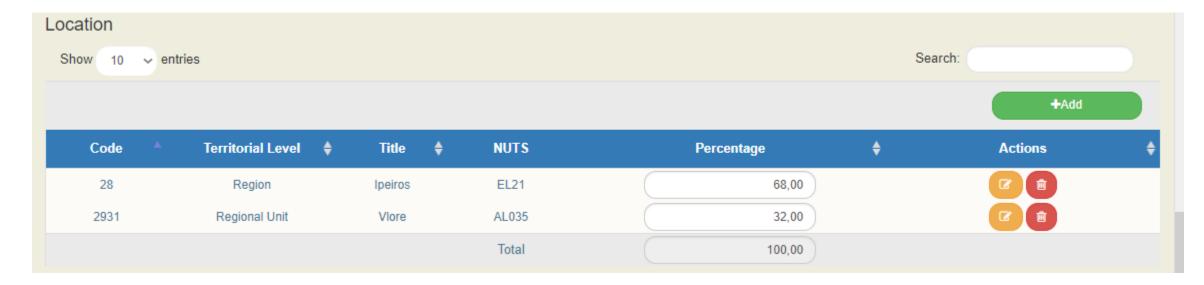






SECTION B

- Fields are populated with data from the AF in force
- The user edits the percentages according to the approved expenditures



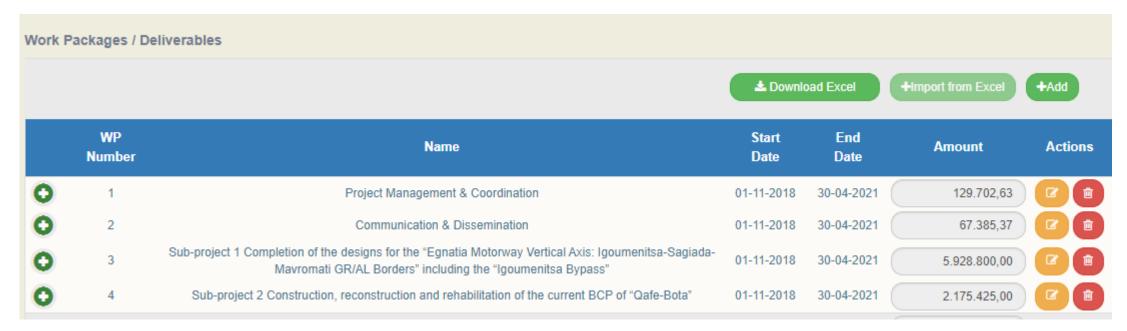




SECTION D

The MIS, according to the verified expenditures, pre-fills in the following:

- WPs / Deliverables Annual Allocation
- Budget Allocation per budget line Project financing Budget per beneficiary

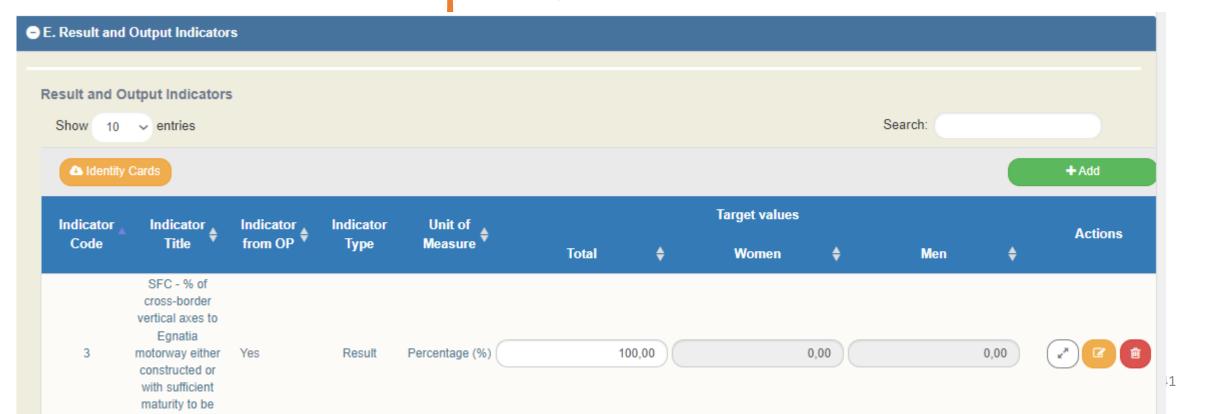






SECTION E

- Fields are populated with data from the AF in force
- The beneficiary checks whether the target values needs to be updated, according to the Final Project Report

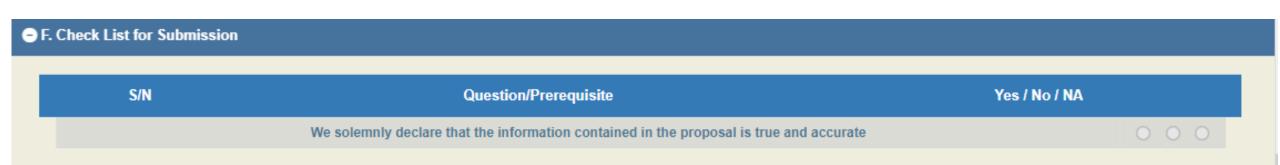






SECTION F

 Declaration that "the information contained in the proposal is true and accurate"







ATTACHMENTS

Attach the Final Project Report



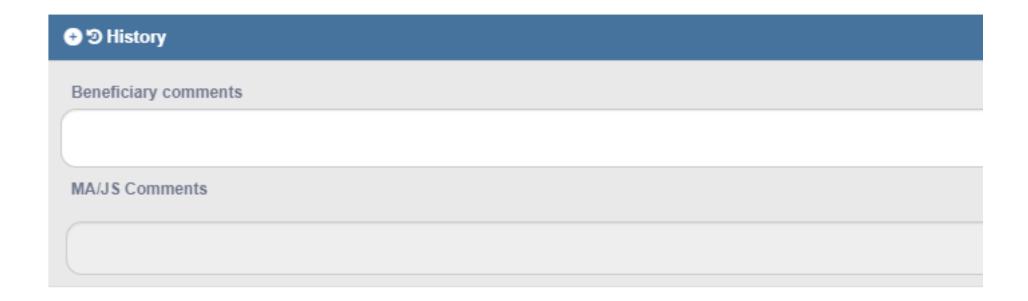




Beneficiary Comments

 Fill in the URL where the deliverables are uploaded (e.g. OneDrive GoogleDrive etc)

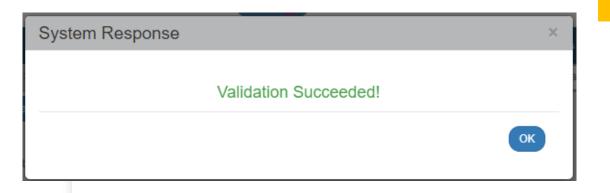
(WeTransfer)





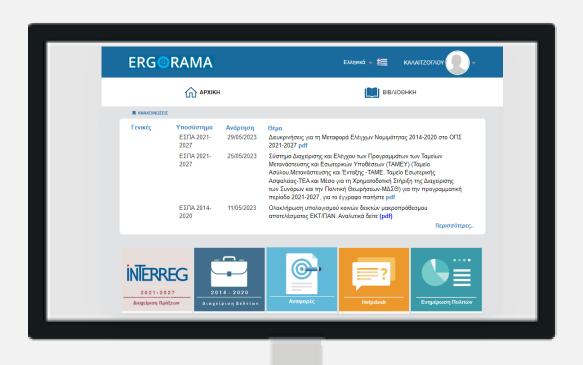


Validation Checks



Submit





Thank you

Ioanna Kalaitzoglou

2310 469 671

Ш

ikalaitzoglou@mou.gr

 \bowtie

www.interreg.gr

