



How to create, validate and send an Annual Payment Forecast for IPA C5?

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Purpose of this functionality

To provide the information related to the Annual Payment Application Forecast for IPA C5.

Regulation source

COMMISSION REGULATION (EC) No 718/2007 of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA) article 40.3:

3. By 28 February each year, the beneficiary country shall send to the Commission a forecast of its likely payment applications for the financial year concerned and for the subsequent financial year, in relation to each IPA component or programme. The Commission may ask for an update of the forecast as appropriate.

Concerned Funds

IPA C5			
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User roles and permission needed

MEMBER STATE PAYING AGENCY with UPDATE AND SEND permissions (MSPA U+S) or
 MEMBER STATE COORDINATING BODY with UPDATE AND SEND permissions (MSCB U+S)

Before you start, check that...

The concerned operational programme version has been entered in SFC2007

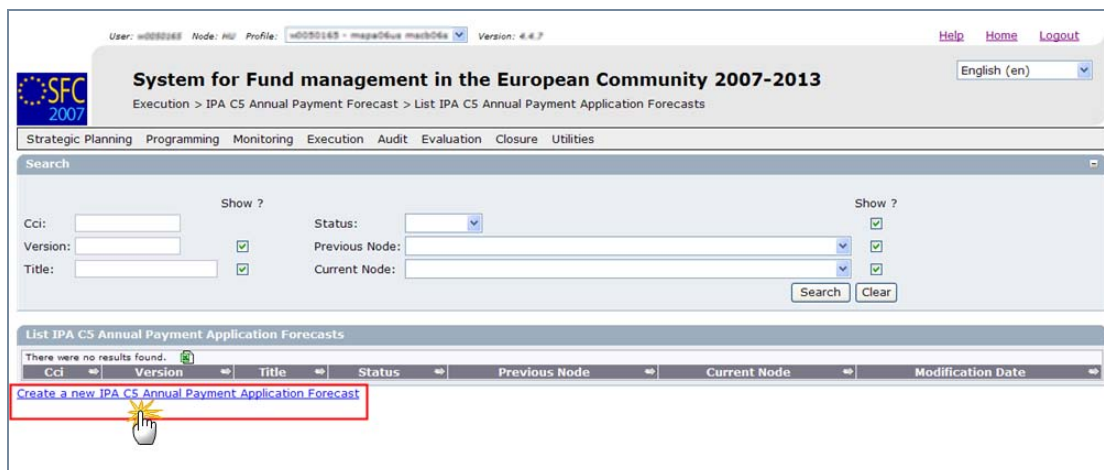
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1. Create the Annual Payment Forecast (APAF).

1.1. Get to the APAF section.

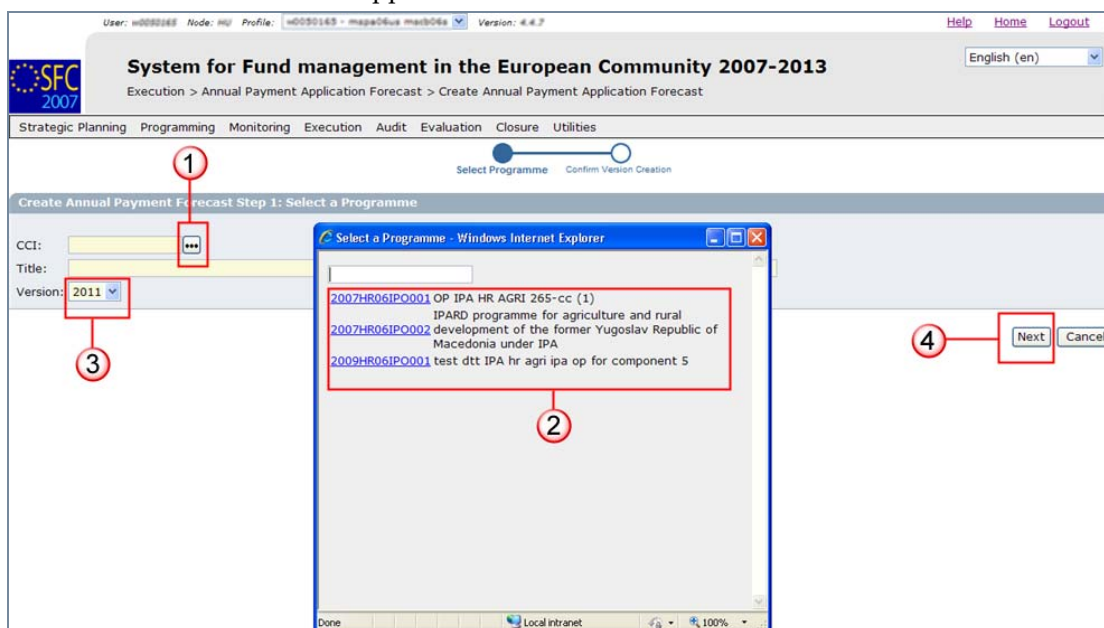
1. Go to the EXECUTION > IPA C5 ANNUAL PAYMENT FORECAST menu.


The *Search pane* appears.



2. Select the CREATE A NEW IPA C5 ANNUAL PAYMENT APPLICATION FORECAST option.

3. The *create wizard* screen appears:



4. Click the  button to open the CCI numbers window (1).
5. Select the CCI of the concerned programme (2). The title of the programme will automatically appear on the "Title" field.
6. Select the year for which you will enter the Forecast (3). The value by default is the actual year but you can modify it by selecting the year on the list.

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7. Click NEXT to go to the confirmation step. (4).

The confirmation screen appears.

8. Click on FINISH to confirm and finish the creation of the APAF. The message "Payment Forecast Created" will be displayed on the upper part of the screen.

1.2. Edit the APAF

TO GET IN EDIT MODE:

- If you directly edit the APAF dossier after finishing the wizard, you are directed automatically to the edit tabs.
- If you are editing the APAF dossier at a later stage, go to the menu EXECUTION > IPA C5 ANNUAL PAYMENT FORECAST. The existing APAF dossier is displayed in the list. Click on its title. You are directed to the APAF display screen. Select any of the "edit" options that appear. You are directed to the editing tabs.

1.2.1. Entering the forecasted amount of payments

9. On the FORECAST DETAILS tab, enter the forecasted amounts. SFC2007 will automatically display fields for the Objectives and Funds included in the corresponding programme.

10. Enter the forecasted amounts in the corresponding fields (1).

11. Click SAVE to save the entered amounts (2).

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1.2.2. Adding documents to the APAF

DOCUMENTS FOR APAF ARE NOT MANDATORY !!! YOU ARE FREE TO UPLOAD DOCUMENTS OR NOT.

12. Select the DOCUMENTS tab to get to the Documents screen.

The *add documents* screen appears.

13. Select the [Add a new Document](#) option.

The screenshot shows the SFC2007 system interface. At the top, there is a header with the SFC 2007 logo and the text 'System for Fund management in the European Community 2007-2013'. Below this, there is a navigation menu with tabs for 'Forecast Details', 'Documents', and 'In Charge'. The 'Documents' tab is selected. The main content area displays 'No Associated Documents found' and a link 'Add a new Document' which is highlighted with a red box and a mouse cursor. There are also links for 'return to display' and 'return to document list'.

The *document information* screen appears:

The screenshot shows the SFC2007 system interface with the 'Document Details' form. The form fields are highlighted with a red box and a circled '1'. The fields include: Type (EAFRD Bi-Annual/IPA C5 Annual Payment Forecast), Title (IPA C5 Forecast Document), Document Date (01/06/2011), Language (English), Commission Registration N° (empty), Local Reference (empty), and Comments (my comment). Below the form is an 'Attachments' section with a table header: Title, Filename, Link, Upload Date. At the bottom right, there is a 'Save' button highlighted with a red box and a circled '2', and a 'Cancel' button. There are also links for 'return to display' and 'Return to Document List'.

Two types of documents can be uploaded:

- EAFRD Bi-Annual/IPA C5 Annual Payment Forecast
- Other Member State Document

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14. Select the *type* of document, enter the *title* of the document, the *document date* and the *language*. Enter a *local reference* and *comments* if any (1).
15. Click **SAVE** to save the entered information (2).
16. After saving, the [Add a new Attachment](#) option appears. Click on this option.

The screenshot shows the 'System for Fund management in the European Community 2007-2013' interface. The user is logged in as 'User: w088265 Node: HU Profile: w090165 - mape04us mach04a Version: 4.4.7'. The page title is 'Annual Payment Application Forecast' and the status is 'Created'. The 'Attachments' section is active, showing a table with columns for 'Filename', 'Link', and 'Upload Date'. A red box highlights the 'Add a new Attachment' button. Below the table are 'Save' and 'Cancel' buttons.

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

The *upload attachment* screen appears.

The screenshot shows the 'Choose File to Upload' dialog box open over the 'Add a new Attachment' screen. The dialog box lists files in the 'docs' folder, including 'IPA C5 forecast.doc.doc'. Numbered annotations are present: (1) points to the 'Title' field in the background form; (2) points to the 'Browse...' button in the dialog; (3) points to the 'Open' button in the dialog; (4) points to the 'Save' button in the background form. The background form also shows the 'Attachment' section with 'Title: Foecast' and 'Attachment to: upload' selected.

17. Enter the **TITLE** of the attached file (1).
18. Click **BROWSE** to find the file on your computer (2).

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19. Select the file (3).
20. Click SAVE to save the uploaded file (4).

You are redirected to the *document information* screen.

INFO	To add more files (attachments) to your APAF, click on Add a New Attachment and repeat steps 16 to 20 for each file you want to upload.
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1.3. Adding officials in charge

REMARK:	This information is optional
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21. Select the IN CHARGE tab.
- The add *officials in charge* tab appears.



22. Select the [Add a new Official in Charge](#) option.



23. Enter the requested data (1) (Fields marked with asterisk (*) are mandatory):

- Name of the official

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- 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: must be checked in order to receive the automatic notifications.
- Preferred language: The automatic notifications will be sent in the selected language.

24. Click **ADD** to add the entered information (2).

REPEAT THE STEPS TO ADD AS MANY OFFICIALS AS NECESSARY (NO LIMITATION).

TIP

If a user no longer wants or needs to receive the automatic notifications, simply select the user, uncheck the Automatically Notified option and click **UPDATE**.

2. Validate the APAF

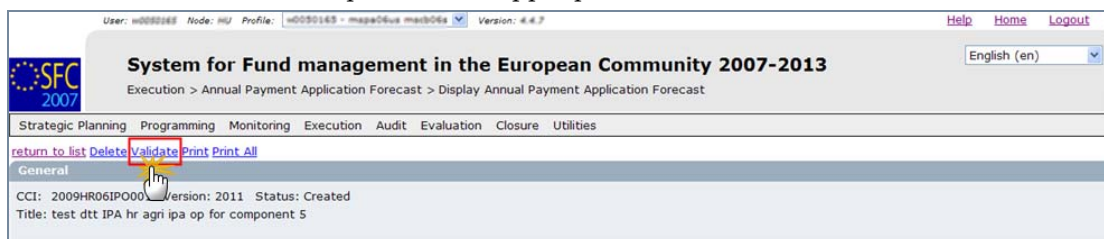
25. Click on the [Return to Display](#) option.

The [Display APAF](#) screen appears. You have an overview of the APAF and its contents.

INFO

If you need to modify/add/delete data, click on the [Edit](#) option of the specific section to get to the corresponding edit tab.

26. Click on the [Validate](#) option on the upper part of the screen.



The system checks the consistency of the data.

The [validation results](#) screen appears:



If no errors detected, the message "Object has been validated" appears.

REMARK:

After successful validation, the status of the Dossier is "**Validated**".

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If errors are detected, the status remains "Created"

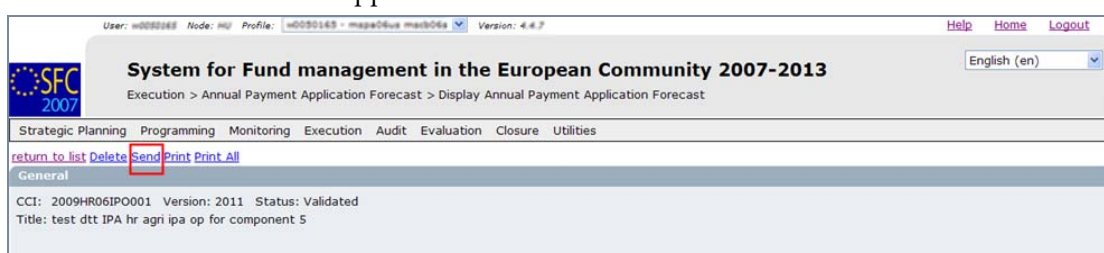
Validation rules: go to A VALIDATION RULES FOR THE APAF section

TIP: If errors are detected and you need to modify/add/delete data, click on the [Return to Display](#) option and click [Edit](#) on the specific section to get to the corresponding edit tab.

3. Sending the APAF to the Commission

27. After having validated the APAF, select the SEND option on the *Display APAF* screen.

28. The *send APAF* screen appears.



THE SCREENSHOT OF DATA BEFORE SEND IS GENERATED.
YOU CAN CONSULT THIS REPORT BY CLICKING ON THE ATTACHMENT.
THIS REPORT IS AN IMAGE OF THE DATA YOU ARE SENDING. THIS ALLOWS YOU TO VERIFY THAT THE
INFORMATION YOU ARE SENDING IS CORRECT AND ACCURATE.



Are you sure you want to send this Payment Application Forecast?



29. Click YES to confirm the sending.

You are redirected to the *Display APAF* screen.

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SFC2007: System for Fund management in the European Community 2007-2013
How to create, validate and send an Annual Payment Forecast for IPA C5?

User: w0002168 Node: HR Profile: w0002168 - IPA HR mac06a Version: 4.4.7 Help Home Logout

System for Fund management in the European Community 2007-2013
 Execution > Annual Payment Application Forecast > Display Annual Payment Application Forecast

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

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

General
 CCI: 2009HR06IPO001 Version: 2011 Status: Sent to Commission
 Title: test dtt IPA hr agri ipa op for component 5

Forecast of Amounts to be paid by the IPARD (to be submitted no later than the 28 February)

Estimate of the amounts in euro to be paid by the IPARD in 20						
January - March	April - June	July - September	Total			
10000	5000	10000	25000			
Estimate of the amounts in euro to be paid by the IPARD in 21						
October - December	January - March	April - June	July - September	Total		
2500	2500	2500	2500	10000		

Associated Documents

Title	Type	Language	Attachments	Document Date	Sent Date
IPA C5 Forecast Document	EAFRD Bi-Annual/IPA C5 Annual Payment Forecast	English	1	01/06/2011	08/06/2011
prepareDocument - en	Snapshot of data before send	English	1	08/06/2011	08/06/2011
Acknowledgement_en.pdf	Payment Application Forecast Sent Acknowledgement Document	English	1	08/06/2011	08/06/2011

Officials in Charge
 Latest Validation Results

The status of the APAF is "Sent". In the documents section, the documents have a "sent date" which corresponds to the date on which the status was set to "Sent".

Click [Return to list](#). The status is Sent and the current Node is Commission.

User: w0002168 Node: HR Profile: w0002168 - IPA HR mac06a Version: 4.4.7 Help Home Logout

System for Fund management in the European Community 2007-2013
 Execution > Annual Payment Application Forecast > List Annual Payment Application Forecasts

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Utilities

Search

Search filters:
 Cci: [2009HR06IPO001] Show ?
 Version: [2011]
 Title: [test dtt IPA hr agri ipa op for component 5]
 Status: [Sent] Show ?
 Previous Node: [Republic of Croatia]
 Current Node: [Commission]
 Search Clear

List of Annual Payment Application Forecasts

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

Cci	Version	Title	Status	Previous Node	Current Node	Modification Date
2009HR06IPO001	2011	test dtt IPA hr agri ipa op for component 5	Sent	Republic of Croatia	Commission	08/06/2011

[Create a new Annual Payment Application Forecast](#)

4. Create a new version of the APAF

REMARK	A new version of the APAF dossier can only be created if the status of the previous version is "Sent". If the workflow status is not yet "Sent" you can modify the contents of your existing APAF version.
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Refer to chapter 1. CREATE THE ANNUAL PAYMENT FORECAST (APAF).

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a. Validation rules for the APAF

CODE	VALIDATION RULE	SEVERITY
2.1	validate that the Annual Payment Forecast is linked to an Operational Programme (this rule is implicit in web application)	Error
2.5	validate that the Annual Payment Forecast is validated by 28/02 of the current year for the IPA C5 forecast Only apply when not yet sent to the Commission.	Warning
2.6	validate that at least one Member State Official in Charge exists	Warning
2.7	validate that the year (=version) of the Payment Forecast is \geq first year of the Programme and \leq last year + 1 of the Programme and \leq current year	Error
2.8	always issue a validation warning saying: "Please be sure that all amounts are expressed in euros and not in millions of euros!"	Warning

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b. Workflow of the APAF

Action	Status	Editable by MS?
The MS creates the APAF dossier	Created	Yes
The MS Validates the data entered for the dossier	Validated	Yes
The MS Sends the dossier to the Commission	Sent	Only the "Officials in charge" section and sending of "other MS documents"
The Commission Returns the dossier for correction	Returned (for correction)	yes
Workflow Final Status of the APAF dossier	SENT	Only the "Officials in charge" section and sending of "other MS documents"

c. Glossary

APAF:	ANNUAL PAYMENT APPLICATION FORECAST
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