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Reports

PURPOSE

This document describes how to access and generate a Report in SFC2021.

ROLES

All identified Users of SFC2021 with the role of MS Accredited Paying Agency (MSPA) or MS Coordination Body (MSCB) for 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.

FUNDS

EAFRD	EAGF
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Create a Report

1. To create a Report, go to the UTILITIES menu and select the REPORTS section:

≡ SFC2021	
HOME	
A STRATEGIC PLANNING	~
PROGRAMMING	~
APPLICATION	EGF
U MONITORING	~
€ EXECUTION	~
AUDIT	~
EVALUATION	~
CLOSURE	
✗ UTILITIES	2
 CCI Requests 	
 Access requests 	
 User accounts 	
USER PREFERENCES	
Event registration	
3 Reports	
Letters	
SEARCH DOCUMENTS	

2. Click on the **New REPORT** button to select the required Report:

≡ SFC2021	🔍 Compact ෩ Ste Gsb (External) 🕡 🕐 🛤
Table of Contents <	Scheduled reports
Q Type to filter TOC	Report Parameters Day(month) Month Day(week) Hour Last execution Next execution Output Actions
C Scheduled reports	No items to display
Report history	

3. Click on the CHOOSE A REPORT button to select the required Report:

Scheduled reports 0	
Generate new report	
Report type	
Choose a report	
Output Format	

You are redirected to the Reports selection screen where you can choose the required Report:

Scheduled reports 6

Choose a report		
	port type	
	boose a report	
	noose a report	
Q Filter I Expand al	Q Filter	La Expand all
	ode: SFC2021 - Agri	
Code: SFC2021 - Agri	AGRI001: EAFRD Budget Codes	Inside CAP Plans (2023-2027)
 Code: SFC2021 - Agri AGRI001: EAFRD Budget Codes Inside CAP Plans (2023-2027) 	AGRI002: EAGE Budget Codes In	side - Outside CAP Plans (AGREX - SFC2021)



- 4. Select the following information:
- (1) Select the *Report year*.
- (2) Select the *Country code*.
- (3) Select the *CCI* number.
- (4) Select the Language.
- **5.** Select the output format:

Language *			
Italian	×		
Output Format			
	7		
O PDF			
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21 · · · · ·			
0			

6. Select the execution mode:

Execution mode)				
	Doport will be cont	to stofano gasharr			
Rebeduled:	Report will be sent	ont to stofano gasi	o@empipipim.eu	ou at conceific in	topyolo
	Report link will be s	ent to sterano.gasi	barro@empiptm.	eu al sepecific în	tervais

	The In real time option r don't have to wait for it the Report history section You will receive an email click on the icon a next to case the Report is not yet	means that the Repor and return to the Re n once executed. notification when the to Report history or p t available:	t execution starts and bort page later, you Report will be ready ress F5 on the keyboa	d runs in background. Y will find the Report und y. Be aware that you mig ard to refresh the Status	ou der ght s in
	Table of Contents <	Report history 0		+ New report	rt
	Q Type to filter TOC	Report Parameters	File	e Run Date Status Actions	
	Scheduled reports	EAFRD Budget Codes Inside CAP Plans (2023-2027) CCI: 20231	English EAR: 2022 CODE: IT 106AFSP001	▶ 11/05/2023 n= 15:02 ✔ Ĉ ī	
Remark	The Scheduled option n example you want to rec day, week, month and ho	neans that you can s eive the Report every ours fields will be edita	chedule the executi Monday morning. If ble:	on of a Report when you select this option, t	for :he
	Execution mode				
	 In real time: Report v Scheduled: Report lin 	vill be sent to stefano.ga nk will be sent to stefano	sbarro@emplptm.eu .gasbarro@emplptm.ei	u at sepecific intervals	
	Day	Month	Day(week)	Hour	
	Choose a da 🗸	Choose a mo 🗸	Choose a da 🗸	Choose an h Y	

7. Click on the **SAVE** button to generate the Report:

In real time	Report will be sent to stefano.gasba	rro@emplptm.eu	
Scheduled:	Report link will be sent to stefano.ga	sbarro@emplptm.e	u at sepecific intervals