

EUROPEAN COMMISSION

Directorate General Regional Policy Directorate General Employment, Social Affairs and Equal Opportunities Directorate General Agricultural and Rural Development Directorate General Maritime Affairs and Fisheries

SFC2007 Information System

Member State Paying Agent & Coordinating Body Manual

Date:	03/04/2007
Version:	1.3
Authors:	Wim NAHON
Revised by:	Alan CONNELL
Approved by:	Alan CONNELL
Reference Number:	SFC2007-MAN-189
Software version:	3.2.7

Commission européenne, B-1049 Bruxelles / Europese Commissie, B-1049 Brussel - Belgium. Telephone: (32-2) 299 11 11.

Commission européenne, L-2920 Luxembourg. Telephone: (352) 43 01-1.

TABLE OF CONTENTS

1 Introduction	4
1 1 SEC2007	л
1.1. DF C2007	۲۲
1.2. Defense and in this means	
1.5. References used in this manual	
1.4. Disclaimer	
2. Managing Quarterly Declarations of Expenditure for the European Agri Fund for Rural Development (EAFRD)	cultural 5
2.1. Introduction to Quarterly Declarations of Expenditure	
2.2. Managing Quarterly Declarations of Expenditure: Workflow overview	
2.3. Creating Quarterly Declarations of Expenditure	6
2.4. Searching existing Quarterly Declarations of Expenditure	
2.5. Updating Quarterly Declarations of Expenditure	14
2.5.1. Workflow Overview	14
2.5.2. Updating the subtabs on the tab Declaration of Expenditure	15
2.5.3. Updating the tab Bank Information	17
2.6. Validating Quarterly Declarations of Expenditure	
2.7. Sending a Quarterly Declaration of Expenditure to the European Commi	ssion . 19
2.8. Evaluating Quarterly Declarations of Expenditure (by the Commission).	
2.9. Correcting returned IPA Programmes	
2.10. Creating a new version of a Quarterly Declaration of Expenditure (Excercircumstances)	eptional 25
2.11. Quarterly Declaration of Expenditure Data Fields	
2.11.1. General Quarterly Declaration of Expenditure Data Fields	
2.11.2. Declaration of Expenditure Data fields	29
2.11.3. Bank Information Data Fields	
Appendix A: Validation Rules for Quarterly Declarations of Expenditure	31
Appendix B: Quarterly Declaration of Expenditure Sample Reports	
B.1 Print Report	
B.2 Print All Report	
B.3 Snapshot Report	
B.4 Acknowledgment Report	

Document History

Version	Date	Comment	Ву
0.1	07/12/2007	Initial draft	WN
0.2	05/06/2008	Included remarks Didier Bonaert and included Disclaimer	WN
1.0	06/06/2008	Approved version	WN
1.1	11/03/2008	Updated APAF Validation rules	WN
1.2	03/04/2009	Applied new manual template	WN
1.3	12/05/2009	Updated IPA validation rules	WN

1. INTRODUCTION

1.1. SFC2007

A Member State Payment Agency (MSPA) shall be the departments or bodies of the Member States which, in respect of payments made by them and as regards communicating and keeping information, provide sufficient guarantees

Where more than one paying agency is accredited, the Member State shall communicate to the Commission the particulars of the department or body to which it assigns the following tasks:

- Collecting the information to be made available to the Commission and sending that information to the Commission
- Promoting harmonized application of the Community rules

A Member State Coordinating Body (MSCB) is this department or body.

1.2. Tasks

The Member State Payment Agency has the following key responsibility:

• <u>Managing Quarterly Interim Expenditure Declarations (EAFRD)</u>

Refer to the indicated section for more detailed information.

The Member State Coordinating Body (MSCB) has the following key responsibility:

- <u>Sending Quarterly Interim Expenditure Declarations to the Commission</u>
- **1.3. References used in this manual**

Ref	Name	File name
[<u>R1</u>]	Glossary	SFC2007-BM-033 Business Glossary
[R2]	Introduction Guide	SFC2007-MAN-183 Introduction Guide
[R3]	European Commission Operating Agent Manual	SFC2007-MAN-190 European Commission Operating Agent Manual
[R4]	Member State Authority Manual	SFC2007-MAN-185 Member State Authority Manual
[<u>R5</u>]	Member State Managing Authority Manual	SPF2007-MAN-184 Member State Managing Authority Manual

1.4. Disclaimer

The information contained in this manual is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

2. MANAGING QUARTERLY DECLARATIONS OF EXPENDITURE FOR THE EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT (EAFRD)

2.1. Introduction to Quarterly Declarations of Expenditure

Quarterly Declarations of Expenditure allow Member State Paying Agency to declare - during a limited period - eligible amount expenditure for which it has actually paid the corresponding EAFRD contribution during the quarter and referenced as *Q1* to *Q4 YYYY*.

2.2. Managing Quarterly Declarations of Expenditure: Workflow overview

Managing Quarterly Declarations of Expenditure involves going through a workflow consisting of several procedures. These procedures are performed by different actors:

- Member State Payment Agency (MSPA)
- Member State Coordinating Body (MSCB)
- European Commission Operating Agent (ECOA)

An overview of this workflow is displayed below:



The actions performed by the MSPA are represented as yellow boxes. Click one of the links below to access a detailed description:

- <u>Creating Quarterly Declarations of Expenditure</u>
- <u>Searching existing Quarterly Declarations of Expenditure</u>
- <u>Updating Quarterly Declarations of Expenditure</u>
- <u>Validating Quarterly Declarations of Expenditure</u>
- Creating a new version of a Quarterly Declarations of Expenditure

The action performed by the MSCB is represented as an orange box. Click the link below to access a detailed description:

• Sending Quarterly Declarations to the European Commission

The actions performed by the European Commission Operating Agent (ECOA) are displayed in gray boxes. Refer to the section <u>Evaluating a submitted (sent) Quarterly Declaration of</u> <u>Expenditure (by the ECOA)</u> to access short descriptions.

2.3. Creating Quarterly Declarations of Expenditure

This procedure explains how a Quarterly Declaration of Expenditure is created by means of a Creation Wizard.

1. On the SFC2007 initial screen, select the option *EAFRD Quarterly Declaration of Expenditure* from the *Execution* drop down menu:

	User. #0050141 Aade.	PT Version. x2 6 9									Help	Home	
SFC 2007	System Programmir	for Fund	manager	ment in t > Display O	the Eu	ropean I Programn	Communi "	ty 2007 [.]	-2013	E	nglish (en)	~	
Strategic Planning	Programming	Monitoring	Execution	Audit Ev	aluation	Closure	Documentatio	n Reports	Utilities				
			EAFRD Tran	nsitory Decla	aration of I	Expenditur					-		_
			EAFRD Qua	arterly Declar	ration of E	spenditure							
			EAFRD BI-A	Annual Paym	ent Foreca	ast	5						

The following screen is displayed:

PF Version. x2 G 9				<u>Help Home Loqout</u>
for Fund manageme	ent in the European nditure > List Quarterly Declar	Community 2007-2 rations of Expenditure	2013	English (en) 💌
Monitoring Execution Au	udit Evaluation Closure	Documentation Reports	Utilities	
17		s	how ?	
Status:	~			
Previous Node:		~		
Current Node:		V		
		Search	Clear	
enditures				
els): 1. Joemis) per page: 12 <u>Smin all</u>				A
rsion 2 Fund 2 03 EAERD OP.fm	r AGRI (PT) Created	s 😤 Previous Node Portugal	2 Current Node	2 Last Modified 2
els): sion 03 Ехр	L. Joem (s) per page: 12 53200 all	4. Jewn(s) we mays: 12 Stoon all 前言 合	L. Jeon (s) Ber Boyer, 12 Szon all ()) 合 Fund 合 Title 合 Status 合 Previous Node EAFRD OP for AGRI (PT) Created Portugal enditure	L. Joewis) Ber Dave: IZ Sace.all 副 語 [] 合

This screen contains the following standard elements:

- *Search pane:* This pane allows defining Search criteria for finding existing Quarterly Declarations of Expenditure.
- *List of Quarterly Declarations of Expenditure:* This pane lists default information for existing Quarterly Declarations of Expenditure.
- Create a new Quarterly Declaration of Expenditure link

A detailed description of the standard User Interface elements is provided in the <u>SFC2007</u> <u>Introduction Manual</u>.

2. Click the link Create a new Quarterly Declaration of Expenditure.

The first phase of the Quarterly Declaration of Expenditure Creation Wizard, called *Select Programme*, is displayed:

SFC	System Execution >	for Fund Quarterly De	manage	ment «penditu	in the Eu re > Create C	I ropean Quarterly De	Communi	ty 2007 - ^{enditure}	2013		En	glish (en)	~
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Documentatio	n Reports	Utilities				
				Sele	ct Programm	ne Confi	irm Version Creati	on					
reate Quarterly De	clarations of Exp	penditure - Ste	p 1: Select a	Program	me		_						
tle:			<u>]</u> *							*			

The following fields are available:

- Operational Programme CCI
- <u>Title</u>

For a description of these fields, refer to section <u>General Quarterly Declarations of</u> <u>Expenditure Data Fields</u> or click an individual field link in the list above.

3. Click the Operational Programme CCI field:

Operational Programme CCI:	
	Click

The following dialog is displayed:

Cci - Microsoft Internet Exp	lorer	×
		~
2007PT06RP0001 EAFRD	OP for AGRI (PT)	

This dialog contains the CCI of Operational Programmes that:

- Are approved,
- Are managed at the user's node;
- Are funded by a DG for which the user is registered.
- 4. Click the link matching the required Operational Programme.

Results:

- The selected CCI is copied into the *Operational Programme CCI* field.
- The title assigned to the Operational Programme is copied into the *Title* field.
- 5. Click the *Next* button.

The second phase of the Quarterly Declaration of Expenditure Creation Wizard, called *Confirm Version Creation*, is displayed:

SFC 2007	System Execution >	for Fund	manage	ment i	n the Ei e > Create (u ropear Quarterly Do	n Communit eclaration of Exp	:y 2007 - enditure	2013	Er	ıglish (en)	~
trategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Documentatio	n Reports	Utilities			
reate Quarterly De	clarations of Ex	penditure - Ste	p2: Confirm Y	Se Version Cr	lect Program	ime Con	firm Version Cr	eation				
han ha in San hadde han	t Application will	he hered on a		balana ba		_	_	_	_			_
a Tetevine Doumon	c application with	be based on :					-					

6. Verify the information displayed and click the *Finish* button.

The following message is briefly displayed: *Payment Request created.*

Then the following screen is displayed:

SFC	System for Fund man Execution > Quarterly Declarati	nagement in the Europea on of Expenditure > Edit Quarterly Dec	n Community 2007- laration of Expenditure	2013	English (en)
trategic Planni	ng Programming Monitoring Exec	cution Audit Evaluation Closure	Documentation Reports	Utilities	
uarterly Declar	ation of Expenditure				
interfectively. Advertision					
erational Progr	amme CCI: 2007PT06RP0001 Full V	ersion: 1.200703 Fund: EAFRD St	atus: Created ②		
le:	OP for AGRI (PT)				
		Newsy and the second seco			
eclaration of E	xpenditure Bank Information D	ocuments In Charge			
	1				
Convergence					
Convergence	Evnanditura far Convergence nor Mascu	va (in EUP)			
Convergence Declaration of	Expenditure for Convergence per Measu	re (in EUR)			
Convergence Declaration of Measure	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRD calculated (2) —	Recoveries/cor	rections	- Payment requested
Convergence Declaration of Measure	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRD calculated (2) 0.00	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested
Convergence Declaration of Measure 11 12	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRD calculated (2) 0.00	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested
Convergence Declaration of Measure 111 12 211	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRO calculated (2) 0.00 0.00	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0. 0.
Convergence Declaration of Measure 111 12 211 212	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRO calculated (2) 0.00 0	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0. 0.
Measure 111 112 211 212	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRO calculated (2) 0.00 0	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested O O O O O O O O O O O O O O O O O O O
Declaration of Measure	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFR0 calculated (2) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.
Convergence Declaration of Measure 111 112 211 212 211 212 311 312	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFR0 calculated (2) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Recoveries/cor Public exp. Rec/Cor	EAFRD	Payment requested O O O O O O O O O O O O O O O O O O O
Convergence Declaration of Measure 111 112 211 212 311 312 312 411	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFR0 calculated (2) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.
Convergence Declaration of 111 112 211 212 311 312 411 511	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRD calculated (2) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0.
Convergence Declaration of 111 112 211 212 311 312 411 511 U) Public expendence	Expenditure for Convergence per Measu Payments Public exp. (1)	re (in EUR) EAFRD calculated (2) 0.00 0	Recoveries/cor Public exp. Rec/Cor	rections EAFRD	Payment requested 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.

This screen contains a number of tabs and subtabs allowing updating the Quarterly Declaration of Expenditure. Refer to <u>Updating Quarterly Declarations of Expenditure</u> for a detailed description.

2.4. Searching existing Quarterly Declarations of Expenditure

You typically search an existing Interim Payment Application, if you need to display or update its settings.

1. On the SFC2007 initial screen, select the option EAFRD Quarterly Declaration of Expenditure from the Execution drop-down menu:

	User. #0050141 Acde.	PT Version. v2.6.9									Help	<u>Home</u>
SFC 2007	System Programmir	for Fund	manager al Programme	nent ≻ Displ	in the E	E uropea onal Program	n Commu	inity 200	7-2013		English (en)	~
and the second se	2		-	1	70227 12 10		10	10 7022				
Strategic Planning	Programming	monitoring	Execution	Audit	Evaluatio	n Closure	Document	ation Report	s Utilities			
Strategic Planning	Programming	monitoring	EAFRD Tran	Audit sitory D	Evaluatio Declaration	n Closure of Expenditi	Document	ation Report	s Utilities			
Strategic Planning	Programming	monitoring	EAFRD Tran EAFRD Qua	Audit sitory D terly D	Evaluatio Declaration eclaration o	n Closure of Expenditu of Expenditu	Document Ire	ition Report	s Utilities			

The following screen is displayed:

User.	. w0030740 Nade. P1 Versit	on. #2 6 9					Hel	p <u>Home</u> Loo	qout
SFC	System for F Execution > Quart	F und mana erly Declaration o	jement in the E fExpenditure > List Q	E uropean C uarterly Declarati	ommunity 2007- ons of Expenditure	2013	[English (en)	~
Strategic Planning F	^p rogramming Moni	toring Executio	n Audit Evaluatio	on Closure D	ocumentation Reports	Utilities			
Search									F
	Show ?				:	Show ?			
Cei:		Status:		~					
/ersion:		Previous Node	:		¥				
Title:		Current Node:			~				
					Search	Clear			
List of Quarterly Decla	ration of Expenditur	es							
I results found, displaying I to I	A Pagels): 1. Jo	entis) ber bege: 12 S		A	A Device Note		Note A	Loop March	A
2007PT06RP0001	2 Version 200703	Z Fund Z EAFRD	OP for AGRI (PT)	2 Status Created	2 Previous Node Portugal	2 Current Portugal		Lasc Modified 7/12/2007	Ź
reate a new Quarterly D	Declaration of Expens	liture							

This screen contains the following standard elements:

- *Search pane:* This pane allows defining search criteria for finding existing Quarterly Declarations of Expenditure.
- *List of Quarterly Declarations of Expenditure:* This pane lists default information for existing Quarterly Declarations of Expenditure.
- Create a new Quarterly Declaration of Expenditure link

A detailed description of the standard User Interface elements is provided in the <u>SFC2007</u> Introduction Manual.

2. Define search criteria in the *Search* pane, if you do not immediately find the required Quarterly Declaration of Expenditure.

The following search fields are available:

- <u>CCI</u>
- <u>Version</u>
- <u>Title</u>
- <u>Status</u>
- Previous Node
- Current Node

For a description of these fields, refer to sections <u>General Quarterly Declaration of</u> <u>Expenditure</u> or click an individual field link in the list above.

3. Click the *Search* button.

The Quarterly Declarations of Expenditure matching your search criteria are displayed in the *List of Quarterly Declarations of Expenditure*:

8	Uzer, w0030740 Node, PT Ver	tion. v2 6 9					<u>Help</u> <u>Home</u>	Logout
SFC 2007	System for Execution > Inter	Fund manage	ment in the Eu on > List Interim Payn	ropean Commu	nity 2007-2013		English (en)	~
Strategic Planning	Programming Mor	nitoring Execution	Audit Evaluation	Closure Documenta	tion Reports Utilities			
Search								E
	Show ?				Show ?			
Ceit		Status:		~				
Version:		Previous Node:			~			
Title: OP%		Current Node:	PT - Portugal		v			
					Search Clear			
List of Interim Pay	ment Applications 🗸			Click				
1 results found, displaying 1 c	o 1 H 4 P M Page(s): 1	Joenn (s.) ber bage: 12 Same						
Cci	A Yersi	on 👌 Fund -	A Title	A Status	A Previous Node	A Current Node	A Last Modifie	ed ≜
Create a new Interim	Payment Application	EAFRD	OP for AGRI (PT)	Created	Portugal	Portugal	U//12/2007	

4. Click the link in the *CCI* column matching the Quarterly Declaration of Expenditure you want to display.

The details for the selected Quarterly Declaration of Expenditure are shown on its *Display* screen.

5. Select a link at the top of the Display screen, if required.

Dependent on the Quarterly Declaration of Expenditure status, the following links can be available:

Link	Description
Return to list	This link is always available.
	Click this link to return to the list of Quarterly Declarations of Expenditure matching your search criteria.
Delete	This link is available if:
	• The Quarterly Declaration of Expenditure is treated on the Member State Paying Agency level.
	The Quarterly Declaration of Expenditure status is <i>Created</i> or <i>Validated</i> .
	The Quarterly Declaration of Expenditure has never been sent to the Commission before.
	Click this link to delete the currently displayed Quarterly Declaration of Expenditure version. The following dialog is displayed:
	Leon, editione for version, of 4.9 Halls Harma Languart
	System for Fund management in the European Community 2007-2013 Execution > Quarterly Declaration of Expenditure > Delete Quarterly Declaration of Expenditure Execution > Quarterly Declaration > Quarterly Declaration > Quarterly Decla
	Ousterly Petining Programming Homoting Concession Roles Contestion Clister Decomentation Reports Contest
	Operational Programme CCI: 200707058P0001 Full Version: 1.200703 Fund: EAFRD Status: Created Trate: OP for AGRI (PT)
	Are you sure you want to delete this Quarterly Declaration of Expenditure?
	Ves No
	Confirm or cancel the deletion.
Validate	This link is available if:
	• The Quarterly Declaration of Expenditure is treated on the Member State Paying Agency level.
	The Quarterly Declaration of Expenditure status is <i>Created</i> or <i>Returned for correction</i> .
	Click this link to validate the IPA. Refer to <u>Validating Quarterly</u> <u>Declarations of Expenditure</u> for more information.

Link	Description
Send	This link is available if:
	The Quarterly Declaration of Expenditure is treated on the Member State Paying Agency level.
	• The Quarterly Declaration of Expenditure status is <i>Validated</i> or <i>Returned for correction</i> .
	• The Quarterly Declaration of Expenditure has been signed.
	Click this link to send the IPA to the European Commission. Refer to <u>Sending Quarterly Declarations of Expenditure</u> for more information.
Print	This link is always available.
	Click this link to generate a Summary Report about the Quarterly Declaration of Expenditure. Refer to <u>Appendix B.1 Print Report</u> .
Print All	This link is always available.
	Click this link to generate a Detailed Report about the Quarterly Declaration of Expenditure. Refer to <u>Appendix B.2 Print All Report</u> .

6. Verify the settings in the *Quarterly Declaration of Expenditure* section.

Operational Programme CCI: 2007PT06RPO001 Full Version: 1.200703 Fund: EAFRD Status: Created
Title: OP for AGRI (PT)

This section lists the basic settings for this version of the Interim Payment Application. The following fields are available:

- Operational Programme CCI
- Full Version
- <u>Fund</u>

Quarterly Declaration

- <u>Status</u>
- Title

For a description of these fields, refer to section <u>General Quarterly Declaration of</u> <u>Expenditure Data fields</u> or click an individual field link in the list above.

The information in this section was defined during the creation of the Quarterly Declaration of Expenditure. It is not possible to edit the settings for an existing Quarterly Declaration of Expenditure.

7. Verify the settings in the *Declaration of Expenditure for Convergence Regions* section.

Declaration of Expenditure	For Convergence Regions				Ξ.
14 results found, displaying 1 to 14 📓					
Measure	Payments Public exp. (1)	EAFRD calculated (2)	Public exp. Rec/Cor	EAFRD	Payment requested
111	10,000.00	5,000.00	1,000.00	1,000.00	6,000.00
112	10,000.00	5,000.00	2,000.00	1,000.00	6,000.00
Total 1	20,000.00	10,000.00	3,000.00	2,000.00	12,000.00
211	10,000.00	5,000.00	3,000.00	2,000.00	7,000.00
212	10,000.00	5,000.00	5,000.00	2,000.00	7,000.00
Total 2	20,000.00	10,000.00	8,000.00	4,000.00	14,000.00
311	10,000.00	5,000.00	7,500.00	1,000.00	6,000.00
312	10,000.00	5,000.00	2,500.00	1,000.00	6,000.00
Total 3	20,000.00	10,000.00	10,000.00	2,000.00	12,000.00
411	10,000.00	5,000.00	1,500.00	1,500.00	6,500.00
Total 4	10,000.00	5,000.00	1,500.00	1,500.00	6,500.00
511	10,000.00	5,000.00			5,000.00
Total 5	10,000.00	5,000.00	0.00	0.00	5,000.00
Grand Total CR	80,000.00	40,000.00	22,500.00	9,500.00	49,500.00

(1) Calculated amount rounded to the euro

The following fields are available:

• <u>Measure</u>

Edit

- Payments Public Expenditure
- EAFRD calculated
- Public expenditure Rec/Cor

- <u>EAFRD expenditure Rec/Cor</u>
- Payment requested

For a description of these fields, refer to section <u>Declaration of Expenditure Data fields</u> or click an individual field link in the list above.

Click the *Edit* link in this section to change its settings. For the update procedure, refer to <u>Updating the tab Declaration of Expenditure</u>.

Note:

If the Quarterly Declaration of Expenditure refers to an Operational Programme covering more than one Region type, a section comparable to the one above will be available for each covered Region type.

Example:

Declaration of Expenditure fo	or Non-Convergence Regions				=
11 results found, displaying 1 to 11 🛐 📅					
Measure	Payments Public exp. (1)	EAFRD calculated (2)	Public exp. Rec/Cor	EAFRD	Payment requested
111		0.00			0.00
Total 1	0.00	0.00	0.00	0.00	0.00
211		0.00			0.00
Total 2	0.00	0.00	0.00	0.00	0.00
311		0.00			0.00
Total 3	0.00	0.00	0.00	0.00	0.00
411		0.00			0.00
Total 4	0.00	0.00	0.00	0.00	0.00
511		0.00			0.00
Total 5	0.00	0.00	0.00	0.00	0.00
Grand Total NCR	0.00	0.00	0.00	0.00	0.00

Edit

Edit

(1) Calculated	amount rounded to the euro	
···/ · · · · · · · · · · · · · · · ·		

Measure	Payments Public exp. (1)	EAFRD calculated (2)	Public exp. Rec/Cor	EAFRD	Payment requested
111		0.00	0-0		C
Fotal 1	0.00	0.00	0.00	0.00	C
211		0.00			0
otal 2	0.00	0.00	0.00	0.00	0
11		0.00			0
otal 3	0.00	0.00	0.00	0.00	0
111		0.00			0
otal 4	0.00	0.00	0.00	0.00	0
Grand Total CR	0.00	0.00	0.00	0.00	0

8. Verify the settings in the *Bank Information* section.

```
Bank Information
Bank: BCP
Bank Account Nr: 000-000063-63
Bank Account Holder: Portuguese Government
```

This section lists information about the Bank Account Information. The following fields are available:

- Bank
- Bank Account Nr
- Bank Account Holder

For a description of these fields, refer to section <u>Bank Information Data fields</u> or click an individual field link in the list above.

Click the **Edit** link in this section to change its settings. For the update procedure, refer to <u>Updating the subtab Bank Information</u>.

9. Verify the settings in the section Associated Documents.

Title	Туре		Language Attachme	ents Document Date	Sent Date
orepareDocument - pt	Snapshot of data before send		Portuguese <u>1</u>	12/12/2007	12/12/2007
Communication with EC	Other Member State Document		Portuguese <u>1</u>	01/02/2008	
Accept QDE document	Acceptance Letter		English <u>1</u>	13/12/2007	13/12/2007
Guidelines for QDE	Official Commission's Observations		English <u>1</u>	13/12/2007	13/12/2007
prepareDocument - pt	Snapshot of data before send		Portuguese 1	13/12/2007	13/12/2007
Acknowledgement_pt.pd	If Quarterly Declaration of Expenditure Sent Acknowledgement Document		Portuguese <u>1</u>	13/12/2007	13/12/200
QDE Reject Reasons	Official Commission's Observations		English <u>1</u>	13/12/2007	13/12/2007
<u>Edit</u>		T			

This section lists information on the Documents and attachments defined for the Quarterly Declaration of Expenditure. Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Documents tab* in the SFC2007 Introduction Manual.

10. Verify the settings in the *Officials in Charge* section.

Name	Phone	Fax	Email	Valid From	Until
Pinto Antonio	351 2 223 98 76	351 2 223 98 77	sfc2007_tra1@yahoo.com	01/08/2007	31/08/2011
Ana Lopes	351 2 123 45 67	351 2 123 45 68	sfc2007 tra2@yahoo.com	01/08/2007	31/08/2011

This section lists information on the Officials in Charge of the Interim Payment Application. Click the *Edit* link in this section to change the settings. For a detailed description of the fields and the update procedure, refer to the section *Officials in Charge* in the <u>SFC2007 Introduction Manual</u>.

11. Expand the Last Validation Results section by clicking the Expand icon (±).

The following screen appears:

Date	Severity	Message	
12/12/2007	Error	Bank Account Nr must be provided.	
12/12/2007	Info	Object could not be validated. Please correct errors.	

This section lists error, warning and information messages about the last validation attempt. At least all errors must be corrected before the Quarterly Declaration of Expenditure can be validated and sent to the European Commission. For a detailed description of the Validation process, refer to <u>Validating Quarterly Declarations of Expenditure</u>.

12. Expand the *History* section by clicking the *Expand* icon (±).

The following screen appears:

Status	Comment	7.	By Level	Date	User
Sent	After Re-Open		Portugal	13/12/2007 11:23	w0050141
Fully Rejected	This QDE was completely rejected		Portugal	13/12/2007 11:14	w0050141
Sent			Portugal	13/12/2007 11:11	w0050741
validated			Portugal	13/12/2007 11:08	w0050740
Returned for Correction	Not suffienciently motivated.		Commission	13/12/2007 11:01	w0050141
Sent	After Re-Open		Commission	13/12/2007 11:00	w005014:
Accepted			Commission	13/12/2007 10:43	w005014:
Sent			Portugal	12/12/2007 16:51	w0050741
/alidated			Portugal	12/12/2007 16:25	w0050740
Created			Portugal	12/12/2007 16:21	w0050740
/alidated			Portugal	12/12/2007 16:19	w0050740
Created			Portugal	12/12/2007 16:16	w0050740
Created			Portugal	12/12/2007 14:41	w0050740
Created			Portugal	12/12/2007 14:41	w0050740
Created			Portugal	12/12/2007 14:40	w0050740
Created			Portugal	07/12/2007 16:28	w0050740
Created	created by wizard		Portugal	07/12/2007 16:21	w0050740



This section lists, in inversed chronological order, all "events" occurred during the life of this Quarterly Declaration of Expenditure. All entries are read-only and generated by the system. Comments have been defined by the European Commission or by the system. The following fields are displayed:

Field	Description
Status	This field displays the status of the Quarterly Declaration of Expenditure at the moment of the event.
Comment	This field contains a comment generated by the system or entered by the ECOA for some standard "events".
By level	This field contains the name of the Level (node) where the Quarterly Declaration of Expenditure resided at the moment of the event.
Date	This field contains the timestamp (date and time) of the event.
User	This field contains the username of the person initiating the event.

2.5. Updating Quarterly Declarations of Expenditure

2.5.1. <u>Workflow Overview</u>

The following graphic shows the Workflow for updating an Interim Payment Application (IPA). It is a subset from the general Interim Payment Application Workflow shown in the section <u>Managing Interim Payment Applications: Workflow overview</u>.



These actions are described in separate procedures:

- Updating the subtabs on the tab Declaration of Expenditure
- <u>Updating the tab Bank Information</u>

The update procedure for the *Documents* and *Officials in Charge* tabs are explained in the <u>SFC2007 Introduction Manual</u>.

2.5.2. <u>Updating the subtabs on the tab Declaration of Expenditure</u>

The tab *Declaration of Expenditure* on the *Quarterly Declarations of Expenditure* Edit screen contains a subtab for each Region type covered by the Operational Programme, for which the Quarterly Declaration of Expenditure is created.

For instance, Quarterly Declarations of Expenditure submitted by Portugal can cover four Region types, resulting in a maximum of four subtabs:

- Convergence Regions
- Non-Convergence Regions

- Additional Financing for Portugal
- Outermost Regions

The screenshots in this section display two subtabs. All subtabs have the same layout.

1. Browse the tab *Declaration of Expenses* on the *Quarterly Declarations of Expenditure* Edit screen and select the required subtab.

Refer to one of the following procedures for instructions:

- Creating Quarterly Declarations of Expenditure
- Searching existing Quarterly Declarations of Expenditure
- 2. Select the required subtab.

In this example, the *Convergence* subtab was selected:

	User. #0050740 Node. P1 Version. v2 6 11				Help Home Logout				
System for Fund management in the European Community 2007-2013 Execution > Quarterly Declaration of Expenditure > Edit Quarterly Declaration of Expenditure									
Strategic Plann	ning Programming Monitoring Exe	cution Audit Evaluation Clos	ure Documentation Reports	Utilities					
	an fan Da								
Juarteriy Decla	iration of Expenditure			_					
erational Prog	ramme CCI: 2007PT06RP0001 Full \	ersion: 1.200703 Fund: EAFRD	Status: Validated						
.le:	OP for AGRI (PT)								
Declaration of	Expenditure Bank Information D	ocuments In Charge							
Non-Converg	ence Regions Convergence								
Declaration o	f Expenditure for Convergence per Measu	re (in EUR)							
Measure	Payments Public exp. (1)	EAFRD calculated (2)	Public exp. Rec/Cor	EAFRD	Payment requested				
111	10,000	5,000.00	1,000	1,000	6,000.00				
112	10,000	5,000.00	2,000	1,000	6,000.00				
211	10,000	5,000.00	3,000	2,000	7,000.00				
211	10,000	5,000.00 5,000.00	3,000	2,000	7,000.00				
211 212 311	10,000 10,000 10,000	5,000.00 5,000.00 5,000.00	3,000 5,000 7,500	2,000 2,000 1,000	7,000.00 7,000.00 6,000.00				
211 212 311 312	10,000 10,000 10,000 10,000	5,000.00 5,000.00 5,000.00 5,000.00	3,000 5,000 7,500 2,500	2,000 2,000 1,000	7,000.00 7,000.00 6,000.00 6,000.00				
211 212 311 312 411	10,000 10,000 10,000 10,000 10,000	5,000.00 5,000.00 5,000.00 5,000.00 5,000.00	3,000 5,000 7,500 2,500 1,500	2,000 2,000 1,000 1,000	7,000.00 7,000.00 6,000.00 6,000.00 6,500.00				
211 212 311 312 411 511	10,000 10,000 10,000 10,000 10,000 10,000	5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00	3,000 5,000 7,500 2,500 1,500	2,000 2,000 1,000 1,000 1,500	7,000.00 7,000.00 6,000.00 6,000.00 6,500.00 5,000.00				
211 212 311 312 411 511	10,000 10,000 10,000 10,000 10,000 10,000	5,000.00 5,000.00 5,000.00 5,000.00 5,000.00	3,000 5,000 7,500 2,500 1,500	2,000 2,000 1,000 1,000 1,500	7,00.00 7,000.00 6,000.00 6,000.00 6,500.00 5,000.00				
211 212 311 312 411 511 1) Public expe	10,000 10,000 10,000 10,000 10,000 10,000 10,000 10,000 e co-financing rate by asis in the financing	5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 aid the EAFRD contribution during the	3,000 5,000 7,500 2,500 1,500	2,000 2,000 1,000 1,500	7,00.00 7,000.00 6,000.00 6,000.00 6,500.00 5,000.00				

3. Verify the basic information about the Quarterly Declaration of Expenditure in the information pane at the top of the screen.

The following fields are available:

- Operational Programme CCI
- <u>Full Version</u>
- <u>Fund</u>
- <u>Status</u>
- Title

For a description of these fields, refer to section <u>General Quarterly Declaration of</u> <u>Expenditure Data Fields</u> or click an individual field link in the list above.

If a comment is associated with the last message in the History table, the icon is displayed next to the *Status* field. You can click this icon to display this comment in a temporary dialog.

4. Update the values on the *Convergence* subtab on the *Declaration of Expenditure* table as required.

The following fields are available for each Measure covered by the Operational Programme, for which the Quarterly Declaration of Expenditure is created:

- <u>Measure</u>
- Payments Public Expenditure
- EAFRD calculated
- <u>Recoveries/Corrections Public Expenditure</u>
- <u>Recoveries/Corrections EAFRD</u>
- Payment Requested

For a description of these fields, refer to section <u>Declaration of Expenditure Data Fields</u> or click an individual field link in the list above.

5. Perform the required changes and click the Save button.

This concludes the procedure *Updating the tab Declaration of Expenditure for Convergence Regions*.

You can now:

- <u>Update the tab Bank Information</u> (logical next step)
- Update another tab or subtab on the Quarterly Declaration of Expenditure Edit screen. Refer to the <u>Action Overview</u> in the section *Updating Quarterly Declarations of Expenditure*.

2.5.3. Updating the tab Bank Information

The tab *Bank Information* lists information about the bank and the bank account to which payments resulting from the Quarterly Declaration of Expenditure will be made.

1. Browse to the *Bank Information* on the *Quarterly Declaration of Expenditure Edit* screen.

Refer to one of the following procedures for instructions:

- Creating Quarterly Declarations of Expenditure
- Searching existing Quarterly Declarations of Expenditure

The screen looks as follows:

Closure Documentation Reports Utilities
Closure Documentation Reports Utilities
FRD Status: Created
FI

return to display

2. Verify the basic information about the Quarterly Declaration of Expenditure in the information pane at the top of the screen.

The following fields are available:

- Operational Programme CCI
- Full Version
- <u>Fund</u>
- <u>Status</u>
- <u>Title</u>

For a description of these fields, refer to section <u>General Quarterly Declaration of</u> <u>Expenditure Data Fields</u> or click an individual field link in the list above.

3. Verify the settings in the *Bank Information* tab.

The following fields are available:

- Bank
- Bank Account Number
- Bank Account Holder

For a description of these fields, refer to section <u>Bank Information Data Fields</u> or click an individual field link in the list above.

4. Enter or edit the values in as required.

5. Click the *Save* button.

This concludes the procedure *Updating the tab Bank Information*.

You can now:

- Update the tabs *Documents* and *In Charge* (logical next steps) Refer to the <u>SFC2007</u> <u>Introduction Guide</u> for a detailed description of these tabs.
- Update another tab on the Quarterly Declaration of Expenditure Edit screen. Refer to the <u>Action Overview</u> in the section *Updating Quarterly Declarations of Expenditure*.
- Validate the Quarterly Declaration of Expenditure

2.6. Validating Quarterly Declarations of Expenditure

When you validate a Quarterly Declaration of Expenditure the system will check the validity and completeness of the information related to the current version of this Quarterly Declaration of Expenditure. Refer to <u>Appendix A</u> for a detailed list of the validation rules. You will logically perform a validation of your Quarterly Declaration of Expenditure AFTER having <u>created</u> and <u>updated</u> it.

Validating a Quarterly Declaration of Expenditure is only possible, if it has the status *Created* or *Returned for correction* (by the Commission).

Follow the procedure detailed in this section to validate a Quarterly Declaration of Expenditure.

1. Search the Quarterly Declaration of Expenditure to be validated.

Refer to <u>Searching existing Quarterly Declarations of Expenditure</u> for a detailed description.

2. Click the *Validate* link, once you have accessed the Quarterly Declaration of Expenditure Display screen.

	User, #0050740 Acode, PT Version, r2.6 11	Help Home Logout
SFC	System for Fund management in the European Community 2007-2013 Execution > Quarterly Declaration of Expenditure > Display Quarterly Declaration of Expenditure	English (en) 💌
Strategic Plannin	g Programming Monitoring Execution Audit Evaluation Closure Documentation Reports Utilities	
Quarterly Declara	e valuate Print Print All Click	
Operational Progra Title:	mme CCI: 2007PT06RPO001 Full Version: 1.200703 Fund: EAFRD Status: Created OP for AGRI (PT)	
		(Truncated)

The Validation Results are displayed:

in the second			
Date	Severity	Message	
12/12/2007	Error	Bank Account Nr must be provided.	
12/12/2007	Warning	The Application for Interim Payment should have at least one valid Person In Charge for the member state.	
12/12/2007	Info	Object could not be validated. Please correct errors.	

The table lists messages in three severity levels:

- *Error:* Errors are blocking shortcomings to the Quarterly Declaration of Expenditure. The Quarterly Declaration of Expenditure will not get the *Validated* status and you will not be able to send it to the European Commission, as long as errors persist.
- *Warning:* Warnings are non-blocking shortcomings to the Quarterly Declaration of Expenditure. The Quarterly Declaration of Expenditure will get the *Validated* status and you will be able to send the it to the European Commission, while warnings persist.
- *Info:* Informational messages provide a conclusion of the Error and Warning messages, such as the info message in the screen above: *Object could not be validated. Please correct errors.*

For a detailed overview of the Validation Rules, refer to <u>Appendix A: Validation Rules</u> for <u>Quarterly Declarations of Expenditure</u>.

3. Analyse the Validation results and correct the errors (and the warnings).

Refer to the procedures in the chapter Updating Quarterly Declarations of Expenditure.

- 4. Once you think you have corrected all errors (required) and all warnings (preferably), try validating the Quarterly Declaration of Expenditure again.
- 5. Repeat the steps above, until all errors (and if possible warnings) have been eliminated.

The Validation report will look as follows:

	User. #0050	740 Node. PT	Version. v2 G J	L)							Help	Home	Logout
SFC	S \ Еж	stem f	or Fund Quarterly De	manage	ment xpenditu	in the E re≻Validat	uropea r e Quarterly	n Communi	t y 2007 penditure	-2013	E	inglish (en)
Strategic Plannir	ng Progra	amming	Monitoring	Execution	Audit	Evaluation	Closure	Documentatio	n Reports	Utilities			
Quarterly Declara	ation of Ex	penditure											
Quarterly Declara	ation of Ex amme CCI:	penditure 2007PTC)6RP0001	Full Version:	1.2007	'03 Fund: 1	EAFRD Sta	tus: Validated	Sta	itus has be	en updated		
Quarterly Declara perational Progra tle:	ation of Exp amme CCI:	2007PTC OP for AC	06RPO001 3RI (PT)	Full Version:	1.2007	'03 Fund: 1	EAFRD Sta	tus: Validated	Sta	itus has be	en updated		
Quarterly Declara perational Progra itle: Validation Result	ation of Ex amme CCI: Is	penditure 2007PTC OP for AC)6RP0001 SRI (PT)	Full Version:	1.2007	103 Fund: 1	EAFRD Sta	tus: Validated	Sta	itus has be	<mark>en updated</mark>		-
Quarterly Declara perational Progra tle: Yalidation Result Date	ation of Ex amme CCI: ts Severity	2007PTC OP for AC	06RP0001 3RI (PT)	Full Version:	: 1.2007	'03 Fund: I	EAFRD Sta	tus: Validated Message	Sta	itus has be	en updated]	-
Quarterly Declara operational Progra itle: Validation Result Date 2/12/2007	ation of Exp amme CCI: ts Severity Warning	2007PTC 2007PTC OP for AC	D6RP0001 GRI (PT) ication for In	Full Version: terim Paymer	: 1.2007	'03 Fund: I have at lea:	EAFRD Sta	tus: Validated Message Person In Charg	Sta	itus has be	en updated]	-

6. You can now ask the Member State Coordinating Body to send the Quarterly Declaration of Expenditure to the European Commission.

Refer to Sending Quarterly Declarations of Expenditure to the European Commission.

2.7. Sending a Quarterly Declaration of Expenditure to the European Commission

Once the Member State Payment Agency (MSPA) has <u>validated</u> a Quarterly Declaration of Expenditure, the Member State Coordinating Body (MSCB) can send it to the European Commission for approval.

Sending a Quarterly Declaration of Expenditure to the Commission is only possible if it has the status *Validated*.

Furthermore, the quarterly Declaration of Expenditure can only be sent to the Commission during the month following the Expenditure Period as follows:

• the first Quarter declaration (YYYYQ1 = 01/01/YYYY to 31/03/YYYY) can only be sent from 01/04/YYYY to 30/04/YYYY,

- the second Quarter declaration (YYYYQ2 = 01/04/YYYY to 30/06/YYYY) can only be sent from 01/07/YYYY to 31/07/YYYY,
- the third Quarter declaration (YYYYQ3 = 01/07/YYYY to 15/10/YYYY) can only be sent from 16/10/YYYY to 10/11/YYYY, (Except for Q32007 where the end date is 12/12/2007)
- the fourth Quarter declaration (YYYYQ4 = 16/10/YYYY to 31/12/YYYY) can only be send from 01/01/YYYY+1 to 31/01/YYYY+1,

Follow the procedure detailed in this section to send a Quarterly Declaration of Expenditure to the Commission.

1. Search the Quarterly Declaration of Expenditure you want to send to the European Commission.

Refer to <u>Searching existing Quarterly Declarations of Expenditure</u> for a detailed description.

2. Once you have accessed Quarterly Declaration of Expenditure Display screen, click the Send link, as indicated below:

	User. w0050741 Node. (97 Version, v2 6 J.	1								Help Home	Logout
SFC 2007	System Execution >	for Fund Quarterly De	managei	ment i	n the Eu e > Display (I ropean Quarterly D	Community	/ 2007 -: nditure	2013		English (en)	~
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Documentation	Reports	Utilities			
turn to list Send P	rint Print All	lick										
Quarterly Declarati	on of Expenditure											
perational Program	me CCI: 2007P	T06RP0001	Full Version:	1.2007	D3 Fund: E	AFRD Sta	tus: Validated					
	OD for	AGRI (PT)										

The following screen is displayed:

	zer. #0050741 Nade.	PT Version. v2 6 11										<u>i</u>	Help Home	Loqout
SEC	System	for Fund	manage	ment i	n the Eu	iropea	n Commi	inity 2	007-201	3			English (en)	1
2007	Execution >	· Quarterly De	laration of E:	(penditure	ı≻ Send Qu	arterly De	claration of E	penditur						
Strategic Planning	Programming	Monitoring	Execution	Audit	Evaluation	Closure	Document	ation R	eports Uti	lities				
uarterly Declaratio	n of Expenditur	e												
erational Program	ne CCI: 2007P	T06RPO001	Full Version:	1.20070	3 Fund: E	AFRD St	atus: Validat	≥d						
le:	OP for	AGRI (PT)												
ocuments														
			_	_	_	_	_	_	_	_		_		_
uks found, displaying 1 to 1		sish: 1, Joewish per p	oe: 12 Snow a	anti-										
Title	Ą		Туре		Ą	Lan	quage 🆂	At	tachments	≜	Document Date	≜	Sent Date	
pareDocument - p		Snapshot of d	ata before ser	nd		Portugue	se	1		12/	/12/2007			
		0.0021.0		1000 02				T						
e you sure you want	to send this Qu	arterly Declar-	ation of Exper	iditure?			0	Concella Conce						
								ICK						

The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending. Refer to <u>Appendix B.3 Snapshot Report</u> for a detailed description.

3. Click the *Yes* button to confirm the sending.

The ECAS Authentication screen is displayed.

4. Enter your user name and password, and click the *Submit* button.

Results:

- The Quarterly Declaration of Expenditure is sent to the Commission.
- The European Commission is notified of this event by means of a standard e mail message.
- The Quarterly Declaration of Expenditure Display screen is again displayed:
- The Status of the Quarterly Declaration of Expenditure has been set to Sent.

This concludes the procedure Sending a Quarterly Declaration of Expenditure to the European Commission.

You will now have to wait until the European Commission evaluates your Quarterly Declaration of Expenditure and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to <u>Evaluating Quarterly Declarations of Expenditure (by the Commission)</u>.

Note: Once the Quarterly Declaration of Expenditure is sent to the Commission (status is *Sent*), only the *Officials in charge* and the *Documents* section are available for editing by the Member State Payment Agency. The rest of the data cannot be changed. Furthermore the Member State Coordinating Body cannot change any data.

2.8. Evaluating Quarterly Declarations of Expenditure (by the Commission)

The European Commission Operating Agent (ECOA) is responsible for evaluating the Quarterly Declarations of Expenditure sent by the Coordinating Body of a Member State (MSCB). The following diagram provides an overview of the evaluating actions.



Explanation:

Once the MSCB has sent a validated Quarterly Declaration of Expenditure to the European Commission, the responsible ECOA is notified of this fact. The ECOA then evaluates the Quarterly Declaration of Expenditure. He can take the following decisions:

• Accept the Quarterly Declaration of Expenditure

If the Quarterly Declaration of Expenditure meets all requirements, the ECOA accepts it and performs the payment.

Member State users can verify the evolution in the Quarterly Declaration of Expenditure Display Screen:

	Uzer. w0050740 Node. PT Version. v	2611						1	<u>ielp Home</u>	Logout
:::SFC 2007	System for Fu Execution > Quarterly	nd manage	ment in the Eu	u ropean Quarterly D	Community eclaration of Expe	/ 2007 -: nditure	2013		English (en)	Y
Strategic Planning	Programming Monitor	ing Execution	Audit Evaluation	Closure	Documentation	Reports	Utilities			
Quarterly Declarat	ion of Expenditure									
perational Program	nme CCI: 2007PT06RPO0 OP for AGRI (PT)	01 Full Version:	1.200703 Fund: E	AFRD Sta	tus: Accepted					

An accepted Quarterly Declaration of Expenditure will means a payment has been sent to the Member State.

The status *Accepted* is a final status. The MSPA cannot change the settings for an accepted Quarterly Declaration of Expenditure.

• Return the Quarterly Declaration of Expenditure for correction

If the Quarterly Declaration of Expenditure cannot be accepted in its current form, the ECOA returns it to the MSPA for correction.

The MSPA can verify the evolution in the Quarterly Declaration of Expenditure Display Screen:

0	lser, w0050740 . hade, PT Version, v2 6 11				Help Home Logout
SFC 2007	System for Fund management in Execution > Quarterly Declaration of Expenditure >	the European Community > Display Quarterly Declaration of Exper	2007-2013 diture		English (en) 🔻
Strategic Planning	Programming Monitoring Execution Audit E	valuation Closure Documentation	Reports Utilities		
eturn to list Validat	Print Print All				
Quarterly Declaration	on of Expenditure				
Declaration of Expe	nditure for Convergence Regions				
Declaration of Expe	nditure for Convergence Regions				
Declaration of Expe results found, displaying fo Measure	nditure for Convergence Regions	EAFRD calculated (2)	Public exp. Rec/Cor	EAFRD	Payment requested
eclaration of Expe results found, disiologing in Measure 1.1	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 5 000 00	Public exp. Rec/Cor 1,000.00 2 2000 00	EAFRD 1,000.00	Payment requested 6,000
eclaration of Expe results round, disiologing in Measure 11 12 12 13	nditure for Convergence Regions & u (1) Payments Public esp. (1) 10,000.00 20,000.00 20,000.00	EAFRD calculated (2) 5,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3 000 00	EAFR0 1,000.00 1,000.00	Payment requested 6,000 6,000 12,000
eclaration of Expe results found, disologing in Measure 11 12 otal 1 11	nditure for Convergence Regions ه به کار کار Payments Public exp. (1) 10,000.00 20,000.00 10,000.00	EAFRD calculated (2) 5,000.00 5,000.00 10,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00	EAFR0 1,000.00 1,000.00 2,000.00 2,000.00	Payment requested 6,000 6,000 12,000 7,000
eclaration of Екре esaks found, disaleying I Measure 11 12 otal 1 12 12	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00	EAFR0 1,000.00 1,000.00 2,000.00 2,000.00 2,000.00	Payment requested 6,000 12,000 7,000 7,000
eclaration of Expe esults found, disalaying Ir Measure 11 12 otal 1 11 12 otal 2	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 8,000.00	EAFR0 1,000.00 1,000.00 2,000.00 2,000.00 4,000.00	Payment requested 6,000 6,000 12,000 7,000 7,000 14,000
Jeclaration of Expe results word, disaleying 1 Measure 11 12 11 11 12 otal 2 11	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 8,000.00 7,500.00	EAFR0 1,000.00 2,000.00 2,000.00 2,000.00 4,000.00 1,000.00	Payment requested 6,000 12,000 7,000 7,000 14,000 14,000 6,000
reclaration of Expe results found, disalaying I Measure 12 otal 1 11 12 otal 2 12 otal 2 11 12	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 8,000.00 7,500.00 2,500.00	EAFRD 1,000.00 2,000.00 2,000.00 2,000.00 4,000.00 1,000.00 1,000.00	Payment requested 6,000 6,000 7,000 7,000 14,000 6,000 6,000
eclaration of Expe reads found, discholm 1 Measure 11 12 12 12 12 12 12 12 12 12 12 12 12	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 5,000.00 5,000.00 5,000.00 10,000.00 10,000.00 5,000.00 10,000.00 10,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 8,000.00 7,500.00 2,500.00 10,000.00	EAFR0 1,000.00 2,000.00 2,000.00 4,000.00 1,000.00 1,000.00 2,000.00	Payment requested 6,000 12,000 7,000 7,000 14,000 6,000 6,000 12,000
eclaration of Exper- ments found, disaloging 1 Measure 11 12 12 11 12 12 12 11 12 12 11 11 12 12	nditure: for Convergence Regions to a the payments Public exp. (1) 10,000.00 10,000 10,000.00 10,000 10,000 10,000 10,000 10,0	EAFRD calculated (2) 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 7,500.00 2,500.00 1,500.00 1,500.00	EAFR0 1,000.00 2,000.00 2,000.00 2,000.00 1,000.00 1,000.00 1,000.00 1,500.00	Payment requested 6,000 12,000 7,000 14,000 6,000 6,000 12,000 6,000 6,000
Vectaration of Expe relate Yourd, dealowing 1 Measure 11 12 12 11 12 12 11 12 12 12 12 12 12	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 10,000.00 5,000.00 5,000.00 10,000.00 5,000.00 10,000.00 5,000.00 10,000.00 5,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 5,000.00 7,500.00 10,000.00 1,500.00 1,500.00	EAFR0 1,000,00 2,000,00 2,000,00 4,000,00 1,000,00 1,000,00 1,500,00 1,500,00	Payment requested 6,000 6,000 7,000 7,000 14,000 6,000 6,000 6,000 6,500 6,500
eclaration of Expe results food, disalowing i Measure 11 12 12 11 12 12 11 12 11 12 11 12 11 12 11 13 14 11 11 15 11 11 15 15 15 15 15	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00	Public esp. Rec/Cor 1,000.00 2,000.00 3,000.00 3,000.00 5,000.00 5,000.00 2,500.00 2,500.00 2,500.00 10,000.00 1,500.00 1,500.00 1,500.00	EAFR0 1,000.00 2,000.00 2,000.00 2,000.00 1,000.00 1,000.00 1,000.00 1,000.00 1,500.00	Payment requested 6,000 12,000 7,000 14,000 6,000 6,000 12,000 6,500 6,500 6,500 5,500
Declaration of Expe Pedut Gend, dusleying 1 Measure 11 12 12 11 12 12 12 12 12 12	nditure for Convergence Regions	EAFRD calculated (2) 5,000.00 10,000.00 5,000.00 5,000.00 5,000.00 10,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00 5,000.00	Public exp. Rec/Cor 1,000.00 2,000.00 3,000.00 5,000.00 5,000.00 7,500.00 10,000.00 1,500.00 1,500.00 1,500.00 0,00	EAFR0 1,000,00 2,000,00 2,000,00 2,000,00 1,000,00 1,000,00 1,000,00 1,500,00 1,500,00	Payment requested 6,000 6,000 7,000 7,000 14,000 6,000 6,000 6,000 6,000 6,000 6,500 5,000 5,000

Click the ② icon next to the status indication to view the reason the ECOA entered for returning the Quarterly Declaration of Expenditure. The MSPA can use the information for <u>updating</u> and <u>validating</u> the Quarterly Declaration of Expenditure before the MSCB sends it again to the European Commission.

• Fully reject the Quarterly Declaration of Expenditure

If the Quarterly Declaration of Expenditure cannot be accepted it all, the ECOA fully rejects it. You can verify the evolution in the Quarterly Declaration of Expenditure Display screen:

	ser. #0050740 Made. 4	17 Version. v2 6 1	I.							Help	Home	Logout
SFC	System Execution >	for Fund _{Quarterly De}	manage	ment in f	t he Europ Display Quart	ean	Community	/ 2007 - nditure	2013	En	glish (en)	~
Strategic Planning	Programming	Monitoring	Execution	Audit Ev	aluation Clo	sure	Documentation	Reports	Utilities			
return to list Print Pr	int All	S.										
Quarterly Declaration	on of Expenditure					_		-				
Operational Program	me CCI: 2007P1	06RP0001	Full Version:	1.200703	Fund: EAFRD	Statu	is: Fully Rejecte	9 3)				
Title:	OP for A	AGRI (PT)										

Click the ② icon next to the status indication to view the reason the ECOA entered for returning the Quarterly Declaration of Expenditure. You can use the information for creating a Quarterly Declaration of Expenditure that will be acceptable for the European Commission.

The *Fully Rejected* status is final: once a Quarterly Declaration of Expenditure has reached this status, its settings cannot be changed anymore. The MSPA has to:

- Create a new Quarterly Declaration of Expenditure to replace this one OR
- <u>Create a new version of this Quarterly Declaration of Expenditure.</u>

2.9. Correcting returned IPA Programmes

If the responsible European Commission Operating Agent (ECOA) determines that a sent Interim Payment Application cannot be accepted in its current form, he will return it to the Member State for correction.

The officials listed in the *Officials in Charge* list will be notified of this event via an e-mail message in the following format:



Perform the following procedure to correct the Quarterly Declaration of Expenditure.

1. Search the returned Quarterly Declaration of Expenditure.

Click the here link in the notification e-mail message above or refer to <u>Searching existing</u> <u>Quarterly Declarations of Expenditure</u>.

2. In the Quarterly Declaration of Expenditure Display screen, browse to the *Associated Documents* section:

Title	Туре	Language	Attachments	Document Date	Sent Date
prepareDocument - pt	Snapshot of data before send	Portuguese	1	12/12/2007	12/12/2007
Acknowledgement_pt.pdf	Quarterly Declaration of Expenditure Sent Acknowledgement Document	Portuguese	1	12/12/2007	12/12/2007
Accept QDE document	Acceptance Letter	English	1_	13/12/2007	13/12/2007
Guidelines for QDE	Official Commission's Observations	English	1	13/12/2007	13/12/2007

Edit

If the ECOA attached a document to your Quarterly Declaration of Expenditure motivating his decision to return it to you for correction, this document will be listed in this section (probably on the last line).

3. Click the link in the Attachments column to open the document and follow the guidelines to correct the Quarterly Declaration of Expenditure.

4. In the Quarterly Declaration of Expenditure Display screen, browse to the *History* section as well:

Status	Comment	By Level	Date	Use
Returned for Correction	Not suffienciently motivated.	Commission	13/12/2007 11:01	w0050141
Sent		Portugal	12/12/2007 16:51	w0050741
/alidated		Portugal	12/12/2007 16:25	w0050740
Dreated	created by wizard	Portugal	07/12/2007 16:21	w0050740

5. Look for the line marking the return of your Quarterly Declaration of Expenditure (probably the first line) and consult the *Comment* field.

In this field, the ECOA may have briefly explained why he returned your Quarterly Declaration of Expenditure to you.

- 6. Perform the required changes to the Quarterly Declaration of Expenditure. Refer to the procedures in the section Updating Quarterly Declaration of Expenditure.
- 7. Validate the revised Quarterly Declaration of Expenditure. Refer to the procedures in chapter Validating Quarterly Declaration of Expenditure.
- 8. Ask the MSCB to send the revised and validated Quarterly Declaration of Expenditure to the Commission again.

Refer to the description in chapter <u>Sending a Quarterly Declaration of Expenditure to the</u> <u>European Commission</u>.

You will now have to wait until the European Commission evaluates your revised Quarterly Declaration of Expenditure and notifies you of their decision.

The Commission procedures are not explained in detail in this manual. For a short description, refer to <u>Evaluating submitted (sent)</u> <u>Quarterly Declarations of Expenditure (by the Commission)</u>.

2.10. Creating a new version of a Quarterly Declaration of Expenditure (Exceptional circumstances)

If you need to change the settings "on demands" before acceptance, or fully rejected Quarterly Declaration of Expenditure, you must create a new version of that Quarterly Declaration of Expenditure.

Perform the following procedure to create a new version of a Quarterly Declaration of Expenditure:

1. Search the Quarterly Declaration of Expenditure for which you need to create a new version.

Refer to <u>Searching existing Quarterly Declaration of Expenditure</u>.

- 2. In the Quarterly Declaration of Expenditure Display screen, click the link *Create* New Version.
- 3. Click the *Yes* button in order to confirm the creation.

The new version is created and displayed on the screen. The values in the sections *Associated Documents*, *Last Validation Results* and *History* are initialized. The other values are copied

4. Perform the required updates for the new Quarterly Declaration of Expenditure version.

Refer to the procedures described in section <u>Updating Quarterly Declarations of</u> <u>Expenditure</u>.

5. Validate the new version of the Quarterly Declaration of Expenditure.

Refer to the procedures in chapter Validating Quarterly Declarations of Expenditure.

6. Send the revised and validated new version to the European Commission.

Refer to the procedures in chapter <u>Sending a Quarterly Declaration of Expenditure to the</u> <u>European Commission</u>.

You will now have to wait until the European Commission evaluates the new version of the Quarterly Declaration of Expenditure and notifies you of their decision.

Refer to the section <u>Evaluating submitted (sent)</u> Quarterly Declarations of Expenditure (by the Commission).

2.11. Quarterly Declaration of Expenditure Data Fields

This section provides a detailed description of the data fields you can encounter when managing Interim Payment Applications. The fields are grouped in a table per tab or subtab.

The tables always have the same structure and contain the following information for each field:

- Field name
- Description
- Maximum Length (M.L.) expressed as a number of characters. If the entry length is pre-defined, the field contains a dash (-). This is the case for check boxes, for fields containing a date or another fix-format entry (such as a CCI) and for fields for which a predefined value must be selected from a drop-down list.
- Status: M (Mandatory), O (Optional), C (Calculated by the system)

2.11.1. General Quarterly Declaration of Expenditure Data Fields

The following table lists the data fields containing general information about the Quarterly Declaration of Expenditure. You can find them on one or more of the following screens:

- The Quarterly Declaration of Expenditure Search pane
- The Quarterly Declaration of Expenditure Creation Wizard
- The Quarterly Declarations of Expenditure section of the Quarterly Declaration of Expenditure Display screen
- The general information pane at the top of the Quarterly Declaration of Expenditure Edit screen

Field name	Description	M.L.	Status
Operational Programme CCI	This field contains the CCI of the Operational Programme for which the Quarterly Declaration of Expenditure has been defined.	-	Μ
	You select the CCI during the first phase of the Creation Wizard.		
	When you are searching for a specific Quarterly Declaration of Expenditure, you can enter (part of) the CCI to find it.		
	When you are editing an existing Quarterly Declaration of Expenditure, this is a read-only field in the information pane at the top of the screen. You cannot change the selected CCI for an existing Quarterly Declaration of Expenditure.		

Note: This does not mean that all listed fields appear on all screens.

Field name	Description	M.L.	Status
Version	The version number of the Quarterly Declaration of Expenditure represents the year and the quarter of the expenses period in the format YYYYQN , where:		С
	YYYY is the 4-digit year indication		
	• 0 is a constant		
	• N is a numerical value from 1 to 4, indicating the quarter of the year		
	When you are searching for a specific Quarterly Declaration of Expenditure, you can enter its version number.		
Full Version The full version number of a Quarterly Declaration of Expenditure has the following format: X.YYYYON , where:			
	• X is an incremental value increasing with each version of the Quarterly Declaration of Expenditure.		
	YYYY is the 4-digit year indication		
	• 0 is a constant		
	• N is a numerical value from 1 to 4, indicating the quarter of the year		
Fund	This field indicates the name of the Fund performing payments for the Quarterly Declaration of Expenditure. In practice this will always be the EAFRD (European Agricultural Fund for Rural Development).	-	С

Field name	Description	M.L.	Status
Status	This field indicates the status of the Quarterly Declaration of Expenditure you are working with. This is a read-only field completed automatically by the system.	-	С
	A Quarterly Declaration of Expenditure can have the following status indications:		
	• Created : The Quarterly Declaration of Expenditure has been created by the Member State user, but it has not yet been validated.		
	• Validated : The Quarterly Declaration of Expenditure has been validated by the Member State user, which means that it is in line with the Validation rules and can be sent to the European Commission.		
	• Sent : The Quarterly Declaration of Expenditure has been sent to the Commission by the Member State user and awaits treatment by the European Commission Operating Agent (ECOA).		
	• Accepted : The Quarterly Declaration of Expenditure was accepted, a payment is sent and a calculation sheet is uploaded by the ECOA.		
	• Returned for correction : The Quarterly Declaration of Expenditure was not accepted by the ECOA and has been sent back to the Member State for correction. The MSPA must update and validate the Quarterly Declaration of Expenditure again, taking into consideration the Commission's remarks.		
	• Fully Rejected : The Quarterly Declaration of Expenditure was not accepted by the ECOA and has been completely rejected. The MSPA must create a new Quarterly Declaration of Expenditure and send it to the European Commission.		
Title	The title describes the Operational Programme covered by the Quarterly Declaration of Expenditure.	-	С
	The Title linked to the CCI is copied into this field during the first phase of the Creation Wizard.		
	When you are searching for a specific Quarterly Declaration of Expenditure, you can enter (part of) the title to find it.		
	When you are editing an existing Quarterly Declaration of Expenditure, you cannot change the settings in this field anymore.		
Previous Node	This field contains the Node where the Quarterly Declaration of Expenditure resided, before its status changed for the last time.	-	С
	When you are searching a Quarterly Declaration of Expenditure, select the required Node from the drop- down list.		
Current Node	This field contains the Node where the Quarterly Declaration of Expenditure is residing now.	-	С
	When you are searching a Quarterly Declaration of Expenditure, you can select the required Node from the drop-down list.		

Field name	Description	M.L.	Status
Last Modified	This field contains the last modification date for the Quarterly Declaration of Expenditure.	-	С

2.11.2. Declaration of Expenditure Data fields

The following table lists the data fields available on each of the subtabs on the tab Declaration of Expenses. You can find them on the following screens:

- The section Declaration of Expenditure for each coverage type on the Quarterly Declaration of Expenditure Display screen
- The subtab for each coverage type on the Declaration of Expenditure tab on the Quarterly Declaration of Expenditure Edit screen.

Field name	Description	M.L.	Status
Measure	This read-only column lists all predefined Measure Codes having an EAFRD contribution higher than 0 in the linked Operational Programme version.	-	С
Payments Public Expenditure	This column contains, for each Measure covered by the Operational Programme, the expenditure made by the Member State during the Quarter for which the Quarterly Declaration of Expenditure is prepared.	-	Μ
	When editing the Quarterly Declaration of Expenditure, you can enter the required value in these fields.		
EAFRD calculated	This column contains, for each measure covered by the Operational Programme, the calculated amount to be funded by the EAFRD. This amount is calculated as followed:	-	С
	EAFRD contribution =		
	Public expenditure X Co-financing Rate		
	Where:		
	• Public expenditure = the value you entered in the field Payments Public Expenditure (see above)		
	 Co-financing Rate = the co-financing rate defined in the Financial Plan of the Operational Programme in force at the beginning of the quarter of expenditure. Refer to <i>Updating the subtab</i> <i>Financial Tables – Axis Detail</i> in the <u>SFC2007</u> <u>Member State Managing Authority Manual</u>. 		
Public exp. Rec/Cor	This column contains, for each measure covered by the Operational Programme, Corrections or Recoveries on the Member State expenditures:	-	0
	• Corrections represent Member State expenditure that was performed in excess of the values communicated to the European Commission on the previous Quarterly Declaration of Expenditure. These are positive amounts.		
	• Recoveries represent Member State expenditure that was planned on the previous Quarterly Declaration of Expenditure, but not really performed. These are negative amounts.		
	When editing the Quarterly Declaration of Expenditure, you can enter the required values in these fields.		

Field name	Description	M.L.	Status	
EAFRD Rec/Cor	This column contains, for each measure covered by the Operational Programme, Corrections or Recoveries on the EAFRD expenditures:	-	0	
	• Corrections represent EAFRD expenditure that was performed in excess of the values communicated to the European Commission on the previous Quarterly Declaration of Expenditure. These are positive amounts.			
	• Recoveries represent EAFRD expenditure that was planned on the previous Quarterly Declaration of Expenditure, but not really performed. These are negative amounts.			
	When editing the Quarterly Declaration of Expenditure, you can enter the required values in these fields			
Payment requested	This column contains, for each measure covered by the Operational Programme, the calculated amount to be funded by the EAFRD. This amount is calculated as follows:	-	С	
	Payment requested =			
	EAFRD calculated + EAFRD corrections			
	OR			
	Payment requested =			
	EAFRD calculated +- EAFRD recoveries			

2.11.3. Bank Information Data Fields

The following table lists the data fields containing Bank Account Information for the Quarterly Declaration of Expenditure.:

- The Bank Information section of the Quarterly Declaration of Expenditure Display screen
- The Bank Information tab on the Quarterly Declaration of Expenditure tab in the Quarterly Declaration of Expenditure Edit screen

Field name	Description	M.L.	Status
Bank	This field contains the name of the bank or financial institution hosting the account to be used for payments resulting from this Quarterly Declaration of Expenditure.		Μ
Bank Account Number	This field contains the bank account to which payments resulting from this Quarterly Declaration of Expenditure will be transferred.	???	Μ
Bank Account Holder	This field contains the name of the holder of the bank account to which payments resulting from this Quarterly Declaration of Expenditure will be transferred.	???	М

Note: Bank, Bank Account Number and Bank Account Holder are automatically proposed on the basis of last Quarterly Declaration of Expenditure.

APPENDIX A: VALIDATION RULES FOR QUARTERLY DECLARATIONS OF EXPENDITURE

The following table lists the rules applied during the validation of a Quarterly Declaration of Expenditure.

Notes:

- The identification code in the left column can be helpful in your contacts with the SFC2007 Support.
- The severity column indicates which type of message is generated in case of noncompliance with the rule. As long as the MCS Dossier generates errors, it cannot be validated and sent to the Commission.

Cod e	Severity	Description
2.2	Error	The Quarterly Declaration (not for 2006Q4) must be linked to the last decided Operational Programme Version (but only when the QD has not previously been sent to the EC and returned by the EC) present at the last date of the Expenses Period (EAFRD).
		There is an exception for first declaration where the Decision Date must be before the end of the Declaration Period (EAFRD). The last decided OP version is based on the Decision Date, not on the decision taken date in the system.
2.9	Error	The Declaration of Expenditure per Measure must only contain all EAFRD Measures once implemented (= having a Community Amount higher than 0) in one of the Operational Programme Version (EAFRD).
2.12	Error	The Declaration of Expenditure per Measure must only contain all Region Types present in the linked Operational programme Version (EAFRD).
2.16	Error	The required Annual Report must have been uploaded once and sent to the Commission starting from the second quarter of 2008. For YYYYQ2 and YYYYQ3, the required Annual Report is the one from the current year – 1, if four that year, an EAFRD amount higher than 0 exists in the Plan. For YYYYQ4 and YYYYQ1, the required Annual Report is the one from the current year – 2, if for that year an EAFRD amount higher than 0 exists in the Plan (EAFRD).
2.17	Error	The required Annual Implementation Report must have been uploaded once and sent to the Commission starting from 30/06/2008. For an Interim Payment Application sent before 01/07/YYYY, the required Annual Implementation Report is the one from the current year - 2, if for that year a Community amount over 0 exists in the Plan. For an Interim Payment Application sent after 30/06/YYYY, the required Annual Implementation Report is the one from the current year - 1, if for that year a Community amount over 0 exists in the Plan (ERDF, CF, ESF and EFF).
2.18	Warning	The negative EAFRD Recoveries/corrections per Measure in the Declaration of Expenditure must not exceed the sum of EAFRD contributions + EAFRD Recoveries/corrections over all declarations, Recoveries/corrections and Annual Accounts Corrections included (EAFRD).

Cod e	Severity	Description
2.19	Error	The Public Expenses per Measure must only contain positive amounts (EAFRD).
2.22	Warning	The EAFRD Recoveries/corrections and the Public Recoveries/corrections must have the same sign (EAFRD).
2.23	Warning	If the EAFRD Recoveries/corrections and the Public Recoveries/corrections have the same sign, the EAFRD Recoveries/corrections per Measure in the Declaration of Expenditure must not exceed the Public Recoveries/corrections per Measure in the same Declaration of Expenditure (EAFRD).
2.24	Warning	The sum over all previous declarations of EAFRD contribution per axis (Recoveries/corrections included) in the Declaration of Expenditure does not exceed the community contribution per axis present in the linked Operational Programme Version (EAFRD)
2.25	Error	The Bank Account must have been provided (EAFRD)
2.28	Warning	At least a single Member State Official in Charge has been defined.
2.29	Error	The First Payment Application Forecast of the current year must have been sent previously, when Q4 is being validated. The Second Payment Application Forecast of the current year must have been sent previously, when Q2 is being validated (EAFRD).

APPENDIX B: QUARTERLY DECLARATION OF EXPENDITURE SAMPLE REPORTS

This appendix contains a sample for each of the four standard Quarterly Declaration of Expenditure Reports:

- Print Report
- Print All Report
- <u>Snapshot Report</u>
- <u>Acknowledgement Report</u>

B.1 Print Report

You obtain this report if you click the <u>Print</u> link on the Quarterly Declaration of Expenditure Display screen.

Payment request from Portugal

Rural Development Programme: OP for AGRI (PT)

CCI Number: 2007PT06RPO001

Expenditure declaration for the period: 01/07/2007 - 15/10/2007

Type of region: Convergence Regions

		Daymonte	EAEDD	Recoveries/corrections		
Measure / Axis	Shortname	public exp. (1)	calculated (2)	Public exp.	EAFRD	Payment Requested
111 Vocational trainin	ng and information actions	10,000.00	5,000.00	1,000.00	1,000.00	6,000.00
112 Setting up of you	ing farmers	10,000.00	5,000.00	2,000.00	1,000.00	6,000.00
Total Axis 1 Improv forestry sector	ing the competitiveness of the agricultural and	20,000.00	10,000.00	3,000.00	2,000.00	12,000.00
211 Natural handicap	payments to farmers in mountain areas	10,000.00	5,000.00	3,000.00	2,000.00	7,000.00
212 Payments to fam	ners in areas with handicaps, other than	10,000.00	5,000.00	5,000.00	2,000.00	7,000.00
Total Axis 2 Improving the environment and the countryside		20,000.00	10,000.00	8,000.00	4,000.00	14,000.00
311 Diversification into non-agricultural activities		10,000.00	5,000.00	7,500.00	1,000.00	6,000.00
312 Business creation and development		10,000.00	5,000.00	2,500.00	1,000.00	6,000.00
Total Axis 3 The qua rural economy	ality of life in rural areas and diversification of the	20,000.00	10,000.00	10,000.00	2,000.00	12,000.00
411 Implementing loc	al development strategies. Competitiveness	10,000.00	5,000.00	1,500.00	1,500.00	6,500.00
Total Axis 4 Leader		10,000.00	5,000.00	1,500.00	1,500.00	6,500.00
511 Technical Assistance		10,000.00	5,000.00			5,000.00
Total Axis 5 Technical Assistance		10,000.00	5,000.00	33		5,000.00
Grand Total		80,000.00	40,000.00	22,500.00	9,500.00	49,500.00

(1) Public expenditure for which the paying agency has paid the EARDF contribution during the period

(2) Based on the co-financing rate by axis in the financial plan in force

B.2 Print All Report

You obtain this report if you click the <u>Print All</u> link on the Quarterly Declaration of Expenditure Display screen.

Page 1 is identical to the Print Report.

The following page is specific for the Detailed Report:

Bank information

Bank	BCP	
Bank account No	000-000063-63	
Holder of account	Portuguese Government	

Associated Documents

Title	Туре	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
Guidelines for QDE correction	Official Commission's Observations	English	13/12/2007			
QDE Reject Reasons	Official Commission's Observations	English	13/12/2007	13/12/2007		
Acknowledgement_pt.p df	Quarterly Declaration of Expenditure Sent Acknowledgement Document	Portugues e	13/12/2007	13/12/2007		
prepareDocument - pt	Snapshot of data before send	Portugues e	13/12/2007	13/12/2007		
Guidelines for QDE	Official Commission's Observations	English	13/12/2007	13/12/2007		
Accept QDE document	Acceptance Letter	English	13/12/2007	13/12/2007		
Acknowledgement_pt.p df	Quarterly Declaration of Expenditure Sent Acknowledgement Document	Portugues e	12/12/2007	12/12/2007		
prepareDocument - pt	Snapshot of data before send	Portugues e	12/12/2007	12/12/2007		

History

Status	Comment	By Level	Date	User
Sent	After Re-Open	Portugal	13/12/2007	w0050141
Fully Rejected	This QDE was completely rejected	Portugal	13/12/2007	w0050141
Sent		Portugal	13/12/2007	w0050741
Validated		Portugal	13/12/2007	w0050740
Returned for Correction	Not suffienciently motivated.	Commission	13/12/2007	w0050141
Sent	After Re-Open	Commission	13/12/2007	w0050141
Accepted		Commission	13/12/2007	w0050141
Sent		Portugal	12/12/2007	w0050741
Validated		Portugal	12/12/2007	w0050740
Created	created by wizard	Portugal	12/12/2007	w0050740

Officials in Charge

Name	Phone	Fax	Email	Valid from	Until
joshua coppens			wim.nahon@yahoo.com		

B.3 Snapshot Report

You obtain this report if you open the *prepareDocument.pdf* file which is generated automatically, when you <u>send the Quarterly Declaration of Expenditure to the Commission</u>. The content is identical to the <u>Print Report</u>.

At the bottom of the last page, a *Checksum on all Structured Data* is also available. The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.

B.4 Acknowledgment Report

When the Member State sends a Major Project to the Commission, the Commission acknowledges its reception by means of an automatically generated and digitally signed Acknowledgment Report. This report has a name in the following format: *Acknowledgement_ll.pdf*, where *ll* is the two-letter language code.

The first page of the Acknowledgment report contains the following statements:

SEC2007
Acknowledgment of Receipt
This document acknowledges the reception on 12/12/2007 at 16:51:51 MET by the European Commission of version 200703 of the Payment Request 2007PT06RPO001 for fund EAFRD, sent via the SFC2007 system by MSCB/ <u>r+s</u> (EAFRD) (w0050741) on behalf of their Member State.
Digital
Signature
This document partities that the European Commission has officially reported in the SEC2007 Information
This document certifies that the European Commission has officially recorded in the SFC2007 Information System, at a given date and time, the documents and structured data that are described in the following pages. These documents and data have been entered into the SFC2007 system by users officially appointed by their Member State and have been formally transmitted to the European Commission by the person whose name is indicated on the first page. As such, this acknowledgement of receipt cannot commit the European Commission to anything else other than acknowledging the receipt of these documents and data. In no way can this acknowledgement of receipt be considered as a commitment to approval or acceptance. This acknowledgement of receipt is signed with an electronic certificate guaranteeing the date and time of the signature as well as the integrity of this document. The certificate used to sign this document is held by the European Commission and can be verified by the corresponding public key which can be downloaded from the CIRCA site of the SFC2007 project (http://forum.europa.eu.int/Members/irc/regio/sfc2007/library?l=/control_security&vm=detailed&sb=Title), as well the as the instructions as how to use this public key.

Pages 2 to 6 look like the Print report.

Page 7 looks as follows:

Title	Туре		Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
prepareDocum	ent - pt Snapsho	ot of data end	English	09/11/2007	09/11/2007	5	2
Document	0.40.00	47 404001bs	S Seeb521d	84a70b56 4c	44182a 5eb43	20bb d3412df1	597ef649
Checksum	380d84	2a 2c1af35d	d cdd408c2 a	a9b2f6f3 78	18d1ad c3bb	1346 ad515081	ad29bb7f
Checksum	all Structured I	2a 2c1af35d Data	l cdd408c2 a	a9b2f6f3 78	18d1ad c3bb	d346 ad515081	ad29bb7f
Checksum	all Structured I	2a 2c1af35d Data 0a25ce1b 3	3 cdd408c2 a	2d11d4 b3d6	18d1ad c3bb	dd	ad29bb7f

The Document Checksum refers to the document listed above. It allows making sure that two copies of the document are identical.

At the bottom of the last page, a *Checksum on all Structured Data* is also available. The notion *Structured data* refers to the values, text and selections entered in the SFC2007 web application. If the checksum does not change between reports, it is clear that the values have not been changed.