**Workflow for phase 2 PRs with lump sum**

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| 1 | PR imported and checked by Project and finance assistant | |
|  | If clarifications needed Project and finance assistant inserts them as usual | |
|  | After the check Project and finance assistant clicks as usual | |
|  | FO as FLC checks and clicks (even if clarifications are needed) |  |
|  | If lump sum OK to be approved, FO as FLC clicks |  |
|  | If lump sum needs clarifications before being approved, FO as FLC adds clarifications as for a regular PR, **without certifying the lump sum**.  Depending on the severity of the issues discovered by the FLC, the report and FLC clarification requests are either  - Sent back immediately to the project  - Sent back together with the PO clarification requests |  |
|  |  | PO checks the PR and adds clarifications if needed. When done with the check PO clicks as usual |
|  |  | If no financial corrections (i.e. if in tab 3 Finance, there is no sub-tab Financial corrections) and no partner report (i.e. 0 EUR indicated in column current report for all partners in section 3.1.2), PO also clicks |
|  | If there is a financial correction or if there is a partner report included, FO checks the report, inserts the clarifications if needed, and when done clicks |  |
|  | The clarification process ensues, until all PR-related clarifications are solved, as usual. | The clarification process ensues, until all PR-related clarifications are solved, as usual. |
|  | Only when all clarifications related to the lump sum are solved and the lump sum can be approved, the FO clicks |  |
|  | When the lump sum is certified and all PR-related clarifications solved (if any), the FO clicks | When all PO clarifications are solved (if any), the PO clicks |
|  | If ready for payment on both finance and activity side FO or PO clicks | |
|  | As no notification is sent from the system to the project, FO/PO sends an email notifying the project that their last PR has been approved. | |
|  | FO coordinator puts the project to payment as usual  NB. If there were any financial corrections or partner reports in the PR, the amounts also appear in the payment section. |  |
|  | The payment order goes to the MA and CA as usual |  |
|  | **If the lump sum is rejected:** | |
|  | If the lump sum is rejected, FO clicks  This is action **is not** reversible. Therefore, before clicking the button, it must be ascertained without doubt that the lump sum will not be accepted. |  |
|  | If the lump sum is rejected, Ready for payment (finances) button is not required to push the project to payment. If there were no financial corrections/ real costs included (i.e. the PR is 0 EUR), the FO clicks    This ends the treatment of the 0 EUR PR. |  |
|  | If the lump sum is rejected and there was a financial correction/ real costs included, the PR needs to go through the administrative workflow until the CA.  So after the FO clicks Approve and transfer, FO coordinator puts the project to payment as usual  NB. If there were any financial corrections or partner reports in the PR, the amounts also appear in the payment section, and will be included in the payment order |  |
|  | CA signs in the system only after they have received the reimbursement from the project. No notifications is sent automatically from the system. |  |
|  | The FO sends an email to notify the project that we have received the reimbursement. |  |