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

TABLE OF CONTENTS

Document History

Version	Date	Comment	By
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:

- Managing Quarterly Interim Expenditure Declarations (EAFRD)

Refer to the indicated section for more detailed information.

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

- Sending Quarterly Interim Expenditure Declarations to the Commission

1.3. References used in this manual

Ref	Name	File name
[R1]	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
[R5]	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:
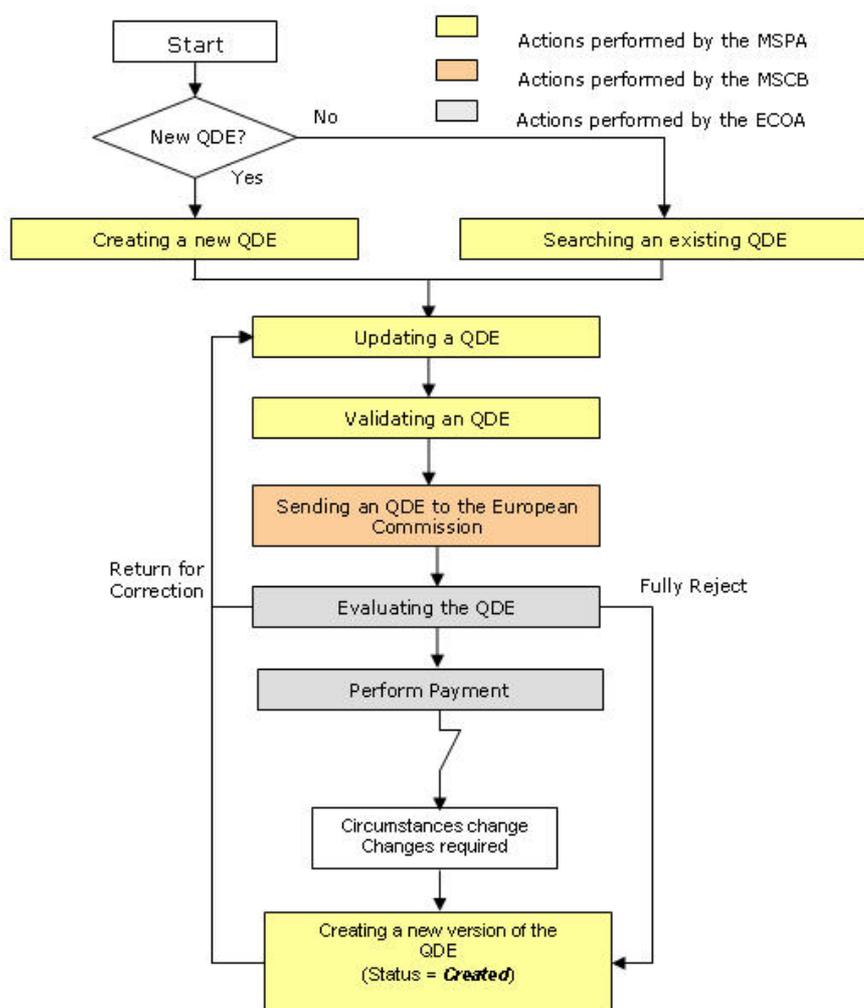
The actions performed by the MSPA are represented as yellow boxes. Click one of the links below to access a detailed description:

- Creating Quarterly Declarations of Expenditure
- Searching existing Quarterly Declarations of Expenditure
- Updating Quarterly Declarations of Expenditure
- Validating Quarterly Declarations of Expenditure
- 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 Evaluating a submitted (sent) Quarterly Declaration of Expenditure (by the ECOA) 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:**

The following screen is displayed:

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 SFC2007 Introduction Manual.

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:

The following fields are available:

- Operational Programme CCI
- Title

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

3. Click the *Operational Programme CCI* field:

The following dialog is displayed:

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:

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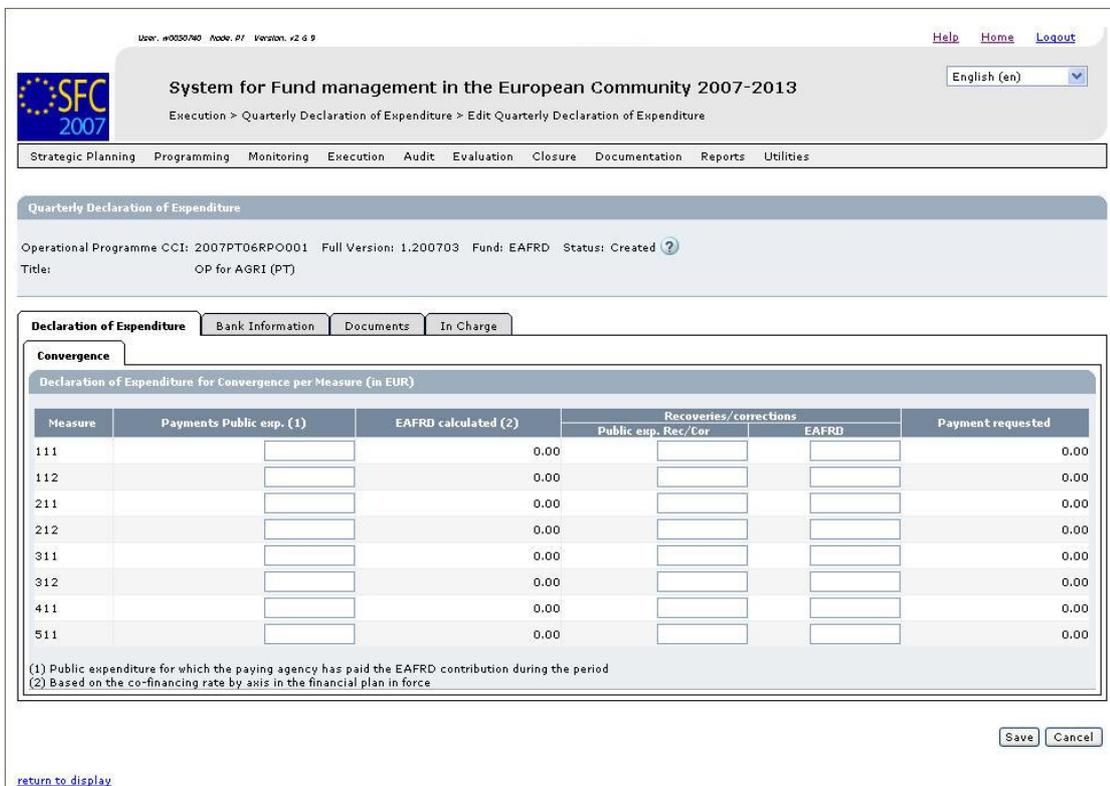
This screen contains a number of tabs and subtabs allowing updating the Quarterly Declaration of Expenditure. Refer to Updating Quarterly Declarations of Expenditure for a detailed description.

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:

The following screen is displayed:

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 SFC2007 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:

- CCI
- Version
- Title
- Status
- Previous Node
- Current Node

For a description of these fields, refer to sections General Quarterly Declaration of Expenditure 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*:
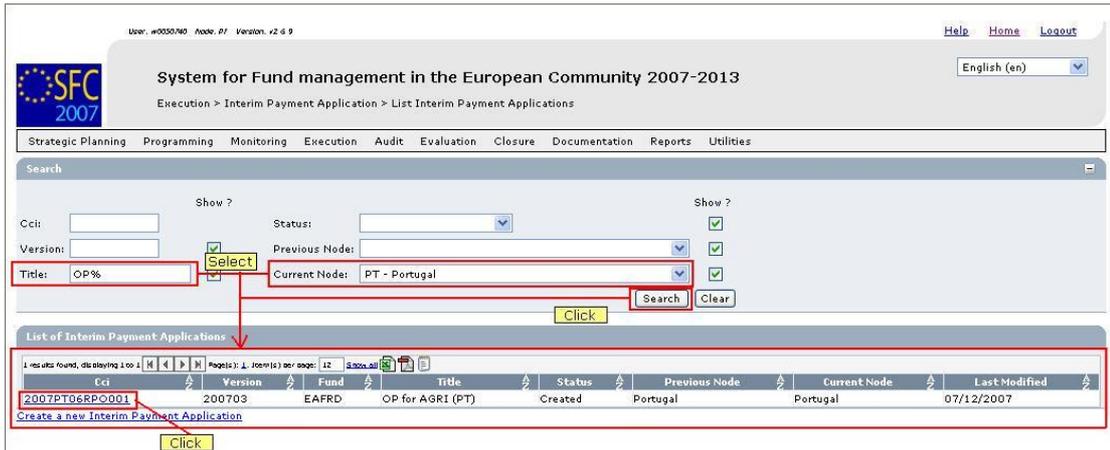
4. **Click the link in the *CCI* column matching the Quarterly Declaration of Expenditure you want to display.**

    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 *Created* or *Validated*.
	• 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:
	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 *Created* or *Returned for correction*.
	Click this link to validate the IPA. Refer to Validating Quarterly Declarations of Expenditure 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 **Validated** or **Returned for correction**.
	• The Quarterly Declaration of Expenditure has been signed.
	Click this link to send the IPA to the European Commission. Refer to Sending Quarterly Declarations of Expenditure 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 Appendix B.1 Print Report.
Print All	This link is always available.
	Click this link to generate a Detailed Report about the Quarterly Declaration of Expenditure. Refer to Appendix B.2 Print All Report.

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

Quarterly Declaration of Expenditure

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
- Fund
- Status
- Title

For a description of these fields, refer to section General Quarterly Declaration of Expenditure Data fields 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

16 results found, displaying 1 to 16

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

Edit

The following fields are available:

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

- EAFRD expenditure Rec/Cor
- Payment requested

For a description of these fields, refer to section Declaration of Expenditure Data fields 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 Updating the tab Declaration of Expenditure.

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:

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

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 Bank Information Data fields 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 Updating the subtab Bank Information.

9. Verify the settings in the section *Associated Documents*.

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.**

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 SFC2007 Introduction Manual.

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

The following screen appears:

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 Validating Quarterly Declarations of Expenditure.

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

The following screen appears:

Status	Comment		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	w0050141
Accepted			Commission	13/12/2007 10:43	w0050141
Sent			Portugal	12/12/2007 16:51	w0050741
Validated			Portugal	12/12/2007 16:25	w0050740
Created			Portugal	12/12/2007 16:21	w0050740
Validated			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

Comments entered by the Commission: ■
Comments generated by the system: ■

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. Workflow Overview

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 Managing Interim Payment Applications: Workflow overview.
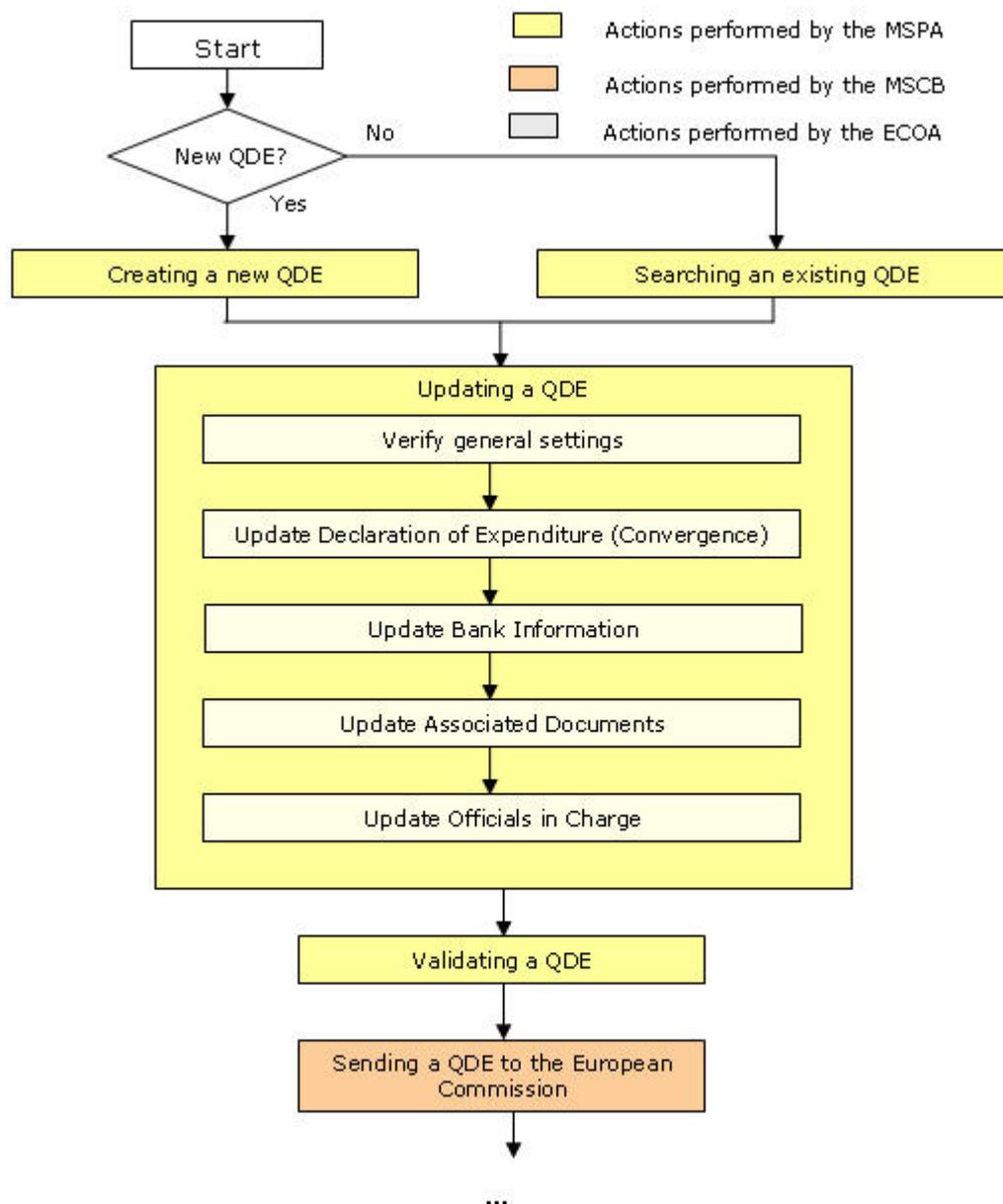
These actions are described in separate procedures:

- Updating the subtabs on the tab Declaration of Expenditure
- Updating the tab Bank Information

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

2.5.2. *Updating the subtabs on the tab Declaration of Expenditure*

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:

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
   - Full Version
   - Fund
   - Status
   - Title

   For a description of these fields, refer to section General Quarterly Declaration of Expenditure Data Fields 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:

- [Measure](#)
- [Payments Public Expenditure](#)
- [EAFRD calculated](#)
- [Recoveries/Corrections Public Expenditure](#)
- [Recoveries/Corrections EAFRD](#)
- [Payment Requested](#)

For a description of these fields, refer to section [Declaration of Expenditure Data Fields](#) 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:
   - [Update the tab Bank Information](#) (logical next step)
   - Update another tab or subtab on the Quarterly Declaration of Expenditure Edit screen. Refer to the [Action Overview](#) 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:

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](#)
   - [Fund](#)
   - [Status](#)
   - [Title](#)

For a description of these fields, refer to section General Quarterly Declaration of Expenditure Data Fields 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 Bank Information Data Fields 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 SFC2007 Introduction Guide for a detailed description of these tabs.
   - Update another tab on the Quarterly Declaration of Expenditure Edit screen. Refer to the Action Overview 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 Appendix A for a detailed list of the validation rules. You will logically perform a validation of your Quarterly Declaration of Expenditure AFTER having created and updated 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 Searching existing Quarterly Declarations of Expenditure for a detailed description.

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

The Validation Results are displayed:

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 Appendix A: Validation Rules for Quarterly Declarations of Expenditure.

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:

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 validated 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 Searching existing Quarterly Declarations of Expenditure for a detailed description.

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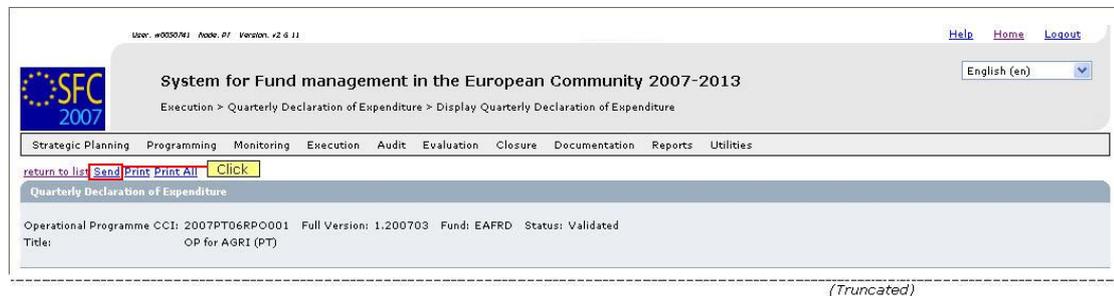
   The following screen is displayed:

   The Snapshot report is generated. This snapshot shows the data that will be sent to the Commission, once you confirm the sending. Refer to Appendix B.3 Snapshot Report 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 Evaluating Quarterly Declarations of Expenditure (by the Commission).

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.
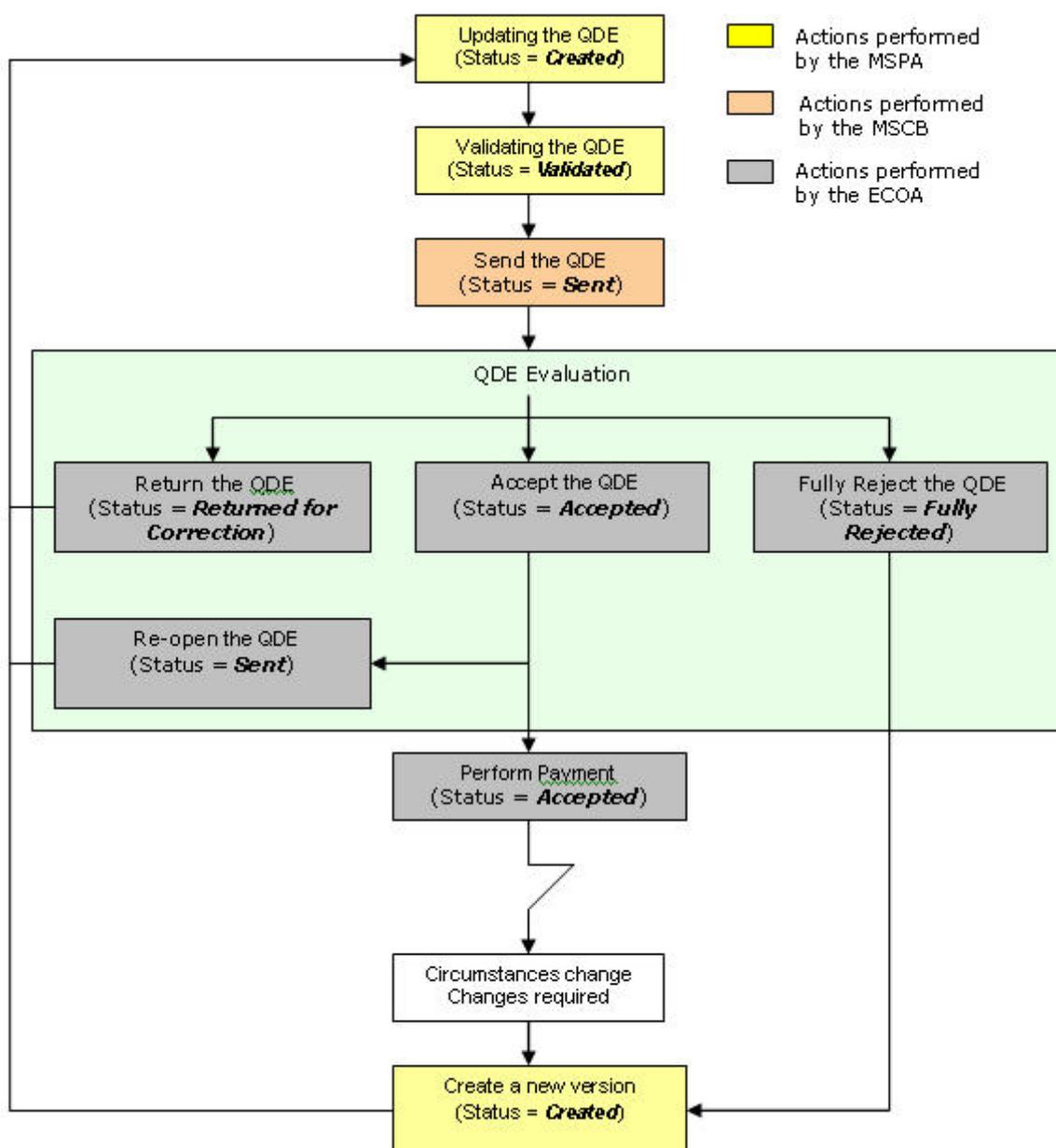
Explanation:

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:

(Truncated)

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:

  Click the ❓ 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 updating and validating 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:

Click the ⑦ 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
- Create a new version of this Quarterly Declaration of Expenditure.

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:

From: "sfc2007-info@ec.europa.eu" <sfc2007-info@ec.europa.eu>
To: msca@portugal.pt
Sent: Tuesday, June 26, 2007 1:19:39 PM
Subject: SFC2007 Event Notification

Object: EAFRD Quarterly Declaration of Expenditure Version 1

Related to: Operational Programme 2007PT06RPO001

Event: Returned for Correction

By: Commission

To: Portugal

Next Action: The Member State is expected to correct this Quarterly Declaration of Expenditure.

To review this Quarterly Declaration of Expenditure click here

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 Searching existing Quarterly Declarations of Expenditure.

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

Associated Documents						
Title	**Type**	**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	User
Returned for Correction	Not suffienciently motivated.	Commission	13/12/2007 11:01	w0050141
Sent		Portugal	12/12/2007 16:51	w0050741
Validated		Portugal	12/12/2007 16:25	w0050740
Created	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 Sending a Quarterly Declaration of Expenditure to the European Commission.

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 Evaluating submitted (sent) Quarterly Declarations of Expenditure (by the Commission).

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 Searching existing Quarterly Declaration of Expenditure.

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 Updating Quarterly Declarations of Expenditure.

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 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) Quarterly Declarations of Expenditure (by the Commission)</u>.

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

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

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. 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.	-	M

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: • *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.	-	C
Full Version	The full version number of a Quarterly Declaration of Expenditure has the following format: *X.YYYY0N*, 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).	-	C

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. 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.	-	C
Title	The title describes the Operational Programme covered by the Quarterly Declaration of Expenditure. 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.	-	C
Previous Node	This field contains the Node where the Quarterly Declaration of Expenditure resided, before its status changed for the last time. When you are searching a Quarterly Declaration of Expenditure, select the required Node from the drop-down list.	-	C
Current Node	This field contains the Node where the Quarterly Declaration of Expenditure is residing now. When you are searching a Quarterly Declaration of Expenditure, you can select the required Node from the drop-down list.	-	C

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

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.	-	C
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. When editing the Quarterly Declaration of Expenditure, you can enter the required value in these fields.	-	M
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: **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 **Updating the subtab Financial Tables – Axis Detail** in the SFC2007 Member State Managing Authority Manual.	-	C
Public exp. Rec/Cor	This column contains, for each measure covered by the Operational Programme, Corrections or Recoveries on the Member State expenditures: - **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.	-	O

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: • **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	-	O
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: **Payment requested** = EAFRD calculated + EAFRD corrections OR **Payment requested** = EAFRD calculated +- EAFRD recoveries	-	C

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.	???	M
Bank Account Number	This field contains the bank account to which payments resulting from this Quarterly Declaration of Expenditure will be transferred.	???	M
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.	???	M

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 non-compliance with the rule. As long as the MCS Dossier generates errors, it cannot be validated and sent to the Commission.

Code	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).

Code	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).

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

- Print Report
- Print All Report
- Snapshot Report
- Acknowledgement Report

B.1 Print Report

You obtain this report if you click the Print 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

Measure / Axis	Shortname	Payments public exp. (1)	EAFRD calculated (2)	Recoveries/corrections		Payment Requested
				Public exp.	EAFRD	
111 Vocational training and information actions		10,000.00	5,000.00	1,000.00	1,000.00	6,000.00
112 Setting up of young farmers		10,000.00	5,000.00	2,000.00	1,000.00	6,000.00
Total Axis 1 Improving the competitiveness of the agricultural and forestry sector		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 farmers 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 quality of life in rural areas and diversification of the rural economy		20,000.00	10,000.00	10,000.00	2,000.00	12,000.00
411 Implementing local 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			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 Print All 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	Type	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.pdf	Quarterly Declaration of Expenditure Sent Acknowledgement Document	Portuguese	13/12/2007	13/12/2007		
prepareDocument - pt	Snapshot of data before send	Portuguese	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.pdf	Quarterly Declaration of Expenditure Sent Acknowledgement Document	Portuguese	12/12/2007	12/12/2007		
prepareDocument - pt	Snapshot of data before send	Portuguese	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 send the Quarterly Declaration of Expenditure to the Commission. The content is identical to the Print Report.

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:

> **SFC2007**
> **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/r+s (EAFRD) (w0050741) on behalf of their Member State.
>
> Digital Signature
>
> 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:

Associated Documents

Title	Type	Language	Document Date	Sent Date	Commission Registration Nr	Local Reference
prepareDocument - pt	Snapshot of data before send	English	09/11/2007	09/11/2007		
Document Checksum	9d9c8ad7 4a4081b5 5ccb531d 84a70b56 4c44182a 5eb420bb d3412df1 587ef648 380d842a 2c1af35d cdd408c2 a9b2f6f3 7818d1ad c3bbd346 ad515081 ad29bb7f					

Checksum on all Structured Data

```
66fd0ccf a2a53d8c 7925c3fe 0a25ce1b 3c197584 be2d11d4 b3d62eca 88898edd
4fd11be5 c146ed49 d7b2f750 22ea9572 f985dbe5 1734e53b 36c7356e 2cb9dd3e
```

Page 7

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.