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Declaration of Expenditure

PURPOSE

This document describes the actions related to the submission of the monthly Declaration of Expenditure for EAGF. Its purpose is to allow the Member States Paying Agency to declare the eligible expenditures to the Commission.

REGULATIONS

More detail regarding the regulation of the Declaration of Expenditure can be found in the "[About SFC2021](#)" section of the portal.

ROLES

Roles involved in the Declaration of Expenditure are:

MS Accredited Paying Agency (MSPA)	Consult the EAGF Declaration of Expenditure Upload the T104 XML files
MS Coordination Body (MSCB)	Consult uploaded T104 XML files Consult the XML file errors Delete the T104 XML files Validate the EAGF Declaration of Expenditure Sign the EAGF Declaration of Expenditure

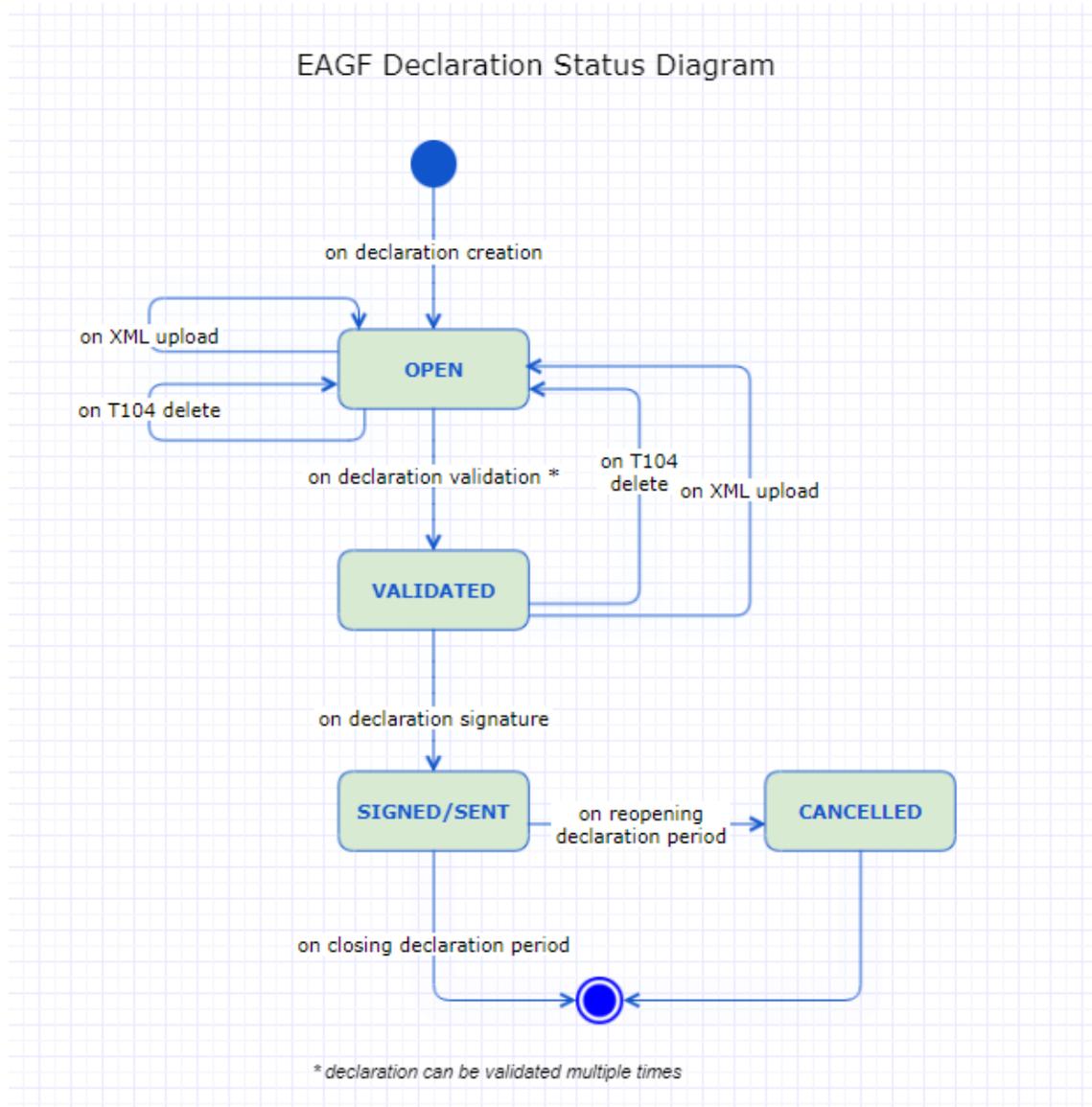
FUNDS

EAGF

Workflow

This section shows the lifecycle to manage a Declaration of Expenditure.

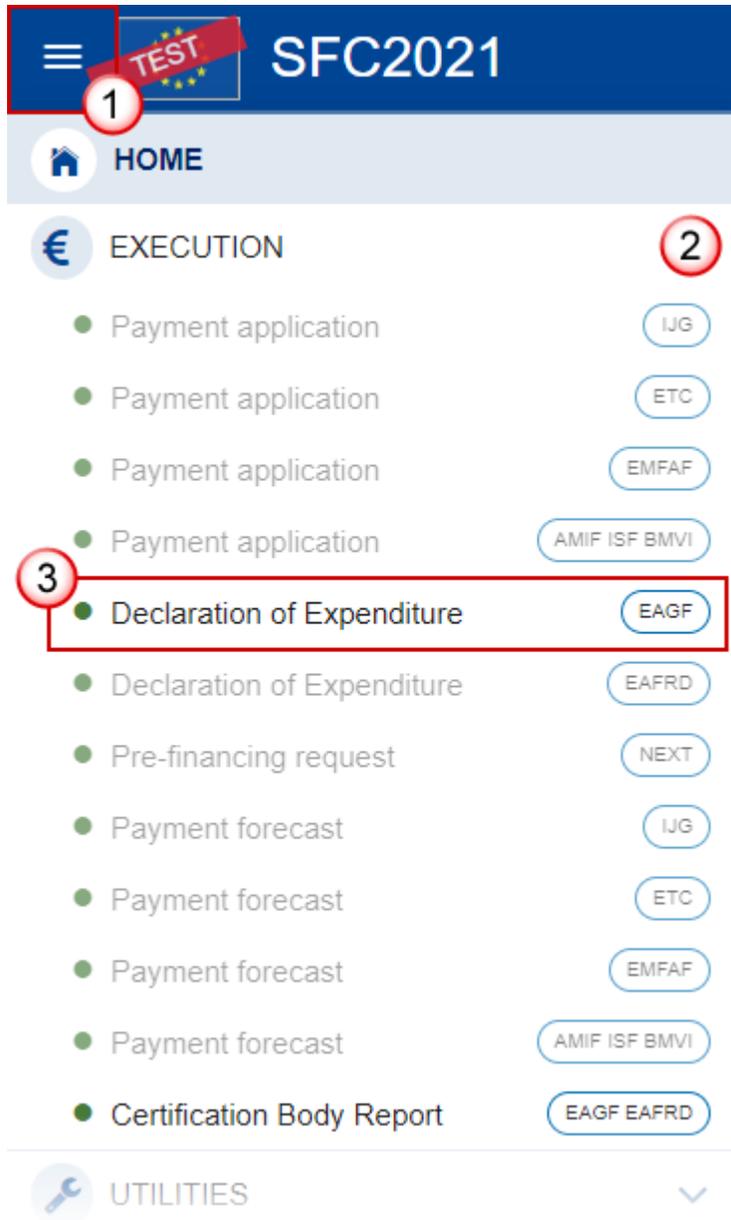
Click [here](#) to see the Declaration of Expenditure workflow diagram in high resolution.



Create the Declaration of Expenditure (EAGF)

REMARK	When EC opens the declaration period, the Declaration of Expenditure will be created in SFC2021.
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1. To access the Declaration of Expenditure, go to the **EXECUTION** menu and select the **DECLARATION OF EXPENDITURE (EAGF)** option:



2. In the search screen click on the Declaration of Expenditure:

DoE list

Search results

Show Export Refresh Clear

Country	Declaration Period	Period Status	Version	Status	Previous node	Current node	#T104s
Ceska Republika	2023/10	OPEN	2310.0	OPEN	Ceska Republika	Ceska Republika	0/1

Record/Edit the Declaration of Expenditure

REMARK	<p>The User is an identified User and has the role of MS Accredited Paying Agency or Coordination Body with Update rights (MSPAu/MSCBu).</p> <p>In order to view or edit, the User should select the line of the declaration and click on Show, or double click on the line.</p> <p>When editing a version of a Declaration of Expenditure, its status is OPEN at the level of the Member State and currently resides on the User's Node.</p>
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General

Version Information

NOTE	<p>The Version Information contains information on the identification and status of the Declaration of Expenditure Version like the Member State, the Declaration Period, the Version Number, the Nomenclature Revision, the Status and the Node where it currently resides.</p> <p>This section is not editable.</p>
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Table of Contents < GENERAL

Version information ⓘ

Member State	Period	Version	Nomenclature Revision	Last modified	Current node	Ares Registration Number	OPEN
Ceska Republika	202310	2310.0	2023-00	29/09/2022, 18:12	Ceska Republika		

General

- Version information
- Officials in charge
- History
- Documents
- T103 Summary

Officials in Charge

NOTE

Officials in Charge can be updated at any time, independent from the status of the Declaration of Expenditure.

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:

Table of Contents < GENERAL

Officials in charge ⓘ

Name	Phone	Email	Language	Valid from	Valid until	ADD
No Rows To Show						

General

- Version information
- Officials in charge
- History
- Documents
- T103 Summary

The Edit details pop-up window appears:

Edit row

Name * 248

1

Email * 243

2

Phone 50 **3** Language **4**

5 **5**

6

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.

REMARK	When the Declaration Period is opened, the SFC2021 system creates an empty declaration. The system will copy the officials in charge from the previous declaration. A notification will be sent to the officials in charge informing them of the new declaration.
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History

This section shows all the actions that have been taken on the Declaration of Expenditure since it was created, for example:

The screenshot shows the 'History' section of the application. On the left is a 'Table of Contents' sidebar with a search bar and a list of items: General, Version information, Officials in charge, History (highlighted), Documents, and T103 Summary. The main content area is titled 'GENERAL' and 'History'. It displays a vertical timeline with two entries:

- 06/10/2022** 14:08: Action **Edit** on node **Ceska Republika (CZ)** by **Gsb, Ste (n0001843)**. Includes an 'OPEN' button.
- 29/09/2022** 18:12: Action **Create** on node **Ceska Republika (CZ)** by **Declaration of Expenditure, DOE (doe)**. Includes an 'OPEN' button.

Documents

NOTE	The Documents list shows all documents uploaded against this version of the Declaration of Expenditure 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.
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The following documents will be foreseen:

- XML file containing one or more T104s - XML file(s) uploaded by the User
- Snapshot of data – Generated report – report generated automatically by the system

The screenshot shows the 'Documents' section of the application. On the left is a 'Table of Contents' sidebar with a search bar and a list of items: General, Version information, Officials in charge, History, Documents (highlighted), T104 CZ01 - SAIF, and T103 Summary. The main content area is titled 'GENERAL' and 'Documents'. It displays a table with the following data:

Title	Status	Document type	Document date	Files	Sent date	Sent by	
> XML file T104s	OK	XML file containing one or more T104s	10/10/2022	1	12/10/2022	Gsb, Ste	
DOE snapshot 2310.0	OK	Snapshot of data	12/10/2022		12/10/2022	Gsb, Ste	

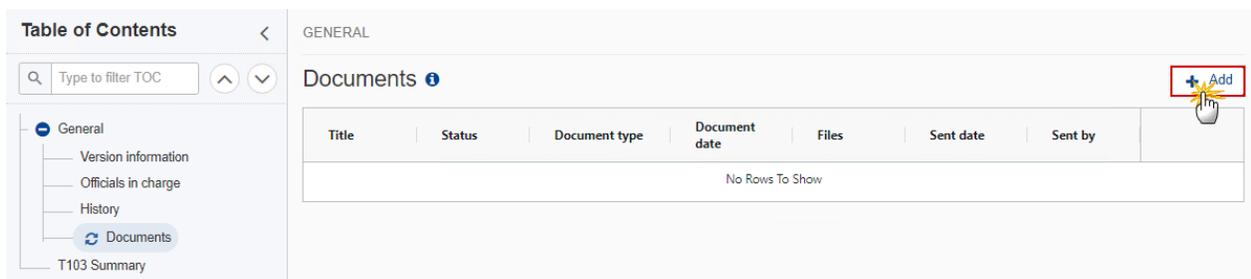
REMARK	Integral Documents like the “XML file containing one or more T104s” are only sent - together with the encoded data – once the Declaration of Expenditure is Signed/Sent to the Commission.
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Upload a T104 file

NOTE	The User can upload one or more T104 files to the EAGF Declaration of Expenditure.
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- Clicking on the **ADD** button  will open a pop-up window allowing you to add a new file.
- Selecting a document row and clicking on the **VIEW** icon  will allow you to view the file information.
- Selecting a document row and clicking on the **EDIT** icon  will allow you to modify the file information.
- Selecting a document row and clicking on the **DELETE** icon  will allow you to delete the file and all attachments.

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



The Add row pop-up window appears:

Add row

Document type * 1 Document date * 2

XML file containing one or more T104s 06/10/2022

Document title * 3

Local reference 4

ATTACHED FILES 5 [+ Add](#)

Title	Type	Language	File / Upload	Action
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2. Enter or select the following information:

(1) Select the *Document Type* **XML file containing one or more T104s**.

(2) Enter a *Document Date*.

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

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

(4) Enter a *Local reference* if necessary.

(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 **DELETE** button.

The **Attached files** window becomes editable:

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
XML file 1	Main 2	en. English 3	4 Browse File uploaded!	

Cancel 5 Save

3. Enter or select the following information:

- (1) Enter a *Title* for your attachment.
- (2) Select the *Type* Main.
- (3) Select the *Language* of the document (by default the language in the profile of the User is selected).
- (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	<p>Only XML files can be uploaded as an attachment, otherwise the system returns an error.</p> <p>An XML file can contain one or several T104 tables.</p> <p>For Member States with multiple Paying Agencies, the Users can upload either one XML file with all Paying Agencies or several XML files.</p> <p>A T104 table has to be submitted for each Paying Agency.</p> <p>When the XML file is saved, the system will verify all the declaration business rules.</p>
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Consult an uploaded T104 file

NOTE	Once the T104 file is uploaded, the User can now consult its details.
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1. Click on the arrow to consult the details of the uploaded file:

Table of Contents < GENERAL

Q Type to filter TOC ^ v Documents + Add

Title	Status	Document type	Document date	Files	Sent date	Sent by	
XML file T104s	OK	XML file containing one or more T104s	10/10/2022	1			  

General
Version information
Officials in charge
History
Documents
T104 CZ01 - SAIF
T103 Summary

The file details now appear:

Documents + Add

Title	Status	Document type	Document date	Files	Sent date	Sent by	
XML file T104s	ERROR	XML file containing one or more T104s	10/10/2022	1 2			  

Title	File Name	Paying Agencies	Upload Date	User	File Status	E	W	Ok	
XML file	20221011-112114-CZ.xml	CZ01	11/10/2022	n0001843	OK	0	0	1	 
XML file 2	20221011-112157-CZ.xml	CZ02	11/10/2022	n0001843	ERROR	4	1	1	   

1 2 3 4

2. Different actions are possible based on the File Status (OK or ERROR):

- (1) View the file.
- (2) View the list of Errors and Warnings detected in the file.
In case of Warnings only, the File Status will be OK.
- (3) View the file with the Errors and Warnings on the corresponding lines.
- (4) Delete the file. This feature is useful if a file is used for testing purposes or to delete a file with errors.

Delete the document

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

Table of Contents <

GENERAL

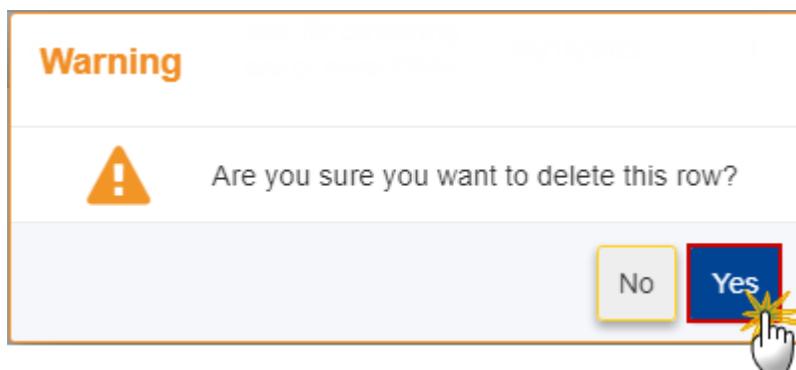
Documents + Add

Title	Status	Document type	Document date	Files	Sent date	Sent by	
> T104s XML file	OK	XML file containing one or more T104s	06/10/2022	1			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

General

- Version information
- Officials in charge
- History
- Documents
- T104 CZ01 - SAIF
- T103 Summary

A confirmation window appears:



2. Click on **Yes** to confirm deletion. Click on **No** to return to the document section.

T104 <PA/CB CATS CODE> - <PA/CB Acronym>

NOTE	<p>This section shows the EAGF Declaration of Expenditure in details per T104 containing the calculated amounts and the budget descriptions.</p> <p>It will be available whenever an XML file is free of errors.</p> <p>The User can download the XML file and the T104 Declaration Report.</p>
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Table of Contents < T104 CZ01 - SAIF ⓘ

Q Type to filter TOC ^ v

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - T104 CZ01 - SAIF**
 - T103 Summary

Paying Agency : SZiF [SAIF] - CZ01 CAP Plan: 2023CZ0... [20221011-142542-CZ.xml](#) [T104 Report](#)

Forecast for next financial year 2024

Forecast 5 16/10/2024 to 30/11/2024	Forecast 6 01/12/2024 to 31/12/2024	Forecast 7 01/01/2024 to 31/01/2024
50 000.00	60 000.00	70 000.00

Financial data

↑ Budget Code	Nomenclature	Expenditure & assigned revenue 01/10/2023 to 15/10/2023	Expenditure & assigned revenue 16/10/2022 to 15/10/2023	Forecast 1 N/A	Forecast 2 N/A	Forecast 3 N/A	Forecast 4 N/A
62 00 00 00 0002 001	Amounts paid and recovered - cases of fraud or irregularities - 80% - R.1306/13, Art.55; R.2021/2116, Art.56	-12 722.01	-65 308.42	0.00	0.00	0.00	0.00
	Apiculture products - R2021/2115 - 42(b) - advisory services, technical						

T103 Summary

NOTE	<p>This section is a summary table calculated from all T104s.</p> <p>The User can download the T103 Declaration Report.</p>
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Table of Contents < T103 Summary ⓘ

Q Type to filter TOC ^ v

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - T104 CZ01 - SAIF
 - T103 Summary**

[T103 Summary](#)

Forecast for next financial year 2024

Forecast 5 16/10/2023 to 30/11/2023	Forecast 6 01/12/2023 to 31/12/2023	Forecast 7 01/01/2024 to 31/01/2024
50 000.00	60 000.00	70 000.00

DETAILS OF EXPENDITURE AND ASSIGNED REVENUE AND FORECASTS SUMMARY

Paying Agency	CAP Plan	Expenditure & assigned revenue 01/10/2023 to 15/10/2023	Expenditure & assigned revenue 16/10/2022 to 15/10/2023	Forecast 1 N/A	Forecast 2 N/A	Forecast 3 N/A	Forecast 4 N/A
CZ01 - SZiF [SAIF]	2023CZ06AFSP001	67 597.77	305 767 609.32	0.00	0.00	0.00	0.00
Total		67 597.77	305 767 609.32	0.00	0.00	0.00	0.00

Validate the Declaration of Expenditure

REMARK	<p>The Declaration of Expenditure can be validated after all T104s have been uploaded and when the current version is in status OPEN.</p> <p>To validate the Declaration of Expenditure, the User must have the role of MS Accredited Paying Agency or Coordination Body with Send rights (MSPAs/MSCBs).</p>
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Click on the **VALIDATE** button to validate the Declaration of Expenditure:

The screenshot shows a software interface with a 'DoE list' tab for 'CZ - 2310.0'. A 'Validate' button is highlighted in the top right corner. The main content area displays 'Version information' with the following table:

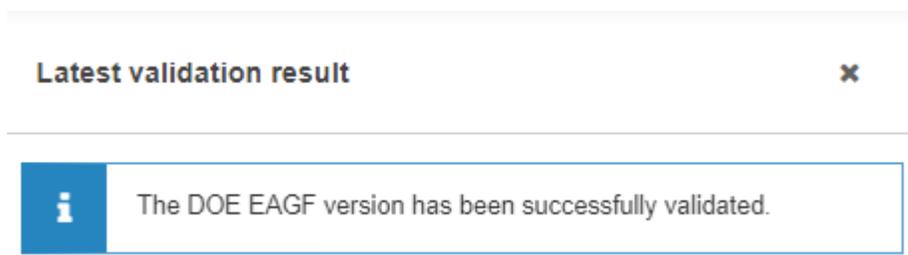
Member State	Period	Version	Nomenclature Revision	Last modified	Current node	Ares Registration Number	
Ceska Republika	202310	2310.0	2023-00	11/10/2022, 14:29	Ceska Republika		OPEN

REMARK	<p>An ERROR could block you from sending the Declaration of Expenditure. The error(s) should be resolved and the Declaration of Expenditure must be revalidated.</p>
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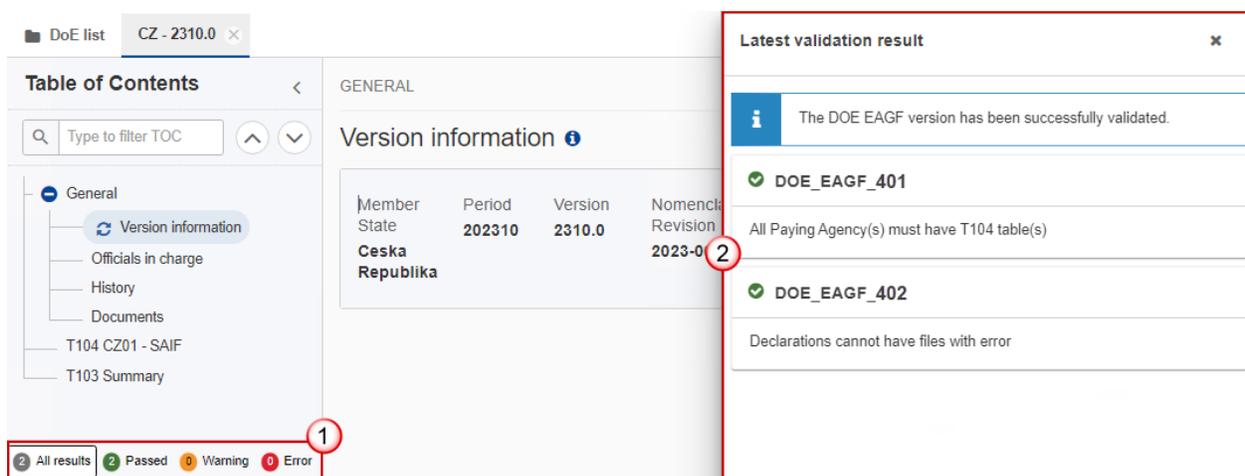
The system validates the following information:

Code	Severity	Validation Rule
401	ERROR	All Paying Agency(s) must have T104 table(s).
402	ERROR	Declarations cannot have files with error. (Any files with errors should be deleted prior to validation)

An example of a validation window:



You can check the list of validation results at any time throughout the Declaration of Expenditure:



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 Declaration of Expenditure becomes **VALIDATED**.

REMARK	In the final version of the Declaration of Expenditure, the User will have to provide the EU Login password during the validation process.
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Sign the Declaration of Expenditure

REMARK	<p>The Sign can occur when a User wants to send its recorded data on a Declaration of Expenditure version to the Commission.</p> <p>The Declaration of Expenditure can only be sent once the VALIDATION ERRORS have been removed and the status is VALIDATED.</p> <p>To send the Declaration of Expenditure, the User must have the role of MS Accredited Paying Agency or Coordination Body with Send rights (MSPAs/MSCBs).</p>
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1. Click on the **SIGN** button to send the Declaration of Expenditure to the Commission:

The screenshot shows a web application interface for 'DoE list' with a tab for 'CZ - 2310.0'. On the right, there is a 'Sign' button. The main content area is titled 'GENERAL' and 'Version information'. It contains a table with the following data:

Member State	Period	Version	Nomenclature Revision	Last modified	Current node	Ares Registration Number	
Ceska Republika	202310	2310.0	2023-00	11/10/2022, 16:08	Ceska Republika		<input type="button" value="VALIDATED"/>

On the left, there is a 'Table of Contents' sidebar with options like 'General', 'Version information', 'Officials in charge', 'History', 'Documents', 'T104 CZ01 - SAIF', and 'T103 Summary'.

The system will ask you to confirm the sign and send action:

The screenshot shows a confirmation dialog box with an information icon and the text: "Do you wish to sign and send the current DOE version?". At the bottom, there are two buttons: "Cancel" and "Confirm". A mouse cursor is pointing at the "Confirm" button.

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

On success, the Declaration of Expenditure version has been sent to the Commission. When signed, the status of the Declaration of Expenditure is set to **SIGNED/SENT**.

DoE list

Search results

Show Export Refresh Clear

Country	Financial year	Declaration Period	Period Status	Version	Status	Previous node	Current node	#T104s
Ceska Republika	2023	2023/10	OPEN	2310.1	OPEN	Ceska Republika	Ceska Republika	1/1
Ceska Republika	2023	2023/10	OPEN	2310.0	SIGNED/SENT	Ceska Republika	European Commission	1/1
Ceska Republika	2023	2022/12	CLOSED	2212.0	SIGNED/SENT	Ceska Republika	European Commission	1/1
Ceska Republika	2023	2022/11	CLOSED	2211.0	SIGNED/SENT	Ceska Republika	European Commission	1/1

DoE list CZ - 2310.0

Table of Contents

GENERAL

Version information

Member State	Period	Version	Nomenclature Revision	Last modified	Current node	Ares Registration Number	Status
Ceska Republika	202310	2310.0	2023-00	12/10/2022, 09:16	European Commission	Ares(2022)247376	SIGNED/SENT

- General
 - Version information
 - Officials in charge
 - History
 - Documents
- T104 CZ01 - SAIF
- T103 Summary

REMARK

In the final version of the Declaration of Expenditure, the User will have to provide the EU Login password during the signing process.

In order to **reopen the declaration for a period**, the User should contact the Commission services, more specifically the EAGF Financial Management Unit at DG AGRI.