

Accounts IPARD ..... 2

Workflow ..... 3

Definitions, Acronyms and Abbreviations ..... 5

Create Accounts ..... 5

Record/Edit the Accounts..... 8

General ..... 8

    Version Information..... 8

    Officials in Charge ..... 9

    History..... 11

    Documents..... 12

        Uploading and sending documents ..... 13

        Sending an Unsent Non-Integral Document ..... 15

        Deletion of an unsent document ..... 17

        Hiding a sent document ..... 18

    Observations ..... 19

Form D 2 – Annual Declaration of Accounts ..... 20

Validate the Accounts ..... 21

Send the Accounts..... 23

Delete the Accounts ..... 26

Create a New Version of the Accounts..... 27

# Accounts IPARD

## PURPOSE

This document describes the specifications of the use-cases related to Annual Accounts for IPARD (Instrument for Pre-Accession Assistance (IPA II) in Rural Development) procedure in SFC2014.

Candidate (Member States) have the obligation to submit their Annual Accounts to the EC before the 15th of February (included) of each year YYYY for the financial year YYYY+1. (Annual Audit Activity Report and Audit Opinion can be submitted until the 15th of March YYYY+1)

## ROLES

Roles involved in the Accounts are:

<b>MS Accredited Paying Agency</b> IPA(d) <b>MS Coordinating Body</b> IPA(d)	Create the Accounts Consult the Accounts Record the Accounts Upload the Accounts Documents Validate the Accounts Send the Accounts to upper node MS Return the Accounts to MS Create New Version of the Accounts Delete the Accounts
<b>MS Accredited Paying Agency</b> IPA(d)	Sign Annual Accounts Sign Management Declaration
<b>MS Coordinating Body</b> IPA(d)	Send the Accounts <b>to the EC</b>
<b>MS Certification Authority</b> IPA(d)	Consult the Accounts Upload the Documents (Audit Opinion) Sign Audit Opinion
<b>MS Managing Authority</b> IPA(d)	Consult the Accounts

## FUNDS

IPA(d)			
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## PRE-CONDITIONS

When creating a new Accounts version for a specific Accounting year (=Financial year) and for a specific Paying Agency, this version doesn't yet exist.

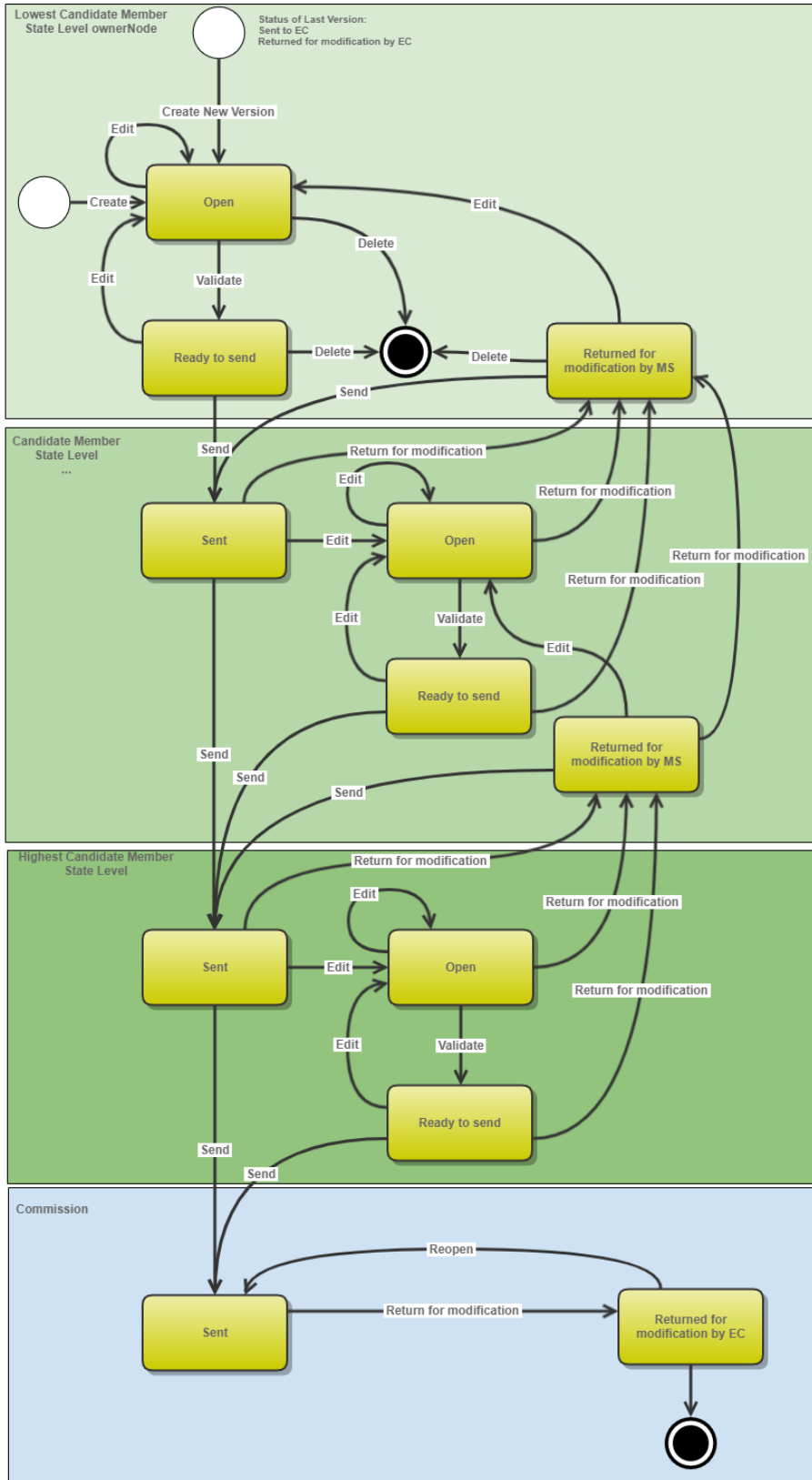
When editing a version of the Accounts, its status is 'Open', 'Ready to send' or 'Sent' and currently resides on the user's Node.

## Workflow

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

Click [here](#) to see the Accounts IPARD workflow diagram in high resolution.

# Accounts IPARD project State Diagram



## Definitions, Acronyms and Abbreviations

Name	Definition
<b>SFC</b>	<p>Shared Fund Management Common System</p> <p>SFC2014 main function is the electronic exchange of information concerning shared Fund management between Member States and the European Commission for the period 2014-2020</p> <p>SFC2014 URL: <a href="https://webgate.ec.europa.eu/sfc2014/frontoffice/ui">https://webgate.ec.europa.eu/sfc2014/frontoffice/ui</a></p> <p>Support Portal URL : <a href="https://ec.europa.eu/sfc/en/2014/about-sfc2014">https://ec.europa.eu/sfc/en/2014/about-sfc2014</a></p>
<b>IPARD</b>	Instrument for Pre-Accession Assistance
<b>ECAS / EU Login</b>	<p>European Commission Authentication Service</p> <p>Until 04.11.2016 the EU Login was labelled as ECAS</p>
<b>Node</b>	<p>A Node is a collection of users, representing the Commission, a (candidate) Member State, a regional or a local Authority. Countries with a centralized management structure will only have a single Node, while other countries with a more decentralized structure could have a lot of them. Each user of the system can have one or more user profiles, each giving access to a specific node.</p> <p><a href="https://ec.europa.eu/sfc/system/files/documents/documents/sfc2014-nodes-and-hierarchies-3-0.pdf">https://ec.europa.eu/sfc/system/files/documents/documents/sfc2014-nodes-and-hierarchies-3-0.pdf</a></p>
<b>Integral Documents</b>	Integral documents are documents sent to EC once the container object they belong is sent to EC.
<b>Non-Integral documents</b>	Non-integral documents can be sent at any time independently of the status of the container object.

## Create Accounts

<b>REMARK</b>	<p>To create a new Accounts, the user must have one of the update roles below:</p> <ul style="list-style-type: none"> <li>• (candidate) MS Accredited Paying Agency for IPARD fund</li> <li>• or (candidate) MS Coordination Body for IPARD fund</li> </ul>
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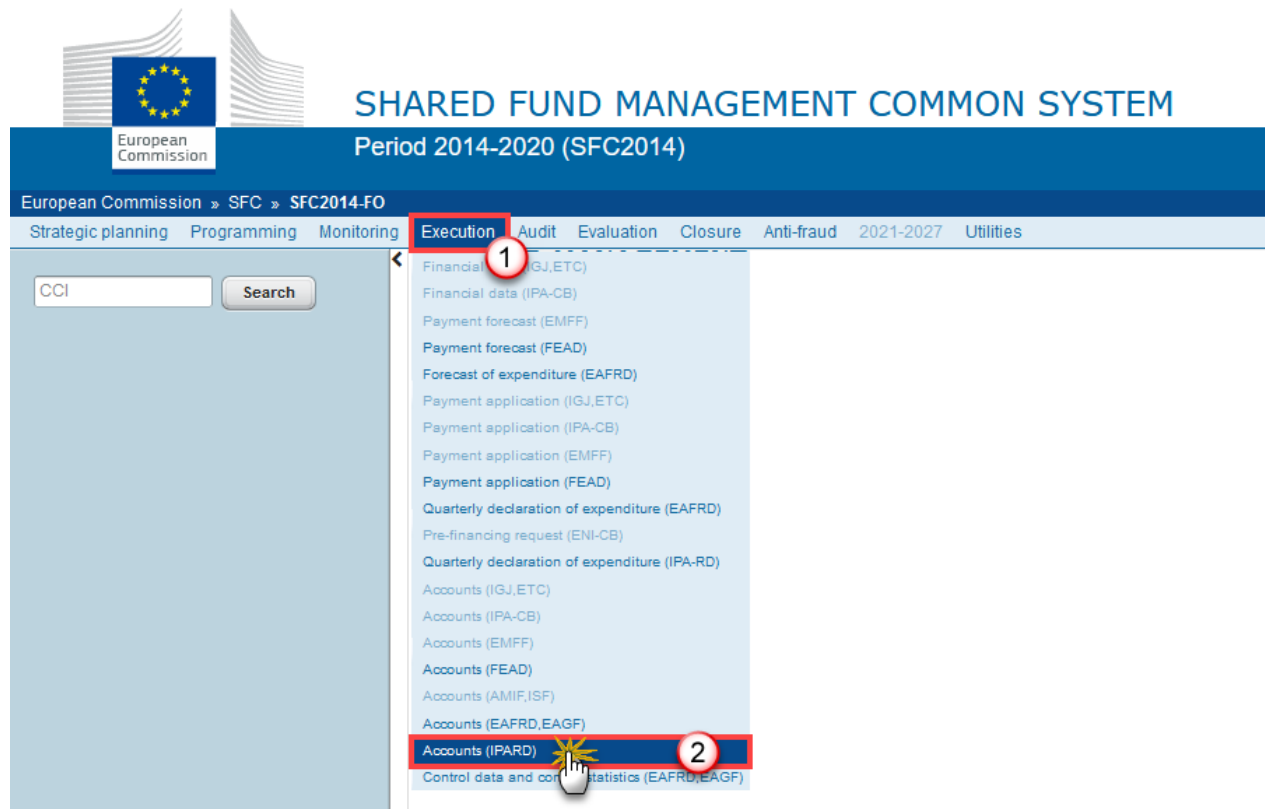
- or (candidate) MS Authority for IPARD fund
- or (candidate) MS Certification Authority for IPARD fund

When creating a new IPARD annual Account declaration for a specific financial year and for a specific Paying Agency, this declaration doesn't yet exist.

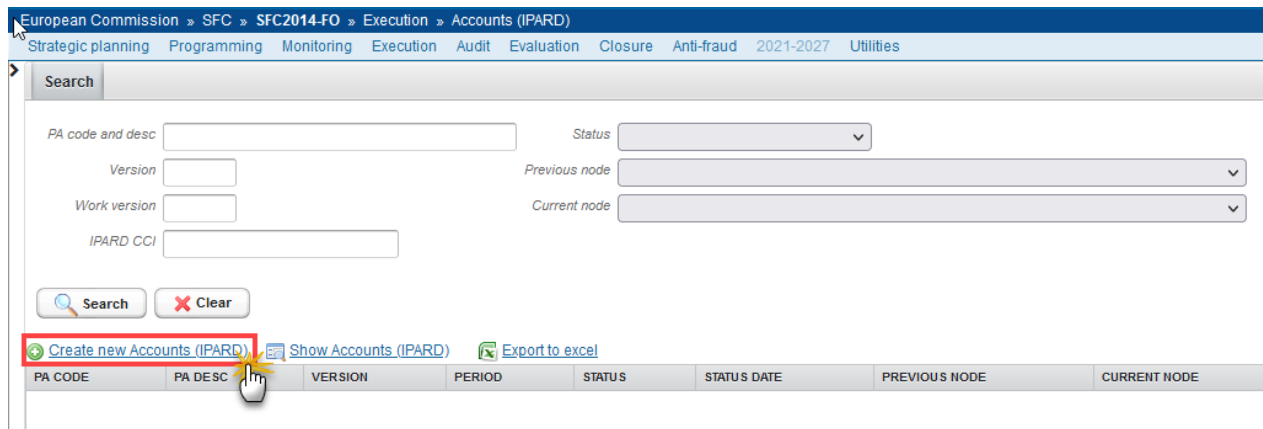
The IPARD Programme is adopted and managed on the user's level.

When editing a version of an IPARD Annual Accounts, its status is 'Open', 'Ready to send' or 'Sent' at the level of the Candidate Member State and currently resides on the user's level.

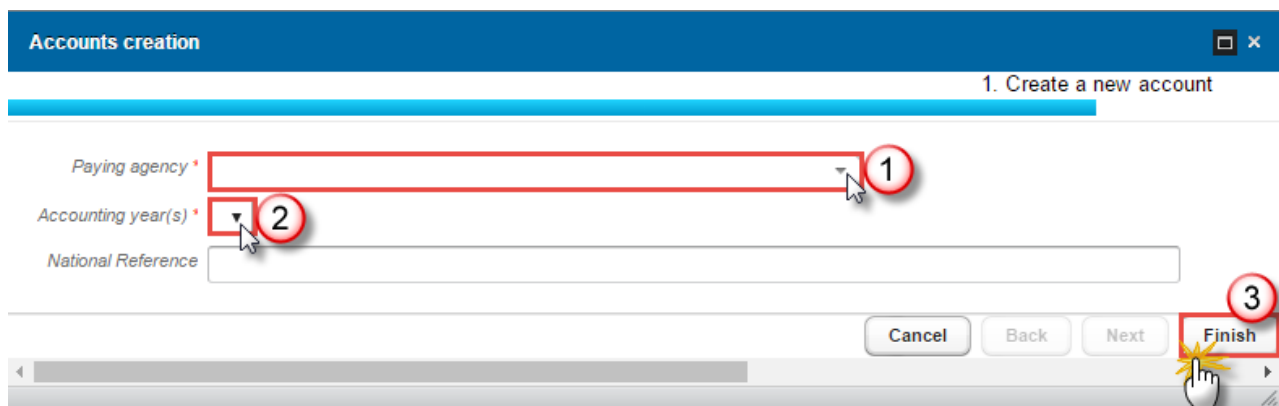
1. To access the **ACCOUNTS** section first click on the **Execution (1)** menu item and then on the [Accounts \(IPARD\)](#) link **(2)**.



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



You are redirected to the Accounts creation wizard:



3. Select the following information:

**(1) Select the *Paying Agency***

The Paying Agency list contains all paying agencies which were valid during the Accounting year (i.e. for the full period or only part of it) of the country node of the registered user and for which a required IPARD Annual Accounts is missing for at least one opened Encoding period. When there is already an Accounts version for a Paying Agency, then this Paying Agency should only appear in the list when the user's node is the owner node of that Accounts version.

**(2) Select the *Accounting year(s)***

The IPARD Annual Accounts objects are always referring to an Accounting period. (=Financial year)

The Accounting period and Encoding periods are managed in the SFC database:

By default: For Accounting year YYYY: Accounting period=01/01/YYYY to 31/12/YYYY; Encoding period=01/01 /YYYY+1 to 31/10/YYYY+1

Example: For Accounting year 2021: Accounting period=01/01/2021 to 31/12/2021; Encoding period=01/01/2022 to 31/10/2022

The list box displays only the Accounting periods for which the Encoding period is currently opened and for which a required IPARD Annual Accounts version is missing for the selected Paying Agency

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

On Create, the initial Accounts version structure is created, and a Table of Content (ToC)/Navigation Tree is presented. The status of the Accounts version is **OPEN**.

## Record/Edit the Accounts

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


- [General](#)
- [FORM D 2 - ANNUAL DECLARATION OF ACCOUNTS](#)

## General

### *Version Information*

The Version Information contains information on the identification and status of the Accounts version; like the CCI, Title, Accounting period, Fund, Version Number, Status, Current Node, etc.

<b>REMARK</b>	<p>The version and work version number are automatically provided by the system on "Create new Accounts".</p> <p>The version number is the Accounting Year and the work version number is 0.</p> <p>Only the National Reference can be updated.</p>
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1. Click on the **EDIT** button  to modify the National Reference.



## GENERAL

### Version information

<b>PA code and desc</b> BE03 - Direction Générale de l'Agriculture, des Ressources naturelles et de l'Environnement	<b>Current node</b> Belgium
<b>Version</b> 2022.0	<b>Status</b> Open
<b>Period</b> 2022 - (01/01/2022 - 31/12/2022)	<b>Status date</b> 24/05/2023 12:23
<b>IPARD CCI(s)</b>	<b>Last modification date</b> 24/05/2023 12:23
	<b>National Reference</b>

The Edit Details pop-up window appears:

1

2



2. Enter the following information:

- (1) Enter the new National reference
- (2) Click on [Update](#) to save the information.

## Officials in Charge




<b>NOTE</b>	Officials in Charge can be updated at any time, independent from the status of the Accounts versions. The email is directly accessible via the email link.
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- 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 UP

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:

2. Enter the following information:

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

<b>NOTE</b>	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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## History

This section shows all the actions (Create; Validate, Sign, Send, etc...) that happened in the Accounts version 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	<a href="#">AT Austria</a>
Open	Create		Austria	01-Sep-2014 14:54:52	<a href="#">AT Austria</a>

## Documents

The Documents list shows the documents related to the Accounts submission process uploaded against this version of the Accounts by Member State and by Commission. Member State Users see all their own Documents and the sent Commission Documents. Commission Users see all their own Documents and the sent Member State Documents.

The following document types will be foreseen in this section:




Description	Non-integral	Integral	System	Required
Snapshot of data before send		X	X	X
Acknowledgment of Receipt			X	X
Annual declaration statement- (descriptive part) *		X		X
Management declaration*		X		X
Table of differences by IPARD II programme and measure, accompanied by an explanation for each difference*		X		X
Debtors ledger IPARD I*		X		X
Debtors ledger IPARD II*		X		X
List of all payments made in the financial year*		X		X
Annual financial reports/ statements /bank statements*		X		X
Annual Audit Activity Report**		X		X
Audit Opinion**		X		X
Other Candidate Member State Document	X			

\*Document submitted by the National Authorising officer by 15 February n+1

\*\*Document submitted by the Audit Authority by 15 March n+1

## Uploading and sending documents

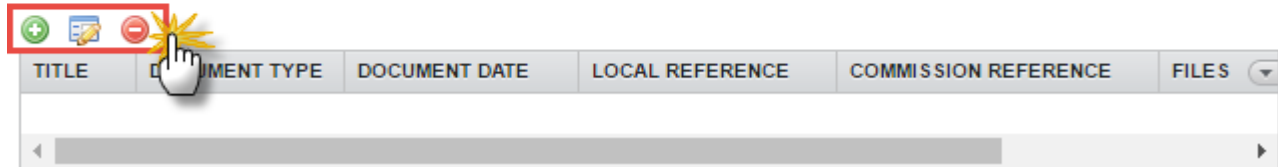
Multiple documents can be uploaded in the Accounts.

- 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

*Documents uploaded/sent in the current version*



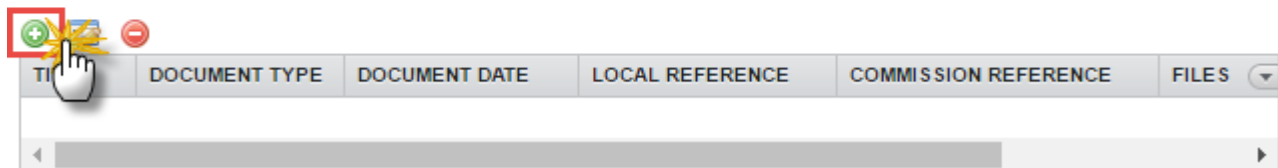
TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES
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1. Click on the **ADD** button  to add a new document.

### GENERAL

#### Documents

*Documents uploaded/sent in the current version*



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES
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The document detail pop-up window appears:

The screenshot shows a 'Document details' form with the following elements:

- Document type \***: A dropdown menu (1).
- Title \***: A text input field (2).
- Document date \***: A date picker (3).
- Local reference**: A text input field.
- Commission reference**: A text input field.
- Attached files**: A table with columns: TITLE (5), LANGUAGE (6), FILENAME (null), and a 'Select file to upload' button (7). The table has an 'ADD' button (4) and a 'REMOVE' button.
- Buttons**: 'Update' (8), 'Update & send', and 'Cancel'.

A 'Not yet sent' status indicator is visible in the top right corner.

2. Enter or select the following information:

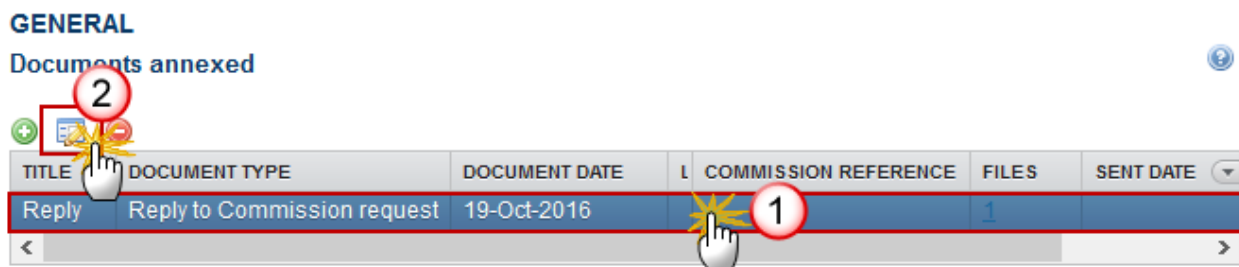
- (1) Select a *Document Type*
- (2) Enter a *Title* for your Document
- (3) Enter a *Document Date*
- (4) Click on the **ADD** button  to add a new attachment
  - You can add multiple attachments by clicking on the **ADD** button 
  - You can remove unwanted attachments by selecting the attachment and 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.

<b>REMARK</b>	Commission Reference N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.
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The pop-up window closes, and the documents are uploaded.

## Sending an Unsent Non-Integral Document

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



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

Document details □ ×

📣 Not yet sent

*Document type \** Reply to Commission request ▼

*Title \** Reply

*Document date \** 19/10/16

*Local reference*

*Commission reference*

**Attached files**

	TITLE	LANGUAGE	FILENAME	
<input type="checkbox"/>	Reply	English ▼	Report.docx	<span style="border: 1px solid #ccc; padding: 2px;">Select file to upload</span>

✔ Update
✔ Update & send
Cancel

NOTE	<p>The <a href="#">Update &amp; Send</a> 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 <a href="#">Update &amp; Send</a> link, will send all the files and not only the one(s) for which the check-box has been ticked.</p>
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Document details ✕

🚫 Not yet sent

Document type \* Reply to Commission request

Title \* Reply

Document date \* 19/10/16

Local reference  

Commission reference  

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

**Attached files**

	TITLE	LANGUAGE	FILENAME	
<input checked="" type="checkbox"/>	Reply	English	Report.docx	Select file to upload
<input type="checkbox"/>	document	English	Report.docx	Select file to upload

✔ Update
🔄 Update & send
✖ Cancel

<b>REMARK</b>	<p><b>Non-integral documents</b> can be sent at any time independently of the status of the Accounts for IPARD.</p> <p>Non-integral document type demands a <u>manual submission</u> (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.</p> <p>You can find in our Portal the types of documents that can be uploaded and sent by the Member State.</p> <p>A document is only visible to the Commission when the <b>Sent Date</b> is visible.</p>
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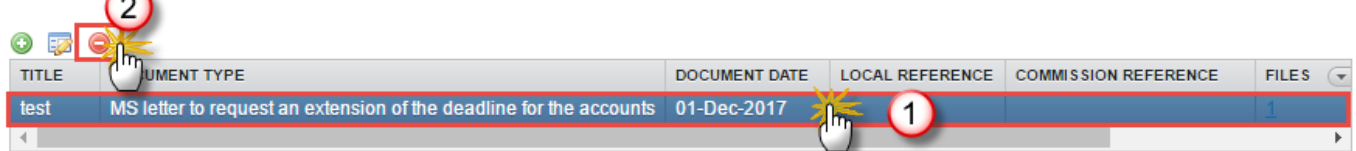
## Deletion of an unsent document

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

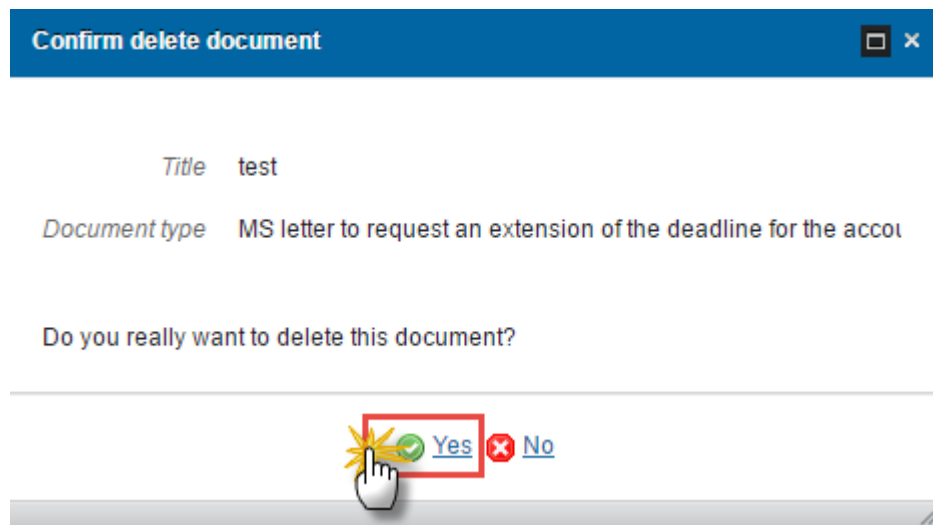
### Documents

Documents loaded/sent in the current version



TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL REFERENCE	COMMISSION REFERENCE	FILES
test	MS letter to request an extension of the deadline for the accounts	01-Dec-2017			1


A confirmation window appears:



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

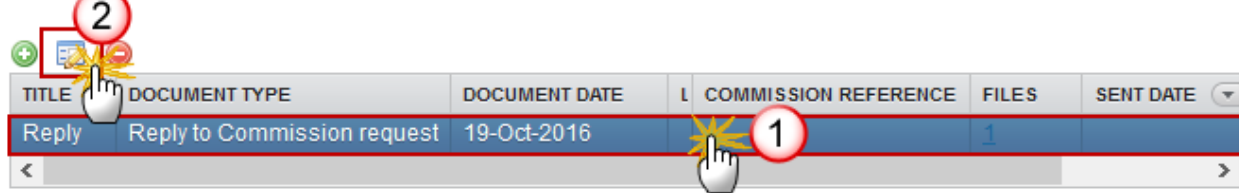
## Hiding a sent document

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

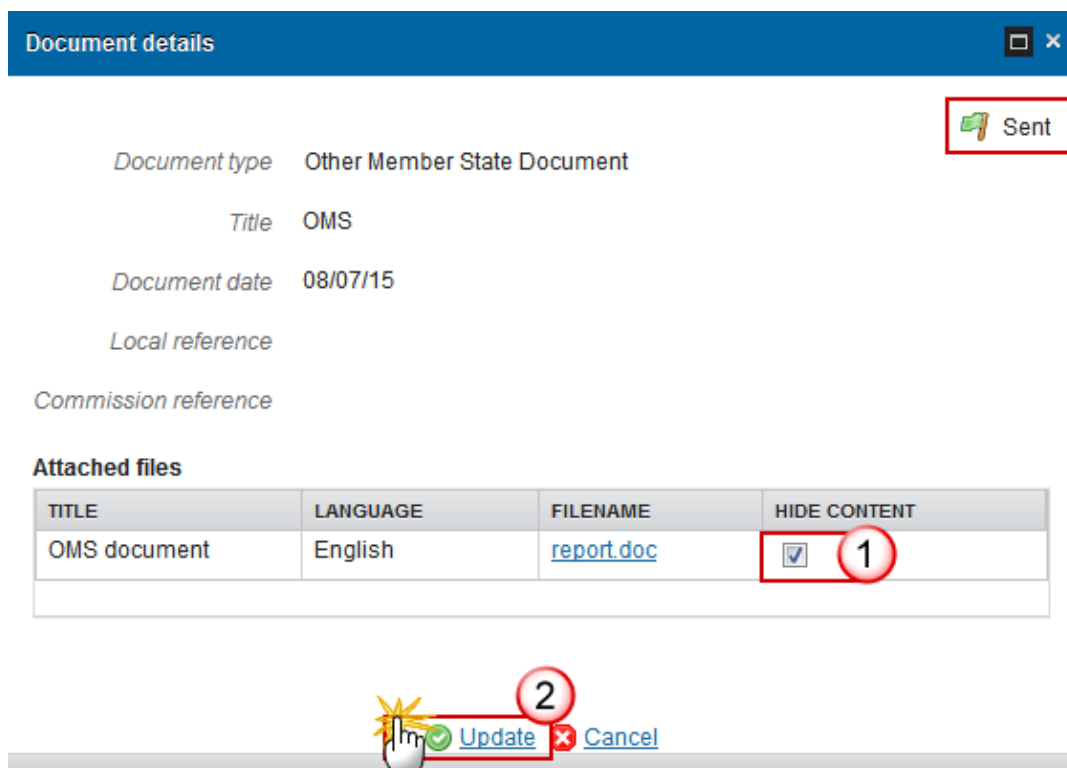
## GENERAL

### Documents annexed




TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REFERENCE	FILES	SENT DATE
Reply	Reply to Commission request	19-Oct-2016			1	

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



Document details

 Sent

*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	<a href="#">report.doc</a>	<input checked="" type="checkbox"/> 1

## Observations

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

## GENERAL

### Observations

- (1) Enter an observation.

All users who have Read and Observation permission on the Accounts for IPARD 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.

## Form D 2 – Annual Declaration of Accounts

1. Click on the **EDIT** button  to edit the table.

European Commission » SFC » SFC2014-FO » Execution » Accounts (IPARD)

Strategic planning Programming Monitoring Execution Audit Evaluation Closure Anti-fraud 2021-2027 Utilities

Search BE03 2022.0

Validate Delete Previous Next

### FORM D 2 - ANNUAL DECLARATION OF ACCOUNTS

MEASURE	EUROPEAN UNION PART THAT HAS BEEN DECLARED TO THE COMMISSION IN QUARTERLY PAYMENT APPLICATIONS FOR THE FINANCIAL YEAR (2022) IN EUR
M01 - Investments in physical assets of agricultural holdings	
M02 - Support for the setting up of producer groups	
M03 - Investments in physical assets concerning processing and marketing of agricultural and fishery products	
M04 - Agri-environment- climate and organic farming measure	

The table becomes editable:

**FORM D 3 - ANNUAL DECLARATION OF ACCOUNTS** ?

2 ✔ Update ✖ Cancel

MEASURE	EUROPEAN UNION PART THAT HAS BEEN DECLARED TO THE COMMISSION IN QUARTERLY PAYMENT APPLICATIONS FOR THE FINANCIAL YEAR (2022) IN EUR
M01 - Investments in physical assets of agricultural holdings	1
M02 - Support for the setting up of producer groups	
M03 - Investments in physical assets concerning processing and marketing of agricultural and fishery products	
M04 - Agri-environment- climate and organic farming measure	
M05 - Implementation of local development strategies - leader approach	

2. Enter the following information:

(1) Enter the amounts for each measure

Amounts are in euros and are stored with 2 decimals

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

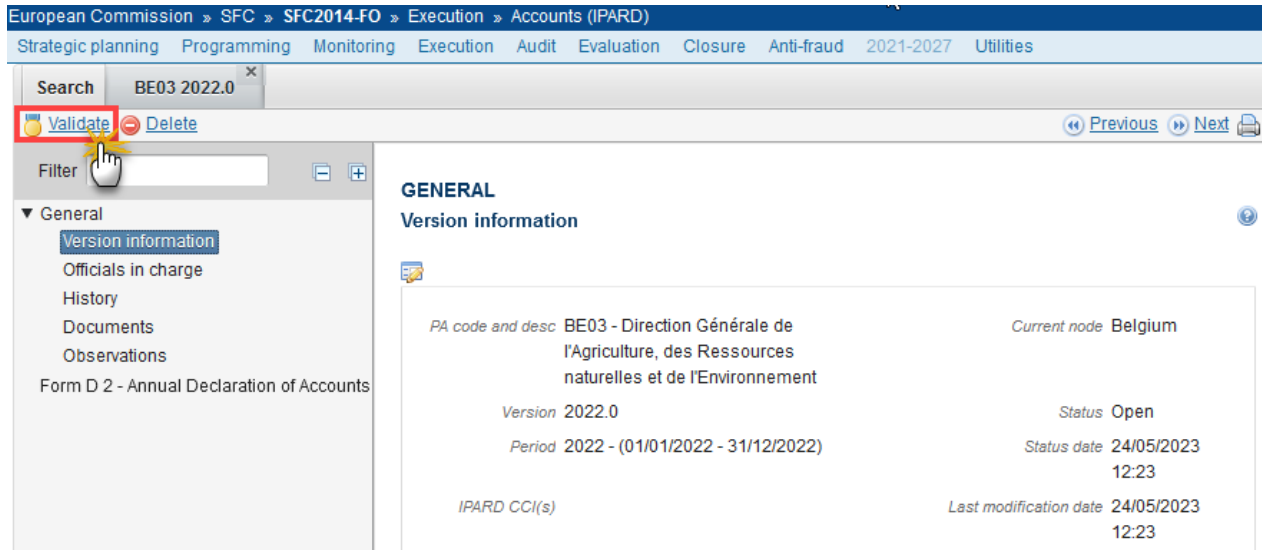
<b>REMARK</b>	Total is automatically calculated with 2 decimals (= sum of amounts for all IPARD measures) and persisted in database.
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## Validate the Accounts

<b>REMARK</b>	<p>The user is an identified user and has the role of:</p> <ul style="list-style-type: none"> <li>• (candidate) MS Accredited Paying Agency for IPARD fund</li> <li>• or (candidate) MS Coordination Body for IPARD fund</li> <li>• or (candidate) MS Authority for IPARD fund</li> <li>• or (candidate) MS Certification Authority for IPARD fund</li> </ul> <p>An Accounts version can be validated only if its status is <b>'OPEN'</b> or <b>'RETURNED FOR MODIFICATION'</b></p>
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BY MS'.

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



**REMARK** An **ERROR** will block you from sending the Accounts for IPARD. The error(s) should be resolved and the Accounts for IPARD 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
001	The Annual Accounts IPARD has been successfully validated	INFO
010	Validate that at least one official in charge of the (candidate) Member State exists.	ERROR
020	Validate that the IPARD Paying Agency code is valid.	ERROR
030	Validate that all integral documents have at least one attachment with a length > 0	ERROR

After all errors have been resolved the status of the Accounts for EARDF/EAGF becomes **READY TO SEND**.

An example of a validation window:

Validation results

Version 2022.0

Latest validation results

SEVERITY	CODE	MESSAGE
Info		Accounts version could not be validated. Please correct the errors.
Error	10	At least one official in charge of the candidate Member State exists

Ok

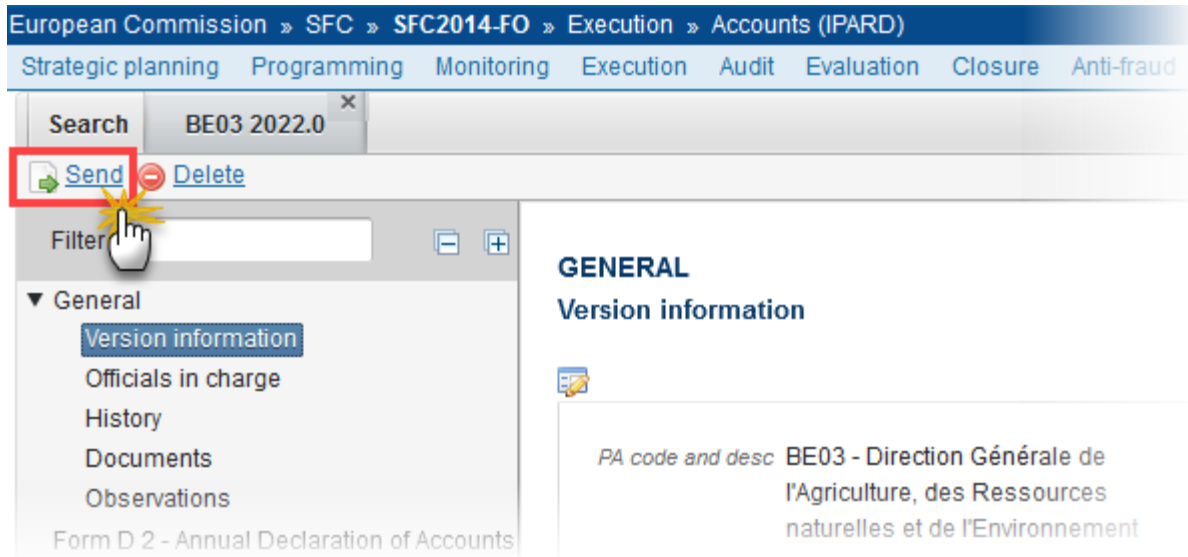
## Send the Accounts

<b>REMARK</b>	<p>The Annual Accounts version can only be sent once the <b>Validation Errors</b> have been removed and the status is '<b>READY TO SEND</b>' OR '<b>SENT</b>' or '<b>RETURNED FOR MODIFICATION BY MS</b>'. The declaration period is not over or a previous version of the IPARD Annual Accounts is in status '<b>RETURNED FOR MODIFICATION BY EC</b>'</p> <p>The user must have the role of:</p> <ul style="list-style-type: none"><li>• (candidate) MS Accredited Paying Agency for IPARD fund</li><li>• or (candidate) MS Coordination Body for IPARD fund</li><li>• or (candidate) MS Authority for IPARD fund</li></ul>
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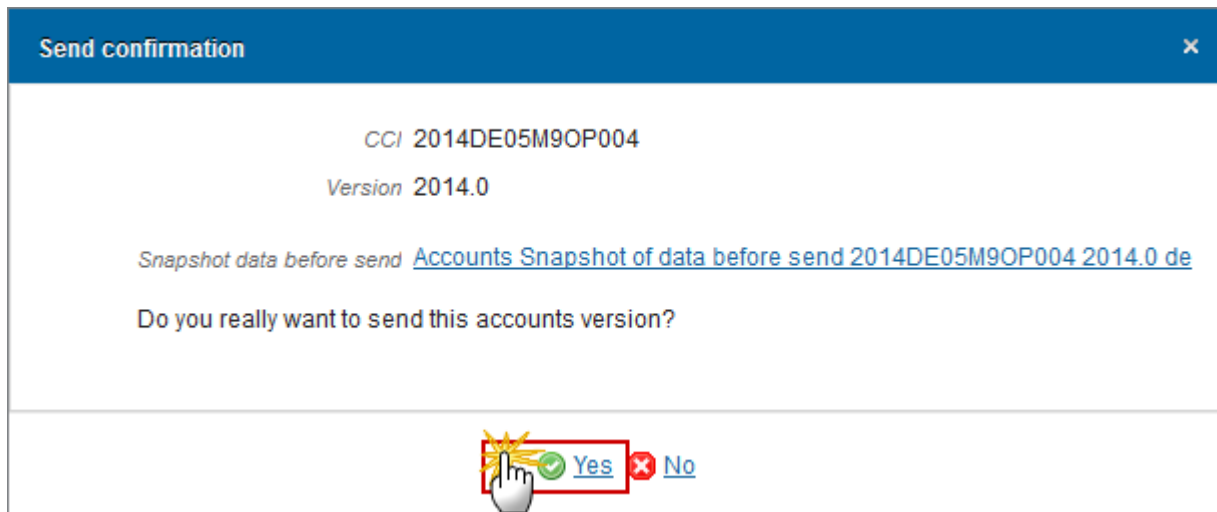
• or (candidate) MS Certification Authority for IPARD fund

The "4 eye principle" must be respected. Therefore, the user sending must be different from the user who last validated.

1. Click on the [Send](#) link to send the Accounts to the Commission or to an upper Node.



The system will ask you to confirm the send action:



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



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:

European Commission  
Authentication Service (EU Login)

English (en)

EUROPA > Authentication Service > Signature

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

**SIGN** 2

[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**.

## Delete the Accounts

<b>REMARK</b>	<p>The user must have one of the roles below to delete the Annual Accounts version:</p> <ul style="list-style-type: none"><li>• (candidate) MS Accredited Paying Agency for IPARD fund</li><li>• or (candidate) MS Coordination Body for IPARD fund</li><li>• or (candidate) MS Authority for IPARD fund</li><li>• or (candidate) MS Certification Authority for IPARD fund</li></ul> <p>The Accounts version can only be deleted when the status is <b>OPEN</b>, <b>READY TO SEND</b> or <b>RETURNED FOR MODIFICATION BY MS</b>, and has <b>never been sent to the Commission</b> before and has <b>no sent documents</b> 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.

European Commission » SFC » SFC2014-FO » Execution » Accounts (IPARD)

Strategic planning Programming Monitoring Execution Audit Evaluation Closure Anti-fraud 2021-2027 Utilities

Search BE03 2022.0

Validate Delete Previous Next

Filter

General

- Version information
- Officials in charge
- History
- Documents
- Observations
- Form D 2 - Annual Declaration of Accounts

**GENERAL**

Version information

PA code and desc	BE03 - Direction Générale de l'Agriculture, des Ressources naturelles et de l'Environnement	Current node	Belgium
Version	2022.0	Status	Open
Period	2022 - (01/01/2022 - 31/12/2022)	Status date	24/05/2023 12:23
IPARD CCI(s)		Last modification date	24/05/2023 12:23

The system will ask you to confirm the delete action:

Version 2017.0

Do you really want to delete this accounts version?

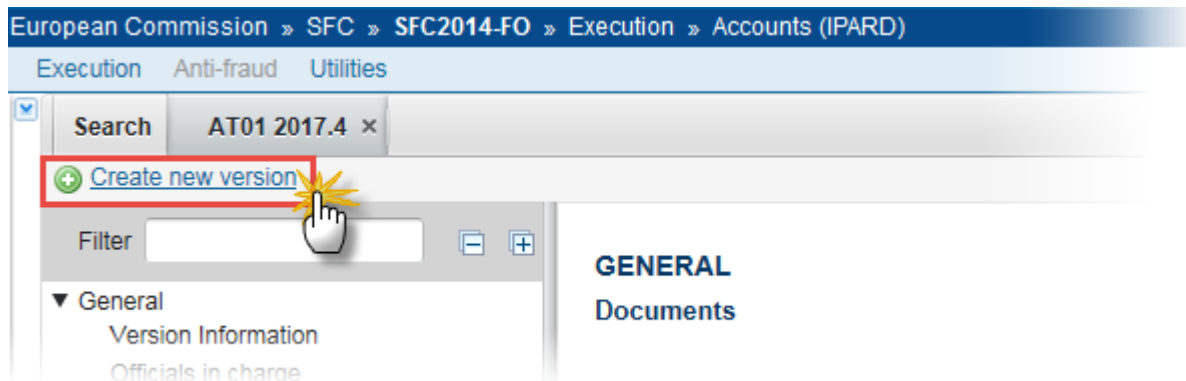


2. Click on [Yes](#) to confirm or click on [No](#) to return to the Accounts.

## Create a New Version of the Accounts

<b>REMARK</b>	<p>The user must have one of the roles below to create a new version of the Accounts:</p> <ul style="list-style-type: none"><li>• (candidate) MS Accredited Paying Agency for IPARD fund</li><li>• or (candidate) MS Coordination Body for IPARD fund</li><li>• or (candidate) MS Authority for IPARD fund</li><li>• or (candidate) MS Certification Authority for IPARD fund</li></ul> <p>A new Version of the Accounts can only be created when the last version has the status '<b>SENT</b>' to EC node or '<b>RETURNED FOR MODIFICATION BY EC</b>'</p>
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1. Open the previous version and 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:



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

On success, a new version of the Accounts has been created as a copy of the previous version, with a version number (= accounting year) identical to the previous and a working version number incremented by one. Its status was set to **OPEN**.