FLC Verification Process through Ulysses

INTERREG ITALIA-MALTA PROGRAMME 2014-2020

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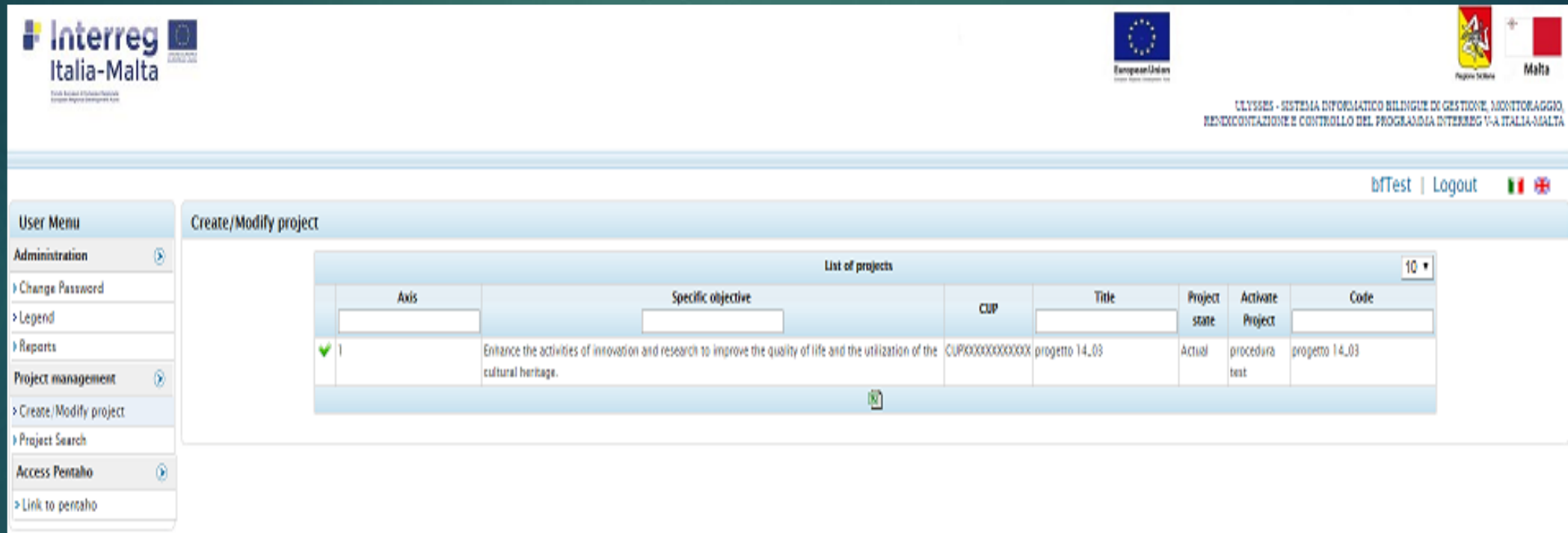
▶ The system login address on the web is: https://ulysses.regione.sicilia.it/ITMAL14-20/.

Ulysses – Main Page

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

▶ 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

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.)
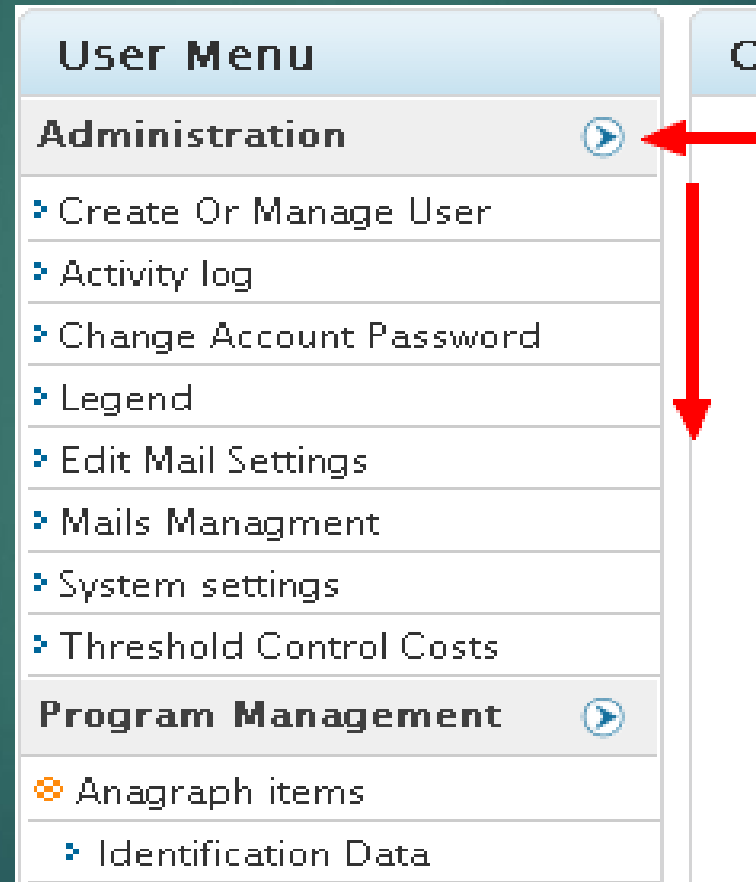
Ulysses – System Layout (cont.)

▶ 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

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

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.)

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.)

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.)

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

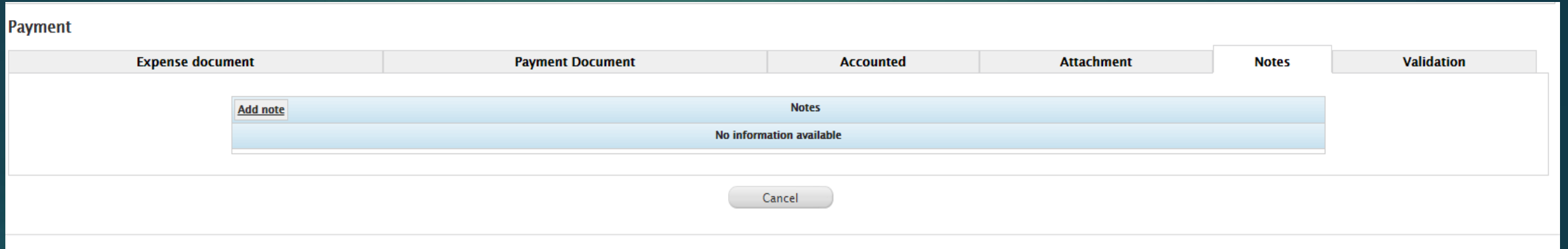|	
Claim Number:*	4
End of Reporting Period:*	17/05/2018
WP:*	
Budget Line:*	
Amount claimed:*	€ 15.000,00
of which public share:*	€ 15.000,00
of which private share:*	€ 0,00
Additional Financing:	€ 0,00
State Aid:	No
Amount to cover Advance State Aid:	€ 0,00
Incurred Expenditure Outside the Areas of 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
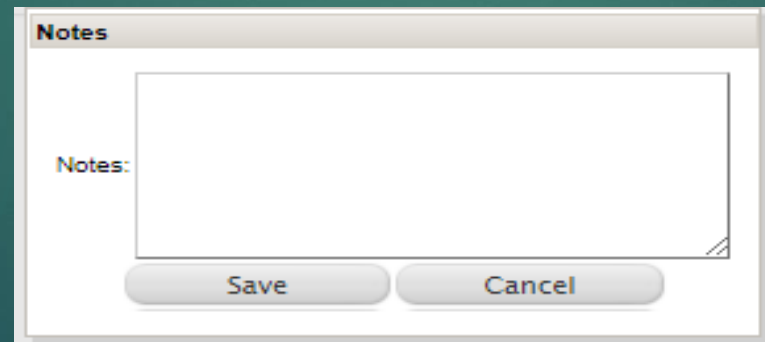
Ulysses – Validation of expenses (cont.)

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

Write the note by the pop-up and save.

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

Ulysses – Validation of expenses (cont.)
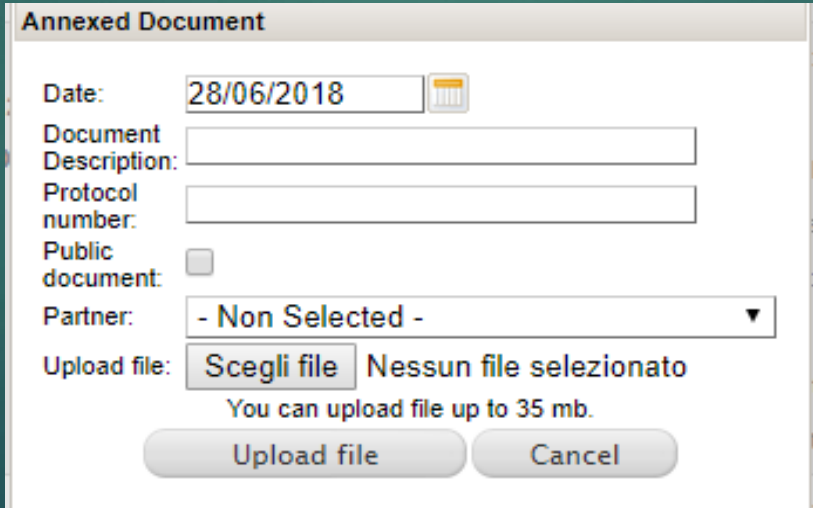
▶ After having filled the fields, the FLC can save the data through the button 'Save the data entered'. In the page containing the automatic counts (vide slide 14), the system will automatically sum the amounts related to the expenses saved by the auditor.

▶ 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.

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.

Thank you for your kind attention