

How to create, validate and send an Annual Payment Forecast?

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Purpose of this functionality

To provide the information related to the forecast of likely applications for payment.

Regulation source

ERDF/CF and ESF: EC 1083/2006 article 76.3

EFF: EC 1198/2006 article 75.3

At the latest by 30 April each year, Member States shall send the Commission a provisional forecast of their likely applications for payment for the current financial year and the subsequent financial year

ERDF/CF and ESF:EC 1828/2006 article 40.1.d and Annex XVII

EFF: EC 498/2007 article 65.1.d and Annex XIII

For 2012, the Commission is asking for two separate payment forecasts: one for the payment requests to be sent to the Commission for the period January - October 2012 and another forecast for the payment requests to be sent to the Commission for the period November - December 2012. This request applies to ERDF, ESF and CF (it does not apply to EFF). For 2013 the forecasts should cover payment requests to be submitted throughout the year. This will enable the Commission to better anticipate likely demands for payments which may have a budgetary effect in the latter part of the year.

SFC2007 (System for Fund management in the EC) has been adapted to the new format. Please note that where a 2012 forecast has been submitted using the old format it will be necessary to submit a new one using the updated format.

Concerned Funds

ERDF/CF	ESF	EFF	
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EAFRD: Refer to the Bi-Annual Payment Application Forecast quick guide

User roles and permission needed

Member State Managing Authority with Update and Send $permissions \ (MSMA \ U+S) \ or$
Member State Certifying Authority with Update and Send permissions (MSCA U+S)

Before you start, check that...

The concerned operational programme version has been entered in SFC2007.

1. Create the Annual Payment Forecast (APAF).

	Although we're talking about <u>Annual</u> Payment Forecast, the application
	allows submitting multiple versions per year as from 2012 onwards .
REMARK	When creating, the previous version in the year has to be sent to the
	Commission. The annual forecast should be sent by the 30/04 and other
	versions can be requested or submitted later.

1.1. Get to the APAF section.

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4. Click the •••	button to open the CCI numbers window (1).	
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7. Click NEXT to g	o to the confirmation step. <mark>(4)</mark> . The next screen is	s the <i>confirmation</i> scree
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1.2. Edit the APAF

	are
TO GET IN directed automatically to the edit tabs.	
EDIT MODE: - If you are editing the APAF dossier at a later stage, go to the menu E	ECUTION
> ERDF/CF, ESF, EFF ANNUAL PAYMENT FORECAST. The existing APAF dossier	is

	displayed in the list. Click on its title. You are directed to the APAF display
	screen. Select any of the <u>Edit</u> options that appear. You are directed to the
	editing tabs.

1.2.1. Entering the forecasted amount of payments

Step by Step
9. On the FORECAST DETAILS tab, enter the forecasted amounts.
SFC2007 will automatically display fields for the Objectives and Funds covered by the corresponding Programme for ESF and ERDF/CF and the current year forecast (from 2012 onwards) will be split into 2 columns: January to October and November to December.
Before 2012:
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2 Save Cancel From 2012 onwards:
Forecast Details Documents In Charge
Forecast of likely Annual Payment Application (in EUR)(1) Objective Fund Community co-financing Jan-Oct 2012 Community co-financing 2013 Convergence CF 100
2 Save Cancel
10. Enter the forecasted amounts in the corresponding fields (1).
11. Click SAVE to save the entered amounts (2).

	For EFF the system will display the Region types covered by the
REMARK	corresponding Programme. The current year forecast (from 2012 onwards)
	will not be split.

1.2.2. Adding documents to the APAF

Remark	Documents for APAF are not mandatory! You're free to upload documents or
NEWARK	not.

Step by Step

12. Select the **DOCUMENTS** tab to get to the Documents screen. The add *documents screen* appears.

13. Select th	e <u>Add a New Document</u> option.	
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	TYPE of document, enter the TITLE of the document, the DOCUM	IENT DATE and
the LANG	SUAGE . Enter a LOCAL REFERENCE and COMMENTS if any (1) .	
15. Click SA	ve to save the entered information (2).	
	ving, the <u>Add a new Attachment</u> option appears. Click on the link	

System for Fund manage	ement in the European Community 2007-2013
	Forecast > Edit Annual Payment Application Forecast
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CCI: 2007HU161PO001 Version: 201201 Status: Created Title: OP HU REGIO CON (1) Ftest 241-cc	1
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18. Click BROWSE to find the f19. Select the file (3).	
20. Click SAVE to save the uplo	naded file (4)
20. CHCK DAVE TO SAVE THE HOLD	

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Remark	To add more files (attachments) to your APAF, click on Add a New Attachment
NEWIAKK	and repeat steps 16 to 20 for each file you want to upload.

1.3. Adding officials in charge

Remark	Adding Officials in Charge is not mandatory! You're free to add Officials in
KEWIAKK	Charge or not.

Step by Step		
21. Select the IN CHARGE tab. The add <i>officials in charge tab</i> appears:		
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Annual Payment Application Forecast		
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Forecast Details Documents In Charge		
Official in Charge		
No Official In Charge found Add a new Official in Charge		
return to display		
22. Select the Add a new Official in Charge link:		

System for Fund management in the European Community 2007-2013
Execution > Annual Payment Application Forecast > Edit Annual Payment Application Forecast
Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities
Annual Payment Application Forecast
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Commission Official: Add Clear
No Official In Charge found Add a new Official in Charge
return to display
23. Enter the requested data: (1)
Fields marked with asterisk (*) are mandatory.
 Name of the official
E-mail address
 Phone and Fax
• Valid from and Until (if the official will be in charge only for a specific period of time)
lacksquare Automatically notified: must be checked $lacksquare$ in order to receive the automatic
notifications.
 Preferred language: The automatic notifications will be sent in the selected language.
24. Click ADD (2)
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1 results found, displaying 1 to 1 K () P Page(s): 1 [ttem(s) per page: 13 Show all Name * Phone * Fax * Email * Valid From * Until *
Official test@test.com Add a new Official in Charge
return to display
Repeat these steps to add as many Officials in Charge as necessary (no limitation)
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.

	If a user no longer wants or needs to receive the automatic notifications,
Тір	simply select the user, uncheck the Automatically Notified option \square and
	click Update.

2. Validate the APAF

Click on the <u>**Return to Display</u>** option. The *Display APAF* screen appears. You have an overview of the APAF and its contents.</u>

Remark	If you need to modify/add/delete data, click on the Edit option of the specific
KEWIAKK	section to get to the corresponding edit tab.

Execution > Annual I	Fund management in the Eu Payment Application Forecast > Display Annua	Iropean Community 20	07-2013	English (en)
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Date 27/03/2012 27/03/2012	Warning Info	Please be sure that all amounts are Object has been validated.	e expressed in euros and not in millions of euros!

	After successful validation, the status of the Dossier is "Validated". If errors
	are detected, the status remains " Created ".
REMARK	If errors are detected and you need to modify/add/delete data, click on the
	Return to Display option and click Edit on the specific section to get to the
	corresponding edit tab.

Validation rules: go to **A VALIDATION RULES FOR THE APAF** section

3. The synchronisation of the APAF with the Operational Programme.

3.1. WHAT IS SYNCHRONISING?

This option allows you to synchronise your APAF data with the latest existing version of the Operational Programme.

This can occur when Funds and/or Objectives (ERDF/CF and ESF) or Region Types (EFF) have been modified/added in the modified/new Operational Programme Version since the creation of the Annual Payment Forecast.

In this case, the structure of the Annual Payment Forecast can be realigned with the structure of the modified/new Operational Programme Version.

3.2. Synchronising the APAF in SFC2007

Step by Step

26. On the *display APAF* screen, select the <u>Relink</u> option in order to synchronise the APAF with the latest OP version.

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	After synchronising, edit your APAF according to the modifications applied
Remark	to Funds, Objectives or Regions if any. Click on the <u>Edit</u> option of the specific
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4. Sending the APAF to the Commission

Step by Step

30. After having validated the APAF, select the <u>Send</u> option on the *Display APAF* screen.

31. The *send APAF* screen appears:

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The status of the APAF is "**Sent**". In the documents section, the documents have a "Sent Date" which corresponds to the date on which the status was set to "Sent".

The **SCREENSHOT OF DATA BEFORE SEND** is generated. You can consult this report by clicking on the attachment link. This report is an image of the data you are sending. This allows you to verify that the information you are sending is correct and accurate.

Click on the link **<u>Return to list</u>** to go back to the list:

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5. Create a new version of the APAF

	A new version of the APAF dossier can only be created if the status of the
REMARK	previous version is "Sent". If the workflow status is not yet "Sent" you can
	modify the contents of your existing APAF version.

Refer to chapter **1. CREATE THE ANNUAL PAYMENT FORECAST (APAF).**

a. Validation rules for the APAF

CODE	VALIDATION RULE	SEVERITY
2.1	validate that the Annual Payment Forecast is linked to an Operational Programme (this rule is implicit in web application)	Error
2.2	validate that the Annual Payment Forecast only includes all Objectives and Funds covered by the most recent Programme Version in the system (ERDF/CF and ESF) (this rule is implicit at creation, but maybe not anymore at validation)	Error
2.3	validate that the Annual Payment Forecast only includes all Region Types covered by the most recent Programme Version in the system (EFF) (this rule is implicit at creation, but maybe not anymore at validation)	Error
2.4	validate that the second Annual Payment Forecast for EAFRD doesn't contain amounts for Oct-Dec Year N-1 and Jan-Mar Year N, because they will be automatically retrieved from previous Quarterly Declarations of Expenditure (this rule is implicit in web application)	Error
2.5	 validate that the Annual Payment Forecast is validated by: 30/04 for the first annual forecast for ERDF/CF, ESF, EFF 28/02 for the first annual forecast for IPA C2, C3, C4 31/01 for the first annual EAFRD forecast 31/07 for the second annual EAFRD forecast 28/02 of the current year for the IPA C5 forecast Only apply when not yet sent to the Commission. 	Warning
2.6	validate that at least one Member State Official in Charge exists	Warning
2.7	validate that the year (=version) of the Payment Forecast is >= first year of the Programme and <= last year + 1 of the Programme and <= current year	Error
2.8	always issue a validation warning saying: "Please be sure that all amounts are expressed in euros and not in millions of euros!"	Warning

2.9	validate that the sequence part of the version number for ERDF/CF, ESF, EFF and IPA C2, C3, C4 is consecutive without gaps (this rule is implicit in web application)	Error
2.10	 validate that the format of the version is for ERDF/CF, ESF, EFF and IPA C2, C3, C4: YEAR99 for EAFRD: YEAR01 or YEAR02 for IPAC5: YEAR01 	Error

b. Workflow of the APAF

Action	Status	Editable by MS?
The MS creates the APAF dossier	Created	Yes
The MS Validates the data entered for the dossier	Validated	Yes
The MS Sends the dossier to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission Returns the dossier for correction	Returned (for correction)	yes
Workflow Final Status of the APAF dossier	SENT	Only the "Officials in charge" section and sending of "other MS documents"

c. Glossary

APAF:

ANNUAL PAYMENT FORECAST