

Iris User Guide: How to input and Submit a Financial and Monitoring Report



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

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Financial and Monitoring Report

This guide covers how to input costs charged, run relevant mid-year and end of year reports and submit the Fin & Mon report.

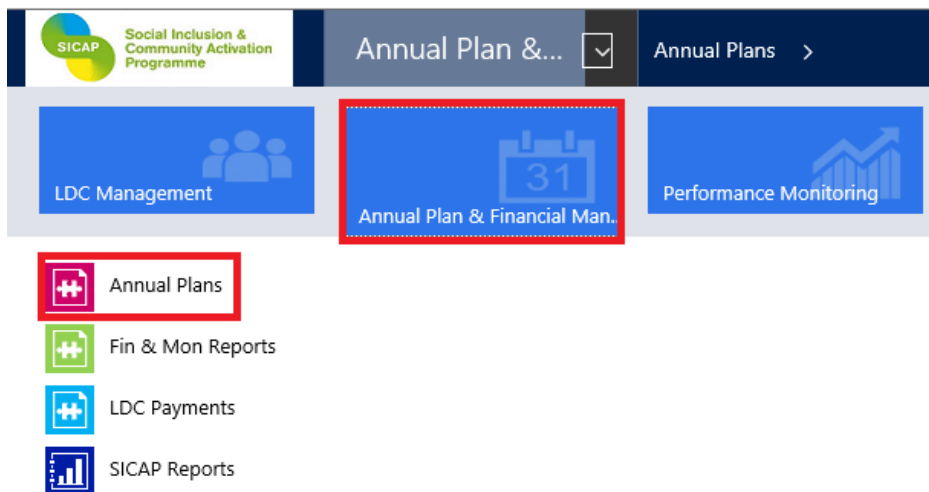
Two Financial and Monitoring reports are submitted annually for each Annual Plan / Lot:

- a) Mid Year
- b) End of Year

The Fin and Mon report includes a Lot Cost Charged Report, the Lot Summary Report. Other relevant reports that are reviewed as part of the approval process include the Action Progress and Goal Outcome reports.

How to Input Cost Charged Items

1. Select and open the Annual Plan record for the Lot and Year of the relevant reporting period.

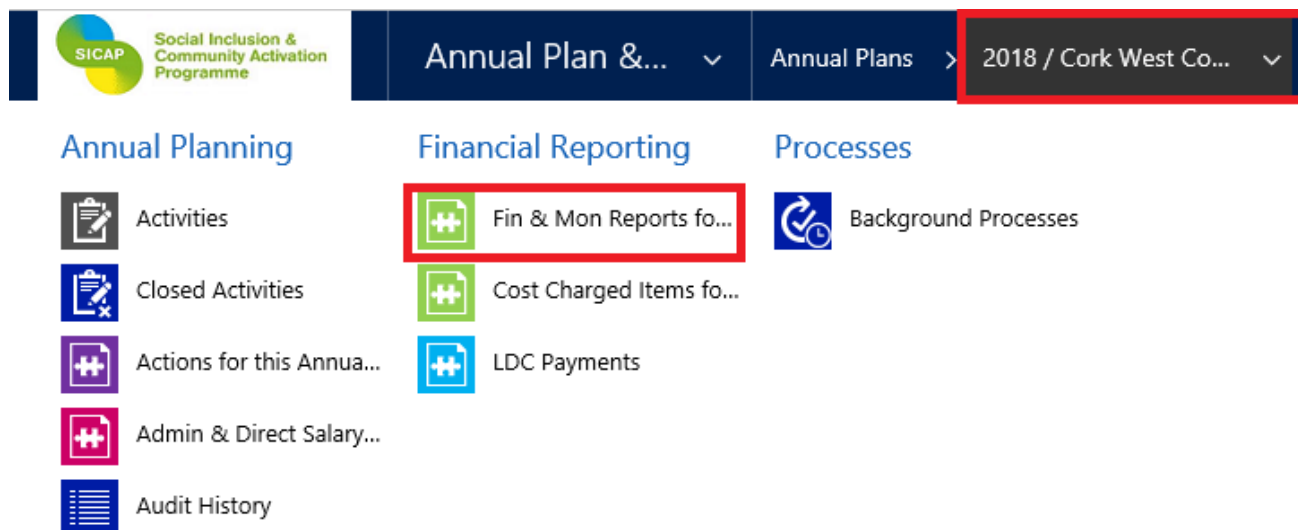


2. Double click on the white area of the line of the Annual Plan that you wish to open

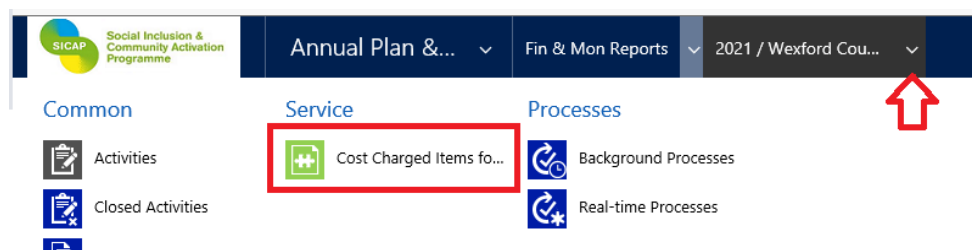
✦ Active Annual Plans ▾

Year / Lot ↑	Stage	LCDC formally approved?	Annual Budget	Total Payment for Annual Plan	Cost Charged to Date	VA
/ Waterford City & County (24-1)	6. Approved	Yes	€1,098,446.05			
2018 / Cork West Cork Islands (18-7)	1. Draft	No	€962,450.00			

- From the Annual Plan, click on the drop down arrow beside the Lot Name on the top Ribbon, and then on the Financial Reporting tab, then click on Fin and Mon Reports



- This opens the view for the Mid Year and End of Year reports for the relevant Annual Plan year. Double click in the white area against the Fin and Mon report that you wish to view, i.e. Mid Year or End of Year.
- Select and open the Fin & Mon record for the relevant reporting period.
- From the Lot name on the top ribbon, click on the dropdown arrow and select the **Cost Charged Items** option from the navigation pane.



- In order to add a new Cost Charged Item click on **+Add New Cost Charged Items**



- A new cost charged item record will display and you are required to input the relevant information for the item. The Annual Plan, Fin & Mon report are automatically populated. The Stage is at Draft to allow input and update of cost charged items.

General

Annual Plan	2020 / Wexford County (14-1)	Fin & Mon Report*	2020 / Wexford Year
Stage*	1. Draft		
Admin & Direct Salary Cost Item*	--	Action*	--

9. There are two types of cost charged item and only one can be populated, depending on the type of cost you are reporting:

- a. **Admin & Direct Salary** – select from the list of six administration and salary cost items and input the **Total Cost Charged** and the **VAT Charged** (if applicable) amounts; or

▼ Admin & Direct Salary Cost Item* / Office/Administration/Establishment costs

▼ Total Cost Charged (ex-VAT) -- Last Modified By --

▼ VAT Charged --

- b. **Action** – select from the list of actions associated with the annual plan and input the **G1** and/or **G2 non salary costs** and **VAT Charged** (if applicable) amounts. The **Total Cost Charged** amount is automatically calculated based on total of G1 and G2 amounts input.

▼ Action* education and training

▼ G1 Non Salary costs charged (ex-VAT) €0.00

▼ G2 Non Salary costs charged (ex-VAT) €0.00

▼ Total Cost Charged (ex-VAT) -- Last Modified By --

▼ VAT Charged --

10. Click on **Save and Close**.

11. To add another Cost Charged Item, repeat the steps above.

12. The system will calculate the total amounts on the Fin & Mon report based on the costs charged items input. The **Costs Charged to Date** cannot exceed the **Total Amount available to spend**.

__FIN & MON REPORT : INFORMATION

2020 / Wexford County (14-1) / 202... ≡

Reporting Period*	2020 Mid Year	Outcome Indicator Report Uploaded*	<input checked="" type="checkbox"/>
Cost Charged to Date (ex-VAT)	€3,942.00	POBAL Verified	No
VAT Charged to Date	€59.00	LCDC formally approved?	No
Value of sub-contracts not > 30% of AP budget	Yes	Total Amount available to spend	€136,502.09
Total Payment for Annual Plan	€2,500.00		
Total Grants Awarded	€545.00		
Total Grants as % of Action Costs	0.60		
Total Admin Costs Charged to Date	€455.00	Admin Costs charged as % of Annual Budget	4.55
G1 Total Direct Salary Costs Charged to Date	€500.00	G1 Costs Charged as a % of Total Action Costs	38.77
G1 Total Non Salary Costs Charged to Date	€852.00		
G2 Total Direct Salary Costs Charged to Date	€125.00	G2 Costs Charged as a % of Total Action Costs	61.23
G2 Total Non Salary Costs Charged to Date	€2,010.00		

13. **Total Grants Awarded** are calculated based on Grant amounts recorded for LCGs, Social Enterprises and Individuals. The system will calculate **Total Grants as a % of Action Costs**¹, this should not exceed 7.5%

Value of sub-contracts not > 30% of AP budget	Yes	Total Amount available to spend	€136,502.09
Total Payment for Annual Plan	€2,500.00		
Total Grants Awarded	€545.00		
Total Grants as % of Action Costs	0.60		

14. The system will also calculate the cash in hand amounts (underspend and carried forward to next year) and display details for remedy applied if KPI targets have not been met.

- **Cash in Hand (underspend this year)** = difference between Total amount available spend and total costs charged to date.
- **Cash in Hand (c/f next year)** = underspend this year (as above) or 5%² of total amount available to spend – whichever amount is lower. New financial rules in operation for 2019 into 2020 and onwards. This amount will be added to the annual budget to calculate total amount available to spend for the next year.
- **Total Amount available to spend** = Annual Budget plus Cash in Hand carried forward from previous year (see Fin & Mon report for previous year)
- **Remedy Applied** = remedy amount based on % below KPI targets (input by Pobal)
- **Remedy Recouped by LCDC** = has the money been returned to the LCDC (input by LCDC)
- **Total Approved Costs** = Total Cost Charged minus Remedy Applied amount

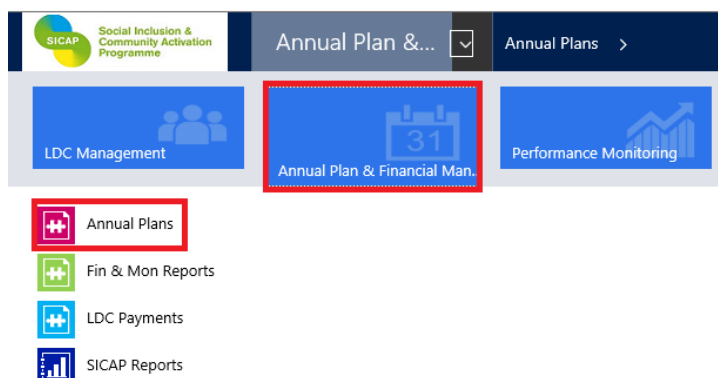
Cash in Hand (underspend this year)	€0.00	Remedy Applied	€1,500.00
Cash in Hand (c/f next year)	€0.00	Remedy Recouped by LCDC	No
		Total Approved Costs Charged Ex Vat	€135,002.09

¹ Action costs are total Action Costs from the annual plan + underspend carried forward from previous year

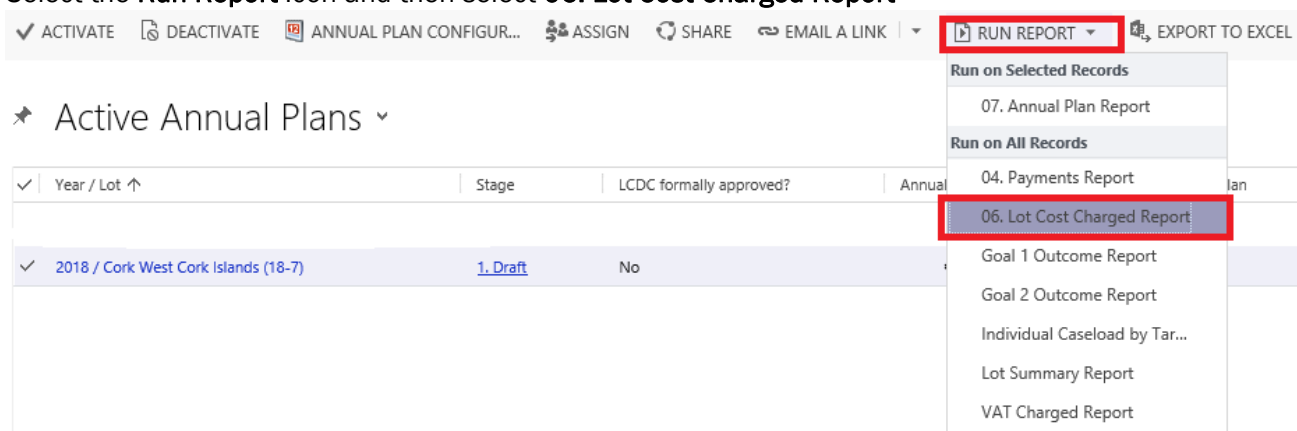
²Maximum carry forward in 2021 increased to 10% of total amount available to spend for 2020

How to run a Lot Cost Charged report on IRIS

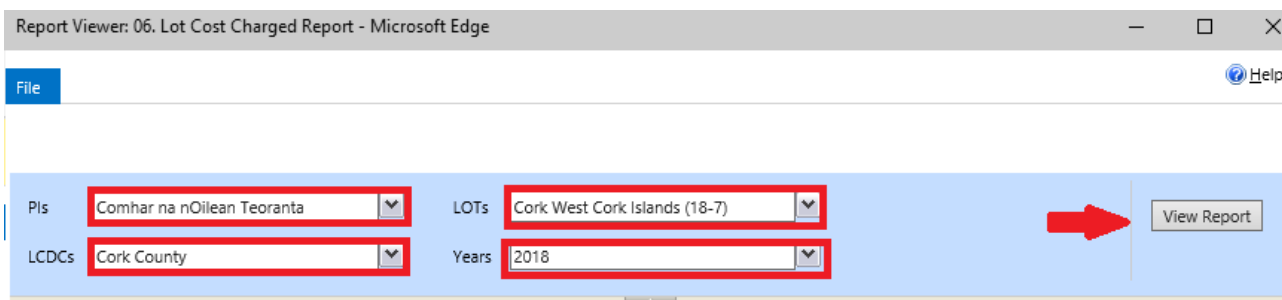
1. To run the Lot Cost Charged Report, select and open the Annual Plan record for the Lot and year that you are reporting on



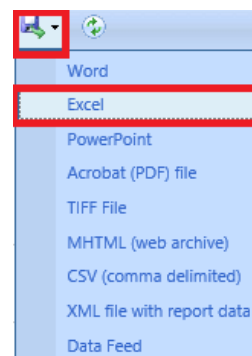
2. Select the **Run Report** icon and then select **06. Lot Cost Charged Report**



3. Select the relevant PI, Lot, LCDC and Year from the drop down menus and click View Report



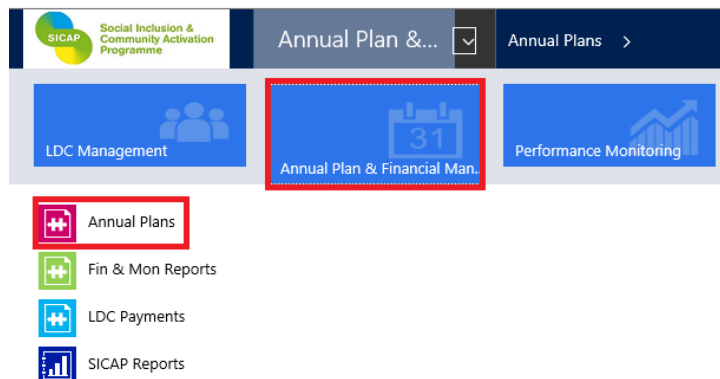
4. Click on the **Export** button (the blue floppy disk with a green arrow icon) and choose the preferred file type from the drop down menu (Excel in this example)
5. The Lot Cost charged report will need to be printed and signed by the relevant signatories.



- This report must be uploaded as a PDF file to the Sharepoint Documents folder “Fin and Mon”. See [UG 1.6 SICAP IRIS User Guide: How to Upload a Document](#)

How to run the Monitoring Reports: Lot Summary Report.

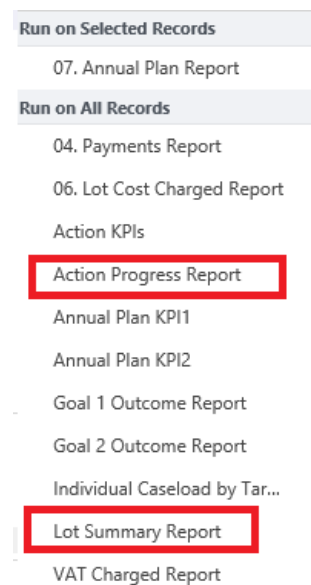
- Select the **Annual Plan** option for the relevant Lot



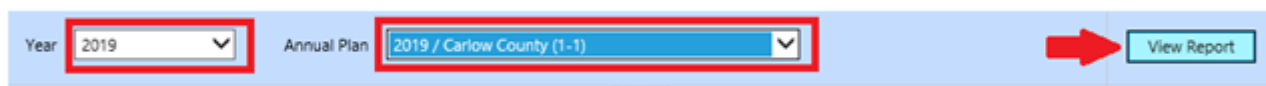
- Select the Run Report button



- Select the **Lot Summary Report**. The other reports that are reviewed include the Action Progress and Goal Outcome Reports.



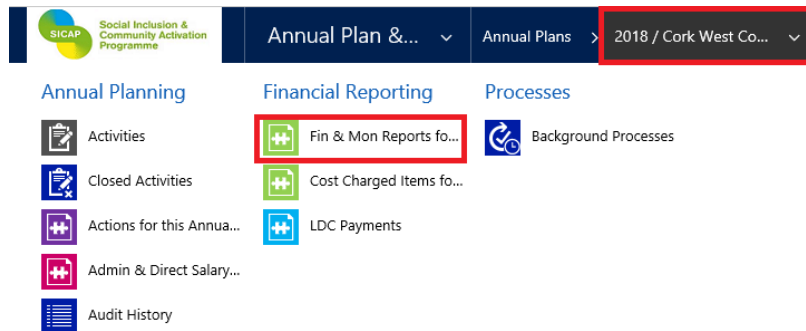
- Select the relevant **Year** and **Annual Plan** from the drop down list and click on **View Report**.



- Repeat from step 1 for Action Progress Report or other reports (e.g. Goal Outcome) that you wish to upload.
- As part of the mid year and end of year fin and mon reporting process, these reports must be uploaded as a PDF file to the Sharepoint Documents folder “Fin and Mon”. See [UG 1.6 SICAP IRIS User Guide: How to Upload a Document](#)

How to View and Submit the Fin and Mon Report

1. In order to view the Fin and Mon report for the period, from the Annual Plan, click on the drop down arrow beside the Lot Name on the top Ribbon and on the Financial Reporting tab, click Fin and Mon Reports.



2. The view for Mid Year and End of Year Fin and Mon reports for the relevant year will open. Double click in the white area against the Fin and Mon report that you wish to view, i.e. Mid Year or End of Year.

Fin & Mon Reports Associated View ▾

CHART PANE ▾ | RUN REPORT ▾ | EXPORT FIN & MON REP... ▾

Fin & Mon Ref ▾	Reporting Period	Outcome Indicator Report Uploaded	Fin & Mon Report Stag...
2018 / Cork West Cork Islands (18-...	2018 Mid Year	Yes	1. Draft
2018 / Cork West Cork Islands (18-...	2018 End of Year	No	1. Draft

3. Ensure that the totals for the **Cost Charged to Date** and **VAT Charged to Date** are accurate and match the Lot Cost Charged Report. Ensure that Total Grants Awarded is correct. If you notice any discrepancies, please email iris@pobal.ie.

General

Annual Plan *	2019 / Dublin Inner City (2-5)
Reporting Period *	2019 Mid Year
Cost Charged to Date (ex-VAT)	€0.00
VAT Charged to Date	--
Value of sub-contracts not > 30% of AP budget	No
Total Payment for Annual Plan	--
Total Grants Awarded	€0.00
Total Grants as % of Action Costs	0.00

4. Ensure that the Signed Lot Cost Charged Report, the Lot Summary Report and other relevant reports (e.g. Action Progress Report) are uploaded into the documents section (see [UG 1.6 SICAP IRIS User Guide: How to Upload a Document](#)).

Documents

Type	Name	Modified	Modified By	Year	Lot	Folder Level
Year : 2019						
Lot : 10-1 (21)						
	Action Progress Report 2019					
	Lot Summary Report 2019					
	Lot Cost Charge Report 2019					

Upload new document

Year:

Lot:

Folder Level:

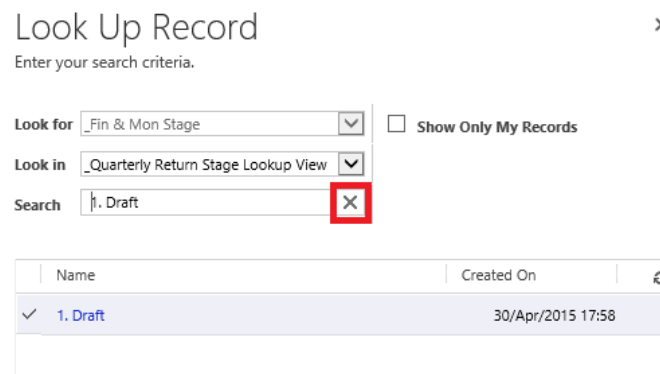
Choose a file...

UPLOAD Clear

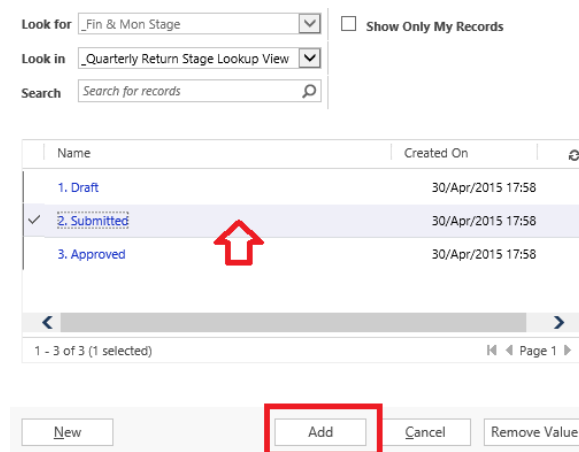
- Within the Fin and Mon report, when reports have been uploaded, tick the **Outcome Indicator Report Uploaded** box and then click on the magnifying glass against the Fin and Mon Report **Stage** field and click on **Look Up More Records**



- Click on the **X** to clear the Search field to display the 3 stage options.



- Select **2. Submitted** and click on Add to move the stage from **Draft** to **Submitted**



- Click on **Save & Close**. Your Fin and Mon Report has now been submitted for review and approval

