

European Regional Development Fund

"Sitting ducks function in the eMS"

Guidance for FLC controllers

Definition:

"Sitting Ducks" refers to open items of expenditure from previously submitted reports.

AS a FLC, you may decide NOT to verify an expenditure item in a list of expenditure submitted on eMS (e.g. in case verification takes a longer time or needs further clarification).

Any item line on eMS which is NOT ticked "verified by FLC" will NOT be included in the current FLC certificate.

By not ticking "Verified by FLC", you generate an item which is neither accepted nor rejected and waits in the system to be verified – it is what we call a "Sitting Duck".

"Sitting ducks" can be verified with later reports.



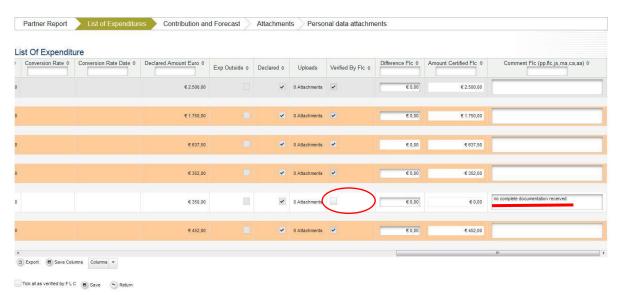
In this guidance, we will take one example to illustrate this function:

→ In Partner Report 1, one item won't be verified and will be included in the following certificate, e.g. Partner Report 2

(see below in white: Travel and accommodation (WPT1): "conference at Ministry of Transport – Rome" – 350,00 €).



Fig. 1 View from PR1 - List of expenditures (1/2)





How to integrate a sitting duck in the next report?

First, you will proceed to your regular checks in the List of expenditures of PR2. Once everything is validated at this level, you can include the sitting ducks.

To do this and access all open items:

- → tick "FLC documents" see below (1) [FC1]
- → then tick "FLC expenditure" see (2)
- → and tick "Show all waiting to be verified, including open expenditures from other reports"
 see (3).





France (Channel) England



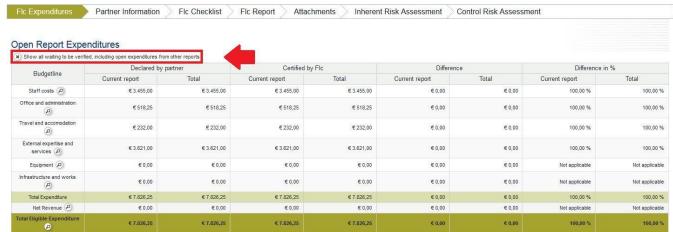


Fig. (2) and (3)

New columns will appear. This view below shows sums per budget lines:

- "Declared by Partner" "Current Report" (a): all items included in the current report.
- "Declared by Partner" "other reports (open expenditure)" (b): all items currently open in other reports.
- "Total" (c): Sum of the two above.



In the following case, we recognize the open item "Travel and accommodation – 350,00€" from PR1 in the column "Other reports (open expenditure)" (b).

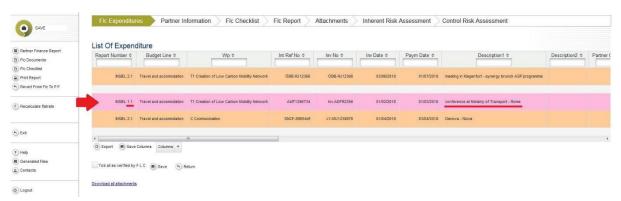
→ To include it in the PR2, access the related budget line by clicking on the magnifying glass (see below).



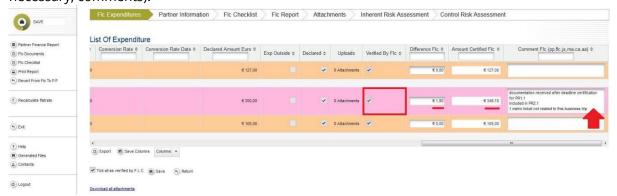
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Sitting ducks will be highlighted in pink...



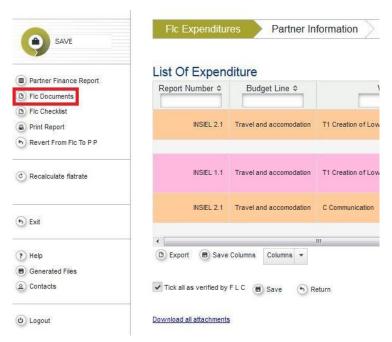
You can confirm your check by clicking on the "sitting duck" item: it is the same procedure as for a regular item in the List of expenditures (ticking "verified by FLC", applying deduction if necessary, comments).



In the example, we applied a deduction of $1,90 \in -1$ the amount to be included in the certificate is $348,10 \in .$



Once it is done, open again "FLC documents" (the sitting duck will keep the pink colour once verified).



The verified "sitting duck" item is then integrated to the columns "Certified by FLC" and "Difference".



In this case, the verified sitting duck item is added to the other verified items of PR2.

→ See box in orange: 232,00€ of travel and accommodation costs were verified in the regular PR2 along with the 348,10 € of sitting duck in the same budget line.



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Once the sitting ducks are inserted in the PR2, you can finalise your work by filling in the sections "Partner information", "FLC checklist" and "FLC report" and issue the FLC certificate (the sitting ducks will be integrated in this document).



