



How to upload the documents related to the Annual Examination Report?

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Purpose of this functionality

This functionality allows the upload of the Annual Examination Report documents.

Regulation source

Annual Examination of Programmes:

EAFRD: Council Regulation 1698/2005 (EAFRD): Article 83

ERDF/CF, ESF: Council Regulation 1083/2006: Article 68

EFF: Council Regulation 1198/2006: Article 69

Concerned Funds

ERDF/CF	ESF	EFF	EAFRD
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User roles and permission needed

MEMBER STATE MANAGING AUTHORITY with **UPDATE** and **SEND** permissions

Before you start, check that...

The Operational Programme(s) covered by the Annual Examination Report re approved (their status is **DECISION TAKEN**)

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 1.0 - Last revised: 3/12/2008

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

For sending the Annual Examination dossier to the Commission, you must follow the following steps:

- Enter the general information of the document you want to send,
- Specify the year of Examination,
- Attach the corresponding files,
- Link the AER to one or more Operational Programmes,
- Send the documents to the Commission.

1. Create the Annual Examination dossier

1. Go to the **Monitoring > Annual Examination** menu.

The Annual Examination Report search pane appears:

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The breadcrumb trail is 'Monitoring > Annual Examination > List Related Documents'. A search pane is open with the following fields: Type (dropdown), Document Title (text), Attachment Title (text), Document Date (calendar), Sent Date (calendar), Language (dropdown), Member State (dropdown), and CCI (text). There are 'Search' and 'Clear' buttons. Below the search pane, it says 'List of Documents: No Associated Documents found' and has a link 'Upload a new Document'.

2. Click on the [Upload a new Document](#) link.

2. Enter the general data of the document

3. The **EDIT DOCUMENT GENERAL INFORMATION** screen appears.

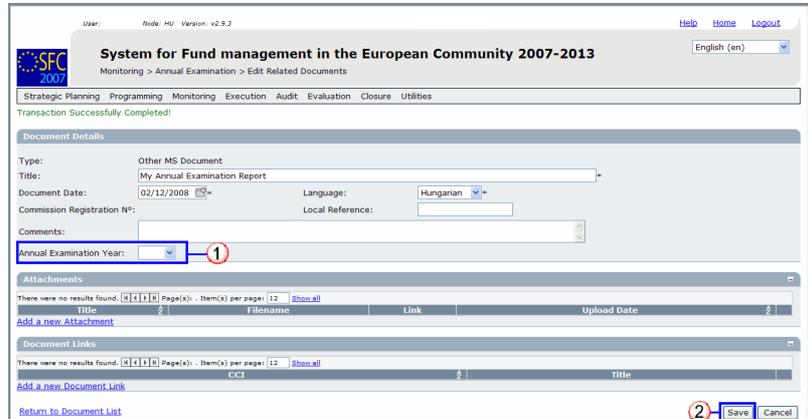
The screenshot shows the 'EDIT DOCUMENT GENERAL INFORMATION' screen. The breadcrumb trail is 'Monitoring > Annual Examination > Edit Related Documents'. The 'Document Details' section has the following fields: Type (set to 'Other MS Document'), Title (text), Document Date (calendar), Commission Registration N° (text), Language (dropdown), Local Reference (text), and Comments (text area). A red circle '1' points to the 'Language' dropdown. Below this is an 'Attachments' section with a message 'There were no results found.' and a table with columns 'Title', 'Filename', 'Link', and 'Upload Date'. At the bottom right, there are 'Return to Document List', 'Save', and 'Cancel' buttons. A red circle '2' points to the 'Save' button.

The type of document is "Other MS document"

4. Enter the **TITLE** of your Annual Examination Report, the **DATE** of the document, the **LANGUAGE** and a **LOCAL REFERENCE** (if any) you can also enter a free-text **COMMENT (1)**.
5. Click **Save** to save the entered data **(2)**.

3. Specify the year of examination

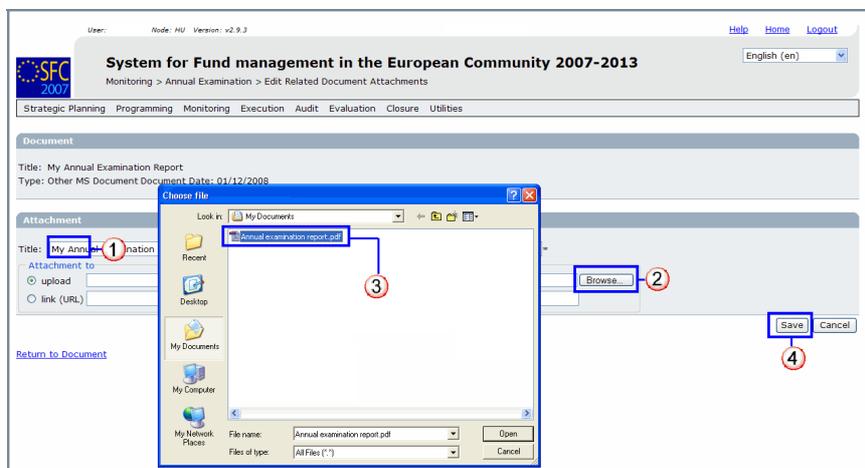
6. After having saved the general data, the **Annual Examination Year:** field appears (1):
7. Select a **ANNUAL EXAMINATION YEAR** from the drop-down list.



8. Click **Save** to save the entered year (2).

4. Attach the related files

9. After having specified the Annual Examination Year, select the **Add a new Attachment** link to attach the related files.
10. You are directed to the **UPLOAD FILES** screen:



11. Enter a **TITLE** for the file you are uploading (1).
12. Select the **Browse...** button and search for the corresponding file in your computer (2).
13. The path of the file is displayed in the **UPLOAD** file field (3).
14. Click **Save** to save the uploaded file (4).
You are redirected to the document general details screen.

To add more files repeat steps 9 to 14

5. Link the AER to an Operational programme.

After having uploaded the corresponding files, you must link the AER to an Operational Programme.

15. On the **DOCUMENT GENERAL DETAILS** you see the previously attached files (1).
16. The **Add a new Document Link** link appears. Click on this link (2).

17. You are directed to the **ADD OPERATIONAL PROGRAMME** screen:

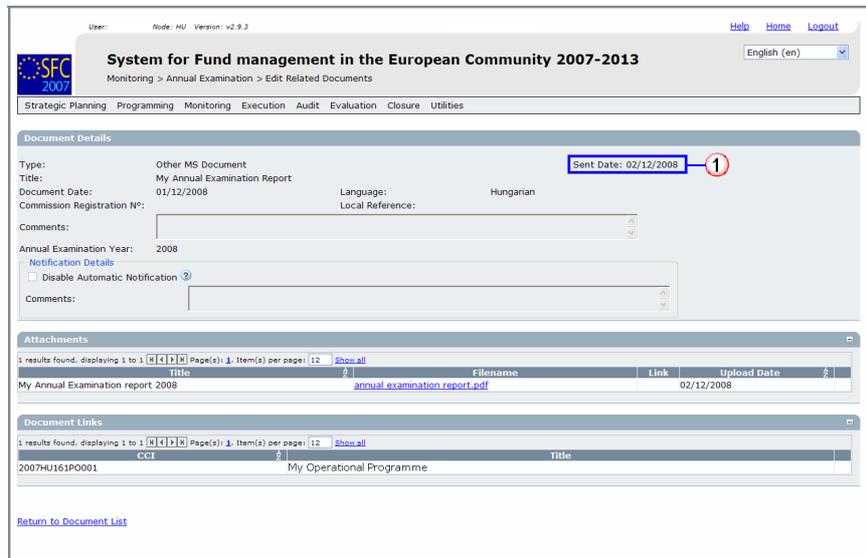
18. Click on the three-dotted button  to select the programme covered by the AER (1).
19. On the window that appears, select the CCI of the programme you want covered by this AER (2).
20. The **CCI** of the programme and its **TITLE** is displayed.
21. Click  to save the added programme (3).

To link more programmes repeat steps **16** to **21**

6. Send the documents to the Commission

Once you have attached the related files and linked your AER to an Operational Programme (or Programmes), you can send the AER documents to the Commission.

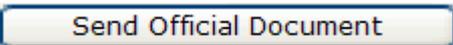
22. Click the  to send the document.
23. The document is sent and a sent date appears (1):



The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The 'Document Details' section includes fields for Type (Other MS Document), Title (My Annual Examination Report), Document Date (01/12/2008), Commission Registration N°, Language (Hungarian), and Annual Examination Year (2008). A 'Sent Date: 02/12/2008' is displayed with a circled '1'. The 'Attachments' section shows a table with one entry: 'My Annual Examination report 2008' with filename 'annual_examination_report.pdf' and upload date '02/12/2008'. The 'Document Links' section shows a table with one entry: '2007HU161PO001' with title 'My Operational Programme'.

To upload any other document, please follow all the steps of this guide again.

a. FREQUENTLY ASKED QUESTIONS

QUESTION: I don't see the 

ANSWER: Have you uploaded the concerned files?
(see chapter **Attach the related files**),
Have you linked the AER to an Operational Programme?
(see chapter **Link the AER to an Operational programme**.)

QUESTION: I've specified the **ANNUAL EXAMINATION YEAR** but I don't see it.
or

QUESTION: I've specified the **ANNUAL EXAMINATION YEAR** but I receive the message **error during commit: A metadata is missing for this document [Annual Examination Year]**

ANSWER: After having specified the year, have you saved the information entered?
(see chapter **Specify the year of examination step 8**).