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Forecast of Expenditure (EAFRD)

PURPOSE

This document describes the specifications and details of Forecast of Expenditure for EAFRD.

REGULATIONS

More detail regarding the regulation of the Forecast of Expenditure can be found in [About SFC2014](#) section of this portal.

ROLES

Roles involved in the Forecast of Expenditure are:

MS Coordinating Body	Record Forecast of Expenditure
MS Paying Agency	Upload Forecast of Expenditure
MS Managing Authority	Consult Forecast of Expenditure
	Delete Forecast of Expenditure
	Validate Forecast of Expenditure
	Send Forecast of Expenditure
	Return Forecast of Expenditure for Modifications
	Create New Version of Forecast of Expenditure

FUNDS

EAFRD			
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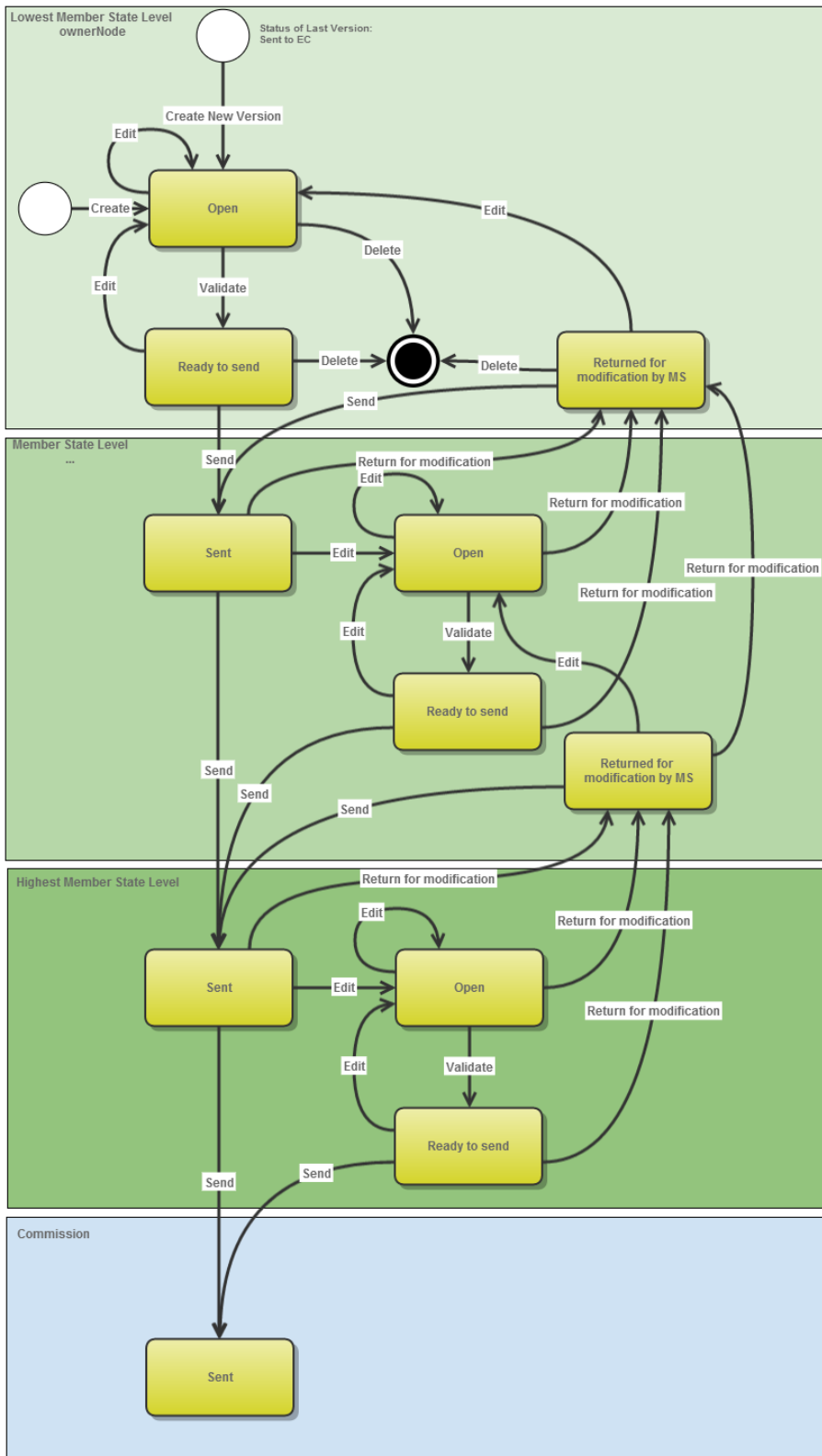
PRE-CONDITIONS

For EAFRD, there must be a Programme version existing at the Commission level.

Workflow

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

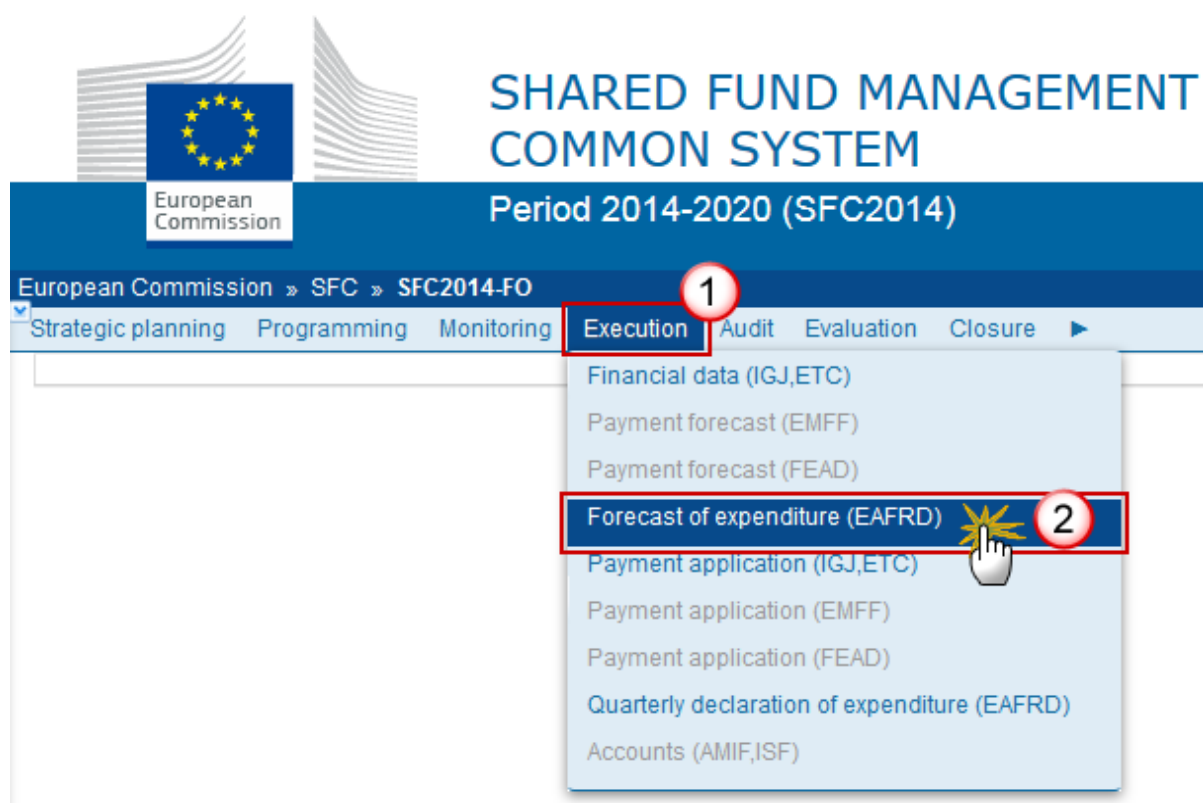
Payment Forecast State Diagram



Create the Forecast of Expenditure (EAFRD)

REMARK	<p>For EAFRD, there must be a Programme version existing at the Commission level in order to create a new Payment Forecast for EAFRD.</p> <p>The user has the role MS Managing Authority OR MS Coordinating Body OR MS Paying Agency.</p>
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1. To access the **FORECAST OF EXPENDITURE** section, first click on the **EXECUTION** link (1) in the menu bar and then on the **Forecast of Expenditure (EAFRD)** link (2).



2. Click on the [Create new forecast of expenditure](#) link to create a new Payment Forecast.

» SFC2014-FO » Execution » Forecast of expenditure (EAFRD)

Execution Anti-fraud Utilities

Search

CCI Status

Version Previous node

Work version Current node

Title

Search Clear

[+ Create new forecast of expenditure](#) [Show forecast of expenditure](#) [Export to excel](#)

CCI	VERSION	TITLE	STATUS	PREVIOUS NODE
-----	---------	-------	--------	---------------

You are redirected to the Forecast creation wizard:

Forecast creation

1. Selection of Member State (CCI)

CCI * 1

Forecast version * 2

3

3. Enter or select the following information:

(1) Select the CCI code from the drop-down menu.

The CCI list contains all existing EAFRD Programmes previously sent to the Commission via SFC2014, which are managed at your Node and which contain the Fund for which you are registered. The list returns the CCI and the Programme Title.

(2) Select the Forecast Version.

The Version list contains all Payment Forecast versions which do not yet exist for the CCI and which have a due date \leq current date + 1 month. This allows creating Payment Forecasts 1 month before their due date. The most recent version is shown first.

REMARK	<p>The version number is a concatenation of the submission year and of the Payment Forecast Submission Code (ex. 201501). The following Submissions and related Version numbers exist:</p> <p>For EAFRD:</p> <p>YYYY01 to be submitted by 31/01 of YYYY</p> <p>YYYY02 to be submitted by 31/08 of YYYY</p>
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(3) Click on the **FINISH** button to continue.

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

Record/Edit the Forecast of Expenditure (EAFRD)

REMARK	<p>When editing a version of a Payment Forecast, its status is 'OPEN', 'READY TO SEND', 'SENT' or 'RETURNED FOR MODIFICATION BY MS' and currently resides on your Node.</p>
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Find all the information to complete each screen of the Forecast of Expenditure. Below are the links to the main sections:

- [General](#)
- [Forecast of expenditure](#)

General

Version Information

The Version Information contains information on the identification and status of the Payment Forecast version; the CCI, Title, Version number, Status and Current node.

The Version information for the Forecast of Expenditure cannot be modified once the version has been created.

GENERAL

Version information



Title Austria - Regional Programme EAFRD - Test 1 (si)

CCI 2014AT06RDRP030

Version 201402.0 Last modified 20/08/2014

10:18

Status Open




Current node Austria

Latest validation results

SEVERITY	CODE	MESSAGE
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Officials in Charge





NOTE	Officials in Charge can be updated at any time, independent from the status of the Forecast of Expenditure.
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- Click on the **ADD** button  to add a new official in charge.
- Select an official and click in the **EDIT** button  to modify the information of this official.
- Select an official and click on the **REMOVE** button  to delete the official in charge selected.

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

GENERAL

Officials in charge

   	NAME	PHONE	EMAIL	VALID FROM	VALID UP
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The Edit Details pop-up window appears:

Edit Details

Name *

1

Phone

Email *

2

Language

Valid from

Valid until

3

Update

Cancel

2. Enter the following information:

- (1) Enter the *Name*.
- (2) Enter the *Email*.
- (3) Click on [Update](#) to save the information.

NOTE	Commission Officials (email domain "ec.europa.eu") can only be created/updated/deleted by Commission Users.
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History

This section shows all the actions that happened in the Forecast since it was created, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE
Open	Edit		France	30-Jun-2014 16:06:26
Open	Create		France	30-Jun-2014 16:00:27

Documents

The following documents will be foreseen:

Description	Non-Integral	Integral	System	Required
Other Member State Document	X			
Snapshot of data before send		X	X	X

Uploading & Sending Documents

Multiple documents can be uploaded in the Forecast.

- 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 click in the **EDIT** button  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 button in order to send the document.
- Selecting a row and clicking on the **DELETE** button  will remove the data of the selected row.

REMARK




Referential/non-integral Documents, (ie. 'Other Member State Document') can be sent at any time independently of the status of the Forecast of Expenditure EAFRD.

The 'Other Member State Document' type demands a manual submission (they are NOT sent automatically within the Programme). The other document types, integral documents, are automatically sent - together with the encoded data – when the Programme is submitted to the EC.

You can find in our Portal the types of documents that can be uploaded and sent by the Member State: <https://ec.europa.eu/sfc/en/support/PRGAMF>

A document is only visible to the Commission when the **SENT DATE** is visible:

GENERAL
Documents annexed to this forecast of expenditure

TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REF	FILES	SENT DATE	SENT BY
Information	Other Member State Document	20-Aug-2014			1	20-Aug-2014	AT Austria

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


GENERAL

Documents annexed to this forecast of expenditure

  							
TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REF	FILES	SENT DATE	SENT BY
Information	Other Member State Document	20-Aug-2014			1		

The document detail pop-up window appears:

Document details ✕

 Not yet sent

Document type * 1



Title * 2

Document date * 3

Local reference

Commission reference




Attached files

  4

TITLE	LANGUAGE	FILENAME
<input type="text"/> 5	<input type="text"/> 6	null

Select file to upload 7

8

 Update  Update & send  Cancel



2. Enter or select the following information:

(1) Select a *Document Type*

(2) Enter a *title* for your Document

(3) Enter a *Document Date*


(4) 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 

- (5) Enter a *Title* for your attachment.
- (6) Select the *Language* of the document.
- (7) Select the *file* to upload.
- (8) Click on [Update](#) to save the information or [Update & Send](#) to send the document to the Commission.

The pop-up window closes and the documents are uploaded.

Sending an unsent non-integral Document

1. Once the document and attachment(s) have been uploaded select the document row in the list (1) and click on the **EDIT** button  (2):




GENERAL

Documents annexed to this forecast of expenditure

2							
TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REF	FILES	SENT DATE	SENT BY
Information	Other Member State Document	20-Aug-2014	1		1	20-Aug-2014	AT Austria
PF1	Other Member State Document	20-Aug-2014			1		

2. Click on [Update & Send](#) to send the document to the Commission.

TITLE	LANGUAGE	FILENAME
PF1	English	test.doc

 [Update](#)
 [Update & send](#)
 [Cancel](#)


NOTE

The [Update & Send](#) button will only be shown for documents which are not integral part of the Application and after at least one attachment was added.

If more than one file are uploaded from the same document table, when clicking the [Update & Send](#) link, will send all the files and not only the one(s) for which the check-box has been ticked.

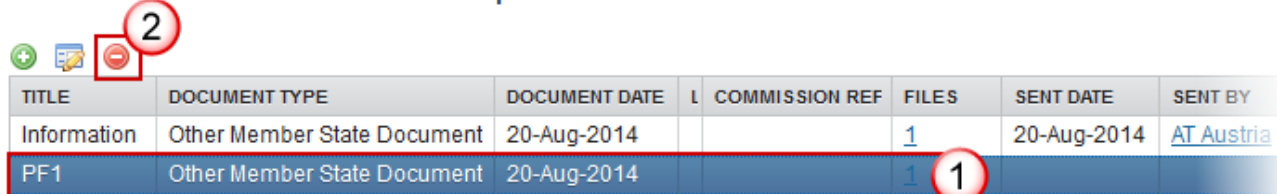
Deletion of an unsent Document

REMARK	Only documents that have not yet been sent to the Commission can be deleted.
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1. Select a row **(1)** of a previously uploaded document and click on the **REMOVE** button  **(2)** to delete the document and associated attachments.

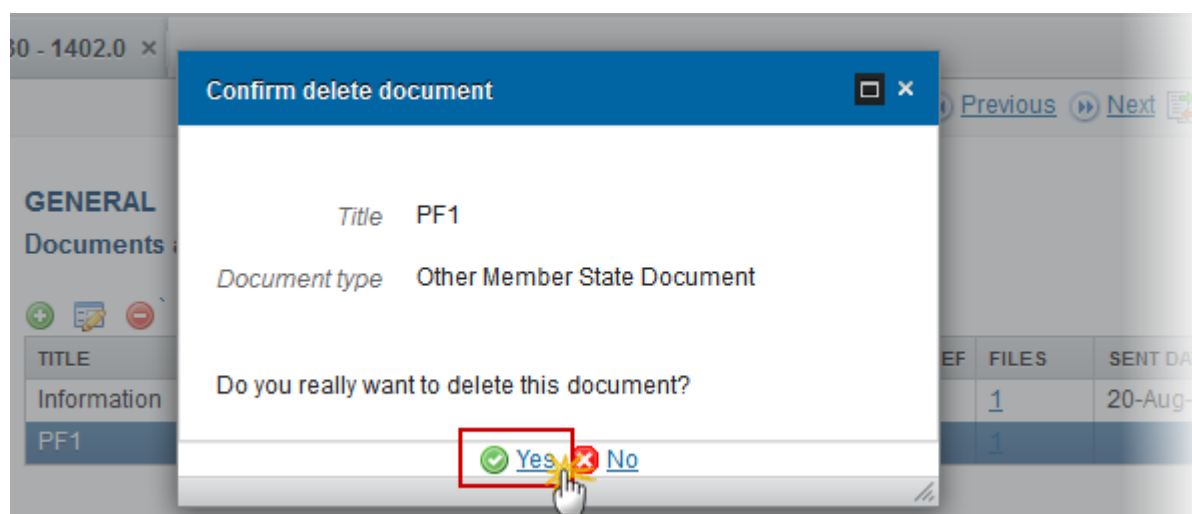
GENERAL

Documents annexed to this forecast of expenditure



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REF	FILES	SENT DATE	SENT BY
Information	Other Member State Document	20-Aug-2014			1	20-Aug-2014	AT Austria
PF1	Other Member State Document	20-Aug-2014			1		

A confirmation window appears:



2. Click on [Yes](#) to confirm deletion. Click on [No](#) to return to the Forecast documents.

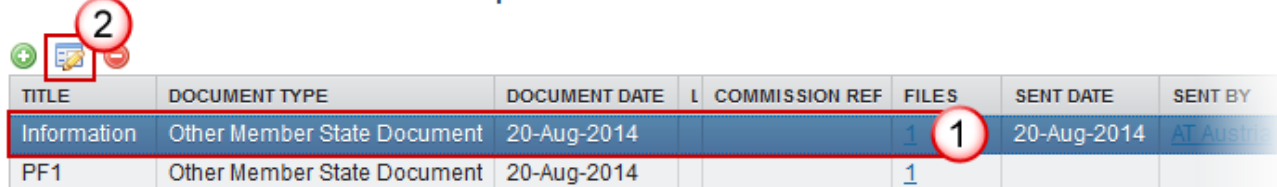
Hiding a sent Document

NOTE	Sent Documents can never be deleted, but the sender can decide to hide the content for the receivers in case of an erroneous and/or accidental send.
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1. Select a row (1) of a previously sent document and click on the **EDIT** button (2) to hide the document and associated attachments.

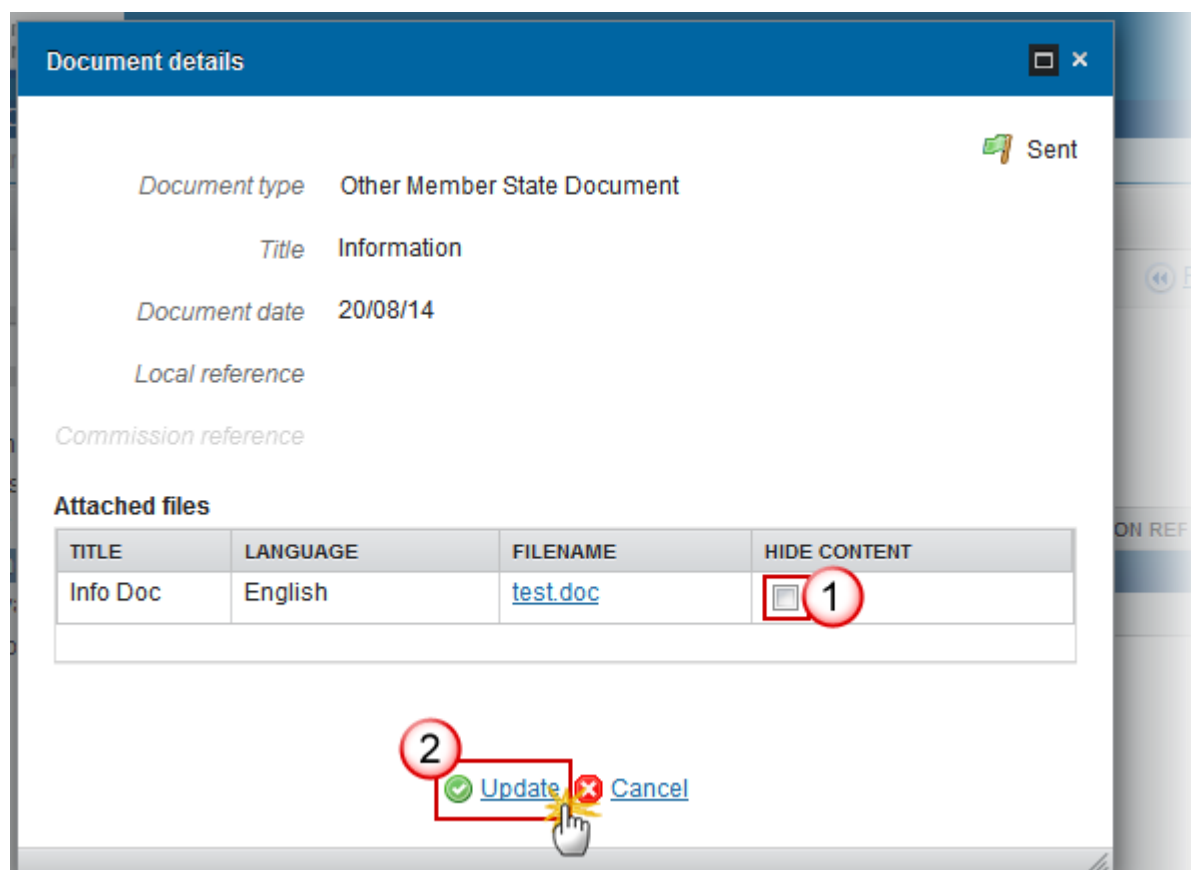
GENERAL

Documents annexed to this forecast of expenditure



TITLE	DOCUMENT TYPE	DOCUMENT DATE	L	COMMISSION REF	FILES	SENT DATE	SENT BY
Information	Other Member State Document	20-Aug-2014			1	20-Aug-2014	AT Austria
PF1	Other Member State Document	20-Aug-2014			1		

2. Select the **HIDE CONTENT** (1) option and click on **Update** (2) to hide the Forecast document.



Document details

Document type Other Member State Document Sent

Title Information

Document date 20/08/14

Local reference

Commission reference

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
Info Doc	English	test.doc	<input checked="" type="checkbox"/> 1

2

Observations

This section is to provide any relevant information to the Forecast of Expenditure.

GENERAL

Observations




(1) Enter an observation.

(2) Click on [Add](#) to save the information.

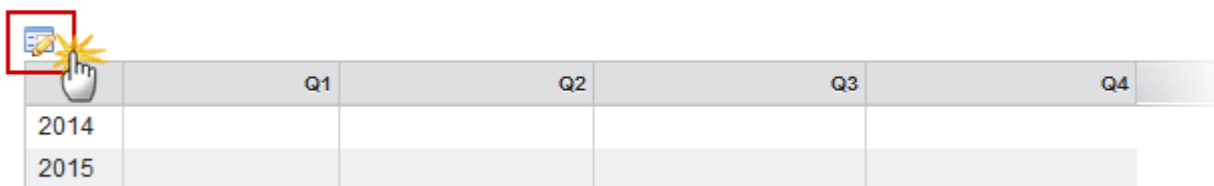
Forecast of Expenditure

REMARK

For the YYYY01 submission, all Quarter fields are enabled. For the YYYY02 submission, Quarters 1 and 2 of the submission year are disabled.

1. Clicking on the **EDIT** button  will enable the entry of the values for the available Quarters.

FORECAST OF EXPENDITURE



	Q1	Q2	Q3	Q4
2014				
2015				

The Forecast of Expenditure becomes editable:

FORECAST OF EXPENDITURE

2 [Update](#) [Cancel](#)

ID	Q1	Q2	Q3	Q4
2014			10,000.00	10,000.00
2015	0.00	0.00	0.00	

1

2. Enter the following information:

(1) Enter the values.

(2) Click on the [Update](#) link to save the information.

Validate the Forecast of Expenditure (EAFRD)

REMARK	<p>The Forecast of Expenditure EAFRD can be validated when the current version is in status 'OPEN'.</p> <p>It is a must to have the role of MS Paying Agency Update or MS Coordination Body Update or MS Managing Authority Update.</p> <p>The Forecast of Expenditure currently resides at your Node.</p>
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1. Click on the [Validate](#) link to validate the Forecast of Expenditure.

» SFC2014-FO » Execution » Forecast of expenditure (EAFRD)

Execution Anti-fraud Utilities

Search 2014AT06RDRP030 - 1402.0 x

[Validate](#)

Filter

- General
 - Version information
 - Officials in charge
 - History
 - Documents
 - Observations
 - Forecast of expenditure

FORECAST OF EXPENDITURE

ID	Q1	Q2
2014		
2015	0.00	0.00

The system validates the following information:

REMARK	An ERROR will block you from sending the Forecast. The error(s) should be resolved and the Forecast must be revalidated. NOTE that a WARNING does not block you from sending the Forecast.
---------------	---

CODE	VALIDATION RULES	SEVERITY
2	The system validates the integrity of the input fields	
2.1	Validate that the current date for an EAFRD Forecast of Expenditure 1. for YYYY01 is smaller or equal than 31/01/YYYY 2. for YYYY02 is smaller or equal than 31/08/YYYY	WARNING
2.6	Validate that at least one official in charge of the Member State exists	WARNING
2.7	Validate that the CCI code matches the following regular expression: For EAFRD (.....06.....)	ERROR
2.10	Validate that the EMFF or EAFRD Payment Forecast is linked to a Programme which has a version sent to the Commission	ERROR
2.13	Validate in the EAFRD Forecast of Expenditure for YYYY02 that the amounts for Q1 and Q2 for the submission year are not modified compared to the Forecast for YYYY01 of the same year	ERROR
2.14	Validate that all integral documents have at least one attachment with a length > 0	ERROR

After all errors have been resolved the status of the Forecast becomes Ready to send.

An example of a validation window:


European Period 2014-2020 (SEC2014)

Validation results

CCI 2014AT06RDRP030 Version 1402.0 Status Ready to send

Latest validation results

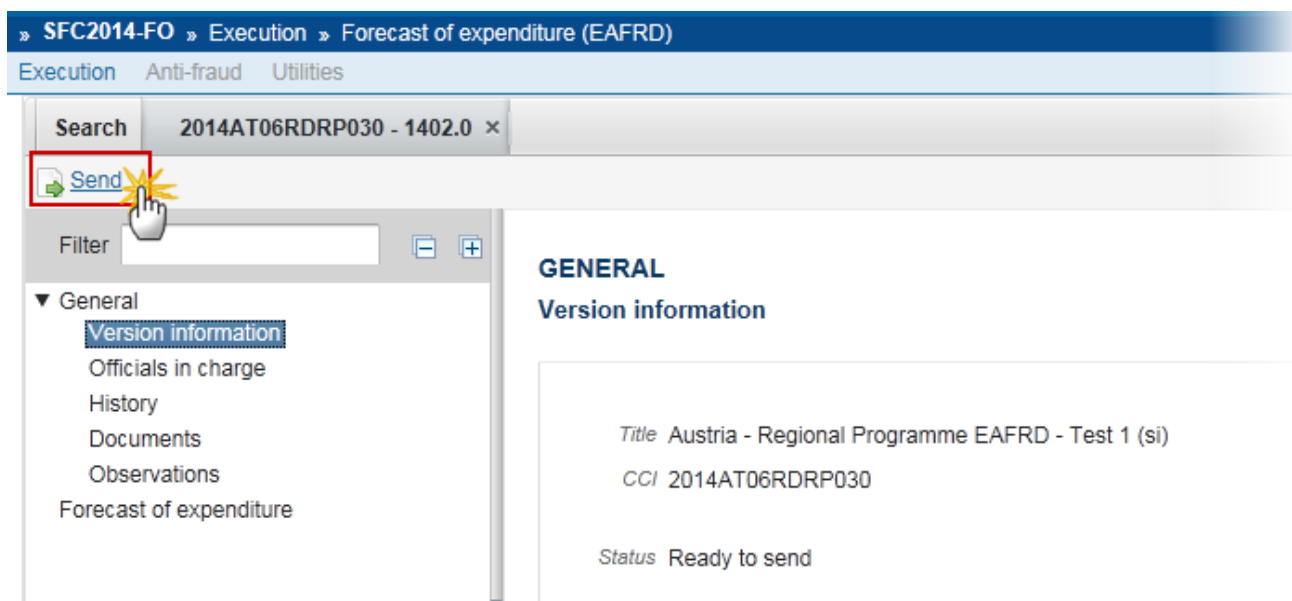
SEVERITY	CODE	MESSAGE
Info		Forecast of expenditure version has been validated.
Warning	2.6	At least one official in charge of the Member State should exist.



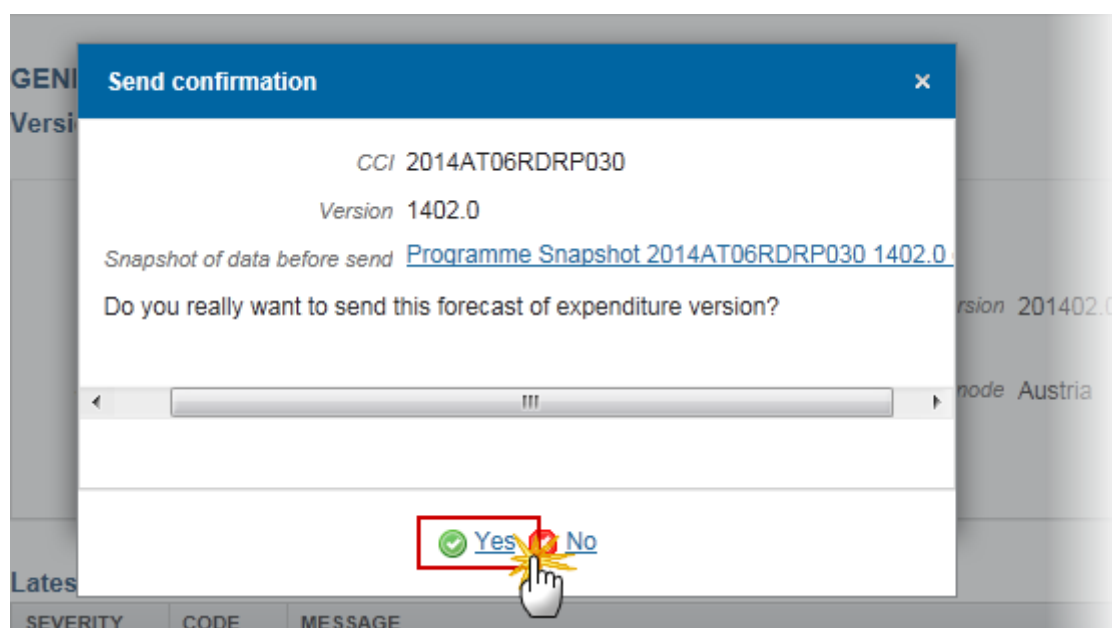
Send the Forecast of Expenditure (EAFRD)

REMARK	<p>The Forecast can only be sent once the Validation Errors have been removed and the status is 'READY TO SEND' OR 'SENT'.</p> <p>The "4 eye principle" must be respected. Therefore, the user sending must be different from the user who last validated.</p> <p>It is a must to have the role of MS Managing Authority send OR MS Coordinating Body send OR MS Paying Agency send.</p> <p>The Sending of information by a Member State to the Commission should be electronically signed in accordance with Directive 1999/93/EC. Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.</p>
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1. Click on the [Send](#) link to send the Payment Forecast to the Commission or to an upper Node.



The system will ask you to confirm the send action:




- Click on [Yes](#) to confirm or on [No](#) to return to the Forecast of Expenditure.

The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC**.

Sending of the different objects is generating a snapshot document and after the sending an acknowledge document is generated by the European Commission.


This acknowledge document is signed but the Member State was not signing the snapshot document. The EU Login now provides a functionality of signing without forcing the user to have a certificate. The action to sign will only be triggered when sending to the European Commission:



European Commission
Authentication Service (EU Login)

English (en) ▼

EUROPA > Authentication Service > Signature



External
SFCtestSilvia SUPPORT (SFCtest2014)

Sign a transaction

Welcome **SFCtestSilvia SUPPORT** to the EU Login Signature page. This page allows you to digitally sign a transaction using your EU Login password.

Sign a transaction for sfc2014

Description: **Accounts Snapshot of data before send 2014AT65ISNP001 2016.0**


Reason: **Electronic signature required in accordance with Directive 1999/93/EC**

Password

1

2

SIGN


[Printer-friendly Version](#) | > [See the complete transaction](#)

(1) Enter your SFC2014 Password

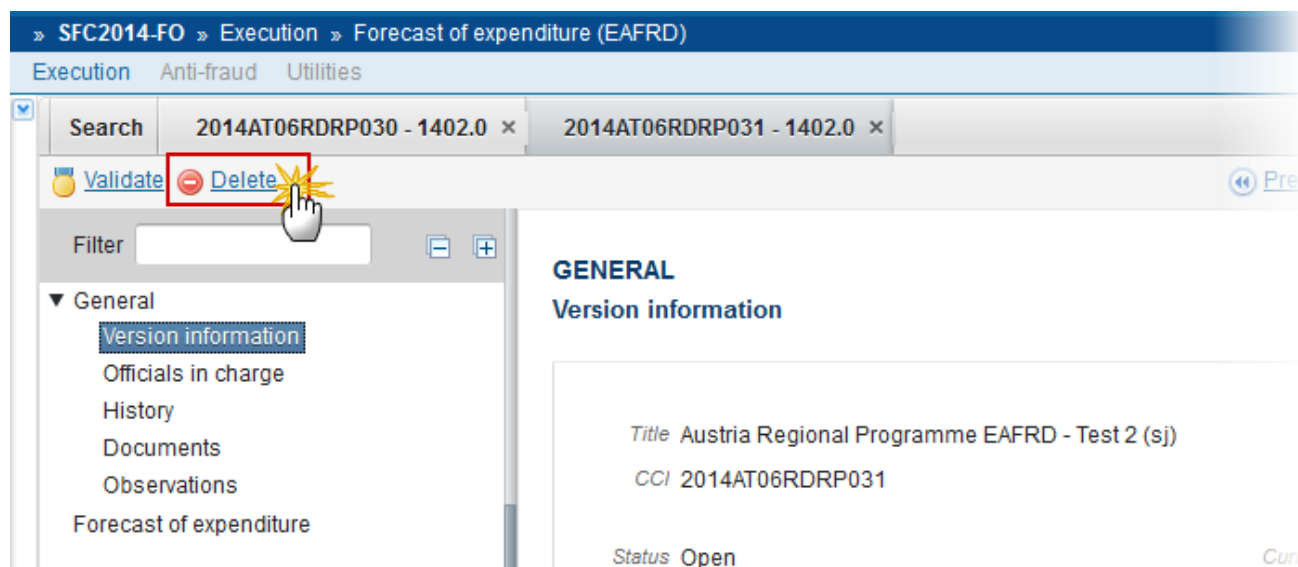
(2) Click on the 'Sign' button

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

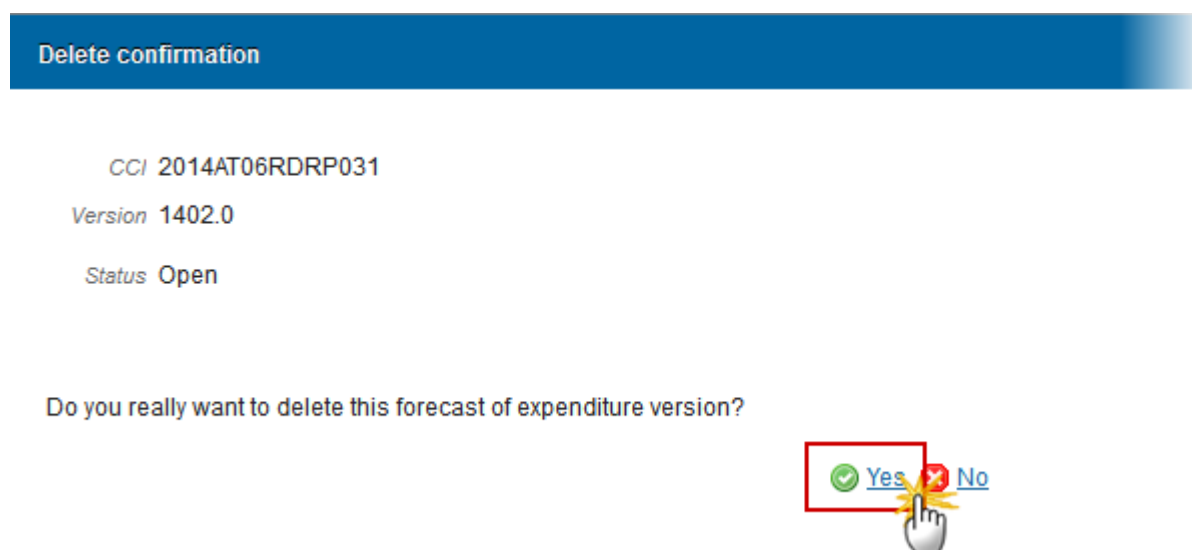
Delete the Forecast of Expenditure (EAFRD)

REMARK	<p>A Forecast of Expenditure can be deleted only if its status is 'OPEN', 'READY TO SEND' or 'RETURNED FOR MODIFICATION BY MS' and has never been sent to the Commission before and has no sent documents attached.</p> <p>It is a must to have the role of MS Managing Authority OR MS Coordinating Body OR MS Paying Agency update.</p>
---------------	--

1. Click on the [Delete](#) link to remove the Forecast of Expenditure from the system.



The system will ask you to confirm the delete action:



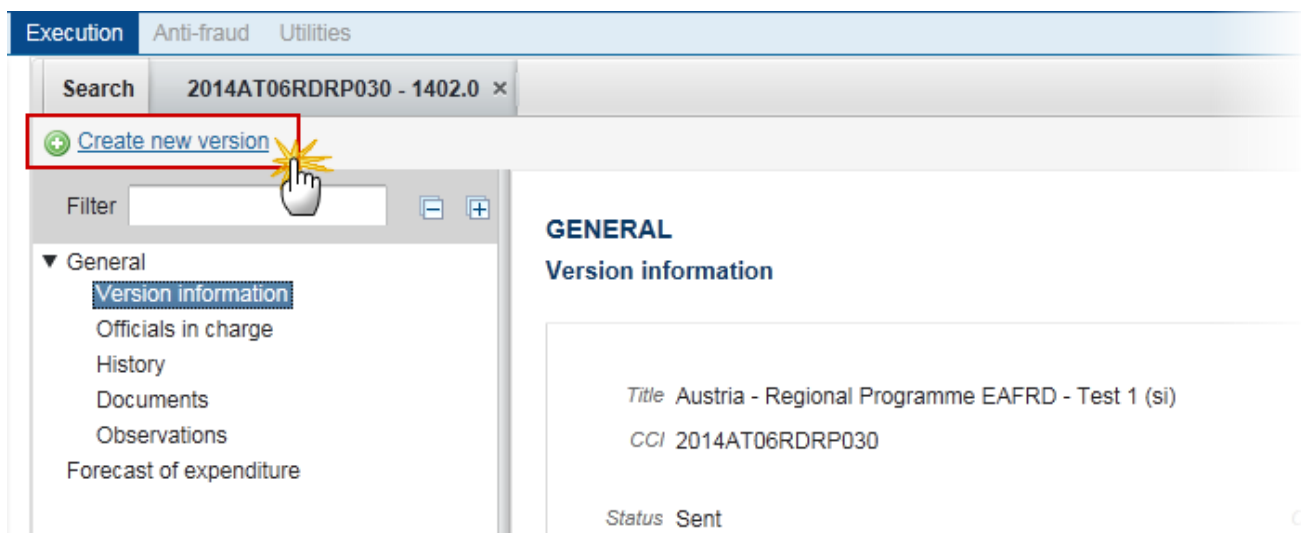
2. Click on [Yes](#) to confirm or click on [No](#) to return to the Forecast of Expenditure.

On success, the delete action is a physical delete from the system.

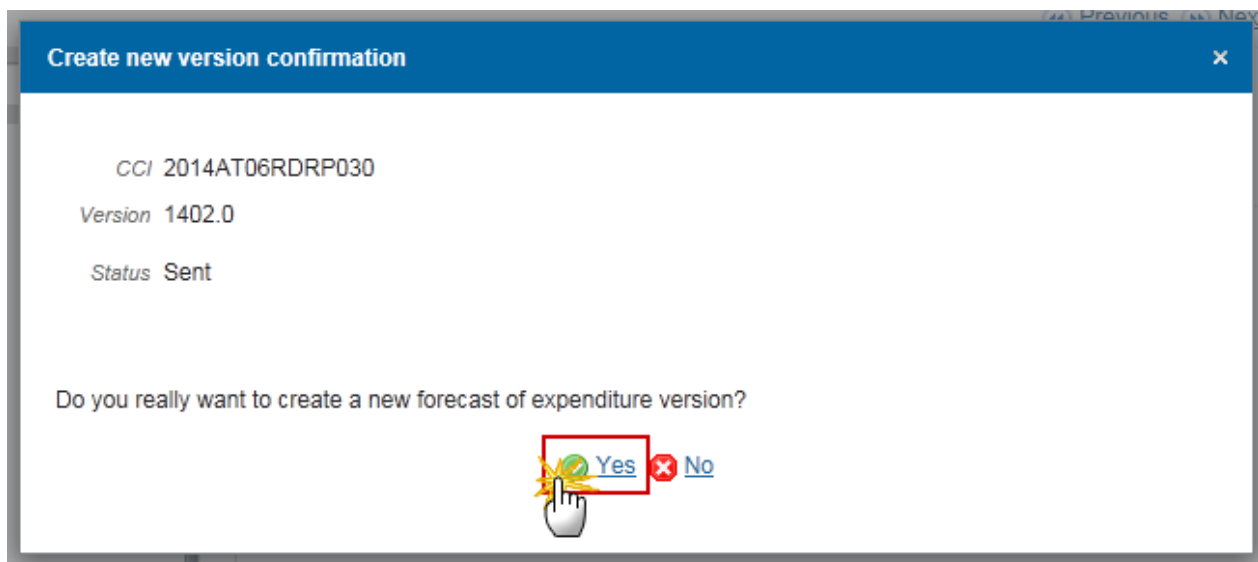
Create a New Version of a Forecast of Expenditure (EAFRD)

REMARK	<p>A new version of the Forecast can be created when the last version was not correct or not up to date and the last version of the Payment Forecast was 'SENT' to the Commission.</p> <p>It is a must to have the role of MS Managing Authority OR MS Coordinating Body OR MS Paying Agency update.</p>
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1. Click on the [Create New Version](#) link 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 [Yes](#) to confirm. Click on [No](#) 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. Its status was set to '**OPEN**' and the working version was incremented by one (ex. 201401.0 → 201401.1).