



## SFC2007 FAQ

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Disclaimer: The information contained herein 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.

Version 1.0 - Last revised: 28/03/2013

For more information on this document please contact [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu)

### Purpose of this document

Frequently asked questions relating to the SFC2007 system

### Regulation source

n/a

### Concerned Funds

ERDF/CF	ESF	EFF	EAFRD	IPA	SOLID
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## 1. Access issues

### 1.1.1. I forgot my password. What should I do?

Member State users: Send an e-mail to [sfc2007-info@ec.europa.eu](mailto:sfc2007-info@ec.europa.eu) with copy to your MS liaison and include your username (w005...). You will receive the first half of the new password via e-mail. The second part of the password will be transmitted to you by your MS liaison.

Commission users: follow the normal procedure for ECAS password reset.

### 1.1.2. My password has expired. What should I do?

The system will ask you to create a new one. You don't need to contact the SFC2007 support team. Detailed information is available on the SFC2007 "help" page.

## 2. Modifying and submitting data

### 2.1.1. I can't see any of my documents when I enter SFC2007. Why?

When entering the Standalone documents (Annual Examination, Audit Report, Evaluation, Monitoring Committee, etc.) and the Interim Payment Application display screen the system does not show the list of all documents (payment applications) automatically.

You need to click on the Search button to display the entire list or you can enter a Search filter.

The results are shown in descending order of last modification date.

### 2.1.2. How can I be sure that my data is submitted to the Commission?

On the list of Programmes, Payment Applications etc, check that the "current node" column is "Commission". For single documents, check that the "sent date" is not empty.

### 2.1.3. I cannot edit (modify) the data that appears in SFC2007.

1. A Member State user (with update privileges) can modify data depending on the roles and funds that have been given to them and the type of dossier they are trying to edit.
  - The first thing to do is check on our help page the Quick Guide corresponding to the dossier to be updated. Here you will find the roles required to update the dossier.
  - Then check with your Liaison Officer that you have the correct access rights for the dossier you are trying to edit.
2. Only if the "current node" of the data is the same as the user's node and if the "status" of the data is "Created", "Validated" or "Returned".
  - The status and the "current node" of the data appear on the search pane of the specific data as shown in the example:

The screenshot shows a search interface for SFC2007. It includes a search form with fields for CCI, Version, Title, Decision, Status, Previous Node, and Current Node. Below the search form is a table titled 'List of Operational Programmes'. The table has columns for CCI, Version, Title, Status, Previous Node, Current Node, Last Modified, and Decision. The first row shows a record with CCI '2007-06-02-00010', Title 'Bulgaria's Rural Development Programme 2007-2013 under RDP', Status 'Sent', Previous Node 'Bulgaria', Current Node 'Commission', Last Modified '25/10/2012', and Decision empty. The 'Current Node' column is highlighted with a red box.

- If you need to modify the data, please ask the Commission service responsible for your programme to return the data for correction. Once it's returned the status becomes "Returned for correction" and you will be able to modify the data, validate it and submit it again to the Commission.

Note: the Officials in charge section can always be edited. "Other Member State documents" can always be sent independent of the status of the dossier.

#### 2.1.4. The status of my dossier is « sent » however, the Commission hasn't received it yet

Some Member States have a hierarchical structure based on regional levels and central or higher levels.

In these cases, any dossier sent by a regional level (also called sub-node) is sent to the level located immediately above (the central/higher Member State level of higher node). Then, the central/higher node must send the data to the Commission.

You can check the current level of your data on the search pane.

#### 2.1.5. How do I know if the data was sent to the Commission?

When data is sent to the Commission, the sender receives an automatic notification from SFC2007

A "sent date" appears for any related documents (attachments).

The "Current level" of the data is "Commission".

The sender receives and acknowledgement of reception of data sent by the Commission

### 3. Uploading and Sending Documents

#### 3.1.1. Uploading Documents

ZIP files are allowed.

The maximum size of the files is limited to 100.000.000 Bytes, so around 95 MB.

Documents must be uploaded in SFC2007 by the Member State and not sent to SFC2007 Support.

### **3.1.2. I uploaded and sent the wrong document, can it be deleted?**

A MS document can NOT be removed (replaced) in SFC2007 once it has been sent to the Commission.

The only option is to send the correct one in SFC2007 (and add 'corrigendum' in the title).

The wrong document stays in the system because it was automatically registered in ARES and there we cannot delete it or overwrite it. Overwriting the content in SFC2007 would make it inconsistent with the content in ARES.

## **4. The Operational Programme**

### **4.1.1. I Want to Modify the Priorities in a More Recent Version of my OP but I can't.**

In version 1+ of the OP the MS cannot modify the description (title) of an existing Priority Axis and the Priority cannot be deleted.

You can request to the SFC2007 Support Team to make some modification of a Priority description, but only to make some grammatical corrections or to improve the definition of the Priority.

The Priority cannot be modified to become a totally different one, especially when expenditure was declared against it.

If the original Priority is not used anymore, the remaining allocations should be put to zero and transferred to a new Priority.

The geographical desk should evaluate if it concerns the same Priority but with a better definition or a totally new one.

### **4.1.2. I want to create a new version of my OP but receive the Error message: "error during commit: program version to create already exists".**

You are probably trying to create a NEW PROGRAMME and not a NEW VERSION of the EXISTING PROGRAMME.

To create a new version of an existing OP:

- Go to the "Programming" > "Operational Programme" menu
- Click on the "CCI" of the latest version of the concerned OP (in your case "version 2")
- The Operational Programme contents appear in the screen.
- Click on the link "Create a new version of the Operational Programme"
- Version 3 is created.

The option "create a new Operational Programme" (at the bottom of the general list of OPs) allows to create a fully new programme and not a new version of an existing programme.

## **5. The Monitoring Committee Dossier**

### **5.1.1. Is it necessary to create a Monitoring Committee dossier for each meeting and programme?**

Technically there are two possibilities:

- Create one Monitoring Committee dossier for each meeting on a programme (recommended for EAFRD) or
- Create a single Monitoring Committee dossier for all the meetings related to a programme.

Therefore it is recommended to contact the unit in charge of the programme. They will advise you on which option is the most suitable for your specific programme.

\* When creating a Monitoring Committee dossier do not forget to fill in the CCI number of the Operational Programme covered.

### 5.1.2. My OP has not been approved yet in SFC2007. Can I create the Monitoring Committee dossier anyway?

You will be able to create the dossier, however, it will be difficult to know to which programme it is linked. So you can wait until the OP is approved, or you can create the dossier and add the CCI number of the OP as soon as the OP is approved.

## 6. The Indicator Set

### 6.1.1. Should I create a New Set of Indicators or a New Version Set?

A new **Set of Indicators** can be created via the link in the Search screen of the Indicators:

CCI	OP Version	Title	Set Version	Status	Previous Node	Current Node	Last Modified
1		Regional Competitiveness and Employment Programme _ Training	3	Sent	United Kingdom	Commission	07/03/2013

A new set is created when a more recent version of the OP is in the status 'Decision Taken'

\*The AIR can only be linked to a Set of Indicators that is linked to an OP with a Decision date in or before the reporting year (so for the AIR 2012 the decision date of the OP linked to the Indicators must be before 31/12/2012)

A new **Version Set of Indicators** can be created by opening the last Version Set and selecting the link to create a New Version Set:



The screenshot shows the SFC2007 system interface. At the top, there is a header with the European Union flag and the text 'System for Fund management in the European Community 2007-2013'. Below this, there is a navigation menu with options like 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Anti-Fraud', '2014-2020', and 'Utilities'. A 'return to list' link is visible, followed by a red box highlighting the 'Create New Version' button. Below the navigation menu, there is a 'Versions' section with a table of indicators. The table has columns for 'Cci', 'OP Version', 'Set Version', 'Set Status', and 'Last Modified'. The first row shows 'OP Version: 2', 'Set Version: 1', 'Set Status: Accepted', and 'Last Modified: 29/03/2013'. The title of the indicator is 'Regional Competitiveness and Employment Programme \_ Training'.

A new Version Set is created when there are changes to the current indicators (adding or removing indicator information), and the previous indicator set is in status 'accepted'.

## 7. The Management & Control Systems Dossier

### 7.1.1. Who can (and who cannot) enter the Managing and Control Systems dossier in SFC2007?

The Management and Control System description is created, edited and validated by a specific role under the Audit Authority - the MSCO.

This role has been created in order to respond to article 62.3 of 1083/2006 and article 61.3 of 1198/2006 thereby allowing the audit authority to delegate this task to an independent body.

The article says: Where the audits and controls referred to in paragraph 1(a) and (b) are carried out by a body other than the audit authority, the audit authority shall ensure that such bodies have the necessary functional independence.

Consequently the MSCO role is compatible only with the MSAA role and cannot be combined with Managing or Certifying authorities roles (MSMA and MSCA).

The MSCO however does not have the right to send the Management and Control System description to the Commission.

This role is reserved for the Managing Authority (MSMA), the Member State Authority (MSA) and (since 14/5/2009) the Audit Authority (MSAA) with send rights.

## 8. Automatic Notifications

### 8.1.1. I have received automatic reminders from SFC2007. Why?

You receive automatic reminders from SFC2007 because your e-mail address has been put in SFC2007 by either you or your colleagues as official in charge of a dossier. It is therefore important that the information entered in the officials in charge section of a dossier is kept up to date.

To update/change officials in charge information for a dossier please refer to the quick guide for the corresponding dossier in the "help" page of SFC2007.