FAQ for creation and submission of Accounts in SFC2014

Question 1: Where can I find more information on creation and submission of Accounts via SFC2014?

Please use this link to access a full description of how to use SFC2014.

Question 2: Is there any training for SFC2014?

Please follow this link to view information on support materials. There is a PowerPoint presentation on SFC2014 which covers most of the requirements for setting up and creation of Accounts.

For further details on SFC2014 support, please go to the SFC support Portal.

Question 3: Which roles are required for submission of Accounts in SFC2014?

The roles required sending complete Accounts are as follows:

MS Paying Agency (EAFRD /EAGF) **MS Coordinating Body** (EAFRD /EAGF)	Create the Accounts, Consult the Accounts , Record the Accounts Upload the Accounts Documents, Validate the Accounts Send the Accounts to upper node MS, Return the Accounts to MS Create New Version of Accounts, Delete the Accounts
MS Paying Agency (EAFRD /EAGF)	Sign Annual Accounts, Sign Management Declaration
MS Coordinating Body (EAFRD /EAGF)	Send the Accounts **to EC**
MS Certification Body (EAFRD /EAGF)	Consult the Accounts, Upload the Documents (Audit Opinion) Sign Audit Opinion
Accounts Personal Data Read (EAFRD /EAGF)	Consult/download the documents defined as containing Personal Data

Question 4: How do I define the different roles in SFC2014?

The different roles are defined and attributed by the Liaison Officer for each Member State.

Question 5: Do we need an additional role to send the EAGF accounts?

In short the answer is no. The role of each actor in the creation of Accounts in SFC2014 covers both EU agricultural funds: EAGF and EAFRD.

In fact in the user guide, under the heading **Roles**, each role involved in creating Accounts is defined clearly for both funds EAFRD and EAGF.

The menu option Accounts under Execution also explicitly mentions EAFRD and EAGF.

Question 6: Which roles are required to submit Accounts to the Commission in SFC2014?

Users with Paying Agency (MSPA) or Coordinating Body (MSCB) with update access for EAFRD will be able to create, edit and validate the Accounts.

But in order to send the package to EC, the Accounts must be electronically signed in SFC by:

A user with Paying Agency (MSPA) (update access for EAFRD)

A user with Certification Authority (MSCT) (update access for EAFRD)

Then **only** users with Coordinating Body (MSCB) (send access for EAFRD)

A user with Accounts Personal Data (read/download access for EAFRD), can only access Documents containing personal data.

Question 7: Can the same user uploading the Accounts documents also submit them?

No, this role must be attributed to another user in the MSPA or MSCB.

Question 8: Can one person in the MSPA or MSCB submit the Accounts to the Commission?

For sending the full package of the accounts to the Commission this **dedicated role** for the task needs to be allocated to a second person in the MSPA/MSCB. In order to comply with the **Four-eye principle**, two users with the same roles are required to submit the full Accounts package to the Commission.

Question 9: Who is my liaison officer?

The liaison officer for each Member State may be found by contacting the SFC2014 helpdesk and support team. Send an e-mail to the following address for a list of liaison officers: (need e-mail address)

Question 10: What format can I use when I upload documents to SFC2014?

In general there is no restriction on the document format except where SFC2014 requires a specific format. (for example X-table data requires a csv file).

Question 11: Does the Management Declaration or Opinion of the Certification Body still require a signature?

There is no change in 2018 with respect to signatures at the end of documents. Member States will submit documents with signatures (This also includes documents signed in PDF)

Question 12: What is the purpose of the 'Sign Accounts' step in SFC2014?

In 2018 there is no Digital Signature required within SFC2014 in order to simplify the transition to SFC2014 from STATEL/eDamis. The requirement to **'Sign Accounts'** in SFC2014 is for the moment is just a workflow step, there is no process behind this operation.

It is hoped to introduce some form of formal signing process in SFC2014 in the future.

Question 14: Is it necessary to upload the electronically signed PDF documents or can the Word or Excel documents be loaded and signed directly in the SFC2014?
In 2018 (first year of SFC2014 implementation) there is no requirement to upload electronically signed documents.

Documents requiring a signature in previous years such as the Management Declaration (MD) will still have to contain a signature. Therefore, a PDF document or JPG file or any other file type containing the MD with the signature of the director of the PA can be uploaded to SFC2014.

Next year, a predefined "Management Declaration" will be inserted into the SFC system and then the Director can electronically sign the MD in SFC.

Question 15: Can documents and reports with Annexes be uploaded as one document?

In SFC2014 some reports require annexes (for example report of the Certification body or the Management Declaration);

It is foreseen that these documents and annexes must be uploaded separately and cannot be uploaded as a single document.

Question 16: What do we do if our Paying Agency is not defined in SFC2014?

Contact AGRI Xtable Support

Question 17: What is the difference between an Integral and a Non-Integral document in SFC2014?

An integral document is a required document for the submission of Accounts. These Integral documents are recognised by SFC2014. For example Ex-ante evaluations.

A Non-integral document is a document which may be uploaded to SFC2014 for reference purposes and may be submitted to the Commission separately from the Annual Accounts.

Please go to the SFC support Portal for a more information on this subject.