



How to create, validate & send a 2nd Pre-Financing Request for EBF, ERF, EIF and RF?

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Purpose of this functionality

This functionality enables Member States (MS) to create, validate and submit Management Control Systems (MCS) for EBF, ERF, EIF and RF to European Commission (EC) officials.

Regulation source

Submission of Management Control Systems by MS and approval by the EC:

European Fund for the Integration of Third Country Nationals: Article 37(4) Council Decision 435/2007/EC of 25 June 2007

European Refugee Fund: Article 39(4) Decision 537/2007/EC of 23 May 2007 of the European Parliament and Council

External Borders Fund: Article 41(4) of Decision 574/2007/EC of the European Parliament and Council

European Return Fund: Article 39(4) of Decision 575/2007/EC of the European Parliament and Council

Concerned Funds

EBF	ERF	EIF	RF
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User roles and permissions needed

Member State Responsible and Certifying Authority (MSRA U+S and MSCA U+S)

Before you start, check that...

The Annual Programme (AP), whose 2nd pre-financing is to be requested, is under "Decision Taken" and no prior 2nd pre-financing request for the same fund has been encoded.

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1. Create a 2nd Pre-financing Request

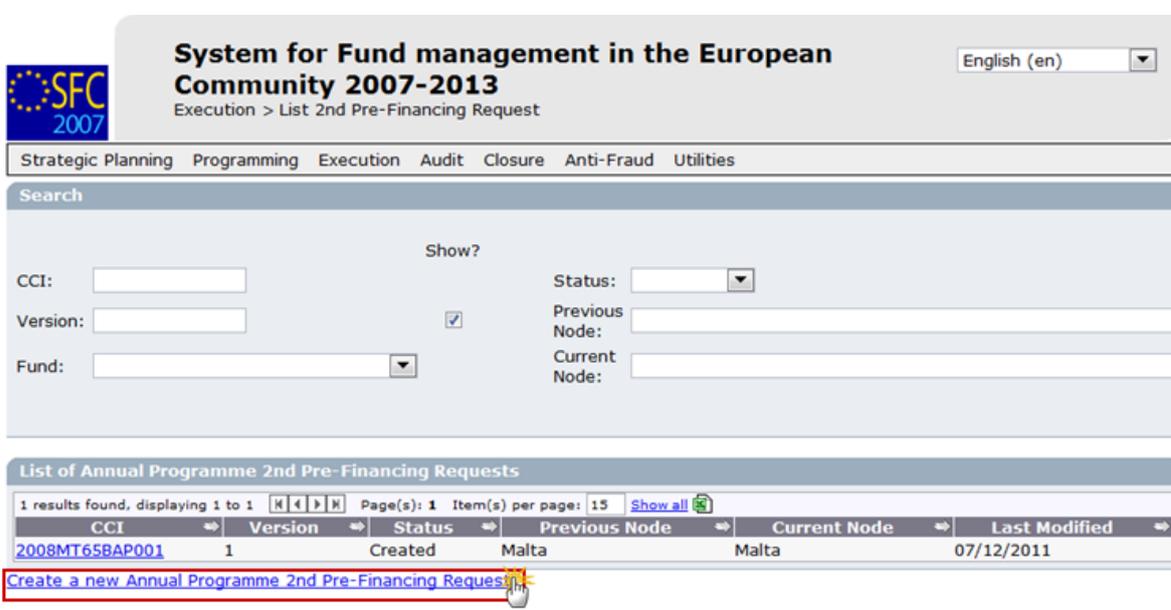
REMARK The 2nd Pre-Financing request (PF2) is to be created by the MSRA.

Step by step

1. Go to the EXECUTION > 2ND PRE-FINANCING REQUEST menu.
The search pane screen and the list of PF2 requests appears.



2. Click on [Create a new Annual Programme 2nd Pre-Financing Request](#).

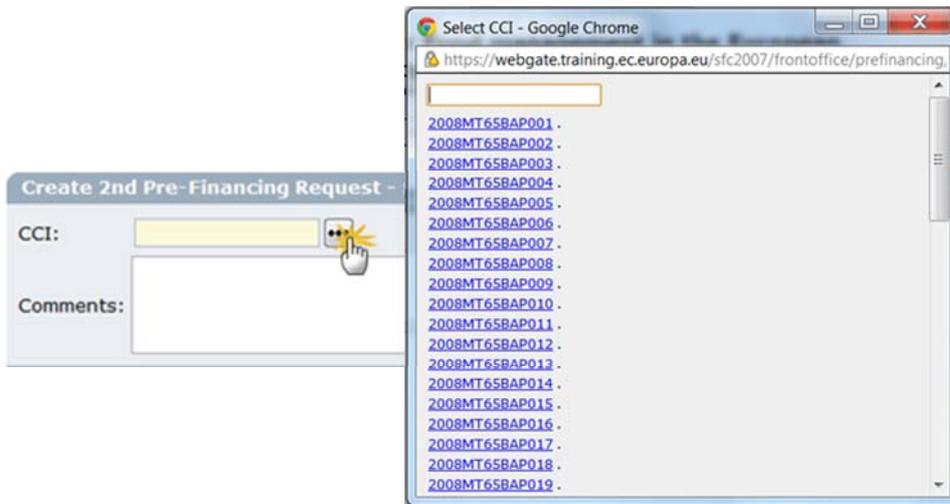


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The Create MCS wizard appears. It is divided in two steps:

Step 1: Select Annual Programme

3. Click on the button  to trigger the Annual Programme's CCI number listing.



4. Encode in the white field the CCI number, whose PF2 request is to be created (1). Click on the corresponding CCI number link (2).



5. Click on NEXT.



Step 2: Confirm Creation

6. Confirm the creation of the PF2 by clicking on FINISH.



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You are redirected to the tabs to be edited.

NOTE	<p>If the PF2 is edited following the completion of the wizard, the system automatically directs you to the tabs to be encoded (cf. Figure 2 - Tab view).</p> <p>If the PF2 is to be edited at a later stage, go to the EXECUTION > 2ND PRE-FINANCING REQUEST menu (cf. step 1). The existing PF2 request is displayed in the list under the "Created" status. Click on the CCI number link to be directed to the display screen. Select any of the Edit options, provided that you have the Update and/or Send role assigned to your user account.</p>
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2. Edit a 2nd Pre-financing Request

2.1. General Details

The contents of the PF2 request are displayed in different tabs, which are to be completed before validation and submission to the EC:

- Progress Report - Annex4,
 - Annex 4 A. Table 1 – Detailed Financial Report
 - Annex 4 B. Request for the 2nd Pre-Financing Payment
- Certification of Expenditure for the 2nd Pre-Financing,
- Associated Documents and
- Officials in Charge.

They can be displayed by tabs or as a list of tables:

The screenshot displays a list of five tabs in the application interface:

- Annex 4 A. Table1 - Detailed Financial Report**: Shows a table with columns for Action, Priority, Specific Priority, Programmed by MS (Total Programmed Costs, EU Contribution, % EU), Committed at Level of the MS (Total Eligible Costs, EU Contribution, % EU), EU Contribution paid by MS to Final Beneficiary, and Total Eligible Costs incurred to Date by Final Beneficiary. The table includes rows for actions 1, 2, 4, TA, and a Total row.
- Annex 4 B. Request for the 2nd Pre-Financing Payment**: A form for providing applicant details and bank information for the payment request.
- Annex 8 Certification of Expenditure for 2nd Pre-Financing**: A form for certifying the expenditure amounts.
- Associated Documents**: Shows "No Associated Documents found".
- Officials in Charge**: Shows "No Official In Charge found".

Figure 1 – List view (Display)

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Progress Report - Annex 4			Certification of Expenditure for 2nd Pre-Financing - Annex 8			Documents	In Charge			
A. Financial Report			B. Request for Payment							
Table 1 - Detailed Financial Report										
Situation at:			Pre-financing payment(s) received from EC: 0.00							
Action	Priority	Specific Priority	Programmed by MS			Committed at Level of the MS			EU Contribution paid by MS to Final Beneficiary	Total Eligible Costs incurred to Date by Final Beneficiary
			Total Programmed Costs a	EU Contribution b	% EU c=b/a	Total Eligible Costs d	EU Contribution e	% EU f=e/d		
1	2	2.3	9,600,000.00	7,200,000.00	75.00					
2	4	4.1	3,294,644.14	2,470,983.10	75.00					
TA			75,000.00	75,000.00	100.00					

Figure 2 - Tab view

2.2. Member State Authorities: Profiles and permissions

The Member States Authority profiles concerned by the PF2 request are:

- Member State Responsible Authority (MSRA),
- Member State Certifying Authority (MSCA).

Each authority has access to the part of the object related to his/her responsibility, as presented in the table below:

	MSRA	MSCA
ANNEX 4: PROGRESS REPORT		
A. Financial Report : Table 1 - Detailed Financial Report ^M	✓	✗
B. Request for Payment: 2nd Pre-Financing Request ^M	✓	✗
ANNEX 8: CERTIFICATION OF EXPENDITURE		
Annex 8 Certification of Expenditure for 2nd Pre-Financing ^M	✗	✓
ASSOCIATED DOCUMENTS (UPLOADING)		
Progress Report on Implementation (Annex 4) ^M	✓	✗
Certification for 2nd Pre-Financing (Annex 8) ^F	✗	✓
Other Member State Document ^F	✓	✓
MEMBER STATE OFFICIALS IN CHARGE		
Assignment of Contact Persons responsible for PF2 request ^F	✓	✓

LABELS

✓ has permission

✗ hasn't permission

^M mandatory information

^F at least one official in charge shall be assigned to the report, although facultative

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2.3. MSRA - Annex 4

2.3.1. Financial Report (A) and Request for Payment (B)

After creation of the PF2 request (cf. steps 1 to 6), the MSRA must complete the Progress Report (Annex 4) as it follows:

Step by Step

7. Click on the **A. FINANCIAL REPORT** tab. to have the "Table 1 - Detailed Financial Report" displayed.

Enter the date (1), the financial data (2) and click on **SAVE** (3).

The screenshot shows the 'Progress Report - Annex 4' interface. The 'A. Financial Report' tab is selected. The 'Table 1 - Detailed Financial Report' is displayed. The 'Situation at:' field is set to '22/03/2012' (1). The 'Pre-financing payment(s) received from EC: 0.00' field is highlighted (2). The table below shows the financial data:

Action	Priority	Specific Priority	Programmed by MS			Committed at Level of the MS			EU Contribution paid by MS to Final Beneficiary	Total Eligible Costs incurred to Date by Final Beneficiary
			Total Programmed Costs	EU Contribution	% EU	Total Eligible Costs	EU Contribution	% EU		
			a	b	c=b/a	d	e	f=e/d		
1	2	2.3	9,600,000.00	7,200,000.00	75.00					
2	4	4.1	3,294,644.14	2,470,983.10	75.00					
TA			75,000.00	75,000.00	100.00					

The 'Save' button is highlighted (3).

8. Click on the **B. REQUEST FOR PAYMENT** tab (1) to access the "Request for 2nd Pre-Financing Payment", complete the mandatory information (2) and record it by clicking on **SAVE** (3).

The screenshot shows the 'Progress Report - Annex 4' interface. The 'B. Request for Payment' tab is selected. The 'B. Request for 2nd Pre-Financing Payment' form is displayed. The 'Request Payment of the following Amount (1):' field is highlighted (2). The 'Maximum Amount that can be requested:' field is set to '8,771,384.79 (euro)'. The 'Payment should be made by the Commission to' section is also highlighted (2). The 'Save' button is highlighted (3).

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REMARKS	<p>a. The greyed-out tabs are not accessible to this authority profile.</p> <p>b. Fields highlighted in yellow must be correctly completed before the system allows the 'Save' action. Once correctly saved, the message Transaction Successfully Completed! is displayed.</p>
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2.3.2. Associated Documents

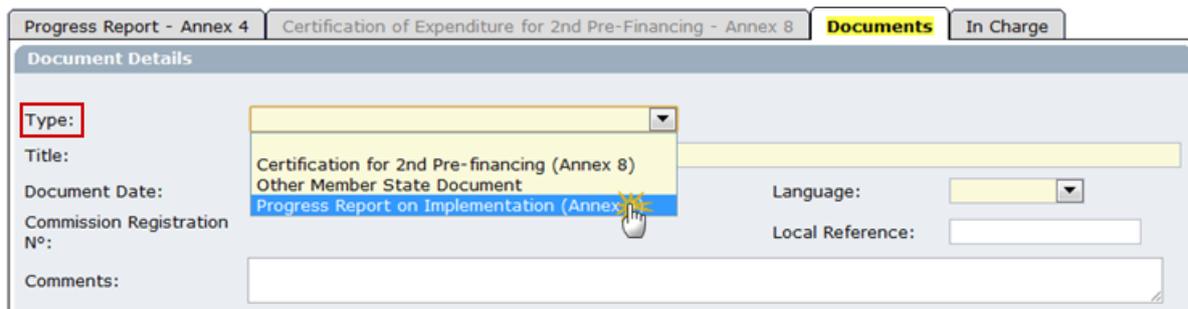
Following the financial information entered in the respective tables above, the MSRA must also upload the Progress Report on Implementation (Annex 4) through the DOCUMENTS tab.

Step by Step

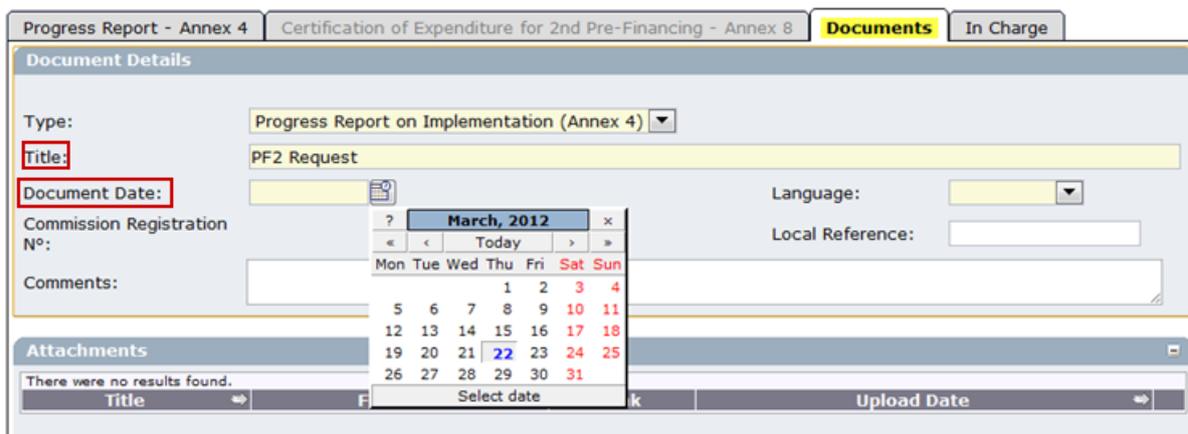
9. Click on the DOCUMENTS tab (1) and on [Add a new Document](#) (2).



10. Select the Progress Report on Implementation (Annex 4) in the 'Type' drop down list.



11. Complete the 'Title' field, fill in the 'Document Date' field manually (dd/mm/yyyy) or double click in the field to have the current date entered automatically or click on  to open the calendar window to select the corresponding date.



12. Select the 'Language' of the report in the drop down list (1) and click on SAVE (2).

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Progress Report - Annex 4 | Certification of Expenditure for 2nd Pre-Financing - Annex 8 | **Documents** | In Charge

Document Details

Type: Progress Report on Implementation (Annex 4) ▼
Title: PF2 Request
Document Date: 22/03/2012 📅
Commission Registration N°: _____
Comments: _____

Language: [dropdown menu open with options: Bulgarian, Czech, Danish, Dutch, English (1), Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Norwegian, Polish, Portuguese, Romanian]

Local Reference: _____

Attachments

There were no results found.

Title	Filename	Link	Upload
-------	----------	------	--------

Save (2) Cancel

The fields 'Local Reference' and 'Comments' are optional.

13. The system activates the [Add a new Attachment](#) link, which enables the upload of the Progress Report on Implementation.

Progress Report - Annex 4 | Certification of Expenditure for 2nd Pre-Financing - Annex 8 | **Documents** | In Charge

Document Details

Document is not yet sent, but will be sent whenever you send the Object

Type: Progress Report on Implementation (Annex 4)
Title: PF2 Request
Document Date: 22/03/2012 📅
Commission Registration N°: _____
Comments: _____

Language: English ▼
Local Reference: _____

Attachments

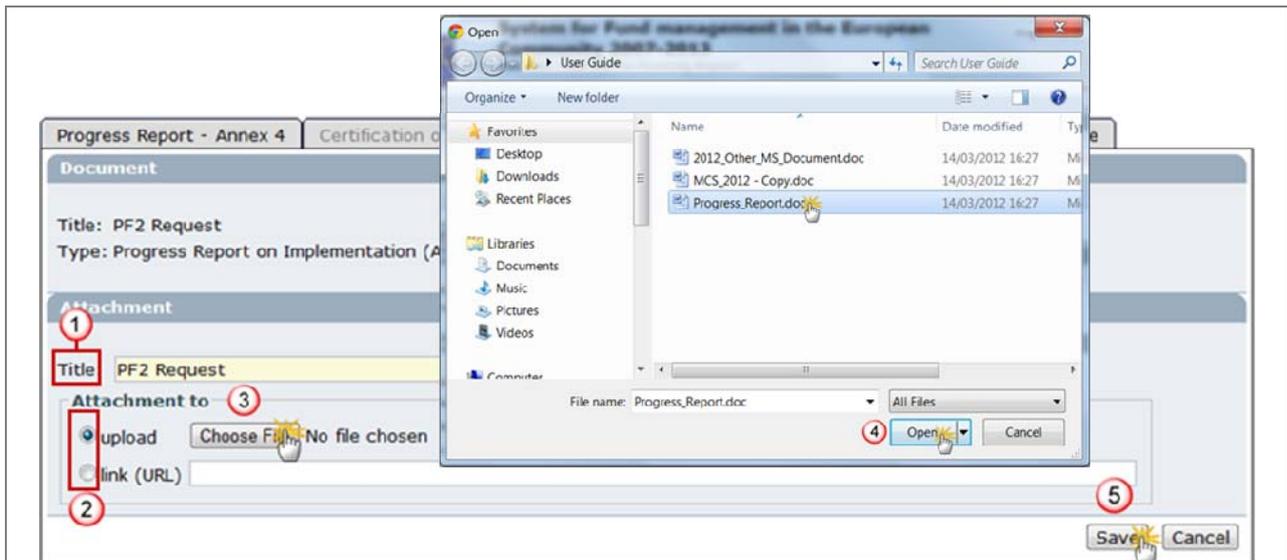
There were no results found.

Title	Filename	Link	Upload Date
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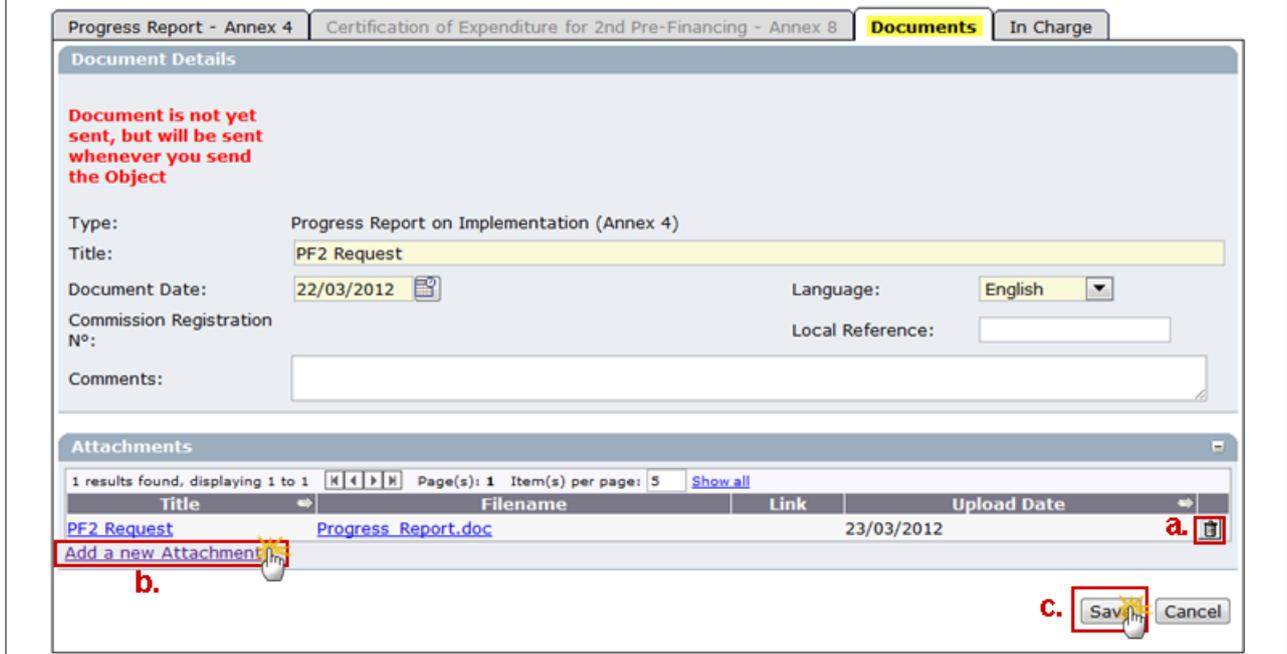
Add a new Attachment

14. Enter the name of the report in the field 'Title' (1), tick the type of attachment to be uploaded (2), click on CHOOSE FILE (3) to select the location of the file and, after having chosen it, click on OPEN (4) to launch the upload. Record the operation through the button SAVE (5).

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15. After the upload, the ATTACHMENTS tab displays the document with its title:
- If the document is not the correct one, click on the  button to delete it and restart the operation (cf. step 16).
 - If an additional document of the same type needs to be uploaded, click on [Add a new Attachment](#) and restart the operation (cf. step 16).
 - If both cases are not applicable, click on SAVE to proceed with the closure.



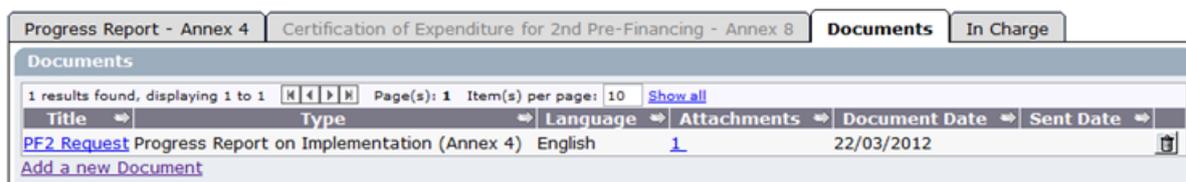
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REMARKS	<p>a. In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.</p> <p>b. The upload of the document type 'Progress Report on Implementation' is mandatory. After uploading it, the system displays the message below:</p> <div style="background-color: #e0e0e0; padding: 5px;">Document is not yet sent, but will be sent whenever you send the Object</div> <p>This type of document will be sent <u>together with</u> the encoded information of the 2nd Pre-Financing request, namely the '2nd Pre-Financing object'. The system does not accept the object validation unless the document has been attached accordingly.</p> <p>c. Any other document related to the Progress Report on Implementation of the AP can be uploaded under the type 'Other Member State Document'. This type of document is optional. After uploading it, the system displays the message below:</p> <div style="background-color: #e0e0e0; padding: 5px;">Document is not yet sent</div> <p>This type of document can be sent manually <u>before or after submitting the 2nd Pre-Financing Request</u> to the EC. It covers any complementary information to be attached to the object.</p>
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2.3.3. Signature

Step by Step

16. As all information has been added and saved by the MSRA, clicking on [Return to Display](#) give access to the signature of the request for payment of the balance/reimbursement.



[Return to Display](#)

17. Click on [Sign](#) to be redirected to the confirmation screen.

Annex 4 B. Request for the 2nd Pre-Financing Payment

Applicant Name: Applicant
Applicant Position: Funds Officer
Request Payment of the following Amount (1): 200,000.00 (euro)

Payment should be made by the Commission to

Authority Responsible for receiving Payments: Maltese Authority
Bank: Bank of Malta
Bank Account Nr: 000-00000-000
Bank Account Holder: SOLID Funds Beneficiary

Signer:
Signature Date:

(1) Total amount requested to complement the pre-financing

[Edit](#) [Sign](#)

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18. Click on **YES** to confirm the request.

Annual Programme 2nd Pre-Financing Request

CCI:	2011MT658AP051	Version:	1	Status:	Created	Last Modified:	23/03/2012
Member State:	Malta	Fund:	External Borders Fund	Year Covered:	2011		

Are you sure you want to sign the Progress Report on Implementation and the Request for 2nd Pre-Financing Payment for this Annual Programme?

2.4. MSCA - Annex 8

The MSCA shall locate and open the PF2 request that has been created and signed by the MSRA.

2.4.1. Certification of Expenditure for 2nd Pre-Financing and signature

Step by Step

1. Go to the **EXECUTION > 2ND PRE-FINANCING REQUEST** menu.

The search pane screen and the list of PF2 requests appears.

System for Fund management in the European Community 2007-2013 English (en)

Programming > Annual Programme > Display Annual Programme

Strategic Planning Programming **Execution** Audit Closure Anti-Fraud Utilities

2nd Pre-Financing Requests

2. Click on the CCI number link that has been created by the MSRA to be directed to the display screen.

List of Annual Programme 2nd Pre-Financing Requests

2 results found, displaying 1 to 2 Page(s): 1 Item(s) per page: 15 Show all

CCI	Version	Status	Previous Node	Current Node	Last Modified
2008MT658AP001	1	Created	Malta	Malta	07/12/2011
2011MT658AP051	1	Created	Malta	Malta	23/03/2012

3. Click on **EDIT** to access the information to be entered in the certification of expenditure.

Annex 8 Certification of Expenditure for 2nd Pre-Financing

Certifier Name:
Certifier Position:
Certifies that all expenditure included in the Progress Report on Implementation of the Annual Programme amounts to (1): **5,072,991.55 (euro)**
Accounts Closed Date:
Signer:
Signature Date:

(1) Total amount of eligible expenditure paid by the final beneficiaries or used for the technical assistance.

4. Enter the mandatory information in the yellow fields (1). The 'Accounts Closed Date' field can be completed manually (dd/mm/yyyy), by double-clicking in the field to have the current date entered automatically or by clicking on  to open the calendar window to select the corresponding date. After encoding all data, click on **SAVE (2)** and on **Return to Display (3)**.

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Progress Report - Annex 4 **Certification of Expenditure for 2nd Pre-Financing - Annex 8** Documents In Charge

Certification

Certifier Name:

Certifier Position:

Certifies that all expenditure included in the Progress Report on Implementation of the Annual Programme amounts to (1): 5,072,991.55 (euro) **1**

Accounts Closed Date: **2**

(1) Total amount of eligible expenditure paid by the final beneficiaries or used for

Return to Display **3**

Sign

Save **Cancel**

5. Click on [Sign](#) to be redirected to the confirmation screen.

Annex 8 Certification of Expenditure for 2nd Pre-Financing

Certifier Name: Certifying Authority

Certifier Position: Certifier

Certifies that all expenditure included in the Progress Report on Implementation of the Annual Programme amounts to (1): 5,072,991.55 (euro)

Accounts Closed Date: 23/03/2012

Signer:

Signature Date:

(1) Total amount of eligible expenditure paid by the final beneficiaries or used for the technical assistance.

Sign

6. Click on YES to confirm the certification.

Annual Programme 2nd Pre-Financing Request

CCI: 2011MT65BAP051 **Version:** 1 **Status:** Created **Last Modified:** 23/03/2012

Member State: Malta **Fund:** External Borders Fund **Year Covered:** 2011

Are you sure you want to sign the Progress Report on Implementation and the Request for 2nd Pre-Financing Payment for this Annual Programme? **Yes** **No**

7. Click on [Edit](#) to access the uploading section.

Associated Documents

Title	Type	Language	Attachments	Document Date	Sent Date
PF2 Request Progress Report on Implementation (Annex 4)		English	1	22/03/2012	

8. Click on [Add a new Document](#).

2.4.2. Associated Documents

The MSCA can upload the Certification of Expenditure for the 2nd Pre-Financing document (Annex 8) through the ASSOCIATED DOCUMENTS tab.

Step by Step

7. Click on [Edit](#) to access the uploading section.

Title	Type	Language	Attachments	Document Date	Sent Date
PF2 Request Progress Report on Implementation (Annex 4)		English	1	22/03/2012	

8. Click on [Add a new Document](#).

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9. Select the Certification for 2nd Pre-Financing (Annex 8) in the 'Type' drop down list.

Then, follow the **steps 11 to 15** of section 2.3.2 to complete the uploading of the document.

REMARKS

- In case the document has to be suppressed after having saved it (to be re-downloaded by an updated one), please click on  and start the operation again.
- The upload of the document type 'Certification for 2nd Pre-Financing (Annex 8)' is not mandatory. After uploading it, the system displays the message below:

Document is not yet sent, but will be sent whenever you send the Object

This type of document will be sent together with the encoded information of the 2nd Pre-Financing request, namely the '2nd Pre-Financing object'. The system does not accept the object validation unless the document has been attached accordingly.

- Any other document related to the Progress Report on Implementation of the AP can be uploaded under the type 'Other Member State Document'. This type of document is also optional. After uploading it, the system displays the message below:

Document is not yet sent

This type of document can be sent manually before or after submitting the 2nd Pre-Financing Request to the EC. It covers any complementary information to be attached to the object.

2.5. Officials in charge - MSRA and/or MSCA

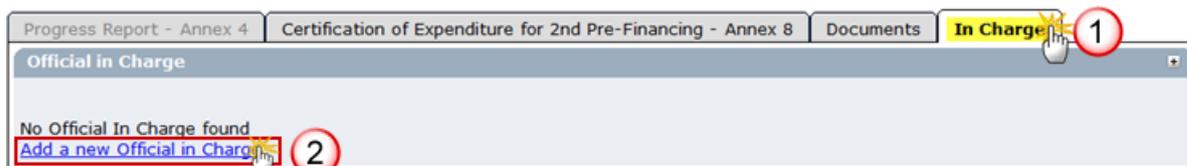
Following the encoding of data and upload of the report(s) associated to 2nd Pre-Financing Request, the MSRA and the MSCA may assign one or several Contact Persons within the MS. These persons are responsible for the PF2 and their details are to be encoded in the IN CHARGE tab.

Each exchange of information generated within the system for the PF2 will generate the dispatching of an automatic notification to the mailbox encoded in the 'Email' field.

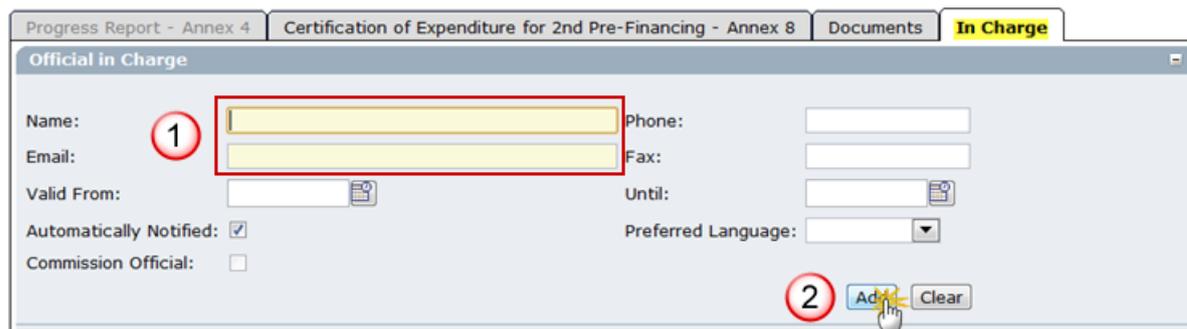
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Step by step

1. Click on the **IN CHARGE** tab (1) and on [Add a new Official in Charge](#).



2. Complete the mandatory fields ('Name' and 'Email') (1) and click on **ADD** (2).



3. If there is more than one Contact Person for the PF2 request, restart the operation (cf. steps 1 to 2).

REMARKS

a. Optional fields:

- 'Valid From' and 'Until' indicates the period during which the Contact Person(s) is(are) responsible for the PF2 request.
- 'Language' refers to the language of notification(s) that will be sent to the assigned Contact Person(s). If no language is selected, the default language is English.

b. The checkbox 'Automatically Notified' is to be ticked to be active (and unchecked to reverse the process).

c. After adding the Contact Person(s), he/she/they can be deleted individually by clicking on  aside their details.

d. The submission of a PF2 request is possible without the nomination of an official in charge. The system generates the warning message 'No Official in Charge was created'. However, it does not prevent the validation and dispatch of the object to the EC.

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3. Validate the 2nd Pre-financing Request

REMARK The 2nd Pre-Financing request (PF2) can be validated by the MSRA or the MSCA.

After completion of the PF2 Request object, the system generates the [Validate](#) link.

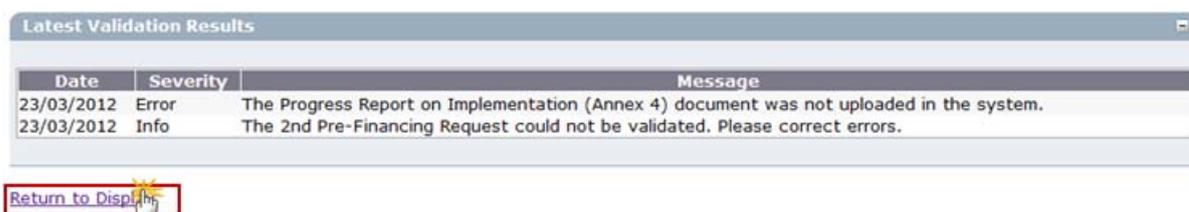
This link is available when opening the object through the EXECUTION > DISPLAY 2ND PRE-FINANCING REQUEST menu and clicking on the CCI number link.

Step by Step

1. Click on [Validate](#) to trigger the data validation check, whose rules are presented in the chapter 6, section 6.2 of this guide.



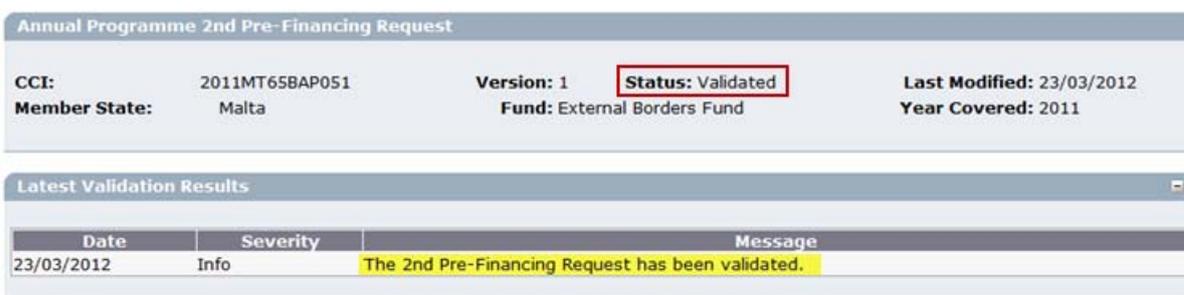
2. In case of inconsistency, the system detects it and presents its details in the LATEST VALIDATION RESULTS tab. [Return to Display](#) to correct the inconsistent data.



3. Click on [Validate](#) to restart the data validation check.



4. After correction of all inconsistent data and successful validation of the PF2, the system switches the report status from 'Created' to 'Validated'.



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4. Send the 2nd Pre-financing Request

REMARK The 2nd Pre-Financing request (PF2) is to be submitted by the MSRA.

Step by Step

1. If the report is to be sent right after its validation, click on [Return to Display](#) to access the [Send](#) button.

Validation Results		
Date	Severity	Message
23/03/2012	Info	The 2nd Pre-Financing Request has been validated.

[Return to Display](#)

2. If the PF2 Rrequest is to be sent at a later stage, open the report as from the EXECUTION > DISPLAY 2ND PRE-FINANCING REQUEST menu and click on the CCI number link menu.

List of Annual Programme 2nd Pre-Financing Requests						
CCI	Version	Status	Previous Node	Current Node	Last Modified	
2008MT658AP001	1	Created	Malta	Malta	07/12/2011	
2011MT658AP05	1	Validated	Malta	Malta	23/03/2012	

Create a new Annual Programme 2nd Pre-Financing Request

3. In both cases, the system displays the [Send](#) button. Click on it to trigger the submission process.

 **System for Fund management in the European Community 2007-2013** English (en)

Execution > Display 2nd Pre-Financing Request

Strategic Planning Programming Execution Audit Closure Anti-Fraud Utilities

[return to list](#) [Delete](#) [Send](#) [Print](#) [Print All](#)

4. Click on YES to confirm the PF2 request submission.

Documents					
Title	Type	Language	Attachments	Sent Date	
prepareDocument - mt	2nd Pre-financing Request Sent Snapshot Document	Maltese	1	23/03/2012	

Do you really want to send this 2nd Pre-Financing Request?

REMARKS

- a. As a confirmation of the submission, the MSRA is requested to re-authenticate his/her SFC2007 user account via ECAS.
- b. The data snapshot is created in the language the MSRA user account's node is linked to.

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5. General

5.1. Statuses

The summary of the MCS statuses is presented in the table below:

Object action	Acting authority	Status of the MCS
At the creation of a PF2 request: - Completion of data, - Upload of official document (annex 4), - Signature.	MS Responsible Authority	Created ¹
After creation of a PF2 request: - Completion of data, - Optional upload of official document (annex 8), - Signature.	MS Certifying Authority	
Validation of data.	MS Responsible Authority or MS Certifying Authority	Validated ¹
PF2 request submission to EC officials.	MS Responsible Authority	Sent ²
The EC official returns the PF2 request to the MSRA.	EC Operational Agent	Returned
The EC official has acknowledged reception of the PF2 request.		Admissible ²
The EC official has assessed the PF2 request and officially accepted it.		Accepted

¹ The PF2 request can be deleted from the system by the MSRA and it is no longer visible.

² The EC official returns the PF2 request as it requires correction and/or clarification (optional stage).

The MSRA is to upload the corrected PF2 request (official document) before the resubmission of the object.

5.2. History & details of uploaded documents

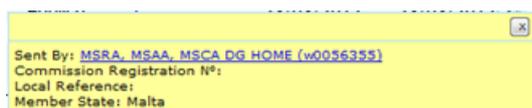
In the HISTORY tab of the PF2 request, all statuses are logged with its respective authority level (MS or EC), date and users:

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Status	Comment	By Level	Date	User
Sent		Malta	23/03/2012 14:52	w0056355
Validated		Malta	23/03/2012 14:31	w0056355
Created	Object could not be validated, see validation results.	Malta	23/03/2012 14:30	w0056355
Created		Malta	23/03/2012 13:37	w0056355
Created		Malta	23/03/2012 13:33	w0056355
Created		Malta	23/03/2012 13:13	w0056355
Created		Malta	23/03/2012 13:12	w0056355
Created		Malta	22/03/2012 16:42	w0056355
Created		Malta	22/03/2012 16:34	w0056355
Created		Malta	22/03/2012 16:33	w0056355
Created		Malta	22/03/2012 16:33	w0056355
Created	created by wizard	Malta	22/03/2012 14:18	w0056355

In the ASSOCIATED DOCUMENTS tab, all documents are registered with its type, language, date of uploading and submission. If there is a blank in the column 'Sent Date', it means the document wasn't automatically sent with the PF2 request object as it is to be submitted manually (cf. section 5.5).

Title	Type	Language	Attachments	Document Date	Sent Date
Certification for PF2	Certification for 2nd Pre-financing (Annex 8)	English	1	23/03/2012	23/03/2012 ?
PF2 Request	Progress Report on Implementation (Annex 4)	English	1	23/03/2012	23/03/2012 ?
prepareDocument - mt	2nd Pre-financing Request Sent Snapshot Document	Maltese	1	23/03/2012	23/03/2012 ?
Acknowledgement_mt.pdf	2nd Pre-financing Request Sent Acknowledgement Document	Maltese	1	23/03/2012	23/03/2012 ?



The details of the user - who uploaded and sent the documents - can be checked through the button , which activates a yellow window:

5.3. Mandatory fields

The mandatory fields are highlighted in light yellow (e.g. **Language:**). If any obligatory field is left blank, the system refuses to proceed and displays the warning  sign.

5.4. Edition and deletion of recorded data

The table below presents the operations that can be executed in the PF2 request throughout its workflow:

Report's status action	Data edition	PF2 request deletion
Created	✓	✓
Validated	✓	✓
Sent	✓	✗
Returned *	✓	✗
Admissible	✓	✗
Accepted	✓	✗
Sent (after re-opening) *	✓	✗

LABELS

- ✓ has permission
- ✓ only 'Other MS documents' type uploading and Officials in Charge modification details, addition or deletion
- ✗ hasn't permission
- * Optional stage

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5.5. Document type 'Other Member State Document'

The document type 'Other Member State Document' can be uploaded and manually submitted to the EC throughout the different statuses of the PF2 request workflow.

If applicable, follow the steps 10 to 15 of section 2.3.2 to complete the uploading of the document. However, choose the 'Other MS Document' document type instead.



5.6. Automatic notifications

An automatic notification (email) is generated and sent to the mailbox of the MS Contact Person indicated in the 'Email' field of the **IN CHARGE** tab (cf. step 2 of section 2.5) for the following executed operations:

Event	Executed operation in the PF2 object
Sent	The MSRA has submitted the PF2 request to the ECOA
Returned	The ECOA has returned the PF2 request to the MSRA
Admissible	The ECOA acknowledges the PF2 request by admitting it
Accepted	The ECOA accepts the PF2 request



The MS Contact Person can visualize the latest update of the PF2 request by clicking on the [here](#) link, which redirects her/him to the related document within SFC2007

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5.7. Validation rules

Reference ¹	Validation rules	Severity ²
2.2	The 'Situation at date' and the 'Accounts Closed Date' fields must be ≤ to the current date.	Error
2.3	The Requested Amount in the Request for 2 nd Pre-Financing Payment (Annex 4, part B) must be: <ul style="list-style-type: none"> ▪ ≤ 90% of the Total Allocated EU Contribution of the Annual Programme minus already paid Pre-Financings and ▪ ≤ 90% of the Total EU Contribution committed at the level of the MS (in Annex 4 - Table 1) minus already paid Pre-Financings and ▪ ≤ Maximum amount calculated by the Back-Office ▪ > to zero 	Error
2.4	The Detailed Financial Report (Annex 4 - Table 1) contains all Actions present in the last adopted Annual Programme Version. <i>(For Web Services only). For the web, a function will be called which will automatically add any missing Action records and add a warning message to the validation saying "An Acton was missing in the Detailed Financial Report (Annex 4 Table 1) and has been automatically added. Please verify if it needs some additional info."</i>	Error <i>(Web Services are N/A at 04/06/2012)</i>
2.5	The 'Certifier Name' and 'Position', 'Situation at Date', 'Requester Name' and 'Position', 'Authority', 'Bank' and 'Bank Account n°4' fields must be provided	Error
2.6	The Progress Report (Annex 4) and the Certification of Expenditure (Annex 8) must be signed by valid users.	Error
2.8	The Progress Report on Implementation (Annex 4) document(s) must be uploaded in the system	Error
2.9	The 'Total EU contribution paid by MS to Final Beneficiary' and the 'Total Eligible costs incurred to date by Final Beneficiary' in Table 1 of Annex 4 must be ≥ to 60% of the already paid pre-Financing Payments	Error

¹ SFC2007-RQ-316 Use Cases EXE-05 AP 1.002.doc

² An error blocks the PF2 submission to EC officials whereas the warning does not.

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2.11	The Annual Programme Closure must never been sent to the Commission	Error
2.7	At least one Official in Charge within the MS might be provided.	Warning
2.10	<p>A new EC Decision is required.</p> <p>This is the case when the sum of the positive changes in EU Contribution for Actions committed at the level of the MS (<i>excluding Technical Assistance</i>) is greater than 10% of the Total EU Contribution programmed (<i>excluding Technical Assistance</i>).</p> <p>For EBF with Special Transit Scheme, this is true when the validation applied over the Normal Actions is true or when the validation applied over the Special Transit Scheme Actions is true.</p> <p>When a new EC Decision is required:</p> <ul style="list-style-type: none">▪ for non-euro countries, the system generates a <u>warning</u> message.▪ for euro countries:<ul style="list-style-type: none">○ when no new version of the Annual Programme has been sent to the EC and the PF2 Request validation date is before 01/01/(AP Year + 28 months), the system generates an <u>error</u> message,○ Else, the system generates a <u>warning</u> message.	Warning Error

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