REPORTING PROCESS
Focus on the SIU System

1. Accreditation to the SIU System - Assignment of Roles and Authorizations to PPs and FLCs
2. Access to the SIU System
3. Advance Payment
4. Filling-in Progress Report Information
5. Submission to FLC/LP
6. Progress Report Confirmation and Final Submission
7. Application for Reimbursement
Accreditation to the SIU System
Assignment of roles and authorizations

The SIU system allows the **segregation of roles and duties** among the different actors involved throughout the reporting process:

<table>
<thead>
<tr>
<th>User Type</th>
<th>Roles</th>
<th>Financial Reporting</th>
<th>Physical Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEAD PARTNERS</strong></td>
<td><strong>Lead Partners (LPs) are:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accountable for the portion of financial reporting of their own competence;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Totally accountable for the physical reporting of project performances by collecting the contribution of each PP;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• In charge to check, confirm and finally submit the Progress Report.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT PARTNERS</strong></td>
<td><strong>Project Partners (PPs) must be authorised by the MA to access the SIU System in order to:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Carry-out the reporting duties concerning the activities of their own competence in terms of financial expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Uploading the Activity Report</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST LEVEL controllers</strong></td>
<td><strong>First Level Controllers (FLCs) must be assigned to each Project Partner/the Lead Partner to carry out the certification of related expenditures.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accreditation to the SIU System
LP Role

To access SIU for reporting purposes as LPs you do not need to ask for a new username and password

BUT

✓ You shall access the System using the same username and password used when submitting the AF (acquired within the GUSI platform);

✓ If, for any reason due to a change in the Organisation, you need to change it contact us via e-mail to: it-hr.Siusupport@regione.veneto.it;

✓ If you do not remember your password and you need to reset it, send a specific request to the following e-mail address: call.center@regione.veneto.it
Accreditation to the SIU System

PP/FLC ROLE

PLEASE NOTE that **they should not use** either the **GUSI Platform** nor the login section of the **Programme website**.
Accreditation to the SIU System
PP and FLC Roles

The MA is in charge of the assignment of proper roles to PPs and FLCs.

OUT OF THE SIU SYSTEM...

The LP must communicate to the MA, via formal request (addressed to italia.croazia@pec.regione.veneto.it), the following information related to ALL the relevant PPs and FLCs:

1. **Project acronym and Application ID**
2. **Name of the Project Partner**
3. **Role of the USER (PP or FLC)**
4. **Name of the person to be authorized**
5. **Surname of the person to be authorized**
6. **Tax number (OIB for HR beneficiaries)**
7. **E-mail address of the person**

**PLEASE NOTE:** In order to better manage the data, the USERS’ information are to be sent also via e-mail to:

it-hr.Siusupport@regione.veneto.it by filling in a dedicated .xls form that will be soon provided by the JS
REPORTING PROCESS
Focus on the SIU System

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Access to the SIU System
Links and Browser Advices

SIU is available at the following link:
http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR

**SIU is a web application** accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer).

**It is advisable to use Chrome or Firefox.**
REPORTING PROCESS
Focus on the SIU System

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Advance Payment
Research the Lead Applicant

1° Click here to enter in new request area
2° Click here to search your Lead Partner
3° Click here to create a new request

Programme Selection: Italy-Croatia CBC Programme 2014-2020
Advance Payment
Create an Advance payment request

Click here to select the type of request

Here you should insert the Application Form ID (Request ID)
Advance Payment
Advance Payment Home page

Here you can find the same sections filled in Application Form. You can confirm or update them.

In B Lead Partner Data and in E-Project partner, you can:
- find the subsection «Method of Payment – Bank Details» and «Financial Guarantee»
- Indicate the partners who want request the Advance payment.

In «R – Advance Payment» section, you can find the summary data for the advance payment.
REPORTING PROCESS
Focus on the SIU System

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PROGRESS REPORT

Progress Report Research

The MA will create all the Progress Reports

Two ways to select requests:

A) Leave empty all the filters area to view all your requests

B) Fill a filter combo to view, for example, all PRs in progress

Result Area:

Detail of single request

Clicking "search" button, the system will show the PR requests linked to the project.

Select programme:

Programme: Italy-Croatia CBC Programme 2014-2020

Detail of single request
Identification Number of Application Form correspond with the Project number

Progress Report Identification Number

Sections

A - APPLICATION DATA
B - LEAD PARTNER DATA
C - LEGAL REPRESENTATIVE
D - PERSON IN CHARGE OF SIGNATURE
E - PARTNERS
F - PROJECT KEY DATA
H - BUDGET GENERAL INFORMATION
I - PROJECT
K - STATEMENTS
M - ANNEXES
N - ERRORS
PROGRESS REPORT
A – Application data

Automatic filling from Application Form

Automatic filling after the presentation

You can always come back to the PR Home Page

You have always to confirm the section
PROGRESS REPORT
B – Lead Partner data (1)

Automatic filling from Application Form

Two colors, two meanings

Gray fields cannot be modified

White fields are editable

[Legal Seat]

[Contact]
PROGRESS REPORT
B – Lead Partner data (2)

The Lead Partner fill in only its own financial documents

The most important button to add the financial supporting documents

In the sub-section FLC Annexes, the signed reports should be uploaded in the Annexes section

In the sub-section FLC Report, the FLC report and COVE will be created automatically by FLCs.
Here, you can add a new Financial supporting document

You can fill in the document type, the number, the date and the currency

You can fill in the total amount of financial document, the net eligible amount on the project and the eligible VAT

It’s possible to select an existing supplier or procurement procedure

It’s possible also to add new suppliers and new procurement procedures

Confirm (Save)
PROGRESS REPORT
Financial supporting document

After the confirm click, you can find a new button panel

Add a new financial supporting document

Fill in payment details

Upload financial supporting documents
You can fill in the payment number and date, the method of payment and the amount paid.

In general, the sum of payment details should correspond with the total of financial supporting document.

You can add a new payment detail.

In this way, the net eligible amount is fully reportable.
The system calculates the eligible amount paid using the same proportion between the net eligible amount and the total amount of the financial document.

Example:
- Total amount: 1,000
- Net eligible amount: 500
- Total amount paid: 800
- Eligible amount paid: 400
**PROGRESS REPORT**

Financial supporting document

The filters help you in looking for a specific document

In the list of supporting documents, you can find the synthetic information about the filled financial documents

It’s an important guide to check the total amount, total payments and total net eligible amounts of each financial document

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Date</th>
<th>Supplier</th>
<th>Total</th>
<th>Paid</th>
<th>Total reported amount</th>
<th>FLC</th>
<th>Inserted in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Invoice</td>
<td>01/01/2019</td>
<td>UNIVERSITA’ CA’ FOSEARI VENEZIA</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>500.00</td>
<td>0.00</td>
<td>Progress Report N. 1</td>
</tr>
<tr>
<td>2</td>
<td>Invoice</td>
<td>02/01/2019</td>
<td>UNIVERSITA’ CA’ FOSCAI VENEZIA</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>1,600.00</td>
<td>0.00</td>
<td>Progress Report N. 1</td>
</tr>
</tbody>
</table>

**Total:**

- Total Amount: 3,000.00
- Total Paid: 3,000.00
- Total Net Eligible Amount: 2,100.00
PROGRESS REPORT

How to link invoices or equivalent docs to the project (budget line and wp)

Two procedure to link invoices or equivalent docs to expenditure:

1 – B Lead partner / E Partner – FINANCIAL SUPPORTING DOCUMENTS – BUDGET LINES

NEW PROCEDURE:

• BUDGET LINES BUTTON inside the sub-section financial supporting document in the page of DETAIL
### PROGRESS REPORT

**Association of supporting document**

<table>
<thead>
<tr>
<th>Code - description</th>
<th>Link to partner and Activity</th>
<th>Total AF budget</th>
<th>Total Amount in the current period</th>
<th>Total Amount certified up to now (included the current period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Staff 5.2: Realization of promotional ICT tools</td>
<td>REGIONE DEL VENETO</td>
<td>1,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>2 Staff 1.1: Start-up activities</td>
<td>REGIONE DEL VENETO</td>
<td>2,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>3 Staff 3.1: Mapping heritage, knowledge and services</td>
<td>REGIONE DEL VENETO</td>
<td>4,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>4 Staff 5.1: Development of a relational community and brand identity</td>
<td>REGIONE DEL VENETO</td>
<td>3,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>5 Staff 6.0: Cross-border Archaeological lab</td>
<td>REGIONE DEL VENETO</td>
<td>2,500,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>6 Staff 4.9: Realization of thematic paths</td>
<td>REGIONE DEL VENETO</td>
<td>2,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>7 Staff 4.4: Start-up Archeological Park MEG Po Delta: San Basilio</td>
<td>REGIONE DEL VENETO</td>
<td>4,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>8 Staff 6.3: Start-up Archeological Park MEG Po Delta: Adriatic</td>
<td>REGIONE DEL VENETO</td>
<td>3,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>9 Staff 2.4: Establishment of a permanent center of scientific excellence</td>
<td>REGIONE DEL VENETO</td>
<td>5,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>10 Staff 3.3: Building of the subject's network, establishment of the Districts and management plans</td>
<td>REGIONE DEL VENETO</td>
<td>2,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>11 Staff 3.2: Establishment of the identity cultural paths</td>
<td>REGIONE DEL VENETO</td>
<td>4,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>12 Staff 2.4: Digitization of study centers</td>
<td>REGIONE DEL VENETO</td>
<td>2,000,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
<tr>
<td>13 Staff 2.3: Public education</td>
<td>REGIONE DEL VENETO</td>
<td>2,500,00</td>
<td>Reported by PP</td>
<td>0,00</td>
</tr>
</tbody>
</table>

*Write the amount that you want report in this specific budget line*
## 2 METHOD - I PROJECT- “PROJECT WORKPLAN AND BUDGET”

### Table: Project Workplan and Budget

<table>
<thead>
<tr>
<th>Code - description</th>
<th>Total AF budget</th>
<th>Total Amount reported in the current period by PPs</th>
<th>Total Amount certified by FLCs</th>
<th>Total Amount certified up to now (included the current period)</th>
<th>Project locations</th>
<th>Project workplan</th>
<th>Project workplan and budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>H001 - CALL FOR PROPOSALS</td>
<td>861,435,70</td>
<td>0,00</td>
<td>0,00</td>
<td>0,00</td>
<td>View</td>
<td>View</td>
<td>Update</td>
</tr>
</tbody>
</table>

Here you can view the budget line list and link the financial reporting documents to the budget lines.

Amount reported by Partner **in the current period**

Amount certified by FLC **in the current period**

**Total** amount certified by FLC

**PROGRESS REPORT**

I - Project
How to link invoices or equivalent docs to expenditure (budget line/wp)

Here you can link the budget line to the financial supporting document.

Where there isn’t the link button, it means that the reported amount is automatic (e.g. O&A cost correspond with the 15% of the staff cost).

You can go to the last row in the table.
PROGRESS REPORT
Association of supporting documents

Select the financial supporting document for linking to the budget line

The maximum amount of the financial document that you can report

The amount already reported in other budget lines

The remaining available amount that you can report in this budget line

Write the amount that you want report in this specific budget line
You can fill basic information about an eventual public procurement procedure.

You can fill basic information about the supplier.
PROGRESS REPORT
The other sections

You can update the Legal Representative data

You can eventually fill in the data of the person in charge of signature, if different from LR

Here, you update important information on the progress activities

You can eventually update the flag of “evidence of net revenue”
REPORTING PROCESS
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The project partners and FLCs view only three sections:

Each project partner can:
1. view the application data (sec. A)
2. update the PP profile and the legal representative data (sec. A)
3. Fill in the sub section “financial supporting documents” and upload the files (sec. E)
4. Link the financial supporting documents to the budget lines
REPORTING PROCESS
Focus on the SIU System

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PROGRESS REPORT
Confirmation and submission

The button panel’s view for the LP or the PP

Here Lead Partner or PP can submit to its own FLC

The button panel’s view for the FLC

Here FLC can return to PP/LP or can submit to LP

The button panel’s view for LP once the FLC have submitted to LP

Here LP can exclude a PP or return the PR to FLC

The button panel’s view for LP once the FLC submit to LP

Here LP can include again the PP

Finally you can check and confirm the Progress Report. An automatic email will be sent to the Progress Report addressee.
For communication outputs, such as multimedia documents i.e. high quality videos and photos (with no limitation to the file extension. LP may upload files as i.e.: .AVI.JPEG, zip compressing more files into one, etc.), with a size beyond 5MB, users have to click the "Large Annexes Management" button from the M-ANNEXES section:

This button gives access to a new section where it is possible to upload multimedia files exceeding the 5Mb limit, which will be saved in a new repository, accessible only by SIU. The Users can also download and delete the uploaded files.
REPORTING PROCESS
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Reimbursement Application for reimbursement

Here you can find the same sections filled in Application Form. You can confirm or update them.

In B Lead Partner Data and in E – Project partner, you can find the sub sections “Method of payment – Bank details” and “financial guarantee”.

Click here to view a summary data Reimbursement Requested

<table>
<thead>
<tr>
<th>Project partner</th>
<th>Role/Number</th>
<th>Country of PP/LP (IT HTR)</th>
<th>Total amount of eligible expenditure certified by FLC</th>
<th>ERDF requested</th>
<th>Other public contribution certified</th>
<th>Italian FDR requested</th>
<th>Advance payment ERDF share paid by MA</th>
<th>Advance payment Italian FDR share paid by MA</th>
<th>Amount of ERDF to be reimbursed</th>
<th>Amount of Italian FDR to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP01</td>
<td>IT</td>
<td>16.112,98</td>
<td>13.695,93</td>
<td>2.416,93</td>
<td>2.416,93</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>2.474,99</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td>PP02</td>
<td>HR</td>
<td>5.970,39</td>
<td>5.091,63</td>
<td>896,76</td>
<td>0,00 €</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td>PP03</td>
<td>HR</td>
<td>4.670,96</td>
<td>3.977,38</td>
<td>702,00</td>
<td>0,00 €</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td>PP04</td>
<td>HR</td>
<td>15.312,09</td>
<td>13.015,27</td>
<td>2.296,82</td>
<td>0,00 €</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td>PP05</td>
<td>IT</td>
<td>2.000,00</td>
<td>1.700,00</td>
<td>300,00</td>
<td>300,00</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>2.474,99</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td>PP06</td>
<td>IT</td>
<td>2.000,00</td>
<td>1.700,00</td>
<td>300,00</td>
<td>300,00</td>
<td>14.024,96</td>
<td>0,00 €</td>
<td>2.474,99</td>
<td>0,00 €</td>
<td>0,00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>51.176,87</strong></td>
<td><strong>43.500,32</strong></td>
<td><strong>7.676,55</strong></td>
<td><strong>3.016,93</strong></td>
<td><strong>99.999,69</strong></td>
<td><strong>7.424,97</strong></td>
<td><strong>0,00</strong></td>
<td><strong>0,00</strong></td>
</tr>
</tbody>
</table>
THANK YOU FOR YOUR ATTENTION!