IMIS 2007-2013
User's Manual
For Lead Partners of the
Hungary-Slovakia Cross-border Programme

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1. OVERVIEW

This user manual's principal objective is to provide guidance on the usage of the IMIS 2007-2013 Information and Monitoring System for Lead Partners of projects being implemented within the frameworks of the Hungary-Slovakia Cross-border Cooperation Programme 2007-2013.
It aims to explain the way the Progress Reports and Application for Reimbursements should be filled in and submitted by Lead Partners through the Front Office; and it is also supposed to provide practical and technical information on data entry.

1.1 System requirements

- **It is an online system (can be reached via the internet)**
- **Technology:**

    Java front end

    Oracle database

- **The language of the system: English**
- **Communication through an encoded client server**

    (Certificate: personal user key)

For the **appropriate operation (technical conditions)** of the HU-SK Front Office you will need:
- Microsoft Windows XP/Vista/7
- Microsoft Office / Open Office
- Latest version of Java (www.sun.com/java) installed on your computer
- Internet connection
- Adobe Reader/Pdf reader
- Internet Explorer 6.0 or later version/ Mozilla Firefox 3.0 or later version

2. GENERAL SPECIFICATIONS

In the followings you can find a summary of how the fields and buttons should be used in the IMIS 2007-2013; the document will review their main characteristics pointing out the most important features that can help you in handling the screens.

2.1. FIELD SPECIFICATIONS

The system applies several sorts of fields which may possess specific features and require different ways of usage.

- **Empty field:** The most commonly applied field of the system is the so-called default data entry field. It is appropriate for recording text-type and numeral characters. (e.g.: name, code number)
- You can fill it in two ways:
    - o selecting the field with a click then recording the proper data manually, or
   - o selecting the field by using the TAB key then recording the proper text.

- **Yellow field:** It operates similarly as the Empty field; the only difference is that it's obligatory for the user to touch the Yellow field. This means that it is not obligatory to fill but the user should click at least once into the field or go through it by the TAB key to be able to exit the screen.
- You can fill it in two ways:
    - o selecting the field with a click then recording the proper data manually, or
    - o selecting the field by using the TAB key then recording the proper text.

- **Red field:** The Red field operates similarly as the Empty field but it's mandatory for the user to fill in it. The data entry is obligatory; the concerned screen can be left only after some information has been recorded. When the system notices that the recorded data is formally not appropriate (e.g. the system does not accept dates like 30/06/2876 or 15/03/0999) it informs the user who has to correct the mistake in order to leave the screen (save or exit).
- You can fill it in two ways:
    - o selecting the field with a click then recording the proper data manually, or
    - o selecting the field by using the TAB key then recording the proper text.
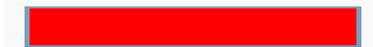
- **Grey field:** In the Grey field the system displays data only for providing information therefore its content can not be modified by you. You can face Grey fields most commonly when you use the View... button. In that mode all fields are inactive you can see the data but you can not modify them. Most Grey fields contain data generated by the system (e.g. identifier, serial number).
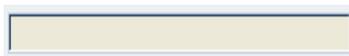
- **Table:** There are two types of tables in the system:
  - For direct data entry: Data entry can be done with the New… button located next to the Data entry table while the data modification can be completed with the Modify... button. When the row is active (see the illustration below) the user can step into the field with a double-click which makes data entry possible. The data entered into the field can be finalized with the Enter key. (Pressing the Enter key again will finalize the whole row.)

Type	Name	Resp. partner	Measurement unit	Base value	Target value		
Output	példa	LP - lp	példa	1,00	10,00		New
Output		LP - lp		0,00	0,00		Modify
							Delete

  - For indirect data entry: For entering new data the you can apply the New... button, for modifying an existing data you have to use the Modify... button. Data entry and modification have to be accomplished on a new screen opening after the usage of these buttons. In the table only the recorded data will appear.

The structure of the tables is fixed; you can not modify it. The structure varies according to the different menu points; the number of its rows and columns as well as the header names changes also according to the content.
Example for table:

ID	Title		From	To	Amount	Curr.	
act 0.1	példa		03/03/2009	03/03/2009	100 000,00	EUR	

- Text box: The Text box operates the way as the Empty field does but in contrast to the Empty field it is allowed to enter a higher number of characters which makes this field-type suitable for writing more detailed descriptions, reviews or comments.
- You can fill it in two ways:
  - selecting the field with a click then recording the proper data manually, or
  - selecting the field by using the TAB key then recording the proper text.

- Drop-down menu: A drop-down menu includes a pre-defined list of elements. As the content of this list can not be changed by you you have to select one from the pre-defined items. The drop-down menu's default value is an Empty field with a downwards arrow on the right side.
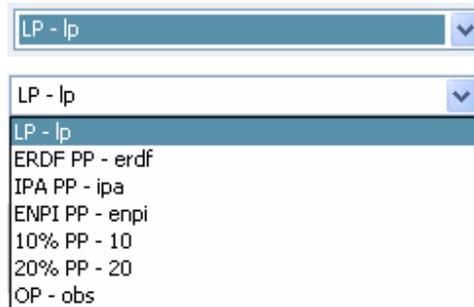
When clicking on the arrow the whole list will appear on the screen. By clicking on the selected item you can indicate which element you would like to use. The system fills the field with the selected item.

2.2. BUTTON SPECIFICATIONS

2.2.1. DATA LEVEL BUTTONS

- New: The New…button serves for entering new data into the system.

- Modify: The Modify… button serves for modifying the existing data in the system.

- Delete: The Delete… button serves for deleting data from the system. When pressing the Delete… button the system asks you for providing a confirmation of the deletion in order to avoid the inadvertent deletion.

- View: The View… button serves for showing the previously recorded data but it does not let their modification.
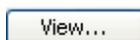
- Add: The Add button can be used to select and add a new item from a list containing a pre-defined list of elements.
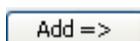
- Remove: The Remove button can be used to remove an item from a list including a pre-defined list of elements.

- **All:** The All button can be used for selecting all items of a list at once.
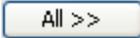
- **Clear:** The Clear button can be used for removing all previously selected items of a list at once.
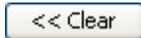
2.2.2. SCREEN LEVEL BUTTONS

- **OK:** Pressing the OK button means that all recorded data will be saved and you can exit the screen.
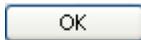
- **Cancel:** Pressing the Cancel button means that all recorded data will be lost definitively and you can exit the screen.
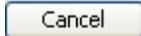
- **X** in the right-upper corner of the screen: the operation of X button is the same as the function of the Cancel button: all recorded data will be lost definitively and you can exit the screen.

3. FRONT OFFICE IN GENERAL

The Progress Reports and Applications for Reimbursement can be prepared and submitted together through the Front Office surface of the IMIS 2007-2013 system.

3.1. LOGIN (HOW TO START THE APPLICATION)

ONLY Lead Partners are entitled to login to the IMIS Project Reporting system, as they are responsible for project level reporting and management.
In order to submit your Progress Report and Application for Reimbursement (hereafter together: **the report**) you can log into the Front Office through an internet link. The link is provided to you by the Joint Technical Secretariat.

During contracting it's also the Joint Technical Secretariat who generates unique user names centrally for all Lead Partners. Your user name allows you to login to the Front Office and to submit the Progress Report and Application for Reimbursement. Your user name enables access only to your own project. For each project the username is the official project identification code. It is given in the ERDF Subsidy Contract with the format of "**HUSK/0801/x.x.x/xxxx**".

When using the internet link the first point is the appearance of the login screen. There are only two fields to fill in, one for the User name and one for the Password.

The user name field should be filled with the centrally generated user name, while the password should be the one that is sent to each Lead Partner in a letter from the Joint Technical Secretariat. Clicking on the Login button leads to the opening page. After your first login you are advised to create and confirm an own password. The password should have the length of at least 8 characters which contains not only lower case and capital letters but numbers as well.

After three consecutive unsuccessful login tries (invalid user name – password combinations) your user name will be locked out by the system automatically in order to avoid unauthorized logins. It is only the central administrator who is entitled to validate your user status again.
Having logged in you can modify your password anytime on the opening screen.

While logging in, you might meet the following screens:
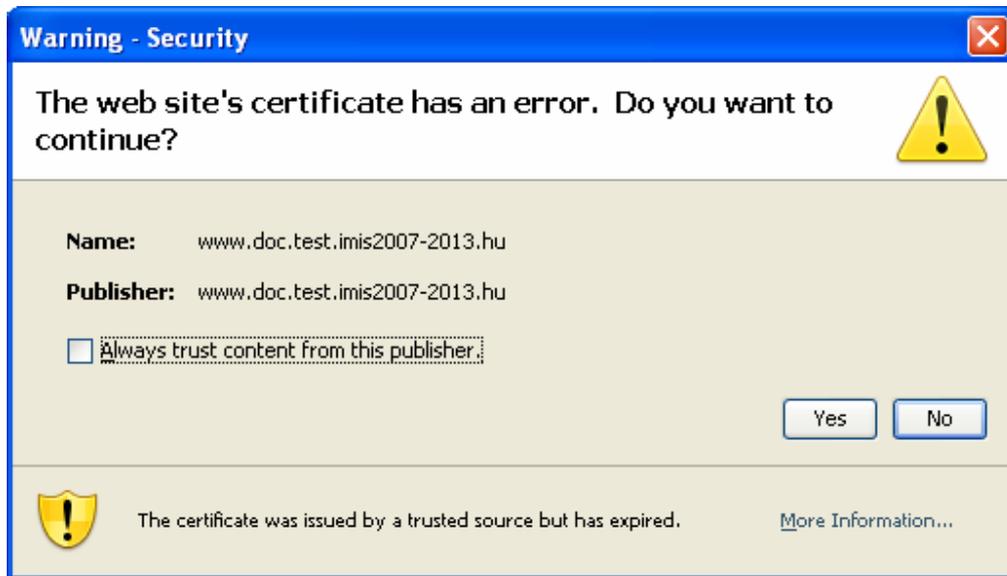
When you meet the above screens, you have to install the given certificate to ensure the encoded communication with the system. Please follow the instructions in the documents guiding you through the process according to the web browser you use on your computer (attached to the e-mail you received the personal password).

3.2. FRONT OFFICE MENU

After the successful login you will meet the following opening screen:
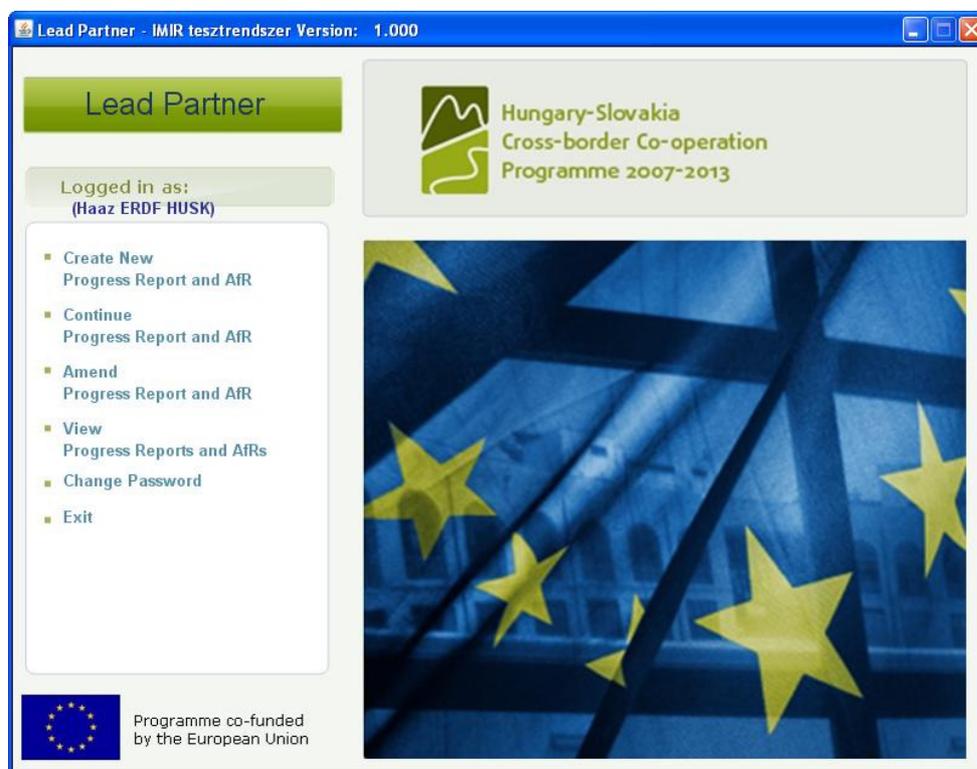
Here is the list of the accessible menu items of the Front Office surface:

- With the Create New Progress Report and AfR function you can prepare and submit a new Progress Report and a new AfR. (The PR and the AfR are prepared together on the same screen but as a result the system will generate two different documents at the end of the preparation process.)

- With Continue Progress Report and AfR function it is possible to carry on the data entry process of your Progress Report and your AfR if it was started earlier and it has not been submitted yet. This way the completion process can be stopped any time, the recorded data can be saved and after the break the data entry can be continued. Once clicking on the Submit button the content of the PR and the AfR will not be possible to modify.

- With the Amend Progress Report and AfR function it is possible to modify those Progress Reports and AfRs that are sent back by the Joint Technical Secretariat for completion or for error correction. This function is accessible only in case the Secretariat sends back any of the reports. Otherwise the system informs you of the lack of report in an error message.

- With the View Progress Report and AfR function you can view all of your reports. The list of accessible reports is independent of your report's current statuses as you can see all submitted (and still not approved), resubmitted, approved and rejected reports as well as the ones that are under preparation or that are sent back for modification.

- With the Change Password function you can modify your password.

- With the Exit function you can exit the Front Office surface and this way the IMIS 2007-2013 system as well. After leaving the Front Office you can login again anytime with your user name and password combination and you can continue your work.

4. PREPARING PROGRESS REPORT AND APPLICATION FOR REIMBURSEMENT

Clicking on the Create New Progress Report and AfR menu item the system opens the REPORTING PERIOD SELECTION screen. The screen contains a table where you have to select the reporting period for which you would like to report. Only those reporting periods appear in the table that are still open for reporting so no previous reports have been submitted for them at all.
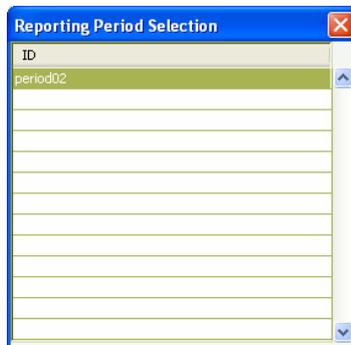
Having selected the proper period you will be brought to the PROGRESS REPORT – FILLING PROGRESS REPORT DATA screen which serves for preparing and submitting the report. The header shows your project's ID, the project title and the project acronym. It also displays the selected reporting period and the progress report identification code that is generated by the system automatically. The IMIS 2007-2013 system numbers your reports in sequence and the allocated ID refers to the current report's sequence number, e.g. PR05. The screen consists of 3 tabs that enable data entry and data reporting. When opening the screen it shows the Overview tab by default.

At the bottom of the PROGRESS REPORT – FILLING PROGRESS REPORT DATA screen you can find the following buttons:

- Delete: It rejects the whole report which means that all recorded data will be lost.
- Exit: You leave the screen (but all recorded data are saved and stored).
- Check: It checks the whole report on the basis of pre-defined, built-in algorithms and rules.
- Next/Submit: The checked and properly fulfilled Progress Report and AfR can be submitted officially by using the Submit button. (In order to prevent accidental submission the system asks for confirmation.) The Submit button will appear only in case the sheets of the report are filled in. until then only the Next button is visible.

4.1. OVERVIEW TAB

The **Overview** tab displays the most important general and budgetary data of the report in a comprehensible structure. All fields of the tab are inactive, data entry is not allowed here. When opening the screen for the first time it is empty; information can be seen only after you have started to enter data on the **Sheets to fill in** tab.

The tab shows the name of the Lead Partner, its project partners and the start and end date of the project duration. When the budgetary data are entered on the **Sheets to fill in** tab the system copies the information to here so it is possible to keep track of the reported expenditure of the whole project (Reported amounts) and of each partners (Reported amounts by project partner)

4.2. SHEETS TO FILL IN TAB

The data entry can be completed on the next tab called **Sheets to fill in**. In fact this tab contains only a table which rows cover so-called sub-screens. Each row can be opened for editing with the **Modify button** and it is possible to enter report data on the newly opened screens.

4.2.1. MAIN DATA

Opening the **Sheets to fill in/Main data** row you can see the MAIN DATA screen which serves for indicating those partners who are involved in the current report and it is also the place to mark which partner would like to report only activities and which partners would like to report on their expenditures too. (It's only the Lead Partner who can login to the system so all partner data has to be entered by you) When providing this information a tick has to be put into the appropriate checkbox of the appropriate column in the table named *Activities and expenditures summary*. Please use the Modify button for the ticks. The table lists all partners of the project automatically.

Example: Those partners who did not have any expenditure, only some activities within the reporting period, they will tick the Activity checkbox only.

You can inform the JTS here on the delay in the project implementation by putting a tick into the checkbox of the displayed question and by entering the duration of the delay in months. This delay is not a precisely calculated delay, because not necessarily all project activities suffer from hints, but the average delay of the key activities can give an exact impression that the project implementation is subject to a delay estimated to be a certain number of months. Exact delays of given activities with precise reasons can be described later on in descriptive cells.

Example: If you have a delay in your key activities time frame, you simply enter the number of months of delay. In case there is no delay in the implementation, you tick the relevant checkbox that the project implementation is according to the planned time schedule.

The *Final progress report* checkbox should be ticked only if you are submitting the very last report at the end of the project implementation.

4.2.2. SUMMARY OF PROJECT ACTIVITIES

Clicking on the **Sheets to fill in/Summary of project activities row** the system opens the SUMMARY OF PROJECT ACTIVITIES screen where you have to give a detailed description of the project progress. The description should be entered into the Description fields by topics, after selecting the given topic (e.g. Operation of the partnership). The system lists the topics automatically; the user can not modify them as these categories are defined by the JTS. It is obligatory to expound all of the topics. Your inputs must be sufficient, comprehensible and in English language!

4.2.3. ACTIVITIES

Opening the **Sheets to fill in/Activities** row it is possible to update the information about the activities on the ACTIVITIES screen. You can see in the Activities (All) table all the activities belonging to the project (ID of the activity, name, start date and end date of the activity, status of the activity).

The *Activities in reporting period* table is empty by default. By using the Add… button you should select here those activities where there were some progress to be reported in the selected reporting period.

The Modify button opens the ACTIVITY screen in case of all added activity rows. This screen is for modifying the status of the activity and for describing the fulfilled activities.

Example: In case the activity has not been completed yet, you will choose "In progress" status.

4.2.4. INDICATORS

The **Sheets to fill in/Indicators** row opens the INDICATORS screen where two tables can be seen: one is for the programme-level indicators and one is for project-specific indicators. It's only the actual value of the indicators that can be updated by the Modify button. Data can be entered directly into the activated row of the table. The content of other fields can not be modified.

Both tables show the same indicator data: type, name, measurement unit, base value, actual value, target value.

Example: Base value: 0, Planned value: 5, You are requested to enter the current value for the relevant indicator: For example, according to the activity results, the Actual value of this indicator is 3 (meaning the activity is still in progress and the indicator has not been fully reached).

In later reports the base value will change to the last reported value.

4.2.5. OTHER ACTIVITIES

Opening the **Sheets to fill in/Other Activities** row on the OTHER ACTIVITIES screen it is possible to report on the information and publicity activities of the period and to enter data of the single tenders and the public procurement tenders.

By clicking on the New... button next to the *Main information and publicity activities that have been carried out during the reporting period* table you can see the MAIN INFORMATION AND PUBLICITY ACTIVITIES THAT HAVE BEEN CARRIED OUT DURING THE REPORTING PERIOD screen where you can fill in the following data: means of communication (selectable), start date and end date of the communication activity, number of persons participating in the activity, name of the responsible partner, description about target groups and on the activity (text-type fields).

By clicking on the New... button next to the Single tenders table you can see the SINGLE TENDERS screen where you can enter the data of those single tenders that were contracted within the reporting period.

On the screen you can fill in the following data: subject of procurement, budget line (selectable), amount (planned for the given procurement), start date of procurement, date of decision, date of contracting, name of the contractor, contracted net and gross amount, name of the responsible partners, other information (text-type field).

By clicking on the New... button next to the *Public Procurement Tender Procedures* table you can see the PUBLIC PROCUREMENT TENDER PROCEDURES screen. The fields on the screen are similar like the fields of the SINGLE TENDERS screen. The only difference is that you can select the procedure type as well and give the official code of the tender.

4.2.6. DECLARATIONS IN PROGRESS REPORT AND AFR

The **Sheets to fill in/Declarations in Progress Report and AfR** row opens the DECLARATIONS IN PROGRESS REPORT AND AFR screen where three basic declaration data can be entered: related partner, ID of the declaration and the date on which it was issued. You should enter all declarations that are part of the report.

Example: Lead partner has received one Certification on Validation of expenditure incurred within the concerned reporting period from the 1st level control unit. The Cross-border partner also received this Certification from the respective national control unit. Both these Declarations need to be scanned and uploaded in the "Attachments" section of the IMIS. But in this screen they will only be listed. The uploading will be done in the "attachments" section.

Before you can submit the report officially, the system requires the attachment of as many documents as many Declarations have been recorded into the list.

4.2.7. EXPENDITURE IN REPORTING PERIOD

Running the **Sheets to fill in/Expenditure in reporting period** row you can see the BUDGET COSTS screen where you can fill in the expenditures you would like to report in the selected reporting period. Expenditure data can be entered per partners and within that category by budget lines.

Having selected the partner by clicking on its name you have to select a budget line then click on the *Modify...* button. As a result you will face a new screen called COST which contains sub-budget lines if there are any.

As the next step, please select any of the sub-budget lines then click on the *Modify...* button in order to open one more screen (having the same name, COST) . Here you can add the amount to be reported and you can type in some supplementary information if necessary.

Be aware of the fact, that you cannot apply totally for more costs to be reimbursed than those indicated in the respective budget line. In case the entered amount exceeds the remaining amount indicated in the concerned budget line, the system will display an error message when carrying out the "Check procedure". In case you have initiated an amendment of the Subsidy Contract to change the amounts in the budget lines, you can use those new amounts only in case the amendment was signed by both parties. Until then, the still valid Subsidy Contract is reflected in the budget.

4.2.8. REVENUES

Opening the **Sheets to fill in/Revenues** row it is possible on the REVENUES screen to report revenues data generated within the selected reporting period. You have to enter revenues by partners.

All partners of the project can be seen in the table, and if there was planned revenue in the contract then it is also displayed there. The table has the following columns:

- Role: the partner's name and role (automatically filled in by the system)
- Planned Amount: the planned net revenue according to the contract (automatically filled in by the system)
- Previously reported: the net revenue reported in the previous reports (automatically filled in by the system)

- Foreseen: it shows whether it is a planned revenue (automatically filled in by the system)
- Revenues: the revenues to be recorded in the current report
- Net revenues: the net revenue which has to be deducted from the contribution
- Accepted: the amount accepted by the Joint Technical Secretariat (automatically filled in by the system)
- Accumulated: the sum of the Previously and the Revenues columns (automatically filled in by the system)
- Accumulated rate %: the percentage rate of the reported revenue and the planned amount (automatically filled in by the system)
- Remaining: the remaining revenue which has not been reported yet. (automatically filled in by the system)

As the first step the partner's row has to be selected in order to record revenues. By clicking on the Modify button the following columns can be filled: Revenue, Net Revenue and Foreseen.

4.2.9. PREVIOUS APPLICATIONS FOR REIMBURSEMENT

Opening the **Sheets to fill in/Previous Applications for reimbursement** row the PREVIOUS APPLICATIONS FOR REIMBURSEMENT screen will be opened. This screen is suitable for storing those Applications for Reimbursement data that were submitted previously and that were transferred to you (Lead Partner). The system shows automatically all previously transferred AfRs. By using the Modify button you can inform the JTS here on payments to your project partners accomplished by you.
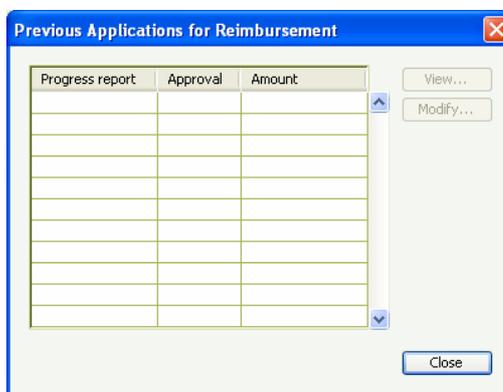
4.2.10. FINANCIAL PROGRESS

On the screen that can be opened by **Sheets to fill in/Financial Progress** row the system does not allow any kind of data entry. The FINANCIAL PROGRESS screen provides a clear and sophisticated overview of the whole project budget.

The screen shows the planned project budget per sources of funding, the amounts reported in previous reports, the amounts recorded in the current report, the sum of these two latter columns and the remaining amount which can be reported in the following reports.

The table on the upper side of the screen shows project level data while the table below displays data per partners. Clicking on any of the partners the system shows the partner-specific budget data in the table.

4.3. ATTACHMENTS TAB

The **Attachments** tab serves for uploading or generating documents. With the Upload button you can attach any kind of documents, which are necessary to support your report. With the Report button you can make the system generate the Progress Report and the AfR documents. The documents can be printed out. The generated documents are stored by the system and later they can be queried here any time.

5. REPORT SUBMISSION

The process of the Progress Report and the Application for Reimbursement submission progresses on the basis of the following steps:

- First, you need to perform all the above described steps of filling in the required data. Specifically, you have to login to the Front Office and run the **Create New Progress Report and AfR** function. On the REPORTING PERIOD SELECTION screen you have to select a reporting period and then it is necessary to fill in the screens which can be opened from the **Sheets to fill in** tab. During the data entry with the Check button you can run anytime automatic check done by the system.

- After the check you will either get a message that informs you about successful check (no errors to correct) or the system generates an Error list (Error Report) in Word format where all the problems are listed and where the system also defines the way to correct them. On one hand the check ensures that you entered all data properly and you do not forget anything while on the other hand - as the check is the precondition of the submission - it ensures for the Joint Technical Secretariat that all data necessary for verification is recorded in the system. If this Error Report is generated, you might find messages of two types in the report: ERRORs or WARNINGs. The ERROR messages must be solved; otherwise the submission procedure can not be done. While the WARNING message is informative only, so that the submission process can be performed.

- You can attach the necessary documents to the report with the Upload button on the **Attachments** tab. Here, also you need to upload a scanned version of the Declarations / Certifications on Validation of expenditure (see also section 4.2.6).

- After filling all the data and clicking on the Report... button on the **Attachments** tab the system generates the Progress report and the Application for Reimbursement documents. Although the system already generates these documents in this phase it displays a well-recognizable warning text (SAMPLE – Do not submit) on them to mark that these documents are not yet validated; the documents do not contain finalized data.

- After recording all data at least one check has to be run with the Check button. If the check was successful and no errors have been found then, the process can be continued with the Next button. After clicking on the Next button the system finalize the report and its data.

- The Submit button appears on the screen only after clicking on the Next button. After clicking on the Submit the system warns the user that the final documents should be generated and printed. The data recorded previously can not be modified; it's only the printing of the documents that is possible with the Report button on the **Attachments** tab. **This Report button is required to be used to proceed with further steps of the submission** (i.e. you need to generate the relevant documents). The generated documents (final Progress Report and final Application for Reimbursement) receive an automatic ID and are stored by the system. You can query the documents anytime later.

- After generating the documents the official report submission can be accomplished. For this you have to click on again the Submit button and answer yes to the confirmation question. The status of the Progress Report and the Application for Reimbursement will turn to Submitted.

6. REPORT VERIFICATION

The submitted report will be verified by the Joint Technical Secretariat. If the report is correct, the status of the concerned Progress report will turn to "Approved".

If they find some errors or inconsistency they have the opportunity to send back the report to the Front Office for completion.

The Joint Technical Secretariat informs you about this in an e-mail message.

After the message the correction should be done by you with the **Amend Progress Report and AfR** menu item of the Front Office menu.

After clicking on the **Amend Progress Report and AfR** menu item the report waiting for correction appears or if there are more than one report sent back by the JTS a screen opens which shows the list of selectable reports.

You will be brought to the PROGRESS REPORT – FILLING PROGRESS REPORT DATA screen which is the same as it was at the time of the original report submission.

The way of modification is also the same as it was at the time of the original submission. If you have finished the modification you have to run a Check again then you have to attach documents if necessary. As a final step you have to click on the Submit button and this way you can submit your corrected report for a new verification.