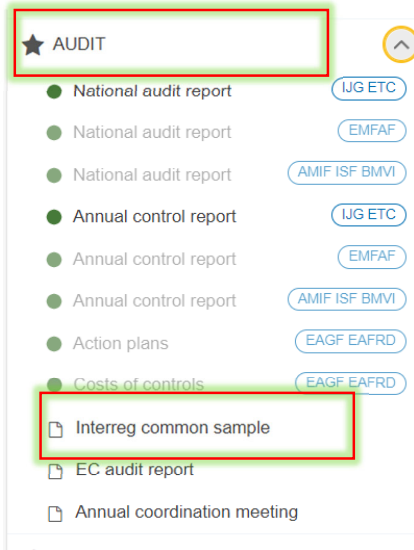


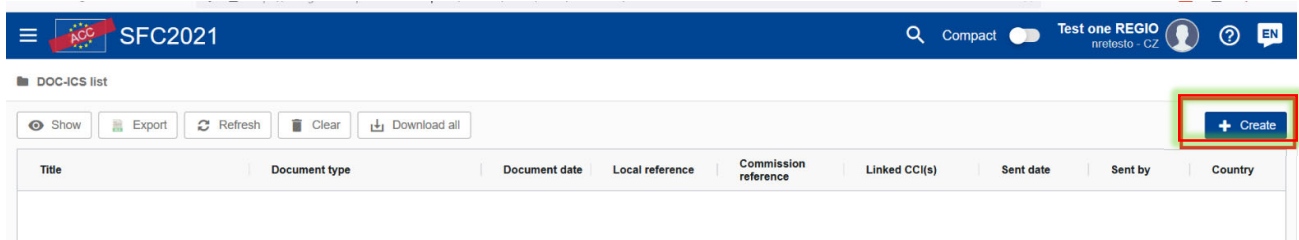
SFC manual – send the population for the common sample

The managing authority or the audit authority can send the audit population to the Commission, using the module “Interreg common sample” in SFC2021. The population is sent using the excel template published by the Commission. Please note that no changes can be made to the Excel (columns and rows).

The module “Interreg common sample” is found in SFC 2021 under the “Audit” module:



In order to create the document containing the population for the common sample and send it to the Commission, the sender chooses the “Create button”, in the right upper corner of the module:



The following window will open, which contains information on document title, date, and the reference given by the programmes:

CREATE DOCUMENT

Document title *

Document type *
Please select a value from the list

Document date *
26/04/2024

Country
CZ. Czechia

Local reference

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
No Rows To Show				

Cancel Create

In order to add the excel file with the population, the sender have to choose the “Add” button:

Local reference

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
No Rows To Show				

Cancel Create

The following fields will get activated and the sender will have the possibility to fill in: title, type of document, language. The sender will have to possibility to add the file by choosing the “Browse” button.

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
	Main	en. English	Browse Choose file	

Cancel Create

In case the document is submitted by the managing authority, it has to confirm that the audit authority performed the reconciliation of the population, by ticking the box “Audit authority reconciliation is obtained”. The reconciliation can be obtained outside of the SFC module. No additional documents in this respect need to be added in SFC.

Local reference
Document 1

Audit authority reconciliation is obtained

ATTACHED FILES + Add

Title	Type	Language	File / Upload	Action
	Main	en. English	Browse Choose file	

LINKED CCI(S) + Add

CCI	Title	Action
No Rows To Show		

After adding the excel file, in order to add the Programme and CCI for which the population is submitted, the sender has to click on the button "Add" which can be found on top of the line containing the CCI:

Local reference
Document 1

Audit authority reconciliation is obtained

ATTACHED FILES + Add

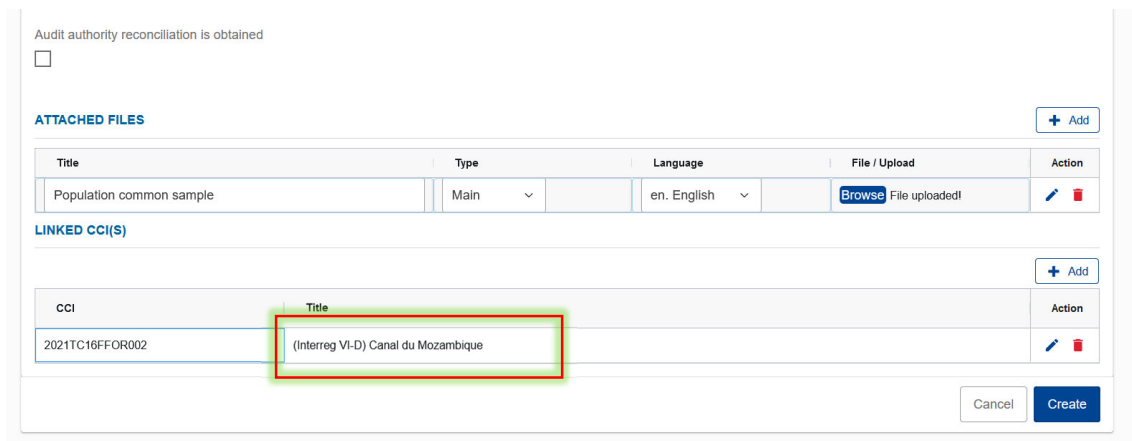
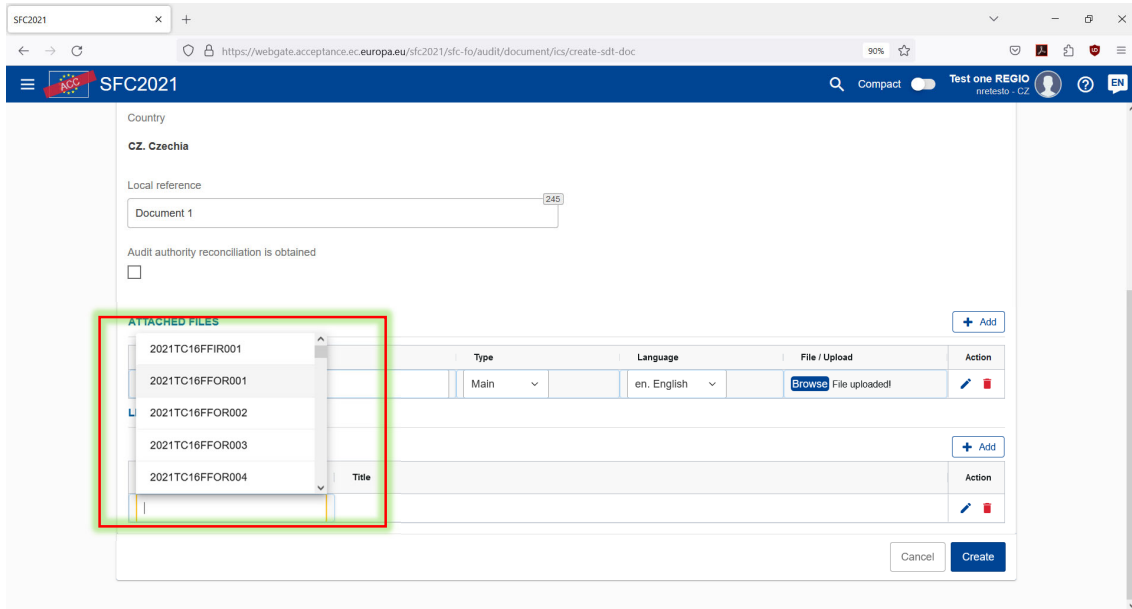
Title	Type	Language	File / Upload	Action
Population common sample	Main	en. English	Browse File uploaded!	

LINKED CCI(S) + Add

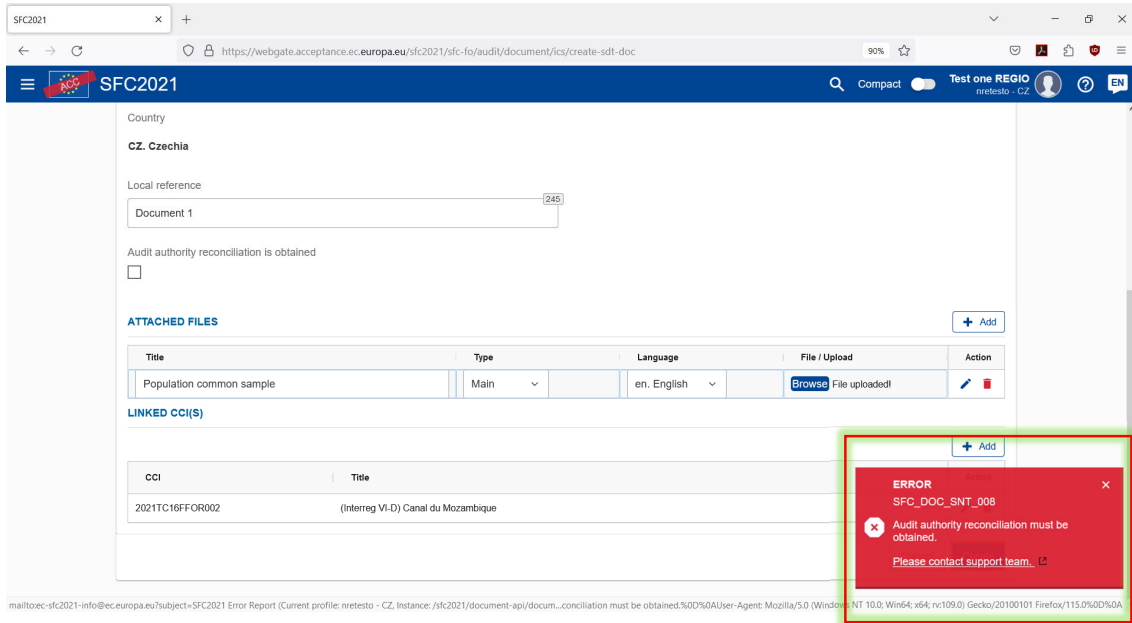
CCI	Title	Action
No Rows To Show		

Cancel Create

The field related to the CCI will be activated and the CCI can be chosen from a drop-down list. The name of the Programme will be automatically filled in:

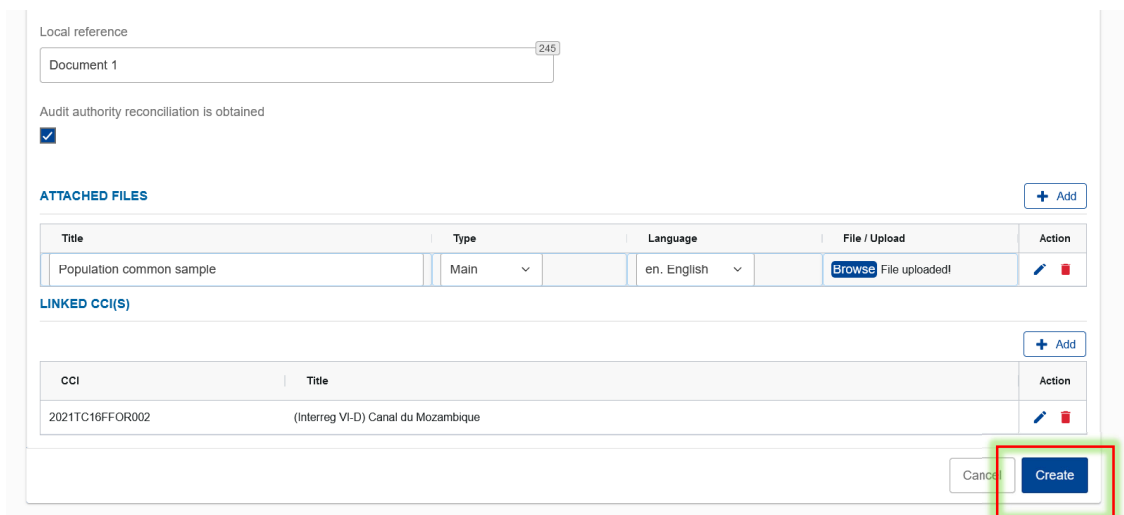


In case the managing authority did not tick the box confirming that the reconciliation from the audit authority was obtained, the process is blocked and the following message will appear:

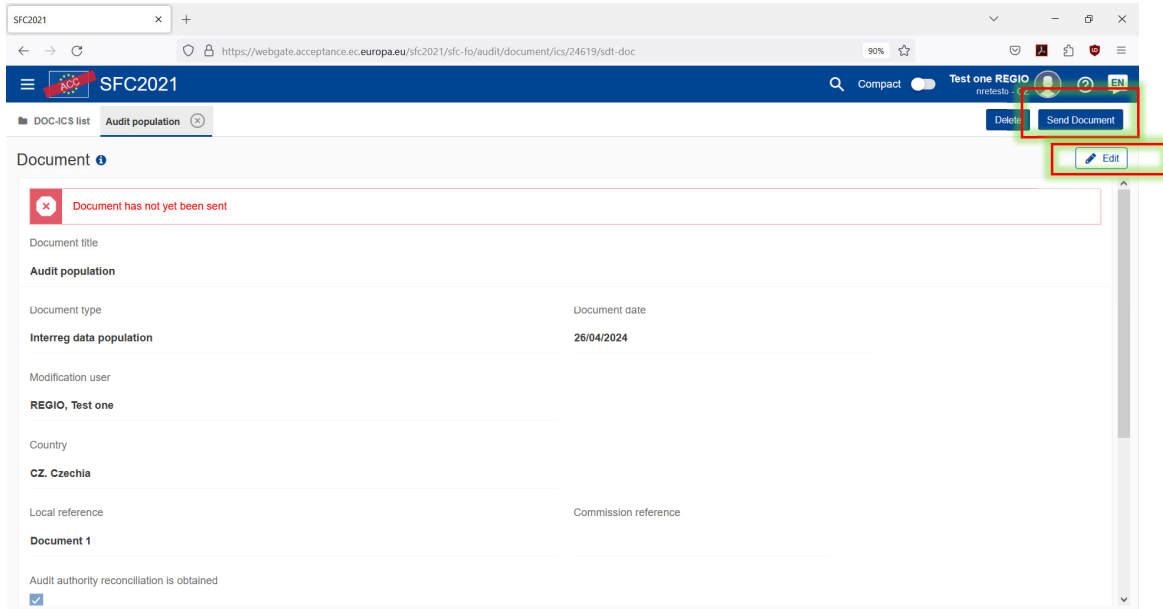


After obtaining the reconciliation and ticking the box, the message will disappear and the process can be continued.

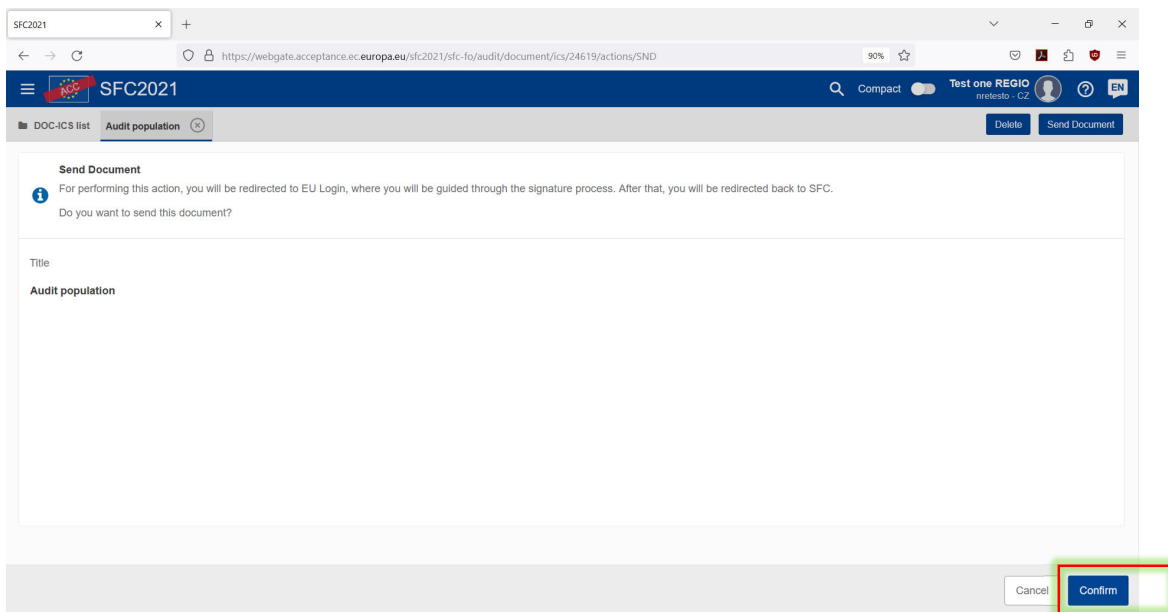
In order to create the document, the sender has to click on the button "Create":



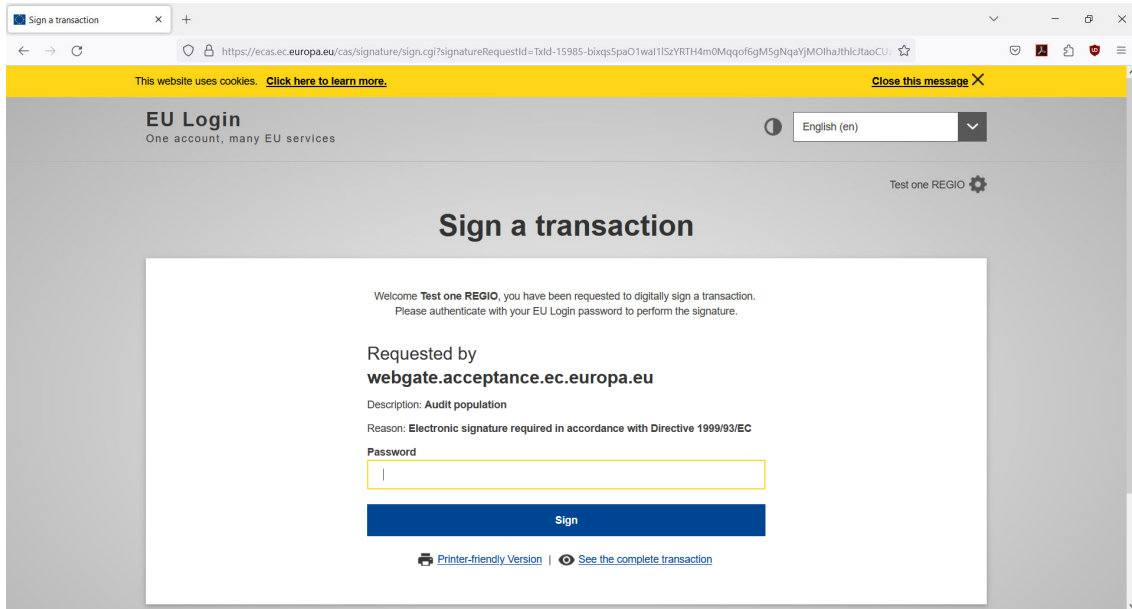
After creating the document, a window with all details of the document will appear. In case the sender has to modify any information previously filled in, it can access the button "Edit". Otherwise, in order to send the document, the sender has to click on the button "Send Document":



A confirmation will be required by SFC (if the authority wants to send the document). If all information has been correctly filled in, the managing or audit authority chooses the button "Confirm"



Following the confirmation, SFC asks the sender to sign the document:



If the document was successfully signed, a new window will appear, confirming that the document has been sent:

