Informative System Manual

Ulysses Italia-Malta

Leader User

Versione	Data	Descrizione revisione
2.0	10/07/2018	Second version

Summary

ACRONIMOUS

DPU	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 Lead 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 

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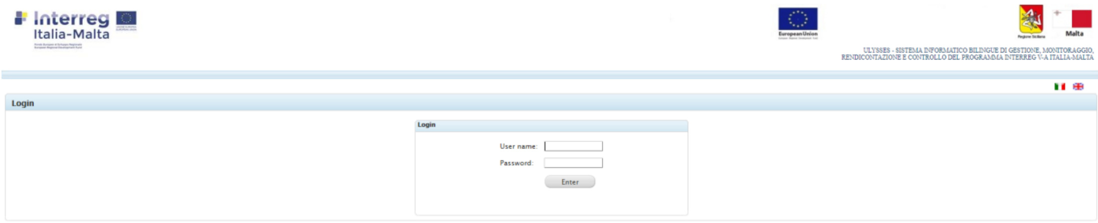


Illustration 1 - Login

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

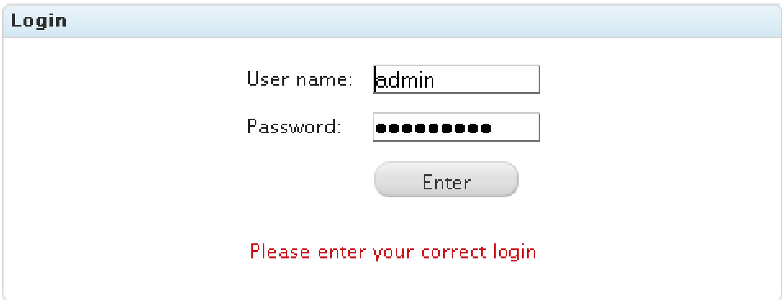


Illustration 2 – Username or password error

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

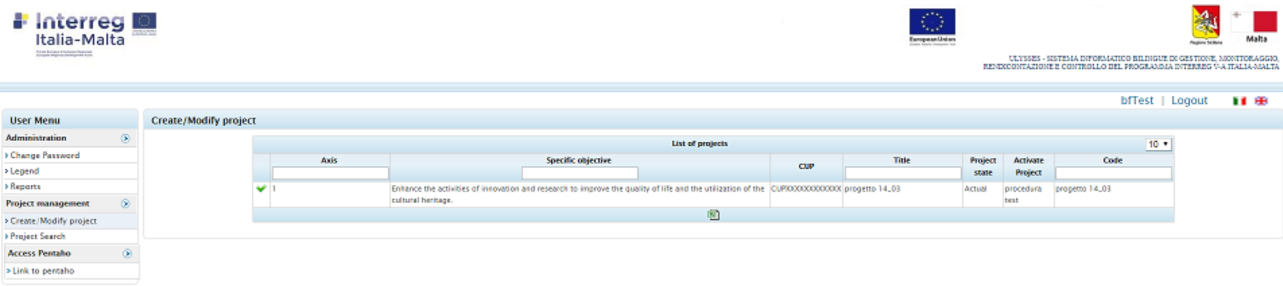


Illustration 3 – Main page

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.

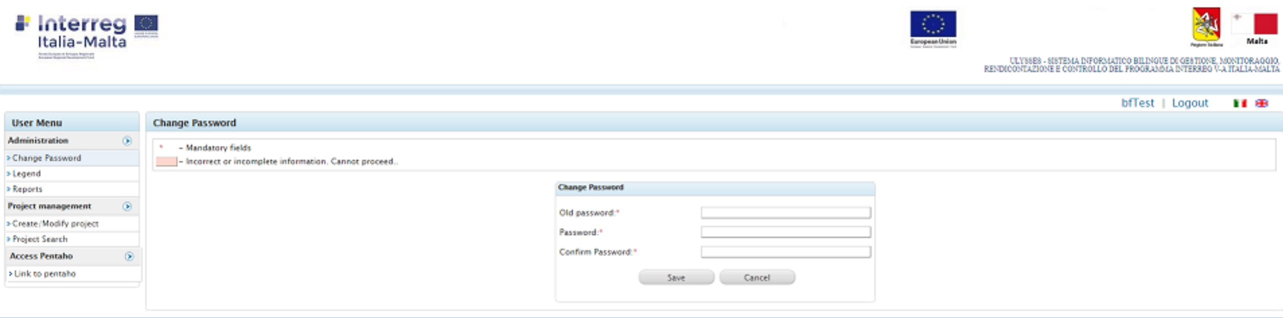


Illustration 4 – Change password

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.

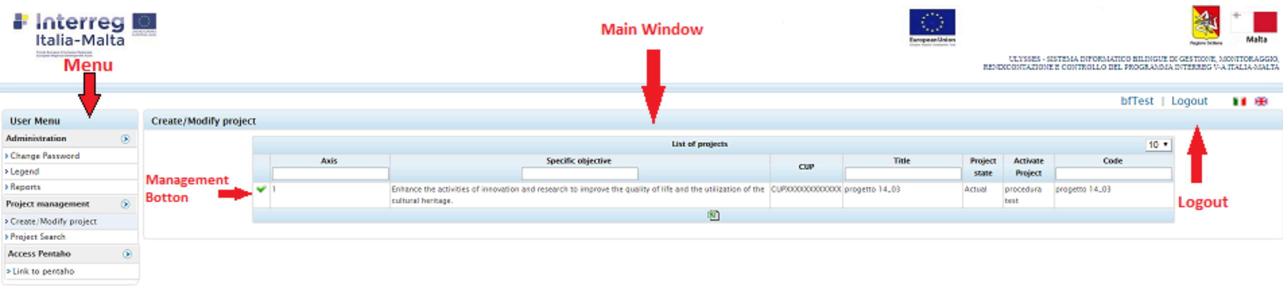
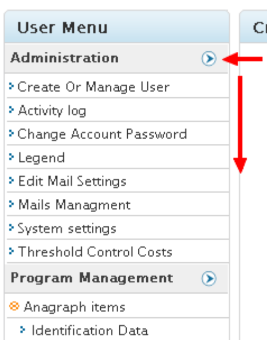


Illustration 5 – Structure

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 at the bottom of the main window.

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

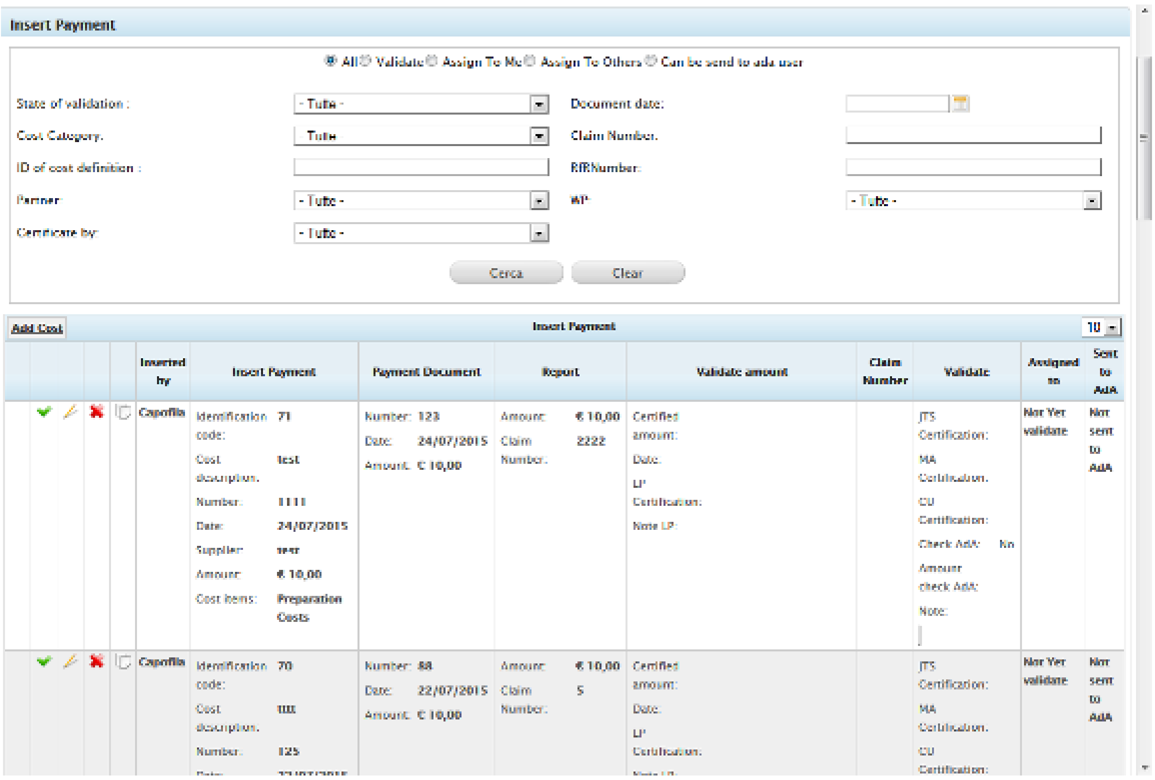


Illustration 6 – Grid example

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).

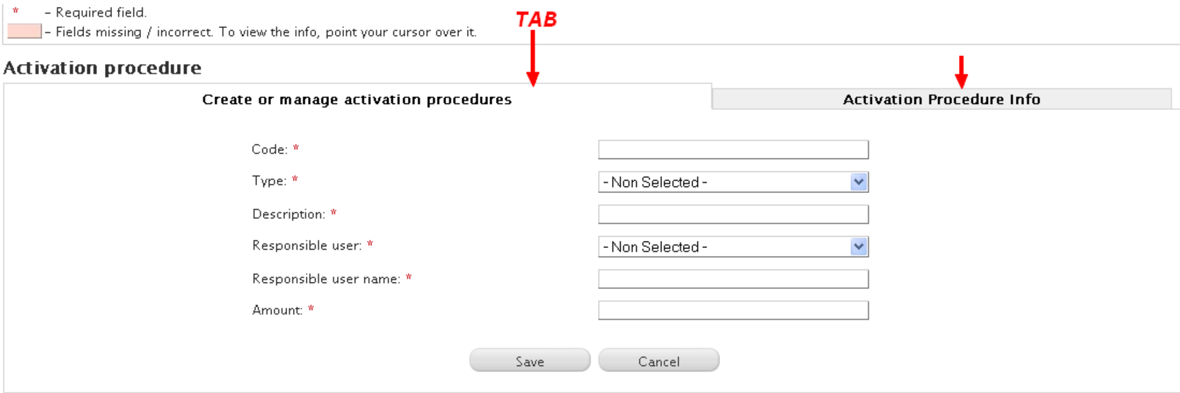


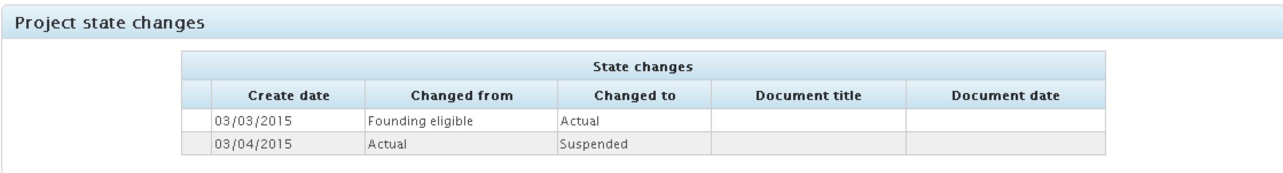
Illustration 7 – Tab example

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.



Project state changes

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 Initialization

This section of the system is powered by the Joint Secretariat, the LP user accesses it in reading mode.

Clicking on the button • Physical Start of Implementation a mask containing different TABs will open, by clicking on each TAB it will be possible to visualize: the communication deliverables, the project management deliverables, the result indicators and the project indicators, provided in the application form of the project (ill. 9)

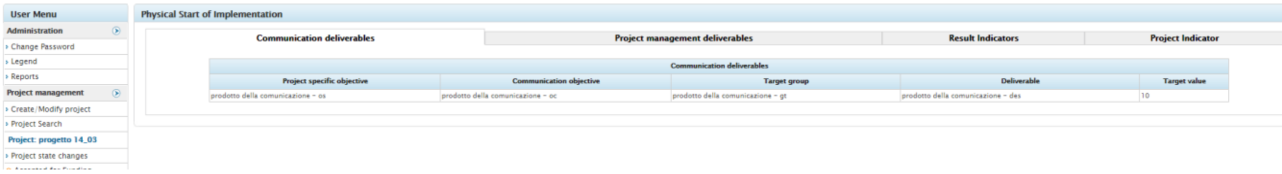
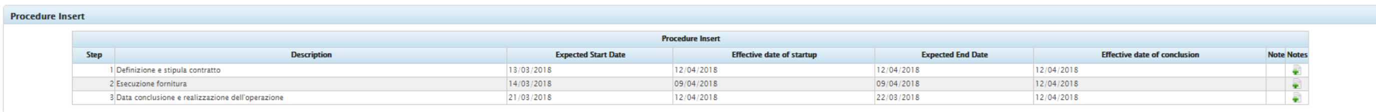


Illustration 9 – Physical Start of implementation

Clicking on the button • Procedure Insert List a mask will open containing a grid in which the dates set for the following procedures are inserted: Definition and stipulation of contract, Execution and Conclusion and Realization of the operation (ill. 10)



Procedure Insert

Step	Description	Expected Start Date	Effective date of startup	Expected End Date	Effective date of conclusion	Note	Notes
1	Definizione e stipula contratto	13/03/2018	12/04/2018	12/04/2018	12/04/2018		
2	Esecuzione fornitura	14/03/2018	09/04/2018	09/04/2018	12/04/2018		
3	Data conclusione e realizzazione dell'operazione	21/03/2018	12/04/2018	22/03/2018	12/04/2018		

Illustration 10 – Procedure Insert List

The grid will be completed by the LP in the Progress Implementation section. The methods of compilation will be indicated in the paragraph *5.11 Advances* of this manual.

4.3 General Budget

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

User Menu
- Administration
  - Change Password
  - Expiration Date
  - Legend
  - Reports
- Potential Projects
  - Create/Select Potential Projects
- Program Management

General Budget

	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 11 – General Budget

4.4 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 12 – General Budget splitted by partner

4.5 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 13 –Financial Plan by partners

4.6 Approval / Shift Budget

After the partnership submits (outside the system) a formal request for a budget change, the LP can propose the budget modifications that will be approved or rejected by the JS. The feature allows to make changes both to the Genaral Budget and to that of each Partner. Click on the item • Approval of Budget shift in the main menu, in order to activate the feature, and enter the data concerning the changes in the tab that is displayed by clicking on *General Budget*.

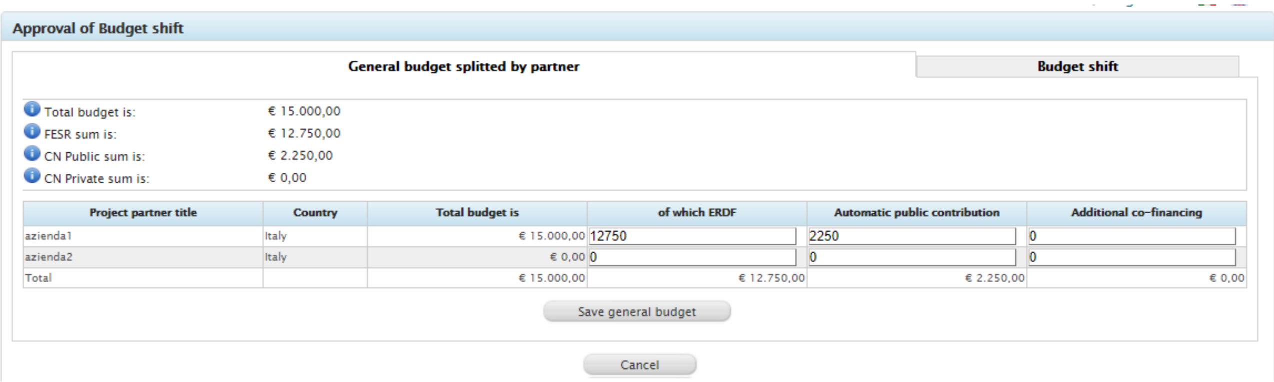


Illustration 14 – Budget detail

In the TAB "*Budget shift*" (Illustration 15), enter the data concerning the budget shift, detailed by partner, WP and cost items, to be submitted to the JS user for approval.

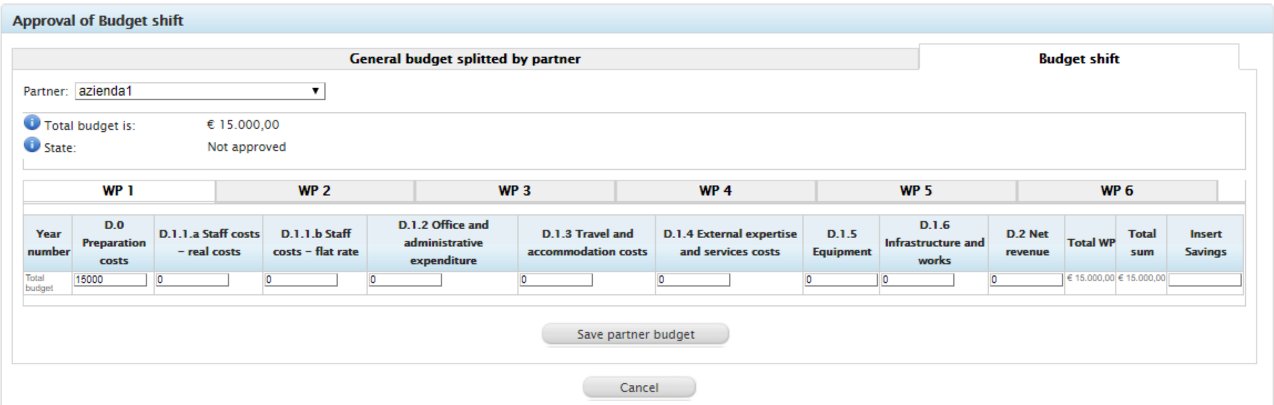


Illustration 15 – Budget shift

Click on Save partner budget, to save the data. The JS can approve or reject the budget for each Partner and the status (Approved or Rejected) will be reported at the top on the left, under "Total budget".

The reformulation of the budget by the LP is subject to the blocking of the project by the user JS.

4.7 Project Information

Click on the item Complete project information view in the main menu to use this feature. It is possible to display the project information both by clicking on the TAB *Project start* and clicking on the TAB *Project information*

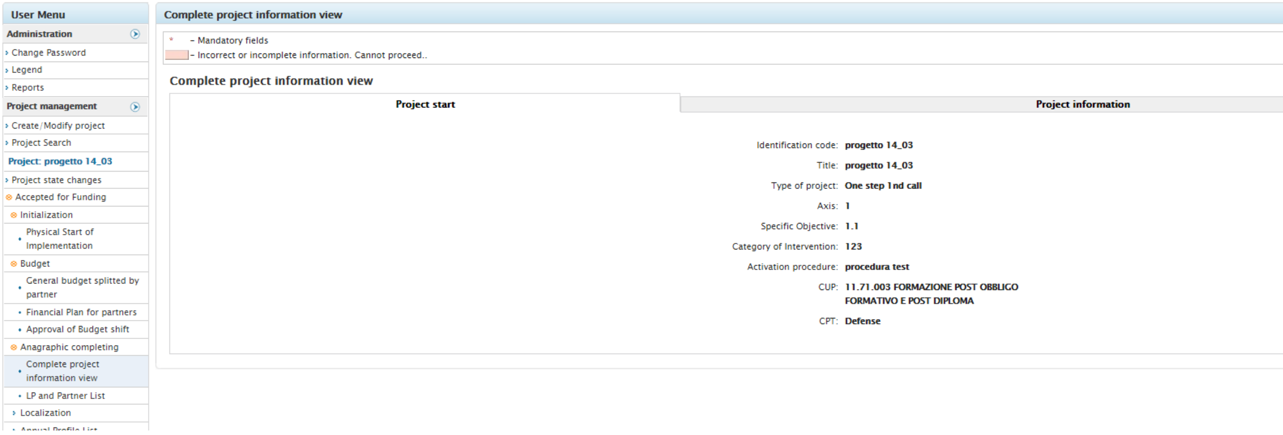


Illustration 16 – Project start

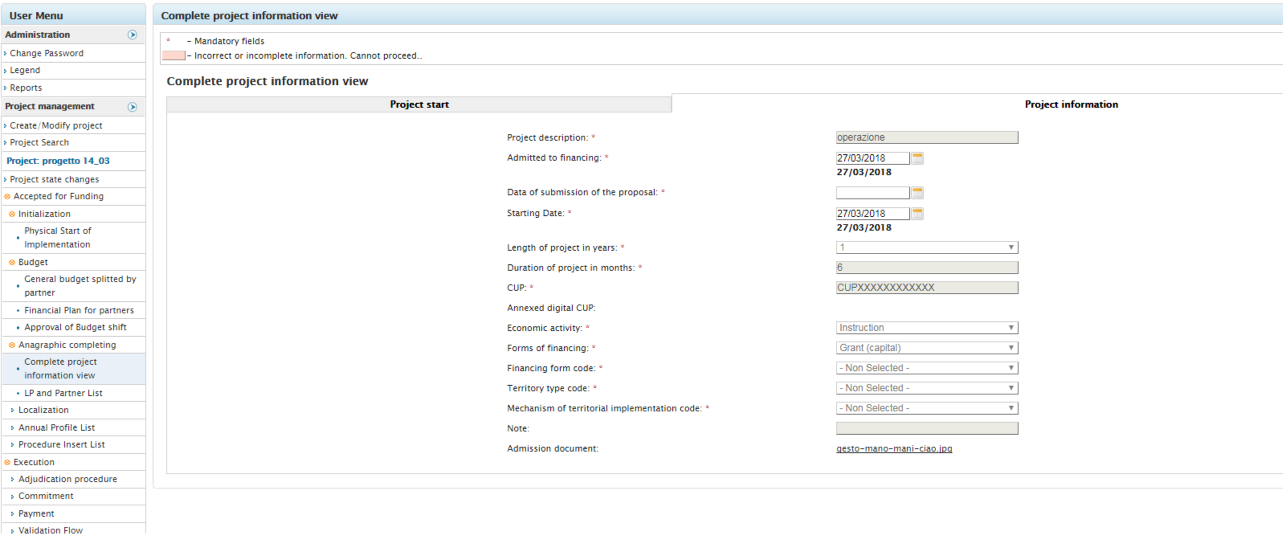
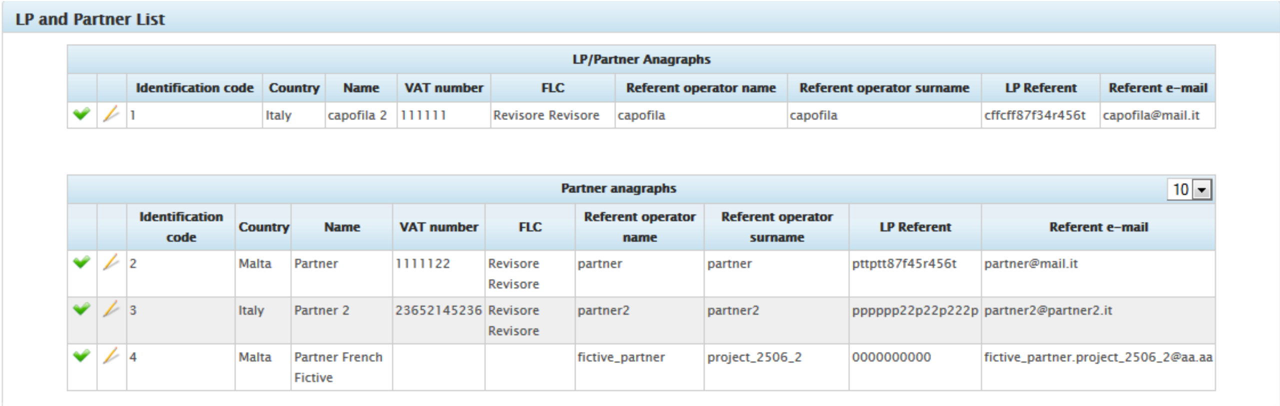


Illustration 17 – Project information

4.8 Lead Partner and Project Partner information

This function has to be used to complete or modify the information about the Leader and the Partners of the Project. 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								
		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 18 – LP and Partner List

Select the button edit for the Lead Partner or Project Partner whose data you want to complete or modify.

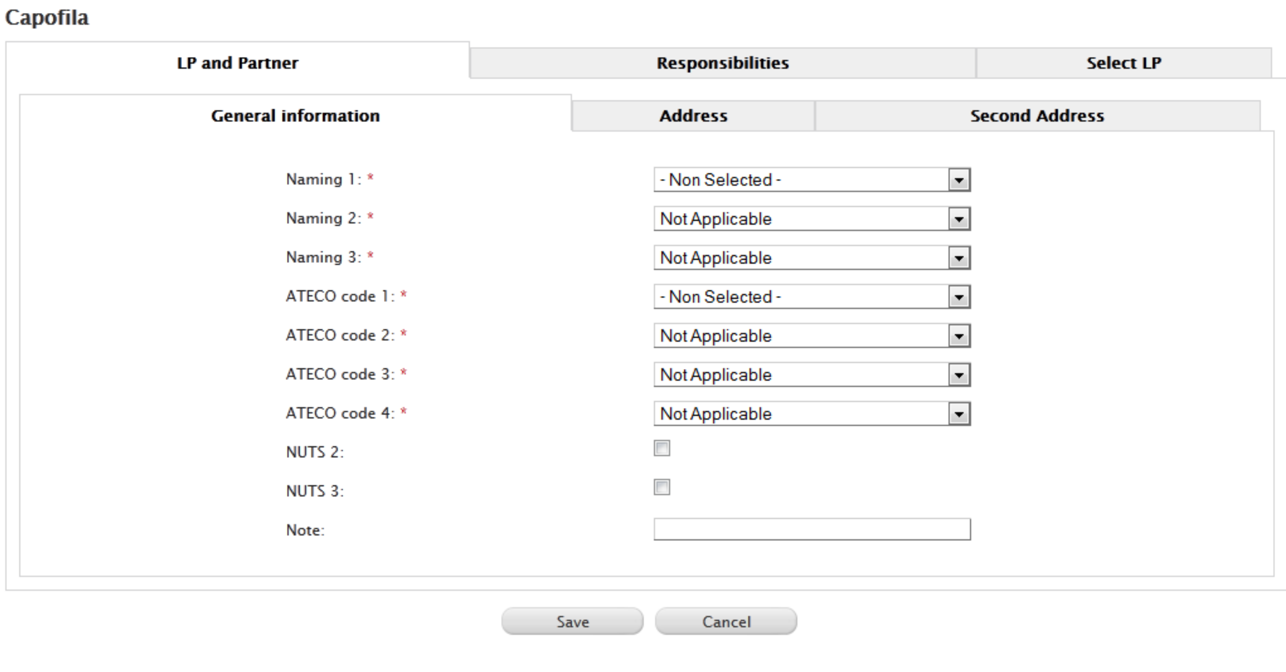


Illustration 19 – General information to complete

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.

The *Lead Partner* can complete/update its details and those of the *Project Partners*. Each *Partner* can complete/update its details.

4.9 Localization

In order to use this feature, select the item Localization in the main menu. The module allows to view the information for one or more localizations of the project.

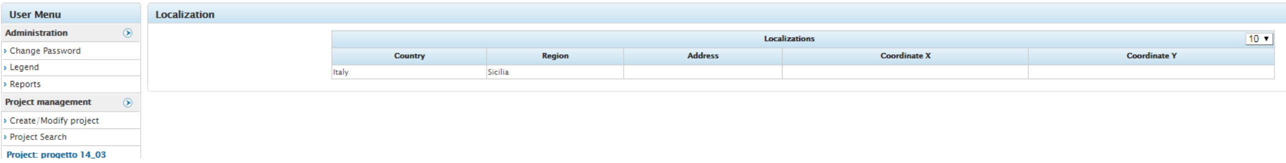


Illustration 20 – Localization

4.10 Annual profile list

Click on *Annual profile list* Annual Profile List to display a tab of the budget partition per year.

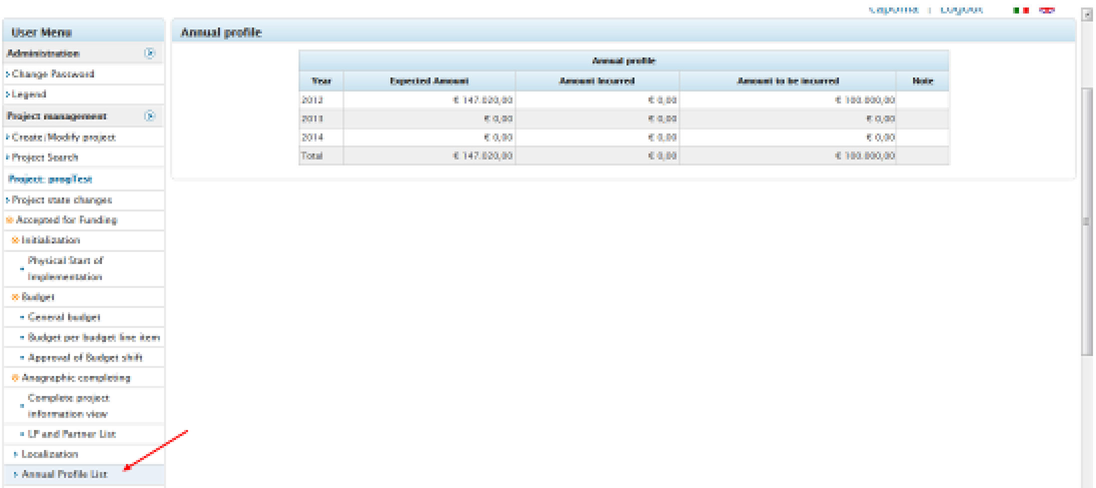


Illustration 21 – Annual Profile List

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.

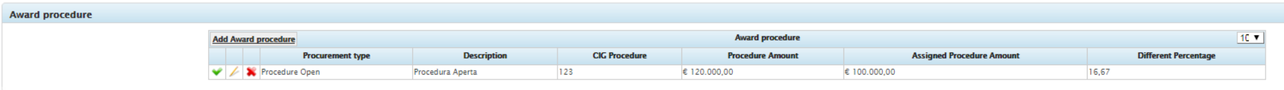


Illustration 22 – Award Procedures

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*.

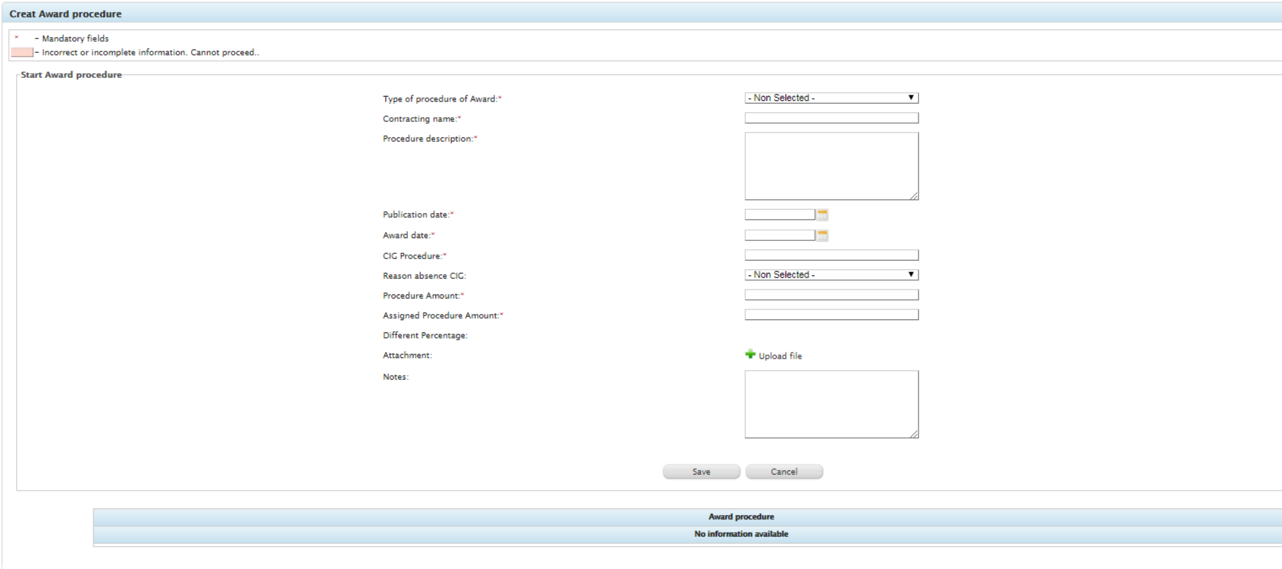


Illustration 23 - Award Procedure Information

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

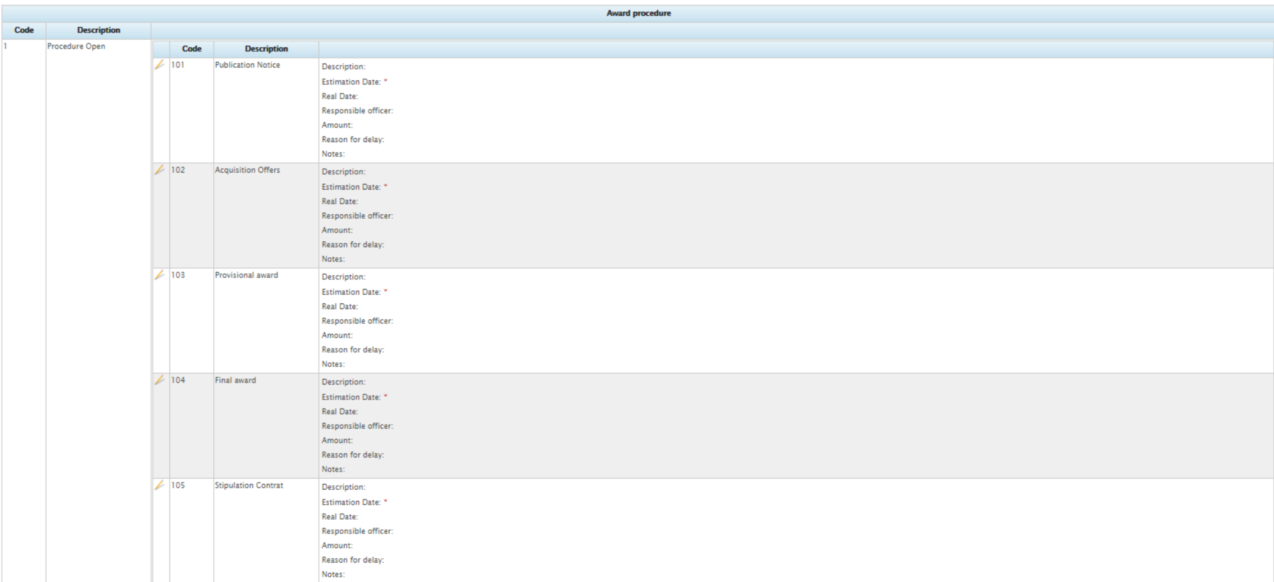


Illustration 24 - Award Procedure phases

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.

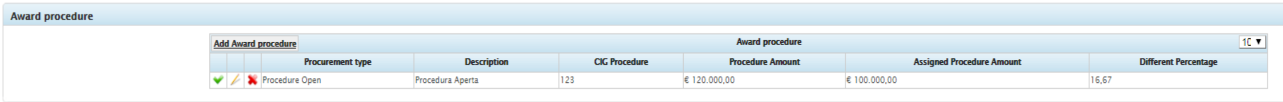


Illustration 25 – Award Procedure Grid

The following table describes the features of the grid shown in illustration n. 25.

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.

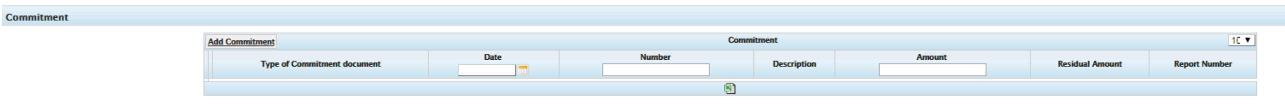


Illustration 26 – Add commitment

The following illustration will be displayed.

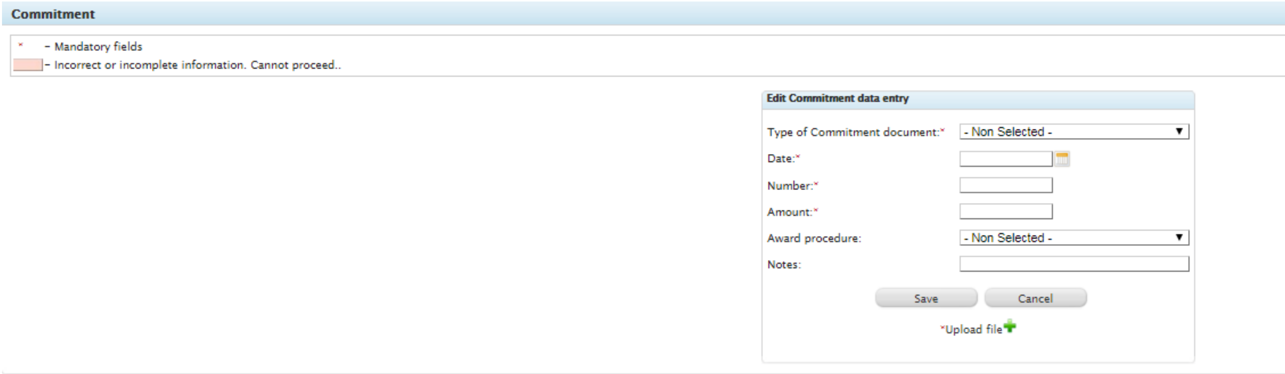


Illustration 27 – Tab to entry the data of the commitment

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 28) 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.

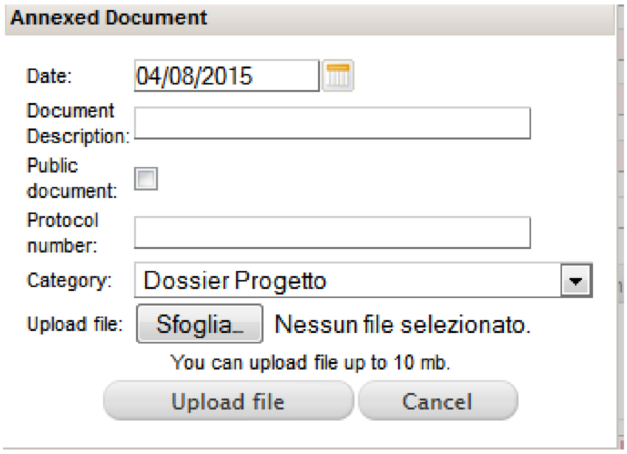


Illustration 28 – Insert attachment

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.

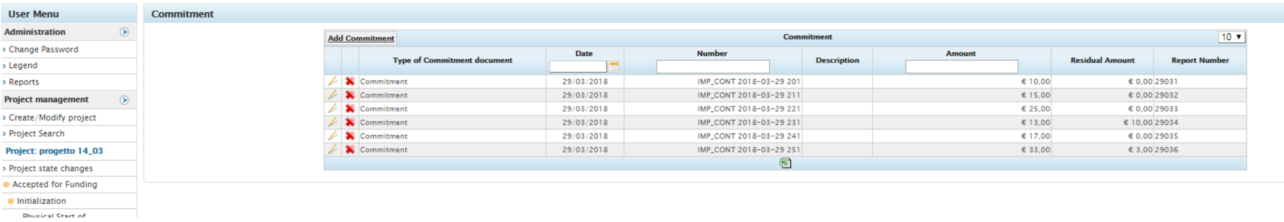
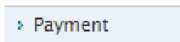


Illustration 29 – Commitment main window

5.3 Payment

The Lead Partner user is able to manage the monitoring and reporting of expenditure in order to arrange the request for reimbursement. The first phase is the one concerning the insertion of information regarding the expenses and payment documents. The beneficiaries insert into the system the details of own expense and payment documents by selecting 

from the main menu.

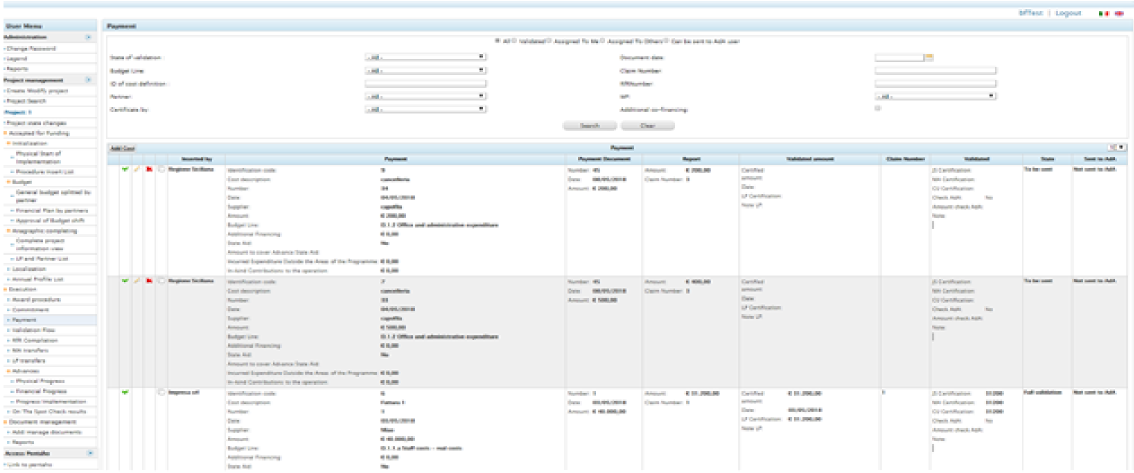


Illustration 30 - Insert Expenses and Payment Information

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.

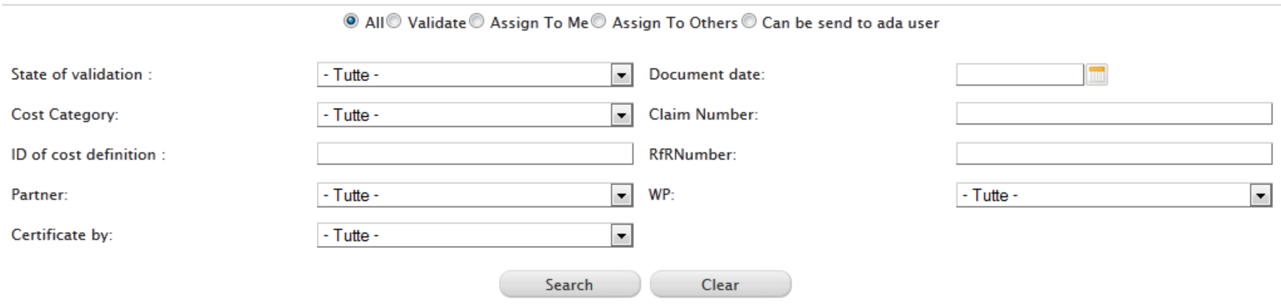


Illustration 31 – Filters

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. 30). The module is divided into the following tabs:

a) Expense Document
b) Payment Document
c) Accounted
d) Attachment
e) Notes
f) 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.

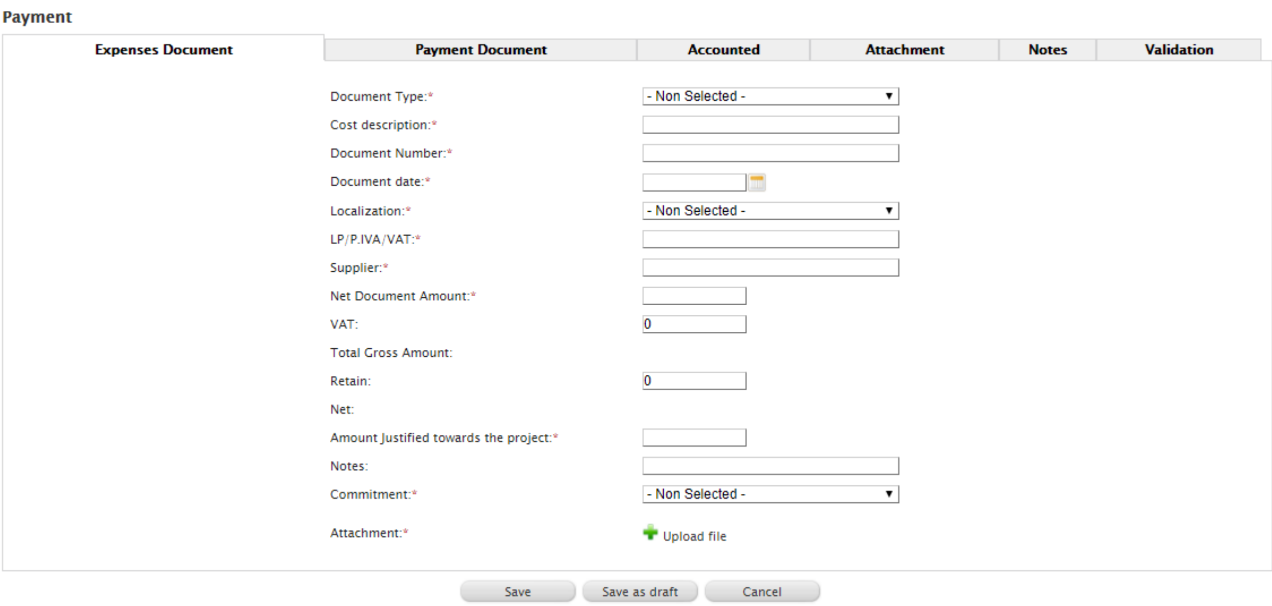


Illustration 32 – Expense Document information

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 "*Expenses 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. "**Caution. Missing required fields"**

The system performs other checks on the amounts included in the TAB *"Expense 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.

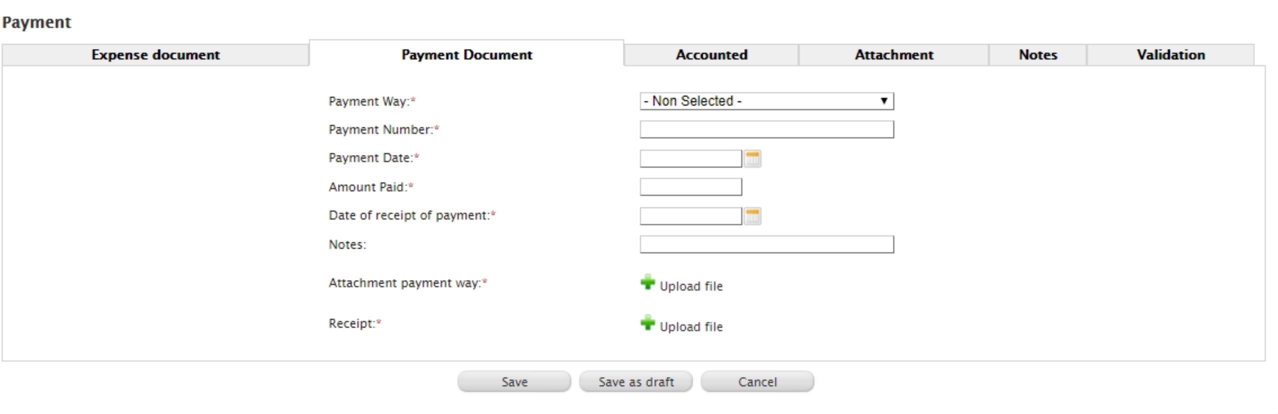


Illustration 33 – Payment Document Information

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.

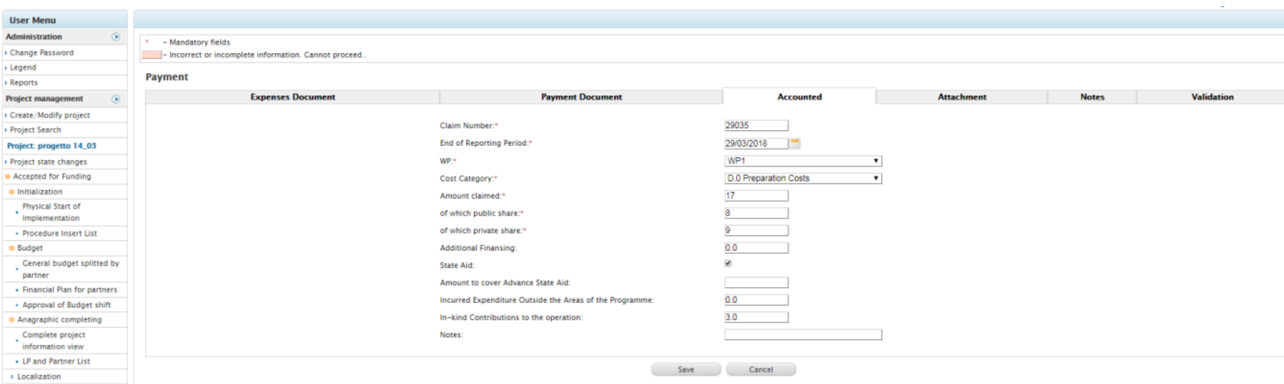


Illustration 34 – Accounted TAB

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.

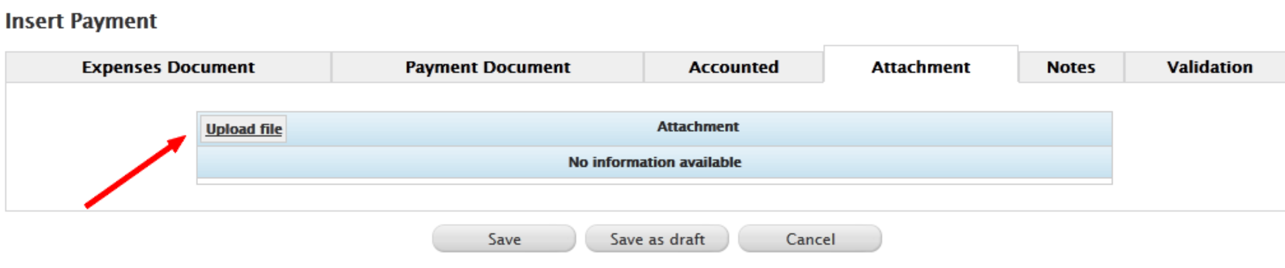


Illustration 35 – Attachments

By the pop-up (see Ill. 28):

- 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 .

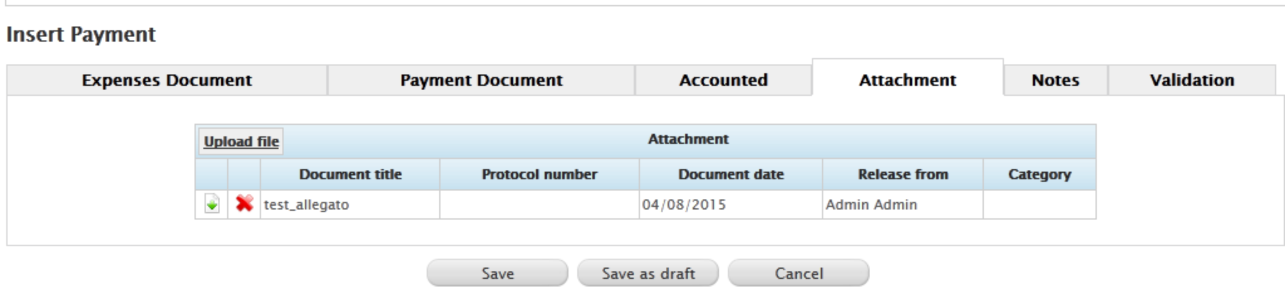


Illustration 36 – Attachments Grid

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 Add note as shown in the illustration below:

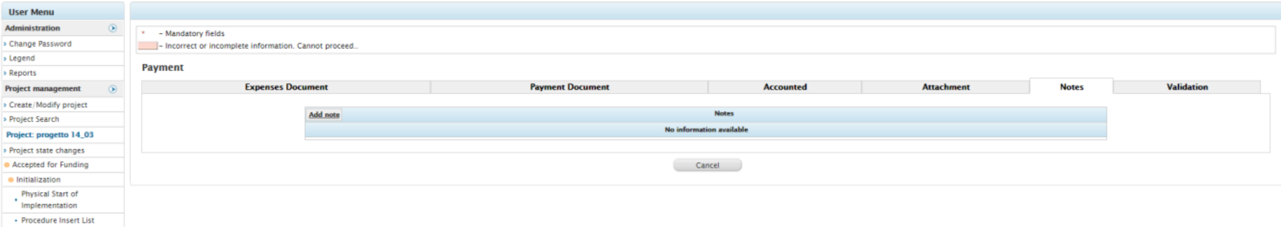


Illustration 37 – Notes

Write the note by the pop-up and save .

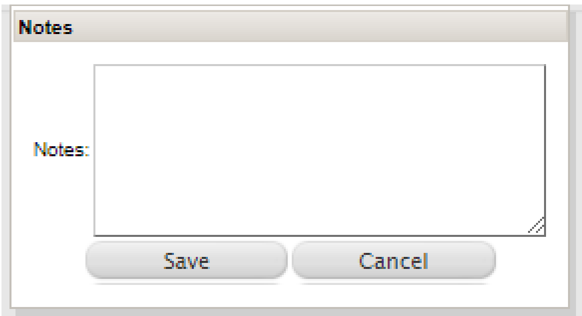


Illustration 38 – Pop-up Notes

f) Validation

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

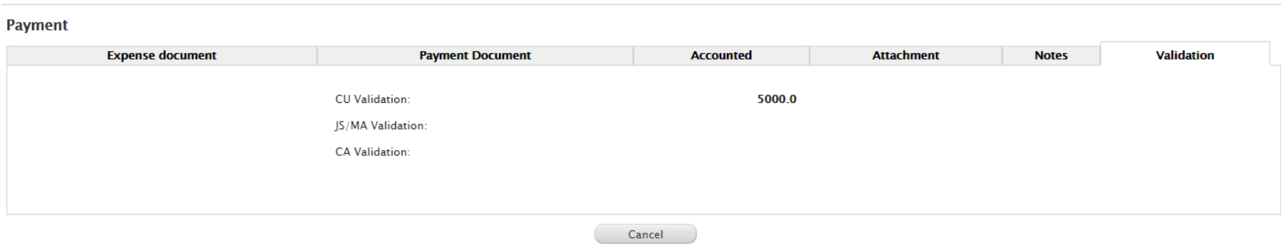


Illustration 39 – Validation Module

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:

<u>The Validation flow for the Lead Partner User is:</u>

LP→ FLC→LP→ Compilation of the RfR

<u>The Validation flow for the Partner User is:</u>

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

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

– **<u>Sending of the expenses to FLC</u>**

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

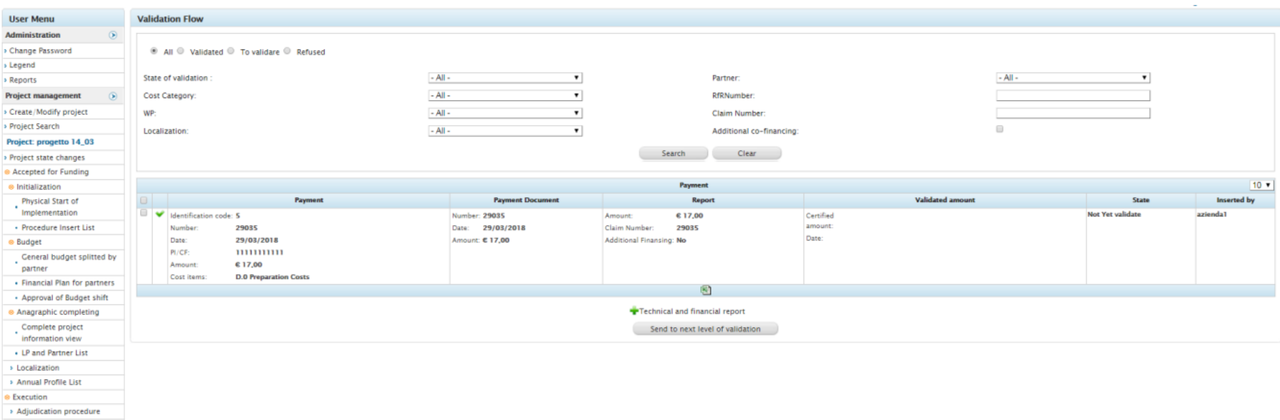


Illustration 40 – Validation Flow

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 Lead 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 LP*", for the approved ones, as the validation of the LP will be attributed by default by the system, and the expense will already be available for inclusion in the request for reimbursement.

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 LP/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 .

5.5 Forwarding of the partners' expenses

In this phase the lead partner validates the expenses submitted by the partners, after approval by the FLC, and sends them to the *RfR Compilation* module. To access the function select the main menu item Payment

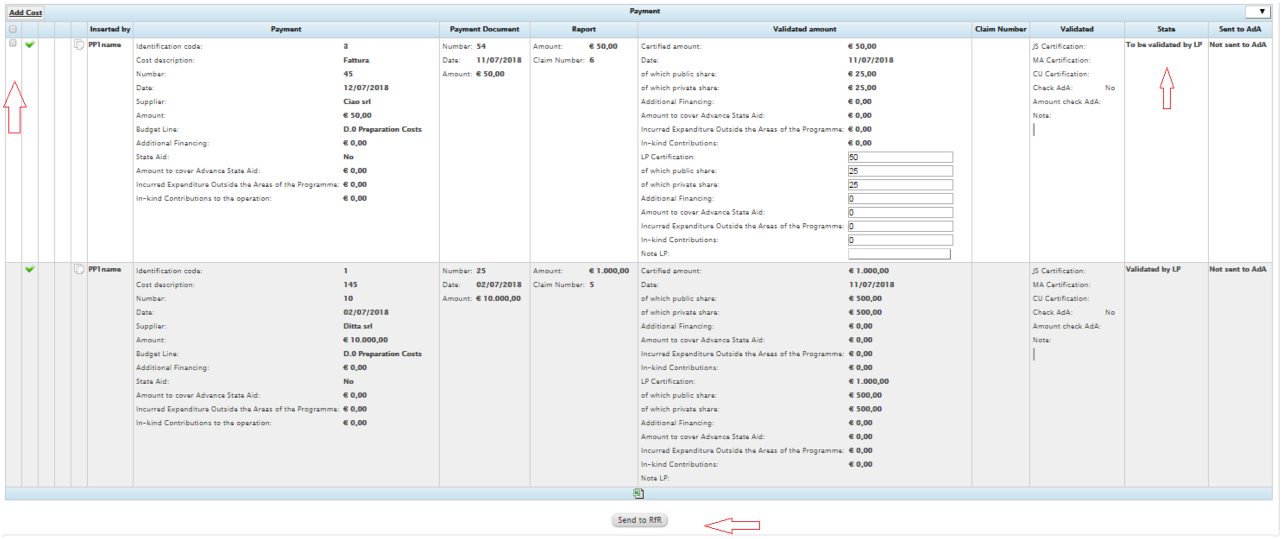


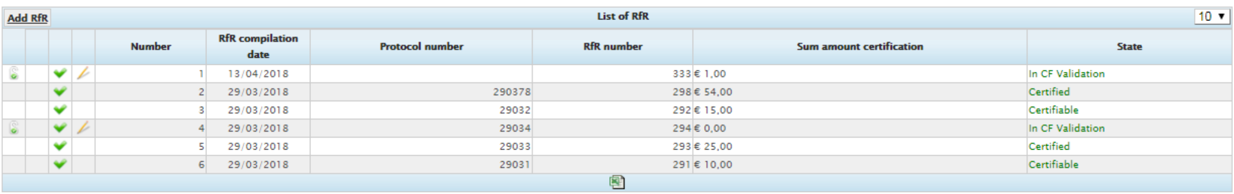
Illustration 41 – Forwarding to *RfR Compilation*

After the FLC approval, the state of the expenses forwarded by the partners to the LP is "*To be validated by LP*".

Before sending the expenses to the "*RfR Compilation*" section, the LP must indicate the amount he intends to validate by entering it in the "*LP Certification*" field, inside the "*Validated amount*" column. The leader has the possibility to add a note in the box corresponding to "*Note LP*", for example to indicate a total or partial validation of the amount approved by the FLC. After entering the validation data, the LP will select the expenses by clicking on the active box ☑, next to each expense, on the first column on the left. To send the validated expenses to the "*RfR Compilation*" section, the LP will click on the button [Send to RfR] at the bottom of the page.

5.6 RfR compilation

This feature allows to compile the Request for Reimbursement and send it to the MA. Select the item › RfR Compilation from the user menu in order to access to this function-.



Number	RfR compilation date	Protocol number	RfR number	Sum amount certification	State
1	13/04/2018		333	€ 1,00	In CF Validation
2	29/03/2018	290378	298	€ 54,00	Certified
3	29/03/2018	29032	292	€ 15,00	Certifiable
4	29/03/2018	29034	294	€ 0,00	In CF Validation
5	29/03/2018	29033	293	€ 25,00	Certified
6	29/03/2018	29031	291	€ 10,00	Certifiable

Illustration 42 – RfR Compilation

In the main window is shown a grid with the previous RfRs and the relative "state":

- To be validated by LP
- To be validated by CU
- To be validated by JS/MA
- To be validated by CA

In the following table the grid features are shown

Name	**Description**	**Feature**
Show	Link to the data form.	If selected, the data related to the selected RfR are shown
Edit	Link to the data edit form	If selected, the editing data form is activated. This function is available only for the RfR in LP evaluation state
Send	Send button	If selected, the RfR data are forwarded to the next step

To fill in a new RfR, click on the button *Add RfR*.

The form that will open *(ill. 43)* is divided into two parts:

- above, the list of the expenses available for a new RfR,
- under, the tabs containing the RfR data.

The LP has to select the expenses to be inserted in the RfR, through the box .

Illustration 43 – Selection of the expenses to be included in RfR

On the ***RfR info summary*** tab *(ill. 44)* the LP has to fill in the fields and upload the document: *Technical –Administrative report of request for reimbursement.*

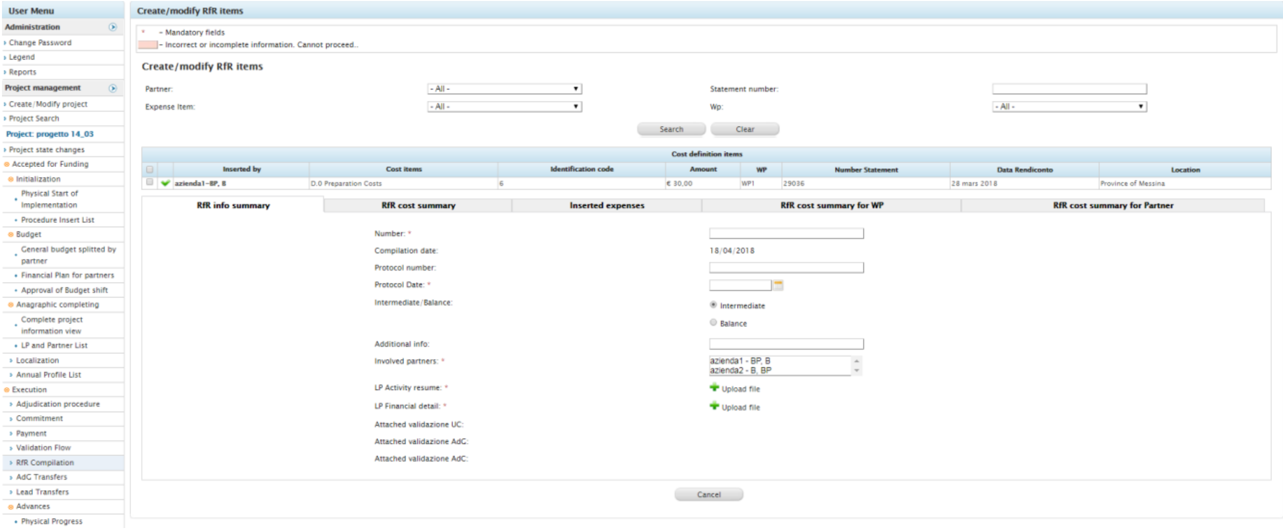


Illustration 44 –Create/Modify RfR

On the ***RfR cost summary*** tab *(ill.45)*, the fields are automatically filled in according to the selected expenses data. The tab shows the summary data of the breakdowns related to the different budget lines.

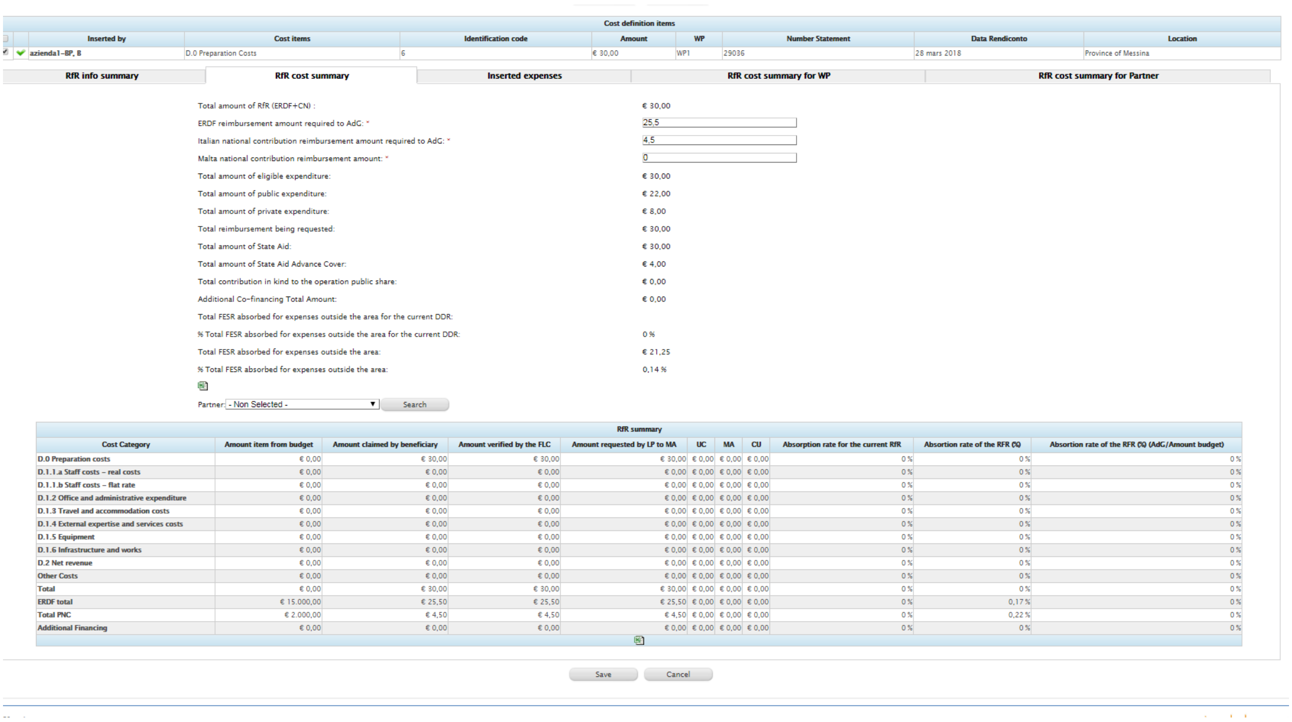


Illustration 45 –RfR cost summary

The ***Inserted expenses*** tab *(ill. 46)* shows the summary data related to the expenses included in the RfR. For each expense you can view:

- the attachments related to the expenditure through the button
- the notes through the button
- the detail of the expenditure through the button

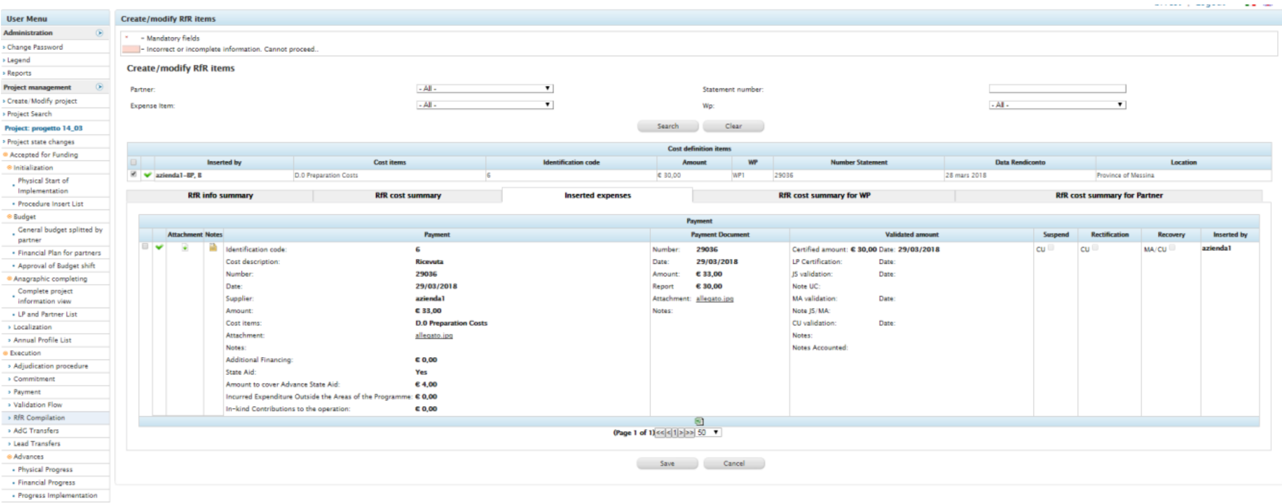


Illustration 46 –Inserted expenses

The remaining tabs ***RfR cost summary for WP*** and ***RfR cost summary for Partner*** are automatically filled in based on the expense data entered in the RfR and they return a summary of the data broken down by WP and Partner.

5.7 Sending of the RfR

After having completed and saved the RfR, click on the button on the main module *(Ill. 42*) in order to send the RfR to the next step of validation. Through a pop-up is required the forwarding confirmation.

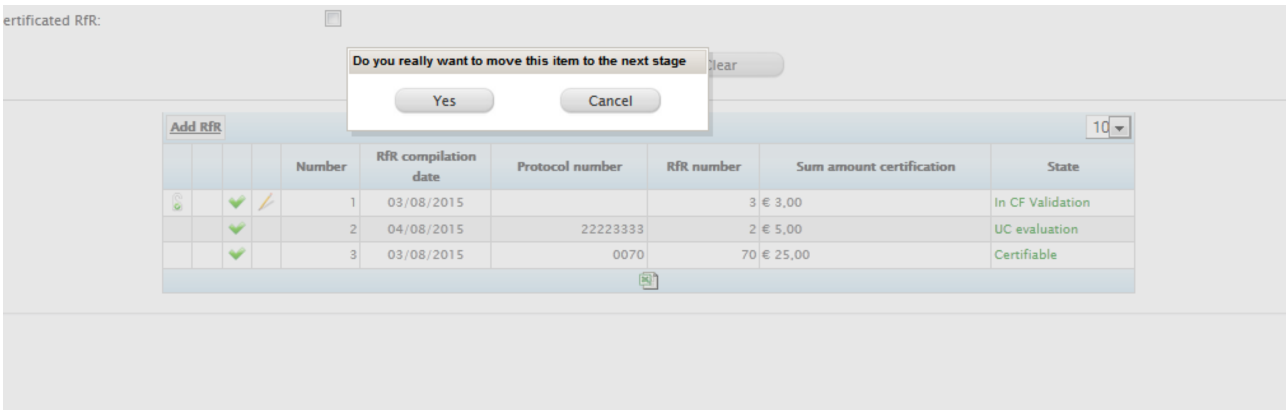


Illustration 47 – RfR sending Confirmation

5.8 DDR Validation

This activity is the responsibility of the users CY, MA/JS and CA. The RfR document passes through the following stages:

1) CU user validation
2) MA/JS user validation
3) CA user certification

The leader can see the RfR state by accessing to the *RfR Compilation* form by clicking RfR Compilation on the main menu.

Notes

In case the CU or MA/JS users reject a RfR, the expenses included therein become again available to the Lead Partner.

5.9 MA Transfers

By selecting the AdG Transfers item in the main menu, the grid showing the transfer information (advances or RfR reimbursements) made by the Managing Authority is displayed. The user can select the transfers from the drop-down menus of the *Bf name* and *Transfer Type* columns.

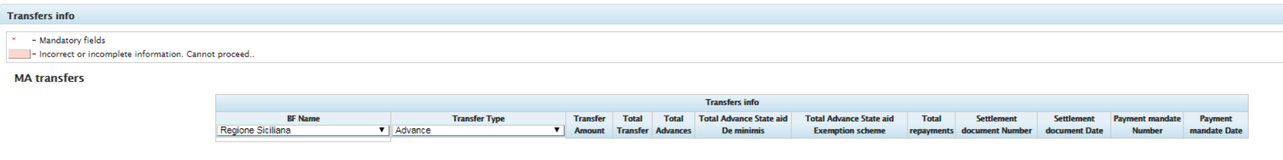


Illustration 48 – MA Transfer

5.10 LP Transfers

Selecting the item *LP Transfers* from the main menu, the tab showing the information related to the transfers made by the LP (advances or RfR reimbursements) is displayed.

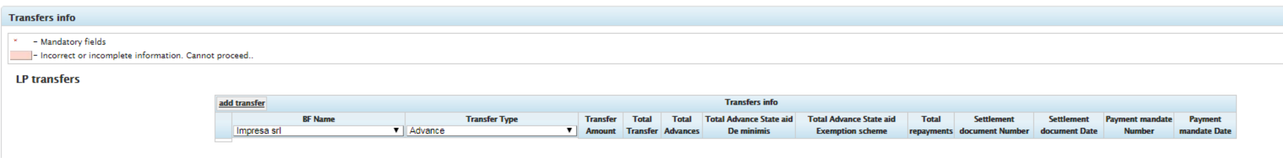


Illustration 49 – LP Transfer

By clicking on *Add transfer* the user can add a new transfer.

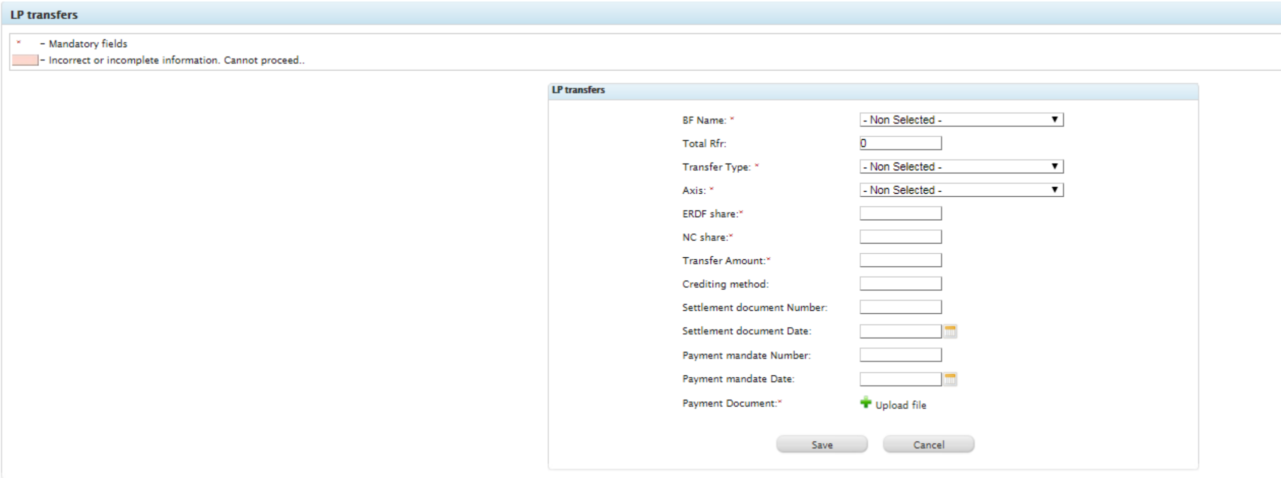


Illustration 50 – Add transfer

The LP must select from the drop-down menu of the "*Beneficiary name*" field the partner to which he intends to make the transfer.

The leader must then select the type of transfer from the relevant drop-down menu, indicate the axis through the drop-down menu and enter the ERDF share and the NC share of the amount to be transferred, the system will automatically make the sum in the "*Transfer Amount*" field.

The "*Total transferred*", "*Total advances*" and "*Total reimbursements*" fields will also be automatically updated by the system with the sums of the respective transfers made.

The remaining fields "*Total De minimis aid advance*", "*Total advances aid Exemption scheme*", "*Crediting method*", "*Settlement document Number*", "*Settlement document Date*", "*Payment mandate Number*" and "*Payment mandate Date*" are not mandatory.

It is mandatory to attach the payment document related to the transfer made, by clicking on Upload file . For saving the data, click on the button Save in the bottom of the tab.

5.11 Advances

The LPs can define the state of implementation of the project by upgrading the following sections:

- Physical Progress
- Financial Progress

- Procedure Progress List

Physical Progress

Select the item • Physical Progress from the main menu

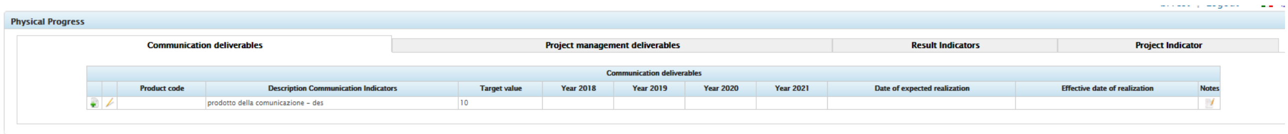


Illustration 51 – Physical Progress

The module is divided into four tabs that can be selected using the labels at the top.

On the left side of each tab are the following icons next to each product inserted:

to attach documents certifying the realization of the product;

to activate and be able to fill in the fields of each tab.

On the right side of each tab is the icon:

to fill out explanatory notes for each inserted output.

By clicking on the icon , the system opens a form through which you can add attachments

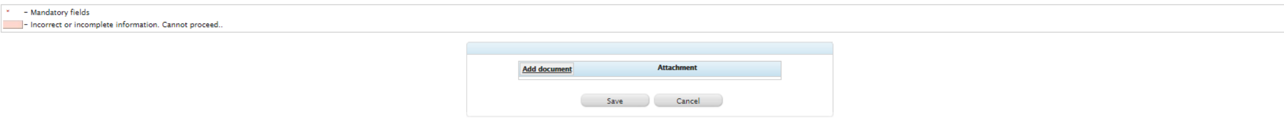


Illustration 52 - Physical Progress –attachments addition

To attach the file click on *Add document*, it opens a window through which you can:

- enter the number and date of the document;
- insert a brief description of the document to make it easier to identify;
- select from the file system the digital document to be loaded.

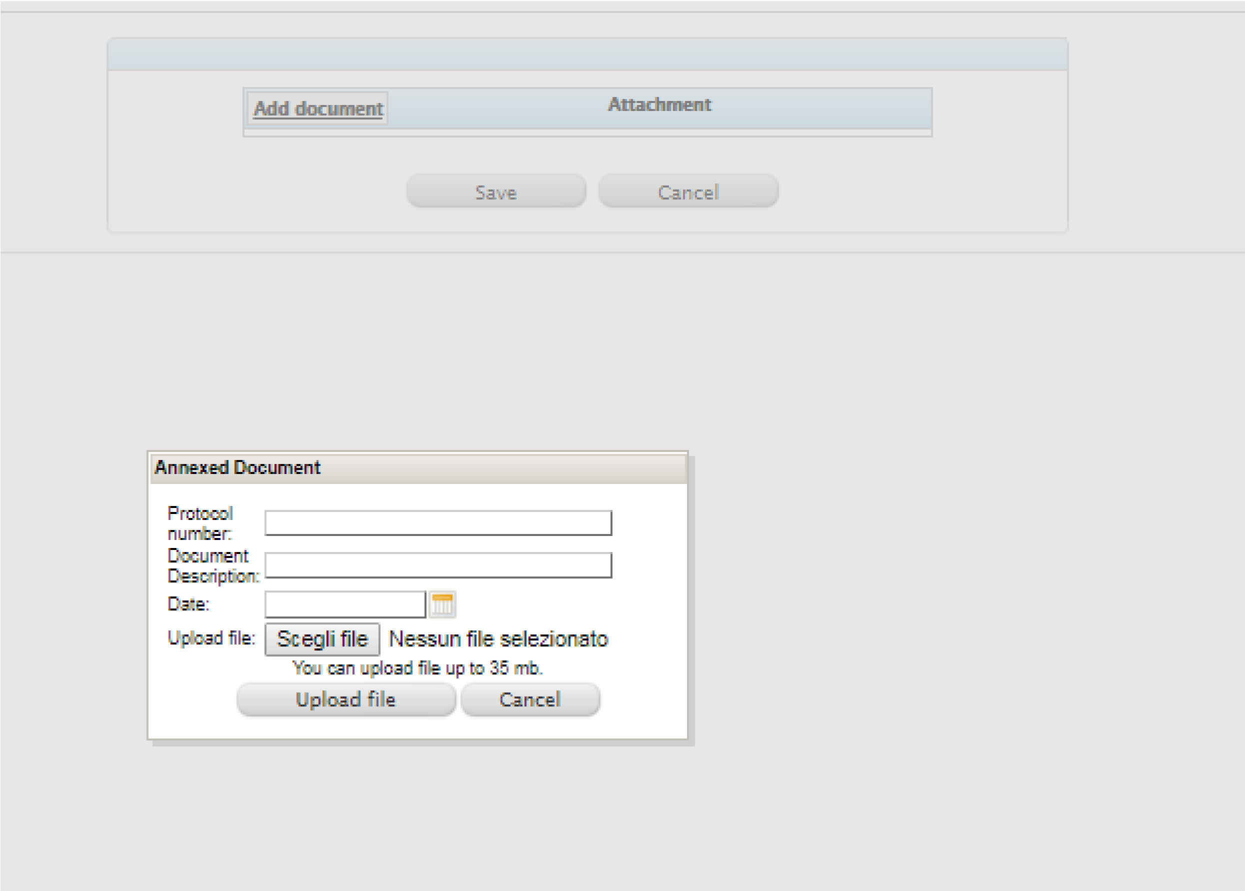


Illustration 53 - Physical Progress – attachment addition

By clicking on the icon the fields of the tabs are activated and the LP can insert, according to the activated tab, the values related to the Communication deliverables, the Project Management deliverables, the Result Indicators and the Project Indicators. The values must be entered in correspondence with the column of the year in which they were achieved, adding the data of previous years. Moreover, for each output / product foreseen within the four Tabs, it is necessary to insert the expected date of realization and the actual date of realization of the output. Fill in the fields, select the icon to store the data entered.

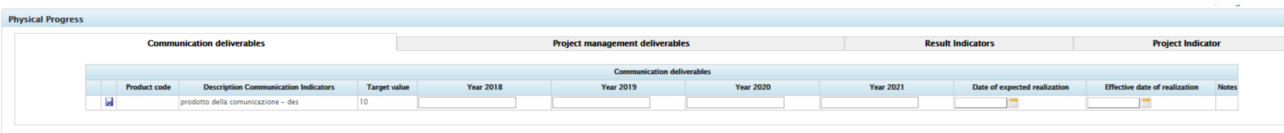


Illustration 54 - Physical Progress – data entry

By clicking on the icon , the system opens a form through which you can add explanatory notes related to the description of the output and view / edit the notes already entered. The notes must be inserted within each Tab and at each indicator / product.

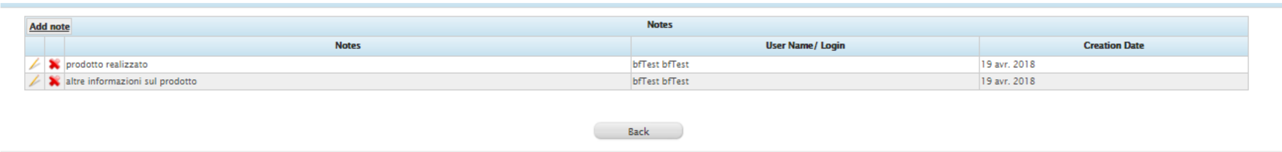


Illustration 55 - Physical Progress – note addition

To edit or delete an already inserted note, click on the buttons or .

To insert the notes click on *Add note*, the system opens a window through which you can type the notes.

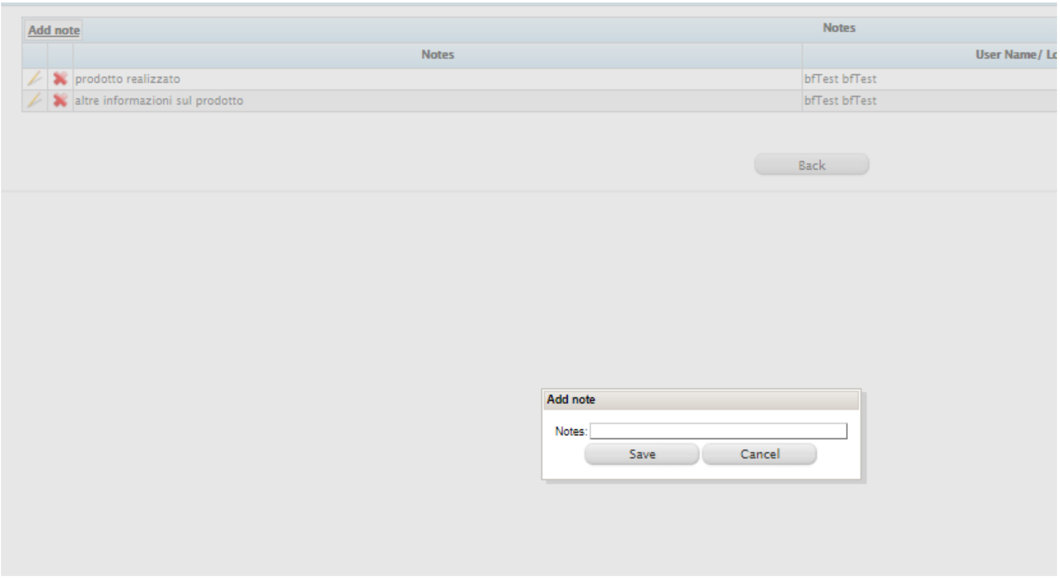


Illustration 56 - Physical Progress – note addition

Financial Progress

In a project in *Execution* status, the LP can update the multi-year profile, indicating the amount realized for each year of execution.

Select the item • Financial Progress from the main menu .

Financial Progress

Financial Progress				
Year	Expected Amount	Amount Realized	Amount to Achive	Note
2011	€ 1.455.399,00	€ 1.455.399,00	€ 0,00	
2012	€ 0,00	€ 0,00	€ 0,00	
2013	€ 0,00	€ 0,00	€ 0,00	
Total	€ 1.455.399,00	€ 1.455.399,00	€ 0,00	

Edit

Illustration 57 - Financial Progress

Select the button Edit to change the data.

Financial Progress

Financial Progress				
Year	Expected Amount	Amount Realized	Amount to Achive	Note
2011	€ 1.455.399,00	1455399	0	
2012	€ 0,00	0	0	
2013	€ 0,00	0	0	
Total	€ 1.455.399,00	€ 1.455.399,00	€ 0,00	

Save Cancel

Illustration 58 - Financial Progress

Define the *amount Realized* and select the button Save .

Procedure Progress List

In the *Execution* state, the LP can add the valid dates about the procedural timetable.

Select the item • Procedure Progress List from the main menu.

Progress Implementation

	Step	Description	Partner responsible	Expected start date	Effective start date	Expected end date	Effective end date	Note	Notes
	1	Definizione e stipula contratto		07/02/2018		22/02/2018			
	2	Esecuzione fornitura		07/02/2018		21/02/2018			
	3	Verifiche e controlli		07/02/2018		22/02/2018			
	4	Data conclusione e realizzazione dell'operazione		07/02/2018		21/02/2018			

Illustration 59 – Procedure Progress List

Select the button corresponding to the procedure to be modified.

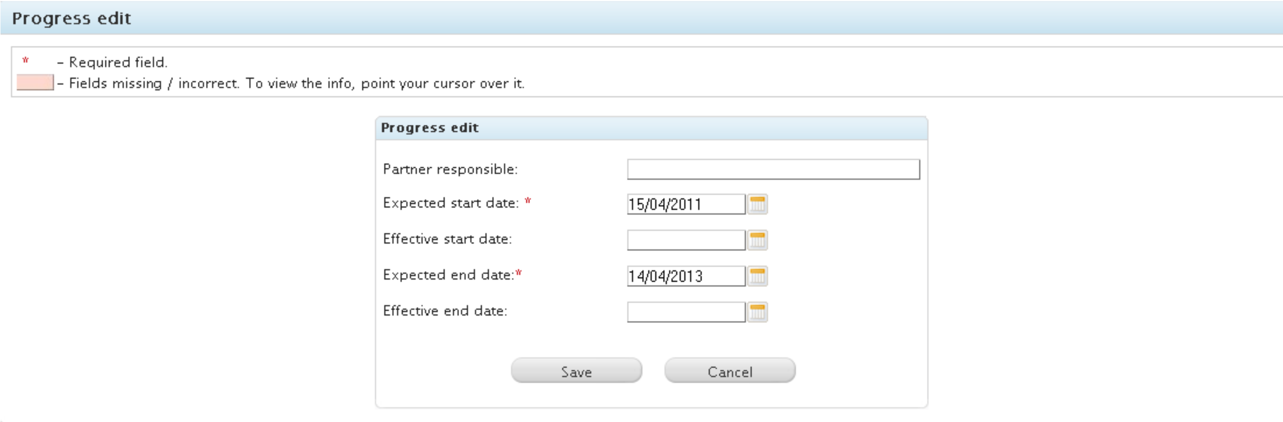


Illustration 60 - Progress editing

Fill in the fields and select the button "*Save*" to save the data.

5.12 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.

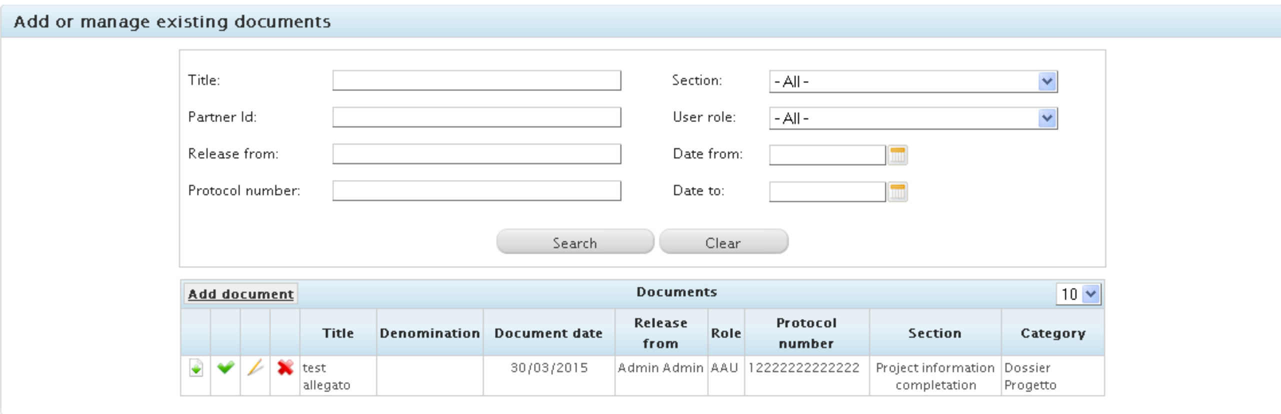


Illustration 61 – Document Management

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

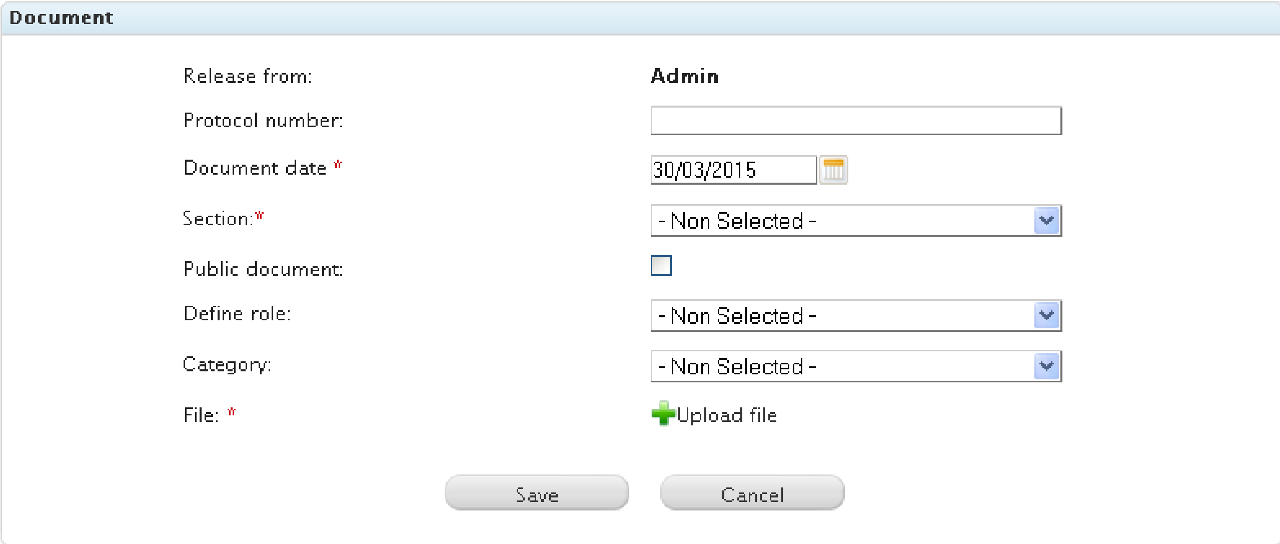


Illustration 62 –Documents adding

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.