Informative System Manual

Ulysses Italia-Malta

Partner User

Versione	Data	Descrizione revisione
2.0	10/07/2018	Seconda versione.

Summary

ACRONIMOUS

APU	Direct Park Users
MA	Managing Authority
AA	Audit Authority
CA	Certification Authority
JS	Joint Secretariat
CU	Control Unit
MNCA	Maltese National Coordination Authority
LP	Lead Partner
PP	Project Partner
FLC	First Level Controller
CUP	Codice Unico di Progetto (Single project code)
CIG	Codice Identificativo di Gara (Tender identification code)
TPA	Territorial Public Accounts
RfR	Request for Reimbursement
WF	Workflow
ERDF	European Regional Development Fund
NC	National Contribution
CCI	Common code for identification

Introduction

This manual describes the structure and functionalities of "Ulysses" software, the bilingual on-line informative system for the monitoring and management of the cross-border cooperation Programme Interreg "V-A Italy Malta", and it is addressed to the Partners. The main functionalities are described and analyzed in the following paragraphs.

In order to correctly display the layout of the system, it is recommended the use of Mozilla Firefox, Google Chrome or, alternatively, Internet Explorer version 7.0 or later. A monitor resolution lower than 1280x800 could create some formatting issues to the tables.

1. Macro features

In order to allow a proper use of the software, the three main sections of the system are detailed below.

System administration

The administrative management is the responsibility of the user defined as User Administrator. During the authentication, each user is recognized by the system to access data and functionalities according to the permissions associated with it.

Programme management

The system allows the management of information related to the programme, and consists of the following sections:

1) Programme's information;
2) Physical programme classification;
3) Activation procedures

Project Management

It is possible to manage the projects through the following steps:

1) Eligible for funding;
2) Implementation
3) Conclusion

These steps include a series of activities, which are described in the following paragraphs.

2. System log in

The system Login URL is: https://ulysses.regione.sicilia.it/ITMAL14-20/. The log in operation is necessary for the user authentication. The form is displayed as shown in the illustration below. Each user is assigned an username and a password, information to be entered in the corresponding fields.

To access the system it is necessary to click on the button Enter.

Illustration 1 - Login

In case of incorrect entry of username and password, the system will warn the user with an error message:

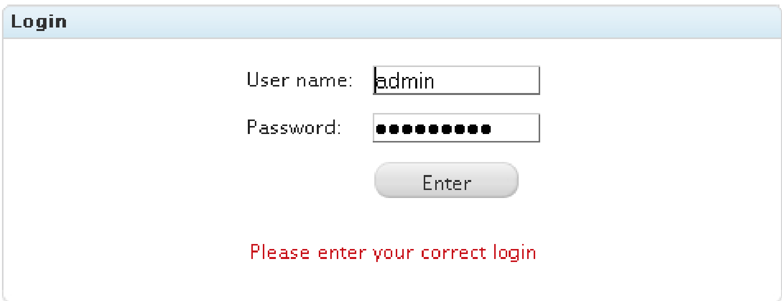


Illustration 2 – Username or password error

After the log in, the system enables the functionalities and sections according to the permissions assigned to the *Partner*.

2.1. Main page

Once logged in, the system displays, in the main window, a grid containing the data identifying the projects of which the user is partner.

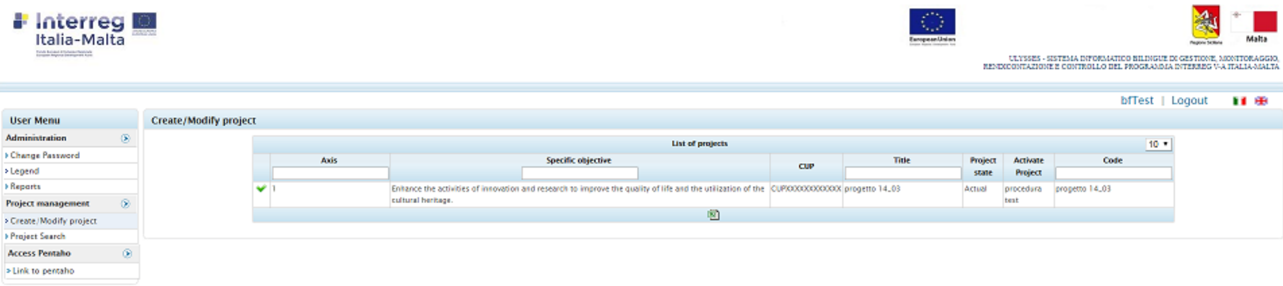


Illustration 3 – Main page

The table below briefly describes the grid proposed in the main window.

Name	Column description
Axis	Project axis
Specific objective	The specific objective assigned to the project
CUP	The CUP Code assigned to the project
Title	The Project title
Project status	Status of the project (eg. Eligible for funding, Implementation..., etc.)
Activation procedure	Related activation procedure
Code	Project code

To view the single project data click on the green icon on the left of each of them.

To change the password click on the item Change Password. The form to edit the password is shown.

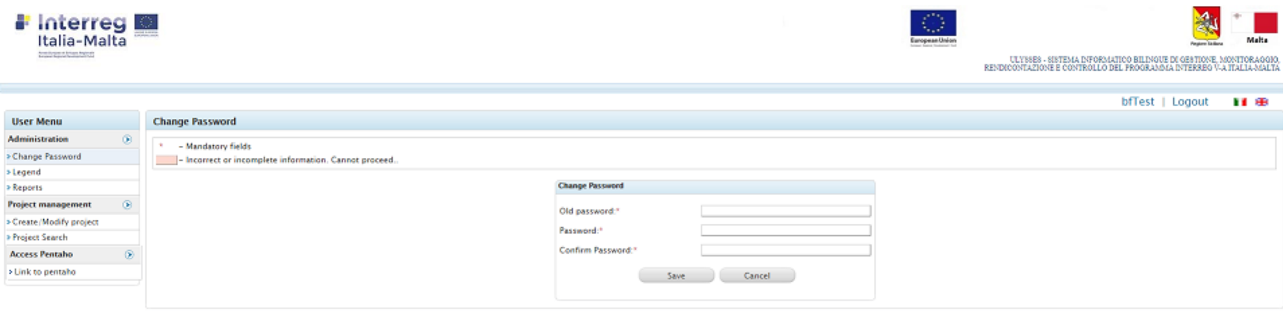


Illustration 4 – Change password

In order to change the password you have to:

1. Insert in the field “Old Password” your current password
2. Insert in the fields “Password” and “Confirm Password”, the new password.

The password expires after 90 days from his generation and the new password can be the same of the old one. The password must be composed by at least 8 alphanumeric characters of which at least one character must be upper case and one number. The password can be edited in any moment through the menu item Change Password .

3. System layout

The layout it is divided into two sections:

a. Menu: on the left of the screen, allows activation of the sections that will be displayed in the main window;
b. Main window: in the middle of the screen, shows the desired modules according to features selected in the Menu.

The selection of the management button allows to display in the menu all the features that allow to activate the project management sections. To exit the system, the user must select the button Logout , at the top right of the screen.

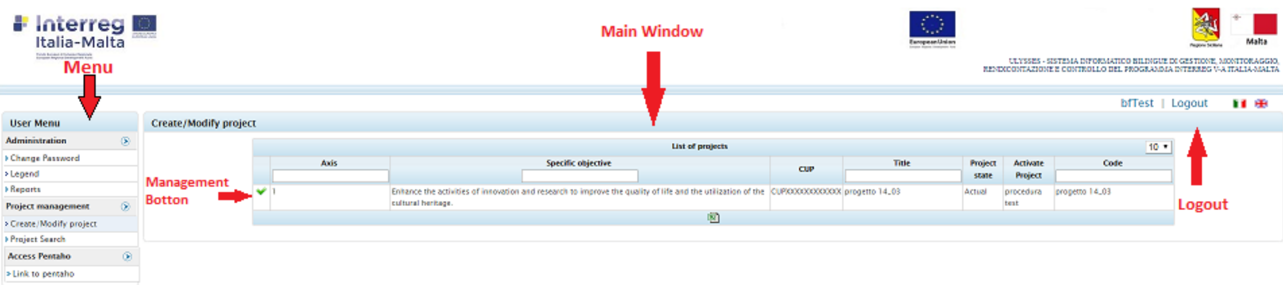
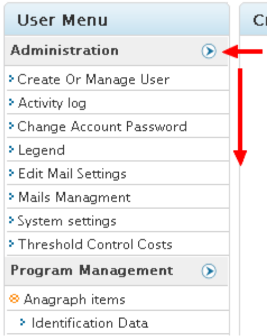


Illustration 5 – Structure

The selection of the arrow button, allows to expand vertically all the main features available. The selection of the item indicated by the button (), on the left of the main menu item, allows to expand vertically all the feature available for every step of project management.



The sections in the main window, according to the functions offered, can show grids or tabs.

3.1. Grids

Regarding the data shown through the grids (see Ill. 5), management buttons (according to the permissions and the sections displayed) allow to:

a. Display the data related to the select item ;
b. Edit the data of the selected item ;
c. Delete the data of the selected item .

When the grids have a large number of rows it is possible to browse through the pages by clicking the scroll buttons 1 2 3 4 5 at the bottom of the main window.

The drop-down menu at the top right of the grid 50, allows to define the number of lines to display in a single page.

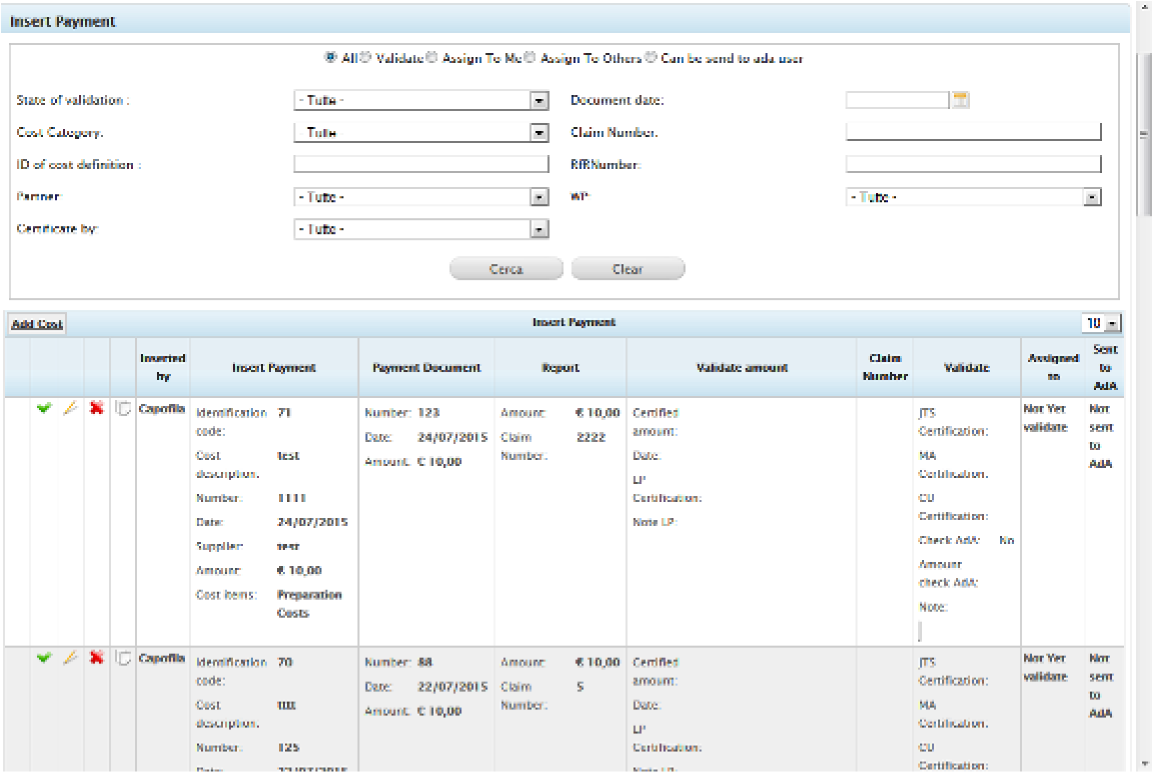


Illustration 6 – Grid example

3.2. Tabs

Data is also managed through the tabs. Depending on the menu items activated, one or more tabs can be displayed. On pages with multiple tabs, each of them can be selected by clicking on the corresponding navigation tab.

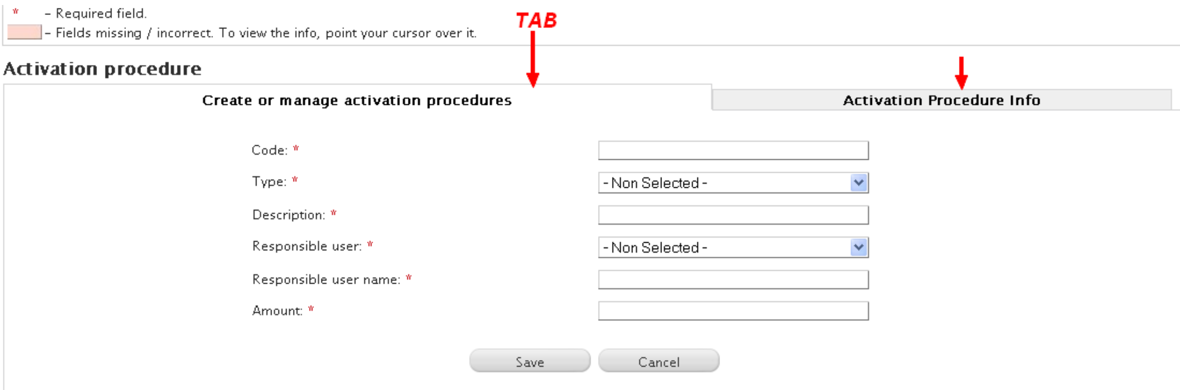


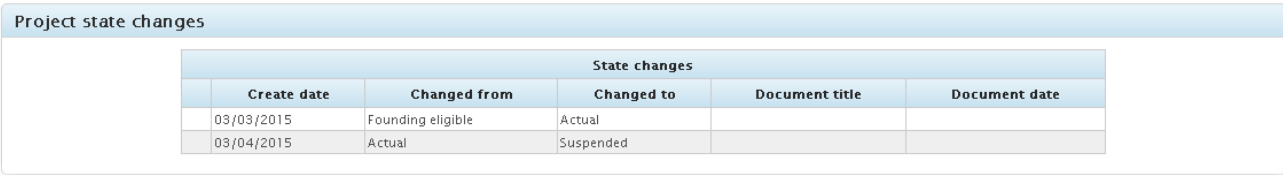
Illustration 7 – Tab example

Illustration n. 7 shows an example of displaying a data entry form. Where present, the mandatory data are marked with an asterisk *.

4. Project Management

4.1. Project state changes

The module shows the status history of the Project. To access to this grid select the item "Project state changes" within the main menu.



State changes				
Create date	Changed from	Changed to	Document title	Document date
03/03/2015	Founding eligible	Actual		
03/04/2015	Actual	Suspended		

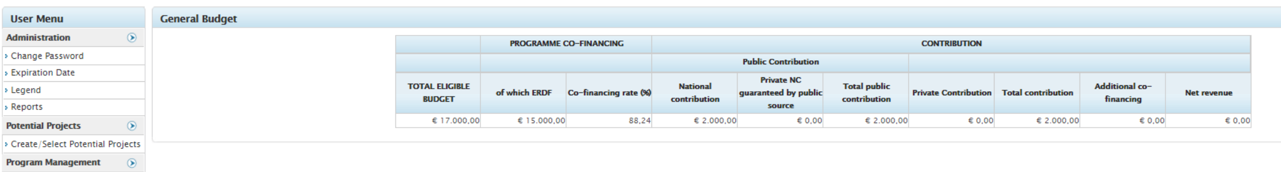
Illustration 8 – WF Status History

The system stores the dates of the previous status changes. Possible project "status" are:

- **Eligible for funding:** the JS initializes an operation and identifies the *Lead Partner* and the *Project Partners* to complete the information. Upon completion of the information the JS user sends the operation to "implementation" state for.
- **Implementation**: *Lead Partner*, *Partner and FLC* access to their respective menu options;
- **Suspended**: the JS temporarily suspends menu options for the *Lead Partner*, *Project Partner* and *FLC users*;
- **Revoked**: the JS revokes progress functionalities for *Lead Partner*, *Project Partner* and *FLC users*;
- **Concluded**: the JS declares the end of the operation by disabling the functionalities (progresses and validations) for the *Lead Partner*, *Project Partner* and *FLC users*.

4.2. General Budget

Click on the item "*General Budget*", to open a tab that shows the composition of the total Budget of the Project.



	PROGRAMME CO-FINANCING		CONTRIBUTION							
			Public Contribution							
TOTAL ELIGIBLE BUDGET	of which ERDF	Co-financing rate (%)	National contribution	Private NC guaranteed by public source	Total public contribution	Private Contribution	Total contribution	Additional co-financing	Net revenue
€ 17.000,00	€ 15.000,00	88,24	€ 2.000,00	€ 0,00	€ 2.000,00	€ 0,00	€ 2.000,00	€ 0,00	€ 0,00

Illustration 9 – General Budget

4.3. General budget splitted by partner

Select the item "*general budget splitted by partner*" to display the following view:

General budget splitted by partner

PARTNER			PROGRAMME CO-FINANCING			CONTRIBUTION							
						Public Contribution							
Partner number	Project partner title	Country	TOTAL BUDGET	of which ERDF	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private Contribution	Total contribution	Additional co-financing	Net revenue	TOTAL ELIGIBLE BUDGET
1	azienda1	Italy	€ 15.000,00	€ 12.750,00	85	€ 2.250,00	€ 0,00	€ 2.250,00	€ 0,00	€ 2.250,00	€ 0,00	€ 0,00	€ 15.000,00
2	azienda2	Italy	€ 0,00	€ 0,00	0	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Total		€ 15.000,00	€ 12.750,00	85	€ 2.250,00	€ 0,00	€ 2.250,00	€ 0,00	€ 2.250,00	€ 0,00	€ 0,00	€ 15.000,00

Illustration 10 – General Budget splitted by partner

4.4. Financial Plan by partners

Selecting the item Financial Plan by Partners will display the following tab containing the total budget of each partner:

Financial Plan by partners

Project partner title	Total sum
Regione Siciliana	€ 1.928.035,34
Impresa srl	€ 163.588,12

Illustration 11 –Financial Plan by partners

4.5. Approval / Shift Budget

By selecting the main menu item • Approval of Budget shift, the partner can view the budget of each project partner broken down by WP and, within each WP, by cost items.

Approval of Budget shift

Partner: azienda1

Budget date: 02/05/2018 15:55 (Not approved)

WP 1 | WP 2 | WP 3 | WP 4 | WP 5 | WP 6

Year number	D.0 Preparation costs	D.1.1.a Staff costs – real costs	D.1.1.b Staff costs – flat rate	D.1.2 Office and administrative expenditure	D.1.3 Travel and accommodation costs	D.1.4 External expertise and services costs	D.1.5 Equipment	D.1.6 Infrastructure and works	D.2 Net revenue	9. Other Costs	Total WP	Total sum	Insert Savings
Total budget	€ 0,00	€ 200.000,00	€ 0,00	€ 20.000,00	€ 0,00	€ 751.650,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 971.650,00	€ 971.650,00	

Illustration 12 – Budget detail

From the *Partner* field, through a drop-down menu, you can select the partner whose budget detail you want to view. The system displays the tabs corresponding to the project WPs. Clicking on the navigation tab of each WP, the amounts of the cost items will be displayed.

4.6. Lead Partner and Project Partner information

This function has to be used to complete or modify the partner personal information. Select the item • LP and Partner List from the main menu.

LP and Partner List

		LP/Partner Anagraphs								
		Identification code	Country	Name	VAT number	FLC	Referent operator name	Referent operator surname	LP Referent	Referent e-mail
		1	Italy	capofila 2	111111	Revisore Revisore	capofila	capofila	cffcff87f34r456t	capofila@mail.it

		Partner anagraphs								10
		Identification code	Country	Name	VAT number	FLC	Referent operator name	Referent operator surname	LP Referent	Referent e-mail
		2	Malta	Partner	1111122	Revisore Revisore	partner	partner	pttptt87f45r456t	partner@mail.it
		3	Italy	Partner 2	23652145236	Revisore Revisore	partner2	partner2	pppppp22p22p222p	partner2@partner2.it
		4	Malta	Partner French Fictive			fictive_partner	project_2506_2	0000000000	fictive_partner.project_2506_2@aa.aa

Figure 13 – LP and Partner List

Select the button edit to complete or modify the data.

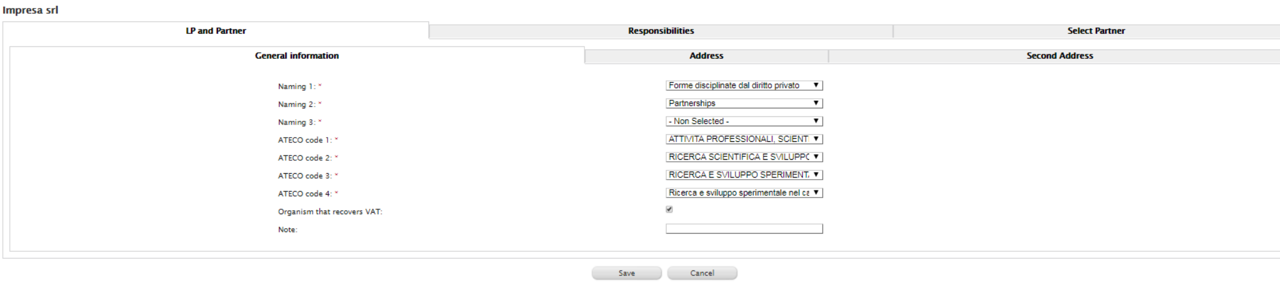


Illustration 14 – General information to complete

A page will be displayed containing several tabs that can be selected using the navigation tabs; enter the required data and select the button Save to store them.

5. Project Implementation (Execution)

The functions related to the implementation of a project are described below.

5.1. Award Procedures

At this stage the Lead Partner and the Partners manage their award procedures. In order to use this function click on the item Award procedure on the main menu.

Award procedure

Add Award procedure			Award procedure					1C
			Procurement type	Description	CIG Procedure	Procedure Amount	Assigned Procedure Amount	Different Percentage
			Procedure Open	Procedura Aperta	123	€ 120.000,00	€ 100.000,00	16,67

Illustration 15 – Award Procedures

In order to define a new procedure, select the button: **Add Award procedure** from the main module. Fill-in all the fields and click on button **Save** to store data.

Among the mandatory fields is the CIG code, for Italian partners. If the type of procedure does not provide the CIG code, the user must enter the code 9999 in the CIG field and select, using the appropriate drop-down menu, the reason for the absence of the code.
Maltese partners have to enter the code 9999 and select the item *Maltese partner* from the drop-down menu of the field *Reason for absence CIG*.

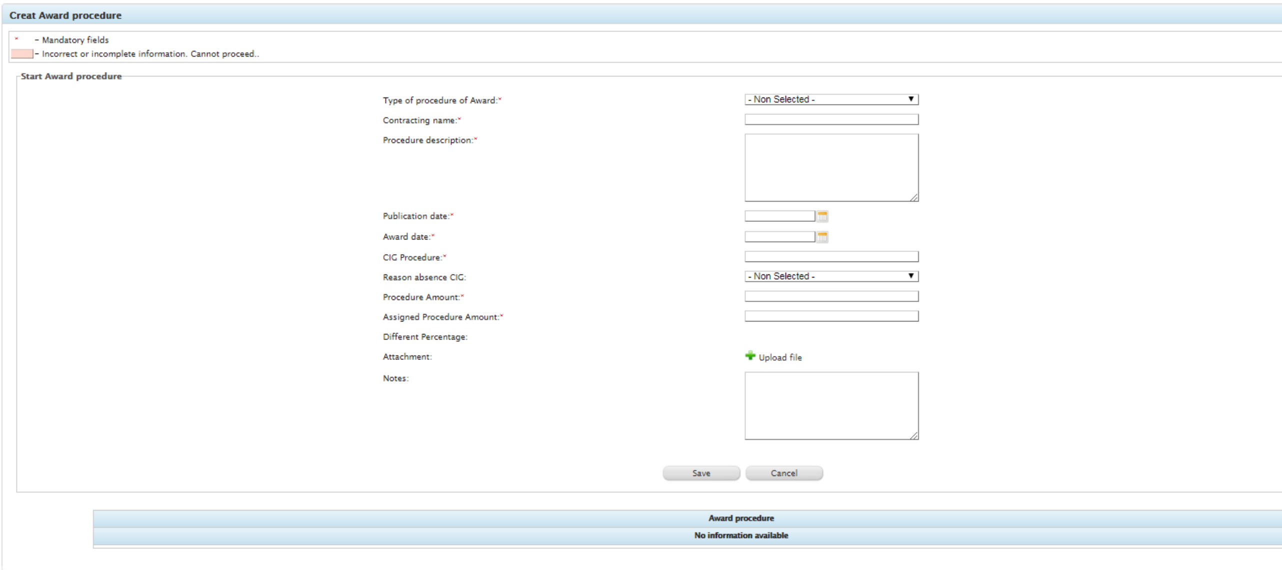


Illustration 16 - Award Procedure Information

On the basis of the choice made (type of award procedure) you can complete the table with the procedure phases of the *award procedure.*

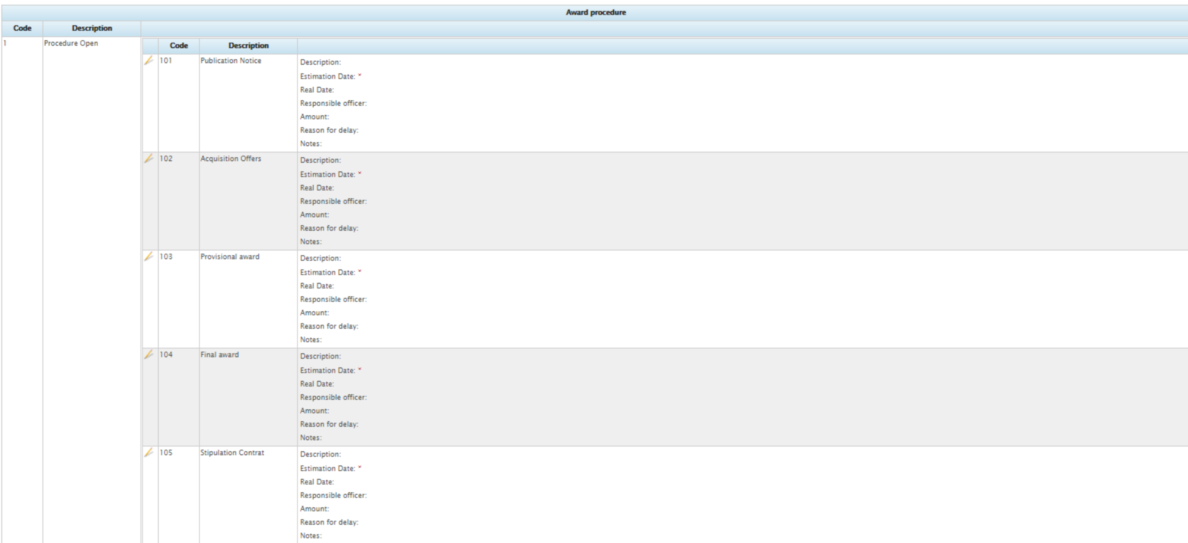


Illustration 17 - Award Procedure phases

Select the button edit to insert data. Select the action to store the data. The following illustration shows the grid of the main window with the *Award Procedure* created.

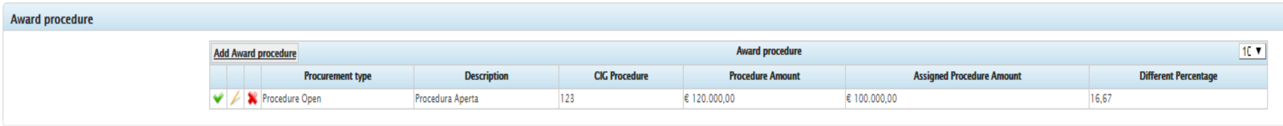


Illustration 18 – Award Procedure Grid

The following table describes the features of the grid shown in illustration n. 18.

Action Name	Brief Description	Features
SHOW:	It opens the "View Data" module	When selected, it shows the data related to the select row item.
EDIT:	It opens the module to Edit Data.	When selected, it activates the form to edit the data.
DELETE:	It is the button to delete data	When selected, it allows to delete the data of the select item.

5.2. Commitment

The function allows to view and upload the commitments that will be linked to the expenditures. To access this function click on the item › Insert Commitment in the main menu.

To insert a new commitment, from the main window click on Add Commitment.

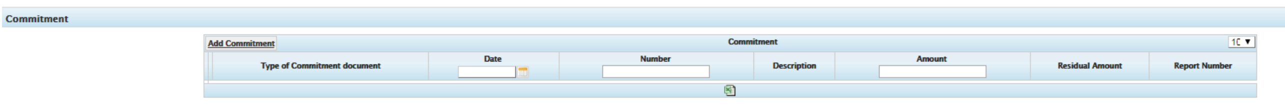


Illustration 19 – Add commitment

The following illustration will be displayed.

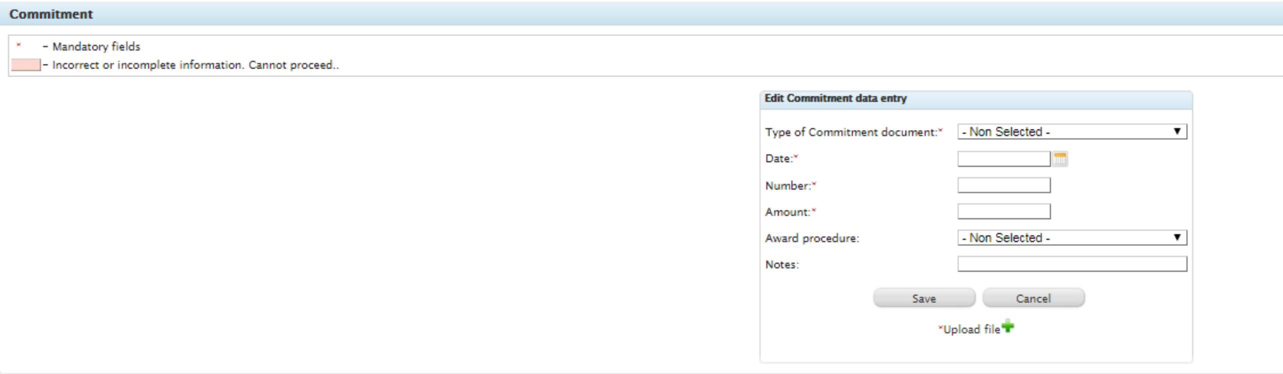


Illustration 20 – Tab to entry the data of the commitment

In this tab it is asked: to fill-in all mandatory fields, attach the commitment document and then click on button: Save . It is mandatory to upload the commitment document.

In order to upload the document click on *Upload file . This option will open a new window (illustration 21) where it is possible to:

- insert the number and date of the document;
- insert a brief description of the document to simplify its identification;
- select the user-role and the document category (in this case *award procedures* and *commitments*);
- select the award procedure to which the commitment is associated;
- through the option Sfoglia..., you can select a document to upload from your file system.

The contextual commitments (see paragraph 5.3 where TAB *document* of *expenditure* is described) have the title “COMM_CONT” followed by the date of the document of expenditure and a progressive number assigned on the basis of all the contextual commitments of the project.

To upload the document click the button *Upload file*. Select the icon in case you need to delete the attachment.

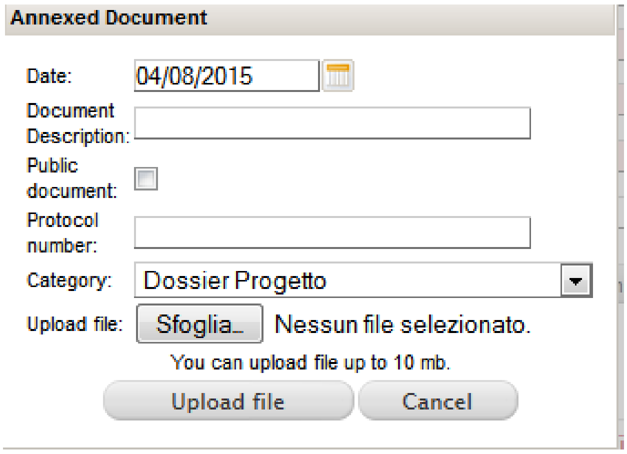


Illustration 21 – Insert attachment

From the main window, the commitments previously uploaded can be displayed and edited or deleted by clicking on or at the left of each commitment.

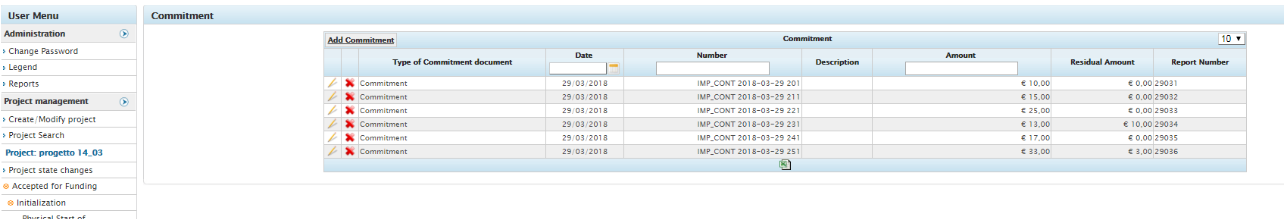


Illustration 22 – Commitment main window

5.3. Payment

The beneficiaries insert into the system the details of own expense and payment documents by selecting Payment from the main menu.

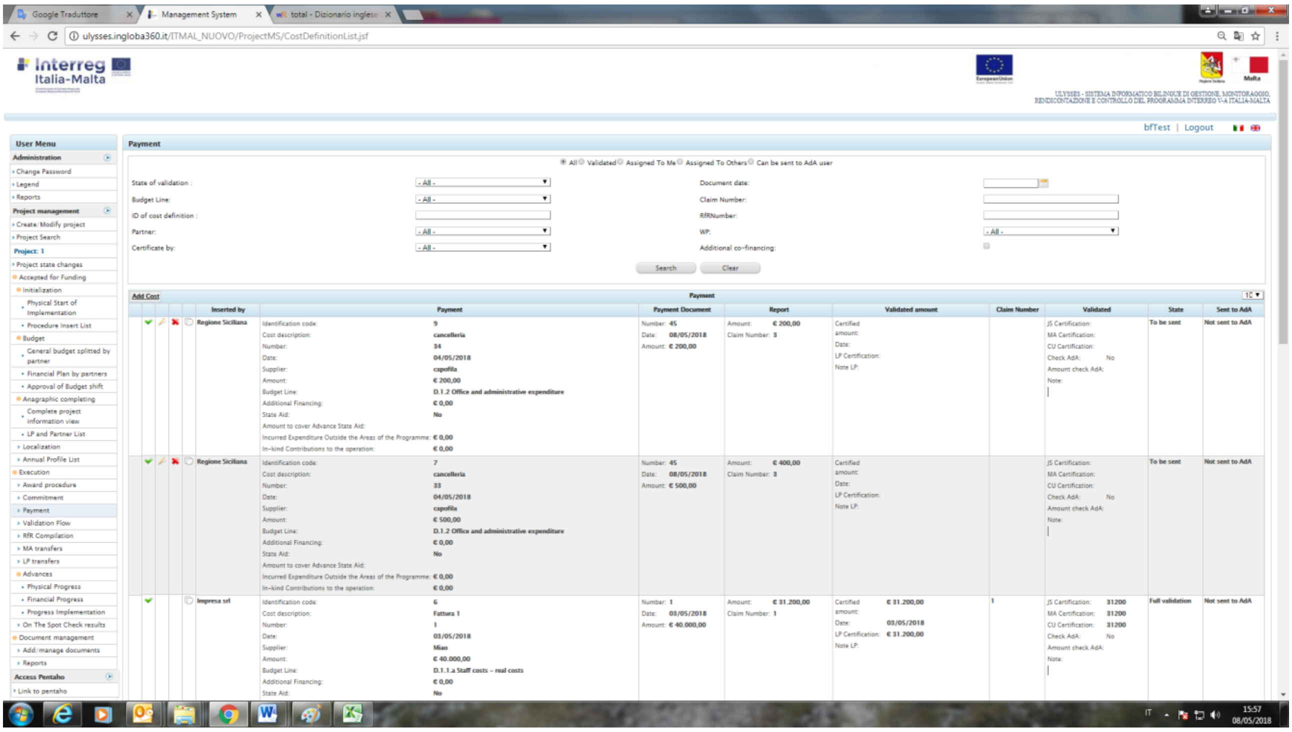


Illustration 23 - Insert Expenses and Payment Information

The main window grid shows the list of all the entered expenses, as well as the validation status. It is possible filter the expenses to be displayed in the main window, by selecting the filters at the top of the form.

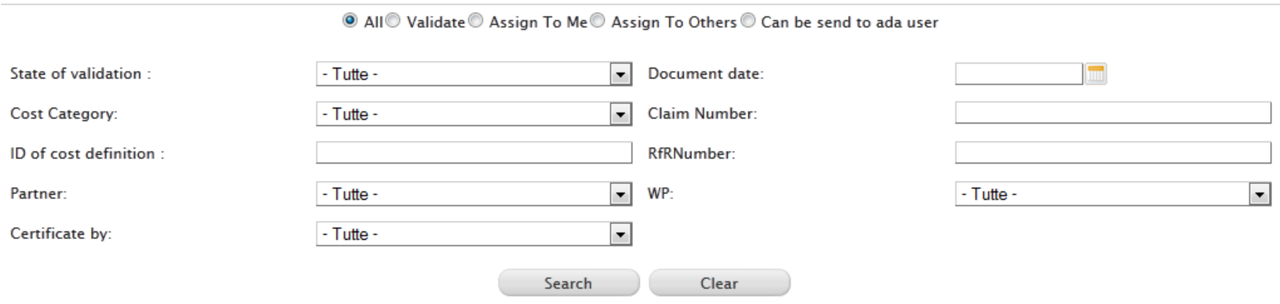


Illustration 24 – Filters

The table below describes the functionality of the grid shown in ill. 30

Action Name	Brief Description	Feature
SHOW	This feature show the data.	Application shows the data relate to the select item in the grid.
EDIT	This feature allow to edit data.	Application opens a module to edit

		the data.
DELETE	This feature allow to delete items	Application delete the select item
COPY	This feature allow to copy data	Application allow to copy a Cost Definition.

To enter a new expense, select the item Add Cost from the Main Window (see Ill. 23). The module is divided into the following tabs:

- Expense Document
- Payment Document
- Accounted
- Attachment
- Notes
- Validation

a) Expense Document

In this module must be insert the information relate to the Expense document. All fields with Asterisk symbol are mandatory. In the event of errors and / or omissions, the system highlights in red the fields to be modified.

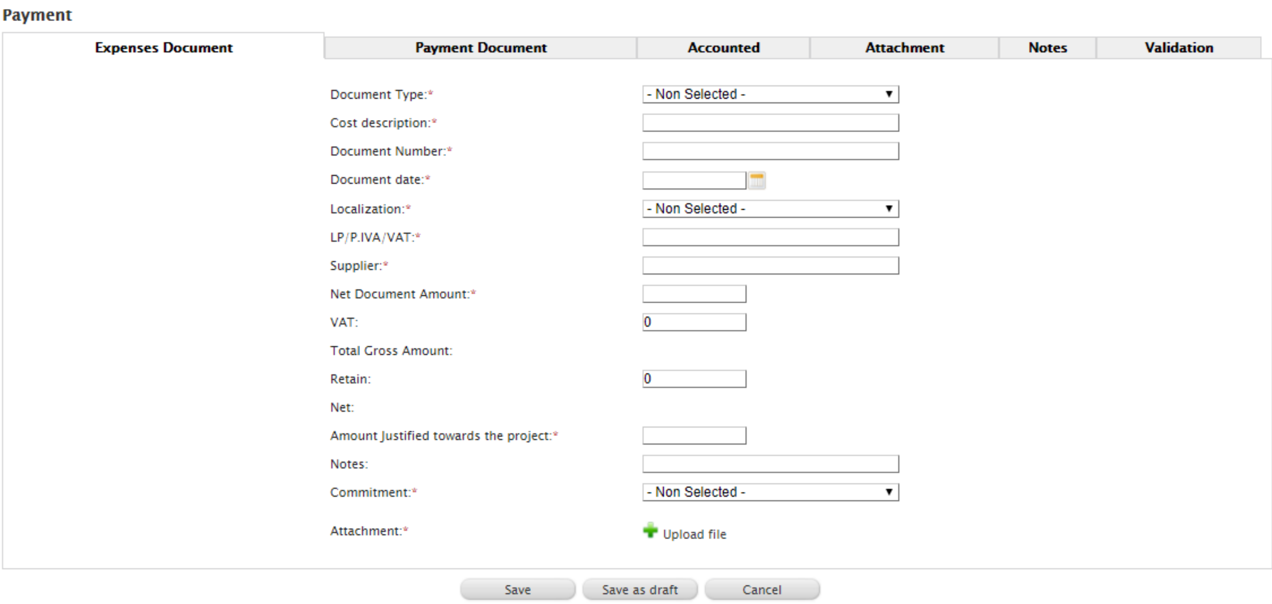


Illustration 25 – Expense Document information

The value shown in the field *“Amount justified towards the project”* must be less than or equal to the amount shown in the field *“Net Document Amount”*. In the event that this condition is not met, the following warning appears when saving the expense: "**Amount justified towards the project cannot exceed the total gross amount for the item of expenditure**”

In the case of expenses that share the same expenses document, but fall under different WPs and cost categories, or have been paid with different payment documents, in the field “*Amount justified towards the project*” you have to enter the total amount justified towards the project and not the amount of the single expense, which will be indicated inside the TAB “*Accounted*”, in the specific field named *Amount claimed*. For this type of expenses, the system checks the sum of the values entered in the *Amount claimed* field, which must not exceed the amount justified towards the project. In case of exceeding the amount justified towards the project, the system, when saving the data related to the accounted amount, returns the following warning: **The sum of the claimed expenditures should be less or equal to the value in the field "Amount justified towards the project”** . In the fields *Document number*, *Document date* and *LP/P.IVA/VTA* it is necessary to insert unique data. For example, in the case of expense documents that do not have a reference number, such as time sheets for internal staff, in the *Document number* field the name of each employee should be indicated and not generically "N/A", so as to keep separate the expense documents and prevent the system from blocking data storage after checking.

In the mandatory field *Commitment*, select from the drop-down menu the commitment related to the expenditure that you are entering. In the event that the commitment is contextual to the expenditure, select the appropriate item *Contextual commitment*. The commitment will be saved and will include in the fields “*Data”* and “*Amount”* the same data of the expense document, in the field “*Number”* it will be entered the code "IMP_CONT" followed by the date of the expense document and a progressive number assigned on the basis of all the contextual commitments of the project.

It is mandatory to upload the document justifying the expense, by clicking on *Upload file

The system allows to save the data only when all the mandatory fields on the TABs “*Expense Document”*, “*Payment Document”* and *“Accounted”* have been filled and the mandatory attachments have been loaded. However, for the monitoring of the expenditure, it is possible to save the data relating only to the expense document, before having the data relating to the payment document available. To do so, fill in all the mandatory fields in the TAB *“Expenses* *document"* (except for the *Attachment* field) and the fields *"WP"* and *"Budget Line"* of the TAB *"Accounted"*, and click on the button Save as draft

In case of error, the application advise with a warning message and highlights the fields to fill or edit.

The system performs other checks on the amounts included in the TAB *"Expenses document"* with respect to the accounted amount, which must be entered in the appropriate field of the TAB *"Accounted"*. These checks and the related notices will be described in the section on the TAB *"Accounted"*.

b) Payment Document

In this module the information of the payment document must be filled. All the fields with asterix symbol are mandatory.

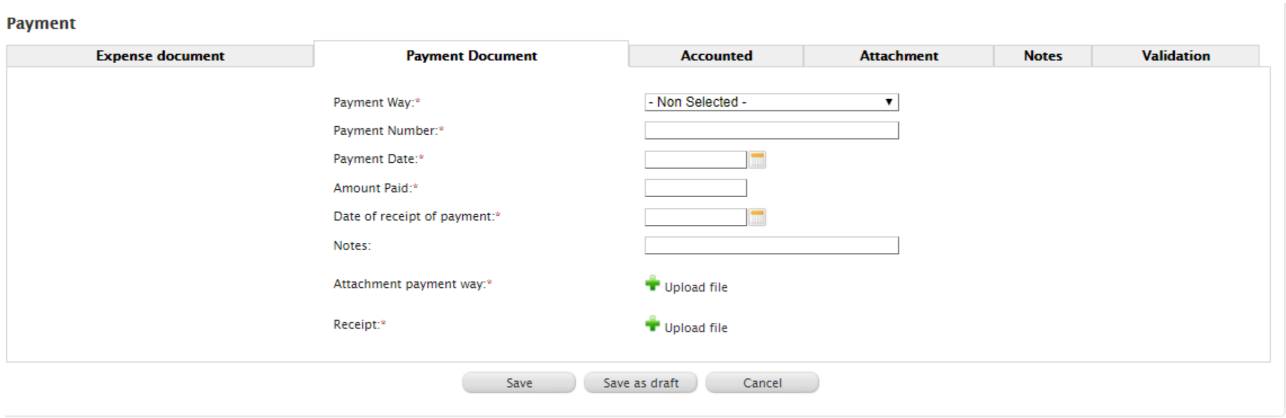


Illustration 26 – Payment Document Information

It is mandatory to upload the Document that confirm the payment. To upload the file click on *Upload file .

c) Accounted

In this TAB the LPs and the Partners have to fill the claimed amount of the expenditure and the data relating to the Claim, WP and Budget Line in which the expense must be inserted; fields marked with an asterisk are mandatory. If the expenditure entered, or part of it, is an additional financing, enter its amount in the *"Additional financing"* field. If the expense is a state aid, select the check box "*State Aid*", the field "*Amount to cover Advance State Aid*" will be visualized to be filled with the relative amount. If the expense is an expense incurred outside the eligible areas of the Program or a contribution in kind to the operation, it is necessary to insert the related amount.

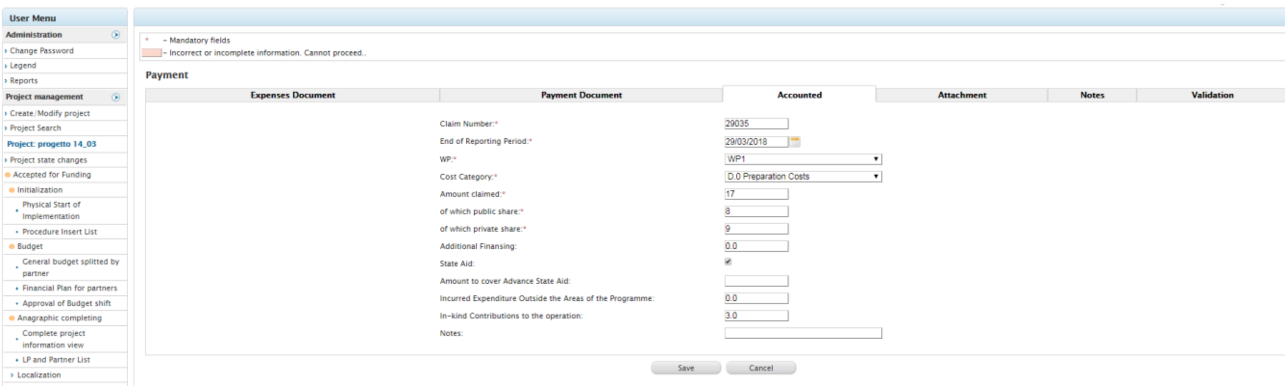


Illustration 27 – Accounted TAB

The system performs the following checks on the amount entered in the "A*mount Claimed*" field, the checks are activated when the data are saved:

- the sum of the amounts reported for expenses that share the same expense document, must be less than or equal to the value reported in the field "*Amount justified towards the project"* (where the total will be inserted and not the amount of the single expense). In the event that this check is not respected, the following notice appears: **The sum of the claimed expenditures should be less or equal to the value in the field "Amount justified towards the project";**
- the amount of the selected commitment must be greater than or equal to the amount claimed for the expenses associated with it. In the event that this check is not respected, the following warning appears: **The claimed amount exceeds the total spent on the selected commitment;**
- the selected *Budget Line* must have sufficient budget in relation to the sum of the amounts claimed for the expenses associated with it. In the event that this check is not respected, the following warning appears: **The Claimed expenditure should be less or equal to the amount in the budgetary line item;**
- the value reported in the field *Claimed Amount* must be less than or equal to the value reported in the field "*Amount justified towards the project*" (in the TAB *Expenses document*) and to that reported in the field "*Amount paid"* (in the TAB *Payment document*). In the event that this check is not respected, the following warning appears: **The value in the field "Claimed amount" has to be minor or equal to the value in the fields "Amount justified towards the project" and "Amount paid";**
- The ERDF share of the sum of the claimed amounts of all expenses falling outside the eligible areas of the Programme, must not exceed 20% of the ERDF share of the project. In case this percentage is not respected, the following warning appears: **The claimed amount should be less to the 20% of the ERDF of the Project.**

The expense can be saved permanently by clicking on the button Save only when the data of the mandatory fields in the TABs *Expenses document*, *Payment document* and *Accounted* are inserted and the relative mandatory attachments have been loaded. However, as long as the expenses are not sent to the next stage, using the Validation Flow function, you can change them by clicking on the button on the left side of the expense line in the grid of the section *Payments*.

d) Attachments

The module allows to attach digital documents in adding to the mandatory ones already uploaded.

To add a document click on **Upload file** as shown in next image.

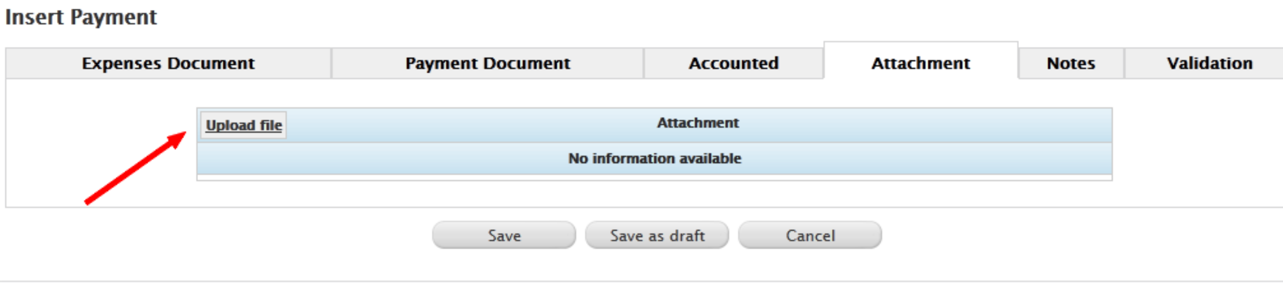


Illustration 28 – Attachments

By the pop-up (see Ill. 21):

- Select a Digital Document from your own File System with action: Sfoglia... ;
- Define the "Reference Number" ad the "Document Date" (Not Mandatory Data);
- In the field "Document Description" insert a brief description of the uploaded document;
- Select the button Upload file

From the *Main window* it is possible to:

- Delete an attached document with ;
- Download the document with .

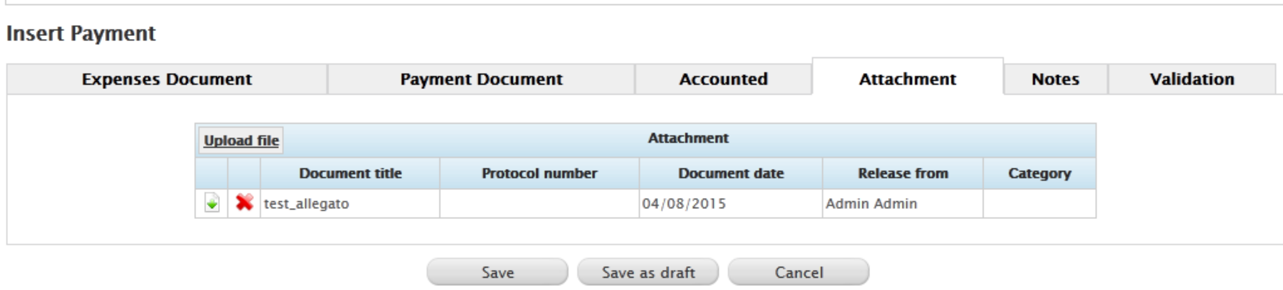
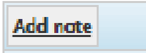


Illustration 29 – Attachments Grid

In this module will be visible all the attachments uploaded by the First Level Controller .

e) Note

The TAB *Note* allows to insert additional notes; to do so, select the button  as shown in the illustration below:

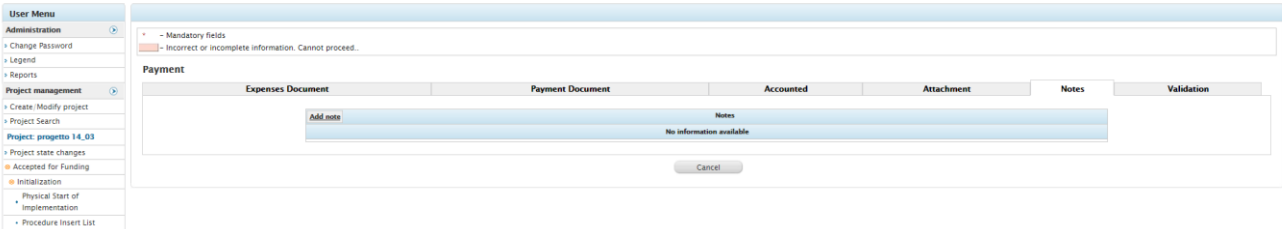


Illustration 30 – Notes

Write the note by the pop-up and save .

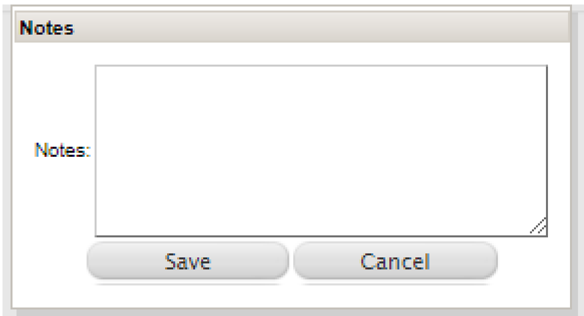


Illustration 31 – Pop-up Notes

f) Validation

In this form the System automatically registers the amount validated by JS, MA and CU.

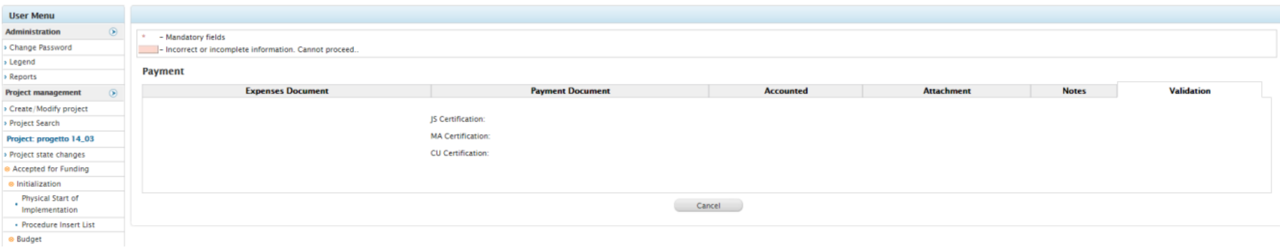


Illustration 32 – Validation Module

Summary of checks carried out by the system

Text of the Warning	Involved Fields	Check
Amount justified towards the project cannot exceed the total gross amount for the item of expenditure	The fields must be verified are "Document amount" and "Amount justified towards the project ".	The value "Amount justified towards the project " must be less than or equal to the value "Document amount"
Caution\! Missing required fields\!	All mandatory fields	All mandatory fields have to be filled
The sum of the claimed expenditures should be less or equal to the value in the field "Amount justified towards the project"	"Amount justified towards the project ". and "Amount claimed"	The sum of all the amounts of the expenses justified by the same expense document (which show the same value in the fields *Document number*, *Document date* and *LP/P.IVA/VAT)*, must be less than or equal to the amount justified towards the project.
The claimed amount exceeds the total spent on the selected commitment	"Amount claimed" and "Commitment"	The selected commitment must have a budget sufficient for the expenditure entered
The Claimed expenditure should be less or equal to the amount in the budgetary line item	The budget line inserted in the section "Approval of budget shift" and the field "Amount claimed"	The budget available on the selected "Budget line" must be sufficient for the amount claimed for the expense.
The value in the field "Amount Claimed " has to be minor or equal to the value in the fields "Amount justified towards the project" and "Amount paid"	"Amount Claimed " "Amount justified towards the project" and "Amount paid"	The value in the "Amount Claimed " field cannot be higher than the value reported in the "Amount justified towards the project" and "Amount paid" fields.
The claimed amount should be less to the 20% of the ERDF of the Project	"Amount claimed", ERDF share of the claimed expenses	85% of the sum of the claimed amounts of all expenses falling outside the eligible areas of the Programme, must not exceed 20% of the ERDF share of the project.

5.4. Validation Flow

The function allows the advancement of the expenses in the validation flow. The types of actors involved are: Lead Partners, Partners, First Level Controller:

The Validation flow for the Partner User is:

Partner → FLC → Partner →LP→ Compilation of the RfR.

The activities to be performed by the user *Partner* are described below:

– **Sending of the expenses to FLC**

At this stage, the selected expenses are forwarded to the auditor for the check. To activate the function select. Validation Flow

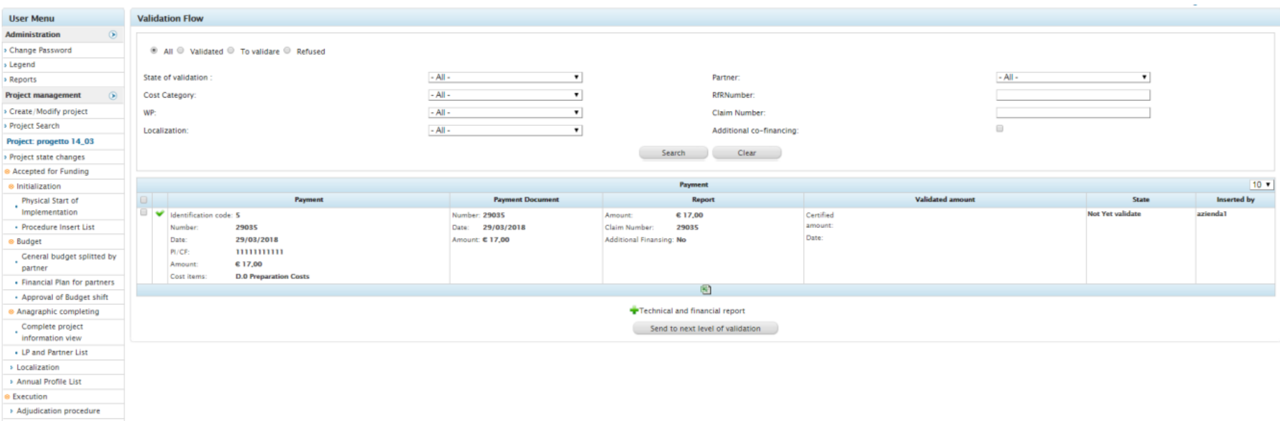


Illustration 33 – Validation Flow

The expenses whose state is “*To Send” or “Refused”* will be automatically shown.

Through the filters, that can be activated by clicking on the button at the top of the form, the user can select the expenses by the validation state (validated, to be validated or refused). Moreover, the user can make a more detailed selection, filtering out the expenses by validation state, partner, claim, budget line, etc.., using the pull-down menu and then clicking the button Search. By clicking on the button Clear it is possible to erase all the activated filters.

The *Partner*, to send its expenses to the FLC, will have to filter the same by number claim, using the appropriate filter, in order to simultaneously send the aggregated expenses for each claim. To select all the filtered expenses at the same time and send them to the next step, click on the box ☑ at the top left of the grid, attach the technical-administrative report and then click on the button [Send to next level of validation]. **The loading of the report is mandatory**.

> **NOTE**: Generating an excel sheet of the expenses to be sent, through the appropriate function activated by the button at the bottom of the grid, can be useful to check the expenses included in the claim and verify the correct association of the expenses to the claim.

After sending, the expenses will change the state to "*To be validated by FLC*", as will be found in the appropriate column of the grid on the main window of the form "*Payments*". The LPs and the partners will be not more able to change them.

After the FLC check, the status will became "*Refused by FLC*", for the rejected expenses, and "*Validated by FLC*", for the approved ones.

The user can view the refused expenses from the grid of the section *Validation Flow*, by clicking on the button ✔ on the left side of each expense, it is also possible to view the FLC's notes.

When an expense is refused by the FLC it can be changed by the partner who, depending on the reasons for the refusal, can make the appropriate changes and re-propose it to the FLC's verification. To change the expense, you have to access the "*Payment*" form and select it using the button .

Once the validation of the expenses by the FLC is obtained, the *Partner* user will proceed to advance the same sending them to the LP following the same procedure performed for sending to the FLC.

After sending the expenses to the next step, the status of the same will become *In validation by the LP*. After the validation of the leader the state of the expenses will be *Validated by the LP*.

5.5. On the spot check results

In this section, which can be accessed by clicking on the appropriate item on the main menu, you can view information on the on-the-spot checks carried out by the FLC.

6. Document Management

The module allows to view the documents attached during the various project management steps and to attach new documents.

The module is composed by a grid that report all the documents attached and a search engine.

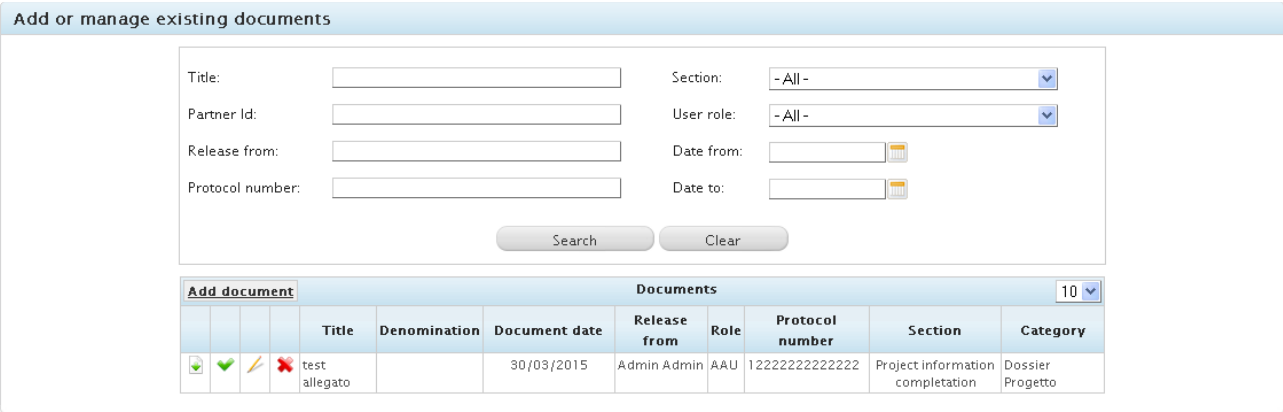


Illustration 34 – Document Management

Select the button Add document, on top part of the grid, to add a new document.

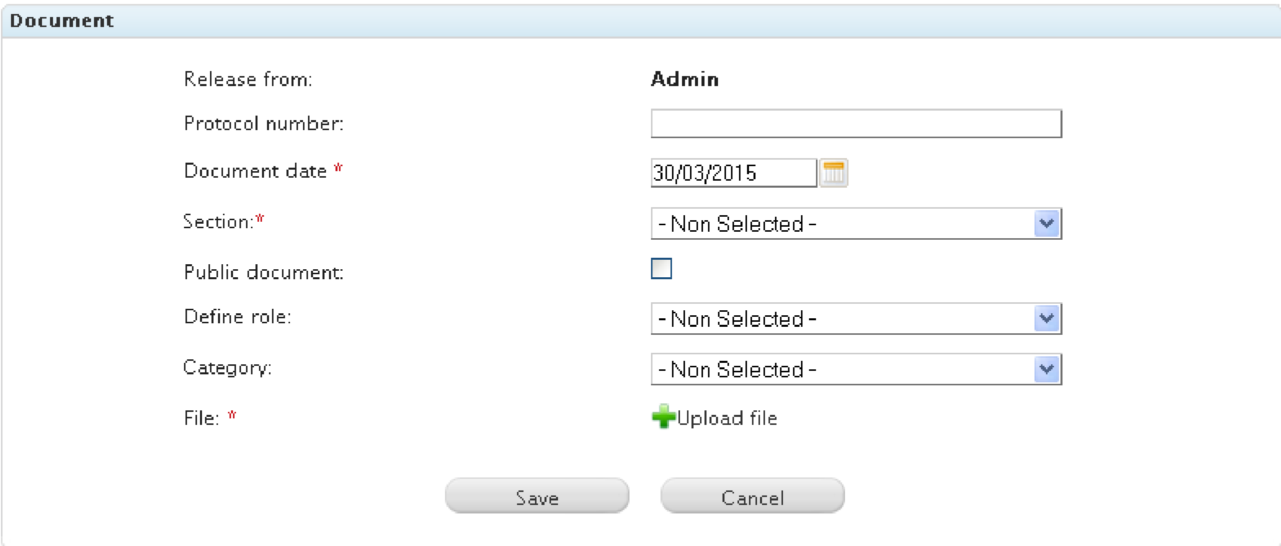


Illustration 35 –Documents adding

From the next screen, compile the requested fields and click the button Upload file to attach the digital document.

It is possible make the document available to all the users selecting the check box “Public document”. Select Save to save the data and the document.