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How to generate a report in SFC2014

PURPOSE OF THIS FUNCTIONALITY

This document describes how to access and generate a report in SFC2014.

CONCERNED FUNDS

The procedure is the same for all Reports from the different DGs (HOME, AGRI, MARE & REGIO) using SFC2014 as the default interface.

USER ROLES AND PERMISSIONS NEEDED

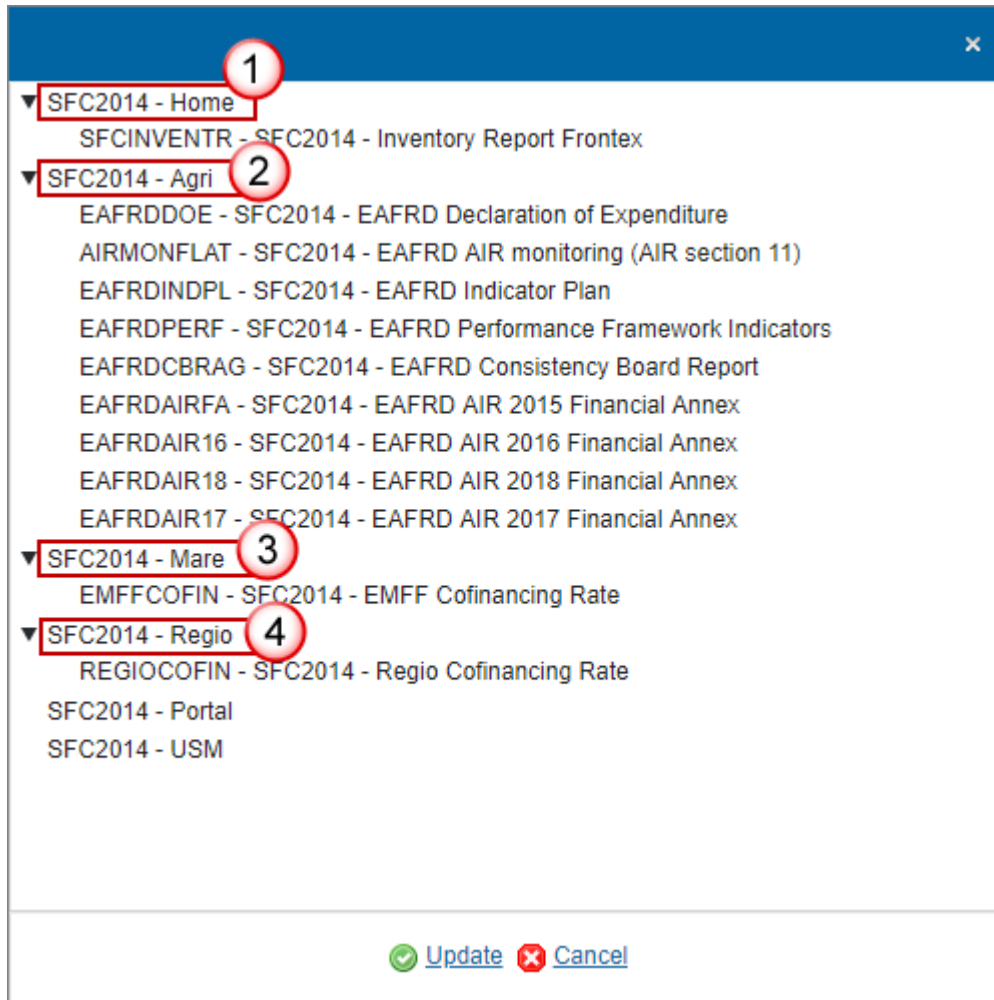
You are an identified user of SFC2014 with Update access to the concerning fund.

Only the Reports to which you have the fund access will be automatically displayed. Thus, each report has an associated set of roles, only when you have one of those roles you can request such report.

Reports

Report types available for the Member States.

The Report list shows all reports available against the 'Reports' section:



REMARK	The Reports for the Portal and the USM tool are available only for Commission users.
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REMARK	<p>The Report named EAFRDDOE – SFC2014 – EAFRD Declaration of Expenditure allows exporting the Declaration of Expenditure in Excel format.</p> <p>Note that the reports for AGRI are generated with one day of delay!</p>
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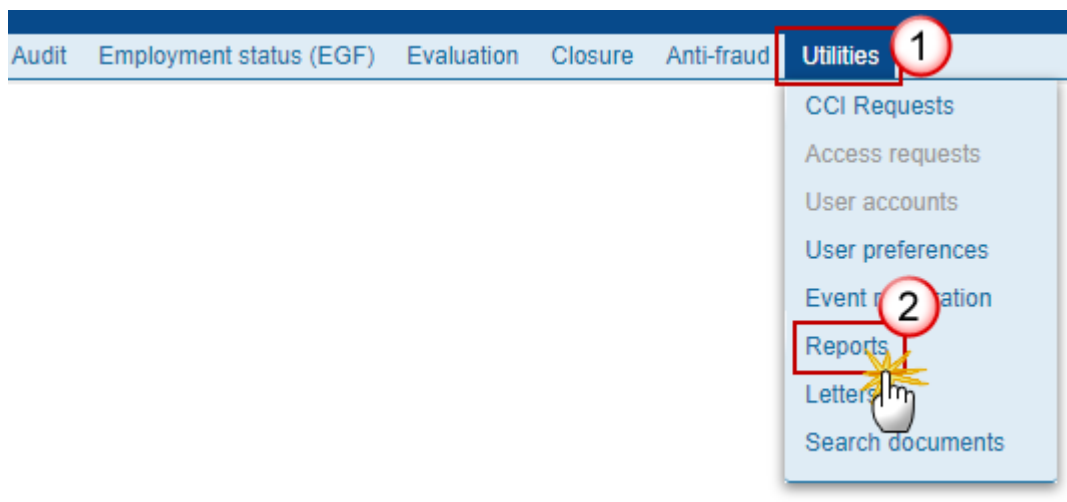
Create the Report

When you want to create a new report in SFC2014.

1. Login to <https://webgate.ec.europa.eu/sfc2014/frontoffice/ui>

REMARK	Only the Reports to which you have the fund access will be automatically displayed. Thus, each report has an associated set of roles, only when you have one of those roles you can request such report.
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2. To access the Reports section first click on the **UTILITIES** menu (1) and then on the **Reports** menu (2) item:



3. Click on the **Select Report** button to select the Report you want:

Select Report:

Select output format

PDF

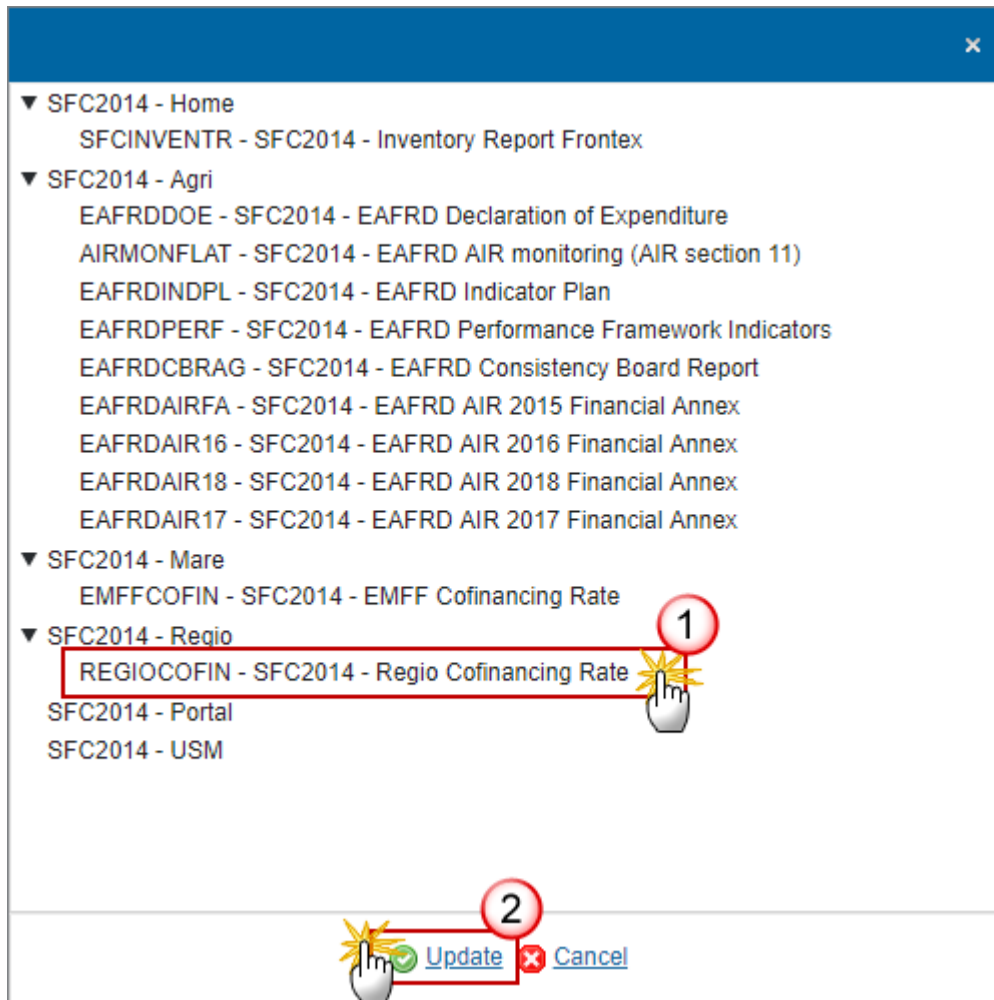
XLS

Select Execution mode

Background

Scheduled

You are redirected to the Reports selection screen:



4. Enter or select the following information:

(1) Select the Report you want.

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

5. Enter the CCI:

Select Report:

Enter CCI: *

REMARK	Depending of the Report you have chosen this field will vary. Can be Implementation Year, Language, Version, Year, Accounting period, Select accounts version?, Accounts full version , etc.
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6. Select the output format **(1)** and the Execution mode **(2)** then, you can click on the 'Run report' button **(3)** to generate the report:

Select output format

PDF **1**

XLS

Select Execution mode

Background

Scheduled **2**

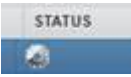
Day of the month: 6 Day of the week: Wednesday Month: 6 At hours: 17

3

REMARK	<p>The 'Background' option in the Execution mode means that the report execution starts and runs in background. You don't have to wait for it and return to the report page later, you will find the report in the table once executed.</p> <p>The 'Scheduled' option means that you can schedule the execution of a report when for example you want to receive the report every Monday morning. If you select the option 'Scheduled' in the Execution mode, the day, week, month and hours fields will be editable.</p>
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How to download the report

After clicking on the 'Run report' button, the file will show in PDF format for consultation under the 'File' tab. You have to click on it to be able to open it.



! To shorten the waiting time put your cursor on 'STATUS' 10-20 seconds later (any portion of the blue new line is fine as described below):

Period 2014-2020 (SFC2014)

European Commission - SFC - SFC2014.FD - x38000 - Reports

Strategic planning - Application (EGP) - Programming - Monitoring - Commission Decision - Execution - Final report (EGP) - Audit - Employment status (EGP) - Evaluation - Outlook - Anti-fraud - Utilities

Select Report:

Select output format:

- PDF
- XLS

Select Execution mode:

- Background
- Scheduled

Day of the month: Day of the week: Month: At hours:

USER needs to click anywhere in this area after 10-20 seconds till the file gets uploaded, usually its instant upload.

CODE	DESCRIPTION	PARAMETERS	RUN DATE	STATUS	FILE
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TC166P CB024	13-May-2018 11:02:36		
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TC166P CB024	13-May-2018 10:36:13	●	
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TC166P CB024	13-May-2018 10:36:54	●	
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TC166P CB024	13-May-2018 10:36:31	●	
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TC166P CB024	13-May-2018 10:36:11	●	
REG000F0N	SFC2014 - Regio Collaboring Rate	Enter CCI=2014TT166P CB022	13-May-2018 10:33:58	●	

CODE DESCRIPTION PARAMETERS DAY OF THE MONTH DAY OF THE WEEK MONTH AT HOURS LAST EXECUTION STATUS LAST EXECUTION DATE NEXT EXECUTION DATE OUTPUT FORM