EUSF IT System User Manual

Level-1 Public Beneficiary Body

Ireland's EU Structural Funds
Programmes 2007 - 2013

Co-funded by the Irish Government
and the European Union

EUROPEAN REGIONAL
DEVELOPMENT FUND

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Contents

1. GLOSSARY

ERDF	European Regional Development Fund
ESF	European Social Fund
EFF	European Fisheries Fund
S&E OP	Southern & Eastern Regional Operational Programme.
BMW OP	Border Midland & Western Regional Operational Programme.
HCI OP	Human Capital Investment Operational Programme
SD OP	Seafood Development Operational Programme
CCI Code	The term CCI stands for Common Identification Code. Each Operational Programme is assigned a unique CCI code by the EU Commission at Operational Programme Setup.
NUTS (locations)	Nomenclature of Territorial Units for Statistics – the EU method of subdividing countries for statistical reporting purposes. In Ireland there are 8 NUTS-3 (corresponding to the 8 Regional Authorities) regions, there are 34 NUTS-4 (corresponding to the Local Authority) regions and there are 2 Nuts-2 Regions (BMW & S&E).
Level-1 Public Body (also referred to as Level-1 Public Beneficiary Body) (Level-1)	This is a public body responsible for managing projects, issuing grants and declaring the eligibility of expenditure to the Intermediate Body in a process called B1 Declaration. Each Sub-Priority may have several Level-1 Public Bodies who all declare expenditure to the Intermediate Body using the B1 Declaration process. County Enterprise board, Local Authority, and Institute of Technology are all examples of Level-1 Public Bodies.

Intermediate Body (IB)	This is a public body such as a Government Department or State Agency responsible for checking and verifying the correctness of expenditure declared by the Level-1 Public Body in the B1 Declarations and then aggregating and declaring the eligibility of this expenditure at Sub-Priority to the Managing Authority in a process called B2 Declaration. Each Sub-Priority has an Intermediate Body. Enterprise Ireland is an example of an Intermediate Body.
Managing Authority (MA)	This is a public body designated to manage an Operational Programme and responsible for checking and verifying the correctness of expenditure declared by the Intermediate Body in the B2 Declarations and then aggregating and declaring the eligibility of this expenditure to the Certifying Authority at Priority level in a process called B3 Declaration. The Southern & Eastern Regional Assembly is the Managing Authority for the Southern & Eastern Regional Operational Programme (S&E OP). The Border Midland and Western Regional Assembly is the Managing Authority for the Border Midland and Western Regional Operational Programme (BMW OP) The Department of Enterprise, Trade & Employment is the Managing Authority for the Human Capital Investment Operational Programme (HCI OP) The Department of Agriculture, Fisheries & Food is the Managing Authority for the Seafood Development Operational Programme (SD OP)
Certifying Authority (CA)	This is a national body designated to certify statements of expenditure for Operational Programmes and applications for payment before they are sent to the European Commission. The Department of Finance is the Certifying Authority for the Southern & Eastern Regional Operational Programme and the Border Midland and Western Regional Operational Programme. The Department of Enterprise, Trade & Employment is the Certifying Authority for the Human Capital Investment Operational Programme.

	The Department of Agriculture, Fisheries & Food is the Certifying Authority for the Seafood Development Operational Programme.
Audit Authority (Financial Control Unit)(FCU)	This is a national body designated to audit payment claims for Operational Programmes after they are submitted to the EU Commission. The ERDF Financial Control Unit is the Audit Authority for the Southern & Eastern Regional Operational Programme and for the Border Midland and Western Regional Operational Programme.
URL to access the EUSF IT System	https://eusf.gov.ie/Production/
Helpdesk assistance on EUSF IT System	If you experience any difficulties or problems in using the EUSF IT System or if you require training on the EUSF IT System please contact the Managing Authority for your Operational Programme Ms. Gerardine Lafferty, Border Midland & Western Regional Assembly tel. 094-9862970 Email: glafferty@bmwassembly.ie Ms. Oonagh Hearne, Southern & Eastern Regional Assembly tel. 051-860700 Email: ohearne@seregassembly.ie

2. INTRODUCTION

The EUSF IT system is a purpose built web based solution designed to support the Expenditure Certification Process for Operational Programmes included in the 2007-2013 Structural Funds period.

The system will allow the creation and administration of projects and is designed to capture, store and aggregate data for reporting purposes. The system will provide an audit trail from the initial project expenditure declaration through to the final payment claim to the Commission.

The EUSF IT system has been specifically designed and will be used by:

- The Certifying Authority
- The Managing Authority
- Intermediate Bodies
- Level 1 Public Beneficiary Bodies
- Audit Authority

As a Level 1 Public Body user you are responsible for managing projects, issuing grants and declaring the eligibility of expenditure to the relevant Intermediate Body. Each Sub-Priority may have several Level 1 Public Bodies who report expenditure to the Intermediate Body.

This IT Manual is created for Level-1 Public Body users to assist them in using the EUSF IT system.
For all other queries, please contact your parent Department or Intermediate Body for your scheme/operation.

3. SYSTEM CONVENTIONS

3.1. Structure of System

When using the EUSF IT system you will access a number of different **screens**, sometimes called pages. These screens are made up of a number of **fields** visible on the screen. This is where you enter the appropriate information.

Once the information has been entered on a specific screen, there is a choice of actions that can be carried out by clicking on the appropriate button (i.e. **Search**, **Generate** or **Delete** buttons) in the lower left hand corner of the selected page.

3.2. Navigation

All screens have a similar appearance with some common features that appear throughout. This helps in navigating through the application. This functionality is explained below.

3.2.1. Top Menu

The bar at the top of the screen contains the menu options

The top-level menu contains the main functional areas of the system and is the primary way of moving (or navigating) through the system.

The current menu item selected is highlighted and appears shaded – e.g. in the example above the **Projects** menu is selected.

3.2.2. Sub-Menu

There are sub-menus associated with the top-level menu items however, the number of sub-menus differ depending on the menu selected. Selecting a menu item will automatically result in the sub-menus being displayed, as shown below:

In the example above, we are in the **Projects** menu and the **Expenditure Declarations** sub-menu is selected. We can perform project activities associated with expenditure declarations from this menu.

3.2.3. Actions

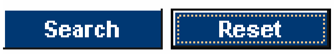
Actions such as searching or moving to the next page can be performed by clicking on the appropriate button. These are positioned at the bottom of the page on the left hand side and are consistent in appearance – dark blue buttons with bold white font text.

The **Search** and **Reset** buttons are two common action buttons that appear throughout the EUSF IT system and are displayed below.

3.2.4. Moving Between Fields

In addition to using the mouse to move around the screen, it is also possible to move forward between the fields on a page using the Tab key.

The Tab key is found on the left hand side of the keyboard, marked ⇆. To move backwards through the fields, hold down the shift key (usually marked ⇧) at the same time as the Tab key. The cursor will appear in the current field. If a field already has an entry, that value will be highlighted. Using the Tab key in this way will also move the cursor to menu items and buttons in sequence on the page. If the cursor has moved to a button in this way a dotted line box will appear on the button as shown in the example of the **Reset** button below:



3.2.5. Long Pages/Screen Text

Where possible, the system has been designed for all standard pages to fit on one screen. In some cases, however, there is too much content to fit on one screen i.e. there are too many fields to display.

On such screens it is possible to move up and down the page to see the hidden fields (i.e. the ones not displayed on the default screen). This process is known as scrolling.

The appearance of a scroll bar on the right hand side of the screen (as shown above in the pink border on the right) indicates that there are some other fields and or action buttons on the screen that cannot be seen at the moment.

To scroll down a screen, put the cursor on the scroll bar and left click while moving the mouse up or down. You can also scroll through the screen by clicking on the arrow symbol at the top and bottom of the scroll bar or by using the wheel on the mouse.

3.2.6. Standard Buttons

Buttons on each screen allow information entered to be processed, for example, a search to be performed. A number of standard buttons appear throughout the system.

View View	Will permit the user to View details of a Search result
Update Update	Edits certain fields of information currently displayed. Updated information is not saved until it is successfully submitted using the Submit button.
Delete Delete	Will permit the user to delete certain elements of data.
Reset Reset	Clears all data you have just entered on the current page. If you are editing existing data, the data will return to its previous state – i.e. the data that was there when you last displayed the screen.
Cancel Cancel	Cancels the current operation and return usually to the previous screen.
Add Add	Where more than one element of data is permitted the Add button permits the user to add the additional data e.g. add another Prior Period Negative Adjustment
Search Search	Permits the user to search for projects, expenditure declarations etc.
Submit Submit	Will save the information just entered. Before saving a check of the data is also performed most notably to ensure information has been completed correctly for mandatory fields. If there are errors, the screen will be redisplayed with appropriate error messages.

3.2.7. Moving between pages

It is advisable to avoid use of the Internet Explorer **Back** button to move back through screens as this may result in loss of data. To move between screens, either use the top menu bar or any direct link or button that may appear on the screen.

If you do use the **Back** button, you may encounter a system error message such as the error message displayed below and pressing F5 may refresh your screen.

Warning: Page has Expired

The page you requested was created using information you submitted in a form. This page is no longer available. As a security precaution, Internet Explorer does not automatically resubmit your information for you.

To resubmit your information and view this Web page, click the **Refresh** button.

Use of the **Back** button should generally be avoided on all internet applications.

3.2.8. Results of Searches

Results of searches are usually displayed as rows of information – one row per record. These are displayed to a maximum of 50 rows to a screen. At the foot of the screen, the current screen number is displayed (if multiple screens are returned). It is possible to go directly to other screens by clicking on the screen number

Viewing page 1 of 2 << 1 2 >>

Search Again

3.2.9. Going to Specific Screens

On many screens, some field entries may be linked to other relevant screens. These are known as **hyperlinks**. If the text is displayed in **bold type**, then it is possible to click on that entry and go to those details. This usually occurs in a list of details – typically a search result, such as shown next where the records under the heading **Project Name** are hyperlinks. By clicking on the hyperlink **Donegal Crystal** this will take you to the project details for Donegal Crystal project.

Search Project Results

Level 1 Public Body Name↑	Local Project Reference	Project Name	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Donegal County Enterprise Board	Donegal Flowers 100/2008	**Donegal Flowers**	BMW	01/01/2008	01/12/2013	01/02/2008	
Donegal County Enterprise Board	Proj-123	**Donegal Crystal**	BMW	01/01/2007		01/03/2007	
Donegal County Enterprise Board	Donegal 123	**Donegal Jam**	BMW				

Search Again

3.2.10. Changing Order of Results

When viewing data in tables, it is possible to change the order of the information, by clicking on any column name. The table will be redisplayed, ordered by information in that column. Clicking the column name again will reverse the order.

The example below shows some sample projects displayed in **Project Name** order – as indicated by the (🡅) circled in red below.

Search Project Results

Level 1 Public Body Name	Local Project Reference	Project Name ↑	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Clare County Enterprise Board	3003647	**Aaron Value/Capital**	S&E	11/09/2007	31/12/2008	11/09/2007	
Clare County Enterprise Board	Advanced Computerised Accounts Prog	**Advanced Computerised Accounts**	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Advertising	**Advertising**	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	3001988	**Aerowind/ Capital Grants**	S&E	24/06/2008	24/06/2009	24/06/2008	

To display this same set of search results sorted by **Local Project Reference**, click on the **Local Project Reference** heading. The table will redisplay ordered by the information in that column as shown in the following example.

Search Project Results

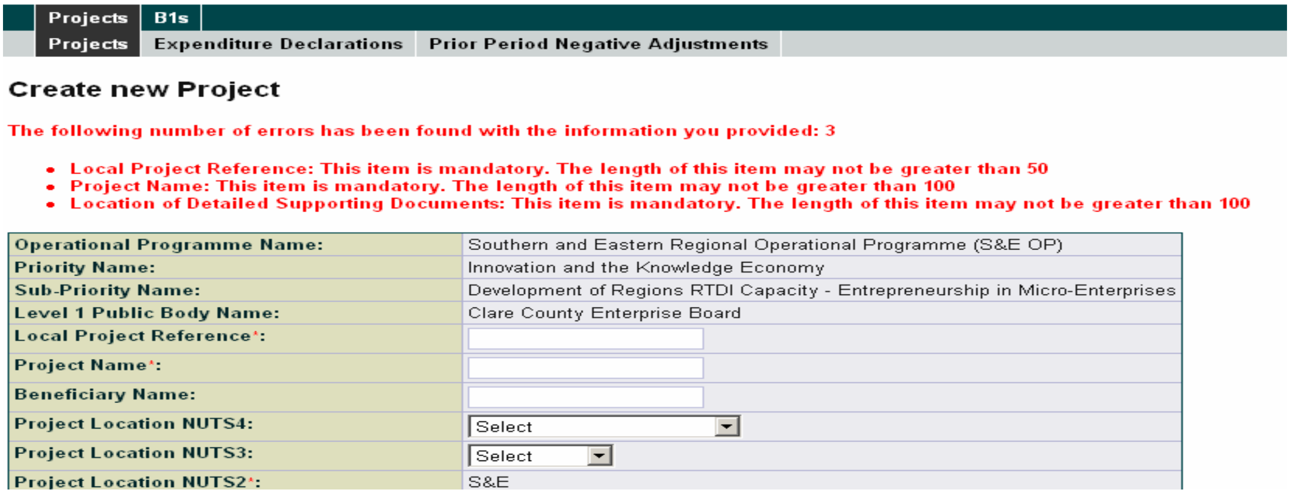
Level 1 Public Body Name	Local Project Reference ↑	Project Name	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Clare County Enterprise Board	3000217	**St. Tola's Cheese/Employment**	S&E	13/02/2007	31/12/2008	13/02/2007	
Clare County Enterprise Board	3000471	**GMS Ltd./Feasibility**	S&E	25/03/2008	25/03/2009	25/03/2008	
Clare County Enterprise Board	3000601	**Orchid Communications/Employment Grants**	S&E	28/10/2008	28/10/2009	28/10/2008	
Clare County Enterprise Board	3001093	**Atlantic Air Venture/Feasibility**	S&E	12/06/2007	12/06/2008	12/06/2007	
Clare County Enterprise Board	3001093	**Atlantic Airventure (2)/Capital**	S&E	24/06/2008	24/06/2009	24/06/2008	

3.2.11. Error Messages

The EUSF system checks certain fields to ensure appropriate or mandatory information has been entered correctly. This check does not take place as you are entering the data, but only after you have finished entering all information and click on an action button such as **Submit**.

A message identifying the error or errors found will appear in red, followed by a specific error message or messages detailing the exact nature of the error(s).

The data will not be processed and saved until all errors have been addressed – in the example below the error message in red indicates that a user in Creating a Project has failed to populate some fields which are mandatory. These fields must be populated before the user can continue with the Create Project function.


Projects | B1s

Projects | Expenditure Declarations | Prior Period Negative Adjustments

Create new Project

The following number of errors has been found with the information you provided: 3

- Local Project Reference: This item is mandatory. The length of this item may not be greater than 50
- Project Name: This item is mandatory. The length of this item may not be greater than 100
- Location of Detailed Supporting Documents: This item is mandatory. The length of this item may not be greater than 100

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference*:	
Project Name*:	
Beneficiary Name:	
Project Location NUTS4:	Select
Project Location NUTS3:	Select
Project Location NUTS2*:	S&E

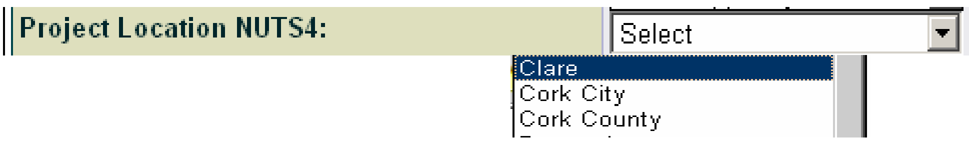
3.3. Special Field Types

3.3.1. Mandatory Fields

Certain fields are mandatory and so the system will not proceed if information is not entered in these fields. A red asterisk * after the field name identifies that a field is mandatory, as illustrated below with the **Project Name** field: 

3.3.2. Drop Down Menus

To ensure data consistency and to make data entry more efficient some standard structural funds data such as the **Project Location** can be accessed by means of a drop down menu, as shown in the following example.



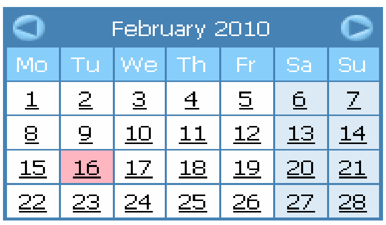
Please note that you cannot enter any value other than one of those in the drop down list. To view the list of available options for a field, click on the down arrow symbol.

3.3.3. Date Fields

Some fields require dates to be entered. They will all have the same format, as shown below:

Dates can be entered either by use of a pop-up calendar  or by manual entry. The format for date entry if done manually is DD/MM/YYYY and the '/' separator must be entered when entering the date manually. An error will appear if the date is not entered in the correct format.

To enter dates using the pop-up calendar click on the calendar icon  next to the date field and this will display the short cut calendar as a pop-up window on top of the main page you are using.

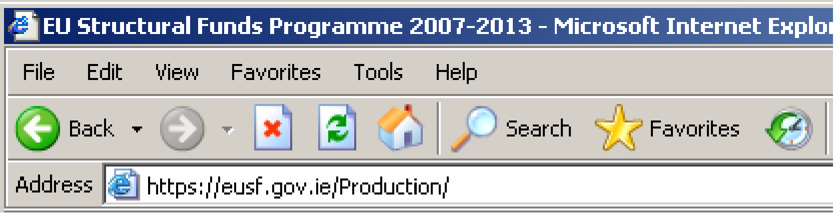


This pop-up calendar defaults to today's date (highlighted in red). Clicking on the appropriate date will automatically enter that date into the date field and close the window. To move to other months, click on the left and right arrows.

4. LOGGING IN

The system is delivered over the internet and can be accessed using any of the standard internet browsers e.g., Internet Explorer, Mozilla FireFox etc.

The address for accessing the system is https://eusf.gov.ie/Production/ and if you are using Microsoft Internet Explorer to access the system then your screen should be similar to that displayed below.



Access to the EUSF IT system is maintained by the Managing Authority for the Operational Programme. To request access to the EUSF IT system or for any issues or training requirements relating to the EUSF IT system please contact the relevant Managing Authority.

Ms. Gerardine Lafferty, Broder, Midland & Western Regional Assembly
tel. 094 9862970 Email: glafferty@bmwassembly.ie

Ms. Oonagh Hearne, Southern & Eastern Regional Assembly
tel. 051 860700 Email: ohearne@seregassembly.ie

For all other queries, please contact your parent Department or Intermediate Body for your scheme/operation.

After successfully accessing the system the **Login** page will appear (see below). Enter your **Username** and **Password** in the mandatory fields provided.

When you have successfully logged into the EUSF system your name and access level will be displayed in the header of all pages

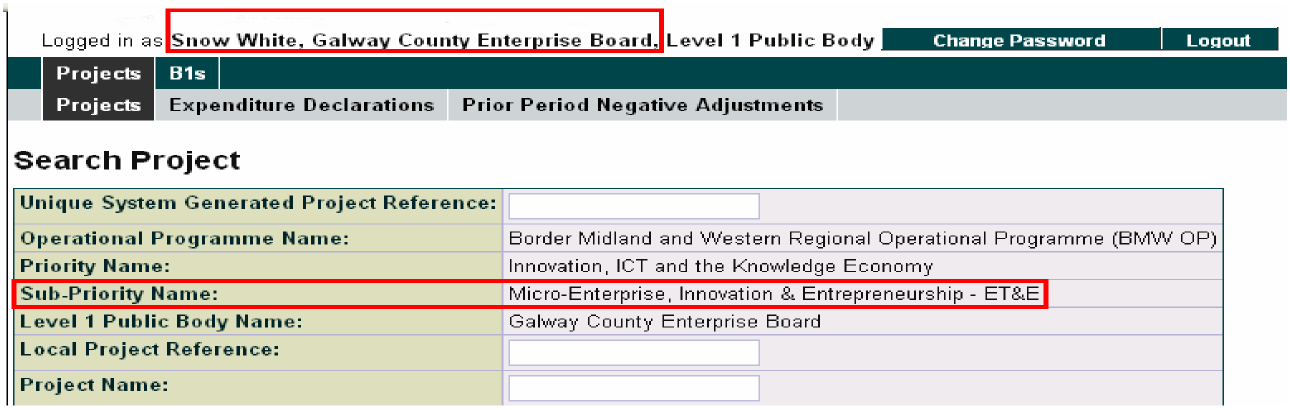
4.1. User Access Levels

User access to the EUSF IT system is based around the **Sub Priorities** under which a **Level-1 Public Body** (eg. County Enterprise Board, Institute of Technology or a Local Authority) operate and a **Level-1 User** is linked to a Level-1 Public Body.

4.1.1. Single Sub Priority Access for a Level-1 Public Body

Some Level-1 Public Bodies such as County Enterprise Boards will operate under just one Sub Priority, therefore when a Level-1 User from a County Enterprise Board logs in they are taken automatically to the only Sub Priority under which their County Enterprise Board operates.

In the example below when Level-1 User, Snow White, from Galway County Enterprise Board (Level-1 Public Body) logged in she is automatically logged in under the Micro-Enterprise, Innovation & Entrepreneurship Sub Priority as this is the only Sub Priority under which Galway County Enterprise Boards operates on the EUSF IT system.



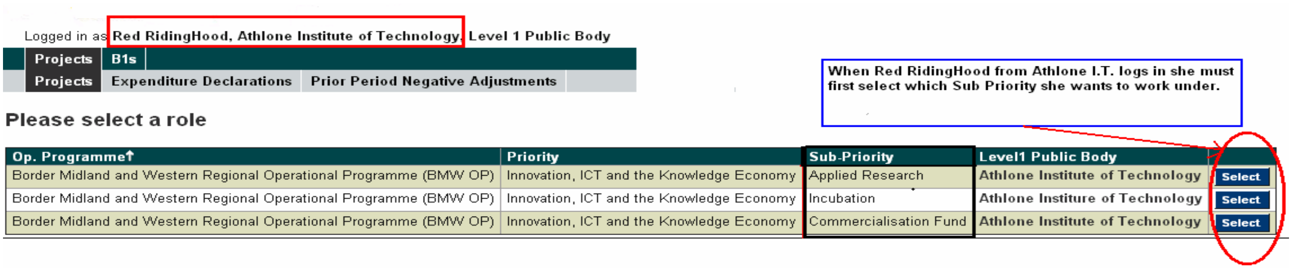
4.1.2. Multiple Sub Priority Access for a Level-1 Public Body

Some Level-1 Public Bodies such as the Institutes of Technology, Vocational Education Committees or the National Universities will need access to the EUSF IT system to operate under **several Sub Priorities**.

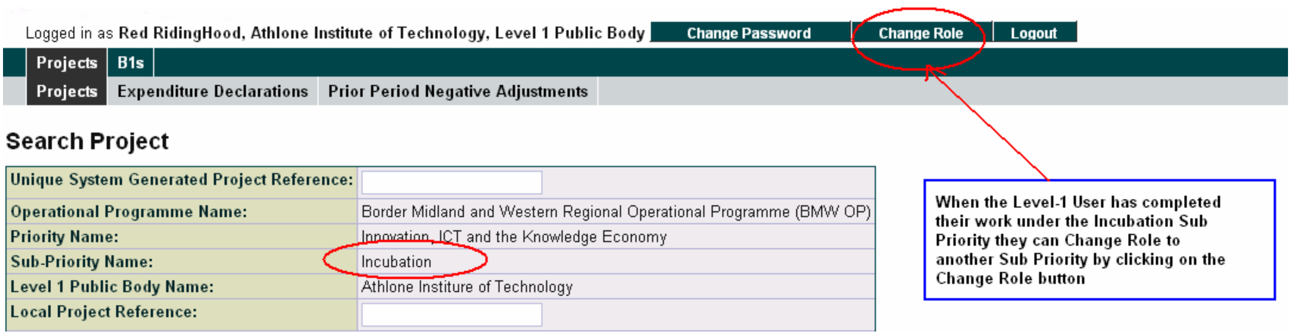
Therefore, when a Level-1 User from, for example, an Institute of Technology (Level-1 Public Body) logs in they are presented with a menu of the Sub Priorities for which their Level-1 Public Body(eg. Institute of Technology) can operate.

In this case **the Level-1 User must Select which of the Sub Priorities they want to operate under** in this session.

In the example below for Athlone Institute of Technology(Level-1 Public Body) user Red RidingHood (Level-1 User) has logged in, she is presented with a menu of the Sub Priorities under which Athlone Institute of Technology can operate and she must first select which of the Sub Priorities (circled in red) she wants to operate under in this session.



The Level-1 user selects to operate under, for example, the Incubation Sub Priority so the Level-1 user clicks on the **Select** button to the right of the Incubation Sub Priority and the Incubation Sub Priority **Search Project** page is displayed.



If this user completes their work under the selected Sub Priority and then wants to work under another of their Sub Priorities then the user selects the **Change Role** button on the top right of the screen to **Select** a different Sub Priority.

4.2. Changing your password

It is highly recommended that you **change your password** when you first log on to the EUSF system and then at regular periods thereafter.

To change your password click on the **Change Password** button in the header of all pages within the EUSF system and circled in red in the example below.

The **Change Password** screen will be displayed.

Enter your **new** password (with a **minimum of 8 characters** and we recommend that you **use both numeric and alphanumeric** in creating your password) in the first field labelled **Password** and then re-type your new password in the second field labelled **Confirm Password**. Click on the **Submit** button**.**

If there is a problem (e.g. the password is too short or if the password typed in the first field differs from that in the second), an error message will be displayed. If the password is accepted, a screen like this will appear to confirm the change:

5. LOGGING OUT

It is also **essential to logout** of the EUSF IT system by clicking on the **Logout** button that is displayed in the header of all pages of the EUSF system and as circled in red on the screen below.

- ► Care should be taken to **always Logout** of the EUSF IT system.

- ► Exiting without a Logout **may result in the loss of data** entered by you **or the locking and subsequent disabling of your User Access** account.

6. LEVEL 1 PUBLIC BODY MENUS

The **Projects** menu is selected by default when a Level-1 user successfully logs on to the EUSF IT system and the **Search Project** page is the default view

There are four sub-menus displayed under the **Projects** menu when a user logs on to the system.

The menus are:

- **Projects**
- **Expenditure Declarations**
- **Prior Period Negative Adjustments**
- **B1s**

It is possible to access the other menu items by clicking on the item name. The name of the sub-menu will appear shaded green in colour when selected, as illustrated above with the **Prior Period Negative Adjustments** sub-menu.

7. PROJECTS

7.1.1. Static Project Data

A project consists of different data types, the data about the project which rarely changes over the life of the project, for example the project address, is called **Static Project Data**. The Static project data must be setup on the EUSF IT System using the **Create Project** function and this must be completed **before expenditure can be declared for a project.**

The data displayed below is an example of the Static Data for the project Atlantic Airventure.

Project Details

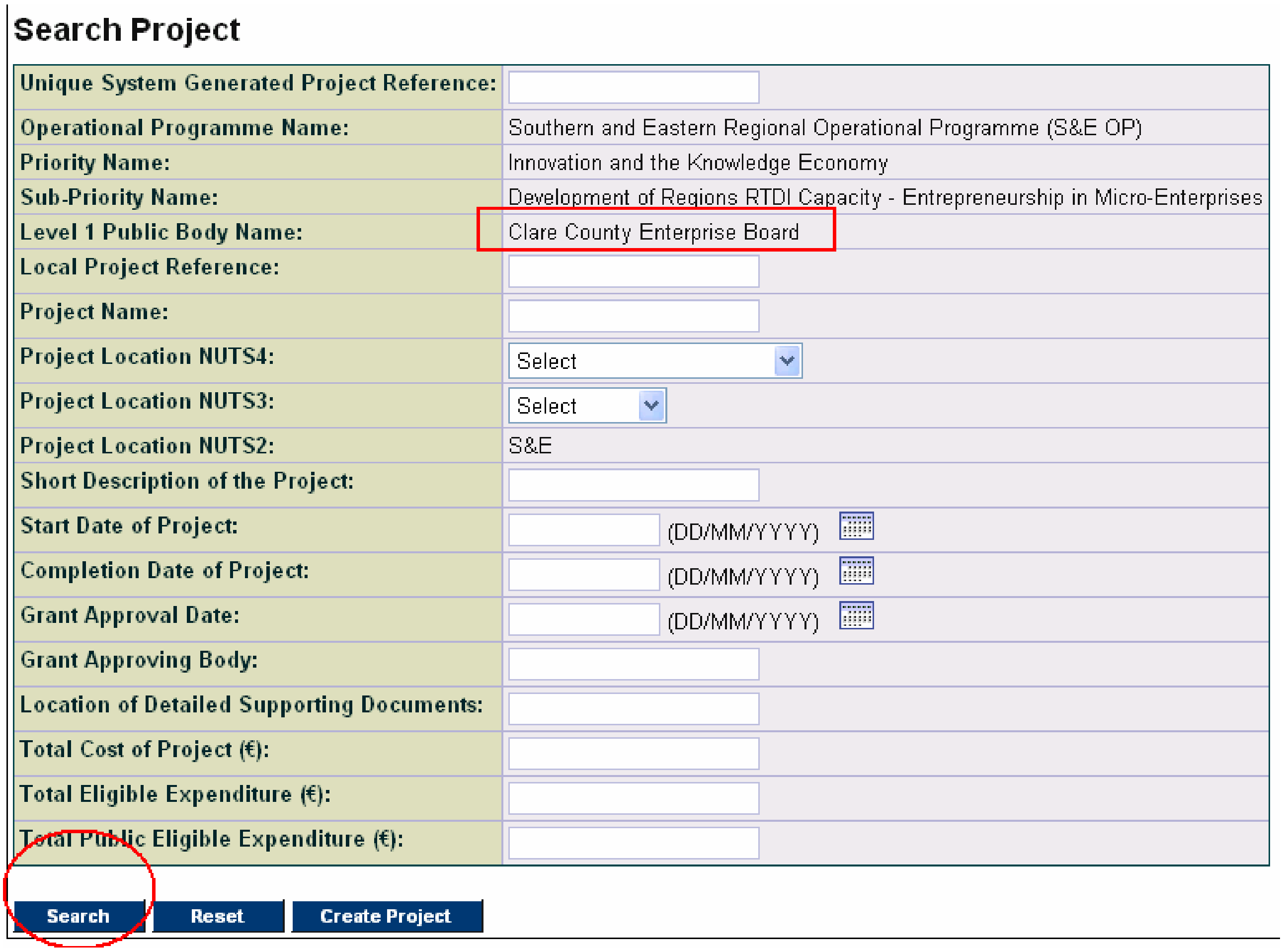
Unique System Generated Project Reference:	2951
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference:	3001093
Project Name:	Atlantic Airventure (2)/Capital
Categorisation Code:	08
Beneficiary Name:	Atlantic Airventure (2)
Project Location NUTS4:	Clare
Project Location NUTS3:	Mid-West
Project Location NUTS2:	S&E
Short Description of the Project:	3001093 Atlantic Airventure Capital his project involves the setting up a pioneer hanger project which will be the centre for learning, information and recreation. The project will deal with aviation and visitors will be able to take the guided tour of an aviation education programme.
Start Date of Project:	24/06/2008
Completion Date of Project:	24/06/2009
Grant Approval Date:	24/06/2008
Grant Approving Body:	Clare CEB
Location of Detailed Supporting Documents:	Clare CEB offices
Total Cost of Project (€):	20,000.00
Total Eligible Expenditure (€):	20,000.00
Total Public Eligible Expenditure (€):	10,000.00
Amount Approved/Allocated (€):	10,000.00
Cross Financing of Structural Funds:	No

7.2. Search Project

The **Search Project** page is the default display for a **Level-1 Public Body** user.

It is possible to search for projects already created just by clicking on the **Search** tab located in the lower left corner of the **Search Projects** screen.

Only those projects created by the Level-1 Public body will be displayed, therefore, if as displayed below the users is logged in under Clare County Enterprise Board then only those projects created by Clare County Enterprise Board will be displayed in the search.



Search Project

Unique System Generated Project Reference:	
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference:	
Project Name:	
Project Location NUTS4:	Select
Project Location NUTS3:	Select
Project Location NUTS2:	S&E
Short Description of the Project:	
Start Date of Project:	(DD/MM/YYYY)
Completion Date of Project:	(DD/MM/YYYY)
Grant Approval Date:	(DD/MM/YYYY)
Grant Approving Body:	
Location of Detailed Supporting Documents:	
Total Cost of Project (€):	
Total Eligible Expenditure (€):	
Total Public Eligible Expenditure (€):	

Search Reset Create Project

To search for projects click on the **Search** button – circled in red in the example above.

The **Search Projects Results** will be displayed as in the following example.

To View a project click on the Project Name or click on the View icon for the project

Search Project Results

Level 1 Public Body Name↑	Local Project Reference	Project Name	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Clare County Enterprise Board	Schools Enterprise Awards	Schools Enterprise	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Plato Mid West	Plato Programme	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Manual Handling Programme	Manual Handling	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Diploma in Project Management	Dip in Project Management	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Womens Network	Womens Network	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Marketing Development Programme	Marketing Programme	S&E	01/01/2007	31/12/2008	01/01/2007	

If the project you are searching for is not found within the **Search Project Results** listing it is possible to perform another search by clicking on the **Search Again** button.

It is also possible to search for a specific project if you know the project name. Enter the relevant project name on the **Search Project** screen and click on the **Search** button.

Search Project

Unique System Generated Project Reference:	
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference:	
Project Name:	St. Tola's Chese
Project Location NUTS4:	Select
Project Location NUTS3:	Select
Project Location NUTS2:	S&E
Short Description of the Project:	
Start Date of Project:	(DD/MM/YYYY)
Completion Date of Project:	(DD/MM/YYYY)
Grant Approval Date:	(DD/MM/YYYY)
Grant Approving Body:	
Location of Detailed Supporting Documents:	
Total Cost of Project (€):	
Total Eligible Expenditure (€):	
Total Public Eligible Expenditure (€):	

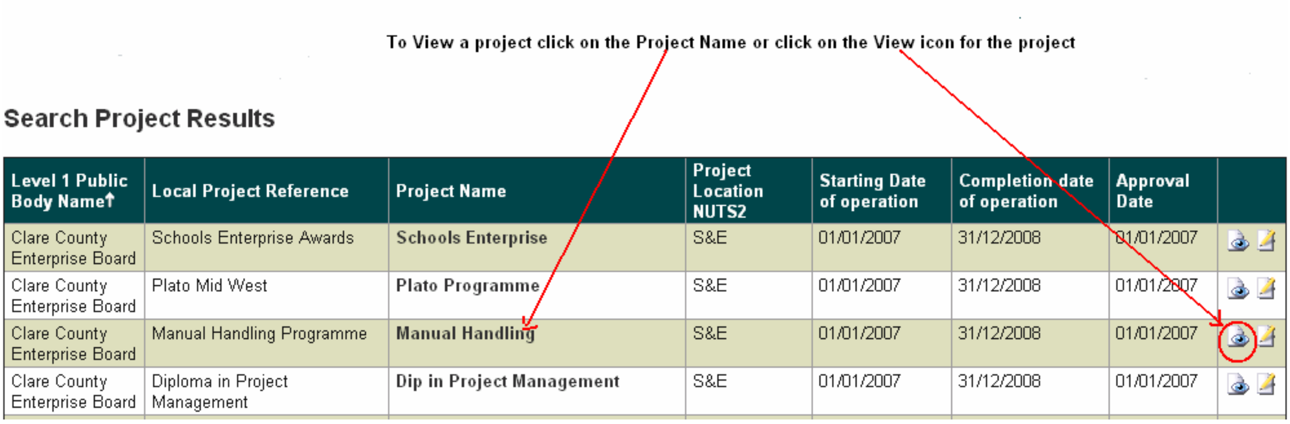
Search Reset Create Project

The **Search Project Results** page will appear detailing any projects that match the criteria supplied.

7.2.1. View a Project

Search for the project using the **Search Project** facility outlined earlier. The Search Projects Results will be displayed.

To View a project click on the project name or click in the View icon as indicated in the example below.



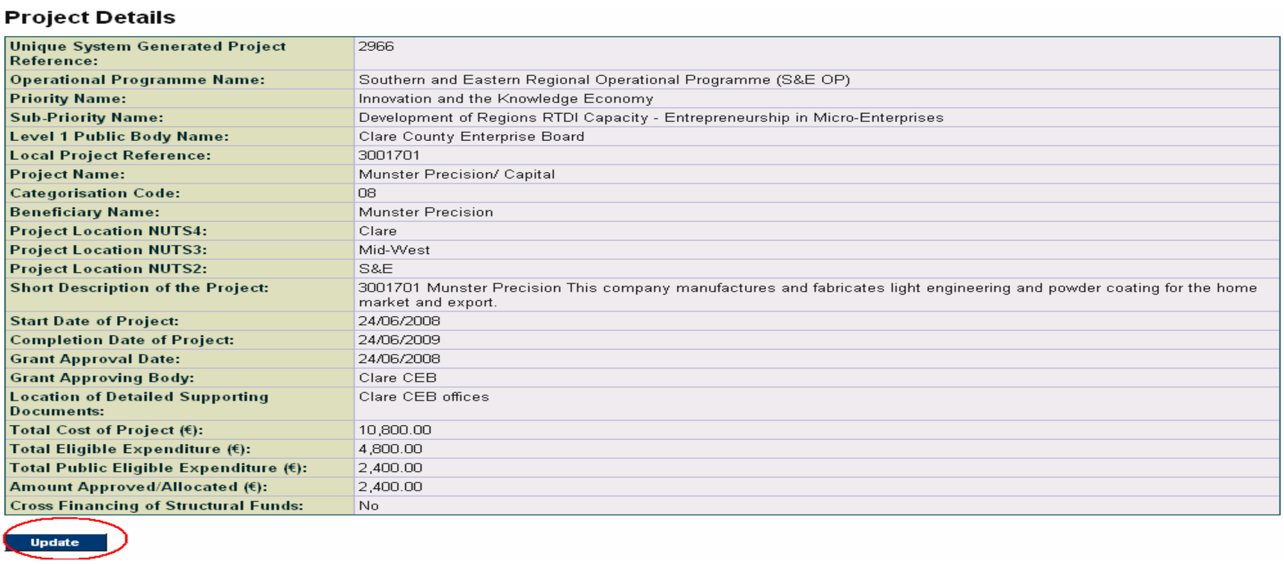
Search Project Results

Level 1 Public Body Name	Local Project Reference	Project Name	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Clare County Enterprise Board	Schools Enterprise Awards	Schools Enterprise	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Plato Mid West	Plato Programme	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Manual Handling Programme	Manual Handling	S&E	01/01/2007	31/12/2008	01/01/2007	
Clare County Enterprise Board	Diploma in Project Management	Dip in Project Management	S&E	01/01/2007	31/12/2008	01/01/2007	

When you click on the **View Project** icon, or click on the project name, the **Project Details** will be displayed.

7.2.2. Update a Project

The Level-1 Public Beneficiary Body and the Managing Authority can update the Static Project data. To update the static data for a project, search for the project using the **Search Project** facility outlined previously and when the static data for the project is displayed on the screen click on the **Update** button located on the lower right of the screen (circled in red in the example below).

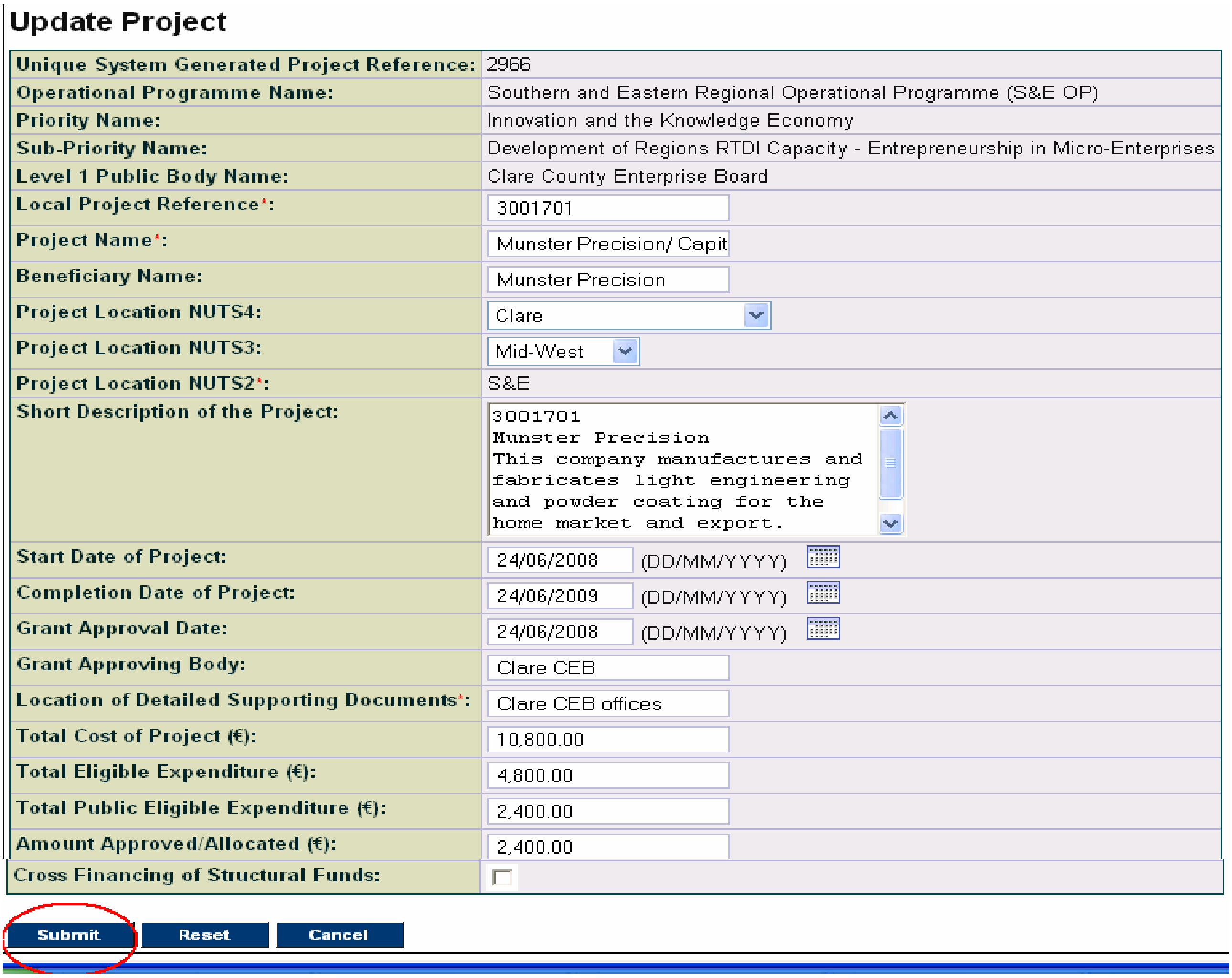


Project Details

Unique System Generated Project Reference:	2966
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference:	3001701
Project Name:	Munster Precision/ Capital
Categorisation Code:	08
Beneficiary Name:	Munster Precision
Project Location NUTS4:	Clare
Project Location NUTS3:	Mid-West
Project Location NUTS2:	S&E
Short Description of the Project:	3001701 Munster Precision This company manufactures and fabricates light engineering and powder coating for the home market and export.
Start Date of Project:	24/06/2008
Completion Date of Project:	24/06/2009
Grant Approval Date:	24/06/2008
Grant Approving Body:	Clare CEB
Location of Detailed Supporting Documents:	Clare CEB offices
Total Cost of Project (€):	10,800.00
Total Eligible Expenditure (€):	4,800.00
Total Public Eligible Expenditure (€):	2,400.00
Amount Approved/Allocated (€):	2,400.00
Cross Financing of Structural Funds:	No

Update

When the user clicks the **Update** button the static project data is displayed for update and any of the fields which the Level-1 Public Body entered can now be updated.



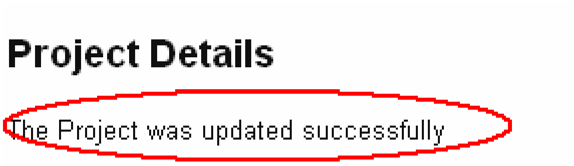
Update Project

Unique System Generated Project Reference:	2966
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Local Project Reference*:	3001701
Project Name*:	Munster Precision/ Capit
Beneficiary Name:	Munster Precision
Project Location NUTS4:	Clare
Project Location NUTS3:	Mid-West
Project Location NUTS2*:	S&E
Short Description of the Project:	3001701 Munster Precision This company manufactures and fabricates light engineering and powder coating for the home market and export.
Start Date of Project:	24/06/2008 (DD/MM/YYYY)
Completion Date of Project:	24/06/2009 (DD/MM/YYYY)
Grant Approval Date:	24/06/2008 (DD/MM/YYYY)
Grant Approving Body:	Clare CEB
Location of Detailed Supporting Documents*:	Clare CEB offices
Total Cost of Project (€):	10,800.00
Total Eligible Expenditure (€):	4,800.00
Total Public Eligible Expenditure (€):	2,400.00
Amount Approved/Allocated (€):	2,400.00
Cross Financing of Structural Funds:	

Submit Reset Cancel

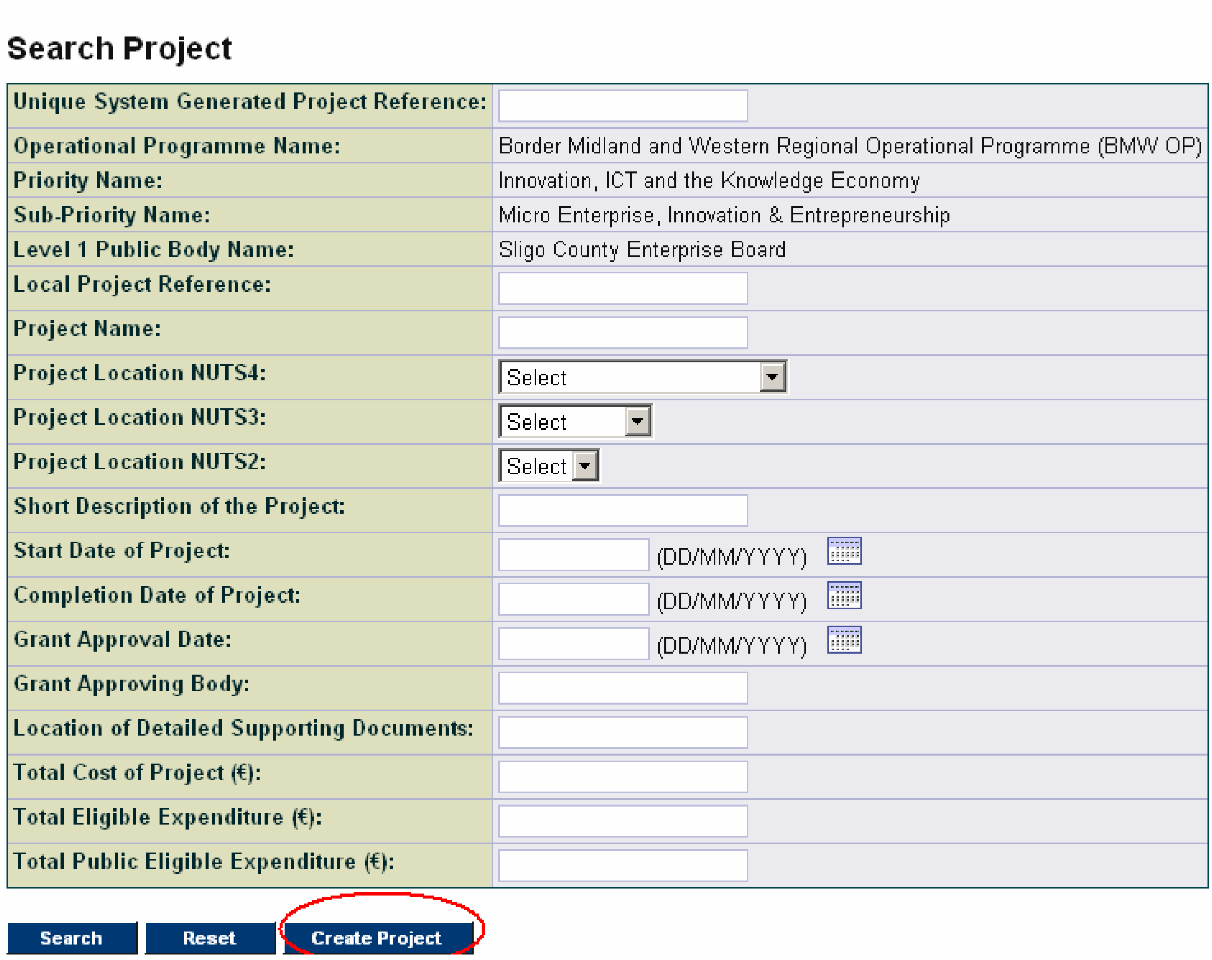
After amending any of the static data fields for a project the user must click **Submit** to commit these changes. If the user wants to abandon the changes they have made they should click **Reset**.

When the user clicks **Submit** to commit the changes they have made to the project static data a message is displayed to indicate that the project static data was successfully updated.



7.3. Create a New Project

To Create a new project click on the **Create Project** button (circled in red below) and located in the lower left of the default **Search Project** screen displayed when the Level-1 user logs in to the EUSF IT System.

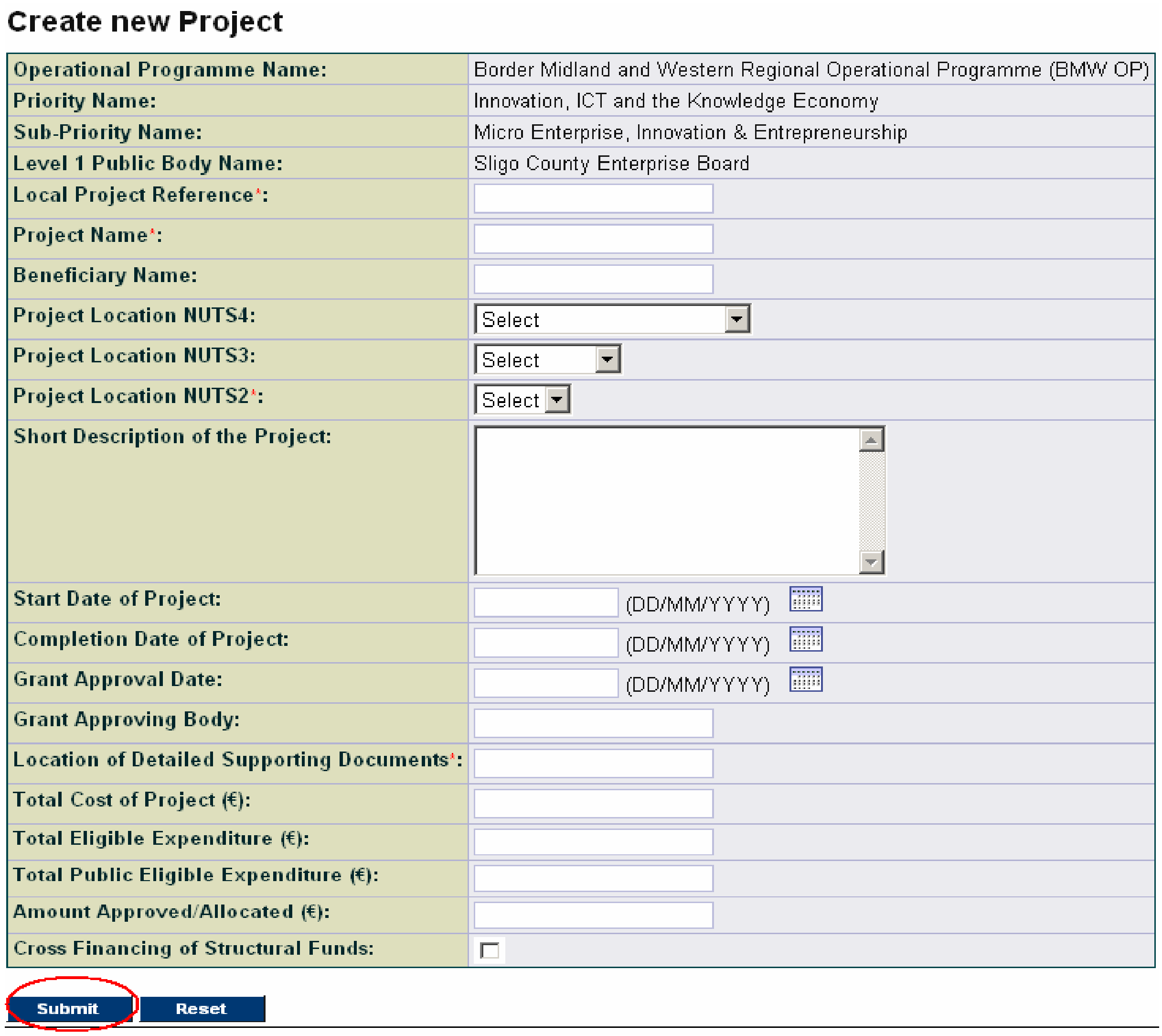


Search Project

Unique System Generated Project Reference:	
Operational Programme Name:	Border Midland and Western Regional Operational Programme (BMW OP)
Priority Name:	Innovation, ICT and the Knowledge Economy
Sub-Priority Name:	Micro Enterprise, Innovation & Entrepreneurship
Level 1 Public Body Name:	Sligo County Enterprise Board
Local Project Reference:	
Project Name:	
Project Location NUTS4:	Select
Project Location NUTS3:	Select
Project Location NUTS2:	Select
Short Description of the Project:	
Start Date of Project:	(DD/MM/YYYY)
Completion Date of Project:	(DD/MM/YYYY)
Grant Approval Date:	(DD/MM/YYYY)
Grant Approving Body:	
Location of Detailed Supporting Documents:	
Total Cost of Project (€):	
Total Eligible Expenditure (€):	
Total Public Eligible Expenditure (€):	

Search Reset Create Project

The **Create New Project** screen will appear as displayed on the next page.



Create new Project

Operational Programme Name:	Border Midland and Western Regional Operational Programme (BMW OP)
Priority Name:	Innovation, ICT and the Knowledge Economy
Sub-Priority Name:	Micro Enterprise, Innovation & Entrepreneurship
Level 1 Public Body Name:	Sligo County Enterprise Board
Local Project Reference*:	
Project Name*:	
Beneficiary Name:	
Project Location NUTS4:	Select
Project Location NUTS3:	Select
Project Location NUTS2*:	Select
Short Description of the Project:	
Start Date of Project:	(DD/MM/YYYY)
Completion Date of Project:	(DD/MM/YYYY)
Grant Approval Date:	(DD/MM/YYYY)
Grant Approving Body:	
Location of Detailed Supporting Documents*:	
Total Cost of Project (€):	
Total Eligible Expenditure (€):	
Total Public Eligible Expenditure (€):	
Amount Approved/Allocated (€):	
Cross Financing of Structural Funds:	

Submit Reset

The Level-1 user can now enter the static data for the project

Fields indicated with * are mandatory fields and must be entered to create a new project.

After entering the project data the user must click **Submit** to create the project, or **Reset** to discard any data entered .

In the following page there is a brief description of the fields which must be entered when **Creating** a Project. The Level-1 User should consult the Public Beneficiary Body Procedure Manual for more detailed information relating to each field and the data used to populate the fields.

The fields on the Project Details screen are entered by the Level-1 Public Body and fields marked with an * are mandatory fields.

Local Project Reference * This is the local reference under which the project is filed in the local offices and it is a **mandatory field** which must be completed by the Level-1 Public Body when creating a new project. It is used to locate the original supporting documents for checking and audit purposes and to identify the project.

Project Name * This is the name of the project and is also a **mandatory field** at new project setup. Examples of project names are a company name or a training course name or a road scheme. If the project is a Company Name then the Project Name should indicate the grant type (Capital, Employment, Feasibility etc) where applicable.

Beneficiary Name The Beneficiary Name must be entered here.

Project Location Nuts4 * This is the physical location where the project expenditure is incurred and the location can be selected from a drop-down list.

Project Location Nuts3 This field is automatically populated by the system when the Nuts4 location is selected, however, if the Nuts4 location is unknown then the user can choose to select a Nuts3 region.

Project Location Nuts2 This field is automatically populated by the system if the user is logged-in under the Border Midland and Western or Southern & Eastern Operational Programme. For all other users this field is populated if either the Nuts 4 or Nuts 3 location is selected, however if the Nuts 4 or Nuts 3 locations are unknown then the user can select a Nuts 2 .

Short Description of the Project This field should contain a brief description of what the project is and what it aims to achieve.

Start Date of Project This field should contain the start date of the project (01/01/2007) - **unless** a contract/grant agreement specifying a different start date exists.

Completion Date of Project Please complete this field if a contract/grant agreement specifying an end date exists. Otherwise, this field should be left blank and will be completed by the Managing Authority.

Grant Approval Date Enter the grant approval date here – if applicable.

Grant Approving Body Enter the name of the grant approving body – if applicable.

Location of Detailed Supporting Documents* * This field is a **mandatory field** and should contain the location where the original supporting documents for the project are held.

Total Cost of Project This field should contain the total cost of the project regardless of the source of funds and amounts should be entered without the comma separators but including decimal places. See Example 1.

Total Eligible Expenditure Enter the total eligible expenditure (the portion of the Total Cost which is eligible for support) for the project here and amounts should be entered excluding comma separators but including decimal places. See Example 1.

Total Public Eligible Expenditure Enter the public eligible expenditure for the project and amounts should be entered excluding comma separators but including decimal places. See Example 1.

Amount Approved or Allocated This field is similar to the previous field and should contain the public grant amount allocated to this project under the EU co-financed scheme and amounts should be entered excluding comma separators but including decimal places. See Example 1.

Cross Financing of Structural Funds This field should only be ticked if this project specifically relates to a training project – in all other cases this field should be left blank.

Example 1:

Project to build craft workshop and retail outlet €100,000.00 = Total Cost of Project

Workshop component is eligible for support €60,000.00 = Total Eligible Expenditure

Grant offer on basis of eligible cost €30,000.00 = Total Public Eligible Expenditure

Total Cost of Project (€):	100,000.00
Total Eligible Expenditure (€):	60,000.00
Total Public Eligible Expenditure (€):	30,000.00
Amount Approved/Allocated (€):	30,000.00

Having completed all the fields necessary for setup of a new project selecting the **Submit** button will create the project and assign a system generated reference to the project. A message will be displayed to indicate that the project was created successfully.

After the user clicks on **Submit** and before returning back to the main menu the user can **View** the project by clicking on **View Project Details.**

7.3.1. Unique Project Identifiers

Unique System Generated Project Reference:

The **Unique System Generated Project Reference**, highlighted in red in the example below, is assigned by the system when a new project is created. These **Unique System Generated Project Reference** numbers are not sequential for a specific Level-1 Public Body – i.e. two projects created by the same Level-1 Public Body in the same session may be assigned system generated project reference numbers which are not sequential.

Projects | B1s

Projects | Expenditure Declarations | Prior Period Negative Adjustments

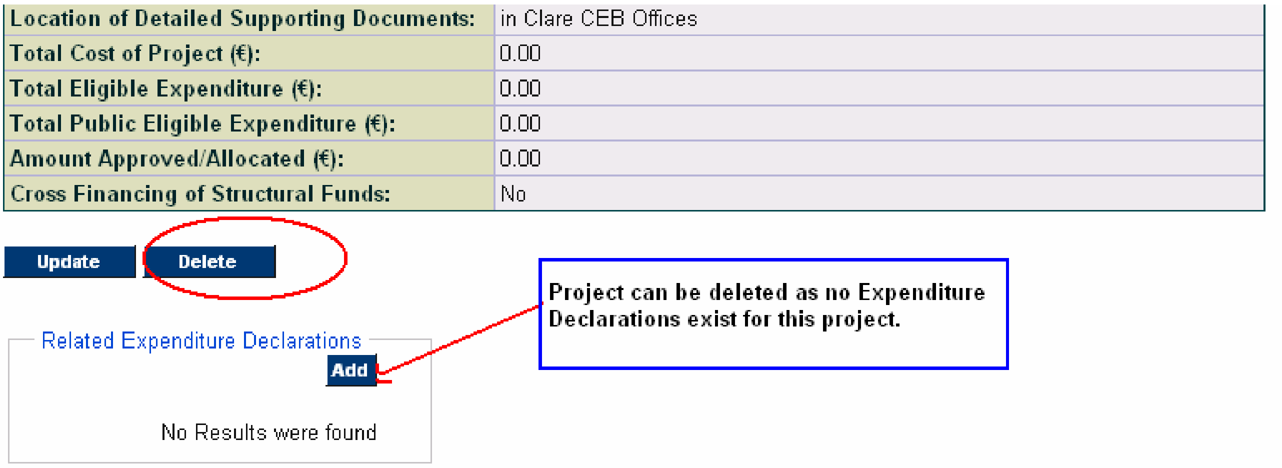
Project Details

Unique System Generated Project Reference:	82
Operational Programme Name:	Border Midland and Western Regional Operational Programme (BMW OP)
Priority Name:	Innovation, ICT and the Knowledge Economy
Sub-Priority Name:	Micro Enterprise, Innovation & Entrepreneurship
Level 1 Public Body Name:	Sligo County Enterprise Board
Local Project Reference:	200/2007
Project Name:	Rosses Point Crystal
Categorisation Code:	50
Beneficiary Name:	Rosses Point Crystal
Project Location NUTS4:	Sligo
Project Location NUTS3:	Border
Project Location NUTS2:	BMW
Short Description of the Project:	Crystal glass innovative production

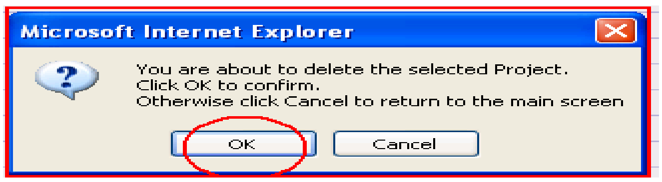
7.4. Delete a Project

A project (project static data) can only be deleted from the EUSF IT system if the project **does not** have any expenditure declarations associated with it, i.e. if no expenditure has been declared for the project.

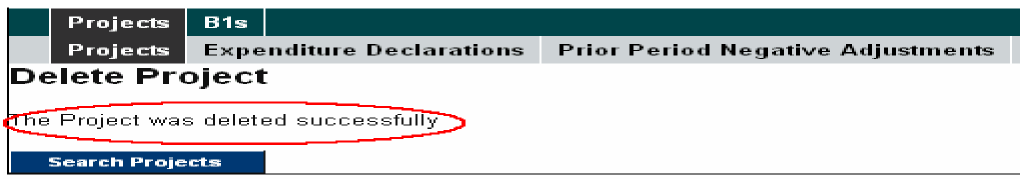
To delete a project search for the Project using the **Search Project** facility outlined previously. When the Project is displayed scroll down to the end of the project and the **Delete** button is available if no Expenditure Declarations exist for the project – see example below.



When the user clicks on the **Delete** button a message is displayed telling the user that they are about to delete a project and click OK if they want to continue with the deletion of the project or click Cancel to abandon the process.



Clicking OK will delete the project and a message appears to indicate that the project deletion was successful.



8. DECLARE EXPENDITURE

Expenditure can only be declared by a Level-1 Public Body if the previous B1 Declaration for the Level-1 Public Body has been Accepted by the Intermediate Body and the Managing and Certifying Authority.

8.1. Declare Expenditure for a Project

Search for the project for which you wish to declare expenditure using the **Search Project** facility outlined earlier.

From the Search Project results select the project for which you wish to declare expenditure by either clicking on the **Project Name** or by clicking on the **View** icon for the project (circled in red below).

Search Project Results

Level 1 Public Body Name↑	Local Project Reference	Project Name	Project Location NUTS2	Starting Date of operation	Completion date of operation	Approval Date	
Sligo County Enterprise Board	Project Number 0001	Enniscrone Water Surfing	BMW	01/01/2007	31/12/2010	01/01/2007	
Sligo County Enterprise Board	2008/100	Benbulbin Software	BMW	01/01/2008	30/12/2011	01/01/2008	
Sligo County Enterprise Board	200/2007	Rosses Point Crystal	BMW	01/04/2007	31/12/2012	01/04/2007	

Search Again

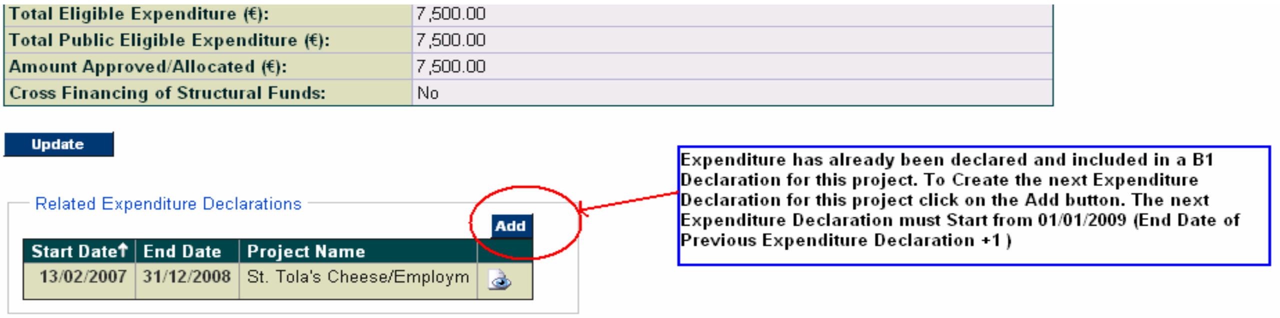
After selecting the required Project from the Search Project Results the project details are displayed and when the user scrolls down to the end of the project details a section called '**Related Expenditure Declarations**' appears.

● ▶ If this is the first Expenditure Declaration for a project then the message '**No Results were found**' will be displayed in the Related Expenditure Declarations box.

Click on the **Add** button to add the first Expenditure Declaration for this project

● ▶ If Expenditure has **already been declared** and included in a B1 Declaration for this Project, i.e. this is not the first Expenditure Declaration for this project, then, the previously declared expenditure declarations will be displayed

To add subsequent Expenditure Declarations for this project click on the Add **Add** button – circled in red in the example below.



Total Eligible Expenditure (€):	7,500.00
Total Public Eligible Expenditure (€):	7,500.00
Amount Approved/Allocated (€):	7,500.00
Cross Financing of Structural Funds:	No

Update

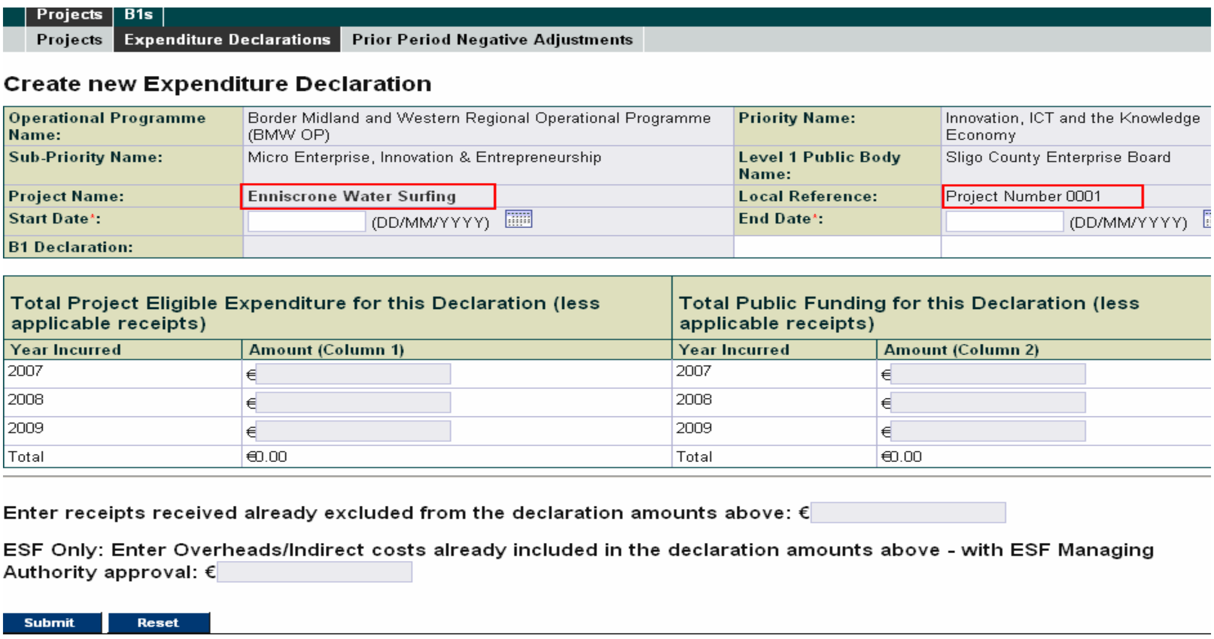
Related Expenditure Declarations

Add

Start Date	End Date	Project Name	
13/02/2007	31/12/2008	St. Tola's Cheese/Employm	

Expenditure has already been declared and included in a B1 Declaration for this project. To Create the next Expenditure Declaration for this project click on the Add button. The next Expenditure Declaration must Start from 01/01/2009 (End Date of Previous Expenditure Declaration +1)

After clicking on the **Add** button the **Create New Expenditure Declaration** screen will appear - as in the example for project 'Enniscrone Water Surfing' below.



Projects | B1s

Projects | Expenditure Declarations | Prior Period Negative Adjustments

Create new Expenditure Declaration

Operational Programme Name:	Border Midland and Western Regional Operational Programme (BMW OP)	Priority Name:	Innovation, ICT and the Knowledge Economy
Sub-Priority Name:	Micro Enterprise, Innovation & Entrepreneurship	Level 1 Public Body Name:	Sligo County Enterprise Board
Project Name:	Enniscrone Water Surfing	Local Reference:	Project Number 0001
Start Date*:	(DD/MM/YYYY)	End Date*:	(DD/MM/YYYY)
B1 Declaration:			

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€	2007	€
2008	€	2008	€
2009	€	2009	€
Total	€0.00	Total	€0.00

Enter receipts received already excluded from the declaration amounts above: €

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €

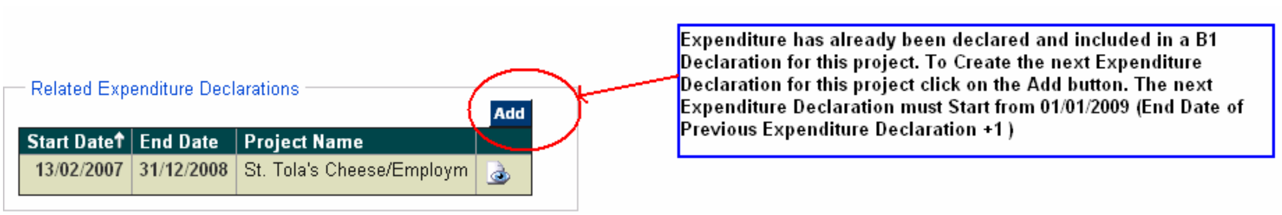
Submit | Reset

The Operational Programme Name appears at the top of the screen together with the Priority and Sub-Priority Names. The name of the Level-1 Public Body for which the user is logged in, also appears on the top of the screen.

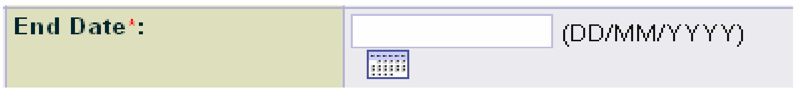
The project name (highlighted in red in the previous example) is displayed on the top left of the screen and the local project reference (highlighted in red in the previous example) also assigned by the user at Create Project is displayed on the top right of the screen.

To create the Expenditure Declaration the user must enter the **Start Date** for Expenditure Declaration. Where this is the first Expenditure Declaration for a project please be aware that the Start Date **cannot be before** 01/01/2007.

Where expenditure has already been declared for a project and the user is now entering a subsequent Expenditure Declaration then the **Start Date** of the Subsequent Expenditure Declaration will be the **End Date of the previous Expenditure Declaration + 1**



Dates can be entered manually in the format dd/mm/yyyy (e.g. 01/06/2007) or the dates can be selected from the calendar, by clicking on the calendar option  beside the date field and the date selected in the electronic calendar will be the default.



The user must then enter the **End Date** for expenditure declaration and again the date can be entered manually or selected from the electronic calendar.

The Start and End dates do not have to be in the same year. However, the End Date cannot be greater than the current (today's) date.

The user must enter the amounts being declared for this period

Total Project Eligible Expenditure for this Declaration (less applicable receipts).

This is the total eligible expenditure spent on this project this period and **net of any revenues/receipts received**. This amount is entered beside the year corresponding to when the expenditure being declared was **incurred.**

The amount is entered without the comma separator but including the decimal places e.g. €25,015.50 is entered as 25015.50 as the user is entering the figures the system automatically formats these figures indicating the thousands comma separator.

Total Project Eligible Expenditure for this Declaration (less applicable receipts)

Year Incurred	Amount (Column 1)
2007	€ 25,015.50

Total Public Funding for this Declaration (less applicable receipts)

This is the total **public** eligible expenditure spent on the project this period and **net of any revenues/receipts received**. As before, this amount is entered beside the year corresponding to when this expenditure was **incurred** and the amount is entered without the comma separators but including the decimal places.

Total Public Funding for this Declaration (less applicable receipts)

Year Incurred	Amount (Column 2)
2007	€ 25,015.50

The following is an example for project declaring €25,600.50 Total Eligible and €25,600.50 Total Public, and where €25,015.50 of the amount being declared was incurred in 2007 and €585.00 was incurred in 2008.

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€ 25,015.50	2007	€ 25,015.50
2008	€ 585.00	2008	€ 585.00
2009	€	2009	€

Enter receipts received already excluded from the declaration amounts above: € 1,000.00

Any amounts entered here **must already be deducted from the amounts being declared** this period. As before amounts are entered without the comma separators but including the decimal places.

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval:
€ 300.00

Where overheads are permitted subject to Managing Authority approval then overhead amounts should be entered without the comma separator but including decimal places.

The user can now select **Submit** (circled in red below) to submit this expenditure Declaration.

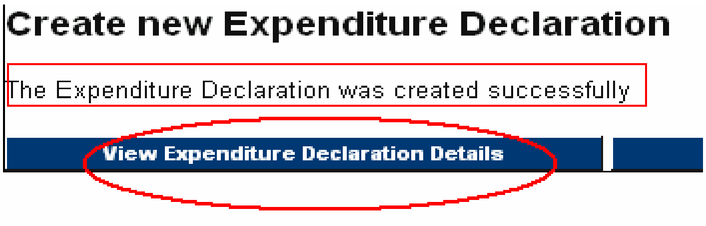
Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€ 25,015.50	2007	€ 25,015.50
2008	€ 585.00	2008	€ 585.00
2009	€	2009	€
2010	€	2010	€
Total	€0.00	Total	€0.00

Enter receipts received already excluded from the declaration amounts above: € 1,000.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval:
€ 300.00

Submit Reset

When the user clicks Submit the Expenditure Declaration is Created and a message is displayed to indicate this.



To View the Expenditure Declaration the user should click on the View Expenditure Declaration Details button.

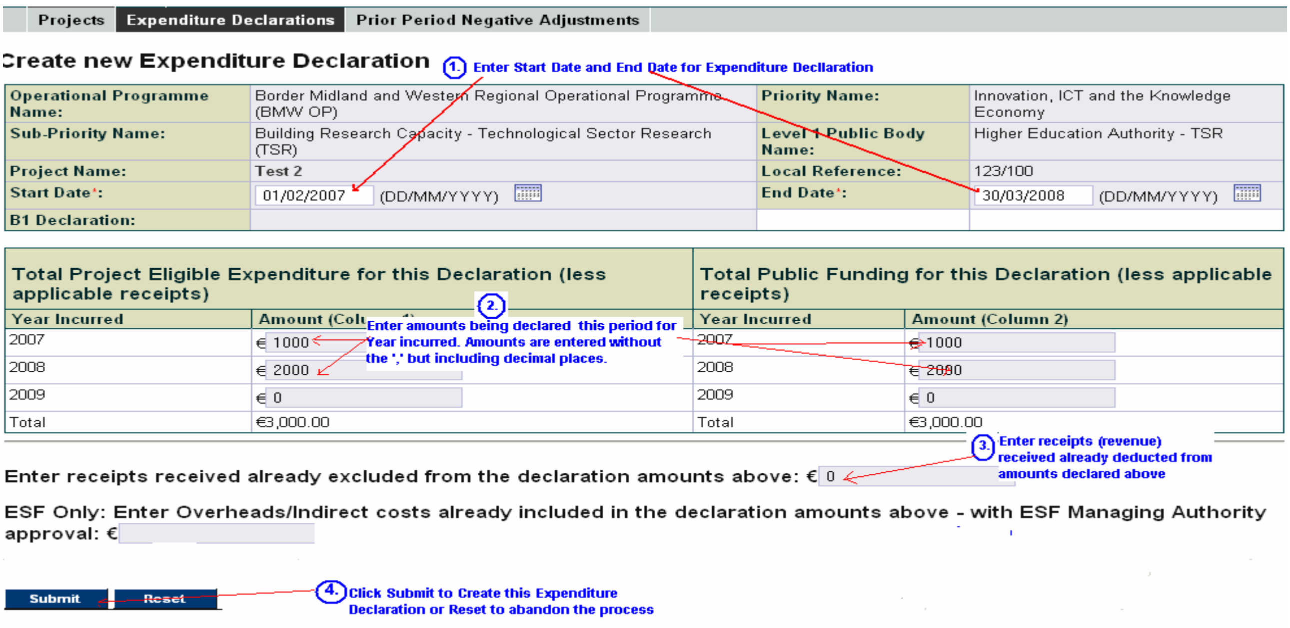
Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€25,015.50	2007	€25,015.50
2008	€585.00	2008	€585.00
2009	€0.00	2009	€0.00
2010	€0.00	2010	€0.00
Total	€25,600.50	Total	€25,600.50

Enter receipts received already excluded from the declaration amounts above: €1,000.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €300.00

The Expenditure Declaration Totals appear (circled in red in the example above) and the user should check that everything is correct.

Summary of Fields to be Entered on an Expenditure Declaration



Expenditure Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Priority Name:**	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level 1 Public Body Name:**	Clare County Enterprise Board
Project Name:	Burren Flowers	**Local Reference:**	123-2007
Start Date:	01/01/2007	**End Date:**	31/12/2008
B1 Declaration:			

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		**Total Public Funding for this Declaration (less applicable receipts)**	
Year Incurred	**Amount (Column 1)**	**Year Incurred**	**Amount (Column 2)**
2007	€25,015.50	2007	€25,015.50
2008	€585.00	2008	€585.00
2009	€0.00	2009	€0.00
2010	€0.00	2010	€0.00
Total	€25,600.50	Total	€25,600.50

Enter receipts received already excluded from the declaration amounts above: €1,000.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €300.00

# 1.Total Eligible Paid By Beneficiaries This Period	€25,600.50
# 2.Total Eligible Paid By Beneficiaries Adjustments This Period	€0.00
# 3.Adjusted Total Eligible Paid By Beneficiaries This Period	€25,600.50
# 4.Cumulative Adjusted Eligible Paid By Beneficiaries To-Date	€25,600.50
# 5. Total Declared Public Funding This Period	€25,600.50
# 6. Total Declared Public Funding Adjustments This Period	€0.00
# 7. Adjusted Declared Public Funding This Period	€25,600.50
# 8. Cumulative Adjusted Declared Public Funding To-Date	€25,600.50

Update Delete

Related Prior Period Negative Adjustments
Add
No Results were found

Related Expenditure Checks
Add
No Results were found

Related Expenditure Documents
Add
No Results were found

The above is an example of an Expenditure Declaration Created after the User clicked Submit on the Create Expenditure Declaration screen.

The rows of data in #1 to #8 provide summary information on this Expenditure Declaration and on the Cumulative To-Date declared expenditure for this project.

If the user wants to attach documents to this Expenditure Declaration they can do so in the **Related Expenditure Documents** section and clicking the **Add** button.

Note: Until this Expenditure Declaration is included in a B1 Declaration the Level-1 Public Body can continue to amend or delete this Expenditure Declaration. An expenditure declaration can be updated by clicking on the **Update** button Update.

An Expenditure Declaration can be deleted by clicking on the **Delete** button Delete.

8.2. Search for an Expenditure Declaration

If a declaration has already been made within EUSF IT System it is possible to search for that specific declaration. As there may be several Expenditure Declarations for a project it is recommended to filter the Search Expenditure Declaration or a specific project.

Clicking on the **Expenditure Declarations** menu will display the Search Expenditure Declaration screen

Search Expenditure Declaration

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	Choose Project
B1 Declaration:	
Start Date:	(DD/MM/YYYY)
End Date:	(DD/MM/YYYY)
Eligible 2007:	
Public 2007:	
Eligible 2008:	
Public 2008:	
Eligible 2009:	
Public 2009:	
Eligible 2010:	
Public 2010:	

Search Reset

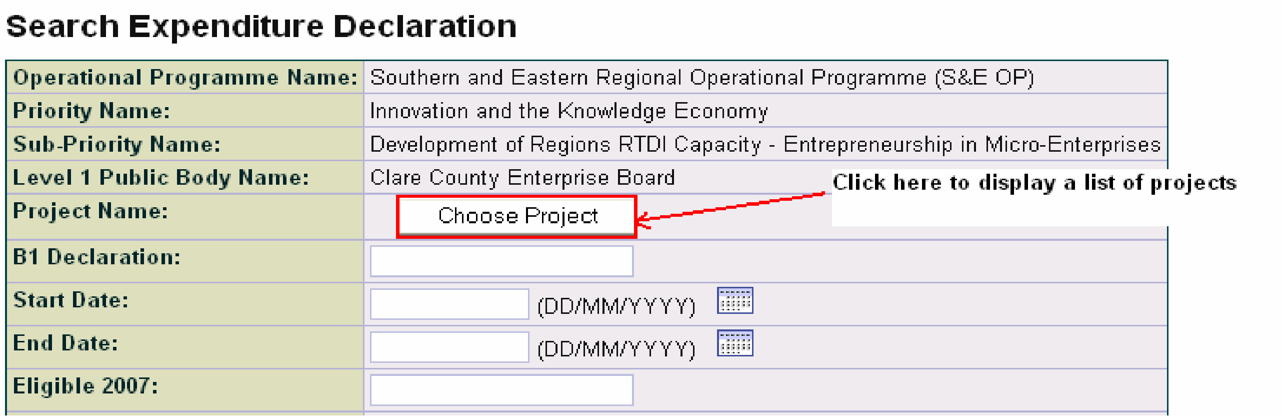
To see list of all Expenditure Declarations for this Level-1 Public Body click **Search –** i.e. no filtering in use.

Search Expenditure Declaration Results

Start Date↑	End Date	Project Name	
01/01/2007	31/12/2008	Schools Enterprise	
01/01/2007	31/12/2008	Plato Programme	
01/01/2007	31/12/2008	Manual Handling	
01/01/2007	31/12/2008	Dip in Project Management	
01/01/2007	31/12/2008	Womens Network	
01/01/2007	31/12/2008	Marketing Programme	
01/01/2007	31/12/2008	Computerised Accounts	
01/01/2007	31/12/2008	Advanced Computerised Acc	
01/01/2007	31/12/2008	Graphic Design	
01/01/2007	31/12/2008	Desktop Publishing	
01/01/2007	31/12/2008	ECDL	

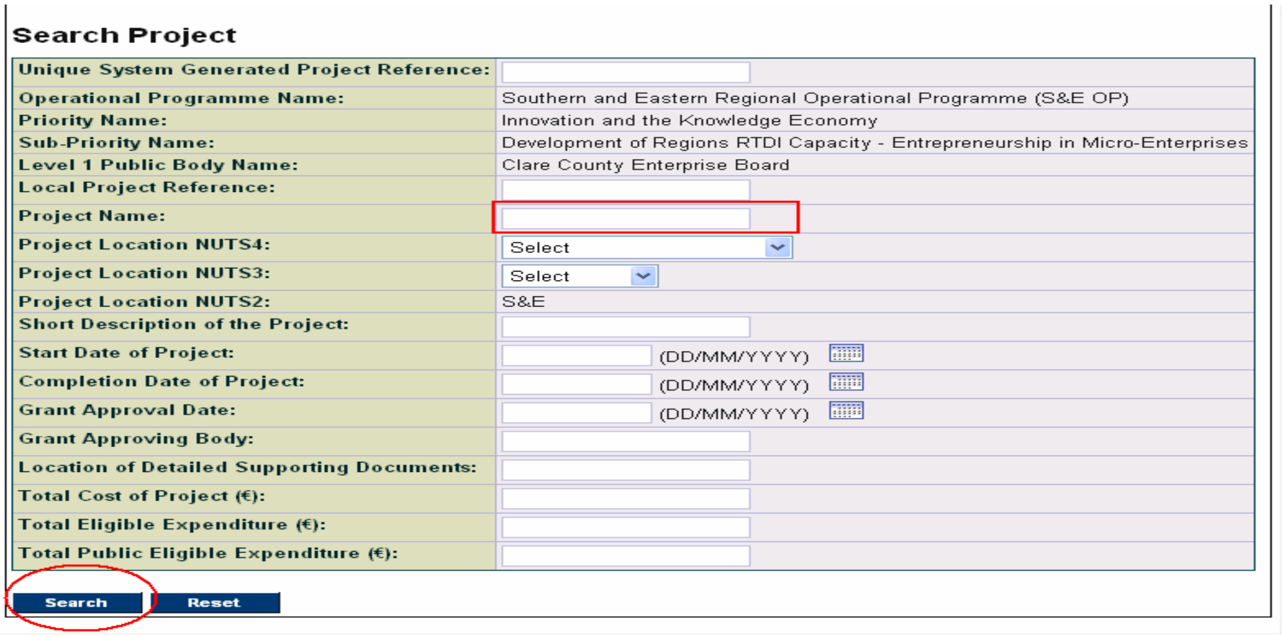
The list is displayed and the user can click the View icon for the Expenditure Declaration .

To filter the Search Expenditure Declaration for Expenditure Declarations for a specific project



Click on the **Choose Project** button to select the project for which you want to View Expenditure Declarations.

The Search Project screen is displayed. If you know the Project Name then enter the Project Name on the **Search Project Screen**, else click **Search** to see the entire list of Project for this Level-1 Public Body.



The list of Project for this Level-1 Public Body will be displayed and the user can scroll down to find the relevant project. Select the project by clicking on the Project Name eg. Burren Flowers in the example below.

Enterprise Board						
Clare County Enterprise Board	3004606	**De Barra Publications/ Capital Grant**	S&E	13/05/2008	13/05/2009	13/05/2008
Clare County Enterprise Board	3005029	**Brian Connolly/Feasibility**	S&E	25/03/2008	25/03/2009	25/03/2008
Clare County Enterprise Board	123-2007	**Burren Flowers**	S&E	01/01/2007		

The Project 'Burren Flowers' is defaulted in to the Search Expenditure Declaration Screen

Search Expenditure Declaration

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	Burren Flowers Choose Project
B1 Declaration:	
Start Date:	(DD/MM/YYYY)
End Date:	(DD/MM/YYYY)
Eligible 2007:	
Public 2007:	
Eligible 2008:	
Public 2008:	
Eligible 2009:	
Public 2009:	
Eligible 2010:	
Public 2010:	

Search **Reset**

Clicking **Search** on the Search Expenditure Declaration screen will display all the Expenditure Declarations for the project Burren Flowers.

Search Expenditure Declaration Results

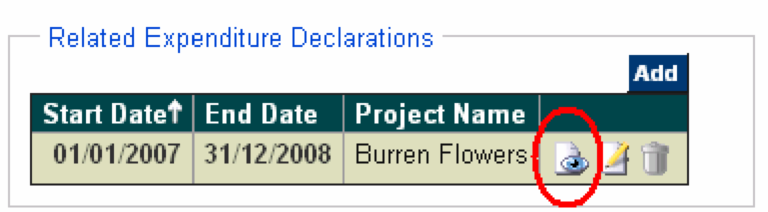
Start Date↑	End Date	Project Name	
01/01/2007	31/12/2008	Burren Flowers	

Search Again

8.2.1. *View an Expenditure Declaration*

Search for the Expenditure Declaration using the **Search Expenditure Declaration** facility outlined previously**.**

To view the declaration, click on the **View Expenditure Declaration** icon or click one of the date fields.

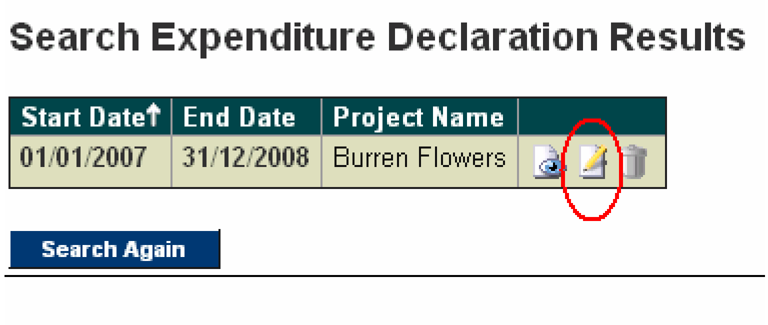


The **Expenditure Declaration Details** page will open in view mode.

8.3. Update an Expenditure Declaration

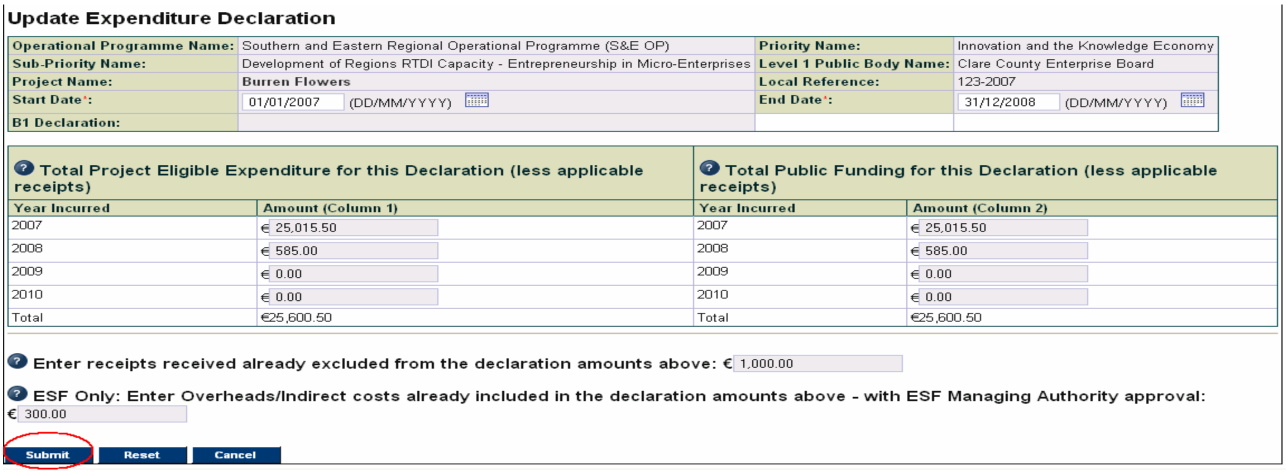
An Expenditure Declaration can only be Updated if the Expenditure Declaration **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

Search for the Expenditure Declaration using the **Search Expenditure Declaration** facility outlined previously.



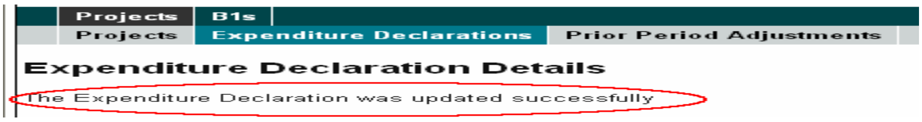
The Update icon is displayed if the Expenditure Declaration can be updated. Click on the Update icon to amend this Expenditure Declaration.

When the Expenditure Declaration is opened for updating the End Date for the expenditure declaration can be amended and additional expenditure included in the expenditure declaration, or expenditure can be removed from the expenditure declaration.



Remember to click **Submit** after any amendments have been made to the Expenditure Declaration.

A message will appear as follows indicating that the declaration was updated successfully.



The user can now click on the View Expenditure Declaration Details to see the recalculated fields for the project.

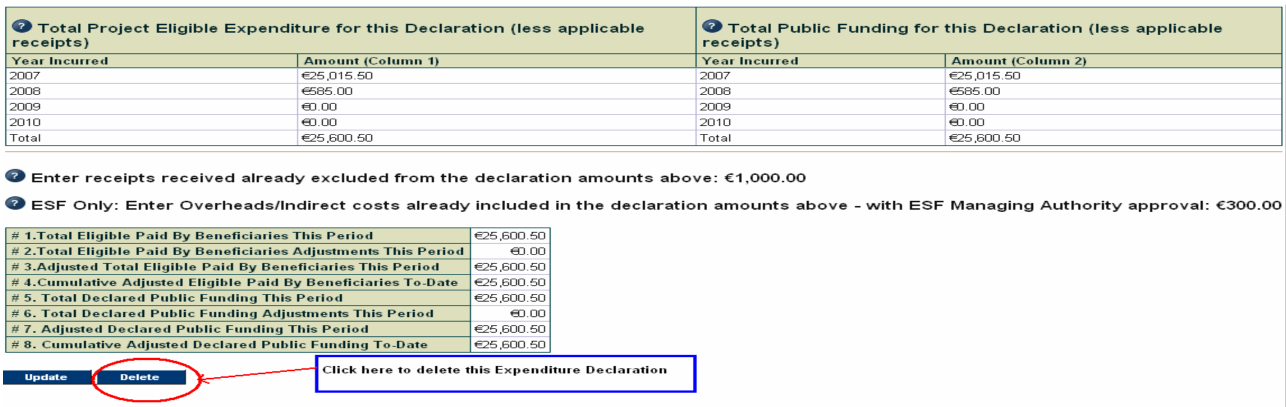
8.4. Delete an Expenditure Declaration

An Expenditure Declaration can only be **Deleted** if the Expenditure Declaration **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

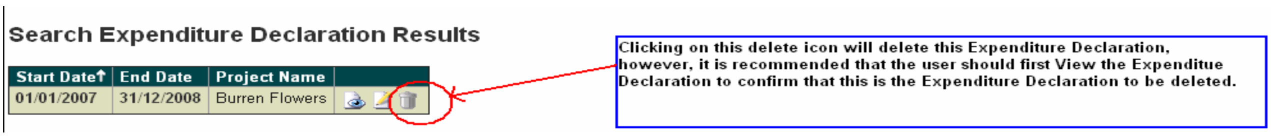
Deleting an Expenditure Declaration has the effect of deleting any Prior Period Negative Adjustments included in the Expenditure Declaration and also deleting any Related Expenditure Checks included in the Expenditure Declaration.

Search for the Expenditure Declaration using the **Search Expenditure Declaration** facility outlined previously.

It is possible to delete an Expenditure Declaration by first clicking on the **View** Icon  for the Expenditure Declaration and then clicking on the **Delete** button when the user is sure that this is the Expenditure Declaration to be deleted.



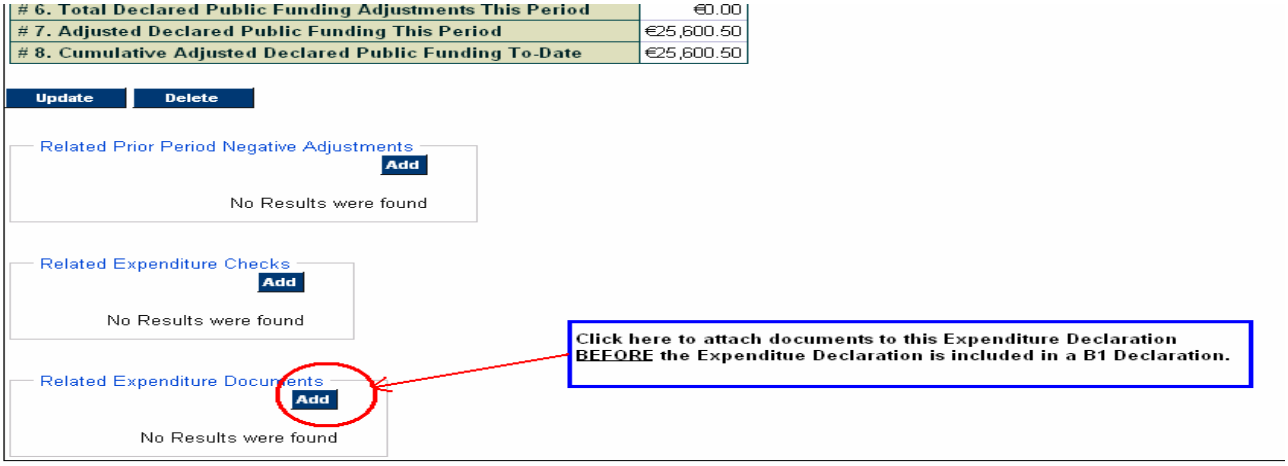
Alternately, the user can delete the Expenditure Declaration by clicking on the delete icon on the Expenditure Declaration Search results screen – however the user should be sure that they are deleting the correct Expenditure Declaration therefore it is advisable to first View the Expenditure Declaration as in the example above before selecting to delete.



8.5. Attaching Documents to an Expenditure Declaration

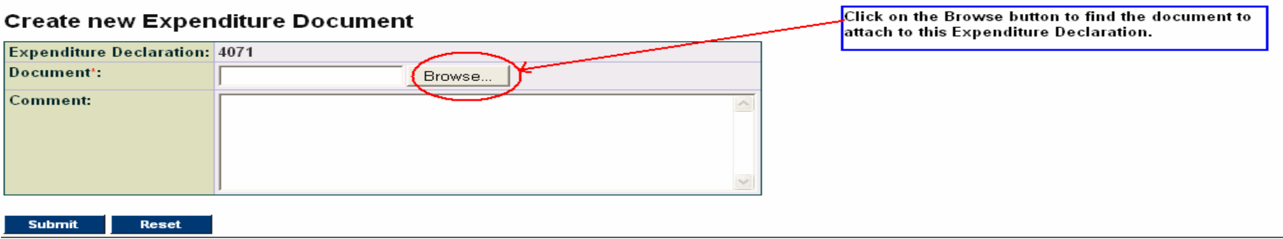
Documents can be attached to a **Created** Expenditure Declaration and **before** the Expenditure Declaration is included in a B1 Declaration. Documents of type MS Word, Excel or pdf can be attached to an Expenditure Declaration.

To attach documents to the Expenditure Declaration scroll down through the Expenditure Declaration, at the very end of the Expenditure Declaration there is a heading **Related Expenditure Documents**.

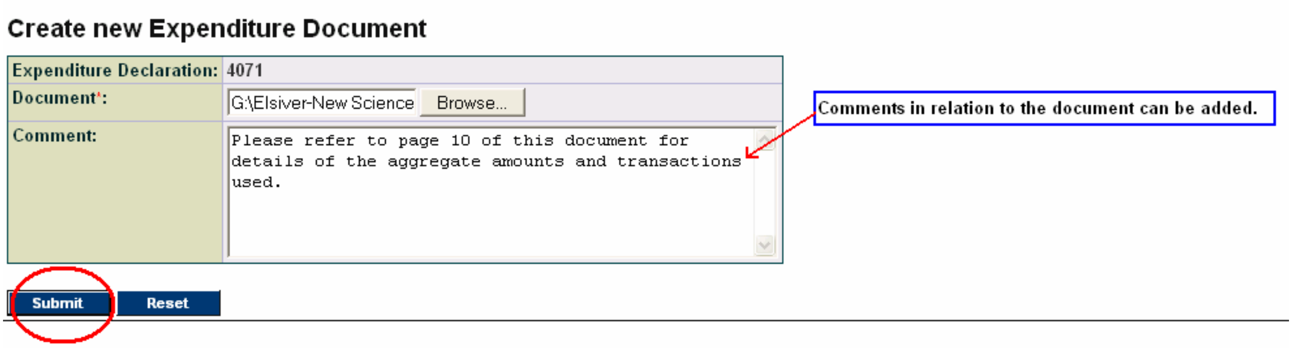


Clicking on the Add 

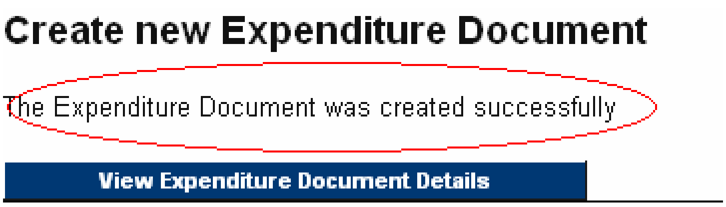
button in the Related Expenditure Documents section will open the **Create new Expenditure Document** window.



Click on the **Browse** button to find the document to be attached. A comment can be added in the **Comment** box if the user wants to convey some particular information about the attached document. The user must click the **Submit** button to finish attaching the document…see next page.



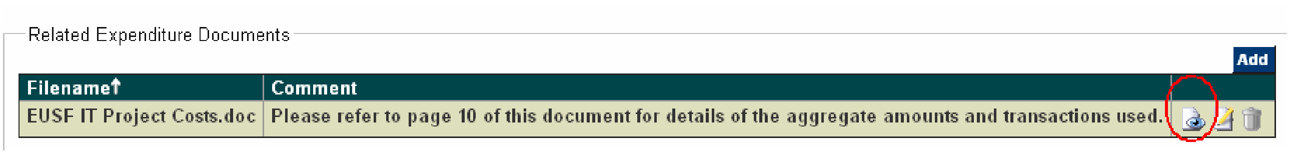
After the user clicks Submit a message is displayed to indicate that the document was attached.



8.6. View a Document attached to an Expenditure Declaration

Once a document has been attached to an Expenditure Declaration it can be Viewed using the View icon .

Scroll down to the end of the Expenditure Declaration. If documents have been attached to the Expenditure Declaration they will be displayed.



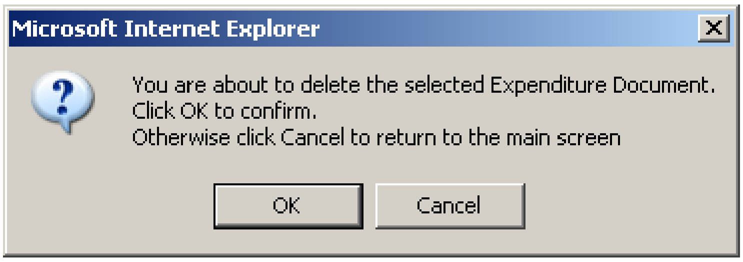
To View the document click on the View icon located to the right of the document name or click on the document name.

8.7. Delete a Document attached to an Expenditure Declaration

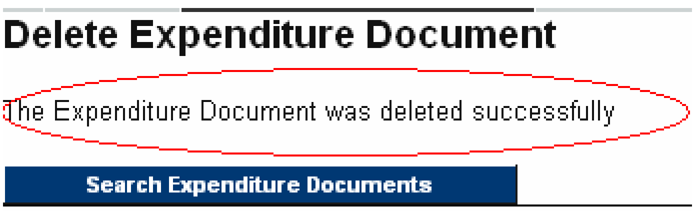
Documents attached to an Expenditure Declaration can only be **Deleted** if the Expenditure Declaration **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

To delete a document attached to an Expenditure Declaration click the delete button  located to the right of the document name.

A message is displayed asking the user to confirm that they wish to delete the document. Clicking OK will delete the document and clicking Cancel will abandon the document deletion process.



A message is displayed to indicate that the document deletion was successful.



9. PRIOR PERIOD ADJUSTMENTS – NEGATIVE ADJUSTMENTS

Prior Period Adjustments (Negative Adjustments) are used when declared eligible expenditure previously included by the Certifying Authority in a claim to the Commission is subsequently found to be in-error and should not have been included in the claim and must therefore be removed.

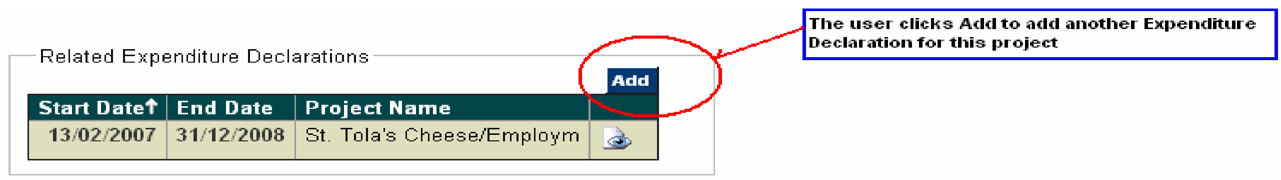
Prior Period Negative Adjustments form part of an Expenditure Declaration and therefore all rules relating to Expenditure Declarations also apply to Prior Period Negative Adjustments.

Separate errors identified for previously declared expenditure (e.g. ineligible entertainment costs, a totting error and ineligible furniture costs) necessitate three separate Prior Period Negative Adjustments and should not be aggregated into one Prior Period Negative Adjustment. The three Prior Period Negative Adjustments could however be included in the same Expenditure Declaration

9.1. Create Prior Period Negative Adjustment

In the following example Clare County Enterprise Board has already declared €7,500.00 eligible expenditure for project St. Tola's Cheese and the Certifying Authority has submitted this expenditure on a claim to the Commission. Clare County Enterprise Board has now identified that €1,920.30 of the previously declared eligible expenditure was ineligible and needs to be removed in a Negative Adjustment, in addition, Clare County Enterprise Board has an additional €2,400.90 of new eligible expenditure which needs to be declared for the project.

- **Step 1**. The Level-1 User clicks **Add** to add another Expenditure Declaration for this project.



- **Step 2.** The Create New Expenditure Declaration Screen opens and the user enters the information about the €2,400.90 of new expenditure to be declared this period and clicks **Submit**.

> **Note:** If there is no new Expenditure to be Declared in the period then the Expenditure Declaration is left blank and the Level-1 User clicks **Submit**.

Create new Expenditure Declaration

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Priority Name:**	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level 1 Public Body Name:**	Clare County Enterprise Board
Project Name:	St. Tola's Cheese/Employment	**Local Reference:**	3000217
Start Date*:	01/01/2009 (DD/MM/YYYY)	**End Date*:**	31/12/2009 (DD/MM/YYYY
B1 Declaration:			

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	**Amount (Column 1)**	**Year Incurred**	**Amount (Column 2)**
2007	€	2007	€
2008	€	2008	€
2009	€ 2,400.90	2009	€ 2,400.90
2010	€	2010	€
Total	€0.00	Total	€0.00

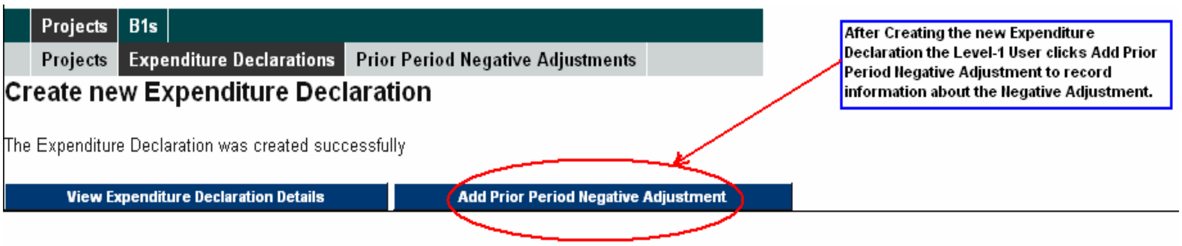
Enter receipts received already excluded from the declaration amounts above: €

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €

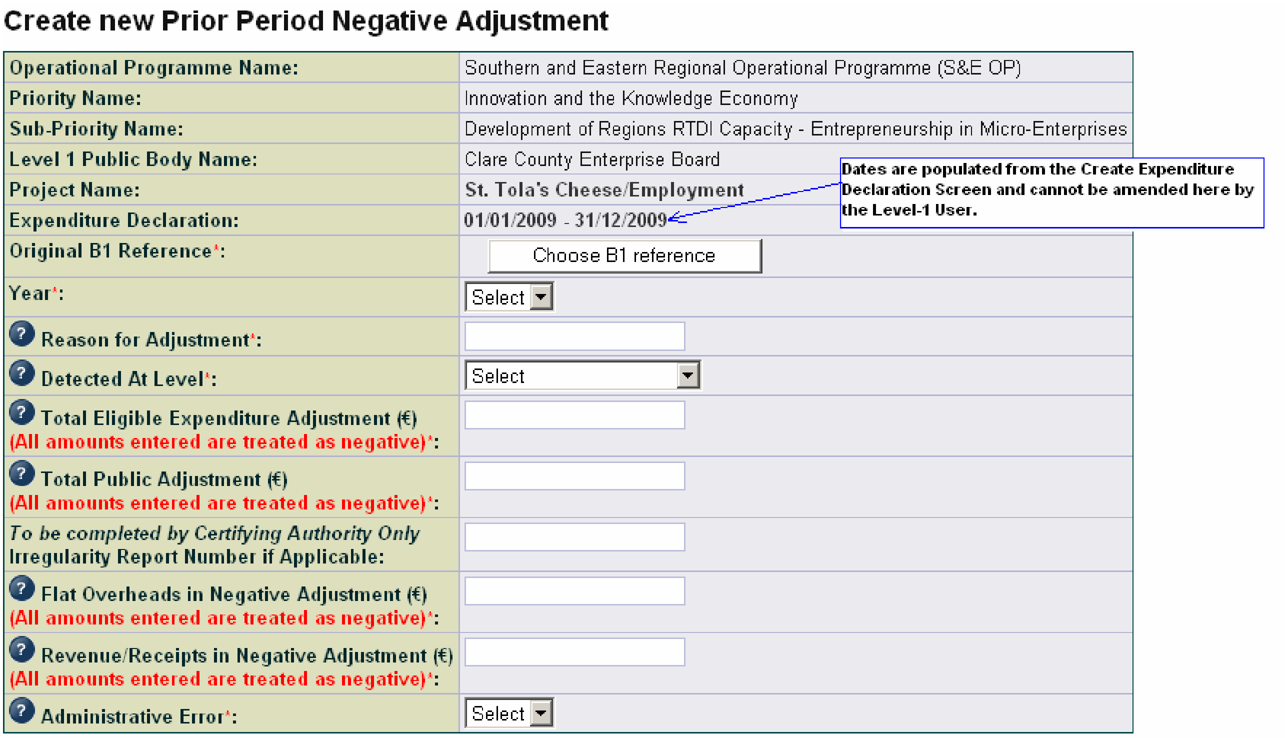
Submit Reset

After the Level-1 User clicks **Submit** a message is displayed to indicate that the New Expenditure Declaration was created successfully.

- **Step 3.** Level-1 User clicks **Add Prior Period Negative Adjustment** button to record information relating to the Negative Adjustment.



The **Create New Priori Period Negative Adjustment** screen is displayed for input.



In the **Create Prior Period Negative Adjustment** screen the fields marked with ' * ' are mandatory fields and must be populated by the Level-1 User. Amounts entered in any of the financial fields are treated as Negative Amounts by the system.

- **Step 4.** To begin entering the Prior Period Negative Details the Level-1 User clicks on the **Choose B1 reference** button and the list of Processed B1 Declarations for this Level-1 Public Body is displayed.

Project Name:	St. Tola's Cheese/Employment
Expenditure Declaration:	01/01/2009 - 31/12/2009
Original B1 Reference*:	Choose B1 reference
Year*:	Select

Click here to see a list of the B1 Declarations for your Level-1 Public Body.

- **Step 5.** The Search B1 Declaration screen is displayed and the user clicks on the Submit button to search for their list of B1 Declarations.

Search B1 Declaration

B1 Declaration Number:	
B2 Declaration Number:	
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level-1 Public Beneficiary Body Name:	Clare County Enterprise Board
Intermediate Body Name:	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Managing Authority Name:	Southern and Eastern (S&E) Regional Assembly
Fund:	ERDF
Stage:	Processed

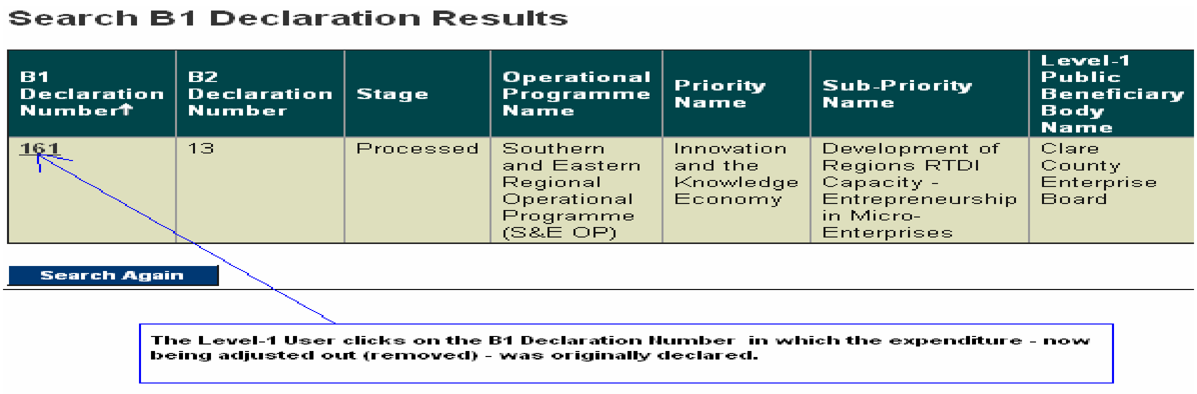
Search Reset

The list of B1 Declarations for the Level-1 Public Body is displayed, in the example below there's only one B1 Declaration declared for this Level-1 Public Body.

Search B1 Declaration Results

B1 Declaration Number↑	B2 Declaration Number	Stage	Operational Programme Name	Priority Name	Sub-Priority Name	Level-1 Public Beneficiary Body Name	Intermediate Body Name	Managing Authority Name
161	13	Processed	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly

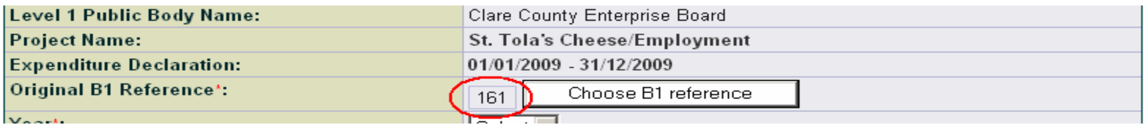
- **Step 6.** The user selects(left click) on the **B1 Declaration Number** in which the expenditure now being adjusted out (removed) was originally declared.



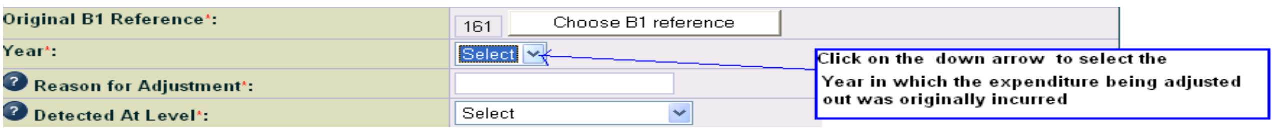
Search B1 Declaration Results

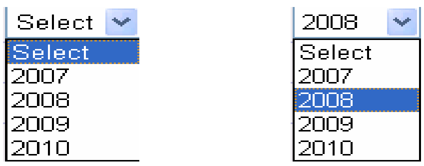
B1 Declaration Number	B2 Declaration Number	Stage	Operational Programme Name	Priority Name	Sub-Priority Name	Level-1 Public Beneficiary Body Name
161	13	Processed	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board

The B1 Declaration Number selected is defaulted in to the **Create Prior Period Negative Adjustments** Screen.



- **Step 7.** Select the **Year** in which the Expenditure now being adjusted was originally **<u>incurred</u>**. Highlight the year in the dropdown list and left click to select the year.

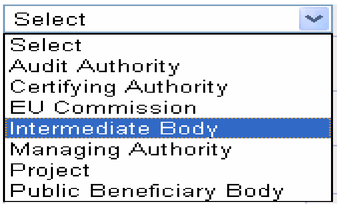




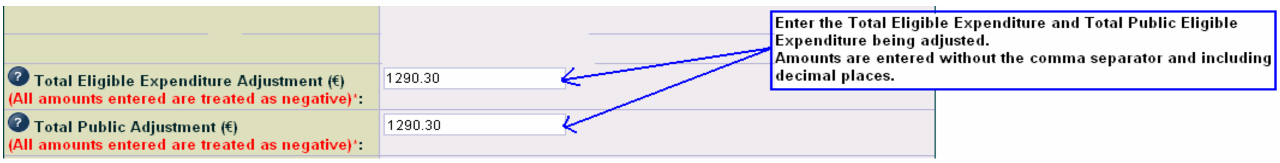
- **Step 8.** The Level-1 user must enter a brief **Reason for the Adjustment**. Up to 300 characters (approx 4 rows) of text can be entered.

- **Step 9**. The Level-1 User must indicate at **which Level** the error resulting in this adjustment was identified. Click on the down arrow for a list of the various bodies, select the relevant body and left click.

  In the example below the Level-1 User has selected the Intermediate Body as the body who identified the error.

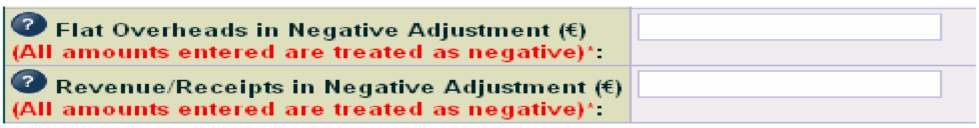


- **Step 10.** The Level-1 User must enter the **Total Eligible Expenditure** and **Total Public Eligible Expenditure** being adjusted. Amounts are entered without the comma separator and including decimal places.

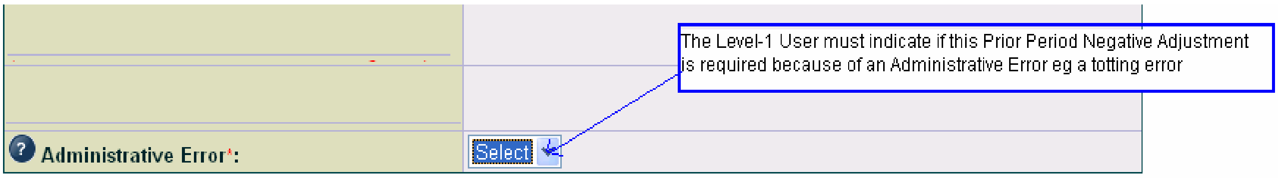


Step 11. If an element of **Overheads** or **Receipts** was included in the original expenditure declaration then these receipts or overheads will also need to be adjusted out.

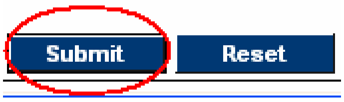
Please refer to the Managing Authority for guidance on adjusting overheads or receipts in a Prior Period Negative Adjustment.



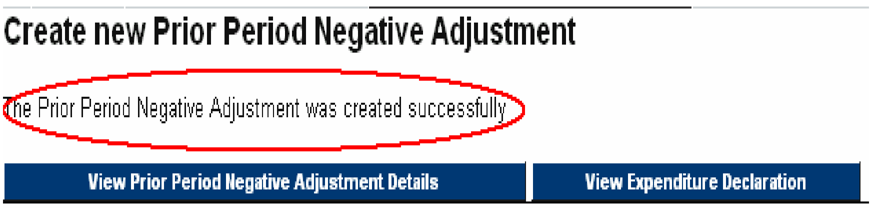
Step 12. The Level-1 User must indicate if this Prior Period Negative Adjustment is required because of an **Administrative Error**. The User clicks on the drop down arrow and selects either Yes or No. Examples of Administrative errors are totting errors, use of an incorrect formula, typing errors, double entry of the same element of expenditure or transposition errors.



- **Step 13**. The Level-1 User must click **Submit** when they have completed all the mandatory fields on the Prior Period Negative Adjustments screen or Reset to abandon the process.



After the Level-1 User clicks **Submit** an message is displayed to indicate that the Prior Period Negative Adjustment was Created and the user can click on the **View Prior Period Negative Details** button to see the Prior Period Negative Adjustment.



Clicking on the **View Prior Period Adjustment Details** will display the Prior Period Negative Adjustment. This Negative Adjustment has not yet been included in a B1 Declaration and therefore can be amended using the Update button.

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	**St. Tola's Cheese/Employment**
Expenditure Declaration:	**01/01/2009 - 31/12/2009**
Original B1 Reference:	161
Year:	2008
Reason for Adjustment:	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration
Detected At Level:	Intermediate Body
Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative):	1,920.30
Total Public Adjustment (€) (All amounts entered are treated as negative):	1,920.30
Irregularity Report Number if Applicable:	
Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative):	0.00
Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative):	0.00
Administrative Error:	No

Update

The Expenditure Declaration Totals will now have been updated with the amount of the Prior Period Negative Adjustment.

View the Expenditure Declaration using the **View Expenditure Declaration** facility outline previously. Scrolling down through the Expenditure Declaration the User will see that a Prior Period Negative Adjustment has been included in this Expenditure Declaration and that the Project Declared Expenditure Totals are updated - see following example.

View Expenditure Declaration

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€0.00	2007	€0.00
2008	€0.00	2008	€0.00
2009	€2,400.90	2009	€2,400.90
2010	€0.00	2010	€0.00
Total	€2,400.90	Total	€2,400.90

Enter receipts received already excluded from the declaration amounts above: €0.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €0.00

# 1.Total Eligible Paid By Beneficiaries This Period	€2,400.90
# 2.Total Eligible Paid By Beneficiaries Adjustments This Period	€1,920.30
# 3.Adjusted Total Eligible Paid By Beneficiaries This Period	€480.60
# 4.Cumulative Adjusted Eligible Paid By Beneficiaries To-Date	€7,980.60
# 5. Total Declared Public Funding This Period	€2,400.90
# 6. Total Declared Public Funding Adjustments This Period	€1,920.30
# 7. Adjusted Declared Public Funding This Period	€480.60
# 8. Cumulative Adjusted Declared Public Funding To-Date	€7,980.60

Prior Period Negative Adjustments

Cumulative Eligible Expenditure Declared for this Project

Update Delete

Related Prior Period Negative Adjustments

Add

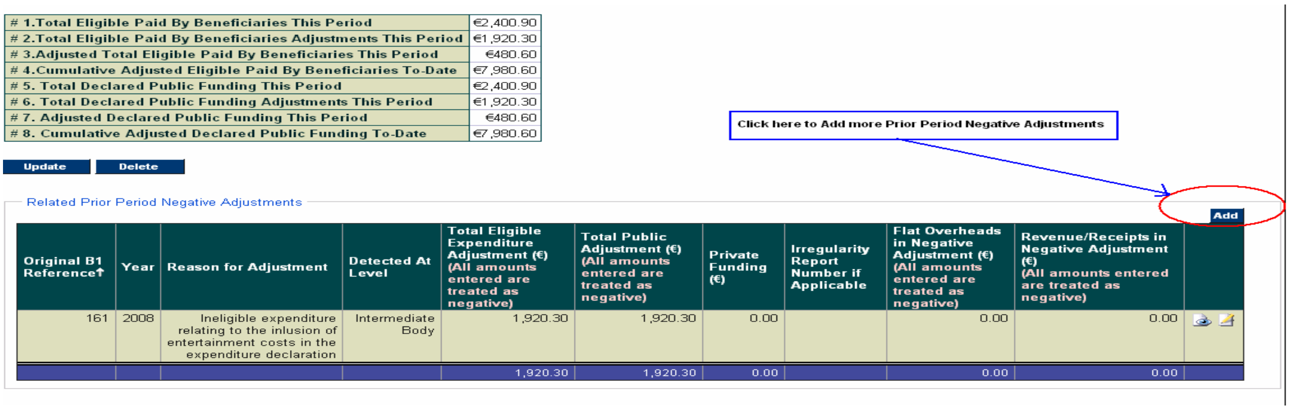
Original B1 Reference↑	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

9.2. Add Additional Prior Period Negative Adjustments

> **Additional Prior Period Negative Adjustments** can only be **Added** to an Expenditure Declaration if the Expenditure Declaration **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

Several Prior Period Negative Adjustments can be included in an Expenditure Declaration.

To add additional Prior Period Negative Adjustments to an Expenditure Declaration scroll down through the Expenditure Declaration and click on the **Add** **Add** button located just above the existing Prior Period Negative Adjustments – see example below.



# 1.Total Eligible Paid By Beneficiaries This Period	€2,400.90
# 2.Total Eligible Paid By Beneficiaries Adjustments This Period	€1,920.30
# 3.Adjusted Total Eligible Paid By Beneficiaries This Period	€480.60
# 4.Cumulative Adjusted Eligible Paid By Beneficiaries To-Date	€7,980.60
# 5. Total Declared Public Funding This Period	€2,400.90
# 6. Total Declared Public Funding Adjustments This Period	€1,920.30
# 7. Adjusted Declared Public Funding This Period	€480.60
# 8. Cumulative Adjusted Declared Public Funding To-Date	€7,980.60

Original B1 Reference↑	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

After the Level-1 User clicks on the **Add** button the **Create New Prior Period Negative Adjustments** screen is displayed for input – see next page

Create new Prior Period Negative Adjustment

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	St. Tola's Cheese/Employment
Expenditure Declaration:	01/01/2009 - 31/12/2009
Original B1 Reference*:	Choose B1 reference
Year*:	Select
Reason for Adjustment*:	
Detected At Level*:	Select
Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)*:	
Total Public Adjustment (€) (All amounts entered are treated as negative)*:	
To be completed by Certifying Authority Only Irregularity Report Number if Applicable:	
Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)*:	
Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)*:	
Administrative Error*:	Select

Submit Reset

The Level-1 User enters the Prior Period Negative Adjustment (see **Create Prior Period Negative Adjustment** as outlined previously).

When the User clicks **Submit** the second Prior Period Negative Adjustment is created.

In the following example the Level-1 Public Body is reporting three Prior Period Negative Adjustments in the Expenditure Declaration.

Related Prior Period Negative Adjustments

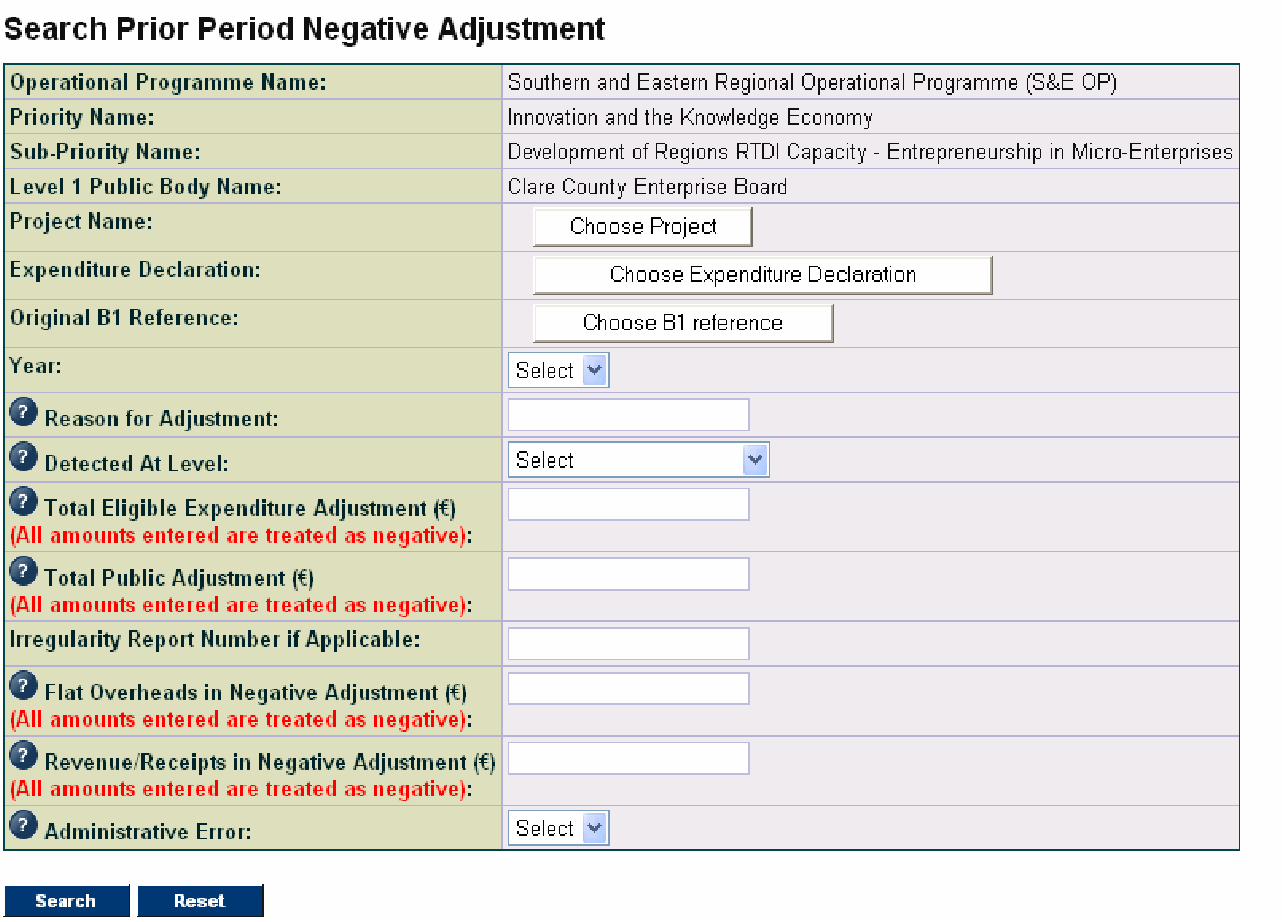
Add

Original B1 Reference	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
161	2008	Totting Error in aggregating invoices	Public Beneficiary Body	300.50	300.50	0.00		0.00	0.00	
161	2007	Costs of new furniture for the office were incorrectly included in the previous Expenditure Declaration	Intermediate Body	250.99	250.99	0.00		0.00	0.00	
				2,471.79	2,471.79	0.00		0.00	0.00	

9.3. Search Prior Period Negative Adjustments

Search for the Prior Period Negative Adjustment using the **Prior Period Negative Adjustment** Menu Option.

The Search Prior Period Negative Adjustment screen is displayed.



Search Prior Period Negative Adjustment

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	Choose Project
Expenditure Declaration:	Choose Expenditure Declaration
Original B1 Reference:	Choose B1 reference
Year:	Select
Reason for Adjustment:	
Detected At Level:	Select
Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative):	
Total Public Adjustment (€) (All amounts entered are treated as negative):	
Irregularity Report Number if Applicable:	
Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative):	
Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative):	
Administrative Error:	Select

Search Reset

Search for the Prior Period Negative Adjustment using the **Search Prior Period Negative Adjustment** screen. The user can filter the search by **Project** or **Expenditure Declaration** or **B1 Declaration** by clicking on these buttons selecting from a list and then clicking the Submit button in the lower left of the screen.

Alternately, for a full list of all Prior Period Negative Adjustment for the Level-1 Public Body the user should just lick the Search button on the lower left of the screen.

The Search results are displayed on screen.

Search Prior Period Negative Adjustment Results

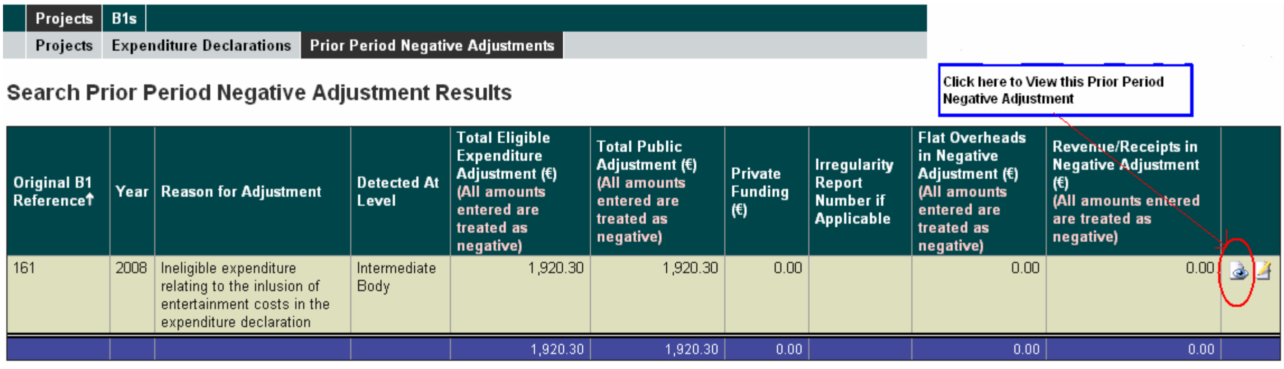
Original B1 Reference↑	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

.

9.3.1. View Prior Period Negative Adjustments

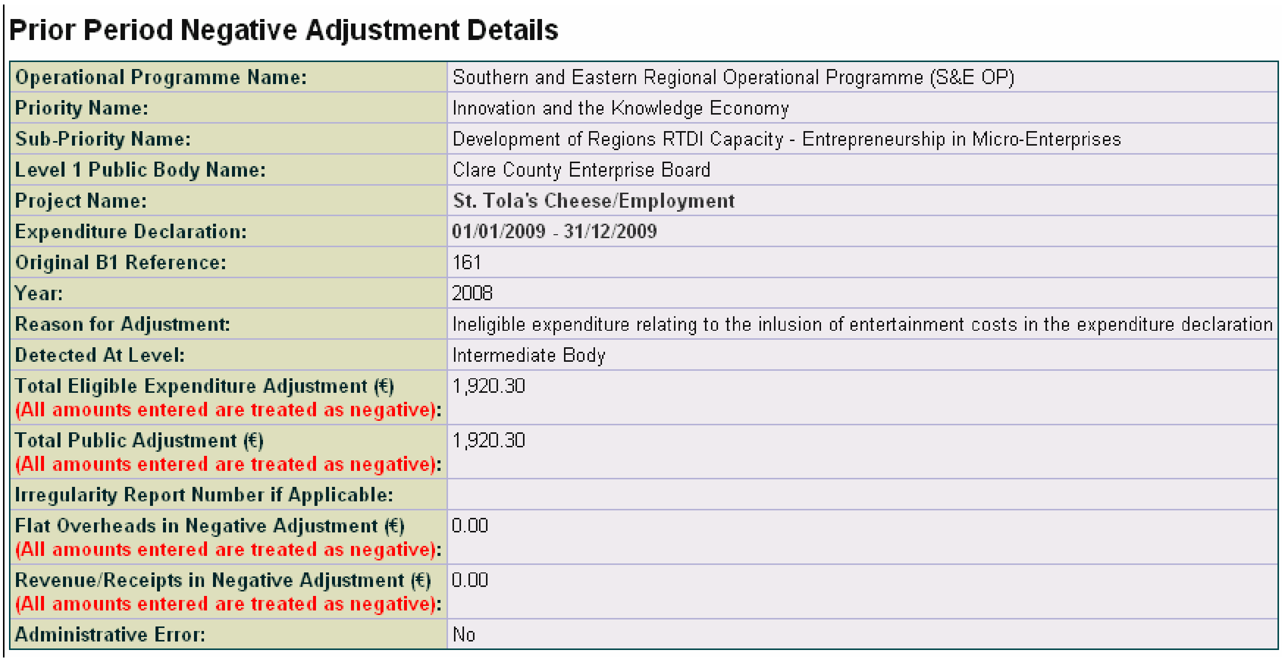
Search for the Prior Period Negative Adjustments using the **Search Prior Period Negative Adjustment** facility outlined previously.

The Prior Period Negative Adjustment details are displayed on screen. To View the Prior Period Negative Adjustment click on the **View** icon located on the right and circled in red in the example below.



Search Prior Period Negative Adjustment Results

Original B1 Reference	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	



Prior Period Negative Adjustment Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	St. Tola's Cheese/Employment
Expenditure Declaration:	01/01/2009 - 31/12/2009
Original B1 Reference:	161
Year:	2008
Reason for Adjustment:	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration
Detected At Level:	Intermediate Body
Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative):	1,920.30
Total Public Adjustment (€) (All amounts entered are treated as negative):	1,920.30
Irregularity Report Number if Applicable:	
Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative):	0.00
Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative):	0.00
Administrative Error:	No

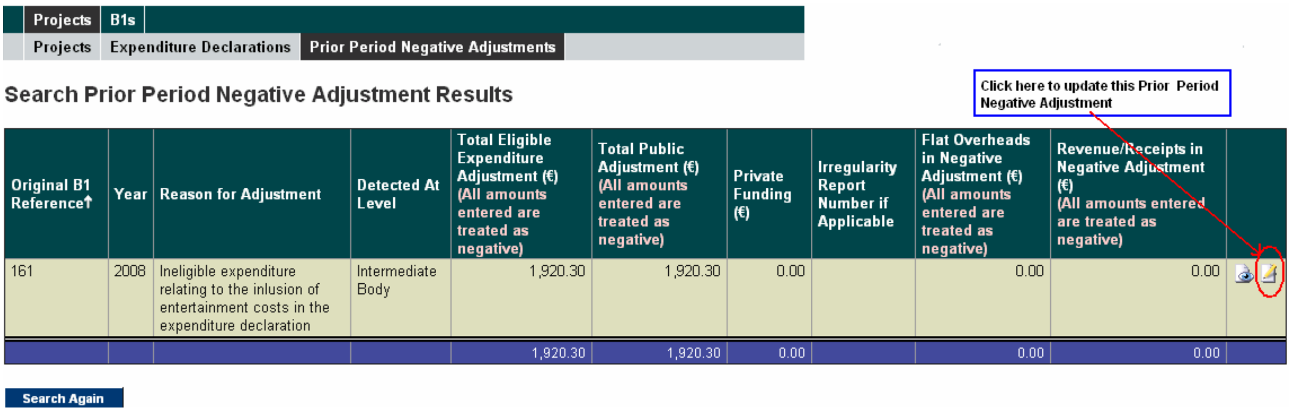
.

9.4. Update Prior Period Negative Adjustments

A **Prior Period Negative Adjustment** can only be **Updated** if the Expenditure Declaration which included the Prior Period Negative Adjustment **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

To Update a Prior Period Negative Adjustment Search for the Prior Period Negative Adjustment using the Prior Period Negative Adjustment Search facility outlined previously.

Select the Update button located to the right of the Prior Period Negative Adjustment and circled in red in the example below.



Original B1 Reference	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

Alternately search for the Expenditure Declaration which includes this Prior Period Negative Adjustment using the **Search Expenditure Declaration** facility outlined previously.

Scroll down through the Expenditure Declaration and the Prior Period Negative Adjustment is displayed. To Update this Prior Period Negative Adjustment click on the Update button beside the Prior Period Negative Adjustment. – see the following example.

Total Project Eligible Expenditure for this Declaration (less applicable receipts)		Total Public Funding for this Declaration (less applicable receipts)	
Year Incurred	Amount (Column 1)	Year Incurred	Amount (Column 2)
2007	€0.00	2007	€0.00
2008	€0.00	2008	€0.00
2009	€2,400.90	2009	€2,400.90
2010	€0.00	2010	€0.00
Total	€2,400.90	Total	€2,400.90

Enter receipts received already excluded from the declaration amounts above: €0.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €0.00

# 1.Total Eligible Paid By Beneficiaries This Period	€2,400.90
# 2.Total Eligible Paid By Beneficiaries Adjustments This Period	€1,920.30
# 3.Adjusted Total Eligible Paid By Beneficiaries This Period	€480.60
# 4.Cumulative Adjusted Eligible Paid By Beneficiaries To-Date	€7,980.60
# 5. Total Declared Public Funding This Period	€2,400.90
# 6. Total Declared Public Funding Adjustments This Period	€1,920.30
# 7. Adjusted Declared Public Funding This Period	€480.60
# 8. Cumulative Adjusted Declared Public Funding To-Date	€7,980.60

Click here to Update this Prior Period Negative Adjustment

Update Delete

Related Prior Period Negative Adjustments

Add

Original B1 Reference	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

The **Update Prior Period Negative Adjustment** Screen is displayed.

Update Prior Period Negative Adjustment

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level 1 Public Body Name:	Clare County Enterprise Board
Project Name:	St. Tola's Cheese/Employment
Expenditure Declaration:	01/01/2009 - 31/12/2009
Original B1 Reference*:	Choose B1 reference
Year*:	2008
Reason for Adjustment*:	Ineligible expenditure rel
Detected At Level*:	Intermediate Body
Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)*:	1,920.30
Total Public Adjustment (€) (All amounts entered are treated as negative)*:	1,920.30
To be completed by Certifying Authority Only Irregularity Report Number if Applicable:	
Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)*:	0.00
Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)*:	0.00
Administrative Error*:	No

Submit Reset Cancel

The user should make the required amendments to this Prior Period Negative Adjustment and click **Submit.**

9.5. Delete Prior Period Negative Adjustments

A **Prior Period Negative Adjustment** can only be **Deleted** if the Expenditure Declaration which included the Prior Period Negative Adjustment **has not been** included in a B1 Declaration or if the Expenditure Declaration was included in a B1 Declaration and that B1 Declaration has subsequently been **Reopened by the Counter-Signer** or if the B1 Declaration was **Rejected by the Intermediate Body** and **Reopened** by the Counter-Signer.

Search for the Prior Period Negative Adjustment using the Search Prior Period Negative Adjustment facility outlined previously. View the Expenditure declaration and scroll down to the **Delete** button.

Clicking on the **Delete** button (circled in red below) will remove this **Expenditure Declaration** and **all associated Prior Period Negative Adjustments**.

Enter receipts received already excluded from the declaration amounts above: €0.00

ESF Only: Enter Overheads/Indirect costs already included in the declaration amounts above - with ESF Managing Authority approval: €0.00

# 1.Total Eligible Paid By Beneficiaries This Period	€2,400.90
# 2.Total Eligible Paid By Beneficiaries Adjustments This Period	€1,920.30
# 3.Adjusted Total Eligible Paid By Beneficiaries This Period	€480.60
# 4.Cumulative Adjusted Eligible Paid By Beneficiaries To-Date	€7,980.60
# 5. Total Declared Public Funding This Period	€2,400.90
# 6. Total Declared Public Funding Adjustments This Period	€1,920.30
# 7. Adjusted Declared Public Funding This Period	€480.60
# 8. Cumulative Adjusted Declared Public Funding To-Date	€7,980.60

Update Delete

Related Prior Period Negative Adjustments

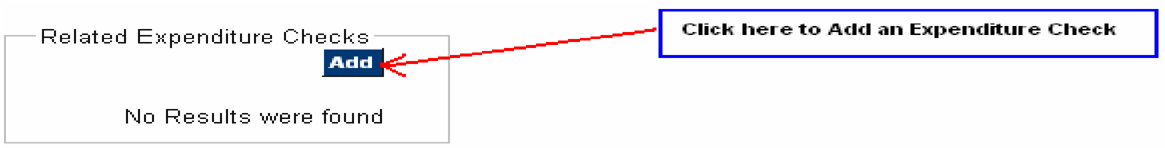
Add

Original B1 Reference↑	Year	Reason for Adjustment	Detected At Level	Total Eligible Expenditure Adjustment (€) (All amounts entered are treated as negative)	Total Public Adjustment (€) (All amounts entered are treated as negative)	Private Funding (€)	Irregularity Report Number if Applicable	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	
161	2008	Ineligible expenditure relating to the inlusion of entertainment costs in the expenditure declaration	Intermediate Body	1,920.30	1,920.30	0.00		0.00	0.00	
				1,920.30	1,920.30	0.00		0.00	0.00	

10. ADD A RELATED EXPENDITURE CHECK

Expenditure Checks are added to each element of declared eligible expenditure i.e. an Expenditure Declaration which has been checked by the Level-1 Public Body to original supporting documentation e.g. invoices.

To add an Expenditure Check to an Expenditure Declaration, scroll down through the **Expenditure Declaration** to the section called **Related Expenditure Checks** and click on the **Add** button.



The ***Create New Expenditure Check*** page will appear and the following three fields need to be populated by the Level-1 User.

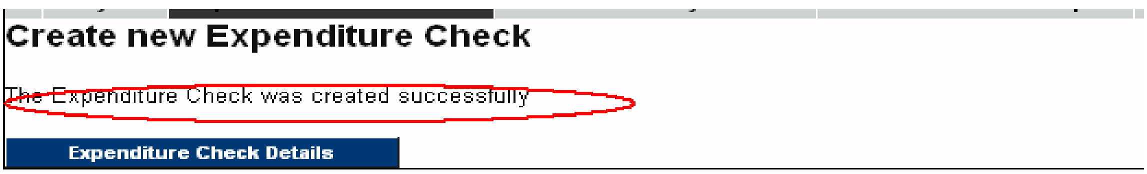
Date: This is the date the transaction check was completed and dates are entered using the popup calendar or manually in the format dd/mm/yyyy.

Person who carried out on-site checks on project: The name of the person who carried out the check

Amount of Eligible Expenditure Transaction Checked: Enter the amount of Eligible Expenditure transaction checked by the Level-1 Public Body to original supporting documents.

Click **Submit** to Create the Expenditure check.

A message will appear indicating that the check was created successfully. It is possible to view the check by clicking on the **Expenditure Check Details** button.



10.1.1. View Related Expenditure Check

To view an expenditure check search for and open the **Expenditure Declaration** which includes the **Expenditure Check**. Scroll down through the Expenditure Declaration to the section marked **Related Expenditure Declarations**.

Click on the **View** icon circled in red in the example below.

Related Expenditure Checks

Add

Date↑	Person who carried out on-site checks on project	On-site Checks - Amount Tested (€)	Person who carried out audit	Audit Checks - Amount Tested (€)	Audit Checks - Amount of errors detected	
01/01/2008	Sharon Stone	2,400.00				

The **Expenditure Check Details** page will be displayed.

Expenditure Check Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Priority Name:**	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level 1 Public Body Name:**	Clare County Enterprise Board
Project Name:	Burren Flowers	**Expenditure Declaration:**	01/01/2007 - 31/12/2008

Beneficiary B1 Checks Article 13

Date:	01/01/2008	**Person who carried out on-site checks on project:**	Sharon Stone	**Amount of Eligible Expenditure Transaction Checked (€):**	2,400.00

10.1.2. Update Related Expenditure Check

Scroll down through the Expenditure Declaration containing the Related Expenditure Check. The **Related Expenditure Check** section is displayed.

Click on the Update button located to the right of the Expenditure Check and circled in red in the example below.

Related Expenditure Checks

Add

Date↑	Person who carried out on-site checks on project	On-site Checks - Amount Tested (€)	Person who carried out audit	Audit Checks - Amount Tested (€)	Audit Checks - Amount of errors detected	
10/06/2009	Lucy Reidy	12,454.45				

The **Update Expenditure Check** screen is displayed and the Level-1 User can amend any of the three fields. The user must click **Submit** when they have completed their amendments to the data.

Update Expenditure Check

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Priority Name:**	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level 1 Public Body Name:**	Clare County Enterprise Board
Project Name:	Advertising	**Expenditure Declaration:**	01/01/2007 - 31/12/2008

Beneficiary B1 Checks Article 13

Date*:	10/06/2009 (DD/MM/YYYY)	**Person who carried out on-site checks on project*:**	Lucy Reidy	**Amount of Eligible Expenditure Transaction Checked (€)*:**	12,454.45

Submit | Reset | Cancel

When the Level-1 User clicks **Submit** a message is displayed to indicate that the Expenditure Check was updated.

Expenditure Check Details

The Expenditure Check was updated successfully

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Priority Name:**	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level 1 Public Body Name:**	Clare County Enterprise Board
Project Name:	Advertising	**Expenditure Declaration:**	01/01/2007 - 31/12/2008

Beneficiary B1 Checks Article 13

Date:	10/08/2009	**Person who carried out on-site checks on project:**	Lucy Reidy	**Amount of Eligible Expenditure Transaction Checked (€):**	12,454.45

Update

10.1.3. Delete Related Expenditure Check

An Expenditure Check cannot be deleted once created, it can however be updated using the **Update Expenditure Check** facility outlined previously.

Note: If the **Expenditure Declaration** is deleted the **Related Expenditure Checks** included in the Expenditure Declaration will automatically be deleted.

11. B1 MENU

A B1 Declaration while being processed in the EUSF IT system can be in any one of five different stages.

Created	The B1 Declaration has been created and is not yet countersigned by the Level-1 Public Body.
Proposed	The B1 Declaration has been countersigned by the Level-1 Public Body and the B1 Declaration is now with the Intermediate Body for further processing. The Level-1 Public Body cannot take any further action on this B1 Declaration – unless this B1 Declaration is Rejected back to the Level-1 Public Body by the Intermediate Body.
Reopened	The B1 Declaration was not countersigned by the Level-1 Public Body, instead it was reopened by the Level-1 Public Body counter-signer for further work. The Level-1 Public Body must take corrective action on this B1 Declaration, verify the corrective action taken and only then will the B1 Declaration be available for counter-signing.
Processed	The B1 Declaration which was Proposed to the Intermediate Body has passed Intermediate Body checks and has been included by the Intermediate Body in a B2 Declaration to the Managing Authority.
Rejected	The Intermediate Body, following its checks on the B1 Declaration, has identified errors in the B1 Declaration and has Rejected the B1 Declaration back to the Level-1 Public Body for further work. The Level-1 Public Body must take corrective action on this B1 Declaration.

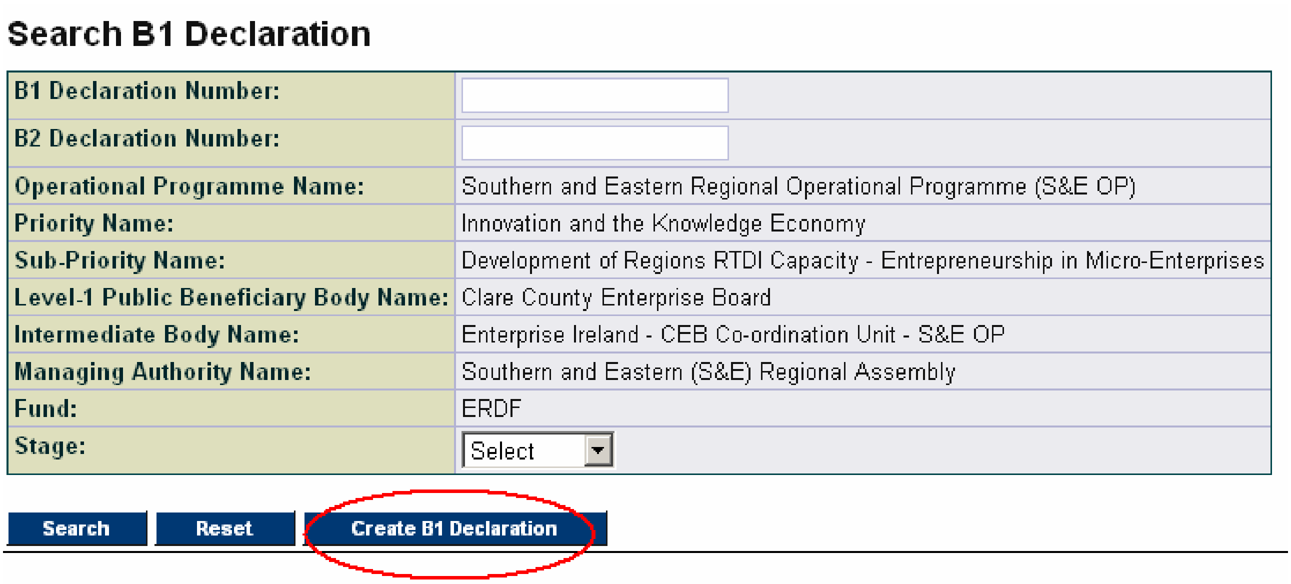
A B1 Declaration is said to be Created when signed by the B1 creator. A B1 Declaration remains in the Created state and does not become Proposed until it is counter-signed by the Counter Signer.
The only stipulation made in the EUSF IT system is that the B1 Creator and the B1 Counter Signer must be different users.

11.1. Create a B1 Declaration

When a B1 Declaration is Created all Expenditure Declarations which have been declared on the EUSF IT system and which have not previously been included in a B1 Declaration are automatically included in the B1 Declaration being Created.

Click on the **B1 menu** option 

and the **Search B1 Declaration** page opens. Click on the **Create B1 Declaration** button – circled in red in the example below.



The ***Create New B1 Declaration*** page will appear.

The table of data on the first screen of the B1 Declaration aggregates the information from Expenditure Declarations which the Level-1 User has already declared.

The columns A, B,C,P,D relate to the columns which were previously used in the paper B1's – i.e. **Cumulative Adjusted Declared Prior, Declared This B1 Declaration, Negative Adjustments This B1 Declaration, Adjusted Declared This B1 Declaration and Cumulative Adjusted Declared To-Date.**

The first row of the B1 Declaration reports on the **Eligible Expenditure** and the second row on the B1 Declaration reports on the **Public Eligible Expenditure**.

Create new B1 Declaration

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regional Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	Clare County Enterprise Board

Fund: ERDF

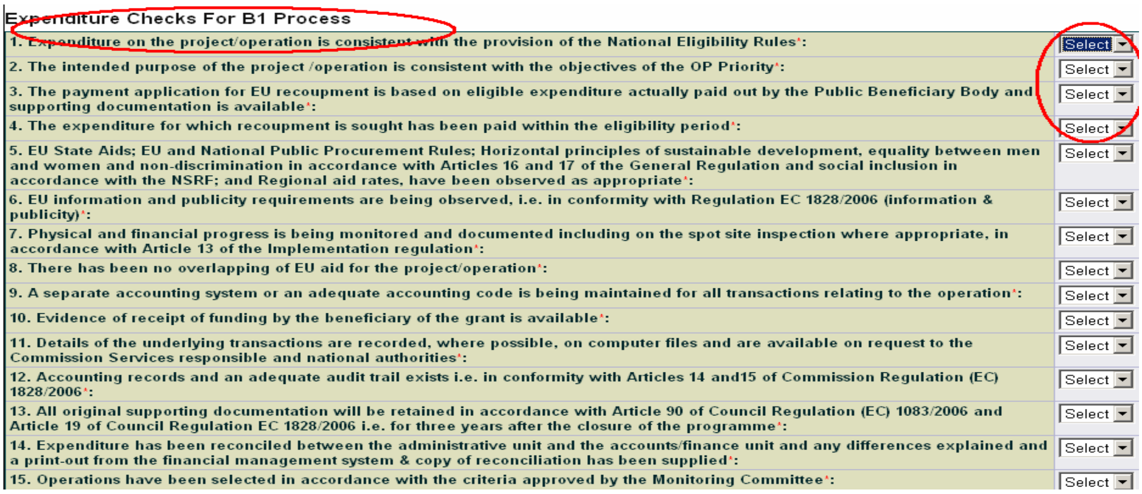
A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 24/02/2010 **€1,234,364.14**	Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€28,001.40**	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 24/02/2010 **€1,920.30**	Adjusted Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€26,081.10**	Cumulative Adjusted Eligible Paid by Beneficiaries To-Date 24/02/2010 **€1,260,445.24**
Cumulative Adjusted Public Funding prior to 24/02/2010 **€923,833.14**	Total Public Funding being declared today 24/02/2010 **€28,001.40**	Total Negative adjustments being deducted from Public Funding today 24/02/2010 **€1,920.30**	Adjusted Total Public Funding being declared today 24/02/2010 **€26,081.10**	Cumulative Adjusted Public Funding To-Date 24/02/2010 **€949,914.24**

Expenditure Declarations for this B1

Start Date	End Date	Project Name
01/01/2007	31/12/2008	Burren Flowers
01/01/2009	31/12/2009	St. Tola's Cheese/Employment

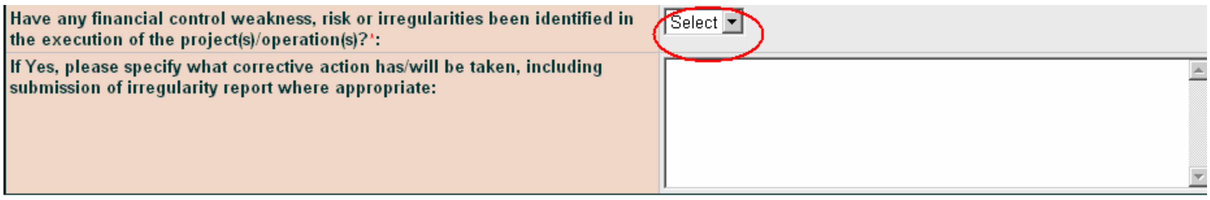
The amounts being declared on the B1 Declaration are automatically aggregated from the Project Expenditure Declarations included in the B1 Declaration. The projects with declared expenditure included in this B1 Declaration are displayed just beneath the columns A-D on the B1 Declaration. The Level-1 User can verify the correctness of the B1 Declaration by clicking on the projects and checking on the expenditure being declared in this B1 Declaration.

When the Level-1 User is ready to continue creating the B1 Declaration (having checked the correctness of the figures included in the table columns A-D) then the Level-1 User must complete the **Expenditure Checks for B1** section on the B1 Declaration. This section is answered by selecting Yes or No from the drop down tab. All 15 checks are mandatory and must have either Yes/No selected – depending on which is appropriate for the expenditure checks performed. Failure to select Yes/No to each of the Expenditure Checks will result in an error message and it will not be possible to create the B1 Declaration.



Expenditure Checks For B1 Process

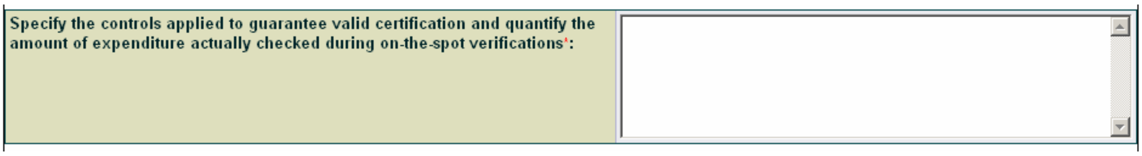
1. Expenditure on the project/operation is consistent with the provision of the National Eligibility Rules*:	Select
2. The intended purpose of the project /operation is consistent with the objectives of the OP Priority*:	Select
3. The payment application for EU recoupment is based on eligible expenditure actually paid out by the Public Beneficiary Body and supporting documentation is available*:	Select
4. The expenditure for which recoupment is sought has been paid within the eligibility period*:	Select
5. EU State Aids; EU and National Public Procurement Rules; Horizontal principles of sustainable development, equality between men and women and non-discrimination in accordance with Articles 16 and 17 of the General Regulation and social inclusion in accordance with the NSRF; and Regional aid rates, have been observed as appropriate*:	Select
6. EU information and publicity requirements are being observed, i.e. in conformity with Regulation EC 1828/2006 (information & publicity)*:	Select
7. Physical and financial progress is being monitored and documented including on the spot site inspection where appropriate, in accordance with Article 13 of the Implementation regulation*:	Select
8. There has been no overlapping of EU aid for the project/operation*:	Select
9. A separate accounting system or an adequate accounting code is being maintained for all transactions relating to the operation*:	Select
10. Evidence of receipt of funding by the beneficiary of the grant is available*:	Select
11. Details of the underlying transactions are recorded, where possible, on computer files and are available on request to the Commission Services responsible and national authorities*:	Select
12. Accounting records and an adequate audit trail exists i.e. in conformity with Articles 14 and15 of Commission Regulation (EC) 1828/2006*:	Select
13. All original supporting documentation will be retained in accordance with Article 90 of Council Regulation (EC) 1083/2006 and Article 19 of Council Regulation EC 1828/2006 i.e. for three years after the closure of the programme*:	Select
14. Expenditure has been reconciled between the administrative unit and the accounts/finance unit and any differences explained and a print-out from the financial management system & copy of reconciliation has been supplied*:	Select
15. Operations have been selected in accordance with the criteria approved by the Monitoring Committee*:	Select



Have any financial control weakness, risk or irregularities been identified in the execution of the project(s)/operation(s)?*:	Select
If Yes, please specify what corrective action has/will be taken, including submission of irregularity report where appropriate:	

If the Level-1 User selects Yes to the question **Have any financial control weakness, risk or irregularities been identified in the execution of the project(s)/operation(s)?** then the Level-1 User must supply details of the corrective action that has been taken, otherwise the user will not be able to create the B1 Declaration and an error message will be displayed.

The user must indicate the **controls applied to guarantee valid certification** and the **amount of expenditure actually checked during the on-the-spot verifications**. This is a mandatory field and the Level-1 User will not be able to create the B1 Declaration unless this field is populated, an error message will also be displayed if this field is left blank.



Specify the controls applied to guarantee valid certification and quantify the amount of expenditure actually checked during on-the-spot verifications*:	

Finally, if the originator of the B1 Declaration is satisfied that the eligible expenditure returned is correct (highlighted in red below) the user can select the **Submit** button to create the B1.

The B1 Declaration is automatically signed by the user Creating the B1 Declaration and the B1 Declaration history is updated.

I certify that the controls listed from 1 to 15 above have been performed and on that basis the eligible expenditure returned is correct

Signature

Date:	04/02/2009
B1 Report Prepared by:	John Reilly, Sligo County Enterprise Board
Level-1 Public Beneficiary Body Name:	Sligo County Enterprise Board

Submit **Reset**

When the user selects **Submit** a message is displayed indicating that the B1 Declaration was created successfully.

To view the B1 Declaration, click on the **B1 Declaration Details** button.

Projects | B1s

Create new B1 Declaration

The B1 Declaration was created successfully

B1 Declaration Details

When a B1 is **Created** it is assigned a unique **B1 Reference** number and the status of the B1 Declaration changes to **Created** – see example below highlighted by red circle.

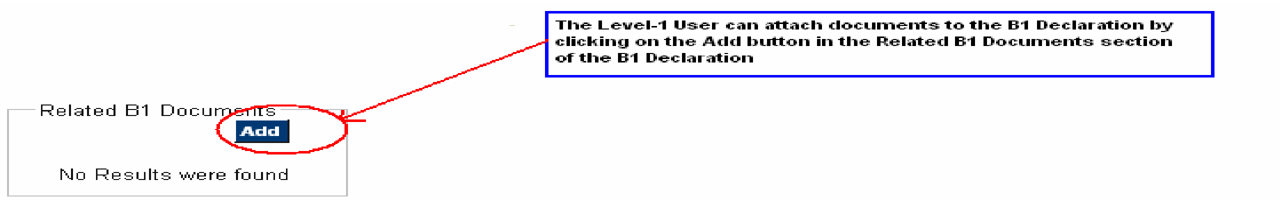
Stage:	Created
B1 Declaration Number:	242
B2 Declaration Number:	
Fund:	ERDF

A B1 Declaration will remain in **Created** status until it is countersigned by the Level-1 Counter-Signer. The Level-1 Counter-Signer cannot be the same Level-1 User that Created the B1 Declaration.

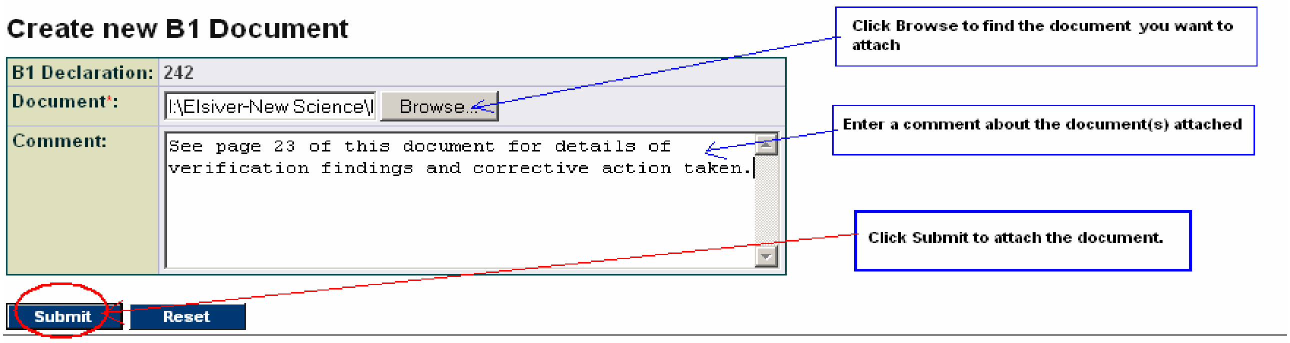
11.1.1. Attaching Documents to a Created B1 Declaration

Documents can be attached to a B1 Declaration which has been **Created** or **Reopened** but is not yet Counter Signed.

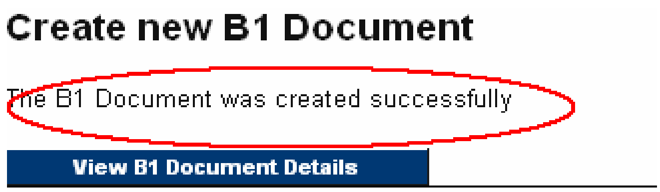
To attach a document to a **Created** B1 Declaration the Level-1 User should scroll down through the **Created** B1 Declaration to the **Related B1 Documents** section at the end of the Created B1 Declaration screen and click on the **Add** button. The **Create new B1 Document** window appears.



Clicking on the Add **Add** button in the Related B1 Documents section of the B1 Declaration will open the **Create new B1 Document** window. Click on the **Browse** button to find the document to be attached. A comment can be added in the **Comment** box if the user wants to convey some particular information about the attached document.



The user must click the **Submit** button to finish attaching the document.

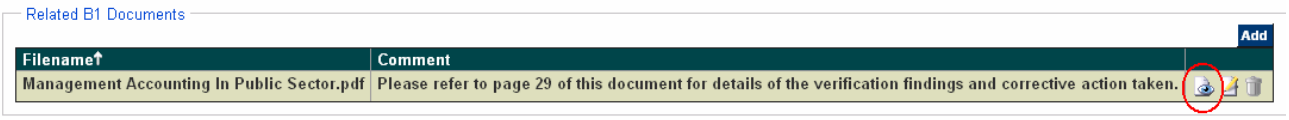


11.1.2. View Documents included in a B1 Declaration

Search for the B1 Declaration using the **B1 Search** facility.

Scroll down through the B1 Declaration to the **Related B1 Documents** section.

To View a document click on the View icon (circled in red) beside the document you want to view or click on the document name.



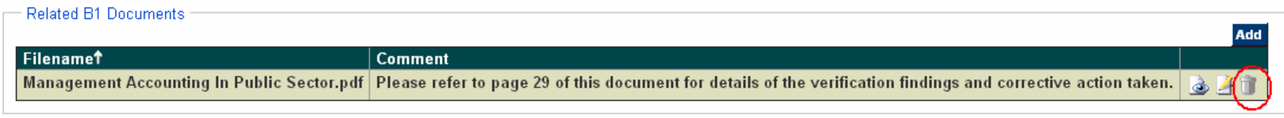
Filename	Comment
Management Accounting In Public Sector.pdf	Please refer to page 29 of this document for details of the verification findings and corrective action taken.

11.1.3. Delete Document included in a B1 Declaration

Attached documents can be deleted from a B1 Declaration if the B1 Declaration has **not been Counter-Signed** or if the B1 Declaration is **Reopened** by the Counter-Signer or **Rejected** by the Intermediate Body and Reopened by the Counter-Signer.

Search for the B1 Declaration using the **B1 Search** facility.

Scroll down through the B1 Declaration to the **Related B1 Documents** section. Click the delete icon beside the document you want to delete.



Filename	Comment
Management Accounting In Public Sector.pdf	Please refer to page 29 of this document for details of the verification findings and corrective action taken.

11.2. Search for a B1 Declaration

Select the **B1** menu 

from the top-level menu. It will appear shaded green in colour. There are no sub-menus available from the **B1** menu.

The **Search B1 Declaration** page is displayed by default. It is possible to search for any B1 Declaration created within your Level-1 Public Body. Enter the B1 Declaration number and click on the **Search** button at the lower left of the page or for a full listing of all B1 Declarations for your Level-1 Public Body just click the Search button on the lower left of the Search B1 Declaration screen.

Search B1 Declaration

Enter the B1 Number you want to search for or click Search on the lower left of the screen for a list of all B1 Declarations for this Level-1 Public Body.

B1 Declaration Number:	242
B2 Declaration Number:	
Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)
Priority Name:	Innovation and the Knowledge Economy
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises
Level-1 Public Beneficiary Body Name:	Clare County Enterprise Board
Intermediate Body Name:	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Managing Authority Name:	Southern and Eastern (S&E) Regional Assembly
Fund:	ERDF
Stage:	Select

Search | Reset | Create B1 Declaration

The **Search B1 Declaration Results** page will appear listing any declarations that match the criteria supplied.

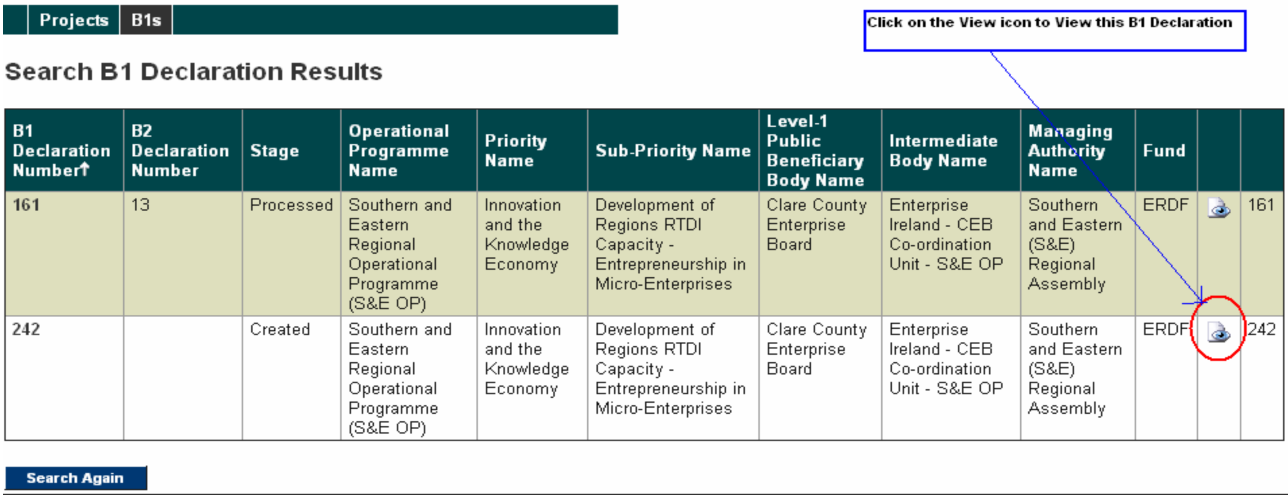
Search B1 Declaration Results

B1 Declaration Number	B2 Declaration Number	Stage	Operational Programme Name	Priority Name	Sub-Priority Name	Level-1 Public Beneficiary Body Name	Intermediate Body Name	Managing Authority Name	Fund
161	13	Processed	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF
242		Created	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF

Search Again

11.2.1. View a B1 Declaration

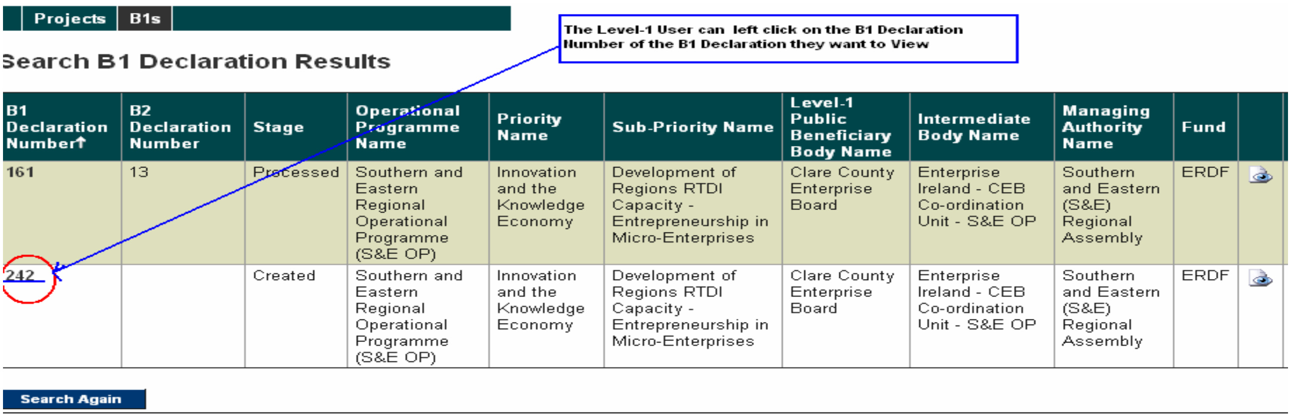
To view a B1 Declaration search for the B1 Declaration using the **Search B1 Declaration** facility outlined previously. When the Search Results are displayed the user can click on the View icon located to the right of the B1 Declaration they want to View.



Search B1 Declaration Results

B1 Declaration Number	B2 Declaration Number	Stage	Operational Programme Name	Priority Name	Sub-Priority Name	Level-1 Public Beneficiary Body Name	Intermediate Body Name	Managing Authority Name	Fund		
161	13	Processed	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF		161
242		Created	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF		242

Alternately to View the B1 Declaration the Level-1 User can left click on the **B1 Declaration Number** of the B1 Declaration they want to View**.**



Search B1 Declaration Results

B1 Declaration Number	B2 Declaration Number	Stage	Operational Programme Name	Priority Name	Sub-Priority Name	Level-1 Public Beneficiary Body Name	Intermediate Body Name	Managing Authority Name	Fund	
161	13	Processed	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF	
242		Created	Southern and Eastern Regional Operational Programme (S&E OP)	Innovation and the Knowledge Economy	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	Clare County Enterprise Board	Enterprise Ireland - CEB Co-ordination Unit - S&E OP	Southern and Eastern (S&E) Regional Assembly	ERDF	

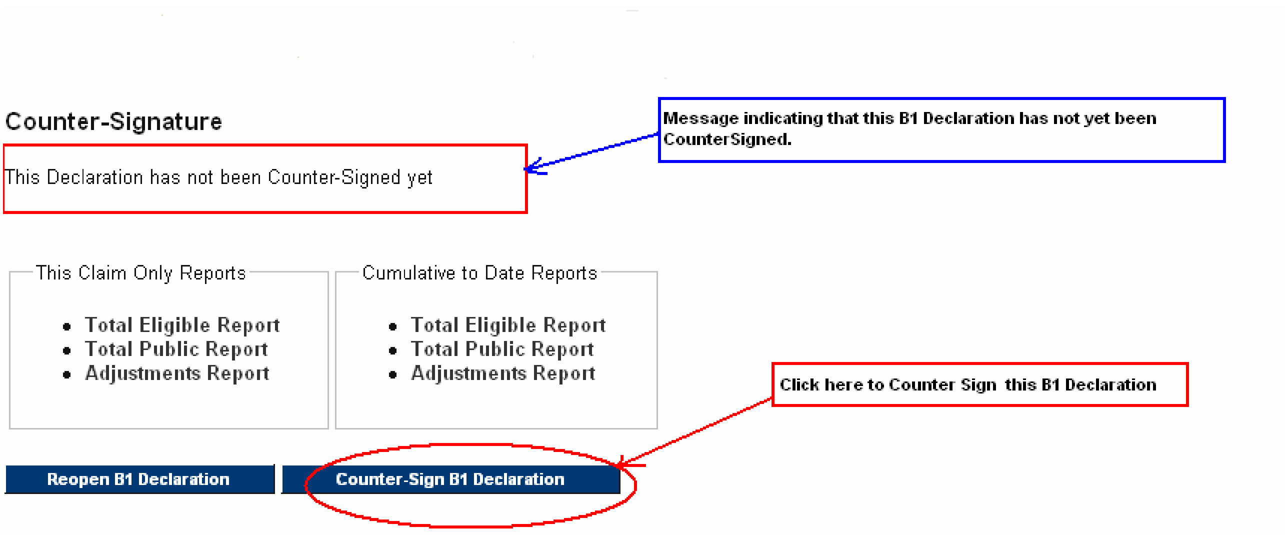
The B1 Declaration will be displayed.

11.3. Counter Sign B1 Declaration

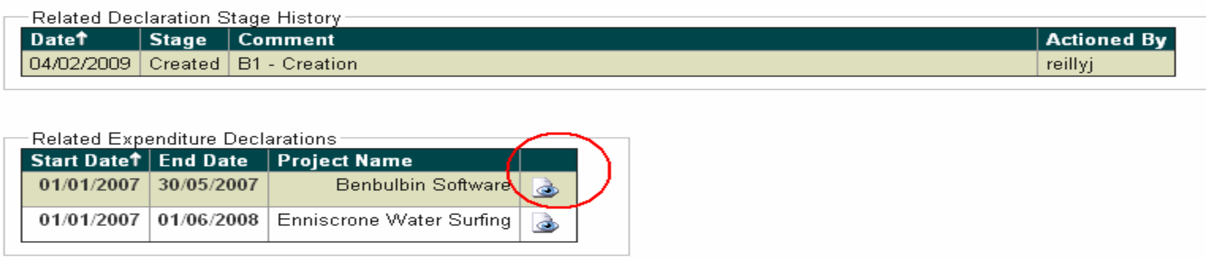
If the Counter-Signer of the B1 Declaration is satisfied with their checks and expenditure being declared they can **Counter-Sign the B1 Declaration.**

Select the B1 Declaration using the Search B1 Declaration facility outlined previously and View the B1 Declaration either by clicking on the View icon or by clicking on the B1 Declaration Number.

The **B1 Declaration Details** page will be displayed, scroll down through the B1 Declaration until you reach the section indicating that the B1 Declaration is not yet Counter-Signed.



The Counter-Signer must satisfy themselves with the correctness of the checks which were performed on the eligible expenditure declared in this B1 Declaration. The Counter Signer can see the project declared eligible expenditure included in the B1 Declaration and by clicking on the View icon beside any of the projects (and circled in red below) the Counter Signer can View details of the expenditure declaration(s) included in this B1 Declaration.



Related Declaration Stage History

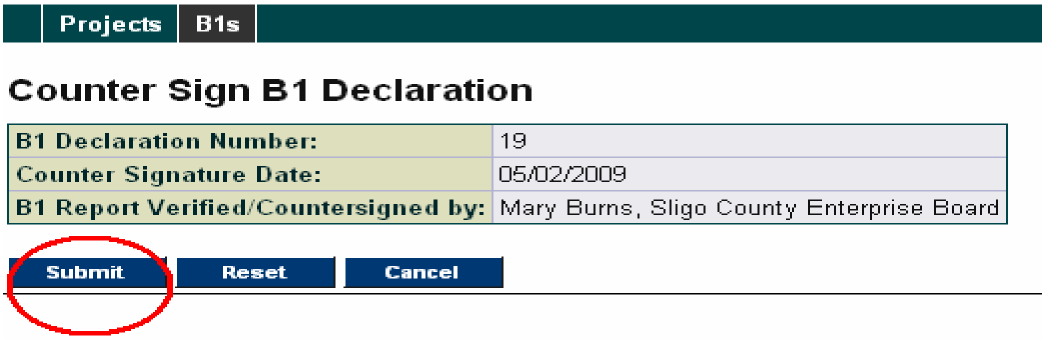
Date↑	Stage	Comment	Actioned By
04/02/2009	Created	B1 - Creation	reillyj

Related Expenditure Declarations

Start Date↑	End Date	Project Name	
01/01/2007	30/05/2007	Benbulbin Software	
01/01/2007	01/06/2008	Enniscrone Water Surfing	

If the counter signer is satisfied to counter-sign the B1 Declaration then the counter-signer clicks on the **Counter-Sign B1 Declaration** button, the **Counter Sign B1 Declaration** screen will appear.

The counter-signer then clicks on the **Submit** button to proceed to counter-sign this declaration.

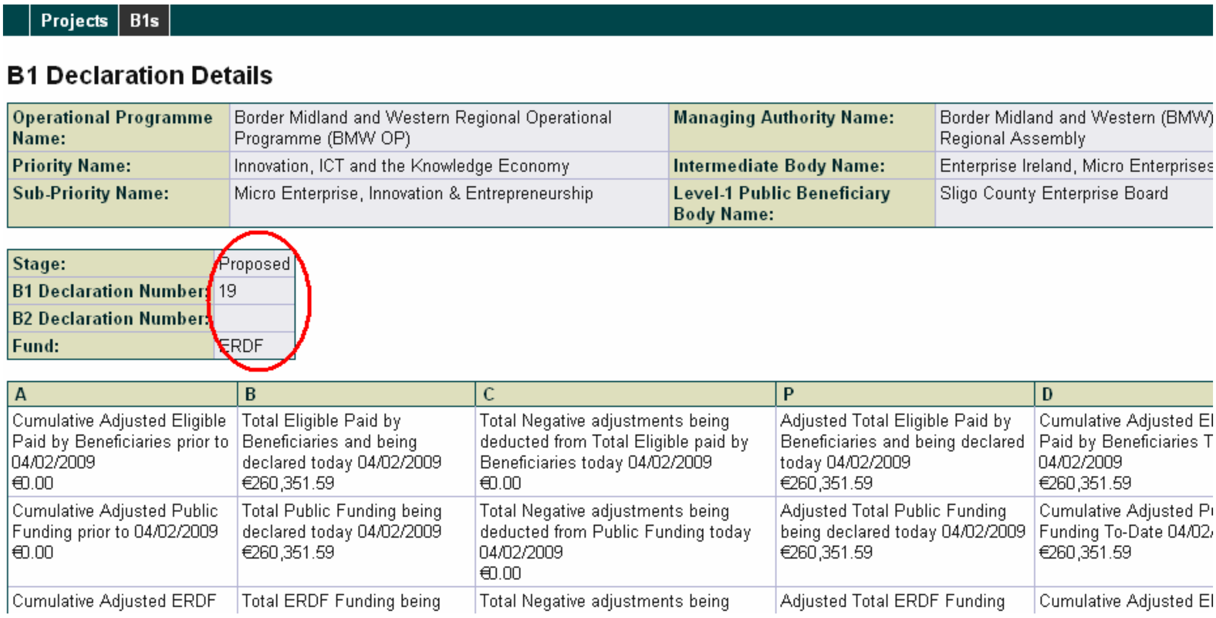

Projects | B1s

Counter Sign B1 Declaration

B1 Declaration Number:	19
Counter Signature Date:	05/02/2009
B1 Report Verified/Countersigned by:	Mary Burns, Sligo County Enterprise Board

Submit | Reset | Cancel

When the B1 has been counter-signed the status of the B1 changes to **Proposed** as this B1 is now **Proposed** to the Intermediate Body and cannot be amended or **Reopened** by the Level-1 Public Body unless it is firstly **Rejected** by the Intermediate Body.


Projects | B1s

B1 Declaration Details

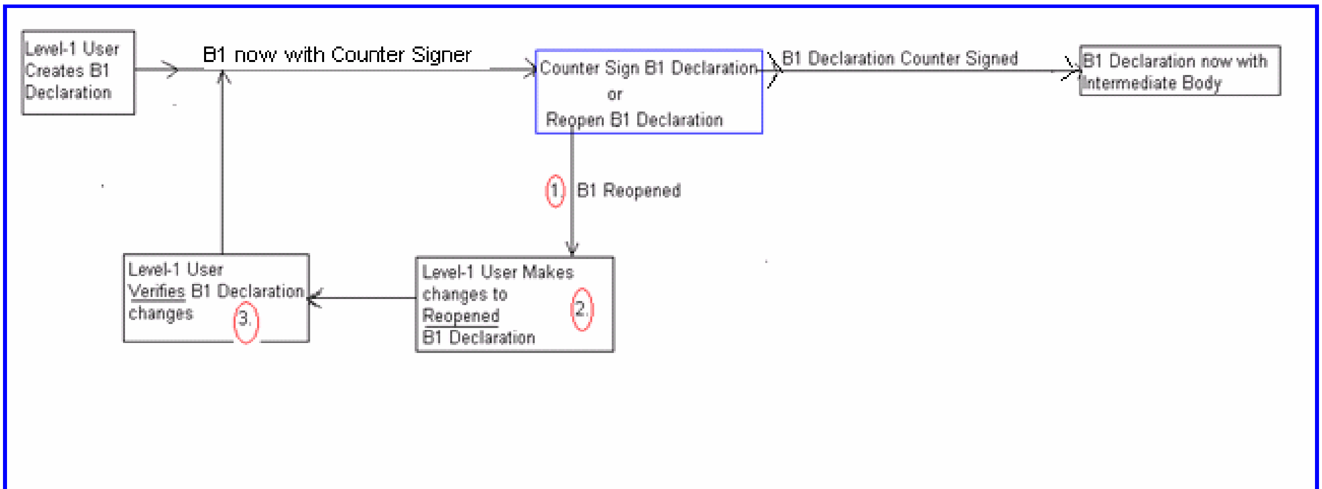
Operational Programme Name:	Border Midland and Western Regional Operational Programme (BMW OP)	Managing Authority Name:	Border Midland and Western (BMW) Regional Assembly
Priority Name:	Innovation, ICT and the Knowledge Economy	Intermediate Body Name:	Enterprise Ireland, Micro Enterprises
Sub-Priority Name:	Micro Enterprise, Innovation & Entrepreneurship	Level-1 Public Beneficiary Body Name:	Sligo County Enterprise Board

Stage:	Proposed
B1 Declaration Number:	19
B2 Declaration Number:	
Fund:	ERDF

A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 04/02/2009 €0.00	Total Eligible Paid by Beneficiaries and being declared today 04/02/2009 €260,351.59	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 04/02/2009 €0.00	Adjusted Total Eligible Paid by Beneficiaries and being declared today 04/02/2009 €260,351.59	Cumulative Adjusted El Paid by Beneficiaries T 04/02/2009 €260,351.59
Cumulative Adjusted Public Funding prior to 04/02/2009 €0.00	Total Public Funding being declared today 04/02/2009 €260,351.59	Total Negative adjustments being deducted from Public Funding today 04/02/2009 €0.00	Adjusted Total Public Funding being declared today 04/02/2009 €260,351.59	Cumulative Adjusted Pu Funding To-Date 04/02/ €260,351.59
Cumulative Adjusted ERDF	Total ERDF Funding being	Total Negative adjustments being	Adjusted Total ERDF Funding	Cumulative Adjusted El

11.4. Reopen B1 Declaration

A B1 Declaration can be **Reopened** by the **Counter Signer** if the B1 Declaration has **not been Counter Signed**.

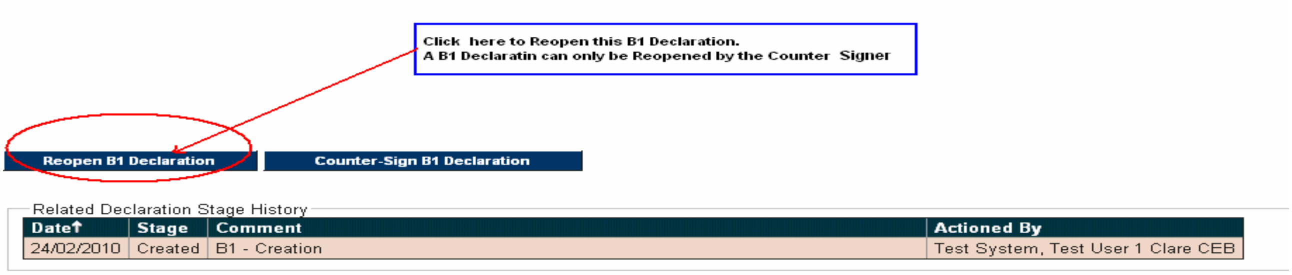


Work Flow for Reopen B1 Declaration by Counter Signer

Search for the **B1 Declaration** using the Search B1 Declaration facility outlined previously.

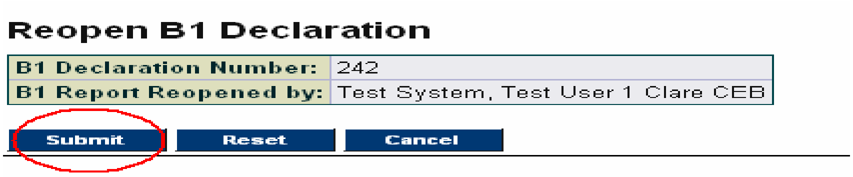
Open the B1 Declaration by clicking on the View icon located to the right of the B1 Declaration or open the B1 Declaration by left clicking on the B1 Declaration Number.

The B1 Declaration will be displayed. Scroll down through the B1 Declaration until you get to the Reopen B1 Declaration button



When the counter-signer selects **Reopen B1 Declaration** the message 'If you are sure you wish to reopen the B1 Declaration, press OK' is displayed and the counter-signer can continue or abandon the Reopen B1 Declaration process.

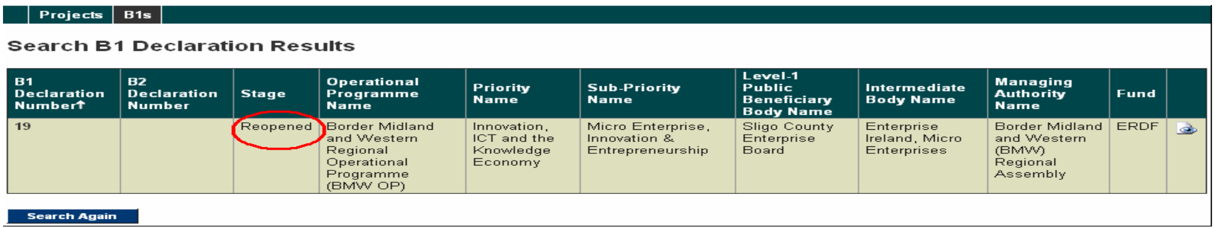
The counter-signer must then select **Submit** in order to Reopen the B1 Declaration.



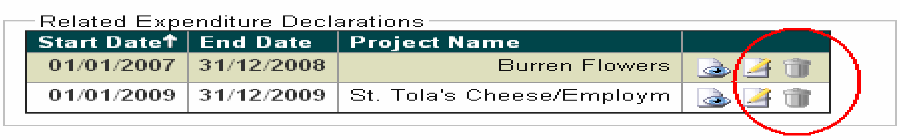
The B1 has now been Reopened by the counter signer.

11.4.1. Update Reopened B1 Declaration

When the Creator of the B1 Declaration searches on the B1 Declaration using the B1 Declaration Search facility outlined previously they will see that the B1 Declaration Status is **Reopened**. The Creator of the Reopened B1 Declaration selects the Reopened B1 Declaration by clicking on the **View** icon or left clicking on the B1 Declaration Number.



The Project Expenditure Declarations included in the Reopened B1 Declaration are now unlocked and can again be updated using the **Updated** icon or deleted using the **Delete** icon or additional Expenditure Declarations can be added using the **Created Expenditure Declaration** facility outlined previously.



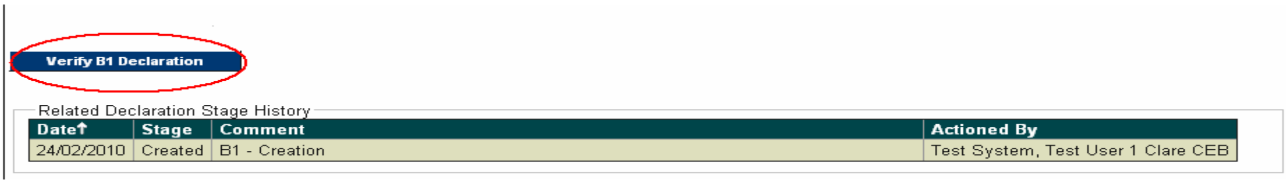
Related Expenditure Declarations

Start Date	End Date	Project Name	
01/01/2007	31/12/2008	Burren Flowers	
01/01/2009	31/12/2009	St. Tola's Cheese/Employm	

The Creator of the B1 Declaration can **Update** the Expenditure Declarations included in the Reopened B1 Declaration (see **Update Expenditure Declaration** outlined previously) or the Creator of the B1 Declaration can **Add** additional Project Expenditure Declarations (see Create New Expenditure Declaration outlined previously) or the Creator of the B1 Declaration can **Delete** Expenditure Declaration from this Reopened B1 Declaration (see Delete Expenditure Declaration outlined previously).

Having completed all the amendments to the Reopened B1 Declaration the Level-1 Creator of the Reopened B1 Declaration must **Verify** the Reopened B1 Declaration.

The Creator of the Reopened B1 Declaration must now **Verify** this Reopened B1 Declaration by clicking on the **Verify B1 Declaration** button.

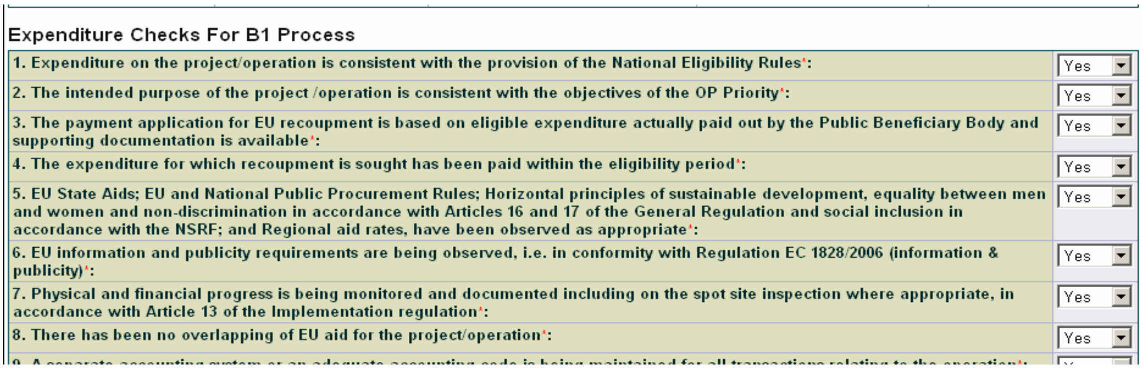


Verify B1 Declaration

Related Declaration Stage History

Date	Stage	Comment	Actioned By
24/02/2010	Created	B1 - Creation	Test System, Test User 1 Clare CEB

After the Reopened B1 Declaration is **Verified** the Creator of the B1 Declaration must check that they have answered all of the Eligibility questions correctly on the Reopened B1 Declaration.

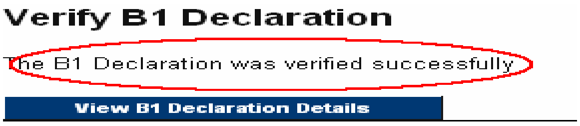


Expenditure Checks For B1 Process

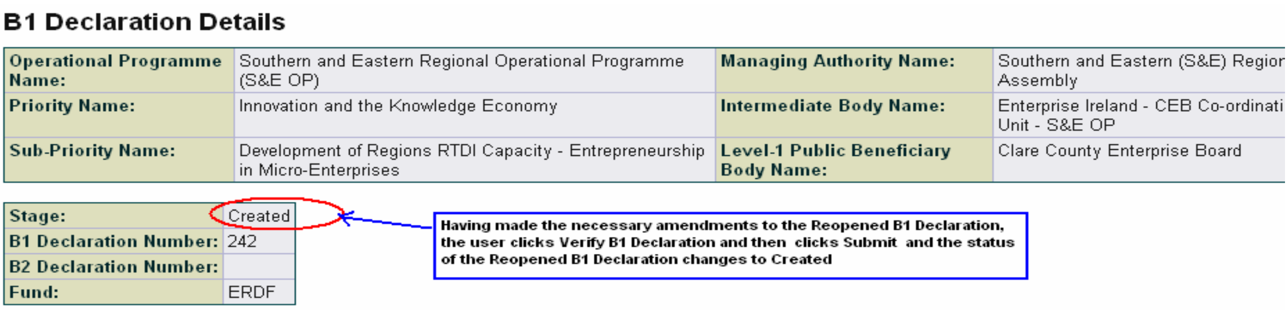
1. Expenditure on the project/operation is consistent with the provision of the National Eligibility Rules*:	Yes
2. The intended purpose of the project /operation is consistent with the objectives of the OP Priority*:	Yes
3. The payment application for EU recoupment is based on eligible expenditure actually paid out by the Public Beneficiary Body and supporting documentation is available*:	Yes
4. The expenditure for which recoupment is sought has been paid within the eligibility period*:	Yes
5. EU State Aids; EU and National Public Procurement Rules; Horizontal principles of sustainable development, equality between men and women and non-discrimination in accordance with Articles 16 and 17 of the General Regulation and social inclusion in accordance with the NSRF; and Regional aid rates, have been observed as appropriate*:	Yes
6. EU information and publicity requirements are being observed, i.e. in conformity with Regulation EC 1828/2006 (information & publicity)*:	Yes
7. Physical and financial progress is being monitored and documented including on the spot site inspection where appropriate, in accordance with Article 13 of the Implementation regulation*:	Yes
8. There has been no overlapping of EU aid for the project/operation*:	Yes

When the Creator of the B1 Declaration has completed all the Eligibility checks on the Reopened B1 Declaration the Creator of the Reopened B1 Declaration clicks on **Submit.**

A message is displayed to indicate that the Reopened B1 Declaration was Verified.



The Reopened B1 Declaration status changes to **Created** and the B1 Declaration is **ready to be Counter Signed** again (see Counter Sign B1 Declaration outlined previously).



B1 Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regior Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordinati Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	Clare County Enterprise Board

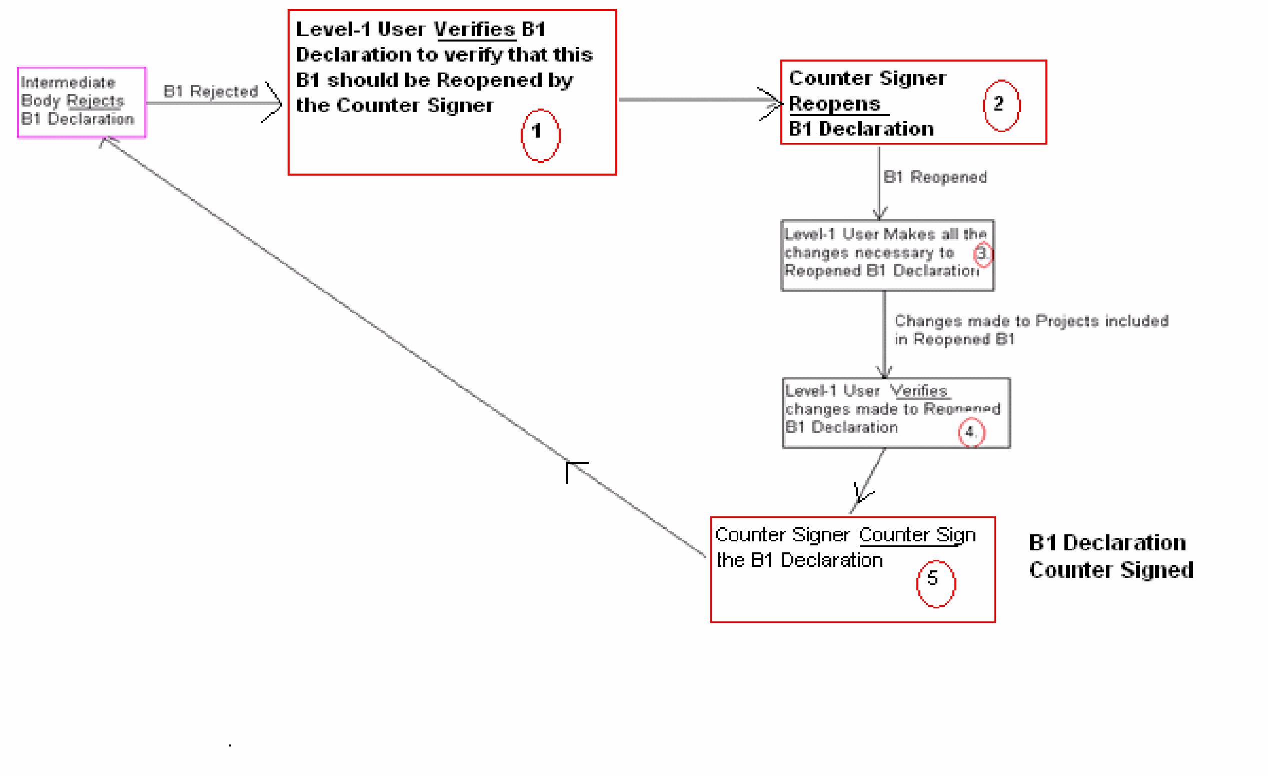
Stage:	Created
B1 Declaration Number:	242
B2 Declaration Number:	
Fund:	ERDF

12. REJECTED B1 DECLARATION FROM INTERMEDITE BODY

When a B1 Declaration is countersigned it automatically becomes **Proposed** to the Intermediate Body and the Level-1 Public Body can no-longer **Update** or **Reopen** the B1 Declaration and the Level-1 Body cannot make any updates or deletes to the Expenditure Declarations included in the Proposed B1 Declaration.

The Intermediate Body must perform its verification checks on the eligible expenditure included in the **Proposed** B1 Declaration and if the Intermediate Body is dissatisfied with its verification checks on the Proposed B1 Declaration the Intermediate Body will **Reject** the B1 Declaration.

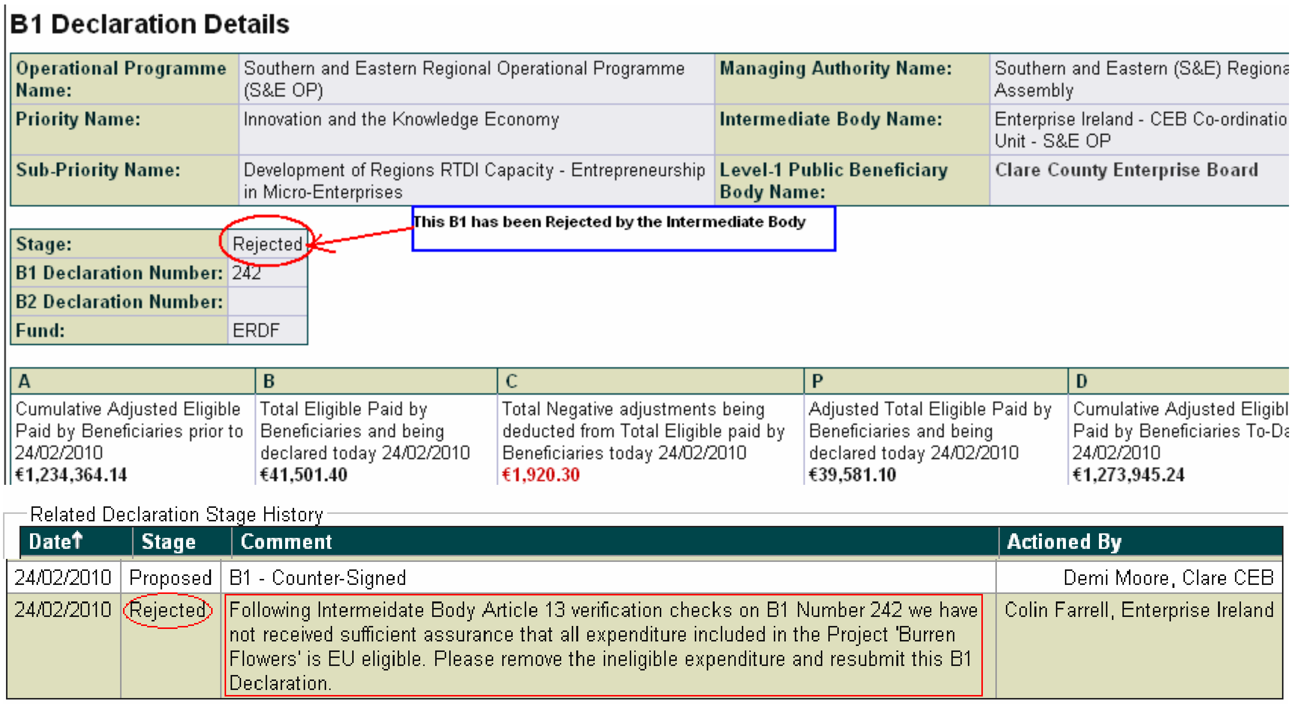
The **Rejected** B1 Declaration automatically reverts back to the Level-1 Public Body and the Intermediate Body must indicate the **Reason for Rejection** on the Rejected B1 Declaration.



Work Flow for handling Rejected B1 Declaration

In the following example B1 Declaration Number 242 which was **Proposed**(countersigned) by Clare CEB has been **Rejected** (circled in red below) by the Intermediate Body following their verification checks.

The Level-1 Public Body (Clare CEB) scrolls down through the Rejected B1 Declaration and at the end of the Rejected B1 Declaration, in the **Related Declaration Stage History**, the Level-1 Public Body can see the Reason for Rejection entered by the Intermediate Body.



B1 Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regiona Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordinatio Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	Clare County Enterprise Board

This B1 has been Rejected by the Intermediate Body

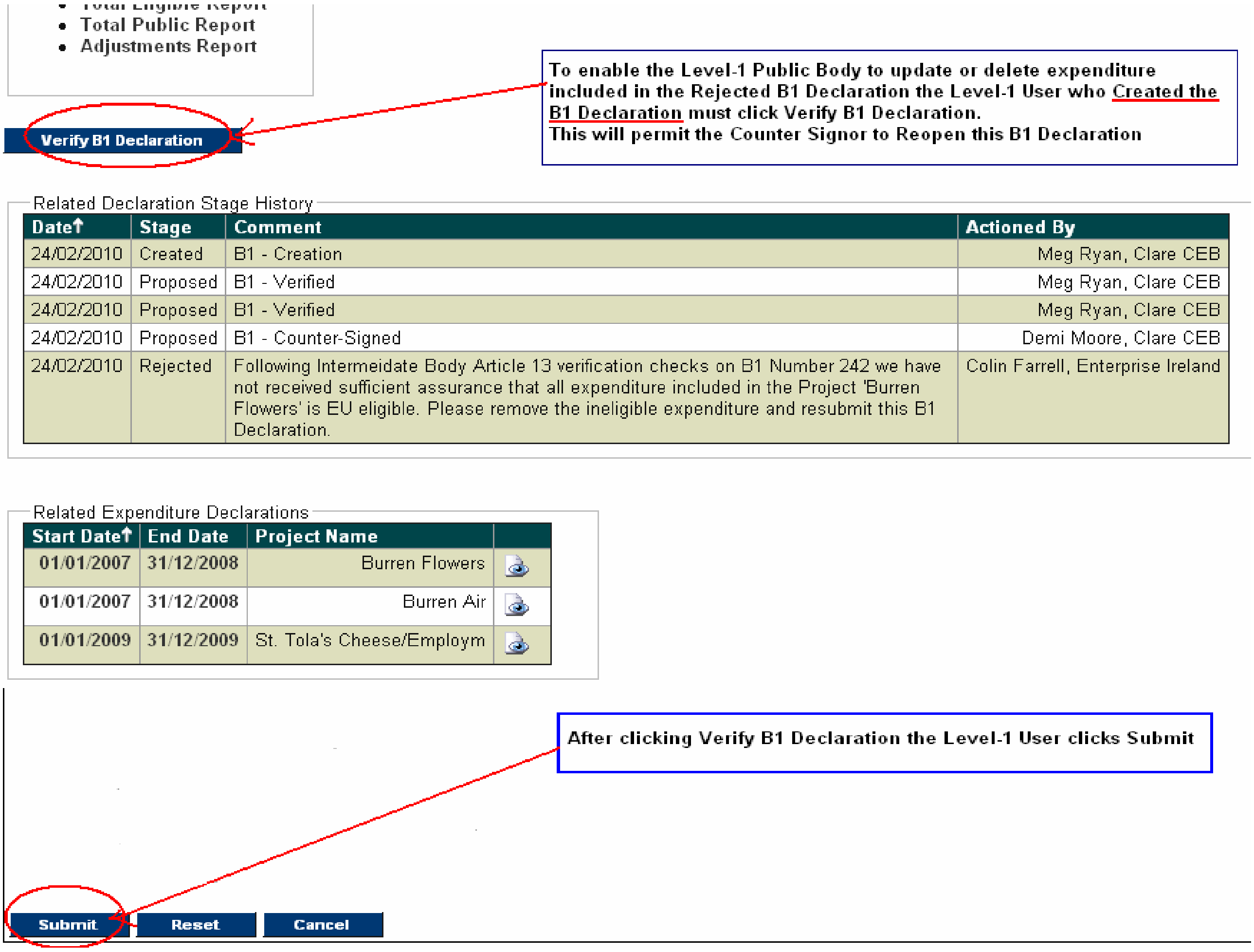
Stage:	Rejected
B1 Declaration Number:	242
B2 Declaration Number:	
Fund:	ERDF

A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 24/02/2010	Total Eligible Paid by Beneficiaries and being declared today 24/02/2010	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 24/02/2010	Adjusted Total Eligible Paid by Beneficiaries and being declared today 24/02/2010	Cumulative Adjusted Eligibl Paid by Beneficiaries To-Da 24/02/2010
€1,234,364.14	**€41,501.40**	**€1,920.30**	**€39,581.10**	**€1,273,945.24**

Related Declaration Stage History

Date↑	Stage	Comment	Actioned By
24/02/2010	Proposed	B1 - Counter-Signed	Demi Moore, Clare CEB
24/02/2010	Rejected	Following Intermeidate Body Article 13 verification checks on B1 Number 242 we have not received sufficient assurance that all expenditure included in the Project 'Burren Flowers' is EU eligible. Please remove the ineligible expenditure and resubmit this B1 Declaration.	Colin Farrell, Enterprise Ireland

To enable the Level-1 User to amend the Expenditure Declarations included in Rejected B1 Declaration the Level-1 User clicks on **Verify B1 Declaration –** see following example.



- Total Eligible Report
- Total Public Report
- Adjustments Report

To enable the Level-1 Public Body to update or delete expenditure included in the Rejected B1 Declaration the Level-1 User who Created the B1 Declaration must click Verify B1 Declaration.
This will permit the Counter Signor to Reopen this B1 Declaration

Verify B1 Declaration

Related Declaration Stage History

Date	Stage	Comment	Actioned By
24/02/2010	Created	B1 - Creation	Meg Ryan, Clare CEB
24/02/2010	Proposed	B1 - Verified	Meg Ryan, Clare CEB
24/02/2010	Proposed	B1 - Verified	Meg Ryan, Clare CEB
24/02/2010	Proposed	B1 - Counter-Signed	Demi Moore, Clare CEB
24/02/2010	Rejected	Following Intermeidate Body Article 13 verification checks on B1 Number 242 we have not received sufficient assurance that all expenditure included in the Project 'Burren Flowers' is EU eligible. Please remove the ineligible expenditure and resubmit this B1 Declaration.	Colin Farrell, Enterprise Ireland

Related Expenditure Declarations

Start Date	End Date	Project Name	
01/01/2007	31/12/2008	Burren Flowers	
01/01/2007	31/12/2008	Burren Air	
01/01/2009	31/12/2009	St. Tola's Cheese/Employm	

After clicking Verify B1 Declaration the Level-1 User clicks Submit

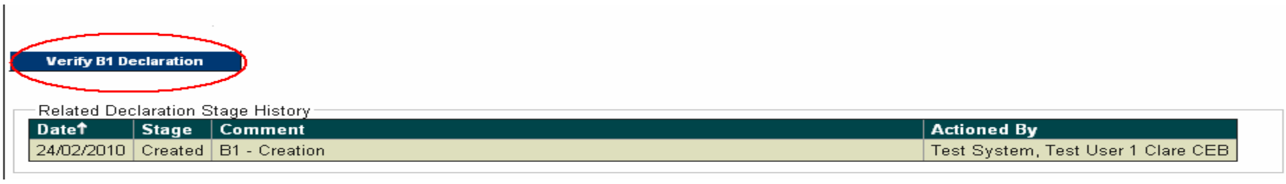
Submit Reset Cancel

When the Level-1 User that Created the B1 Declaration (in this example Meg Ryan) clicks on **Verify B1 Declaration** and then clicks **Submit** a message is displayed to indicate that the Rejected B1 Declaration has been Verified.

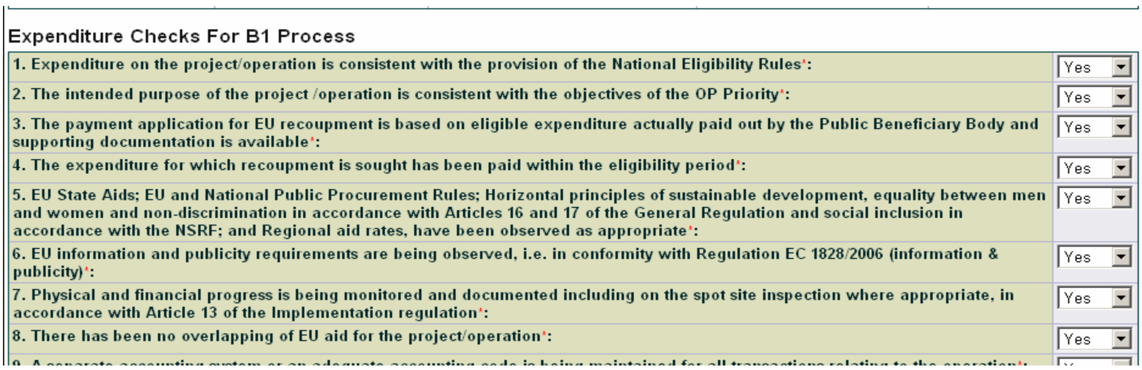
The Level-1 **Counter Signer** (in this example Demi Moore) now Reopens this B1 Declaration using the **Reopen B1 Declaration** facility outlined earlier in this manual.

When the Level-1 **Counter Signer** Reopened the B1 Declaration the Level-1 User who Created the B1 Declaration (in this example Meg Ryan) can amend, delete or add now expenditure for this B1 Declaration using the **Update Expenditure Declaration**, **Create New Expenditure Declaration** or **Delete Expenditure Declaration** outlined previously.

When the Level-1 User has completed all amendments to this Rejected B1 Declaration the Level-1 User clicks the **Verify B1 Declaration** button.



After the Reopened B1 Declaration is **Verified** the Creator of the B1 Declaration must check that they have answered all of the Eligibility questions correctly on the Reopened B1 Declaration.



When the Creator of the B1 Declaration has completed all the Eligibility checks on the Reopened B1 Declaration the Creator of the Reopened B1 Declaration clicks on **Submit.**

A message is displayed to indicate that the Reopened B1 Declaration was Verified.

The Reopened B1 Declaration status changes to **Created** and the B1 Declaration is **ready to be Counter Signed** again (see Counter Signe B1 Declaration outlined previously)

13. REPORTS

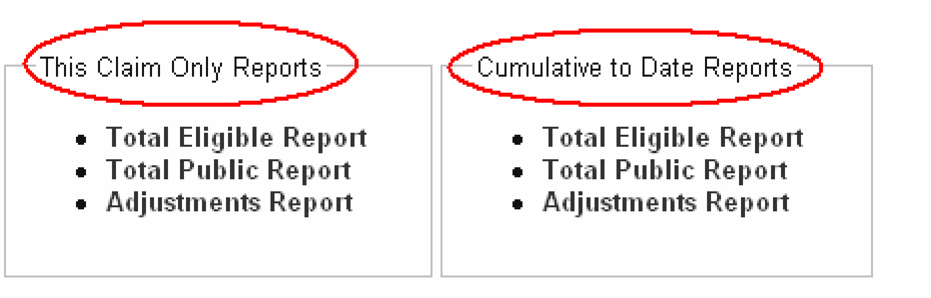
There are specific Reports available from the system however, it is possible to print any screen the user requires from the system using the Print Screen or using the **File Print** options. As the screens are all wider than most A4 paper it is important to check that the data you want to print from the screen will fit on A4 and if not then the user needs to select Landscape before printing.

13.1. B1 Reports

On the **B1 Declaration Details screen** under the **Counter Signer** section a list of Reports appear. There are eight reports accompanying each B1 Declaration.

The Reports in the 'This Claim Only' tab report on the expenditure included in the current B1 Declaration for the Level-1 Public Body.

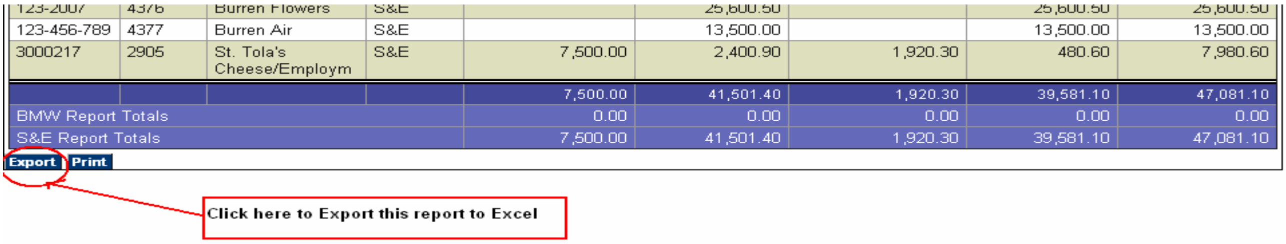
The Reports in the 'Cumulative to Date' tab report on the cumulative to-date expenditure included in all B1 Declarations to-date for the Level-1 Public Body.



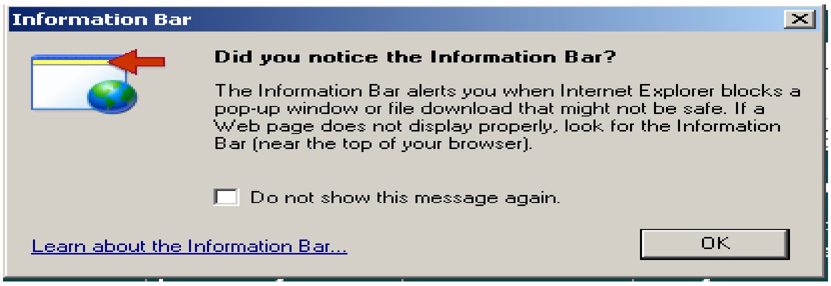
13.2. Export Report to Excel

To export a report to Excel, open the report by clicking on the report name in the B1 Declaration. Scroll down to the end of the report and click on the Export 

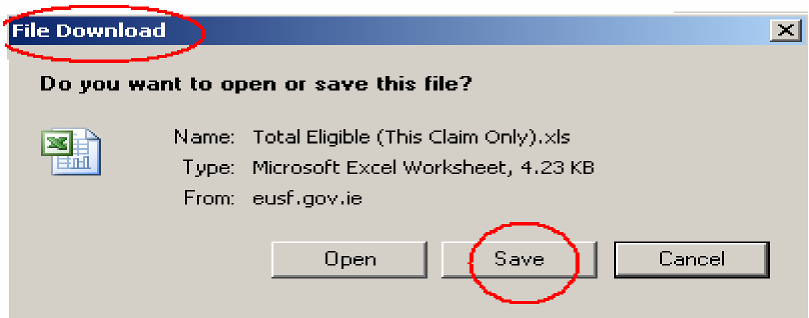
button located in the lower left of the report.



Depending on the firewall security setting for your Level-1 Public Body you may need to request your IT help desk for your Level-1 Public Body to permit you to download the Excel file. If your firewall blocks the download of the Excel file you will receive a message similar to the following message.



When your firewall policy permits you to download the file to Excel a message is displayed asking you to select **Open** or **Save**. If you select **Save** you will be asked to specify the destination in which you wan the file saved. Selecting Open will open the Excel file and display it for Viewing purposes but will not save a copy. .



13.2.1. Total Eligible - This Claim Only

From the **B1 Declaration Details screen** it is possible to view a **Total Eligible Report**. Click on the **Total Eligible Report** hyperlink under the **Reports** section. The Total Eligible report lists each project included in this B1 Declaration and the details relating to the Total Eligible figures included in the B1 Declaration together with BMW and S&E and overall Totals. The Total Eligible report reports on the data included in Row 1 of the B1 Declaration.

This Claim Only Reports

- **Total Eligible Report**
- **Total Public Report**
- **Adjustments Report**

Place the cursor on the report you want to view and left click

Total Eligible (This Claim Only) — **ERDF**

B1 Reference Number: 242 — **Level-1 Public Beneficiary Body Name**: Clare County Enterprise Board

Local Project Reference↑	Project Number	Project Name	Project Nuts 2 Location	Cumulative Total Adjusted Eligible Paid by Beneficiaries and declared previously	Total Eligible Paid by Beneficiaries and declared today	Total Negative Adjustments being deducted from Total Eligible Paid by Beneficiaries today	Adjusted Total Eligible Paid by Beneficiaries today	Cumulative Adjusted Total Eligible Paid by Beneficiaries to date
123-2007	4376	Burren Flowers	S&E		25,600.50		25,600.50	25,600.50
123-456-789	4377	Burren Air	S&E		13,500.00		13,500.00	13,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E	7,500.00	2,400.90	1,920.30	480.60	7,980.60
				7,500.00	41,501.40	1,920.30	39,581.10	47,081.10
BMW Report Totals				0.00	0.00	0.00	0.00	0.00
S&E Report Totals				7,500.00	41,501.40	1,920.30	39,581.10	47,081.10

Export Print

B1 Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regional Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	Clare County Enterprise Board

Stage:	Processed
B1 Declaration Number:	242
B2 Declaration Number:	35
Fund:	ERDF

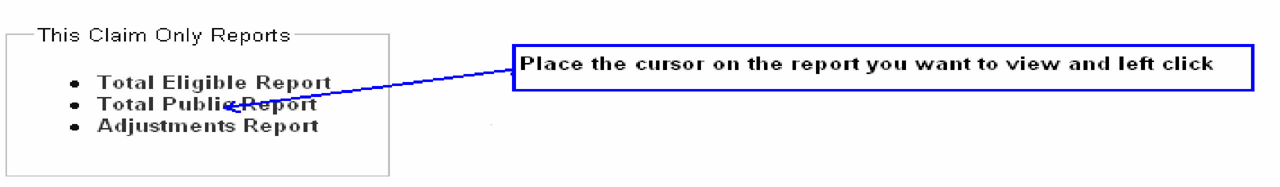
A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 24/02/2010 **€1,234,364.14**	Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 24/02/2010 **€1,920.30**	Adjusted Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Eligible Paid by Beneficiaries To-Date 24/02/2010 **€1,273,945.24**
Cumulative Adjusted Public Funding prior to 24/02/2010 **€923,833.14**	Total Public Funding being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Public Funding today 24/02/2010 **€1,920.30**	Adjusted Total Public Funding being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Public Funding To-Date 24/02/2010 **€963,414.24**

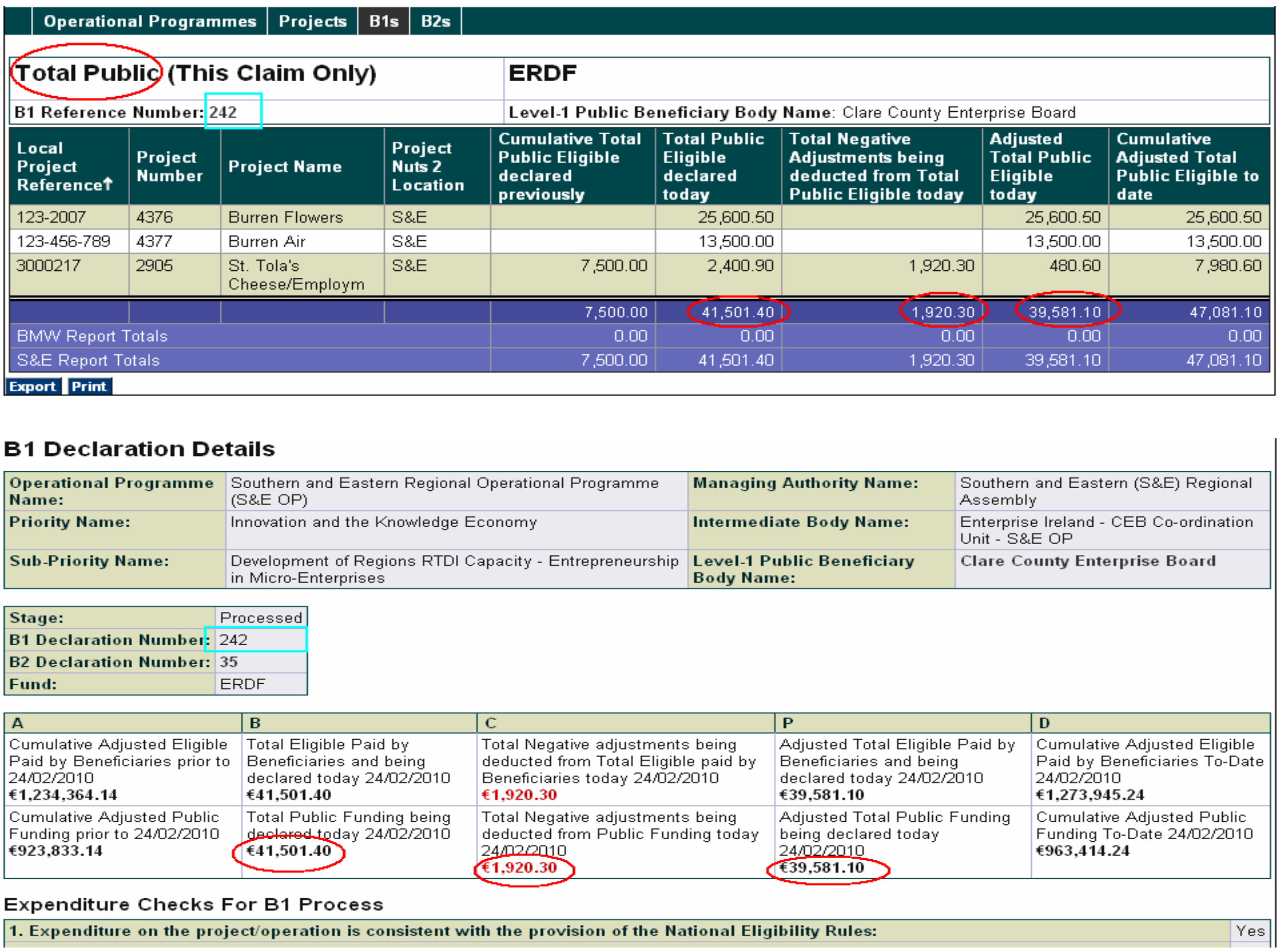
Expenditure Checks For B1 Process

1. Expenditure on the project/operation is consistent with the provision of the National Eligibility Rules:	Yes
2. The intended purpose of the project /operation is consistent with the objectives of the OP Priority:	Yes

13.2.2. Total Public Report – This Claim Only

From the **B1 Declaration Details screen** it is possible to view a **Total Public Report**. Click on the **Total Public Report** hyperlink under the **Reports** section. The Total Public report lists each project included in this B1 Declaration and the details relating to the **Total Eligible Public** figures included in the B1 Declaration together with BMW and S&E and overall Totals. The Total Public report reports on the data included in Row 2 of the B1 Declaration.





Operational Programmes | Projects | B1s | B2s

Total Public (This Claim Only) — **ERDF**

B1 Reference Number: 242 — **Level-1 Public Beneficiary Body Name:** Clare County Enterprise Board

Local Project Reference	Project Number	Project Name	Project Nuts 2 Location	Cumulative Total Public Eligible declared previously	Total Public Eligible declared today	Total Negative Adjustments being deducted from Total Public Eligible today	Adjusted Total Public Eligible today	Cumulative Adjusted Total Public Eligible to date
123-2007	4376	Burren Flowers	S&E		25,600.50		25,600.50	25,600.50
123-456-789	4377	Burren Air	S&E		13,500.00		13,500.00	13,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E	7,500.00	2,400.90	1,920.30	480.60	7,980.60
				7,500.00	41,501.40	1,920.30	39,581.10	47,081.10
BMW Report Totals				0.00	0.00	0.00	0.00	0.00
S&E Report Totals				7,500.00	41,501.40	1,920.30	39,581.10	47,081.10

Export Print

B1 Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regional Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	**Clare County Enterprise Board**

Stage:	Processed
B1 Declaration Number:	242
B2 Declaration Number:	35
Fund:	ERDF

A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 24/02/2010 **€1,234,364.14**	Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 24/02/2010 **€1,920.30**	Adjusted Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Eligible Paid by Beneficiaries To-Date 24/02/2010 **€1,273,945.24**
Cumulative Adjusted Public Funding prior to 24/02/2010 **€923,833.14**	Total Public Funding being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Public Funding today 24/02/2010 **€1,920.30**	Adjusted Total Public Funding being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Public Funding To-Date 24/02/2010 **€963,414.24**

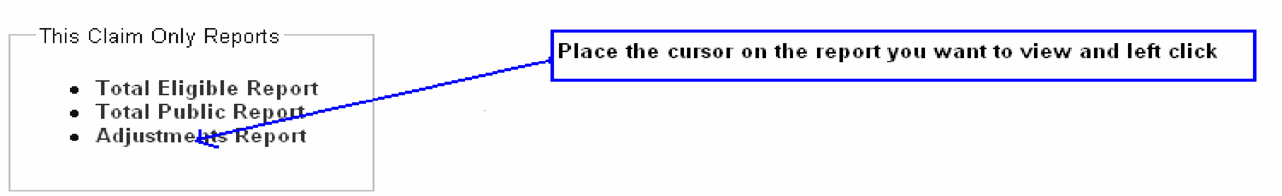
Expenditure Checks For B1 Process

1. Expenditure on the project/operation is consistent with the provision of the National Eligibility Rules:	Yes

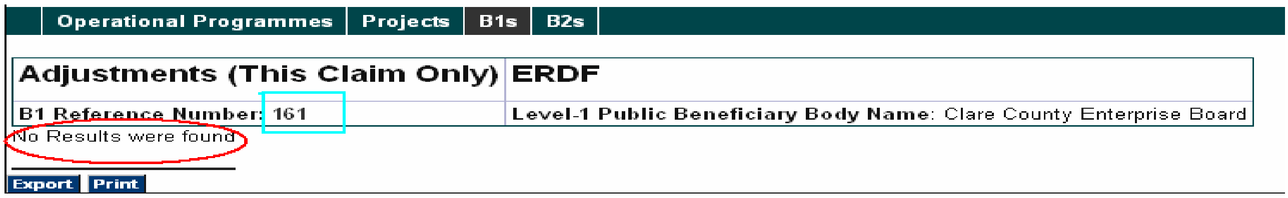
13.2.3. Adjustments Report – This Claim Only

From the **B1 Declaration Details screen** it is possible to view the **Adjustments Report**. Click on the **Adjustments Report** hyperlink under the **Reports** section. The Adjustments Report lists each adjustment included in this B1 Declaration and reported in Column C of the B1 Declaration.

To View the report place the cursor on the report name and left click. The report can also be exported to Excel.



Where there are no Negative Adjustments included in the B1 Declaration (Column C of B1 Declaration) then the '**Adjustments Report – This claim Only**' will display the message '**No Results were Found**'.



Where the B1 Declaration does include Negative Adjustments – as in the following example for B1 Declaration Number 242 - then the Adjustments Report – this Claim Only displays details of these adjustments – see example on following page.

Operational Programmes | Projects | B1s | B2s

Adjustments (This Claim Only)	ERDF
B1 Reference Number: 242	Level-1 Public Beneficiary Body Name: Clare County Enterprise Board

Local Project Reference ↑	Project Number	Project Name	Project Nuts 2 Location	Original B1 Reference	Total Eligible being adjusted today	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	Public Funding being adjusted today	ERDF being adjusted today	Private Funding being adjusted today
3000217	2905	St. Tola's Cheese/Employm	S&E	161	1,920.30	0.00	0.00	1,920.30	768.12	0.00
					1,920.30	0.00	0.00	1,920.30	768.12	0.00

Export Print

B1 Declaration Details

Operational Programme Name:	Southern and Eastern Regional Operational Programme (S&E OP)	**Managing Authority Name:**	Southern and Eastern (S&E) Regional Assembly
Priority Name:	Innovation and the Knowledge Economy	**Intermediate Body Name:**	Enterprise Ireland - CEB Co-ordination Unit - S&E OP
Sub-Priority Name:	Development of Regions RTDI Capacity - Entrepreneurship in Micro-Enterprises	**Level-1 Public Beneficiary Body Name:**	**Clare County Enterprise Board**

Stage:	Processed
B1 Declaration Number:	242
B2 Declaration Number:	35
Fund:	ERDF

A	B	C	P	D
Cumulative Adjusted Eligible Paid by Beneficiaries prior to 24/02/2010 **€1,234,364.14**	Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Total Eligible paid by Beneficiaries today 24/02/2010 **€1,920.30**	Adjusted Total Eligible Paid by Beneficiaries and being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Eligible Paid by Beneficiaries To-Date 24/02/2010 **€1,273,945.24**
Cumulative Adjusted Public Funding prior to 24/02/2010 **€923,833.14**	Total Public Funding being declared today 24/02/2010 **€41,501.40**	Total Negative adjustments being deducted from Public Funding today 24/02/2010 **€1,920.30**	Adjusted Total Public Funding being declared today 24/02/2010 **€39,581.10**	Cumulative Adjusted Public Funding To-Date 24/02/2010 **€963,414.24**

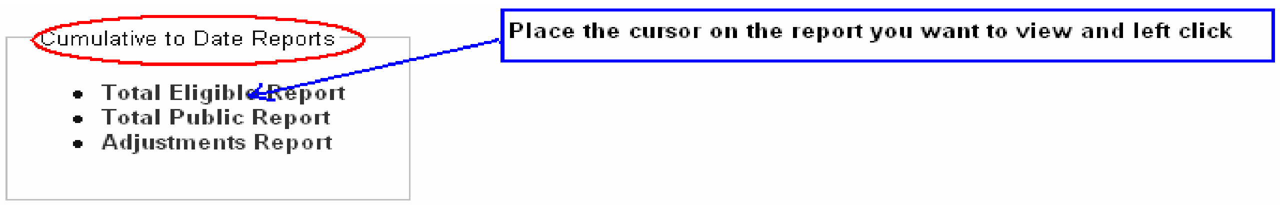
Expenditure Checks For B1 Process

1. Expenditure on the project/operation is consistent with the provision of the National Eligibility Rules:	Yes

13.2.4. Total Eligible Report – Cumulative to-date

From the **B1 Declaration Details screen** it is possible to view the **Total Eligible Report – Cumulative to-date**. Click on the **Total Eligible Report** under the **Cumulative to-date** Reports section of the B1 Declaration. The Total Eligible – Cumulative to-date report details all Eligible Expenditure for all projects included in B1 Declarations to-date for the Level-1 Public Body.

To View the report place the cursor on the report name and left click. The report can also be exported to Excel.

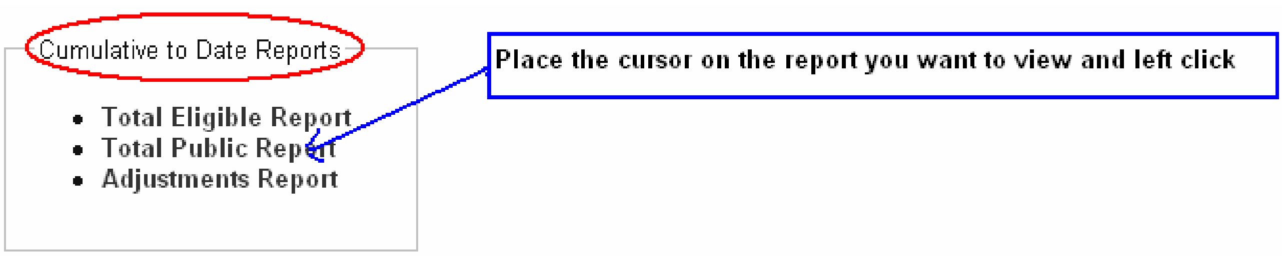


Operational Programmes | Projects | B1s | B2s

Total Eligible (Cumulative to Date)				ERDF				
B1 Reference Number: 242				Level-1 Public Beneficiary Body Name: Clare County Enterprise Board				
Local Project Reference↑	Project Number	Project Name	Project Nuts 2 Location	Cumulative Total Adjusted Eligible Paid by Beneficiaries and declared previously	Total Eligible Paid by Beneficiaries and declared today	Total Negative Adjustments being deducted from Total Eligible Paid by Beneficiaries today	Adjusted Total Eligible Paid by Beneficiaries today	Cumulative Adjusted Total Eligible Paid by Beneficiaries to date
123-2007	4376	Burren Flowers	S&E		25,600.50		25,600.50	25,600.50
123-456-789	4377	Burren Air	S&E		13,500.00		13,500.00	13,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E		7,500.00		7,500.00	7,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E	7,500.00	2,400.90	1,920.30	480.60	7,980.60
3000471	2956	GMS Ltd./Feasibility	S&E		9,000.00		9,000.00	9,000.00
3000601	2961	Orchid Communications/Emp	S&E		7,500.00		7,500.00	7,500.00
3001093	2908	Atlantic Air Venture/Feas	S&E		10,000.00		10,000.00	10,000.00

13.2.5. Total Public Report – Cumulative to-date

From the **B1 Declaration Details screen** it is possible to view a **Total Public Report - Cumulative**. On the Cumulative Reports tab of the B1 Declaration click on the **Total Public Report** hyperlink under the **Cumulative Reports** section. The Total Public – Cumulative to-date report details all Public Eligible Expenditure for all projects included in B1 Declarations to-date for the Level-1 Public Body.



Operational Programmes | Projects | B1s | B2s

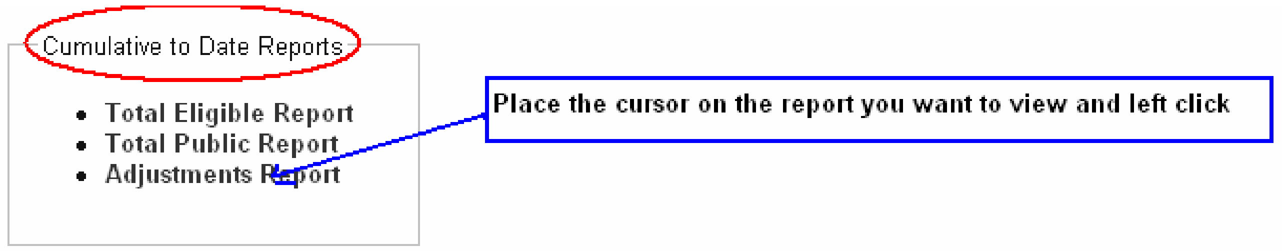
Total Public (Cumulative to Date) **ERDF**

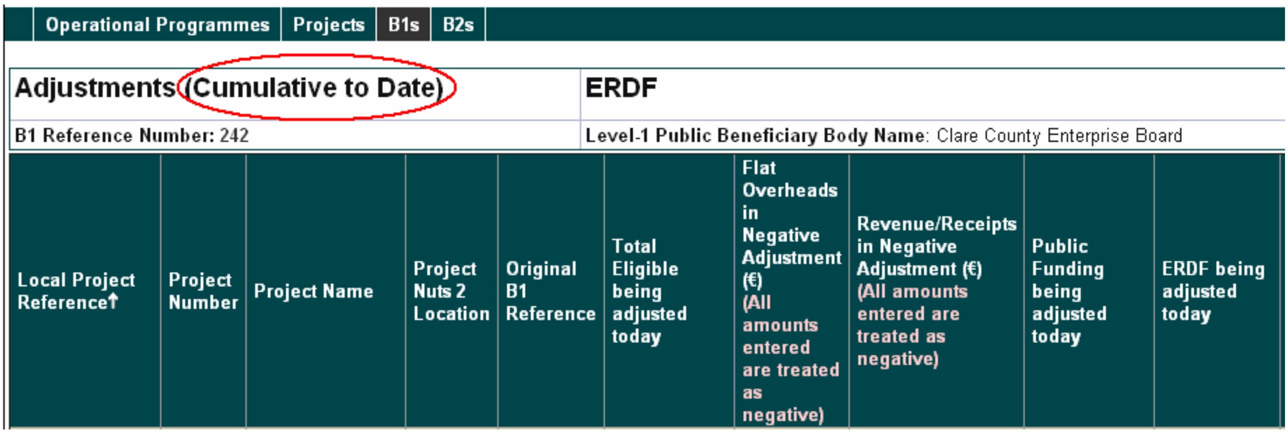
B1 Reference Number: 242 **Level-1 Public Beneficiary Body Name:** Clare County Enterprise Board

Local Project Reference↑	Project Number	Project Name	Project Nuts 2 Location	Cumulative Total Public Eligible declared previously	Total Public Eligible declared today	Total Negative Adjustments being deducted from Total Public Eligible today	Adjusted Total Public Eligible today	Cumulative Adjusted Total Public Eligible to date
123-2007	4376	Burren Flowers	S&E		25,600.50		25,600.50	25,600.50
123-456-789	4377	Burren Air	S&E		13,500.00		13,500.00	13,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E		7,500.00		7,500.00	7,500.00
3000217	2905	St. Tola's Cheese/Employm	S&E	7,500.00	2,400.90	1,920.30	480.60	7,980.60
3000471	2956	GMS Ltd./Feasibility	S&E		4,500.00		4,500.00	4,500.00
3000601	2961	Orchid Communications/Emp	S&E		7,500.00		7,500.00	7,500.00
3001093	2908	Atlantic Air Venture/Feas	S&E		5,000.00		5,000.00	5,000.00
3001093	2951	Atlantic Airventure (2)/C	S&E		10,000.00		10,000.00	10,000.00

13.2.6. Total Adjustments Report – Cumulative to-date

From the **B1 Declaration Details screen** it is possible to view the **Total Adjustments Report - Cumulative**. On the Cumulative Reports tab of the B1 Declaration click on the **Total Adjustments Report** hyperlink under the **Cumulative Reports** section.





Local Project Reference	Project Number	Project Name	Project Nuts 2 Location	Original B1 Reference	Total Eligible being adjusted today	Flat Overheads in Negative Adjustment (€) (All amounts entered are treated as negative)	Revenue/Receipts in Negative Adjustment (€) (All amounts entered are treated as negative)	Public Funding being adjusted today	ERDF being adjusted today