



Interreg IPA South Adriatic (Italy–Albania–Montenegro 2021-2027)



JEMS MANUAL

CONTROLLERS

Current version 02

Updated 19.11.2024

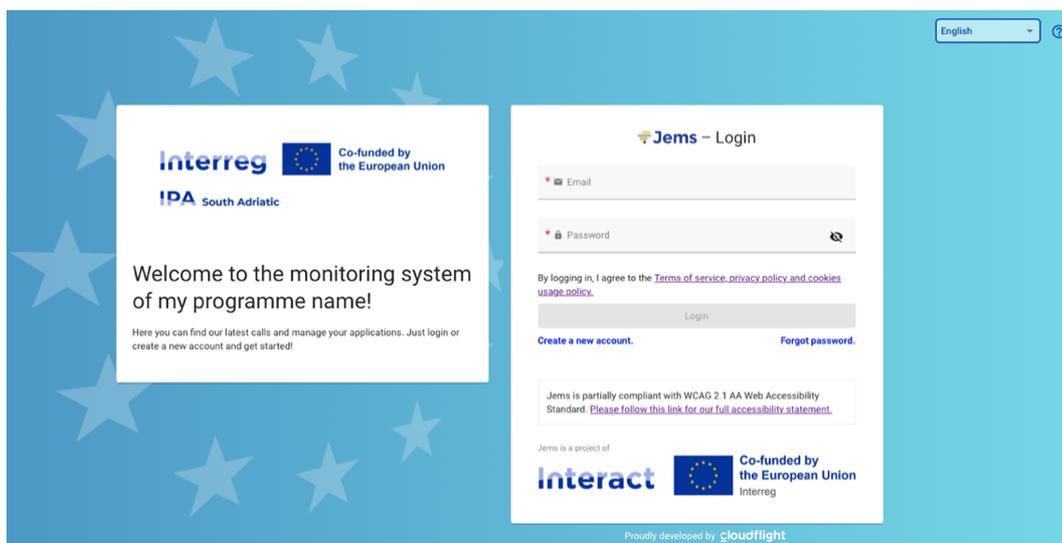
Contacts jems@southadriatic.eu

General Information

This manual provides First Level Controller of projects, approved under Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

- **Controllers**

- URL of Interreg IPA South Adriatic Jems: <https://jems.southadriatic.eu/>
- Use your email and password to Log-in;
- In case you forgot your password click on “Forgot password” button or contact: jems@southadriatic.eu



- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;
- Jems Interreg IPA South Adriatic runs in English language only;

1. General Information

In order to have access to the reporting and control work section, the user needs to:

- Be registered in Jems (<https://jems.southadriatic.eu/>) – click on “Create a new account”
- Receive Control access rights in Jems
- Be linked to a control institution
- Be assigned to a project partner

The access rights are managed by the Managing Authority. Please send an email to jems@southadriatic, indicating:

- Name, Surname, email used for registration in jems:
- Name of the Partner;
- Name/Acronym of the Project;

The control work can only be started once the partner report is submitted by the project partner (Partner report in status “**Submitted**”). Partner reports for which the control work is in progress are in status “**Control ongoing**”.

In order to receive notifications as an email, click on the username and active the notification sending.



1.1 Access to the partner report section

From the “**Dashboard/My application**” select the project for which you would like to do the control work. Then, go to “**Partner report**” in the left menu and select the dedicated partner to get to the partner report overview.

If a notification on the submission of a partner report was received, the report can also be directly opened from the message.

In case a project modification took place and the partner report is linked to an earlier application form than the current valid one, a warning appears in the partner report overview table.

Dashboard

Notifications

Items per page: 10 1 - 1 of 1 < >

Time	Related call	Project	Acronym	Partner	Subject
23.08.2023 08:30	CE Call 1	CE0100161	TEST project	PP3	CE0100161 TEST project 3 DREI - Partner report 2 submitted

Items per page: 10 1 - 1 of 1 < >

My applications

Items per page: 25 1 - 1 of 1 < >

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
CE0100161	TEST project	22.02.2022 08:15	21.08.2023 07:01	P2	SO2.5	Contracted	CE Call 1

Items per page: 25 1 - 1 of 1 < >

Project overview

Reporting

Partner reports

PP3 DREI

Contracting

Contracts and agreements

Project managers

Project reporting schedule

Partner details

PP3 DREI

Application form

Project version (current) V. 3.0

Dashboard / Applications / CE0100161 - TEST project / PP3 DREI

Reporting

Partner reports

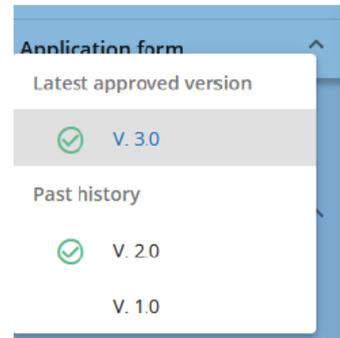
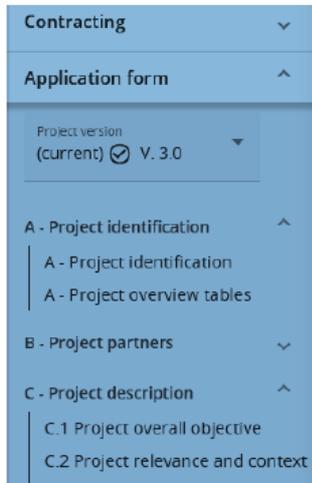
PP3 DREI

ID	Status	Included in...	AF version...	Reporting period	Date of report...	Date of first...	Last submission	Amount submitted	Total eligible after control for current...	Control
R.2	Submitted		3.0	Period 1, month 1 - 6	23.08.2023 06:12	23.08.2023 06:30		69.820,68		Start control
R.1	Draft		2.0 	Period 1, month 1 - 6	03.08.2023 15:05					

Items per page: 25 1 - 2 of 2 < >

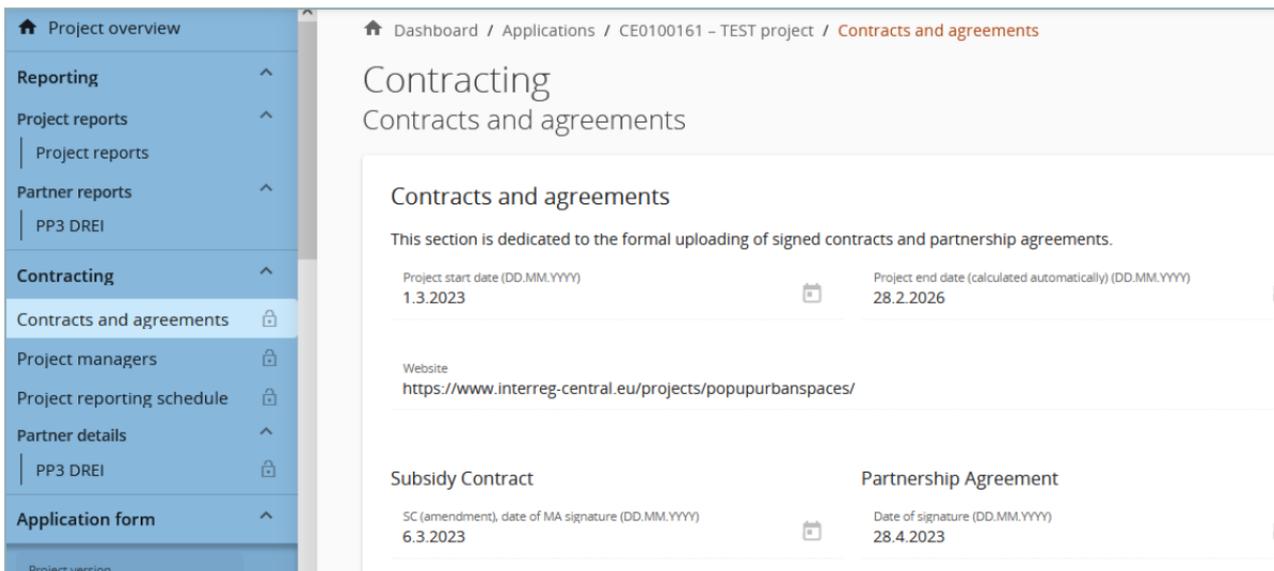
1.2 Access to the Application Form section

Go to the left menu **“Application form”** to access the different sections of the application form. The different versions of the application form are accessible from the left menu (Project version). Current and past valid versions (i.e. versions that were approved and linked to the project subsidy contract) are marked with a tick icon.



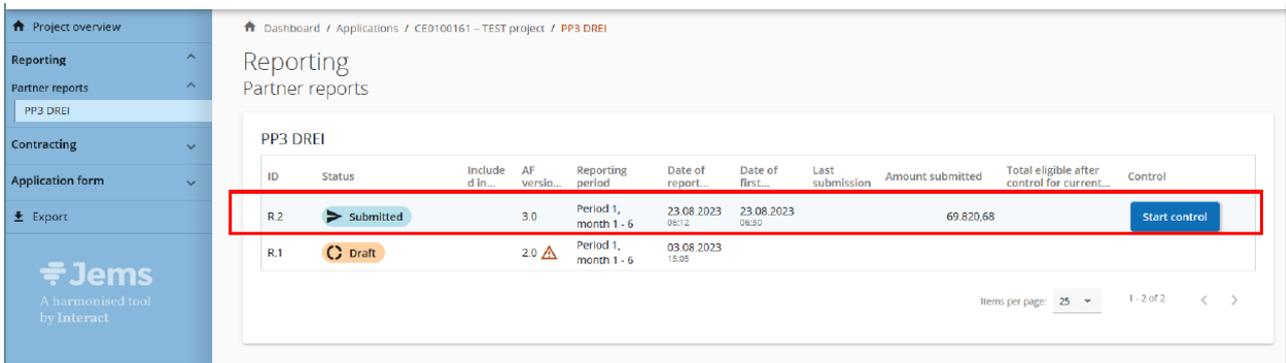
1.3 Access to the Contracting section

Controllers have view access to the contracting section. The subsidy contract and its amendments as well as the partnership agreement are available in this section. Furthermore, there is information on the project managers, partner details (e.g., location of documents) and the project reporting schedule.



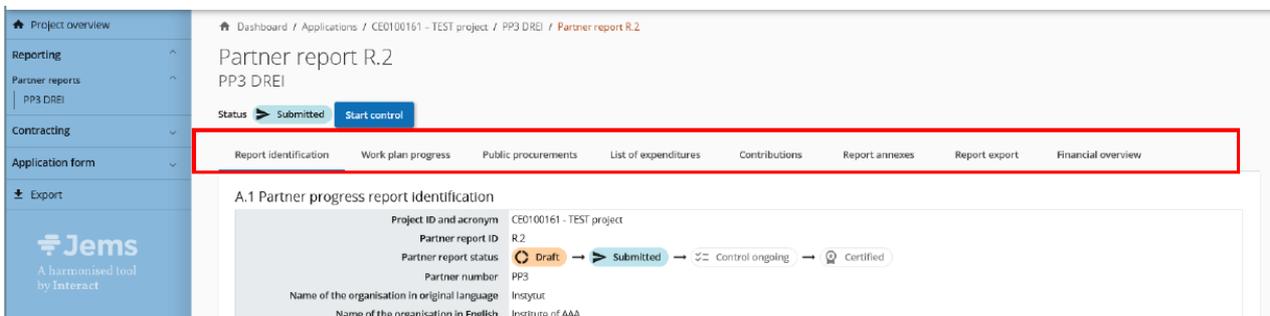
2. Partner Report Section - Control

Select a submitted partner report from the overview table and click to open it.



To go to the different sections of the partner report use the tabs in the top navigation bar. The partner report is divided in different sections accessible through tabs at the top:

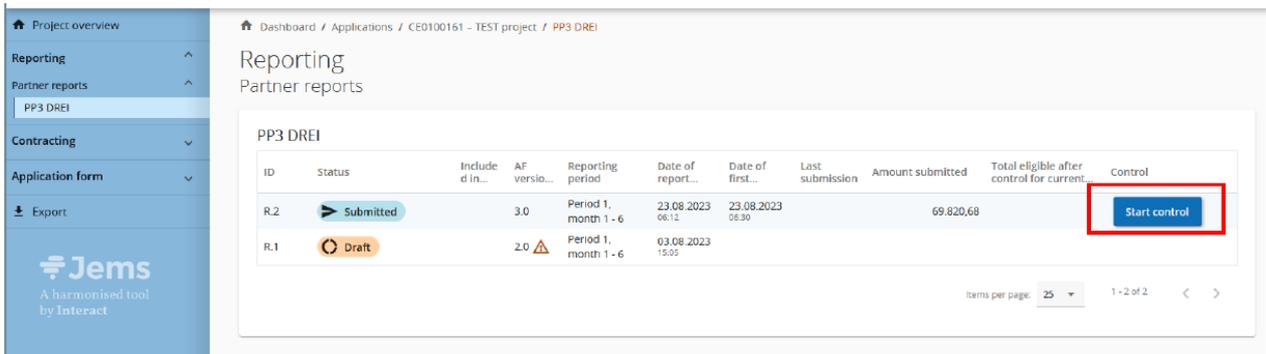
- Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview



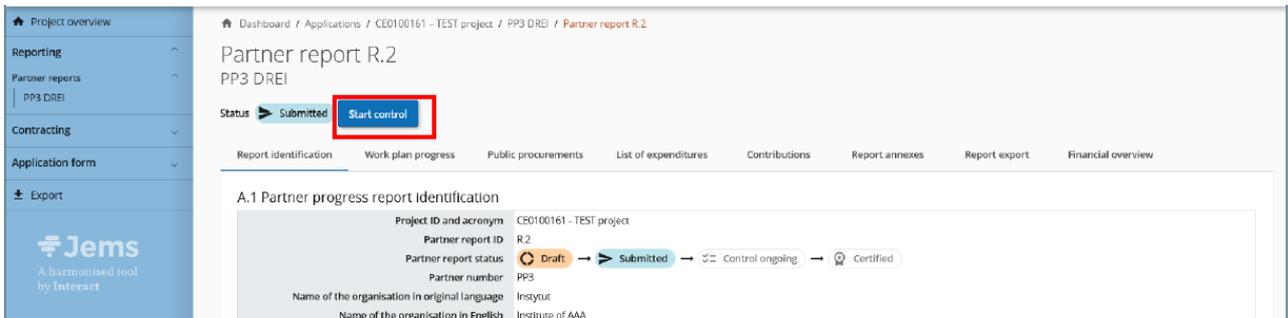
3. Control work

There are two options to access the control work section.

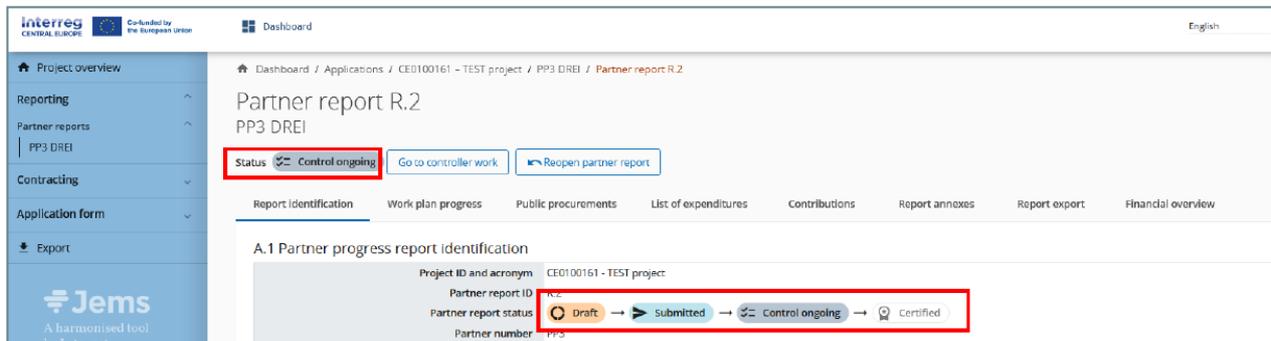
Click the button **“Start control”** at the very right of the partner report in the overview table. Once the control work is started, the button is renamed to **“Go to controller work”**.



Open the partner report first and then click **“Start control”** in the top menu. Once the control work is started the button is renamed to **“Go to controller work”**



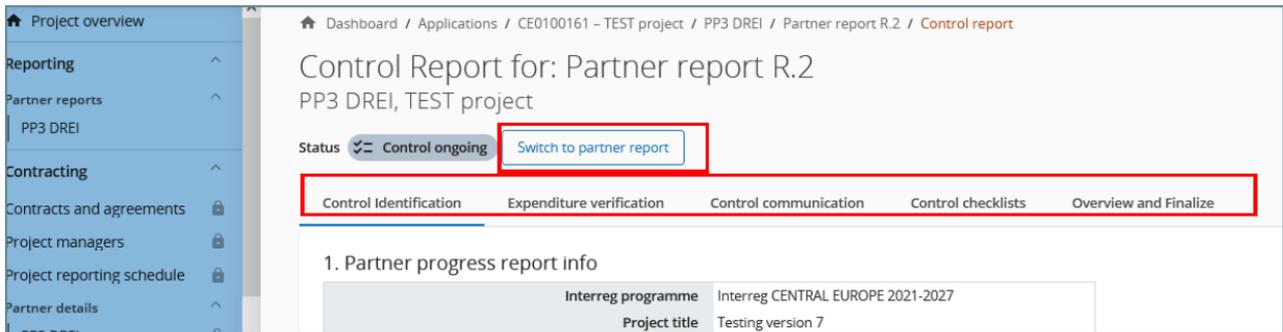
Upon starting the control work, the partner report status changes to **“Control ongoing”**



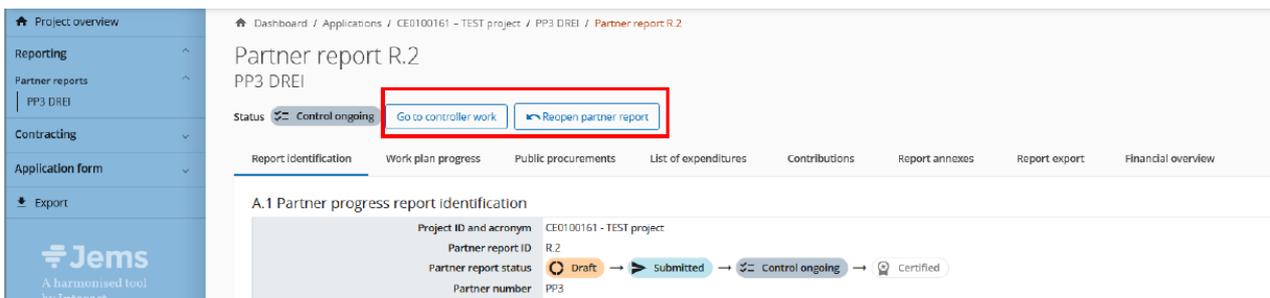
Once control work is started, the controller has access to the following section of the control work:

- Control Identification
- Expenditure verification
- Control communication
- Control checklists
- Overview and finalize

To go to partner report, click **“Switch to partner report”**.



To go back to the control work section click **“Go to controller work”**.
 To reopen the partner report for amendments, click on **“Reopen partner report”**.



3.1 Report identification

In the control identification section, controllers can see pre-filled partner report info and can fill in basic identification information about the control work for the control report.

Format of documents – multiple selection is possible

Type of partner report – Please select whether it is a standard partner report or the last partner report

1.2 Format of documents

Documents were made available to the controller in the following format (multiple ticks possible)

Originals

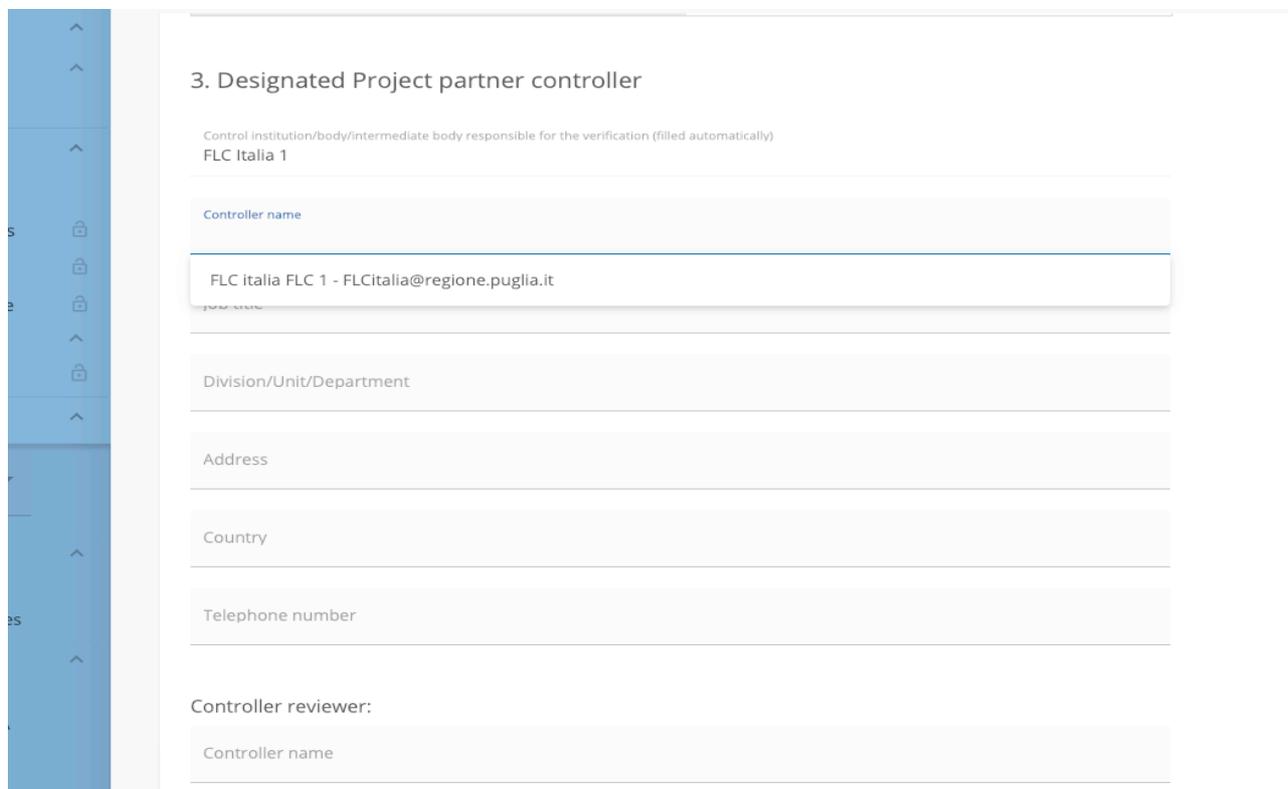
Copy

Electronic

Type of partner report

Designated Controller – the information on the control body is automatically filled in. **The name of the controller needs to be selected from the drop-down menu.** Information filled in here will

be automatically imported in the “Control certificate and control report” PDF (generated in section “Overview and Finalize”).



The screenshot shows a web form with a blue sidebar on the left containing several upward-pointing arrows. The main content area is titled "3. Designated Project partner controller". Below the title, there is a text field containing "FLC Italia 1" with a small note above it: "Control institution/body/intermediate body responsible for the verification (filled automatically)".

The form contains several input fields:

- Controller name:** A text input field containing "FLC Italia FLC 1 - FLCitalia@regione.puglia.it".
- Division/Unit/Department:** An empty text input field.
- Address:** An empty text input field.
- Country:** An empty text input field.
- Telephone number:** An empty text input field.
- Controller reviewer:** A section header followed by a text input field labeled "Controller name".

Verification – In case “On-the-spot verification” is selected, click the button “Add on-the-spot verification” to open the additional input field.

4. Verification

General methodology (multiple ticks possible):

Desk-based verification verification

On-the-spot verification

List of on-the-spot verifications:

Date	Location (multiple selection possible)	Focus of on-the-spot verification
From: <input type="text"/> To: <input type="text"/>	<input type="checkbox"/> Premises of project partner <input type="checkbox"/> Project event/meeting <input type="checkbox"/> Place of physical project output <input type="checkbox"/> Virtual	<input type="text" value="Enter text here"/>

< >

Risk-based verification was applied (only if it has been set on national level)

If (yes), Please describe:

3.2 Expenditure verification

In the expenditure verification section, all expenditure items from the Partner report **“List of expenditure”** are listed.

As long as the partner report is in status **“Control ongoing”**, this section is visible only to controllers assigned to the partner.

Once the control is finalized (report is set to status **“Certified”**), the section becomes accessible (in read-only mode) to all users that have access to the partner report, including the users of the project partner.

For expenditure verification, the controller has to fill in the results of the control work per expenditure item.

Scroll to the right to get to the input fields for the controller. For each expenditure item, the controller can:

- Add the item to the sample
- Deduct an amount and select a typology of error for the deduction
- Park an expenditure item
- Add a comment

Expenditure verification
 Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R1.1	<input checked="" type="checkbox"/> Staff costs	43.000,00	EUR	1	43.000,00	testfile1.docx	<input checked="" type="checkbox"/>	500,00	42.500,00	Accounting/...	<input type="checkbox"/>	calculation error
R1.2	<input type="checkbox"/> External expertise ...	3.000,00	EUR	1	3.000,00	testfile2.docx	<input type="checkbox"/>	0,00	3.000,00	N/A	<input type="checkbox"/>	
R1.3	<input type="checkbox"/> Equipment	0,00	EUR	1	0,00	testfile3.docx	<input type="checkbox"/>	0,00	0,00	N/A	<input type="checkbox"/>	
R1.4	<input checked="" type="checkbox"/> Infrastructure and ...	0,00	EUR	1	0,00		<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	documentation missing

3.2.1 Add expenditure item to sample

There are two ways an expenditure item can be added to a control sample:

- Manually – by switching the toggle button in the part of sample column
- Automatically – by Jems (in case of deduction or parking of an expenditure item)

3.2.2 Deduct an amount and select a typology of error

For each expenditure item, the “Deducted amount” field is 0,00 by default and the controller can insert the amount to be deducted. Deductions are always in Euro, as the conversion happened upon submission of the partner report.

Expenditure verification
 Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R1.1	<input checked="" type="checkbox"/> Staff costs	0,00	EUR	1	43.000,00	testfile1.docx	<input checked="" type="checkbox"/>	-500,00	43.500,00	Accounting/...	<input type="checkbox"/>	
R1.2	<input type="checkbox"/> External expertise ...	0,00	EUR	1	3.000,00	testfile2.docx	<input type="checkbox"/>	0,00	3.000,00	N/A	<input type="checkbox"/>	

The certified amount is automatically calculated as the difference between declared amount in Euro and the deducted amount.

Once a deduction is filled in, it is mandatory to also select a typology of error (drop-down menu) for the respective deduction.

Control identification Expenditure verification Control communication Control checklists Overview and Finalize

Expenditure verification
 Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input checked="" type="checkbox"/> Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	532,00	27.804,32	* N/A	<input type="checkbox"/>	
R2.2	<input checked="" type="checkbox"/> Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	

Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
	<input checked="" type="checkbox"/>	0,00	14.321,00	N/A		
	<input type="checkbox"/>	0,00	18.819,00	Not in compliance with SCOs Programme Methodology		

Flat rates are neither calculated, nor displayed in this section, but they are **calculated and included in the financial overview tables in the “Overview and Finalize” section.**

3.2.3 Park an expenditure item

In case further clarification for an expenditure item is needed, the controller can park an expenditure item for later verification (i.e. in a later report) by switching on the toggle button in the park item column.

Parked items are **NOT deducted** amounts!

Expenditure verification
Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	<input checked="" type="checkbox"/> Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	
R2.2	<input checked="" type="checkbox"/> Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	

When parking, the expenditure item is locked and the deducted amount and certified amount are both automatically set to 0,00.

Once the control work is finalized, **the parked item will show up in next partner report, in the “Parked items list” of the “List of expenditure”.** The project partner can then decide to either delete the parked expenditure item or to re-include it in a new partner report with or without modifications

3.2.4 Add comment

The controller can add a comment in the text field under the comment column, either to justify a deduction or to provide other explanations.

Expenditure verification
 Controllers can verify expenditure in this section and justify corrections. Corrections are always in Euro, the conversion happened upon submission of the partner report.

ID	Cost category	Conversion rate	Declared amount in EUR	Attachments	Part of sample	Deducted amount in EUR	Certified amount in EUR	Typology of error	Park item	Comment
R2.1	Staff costs	4.4113	28.336,32	Test file.docx	<input checked="" type="checkbox"/>	0,00	0,00	N/A	<input checked="" type="checkbox"/>	
R2.2	Staff costs	4.4113	21.535,60	Test file 2.docx	<input checked="" type="checkbox"/>	0,00	21.535,60	N/A	<input type="checkbox"/>	

3.3 Control documents

This section is accessible to both controller(s) belonging to the control institutions assigned to a partner and also the partner user(s).

This section can be **used for clarification rounds** during control since it allows to upload and download documents related to the control work.

When a report is in status **“Control ongoing”**, both controller(s) and partner user(s) can:

- Upload and download any document
- Edit the description of own uploads
- Delete own uploaded files

Status: **Control ongoing** [Switch to partner report](#)

Control Identification | Expenditure verification | **Control documents** | Control checklists | Overview and Finalize

Control documents
 In this section both controller and partner user(s) can upload and download documents. This can be used for clarification rounds during control, if programme rules allow. Attention: Once control work is finished deletion or editing won't be possible anymore!

Partner report R.2
 Control documents

There are no files uploaded.

[Upload file](#)

Once a report is in status **“Certified”**, deletion of documents is disabled.

3.4 Control checklist

In this section, the checklists related to the control report can be created, filled in and finished.

When the report is in status **“Control ongoing”** or **“Control reopened”**, only controllers belonging to the control institution assigned to the partner have access to this section.

The controller can:

- Edit only own checklist(s)
- Delete only own checklist(s) in status **“Draft”**

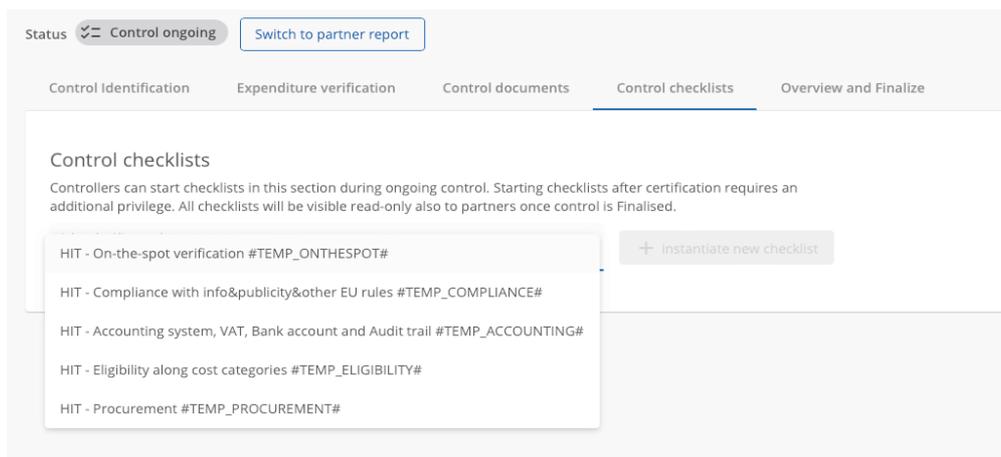
- Edit the description of any checklist
- Return any finished checklist to initiator (back to status “Draft” – **only the controller who created the checklist** can further edit it)
- Download any checklist

Make sure that all required checklists are in place and finished when finalizing the control work. When the report is in status “**Certified**” (after control is finalized in section “Overview and Finalize”)

- The entire section “**Control Checklist**” becomes visible in read-only mode to all users with access to the partner report (including project partner users)
- Checklists created before finalization of the control are locked for editing

3.4.1 Create a new checklist

Select a checklist template from the drop-down menu and click the button “+ create new checklist”.



The checklist is in status “**Draft**” and can be filled in by the controller. **REMEMBER** to regularly **SAVE** filled-in information.

ATTENTION!

FOR SSP, Any controller is advised to put “not Applicable” to the items listed in the checklist which are not relevant for the SCO output checked (including the SSUCs for staff not used by the SSP). In any case during management verification the controller may verify a suitable involvement of staff of the beneficiary’s organization, to make sure that the beneficiary has assumed a suitable level of ownership on the project and its outputs (ie. staff attendance during an on the spot check, staff involvement in the development of project documents, deliverables / outputs)

Reporting

Partner reports

PP3 DREI

Contracting

Application form

Export

Jems

Control Report for: Partner report R.2
PP3 DREI, TEST project

Status: Control ongoing [Switch to partner report](#)

Control Identification Expenditure verification Control communication **Control checklists** Overview and Finalize

Status: Draft

CE - On-the-spot verification #TEMP_ONTHESPOT#

To go back to the control check list overview section, click on the tab **“Control checklists”**

Control Identification Expenditure verification Control communication **Control checklists** Overview and Finalize

Control checklists

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is finalised.

Select checklist template [+ create new checklist](#)

ID	Status	Name	User	Finished date	Description	Actions
1932	Draft	CE - On-the-spot verification #TEMP_ONTHESPOT#	control_PL@jems.eu			Edit Download Delete Lock

3.4.2 Finish checklist

Once all information is filled in the checklist can be finished. To finish the checklist, click on **“Finish checklist”**

Control Identification Expenditure verification Control communication **Control checklists** C

Status: Draft

CE - On-the-spot verification #TEMP_ONTHESPOT#

[Finish checklist](#)

2. On-the-spot verifications

The information when and by whom a checklist was finalized is visible in the checklist overview table

Control checklists

Controllers can start checklists in this section during ongoing control. Starting checklists after certification requires an additional privilege. All checklists will be visible read-only also to partners once control is Finalised.

Select checklist template + create new checklist

ID	Status	Name	User	Finished date	Description	Actions
1932	Finished	CE - On-the-spot verification #TEMP_ONTHESPOT#	control_PL@jems.eu	24.08.2023		

3.4.3 Re-open a finished checklist

A finished check list can be reopened by any controller of the assigned control institution. However, **only the controller who created the checklist can amend information.** Re-opening of a checklist is only possible as long as the control work was not yet finalized.

Control Identification Expenditure verification Control communication Co

Status: **Finished** (since 24.08.2023)

CE - On-the-spot verification #TEMP_ONTHESPOT#

[Return to checklist initiator control_PL@jems.eu](#)

2. On-the-spot verifications

3.5 Overview and finalize

This section refers to the control work done for the current partner report and provides the following overview tables:

- Overview of control work
- Overview of deductions

The controller can fill-in further details about the control work.
 The controller can generate PDFs of Control report and Control certificate.
 The controller can finalize the control work.

3.5.1 Overview of control work for the current report

This overview table consists of amounts **only related to the current report** (there is no cumulative data in this table).

Control Identification	Expenditure verification	Control communication	Control checklists	Overview and Finalize																					
<p>Overview of control work for current report (in Euro)</p> <p>This is the summary of the control work only for current report. Flat rates are calculated on top of total eligible after control (with 2 decimals, rounded down) and Deducted amounts are calculated as difference of Total declared, Total eligible after control and Parked - thus any potential rounding differences will always go to Total deducted by control.</p> <table border="1"> <thead> <tr> <th>Total declared by partner</th> <th>Total included in control sample without flat rates added</th> <th>% sampled from Total declared without flat rates</th> <th>Total parked in current report </th> <th>Total deducted by control</th> <th>Total eligible after control for current report</th> <th>% Total eligible after control / Total declared by partner</th> </tr> </thead> <tbody> <tr> <td>69.820,68</td> <td>49.871,92</td> <td>100,00%</td> <td>39.670,84</td> <td>700,00</td> <td>29.449,84</td> <td>42,18%</td> </tr> <tr> <td colspan="7">↳ of which, flat rate: 19.948,76</td> </tr> </tbody> </table>					Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report 	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner	69.820,68	49.871,92	100,00%	39.670,84	700,00	29.449,84	42,18%	↳ of which, flat rate: 19.948,76						
Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report 	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner																			
69.820,68	49.871,92	100,00%	39.670,84	700,00	29.449,84	42,18%																			
↳ of which, flat rate: 19.948,76																									

Total declared by partner – is automatically transferred from the partner report and flat rates based on the settings in the AF are displayed in a separate row.

Total included in control sample – is summing up the declared amount in EUR of the expenditure items marked as part of sample in the “Expenditure verification” section. No flat rate is added on top!

% sampled – displays percentage of sampled out of total declared (both without adding flat rates on top!).

Total parked in current report – is summing up the declared amount in EUR of the expenditure items parked in the “Expenditure verification” section. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).

Total deducted by control – is calculated as difference of Total declared by partner minus Total eligible after control minus Total parked in current report. In this way, potential rounding differences (if any) will always go to Total deducted by control column.

Total eligible after control – is summing up the certified amount in EUR of the expenditure items from the “Expenditure verification” section. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down).

% total eligible after control – displays percentage of total eligible after control out of total declared (both including also flat rates).

3.5.2 Overview of control deduction for current report, by type of errors

This table sums up deductions applied to this report from the Expenditure verification list and displays also related flat rates (in Flat rates row) calculated according to the partner budget rounding settings. Same calculation rules apply as used for deducted amounts in table above.

Overview of control deduction for current report, by type of errors (in Euro)

This is the summary of control deductions only for current report, broken down by type of errors. Flat rates are calculated only once on top of totals, as follows: Total declared - Total eligible after control - Parked.

Type of errors	Staff costs	Office and administrative	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sums	Unit costs	Other costs	Total
Procurement rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Audit trail incomplete	500,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	500,00
Simplified Cost Options wrongly applied/calculated	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Ineligible expenditure	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Accounting/calculation errors	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
State aid rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Non-compliance with sound financial management principle	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Information and publicity measures breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Environmental rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Equal opportunities/non-discrimination rules breached	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Other	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Flat rates (if applicable)									200,00	200,00
Total	500,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	200,00	700,00

3.5.3 Timing

The controller can fill in text in the input fields available in this section.

The date for the end of control work is automatically filled in upon finalization of the control work.

4.1 Timing

This is where you can insert clarifications which were sent during the control process

* Start of control work
23.8.2023

Date(s) of request(s) for clarifications, if applicable

Date of receipt of satisfactory answers, if applicable. In case of delay (time lapse between start and end date longer than 3 months), please provide a justification.

End of control work

3.5.4 Findings, follow-up measures and conclusions

In this section the controller can comment on findings and fill in recommendation and conclusion. Furthermore, the section displays follow-up measures from last certified report (on yellow background) and allows to define follow-up measures for the next partner report.

5.a Description of findings, observations and limitations
 A description of the types of errors found and a reasoning why it is an error. Also add: a clear specification of additional observations and reservations (if any), expressed about the eligibility of expenditure including the list of ineligible expenditure.

5.b Follow-up measures from last certified report

⚠ There is nothing to be displayed from last certified report ✕

Follow-up measures implemented in current report should be explained here.

5.c Conclusions and recommendations
 The conclusion takes into consideration the above-mentioned observations/reservations. It also describes the measures implemented to solve the errors detected and it eventually provides recommendations to avoid the repetition of the same types of errors in the future.

5.d Follow-up measures for the next report
 Follow-up measures to be implemented in the next report should be described in this section. If none, put n.a.

3.5.5. Generate and sign Control report and Control certificate (pdf format)

Before finalizing the control work, the controller can generate a draft PDF exports of “Control report” and “Certificate report”, by selecting the control export template.

Generate Control certificate & Report

Control certificate and Control report can be generated by controller both before and/or after control work is finalized. Generated certificate/report are listed in table below, can be downloaded, signed and uploaded.

Control certificate - 1.0.1 ▼

Control report - 1.0.3

Generate document

File name	Location	Creation date ↓	User	File size	Description

Generated files are displayed in an overview list and can be downloaded anytime.

The date and user who generated the document is visible in the overview table.

NOTE! Generated pdf files cannot be deleted.

Please, download the two documents generated , sign and upload in the same table , button “Attachment”

In the description section, click on the “pencil” button and write “Final Version”

Control Report 1 - SA-0100231 - PP2... Control report	20/05/2024 11:27	FLCitalia@regione.puglia.it	41,6 kB final version			Control Report 1 - SA-...
Control Certificate 1 - SA-0100231 - P... Control certificate	20/05/2024 11:27	FLCitalia@regione.puglia.it	32 kB final version			Control Certificate 1 - S...

3.5.6 Finalize control work

The finalization of the control work **must be done by the controller authorized to issue the control certificate. The name of the controller who pressed the button “Finalize control” work will be displayed as signatory in the “Control report and Certificate” pdf.**

To finalize the control work first run the pre-submission checks.

Only once all pre-submission checks were successfully passed, the button “Finalize control” turns active and the control work can be finalized.



Once the control is finalized:

- All sections of the control work become visible (in read-only mode) to all users who have access to the partner report.
- The control work as such is locked
- The end date of control is automatically filled in

4.1 Timing
 This is where you can insert clarifications which were sent during the control process

Start of control work
 17.8.2023

Date(s) of request(s) for clarifications, if applicable
 01.08.2023
 TEST

Date of receipt of satisfactory answers, if applicable. In case of delay (time lapse between start and end date longer than 3 months), please provide a justification.
 10.08.2023
 new documents provided, TEST

End of control work
 24.8.2023

- The **final control document (Control report & Certificate) is automatically generated** (and should be marked as “FINAL” in the description field, see chapter Generate control report and control certificate)
- Control checklists can be downloaded as pdf in the control checklist section (see chapter Control checklist)

The status in the project report overview table updates and the date of finalization of the control work is displayed.

ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Control end date	Total eligible after control for current...	Control
R.1	Certified		2.0		05.05.2023 14:27	17.08.2023 03:26		6.210,00	24.08.2023 11:25	6.210,00	Go to controller work

3.5.7 Reopening of the control work

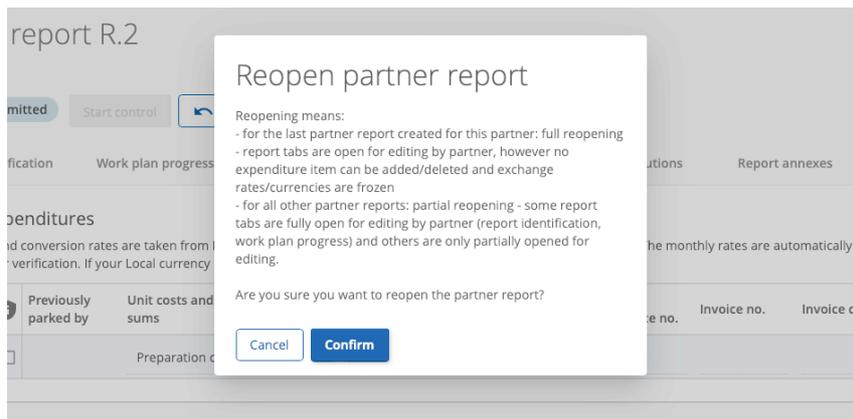
Whenever control work is in status “**Certified**”, it can be reopened by the JS upon request. Upon reopening of a certified report, the report moves to status “**Control reopened**” and the controller is again allowed to edit the control work and to re-issue the control documents. However, the control checklist cannot be re-opened. If a checklist was wrongly filled in, a new checklist needs to be created and filled in by the controller. To amend information, go to the control work section.

ID	Status	Included in project...	AF version linked	Reporting period	Date of report...	Date of first submission	Last submission	Amount submitted	Total eligible after control for current...	Control
R.1	Control reopened		2.0		05.05.2023 14:27	17.08.2023 03:26		6.210,00	6.210,00	Go to controller work

3.5.8 Reopening of Partner Report

This section is described in this manual to give the Controller an overview of the possible actions/procedures enabled, on the Partner side, after reopening a partner report.

If needed, the **Controller or JS** can re-open the partner report for adjustments.



Reopening of the last partner report (full reopening of partner report)

No data is cleared from the report and all is editable, with the following exceptions in the list of expenditure:

- expenditure item ID, currency and exchange rates are frozen from the initial report
- no expenditure item can be deleted (but can be edited)
- **no new expenditure item can be added (in order to avoid exchange rate issues)**
- Parked expenditure list is visible and any item from it can be deleted or added to the reopened partner report.

Procurements created in the current partner report can be further edited; for procurements created in earlier partner reports only new additions of beneficial owners/subcontractors/attachments is allowed.

Creation of a new draft partner report is locked while last partner report is in status **“Reopened”**.

All Previous uploads are displayed in the section “Report Annexes”.

Previous Files uploaded in this section cannot be deleted here, other files can only be deleted in the section where they were uploaded.

Please upload new file in the specific sub-section, because new files, once uploaded in Report Annexes tab, can no longer be deleted.

Reopening of any partner report that is not last (partial reopening of partner report)

No data is cleared from the report and only the following is editable:

- List of expenditure tab:
 - following fields are editable: GDPR flag, Link to procurement, Description and Comment
 - **no expenditure item can be deleted / no new expenditure item can be added (in order to avoid exchange rate issues)**
 - Parked expenditure list is not visible
 - Expenditure item attachment can be changed/uploaded
- Public Procurements created in current partner report cannot be deleted, but can be further edited, except procurement name, which is locked.
- Contributions tab: only changing attachment is allowed
- Report Annexes tab: user can add new uploads

Upon (re)submission of a Reopened partner report:

- partner report goes back to the status from before reopening, namely Submitted or Control ongoing
- no recalculation of exchange rates happens
- financial overviews are refreshed, reflecting changes done
- partner report overview is populated with updated Amount submitted and Date of last submission

Unlimited and limited editing does not change for a report that is already reopened when deleting the last report in draft. You have to first delete the last draft report and then reopen for it to be unlimited editing.

ATTENTION!

In case a partner has forgotten to add an expense to the report submitted in a reporting period, it is mandatory to open a new partner report and enter the missing expenses for the same reporting period.

Control work

- Control work can't be started/finalised while partner report is in status Reopened.
- Control work started before reopening a partner report is not lost and can be continued by controller even while partner report is reopened, except for Expenditure verification tab and Finalize control button - which are locked until Reopened partner report is (re)submitted
- Expenditure verification tab: everything except Parked and Comment columns is reset upon resubmission of a Reopened partner report.

Whenever a change is made to the list of expenditure during reopening the item shall be highlighted in orange in both the partner report list of expenditure and the Expenditure verification.

Whenever the report is submitted and reopened again the highlighting is reset and again only latest changes shall be highlighted. Changing items manually back to their original state shall undo the highlighting.