Payment Forecast (FEAD)

PURPOSE

This document describes the specifications and details related to the Payment Forecast for European Aid to the Most Deprived fund (FEAD).

REGULATIONS

More detail regarding the regulation of the Payment Forecast can be found in **'About SFC2014'** section of this portal.

ROLES

Roles involved in the Payment Forecast FEAD are:

MS Certifying Authority	Record Payment Forecast
MS Managing Authority	Upload Payment Forecast
	Consult Payment Forecast
	Delete Payment Forecast
	Validate Payment Forecast
	Send Payment Forecast
	Return Payment Forecast
	Create New Version of Payment Forecast

FUNDS

FEAD			

PRE-CONDITIONS

For a Payment Forecast, there must be an Operational Programme version **'SENT'** to the Commission before it can be created.

When editing a version of a Payment Forecast, its status must be **'OPEN'**, **'READY TO SEND'**, **'SENT'** or **'RETURNED FOR MODIFICATION BY MS'**.

Workflow

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

Payment Forecast State Diagram

Lowest Member State Level ownerNode

Status of Last Version: Sent to EC

- Create New Version
- Edit
- Create → Open
- Edit
- Validate
- Delete
- Edit
- Ready to send — Delete — Delete — Returned for modification by MS
- Send

Member State Level

...

- Send
- Send — Return for modification
- Edit
- Sent — Edit → Open — Return for modification
- Edit
- Validate — Return for modification
- Edit — Return for modification
- Ready to send
- Send
- Send
- Send — Returned for modification by MS

Highest Member State Level

- Return for modification
- Edit
- Sent — Edit → Open — Return for modification
- Edit
- Validate — Return for modification
- Ready to send
- Send
- Send

Commission

- Send
- Send
- Sent

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Create a Payment Forecast (FEAD)

REMARK	For FEAD, there must be a Programme version at the Commission level in order to create a new Payment Forecast. The user has the role **MS Managing Authority** Send or/and Update OR **MS Certifying Authority** Send or/and Update.

1. To access the **PAYMENT FORECAST FEAD** section first click on the **EXECUTION** link **(1)** in the menu bar and then on the **Payment forecast (FEAD)** link **(2)**.
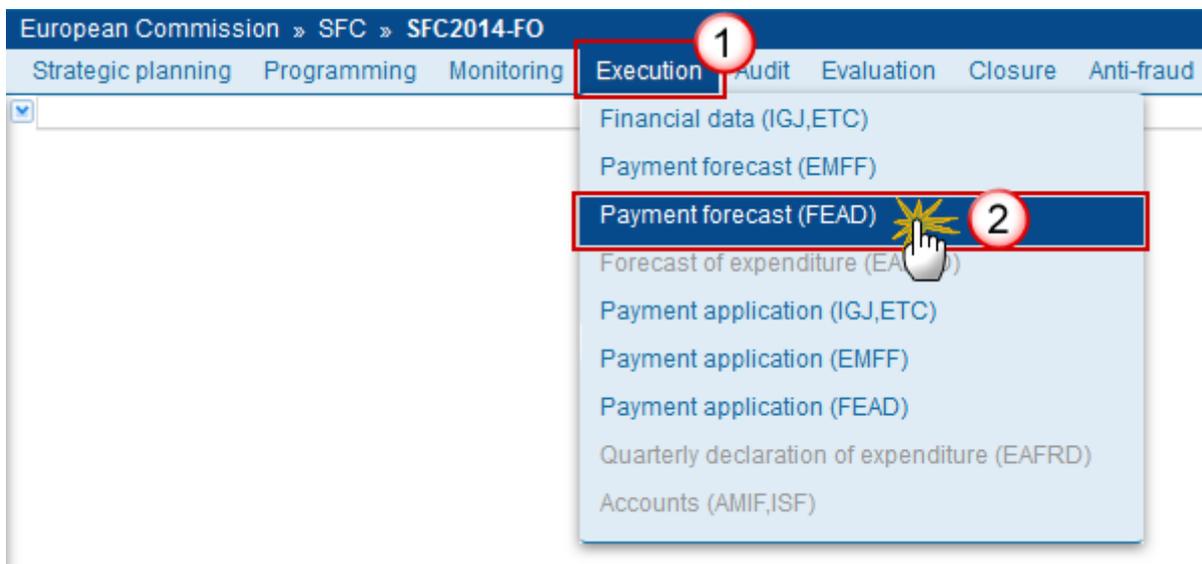
2. Click on the **Create new Payment Forecast** link to create a new Payment forecast.
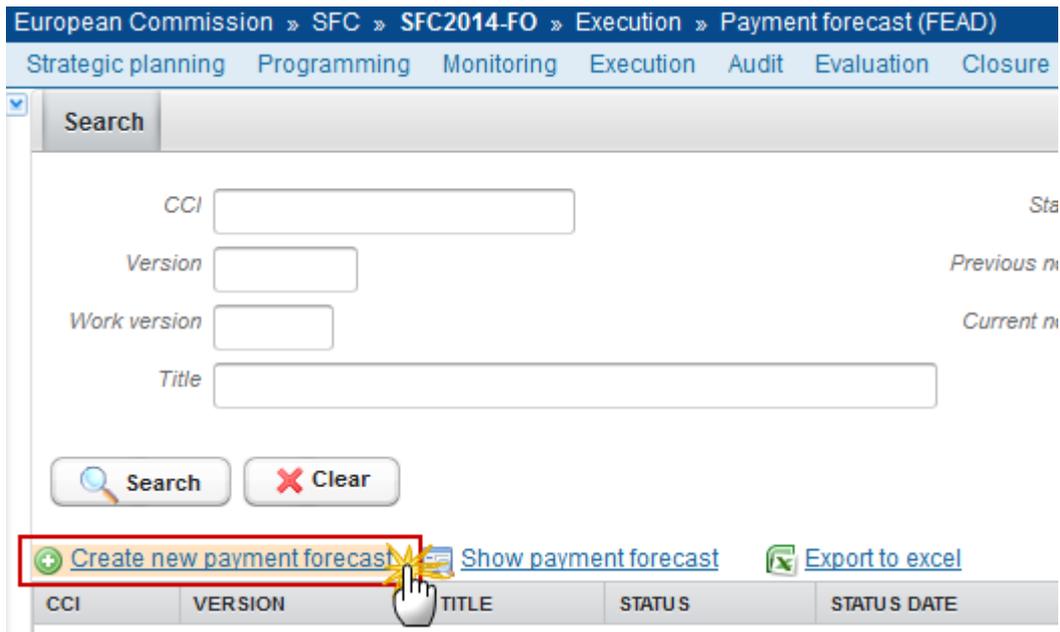
You are redirected to the Payment Forecast creation wizard:
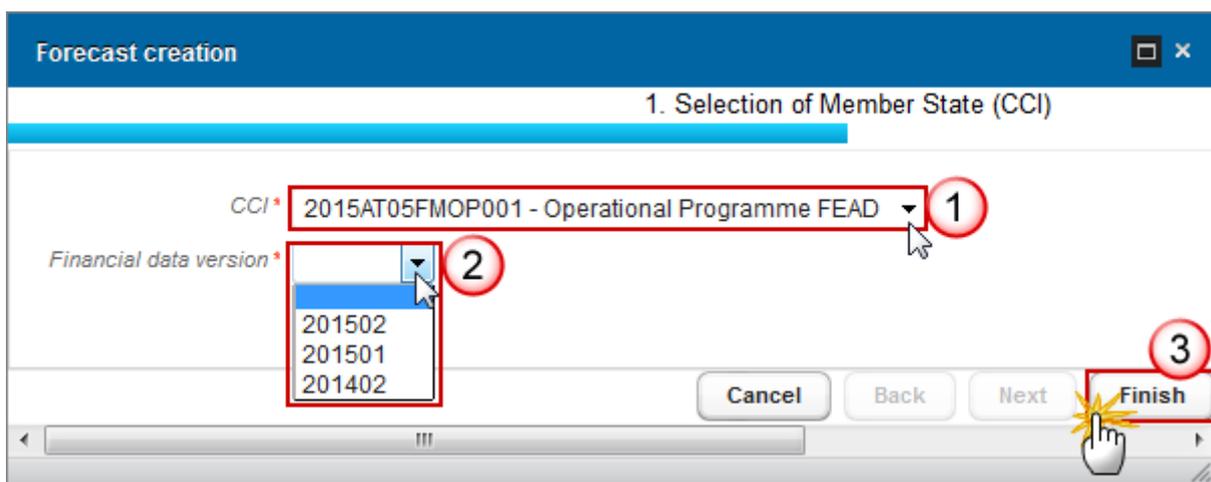
3. Select the following information:

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

The CCI list contains all existing FEAD Programmes available in SFC2014 **previously sent to the Commission** and which are managed at your Node containing the Fund for which you are registered. The list returns the CCI and the Programme Title.

(2) Select the Payment Forecast version.

REMARK	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:
	
	For FEAD:
	
	  YYYY01 to be submitted by **31/01** of YYYY
	
	  YYYY02 to be submitted by **31/07** of YYYY

(3) Click on the **FINISH** button to continue.

The status of the Financial Data is **OPEN.**

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

Record/Edit the Payment Forecast (FEAD)

REMARK	When editing a version of a Payment Forecast, its status must be **'OPEN'**, **'READY TO SEND'**, **'SENT'** or **'RETURNED FOR MODIFICATION BY MS'**.

Find all the information to complete each screen of the Payment Forecast. Below are the links to the main sections:

- General
- Payment Forecast

General

Version Information

The Version Information contains information on the identification and status of the Payment Forecast FEAD version; the CCI, Title, Type, Version number, Status, etc. It also shows the results of the last validation done on this Payment Forecast version.

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

GENERAL
Version information

Title	Operational Programme FEAD				
CCI	2015AT05FMOP001	*Version*	201502.0	*Last modified*	07-Oct-2015 11:58
Current node	Austria	*Status*	Ready to send	*Status date*	07-Oct-2015

Latest validation results

SEVERITY	CODE	MESSAGE
Info		Forecast of expenditure version has been validated.

Officials in Charge

NOTE	Officials in Charge can be updated at any time, independent from the status of the Payment Forecast FEAD.

GENERAL
Officials in charge

NAME	PHONE	EMAIL	VALID FROM	VALID U

1. 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.

2. Enter the following information:

(1) Enter the *Name*.

(2) Enter the *Email*.

The email is directly accessible via the email link.

(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.

History

This section shows all the actions that happened in the Payment Forecast FEAD since it was created and the resulting status, for example:

GENERAL

History

STATUS	ACTION	COMMENTS	BY LEVEL	DATE	USER
Ready to send	Validate		Austria	07-Oct-2015 11:58:35	ES Support User
Open	Create		Austria	07-Oct-2015 11:47:00	ES Support User

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 Payment Forecast FEAD.

- 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.

- You can remove unwanted documents which have been not yet sent by selecting the attachment and clicking on the **REMOVE** button ⊖

REMARK	**Referential/non-integral Documents** (ie. 'Other Member State Document') can be sent at any time independently of the status of the Payment Forecast FEAD.
	The 'Other Member State Document' type demands a <u>manual submission</u> (they are NOT sent automatically within the Payment Application). The other document types, integral documents, are automatically sent - together with the encoded data – when the Payment Application 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/2014/support-ms/PRGSFCF

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

GENERAL
Documents annexed to this payment forecast

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL	COMMISSION REFERENCE ▼	FILES	SENT DATE	SENT BY
Information	Other Member State Document	03-Sep-2014			1	03-Sep-2014	ES Support

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

GENERAL
Documents annexed to this payment forecast

TI	DOCUMENT TYPE	DOCUMENT DATE	LOCA	COMMISSION REFERENCE
Information	Other Member State Document	03-Sep-2014		

The document detail pop-up window appears:

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.

REMARK	Commission Registration N° is only enabled for Commission Users, while Local Reference is only enabled for Member State Users.

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)**:

2. Click on **Update & Send** to send the document to the Commission.

TITLE	LANGUAGE	FILENAME
Document	English	report.doc

| 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.

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 payment forecast

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOC/	COMMISSION REFERENCE ▼	FILES	SENT DATE	SENT BY
Information	Other Member State Document	03-Sep-2014			1	03-Sep-2014	ES Support
Document	Other Member State Document	03-Sep-2014			1		

A confirmation window appears:
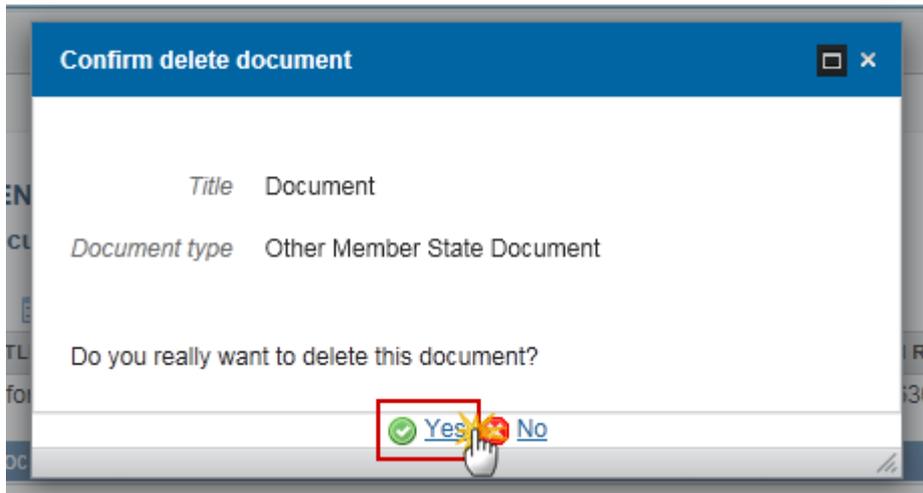
2. Click on **Yes** to confirm deletion. Click on **No** to return to the Payment Forecast documents.

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.

1. Select a row **(1)** of a previously sent document and click on the **EDIT** button **(2)** to hide the document and associated attachments.

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

Observations

This section is to provide any relevant information to the Payment Forecast FEAD.

1. Enter the following information:

(1) Enter an observation.

All Users who have Read and Observation permission on the Payment Forecast will be able to send an Observation and participate in the conversation.

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

All Observations are kept against the specific version of the Payment Forecast.

Payment Forecast

A forecast of the amount for which the Member State expects to submit interim payment for the current financial year and the subsequent financial year (in Euros).

Payment Forecast for FEAD can be modified for the current and subsequent financial year:

1. Clicking on the **EDIT** button will enable the entry of the values for the available Quarters.
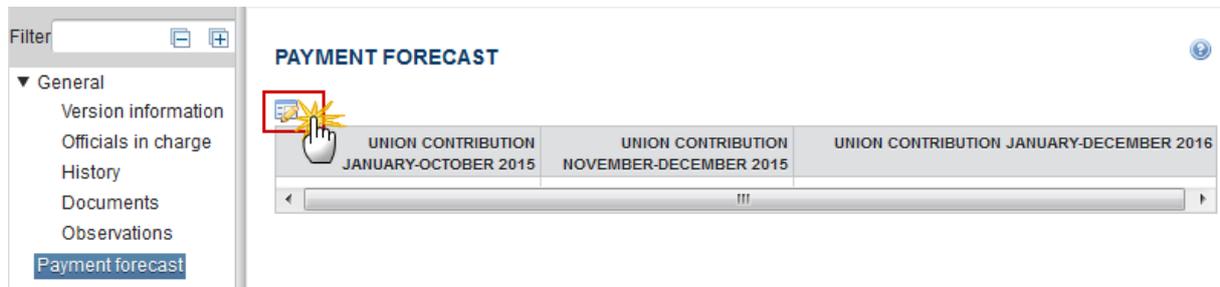
The Payment Forecast becomes editable:

2. Enter the following information:

(1) Enter the values for the current and subsequent financial year.

(2) Click on the **Update** link to save the information.

Validate the Payment Forecast (FEAD)

REMARK	The Payment Forecast FEAD can be validated when the current version is in status **'OPEN'**. It is a must to have the role of **MS Certifying Authority Update** or **MS Managing Authority Update.** The Payment Forecast currently resides at your Node.

1. Click on the <u>Validate</u> link to validate the Payment Forecast.
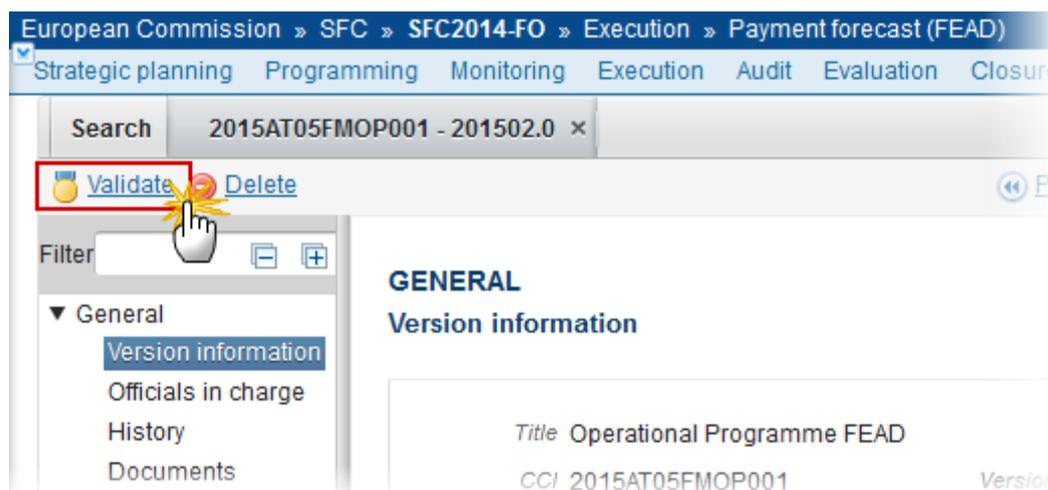
The system validates the following information:

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

CODE	VALIDATION RULES	SEVERITY
2	The system validates the integrity of the input fields	
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 FEAD (...05FMOP...|...05FSOP...)	**ERROR**
2.10	Validate that the FEAD Payment Forecast is linked to a Programme which has a version sent to the Commission	**ERROR**

2.14	Validate that all integral documents have at least one attachment with a length > 0	ERROR
2.15	Validate that the current date for a FEAD Payment Forecast: for YYYY01 is smaller or equal than 31/01/YYYY for YYYY02 is smaller or equal than 31/07/YYYY	WARNING

After all errors have been resolved the status of the Payment Forecast becomes READY TO SEND.

An example of a validation window:

Send the Payment Forecast (FEAD)

REMARK	The Payment Forecast can only be sent once the **Validation Errors** have been removed and the status is '**READY TO SEND' OR 'SENT'**. It is a must to have the privilege to send the Payment Forecast FEAD, the user has the role **MS Managing Authority Send** OR **MS Certifying Authority Send**. The **"4 eye principle"** must be respected. Therefore, the user sending must be different from the user who last validated.

	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.

1. Click on the **Send** link to send the Payment Forecast to the Commission or to an upper Node.
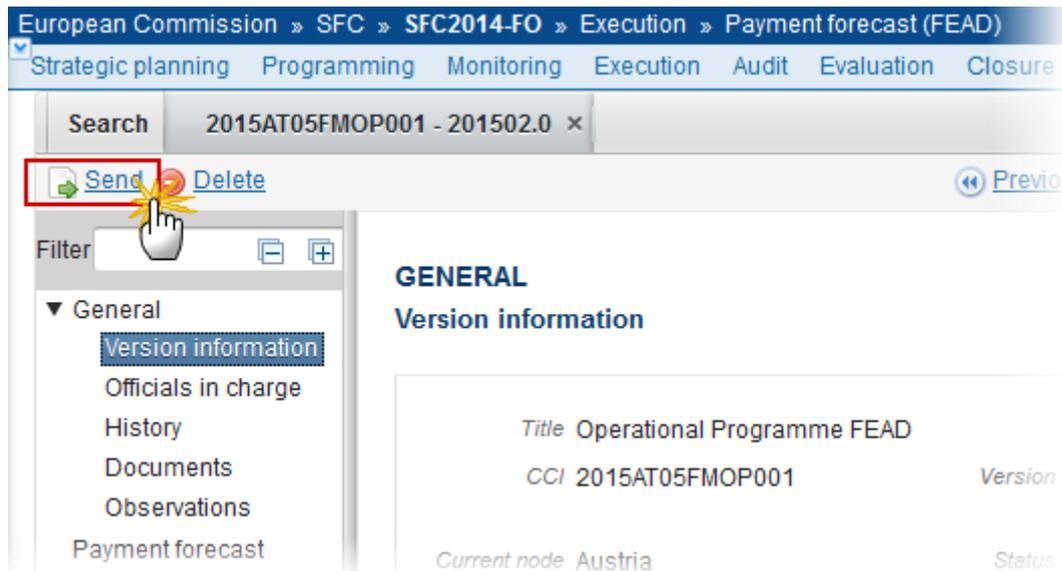
The system will ask you to confirm the send action:
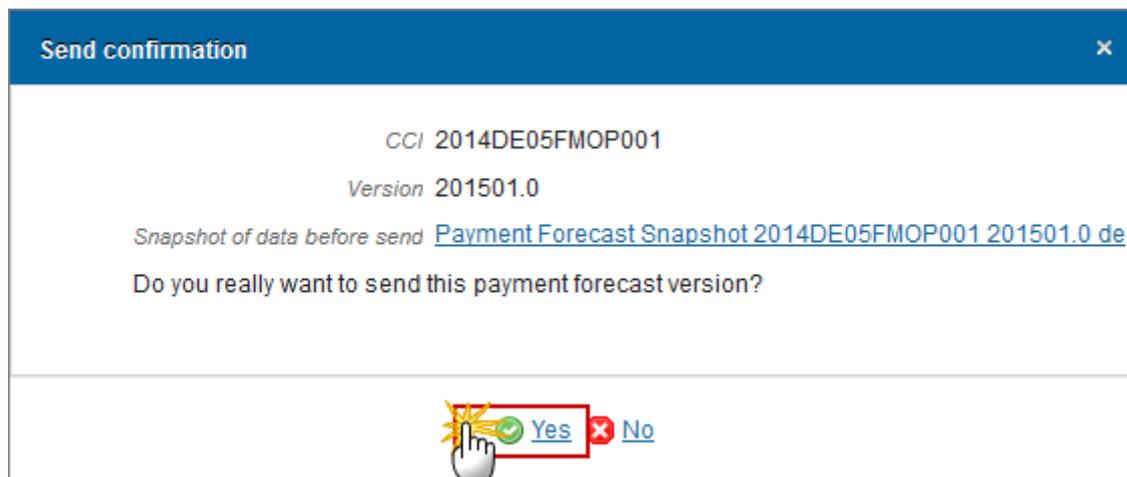
2. Click on **Yes** to confirm or on **No** to return to the Payment forecast.
3. The Sending of information by a Member State to the Commission should be electronically signed in accordance with **Directive 1999/93/EC.**

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:

(1) Enter your SFC2014 Password
(2) Click on the 'Sign' button

On success, the Payment Forecast FEAD 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 Payment Forecast (FEAD)

REMARK	A Payment Forecast can be deleted when the 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.

	It is a must to have the roles of **MS Managing Authority Update** OR **MS Certifying Authority Update**.

1. Click on the **Delete** link to remove the Payment Forecast from the system.
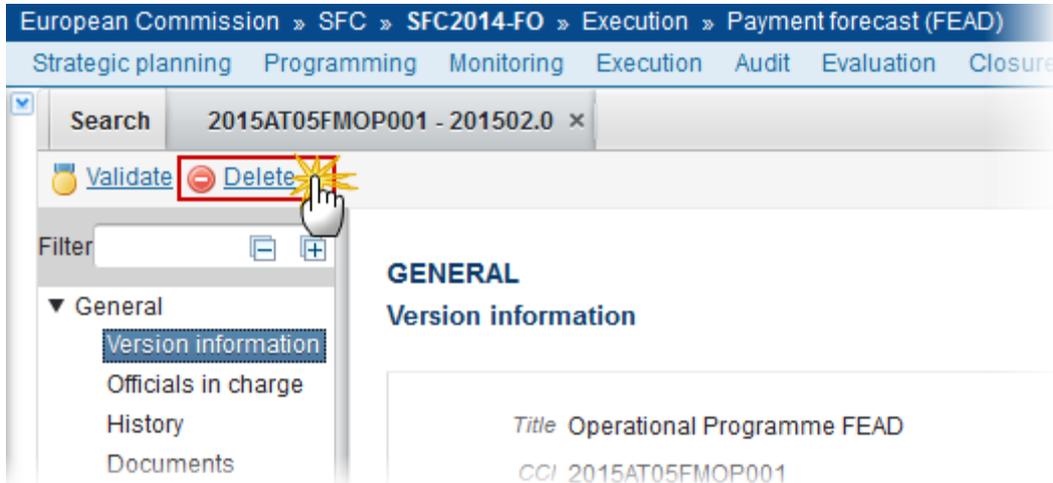
The system will ask you to confirm the delete action:
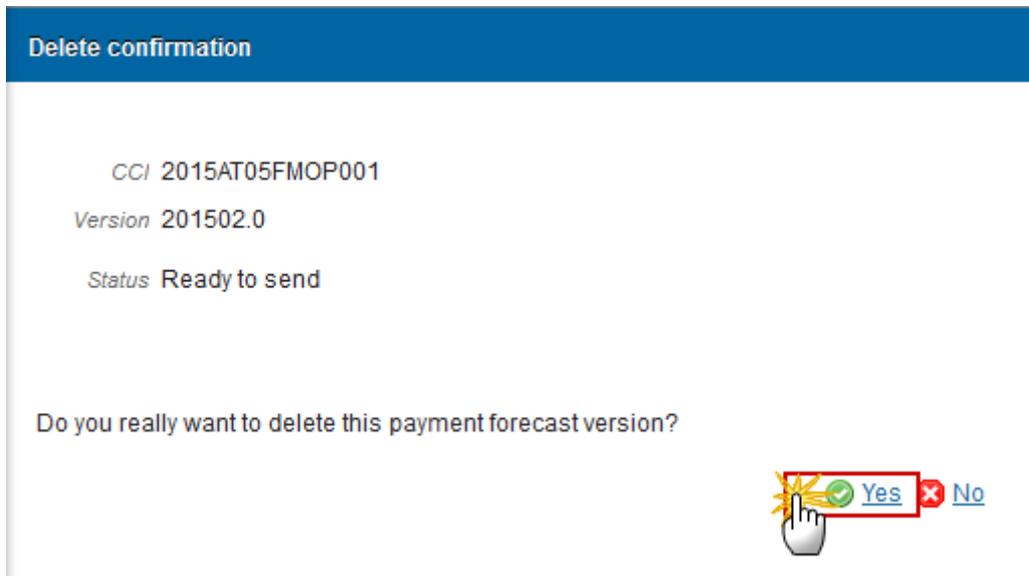
2. Click on **Yes** to confirm or click on **No** to return to the Payment Forecast.

On success, the Payment Forecast FEAD has been physically deleted from the system.

Create a New Version of the Payment Forecast (FEAD)

REMARK	A new version of the Payment Forecast can be created when the last version was '**Sent**' to the Commission.
	It is a must to have the roles of **MS Managing Authority Update** OR **MS Certifying Authority Update**.

1. Click on the **Create New Version** link to create a new version of the Payment Forecast.
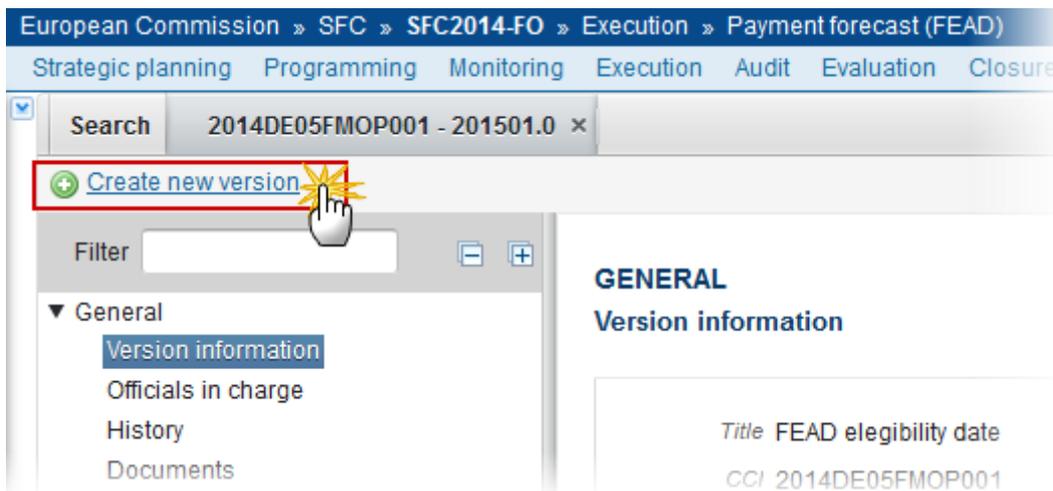
The system will ask you to confirm the creation of a new version:
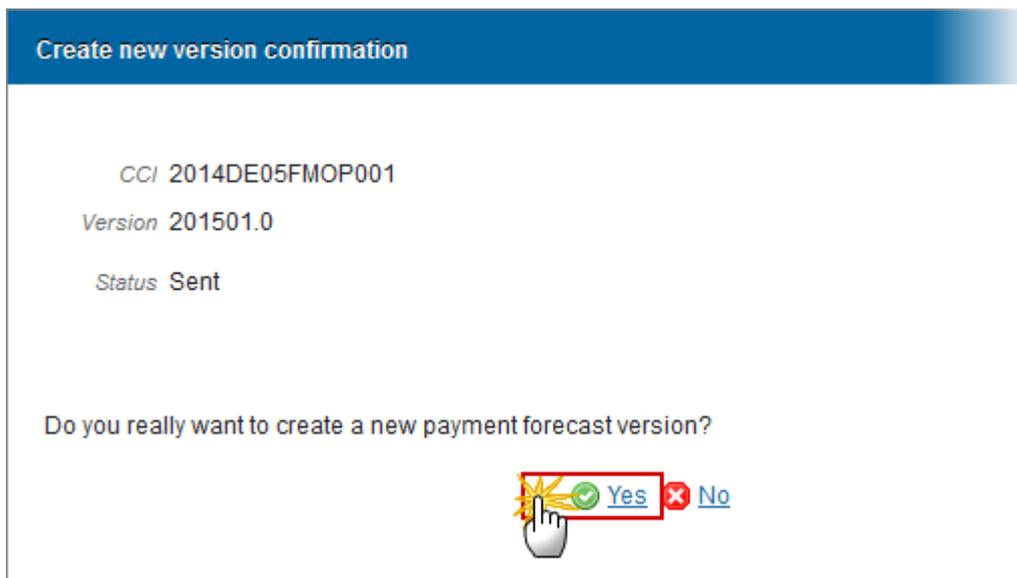
2. Click on **Yes** to confirm. Click on **No** to return to the Payment Forecast.

On success, a new version of the Payment Forecast has been created as a copy of the last version. Its status is set to **'OPEN'** and the working version is incremented by one (ex. 201501.0 → 201501.1).

GENERAL
Version information

Title	FEAD elegibility date			
CCI	2014DE05FMOP001	*Version*	201501.1	*Last modified* 08-Oct-2015 10:15
Current node	Germany	*Status*	Open	*Status date* 08-Oct-2015