

Annual Accounts (IPARD III)	3
Workflow.....	4
Create the Annual Accounts.....	6
Record/Edit the Annual Accounts	10
General.....	11
Version Information.....	11
Officials in Charge	13
History	15
Documents.....	15
Upload & Send Documents	16
Send an unsent non-integral document.....	19
Delete an unsent document.....	21
Observations.....	22
Form D2 - Annual Declaration	23
Annual Declaration	Error! Bookmark not defined.
Debtor Ledger	Error! Bookmark not defined.
Public Storage	Error! Bookmark not defined.
Accounting/Financial Instrument.....	Error! Bookmark not defined.
Advances EAGF	Error! Bookmark not defined.
Advances EAGF within CAP Strategic Plan	Error! Bookmark not defined.
Advances EAGF outside CAP Strategic Plan	Error! Bookmark not defined.
Advances EAGF – Wine above 5 Million - Outside CAP Strategic Plan	Error! Bookmark not defined.
Advances EAFRD	Error! Bookmark not defined.
Advances EAFRD 2023-2027	Error! Bookmark not defined.
Advances EAFRD 2023-2027 above 5 millions	Error! Bookmark not defined.
Financial Instruments	Error! Bookmark not defined.
EAFRD Contribution.....	Error! Bookmark not defined.

Public Expenditure (Starting FY 2024 onwards)	Error! Bookmark not defined.
Funding Agreement (Starting FY 2024 onwards)	Error! Bookmark not defined.
Management Declaration(s).....	Error! Bookmark not defined.
Management Declaration – Paying Agency	Error! Bookmark not defined.
Management Declaration – Coordination Body	Error! Bookmark not defined.
Annexed Documents.....	Error! Bookmark not defined.
Validate the Annual Accounts	25
Prepare the Annual Accounts for send to EC.....	27
Send the Annual Accounts	29
Request for Revised Annual Accounts by MS	30
Delete the Annual Accounts.....	32
Cancel the Annual Accounts.....	Error! Bookmark not defined.
Create a New Version of the Annual Accounts.....	34

Annual Accounts (IPARD III)

PURPOSE

This document describes the actions related to transmission of the Annual Accounts for IPARD (Instrument for Pre-Accession Assistance (IPA III) in Rural Development) procedure in SFC2021.

Member States have the obligation to submit their Annual Accounts to 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).

REGULATIONS

The legal base establishing the transmission of the Annual Accounts and Management Declarations is Article 61 of the Financial Framework Partnership Agreement and in particular paragraph 2(a), and Articles 47 and 48(2) of the Sectoral Agreement.

ROLES

Roles involved in the Annual Accounts IPARD are:

MS Paying Agency (MSPA)	Consult Annual Accounts Record Annual Accounts
MS Coordination Body (MSCB), in case of several Paying Agencies	Validate Annual Accounts Prepare Annual Accounts for send to EC Send Annual Accounts (with signature during submission)
MS Authority (MSA)	Sign Annual Accounts Request for Revised Annual Accounts by MS
MS Certification Authority (MSCT)	Delete Annual Accounts Create New Version of Annual Accounts
MS Managing Authority (MSMA)	Consult Annual Accounts

FUNDS

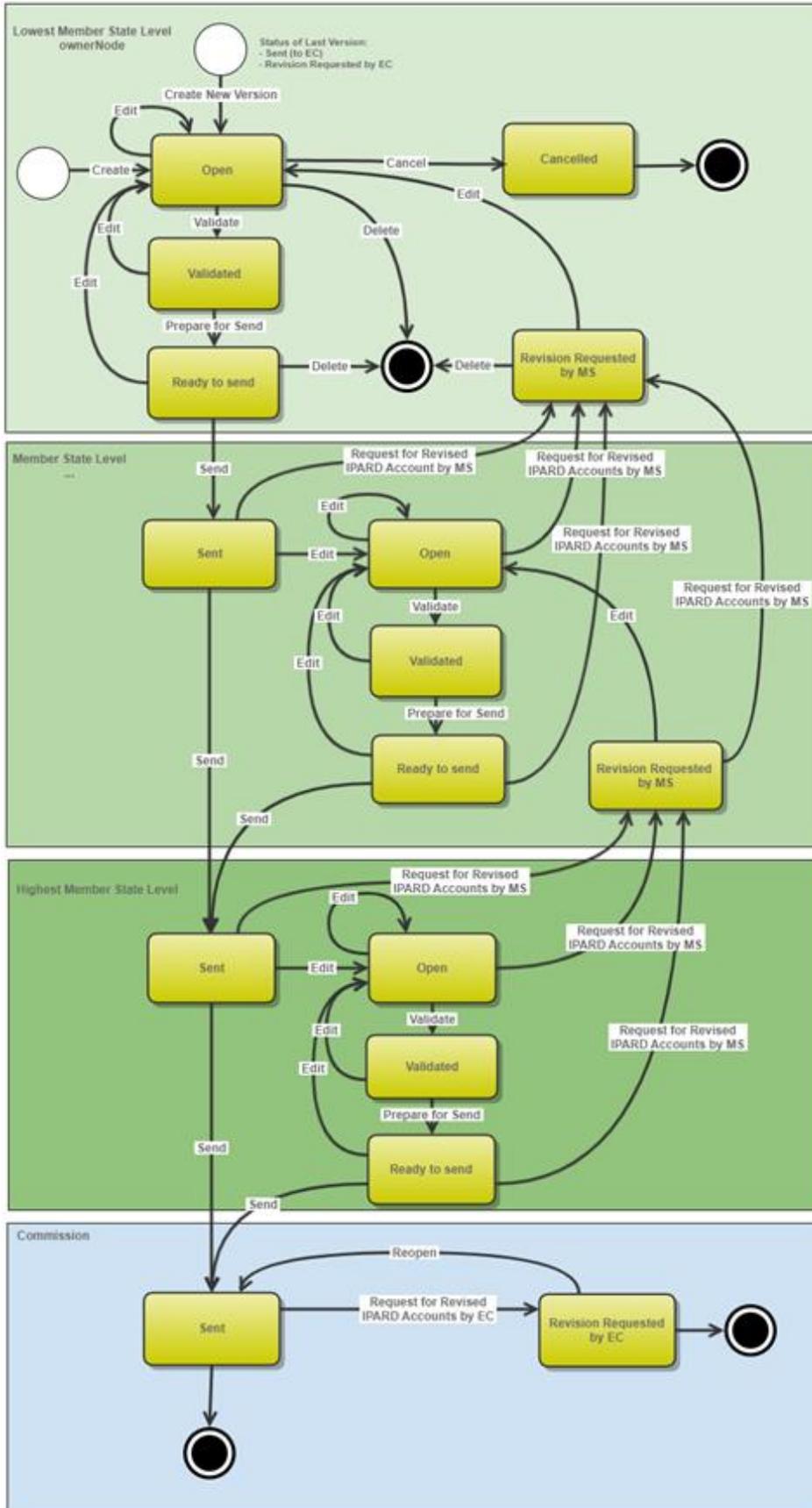
IPARD

Workflow

This section shows the lifecycle to create and manage the Annual Accounts.

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

IPARD Accounts State Diagram



Create the Annual Accounts

REMARK	<p>The User is an identified User and has the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update rights (MSPAu, MSCBu, MSAu or MSCTu).</p> <p>When creating a new Annual Accounts for a specific Financial year and for a specific Paying Agency, this Accounts doesn't exist yet.</p> <p>The IPARD Programme has to be adopted and managed on the User's level.</p>
---------------	---

1. To create the Annual Accounts, go to the **EXECUTION** menu and select the **ANNUAL ACCOUNTS** option:

- 1 Home
- Strategic planning
- Programming
- Application EGF
- Monitoring
- 2 Execution
 - Payment application IJG
 - Payment application ETC
 - Payment application EMFAF
 - Payment application AMIF ISF BMVI
 - Declaration of Expenditure EAGF
 - Forecast of expenditure EAFRD
 - Accounts IJG
 - Accounts ETC
 - Accounts EMFAF
 - Accounts AMIF ISF BMVI
 - Certification Body Report EAGF EAFRD
 - Certification Body Repor... EAGF EAFRD
 - Annual Accounts and M... EAGF EAFRD
 - 3 Annual Accounts IPARD III
 - WTO Notification EAGF EAFRD
- Financial management
- Debit note
- Late payment reductions EAGF EAFRD
- Decommitment n+3
- Final report EGF
- Audit

2. In the search screen click on the **CREATE** button to create a new Annual Accounts:

Accounts IPARD III List

Show Export Refresh Clear

+ Create

Paying Agency Code	Paying Agency Name	Funds	Version	Financial period	Status	Status date	Previous node
--------------------	--------------------	-------	---------	------------------	--------	-------------	---------------

You are redirected to the Annual Accounts Creation Wizard:

CREATE ANNUAL ACCOUNTS

Paying agency * 1

AL01. IPARD Paying Agency Albania ✓

Funds *
IPA III Rural Development

Financial period * 2

01/01/2024 - 31/12/2024 ✓

Version * 3

2024

National reference 4

Comments 5

Cancel Create 6

3. Enter or select the following information:

(1) Select the *Paying Agency*.

The Paying Agency list contains all paying agencies which were valid during the Financial 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 Annual Accounts version for a Paying Agency, then this Paying Agency will only appear in the list when the User's Node is the owner node of that Annual Accounts version.

(2) Select the *Financial period*.

The list displays only the Financial 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.

The Financial periods and Encoding periods are managed in the SFC database:

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

Example: For Financial year 2024: Financial period=01/01/2024 to 31/12/2024; Encoding period=01/01/2025 to 31/10/2025.

(3) The version and the Financial period are automatically prefilled by the system at the creation of a new Annual Accounts, depending on the opened Declaration period(s) and depending on the Annual Accounts already created.

(4) Enter the *National reference* if applicable.

(5) Enter the *Comments* if necessary.

(6) Click on **CREATE**.

The status of the Annual Accounts is **OPEN**.

REMARK	On Create, when the preconditions are met, the initial Annual Accounts structure is created and a Table of Content (ToC)/Navigation Tree is presented, so the User can continue to populate the structured data of the Annual Accounts.
---------------	---

Record/Edit the Annual Accounts

REMARK	<p>The User is an identified User and has the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update rights (MSPAu, MSCBu, MSAu or MSCTu).</p> <p>When editing a version of an Annual Accounts, its status is OPEN, VALIDATED, READY TO SEND or SENT at the level of the Member State and currently resides on the User's Node.</p>
---------------	---

General

This section includes the header data to identify the main characteristics of the Annual Accounts.

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the IPARD Annual Accounts Version like the Paying Agency, the CCI, the Title, the Type, the Fund, the Version Number, the Status, the Node where it currently resides and the Financial Period. It contains also the information about the linked IPARD Programme (=Last Adopted IPARD Programme before the beginning of the Financial Period).</p> <p>The Version information for the Annual Accounts cannot be modified once the version has been created, only the National reference and the Comments can be updated.</p>
-------------	--

1. Click on the **EDIT** button to enter or modify the *National reference* and/or the *Comments*:

GENERAL

Version information ?

 **Edit**

Paying agency	Fund	Version	Financial period	Last modified	Current node	 OPEN
AL01 - IPARD Paying Agency Albania	IPA III Rural Development	2024.0	01/01/2024 - 31/12/2024	15/04/2025, 14:47	Albania	

National reference

Comments

LINKED IPARD III PROGRAMME

Title in English	Programme version
IPA III Rural Development programme (IPARD III) of Alba...	1.0

Commission decision number	Commission decision date
C(2022)1539	09/03/2022

The Edit details pop-up window appears:

GENERAL

Version information ⓘ

Paying agency	Fund	Version	Financial period	Last modified	Current node	
AL01 - IPARD Paying Agency Albania	IPA III Rural Development	2024.0	01/01/2024 - 31/12/2024	15/04/2025, 14:47	Albania	

National reference 1

Comments 2

LINKED IPARD III PROGRAMME

Title in English	Programme version
IPA III Rural Development programme (IPARD III) of Alba...	1.0
Commission decision number	Commission decision date
C(2022)1539	09/03/2022
Eligible from	Eligible until
31/12/2020	

Cancel Save 3

2. Enter or modify the following information if needed:

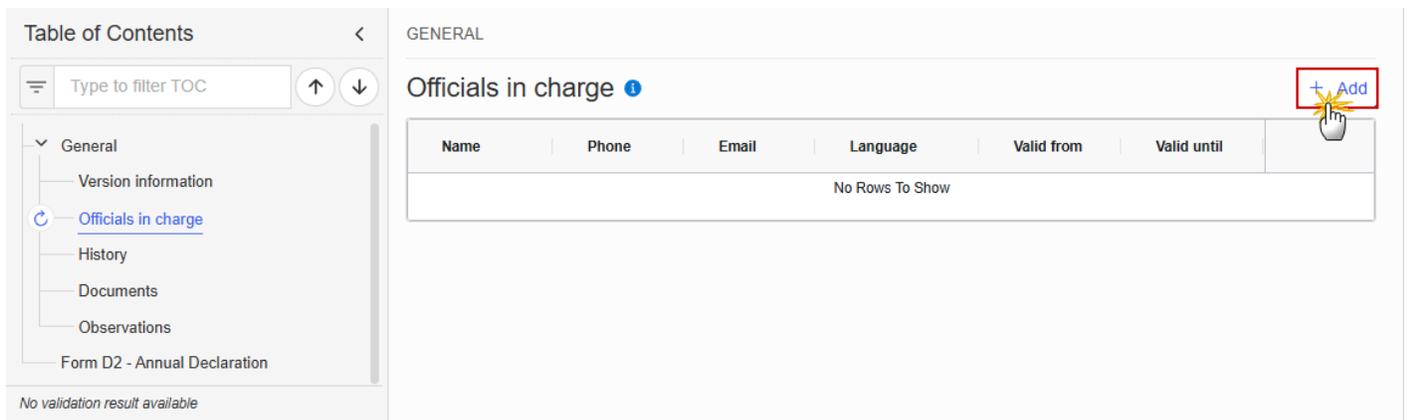
- (1) Enter or modify the *National reference*.
- (2) Enter or modify the *Comments*.
- (3) Click on **SAVE** to save the information.

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Annual Accounts. Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
-------------	--

- Click on the **ADD** button  to add a new official in charge.
- Clicking on the **EDIT** icon  of a row will allow you to modify the information of this official.
- Clicking on the **DELETE** icon  of a row will allow you to delete the official in charge selected.

1. Click on the **ADD** button to add a new Official in Charge:



The screenshot shows a web interface for managing 'Officials in charge'. On the left is a 'Table of Contents' sidebar with a search bar and a list of menu items: General, Version information, Officials in charge (selected), History, Documents, Observations, and Form D2 - Annual Declaration. The main area is titled 'GENERAL' and 'Officials in charge'. It features a table with columns: Name, Phone, Email, Language, Valid from, Valid until, and an action column. The table is currently empty, displaying 'No Rows To Show'. In the top right corner of the main area, there is a '+ Add' button, which is highlighted with a red box and a hand cursor icon.

The Edit details pop-up window appears:

Officials in charge

Name *

Email *

Phone

Language

Valid from

Valid until

Cancel

Save

2. Enter or select the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The format of the Email address will be validated by the system and should be unique.

(3) Enter the *Phone* number.

(4) Select the *Language*.

(5) Enter the *Valid from* and *Valid until* dates.

The *Valid until* date should be greater than the *Valid from* date.

(6) Click on **SAVE** to save the information.

History

This section shows all the actions that have been taken on the Annual Accounts since it was created, for example:

Table of Contents <

Type to filter TOC ↑ ↓

- General
 - Version information
 - Officials in charge
 - History**
 - Documents
 - Observations
 - Form D2 - Annual Declaration

No validation result available

GENERAL

History ⓘ

15/04/2025 15:58 OPEN

Action **Edit** on node **Albania (AL)** by [Gsb, Ste \(n0001843\)](#)

15/04/2025 14:47 OPEN

Action **Create** on node **Albania (AL)** by [Gsb, Ste \(n0001843\)](#)

Documents

NOTE	The Documents list shows all documents uploaded against this version of the Annual 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, unsent Integral Member State Documents and sent Member State Documents.
-------------	---

The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Document submitted by the National Authorising officer by 15 February n+1:					
Annual declaration statement- (descriptive part)	ACA.AD		X		X

Management declaration	ACA.MD		X		X
Table of differences by IPARD III programme and measure, accompanied by an explanation for each difference	ACA.DIF		X		X
List of all payments made in the financial year	ACA.PAY		X		X
Annual financial reports/statements/bank statements	ACA.FR		X		X
Document submitted by the Audit Authority by 15 March n+1:					
Annual Audit Activity Report	ACA.AAR		X		X
Audit Opinion	ACA.AO		X		X
Other documents					
Other Member State Document	ACA.OM	X			
Snapshot of data before send	SNP.ACASNT		X	X	X

- (1) Document can be sent at any time
- (2) Document will be automatically sent when the Object is sent
- (3) Document automatically created by the system
- (4) Document required in the system before a next action can be executed

REMARK	<p>For Annual Accounts Financial Year 2024, Debtor Ledger IPARD III CSV documents (ACA.DLIII) should be submitted in Annual Accounts Financial Year 2024 in SFC2014.</p> <p>For Financial Year 2025 onwards, they should be submitted in SFC2021.</p>
---------------	---

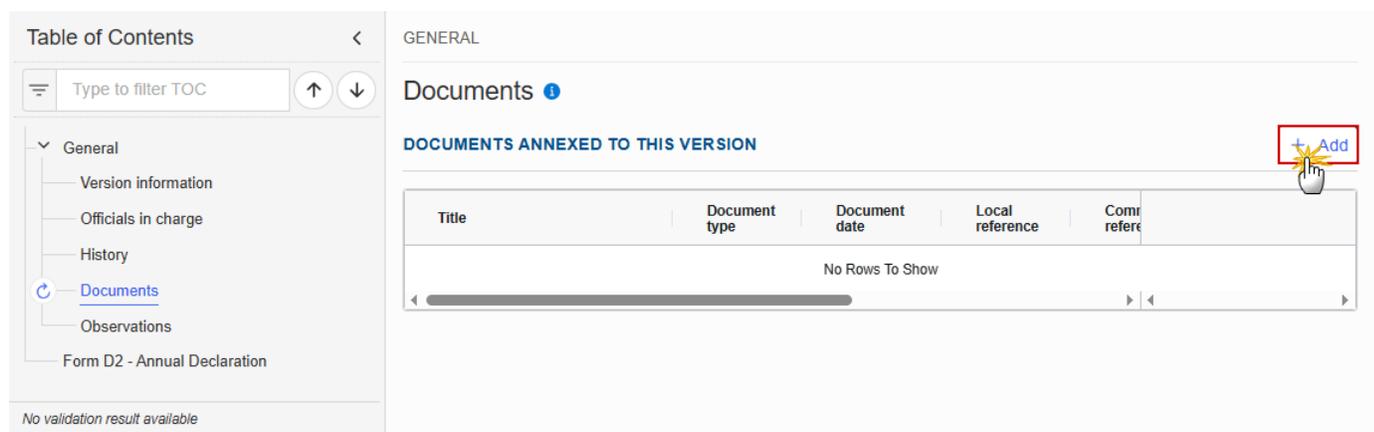
Upload & Send Documents

Multiple documents can be uploaded in the Annual 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 clicking on the **VIEW** icon  will allow you to view the document information.
- Selecting a document row and clicking on the **EDIT** icon  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 icon in order to send the document.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the document and all attachments.

REMARK	<p>Integral Documents are only sent - together with the encoded/uploaded data – once the Annual Accounts is sent to the EC.</p> <p>Referential/non-integral Documents (ie. 'Other Member State Document') can be sent at any time independently of the status of the Annual Accounts.</p> <p>The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically when the object is sent to the EC).</p> <p>A non-integral document is only visible to the Commission when the SENT DATE is visible.</p>
---------------	---

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



The Edit document details pop-up window appears:

Document

Document title *

Document type *

Document date *

Local reference

ATTACHED FILES



Title	Type	Language	File / Upload	Action
-------	------	----------	---------------	--------

2. Enter or select the following information:

(1) Enter a *Document Title* for your Document.

(2) Select a *Document Type*.

(3) Enter a *Document Date*.

The system automatically fills the field with today's date, but this can be modified.

(4) Enter a *Local reference*.

(5) Click on the **ADD** button to add a new attachment:

- You can add multiple attachments related to the same part of the annual accounts by clicking on the **ADD** button (e.g. separate files for the annual declaration of EAGF and EAFRD under the annual declaration file type).
- You can remove unwanted attachments by selecting the attachment and clicking on the **REMOVE** button.

The **Attached files** window becomes editable:

ATTACHED FILES

+ Add

Title	Type	Language	File / Upload	Action
Integral doc	Main	English	Browse Choose file	 

Cancel

Save

3. Enter or select the following information:

(1) Enter a *Title* for your attachment.

(2) Select the *Type* of the document.

It is possible to select from these 4 types: Annex, Cover Letter, Main or Translation.

(3) Select the *Language* of the document.

(4) Click on **BROWSE** to select the file that you want to add as an attachment.

(5) After the attachments are uploaded click on **SAVE**.

REMARK	Integral document types will only display the SAVE button and will be sent when the Annual Accounts is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the SAVE button and a SAVE & SEND button, and must be sent independently of the Annual Accounts.
---------------	--

Send an unsent non-integral document

1. Once the document and attachment(s) have been uploaded click on the **EDIT** icon in the row containing the unsent document:

Table of Contents

Type to filter TOC

- General
 - Version information
 - Officials in charge
 - History
 - Documents**
 - Observations
 - Form D2 - Annual Declaration

No validation result available

GENERAL

Documents

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	Files	
Management declaration	Other Member State document	15/04/2025				

- Click on **CONFIRM** to send the document to the Commission. For completing this action, the User will be redirected to the EU Login signature page:

Documents

Send document

i You are about to send the following document for signature. For this, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

Document title

Management declaration

Document type

Other Member State document

Document date

04/15/2025

Cancel
Confirm

REMARK	The SAVE & SEND button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.
---------------	---

Delete an unsent document

REMARK	Only unsent documents can be deleted.
---------------	---------------------------------------

1. In the row of a previously uploaded unsent document click on the **DELETE** icon to delete the document and associated attachments:

Table of Contents

GENERAL

Documents ⓘ

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	Files	
Management declaration	Other Member State document	15/04/2025			en wl	

No validation result available

A confirmation window appears:

Delete document ✕

Are you sure you want to delete the document with title "Management declaration"?
This action cannot be undone.

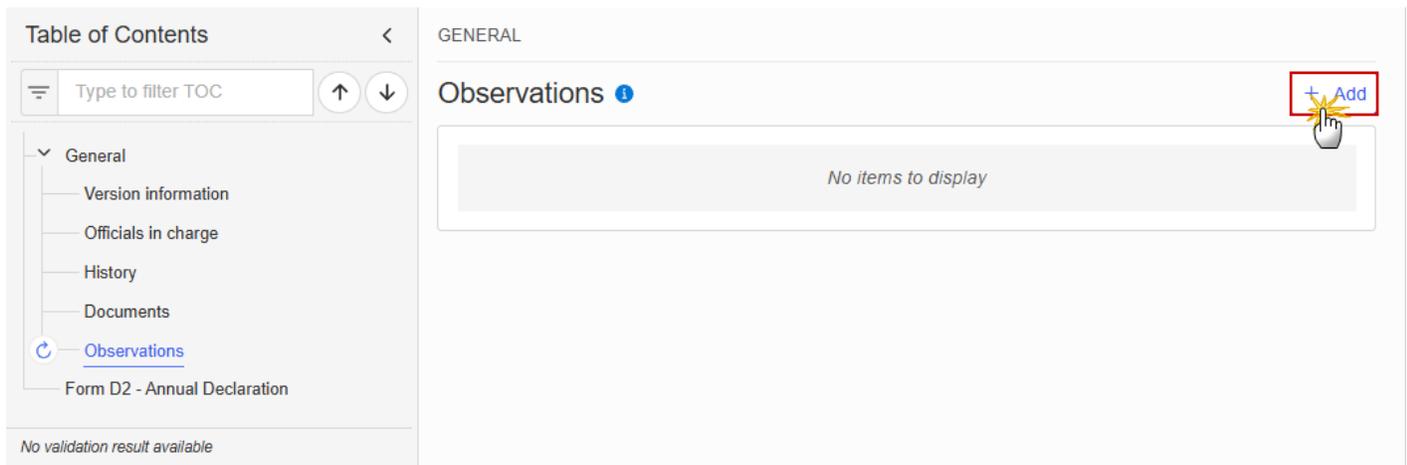
Cancel **OK**

2. Click on **OK** to confirm deletion. Click on **CANCEL** to return to the document section.

Observations

NOTE	<p>This section is used to provide any relevant information to the Annual Accounts. It can be used as a type of 'chat' between the Member State and Commission.</p> <p>All Users who have Read permission on the Annual Accounts will be able to read all Observations in the conversation.</p> <p>All Users who have Update permission on the Annual Accounts will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Annual Accounts.</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
-------------	--

1. Click on the **ADD** button to add an observation:



The screenshot shows a web interface with a 'Table of Contents' sidebar on the left and a main content area on the right. The sidebar lists 'General' as the active section, with sub-items: 'Version information', 'Officials in charge', 'History', 'Documents', 'Observations' (highlighted with a blue circle), and 'Form D2 - Annual Declaration'. The main content area is titled 'GENERAL' and 'Observations'. A red box highlights a '+ Add' button in the top right corner of the 'Observations' section. Below the button, a grey box contains the text 'No items to display'.

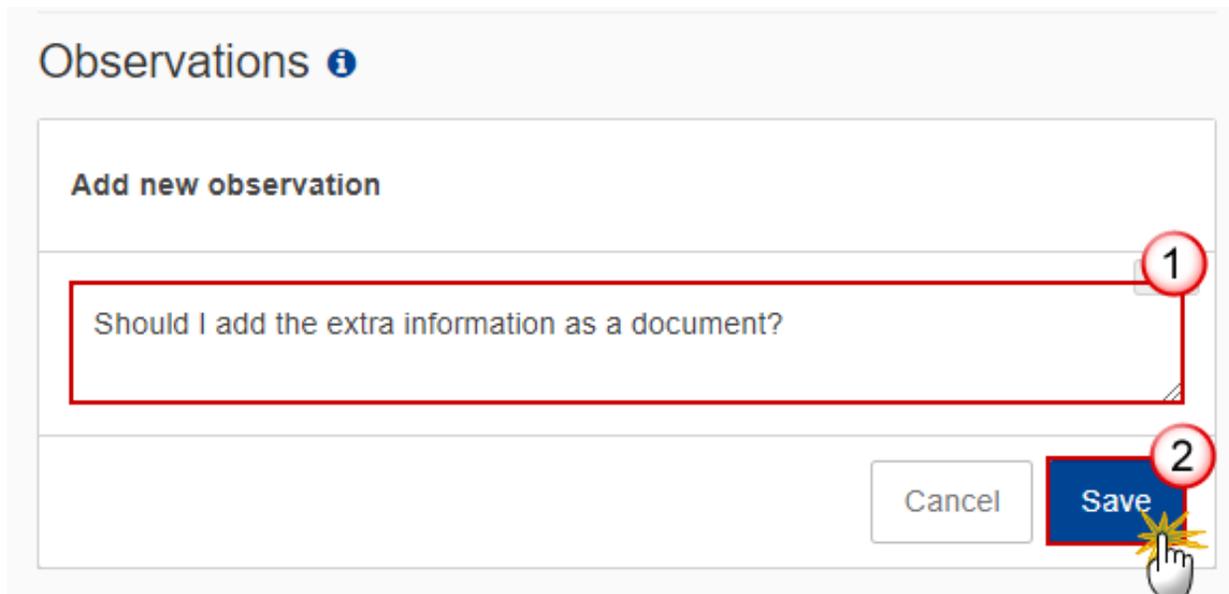
The Add new observation screen appears:

Observations

Add new observation

Should I add the extra information as a document?

Cancel Save



2. Enter the following:

(1) Enter an observation.

(2) Click on **ADD** to save the information.

Form D2 - Annual Declaration

NOTE	List of measures are those used in IPARD Programmes and IPARD Declaration of Expenditures for the new programming period 2021-2027.
-------------	---

1. Click on the **EDIT** button to enter the values:

Table of Contents < Form D2 - Annual Declaration ⓘ Edit

Type to filter TOC ↑ ↓

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
- Form D2 - Annual Declaration

No validation result available

Measure	European Union part that as been declared to the Commission in quarterly payment applications for the financial year (2024) in EUR
M01 - Investments in physical assets of agricultural holdings	
M02 - 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	
M06 - Investments in rural public infrastructure	
M07 - Farm diversification and business development	
M08 - Improvement of skills and competences	
M09 - Technical assistance	
M10 - Advisory services	

The Edit details pop-up window appears:

Form D2 - Annual Declaration ⓘ

Measure	European Union part that as been declared to the Commission in quarterly payment applications for the financial year (2024) in EUR
M01 - Investments in physical assets of agricultural holdings	
M02 - 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	
M06 - Investments in rural public infrastructure	
M07 - Farm diversification and business development	
M08 - Improvement of skills and competences	
M09 - Technical assistance	
M10 - Advisory services	

Cancel Save

2. Enter the following:

(1) Enter the values in the fields.

Amounts are in euros and are stored with 2 decimals.

(2) Click on **SAVE** to save the information.

Validate the Annual Accounts

REMARK	The Annual Accounts can be validated at any time , when the current version is in status OPEN and resides at the User's Node.
	To validate the Annual Accounts, the User must have the role of MS Paying Agency , MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update or Send rights (MSPAu/s , MSCBu/s , MSAu/s or MSCTu/s).

Click on the **VALIDATE** button to validate the Annual Accounts:

The screenshot shows the 'Accounts IPARD III List' interface. The top navigation bar includes a breadcrumb 'AL01 - IPARD III - 2024.0' and a 'Validate' button highlighted with a red box and a mouse cursor. Below the navigation bar, the 'Table of Contents' on the left lists 'Version information' as the active section. The main content area displays 'Version information' with a table of details and an 'Edit' button.

Paying agency	Fund	Version	Financial period	Last modified	Current	
AL01 - IPARD Paying Agency Albania	IPA III Rural Development	2024.0	01/01/2024 - 31/12/2024	15/04/2025, 15:58	node Albania	<input type="button" value="OPEN"/>

National reference

Comments

LINKED IPARD III PROGRAMME

Title in English Programme version

No validation result available

REMARK	An ERROR will block you from sending the Annual Accounts. The error(s) should be resolved and the Annual Accounts must be revalidated. Note that a WARNING does not block you from sending the Annual Accounts, but highlights issues to be considered, and if applicable – resolved.
---------------	---

The system validates the following information:

Code	Severity	Validation Rule
010	WARNING	Validate that at least one official in charge of the Member State exists.
020	ERROR	Validate that the IPARD Paying Agency code is valid (implicit in web).
030	ERROR	Validate that all integral documents have at least one attachment with a length > 0.

An example of a validation window:

☰

Latest validation result

All

🔍

✕

✔️

The Annual Accounts IPARD III has been successfully validated

You can check the list of validation results at any time throughout the Annual Accounts:

The screenshot shows the SFC2021 interface. At the top, there's a blue header with 'TEST' and 'SFC2021'. Below it, a breadcrumb trail shows 'Accounts IPARD III List' and 'AL01 - IPARD III - 2024.0'. The main content area is titled 'Table of Contents' and 'GENERAL'. Under 'GENERAL', there's a 'Version information' section with a table:

Paying agency	Fund	Version	Final
AL01 - IPARD Paying Agency Albania	IPA III Rural Development	2024.0	01/03/2025

Below the table, there are sections for 'National reference', 'Comments', and 'LINKED IPARD III PROGRAMME'. At the bottom left, a status bar shows '3 All results', '3 Passed', '0 Warning', and '0 Error'. A red circle with the number '1' is around this status bar. On the right, a 'Latest validation result' pop-up window is open, showing a search bar and a list of results:

- The Annual Accounts IPARD III has been successfully validated
- ACAIPARD_010: Validate that at least one official in charge of the (candidate) Member State exists
- ACAIPARD_020: Validate that the IPARD Paying Agency code is valid
- ACAIPARD_030: Validate that all integral documents have at least one attachment with a length > 0

A red circle with the number '2' is around the second result, ACAIPARD_020.

To see the last validation results:

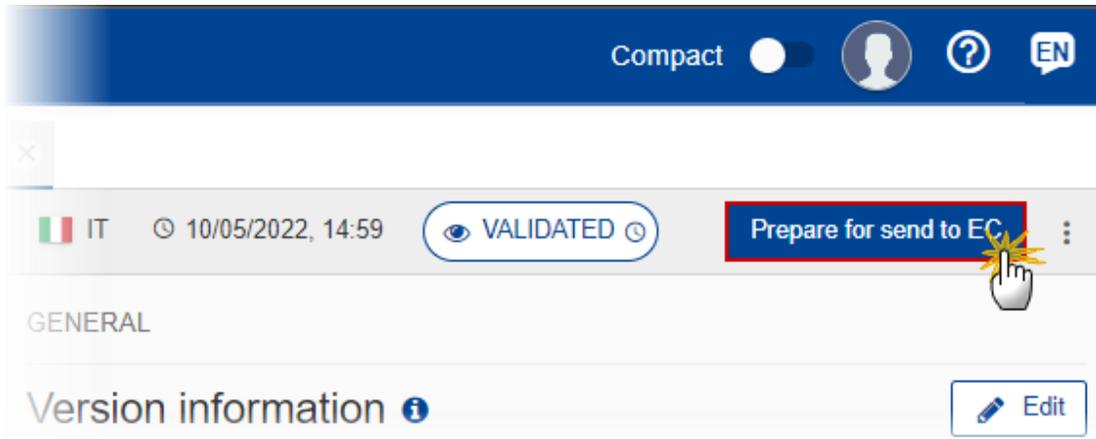
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Annual Accounts becomes **VALIDATED**.

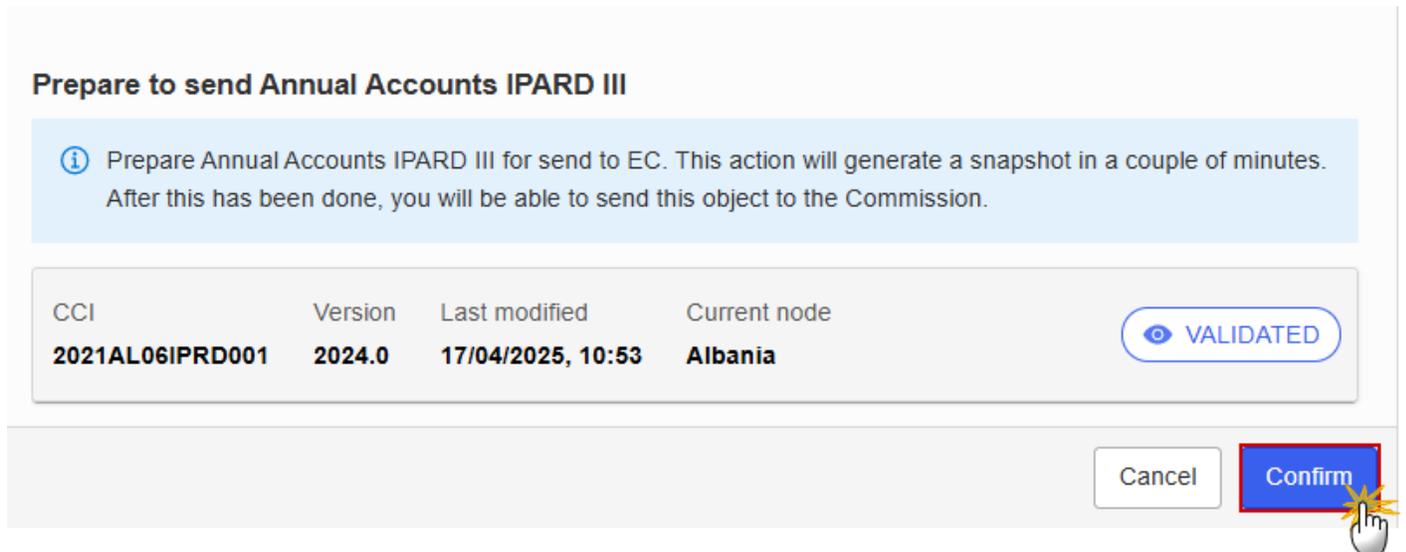
Prepare the Annual Accounts for send to EC

REMARK	<p>The Prepare for Send can occur when a User on the highest MS Node wants to indicate that the Annual Accounts version can be prepared for sending to the Commission, once the VALIDATION ERRORS have been removed and the status is VALIDATED or SENT.</p> <p>To prepare the send of the Annual Accounts, the User must have the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update or Send rights (MSPAu/s, MSCBu/s, MSAu/s or MSCTu/s).</p>
---------------	--

1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Annual Accounts to the Commission:



The system will ask you to confirm the send action:



2. Click on **CONFIRM** to confirm.

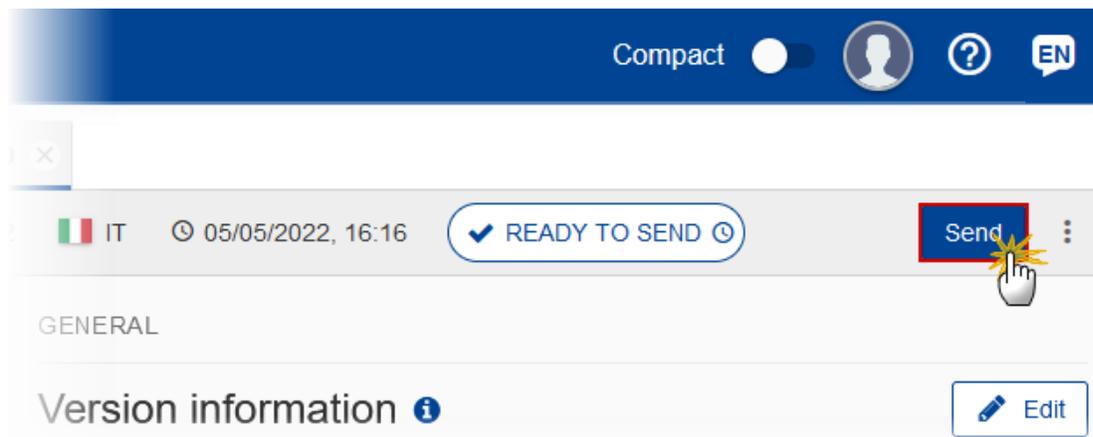
The status of the Annual Accounts is set to **PREPARING FOR SEND TO EC**.

REMARK	When on the highest MS node, a 'Snapshot' document will be available in the DOCUMENTS section so that the sender can first verify what will be sent to the Commission.
---------------	---

Send the Annual Accounts

REMARK	<p>The Annual Accounts can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT.</p> <p>The "4 eyes principle" must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>To send the Annual Accounts version, the User must have the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update and Send rights (MSPAu/s, MSCBu/s, MSAu/s or MSCTu/s).</p>
---------------	--

1. Click on the **SEND** button to send the Annual Accounts to the Commission or to the upper Node:



The system will ask you to confirm the send action:

Send Annual Accounts IPARD III

 For performing this action, you will be redirected to EU Login, where you will be guided through the signature process. After that, you will be redirected back to SFC.

Send Annual Accounts IPARD III. When sending to the Commission, please check the accuracy of the generated snapshot before confirming the send.

CCI	Version	Last modified	Current node	
2021AL06IPRD001	2024.0	17/04/2025, 11:02	Albania	

[Snapshot of data before send - en](#)

Cancel

Confirm 

2. Click on **CONFIRM** to confirm. For completing this action, the User will be redirected to the EU Login signature page to sign the submission of the Annual Accounts

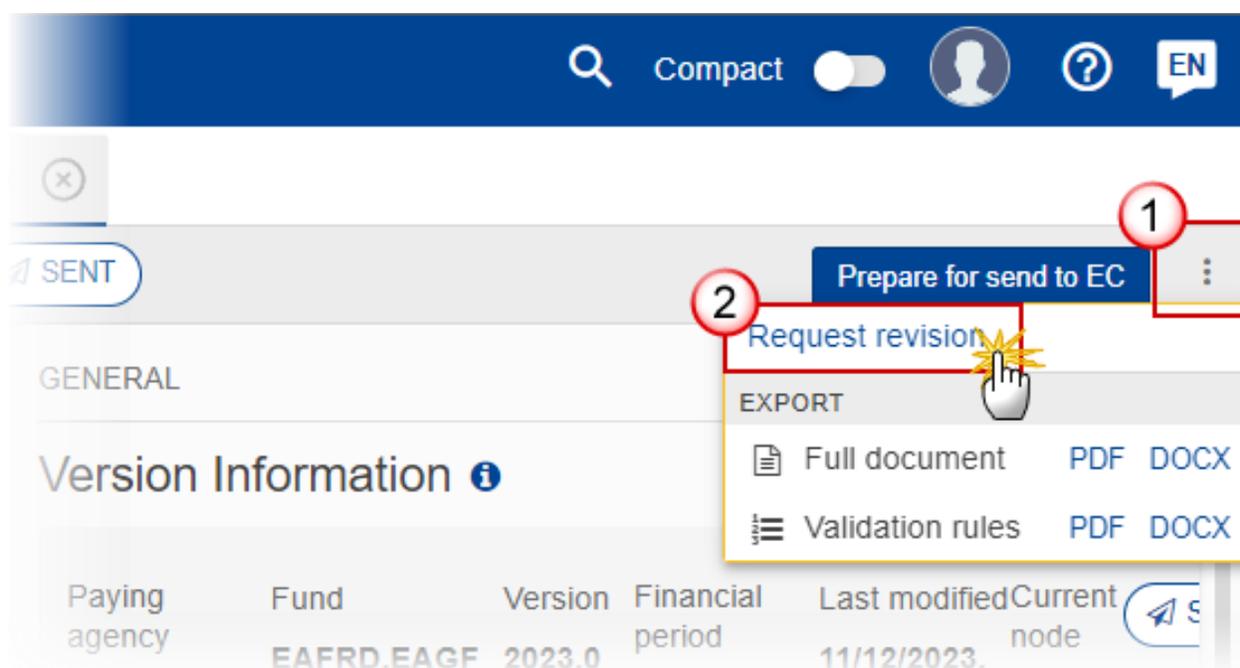
On success, the Annual Accounts version has been sent to the Commission or to the upper Node. When sent, the status is set to **SENT**.

REMARK	<p>When on the highest MS node, different versions of the generated “Snapshot before send” document will be available so that the sender can first verify what will be sent to the Commission:</p> <ul style="list-style-type: none">• A version containing the untranslated content with the template in the Source language.• When the Source language is different from English, a version containing the untranslated content with the template in English.• When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.
---------------	---

Request for Revised Annual Accounts by MS

REMARK	<p>The Annual Accounts can only be revised by MS when a lower Node exists and the status is SENT (to a higher MS node), OPEN, VALIDATED, READY TO SEND or REVISION REQUESTED BY MS.</p> <p>This action can be used when a User wants to request a revision for the Annual Accounts version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>To request a revised Annual Accounts version, the User must have the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update rights (MSPAu, MSCBu, MSAu or MSCTu).</p>
---------------	---

Follow the steps to request for revised Annual Accounts by MS:



1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **REQUEST REVISION** button to request revision from the lower Node.

The system will ask you to confirm the request for revision:

Request for revision of Annual Accounts IPARD III

CCI	Version	Last modified	Current node	
2021AL06IPRD001	2024.0	17/04/2025, 10:53	Albania	

Reason for request for revision *

reason...









1. Enter the following:

(1) Enter the *Reason* in the text box provided.

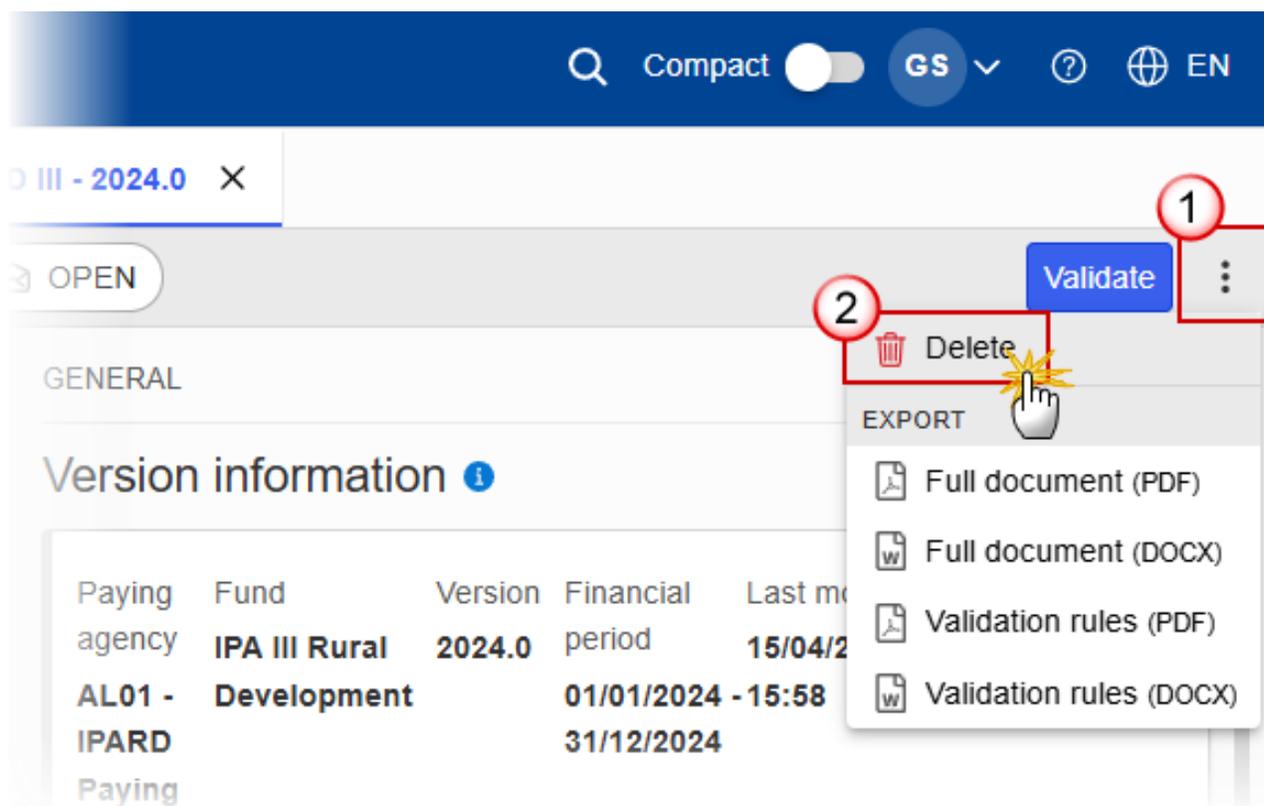
(2) Click on **CONFIRM** to save the information.

On success, the status of the Programme will be changed to status **REVISION REQUESTED BY MS** and the sender is notified of the action and its reason.

Delete the Annual Accounts

REMARK	<p>The Annual Accounts can only be deleted when:</p> <ul style="list-style-type: none"> • it resides on the owner Node • the status is OPEN, VALIDATED or READY TO SEND or REVISION REQUESTED BY MS • it has never been sent to the Commission before • it has no sent documents attached. <p>To delete the Annual Accounts, the User must have the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update rights (MSPAu, MSCBu, MSAu or MSCTu).</p> <p>The delete is a physical delete and cannot be recovered!</p>
---------------	---

Follow the steps to remove the Annual Accounts from the system:



2. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the Annual Accounts from the system.

The system will ask you to confirm the delete action:

Delete Annual Accounts IPARD III

⚠ This action cannot be undone!

CCI	Version	Last modified	Current node	
2021AL06IPRD001	2024.0	15/04/2025, 15:58	Albania	 OPEN

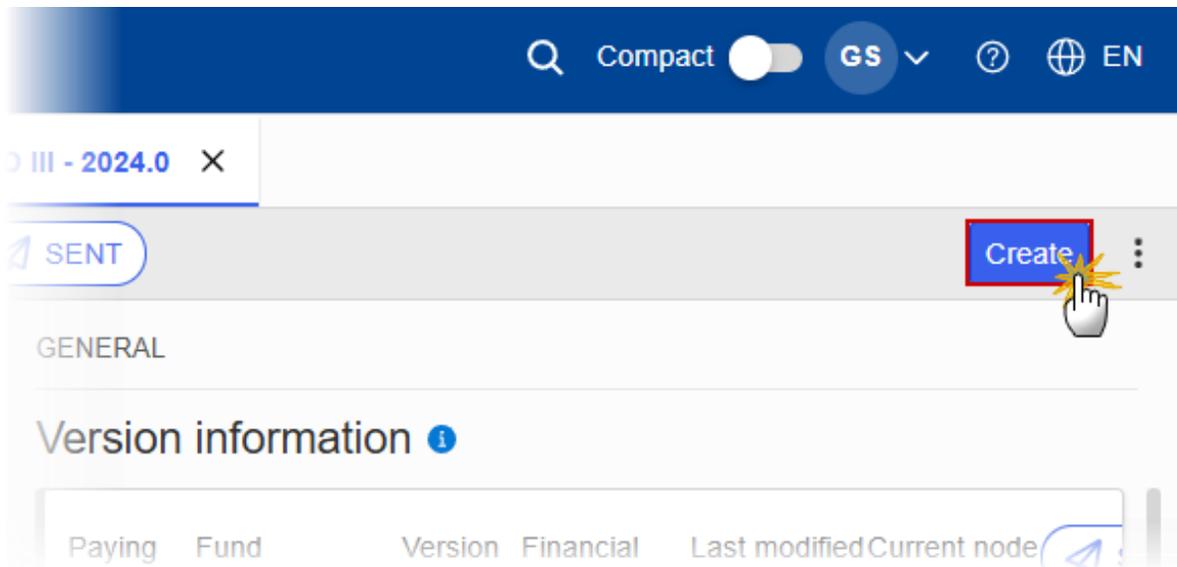
Cancel **Confirm**

3. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Annual Accounts.

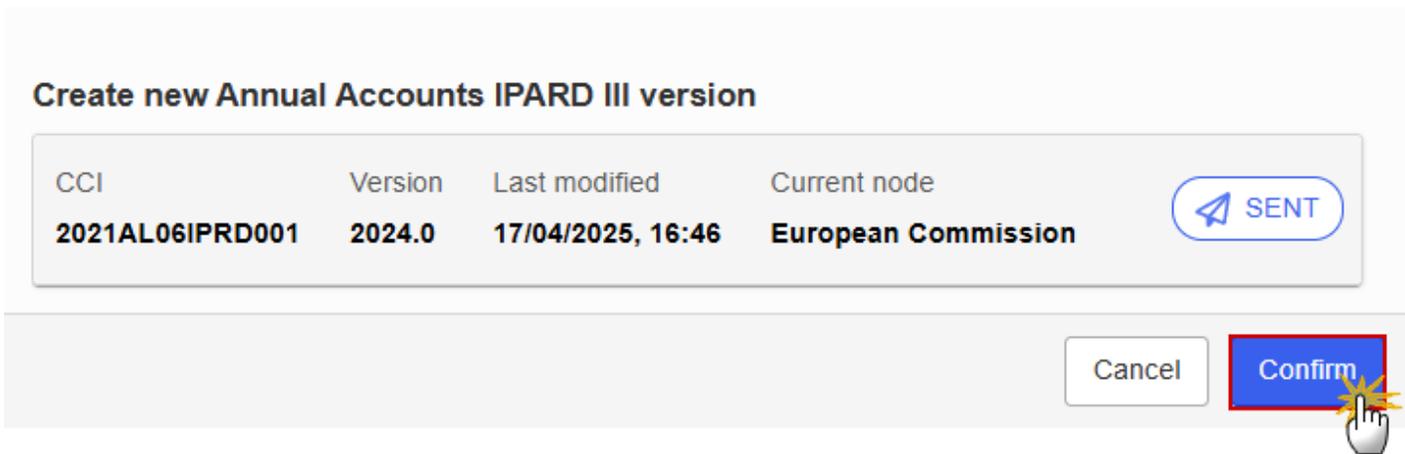
Create a New Version of the Annual Accounts

REMARK	<p>A new version of the Annual Accounts can only be created when the last version is in status SENT and resides in the Commission node or is in status RETURNED FOR MODIFICATION BY EC</p> <p>To create a new version of the Annual Accounts, the User must have the role of MS Paying Agency, MS Coordination Body (in case of several Paying Agencies), MS Authority or MS Certification Authority with Update rights (MSPAu, MSCBu, MSAu or MSCTu).</p>
---------------	--

1. Click on the **CREATE** button to create a new version of the Annual Accounts:



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



2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Annual Accounts.

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