Informative System Manual

Ulysses Italia-Malta

First Level Controller User

Version	Date	Revision description
2.0	10/07/2018	Second version

Sommario

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 FLC. The main functionalities are described and analyzed in the following paragraphs.

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

1. Macro features

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

System Administration

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

Programme Management

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

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

Project Management

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

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

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

2. System log in

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

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

Illustration 1 - Login

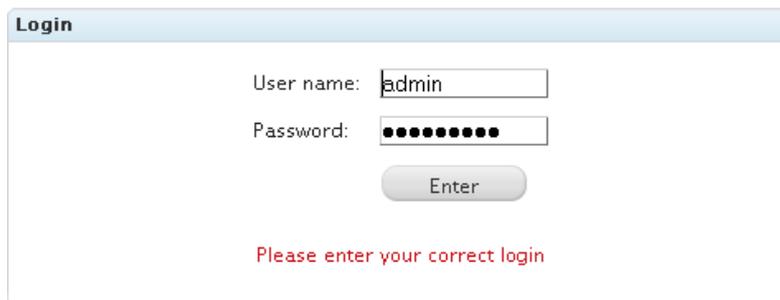In case of incorrect entry of username and password, the system will warn the user with an error message.

Illustration 2 – Username or password error

After the log in, the system enables the functionalities and sections according to the permissions assigned to the Reviser user.

2.1 Main Page

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

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

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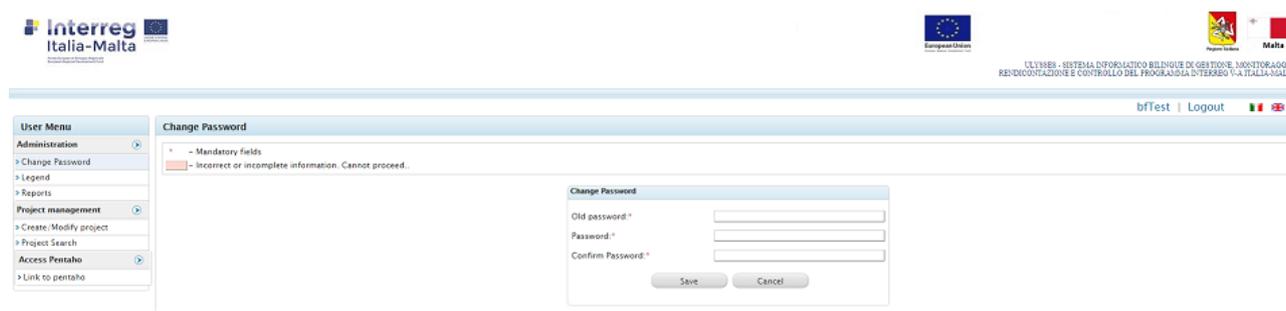

Illustration 4 – Change password

In order to change the password you have to:

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

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

3. System layout

The layout it is divided into two sections:

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

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

Illustration 5 – Structure

The selection of the arrow button ⊙, allows to expand vertically all the main features available. The selection of the item indicated by the button (⊗), on the left of the main menu item, allows to expand vertically all the feature available for every step of project management.
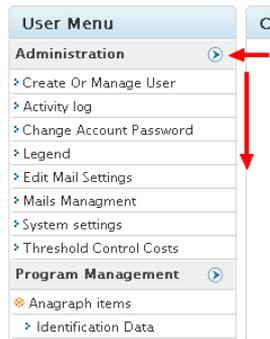
The sections in the main window, according to the functions offered, can show grids or tabs.

3.1 Grids

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

    a. Display the data related to the select item ;

    b. Edit the data of the selected item ;

    c. Delete the data of the selected item .

When the grids have a large number of rows it is possible to browse through the pages by clicking the scroll buttons at the bottom of the main window.
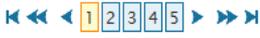
The drop-down menu at the top right of the grid , allows to define the number of lines to display in a single page.

Illustration 6 – Grid example

3.2 Tabs

Data is also managed through the tabs. Depending on the menu items activated, one or more tabs can be displayed. On pages with multiple tabs, each of them can be selected by clicking on the corresponding navigation tab (illustration 7).

Illustration 7 – Tab example

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

4. Project Management

This chapter describes the functionalities performed by the revisor about the project management.

4.1 Project Status History

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

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

Illustration 8 – WF Status History

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

- **Eligible for funding:** the JS initializes an operation and identifies the *Lead Partner* and the *Project Partners* to complete the information. Upon completion of the information, the JS user sends the operation to "implementation" state.
- **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 Validation flow

This functionality allows expenses to move forward in the validation flow. The users involved in this activity are: Lead Partner, Project Partner, First Level Controllers.

The validation flow for the Lead Partner is:

LP → FLC → LP → Compilation of the RfR

The validation flow for the Project Partner is:

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

The functionalities performed by FLC are described in the following.

4.2.1 Advancement of expenses to the next step

To access this module, the FLC user accesses the system through the Login interface, selects the project of interest in 'Actual' state and chooses the menu item "Validation flow" of the macro-section "Project Management".

The users involved in this activity are Lead Partners, Project Partners, First Level Controllers. Once Lead partners or Project Partners fill in the expenses section, these expenses are sent to FLC user through the "Validation Flow" module, which will be displayed to FLC in the following screen.


Illustration 9 – Validation Flow

At the top of the module you can apply filters that allow you to choose between four different options by clicking on the radio buttons located at the top of the form. In detail, the user can filter expenses by validation status (All, Validated, To be validated by FLC or Refused).

An additional filter allows to optimize the search based on: Budget Line, Partner, WP, Claim Number, Localization and Additional co-financing.

Once you have configured all desired filters, just click 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 which status is "To be validated by FLC" still need to be checked by the FLC.

The function ⬛ Upload file , at the bottom of the form, allows to attach the validation certificate.

When the grids have a large number of rows it is possible to browse through the pages by clicking the scroll buttons ◄◄ ◄ 1 2 3 4 5 ► ►► ► at the bottom of the main window.
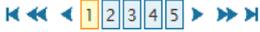
The drop-down menu at the top right of the grid 50 ▼, allows to define the number of lines to display in a single page.

By clicking on the button ▦ 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.

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: the amount certified by the partners or the leader, the amount certified by the auditor, the ERDF and NC total expenses validated quote, additional co-financing and number of refused cost definitions.

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

Illustration 10 – Section relating to the automatic calculation of the various expenses and the certified amounts

These amounts are calculated automatically, as the auditor saves the entered data, and they are a useful tool in order to fill out the validation certificate. The botton ✔, on the left side of each expense, allows to view information about expense and payment documents.

Below indications on how to proceed with the validation of expenses on the system will be described.

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.

By clicking on the button ✔ next to each expense, the Payment form of the selected expense will be displayed. This module allows to visualize the data related to the expense and the documents attached by the partner.

Illustration 11 – Payment Form

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

a) Expense Document

b) Payment Document

c) Accounted

d) Attachment

e) Notes

f) Validation

a) Expense document

This section shows data related to expense document entered by Lead or Partner (Illustration 11). It is possible to download the expense document by clicking on the relative link at the bottom of the form.

b) Payment document

This tab shows the data related to the payment document entered by the beneficiaries.

Payment

Expense document	Payment Document	Accounted	Attachment	Notes	Validation

Payment Way:*

Payment Number:*   17

Payment Date:*   17/05/2018

Amount Paid:*   € 15.000,00

Date of receipt of payment:*   17/05/2018

Notes:

Attachment payment way:*   TEST Ulysses.docx

Receipt:*   TEST Ulysses.docx

Cancel

Illustration 12 – Payment document

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

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

Illustration 13 – Accounted

d) Attachment

This section displays any attached documents, in addition to electronic documents mandatorily loaded in the previous tabs.

Payment

Expense document	Payment Document	Accounted	Attachment	Notes	Validation

Upload file   Attachment

| Document title	Protocol number	Document date	Release from	Category
TEST Ulysses		17/05/2018	bfTest bfTest	
TEST Ulysses		17/05/2018	revTest revTest	

Cancel

Illustration 14 – Attachment

From the main window of the tab it is possible to download the attachment by selecting ⬇.

e) Notes

The TAB *Note* allows to insert additional notes by selecting the button [Add note] , as shown in the illustration below:
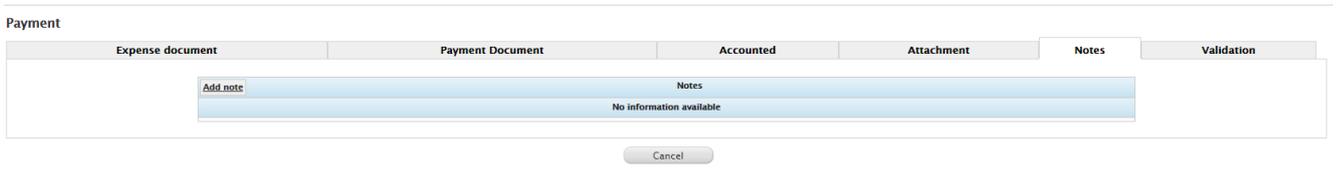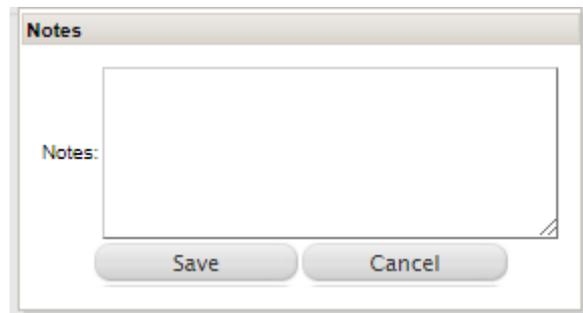

Payment

Expense document	Payment Document	Accounted	Attachment	Notes	Validation
	Add note		Notes		
			No information available		

Cancel

Illustration 15 – Notes

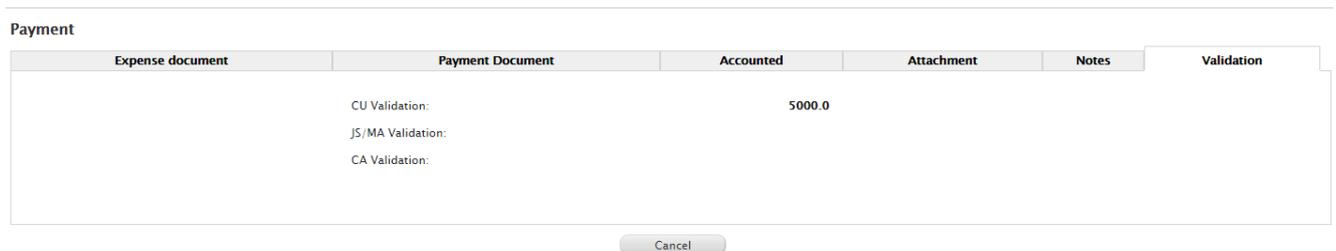Write the note by the pop-up and save .

Notes

Notes:

Save   Cancel

Illustration 16 – Pop up for notes

f) Validation

In this form the System automatically registers the amounts values 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 17 – Validation

Once the control activity on the expenditure entered by the CF or 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) (illustration 18). 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.

Illustration 18 – Insertion of Validated amount

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 (see illustration 10), 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.

The active box ☑ on the left of each expense allows its selection.

To proceed with the approval of expenses, the auditor will have to:

– filter the expenses by partner and claim

– select ☑ 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:

Illustration 19 – Pop up window for the upload of attachment

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 identification;
- select the button 'Upload file'.

In order to approve the expenses click on the button 'Approve'.

For the rejected expenses, whose certified amount is zero, the procedure is the same as the approval one, that is:

- select ☑ all rejected expenses for each partner and report;

- load the validation certificate on the system, the same loaded for approved expenses;

- click on button 'Reject'.

At the end of the assessment of expenses by the FLC, the status of the 'Payments' will be changed to 'Full validation'.

4.3 Document Management

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

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

Illustration 20 – Document Management

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

Illustration 21 – Attach Document

From the next screen, compile the requested fields (button to attach a 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.