

# REPORTING PROCESS, MAIN STEPS AND TOOLS

## Focus on the SIU System

**Davide Gelfi**

**Consultant, Design & Demand Management**

FLC Seminar – 1<sup>st</sup> Call for “Standard+” Projects | Mestre (VE) | 16 Oct 2018

# REPORTING PROCESS

## Focus on the SIU System

- ① Access to the SIU System
- ② Research of the Progress Report
- ③ First Level Controls on SIU
- ④ Managing Annexes

# REPORTING PROCESS

## Focus on the SIU System

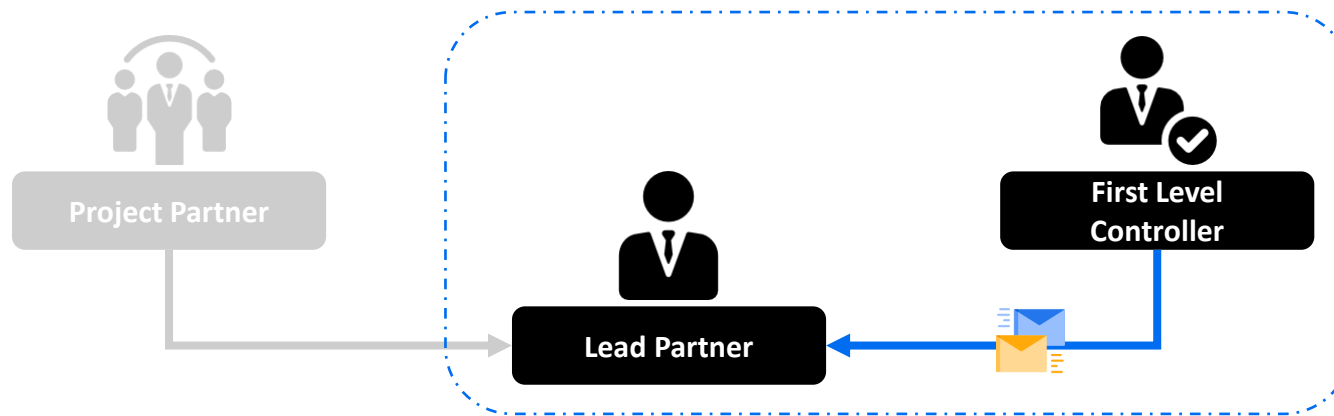
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# REPORTING PROCESS

## Focus on the SIU System

1.1

FLCs provide the LP with the appropriate data



### OUT OF THE SIU SYSTEM...

The LP must communicate to the MA, out of the SIU system and via formal request ([italia.croazia@pec.regione.veneto.it](mailto:italia.croazia@pec.regione.veneto.it)), the following information related to herself/himself and **ALL** the relevant PP and FLC:

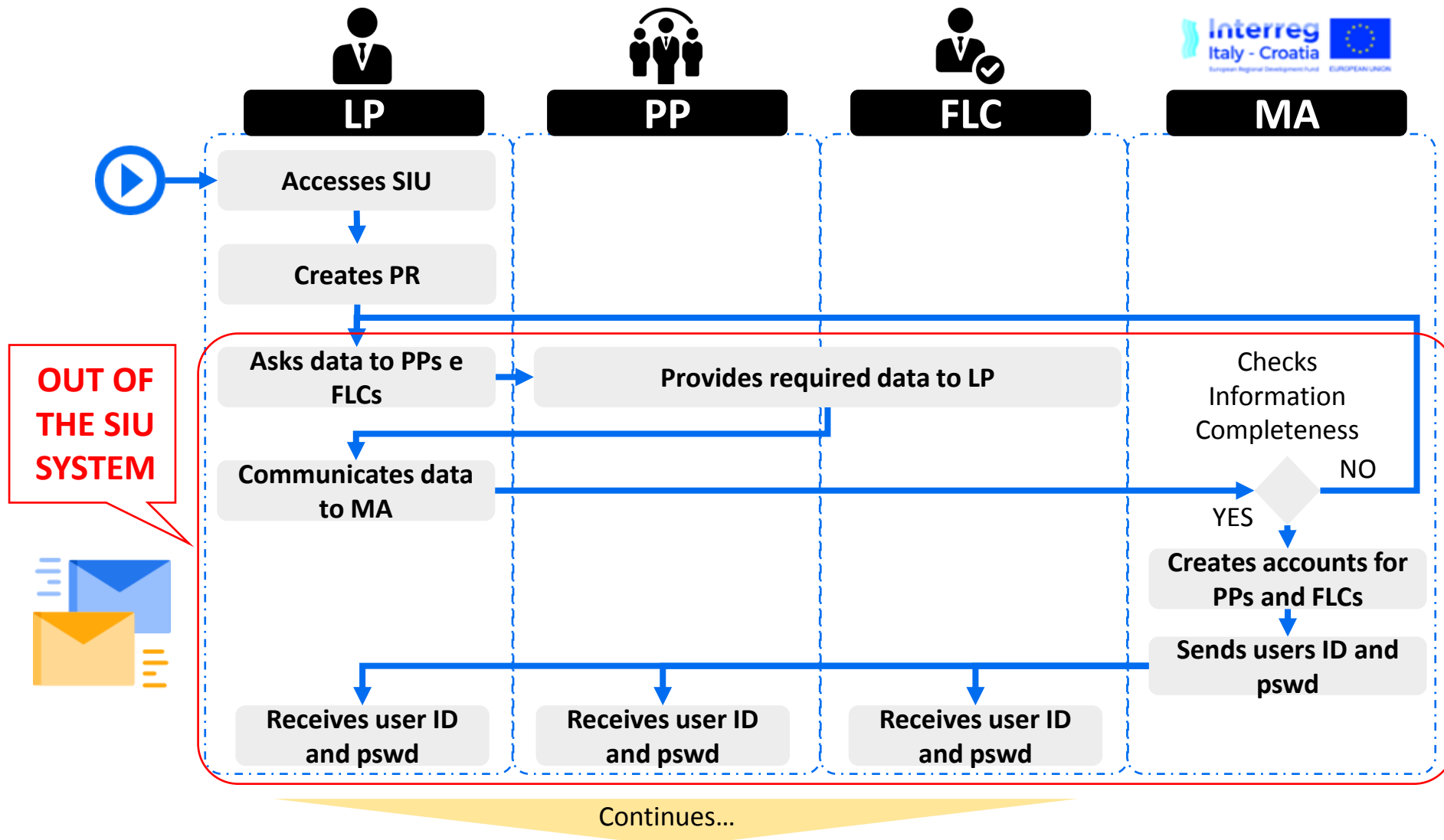
1. Name
2. Surname
3. Tax Number
4. E-mail address
5. Application ID

# REPORTING PROCESS

## Focus on the SIU System

1.2

Receiving via e-mail their own SIU credentials: ID and Password



# REPORTING PROCESS

## Focus on the SIU System



Users must focus on some good practices to be accredited



### PASSEGES THAT EVERY USER SHOULD FOLLOW



#### DATA VERIFICATION

Check that they have sent the correct personal data information, with special regard to e-mail address



#### CHECK THE SPAM

Monitor potential unread messages that your e-mail service provider could automatically store in the spam folder



#### NO FULL MAIL BOX

Constantly monitor the mail box usage, to be sure that you have some free space to receive you own SIU credentials

# REPORTING PROCESS

## Focus on the SIU System



Users can access SIU by clicking on the link below...

**LINK:** <http://www.italy-croatia.eu/call-proposal/how-apply>

The screenshot shows the login interface of the Central Authentication Service (CAS) for the Regione del Veneto. The header includes the Regione del Veneto logo and the text 'Central Autentication Service'. The main content area features a 'Login' box with a red warning message: 'To access at the service the authentication by user and password is required'. Inside the box, there are input fields for 'User' (containing 'user') and 'Password' (containing 'password'), each with a corresponding icon (a person for user and a key for password). Below the fields are 'Login' and 'Information' buttons. At the bottom of the page, there is an 'Information' section with contact details for the Call Center and a password recovery mechanism.

**Central Autentication Service**

**Login**

To access at the service the authentication by user and password is required

User:

Password:

**Information**

Call Center can be contacted for any application problem, including the password reset, in one of the following ways:

- by calling **hotline +39 800.914.708** (external) or **number 919.000** (internal)
- by sending a **fax +39 800.916.074** (external) or **Fax 918 000** (internal)
- by sending an email to: [call.center@regione.veneto.it](mailto:call.center@regione.veneto.it)

Password recovery mechanism is based on sending of an e-mail to the user's address communicated during registration.

...taking into consideration  
some browser advices:

SIU is a web application accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer).

**It is advisable to use Chrome or Firefox**

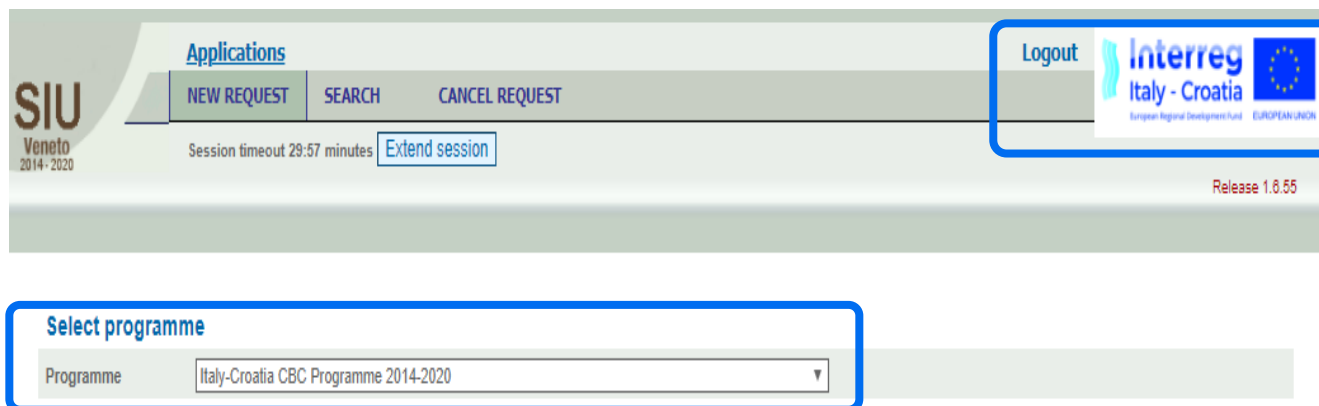


# REPORTING PROCESS

## Focus on the SIU System

1.5

Language Settings are coherent with Programme's official language



English: Default option



**DEPENDING ON THE BROWSER  
A GENERAL MASK WRITTEN IN  
ITALIAN MAY APPEAR**

The user should:

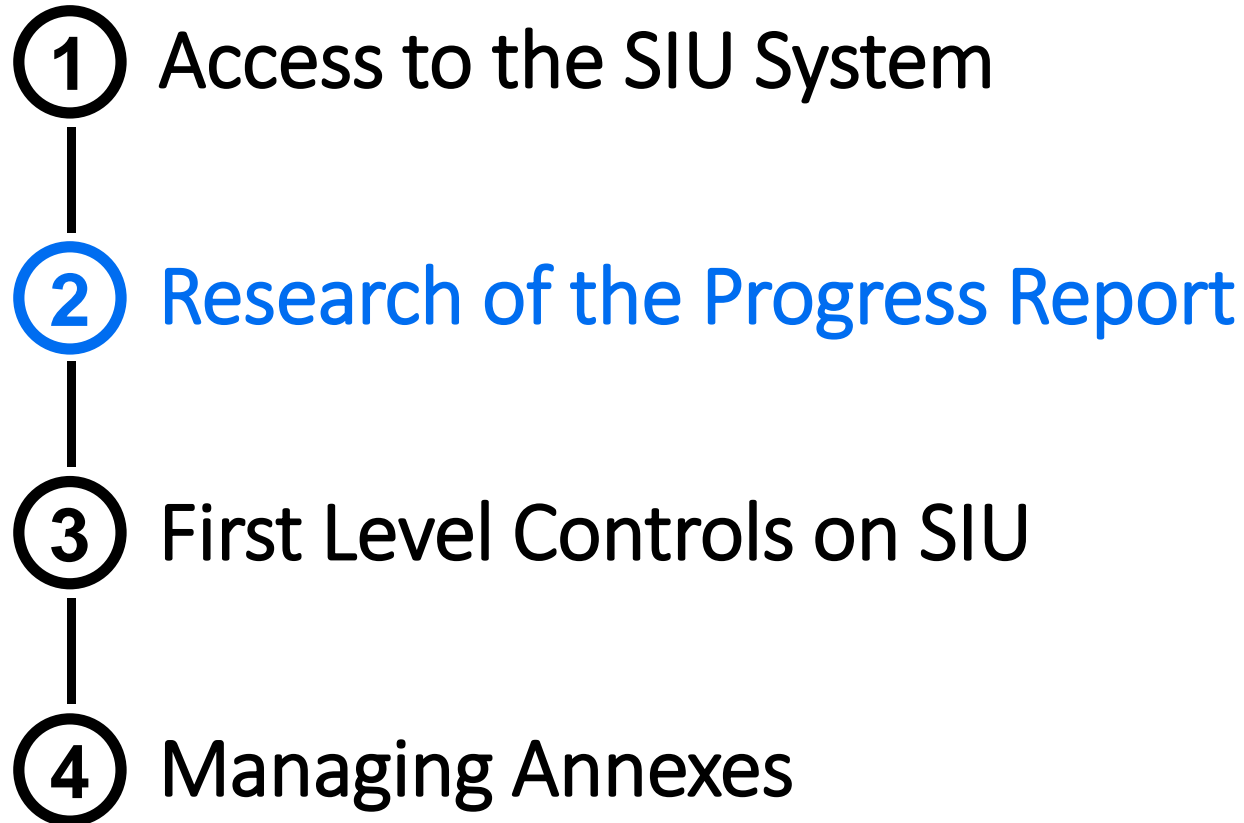
- 1) Select the programme: "Italy-Croatia CBC Programme 2014-2020"
- 2) Click the Button "Search"

**SIU PAGES WILL BE  
AUTOMATICALLY DISPLAYED IN  
ENGLISH.**



# REPORTING PROCESS

## Focus on the SIU System



# REPORTING PROCESS

## Focus on the SIU System



### FLCs can research for the concerned Progress Reports...

SIU allows users **to search for the Progress Reports they are associated to**.  
It is helpful in the following cases:

1. **RECURRENT ACCESS:** once the Progress Report has already been created, and then the user logged out from the SIU System
2. **FIRST ACCESS:** When PPs and/or FLCs have to access the system to carry-out their duties throughout the financial reporting process (which will be seen later)

In both these cases, the user has to use the **“SEARCH”** option in the header section

SIU Veneto 2014-2020

Applications | NEW REQUEST | **SEARCH** | CANCEL REQUEST

Logout | Interreg Italy - Croatia | European Regional Development Fund | EUROPEAN UNION

Session timeout 29:29 minutes | Extend session

Release 1.6.40

Select programme

Programme | Italy-Croatia CBC Programme 2014-2020

# REPORTING PROCESS

## Focus on the SIU System

2.2

### Using SIU search engine:

To find the **concerned Progress Report**:

1. Select **"Italy-Croatia CBC Programme 2014-2020"**
2. Select **"Progress Report"** in the drop-down list displayed under **"Type of request"**
3. Click **"Search"** button

The screenshot shows the SIU (Sistema di Informazione Unificata) search engine interface. At the top, there's a navigation bar with 'Applications', 'NEW REQUEST', 'SEARCH' (annotated with a blue circle and '1'), and 'CANCEL REQUEST'. Below this, a 'Session timeout 24:33 min' and 'End session' button are visible. The main content area is titled 'Select programme' and shows a dropdown menu with 'Italy-Croatia CBC Programme 2014-2020' selected. Below this is the 'Search criteria' section, which includes fields for 'Application ID', 'LA tax number', 'Lead applicant name', 'Type of request' (annotated with a blue circle and '2'), 'Priority axis', 'Call for proposals', 'VAT number', 'Request status', and 'Specific objective'. A blue box labeled 'Progress Report' is overlaid on the 'Type of request' dropdown. A red 'Search' button (annotated with a blue circle and '3') is located at the bottom right of the search criteria section. Below the search criteria, there's a 'Results: 0' section with a dropdown menu showing 'Reimbursement', 'Final payment', and 'Clearing conditions'. At the bottom, there's a table with columns: 'Application code', 'Call for proposals', 'Priority axis', 'Specific objective', 'LA tax number', 'VAT number', 'Lead applicant name', 'Type of request', 'Request status', and 'Submission date'. The table shows 'No results' for the first search and 'Results: 2' for the second search. The second search results table has two rows, both with '100' in the 'Application code' column and a 'Detail' button in the 'Submission date' column.

Once clicked the **"SEARCH"** button, users are able to visualize only progress reports they are associated to.

Selecting the **"DETAIL"** button they can further access the concerned pr.

# REPORTING PROCESS

## Focus on the SIU System

2.3

### Progress Report's deputed control panel

**SIU Veneto 2014-2020**

**Applications**

[NEW REQUEST](#) [SEARCH](#) [CANCEL REQUEST](#) [Logout](#)

Session timeout 28:18 minutes [Extend session](#)

**Interreg Italy - Croatia**

Release 1.6.55

10047325 Italy-Croatia CBC Programme 2014-2020

#### Project main data

LA tax number	VAT number
Lead applicant name	Department / Unit
Project acronym	
Priority axis	
Specific objective	
Call for proposals	
Application ID	
Request status	In progress
Registration number	Submission date

#### Sections

Sections
A - APPLICATION DATA
E - PARTNERS
I - PROJECT

[View](#) [Update](#) [Update](#)

[Back](#)

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# REPORTING PROCESS

## Focus on the SIU System



LPs and PPs report for their own expenditures...



### PROJECT PARTNERS (including LPs for their own part)

1. Access SIU
2. [Insert their expenditures, including the upload of invoices and proofs of payments](#)
3. Fill-in the Partner Activity Report and upload it in SIU
4. Modify their data related to seat/name/legal representative if needed in the Section “Partner”
5. Send the proofs and supporting documents of their deliverables/outputs via e-mail to the LP
6. [Give confirmation that their part is completed by clicking the button “Submit to FLC”](#)
7. [Proceed to the necessary modifications on inserted expenditures if required by the FLC or LP](#)

### ANNEXES TO UPLOAD...



Each PP will insert in SIU **only**:

- **The supporting documents related to its Financial progress** (expenditures, invoices and proofs of payments)
- The **Activity Report**

# REPORTING PROCESS

## Focus on the SIU System



...requiring First Level Controllers to control their financial reporting:



### FIRST LEVEL CONTROLLERS

1. Access SIU;
2. Verify PP/LP expenditures, including invoices and proofs of payments;
3. Collects all supporting documents from PP/LP via e-mail or other means;
4. Fill-in the FLC dedicated part of PP/LP expenditures in SIU;
5. Upload in SIU, in the dedicated part: signed CoVe, Control Report and FLC checklists;
6. Request to the PP via e-mail any modifications on inserted expenditures if needed
7. Once the control is closed, clicks the button "Submit to LP"

### ANNEXES TO UPLOAD...



FLCs will insert in SIU:

- FLC checklists
- Control report
- Certificate of Verified Expenditure (CoVe)





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### How to manage Annexes volume

Attachment: HANDBOOK Practical Advices How to Compress Annexes' Volume

#### IT IS NECESSARY TO REDUCE THE ANNEXES DIMENSIONS FOLLOWING THESE CRITERIA:



**Check:** before inserting the file into the document check and, if necessary, reduce the size and the resolution of each object → *It is possible to obtain excellent results by setting a resolution up to a maximum of 1280 x 1204 and by reducing the .jpg pictures to 1 Mega pixel*



**Export:** export the documents to PDF format, setting the saving options so that the files have the smallest dimensions possible and still a good quality



**Reduce:** if the file obtained exceeds the maximum size of 5 MB, it is necessary to optimize it using the appropriate software



**Scan:** it is necessary to create lower dimensions files (preferably in PDF format) in case of digital documents obtained by scanning original documentation



#### PLEASE NOTE THAT



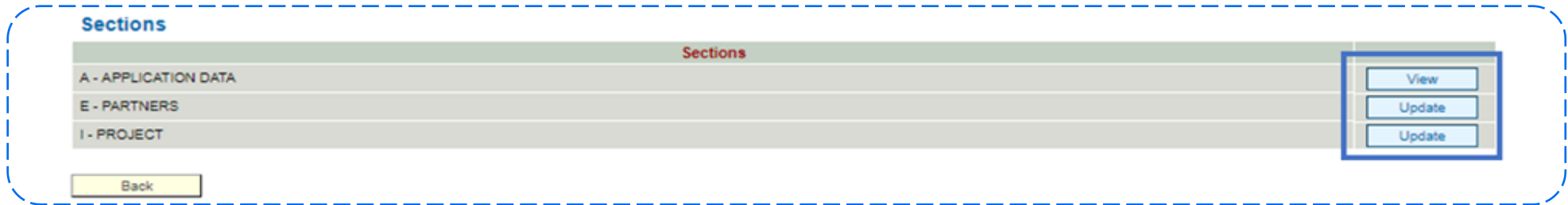
**Files to be uploaded in SIU should be maximum 5MB each for a total of maximum 160 MB of all uploaded files.** Each annex shall be uploaded in low resolution and in PDF format.

THANK YOU FOR YOUR ATTENTION!

# REPORTING PROCESS

## Focus on the SIU System

### SIU Functioning and Procedures



A screenshot of the 'Sections' menu in the SIU system. The menu is titled 'Sections' and contains three items: 'A - APPLICATION DATA', 'E - PARTNERS', and 'I - PROJECT'. To the right of these items are three buttons: 'View', 'Update', and 'Update'. A blue dashed box highlights the 'View', 'Update', and 'Update' buttons. A yellow 'Back' button is located at the bottom left of the menu.

#### SECTION A Project

Properly verify the correctness of the automatically filled-in information within the fields of the form.



A screenshot of the 'A - Application data' form. The form contains several fields: 'Submission date:', 'Registration number:', 'Registration date:', 'Type of request:', 'Priority axis:', 'Specific objective (\*)', 'Addressed authority:', and 'Application ID:'. The 'Type of request:' field is highlighted with a blue box and contains the text 'PROGRESS REPORT'. A yellow 'Back' button is located at the bottom left, and a blue 'Confirm (Save)' button is located at the bottom right. A legend at the bottom left indicates that (\*) denotes a compulsory field.

# REPORTING PROCESS


## Focus on the SIU System

### SECTION E Project Partners

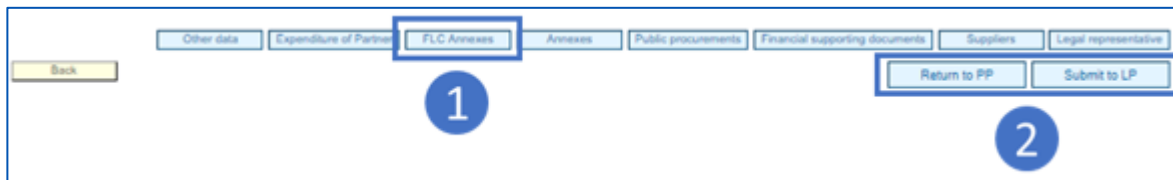
View and analyse the financial reporting activity performed by the PP

**E - Partners** Sections

Results: 2

Project partner number	Tax number	VAT number	Name	Role	Legal representative		
2	XXXXXX	XXXXXX	XXXXXX	Partner	XXXXXX		<div>View</div> <div>Annexes</div>
3	YYYYYY	YYYYYY	YYYYYY	Partner	YYYYYY		<div>View</div> <div>Annexes</div>

Back



#### 1 Annexes

FLC CoVe checks

FLC report

FLC checklist

FCL on-the spot

#### 2 Submission

**Return** the Report to the PP if corrections are needed

**Submit** the Report to the LP as the Report is correct and the checks performed are concluded.



The PR must be submitted, alternatively to PPs or LP, **only once the FLC has carried out its controls within the Section I – PROJECT** (See the next slide)

# REPORTING PROCESS

## Focus on the SIU System

### SECTION I Project

It allows the user to access the sub-sections:

**I - Project** Sections

Results:1

Code - description	Total AF budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Project locations	Project workplan	Project workplan and budget
H001 - CALL FOR PROPOSALS	1 150 000,00	9 943,00	1 585,00	1 585,00	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Update</a>
	1 150 000,00	9 943,00	1 585,00	1 585,00			

[Back](#) [See workplan by VVP](#) [See workplan by partner](#) [Budget lines overview](#) [CSV Export](#) [Confirm \(Save\)](#)

1 PROJECT LOCATIONS

2 PROJECT WORKPLAN

ACCESSIBLE IN READING MODE, FOR CONSULTATION PURPOSES ONLY

3 PROJECT WORKPLAN AND BUDGET

Verify the association performed by the PP among:

- Financial Documents
- Expenditures reported
- WP
- Activity

Code - description	Total AF budget	Total Amount reported in the current period by PP	Total Amount certified by FLC	Total Amount certified up to now (included the current period)	Link to partner and Activity	Financial supporting documents
1 Equipment	240 000,00	0,00	0,00	0,00	Partner + Activity	<a href="#">Check</a>
2 Equipment	4 850,00	0,00	0,00	0,00	Partner + Activity	<a href="#">Check</a>
3 External expertise and services	15 000,00	123,00	135,00	135,00	Partner + Activity	<a href="#">Check</a>

#### Association of supporting documents to Budget lines

Results:1

Document number and Supplier	Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
<input type="checkbox"/> <a href="#">Select</a> XXXXX - Supplier	PP 0,00	0,00	0,00	500,00		
	FLC 0,00	0,00	0,00	500,00		Progress Report
	PP 0,00	0,00	0,00	500,00		
	FLC 0,00	0,00	0,00	500,00		

[Back](#) [Add](#) [RECORD 1](#) [Delete](#) [Confirm \(Save\)](#)