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National Audit Report (AMIF, ISF, BMVI)

PURPOSE

This document describes the actions related to the National Audit Report (NAR) procedure as described in Articles 77(1) and 77(5), and Annexes XI and XX (9.1) of the CPR Regulation. There are **no deadlines** or fixed frequencies for the submission of the National Audit Report.

REGULATIONS

More detail regarding the regulation of the National Audit Report can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the National Audit Report are:

MS Audit Authority (MSAA)	Record National Audit Report Upload National Audit Report Documents Consult National Audit Report Delete National Audit Report Validate National Audit Report Prepare National Audit Report for send to EC Send National Audit Report Return National Audit Report by MS for modification
MS Managing Authority (MSMA) Body entrusted with the Accounting Function (MSAF)	Consult National Audit Report

REMARK	<p>MS Audit Authorities must have Read rights (MSAAr) on one of the selected Programmes.</p> <p>Managing authorities must have Read rights (MSMAr) on one of the selected Programmes in the National Audit Reports table with an Entity Type “Managing authority” or “Body (other than Managing Authority) carrying out the Accounting Function”.</p> <p>Bodies entrusted with the Accounting Function must have Read rights (MSAFr) on one of the selected Programmes in the National Audit Reports table with an Entity Type “Body (other than Managing Authority) carrying out the Accounting Function”.</p>
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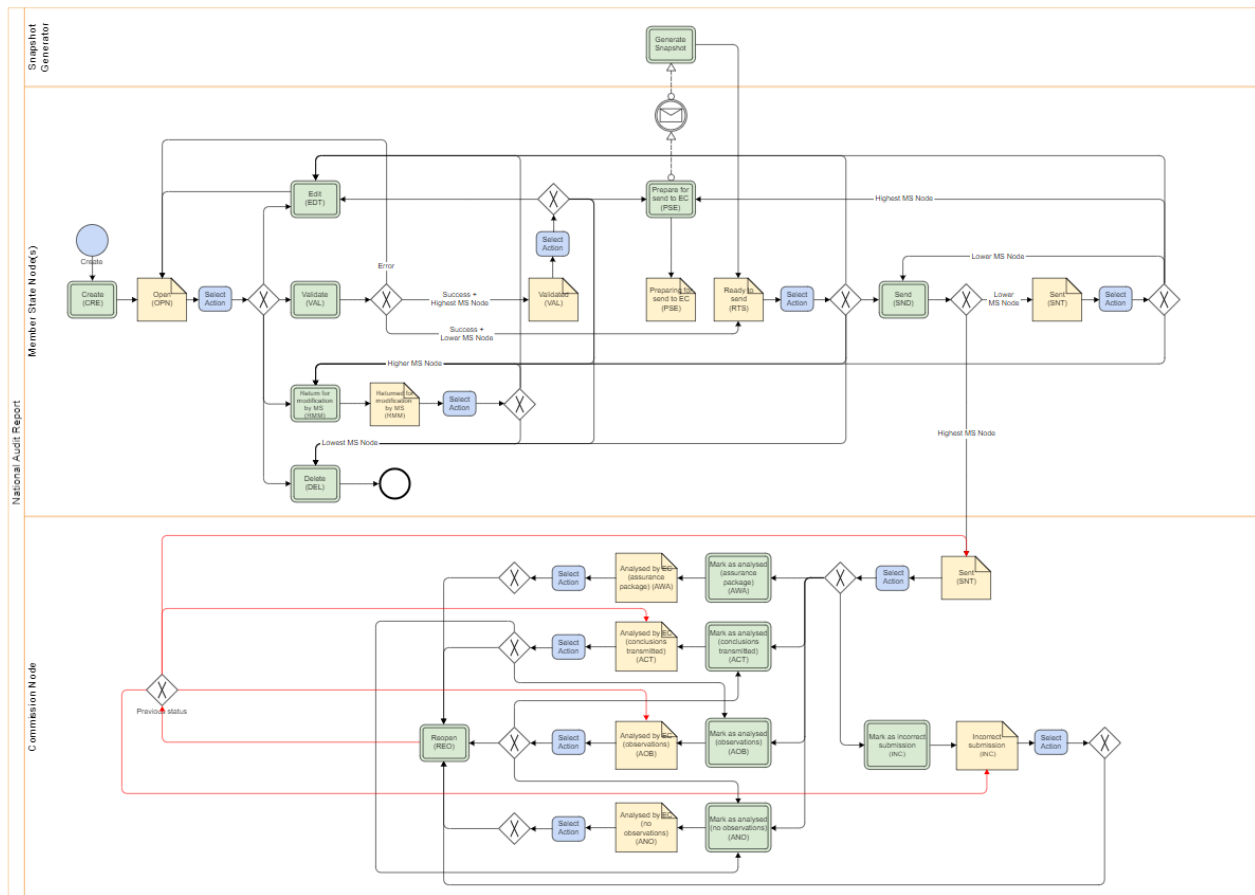
FUNDS

AMIF	ISF	BMVI
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Workflow

This section shows the lifecycle to create and manage a National Audit Report (AMIF, ISF, BMVI).

Click [here](#) to see the National Audit Report workflow diagram in high resolution.



Create a National Audit Report (AMIF, ISF, BMVI)

<p>REMARK</p>	<p>The User is an identified User and has the role of MS Audit Authority with Update rights (MSAAu).</p> <p>When creating a new National Audit Report, it doesn't yet exist (based on title and original Node).</p>
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1. To create the National Audit Report, go to the **AUDIT** menu and select the **NATIONAL AUDIT REPORT (AMIF, ISF, BMVI)** option:

SFC2021

- HOME
- STRATEGIC PLANNING
- PROGRAMMING
- APPLICATION EGF
- MONITORING
- EXECUTION
- AUDIT** 2
 - National audit report IJG ETC
 - National audit report EMFAF
 - National audit report** AMIF ISF BMVI 3
 - Annual control report IJG ETC
 - Annual control report EMFAF
 - Annual control report AMIF ISF BMVI
 - Interreg common sample

2. In the search screen click on the **CREATE** button to create a new National Audit Report:

NAR-AMIF,ISF,BMVI list

Search results

Show Export Refresh Clear

Create

Title	Version	Date of final audit report	Status	Status date	Previous node	Current node	Last modified
-------	---------	----------------------------	--------	-------------	---------------	--------------	---------------

You are redirected to the National Audit Report Creation Wizard:

CREATE NATIONAL AUDIT REPORT

Title * 1

NAR - AIB SG Test

Date of final audit report * 2

17/08/2022

Source language * 3

Italian

Cancel Create 4

3. Enter or select the following information:

(1) Enter the *Title*.

(2) Select the *Date of final audit report*.

The date of the final report of the NAR will be used to later import the NAR information in the Annual Control Report (ACR) and must be smaller or equal to the current date.

(3) Select the *Source language*.

The Source language list contains all official languages of the Member States.

(4) Click on **CREATE**.

The status of the National Audit Report is **OPEN**.

REMARK	On Create, when the preconditions are met, the initial National Audit Report structure is created and a Table of Content/Navigation Tree is presented, so the User can continue to populate the structured data of the National Audit Report.
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Record/Edit the National Audit Report (AMIF, ISF, BMVI)

REMARK	<p>The User is an identified User and has the role of MS Audit Authority with Update rights (MSAAu).</p> <p>When editing a version of the National Audit Report, its status is OPEN, VALIDATED, READY TO SEND, RETURNED BY MS FOR MODIFICATION at the level of the Member State and currently resides on the User's Node.</p> <p>As long as no Programmes have been added to the National Audit Report, any MS User having only one of the Fund permissions is allowed to modify the object.</p> <p>When Programme(s) have been added, the User should have Update rights on all National Audit Report Programme relevant Funds.</p>
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General

This section includes the header data to identify the main characteristics of the National Audit Report.

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the National Audit Report Version like the Title, the Version Number, the Date of final audit report, the Source language, the Last modified date, the Status and the Node where it currently resides.</p> <p>When the Status is ANALYSED BY EC WITH ASSURANCE PACKAGE then a link to the Annual Control Report (ACR) documents Table of Content will be shown, containing the Ares number of the document chosen as reference to the ACR.</p> <p>The Date of the final report of the NAR will be used to later import the NAR information in the ACR and it must be greater or equal to the current date.</p> <p>The Title should be unique per original Node.</p>
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Click on the **EDIT** button to edit the data inserted on the previous step if needed:

Table of Contents

GENERAL

Version information ⓘ

Title	Version	Last modified	Current node
NAR - AIB SG Test	1.0	17/08/2022, 11:22	Italy

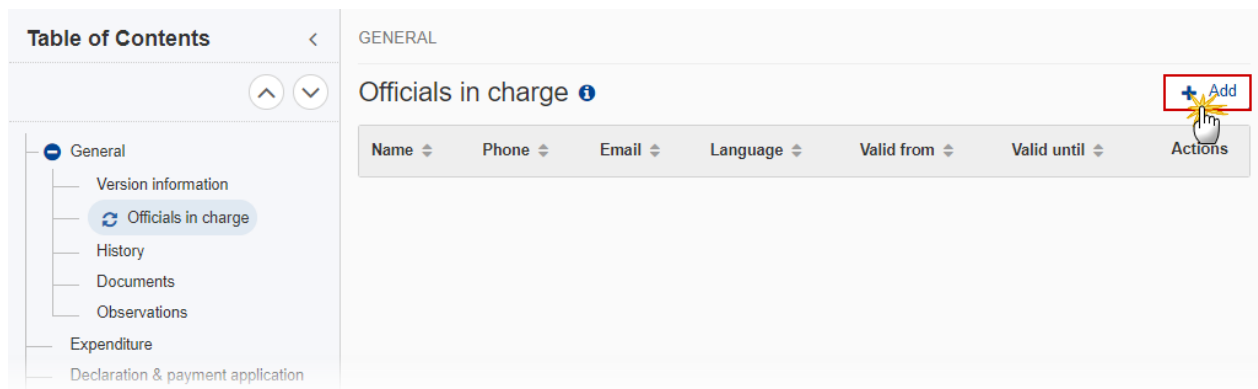
OPEN

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the National Audit Report. Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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- Click on the **ADD** button to add a new official in charge.
- Clicking on the **EDIT** icon of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon of a row will allow you to delete the official in charge selected.

1. Click on the **ADD** button to add a new Official in Charge:



The Edit details pop-up window appears:

2. Enter or select the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the National Audit Report since it was created, for example:

Table of Contents < GENERAL

History ⓘ

17/08/2022 11:38 OPEN
Action **Edit** on node **Italy (IT)** by **Gsb (External), Ste (n005mfl1)**

17/08/2022 11:21 OPEN
Action **Create** on node **Italy (IT)** by **Gsb (External), Ste (n005mfl1)**

No validation result available

Documents

NOTE	The Documents list shows all documents uploaded against this version of the National Audit Report by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents, unsent Integral Member State Documents and sent Member State Documents.
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The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Other Member State Document (5)	NAR.OM	X			
Snapshot of data before send	SNP.NARSNT		X	X	X
National Audit Report	NAR.NAR		X		X

(1) Document can be sent at any time

(2) Document will be automatically sent when the Object is sent





(3) Document automatically created by the system

(4) Document required in the system before a next action can be executed

(5) Allow to create only when NAR is in one of the final statuses at Commission level 'Analysed by EC (...)'

Uploading & Sending Documents

Multiple documents can be uploaded in the National Audit Report.

- Clicking on the **ADD** button  will open a pop-up window allowing you to add a new document type with attachments.
- Selecting a document row and clicking on the **VIEW** icon  will allow you to view the document information.
- Selecting a document row and clicking on the **EDIT** icon  will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit icon in order to send the document.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the document and all attachments.

REMARK	<p>Integral Documents (Official Proposal etc) are only sent - together with the encoded data – once the National Audit Report is sent to the EC.</p> <p>Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the National Audit Report.</p> <p>The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).</p> <p>A non-integral document is only visible to the Commission when the SENT DATE is visible.</p>
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1. Click on the **ADD** button to add a new document:

The Edit document details pop-up window appears:

Edit document details

2. Enter or select the following information:

(1) Select a *Document Type*.

(2) Enter a *Document Date*.

The system automatically fills the field with today's date, but this can be modified.

(3) Enter a *Document Title* for your Document.

(4) Enter a *Local reference*.

(5) Click on the **ADD** button to add a new attachment:

- You can add multiple attachments by clicking on the **ADD** button.
- You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button.

The **Attached files** window becomes editable:

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
Integral doc	Main	English	Browse Choose file	

Cancel **Save**

3. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

(3) Select the *Language* of the document.

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

(5) After the attachments are uploaded click on **SAVE**.

REMARK	Integral document types will only display the SAVE button and will be sent when the National Audit Report is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the National Audit Report.
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Sending an unsent non-integral document

1. Once the document and attachment(s) have been uploaded click on the **EDIT** icon in the row containing the unsent document:




Table of Contents

Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents**
 - Observations
- Programmes covered



GENERAL

Documents annexed to this national audit report version **i** **+ Add**

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions
NAR doc	Other Member State document	17/08/2022			1			  


2. Click on **SAVE & SEND** to send the document to the Commission:

ATTACHED FILES **+ Add**

Title	Type	Language	File / Upload	Action
NAR doc	Main	en. English	NAR.docx	 

Cancel

Save

Save & Send 

REMARK




The **SAVE & SEND** button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.

Deletion of an unsent document

REMARK	Only unsent documents can be deleted.
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1. In the row of a previously uploaded unsent document click on the **DELETE** icon to delete the document and associated attachments:

The screenshot shows a 'Table of Contents' sidebar on the left with a search bar and a list of categories: General, Version information, Officials in charge, History, Documents (highlighted), Observations, and Programmes covered. The main area is titled 'GENERAL' and 'Documents annexed to this national audit report version'. It contains a table with the following data:

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions
NAR doc	Other Member State document	17/08/2022			1			  

The 'Delete' icon (a trash can) in the 'Actions' column for the 'NAR doc' row is highlighted with a red box and a hand cursor.

A confirmation window appears:

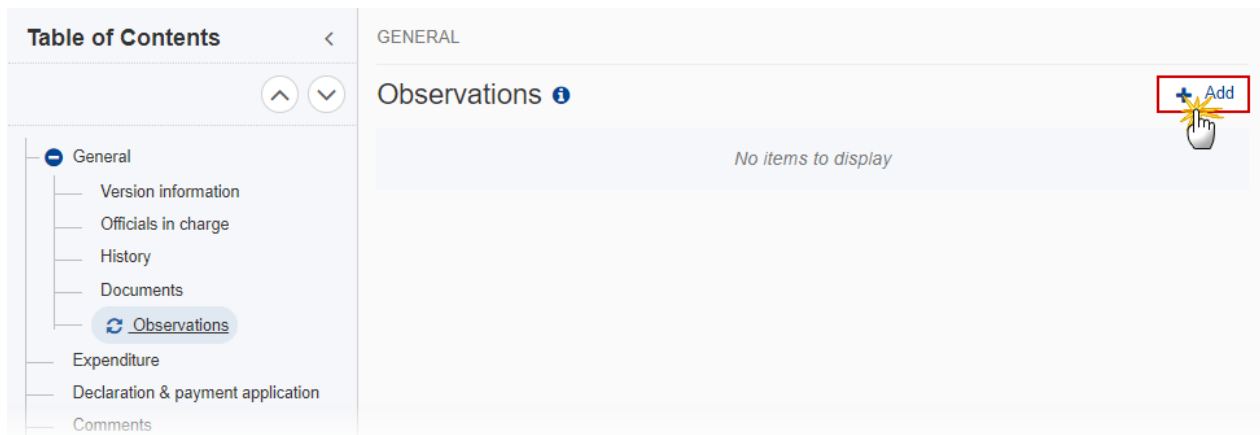
The warning dialog box has an orange border and a 'WARNING' header. It contains an orange warning triangle icon and the text: 'Are you sure you want to delete this document?' and 'Name: NAR doc'. At the bottom, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and a hand cursor.

2. Click on **YES** to confirm deletion. Click on **NO** to return to the document section.

Observations

NOTE	<p>This section is used to provide any relevant information to the National Audit Report. It can be used as a type of 'chat' between the Member State and Commission.</p> <p>All Users who have Read permission on the National Audit Report will be able to read all Observations in the conversation.</p> <p>All Users who have Update permission on the National Audit Report will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the National Audit Report.</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
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1. Click on the **Add** button to add an observation:



The Add new observation screen appears:

Observations ⓘ

Add new observation

Should I add the extra information as a document?

Cancel Save

1. Enter the following:
 - (1) Enter an observation.
 - (2) Click on **Add** to save the information.

Programmes covered

1. Click on the **Edit** button to select the Programmes covered by the National Audit Report:

Table of Contents <

🔍 Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
- Programmes covered
- Key requirements - assessment table

No validation result available

PROGRAMMES COVERED ⓘ

No programmes added yet

Edit

The Edit details pop-up window appears:

PROGRAMMES COVERED ⓘ

2021IT65ISPR001 - Programme Italy - ISF

Select an option or type to filter options
1

Cancel
Save
2

2. Select the following:

(1) Select the *Programmes covered*.

The CCI list contains all adopted AMIF, ISF and BMVI Programmes for which the User has read permission, and which contain a Fund for which the User is registered, and the User has NAR Update rights on all Funds of that Programme.

At least one Programme must be selected. This will be enforced by validation rule NAR_004.

(2) Click on **SAVE** to save the information.

Key requirements – Assessment table

1. Click on the **ADD** button to add information in the table:

Table of Contents

Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
 - Programmes covered
 - Key requirements - assessment table

KEY REQUIREMENTS - ASSESSMENT TABLE ⓘ

Add

CCI(s)	Fund(s)	Audited entity	Title of the audit	KR1	KR2	KR3	KR4	KR5	KR6	KR7	KR8	KR9	KR10	Overall assessment (Category)	Comments	Actions
--------	---------	----------------	--------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	-------------------------------	----------	---------

No validation result available

The Edit details pop-up window appears:

KEY REQUIREMENTS - ASSESSMENT TABLE

CCI(s) * 1

Select one or more programmes

Fund(s) * 2

Select one or more funds

Audited entity * 3

Entity type * 4

Select an entity type

Title of the audit * 5

Requirements

Key requirement	Category *
No requirements added yet	

+ Select a requirement from the list or start typing to filter the options 6


Overall assessment (Category) * 7

Select an overall assessment category

Comments 8

9

Cancel Save



2. Enter or select the following:

(1) Select the *CCI(s)*.

The list of CCIs contains all Programmes covered by this NAR. At least one should be selected.

(2) Select the *Fund(s)*.

The list of Funds contains all Funds covered by the Programmes covered by this NAR. At least one should be selected.

(3) Enter the *Audited entity*.

(4) Select the *Entity type*.

The list of Entity Types contains the Programme Authority Types “Managing Authority” and “Body (other than Managing Authority) carrying out the accounting function”.

(5) Enter the *Title of the audit*.

(6) Select the *Requirements*.

The list of selectable Key Requirements contains all Key Requirements valid for the selected Entity Type as defined in Table 1 of Annex XI of the CPR.

When a Key Requirement is selected, the selection of a Category, as defined in Table 2 of Annex XI of the CPR, becomes mandatory.

(7) Select the *Overall assessment (Category)*.

The Overall assessment list contains all Categories as defined in Table 2 of Annex XI of the CPR.

(8) Enter the *Comments*.

(9) Click on **SAVE** to save the information.

Validate the National Audit Report (AMIF, ISF, BMVI)

REMARK	<p>The National Audit Report can be validated at any time, when the current version is in status OPEN and resides at the User’s Node.</p> <p>To validate the National Audit Report, the User must have the role of MS Audit Authority with Update access (MSAAu).</p>
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Click on the **VALIDATE** button to validate the National Audit Report:

NAR-IJG,ETC,EMFAF list NAR - IJG SG Test - 1.0

1.0 IT 17/08/2022, 16:38 OPEN Validate

Table of Contents

GENERAL

Version information

General

Version information

Officials in charge

History

Documents

Observations

Programmes covered

Key requirements - assessment table

Title

NAR - AIB SG Test

Version

1.0

Last modified

17/08/2022, 16:38

Current node

Italy

OPEN

Title

NAR - AIB SG Test

Date of final audit report

17/08/2022

Edit

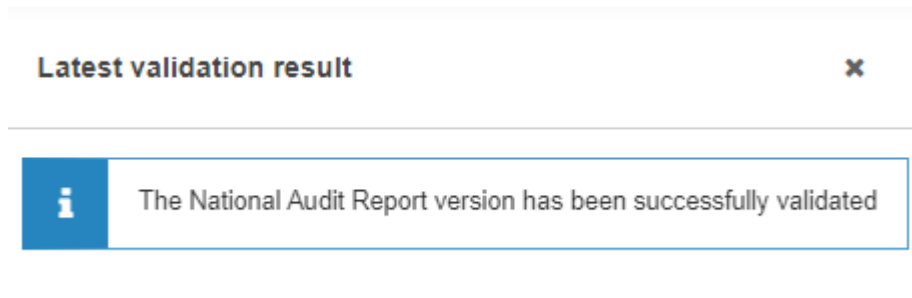
REMARK	An ERROR will block you from sending the National Audit Report. The error(s) should be resolved and the National Audit Report must be revalidated. Note that a WARNING does not block you from sending the National Audit Report.
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The system validates the following information:

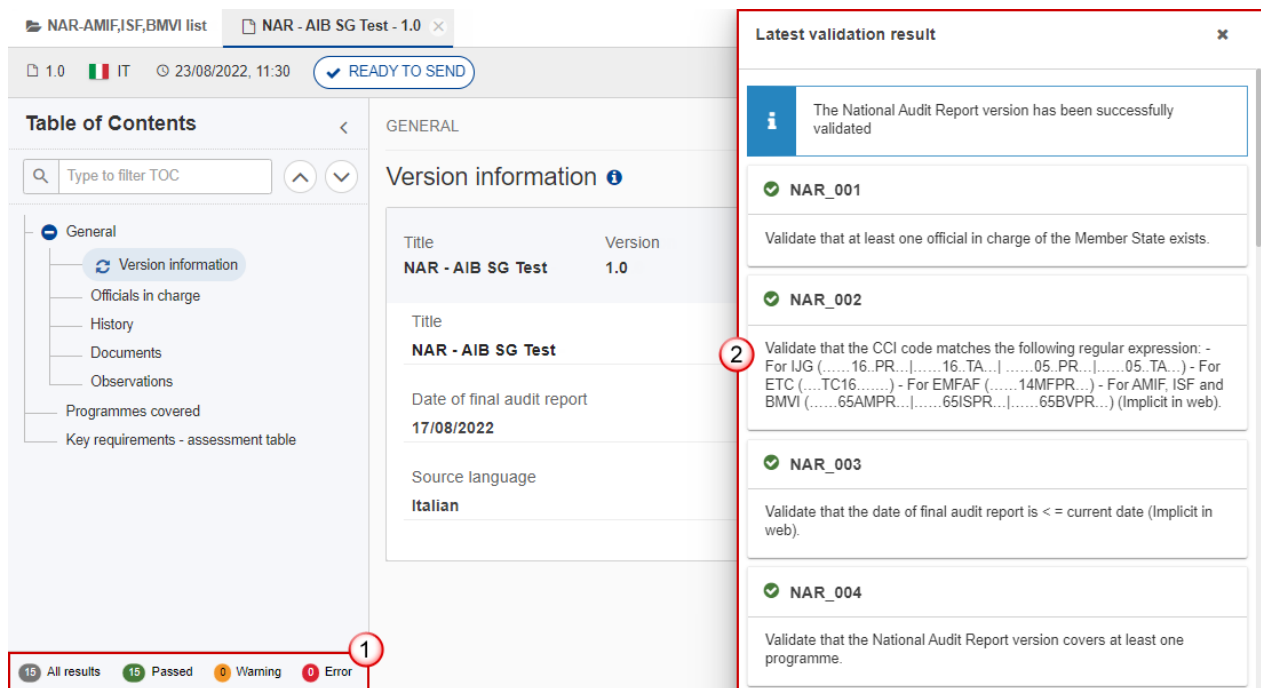
Code	Severity	Validation Rule
001	WARNING	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the CCI code matches the following regular expression: <ul style="list-style-type: none"> For AMIF, ISF and BMVI (.....65AMPR... 65ISPR... 65BVPR...) (Implicit in web).
003	ERROR	Validate that the date of final audit report is < = current date (Implicit in web).
004	ERROR	Validate that the National Audit Report version covers at least one programme.
005	ERROR	Validate that the "National Audit Report" document (NAR.NAR) is uploaded in the current version.
006	ERROR	Validate that all integral documents have at least one attachment with a length > 0.

007	ERROR	Validate in the National Audit Report table that when a record has one of the essential key requirements (KRs: 2, 4, 5, 9) or two or more of the other key requirements classified in category 3 or 4, this record cannot have an overall assessment better than category 3 or 4.
008	ERROR	Validate in the National Audit Report table that only programme(s) are used that are covered by the National Audit Report (Implicit in web).
009	ERROR	Validate in the National Audit Report table that the Fund(s) belong to the programmes covered by the National Audit Report when no programme is specified in the National Audit Report table record, or that they belong to the programme(s) specified in the National Audit Report's table record (Implicit in web).
010	ERROR	Validate in the National Audit Report table that the key requirements are valid for the entity type (Implicit in web).
011	ERROR	Validate in the National Audit Report table that the entity type is "Managing Authority" or "Body (other than Managing Authority) carrying out the accounting function" (Implicit in web).
012	ERROR	Validate in the National Audit Report table that for each record at least one CCI and one Fund is selected.
013	ERROR	Validate in the National Audit Report table that each selected key requirement has a category indication (Implicit in web).
014	ERROR	Validate in the National Audit Report table that at least 1 record exists and each record has at least 1 key requirement selected.
015	ERROR	Validate in the National Audit Report table that there are no duplicate combinations of CCI(s), Fund(s), authority type, audited entity, title of the audit.
016	ERROR	Validate that all programmes covered by the NAR are used in the Key Requirements Assessment Table.

An example of a validation window:



You can check the list of validation results at any time throughout the National Audit Report:



To see the last validation results:

- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the National Audit Report becomes **VALIDATED**.

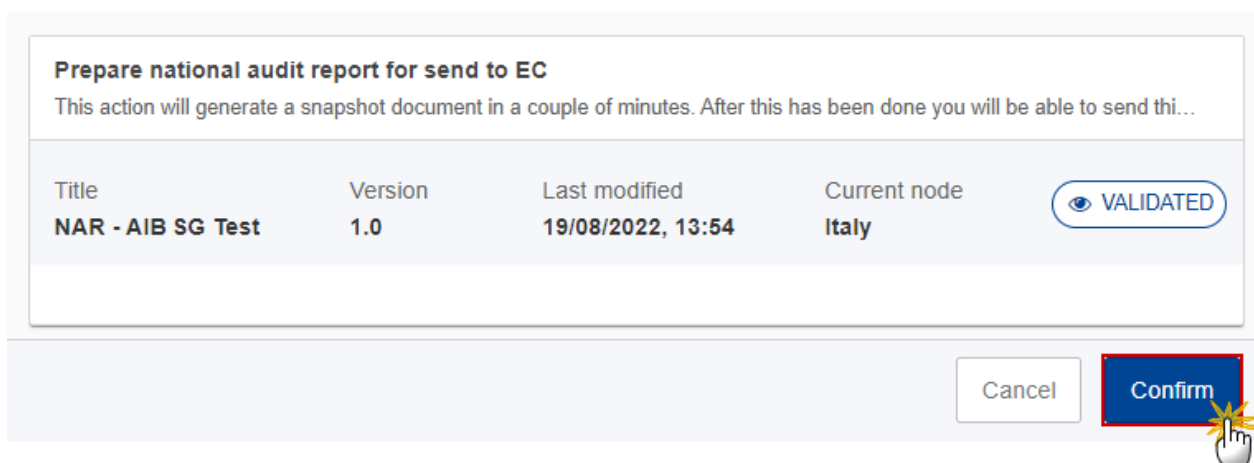
Prepare National Audit Report (AMIF, ISF, BMVI) for send to EC

REMARK	<p>The Prepare for Send can occur when a User on the highest MS Node wants to indicate that the National Audit Report version can be prepared for sending to the Commission, once the VALIDATION ERRORS have been removed and the status is VALIDATED or SENT.</p> <p>To prepare the send of the National Audit Report, the User must have the role of MS Audit Authority with Update or Send access (MSAAu/s).</p>
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1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the National Audit Report to the Commission:



The system will ask you to confirm the send action:



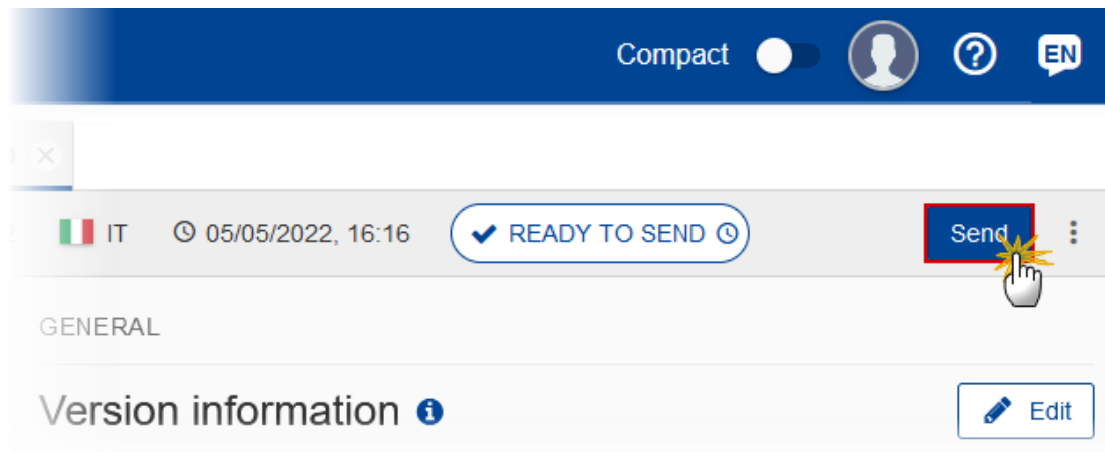
2. Click on **CONFIRM** to confirm.

The status of the National Audit Report is set to **PREPARING FOR SEND TO EC**.

Send the National Audit Report (AMIF, ISF, BMVI)

REMARK	<p>The National Audit Report can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT.</p> <p>The "4 eye principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>To send the National Audit Report, the User must have the role of MS Audit Authority with Send access (MSAAs).</p>
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1. Click on the **SEND** button to send the National Audit Report to the Commission or to the upper Node:



The system will ask you to confirm the send action:

Send national audit report

When sending to the Commission, please check the accuracy of the generated snapshot before confirming the send

Title	Version	Last modified	Current node	
NAR - AIB SG Test	1.0	19/08/2022, 14:21	Italy	<div> <div>✓</div> <div>READY TO SEND</div> </div>

Snapshot of data before send - en

Snapshot of data before send - it

Snapshot of data before send - en

Cancel

Confirm

2. Click on **CONFIRM** to confirm.

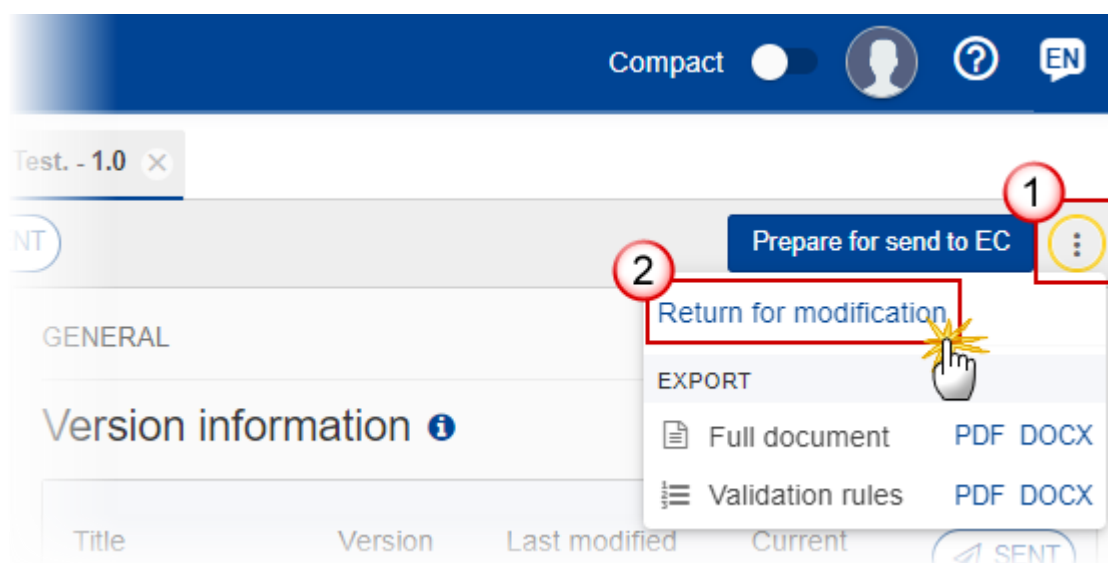
On success, the National Audit Report version has been sent to the Commission or to the upper Node. When sent, the status is set to **SENT**.

REMARK	<p>When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:</p> <ul style="list-style-type: none"> • A version containing the untranslated content with the template in the Source language. • When the Source language is different from English, a version containing the untranslated content with the template in English. • When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.
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Return National Audit Report (AMIF, ISF, BMVI) by MS for modification

<p>REMARK</p>	<p>The National Audit Report can only be returned by MS for modification when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or RETURNED BY MS FOR MODIFICATION.</p> <p>This action can be used when a User wants to return the National Audit Report version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>To request the return of a National Audit Report version, the User must have the role of MS Audit Authority with Update access (MSAAu).</p>
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Follow the steps to return the National Audit Report for modification by MS:



1. Select the following:

- (1) Select the icon with 3 vertical dots.
- (2) Click on the **RETURN FOR MODIFICATION** button to request revision from the lower Node.

The system will ask you to confirm the return:

Return for modification by MS

Title	Version	Last modified	Current node	
NAR - AIB SG Test.	1.0	19/08/2022, 14:33	Italy	SENT

Reason for return *

Reason...

Cancel

Confirm

1. Enter the following:

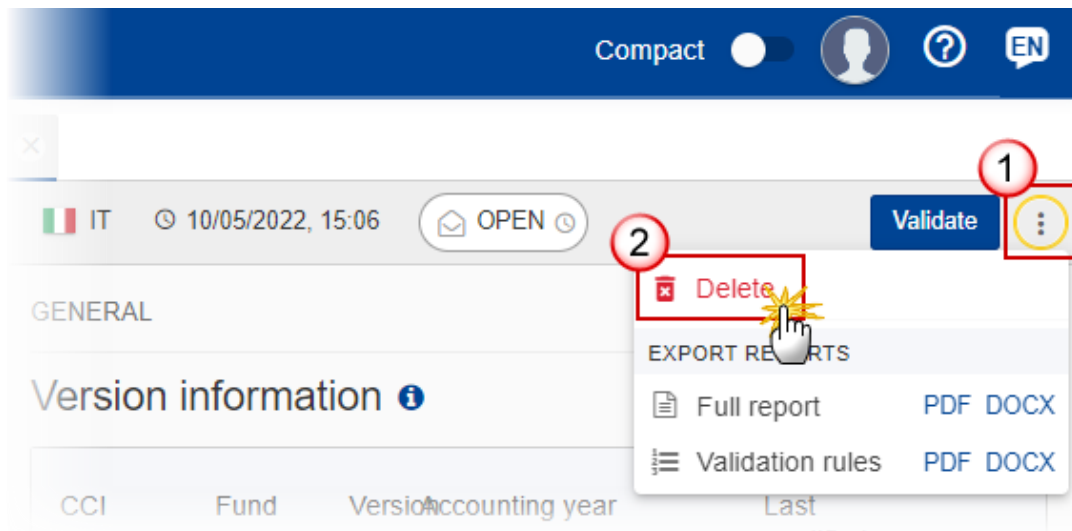
- (1) Enter the *Reason* in the text box provided.
- (2) Click on **CONFIRM** to save the information.

On success, the status of the National Audit Report will be changed to status **RETURNED BY MS FOR MODIFICATION** and the sender is notified of the action and its reason.

Delete the National Audit Report (AMIF, ISF, BMVI)

REMARK	<p>The National Audit Report can only be deleted when:</p> <ul style="list-style-type: none"> it resides on the owner Node the status is OPEN, VALIDATED or READY TO SEND or RETURNED BY MS FOR MODIFICATION it has never been sent to the Commission before it has no sent documents attached. <p>To delete the National Audit Report, the User must have the role of MS Audit Authority with Update access (MSAAu).</p> <p>The delete is a physical delete and cannot be recovered!</p>
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Follow the steps to remove the National Audit Report from the system:

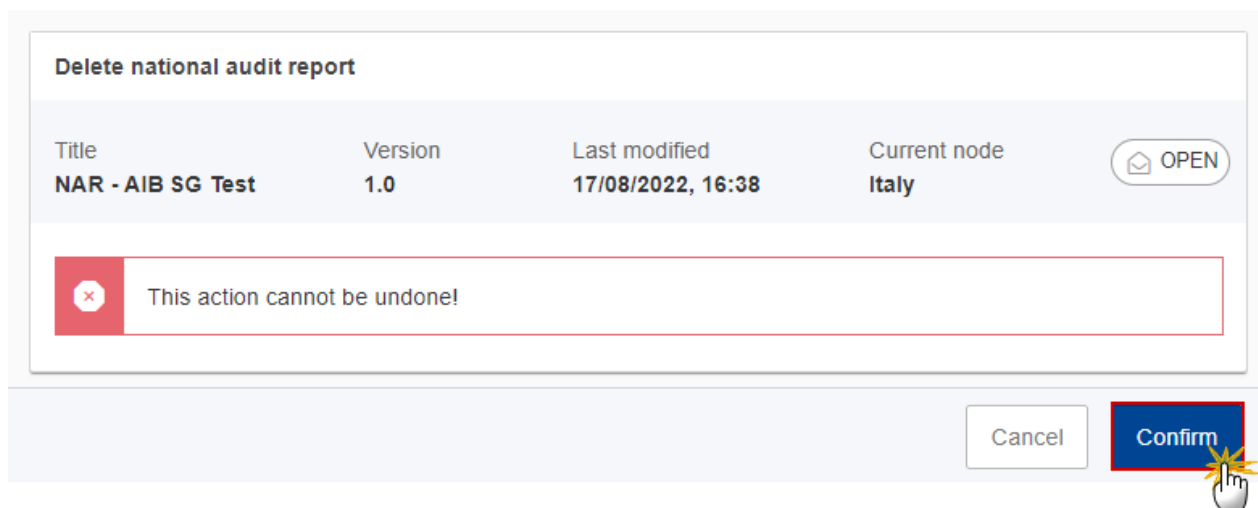


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the National Audit Report from the system.

The system will ask you to confirm the delete action:



2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the National Audit Report.