

Monitoring Information System

Submission of Expenditures & First Level Control

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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: *	<input type="text" value="Papageorgiou"/>	Name: *	<input type="text" value="Panikas"/>
Address (Street, Number): *	<input type="text" value="45 Georgiou Karaiskaki Str"/>	Postal Code: *	<input type="text" value="4000"/>
Town: *	<input type="text" value="Limassol"/>	Fax:	<input type="text" value="0035722647333"/>
Phone No: *	<input type="text" value="0035722647287"/>	Position: *	<input type="text" value="Department A"/>
E-mail: *	<input type="text" value="P.Panik@gmail.com"/>		
TAXIS username:	<input type="text"/>	<input checked="" type="checkbox"/> 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

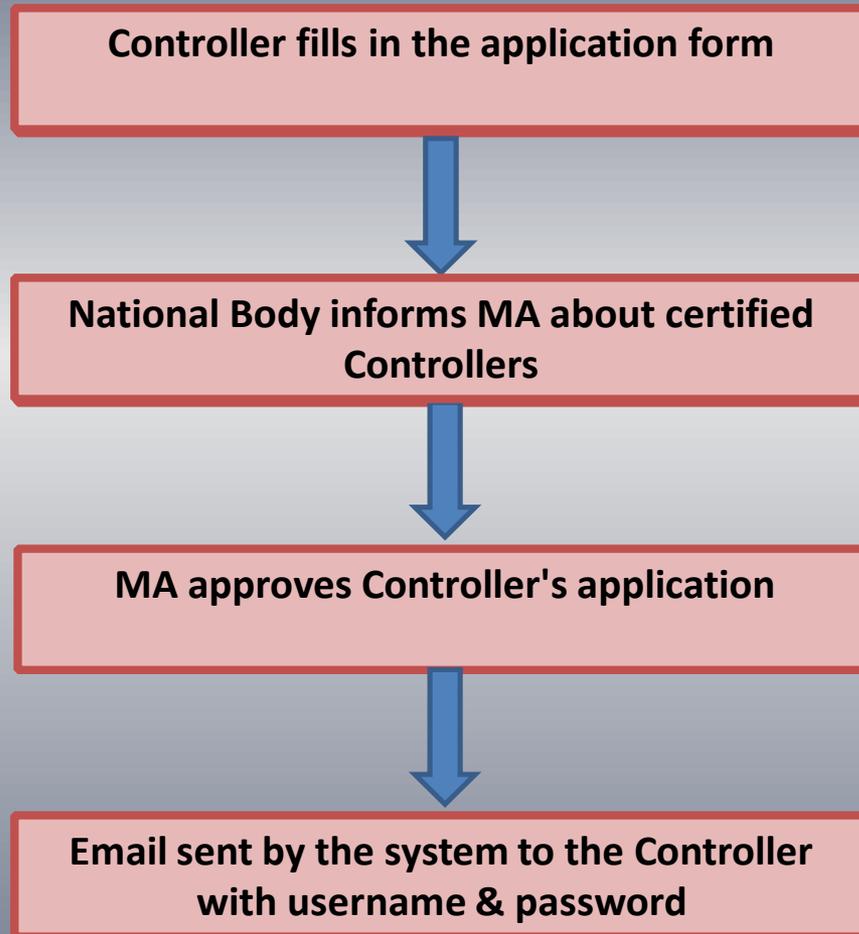
Keyword Verification

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

B) Technical Information & Specifications

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

ERGORAMA

Password Recovery



- User Profile
- Change Passphrase
- Logout

News

GR-IT User Registration Guide

News for MA/IB

No announcements

4



Projects - Programmes



Helpdesk



Publicity



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

AA Αίτησης	8946	Name:	Elena
Surname:	Donkova	Body Code:	1100104
Username:	Donkova	Position :	leader
Body Description:	ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ		
TAXIS username :	<input type="text"/>	Town: *	SOFIA
Address (Street, Number): *	<input type="text" value="GHEOGHE DIMITROV"/>	Fax:	<input type="text"/>
Postal Code: *	<input type="text" value="2090"/>	e-mail: *	azoga@mneec.gr
Phone No: *	<input type="text" value="+3652123456"/>		

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

The screenshot shows the 'Monitoring' section of the system. The search criteria are: MIS (5023046), Beneficiary S/N (40144171), ID (22316), and Status (Verified). The table below shows the results of the search.

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

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@mneec.gr

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

The screenshot shows the 'Table of Expenditure' search interface. At the top, there are tabs for 'Operational Programs', 'Propose & approve', 'Monitoring', 'Controls/Audit', 'Payment Application', and 'Utilities'. The search criteria are: MIS: 5023046, Beneficiary S/N: 40144171, ID: 22192, and Status: Submitted. The table below shows one entry with the following details:

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	<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 Open all Close all

Save Validation Print Previous Page A. B. C.

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 * 11-08-2018 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
21-08-2018 13:53	Submitted	Donkova		--
15-06-2018 17:13	Under Submission	Donkova	Δημιουργήθηκε νέο Δελτίο με ΑΙΑ: 22186	--

Beneficiary comments

MAJS Comments

****The bulletin's period is determined by the beneficiary, according to dates of payment documents**

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

Category VAT / Body Type Number

- Table of Expenditure
- xls
- Verification Report
- pdf
- doc
- Certificate
- pdf
- doc

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

Table of Expenditure - Edit

Open all▼ Close all▲

Save Validation Print Previous Page

Project: 5022045 Beneficiary: 3 TSI Version : (Οριστικομεγεθος)

ID: 22186 (Υποβληθέν)

- 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: 5022045 Beneficiary: 3 TSI Version : (Οριστικομεγεθος)

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:

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

Category	VAT / Body	Type	Number	Date	Net Amount	VAT	Total amount	Subcontracting Amount	Remaining Amount	Actions
Payment	99000026	ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ	EPS87945	10-09-2018	0.00	0.00	390.00	390.00	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Expenditure	BG 175905727	ΤΙΜΟΛΟΓΙΟ	1	12-08-2018	190.00	0.00	0.00		0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Expenditure	BG000017149	ΤΙΜΟΛΟΓΙΟ	1b	19-08-2018	240.00	0.00	0.00		0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

Correlations

Show 10 entries

Search:

The beneficiary correlates each invoice with a payment document

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
491080	BG000017149	ΤΙΜΟΛΟΓΙΟ	1b	19-08-2018	240.00	ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ	EPS87945	10-09-2018	390.00	12	240.00	0.00	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
491081	BG 175905727	ΤΙΜΟΛΟΓΙΟ	1	12-08-2018	190.00	ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ	EPS87945	10-09-2018	390.00	8	190.00	0.00	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Total					390.00				390.00		390.00	0.00	0.00	

Showing 1 to 2 of 2 entries

Attachments

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

Select All Download All Attachments info Attach New File ?

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	  
2	Bank account statements	EPS_September_2018.pdf - EPS	Beneficial	YES	0.13	25-09-2018	  
3	Other documents	105_5023046_22192_301_2504137.pdf - 105_5023046_22192_301_2504137	Pdf from Ergorama	YES	0.17	25-09-2018	  

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: [calendar icon]

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 175805727	ΤΙΜΟΛΟΓΙΟ	1	12-08-2018	150.00	0.00	0.00		0.00	
Expenditure	BG000017149	ΤΙΜΟΛΟΓΙΟ	1/b	19-08-2018	340.00	0.00	0.00		0.00	
Payment	99000026	ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ	EPS87945	10-09-2018	0.00	0.00	390.00	390.00	0.00	

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

Subject Costs (Contractor Documents)

Documents of the current TVE

Number * 1b

Version Date * 19-08-2018

VAT BG000017149 | South-West University Blagoevgrad

Type ΤΙΜΟΛΟΓΙΟ

Remarks

Net Amount -240.00

VAT 0.00

Total -240.00

Public expenditure payments of subproject (Beneficiary Document)

Documents of the current TVE

Number * EPS87945

Payment Date 10-09-2018

Type ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ

Payment Justification

Total amount 390.00

Subcontracting Amount * 390.00

Beneficiary Statement (Correlation Details)

Expenditure category * 12-Επιχορηγ. (μεσομακροχρονια)

Deliverable 1-1 paketo2 | paratofeot

Total

Amount relevant to the action * -240.00

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

Subject Costs (Contractor Documents)

Documents of the current TVE

Number * 1

Version Date * 12-08-2018

VAT BG 175805727 | Institute of Information and Communication Technologies - Bulgarian Academy of Sciences

Type ΤΙΜΟΛΟΓΙΟ

Remarks

Net Amount 150.00

VAT 0.00

Total 150.00

Public expenditure payments of subproject (Beneficiary Document)

Documents of the current TVE

Number * EPS87945

Payment Date 10-09-2018

Type ΗΛΕΚΤΡΟΝΙΚΗ ΠΛΗΡΩΜΗ ΤΤΕ

Payment Justification

Total amount 390.00

Subcontracting Amount * 390.00

Beneficiary Statement (Correlation Details)

Expenditure category * 6-Επιχορηγ. (μεσομακροχρονια)

Deliverable 2-1 paketo2 | paratofeot

Total

Amount relevant to the action * 150.00

Table of Expenditures – Administrative Verification

Administrative Verification

Control: 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 economic Application Form
Findings regarding the financial object (The relevance and accuracy of the original invoices is verified together with existence of a separate account 2. It is checked whether the project activities produced 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 addition, the relevant specifications referred to a specific provider. Thus, you are also able to see similar
Findings regarding the timetable (The project timetable is checked whether it is in agreement with the application form)	● ● ●	Project activities have been implemented according to the economic FORM
Findings regarding publicity (The compliance with publicity rules are checked) (photographs, plates etc.) whether it is in agreement with the application form and Publicity Guide of the Programme)	● ● ●	Project publicity actions (articles, posters, letters, etc.) have been implemented according to the Publicity Guide
Conforming to previous findings by control/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/bodies which are pending)	● ● ●	No remarks. There are no comments from the other Authorities

FLC Findings

Non-eligible expenditure from total expenditure: 125,00

Amount dedicated to Action: 125,00

Type of expenditure	Finding	Non-eligible expenditure	Amount dedicated to Action	Type of Action	Recommendations/Corrective measures	Compliance Deadline	Action
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 JS will not allocate the relevant amount of 125,00 to the beneficiary through the Greek Public Investment programme (POE), based on the ... ministerial decision concerning the financial corrections of ETCOP.		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 Being Processed

3.1 MIS Beneficiary SN ID Being Processed

3.2 More Criteria

3.3 Search Reset

3.4 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-SLAGOEVGRAD	11-06-2019 15-05-2019	99000017	Being Processed	21-09-2019	1	22188	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

Plain Previous Step

Send Message for: Statement of Expenditure ID: 22188

Elements

Subject:

Text Message:

Cost Email:

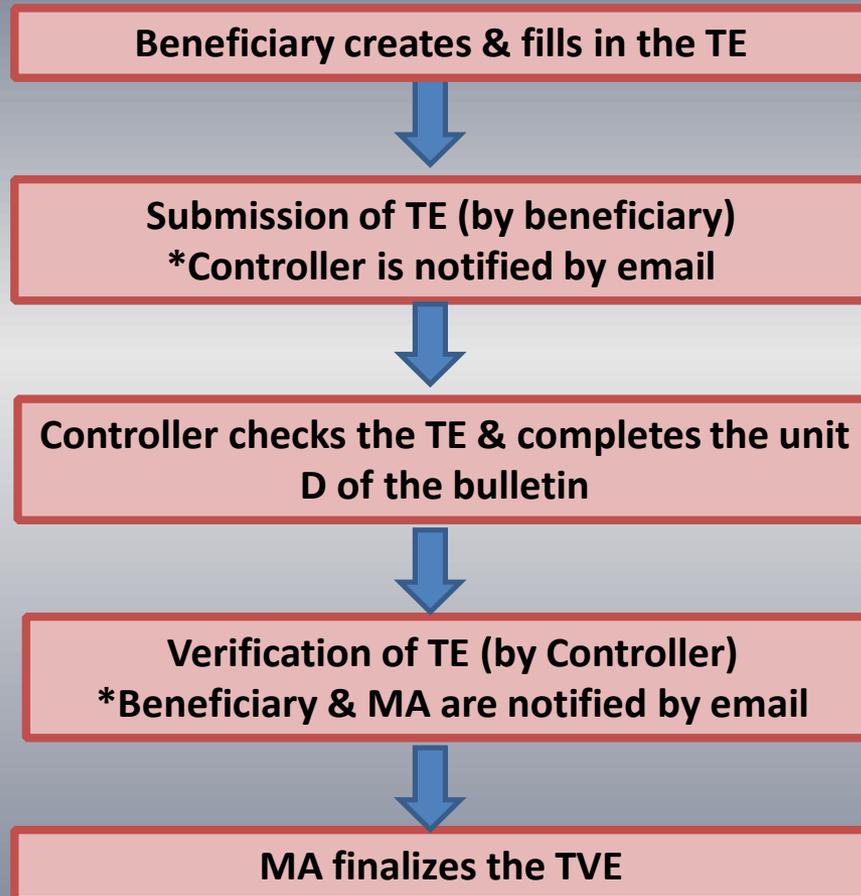
Attachments

Show 10 entries

SN	Attachment Category	File Name - Description	Origin	Valid	File Size (KB)	Date Created	Actions
1	Invoice	Invoice_Report_2019.pdf	SN	YES	0.14	27-09-2019	View Delete

Showing 1 to 1 of 1 entries

Submission of Expenditures & FLC procedure



Thank you for your attention!

