



TAKING
COOPERATION
FORWARD



3. Informations- und Schulungsseminar
Stuttgart | 25 Oktober 2018



electronic Monitoring System (eMS)



Interreg CENTRAL EUROPE | Joint Secretariat | Alexandra Kulmer

ELECTRONIC MONITORING SYSTEM (eMS)

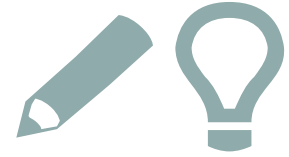
Hints for
national
controllers

eMS
version 4.1



HINTS FOR NATIONAL CONTROLLERS

Current issues when using eMS



- Typology of errors included in the eMS
- Expenditure outside the programme area not correctly marked in the loE
- Reopening of the partner report
- Verifying expenditure and open expenditure items („sitting ducks“)



HINTS FOR NATIONAL CONTROLLERS

Typology of errors

Contr

Verified by controller

Edit amount in original currency

Difference controller

Amount verified by controller € 10,00

Fic Correction Type

Amount verified by controller € 0,00

Comment controller (visible to: PP, controller, JS, MA, CA, AA)

Comment Controller (visible to: contr

Projects objectives not achieved

Ineligible expenditure

Audit trail

Public procurement

State Aid

Financial instrument

Revenue generating operations

Comment controller (visible to: contro MA, CA, AA)

- Projects objectives not achieved
- Ineligible expenditure
- Audit trail
- Public procurement
- State Aid
- Financial Instrument
- Revenue generating operations
- Reliability of data and indicators
- Information and publicity measures
- Environmental rules
- Simplified cost option
- Durability of operations
- Equality between men and women, equal opportunities
- Non discrimination
- Sound financial management
- Other (specify)

HINTS FOR NATIONAL CONTROLLERS

Expenditure outside the programme area

List of expenditure

Declared amount orig. currency	EUR conversion rate	EUR conversion rate date	Declared amount Euro	Exp. outside	Declared	Verified by controller	Difference controller	amount verified by controller	Comment
10.000,00			€ 10.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 10.000,00	
1.500,00			€ 1.500,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.500,00	
1.000,00			€ 1.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.000,00	
3.000,00			€ 3.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	
5.000,00			€ 5.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	

Prior approval by the MA/JS required, unless foreseen in the AF (section D.3).

Export Save columns Columns

Tick all as verified by controller Save Return



HINTS FOR NATIONAL CONTROLLERS

Reopening the partner report

SAVE

- Partner finance report
- Attachment upload closed
- Control documents
- Control checklist
- Application form
- Print report
- Revert from controller to PP
- Compare With Previous Version

A+B Partner report > C - List of expenditure > D - Co-f

A+B Partner report

Period 2 - 01.01.2017 - 30.06.2017

Start date	End date
01.01.2017	30.06.2017

Summary of the partner's work

Please describe the project progress which was achieved by the partner in the current period.

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Decrease indent, Increase indent, Full screen.



HINTS FOR NATIONAL CONTROLLERS

Verifying expenditure

List of expenditure

Declared amount orig. currency	EUR conversion rate	EUR conversion rate date	Declared amount Euro	Exp. outside	Declared	Verified by controller	Difference controller	amount verified by controller	Comment
10.000,00			€ 10.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 10.000,00	
1.500,00			€ 1.500,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.500,00	
1.000,00			€ 1.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 0,00	€ 1.000,00	
3.000,00			€ 3.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	
5.000,00			€ 5.000,00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	€ 0,00	€ 0,00	

Columns

Tick all as verified by controller



HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

Certificate of expenditure

Partner information

Control checklist

Control report

Control attachments

Open report expenditures

Show all waiting to be verified, including open expenditures from other reports

Budget line	Declared by partner		Certified by controller		Current report
	Current report	Total	Current report	Total	
BL1 Staff costs 	€ 16.000,00	€ 16.000,00	€ 1.000,00	€ 1.000,00	
BL2 Office and admin. 	€ 2.400,00	€ 2.400,00	€ 150,00	€ 150,00	
BL4 External exp. and services 	€ 81,34	€ 81,34	€ 0,00	€ 0,00	
BL5 Equipment 	€ 23.000,00	€ 23.000,00	€ 0,00	€ 0,00	
Total expenditure	€ 41.481,34	€ 41.481,34	€ 1.150,00	€ 1.150,00	
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Total eligible expenditure 	€ 41.481,34	€ 41.481,34	€ 1.150,00	€ 1.150,00	

HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

Open expenditures of ABC partner

Show all waiting to be verified, including open expenditures from other reports

Budget line	Declared by partner			Certified by controller			Difference	
	Current report	Other reports (open expenditure)	Total	Current report	Other reports (open expenditure)	Total	Current report	Other reports (open expenditure)
BL1 Staff costs 	€ 16.000,00	€ 0,00	€ 16.000,00	€ 1.000,00	€ 0,00	€ 1.000,00	€ 15.000,00	€ 0,00
BL2 Office and admin. 	€ 2.400,00	€ 0,00	€ 2.400,00	€ 150,00	€ 0,00	€ 150,00	€ 2.250,00	€ 0,00
BL3 Travel and accom. 	€ 0,00	€ 240,70	€ 240,70	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 240,70
BL4 External exp. and services 	€ 81,34	€ 0,00	€ 81,34	€ 0,00	€ 0,00	€ 0,00	€ 81,34	€ 0,00
BL5 Equipment 	€ 23.000,00	€ 0,00	€ 23.000,00	€ 0,00	€ 0,00	€ 0,00	€ 23.000,00	€ 0,00
BL6 Infrast. and works 	€ 0,00	€ 1.000,00	€ 1.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 1.000,00
Total expenditure	€ 18.481,34 € 41.481,34	€ 240,70 € 1.240,70	€ 42.722,04	€ 1.150,00	€ 0,00	€ 1.150,00	€ 40.331,34	€ 1.240,70
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total eligible expenditure 	€ 41.481,34	€ 1.240,70	€ 42.722,04	€ 1.150,00	€ 0,00	€ 1.150,00	€ 40.331,34	€ 1.240,70



HINTS FOR NATIONAL CONTROLLERS

Open expenditure items - „Sitting Ducks“

FLC Expenditures > Partner Information > FLC Checklist > FLC Report > Attachments > Inherent Risk Assessment > Control Risk Assessment

Current report - not yet verified Item from another report - not yet verified Item already ticked as verified (orange)

List Of Expenditures

Report Number	Budget Line	W/P	Declared Amount Euro	Verified By FLC	Difference FLC	Amount Certified FLC	Comment: FLC
AustrianCoop 3.1	Staff costs	M Management:	€ 1 000.00	<input checked="" type="checkbox"/>	€ 0.00	€ 1 000.00	
AustrianCoop 3.1	Office and administration	M Management:	€ 150.00	<input checked="" type="checkbox"/>	€ 0.00	€ 150.00	
AustrianCoop 1.1	External expertise and services	T1 Worktogether	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	sitting duck 1.1
AustrianCoop 3.1	External expertise and services	M Management:	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	
AustrianCoop 4.1	Equipment	M Management:	€ 4 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	
AustrianCoop 3.1	Infrastructure & works	T1 Worktogether	€ 1 000.00	<input type="checkbox"/>	€ 0.00	€ 0.00	

Export Save Columns Columns

Tick all as verified by FLC Return

Sitting duck (open item from a previous already finalised report) (pink)



HINTS FOR NATIONAL CONTROLLERS

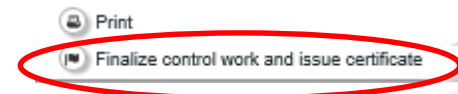
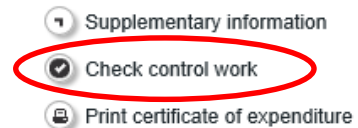
Open expenditure items - „Sitting Ducks“

Note: Sitting ducks are shown in this view only (‘Show all waiting to be verified, including expenditure from other reports’). If you enter the LoE via the partner report, only items included in the report of that reporting period are shown.

Note: If you want to include an expenditure item stemming from another report into the certificate of expenditure:

- the item needs to be marked as ‘Verified by controller’ AND
- the button ‘Show all waiting to be verified, including open expenditure from other reports’ has to be ticked

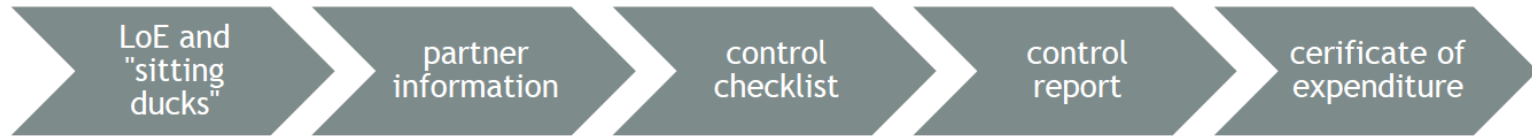
when pressing the button ‘Check control work’ and ‘Submit control work’.



HINTS FOR NATIONAL CONTROLLERS

Finalising the control work

NOTE! The issuing of the certificate of expenditure and thus the finalizing of the control work should be done at the very end of the control work, since it closes the write access to the control documents. Meaning that, when doing the control work, you should keep the following workflow:



Print the control documents (control checklist, control report and certificate of expenditure) only once you have finalized the control work.



eMS VERSION 4.1

New features for the PPs and national controllers

- Modification requests will not affect the reporting section
- Partner report will be linked to a specific version of the AF
- Partner report and progress report include updated financial tables



European Regional Development Fund

4_1.1



eMS VERSION 4.1

Financial Tables

Partner total budget	Total reported	% of total budget	Previous reports (state of play at the date of first submission to flc of the current report)			Total amount currently declared to flc	Total amount certified by flc
			Declared to flc	Reported to js	Confirmed by ca		
						03.07.2018	28.07.2018



eMS VERSION 4.1

Financial Tables

Flc difference at the date of flc certificate								
Total amount verified by flc and found ineligible	Total amount declared to flc in current report but not processed with the current certificate (flc sitting duck)	Total amount declared to flc in different report(s) but processed with current certificate (flc sitting duck)	Total amount included in project report - declared to js	Total amount approved by js	Total amount approved by ma	Total amount confirmed by ca (included in ca confirmation)	Total amount not yet processed by ca (ca sitting ducks)	Total amount included in project report but found ineligible by js, ma or ca



eMS VERSION 4.1

List of expenditure

4.1	BL4 External exp. and services	C Communication	
4.2	BL4 External exp. and services	T4 Capacity Building: a peer-to-peer approach to enhance staff's skills	

1 - 32 Of 32

100

Export Save columns Columns

Tick all as verified by controller Save Return



eMS VERSION 4.1

Download of Attachments



Attachments

<input checked="" type="checkbox"/>	Filename ▾	Filetype ⇅	User ⇅
<input checked="" type="checkbox"/>	Teilnahmebestätigung [redacted].pdf	pdf	[redacted]
<input checked="" type="checkbox"/>	Reisekostenabrechnung [redacted].pdf	pdf	[redacted]
<input checked="" type="checkbox"/>	Reisekostenabrechnung [redacted].pdf	pdf	[redacted]

Not to be used for the documents of the audit trail, which are to be provided outside the eMS.

[Download Selected Files](#)



Future outlook for national controllers

- Warning messages for national controllers for missing answers in the control report and/or control checklist
- Option of skipping control questions in case a section is not applicable
- Including acronym and project index in the name of the downloaded files
- Not possible: To include warning messages for overspending
- Not foreseen: to automatic prefill the control checklist with answers from the previous period, as the questions in each control checklist shall be answered for the costs included in the respective report

CONTACT

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Alexandra Kulmer
Joint Secretariat
Interreg CENTRAL EUROPE Programme



www.interreg-central.eu



kulmer@interreg-central.eu



+43 1 8908088-2436



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