



## *Monitoring Information System*

## *Declaration & First Level Control of Expenditures*

*Aggeliki Zoga (azoga@m nec.gr)*

*General Secretariat for Investments and Development  
Ministry of Economy & Development*



Partnership Agreement 2014 - 2020



# ***Declaration & First Level Control of Expenditures***





## Declaration of Expenditures (Procedure)

Beneficiary 

**A.** Creates the Table of Expenditures Bulletin

**B.** Inserts the expenditure and payment Documents in section B.

**C.** Correlates payments with expenditures in section B.

**D.** Attaches all the essential files

**E.** Submits the Bulletin



# Declaration of Expenditures

## Create a Bulletin

- MIS
- Beneficiary S/N
- Period of Payments

Create Expenditure Declaration Form

Project Code (MIS) \* 5023046 CREATION OF A CULTURAL DIPOLE IN THE CROSS BORDER AREA

Beneficiary S/N \* 2 DISTRICT ADMINISTRATION OF SMOLYAN

Bulletin S/N \* 15 Period From \* Period Up to \*

Accept Close

*\* The bulletin's period is determined by the beneficiary, according to dates of payment documents*



## *Declaration of Expenditures*

### *Beneficiary's Actions*

- Save the bulletin
- Fill in the invoices & payment documents (section B.)
- Correlate each invoice with a payment document (section B.)
- Attach files
- Submit the bulletin



# Declaration of Expenditures / Section B.

Fill in the invoices & payment documents

**B. List of Expenditures**

Documents

Show 10 entries

Search:

Category	Number	Date	Net Amount	VAT	Total amount	Subcontracting Amount	Actions
Payment	EPS798	14-06-2018	0,00	0,00	100,00	100,00	
Expenditure	234	04-06-2018	100,00	24,00	0,00		

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

**+Add Contractor** **+Add**

**Add/Edit Document**

Category \* Expenditure (Contractor)

Document number \*

Date \*

Code Of Type \* Select

VAT / Body \*

Net Amount \* 0,00

VAT 0,00

Total 0,00

Remarks

Accept Close

**Add Contractor**

Greek VAT  Updating Data from TAXIS

VAT

Tax Office

Name

Distinctive Title

Address

P.C.  City

Telephone

Accept Close



# Declaration of Expenditures / Section B.

## Correlate Invoices with Payments

Add / View / Edit expenditure declared on the basis of documents

Contractor Documents

Documents of the current TVE

Number \*   Net Amount

Version Date \*  VAT

VAT  Total

Type

Remarks

Public expenditure payments of subproject (Beneficiary Document)

Documents of the current TVE

Number \*   Total amount

Payment Date  Subcontracting Amount \*

Type

Payment Justification

Beneficiary Statement(Correlation Details)

Expenditure category \*   Amount relevant to the action \*

Deliverable

Total

correlations

Show 10 entries

Search:

Expenditure Documents (Contractor)					Payment Documents (Beneficiary)				Beneficiary Statement		FLC		
ID	Type	Number	Date	Total amount	Type	Number	Date	Total amount	Code	Amount	Non-eligible expenditure	Eligible expenditure	Actions
481153	INVOICE	234	04-08-2018	124,00	ELNIC PAYMENT	EPS798	14-08-2018	100,00	8	24,00		0,00	<input type="button" value="E"/> <input type="button" value="B"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last



## ***Declaration of Expenditures***

### ***Examples of correlations***

- A. One Invoice paid by two Electronic Payments
- B. Two deliverables paid by the same Electronic Payment
- C. Correlation with Accounting Document



## A. One Invoice Paid by Two Electronic Payments

### Documents

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

### Correlations

Expenditure Documents (Contractor)				Payment Documents (Beneficiary)				Beneficiary Statement	
Type	Number	Date	Total amount	Type	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

## B. Two deliverables paid by the same Electronic Payment

### Documents

Category	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

### Correlations

Expenditure Documents (Contractor)						Payment Documents (Beneficiary)				Beneficiary Statement	
ID	VAT	Type	Number	Date	Total amount	Type	Number	Date	Total amount	Code	Amount relevant to the action
480151	082929329	INVOICE	10	01-06-2018	100,00	ELECTRONIC PAYMENT	EPS1414	14-06-2018	1.000,00	8	100,00
481154	047330286	INVOICE	23	04-06-2018	300,00	ELECTRONIC PAYMENT	EPS1414	14-06-2018	1.000,00	4	300,00



## C. Correlation with Accounting Documents

### Documents

Category	VAT / Body	Type	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

### Correlations

ID	Expenditure Documents (Contractor)					Payment Documents (Beneficiary)				Beneficiary Statement	
	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



## First Level Control of Expenditures (Procedure)

Controller



**A.** Examines the submitted correlations in section B. of the bulletin

**B.** Fills onEligible Expenditure” field, if 'errors' found on the Amount relevant to the action” submitted

**C.** Fills the description of findings in Sub unit D. Administrative Verification

**D.** Associates the onEligible Expenditure” with one or more findings in Sub unit. D

**E.** Verifies the Bulletin



## FLC of Expenditures



### Activation Notification from MIS/ESPA 2014-2020

Voucher or Document: Table of Expenditures

Action: Submit Table of Expenditures

Relevancy: MIS (project) Code 5023046 – Subproject 2 - AA: 2 (Year: 2018 - Month: ) id:22192

Project Name: CREATE OF A CULTURAL DIPOLE IN THE CROSS BORDER AREA - Subject Name: DISTRICT ADMINISTRATION OF SMOLYAN

Operational Program 22: Axis: 2 Axis Name: Sustainable and Climate Adaptable Cross Border Area – ICall Code: B2 SN:1541

Action of: 1100104 - Managing Authority for of INTERREG (EUROPEAN TERRITORIAL INTEGRATION)

Date of Action: 25/09/2018

Cc: [azoga@mneec.gr](mailto:azoga@mneec.gr)

Controller receives an email with the bulletin's id when it is submitted



## *FLC of Expenditures*

### *Controller's Actions*

- Save the bulletin in order to change status (Being Processed)
- Check the attached files
- Inspect payments declared by beneficiary
- Answer the questions having to do with findings
- Associate non eligible amounts (if any) with findings



# Save the Bulletin

Table of Expenditure - Edit Open all Close all

[Save](#) [Validation](#) [Print](#) [Previous Page](#) A. B. C.

Project: 5023046 Beneficiary: 2 TSI Version : (Final) ID: 22190 (Submitted)

- A. General Data
- B. List of Expenditures
- C. Project Description
- Attachments (1)
- History Of Changes

Save

Table of Expenditure - Edit Open all Close all

[Save](#) [Validation](#) [Print](#) [Previous Page](#) A. B. C. D.

Project: 5023046 Beneficiary: 2 TSI Version : (Final) ID: 22190 (Being Processed)

- A. General Data
- B. List of Expenditures
- C. Project Description
- D. Administrative Verification**
- Attachments (1)
- History Of Changes

*\* When Controller saves the bulletin, its status change to 'Being Processed' and unit D. becomes visible/editable*



# Associate non eligible amounts with findings

B. List of Expenditures

correlations

Expenditure Documents (Contractor)					Payment Documents (Beneficiary)				Beneficiary Statement		FLC	
ID	VAT	Number	Date	Total amount	Type	Number	Date	Total amount	Code	Amount relevant to the action	Non-eligible expenditure	Eligible expenditure
480341	BG 120068186	110	01-06-2018	2.000,00	ELECTRONIC PAYMENT	210	18-06-2018	2.000,00	10	1.000,00	100,00	

D. Administrative Verification

FLC findings

Non-eligible expenditure from Direct Expenditures  Total

Type of expenditure	Finding	Non-eligible expenditure	Amount dedicated to Action	Recommendations/Corrective measures	Compliance Deadline	Actions
Based on Documents	1.12	100,00	0,00	Έγκυρη Υποβολή	18-07-2018	
Total		100,00	0,00			

Add / Edit Verification by Finder

Type of expenditure \*

Finding \*

Non-eligible expenditure \*

Amount dedicated to Action

Type of Action

Recommendations/Corrective measures

Compliance Deadline

Remarks

Fraud indication

Indication justification



## Contact Form

### Use the Contact form when you want to:

- Inform
- Ask for more information
- Send or receive extra attachments



# Contact Form

Table of Expenditure

MIS  Beneficiary S/N  ID 22199  Select Status

More Criteria ▾

Select Columns Show 10 ▾ entries Search:

MIS	Beneficiary	Beneficiary Description	Reporting Period	Beneficiary	Status	Last Modification	Bulletin S/N	ID	Actions
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-05-2018 19-06-2018	40144171	Being Processed	14-09-2018	4	22199	<input type="button" value="Select"/>

Showing 1 to 1 of 1 entries

Communicate

Send Message for: Statement of Expenditure ID: 22199

Elements

Subject \*

Text Message \*

Extra Emails

Attachments

Show 10 ▾ entries Search:

SN	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date Created	Actions
No data available in table							

Showing 0 to 0 of 0 entries

- Edit
- View
- Print ▾
- Delete
- Cancellation
- Return
- Verification
- Finalization
- Uncheck
- Contact**
- Proposal



## Valid Actions on Table of Expenditures

Actions	Description	User
 Edit	The data of a table are retrieved and displayed for purposes of making changes and updates	Ben, Controller, MA
 View	Retrieves and displays the data of the selected table on screen, without allowing any changes to the data	Ben, Controller, MA
 Print ▾	Prepares a printable Table in xls format	Ben, Controller, MA
 Delete	Full deletion of the table from the system. ONLY the beneficiary can delete a bulletin before it's been submitted	Ben
 Finalization	Only available to MA users. Performs the final checks and the locking of the Table	MA
 Uncheck	Only available to MA users. Reverses the action of finalizing. Can also occur in case of «Returned to Beneficiary». The table	MA
 Submit	Action taken by the Beneficiary. Makes it available for processing by the Controller	Ben
 Return	Only available to Controller. Returns the bulletin to Beneficiary for corrections	Controller
 Contact	Supports the communication among Beneficiary, Controller, MA by sending text and files accompanying requests and	Ben, Controller, MA
 Verification	Only available to Controller. Confirms the Table data and makes it available to MA users	Controller



## Bulletin Status

<b>Under Submission</b>	The beneficiary has created the bulletin and works on it
<b>Submitted</b>	The beneficiary has completed his job and submitted the bulletin for FLC
<b>Being Processed</b>	The bulletin is being processed by the Controller
<b>Verified</b>	Controller has finished his job and checked/verified the bulletin
<b>Approved</b>	MA has approved the bulletin in order to be included in the next payment request to the EU
<b>Certified</b>	The bulletin has been checked by the Certificate Authority and sent to the EU
<b>Account Participation</b>	The bulletin has been included to an Account
<b>Returned to Beneficiary</b>	The bulletin has been sent back to beneficiary for corrections

# Expenditures Report

Table of Expenditure - Edit Open all Close all

Save Validation Print Previous Page A. B. C.

Project: 5002511 Beneficiary: 1 TSI Version : (Final) ID: 22143 (Under Submission)

- A. General Data
- B. List of Expenditures
- C. Project Description
- Attachments (1)
- History Of Changes

System Response

## ✖ Errors

- BUDGET : "DDD\_1" The total amount payable to Beneficiaries in this sub-project must not exceed the budgeted total eligible expenses of the sub-project
- BUDGET : "DDD\_21" The total correlation amounts must not exceed the total expenditure amount Expenditure:Expenditure doc: INVOICE, No 234, Date :

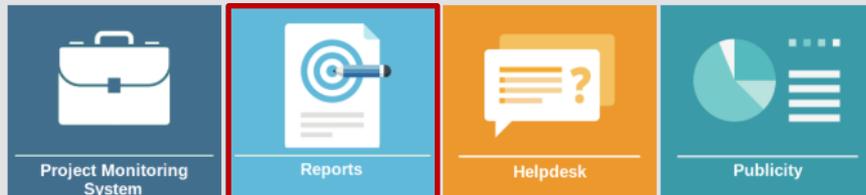
OK

# Expenditures Report

HOME

LIBRARY

All applications out of service on Friday 20/04/2018

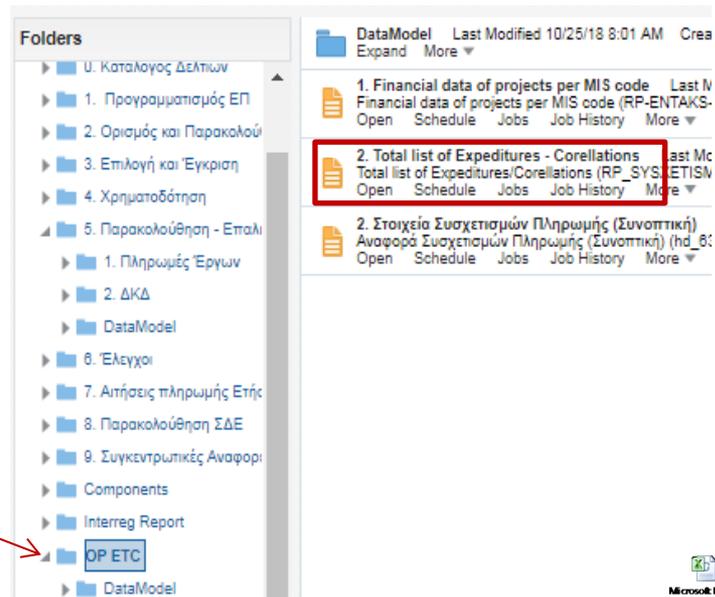


Project Monitoring System

Reports

Helpdesk

Publicity



Folders

- U. Καταλογος ΔεΛτιων
- 1. Προγραμματισμός ΕΠ
- 2. Ορισμός και Παρακολού
- 3. Επιλογή και Έγκριση
- 4. Χρηματοδότηση
- 5. Παρακολούθηση - Επαλι
  - 1. Πληρωμές Έργων
  - 2. ΔΚΔ
  - DataModel
- 6. Έλεγχοι
- 7. Αιτήσεις πληρωμής Ετής
- 8. Παρακολούθηση ΣΔΕ
- 9. Συγκεντρωτικές Αναφορι
- Components
- Interreg Report
- OP.ETC**
- DataModel

DataModel Last Modified 10/25/18 8:01 AM Crea  
Expand More ▾

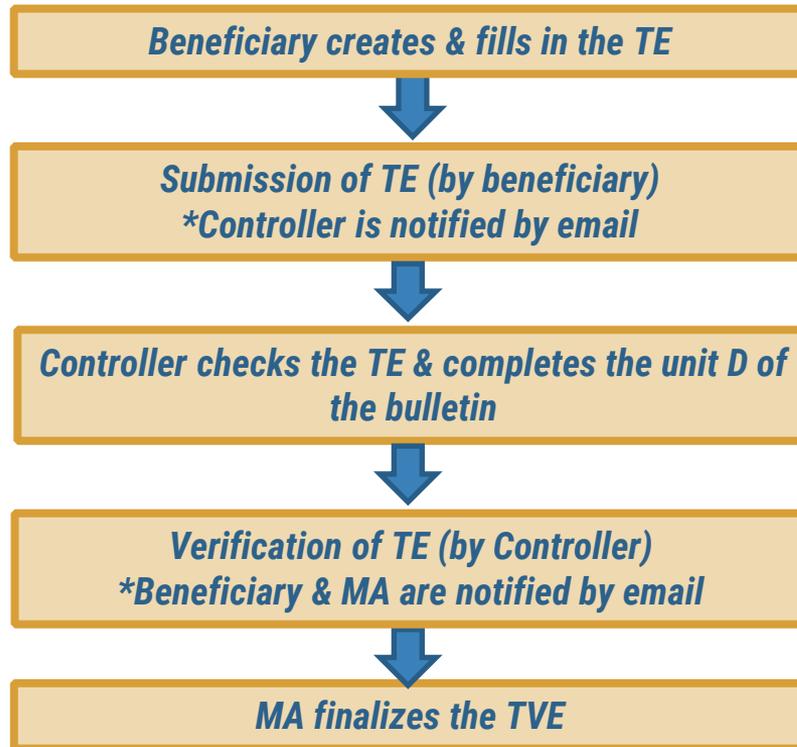
1. Financial data of projects per MIS code Last N  
Financial data of projects per MIS code (RP-ENTAKS-  
Open Schedule Jobs Job History More ▾

**2. Total list of Expenditures - Corellations** last Mc  
Total list of Expenditures/Corellations (RP\_SYS.ETISM  
Open Schedule Jobs Job History More ▾

2. Στοιχεία Συσχετισμών Πληρωμής (Συνοπτική)  
Αναφορά Συσχετισμών Πληρωμής (Συνοπτική) (hd\_8:  
Open Schedule Jobs Job History More ▾

Microsoft Excel  
Worksheet

## ***Submission of Expenditures & FLC procedure***





**Thank you for your attention!**