Accounts (AMIF, ISF)

PURPOSE OF THIS FUNCTIONALITY

This document describes the specifications of the Accounts procedure also called the payment of the annual balance pursuant to **Regulation (EU) No 514/2014** of the European Parliament and of the Council laying down general provisions on the Asylum, Migration and Integration Fund (AMIF) and on the instrument for financial support for police cooperation, prevention and combating crime and crisis management (ISF).

The Financial Year N consists of 16/10/N-1 to 15/10/N. Accounts should be sent to the Commission by the Responsible Authority each year by 15 February or extended to 1 March of year N+1.

CONCERNED FUNDS

AMIF & ISF

USER ROLES AND PERMISSIONS NEEDED

You are an identified user in SFC2014 and you have the role of **EC Operational Agent (ECOA)** with update access to update.
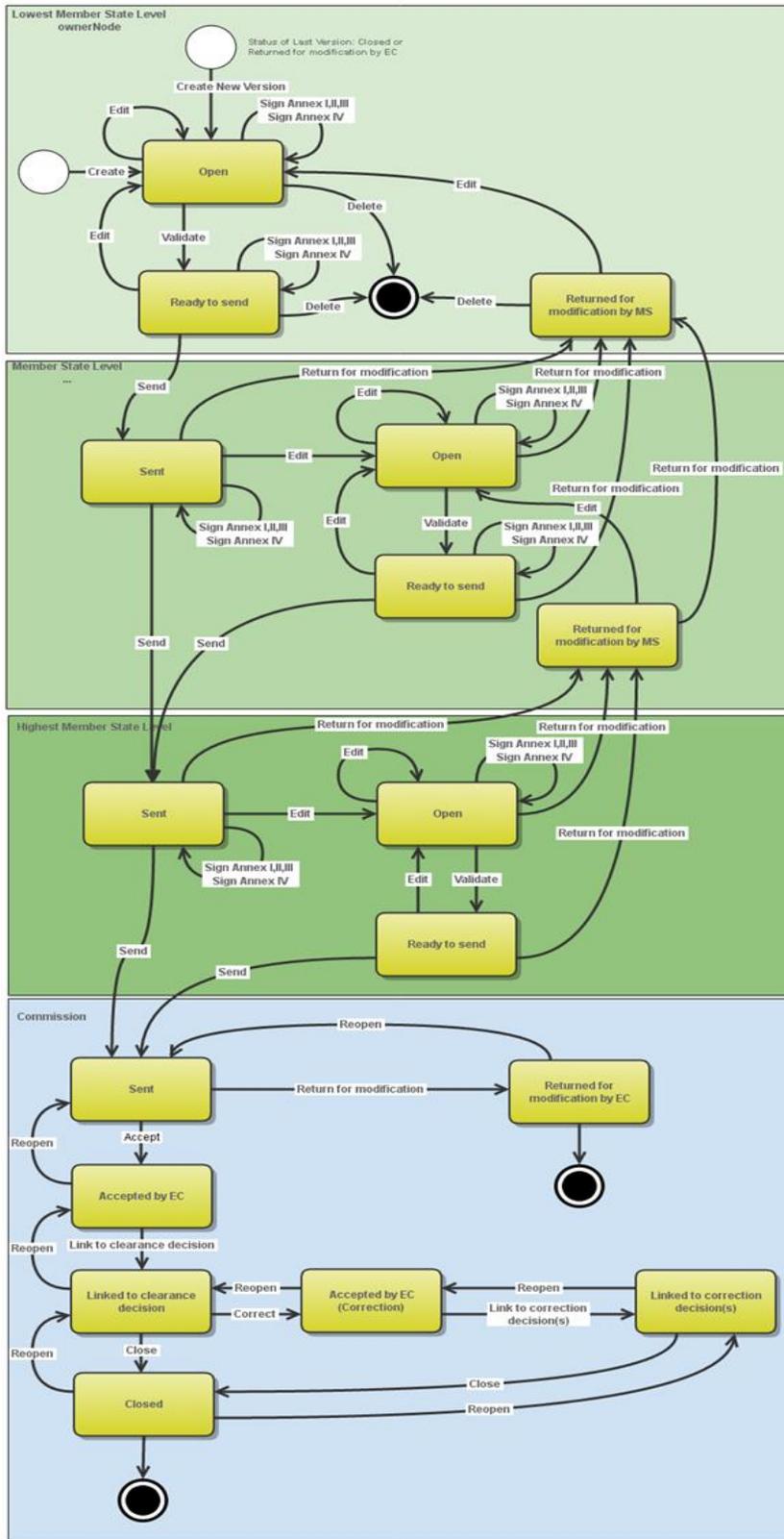
BEFORE YOU START, CHECK THAT…

The Accounts AMIF, ISF have been sent to the Commission: The status is set to **'SENT'**

Workflow

This section shows the lifecycle to create and manage the Accounts for AMIF & ISF.

If the Commission rejects a set of accounts, they are returned and a new version has to be created and go through the whole process. There are no modifying accounts once they have been submitted. The Commission cannot change a set of accounts – only respond.

Accounts AMIF/ISF State Diagram

Lowest Member State Level ownerNode

Status of Last Version: Closed or Returned for modification by EC

Create New Version

Edit — Sign Annex I,II,III / Sign Annex IV

Create — Open — Edit

Edit — Validate — Sign Annex I,II,III / Sign Annex IV — Delete

Ready to send — Delete

Returned for modification by MS — Edit — Delete

Member State Level

Send — Return for modification — Return for modification

Sent — Edit — Open — Sign Annex I,II,III / Sign Annex IV

Sign Annex I,II,III / Sign Annex IV — Edit — Validate — Sign Annex I,II,III / Sign Annex IV — Return for modification

Ready to send — Edit — Return for modification

Returned for modification by MS

Send — Send

Highest Member State Level

Return for modification — Return for modification

Sent — Edit — Open — Sign Annex I,II,III / Sign Annex IV

Sign Annex I,II,III / Sign Annex IV — Edit — Validate — Return for modification

Ready to send

Send — Send

Commission

Reopen

Sent — Return for modification — Returned for modification by EC

Reopen — Accept

Accepted by EC

Reopen — Link to clearance decision

Linked to clearance decision — Reopen — Accepted by EC (Correction) — Reopen — Linked to correction decision(s)

Correct — Link to correction decision(s)

Reopen — Close — Close — Reopen

Closed

Documents

Document Types

The following document types will be foreseen:

Description	Internal Code	Direction	Integral	System	Required
Official Commission's Observations	ACC.OCO	EC2MS	X		
EC Closure Letter	ACC.CLO	EC2MS	X		
Other Commission Document	ACC.OC	EC2MS			
Other Commission Internal Document	ACC.OI	ECInternal			
Acknowledgment of Receipt	ACK.ACCSNT	EC2MS		X	X
EC reply to MS letter to request an extension of the deadline for the accounts	ACC.EEX	EC2MS			

Upload using Commission/ARES Reference

As a Commission user you can <u>import your document directly from ARES to be uploaded in SFC2014</u> by entering the ARES reference number in the **Commission Reference** field (in the documents section). The ARES number will be immediately validated.

1. Enter the following information:

(1) Enter the *Document Type* (if applicable)

(2) Enter the *Title*

(3) Enter the *Document Date*

(4) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded

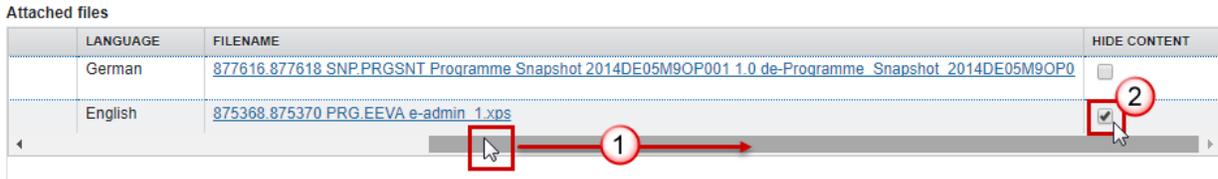**(5)** Click **Update** or **Update & Send** to confirm the action

REMARK	If you get an "invalid ARES number" (the number cannot be found in ARES), check the ARES number has been entered correctly: <u>Ares(2015)+digits</u> with no space.
	If the ARES reference has been entered correctly, then check that the Document has been filed correctly in ARES.
	If the problem persists, please provide us with the document ARES number, the 'type' of document you are trying to upload in SFC2014, and the CCI of the Programme. We can then verify if there is a problem with the registration.

Hiding Attachments Uploaded from ARES

Attachments can also be hidden once the Commission Documents have been imported from ARES, so that the receiver will not be able to view them:

2. Scroll right **(1)** and select the **HIDE CONTENT** option **(2)** and click on **Update** **(3)** to hide the attached file

Action Options

1. Login to https://webgate.ec.europa.eu/sfc2014/frontoffice/ui

2. To access into the **ACCOUNTS (**AMIF, ISF**)** section, first click on the **EXECUTION** link **(1)** in the menu and then on the Accounts (AMIF, ISF) link **(2)**.

3. Choose the Accounts AMIF, ISF version you want from the list in the search screen **(1)** and click on **Show accounts** link **(2)**


A number of Action Options are available:
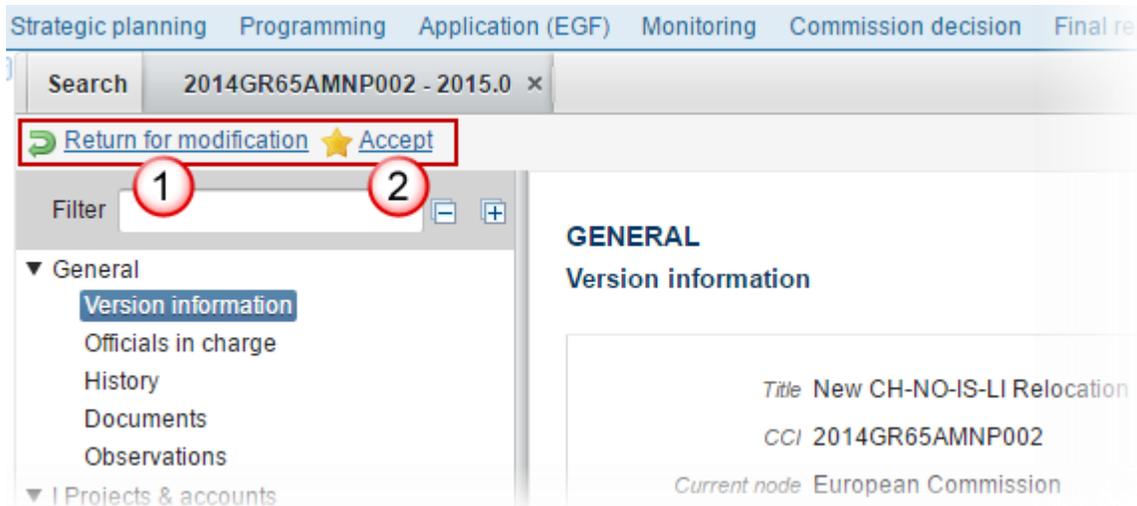
(1) Return for modification

(2) Accept

Return the Accounts for modification by EC

An EC Operational Agent with Update access is allowed to return for modification the Accounts AMIF, ISF version containing missing elements or found incorrect. The Accounts have been **SENT** to the Commission by the Member State.

1. Click on the **Return for modification** link:
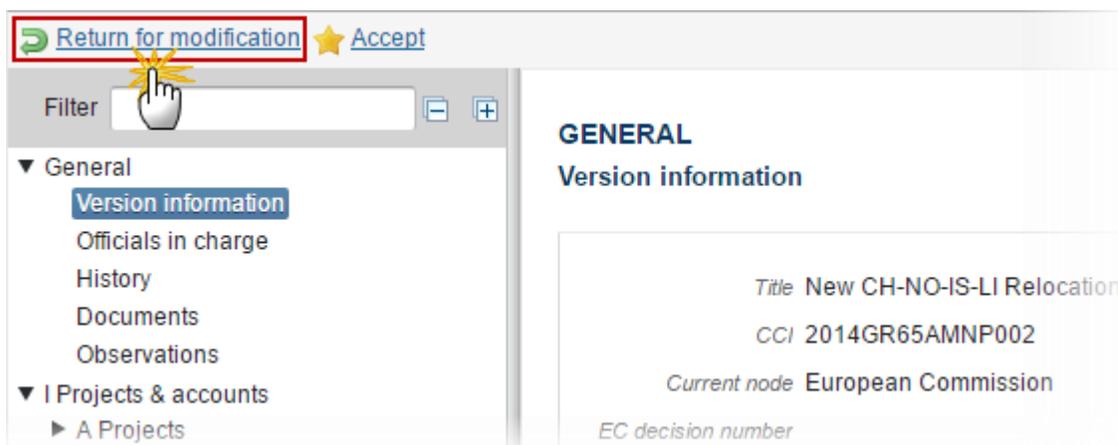
The system will ask you to confirm the action.

During return the EC User <u>can optionally add a document</u> **'Official Commission's Observations'** with attachments that will be sent together with the return action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach Official Commissions Observations Document

After clicking on the <u>Return for modification</u> link the confirmation screen appears:

2. Enter the following information:

(1) Enter the Reason for return

(2) Enter the *Title*

(3) Select *the document date*

(4) Enter the *Commission Reference* ARES number

 The system will detect the document(s) from ARES and the attachments will be automatically uploaded

OR (to manually upload attachments):

(5) Click on the Add button to add the incomplete submission documents

(6) Enter the *Title*

(7) Enter the *Language*

(8) Select the *file to upload* from your PC

(9) Click **Yes** to confirm the action and send the return for modification documents to the Member State.


The status will be **'RETURN FOR MODIFICATION BY EC'**.

Accept Accounts

An EC Operational Agent with Update access is allowed to accept an Accounts version **SENT** by the Member State and with a status **'SENT'** at the level of the Commission. During accept, the EC Agent will be able to indicate the eligibility of the projects and to make financial correction.

When a Commission financial correction is applied, then there must be a justification.

1. Click on the **Accept** link:

The system will ask you to confirm the action:
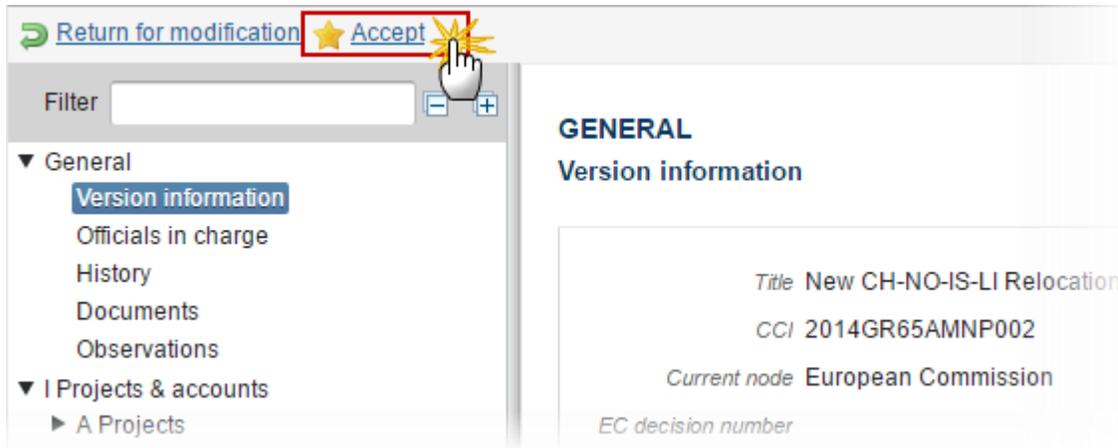
Accept confirmation ✕

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ISF-B ISF-P

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION PAID IN FINANCIAL YEAR 2018	FINAL PAYMENT	PREVIOUS YEAR(S) IN WHICH THIS PROJECT WAS NOT ACCEPTED	ELIGIBLE
HR/2018/PR/0010	0.00			☑ ①
Total on projects	4,914,554.30			
Total on technical assistance	197,617.80			
Total of national programme	5,112,172.10			
Member State financial correction (+/-)	0.00			
Payment requested by MS(1)	5,112,172.10		②	
Commission correction:				
Amount rejected (net) (+/-)				
Amount rejected (not net) (+/-)				
Amount under examination (+/-)				
Total non-eligible contributions	0.00			
Payment accepted by EC(1)	5,112,172.10			

(1) Payment requested doesn't take into account any amounts already paid or cleared by EC.

③

Commission correction description

Do you really want to accept this Accounts version ?

④ ✓ Yes ✗ No

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2. Enter the following information:

(1) Indicate the *eligibility* of the project

(2) Make the *Commission correction*

The Commission correction appears divided in 3 fields: *Amount rejected (net)*; *Amount rejected (not net)*; *amount under examination*.

(3) Enter the *justification for the Commission correction*

(4) Click **Yes** to confirm the action and accept the Accounts.

REMARK	Total non-eligible contributions is shown as a negative amount.

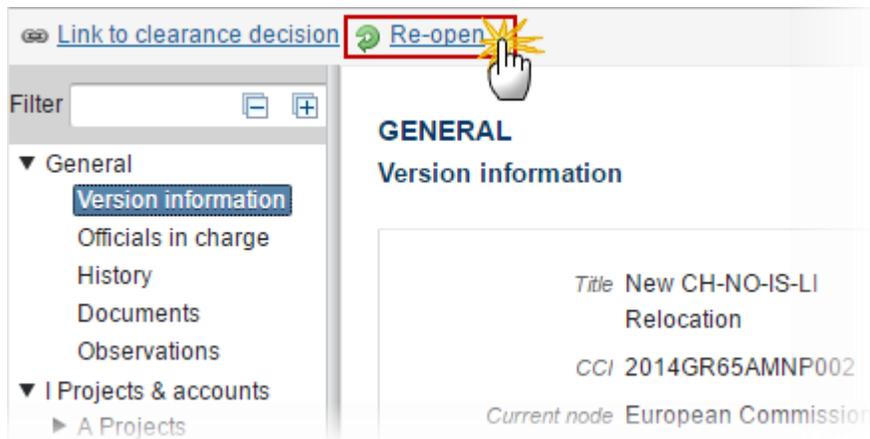On success, the Accounts version status was set to **'ACCEPTED BY EC'**.

Reopen Accounts

An EC Operational Agent with Update access is allowed to reopen the Accounts version in order to undo the last action performed on the Accounts by returning to the previous status of the Accounts version.

The Accounts is in a status **'ACCEPTED BY EC', 'RETURNED FOR MODIFICATION BY EC', 'LINKED TO CLEARANCE DECISION', 'ACCEPTED BY EC (CORRECTION)', 'LINKED TO CORRECTION DECISION(S)' OR 'CLOSED'.**

No more recent Accounts Version in a status 'Accepted by EC', 'Returned for Modification by EC', 'Linked to clearance decision', 'Accepted by EC (Correction)', 'Linked to correction decision(s)' or 'Closed' for the same Financial Year exist.

1. Click on the **Reopen** link:

The system will ask you to confirm the reopen action:
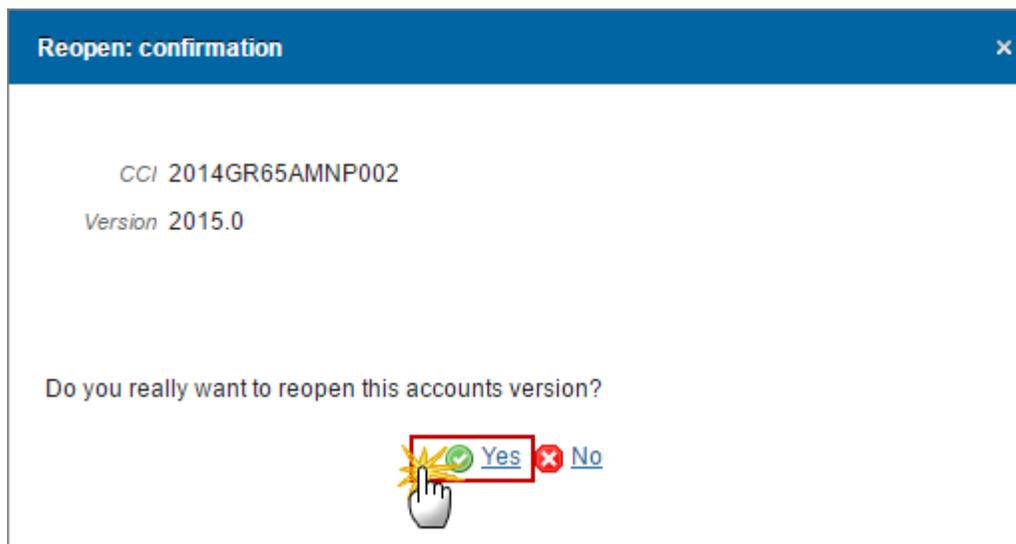
**2.** Click **Yes** to confirm the action and return to the previous status.

On success, the Accounts version has been reopened and its status was set to its **previous status**.
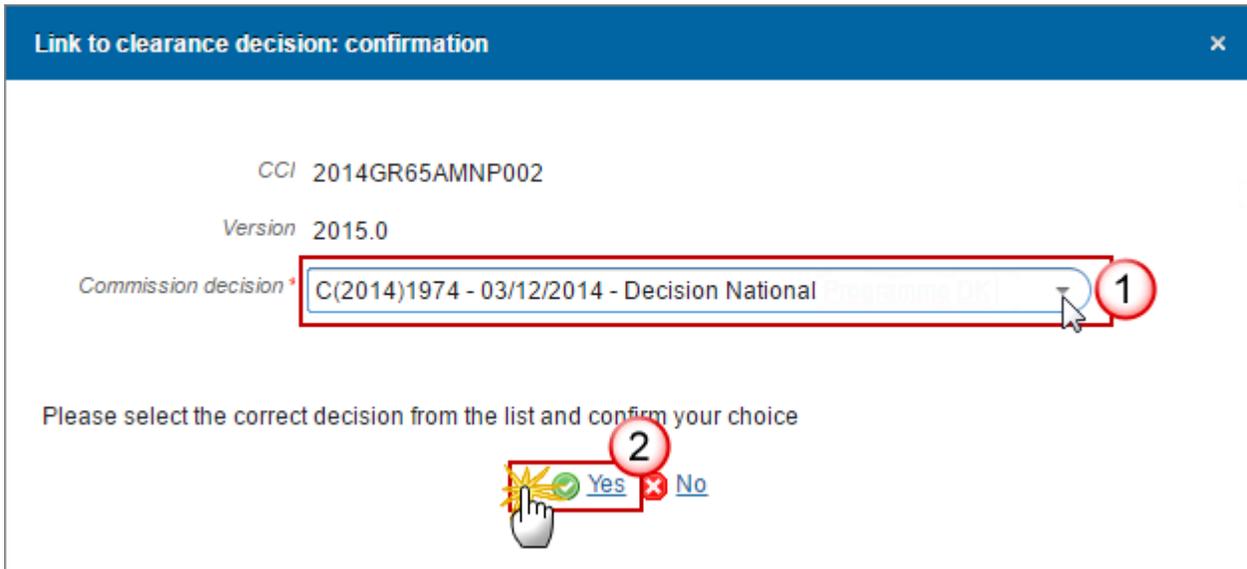
Link to Clearance Decision

An EC Operational Agent with Update access is allowed to link an Accounts version to a Clearance Decision.

The Accounts is in a status **'Accepted by EC'** at the level of the Commission.

1. Click on the **Link to clearance decision** link:
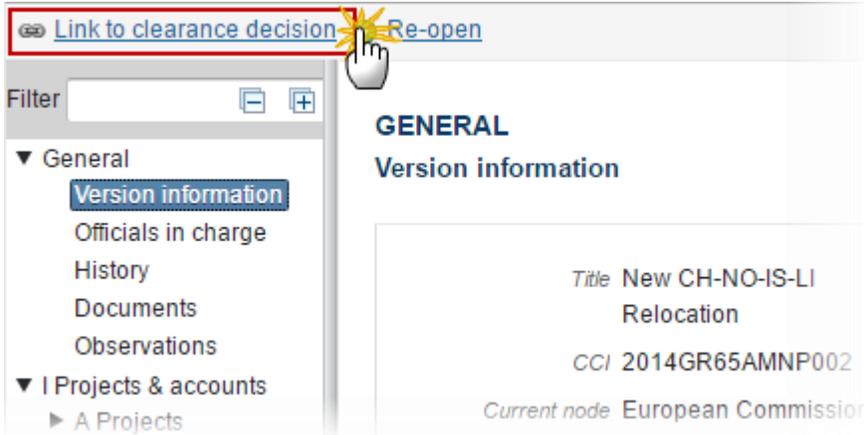
The system will ask you to confirm the link action:

2. Enter the following information:

(1) Select the correct decision from the list.

The system displays a form showing a list with all Commission Decisions in the system.

**(2)** Click **Yes** to confirm to link an Accounts to a Clearance Decision or **No** to return to the Accounts.

On success, the Accounts version status was set to **'LINKED TO CLEARANCE DECISION'**

Close Accounts

An EC Operational Agent with Update access is allowed to Close an Accounts version sent by the Member State, accepted, linked to a Clearance Decision or to Correction Decision(s) by the Commission.

The Accounts is in a status **'LINKED TO CLEARANCE DECISION'** or **'LINKED TO CORRECTION DECISION(S)'** at the level of the Commission.

1. Click on the **Close** link:
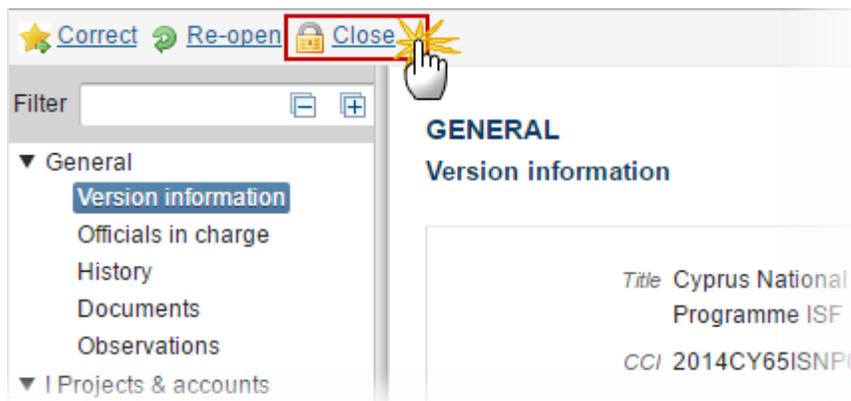
During close by the Commission, the EC Agent <u>can optionally add a document called</u> **"EC closure letter"** with attachments that will be send together with the close action to the Member State.

This can be done either by using the Commission Reference ARES number OR by manually uploading the documents.

Attach EC Closure Letter

After clicking on the **Close** link the confirmation screen appears:

2. Enter the following information:

(1) Enter the *Title*

(2) Select *the document date*

(3) Enter the *Commission Reference* ARES number

The system will detect the document(s) from ARES and the attachments will be automatically uploaded

OR (to manually upload attachments):

(4) Click on the Add button ⊕ to add the close documents

(5) Enter the *Title*

(6) Enter the *Language*

(7) Select the *file to upload* from your PC

(8) Click **Yes** to confirm the action and send the close documents to the Member State.
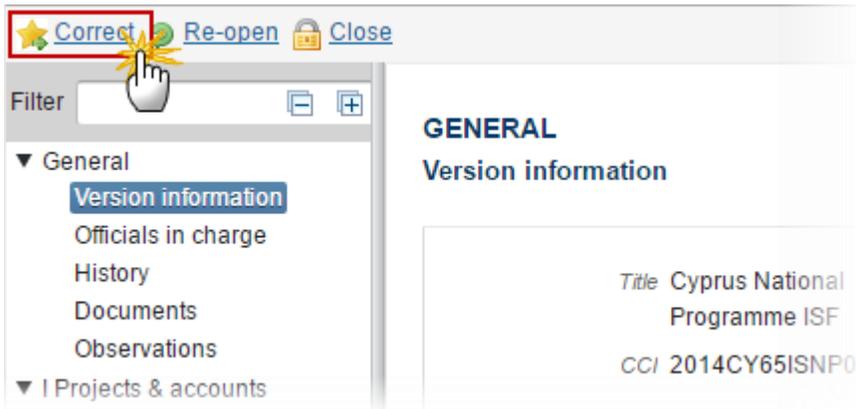
On success, the Accounts version status was set to **'CLOSED'**.

Correct Accepted Accounts

An EC Operational Agent with Update access is allowed to correct an already accepted Accounts version and apply a final EU correction (possibility to remove of an already paid amount).

The Accounts is in a status **'LINKED TO CLEARANCE DECISION'**.

1. Click on the **Correct** link.

The system will ask you to confirm the action:

REMARK	During correct, the Payment final accepted amount is calculated and persisted.
	When a Commission financial correction is applied, then there must be a justification.

Correct confirmation

CCI 2014RO65AMNP001   *Version* 2018.0

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION	FINAL PAYMENT	PREVIOUS YEAR(S) IN WHICH THI	ELIGIBLE ①
Payment requested by MS(1)	5,544,653.01			
Commission correction:	-100.00			
Amount rejected (net) (+/-)	100.00			
Amount rejected (not net) (+/-)	-100.00			
Amount under examination (+/-)	-100.00			
Total non-eligible contributions	0.00			
Payment accepted by EC(1)	5,544,553.01			
Commission final correction: ②				
Amount rejected (net) (+/-)	0.00			
Amount rejected (not net) (+/-)	0.00			
Amount under examination (+/-)	0.00			
Payment finally accepted by EC(1)	5,544,553.01			

(1) Payment requested doesn't take into account any amounts already paid or cleared by EC.

Commission final correction description   ③

Do you really want to correct this Accounts version?   ④

✓ Yes   ✗ No

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2. Enter the following information:

(1) Indicate the *eligibility* of the project

(2) Make the *Commission final correction*

The Commission correction appears divided in 3 fields: *Amount rejected (net)*; *Amount rejected (not net)*; *amount under examination*.

(3) Enter the *justification for the Commission correction*

**(4)** Click **Yes** to confirm the action and accept the Accounts.

On success, the Accounts version status was set to **'ACCEPTED BY EC (CORRECTION)'.**

Link Accounts to Correction Decision(s)

An EC Operational Agent with Update access is allowed to link an Accounts version to a Clearance Decision and/or a Conformity Decision after final EU corrections were applied.

The Accounts is in a status **'ACCEPTED BY EC (CORRECTION)'** at the level of the Commission

1. Click on the **Link to correction decision** link:
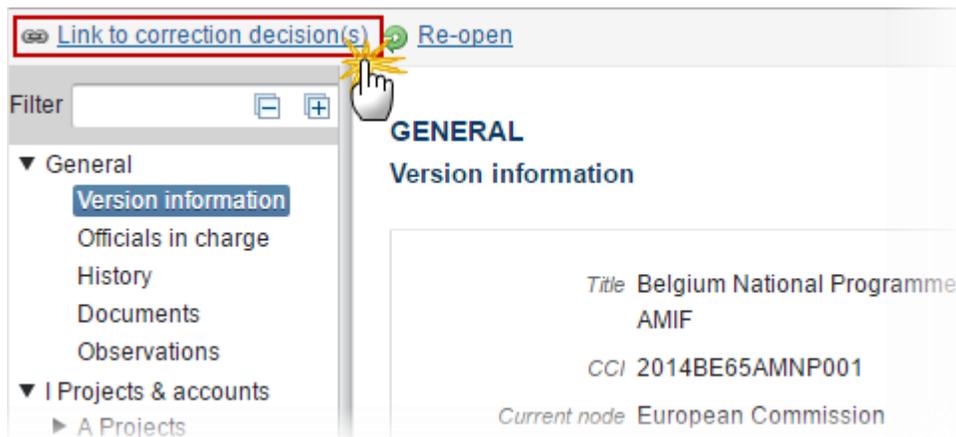
The system will ask you to confirm the action:

2. Enter the following information:

(1) Select the *Final Clearance Decision* from the list.

The system displays a form showing a list with all Final Clearance Decisions in the system.

(2) Select the *Conformity Decision* from the list.

The system displays a form showing a list with all Conformity decision in the system.

(3) Click **Yes** to confirm to link an Accounts to a Correction Decision(s) or **No** to return to the Accounts.

On success, the Accounts version status was set to **'LINKED TO CORRECTION DECISION(S)'**.