



FLC Verification Process through Ulysses

**INTERREG ITALIA-MALTA PROGRAMME
2014-2020**

Ulysses – System login

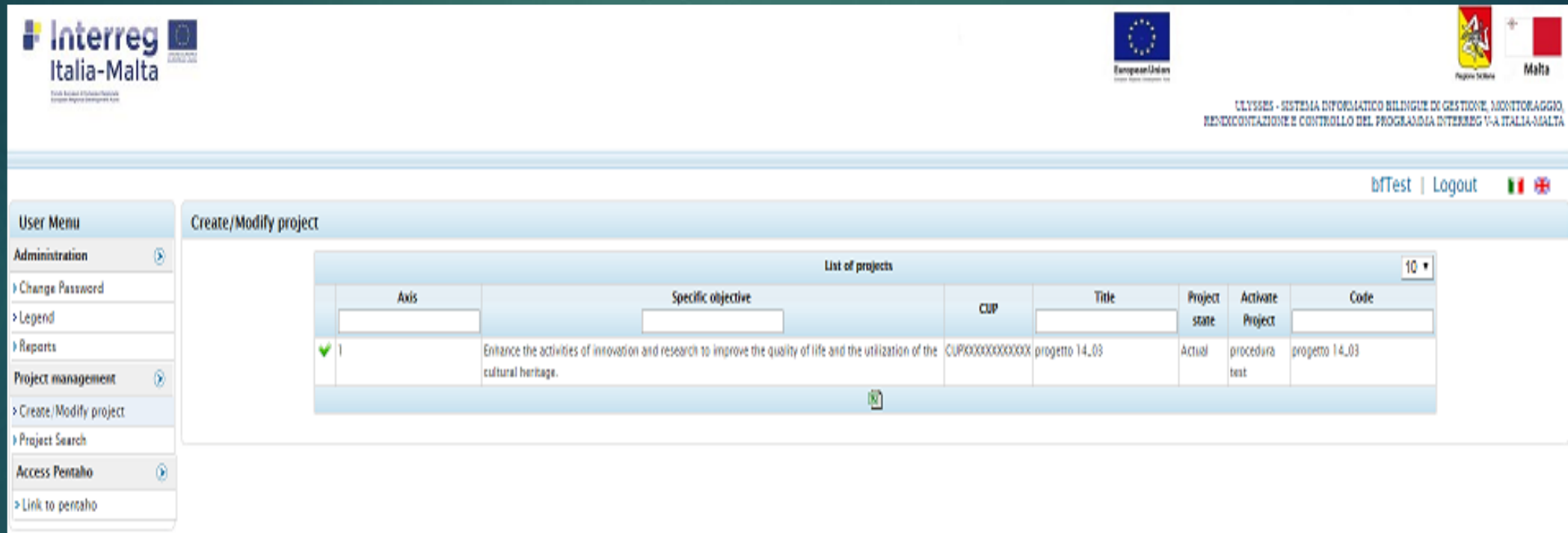
- ▶ The system login address on the web is: <https://ulysses.regione.sicilia.it/ITMAL14-20/>.

The screenshot shows the login interface for the Ulysses system. At the top left, there is a logo for 'Interreg Italia-Malta' with the text 'Sviluppo Economico e Cooperazione Territoriale' below it. To the right are the logos for the 'European Union' and the 'Region of Sicily' and 'Malta'. Below these logos, the text reads: 'ULYSSES - SISTEMA INFORMATICO BILINGUE DI GESTIONE, MONITORAGGIO, RENDICONTAZIONE E CONTROLLO DEL PROGRAMMA INTERREG V-A ITALIA-MALTA'. In the top right corner, there are flags for Italy and Malta. The main content area is titled 'Login' and contains a central form with the following elements:

- A title bar for the form labeled 'Login'.
- A 'User name:' label followed by a text input field.
- A 'Password:' label followed by a text input field.
- An 'Enter' button below the password field.

Ulysses – Main Page

- ▶ Once logged in, the system displays a grid containing the data identifying the project of which the user is FLC.



The screenshot displays the main page of the Ulysses system. At the top left, there are logos for Interreg Italia-Malta and the European Union. At the top right, there are logos for the European Union, Regione Siciliana, and Malta. Below the logos, the text reads: "ULYSSES - SISTEMA INFORMATICO BILINGUE DI GESTIONE, MONITORAGGIO, RENDICONTAZIONE E CONTROLLO DEL PROGRAMMA INTERREG V-A ITALIA-MALTA". In the top right corner, there is a user menu with "bfTest | Logout" and flags for Italy and the UK.

The main content area is titled "Create/Modify project" and contains a table titled "List of projects". The table has the following columns: Axis, Specific objective, CUP, Title, Project state, Activate Project, and Code. There is a dropdown menu for the number of items per page, currently set to 10.

| Axis | Specific objective | CUP | Title | Project state | Activate Project | Code |
|------|--|---------------|----------------|---------------|------------------|----------------|
| 1 | Enhance the activities of innovation and research to improve the quality of life and the utilization of the cultural heritage. | CUPXXXXXXXXXX | progetto 14_03 | Actual | procedura test | progetto 14_03 |

- ▶ To view the project data click on the green icon on the left of each item.

Ulysses – System Layout (cont.)

The layout of the system is divided into two sections:

- Menu: on the left of the screen which 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.

Ulysses – System Layout

The screenshot shows the Ulysses system interface. At the top left, there are logos for Interreg Italia-Malta and the European Union. At the top right, there are logos for the European Union, the Government of Malta, and the text 'bTest | Logout' with flags for Italy and Malta. A red arrow labeled 'Menu' points to the 'User Menu' on the left. A red arrow labeled 'Main Window' points to the central area. A red arrow labeled 'Management Botton' points to a green checkmark in the first row of the 'List of projects' table. A red arrow labeled 'Logout' points to the 'Logout' link in the top right corner.

Interreg Italia-Malta
EUROPEAN UNION

European Union
GOVERNMENT OF MALTA

Ulysses - SISTEMA INFORMATICO BILINGUE DI GESTIONE, MONITORAGGIO, RENDICONTAZIONE E CONTROLLO DEL PROGRAMMA INTERREG V-A ITALIA-MALTA

bTest | Logout

User Menu

- Administration
- Change Password
- Legend
- Reports
- Project management
- Create/Modify project
- Project Search
- Access Pentaho
- Link to pentaho

Create/Modify project

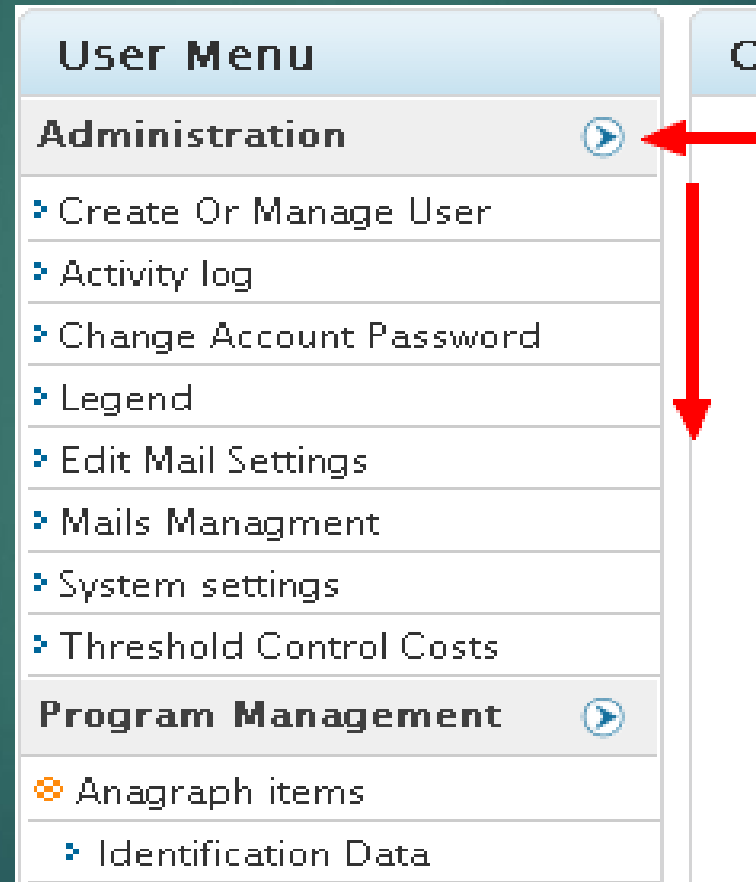
List of projects

| Axis | Specific objective | CUP | Title | Project state | Activate Project | Code |
|------|--|----------------|----------------|---------------|------------------|----------------|
| | | | | | | |
| 1 | Enhance the activities of innovation and research to improve the quality of life and the utilization of the cultural heritage. | CUXXXXXXXXXXXX | progetto 14_03 | Actual | procedura test | progetto 14_03 |

Ulysses – System Layout (cont.)

- ▶ The selection of **the management button** (the **green** icon on the left) 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.

Ulysses – System Layout (cont.)



Ulysses – System Layout (cont.)

- ▶ The selection of the **arrow button**, allows to expand vertically all the main features available.
- ▶ The selection of the **other button** (small red circle), on the left of the main menu item, allows to expand vertically all the features available for every step of project management.

Ulysses – Grids

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 : RIRNumber:

Partner: WP:

Certificate by:

Add Cost
10

| | | | | Inserted by | Insert Payment | Payment Document | Report | Validate amount | Claim Number | Validate | Assigned to | Sent to ADA |
|---|---|---|---|-------------|---|--|---------------------------------------|---|--------------|---|------------------|-----------------|
| ✔ | ✎ | ✖ | 📄 | Casefiles | Identification code: 71 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 Number: 2222 | 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 |
| ✔ | ✎ | ✖ | 📄 | Casefiles | Identification code: 70 Cost description: test Number: 125 Date: 22/07/2015 | Number: 88 Date: 22/07/2015 Amount: € 10,00 | Amount: € 10,00 Claim Number: 5 | Certified amount: Date: LP Certification: Note LP: | | JTS Certification: MA Certification: CU Certification: | Not Yet validate | Not sent to ADA |

Ulysses – Grids (cont.)

- ▶ Regarding the data shown through the grids, management buttons (according to the permissions and the sections displayed) allow to:
 - ▶ A. Display the data related to the selected item – Green very good mark
 - ▶ B. Edit the data of the selected item – Yellowish icon
 - ▶ C. Delete the data of the selected item – Red cross

Ulysses – Grids (cont.)

- ▶ 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.

Ulysses – Grids

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 : RIRNumber:

Partner: WP:

Certificate by:

Add Cost
Insert Payment 10

| | | | | Inserted by | Insert Payment | Payment Document | Report | Validate amount | Claim Number | Validate | Assigned to | Sent to ADA |
|---|---|---|---|-------------|---|--|---------------------------------------|---|--------------|---|------------------|-----------------|
| ✔ | ✎ | ✖ | 📄 | Casefiles | Identification code: 71 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 Number: 2222 | 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 |
| ✔ | ✎ | ✖ | 📄 | Casefiles | Identification code: 70 Cost description: test Number: 125 Date: 22/07/2015 | Number: 88 Date: 22/07/2015 Amount: € 10,00 | Amount: € 10,00 Claim Number: 5 | Certified amount: Date: LP Certification: Note LP: | | JTS Certification: MA Certification: CU Certification: | Not Yet validate | Not sent to ADA |

Ulysses – Validation flow

- ▶ This functionality allows expenses to move forward in the validation flow. The users involved in this activity are Lead Partner, Project Partner and First Level Controllers (We will focus on the First Level Controller).
- ▶ To access this module the FLC user accesses the system through the Login interface, selects the project of interest and chooses the menu **'Validation Flow'** of the macro-section **'Project Management.'**

Ulysses – Validation flow (cont.)

- ▶ Once Lead Partners or project Partners fill in the expense section, these expenses are sent to the FLC user through the **'Validation Flow' module**, which will be displayed to FLC in the screen illustrated below.

Ulysses – Validation flow (cont.)

- User Menu**
- Administration
 - Change Password
 - Legend
 - Reports
 - Project management
 - Create/Modify project
 - Project Search
 - Project: **progetto 20062018**
 - Project state changes
 - Execution
 - Validation Flow
 - On The Spot Check results
 - Document management
 - Add/manage documents
 - Reports

Validation Flow

All
 Validated
 To be validated by FLC
 Refused

Budget Line:

 WP:

 Localization:

Partner:

 Claim Number:

 Additional co-financing:

Total amount certified by the Partner or Lead: € 0,00

 Total Amount Certified Auditor: € 0,00


 Total expenses validated quote FESR: € 0,00

 Total expenses validated quote CPN: € 0,00

 Total expenses validated quote additional co-financing: € 0,00

 Number cost definitions refused: 0

| Payment | | | | | | | 10 | |
|-------------------------------------|--|---|---|--|--|-------|------------------------|----------------|
| | Payment | Payment Document | Report | Validated amount | | Notes | State | Inserted by |
| <input checked="" type="checkbox"/> | Identification code: 1 Number: 2006181 Date: 20/06/2018 PI/CF: 11111111111 Amount: € 10,00 Budget Line: D.0 Preparation Costs | Number: 2006181 Date: 20/06/2018 Amount: € 10,00 | Amount: € 10,00 Claim Number: 2006181 Additional Financing: No | Certified amount: € 10,00 Date: 20/06/2018 of which public share: € 10,00 of which private share: € 0,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 5,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 | | | Validated by LP | LP1name |

 Upload file

Ulysses – Validation flow (cont.)

- ▶ At the top of the module the FLC can apply **filters** that allows him/her to choose between four different options by clicking on the radio buttons located at the top of the form.
- ▶ Thus, the FLC can filter expenses by validation status (All, Validated, To be validated by FLC, Refused).

Ulysses – Validation flow (cont.)

- ▶ An additional filter allows to optimize the search based on: Budget Line, Partner, WP, Claim number, Localisation and Additional Co-financing.

Ulysses – Validation flow (cont.)

- ▶ Once the FLC has configured all desired filters, he/she just clicks on the button **'Search'** placed below the filters in order to perform the desired search.
- ▶ Clicking on the button **'Clear'** all filters activated via the drop-down menu will be deleted, while the shortcut filters will remain active.
- ▶ Only expenses having status **'To be validated by FLC'** still need to be checked by the FLC.

Ulysses – Validation flow (cont.)

- ▶ The function ‘**Upload file**’ at the bottom of the form, allows to attach the validation certificate. (To describe in more detail further below)
- ▶ By clicking on the bottom ‘**excel icon**’ at the bottom of the grid, the system generates an Excel sheet containing all information regarding the expenses displayed in the pages of the grid, taking into account any filters

Ulysses – Validation flow (cont.)

Immediately below the section that allows you to filter the expenses and payments entered into the system according to particular criteria, there is a section which shows the total amounts related to:

- a. the amount certified by the partners or the leader,
- b. the amount certified by the auditor,
- c. the ERDF and NC total expenses validated quote,
- d. additional co-financing and
- e. number of refused cost definitions (as per below illustration).

Ulysses – Validation flow (cont.)

- User Menu**
- Administration
 - Change Password
 - Legend
 - Reports
 - Project management
 - Create/Modify project
 - Project Search
 - Project: **progetto 20062018**
 - Project state changes
 - Execution
 - Validation Flow
 - On The Spot Check results
 - Document management
 - Add/manage documents
 - Reports

Validation Flow

All
 Validated
 To be validated by FLC
 Refused

Budget Line:

 WP:

 Localization:

Partner:

 Claim Number:

 Additional co-financing:

Total amount certified by the Partner or Lead: € 0,00

 Total Amount Certified Auditor: € 0,00


 Total expenses validated quote FESR: € 0,00

 Total expenses validated quote CPN: € 0,00

 Total expenses validated quote additional co-financing: € 0,00

 Number cost definitions refused: 0

| Payment | | | | | | | 10 | |
|-------------------------------------|--|---|---|--|--|-------|------------------------|----------------|
| | Payment | Payment Document | Report | Validated amount | | Notes | State | Inserted by |
| <input checked="" type="checkbox"/> | Identification code: 1 Number: 2006181 Date: 20/06/2018 PI/CF: 11111111111 Amount: € 10,00 Budget Line: D.0 Preparation Costs | Number: 2006181 Date: 20/06/2018 Amount: € 10,00 | Amount: € 10,00 Claim Number: 2006181 Additional Financing: No | Certified amount: € 10,00 Date: 20/06/2018 of which public share: € 10,00 of which private share: € 0,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 5,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 | | | Validated by LP | LP1name |

 Upload file

Ulysses – Validation flow (cont.)

| | |
|---|--------|
| Total amount certified by the Partner or Lead: | € 0,00 |
| Total Amount Certified Auditor: | € 0,00 |
| Total expenses validated quote FESR: | € 0,00 |
| Total expenses validated quote CPN: | € 0,00 |
| Total expenses validated quote additional co-financing: | € 0,00 |
| Number cost definitions refused: | 0 |

Ulysses – Validation flow (cont.)

- ▶ These amounts are calculated automatically, as the FLC saves the entered data, and they are a useful tool in order to fill out the validation certificate.
- ▶ The green very good button on the left side of each expense, allows to view information about expense and payment documents

Ulysses – Validation of expenses

- ▶ In correspondence to the ‘Validation flow’ window, the FLC user is able to visualize all the expenses sent by beneficiaries. This is true also for the expenses whose state is subsequent to the validation one.
- ▶ Therefore, it is appropriate that the FLC user **filters the expenses by status** (To be validated by FLC, by partner and by claim, with the aim to view only the expenses related to the partner and the claim in phase of checking).

Ulysses – Validation expenses (cont.)

- User Menu**
- Administration**
 - Change Password
 - Legend
 - Reports
- Project management**
 - Create/Modify project
 - Project Search
- Project: progetto 20062018**
 - Project state changes
 - Execution
 - Validation Flow**
 - On The Spot Check results
 - Document management
 - Add/manage documents
 - Reports

Validation Flow

All
 Validated
 To be validated by FLC
 Refused

Budget Line:

 WP:

 Localization:

Partner:

 Claim Number:

 Additional co-financing:

Total amount certified by the Partner or Lead: € 0,00

 Total Amount Certified Auditor: € 0,00


 Total expenses validated quote FESR: € 0,00

 Total expenses validated quote CPN: € 0,00

 Total expenses validated quote additional co-financing: € 0,00

 Number cost definitions refused: 0

| Payment 10 ▼ | | | | | | | |
|---|---|---|---|--|-------|------------------------|----------------|
| <input type="checkbox"/> | Payment | Payment Document | Report | Validated amount | Notes | State | Inserted by |
| <input checked="" type="checkbox"/> | Identification code: 1 Number: 2006181 Date: 20/06/2018 PI/CF: 111111111111 Amount: € 10,00 Budget Line: D.0 Preparation Costs | Number: 2006181 Date: 20/06/2018 Amount: € 10,00 | Amount: € 10,00 Claim Number: 2006181 Additional Financing: No | Certified amount: € 10,00 Date: 20/06/2018 of which public share: € 10,00 of which private share: € 0,00 Additional Financing: € 0,00 Amount to cover Advance State Aid: € 5,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 Incurred Expenditure Outside the Areas of the Programme: € 0,00 | | Validated by LP | LP1name |

 Upload file

Ulysses – Validation of expenses (cont.)

- ▶ By clicking on the green very good button next to each expense, the **Payment form** (illustrated in the next slide) of the selected expense will be displayed.
- ▶ This module of the Ulysses system allows to visualize the data related to the expense and the documents attached by the partner.

Ulysses – Validation of expenses (cont.)

Payment

Expense document

Payment Document

Accounted

Attachment

Notes

Validation

Document Type:*

Cost description:*

17

Document Number:*

17

Document date:*

17/05/2018

Localization:*

Province of Palermo

LP/P.IVA/VAT:*

drtlma56a78cpit4

Supplier:*

ditta 2

Net Document Amount:*

€ 15.000,00

VAT:

€ 0,00

Total Gross Amount:

€ 15.000,00

Retain:

€ 0,00

Net:

€ 15.000,00

Amount Justified towards the project:*

€ 15.000,00

Notes:

Commitment:*

Commitment – IMP_CONT 2018-05-17 161 – 2018-05-17 –
15000.0

Attachment:*

[TEST Ulysses.docx](#)

Cancel

Ulysses – Validation of expenses (cont.)

- ▶ The module is divided into the following tabs, which can be selected using the labels at the top of the main window:

Expense Document

Payment Document

Accounted

Attachment

Notes

Validation

Ulysses – Validation of expenses (cont.)

- ▶ A) **Expense document**: This section shows data related to expense document entered by the Lead Partner or Partner (vide illustration in slide 27)

It is possible to download the expense document by clicking on the relative link at the bottom of this form.

Ulysses – Validation of expenses (cont.)

B) **Payment document** : This tab shows the data related to the payment document entered by the beneficiaries.

The payment document can be downloaded by clicking on the link at the bottom of the form

Payment

| Expense document | Payment Document | Accounted | Attachment | Notes | Validation |
|--|------------------|---|------------|-------|------------|
| Document Type:* | | | | | |
| Cost description:* | | 17 | | | |
| Document Number:* | | 17 | | | |
| Document date:* | | 17/05/2018 | | | |
| Localization:* | | Province of Palermo | | | |
| LP/P.IVA/VAT:* | | drtlma56a78cpit4 | | | |
| Supplier:* | | ditta 2 | | | |
| Net Document Amount:* | | € 15.000,00 | | | |
| VAT: | | € 0,00 | | | |
| Total Gross Amount: | | € 15.000,00 | | | |
| Retain: | | € 0,00 | | | |
| Net: | | € 15.000,00 | | | |
| Amount Justified towards the project:* | | € 15.000,00 | | | |
| Notes: | | | | | |
| Commitment:* | | Commitment – IMP_CONT 2018-05-17 161 – 2018-05-17 – 15000.0 | | | |
| Attachment:* | | TEST Ulysses.docx | | | |

Cancel

Ulysses – Validation of expenses (cont.)

C) **Accounted:** The data sheet shows the data relating to the claim in which the expenditure has been inserted, as well as the indication of the related budget line and WP.

Payment







| Expense document | Payment Document | Accounted | Attachment | Notes | Validation |
|------------------|--|-------------|------------|-------|------------|
| | Claim Number:* | 4 | | | |
| | End of Reporting Period:* | 17/05/2018 | | | |
| | WP:* | | | | |
| | Budget Line:* | | | | |
| | Amount claimed:* | € 15.000,00 | | | |
| | of which public share:* | € 15.000,00 | | | |
| | of which private share:* | € 0,00 | | | |
| | Additional Financing: | € 0,00 | | | |
| | State Aid: | No | | | |
| | Amount to cover Advance State Aid: | € 0,00 | | | |
| | Incurred Expenditure Outside the Areas of the Programme: | € 15.000,00 | | | |
| | In-kind Contributions to the operation: | € 0,00 | | | |
| | Notes: | | | | |

Cancel

Ulysses – Validation of expenses (cont.)

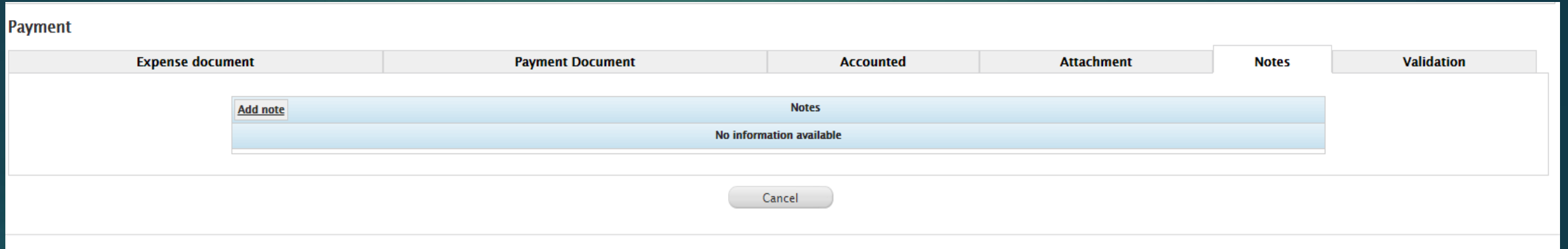
D) **Attachment** : This section displays any attached documents, in addition to electronic documents mandatorily loaded in the previous tabs. From the main window of the tab it is possible to download the attachment by selecting the green arrow pointing downwards

Payment

| Expense document | Payment Document | Accounted | Attachment | Notes | Validation | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------|-----------------|---------------|-----------------|------------|------------|--|--|--|--|--|--|----------------|-----------------|---------------|--------------|----------|---|--------------|--|------------|---------------|--|---|--------------|--|------------|-----------------|--|
| <p>Upload file</p> <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 Ulysses</td><td></td><td>17/05/2018</td><td>bfTest bfTest</td><td></td></tr><tr><td></td><td>TEST Ulysses</td><td></td><td>17/05/2018</td><td>revTest revTest</td><td></td></tr></tbody></table> | | | | | | Attachment | | | | | | | Document title | Protocol number | Document date | Release from | Category |  | TEST Ulysses | | 17/05/2018 | bfTest bfTest | |  | TEST Ulysses | | 17/05/2018 | revTest revTest | |
| Attachment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Document title | Protocol number | Document date | Release from | Category | | | | | | | | | | | | | | | | | | | | | | | | |
|  | TEST Ulysses | | 17/05/2018 | bfTest bfTest | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | TEST Ulysses | | 17/05/2018 | revTest revTest | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Cancel</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

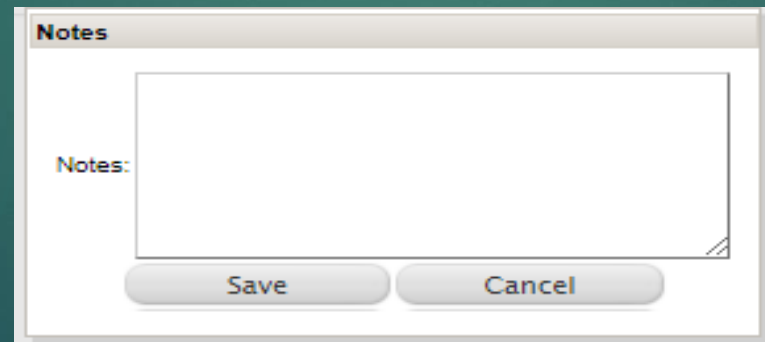
Ulysses – Validation of expenses (cont.)

E) Notes: The tab note allows to insert additional notes by selecting the button 'Add note' as shown below:



The screenshot shows a software interface titled "Payment" with several tabs: "Expense document", "Payment Document", "Accounted", "Attachment", "Notes", and "Validation". The "Notes" tab is selected and active. Inside this tab, there is a sub-section titled "Notes" with a button labeled "Add note" on the left. Below the button, the text "No information available" is displayed. At the bottom of the "Notes" section, there is a "Cancel" button.

Write the note by the pop-up and save.



The screenshot shows a small dialog box titled "Notes". It contains a text area with the label "Notes:" and a "Save" button next to it. There is also a "Cancel" button at the bottom right of the dialog box.

Ulysses – Validation of expenses (cont.)

- ▶ F) **Validation:**
- ▶ Once the control activity on the expenditure entered by the partner has been completed, the FLC must select the partner and the claim through the filters in the main window of “Validation Flow” section and, for each single expense, fill in the fields in the:
 - ▶ “Validated amount” column (certified amount, date, of which public share, of which private share, additional financing, amount to cover advance state aid, incurred expenditure outside the areas of the Program, in kind contribution) (Vide next slide).

Ulysses – Validation of expenses (cont.)

The FLC user can also add a note (for example to highlight the cuts made on the expenses), in correspondence to the ‘Notes’ section on the right of the ‘Validated amount’ column.

For expenses deemed ineligible, the FLC will enter zero in the ‘Total amount certified by the auditor’ field

| Payment | | | | | | | | 10 ▼ |
|--|---|---|--|---|----------------------|-------------------------------|-------|-------------|
| Payment | Payment Document | Report | Validated amount | | | Notes | State | Inserted by |
| <input checked="" type="checkbox"/> Identification code: 9 Number: 34 Date: 04/05/2018 PI/CF: PLLTF60f41g273d Amount: € 200,00 Budget Line: D.1.2 Office and administrative expenditure | Number: 45 Date: 08/05/2018 Amount: € 200,00 | Amount: € 200,00 Claim Number: 3 Additional Financing: Yes | Certified amount:* Date:* of which public share:* of which private share:* Additional Financing:* Amount to cover Advance State Aid:* Incurred Expenditure Outside the Areas of the Programme:* In-kind Contributions:* | <input type="text" value="200"/> <input type="text" value="28/06/2018"/> <input type="text" value="200"/> <input type="text" value="200"/> <input type="text" value="0"/> <input type="text"/> <input type="text" value="0"/> <input type="text" value="0"/> | <input type="text"/> | To be validated by FLC | | |

Ulysses – Validation of expenses (cont.)

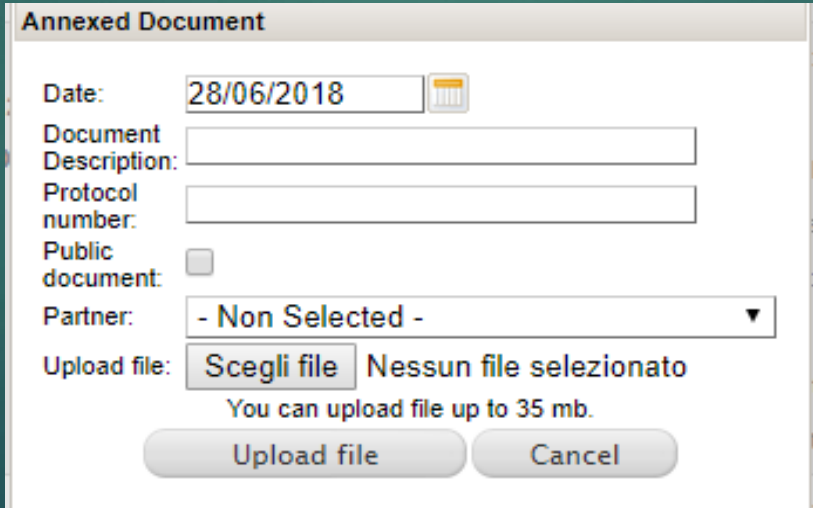
- ▶ After having filled the fields, the FLC can save the data through the button ‘**Save the data entered**’. In the page containing the automatic counts (vide slide 14), the system will automatically sum the amounts related to the expenses saved by the auditor.
- ▶ Before approving or rejecting the expenses, the FLC has to draw up the **validation certificate**, outside the system; this document must be attached to each operation of approval or rejection of expenses.

Ulysses – Validation of expenses (cont.)

Final approval stage by the FLC:

- ▶ FLC filters the expenses by partner and claim
- ▶ Selects the icon having a very good sign for all approved expenses
- ▶ Load the validation certificate on the system through the button 'Upload file'

After clicking this button, the following pop-up window will be displayed.



The screenshot shows a pop-up window titled "Annexed Document" with the following fields and controls:

- Date: 28/06/2018 (with a calendar icon)
- Document Description: [Empty text box]
- Protocol number: [Empty text box]
- Public document:
- Partner: - Non Selected - (dropdown menu)
- Upload file: Scegli file (button) | Nessun file selezionato (text)
- You can upload file up to 35 mb. (text)
- Upload file (button) | Cancel (button)

Ulysses – Validation of expenses

- ▶ At this point it will be possible:
 - select the digital document from own file system through the function 'Scegli file';
 - define date and protocol number (field not mandatory);
 - insert a brief description of the document in the field 'document description' to facilitate the identificaton;
 - select the button 'Upload file'.
- ▶ In order to approve the expenses click on the button 'Approve'.

Ulysses – Validation of expenses

- For the rejected expenses, whose certified amount is zero, the procedure is the same as the approval one, that is:
- select icon having a very good sign for all rejected expenses
- Click on the button 'Reject'
- ▶ At the end of the assessment of expenses by the FLC, the status of the 'Payments' will be changed to 'Full validation'.

Ulysses – 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 reports all the documents attached and a search engine.

Add or manage existing documents

Title: Section:

Partner Id: User role:

Release from: Date from:

Protocol number: Date to:

Documents

| | | | | 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 |



Thank you for your kind attention