



INTERREG

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ "INTERREG 2021-2027"  
MANAGING AUTHORITY "INTERREG 2021-2027"



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# Manual for Controllers on Conducting On-the-Spot Verifications through the MIS

MANAGING AUTHORITY "INTERREG 2021-2027"

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## **Abbreviations / Definitions**

MIS: *Management Information System*

BPC: Beneficiary's Payment Claim

MA: Managing Authority "INTERREG 2021-2027"

JS: Joint Secretariat

MCS: Management and Control System

## Introduction

This Guide constitutes a practical, and technical manual aimed at supporting controllers in carrying out on-the-spot verifications of expenditure through the Management Information System (MIS) of the Interreg Programmes. It focuses exclusively on the process of using the system and describes, step by step, the actions required for the conduct of on-the-spot verifications.

"On-the-spot" verifications are intended, in particular, to confirm that co-financed products and services have been delivered, that operations are implemented in accordance with the terms of the Subsidy Contract, that communication and visibility requirements are respected, and that the information provided by beneficiaries regarding the physical and financial implementation of the operation, including indicators, is accurate.

This Guide presents the structure of the MIS interface, the functionalities activated at each stage of the on-the-spot verification, as well as the actions to be performed by the controller, such as the recording of the amount verified and its breakdown by accounting year, the recording of ineligible expenditure per accounting year, etc. It also provides explanations on the use of the system's available tools (search functions, preparation of preliminary and final "on-the-spot" verification reports, etc.) and outlines the key functionalities designed to facilitate the proper execution of controller' tasks.

The objective of this manual is not to assess the eligibility of expenditure during on-the-spot verifications, but to guide users in the correct navigation and use of the MIS, so that each on-the-spot verification is carried out in a complete, consistent and technically sound manner. The Guide serves as a support tool, contributing to the facilitation of controllers' work and to the improvement of the efficiency of verification procedures.

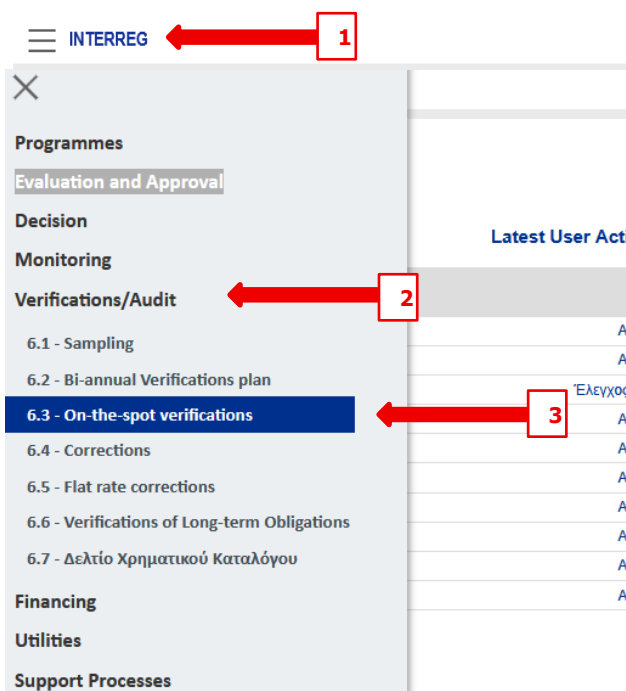
# 1. Preliminary "On-the-Spot" Verification Report

## 1.1 Creation of the Preliminary On-the-Spot Verification Report

"On-the-spot" verifications are issued in two versions: Version 1.0 for the Preliminary Report and Version 2.0 for the Final Report. The Verification/Control Reference Number remains the same in both versions, while each version is assigned its own unique ID.

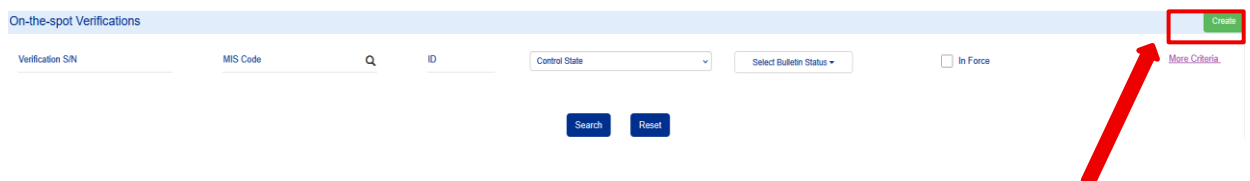
The steps to be followed for the preparation of the Preliminary On-the-Spot Verification Report are as follows:

1. The Controller logs into the MIS using their credentials (username and password).
2. From the main menu of the Interreg 2021–2027 Operations and Programmes Management System, the user follows the path: (1) INTERREG → (2) Verifications/Audit → (3) 6.3 – On-the-Spot Verifications.



3. The workspace displays the search screen for On-the-Spot Verifications, as shown in the image below.

4. Choose .



**Note:** When the Report contains no findings, the Final Report may be entered directly into the MIS (as described below in Section 2.1). When the Report includes findings, the Preliminary Report must first be entered into the MIS.

5. Select 'Create'. A pop-up window appears with the mandatory field 'Select Audit phase', offering the values 'Preliminary Report' and 'Final Report'».

Create On-the-spot Verification / Verification

Create ⓘ

Select Audit phase \* Select

Audit Authority: \* Select

Verification Type: \* Preliminary Report

Create New Version ⓘ

Accept Close

6. From the mandatory fields 'Audit Authority' and 'Verification Type', the user selects the values 'Managing Authority (3) and '102. ETC On-the-Spot Verification' (4), respectively, and finally selects 'Accept' (5). In cases where the on-the-spot verification is carried out remotely (without the physical presence of the verification team at the beneficiary's premises and/or at the location of the operation's physical implementation), the user selects the option '104. Remote Verification' as the 'Verification Type'.

Create On-the-spot Verification / Verification

Create ⓘ

Select Audit phase \* Preliminary Report 1

Audit Authority: \* Managing Authority 3

Verification Type: \* 102.ETC On-the-Spot Verifications 4

Create New Version ⓘ

5 Accept Close

7. The system displays the screen titled 'On-the-Spot Verifications – Create', as shown in the image below.

On-the-spot Verifications - Create

Create Validation Print Previous Page

Verification S/N: Version: 1.0 Verification status: () Status: ()

A. General Data

B. Objects

C. Findings/Recommendation

D. Report Information

E. Controllers / Participants

8. The system automatically pre-fills the data entered in the creation window into the corresponding fields of section 'A. General Information'.

9. For the initial saving of the Preliminary Report, the following fields must be completed:

A. (1) Accounting Period and Semester, (2) Verification Plan S/N, (3) Start date of verification, and (4) End date of verification in section 'A. General Information'.



**Note:** In the field 'Verification Plan S/N', the controller **must** enter the reference number of the specific on-the-spot verification programme. The relevant number will be sent to the controller by the National Authority for First Level Control of each country, following the relevant communication.

B. at least one entry in the table of section 'B. Objects'.

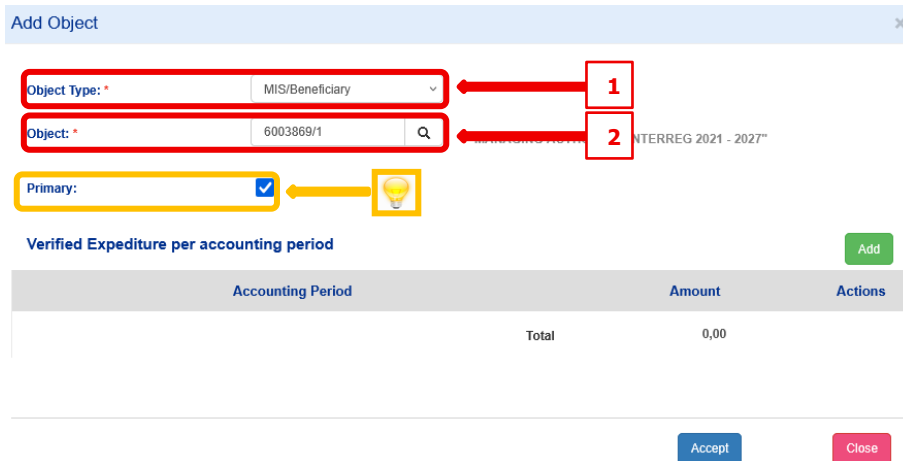


If the user selects 'Create' for the initial save without completing the above mandatory fields, the system displays an error message and does not allow the record to be saved.

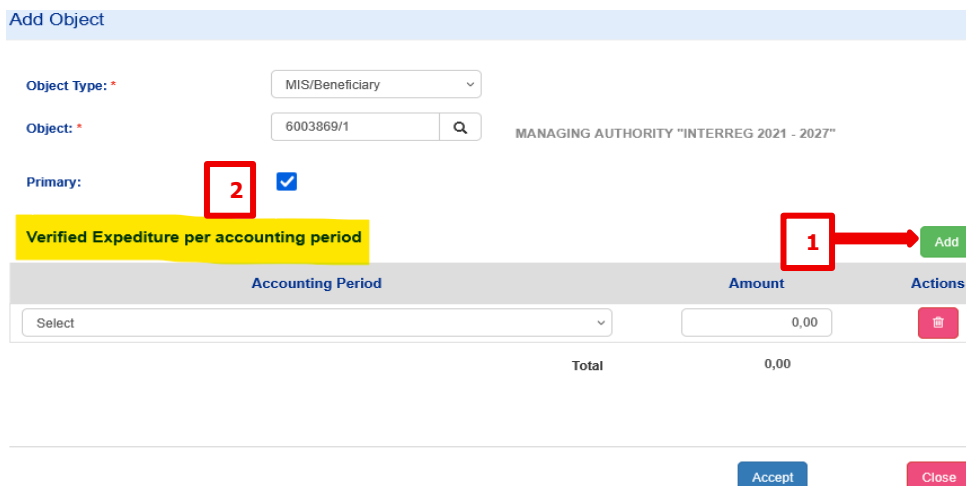
10. By selecting the **Add** in section 'B. Objects', the project/beneficiary to which the on-the-spot verification relates is added.



11. A pop-up window then appears. The user first selects 'MIS/Beneficiary' as the 'Object Type' (1). Using the search icon in the 'Object' field (2), the user selects the project and the beneficiary to which the on-the-spot verification relates. The user also selects the 'Primary' checkbox.



12. For each registered object, by selecting **Add** (1), a sub-table 'Verified Expenditure per accounting period' (2) is displayed.



The user selects 'Select' in the sub-table of the accounting period, and the following pop-up window appears, in which they select the Accounting Years and complete the corresponding amounts verified "on-the-spot" for each of them:

**Accounting Period**

Select

- Select
- Not applicable
- 1st Accounting Period
- 2nd Accounting Period
- 3rd Accounting Period
- 4th Accounting Period
- 5th Accounting Period**
- 6th Accounting Period
- 7th Accounting Period
- 8th Accounting Period
- 9th Accounting Period
- 10th Accounting Period

**Verified Expenditure per accounting period** Add

Accounting Period	Amount	Actions
5th Accounting Period	100.000,00	
<b>Total</b>		<b>100.000,00</b>

Accept Close

The same procedure is followed for all objects regarding the expenditure verified per accounting period, and the corresponding totals are displayed in the Objects table.

B. Objects

Add Object x

Object Type: \* MIS/Beneficiary

Object: \* 6003869/1 MANAGING AUTHORITY "INTERREG 2021 - 2027"

Primary:

**Verified Expenditure per accounting period** Add

Accounting Period	Amount	Actions
5th Accounting Period	100.000,00	
<b>Total</b>		<b>100.000,00</b>

Accept Close

13. Finally, the user selects 'Accept', upon which the system inserts the data into the table and clears the fields of the window for the next entry. By selecting 'Close', the pop-up window is deactivated.



In the sub-table 'Expenditure Verified per Accounting Period', the user records an entry even if the verified expenditure is zero, i.e. in cases where the on-the-spot verification concerns only the verification of the physical object.



After completing the section, the user selects Save from the toolbar and proceeds with the remaining sections. It is recommended that the user saves after completing each section.



**Note:** Accounting Years:

- 1st: from 01/07/2021 to 30/06/2022
- 2nd: from 01/07/2022 to 30/06/2023
- 3rd: from 01/07/2023 to 30/06/2024
- 4th: from 01/07/2024 to 30/06/2025
- 5th: from 01/07/2025 to 30/06/2026
- 6th: from 01/07/2026 to 30/06/2027
- 7th: from 01/07/2027 to 30/06/2028
- 8th: from 01/07/2028 to 30/06/2029



**Important:** For the correct entry of the amounts verified on-the-spot in relation to the accounting years, the controller must consider the beneficiary's payment claims for the administrative verifications, and in particular the date on which each claim is set to 'approved' status. The amount of each administratively verified declaration is allocated to the accounting year in which this date falls (as described above).

14. Select **Create** from the toolbar.

15. A creation confirmation message is displayed. Select 'OK' to close the message and return to the screen.



The system assigns a unique Verification S/N, Version 1.0, Verification Status 'Being Processed', and a unique system identifier (ID).

The screen changes from 'On-the-Spot Verifications – Creation' to 'On-the-Spot Verifications – Edit', and the 'Create' option is replaced by 'Save'.


16. Completion of the 'Findings' table in section 'C. Findings / Recommendations'.

Serial Number	ID	Object	Finding	Finding Details	Actions
Please register at least one record on Recommendation					

Serial Number	Finding ID	Recipient(AF Bodies)	Recipient(Other Bodies)	Recommendations Description	Amount	Actions
---------------	------------	----------------------	-------------------------	-----------------------------	--------	---------

The 'Recommendations' table is activated after the entry of a Finding, as also indicated by the warning message: 'Please enter at least one record in Findings'.

17. By selecting  the corresponding option in the 'Findings' table, the following pop-up window appears, where the user selects/completes:

- **'Object'**: The objects registered in Section B are displayed.
- **'Category'**: The relevant categories of findings are displayed.
- **'Finding'**: Findings are coded based on the list provided by the European Commission.
- **'Finding Details'**: The user provides a description of the finding.

Add Finding

Object: \* 6003867/1 EΛΙΑΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021 - 2027

Category: \* Ineligible expenditure

Finding: \* 4.3 Expenditure not related the project.

Finding Details: It was identified that the Beneficiary charged to the project expenditure that is not related to the project, but to another co-financed project.

Accept Close

Selection of the "Accept" option. The system assigns a unique system identifier (ID) for each finding.


Serial Number	ID	Object	Finding	Finding Details	Actions
1	1041	6003867/1	4.3	It was identified that the Beneficiary charged to the project expenditure that is not related to the project, but to another co-financed project.	

18. Completion of the 'Recommendations' table in section 'C. Findings / Recommendations'

Serial Number	Finding ID	Recipient(AF Bodies)	Recipient(Other Bodies)	Recommendations Description	Amount	Actions
---------------	------------	----------------------	-------------------------	-----------------------------	--------	---------



It is noted that a single finding may be linked to multiple recommendations.

19. By selecting  the corresponding option in the 'Recommendations' table, the following pop-up window appears, where the user selects/completes:

- **'Finding':** The findings recorded in the 'Findings' table are displayed.
- **'Recommendation Description':** This field initially includes the description of the recommendation as derived from the Preliminary "On-the-Spot" Verification Report. Subsequently, once a recommendation has passed the "objections" stage and a revised description has been formulated in the Final Report, the description shall be updated accordingly.
- **'Recipient (AF Bodies)':** The completion of this field is mandatory. The Recipient of the recommendation may be the Managing Authority/Intermediate Body ('Recipient (TA Projects Bodies)', e.g. for the issuance of a financial correction), the Beneficiary of the operation or sub-project ('Recipient (Other Bodies)'), or a third involved entity.
- **'Compliance Deadline':** During the initial registration of the Control (Preliminary Report), this field is not mandatory. It becomes mandatory at the Final Report stage, where applicable.
- **'Type of Action':** Drop-down list with the options 'Recovery Decision' or 'Decrease of Payment Threshold', or 'Not Applicable' where neither of the first two applies.
- **'Liable Body/TIN':** The VAT number of the Beneficiary subject to the on-the-spot verification is selected via the search icon."

Add Recommendation x

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**Finding: \***   Expenditure not related the project.

**Recommendations Description:**

**Recipient(AF Bodies): \***    MANAGING AUTHORITY "INTERREG 2021 - 2027"

**Recipient(Other Bodies): \***

**Compliance Deadline:**  months

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**Type of Action:**

**Liable Body/TIN:**   ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ INTERREG 2021-2027




**Important:** In the 'Recommendation Description' field, in cases where a correction is required, the controller must enter detailed information on the recommendation and link it to a specific correlation, expenditure category, and deliverable of a specific beneficiary payment claim (BPC). (e.g. from BPC with ID 58432, an amount of EUR 1,000 must be corrected from correlation ID 2456253, for the expenditure category 'staff' and deliverable

3.3). This detailed information will assist the Managing Authority in carrying out the relevant financial correction through the MIS.

20. Completion of other Recommendations (if any). For each recorded recommendation involving a FINANCIAL CORRECTION, by selecting  the sub-table 'Correction Amount per Accounting period' is displayed.



**Correction Amount per accounting period** 

Accounting Period	Amount	Actions
Select	0,00	
<b>Total</b>		0,00


The user selects  in the sub-table and **completes the Accounting Period and the corresponding correction amounts:**



**Correction Amount per accounting period** 

Accounting Period	Amount	Actions
5th Accounting Period	1.000,00	
<b>Total</b>		1.000,00

The same procedure is followed for all recommendations regarding the amounts per accounting period, and the corresponding totals are displayed in the Recommendations table.

**Correction Amount per accounting period** 

Accounting Period	Amount	Actions
5th Accounting Period	1.000,00	
4th Accounting Period	800,00	
<b>Total</b>		1.800,00

The controller may also enter a recommendation without a financial correction. In the following example, for the second finding (ID 1043), a recommendation without financial correction is recorded, which does not entail any correction amount (EUR 0.00).

Recommendations

Serial Number	Finding ID	Recipient(AF Bodies)	Recipient(Other Bodies)	Recommendations Description	Amount	Actions
1	1042	1100104		It was identified that the Beneficiary charged to the project expenditure that is not related to the project, but to another co-financed project.	1.000,00	 
2	1043	1100104		The beneficiary forgot to pay an invoice which was crucial for this accounting period.	0,00	 



If the recommendation is addressed to the Beneficiary and includes a compliance deadline, it cannot include a proposed financial correction.

21. Completion of the fields in section '**D. Report Information**'. In this section, the free-text fields of the "On-the-Spot" Verification Report are fulfilled in accordance with the template of the Management and Control System of the Programme.

In practice, the controller completes the following fields in the screen:

- **'Decision of designation of controller'**: The controller records the decision by which the verification team for the project/sub-project was appointed (where applicable).
- **'Beneficiary Office'**: The seat of the Beneficiary is indicated (city, region, etc.).
- **'Project Site'**: The location where the project is implemented is recorded (e.g. when different from the Beneficiary's seat).
- **'Physical object'**: Description of the physical object of the project verified on-the spot by the controller. Where findings are identified regarding the physical object, these are also described here.
- **'Indicators'**: Reference is made to the progress of the project in terms of indicators, as set out in the Application Form.
- **'Financial Subject'**: Description of the financial aspect that was verified.
- **'Timetable'**: Assessment of the implementation schedule (verification that project implementation is consistent with the timetable set out in the approved Application Form).
- **'Project Files'**: Verification of the existence and maintenance of a physical and/or electronic project file by the beneficiary.
- **'Compliance with Information and Communication Measures'**: Assessment of compliance with publicity requirements (including verification through photographic evidence of required signage, etc.), in accordance with the relevant provisions of the Application Form and the Programme Communication Guide.
- **'Horizontal policies'**: The controller describes whether the beneficiary complies, as required under its obligations, with the horizontal policies of the European Union.
- **'Functionality'**: Verification of the functionality of the physical object (where applicable).
- **'Beneficiary compliance with other controls/audits'**: Assessment of compliance with recommendations from previous on-the-spot controls and audits by control bodies (Audit Authority, European Commission, etc.). Measures taken by the beneficiary in response to outstanding recommendations are recorded.
- **'Comments'**: The controller records any comments regarding the physical and financial implementation of the project.
- **'Relevant Beneficiary Payment Claims'**: The controller records the IDs and the amounts of administrative verification reports (beneficiary's payment claims) related to the expenditure verified "on-site". This field is mandatory and must be completed by the the controller with the correct data.

User Manual  
"On-the-Spot" Verifications

**D. Report Information**

Decision of the Ignorance of activities

Beneficiary Office

Project site

Project scope

Principal auditor

Timeline

Project Plan

Observance of quality rules

Method of Public

Participatory

Beneficiary responsibilities to other units

Comments

Related Monitoring Program Codes

22. Completion of the table in section 'E. **Controllers / Participants**'. The controllers (details of the controller (s) who participated in the On-the-Spot Verification) are recorded, as well as the participants (details of the representatives of the Beneficiary).

**E. Controllers / Participants** Add

Search:

Surname	Name	MA/IB Unit	Role	Service/Body	Controllers / Participants	Actions
No data available in table						

23. By selecting the **Add** in the table, the following pop-up window appears. The user completes the details of the Controller/Participant either automatically, using the search icon in the 'Select' field, or by manual entry. The user then selects the corresponding role from the mandatory 'Controllers/Participants' field. The process continues until all participants in the on-the-spot verification have been added.

**Add Controllers/Participants** ✕


Controllers / Participants \*

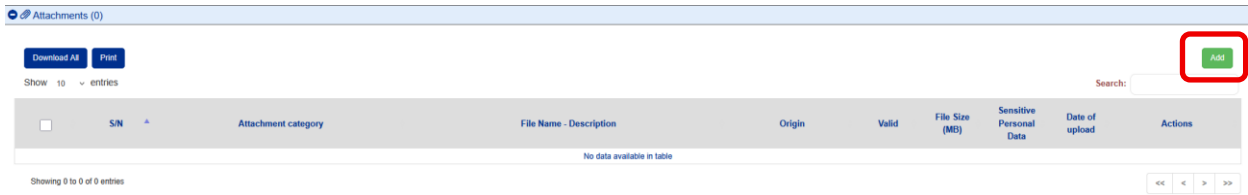
**Select:**

Surname \*

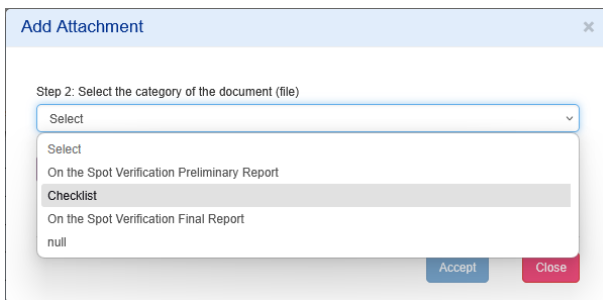
Name \*

MA/IB Unit

24. Completion of section 'Attachments' by selecting the . The attachments relate to the supporting material of the 'on-the-spot' verification.




**Important: The controller must mandatorily attach the 'Verification Control Checklist', duly signed, by selecting the 'Checklist' option as shown in the screen below. Otherwise, upon validation of the report, the system will display a relevant error message.**



25. The 'History' section displays the history of status changes of the form.




26. Select  from the toolbar, upon which a successful processing message is displayed. Select 'OK' to close the message and return to the screen.

27. Select  from the toolbar.



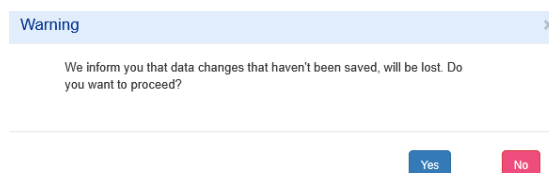
The system performs validation checks and displays a pop-up window with any errors or warnings. The user must proceed with the necessary corrections in order for the form to be finalised.

28. Select the  from the toolbar, enabling the export of the generated 'On-the-Spot Verification Report' document in PDF or DOC format.

29. Select the  from the toolbar to return to the search screen.



If the user selects 'Previous Page', the system displays the following warning message:

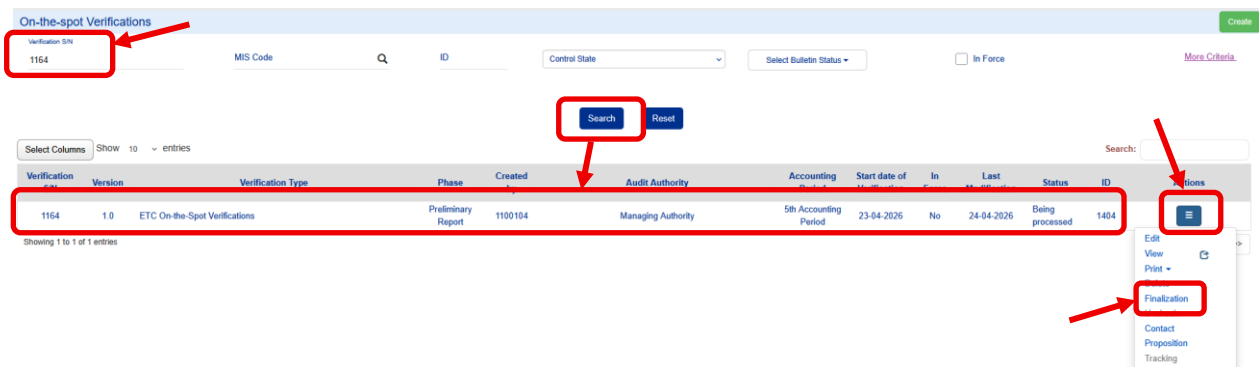


If the user has entered data and does not wish to save it, they select 'Yes' to return to the search screen. Otherwise, they select 'No', save the data, select 'Previous Page', and then press 'Yes'.

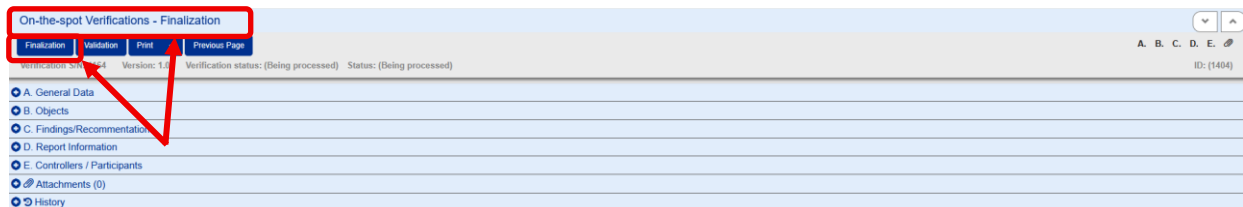
## 1.2 Finalization of the Preliminary On-the-Spot Verification Report

To finalise a Preliminary "On-the-Spot" Verification Report, the user performs the following steps:

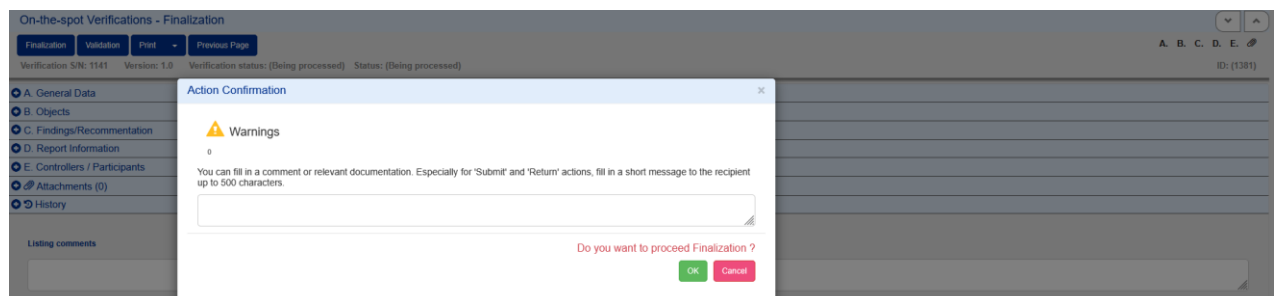
1. The workspace displays the search screen, where the user searches for the form by entering the 'Validation S/N' and selects the 'Finalisation' action from the 'Actions' menu.



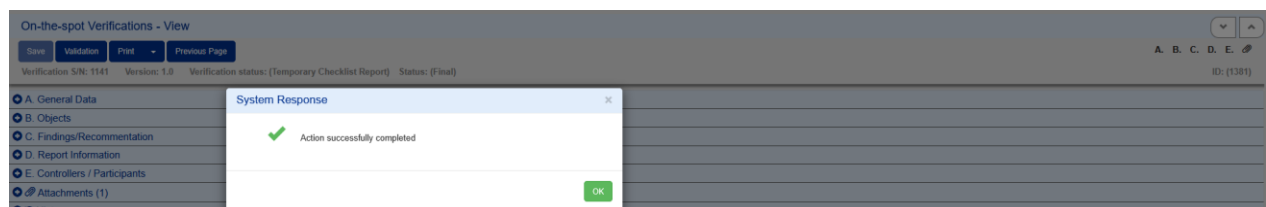
2. The system displays the screen titled 'On-the-Spot Verifications – Finalisation', as shown in the image below. The user selects **Finalization** from the toolbar.



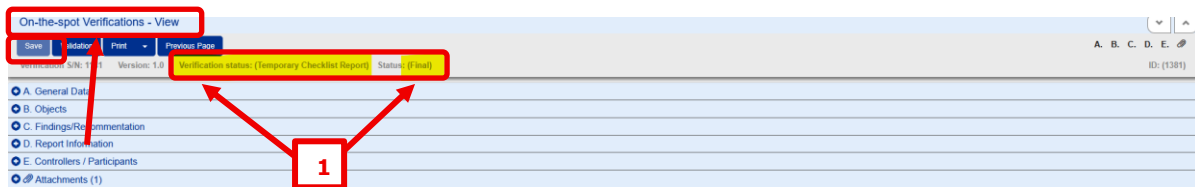
3. A pop-up window appears with a field for entering comments or remarks regarding the finalisation, and the user selects 'OK':



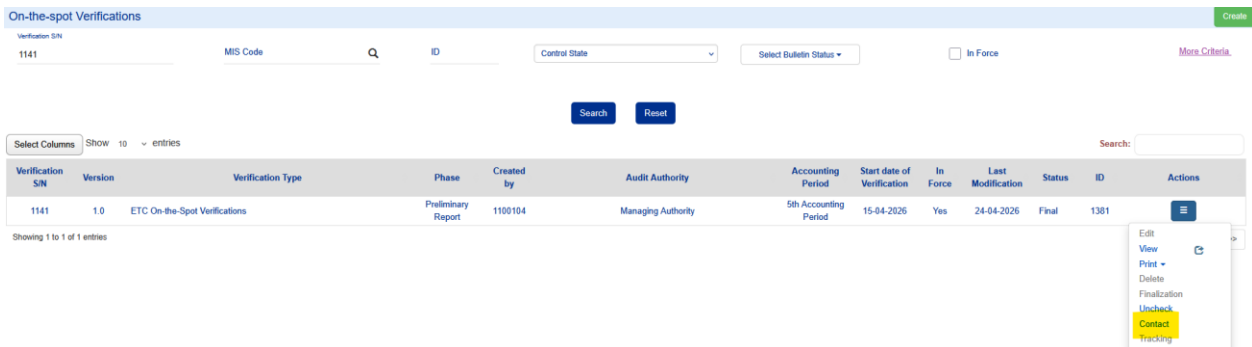
4. A confirmation message indicating successful validation of the form is displayed, as shown below.



5. The form status changes from ‘On-the-Spot Verifications – Finalisation’ to ‘On-the-Spot Verifications – View’, and the ‘Finalisation’ option is replaced by a disabled version Save.



**IMPORTANT:** The Preliminary On-the-Spot Verification Report, the Verification Control Checklist, as well as any other documents related to the on-the-spot verification, are sent to the beneficiary via the ‘Contact’ function (with the possibility of additional transmission via email). The beneficiary may submit any objections to the controller (in accordance with the applicable regulatory framework and within the relevant deadline set out in the Programme Management and Control System) via electronic mail (e-mail). The controller examines the beneficiary’s objections in accordance with the Programme Management and Control System and proceeds to the next stage, namely the ‘Creation of the Final ‘on-the-spot’ verification Report’, as described below.





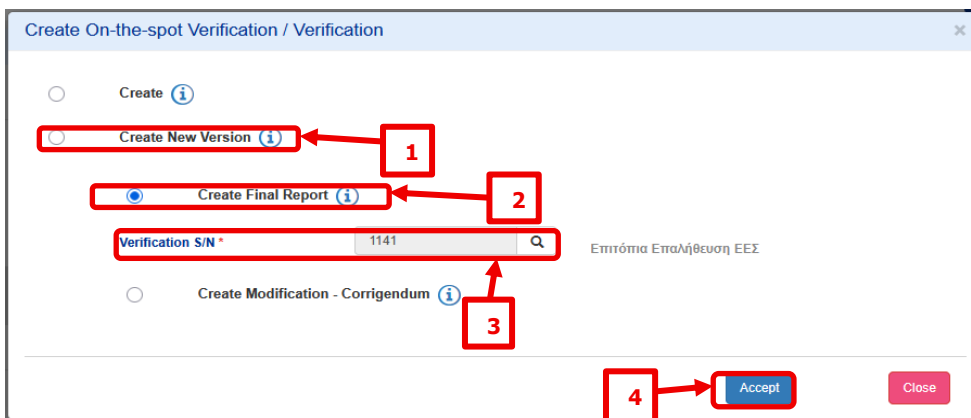
## 2. Final On-the-Spot Verification Report

### 2.1 Creation of the Final On-the-Spot Verification Report

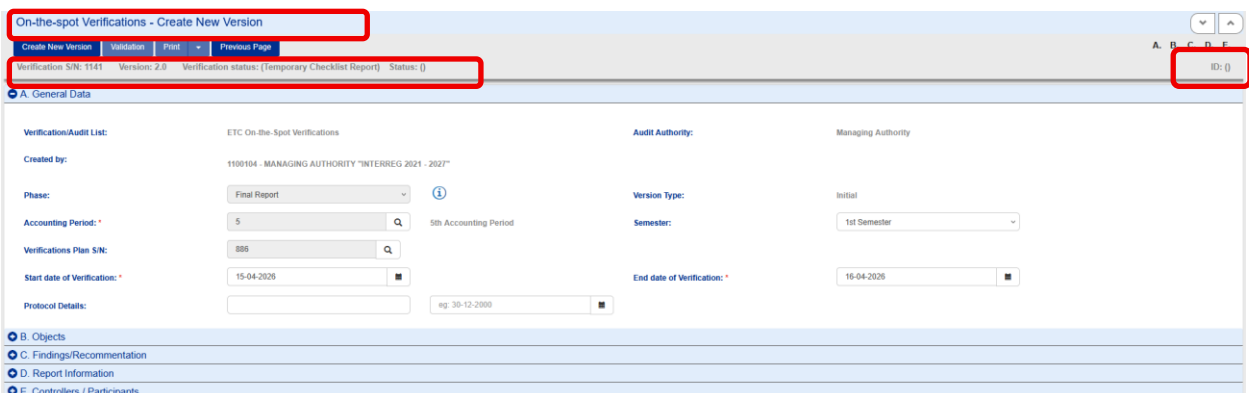
For the preparation of the Final Control Report, **where findings exist**, a 'finalised' Preliminary Report is required.

Therefore, when findings/recommendations are present, the procedure for recording the Final On-the-Spot Verification Report is as follows:

1. By following steps 1 to 4 described in Section 1.1 of this Guide and selecting  in the pop-up window, the user selects the radio button 'Create New Version' (1), then the value 'Create Final Report' (2). A mandatory field 'Verification S/N' appears, where the user, using the search icon , selects the Verification S/N of the Preliminary Report (3). Finally, the user selects 'Accept' (4).



2. The system displays the screen titled 'On-the-Spot Verifications – Create New Version', as shown in the image below, copying the data from the selected Preliminary Report.



The system displays the same 'Verifications S/N' and increases the Version by one unit from 1.0 to 2.0. The Form Status and the unique system identifier (ID) are assigned upon selecting 'Create New Version'.

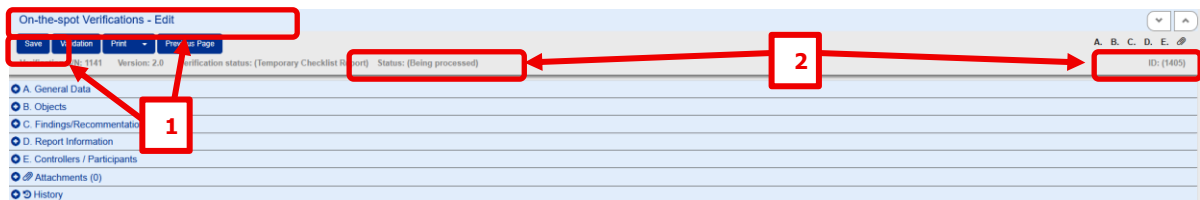
3. Select **Create New Version** from the toolbar.




The system assigns the Form Status 'In Progress' and a unique system identifier (ID) (2).



"The screen changes from 'On-the-Spot Verifications – Create New Version' to 'On-the-Spot Verifications – Edit', and the **Create New Version** option is replaced by **Save** (1).



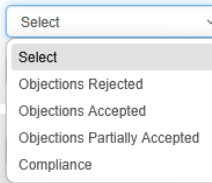
4. **For the recording of Objections** (where applicable), the user navigates to section 'C. Findings / Recommendations', specifically to the 'Recommendations' table. The user selects 'Edit' for the recommendation  for which objections have been submitted, and a pop-up window is activated, where additional new fields are displayed:

Accounting Period	Amount	Actions
5th Accounting Period	10.000,00	
<b>Total</b>	<b>10.000,00</b>	

A. **'Objections Submission'**: The Beneficiary's objections are recorded.

B. **'Objections Examination'**: The outcome of the assessment is recorded, depending on the evaluation of the objections.

Objections Result:



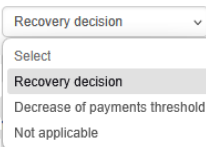
C. **'Objection Result'**: One of the four options available in the drop-down list is selected, namely:

*'Objections Rejection'*, where the objections are assessed negatively;  
*'Objections Acceptance'*, where the objections are assessed positively;  
*'Objections Partially Accepted'*, where the beneficiary's objections are partially accepted by the verifier; or  
*'Compliance'*, in cases where the controller has issued a recommendation without financial impact for the beneficiary.

D. **'Compliance Deadline'**: The compliance deadline for the addressee of the recommendation is completed, where it was not already filled in the Preliminary Report.

E. **'Type of Action'**: One of the three options available in the drop-down list is selected, namely 'Recovery decision', 'Decrease of payments threshold', or 'Not Applicable', depending on the case and the type of Beneficiary, or where no action is required following the assessment of the objections.

Type of Action:



In the case of 'Objections Rejection' or 'Objections Partially Accepted', the recommendation must be followed up until its compliance, in accordance with the provisions of the Management and Control System (MCS) of each Programme. Where 'Objections Acceptance' or 'Compliance' is selected, no further follow-up of the recommendation is required.

The same steps are repeated for the next recommendation for which objections have been submitted.



**IMPORTANT:** If the accepted objections, result in a change to the correction amount, the controller must proceed with its adjustment accordingly.




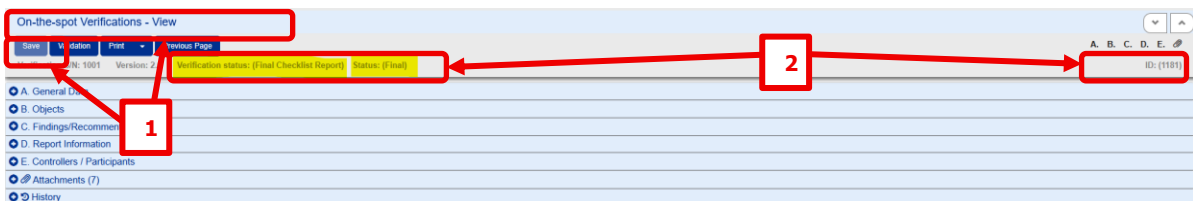
**IMPORTANT:** In the event that objections have been submitted by the Beneficiary, the controller must attach to the screen the relevant document submitted by the Beneficiary, as well as controller's justification for accepting or rejecting the Beneficiary's objections.

5. The user performs the same steps as described in Section 1.1 for Save, Validation, Print, and Return to the search screen.
6. Finally, the duly signed final 'Verification Control Checklist' is attached, as described above in Section 1.1.

## 2.2 Finalisation of the Final On-the-Spot Verification Report

For the 'Finalization' of a Final Report, the user follows the same steps as those described in Section 1.2, selecting the value 'Final Report' in the Control Stage, with the following outcomes:


1. The Control Status changes from 'Preliminary Checklist Report' to 'Final', and the Form Status from 'In Progress' to 'Final' (2).
2. The screen changes from 'On-the-Spot Verifications – Finalization' to 'On-the-Spot Verifications – View', and the 'Finalization' option is replaced by a disabled version of the  option (1).

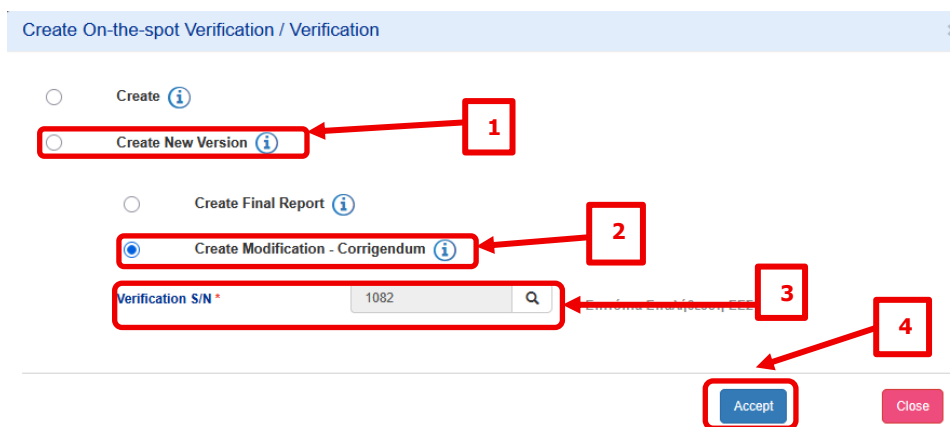


## 3. Creation of a Modification - Corrigendum

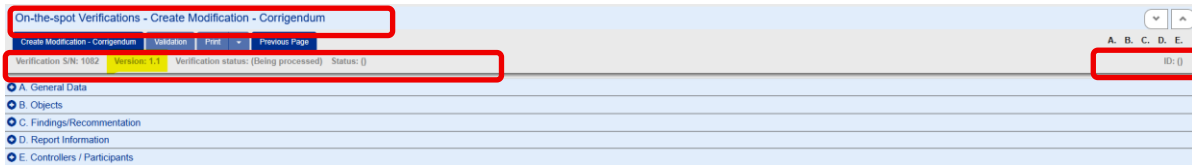
### 3.1 Creation of a Modification – Corrigendum of a Preliminary On-the-Spot Verification Report

For the creation of a Modification-Corrigendum of a Preliminary On-the-Spot Verification Report, the Preliminary Report must be finalised, and there must be no finalised Final On-the-Spot Verification Report. Upon creation of the Modification-Corrigendum of a Preliminary Report, the sub-version of the form is incremented, i.e. from 1.0 to 1.1.

1. By following steps 1 to 4 described in Section 1.1 of this Guide and selecting the  option in the pop-up window, the user selects the value 'Create New Version' (1), then selects the radio button 'Create Modification – Corrigendum' (2). A mandatory field 'Verification S/N' then appears, where the user, using the search icon, selects the Verification S/N (3). Finally, the user selects 'Accept' (4).



- The system displays the screen 'On-the-Spot Verifications – Create Modification – Corrigendum', as shown in the image below, copying the data from the selected Preliminary Report.



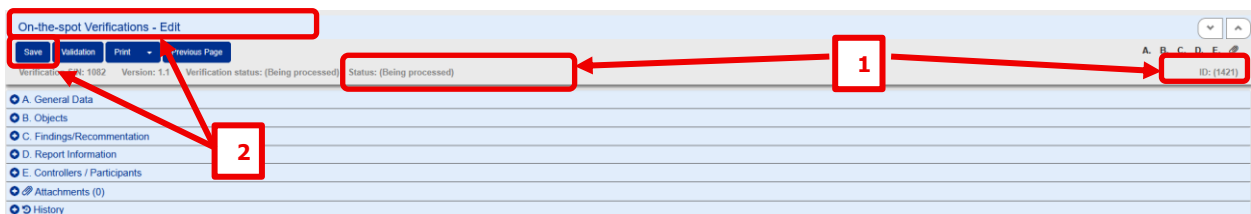
The system displays the same 'Verification S/N' and the control status 'Preliminary Control Report' and increases the Sub-version by one unit from 1.0 to 1.1. The Form Status and the unique system identifier (ID) are assigned upon selecting 'Create Modification – Corrigendum'.

- Select **Create Modification - Corrigendum** from the toolbar.



The system assigns the Form Status 'In Progress' and a unique system identifier (ID) (1).

The screen changes from 'On-the-Spot Verifications – Create Modification – Corrigendum' to 'On-the-Spot Verifications – Edit', and the 'Create Modification – Corrigendum' option is replaced by **Save** (2).

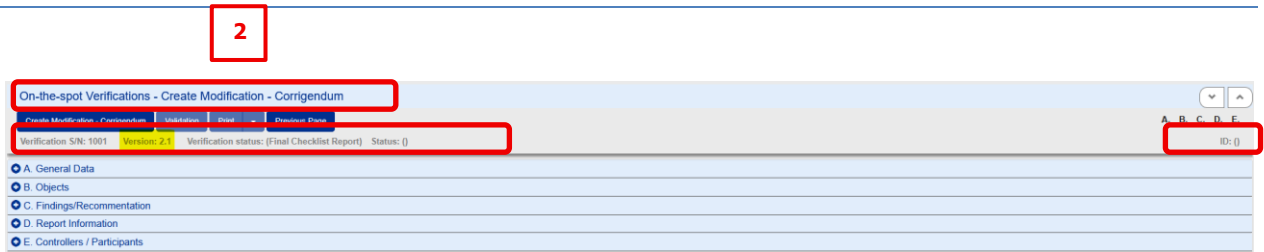


- The user may edit the desired fields in the new sub-version of the Preliminary Control Report.
- The user performs the same steps as described in Section 1.1 for Save, Validation, Print, and Return to the search screen.
- The user performs the same steps as described in Section 1.2 for finalising the form.

### 3.2 Creation of a Modification – Corrigendum of the Final On-the-Spot Verification Report

For the creation of a Modification – Corrigendum of a Final On-the-Spot Verification Report, the Report must have been previously finalised. Upon creation of the Modification – Corrigendum of the Final Report, the sub-version of the form is increased, i.e. from 2.0 to 2.1.

- The user performs step 1 of Section 3.1 by selecting the value 'Final Report' in the Control Stage.
- The system activates the screen 'Create On-the-Spot Verification – Create Modification – Corrigendum', as shown in the image below, copying the data from the selected Final Report.

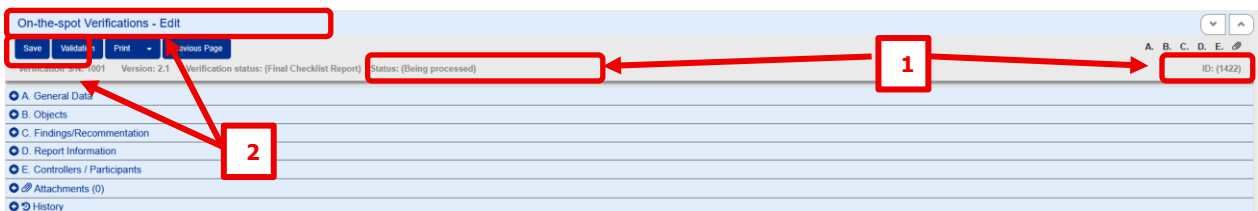


The system displays the same ‘Control Reference Number’ and the control status ‘Final Control Report’ and increases the Version by one unit from 2.0 to 2.1. The Form Status and the unique system identifier (ID) are assigned upon selecting ‘Create Modification – Corrigendum’.

4. Select **Create Modification - Corrigendum** from the toolbar.

The system assigns the Form Status ‘In Progress’ and a unique system identifier (ID) (1).

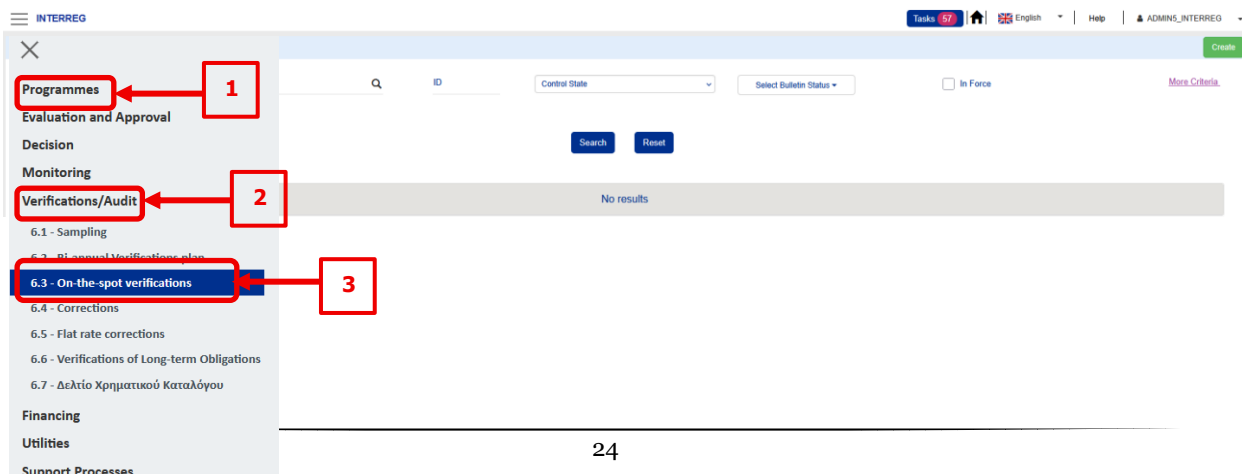
The screen changes from ‘On-the-Spot Verifications– Create Modification – Corrigendum’ to ‘On-the-Spot Verifications – Edit’, and the ‘Create Modification – Corrigendum’ option is replaced by **Save** (2).



5. The user may edit the desired fields in the new sub-version of the Final Control Report.
6. The user performs the same steps as described in Section 2.1 for Save, Validation, Print, and Return to the search screen.
7. The user performs the same steps as described in Section 2.2 for finalising the form.

## 4. Search for On-the-Spot Verification

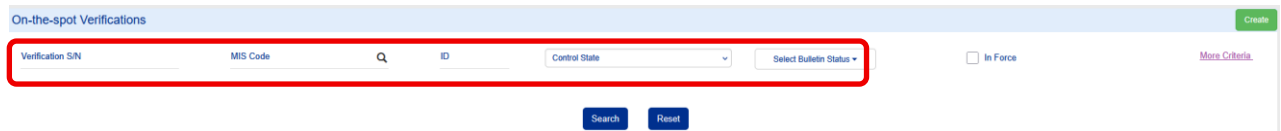
1. The Controller logs into the MIS using their credentials (username and password)
2. From the Main Menu of the Interreg Project and Programme Management System, the following path is selected: (1) INTERREG → (2) Verifications/Audit → (3) 6.3 On-the-Spot Verifications.




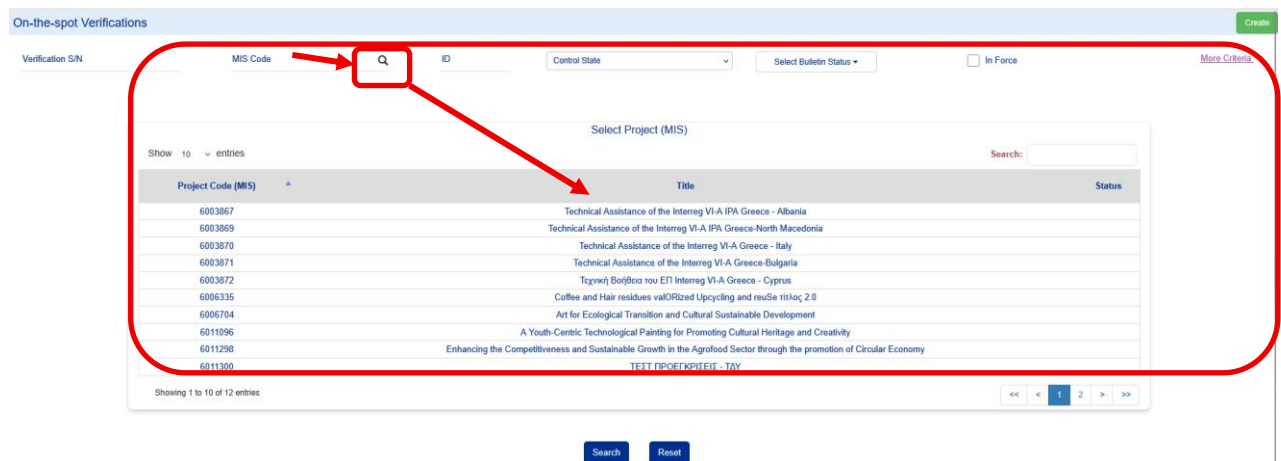
3. The workspace displays the On-the-Spot Verifications search screen, as shown in the image below.

The ‘basic’ search criteria are the following:

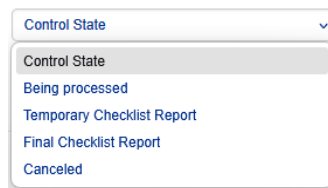
- Verification S/N: Numeric field
- Operation Code (MIS): Numeric field (value list available via search icon)



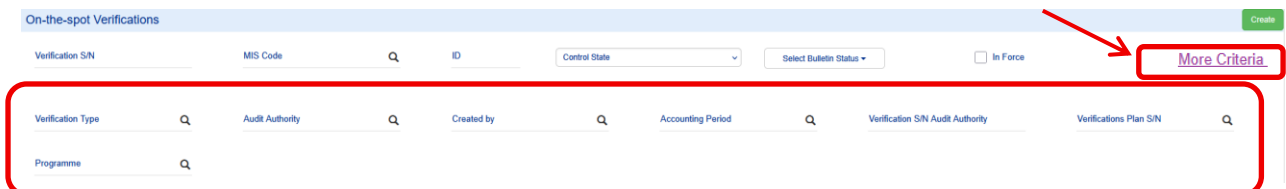
In the ‘Operation Code (MIS)’ field, the user may either manually enter the desired value or use the search icon  to search for and select a value from the corresponding list of values.








- Select Control State: Drop-down list with the following values:



4. The ‘additional’ search criteria are displayed by selecting ‘More Criteria’ and are as follows:



- Verification Type: Numeric field (value list available via )
- Audit Authority: Numeric field (value list available via )
- Completion Body: Numeric field (value list available via )
- Accounting Period: Numeric field (value list available via )

- Verification S/N Audit Authority (EDEL): Alphanumeric field
- Verification Plan S/N: Numeric field (value list available via )
- Programme: Numeric field
- Select Form Status: Drop-down list:









5. The user performs the search process.



**Note:** The user may process the search results by performing the relevant actions, as described in the following section.

## 5. On-the-Spot Verification Actions

The table below presents the full set of actions available in the drop-down list of the 'Actions' column in the Search screen results table, depending on the form status, as well as the user's roles and permissions.

ACTION	EXPLANATION
 Edit	<p>By selecting the 'Edit' action, the form is retrieved for data entry and modification.</p> <p>Following the execution of the 'Create' actions (New Form, New Version, or Copy), the system changes the screen title to 'Edit'.</p>
 View	<p>By selecting the 'View' action, the form is retrieved and displayed without the possibility of data entry and/or modification.</p> <p>Following the execution of the actions 'Submit', 'Reject', 'Cancel', 'Return', 'Finalise', and 'Revoke', the system changes the form from 'Creation' to 'View' mode.</p>
 Print	<p>Printing of the form with the option to export in PDF or DOC format</p>
 Delete	<p>By selecting the 'Delete' action, the form is permanently deleted from the system. After the deletion is completed, the system redirects the user to the search screen. Deletion of a form is permitted when the form is in 'Pending Submission' or 'In Progress' status and subject to certain conditions (e.g. it has not been submitted, returned, etc.)</p>
 Finalization	<p>By selecting the 'Finalisation' action, the form is validated and completed.</p>
 Uncheck	<p>By selecting the 'Uncheck' action (applicable only to Managing Authority users), the finalisation (validation) of a finalised form is revoked, and the form is returned to 'In Progress' status. "Uncheck" of a form is permitted only when there are no dependent forms linked to it.</p>
 Contact	<p>The 'Contact' concerns two-way communication between the Managing Authority/JS or the Controller and the Beneficiary, involving the exchange of messages and attachments for various requests and any additional information.</p>
 Tracking	<p>The 'Tracking' action concerns the Managing Authority/Joint Secretariat and relates to Recommendation Follow-up. It is available when the form is at the 'Final Report' stage and in 'Finalisation' status.</p>