



Informative System Manual

Ulysses Italia-Malta

Leader User

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

Summary

Introduction	6
1. Macro features	6
2. System log in	7
2.1. Main page	7
3. System layout	9
3.1 Grids	10
3.2 Tabs	11
4. Project Management	11
4.1 Project state changes	11
4.2 Initialization	12
4.3 General Budget	12
4.4 General budget splitted by partner	13
4.5 Financial Plan by partners	13
4.6 Approval / Shift Budget	13
4.7 Project Information	14
4.8 Lead Partner and Project Partner information	15
4.9 Localization	17
4.10 Annual profile list	17
5. Project Implementation (Execution)	17
5.1 Award Procedures	17
5.2 Commitment	19
5.3 Payment	21
5.4 Validation Flow	30
5.5 Forwarding of the partners' expenses	31
5.6 RfR compilation	32
5.7 Sending of the RfR	35
5.8 DDR Validation	36
5.9 MA Transfers	36

5.10	LP Transfers	36
5.11	Advances	37
5.12	On the spot check results	42
6.	Document Management	42

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 .

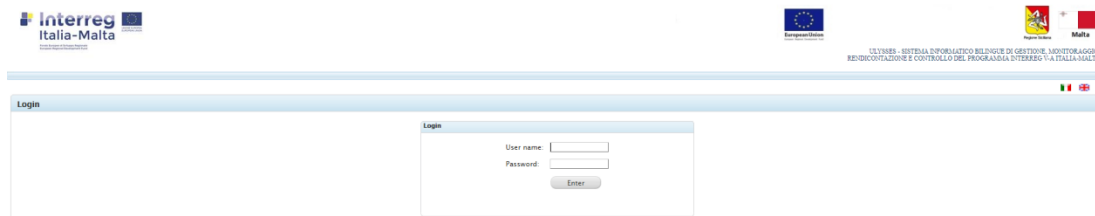
The screenshot shows the top of a web browser window. At the top, there are logos for 'Interreg Italia-Malta', the European Union flag, and the Maltese flag. Below these is a header bar with the text 'ULYSSES - SISTEMA INFORMATICO REGIONE DI GESTIONE, MONITORAGGIO, RENDICONTAZIONE E CONTROLLO DEL PROGRAMMA INTERREGIO A ITALIA-MALTA'. The main content area is titled 'Login' and contains a form with two input fields: 'User name' and 'Password', followed by an 'Enter' button.

Illustration 1 - Login

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

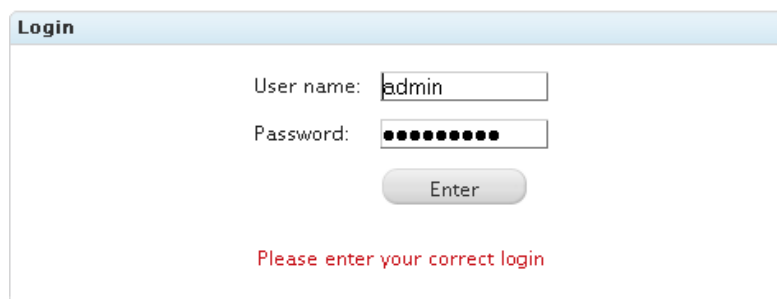
The screenshot shows the login form with the 'User name' field filled with 'admin' and the 'Password' field filled with ten dots. Below the fields is an 'Enter' button. At the bottom of the form, there is a red error message that reads 'Please enter your correct login'.

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.

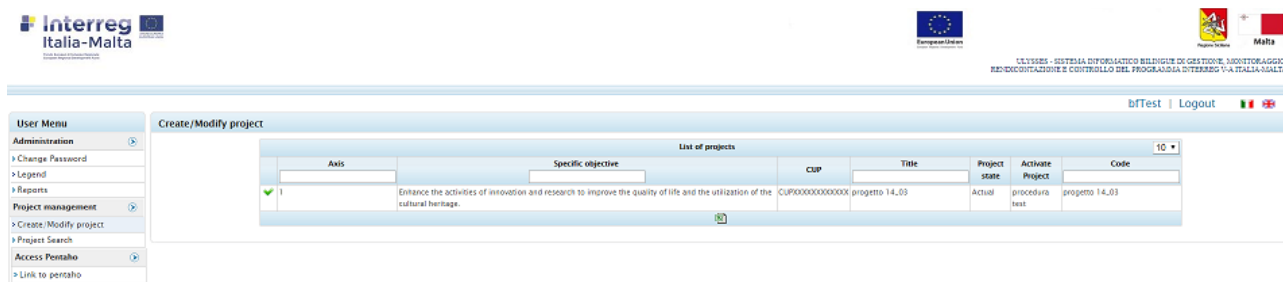



Illustration 3 – Main page

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.

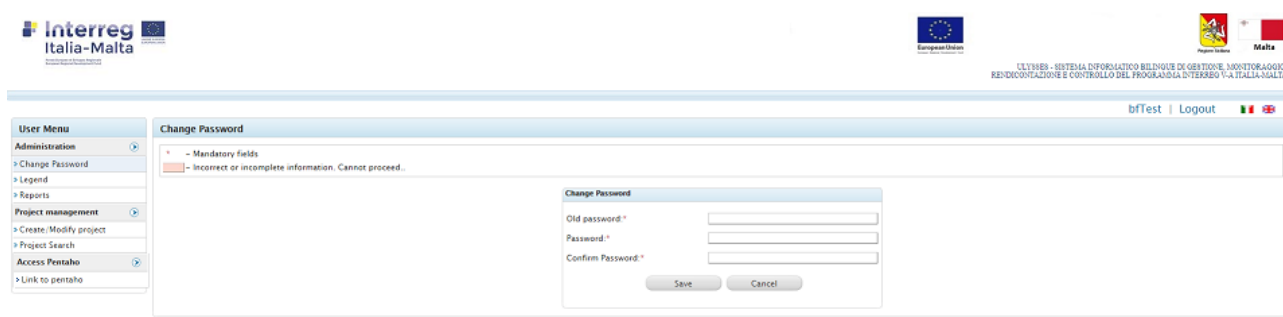


Illustration 4 – Change password

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:

- Menu: on the left of the screen, allows activation of the sections that will be displayed in the main window;
- 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.

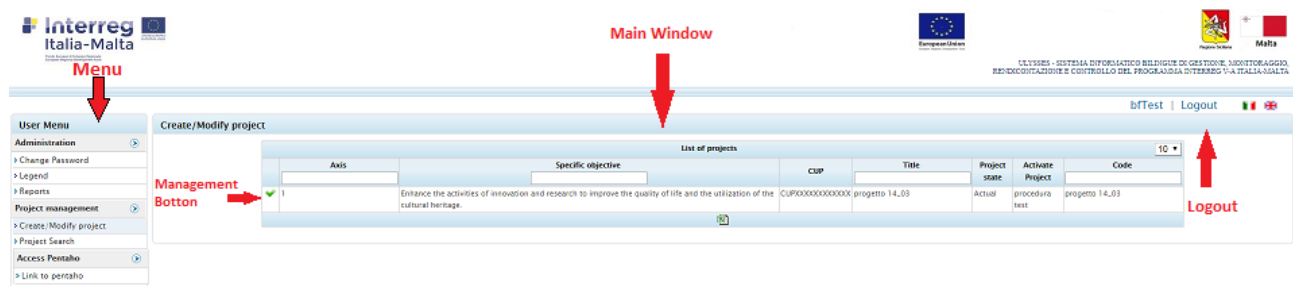


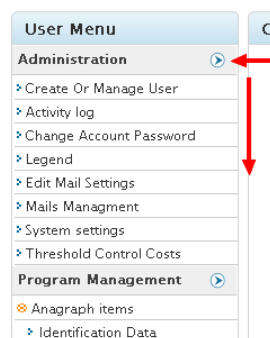


Illustration 5 - Structure




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.

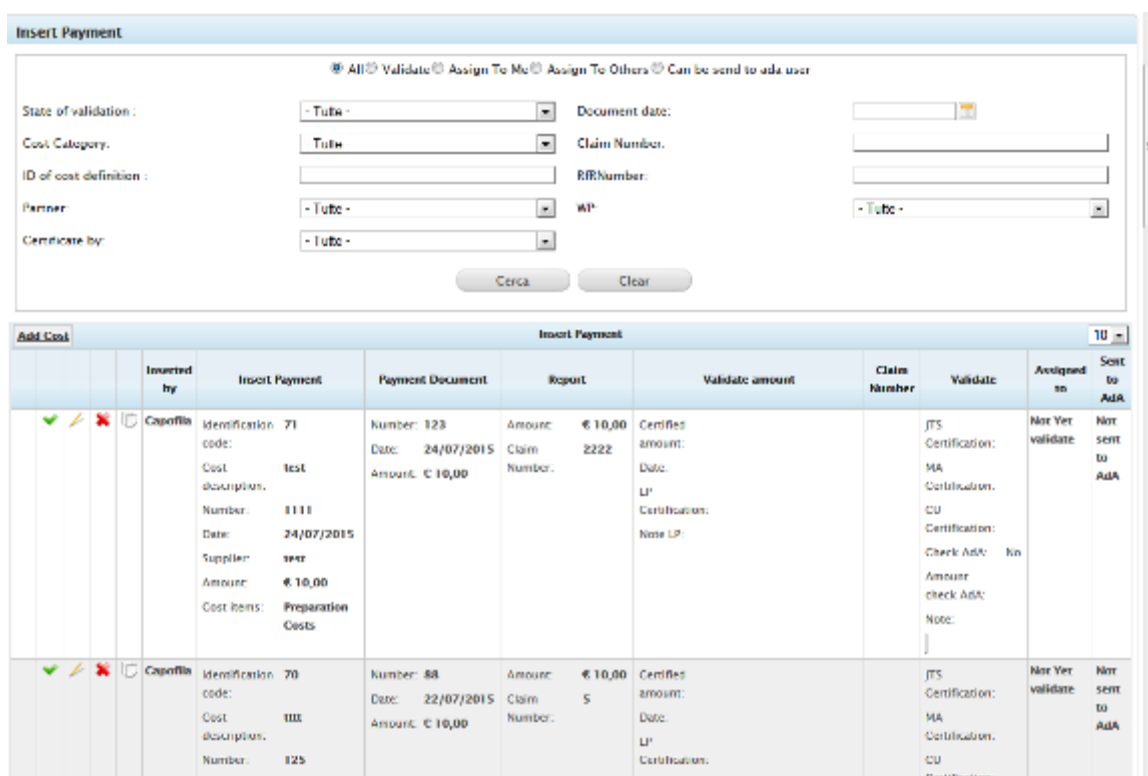
3.1 Grids

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

- Display the data related to the select item  ;
- Edit the data of the selected item  ;
- 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.



The screenshot shows a software window titled "Insert Payment". At the top, there are several radio buttons: "All" (selected), "Validate", "Assign To Me", "Assign To Others", and "Can be send to ada user". Below these are several input fields with dropdown menus: "State of validation" (set to "Tutto"), "Document date", "Cost Category" (set to "Tutto"), "Claim Number", "ID of cost definition", "RRR Number", "Partner" (set to "Tutto"), "WIP", and "Certificate by" (set to "Tutto"). There are "Cerca" and "Clear" buttons at the bottom of the form.

Below the form is a table with the title "Insert Payment" and a page indicator "10". The table has columns: "Inserted by", "Insert Payment", "Payment Document", "Report", "Validate amount", "Claim Number", "Validate", "Assigned to", and "Sent to ADA". The first two rows of data are visible:









Inserted by	Insert Payment	Payment Document	Report	Validate amount	Claim Number	Validate	Assigned to	Sent to ADA
   	Capofila Identification: 71 code: Cost description: test Number: 1111 Date: 24/07/2015 Supplier: test Amount: € 10,00 Cost items: Preparation Costs	Number: 123 Date: 24/07/2015 Amount: € 10,00	Amount: € 10,00 Claim: 2222 Number:	Certified amount: Date: LP: Certification: Note LP:		JTS Certification: MA Certification: CU Certification: Check ADA: No Amount check ADA: Note:	Not Yet validate	Not sent to ADA
   	Capofila Identification: 70 code: Cost description: test Number: 125	Number: 88 Date: 22/07/2015 Amount: € 10,00	Amount: € 10,00 Claim: 5 Number:	Certified amount: Date: LP: Certification: Note LP:		JTS Certification: MA Certification: CU Certification:	Not Yet validate	Not sent to ADA

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).

* - Required field.
- Fields missing / incorrect. To view the info, point your cursor over it.

Activation procedure

Create or manage activation procedures

Activation Procedure Info

Code: *

Type: *

Description: *

Responsible user: *

Responsible user name: *

Amount: *

Save Cancel

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)

Physical Start of Implementation					
Communication deliverables		Project management deliverables		Result Indicators	Project Indicator
Project specific objective	Communication objective	Communication deliverables	Target group	Deliverable	Target value
prodotto della comunicazione - ss	prodotto della comunicazione - ss	prodotto della comunicazione - gr		prodotto della comunicazione - des	10

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	General Budget
Administration	
Change Password	
Expiration Date	
Legend	
Reports	
Potential Projects	
Create / Select Potential Projects	
Program Management	

General Budget									
PROGRAMME CO-FINANCING				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	€ 1.328.095,34	
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 General 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*.

Approval of Budget shift

General budget splitted by partner

Budget shift

Total budget is: € 15.000,00
 FESR sum is: € 12.750,00
 CN Public sum is: € 2.250,00
 CN Private sum is: € 0,00

Project partner title	Country	Total budget is	of which ERDF	Automatic public contribution	Additional co-financing
azienda1	Italy	€ 15.000,00	12750	2250	0
azienda2	Italy	€ 0,00	0	0	0
Total		€ 15.000,00	€ 12.750,00	€ 2.250,00	€ 0,00

Save general budget

Cancel

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.

Approval of Budget shift

General budget splitted by partner

Budget shift

Partner: azienda1

Total budget is: € 15.000,00
 State: 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	Total WP	Total sum	Insert Savings		
Total budget	15000	0	0	0	0	0	0	0	0	€ 15.000,00	€ 15.000,00			

Save partner budget

Cancel

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*

User Menu

Administration

Change Password

Legend

Reports

Project management

Create/Modify project

Project Search

Project: progetto 14_03

Project state changes

Accepted for Funding

Initialization

Physical Start of Implementation

Budget

General budget splitted by partner

Financial Plan for partners

Approval of Budget shift

Anagraphic completing

Complete project information view

LP and Partner List

Localization

Annual Profile List

Complete project information view

Mandatory fields

Incorrect or incomplete information. Cannot proceed..

Complete project information view

Project start

Project information

Identification code: progetto 14_03

Title: progetto 14_03

Type of project: One step 1nd call

Axis: 1

Specific Objective: 1.1

Category of Intervention: 123

Activation procedure: procedura test

CUP: 11.71.003 FORMAZIONE POST OBBLIGO FORMATIVO E POST DIPLOMA

CPT: Defense

Illustration 16 – Project start

User Menu

Administration

Change Password

Legend

Reports

Project management

Create/Modify project

Project Search

Project: progetto 14_03

Project state changes

Accepted for Funding

Initialization

Physical Start of Implementation

Budget

General budget splitted by partner

Financial Plan for partners

Approval of Budget shift

Anagraphic completing

Complete project information view

LP and Partner List

Localization

Annual Profile List

Procedure Insert List

Execution

Adjudication procedure

Commitment

Payment

Validation Flow

Complete project information view

Mandatory fields

Incorrect or incomplete information. Cannot proceed..

Complete project information view

Project start

Project information

Project description: *

Admitted to financing: *

Data of submission of the proposal: *

Starting Date: *

Length of project in years: *

Duration of project in months: *

CUP: *

Annexed digital CUP:

Economic activity: *

Forms of financing: *

Financing form code: *

Territory type code: *

Mechanism of territorial implementation code: *

Note:

Admission document:

operazione

27/03/2018

27/03/2018

27/03/2018

27/03/2018

1

6

CUPXXXXXXXXXXXX

Instruction

Grant (capital)

- Non Selected -

- Non Selected -

- Non Selected -

gesto-mano-mani-ciao.jpg

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.

Capofila

LP and Partner

Responsibilities

Select LP

General information

Address

Second Address

Naming 1: *

Naming 2: *

Naming 3: *

ATECO code 1: *

ATECO code 2: *

ATECO code 3: *

ATECO code 4: *

NUTS 2:

NUTS 3:

Note:

- Non Selected -

Not Applicable

Not Applicable

- Non Selected -

Not Applicable


Not Applicable

Not Applicable

Save

Cancel

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  to store them.

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

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*.

Award procedure				
Code	Description	Code	Description	Description
1	Procedure Open			
		101	Publication Notice	Description: Estimation Date: * Real Date: Responsible officer: Amount: Reason for delay: Notes:
		102	Acquisition Offers	Description: Estimation Date: * Real Date: Responsible officer: Amount: Reason for delay: Notes:
		103	Provisional award	Description: Estimation Date: * Real Date: Responsible officer: Amount: Reason for delay: Notes:
		104	Final award	Description: Estimation Date: * Real Date: Responsible officer: Amount: Reason for delay: Notes:
		105	Stipulation Contrat	Description: Estimation Date: * Real Date: Responsible officer: Amount: Reason for delay: Notes:

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.






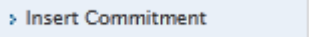
Award procedure						
Add Award procedure		Award procedure				
Procurement type	Description	CIG Procedure	Procedure Amount	Assigned Procedure Amount	Different Percentage	
  Procedure Open	Procedura Aperta	123	€ 120.000,00	€ 100.000,00	16,67	

Illustration 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  in the main menu.


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


Commitment						
Add Commitment		Commitment				
Type of Commitment document	Date	Number	Description	Amount	Residual Amount	Report Number

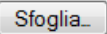
Illustration 26 – Add commitment

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: . It is mandatory to upload the commitment document.

In order to upload the document click on . 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 , 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.

Type of Commitment document	Date	Number	Description	Amount	Residual Amount	Report Number
Commitment	29/03/2018	IMP_CONT 2018-03-29 201		€ 10,00	€ 0,00/29031	
Commitment	29/03/2018	IMP_CONT 2018-03-29 211		€ 15,00	€ 0,00/29032	
Commitment	29/03/2018	IMP_CONT 2018-03-29 221		€ 25,00	€ 0,00/29033	
Commitment	29/03/2018	IMP_CONT 2018-03-29 231		€ 13,00	€ 10,00/29034	
Commitment	29/03/2018	IMP_CONT 2018-03-29 241		€ 17,00	€ 0,00/29035	
Commitment	29/03/2018	IMP_CONT 2018-03-29 251		€ 33,00	€ 3,00/29036	

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.

☒ All
 ☐ Validate
 ☐ Assign To Me
 ☐ Assign To Others
 ☐ Can be send to ada user

State of validation : Document date:

Cost Category: Claim Number:

ID of cost definition : RFRNumber:

Partner: WP:

Certificate by:

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.

Payment

Expenses Document	Payment Document	Accounted	Attachment	Notes	Validation
Document Type:*	<input type="text" value="- Non Selected -"/>				
Cost description:*	<input type="text"/>				
Document Number:*	<input type="text"/>				
Document date:*	<input type="text"/>				
Localization:*	<input type="text" value="- Non Selected -"/>				
LP/P.IVA/VAT:*	<input type="text"/>				
Supplier:*	<input type="text"/>				
Net Document Amount:*	<input type="text"/>				
VAT:	<input type="text" value="0"/>				
Total Gross Amount:	<input type="text"/>				
Retain:	<input type="text" value="0"/>				
Net:	<input type="text"/>				
Amount justified towards the project:*	<input type="text"/>				
Notes:	<input type="text"/>				
Commitment:*	<input type="text" value="- Non Selected -"/>				
Attachment:*	<input type="button" value="Upload file"/>				

Illustration 32 – Expense Document information

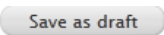
The value shown in the field *"Amount justified towards the project"* must be less than or equal to the amount shown in the field *"Net Document Amount"*. In the event that this condition is not met, the following warning appears when saving the expense: **"Amount justified towards the project cannot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

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 asterisk symbol are mandatory.

Payment

Expense document	Payment Document	Accounted	Attachment	Notes	Validation
	Payment Way:*	- Non Selected -			
	Payment Number:*				
	Payment Date:*				
	Amount Paid:*				
	Date of receipt of payment:*				
	Notes:				
	Attachment payment way:*	Upload file			
	Receipt:*	Upload file			

Save Save as draft Cancel

Illustration 33 – Payment Document Information

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

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.

User Menu

Administration

- Change Password
- Legend
- Reports

Project management

- Create/Modify project
- Project Search
- Project: progetto 14_03
- Project state changes
- Accepted for Funding
- Initialization
- Physical Start of Implementation
- Procedure Insert List
- Budget
- General budget splitted by partner
- Financial Plan for partners
- Approval of Budget shift
- Anagraphic completing
- Complete project
- Information view
- LP and Partner List
- Localization



Payment

Expenses Document	Payment Document	Accounted	Attachment	Notes	Validation
	Claim Number:*	29035			
	End of Reporting Period:*	29/03/2018			
	WP:*	WP1			
	Cost Category:*	D.O Preparation Costs			
	Amount claimed:*	17			
	of which public share:*	8			
	of which private share:*	9			
	Additional Financing:	0.0			
	State Aid:	0.0			
	Amount to cover Advance State Aid:				
	Incurred Expenditure Outside the Areas of the Programme:	0.0			
	In-kind Contributions to the operation:	0.0			
	Notes:				

Save Cancel


The system performs the following checks on the amount entered in the “Amount 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  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  as shown in next image.

Insert Payment

Expenses Document	Payment Document	Accounted	Attachment	Notes	Validation
<div> <div>Upload file</div> <div>Attachment</div> <div>No information available</div> </div>					
<div> <div>Save</div> <div>Save as draft</div> <div>Cancel</div> </div>					

Illustration 35 – Attachments

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

- Select a Digital Document from your own File System with action: Sfoggia... ;
- Define the “Reference Number” and 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 📄.

Insert Payment

Expenses Document	Payment Document	Accounted	Attachment	Notes	Validation																		
<div> <div>Upload file</div> <table border="1"> <thead> <tr> <th colspan="6">Attachment</th> </tr> <tr> <th></th> <th>Document title</th> <th>Protocol number</th> <th>Document date</th> <th>Release from</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>📄 ✖</td> <td>test_allegato</td> <td></td> <td>04/08/2015</td> <td>Admin Admin</td> <td></td> </tr> </tbody> </table> </div>						Attachment							Document title	Protocol number	Document date	Release from	Category	📄 ✖	test_allegato		04/08/2015	Admin Admin	
Attachment																							
	Document title	Protocol number	Document date	Release from	Category																		
📄 ✖	test_allegato		04/08/2015	Admin Admin																			
<div> <div>Save</div> <div>Save as draft</div> <div>Cancel</div> </div>																							

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:

User Menu

Administration

Change Password

Legend

Reports

Project management

Create/Modify project

Project Search

Project: progetto 14_03

Project state changes

Accepted for Funding

Initialization

Physical Start of Implementation

Procedure Insert List

Mandatory fields

Incorrect or incomplete information. Cannot proceed.

Payment

Expenses Document

Payment Document

Accounted

Attachment

Notes

Validation

Add note

Notes

No information available

Cancel

Illustration 37 – Notes

Write the note by the pop-up and save .

Notes

Notes:

Save

Cancel

Illustration 38 – Pop-up Notes

f) Validation

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

Payment

Expense document

Payment Document

Accounted

Attachment

Notes

Validation

CU Validation:

5000.0

JS/MA Validation:

CA Validation:

Cancel

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 <i>Document number</i> , <i>Document date</i> and <i>LP/P.IVA/VAT</i>), 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 Lead Partner User is:


LP → FLC → LP → Compilation of the RfR

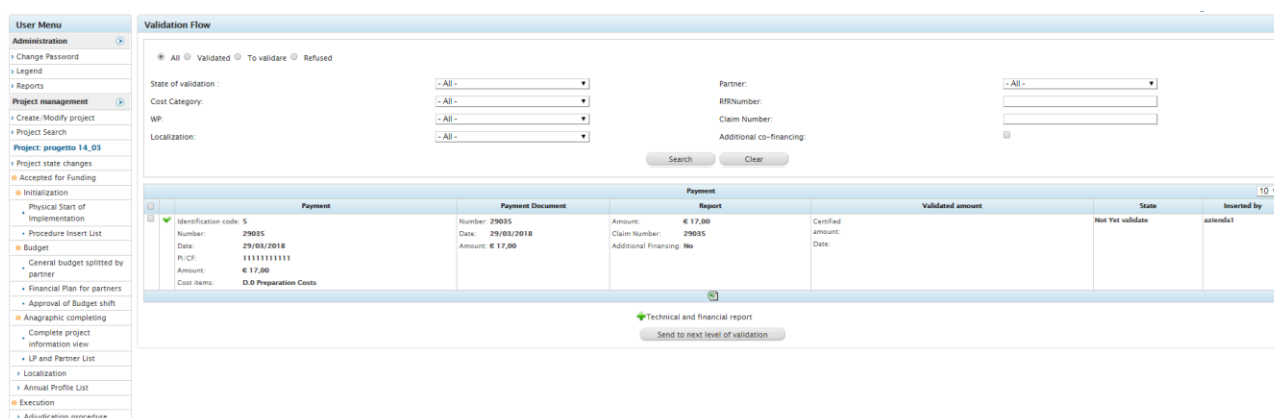
The Validation flow for the Partner User is:

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

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

– Sending of the expenses to FLC


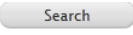
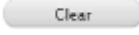
At this stage, the selected expenses are forwarded to the auditor for the check. To activate the function select.  Validation Flow


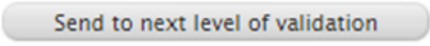



Payment	Payment Document	Report	Validated amount	State	Insured by
Identification code: 5 Number: 29035 Date: 29/03/2018 Pr. CP: 11111111111 Amount: € 17,00 Cost items: D.O Preparation Costs	Number: 29035 Date: 29/03/2018 Amount: € 17,00	Amount: € 17,00 Claim Number: 29035 Additional Financing: No	Certified amount: € 17,00 Date:	Not Yet validate	attenda1

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 . By clicking on the button  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 . **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.

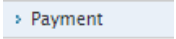
After sending, the expenses will change the state to "*To be validated by FLC*", as will be found in the appropriate column of the grid on the main window of the form "*Payments*". The LPs and the partners will be not more able to change them.

After the FLC check, the status will become "*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 .

Add Cost		Payment									
Insert	PP Name	Payment	Payment Document	Report	Validated amount	Claim Number	Validated	State	Sent to Adk		
<input checked="" type="checkbox"/>	PP Name	Identification code: 8 Cost description: Futura Number: 45 Date: 12/07/2018 Supplier: Csa srl Amount: € 50,00 Budget Line: D.0 Preparation Costs Additional Financing: € 0,00 State Aid: No Amount to cover Advance State Aid: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 In-kind Contributions to the operation: € 0,00	Number: 54 Date: 11/07/2018 Amount: € 50,00	Amount: € 50,00 Claim Number: 6	Certified amount: € 50,00 Date: 11/07/2018 of which public share: € 25,00 of which private share: € 25,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 In-kind Contributions: € 0,00 LP Certification: 50 of which public share: 25 of which private share: 25 Additional Financing: 0 Amount to cover Advance State Aid: 0 Incurred Expenditure Outside the Areas of the Programme: 0 In-kind Contributions: 0 Note LP:		JS Certification: MA Certification: CU Certification: Check Adk: No Amount check Adk: Note:	To be validated by LP	Not sent to Adk		
<input checked="" type="checkbox"/>	PP Name	Identification code: 1 Cost description: 145 Number: 10 Date: 02/07/2018 Supplier: Ditta srl Amount: € 10.000,00 Budget Line: D.0 Preparation Costs Additional Financing: € 0,00 State Aid: No Amount to cover Advance State Aid: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 In-kind Contributions to the operation: € 0,00	Number: 25 Date: 02/07/2018 Amount: € 10.000,00	Amount: € 1.000,00 Claim Number: 5	Certified amount: € 1.000,00 Date: 11/07/2018 of which public share: € 500,00 of which private share: € 500,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 In-kind Contributions: € 0,00 LP Certification: € 1.000,00 of which public share: € 500,00 of which private share: € 500,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 In-kind Contributions: € 0,00 Note LP:		JS Certification: MA Certification: CU Certification: Check Adk: No Amount check Adk: Note:	Validated by LP	Not sent to Adk		

Send to RfR

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-.




Add RfR		List of RfR						10
		Number	RfR compilation date	Protocol number	RfR number	Sum amount certification	State	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	13/04/2018		333	€ 1,00	In CF Validation	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	29/03/2018	290378	298	€ 54,00	Certified	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	29/03/2018	29032	292	€ 15,00	Certifiable	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	29/03/2018	29034	294	€ 0,00	In CF Validation	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	29/03/2018	29033	293	€ 25,00	Certified	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 .

Creare/modificare DDR

Partner: Numero rendiconto:

Voce di spesa: Wp:

Spese disponibili									
	Inserito da	Voce di spesa	Codice identificativo	Importo	WP	Numero Rendiconto	Data Rendiconto	Localizzazione	
<input checked="" type="checkbox"/>	PP1name-B	D.0 Costi Preparatori	1	€ 1.000,00	WP1	5	1-lug-2018	Provincia di Palermo	

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*.

User Menu

- Administration
 - Change Password
 - Legend
 - Reports
- Project management
 - Create/Modify project
 - Project Search
 - Project: progetto 14_03
 - Project state changes
 - Accepted for Funding
 - Initialization
 - Physical Start of Implementation
 - Procedure Insert List
 - Budget
 - Central budget splitted by partner
 - Financial Plan for partners
 - Approval of Budget shift
 - Anagraphic completing
 - Complete project information view
 - LP and Partner List
 - Localization
 - Annual Profile List
 - Execution
 - Adjudication procedure
 - Commitment
 - Payment
 - Validation Flow
 - RfR Compilation
 - AdG Transfers
 - Lead Transfers
 - Advances
 - Physical Progress

Create/modify RfR items

* - Mandatory fields
- Incorrect or incomplete information. Cannot proceed.

Create/modify RfR items

Partner: Statement number:
 Expense item: Wp:

Inserted by	Cost items	Identification code	Amount	WP	Number Statement	Data Rendiconto	Location
azenda1-BP, B	D.0 Preparation Costs	6	€ 30,00	WP1	29036	28 mars 2018	Province of Messina

RfR info summary

RfR cost summary

Inserted expenses

RfR cost summary for WP

RfR cost summary for Partner

Number: *
 Completion date:
 Protocol number:
 Protocol Date: *
 Intermediate / Balance: ☐ Intermediate ☐ Balance
 Additional info:
 Involved partners: *
 LP Activity resume: *
 LP Financial detail: *
 Attached validatione UC:
 Attached validatione AdG:
 Attached validatione AdC:

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.

Inserted by	Cost items	Identification code	Amount	WP	Number Statement	Data Rendiconto	Location
azenda1-BP, B	D.0 Preparation Costs	6	€ 30,00	WP1	29036	28 mars 2018	Province of Messina




RfR info summary	RfR cost summary	Inserted expenses	RfR cost summary for WP	RfR cost summary for Partner
Total amount of RfR (ERDF+CN) :		€ 30,00		
ERDF reimbursement amount required to AdG: *		25,5		
Italian national contribution reimbursement amount required to AdG: *		4,5		
Malta national contribution reimbursement amount: *		0		
Total amount of eligible expenditure:		€ 30,00		
Total amount of public expenditure:		€ 22,00		
Total amount of private expenditure:		€ 8,00		
Total reimbursement being requested:		€ 30,00		
Total amount of State Aid:		€ 30,00		
Total amount of State Aid Advance Cover:		€ 4,00		
Total contribution in kind to the operation public share:		€ 0,00		
Additional Co-financing Total Amount:		€ 0,00		
Total FESR absorbed for expenses outside the area for the current DDR:		0 %		
% Total FESR absorbed for expenses outside the area for the current DDR:		€ 21,25		
% Total FESR absorbed for expenses outside the area:		0,14 %		

Partner:

Cost Category	Amount item from budget	Amount claimed by beneficiary	Amount verified by the FLC	Amount requested by LP to MA	UC	MA	CU	Absorption rate for the current RfR	Absorption rate of the RfR (Q)	Absorption rate of the RfR (Q) (AdG/Amount budget)
D.0 Preparation costs	€ 0,00	€ 30,00	€ 30,00	€ 30,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.1 a Staff costs – real costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.1 b Staff costs – flat rate	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.2 Office and administrative expenditure	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.3 Travel and accommodation costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.4 External expertise and services costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.5 Equipment	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.1.6 Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
D.2 Net revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
Other Costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
Total	€ 0,00	€ 30,00	€ 30,00	€ 30,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %
ERDF total	€ 15,000,00	€ 25,50	€ 25,50	€ 25,50	€ 0,00	€ 0,00	€ 0,00	0 %	0,17 %	0 %
Total PNC:	€ 2,000,00	€ 4,50	€ 4,50	€ 4,50	€ 0,00	€ 0,00	€ 0,00	0 %	0,22 %	0 %
Additional Financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	0 %	0 %	0 %

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 

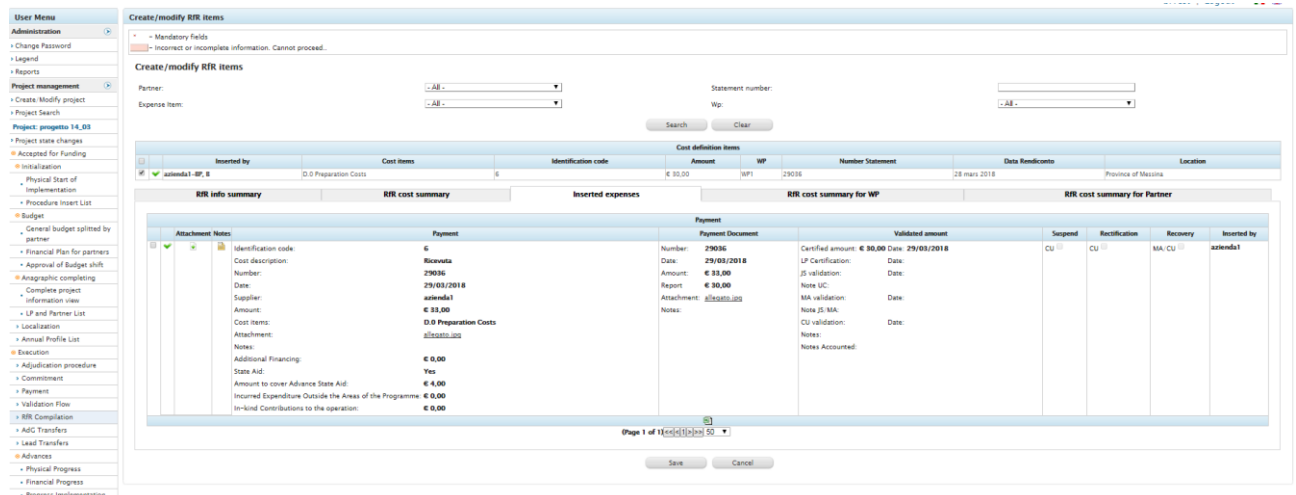

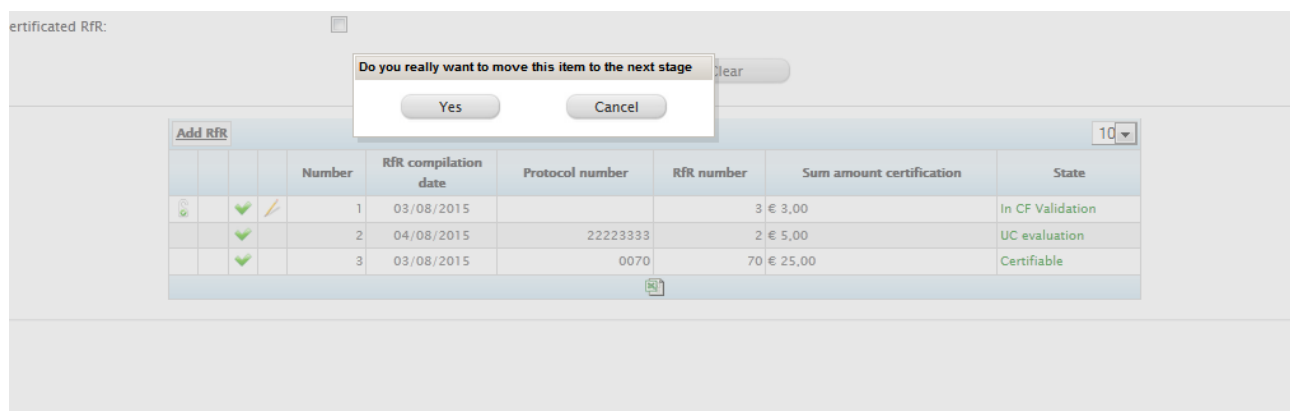


Illustration 46 –Inserted expenses

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.






Add RfR	Number	RfR compilation date	Protocol number	RfR number	Sum amount certification	State
	1	03/08/2015		3	€ 3,00	In CF Validation
	2	04/08/2015	22223333	2	€ 5,00	UC evaluation
	3	03/08/2015	0070	70	€ 25,00	Certifiable

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.

Bf Name	Transfer Type	Transfer Amount	Total Transfer	Total Advances	Total Advance State aid De minimis	Total Advance State aid Exemption scheme	Total repayments	Settlement document Number	Settlement document Date	Payment mandate Number	Payment mandate Date
Regione Siciliana	Advance										

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.

Bf Name	Transfer Type	Transfer Amount	Total Transfer	Total Advances	Total Advance State aid De minimis	Total Advance State aid Exemption scheme	Total repayments	Settlement document Number	Settlement document Date	Payment mandate Number	Payment mandate Date
Impress srl	Advance										

Illustration 49 – LP Transfer

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


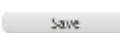
Illustration 50 – Add transfer

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  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

Physical Progress

Communication deliverables

Project management deliverables

Result Indicators

Project Indicator

Communication deliverables										
Product code	Description Communication Indicators	Target value	Year 2018	Year 2019	Year 2020	Year 2021	Date of expected realization	Effective date of realization	Notes	
<div> <div></div> <div></div> </div>	prodotto della comunicazione - des	10								<div></div>

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.









Physical Progress										
Communication deliverables				Project management deliverables			Result Indicators		Project Indicator	
Communication deliverables										
	Product code	Description Communication Indicators	Target value	Year 2018	Year 2019	Year 2020	Year 2021	Date of expected realization	Effective date of realization	Notes
		prodotto della comunicazione - des	10							



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.





Add note		Notes	
		Notes	User Name / Login
		prodotto realizzato	bTest bTest
		altre informazioni sul prodotto	bTest bTest
			Creation Date
			19 apr. 2018
			19 apr. 2018

[Back](#)

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.

Add note		Notes	User Name / Login
		prodotto realizzato	bTest bTest
		altre informazioni sul prodotto	bTest bTest

[Back](#)

Add note
 Notes:
[Save](#) [Cancel](#)

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 Achieve	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  to change the data.

Financial Progress

Financial Progress				
Year	Expected Amount	Amount Realized	Amount to Achieve	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 .

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









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.

Progress edit

* - Required field.
- Fields missing / incorrect. To view the info, point your cursor over it.

Progress edit

Partner responsible:

Expected start date: *
15/04/2011

Effective start date:

Expected end date: *
14/04/2013

Effective end date:

Save
Cancel

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.

Add or manage existing documents

Title:
Partner Id:
Release from:
Protocol number:

Section: - All -
User role: - All -
Date from:
Date to:

Search
Clear

Add document
Documents
10

				Title	Denomination	Document date	Release from	Role	Protocol number	Section	Category
				test allegato		30/03/2015	Admin Admin	AAU	12222222222222	Project information completion	Dossier Progetto

Illustration 61 – Document Management

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

Document

Release from: **Admin**

Protocol number:

Document date * 30/03/2015

Section: * - Non Selected -

Public document: ☐

Define role: - Non Selected -

Category: - Non Selected -

File: * Upload file

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 to save the data and the document.