

How to create, upload & send an Annual Summary Report for EBF, ERF, EIF and RF?

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Purpose of this functionality

This functionality enables Member States (MS) to create, validate and submit Annual Summary Reports (ASR) for EBF, ERF, EIF and RF to European Commission (EC) officials.

Regulation source

Submission of Annual Summary Reports: EC Regulation 1995/2006 of 13 December 2006 Amended EC Regulation 1605/2002 Commission Regulation 478/2007

Concerned Funds

EBF ERF	EIF	RF
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User roles and permissions needed

Member State Responsible, Audit and Certifying Authorities (MSRA, MSAA, MSCA U+S)

Before submitting the Annual Summary Report, please check that...

The Annual Summary Report has been duly signed by the authority appointed by the Member State.

1. Create, upload & send an Annual Summary Report

The Annual Summary Report covering the financial year X is to be submitted by February 15 of the year X+1. It does not replace the annual control reports and audit opinions for each Annual Programme concerning the SOLID Funds, as provided for by the basic act of each Fund.

It can be created by the one of the three MS SOLID Funds Authorities:

- Responsible Authority (MSRA),
- Certifying Authority (MSCA) or
- Audit Authority (MSAA).

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

Version 1.0 - Last revised: 10/12/2012

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SFC2007: System for Fund management in the European Community 2007-2013 How to create, upload & send an Annual Summary Reports for EBF, ERF, EIF and RF?

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dicate the report ha	as been sent.			

2. General

2.1. Deletion of uploaded documents

If a wrong document has been uploaded, it can be deleted through the 🔟 button. If applicable, restart the operation to upload the correct file, as explained in step 0.

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2.2. Send, save or cancel a report

When an Annual Summary Report is downloaded into the system, the mention 'Document is not sent yet' is displayed.

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		Send	Official Document	Save Cancel

If the Send Official Document button is used, it is submitted to the EC and the 'Sent Date' is displayed accordingly. The report can no longer be deleted from the system.

SFC2007: System for Fund management in the European Community 2007-2013 How to create, upload & send an Annual Summary Reports for EBF, ERF, EIF and RF?

List of Documents						
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If the **Save** button is used, the report is not submitted to the EC. It can be opened and dispatched at a later stage or, it will remain unsent in the system.

If the **Cancel** button is used, the report is not submitted to the EC and the **Transaction Cancelled!** message is returned by the system. It can be opened and dispatched at a later stage or, it will remain unsent in the system.

In both cases, the Annual Summary report can be deleted through the 🔳 button.

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2.3. Mandatory fields

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

2.4. Automatic notification

When the 'Disable Automatic Notification' box is left unchecked, the submission of the Annual Summary Report triggers the generation of an automatic notification. This email is sent to the mailbox of all EC users (recipients) subscribed to receive information on the submission of this document type.

Notification Details	
Comments:	

When this box is checked, no information is sent to these recipients mailboxes.

Notification	n Details -				
Disable Automatic Notification					
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2.5. Document dates

When uploading a document, the 'Document Date' field can be completed in 3 different ways:

- manually, by following the format pocume 'dd/mm/yyyy',
- with a double-click in the field to have the current date entered automatically or
- by clicking on it to open the calendar window to select the corresponding date.

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