## **CONTROLLER GUIDANCE**

# Control of costs in the Online Monitoring System

#### Version 1.0

This guidance covers the control report in the Online Monitoring System (OMS). The focus is the operational aspect and how the partner level finance report is approved subsequently.

Note: The control of costs is in the OMS can be initiated once the controller is notified by the system that a report is ready. This notification is initiated by the partner managing user.

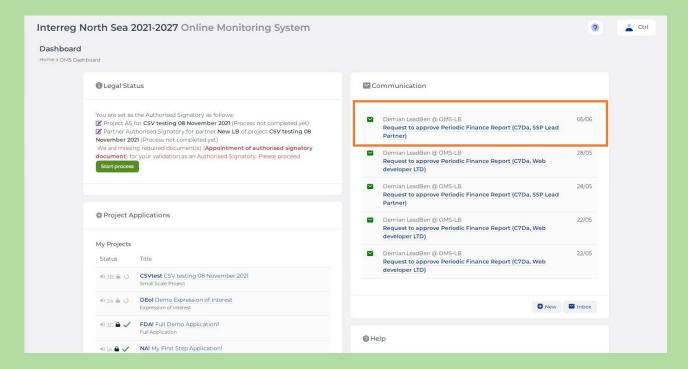
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#### STEP 1 – When logged into the system

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

Click on the message title.



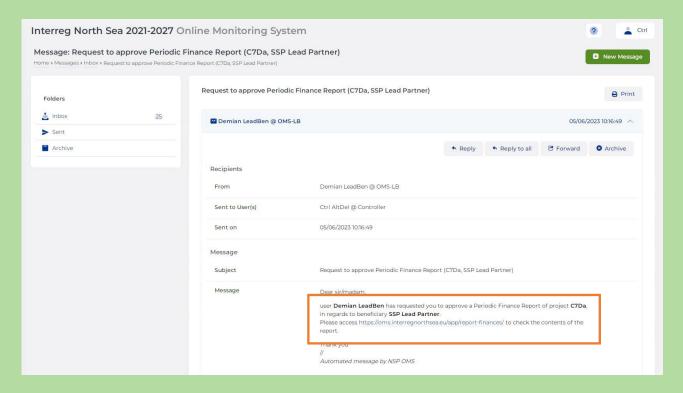




## STEP 2 – System notification

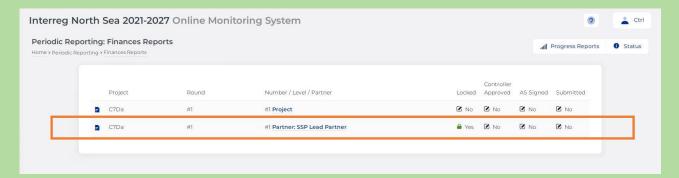
The message shows whom (username) notified the controller, which project it relates to and the organisation which partner report on finances is ready for validation.

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



#### STEP 3 – Overview of partner finance reports

The overview now displayed, lists all finance reports which is relevant for the controller. Only reports which is indicated as "Locked" can be validated by the controller. In order to get the validation of a report started click on the partner name.



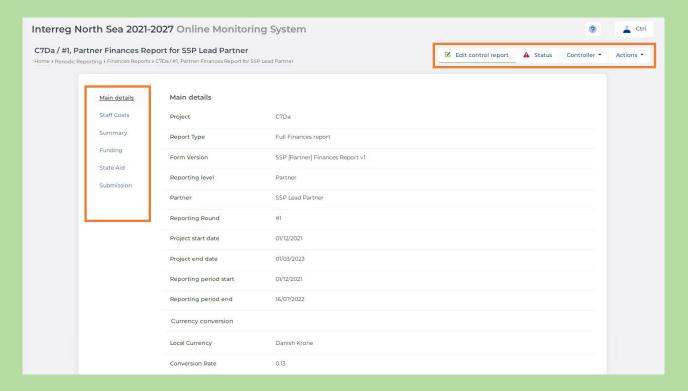




## STEP 4 – The partner level finance report

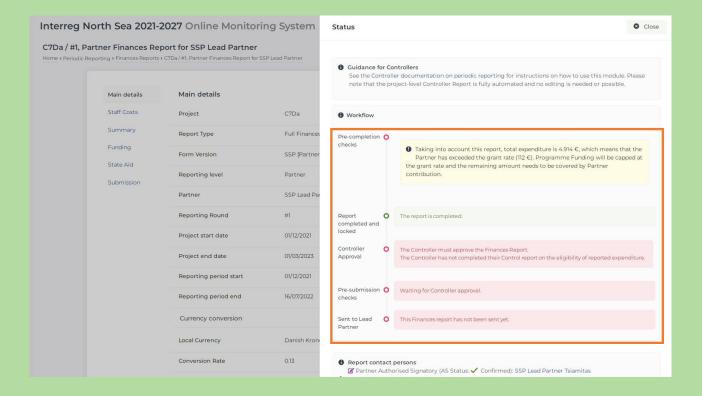
When the controller has clicked on the partner name, the controller is shown the prepared partner level report. The report contains all the information prepared by the partner, and can be navigated making use of the sub-menu located to left of the content.

In the upper-right part of the window there is access to editing the control report, the status of the report, export of the control report, and the actions menu.



### STEP 5 – Status overview

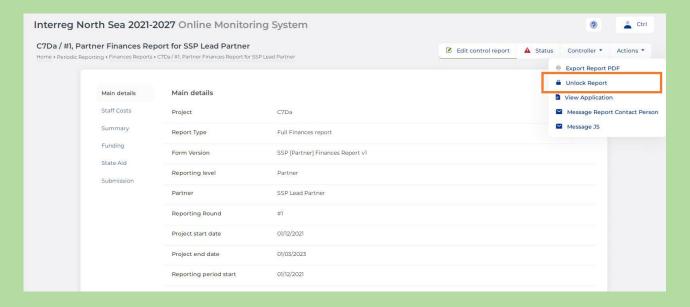
From the 'status' (see also previous step) the controller can see the current status of the report in context of the submission process. The steps that has been completed and the actions still needed by the project partner and related functions.



#### STEP 6 – Unlocking a report

If the partner level report needs to be unlocked (making it possible for the partner organisation to reedit the report), this can be done via the actions menu.

Click "*Unlock Report*" in the 'Actions' menu. Then, follow the guidance presented in the system to complete this process.

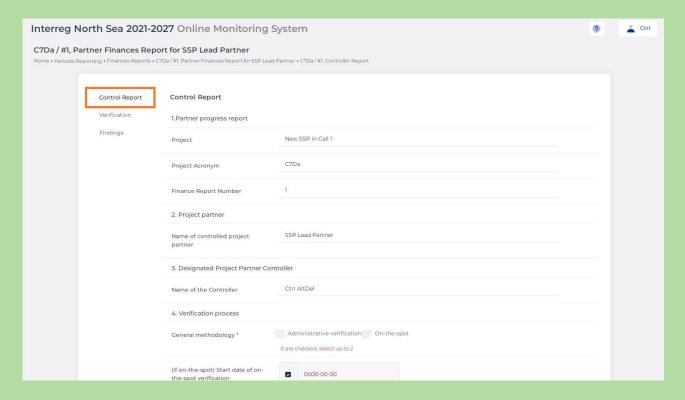






## STEP 7 - Editing the control report

In step 4 the "Edit control report" button is displayed. Clicking on this button takes the controller to the actual control report. All fields mandatory in the control report is indicated by an asterisk (\*). The control report is in the system divided into three sections. The first sections called 'Control Report' request the controller to define how and when the control was carried out.



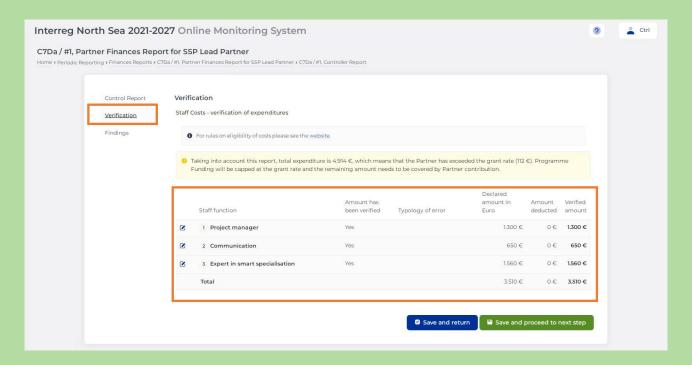
#### STEP 8 - Verification of expenditure

The second section in control report is where the "Verification" of cost is documented. If the controller has found an expenditure during the control work which has to be adjusted this is done in this section. The summarised list of expenditure from the partner level report (see this report for the details) is shown in the overview.

Per default all costs are considered 100% verified and eligible, however this can be adjusted by the controller by clicking on the edit button for the relevant cost item (the small pencil icon).







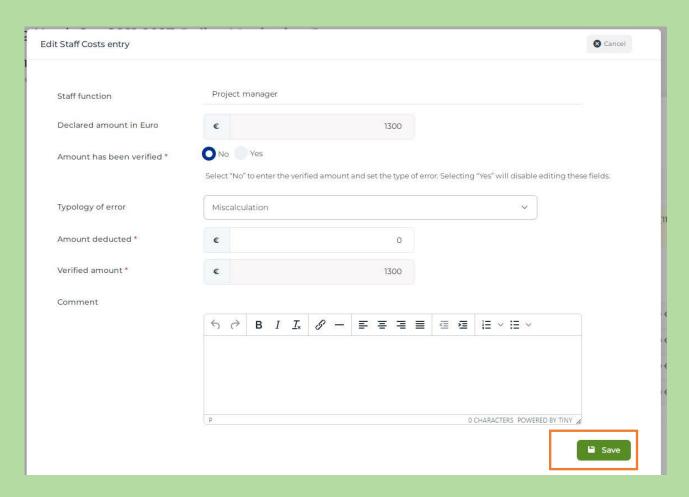
Now, the controller can see the declared amount (by the project partner), change the status of "Amount has been verified" from "Yes" to "No". Next choose the applicable typology of error and the related amount which should be deducted from the reported cost.

It is recommended that all deductions are accompanied by a comment inserted in the comment box.

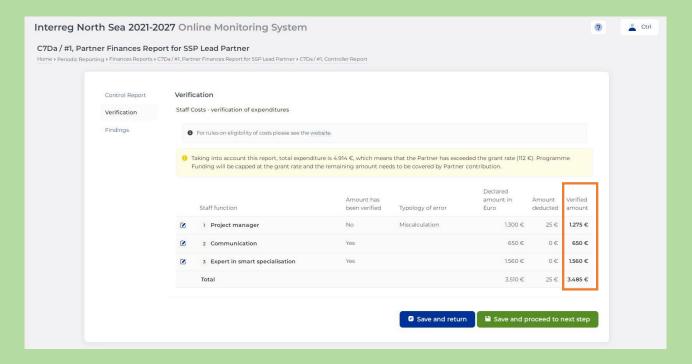
In order to save the entry, the controller must click the "Save" button.







The deduction made and the typology of error are now shown in the overview table. The system recalculates the amount which is verified.







## STEP 9 – Findings and observations

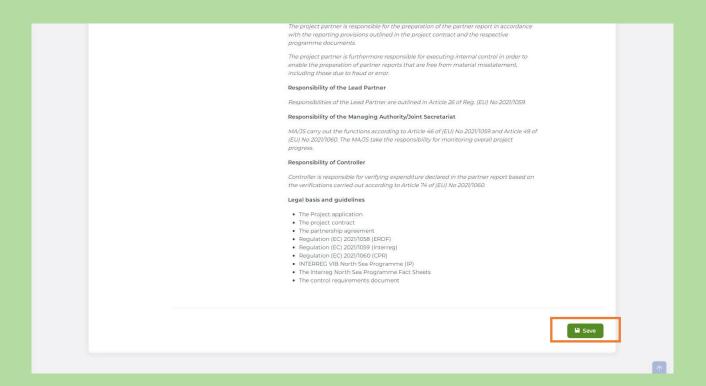
In the third and last section of the control report, the controller needs to provide a summary of the findings and observations made, any follow-up measures recommended to the partner and a general conclusion on the eligibility of costs.



#### STEP 10 - Purpose of the Control, Responsibilities, Legal Basis and Methodology

It is also in the "findings" section that the purpose and requirements of the control is listed. By saving the control report and approving the finance report the controller accepts and confirms that the control has been carried out in accordance with the programme rules.

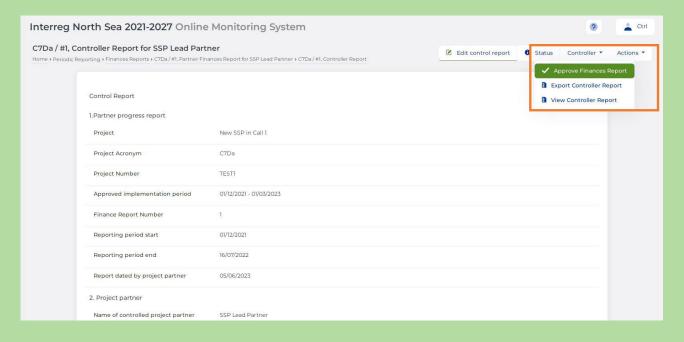
Click the button "Save" in order to save and exit the control report.



## STEP 11 – Approving the finance report

When the control report has been completed (all mandatory fields have been filled in) then it is possible for the controller to approve the partner level finance report.

The finance report is approved via the menu "Controller". In this menu the controller finds the button "Approve Finances Report". Clicking this button initiates the approval process.

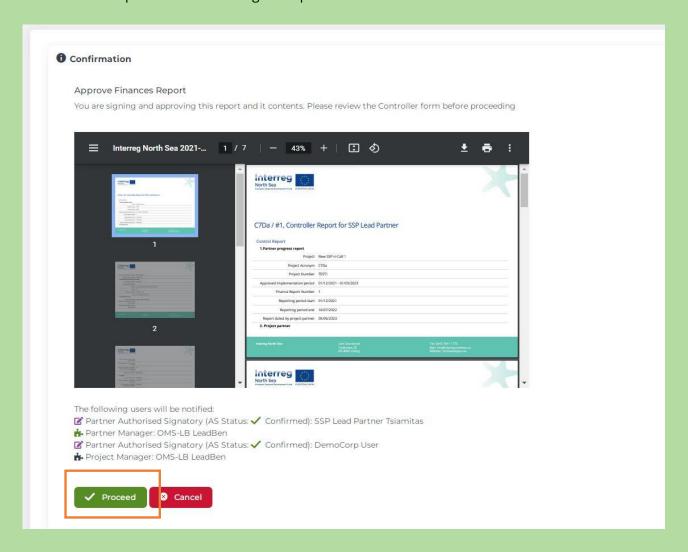






## STEP 12 – Confirming the approval

A confirmation window is displayed and the controller will see the control report about to be signed. Click the button "*Proceed*" in order to approve the finance report. The step concludes the task of the controller in the process of submitting the report.







# Questions or comments?

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

