

Monitoring Information System

Submission of Expenditures & First Level Control

Aggeliki Zoga (azoga@mnec.gr)

Monitoring Information System Office
General Secretariat for Investments and Development
Ministry of Economy & Development

First Level Controller Registration (Sign Up)

https://logon.ops.gr/ops_sec/register/eyd/

ERGORAMA



New Account Application Form (Managing Authorities)

English Help

- This application is intended for Managing Authorities' Executives ONLY. *

Clear data

Submit

Personal Data

Surname: *

Papageorgiou

Name: *

Panikas

Address (Street, Number): *

45 Georgiou Karaiskaki Str

Town: *

Limassol

Postal Code: *

4060

Phone No: *

0035722647287

Fax:

0035722647333

E-mail: *

P.Panik@gmail.com

Position: *

Department A

TAXIS username :

☒ Controller

Select the option Controller

Users' Special Service or Intermediate Body

Roles

Edit Rights

More Information

Comments (to 2000 characters):

National Body, Country, MIS, Beneficiary

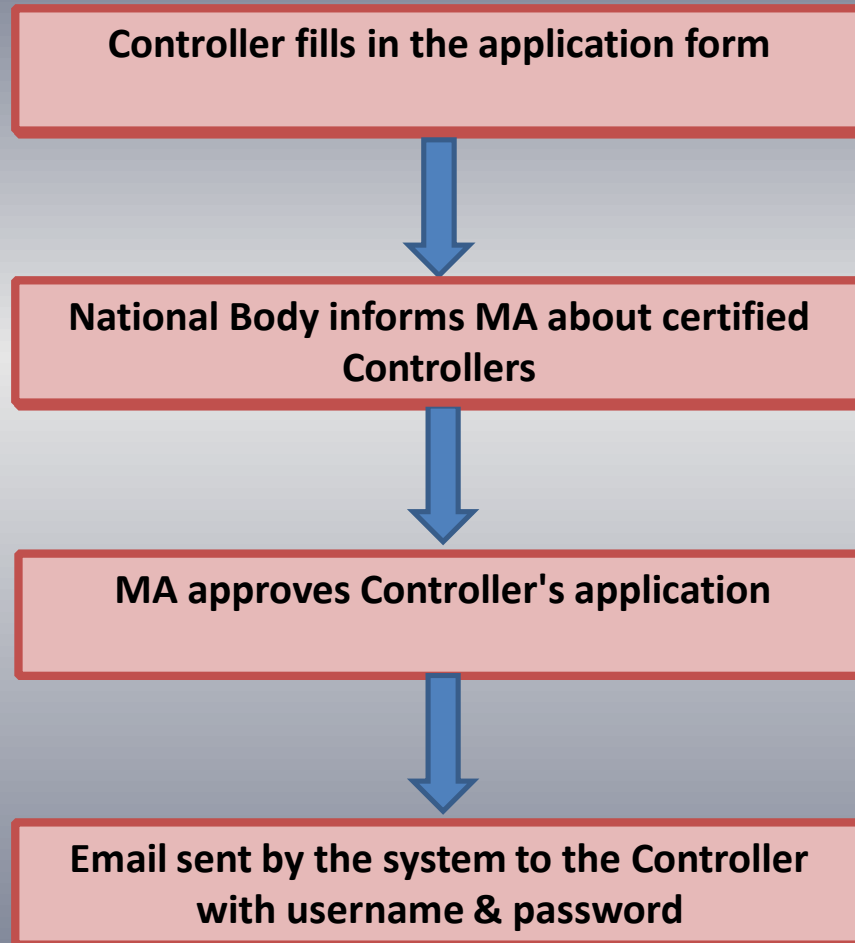
Keyword Verification

Type the characters in the image: *



Refresh

First Level Controller Registration (Sign Up)



Log in to the system (Sign In)

https://logon.ops.gr

ERGORAMA

Partnership Agreement
2014 - 2020

ΕΣΠΑ
2014-2020

HELLENIC REPUBLIC
MINISTRY OF
ECONOMY & DEVELOPMENT

Welcome to the
Monitoring Information System

Username

Password

Login

Create new Account
(Beneficiaries)

Instructions and
Useful
Information

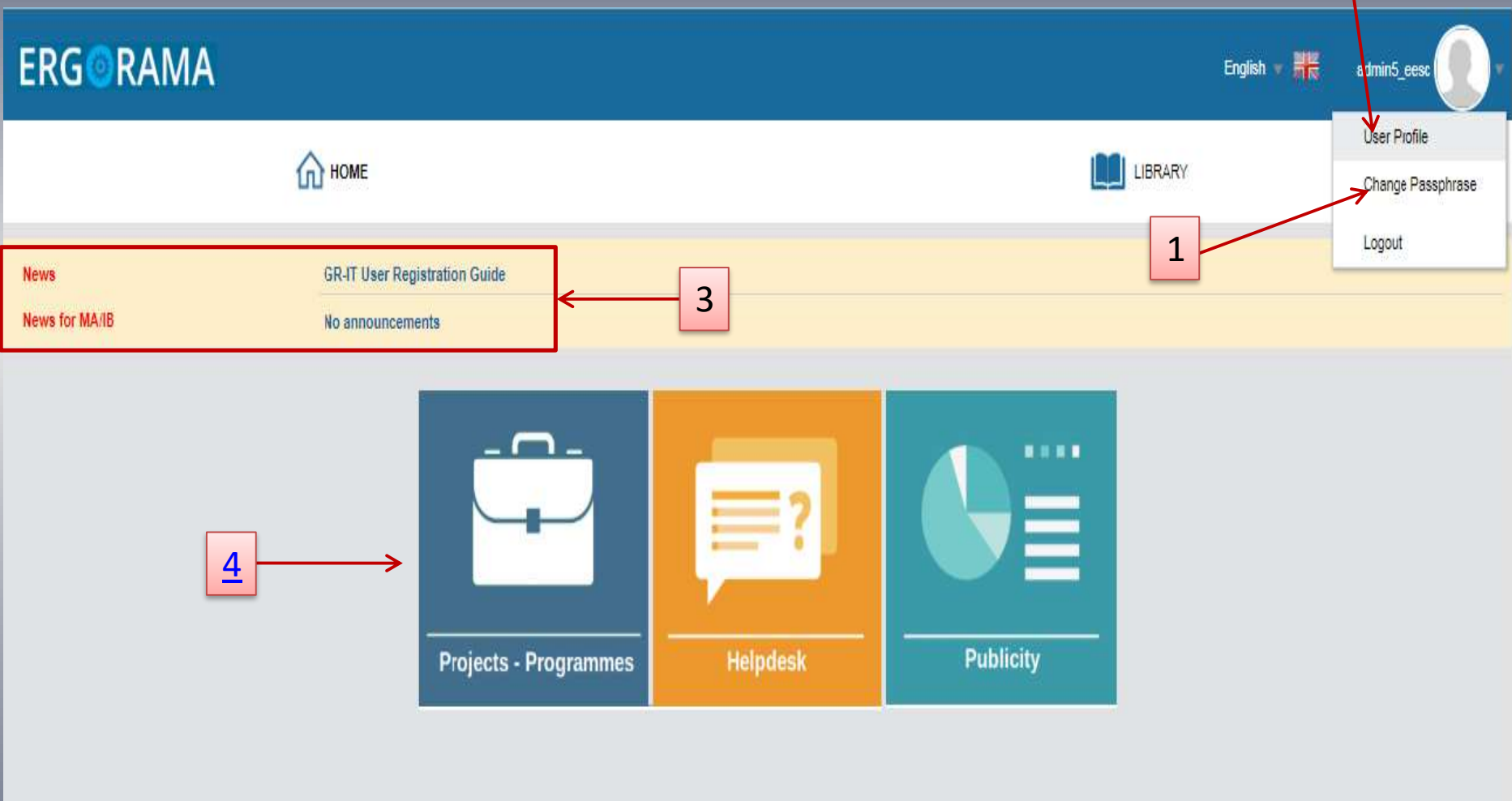
Reset
Password

ERGORAMA

Password Recovery

B) Technical Information & Specifications

Suggested browser: Google Chrome (v4.0 and subsequent)





1 – Change Password

Choose “Change Passphrase” in order to apply a new, easy for you to remember, password. To create your password you should follow the rules described on the screen



Password Change

Password Policy:

Password creation rules: (1) six characters minimum length (2) of which at least 2 numeric characters (3) "case sensitive" i.e. upper case is different from lowercase for alphabetic characters.

New Password:

Confirm New Password:

Type the characters in the image:



 Password Change



2 – User Profile

Choose “User Profile” in order to change your personal information. For example, the address mail used by the system for interaction

Τροποποίηση Αίτησης Χρήστη

English

Αποθήκευση

Στοιχεία Χρήστη

ΑΑ Αίτησης

8946

Surname:

Donkova

Name:

Elena

Username:

Donkova

Body Code:

1100104

Body Description:

ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ

TAXIS username :

Position :

leader

Address (Street, Number): *

GHEOGHE DIMITROV

Town: *

SOFIA

Postal Code: *

2090

Fax:

Phone No: *

+3652123456

e-mail: *

azoga@mnec.gr

User's Role

☒ Read only ☒ Edit ☒ Forms Submission(except Application Form) ☒ Application Form Submission ☒ Participant Record

Φορείς διαχείρισης στους οποίους έχει σταλθεί αίτημα

Show 10 records

Search:

Φορέας	Περιγραφή	Κατάσταση Αίτησης
1100104	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ	Εγκριμένη από ΕΥΔ

Show 1 to 1 from 1 records

First Previous 1 Next Last

4 – Projects - Programs

Search Screen

EEF

English CONTROL_BUL ? Help

Operational Programs Propose & approve **Monitoring** Controls/Audit Payment Application

Table of Expenditure

MIS Beneficiary S/N ID Select Status

More Criteria

Search Reset

Select Columns Show 10 entries

MIS	Beneficiary	Beneficiary Description	Reporting Period	Beneficiary	Status	Last Modification	Bulletin S/N	ID	Actions
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-08-2018 10-09-2018	40144171	Verified	17-09-2018	10	22316	Select
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	02-07-2018 10-09-2018	40144171	Verified	11-09-2018	9	22314	Select
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-07-2018 30-08-2018	40144171	Being Processed	19-09-2018	8	22303	Select
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-05-2018 12-06-2018	40144171	Returned to Beneficiary	21-06-2018	3	22193	Select
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	02-05-2018 15-06-2018	40144171	Under Submission	18-06-2018	2	22192	Select
5023045	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-06-2018 18-06-2018	98000017	Being Processed	19-06-2018	2	22188	Select

First Previous 1 2 Next Last

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

Table of Expenditures – Process Description



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 - Subproject 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@mnec.gr

When beneficiary submits the bulletin an email is sent to partner, controller and MA / National Body

Table of Expenditure

MIS: Beneficiary S/N: Select Status:

More Criteria:

Select Columns: Show 10 entries

MIS	Beneficiary	Beneficiary Description	Reporting Period	Beneficiary	Status	Last Modification	Bulletin S/N	ID	Actions
5023046	2	DISTRICT ADMINISTRATION OF SMOLYAN	01-09-2018 17-09-2018	40144171	Submitted	25-09-2018	2	22192	<input type="button" value="Select"/> <ul style="list-style-type: none"> Edit View Print Delete Cancellation Return Verification Finalization Uncheck Contact Proposal

Showing 1 to 1 of 1 entries

Table of Expenditures – Valid Actions

*User has access to specific Actions, restricted by his role to the system












 Edit	→	User edits the Bulletin for processing
 View	→	User can ONLY view the Bulletin. No changes available
 Print ▼		
 Delete	→	ONLY the beneficiary can delete a bulletin before it's submission
 Cancellation	→	Non applicable
 Return	→	The Controller returns the bulletin to the Beneficiary to make corrections
 Verification	→	Action taken by the Controller in order to verify the bulletin and proceed it to the MA
 Finalization	→	The MA finalizes the bulletin in order to inform the Certification Authority that it is ready to be included in a payment request
 Uncheck		
 Contact	→	The Controller contacts the Beneficiary to ask for clarifications or documentary evidence
 Proposal	→	Non applicable

Table of Expenditures – Process Description

Table of Expenditure - Edit

Project: 5023045 Beneficiary: 3 TSI Version : (Οριστικοποιημένο)

ID: 22186 (Υποβληθέν)

A. General Data

Title of the Act: Aiming at Improving Cross Border Accessibility

Beneficiary: CHAMBER OF COMMERCE AND INDUSTRY-BLAGOEVGRAD

Bulletin SIN: 1

Year: 2018 Period: From: 11-06-2018 Up to: 15-06-2018

Full Name:

B. List of Expenditures

C. Project Description

Attachments (1)

History Of Changes

History Changes Of Bulletin [Print History Of Changes PDF](#)

Date and Time	Bulletin Status	User Name	Comments	Email Recipients
21-09-2018 13:53	Submitted	Donkova		--
15-06-2018 17:13	Under Submission	Donkova	Δημιουργήθηκε νέο Δελτίο με ΑΙΑ: 22186	--

Beneficiary comments

MAJS Comments

Table of Expenditures – Printable Reports

Table of Expenditure - Edit

Save

Validation

Print

Previous Page

Project: 5023045 Ben (Οριστικοποιημένο)

A. General Data

B. List of Expenditures

Documents

Show 10 entries

Table of Expenditure

xls

Verification Report

pdf

doc

Certificate

pdf

doc

Category	VAT / Body	Type	Number
----------	------------	------	--------

Table of Expenditures – The first step -> Save the bulletin

Table of Expenditure - Edit

Open all▼ Close all▲

Save Validation Print Previous Page

Project: 5023045 Beneficiary: 3 TSI Version : (Οπισθοκαταβολή)

ID: 22186 (Υπόληψη)

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

Save

****When the Controller saves the bulletin, it's status change to "Being Processed" and sub-unit D, concerning the FLC, becomes visible**

Table of Expenditure - Edit

Open all▼ Close all▲

Save Validation Print Previous Page

Project: 5023045 Beneficiary: 3 TSI Version : (Οπισθοκαταβολή)

ID: 22186 (Υπό Επεξεργασία)

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

Table of Expenditures – a.Insert Document b.Correlation

B. List of Expenditures

Documents

Show 10 entries

Search:

Add Contractor
Add

Category

VAT / Body

Type

Number

Date

Net Amount

VAT

Total amount

Subcontracting Amount

Remaining Amount

Actions

Payment

BG0000006

Η/ΕΚΤΡΟΝΙΚΗ ΠΑΡΕΚΔΟΣΗ ΤΤΕ

EPS87945

10-08-2018

0.00

0.00

390.00

390.00

0.00

?

✖

Expenditure

BG 175905727

ΤΙΜΟΛΟΓΙΟ

1

12-08-2018

190.00

0.00

0.00

0.00

?

✖

Expenditure

BG000017149

ΤΙΜΟΛΟΓΙΟ

1b

19-08-2018

240.00

0.00

0.00

0.00

?

✖

Showing 1 to 3 of 3 entries

First
Previous
1
Next
Last

correlations

Show 10 entries

Search:

Delete All
Add
Propagate

Expenditure Documents (Contractor)

Payment Documents (Beneficiary)

Beneficiary Statement

FLC

Actions

ID

VAT

Type

Number

Date

Total amount

Type

Number

Date

Total amount

Code

Amount relevant to the action

Non-eligible expenditure

Eligible expenditure

Actions

481080

BG000017149

ΤΙΜΟΛΟΓΙΟ

1b

19-08-2018

240.00

Η/ΕΚΤΡΟΝΙΚΗ ΠΑΡΕΚΔΟΣΗ ΤΤΕ

EPS87945

10-08-2018

390.00

12

240.00

0.00

0.00

?

✖

481081

BG 175905727

ΤΙΜΟΛΟΓΙΟ

1

12-08-2018

190.00

Η/ΕΚΤΡΟΝΙΚΗ ΠΑΡΕΚΔΟΣΗ ΤΤΕ

EPS87945

10-08-2018

390.00

6

190.00

0.00

0.00

?

✖

Total

390.00

0.00

0.00

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

The beneficiary fills in one by one the invoices & payment documents

The beneficiary correlates each invoice with a payment document

Monitoring Information System Office - General Secretariat for Investments and Development - Ministry of Economy & Development

Attachments

IMPORTANT !!! Don't forget to attach your Checklist

Select All

Download All

Attachments info

Attach New File

forget to attach your CheckList

S/N	Attachment category	File Name - Description	Origin	Valid	File Size (MB)	Date Created	Actions
1	Invoices	Invoices_August_2018.pdf - All the Invoices included in the bulletin	Beneficial	YES	0.14	25-09-2018	<div></div> <div></div> <div></div>
2	Bank account statements	EPS_September_2018.pdf - EPS	Beneficial	YES	0.13	25-09-2018	<div></div> <div></div> <div></div>
3	Other documents	105_5023046_22192_301_2504137.pdf - 105_5023046_22192_301_2504137	Pdf from Ergorama	YES	0.17	25-09-2018	<div></div> <div></div> <div></div>

Edit Attachment

Step 1: Select the file on your computer that you want to attach.

Choose file: Chosen file: Φαση_Γ_11_9_2018.xlsx

Step 2: Select the category of the document (file)

Other documents

File
Description FGF

Date of Document

Comments FGFD

☒ Show in the Electronic Folder ☒ Valid

Origin Beneficiary Communication

☐ Statement of non-attachment

Accept Close

Table of Expenditures – Insert Invoices

Add/Edit Document

Category * **Expenditure (Contractor)**

Document number * 1

Date * 12-08-2018

Code Of Type * INVOICE

VAT / Body * BG 175905727

Net Amount * 150,00

VAT 0,00

Total 150,00

Remarks

Institute of Information and Communication Technologies - Bulgarian Academy of Sciences

Accept Close

Depending on the document's category chosen by the user, different fields open for completion

Add/Edit Document

Category * **Payment (Beneficiary)**

Document number * EPS87945

Date * 10-09-2018

Code Of Type * ELECTRONIC PAYMENT

Total amount * 390,00

Subcontracting Amount * 390,00

Payment Justification


Accept Close

Table of Expenditures – Correlation

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

Subproject Costs (Contractor Documents)

☒ Documents of the current TVE

Number * 1/b  Net Amount 240,00

Version Date * 19-08-2018 VAT 0,00


VAT BG000017149 | South-West University Blagoevgrad Total 240,00

Type ΤΙΜΟΛΟΓΙΟ

Remarks

Public expenditure payments of subproject (Beneficiary Document)

☒ Documents of the current TVE


Number * EPS87945  Total amount 390,00


Payment Date 10-09-2018 Subcontracting Amount * 390,00

Type ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ

Payment Justification

Beneficiary Statement(Correlation Details)

Expenditure category * 12-Επενδύσεις/Υποδομές (πραγματικό κόστος)  Amount relevant to the action * 240,00

Deliverable 2.1  paketo2 | paradoteo1

Total

FLC

Non-eligible expenditure 0,00 Eligible expenditure 0,00

Remarks




Accept Close

User chooses documents from the drop down list "Number".
System automatically fills in the rest of the fields

Beneficiary selects Expenditure Category, Deliverable and types the Amount relevant to action

Controller fills in the "Non-Eligible Expenditure" field, if he finds 'error' on the "Amount relevant to the action" submitted by beneficiary.
Eligible expenditure is calculated automatically by the system

Correlate the same Payment Document with different Expenditure Documents

Category	VAT / Body	Type	Number	Date	Net Amount	VAT	Total amount	Subcontracting Amount	Remaining Amount	Actions
Expenditure	BG 175905727	TIMOVONIO	1	12-08-2018	150.00	0.00	0.00		0.00	 
Expenditure	BG000017149	TIMOVONIO	1/b	10-08-2018	340.00	0.00	0.00		0.00	 
Payment	96000026	HAETPOMKH TIHPOMH TTE	EPS67945	10-09-2018	0.00	0.00	390.00	390.00	0.00	 

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

Subproject Costs (Contractor Documents)

☒ Documents of the current TVE

Number * 1/b

Version Date * 10-08-2018

VAT BG000017149 | South-West University Blagoevgrad

Type TIMOVONIO

Remarks

Net Amount 240.00

VAT 0.00

Total 240.00

Public expenditure payments of subproject (Beneficiary Document)

☒ Documents of the current TVE

Number * EPS67945

Payment Date 10-09-2018

Type HAETPOMKH TIHPOMH TTE

Payment Justification

Total amount 390.00

Subcontracting Amount * 390.00

Beneficiary Statement (Correlation Details)

Expenditure category * 12-Ekonomika (finansirovaniye)

Deliverable 1-1 paketo2 | parafotiro1

Total

Amount relevant to the action * 240.00

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

Subproject Costs (Contractor Documents)

☒ Documents of the current TVE

Number * 1

Version Date * 12-08-2018

VAT BG 175905727 | Institute of Information and Communication Technologies - Bulgarian Academy of Sciences

Type TIMOVONIO

Remarks

Net Amount 150.00

VAT 0.00

Total 150.00

Public expenditure payments of subproject (Beneficiary Document)

☒ Documents of the current TVE

Number * EPS67945

Payment Date 10-09-2018

Type HAETPOMKH TIHPOMH TTE

Payment Justification

Total amount 390.00

Subcontracting Amount * 390.00

Beneficiary Statement (Correlation Details)

Expenditure category * 12-Ekonomika (finansirovaniye)

Deliverable 1-1 paketo2 | parafotiro1

Total

Amount relevant to the action * 150.00

Table of Expenditures – Administrative Verification

D. Administrative Verification

Controller: ΔΝΣΗΤΗΣ ΕΛΛΑΔΟΣ

Description of Findings

Query	Yes / No / NA	Remarks
Findings regarding the physical object (The physical object implementation is checked in regards to the subsidy contract and the legal commitments. Please indicate any problems or divergences)	● ● ●	The physical object has been implemented according to the approved Application Form.
Findings regarding the financial object (1. The existence and accuracy of the original invoices is verified together with existence of a separate account 2. It is checked whether the project activities (subsidized revenues according to articles 61(2) and 65(3) of Regulation (EU) 1303/2013)	● ● ●	In the relevant tender regarding provision of equipment, there were discriminatory technical specifications. In particular, the relevant specifications referred to a specific provider. Thus, only one offer was submitted.
Findings regarding the timetable (The project timetable is checked whether is in agreement with the application form)	● ● ●	Project activities have been implemented according to the approved timetable.
Findings regarding publicity (The compliance with publicity rules are checked) (photographs, plates etc.) whether is in agreement with the application form and Publicity Guide of the Programme)	● ● ●	Project publicity actions (info etc., posters, website, etc.) have followed Programme publicity rules and Programme's publicity guide.
Conforming to previous findings by control/suit bodies (Certifying Authority, Audit Authority, EU) (Measures undertaken by the beneficiary shall be referred in regards to the findings and recommendations of the MA and the control/suit bodies which are pending)	● ● ●	Not applicable. There were no previous findings by other Authorities.

FLC Findings

Non-eligible expenditure from total expenditure: 125,00 Total: 125,00

Type of expenditure	Finding	Non-eligible expenditure	Amount dedicated to Action	Type of Action	Recommendations/Corrective measures	Compliance Deadline	Actions
Based on Documents	1.11	125,00	125,00	Not applicable	There were discriminatory technical specifications to the equipment tender. Thus, a financial correction of 25% (according to COCOF document) of the paid expense has been imposed. It is proposed that the MS will not allocate the relevant amount of 125,000 to the beneficiary through the Greek Public Investment programme (POE), based on the ministerial decision concerning the financial corrections of ETCF.		Accept
Total		125,00	125,00				

Add / Edit Verification by Finder

Type of expenditure • Based on Documents ▼

Finding • 1.11 🔍

Non-eligible expenditure • 125,00

Amount dedicated to Action 125,00

Type of Action Not applicable ▼

Recommendations/Corrective measures There were discriminatory technical specifications to the equipment tender. Thus, a financial correction of 25%

Compliance Deadline

☐ Fraud Indication

Indication Justification discriminatory technical specifications

Accept Close

When the Controller has mentioned Non Eligible expenditures in a Correlation of section B, he must associate the amount with one or more findings, in section D.

Table of Expenditures - Contact

Table of Expenditure

MIS Beneficiary SN ID 22188 Being Processed

More Criteria ▼

Select Columns Show 10 entries

MIS	Beneficiary	Beneficiary Description	Reporting Period	Beneficiary	Status	Last Modification	Bulletin SN	ID	Actions
5023045	3	CHAMBER OF COMMERCE AND INDUSTRY-SLAGOEVRAD	11-06-2018 15-06-2018	96000017	Being Processed	21-09-2018	1	22188	<input type="button" value="Select"/>

Showing 1 to 1 of 1 entries

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

Use the Contact form when you want to ask extra information or attachments by the beneficiary

Communicate

Send Message for: Statement of Expenditure ID: 22188

Elements

Subject:

Full Message:

Extra Emails:

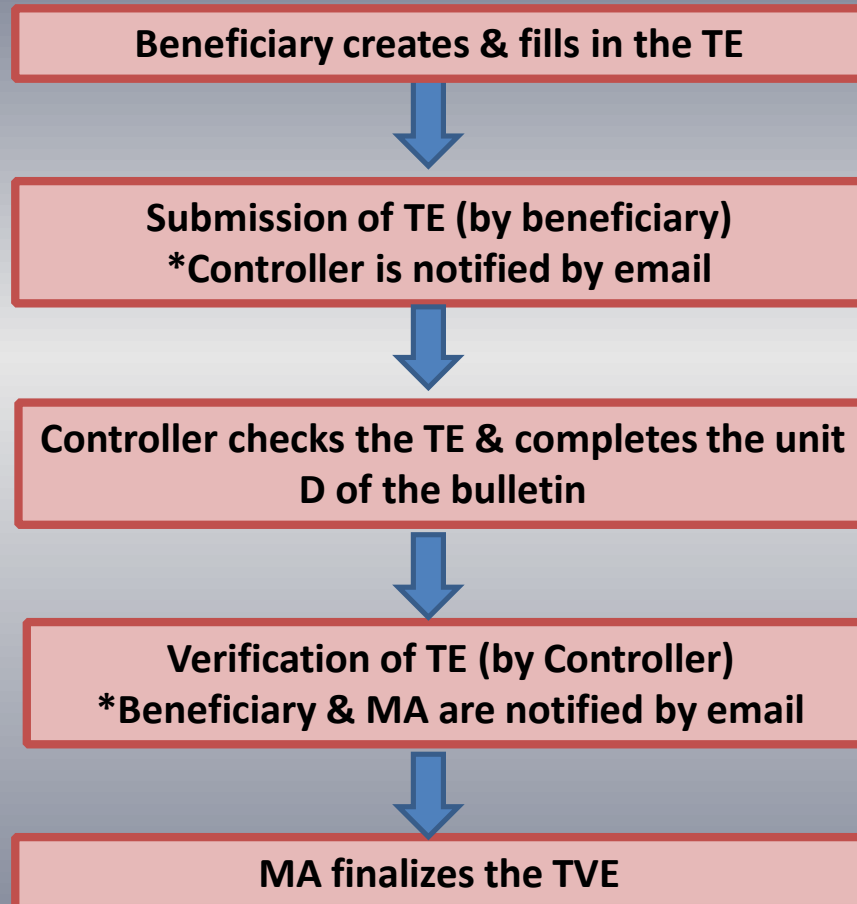
Attachments

Show 10 entries

SN	Attachment Category	File Name - Description	Origin	Valid	File Size (MB)	Date Created	Actions
1	Invoice	Invoice August 2018.pdf	SN	YES	0.14	23-09-2018	<input type="button" value="View"/> <input type="button" value="Download"/>

Showing 1 to 1 of 1 entries

Submission of Expenditures & FLC procedure



Thank you for your attention!

