



How to create, edit, validate and send a structured dossier of the Annual Summary?

Contents of this guide:

1. GET TO THE ANNUAL SUMMARY MENU.....	3
1.1. The "create Annual Summary" wizard	3
2. EDITING THE CONTENTS OF THE ANNUAL SUMMARY	3
2.1. Editing the Expenditure tables.....	4
2.2. Editing tables for Annual Summaries covering years prior to 2009	5
2.2.1. Table 1	5
2.2.2. Table 1 discrepancies	6
2.2.3. Table 2	7
2.2.4. Table 3	8
2.2.5. Table 4	9
2.2.6. Table 5	10
2.2.7. Table 6	10
2.2.8. Table 7	11
2.2.9. Table 8	11
2.2.10. Table 9	12
2.3. Editing the Audit Activity tables	12
2.3.1. Table 10.....	12
2.3.2. Table 11.....	13
2.3.3. Table 12.....	14
2.4. Editing tables for Annual Summaries covering years after 2008	15
2.4.1. Table 1.1.1 Discrepancies	15
2.4.2. Table 1.2.1	16
2.4.3. Table 1.2.2	17
2.5. Editing the Audit Activity tables	18
2.5.1. Table 2.1.1	18
2.5.2. Table 2.1.2	19
2.5.3. Table 2.2.....	20
2.6. Adding the Analysis	22
2.7. Adding the Statement	22
2.8. Uploading documents	23
2.8.1. Entering the details of the document	23
2.8.2. Uploading the attachments	23
2.9. Adding Officials in charge	24
3. VALIDATE THE ANNUAL SUMMARY	25
4. SEND THE ANNUAL SUMMARY TO THE COMMISSION	26
A. VALIDATION RULES FOR ANNUAL SUMMARY	27
B. WORKFLOW OF ANNUAL SUMMARY	27

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 2.1 - Last revised: 04/02/2010

For more information on this document please contact sfc2007-info@ec.europa.eu

Purpose of this functionality

Allow the Member States to enter structured data related to the Annual Summary.

Regulation reference

Member States shall produce an annual summary at the appropriate national level of the available audits and declarations.

Article 53b (3) of Regulation (EC) No 1995/2006 has been implemented by Article 42a of its amended Implementing Rules No 478/2007 of 23 April 2007:

1. The summary shall be provided by the appropriate authority or body designated by the Member State for the area of expenditure concerned in accordance with the sector-specific rules
- 2.b. be provided by 15 February of the year following the year of the audit activity for agricultural expenditure and for structural and other similar measures.

For a detailed guidance please see the "Guidance Note on the Annual Summary in relation to Structural Actions and the European Fisheries Fund" - COCOF 07/0063/06-EN 12/11/2008

Changes for 2009:

- **The structure for Annual Summaries concerning years > 2008 has been modified** following the Guidance Note on the Annual Summary in relation to Structural Actions and the European Fisheries Fund (revised 2009) (under Article 53b(3) of amended Financial Regulation)
- A role (Member State Annual Summary Updater) has been created to allow users in sub nodes to edit the Annual Summary sections related to their programmes and upload documents)

Concerned Funds

ERDF	ESF	EAFRD	EFF
------	-----	-------	-----

User roles and permission needed

Create, edit and send the dossier:

Member State Audit Authority with Update and Send permissions (**MSAA U+S**) or Member State Authority with Update and Send permissions (**MSA U+S**)

Edit the dossier:

Member State Annual Summary Updater (**MSAS U**) for users belonging to subnodes and wanting to update information related to their regional programmes.

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 2.1 - Last revised: 04/02/2010

For more information on this document please contact sfc2007-info@ec.europa.eu

1. Get to the Annual Summary menu.

1. Go to the **Strategic Planning > Annual Summary > Structured Version** menu.
The Search pane appears.

User: Node: Version: v2.9.25 Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > List Annual Summaries

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Member State: [dropdown] Show ? Status: [dropdown] Show ?
Year: [input] Previous Node: [dropdown] Current Node: [dropdown]

Search Clear

List of Annual Summaries

1 results found, displaying 1 to 1 Page(s): 1. Item(s) per page: 12 Show all

Member State	Year	Status	Previous Node	Current Node	Last Modified
Greece	2007	Created	Greece (Structural Central)	Greece (Structural Central)	05/02/2009

[Create a new Annual Summary](#)

2. Select the [Create a new Annual Summary](#) link.
The Annual Summary wizard appears.

1.1. The "create Annual Summary" wizard

User: Node: Version: v2.9.25 Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Create Annual Summary

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Annual Summary General Details

Member State: Greece

Year: 2007 2008 2009 2010 2011 2012 2013 2014 2015

Finish Cancel

3. In the General details tab:
select the Year of the Annual Summary form the drop down list (1)
Click the **Finish** button to finish the wizard (2).
4. The message **Annual Summary created** is displayed.

2. Editing the Contents of the Annual Summary

Remark

The Annual Summary dossier can be edited by users in the higher node (if applicable) with role MSA. It is also possible for users belonging to sub nodes (regions) to edit the information concerning their programmes. To do this, they need a role called Member State Annual Summary Updater (**MSAS**)

Once the Annual Summary has been created, you can edit the **General** tab.

5. Enter the following information (yellow fields are mandatory) (1)
 - Signer of the Annual Summary
 - Title of the Signer
 - Body represented by the Signer
 - Legal Act Reference appointing the Body
6. Select "yes" or "no" for agreeing or disagreeing with the statement (2)
If you don't agree, you should indicate the reason (3)
7. Enter the sign date (4)
8. Click to save the entered data (5).

2.1. Editing the Expenditure tables

The following tables must be entered:

- Expenditure tables

Table 1	2007-2013 Expenditure certified and declared to the Commission in the Annual Summary year (non cumulative amounts, in euro)	Only for years prior to 2009
Table 1 discrepancies	2007-2013 Expenditure discrepancies (in euro)	Called 1.1.1 After 2008

Table 2	2007-2013 Amounts withdrawn and recovered in the Annual Summary year (non-cumulative amounts, in euro)	Only for years prior to 2009
Table 3	2007-2013 Pending Recoveries as at 31/12 of the Annual Summary year (in euro)	Only for years prior to 2009
Table 4	2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro)	Called 1.2.1 after 2008
Table 5	2000-2006 expenditure certified and declared to the Commission in the Annual Summary year. (CF, non cumulative amounts, in euro)	Called 1.2.2 after 2008
Table 6	2000-2006 Amounts withdrawn and recovered in the Annual Summary year (SF, non-cumulative amounts, in euro)	Only for years prior to 2009
Table 7	2000-2006 Amounts withdrawn and recovered in the Annual Summary year (CF, non-cumulative amounts, in euro)	Only for years prior to 2009
Table 8	2000-2006 Pending recoveries as at 31/12 of the Annual Summary year (SF, in euro)	Only for years prior to 2009
Table 9	2000-2006 Pending recoveries as at 31/12 of the Annual Summary year (CF, in euro)	Only for years prior to 2009

▪ Audit activity tables

Table 10	2007-2013 Summary of audit opinions (1)	Called after 2008	2.1.1
Table 11	2007-2013 Results of system audits performed from 1 July to 31 December of the Annual Summary year (1)	Called after 2008	2.1.2
Table 12	2000-2006 Results of audits performed in Annual Summary year	Called after 2008	2.2

INFO Each table displays automatically the programmes for the Member State depending on the information to be entered for each table. It is not possible to add or remove programmes.

2.2. Editing tables for Annual Summaries covering years prior to 2009

2.2.1. Table 1

- 9.** Select the **Expenditure** tab
- 10.** The **Table 1** sub-tab is displayed by default.

Programmes displayed

All exclusive European Territory Cooperation Operational Programmes lead by the Member State and all Operational Programmes.

Information requested

Enter the 2007 2013 Expenditure certified and declared to the Commission in the Annual Summary year (non cumulative amounts, in euro)

Columns

- Total Expenditure
- Corresponding Public Contribution

User: Node: Version: v2.9.25 Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Edit Annual Summary

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Member State: Greece Year: 2007 Status: Created Date: 05/02/2009

General Expenditure Audit Activity Analysis Statement Documents In Charge

Table 1 Table 1 Discrepancies Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 8 Table 9

2007 - 2013 Expenditure certified and declared to the Commission in the Annual Summary year (non cumulative amounts, in euro)

Operational Programme	Total Expenditure	Corresponding Public Contribution
2007GR051PO001 (ESF)	<input type="text"/>	<input type="text"/>
2007GR052PO001 (ESF)	<input type="text"/>	<input type="text"/>
2007GR052PO002 (ESF)	<input type="text"/>	<input type="text"/>
2008GR052PO001 (ESF)	<input type="text"/>	<input type="text"/>
2009GR051PO001 (ESF)	<input type="text"/>	<input type="text"/>

[Return to Display](#)

11. Enter the corresponding amounts in the fields. (1)

12. Click to save the entered amounts. (2)

2.2.2. Table 1 discrepancies

PROGRAMMES AVAILABLE

All Operational Programmes of this Member State and all Cross Border Programmes lead by this Member State

User: Node: Version: v2.9.25 Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Edit Annual Summary

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Member State: Greece Year: 2007 Status: Created Date: 05/02/2009

General **Expenditure** Audit Activity Analysis Statement Documents In Charge

Table 1 **Table 1 Discrepancies** Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 8 Table 9

2007 - 2013 Expenditure discrepancies (in euro)

Operational Programme: 2007GR051PO001 Amount: Justification:

Add Clear

Operational Programme	Amount	Justification
2007GR051PO001		

[Create a new Discrepancy](#)

[Return to Display](#)

13. Select the **Table 1 Discrepancies** tab
14. Click on the [Create a new Discrepancy](#) link
15. You are requested to select a CCI number (1)
16. Enter the corresponding discrepancy amount (2)
17. Provide a justification (**free text, max 2000 char**) (3)
18. Click **Add** to add this discrepancy to the list (4)
19. The discrepancy is added to the list

General **Expenditure** Audit Activity Analysis Statement Documents In Charge

Table 1 **Table 1 Discrepancies** Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 8 Table 9

2007 - 2013 Expenditure discrepancies (in euro)

Operational Programme: 2007GR051PO001 Amount: 1,000,000.25

Justification: This is the justification

Update Clear

Operational Programme	Amount	Justification
2007GR051PO001	1,000,000.25	This is the justification

[Create a new Discrepancy](#)

INFO You can enter different lines for a same OP. Follow steps 14 to 18

2.2.3. Table 2

20. Select the **Table 2** tab.

Programmes displayed

All exclusive ETC Operational Programmes lead by this Member State and all Operational Programmes of this Member State

Information

Enter the 2007 - 2013 Amounts withdrawn and recovered

requested in the Annual Summary year (non-cumulative amounts, in euro)

Columns For **withdrawals** and **recoveries**:

- Total expenditure
- Public contribution
- EU contribution

21. Enter the corresponding amounts in the fields. (1)

22. Click to save the entered amounts. (2)

The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC 2007 logo 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', etc. The main content area is titled 'General Details' and shows 'Member State: Greece', 'Year: 2007', 'Status: Created', and 'Date: 05/02/2009'. Below this, there are tabs for 'General', 'Expenditure', 'Audit Activity', etc. The 'Expenditure' tab is active, and a sub-tab 'Table 2' is selected. This sub-tab contains a table with the following structure:

Operational Programme	withdrawals			recoveries		
	Total expenditure	Public contribution	EU contribution	Total expenditure	Public contribution	EU contribution
2007GR051PO001 (ESF)						
2007GR052PO001 (ESF)						
2007GR052PO002 (ESF)						
2008GR052PO001 (ESF)						
2009GR051PO001 (ESF)						

At the bottom right of the screenshot, there is a 'Return to Display' link and a 'Save' button with a 'Cancel' button next to it. A red circle '2' highlights the 'Save' button.

2.2.4. Table 3

23. Select the **Table 3** tab.

Programmes displayed All exclusive ETC Operational Programmes lead by the Member State and all Operational Programmes of the Member State

Information requested Enter the 2007 - 2013 Pending Recoveries as at 31/12 of the Annual Summary year (in euro)

Columns

- Public contribution to be recovered
- EU contribution to be recovered

Public contribution

24. Enter the corresponding amounts in the fields. (1)

25. Click to save the entered amounts. (2)

2.2.5. Table 4

26. Select the **Table 4** tab.

Programmes displayed

All Structural Funds Operational Programmes per Fund of the Member State and all INTERREG Programmes lead by the Member State

Information requested

2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro)

Columns

- Public
 - Community
 - Other public
- Private
- Total expenditure

27. Enter the corresponding amounts in the fields. (1)

28. Click to save the entered amounts. (2)

SFC2007: System for Fund management in the European Community 2007-2013

How to create, edit, validate and send a structured dossier of the Annual Summary?

User: Node: Version: v2.9.25
Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Edit Annual Summary

English (en) ▼

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Member State: Greece
Year: 2007
Status: Created
Date: 05/02/2009

General

Expenditure

Audit Activity

Analysis

Statement

Documents

In Charge

Table 1

Table 1 Discrepancies

Table 2

Table 3

Table 4

Table 5

Table 6

Table 7

Table 8

Table 9

2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro)

Operational Programme	Public		Private	Total expenditure
	Community	Other Public		
2000GR060PC001 (EAGGF)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2000GR061PO021 (EAGGF)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2000GR141PO001 (FIFG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2000CB160PC013 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2000CB160PC014 (INTERREG)	<input type="text"/>	<input style="border: 2px solid red; border-radius: 50%; text-align: center;" type="text"/> 1	<input type="text"/>	<input type="text"/>
2000CB160PC015 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2000CB160PC016 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2001RG160PC015 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2001RG160PC016 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2003CB160PC003 (INTERREG)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Display](#)

2

2.2.6. Table 5

29. Select the Table 5 tab.

Programmes displayed

All Cohesion Fund Projects of the Member State

Information requested

2000-2006 expenditure certified and declared to the Commission in the Annual Summary year. (CF, non cumulative amounts, in euro)

Columns

- Total expenditure certified (public and private funding)

30. Enter the corresponding amounts in the fields.

31. Click to save the entered amounts.

No picture available

2.2.7. Table 6

32. Select the Table 6 tab.

Programmes displayed

All Structural Funds Operational Programmes per Fund of the Member State and all INTERREG Programmes lead by the Member State

Information requested	2000-2006 Amounts withdrawn and recovered in the Annual Summary year (SF, non-cumulative amounts, in euro)
------------------------------	--

Columns	For withdrawals and recoveries : <ul style="list-style-type: none">▪ Total public funding▪ EU contribution
----------------	---

33. Enter the corresponding amounts in the fields.
34. Click to save the entered amounts.

No picture available

2.2.8. Table 7

35. Select the tab.

Programmes displayed	All Cohesion Fund Projects of the Member State
-----------------------------	--

Information requested	2000-2006 Amounts withdrawn and recovered in the Annual Summary year (CF, non-cumulative amounts, in euro)
------------------------------	--

Columns	For withdrawals and recoveries : <ul style="list-style-type: none">▪ Total public funding▪ EU contribution
----------------	---

36. Enter the corresponding amounts in the fields.
37. Click to save the entered amounts.

No picture available

2.2.9. Table 8

38. Select the tab.

Programmes displayed	All Structural Funds Operational Programmes per Fund of the Member State and all INTERREG Programmes lead by the Member State
-----------------------------	---

Information requested	2000-2006 Pending recoveries as at 31/12 of the Annual Summary year (SF, in euro)
------------------------------	---

Columns	<ul style="list-style-type: none">▪ Public contribution to be recovered▪ EU contribution to be recovered
----------------	---

39. Enter the corresponding amounts in the fields.

40. Click to save the entered amounts.

No picture available

2.2.10. Table 9

41. Select the **Table 9** tab.

Programmes displayed	All Cohesion Fund Projects of this Member State
Information requested	2000-2006 Pending recoveries as at 31/12 of the Annual Summary year (CF, in euro)
Columns	<ul style="list-style-type: none"> ▪ Public contribution to be recovered ▪ EU contribution to be recovered

42. Enter the corresponding amounts in the fields.

43. Click to save the entered amounts.

No picture available

2.3. Editing the Audit Activity tables

44. Select the Audit Activity tab.

2.3.1. Table 10

45. The **Table 10** subtab is directly displayed.

Programmes displayed	All exclusive ETC Operational Programmes lead by this Member State and all Operational Programmes of this Member State	
Information requested	2007 - 2013 Summary of audit opinions (1)	
Columns	<i>Column</i>	<i>Type of data to enter</i>
	▪ Audit Opinion	▪ (drop down list)
	▪ Material Qualifications	▪ (free text limited to 2000 characters)
	▪ Quantification of deficiencies / Irregularities	▪ (number)
	▪ Measures taken (for systemic problems)	▪ (free text limited to 2000 characters)
	▪ Error rates (from audits of operations)	▪ percentage

SFC2007: System for Fund management in the European Community 2007-2013 How to create, edit, validate and send a structured dossier of the Annual Summary?

Figure 1 - The table 10 screen

46. For each programme enter the requested data in each column (1).
47. Click to save the entered amounts (2).

2.3.2. Table 11

48. The **Table 11** sub-tab is directly displayed.

Programmes displayed	All exclusive ETC Operational Programmes lead by this Member State and all Operational Programmes of this Member State
-----------------------------	--

Information requested	2007 - 2013 Summary of audit opinions (1)
------------------------------	---

Columns	Column	Type of data to enter
	▪ Date	▪ Date (dd/mm/yyyy)
	▪ Bodies Audited	▪ (free text limited to 2000 characters)
	▪ Conclusion on System	▪ (free text limited to 2000 characters)
	▪ Material qualifications Quantification of deficiencies / irregularities	▪ (number)
	▪ Measures taken (for systemic problems)	▪ (free text limited to 2000 characters)

SFC2007: System for Fund management in the European Community 2007-2013 How to create, edit, validate and send a structured dossier of the Annual Summary?

Figure 2 - The table 11 screen

49. For each programme enter the requested data in each column (1).

50. Click to save the entered amounts (2).

TIP When more than one audit was performed per OP, a new record can be added via the 'insert' button . Added records can be removed via the 'delete' button .

2.3.3. Table 12

51. The **Table 12** sub-tab is directly displayed.

Programmes displayed	All Structural Funds Operational Programmes per Fund of this Member State and all INTERREG Programmes lead by this Member State
-----------------------------	---

Information requested	2000-2006 Results of audits performed in Annual Summary year
------------------------------	--

Columns	Column	Type of data to enter
	System Audits	
	▪ Bodies Audited	▪ (free text limited to 2000 characters)
	▪ Main findings and conclusions	▪ (free text limited to 2000 characters)
	▪ Measures taken (for systemic problems)	▪ (free text limited to 2000 characters)

	Audits on operations	
▪	Expenditure checked	▪ (percentage)
▪	Error rates year N-1	▪ (percentage)

52. For each programme enter the requested data in each column (1).

53. Click to save the entered amounts (2).

TIP When more than one audit was performed per OP or for the CF overall assessment, a new record can be added via the 'insert' button .
Added records can be removed via the 'delete' button .

No picture available

2.4. Editing tables for Annual Summaries covering years after 2008

1. Select the **Expenditure** tab

2.4.1. Table 1.1.1 Discrepancies

PROGRAMMES AVAILABLE All Operational Programmes of this Member State and all Cross Border Programmes lead by this Member State

2. Select the **Table 1.1.1 Discrepancies** tab



3. Click on the [Create a new Discrepancy](#) link

4. You are requested to select a CCI number (1)

5. Enter the corresponding discrepancy amount (2)

6. Provide a justification (**free text, max 2000 char**) (3)

7. Click to add this discrepancy to the list (4)

8. The discrepancy is added to the list

INFO You can enter different lines for a same OP. Follow steps 14 to 18

2.4.2. Table 1.2.1

9. Select the 2.4.2. **Table 1.2.1** tab.

Programmes displayed	All Structural Funds Operational Programmes per Fund of the Member State and all INTERREG Programmes lead by the Member State
-----------------------------	---

Information requested	2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro)
------------------------------	---

Columns	<ul style="list-style-type: none"> ▪ Public <ul style="list-style-type: none"> ▪ Community ▪ Other public ▪ Private ▪ Total expenditure
----------------	---

SFC2007: System for Fund management in the European Community 2007-2013 How to create, edit, validate and send a structured dossier of the Annual Summary?

User: w0059165 Node: HU Profile: Version: v4.0.14 Help Home Logout

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Edit Annual Summary

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Member State: Hungary Year: 2009 Status: Created Date: 02/02/2010

General Expenditure Audit Activity Analysis Statement Documents In Charge

Table 1.1.1: Discrepancies Table 1.2.1 Table 1.2.2

2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro)

Operational Programme	Public			Private	Total expenditure
	Community	Other Public			
2003HU061PO001 (EAGGF)					
2004HU06GD0001 (EAGGF)					
2003HU051PO001 (ERDF)					
2003HU161PO001 (ERDF)					
2003HU161PO002 (ERDF)					
2003HU161PO003 (ERDF)					
2003HU051PO001 (ESF)					
2003HU161PO001 (ESF)					
2004HU050PC001 (ESF)					
2003HU061PO001 (FIFG)					
2003CB160PC002 (INTERREG)					
2004CB160PC002 (INTERREG)					

Return to Display. 1 2 Save Cancel

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

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

2.4.3. Table 1.2.2

12. Select the 2.4.3. **Table 1.2.2** tab.

Programmes displayed

All Cohesion Fund Projects of the Member State

Information requested

2000-2006 expenditure certified and declared to the Commission in the Annual Summary year. (CF, non cumulative amounts, in euro)

Columns

- Total expenditure certified (public and private funding)

User: w0050165 Node: HU Profile: Version: v4.0.14 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013
Strategic Planning > Annual Summary > Edit Annual Summary

English (en)

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

General Details

Member State: Hungary Year: 2009 Status: Created Date: 02/02/2010

General **Expenditure** Audit Activity Analysis Statement Documents In Charge

Table 1.1.1 Discrepancies Table 1.2.1 **Table 1.2.2**

2000-2006 expenditure certified and declared to the Commission in the Annual Summary year. (CF, non cumulative amounts, in euro)

Project	Total expenditure certified (public and private funding)
2000HU16PPA001	
2000HU16PPA002	
2000HU16PPA003	
2000HU16PPA004	
2000HU16PPA005	
2000HU16PPE001	
2000HU16PPE002	
2000HU16PPE003	
2004HU16CPE004	
2004HU16CPE005	
2004HU16CPT001	
2004HU16CPT002	
2004HU16CPT003	
2005HU16CPA001	
2006HU16CPE001	

[Return to Display](#) 1 2

13. Enter the corresponding amounts in the fields. (1)

14. Click to save the entered amounts. (2)

2.5. Editing the Audit Activity tables

15. Select the Audit Activity tab.

2.5.1. Table 2.1.1

16. The **Table 2.1.1** subtab is directly displayed.

Programmes displayed	All exclusive ETC Operational Programmes lead by this Member State and all Operational Programmes of this Member State
-----------------------------	--

Information requested	2007 - 2013 Summary of audit opinions (1)
------------------------------	---

Columns	Column	Type of data to enter
	<ul style="list-style-type: none"> ▪ Audit Opinion ▪ Material Qualifications 	<ul style="list-style-type: none"> ▪ (drop down list) ▪ (free text limited to 2000 characters)
	<ul style="list-style-type: none"> ▪ Quantification of deficiencies / Irregularities 	<ul style="list-style-type: none"> ▪ (number)

- Measures taken (for systemic problems)
- Error rates (from audits of operations)
- (free text limited to 2000 characters)
- percentage

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'w0050165' and is editing the 'Annual Summary' for 'Hungary' in the year '2009'. The page is titled 'Table 2.1.1' and shows a table with the following columns: 'Operational Programme', 'Audit Opinion', 'Material qualifications', 'Quantification of deficiencies / Irregularities', 'Measures taken (for systemic problems)', and 'Error rates (from audits of operations)'. The table contains several rows of data, with the first row highlighted in red. A red box surrounds the table area, and a red circle with the number '1' is placed below it. Another red circle with the number '2' is placed over the 'Save' button at the bottom right of the table area.

17. For each programme enter the requested data in each column (1).
18. Click to save the entered amounts (2).

2.5.2. Table 2.1.2

19. The **Table 2.1.2** sub-tab is directly displayed.

Programmes displayed	All exclusive ETC Operational Programmes lead by this Member State and all Operational Programmes of this Member State
-----------------------------	--

Information requested	2007 - 2013 Summary of audit opinions (1)
------------------------------	---

Columns	Column	Type of data to enter
	▪ Date	▪ Date (dd/mm/yyyy)

▪ Bodies Audited	▪ (free text limited to 2000 characters)
▪ Conclusion on System	▪ (free text limited to 2000 characters)
▪ Material qualifications Quantification of deficiencies / irregularities	▪ (number)
▪ Measures taken (for systemic problems)	▪ (free text limited to 2000 characters)

Figure 3 - The table 11 screen

20. For each programme enter the requested data in each column (1).

21. Click to save the entered amounts (2).

TIP When more than one audit was performed per OP, enter and save the information of the first audit, then click the 'insert' button to insert a new line for the same programme. Added lines can be removed via the 'delete' button .

2.5.3. Table 2.2

22. Select the tab **Table 2.2**.

Programmes displayed

All Structural Funds Operational Programmes per Fund of this Member State and all INTERREG Programmes lead by this Member State

Information

2000-2006 Results of audits performed in Annual Summary

requested	year
Columns	<i>Column</i>
	<i>Type of data to enter</i>
	System Audits
	▪ Bodies Audited
	▪ Main findings and conclusions
	▪ Measures taken (for systemic problems)
	Audits on operations
	▪ Expenditure checked
	▪ Error rates year N-1
	▪ (free text limited to 2000 characters)
	▪ (free text limited to 2000 characters)
	▪ (free text limited to 2000 characters)
	▪ (percentage)
	▪ (percentage)

23. For each programme enter the requested data in each column (1).

24. Click to save the entered amounts (2).

TIP When more than one audit was performed per OP, enter and save the information of the first audit, then click the 'insert' button to insert a new line for the same programme. Added lines can be removed via the 'delete' button .

2.6. Adding the Analysis

25. Select the **Analysis** tab
26. Enter the text in the field (max 2000 characters) (1).
27. Click **Save** to save the entered text (2).

Figure 4 - the Analysis screen

2.7. Adding the Statement

28. Select the **Statement** tab
29. Enter the text in the field (max 2000 characters) (1).
30. Click **Save** to save the entered text (2).

Figure 5 - the Statement screen

2.8. Uploading documents

2.8.1. Entering the details of the document

31. Select the **Documents** tab.
The Documents tab appears.

32. Select [Add a new Document](#) to get to the edit document details tab.



The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The 'Documents' tab is selected. The 'Document Details' form contains the following fields: Type (dropdown), Title (text input), Document Date (calendar icon), Commission Registration N° (text input), Language (dropdown), and Local Reference (text input). A red circle with the number '1' is placed over the Title field. Below the form is an 'Attachments' table with columns: Title, Filename, Link, and Upload Date. The table is empty. A red circle with the number '2' is placed over the 'Save' button. The interface also shows a navigation menu with 'General', 'Expenditure', 'Audit Activity', 'Analysis', 'Statement', 'Documents', and 'In Charge' tabs. The 'Documents' tab is currently active.

Figure 6 - The Documents tab

33. Select the type of document you want to attach and enter the details of the document: the **TITLE**, the **DATE**, the **LANGUAGE** the **LOCAL REFERENCE** (if any) and **COMMENTS** (if any) (1).

The available types of documents are:

- Annual Summary
- Other member State Document

34. Click to save the entered data (2)

2.8.2. Uploading the attachments

After having saved the general data of the document (clicking) the option [Add a new Attachment](#) appears.

35. Click on [Add a new Attachment](#).
The **UPLOAD ATTACHMENT** screen appears

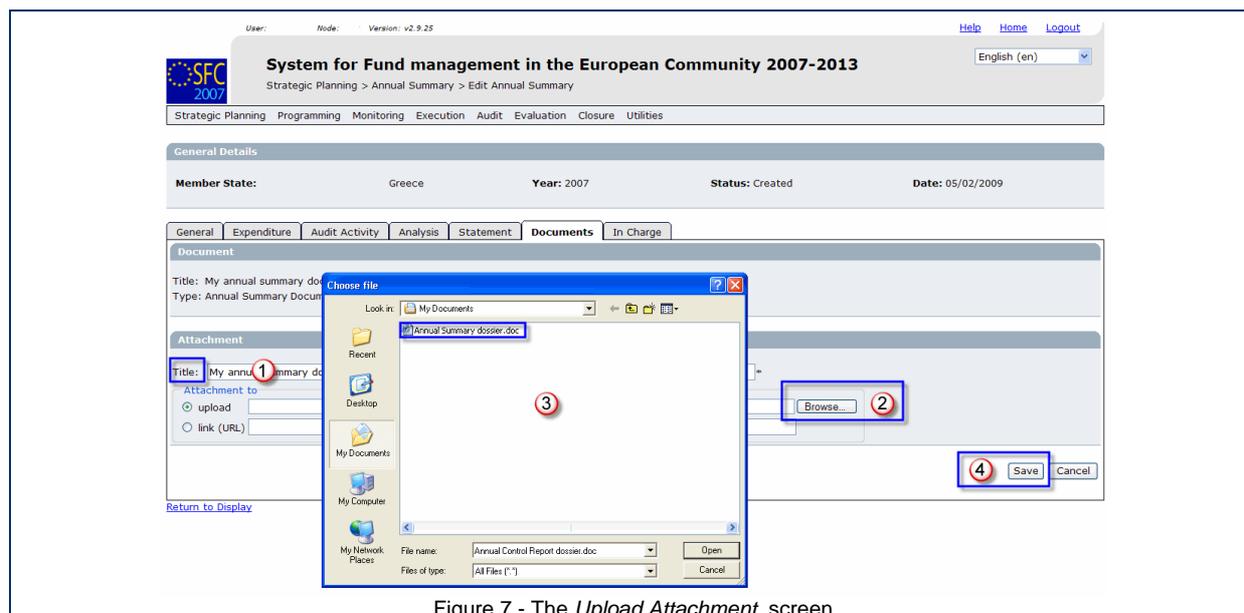


Figure 7 - The Upload Attachment screen

- Enter a title for the file you want to attach (1)
- Click to search for the file on your computer (2)
- Select the file (3)
- Click to save the uploaded data (4).

After saving the attachment, a screen with the overview of your document appears.

It shows the general details of the document as well as the attachments.

To add more **attachments** to your document, repeat step 35.

To add other **documents**, select [Return to Document List](#) and repeat steps 32 to 35

2.9. Adding Officials in charge



This information is not mandatory. However, the officials entered will receive an automatic notification each time the status of the Annual Summary changes.

36. Select the **In Charge** tab.
37. The **ADD OFFICIALS IN CHARGE** tab appears. Select the [Add a new Official in Charge](#) link.
38. Enter the requested data:
 - **NAME** of the official (mandatory).
 - **E-MAIL** address (mandatory).
 - **PHONE** and **FAX**
 - **VALID FROM** and **UNTIL** (if the official will be in charge only for a specific period of time)
 - **AUTOMATICALLY NOTIFIED:** check this option to receive the automatic notifications.

- **PREFERRED LANGUAGE:** The automatic notifications are sent in this language.

39. Click [Add](#) to add this official in charge to the list.

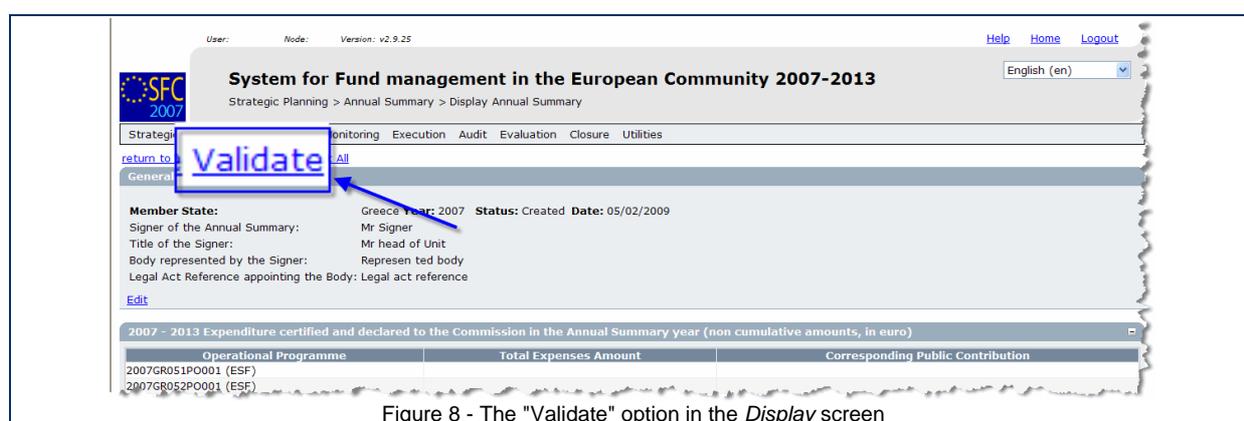
Repeat steps 38 and 39 to add as many officials as necessary (no limitation).

3. Validate the Annual Summary

Once you have edited the contents of the Annual Summary, click [Return to Display](#) to return to the **DISPLAY** screen.

In this screen you will have an overview of the entered data.

On the upper part of the screen, there are various options:



40. Select the [Validate](#) option

The system will check for consistency of the contents of the Annual Summary.

The **VALIDATION RESULTS** screen is displayed:

- If **errors** are detected, the Annual Summary programme is **NOT VALIDATED**. Please correct the explained errors and validate again.
- If **warnings** are detected, the Annual Summary programme is **VALIDATED**, but it is advised to correct the explaining warnings.
- If no errors nor warnings appear, the programme is **VALIDATED**.



Once the programme is validated, the status becomes **VALIDATED** and you are able to send the programme to the higher level.

41. Click on [Return to Display](#) .

4. Send the Annual Summary to the Commission

42. On the upper part of the **DISPLAY** screen, the option [Send](#) link on the upper part of the screen.



Figure 10 - The "Send" option in the *Display* screen

43. Click on this option to send the Annual Summary.
44. The **CONFIRM SENDING** screen appears. The snapshot report is available (this PDF report contains the snapshot of the data to be sent).



Figure 11 - The *Confirm Sending* screen: The snapshot

45. Click to confirm the sending.
- You are redirected to the **DISPLAY** screen.
- The status of the Annual Summary 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".

An acknowledgement document is automatically sent by the Commission and can be found in the "**ASSOCIATED DOCUMENTS**" section.

a. VALIDATION RULES FOR ANNUAL SUMMARY

ID	Description	Severity
2.1	Validate that a Member State is provided	error
2.2	Validate that a Year is provided	error
2.3	Validate that at least one Official in Charge of the Member state exists	warning
2.4	Validate for pre 2009 that a record exist for each Member State Programme and for each ETC Programme lead by this Member State (2007-2013) for ESF, ERDF/CF and EFF in tables 1-3, 10-11 REMARK: Since all Tables are optional, the input values can be null.	error
2.5	Validate for pre 2009 that a record exists for each Fund of each Member State Programme and for each INTERREG Programme lead by this Member State (2000-2006) for ESF, ERDF/CF, EFF and EAGGF in tables 4-9, 12 REMARK: Since all Tables are optional, the input values can be null.	error
2.6	Validate that Signer of the Annual Summary is provided	error
2.7	Validate that Body Represented by Signer is provided	error
2.8	Validate for Post-2008 that a record exist for each Member State Programme and for each ETC Programme lead by this Member State (2007-2013) for ESF, ERDF/CF and EFF in tables 10-11 (error) REMARK: Since all Tables are optional, the input values can be null.	error
2.9	Validate for Post-2008 that a record exists for each Fund of each Member State Programme and for each INTERREG Programme lead by this Member State (2000-2006) for ESF, ERDF/CF, EFF and EAGGF in tables 4-5, 12 (error) REMARK: Since all Tables are optional, the input values can be null.	error
2.10	Validate that the Reason for not agreeing is filled in when Agreed is No	error

b. WORKFLOW OF ANNUAL SUMMARY

Action	Status	Editable by MS?
The MS creates the Annual Summary 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 Accepts the	Accepted	Only the "Officials in

dossier		charge" section and sending of "other MS documents"
The Commission Returns the dossier for correction	Returned (for correction)	Yes
Workflow Final Status of the Annual Summary dossier	ACCEPTED	Only the "Officials in charge" section and sending of "other MS documents"