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# Payment Application (IJG, ETC, EMFAF)

## PURPOSE

This document describes the actions related to the Payment Application procedure under the CPR Regulation Article 91 and more specific those related to the Payment Applications for IJG, ETC and EMFAF as described in template Annex XXIII of the CPR.

## REGULATIONS

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

## ROLES

Roles involved in the Payment Application are:

MS Managing Authority (MSMA)  Body entrusted with the accounting function (MSAF)	Record Payment Application Upload Payment Application Documents Consult Payment Application Return Payment Application for modification Delete Payment Application Validate Payment Application Prepare Payment Application for send to EC Send Payment Application Request for Revised Payment Application by MS Cancel Payment Application Create New Version of a Payment Application Request to Withdraw Payment Application
MS Audit Authority (MSAA)	Consult Payment Application

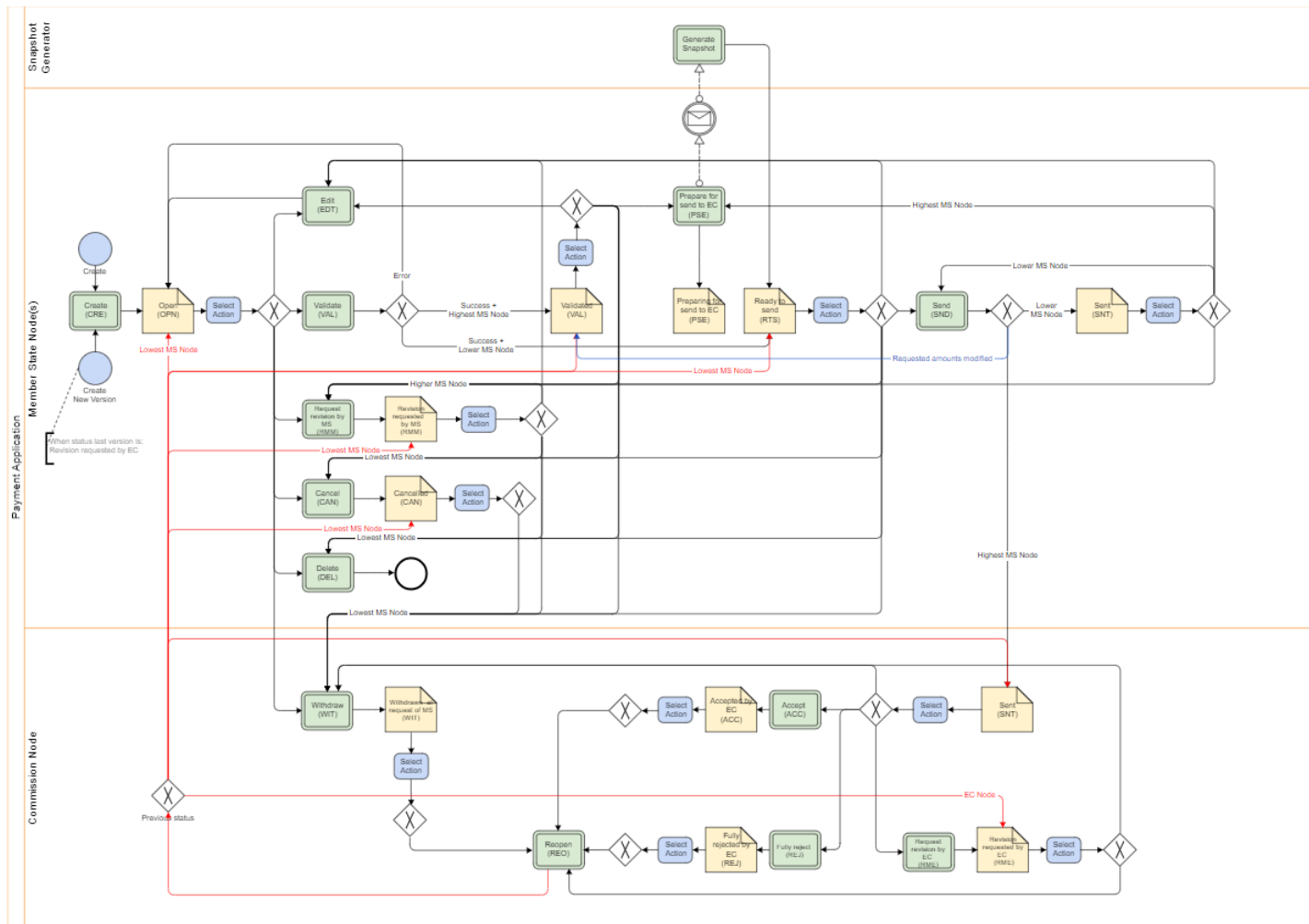
## FUNDS

ERDF	CF	ESF+	JTF	NDICI	IPA III	Interreg	NDICI	OCTP	EMFAF
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# Workflow

This section shows the lifecycle to create and manage a Payment Application IJG/ETC/EMFAF.

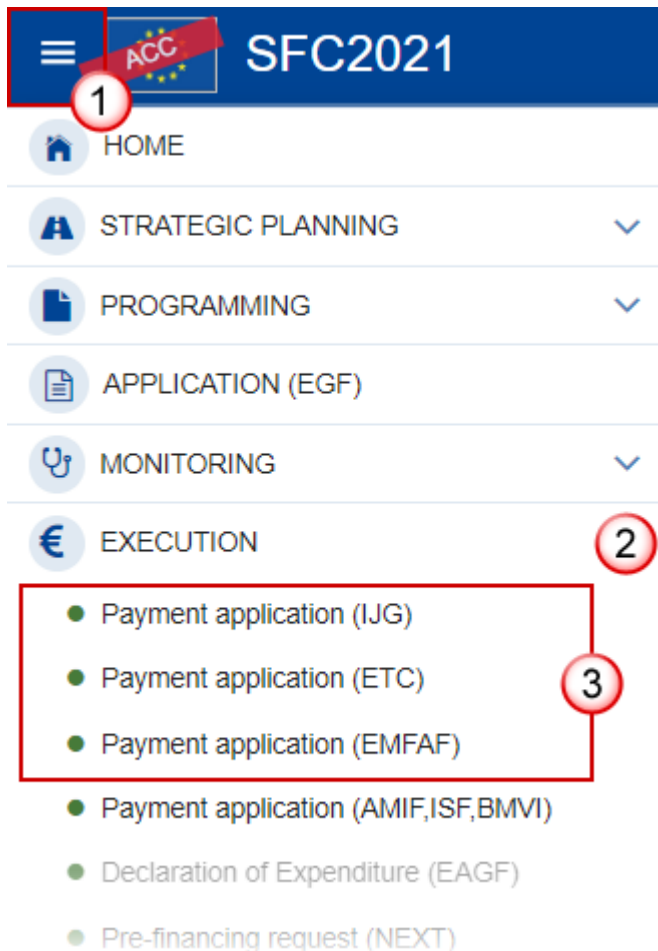
Click [here](#) to see the Payment Application workflow diagram in high resolution.



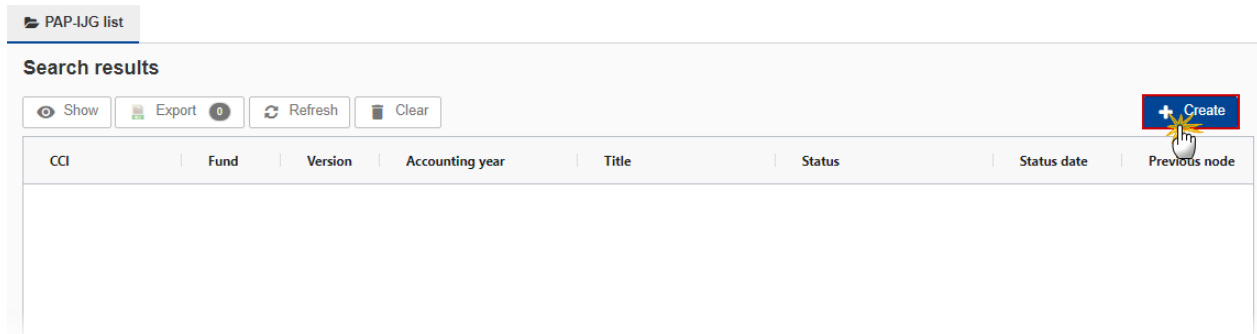
## Create a Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The User is an identified User and has the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSAFu</b>).</p> <p>When creating a new Payment Application, all existing versions (last working version) for the same CCI and Fund must be <b>SENT</b> to the Commission, <b>CANCELLED</b>, <b>FULLY REJECTED BY EC</b>, <b>ACCEPTED BY EC</b> or <b>WITHDRAWN AT THE REQUEST OF THE MS</b>.</p> <p>The Programme is adopted and managed on the user's Node.</p> <p>For IJG and EMFAF, maximum 1 Payment Application per Programme, Fund, Accounting Year and Submission Period can be created, <b>FULLY REJECTED BY EC</b>, <b>CANCELLED</b> and <b>WITHDRAWN AT THE REQUEST OF THE MS</b> ones excluded. The following Submission Periods are foreseen in Article 91.1 of the CPR: 1 January - 28 February; 1 March - 31 May; 1 June - 31 July; 1 August - 31 October; 1 - 30 November; and 1 - 31 December. The last payment application submitted by 31 July shall be deemed to be the final payment application for the accounting year that has ended 30 June.</p>
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1. To create the Payment Application, go to the **EXECUTION** menu and select the **PAYMENT APPLICATION (IJG, ETC, EMFAF)** option:



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



You are redirected to the Payment Application Creation Wizard:

The screenshot shows the 'CREATE PAYMENT APPLICATION' wizard. The form is divided into five numbered steps, each with a red box around the field and a circled number to its right:

- CCI \***: A dropdown menu with the value '2021IT16FFPR007' selected.
- Fund \***: A dropdown menu with the value 'ERDF' selected.
- Accounting year \***: A dropdown menu with the value '01/01/2021 - 30/06/2022' selected.
- National reference**: An empty text input field.
- Buttons**: A 'Cancel' button and a 'Create' button. The 'Create' button is highlighted with a red box and a hand cursor.

**3.** Enter or select the following information:

**(1)** Select the *CCI* Number.

The CCI list contains all adopted IJG, ETC or EMFAF Programmes managed at the User's Node, and which contain Funds for which the User is registered. The list returns the CCI, the Programme English Title and the list of Funds covered by the Programme and retrieved from the last adopted version of the Programme.

**(2)** Select the *Fund*.

A Payment Application is always for one Fund. So, for multi-Fund Programmes a separate application must be made for each of the Funds covered by the Programme. The Fund list will contain the Funds covered by the Programme. Also, for ETC Programmes containing multiple Funds (ERDF, NDICI, IPA III, OCTP), a separate application will have to be made for each of these Funds covered, unless the Programme uses a single amount for "Interreg Funds", then the application will be only for Fund "INTERREG".

**(3)** Select the *Accounting year*.

A Payment Application is always referring to an Accounting Year as described in Article 91 CPR. The content of the Accounting Year list depends on the date of creation of the Payment Application and on the final due date of the Payment Application for an Accounting Year. The required Accounting Years are those between start and end of eligibility (Accounting Year end date  $\geq$  Adopted Programme version start of eligibility and Accounting Year start date  $\leq$  Adopted Programme version end of eligibility).

The list of Accounting Years for Payment Applications should therefore contain Accounting Years with Accounting Year start date  $\leq$  current date  $\leq$  Accounting Year end date + 1 month (Can be created from the start of the Accounting Year until the end of the Accounting Year + 1 month).

It means that between 1/7 and 31/7 the User can create a Payment application for Accounting Year N-1 and one for Accounting Year N.

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

**(5)** Click on **CREATE**.

The status of the Payment Application is **OPEN**.

<p><b>REMARK</b></p>	<p>On Create, the system will check that the Fund and Accounting Year combination is valid. Newly added Funds to a Programme after the Accounting Year end date should not be allowed, and not all Accounting Years are required since they depend on the eligibility period of the linked Programme version. When the request is valid, the initial Payment Application 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 Payment Application.</p> <p>The Payment Application is linked to the last adopted version of the Programme with a Decision Date smaller or equal to the smallest of current date and Accounting Year End Date and with a start of eligibility date &lt;= Accounting Year end date and with an end of eligibility period &gt;= Accounting Year start date. If such Programme version doesn't exist, an error will be displayed.</p> <p>The records for the Expenditure, the Payment Application, Appendix 1, Appendix 2, Appendix 3 and Appendix 4 are automatically created, based on the following information in the linked Programme Version:</p> <ul style="list-style-type: none"> <li>• Table 11 for IJG Programmes,</li> <li>• Table 8 for ETC Programmes,</li> <li>• Table 11A for EMFAF Programmes.</li> </ul> <p>The first version of a Payment Application for a Fund/Accounting Year has its amounts in Expenditure and Appendix 1, 2, 3 and 4 initialized to null.</p> <p>Consecutive versions of a Payment Application for a Fund/Accounting Year have their amounts in Expenditure and Appendix 1, 2, 3 and 4 copied from the previous Payment Application version of the same Fund/Accounting Year.</p> <p>The Source language is copied from the linked Programme Version.</p> <p>The officials in charge are copied from the previous Payment Application version of the same Programme and Fund, when existing.</p>
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## Record/Edit the Payment Application (IJG, ETC, EMFAF)

<p><b>REMARK</b></p>	<p>The User is an identified User and has the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSAFu</b>).</p> <p>When editing a version of a Payment Application, its status is <b>OPEN, VALIDATED, 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


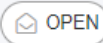
This section includes the header data to identify the main characteristics of the Payment Application.

### Version Information

<b>NOTE</b>	<p>The <b>Version Information</b> contains information on the identification and status of the Payment Application Version like the CCI, the Fund, the Version Number, the Accounting Year, the Status, the Node where it currently resides, the Title in English, the National reference and information from the linked Programme like its Commission decision number and date, the Eligibility period and the Programme version number.</p> <p>The Version information for the Payment Application cannot be modified once the version has been created, only the National reference and the Source language can be updated.</p>
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1. Click on the **EDIT** button to enter a *National reference* or change the *Source language*:

Version information ⓘ

CCI	Fund	Version	Accounting year	Last modified	Current node	 Edit
2021IT16FFPR007	ERDF	1.0	01/01/2021 - 30/06/2022	18/05/2022, 09:57	Italy	 OPEN

Title in English  
**Prg ijj erdf+esf test Sophie**

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Commission decision number  
**C(2022)1982**

Commission decision date  
**11/05/2022**

---

Eligible from  
**01/01/2021**

Eligible until  
**30/06/2022**

---

National reference

Programme version  
**1.0**

The Edit details pop-up window appears:

Version information ⓘ

Title in English  
**Prg ijg erdf+esf test Sophie**

Commission decision number  
**C(2021)7587**

Commission decision date  
**28/10/2021**

Eligible from  
**01/01/2021**

Eligible until  
**30/06/2022**

National reference 1

Programme version  
1.0

Source language \* 2

Italian




3

2. Enter or change the following information:

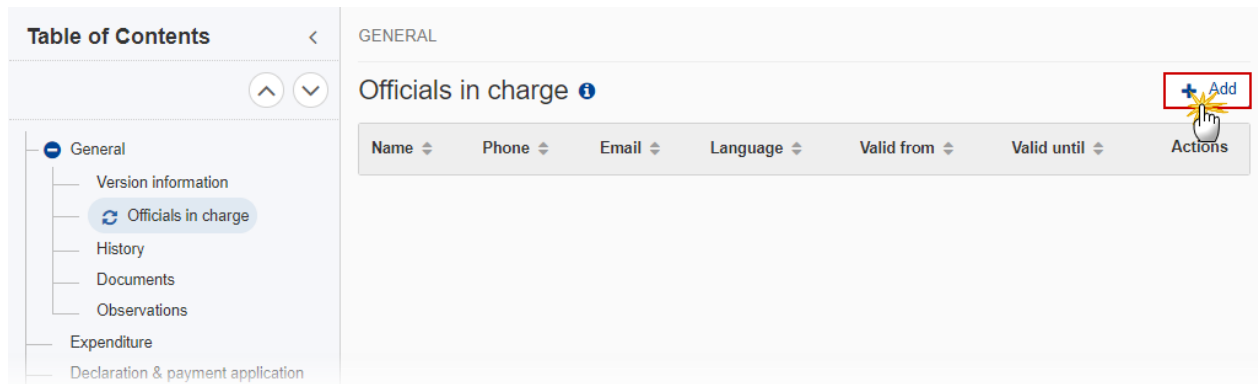
- (1) Enter the *National reference* if applicable.
- (2) Change the *Source language* if needed.
- (3) Click on **SAVE** to save the information.

## ***Officials in Charge***

<b>NOTE</b>	<p>Officials in Charge can be updated at any time, independent from the status of the Payment Application.</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 Payment Application version of the same Programme and Fund, 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.

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



The Edit details pop-up window appears:

Officials in charge ⓘ

Add official

Name \* 1

Some One

Email \* 2

@ test@test.com

Phone 3 Language 4

Valid from Valid until 5

Cancel Save 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.

## History

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

## Documents

<b>NOTE</b>	The <b>Documents</b> list shows all documents uploaded against this version of the Payment Application 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	PAP.OM	X			
Snapshot of data before send	SNP.PAPSNT		X	X	X
MS Request to withdraw Payment Application version	PAP.WIR	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

Multiple documents can be uploaded in the Payment Application.

- 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 Payment Application 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 Payment Application.</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:

Table of Contents		GENERAL																			
<ul style="list-style-type: none"> <li>General</li> <li>Version information</li> <li>Officials in charge</li> <li>History</li> <li><b>Documents</b></li> <li>Observations</li> <li>Expenditure</li> <li>Declaration &amp; payment application</li> </ul>		<p>Documents annexed to this payment application version <span>?</span></p> <p><span>+ Add</span></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Document type</th> <th>Document date</th> <th>Local reference</th> <th>Commission reference</th> <th>Files</th> <th>Sent date</th> <th>Sent by</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions									
Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions													

The Edit document details pop-up window appears:

### Document

Document title \* 1

Document type \* 2 Document date \* 3

Local reference 4

**ATTACHED FILES** 5

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 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:

The screenshot shows the 'ATTACHED FILES' interface. At the top right is a '+ Add' button. Below is a table with the following structure:

Title	Type	Language	File / Upload	Action
Integral doc	Main	English	<a href="#">Browse</a> Choose file	

At the bottom right of the interface are 'Cancel' and 'Save' buttons. A mouse cursor is clicking on the 'Save' button. Red annotations indicate the following steps:

- 1: Title field
- 2: Type dropdown
- 3: Language dropdown
- 4: Browse button
- 5: Save button

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**.

<b>REMARK</b>	Integral document types will only display the <b>SAVE</b> button and will be sent when the Payment Application 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 Payment Application.
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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:





**Table of Contents** < GENERAL


Documents annexed to this payment application version ⓘ + Add

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions
PAP doc	Other Member State document	20/06/2022			1			  

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

**ATTACHED FILES** + Add

Title	Type	Language	File / Upload	Action
PAP	Main	en. English	PAP doc.pdf	 

Cancel Save Save & Send 

<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




<b>REMARK</b>	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:

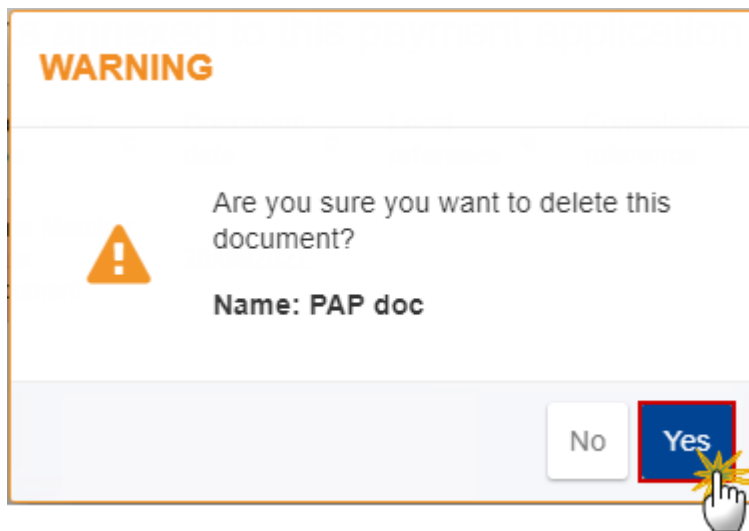
**Table of Contents** < GENERAL

Search: Type to filter TOC

Documents annexed to this payment application version ⓘ + Add

Title	Document type	Document date	Local reference	Commission reference	Files	Sent date	Sent by	Actions
PAP doc	Other Member State document	20/06/2022			1			  

A confirmation window appears:

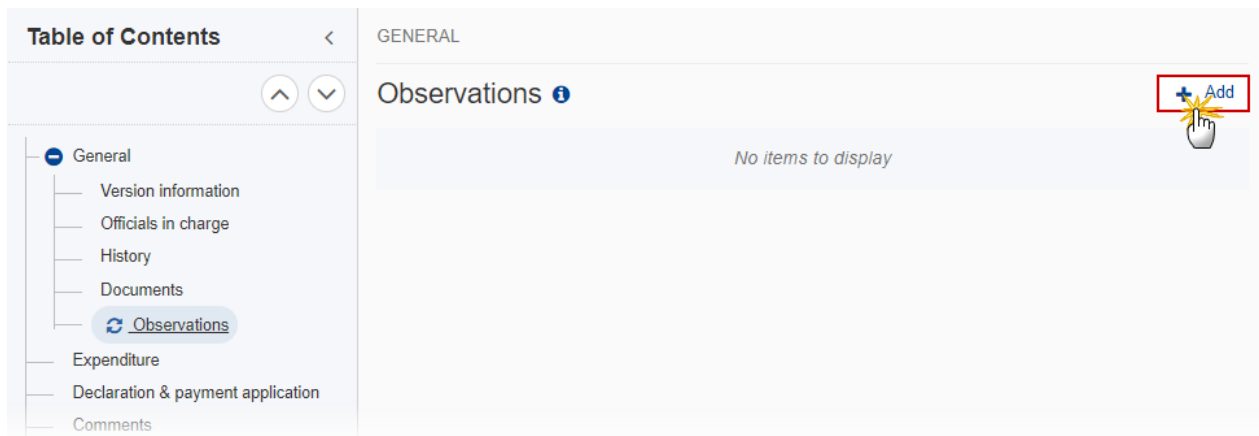


2. Click on **Yes** to confirm deletion. Click on **No** to return to the document section.

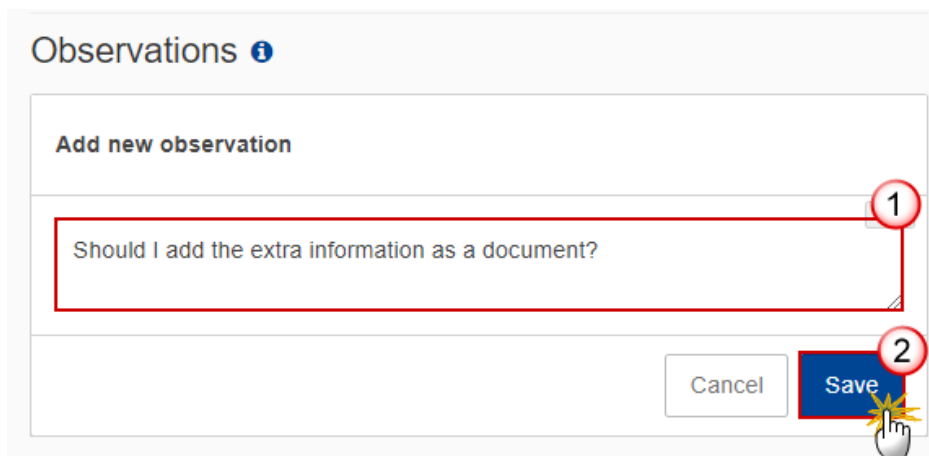
## ***Observations***

<b>NOTE</b>	<p>This section is used to provide any relevant information to the Payment Application. 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 Payment Application will be able to read all Observations in the conversation.</p> <p>All Users who have Update permission on the Payment Application will be able to send an observation and participate in the conversation.</p> <p>All observations are kept against the specific version of the Payment Application.</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:



2. Enter the following:

(1) Enter an observation.

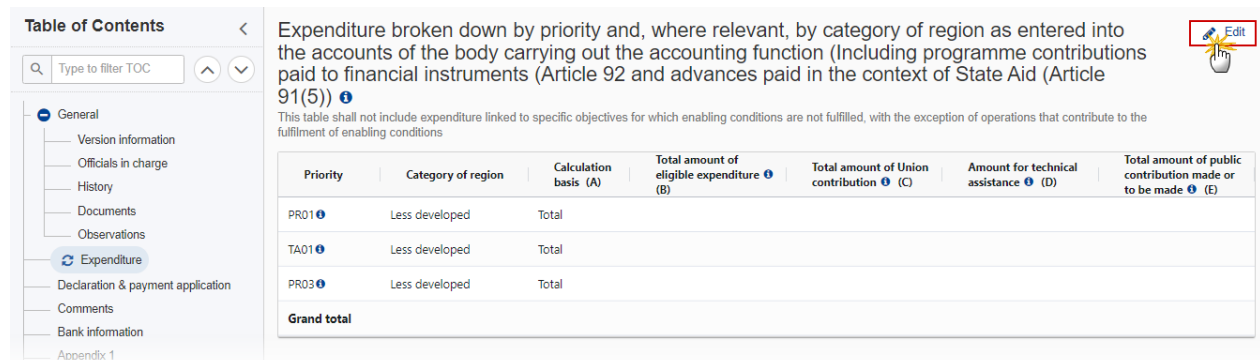
(2) Click on **ADD** to save the information.

## Expenditure

### For IJG (ERDF, ESF+) Programme

<b>NOTE</b>	<p>A record is automatically foreseen by the create action for each record in table 11 of the linked Programme version that corresponds to the Fund of the Payment Application. Extra information from the Programme record (Technical assistance rate for article 36(5), Co-financing rate) is not visible in the page but will be persisted in these table records.</p> <p>The Category of regions column is only available for ESF+ and ERDF Payment Applications.</p>
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1. Click on the **EDIT** button to enter the values for the Total amount of Eligible Expenditure and Total amount of Public Expenditure:



The screenshot shows a 'Table of Contents' sidebar on the left with 'Expenditure' selected. The main content area displays a table titled 'Expenditure broken down by priority and, where relevant, by category of region as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5)))'. An 'Edit' button is highlighted in the top right corner of the table area.

Priority	Category of region	Calculation basis (A)	Total amount of eligible expenditure (B)	Total amount of Union contribution (C)	Amount for technical assistance (D)	Total amount of public contribution made or to be made (E)
PR01	Less developed	Total				
TA01	Less developed	Total				
PR03	Less developed	Total				
<b>Grand total</b>						

The Edit details pop-up window appears:

Expenditure broken down by priority and, where relevant, by category of region as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5)))

This table shall not include expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions

Priority	Category of region	Calculation basis (A)	Total amount of eligible expenditure (B)	Total amount of Union contribution (C)	Amount for technical assistance (D)	Total amount of public contribution made or to be made (E)
PR01	Less developed	Total				
TA01	Less developed	Total	1			
PR03	Less developed	Total				
<b>Grand total</b>						

Cancel

Save

2. Enter the following:

(1) Enter the amounts in the columns.

Column D is only calculated when technical assistance for article 36(5) was chosen by the MS. When Calculation basis is Total then  $D = \text{RoundDown}(\text{Technical assistance rate for article 36(5)} * \text{column (B + C)})$ . When Calculation basis is Public then  $D = \text{RoundDown}(\text{Technical assistance rate for article 36(5)} * \text{column E})$ . The RoundDown is to the euro cent. The technical assistance rate for article 36(5) comes from the linked Programme version and is the Union contribution for TA (c) divided by the Union contribution without TA (b).

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

### For ETC and IJG (CF, JTF) Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11 (IJG) / table 8 (ETC) of the linked Programme version that corresponds to the Fund of the Payment Application, except for JTF where only a record for each JTF total record per priority will be foreseen. Extra information from the Programme record (Technical assistance rate for article 36(5) (IJG) / 27(1) (ETC), Co-financing rate) is not visible in the page but will be persisted in these table records.
-------------	--

1. Click on the **EDIT** button to enter the values for the Total amount of Eligible Expenditure and Total amount of Public Expenditure:


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- General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
  - Expenditure**
  - Declaration & payment application
  - Comments
  - Bank information
  - Appendix 1

Expenditure broken down by priority as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5))) ⓘ

This table shall not include expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions

Priority	Calculation basis (A)	Total amount of eligible expenditure ⓘ (B)	Total amount of Union contribution ⓘ (C)	Amount for technical assistance ⓘ (D)	Total amount of public contribution made or to be made ⓘ (E)
1	Total				
<b>Grand total</b>					




The Edit details pop-up window appears:

Expenditure broken down by priority as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5))) ⓘ

This table shall not include expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions

Priority	Calculation basis (A)	Total amount of eligible expenditure ⓘ (B)	Total amount of Union contribution ⓘ (C)	Amount for technical assistance ⓘ (D)	Total amount of public contribution made or to be made ⓘ (E)
1	Total	<b>1</b>			
<b>Grand total</b>					

Cancel **Save** 

2. Enter the following:

**(1)** Enter the amounts in the columns.

For ETC, column D is always calculated. When Calculation basis is Total then  $D = \text{RoundDown}(\text{Technical assistance rate for article 27(1)} * \text{column (B + C)})$ . When Calculation basis is Public then  $D = \text{RoundDown}(\text{Technical assistance rate for article 27(1)} * \text{column E})$ . The RoundDown is to the euro cent. The technical assistance rate for article 27(1) comes from the linked Programme version and is the Union contribution for TA (a2) divided by the Union contribution without TA (a1).

For IJG, column D is only calculated when technical assistance for article 36(5) was chosen by the MS. When Calculation basis is Total then  $D = \text{RoundDown}(\text{Technical assistance rate for article 36(5)} * \text{column (B + C)})$ . When Calculation basis is Public then  $D = \text{RoundDown}(\text{Technical assistance rate for article 36(5)} * \text{column E})$ . The RoundDown is to the euro cent. The technical assistance rate for article 36(5) comes from the linked Programme version and is the Union contribution for TA (c) divided by the Union contribution without TA (b).

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

## For EMFAF Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11A of the linked Programme version. Extra information from the Programme record (Technical assistance rate for article 36(5), Co-financing rate) is not visible in the page but will be persisted in these table records.
-------------	---

1. Click on the **EDIT** button to enter the values for the Total amount of Eligible Expenditure and Total amount of Public Expenditure:

**Table of Contents**

- General
  - Version information
  - Officials in charge
  - History
  - Documents
  - Observations
- Expenditure**
- Declaration & payment application
- Comments
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- Appendix 4

No validation result available

Expenditure broken down by priority and specific objective as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5)))

This table shall not include expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions

Priority	Specific objective	Calculation basis (A)	Total amount of eligible expenditure (B)	Total amount of Union contribution (C)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making	Public		
<b>Grand total</b>				

**Edit**

The Edit details pop-up window appears:

Expenditure broken down by priority and specific objective as entered into the accounts of the body carrying out the accounting function (Including programme contributions paid to financial instruments (Article 92 and advances paid in the context of State Aid (Article 91(5)))

This table shall not include expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions

Priority	Specific objective	Calculation basis (A)	Total amount of eligible expenditure (B)	Total amount of Union contribution (C)	Amount for technical assistance (D)	Total amount of public contribution made or to be made (E)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making	Public	1			
<b>Grand total</b>						

Cancel

Save

2. Enter the following:

(1) Enter the amounts in the columns.

Column D is only calculated when technical assistance for article 36(5) was chosen by the MS. As the Calculation basis for EMFAF is always Public,  $D = \text{RoundDown}(\text{Technical assistance rate for article 36(5)} * \text{column E})$ . The RoundDown is to the euro cent. The technical assistance rate for article 36(5) comes from the linked Programme version and is the Union contribution for TA divided by the Union contribution without TA.

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

## Declaration & payment application

<b>NOTE</b>	The requester type comes from the linked Programme version Authority information. When there is a “Accounting function in case this function is entrusted to a body other than the managing authority” in the Programme, then we use this requester type, else we use the “Managing authority” requester type.
-------------	--

1. Click on the **EDIT** button to edit information in the table:

**Table of Contents** < **DECLARATION** ⓘ Edit

Type to filter TOC

- General
- Expenditure
- Declaration & payment application**
- Comments
- Bank information
- Appendix 1
- Appendix 2
- Appendix 4

By validating this payment application the managing authority requests the payment of the amounts as mentioned below.

Representing the managing authority responsible for the accounting function:

**Joffre (External), Sophie**

Fund	Category of region	Amount
ERDF	Less developed	

The Edit details pop-up window appears:



## DECLARATION

By validating this payment application the managing authority requests the payment of the amounts as mentioned below.

Representing the managing authority responsible for the accounting function: \*

Joffre (External), Sophie

Fund	Category of region	Amount
ERDF	Less developed	

Cancel

Save

2. Enter the following:

(1) Enter the name of the person *Representing the managing authority responsible for the accounting function*.

The "Representing the ..." in the Declaration is automatically filled in with the first name and last name of the user who initially created the Payment Application version but can be manually updated.

(2) Enter the *Amount*.

As long as the SFC2021-Back Office (SFC2021-BO) service is not yet available, it will be up to the Member State to enter the requested amounts.


**Once the SFC2021-BO is implemented then the requested amounts are not updateable** and will be automatically filled in, based on the declaration of expenditure and the amounts already paid for this Accounting Year. No manual encoding of the requested amounts will be allowed, even when the SFC2021-BO service is temporary not available.

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

## Comments

1. Click on the **EDIT** button to add comments:

Table of Contents <

Comments ⓘ 

Please indicate in the comments that expenditure related to operations linked to the specific objectives affected by unfulfilled enabling conditions is not included in table 'Expenditure broken down by priority and, where relevant, by category of region as entered into the accounts of the body carrying out the accounting function' of payment application (except expenditure related to operations that contribute to the fulfilment of those enabling conditions)





There is no information available yet

General  
Expenditure  
Declaration & payment application  
Comments  
Bank information  
Appendix 1  
Appendix 2  
Appendix 4


The Edit details pop-up window appears:

Comments ⓘ

Please indicate in the comments that expenditure related to operations linked to the specific objectives affected by unfulfilled enabling conditions is not included in table 'Expenditure broken down by priority and, where relevant, by category of region as entered into the accounts of the body carrying out the accounting function' of payment application (except expenditure related to operations that contribute to the fulfilment of those enabling conditions)

**B I U**     **3500 0**  
chars words

**1**

Cancel **Save** 

2. Enter the following:

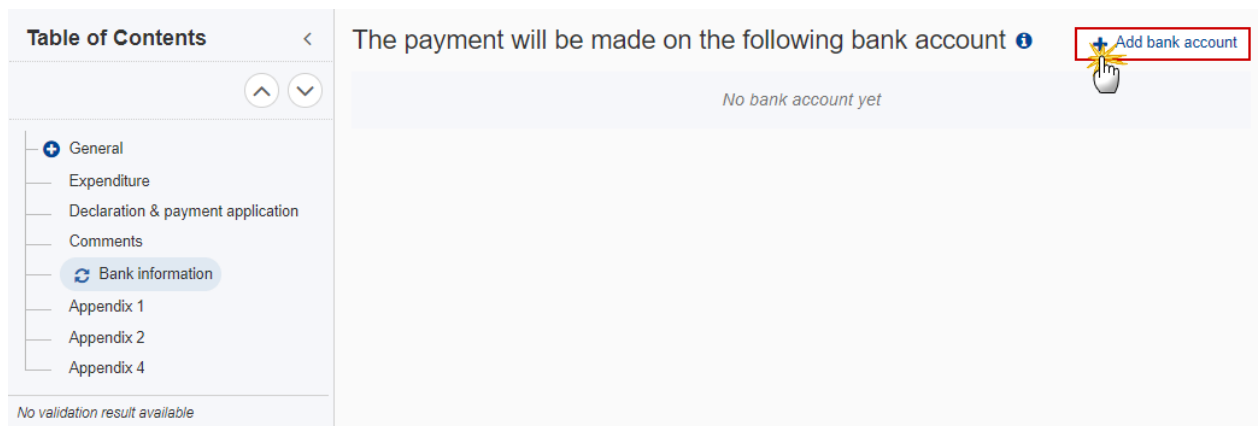
(1) Enter the *Comments*.

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


## Bank information

<b>REMARK</b>	The "Bank Account" information is automatically pre-filled with data received from SFC2021 Back-office (SFC2021-BO). This Bank Account information should exist in the SFC2021-BO against the Commitments for this CCI and Fund. If the SFC2021-BO service is not available or doesn't return anything, the information will be taken from a previous Payment Application version for the same Fund. Multiple Bank Accounts can exist.
---------------	--

1. Click on the **ADD BANK ACCOUNT** button to add the Bank account information:



The Add details pop-up window appears:

The payment will be made on the following bank account 

Body identified \* 1


Bank \* 2

BIC \* 3

Bank account IBAN \* 4

Holder of account (where not the same as body identified) 5

6



2. Enter the following:

- (1) Enter the *Body identified*.
- (2) Enter the *Bank* name.
- (3) Enter the *BIC* number.
- (4) Enter the *Bank account IBAN* number.
- (5) Enter the *Holder of account (where not the same as the body identified)*.
- (6) Click on **SAVE** to save the information.

## Appendix 1

For IJG (ERDF, ESF+) Programme

<b>NOTE</b>	<p>A record is automatically foreseen by the create action for each non-technical assistance record in table 11 of the linked Programme version that corresponds to the Fund of the Payment Application.</p> <p>The Category of regions column is only available for ESF+ and ERDF Payment Applications.</p>
-------------	--

1. Click on the **EDIT** button to add the information:

**Table of Contents** <

Q Type to filter TOC

- Officers in charge
- History
- Documents
- Observations
- Expenditure
- Declaration & payment application
- Comments
- Bank information
- **Appendix 1**
- Appendix 2

**Appendix 1** ⓘ

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

Edit

Priority	Category of region	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
		Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
PR01 ⓘ	Less developed				
PR03 ⓘ	Less developed				
<b>Grand total</b>					

The Edit details pop-up window appears:

**Appendix 1** ⓘ

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

Priority	Category of region	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
		Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
PR01 ⓘ	Less developed				
PR03 ⓘ	Less developed				
<b>Grand total</b>					

Cancel
**Save**

2. Enter the following:

- (1)** Enter the amounts in the columns.
- (2)** Click on **SAVE** to save the information.

**For ETC and IJG (CF, JTF) Programme**

<b>NOTE</b>	A record is automatically foreseen by the create action for each non-technical assistance record in table 11 (IJG) / table 8 (ETC) of the linked Programme version that corresponds to the Fund of the Payment Application, except for JTF where only a record for each JTF total record per priority will be foreseen.
-------------	---

1. Click on the **EDIT** button to add the information:

**Table of Contents** < Appendix 1 ⓘ

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

Priority	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
	Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
1				
<b>Grand total</b>				

No validation result available

The Edit details pop-up window appears:

**Appendix 1 ⓘ**

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

Priority	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
	Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
1				
<b>Grand total</b>				

Cancel Save

2. Enter the following:

- (1) Enter the amounts in the columns.
- (2) Click on **SAVE** to save the information.

## For EMFAF Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each non-technical assistance record in table 11A of the linked Programme version.
-------------	--

1. Click on the **EDIT** button to add the information:

**Table of Contents**

- General
- Expenditure
- Declaration & payment application
- Comments
- Bank information
- Appendix 1**
- Appendix 2
- Appendix 4

**Appendix 1** ⓘ

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

[Edit](#)

Priority	Specific objective	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
		Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making				
<b>Grand total</b>					

No validation result available

The Edit details pop-up window appears:

**Appendix 1** ⓘ

Information on programme contributions paid to financial instruments as referred to in Article 92 and included in the payment applications (cumulative from the start of the programme)

Priority	Specific objective	Amount included in the first payment application and paid to the financial instrument ⓘ		Corresponding cleared amount as referred to in Article 92(3)	
		Total amount of programme contributions paid to financial instruments (A)	Total amount of corresponding public contribution (B)	Total amount of programme contributions pursuant to Article 92(2)(b) (C)	Total amount of corresponding public contribution (D)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making	1			
<b>Grand total</b>					

Cancel Save 2

2. Enter the following:

- (1) Enter the amounts in the columns.
- (2) Click on **SAVE** to save the information.

## Appendix 2

### For IJG (ERDF, ESF+) Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11 of the linked Programme version that corresponds to the Fund of the Payment Application. The Category of regions column is only available for ESF+ and ERDF Payment Applications.
-------------	--

1. Click on the **EDIT** button to add the information:

**Table of Contents** <

- History
- Documents
- Observations
- Expenditure
- Declaration & payment application
- Comments
- Bank information
- Appendix 1
- Appendix 2

No validation result available

### Appendix 2 Edit

Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfillment of enabling conditions (cumulative from the beginning of the programming period)






Priority	Category of region	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions <span style="font-size: small;">?</span>			Eligible expenditure or Union contribution linked to fulfilled enabling conditions <span style="font-size: small;">?</span>	
		Calculation basis (A)	Total (B)	Public (C)	Total (D)	Public (E)
PR01 <span style="font-size: small;">?</span>	Less developed	Total				
TA01 <span style="font-size: small;">?</span>	Less developed	Total				
PR03 <span style="font-size: small;">?</span>	Less developed	Total				
<b>Grand total</b>						

The Edit details pop-up window appears:



## Appendix 2

Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions (cumulative from the beginning of the programming period)

Priority	Category of region	Calculation basis (A)	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions 		Eligible expenditure or Union contribution linked to fulfilled enabling conditions 	
			Total (B)	Public (C)	Total (D)	Public (E)
PR01 	Less developed	Total				
TA01 	Less developed	Total	1			
PR03 	Less developed	Total				
<b>Grand total</b>						

Cancel

Save 

### 2. Enter the following:

#### (1) Enter the amounts in the columns.

Column D is the sum of columns B and C from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version. Column E is the sum of column E from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version.

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

### For IJG (CF, JTF) Programme

#### NOTE

A record is automatically foreseen by the create action for each record in table 11 (IJG) of the linked Programme version that corresponds to the Fund of the Payment Application, except for JTF where only a record for each JTF total record per priority will be foreseen.

### 1. Click on the **EDIT** button to add the information:

### Table of Contents




Type to filter TOC


- Declaration of payment application
- Comments
- Bank information
- Appendix 1
- Appendix 2**
- Appendix 4

No validation result available

## Appendix 2

Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions (cumulative from the beginning of the programming period)

Priority	Calculation basis (A)	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions 		Eligible expenditure or Union contribution linked to fulfilled enabling conditions 	
		Total (B)	Public (C)	Total (D)	Public (E)
2 	Total				
<b>Grand total</b>					

**Edit** 

The Edit details pop-up window appears:

**Appendix 2** ⓘ  
Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfilment of enabling conditions (cumulative from the beginning of the programming period)

Priority	Calculation basis (A)	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions ⓘ		Eligible expenditure or Union contribution linked to fulfilled enabling conditions ⓘ	
		Total (B)	Public (C)	Total (D)	Public (E)
2 ⓘ	Total	<input type="text"/>			
<b>Grand total</b>					

Cancel Save

2. Enter or select the following:

(1) Enter the amounts in the columns.

Column D is the sum of columns B and C from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version. Column E is the sum of column E from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version.

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

### For EMFAF Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11A of the linked Programme version.
-------------	---

1. Click on the **EDIT** button to add the information:

**Table of Contents** < Appendix 2 ⓘ

Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfillment of enabling conditions (cumulative from the beginning of the programming period)

[Edit](#)

Priority	Specific objective	Calculation basis (A)	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions ⓘ		Eligible expenditure or Union contribution linked to fulfilled enabling conditions ⓘ	
			Total (B)	Public (C)	Total (D)	Public (E)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making	Public			2,000.00	1,000.00
<b>Grand total</b>					<b>2,000.00</b>	<b>1,000.00</b>

No validation result available

The Edit details pop-up window appears:

**Appendix 2 ⓘ**

Information on expenditure linked to specific objectives for which enabling conditions are not fulfilled, with the exception of operations that contribute to the fulfillment of enabling conditions (cumulative from the beginning of the programming period)

[Edit](#)

Priority	Specific objective	Calculation basis (A)	Eligible expenditure or Union contribution linked to non-fulfilled enabling conditions ⓘ		Eligible expenditure or Union contribution linked to fulfilled enabling conditions ⓘ	
			Total (B)	Public (C)	Total (D)	Public (E)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making	Public	<input type="text"/>	<input type="text"/>	2,000.00	1,000.00
<b>Grand total</b>					<b>2,000.00</b>	<b>1,000.00</b>

2. Enter the following:

(1) Enter the amounts in the columns.

Column D is the sum of columns B and C from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version. Column E is the sum of column E from the expenditure table of the last accepted Payment Application version of each past Accounting Year, plus from the current Payment Application version.

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

## Appendix 4

## For IJG (ERDF, ESF+) Programme

<b>NOTE</b>	<p>A record is automatically foreseen by the create action for each record in table 11 of the linked Programme version that corresponds to the Fund of the Payment Application, technical assistance included.</p> <p>The Category of regions column is only available for ESF+ and ERDF Payment Applications.</p>
-------------	--

1. Click on the **EDIT** button to add the information:

Table of Contents < Appendix 4 ⓘ  
Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Category of region	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
PR01 ⓘ	Less developed			
TA01 ⓘ	Less developed			
PR03 ⓘ	Less developed			
<b>Grand total</b>				

No validation result available

The Edit details pop-up window appears:

Appendix 4 ⓘ  
Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Category of region	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
PR01 ⓘ	Less developed			
TA01 ⓘ	Less developed			
PR03 ⓘ	Less developed			
<b>Grand total</b>				

Cancel Save

2. Enter the following:

- (1) Enter the amounts in the columns.
- (2) Click on **SAVE** to save the information.

## For ETC and IJG (CF, JTF) Programme

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11 (IJG) / table 8 (ETC) of the linked Programme version that corresponds to the Fund of the Payment Application, technical assistance included, except for JTF where only a record for each JTF total record per priority will be foreseen.
-------------	---

1. Click on the **EDIT** button to add the information:

**Table of Contents** < Appendix 4 ⓘ  
 Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
1			
<b>Grand total</b>			

[Edit](#)

No validation result available

The Edit details pop-up window appears:

**Appendix 4 ⓘ**  
 Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
1			
<b>Grand total</b>			

Cancel [Save](#)

2. Enter the following:

- (1) Enter the amounts in the columns.
- (2) Click on **SAVE** to save the information.

**For EMFAF Programme**

<b>NOTE</b>	A record is automatically foreseen by the create action for each record in table 11A of the linked Programme version, technical assistance included.
-------------	--

1. Click on the **EDIT** button to add the information:

**Table of Contents** < Appendix 4 ⓘ  
Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Specific objective	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making			
<b>Grand total</b>				

No validation result available

The Edit details pop-up window appears:

**Appendix 4 ⓘ**  
Advances paid in the context of State aid (Article 91(5)) and included in the payment applications (cumulative from the start of the programme)

Priority	Specific objective	Total amount paid as advances (A)	Amount which has been covered by expenditure paid within three years ⓘ (B)	Amount which has not been covered by expenditure paid ⓘ (C)
1. Fostering sustainable fisheries and the restoration and conservation of aquatic biological resources	1.4. Fostering efficient fisheries control and enforcement, including fighting against IUU fishing, as well as reliable data for knowledge-based decision-making			
<b>Grand total</b>				

Cancel Save

2. Enter the following:

- (1) Enter the amounts in the columns.
- (2) Click on **SAVE** to save the information.

## Validate the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The Payment Application 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>To validate the Payment Application, the User must have the role of <b>MS Managing Authority or Body entrusted with the accounting function</b> with <b>Update</b> or <b>Send</b> rights (MSMAu/s or MSAFu/s).</p>
---------------	---

Click on the **VALIDATE** button to validate the Payment Application:

The screenshot shows a web application interface for a Payment Application. At the top right, there is a blue 'Validate' button with a yellow starburst effect and a mouse cursor pointing to it. Below the button, the 'Version information' section is visible, containing a table with the following data:

CCI	Fund	Version	Accounting year	Last modified	Current node	Status
2021IT16FFPR007	ERDF	1.0	01/01/2021 - 30/06/2022	18/05/2022, 09:57	Italy	OPEN

Below the table, the 'Title in English' is listed as 'Prg ijj erdf+esf test Sophie'. There is also an 'Edit' button next to the version information.

<b>REMARK</b>	<p>An <b>ERROR</b> will block you from sending the Payment Application. The error(s) should be resolved and the Payment Application must be revalidated. Note that a <b>WARNING</b> does not block you from sending the Payment Application.</p>
---------------	--

The system validates the following information:

Code	Severity	Validation Rule
001	<b>WARNING</b>	Validate that at least one official in charge of the Member State exists.
002	<b>ERROR</b>	<p>Validate that the CCI code matches the following regular expression:</p> <ul style="list-style-type: none"> <li>For IJG (.....16..PR...   .....16..TA...   .....05..PR...   .....05..TA...)</li> <li>For ETC (...TC16.....)</li> </ul>

		<ul style="list-style-type: none"> <li>For EMFAF (.....14MFPR...) (Implicit in web).</li> </ul>
003	<b>ERROR</b>	Validate that the programme is already adopted (Implicit in web).
004	<b>ERROR</b>	Validate that the start date of eligibility of the linked programme version is smaller or equal to the end date of the accounting year of this payment application and that the end date of eligibility is greater or equal to the start date of the accounting year.
005	<b>ERROR</b>	Validate that the payment application is for a Fund covered by the programme (Implicit in web).
006	<b>ERROR</b>	<p>Validate that the records in the expenditure table are equivalent (not less, not more) to the following information in the linked programme version (Implicit in web):</p> <ul style="list-style-type: none"> <li>Table 11 for IJG programmes,</li> <li>Table 8 for ETC programmes,</li> <li>Table 11A for EMFAF programmes.</li> </ul>
007	<b>ERROR</b>	Validate for IJG programmes in the expenditure table, that the absolute amount of column (B) 'Total amount of eligible expenditure incurred by beneficiaries and paid in implementing operations in accordance with point (a) of Article 91(3) and point (c) of Article 91(4)' + column (C) 'Total amount of Union contribution pursuant to points (a) and (b) of Article 91(4)' is $\geq$ the absolute amount of column (E) 'Total amount of public contribution made or to be made in accordance with point (c) of Article 91(3)' and that the amounts in these two columns have the same sign.
008	<b>ERROR</b>	Validate for ETC programmes in the expenditure table, that the absolute amount of column (B) 'Total amount of eligible expenditure incurred by beneficiaries and paid in implementing operations in accordance with point (a) of Article 91(3) and point (c) of Article 91(4)' + column (C) 'Total amount of Union contribution pursuant to points (a) and (b) of Article 91(4)' is $\geq$ the absolute amount of column (E) 'Total amount of public contribution made or to be made in accordance with point (c) of Article 91(3)' and that the amounts in these two columns have the same sign.
009	<b>ERROR</b>	Validate for EMFAF programmes in the expenditure table, that the absolute amount of column 'Total amount of eligible expenditure incurred by beneficiaries and paid in implementing operations in accordance with point (a) of Article 91(3) and point (c) of Article 91(4)' is $\geq$ the absolute amount of column 'Total amount of public contribution made or to be made in accordance with point (c) of Article 91(3)' and that



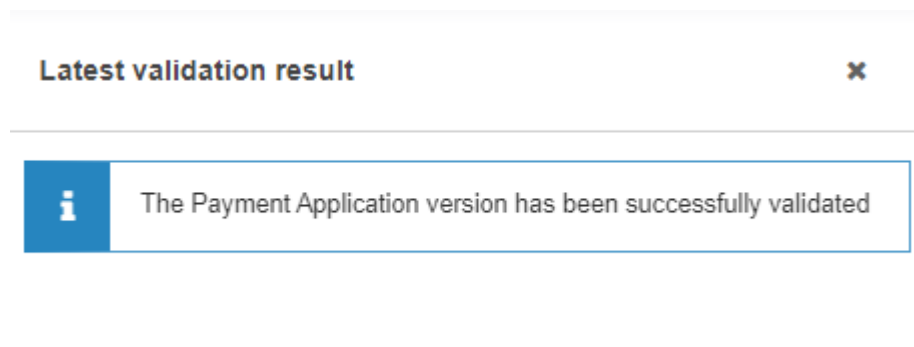
		the amounts in these two columns have the same sign.
011	<b>ERROR</b>	<p>Validate that the records in the application for payment table are equivalent (not less, not more) to the following information in the linked programme version (Implicit in web):</p> <ul style="list-style-type: none"> <li>• Distinct Fund, category of region records from table 11 for IJG programmes,</li> <li>• Distinct Fund records from table 8 for ETC programmes,</li> <li>• Distinct Fund records from table 11A for EMFAF programmes,</li> </ul>
012	<b>ERROR</b>	Validate when the PAP setting “pap.<fund>.allow.negative.claim” for the Fund of the Payment Application is false, that the total requested amount in the payment application is >= 0.
013	<b>WARNING</b>	Validate that the IBAN format is correct.
014	<b>ERROR</b>	Validate that the “Body identified”, the “Bank”, the “BIC” and the “Bank account IBAN” are provided (Implicit in web).
015	<b>ERROR</b>	<p>Validate that the records in appendix 1 are equivalent (not less, not more) to the following information in the linked programme version (Implicit in web):</p> <ul style="list-style-type: none"> <li>• Table 11 for IJG programmes, TA excluded,</li> <li>• Table 8 for ETC programmes, TA excluded,</li> <li>• Table 11A for EMFAF programmes, TA excluded,</li> </ul>
016	<b>ERROR</b>	Validate for IJG programmes per record in appendix 1 that the amount in column ‘Total amount of corresponding public contribution’ (B) is <= the amount in column ‘Total amount of programme contributions paid to financial instruments’ (A).
017	<b>ERROR</b>	Validate for ETC programmes per record in appendix 1 that the amount in column ‘Total amount of corresponding public contribution’ (B) is <= the amount in column ‘Total amount of programme contributions paid to financial instruments’ (A).
018	<b>ERROR</b>	Validate for EMFAF programmes per record in appendix 1 that the amount in column ‘Total amount of corresponding public contribution’ (B) is <= the amount in column ‘Total amount of programme contributions paid to financial instruments’ (A).
020	<b>ERROR</b>	Validate for IJG programmes per record in appendix 1 that the amount in column ‘Total amount of corresponding public expenditure’ (D) is <= the amount in column ‘Total amount of programme contributions pursuant

		to Article 92(2)(b)' (C).
021	<b>ERROR</b>	Validate for ETC programmes per record in appendix 1 that the amount in column 'Total amount of corresponding public expenditure' (D) is <= the amount in column 'Total amount of programme contributions pursuant to Article 92(2)(b)' (C).
022	<b>ERROR</b>	Validate for EMFAF programmes per record in appendix 1 that the amount in column 'Total amount of corresponding public expenditure' (D) is <= the amount in column 'Total amount of programme contributions pursuant to Article 92(2)(b)' (C).
024	<b>WARNING</b>	Validate for IJG programmes per record in appendix 1 that the amount in column 'Total amount of programme contributions pursuant to Article 92(2)(b)' (C) is <= the amount in column 'Total amount of programme contributions paid to financial instruments' (A).
025	<b>WARNING</b>	Validate for ETC programmes per record in appendix 1 that the amount in column 'Total amount of programme contributions pursuant to Article 92(2)(b)' (C) is <= the amount in column 'Total amount of programme contributions paid to financial instruments' (A).
026	<b>WARNING</b>	Validate for EMFAF programmes per record in appendix 1 that the amount in column 'Total amount of programme contributions pursuant to Article 92(2)(b)' (C) is <= the amount in column 'Total amount of programme contributions paid to financial instruments' (A).
028	<b>WARNING</b>	Validate for IJG programmes per record in appendix 1 that the amount in column 'Total amount of corresponding public contribution' (D) is <= the amount in column 'Total amount of corresponding public contribution' (B).
029	<b>WARNING</b>	Validate for ETC programmes per record in appendix 1 that the amount in column 'Total amount of corresponding public contribution' (D) is <= the amount in column 'Total amount of corresponding public contribution' (B).
030	<b>WARNING</b>	Validate for EMFAF programmes per record in appendix 1 that the amount in column 'Total amount of corresponding public contribution' (D) is <= the amount in column 'Total amount of corresponding public contribution' (B).
032	<b>ERROR</b>	Validate per record in appendix 1 that the amount per priority, Fund [and category of region] for IJG in column A and B is <= the sum of the amounts under the respective priority, Fund [and category of region] for IJG in the expenditure table of the payment applications including the

		earlier accounting years of columns (B)+(C) and (E) (take last version of each accounting year). In other words, the basic principle is that expenditure related to financial instruments cannot exceed the total expenditure in the respective records.
033	<b>ERROR</b>	Validate per record in appendix 1 that the amount per priority, Fund for ETC in column A and B is $\leq$ the sum of the amounts under the respective priority, Fund for ETC in the expenditure table of the payment applications including the earlier accounting years of columns (B)+(C) and (E) (take last version of each accounting year). In other words, the basic principle is that expenditure related to financial instruments cannot exceed the total expenditure in the respective records.
034	<b>ERROR</b>	Validate per record in appendix 1 that the amount per priority and specific objective for EMFAF in column A and B is $\leq$ the sum of the amounts under the respective priority and specific objective for EMFAF in the expenditure table of the payment applications including the earlier accounting years of columns (B)+(C) and (E) (take last version of each accounting year). In other words, the basic principle is that expenditure related to financial instruments cannot exceed the total expenditure in the respective records.
036	<b>ERROR</b>	Validate that the records in appendix 2 are equivalent (not less, not more) to the following information in the linked programme version (Implicit in web): <ul style="list-style-type: none"> <li>• Table 11 for IJG programmes,</li> <li>• Table 11A for EMFAF programmes.</li> </ul>
038	<b>ERROR</b>	Validate that the records in appendix 4 are equivalent (not less, not more) to the following information in the linked Programme version (Implicit in web): <ul style="list-style-type: none"> <li>• Table 11 for IJG programmes,</li> <li>• Table 8 for ETC programmes,</li> <li>• Table 11A for EMFAF programmes</li> </ul>
039	<b>WARNING</b>	Validate for IJG programmes per record in appendix 4 that the 'Total amount paid as advances' (A) = 'Amount which has been covered by expenditure paid by beneficiaries within three years of the payment of the advance' (B) + 'Amount which has not been covered by expenditure paid by beneficiaries and for which the three-year period has not yet elapsed' (C).
040	<b>WARNING</b>	Validate for ETC programmes per record in appendix 4 that the 'Total amount paid as advances' (A) = 'Amount which has been covered by expenditure paid by beneficiaries within three years of the payment of

		the advance' (B) + 'Amount which has not been covered by expenditure paid by beneficiaries and for which the three-year period has not yet elapsed' (C).
041	<b>WARNING</b>	Validate for EMFAF programmes per record in appendix 4 that the 'Total amount paid as advances' (A) = 'Amount which has been covered by expenditure paid by beneficiaries within three years of the payment of the advance' (B) + 'Amount which has not been covered by expenditure paid by beneficiaries and for which the three-year period has not yet elapsed' (C).
043	<b>ERROR</b>	Validate that all integral documents have at least one attachment with a length > 0.
044	<b>ERROR</b>	Validate that at least one bank account record is provided.
045	<b>ERROR</b>	Validate when first working version, that the end date for submission for the Accounting Year (AccountingYear.submitToDate) has not been passed.
047	<b>ERROR</b>	Validate for IJG programmes in the expenditure table, that there is an amount in column (E) 'Total amount of public contribution made or to be made in accordance with point (c) of Article 91(3)'.
048	<b>ERROR</b>	Validate for ETC programmes in the expenditure table, that there is an amount in column (E) 'Total amount of public contribution made or to be made in accordance with point (c) of Article 91(3)'.

An example of a validation window:



You can check the list of validation results at any time throughout the Payment Application:

The screenshot shows the ERDF system interface for a Payment Application (PAP) with ID 2021IT16FFPR007. The 'Table of Contents' on the left includes 'Version information', which is highlighted with a red circle and the number '2'. The 'Latest validation result' dialog box is open, showing a success message: 'The Payment Application version has been successfully validated'. Below this, four validation rules are listed, each with a green checkmark:

- PAP\_001**: Validate that at least one official in charge of the Member State exists.
- PAP\_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...) (Implicit in web).
- PAP\_003**: Validate that the programme is already adopted (Implicit in web).
- PAP\_004**: Validate that the start date of eligibility of the linked programme version is smaller or equal to the end date of the accounting year of this payment.

In the bottom left of the main interface, a summary bar shows: 45 All results, 44 Passed, 1 Warning, 0 Error. A red circle with the number '1' is placed over the 'All results' category.

To see the last validation results:

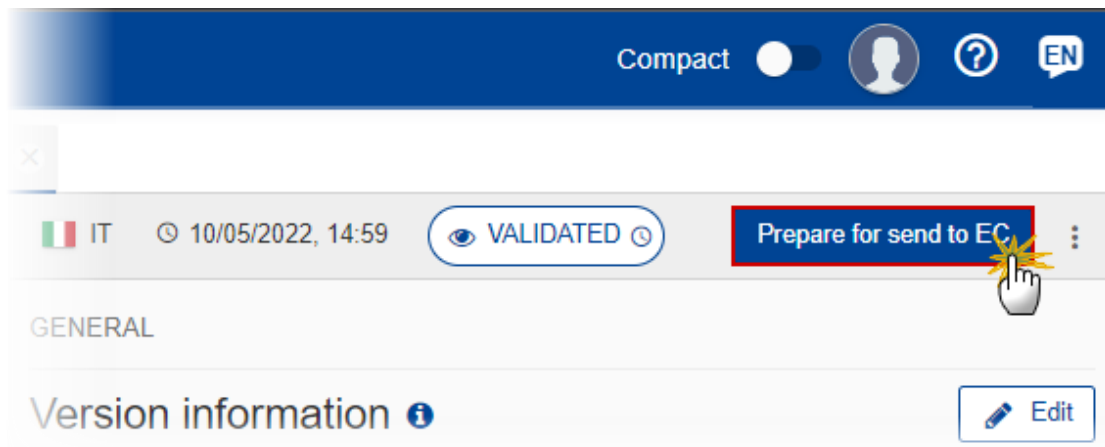
- (1) Click on one of the 4 categories: *All results, Passed, Warning, Error*.
- (2) The list of latest validation results for the chosen test category is displayed.

After all errors have been resolved the status of the Payment Application becomes **VALIDATED**.

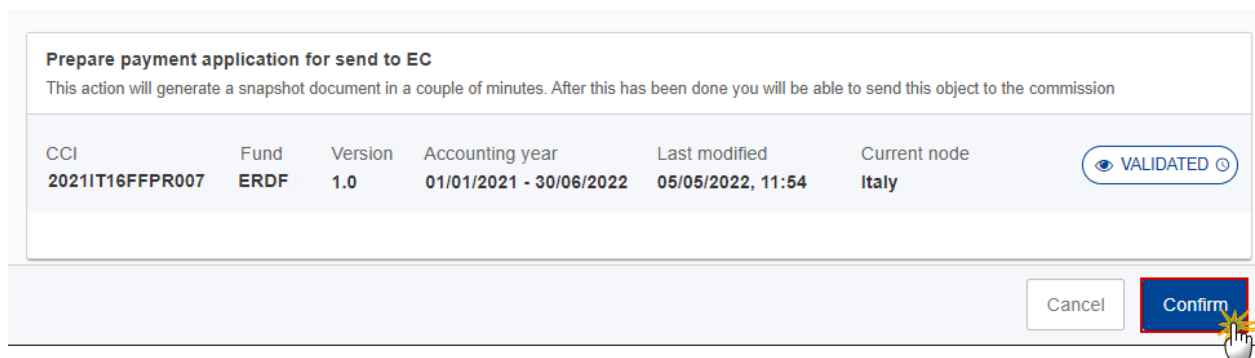
## Prepare Payment Application (IJG, ETC, EMFAF) for send to EC

<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 Payment Application 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>.</p> <p>To prepare the send of the Payment Application, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> or <b>Send</b> rights (<b>MSMAu/s</b> or <b>MSFAu/s</b>) for the funds managed by the Programme.</p>
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1. Click on the **PREPARE FOR SEND TO EC** button to prepare to send the Payment Application to the Commission:



The system will ask you to confirm the send action:



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

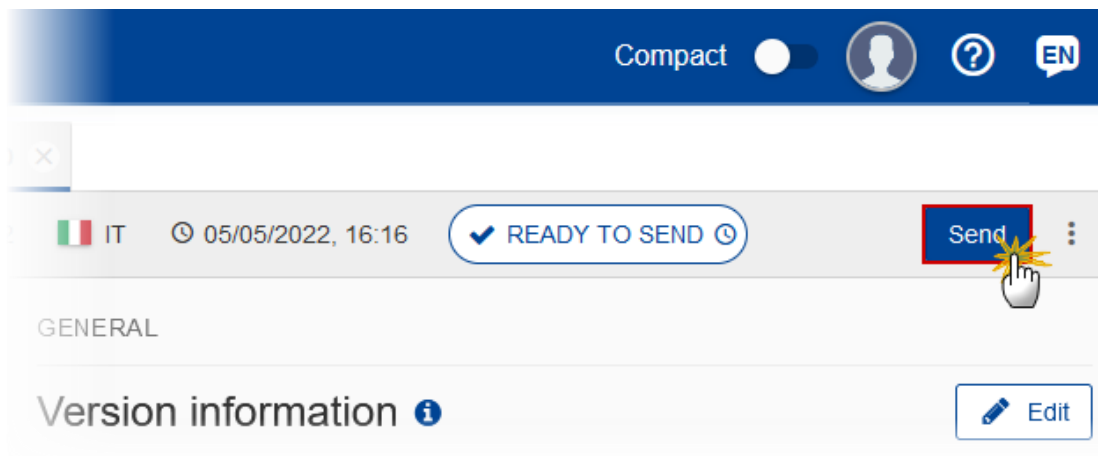
The status of the Payment Application is set to **PREPARING FOR SEND TO EC**.

<b>REMARK</b>	When on the highest MS node, a 'Snapshot' document will be available in all official MS languages in the <b>DOCUMENTS</b> section so that the sender can first verify what will be sent to the Commission.
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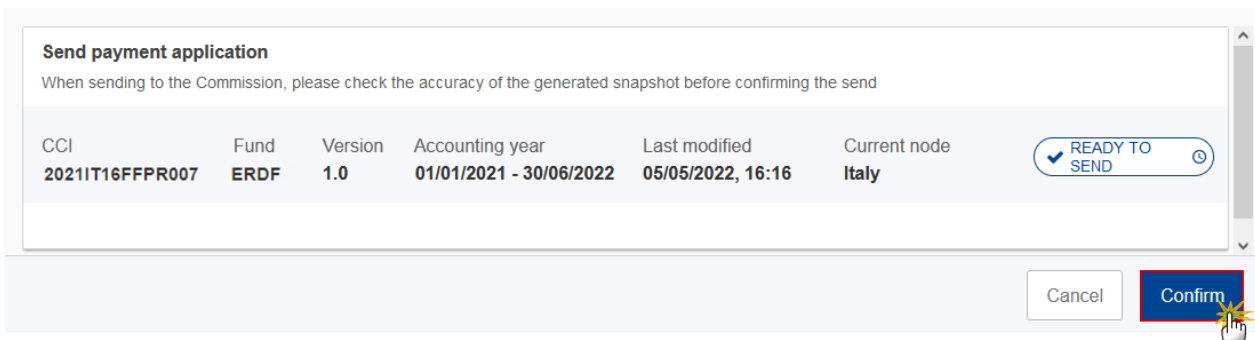
## Send the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The Payment Application can only be sent once the <b>VALIDATION ERRORS</b> have been removed and the status is <b>READY TO SEND</b>.</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>To send the Payment Application, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Send</b> rights (<b>MSMAs/MSFAs</b>) for all the concerned funds.</p>
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1. Click on the **SEND** button to send the Payment Application to the Commission or to the upper Node:



The system will ask you to confirm the send action:



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

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

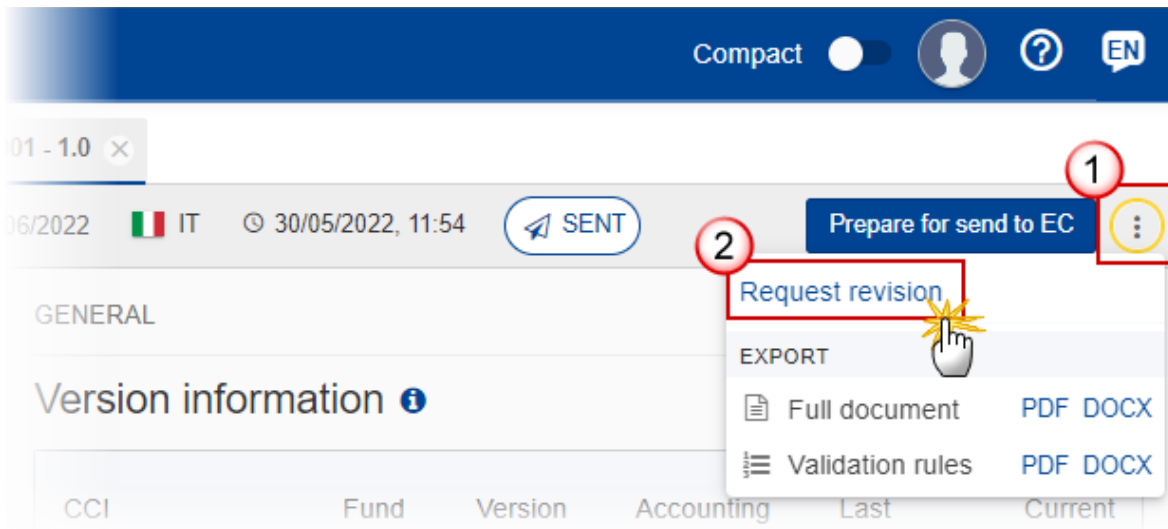
<p><b>REMARK</b></p>	<p>When the requested amounts are recalculated by the SFC2021-BO and differ from what was previously persisted, the status of this payment application will be set back to <b>VALIDATED</b>.</p> <p>When on the highest MS node, different versions of the generated “Snapshot before send” 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> <p>The requested amounts in the Application for Payment are automatically calculated and persisted by the SFC2021 Back Office (SFC2021-BO) calculation service, each time a modification is done on the Expenditure table. This applies for all Funds and types. Since, between the last update of the Expenditure table and the sending of the Payment Application to the Commission, there could be changes in the already paid amounts for this Accounting Year, we need to recalculate and to persist them just before sending to the Commission. If the calculated requested amounts differ from what was previously persisted, a message on the send confirmation page will say <b>“Please note the requested amounts were recalculated and are different than previously presented on the page and in the snapshot document. The status of this payment application will be set back to ‘Validated’. You will need to re-execute the ‘Prepare for send to EC’ generating an updated snapshot document, and then re-execute the ‘Send’”</b>.</p> <p>When the SFC2021-BO calculation service is down or errors, a message on the send confirmation page will say <b>"Application for payment cannot be sent since the Back-Office calculation service is temporarily not available. Please try again later"</b>.</p>
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## **Request for Revised Payment Application (IJG, ETC, EMFAF) by MS**



<b>REMARK</b>	<p>The Payment Application 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, VALIDATED, 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 Payment Application version sent by the Member State/Region because it is incomplete or incorrect.</p> <p>To request a revised Payment Application version, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSAFu</b>).</p>
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Follow the steps to request for revised Payment Application 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 payment application**

CCI	Fund	Version	Accounting year	Last modified	Current node	
2021IT16FFPR007	ERDF	1.0	01/01/2021 - 30/06/2022	30/05/2022, 11:54	Italy	

Reason for request for revision \*

Reason...

1. Enter the following:

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

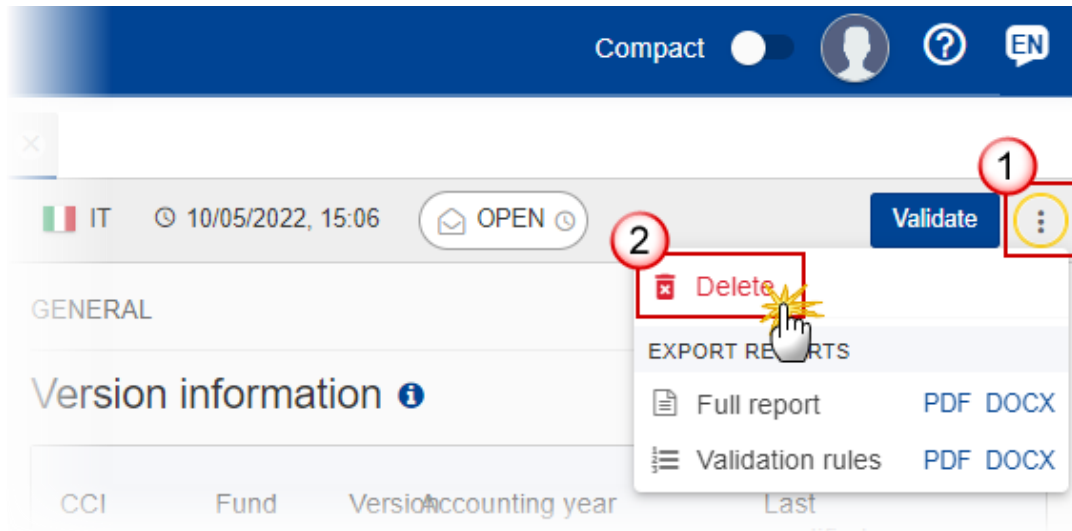
(2) Click on **CONFIRM** to save the information.

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

## Delete the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The Payment Application 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</b> or <b>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>To delete the Payment Application, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSFAu</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 Payment Application from the system:

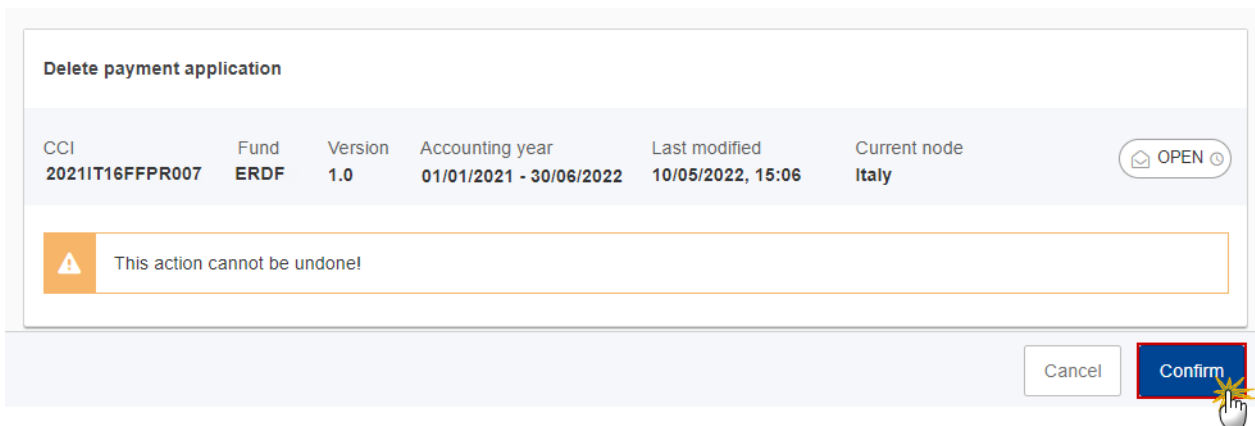


1. Select the following:

(1) Select the icon with 3 vertical dots.

(2) Click on the **DELETE** button to remove the Payment Application from the system.

The system will ask you to confirm the delete action:

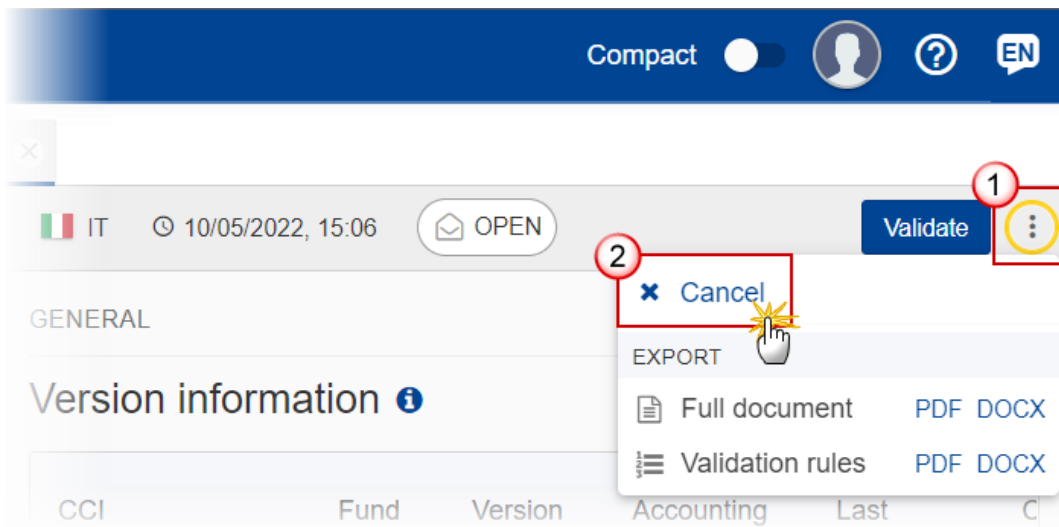


2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Payment Application.

## Cancel the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The Payment Application can only be cancelled when a Payment Application 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 Payment Application 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>To cancel the Payment Application, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSFAu</b>).</p>
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Follow the steps to cancel the Payment Application from the system:



1. Select the following:

- (1) Select the icon with 3 vertical dots.
- (2) Click on the **CANCEL** button to cancel the Payment Application from the system.

The system will ask you to confirm the cancel action:

**Cancel payment application**

CCI	Fund	Version	Accounting year	Last modified	Current node	OPEN
2021IT16FFPR007	ERDF	1.0	01/01/2021 - 30/06/2022	10/05/2022, 15:06	Italy	OPEN

Cancel
Confirm

2. Click on **CONFIRM** to confirm or click on **CANCEL** to return to the Payment Application.

On success, the status of the Payment Application will be changed to **CANCELLED**.

## Create a New Version of the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>A new version of the Payment Application can only be created when the last version is in status <b>REVISION REQUESTED BY EC</b></p> <p>To create a new version, the User must have the role of <b>MS Managing Authority or Body entrusted with the accounting function</b> with <b>Update</b> rights (<b>MSMAu/MSFAu</b>).</p>
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1. Click on the **CREATE** button to create a new version of the Payment Application:

Compact 


 EN

EC
🕒 27/05/2022, 15:41
↻ REVISION REQUESTED BY EC

Create
⋮

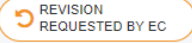
GENERAL

**Version information** 📘

CCI	Fund	Version	Accounting	Last	Cu

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

**Create new payment application version**

CCI	Fund	Version	Accounting year	Last modified	Current node	
2021IT16FFPR007	ERDF	1.0	01/01/2021 - 30/06/2022	27/05/2022, 15:41	European Commission	

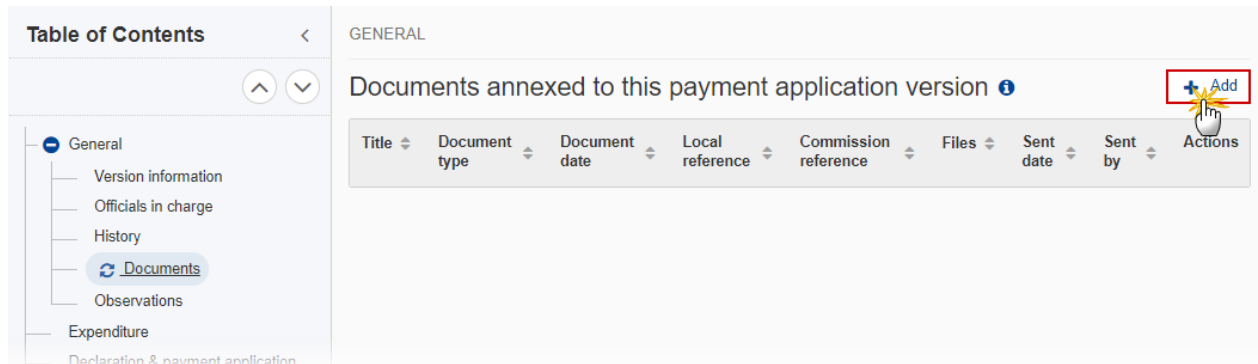
2. Click on **CONFIRM** to confirm. Click on **CANCEL** to return to the Payment Application.

On success, a new version of the Payment Application 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**.

## Request to Withdraw the Payment Application (IJG, ETC, EMFAF)

<b>REMARK</b>	<p>The Member State must request to withdraw the Payment Application by uploading a document called <b>MS Request to withdraw Payment Application version</b>.</p> <p>The Payment Application version is in a status <b>SENT</b>, <b>REVISION REQUESTED BY EC</b> at the level of the Commission, or in a status <b>OPEN</b>, <b>VALIDATED</b>, <b>READY TO SEND</b>, <b>REVISION REQUESTED BY MS</b> at the owner Node of the Member State and has previously been sent to the Commission.</p> <p>This scenario occurs when at the request of the Member State the Commission withdraw a Payment Application version and stop the amendment procedure.</p> <p>To request to withdraw the Payment Application, the User must have the role of <b>MS Managing Authority</b> or <b>Body entrusted with the accounting function</b> with <b>Update</b> and <b>Send</b> rights (<b>MSMAu+MSMAs/MSFAu+MSFAs</b>).</p>
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1. Go to the **Documents** section and click on the **ADD** button to add the **MS Request to withdraw Payment Application version** document type:



2. The Member State must request to withdraw the Payment Application by selecting the withdraw document and entering the mandatory information:

### Document

✕ Document has not yet been sent

Document type \* 1 Document date \* 2

MS Request to withdraw payment application version 27/05/2022

Document title \* 3 239

Withdraw request

Local reference 4

ATTACHED FILES 5 + Add

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

**(1)** Select the **MS Request to withdraw Payment Application version** Document Type.

**(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*.

(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
Withdraw PAP version	Main	en. English	<b>Browse</b> File uploaded!	

Cancel Save **Save & Send**

4. 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** to save and send the document.

<b>REMARK</b>	Withdrawals are subject to confirmation by the Commission. After the document is uploaded, it is up to the Commission User to perform the withdrawal action and stop the amendment procedure. On success, the Payment Application version status will be set to <b>WITHDRAWN AT THE REQUEST OF THE MS.</b>
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