Llywodraeth Cymru
Welsh Government

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Welsh European Funding Office

2014 – 2020 Claiming Arrangements

Instructions for Lead Beneficiaries

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Contents

		Page
1	**Introduction**	**5**
2	**Claiming Arrangements**	**7**
	2.1 Claiming Periods	7
	2.2 The Delivery Profile	7
	2.3 Eligible Expenditure	8
	2.4 Accounting and Retention of Records	8
	2.5 Payment Method – Rate / Need	9
	2.6 Advance Payments	9
	2.7 Retrospective and Preliminary Expenditure	9
	2.8 Retention	10
	2.9 Payment of Claims	10
	2.10 Claim Verifications	10
3	**Completion of the Claim Form**	**12**
	3.1 Claim Contacts	12
	3.2 General Notes	12
	3.3 Logging On	13
	3.4 Claim Validation	15
	3.5 Tolerances	15
	3.6 Claim Header	16
4	**Basic Details**	**18**
5	**Expenditure**	**23**
	5.1 Expenditure Transactions	25
6	**Next Period Expenditure (Advance Payments Only)**	**33**
7	**Income**	**37**
	7.1 Income Transactions	40
8	**Next Period Income (Advance Need Payments Only)**	**47**
9	**Indicators**	**50**
	9.1 Submission of Participant-level / Enterprise-level data	53
	9.2 Cross Fund Flexibility	54
10	**Validation Failures**	**56**
11	**Payment Summary**	**61**
12	**Submit Claim Document**	**65**
13	**Submission of Claim to WEFO**	**69**
	13.1 Claim For Report	69
14	**Checking the Progress of a Claim**	**71**
15	**Viewing Claim Level Documents**	**73**
16	**Operation Closure**	**75**

Annex 1	**Progress Report**	**77**
Annex 2	**Transaction Lists**	**79**
Annex 3	**Substitution**	**81**

1. Introduction

1. Introduction

WEFO's web enabled database "WEFO Online" will enable Lead Beneficiaries to submit claims directly to WEFO through the Government Gateway.

The following guidance notes are provided in order to assist you in completing your 2014-2020 EC Structural Fund online claim form.

It is important that you read and comply with all sections of this guidance, including the annexes which contain some important information.

For the 2014-2020 programmes, WEFO will be following the terminology for ESI programmes adopted by the Commission with some of the changes as follows;

- A Project (managed by the Lead Beneficiary) will be known as an Operation;
- A Sponsor will be known as a Beneficiary;
- A Beneficiary (ESF) will be known as a Participant

If you encounter any problems whilst completing your claim form or if you require further advice or assistance please contact the Welsh European Funding Office Payments Team.

2. Claiming Arrangements

2. Claiming Arrangements

2.1 Claiming Periods

Claims will be invited according to the frequency (usually quarterly) as agreed between you and your Project Development Officer and as specified in the Delivery Profile for your Operation. Online Claim forms will be issued by WEFO (viewable via WEFO Online) and must be submitted to WEFO by the date specified on the claim form which will normally be within 3 weeks of the relevant claim period. Claims must reflect actual expenditure defrayed for the relevant claim period.

The Lead Beneficiary must fully complete and submit claims at the specified intervals even if no new expenditure has been defrayed and no grant payment is being claimed. This is to ensure that WEFO receives regular information on progress in terms of achievement against the indicators contained in the approved Delivery Profile and is able to monitor the activities of the Operation.

Claim forms will seek information on each entry in the approved Delivery Profile (i.e. expenditure, income and indicators at Operation and Programme level). You will also be required to submit a Progress Report (see **Annex 1**) with a short description of progress on the Operation during the relevant claim period.

2.2 The Delivery Profile

The Operation is expected to defray expenditure and receive income in line with the approved Delivery Profile. This will be closely monitored by WEFO as part of the claims process and full explanations must be provided where progress (expenditure, income or indicators) is not in line with the Delivery Profile and/or where categories/sub-categories of expenditure and income streams fall outside the tolerances specified in the Delivery Profile (usually 15%).
Virement (transference) between the categories/sub categories of approved Eligible Costs within the tolerances set within the Delivery Profile (normally up to 15%) will be allowed.

Any proposed changes above this level must be authorised by WEFO prior to the submission of the claim, and may involve a re-evaluation of the Operation. In these cases you must approach WEFO with such a request.

The request should include details of the proposed change and a full explanation for the reasons behind it. WEFO will advise you of its decision on the eligibility of such expenditure.

It is not permissible to vire expenditure between;

- **Capital and Revenue sub-categories,**
- **Simplified Cost Options and other categories; or**
- **Actual and In Kind costs.**

You must inform WEFO of the actual date on which expenditure was **first** incurred when submitting the **first claim** for payment and subsequently of any proposed change to either the Operation Completion Date or the Financial Completion Date.
Any change that impacts upon the delivery of the Operation as reflected in the Delivery Profile will involve a re-evaluation of the Operation by WEFO.

2.3 Eligible Expenditure

Only expenditure which has already been incurred and defrayed (paid) between the start date for the Operation and the end of the claim period can be claimed. "Paid" is defined as when a cheque has been cashed or a payment transaction has been cleared from the organisations bank account. There must be a clear audit trail from the claim form, through to source documents (supporting invoices, records and signed timesheets), bank statements, organisational ledgers/ accounting system.

Eligible expenditure must:

(i) not exceed the amounts stated in the approved Delivery Profile;
(ii) not include ineligible costs as detailed in the approved Delivery Profile; and
(iii) include only costs which have been defrayed by the Lead Beneficiary and/ or by any third parties involved in the delivery of the Operation.

If the acquisition of an Asset has been included in the Eligible Expenditure, the serial number of the Asset should be included in the 'Description of Goods or Services' column of the Transaction List.

2.4 Accounting and Retention of Records

The Lead Beneficiary is required to comply with Article 125 (4) (b) of Council Regulation (EU) No 1303/2013. Beneficiaries involved in the implementation of Operations must maintain either a separate accounting system or an adequate accounting code for all transactions relating to an Operation to facilitate the verification of expenditure by the European Community and national control authorities. All payments should be supported by receipted invoices, or where this cannot be done, by accounting documents of equivalent probative value.

The Lead Beneficiary is required to comply with Article 140 of Council Regulation (EU) No 1303/2013 which sets out the Commission requirements on availability of documents. These requirements are replicated below:

a. where total Eligible Expenditure is less than €1,000,000, all audit trails and supporting documentation must be maintained for 3 years from the 31 December that follows WEFO's submission to the European Commission ("EC") declaring the annual Eligible Expenditure declared for your Operation.
b. where total Eligible Expenditure is more than €1,000,000, all audit trails and supporting documentation must be maintained for 2 years from the 31 December that follows WEFO's submission to the EC declaring the final Eligible Expenditure for the completed Operation.

WEFO will inform you in writing of the start date of the retention period referred to at points (a) and (b) above. You will need to ensure that audit trails and documentation are retained indefinitely until WEFO informs you in writing that the retention period has expired.

Operations which have been approved to utilise cross fund flexibility must have an accounting system for all transactions relating to the award of Grant which distinguishes between ERDF and ESF. You will be asked to report against the cross fund element of the Operation on each claim form (see **Section 9.2**). Operations which have approved activities that will contribute to more than one specific objective must maintain separate audit trails and documentation for each specific objective.

2.5 Payment Method – Rate / Need

The grant payment method ("rate" or "need") will be agreed at approval stage for the Operation and will be reflected in the approved Delivery Profile.

Grant will generally be paid on a "rate" basis with payments calculated at the approved percentage of the Operation's eligible capital and/ or revenue expenditure for each "claim period". In exceptional circumstances WEFO may agree to pay on a "need" basis whereby payments will reflect the difference between eligible income and eligible expenditure for the Operation for the claim period.

ALL final claims will be paid on a "need" basis; however, the maximum amount of grant payable will be the total amount of Capital and/ or Revenue grant agreed in the approved Delivery Profile, regardless of any increase in the total Eligible Expenditure (Capital and/ or Revenue). The total grant payable will also be *reduced* to reflect any under spend in relation to the Operation and/ or if there is any change in the overall funding package which reduces the need for grant. In the event of a shortfall in income, the Lead Beneficiary will need to provide additional funding from its own resources. All income details must be provided/ confirmed before final grant claims will be paid.

2.6 Advance Payments

Voluntary and private non-profit making organisations may be entitled to claim grant payments monthly or quarterly in advance. If this applies, it will be agreed during the development of the Operation stage and reflected in the approved Delivery Profile. Once your Operation has started, and you have accepted the conditions of grant, you can apply for your initial quarterly/ monthly payment by completing an initial claim online which will be invited immediately.

This claim will be pre-populated with the first period's eligible costs approved together with any eligible preliminary or retrospective expenditure. If these costs are no longer applicable you have the ability to overwrite these with revised figures. However, if there are any variations you will be asked to provide a full explanation and this may result in the need for WEFO to re-evaluate the Operation.

When completing subsequent advance claims you will be required to report defrayed expenditure against grant received for the previous claim period and to confirm the estimated forward expenditure for the next claim period against which the advance is being requested. The estimated expenditure for the next claim period should be based on that contained in the approved Delivery Profile and must reflect expenditure and income patterns in respect of the Operation to date. Any unspent grant from previous payments will be offset against the next advance.

If you have not received notification of an initial claim form, please contact your Lead Payment Officer.

2.7 Retrospective and Preliminary Expenditure

You are only able to claim costs incurred after the Expenditure Start Date stated in the approved Delivery Profile for the operation. However, in certain cases WEFO may agree to support eligible expenditure that has been incurred and paid out before: (a) the start date of the Operation and/ or (b) acceptance of the funding agreement.

These costs are termed as Preliminary Expenditure and Retrospective Expenditure and will need to be contained within the approved Delivery Profile for the Operation.

Where Retrospective and/ or Preliminary Expenditure has been approved an Initial claim may be invited immediately upon approval of the Operation. You will be required to complete and submit this claim by uploading the transactions in respect of the approved eligible Retrospective and/ or Preliminary Expenditure. However, if there are any variations you will be asked to provide a full explanation and this may result in the need for WEFO to re-evaluate the Operation. The approved Delivery Profile will confirm whether an initial claim has been scheduled. Where an initial claim has not been scheduled, Retrospective and/ or Preliminary Expenditure should be included in the first claim submitted.

2.8 Retention

WEFO will retain 10% of the Financial Support (unless specified otherwise in the approved Delivery Profile) until the Operation has been completed, a final claim form has been provided to WEFO and all claim verification checks have been completed, all to WEFO's satisfaction. The final claim form must be submitted to WEFO within 3 weeks following the Financial Completion Date. Where an Operation underspends, Financial Support will be reduced accordingly and retention will apply to 10% of the re-calculated Financial Support due.

2.9 Payment of Claims

Financial Support will be paid directly into the Lead Beneficiary's bank account by BACS payment. If you have not had an Operation previously with WEFO, or if your bank details have changed, please contact your Lead Payment Officer so that necessary banking instructions can be put in place. We will endeavour to pay all claims within 28 days of receipt of a satisfactorily completed claim form.

2.10 Claim Verifications

All claims will be subject to a desk based claim verification which requires the submission of a full audit trail to substantiate your claim for payment. The claim verification checks will be undertaken by the Management & Verification Team. The process has been separated from the Payments process and as such samples will now be selected at the point of submission of the claim and before payment is made.

Provision of full audit trails for the sample selected must be uploaded to WEFO Online within 12 working days of the request being made as stated in the Eligibility Rules for the 2014-2020 programmes. Failure to provide the full audit trail may result in the associated expenditure being declared permanently ineligible. Further claims will not be paid until the desk based verifications from the previous claim are fully completed.

3. Completion of the Claim Form

3. Completion of the Claim Form

3.1 Claim Contacts

Relevant staff within the Lead Beneficiary organisation will need to be set up in one of three Claim Contact roles which will allow access to the online claims for the Operation, via WEFO Online:

- Each Operation can only have **a single** designated **'Claim Contact'** who will be the main contact within the Lead Beneficiary's organisation, for any claim related queries from WEFO.

- Other users who require access to enter data onto a claim can be set up in the role of **'Claim Maintainer'**. There is no limit to the number of Claim Maintainers who can be set up for an Operation.

- To enable submission of the claim, each Operation will also require at least one user to be set up in the role of **'Claim Submitter'.** We would encourage at least 2 Claim Submitters for each Operation who will be able to enter data on the claim form and submit the claim to WEFO.

A Claim Contacts Form should be completed for each contact associated with your Operation. Further advice and copies of these forms can be obtained from the WEFO Payments team at **WEFOPayments@wales.gsi.gov.uk.**

Generally claims will be invited on the 23rd day of the month. The Claim Contact will be informed by email when a claim has been invited.

Your Operation will be assigned a Lead Payment Officer (LPO) within WEFO who will act as first point of contact for any claim/ payment enquiries that you may have.

3.2 General Notes

The following requirements must be observed when completing your claim form. Failure to comply may result in a delay in payment.

It is essential that claim forms are submitted on time to WEFO to ensure that WEFO is in a position to declare regular expenditure returns to the European Commission in order to meet annual expenditure targets. Failure to meet these will involve a loss of Structural Funds to Wales and potentially a loss to the Operation.

1. Claims must reflect expenditure **defrayed** ("paid") for the relevant claim period. "Paid" means when a cheque has been cashed or a payment transaction has been cleared from the Lead Beneficiary's or a third party's bank account.

2. Where an Operation involves the payment of Financial Support to a third party, i.e. partner/ beneficiary, it is the **responsibility of the Lead Beneficiary** to ensure this expenditure has been defrayed by the third party before it can be included in the Lead Beneficiary's claim form.

3. Claims are completed on a **period** basis; period Transaction Lists will need to be uploaded and will be aggregated together with previously submitted transactions to reflect the cumulative position in the claim.

4. Claim forms **can only be** submitted by a named Claim Submitter, who is an appropriate officer in the organisation, e.g. Finance Officer or Operation Manager.

5. All claims **must** be supported by a Progress Report (see **Annex 1** and **2** for further information).

6. Any queries raised from previous claims must be resolved before we can process subsequent claims. You can reply to queries raised in a payment letter at Section 10 of the *Progress Report* or by submitting a supporting document with your claim form (see **Section 12** Submit Claim Document) for further guidance). Occasionally, we may need to request some information from you in advance of your next claim being submitted.

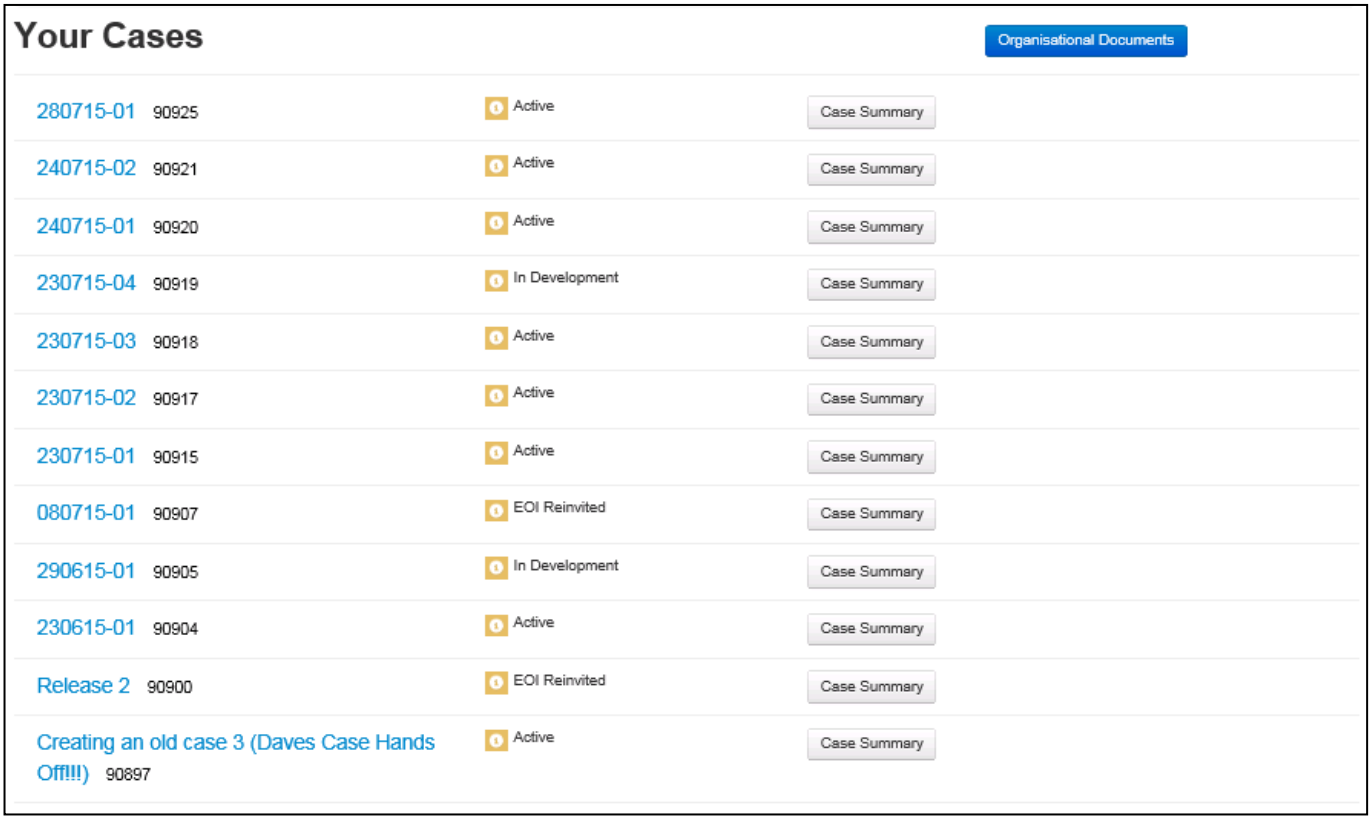
7. In the event that you fail to submit a fully completed claim form and any associated documentation on time, payment of Financial Support will be suspended until a satisfactory claim form and any associated documentation is received by WEFO.

3.3 Logging On

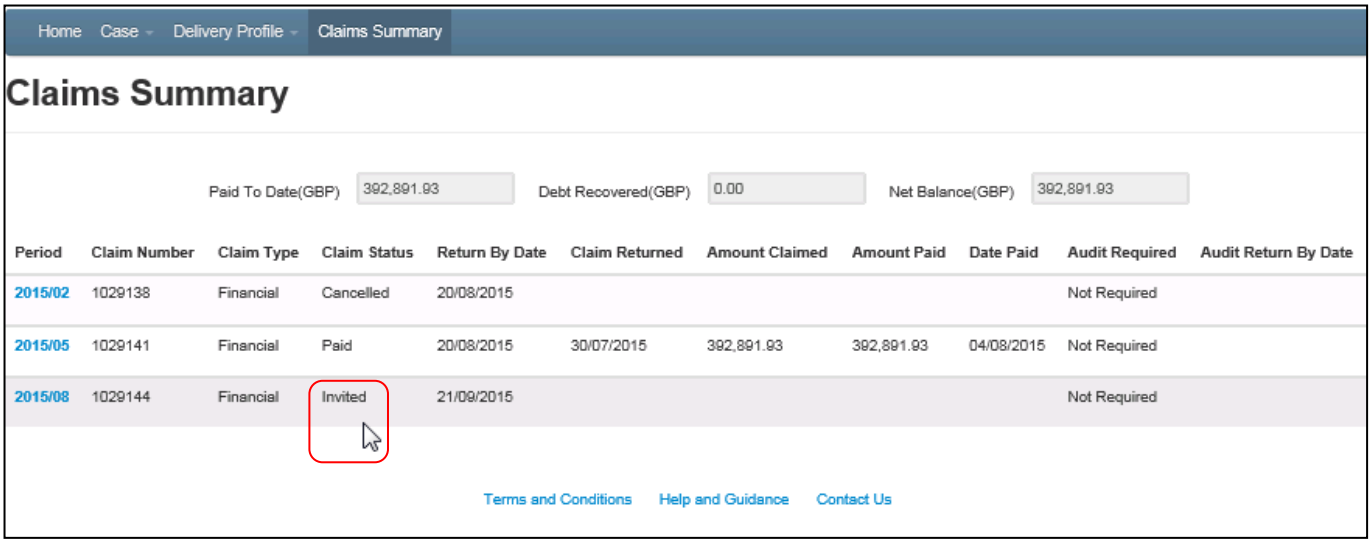
You can log on to WEFO Online system at **www.wefo.wales.gov.uk/wefo-online**

The logon screen will be displayed. You will need to enter your User ID and Password and then select Login.

The WEFO Online 'Home Page' will be displayed, showing the Operations that you are associated with.



Select the Operation in respect of which you wish to submit a claim. Then, using the **'Claims Summary'** link, select the **'Period'** of the claim (in the status of **'Invited'**) you wish to complete.



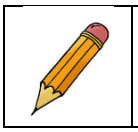
The claim form selected will open, and the **'Basic Details'** tab of the claim will be displayed. This contains key details of your Operation and the claim.

Each claim is made up of a number of different 'tabs' or 'claim screens'.

The tabs which will be displayed for your claim will depend on the *type* of claim and the *payment method* (please refer to the following table):

	Initial Advance (Rate)	Initial Advance (Need)	Advance (Rate)	Advance (Need)	Arrears (Rate or Need)	Final (Rate or Need)	Indicator Only
Basic Details	•	•	•	•	•	•	•
Expenditure			•	•	•	•	
Next Period Expenditure	•	•	•	•			
Expenditure Transactions			•	•	•	•	
Income			•	•	•	•	
Next Period Income		•		•			
Income Transactions			•	•	•	•	
Indicators			•	•	•	•	•
Validation Failures	•	•	•	•	•	•	•
Payment Summary	•	•	•	•	•	•	•

• **Indicates** the tab will be visible.



The Payment Summary tab is not visible when the Claim is first selected and will only appear when the Claim details have been entered, validated and the Claim Status (displayed in the Header) is 'valid'.

Throughout the claim, read only fields are shaded to differentiate them from fields in which you need to enter data.

Within each claim, you will have the option to navigate back to the Claim Summary screen by selecting the Claim Summary tab.

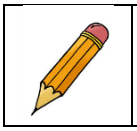
3.4 Claim Validation

The claim **must** be valid before it can be submitted to WEFO. For detailed information on Validation failures, please see **Section 10.**

3.5 Tolerances

Tolerances are used as a tool for measuring the progress of an Operation and can be applied to any category or sub-category of Expenditure, Income and Indicators. Tolerances can also be applied at Capital/ Revenue Total and Grand Total level. Tolerances are displayed as a percentage and will be set by WEFO and recorded on the approved Delivery Profile. There will be validation on the claim form against these tolerances.

Virement between the categories/ sub-categories of approved Eligible Expenditure within the tolerances set within the approved Delivery Profile (normally up to 15%) will be allowed. Any changes above this level will need to be **approved by your PDO prior** to submission of your claims, and may involve a re-evaluation of the Operation by WEFO.

	It is **not** permissible to vire expenditure between Capital and Revenue sub-categories, Simplified Cost Options and other categories; or Actual and In Kind costs.

3.6 Claim Header

The ***header*** is displayed on **each** Claim screen. It is for information purposes only (i.e. does not require any data entry) and displays the following:

Case ID *(read only)*	pre-populated from approved Delivery Profile
Case Name *(read only)*	pre-populated from approved Delivery Profile
Sponsor Name *(read only)*	pre-populated from approved Delivery Profile
Last validated *(read only)*	this will be blank when the claim is first selected but will display the latest *date* and *time* (dd/mm/yyyy hh:mm) when the claim was validated.
Claim Period *(read only)*	pre-populated from approved Delivery Profile. This indicates the month and year up to which expenditure, income and activity should be reported.
Claim Status *(read only)*	this will display 'Invited' when the Claim is first selected, 'In Progress' when the claim is submitted and 'Paid' once the claim has been authorised for payment by WEFO.
Claim Validation Status *(read only)*	this will display 'Not Started' when the Claim is first selected but will change to either 'Invalid' or 'Valid' when the user has chosen to validate the claim using the 'Validate' button (see **Section 10** for further details).
Currency *(read only)*	pre-populated from approved Delivery Profile. Will display 'GBP' or 'EURO' - dependent on the approved currency that the Operation is to be paid in.

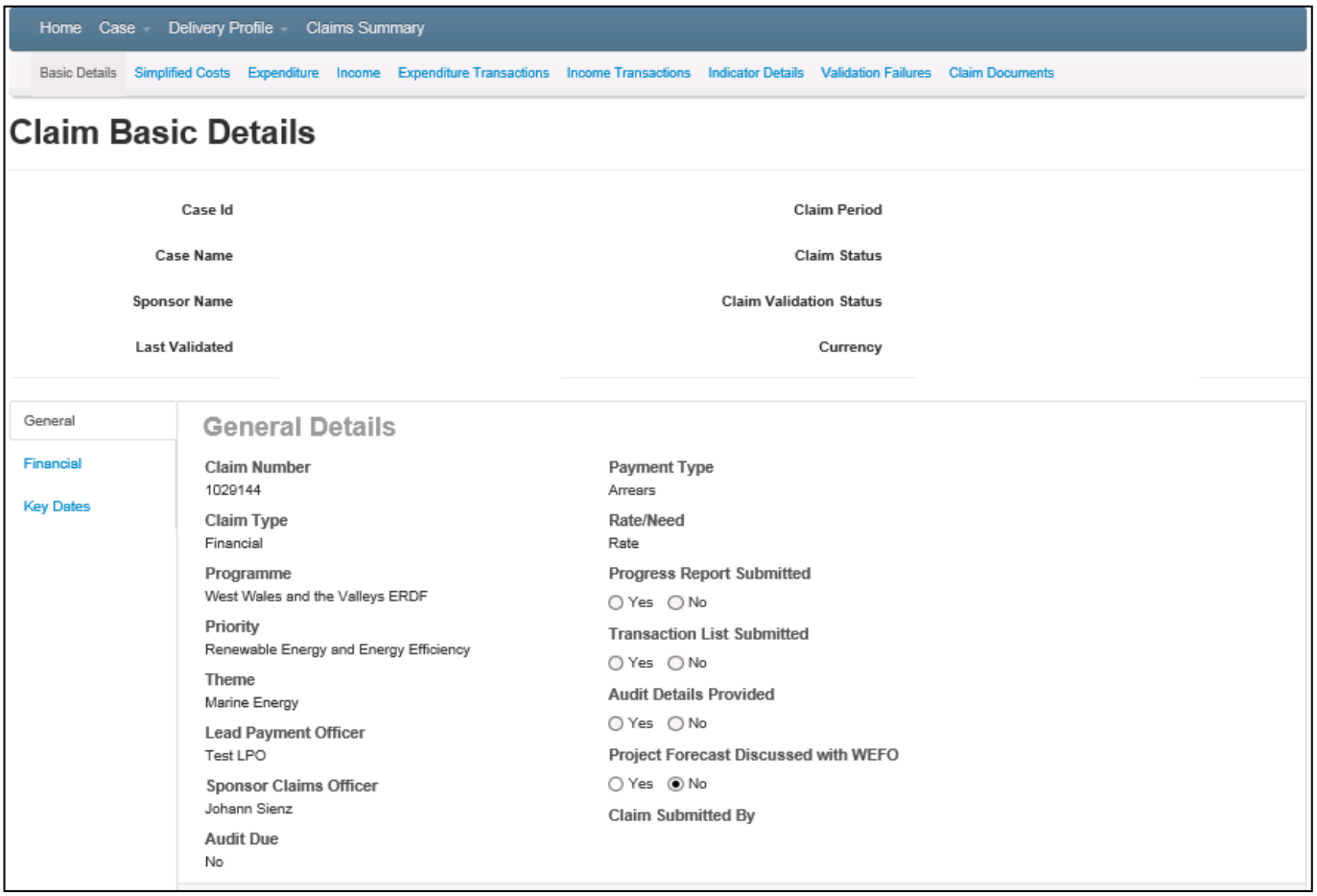
4. Basic Details

4. Basic Details

Once a Claim has been selected, the Claim Basic Details tab will be displayed by default; there are 3 'tabs' within this screen:

- **General**
- **Financial**
- **Key Dates**

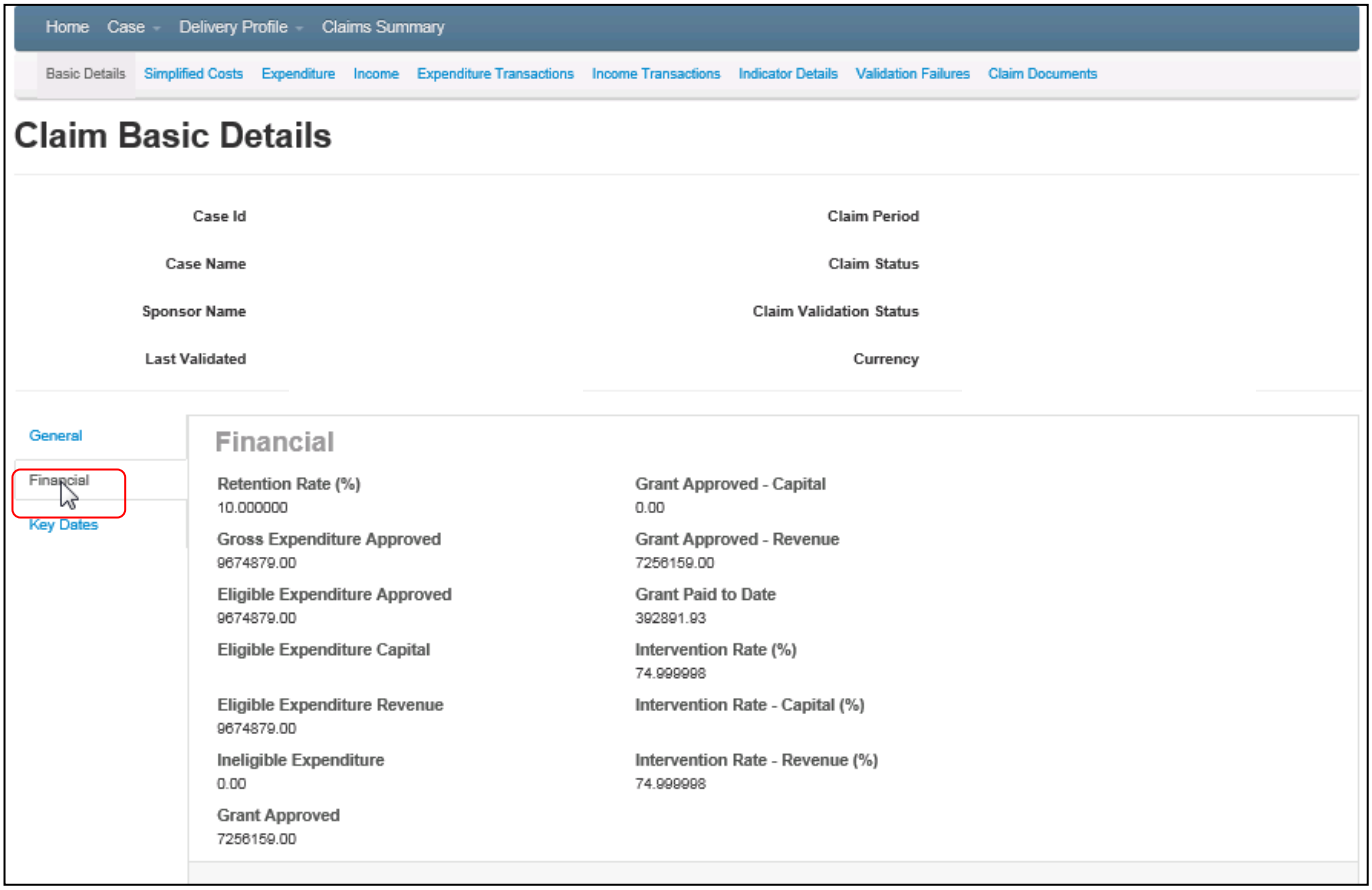
These screens contain more detailed information about your Operation/ claim and are equally for information purposes only. On your first claim, only one field will require completion which is the Actual Start Date which can be located under the **'Key Dates'** tab.



The fields within the **'General'** tab of the Claim Basic Details screen are:

Claim Number *(read only)*	pre-populated with a unique Claim ID.
Claim Type *(read only)*	denotes whether the claim is 'Financial' or 'Indicator-only.'
Programme *(read only)*	pre-populated from approved Delivery Profile.
Priority *(read only)*	pre-populated from approved Delivery Profile**.**
Theme *(read only)*	pre-populated from approved Delivery Profile.
Lead Payment Officer *(read only)*	pre-populated. WEFO Contact for Claims enquiries.
Sponsor Claims Officer *(read only)*	pre-populated. Nominated Lead Beneficiary Claims Contact.
Payment Type *(read only)*	pre-populated (either Arrears or Advance) from approved Delivery Profile.

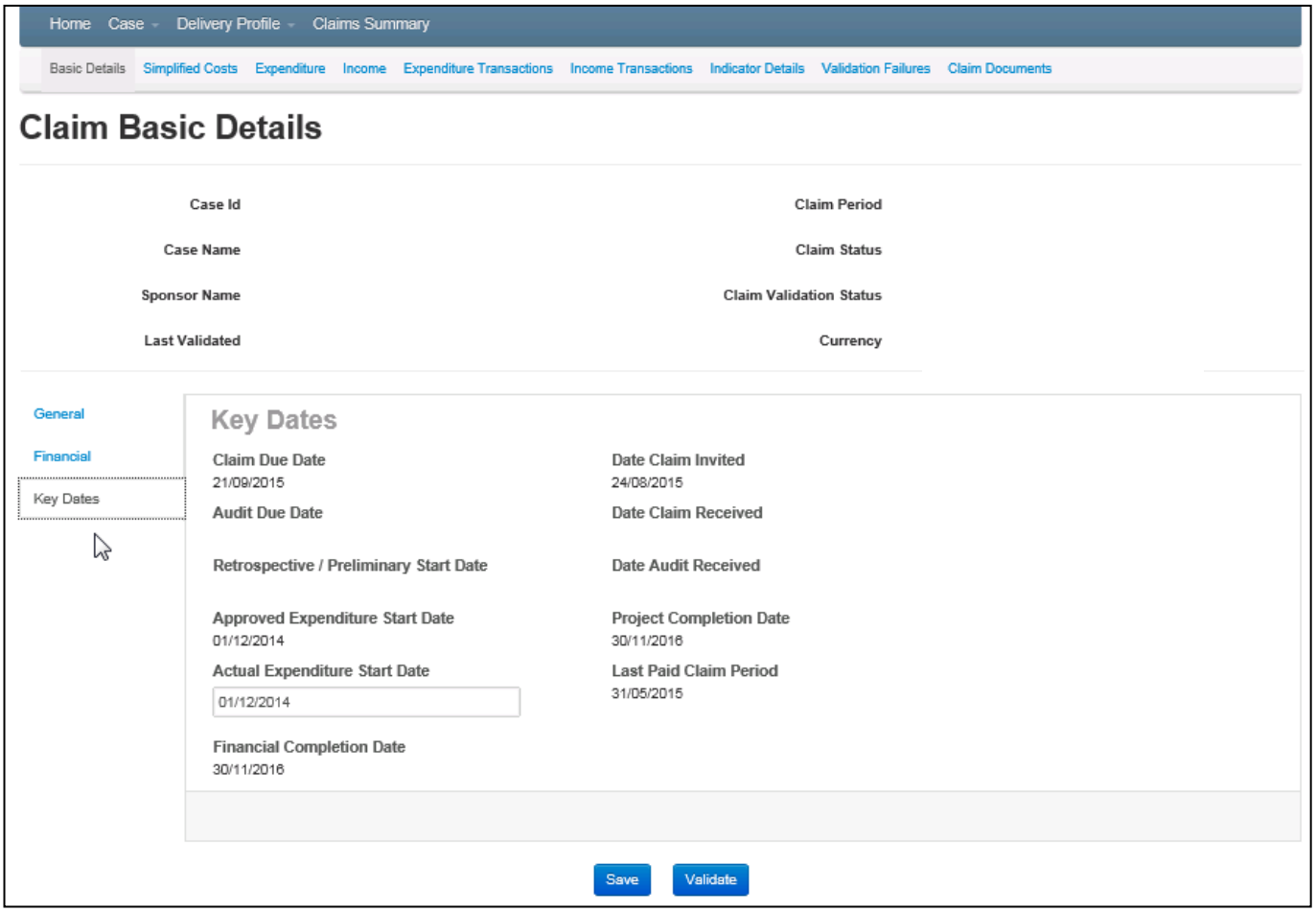
Rate/Need *(read only)*	pre-populated from approved Delivery Profile.
Transaction List Submitted	no longer applicable as the transaction list has been integrated into the claim.
Audit Details Provided	no longer applicable as annual external Accountants Reports are not required for the 2014-20 Structural Funds Programmes.
Project Forecast discussed with WEFO	should you wish to discuss your profile with WEFO, you have the opportunity to select 'yes'
Claim Submitted By *(read only)*	this field will be blank when the Claim is in the status of 'invited' but will populate with the name of the login Beneficiary contact once the claim has been submitted.



The fields within the 'Financial' tab of the Claim Basic Details screen are:

Retention Rate (%) *(read only)*	pre-populated from approved Delivery Profile (see **Section 2.8** for further details).
Gross Expenditure Approved *(read only)*	pre-populated from approved Delivery Profile.
Eligible Expenditure Approved *(read only)*	pre-populated from approved Delivery Profile.
Eligible Expenditure Capital *(read only)*	pre-populated from approved Delivery Profile.
Eligible Expenditure Revenue *(read only)*	pre-populated from approved Delivery Profile.
Ineligible Expenditure *(read only)*	pre-populated from approved Delivery Profile.

Grant Approved *(read only)*	pre-populated from approved Delivery Profile.
Grant Approved - Capital *(read only)*	pre-populated from approved Delivery Profile.
Grant Approved - Revenue *(read only)*	pre-populated from approved Delivery Profile.
Grant Paid To Date *(read only)*	total grant authorised on claims submitted to date.
Intervention Rate (%) *(read only)*	pre-populated from approved Delivery Profile.
Intervention Rate – Capital (%) *(read only)*	pre-populated (where applicable) from approved Delivery Profile.
Intervention Rate – Revenue (%) *(read only)*	pre-populated (where applicable) from approved Delivery Profile.



The fields within the **'Key Dates'** tab of the Claim Basic Details screen are:

Claim Due Date *(read only)*	pre-populated; normally within 3 weeks of Claim Period.
Audit Due Date *(read only)*	no longer applicable as annual external Accountants Reports are not required for the 2014-20 Structural Funds Programme.
Retrospective / Preliminary Start Date *(read only)*	pre-populated (where applicable) from approved Delivery Profile.
Approved Expenditure Start Date *(read only)*	pre-populated from approved Delivery Profile. Reflects the date from which expenditure can be incurred and defrayed.
*** Actual Expenditure Start Date**	this will be blank on the first claim submitted for an Operation and you will be required to enter the actual date on which activity commenced and, therefore, expenditure in respect of the Operation is first incurred.

Validation rules governing 'Actual Expenditure Start Date':

- Start Date must be in the format dd/mm/yyyy;
- Start Date must not be a date in the future;
- Start Date must not be before the 'Approved Expenditure Start Date';
- Start Date must not breach Claim Period End Date (unless Initial Claim);
- If the Start Date differs significantly from the Approved Expenditure Start Date – explanation required (this may result in the need for WEFO to re-evaluate the Operation);
- If the Start Date changes from that previously submitted on claim – explanation required.

If the date entered breaches any of these validation rules, you will be alerted by a message which will appear in a box below the Header.

Financial Completion Date *(read only)*	pre-populated from approved Delivery Profile. Reflects the last period of expenditure or income approved.
Date Claim invited *(read only)*	pre-populated with the date on which the claim was invited.
Date Claim Received *(read only)*	this field will be blank when the Claim is in the status of 'Invited' but will populate when the claim has been submitted.
Date Audit Received	no longer applicable as annual external Accountants Reports are not required for the 2014-20 Structural Funds Programmes.
Project Completion Date *(read only)*	pre-populated from approved Delivery Profile. Reflects the last period of activity approved on the Operation (Expenditure, Income or Indicators).
Last Paid Claim Period *(read only)*	will be blank on the first claim but on subsequent claims will be pre-populated with the end date of the last paid claim period.

When you have entered the information required on this screen, it must be saved.

	Always 'SAVE' the information you have entered (using the 'Save' button) to safeguard against losing any 'unsaved' data.

When you select the **'Save'** button, a confirmation message will be displayed to advise you that the information entered has been saved successfully.

You must then select **'Back',** which will take you back to the Basic Details screen.

The data entered can then be validated by selecting **'Validate'**. If the data entered breaches any of the validation rules, a message will appear in a box below the Header.

5. Expenditure

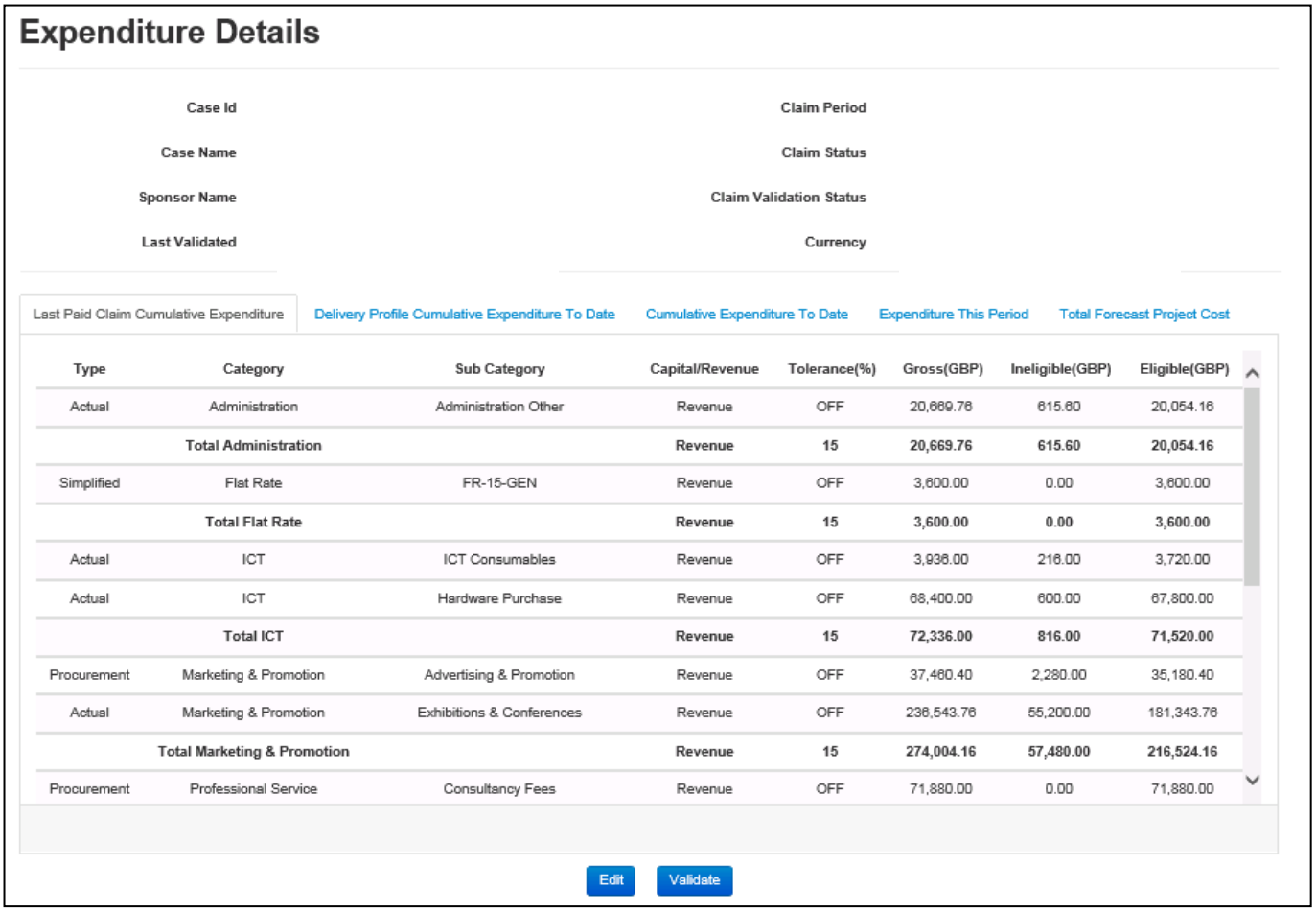
5. Expenditure

Within the claim, expenditure details are shown on 2 screens – **'Expenditure'** and **'Expenditure Transactions'**.

The **'Expenditure'** screen displays the **'Expenditure Details'** for the Operation under the following tabs:

- **Last Paid Claim Cumulative Expenditure (read only)**
- **Delivery Profile Cumulative Expenditure To Date (read only)**
- **Cumulative Expenditure To Date ***
- **Expenditure This Period (read only)**
- **Total Forecast Project Expenditure**

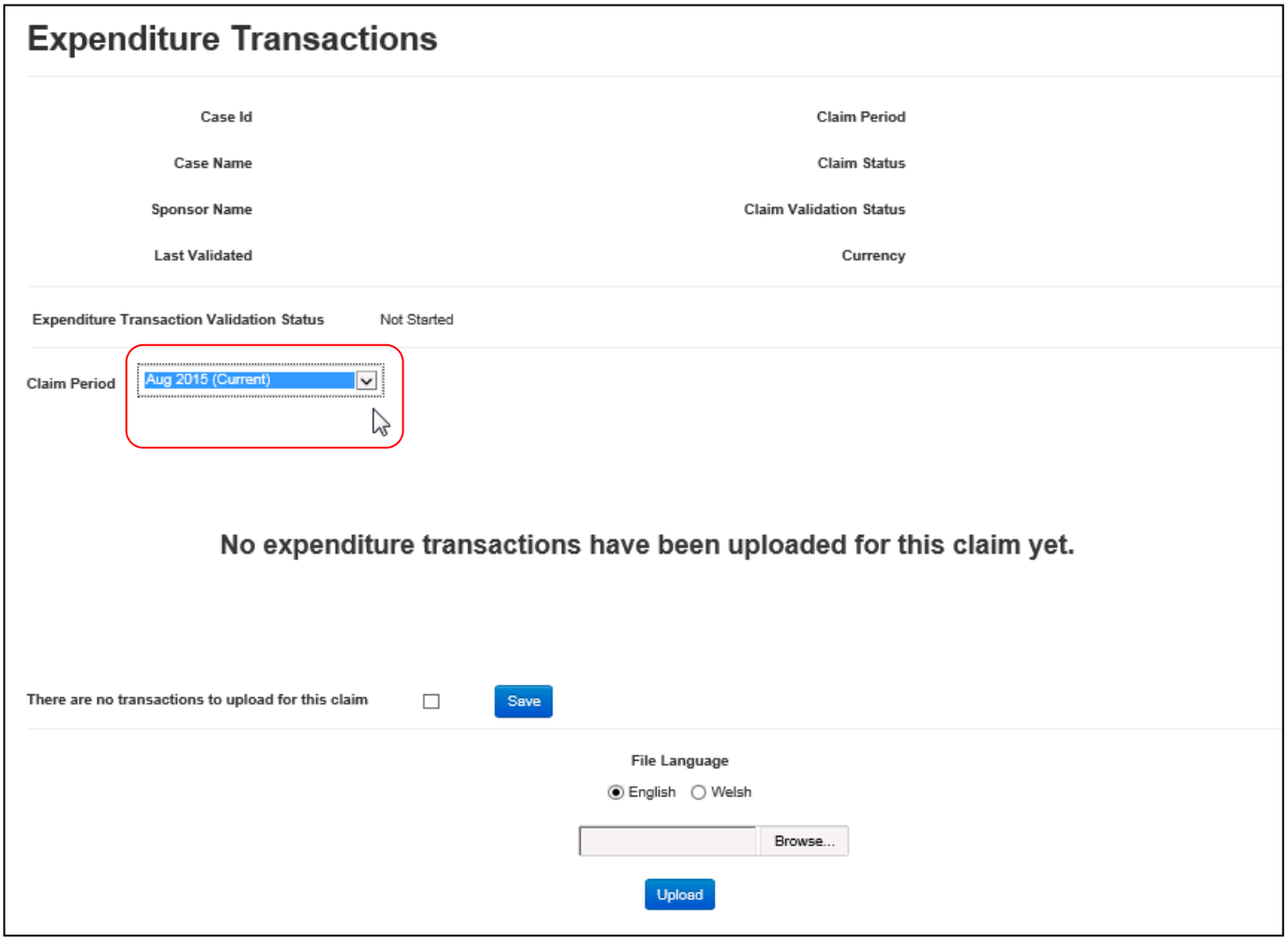
***** denotes the column into which the expenditure transactions you upload will be summed together and the results displayed.



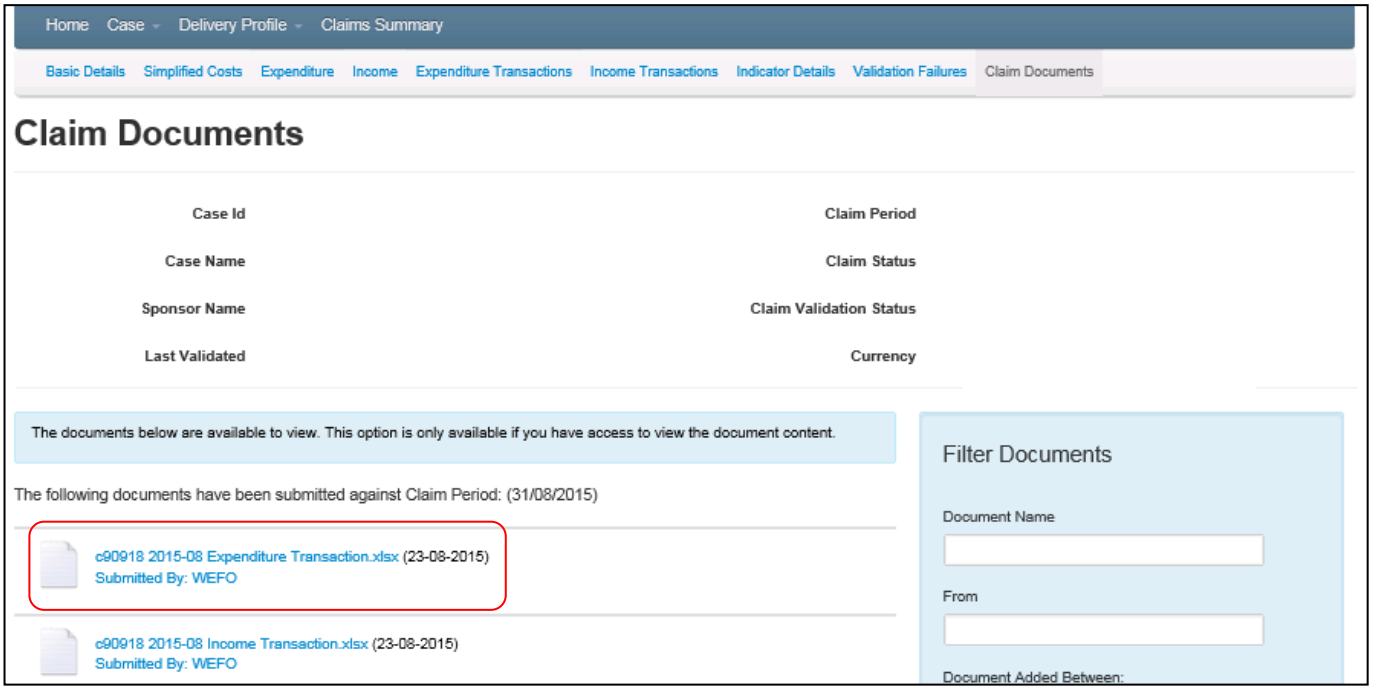
Type	Category	Sub Category	Capital/Revenue	Tolerance(%)	Gross(GBP)	Ineligible(GBP)	Eligible(GBP)
Actual	Administration	Administration Other	Revenue	OFF	20,669.76	615.60	20,054.16
	Total Administration		**Revenue**	**15**	**20,669.76**	**615.60**	**20,054.16**
Simplified	Flat Rate	FR-15-GEN	Revenue	OFF	3,600.00	0.00	3,600.00
	Total Flat Rate		**Revenue**	**15**	**3,600.00**	**0.00**	**3,600.00**
Actual	ICT	ICT Consumables	Revenue	OFF	3,936.00	216.00	3,720.00
Actual	ICT	Hardware Purchase	Revenue	OFF	68,400.00	600.00	67,800.00
	Total ICT		**Revenue**	**15**	**72,336.00**	**816.00**	**71,520.00**
Procurement	Marketing & Promotion	Advertising & Promotion	Revenue	OFF	37,460.40	2,280.00	35,180.40
Actual	Marketing & Promotion	Exhibitions & Conferences	Revenue	OFF	236,543.76	55,200.00	181,343.76
	Total Marketing & Promotion		**Revenue**	**15**	**274,004.16**	**57,480.00**	**216,524.16**
Procurement	Professional Service	Consultancy Fees	Revenue	OFF	71,880.00	0.00	71,880.00

The 'Expenditure Transactions' screen displays the expenditure transactions for the Operation which have already been submitted (in respect of either the Current Claim Period or a previous Claim Period). To view transactions submitted in respect of a previous Claim Period, use the Claim Period drop-down box.

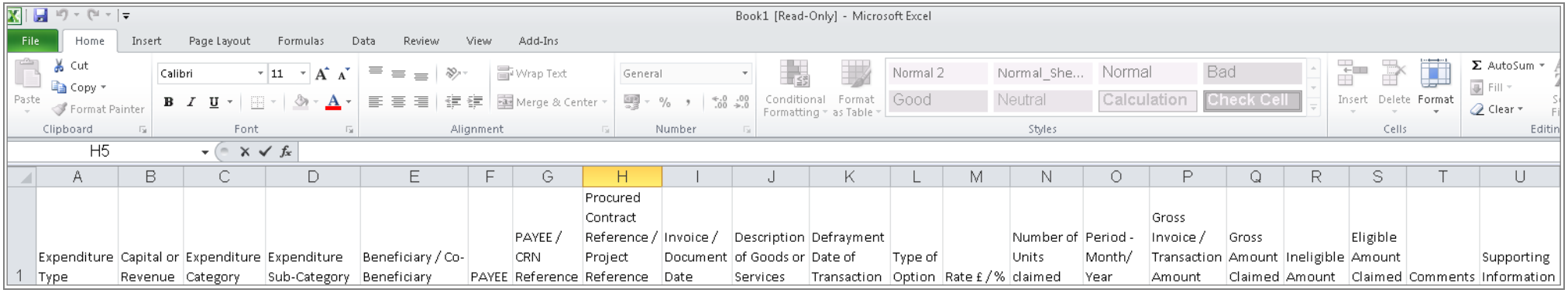
	You will only be able to upload the transaction list if it is in the format supplied by WEFO.



Expenditure transactions are uploaded via the expenditure transaction template which can be found on the **'Claim Documents'** tab of the claim.



An example of the template can be seen below, followed by a complete listing of the details required for each type of expenditure transaction submitted for financial support:



TRANSACTION LIST HEADING	Mandatory / Optional	Values	Comments	Validation
Expenditure Type	Mandatory	Actual / In Kind / Procurement / Simplified Costs	The expenditure type of the invoice/ transaction	Must be consistent with the agreed Delivery Profile
Capital or Revenue	Mandatory	Capital / Revenue	Whether the invoice/ transaction is a Capital or Revenue cost	Must be consistent with the agreed Delivery Profile
Agreed Category of Expenditure	Mandatory	Drop Down List	The Category of expenditure that the invoice/ transaction relates to	Must be consistent with the agreed Delivery Profile
Agreed Sub-Category of Expenditure	Mandatory	Drop Down List	The Sub-category of expenditure that the invoice/ transaction relates to	Must be consistent with the agreed Delivery Profile
Beneficiary / Co-Beneficiary	Mandatory	Drop Down List	The name of the Beneficiary (Lead or Co-Beneficiary) claiming the costs of the goods or services from the Operation	Must be consistent with the Delivery Profile
PAYEE	Mandatory for Expenditure Type = Actual / Procurement	Manual Entry	The supplier of the goods or services; ***or*** Staff/ Participant name or reference number (where name not supplied); ***or*** The name of the Beneficiary receiving Financial Support ***(aid schemes only)***	

PAYEE / CRN Reference	Mandatory for Expenditure Type = Actual / In Kind / Procurement	Manual Entry	The invoice/ transaction reference number; ***or*** Staff/ participant reference number; ***or*** The unique identifier of the Beneficiary receiving Financial Support ***(aid schemes only)*** [CRN reference for AF&M]	CRN is an eight-character reference, comprising alphabetic 'A' followed by 7 numeric digits
Procured Contract Number / Project Reference	Mandatory for Expenditure Type = Procurement	Manual Entry	The Procured Contract Reference from the Procurement tab of the case; ***or*** The project reference number of the grant scheme being administered by the Beneficiary ***(aid schemes only)***	Must match an entry in the Procurement tab of the Case. Ideally linked into Procurement tab in PPIMS and only made available where the contract has been updated in PPIMS
Invoice / Document Date	Mandatory for Expenditure Type = Actual / In Kind / Procurement	Manual Entry	Invoice / Document date (this should be the tax invoice date, and not the date of the pro forma invoice)	Must be prior to or equal to the Defrayment Date of Transaction, and not before the physical start of the Operation (i.e. the Actual Start Date on first claim submission)
Description of Goods or Services	Mandatory for Expenditure Type = Actual / In Kind / Procurement	Manual Entry	Brief description of the nature of the expenditure being claimed	
Defrayment Date of Transaction	Mandatory for Expenditure Type = Actual / In Kind / Procurement	Manual Entry	The date on which the invoice/ transaction was ***paid*** i.e. **the date on which the amount cleared the Lead Beneficiary's or Joint beneficiary's bank account**	Must be prior to or equal to the Claim Period End Date, and not before the physical start of the Operation (i.e. the date on first claim submission).

Simplified Cost Option	**Type of Option**	Mandatory for Expenditure Type = Simplified Cost	Drop Down List	The type of Simplified Cost option which has been agreed for the Operation	The types available for selection will depend on what has been agreed in the approved Delivery Profile
	Rate £ / %	Mandatory for Expenditure Type = Simplified Cost	Manual Entry	The unit cost/ flat rate for the Simplified Cost Option agreed in the approved Delivery Profile	Must be consistent with the agreed Delivery Profile
	Number of Units claimed	Mandatory for Expenditure Type = Simplified Cost	Manual Entry	The number of units being claimed	Cannot exceed the maximum number of units agreed in the Delivery Profile.
	Period-Month/ Year	Mandatory for Expenditure being claimed on a ***Unit Cost basis***	Manual Entry	The calendar month for which expenditure being claimed on a unit cost basis relates to.	Can not be greater than Claim Period end date (MM/YY)
Gross Invoice / Transaction Amount		Mandatory for Expenditure Type = Actual / In Kind / Procurement	Manual Entry	The total amount of the invoice/ transaction (this may differ from the 'Gross Amount Claimed' where an invoice includes expenditure not related to the Operation); ***or*** The total value of the eligible expenditure on which the flat rate calculation is based	Can be negative for WEFO only
Gross Amount Claimed		Mandatory	Manual Entry	The total amount of the invoice/ transaction relevant to your Structural Funds Operation (NB: Recoverable VAT must be deducted from this amount); ***or*** The total value of the expenditure claimed as a result of the Simplified Cost calculation	Where units are being claimed under a SCO, system to validate Gross amount = Units Claimed * Rate; must be less than or equal to Gross Invoice / Transaction Amount

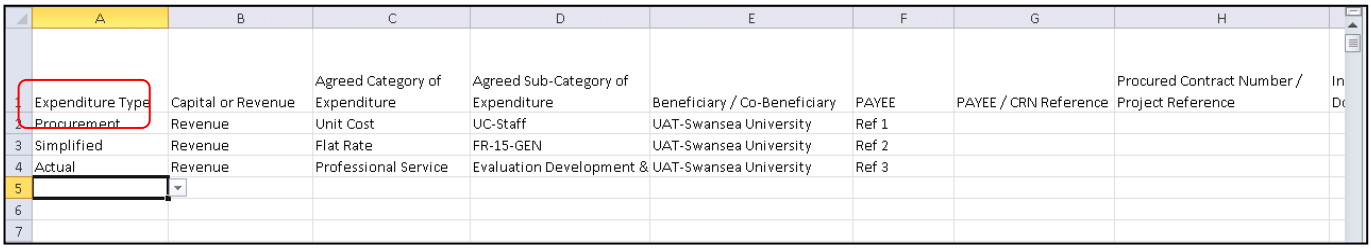
Ineligible Amount	Mandatory	Manual Entry	The amount (if any) of the invoice / transaction which, although relevant to your Structural Fund Operation, is deemed ineligible.	
Eligible Amount Claimed	Calculated	Automatically Calculated	Eligible Amount Claimed = Gross Amount Claimed - Ineligible Amount. Calculated by a formula in the customised template	Must be the Gross amount claimed less the Ineligible Amount.
Financial Comments	Mandatory where negative entries in either of the previous 3 columns.	Manual Entry	Where a negative entry exists on either previous 3 columns, a comment must be supplied	Maximum length 255 characters free format
Supporting Information	Optional	Manual Entry	For WEFO, this should contain the serial number(s) of the asset(s) (where the transaction relates to the purchase of an asset). For AF&M, this will contain the reference to the supporting documentation submitted.	

5.1 Expenditure Transactions

When you are ready to upload your Expenditure Transactions, open the Expenditure Transaction template from within the 'Claim Documents' tab of the Claim. Populate the **'Expenditure Transactions'** tab with the transactions for the claim period.

	Transaction files are completed on a **period** basis only; once you have uploaded your period transaction files, they will be added to transactions previously submitted to reflect the cumulative expenditure to date.

You will have the ability to select various combinations of cost lines as agreed in your Delivery Profile by selecting the drop down boxes as seen in an extract from a transaction list below.



	A	B	C	D	E	F	G	H
1	Expenditure Type	Capital or Revenue	Agreed Category of Expenditure	Agreed Sub-Category of Expenditure	Beneficiary / Co-Beneficiary	PAYEE	PAYEE / CRN Reference	Procured Contract Number / Project Reference
2	Procurement	Revenue	Unit Cost	UC-Staff	UAT-Swansea University	Ref 1		
3	Simplified	Revenue	Flat Rate	FR-15-GEN	UAT-Swansea University	Ref 2		
4	Actual	Revenue	Professional Service	Evaluation Development &	UAT-Swansea University	Ref 3		
5								
6								
7								

Please ensure you only select the combinations as detailed in your approved Delivery Profile as only these **approved combinations** will be accepted when you attempt to upload the completed transaction file.

Where you would like to claim expenditure for procured contracts, please ensure you select the Expenditure Type (on the Transaction List) as Procurement (as opposed to Actual or In Kind) and ensure that details of the procured contract(s) have been entered onto the Procurement tab of the Case ***prior*** to attempting to upload transactions in respect of the contract(s).

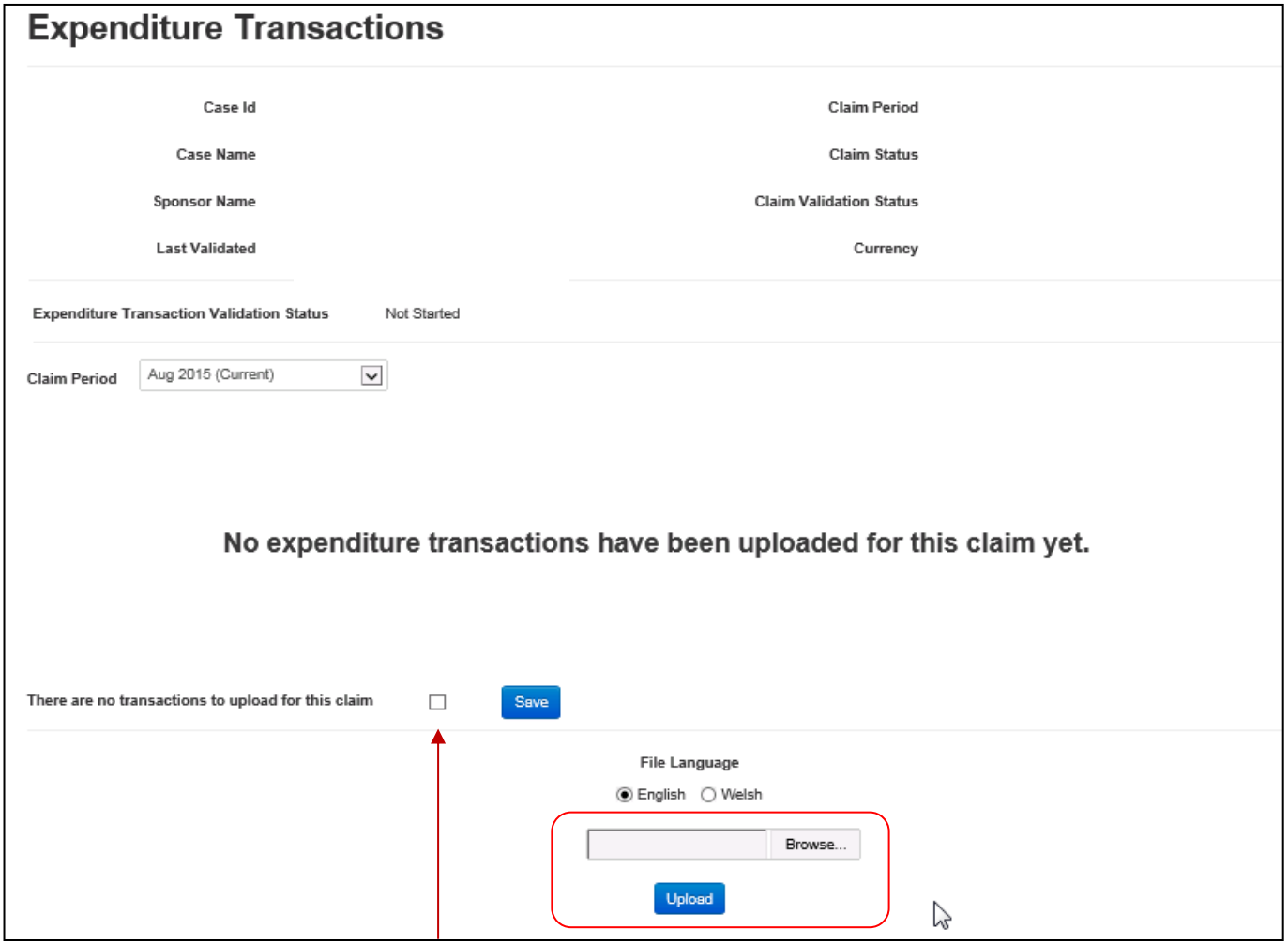
Should the details of the contract(s) not be reflected in the Case, you will not be able to submit transactions in relation to procured contract costs.

Once all relevant transactions have been entered, save the file as a **.CSV file**.

	Prior to saving the file as a .CSV file, you should save it as an Excel workbook for your own records as if you need to re-open the file to make changes this is easier to do in an Excel file format.

	Only a .CSV file format will be accepted when you attempt to upload the file to WEFO Online; if the file you are trying to upload is in another format it will be rejected.

To **upload** the expenditure transactions, go to the **'Expenditure Transactions'** tab of the claim, select Browse and the Upload button to load the file.



Should you have no expenditure to claim for the current period, select the 'There are no transactions to upload for this claim' check box and choose to 'Save'.

You can upload multiple transaction list files per claim, and will have to address any validation errors on each list prior to attempting to upload a further file.

The system will run validation rules on the data within the uploaded file to ensure the correct data has been supplied, and the formatting has been adhered to.

The system will only display the first 20 errors identified and should there be more than 5 consecutive transactions with errors, the file will be rejected.

Should you have more than 20 errors, it would be advisable to review all subsequent transactions to ensure the same error has not occurred in those remaining transactions.

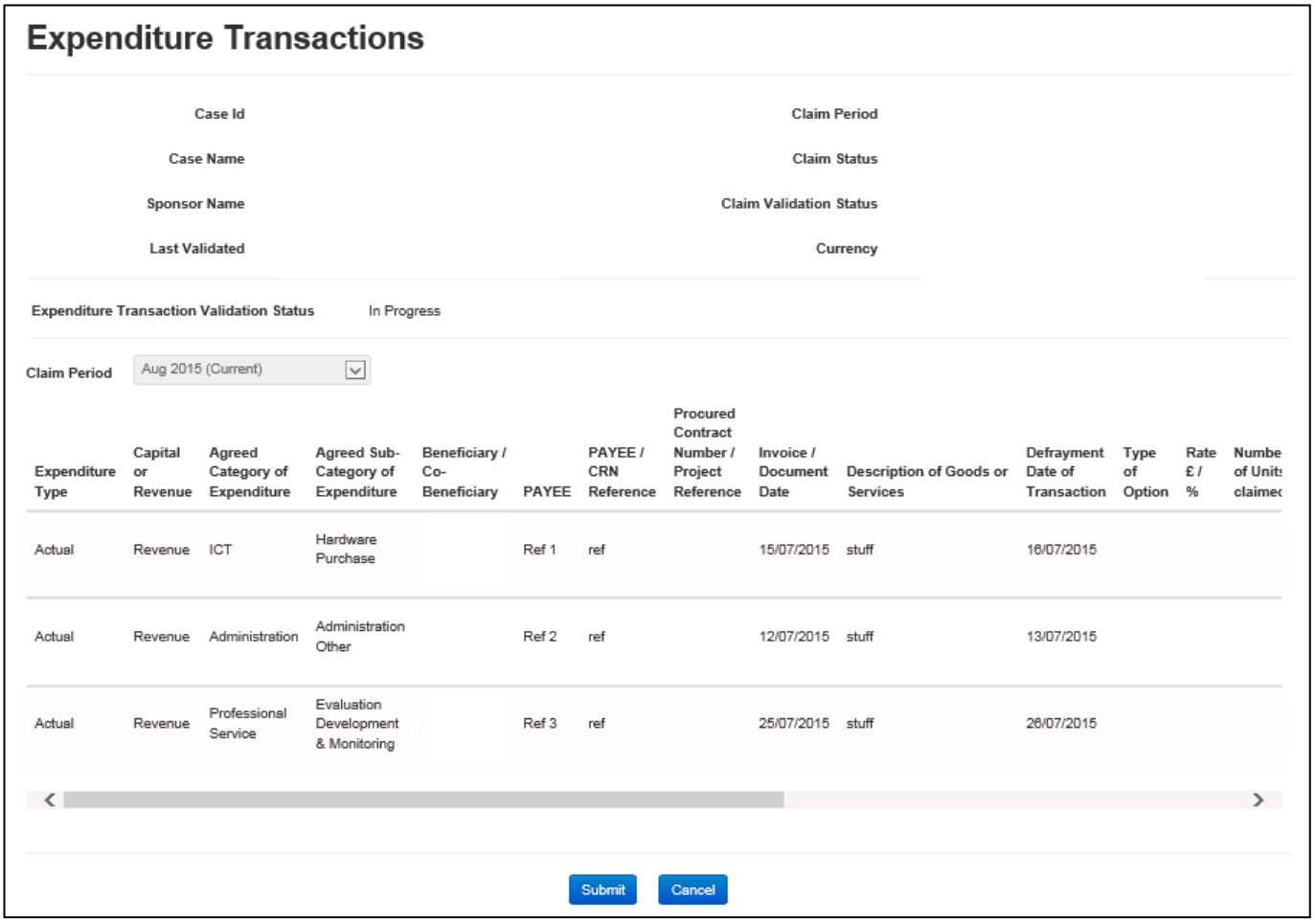
Prior to uploading the file, it would be advisable to review the contents to ensure the details are correct.

	Should you navigate away from the Expenditure Transactions tab when the error messages are displayed, details of the errors identified will be lost, and you will have to upload the file again in order for the error messages to be displayed. *Either* keep the tab open whilst you make the relevant amendments to the .CSV file *or* take a screen shot of the errors prior to moving away from this tab.

For each error identified, you will be required to amend the transaction file. In some instances, you may be required to remove the transaction (i.e. defrayment outside of the claim period).

Once you have made the required corrections, save the **amended** .csv file and upload again.

If you have successfully addressed all the validation failures, the system will display the list of uploaded transactions, similar to the screen shot below:

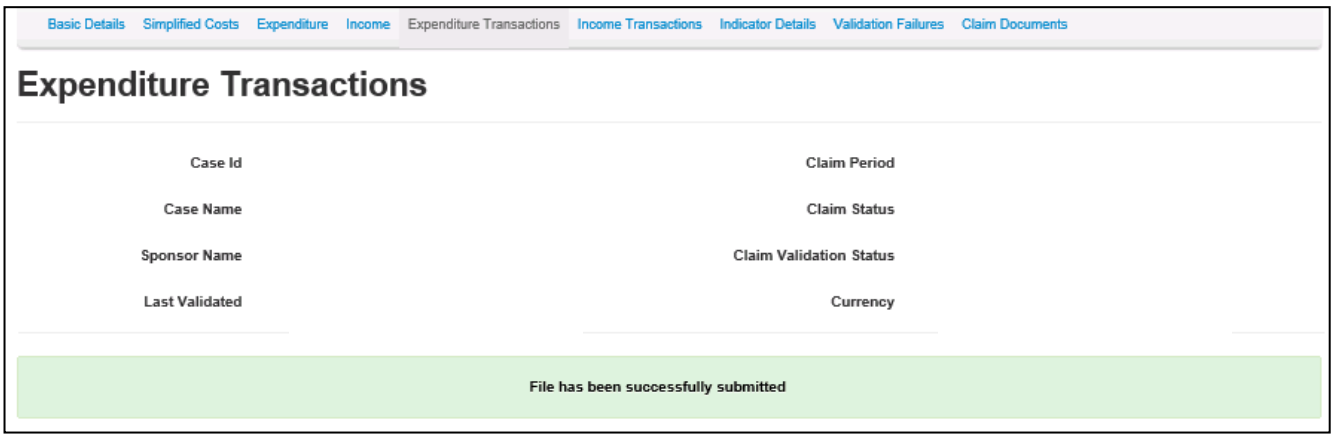


At this point you can choose to either '**Submit'** the transaction file or '**Cancel'** the upload,

Opting to '**Submit'** the file will result in the transactions within that file populating the claim.

Opting to '**Cancel'** the file will result in all the transactions within that file being rejected.

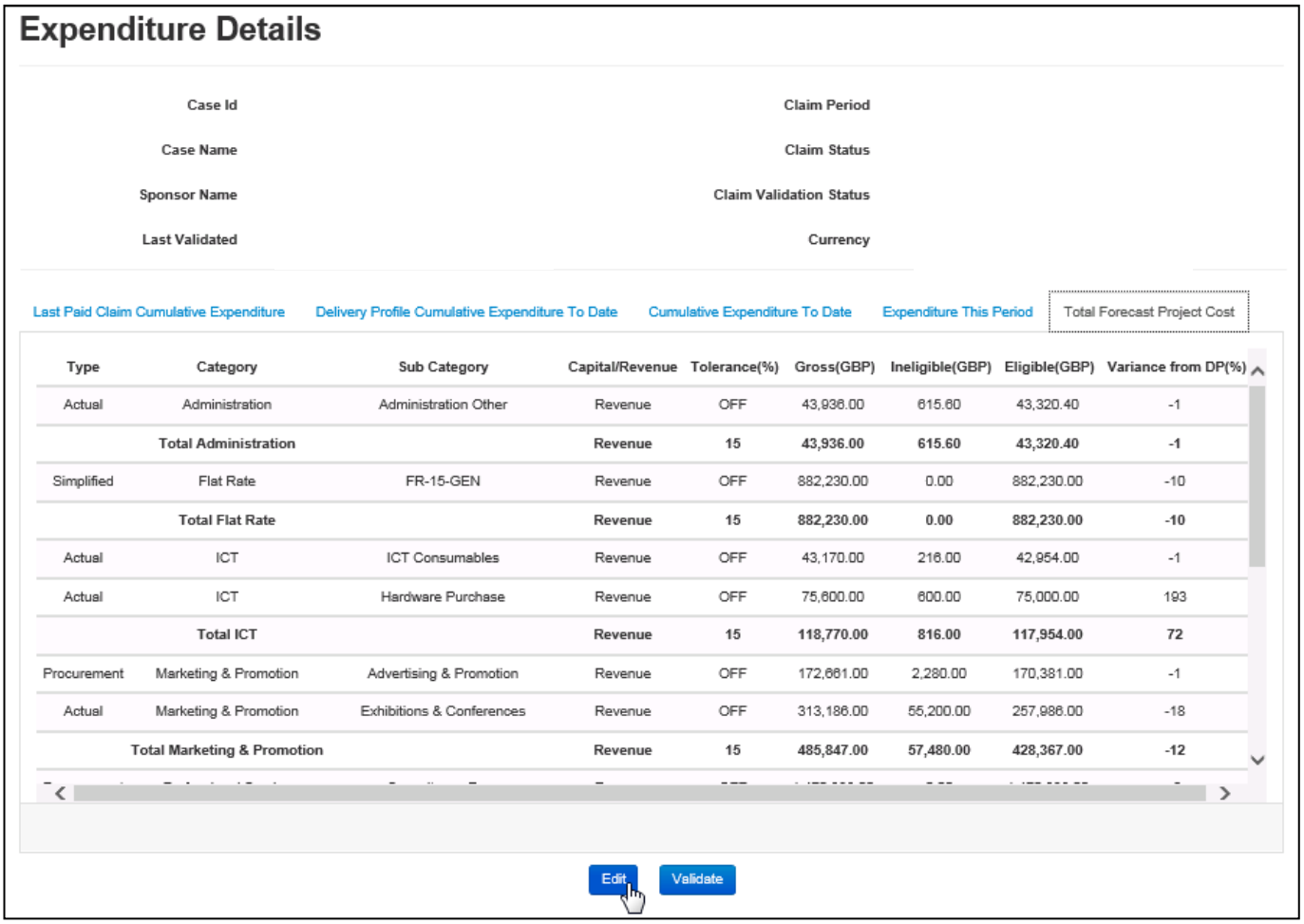
If you choose to '**Submit'** the transaction file, the following success message will be displayed:



When you return to the 'Expenditure' screen, the submitted expenditure transactions will be summed and shown in the **'Expenditure This Period'** tab. The submitted expenditure transactions will also be added to transactions submitted with previous claims and reflected in the **'Cumulative Expenditure To Date'** tab.

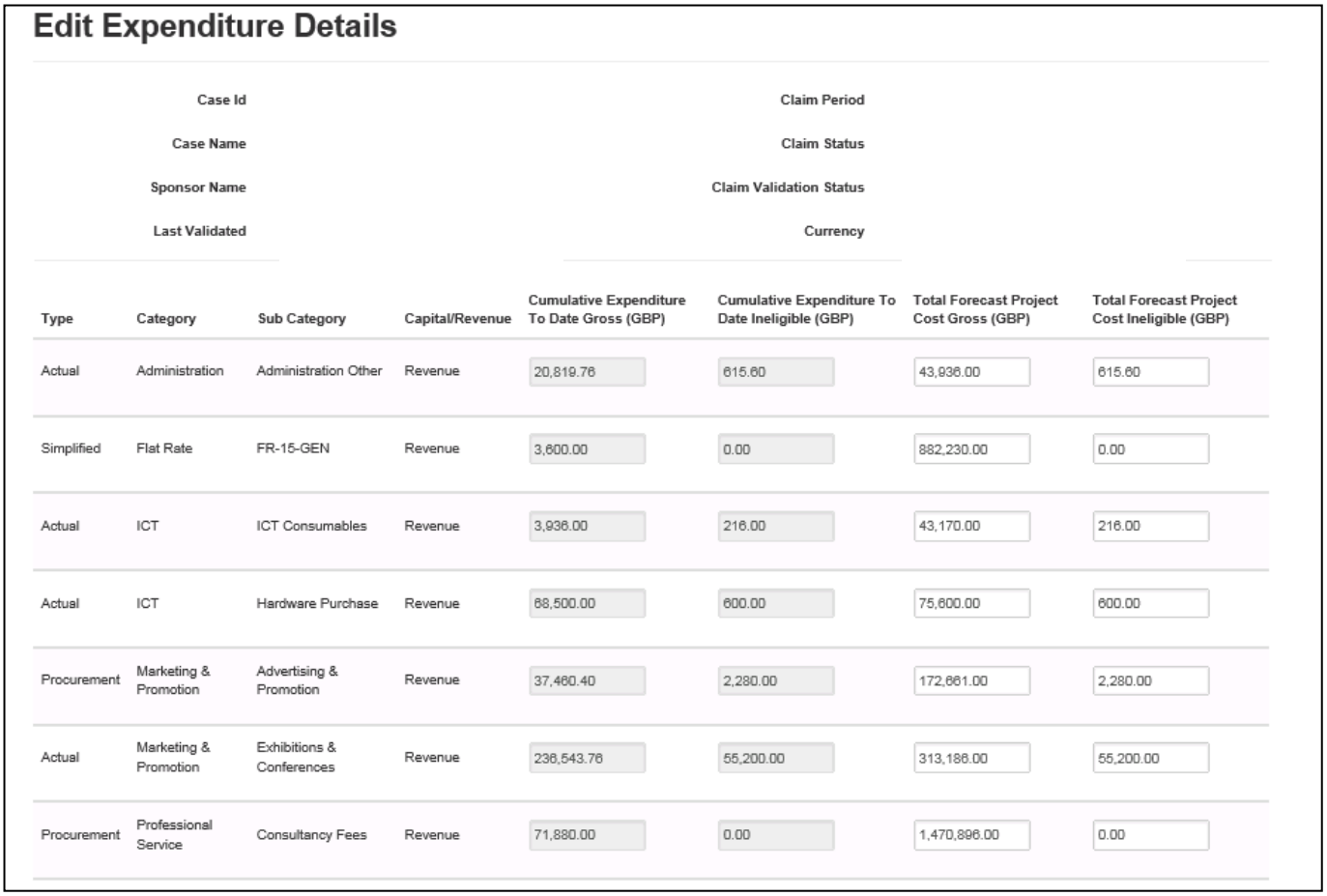
The **'Variance'** column on the **'Cumulative Expenditure To Date'** tab shows the percentage variance between the **'Delivery Profile Cumulative Income To Date'** and the **'Cumulative Income To Date'**.

If, as a result of the transactions you have submitted, your cumulative expenditure to date is such that you need to amend the forecast expenditure, you will need to navigate to the **'Expenditure Details'** tab of the claim, select the **'Total Forecast Project Cost'** tab and then the **'Edit'** button.



Type	Category	Sub Category	Capital/Revenue	Tolerance(%)	Gross(GBP)	Ineligible(GBP)	Eligible(GBP)	Variance from DP(%)
Actual	Administration	Administration Other	Revenue	OFF	43,936.00	615.60	43,320.40	-1
	Total Administration		**Revenue**	**15**	**43,936.00**	**615.60**	**43,320.40**	**-1**
Simplified	Flat Rate	FR-15-GEN	Revenue	OFF	882,230.00	0.00	882,230.00	-10
	Total Flat Rate		**Revenue**	**15**	**882,230.00**	**0.00**	**882,230.00**	**-10**
Actual	ICT	ICT Consumables	Revenue	OFF	43,170.00	216.00	42,954.00	-1
Actual	ICT	Hardware Purchase	Revenue	OFF	75,600.00	600.00	75,000.00	193
	Total ICT		**Revenue**	**15**	**118,770.00**	**816.00**	**117,954.00**	**72**
Procurement	Marketing & Promotion	Advertising & Promotion	Revenue	OFF	172,661.00	2,280.00	170,381.00	-1
Actual	Marketing & Promotion	Exhibitions & Conferences	Revenue	OFF	313,186.00	55,200.00	257,986.00	-18
	Total Marketing & Promotion		**Revenue**	**15**	**485,847.00**	**57,480.00**	**428,367.00**	**-12**

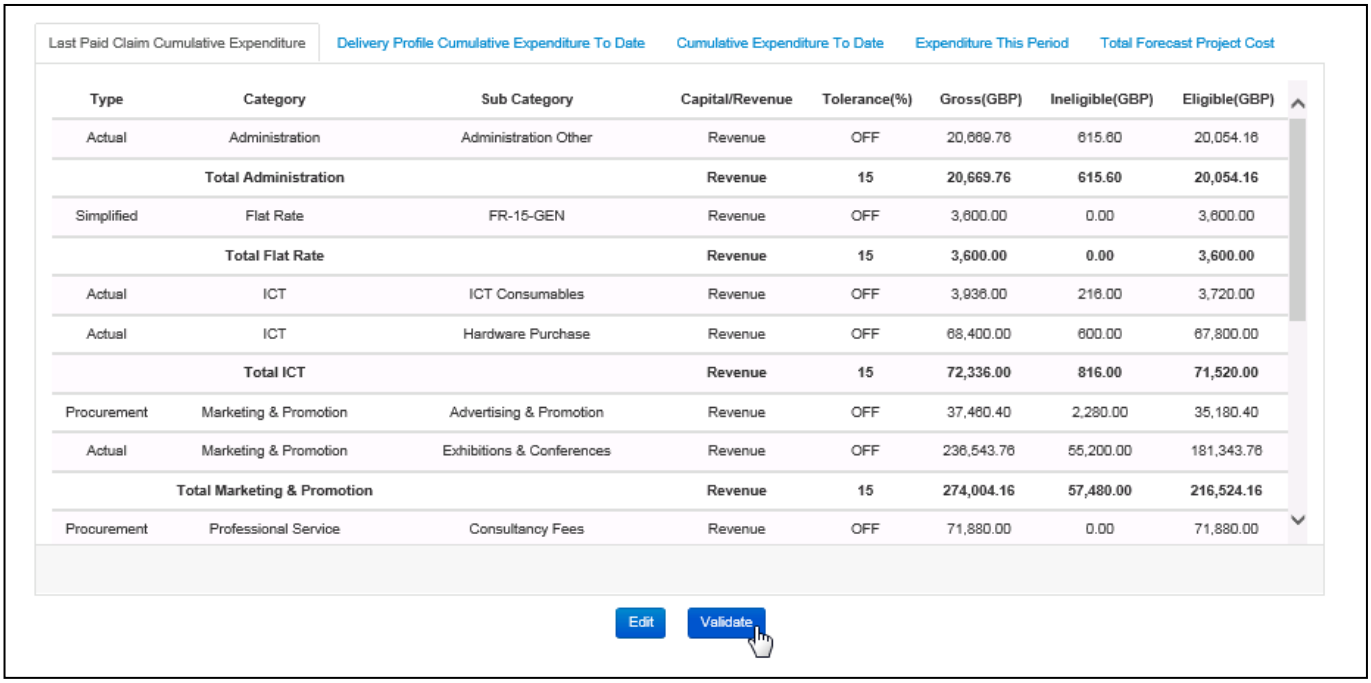
This will be pre-populated with the data from either the Delivery Profile (for Initial claims) or the Last Paid Claim (for subsequent claims). You will be able to overwrite this data if necessary with the latest available forecast expenditure details.



NB: The Total Forecast Eligible Project Cost cannot exceed the Approved Eligible Capital and Revenue Totals. Any forecast overspend in the Total Forecast Project Cost (increase in total project costs) must be recorded as ineligible expenditure and must be matched by the equivalent amount of ineligible income.

When you have finished uploading your expenditure transaction file(s), and have adjusted the **'Total Forecast Project Cost'** tab (if necessary), you will need to confirm that the expenditure values are ready for validation. To do this, navigate to the bottom of the **'Expenditure Details'** tab of the claim and select **'Edit'**. Then select the '**Validate Expenditure Data**' check box and choose to '**Save**'.

You can then validate the expenditure data entered by selecting the **'Validate'** button at the bottom of the **'Expenditure Details'** tab.



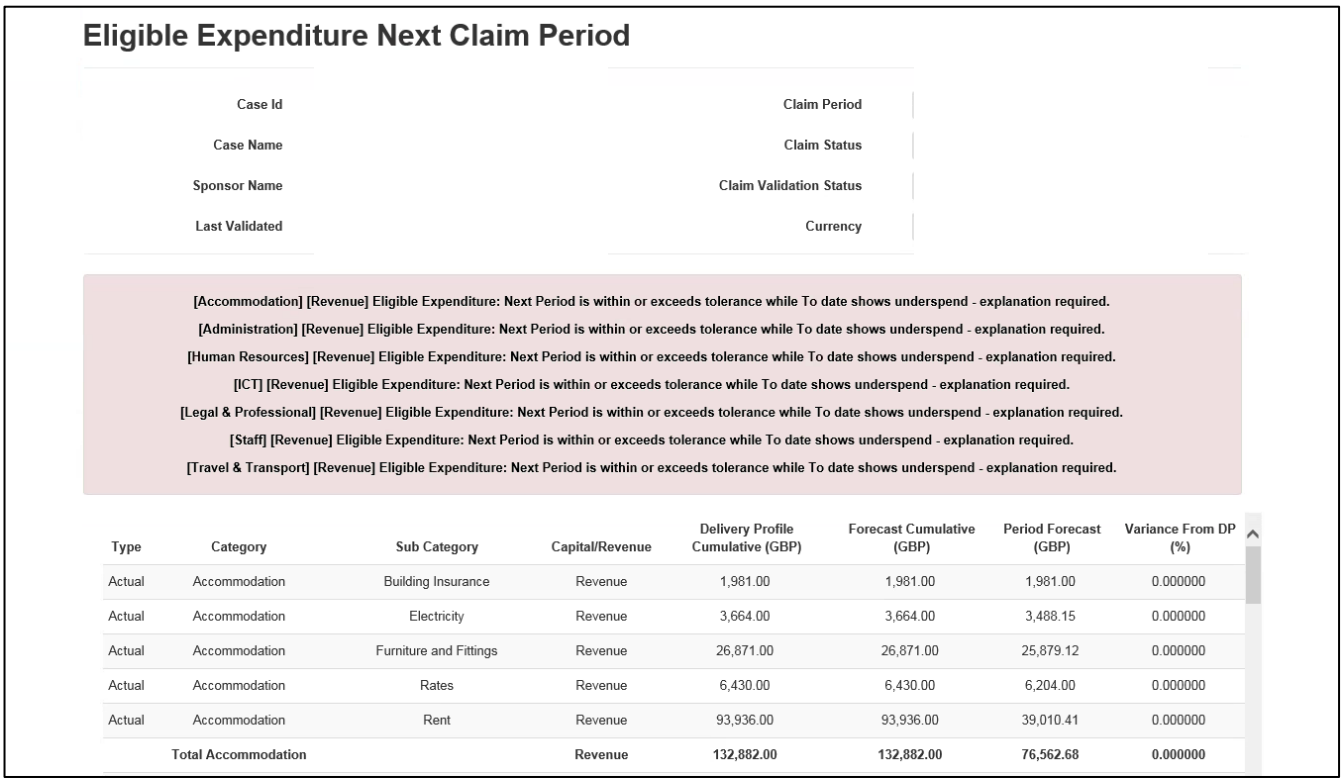
Type	Category	Sub Category	Capital/Revenue	Tolerance(%)	Gross(GBP)	Ineligible(GBP)	Eligible(GBP)
Actual	Administration	Administration Other	Revenue	OFF	20,669.76	615.60	20,054.16
	Total Administration		**Revenue**	**15**	**20,669.76**	**615.60**	**20,054.16**
Simplified	Flat Rate	FR-15-GEN	Revenue	OFF	3,600.00	0.00	3,600.00
	Total Flat Rate		**Revenue**	**15**	**3,600.00**	**0.00**	**3,600.00**
Actual	ICT	ICT Consumables	Revenue	OFF	3,936.00	216.00	3,720.00
Actual	ICT	Hardware Purchase	Revenue	OFF	68,400.00	600.00	67,800.00
	Total ICT		**Revenue**	**15**	**72,336.00**	**816.00**	**71,520.00**
Procurement	Marketing & Promotion	Advertising & Promotion	Revenue	OFF	37,460.40	2,280.00	35,180.40
Actual	Marketing & Promotion	Exhibitions & Conferences	Revenue	OFF	236,543.76	55,200.00	181,343.76
	Total Marketing & Promotion		**Revenue**	**15**	**274,004.16**	**57,480.00**	**216,524.16**
Procurement	Professional Service	Consultancy Fees	Revenue	OFF	71,880.00	0.00	71,880.00

For further details on Validation, please see **Section 10**.

6. Next Period Expenditure (Advance Payments Only

6. Next Period Expenditure (Advance Payments Only)

Select the **'Next Period Expenditure'** tab. The **'Eligible Expenditure Next Claim Period'** summary screen will be displayed.



Eligible Expenditure Next Claim Period

Case Id		Claim Period	
Case Name		Claim Status	
Sponsor Name		Claim Validation Status	
Last Validated		Currency	

[Accommodation] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[Administration] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[Human Resources] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[ICT] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[Legal & Professional] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[Staff] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.
[Travel & Transport] [Revenue] Eligible Expenditure: Next Period is within or exceeds tolerance while To date shows underspend - explanation required.

Type	Category	Sub Category	Capital/Revenue	Delivery Profile Cumulative (GBP)	Forecast Cumulative (GBP)	Period Forecast (GBP)	Variance From DP (%)
Actual	Accommodation	Building Insurance	Revenue	1,981.00	1,981.00	1,981.00	0.000000
Actual	Accommodation	Electricity	Revenue	3,664.00	3,664.00	3,488.15	0.000000
Actual	Accommodation	Furniture and Fittings	Revenue	26,871.00	26,871.00	25,879.12	0.000000
Actual	Accommodation	Rates	Revenue	6,430.00	6,430.00	6,204.00	0.000000
Actual	Accommodation	Rent	Revenue	93,936.00	93,936.00	39,010.41	0.000000
	Total Accommodation		**Revenue**	**132,882.00**	**132,882.00**	**76,562.68**	**0.000000**

The columns to the left of the screen will display full details of approved category and sub-category headings of expenditure as agreed on the Delivery Profile.

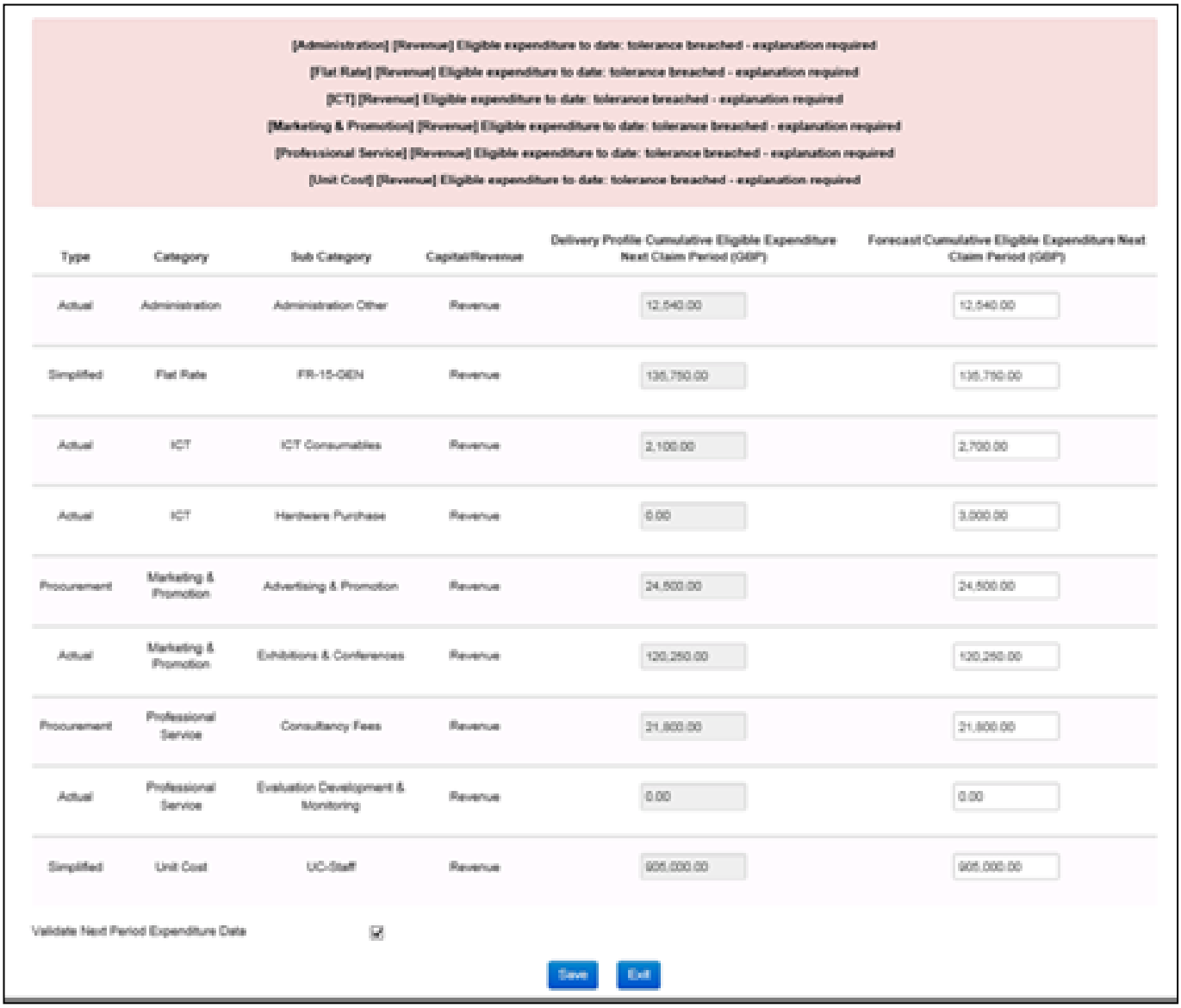
The Eligible Expenditure Next Claim Period details for the Operation are displayed under the following headings:

- **Delivery Profile Cumulative** *(read only)*
- **Forecast Cumulative** *
- **Period Forecast** *(read only)*
- **Variance from DP (%)** *(read only)*

* denotes columns into which the data you enter will be displayed; all other columns are pre-populated with information from the approved Delivery Profile or derived from the data that you have entered.

Next Claim Period refers to the next period where a claim is scheduled on the Delivery Profile. This would normally be a period of three months.

When you are ready to enter next period expenditure, select the **'Edit'** button at the bottom of the screen. The Next Period Expenditure details will become available for editing.



You will be presented with 2 columns:

Delivery Profile Cumulative Eligible Expenditure Next Claim Period *(read only)*	pre-populated from the approved Delivery Profile.
Forecast Cumulative Eligible Expenditure Next Claim Period	editable field which is pre-populated with Delivery Profile Values for that period. If expected expenditure next period differs from the approved Delivery Profile, these values should be overwritten.

NB: Please note that you are entering <u>cumulative eligible expenditure</u> in this column. Gross and ineligible figures are not required in this screen.

When you have finished entering this information, press the **'Save'** button at the bottom of the screen.

If you have a lot of information to enter, please press the Save button at regular intervals in order to avoid losing any of the data inputted

In order to confirm the data is ready for validation, select the **'Validate Next Period Expenditure Data'** check box and then **'Save'**. Once you have saved successfully, click the **'exit'** button to take you back to the Next Period Expenditure tab of the claim.

When you return to the Next Period Expenditure summary screen the information you have entered will be displayed in the Forecast Cumulative column. The **'Period Forecast'** column will display the calculated difference between **'Cumulative Expenditure to Date'** (Expenditure Tab) and the **'Forecast Cumulative'** values entered. The **'Variance from DP'** column shows the percentage variance between the cumulative Delivery Profile values and the entered values.

NB: If the variance is above or below the agreed tolerance (displayed in Expenditure tab), you will be required to submit explanations upon validation of the claim (see Section 10).

7. Income

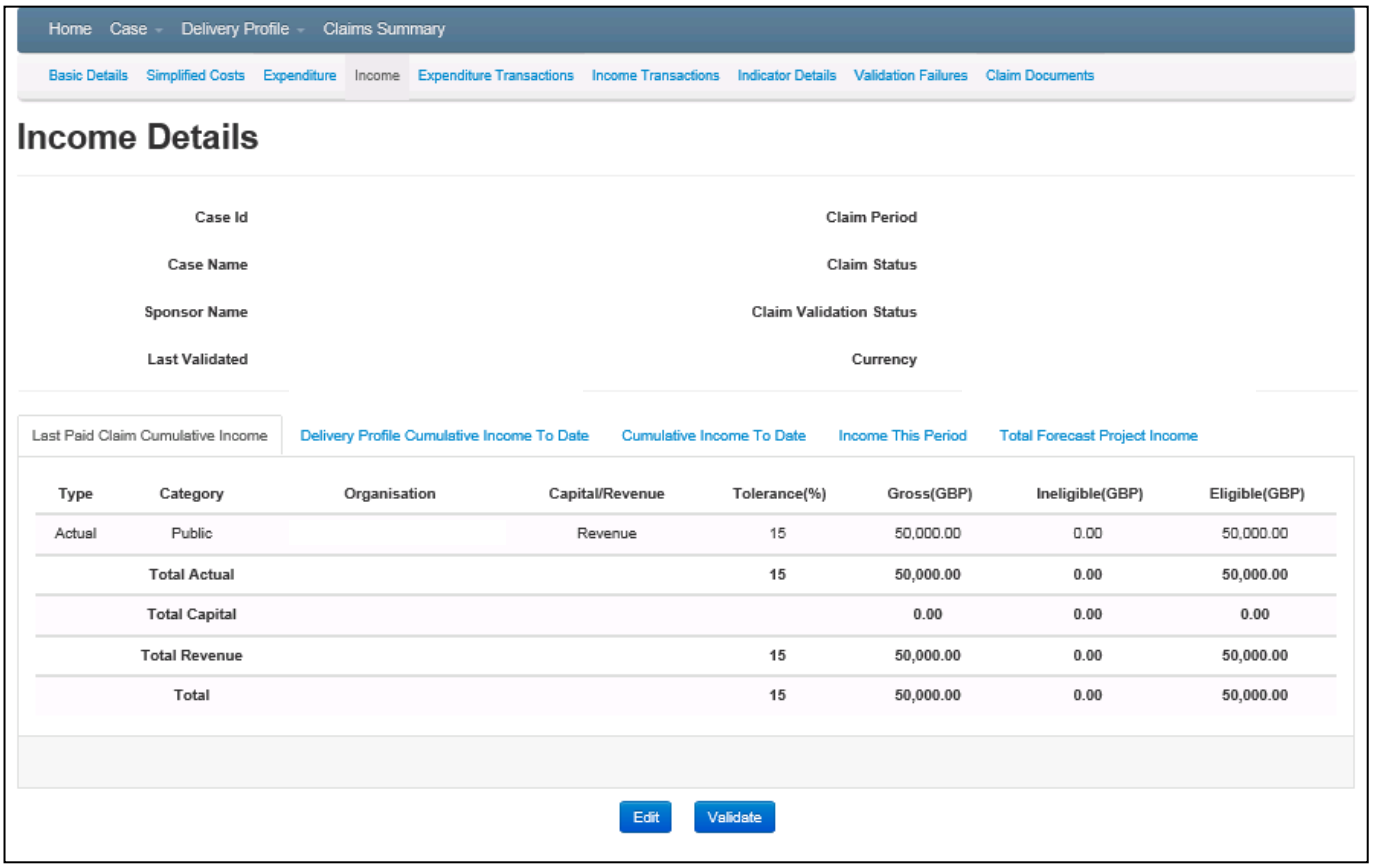
7. Income

Within the Claim, income details are shown on 2 screens **– 'Income'** and **'Income Transactions'**.

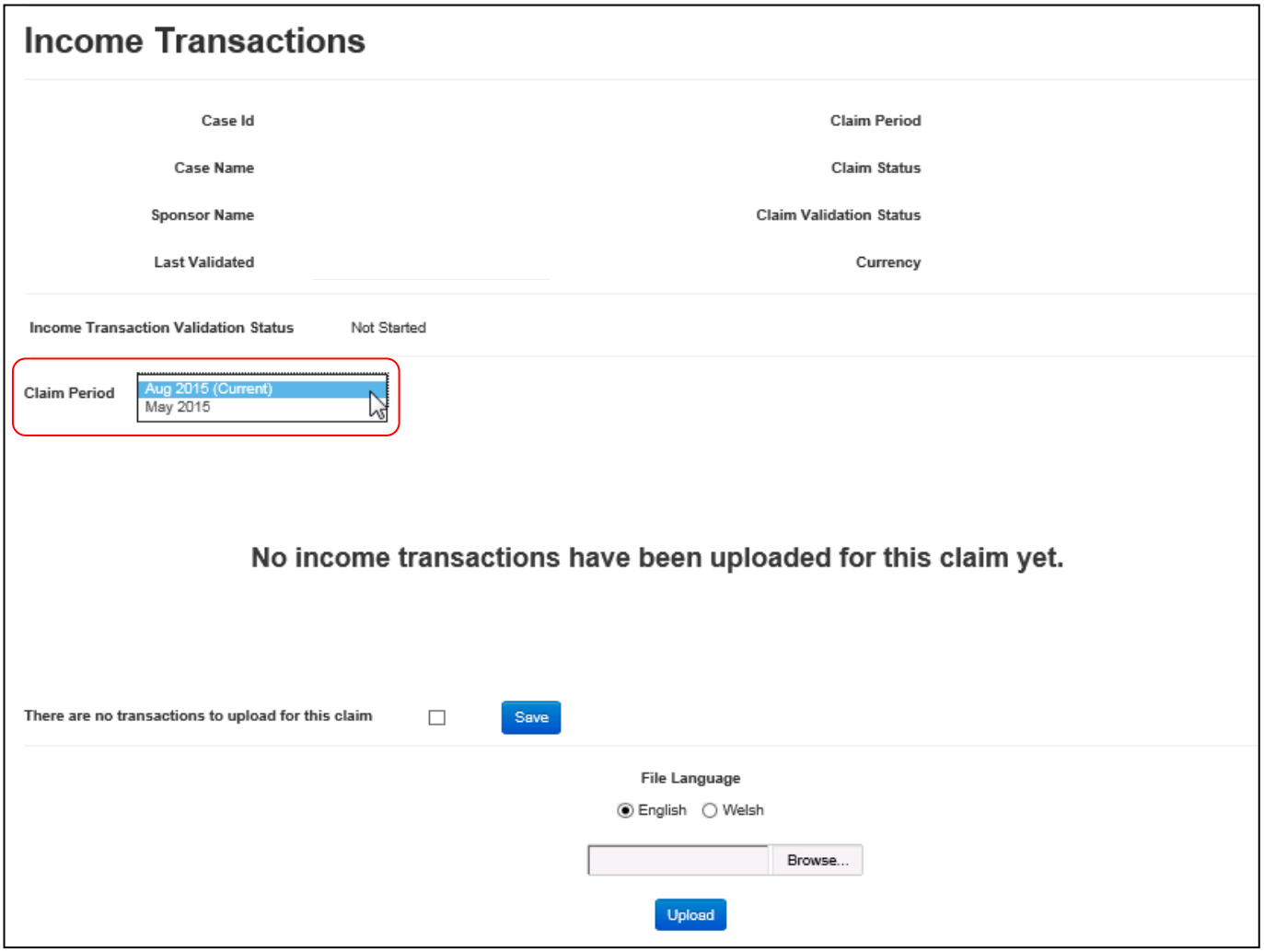
The **'Income'** screen displays the **'Income Details'** for the Operation under the following tabs:

- **Last Paid Claim Cumulative Income (read only)**
- **Delivery Profile Cumulative Income To Date (read only)**
- **Cumulative Income To Date ***
- **Income This Period (read only)**
- **Total Forecast Project Income**

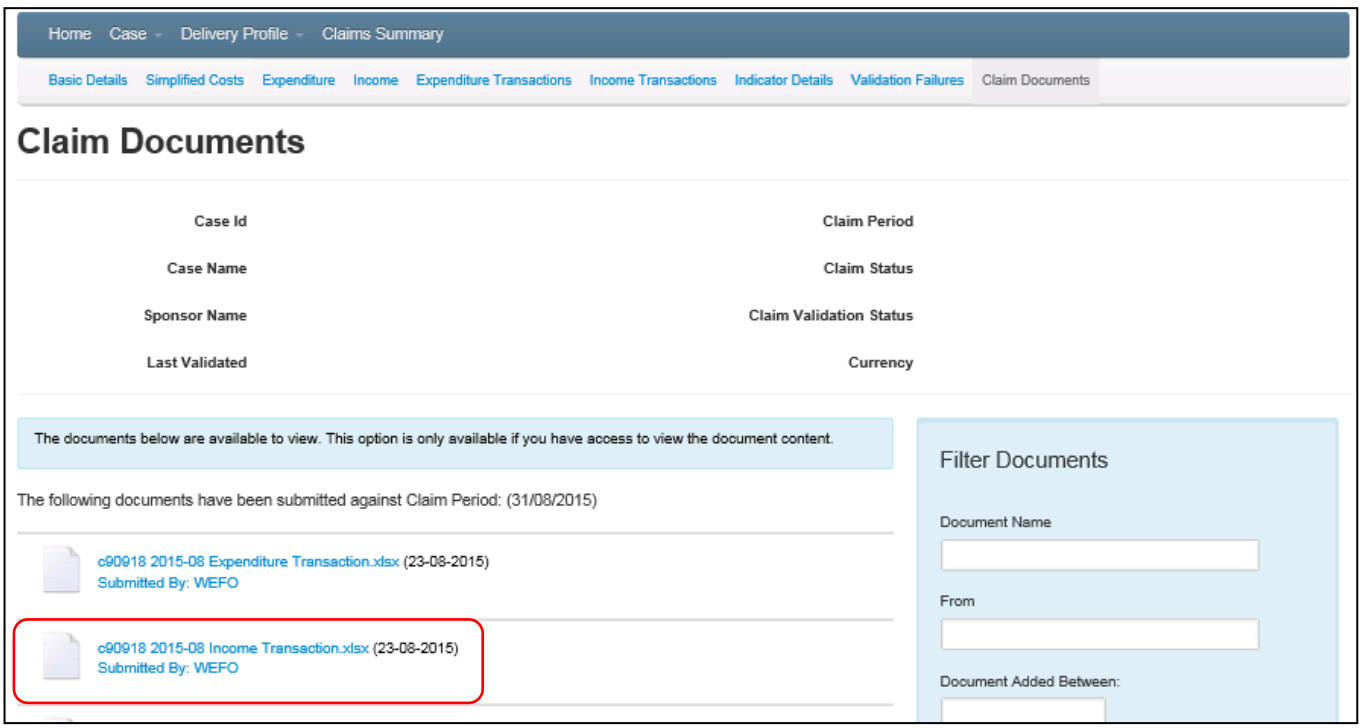
*denotes the column into which the income transactions you upload will be summed together and the results displayed.



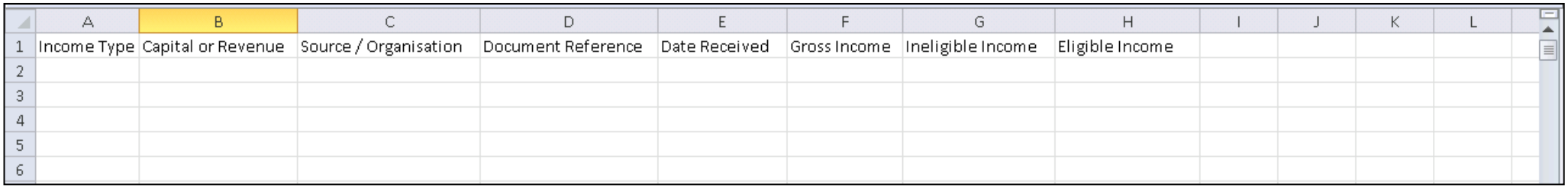
The **'Income Transactions'** screen displays the income transactions for the Operation which have already been submitted (in respect of either the current Claim Period or a previous Claim Period). To view transactions submitted in respect of a previous Claim Period, use the Claim Period drop-down box.



Income transactions are uploaded via the income transaction template which can be found on the **'Claim Documents'** tab of the claim.



An example of the template can be seen below, followed by a complete listing of the details required for each type of income transaction submitted for financial support:



	A	B	C	D	E	F	G	H	I	J	K	L
1	Income Type	Capital or Revenue	Source / Organisation	Document Reference	Date Received	Gross Income	Ineligible Income	Eligible Income				
2												
3												
4												
5												
6												

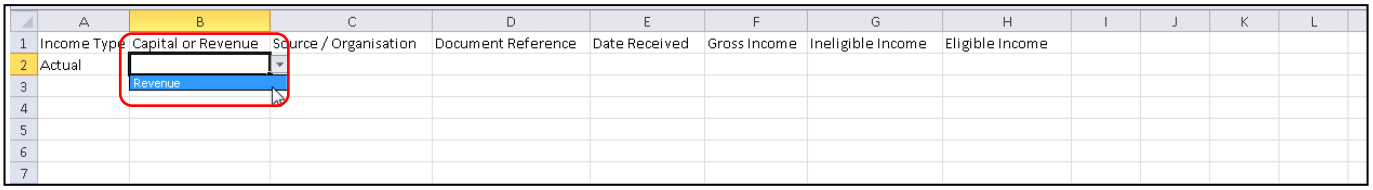
TRANSACTION LIST HEADING	Mandatory / Optional	Values	Comments	Validation
Income Type	Mandatory	Actual / In Kind	The income type	Must be consistent with the agreed Delivery Profile
Capital or Revenue	Mandatory	Capital / Revenue	Whether the income is Capital or Revenue	Must be consistent with the agreed Delivery Profile
Source / Organisation	Mandatory		This is the name of the Beneficiary/Joint Beneficiary supplying the match funding.	Must be consistent with the agreed Delivery Profile
Document Reference	Optional		Income document reference number should contain the reference associated with the income received by the Beneficiary, e.g. TMF (Targeted Match Funding)	Maximum 100 characters. Free format.
Date Received	Mandatory		The date on which the income was received, i.e. the date on which the amount reached the Lead Beneficiary's or Third party's bank account.	Must be prior to or equal to the Claim Period End Date, and not before the physical start of the Operation (i.e. the date on first claim submission).
Gross Income	Mandatory		The gross amount of income received.	
Ineligible Income	Mandatory		The amount (if any) of the income which, although relevant to your Structural Fund Operation, is deemed ineligible.	
Eligible Income	Calculated		Eligible Income = Gross Income - Ineligible Income. Calculated by a formula in the customised template	Must be the Gross Income less the Ineligible Income.

7.1 Income Transactions

When you are ready to upload your Income Transactions, open the Income Transaction Template from within the **'Claim Documents'** tab of the Claim. Populate the 'Income Transactions' tab with the transactions for the claim period.

	Transaction files are completed on a **period** basis only; once you have uploaded your period transaction files, they will be added to transactions previously submitted to reflect the cumulative income to date.

You will have the ability to select various combinations of income lines as agreed in your Delivery Profile by selecting the drop down boxes as seen in an extract from a transaction list below.



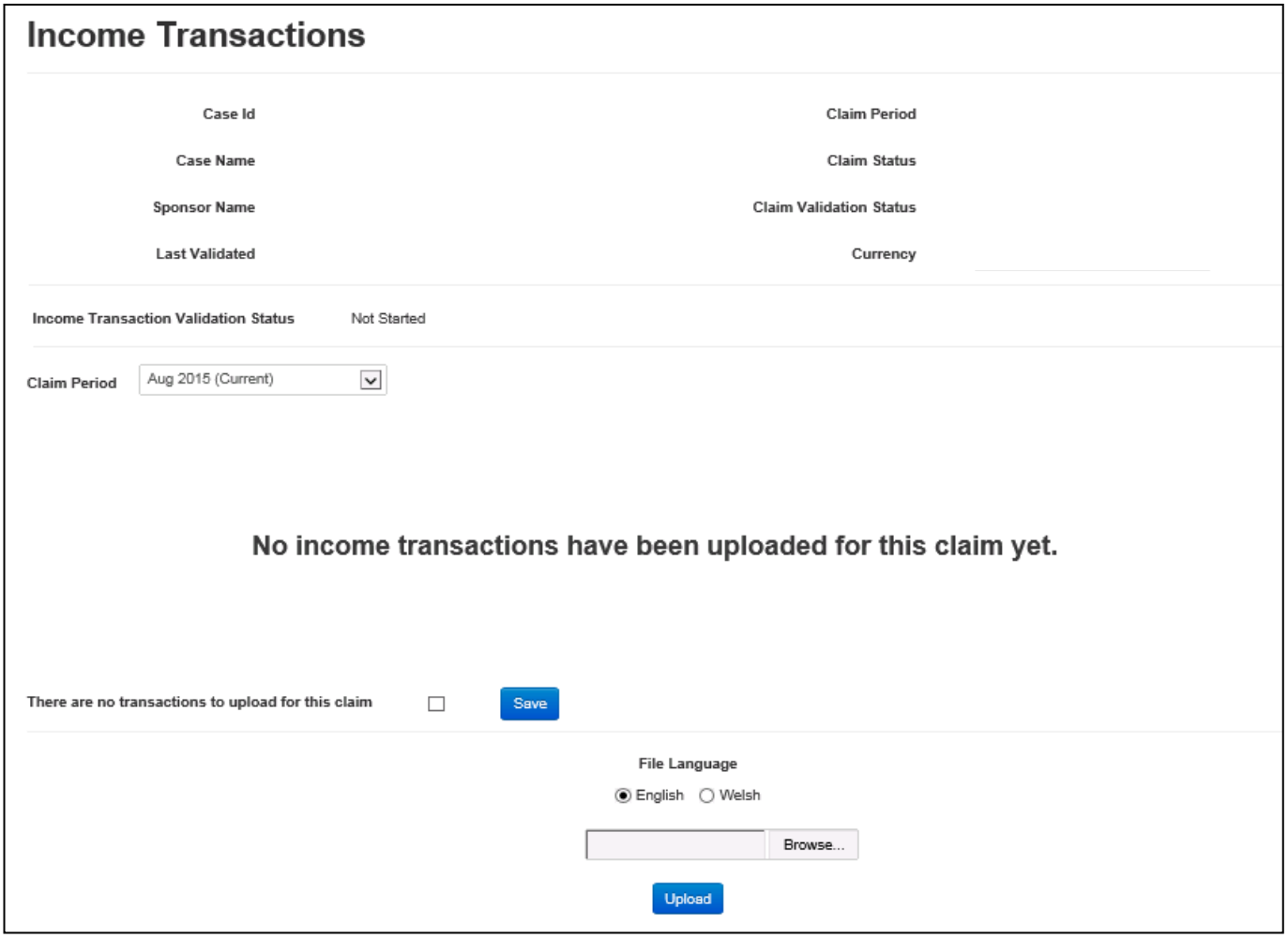
Please ensure you only select the combinations as detailed in your approved Delivery Profile. Please note, only these approved combinations will be accepted when you attempt to upload the completed transaction file.

Once all relevant income transactions have been entered, save the file as a **.CSV file**.

	Prior to saving the file as a .CSV file, you should save it as an Excel workbook for your own records as if you need to re-open the file to make changes this is easier to do in an Excel file format.

	Only a .CSV file format will be accepted when you attempt to upload the file to WEFO Online; if the file you are trying to upload is in another format it will be rejected.

To **upload** the income transactions, go to the Income Transactions tab of the claim, select **'Browse'** and the **'Upload'** button to load the file.



Should you have no income to claim for the current period, select the 'There are no transactions to upload for this claim' **check box** and choose to **'Save'**.

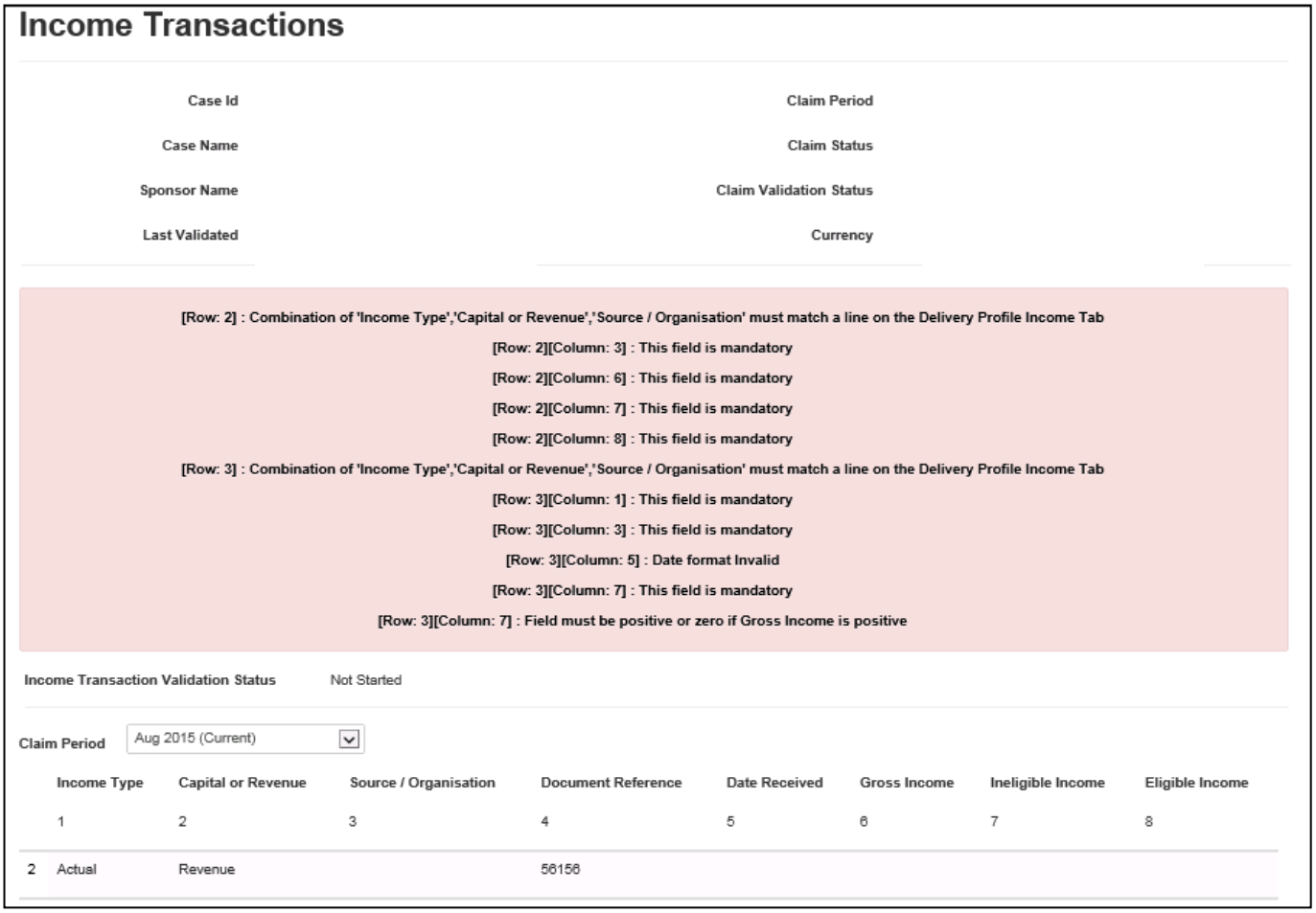
You can upload multiple transaction list files per claim, but will have to address any validation errors on each list prior to attempting to upload a further file.

The system will run validation rules on the data within the uploaded file to ensure the correct data has been supplied, and the formatting has been adhered to.

The system will only display the first 20 errors identified and should there be more than 5 consecutive transactions with errors, the file will be rejected.

Should you have more than 20 errors, it would be advisable to review all subsequent transactions to ensure the same error has not occurred in those remaining transactions.

Prior to uploading the file, it would be advisable to review the contents to ensure the details are correct.

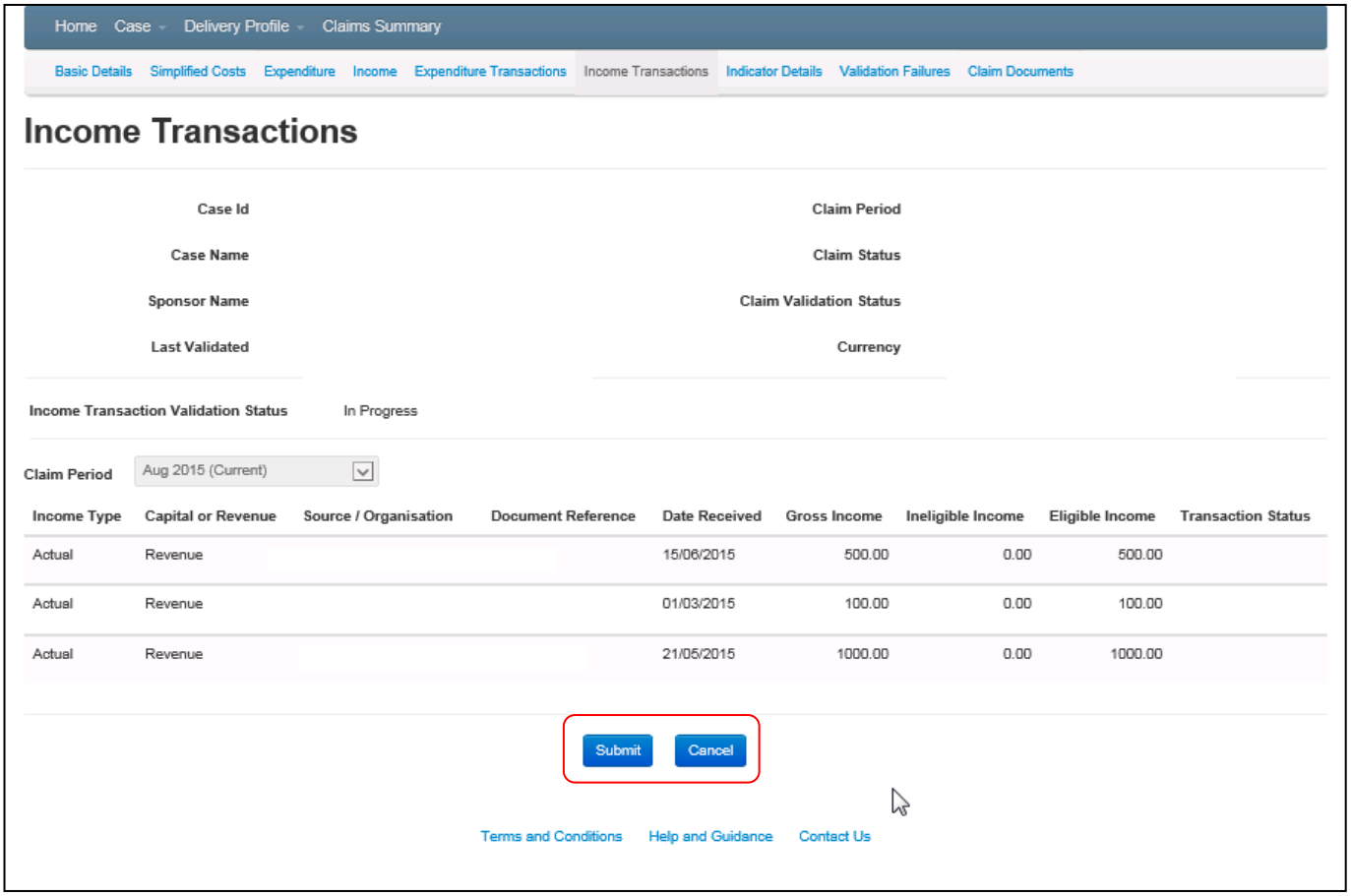


	Should you navigate away from the Income Transactions tab when the error messages are displayed, details of the errors identified will be lost, and you will have to upload the file again in order for the error messages to be displayed. *Either* keep the tab open whilst you make the relevant amendments to the .CSV file *or* take a screen shot of the errors prior to moving away from this tab.

For each error identified, you will be required to amend the transaction file. In some instances, you may be required to remove the transaction (i.e. defrayment outside of the claim period).

Once you have made the required corrections, save the **amended** .csv file and upload again.

If you have successfully addressed all the validation failures, the system will display the list of uploaded transactions, similar to the screen shot below:

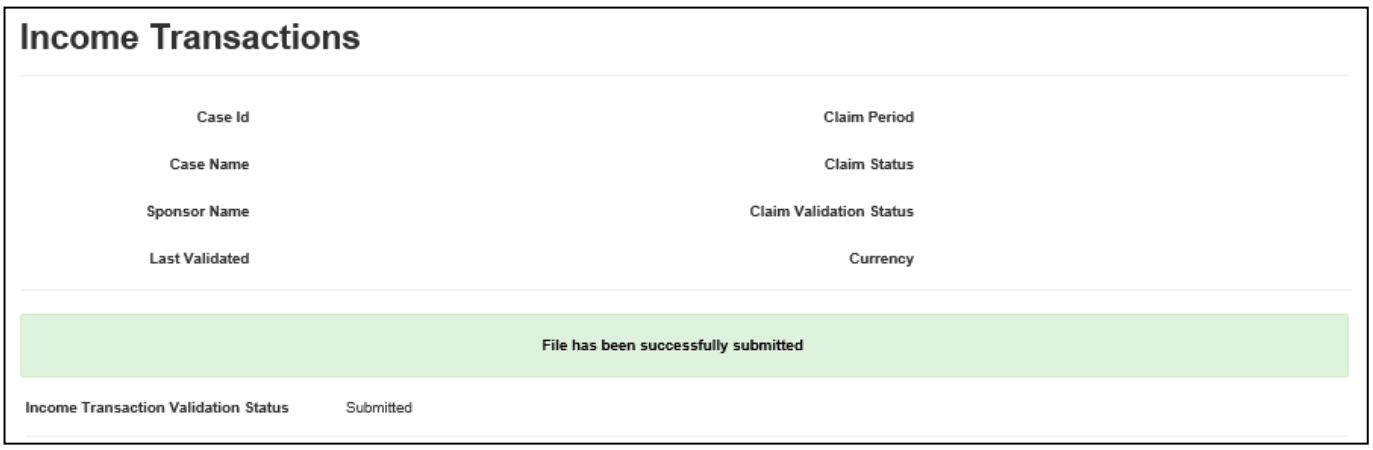


At this point you can choose to either **'Submit'** the transaction file or **'Cancel'** the upload.

Opting to **'Submit'** the file will result in the transactions within that file populating the claim.

Opting to **'Cancel'** the file will result in all transactions within that file being rejected.

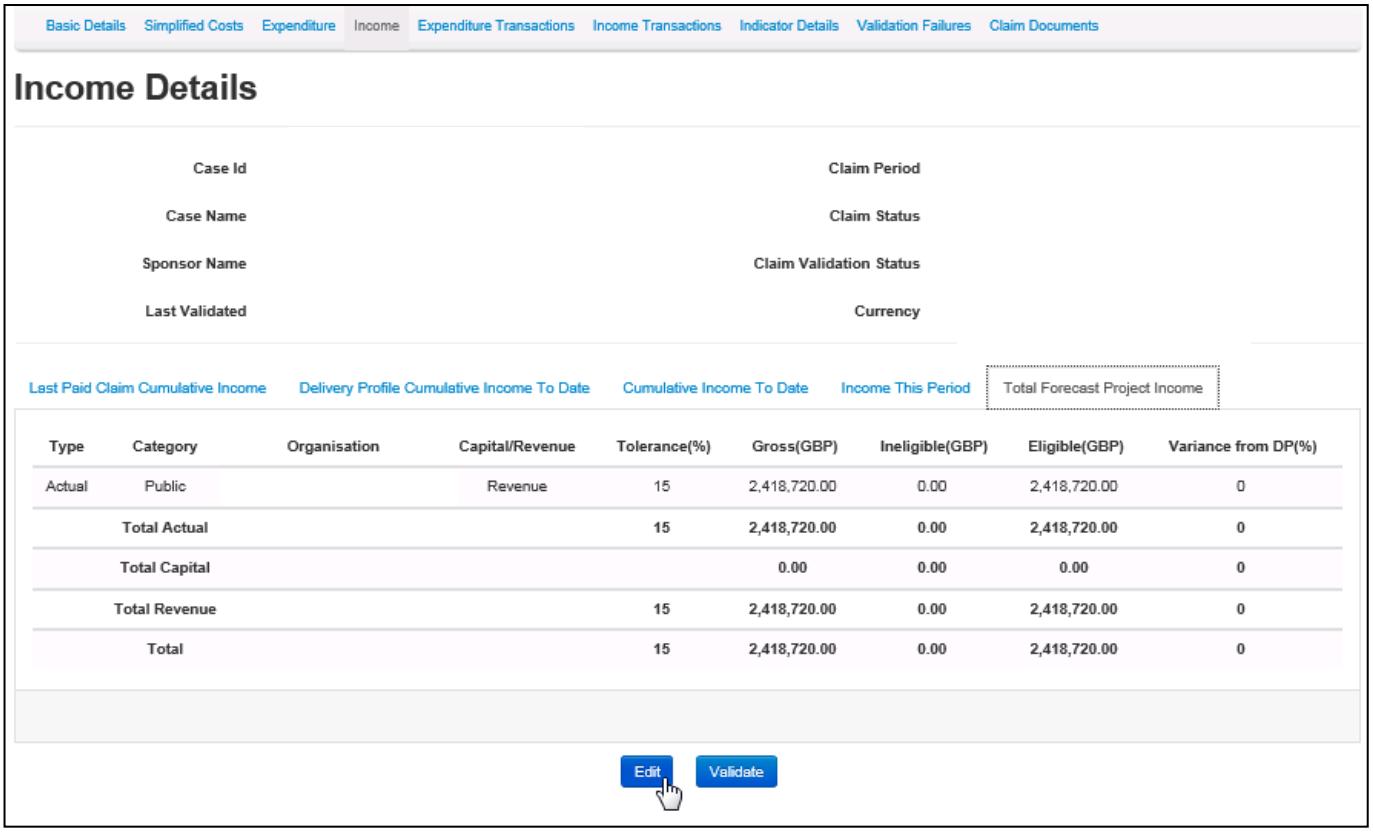
If you choose to **'Submit'** the transaction file, the following success message will be displayed:



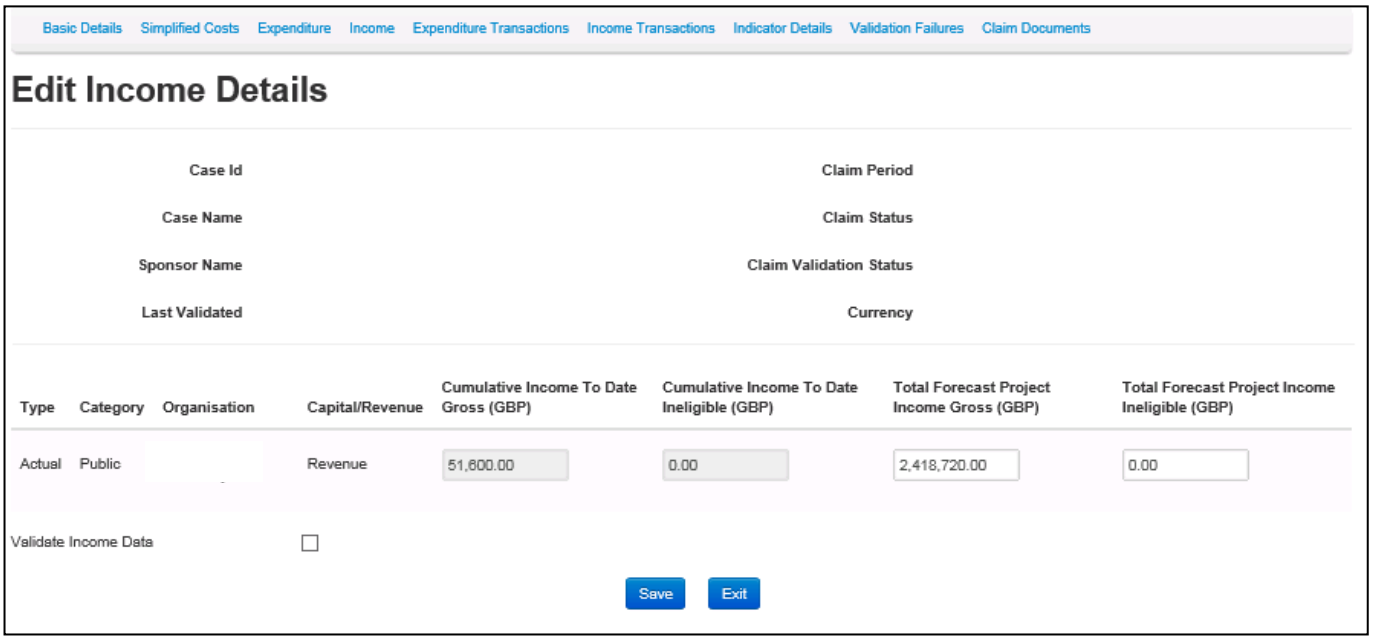
When you return to the **'Income'** screen, the submitted income transactions will be summed and shown in **the 'Income This Period'** tab. The submitted income transactions will also be added to transactions submitted with previous claims and reflected in the **'Cumulative Income**

To Date' tab. The **'Variance'** column on the **'Cumulative Income To Date'** tab shows the percentage variance between the **'Delivery Profile Cumulative Income To Date'** and the **'Cumulative Income To Date'**.

If, as a result of the transactions you have submitted, your cumulative income to date is such that you need to amend the forecast income, you will need to navigate to the **'Income'** tab of the claim, then select the **'Total Forecast Project Income'** tab and then the **'Edit'** button.



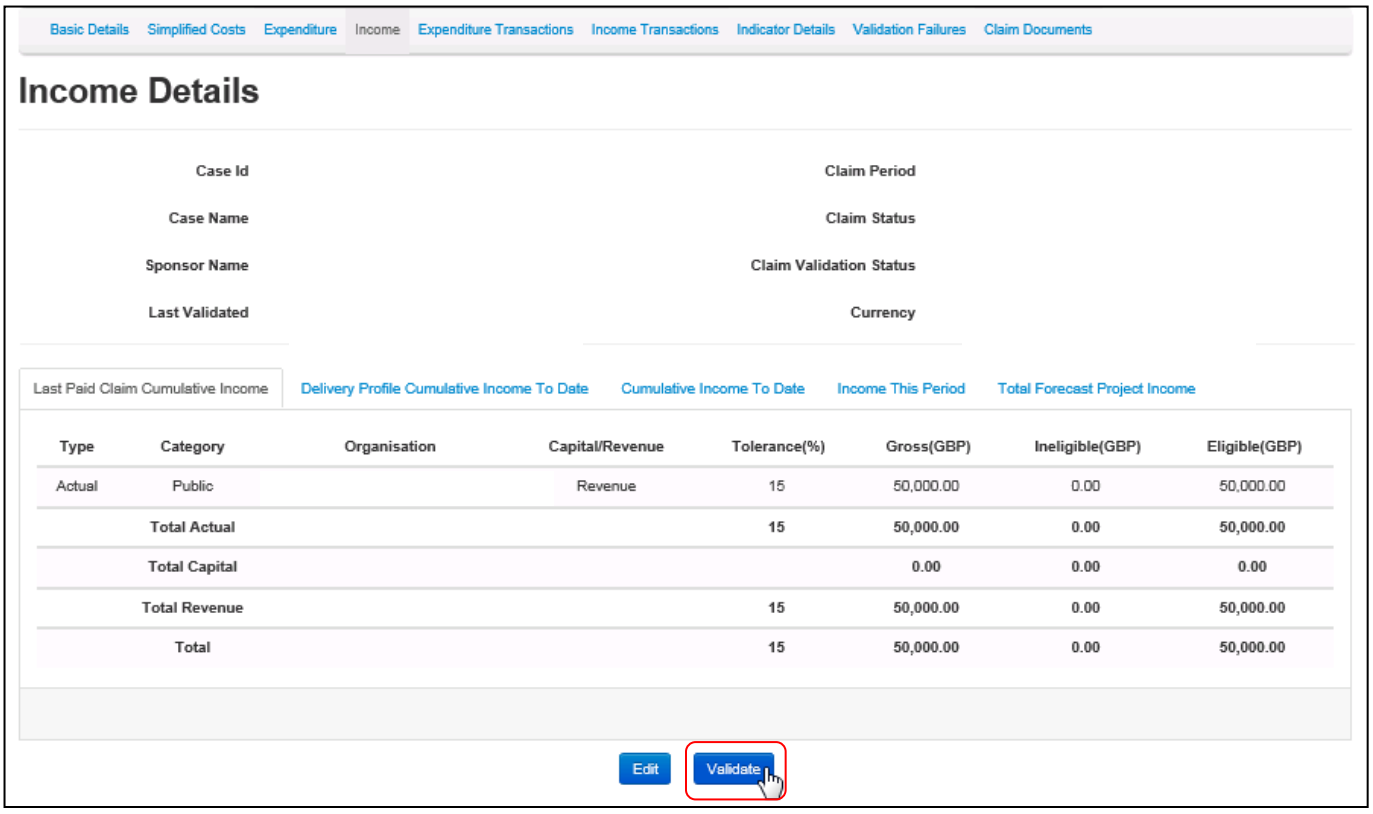
This will be pre-populated with data from either the Delivery profile (for Initial claims) or the Last paid Claim (for subsequent claims). You will be able to overwrite this data if necessary with the latest available forecast income details.



N.B. "In kind" contributions (i.e. a non-cash transaction which represents, for example, the value of a product, service or time) shown against any category/ sub-category must have an identical "in-kind" expenditure and income entry for that category/ sub-category at each stage of the Operation, and must be supported by appropriate documentation, e.g. timesheets. Where timesheets are used, these must be based on actual values and not notional or estimated values.

When you have finished uploading your income transaction file(s), and have adjusted the **'Total Forecast Project Income'** (if necessary), you will need to confirm that the indicator values are ready for validation. To do this, navigate to the bottom of the 'Income' tab of the claim and select **'Edit'**. Then select the **'Validate Income Data'** check box and choose to **'Save'**.

You can then validate the income data entered by selecting the **'Validate'** button at the bottom of the Income screen.

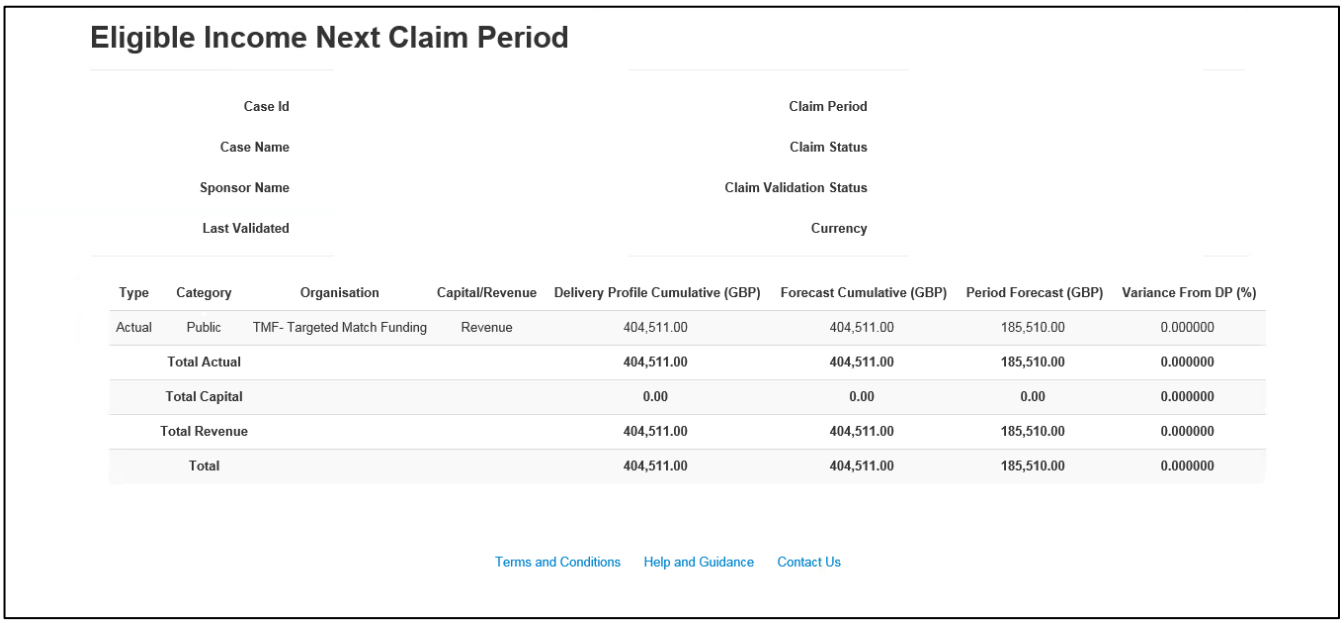


NB: If the variance is above or below the agreed tolerance, you will be required to submit explanations upon validation of the claim (see Section 10).

8. Next Period Income (Advance Need Payments Only

8. Next Period Income (Advance Need Payments Only)

Select the **'Next Period Income'** tab. The **'Next Period Income'** summary screen will be displayed



Eligible Income Next Claim Period

Case Id | Claim Period
Case Name | Claim Status
Sponsor Name | Claim Validation Status
Last Validated | Currency

Type	Category	Organisation	Capital/Revenue	Delivery Profile Cumulative (GBP)	Forecast Cumulative (GBP)	Period Forecast (GBP)	Variance From DP (%)
Actual	Public	TMF- Targeted Match Funding	Revenue	404,511.00	404,511.00	185,510.00	0.000000
	Total Actual			**404,511.00**	**404,511.00**	**185,510.00**	**0.000000**
	Total Capital			**0.00**	**0.00**	**0.00**	**0.000000**
	Total Revenue			**404,511.00**	**404,511.00**	**185,510.00**	**0.000000**
	Total			**404,511.00**	**404,511.00**	**185,510.00**	**0.000000**

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The columns to the left of the screen will display full details of approved Organisations and sources of income as agreed in the Delivery Profile.

The **'Eligible Income Next Claim Period'** details for the Operation are displayed under the following headings:

- **Delivery Profile Cumulative** *(read only)*
- **Forecast Cumulative** *
- **Period Forecast** *(read only)*
- **Variance from DP (%)** *(read only)*

***** denotes columns into which the data you enter will be displayed; all other columns are pre-populated with information from the approved Delivery Profile or derived from the data that you have entered.

Next Claim Period refers to the next period where a claim is scheduled on the Delivery Profile. This would normally be a period of three months.

When you are ready to enter next period income, select the **'Edit'** button at the bottom of the screen. The Next Period Income details will become available for editing in the same way as for Expenditure (see **Section 6**).

You will be presented with 2 columns:

Delivery Profile Cumulative Eligible Income Next Claim Period *(read only)*	pre-populated from the approved Delivery Profile.
Forecast Cumulative Eligible Income Next Claim Period	editable field which is pre-populated with Delivery Profile Values for that period. If expected income next period differs from the approved Delivery Profile, these values should be overwritten.

NB: Please note that you are entering cumulative eligible income in this column. Gross and Ineligible figures are not required in this screen.

When you have finished entering this information, press the **'Save'** button at the bottom of the screen.

If you have a lot of information to enter, please press the Save button at regular intervals in order to avoid losing any of the data inputted

In order to confirm the data is ready for validation, select the **'Validate Next Period Income Data'** check box and then **'Save'**. Once you have saved successfully, click the **'Exit'** button to take you back to the Next Period Income summary screen.

When you return to the **'Next Period Income'** summary screen the information you have entered will be displayed in the Forecast Cumulative column. The **'Period Forecast'** column will display the calculated difference between **'Cumulative Income to Date'** (Income Tab) and the **'Forecast Cumulative'** values entered. The **'Variance from DP'** column shows the percentage variance between the cumulative DP values and the entered values.

NB: If the variance is above or below the agreed tolerance (as displayed in 'Income' tab), you will be required to submit explanations upon validation of the claim (see Section 10).

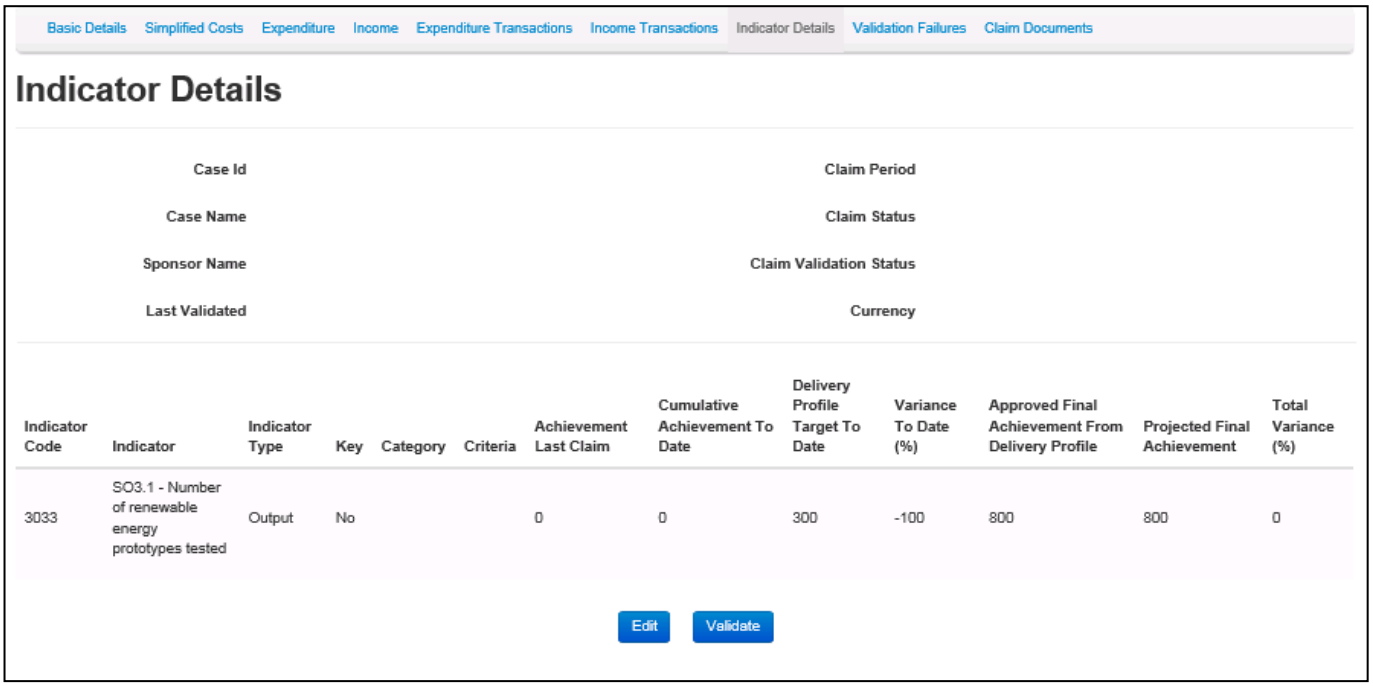
9. Indicators

9. Indicators

Beneficiaries are required to report on progress made against the approved indicator targets (including Category and Criteria breakdown) set for the Operation in the approved Delivery Profile. The claim form must be submitted to show progress made against each indicator even if no Financial Support is being claimed.

Failure to achieve approved indicator targets is likely to result in the reduction or clawback of Financial Support.

When you are ready to provide this information, navigate to the **'Indicator Details'** tab of the claim as illustrated. The Indicator Details summary screen will be displayed.



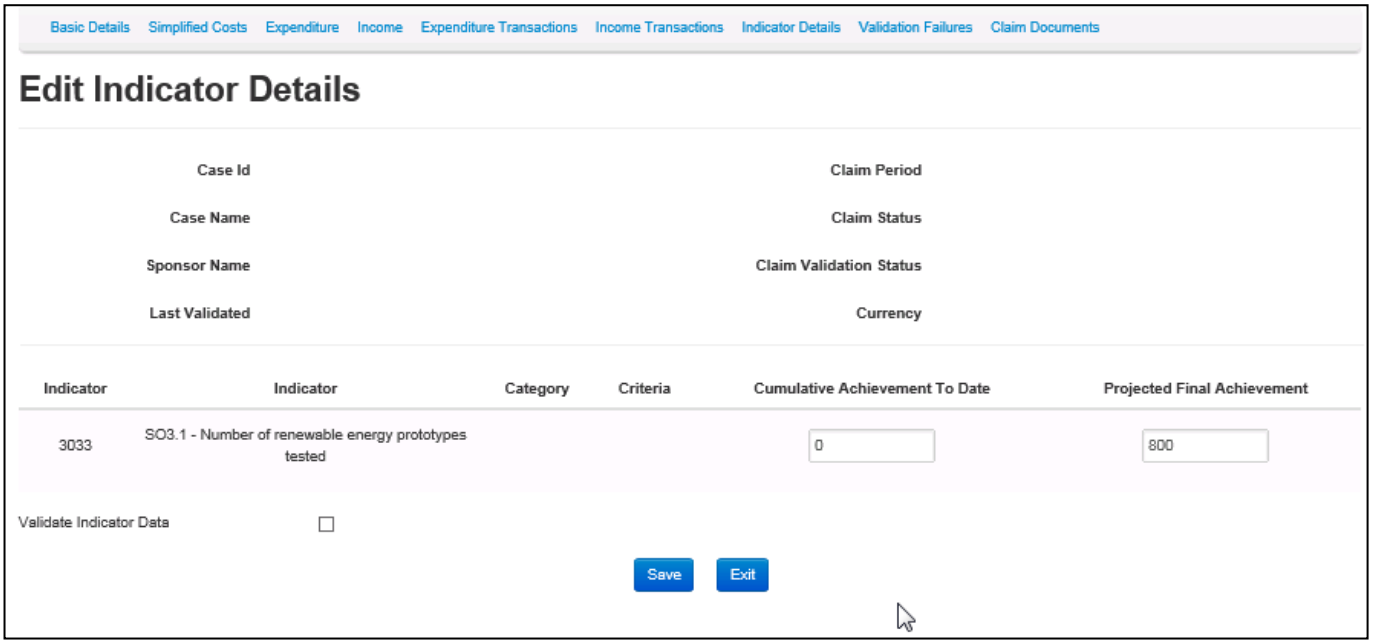
On this screen, you will be presented with information relating to the indicators agreed in the Delivery Profile for your Operation under the following column headings:

Indicator Code *(read only)*	The code for each specific Indicator.
Indicator *(read only)*	The name of each specific Indicator.
Indicator Type *(read only)*	The type of Indicator i.e. how each Indicator will be measured.
Key *(read only)*	Whether or not the Indicator is a Key/ Major Indicator.
Category *(read only)*	Category/ Type of Indicator
Criteria *(read only)*	Drill-down from the category e.g. Category = Gender, Criteria = Male or Female.
Achievement Last Claim *(read only)*	Pre-populated cumulative value from last processed claim (will be zero on initial claim).
*** Cumulative Achievement to Date**	Always zero before entering. This is one of the columns that you must edit at each claim period (more details below).
Delivery Profile Target to Date *(read only)*	Pre-populated from approved Delivery Profile figures to indicate approved profile achievement for the claim period.

Variance To Date (%) *(read only)*	The difference between 'Cumulative Achievement To Date' and 'Delivery Profile Target To Date' expressed as a percentage.
Approved Final Achievement from Delivery Profile (read only)	Pre-populated from Delivery Profile with approved total values for each Category/Criteria.
*** Projected Final Achievement**	Pre-populated with figures entered on last processed claim, or zero if first processed claim. This is one of the columns that you must edit at each claim period (more details below).
Total Variance (%)	Difference between 'Projected Final Achievement' and 'Approved Final Achievement from Delivery Profile' expressed as a percentage.

***** denotes columns into which the data you enter will be displayed; all other columns are pre-populated with information from the approved Delivery Profile, Last Paid Claim or derived from the data that you have entered.

When you are ready to enter your Indicator details, please select the **'Edit'** button at the bottom of the screen. The Indicator details will become available for editing and will be shown on a separate screen as below:



Against the top row for each indicator (i.e. the row with no category or criteria), enter the overall total **'Cumulative Achievement To Date'**.

You will also be required to break down this Cumulative Achievement To Date at ***Category*** and ***Criteria*** level, such that the sum of each Criteria entry for a specific Category equals the overall Achievement To Date.

Where you have entered details of Cumulative Achievement To Date at Criteria level, these must also be reflected in the **'Projected Final Achievement'** column at Criteria level. However, targets which are ***yet to be achieved*** are not required to be broken down at criteria level, and need only be shown in the top row (overall achievement) for each indicator (***unless*** criteria breakdowns are recorded in the approved Delivery Profile).

In the following Example (Example 1), although the overall **'Cumulative Achievement To Date'** (35) is correct, the **'Cumulative Achievement To Date'** for the Criteria (e.g. 25 Male, 10 Female, etc.) has not been reflected in the **'Projected Final Achievement Column'**.

***Example 1: Incorrect* X**

Indicator	Indicator	Category	Criteria	Cumulative Achievement To Date	Projected Final Achievement
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability			35	3,500
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Gender	Male	25	
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Gender	Female	10	
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Black and Minority Ethnic group	Yes	35	35

In this Example (Example 2), the **'Projected Final Achievement'** is displayed correctly – the **'Cumulative Achievement to Date'** of 35 is shown at Criteria level in the **'Projected Final Achievement'** column, but the remaining target of 3,465 (35,000 – 35) which has yet to be achieved is only included in the overall **'Projected Final Achievement'** of 3,500 and is ***not*** required to be displayed at Criteria level.

Example 2: Correct √

Indicator	Indicator	Category	Criteria	Cumulative Achievement To Date	Projected Final Achievement
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability			35	3,500
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Gender	Male	25	25
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Gender	Female	10	10
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Black and Minority Ethnic group	Yes	8	8
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Black and Minority Ethnic group	No	27	27
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Disabled	Yes	3	3
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Disabled	No	32	32
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Migrant	Yes - EU	1	1
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Migrant	Yes - non-EU	34	34
3100	SO1.1 - Short term unemployed with no / low skills or a work limiting health condition or disability	Migrant	No	0	0

« 1 2 3 »

Validate Indicator Data ☑

Save Exit

Once all figures have been entered correctly, please check the **'Validate Indicator Data'** box and **'Save'** the information entered. Once you have saved successfully, click on the **'Exit'** button to return to the Indicators screen. The information you have entered will be displayed along with the calculated variances. The **'Variance To Date'** will show the percentage difference between the **'Cumulative Achievement To Date'** and the **'Delivery Profile Target To Date'**. The **'Total Variance'** will show the percentage difference between the latest 'Projected Final Achievement' and the **'Approved Final Achievement from Delivery Profile'**.

9.1 Submission of Participant-level / Enterprise-level data

Where required, Operations will need to submit Participant-level / Enterprise-level data. The WEFO Research, Monitoring and Evaluation team will provide Beneficiaries with template spreadsheets which will detail the data requirements and format for submitting this data.

Functionality is being developed which will allow this data to be validated by the beneficiary, as part of the process for submitting the data, and any indicator achievements, where the data is derived from the Participant / Enterprise-level data, to be automatically populated on the claim. This functionality will be rolled out in late 2015 and should be fully available in early 2016. Further guidance will be provided at this time.

Until this functionality is rolled out, Beneficiaries will need to upload the data as a claims document, using the document type **'Beneficiary data'**. Only the contacts from the Beneficiary's organization that have been given the roles of 'Claims Contact', 'Claim Maintainer' or 'Claim Submitter' will be able to submit 'Beneficiary data' claim level documents. Beneficiaries will also be required to populate the latest indicator achievements as outlined, previously, in **Section 9**.

9.2 Cross Fund Flexibility

Where Cross Fund Flexibility has been approved in respect of an Operation (i.e. where an ERDF Operation has an element of ESF funding applied to it, and vice versa), the Approved level of cross fund expenditure will be pre-populated in the Indicators section. You will be required to enter the actual value of Cross Fund expenditure to the claim period which must not exceed that Approved. If you have any queries regarding the Approved level of Cross Fund Flexibility, please contact the Lead Payments Officer prior to submitting your claim form.

10. Validation Failures

10. Validation Failures

Before the claim can be submitted to WEFO, the 'Claim Validation Status' must be ***Valid***.

In order for a claim to become **'Valid'** the data entered must pass a series of validation rules. You may choose to validate the claim at any time by selecting the **'Validate'** button at the bottom of the screen. Validation rules for each screen/ tab will only run when you have checked the validation box within the edit view of that screen/ tab.

If validation rules are breached, a message will appear in a message box below the header of the relevant screen. A summary of all messages will also appear in the **'Validation Failures'** tab. You may find it easier and more manageable to validate the data entered on each tab in turn as you complete the claim. In this way, you will be able to address any errors as they occur.

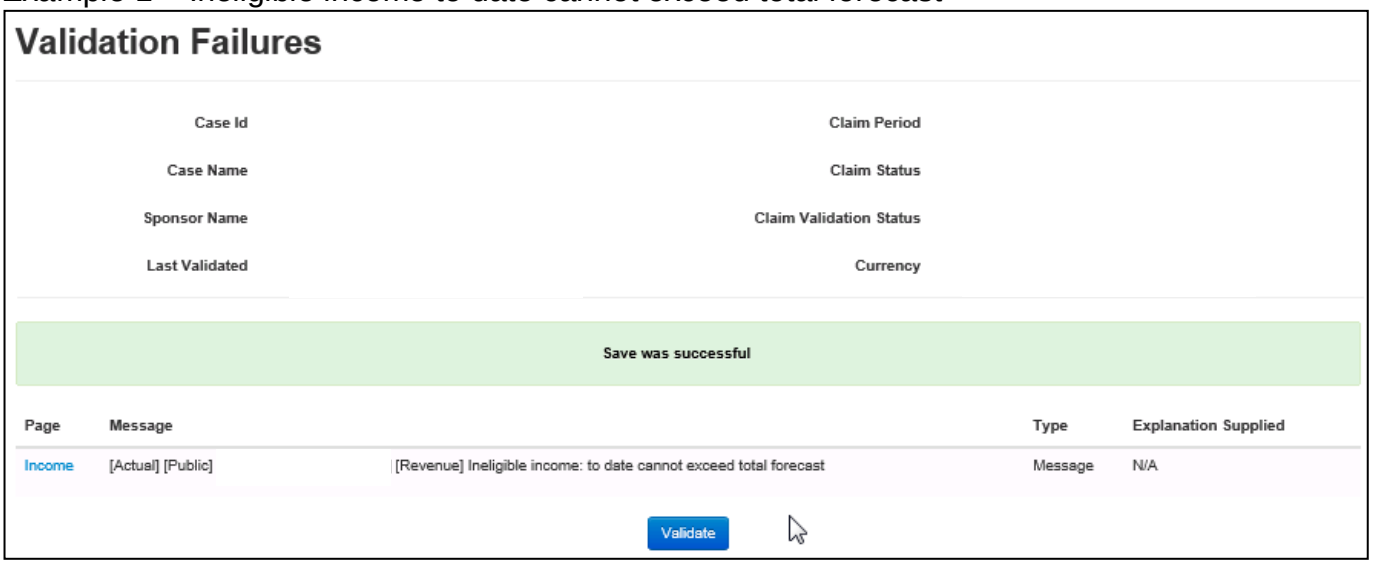
For ease of use all validation rules have also been grouped by a number of rule-sets. Rules relating to incorrect or entered data will be displayed first and will need to be addressed before any other rule-sets will run.

Please remember that you can validate the data entered onto your claim at any stage of the Claim Enter process by selecting the **'Validate'** button at the bottom of any claim screen. Validation messages will appear *both* below the header of the claim screen *and* on the Validation Failures tab. By navigating to the Validation Failures tab, you will be able to view a checklist summary of ***all*** the validation failure messages relevant to your claim. If you have already chosen to **'Validate'** any of the claim screens in turn after entering data onto each tab, the Validation Failures screen may already display validation failure messages when you navigate to it.

The validation messages appear on this screen in a check list format, and are shown in order of the claim screen ('Page') to which they relate. There are two types of validation rules/ messages:

Type 1
The first type relates to data that has been entered incorrectly and must be re-entered or corrected before the claim can become valid:

Example 1 – Ineligible income to date cannot exceed total forecast

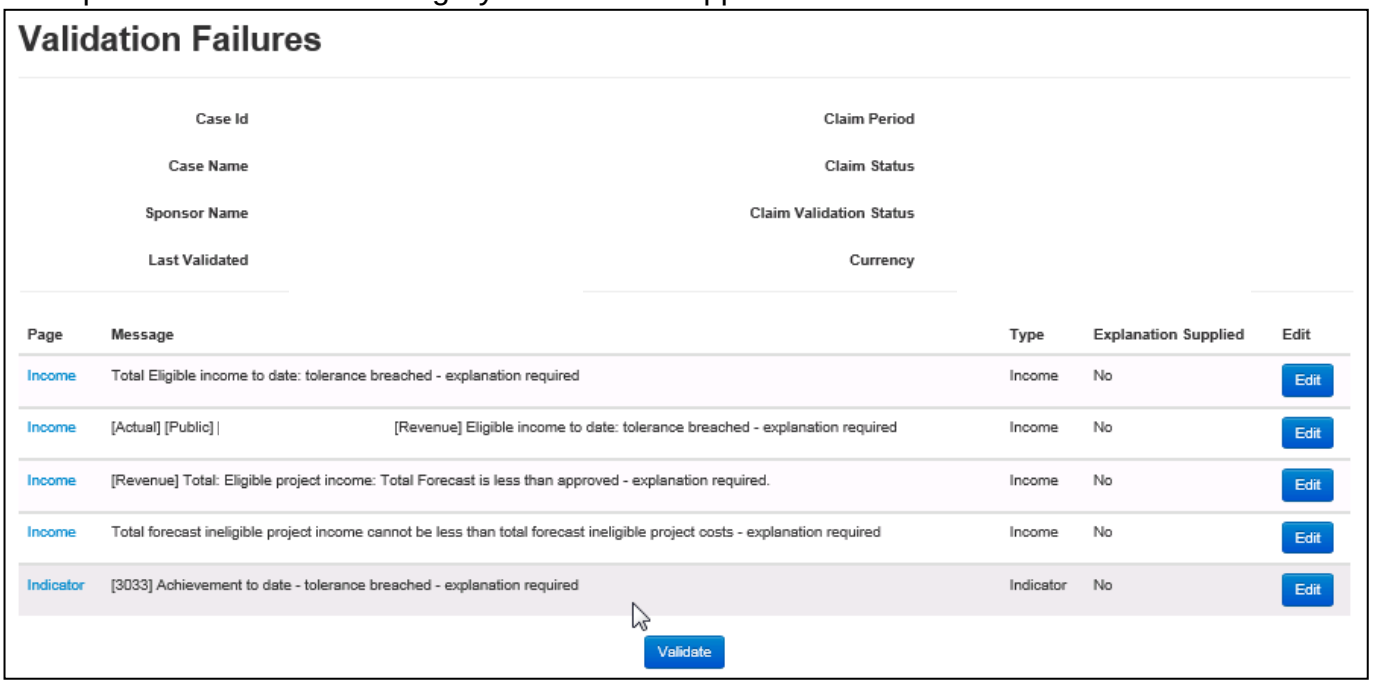


In this instance the forecast ineligible income figure would need to be adjusted to bring it to or above the ineligible income to date figure.

Type 2

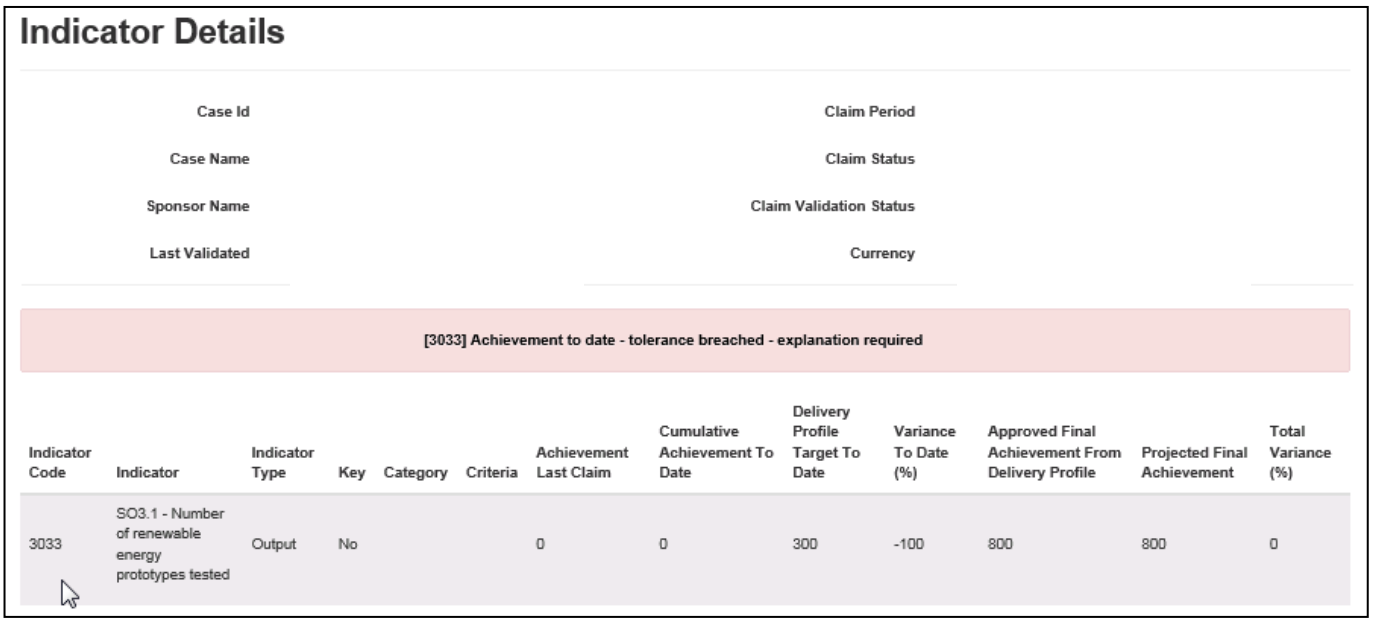
The second type relates to data that is missing or comparisons against the delivery profile data and data supplied on the last paid claim. Where these validation failures occur you will be asked to provide an explanation alongside the message:

Example 1 An indicator category exceeds the approved tolerance.



In the above example, the data entered for the Indicator has breached the assigned tolerance.

To navigate to the **'Page'** to which this message relates, select the **'Page'** hyperlink to the left of the message. The relevant screen will be displayed.



In the example shown, the Cumulative Achievement To Date is 0, and the Delivery Profile Target To Date entered is 500. This shows a -100% variance from the approved Delivery Profile.

You should first check that the amount has been entered correctly.
If it has been entered ***incorrectly***, amend the figure by choosing to **'Edit'** this screen and then re-validate the claim to update the validation failure.

If the figure has been entered ***correctly***, you will be required to provide an explanation for the breach of tolerance.

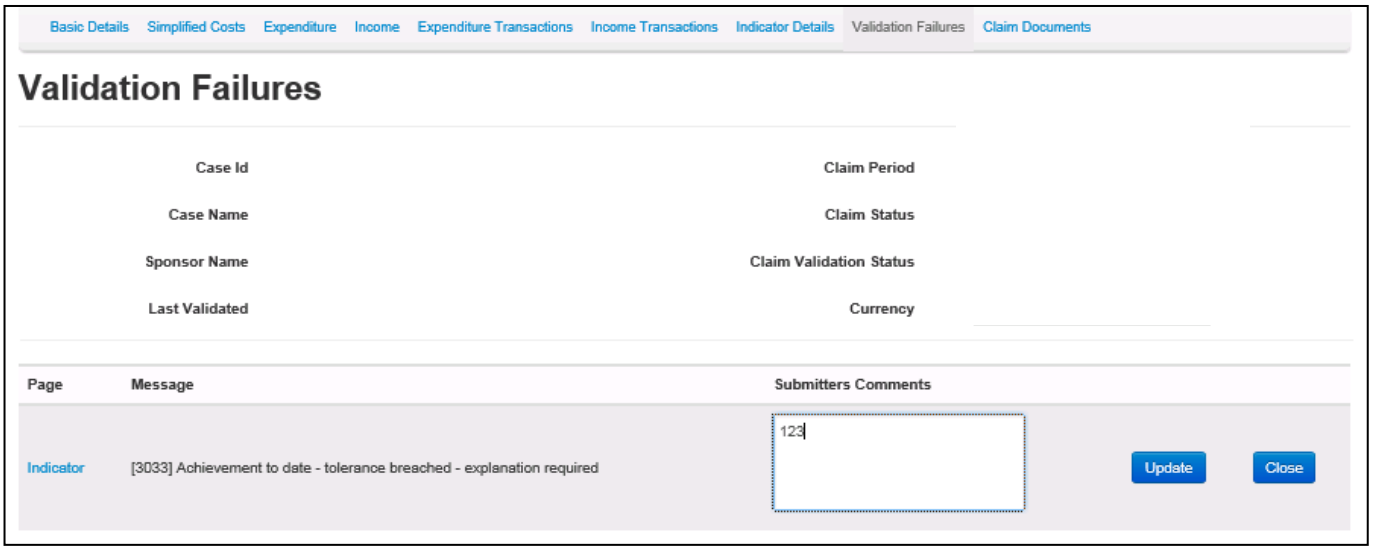
To do this, navigate back to the **'Validation Failures'** screen by selecting the **'Validation Failures'** tab.

The validation failures screen will be displayed showing the validation failure messages.

You will be required to provide an explanation for each validation failure. To do this, select the **'Edit'** button which is located to the far right hand of each Message.

The **'Submitters Comment'** box for the Message will appear into which you will need to enter an explanation for the validation failure. Enter your explanation then select the **'Update'** button.

NB: A maximum of 500 characters can be entered in the comments box.



The comments box will disappear and the 'Explanation Supplied' column will change from **'No'** to **'Yes'**.

You should then choose to **'Validate'** the claim.

The system will perform a further set of validation checks whereby data is missing or incomplete and additional validation failure messages may appear, for example:

'Actual Expenditure Start Date Required on First Claim'

In order to enter/ correct this information, you can navigate to the relevant claim screen by selecting the 'Page' hyperlink to the left of the Message. In this example, you would need to

select the ‘Basic Details’ link. The Basic Details screen is displayed showing the validation failure messages. You will need to make the necessary amendments to the Basic Details screen and **‘Save’** the changes.

The confirmation message will be displayed. You should then select **‘Back’**, followed by the **‘Validation Failures’** tab.
The Validation Failures screen is displayed. Note: **‘The Claim Validation Status’** is ***Invalid***.

You will need to select the **‘Validate’** button. When validation failures have been corrected the message will disappear, unless an explanation has been provided. The system performs the background validation checks and recognises that the Validation Failures have been addressed, and the **‘Claim Validation Status**’ changes to ***‘Valid’*** and the claim is ready to be submitted to WEFO.

11. Payment Summary

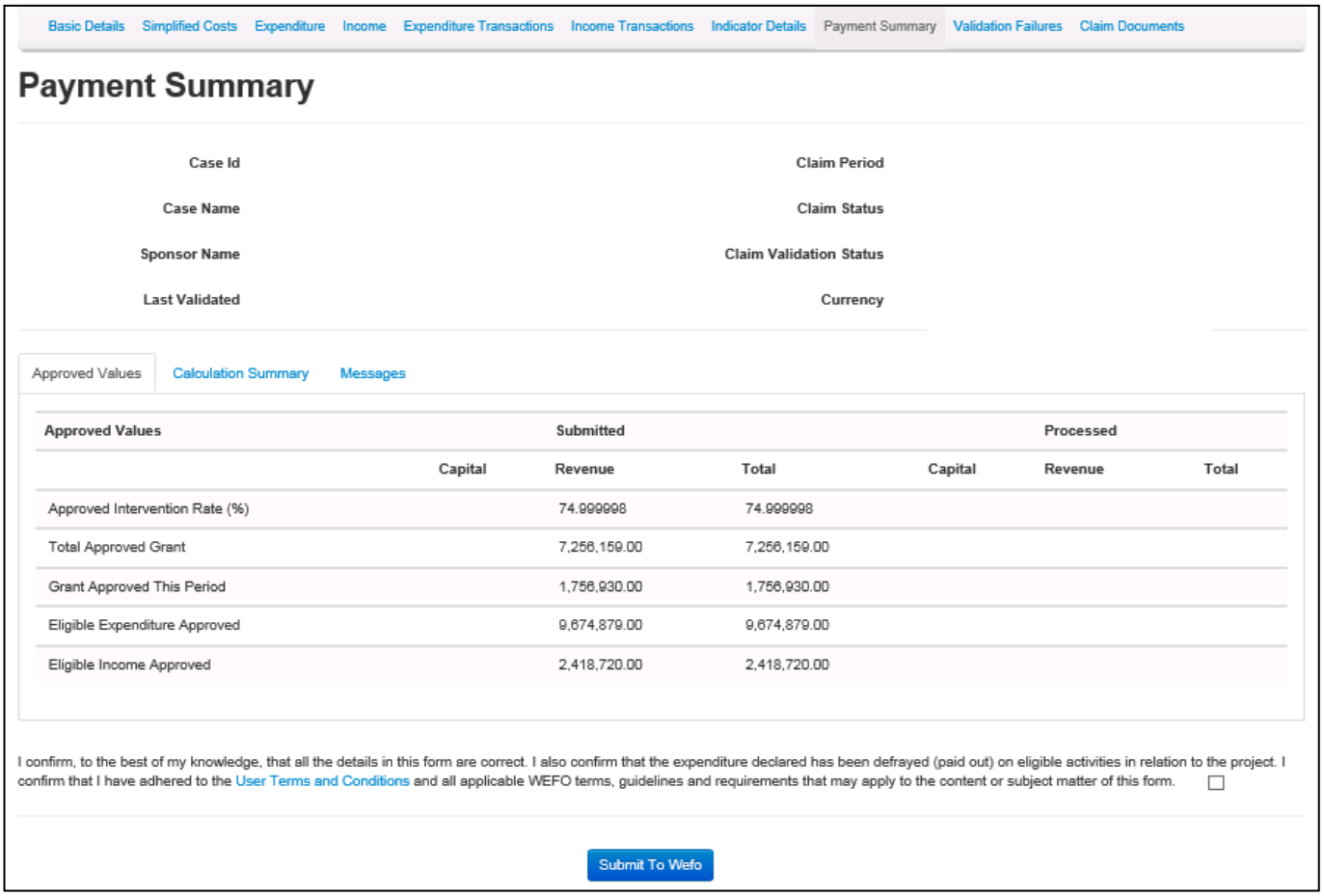
11. Payment Summary

When the claim has been validated and the Claim Validation Status is **'Valid'**, the Payment Summary tab will be displayed showing your Financial Support entitlement.

The Payment Summary is a *read only* screen and the upper part of this screen will display the following ***Approved Values*** (Capital and/ or Revenue) for the Operation:

- **Approved Intervention Rate (%)**
- **Total Approved Grant**
- **Grant Approved This Period**
- **Eligible Expenditure Approved**
- **Eligible Income Approved**

The main part of the Payment Summary screen is the ***Calculation Summary***. The information presented is split into *Submitted* and *Processed* values. The *Submitted* values are calculated using the figures provided on the claim and figures from previous claims. The *Processed* values will not be displayed until the claim has been submitted to WEFO and authorised for Payment. All calculations are split by capital and revenue.



The *Calculation Summary* displays the following:

Cumulative Eligible Expenditure to date	pre-populated with information provided on the *Expenditure* page of the claim.
Cumulative Eligible Income to date	pre-populated with information provided on the *Income* page of the claim.
Grant Entitlement to Date	▪ **Rate:** pre-populated with the *Approved Intervention Rate (%)* applied to the *Cumulative Eligible Expenditure to Date*.
	▪ **Need:** pre-populated with the difference between the *Cumulative Eligible Expenditure to Date* and the *Cumulative Eligible Income to Date*.
Paid To Date	pre-populated with the amount of Financial Support already paid as a result of previous claims (or blank if no Financial Support has yet been paid).
Grant Due – This Claim Period	pre-populated with the *Grant Entitlement to Date* **less** any Financial Support *Paid To Date*.
Advance – Next Claim Period	▪ **Rate:** pre-populated with the *Approved Intervention Rate (%)* applied to the *Next Period Eligible Expenditure* (displayed as N/A for Operations paid in Arrears).
	▪ **Need:** pre-populated with the difference between the *Cumulative Eligible Expenditure Next Period* and the *Cumulative Eligible Income Next Period* (displayed as N/A for Operations paid in Arrears).
Grant Due – Including Advance	pre-populated with the sum of the Financial Support/ *Grant Due – This Claim Period* and the *Advance – Next Claim Period*.
Grant Entitlement After Retention	pre-populated with the *Grant Due – Including Advance* **less** any retention. **This is the amount of Financial Support that you will be paid based on the values you have entered for this claim (subject to any adjustments by WEFO).**

NB: WEFO will retain 10% of the Total Approved Grant (unless specified otherwise in the Delivery Profile) until the Operation has been completed to WEFO's satisfaction, a satisfactory final claim has been provided to WEFO and all claim verification checks have been completed. The final claim form must be submitted to WEFO within 3 weeks of the Financial Completion Date.

Where an Operation underspends, Financial Support will be reduced accordingly and retention will apply to 10% of the re-calculated grant due.

Adjusted Amount to Pay	This row will be blank for *Submitted* values. When the claim has been processed, should WEFO Payments need to adjust the payment for any reason the amended figure will be displayed in the *Processed* column. You will be made fully aware of any payment adjustments that WEFO may make and the reasons for them.
Amount to Pay	This row will be blank for *Submitted* values. When the claim has been authorised for payment by WEFO, the *Processed* values will pre-populate with **either** the *Grant Entitlement After Retention* **or** the *Adjusted Amount to Pay* (where WEFO has made an adjustment to the payment).

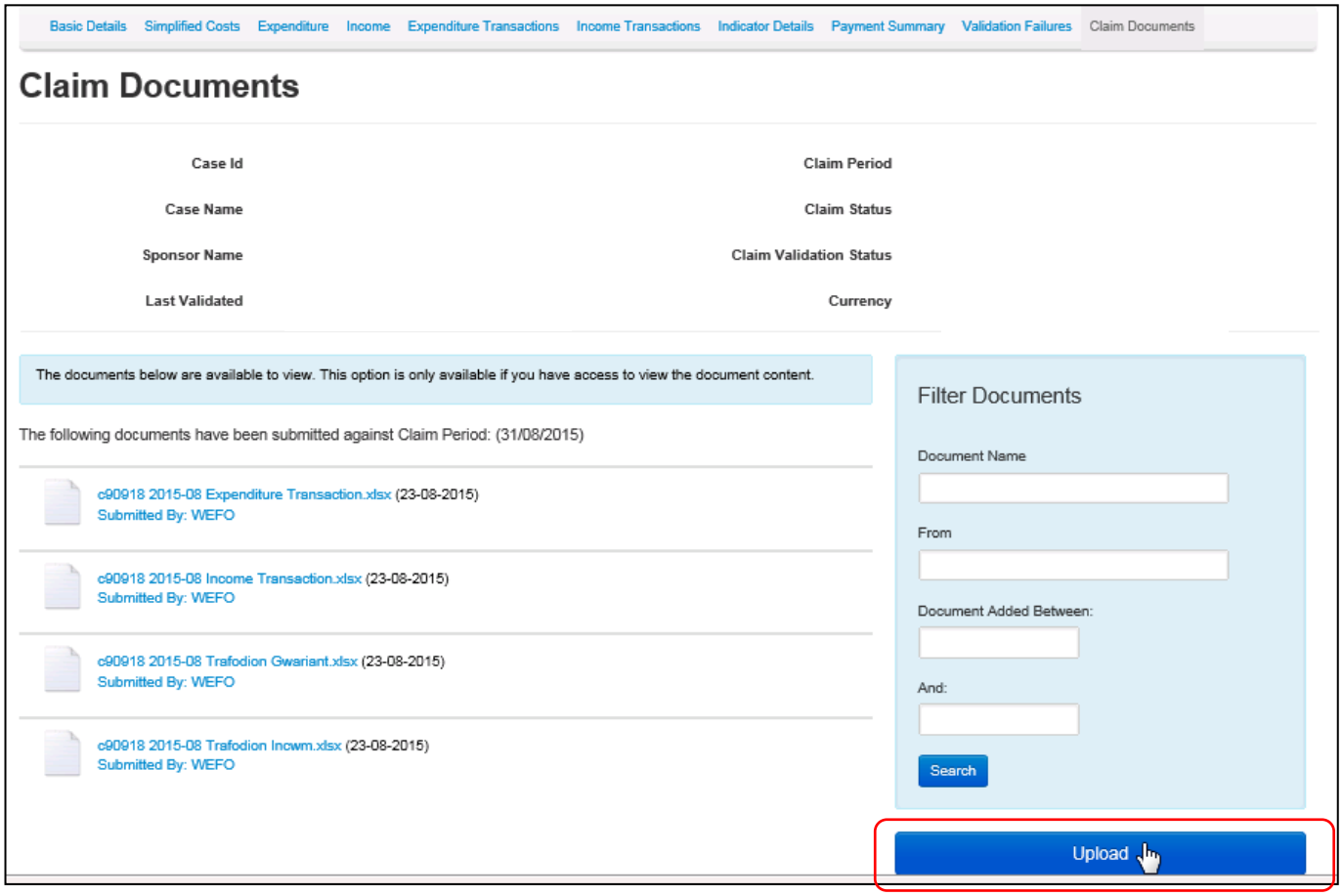
The lower part of the Payment Summary screen is the ***Messages*** box. If the Grant Due on the claim is capped, the explanation for this will appear in the *Submitted* column. The Messages box will also alert you to whether your Financial Support entitlement has hit retention based on the information provided in the claim.

12. Submit Claim Document

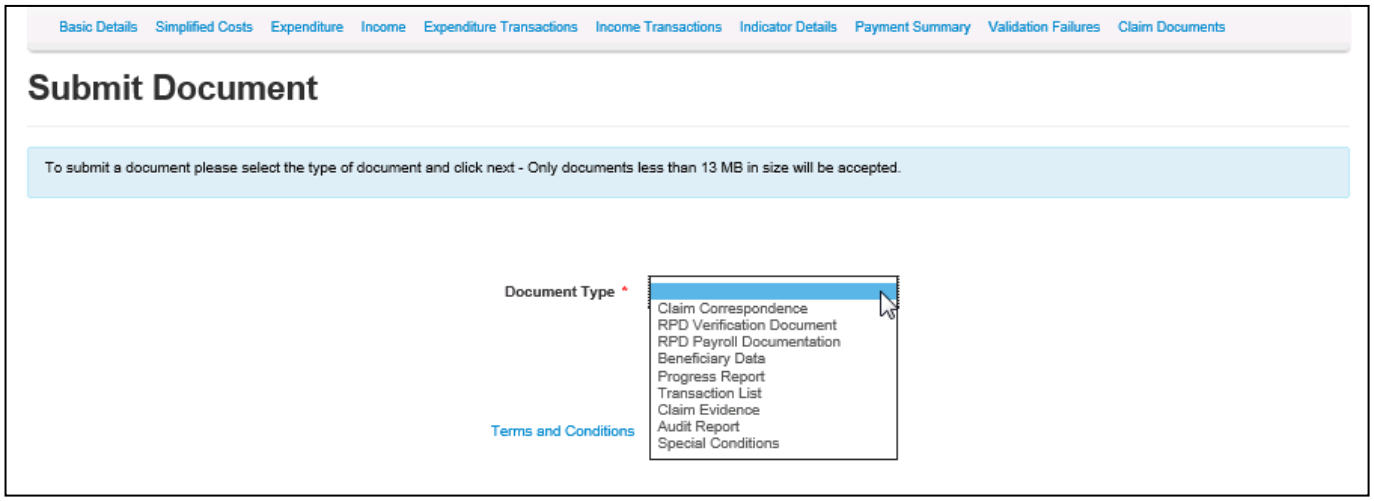
12. Submit Claim Document

Prior to validating your claim, you must submit a Progress Report with each claim form; otherwise payment will be withheld (see **Annex 1** and **2**).

To submit additional documents with the claim form, select the **'Claim Document'** tab.



Select the **'Upload'** button. The **'Submit Document'** screen is displayed. Use the drop down menu list to select the Document Type you want to submit.

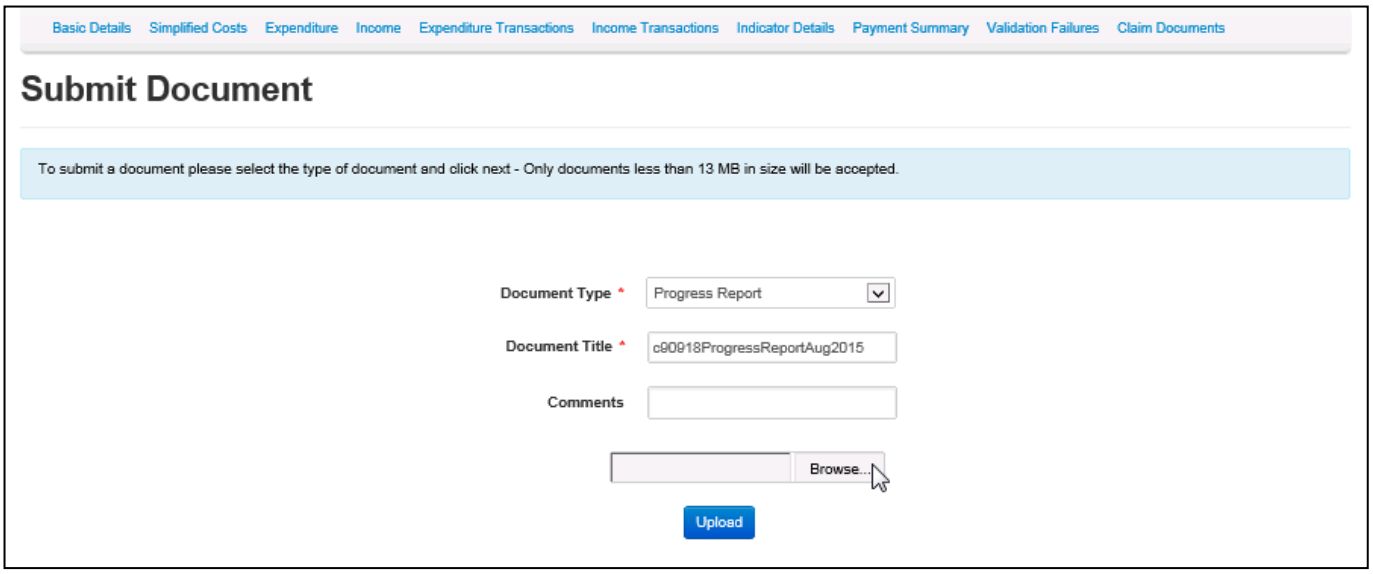


When you have selected the Document Type, choose **'Next'.**

You will be prompted to enter the '**Document Type'** (Mandatory) and '**Document Title'** (Mandatory) along with any '**Comments'** you wish to add (Optional).

	When entering the Document Title, you must adhere to the WEFO Naming Protocol for Electronic Documents. Documents must be named in accordance with the following principle: **c(CaseID)(DocumentType)(ClaimPeriod)** **e.g. c60695ProgressReportApr2015,** **c60695ClaimEvidenceApr2015.**

When you have entered the Document Type and Document Title, please select '**Browse**' to choose the document you wish to submit.

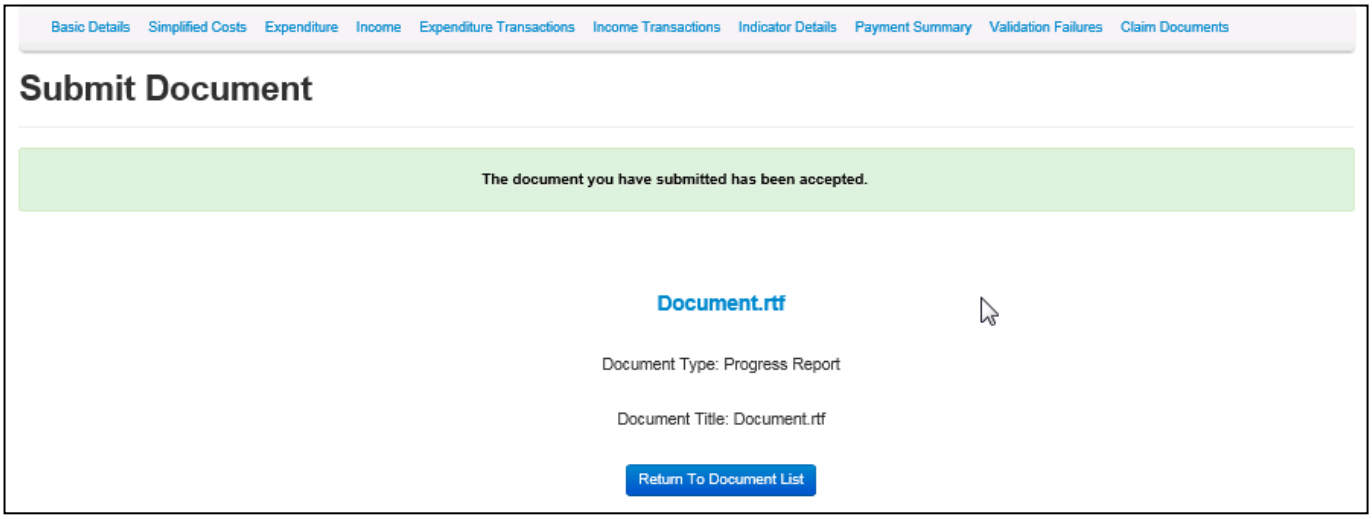


Choose the file you wish to upload and select **'Open'.**

The selected document will upload into the 'Browse' field.

Next, choose to **'Upload'** your document.

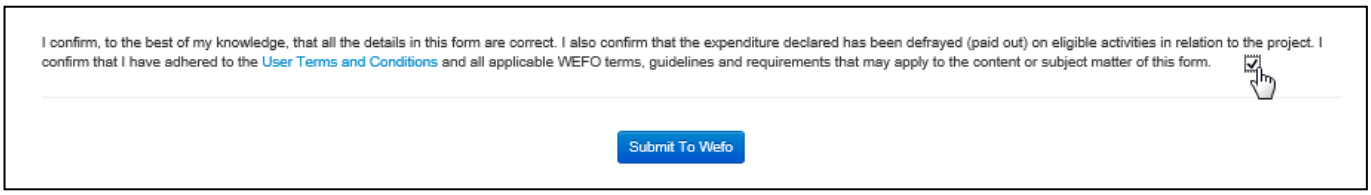
The success message will be displayed, advising you that **'The document you have submitted has been accepted.'**


Basic Details
Simplified Costs
Expenditure
Income
Expenditure Transactions
Income Transactions
Indicator Details
Payment Summary
Validation Failures
Claim Documents
Submit Document
The document you have submitted has been accepted.
Document.rtf
Document Type: Progress Report
Document Title: Document.rtf
Return To Document List

13. Submission of the Claim to WEFO

13. Submission of Claim to WEFO

At the bottom of the Payment Summary screen is the 'Submit To WEFO' button which enables you to submit your claim form to WEFO.



Before choosing to submit your claim, you must place a tick in the disclaimer **'check box'** in order to confirm that the details provided are correct and that the expenditure declared has been defrayed on eligible activities in relation to the Operation.

NB: Only a nominated 'Claim Submitter' will have the ability to submit the claim. Users that are not set up in this role who try to submit the claim will get an error message and the claim will not be submitted successfully. See Section 3.1 for more details on setting up Claim Contacts.

When you have submitted your claim the system will display the Claim Summary screen. From this screen, you will see that the status of the claim which has been submitted is now displayed as **'In Progress'**.

	Prior to submitting the claim, please ensure you are familiar with WEFO's claiming arrangements, and WEFO's Eligibility Guidance, as these documents will provide you with the support you require to ensure only eligible expenditure has been declared. Failure to adequately understand the Eligibility Guidance may result in expenditure being declared ineligible for co-financing

13.1 Claim Form Report

Once your claim has been submitted to WEFO you will be provided with a claim report of the information that you have submitted, which will be in the form of a PDF document that you will be able to print or store electronically. You will also be provided with an Excel copy of the transactions submitted within this claim.

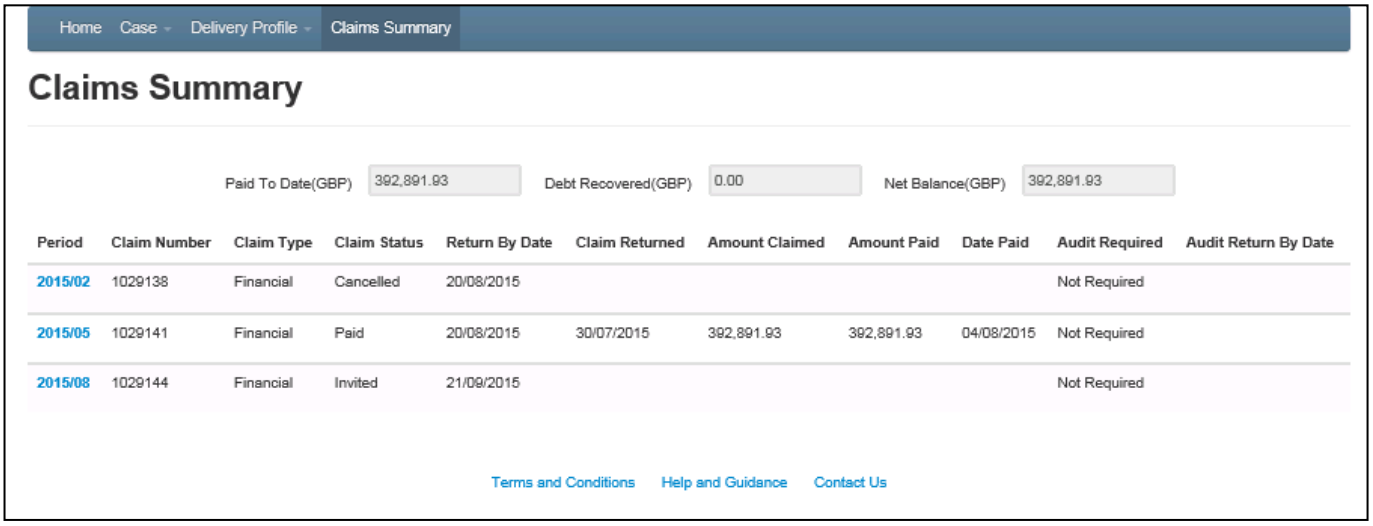
These reports will be made available online, see **section 14** for further details.

14. Checking the Progress of a Claim

14. Checking the Progress of a Claim

When a claim has been submitted the Beneficiary can check its progress at any time.

To do this, navigate to the WEFO Online **'Home Page'** and use the **'Claims Summary'** link to select the case (in the status of 'Active' i.e. Approved) about which you wish to enquire.



The Claims Summary screen will be displayed showing the updated claim details.

	Depending on which stage of the claim process a claim is at, the 'Claim Status' will show either 'Invited', 'In Progress', 'Awaiting Payment', 'Paid' or 'Cancelled' *(N.B. although WEFO Payments reserve the right to 'Cancel' a claim, this would only be applied in exceptional circumstances should the need arise)*.

When the claim has been authorised for payment by WEFO Payments (usually within 28 days of receipt), the **'Claim Status'** will change to **'Awaiting Payment'** and the **'Amount Paid'** and **'Date Paid'** will be populated.

Once the payment has been made the status will change to **'Paid'.**

15. View Claim Level Documents

15. Viewing Claim Level Documents

Documents relating to the claim will be available to view online at any time. The types of documents available online include:

- **Progress Report** – submitted with claim
- **Claim Report Submitted Values** – pdf version of claim form submitted
- **Transaction Report Submitted** - List of submitted transactions
- **Payment letter** – notification from WEFO of payment
- **Claim Report Processed Values** – pdf version of the processed claim
- **Transaction Report Processed** - List of processed transactions

Documents available online can be viewed in the **'Claim Documents'** tab available on each online claim.

16. Operation Closure

16. Operation Closure

Operation Closure must be undertaken in collaboration with your WEFO Project Development Officer (PDO) who will advise you on the core closure requirements for your Operation. Support can also be sought from WEFO Payments in relation to final claim arrangements.

Annexes

Annex 1

Progress Report

A Progress Report must be supplied with every claim form submitted. Failure to submit this information will result in Financial Support being withheld.

The Progress Report template can be found on the WEFO website and will need to be submitted with the claim via the 'Submit Claim Document' (see **section 12** of this guidance).

Section 1 - Progress Update
Please use this section to prove a narrative update of progress and achievements in the period.

Section 2 - Delivery Profile Variance
Please use this section to provide an explanation for any variations from the agreed profile to expenditure, income and indicators in the period.

Section 3 - Forward Plan
Please use this section to provide details of the activity planned for the next period.

Section 4 - Cross-Cutting Themes
Please use this section to provide details of the progress made against the Cross-Cutting Themes including activity/ indicators.

Section 5 - Monitoring & Evaluation
Please use this section to provide details of progress and any issues relating to collection of monitoring data and planned evaluation activities (including procurement of evaluation).

Section 6 - Publicity
Please use this section to provide details of how the Operation has been publicised (please include hyperlinks to publicity articles/ websites where applicable).

WEFO guidelines, EC Regulation 1303/2013 and Commission Implementing Regulation (EU) No 821/2014 set out the rules applying to information and publicity measures to be carried out by Beneficiaries receiving assistance from the Structural Funds.

The aims of the rules are to ensure that adequate publicity is given to the Operation with a view to:

a. making potential beneficiaries and trade organisations aware of the opportunities afforded to it; and
b. Making the general public aware of the role-played by the European Union in relation to the Operation.

For further information please see **section 22** of your funding agreement.

Section 7 - Procurement
Please use this section to provide an update on procurement activity undertaken during the period (e.g. drafting of tender notifications, invitations to tender, contracts awarded, any delays, issues) focusing on contracts £25k and over.

Section 8 - Milestones/ Special Conditions
Please use this section to provide details on the progress made against any open Milestones or Special Conditions that apply to this Operation (to include details of any issues affecting progress).

Section 9 - State Aid
Please use this section to provide an update on progress/ any issues relating to State Aid for this Operation.

Section 10 - Payments
Please use this section to respond to matters raised in the most recent payment letter.

Section 11 - PMD
Please use this section to respond to matters raised from/ since the last review meeting (to include matters relating to any open issues).

Section 12 - Management and Verifications
Please use this section to respond to matters raised from the most recent verification checks.

Section 13 - Risk Register
Please use this section to confirm that an updated Risk Register has been submitted with the Progress Report.

Annex 2
Transaction List Additional Notes

- Only ***period*** transaction lists are acceptable.

- Match funding received from **all** Beneficiaries must be recorded within the transaction listing.

- Where procurement has been undertaken to source delivery partners, the Lead Beneficiary is only required to retain the invoices from that deliverer which covers the work that they have carried out, i.e. where goods/ services have been tendered and payments have been made in accordance with the contractual obligations following the public procurement the expenditure checks can be limited to the invoice from the supplier and associated evidence of defrayment and controls to ensure the contract has been adequately fulfilled prior to defrayment.

- For all expenditure being claimed (except where Expenditure Type = Simplified Costs), the Transaction List must contain a payment date for each invoice/ transaction (**i.e. the date on which the amount cleared the Lead Beneficiary's or Joint Beneficiary's bank account.**) In **exceptional cases** where Lead Beneficiary's financial systems do not readily identify payment dates, WEFO will accept:

  (i) Transaction reconciliation dates with the bank statements to confirm payment. **The authorisation dates of the invoices are not acceptable;** and

  (ii) For **cheque transactions only**, the date that the transaction was recorded in the Operation ledgers.

- For staff costs being claimed on a Unit Cost basis (hourly rate), a payment date is not required but you will need to provide the claim period (i.e. month) to which the expenditure claimed relates.

- It is the responsibility of Lead Beneficiaries to ensure that all expenditure has been defrayed at the time of claiming and the claim process requires the Claims Submitter to check (tick) the WEFO on-line claim declaration confirming that this is the case. Where reconciliation or ledger dates are used, Lead Beneficiaries must ensure that full audit trails are in place so that payment dates are subsequently available for EC and WEFO auditors to verify defrayment prior to submission of the claim. Only defrayed expenditure that occurs on or prior to the period end date can be included in both the transaction list and claim.

- It is permissible for the Lead Beneficiary to include in a WEFO claim eligible Operational expenditure that has been defrayed by Joint Beneficiaries before they pay out grant to these third parties. However, the Lead Beneficiary must have processes in place to ensure that they are in receipt of transaction lists and/ or signed claims confirming defrayment. These lists/ claims should then be checked by the Lead Beneficiary to identify any ineligible expenditure items – if ineligible expenditure is identified it should be removed from the claim to WEFO. It would then be expected that the payments be made as soon as possible after receipt of Financial Support payment from WEFO and evidence of these payments between Lead Beneficiary and Joint Beneficiary should be provided with subsequent claim transaction lists.

- Any adjustment(s) made to submitted transactions during the claims process must be reflected on your copy of the transaction list associated to that claim period. The

adjustment must be recorded as a negative/ positive value (dependent on type of adjustment) along with a description of the adjustment. The required adjustments will be detailed within the claim payment letter that is made available on WEFO online once the claim has been authorised.

Negative Values in a Transaction List

- Any negative values in your submitted Transaction List ***must*** be supported by an explanation in the 'Comments' column. This will enable WEFO to determine the correct course of action for the adjustments.

Exceptions

- Any negatives in the gross or eligible columns of a transaction list that relate to **transfers between sub-categories** may be allowed. However, where a significant number of adjustments/ negatives are present, this may be indicative of poor financial management and control and may need to be investigated further by WEFO.

- **Refunds** or **credit notes** must be easily identifiable with adequate descriptions supplied within the 'Financial Comments' column of transaction lists, and where possible providing the associated transaction ID which would have been created when the original transaction was submitted. Where these are not easily identifiable, WEFO Payments Team will be in contact and will request further information to establish the rationale for the minus value.

Substitution

The Eligibility Rules and Conditions for the 2014-20 Programmes (Section 3 - Substitution of ineligible expenditure) explain the rules related to replacement of ineligible expenditure by Beneficiaries (the 'substitution' rule):

'In accordance with Article 143 of Regulation 1303/2013, where expenditure declared by an Operation is subsequently found to be ineligible and this is detected after payment of EU support from WEFO to the Beneficiary, the Operation cannot replace the ineligible expenditure with additional eligible expenditure. To clarify, the total eligible expenditure approved by WEFO for the Operation is permanently reduced by the amount of the irregular expenditure.

However, in cases where a Beneficiary voluntarily informs WEFO of potential ineligible expenditure already declared, paid and declared to the European Commission, the Operation may be permitted to declare replacement expenditure so that the total eligible expenditure for the Operation is unaffected. WEFO will advise on each individual case'

These rules may have an impact on the way a Beneficiary wishes to treat specific items of expenditure. This note provides additional information which will assist in understanding how these changes may affect an Operation, why WEFO has taken a specific decision on a treatment of ineligible expenditure and how this should be presented in a claim and transaction list.

Scenario 1

A claim has been submitted to WEFO for consideration and the **Beneficiary subsequently informs** the Payments Team that they have identified errors in that claim period, and would like to remove/ amend the transactions concerned.

Where a claim has not been paid, and WEFO has not raised any issues with the affected transactions, the Beneficiary will be required to advise WEFO Payments of the affected transactions. WEFO will then review these and decide on an appropriate course of action.

To clarify, this flexibility to amend the payments transactions is not available if the Lead Beneficiary has been notified that WEFO requires the sight of supporting documentation for the specific transactions in question.

Where a claim has been processed and paid out by WEFO, the costs must remain in the gross columns, and the Beneficiary must record the amounts within the ineligible columns of the next claim form and transaction list to be submitted to WEFO in the subsequent claim period.

In this scenario, as the Beneficiary has voluntarily reported the error, then the gross forecast expenditure for that particular sub category or transaction/s is allowed to be increased. WEFO will also be able to increase the corresponding income line by the value of the ineligible expenditure i.e. amount of identified errors.
This expenditure and corresponding EU grant affected can be re-used by the Operation for eligible activity/ expenditure.

Scenario 2

Where WEFO, the European Funds Audit Team or EC auditors identify an error, which could include for example:

- Use of an incorrect apportionment methodology,
- Transposition of figures,
- Inclusion of recoverable VAT,
- Beneficiary unable to provide an adequate audit trail

WEFO Payments Team will adjust the the affected transaction(s) and **the income for the relevant match funder.**

The forecast **gross expenditure column will not be increased** to reflect the ineligible amount, although the forecast gross income column **will** be increased to **cover the loss of EU grant on the ineligible expenditure**.

Details of these adjustments will be contained within the relevant Payment Letter which will accompany the paid claim

The amount identified will always be classified as **ineligible** for support via the structural funds and the amounts concerned cannot be re-used by the Operation.

Barnardo's