



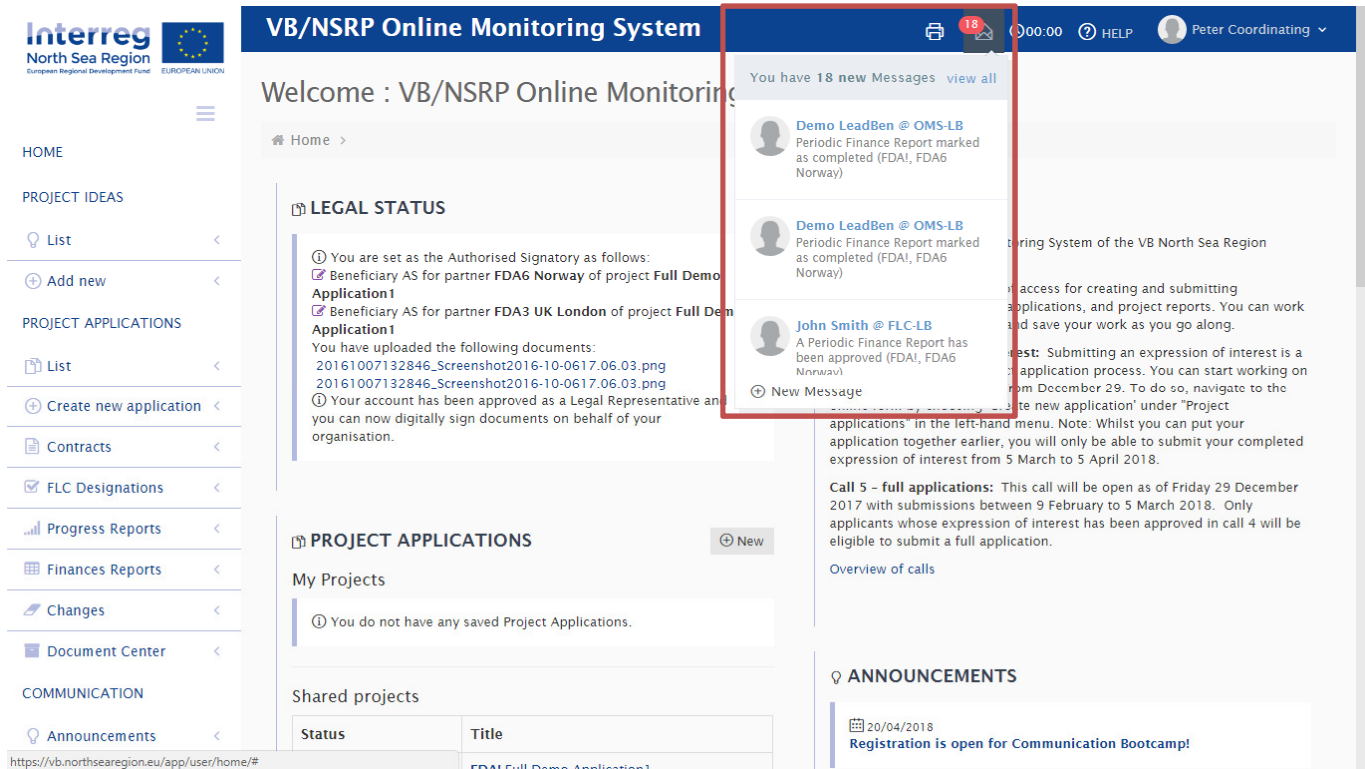
## Guidance for Authorised Signatories

### How to sign and submit Finance and Activity reports in the Online Monitoring System

When both finance and progress reports have been completed in the Online Monitoring System (OMS) by the beneficiary managing user and the First Level Controller (FLC) has verified the finance report (if expenditure is being reported), an automated message will be sent to your OMS user account and this will generate a notification to you by email (either immediately or in a digest at the end of the day. See your account settings for the option you have selected).

*Please note: this guidance is applicable for project-level Authorised Signatories as well. The screenshots, however, are for beneficiary-level reports.*

1) When you log in to the OMS you will see in the top bar that you have an unread message. Click on the link to this message.

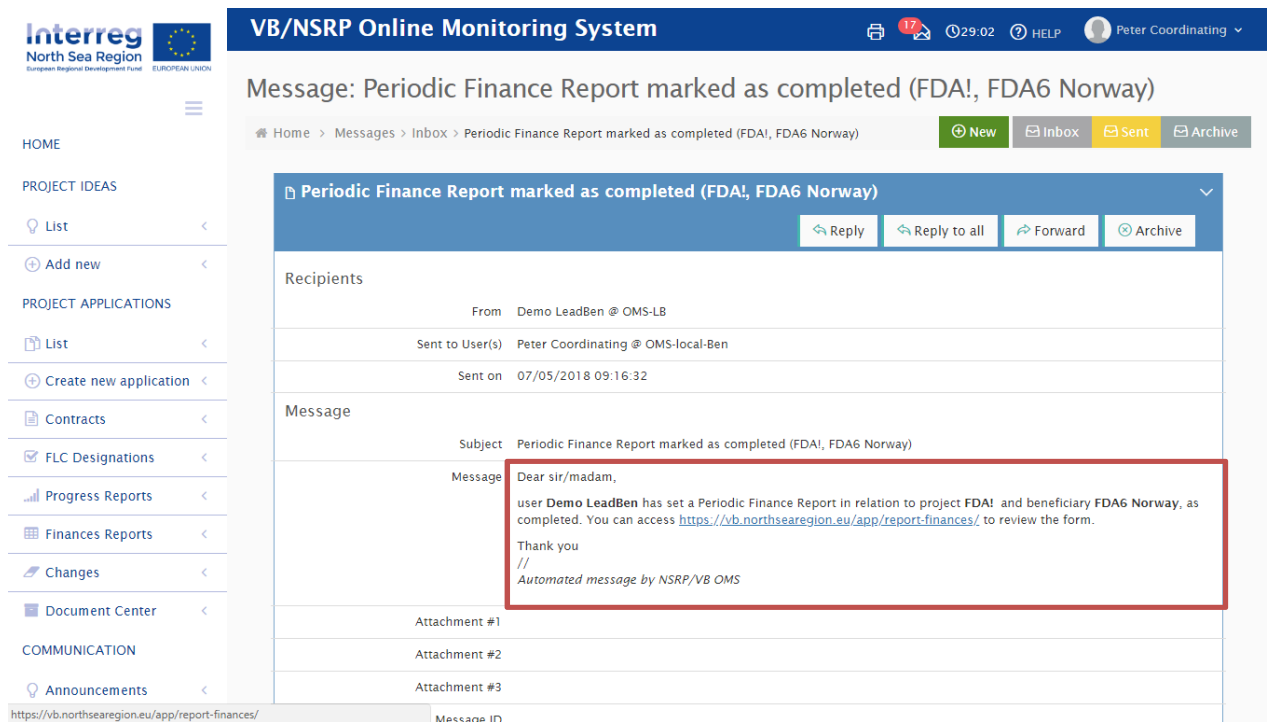


The screenshot shows the VB/NSRP Online Monitoring System interface. The top navigation bar includes the Interreg North Sea Region logo, the European Union flag, and the system name. A notification bubble in the top right corner indicates 18 unread messages. A dropdown menu is open, showing a list of messages. The first message is highlighted, showing it is from 'Demo LeadBen @ OMS-LB' and states 'Periodic Finance Report marked as completed (FDA1, FDA6 Norway)'. The main content area displays a 'LEGAL STATUS' section with information about the user's role as an Authorised Signatory and a list of uploaded documents. Below this is the 'PROJECT APPLICATIONS' section, which currently shows no saved applications. The right sidebar contains 'ANNOUNCEMENTS' with a message dated 20/04/2018 regarding a communication bootcamp.



2) The message tells you that a finance report is ready for you to sign. Click on the link presented in the message, which will take you to the overview of available reports.

**OBS: Remember that you have to sign both the finance report and the activity report!** You have to approve and sign the finance report first. Then you can approve and sign the activity report. By signing the activity report, you submit the entire report.



**VB/NSRP Online Monitoring System**

Message: Periodic Finance Report marked as completed (FDA!, FDA6 Norway)

From: Demo LeadBen @ OMS-LB

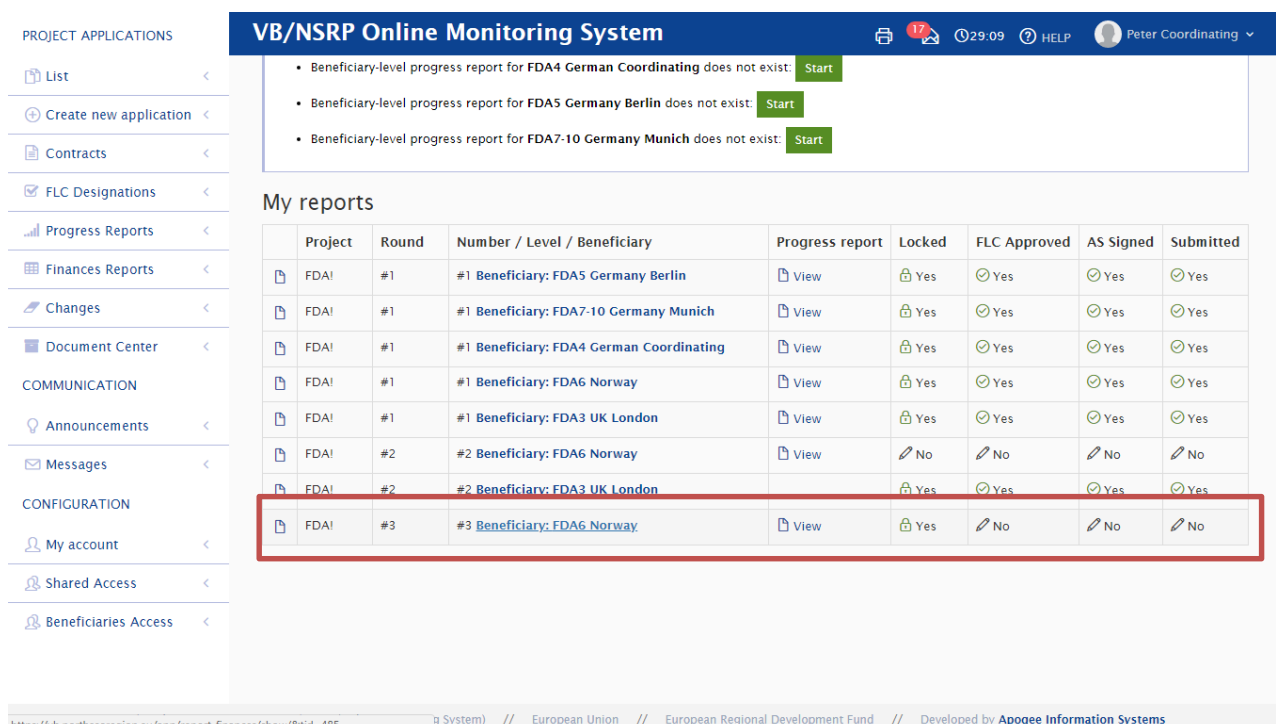
Sent to User(s): Peter Coordinating @ OMS-local-Ben

Sent on: 07/05/2018 09:16:32

Subject: Periodic Finance Report marked as completed (FDA!, FDA6 Norway)

Message: Dear sir/madam,  
user Demo LeadBen has set a Periodic Finance Report in relation to project FDA! and beneficiary FDA6 Norway, as completed. You can access <https://vb.northsearegion.eu/app/report-finances/> to review the form.  
Thank you  
//  
Automated message by NSRP/VB OMS

3) In the list you can see the finance reports that you have already signed and approved as well as the ones that need your attention. Find the relevant report and go to it by clicking on the highlighted text.



**VB/NSRP Online Monitoring System**

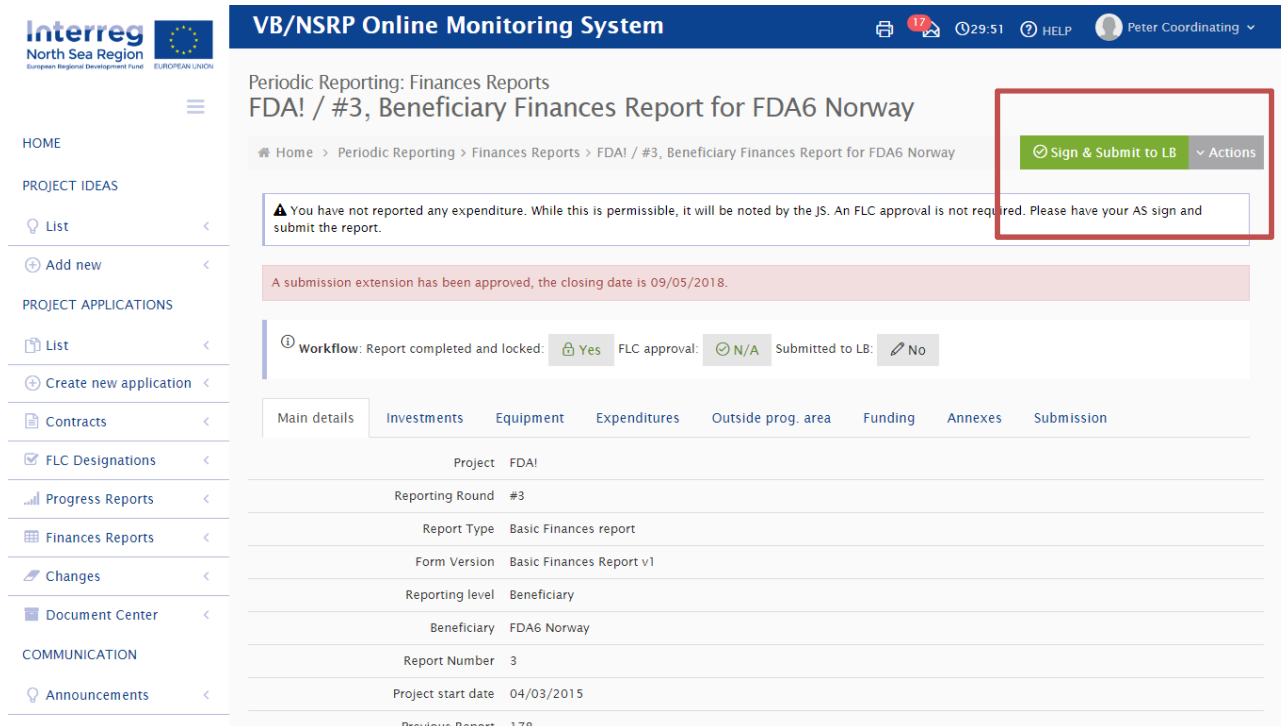
- Beneficiary-level progress report for FDA4 German Coordinating does not exist: [Start](#)
- Beneficiary-level progress report for FDA5 Germany Berlin does not exist: [Start](#)
- Beneficiary-level progress report for FDA7-10 Germany Munich does not exist: [Start](#)

**My reports**

Project	Round	Number / Level / Beneficiary	Progress report	Locked	FLC Approved	AS Signed	Submitted
FDA!	#1	#1 Beneficiary: FDA5 Germany Berlin	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#1	#1 Beneficiary: FDA7-10 Germany Munich	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#1	#1 Beneficiary: FDA4 German Coordinating	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#1	#1 Beneficiary: FDA6 Norway	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#1	#1 Beneficiary: FDA3 UK London	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#2	#2 Beneficiary: FDA6 Norway	<a href="#">View</a>	No	No	No	No
FDA!	#2	#2 Beneficiary: FDA3 UK London	<a href="#">View</a>	Yes	Yes	Yes	Yes
FDA!	#3	#3 Beneficiary: FDA6 Norway	<a href="#">View</a>	Yes	No	No	No



4) Now you are looking at the report you have been asked to sign. If you are satisfied with the report, click the button "Sign & Submit to LB."



**VB/NSRP Online Monitoring System**

Periodic Reporting: Finances Reports  
FDA! / #3, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDA! / #3, Beneficiary Finances Report for FDA6 Norway

**Sign & Submit to LB** Actions

**Warning:** You have not reported any expenditure. While this is permissible, it will be noted by the JS. An FLC approval is not required. Please have your AS sign and submit the report.

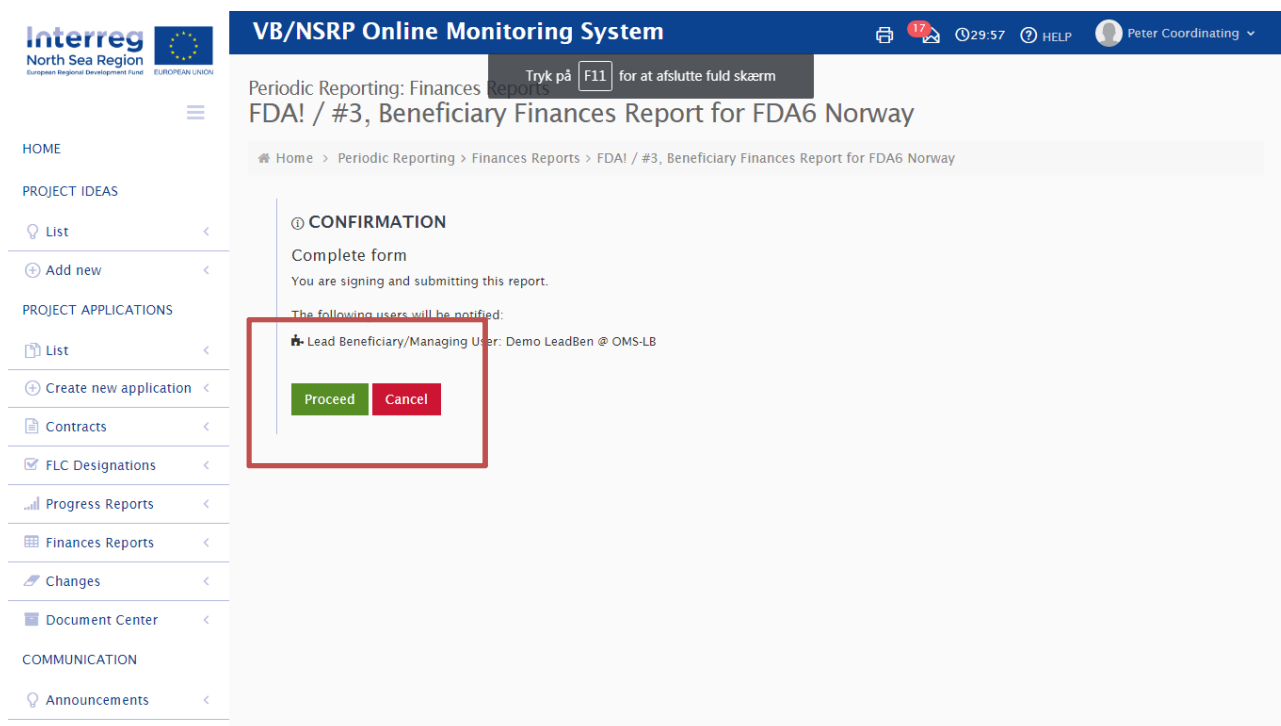
A submission extension has been approved, the closing date is 09/05/2018.

Workflow: Report completed and locked:  Yes FLC approval:  N/A Submitted to LB:  No

Main details | Investments | Equipment | Expenditures | Outside prog. area | Funding | Annexes | Submission

Project	FDA!
Reporting Round	#3
Report Type	Basic Finances report
Form Version	Basic Finances Report v1
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Number	3
Project start date	04/03/2015
Previous Report	178

5) You are now asked to confirm that you want to sign and thereby approve the report. If yes, then click on the green button labeled "Proceed."



**VB/NSRP Online Monitoring System**

Periodic Reporting: Finances Reports  
FDA! / #3, Beneficiary Finances Report for FDA6 Norway

Home > Periodic Reporting > Finances Reports > FDA! / #3, Beneficiary Finances Report for FDA6 Norway

**CONFIRMATION**

Complete form  
You are signing and submitting this report.

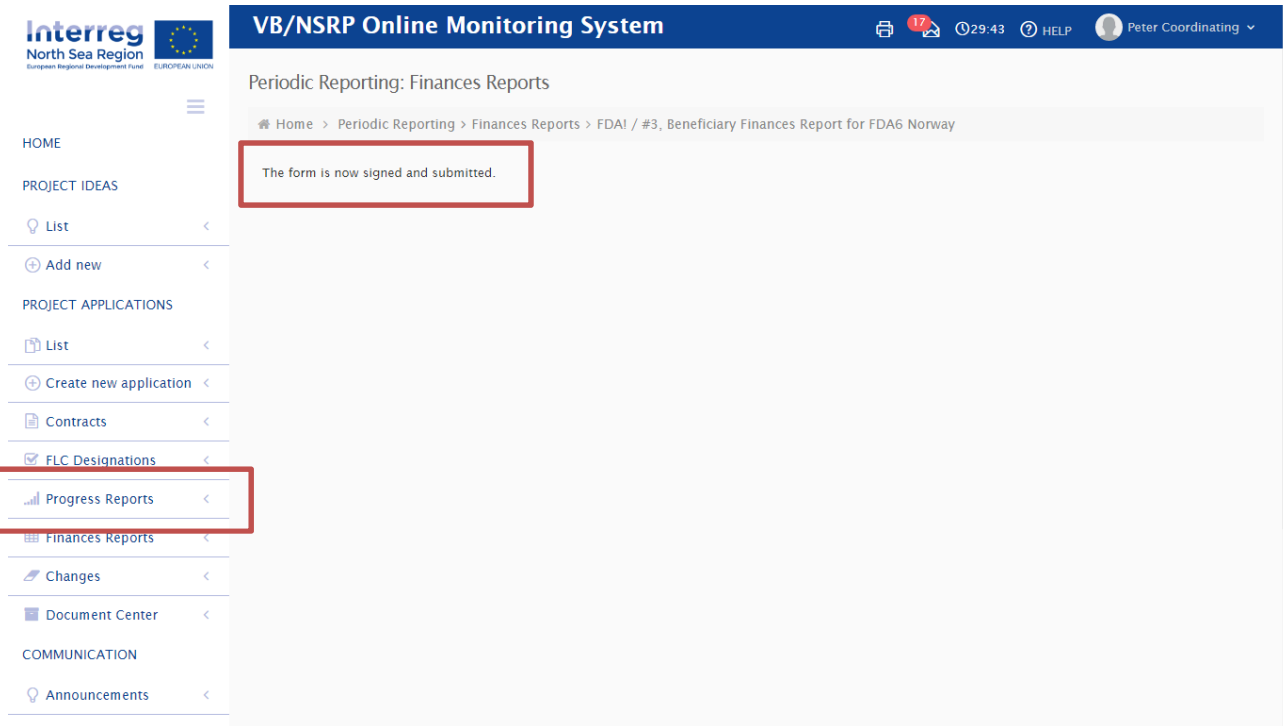
The following users will be notified:

- Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

**Proceed** **Cancel**

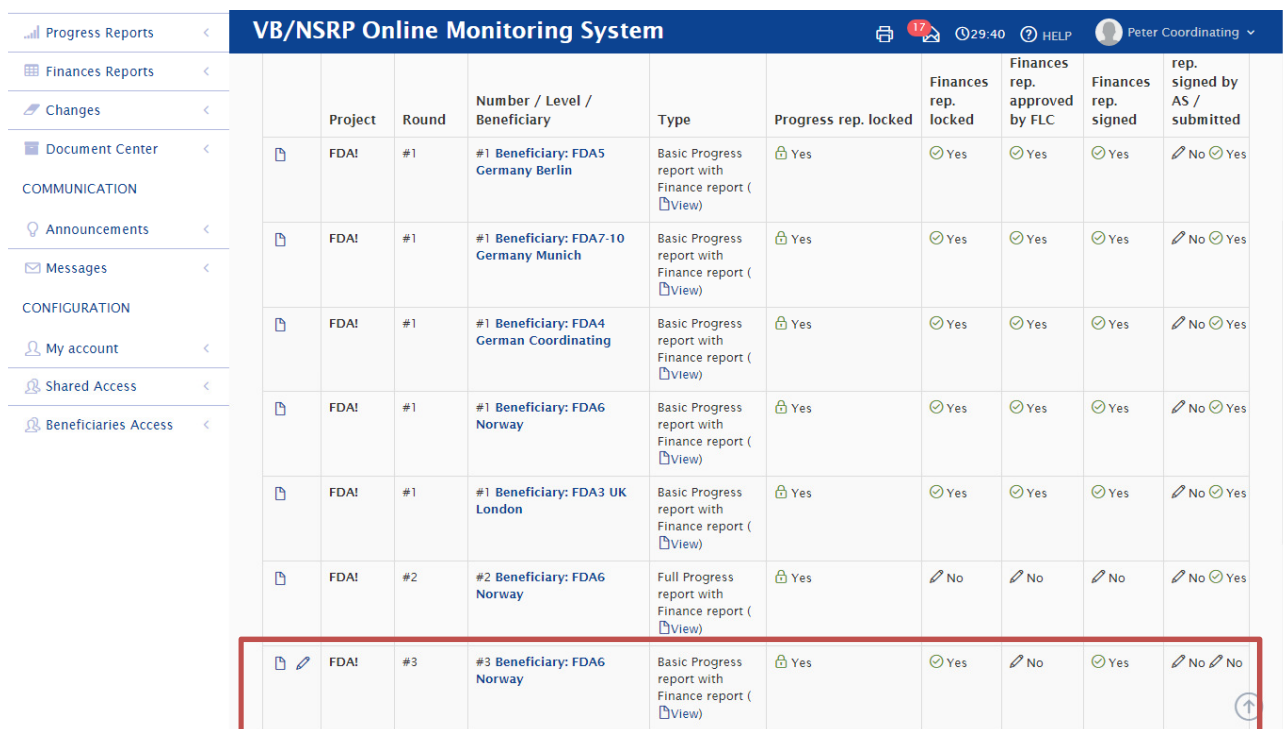


6) A message will appear that says, "The form is now signed and submitted". Next you should find the corresponding activity report. You can do this by finding the item in the menu to the left called "Progress reports." Click on it.



The screenshot shows the 'VB/NSRP Online Monitoring System' interface. At the top, there is a notification: "The form is now signed and submitted." Below this, a sidebar menu on the left contains several options, with "Progress Reports" highlighted in a red box. The main content area shows the breadcrumb path: "Home > Periodic Reporting > Finances Reports > FDA! / #3, Beneficiary Finances Report for FDA6 Norway".

7) From the overview of progress reports you will find your beneficiary's progress report. Click on the highlighted text to enter the report. (You can see, in the right hand column in the screenshot below, that this beneficiary's Authorised Signatory has not yet signed the report.)




The screenshot shows a table of progress reports. The table has the following columns: Project, Round, Number / Level / Beneficiary, Type, Progress rep. locked, Finances rep. locked, Finances rep. approved by FLC, Finances rep. signed, and rep. signed by AS / submitted. The row for "FDA! #3 Beneficiary: FDA6 Norway" is highlighted in a red box.

Project	Round	Number / Level / Beneficiary	Type	Progress rep. locked	Finances rep. locked	Finances rep. approved by FLC	Finances rep. signed	rep. signed by AS / submitted
FDA!	#1	#1 Beneficiary: FDA5 Germany Berlin	Basic Progress report with Finance report (View)	Yes	Yes	Yes	Yes	No Yes
FDA!	#1	#1 Beneficiary: FDA7-10 Germany Munich	Basic Progress report with Finance report (View)	Yes	Yes	Yes	Yes	No Yes
FDA!	#1	#1 Beneficiary: FDA4 German Coordinating	Basic Progress report with Finance report (View)	Yes	Yes	Yes	Yes	No Yes
FDA!	#1	#1 Beneficiary: FDA6 Norway	Basic Progress report with Finance report (View)	Yes	Yes	Yes	Yes	No Yes
FDA!	#1	#1 Beneficiary: FDA3 UK London	Basic Progress report with Finance report (View)	Yes	Yes	Yes	Yes	No Yes
FDA!	#2	#2 Beneficiary: FDA6 Norway	Full Progress report with Finance report (View)	Yes	No	No	No	No Yes
FDA!	#3	#3 Beneficiary: FDA6 Norway	Basic Progress report with Finance report (View)	Yes	Yes	No	Yes	No No



8) You can now view your beneficiary's progress report on activities. If you are satisfied with the content you can sign and submit it by clicking the green button labeled "Sign & Submit."



**VB/NSRP Online Monitoring System**

Periodic Reporting: Progress Reports  
FDA! / #3, Beneficiary Progress Report for FDA6 Norway

Home > Periodic Reporting > Progress Reports > FDA! / #3, Beneficiary Progress Report for FDA6 Norway

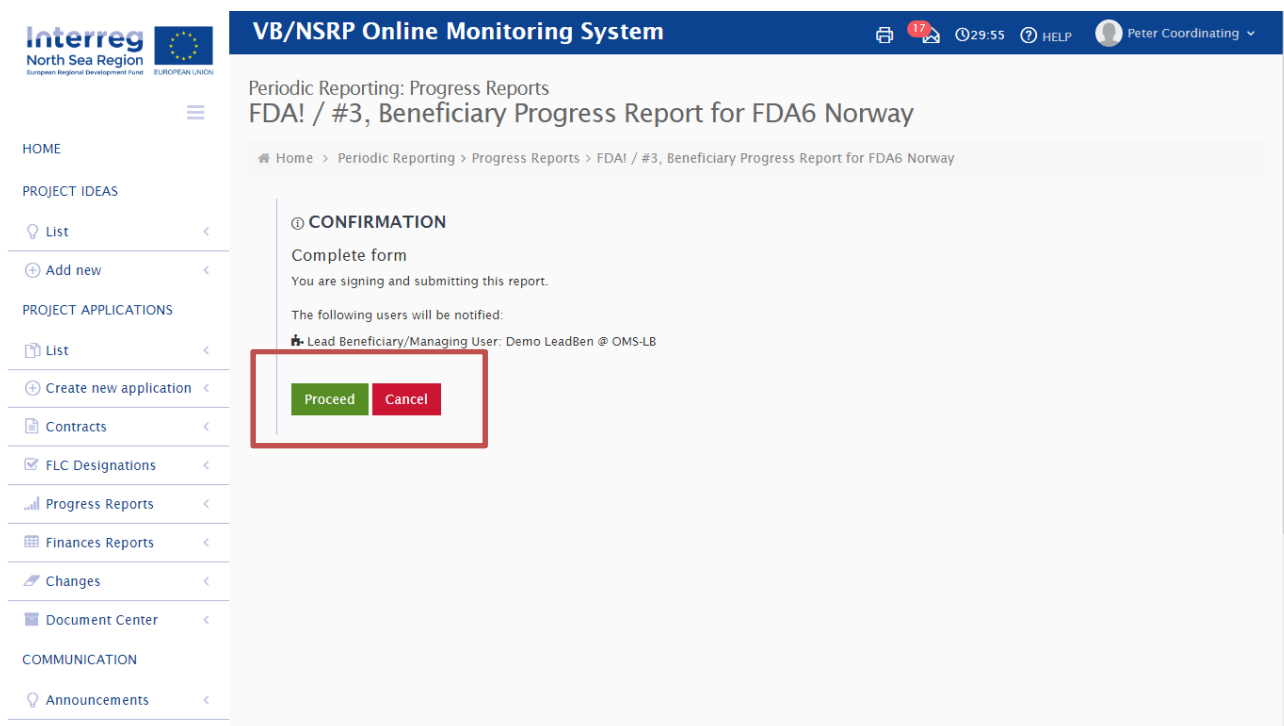
A submission extension has been approved, the closing date is 09/05/2018.

Workflow: Report completed and locked:  Yes FLC approval of Finances:  No Finance report signed by AS:  Yes Progress report signed by Authorised Signatory:  No Submitted to LB:  No

Main details | Objectives | Outputs | Deliverables | Annexes | Submission

Project	FDA!
Reporting Round	#3
Reporting level	Beneficiary
Beneficiary	FDA6 Norway
Report Type	Basic Progress report with Finance report
Form Version	Basic Progress report v2
Project end date	30/06/2018
Project start date	04/03/2015
Report Number	3
Reporting period start	01/12/2017

9) You are now asked to confirm that you want to sign and thereby approve the report. If yes, then click on the green button labeled "Proceed."



**VB/NSRP Online Monitoring System**

Periodic Reporting: Progress Reports  
FDA! / #3, Beneficiary Progress Report for FDA6 Norway

Home > Periodic Reporting > Progress Reports > FDA! / #3, Beneficiary Progress Report for FDA6 Norway

**CONFIRMATION**

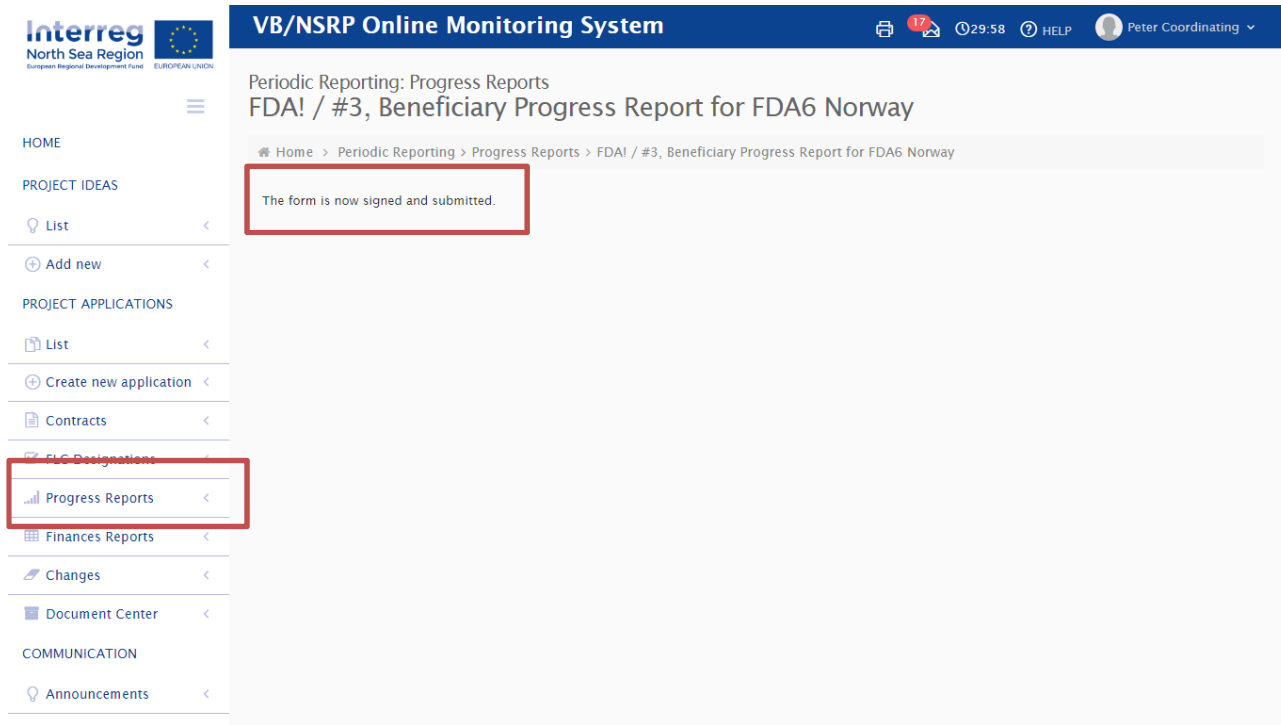
Complete form  
You are signing and submitting this report.

The following users will be notified:  
Lead Beneficiary/Managing User: Demo LeadBen @ OMS-LB

Proceed Cancel



10) A message will appear that says, "The form is now signed and submitted".



The screenshot shows the 'VB/NSRP Online Monitoring System' interface. The main header displays the system name and user information (Peter Coordinating). The breadcrumb trail indicates the user is in 'Periodic Reporting > Progress Reports > FDA! / #3, Beneficiary Progress Report for FDA6 Norway'. A red box highlights a message box that says 'The form is now signed and submitted.' The left sidebar menu has 'Progress Reports' highlighted with a red box.

11) By returning to the overview of the activity reports you can see that the report you just signed is now, indeed, signed. This is visible in the right-hand column in the table.



The screenshot shows the 'VB/NSRP Online Monitoring System' interface with a table of activity reports. The table has columns for report ID, beneficiary, report type, status, and completion status. The row for 'FDA! #3 Beneficiary: FDA6 Norway' is highlighted with a red box, showing 'Yes' in the completion status column.

Report ID	Beneficiary	Report Type	Status	Completion Status
FDA! #1	#1 Beneficiary: FDA5 Germany Berlin	Basic Progress report with Finance report (View)	Yes	Yes Yes Yes No Yes
FDA! #1	#1 Beneficiary: FDA7-10 Germany Munich	Basic Progress report with Finance report (View)	Yes	Yes Yes Yes No Yes
FDA! #1	#1 Beneficiary: FDA4 German Coordinating	Basic Progress report with Finance report (View)	Yes	Yes Yes Yes No Yes
FDA! #1	#1 Beneficiary: FDA6 Norway	Basic Progress report with Finance report (View)	Yes	Yes Yes Yes No Yes
FDA! #1	#1 Beneficiary: FDA3 UK London	Basic Progress report with Finance report (View)	Yes	Yes Yes Yes No Yes
FDA! #2	#2 Beneficiary: FDA6 Norway	Full Progress report with Finance report (View)	Yes	No No No No Yes
FDA! #3	#3 Beneficiary: FDA6 Norway	Basic Progress report with Finance report (View)	Yes	Yes No Yes Yes Yes

Other reports

Finances Progress rep. ↑

**Congratulations! You have now signed and submitted the entire report for your beneficiary, and the procedure is finalised.**