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Forecast of Expenditure

PURPOSE

This document describes the actions related to the Forecast of Expenditure procedure for EAFRD Programmes as described in Article 21 of the CPR called “Forecast of funding requirements”.

REGULATIONS

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

ROLES

Roles involved in the Forecast of Expenditure EAFRD are:

MS Paying Agency (MSPA) MS Coordination Body (MSCB)	Record Forecast of Expenditure Upload Forecast of Expenditure Documents Consult Forecast of Expenditure Delete Forecast of Expenditure Validate Forecast of Expenditure Prepare Forecast of Expenditure for send to EC Send Forecast of Expenditure Request for Revised Forecast of Expenditure by MS Cancel Forecast of Expenditure Create New Version of a Forecast of Expenditure
MS Managing Authority (MSMA) MS Certification Authority (MSCT)	Consult Forecast of Expenditure

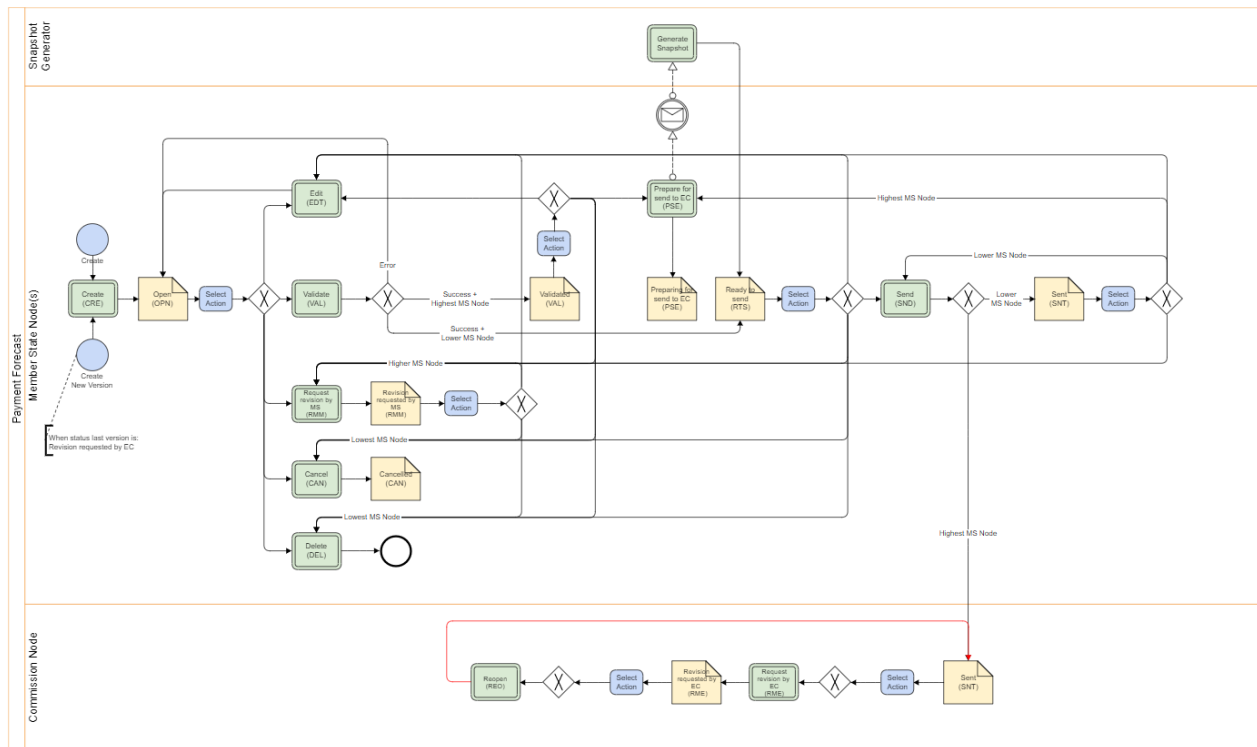
FUNDS

EAFRD

Workflow

This section shows the lifecycle to create and manage a Forecast of Expenditure.

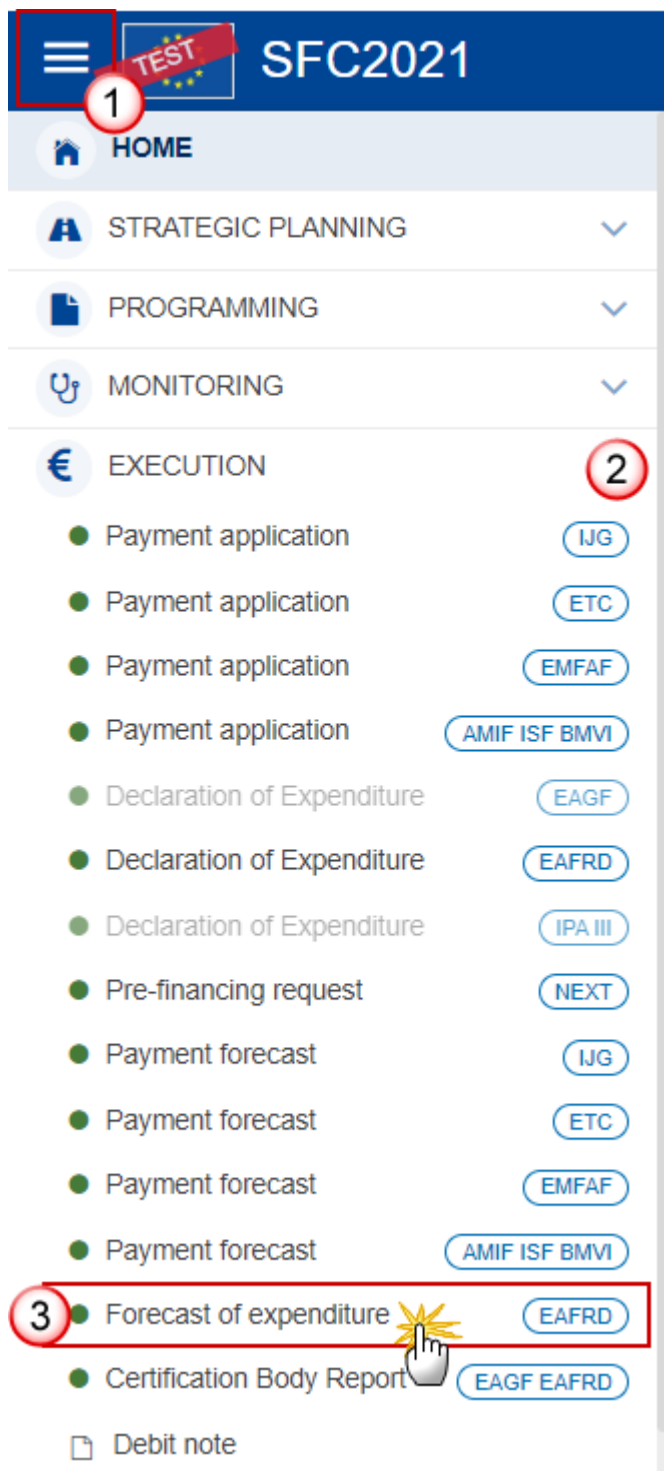
Click [here](#) to see the Forecast of Expenditure workflow diagram in high resolution.



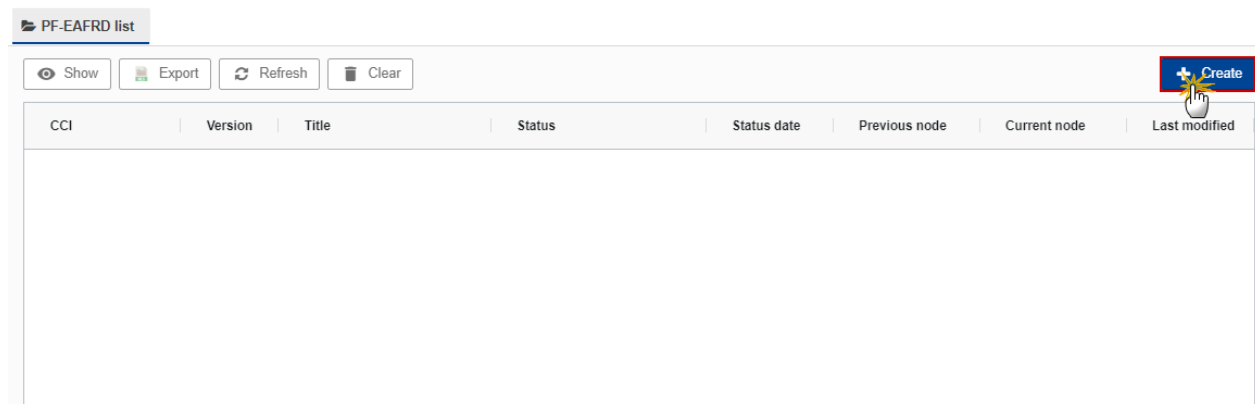
Create a Forecast of Expenditure

<p>REMARK</p>	<p>The User is an identified User and has the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p> <p>When creating a new Forecast of Expenditure, it does not yet exist.</p> <p>The Programme is managed on the User's Node.</p> <p>There is already a Programme version at Commission level.</p> <p>The version number is a concatenation of the Submission Year and of the Forecast of Expenditure Submission Period (ex. 202201). This version number is selected by the User at creation of the Forecast of Expenditure. The work version number is automatically provided by the system and is 0. The following Submission Periods and related Version numbers exist:</p> <ul style="list-style-type: none"> • YYYY01 to be submitted by 31/01 of YYYY • YYYY02 to be submitted by 31/08 of YYYY
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1. To create the Forecast of Expenditure, go to the **EXECUTION** menu and select the **FORECAST OF EXPENDITURE** option:



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



You are redirected to the Forecast of Expenditure Creation Wizard:

3. Select the following information:

(1) Select the *CCI* Number.

The CCI list contains all submitted CAP Strategic Plans managed at the User's Node, and which contain Funds for which the User is registered (Withdrawn versions excluded). The list returns the CCI, and the Programme English Title retrieved from the last submitted version of the Programme.

(2) Select the *Version*.

The Version list contains all Forecast of Expenditure versions which do not yet exist for the CCI, starting from Submission Year 2023 and Submission Period 01, and ending with Submission Year 2029 and Submission Period 02, and which have a Submission due date \leq current date + 1 month. This allows

creating Forecast of Expenditures 1 month before their due date. The due date for the first Submission Period is 31/01/YYYY and for the second Submission Period is 31/08/YYYY. The most recent version is shown first.

(3) Click on **CREATE**.

The status of the Forecast of Expenditure is **OPEN**.

REMARK	<p>On Create, when the preconditions are met, the initial Forecast of Expenditures 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 the Forecast of Expenditure.</p> <p>A record will be created in the Forecast of Expenditures table for the Submission Period YYYY and YYYY+1.</p>
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Record/Edit the Forecast of Expenditure

REMARK	<p>The User is an identified User and has the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p> <p>When editing a version of a Forecast of Expenditure, its status is OPEN, VALIDATED, READY TO SEND or SENT at the level of the Member State or REVISION REQUESTED BY MS 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 Forecast of Expenditure Version like the CCI, the Programme Title in English, the Version Number, 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
 - Officials in charge
 - History
 - Documents
 - Observations
 - Forecast of expenditure

No validation result available

GENERAL

Version information ⓘ




CCI	Version	Last modified	Current node	
2023IT06AFSP001	202302.0	26/04/2023, 12:05	Italy	OPEN

Title in English

Italy CAP Strategic Plan

Officials in Charge

NOTE	<p>Officials in Charge can be updated at any time, independent from the status of the Forecast of Expenditure.</p> <p>Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.</p> <p>The officials in charge are copied from the previous Forecast of Expenditure version of the same Programme, when existing.</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.

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

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Type to filter TOC

General

Version information

Officials in charge

History

Documents

Observations

Forecast of expenditure

No validation result available

GENERAL

Officials in charge ⓘ

+ Add

Name	Phone	Email	Language	Valid from	Valid until	Actions
No items to display						

The Edit details pop-up window appears:

Edit row

Name *

248

1

Email *

243

2

Phone

50

3

Language

4

Valid from

5

Valid until

5

Cancel

6

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 Forecast of Expenditure since it was created, for example:

The screenshot shows the 'History' section of a software interface. On the left, a 'Table of Contents' sidebar lists 'General', 'Version information', 'Officials in charge', 'History' (selected), 'Documents', 'Observations', and 'Forecast of expenditure'. The main area, titled 'GENERAL', shows a 'History' section with a timeline of two actions: '26/04/2023 14:36 Action Edit on node Italy (IT) by Gsb, Ste (n0001843)' and '26/04/2023 12:05 Action Create on node Italy (IT) by Gsb, Ste (n0001843)'. Each action has an 'OPEN' button. At the bottom, a message states 'No validation result available'.

Documents

NOTE	The Documents list shows all documents uploaded against this version of the Forecast 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:





Description	Internal Code	Non-Integral (1)	Integral (2)	System (3)	Required (4)
Other Member State Document	PF.OM	X			

Snapshot of data before send	SNP.PFSNT		X	X	X
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- (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

Multiple documents can be uploaded in the Forecast of Expenditure.

- 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 (Official Proposal etc) are only sent - together with the encoded data – once the Forecast of Expenditure 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 Forecast of Expenditure.</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>
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1. Click on the **ADD** button to add a new document:

Table of Contents

Q

Type to filter TOC

^

v

General

Version information

Officials in charge

History

Documents

Observations

Forecast of expenditure

No validation result available

GENERAL

Documents annexed to this payment forecast version

DOCUMENTS ANNEXED TO THIS VERSION

+

Add

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by
No items to display							

The Edit document details pop-up window appears:

Document

Document title *

Document type *

Document date *

05/01/2023

Local reference

ATTACHED FILES

+

Add

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
PF doc	Main	en. English	Browse 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**.

REMARK	Integral document types will only display the SAVE button and will be sent when the Forecast of Expenditure 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 Forecast of Expenditure.
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Sending 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:

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Type to filter TOC

^

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Documents

Observations

Forecast of expenditure

No validation result available

GENERAL

Documents annexed to this payment forecast version

DOCUMENTS ANNEXED TO THIS VERSION

+ Add

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	
PF doc	Other Member State document	24/01/2024			1		<div> <div></div> <div></div> <div></div> </div>

2. Click on **SAVE & SEND** to send the document to the Commission:

Title	Type	Language	File / Upload	Action
PF doc	Main	en. English	PF.docx	<div> <div></div> <div></div> </div>

Cancel

Save

Save & Send

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.
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Deletion of an unsent document

REMARK	Only unsent documents can be deleted.
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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

Q

Type to filter TOC

^

v

General

Version information

Officials in charge

History

Documents

Observations

Forecast of expenditure

No validation result available

GENERAL

Documents annexed to this payment forecast version

DOCUMENTS ANNEXED TO THIS VERSION

PF doc

Other Member State document

24/01/2024

1

👁

✎

➤

🗑

A confirmation window appears:

Delete document

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

Cancel

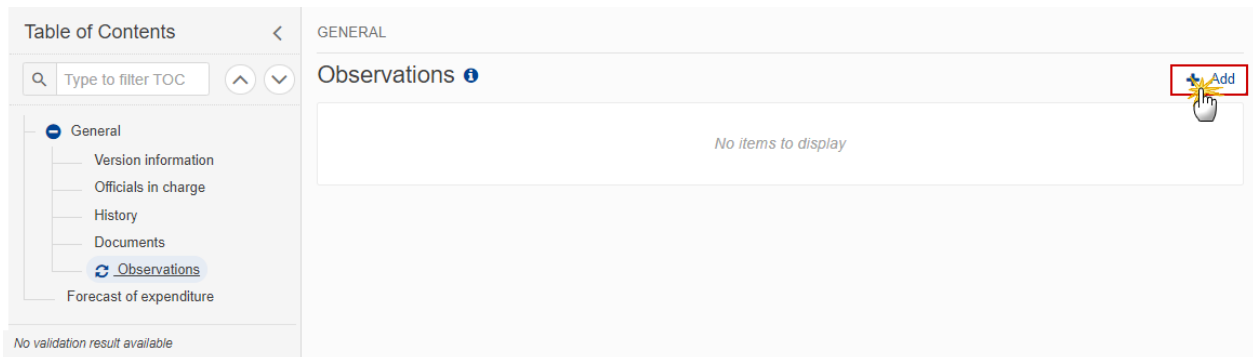
OK

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 Forecast of Expenditure. 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 Forecast of Expenditure will be able to read all observations in the conversation.</p> <p>All Users who have Update permission on the Forecast of Expenditure will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Forecast of Expenditure.</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 Add new observation screen appears:

A screenshot of the 'Add new observation' form. The form has a title 'Add new observation' and a text input field. The input field contains the text 'Should I add the extra information as a document?'. To the right of the input field is a small box with the number '3951'. A red box highlights the input field, and a red circle with the number '1' is next to it. At the bottom right of the form are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box, and a red circle with the number '2' is next to it. A hand cursor is pointing at the 'Save' button.

1. Enter the following:
 - (1) Enter an observation.
 - (2) Click on **Add** to save the information.

Forecast of Expenditure

1. Click on the **Edit** button to enter the values for the amounts of the Forecast of Expenditure:

Table of Contents

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Type to filter TOC

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General

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History

Documents

Observations

Forecast of expenditure

No validation result available

FORECAST OF EXPENDITURE IN EUR (ARTICLE 21 OF IMPLEMENTING REGULATION (EU) 2022/128) ⓘ

Edit

	Q1	Q2	Q3	Q4
2023	24,154,321.75	24,154,321.75	57,282,892.21	306,721,548.15
2024	166,507,809.10	177,199,370.14	162,833,770.87	506,112,046.38

The Edit details pop-up window appears:

FORECAST OF EXPENDITURE IN EUR (ARTICLE 21 OF IMPLEMENTING REGULATION (EU) 2022/128) ⓘ

	Q1	Q2	Q3	Q4
2023	24,154,321.75	24,154,321.75	57,282,892.34	306,721,548.15
2024	166,507,809.10	177,199,370.14	162,833,770.87	506,112,046.38

Cancel

Save

2. Enter the following:

(1) Enter the amounts in the columns.

Initial Forecast values are copied from the previous Forecast YYYY01->YYYY02->YYYY(+1)01->etc...

For Forecast YYYY01, the table is composed of 2 yearly rows YYYY and YYYY+1, and 4 quarter columns Q1, Q2, Q3 and Q4.

For YYYY02 forecast YYYYQ1 and YYYYQ2 are read only.

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

Validate the Forecast of Expenditure

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

The screenshot shows a web application interface for 'PF-EAFRD list'. The top bar includes a tab for '2023IT06AFSP001 - 202302.0' and a status bar with '202302.0', 'IT', and a timestamp '26/04/2023, 14:36'. A 'Validate' button is highlighted with a mouse cursor. The main content area is titled 'GENERAL' and 'Version information'. It displays a table with columns: CCI, Version, Last modified, and Current node. The data row shows '2023IT06AFSP001', '202302.0', '26/04/2023, 14:36', and 'Italy'. Below this, there is a section for 'Title in English' with the text 'Italy CAP Strategic Plan'. A sidebar on the left contains a 'Table of Contents' with options like 'General', 'Version information', 'Officials in charge', 'History', 'Documents', 'Observations', and 'Forecast of expenditure'.

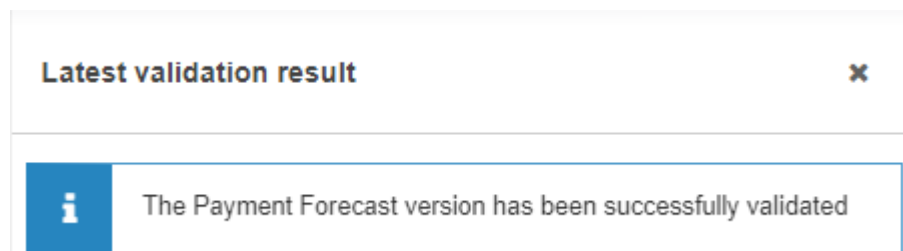
REMARK	<p>An ERROR will block you from sending the Forecast of Expenditure. The error(s) should be resolved and the Forecast of Expenditure must be revalidated. Note that a WARNING does not block you from sending the Forecast of Expenditure.</p>
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The system validates the following information:

Code	Severity	Validation Rule
001	WARNING	Validate that at least one official in charge of the Member State exists.
002	ERROR	Validate that the CCI code matches the following regular expression: For EAFRD (.....06AFSP...) (Implicit in web).
003	ERROR	Validate that the CSP is already submitted to the Commission (Implicit in web).

004	WARNING	<p>Validate when forecast of expenditures work version is 0, that the current date</p> <ul style="list-style-type: none"> • for submission period 01 (YYYY01) is smaller or equal than 31/01/YYYY, • for submission period 02 (YYYY02) is smaller or equal than 31/08/YYYY.
005	WARNING	Validate for IJG, ETC, EMFAF, AMIF, ISF and BMVI, that at least one expected Union contribution contains a value > 0.
006	ERROR	Validate for EAFRD, that all amounts in the forecast table are filled in.
007	ERROR	Validate for EAFRD, that amounts YYYYQ1 and YYYYQ2 in forecast YYYY02 are the same as in forecast YYYY01 (Implicit in web).
008	WARNING	Validate for IJG, ETC, EMFAF, AMIF, ISF and BMVI, that for each record, all expected Union contributions are filled in.

An example of a validation window:



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

The screenshot shows the 'PF-EAFRD list' interface for the '2023IT06AFSP001 - 202302.0' version. The 'Table of Contents' on the left lists 'General', 'Version information', 'Officials in charge', 'History', 'Documents', 'Observations', and 'Forecast of expenditure'. The 'GENERAL' section displays 'Version information' with details: CCI '2023IT06AFSP001', Version '202302.0', and Title in English 'Italy CAP Strategic Plan'. The 'Latest validation result' pop-up shows a success message: 'The Payment Forecast version has been successfully validated'. Below this, three validation results are listed: 'PF_001' (Validate that at least one official in charge of the Member State exists), 'PF_002' (Validate that the CCI code matches the following regular expression: For IJG (.....16..PR...|.....16..TA...|.....05..PR...|.....05..TA...) For ETC (....TC16.....) For EMFAF(.....14MFPR...) For AMIF, ISF and BMVI (.....65AMPR...|.....65ISPR...|.....65BVPR...) For EAFRD (.....06AFSP...) (Implicit in web).), and 'PF_003' (Validate that the programme is already submitted to the Commission (Implicit in web)). The bottom status bar shows '6 All results', '6 Passed', '0 Warning', and '0 Error'. A red circle '1' highlights the 'All results' button, and a red circle '2' highlights the 'Latest validation result' pop-up.

To see the last validation results:

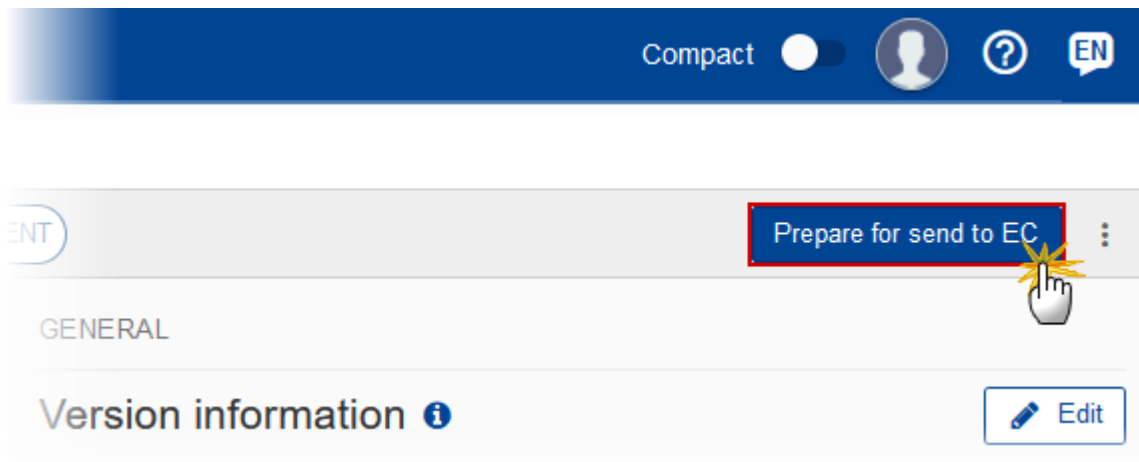
- (1) Click on one of the 4 categories: *All results*, *Passed*, *Warning*, *Error*.
- (2) The list of latest validation results for the chosen category is displayed.

After all errors have been resolved the status of the Forecast of Expenditure becomes **VALIDATED**.

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



The system will ask you to confirm the send action:



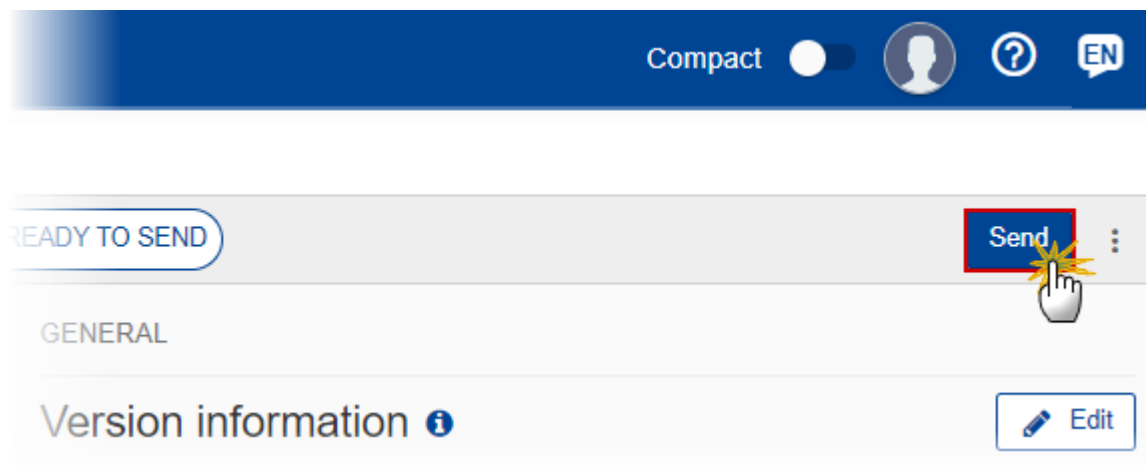
2. Click on **CONFIRM** to confirm.

The status of the Forecast of Expenditure is set to **PREPARING FOR SEND TO EC**.

Send the Forecast of Expenditure


<p>REMARK</p>	<p>The Send can occur when a User wants to send its recorded data on a Forecast of Expenditure version to the Commission or to an upper Node.</p> <p>The Forecast of Expenditure can only be sent once the VALIDATION ERRORS have been removed and the status is READY TO SEND or SENT (from a lower node).</p> <p>The "4 eyes principle" 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 MS Paying Agency or MS Coordination Body with Send rights (MSPAs/MSCBs).</p>
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1. Click on the **SEND** button to send the Forecast of Expenditure to the Commission or to an upper Node:




The system will ask you to confirm the send action:

Send forecast of expenditure




When sending to the Commission, please check the accuracy of the generated snapshot before confirming the send

CCI	Version	Last modified	Current node	
2023IT06AFSP001	202302.0	27/04/2023, 14:22	Italy	<div>  READY TO SEND </div>

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

Cancel

Confirm



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

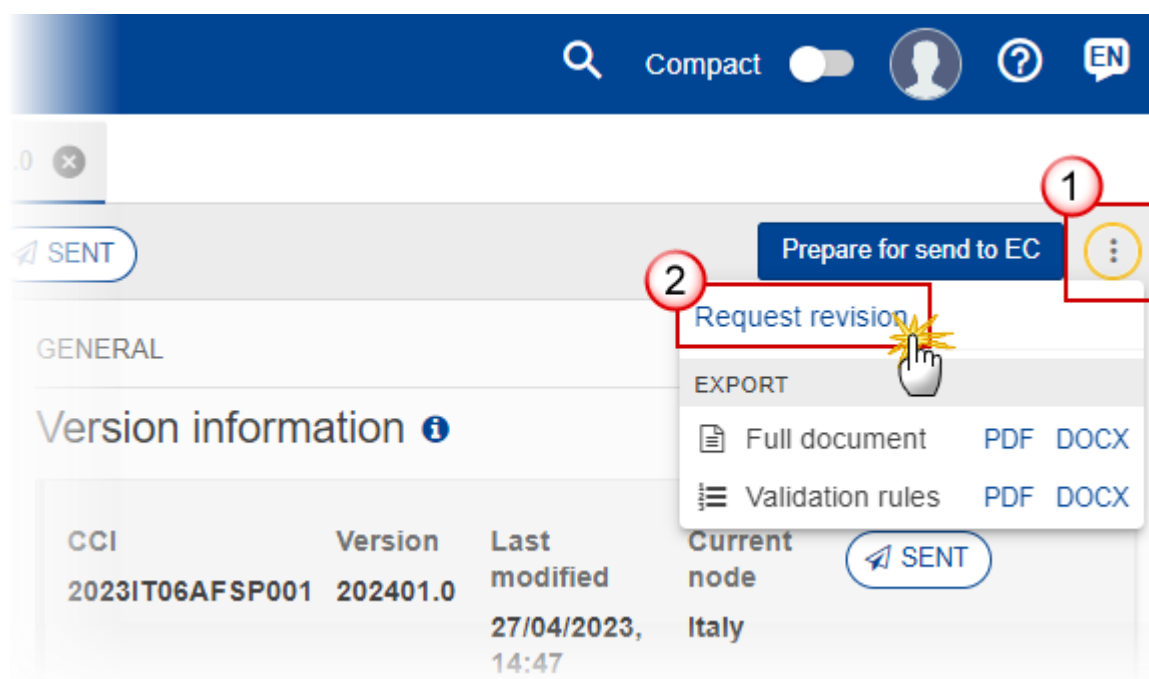
On success, the Forecast of Expenditure version has been sent to the Commission or to an upper Node. When sent, the status is set to **SENT**.

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.
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Request for Revised Forecast of Expenditure by MS

<p>REMARK</p>	<p>The Forecast of Expenditure 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 Forecast of Expenditure version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p>
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Follow the steps to request for revised Forecast of Expenditure 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 forecast of expenditure

CCI	Version	Last modified	Current node	
2023IT06AFSP001	202401.0	27/04/2023, 14:47	Italy	SENT

Reason for request for revision *

Reason

Cancel Confirm

1. Enter the following:

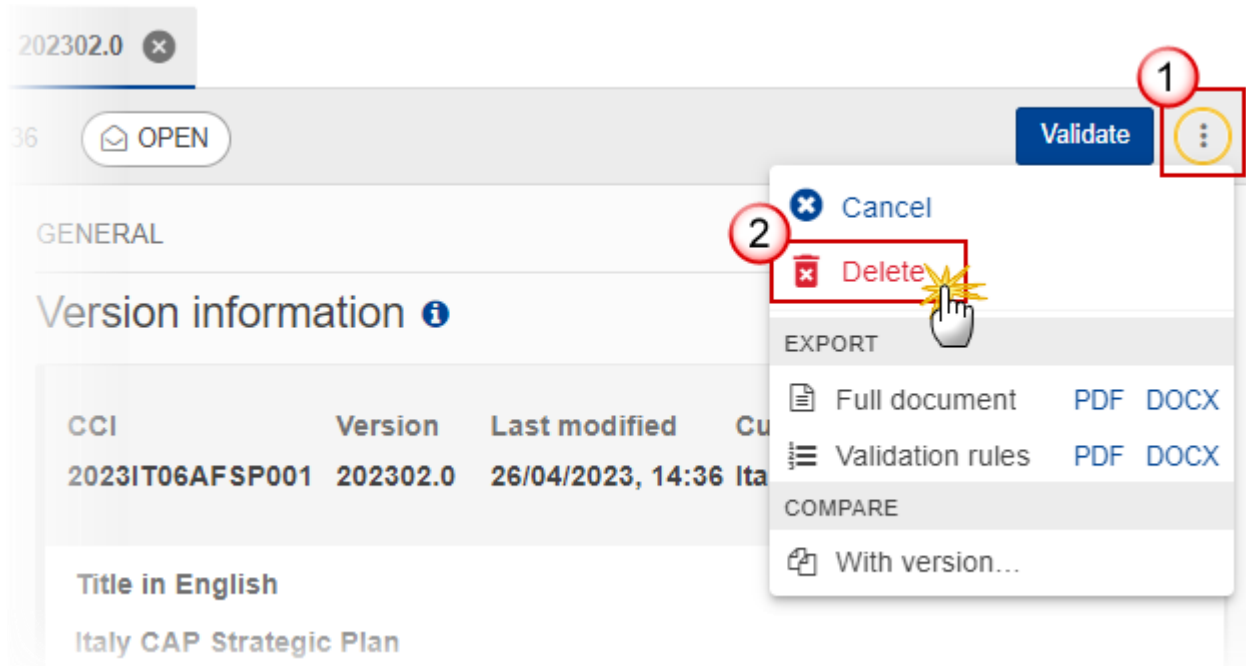
- (1) Enter the *Reason* in the text box provided.
- (2) Click on **CONFIRM** to save the information.

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

Delete the Forecast of Expenditure

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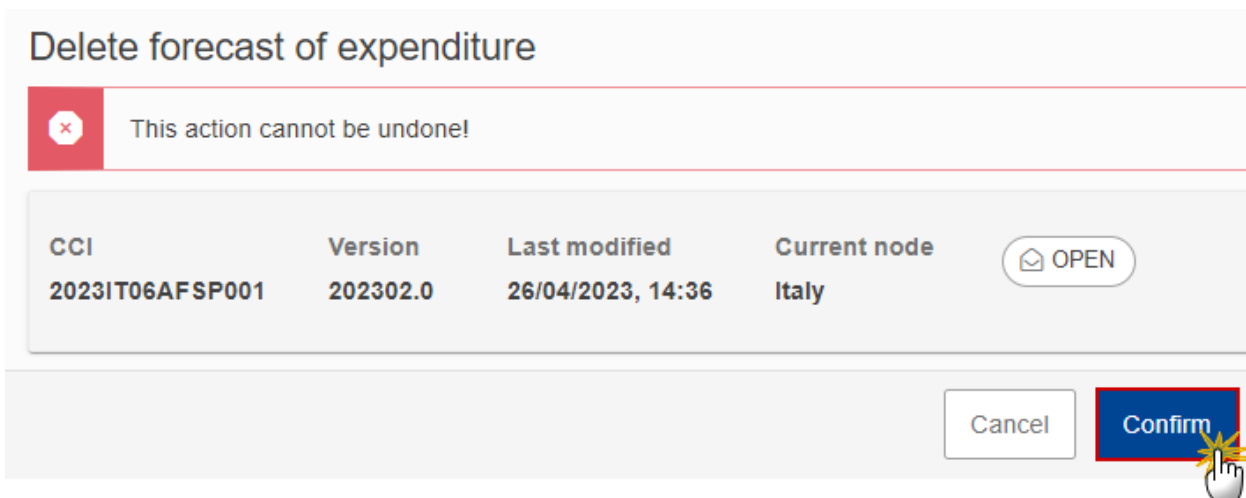
Follow the steps to remove the Forecast of Expenditure from the system:



1. Select the following:

- (1) Select the icon with 3 vertical dots.
- (2) Click on the **DELETE** button to remove the Forecast of Expenditure from the system.

The system will ask you to confirm the delete action:

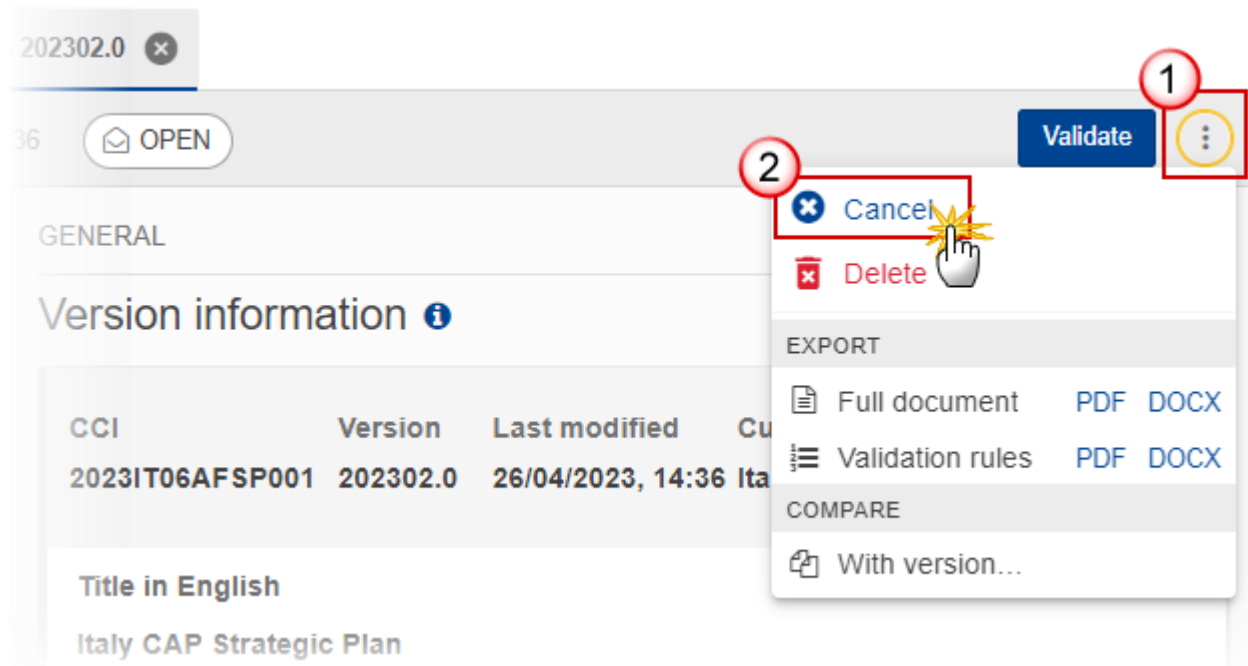


- Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Forecast of Expenditure.

Cancel the Forecast of Expenditure

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



1. Select the following:
 - (1) Select the icon with 3 vertical dots.
 - (2) Click on the **CANCEL** button to cancel the Forecast of Expenditure from the system.

The system will ask you to confirm the cancel action:

Cancel forecast of expenditure

CCI	Version	Last modified	Current node	
2023IT06AFSP001	202302.0	26/04/2023, 14:36	Italy	 OPEN

Cancel

Confirm

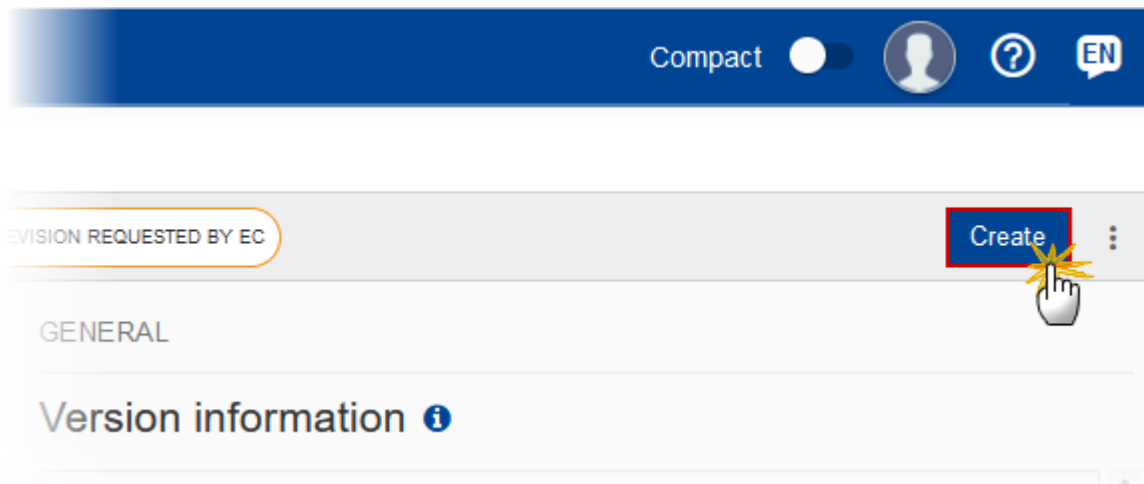
2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Forecast of Expenditure.

On success, the status of the Forecast of Expenditure will be changed to **CANCELLED**.

Create a New Version of the Forecast of Expenditure

REMARK	<p>A new version of the Forecast of Expenditure 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 Forecast of Expenditure can only be created when the last working version for the submission period of the Forecast of Expenditure is in status REVISION REQUESTED BY EC, CANCELLED or SENT to the Commission.</p> <p>The User must have the role of MS Paying Agency or MS Coordination Body with Update rights (MSPAu/MSCBu).</p>
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1. Click on the **CREATE** button to create a new version of the Forecast of Expenditure:



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 Forecast of Expenditure.

On success, a new version of the Forecast of Expenditure 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**.