4. NATIONAL AUTHORITY VALIDATION REPORT (NA)

4.1. How to create the report

Through the link https://sigi2127.atlanticarea.eu/SIGI.UI/Login with your email and a default password: **AA@2127**.

After the first login, please change the password.

The landing page is your dashboard where you can see all your pending tasks as NA, namely reports to be validated.

You can access directly any report submitted to you through your "Tasks" list.

All the projects are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.

You can access any report submitted to you in the "Progress Reports" section.

Information about the current partner Progress Report (pPR).

4.2. General structure and options

Information about the current partner Progress Report (pPR).

Before submitting your report, use the "check errors" option to confirm that all mandatory fields are completed.

NA report MAIN MENU

1 - Project Identification
No info required.

2 - Work Plan
No info required.

3 - Expenditures
Info required.

4 - Expenditures control
Info required.

5 - Budget
No info required.

6 - Project Management and Communication
No info required.

7 - Documents
No info required.

8 - Time Plan
No info required.

9 - Versions history
No info required.

Partner **CG**

Check Errors   Submit Report →

Project > ▢ > Progress Report > pPR1 > Project identification

Project identification

Project general information.

Expand All   Collapse All

1.1. Project Info

1.2. Area of Intervention

1.3. Total Budget

1.4. Project Summary

1.5. Project Documents

1.6 Financing Plan

General information about the project. There is no field to complete in this section.

Project Info

Project Title

Project Code   Acronym

Start Date   End Date
01/09/2023   31/08/2026

Duration (in months)
36

NA gets information on:
- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.
- Controller certification.

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EN ES FR   Sign Out

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4.3. Workplan, Budget, Project management and communication

Information provided by the partner through the pPR for the reported period.

4.4. Expenditures

Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner or controller (see NA report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

For each expenditure, you have access to all the information provided by the partner and controller, as well as the uploaded documents.

Your control fields "NA validation" are automatically completed with the amounts introduced by the controller and partner (when no correction made).
If you agree, just tick the boxes (they must be blue) and click "confirm".

NA Validation (€)

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Projects   Progress Reports   Help

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Expenditure 2 < >

PR   Eligible Amount   16,000.00 €

FLC   Total Certification   16,000.00 €

NA   Total Validation   15,000.00 €

Cancel   ✓ Confirm

Certifications

Eligible Amount (€)	FLC Certification (€)		NA Validation (€)	
16,000.00 €	16,000.00 €	-1,000.00 €		15,000.00 € ☑

Contributions

	Eligible Amount (€)	FLC Certification (€)		NA Validation (€)
Eligible Amount	16,000.00 €	16,000.00 €	-1,000.00 €	15,000.00 €
Contribution ERDF	12,000.00 €	12,000.00 €	-750.00 €	11,250.00 €
VAT Deductible	0.00 €	0.00 €		0.00 €
Value (including VAT)	16,000.00 €	16,000.00 €	-1,000.00 €	15,000.00 €
Outside Program Area	0.00 €	0.00 €		0.00 €

Justification * This field is mandatory if you change one of the values

EN   ⊕

Justification

If an amount needs to be corrected, enter the numbers. Your correction will be highlighted in red, and all calculation will be done automatically. Tick the boxes and complete the required justification, then "Confirm".

Controller deduction

During the certification (controller), financial corrections can be made. In such cases, it will appear highlighted in red. The amounts pre-completed for your validation (NA) take into account the deduction made by the controller.

Project > ▮▮▮ > Progress Report > pPR1 > Expenditures

Expenditures

	Eligible Amount		Total Certification		Total Validation
PR	2,400.00 €	FLC	2,100.00 €	NA	2,100.00 €

▽ Filter columns

#	↑↓	Invoice Nr ↑↓	Budget Line	↑↓	Issue Date ↑↓	Payment Date ↑↓	Partner Request	FLC Certification	NA Validation	Actions
1	●	000	Travel and accommodation		04/09/2019	18/09/2019	2,400.00 €	-300.00 2,100.00 €	2,100.00 €	👁 ☑

Show 10 ⇕ records

< Previous

Cancel   ✓ Confirm

If you do not agree with controller corrections, you can edit the amounts and check the boxes. For example, if introduce a higher amount, it will appear in green.

NA Validation (€)

300.00 €   2,000.00 €   ☑

400.00 €   ☑

4.5. Expenditure control

Insert your validation amounts and upload the corresponding file (you can create one PDF or upload a zip file).

If your validation is based on a sample system, please introduced the amount in the cell "Total checked".

Expenditures Control

✓ Save Expenditure Control

National Correspondente Supervision

Total Validated *	Total Checked *	ERDF *	Declaration *
0.00 €	0.00 €	0.00 €	Select File Browse

Administrative Verifications

Total Certified	ERDF
4,025.00 €	3,018.75 €

Reference Date	Declaration
08/01/2020	P1 - Control Statement Model.pdf ⬇

On-The-Spot

Total Certified	ERDF

Reference Date	Declaration
01/01/2020	P1 - Control Statement Model.pdf ⬇

Information and document provided by the controller.

Financial Controller (FLC)

Tax Identification	Full Name	Organization
	FLC User	

4.7. Report submission

Once all the required fields are completed, you can submit your report to the LP or send it back to the partner or controller to perform eventual needed corrections.

A comment is required in the "Observation" field.