

AUTHORISED SIGNATORY GUIDANCE

Submitting a report

Version 1.0

This guidance covers the actions necessary by the authorised signatory in order to submit a report. The procedure is identical for all types of reports on both partner and project level.

STEP 1 – When logged into the system

The Authorised Signatory is notified with an email notification when a report is ready for submission. Once logged into the OMS, the Authorised Signatory will see the system generated notification marked as unread in the communications module.

Click on the message title.

Interreg North Sea 2021-2027 Online Monitoring System

Dashboard
Home > OMS Dashboard

Legal Status

You are set as the Authorised Signatory as follows:

- Project AS for **New Full Application in Call 1C**
- Partner Authorised Signatory for **New LB** of project **New Full Application in Call 1C**
- Project AS for **New SSP in Call 1**
- Partner Authorised Signatory for **SSP Lead Partner** of project **New SSP in Call 1**
- Partner Authorised Signatory for **Web developer LTD** of project **New SSP in Call 1**
- Partner Authorised Signatory for **The Agency Engine** of project **New SSP in Call 1**
- Partner Authorised Signatory for **Vasso Org** of project **New SSP in Call 1**
- Partner Authorised Signatory for **Manolis org** of project **New SSP in Call 1**

Project Applications

My Projects
You do not have any saved Project Applications.

Shared projects

Status	Title
1A	NAI My First Step Application! Expression of Interest
1C	CSVTEST03 New Full Application in Call 1C Full Application
1D	C7Da New SSP in Call 1 Cross-Sectoral Project

Announcements

- 04/05/2023
Save the date: Control Seminars
- 02/05/2023
How to create and manage Activity Reports [Small Scale Projects]
- 17/04/2023
Important update on Call 3
- 14/04/2023
Call 3 applications: How to create and manage State-Aid Self-Assessment forms
- 14/03/2023
Q&A session for Call 1 project website managers

Communication

PrtNorway Manager @ Norway Corp	08/06
A Periodic Finance Report is ready to be submitted	
Demian LeadBen @ OMS-LB	07/06
A Periodic Finance Report is ready to be submitted	
Demian LeadBen @ OMS-LB	07/06
Periodic Finance Report marked as completed (C7Da, The	

STEP 2 – System notification

The message shows whom notified the Authorised Signatory, which project it relates to and the organisation which partner report that is ready for submission.

The Authorised Signatory is taken to an overview of all relevant partner level reports by clicking on the link in the message.

Interreg North Sea 2021-2027 Online Monitoring System

Message: A Periodic Finance Report is ready to be submitted

Home > Messages > Inbox > A Periodic Finance Report is ready to be submitted

New Message

Folders

- Inbox 32
- Sent
- Archive

A Periodic Finance Report is ready to be submitted

Print

PrtNorway Manager @ Norway Corp 08/06/2023 15:53:15

Reply Reply to all Forward Archive

Recipients

From PrtNorway Manager @ Norway Corp

Sent to User(s) Demo User @ DemoCorp

Sent on 08/06/2023 15:53:15

Message

Subject A Periodic Finance Report is ready to be submitted

Message

Dear sir/madam,

a Periodic Finance Report of project **C7Da**, in regards to partner **Vasso Org**, is ready to be submitted.

Please access <https://oms.interregnorthsea.eu/app/report-finances/> to check the contents of the report.

//

Automated message by NSP OMS

STEP 3 – Overview of reports

The overview now displayed lists all (in this example) finance reports which is relevant for the Authorised Signatory. Only reports which is indicated as "Locked" and have been approved by a controller (unless submitting a zero report) can be submitted by the Authorised Signatory.

In order to submit the relevant report, the Authorised Signatory must click on the partner name.

Interreg North Sea 2021-2027 Online Monitoring System

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

Progress Reports Status

My reports

Project	Round	Number / Level / Partner	Progress report	Locked	Controller Approved	AS Signed	Submitted
C7Da	#1	#1 Project	View	No	No	No	No
C7Da	#1	#1 Partner: SSP Lead Partner		Yes	Yes	No	No
C7Da	#1	#1 Partner: Vasso Org		Yes	Yes	No	No
C7Da	#1	#1 Partner: Manolis org		Yes	No	No	No
C7Da	#1	#1 Partner: Web developer LTD		Yes	No	No	No
C7Da	#1	#1 Partner: The Agency Engine		Yes		No	No

STEP 4 – Sign and submit

The Authorised Signatory have access to the submitted partner report and the controller report containing any deducted amounts.

In order to submit the report, click the button "*Sign & Submit to LP*". When submitting the project level report, the button will state "Sign & submit to JS".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for Vasso Org'. Below the title is a breadcrumb trail: 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for Vasso Org'. On the right side, there is a green button with a checkmark icon and the text 'Sign & Submit to LB', which is highlighted with an orange rectangular box. To the right of this button are three tabs: 'Status', 'Controller', and 'Actions'. Below the button and tabs is a table with the following data:

Main details	Main details	
Staff Costs	Project	C7Da
Summary	Report Type	Full Finances report
Funding	Form Version	SSP [Partner] Finances Report v1
State Aid	Reporting level	Partner
Submission	Partner	Vasso Org
	Reporting Round	#1
	Project start date	01/12/2021
	Project end date	01/03/2023

STEP 5 – Confirmation when submitting a report

Now, the Authorised Signatory must confirm the submission of the report by clicking "*Proceed*".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for Vasso Org'. Below the title is a breadcrumb trail: 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for Vasso Org'. In the center of the page is a 'Confirmation' dialog box. The dialog box contains the following text: 'Complete form', 'You are signing and submitting this report.', and 'The following users will be notified:'. Below this text is a list of users: 'Project Manager: OMS-LB LeadBen'. At the bottom of the dialog box, there are two buttons: a green button with a checkmark icon and the text 'Proceed', and a red button with a close icon and the text 'Cancel'. The 'Proceed' button is highlighted with an orange rectangular box.

STEP 6 – In-system notification

An in-system notification is now displayed, and the report is submitted.

Interreg North Sea 2021-2027 Online Monitoring System

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for Vasso Org

The form is now signed and submitted. [View Report](#)

STEP 7 – Updated overview of reports

Returning to the overview of all relevant reports, it is now possible to see that the report has been submitted. This finalises the procedure of submitting the report.

Interreg North Sea 2021-2027 Online Monitoring System

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

[Progress Reports](#) [Status](#)

My reports

Project	Round	Number / Level / Partner	Progress report	Locked	Controller Approved	AS Signed	Submitted
C7Da	#1	#1 Project	View	No		No	No
C7Da	#1	#1 Partner: SSP Lead Partner		Yes	Yes	No	No
C7Da	#1	#1 Partner: Vasso Org		Yes	Yes	Yes	Yes
C7Da	#1	#1 Partner: Manolis org		Yes	No	No	No
C7Da	#1	#1 Partner: Web developer LTD		Yes	No	No	No
C7Da	#1	#1 Partner: The Agency Engine		Yes		Yes	Yes

Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at interregnorthsea.eu.

