User Guide
Beneficiary Payment Claim
MIS 2021-2027

MANAGING AUTHORITY "INTERREG 2021-2027"

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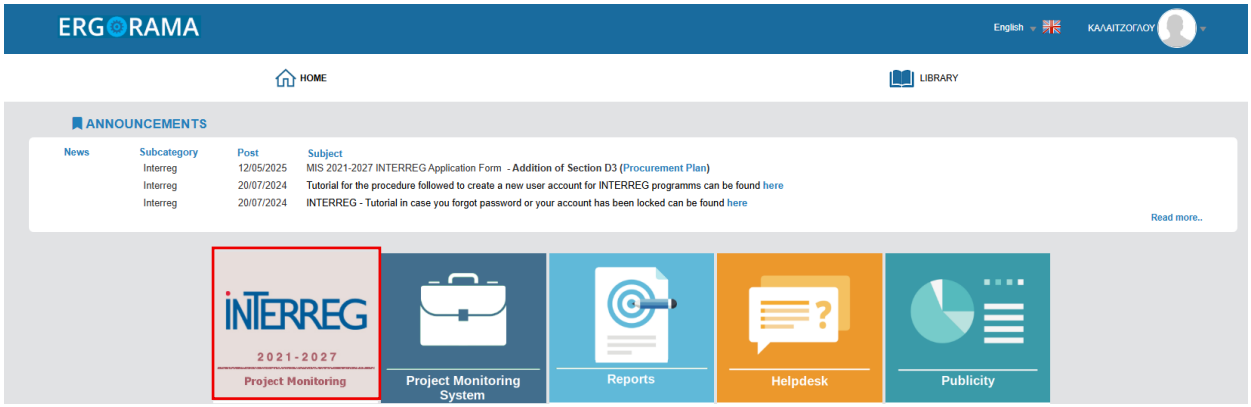
Introduction

This guide provides information to the users (Beneficiaries and Managing Authority/ Joint Secretariats (MA/JS)) on the procedures to be followed for the declaration, submission, administrative verification and finalization of a Beneficiary Payment Claim on the MIS.

Beneficiary Payment Claim plan can be found selecting **INTERREG 2021 - 2027 MIS |Menu| Monitoring | 4.4 Beneficiary Payment Claim**



1. Abbreviations

MIS: Monitoring Information System

PaR: Partner Report / Sub-project Data

Sub-project is the part of the project implemented by a specific beneficiary

MA: Managing Authority “Interreg 2021 2027”

JS: Joint Secretariat

ADA: Unique Upload Identifier (in Greece)

MCS: Management and Control System

BEN: Beneficiary

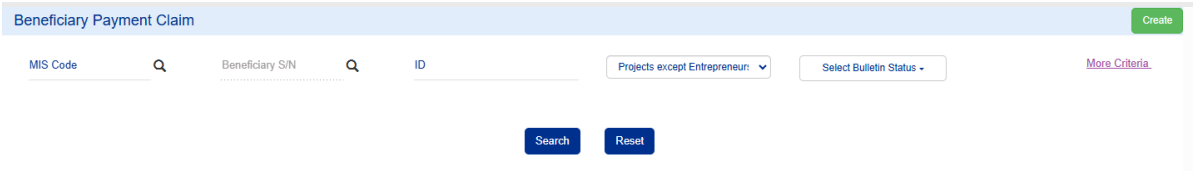
BO: Beneficial Owners

PP: Procurement Plan

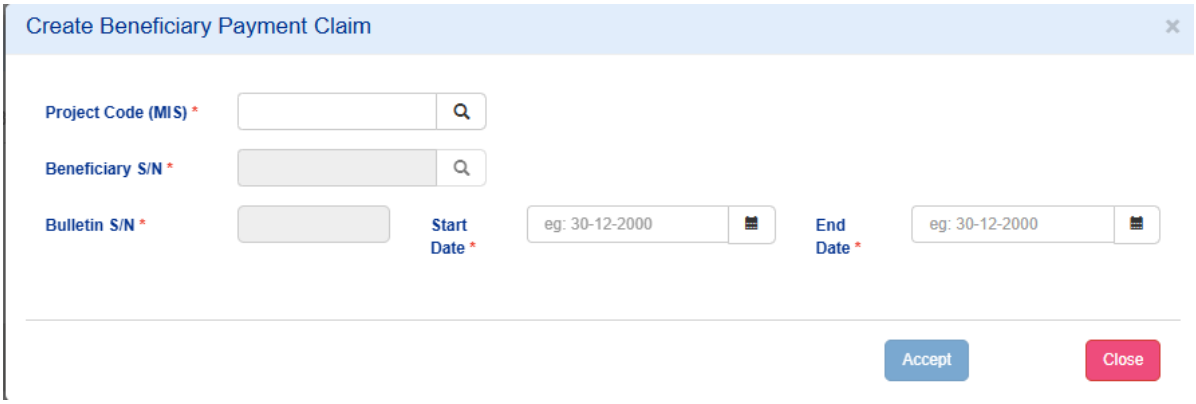
2. Actions by the Beneficiary

2.1. Creating Beneficiary Payment Claim

From the Monitoring menu the user selects option 4.4 Beneficiary Payment Claim and from the search screen selects Create.

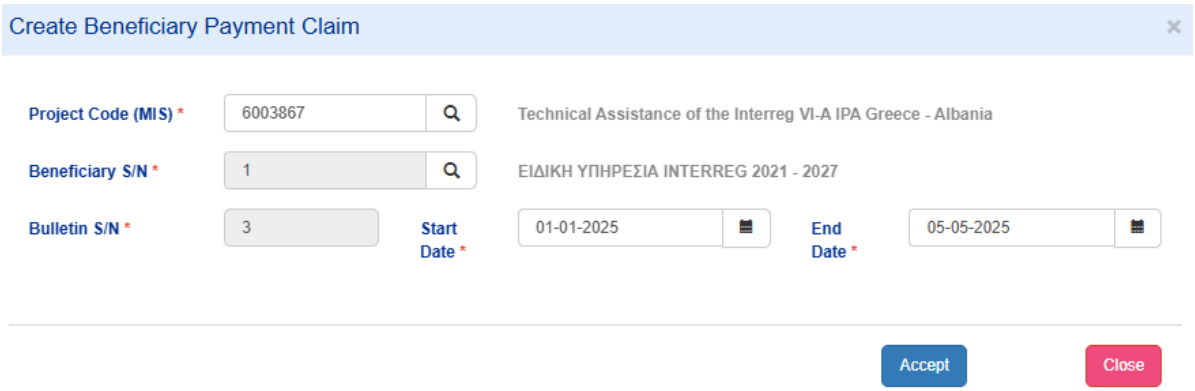


In the pop-up window that appears, the user selects:



1. The MIS code (to be entered and confirmed from the list)
2. The Beneficiary Serial Number
3. Start and End dates of the reference period

Note: The Beneficiary Payment Claim refers to the period during which expenses are incurred/paid not to a specific month or year. The period is defined by the user that creates the Beneficiary Payment Claim, taking into consideration the supporting documents that will be registered in it. The Payment Documents (Beneficiary's documents) must fall within the stated dates. Moreover, the dates of the Expense Documents (Contractor's documents) declared in the report cannot be later than the last day of the reporting period ("Period From … To"). The user can modify further the above dates while editing the Beneficiary Payment Claim.



After entering all the obligatory information in the screen, the user selects "Accept" to activate the data entry form. By selecting "Close" the user cancels the creation of the Beneficiary Payment Claim.

2.2. Filling in the Beneficiary Payment Claim.

A. General Data

The system activates the "Beneficiary Payment Claim-Create" electronic form and automatically prepopulates section A. General Information section with the registered data in the creation pop-up window. The user then enters the name of the competent person(1) and selects "Yes" or "No" to answer the question: "Is it subject to an ex-post Legality Check within the framework of the 1st expenditure declaration of a public contract?" (2).

In the case of foreign beneficiaries, the field should be filled in with the value "NO", so that the system does not subsequently require a link to a Legality Check Reference Number. For Greek beneficiaries, there are two possible cases:

1. If the expenditures of the Beneficiary Payment Claim relate to a contract or contracts for which a legal check at the contract stage has already been completed (i.e. the beneficiary has filled in screen 4.1 of the MIS with the details of the relevant public announcement/contract), the value "YES" will be selected and in the next field "Legality Check Reference No.", the corresponding reference number shall be registered. If the Beneficiary Payment Claim includes expenditures related to more than one contract, the additional "Legality Check Reference Numbers" shall be indicated in the "Beneficiary's Comments" field.

2. If the expenditures included in the Beneficiary Payment Claim concern only direct awards and/or staff costs (for which a legality check is not required under the Management and Control System), the field shall be completed with the value "NO", and completion of the field "Legality Check Reference No." shall not be required.

After the user selects "Create" from the toolbar, the system generates the record and automatically fills in certain data, such as the unique system identifier (ID) of this Beneficiary Payment Claim, the version of the current PaR, the status of the Beneficiary Payment Claim "Under Submission", and the Beneficiary SN.

Note: If the user does not perform the "Create" action, the system does not allow data entry in the next sections.

B. Declared Real Cost Expenditures

Section B includes Tables B1 "**B.1 Current BPC's documents**" and B2 "Correlations."

Table B1

Both Expenditures (Contractor's documents) and Payments (Beneficiary's documents) are recorded. Each document must be entered at this table only once.

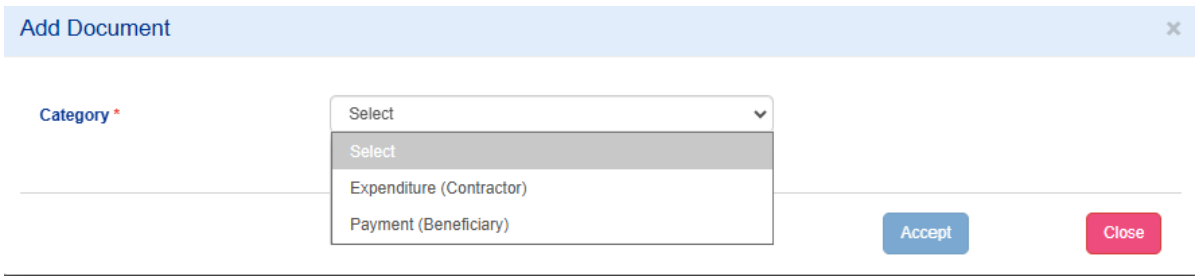
Users must not use distinguishing marks in the document number (e.g. hyphens, asterisks, quotation marks, etc.) to differentiate or re-enter the same document.

If a document (of the Contractor or the Beneficiary) has already been recorded in a previous Beneficiary Payment Claim, it **does not** need to be re-entered in the current Beneficiary Payment Claim.

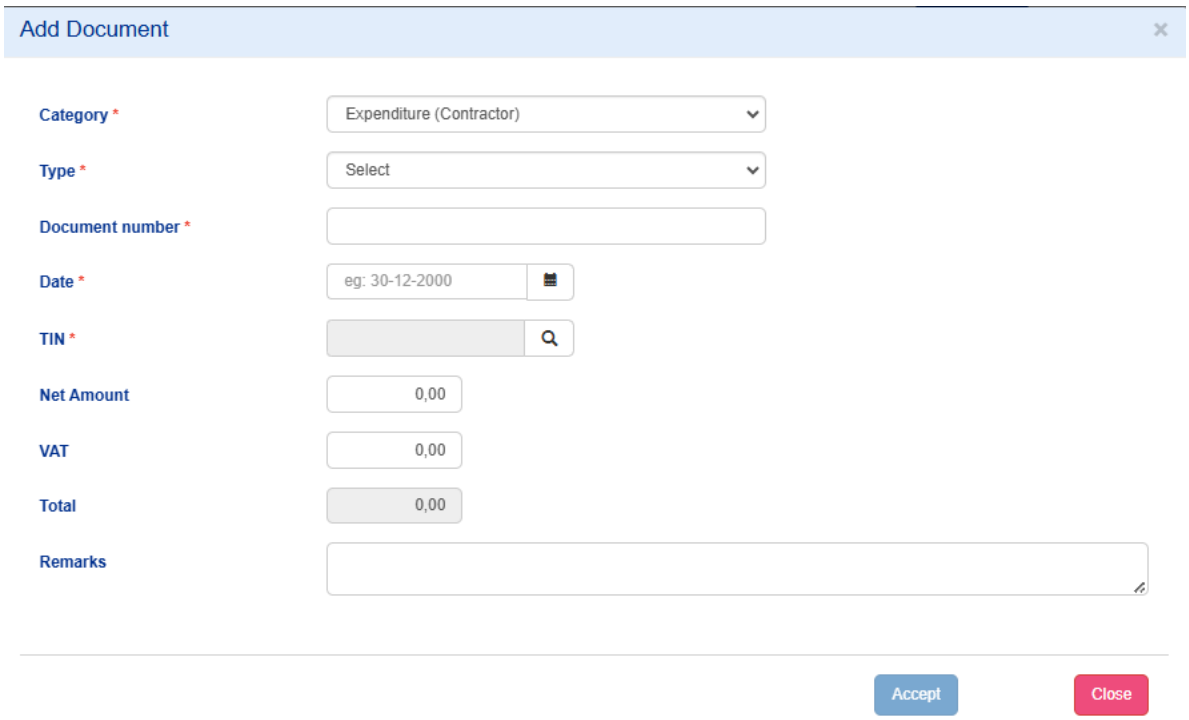
If it is required for use in a correlation, it can be fetched through the pop-up window "Add Correlation" (see below).

Completion of Table B1 – Entry of Expenditure Documents

The user selects Create in the B1 table, which opens a pop-up window. From the drop-down list of the "Document Category" field, the user selects the value "Expenditure" (Contractor).



By selecting the "Expenditure (Contractor)" document category, the following fields appear on the screen and need to be registered:



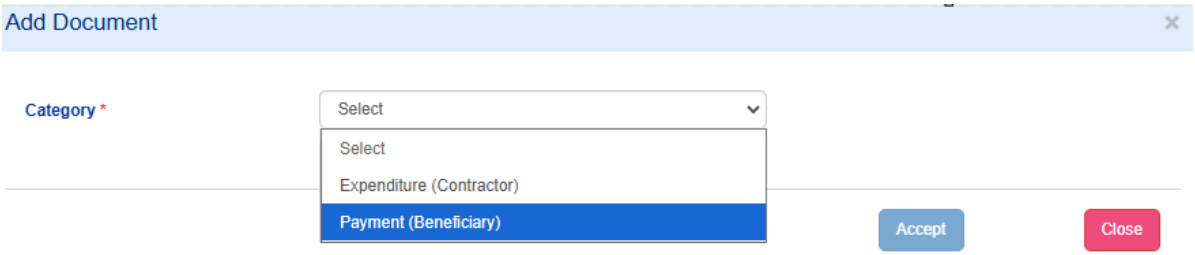
Type: (Select from list)
Document Number: The alphanumeric code indicated on the supporting document.
Date: The actual date shown in the document.
TIN (Taxation Identification Number): The contractor and its TIN is selected from the list.
In case the contractor does not appear on the list, the user opens the valid PaR in Monitor mode and registers the contractor in section B. **Attention: DO NOT use add contractor in the BPC form**.
Net Amount: The net amount of the document.
VAT: The VAT amount indicated on the document.
Total: The total amount of the document.
Remarks: Optional field for entering additional information related to the document.

The user must complete at least the mandatory fields (indicated with an asterisk (*) in their description) to activate the Accept option, transfer the data to the table, and clear the form for the next entry.
The same procedure is followed by entering all Expenditure (Contractor) documents.

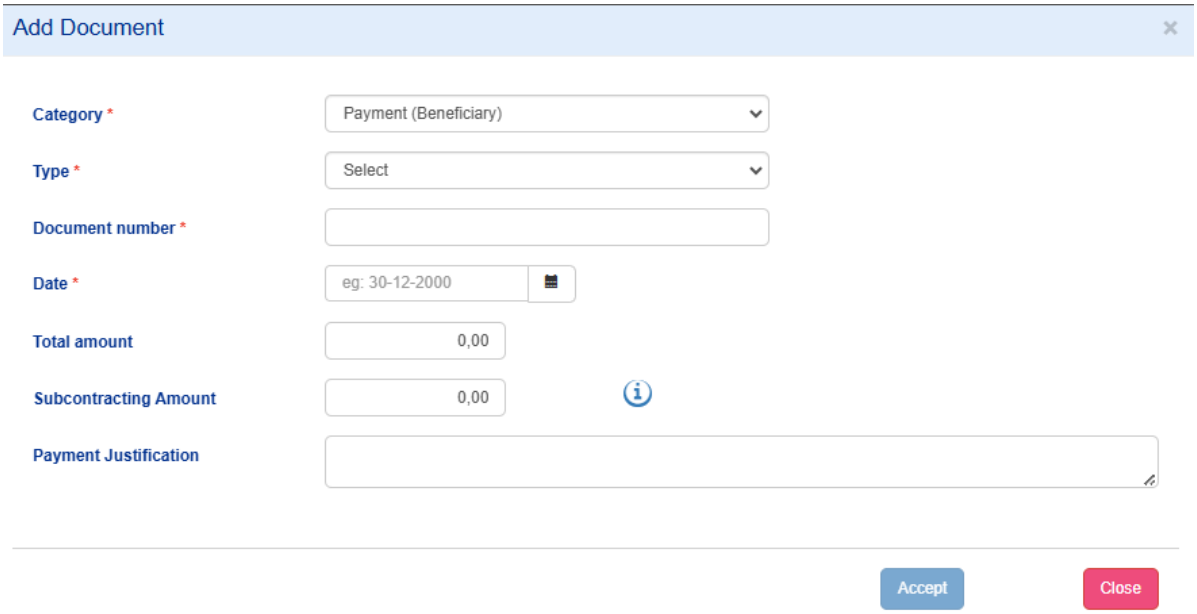
Note: By selecting "Accept", the system performs a check to verify whether the Expenditure Document already exists. If it is found in the current or another report, a relevant message is displayed.

Completion of Table B1 –Payment Documents registration

The entry of Payment documents continues in the same table by selecting the value "Payment" (Beneficiary's document) from the drop-down list of the "Document Category" field.



By selecting the "Payment (Beneficiary)" document category, the following fields appear:



Type

Document Number: In the Accounting / Off-Balance Sheet Statements, the field "Document Number" should be filled in as "Accounting/Off-Balance Sheet Statement No. / MIS / Subproject No."

Date

Total Amount

Subcontracting Amount: The subcontracting amount is less than the total document amount: When the payment concerns

- only the current Beneficiary Payment Claim: **Subcontracting Amount = Total Amount**
- more Beneficiary Payment Claims: **Subcontracting Amount < Total Amount**

Payment Justification

The user must complete at least the mandatory fields (indicated with an asterisk (*) in their description) to activate the Accept button, transfer the data to the table B2, and clear the pop-up form so the user can continue the same procedure for the remaining Payment (Beneficiary) documents.

By clicking on Accept, the system checks whether the Payment Document already exists. If it is found in the current or another report, a relevant message is displayed.

By selecting Close, the user can close the pop-up window and return to the report to execute the Save function from the toolbar.

Important: The Supporting Documents table displays only the documents entered in the current Beneficiary Payment Claim. If a correlation with documents recorded in a previous Beneficiary Payment Claim is required, the document can be found through the Add Correlation pop-up window (see below).

Each Payment (Beneficiary) and Expenditure (Contractor) document is entered in the Supporting Documents table only once, regardless of the fact in how many correlations it will be used later (as noted, the system performs a check for existing documents).

Expenditure and Payment documents can be used in one or more correlations in the Correlations table.
They can also be applied to more than one Beneficiary Payment Claim, either within the same Project or across multiple Projects.

For completing the "Subcontracting Amount" field in a Payment document, there are two cases:

- (Common case) When the Payment document covers Public Expenditure payments only for the current Beneficiary Payment Claim, then Total Amount = Subcontracting Amount.

- (Special case) When the Payment document covers Public Expenditure payments for n Beneficiary Payment Claims, then Total Amount = Subcontracting Amount 1 + Subcontracting Amount 2 + … + Subcontracting Amount n.

The values for Net Amount, VAT, Total Amount, and Subcontracting Amount can be modified in the Supporting Documents table at any time. If these documents have already been correlated, the Correlations table is automatically updated after saving.

In cases where a Payment (Beneficiary) document is used in the correlation of another Beneficiary Payment Claim, the amount for the current Beneficiary Payment Claim must be updated in the first correlation where it is used (see below).

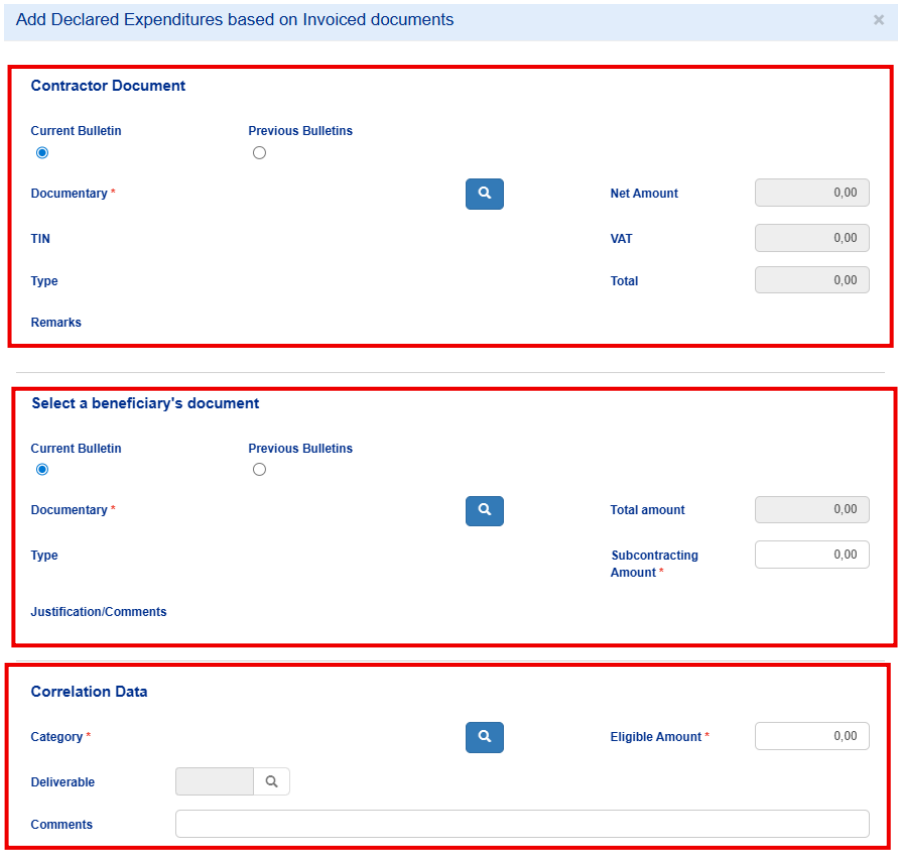
Table B2 – Correlating Documents

In Table B2, the user correlates the documents (Expenditures with Payments) that have already been registered into Table B1.
After entering the Expenditure and Payment documents, the user proceeds to create correlations in the Correlations table. By selecting Add in the Correlations table, a pop-up window opens, divided into three sections:

- Expenditures (Contractor Documents)

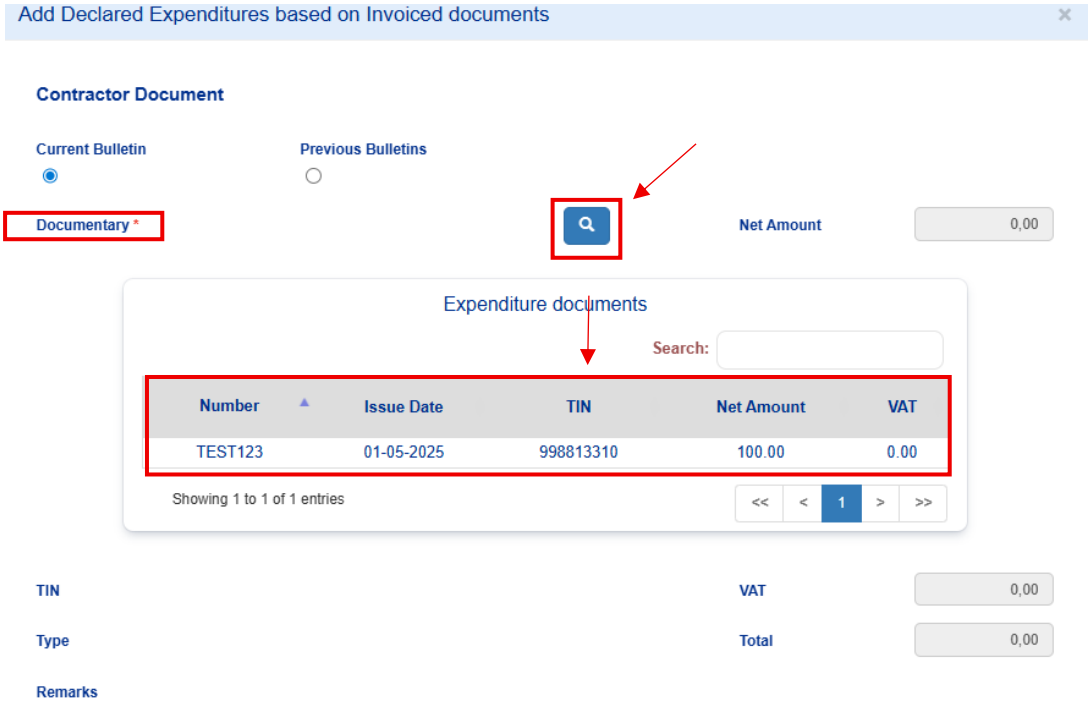
- Public Expenditure Payments (Beneficiary Documents)

- Beneficiary Declaration by Expenditure Category (Correlation Data), as shown below:

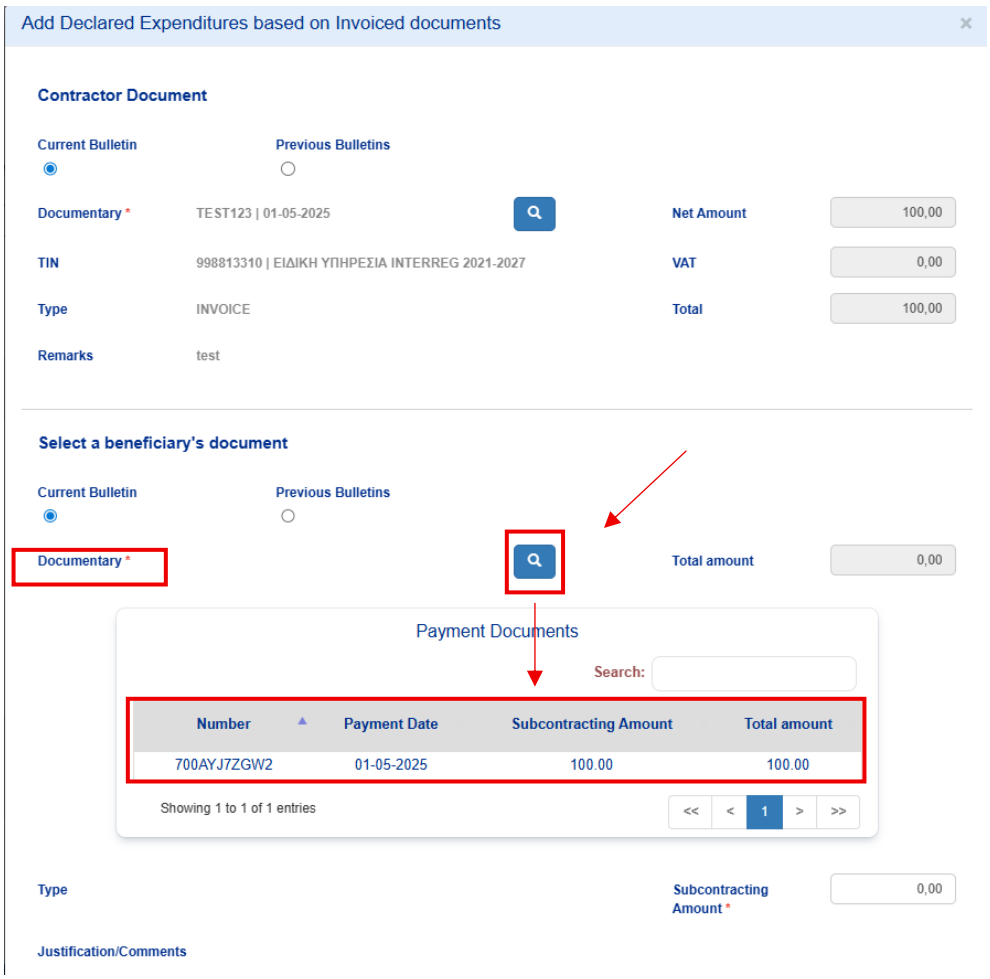


To create a Payment correlation, the user first selects the appropriate button between “Current Bulletin” or “Previous Bulletins”, and then opens the list of documents.

The user finds the Expenditure (Contractor) document using the magnifying glass icon in the “Document” field, selects it, and it is automatically displayed in the corresponding field. In the “Search” field, the user can type part or all the document information (e.g., Document Number or Issue Date) to narrow down the displayed results.



In the same way, the user selects the Payment (Beneficiary) document in the Payment Document section.



Regarding Payment documents, the list of documents from previous bulletins also includes documents of the Beneficiary recorded in another Project or Beneficiary Payment Claim. Only in this case the Subcontracting Amount field is editable so that, after selecting the document, the user can enter the Subcontracting Amount for the current Beneficiary Payment Claim.

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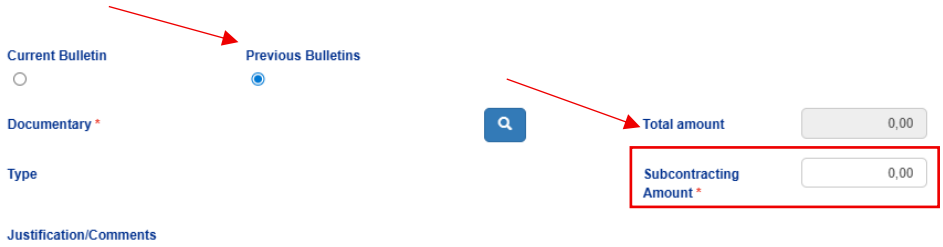


Important: In the Subcontracting Amount field, the user enters the portion of the Total Amount of the Payment document that corresponds to Public Expenditure payments (Eligible & Non-Eligible) for the current Beneficiary Payment Claim.

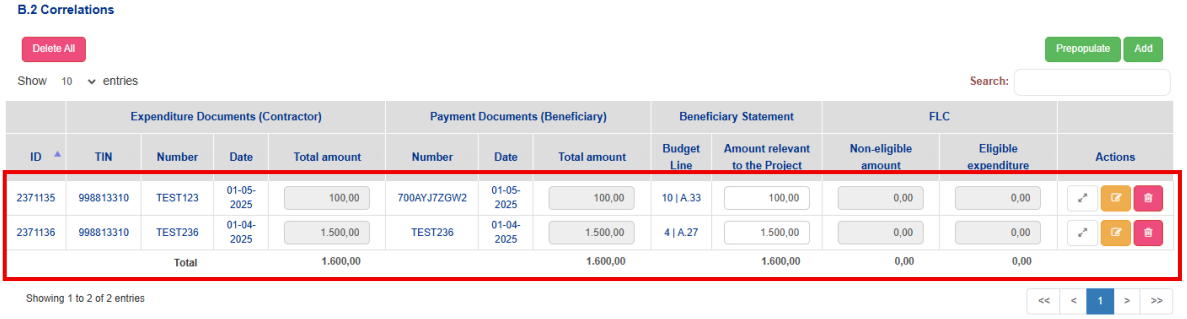
After selecting the Expenditure and Payment documents, the user specifies in the Correlation Details the Expenditure Category, the related deliverable for the payment, and the Eligible Amount.

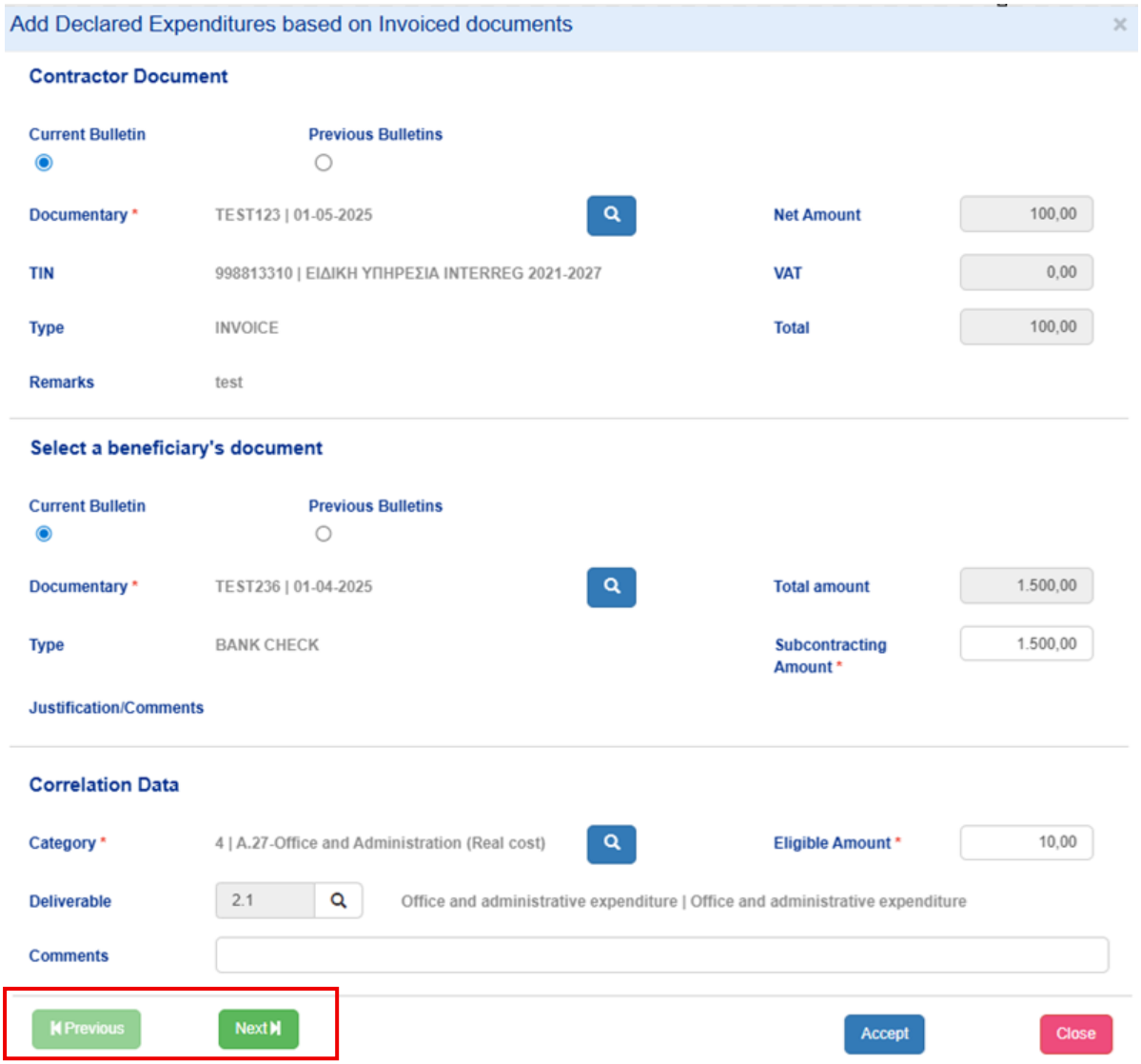
The user selects Accept to transfer the data into the Correlations table, and the pop-up window appears blank for the next correlation.

By selecting Close, the user can close the pop-up window, return to the Beneficiary Payment Claim bulletin, and perform Save from the toolbar. The system assigns a unique ID to each correlation.

The Eligible Amount can be modified either in the pop-up window by selecting Edit or directly in the Correlations table on the main form.

When the users select Edit for any record of the Correlations table, they can navigate through other records using the Previous and Next buttons. If data is added or modified in a record, select Accept and Save to update the changes.



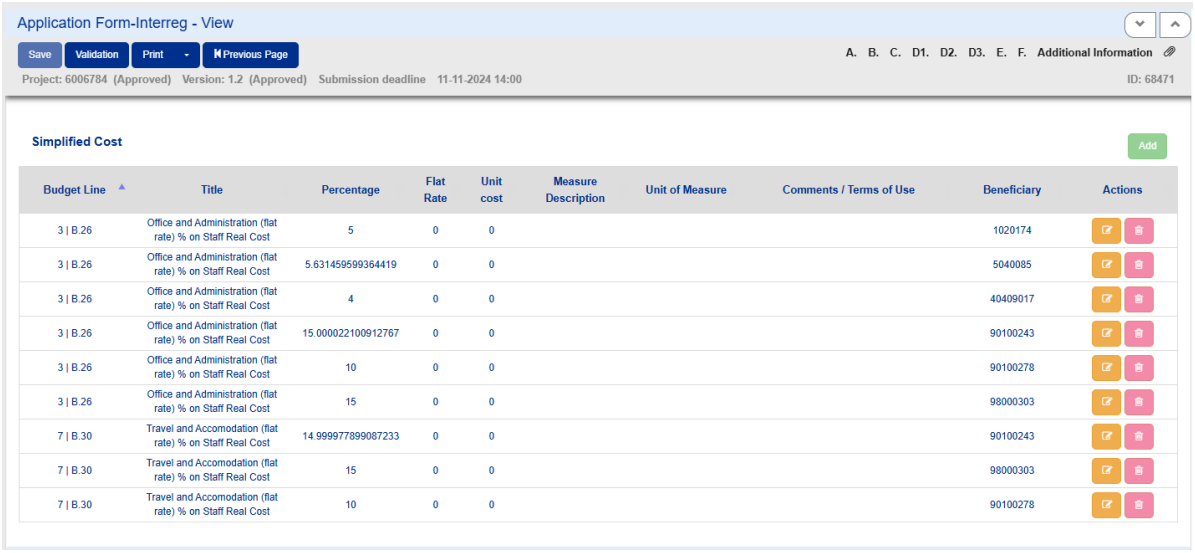


C Simplified Cost Expenditures

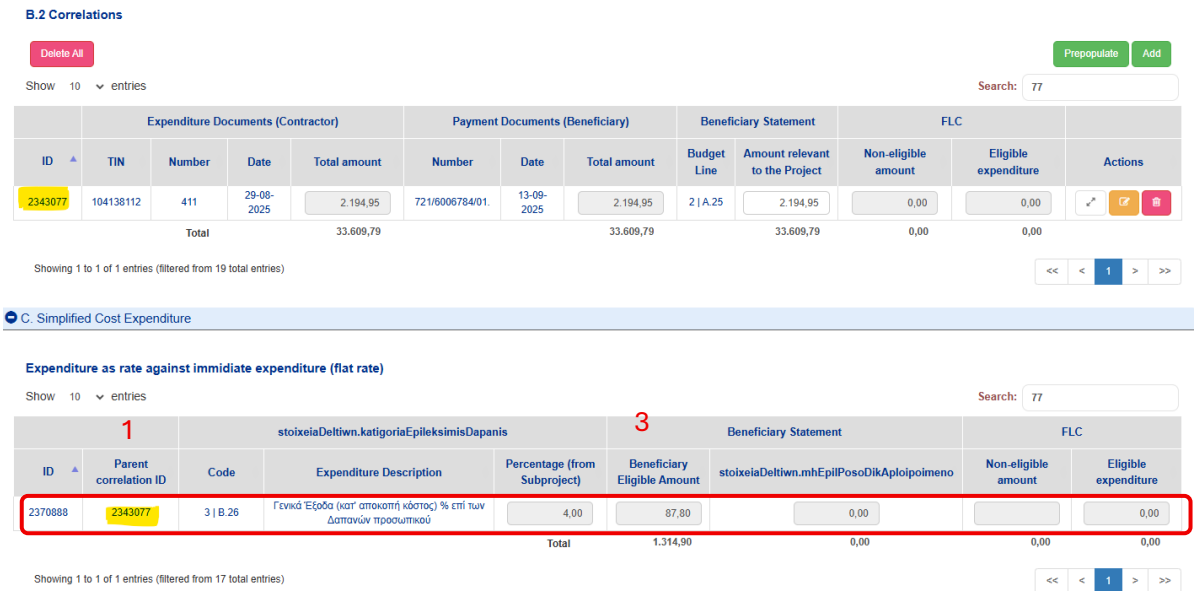
The section "C. Simplified Cost Expenditures" is activated when the project includes simplified cost expenditures.

i. Expenditure Based on simplified Cost

This occurs when an "Expenditure as a percentage of Eligible Expenditures" has been recorded in the Application Form section D1. Work Packages and Deliverables, as shown in the image below, the system then allows the user to expand Section C – Simplified Cost Expenditure in the Beneficiary Payment Claim.



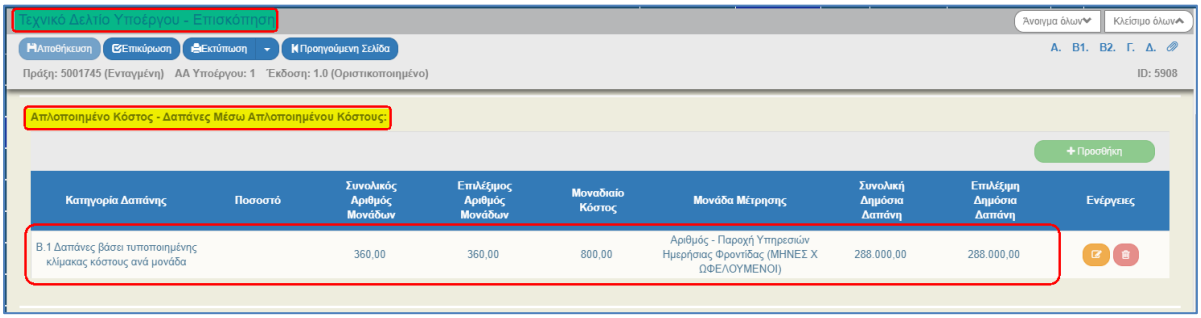
After entering documents and correlations in Section B of the BPC, the system automatically populates the table in Section C: "Expenditures as a percentage of eligible direct costs (flat rate)". In more detail, the system automatically creates as many records as the corresponding direct cost categories registered in Table B.2 (1). After saving, the system assigns a unique ID to each entry (2) and automatically calculates the eligible amount of the simplified cost expenditure (3).

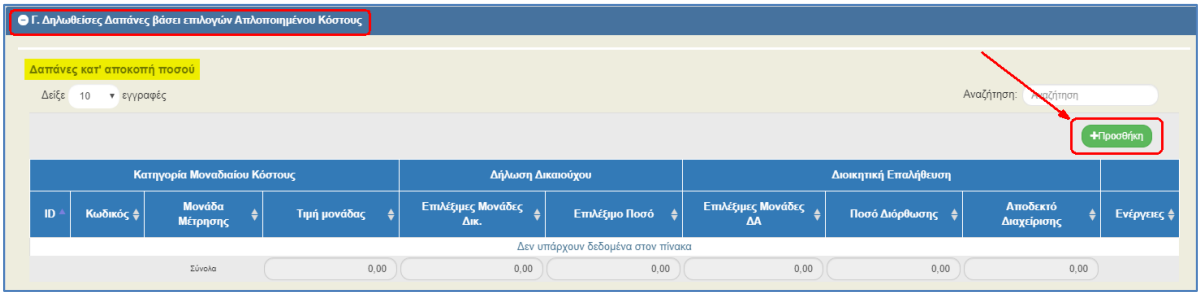


ii. Expenditure Based on Unit Cost

When a "Unit Cost Expenditure" has been recorded in section D1. Work Packages and Deliverables, as shown in the image below,

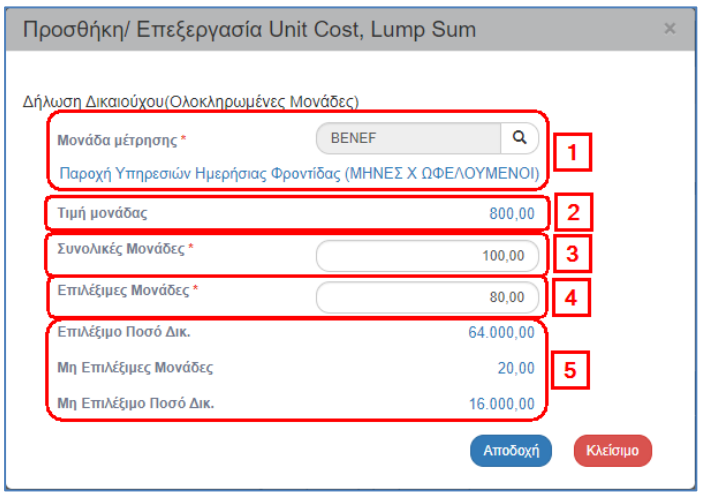
Then the system allows the user to open Section C – Declared Expenditures Based on Simplified Cost Options in the Beneficiary Payment Claim and select Add in the Lump Sum Expenditures table.





A pop-up window is activated where the user selects the Measurement Unit (1) using the search lens. The list includes the measurement units declared in the AF.

The Unit Price is automatically populated from the AF (2). The user then declares the Total Units (3) and the Eligible Units (4). The system automatically calculates the Non-Eligible Units, the Eligible Amount, and the Non-Eligible Beneficiary Amount (5).



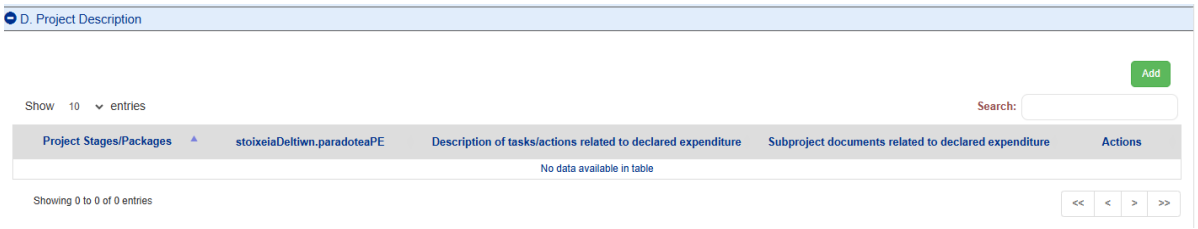
The user selects Accept to enter the data into the table, and the pop-up window is cleared for the next entry. If there are no additional unit cost categories to record, the user selects Close.

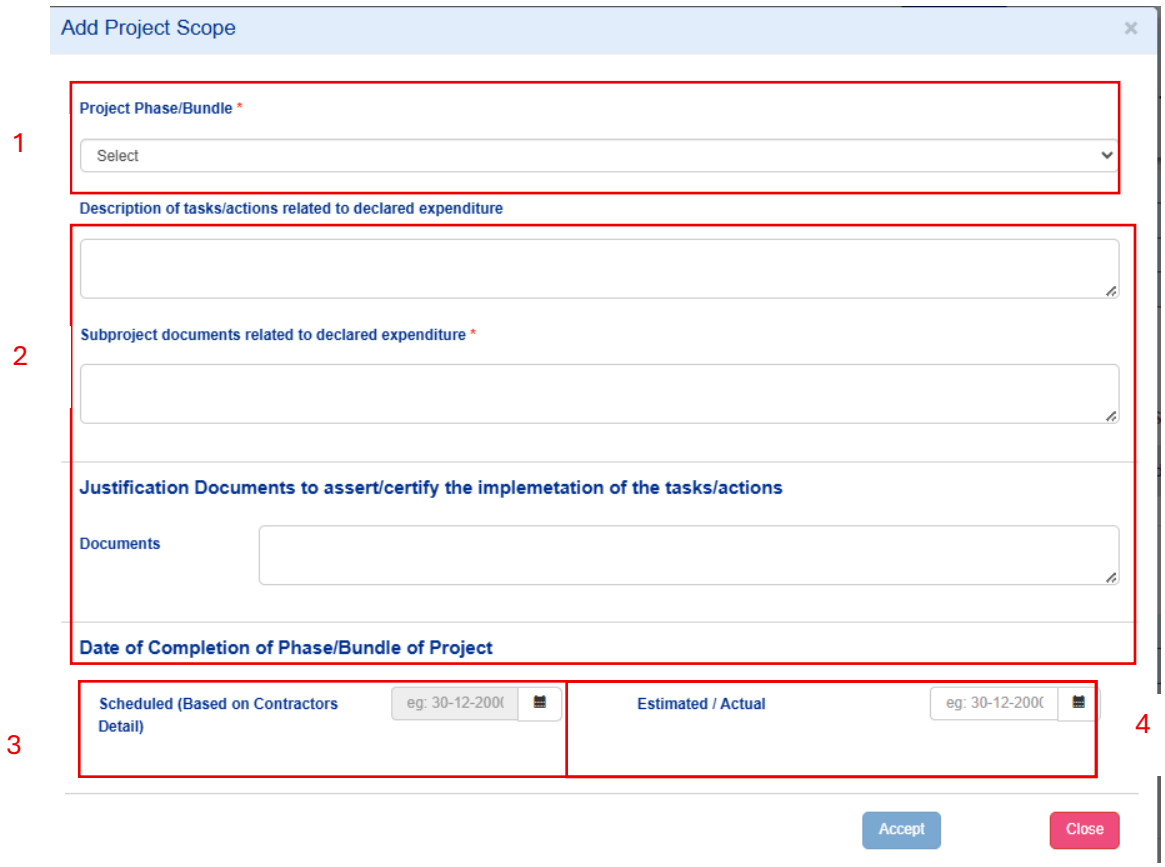
The user then proceeds with the Save button from the toolbar, and the system assigns a unique ID to each entry in the table.

D. Project Description

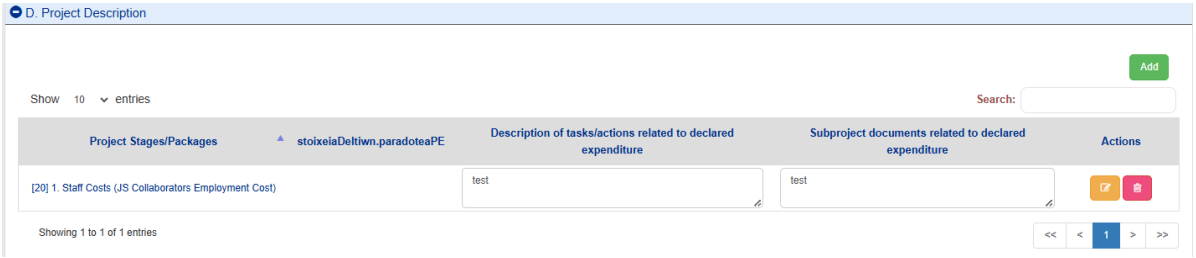
In Section D Project Description, the expenditures are linked to the project activities. The user selects Add to populate the table. In the Add/Edit Project Scope pop-up window, the user selects the Project Stages/Work Package corresponding to the expenditures of the current BPC (1). The required information is entered in the rest text fields (2). The system automatically populates the planned completion date from the AF (3). If there is a deviation, the estimated or actual completion date can be entered manually (4).

Fields marked with a red asterisk (*) are mandatory.





The user selects Accept to transfer the data into the table, and the pop-up window is cleared for the next entry. If there are no additional entries to record, the user selects Close and then Save.



Attachments & Change History

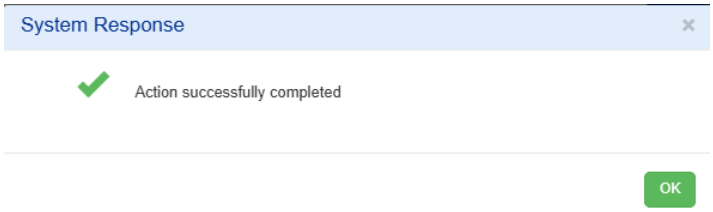
After completing the above sections, the user proceeds with attaching the supporting documentation.

“Change History”: The table displays the Change History of the form’s statuses (System Date and Time, Report Status, Username, Action Comments, Email Recipients).

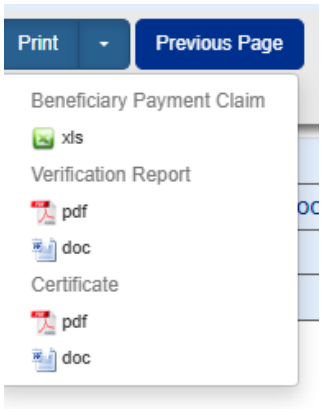
The fields “Beneficiary Comments” and “Managing Authority Comments” are used to record comments from the Beneficiary and the user of the Managing Authority, respectively.

Toolbar of the Bulletin Header

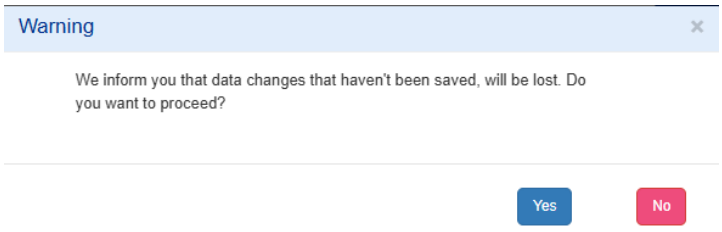
Select Save from the toolbar, and a message confirming successful processing will appear. Select OK to close the message and return it to the screen.



Select Validation from the toolbar.
The system performs validation checks and displays a pop-up window with any errors or warnings. In case of an error, the Beneficiary corrects or updates the data in order to proceed with the Beneficiary Payment Claim Submission.
Select Print from the toolbar to print the BPC in PDF or DOC format, as well as to export the registered Documents and Correlations to an XLS file.



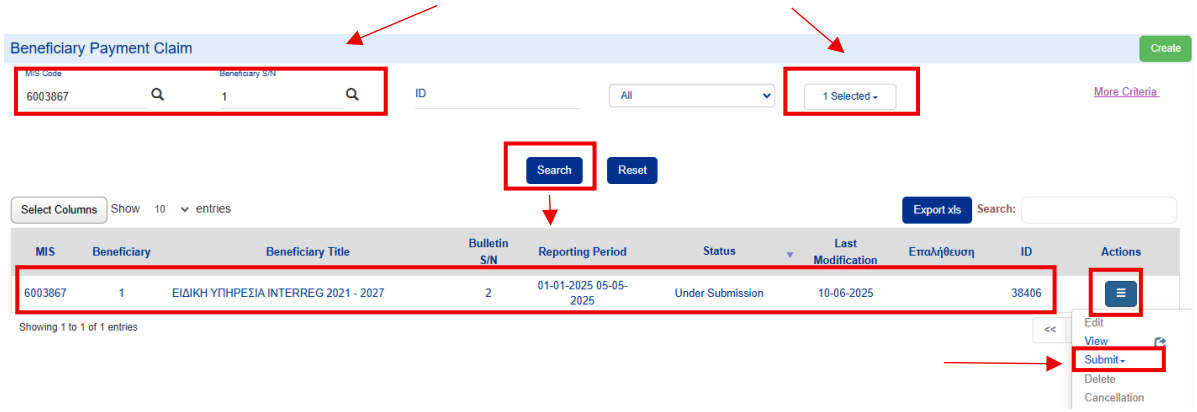
Select Previous Page from the toolbar to return to the search screen.
If the user selects Previous Page, the system displays the following warning message:



If the user has entered data and does not wish to save it, they select YES to return to the search screen. Otherwise, they select NO, save the data, choose Previous Page, and then click YES on the message.

2.3. Submission of the Beneficiary Payment Claim

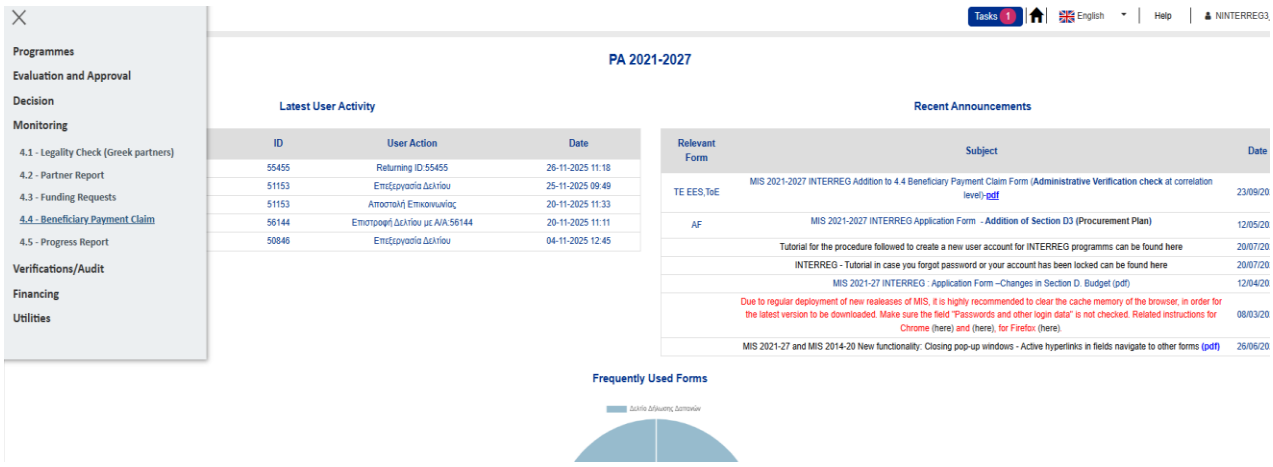
After completing the Beneficiary Payment Claim, it must be submitted, to be approved by the Managing Authority/Joint Secretariat (MA/JS). To proceed with the submission of the Beneficiary Payment Claim the user searches for it from the search screen and selects “Submit” from the actions.



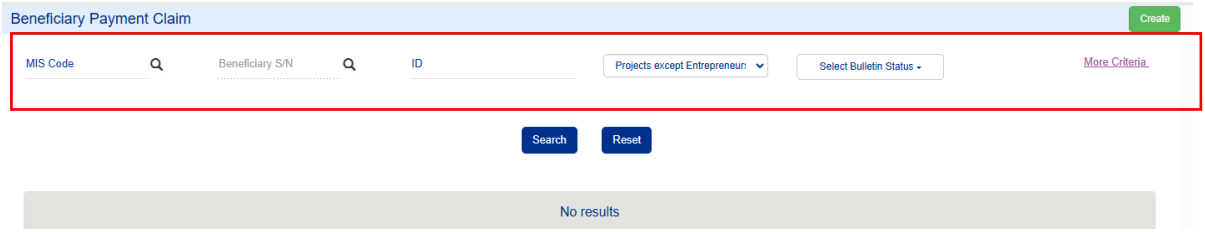
In section 2.6.1 of the manual, **“Technical guidance of MIS 2021 – 2027”**, the procedure for **SUBMISSION** of a form is described in detail.

2.4. Searching for the Beneficiary Payment Claim

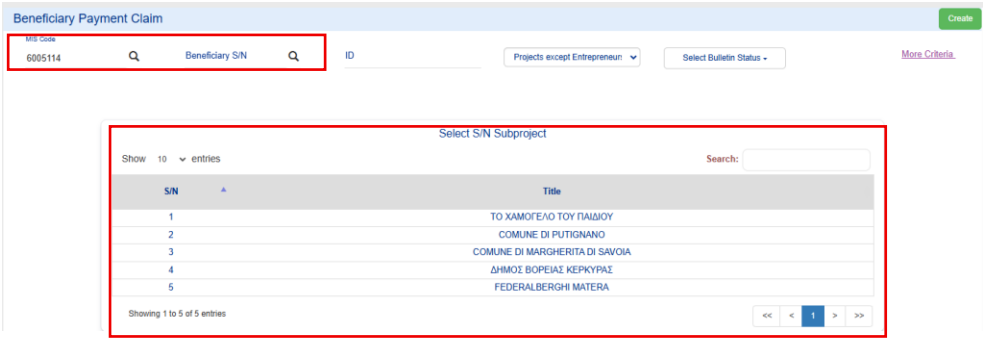
From the Monitoring menu, select the Beneficiary Payment Claim.



In the workspace, the Beneficiary Payment Claim search screen appears with the “basic” search criteria, as shown in the image below.

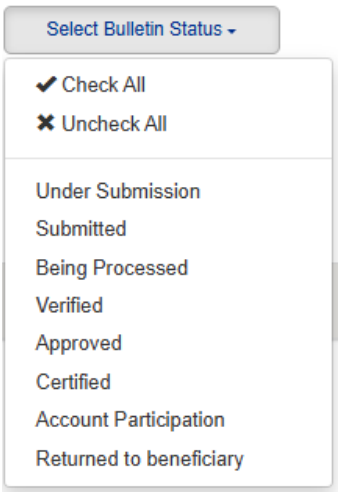


Project Code (MIS): Value list from the search icon or edit the MIS Code.
Subproject Serial No.: Value list from the search icon. The search icon is activated after selecting the (1) Project Code (MIS) and displays the list of subprojects for the selected MIS (2).

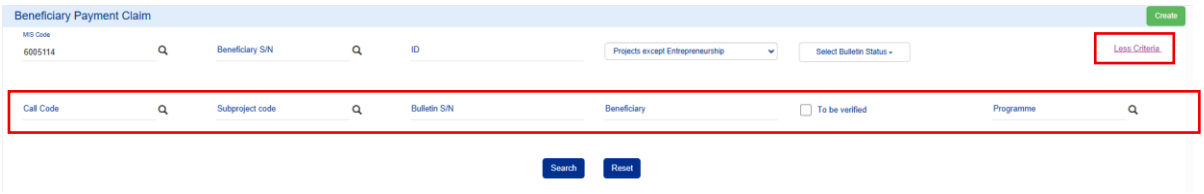


ID: Numeric field
Dropdown list with the following values:

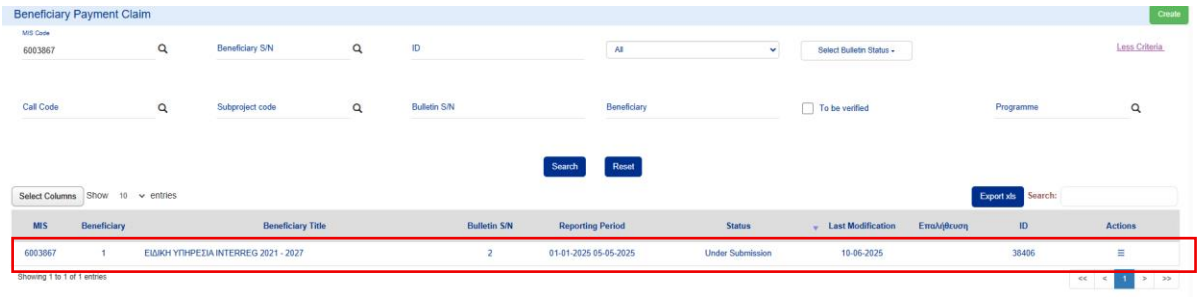
Select Status: Dropdown list with the following values, allowing multiple status selections:



The "additional" search criteria appear when selecting "Additional Criteria" and are as follows:



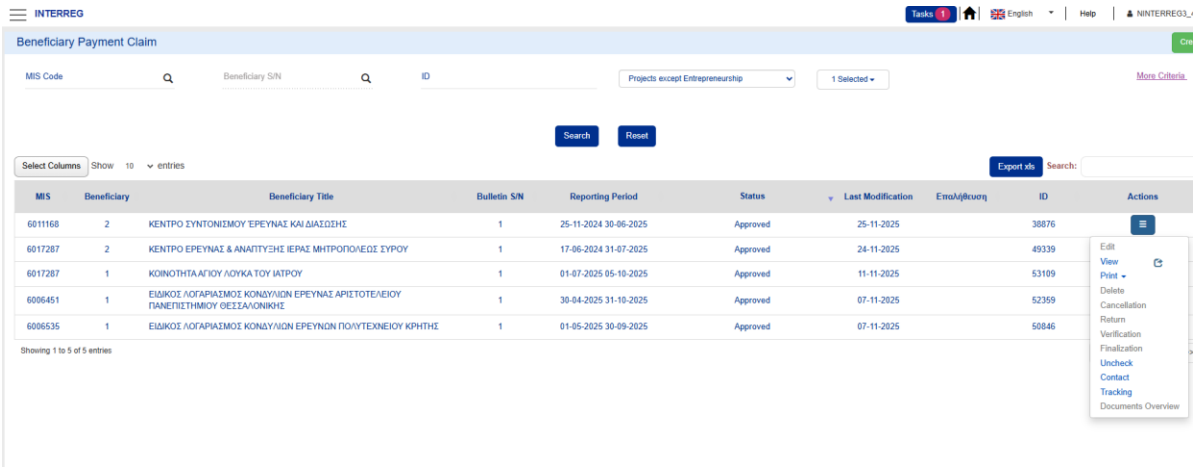
ID of the Report: Numeric field
Beneficiary: Numeric field with the code of the Entity
Period From: Date field
Period To: Date field
Programme: Value list from search lens
The user executes the search process.
After executing the search, the results that match the criteria are displayed in the results table:



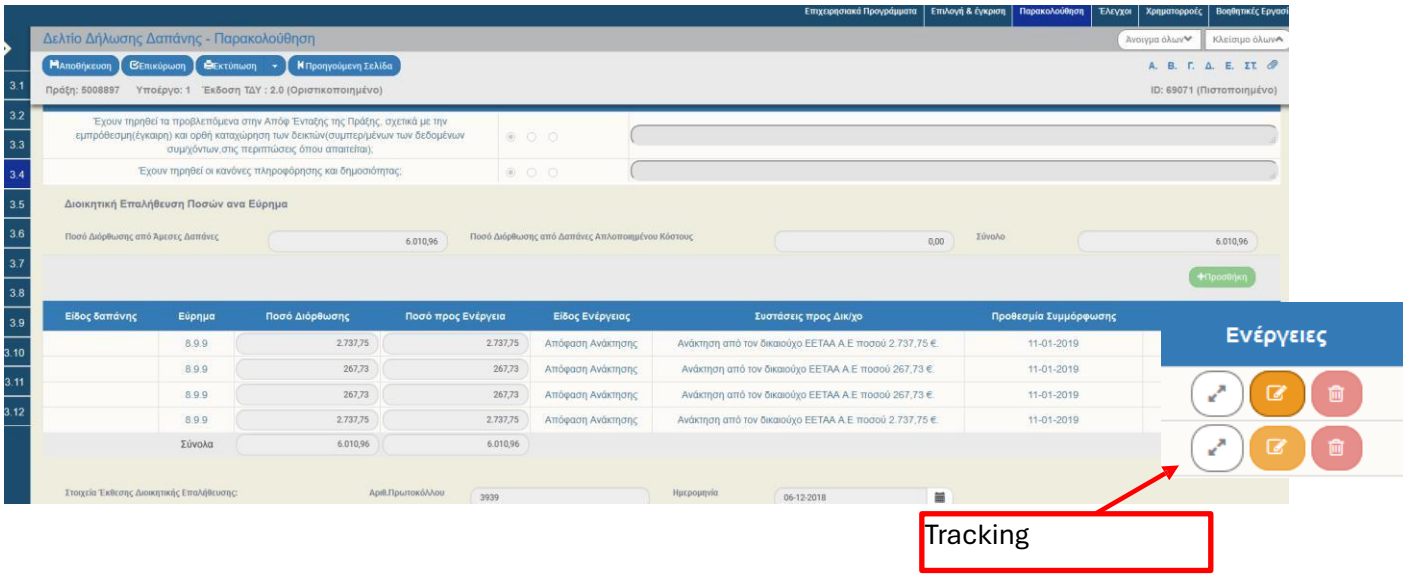
3. Actions by the Managing Authority

3.1. Monitoring of Administrative Verification Recommendations

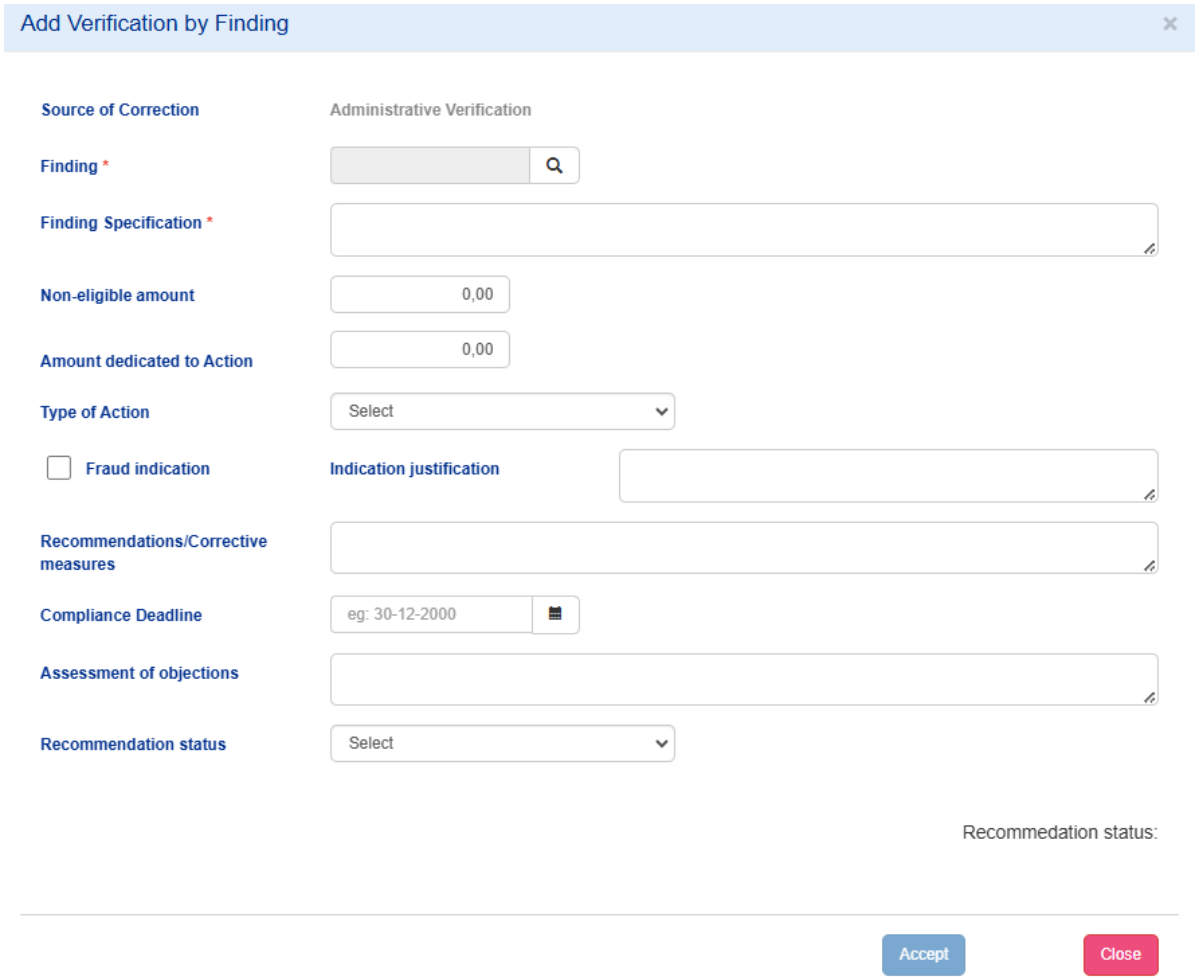
When, during Administrative Verification, a Recommendation is made to the Beneficiary, the Managing Authority/JS is required to monitor the Beneficiary's compliance based on the date specified in the Beneficiary Payment Claim and the Report. Updates on the compliance progress are made through the Beneficiary Payment Claim, where the recommendations have been recorded, using the "Monitoring" action. The user selects the "Monitoring" action, which is available from the action's menu on the Search screen, but only for Beneficiary Payment Claim that have been finalized.



By selecting the "Tracking" action, the Managing Authority/JS user is taken to the Beneficiary Payment Claim, where they are allowed to edit specifically fields in the section "F. Administrative Verification / Administrative Verification of Amounts per Finding. Within the actions allowed of this subsection, only the Tracking action (corresponding icon) is available.



When the "tracking" action is selected, the pop-up window of the corresponding "Finding" opens, in which the "Recommendation Monitoring" action is enabled. The user fills in the results and then saves the Form. It should be noted that saving the Form does not entail a change in its status.


Add Verification by Finding
Source of Correction
Administrative Verification
Finding *
Finding Specification *
Non-eligible amount
0,00
Amount dedicated to Action
0,00
Type of Action
Select
Fraud indication
Indication justification
Recommendations/Corrective measures
Compliance Deadline
eg: 30-12-2000
Assessment of objections
Recommendation status
Select
Recommedation status:
Accept
Close

4. Actions of the Beneficiary Payment Claim

The following table lists all actions that appear in the drop-down list of the "Actions" column in the search results screen. Depending on the status of the Beneficiary Payment Claim (BPC) and the user's rights/permissions, specific system actions are enabled.

EDIT	With the Edit action, the claim is retrieved for data entry and modification. After performing the Create actions (New claim, New Version, or Copy), the system changes the screen title to "Edit."
VIEW	With the View action, the claim is retrieved and displayed without the ability to enter or modify data. After performing the actions Submit, Uncheck, Cancel, Return or Finalize, the system changes the PBC from Create mode to View mode.
PRINT	Prints the claim, with the option to generate it as a pdf or rtf file.
DELETE	With the Delete action, the claim is permanently removed from the system. After deletion, the system redirects the user to the PBC search screen. Deleting a record is allowed when it is in the "Under Submission" status and certain conditions are met, e.g., it has not been submitted, returned, etc.
CANCELLATION	With the Cancel action, the claim is not deleted from the system but is given the status Canceled/Inactive, and the user can retrieve it in View mode.
FINALIZATION	With the Finalization action (applicable only to MA users), the final check and "locking" of the claim are performed; to notify the Certifying Authority that it is ready to be included in a payment request.
UNCHECK	With the Uncheck action (applicable only to MA users), the finalization (unlocking) of a Finalized claim is reversed, and it returns to the "Being Processed" status. Uncheck is allowed when there are no dependent claims. Uncheck is also used for claims "Returned to the Beneficiary." The claim returns to the "Being Processed" status.
SUBMIT	With the Submit action (applicable only to the Beneficiary), the claim is submitted to the controllers.
RETURN	With the Return action (after finalization and uncheck), the record is returned to the Beneficiary for corrections.
CONTACT	Refers to two-way communication between the MA or controller and the Beneficiary, allowing the exchange of text messages and attachments for various requests and any supplementary information.
VERIFICATION	With this action (applicable only to the controllers), the claim is verified and forwarded to the MA user to finalize it.