



How to create, validate and send an Interim application for payment for IPA programmes (C4)?

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Purpose of this functionality

This functionality allows Member States to enter their Applications for payments for Programmes Funded by IPA. This guide describes how to deal with Applications for C4 Programmes (Human Resources Development programmes covering member states and candidate countries)

Regulation source

Commission Regulation 718-2007

Article 43 Interim Payments and general rules.

Article 160-162 for Component 4 (Human resource for EMPL) which is part of Title III Regional development and human resources development components.

Concerned Funds¹

¹ Note that this specific guide only concerns IPA programmes from DG EMPL

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

IPA			
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User roles and permissions needed

Member State Certifying Authority with Update and Send permission MSCA U+S

Before you start, check that...

Please check the Validation rules

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

1. Create the Interim Payment Application

1. Access SFC2007 and ensure that you have the correct profile (MSCA with Update and Send rights)
2. Select the menu **Execution** > **Interim Payment Application for IPA C2, C3, C4**
3. The **LIST INTERIM PAYMENT APPLICATIONS** window appears:

User: **msc2008** Node: HR Profile: **msc2008 - HR (CA)** Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Application for IPA (C2, C3, C4) > List Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Search ? Show ? Show ?

Cci: Status: Show ?

Version: Previous Node: Show ?

Title: Current Node: Show ?

Search Clear

List of Interim Payment Applications

12 results found, displaying 1 to 3 Page(s): 1, 2, 3, 4 Item(s) per page: 3 Show all

Cci	Version	Fund	Title	Status	Previous Node	Current Node	Last Modified
2007HR05IP0001	4	IPA	OP IPA HR EMPL 265-cc (1)	Created	Republic of Croatia	Republic of Croatia	24/11/2010
2007HR05IP0001	3	IPA	OP IPA HR EMPL 265-cc (1)	Sent	Republic of Croatia	Commission	07/09/2010
2007HR05IP0001	2	IPA	OP IPA HR EMPL 265-cc (1)	Sent	Republic of Croatia	Commission	31/08/2010

[Create a new Interim Payment Application](#)

4. Select the **CREATE INTERIM PAYMENT APPLICATION** link.
5. The **CREATE INTERIM PAYMENT APPLICATION** wizard appears:

User: **msc2008** Node: HR Profile: **msc2008 - HR (CA)** Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Application (C2, C3, C4) > Create Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Select Programme Confirm Version Creation

Create Interim Payment Application : Step 1 : Select a Programme

CCI: **1**

Title:

2008HR

2008HR05IP0001 IPA Test IPA Program DG Empl - APK - 2002

2008HR05IP0002 IPA Test IPA DG Empl APK - 102

2

3 Next Cancel

- (1) Select the **CCI SELECTION** button **...**
- (2) On the **CCI WINDOW**, select the CCI number of the corresponding programme
- (3) Once the CCI number is selected, click **NEXT** to go to the confirmation step

6. The confirmation window appears. Click **FINISH** to confirm the creation of the Interim Payment Application:



The Interim Payment Application has been created. You can now edit it

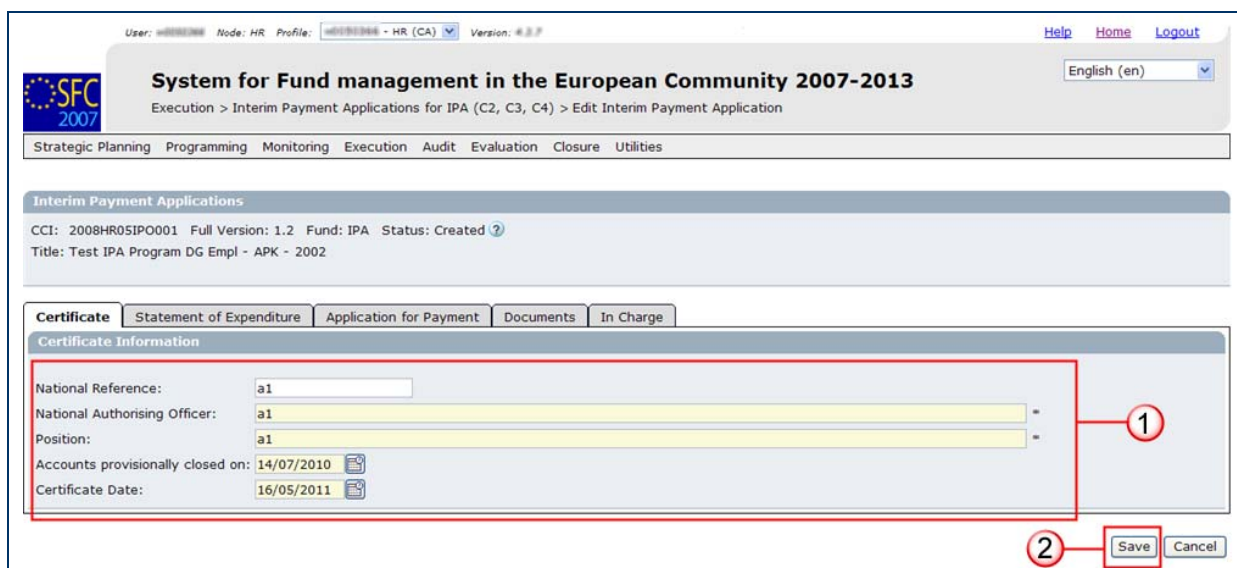
2. Edit the Interim Payment Application

NOTE

After having finished the wizard you are directed to the edit screen. The tab Certificate appears.

2.1. Entering the certificate information

7. Enter the requested information: (fields marked with asterisk (*) are mandatory) **(1)**
 - National Reference: the reference you give to this application
 - National Authorising Officer *
 - Position of National Authorising Officer *
 - Accounts provisionally closed on: you can use the calendar to enter this date or enter it in format DD/MM/YYYY
 - Certificate Date: by default the actual date, but you can modify it.



8. Click **SAVE** to save the entered information **(2)**

2.2. Entering the Statement of Expenditure: define Operations

9. Select the **STATEMENT OF EXPENDITURE** tab.

10. Select the sub tab **OPERATIONS** and click **ADD A NEW OPERATION**.

The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC2007 logo and the title 'System for Fund management in the European Community 2007-2013'. Below the header, there is a navigation menu with tabs for 'Strategic Planning', 'Programming', 'Monitoring', 'Execution', 'Audit', 'Evaluation', 'Closure', and 'Utilities'. The main content area is titled 'Interim Payment Applications' and contains a form for editing an application. The form has several tabs: 'Certificate', 'Statement of Expenditure', 'Application for Payment', 'Documents', and 'In Charge'. The 'Statement of Expenditure' tab is selected, and within it, the 'Operations' sub-tab is active. The 'Definition of Operations' section contains a table with columns for 'Measure', 'Operation', and 'Title'. A red box highlights the 'add a new Operation' link in the table. A mouse cursor is pointing at the link. Below the table, there is a 'return to display' link.

11. Enter the requested information. Fields marked with asterisk (*) are mandatory (1)

The screenshot shows the SFC2007 system interface, similar to the previous one. The 'Definition of Operations' section is now a form with two input fields: 'Operation' and 'Measure'. The 'Operation' field contains the text 'my operation' and the 'Title' field contains 'my operation title'. The 'Measure' field has a dropdown menu with 'A1 - A1' selected. To the right of the form are 'Add' and 'Clear' buttons. A red box highlights the form fields, and a red circle with the number '1' is placed below the 'Add' button. Another red circle with the number '2' is placed below the 'Add' button. Below the form, there is a table with columns for 'Measure', 'Operation', and 'Title', and a link 'add a new Operation'. A 'return to display' link is also present.

12. Click **ADD** to save the entered information (2)

2.3. Entering the Statement of Expenditure Annex 1

13. On the **STATEMENT OF EXPENDITURE** tab, select the **ANNEX 1** sub tab.

14. Enter the Total Expenditure for each concerned year (1)

User: [redacted] Node: HR Profile: [redacted] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Operations **Annex 1** Annex 2 Annex 3 Annex 4

Annex 1 to the statement of expenditure (In EUR)

Year	Priority / Measure / Operation	Total Public Expenditure	Community Contribution	National Public Contribution	Co-financing Rate (%)	15% Purchase	Private Contribution	Revenue	Financial Adjustment	Recovery
2007	my operation	0.00	0	0	0.00	0	0	0	0	0
2008	my operation	0.00	0	0	0.00	0	0	0	0	0
2009	my operation	0.00	0	0	0.00	0	0	0	0	0
2010	my operation	0.00	0	0	0.00	0	0	0	0	0

return to display

1

2 Save Cancel

15. Click **SAVE** to save the entered information (2)

2.4. Entering the Statement Expenditure Annex 2

16. On the **STATEMENT OF EXPENDITURE** tab, select the **ANNEX 2** sub tab and click **ADD A NEW RECOVERY**.

User: [redacted] Node: HR Profile: [redacted] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Operations Annex 1 **Annex 2** Annex 3 Annex 4

Annex 2 Details of amounts recoverable following cancellation of all or part of the Community contribution for an Operation

Operation	Amount ordered to be recovered	Debtor	Date of issue of recovery order	Authority which issued recovery order	Date of recovery	Amount recovered
Add a new Recovery						

return to display

1

17. Enter the requested information. Fields marked with asterisk (*) are mandatory (1)

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Operations Annex 1 **Annex 2** Annex 3 Annex 4

Annex 2 Details of amounts recoverable following cancellation of all or part of the Community contribution for an Operation

Operation: my operation - my operation title
Amount ordered to be recovered: 1000
Debtor: debtor
Date of issue of recovery order: 16/05/2008
Authority which issued recovery order:
Date of recovery:
Amount recovered: 1000

Operation Amount ordered to be recovered 1000 tor Date of issue of recovery order 16/05/2008 Authority which issued recovery order Date of recovery Amount recovered

[Add a new Recovery](#) Add Clear

[return to display](#)

18. Click **ADD** to save the entered information (2)

2.5. Entering the Statement Expenditure Annex 3

19. On the **STATEMENT OF EXPENDITURE** tab, select the **ANNEX 3** sub tab.

20. Enter the requested information (1)

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Operations Annex 1 Annex 2 **Annex 3** Annex 4

Annex 3 to the statement of expenditure

The volume of Community contribution in the component-specific euro account at the date of the last debit to which statement refers (art. 66.3.e of the FA) : €
The interest earned : €
from :
to (art 62.1 and 65 of the FA) :

Save Cancel

[return to display](#)

21. Click **SAVE** to save the entered information (2)

2.6. Entering the Statement Expenditure Annex 4

22. On the **STATEMENT OF EXPENDITURE** tab, select the **ANNEX 4** sub tab.

23. Enter the financial table amounts (1)

User: Node: HR Profile: - HR (CA) Version: 8.3.7 [Help](#) [Home](#) [Logout](#)

System for Fund management in the European Community 2007-2013 English (en)

Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications

CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate **Statement of Expenditure** Application for Payment Documents In Charge

Operations Annex 1 Annex 2 Annex 3 **Annex 4**

Annex 4 to the statement of expenditure (In EUR)

Priority Axis / Measure	FINANCIAL TABLE			Total Public Cost of projects approved by the OS			Total Public Cost of Contracted projects			Public Expenditure of Payment Approved OS (and paid to FB)		
	Total 1 = 2 + 3	Community 2	National Public 3	Total 4 = 5 + 6	Community 5	National Public 6	Total 7 = 8 + 9	Community 8	National Public 9	Total 10 = 11 + 12	Community 11	National Public 12
A1	0.00			0.00			0.00			0.00		

[return to display](#) 1 2

24. Click **SAVE** to save the entered information (2)

2.7. Entering the Application for payment details

25. Select the **APPLICATION FOR PAYMENT** tab

26. On this tab you should enter the following details (fields marked with asterisk (*) are mandatory) (1):

- Applicant Name *
- Applicant Position *
- Designated Body *
- Bank *
- Bank Account Nr *
- Bank Account Holder
- Request Date *: is by default the actual date, but you can modify it.
- Financial Agreement entered into force *

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate Statement of Expenditure **Application for Payment** Documents In Charge

Application Information

Applicant Name: a1
Applicant Position: a1
Requested Amounts in EUR: 0.00 (1)
(1) Maximum amount you can request, based on your statement expenditure and on the payments already made or prepared by the Commission.
Designated Body: a1
Bank: a1
Bank Account Nr: a1
Bank Account Holder:
Request Date: 16/05/2011
Financial Agreement entered into force: 08/07/2010

return to display

1

2

Save Cancel

27. Click **SAVE** to save the entered information (2)

2.8. Adding documents (not mandatory)

NOTE If you want to, you can upload files that can be sent together with the application. However, for Interim Payment Applications this step is not mandatory.

2.8.1. Entering the document details

28. Select the **DOCUMENTS** tab and click the **ADD A NEW DOCUMENT** link to get to the edit document details tab.

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate Statement of Expenditure Application for Payment **Documents** In Charge

Documents
No Associated Documents found
[Add a new Document](#)

return to display

Save Cancel

29. Select the type of document you want to attach and enter the details of the document: the **TITLE**, the **DATE**, the **LANGUAGE** the **LOCAL REFERENCE** (if any) and **COMMENTS** (if any) (1).

The available types of documents are:

- **INTERIM PAYMENT APPLICATION** (this type of document will automatically be sent when you send the whole application)
- **OTHER MEMBER STATE DOCUMENT** (this type of document can be sent manually independently from the rest of the application)

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate Statement of Expenditure Application for Payment **Documents** In Charge

Document Details

Type: Interim Payment Application
Title: IPA attached document 1
Document Date: 16/05/2011 Language: English
Commission Registration N°: Local Reference:
Comments: xxxxxxxx

Attachments
There were no results found.

Title	Filename	Link	Upload Date
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Save Cancel

[Return to Document List](#)
[return to display](#)

30. Click **SAVE** to save the entered data (2).

2.8.2. Uploading the attachments

31. After having saved the general data of the document the link **ADD A NEW ATTACHMENT** appears. Click on it.

User: [username] Node: HR Profile: [profile] - HR (CA) Version: 4.3.7 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Transaction Successfully Completed!
Interim Payment Applications
CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created
Title: Test IPA Program DG Empl - APK - 2002

Certificate Statement of Expenditure Application for Payment **Documents** In Charge

Document Details

Type: Interim Payment Application
Title: IPA attached document 1
Document Date: 16/05/2011 Language: English
Commission Registration N°: Local Reference:
Comments: xxxxxxxx

Attachments
There were no results found.

Title	Filename	Link	Upload Date
-------	----------	------	-------------

[Add a new Attachment](#)

Save Cancel

[Return to Document List](#)
[return to display](#)

32. The **UPLOAD ATTACHMENT** screen appears.

33. Enter a **TITLE** for the file you want to attach (1).

34. Click **BROWSE** to search for the file on your computer (2). Select the file

35. Click **SAVE** to save the uploaded data (3).

The screenshot shows the 'Attachment' form in the SFC2007 system. The form has a 'Title' field containing 'my attached doc' (highlighted with a red box and labeled '1'). Below it, the 'Attachment to' section has the 'upload' radio button selected and a file path: 'I:\5.4.1.4 Specific DG IT applications\FUNDS\SFC2007_10.Support\procedures\zzz stegena\IPA doc.doc'. A 'Browse...' button is highlighted with a red box and labeled '2'. At the bottom right, a 'Save' button is highlighted with a red box and labeled '3'. There is also a 'Cancel' button next to it. A 'Return to Document' link is visible at the bottom left of the form area.

After saving the attachment, a screen with the overview of your document appears. It shows the general details of the document as well as the attachments.

TIP

To add more attachments to your document, repeat steps [31 to 35](#).

To add other documents, select the **RETURN TO DOCUMENT LIST** link and repeat steps [28 to 35](#)

2.9. Adding Officials in charge

INFO

This information is not mandatory. However, the persons' addresses entered in this section will receive an automatic notification each time the status of the Interim payment Application changes.

36. Select the **IN CHARGE** tab and click the **ADD A NEW OFFICIAL IN CHARGE** link to get to the edit details tab.

The screenshot shows the 'Official in Charge' form in the SFC2007 system. The form displays the message 'No Official In Charge found' and a link 'Add a new Official in Charge'. A mouse cursor is pointing at the link, which is highlighted with a red box. A 'return to display' link is visible at the bottom left of the form area.

37. Enter the requested data (fields marked with asterisk (*) are mandatory) (1):

- Name of the official *
- E-mail address *
- Phone and Fax
- Valid From and Until (if the official will be in charge only for a specific period of time).
- Automatically Notified: check this option to receive the automatic notifications.

- Preferred Language: The automatic notifications are sent in the language you select here.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'HR' with profile 'HR (CA)'. The current page is 'Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application'. The application details are: CCI: 2008HR05IPO001, Full Version: 1.2, Fund: IPA, Status: Created, Title: Test IPA Program DG Empl - APK - 2002. The 'In Charge' tab is active, showing a form for adding an official. The form fields are: Name (name official in charge), Phone (235968), Email (SFC2007-info@ec.europa.eu), Fax (578963), Valid From (03/05/2010), Until (empty), Automatically Notified (checked), Preferred Language (English), and Commission Official (unchecked). Below the form are 'Add' and 'Clear' buttons. A red box highlights these buttons, with a circled '2' pointing to the 'Add' button. A circled '1' points to the 'Preferred Language' dropdown menu. Below the form, it says 'No Official In Charge found' and provides a link 'Add a new Official in Charge'. A 'return to display' link is also present.

38. Click **ADD** to add this official in charge to the list (2).

TIP Repeat steps 36 until 38 to add as many officials as necessary (no limitation).

3. Validate the Interim payment Application

NOTE

After having edited the Interim payment Application, you must validate that no information or pre-condition is missing.

For validation rules, please read the [validation rules section](#) in this document.

39. From the editing tabs, click on the link **RETURN TO DISPLAY**.

User: [redacted] Node: HR Profile: [redacted] - HR (CA) Version: #3.7 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Execution > Interim Payment Applications for IPA (C2, C3, C4) > Edit Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications

CCI: 2008HR05IPO001 Full Version: 1.2 Fund: IPA Status: Created

Title: Test IPA Program DG Empl - APK - 2002

Certificate Statement of Expenditure Application for Payment Documents **In Charge**

Official in Charge

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 15 Show all

Name	Phone	Fax	Email	Valid From	Until
name_official_in_charge	235968	578963	SFC2007-info@ec.europa.eu	03/05/2010	

[Add a new Official in Charge](#)

[return to display](#)

40. The **DISPLAY** window appears. Select the **VALIDATE** link on the upper-left part of the screen:

User: [redacted] Node: HR Profile: [redacted] - HR (CA) Version: #3.7 Help Home Logout

System for Fund management in the European Community 2007-2013 English (en)

Execution > Interim Payment Application for IPA (C2, C3, C4) > Display Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

[return to list](#) [Delete](#) [Validate](#) [Print](#) [Print All](#)

Interim Payment Applications

CCI: 2008HR05IPO001 Full Version: 1.2 Status: Created

Title: Test IPA Program DG Empl - APK - 2002

Certificate Information

The system checks for consistency of the contents of the interim payment application.

41. The Validation Results screen is displayed:

- If **ERRORS** are detected, the interim payment application is not validated. Please correct the explained errors and validate again.
- If **WARNINGS** are detected, the interim payment application is validated, but it is advised to correct the explaining warnings.
- If neither errors nor warnings appear, the interim payment application is validated.

INFO

Once the programme is validated, the status becomes **VALIDATED** and you are able to send the programme to the higher level.

User: w0050366 Node: HR Profile: w0050366 - HR (CA) Version: 4.2.13 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Application for IPA (C2, C3, C4) > Validate Interim Payment Applications

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications

CCI: 2007HR05IPO002 Full Version: 1.4 Fund: IPA Status: Validated
Title: My IPA programme

Validation Results

Severity	Date	Message
Info	19/10/2010	Object has been validated.

return to display

42. Click on **RETURN TO DISPLAY**

4. Sending the interim payment application to the higher level

43. On the upper part of the **DISPLAY** screen, select the **SEND** link:

User: w0050366 Node: HR Profile: w0050366 - HR (CA) Version: 4.2.13

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Application for IPA (C2, C3, C4) > Display Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

return to list Delete **Send** Print All

Interim Payment Applications

CCI: 2007HR05IPO002 Full Version: 1.4 Status: Validated
Title: My IPA programme

44. The **CONFIRM SENDING** screen appears. The snapshot report is available (this PDF report contains the snapshot of the data to be sent).

User: w0050366 Node: HR Profile: w0050366 - HR (CA) Version: 4.2.13 Help Home Logout

System for Fund management in the European Community 2007-2013
Execution > Interim Payment Application for IPA (C2, C3, C4) > Send Interim Payment Application

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Interim Payment Applications

CCI: 2007HR05IPO002 Full Version: 1.4 Fund: IPA Status: Validated
Title: My IPA programme

Documents

1 results found, displaying 1 to 1 Page(s): 1 Item(s) per page: 15 Show all

ID	Type	Language	Attachments	Sent Date
1	prepareDocument - en	Snapshot of data before send	English	19/10/2010

Are you sure you want to send the Interim Payment Application?

45. Click **YES** to confirm the sending. You are redirected to the **DISPLAY** screen. The status of the interim payment application is "Sent".



The screenshot displays the SFC2007 system interface. At the top, it shows user information: "User: w0050366 Node: HR Profile: w0050366 - HR (CA) Version: 4.2.13". There are links for "Help", "Home", and "Logout". The main header reads "System for Fund management in the European Community 2007-2013" with a sub-header "Execution > Interim Payment Application for IPA (C2, C3, C4) > Display Interim Payment Applications". A navigation menu includes "Strategic Planning", "Programming", "Monitoring", "Execution", "Audit", "Evaluation", "Closure", and "Utilities". Below this, there are links for "return to list", "Print", and "Print All". The main content area is titled "Interim Payment Applications" and shows details for CCI: 2007HR05IPO002, Full Version: 1.4, and Title: My IPA programme. The status "Status: Sent" is highlighted with a red box. A "Certificate Information" section is also visible, showing "National Reference: A1" and "Name of certifier: A1".

INFO

An acknowledgement document is automatically sent by the Commission and can be found in the **ASSOCIATED DOCUMENTS** section.

In the documents section, the documents of type interim payment application have a "sent date" which corresponds to the date on which the status was set to "Sent".

a. Validation rules

The following rules are checked during the validation process (see chapter 3 Validate the Interim payment Application) *

ID	DESCRIPTION	SEVERITY
2	The system validates the integrity of the input fields. Before checking the validation rules, if c2 or c3 then call SFC2007-BO; if c4 then call SBO. Calculation module and assign values to requested Amount. If SFC2007-BO/SBO Calculation module is not available, generate validation message "Payment request cannot be validated because the Commission's Financial Back-Office is not responding. Please retry again later or contact sfc2007-info for further information"	(error)
2.1	validate that the Payment Application is linked to the last decided Operational Programme Version present at validation time (C2, 3 and 4)	(error)
2.2	validate that QD is linked to the last decided Operational Programme Version (but only when the QD has not previously been sent to the EC and returned by the EC) present at the last date of the Expenses Period (C5); (The last decided OP version is based on the Decision Date, not on the decision taken date in the system)	(error)
2.3	validate that the Accounts Provisionally Closed Date is <= current date (C2, 3 and 4)	(error)
2.5	validate that the total amount of expenditure over Priorities (C2) /over Measures (C3) = total amount of expenditure over Years (C2, 3)	(error)
2.6	validate that the sum of the amounts of the Operations under a Measure, in the statement of expenditure by priority and measure, in the annual breakdown and in the Annex 1 are <= the amounts declared on the Measure (C3)	(error)
2.7	validate that the Statement of Expenditure per Priority (C2) / per Measure (C3 and 4) only contains all Priorities / Measures present in the linked Operational Programme Version. The amounts itself in the Statement are not mandatory (C2, 3 and 4)	(error)
2.8	validate that the Statement of Expenditure per Year only contains all Years between the Eligibility Start Year and the smallest of current Year and (Eligibility End Year + 15 months) (C2, 3 and 4)	(error)
2.9	validate that the Declaration of Expenditure per Measure only contains all C5 Measures once implemented (= having a Community Amount > 0) in one of the adopted Operational Programme Versions in or before the linked OP Version (C5)	(error)
2.10	validate that there is no open Payment Application at Commission Level (C2, 3 and 4)	(warning)
2.11	validate that the sum of the annual amounts of the Operations under a Measure, in the breakdown by year, are <= the annual amounts declared on the Measure (C3)	(error)
2.12	validate that the Declaration of Expenditure per Measure only contains all Region	(error)

* The rules where it is mentioned "**starting from the moment [....] is implemented**" or "**once the [...] is implemented**" are not checked yet during the validation.

	Types present in the linked Operational programme Version (C5)	
2.13	validate that the expenditure certified in the present declaration is <= the total expenditure incurred to date (C3)	(error)
2.14	validate that Certifier Name and Position, Designator, Accounts Closed Date, Applicant Name and Position, Designated Body, Bank and Bank Account N° are provided (C2, 3 and 4)	(error)
2.15	validate that community contribution per priority in the Statement of Expenditure (C2,3), in the Annex1 (C3 and C4) is <= community contribution per priority present in the linked Operational Programme Version (warning). The community contribution for C2 has to be calculated: If calculation basis = total cost, then community contribution is the smallest of (cofinancing rate from OP * Total Expenditure) and Public Amount. If calculation basis = public cost, then community contribution is cofinancing rate from OP * Public Amount.	(warning)
2.16	validate that the required Annual Progress Report was once uploaded and sent to the Commission starting from the moment APR for IPA is implemented . For YYYYQ2 and YYYYQ3, the required Annual Report is the one from the current year - 1, if for that year a Community amount > 0 exists in the Plan. For YYYYQ4 and YYYYQ1, the required Annual Report is the one from the current year - 2, if for that year a Community amount > 0 exists in the Plan (C5)	(error)
2.17	validate that the required Annual Implementation Report was once uploaded and sent to the Commission starting from the moment AIR for IPA is implemented . For a Payment Application sent before 01/07/YYYY, the required Annual Implementation Report is the one from the current year - 2, if for that year a Community amount > 0 exists in the Plan. For a Payment Application sent after 30/06/YYYY, the required Annual Implementation Report is the one from the current year - 1, if for that year a Community amount > 0 exists in the Plan (C2, 3 and 4)	(error)
2.18	validate that the negative C5 Recoveries/corrections per Measure in the Declaration of Expenditure do not exceed the sum of C5 contributions + C5 Recoveries/corrections over all declarations, Recoveries/corrections and Annual Accounts Corrections included (C5)	(warning)
2.19	validate that the Public Expenses per Measure contain only positive amounts (C5)	(error)
2.21	validate that the Certificate and the Application for Payment are signed by a valid application user (C2, 3 and 4): <ul style="list-style-type: none"> ▪ when on highest Member State node (error) ▪ when on a lower Member State node (warning) 	
2.22	validate that the C5 Recoveries/corrections and the Public Recoveries/corrections have the same sign (C5)	(warning)
2.23	validate that if the C5 Recoveries/corrections and the Public Recoveries/corrections have the same sign, that the C5 Recoveries/corrections per Measure in the Declaration of Expenditure do not exceed the Public Recoveries/corrections per Measure in the same Declaration of Expenditure (C5)	(warning)
2.24	validate that the sum over all previous declarations of C5 contribution per axis	(warning)

	(Recoveries/corrections included) in the Declaration of Expenditure is \leq the community contribution per axis present in the linked Operational Programme Version (C5)	
2.25	validate that the Bank Account is provided (C5)	(error)
2.26	validate that in the Statement of Expenditure Annex 1 (C3,4), <ul style="list-style-type: none"> ▪ per Measure, the Total Expenditure is \geq National Public Expenditure, and \geq the IPA funds amount (warning) ▪ per Operation, the Total Expenditure is \geq National Public Expenditure, and \geq the IPA funds amount (C3 and 4) (error) 	
2.27	validate that a Management and Control Systems Dossier, containing this Operational Programme, was once sent to the Commission, once the MCS for IPA is implemented (C2, 3 and 4)	(error)
2.28	validate that at least one Member State Official in Charge exists	(warning)
2.29	validate that the First Payment Application Forecast of the declaration year of the Q4 has previously been sent when validating the Q4, or that the Second Payment Application Forecast of the declaration year of the Q2 has previously been sent when validating the Q2, once the APAF for IPA is implemented (C5)	(error)
2.30	validate that in the Statement of Expenditure per Priority, the Total Expenditure is \geq Public Amount (C2)	(error)
2.32	validate that the requested amount covered by the Programme in the Application for Payment are not null and ≥ 0 (C2, 3 and 4)	(error)
2.33	validate that in the Financial Table of Annex 4 (C4), the amounts per Measure are the same as in the Adopted OP	(warning)
2.34	validate that in the Financial Table of Annex 4 (C4), the sum of the Measure amounts per Priority are identical to the Priority amounts in the adopted OP	(error)