



## 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.

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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	
---------	-----	-----	--

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.

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## 1. Create the Annual Payment Forecast (APAF).

<b>REMARK</b>	Although we're talking about <b>Annual Payment Forecast</b> , the application allows submitting <b>multiple versions per year as from 2012 onwards</b> . 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.

#### Step by Step

1. Open the menu EXECUTION > ERDF/CF, ESF, EFF ANNUAL PAYMENT FORECAST.

The *Search pane* appears:

The screenshot shows the SFC2007 system interface. At the top, there is a logo for SFC 2007 and the title "System for Fund management in the European Community 2007-2013". Below the title, there is a navigation menu with options: Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, Anti-Fraud, Utilities. A search pane is visible with fields for Cci, Version, Title, Status, Previous Node, and Current Node. Below the search pane, there is a table titled "List of Annual Payment Application Forecasts" with columns: Ccd, Version, Title, Status, Previous Node, Current Node, and Modification Date. The table contains 7 rows of data. A red box highlights the link "Create a new Annual Payment Application Forecast" at the bottom of the table.

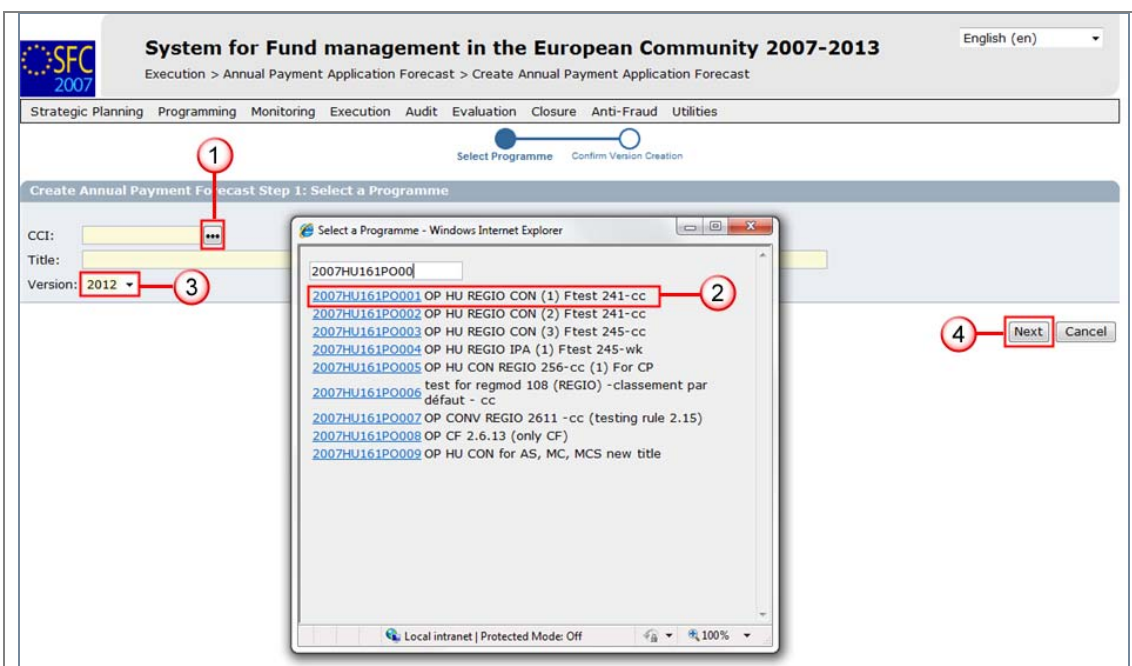
Ccd	Version	Title	Status	Previous Node	Current Node	Modification Date
2007HU161PO004	2008	OP HU REGIO IPA (1) Ftest 245-wk	Sent	Hungary	Commission	16/05/2008
2007HU161PO006	2008	test for regmod 108 (REGIO) - classement par défaut - cc	Validated	Hungary	Hungary	28/02/2008
2007HU161PO009	2008	OP HU CON for AS, MC, MCS new title	Sent	Hungary	Commission	06/03/2008
2007HU161PO001	2009	OP HU REGIO CON (1) Ftest 241-cc	Sent	Hungary	Commission	27/03/2012
2007HU162PO601	2011	OP for Hungary test 1	Sent	Hungary	Commission	10/06/2011
2007HU161PO003	201201	OP HU REGIO CON (3) Ftest 245-cc	Returned	Commission	Hungary	27/03/2012
2007HU162PO601	201201	OP for Hungary test 1	Sent	Hungary	Commission	26/03/2012


2. Select the [Create a new Annual Payment Application Forecast](#) option.
3. The *create wizard* screen appears:

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4. Click the  button to open the CCI numbers window (1).
5. Select the CCI of the concerned programme (2). The title of the programme will automatically appear on the "Title" field.
6. Select the year for which you will enter the Forecast (3). The value by default is the actual year but you can modify it by selecting the year on the list.  
From 2012 onwards an additional sequence number after the year will be calculated and added automatically by the system when going to the next step.
7. Click NEXT to go to the confirmation step. (4). The next screen is the *confirmation screen*:



8. Click on FINISH to confirm and finish the creation of the APAF. The message "Payment Forecast Created" will be displayed on the upper part of the screen.

## 1.2. Edit the APAF

### TO GET IN EDIT MODE:

- If you directly edit the APAF dossier after finishing the wizard, you are directed automatically to the edit tabs.
- If you are editing the APAF dossier at a later stage, go to the menu EXECUTION > ERDF/CF, ESE, EFF ANNUAL PAYMENT FORECAST. The existing APAF dossier is

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displayed in the list. Click on its title. You are directed to the APAF display screen. Select any of the [Edit](#) 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:

Objective	Fund	Community co-financing 2009	Community co-financing 2010
Convergence	CF	300	300
Convergence	ERDF	300	300

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated in the table. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

Save Cancel

From 2012 onwards:

Objective	Fund	Community co-financing Jan-Oct 2012	Community co-financing Nov-Dec 2012	Community co-financing 2013
Convergence	CF	100	100	100
Convergence	ERDF	100	100	100

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated in the table. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

return to display

Save Cancel

10. Enter the forecasted amounts in the corresponding fields (1).

11. Click **SAVE** to save the entered amounts (2).

#### REMARK

For EFF the system will display the **Region** types covered by the 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 not.

#### Step by Step

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

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13. Select the [Add a New Document](#) option.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Execution > Annual Payment Application Forecast > Edit Annual Payment Application Forecast'. The 'Documents' tab is selected, and the text 'No Associated Documents found' is displayed. A red box highlights the 'Add a new Document' link, with a mouse cursor pointing to it. Other elements include the SFC2007 logo, a language dropdown set to 'English (en)', and a navigation menu with options like 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', 'Anti-Fraud', and 'Utilities'. The document details section shows 'CCI: 2007HU161PO001 Version: 201201 Status: Created' and 'Title: OP HU REGIO CON (1) Ftest 241-cc'.

The *document information* screen appears:

The screenshot shows the 'Document Details' form in the SFC2007 system. The breadcrumb trail is 'Execution > Annual Payment Application Forecast > Edit Annual Payment Application Forecast'. The 'Documents' tab is selected. The form fields are: 'Type' (dropdown menu with 'Annual Payment Application Forecast' selected), 'Title' (text field with 'Document attached to APAF 2012'), 'Document Date' (text field with '27/03/2012'), 'Language' (dropdown menu with 'English'), 'Commission Registration N°', 'Local Reference', and 'Comments'. A red box highlights the 'Type', 'Title', 'Document Date', 'Language', and 'Local Reference' fields, with a circled '1' next to it. Below the form is an 'Attachments' table with columns 'Title', 'Filename', 'Link', and 'Upload Date'. At the bottom right, the 'Save' and 'Cancel' buttons are highlighted with a red box, with a circled '2' next to it. The SFC2007 logo, language dropdown, and navigation menu are also visible.

Two types of documents can be uploaded:

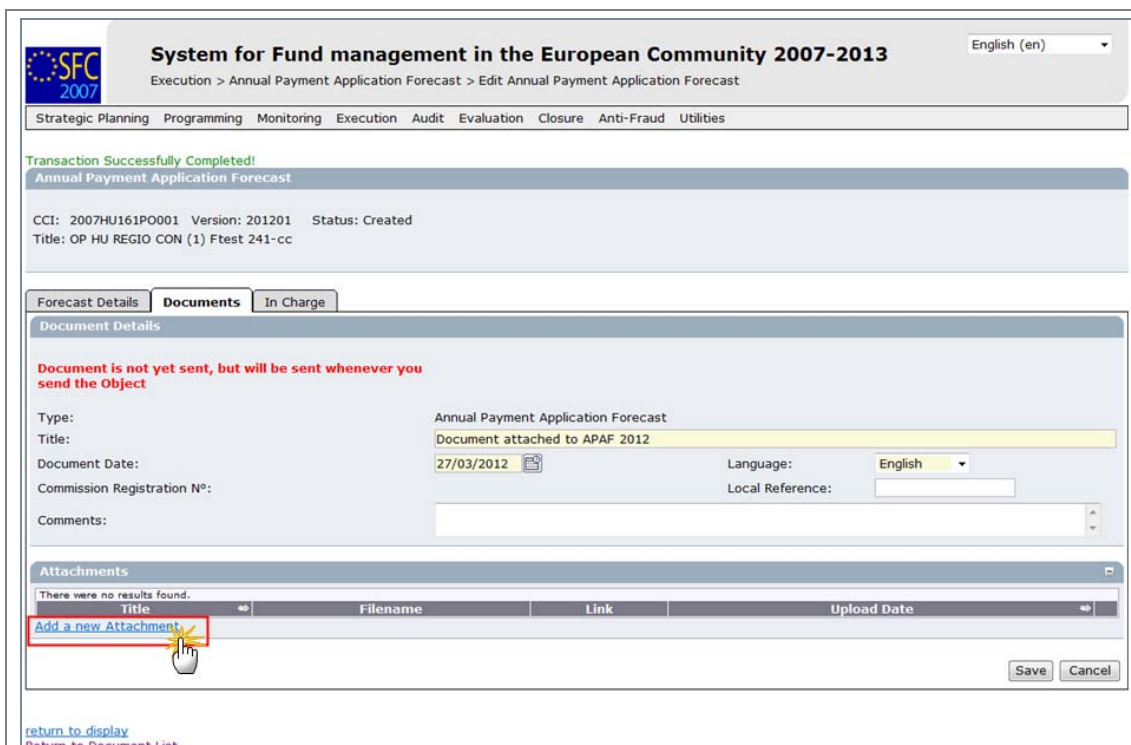
- Annual Payment Application Forecast
- Other Member State Document

14. Select the **TYPE** of document, enter the **TITLE** of the document, the **DOCUMENT DATE** and the **LANGUAGE**. Enter a **LOCAL REFERENCE** and **COMMENTS** if any (1).

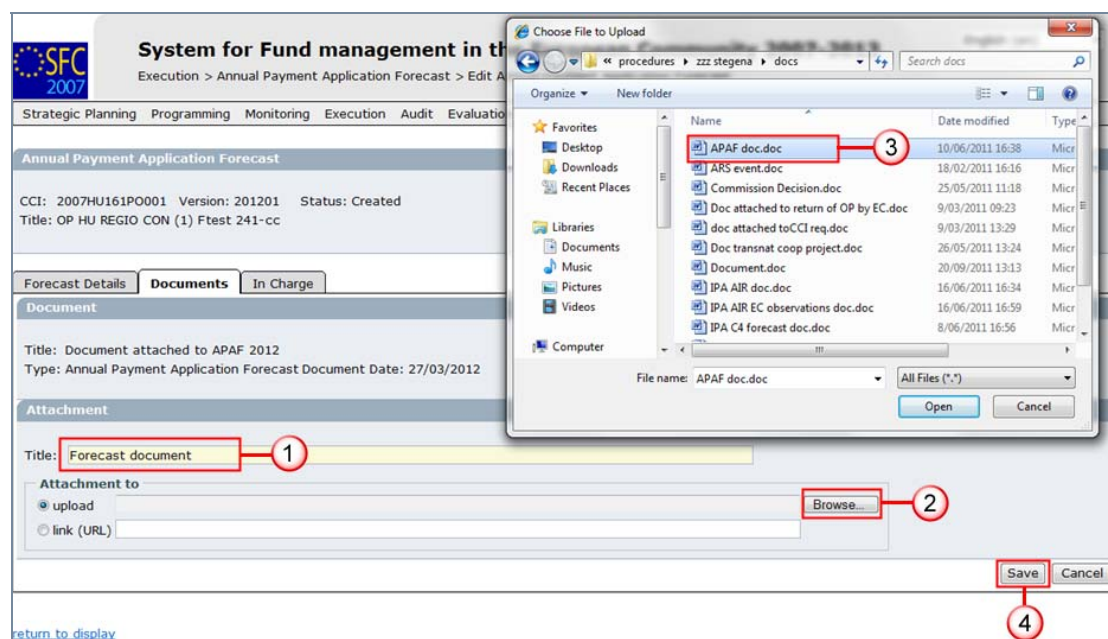
15. Click **SAVE** to save the entered information (2).

16. After saving, the [Add a new Attachment](#) option appears. Click on the link.

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The *upload attachment* screen appears:



17. Enter the **TITLE** of the attached file (1).
18. Click **BROWSE** to find the file on your computer (2).
19. Select the file (3).
20. Click **SAVE** to save the uploaded file (4).

You are redirected to the *document information* screen:

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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

Transaction Successfully Completed!  
Annual Payment Application Forecast

CCI: 2007HU161PO001 Version: 201201 Status: Created  
Title: OP HU REGIO CON (1) Ftest 241-cc

Forecast Details Documents In Charge

Document Details

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

Type: Annual Payment Application Forecast  
Title: Document attached to APAF 2012  
Document Date: 27/03/2012 Language: English  
Commission Registration N°: Local Reference:  
Comments:

Attachments

Title	Filename	Link	Upload Date
Forecast document	APAF_doc.doc		27/03/2012

Add a new Attachment

Save Cancel

**REMARK**

To add more files (attachments) to your APAF, click on [Add a New Attachment](#) 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 Charge or not.

#### Step by Step

21. Select the IN CHARGE tab. The add *officials in charge tab* appears:

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

CCI: 2007HU161PO001 Version: 201201 Status: Created  
Title: OP HU REGIO CON (1) Ftest 241-cc

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:

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**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  
CCI: 2007HU161PO001 Version: 201201 Status: Created  
Title: OP HU REGIO CON (1) Ftest 241-cc

Forecast Details Documents **In Charge**

**Official in Charge**

Name: Official Phone:   
 Email: test@test.com Fax:   
 Valid From:  Until:   
 Automatically Notified:  Preferred Language: English  
 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)
- Automatically notified: must be checked  in order to receive the automatic notifications.
- Preferred language: The automatic notifications will be sent in the selected language.

**24. Click ADD (2)**

**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

Transaction Successfully Completed!  
Annual Payment Application Forecast

CCI: 2007HU161PO001 Version: 201201 Status: Created  
Title: OP HU REGIO CON (1) Ftest 241-cc

Forecast Details Documents **In Charge**

**Official in Charge**

Name:  Phone:   
 Email:  Fax:   
 Valid From:  Until:   
 Automatically Notified:  Preferred Language:   
 Commission Official:

Add Clear

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 15 [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)

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<b>TIP</b>	If a user no longer wants or needs to receive the automatic notifications, simply select the user, uncheck the Automatically Notified option <input type="checkbox"/> and click <b>UPDATE</b> .
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## 2. Validate the APAF

Click on the [Return to Display](#) option. The *Display APAF* screen appears. You have an overview of the APAF and its contents.

<b>REMARK</b>	If you need to modify/add/delete data, click on the <a href="#">Edit</a> option of the specific section to get to the corresponding edit tab.
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### Step by Step

25. Click on the [Validate](#) option on top of the screen:

The screenshot shows the SFC2007 system interface. At the top, there is a navigation bar with the following options: Strategic Planning, Programming, Monitoring, Execution, Audit, Evaluation, Closure, Anti-Fraud, and Utilities. The 'Validate' option is highlighted with a red box and a mouse cursor. Below the navigation bar, there is a section for 'General' information, including CCI: 2007HU161PO001, Version: 201201, and Status: Created. Below this, there is a table titled 'Forecast of likely Annual Payment Application (in EUR)(1)'. The table has the following data:

Objective	Fund	Community co-financing Jan-Oct 2012	Community co-financing Nov-Dec 2012	Community co-financing 2013
Convergence	CF	100.00	100.00	100.00
Convergence	ERDF	100.00	100.00	100.00

Below the table, there is a note: (1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated in the table. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period. Below the note, there is an 'Edit' link. Below the 'Edit' link, there is a section for 'Associated Documents' with a table showing a document attached to APAF 2012, titled 'Annual Payment Application Forecast', in English, with 1 attachment, dated 27/03/2012. Below the 'Associated Documents' section, there are sections for 'Officials in Charge', 'Latest Validation Results', and 'History'. At the bottom of the page, there is a 'return to list' link and 'Print Print All' links.

The system checks the consistency of the data. The *validation results* screen appears. If no errors detected, the message "Object has been validated" appears:

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**System for Fund management in the European Community 2007-2013**  
Execution > Annual Payment Application Forecast > Validate Annual Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Annual Payment Application Forecast

CCI: 2007HU161PO001 Version: 201201 Status: **Validated**  
Title: OP HU REGIO CON (1) Ftest 241-cc

Validation Results

Date	Severity	Message
27/03/2012	Warning	Please be sure that all amounts are expressed in euros and not in millions of euros!
27/03/2012	Info	Object has been validated.

[return to display](#)

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

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 [Relink](#) option in order to synchronise the APAF with the latest OP version.

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27. The *synchronise* screen appears:

28. Click **YES** to confirm the synchronisation.

29. You will be redirected to the *display APAF* screen.

<b>REMARK</b>	After synchronising, edit your APAF according to the modifications applied to Funds, Objectives or Regions if any. Click on the <a href="#">Edit</a> option of the specific section to get to the corresponding edit tab.
---------------	---

## 4. Sending the APAF to the Commission

### Step by Step

30. After having validated the APAF, select the [Send](#) option on the *Display APAF* screen.

31. The *send APAF* screen appears:

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

Execution > Annual Payment Application Forecast > Display Annual Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

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

**General**

CCI: 2007HU161PO001 Version: 201201 Status: Validated  
Title: OP HU REGIO CON (1) Ftest 241-cc

**Forecast of likely Annual Payment Application (in EUR)(1)**

Objective	Fund	Community co-financing Jan-Oct 2012	Community co-financing Nov-Dec 2012	Community co-financing 2013
Convergence	CF	100.00	100.00	100.00
Convergence	ERDF	100.00	100.00	100.00

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated in the table. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

[Edit](#)

**Associated Documents**

Title	Type	Language	Attachments	Document Date	Sent Date
Document attached to APAF 2012	Annual Payment Application Forecast	English	<a href="#">1</a>	27/03/2012	

[Edit](#)

**Officials in Charge**

**Latest Validation Results**

**History**

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

32. Click **YES** to confirm the sending. You are redirected to the *Display APAF* screen:

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

Execution > Annual Payment Application Forecast > Display Annual Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

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

**General**

CCI: 2007HU161PO001 Version: 201201 Status: **Sent to Commission**  
Title: OP HU REGIO CON (1) Ftest 241-cc

**Forecast of likely Annual Payment Application (in EUR)(1)**

Objective	Fund	Community co-financing Jan-Oct 2012	Community co-financing Nov-Dec 2012	Community co-financing 2013
Convergence	CF	100.00	100.00	100.00
Convergence	ERDF	100.00	100.00	100.00

(1) Only provisional forecasts of likely payment applications in respect of the Community contribution, and not total expenditure forecast, should be stated in the table. In the provisional forecasts of likely payment applications, the community contribution should be stated in the year in question, and should not be cumulated from the beginning of the programming period.

**Associated Documents**

Title	Type	Language	Attachments	Document Date	Sent Date
Document attached to APAF 2012	Annual Payment Application Forecast	English	<a href="#">1</a>	27/03/2012	<b>27/03/2012</b>
prepareDocument - hu	Snapshot of data before send	Hungarian	<a href="#">1</a>	27/03/2012	<b>27/03/2012</b>

[Edit](#)

**Officials in Charge**

**Latest Validation Results**

**History**

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

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 [Return to list](#) to go back to the list:

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**System for Fund management in the European Community 2007-2013**  
Execution > Annual Payment Application Forecast > List Annual Payment Application Forecasts

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Search

Cci:  Show ? Status:  Show ?  
Version:   Previous Node:    
Title:   Current Node:

List of Annual Payment Application Forecasts

8 results found, displaying 1 to 8 Page(s): 1 Item(s) per page: 15 [Show all](#)

CCI	Version	Title	Status	Previous Node	Current Node	Modification Date
<a href="#">2007HU161PQ004</a>	2008	OP HU REGIO IPA (1) Ftest 245-wk	Sent	Hungary	Commission	16/05/2008
<a href="#">2007HU161PQ006</a>	2008	test for regmod 108 (REGIO) - classement par défaut - cc	Validated	Hungary	Hungary	28/02/2008
<a href="#">2007HU161PQ009</a>	2008	OP HU CON for AS, MC, MCS new title	Sent	Hungary	Commission	06/03/2008
<a href="#">2007HU161PQ001</a>	2009	OP HU REGIO CON (1) Ftest 241-cc	Sent	Hungary	Commission	27/03/2012
<a href="#">2007HU162PQ601</a>	2011	OP for Hungary test 1	Sent	Hungary	Commission	10/06/2011
<a href="#">2007HU161PQ001</a>	201201	OP HU REGIO CON (1) Ftest 241-cc	Sent	Hungary	Commission	27/03/2012
<a href="#">2007HU161PQ003</a>	201201	OP HU REGIO CON (3) Ftest 245-cc	Returned	Commission	Hungary	27/03/2012
<a href="#">2007HU162PQ601</a>	201201	OP for Hungary test 1	Sent	Hungary	Commission	26/03/2012

[Create a new Annual Payment Application Forecast](#)

## 5. Create a new version of the APAF

### REMARK

A new version of the APAF dossier can only be created if the status of the 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)**.

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Version 1.7 - Last revised: 02/04/2012

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

**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	<p>validate that the Annual Payment Forecast is validated by:</p> <ul style="list-style-type: none"> <li>• 30/04 for the first annual forecast for ERDF/CF, ESF, EFF</li> <li>• 28/02 for the first annual forecast for IPA C2, C3, C4</li> <li>• 31/01 for the first annual EAFRD forecast</li> <li>• 31/07 for the second annual EAFRD forecast</li> <li>• 28/02 of the current year for the IPA C5 forecast</li> </ul> <p>Only apply when not yet sent to the Commission.</p>	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 $\geq$ first year of the Programme and $\leq$ last year + 1 of the Programme and $\leq$ 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

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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 <ul style="list-style-type: none"><li>• for ERDF/CF, ESF, EFF and IPA C2, C3, C4: YEAR99</li><li>• for EAFRD: YEAR01 or YEAR02</li><li>• for IPAC5: YEAR01</li></ul>	Error

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**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
<b>Workflow Final Status of the APAF dossier</b>	<b>SENT</b>	<b>Only the "Officials in charge" section and sending of "other MS documents"</b>

**c. Glossary**

<b>APAF:</b>	<b>ANNUAL PAYMENT FORECAST</b>
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