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# Costs of Controls

## PURPOSE

This document describes the actions related to the 'Delivery costs of management and controls' (aka 'Costs of controls') for the programming periods 2014-2022 and 2023-2027 in SFC2021.

The main purpose of the 'Costs of Controls' module in SFC2021 is to allow the Member States Paying Agencies or Coordinating Bodies to declare to the Commission the eligible amount related to the costs of management and controls per Paying Agency.

For the programming periods 2014-2022, such costs of control were provided by the MS through SFC2014 as an excel document (Menu 'Audit' > 'Audit Communication' > document type = 'ACO.CCS Delivery costs Survey').

The new module in SFC2021 will allow each Paying Agency or Coordinating Body to submit the costs of controls Paying Agency in a structured web form for the new programming period but also for the previous one.

Each Paying Agency or Coordinating Body should submit the Costs of Controls information to the Commission every two year per Paying Agency (one submission per PA and per fund, or one submission per PA and for both funds EAGF and EAFRD. A Costs of Controls submission covers the calendar year (ie. Costs of Controls submitted in 2025 for the financial period 2024 covers the calendar year 01/01/2024 to 31/12/2024).

Member States will not have to submit anymore their costs of controls through SFC014 from financial year 2024 onwards, and therefore the possibility to submit new cost of controls documents for these financial years will deactivated in SFC2014.

## REGULATIONS

More details regarding the regulation of the Costs of Controls can be found in the "[About SFC2021](#)" section of the portal.

## ROLES

Roles involved in the Costs of Controls are:

MS Paying Agency (MSPA)	Record Costs of Controls
MS Coordination Body (MSCB)	Consult Costs of Controls
	Upload Costs of Controls Documents
	Delete Costs of Controls
	Validate Costs of Controls
	Prepare Costs of Controls for send to EC

	<ul style="list-style-type: none"><li>Send Costs of Controls</li><li>Sign Costs of Controls</li><li>Request for Revised Costs of Controls by MS</li><li>Cancel Costs of Controls</li><li>Create New Version of Costs of Controls</li></ul>
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**FUNDS**

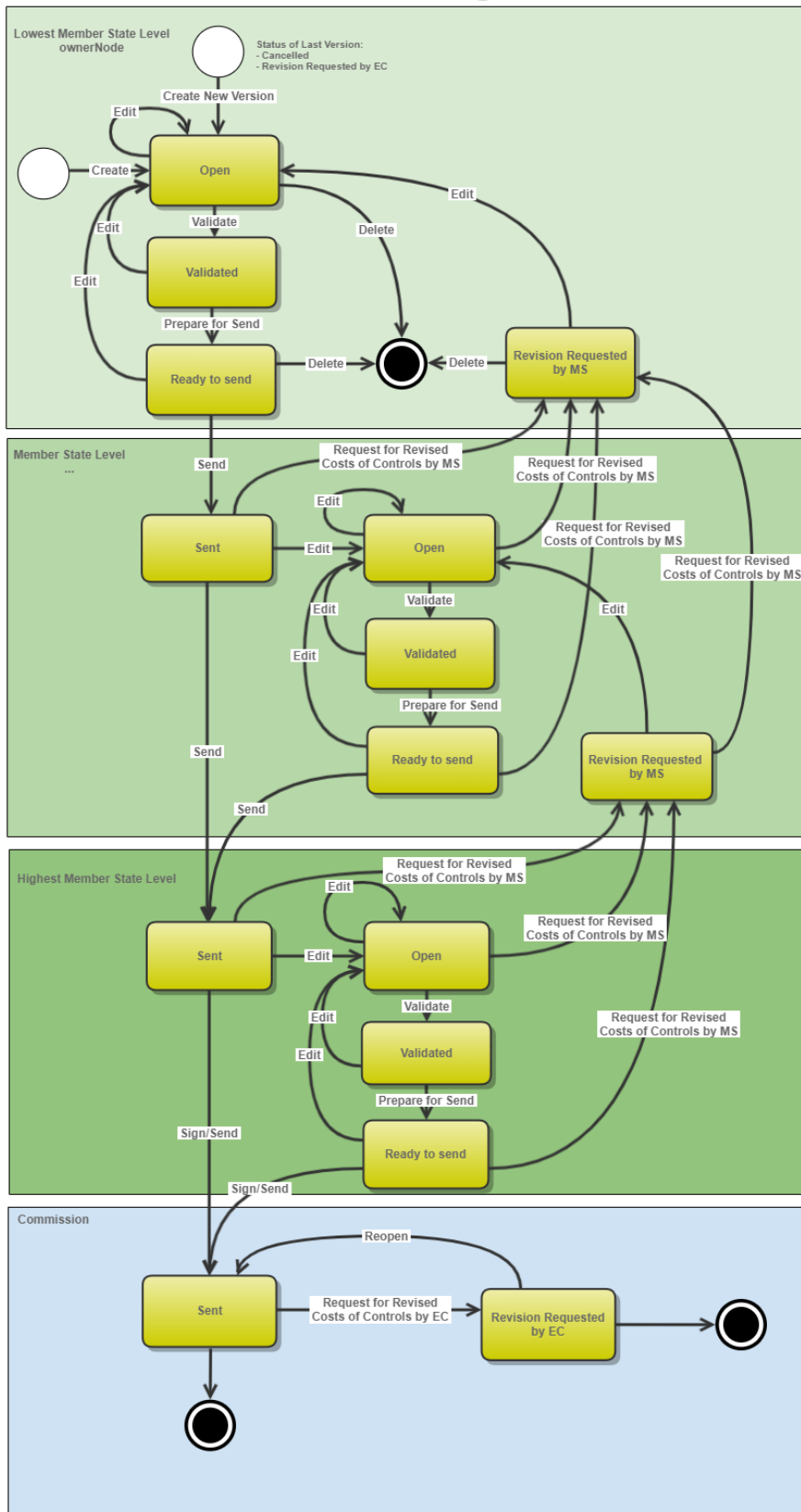
EAGF	EAFRD
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**Workflow**

This section shows the lifecycle to create and manage Costs of Controls.

Click [here](#) to see the Costs of Controls workflow diagram in high resolution.

# Costs of Controls State Diagram



## Create Costs of Controls

<b>REMARK</b>	<p>The User is an identified User and has the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>), for EAGF and/or EAFRD funds.</p> <p>If the Paying Agency is related to EAGF only, then only EAGF MS Users can create a Costs of Controls. If the Paying Agency is related to EAFRD only, then only EAFRD MS Users can create a Costs of Controls. If the Paying Agency is related to EAGF or EAFRD, then EAGF MS Users or EAFRD MS Users can create a Costs of Controls.</p> <p>When creating a new Costs of Controls, all existing versions (last working version) for the same Paying Agency must be <b>SENT</b> to the Commission' or <b>CANCELLED</b>.</p> <p>The CSP is adopted and managed on the User's Node.</p> <p>Only one Costs of Controls per Paying Agency, Fund and Financial period can be created, but several versions (=work_version) can be created, when the Paying Agency wants to send an update or when the previous version has been requested for revision by EC.</p> <p>The first version of a Costs of Control should be created during the Declaration period that starts from the first day after the end of the financial period until the 31/03 of the same year (for financial period 2023 from 01/01/2023 to 31/12/2023, the encoding period is 01/01/2024 to 31/03/2024).</p> <p>The end of encoding period is only indicative, the MS can also submit their Cost of Controls after this date.</p>
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1. To create Costs of Controls, go to the **AUDIT** menu and select the **COSTS OF CONTROLS** option:

2. In the search screen click on the **CREATE** button to create a new Costs of Controls:

TEST SFC2021

Compact Ste Gsb n0001843 - IT01

Costs

Show Export Refresh Clear

+ Create

Paying Agency Code	Paying Agency Name	Fund	Version	Financial year	Status	Status date
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You are redirected to the Costs of Controls Creation Wizard:

## CREATE DELIVERY COSTS OF MANAGEMENT AND CONTROLS

Paying agency \*

1

Funds \*

Financial period \*

2

Version \*

National reference

3

Comments

4

Source language \*

5

Cancel

Create

6

3. Enter or select the following information:

(1) Select the *Paying Agency*.



The Paying agency list contains all Paying Agencies valid during the financial period (in case of an update of the Paying Name or in case a Paying Agency has been deleted after the Financial Period), for the country for which the User is registered and for which a Cost of control is not yet created for all the fund(s). The list returns the Paying Agencies code and name.

**(2)** Select the *Financial period*.

Financial Period and Declaration periods are defined for all MS identically. It's not possible to advance or postpone a period.

The version and Financial Period are automatically prefilled by the system at the creation of a new Costs of Controls, depending on the opened Declaration period and depending on already created Cost of Controls.

**(3)** Enter a *National reference* if applicable.

**(4)** Enter *Comments* if necessary.

**(5)** Select the *Source language*.

**(6)** Click on **CREATE**.

The status of the Costs of Controls is **OPEN**.

<b>REMARK</b>	On Create, when the preconditions are met, the initial Costs of Controls 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 Costs of Controls.
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## Record/Edit the Costs of Controls

<b>REMARK</b>	<p>The User is an identified User and has the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>), for EAGF and/or EAFRD funds.</p> <p>When editing a version of a Costs of Controls, its status is <b>OPEN</b>, <b>VALIDATED</b>, <b>READY TO SEND</b> or <b>SENT</b> at the level of the Member State or <b>REVISION REQUESTED BY MS</b> and currently resides on the User's Node.</p>
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## General

## Version Information

<b>NOTE</b>	The <b>Version Information</b> contains information on the identification and status of the Costs of Controls Version like the Paying Agency (Code and Name), the Fund(s), the Version Number, the Financial Period, the Status, the Node where it currently resides and also the National references, comments and source language.
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Click on the **EDIT** button to edit the Version information if needed:

The screenshot displays the 'Version information' section of a software interface. The top navigation bar shows 'Costs' and 'IT01 - EAGF EAFRD - 2024.0'. The main content area is titled 'Version information' and contains the following data:



Paying agency	Fund	Version	Financial period	Last modified	Current node	OPEN
IT01 - Agenzia per le Erogazioni in Agricoltura	EAGF,EAFRD	2024.0	01/01/2024 - 31/12/2024	12/09/2024, 16:35	Abruzzo	OPEN

Below the table, there are sections for 'National reference', 'Comments', and 'Source language \*'. The 'Source language' is set to '[IT] Italian'. An 'Edit' button is highlighted with a red box and a mouse cursor.

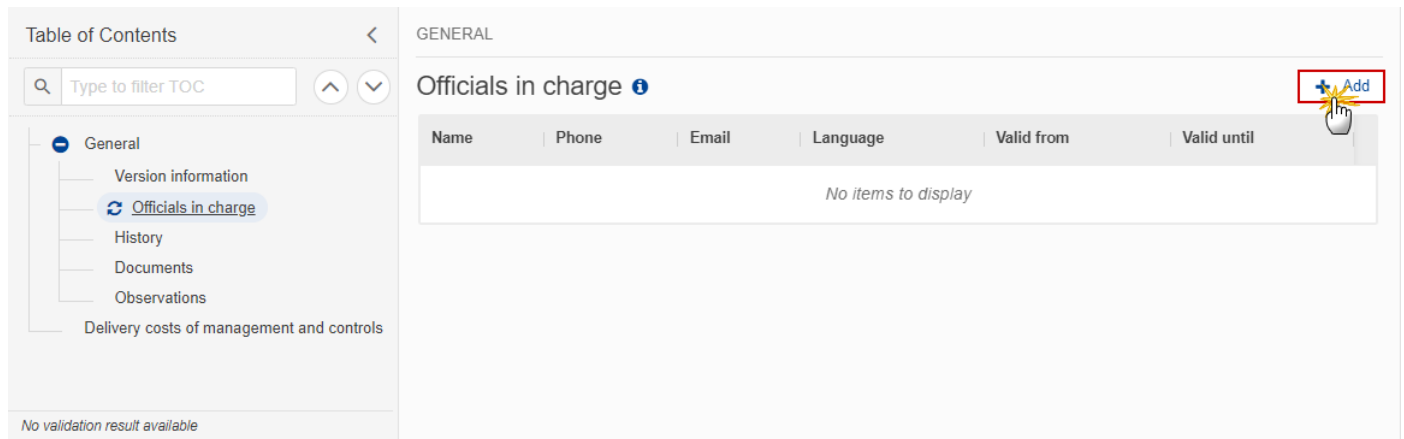
## Officials in Charge

<b>NOTE</b>	<p>Officials in Charge can be updated at any time, independent from the status of the Costs of Controls.</p> <p>Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.</p>
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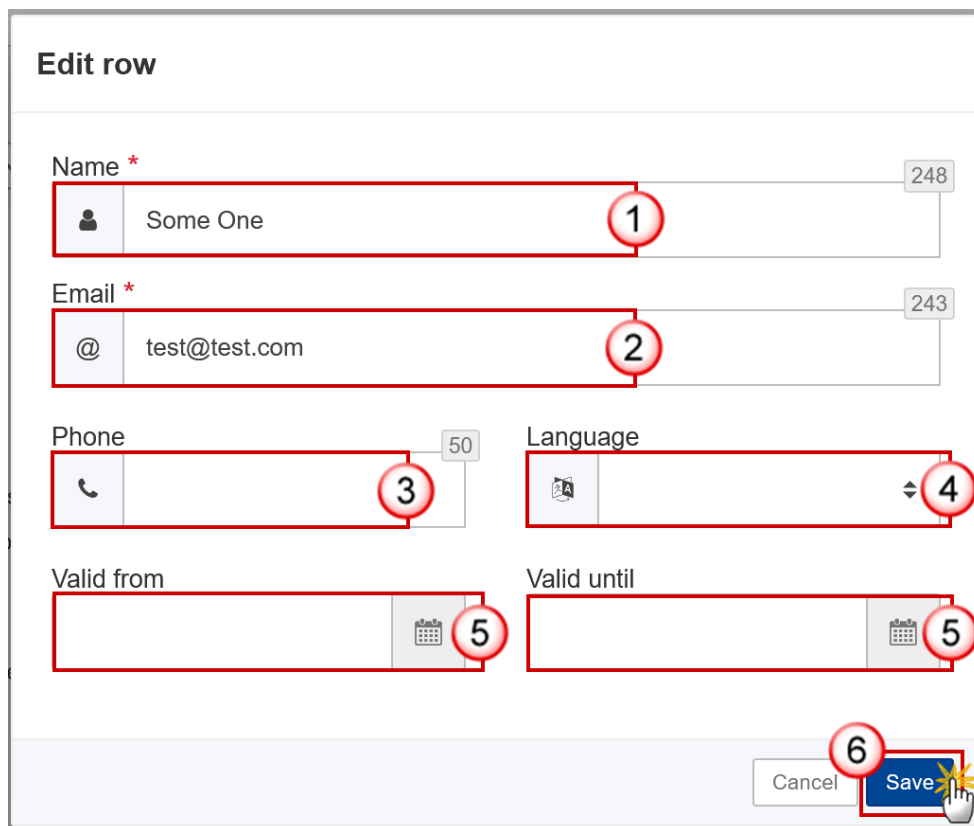
- Click on the **ADD** button  to add a new official in charge.

- 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 Edit details pop-up window appears:



The 'Edit row' pop-up window contains the following fields and controls, each with a red circle and number indicating a step:

- 1**: Name field (required, 248 characters) containing 'Some One'.
- 2**: Email field (required, 243 characters) containing 'test@test.com'.
- 3**: Phone field (50 characters).
- 4**: Language field (dropdown menu).
- 5**: Valid from date field (calendar icon).
- 5**: Valid until date field (calendar icon).
- 6**: Save button (blue, highlighted with a red box and yellow starburst).

At the bottom right, there is a 'Cancel' button and a 'Save' button. A hand cursor is shown clicking the 'Save' button.

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 Costs of Controls since it was created, for example:

The screenshot displays a software interface with a 'Table of Contents' on the left and a 'GENERAL' section on the right. The 'Table of Contents' includes a search bar and a list of items: General, Version information, Officials in charge, History (selected), Documents, Observations, and Delivery costs of management and controls. The 'GENERAL' section features a 'History' header and a vertical timeline of three actions:

- 13/09/2024 16:51: Action **Edit** on node **Abruzzo (IT01)** by **Gsb, Ste (n0001843)**. Includes an **OPEN** button.
- 13/09/2024 16:50: Action **Edit** on node **Abruzzo (IT01)** by **Gsb, Ste (n0001843)**. Includes an **OPEN** button.
- 12/09/2024 16:35: Action **Create** on node **Abruzzo (IT01)** by **Gsb, Ste (n0001843)**. Includes an **OPEN** button.

At the bottom left of the interface, the text 'No validation result available' is displayed.

## Documents

<b>NOTE</b>	<p>The <b>Documents</b> list shows all documents uploaded against this Costs of Control version 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, unsend Integral Member State Documents and sent Member State Documents.</p> <p><b>Only unsend documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.</b></p> <p><b>Please note that the upload of 'Annex ...' or 'Other Member State documents' is not a requirement for the Cost of Controls survey.</b></p>
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The following documents will be foreseen:

Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Annex of the delivery costs of management and controls	COSTS.ANX	X			
Other Member State Document	COSTS.OM	X			
Snapshot of data before send	SNP.COSTSSNT		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

## Uploading & Sending Documents

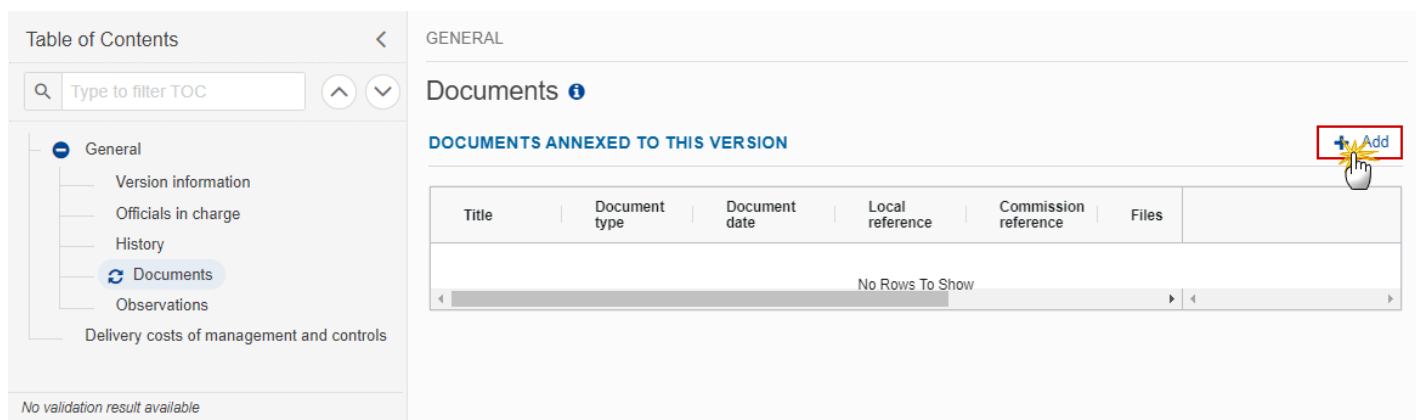
<b>NOTE</b>	<p><b>Only unsend documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.</b></p>
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Multiple documents can be uploaded in the Transmission of Data .

- 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.

<b>REMARK</b>	<p><b>Integral Documents</b> (Official Proposal etc) are only sent - together with the encoded data – once the Transmission of Data is sent to the EC.</p> <p><b>Referential/non-integral Documents</b> (ie. 'Other Member State Document') can be sent at any time independently of the status of the Transmission of Data .</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><b>A non-integral document is only visible to the Commission when the SENT DATE is visible.</b></p>
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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
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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 by clicking on the **ADD** button.
- 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
COSTS	Main	en. English	<a href="#">Browse</a> File uploaded!	 

Cancel Save **Save & Send**

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 & SEND**.

<b>REMARK</b>	Integral document types will only display the <b>SAVE</b> button and will be sent when the Transmission of Data is sent to the Commission. Non-integral document types (such as 'Other Member State Documents') will display the <b>SAVE</b> button and a <b>SAVE &amp; SEND</b> button, and must be sent independently of the Transmission of Data .
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## Sending an unsent non-integral document

<b>NOTE</b>	<b>Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.</b>
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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 <

GENERAL

Documents ⓘ

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	Files	
COSTS	Annex of the delivery costs of management and controls	12/09/2024			1	

No validation result available

- 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  
**COSTS**

Document type  
**Annex of the delivery costs of management and controls**

Document date  
**12/09/2024**

Cancel **Confirm**

<b>REMARK</b>	The <b>SAVE &amp; SEND</b> button will only be shown for documents which are not integral part of the Object and after at least one attachment was added.
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## Deletion of an unsent document

### NOTE

**Only unsent documents can be deleted. Once a document has been sent to the Commission it cannot be deleted.**

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

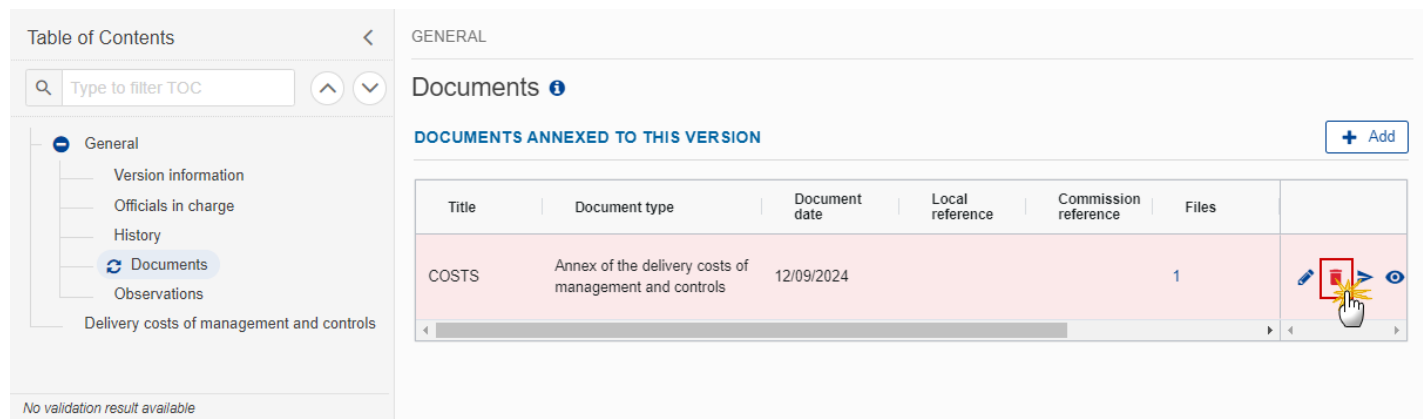



Table of Contents

GENERAL

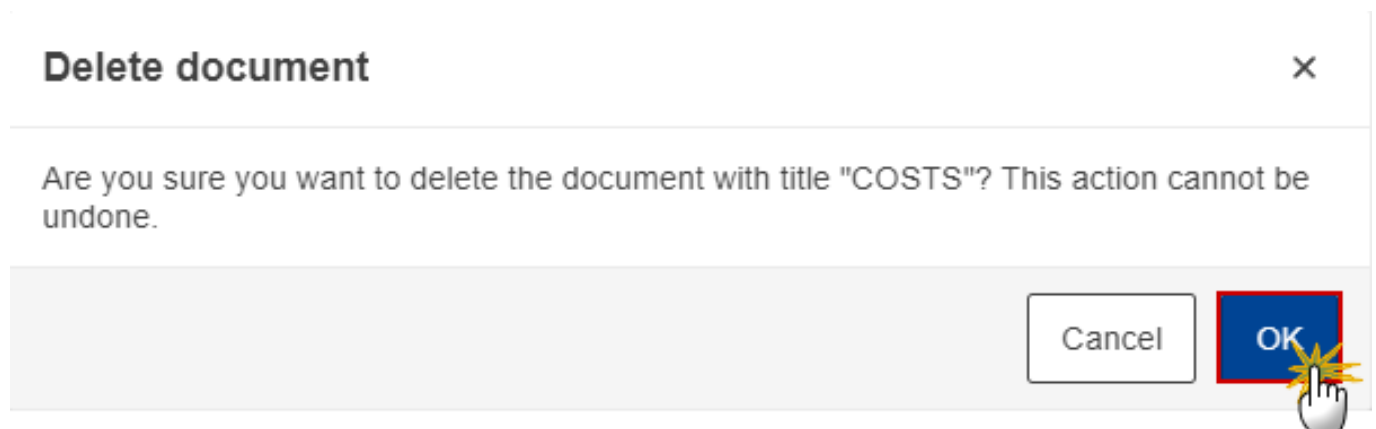
Documents ⓘ

DOCUMENTS ANNEXED TO THIS VERSION + Add

Title	Document type	Document date	Local reference	Commission reference	Files	
COSTS	Annex of the delivery costs of management and controls	12/09/2024			1	

No validation result available

A confirmation window appears:



**Delete document** ×

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

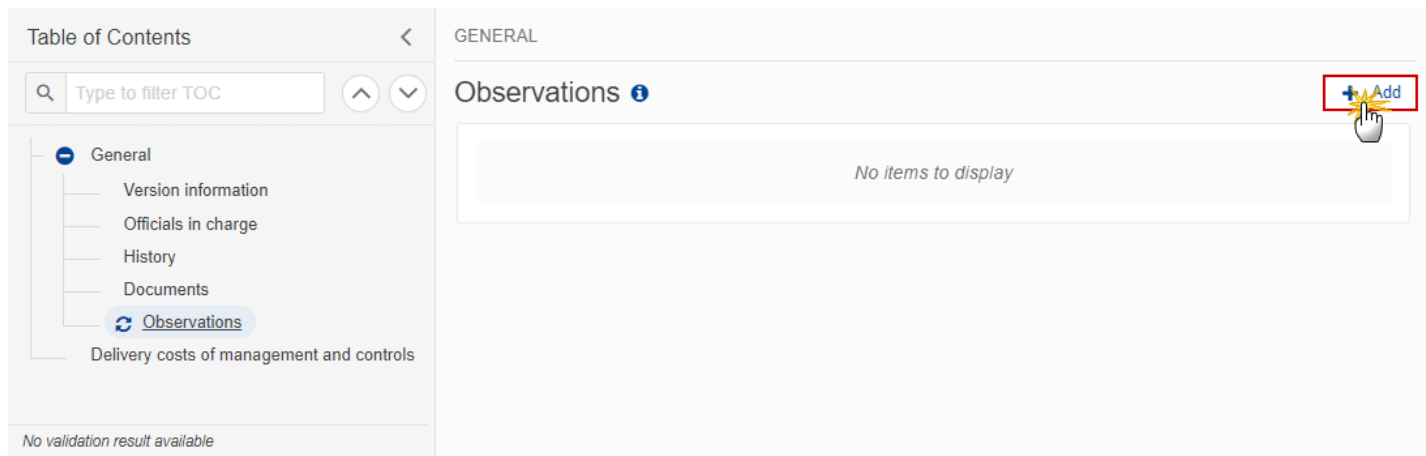
Cancel OK

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

## Observations

<b>NOTE</b>	<p>This section is used to provide any relevant information to the Costs of Controls. 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 Costs of Controls will be able to read all observations in the conversation.</p> <p>All Users who have Update permission on the Costs of Controls will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Costs of Controls.</p> <p>The observation is added below the Observations box and includes the username, the date and time of the post.</p>
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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 contains a search bar and a list of menu items: General, Version information, Officials in charge, History, Documents, Observations (highlighted with a blue bar and a refresh icon), and Delivery costs of management and controls. The main content area is titled 'GENERAL' and 'Observations'. In the top right corner of the 'Observations' section, there is a blue '+ Add' button with a hand cursor pointing to it, which is highlighted by a red rectangular box. Below the button, the text 'No items to display' is visible.

The Add new observation screen appears:

GENERAL

## Observations

Add new observation

Should I add the extra information as a document?

3951

1

Cancel

Save 

2

2. Enter the following:

(1) Enter an observation.

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

## Delivery costs of management and controls

<b>NOTE</b>	All mandatory cells should be filled, this will be checked by validation rule COSTS_030.
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1. Click on the **EDIT** button to enter the Delivery costs of management and controls:

Costs IT01 - EAGF EAFRD - 2024.0

2024.0 IT01 12/09/2024, 16:35 OPEN Validate

Table of Contents <

Type to filter TOC

- General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
  - Delivery costs of management and controls

No validation result available

### Delivery costs of management and controls ⓘ

Edit

Member state entity	2024 Budget of the entity [EUR]	Total number of staff [FTE]	Number of staff involved in managing and controlling EU Funds [FTE]	Activity based budgeting	Measure / Type of intervention
Paying Agency					
				Market Measure *	CAP strategic plans
					Outside CAP strategic plans
				Total	
				Direct Payments **	CAP strategic plans
				Total	

The Edit details pop-up window appears:

### Delivery costs of management and controls ⓘ

Member state entity	2024 Budget of the entity [EUR]	Total number of staff [FTE]	Number of staff involved in managing and controlling EU Funds [FTE]	Activity based budgeting	Measure / Type of intervention / Sector	FTE	Number of controls (*)
Paying Agency							
					Market Measure *		
					CAP strategic plans		
					Outside CAP strategic plans		
					Total	0.00	0.00
					Direct Payments **		
					CAP strategic plans		
					Total	0.00	0.00
			0.00		CAP Strategic Plan type of intervention1: Environmental, climate-related and other management commitments		
					CAP Strategic Plan type of intervention2: Natural or other area-specific constraints		
					CAP Strategic Plan type of intervention3: Area-specific disadvantages resulting from certain mandatory requirements		
					CAP Strategic Plan type of intervention4: Investments, including investments in irrigation		
					Rural Development ***		
					CAP Strategic Plan type of intervention5: Setting up of young farmers and new farmers and rural business start-up		

Cancel Save

2. Enter or select the following:

(1) Enter the values in all the fields.

All mandatory cells should be filled, this will be checked by validation rule COSTS\_030.

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

## Validate the Costs of Controls

<b>REMARK</b>	<p>The Costs of Controls can be validated <b>at any time</b>, when the current version is in status <b>OPEN</b> and resides at the User's Node.</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> or <b>Send</b> rights (<b>MSPAu/s</b> or <b>MSCBu/s</b>).</p>
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Click on the **VALIDATE** button to validate the Costs of Controls:

The screenshot displays the 'Costs' application interface. At the top, there is a navigation bar with 'Costs' and 'IT01 - EAGF EAFRD - 2024.0'. Below this, a breadcrumb trail shows '2024.0 > IT01 > 13/09/2024, 16:51 > OPEN'. A 'Validate' button is visible in the top right corner. The main content area is titled 'Version information' and includes an 'Edit' button. The 'Version information' section contains a table with the following data:

Paying agency	Fund	Version	Financial period	Last modified	Current node
IT01 - Agenzia per le Erogazioni in Agricoltura	EAGF,EAFRD	2024.0	01/01/2024 - 31/12/2024	13/09/2024, 16:51	Abruzzo

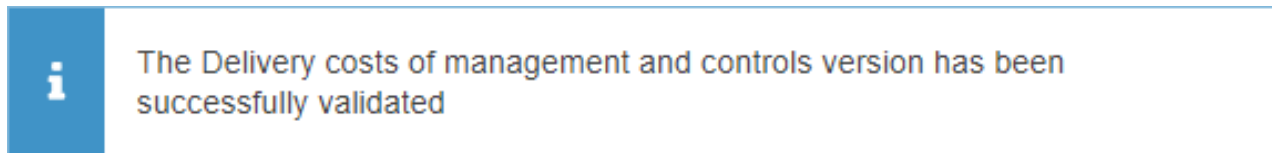
Below the table, there are sections for 'National reference', 'Comments', and 'Source language \*'. The 'Source language' is set to '[IT] Italian'. At the bottom left, a message states 'No validation result available'.

<b>REMARK</b>	<p>An <b>ERROR</b> will block you from sending the Costs of Controls. The error(s) should be resolved and the Costs of Controls must be revalidated. Note that a <b>WARNING</b> does not block you from sending the Costs of Controls.</p>
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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 all integral documents have at least one attachment with a length > 0.
030	ERROR	Validate that all data are filled in the Delivery costs of management and controls table.
040	ERROR	Validate that the total number of staff (FTE) is equal or higher than the total number of staff (FTE) that are working in controls.

An example of a validation window:



You can check the list of validation results at any time throughout the Costs of Controls:

The screenshot shows the 'Costs' application interface. At the top, there's a breadcrumb 'Costs > IT01 - EAGF EAFRD - 2024.0'. Below that, a status bar shows '2024.0', 'IT01', '17/09/2024, 10:09', and a 'READY TO SEND' button. A 'Table of Contents' sidebar on the left has a search bar and a list of sections: General, Version information, Officials in charge, History, Documents, Observations, and Delivery costs of management and contro. The main content area is titled 'GENERAL' and 'Version information'. It shows a table with columns: Paying agency (IT01 - Agenzia per le Erogazioni in Agricoltura), Fund (EAGF,EAFRD), Version (2024.0), and Financial period (01/01/2024 - 31/12/2024). Below the table are fields for National reference, Comments, and Source language (Italian). At the bottom left, a status bar (1) shows '4 All results', '4 Passed', '0 Warning', and '0 Error'. On the right, a panel (2) displays a list of validation results for COST\_010, COST\_020, and COST\_030, each with a green checkmark and a description of the rule.

To see the last validation results:

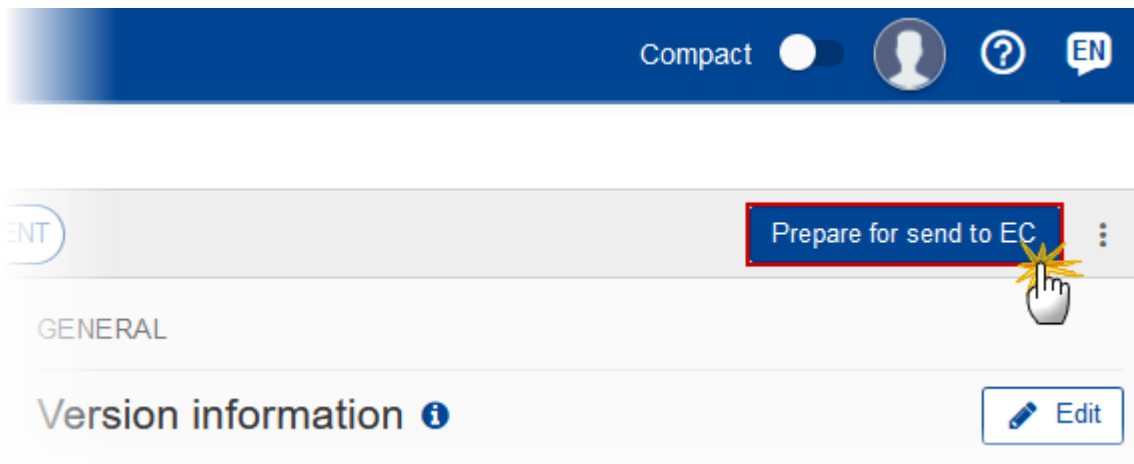
- (1) Click on one of the 4 categories: *All results, Passed, Warning, Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Costs of Controls becomes **VALIDATED**.

## Prepare Costs of Controls for send to EC

<b>REMARK</b>	<p>The Prepare for Send can occur when a User on the <b>highest MS Node</b> wants to indicate that the Costs of Controls version can be prepared for sending to the Commission, once the <b>VALIDATION ERRORS</b> have been removed and the status is <b>VALIDATED</b> or <b>SENT</b> (from a lower Node).</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> or <b>Send</b> rights (<b>MSPAu/s</b> or <b>MSCBu/s</b>).</p>
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1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Costs of Controls to the Commission:



The system will ask you to confirm the send action:



## Prepare to send Delivery costs of management and controls version



Prepare Delivery costs of management and controls version for send to EC. This action will generate a snapshot in a couple of minutes. After this has been done, you will be able to send this object to the Commission.

Version

2024.0

Last modified

17/09/2024, 10:21

Current node

Italy

SENT

Cancel

Confirm

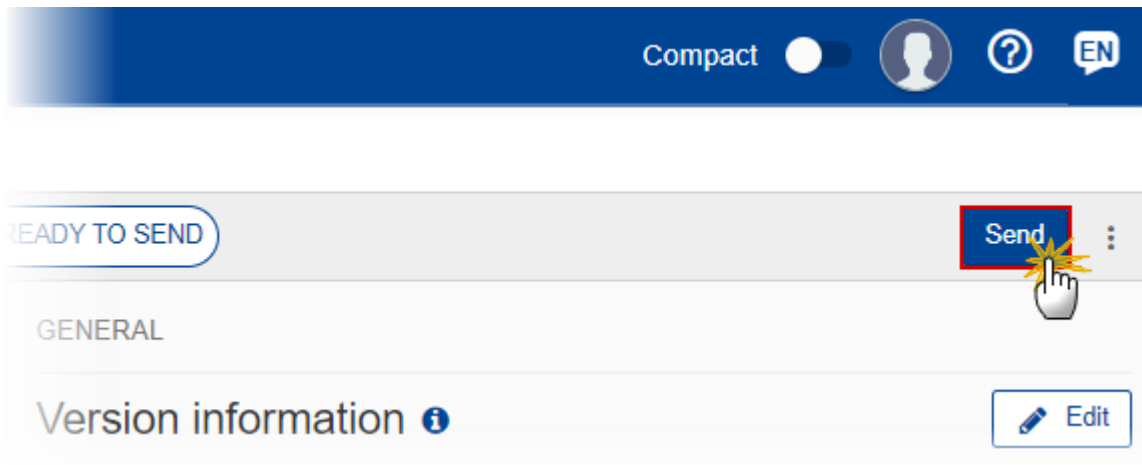
2. Click on **CONFIRM** to confirm.

The status of the Costs of Controls is set to **PREPARING FOR SEND TO EC**.

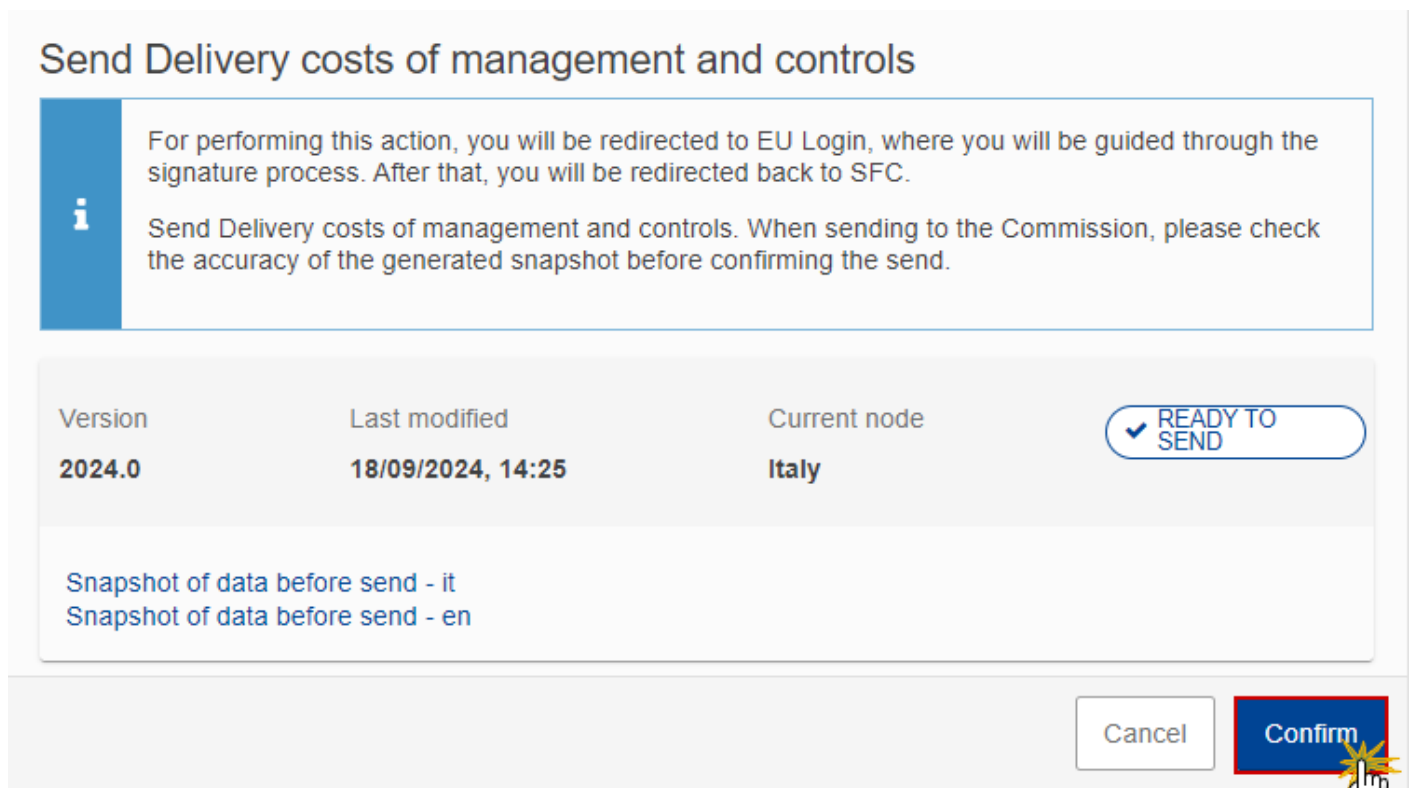
## Send the Costs of Controls

<b>REMARK</b>	<p>The Send can occur when a User wants to send its recorded data on Costs of Controls version to the Commission or to an upper Node.</p> <p>The Costs of Controls 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> (from a lower node).</p> <p>The <b>"4 eyes principle"</b> must be respected. Therefore, the User sending must be different from the User who last validated.</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Send</b> rights (<b>MSPAs/MSCBs</b>).</p>
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1. Click on the **SEND** button to send the Costs of Controls to the Commission or to an upper Node:



The system will ask you to confirm the send action:



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

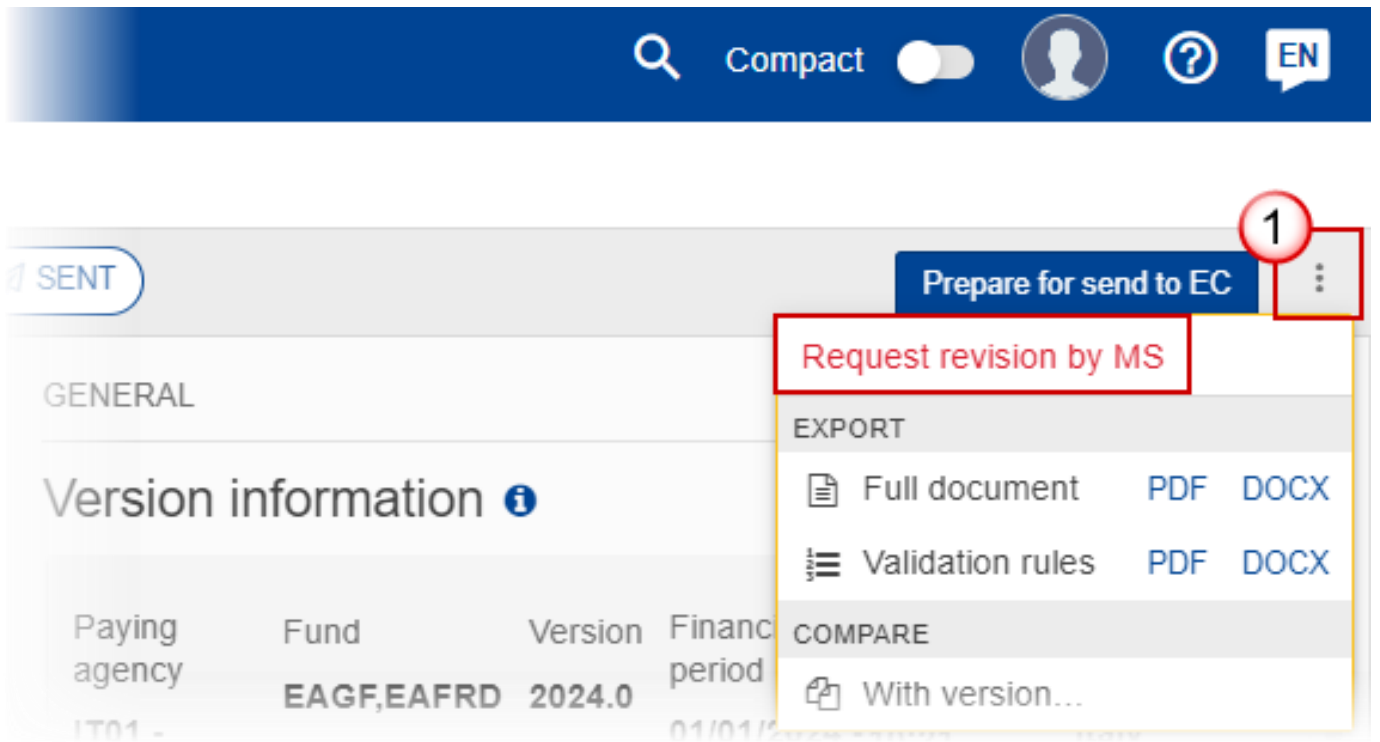
On success, the Costs of Controls version has been sent to the Commission or to an upper Node. When sent, the status is set to **SENT**.

<b>REMARK</b>	<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"> <li>• A version containing the untranslated content with the template in the Source language.</li> <li>• When the Source language is different from English, a version containing the untranslated content with the template in English.</li> <li>• When the Source language is different from English, a version containing a machine translation of the content in English with the template in English.</li> </ul>
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## Request for Revised Costs of Controls by MS

<b>REMARK</b>	<p>The Costs of Controls can only be revised by MS <b>when a lower Node exists</b> and the status is <b>SENT</b> (to a higher MS node), <b>OPEN</b>, <b>VALIDATED</b>, <b>READY TO SEND</b> or <b>REVISION REQUESTED BY MS</b>.</p> <p>This action can be used when a User wants to request a revision for the Costs of Controls version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>).</p>
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Follow the steps to request for revised Costs of Controls by MS:




1. Select the following:

(1) Select the icon with 3 vertical dots.

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


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


## Request for revision of Delivery costs of management and controls version


Version	Last modified	Current node	
2024.0	17/09/2024, 10:21	Italy	

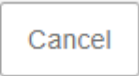
Reason for request for revision \*

Reason









1. Enter the following:

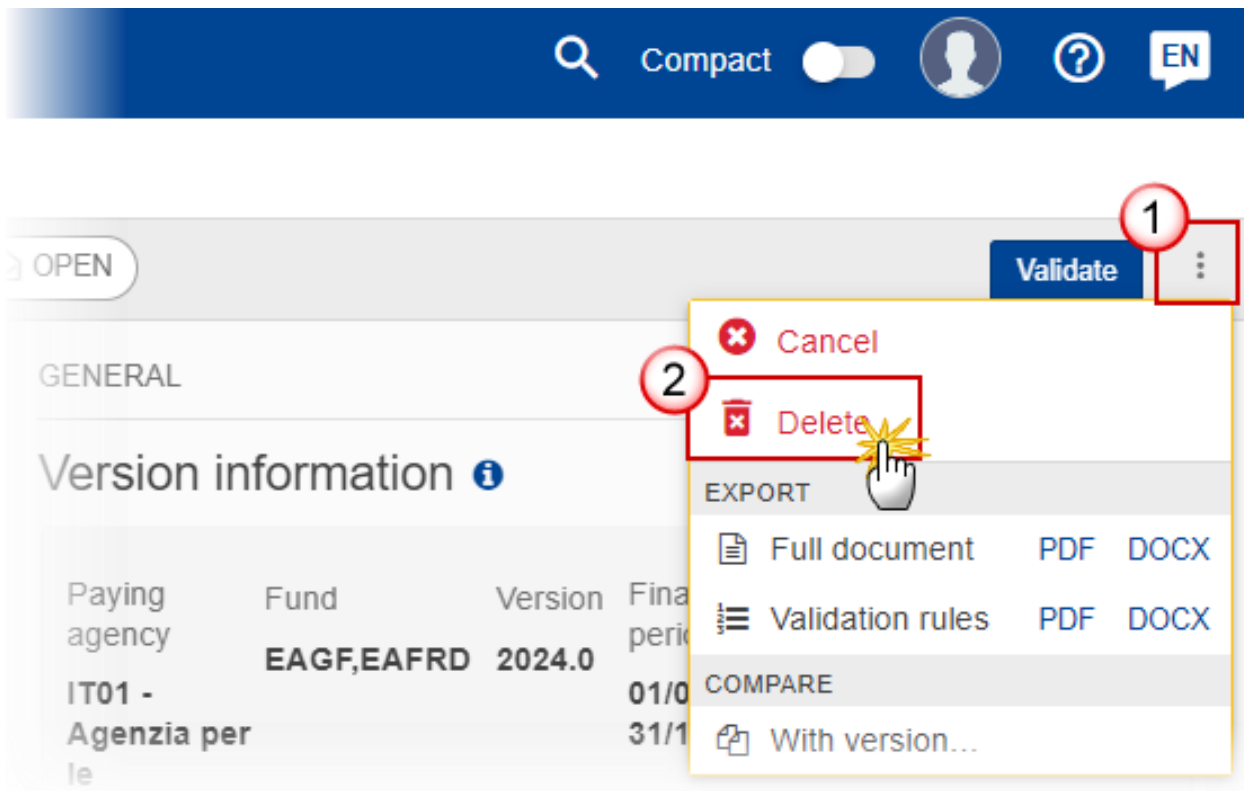
- (1) Enter the *Reason* in the text box provided.
- (2) Click on **CONFIRM** to save the information.

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

## Delete the Costs of Controls

<b>REMARK</b>	<p>The Costs of Controls can only be deleted when:</p> <ul style="list-style-type: none"> <li>• it resides on the owner Node</li> <li>• the status is <b>OPEN, VALIDATED, READY TO SEND</b> or <b>REVISION REQUESTED BY MS</b></li> <li>• it has <b>never been sent to the Commission</b> before</li> <li>• it has <b>no sent documents attached</b>.</li> </ul> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>).</p> <p>The delete is a physical delete and <b>cannot be recovered!</b></p>
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Follow the steps to remove the Costs of Controls from the system:



1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the Costs of Controls from the system.

The system will ask you to confirm the delete action:

## Delete Delivery costs of management and controls




This action cannot be undone!

Version

Last modified

Current node


 OPEN

2024.0

18/09/2024, 14:28

Italy

Cancel

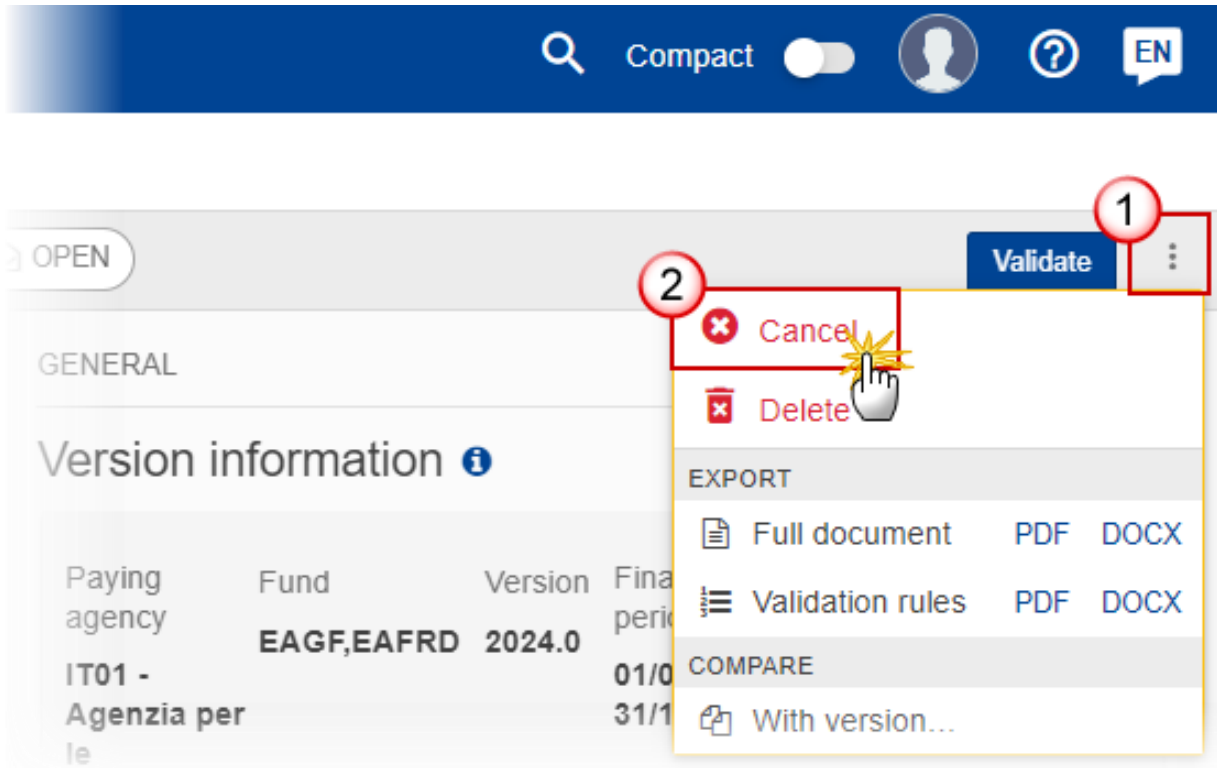
Confirm 

2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Costs of Controls.

## Cancel the Costs of Controls

<b>REMARK</b>	<p>The Costs of Controls can only be cancelled when Costs of Controls version with documents was sent to the Commission and without any previous work version in status <b>REVISION REQUESTED BY EC</b>. The notification utility will be called to notify the Commission of the cancel of the version.</p> <p>The Costs of Controls version must currently reside on the User's Node and its status is <b>OPEN, VALIDATED, READY TO SEND</b> or <b>REVISION REQUESTED BY MS</b> and contains a sent Document and has no previous working version of the same major version in status <b>REVISION REQUESTED BY EC</b>.</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>).</p>
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Follow the steps to cancel the Costs of Controls from the system:

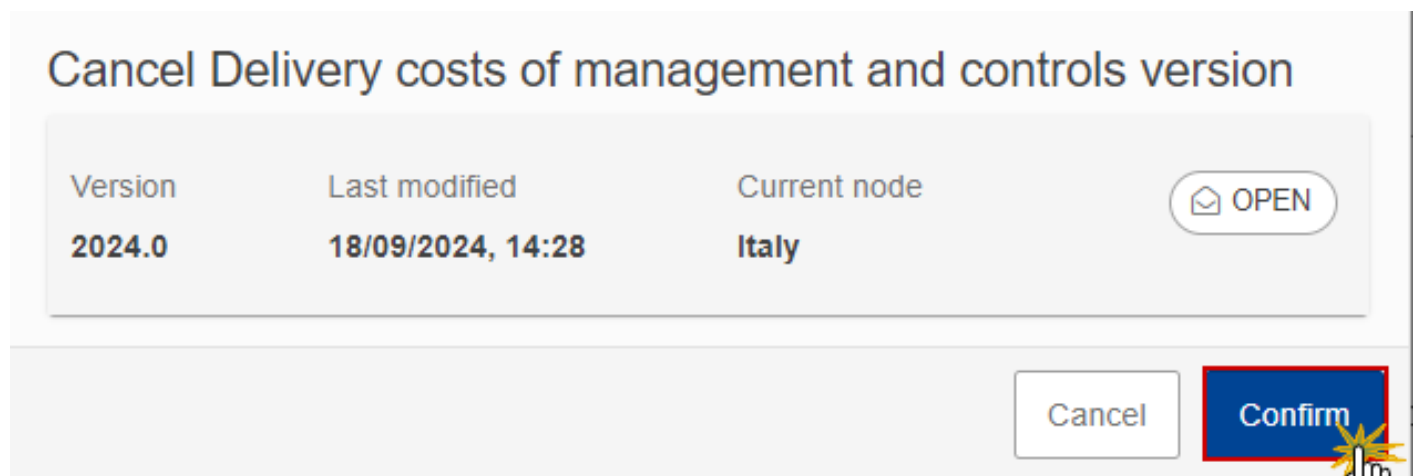


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **CANCEL** button to cancel the Costs of Controls from the system.

The system will ask you to confirm the cancel action:





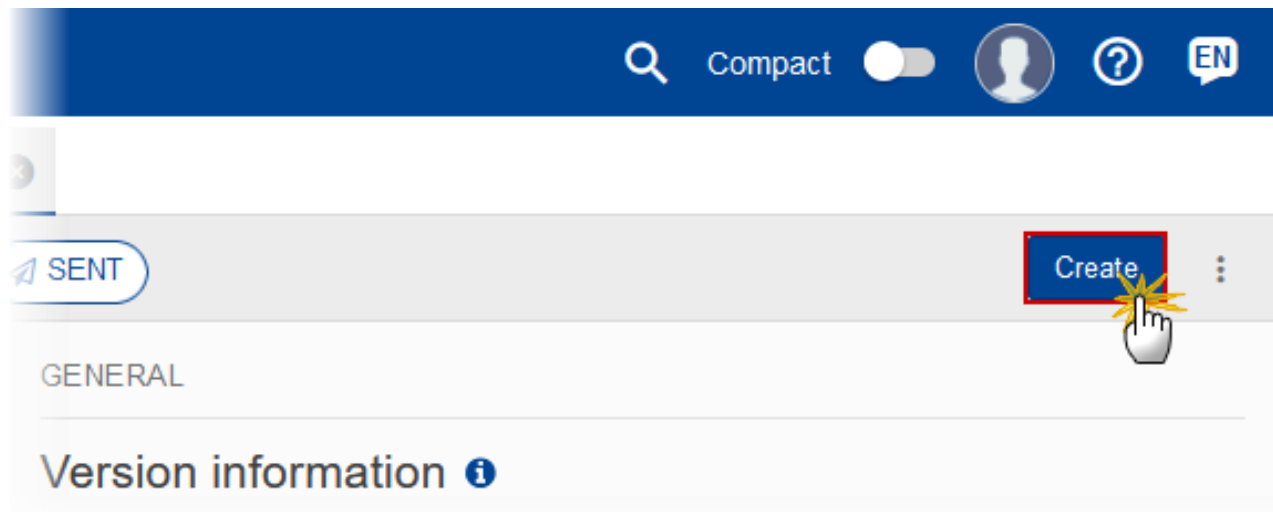
2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Costs of Controls.

On success, the status of the Costs of Controls will be changed to **CANCELLED**.

## Create New Version of the Costs of Controls


<b>REMARK</b>	<p>A new version of the Costs of Controls needs to be created when on the last version a revision was requested by the Commission, or can be created when the Member State feels the need to send a revised version.</p> <p>A new version of the Costs of Controls can only be created when the last working version for the submission period of the Costs of Controls is in status <b>REVISION REQUESTED BY EC</b>, <b>CANCELLED</b> or <b>SENT</b> to the Commission.</p> <p>The User must have the role of <b>MS Paying Agency</b> or <b>MS Coordination Body</b> with <b>Update</b> rights (<b>MSPAu/MSCBu</b>).</p>
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1. Click on the **CREATE** button to create a new version of the Costs of Controls:



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

## Create new Delivery costs of management and controls version

Version	Last modified	Current node	
2024.0	17/09/2024, 10:21	European Commission	



2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Costs of Controls.

On success, a new version of the Costs of Controls 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**.