

Reports.....2

Create a Report2

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.

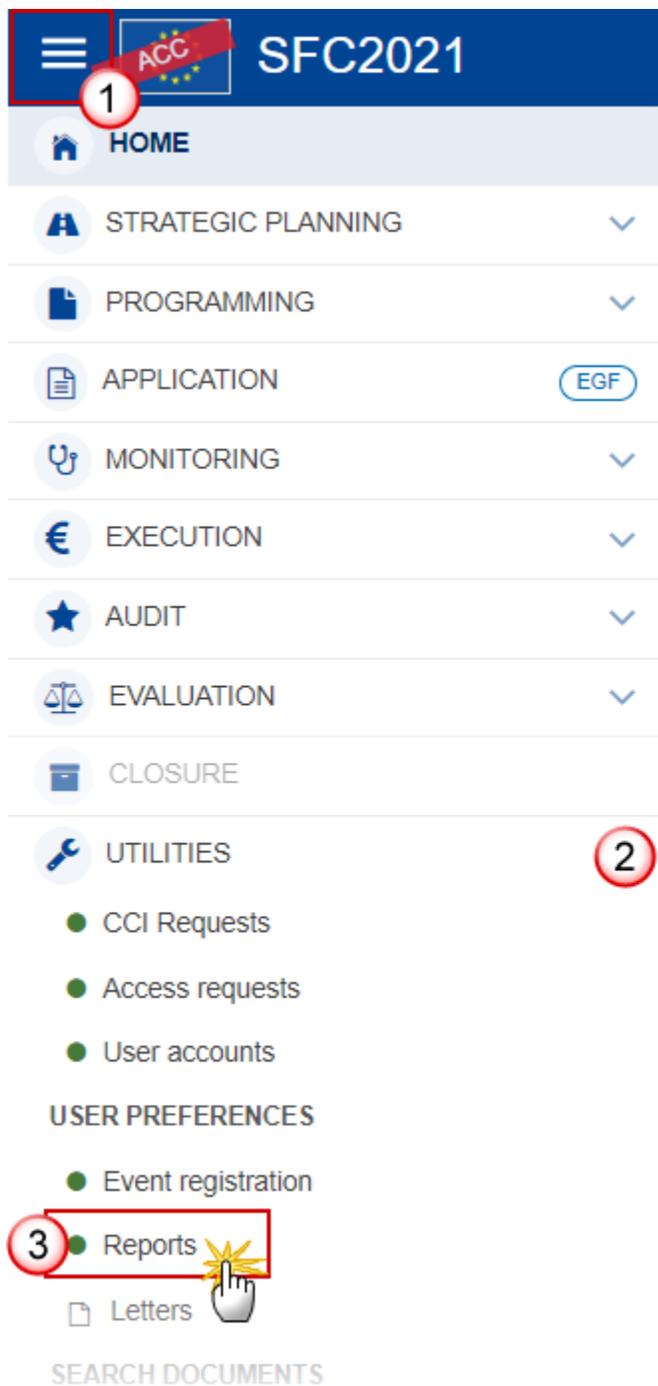
Only the Reports to which you have the fund access will be automatically displayed. Thus, each Report has an associated set of roles, only when you have one of those roles you can request such Report.

FUNDS

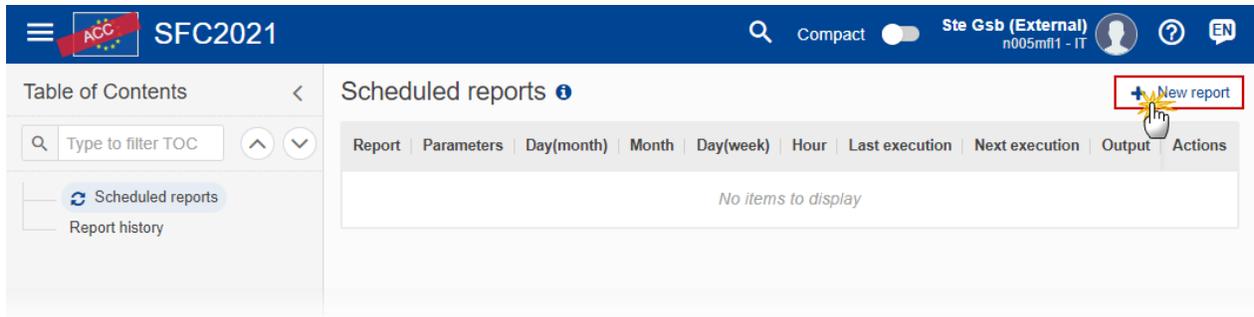
EAFRD	EAGF
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Create a Report

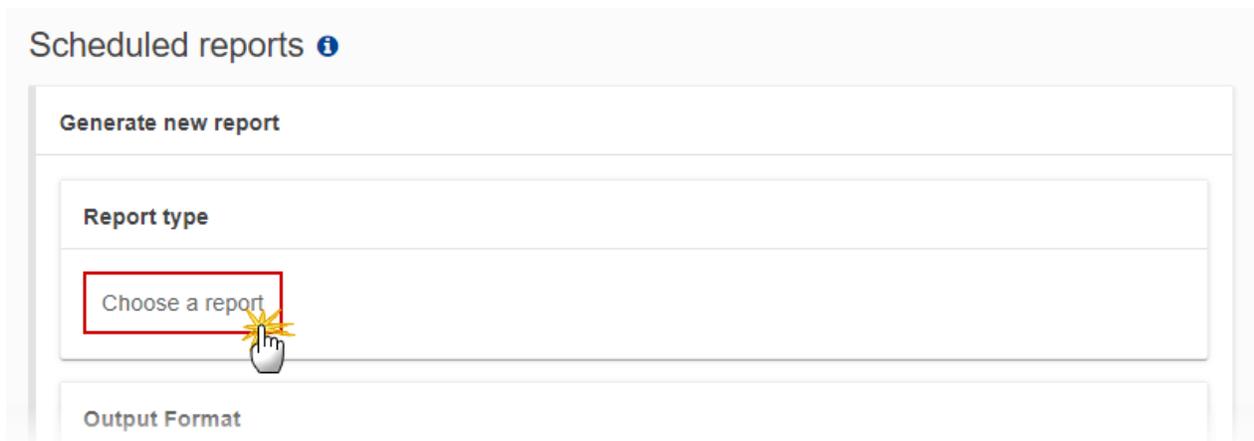
1. To create a Report, go to the **UTILITIES** menu and select the **REPORTS** section:



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



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



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

Scheduled reports

Generate new report

Report type

Choose a report



Filter

 Expand all



Code: SFC2021 - Agri

AGRI001: EAFRD Budget Codes Inside CAP Plans (2023-2027)

AGRI002: EAGF Budget Codes Inside - Outside CAP Plans (AGREX - SFC2021)

 XLS



Scheduled reports

Generate new report

Report type

AGRI001: EAFRD Budget Codes Inside CAP Plans (2023-2027)

Parameters

REPORT_YEAR *

COUNTRY_CODE *

CCI *

Language *

Output Format

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

PDF 

XLS 

Execution mode

6. Select the execution mode:

XLS 

Execution mode

In real time: Report will be sent to stefano.gasbarro@emplptm.eu

Scheduled: Report link will be sent to stefano.gasbarro@emplptm.eu at sepecific intervals

Cancel Save

The **In real time** option 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 under the **Report history** section once executed.

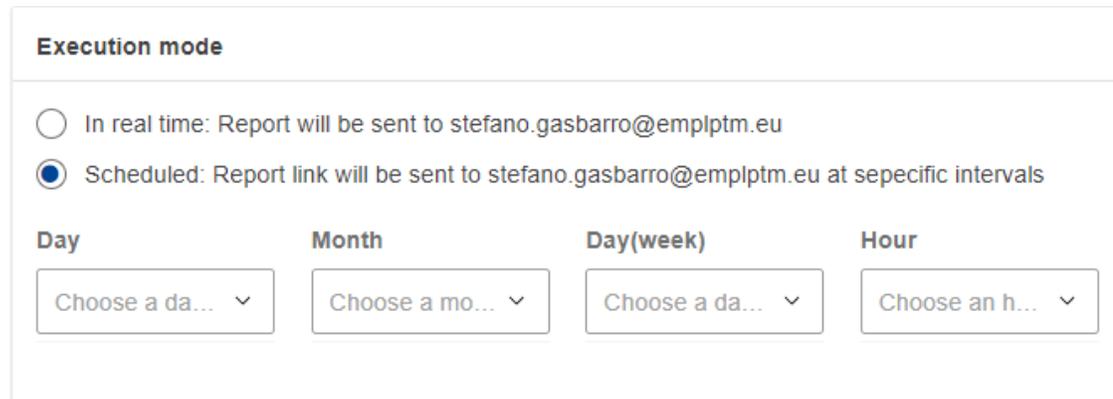
You will receive an email notification when the Report will be ready. Be aware that you might click on the icon  next to **Report history** or press F5 on the keyboard to refresh the Status in case the Report is not yet available:



Report	Parameters	File	Run Date	Status	Actions
EAFRD Budget Codes Inside CAP Plans (2023-2027)	Language: English REPORT_YEAR: 2022 COUNTRY_CODE: IT CCI: 2023IT06AFSP001		11/05/2023 15:02		 

REMARK

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 this option, the day, week, month and hours fields will be editable:



Execution mode

In real time: Report will be sent to stefano.gasbarro@emplptm.eu

Scheduled: Report link will be sent to stefano.gasbarro@emplptm.eu at sepecific intervals

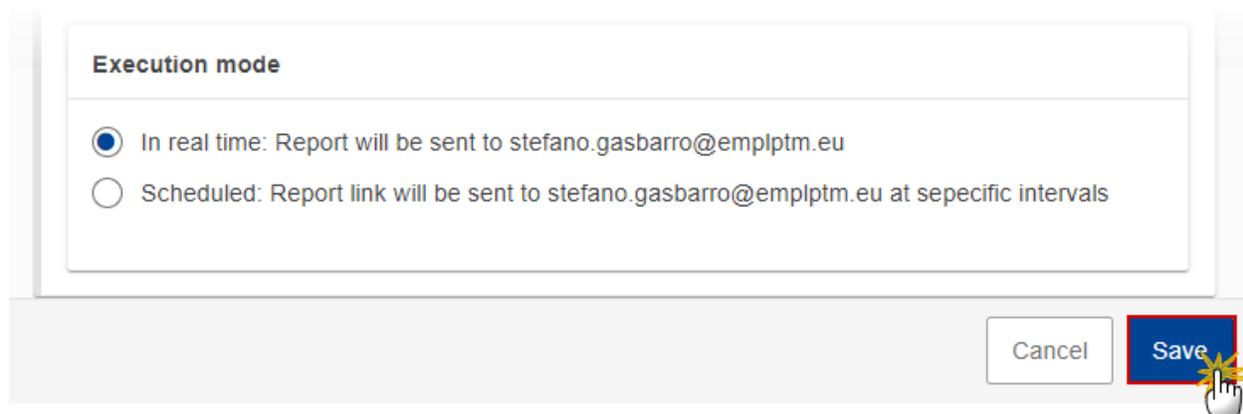
Day: Choose a da...

Month: Choose a mo...

Day(week): Choose a da...

Hour: Choose an h...

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



Execution mode

In real time: Report will be sent to stefano.gasbarro@emplptm.eu

Scheduled: Report link will be sent to stefano.gasbarro@emplptm.eu at sepecific intervals

Cancel **Save** 