

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

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2.4. Edi 2.4.1. 2.4.2. 2.4.3. 2.5. Edit 2.5.1. 2.5.2. 2.5.3. 2.6. Add 2.7. Add 2.8. Uple 2.8.1. 2.8.2. 2.9. Add 3. VALIDATE 4. SEND THE A. VALI	ting tables for Annual Summaries covering years after 20 Table 1.1.1 Discrepancies	08.15 16 17 18 18 18 19 20 22 23 23 23 24 25 26 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.

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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.

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1. Get to the Annual Summary menu.

1. Go to the Strategic Planning > Annual Summary > Structured Version menu.

The Search pane appears.

Us	er: Node: V	ersion: v2.9.25			<u>Help Home Logout</u>
SFC 2007	System for F Strategic Planning > A	und manage Annual Summary > I	ement in the European	Community 2007-2013	English (en)
Strategic Plannir	ng Programming Moni	itoring Execution	Audit Evaluation Closure Utilities		
Search					=
Member State: Year:	Show	? Status: Previous Node: Current Node:		Show ?	
List of Annual S	Summaries				
1 results found, disp Member 1	olaying 1 to 1 <mark> M </mark>	ge(s): <u>1</u> . Item(s) per p Ž Status	age: 12 <u>Show all</u> 🖹 🖡 🖡 🛓 🛓	A Current Node	🛔 🛛 Last Modified 🏾 🛓
			- /-· / / · / ·		

2. Select the Create a new Annual Summary link. The Annual Summary wizard appears.

1.1. The "create Annual Summary" wizard

	Use	r: Node	: Version: v	2.9.25							<u>Help</u> <u>Home</u>	Logout
C	SFC 2007	System 1 Strategic Plan	for Fund ning > Annual	managemer Summary > Create	nt in the Annual Summ	e Europe	an Con	nmunity	2007-201	3	English (e	n) 💌
St	rategic Plannin	g Programmin	g Monitoring	Execution Audit	Evaluation	Closure Ut	lities					
						General Deta	ils Finish					
An	inual Summar	y Gereral Deta	ails									
Men	nber State: Gre	ece										
	1) 20 20 20 20 20 20 20 20 20 20 20 20 20 2	007 008 009 110 111 112 113 114									2 Fin	ish Cancel
L	20	15										

- 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

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) t o 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.

User: w0050165	Node: HU Profile:	Version: v4.0.14			Help Home Logout
System 2007	m for Fund managen Planning > Annual Summary > E	nent in the European dit Annual Summary	Community 2007-20	013	English (en) 💌
Strategic Planning Program	mming Monitoring Execution	Audit Evaluation Closure Utilit	ies		
General Details					
Member State:	Hungary	Year: 2009	Status: Created	٢	Date: 02/02/2010
General Expenditure	Audit Activity Analysis Sta	itement Documents In Char	ge		
-					7
Member State:	Hungary				
Signer of the Annual	2005				
Title of the Signer:					(1)
Body represented by the Signer:					
Legal Act Reference appointing the Body:					
For programming period 2	007-2013				_
a) all expenditure has bee Regulation (EC) No 1083/20 operational programme in	n declared via SFC2007 in the re 006 and Article 55 of Regulation accordance with the conditions fo	porting year by certifying authorit (EC) No 1198/2006 and has been or the granting of public contribut	ies and is compliant with the cri paid by the beneficiaries during ions under Article 78(1) of Regu	teria for eligibility of g implementation of lations (EC) No 1083	expenditure set out in Article 56 of the operations selected under the /2006 and No1198/2006.
For programming period 2	necorded in the national financia	ai monitoring information system:	s agrees with the amounts as re	ported in SPC 2007,	except for the declared discrepancie
 a) all expenditure included Commission decision appr 1164/1994 for the Cohesio 	l in Tables 1.2.1 and 1.2.2 below oving the programme or project on Fund respectively.	has been declared in the reportin concerned and with the provision:	g year by paying authorities as s of Regulation (EC) No 1260/19	compliant with the o 99 for the Structural	bjectives laid down in each relevant Funds and Regulation (EC) No
Do you agree with the abov	/e statement?		O No	O Yes	2
	(2000 chars remain)		-		-
Reaon for not agreeing:			3		
Sign date:		4)			
Return to Display					5 Save Cancel

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

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						
		- Corresponding Fublic Contribution						
Strategic Planning General Details	System for Fund mana Strategic Planning > Annual Summary g Programming Monitoring Executi	Image: gement in the European Community 2007-2013 English (en) > Edit Annual Summary on Audit Evaluation Closure Utilities						
Member State:	Greece	Year: 2007 Status: Created Date: 05/02/2009						
Member State:	Greece	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge						
Member State:	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6						
Member State: General Expe Table 1 Tabl 2007 - 2013 Expension	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table cpenditure certified and declared to	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6 Table 4 Table 5 Table 6 Table 7 Table 4 Table 5 Table 6 Table 8 Table 0 Table 9 Table 9						
Member State: General Expe Table 1 Tabl 2007 - 2013 Ex 2007GR051P0001	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table spenditure certified and declared to perational Programme (ESE)	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 5 Table 6 Table 7 3 Table 4 Table 5 Table 7 4 Table 5 Table 6 Table 7 5 Table 6 Table 7 Table 9 1 10tal Expenditure Corresponding Public Contribution						
Member State: General Expe Table 1 Tabl 2007 - 2013 Ex 2007 2007GR051P0001 2007GR052P0001	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table cpenditure certified and declared to perational Programme (ESF)	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6 3 Table 4 Table 6 Table 7 Table 4 Table 6 Table 7 Table 9 the Commission in the Annual Summary year (non cumulative amounts, in euro) In Charles Corresponding Public Contribution						
Member State: General Expe Table 1 Table 2007 - 2013 Ex 2007 2007GR051P0001 2007GR052P0001 2007GR052P0002 2007GR052P0002	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table ependiture certified and declared to perational Programme (ESF) e (ESF) e (ESF)	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 5 Table 6 Table 7 3 Table 4 Table 5 Table 6 the Commission in the Annual Summary year (non cumulative amounts, in euro)						
General Expe Table 1 Table 2007 - 2013 Ex 2007 2007GR051P0001 2007GR052P0002 2007GR052P0002 2008GR052P0001	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table cpenditure certified and declared to perational Programme (ESF) (ESF) (ESF) (ESF) (ESF) (ESF)	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6 3 Table 4 Table 5 Table 6 10tal Expenditure Corresponding Public Contribution						
General Expe Table 1 Table 2007 - 2013 Ex 0 2007GR051P0001 2007GR052P0002 2008GR052P0002 2008GR052P0001 2009GR051P0001 2009GR051P0001	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table cpenditure certified and declared to perational Programme (ESF) (ESF) (ESF) (ESF) (ESF) (ESF)	Year: 2007 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6 3 Table 4 Table 5 Table 6 1 Table 6 Table 7 Table 8 1 Table 6 Table 7 Table 8 1 1 1 1						
Member State: General Expe Table 1 Table 2007 - 2013 Ex 0 2007GR051P0001 2007GR052P0002 2006GR052P0001 2009GR051P0001 2009GR051P0001 2009GR051P0001	Greece nditure Audit Activity Analysis e 1 Discrepancies Table 2 Table cpenditure certified and declared to perational Programme (ESF) (ESF) (ESF) (ESF) (ESF) (ESF)	Year: 207 Status: Created Date: 05/02/2009 Statement Documents In Charge 3 Table 4 Table 5 Table 6 Table 7 Table 8 Table 9 the Commission in the Annual Summary year (non cumulative amounts, in euro) Iotal Expenditure Corresponding Public Contribution Iotal Expenditure Iotal Expenditure Iotal Expenditure Corresponding Public Contribution Iotal Expenditure Iotal Expenditure						

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

2.2.2. Table 1 discrepancies

PROGRAMMES	All Operational	Programmes	of this	Member	State	and	all
AVAIABLE	Cross Border Pr	ogrammes lea	id by thi	s Membe	r State	3	

Strategic Planning Program	ning Monitoring Execution Au	udit Evaluation Closure Utilit	ties	
General Details				
Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
Table 1 Table 1 Discrep. 2007 - 2013 Expenditure Operational Programme: 200 Justification:	ancies Table 2 Table 3 fiscrepancies (in euro) 76805120001 v = 1	Table 4 Table 5 Table 6 Amount: 2	Table 7 Table 8 Table 9	
Operational A Programme Z Create a new Discrepancy	Amount		Justificati	ion

- 14. Click on the <u>Create a new Discrepancy</u> 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 Expe	enditure	Audit Act	ivity Analysis	Statement	Documents	In Charge			
Table 1 Tabl	le 1 Disc	repancies	Table 2 Table	3 Table 4	Table 5	Table 6 T	able 7	Table 8	Table 9
2007 - 2013 E	xpendit	ure discrepa	ncies (in euro)						
Operational Prog	ramme:	2007GR051P	0001 💙 *	Amour	t:		1,000,0	000.25*	
Justification:		This is the ju	stification					*	
						L	Jpdate	Clear	
Operationa Programme	e z		Amount						Justification
2007GR051PO00	01			1,00	0,000.25This	is the justific	cation	-	_
Create a new Dis	screpand	¥•	and the second second					and the second	and the the the

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

2.2.3. Table 2

20.	Select the Tabl	e 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
Version 2.0 - La	st revised: 02/02/2010	

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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 Save to save the entered amounts. (2)

User: Node:	Version: v2.9.25				Н	<u>elp Home Logout</u>	
System for 2007	System for Fund management in the European Community 2007-2013 Strategic Planning > Annual Summary > Edit Annual Summary						
Strategic Planning Programming	Monitoring Execution	Audit Evaluation Closu	re Utilities				
General Details							
Member State:	Greece	Year: 2007	5	Status: Created	Date: 05/0	2/2009	
General Expenditure Audi	Activity Analysis S	tatement Documents	In Charge				
Table 1 Table 1 Discrepancies 2007 - 2013 Amounts withdra	Table 2 Table 3	Table 4 Table 5 Table 5 Annual Summary year	able 6 Table 7 T (non-cumulative am	able 8 Table 9			
Operational Programme	Total oxpondituro	Withurawais Public contribution	Ell contribution	Total oxpondituro	Recoveries	Ell contribution	
2007GR051PO001 (ESF)	rotarexpenditure				Public contribution	El contribution	
2007GR052PO001 (ESF)							
2007GR052PO002 (ESF)							
2008GR052PO001 (ESF)							
2009GR051PO001 (ESF)							
Return to Display						2 Save Cancel	

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 Save to save the entered amounts. (2)

Strategic Plan	Version: v2.9.25 for Fund manage nning > Annual Summary > E	ment in the European	Community 2007-2013	Help Home Logout English (en) 💌
2007 Strategic Planning Programmin	ng Monitoring Execution	Audit Evaluation Closure Utilitie	s	
General Details				
Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
General Expenditure Au	idit Activity Analysis S	tatement Documents In Charg	e)	
Table 1 Table 1 Discrepanc	ties Table 2 Table 3	Table 4 Table 5 Table 6 T	able 7 Table 8 Table 9	
Cuerajiwaj Prvna		Public contribution to be reco	renal Fil	
2007GR051PO001 (ESF)				
2007GR052PO001 (ESF)				
2007GR052PO002 (ESF)				
2008GR052PO001 (ESE)				

2.2.5. Table 4

26.	Select the Tabl	e4 _{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 Save to save the entered amounts. (2)

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 Ceneral Details Member State: Greece Year: 2007 Status: Created Date: 05/02/2009 Seneral Expenditure Audit Activity Analysis Statement Documents In Charge Table 1 Table 1 Table 2 Table 2 Table 3 Z000-2006 Expenditure certified and declared to the Commission in the Annual Summary year: (SF non-cumulative amounts, in euro) Operational Programmine 2000GRN600PC001 (EAGCF) 2000GRN600PC001 (FIFG) 2000GRN600PC001 (FIFG) 2000GRN600PC013 (INTERREG) 2000GRN600PC014 (INTERREG) 2000GRN600PC015 (INTERREG) 2001R01600PC015 (INTERREG) 2001R01600PC015 (INTERREG) 2001R01600PC015 (INTERREG)	User: Node: Version: v2.9.25			<u>Help Home Logout</u>
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 2 Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 8 Table 9 2000-2006 Expenditure certified and declared to the Community of the Annual Summary year. (SF non-cumulative amounts, in euro) Public Private Total expenditure 2000GR060PC001 (EAGGF)	System for Fund mar Strategic Planning > Annual Summa	Iagement in the European	n Community 2007-2013	English (en) 👱
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 6 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 2000-2006 Expenditure Certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro) Private Total expenditure 2000-2006 Expenditure Certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro) Private Total expenditure 2000-2006 Expenditure Certified and declared to the Commission in the Annual Summary year. Private Total expenditure Community 2000-2006 Expenditure Certified and declared to the Community Status Fulsion Community	Strategic Planning Programming Monitoring Execution	ition Audit Evaluation Closure Utiliti	es	
Member State: Greece Year: 2007 Status: Created Date: 05/02/2009 General Expenditure Audit Activity Analysis Statemet Documents In Charge Table 1 Table 1 Discrepancies Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 9 2000-2006 Expenditure certified and declared to the Commission in the Annual Summary vear. (SF non-cumulative amounts, in euro) Private Total expenditure 2000-2006 (EAGGF)	General Details			
General Expenditure Audit Activity Analysis Statement Documents In Charge Table 1 Table 1 Table 2 Table 2 Table 3 Table 4 Table 5 Table 6 Table 7 Table 9 2000-2006 Expenditure certified and declared to the Commission in the Annual Summary year. (SF non-cumulative amounts, in euro) Image: Community of Cline Public Private Total expenditure Operational Programme Public Private Total expenditure 2000GR060PC001 (EAGGF) Image: Community of Cline Public Private Total expenditure 2000GR060PC001 (EAGGF) Image: Community of Cline Public Private Total expenditure 2000GR060PC001 (EAGGF) Image: Community of Cline Public Private Total expenditure 2000GR060PC001 (FIFG) Image: Community of Cline Public 2000GR060PC013 (INTERREG) Image: Community of Cline Public 2000GR060PC013 (INTERREG) Image: Community of Cline Public Image: Community of Cline Public Image: Community of Cline Public	Member State: Greece	Year: 2007	Status: Created	Date: 05/02/2009
Table 1 Table 2 Table 2 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 20006060PC001 (EAGGF) Cumunity Cline Fullio Image: Cumunity Image: Cumunity 20006R060PC001 (EAGGF) Image: Cumunity Cline Fullio Image: Cumunity Image: Cumunity 20006R061P0021 (EAGGF) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R061P0021 (FIFG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R061P0021 (FIFG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R061P0021 (INTERREG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R141P0001 (FIFG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R160PC014 (INTERREG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity 20006R160PC016 (INTERREG) Image: Cumunity Image: Cumunity Image: Cumunity Image: Cumunity <t< td=""><td>General Expenditure Audit Activity Analysi</td><td>s Statement Documents In Char</td><td>ge</td><td></td></t<>	General Expenditure Audit Activity Analysi	s Statement Documents In Char	ge	
Operational Programme Public Private Total expenditure 2000GR060PC001 (EAGGF)	Table 1 Table 1 Discrepancies Table 2 Table 2 2000-2006 Expenditure certified and declared t	e 3 Table 4 Table 5 Table 6 the Commission in the Annual Summ	Table 7 Table 8 Table 9	ts, in euro)
2000GR060PC001 (EAGGF)	Operational Programme	Public Community C	the Fublic Private	Total expenditure
2000GR061P0021 (EAGGF)	2000GR060PC001 (EAGGF)			
2000GR141PO001 (FIFG)	2000GR061PO021 (EAGGF)			
2000GR141P0001 (FIFG) Image: Constraint of the second		- A - Mar of Mar Anna and Market		- In first and a set
2000CB160PC013 (INTERREG)	2000GR141PO001 (FIFG)			
2000CB160PC014 (INTERREG) Image: Constraint of the second sec	2000CB160PC013 (INTERREG)			
2000CB160PC015 (INTERREG) Image: Constraint of the second secon	2000CB160PC014 (INTERREG)			
2000CB160PC016 (INTERREG)	2000CB160PC015 (INTERREG)			
2001RG160PC015 (INTERREG)	2000CB160PC016 (INTERREG)			
2001RG160PC016 (INTERREG)	2001RG160PC015 (INTERREG)			
2003CB160PC003 (INTERREG)	2001RG160PC016 (INTERREG)			
	2003CB160PC003 (INTERREG)			

2.2.6. Table 5

29.	Select the Table	e 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 Save to save the entered amounts.

No picture available

2.2.7. Table 6

32.	Select the Tab	le 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: Total public funding EU contribution 			
	33.	Enter the corresp	onding amounts in the fields.			
	34.	Click Save to sav	re the entered amounts.			
		No picture availal	ble			
2.2.8	Tab	le 7				
	35.	Select the Tabl	e7 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: Total public funding EU contribution 			
	36.	Enter the corresp	onding amounts in the fields.			
	37.	Click ^{Save} to sav	ve the entered amounts.			
		No picture availab	ble			
2.2.9.	Tab	le 8				
	38. Select the Table 8 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	Public contribution to be recoveredEU contribution to be recovered			
39. Enter the corresponding amounts in the fields.						

40. Click **Save** to save the entered amounts.

No picture available

2.2.10. Table 9

41.	Select the Tabl	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	Public contribution to be recoveredEU contribution to be recovered				
42.	Enter the corresp	onding amounts in the fields.				

43. Click Save 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 a	udit opinions (1)		
	Columns	Column	Type of data to enter		
		 Audit Opinion 	 (drop down list) 		
		 Material Qualifications 	 (free text limited to 2000 characters) 		
		 Quantification of deficiencies / Irregularities 	 (number) 		
Columns		 Measures taken (for systemic problems) 	 (free text limited to 2000 characters) 		
		 Error rates (from audits of operations) 	 percentage 		

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User:	Node: Version: v2.9.25			<u>Help Home Logout</u>
SFC Syst	tem for Fund manage gic Planning > Annual Summary > Ec	ment in the European it Annual Summary	n Community 2007-201	3 English (en)
Strategic Planning Prog	ramming Monitoring Execution	Audit Evaluation Closure Utiliti	es	
General Details				
Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
General Expenditure	Audit Activity Analysis Sta	atement Documents In Charg	e	
Table 10 Table 11	Table 12			
2007 - 2013 Summary	of audit opinions (1)			
Operational Programme	Audit Opinion Material q	ualifications Quantification of	deficiancies / Measures taken (1 problem	for systemic Error rates (from audits of
2007GR051PO001 (ESF)	~			
2007GR052PO001 (ESF)	×			
2007GR052PO002 (ESF)	¥			
2008GR052PO001 (ESF)	×			
2009GR051PO001 (ESF)	~			
(1) List of all audit opinio of Regulation (EC) No 119	ns and corresponding information fr 98/2006, for the audit year 1/7/N-1	om annual control reports issued as 30/6/N (should cover all programn	at 31 December of year N under Artic nes).	le 62 of Regulation (EC) No 1083 and Article 61
eturn to Display				2 Save Cance
		Figure 1 - The tab	le 10 screen	

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

2.3.2. Table 11

48.	The Table 11	sub-tab is directly displayed	I.		
	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) 		

User:	Node: Version: v2.9.25			<u>Help Home Logout</u>			
SFC Sys	tem for Fund manag gic Planning > Annual Summary >	ement in the European Edit Annual Summary	n Community 2007-2013	English (en) 💌			
Strategic Planning Pro	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 Char	je				
Table 10 Table 11	Table 12						
2007-2013 Results o	f system audits performed from	1 July to 31 December of the Ann	ual Summary year (1)				
Operational Programme	Date Bodies Audited	Conclusion on System Mate	erial Quantification of deficiencie	es / Measures taken (for systemic problems)			
2007GR051PO001 (ESF)	E C	v					
2007GR052PO001 (ESF)	E C	×					
2007GR052PO002 (ESF)	E ²						
2008GR052PO001 (ESF)	E ²	×		*			
2009GR051PO001 (ESF)	E C	×					
(1) For the 6 month period subsequent to that covered by the annual audit opinion under Article 62 of regulation (EC) No 1083/2006 and Article 61 of Regulation (EC) No 1198/2006, e. the period 1/7/N-31/12/N, material findings resulting from finalised audits should be provided.							
Return to Display				2 Save Cancel			
		Figure 2 - The tab	le 11 screen				

- **49.** For each programme enter the requested data in each column (1).
- 50. Click Save 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 **1**. Added records can be removed via the 'delete' button **1**.

2.3.3. Table 12

51.	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 Save 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

PROGRAMMESAll Operational Programmes of this Member State and all**AVAIABLE**Cross Border Programmes lead by this Member State

2. Select the Table 1.1.1Discrepancies tab

User: w00	50165 Node: HU Profile: w0050165 - MSAUS	Version: v4.0.14	???env.testWL10???	Help Home Logout	
SFC Sy Stra	stem for Fund manager tegic Planning > Annual Summary > Ed	ment in the Europear it Annual Summary	n Community 2007-2013	English (en) 💌	
Strategic Planning P	ogramming Monitoring Execution A	Audit Evaluation Closure Utilitie	25		
General Details	Hungary	Year: 2009	Status: Created	Date: 02/02/2010	
General Expenditu Table 1.1.1 Discrep	re Audit Activity Analysis Sta ancies Table 1.2.1 Table 1.2.2	atement Documents In Charg	je		
2007 - 2013 Expen	diture discrepancies (in euro)				
Operational Programm	(2000 chars remain)	Amount:	2		
Justification:			3		
		(4)	Add Clear		
		Ŭ			
Create a new Discrep:	ncy	No 2007-2013 expenditure	discrepancies found		
Return to Display					
					Y
Click on	the Create a	new Discrepa	incy link		
Vou are	requested to	alact a CCL	number(1)		
rou are	requested to s				
Enter th	e correspondir	na discrepan	cv amount (2)		

- 6. Provide a justification (free text, max 2000 char) (3)
- 7. Click Add to add this discrepancy to the list (4)

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8. The discrepancy is added to the list

User: w0050165 Nor	de: HU Profile:	Version: v4.0.14		Help Home Logout
SFC System 2007 Strategic Pla	for Fund manage nning > Annual Summary > Ed	ment in the Europea lit Annual Summary	n Community 2007-2013	
Strategic Planning Programmi	ng Monitoring Execution	Audit Evaluation Closure Utilit	ies	
Transaction Successfully Comple	ted!			
General Details				
Member State:	Hungary	Year: 2009	Status: Created	Date: 02/02/2010
General Expenditure Au	udit Activity Analysis St	atement Documents In Char	rge	
Table 1.1.1 Discrepancies	Table 1.2.1 Table 1.2.2			
2007 - 2013 Expenditure di	iscrepancies (in euro)			•
Operational Programme: 2007	CB163P0004 Y	Amount:		
(2000	chars remain)			
Jusuication:				
			Add Close	
Operational Programme *	Amou	nt	Justificati	ion all
Create a new Disgreenancy		1,200,000.00reason to	r discrepancy	<u> </u>
create a new Discrepancy				

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	Public				
	 Community 				
	Other public				
	 Private 				
	 Total expenditure 				

Strategic Planning Programmin	g Monitoring Execution	Audit Evaluation Closure U	tilities		
General Details					
Member State:	Hungary	Year: 2009	Status: Cre	ated	Date: 02/02/2010
General Expenditure Au	dit Activity Analysis Sta	tement Documents In (harge		
Table 1 1 Disgreeneries	able 1 2 1 Table 1 2 2		sharge		
2000-2006 Expenditure certi	ified and declared to the Cor	nmission in the Annual Summ	iary year. (SE non-cumulati	ve amounts, in euro)	
			, , ,		
Operational Prog	jramme ——	Public		Private	Total expenditure
2003HU061P0001 (EAGGE)		Community	Other Public		
2004HU06GD0001 (EAGGE)					
2003HU051PO001 (ERDF)					
2003HU161PO001 (ERDF)					
2003HU161PO002 (ERDF)					
2003HU161PO003 (ERDF)					
2003HU051PO001 (ESF)					
2003HU161PO001 (ESF)					
2004HU050PC001 (ESF)					
2003HU061PO001 (FIFG)					
2003CB160PC002 (INTERREG)					

- **10.** Enter the corresponding amounts in the fields. **(1)**
- **11.** Click Save to save the entered amounts. (2)

2.4.3. Table 1.2.2

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

All Cohesion Fund Projects of the Member State			
2000-2006 expenditure certified and declared to the Commission in the Annual Summary year. (CF, non cumulative amounts, in euro)			
 Total expenditure certified (public and private funding) 			

User: w0050165	Node: HU Profile:	Version : v4.0.14		Help Home Logout
SFC System 2007	m for Fund manageme Planning > Annual Summary > Edit Ar	nt in the European Co Inual Summary	ommunity 2007-2013	English (en) 💌
Strategic Planning Program	mming Monitoring Execution Au	dit Evaluation Closure Utilities	•	
General Details				
Member State:	Hungary	Year: 2009	Status: Created	Date: 02/02/2010
General Expenditure	Audit Activity Analysis State	ment Documents In Charge	2	
Table 1.1.1 Discrepancies	Table 1.2.1 Table 1.2.2			
2000-2006 expenditure	certified and declared to the Comr	nission in the Annual Summary y	ear. (CF, non cumulative amounts, in	euro)
Project		Total expend	iture certified (public and private func	ding)
2000HU16PPA001				
2000H016PPA002				
2000H016PPA003				
2000HU16PPA004				
2000H016PPA005				
2000HU16PPE001				
2000H016PPE002				
2000H016PPE003				
2004HU16CPE004				
2004HU16CPE005				
2004HU16CPT001				
2004HU16CPT002				
2004HU16CPT003				
2005HU16CPA001				
2006HU16CPE001				
Return to Display				2-Save Cancel

- Return to Display
 - Enter the corresponding amounts in the fields. (1) 13.
 - 14.

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			
	 Audit Opinion 	 (drop down list) 			
	 Material Qualifications 	 (free text limited to 2000 characters) 			
	 Quantification of deficiencies / Irregularities 	• (number)			

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- Measures taken (for systemic problems)
- (free text limited to 2000 characters)
- Error rates (from audits percentage of operations)
- User: w0050165 Node: HU Profile: Version : v4.0.14 Help Home Logout English (en) ~ System for Fund management in the European Community 2007-2013 SFC Strategic Planning > Annual Summary > Edit Annual Summary Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities ral Details Date: 02/02/2010 Member State: Hungary Year: 2009 Status: Created General Expenditure Audit Activity Analysis Statement Documents In Charge Table 2.1.1 Table 2.1.2 Table 2.2 n Mat 2007HU06RPO001 (EAFRD) ~ 2007HU06RP0007 ¥. (EAFRD) 2007HU14FPO001 ~ 2007H014FPO001 (EFF) 2007H014FPO003 (EFF) ~ 2007HU161AT001 ~ (ERDF/CF) (ERDF/CF) 2007HU161PO001 (ERDF/CF) 2007HU161PO002 (ERDF/CF) * ~ 2007HU161PO003 ~ (ERDF/CF) 2007HU161PO004 (ERDF/CF) * 2007HU161PO005 ~ (ERDF/CF) 2007HU161PO006 (ERDF/CF) 2007HU161PO007 (ERDF/CF) ~ ~ (ERDF/CF) 2007HU161PO008 (ERDF/CF) ~ 2-Save Cancel Ó Return to Display
 - 17. For each programme enter the requested data in each column (1).
 - **18.** Click Save 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 Operati Member State and all O Member State	ional Programmes lead by this operational Programmes of this			
Information requested	2007 - 2013 Summary of audit opinions (1)				
Columns	Column Type of data to enter				
	 Date 	 Date (dd/mm/yyyy) 			
	Date				

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 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)

Strategic Planning Program	iming Monitoring Exe	cution Audit Evaluation Closure L	Itilities	
Member State:	Hungary	Year: 2009	Status: Created	Date: 02/02/2010
General Expenditure	Audit Activity Analy	sis Statement Documents In C	Charge	
Table 2.1.1 Table 2.1.2	Table 2.2			
2007-2013 Results of sys	tem audits performed	from 1 July to 31 December of the Ann	ual Summary year (1)	
Operational			Material Quantification of deficien	cies / Measures taken (for systemic
Programme	Date Bodies	Audited Conclusion on System	qualifications irregularities	problems)
2007HU06RPO001 (EAFRD)		► 1		
2007HU06RP0002	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWNER			
2009HU051PO001 (ESF)	~	Y		
2009HU05UPO001 (ESF)		×		
2007CB163PO004 (ETC)				
2007CB16IPO003 (ETC)				
(1) For the 6 month period su .e. the period 1/7/N-31/12/N	bsequent to that covere , material findings resulti	d by the annual audit opinion under Articl ng from finalised audits should be provide	e 62 of regulation (EC) No 1083/2006 and Article d.	61 of Regulation (EC) No 1198/2006,

- **20.** For each programme enter the requested data in each column (1).
- 21. Click Save 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
Version 2.0 - La	st revised: 02/02/2010	

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requested	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)

General Details	mming Monitoring	Execution Audit E	valuation Closure Utilities			
Member State:	Hur	ngary	Year: 2009	Status: Created	Date: 02/02/	2010
General Expenditure	AuditActivity	Analysis Statement	Documents In Charge]		
Table 2.1.1 Table 2.1.2	Table 2.2					
2000-2000 Results of at	laits performed in	Annuar Summary year				
Programme	Date	Bodies audited	System Audits Main findings and conclusions	Measures taken (for systemic problems)	Audits on op Expenditure checked (1)	erations Error rates year N-1
2003HU061PO001 (
2003HU161PO001 (ERDF)						
2003HU161PO002 (ERDF)						
2003HU161PO003 (ERDF)	6					
2003HU051PO001 (ESF)						
2003HU161PO001 (ESF)						
2004HU050PC001 (ESF)						
2003HU061PO001 (FIFG)						
(INTERREG)						
2004CB160PC002 (INTERREG)	1					
CF Overall assessment	1					
			·			

- 23. For each programme enter the requested data in each column (1).
- 24. Click Save 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).

User: No	de: Version: v2.9.25			Help Home Logout
System 2007	for Fund manage	ment in the European (dit Annual Summary	Community 2007-2013	English (en) 🗸
Strategic Planning Programm	ing Monitoring Execution	Audit Evaluation Closure Utilities		
General Details				
Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
General Expenditure Aud	dit Activity Analysis St	atement Documents In Charge		
	Max 2000	characters (1)		
<u>Return to Display</u>				2 Save Cancel
		Figure 4 - the Analy	sis 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).

User: N	lode: Version: v2.9.25			<u>Help Home Logout</u>
Systen 2007 Strategic P	n for Fund manager Ianning > Annual Summary > Edi	nent in the European t Annual Summary	1 Community 2007-2013	English (en) 💌
Strategic Planning Programm	ning Monitoring Execution A	udit Evaluation Closure Utilitie	25	
General Details				
Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
General Expenditure Au	udit Activity Analysis State	ement Documents In Charge	e	
Overall Level of Assurance	e Statement			
	Max. 2000 cha	aracters	1	
Return to Display				2 Save Cancel
		Figure 5 - the State	ment 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.

Strategic Planning Programn	lanning > Annual Summary > Edi ning Monitoring Execution A	t Annual Summary udit Evaluation Closure Utilitie	1 Community 2007-201	3
General Details Member State:	Greece	Year: 2007	Status: Created	Date: 05/02/2009
General Expenditure Au	ıdit Activity 🛛 Analysis 🗍 State	ement Documents In Charg	e	
Type: Title: Document Date: Commission Registration N°: Comments:	⊻ *	DLanguage: Local Reference:		_ *
Attachments There were no results found. [1]	▶ ₩ Page(s): . Item(s) per page: 12	Show all		
Title	🖞 Filenan	ne Link	U	pload Date 2

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 Save to save the entered data (2)

2.8.2. Uploading the attachments

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

35. Click on Add a new Attachment . The UPLOAD ATTACHMENT screen appears

User: Node: System fr Strategic Planni Strategic Planning Programming	Version: v2.3.25 or Fund management in the European ing > Annual Summary > Edit Annual Summary Monitoring Execution Audit Evaluation Closure Utilities	Community 2007-2013
General Details Member State:	Greece Year: 2007	Status: Created Date: 05/02/2009
General Expenditure Audit A Document Title: My annual summary dor Chr Type: Annual Summary Docum Attachment Title: My annu many de Attachment to © upload © link (URL)	Activity Analysis Statement Documents In Charge more file Look in My Documents	
Return to Display.	Ng Campular Mg Namodk Paces File of type: Al Files ("," "	Dpm Carcel

- Enter a title for the file you want to attach (1)
- Click Browse... to search for the file on your computer (2)
- Select the file (3)
- Click Save 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 <u>Add a new Official in Charge</u> 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 **I** to receive the automatic notifications.

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

User: Node:	Verzion: v2.9.25	Help Home Logout
System for Strategic Planning	Fund management in the European Comm	nunity 2007-2013
Strategi	onitoring Execution Audit Evaluation Closure Utilities	1
return to Validate	All	
General Valluate		
Member State: Signer of the Annual Summary: Title of the Signer: Body represented by the Signer: Legal Act Reference appointing the I Edit 2007 - 2013 Expenditure certified	Greece Tear: 2007 Status: Created Date: 05/02/2009 Mr Signer Mr head of Unit Represent ted body Body: Legal act reference	ion cumulative amounts, in euro) =
Operational Program	me Total Expenses Amount	Corresponding Public Contribution
2007GR051PO001 (ESF)		
2007GR052PO001 (ESF)	ويراج المج المنطقي بالمدخلين المجل المجل المتح يقبو بأحاص المنجى بال	الكروما ويردون المحرائي الأعطان الجليج والعصبور سبوا المجور المحاري الجابي و
	Figure 8 - The "Validate" option in t	he Display screen

40. Select the <u>Validate</u> 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**.

Syste	m for Fund manage	ement in the Europe	an Community 2007-201	L3 English (en)
Strategic Planning Program	nming Monitoring Execution	Audit Evaluation Closure Ut	tilities	
General Details				
Member State:	Greece	Year: 2007	Status: Validated	Date: 05/02/2009
Validation Results				-
Date 05/02/2009	Info	Object has be	een validated. Ϛ	ge
Return to Display				

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.

	User:	Node:	Version: v2	9.25	Help Home Logout
SFC 2007	Sy Stra	stem fo tegic Plannin	r Fund I g > Annual S	management in the European Community 2007-2013 ummary > Display Annual Summary	English (en)
Strategic Pla	anning Pr	ogramming	Monitoring	Execution Audit Evaluation Closure Utilities	
General Det	tal ate:		Gree	e Year: 2007 Status: Validated Date: 05/02/2009	
Sig		mman/: Am	and the second	Figure 10 - The "Send" option in the Display screen	and the mant of the fit

- **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).

2007 Strategic Planning Program	nming Monitoring Execution Audi	it Evaluation Closure Uti	lities	
General Details				
Member State:	Greece	Year: 2007	Status: Validated	Date: 05/02/2009
Documents				
1 results found, displaying 1 to 1	K € ▶ H Page(s): <u>1</u> . Item(s) per page: 1	2 Show all		
Title prepareDocument - el	2 Type MS Snapshot before sent	Z Language Greek	2 Attachments 2 D 1 05/02/2	ocument Date 💈 Sent Date 👌 009
Are you sure you want to ser	d this Appual Summary			

45. Click $\boxed{135}$ 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

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

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"