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Accounts (ISF)

PURPOSE

This document describes the specifications and details related to 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 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 the 15th February or extended to 1st March of year N+1.

Legally the following Financial Years exist:

Financial Year	Begin	End	Submission deadline
2014	01/01/2014	15/10/2014	15/02/2015
2015	16/10/2014	15/10/2015	15/02/2016
2016	16/10/2015	15/10/2016	15/02/2017
...			
2023	16/10/2022	15/10/2023	15/02/2024

Since no National Programme was adopted in 2014, the Accounts for 2014 do not have to be submitted.

REGULATIONS

More detail regarding the regulation of the Accounts can be found in the '[About SFC2014](#)' section of this portal.

ROLES

Roles involved in the Accounts (ISF) are:

MS Responsible Authority	Create the Projects and Accounts Record the Projects and Accounts Upload the Projects and Accounts Consult the Projects and Accounts
---------------------------------	---

	Delete the Projects and Accounts Validate the Projects and Accounts Send the Projects and Accounts Return the Projects and Accounts Create New Version the Projects and Accounts Signing the Annexes I, II and III
MS Audit Authority	Consult the Projects and Accounts Record the Projects and Accounts Validate the Projects and Accounts Signing the Annex IV

FUNDS

ISF			
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PRE-CONDITIONS

The National Programme is adopted.

When creating a new Accounts declaration for a specific financial year, it doesn't yet exist.

Workflow

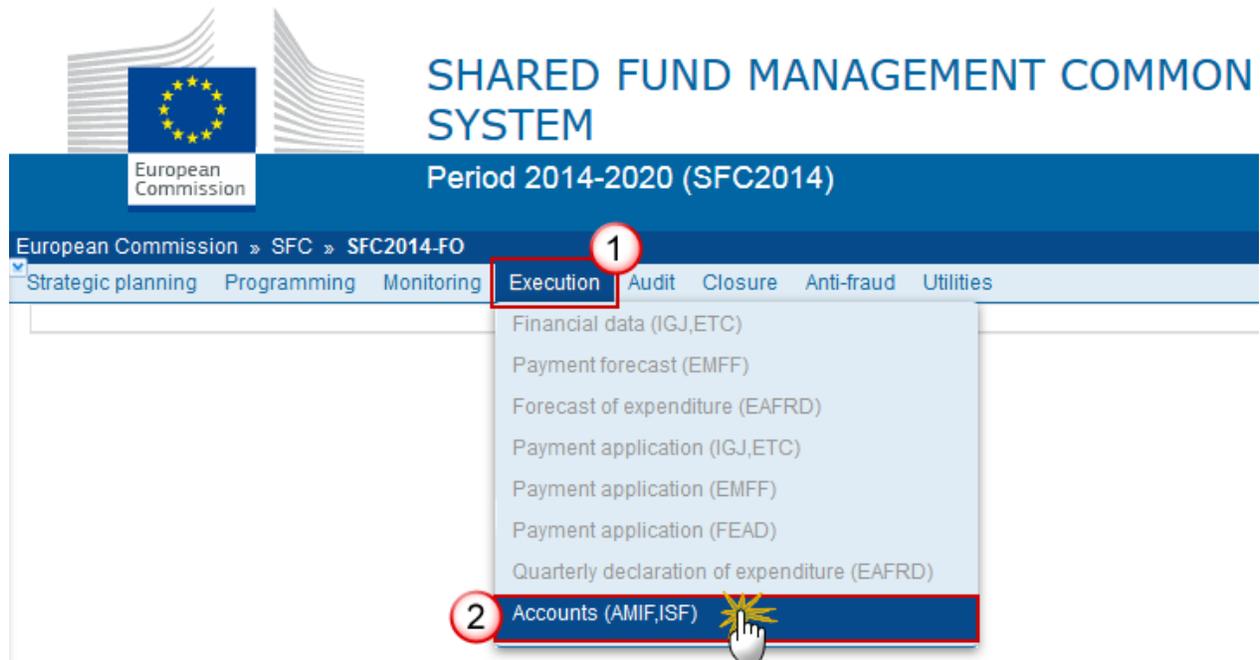
This section shows the lifecycle to create and manage the Accounts for ISF.

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.

Click [here](#) to see the Accounts AMIF/ISF state diagram in high resolution.

Create the Accounts (ISF)

1. To access the **ACCOUNTS ISF** first click on the **Execution** menu item and then on the [Accounts \(AMIF, ISF\)](#) link.



2. Click on the [Create New Accounts](#) link to create a new Accounts for ISF.

European Commission » SFC » SFC2014-FO » Execution » Accounts (AMIF,ISF)

Strategic planning Programming Monitoring Execution Audit Closure Anti-fraud Utilities

Search

CCI Status

Version Previous node

Work version Current node

Title

Search Clear

[Create new accounts](#) [Show accounts](#) [Export to excel](#)

CCI	VERSION	TITLE	STATUS	STATUS DATE	PREVIOUS NODE
2015DE65AMNP001	2014.0	AMIF for 2.0.5.4	Open	08-Jul-2015	Germany

You are redirected to the Accounts creation wizard:

Accounts creation □ ×

1. General Details

CCI* 1

Financial year* 2

3

3. Select the following information:

(1) Select the CCI

The CCI list contains all adopted Programmes managed at your Node and which cover a Fund for which you are registered. The list returns the CCI and the Programme Title.

(2) Select the *Financial year*

The Accounts are always referring to an Accounting Period. The Accounting Period list (=Financial Year) will therefore contain all required Accounting Periods for which no Accounts version exists and with a

Financial Year =< current date year + 1 and with current date >= 16/10/Financial Year - 1. 2014 is always excluded.

(3) Click on the **FINISH** button to confirm the creation action

The status of the Account is **OPEN**.

REMARK	<p>Since the Accounts can be created and populated from the start of the Financial Year and are only send after the end of the Financial Year, different National Programme versions could get adopted in that time. We initially link the Accounts to the last adopted National Programme version, but we will allow to modify the link when new Programme versions get adopted.</p> <p>The following Projects declared in previous Accounting Years will be automatically foreseen in Section A and cannot be deleted:</p> <ul style="list-style-type: none">• those without any Final Payment, since they will still have to declare a Final Payment.• for ISF Programmes a declaration record for ISF-P and one for ISF-B is automatically created. <p>When modifying one of the items of Annexes I, II or III, or when linking to another Programme version, the signature of the signers and the signing dates for Annexes I, II, III and IV will be removed and a new sign action by the Responsible Authority for Annexes I, II and III and one by the Audit Authority for Annex IV will have to be performed before sending to the Commission is allowed.</p> <p>When modifying one of the items of Annex IV, the signature of the signer and the signing date for Annex IV will be removed and a new sign action by the Audit Authority will have to be performed before sending to the Commission is allowed.</p>
---------------	---

Record/Edit the Accounts (ISF)

Find all the information to complete each screen of the Accounts for ISF. Below are the links to the main sections:

- [General](#)
- [I. Projects & Accounts](#)
 - [A. Projects](#)
 - [B. Accounting data](#)
 - [C. On-the-spot controls](#)
 - [D. Data summary](#)

- [II. Management Declaration](#)
- [III. Annual Summary](#)
 - [A. Final audit report summaries](#)
 - [B. Summary of administrative controls](#)
 - [C. Summary of on-the-spot controls](#)
- [IV. Opinion of Audit Authority](#)
 - [Audit strategy](#)
 - [A. Opinion on validations of Accounts](#)
 - [B. Opinion on functioning of MCS](#)
 - [C. Validation of Management declaration](#)

General

Version Information

The Version Information contains information on the identification and status of the Accounts ISF version; like the CCI, Title, Type, Fund, Version Number, Status, Clearing Decision and Current Node.

The linked Programme version can be modified once the Account has been created:

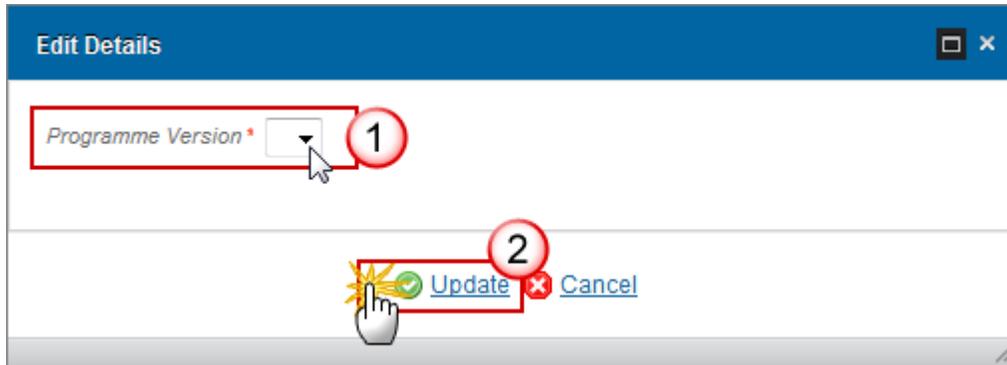
1. Click on the **EDIT** button  to modify the linked Programme version:

GENERAL
Version information ?



<i>Title</i> ISF Compare 27/10	<i>Version</i> 2015.0	<i>Last modified</i> 28-Sep-2015 11:47
<i>CCI</i> 2014DE65ISNP008	<i>Status</i> Open	<i>Status date</i> 13-Aug-2015
<i>Current node</i> Germany		
<i>EC decision number</i>	<i>EC decision date</i>	
<i>Programme Version</i> 1		

The Edit Details pop-up window appears:



2. Enter the following information:

(1) Select the Programme version

The Programme version list contains all adopted programme versions of this Programme. When changing the linked Programme version, no existing detail records based on the previous linked Programme version will be deleted. The validation rules will indicate when there is an inconsistency between the detail records and the linked Programme version.

(2) Click on [Update](#) to save the information.

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Accounts for ISF. You can add the same officials as in the National Programme but it is necessary a new recoded for the accounts. The email is directly accessible via the email link.
-------------	---

- Click on the **ADD** button  to add a new official in charge.
- Select an official and click in the **EDIT** button  to modify the information of this official.
- Select an official and click on the **REMOVE** button  to delete the official in charge selected.

GENERAL

Officials in charge

+	+	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

1. Click on the **ADD** button  to add a new official in charge.

GENERAL

Officials in charge

+	+	-					
NAME	PHONE	EMAIL	VALID FROM	VALID UNTIL	LANGUAGE		

The Edit Details popup window appears:

Edit Details

Name * 1

Phone

Email * 2

Language

Valid from

Valid until

3

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter the *Email*.
- (3) Click on [Update](#) to save the information.

NOTE	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
-------------	---

History

This section shows all the actions that happened in the Accounts for ISF since it was created, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Ready to send	Validate		Austria	02-Sep-2014 09:52:57	AT Austria
Open	Create		Austria	01-Sep-2014 14:54:52	AT Austria

Documents

The following document types will be foreseen:

Description	Non-integral	Integral	System	Required
Other Member State Document	X			
Snapshot of data before send		X	X	X
Acknowledgment of Receipt			X	X
Remedial action plan and timetable		X		

MS Letter to request an extension of the deadline for the accounts*	X			
---	---	--	--	--

* This document type is restricted to the following status: 'Open', 'Ready to Send', 'Returned for Modification by MS'.

Uploading & Sending documents

Multiple documents can be uploaded in the Accounts for ISF.

- Clicking on the **ADD** button  will open a pop-up window allowing you to add a new document type with attachments.
- Selecting a document row and click on the **EDIT** button  will allow you to modify the document information. If a document of type 'Other Member State Document' must be sent, you can select the edit button in order to send the document.
- Selecting a row of a previously uploaded document and click on the **REMOVE** button  to delete the document and associated attachments.

GENERAL

Documents annexed

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES
   					
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>					

1. Click on the **ADD** button  to add a new document.

GENERAL

Documents annexed

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES
   					
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>					

The document detail pop-up window appears:

The screenshot shows a 'Document details' window with the following elements and callouts:

- 1**: Document type * dropdown menu
- 2**: Title * text input field
- 3**: Document date * date picker
- Local reference text input field
- Commission reference text input field
- 4**: ADD button (green plus icon)
- 5**: TITLE column header in the attached files table
- 6**: LANGUAGE column header in the attached files table
- 7**: Select file to upload button
- 8**: Update button (green checkmark icon)

TITLE	LANGUAGE	FILENAME	
		null	Select file to upload

Buttons: Update, Update & send, Cancel

2. Enter or select the following information:

- (1) Select a *Document Type*
- (2) Enter a *Title* for your Document
- (3) Enter a *Document Date*
- (4) Click on the **ADD** button  to add a new attachment
 - You can add multiple attachments by clicking on the **ADD** button 
 - You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button 
- (5) Enter a *Title* for your attachment.
- (6) Select the *Language* of the document.
- (7) Select the *file* to upload.
- (8) Click on [Update](#) to save the information or [Update & Send](#) to send the document to the Commission.

REMARK	Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.
---------------	--

The pop-up window closes and the documents are uploaded.

REMARK	<p>The linked Commission Decision documents are now shown in the documents list:</p> <p>GENERAL Documents annexed</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>DOCUMENT TYPE</th> <th>DOCUMENT DATE</th> <th>L</th> <th>COMMISSION REFERENCE</th> <th>FILES</th> </tr> </thead> <tbody> <tr> <td>DURCHFÜHRUNGSBESCHLUSS DER KOMMISSION</td> <td>Commission decision</td> <td>12-Dec-2014</td> <td></td> <td></td> <td>1 2 3</td> </tr> <tr> <td>Annual summary</td> <td>Annual summary</td> <td>27-Mar-2017</td> <td></td> <td>Ares(2017)63341</td> <td>1</td> </tr> <tr> <td>Accounts Snapshot of data before send 2014DE05SFOP017 2014.1</td> <td>Snapshot of data before send</td> <td>06-Apr-2017</td> <td></td> <td>Ares(2017)63341</td> <td>1</td> </tr> <tr> <td>Accounts Acknowledgement of receipt 2014DE05SFOP017 2014.1</td> <td>Acknowledgement of receipt</td> <td>06-Apr-2017</td> <td></td> <td>Ares(2017)63395</td> <td>1</td> </tr> <tr> <td>Acceptance Letter</td> <td>EC acceptance letter</td> <td>27-Mar-2017</td> <td></td> <td></td> <td>1</td> </tr> </tbody> </table>	TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	DURCHFÜHRUNGSBESCHLUSS DER KOMMISSION	Commission decision	12-Dec-2014			1 2 3	Annual summary	Annual summary	27-Mar-2017		Ares(2017)63341	1	Accounts Snapshot of data before send 2014DE05SFOP017 2014.1	Snapshot of data before send	06-Apr-2017		Ares(2017)63341	1	Accounts Acknowledgement of receipt 2014DE05SFOP017 2014.1	Acknowledgement of receipt	06-Apr-2017		Ares(2017)63395	1	Acceptance Letter	EC acceptance letter	27-Mar-2017			1
TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES																																
DURCHFÜHRUNGSBESCHLUSS DER KOMMISSION	Commission decision	12-Dec-2014			1 2 3																																
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Acceptance Letter	EC acceptance letter	27-Mar-2017			1																																

Sending an unsent non-integral document

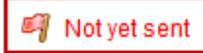
- Once the document and attachment(s) have been uploaded select the document row in the list **(1)** and click on the **EDIT** button **(2)**:

GENERAL
Documents annexed

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE
OMS	Other Member State Document	08-Jul-2015			1	

- Click on [Update & Send](#) to send the document to the Commission.

Document details □ ×

 **Not yet sent**

*Document type **

*Title **

*Document date ** 

Local reference

Commission reference

Attached files

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	OMS document	English	report.doc	<input type="button" value="Select file to upload"/>

 [Update](#)  [Update & send](#)  [Cancel](#)

NOTE	<p>The Update & Send link will only be shown for documents which are not integral part of the Object and after at least one attachment was added.</p> <p>If more than one file are uploaded from the same document table, when clicking the Update & Send link, will send all the files and not only the one(s) for which the check-box has been ticked.</p>
-------------	--

Document details

Document type * Other Member State Document Not yet sent

Title * OMSD

Document date * 31/08/15

Local reference

Commission reference

When clicking the [Update & Send](#) link, will send all the files, even the one(s) for which the check-box has not been ticked.

Attached files

	TITLE	LANGUAGE	FILENAME	
<input checked="" type="checkbox"/>	OMSD	English	report.doc	Select file to upload
<input type="checkbox"/>	Document	English	report.doc	Select file to upload

Update Update & send Cancel

REMARK

Non-integral documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Accounts for ISF.

The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically within the Accounts). The other document types, integral documents, are automatically sent - together with the encoded data – when the Accounts is submitted to the EC.

You can find in our Portal the types of documents that can be uploaded and sent by the Member State.

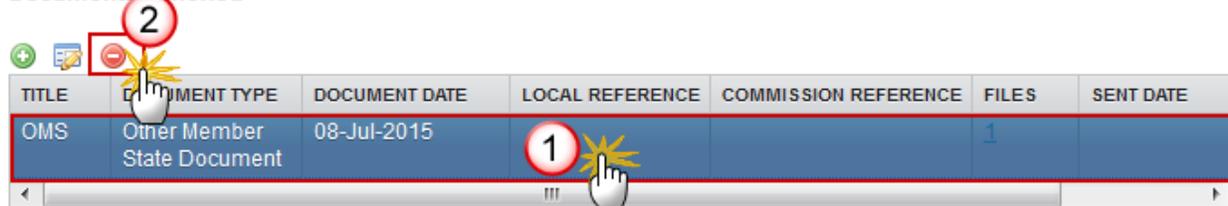
A document is only visible to the Commission when the **Sent Date** is visible.

Deletion of an unsent document

1. Select a row **(1)** of a previously uploaded document and click on the **REMOVE** button  **(2)** to delete the document and associated attachments.

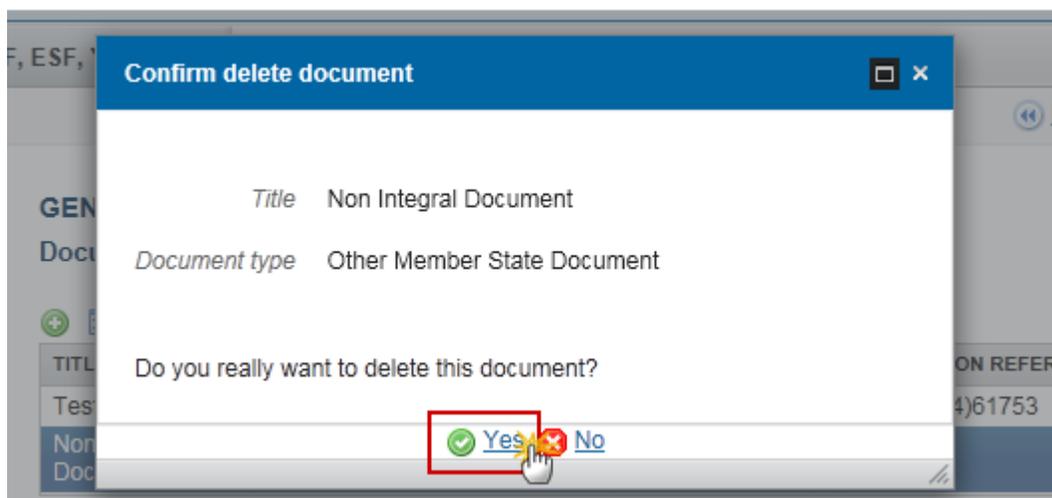
GENERAL

Documents annexed



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES	SENT DATE
OMS	Other Member State Document	08-Jul-2015			1	

A confirmation window appears:



2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Account for ISF documents.

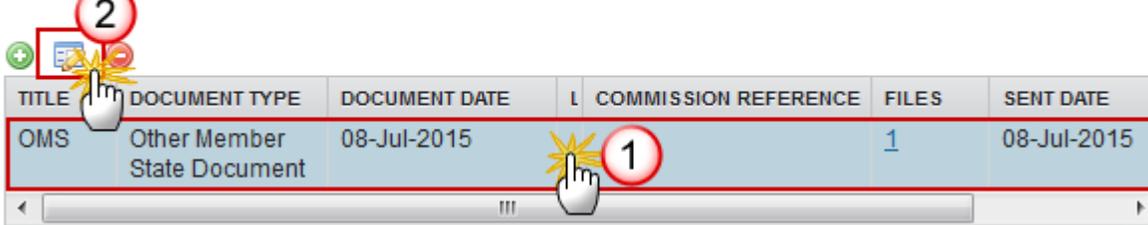
Hiding a sent document

NOTE	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.
-------------	--

1. Select a row (1) of a previously sent document and click on the Edit button  (2) to hide the document and associated attachments.

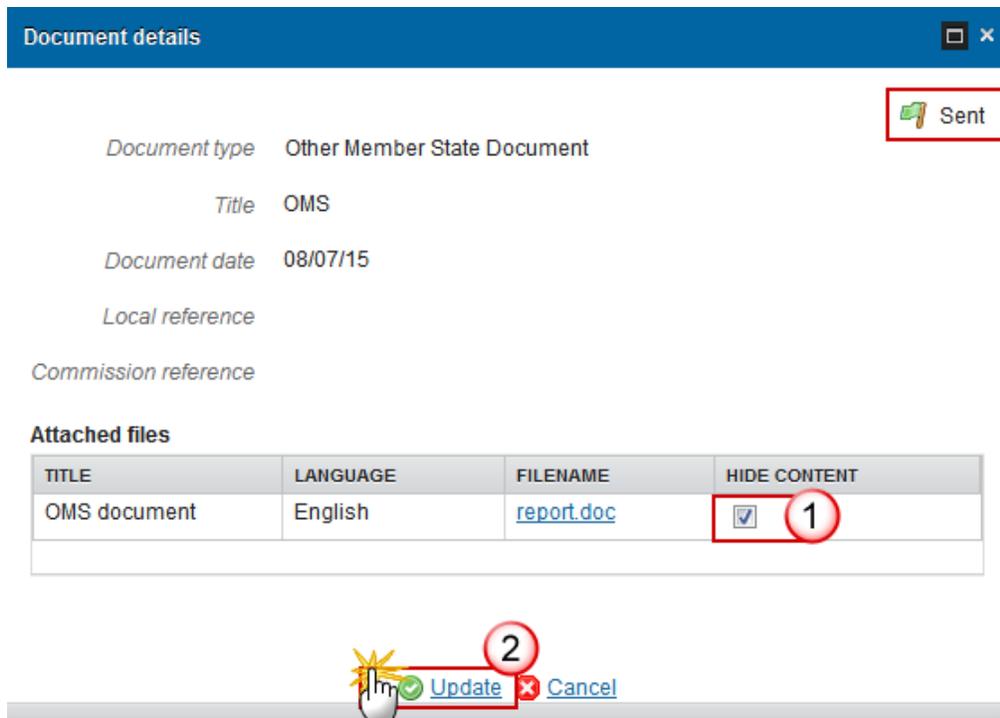
GENERAL

Documents annexed



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE
OMS	Other Member State Document	08-Jul-2015			1	08-Jul-2015

2. Select the **HIDE CONTENT (1)** option and click on **Update (2)** to hide the document.



Document details

Document type Other Member State Document

Title OMS

Document date 08/07/15

Local reference

Commission reference

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMS document	English	report.doc	<input checked="" type="checkbox"/> (1)

(2) Update Cancel

Observations

This section is used to provide any relevant information to the Accounts for ISF. It can be used as a type of 'chat' between the Member State and Commission.

GENERAL

Observations

1

2

+

Add

×

Cancel

1. Enter the following:

(1) Enter an observation.

All users who have Read and Observation permission on the Accounts for ISF will be able to send an Observation and participate in the conversation.

(2) Click on [Add](#) to save the information.

All Observations are kept against the specific version of the Accounts ISF.

I. Projects and Accounting data

A. Projects

A1. National objective and specific action projects

You can create new Projects clicking on the **ADD** button  (1) OR use Projects created in previous Accounts other than those automatically foreseen, clicking on the **IMPORT** button  (2)

I. PROJECTS AND ACCOUNTING DATA

A. Projects

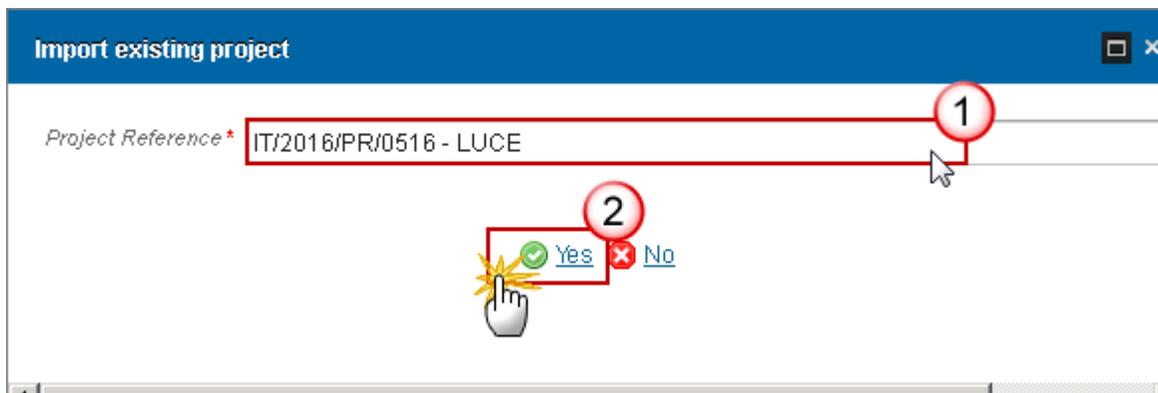
A1. National objective and specific action projects



REMARK	<p>The list of Projects created in previous Accounts contains all Projects of type 'PR' created in previous Accounts:</p> <ul style="list-style-type: none">• with a Final Payment• without any Final Payment and not yet existing in this Accounts version (This can happen when after the creation of this Accounts version, a new Project without Final Payment is added in the previous Accounts version or the Final Payment is removed from a Project in the previous Accounts version).
---------------	---

- **IMPORT** button 

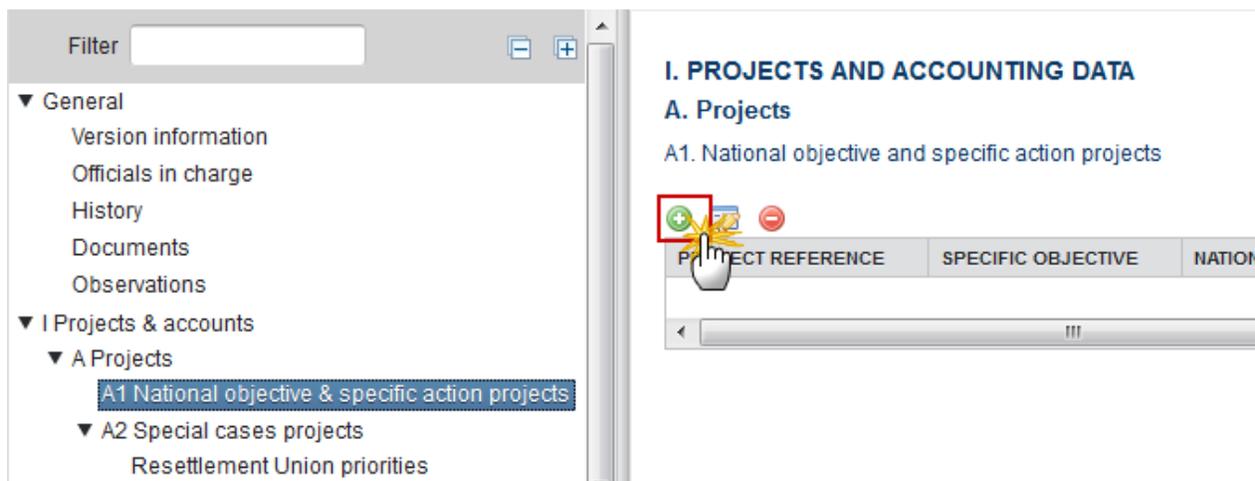
1. If you want to Import Projects, after clicking on the **IMPORT** button  the import existing project pop-up window appears:



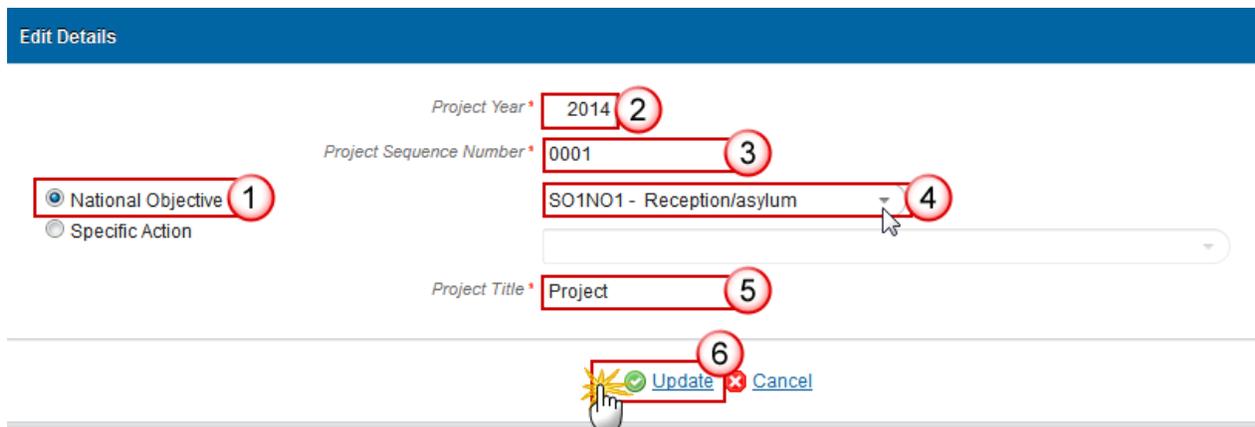
2. Enter the following information:
 - (1) Select the *Project Reference*.
 - (2) Click on the [Yes](#) link to save the information.

- **ADD** button 

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to create new Projects or use Projects created in previous Accounts, other than those automatically foreseen.



The Edit Details pop-up appears:



2. Enter the following information:

- (1) Select a *National Objective*
- (2) Enter the *Project Year*
- (3) Enter the *Project Sequence Number*
- (4) Select the *National Objective*

The list of National Objectives is limited to the ones covered in the linked Programme version (Operating Support (SO3.ISF), Technical Assistance (SO5.AMIF, SO4.ISF and SO7.ISF) and Special Transit Scheme (SO8.ISF) excluded).

- (5) Enter the *Project Title*
- (6) Click on the [Update](#) link to confirm and save the information

OR

The screenshot shows the 'Edit Details' form with the following elements highlighted by red circles and numbers:

- 1: Specific Action radio button
- 2: Project Year input field (2014)
- 3: Project Sequence Number input field (0001)
- 4: Specific Action dropdown menu (SO1SA2 - Access to asylum)
- 5: Project Title input field (Project Title)
- 6: Update button

3. Enter the following information:

- (1) Select a *Specific Action*
- (2) Enter the *Project Year*
- (3) Enter the *Project Sequence Number*
- (4) Select the *Specific Action*

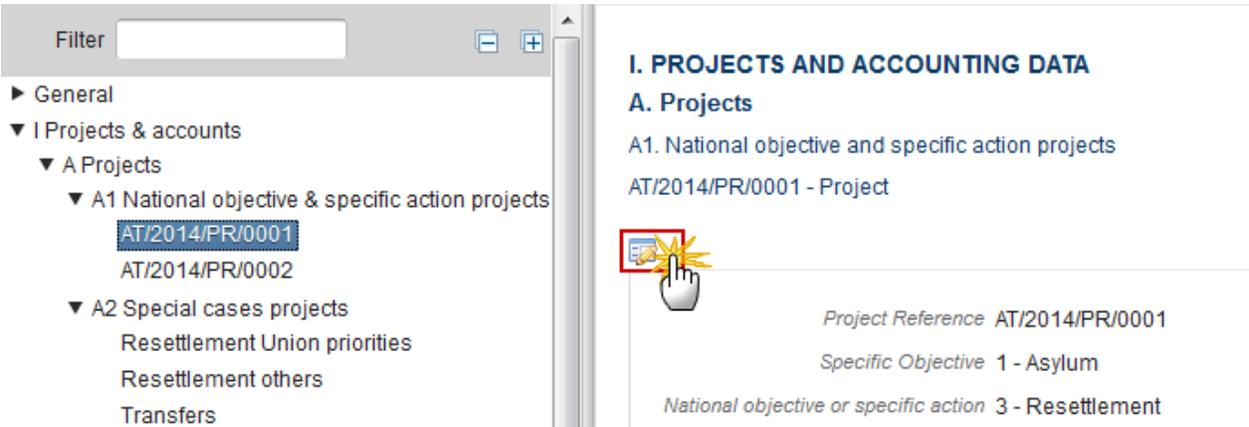
The list of Specific Actions is limited to the ones covered in the linked Programme version.

- (5) Enter the *Project Title*
- (6) Click on the [Update](#) link to confirm and save the information

REMARK	<p>When changing the National Objective or Specific Action of a PR project, also update it in all Accounts versions of a more recent Accounting Period where this Project is used (Can occur when Accounts of Year N are modified after the Accounts of Year N+1 are created).</p> <p>In general, Projects of all types (PR, RP, RO, ST, OV, OB, TS) can only be deleted when created for the current Financial Year.</p> <p>Projects created in previous Accounts declarations without Final Payment or with an active Pledging Period are automatically foreseen, cannot be deleted and cannot be updated except for Special Cases Projects where only the Pledges can be updated.</p>
---------------	--

Manually added Projects with Final Payment from previous Accounts declarations can always be deleted.

4. Clicking on the **EDIT** button  of the National objective or of the specific action will open a pop-up window allowing you to enter the information:



The Edit details pop-up window appears:

Edit Details

Project Reference AT/2014/PR/0001

Specific Objective SO5 - Preventing and combating crime

National objective or specific action NO3 - C - training

Project Title Aus- und Fortbildungsmaßnahmen für BAK Ermittler

Project summary * Summary

Project duration (months) * 76

Estimated total EU contribution * 132,300.00

Beneficiary official name * Official Name

Beneficiary short name * ON

Type of beneficiary * State/federal authorities

Reference to selection procedure * Direct award

Type of procedure * Direct

% of Fund's co-financing * 90.00

Justification of >75% co-financing Justification

Is this a PNR project? No

Is this an information exchange/interoperability project? No

Keyword 1 * Crisis management

Keyword 2 * Firearms

Update Cancel

5. Enter the following information:

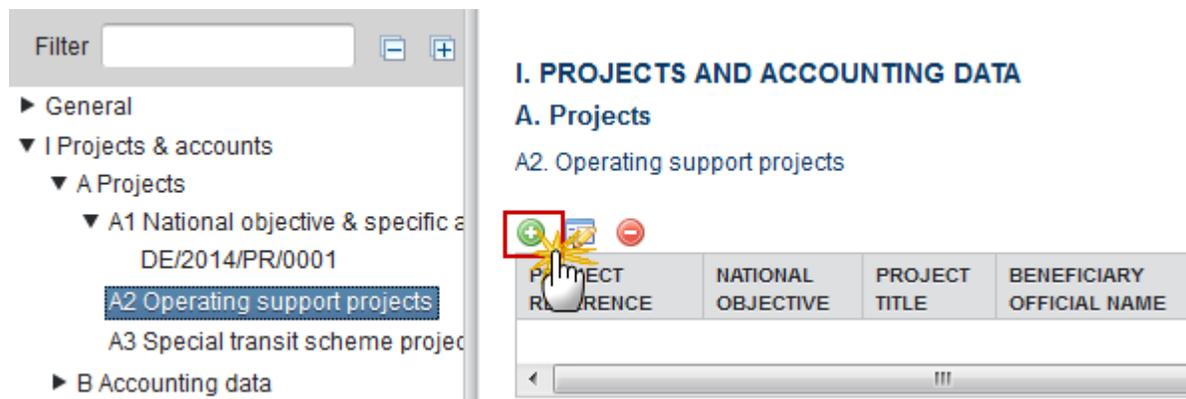
- (1) Enter the *Project Summary*
- (2) Enter the *Project duration (months)*

- (3) Enter the *Estimated total EU contribution*
- (4) Enter the *Beneficiary official name*
- (5) Enter the *Beneficiary short name*
- (6) Select the *Type of beneficiary*
- (7) Enter the *Reference to selection procedure*
- (8) Select the *Type of procedure*
- (9) Enter the *% of Funds co-financing*
- (10) Enter the justification (non-mandatory).
- (11) Select Yes/No if *this is a PNR*
- (12) Select Yes/No if *this is an information exchange*
- (13) Select at least 1 and maximum 3 Keywords. For ISF-Police, at least 1 and maximum 2 Keywords can be selected.
- (14) Click on the [Update](#) link to save the information

REMARK	The following Yes/No question fields are to be foreseen depending on the Fund and Specific Objective and are mandatory:	
	Field	Only foresee when
	Is this a PNR project?	ISF under SO5
	Is this an information exchange/interoperability project?	ISF under SO5
	<i>Is this a PNR project?</i> <input type="checkbox"/> <i>Is this an information exchange/interoperability project?</i> <input type="checkbox"/>	
	For AMIF and ISF Borders, at least 1 and maximum 3 Keywords can be selected. For ISF-Police, at least 1 and maximum 2 Keywords can be selected. The list of Keywords contains all Keywords valid for the Specific Object and Project type.	

A2. Operating Support Projects

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to add the information for the Operating support projects.



The Edit details pop-up window appears:

The 'Edit Details' window contains the following fields and controls:

- Start year ***: Input field with value '2014' (1)
- Sequence ***: Input field with value '0001' (2)
- National objective ***: Dropdown menu with selected value '1 - Operating support for VISA' (3)
- Project title ***: Input field with value 'Project' (4)
- Beneficiary official name ***: Input field with value 'Official Name' (5)
- Beneficiary short name ***: Input field with value 'Short Name' (6)
- Buttons**: 'Update' (7) and 'Cancel' buttons at the bottom.

2. Enter the following information:

- (1) Enter the *Start year*
- (2) Enter the *Sequence*
- (3) Select the *National objective*

The list of National Objectives is limited to SO3.NO1 Operating support for VISA and to SO3.NO2 Operating support for borders when these are covered in the linked Programme version.

- (4) Enter the *Project Title*
- (5) Enter the *Beneficiary official name*
- (6) Enter the *Beneficiary short name*
- (7) Click on the [Update](#) link to save the information

REMARK	<p>You can create new Projects or use Projects created in previous Accounts, other than those already automatically foreseen.</p> <p>The list of Projects created in previous Accounts contains all Projects of type 'OV' or 'OB' created in previous Accounts</p> <ul style="list-style-type: none"> • with a Final Payment • without any Final Payment and not yet existing in this Accounts version (This can happen when after the creation of this Accounts version, a new Project without Final Payment is added in the previous Accounts version or the Final Payment is removed from a Project in the previous Accounts version) <p>You are allowed to update Beneficiary information.</p>
---------------	--

3. Clicking on the **EDIT** button  will allow you to add the Operating Support Projects information.

I. PROJECTS AND ACCOUNTING DATA

A. Projects

A2. Operating support projects

DE/2014/OV/0001 - Project



	UNIT OF MEASURE	NUMBER	ANNUAL UNION CONTRIBUTION	DESCRIPTION
1.  Staff costs, including for training	1 FTE			

The Table becomes editable:

I. PROJECTS AND ACCOUNTING DATA

A. Projects

A2. Operating support projects

DE/2014/OV/0001 - Project

		UNIT OF MEASURE	NUMBER	ANNUAL UNION CONTRIBUTION	DESCRIPTION
1.1	Start costs, including for training	1 FTE			
1.2	Service costs (subcontracts) such as maintenance and repair	Number of contracts			
1.3	Upgrading / replacement of equipment	Number of items			

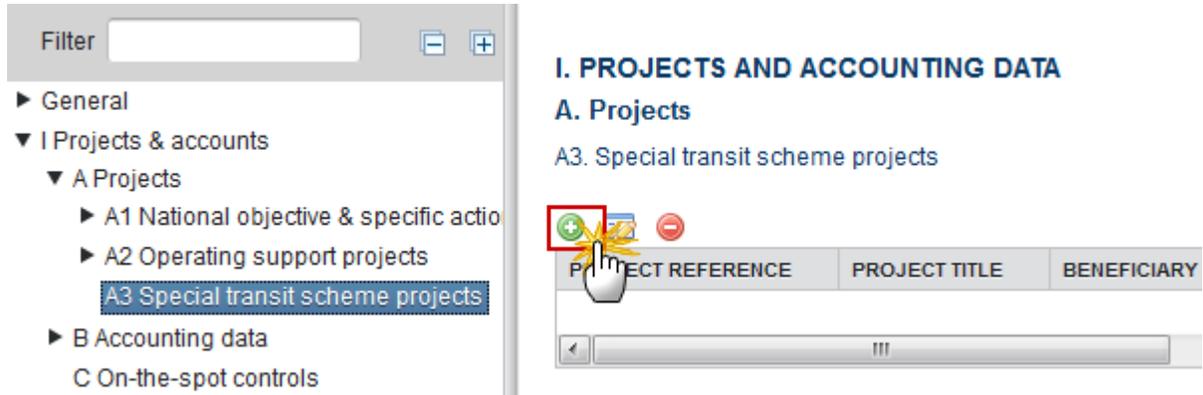
4. Enter the following information:

- (1) Enter the *Number*
- (2) Enter the *Annual Union Contribution*
- (3) Enter the *Description*
- (4) Click on the [Update](#) link to save the information

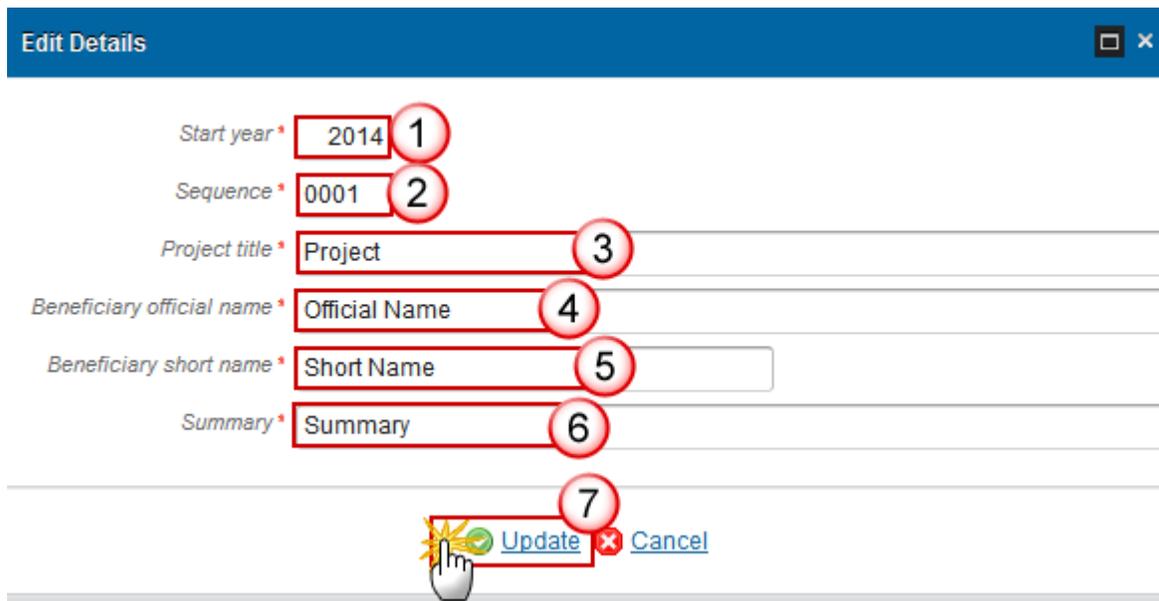
A3. Special Transit Scheme Projects

REMARK	<p>The 'A3 Special transit scheme' screen is only shown for Lithuanian (LT) ISF Programmes with the Special Transit Scheme Objective (SO8.ISF).</p> <p>The user can create new Projects or use Projects created in previous Accounts, other than those already automatically foreseen.</p> <p>So, the list of Projects created in previous Accounts contains all Projects of type 'TS' created in previous Accounts.</p> <p>So, the list</p> <ul style="list-style-type: none">• with a Final Payment• without any Final Payment and not yet existing in this Accounts version (This can happen when after the creation of this Accounts version, a new Project without Final Payment is added in the previous Accounts version or the Final Payment is removed from a Project in the previous Accounts version)
---------------	---

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to add the information for the special transit scheme projects.



The Edit Details pop-up window appears:



Edit Details

Start year * 2014 1

Sequence * 0001 2

Project title * Project 3

Beneficiary official name * Official Name 4

Beneficiary short name * Short Name 5

Summary * Summary 6

Update 7 Cancel

2. Enter the following information:

- (1) Enter the *Start year*
- (2) Enter the *Sequence*
- (3) Select the *Project Title*
- (4) Enter the *Beneficiary official name*

- (5) Enter the *Beneficiary short name*
- (6) Enter the *Summary*
- (7) Click on the [Update](#) link to save the information

REMARK	<p>The user can create new Projects or use Projects created in previous Accounts, other than those already automatically foreseen.</p> <p>The list of Projects created in previous Accounts contains all Projects of type 'TS' created in previous Accounts minus all Projects declared in previous Accounts without any Final Payment.</p> <p>You are allowed to update Beneficiary and Summary information.</p>
---------------	---

- 3. Clicking on the **EDIT** button  will allow you to add the information for the special transit scheme projects.

I. PROJECTS AND ACCOUNTING DATA

A. Projects

A3. Special transit scheme projects

LT/2014/TS/0001 - Title



		UNIT OF MEASURE	NUMBER	ANNUAL UNION CONTRIBUTION
1.1	Investment in infrastructure	Number of buildings concerned		
1.2	Training of staff implementing the Scheme	Number of training		

The Table becomes editable:

I. PROJECTS AND ACCOUNTING DATA

A. Projects

A3. Special transit scheme projects

LT/2014/TS/0001 - Title



3

Update Cancel

		UNIT OF MEASURE	NUMBER	ANNUAL UNION CONTRIBUTION
1.1	Investment in infrastructure	Number of buildings concerned	100	1,500.00
1.2	Training of staff implementing the Scheme	Number of training	100	1,500.00
1.3	Additional operational costs, including salaries of staff specifically implementing the Scheme	1 FTE	100	1,500.00
1.4	Visa foregone fees	Number of visa	100	1,500.00

4. Enter the following information:

- (1) Enter the *Number*
- (2) Enter the *Annual Union Contribution*
- (3) Click on the [Update](#) link to save the information

B. Accounting Data

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to edit the information about the accounting data.

Filter

- ▶ General
- ▼ I Projects & accounts
 - ▶ A Projects
 - ▼ B Accounting data
 - DE/2014/OV/0001**
 - DE/2014/PR/0001
 - LT/2014/TS/0001
 - Technical assistance
 - Inventory
 - C On-the-spot controls
 - ▶ D Data summary
- II Management declaration

I. PROJECTS AND ACCOUNTING DATA

B. Accounting data

DE/2014/OV/0001 - Project

Payments

MS ACCOUNTING REFERENCE	UNION CONTRIBUTION PAYMENT IN FINANCIAL YEAR 2014	PREVIOUSLY REJECTED BY EC IN YEAR
TOTAL	0.00	

The Edit details pop-up window appears:

Edit Details □ ×

*MS accounting reference ** 1

*Union contribution payment in financial year 2017 ** 2

Previously rejected by EC in year 3

Is this an interim payment? 4

Is this a final payment? 5

6

2. Enter the following information:

- (1)** Enter the *MS Accounting Reference*
- (2)** Enter the *Union contribution Payment in last financial year N*
- (3)** Enter the *Previously rejected by EC in year*
The year should be between 2014 and 2020
- (4)** Select if *this is an interim payment*

(5) Select if *this is a final payment*

(6) Click on the [Update](#) link to save the information.

REMARK	On each change of the Project Payments, the Payment Requested Amount is re-calculated. Thus, also when the entire project with payments gets deleted. All Projects of Section A are automatically foreseen under Section B.
---------------	--

3. Clicking on the **EDIT** button  will allow you to enter the information for the *Other accounting data*.

I. PROJECTS AND ACCOUNTING DATA

B. Accounting data

DE/2014/OV/0001 - Project



Payments



MS ACCOUNTING REFERENCE	UNION CONTRIBUTION PAYMENT IN FINANCIAL YEAR 2014	PREVIOUSLY REJECTED BY EC IN YEAR	FINAL PAYMENT
MS123456789	250,000.00	2014	
TOTAL	250,000.00		

Other accounting data



<i>Cumulated Union contribution paid since the start of the project</i>	250,000.00
<i>In the case of final payments: Is the purchase of equipment (total value of > 10.000€ each piece) included in this project?</i>	<input type="checkbox"/>
<i>In the case of final payments: Is the purchase of infrastructure costs (of a total value of > 100.000€) included in this project?</i>	<input type="checkbox"/>
<i>Union contribution recovery planned?</i>	<input type="checkbox"/>
<i>Amount of Union contribution to be recovered</i>	

The Edit details pop-up window becomes editable:

[Update](#) **11** [Cancel](#)

Cumulative Union contribution paid since the start of the project 3,000.00

When project includes public procurement contracts for good and services of => €134.000 or works => €5.186.000, please provide the number of contracts issued on each type of procedure:

Open procedure **1**

Restricted procedure **2**

Negotiated procedure with publication **3**

Negotiated procedure without publication **4**

Low value contract **5**

Excluded contract **6**

In the case of final payments: Is the purchase of equipment (total value of > 10.000€ each piece) included in this project? **7**

In the case of final payments: Is the purchase of infrastructure costs (of a total value of > 100.000€) included in this project? **8**

Is a Union contribution recovery planned? **9**

Amount of Union contribution to be recovered **10**

4. Enter the following information:

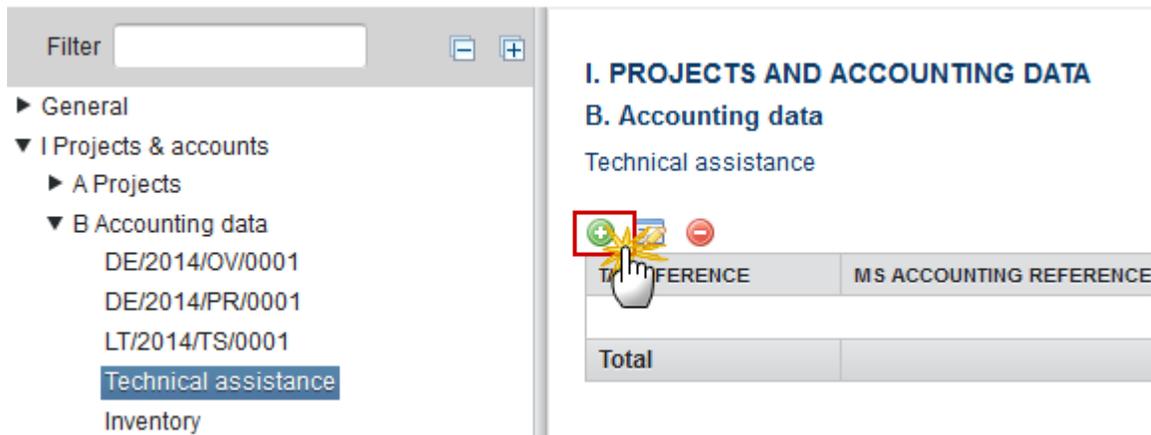
- (1)** Enter the *Open Procedure*
- (2)** Enter the *Restricted procedure*
- (3)** Enter the *Negotiated procedure with publication*
- (4)** Enter the *Negotiated procedure without publication*
- (5)** Enter the *Low value contract*
- (6)** Enter the *Excluded contract*
- (7)** Select if it is the purchase of equipment included in this project?
- (8)** Select if it is the purchase of infrastructure included in this project?
- (9)** Select if it is a Union contribution recovery planned?
- (10)** Enter the *Amount of Union contribution to be recovered*
- (11)** Click on the [Update](#) link to save the information

REMARK	<p>The following fields are only enabled for ISF-P:</p> <ul style="list-style-type: none"> • <i>Amount of the cumulative total Union contribution paid to this project for the maintenance of Union or national IT systems</i> • <i>This project is in relation to or in third-countries which implement the strategic Union priorities</i>
---------------	---

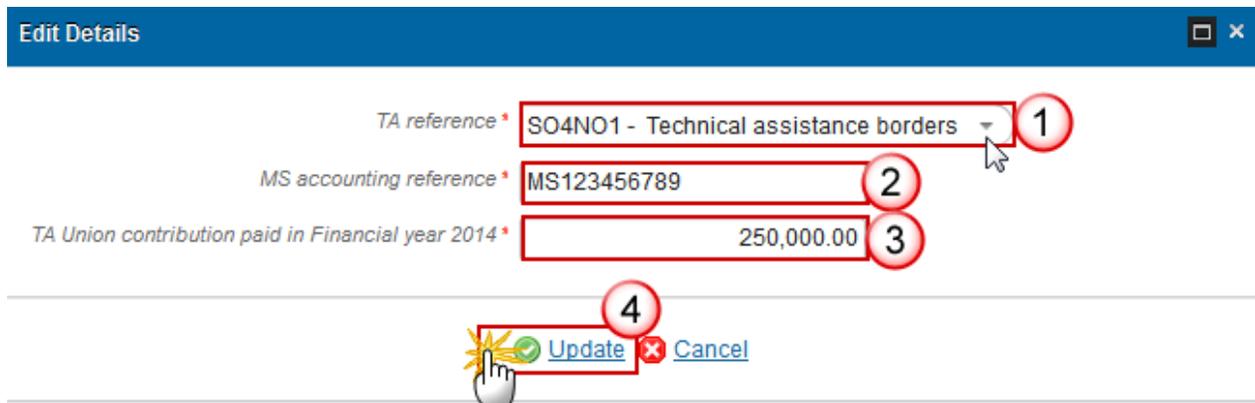
The fields for the number of contracts for each type of procedure will only appear when the project has a Final Payment.

Technical Assistance

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to enter the information for the Technical Assistance.



The Edit details pop-up window appears:



Edit Details

TA reference * SO4NO1 - Technical assistance borders 1

MS accounting reference * MS123456789 2

TA Union contribution paid in Financial year 2014 * 250,000.00 3

4

 Update  Cancel

2. Enter the following information:

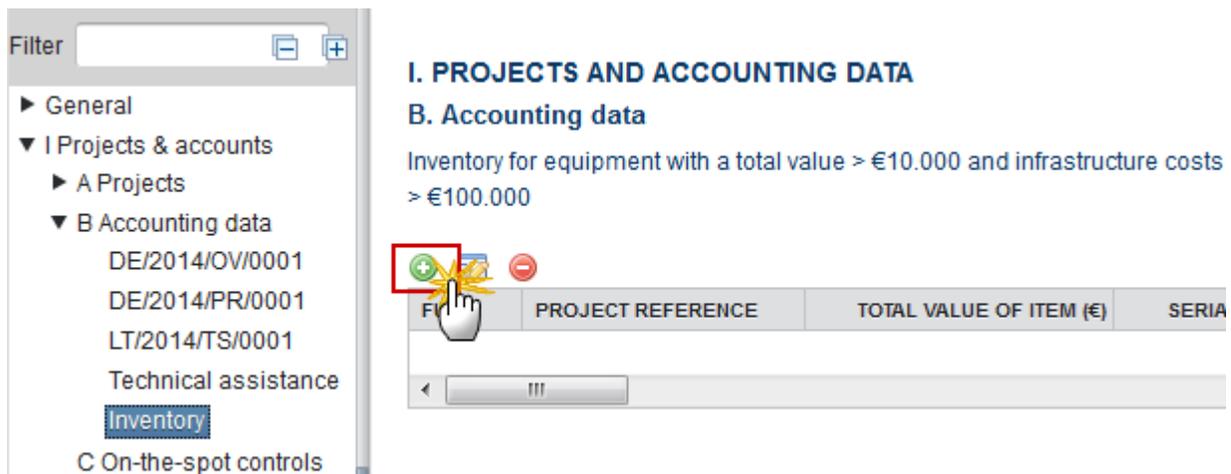
- (1) Enter the *MS Accounting Reference*
- (2) Enter the *TA Union contribution paid in last financial year N*

(3) Click on the [Update](#) link to save the information

REMARK	<p>The Technical Assistance for ISF can only be linked to National Objectives SO4.NO1 'Technical Assistance Borders' and SO7.NO1 'Technical Assistance Police'. The list of the Technical Assistance National Objectives is limited to SO4.NO1 and to SO7.NO1 when these are covered in the linked Programme version.</p> <p>On each change of the Technical Assistance Payments, the Payment Requested Amount is re-calculated.</p> <p>Negative Technical Assistance Payment amounts are now allowed.</p>
---------------	--

Inventory

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to enter the information for the Inventory.



The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes a 'Filter' field and a tree structure with the following items: 'General', 'I Projects & accounts', 'A Projects', 'B Accounting data' (expanded), 'DE/2014/OV/0001', 'DE/2014/PR/0001', 'LT/2014/TS/0001', 'Technical assistance', 'Inventory' (highlighted with a blue bar), and 'C On-the-spot controls'. The main content area is titled 'I. PROJECTS AND ACCOUNTING DATA' and 'B. Accounting data'. Below this, there is a filter text: 'Inventory for equipment with a total value > €10.000 and infrastructure costs > €100.000'. A table is shown with a header row containing 'PROJECT REFERENCE', 'TOTAL VALUE OF ITEM (€)', and 'SERIA'. A red box highlights the 'ADD' button (green plus icon) next to the 'Inventory' item in the navigation menu. A hand cursor is pointing at the 'ADD' button. There are also minus and plus icons next to the 'ADD' button.

The Edit Details pop-up window appears:

The screenshot shows a web form titled "Edit Details" with the following fields and callouts:

- 1**: Project Reference * (DE/2014/PR/0001)
- 2**: Total value of item (€) * (1,500.00)
- Serial number (for equipment) (123456789)
- 3**: Location/address where equipment/infrastructure can be found * (Address)
- 4**: Date of purchase/completion * (10/07/2015)
- 5**: Description of equipment/infrastructure costs * (description (Max. Length = 350))
- 6**: Equipment type * (Operating equipment for border checks)
- 7**: Update button (with a green plus icon)

2. Enter the following information:

(1) Select the *Project Reference*

The Projects list contains all Projects available in Section A

(2) Enter the *Total value of item (Eur)*

(3) Enter the *address*

(4) Select the *Date of purchase / completion*

(5) Enter the *description*

(6) Select the *Equipment type*

(7) Click on the [Update](#) link to save the information

C. On-the-spot Controls

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to enter the information for the on-the-spot controls.

Filter

- ▶ General
- ▼ I Projects & accounts
 - ▼ A Projects
 - ▶ A1 National objective & spe
 - ▶ A2 Special cases projects
 - ▶ B Accounting data
 - C On-the-spot controls**
 - ▼ D Data summary

I. PROJECTS AND ACCOUNTING DATA

C. On-the-spot controls

PROJECT REFERENCE	TYPE OF CONTROL	START DATE OF ON-THE-SPOT CONTROL	END DATE OF ON-THE-SPOT CONTROL

The Edit details pop-up window appears:

Edit Details ✖

Type of control * **1**

Project reference * **2**

Start date of on-the-spot control * **3**

End date of on-the-spot control * **4**

Date of final report * **5**

Total Union contribution controlled * **6**

Amount of error detected in Union contribution * **7**

Case reported irregularity management system

Comments

8

2. Enter the following information:

(1) Select the *Type of control*

(2) Select the *Project reference*

The Project list contains all Projects available in Section A.

(3) Select the *Start date of on-the-spot control*

(4) Select the *End date of on-the-spot control*

(5) Select the *Date of final report*

(6) Enter the *Total Union contribution controlled*

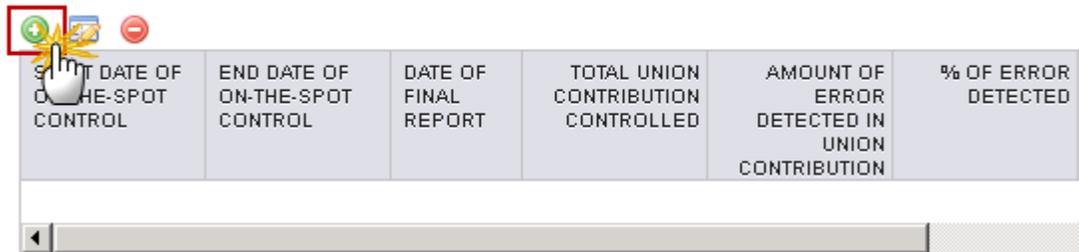
(7) Enter the *Amount of error detected in Union contribution*

(8) Click on the [Update](#) link to save the information

NOTE	<p>The comments box can be used for "e.g. types of irregularities and corrective measures".</p> <p>The Projects list contains Projects available in Section A. For Financial OTSC, the Project list contains PR, OV, OB and TS Projects. For Operational OTSC, the Project list contains PR, OV, OB, TS, RP, RO and ST Projects.</p>
-------------	--

3. Clicking on the **ADD** button  will open the Edit details screen allowing you to enter the information for the Technical Assistance Financial On-the-spot Controls.

Technical assistance financial on-the-spot controls



START DATE OF ON-THE-SPOT CONTROL	END DATE OF ON-THE-SPOT CONTROL	DATE OF FINAL REPORT	TOTAL UNION CONTRIBUTION CONTROLLED	AMOUNT OF ERROR DETECTED IN UNION CONTRIBUTION	% OF ERROR DETECTED

The Edit details pop-up window appears:

Edit Details □ ×

*Start date of on-the-spot control** 27/09/16  **1**

*End date of on-the-spot control** 11/10/16  **2**

*Date of final report** 21/11/17  **3**

*Total Union contribution controlled** 100,000.00 **4**

*Amount of error detected in Union contribution** 10,000.00 **5**

Case reported irregularity management system

Comments

Description

 **6**  [Update](#)  [Cancel](#)

4. Enter the following information:

- (1)** Select the *Start date of on-the-spot control*
- (2)** Select the *End date of on-the-spot control*
- (3)** Select the *Date of final report*
- (4)** Enter the *Total Union contribution controlled*
- (5)** Enter the *Amount of error detected in Union contribution*
- (6)** Click on the [Update](#) link to save the information

D. Data Summary

Table ISF-B

This Table is automatically generated.

I. PROJECTS AND ACCOUNTING DATA

D. Data summary

Table ISF-B financial year 2014



NATIONAL OBJECTIVE / SPECIFIC ACTION	TOTAL UNION CONTRIBUTION PAID IN 2014	%
SO1.NO2 Union acquis	0.00	0.00
TOTAL NO SO1 Support a common visa policy	0.00	0.00
TOTAL SO1 Support a common visa policy	0.00	0.00
SO3.NO1 Operating support for VISA	250,000.00	100.00
TOTAL NO SO3 Operating support	250,000.00	50.00
TOTAL SO3 Operating support	250,000.00	50.00
Technical assistance borders	250,000.00	50.00
Operating support for the special transit scheme (Lithuania)	0.00	0.00
TOTAL	500,000.00	
SO1.NO1+SO2.NO6+SO3 / Basic ISF-B allocation		0.00
SO2.NO1 / Basic ISF-B allocation		0.48
SO1.NO3+SO2.NO2+SO2.NO3 / Basic ISF-B allocation		0.00

Table ISF-P

This Table is automatically generated.

I. PROJECTS AND ACCOUNTING DATA

D. Data summary

Table ISF-P financial year 2014



NATIONAL OBJECTIVE / SPECIFIC ACTION	TOTAL UNION CONTRIBUTION PAID IN 2014	%
TOTAL	0.00	

Account Declaration ISF-B

1. Clicking on the **EDIT** button  will allow you to enter the information about the account declaration of payments made for your country for the national programme ISF-B.

I. PROJECTS AND ACCOUNTING DATA

D. Data summary

Account declaration of payments made (Union contribution only) for DE in financial year 2014 for the national programme (ISF-B)

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION PAID IN FINANCIAL YEAR	FINAL PAYMENT	PREV
DE/2014/PR/0001	0.00		
DE/2014/OV/0001	250,000.00		
Total on projects	250,000.00		
Total on technical assistance	250,000.00		
Total of national programme	500,000.00		
Member State financial correction	0.00		
Already paid by EC	0.00		
Payment requested (1)	500,000.00		

(1) Payment requested/accepted doesn't take into account annual pre-financing already paid by EC



Member State financial correction 0.00

Member State financial correction description

The table becomes editable:



Update Cancel

3

Member State financial correction 1

Member State financial correction description 2

2. Enter the following information:

(1) Enter the *financial correction*

(2) Enter the *description*

(3) Click on the [Update](#) link to save the information

REMARK	On each change of the Member State Financial Correction, the Payment Requested Amount is re-calculated.
---------------	---

Account Declaration ISF-P

1. Clicking on the **EDIT** button  will allow you to enter the information about the account declaration of payments made for your country for the national programme ISF-P.

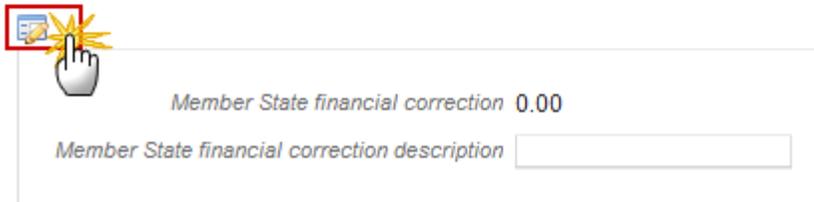
I. PROJECTS AND ACCOUNTING DATA

D. Data summary

Account declaration of payments made (Union contribution only) for DE in financial year 2014 for the national programme (ISF-P)

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION PAID IN FINANCIAL YEAR	FINAL PAYMENT
Total on projects	0.00	
Total on technical assistance	0.00	
Total of national programme	0.00	
Member State financial correction	0.00	
Already paid by EC	0.00	
Payment requested (1)	500,000.00	

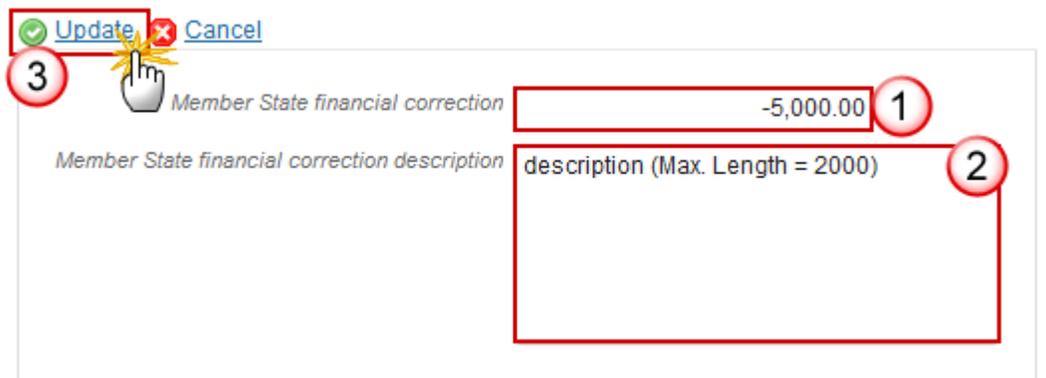
(1) Payment requested/accepted doesn't take into account annual pre-financing already paid by EC



Member State financial correction 0.00

Member State financial correction description

The table becomes editable:



Update Cancel

3 1

Member State financial correction description 2

2. Enter the following information:

(1) Enter the *financial correction*

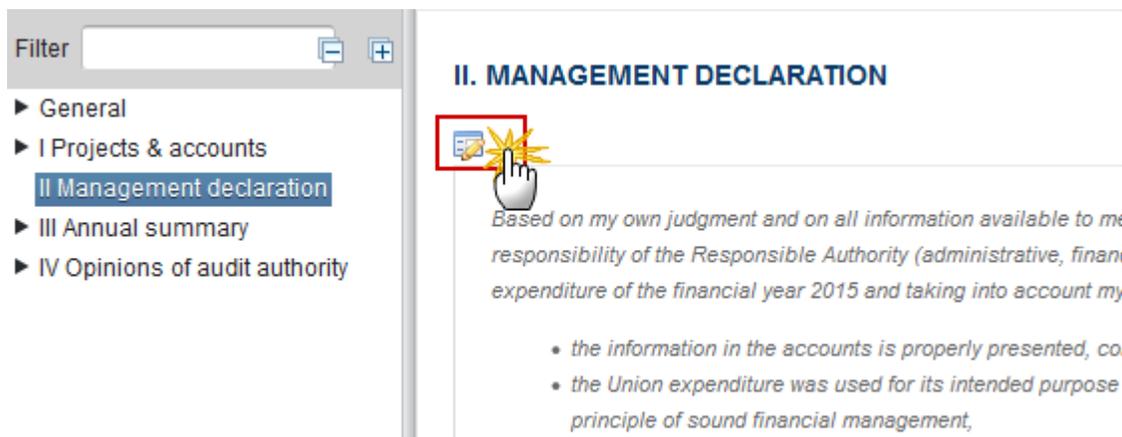
(2) Enter the *description*

(3) Click on the [Update](#) link to save the information

REMARK	On each change of the Member State Financial Correction, the Payment Requested Amount is re-calculated.
---------------	---

II. Management Declaration

1. Clicking on the **EDIT** button  will allow you to enter the information for the management declaration.



Filter

- ▶ General
- ▶ I Projects & accounts
- II Management declaration**
- ▶ III Annual summary
- ▶ IV Opinions of audit authority

II. MANAGEMENT DECLARATION

Based on my own judgment and on all information available to me responsibility of the Responsible Authority (administrative, financial expenditure of the financial year 2015 and taking into account my

- *the information in the accounts is properly presented, co*
- *the Union expenditure was used for its intended purpose principle of sound financial management,*

The Table becomes editable:

Edit Details ☐ ×

References		
	1	Reservations
	2	Reservations
	3	Reservations
	4	Reservations
	5	Reservations

Name of official *

Title, organisation *

 [Update](#)  [Cancel](#)

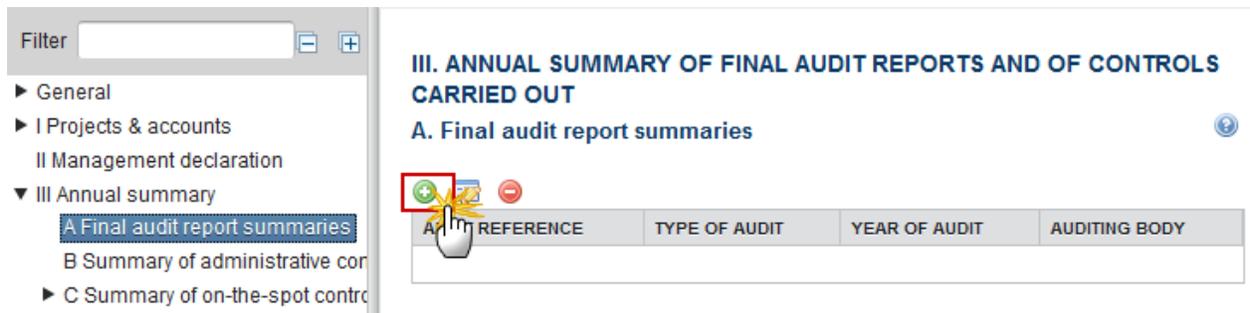
2. Enter the following information:

- (1) Enter the *Reservations*
- (2) Enter the *Name of official*
- (3) Enter the *Title, organisation*
- (4) Click on the [Update](#) link to save the information

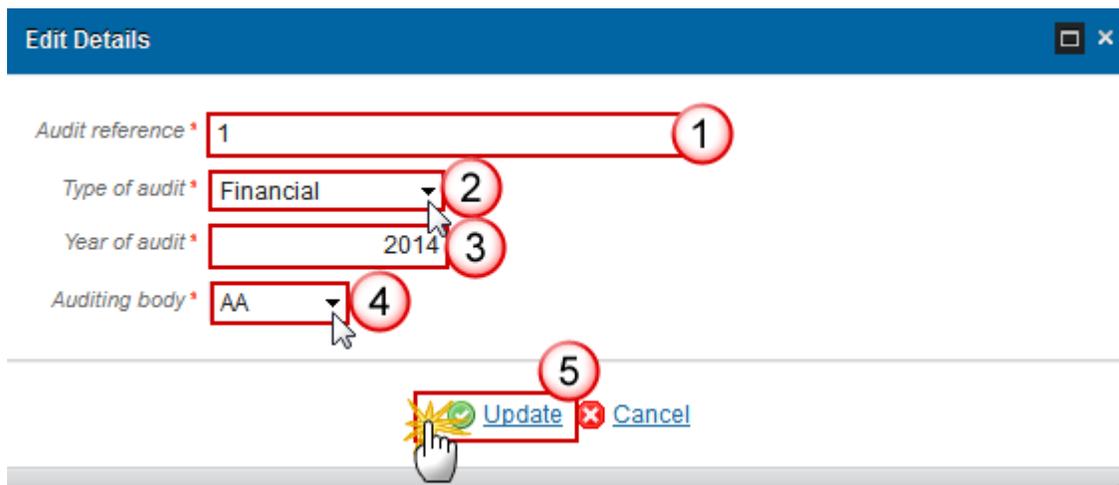
III. Annual Summary

A. Final Audit Report Summaries

1. Clicking on the **ADD** button  will open the Edit details screen allowing you to enter the information for the final audit report summaries.



The Edit details pop-up window appears:



2. Enter the following information:

- (1) Enter the *Audit reference*
- (2) Select the *Type of audit*
- (3) Enter the *Year of audit*
- (4) Select the *Auditing body*
- (5) Click on the [Update](#) link to save the information

3. Clicking on the **EDIT** button  will allow you to enter the Audit references information.

Filter

- ▶ General
- ▶ I Projects & accounts
- II Management declaration
- ▼ III Annual summary
 - ▼ A Final audit report summaries
 - 1
 - B Summary of administrative cor

III. ANNUAL SUMMARY OF FINAL AUDIT REPORTS AND OF CONTROLS CARRIED OUT

A. Final audit report summaries

Audit reference: 1



The Edit details pop-up window appears:

Edit Details x

Audit reference 1

Scope of Audit* 1

Overall summary of very important and critical findings, together with recommendations to the responsible authority* 2

Overall audit conclusion, including identification of problems with a systemic character* 3

Estimated financial and operational impact of the weaknesses identified 4

Corrective measures for the functioning of the system (action plan) 5

Corrective measures for the functioning of the system (action plan)* 6

If applicable amount of financial correction made or planned 7


 8

4. Enter the following information:

(1) Enter the *scope of Audit*

(2) Enter the *Overall summary of very important and critical findings, together with recommendations to the responsible authority*

(3) Enter the *Overall audit conclusion*

(4) Enter the *estimated financial impact of the weaknesses*

(5) Select the *corrective measures for the functioning of the system*

(6) Select the *corrective measures for the functioning of the system*

(7) Enter if *applicable amount of financial correction made or planned*

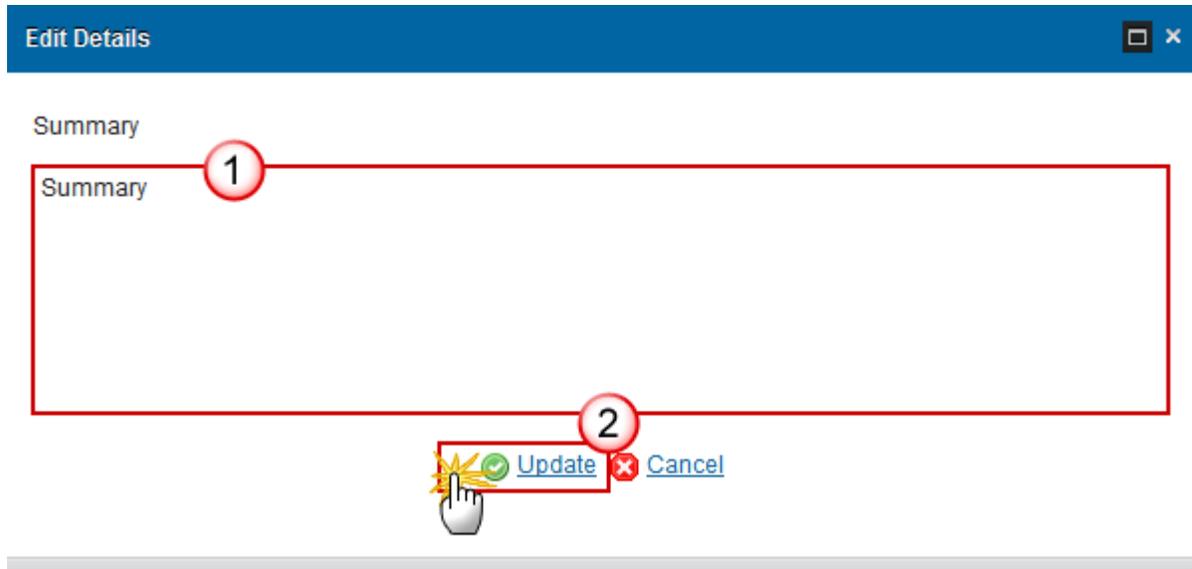
(8) Click on the [Update](#) link to save the information

B. Summary of Administrative controls

1. Clicking on the **EDIT** button  will allow you to enter the summary of the administrative controls carried out during the previous financial year.



The Edit details pop-up window appears:



2. Enter the following information:

(1) Enter the *Summary description*

Max. Length = 2500

(2) Click on the [Update](#) link to save the information

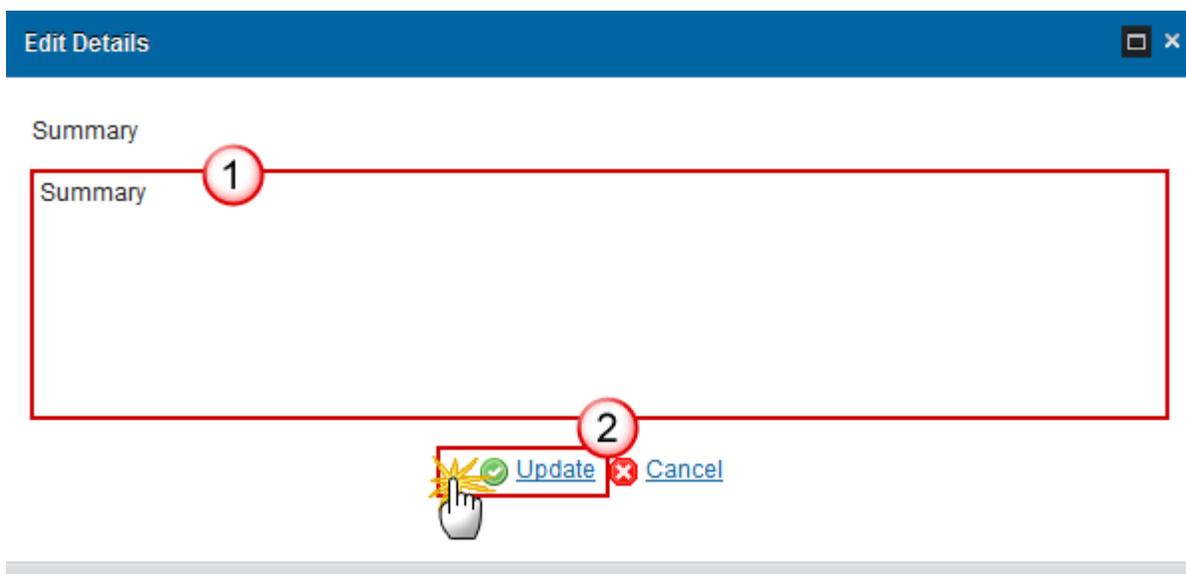
C. Summary of on-the-spot controls

Summary, description and conclusions

1. Clicking on the **EDIT** button  will allow you to enter the summary of the on-the-spot controls carried out during the previous financial year.



The Edit details pop-up window appears:



2. Enter the following information:

(1) Enter the *Summary description*

Max. Length = 2500

(2) Click on the [Update](#) link to save the information

Financial on-the-spot controls

1. Clicking on the **EDIT** button  will allow you to enter the Union Contribution recovered.

Filter

- ▶ General
- ▶ I Projects & accounts
- II Management declaration
- ▼ III Annual summary
 - ▶ A Final audit report summaries
 - B Summary of administrative controls
 - ▼ C Summary of on-the-spot controls
 - Summary, description and conclusions
 - Financial on-the-spot controls**
 - Operational on-the-spot controls

III. ANNUAL SUMMARY OF FINAL AUDIT REPORTS AND OF CONTROLS CARRIED OUT

C. Summary of the on-the-spot controls carried out during financial year 2015

List of financial on-the-spot controls carried out in financial year 2015

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION CONTROLLED (€)	TOTAL UNION CONTRIBUTION TO BE RECOVERED (€)
AT/2014/PR/0001	100,000.00	
AT/2014/PR/0002	0.00	
AT/2014/RO/0001	0.00	
AT/2014/RP/0001	0.00	

The Table becomes editable:

III. ANNUAL SUMMARY OF FINAL AUDIT REPORTS AND OF CONTROLS CARRIED OUT

C. Summary of the on-the-spot controls carried out during financial year 2015

List of financial on-the-spot controls carried out in financial year 2015

3 [Update](#) [Cancel](#)

PROJECT REFERENCE	TOTAL UNION CONTRIBUTION CONTROLLED (%)	UNION CONTRIBUTION RECOVERED (€)	UNION CONTRIBUTION TO BE RECOVERED (€)
4/PR/0001	0.10%	<input type="text" value="5,000.00"/>	<input type="text" value="5,000.00"/>
4/PR/0002	0.00%	<input type="text" value="2,000.00"/>	<input type="text" value="3,000.00"/>
4/RO/0001	0.00%	1 <input type="text" value="5,000.00"/>	2 <input type="text" value="5,000.00"/>
4/RP/0001	0.00%	<input type="text" value="1,000.00"/>	<input type="text" value="2,000.00"/>
4/ST/0001	0.00%	<input type="text" value="3,000.00"/>	<input type="text" value="3,000.00"/>

2. Enter the following information:

- (1)** Enter the *Union Contribution recovered*
- (2)** Enter the *Union Contribution to be recovered*
- (3)** Click on the [Update](#) link to save the information

NOTE	<p>Contains all Projects/TA with FOTSCs carried out this financial year (Summary per Project from table in Section I.C)</p> <p>Total union contribution controlled (€) = sum (Total union contribution controlled) per project/TA of the table in Section I.C On-the-spot Controls.</p>
-------------	---

	Total union contribution affected by error (%) = sum (Amount of error detected in union contribution) / sum (Total union contribution controlled) per project/TA of the table in Section I.C On-the-spot Controls.
--	--

Operational on-the-spot controls

This screen is a summary of operational on-the-spot controls carried out in the previous financial year.

III. ANNUAL SUMMARY OF FINAL AUDIT REPORTS AND OF CONTROLS CARRIED OUT

C. Summary of the on-the-spot controls carried out during financial year 2015

Summary of operational on-the-spot controls carried out in financial year 2015

TOTAL NUMBER OF ON THE SPOT OPERATIONAL CONTROLS IN FINANCIAL YEAR (A)	NUMBER OF PROJECTS IMPLEMENTED DURING THE FINANCIAL YEAR FOR WHICH A PAYMENT IS REPORTED DURING THE FINANCIAL YEAR (B)	% OF OPERATIONAL ON-THE-SPOT CONTROLS (C=A/B)
3	0	0%

REMARK	<p>Total number of on-the-spot operational controls in financial year (a)" = Number of operational records in Section I.C. (Doesn't matter if it was performed on a project with or without payments).</p> <p>"Number of projects implemented during the financial year for which a payment is reported during the FY (b)" = Number of projects in Section I.A for which the total amount of payments reported in the annual accounts of the financial year in question in Section I.B. is > 0.</p> <p>"% of operational on-the-spot controls (c)" = (a) / (b)</p>
---------------	---

Overall summary of financial on-the-spot controls

This screen is a summary of financial on-the-spot controls carried out in the previous financial year.

III. ANNUAL SUMMARY OF FINAL AUDIT REPORTS AND OF CONTROLS CARRIED OUT

C. Summary of the on-the-spot controls carried out during financial year 2016

Overall summary of financial on-the-spot controls on finalised projects in year 2016

FINALISED PROJECT	TOTAL UNION CONTRIBUTION CONTROLLED OVER THE FYS FOR PROJECTS FINALISED IN FY 2016 (€)(A)	TOTAL AMOUNT OF ERROR DETECTED IN UNION CONTRIBUTION OVER THE FYS FOR PROJECTS FINALISED IN FY 2016 (€)(B)	% OF ERROR DETECTED FOLLOWING CONTROLS ON PROJECTS FINALISED IN FY 2016 (C=B/A)	CUMULATED UNION CONTRIBUTION DECLARED OVER THE FYS FOR PROJECTS FINALISED IN FY 2016 (D)	% OF FINANCIAL ON-THE-SPOT CONTROLS CARRIED OUT (E=TOTAL A/TOTAL D)
Technical assistance	0.00	0.00		0.00	
TOTAL	0.00	0.00	0.00%	0.00	0.00%

Overall summary of outcome of financial on-the-spot controls on projects finalised

FINANCIAL YEAR	TOTAL UNION CONTRIBUTION CONTROLLED OVER THE FYS FOR ALL FINALISED PROJECTS (€)(A)	TOTAL AMOUNT OF ERROR DETECTED IN UNION CONTRIBUTION OVER THE FYS FOR ALL FINALISED PROJECTS (€)(B)	% OF ERROR DETECTED FOLLOWING CONTROLS ON FINALISED PROJECTS (C=B/A)	CUMULATED UNION CONTRIBUTION DECLARED FOR PROJECTS FINALISED (D)	% OF FINANCIAL ON-THE-SPOT CONTROLS CARRIED OUT (E=A/D)
2015	0.00	0.00	0.00%	0.00	0.00%
2016	0.00	0.00	0.00%	0.00	0.00%
TOTAL	0.00	0.00	0.00%	0.00	0.00%

REMARK	<p>"Overall summary of FOTSCs on finalised projects in Year N" shows all PR, OV, OB, TS Projects finalised in this Financial Year (= Projects with a final payment) and not finalised in previous Financial Years (This is to avoid double counting when multiple Final Payments are declared on a Project in different Financial Years).</p> <ul style="list-style-type: none"> - For the PR, OV, OB and TS Projects: <ul style="list-style-type: none"> (a) = Sum(Total union contribution controlled) for the Project in Table in Section I.C over all Financial Years up to the current Financial Year (b) = Sum(Amount of error detected in Union contribution) for the Project in Table in Section I.C over all Financial Years up to the current Financial Year (c) = (b) / (a) (d) = Sum (all payments done) over all Financial Years up to the current Financial Year <ul style="list-style-type: none"> - For Technical Assistance payments are considered final payments. Technical Assistance will only be shown when a FOTSC has been carried out in this financial year. This is when a record exists for it in I.C. The values for it will be: <ul style="list-style-type: none"> (a) = Sum (Total union contribution controlled) for Technical Assistance in Table in Section I.C for the current Financial Year. (b) = Sum (Amount of error detected in Union contribution) for Technical Assistance in Table in Section I.C for the current Financial Year. (c) = (b) / (a)
---------------	--

	<p>(d) = Payments done in the current Financial Year</p> <p>(e) = Total (a) / Total (d) (Only to be shown on Total line)</p> <p>"Overall summary of outcome of FOTSCs on finalised projects" shows for each previous and current Accounts declaration the "Total" line of the "Overall summary of FOTSCs on finalised projects in Year N" Table.</p>
--	--

IV. Opinions of Audit Authority

Audit Strategy

1. Clicking on the **EDIT** button  will allow you to enter the description of the Audit Strategy.



The screenshot shows a software interface with a left sidebar and a main content area. The sidebar contains a 'Filter' box and a list of menu items: 'General', 'I Projects & accounts', 'II Management declaration', 'III Annual summary', and 'IV Opinions of audit authority'. Under 'IV Opinions of audit authority', 'Audit strategy' is highlighted with a blue background. The main content area displays the title 'IV. OPINIONS OF THE AUDIT AUTHORITY' and 'Audit strategy' with a help icon. Below the title is a brief description: 'Brief description of the Audit Strategy, including the sampling methodology which enables the Audit Authority to draw valid conclusions on the whole population'. A red box highlights the 'EDIT' button (represented by a document icon) next to the 'Audit strategy' title, with a hand cursor icon pointing to it.

The Edit details pop-up window appears:

Edit Details 

Audit Strategy

Description of the Audit Strategy (Max. Length = 2500) 1

2  [Update](#)  [Cancel](#)



2. Enter the following information:

(1) Enter the *description*

(2) Click on the [Update](#) link to save the information

A. Opinion on validation of accounts

1. Clicking on the **EDIT** button  will allow you to enter the description on the annual accounts.

Filter

- ▶ General
- ▶ I Projects & accounts
 - II Management declaration
- ▶ III Annual summary
- ▼ IV Opinions of audit authority
 - Audit strategy
 - A Opinion on validation of accounts**
 - B Opinion on functioning of MCS
 - C Validation of management declara

IV. OPINIONS OF THE AUDIT AUTHORITY

A. Audit opinion on the annual accounts

To the European Commission, Directorate-General for Migration and Home Affairs

I, the undersigned, representing the -, Audit Authority for the Asylum, Migration and Integration Fund/Internal Security Fund in AT have examined the functioning of the management and control systems of the AMF as well as the documents and information drawn-up by the Responsible Authority under Article 44 of Regulation (EU) No 514/2014 and Article 59(5) of Regulation (EU,Euratom) No 966/2012 that serve as the request for payment of the annual balance for the financial year 2015 in order to issue an audit opinion in accordance with Article 29 of Regulation (EU) No 514/2014 and Article 59(5) of Regulation (EU, Euratom) No 966/2012. I have reached the following conclusions here-below.



The Edit Details pop-up window appears:

The system will ask you to select an Opinion on the annual accounts, you can choose between *Adverse*, *Disclaimer of Opinion*, *Qualified* and *Unqualified*.

Opinion on the annual accounts *

Emphasis of subject matter not affecting the opinion

Adverse
Disclaimer of opinion
Qualified
Unqualified

- **Adverse**

Edit Details

Opinion on the annual accounts * Adverse 1

Based on * Based on (Max. Length = 900) 2

Emphasis of subject matter not affecting the opinion Emphasis of subject matter (Max. Length = 900) |

3
 [Update](#) [Cancel](#)

2. Enter the following information:

- (1) Select the *Opinion on the annual accounts: Adverse*
- (2) Enter the description *based on*
- (3) Click on the [Update](#) link to save the information

- **Disclaimer of Opinion**

*Opinion on the annual accounts ** Disclaimer of opinion 1

*Exceptional cases ** Max Length = 900 2

Emphasis of subject matter not affecting the opinion

3
Update Cancel

3. Enter the following information:

- (1) Select the *Opinion on the annual accounts: Disclaimer of Opinion*
- (2) Enter the *Exceptional cases*
- (3) Click on the [Update](#) link to save the information

- **Qualified**

Edit Details

Opinion on the annual accounts * Qualified 1

Exception 1 description (Max. Length = 500) 2

Exception 2 description (Max. Length = 500) 2

Exception 3 description (Max. Length = 500) 2

Exception 4 description (Max. Length = 500) 2

Exception 5 description (Max. Length = 500) 2

Impact * limited 3

Impact corresponds to (€) * 125,350.00 4

Emphasis of subject matter not affecting the opinion description (Max. Length = 900)

5
Update Cancel

4. Enter the following information:

- (1) Select the *Opinion on the annual accounts: Qualified*
- (2) Enter the description for the *Exceptions*
- (3) Select the *Impact*
- (4) Enter the *Impact corresponds to (Euros)*
- (5) Click on the [Update](#) link to save the information

- **Unqualified**

Edit Details

*Opinion on the annual accounts ** Unqualified 1

Emphasis of subject matter not affecting the opinion

2
 Update Cancel

5. Enter the following information:

- (1) Select the *Opinion on the annual accounts: Unqualified*
- (2) Click on the [Update](#) link to save the information

B. Opinion on functioning of Management and Control Systems (MCS)

1. Clicking on the **EDIT** button  will allow you to enter the information about the Functioning of MCS.

Filter

- ▶ General
- ▶ I Projects & accounts
 - II Management declaration
- ▶ III Annual summary
- ▼ IV Opinions of audit authority
 - Audit strategy
 - A Opinion on validation of accounts
 - B Opinion on functioning of MCS**
 - C Validation of management declaration

IV. OPINIONS OF THE AUDIT AUTHORITY

B. Opinion on the functioning of the management and control systems

Scope of the examination

The examination in respect of this programme was carried out in accordance with my audit strategy in respect of this national programme and taking into account internationally accepted auditing standards, with reference to the financial year 2014, and reported in the audit report



The Edit Details pop-up window appears:

The system will ask you to select an Opinion on the functioning of the management and control systems, you can choose between *Adverse*, *Disclaimer of Opinion*, *Qualified* and *Unqualified*.

*Opinion on the functioning of the management and control systems **

Disclaimer of opinion	▼
Adverse	
Disclaimer of opinion	
Qualified	
Unqualified	

- **Adverse**

Edit Details

Examination Reference * RFT0123456789-abc **1**

Opinion on the functioning of the management and control systems * Adverse **2**

Based on * Based on (Max. Length = 900) **3**

Reasons for not complying Reasons (Max. Length = 900)

Impact * limited **4**

Impact corresponds to (€) * 251,025,805.00 **5**

Emphasis of subject matter not affecting the opinion Emphasis of subject matter (Max. Length = 900)

 **6** [Update](#) [Cancel](#)

2. Enter the following information:

- (1)** Enter the *Examination Reference*
- (2)** Select the *Opinion on the functioning of the management and control systems*: Adverse
- (3)** Enter the *description based on*
- (4)** Select the *Impact*
- (5)** Enter the *Impact corresponds to (Euros)*
- (6)** Click on the [Update](#) link to save the information

- **Disclaimer of Opinion**

Edit Details

Examination Reference * RFT0123456789-abc **1**

Opinion on the functioning of the management and control systems * Disclaimer of opinion **2**

Based on * Based on (Max. Length = 900) **3**

Emphasis of subject matter not affecting the opinion Emphasis of subject matter (Max. Length = 900)

4  [Update](#) [Cancel](#)

3. Enter the following information:

- (1) Enter the *Examination Reference*
- (2) Select the *Opinion on the functioning of the management and control systems*: *Disclaimer of Opinion*
- (3) Enter the *description based on*
- (4) Click on the [Update](#) link to save the information

- **Qualified**

Edit Details

Examination Reference * RFT0123456789-abc 1

Opinion on the functioning of the management and control systems * Qualified 2

Exception 1 (Max. Length = 500) 3

Exception 2 (Max. Length = 500)

Exception 3 (Max. Length = 500)

Exception 4 (Max. Length = 500)

Exception 5 (Max. Length = 500)

Reason 1 for not complying (Max. Length = 500) **4**

Reason 2 for not complying (Max. Length = 500)

Reason 3 for not complying (Max. Length = 500)

Reason 4 for not complying (Max. Length = 500)

Reason 5 for not complying (Max. Length = 500)

Impact * limited **5**

Impact corresponds to (€) * 251,025,805.00 **6**

Emphasis of subject matter not affecting the opinion (Max. Length = 900)

 **7**

4. Enter the following information:

- (1)** Enter the *Examination Reference*
- (2)** Select the *Opinion on the functioning of the management and control systems: Qualified*
- (3)** Enter the *description for the exceptions*
- (4)** Enter the *description for the reasons for not complying*

- (5) Select the *Impact*
- (6) Enter the *Impact corresponds to (Euros)*
- (7) Click on the [Update](#) link to save the information

- **Unqualified**

Edit Details

*Examination Reference ** RFT0123456789-abc **1**

*Opinion on the functioning of the management and control systems ** Unqualified **2**

Emphasis of subject matter not affecting the opinion (Max. Length = 900)

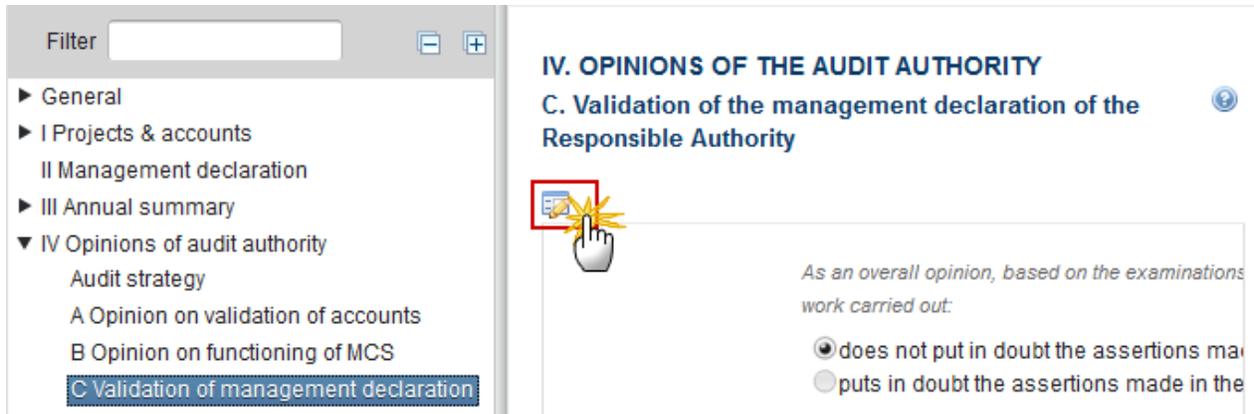
3  [Update](#)  [Cancel](#)

5. Enter the following information:

- (1) Enter the *Examination Reference*
- (2) Select the *Opinion on the functioning of the management and control systems: Unqualified*
- (3) Click on the [Update](#) link to save the information

C. Validation of Management Declaration

1. Clicking on the **EDIT** button  will allow you to enter the information about the validation of the management declaration.



The Edit Details pop-up window appears:

As an overall opinion, based on the examinations referred to above points A and B it is my opinion that the audit work carried out

- 1 does not put in doubt the assertions made in the management declaration
 puts in doubt the assertions made in the management declaration for the following aspects:

1. (Max. Length = 500) 2

2.

3.

4.

5.

Date of validation * 09/07/2015 3

Authority representative * Name and Surname 4

Authority * Audit Authority 5

6
 [Update](#) [Cancel](#)

2. Enter the following information:

(1) Select the option 'does not put in doubt the assertions made in the management declaration', in this case you have to complete numbers (1), (3), (4) and (5) or the option 'puts in doubt the assertions made in the management declaration' and then you have the possibility to enter the aspects (2)

(3) Select the *Date of validation*

(4) Enter the *Authority representative*

(5) Enter the *Authority*

"By validating and sending this is deemed signed."

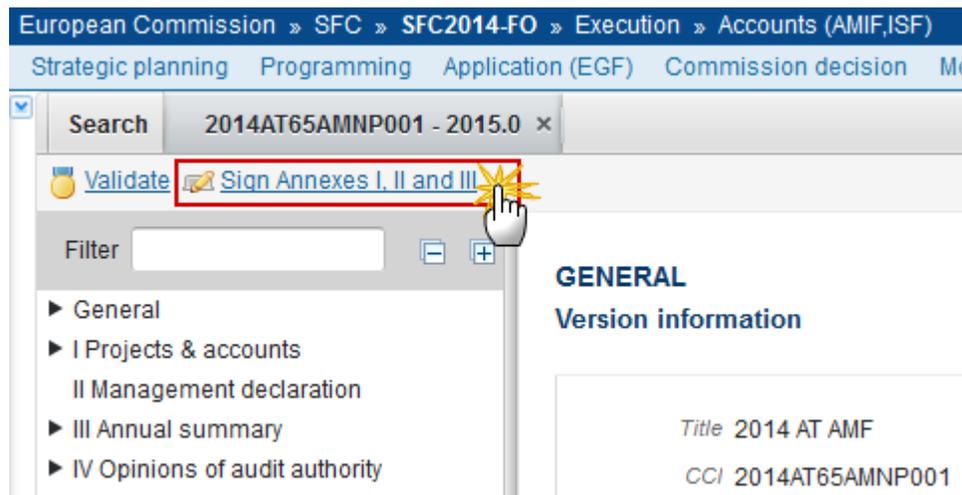
(6) Click on the [Update](#) link to save the information

Sign Annex I, II and III of the Accounts (ISF)

Only the user with the role of **MS Responsible Authority Update** can sign Annex I, II and III.

REMARK	<p>At the highest Member State Node, the Accounts version is in status 'OPEN' or 'SENT'.</p> <p>At a lower Member State Node, the Accounts version is in status 'OPEN', 'READY TO SEND' or 'SENT'.</p> <p>The signature is required before the Accounts can be sent to the Commission.</p> <p>The Sign annex I, II and III link will only appear when the Accounts version is in the preconditioned state.</p>
---------------	---

1. Click on the [Sign Annexes I, II and III](#) link to sign the Accounts.



The system will ask you to confirm the sign action:

Sign Confirmation

CCI 2014AT65AMNP001

Version 2015.0

Do you really want to sign Annexes I, II and III of this account version?



2. Click on [Yes](#) to confirm the signature or on [No](#) to return to the Accounts.

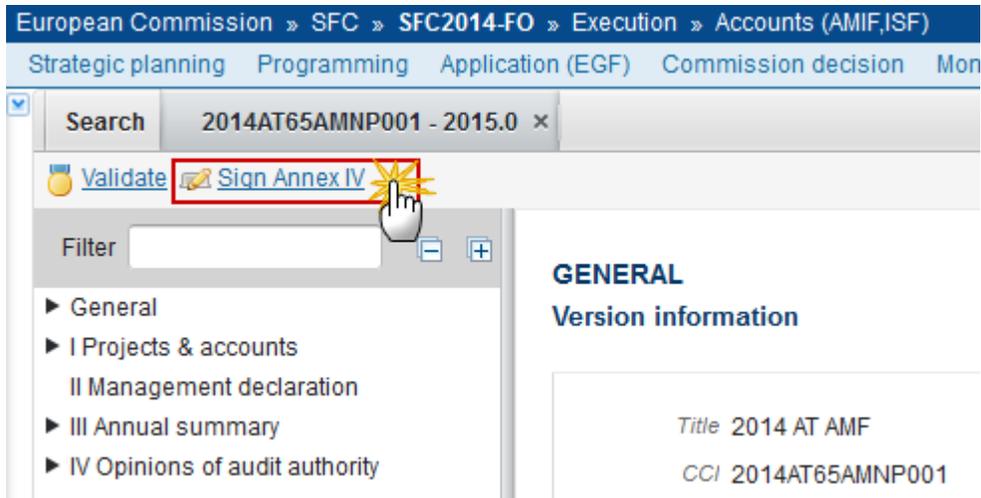
On success, Annexes I, II and III are signed and your account name and signing date is logged in the system. The status of the Accounts version is not changed.

Sign Annex IV of the Accounts (ISF)

Only the user with the role of **MS Audit Authority Update** can sign Annex IV.

REMARK	At the highest Member State Node, the Accounts version is in status ' OPEN ' or ' SENT '. At a lower Member State Node, the Accounts version is in status ' OPEN ', ' READY TO SEND ' or ' SENT '. The signature is required before the Accounts can be sent to the Commission. The Annexes I, II and III are already signed.
---------------	---

1. Click on the [Sign Annex IV](#) link to sign the Accounts.



The system will ask you to confirm the sign action:

Sign Confirmation

CCI 2014AT65AMNP001

Version 2015.0

Do you really want to sign Annex IV of this account version?



2. Click on [Yes](#) to confirm the signature or on [No](#) to return to the Accounts.

Validate the Accounts (ISF)

REMARK	<p>The Accounts for ISF can be validated only if its status is 'OPEN'.</p> <p>It is a must to have the role of MS Responsible Authority.</p>
---------------	---

1. Click on the [Validate](#) link to validate the Accounts for ISF.



REMARK	An ERROR will block you from sending the Accounts ISF. The error(s) should be resolved and the Accounts must be revalidated. NOTE that a WARNING does not block you from sending the Accounts.
---------------	---

The system validates the following information:

Code	Validation Rule	Severity
2	The system validates the integrity of the input fields	
2.1	Validate that at least one Official in Charge of the Member State exists	WARNING
2.2	Validate that the CCI code matches the following regular expression (implicit in web): (.....65.....)	ERROR
2.3	Validate that the Programme is already adopted.	ERROR
2.4	Validate that the Financial Year of the Accounts is within the Start and End Date of Eligibility of the Programme Version linked to this Accounts version.	ERROR
2.5	Validate that all integral documents have at least one attachment with a length > 0	ERROR

2.6	Validate that Basic Projects (A1) are linked to a National Objective (excluding Operating Support (SO3.ISF), Technical assistance (SO5.AMIF, SO4.ISF, SO7.ISF) and Special Transit Scheme (SO8.ISF)) or to a Specific action and covered in the linked Programme version (implicit in web)	ERROR
2.7	Validate that Special Cases Pledging Union Priorities Projects (A2) are linked to a Resettlement Union Priority and covered in the linked Programme version (implicit in web).	WARNING
2.8	Validate that Special Cases Pledging Other Projects (A2) are linked to the Resettlement 'Other persons not included in the Common Union priorities and not part of the defined vulnerable groups' and covered in the linked Programme version in or before the Financial Year (implicit in web).	WARNING
2.9	Validate that Operating Support Projects (ISF) (A2) are linked to National Objectives SO3.NO1 Operating support for VISA or to SO3.NO2 Operating support for borders and covered in the linked Programme version (implicit in web).	ERROR
2.10	Validate that Special Transit Scheme Projects (ISF) (A3) are only created for LT Programmes (implicit in web)	ERROR
2.11	Validate that the Accounts version contains all Projects without Final Payment created in previous Accounts versions independent from the Financial year and for AMIF, all Special Cases Projects (RP, RO, ST, AD) for which the pledging period is still active (In 2015, the 2014 Projects, in 2017, the 2016 Projects and in 2019 and in 2020, the 2018 Projects).	ERROR
2.12	Validate that Inventory records only exist under ISF Programmes (implicit in web)	ERROR
2.13	Validate that if the ISF project final payments includes equipment with a total value > €10.000, that it is defined in the Inventory.	ERROR
2.14	Validate that if the ISF project final payments includes infrastructure with a total value > €100.000, that it is defined in the Inventory.	ERROR
2.16	Validate that an audit opinion on the annual accounts (IV.A) exists.	ERROR
2.17	Validate that an audit opinion on the functioning of the management and control systems (IV.B) exists.	ERROR

2.18	Validate that the validation of the management declaration of the responsible authority (IV.C) exists.	ERROR
2.19	Validate that the current date is before the 1 st of March Financial Year + 1	WARNING
2.20	Validate that when "% of Fund's co-financing" is > 75% that "Justification for >75% co-financing" is not empty (A1. Projects)	WARNING
2.21	Validate that Annex I, II and III are signed by a Responsible Authority user: <ul style="list-style-type: none"> - when on highest Member State node (error) - when on a lower Member State node (warning) 	ERROR WARNING
2.22	Validate that Annex IV is signed by an Audit Authority user: <ul style="list-style-type: none"> - when on highest Member State node (error) - when on a lower Member State node (warning) 	ERROR WARNING
2.23	Validate in Annex IV.C when "Puts in doubt ..." is selected that there is at least one aspect defined.	ERROR
2.24	Validate that the Year in the Project References is smaller or equal to the Financial Year.	ERROR
2.25	Validate in the AMIF Pledging that the absolute Number of adult females is <= the absolute Number of adults.	ERROR
2.26	Validate in the AMIF Pledging that the absolute Number of unaccompanied minors is <= the absolute Number of minors.	ERROR
2.27	Validate in AMIF Pledging that the Country of asylum is different from the Country of origin.	ERROR
2.28	Validate in AMIF Pledging that the Country of origin is not an EU Member State (implicit in web)	ERROR
2.29	Validate in AMIIF Pledging (RP and RO) that the Country of asylum is not an EU Member State (implicit in web)	ERROR
2.30	Validate in AMIF Pledging (RP) for the Resettlement Union Priority 2 (= Unaccompanied minors), the Number of adults and the Number of adult females is empty or 0.	ERROR

2.31	Validate in AMIF Pledging (RP) for the Resettlement Union Priority 1 (= Women and children at risk), the Number of adults = the Number of adult females	ERROR
2.33	Validate in Section B that the "Amount of Union contribution to be recovered" for a Project is <= "Cumulated Union contribution paid since the start of the project".	ERROR
2.34	Validate in Section D Account Declaration where a Member State financial correction is applied, that there is a justification.	ERROR
2.36	Validate in Section B for ISF Police that the total "Amount of the cumulative total Union contribution paid to this project for the maintenance of Union or national IT systems" over the projects and since the start of the projects is smaller than 8% of the total EU contribution to this National Programme. When > 8% (error). When between 6% and 8%.	WARNING
2.37	Validate in Section B for ISF Police for Projects in relation to or in third-countries that the total "Cumulated Union contribution paid since the start of the project" over these projects is smaller than 8%. When > 8% (error). When between 6% and 8% (warning).	WARNING
2.39	Validate that in the Management Declaration (II), the Name of the officer and its Title are not empty.	ERROR
2.40	Validate that in I.C Start Date <= End Date <= Final Report	ERROR
2.41	Validate for Relocation (R1, R2 and MS) and Transfer Pledges (ST) that the 'From' column is different from the 'TO' column.	ERROR
2.42	Validate for Relocation (R1, R2 and MS) and Transfer Pledges (ST) that either the 'From' or the 'To' column is the country of the Programme.	ERROR
2.43	Validate for Relocation Pledges (R1, R2 and MS) that the 'From' contains a "From" Country from the Relocation Quota for the specific Relocation Type and the "To" contains a "To" Country from the Relocation Quota for the specific Relocation Type.	ERROR
2.44	Validate when Resettlement Quota exist for the Programme Country and for the Pledging Period of the Accounts version, that the total number of applicants for Resettlement Priorities (Resettlement is Priority = true) over all Accounts versions covering the Quota Period are identical.	WARNING

2.45	Validate for Transfer Pledges (ST) that the "From" is a Member State different from the Programme Country and the "To" is the country of the Programme.	ERROR
2.46	Validate when Relocation Quota exist for the Programme Country either as "To" or "From" Country and for the Pledging Period of the Accounts version, that the total number of applicants for the specific relocation Type over all Accounts versions covering the Quota Period are identical.	WARNING
2.47	Validate that Transfer and Relocation types used in Transfer and relocation Pledges exist in the linked Programme version.	WARNING
2.48	Validate that the Accounts are linked to the last adopted Programme version.	WARNING
2.49	Validate that the following PR Project attributes are not null: 'Project summary', 'Project Duration', 'Estimated total EU contribution', 'Beneficiary official name', 'Beneficiary short name', 'Type of beneficiary', 'Reference to selection procedure', 'Type of procedure' and '% of Fund's co-financing'.	ERROR
2.50	Validate that a Payment is not Final and Interim at the same time.	ERROR
2.51	Validate that Basic Project Amf/Isf is Pnr Project can only be true when ISF PR Project under SO5.	ERROR
2.52	Validate that Basic Project Amf/Isf is Interoperability Project can only be true when ISF PR Project under SO5.	ERROR
2.53	Validate that Basic Project Amf/Isf is Regional Project can only be true when AMIF PR Project under SO2.	ERROR
2.54	Validate that Basic Project Amf/Isf enhances Effectiveness can only be true when AMIF PR Project under SO3.	ERROR
2.55	Validate that the Accounts version does not contain PR, OV, OB or TS Projects created in previous Accounts versions with Final Payment.	WARNING
2.56	Validate that the Accounts version does not contain AMIF Special Cases Projects (RP, RO, ST, AD) for which the pledging period is past.	WARNING
2.57	Validate on PR Projects that nvl (Keyword 1,1) <> nvl (Keyword 2,2) <> nvl (Keyword 3,3).	ERROR

2.58	Validate on PR Projects that at least 1 Keyword is selected.	WARNING
2.59	Validate when ISF PR Project under SO5, that Basic Project AMIF/ISF is PNR Project is not null.	ERROR
2.60	Validate when ISF PR Project under SO5, that Basic Project AMIF/ISF is Interoperability Project is not null.	ERROR
2.64	Validate on PR Projects that the Keyword / Specific Objective combination exists in Project Key word Specific Objective.	ERROR

After all errors have been resolved the status of the Accounts ISF becomes **READY TO SEND**.

An example of a validation window:

Validation results

VALIDATION RULE 2.24

CCI 2014DE65ISNP010 Version 2014.0 Status Open

Latest validation results

SEVERITY	CODE	MESSAGE
Info		Accounts version has been validated
Warning	2.19	Validate that the current date is before the 1st of March Financial Year + 1



Send the Accounts (ISF)

REMARK	<p>The Accounts can only be sent once the Validation Errors have been removed and the status is 'READY TO SEND' or 'SENT'.</p> <p>It is a must to have the privilege to send the Accounts, the user has the role MS Responsible Authority Send.</p> <p>On the highest Member State Node, there is a signature for Annexes I, II and III by the Responsible Authority and a signature for Annex IV by the Audit Authority.</p> <p>The "4 eye principle" must be respected. Therefore, the user sending must be different from the user who last validated.</p> <p>The Sending of information by a Member State to the Commission should be electronically signed in accordance with Directive 1999/93/EC. Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.</p>
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1. Click on the [Send](#) link to send the Accounts to the Commission or to an upper Node.

The screenshot shows the European Commission SFC system interface. The breadcrumb navigation is: European Commission » SFC » SFC2014-FO » Execution » Accounts (AMIF,ISF). The main navigation bar includes: Strategic planning, Programming, Application (EGF), Commission decision, Monitoring, Execution, and Audit. The search bar contains the text '2014AT65AMNP001 - 2015.0'. A red box highlights the 'Send' button, which is being clicked by a mouse cursor. The left sidebar shows a 'Filter' section with a search box and a list of categories: General (Version information, Officials in charge, History, Documents, Observations) and Projects & accounts. The main content area displays 'GENERAL Version information' with the following details: Title 2014 AT AMF, CCI 2014AT65AMNP001 Version 2015.0, Current node Austria, and Status Ready to send.

The system will ask you to confirm the send action:

CCI 2014DE65ISNP010

Version 2014.0

Snapshot data before send [Accounts Snapshot 2014DE65ISNP010 2014.0 de](#)

Do you really want to send this accounts version?



2. Click on [Yes](#) to confirm or click on [No](#) to return to the Accounts ISF.
3. The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.

This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered when sending to the European Commission:



External
SFCtestSilvia SUPPORT (SFCtest2014)



Sign a transaction

Welcome **SFCtestSilvia SUPPORT** to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.

Sign a transaction for sfc2014

Description: **Accounts Snapshot of data before send 2014AT65ISNP001 2016.0**

Reason: **Electronic signature required in accordance with Directive 1999/93/EC**

Password

 1

[Printer-friendly Version](#) | [> See the complete transaction](#)

(1) Enter your SFC2014 *Password*

(2) Click on the 'SIGN' button

The status of the Accounts is set to **SENT**.

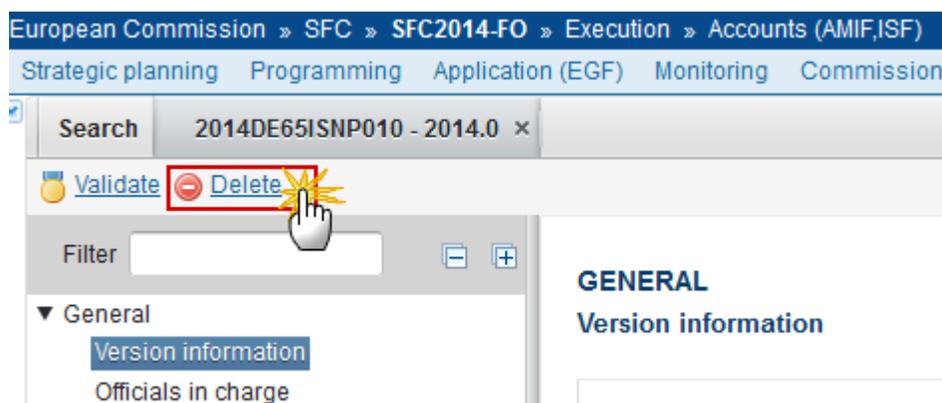
REMARK	When modifying one of the items of Annexes I, II or III, or when linking to another Programme version, the signature of the signers and the signing dates for Annexes I, II, III and IV will be removed and a new sign action by the Responsible Authority for Annexes I, II
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	<p>and III and one by the Audit Authority for Annex IV will have to be performed before sending to the Commission is allowed.</p> <p>When modifying one of the items of Annex IV, the signature of the signer and the signing date for Annex IV will be removed and a new sign action by the Audit Authority will have to be performed before sending to the Commission is allowed.</p>
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Delete the Accounts (ISF)

REMARK	<p>The Accounts cannot be completely deleted anymore, so the permissions on the delete action were removed and the link 'Delete' will not appear among your options.</p> <p>In case you want to delete the whole Accounts, you have to ask your desk officer who will analyse case by case and the support team will temporarily grant the delete action to you.</p> <p>It is a must that your desk officer has analysed your case and you have a positive confirmation to delete the Accounts, then you have the role of MS RESPONSIBLE AUTHORITY UPDATE. The 'Delete' link will be temporarily enabled for you.</p> <p>The Accounts can only be deleted when the status is OPEN, READY TO SEND or RETURNED FOR MODIFICATION BY MS, and has never been sent to the Commission before and has no sent documents attached.</p> <p>The delete is a physical delete from the system.</p>
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1. Click on the [Delete](#) link to remove the Accounts from the system.



The system will ask you to confirm the delete action:

Delete confirmation

CCI 2014DE65ISNP010

Version 2014.0

Do you really want to delete this accounts version?

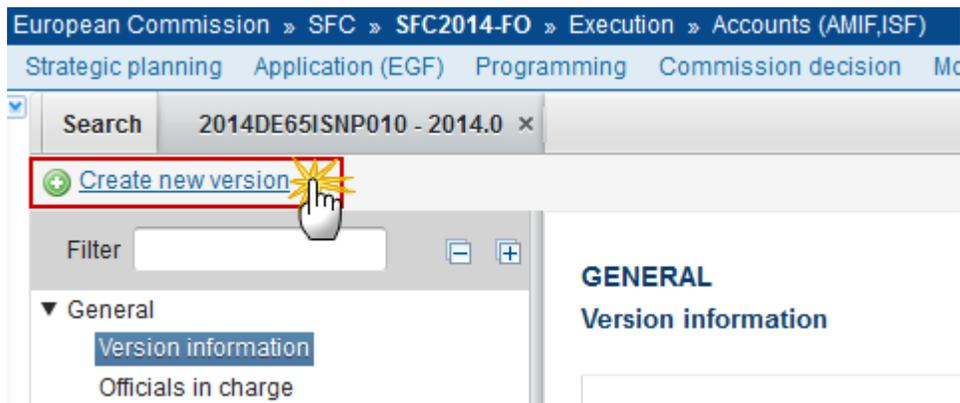


2. Click on [Yes](#) to confirm or click on [No](#) to return to the Accounts ISF.

Create a New Version of the Accounts (ISF)

REMARK	<p>It is a must to have the privilege to create a new version of the Accounts, the user has the role of MS Responsible Authority.</p> <p>A New Version of the Accounts can only be created when the last version has the status 'RETURNED FOR MODIFICATION BY EC' or 'CLOSED'.</p>
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1. Click on the [Create New Version](#) link to create a new version of the Accounts.



The system will ask you to confirm the creation of a new version:

CCI 2014DE65ISNP010

Version 2014.0

Do you really want to create a new Accounts version based on the returned version ?



2. Click on [Yes](#) to confirm. Click on [No](#) to return to the Accounts ISF.

On success, a new version of the Accounts has been created as a copy of the previous version and the working version number is incremented by one. Its status is set to **OPEN**.

Additional Functionality

Early Warning Notification

An early warning notification job will run on 20, 26, 27, 28, (29) of February and 1-5 March. It will select all adopted National Programmes for which no Accounts for Financial Years smaller than the current year have been sent to the Commission.

For these National Programmes, an email notification will be sent to the MS Officials in Charge of the National Programme and to the subscribers of this Event Type. The notification will say:

"The Annual Accounts [YYYY] for National Programme [CCI] have not yet been sent to the Commission. Please submit these Annual Accounts as soon as possible."