

## 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 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.

**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 **CSV testing 08 November 2021** (Process not completed yet)
- Partner Authorised Signatory for partner **New LB** of project **CSV testing 08 November 2021** (Process not completed yet)

We are missing required document(s) (**Appointment of authorised signatory document**) for your validation as an Authorised Signatory. Please proceed.

[Start process](#)

**Project Applications**

**My Projects**

Status	Title
3B	<b>CSVtest</b> CSV testing 08 November 2021 Small Scale Project
2A	<b>DEol</b> Demo Expression of Interest Expression of Interest
3C	<b>FDA!</b> Full Demo Application! Full Application
1A	<b>NA!</b> My First Step Application!

**Communication**

✓	Demian LeadBen @ OMS-LB <b>Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)</b>	05/06
✓	Demian LeadBen @ OMS-LB <b>Request to approve Periodic Finance Report (C7Da, Web developer LTD)</b>	28/05
✓	Demian LeadBen @ OMS-LB <b>Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)</b>	28/05
✓	Demian LeadBen @ OMS-LB <b>Request to approve Periodic Finance Report (C7Da, Web developer LTD)</b>	22/05
✓	Demian LeadBen @ OMS-LB <b>Request to approve Periodic Finance Report (C7Da, Web developer LTD)</b>	22/05

[New](#) [Inbox](#)

**Help**

## 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.

Interreg North Sea 2021-2027 Online Monitoring System

Message: Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)

Home > Messages > Inbox > Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)

Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)

Demian LeadBen @ OMS-LB 05/06/2023 10:16:49

Recipients

From: Demian LeadBen @ OMS-LB

Sent to User(s): Ctrl AltDel @ Controller

Sent on: 05/06/2023 10:16:49

Message

Subject: Request to approve Periodic Finance Report (C7Da, SSP Lead Partner)

Message

Dear sir/madam,

user **Demian LeadBen** has requested you to approve a Periodic Finance Report of project **C7Da**, in regards to beneficiary **SSP Lead Partner**. Please access <https://oms.interregnorthsea.eu/app/report-finances/> to check the contents of the report.

Thank you  
//  
Automated message by NSP OMS

## 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.

Interreg North Sea 2021-2027 Online Monitoring System

Periodic Reporting: Finances Reports

Home > Periodic Reporting > Finances Reports

Progress Reports Status

Project	Round	Number / Level / Partner	Locked	Controller Approved	AS Signed	Submitted
C7Da	#1	#1 Project	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No
C7Da	#1	#1 Partner: SSP Lead Partner	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

## 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.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for SSP Lead Partner

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner

Navigation links: [Main details](#), [Staff Costs](#), [Summary](#), [Funding](#), [State Aid](#), [Submission](#)

Project	C7Da
Report Type	Full Finances report
Form Version	SSP [Partner] Finances Report v1
Reporting level	Partner
Partner	SSP Lead Partner
Reporting Round	#1
Project start date	01/12/2021
Project end date	01/03/2023
Reporting period start	01/12/2021
Reporting period end	16/07/2022
Currency conversion	
Local Currency	Danish Krone
Conversion Rate	0.13

## 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.

# Interreg North Sea 2021-2027 Online Monitoring System

## C7Da / #1, Partner Finances Report for SSP Lead Partner

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner

Main details	Main details	
Staff Costs	Project	C7Da
Summary	Report Type	Full Finances
Funding	Form Version	SSP [Partner
State Aid	Reporting level	Partner
Submission	Partner	SSP Lead Pa
	Reporting Round	#1
	Project start date	01/12/2021
	Project end date	01/03/2023
	Reporting period start	01/12/2021
	Reporting period end	16/07/2022
	Currency conversion	
	Local Currency	Danish Kron
	Conversion Rate	0.13

### Status

[Close](#)

**Guidance for Controllers**

See the Controller documentation on periodic reporting for instructions on how to use this module. Please note that the project-level Controller Report is fully automated and no editing is needed or possible.

**Workflow**

Pre-completion checks

**Taking into account this report, total expenditure is 4,914 €, which means that the Partner has exceeded the grant rate (112 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.**

Report completed and locked

The report is completed.

Controller Approval

The Controller must approve the Finances Report.  
The Controller has not completed their Control report on the eligibility of reported expenditure.

Pre-submission checks

Waiting for Controller approval.

Sent to Lead Partner

This Finances report has not been sent yet.

**Report contact persons**

☒ Partner Authorised Signatory (AS Status: Confirmed): SSP Lead Partner Tsiamitis

## STEP 6 – Unlocking a report

If the partner level report needs to be unlocked (making it possible for the partner organisation to re-edit 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.

# Interreg North Sea 2021-2027 Online Monitoring System

## C7Da / #1, Partner Finances Report for SSP Lead Partner

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner

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	SSP Lead Partner
	Reporting Round	#1
	Project start date	01/12/2021
	Project end date	01/03/2023
	Reporting period start	01/12/2021

[Edit control report](#) [Status](#) [Controller](#) [Actions](#)

**Export Report PDF**

**Unlock Report**

View Application

Message Report Contact Person

Message JS

## 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.

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'C7Da / #1, Partner Finances Report for SSP Lead Partner'. Below the title is a breadcrumb trail: 'Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner > C7Da / #1, Controller Report'. The main content area is titled 'Control Report' and contains several sections:

- Control Report** (highlighted with an orange box):
  - Verification**:
    - Project: New SSP in Call 1.
    - Project Acronym: C7Da
    - Finance Report Number: 1
  - Findings**
- 1. Partner progress report**
- 2. Project partner**:
  - Name of controlled project partner: SSP Lead Partner
- 3. Designated Project Partner Controller**:
  - Name of the Controller: Ctrl AltDel
- 4. Verification process**:
  - General methodology \*: ☐ Administrative verification ☐ On-the-spot
  - 0 are checked, select up to 2
  - (if on-the-spot) Start date of on-the-spot verification: 0000-00-00

## 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).

Interreg North Sea 2021-2027 Online Monitoring System
?
Ctrl

C7Da / #1, Partner Finances Report for SSP Lead Partner
  
Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner > C7Da / #1, Controller Report

Control Report
  
**Verification**
  
Findings

**Verification**
  
Staff Costs - verification of expenditures
  

For rules on eligibility of costs please see the [website](#).

Taking into account this report, total expenditure is 4.914 €, which means that the Partner has exceeded the grant rate (112 %). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

Staff function	Amount has been verified	Typology of error	Declared amount in Euro	Amount deducted	Verified amount
<input checked="" type="checkbox"/> 1 Project manager	Yes		1.300 €	0 €	1.300 €
<input checked="" type="checkbox"/> 2 Communication	Yes		650 €	0 €	650 €
<input checked="" type="checkbox"/> 3 Expert in smart specialisation	Yes		1.560 €	0 €	1.560 €
Total			3.510 €	0 €	3.510 €

Save and return
Save and proceed to next step

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.

Edit Staff Costs entry
Cancel

Staff function

Project manager

Declared amount in Euro

€ 1300

Amount has been verified \*

☒ No
☐ Yes

Select "No" to enter the verified amount and set the type of error. Selecting "Yes" will disable editing these fields.

Typology of error

Miscalculation

Amount deducted \*

€ 0

Verified amount \*

€ 1300

Comment

↶ ↷ B I I<sub>x</sub> -

0 CHARACTERS POWERED BY TINY

Save

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

Interreg North Sea 2021-2027 Online Monitoring System
Ctrl

C7Da / #1, Partner Finances Report for SSP Lead Partner

Home > Periodic Reporting > Finances Reports > C7Da / #1, Partner Finances Report for SSP Lead Partner > C7Da / #1, Controller Report

Control Report
Verification
Findings

Verification

Staff Costs - verification of expenditures

For rules on eligibility of costs please see the website.

Taking into account this report, total expenditure is 4.914 €, which means that the Partner has exceeded the grant rate (112 €). Programme Funding will be capped at the grant rate and the remaining amount needs to be covered by Partner contribution.

Staff function	Amount has been verified	Typology of error	Declared amount in Euro	Amount deducted	Verified amount
<input checked="" type="checkbox"/> 1 Project manager	No	Miscalculation	1.300 €	25 €	1.275 €
<input checked="" type="checkbox"/> 2 Communication	Yes		650 €	0 €	650 €
<input checked="" type="checkbox"/> 3 Expert in smart specialisation	Yes		1.560 €	0 €	1.560 €
Total			3.510 €	25 €	3.485 €

Save and return
Save and proceed to next step



## 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.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Partner Finances Report for SSP Lead Partner

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner » C7Da / #1, Controller Report

Control Report

Verification

Findings

Findings

5.1 Description of findings, observations and limitations \*

A description of the types of errors found and a reasoning why it is an error. Also add a clear specification of additional observations and limitations (if any) expressed about the eligibility of some expenditure.

↶ ↷ B I L Link - Bulleted List Numbered List Table List Checkmark

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5.2 Follow-up measures from the last progress report \*

Follow-up measures done in this report should also be explained here.

↶ ↷ B I L Link - Bulleted List Numbered List Table List Checkmark

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5.3 Conclusions and recommendations \*

## 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.

The project partner is responsible for the preparation of the partner report in accordance with the reporting provisions outlined in the project contract and the respective programme documents.

The project partner is furthermore responsible for executing internal control in order to enable the preparation of partner reports that are free from material misstatement, including those due to fraud or error.

#### Responsibility of the Lead Partner

Responsibilities of the Lead Partner are outlined in Article 26 of Reg. (EU) No 2021/1059.

#### Responsibility of the Managing Authority/Joint Secretariat

MA/JS carry out the functions according to Article 46 of (EU) No 2021/1059 and Article 49 of (EU) No 2021/1060. The MA/JS take the responsibility for monitoring overall project progress.

#### Responsibility of Controller

Controller is responsible for verifying expenditure declared in the partner report based on the verifications carried out according to Article 74 of (EU) No 2021/1060.

#### Legal basis and guidelines

- The Project application
- The project contract
- The partnership agreement
- Regulation (EC) 2021/1058 (ERDF)
- Regulation (EC) 2021/1059 (Interreg)
- Regulation (EC) 2021/1060 (CPR)
- INTERREG VIB North Sea Programme (IP)
- The Interreg North Sea Programme Fact Sheets
- The control requirements document

Save

## 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.

Interreg North Sea 2021-2027 Online Monitoring System

C7Da / #1, Controller Report for SSP Lead Partner

Home » Periodic Reporting » Finances Reports » C7Da / #1, Partner Finances Report for SSP Lead Partner » C7Da / #1, Controller Report

Edit control report

Status Controller Actions

- ✓ Approve Finances Report
- Export Controller Report
- View Controller Report

Control Report

1. Partner progress report

Project	New SSP in Call 1
Project Acronym	C7Da
Project Number	TEST1
Approved implementation period	01/12/2021 - 01/03/2023
Finance Report Number	1
Reporting period start	01/12/2021
Reporting period end	16/07/2022
Report dated by project partner	05/06/2023

2. Project partner

Name of controlled project partner	SSP Lead Partner
------------------------------------	------------------

## 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.

**i Confirmation**

### Approve Finances Report

You are signing and approving this report and its contents. Please review the Controller form before proceeding

The following users will be notified:

- Partner Authorised Signatory (AS Status: Confirmed): SSP Lead Partner Tsiamitas
- Partner Manager: OMS-LB LeadBen
- Partner Authorised Signatory (AS Status: Confirmed): DemoCorp User
- Project Manager: OMS-LB LeadBen

**Proceed** **Cancel**

## Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at [interregnorthsea.eu](https://interregnorthsea.eu).

