

## How to Create Union Priorities linked to a Fund

**NOTE:**

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Move your cursor on the “Programming” tab, and then click on “Union Priority”.



2. Click on “Insert”.



3. Fill in the necessary details in the fields provided, and tick any required boxes at the bottom.

Details
Documentation
Specific Objectives
Indicators
Administration
Statistics

Code

Description

Programme

Performance %

Fund	EU Budget (€)	MT Budget (€)	Total (€)	Allocation (€)	Co Finance %
EMFF	0.00	0.00	0.00	0.00	0
Total (€) :					

Financial Indicators

Milestone  Target 
 EU
 EU & MT
 N/A

Expressed in Public Cost     
  Technical Assistance     
  Transnational Bonus  
 Contingency Reserve     
  Performance Reserve

**Note: Once an EU Budget is established, choose a Thematic Objective from the box that will automatically pop up.**

4. Click on "Save".

Search

Clear

Amend

Insert

Save

Undo

View History

Notifications



5. Click on the “Documentation” Tab.

Code:   
 Description:   
 Programme:   
 Performance %:

Fund	EU Budget (€)	MT Budget (€)	Total (€)	Allocation (€)	Co Finance %
EMFF	0.00	0.00	0.00	0.00	0
<b>Total (€) :</b>					

Financial Indicators

Milestone  Target 
 EU
  EU & MT
  N/A

Expressed in Public Cost
  Technical Assistance
  Transnational Bonus  
 Contingency Reserve
  Performance Reserve

6. Click on “Insert”.



7. Fill in any necessary details and upload any required files.

Title

Description

Document Type

Content Type

Document Date   No file chosen

8. Click on "Save".

- 
- 
- 
- 
- 
- 
- 
- 

9. Click on "Specific Objectives".

Details **Documentation** Specific Objectives Indicators Administration Statistics

File Name	Document Title	Document Type	Date



10. Click on “Insert”.

Search

Clear

Amend

**Insert**

Save

Undo

View History

11. Select a Specific Objective and if necessary add any comments in the “Comments” field.

**Details**

Specific Objective

Comments

12. Click on “Save”.

Search

Clear

Amend

Insert

**Save**

Undo

View History

Notifications





15. Fill in any necessary details, both in the “Result” tab, and the “Output” tab.

Result
Output

Code	Name

1

Result Indicator

Specific Objective

Year

Increase
  Decrease

Cumulative

**Operation Program**

Unit of Measure

Baseline

Target

Reporting Frequency

Data Source

Methodology

Comments

**Beneficiary**

Unit of Measure

Baseline

Target

16. Click on “Save”.



- Search
- Clear
- Amend
- Insert
- Save**
- Undo
- View History
- Notifications

17. Click on the “Administration” Tab.

Details Documentation Specific Objectives **Indicators** Administration Statistics

Result Output

Code	Name

1

18. Click on “Insert”.

- Search
- Clear
- Amend
- Insert**
- Save
- Undo
- View History



19. Exclude any necessary item/s by clicking on its/their respective box/es.

Details Documentation Specific Objectives Indicators **Administration** Statistics

**Certification Roles** Checklist Invoice Documentation Data Groups

**Selected items will be excluded**

- Certify Work Beneficiary
- Confirmation Line Ministry

20. Click on "Save".

Search

Clear

Amend

Insert

**Save**

Undo

View History

Notifications

21. Whilst staying in the Administration Tab, click on the "Checklist" Tab.

Details Documentation Specific Objectives Indicators **Administration** Statistics

**Certification Roles** Checklist Invoice Documentation Data Groups

**Selected items will be excluded**

- Certify Work Beneficiary
- Confirmation Line Ministry



22. Click on “Insert”.



23. Select an Option for “Authorisation Role” and “Invoice Type”. Once an Invoice Type has been selected, Checklist questions should pop up.

Authorisation Role	<input type="text" value="Select an Option"/>
Invoice Type	<input type="text" value="Select an Option"/>
Checklist Questions	

24. Click on “Save”.



25. Whilst still in the “Administration” tab, click on “Invoice Documentation”.

Certification Roles **Checklist** Invoice Documentation Data Groups

Authorisation Role	Checklist

26. Click on “Insert”.

- Search
- Clear
- Amend
- Insert**
- Save
- Undo
- View History

27. Exclude any item/s by clicking on its/their respective box/es.

**Selected items will be excluded**

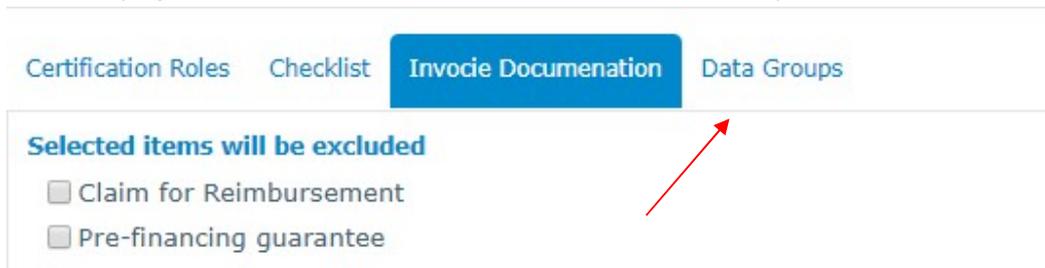
- Claim for Reimbursement
- Pre-financing guarantee
- Statement of Expenditure
- Invoice
- Other
- Invoice
- Other
- N.I Declaration
- Payslips
- Purchase order
- Fiscal Receipt
- Other



28. Click on "Save".



29. Whilst staying in the "Administration" tab, click on the "Data Groups" tab.



30. Click on "Insert".



31. Select a Data Group from the drop-down menu and if necessary, tick the “Revoke Access” box.

Certification Roles Checklist Invoice Documentation **Data Groups**

Data Groups	

Data Groups

Revoke Access

32. Click on “Save”.

- Search
- Clear
- Amend
- Insert
- Save**
- Undo
- View History
- Notifications

-----End of Tutorial-----

**Modification History**  
Creation of Tutorial – 25/07/2017

