

Anti-Fraud Information System (AFIS)



User Manual

IMS User Manual

Subject	IMS User Manual
Version / State	0.1/ Draft
Release Date	22/04/2014
Document Reference	AFIS-IMS-UserManual-Draft.docx
Document Owner	OLAF – D4

Document Identification

	Name, Function	Date	Signature
Written by	Marije Dijksman	22/04/2014	
Checked by			
Updated by			
Approved by			

Summary:	Keywords:
IMS is the application that allows the preparation and submission of irregularity reports to the European Anti-Fraud Office (OLAF).	
The different modules are now integrated into one clear, harmonised, user friendly system.	Irregularity Management System (IMS)
This manual is meant to describe the features of IMS.	

Number of pages	Number of lines	Host system	Software
180	3934	PC-Windows XP	Word 2003 SP2

Document History

Ed.	Rev.	Date	Description	Action (*)	Sections
1	0	22/04/2014	Document creation	C, D, I, R	All
/*) ^ -4	O	Oneste D. D.	late L. Incomt D. Domland		

(*) Action: C = Create D = Delete I = Insert R = Replace

Reference Documents

Ref.	Title	Reference	Version	Date
RD1	How to connect to AFIS Portal using Secure Internet connection	How to connect to AFIS Portal using Secure Internet connection.pdf	3.0	07/07/2014
RD2	How to connect to AFIS Portal using CCN	How to connect to AFIS Portal using CCN.pdf	2.0	07/07/2014
RD3	AFIS Portal User Manual	AFIS-APM-UM_EN	1.1	21/04/2008

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Terms Definition

Term	Definition
AFIS Directory Service	Common service responsible for the provision of user information, application information and reference data.
AFIS Framework	A set of services and applications to support the development, operation and use of AFIS business applications. It takes care of security, user application data, users' organisation structure, application configuration and reference data. It also offers a common look and feel to all applications (APF) and a portal home page presenting all applications a user can access (APM)
Application	The software component identified by the AFIS Framework as a deployable, security unit. Realises specific needs within OLAF overall business scope.
Attachment	A file that may become part of a communication.
Case	A set of communications (Initial and Update) representing a business case about an irregularity discovered.
Communication	May be either Initial or Update and it is used to report an irregularity to OLAF. The Initial communication is related to the creation of the report and the Update communication is related to the additional information that may be included in the report. An Update communication may not be created without the existence of an Initial communication.
Country	The entity holding one or more Reporting Authorities.
Customs Communications Network (CCN)	A set of physical gateways located either in National Administrations or at the Commission premises. These gateways are interconnected through their own communication services (TCP/IP network services), and communicate with the Application Platforms. CCN requires user authentication.
Irregularity	An irregularity represents any infringement of a provision of the European law resulting from an act or omission by an economic operator which has, or would have, the effect of prejudicing the general budget of the European Union (EU), by charging an unjustified item of expenditure to the general budget.
Organisation	The service responsible to report an irregularity case. Organisations are subject to a hierarchical structure. In the terms of the IMS application, Organisations are called Reporting Authorities.
Regulation	The legal document under which a case of irregularity is reported. Regulations, in the terms of the IMS application may be: 498, 1681, 1828, 1831, 1848, PAA and IPA.
User	Entities attached to Organisations and having different roles and rights.
Zero notification	The form used to report the absence of an irregularity case.

Abbreviations and Acronyms

Abbreviation/ Acronym	Description
AFIS	Anti-Fraud Information System
APF	AFIS Presentation Framework (AFIS Framework)
APM	AFIS Presentation Manager (AFIS Framework)
CCI	Code Commun d'Identification
CCN	Customs Communication Network
EAFRD	European Agricultural Fund for Rural Development
EC	European Commission
EU	European Union
IMS	Irregularity Management System
IPA	Instrument for Pre-Accession Assistance
MS	Member State
OLAF	European Anti-Fraud Office (Office Européen de Lutte Anti-Fraude)
PAA	Pre-Accession Assistance
RA	Reporting Authority
tbd	To be determined
XLS	Microsoft Excel file format
XML	Extensible Markup Language

About this Manual

This manual is meant to serve as an orientation tool for all the users of IMS.

It gathers information users should be familiar with in order to be able to exploit the application. The overall description of the features of IMS, of the way in which users are organised, as well as of the procedures, sequences of steps and tasks implied intend to improve the ease and efficiency of working with

the application. In its larger part, the document contains minute presentations of the functionalities, commands, fields, as well as the way in which users should work with irregularity cases and communications, by using IMS. For facility and usability purposes, the user of this manual will be addressed throughout the corresponding sections as you.

In order to make the best use of this manual, please note the following conventions:



Indicates warnings, preconditions or instructions that have to be strictly followed. If you see this icon, make sure to read the information written next to it.

Fields on screen, options and buttons are shown in frames or braces.

Specific details of the application interface are highlighted with an arrow and sometimes

1. How to Access IMS



Figure 1: IMS on AFIS Portal

IMS is a Web-based application accessible through the AFIS Portal. You will learn all the needed details about accessing the AFIS Portal from the following document:

'How to connect to AFIS Portal' (RD1) - chapter 7. Logging on to the Portal.

1.1 IMS on AFIS Portal

The screen that appears after you have logged in is user specific and depends on your role. However, all AFIS home screens have a number of common features.

The 'AFIS Portal User Manual' (RD) describes all the constant elements that compose the AFIS Portal Homepage.

 \rightarrow From the AFIS home screen (1), you will access the **IMS Homepage** (2), by clicking the application tab.

1.2 Actions Menu

AFIS Portal ANTI-FRAUD INFORMATION SERVICES	AFIS Operations
Welcome IMS Manager ES4 Last Login: 06/12/2013 09:57:38	SPECIAL CHARACTERS 👱 MY PROFILE 🕜 HELP 🐖 SIGN OUT 🛛 EN 🥃
Home Search Import I/O Tasks IMS v. 4, 1.1 IMS Reports	The options in the Actions Menu Selector are displayed according to your user rights.
List Create Initial communication Create Zero Notification List communications Search communications IMS Reports Import communications	Welcome to IMS
IMS Actions menu	IMS Reports IMS Reports IMS Reports IMS Reports Import communications

Figure 2: Actions Menu

The **Actions Menu** is available from any page you may be viewing while working with the IMS application. Roll your mouse over the white arrow available on the left of the screen.

This menu contains the list of modules to which you have access, as well as the options **Import** and **Search**. You also have the possibility to consult the Input/Output page (**I/O Tasks**), where you can view the status of the asynchronous import/export tasks the system performed.

The Home link takes you to the IMS Homepage, regardless of where you are in the application.

2. Communication Life Cycle



Diagram 1: Complete communication life cycle

The diagram on the left describes the different states a communication can be in from its creation until it is amended by OLAF.

Follow the arrows to walk through the life cycle. In the following sub-chapters we will explain the different steps separately.

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2.1 A Creator or Manager Creates a Communication



The Creator/Manager creates a new communication



The life cycle of a communication starts with its creation.

You can create a communication and after adding all the necessary information, finalize it. For more information about finalisation see chapter 5 Validate and Finalize a Communication. A finalized communication has been fully validated and can not be changed anymore.

You can also save your communication as a draft. A communication in 'Draft' status has not been validated; it has just been saved for future use. You can edit your draft until you finalize it. You can also check if your draft is valid by clicking the **Validate** button. See chapter 5 Validate and Finalize a Communication for more information.

2.2 The Manager Submits or Rejects the Communication



Diagram 3: The Manager submits or rejects the communication

After you finalize a communication, a manager of your organisation can submit it to a parent organisation or to OLAF.

For more information about parent organisations and the reporting structure, see chapter 2.6 Sending Communications to OLAF and the Communication workflow.
The manager can also reject the communication.

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If you have manager rights you can directly submit the communications that you have created.

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2.3 The Creator Edits and Finalizes the Communication





If the manager of the organisation that you are part of rejected your communication, you must edit the communication and finalize it again. The manager will then resubmit it.

To see which communications were rejected, go to the 'List communications' page. All the rejected communications are indicated by the 'Rejected' icon ($\stackrel{\frown}{=}$). For more information see chapter 11 List communications.

You can save your rejected communication as a draft or edit it and directly finalize it. See chapter 6 Edit a Rejected Communication for more information.

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2.4 The Manager Resubmits the communication



Diagram 5: The manager can either resubmit or reject the communication

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Once the rejected communication is finalized, the manager can resubmit the communication or reject it.

If (s)he rejects the communication again, the editor must edit it and finalize it (see 2.3 The Creator Edits and Finalizes the Communication).

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2.5 Sending the Communication to OLAF



Diagram 6: Sending the communication to OLAF

After the communication has been submitted, it will pass through the reporting structure until it is submitted to OLAF.

Your manager will submit the document to the reporting authority that is up one level in the reporting structure. That reporting authority will submit the communication to the next level reporting authority. The reporting authority on the highest level in the reporting structure will submit the communication to OLAF. If your organisation is the highest reporting authority in the cascade, your manager will submit the communication directly to OLAF.

In the next chapter we will explain the process of submitting communications to OLAF in more detail.

When one of the reporting authorities that must submit your communication, rejects it, the communication is placed back in rejected status. You must then edit and finalize the communication like before (see chapter 2.3 The Creator Edits and Finalizes the Communication). Your organisation's manager must then submit the communication again to the next reporting authority in the cascade. The process of submitting to OLAF will be restarted.

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2.6 Sending Communications to OLAF and the Communication workflow



Diagram 7: Communication Workflow (Example 1)

Scenario II



Diagram 8: Communication Workflow (Example 2)

Scenario III



Diagram 9: Communication Workflow (Example 3)

The IMS reporting structure describes the 'route' a communication follows from the creator's organisation until it is submitted to OLAF. The creator's organisation submits the communication to the organisation that is one level higher in the reporting structure until an organisation on the highest level submits it to OLAF. If the communication is rejected by any organisation in the reporting structure, its status is changed to 'rejected' and the creator of the communication must edit it and finalize it (see chapter 2.3 The Creator Edits and Finalizes the Communication). A manager of the organisation that the creator is part of will then resubmit the communication.

The following scenarios are examples of common communication workflows.

Scenario I

RA₁ (Reporting Authority 1)

- → is the originator of a communication
- → has also the right to send the communication to OLAF (which makes it a Level-1-RA)
- → does not have a "parent" RA

Scenario II

RA₂ (Reporting Authority 2)

- → is the originator of a communication
- → does not have the right to send the communication to OLAF
- \rightarrow has a 'parent' RA to send the communication to (RA₁)

RA₁ (Reporting Authority 1)

- → is the 'parent' Reporting Authority for RA2
- → is the receiver of the communication sent by RA₂
- → can send this communication to OLAF (which makes it a Level-1-RA)
- → does not have a "parent" RA

Scenario III

RA_{2a} (Reporting Authority 2a)

- → is the originator of a communication
- → does not have the right to send the communication to OLAF
- \rightarrow has a 'parent' RA to send the communication to (RA₁)
- RA_{2b} (Reporting Authority 2b)
 - \rightarrow is the originator of a communication
 - → does not have the right to send the communication to OLAF
 - \rightarrow has a 'parent' RA to send the communication to (RA₁)

RA₁ (Reporting Authority 1)

- → is the 'parent' RA for RA_{2a} and RA_{2b}
- → is the receiver of the communications sent by RA_{2a} and RA_{2b}
- → can send these communications to OLAF (which makes it a Level-1-RA)
- ➔ does not have a 'parent' RA



2.7 The Communication in OLAF



Diagram 10: Communication lifecycle in OLAF

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After the communication is submitted to OLAF by the highest level reporting authority, OLAF can amend the communication.

Ø After amending, the communication is placed in the 'Modified by OLAF status'.

The communication life cycle ends with its amendment and/or anonymisation by OLAF.

3. Create a Communication

3.1 Communication Form

1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	
7. Recovery 8. Sanctions 9. Com	ments 10. 0L/	AF	Р		Tab page
Identification of the communic	ation				
©1.1. Reference number - OLAF R	/	/	ES / ES3 / 20	014 / 0 / 1	
1.2. Reference number - national					
Drafting information					
1.2. Reporting authority		anish Test Organi	cotion 2		
1.3. Reporting durionty	E9_E99 - 109 9F	anish rest organi	Sation 5		Communication body
				260	
1.4. Communication - language	English				
1.5. Currency	EUR~EURO				
1.6. Quarter of communication - initial	First Quarter	20	014		
1.7. Quarter of communication - update					
1.8. Drafting date	12/03/2014	🖪 (dd/mm/yyyy)			
Special communication					
1.9. New modus operandi	1				
1.10. Necessity to inform other]				
1.11. Case irrecoverable	1				
Statue					
Status					-
1.12. Proceedings status					
1.13. Financial status					
Case closure					
1.14. Case can be closed					
1.15. Case closed]				
1.16. Case closure date		(dd/mm/yyyy)			
Save Validate Finalize S	Send Cancel				Command bar



IMS forms carry a lot of information that is difficult to display on one single page. The interface is therefore split into a number of tab-pages. Each tab-page is organised in logical sections of information which include fields allowing you to select or enter relevant data.

The interface of a communication form is divided into three areas (see **Error! Reference source not found.**):

- 1. Tab page
- 2. Communication body
- 3. Command bar

Ad 1. Tab-pages:

All modules contain ten (10) tab pages which follow the logic order in detection, dealing and reporting with irregularities:

- 1. Identification
- 2. Personal data
- 3. Operation
- 4. Irregularity
- 5. Detection
- 6. Amounts
- 7. Recovery
- 8. Sanctions
- 9. Comments
- 10. OLAF

Ad 2. Communication body

The communication body is divided in sub sections in which you will find fields and selection tools which allow you to record the necessary details concerning the irregularity.

Tab page 1 consists out of 5 sub sections:

- 1. Identification of the communication
- 2. Drafting information
- 3. Special communication
- 4. Status
- 5. Case closure

ad 3. Command bar

The command bar contains buttons visible on all the tab-pages. These buttons allow you to perform key actions when the form is partially or completely filled in.

The image on page 10 shows the following buttons:

- 1. save
- 2. validate
- 3. finalize
- 4. send
- 5. cancel

IMS User Manual								
AFIS IMS								
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts				
7. Recovery 8. Sanctions 9. Comments 10. OLAF								
Identification of the communication								
◎ 1.1. Reference number - OLAF R / ES / ES3 / 2014 / 0 / 1								
1.2. Reference number - national								
Drafting information								
1.2. Reporting authority	ES ES2 - IMS S	nanish Test Organi	sation 3					
1.3. Reporting ductority	E3_E33 - 143 3	panish rest organi	Sation S					
1.4. Communication - Janguage	English			260				
1.5. Currency	EUR~EURO							
1.6. Quarter of communication - initial	First Quarter	20	014					
1.7. Quarter of communication - update								
1.8. Drafting date	12/03/2014	📰 (dd/mm/yyyy)						
Special communication								
1.9. New modus operandi 📃]							
1.10. Necessity to inform other]							
countries	7							
Status								
Status								
1.12. Proceedings status								
1.13. Financial status								
Case closure								
1.14. Case can be closed]							
1.15. Case closed]							
1.16. Case closure date (dd/mm/yyyy)								
Save Validate Finalize S	Send Cancel							

Figure 4: Communication form, Identification tab

3.2 Tab Page 1. Identification

Tab page 1. Identification needs to be used to provide general information on the communication, such as the reference number, the reporting authority, the currency and status of the case.

1.1. Reference number – OLAF

The Reference number - OLAF is unique to a specific case and is used to identify a case.

The number consists of six (6) sub-parts:

- RXXXX module
- AA fund
- CC country code
- BDE reporting authority
- YYYY reporting year
- 000001 sequence number

The number is attributed at the moment an initial communication is created. The number becomes definitive as soon as the communication has been submitted to OLAF. Becoming definitive implies that it cannot be changed anymore.

Ad module

You need to select from the drop-down-list the applicable module. The descriptions are based on the different regulations.

Ad fund

You need to select from the drop-down-list one of the offered options. The drop-down-list offers you a choice on basis of the regulation selected. In case only one fund is applicable for the module that you selected in the previous field, the name of the fund will be displayed immediately.

Ad country code

IMS puts by default the ISO-code of the country to which the reporting authority of which you make part of belongs.

Ad Reporting authority

IMS puts by default the "URT-short-name" of the reporting authority to which you belong.

The URT-short-name is based on the information provided by your Country Officer (CO) in User Registration Tool (URT).

Ad reporting year

IMS puts by default the running year. However, the field is editable which implies that you can change the year. The field is editable till the moment you finalize the communication.

A manager can 'definalize' a communication by rejecting it. The communication will then be sent back to the creator and will get again the status "draft".
IMS	User	Manu	al			
AFIS IMS						
1 1	tion 0 Down		0	4 Turne	Detection	6
1. Identifica	tion 2. Perso		3. Operation	4. Irregularity	3. Detection	O. Amounts
7. Recovery	8. Sanctions	9. Com	ments 10.0L	AF		
Identificat	tion of the co	mmunic	ation			
© 1.1. Refe	rence number -	OLAF R	/	/	' ES / ES3 / 20	014 / 0 / 1
1.2. Refere	nce number - na	ational				
Drafting in	formation					
	1.3. Reporting	authority	ES_ES3 - IMS S	panish Test Organi	isation 3	
				-		
1.4. C	ommunication -	language	English			260
	1.5.	Currency	EUR~EURO			
1.6. Quarter o	of communicatio	on - initial	First Quarter	2	014	
1.7. Quarter of	f communicatior	ı - update				
	1.8. Dra	fting date	12/03/2014	📰 (dd/mm/yyyy)		
Special co	mmunication					
1.9.	New modus op	erandi 🛛				
1.10. Nec	essity to inform	other	3			
1.1	cou 11. Case irrecov	erable	7			
Status			_			
otatas	o Drocoodings	status				
1.1	1.12 Financial	status				
Casa da a		Status				
Case closu	Ire					
1.1	4. Case can be	closed				
1	.15. Case	e date		(dd/mm/vvvv)		
Save	alidate Fina	alize	Send Cancel			

Ad sequence number

IMS generates automatically a number which cannot be edited.

Please be aware that the Reference number – OLAF is used to identify a case. Updating a case means that you have to reuse the number. Using a new number implies that you create a new case which is then a duplication of the already existing case.

Form version number

IMS adds at the end of every Reference number – OLAF a so called form version number. The form version number is used to identify the different communications concerning the same case. The first communication of a case, the so called initial communication, is always form version 1. Updates have a consecutive number beginning with 2. The first update is thus form version 2, the second update is form version 3 and so on. The communication with the highest form version number reflects the state of a case

1. Identification 2. Personal dat	а 3. Ор	eration	4. Ir	regularity	5. Detection	6. Amounts
7. Recovery 8. Sanctions 9. Co	mments	10.0L/	١F			
Identification of the commun	ication					
Ot the Reference number - OLAS		/				
1.2. Reference number - national						014 / 0 / 1
Drafting information						
1.3. Reporting author	ty ES_ES	3 - IMS Sp	anish	n Test Organ	isation 3	
Communication Janana	Ta alia	b				260
1.4. Communication - langua						
1.6. Quarter of communication - init	al First C	Duarter		2	014	•
1.7. Quarter of communication - upda	te					
1.8. Drafting da	te 12/03	/2014	🖪 (dd	l/mm/yyyy)		
Special communication						
1.9. New modus operandi						
1.10. Necessity to inform other						
countries	_					
1.11. Case irrecoverable						
Status						
1.12. Proceedings status						
1.13. Financial status						
Case closure						
1.14. Case can be closed						
1.15. Case closed						
1.16. Case closure date			(aa/n	пп/уууу)		
Save Validate Finalize	Send	Cancel				

1.2. Reference number- national

The reference number – national is the number that was issued by your country. Normally a national service or administration issues a file or record number. That number can be indicated in this field in order to make it possible for you to find a case back by searching on your national file number.

Drafting information

This section contains information about the drafting of the communication, such as who drafted the communication, which language and currency is used, when was it drafted and so forth.

1.3. Reporting authority

IMS provides by default the name as provided by your Country Officer (CO) in the User Registration Tool (URT). You will see on the screen the URT-short-name as well as the URT-long-name of the organisation to which you belong. It concerns an editable field which implies that you can change the description. However, in such case you need to inform your CO that the information in URT should be updated.

1.4. Communication - language

You should indicate the language in which you provide the information. IMS puts by default the language chosen in "my profile". The field is editable which implies that you can change it by selecting one of the languages as provided by the drop-down-list.

In case you report an IPA or PAA-case, you are obliged to report in English. IMS does not offer then the possibility to change the language.

1.5. Currency

You should indicate the currency that you will use to indicate the different amounts such as expenditure and irregular amount. IMS puts by default EURO but it is editable which means that you can change it.

However, for IMS-modules 498, 1828 and IPA counts that you are obliged to indicate the amount in EURO. For these modules, you cannot change the currency.

1.6.Quarter of communication - initial

Irregularities have to be reported within 2 months after the quarter in which the irregularity was detected. You need to indicate in this field to which reporting quarter a communication belongs by selecting the quarter from the drop-down-list and indicating the year in four digits (e.g. 2014 or 2015). IMS provides by default the running quarter but it is editable thus you can change it.

For IPA and PAA counts that irregularities should be reported immediately which means that always the running quarter (the default!) should be indicated.

Be aware that this field cannot be changed anymore at the moment the communication gets the status "finalized".

IMS	User	Manu	al			
AFIS IMS						
1 1	tion 0 Down		0	4 Turne	Detection	6
1. Identifica	tion 2. Perso		3. Operation	4. Irregularity	3. Detection	O. Amounts
7. Recovery	8. Sanctions	9. Com	ments 10.0L	AF		
Identificat	tion of the co	mmunic	ation			
© 1.1. Refe	rence number -	OLAF R	/	/	' ES / ES3 / 20	014 / 0 / 1
1.2. Refere	nce number - na	ational				
Drafting in	formation					
	1.3. Reporting	authority	ES_ES3 - IMS S	panish Test Organi	isation 3	
				-		
1.4. C	ommunication -	language	English			260
	1.5.	Currency	EUR~EURO			
1.6. Quarter o	of communicatio	on - initial	First Quarter	2	014	
1.7. Quarter of	f communicatior	ı - update				
	1.8. Dra	fting date	12/03/2014	📰 (dd/mm/yyyy)		
Special co	mmunication					
1.9.	New modus op	erandi 🛛				
1.10. Nec	essity to inform	other	3			
1.1	cou 11. Case irrecov	erable	7			
Status			_			
otatas	o Drocoodings	status				
1.1	1.12 Financial	status				
Casa da a		Status				
Case closu	Ire					
1.1	4. Case can be	closed				
1	.15. Case	e date		(dd/mm/vvvv)		
Save	alidate Fina	alize	Send Cancel			

1.7.Quarter of communication - update

You need to indicate to which reporting quarter a communication belongs by selecting the quarter from the drop-down-list and indicating the year in four digits (e.g. 2014 or 2015). IMS provides by default the running quarter but it is editable thus you can change it.

Please be aware that this field can only be used in case of an update (form version 2 and higher). The field is disabled in case of an initial communication.

1.8.Drafting date

You can indicate the date on which you finalized the communication.

This field has been created on request of countries who would like to use this field to monitor the processing time after a communication has been finalized by the creator.

Special communication

This section contains information on special or urgent communications. The different regulations oblige countries to submit a special or urgent communication in case a new modus operandi has been applied, other countries need to be warned and/or a case has become irrecoverable and the Commission need to take a formal decision on the closure of such case.

1.9.New modus operandi

You need to tick the check box in case a new modus operandi has been applied of which your colleagues in your own country or in other countries need to be warned.

In case you tick the check box, OLAF-staff will get an email that such a case has been reported. The information provided will be used to inform other countries about this new modus operandi. Of course, the latter will be done in close cooperation with the competent Country Officers (CO).

1.10.Necessity to inform other countries

You need to tick the check box in case other countries should be informed due to for instance the nationality of the person(s) who committed the irregularity or the place of registration.

In case you tick the check box, OLAF-staff will get an email that such a case has been reported. The information provided will be used to inform other countries. Of course, the latter will be done in close cooperation with the competent Country Officers (CO).

1.11.Case irrecoverable

This field is only applicable for modules 1681, 1831 and PAA due to the specific legislation on "irrecoverable cases".

You need to tick the check box in case unduly paid amounts cannot be recovered and all national procedures have been completed. A request as described in the specific regulation should be uploaded as attachment (see tab page 9 Comments). You should also not forget to check and/or complete fields 1.12. - 1.14.

1. Identifica	tion 2. I	Persona	l data	3. Op	eration	4.1	rregularity	5. D	etection	6. Amounts
7. Recovery	8. Sanc	tions 9). Com	nents	10. OL	٩F				
Identificat	tion of th	ne com	munica	ation						
Ø11 Refe	rence num	uber - Ol	AF R		,			/ FS /	(ES3 / 2	014 / 0 / 1
1.2. Refere	nce numb	er - natio	onal	′				1 23 1		
Drafting in	oformati	on								
brancing in	n Den		the site of	50.50			h Tart Oran		2	
	1.3. керс	orung au	inority	ES_ES	3 - IMS Sp	anis	n Test Orga	nisatioi	13	
				Tra eli el	_					260
1.4. U	ommunica		nguage	ELIR						
1.6. Quarter	of commu	nication	- initial	First O	uarter			2014		
1.7. Quarter of	f communi	ication -	update	11100 Q	dancer			2014		
	1.8	3. Draftiı	ng date	12/03/	2014	🖪 (d	d/mm/yyyy)			
Special co	mmunic	ation								
. 10	New mod	lus opera	andi 🗖	ī						
1.10. Neo	cessity to i	inform of	ther 🔳]						
		count	ries	_						
1.:	11. Case ir	recovera	able]						
Status										
1.1	2. Procee	dings sta	atus							
	1.13. Fina	ancial sta	atus							
Case closu	ıre									
1.1	14. Case ca	an be clo	sed]						
	1.15.	Case clo	sed]						
1	.16. Case	closure o	late		11	(dd/i	mm/yyyy)			
Save	alidate	Finaliz	e s	end	Cancel					

Status

This selection contains information on the proceedings and the financial status of the case

1.12. Proceedings

You need to select from the drop-down-list the type of proceedings initiated to follow up the irregularity. IMS offers the following options:

Administrative proceedings Judicial proceedings

Penal proceedings

1.13.Financial status

You need to indicate the financial status of the case by selecting from the drop-down-list one of the following options:

- A-NATR No amount to be recovered
- B-ATBC Amount to be calculated
- C-RTBS Recovery to be started
- D-RUNW Recovery under way
- E-ALRS Appeal lodged and recovery suspended
- F-ACRL Appeal completed and recovery launched
- G-FULR Full recovery
- H-EUSW EU-share withdrawn, expenditure fully charged to national budget
- I-NRW4 Amount not recovered within 4 years
- J-NRW8 Amount not recovered within 8 years
- K-AIRR Amount irrecoverable
- L-CCEU Clearance charged to EU-budget
- M-CCNB Clearance charged to national budget
- N-CCBB Clearance charged to EU-budget and national budget

Case closure

This section contains specific information on the closure of cases.

1.14. Case can be closed

This check box is only active for 1681, 1831 and PAA regulations due to the specific rules on the closure of cases which implies that only OLAF can close cases.

By ticking the check box, you inform the European Commission that all national procedures have been completed and that, from a national perspective, the case is closed.

1.15. Case closed

This field is active for modules 498, 1828, 1848 and IPA which means that you need to provide the information. For the other three modules counts that OLAF needs to provide the information.

You can indicate "case closed" by ticking the check box. A case remains "open" if the check box is not ticked.

Be aware that you can always reopen a case by creating an update. Just click on the button "update communication" and update the case. The last communication of a case will always be seen as the valid one.

1.16. Case closure date

This field is active for modules 498, 1828, 1848 and IPA which means that you need to provide the information. For the other three modules counts that OLAF needs to provide the information.

IMS put by default the date on which the check box of field 1.15. Case closed is ticked. However, it concerns an editable field which implies that you can change it.

IMS AFIS IMS	User Manual		

NIMS - Initial communication	EUR~EURO - E	U-zone					
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments
10. OLAF Specific							
Identification Of Persons Invo	olved						
2.1. Legal person / natural person	National ID	number	(Company name/Fan	nily name		
	+ / @ =		He Ke Page 1 0	f0 🕨 🕬 🗸		No records to view	
2.2. Justification for non-disclosure							
						2000	
Save Validate Finalize Se	nd Cancel						

Add Record		×
2.1.1. Legal status		
2.1.2. National ID number		
2.1.3. Company name/Family name		
	255	; ;
2.1.4. Trade name/First name		
	255	
2.1.5. Parent name/Independent prefix		
	255	;
2.1.6. Street		
2.1.7. Postcode		
2.1.8. City		
Territorial unit where the person is	s registered	
2.1.9. Country		-
2.1.10. NUTS level 1		-
2.1.11. NUTS level 2		
2.1.12. NUTS level 3		-
Flagged		
2.1.13. On basis of Reg. 1469/95		
2.1.14. On basis of Reg. 1605/2002 (art. 95)		

Figure 5: Communication form, Personal data tab

4. Tab Page 2. Personal data

Tab page 2 Personal data needs to be used to provide all information concerning the persons involved. Persons involved could be anybody who played a substantial role in the irregularity which includes persons such as the beneficiary, the person who actually committed the irregularity, the person who initiated the irregularity (boss, manager, consultant, adviser etcetera and so forth.

Identification Of Persons Involved

Tab page 2 contains a multi-value-group which means that more than one value can be processed. In other words, more than one person can be indicated.

A multi-value-group has some additional buttons which need to be used to save, edit or delete data. You will on top of the multi-value-group find the following buttons:

+ – **Add** : to key in new information

Edit : to edit the details of information on a person already keyed in

- View : to view the details of information on a person already keyed in

Delete : click on this button in case you want to remove information on a person.

As soon as you have added information in the multi-value-group you need to click the button Add in order to save the information. You will find this button together with the button Cancel at the bottom of the multi-value group. Not clicking on one of these buttons means that you cannot proceed with your work.

2.1. Legal person/natural person

2.1.1. Legal status You have to indicate the legal status of the person involved: natural person legal person

A natural person is any real human being, as opposed to a legal person, which may be a private (i.e., business entity) or public (i.e., government) organization

2.1.2. National ID number

You should indicate the national identification number.

In many countries, a national identification number is used as a means of tracking citizens or permanent and temporary residents, for the purposes of work, taxation, government benefits, health care and other governmentally-related functions. Sometimes, the number will appear on an identity card issued by the country.

2.1.3. Company name | Family name

You should, depending on the legal status (legal or natural person), indicate the company name or family name of the person involved.

This name should be the official name, thus the name as registered in official registers.

IMS

User Manual

AFIS	IMS

Add Record		×
2.1.1. Legal status		
2.1.2. National ID number		
2.1.3. Company name/Family name		
	255	
2.1.4. Trade name/First name		
2.1.5. Parent name/Independent prefix	255	
	255	
2.1.6. Street		
2.1.7. Postcode		
2.1.8. City		
Territorial unit where the person is	s registered	
2.1.9. Country		
2.1.10. NUTS level 1		
2.1.11. NUTS level 2		
2.1.12. NUTS level 3		
Flagged		
2.1.13. On basis of Reg. 1469/95		
2.1.14. On basis of Reg. 1605/2002 (art. 95)		

2.1.4. Trade name | First name

You should, depending on the legal status (legal or natural person), indicate the trade name or the first name of the person involved.

A trade name is the name under which a business trades for commercial purposes, also known as 'trading name' or 'business name'.

Be aware that a trade name implies that there is also a company name thus field 2.1.3. Company name should as well contain info.

2.1.5. Parent name | Independent prefix

You should, depending on the legal status (legal or natural person), indicate the parent name or independent prefix of the person involved.

Parent company: the firm that owns or controls other firms (called subsidiaries) which are legal persons in their own right.

2.1.6. Street

You need to indicate the name of the street where the person is officially registered.

2.1.7. Postcode

You need to indicate the postal code of the address where the person is officially registered.

2.1.8. City

You need to indicate the name of the city or village street the person is officially registered

Territorial unit where the person is registered

This section contains information on the territory where the person officially is registered.

2.1.9.Country

You need to indicate the country where the person officially is registered. IMS puts by default your country but it is editable which means that you can select any other country.

2.1.10.NUTS level 1

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

NUTS classification is a hierarchical system for dividing up the economic territory of the EU for the purpose of:

- 1. The collection, development and harmonisation of EU regional statistics
- 2. Socio-economic analyses of the regions.
- 3. Framing of EU regional policies.

The acronym NUTS comes from Nomenclature des Unités Territoriales Statistiques. The English description is nomenclature of territorial units for statistics.

2.1.11.NUTS level 2

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

2.1.12.NUTS level 3

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

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Add Record	×
2.1.1. Legal status	
2.1.2. National ID number	
2.1.3. Company name/Family name	
2.1.4. Trade name/First name	255
	255
	255
2.1.6. Street	
2.1.7. Postcode	
2.1.8. City	
Territorial unit where the person i	s registered
2.1.9. Country	
2.1.10. NUTS level 1	
2.1.11. NUTS level 2	
2.1.12. NUTS level 3	
Flagged	
2.1.13. On basis of Reg. 1469/95	
2.1.14. On basis of Reg. 1605/2002 (art. 95)	

Flagged

This section indicates if a person fulfils the criteria to be put on the black list or to be registered in the Central Exclusion Database.

2.1.13.On basis of Reg. 1469/1995

You need to tick the check box in case the person should be black listed on basis of Council Regulation (EC) No 1469/95 of 22 June 1995 on measures to be taken with regard to certain beneficiaries of operations financed by the Guarantee Section of the EAGGF

2.1.14.On basis of Reg. 966/2012 (art. 108)

You need to tick the check box in case the person should be registered in the Central Exclusion Database on basis Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.

2.2 Justification for non-disclosure

You are obliged to indicate the identity of legal and/or natural persons involved in the irregularity. However, in certain specific cases, you cannot forward the nominal data due to for instance an on going investigation. In such case, you must provide a justification for the non-disclosure of nominal data.

Be aware that the justification should be more than a simple phrase as 'national data protection rules do not allow to forward nominal data'.

1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specifi
Description of operation								
3.1. Fund Type								
3.2. Programming period								
3.3. Objective								
3.4. Interregional								
3.5. CCI-number								
3.6. ARINCO No.								
.7. EFRD/ESF/EAGGF/FIFG number								
3.8. Programme								
3.9. Programme closure date								
3.10. Priority								
3.11. Theme								
3.12. Project - name								
						2000		
3.13. Project - number								
214 EC decision - number						2000		
ans EC decision - date								
3.13. EC decision date								
erritorial unit where the ope	eration is lo	cated or car	rried out					
3.16. Country								
3.17. NUTS level 1								
3.18. NUTS level 2				2				
3.19. NUTS level 3								
3.20. Competent authority								
						250		
Agriculture								
a at Budget line	Budget vear	*	Budget line	Атоон	nt of irregularity ()	EU share)		
3.21. Dudget lille	+ / 9 =		Id Id Base 1 and			No records to view		
	T / P 8		rage 1 of 0	27 P1 3 V		TO FOUNDE DU VIEW		
	EU	J-share I	National share	Public contribut	tion P	rivate share	To	tal
3.22. Total amount of expenditure								
3.23. Total amount of irregularity								

4.1 Tab Page 3. Operation

Tab page 3 Operation needs to be used to provide all information concerning the operation itself.

Description of operation

This section contains detailed information on the operation for which the subsidy is granted.

3.1. Fund

IMS indicates by default the fund that is indicated in the field 1.1. Reference number - OLAF.

This field is not editable. You can change the fund type by going back to the tab page "Identification" and selecting a new fund in field 1.1. Reference number - OLAF. Be aware that the reference number can only be edited as long as the initial communication has the status "draft".

3.2. Programming period

You need to select one of the programming periods as provided by the drop-down-list. The available values depend on the selected module and fund

3.3. Objective

You need to select from the drop-down-list the applicable objective. The drop-down-lists is limited to those objectives that could be applicable for the module, the fund and programming period selected.

3.4. Interregional

You need to select from the drop-down list the corresponding Interregional programme reference to which the project affected by the irregularity was related.

The drop-down-lists is limited to those objectives that could be applicable for the module, fund, programming period and objective selected.

3.5. CCI-number

You need to select from the drop-down list the corresponding CCI-number.

The drop-down-lists is limited to those numbers that could be applicable for the module, fund, programming period and objective selected.

The field is active for programming periods after the year 2000 with exception of module 1831 for which the field is also active for programming periods before the year 2000.

The acronym CCI stands for Code Commun d'Identification. The English description is Common Identification Code

IMS AFIS IMS

NIMS - Initial commu	nication	EUR~EURO	- EU-zone						
1. Identification 2. Perso	onal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specifie
Description of opera	ation								
3.1.	Fund Type								
3.2. Programn	ning period								
3.3-	Objective				•				
3.4. In	terregional								
3.5. C	CI-number				•				
3.6. AF	INCO No.								
3.7. EFRD/ESF/EAGGF/FI	FG number								
3.8. F	Programme								
3.9. Programme cl	osure date								
3-	10. Priority								
3	3.11. Theme								
3.12. Proj	ect - name								
3.13. Projec	t - number						2000		
0-0									
and EC decisio	n - number						2000		
3.14. EC decisio	sion - data								
3.15. EC deci	sion - date								
Territorial unit whe	re the ope	eration is lo	cated or car	ried out					
3.1	6. Country				-				
3.17. NU	ITS level 1				-				
3.18. NU	ITS level 2				-				
3.19. NU	ITS level 3				-				
3.20. Competer	t authority								
							250		
Agriculture									
3.21	Budget line	Budget year	÷	Budget line	Amo	unt of irregularity (EU share)		
0	-	+ / 8 8		re e Page 1 of	0 => =1 5 💌		No records to view		
		EU	-charo N	ational chare	Public contribu	tion .	rivato charo	Та	tal
3.22. Total amount of e	xpenditure	EU	sidie N	acional share	Public contribu	Home F	invate share	10	Lai
3.22. Total amount of i	irregularity								
July, received and on									
Save Validate Fina	alize Ser	d Cancel							

Figure 6: Communication form, Operation tab

3.6. ARINCO No.

The ARINCO information system was developed on request of the Commission and provided information on the structural funding activities concerning programming periods before 2000. This field is only active for the modules 1681 and 1831.

3.7. EFRD/ESF/EAGGF/FIFG number

The EFRD/ESF/EAGGF/FIFG-number was developed on request of the Commission and provided information on the structural funding activities concerning programming periods before 2000.

Identification numbers for the following funds are available:

EFRD – European Fund for Regional Development

ESF – European Social Fund

EAGGF – European Agricultural Guidance and Guarantee Fund (Guidance)

FIFG – Financial Instrument for Fisheries Guidance

3.8. Programme

IMS puts on basis of information provided by you in the previous fields automatically the name of the programme and the programme closure date. The field is non-editable. In cases IMS provides wrong info, please contact OLAF via your Country Officer

3.9. Programme closure date

IMS puts on basis of information provided by you in the previous fields automatically the name of the programme and the programme closure date. The field is non-editable.

In cases IMS provides wrong info, please contact OLAF via your Country Officer.

The field is only active for the programming periods after 2000.

3.10.Priority

You need to select from the drop-down list the priority.

3.11.Theme

You need to select from the drop-down list the applicable theme. The drop-down-list is based on the information provided concerning the fund and priority.

3.12. Project - name

You need to provide the official and complete name of the project.

In addition, a small to the point description of the project will make the information even more complete.

3.13. Project - number

You need to provide the official number of the project as described in the previous field.

IMS AFIS IMS

IMS - Initial communication	EUR~EURO	- EU-zone						
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specifi
Description of operation								
3.1. Fund Type								
3.2. Programming period	_			-				
3.3. Objective				-				
3.4. Interregional				-				
3.5. CCI-number				-				
3.6. ARINCO No.								
3.7. EFRD/ESF/EAGGF/FIFG number								
3.8. Programme								
3.9. Programme closure date								
3.10. Priority								
3.11. Theme								
3.12. Project - name								
ava Draiasta number						2000		
3.33. Project - number								
						2000		
3.14. EC decision - number								
3.15. EC decision - date								
Territorial unit where the ope	eration is lo	cated or car	rried out					
3.16. Country				-				
3.17. NUTS level 1								
3.18. NUTS level 2				-				
3.19. NUTS level 3				-				
3.20. Competent authority								
						250		
Agriculture								
a ar Budget line	Budget year	<u>*</u>	Budget line	Amo	unt of irregularity ((EU share)		
3.21. budget me		Y	In the Page 1 at			No records to view		
a se. Total amount of every discus	EU	-share I	National share	Public contribu	tion F	Private share	То	tal
3.22. I otal amount or expenditure								
3.23. Total amount of irregularity								

3.14. EC decision - number

IMS generates on basis of the information provided in field 3.5. CCI-number automatically the information concerning the EC-decision-number and EC-decision-date.

The information is derived from data bases such as SFC2007 and SFC2014

3.15. EC decision - date

IMS generates on basis of the information provided in field 3.5. CCI-number automatically the information concerning the EC-decision-number and EC-decision-date.

The information is derived from data bases such as SFC2007 and SFC2014.

Territorial unit where the operation takes place

This section contains information where the operation takes place.

3.16. Country

You need to indicate the country where the operation takes place. IMS puts by default your country.

However, it is an editable field which implies that you can change the country.

3.17. NUTS level 1

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

NUTS classification is a hierarchical system for dividing up the economic territory of the EU for the purpose of:

- 1. The collection, development and harmonisation of EU regional statistics
- 2. Socio-economic analyses of the regions.
- 3. Framing of EU regional policies.

The acronym NUTS comes from Nomenclature des Unités Territoriales Statistiques. The English description is nomenclature of territorial units for statistics.

3.18. NUTS level 2

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

3.19. NUTS level 3

You need to select from the drop-down-list one of the offered values. The values in the drop-down-list depend on the country selected in the previous field.

3.20. Competent authority

The name of the competent authority, which could be for instance a Managing Authority (MA) or a Paying Agency (PA).

IMS

AFIS IMS

Agriculture					
3.21. Budget line	Budget year 👙	Budget line	Amount of Ins	egulanty (EU share)	
	+ / 8 8	ret kee Page 1 of	10 >> >1 5 💌	No records to view	
	EU-share	e National share	Public contribution	Private share	Total
3.22. Total amount of expenditure					
3.23. Total amount of irregularity					
Save Validate Finalize Sen	d Cancel				

Add Record					×
3.21.1. Budget year					
3.21.2. Budget post					
3.21.3. Budget article					
3.21.4. Budget measure					
3.21.5. Budget line					
3.21.6. Product					
Financial impact					
3.21.7. Co-financing rate	%				
3.21.8. Amount of expenditure	EU-share	National share	Public contribution	Private share	Total
3.21.9. Amount of irregularity					
					Add X Cancel

Agriculture

This section contains information concerning EAGF and EAFRD measures.

The section is a multi-value-group which means that it has some additional buttons which need to be used to save, edit or delete data. You will find on top of the multi-value-group the following buttons:

- + Add : to key in new information
- Edit : to edit the details of information on a person already keyed in
- P View : to view the details of information on a person already keyed in

Delete : click on this button in case you want to remove information on a person.

As soon as you have added information in the multi-value-group you need to click the button Add in order to save the information. You will find this button together with the button Cancel at the bottom of the multi-value group. Not clicking on one of these buttons means that you cannot proceed with your work.

3.21.Budget line

You need to click on + – Add to enter the multi-value-group.

The budget lines are based on the DGAGRI-nomenclature. OLAF updates several times per year but it can occur that the youngest version has not yet uploaded. In case you miss a budget line, please inform OLAF via your country officer (CO).

3.21.1 Budget year

You need to select from the drop-down-list the budget year in which the expenditure was charged to the budget.

The agriculture year runs from 16 October year n until 15 October year n+1.

3.21.2 Budget post

You need to select from the drop-down-list the applicable value. The options are based on your choices in the previous field.

3.21.3 Budget article

You need to select from the drop-down-list the applicable value. The options are based on your choices in the previous fields.

3.21.4.Budget measure

You need to select from the drop-down-list the applicable value. The options are based on your choices in the previous fields.

3.21.5 Budget line

IMS generates on basis of the information provided by you in the previous fields the applicable budget line.

The field remains empty in case a value is missing in one or more of the previous fields (3.21.1. - .3.21.4). 3.21.6 Product (CN-code)

You need to select from the drop-down-list the applicable value. The list is based on the CN-code (Combined Nomenclature).

In case the support measure does not concern a specific product, the code 0000 (=not applicable) need to be indicated.

IMS

AFIS IMS

Agriculture					
3.21. Budget line	Budget year 🚔	Budget line	Amount of Irre	gularity (EU share)	
	+ / 8 8	Page 1 of 0	a ⇒ ⇒1 5 💌	No records to view	
	EU-share	National share	Public contribution	Private share	Total
3.22. Total amount of expenditure					
3.23. Total amount of irregularity					
Save Validate Finalize Sen	d Cancel				

Add Record						×
3.21.1. Budget year	1					
3.21.2. Budget post					-	
3.21.3. Budget article						
3.21.4. Budget measure						
3.21.5. Budget line						
3.21.6. Product						
Financial impact						
3.21.7. Co-financing rate	%					
3.21.8. Amount of expenditure	EU-share	National share	Public contribution	Private share	Total	
3.21.9. Amount of irregularity						
					Add 🗙 Canc	el

Agriculture – financial impact

This sub section contains detailed information on the financial impact of the irregularity.

To have a correct relation between the expenditure and the irregular amount, the financial impact needs to be indicated per support measure.

IMS does not do any automatic calculations. You need to indicate all amounts. In case of "calculation errors", IMS will give a warning but will not block the reporting. In other words, you can indicate not matching calculations.

3.21.7 Amount of expenditure

You need to indicate the total amount of the expenditure divided into EU-share, national-share and private share.

The EU-share and national-share form together the public contribution.

The EU-share, national-share and private share form together the total.

3.21.8 Amount of irregularity

You need to indicate the irregular amount relating to the expenditure as indicated in the previous field.

The EU-share and national-share form together the public contribution.

3.22.Total amount of expenditure

IMS generates the amounts on basis of the information provided in field 3.21.7. Amount of expenditure.

If 5 budget lines have been indicated, the total expenditure concerning these 5 budget lines will be calculated by IMS.

The amounts are automatically transferred to tab page 6 Amounts.

3.23.Total amount of irregularity

IMS generates the amounts on basis of the information provided in field 3.21.8. Amount of irregularity.

If 5 budget lines have been indicated, the total irregular amount concerning these 5 budget lines will be calculated by IMS.

The amounts are automatically transferred to tab page 6 Amounts.

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AFIS IMS	
NIMS - Initial communication	EUR~EURO - EU-zone
1. Identification 2. Personal data	3. Operation 4. Irregularity 5. Detection 6. Amounts 7. Recovery 8. Sanctions 9. Comments 10. OLAF Specific
Information leading to suspic	cion of an irregularity
4.1. Date	(dd/mm/yyyy)
4.2. Source	
Provisions Infringed	
4.3. Provisions – EU	EU legislation Number Year Article and paragraph
4.4. Provisions - national	
	2000
other states involved	
4.5. Member State(s)	
4.6. Non-Member State(s)	
Specific information on the in	regularity
4.7. Irregularity committed on / between	from 🗷 (dd/mm/yyyy) until 🐼 (dd/mm/yyyy)
4.8. Type of irregularity	Category Type
40. Modus operandi	+ 2 29 The records to view
4.9. Modus operandi	
	2000
4.10. Statement of persons involved	
4.11. Findings of the administration	2000
4.12. Classification of the irregularity	

Provisions Infringed		
4.3. Provisions – EU	Add Record	×
	4.3.1. EU legislation	
	4.3.2. Number	
	4.3.3. Year	
	4.3.4. Article and paragraph	
		EAdd X Cancel

Validate Finalize Send Cancel

Save

4.2 Tab Page 4: Irregularity

Tab page 4 contains information on the irregularity itself. The first part of the tab page contains more general information as the second part provides answers on questions as how, when, why and where.

Information leading to a suspicion of an irregularity

This section contains information that led to the discovery of an irregularity.

4.1.Date

You need to indicate the date on which information was received that led to the suspicion that an irregularity had been committed.

Example:

you receive a letter from person I in which is described that person X committed an irregularity. The date on which you received the letter should be indicated.

IMS applies always the same date format: dd/mm/yyyy

4.2.Source

You need to indicate the source of the information that led to the suspicion that an irregularity had been committed.

Example:

In the above mentioned example the source is "letter of person I".

Provisions Infringed

This section contains information concerning the EU and national provisions infringed.

The section is a multi-value-group which means that more than 1 (one) multi-value can be indicated. It also implies that some additional buttons need to be used to save, edit or delete data. You will find on top of the multi-value-group the following buttons:

- + Add : to key in new information
- **Edit** : to edit the details of information on a person already keyed in
- View : to view the details of information on a person already keyed in
- **Delete** : click on this button in case you want to remove information on a person.

As soon as you have added information in the multi-value-group, you need to click the button Add in order to save the information. You will find this button together with the button Cancel at the bottom of the multi-value group. Not clicking on one of these buttons means that you cannot proceed with your work.

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NIMS - Initial communication	EUR~EURO	- EU-zone						
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Information leading to suspi	cion of an i	rregularity						
4.1. Date		📧 (dd/mm/yyyy)					
4.2. Source								
Provisions Infringed								
4.3. Provisions – EU	EU legist	ation 🔶 Num	iber Year		Article and paragray	ph		
	+ / 2 8		e << Page 1 of 0	p> ⇒1 5 ▼		No records to view		
4.4. Provisions - national								
						2000		
other states involved								
4.5. Member State(s)						+		
4.6. Non-Member State(s)								
						-		
Specific information on the in	rregularity							
4.7. Irregularity committed on / between		🔝 (dd/mm/yyyy) until	🔝 (dd/mm/yy	уу)			
4.8. Type of irregularity		Category 🔶			Туре			
	+ / 8 8		e <e 0<="" 1="" of="" page="" td=""><td>] ⇒> ⇒I 5 💌</td><td></td><td>No records to view</td><td></td><td></td></e>] ⇒> ⇒I 5 💌		No records to view		
4.9. Modus operandi								
4 10. Statement of persons involved						2000		
						2000		
4.11. Findings of the administration								
						2000		
4.12. Classification of the irregularity								
Save Validate Finalize Ser	nd Cancel]						

Provisions Infringed		
4.3. Provisions – EU	Add Record	×
	4.3.1. EU legislation	
	4.3.2. Number	
	4.3.3. Year	
	4-3-4- Article and paragraph	
		EAdd X Cancel



4.3.Provisions – EU The following sub fields are available: Type Number Year Article and paragraph

4.3.1. Type You need to select from the drop-down-list one of the following options: DEC = decision DIR = directive REG = regulation AGR = agreement

4.3.2. Number

You need to indicate the number of the decision, directive, regulation or agreement involved, That would be 1848 in case of Regulation 1848/2006.

4.3.3. Year

You need to indicate the year of the decision, directive, regulation or agreement. That would be 2006 in case of Regulation 1848/2006.

4.3.4. Article and paragraph

You need to indicate the article and paragraph of the provisions infringed.

4.3. Provisions - national

You need to indicate, if applicable, the national provisions infringed. It concerns a text field which implies that it is form free.

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	ser Manual	
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IMS - Initial communication	EUR~EURO - EU-zone	
1. Identification 2. Personal data	3. Operation 4. Irregularity 5. Detection 6. Amounts 7.	Recovery 8. Sanctions 9. Comments 10. OLAF Specif
Information leading to suspi	cion of an irregularity	
4.1. Date	(dd/mm/yyyy)	
4.2. Source		
Provisions Infringed		
4.3. Provisions – EU	EU legislation 🔶 Number Year Article	s and paragraph
	+ / /) 🗑 14 <4 Page 1 of 0 >> >1 5	No records to view
4.4. Provisions - national		
		2000
other states involved		
4.5. Member State(s)		
46 Non-Member State(s)		
4.0. Hon Member Deate(5)		
Specific information on the i	regularity	
4.7. Irregularity committed on / between	from dd/mm/yyyy) until dd/mm/yyyy)	
4.8. Type of irregularity	Category 🔶	Туре
	+ / / / 1 T Page 1 of 0 >> >1 5	No records to view
4.9. Modus operandi		
4 to Statement of persons involved		2000
		2700
4.11. Findings of the administration		

-

4.12. Classification of the irregularity

Save

Validate

Finalize Send Cancel



Other countries involved

This section contains information on other countries involved. This can be Member States but also non-Member States.

Simple examples of other countries involved are for instance the destination country of export (-refund-) products or cross border programmes.

For many cases count that no other countries are involved. In such case, you can skip this section and leave the field empty.

4.5. Member States

You need to indicate the other Member State(s) involved.

This field is a multiple selection field which means that you can select more than one option. You need to apply the following steps:

1. select an item from the drop-down-list by a simple click;

- 2. click the + Add button
- 3. the item is added to your reporting list
- 4. repeat this to add one or more other options

Please do not forget to click the 📩 – Add button otherwise the information will not be saved.

More information on the buttons + – Add and – – Remove can be found in the part.....

4.6.Non-Member State(s) You need to indicate the other country/countries involved.

This field is a multiple selection field which means that you can select more than one option. You need to apply the following steps:

1. select an item from the drop-down-list by a simple click;

- 2. click the + **Add** button
- 3. the item is added to your reporting list
- 4. repeat this to add one or more other options

Please do not forget to click the + - Add button otherwise the information will not be saved.

More information on the buttons + – Add and – – Remove can be found in the part.....

WEIG ING									
NIMS - Initial	communication	EUR~EURO	- EU-zone						
1. Identification	2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Information	leading to susp	icion of an ii	regularity						

User Manual

4.1. Date	🗾 (dd/n	ım/уууу)						
4.2. Source								
Provisions Infringed								
4.3. Provisions – EU	EU legislation 🔶	Number	Year	Artic	tle and parag	aph		
	+ / 0 8	ra ka Pa	ge 1 of 0 🕪	⊨1 5 ▼		No records to v	few	
4.4. Provisions - national						20		
other states involved								
4.5. Member State(s)							+	
4.6. Non-Member State(s)							+	
							-	
Specific information on the ir	regularity							
4.7. Irregularity committed on / between	from 🗾 (dd/n	ım/yyyy) until	. (dd/mm/yyyy))			
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Specific information on the irregularity							
4.7. Irregularity committed on / between	from I (dd/mm/yyyy) until I (dd/mm/yyyy)						
4.8. Type of irregularity	Add Record	×					
	4.8.1. Category						
	4.8.2. Type	+					
		Add 🛛 X Cancel					

Specific information on the irregularity

This section contains more specific and detailed information on the irregularity itself. Answers on typical questions such as What, When, Why, How and so forth can be found here.

4.7 Irregularity committed on / between

You need to indicate the date on which or the period in which the irregularity was committed.

In case the irregularity started and ended on the same day, you only need to fill in the first field (the field in which the word "from" appears if you move the mouse over it) and not the second field.

If the start day or end day is not exactly known, the first day or last day of the month may be indicated respectively.

Be aware that you cannot enter future dates.

4.8.Type of irregularity

You need to indicate the type(s) of irregularity. The types of irregularity have been grouped into main categories. Within those categories you have to select a type of irregularity. The field is a multiple selection field which means that you can select more than one category and type. You need to apply the following steps:

- 1. select a category from the drop-down-list by a simple click
- 2. select a type from the drop-down-list by a simple click
- 3. click the + **Add** button
- 4. category and item are added to your reporting list
- 5. repeat these steps to add one or more to your reporting list

Please do not forget to click the + - Add button otherwise the information will not be saved.

You can find more information on multiple selection field in part.....

4.8.1. Category

The types of irregularity have been grouped into the following main categories:

- request
- beneficiary
- accounts and records
- documentary proof
- product, species and/or land
- (non-)action
- movement
- bankruptcy
- ethics and integrity
- other

within those categories you have to select a type of irregularity (next field).

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1. Identification 2. Personal data	3. Operation 4.	Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF S
Information leading to suspic	ion of an irreg	Jularity						
4.1. Date	🖪 (dd/mm/yyyy)							
4.2. Source								
Provisions Infringed								
4.3. Provisions – EU	EU legislation	÷ Nu	mber Year		Article and paragra	ph		
	+ / 8 8		Rage 1 of) >> >1 5]	No records to view		
4.4. Provisions - national								
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other states involved								
4.5. Member State(s)						•		
						_		
4.6. Non-Member State(s)								
Specific information on the ir	regularity							
	from	(dd/mm/yyy	y) until	🔝 (dd/mm/y	ууу)			
4.7. Irregularity committed on / between					Туре			
4.7. Irregularity committed on / between 4.8. Type of irregularity		Category 🔶						
4.7. Irregularity committed on / between 4.8. Type of irregularity	+ / 8 8	Category 🗄	Page 1 of) >> >1 5]	No records to view		
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4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi	+ / 2 8	Category 🔶	Page 1 of) >> =1 5 V]	No records to view		
4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi	+ / 2 8	Category 🔶	ie ee Page 1 of	1 b> b1 5]	No records to view		
 4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved 	+ * 8 8	Category 🔶	I Page 1 of I) >> >1 S]	No records to view		
4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved	+ / 2 3	Category 🔶	I H H Page 1 of () >> +1 5]	No records to view		
4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved	+ / 2 3	Category 🔶	I d dd Page 1 off	1 b> b1 5 💽		No records to view 2000 2000		
 4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved 4.11. Findings of the administration 	+ / 2 3	Category 🔶	I d d Page 1 of) >> >1 5]	No records to view 2000 2000		
 4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved 4.11. Findings of the administration 	+ / 2 3	Category \Rightarrow	I I I I I I I I I I I I I I I I I I I) b> b1 3 💌		No records to view 2000 2000		
 4.7. Irregularity committed on / between 4.8. Type of irregularity 4.9. Modus operandi 4.10. Statement of persons involved 4.11. Findings of the administration 	+ / 2 3	Category 🔶	I d <d 1="" of<="" page="" td=""><td></td><td></td><td>No records to view 2000 2000 2000</td><td></td><td></td></d>			No records to view 2000 2000 2000		

4.7. Irregularity committed on / between	from 💽 (dd/mm/yyyy) until					
4.8. Type of irregularity	Add Record	>				
	4.8.1. Category					
	4.8.2. Type	+				
		F Add X Cance				

4.8.2. Type

You have to select a value of the drop-down-list on basis of the selection made in field '4.8.1.Category'.

4.8.3. Type of irregularity

IMS shows the selected type(s) of irregularity. These values are automatically generated on basis of the values entered in the fields category and type.

4.9. Modus operandi

You need to describe the practices employed in committing the irregularity, the MO.

A more in depth description of the applied MO will improve the analyses performed by IMS itself (IMSreports) reporting tool) as well as the analyses performed by analysts of OLAF, Member States and candidate countries.

4.10. Statement of persons involved

It is common practice that a person involved is asked to react on the findings of an authority (principle that both sides should be heard). You can note such reactions in this field.

4.11. Findings of the administration

The findings of the authority after having heard the person(s) involved (see field 4.10.) need to be noted in this field.

4.12. Classification of the irregularity

You need to classify the irregularity by selecting from the drop-down-list one of the following values:

- IRQ2 = irregularity
- IRQ3 = suspected fraud
- IRQ5 = established fraud

\rightarrow IRQ2 = irregularity in sense of Reg. 2988/95

You should classify the case as "irregularity" if it was committed unintentionally. If there was any intent, the case should most likely be classified as IRQ3.

→ IRQ3 = suspected fraud

You should classify the case as "suspected fraud" if the irregularity was committed intentionally, wilfully or on purpose. Simple examples of "suspected fraud" are all types of irregularity in which the word "false" or "falsified" are used such as for instance false or falsified documents.

→ IRQ5 = established fraud

You should classify the case as "established fraud" when the fraud it has been proven in Court. In other words, there must be a Court decision.

When you update an initial communication, an additional classification becomes available for you: IRQ0 \rightarrow IRQ0 = no irregularity

You can use the code IRQ0 for cases in which it appears that there is no irregularity. Updating an initial communication with IRQ0 selected means that you cancel the case which implies that IMS will delete almost all data. Only the reference data on tab page 1 will stay.

IMS User Manual									
AFIS IMS									
NIMS - Initial co	mmunication EU	R~EURO - EU-z	one						
1. Identification	2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Control									
5.1. Date of 5.2. Reason for p 5.3. Type and/o 5.4. Control carr 5.5. C	of discovery (PACA) performing a control (why) or method of control (how) ied out before/after payment Competent authority		로 (dd/mm/yyyy)				 * * * * * * 		
OLAF investig 5.6	OLAF investigation 5.7. OLAF number	Reference							
Save Validate	e Finalize Se	end Cancel							

Figure 7: Communication form, Detection tab

4.3 Tab Page 5: Detection

Tab page Detection provides information on how the irregularity was detected.

Control

This section contains information on the controls performed by the competent authorities.

5.1 Date of discovery (PACA)

You need to indicate the date on which the irregularity was discovered.

The acronym PACA stands for the French description **P**remier **A**cte de **C**onstat **A**dministratif. You will find the definition in the applicable regulation.

PACA is the first written assessment of a competent authority, either administrative or judicial, concluding on the basis of actual facts that an irregularity has been committed, without prejudice to the possibility that this conclusion may subsequently have to be adjusted or withdrawn as a result of developments in the course of the administrative or judicial procedure.

5.2 Reason for performing a control (why)

You need to indicate the reason(s) for carrying out a control. It is an answer on the question why a control was performed. Was there a legal obligation or did a tip trigger the control?

The drop-down-list contains a summary of available options. This could be for instance a tip off, a routine check or a request from another country. You can select more than 1 value.

5.3.Type and/or method of control (how)

You need to indicate the type of control and/or the method used to perform the check. It is an answer on the question how the control was performed.

The drop-down-list contains a number of options. This could be an analysis of samples or an initial enquiry. You can select more than 1 value.

5.4.Control carried out before/after payment

You need to indicate if the control was carried out:

- before payment
- after payment
- before as well as after payment

5.5.Competent authority

You need to indicate the authority that was responsible for the detection of the irregularity.
IMS (IMS User Manual							
AFIS IMS								
NIMS - Initial communication EU	R∼EURO - EU-z	one						
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Control								
5.1. Date of discovery (PACA)		🛃 (dd/mm/yyyy)						
5.2. Reason for performing a control (why)						+		
5.3. Type and/or method of control (how)						+		
5.4. Control carried out before/after payment								
5.5. Competent authority								
OLAF investigation						2000		
5.6. OLAF investigation								
5.7. OLAF number	Reference							
Save Validate Finalize Se	and Cancel							

OLAF investigation

This section contains basic information on the question if OLAF launched an investigation. OLAF has the good practice to inform national authorities on investigations started. You can skip this section in case no OLAF-investigation was launched.

5.6.OLAF investigation

You need to tick the check box in case OLAF launched an investigation on this case.

5.7.OLAF number

You need to indicate the number of the OLAF-investigation. The OLAF-number consists out of 3 parts:

- Reference: IMS indicates by default the code OF. You cannot change this code.
- Year: you need to indicate the year in the format yyyy.
- Sequence number: you need to indicate in 4 (four) digits the unique sequence number of the cases. The value 0 is automatically put before the number if you use less than 4 digits, for instance number 12 will be automatically changed into 0012.

AFIS IMS	IMS	l	Jser M	anual						
IMS - Initial communication EUR~EURO - EU-zone I Identification 2. Personal data 3. Operation 4. Irregularity 5. Detection 6. Amounts 7. Recovery 8. Sanctions 9. Comments 10. OLAF Speci Financial impact	AFIS IMS									
IIMS - Initial communication EUREURO - EU-zone I. Identification 2. Personal data 3. Operation 4. Irregularity 5. Detection 6. Amounts 7. Recovery 8. Sanctions 9. Comments 10. OLAF Speci Financial impact										
1. Identification 2. Personal data 3. Operation 4. Irregularity 5. Detection 6. Amounts 7. Recovery 8. Sanctions 9. Comments 10. OLAF Special contribution Financial impact 6.1. Co-financing rate % EU-share National share Public contribution Private share Total 6.2. Amount of expenditure	IIMS - Initial co	mmunication EU	R~EURO - EU-zo	ne						
Financial impact 6.1. Co-financing rate % EU-share National share Public contribution Total 6.2. Amount of expenditure	1. Identification	2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
61. Co-financing rate % EU-share National share Public contribution Total 6.2. Amount of expenditure	Financial impa	act								
EU-share National share Public contribution Private share Total 6.2. Amount of expenditure	6.	1. Co-financing rate	%							
6.2. Amount of expenditure			EU-sh	are Natio	al share	Public contribution	Private	share	Total	
6.3. Amount of irregularity	6.2. Am	ount of expenditure								
6.3.1. Whereof amount not paid	6.3. An	mount of irregularity								
6.3.2. Whereof amount paid	6.3.1. Where	eof amount not paid								
6.4. Amount to recover 6.5. Decertified 6.6. Comments - MS	6.3.2. W	hereof amount paid								
6.5. Decertified 6.6. Comments - MS	6.4.	Amount to recover								
6.6. Comments - MS		6.5. Decertified								
	6	ó.6. Comments - MS								
2000										
2000										
								2000		

Figure 8: Communication form, Amounts

4.4 Tab Page 6: Amounts

Financial impact

This section contains detailed information on the financial impact. Expenditure and irregular amounts are indicated and split up into public contribution (EU-share and national-share) and private share.

Be aware that the amounts should not include interests, fines and penalties.

6.1. Co-financing rate

You need to indicate the officially agreed rate. Be aware that the applied rate can differ from the official rate. Nevertheless, you need to indicate the official rate.

The official rate can be found in SFC2007 or SFC2014. The acronym SFC stands for System for Fund management in the European Community. SFC's function is the electronic exchange of information concerning shared fund management between Member States and the European Commission as described in the applicable regulations.

6.2 Amount of expenditure

You need to indicate the total amount of the expenditure, split up into EU-share, national-share and private-share.

The public contribution is EU-share and national-share together.

The total expenditure is EU-share, national-share and private share together.

6.3. Amount of irregularity

You need to indicate the irregular amount, split up into EU-share and national-share.

Be aware that it is not relevant if the amount has been paid. You need to provide information on the actual financial impact (amount paid out) and the potential financial impact (amount not paid out thanks to early discovery).

Be also aware that in case repayment takes place in instalments, the amounts indicated in fields 6.3., 6.3.1. and 6.3.2. remain the same. Repayment itself has no impact on the amount of the irregularity; only the outstanding amount is reduced.

6.3.1. whereof not paid

You need to indicate the amount that was not paid out as a result of detection before payment. The amount needs to be split up into EU-share and national-share.

6.3.2. whereof paid

You need to indicate the amount that was paid out thus needs to be recovered. The amount needs to be split up into EU-share and national-share.

6.4. Amount to recover

You need to indicate the amount that needs to be recovered. The amount needs to be split up into EU-share and national-share.

Normally, this amount should be equal to the amount indicated in the previous field (6.3.2. Whereof amount paid).



NIMS - Initial co	mmunication EUR	R~EURO - EU-zo	ne						
1. Identification	2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Financial impa	act								
6.:	1. Co-financing rate	%							
		EU-sh	are Nation	al share	Public contribution	Private	share	Total	
6.2. Am	ount of expenditure								
6.3. Am	ount of irregularity								
6.3.1. Where	of amount not paid								
6.3.2. WI	nereof amount paid								
6.4.	Amount to recover								
	6.5. Decertified								
6	.6. Comments - MS								
							2000		
Save Validate	e Finalize Se	end Cancel							

6.5. Decertified

You need to tick the check box in case the irregular project has been excluded from EU support.

Be aware that the decision about the exclusion from expenditure certified to the EC can also happen once a country takes the entire risk of recovery on the national budget.

6.6. Comments

You need to provide an explanation about the decertification and its impact (see field 6.5.).

NIMS - Initial co	mmunication EU	R~EURO - EU-zone							
1. Identification	2. Personal data	3. Operation 4. Irr	egularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Recovery									
7.1. Star	t date of procedure	(dd/r	nm/yyyy)						
7.2. Expected end	d date of procedure	📰 (dd/r	nm/yyyy)						
		EU-share	Nationa	I share	Public contribution				
7-3-	Amount to recover								
7.4. Amount dedu	icted during interim or final payment								
7.5.	Amount recovered								
7.6.	Balance to recover								
7.7. Amount repa	id to the EU budget								
7.8. Amount reta	ined by the country								
7.9. Amount	of interest charged								
7.10. Meas	sures already taken								
7.11. Interim meas	sures already taken						2000		
,									
7.12. End	7.12. End date of procedure (dd/mm/yyyy)								
Save Validate	Finalize Se	end Cancel							

Figure 9: Communication form, Recovery tab

4.5 Tab Page 7: Recovery

Recovery

This section contains detailed information on the recovery. This tab page is used for all funds although for several funds count that there is no obligation to provide information on the recovery itself. The reason to use this page for all funds is a simple one: on request of countries which use IMS also for national purposes.

Be aware that the amounts should not include interests, fines and penalties. Interests can be indicated in field 7.8 as fines and penalties need to be indicated on tab page 8.

7.1. Start date of procedure

You need to indicate the date on which the recovery procedure started.

If the exact date is not known, you can indicate the first day of the month or year in which the procedure started.

7.2. Expected end date of procedure

You need to indicate the date by which the recovery procedure is expected to be completed.

7.3. Amount to recover

IMS transfers automatically the values indicated in field 6.4. Amount to recover.

This field is not editable. In case you want to change the amounts indicated, you need to change the data on tab page 6.

7.4. Amount deducted during interim or final payment

You need to indicate the amounts that have been compensated during interim or final payments, split up into EU-share and national-share.

7.5. Amount recovered

You need to indicate the amounts recovered, split up into EU-share and national-share.

7.6. Balance to recover

You need to indicate the amounts that still need to be recovered (outstanding debt), split up into EU-share and national-share.

7.7. Amount repaid to the EU-budget You need to indicate the amounts transferred back to the EU-budget.

7.8. Amount retained by the country

You need to indicate the amounts retained by your country. For some funds, counts that a country can retain a percentage of the recovered amounts in case certain conditions are fulfilled.

7.9. Amount of interest charged

You need to indicate the interests charged.

4.6 Tab Page 8: Sanctions

Sanctions		
8.6. Sanctions	Add Record	×
	8.6.1. Category	
	8.6.2. Type	
	8.6.3. Sanctions applied	
	8.6.4. Fines applied	
		Add X Cancel
	8.6.3. Sanctions applied 8.6.4. Fines applied	Add X Cancel

Figure 10: Communication form, sanctions tab

Procedures

This section contains information on the procedures initiated to impose penalties.

8.1. Procedures initiated to impose penalties

You need to indicate if procedures have been initiated to impose penalties by selecting one of values of the drop-down-list. The available options are:

- SP1 no decision yet
- SP2 decision: no sanction
- SP3 decision: sanction will be imposed but awaiting type of sanction(s)
- SP4 decision: sanction imposed

This field should always be used!

8.2. Type of procedure

You need to indicate the type of procedure that has been initiated. The drop-down-list offers the following options:

- ADM administrative
- PEN penal
- PXX administrative as well as penal

8.3. Start date of procedure

You need to indicate the date when the procedure was initiated.

8.4. Expected end date of procedure

You need to indicate the expected end date of the procedure.

Be aware that the expected end date should be equal to or after the start date of the procedure

8.5. Status of procedure

You need to indicate the status of the procedure by choosing one of the following options:

- INIT Initiated
- COMP Completed
- ABAN Abandoned

IMS User	lanual	
Sanctions		
8.6. Sanctions	Add Record	×
	8.6.1. Category	
	8.6.2. Type	
	8.6.3. Sanctions applied	
	8.6.4. Fines applied	
		Add X Cancel

Figure 11: Communication form, sanctions tab

Sanctions

This section contains detailed information on the sanctions imposed.

The section contains a multi-value-group which means that more than one value can be processed. In other words, more than one sanction can be indicated.

A multi-value-group has some additional buttons which need to be used to save, edit or delete data. You will find on top of the multi-value-group the following buttons:

+ – Add : to key in new information

- Edit : to edit information already saved

- View : to view information already saved

Delete : to delete information already saved

As soon as you have added information in the multi-value-group you need to click the button Add in order to save the information. You will find this button together with the button Cancel at the bottom of the multi-value group. Not clicking on one of these buttons means that you cannot proceed with your work.

8.6. Sanctions

You need to click on 📩 – Add to open the section and to key in information on the sanction imposed.

8.6.1. Category

You need to select from the drop-down-list one of the two following categories:

- S1 administrative
- S5 penal

after which you have to select the type of sanction in the next field.

Be aware that it concerns a multi-value-group which implies that you can indicate more than one categories and types.

8.6.2. Type

You need to select from the drop-down-list one of the values. These values depend on the selected values in the previous field.

After you have selected the type of sanction you click the button and in order to save the information.

In case you want to add more sanctions, you repeat the above described process

8.6.3. Sanctions applied

IMS generates automatically, as result of the values entered in fields 8.6.1 Category and 8.6.2 Type, the full description of the sanction applied.

8.6.4. Fines applied

You need to indicate the amount(s) of the fines imposed.

Be aware that you indicated the currency already on tab page 1. You will find it on top of the page.

8.7. End date of procedure

You should indicate the end date of the procedure(s).

Be aware that the end date should be equal to or after the start date of the procedure.

IMS	User Manual
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NIMS - Initial co	mmunication EU	R~EURO - EU-zoi	ne						
1. Identification	2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions	9. Comments	10. OLAF Specific
Comments									
9.1. Comments -	reporting authority								
9.2.	Comments - OLAF								
Attachments									
	9.3. Attachments	U Filename Descriptio	'n		Ac	tions			
Save Validate	e Finalize Se	end Cancel							

Figure 12: Communication form, Comments tab

Attac	hments			
	9.3. Attachments	U		
		Filename	Description	Actions
		reporting structure.bmp		+ -
Save	Validate Finalize S	end Cancel		

Figure 13: Communication form, Comments tab - attachements

4.7 Tab Page 9: Comments

Comments

This section contains information of the reporting country or OLAF which could not be processed in one of the previous tab pages.

9.1. Comments - reporting authority

You can add additional information concerning the case. You can also use this field to describe for instance why attachments have been attached to the communication.

9.2. Comments – OLAF

OLAF can provide some comments or feedback on the communication via this field. As example can be mentioned the amending of the communication. In case OLAF amends a communication, the reason why an amendment was made is described in this field.

Attachments

This section contains attachments that have been uploaded by the creator of the communication.

9.3. Attachments

You can attach additional documents or files by clicking on 🧧 browse.

After you have clicked on [U], you can browse on your computer or network to select a document, file, image or whatsoever and attach it to the communication. It works in the same way as adding an attachment to an email. You will also be put in the position to describe in 250 characters the attachment. Click on the button + and the file will be attached.

Once a file is attached you can view or remove it as long as the communication is still a draft. You remove an attachment by selecting it and clicking on the button -.

The format of the attachment is not relevant. The maximum number of files to be attached is 10, with a maximum of 5 MB per file. The title of the file should not have more than 50 characters.

Be aware that this field becomes mandatory in case you declare a case irrecoverable via the check box of field 1.11. This concerns irrecoverable cases concerning the modules 1681, 1831 and PAA.

4.8 Tab Page 10: OLAF

1. Identificatio	Identification 2. Personal data		3. Opera	tion	4. Irre	gularity	5. Detection	6. Amounts			
7. Recovery	8.	Sanctions	9. Co	mments	10.	OLAF					
European Co	mm	ission use	only								
10.1. Country	requ	uested the clo tł	sure of ne case								
10.2. Date on which closure request was received Image: (dd/mm/yyyy)											
		10.3. ARES 1	number								
		10.4. OLAF	opinion						2000		
	10.5	5. OLAF opinio	on date			(dd/mm	/уууу)		_		
10.6. EC decision							(dd/mm/yyyy)				
10.7. Amou	unt cl	harged to EU-	budget								
10.8. Amou	nt ch	arged to the o	ountry								
Save	date	Finalize	Ser	nd Cano	el						

Figure 14: OLAF tab

IMS is developed for information and risk analyses purposes. Nevertheless, IMS is also used as accounting system for some funds concerning programming periods prior to 2007. This tab page supports this function and enables Commission staff to monitor the "case closure process".

Only OLAF-staff can have has manager, creator and/or observer rights. All other users have observer rights. However the idea is that only Commission staff will have access to tab page 10. Current software does not allow to make such a distinction but the software to be used for IMS 5.0 does foresee this feature. IMS 5.0 is foreseen for 2015.

European Commission use only

This section can only be created and amended by OLAF-staff.

10.1. Country requested the closure of the case

OLAF-staff need to tick this check box if a country requested the closure of an 1681, 1831 or PAA-case. A country can request such a closure by:

Ticking the check box of field 1.11. Case irrecoverable

Submitting a request for a so called art. 5(2) procedure

A request for an art. 5(2) procedure can be done via an attachment to the communication in which the check box of field 1.11. Case irrecoverable (section Special communication) is ticked. The request can also be send via normal mail. If such a request is missing, the closure procedure cannot be started. The concerned country should be informed.

10.2. Date on which closure request was received

Depending on the means that is used to send the request, the date is

IMS : registration date of the communication to which the request was attached;

Email : reception date

Mail : postmark

The registration date is automatically generated by IMS and indicates the date on which the communication was sent to OLAF.

10.3. ARES number

The ARES number of the art. 5(2) request should be indicated, in case the request was not sent via IMS.

10.4. OLAF opinion

OLAF-staff need to select from the drop-down-list one of the pre-defined OLAF-opinions.

10.5. OLAF opinion date

OLAF-staff need to indicate the formal date of the OLAF opinion.

10.6. EC decision

OLAF-staff need to indicate the EC-decision. This field consists out of 2 parts:

Number of the Commission Decision in which a decision was taken on the art. 5(2) request Date of this Commission Decision

10.7. Amount charged to EU-budget

OLAF-staff need to indicate the amount charged to the EU-budget as decided in the Commission Decision. The currency is the one selected on tab page 1 Identification.

10.8. Amount charged to the country

OLAF-staff need to indicate the amount charged to the country as decided in the Commission Decision. The currency is the one selected on the Identification page.

5. Validate and Finalize a Communication

1.14. Case can be closed 1.15. Case closure date 1.16. Case closure 1.17. Quarter of communication - undate 1.17. Quarter of communication - undate 1.16. Quarter of communication - undate 1.16. Quarter of communication - undate 1.16. Quarter of communication - undate 1.17. Quarter of communication - undate 1.18. Drafting date 1.19. Networks operandi 1.10. Necessity to inform there 1.11. Case cone date 1.11. Case cone date 1.11. Case cone date 1.11. Case cone date	se closure					
re Validate Finalize Cancel	1.14. Case can be closed 1.15. Case closed 1.16. Case closure date]] [] (d	d/mm/yyyy)			
9 1. Identification 2. Personal data 3. Operation 4. Irregularity 5. Detection 6. Amounts 7. Recover Identification of the communication () 0.1.1. Reference number - OLAF R <l< th=""><th>e Validate Finalize Cancel</th><th></th><th></th><th></th><th></th><th></th></l<>	e Validate Finalize Cancel					
Identification of the communication	• 1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recove
O 0.1.1. Reference number - OLAF R / / ES / CA / / 2 1.2. Reference number - national Drafting information 1.3. Reporting authority 1.4. Communication - language English	Identification of the communication	on				
1.3. Reporting authority 1.4. Communication - language 1.5. Currency 1.5. Quarter of communication - update 1.7. Quarter of communication - update 1.8. Drafting date 01/04/2014 1.9. New modus operandi 1.10. Necessity to inform other 1.11. Case irrecoverable 1.12. Proceedings status 1.13. Financial status 1.14. Case can be closed 1.15. Case closed 1.16. Case closed 1.12. Case closed 1.14. Case can be closed 1.15. Case closed 1.14. Case can be closed 1.15. Case closed 1.15. Case closed 1.15. Case closed 1.15. Case closed	 I.1. Reference number - OLAF 1.2. Reference number - national Drafting information 	R /			/ ES / CA	/ 20
Image: status Image: status Image: status Image: status Image: status Image: status Image: status Image: status Image: status Image: status	1.3. Reporting authority					
1.6. Quarter of communication - initial Second Quarter 2 2014 1.7. Quarter of communication - update 1.2. Protection and a fund in order to generate a correct sequence number 1.1.1. Reference number - OLAF Vou must have a regulation and a fund in order to generate a correct sequence number Save Validate Finalize Cancel 1.1.6. Case closure date (dd/mm//yyyy)	1.4. Communication - language 1.5. Currency	English EUR~EURO				700
1.7. Quarter of communication - update 1.8. Drafting date 01/04/2014 (dd/mm/yyyy) Special communication 1.9. New modus operandi 1.10. Necessity to inform other countries 1.10. Necessity to inform other countries 1.11. Case irrecoverable Status 1.12. Proceedings status 1.13. Financial status 1.14. Case can be closed 1.15. Case closure date Case closure 1.14. Case can be closed 1.15. Case closed Case closure 1.14. Case can be closed Case closure 1.15. Case closed Case closure 1.14. Case can be closed Case closure 1.15. Case closed Case closure 1.16. Case closed Case closure 1.17. Case closed	1.6. Quarter of communication - initial	Second Quarter	2014			
1.8. Drafting date 01/04/2014 (dd/mm/yyyy) Special communication 1.9. New modus operandi (dd/mm/yyyy) Status 1.10. Necessity to inform other 1.10. Necessity to inform other countries 1.11. Case irrecoverable Status 1.12. Proceedings status 1.13. Financial status Case closure 1.14. Case can be closed I.15. Case closed 1.15. Case closed I.16. Case closure date (dd/mm/yyyy)	1.7. Quarter of communication - update					
Special communication i.9. New modus operandi i.10. Necessity to inform other countries 1.11. Case irrecoverable Status i.12. Proceedings status i.13. Financial status Case closure i.14. Case can be closed i.15. Case closure date Case closure Case closure I.14. Case can be closed I.15. Case closed I.16. Case closure date IIII (d/mm/yyyy) IIIII (d/mm/yyyy) IIII	1.8. Drafting date	01/04/2014 📰 (d	d/mm/yyyy)			
1.12. Proceedings status 1.13. Financial status Case closure 1.14. Case can be closed 1.15. Case closure date You must have a regulation and a fund in order to generate a correct sequence number Save Validate Finalize Case closure 1.14. Case can be closed 1.15. Case closed 1.15. Case closed 1.15. Case closed 1.16. Case closure date (dd/mm/yyyy)	1.9. New modus operandi 1.10. Necessity to inform other countries 1.11. Case irrecoverable Status					
Case closure i.14. Case can be closed i.15. Case closure date i.16. Case closure i.14. Case can be closed i.15. Case closed i.15. Case closed i.16. Case closure date iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	1.12. Proceedings status 1.13. Financial status					
 I.1. Reference number - OLAF You must have a regulation and a fund in order to generate a correct sequence number Save Validate Finalize Cancel Case closure I.14. Case can be closed I.15. Case closed I.16. Case closure date 	1.14. Case can be closed 1.15. Case closed 1.16. Case closure date	(d	d/mm/yyyy)			
Save Validate Finalize Cancel	9 1.1. Reference number - OLAF	You must h	ave a regulation and a f	und in order to gener	ate a correct sequence	e number
Case closure 1.14. Case can be closed 1.15. Case closed 1.16. Case closure date (dd/mm/yyyy)	Save Validate Finalize Cance	1				
1.14. Case can be closed 1.15. Case closed 1.16. Case closure date	Case closure	•				
1.15. Case closed Image: closed 1.16. Case closure date Image: closed	1.14. Case can be c	losed				
1.16. Case closure date Image: (dd/mm/yyyy)	1.15. Case c	losed				
	1.16. Case closure	date	(dd/mm/yyy	y)		
					I	

Figure 15: Validate and finalize

After you have saved the communication, you must finalize it. When you finalize a communication the manager can submit it. For more information on the lifecycle of a communication and the required actions on the part of the creator, the manager and OLAF.

You can only finalize a communication when it is valid, i.e. no mandatory fields should be left blank and all entered information must follow the business rules.

To validate a communication:

At the bottom of the communication page, Click the validate button (1). The communication will be validated. If you want to validate a communication and directly send it if it is valid, click the **Finalize** button and the communication will automatically be checked before it is finalized.

If there are any errors in the communication, the following icons and warnings are displayed:

When there are errors on one of the pages, a red icon is displayed in the tab (

 ${}^{\textcircled{3}}$ When mandatory fields are left empty, an orang icon is displayed next to the field (${}^{\textcircled{3}}$).

When the information entered in a mandatory field is incorrect according to the business rules, a red icon is displayed next to the field (⁽²⁾).

4 At the bottom of the page the field that is invalid and the nature of the error are displayed. When you click on the error field, you are automatically directed to the field that the error refers to.

⁽⁵⁾ When the communication is valid and ready to be finalized, this message is displayed. Click the **Finalize** button to finalize the communication.

6. Drafts

Case closure	
1.14. Case can be closed	
1.15. Case closed	
1.16. Case closure date	dd/mm/yyyy)
Save Validate Finalize Cancel	
Case closure	
1.14. Case can be closed 📃	
1.15. Case closed	
1.16. Case closure date	<pre>(dd/mm/yyyy)</pre>
Communication saved successfully Save Validate Finalize Copy Delete	Export as XML Export as Excel Print Cancel

Figure 16: Save a communication as a draft

6.1 Save a Communication as a Draft

You can save a communication as a draft. You can then edit and finalize the communication later on. To save your communication as a draft, click the **Save** button at the bottom of the create communication

page (0). A message is displayed to confirm that the communication is saved as a draft (2).

A communication does not have to be valid in order to be saved as a draft. For more information about validating communications, see chapter 5 Validate and Finalize a Communication).

Drafts are deleted by the system after a predefined period.

3 After you saved the draft additional buttons are displayed:

Save: Save changes to the draft.

Validate: Validate the validity of the draft. See

Finalize: Finalize the draft. See chapter 5 Validate and Finalize a Communication.

Copy: Copy the draft. You can use the copy as a template for a new communication. See chapter 13 Copy a Communication.

Delete: Delete the draft. See chapter **Error! Reference source not found. Error! Reference source not found.**

Export as XML: Export the communication as an XML file. For more information, see chapter

Export as Excel: Export the communication as an Excel file. For more information, see chapter 15.2 Export Communications as an Excel Sheet

Print: The print version of the communication is opened and the print dialog box is displayed. For more information see chapter 14 Print a communication.

Send: if you have manager rights, the **Send** button is displayed. Click this button to submit an communication. For more information about sending a communication, see chapter 19.1 (Re)Submit a Communication.

6.2 Edit a Draft

Case closure	
1.14. Case can be closed	
1.15. Case closed	
1.16. Case closure date	📰 (dd/mm/yyyy)
Communication saved successfully	
Save Validate Finalize Copy	Delete Export as XML Export as Excel Print Cancel
1	

Figure 17: Edit a draft

You can edit your drafts any time, as long as you don't finalise it.

To edit a draft:

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6.3 Open the draft, from the list page (see chapter 11.2 Options Available While Listing Communications) or in the search results (see 16.2 Error reporting

Errors / Warnings

File/Row	Description	Туре	Location
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls=2	Sequence number has been overridden with auto value	Warning	10024 => 10025
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations),xls#3	Sequence number has been overridden with auto generated value	Warning	10022 => 10026
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations),xls=4	Sequence number has been overridden with auto generated value	Warning	10033 => 10034
NIMS_export1729455213716697129(AFIS_Operations).xls#5	Invalid reference number	Error	
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls=6	Sequence number has been overridden with auto generated value	Warning	10016 => 10017
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#7	Sequence number has been overridden with auto generated value	Warning	10021 => 10027
NIMS_export1729455213716697129(AFIS_Operations).xls#8	Invalid reference number	Error	
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#9	Sequence number has been overridden with auto generated value	Warning	10015 => 10018
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#10	Sequence number has been overridden with auto generated value	Warning	20010 => 20011
	Invalid value	Error	4.3.2. Provisions – EU -Number
NIMS_export1729455213716697129(AFIS_Operations).xls#11	Invalid reference number	Error	
	Invalid value	Error	3.5. CCI number - Year
1	2	3	4

Figure 37: Errors/Warnings

When you import communications, they are validated. You cannot import an invalid file. If the system finds errors in the file, you must first correct them before importing. Errors are displayed in the Errors/warnings table:

• File/Row: the name of the file and the row that contains an error. For Excel, this is the row number. For Zip, this is the file number in the zip.

2 Description: a textual description of the problem

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3 Type: Error or warning

• Location: field that caused the problem (error or warning). The field always refer to the field used in the interface or the Excel template. For XML, the user has to check the corresponding XML tag.

You cannot import an invalid file. If the system finds errors in the file, you must first correct them before importing.

7. Search Communications

IMS search allows you to search for communications by specified criteria.

7.1 Search page

NIMS Search Communications			
Search Communication Details			
Regulation		Reference number - national	5
Case status			
Last update only		Persons Involved	
		National ID number	
Communication	2	Programming period	
Туре		Objective	
Status		CCI Number	
Quarter	Year	ARINCO No.	
Registration date	from 🗉 - until 📧	EFRD/ESF/EAGGF/FIFG number	
With attachments			
		Budget year	
Special Communication	3	Budget post	
New modus operandi		ch'('') (TBO)	
Necessity to inform other countries		Classification (IRQ)	
Case irrecoverable		Sanctions applied	
Reference number - OLAF	•	Amount of irregularity - EU share	
Fund		Proceedings status	
T unu		Financial status	
Reporting authority - short name			
Year	Year		
Sequence Number			
Version number			
Export All as xml Export All as	excel Reset Search 6		

Figure 38: Search page

The search page contains several sections in which search criteria can be selected:

O General section: search for general criteria such as the module via which the communication is reported, and case status.

Communication: search in a communication's metadata, i.e. the data that was automatically added by the system when you created the communication, such as the type and status. (quarter is not automatically added!)

3 Special communication: search if any of the options in the special communication section of the communication (fields 1.9 - 1.11) were selected.

Reference number – OLAF: search the separate sections that compose the OLAF reference numbers, such as the fund and the sequence year.

5 Other search fields: select other search criteria from these fields to search by.

6 Buttons: these buttons enable you to search, reset (clear a search of all entered criteria) and export search results to an Excel or an XML file.



7.2 Available Search Criteria

7.2.1 General and Communication Sections

NIMS Search Communications			
Search Communication Details			
Regulation	Reference number - national		
Case status			
Last update only	Persons Involved		
	National ID number		
Communication	Programming period		
Туре	Objective		
Status	CCI Number		
Quarter Year	ARINCO No.		
With attachments	EFRD/ESF/EAGGF/FIFG number		
	Budget year 🔤		
Special Communication	Budget post		
New modus operandi 🛅	Classification (IRQ)		
Necessity to inform other countries	Sanctions applied		
Case irrecoverable			
Reference number - OLAF	Amount of irregularity - EU share -		
Fund	Proceedings status		
Reporting authority - short name	Financial status		
Year Year			
Sequence Number			
Version number			
Export All as xml Export All as excel Reset Search			
	N		
	•		
	Search Com	munication Details	
	Bearen com	Control D Cturis	
		Description.	
		Regulation	
		Case status	
		Last undate only	
		cust apaate only	
	Communities.	A1	
	Communica	uon	
		Type	
		17pc	
		Chathar	
		Status	
		Quarter	Year
		-	
		Registration date	from 📰 - until 📰
		Registration date	ironi di di di di
		With attachments	
		with attachments	

Figure 39: Available fields, General and Communication sections

The following search criteria are available:

Regulation: search by module. Select a module from the drop-down-list.

Case status: search by case status by selecting a status from the drop-down-list.

Last update only: tick the click box to search by the last communication of a case.

Type: search by type of communication.

Status: search by the status that the communication is in.

Quarter: search by the quarter during which the initial communication was created or updated. **Year**: search by the year during which the initial communication was created or updated.

Registration date: search by the date when a communication was registered in the system.

With attachments: tick this checkbox to search only for communications that have attachments.

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7.2.2 Special Communication and Reference Number OLAF Sections

NIMS Search Communication	IS			
Search Communication Details				
Regulation		Reference number - national		
Case status		Persons Involved		
Last update only		National ID number		
Communication				
communication		Programming period		
Туре		Objective		
Status		CCI Number		
Quarter	Year	ARINCO No.		
Registration date	from 🔄 - until 🖬	EFRD/ESF/EAGGF/FIFG number		
With attachments		Budget year		
Special Communication		Budget post		
special communication		budget post		
New modus operand	i 🖪	Classification (IRQ)		
Necessity to inform other countries		Sanctions applied		
cuse intecoverable		Ν		
Reference number - OLAF		Amount of irregularity - EU share -		
	_	Brocondings status		
Fund		Financial status		
Reporting authority - short name		Fillalicial status		
Year	Year			
Sequence Number				
Version number				
r 16				
Export All as xml Export All a	as excel Reset Search			
		M		
		Special	Communication	
		Special	communication	
			New meduc energed	
			New mouus operandi	
		Necessity	to inform other countries	
			Case irrecoverable	
		Defe	as number of ar	
		Referen	ce number - OLAF	
			Fund	
		Reportin	a authority - short name	
		Reporting	gaaanshiig shore hume	
			¥	Mana
			Year	rear
			Sequence Number	
			bequeitee Humber	
			Manufacture and the	
			version number	

Figure 40: Available fields, Special Communication and Reference Number – OLAF sections

The following search criteria are available:

New modus operandi: tick this checkbox to display only those communications in the search results that have the option 'New Modus Operandi' enabled.

Necessity to inform other countries: tick this checkbox to display only those communications in the search results that have the option 'Necessity to inform other countries' enabled.

Case irrecoverable: tick this checkbox to display only those communications in the search results that have the option 'Case irrecoverable' enabled.

Fund: search by the fund that the communication is created under. The available values depend on the regulation selected.

Reporting authority - short name: search by the 'Reporting authority' field which is part of the OLAF Reference Number.

Year: search by the 'Year' field which is part of the OLAF Reference Number.

Sequence number: search by the 'Sequence number' field which is part of the OLAF Reference Number. **Version number**: search by the 'Version' field which is part of the OLAF Reference Number.

For users with **commission observer rights**, the search might have an extra search field. If you are a national observer, you can only see those communications that are created in your organisation. However if you are a commission observer, you can see all communications. Because of this, users with commission observer rights have an extra option to **search communications by country**. The following extra field is available for commission observers:

Fund	
Country	
Reporting authority - short name	
Year	Year
Sequence Number	
Version number	

Figure 41: Search by Country fields for Commission observers only

7.2.3 Other search criteria



Figure 42: Available fields, other criteria

The following search criteria are available:

Reference number – national: search by the 'Reference number – national' field.

Persons involved: search by persons involved in the case. The following fields are searched:

- Company name / Family name
- Trade name / First name
- Parent name / Independent

National ID number: search by the national ID number.

Programming period: search by the programming period.

Objective: search by the 'Objective' field. The values in the list depend on the regulation and programming period selected.

CCI number: search by the 'CCI number' field.

ARINCO number: search by the 'ARINCO number' field.

EFRD/ESF/EAGGF/FIFG number: search by the 'EFRD/ESF/EAGGF/FIFG number' field.

Budget year: search by the 'Budget year' field.

Budget post: search by the field 'Budget post'.

Classification (IRQ): search by the 'Classification of the irregularity' field.

Sanctions applied: search by the 'Sanctions applied field'.

Amount of irregularity - EU-share: search by the 'Amount of irregularity - EU-share' field.

Proceedings status: search by the 'Proceedings status' field.

Financial status: search by the 'Financial status' field.

V You can used the * wildcard. This wildcard enables you to search using only part of a word. For example:

*day => search results include: 'Monday', 'Tuesday' and 'day'.

day* => search results include: 'daybreak', daytime' and 'day'.

7.1 Run a search

NIMS Search Communication	s	
Search Communication Details	0	
Bogulation	Deference number patients	
	Kererence number - national	
Case status	Persons Involved	
Last update only	National ID number	
Communication		
Communication	Programming period	
Туре	Objective	
Status	CCI Number	
Quarter	Year ARINCO No.	
Registration date	from From From From From From From From From From	
With attachments		
	Budget year	
Special Communication	Budget post	
New modus operandi	Classification (IBO)	
Necessity to inform other countries	Classification (TKQ)	
Case irrecoverable	Sanctions appreu	
	Amount of irregularity - EU share	-
Reference number - OLAF		
Fund	Proceedings status	
Reporting authority - short name	Financial status	
Year	Year	
Sequence Number		
Version number		
Export All as xml Export All a	s excel Reset Search 3	

Figure 43: Run a search

To run a search:

- Go to the search page.
- 2 Set the criteria that you want to search by.
 3 Click the Search button.

7.2 Search Results

Special Communication				Budget post				
New modus operandi 🗐 Necessity to inform other countries 🗐 Case irrecoverable 📄			Classification (IRQ)					
Reference number - OI	Reference number - OLAF				ularity - EU share	-		
Fund Image: Constraint of the second sec				Ρ				
Export All as xml Exp	oort All as excel	Reset Search						
Reference Number	Communication Type	National Reference	Fund Type	Quarter	Communication date	Registration date	State	
🖣 🔲 R1681/ES/Th/2013/10554/1	I Initial		ERDF	Fourth Quarter (4) 2013	19/02/2014	20/02/2014 11:53:2		
R1831/ES/ESb/2014/10027/	. Initial	change of RA	CF	First Quarter (1) 2014	18/02/2014	18/02/2014 16:48:0		
🐚 🔲 R1831/ES/ES3/2014/10015/	: Initial		CF	Third Quarter (3) 2013	11/02/2014	11/02/2014 15:24:0		
0	2	3	4	6	6	0	8	
		Figure 44: S	earch res	ults				

The search results are displayed. The following columns are available:

O Reference number - OLAF: the reference number of the communication.

Communication Type: the communication can have on of the following communication types:

- Initial communication
- Update
- Zero communications?!

3 Reference number - national: the national reference number of the communication.

Fund Type: the fund type that is selected for the communication.

5 Quarter: quarter in which the communication was created.

6 Communication Date: the date on which the communication was created as indicated by the creator.

Registration Date: the date when a communication was registered in the system.

V State: the state that the communication is in.

for more information). Edit the communication as necessary. Click the Save button (①).


Figure 18: Delete a draft from list communications view

Case closure	
1.14. Case can be closed 📃	
1.15. Case closed	
1.16. Case closure date	📰 (dd/mm/yyyy)
Communication saved successfully	
Save Validate Finalize Col Delete	Export as XML Export as Excel Print Cancel
	4
	507890123450789012345078901234507890123
	-
	Are you sure you want to delete the selected file?
2	51
	5 OK Cancel
	5ALL01234507890123450789012345078901234

Figure 19: Delete a communication after opening it

You can only delete drafts.

IMS

To delete a draft from the 'List communications' view:

Tick the checkbox to select the draft that you want to delete.

2 Click the **Delete** button.

3 A dialog box is display. Click **OK** to confirm that you want to delete the communication. The communication is deleted.

To delete a draft while viewing it:

1 In the opened draft, click the **Delete** button at the bottom of the page.

2 A dialog box is display. Click **OK** to confirm that you want to delete the communication. The communication is deleted.

8. Edit a Rejected Communication

IMS							
				Initial com	nunication	Zero notifica	tion
Reference Number	Communication Type	National Reference	Fund	Quarter	Drafting date	Registration date	State
R498/ES/CA/2014/20011/1	Initial	AUS571	EFF	First Quarter (1) 2014	07/03/2014	15/04/2014 15:05:28	
2 NIMS - Initial communication <u>INITYCONCECTONSULTON</u> 1: Information a. Personal data 3- Operation 4 Identification of the communication 0:1: Reference number - old R 4:00 / furgers 1: Reference	271 EUR-/EURO - EUROPE View history . Irregularity 5. Detection 6. Amounts In Fishery Fund / ES / CA at	7. Recovery 8. Sanctions					
1.3. Reporting authority ES_CA - INS Sparish Te 1.4. Communication - Instguage English 1.5. Quarter of communication - Institut 1.5. Quarter of communication - Institut 1.5. Quarter of communication - Spatian 1.5. Quarter of communicatio	at Organisation CA						
sijeCata (Unitermination) 1.0. New modes operandi 1.10. Necessity to inform other 1.11. Case inrecoverable Status 1.12. Proceedings status Administrative proceeding	nga 💌						
s.g. Financial status Recovery to be started Case closure s.g. Case can be closed	■						
Save Validate Finalize Send Export as XHL Er	port as fxcel Print Cancel			V			
	Save Valid	ate Finalize Se	nd Ex	xport as XML Exp	oort as Excel	Print Ca	ncel

							Initial comm	nunication	Zero notifica	tion
R	eference Numb	Commu er Ty	unication ype	Natior	nal Reference	Fund	Quarter	Drafting date	Registration date	Sta
R498/ES/C	A/2014/20011/1	In	itial	AUS	571	EFF	First Quarter (1) 2014	07/03/2014	15/04/2014 15:05:28	•
istory	2					*				
istory Actions	2 Amended					k				
istory Actions Action	2 Amended Sender	Receiver	Dai	te 🖕	Comment	K				
istory Actions Action Finalized	2 Amended Sender CA_ES	Receiver CA_ES	Da 15/04/2014 1	te ♠ 15:05:28	Comment	*				



If a communication that you have created is rejected, you must edit it and finalize it.

To edit a rejected communication:

- On the list communications page, click the communication reference number link to open it.
- **2** The communication is opened. Make the necessary changes.
- 3 Click the **Finalize** button to finalize the communication.

When a manager rejects a communication he/she must give a reason for rejection. To view the rejection reason:

- 1 Click the status icon next to the rejected communication on the far right of the line ($\stackrel{\bigstar}{=}$).
- **2** The history of the communication is displayed.
- ³ A comment on why the communication is rejected is displayed in the comment section.

I For more information on listing communications, see chapter 11 List communications.

9. Update a Communication

0	
1.14. Case can be closed	
1.15. Case closed	
1.16. Case closure date	💽 (dd/mm/yyyy)
Copy Update communication Expo	ort as XML Export as Excel Print

Figure 21: Update a communication

After a communication is sent to OLAF you can update it, i.e. inform OLAF that additional information is available.

You can only update the latest communication that was submitted to OLAF. Therefore, an update cannot be created as long as the previous communication has not been submitted to OLAF.

This latest communication can be either an **initial communication** or an **update of the communication** and can only have one of the following states:

- Submitted to OLAF (
- Modified by OLAF (🔙)

To update a communication:

Open it and add the information that you want to update.

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2 Click the **Update** button.

I f an Update communication is created from an Initial communication that has files attached, the attachments of the initial communication stay added. You can remove them or add new ones.

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Сору	1.14. Case can be closed 1.15. Case closed 1.16. Case closure date Image: Copy Update communication Export as XML Export as Excel							
			2					
1. Ide	ntification 2. Personal data	3. Operation	1. Irregularity	5. Detection	6. Am			
11101	4.1. Date (dd/mm/vvvv)							
	4.2. Source							
Provi	sions Infringed							
	4.3. Provisions – EU	Type 😓	Number	Year	Article			
		+ / @ =	IN SA Page	a 1 of 0 ⊫> ⊫i 5	•			
	4.4. Provisions - national							
other	states involved							
	4.5. Member State(s)							
	4.6. Non-Member State(s)							
Spec	fic information on the irregul	arity						
	4.7. Irregularity committed on /	from 📧 (dd/	mm/yyyy) <i>until</i>	🖪 (dd/mm	/уууу)			
	4.8. Type of irregularity	Cate	egory 🌲		1			
		+ / @ =	Page	e 1 of 0 ⇒ ⇒i 5	•			
	4.9. Modus operandi							
4.	10. Statement of persons involved							
4	.11. Findings of the administration	3						
4.1	2. Classification of the irregularity							
	4	IRQ0 No irregularity						
Save	Validate Finalize Cance	IRQ3 Suspected fraud	1					
		IRQ5 Established frau	d					

Figure 22: Cancel a case

You can cancel a case by sending an update communication with the 'IRQ0 No irregularities' qualification to OLAF.

On cancellation OLAF removes a set of information from every communication belonging to the case. The case is set then to 'Cancelled' status.

You can only cancel cases that have the 'Submitted to OLAF' (k) or 'Modified by OLAF' (k) status.

To cancel a case you must create an update communication:

- Open the latest communication of the case that you want to cancel.
- **2** Click Update communication at the bottom of the page.
- 3 Under the irregularities tab, in the 4.12 Classification of irregularity fields, select 'IRQ0 No irregularity'.
- Olick Finalize, or if you have manager rights, click Send.

11. List communications

	Welcome to IMS							
	Create Initial communication							
	Create Zero Notification							
	List communications	1						
	Search communications							
	IMS Reports							
	Import communications							
		7	2					
		Communication				Drafting	Registration	1
	Reference Number	Туре	National Reference	Fund	Quarter Fourth Quarter (4)	date	date 28/02/2014	Stat
	R498/ES/a13456789z/2014/10255/	1 Initial	a13456789012345678901234567890123	EFF	2013	29/01/2014	14:17:44	
	R1831/ES/12345/2013/60464/1	Initial	dandandan	CF	Fourth Quarter (4) 2013	26/02/2014	04/03/2014 15:48:21	
•	R1681/ES/RepAut/2013/10503/1	Initial	R6-EL-1989-1993-2-IRQ2-CZK-PA-IRR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/2014 09:52:20	
D	R1681/ES/InterReg/2013/10563/1	Initial	R62-FINALIZED+9.9+CCI	ERDF	Fourth Quarter (4) 2013	10/01/2014	20/02/2014 11:39:42	
	R1681/ES/InterReg/2013/10561/2	Update	R61-SEND+ART5+IRQ0	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/2014 15:33:44	
	R1681/ES/InterReg/2013/10561/1	Initial	R63-SEND+ART5+IRQ0	ERDF	First Quarter (1) 2014	11/01/2014	19/02/2014 15:31:49	
n	R1681/ES/InterReg/2013/10555/1	Initial	R54-FINALIZED+9.9+CCI	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/2014 15:13:22	
•	R1681/ES/InterReg/2013/10559/2	Update	R58-SEND+ART5	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/2014 15:30:07	
•	R1681/ES/InterReg/2013/10559/1	Initial	R58-SEND+ART5	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/2014 15:24:06	
۵	R1681/ES/InterReg/2013/10549/1	Initial	R52-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/2014 09:52:28	
	R1681/ES/InterReg/2013/10556/1	Initial	R55-FINALIZED+SEND+CCI	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/2014 15:17:07	
D	R1681/ES/RepAut/2013/20002/1	Initial	R5-DE-1989-1993-1-IRQ2-CYP-JP-IMI	ESF	Fourth Quarter (4) 2013	10/01/2014	03/02/2014 09:52:19	
b	R1681/ES/InterReg/2013/10548/1	Initial	R51-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/2014 09:52:28	
	R1681/ES/InterReg/2013/10550/1	Initial	R53-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4)	10/01/2014	05/03/2014	
<<	<		1 2				>	>>
	Select all		Print Export as XM	LE	xport as Excel	Send De	elete Fina	alize

Figure 23: List communications

You can list all communications that are part of an open case.

Ocommunications that are part of a closed case cannot be listed. You can find them by doing a search. For more information about the search function, see chapter 17 Error! Reference source not found.

To display the list of communications:

On the homepage, click 'List communications'.

² The communications are listed in a table.

The following columns are available:

- Reference Number
- Communication Type
- National Reference
- Fund
- Quarter
- Drafting Date
- Registration Date
- State. See chapter 11.2

O Click the headers of the columns to sort communications by that column in ascending or descending order.

11.1 States of Communications

• Reeg/ES/a134567891/2014/10255/1 Initial a13456789012345678901234567890123 EFF Pourth Quatter (4) 200/2010 400/2010	Reference Number	Communication Type	National Reference	Fund	Quarter	Drafting date	Registratio date	Stat		
Image: State Stat	🐚 🔟 R498/ES/a13456789z/2014/10255/1	Initial	a13456789012345678901234567890123	EFF	Fourth Quarter (4) 2013	29/01/2014	28/02/201 14:17:44			
 R1661/E5/RepAut/2013/10502/1 Initial R2621/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10502/2 Update R361/E5/InterReg/2013/10552/2 Update R361/E5/InterReg/2013/10552/2 Update R361/E5/InterReg/2013/10552/2 Update R361/E5/InterReg/2013/10552/2 Update R361/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R365/E5/InterReg/2013/10552/1 Initial R35/E1/E5/InterReg/2013/10552/1 Initial R35/E1/E5/InterReg/2013/10552/1 Initial R35/E1/E5/InterReg/2013/10550/1 Initial R35/E1/E5/InterReg/2013/10550/1 Initial R35/E1/E5/InterReg/2013/10550/1 Initial R35/E1/E5/InterReg/2013/10550/2 Initial	🐚 🥅 R1831/ES/12345/2013/60464/1	Initial	dandandan	CF	Fourth Quarter (4) 2013	26/02/2014	04/03/201			State
R14691/E57/InterReg/2013/10560/1 Initial R62-FINALIZED-9.9-CCI EDDF Fourth Quarter (4) 10/01/2014 11/03-7214 R1651/E57/InterReg/2013/10561/2 Update R61-SEN0+ART5-IRQ0 EDDF First Quarter (1) 11/01/2014 10/01/2014 00/02/2015 Im/data Im/da	🐚 🗐 R1681/ES/RepAut/2013/10503/1	Initial	R6-EL-1989-1993-2-IRQ2-CZK-PA-IRR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/201			
R1460/E5/InterReg/2013/10561/2 Update A01-SEN0+ARTS-IRQ0 EDDF Furth Cuttor (4) 10/01/2014 15/02/2014 R1631/E5/InterReg/2013/1055/1 Initial R63-SEN0+ARTS-IRQ0 EDDF Furth Cuttor (4) 10/01/2014 15/02/2014 R1631/E5/InterReg/2013/1055/2 Update R63-SEN0+ARTS EDDF Fourth Cuttor (4) 10/01/2014 10/01/2014 10/01/2014 R1631/E5/InterReg/2013/1055/2 Update R63-SEN0+ARTS EDDF Fourth Cuttor (4) 10/01/2014	🐚 🛅 R1681/ES/InterReg/2013/10563/1	Initial	R62-FINALIZED+9.9+CCI	ERDF	Fourth Quarter (4) 2013	10/01/2014	20/02/201-		-	
R165/JES/InterReg/2013/1055/1 Initial R63-SEN0+ART5-IRQ0 ER0F First Castr 13/01/2014 13/01/2014 13/01/2014 R165/JES/InterReg/2013/1055/1 Initial R54-FINALIZED-9.9+CCI ER0F Fourt Quarter (4) 10/01/2014 13/01/2014 13/01/2014 R165/JES/InterReg/2013/1055/1 Initial R58-SEN0+ART5 ER0F Fourt Quarter (4) 10/01/2014 13/02/2014 13/02/2014 R165/JES/InterReg/2013/1055/1 Initial R58-SEN0+ART5 ER0F Fourt Quarter (4) 10/01/2014 03/02/2014 13/02/2014 <td< td=""><td>🐚 🗐 R1681/ES/InterReg/2013/10561/2</td><td>Update</td><td>R61-SEND+ART5+IRQ0</td><td>ERDF</td><td>Fourth Quarter (4) 2013</td><td>10/01/2014</td><td>19/02/201- 15:33:44</td><td></td><td></td><td>1.1</td></td<>	🐚 🗐 R1681/ES/InterReg/2013/10561/2	Update	R61-SEND+ART5+IRQ0	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/201- 15:33:44			1.1
R 1468/JES/InterReg/2013/10559/2 Update R54-FINALIZED-9.9+CCI ERDF Fourth Quitter (4) 10/01/2014 15/13/22 R 1468/JES/InterReg/2013/10559/2 Update R55-SEN0+ARTS ERDF Fourth Quitter (4) 10/01/2014 13/00/2014 R 1468/JES/InterReg/2013/10559/2 Update R55-SEN0+ARTS ERDF Fourth Quitter (4) 10/01/2014 13/00/2014 13/00/2014 R 1468/JES/InterReg/2013/10559/1 Initial R52-SEN0+ARTS ERDF Fourth Quitter (4) 10/01/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 13/00/2014 03/00/2014 13/00/2014 03/00/2014 13/00/2014 03/00/2014 13/00/2014 03/00/2014 13/00/2014 03/00/2014 13/00/2014 03/00/2014 <td>R1681/ES/InterReg/2013/10561/1</td> <td>Initial</td> <td>R63-SEND+ART5+IRQ0</td> <td>ERDF</td> <td>First Quarter (1) 2014</td> <td>11/01/2014</td> <td>19/02/201- 15:31:49</td> <td>-</td> <td></td> <td></td>	R1681/ES/InterReg/2013/10561/1	Initial	R63-SEND+ART5+IRQ0	ERDF	First Quarter (1) 2014	11/01/2014	19/02/201- 15:31:49	-		
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R1681/E5/InterReg/2013/10559/1 Initial R58-5EN0+ARTS EPDF Fund 19/02/2014 15/02/2014 R1681/E5/InterReg/2013/10559/1 Initial R52-EN-2000-2006-INTERREG-IRQ2-EUR ERDF Fund 0/02/2014 0/02/2014 0/02/2014 R1681/E5/InterReg/2013/10559/1 Initial R55-FINALIZED-SEN0-CCI ERDF Fund 0/02/2014 0/02/2	🐚 🗐 R1681/ES/InterReg/2013/10559/2	Update	R58-SEND+ART5	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/201			Let
R 1468/JES/InterReg/2013/10549/1 Initial R52-EN-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitar(4) 10/01/2014 03/00/2001 R 1468/JES/InterReg/2013/10556/1 Initial R55-FINALIZEO-SENO-CCI ERDF Fourth Quitar(4) 10/01/2014 15/00/2014 R 1468/JES/InterReg/2013/10556/1 Initial R5-FEINALIZEO-SENO-CCI ERDF Fourth Quitar(4) 10/01/2014 15/00/2014 R 1468/JES/InterReg/2013/10506/1 Initial R5-FEINALIZEO-SENO-CCI ERDF Fourth Quitar(4) 10/01/2014 03/00/2014 R 1468/JES/InterReg/2013/10506/1 Initial R51-EN-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitar(4) 10/01/2014 03/00/2014 R 1468/JES/InterReg/2013/10550/1 Initial R51-EN-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitar(4) 00/01/2014 09/00/2014 R 148/JES/InterReg/2013/10550/1 Initial R51-EN-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitar(4) 00/01/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 09/00/2014 <td< td=""><td>🐚 🗐 R1681/ES/InterReg/2013/10559/1</td><td>Initial</td><td>R58-SEND+ART5</td><td>ERDF</td><td>Fourth Quarter (4) 2013</td><td>10/01/2014</td><td>19/02/201- 15:24:06</td><td></td><td></td><td></td></td<>	🐚 🗐 R1681/ES/InterReg/2013/10559/1	Initial	R58-SEND+ART5	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/201- 15:24:06			
R 1468/JES/InterReg/2013/10550/1 Initial RSS-FINALIZED-SEND+CCI ERDF Fourth (2014) 151/051/01 Imitial RSS-FINALIZED-SEND+CCI ERDF Fourth (2014) 101/2014 03/02/2016) Imitial RSS-FINALIZED-SEND+CCI ERDF Fourth (2014) 101/2014 09/02/2016) Imitial RSS-FINALIZED-SEND+COCO-INTERREG-IRQ2-EUR ERDF Fourth (2014) 101/2014 09/02/2016 Imitial RSS-FINALIZED-SEND-COCO-INTERREG-IRQ2-EUR ERDF Fourth (2014) 101/2014 09/02/2016 Imitial Imitial RSS-FINALIZED-SEND-COCO-INTERREG-IRQ2-EUR ERDF Fourth (2014) 101/2014 09/02/2016 Imitial Imitial RSS-FINALIZED-SEND-COCO-INTERREG-IRQ2-EUR ERDF	🐚 🗐 R1681/ES/InterReg/2013/10549/1	Initial	R52-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/201			
R 1468/JES/RepAu/U2013/20002/1 Initial Rs-DE-1989-1993-1-IRQ2-CYP-3P-IML ESF Fourth Quitart (4) 10/01/2014 03/00/2001 R 1468/JES/RherReg/2013/10550/1 Initial RS1-EH-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitart (4) 10/01/2014 03/00/2001 Imitial R 1468/JES/RherReg/2013/10550/1 Initial RS1-EH-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitart (4) 10/01/2014 09/00/2014 Imitial C 12 Imitial RS1-EH-2000-2006-INTERREG-IRQ2-EUR ERDF Fourth Quitart (4) 10/01/2014 09/00/2014 Imitial Select all Print Export as XML Export as Excel Send Delete Fit alter	🐚 🗐 R1681/ES/InterReg/2013/10556/1	Initial	R55-FINALIZED+SEND+CCI	ERDF	Fourth Quarter (4) 2013	10/01/2014	19/02/201- 15:17:07			La
R 1681/ES/InterReg/2013/10550/1 Initial R51-EN-2000-2006-INTEREG-IRQ2-EUR EROF Fourth Quarter(4) 10/01/2014 03/02/2013 R 1681/ES/InterReg/2013/10550/1 Initial R53-EN-2000-2006-INTEREG-IRQ2-EUR EROF Fourth Quarter(4) 10/01/2014 05/02/2014 S R1681/ES/InterReg/2013/10550/1 Initial R53-EN-2000-2006-INTEREG-IRQ2-EUR EROF Fourth Quarter(4) 10/01/2014 05/02/2014 S R1681/ES/InterReg/2013/10550/1 Initial R53-EN-2000-2006-INTEREG-IRQ2-EUR EROF Fourth Quarter(4) 10/01/2014 05/02/2014 S Select all Print Export as XML Export as Excel Send Delete fit allow	🐚 🗐 R1681/ES/RepAut/2013/20002/1	Initial	R5-DE-1989-1993-1-IRQ2-CYP-JP-IMI	ESF	Fourth Quarter (4) 2013	10/01/2014	03/02/201			
R1681/E5/InterReg/2013/10550/1 Initial R53-EH-2000-2006-INTEREG-IRQ2-EUR EROF Fourth Quitter (4) 10/01/2014 05/00/2018 and (4) and	🐚 🗐 R1681/ES/InterReg/2013/10548/1	Initial	R51-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4) 2013	10/01/2014	03/02/201			
C < 12 Print Export as XNL Export as Excel Send Delete Fieldree Fieldreee Fieldreee Fieldreeee	🐚 🥅 R1681/ES/InterReg/2013/10550/1	Initial	R53-EN-2000-2006-INTERREG-IRQ2-EUR	ERDF	Fourth Quarter (4)	10/01/2014	05/03/201			Leu
Select al Print Export as XML Export as Excel Send Delete in alte	<< <		1 2				>	>>		
	Select all		Print Export as XM	IL E	Export as Excel	Send D	elete Fi	alize		10 million (
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Figure 24: Communications status field

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The communication can be is different states depending on where in the lifecycle the communication is. For more information about the lifecycle see chapter 2 Communication Life Cycle.

The table below describes the icons used to illustrate the different states that a communication can have:

Icon	Communication state	Case state	Action requested	Description
	Draft	Case Open	-	The communication is saved for further editing.
IJ	Saved for submission (finalized)	Case Open	-	The communication is completed and ready to be sent. The case covered by the communication is open. The manager of your RA can reject the communication.
	Submitted to a "parent" RA	Case Open	-	The manager of the "parent" RA is expected to process the communication (send or reject it).
- 27	Received by a "parent" RA	Case Open	-	A submitted communication, as seen by the manager of the "parent" RA.
	Rejected	Case Open	-	Only the originator of the communication can edit its content and resubmit it.
	Resubmitted to a "parent" RA	Case Open	-	The manager of the "parent" RA is expected to process the communication (send or, if needed, reject it again).
	Resubmitted and received by a "parent" RA	Case Open	-	A resubmitted communication, as seen by the manager of the "parent" RA.
	Submitted to OLAF	Case Open	-	OLAF can amend the communication if needed
	Modified by OLAF	Case Open	-	OLAF amended the communication.
*	Saved for submission (finalized)	Case Open	Cancellation Requested	A communication which requests the cancellation of a case is completed and ready to be sent. The case remains open until the communication is sent to OLAF. When the communication is in the status <i>Submitted</i> to OLAF, the case is cancelled (
	Submitted to a "parent" RA	Case Open	Cancellation Requested	The manager of the "parent" RA is expected to process the communication (send or reject it).
	Received by a "parent" RA	Case Open	Cancellation Requested	A submitted communication, as seen by the manager of the "parent" RA.
	Resubmitted to a "parent" RA	Case Open	Cancellation Requested	The manager of the "parent" RA is expected to process the communication (send or, if needed, reject it again).
5	Resubmitted and received by a "parent" RA	Case Open	Cancellation Requested	A resubmitted communication, as seen by the manager of the "parent" RA.
1	Submitted to OLAF	Case Cancelled	-	The communications belonging to the <i>Cancelled</i> case are accessible through the Search page.
	Saved for submission (finalized)	Case Open	Closure Requested	A communication which requests the closure of a case is completed and ready to be sent. The case remains open until it is sent to OLAF. When the communication is in the state <i>Submitted to OLAF</i> , the case is closed (
	Submitted to a "parent" RA	Case Open	Closure Requested	The manager of the "parent" RA is expected to process the communication (send or reject it).
	Received by a	Case Open	Closure	A submitted communication, as seen by the

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Icon	Communication state	Case state	Action requested	Description
	"parent" RA		Requested	manager of the "parent" RA.
2	Resubmitted to a "parent" RA	Case Open	Closure Requested	The manager of the "parent" RA is expected to process the communication (send or, if needed, reject it again).
	Resubmitted and received by a "parent" RA	Case Open	Closure Requested	A resubmitted communication, as seen by the manager of the "parent" RA.
	Submitted to OLAF <i>or</i> Modified by OLAF	Case Closed	-	A communication which requests the closure of a case is sent to OLAF. The case is closed when the communication is in the status <i>Submitted to OLAF</i> . If OLAF amends the communication, its new status will be <i>Modified by OLAF</i> and the case will remain closed.
	Finalized/ saved for submission	Case Closed	Reopening Requested	A communication which requests to reopen a case is completed and ready to be sent. The case remains closed until the communication is sent to OLAF. When the communication is in the status <i>Submitted</i> <i>to OLAF</i> , the case is open (
	Submitted to a "parent" RA	Case Closed	Reopening Requested	The manager of the "parent" RA is expected to process the communication (send or reject it).
(Received by a "parent" RA	Case Closed	Reopening Requested	A submitted communication, as seen by the manager of the "parent" RA.
	Resubmitted to a "parent" RA	Case Closed	Reopening Requested	The manager of the "parent" RA is expected to process the communication (send or, if needed, reject it again).
	Resubmitted and received by a "parent" RA	Case Closed	Reopening Requested	A resubmitted communication, as seen by the manager of the "parent" RA.
	Submitted to OLAF <i>or</i> Modified by OLAF	Case Expired	-	A case expires when the following criteria are met: creation date + 5 years AND closure date + 3 years AND Programme/ Operation closure date + 3 years (exception: for module 1848, the Programme/ Operation closure date does not exist. Therefore, only the first two criteria apply).
<u>.</u>	Anonymized	Case Anonymized	-	OLAF can 'anonymize' communications belonging to an expired case. When a communication of that expired case is anonymized, all its communications are automatically anonymized. The anonymized case and communications are accessible through the Search page.

Table 2: States of Communications



11.2 Options Available While Listing Communications



Figure 25: List communications options

At the bottom of the list communications field several buttons are displayed. You must first select one or more communications to use the buttons:





3 Depending on your profile, the following buttons are available:

- **Print**: The print version of the communication is opened and the print dialog box is displayed. For more information see chapter 14 Print a communication.
- **Export as XML**: Export the communication as an XML file. For more information, see chapter 15.1 Export Communications as an XML File.
- **Export as Excel**: Export the communication as an Excel sheet. For more information, see chapter 15.2 Export Communications as an Excel Sheet.
- Send the communication: This option is only available to a user with manager rights. Creators do not see this button. Click this button to submit the communication. For more information on submitting a communication see chapter 19.1 (Re)Submit a Communication.
- Delete: Delete the communication. You can only delete drafts.
- **Finalize**: Finalize the communication. You can only finalize valid drafts. For more information, see chapter 5 Validate and Finalize a Communication.

12. View a communication

R1681/ES/RepAut/2013/20002/1	Initial R5-D	E-1989-1993-1-IR	Q2-CYP-JP-IMI	ESF Fourth	Quarter (4) 2013 10/	03/02/2 01/2014 03/02/2 09:52
R1681/ES/InterReg/2013/10548/2	1 Initial R51-	EN-2000-2006-INT	ERREG-IRQ2-EUR	ERDF Fourth	Quarter (4) 2013 10/	03/02/2 09:52
R1681/ES/InterReg/2013/10550/3	1 Initial R53-	EN-2000-2006-INT	ERREG-IRQ2-EUR	ERDF Fourth	Quarter (4) 10/	01/2014 05/03/2
<< <	1 2					> >>
Select all		Print Export	as XML Expo	rt as Excel	Send Delete	e Finalize
2	♥					
NIMS - Initial communication R1831	l/CF/ES/12345/201	13/60459/1 TRY~1	Turkish Lira - Turk	key View histo	ory View old o	communication
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions
9. Comments 10. OLAF						
Identification of the communicati	on					
© 1.1. Reference number - OLAF	R 1831 / Coh	esion Fund		/ ES / 12345	/ 2013 /	60459 / 1
1.2. Reference number - national	a93456789012345	6789012345678901	234567890123456	789z	, 2010 ,	, 1
Drafting information						
1.9. Reporting authority						
1.5. Reporting dualonty						
1.4. Communication - language	Bulgarian			300		
1.5. Currency	TRY~Turkish Lira - 1					
1.6. Quarter of communication - initial	Fourth Quarter	2013	_			
1.7. Quarter of communication - update						
1.8. Drafting date	26/02/2014	dd/mm/yyyy)				
Special communication						
1.9. New modus operandi	\checkmark					
1.10. Necessity to inform other	\checkmark					
1.11. Case irrecoverable						
Status						
t to Procoodings status	Proceedings closed					
1.12. Froceedings status	Amount to be calcu	lated				
Case dosure						
1.14. Case can be closed						
1.16. Case closure date		dd/mm/yyyy)				
Conv. Export as YML Export as 5	Print					
Copy Export as APIL Export as E	Print					

Figure 26: View a communication

You can view any communication according to your role and user rights.

At the same time, the ability to view communications depends on the reporting structure. The communications may only be viewed when they are submitted by a lower level Reporting Authority to the current Reporting Authority.

The communication remains accessible (view mode) when it is submitted to a parent Reporting Authority.

You can view a communication by clicking on it $(\mathbf{0})$. The communication is opened $(\mathbf{2})$.

For more information on the reporting structure and the communication workflow, see chapter 2 Communication Life Cycle.

12.1 View history

Identification 2. P	ersonal data 3. Ope	ration 4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanction		
. Comments 10. (DLAF				/			
listory								
Actions Amended								
Action	Sender	Receiver		Date 🜲	Com	ment		
migration			04/03/2014	15:10:26	Migrated into NI	MS by Admin		
submit	CA_ES	EC	27/02/2014	15:46:24				
<i>P P</i>								
Back								
Back oup by Date 💌	3							

Figure 27: View communication history

To View the history of a communication:



Olick the View history button on the view page.

2 The 'History' page is loaded. The page has 2 tabs:

Actions

The actions tab contains information about all the actions concerning the communication, such as when it was submitted and who submitted it.

The following fields are listed:

- Action: what was done with the communication (finalized, submitted, rejected).
- Sender: who submitted, re-submitted, rejected etc. the communication The Organisation that the creator of the communication is part of.
- Receiver: to whom the communication was submitted, re-submitted, rejected etc. The • Organisation to which the initiating Organisation reports.
- Date: when was the communication submitted, re-submitted, rejected etc. Date format: DD/MM/YYYY hh:mm:ss.
- Comments: if a communication was rejected, the reason for rejection is displayed here. •

Amended

The amended tab contains information about all the changes made in the communication by OLAF and the date on which the changes were made.

The following fields are listed:

- Amended field name: the name of the field that was amended by the OLAF manager.
- New value: the new information added by the OLAF manager when amending.
- **Old value**: the old value before amendment.
- Date: The date on which the file was amended. Date format: DD/MM/YYYY hh:mm:ss

Select an option from this dropdown list to sort the table by 'date' or 'field'.

I For communications that are part of a cancelled case, data that was recorded during the communication amendment by OLAF and the rejection reasons for rejected communications is not displayed

12.2 View old communication

NIMS - Update communication R1681/	'ERDF/HU/0/2007	1/2/2 HUF~Forin	t - Hungary	View history	View old communication
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery 8. Sancti
10. OLAF					
2				K	
1681 - Article 5 R1681/HU/2007/0/	/2/FD/2	View history	View new	communication] (3)
1. Identification 2. Operation 3. D	etection 4.1	rregularity 5.	Other States - 1	rr. Period 6.	Authorities-Date 7. Natur
10. Recovery 11. Status 12. Proce	dures 13. Sa	anctions 14. Co	mments		
Identification Of The Communicat	ion				
0 1.1. Reference number - OLAF	R 1681 / HU	/ 2007 / 0	/ 2	/ Funds FD	· / 2
1.2. Reference number - MS	ROP/ERFA/VÁT	I/2006/007/1			
1.3. Communication Language	Hungarian				
I.4. Communication - date	19/06/2007	(dd/mm/yyyy)			
0 1.5. Quarter	First Quarter -	2008			
1.6. Regional body		Regional body 崇		Addit	ional information
	Ð	14	Page 1 of	0	No records to view
1.7. National body		National body 🔶		Addit	ional information
	,o	14	Page 1 of	0 >> >1 5 -	No records to view
+ 8 Urgent Communication	_				
1.8. Orgent Communication					
1.9. Case closed					
Print					

Figure 28: View old communication

On the 'View old communications page, you can see the communications in the previous IMS format. This option is only available for those communications that were imported from the previous IMS system into the current IMS system.

To view the old communication:

1 Click the **View history** button on the view page.

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2 The old communication is displayed.

3 Click the **View new communication** button to view the communication in the new format.

12.3 Actions available while viewing communications

NIMS - Initial com	munication	R1831	/CF/ES/12345/201	.3/60459/1 TRY~	Turkish Lira - Tur	key View histo	ory View old o	communication
1. Identification	2. Personal	data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery	8. Sanctions
9. Comments	10.0LAF							
Identification of	the commu	nicatio	on					
©1.1. Referen	ice number - C	DLAF	R 1831 / Coh	esion Fund		/ ES / 12345	/ 2013 /	60459 / 1
1.2. Reference	number - nati	ional	a93456789012345	5789012345678901	234567890123456	789z		
Drafting information	tion							
1.3. R	eporting auth	ority						
						300		
1.4. Commur	nication - lang	uage	Bulgarian					
	1.5. Curr	ency	TRY~Turkish Lira - T	urkey				
1.6. Quarter of com	munication - ir	nitial	Fourth Quarter	2013				
1.7. Quarter of comm	unication - up	date						
	1.8. Drafting	date	26/02/2014	dd/mm/yyyy)				
Special communi	cation							
1.9. Ne	w modus oper	andi	√					
1.10. Necess	ity to inform o	other tries	V					
1.11. (Case irrecover	able						
Status								
1.12	Proceedings st	atus	Proceedings closed					
1.1	3. Financial st	atus	Amount to be calcul	ated				
Case dosure	0							
case closure								
1.14. (Lase can be cl	osed						
1.16.	Case closure	date		dd/mm/yyyy)				
Copy Export as	XML Expo	rt as Ex	cel Print					

Figure 29: Actions available while viewing communications

Depending on your profile, the following buttons are available:

Copy: Copy the communication. You can use the copied communication as a template for a new communication. See chapter 13 Copy a Communication.

Export as XML: Export the communication as an XML file. For more information, see chapter 15.1 Export Communications as an XML File.

Export as Excel: Export the communication as an Excel sheet. For more information, see chapter 15.2 Export Communications as an Excel Sheet

Print: The print version of the communication is opened and the print dialog box is displayed. For more information see chapter 14 Print a communication.

•					
1.14. Case can be closed					
1.15. Case closed					
1.16. Case closure date	(dd/mm/y	(ууу)			
Copy Export as XML Export as Excel	Print				
↓ ②		3			
NIMS - Initial communication R1846	/CAP/ES/a9999999	1z/2014/39582/1	ISK~Islandic Kró	na - Iceland	View history
1. Identification 2. Personal data	3. Operation	4. Irregularity	5. Detection	6. Amounts	7. Recovery
10. OLAF					
Identification of the communicatio	n				
© 1.1. Reference number - OLAF	R 1848 🔽 / Com	imon Agricultural Poli	cy	/ ES / a99	999991z / 2014
1.2. Reference number - national	123ABC				
Drafting information					
1.3. Reporting authority	123ABC				
					204

Figure 30: Copy a communication

You can copy an existing communication (initial or updated) and then use it as a template for a new initial communication.

The attachments are also copied.

To copy a communication:

Oclick the **Copy** button at the bottom of the page.

2 A copy of the communication is created. It has a different reference number (**3**). You can edit the communication and save it as a new initial communication.

If you can also copy an update communication. It will be copied as a new initial communication.

The system displays the copied irregularity form and you can change the information accordingly. The following communications cannot be copied:

- Communications with the modified by OLAF status
- Communications with the **rejected** status
- Communications with the anonymized status
- Communications that are part of a cancelled case
- Zero Notification

14. Print a communication

1.14. Case can be closed	
1.15. Case closed	
1.16. Case closure date (dd/mm/vvvv)	
Copy Export as XML Export as Excel Print	
Wozilla Firefox	
S-olaf-vprod265:7313/afis/preims/listSearchActions.do	
Identification of the communication	AFIS Operations
1.1. Reference number - R 498 / EFF European Fisherv Fund / ES / / 2014 / 2001 / 1	=
OLAF	
1.2. Reference number - aA345678901234567890123456789012345678901234567892 national	
Drafting information	
1.3. Reporting authority	
1.4. Communication - PL Polish	
1.5. Currency EUR~EURO	
1.6. Quarter of Fourth Quarter 2013	
communication - initial	
communication - update	
1.8. Drafting date 30/01/2014 (dd/mm/yyyy)	
Special communication	
1.9. New modus operandi 🗹	
1.10. Necessity to inform Solution other countries	
1.11. Case irrecoverable	
Status	
1.1	
Printer	
Case Name: \\s-olaf-print\prt-01-37 Properties	
1.1. Status: Ready	
Type: Lexmark E352dn (MS)	
Comment: P-J-30-01-37-LEX 158.166.176.83	, , , , , , , , , , , , , , , , , , ,
Print mana	
Copies	
Number of copies:	
Selection	
3 OK Cancel	

Figure 31: Print a communication

To print a communication:

- Olick the **Print** button.
- 2 The print preview is displayed. A dialog box is displayed.
 3 Select the printing options and click OK.

15. Export Communications

You can export communications as an Excel sheet or an XML. You can export communications in your search results or communications from the 'List communications ' page.

15.1 Export Communications as an XML File
Export All as xml Export All as excel Reset Search
Opening NIMS_0_235918(AFIS_Operations).xml
You have chosen to open:
IMMS_0_235918(AFIS_Operations).xml
which is a: XML Document (6.4 kB)
from: http://s-olaf-vprod265:7313
What should Firefox do with this file?
Open with XML Editor (default)
© <u>S</u> ave File
Do this <u>a</u> utomatically for files like this from now on.
3 OK Cancel
Cocal\Temp\NIMS_0_235918(AFIS_Operations)-1.xml - Windows Internet Explorer
- <messagenims "="" xmlns="eu/olaf/afis/ims/regNIMS/data/xmltypes" xmlns:xsi="http://www.w3.</th></tr><tr><th>- <identification xmlns="></messagenims>
<referencenumberolar country="ES" fund="CF" reg<br="" reportingauthoritycode="ES3" sequence="10028"><referencenumberms></referencenumberms></referencenumberolar>
- <commcreationinfo></commcreationinfo>
<pre><reportingauthority>ES_ES3 - IMS Spanish Test Organisation 3</reportingauthority></pre>
<pre><communicationlanguage>EN</communicationlanguage></pre>
<pre><currency>EUK</currency> </pre>
<pre>catablescommunication.gaiteryear=2014 quarter=1 //> catablescommunication.gaiteryear=2014 quarter=1 //> catablescommu</pre>
<pre><creationdate>2014-03-05</creationdate></pre>
- <specialcommunication></specialcommunication>
<newmodusoperandi>false</newmodusoperandi>
<pre><informothercountries>faise </informothercountries></pre> informOtherCountries> <pre></pre>
<pre></pre>
- <status></status>
<pre><pre>cproceedingStatus /></pre></pre>
<financialstatus></financialstatus>
- <caseclosure></caseclosure>
<casecanbeclosed>talse</casecanbeclosed>
<caseclosuredate xsi:nil="true"></caseclosuredate>
<appointedauthority>ES3</appointedauthority>
file:///C:/Users/dijksma/AppData/Local/Temp/NIMS_0_235918 🙀 Computer Protected Mode: Off 🛛 🍕 💌 🍕 100% 💌



To export communications to an XML file:

- Olick the Export all as xml button.
- 2 A dialog box is opened. Select if you want to open or save the file.
- Click OK.

IMS

Oppending on the previously selected option in the dialog box, the XML file is saved or displayed.

15.2 Export Communications as an Excel Sheet



Figure 33: Export a communication as an Excel sheet

To export communications to an Excel sheet:

- 1 Click the Export all as excel button.
- 2 The 'Task info' page is displayed. It contains a information about the export.
- 3 When the status is set to 'Completed', the exported file is ready for download.

The status isn't automatically updated. You must click the **Refresh** button, to check if the status is set to 'Completed'.

If there are any errors in the export, they are displayed in this table.

5 Click **Download file**, to start the download.

6 Click **OK** to start the download.

Every line in the Excel file corresponds to an exported communication (2). Every vertical column

corresponds to a field in the communication form $(^{\textcircled{3}})$. For example column E 1.1 Fund, corresponds to the fund selected in field 1.1 in the communication form.

16. Import Communications

	Import	Communi	cations				
•	S	elect file or a	archive to upload				
		Save co	mmunications as: 💿 Dra	ft 🔘 Finalize	DT		
			Dry Run				
	Import]	File Upload		-		×
	Import	J	Correction view of the second	→ •	↓ Search	h ims_export	2
			Organize 🔻 New folder			≣ ▼ 🔟	0
			Ni	ame	Date modifi	ied Type	
			Desktop	NIMS_export1729455213716697129(AFIS	11/04/2014	11:08 Microsoft	t Excel 97
			🕠 Downloads		11,01,2011		. Excer 57
			🥽 Libraries 🛛 🗏				
			Local Document:				
			J Music				
			Pictures	III			
			File name: N	MS_export1729455213716697129(AEIS_0_	All Files (*.*)		-
					Onon		
				0	Open	Cancer	
		ID Im	ort Communications				
		Lint Col	ort communications		¥		
		Sele	et file of archive to upload	NIMS_export1729455213716697129	P(AFIS_Ope	rations).xls	0 6
		3	Save communications as:	Oraft			
		-	Dry Run				
		Imp	ort				
		I/O Task	Report. Id: 3	4			
		Task Info)				
			Task i	id 3 - Input			
			Media typ	e XLS			
			File nam	e NIMS_export172945521371669	97129(AFIS	_Operations)	.xls
			Started a	at Mon Apr 14 15:03:01 CEST 20	14		
			Ended a	is kunning at -			
			Total # communication	ns 10			
			Total # processed so fa	ar O			
			Total # errors / warning	js U			
		Refresh					
		Errors / W	/arnings				
			File/Row	Description	Туре	Location	
	L						

Figure 34: Import a communication

You can create Initial and Update communication by importing them in .xml or excel format. You can import communications that are in the draft or finalized states for both open and closed cases. You cannot import Zero Notification communications or communications for cancelled cases.

The communications to import must be in a specific Excel template or the IMS XML standard format.

To import a communication:

Click the Add (

2 Select the file to import.

3 Click the **Import** button.

4 A screen is displayed with information on the file that is being imported.

• The 'Running' status indicated that the system is importing the communication. When the status is chaged to 'Completed', you can upload the file.

U The status isn't automatically updated. You must click the **Refresh** button to check if the status is set to 'Completed'.

If you check the 'Dry Run' checkbox, the system only simulates the import of the communication(s). As a result, the system confirms if an import can be done correctly or not.

All the fields that are read-only on the communication page are automatically entered by the system and are thus ignored during the import e.g. some amounts fields and some fields related to the CCI number etc. are ignored during import.

If you want to import several communications at the same time, you must add all communications to a .ZIP folder and import it.

16.1 Rules for the Creation of an Excel File to Import

	Microsoft E	xcel - 182	8_export.xl	s	an an t	ensites.											Traces		-6	
	····································																			
A	You always have to specify if a																			
For the import, these fields can be left empty. They will be automatically created by the system.					FG		H	1	J	<u> </u>	L		or not when the case is imported. FALSE = not ticked TRUE = ticked					-		
1	Appointe d authority	Approval path	Registrati on Date	Member state	Year	Reportin g authority	Sequenc e number	Fund type	Version number	Commun ication languag e	Date of communi cation	Quarter	Year	Member state identifica tion	Article 29 - urgent communi cation	Decertifi ed	Addition al informati on	Program ming period	Objectiv e	lr o
2				ES	2011	0	40005	FD	2	EN		3	201	1	FALSE	FALSE		2007-2013	1	
4																-				
5 6 7 8 9 10 11 12 13	10 Initial communication: 10 leave the field sequence number empty. 11 Update communication: 13 Update the sequence number of the case you are updating.																			

Figure 35: Sample Excel File to Import

1.8. Article 4	1.9. Case closed	2.1. Legal status	2.2. Name	2.3. Trade name/First name
FALSE	TRUE	Legal Entity Natural Person	SA Hope Hinoot	Galaxy Francoise
FALSE	TRUE	Legal Entity Legal entity	Sales NV Nachbar GmbH	Agrarmarkt
FALSE	FALSE	Natural Person	Kaiser	Jaan
FALSE	FALSE	Legal Entity	Delaware LLC	Have faith
FALSE	TRUE	Natural Person Natural Person	Smith Jansen	John

Figure 36: "|" character

The easiest way to get a valid excel file for import is to export one from IMS. A valid excel file has:

a certain number of columns equal to the fields on the reports creation page. Each line contains one communication. You can have several communications included in one excel file

In the columns corresponding to the fields which are part of a master-detail list, each value in a field should be separated by the "pipe" character "|".

In case information is not available, the pipe character "|" still needs to be used, in order to make it possible for IMS to make the correct combination. The combinations of the above shown example are SA Hope and Galaxy, Hinoot and Francoise, Nachbar GmbH and Agrarmarkt, Smith and John.

Ø Zero Notification communications cannot be imported.
16.2 Error reporting

Errors / Warnings

File/Row	Description	Туре	Location
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls=2	Sequence number has been overridden with auto value	Warning	10024 => 10025
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations),xls#3	Sequence number has been overridden with auto generated value	Warning	10022 => 10026
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#4	Sequence number has been overridden with auto generated value	Warning	10033 => 10034
NIMS_export1729455213716697129(AFIS_Operations).xls#5	Invalid reference number	Error	
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls=6	Sequence number has been overridden with auto generated value	Warning	10016 => 10017
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#7	Sequence number has been overridden with auto generated value	Warning	10021 => 10027
NIMS_export1729455213716697129(AFIS_Operations).xls#8	Invalid reference number	Error	
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#9	Sequence number has been overridden with auto generated value	Warning	10015 => 10018
	Communication draft was saved successfully	Info	
NIMS_export1729455213716697129(AFIS_Operations).xls#10	Sequence number has been overridden with auto generated value	Warning	20010 => 20011
	Invalid value	Error	4.3.2. Provisions – EU - Number
NIM5_export1/29455213716697129(AFIS_Operations).xls#11	Invalid reference number	Error	
	Invalid value	Error	3.5. CCI number - Year
	0		4

Figure 37: Errors/Warnings

When you import communications, they are validated. You cannot import an invalid file. If the system finds errors in the file, you must first correct them before importing. Errors are displayed in the Errors/warnings table:

• File/Row: the name of the file and the row that contains an error. For Excel, this is the row number. For Zip, this is the file number in the zip.

2 Description: a textual description of the problem

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3 Type: Error or warning

• Location: field that caused the problem (error or warning). The field always refer to the field used in the interface or the Excel template. For XML, the user has to check the corresponding XML tag.

You cannot import an invalid file. If the system finds errors in the file, you must first correct them before importing.

17. Search Communications

IMS search allows you to search for communications by specified criteria.

17.1 Search page

NIMS Search Communication	S		
Search Communication Details			
Regulation		Reference number - national	6
Case status Last update only		Persons Involved	
		National ID number	
Communication	2	Programming period	
Туре		Objective	
Status		CCI Number	
Quarter	Year	ARINCO No.	
Registration date	from 🗷 - until 🗷	EFRD/ESF/EAGGF/FIFG number	
With attachments		Budget vear	
Special Communication	3	Budget post	
New modus operandi		Classification (IRQ)	
Case irrecoverable		Sanctions applied	
Reference number - OLAF	4	Amount of irregularity - EU share	-
Fund		Proceedings status	
Reporting authority - short name		Financial status	
Year	Year		
Sequence Number			
Version number			
Export All as xml Export All a	as excel Reset Search 6		

Figure 38: Search page

The search page contains several sections in which search criteria can be selected:

O General section: search for general criteria such as the module via which the communication is reported, and case status.

Communication: search in a communication's metadata, i.e. the data that was automatically added by the system when you created the communication, such as the type and status. (quarter is not automatically added!)

3 Special communication: search if any of the options in the special communication section of the communication (fields 1.9 - 1.11) were selected.

Reference number – OLAF: search the separate sections that compose the OLAF reference numbers, such as the fund and the sequence year.

5 Other search fields: select other search criteria from these fields to search by.

6 Buttons: these buttons enable you to search, reset (clear a search of all entered criteria) and export search results to an Excel or an XML file.

17.2 Available Search Criteria

17.2.1 General and Communication Sections

NIMS Search Communications		
Search Communication Details		
Regulation	Reference number - national	
Case status		
Last update only 🔟	Persons Involved	
	National 1D humber	
communication	Programming period	
Type	Objective	
Quarter	ARINCO No.	
Registration date from 🗷 - until 🗷	EFRD/ESF/EAGGF/FIFG number	
With attachments 👘		
Special Communication	Budget year	
New modus operandi		
Necessity to inform other countries	Classification (IRQ)	
Case irrecoverable 📃	Sanctions applied	
Deferring symphony OLAT	Amount of irregularity - EU share -	
Euclerence number - OLAF	Proceedings status	
Fund	Financial status	
Reporting authority - short name		
Sequence Number		
Version number		
Export All as xml Export All as excel Reset Search		
	N N	
	Search Communication Details	
	Regulation	
	negulation	· · · · · · · · · · · · · · · · · · ·
	Case statu	
	Case statu	
	Last undate only	
	Last update only	
	Communication	
	communication	
	TVD	
	Statu	
	Statu	
	Quarto	Vear
	Quarte	
	Desistanting data	france 🔳 watil
	Registration date	
	Mith attachment	
	with attachments	

Figure 39: Available fields, General and Communication sections

The following search criteria are available:

Regulation: search by module. Select a module from the drop-down-list.

Case status: search by case status by selecting a status from the drop-down-list.

Last update only: tick the click box to search by the last communication of a case.

Type: search by type of communication.

Status: search by the status that the communication is in.

Quarter: search by the quarter during which the initial communication was created or updated. **Year**: search by the year during which the initial communication was created or updated.

Registration date: search by the date when a communication was registered in the system.

With attachments: tick this checkbox to search only for communications that have attachments.

IMS AFIS IMS

17.2.2 Special Communication and Reference Number OLAF Sections

NIMS Search Communication	15			
Search Communication Details				
Regulation		Reference number - national		
Case status				
Last update only		Persons Involved		
		National ID number		
Communication			-	
		Programming period		
Type	<u> </u>	Objective		
Status		CCI Number		
Quarter	Year	ARINCO No.		
Registration date	from 🗷 - until 📧	EFRD/ESF/EAGGF/FIFG number		
With attachments				
		Budget year		
Special Communication		Budget post		
New modus operand		Classification (IRQ)		
Necessity to inform other countries	s 🖂	Sanctions applied		
Case Irrecoverable	e 🖂	N		
		Amount of irregularity - EU share -		
Reference number - OLAF				
Fund		Proceedings status		
		Financial status		
Reporting authority - short name				
Year	Year			
Sequence Number				
Version number				
Export All as xml Export All	as excel Reset Search			
		\.		
		1		
		Creasial C	mmunication	
		Special C	ommunication	
			New modus operand	
			new modulo operand	
		Necessity t	o inform other countries	
		-		
			Case irrecoverable	
			case intecoverable	
		Reference	e number - OLAF	
			Fund	
			Fund	
		Poporting	authority - chort name	
		Reporting	autionity - short lidille	
			Year	Year
			i cui	1001
			Sequence Number	
			Version number	

Figure 40: Available fields, Special Communication and Reference Number – OLAF sections

The following search criteria are available:

New modus operandi: tick this checkbox to display only those communications in the search results that have the option 'New Modus Operandi' enabled.

Necessity to inform other countries: tick this checkbox to display only those communications in the search results that have the option 'Necessity to inform other countries' enabled.

Case irrecoverable: tick this checkbox to display only those communications in the search results that have the option 'Case irrecoverable' enabled.

Fund: search by the fund that the communication is created under. The available values depend on the regulation selected.

Reporting authority - short name: search by the 'Reporting authority' field which is part of the OLAF Reference Number.

Year: search by the 'Year' field which is part of the OLAF Reference Number.

Sequence number: search by the 'Sequence number' field which is part of the OLAF Reference Number. **Version number**: search by the 'Version' field which is part of the OLAF Reference Number.

For users with **commission observer rights**, the search might have an extra search field. If you are a national observer, you can only see those communications that are created in your organisation. However if you are a commission observer, you can see all communications. Because of this, users with commission observer rights have an extra option to **search communications by country**. The following extra field is available for commission observers:

Fund	
Country	
Reporting authority - short name	
Year	Year
Sequence Number	
Version number	

Figure 41: Search by Country fields for Commission observers only

17.2.3 Other search criteria

NIMS Search Communications			
Search Communication Details			
Case status	Reference number - national		
Last update only	Persons Involved		
	National ID number		
Communication	Programming period		
Status	Objective		
Quarter Year	ARINCO No.		
Registration date from 🗷 - until 🗷	EFRD/ESF/EAGGF/FIFG number		
With attachments 🛛	Budget year		
Special Communication	Budget post		
New modus operandi 🛅			
Necessity to inform other countries	Sanctions applied		
Case irrecoverable 🛅			
Reference number - OLAF	Amount of irregularity - EU share		
Fund	Proceedings status		
Reporting authority - short name	Financial status		
Year Year			
Sequence Number Version number			
Export All as xml Export All as excel Reset Search)
		Reference number - national	
		Persons Involved	
		National ID number	
		Programming period	
		Objective	
		CCI Number	
		cei number	
		AKINCO NO.	
		EEDD/ESE/EACCE/ETEC number	
		EFKD/ESF/EAGGF/FIFG Humber	
		Budget vear	
		budget year	
		Budget post	
		Budget post	
		Classification (TRO)	
		Classification (IKQ)	
		Constiant analised	
		Sanctions applied	
		Amount of irregularity - Ell charo	-
		Autometer integrating to share	
		Proceedings status	
		,	
		Financial status	
		r manciar status	

Figure 42: Available fields, other criteria

The following search criteria are available:

Reference number – national: search by the 'Reference number – national' field.

Persons involved: search by persons involved in the case. The following fields are searched:

- Company name / Family name
- Trade name / First name
- Parent name / Independent

National ID number: search by the national ID number.

Programming period: search by the programming period.

Objective: search by the 'Objective' field. The values in the list depend on the regulation and programming period selected.

CCI number: search by the 'CCI number' field.

ARINCO number: search by the 'ARINCO number' field.

EFRD/ESF/EAGGF/FIFG number: search by the 'EFRD/ESF/EAGGF/FIFG number' field.

Budget year: search by the 'Budget year' field.

Budget post: search by the field 'Budget post'.

Classification (IRQ): search by the 'Classification of the irregularity' field.

Sanctions applied: search by the 'Sanctions applied field'.

Amount of irregularity - EU-share: search by the 'Amount of irregularity - EU-share' field.

Proceedings status: search by the 'Proceedings status' field.

Financial status: search by the 'Financial status' field.

V You can used the * wildcard. This wildcard enables you to search using only part of a word. For example:

*day => search results include: 'Monday', 'Tuesday' and 'day'.

day* => search results include: 'daybreak', daytime' and 'day'.

17.3 Run a search

NIMS Search Communication	5	
Search Communication Details	0	
2 Regulation	Reference number - national	
Case status	Persons Involved	
Last update only	National ID number	
Communication		
Communication	Programming period	
Туре	Objective	
Status	CCI Number	
Quarter	Year ARINCO No.	
Registration date	from From the action of the second s	
With attachments	Budget year	
	Budget year	
Special Communication	Budget post	
New modus operandi	Classification (IRQ)	
Necessity to inform other countries	Sanctions applied	
Case irrecoverable		
Reference number - OLAF	Amount of irregularity - EU share	-
Fund	Proceedings status	
Describes and solve all statements	Financial status	
Reporting autionity - short name	Voar	
Sequence Number		
Version number		
Export All as xml Export All a	s excel Reset Search 3	

Figure 43: Run a search

To run a search:

- Go to the search page.
- 2 Set the criteria that you want to search by.
 3 Click the Search button.

17.4 Search Results

Special Communication					Budget post		
New modus operandi Necessity to inform other countries Case irrecoverable				Cli	assification (IRQ) Sanctions applied		
Reference number - OLAF				Amount of irregularity - EU share -			
Fund Reporting authority - short name Year Year Sequence Number Version number			Proceedings status Financial status				
Export All as xml Exp	oort All as excel	Reset Search					
Reference Number	Communication Type	National Reference	Fund Type	Quarter	Communication date	Registration date	State
🖣 🔲 R1681/ES/Th/2013/10554/1	I Initial		ERDF	Fourth Quarter (4) 2013	19/02/2014	20/02/2014 11:53:2	
R1831/ES/ESb/2014/10027/	. Initial	change of RA	CF	First Quarter (1) 2014	18/02/2014	18/02/2014 16:48:0	
🐚 🔲 R1831/ES/ES3/2014/10015/	: Initial		CF	Third Quarter (3) 2013	11/02/2014	11/02/2014 15:24:0	
0	2	3	4	6	6	0	8
		Figure 44: S	earch res	ults			

The search results are displayed. The following columns are available:

O Reference number - OLAF: the reference number of the communication.

Communication Type: the communication can have on of the following communication types:

- Initial communication
- Update
- Zero communications?!

3 Reference number - national: the national reference number of the communication.

Fund Type: the fund type that is selected for the communication.

5 Quarter: quarter in which the communication was created.

6 Communication Date: the date on which the communication was created as indicated by the creator.

Registration Date: the date when a communication was registered in the system.

V State: the state that the communication is in.

18. E-mail Notifications

SPECIAL CHARACT	
	2 My Profile
L	Application Name Details
My Application: IMS	
Role Name	Role Description
ms.creator.1828	Member State Irregularity 1828 Creator
Dreferred Language	User Properties
Preferred Language	Eur
Му	otifications Subscribe/Unsubscribe
COM_AMENDED_BY_OLAF	
COM_REJECTED_BY_AUTHON	
COM_SUBMITTED_TO_OLAF	
A State Des Els	notifications.
	My Application: IMS My Profile
	Role Name Role Description
	ms.creator.1828 Member State Irregularity 1828 Creator
	User Propertie
	Preferred Language Edit
	5
	COM AMENDED BY OLAF
	COM_REJECTED_BY_AUTHORITY
	COM_SUBMITTED_TO_OLAF
	6 Modify

Figure 45: Enable/disable e-mail notifications

Depending on your rights, you can receive notifications by e-mail whenever the following actions are performed in IMS:

Notification	Description	Display in "My Profile"1
N1	When a communication is rejected by either a manager of the same authority, or a manager of an intermediate/central authority, a notification is sent to the creators/managers of the appointed authority.	Rejected communications
N2	When a communication is finalized, a notification is sent to the managers of the appointed authority.	New communications saved for submission (finalized)
N3	When a communication is submitted by an authority, a notification is sent to the managers of the intermediate/central authority which receives the communication.	New communications submitted for approval
N4	When a communication is amended by OLAF, a notification is sent to the creators/managers of the appointed authority.	Communications modified by OLAF
N5	When a communication is submitted to OLAF, a notification is sent to the creators/managers of the appointed authority	Communications submitted to OLAF
N6	When a communication about Interreg or Cross border programme is submitted to OLAF. In nIMS, an e-mail notifications shall be sent when a communication has one of the objectives: - Interreg – for any Programming Period - 3 (EU Territorial cooperation) – only for Programming Period 2007-2013	New communications on Interreg/Cross border programmes submitted to OLAF

You can enable/disable notifications in the 'My profile' section on the AFIS Portal. By default, there is no subscription to any notification.

O Since the IMS cases/communications are not linked to users but to RAs, the notifications are sent to all users of a RA who subscribed to the corresponding event.

To receive e-mail notifications, do the following:

1 Click 'My profile' in the AFIS Portal.

² The 'My profile' section is displayed.

3 In the 'My profile' section, click **Edit** in the 'Details' section next to the 'IMS' application.

In the 'My notifications' section click **Edit**. The check boxes become active.

⁵ Tick the check boxes to select the notifications that you want to receive. Which check boxes are available depends on your user rights.

6 Click Modify to save your changes.

19. Communications functions for Managers

The following actions can only be done by users with manager rights.

19.1 (Re)Submit a Communication

1 Case	closure				
	1.14. Cas	e can be closed			
	1.3	5. Case closed			
	1.16. Ca	se closure date		dd/mr	m/yyyy)
Send	Copy Reject	Export as XM	IL Export a	s Excel	Print
2					

Figure 46: (Re)submit a communication

When you submit a finalized communication it gets the 'Submitted' status, and it is sent to the next reporting authority in the reporting structure. When you resubmit a communication, i.e. a communication that has been rejected and edited, it gets the 'Resubmitted' status.

Ifecycle, see chapter 2.2 The Manager Submits or Rejects the Communication.

To (re)submit a finalized communication:

1 Open a finalized communication.

2 Click **Send** to (re)submit the communication.

19.2 Reject Communication

Case	closure		
		1.14. Case can be closed	
		1.15. Case closed	
		1.16. Case closure date (dd/mm/yyyy)	
		2	
Send	Сору	Reject Export as XML Export as Excel Print	
	3	Create rejection	
		Comments	
	4	Submit Cancel	

Figure 47: Reject a communication

When a communication is rejected, it gets the 'Rejected' status. From this status, it can be amended by the creator or manager and saved as a draft to edited and finalized, after which it can be submitted. A communication that has been rejected stays visible to all organisations which could view it before rejection, but it disappears when submitted/edited again by the originator, or when it is automatically deleted after 3 months.

To reject a finalized communication:

- Open a finalized communication
- 2 Click **Reject** to reject the communication
- 3 The 'Create rejection' page is displayed.
- 4 Enter a reason for rejection and click **Submit**.

If For more information about submitting and rejecting communications as a part of the communication lifecycle, see chapter 2.2 The Manager Submits or Rejects the Communication.

- Ø You must give a reason for rejection.
- I communication sent to OLAF cannot be rejected.

19.3 Create a New Zero Notification

	We	come to IM	s			
•	Creat	e Initial comm	unication			
1	Creat	e Zero Notific	ation			
	List c	ommunication	s			
	Searc	h communica	tions			
	IMS R	eports				
	Impor	t communicat	ions			
					2	
		7		-		
N.	IMS -	Zero notific	ation			
- 1	bsend	e of Irregula	rities			
			🔉 Regi	Ilation	R	
Drafting d				g date	22/04/2014 💽 (dd/mm/yyyy)	
O Qua				uarter	(1) First Quarter	2014
			Reporting aut	hority	ES_CA - IMS Spanish Test Organisation CA	
_			3			
5	Save	Validate	Finalize			

Figure 48: Create Zero Notification

Users with manager rights can create a 'Zero notification' which notifies OLAF that there are no irregularities to report in a certain reference period.

To create a Zero Notification:



User Manual

Provide the necessary details.

³ Click **Finalize**. If you have manager rights, Click **Send**.

You must enter the following data:

Regulation

Select the regulation under which the communication that you want to create a 'zero notification' for was created.

Drafting date

Enter the date on which the zero notification was finalized.

Quarter

Irregularities have to be reported within 2 months after the quarter in which they were detected. In this field you need to enter of which reporting quarter a communication is part. Selecting the quarter from the dropdown-list and enter the year in four digits (e.g. 2014 or 2015). IMS provides the running quarter. This t

Reporting Authority

The name of the reporting authority that you as the creator of the zero notification is part of.

20. Reports

20.1 Reports- visualisation of information

From 2013 onwards, you have the possibility through IMS to perform some standard analyses and to visualise them. The reports are created automatically by the system, without any interference by OLAF staff. Therefore, it is important that the data you provide is of good quality. In other words, data quality and data reliability become even more crucial.

The number of analyses and the number of reports are still limited but will increase over the years.

The following data is included in the reports:

- Count of irregularity cases
- Total Expenditure amount (EU share in EUR)
- Total Irregular amount (EU share in EUR)
- Ratio (%) Irregular amount/Expenditure amount (EU share)
- Available filters
- Regulation (1848, 1828, ...)
- Reporting Country
- Year of the case
- Irregularity Classification (IRQ2, IRQ3, IRQ5)

Cancelled cases (IRQ0) are not taken in account when generating reports.

All amounts are reported in Euros. Other currencies are converted to euro based using the official conversion rates at the time the communication was created.



Figure 49: Reports view

20.3 Common and Specific reports

Some reports are valid for all the regulations and accessible to all IMS users. Other reports are specific to one regulation and are accessible to users having access to this regulation. Common reports are displayed by default when you go to IMS reports. The following reports are common for all modules:

- The number of irregularity cases per regulation
- The expenditure foreseen for the operation (EU share only) per regulation.
- The amount affected by the irregularity (EU share only) per regulation.
- The ratio between the expenditure foreseen for the operation and the amount affected by the irregularity.

Per regulation, there are also specific reports available to you. Which reports are available to you depends on your user rights. Please refer to the module's user manual for the reports that are specific for that module.

20.4 Selecting Reports

There are several reports available to you. You can switch between reports in the following ways:

Several tabs are displayed at the top of the reporting section. (See Figure 50: Selecting reports). Click them to view the report (¹). If there are more reports available than can be displayed, click the arrows on the left and right (²) to view the other reports.



Figure 50: Selecting reports

You can also use a drop down list to switch reports:

Click the drop down list on the top left of the reporting section (see Figure 51: Selecting reports

from the drop down list) (⁽¹⁾). All the available reports are displayed in the list. Select which report you want to see (⁽²⁾).



Figure 51: Selecting reports from the drop down list

20.4.1 Switching between reports



Figure 52: Switch between common and specific reports

You can switch between 'Common reports' and report that are specific to a regulation (see Figure 52: Switch between common and specific reports). Click 'COMMON Reports' (1) to view all reports that are common to all users. Click the other button (2) to view the reports that are specific to your regulation (in this case '1848 Reports').

Depending on your access rights you may have more buttons available for the other modules you have access to.

20.5 Report Types

The following types or reports are available:

- Map reports
 - Bar chart reports
 - Table reports
 - Split view

We will explain the reports in more detail in the following chapters.

20.6 Map charts

Map reports consist of a map with pie charts. The pie charts represent reporting data. See Figure 49: Reports view for an example of a 'Map chart'.



Figure 53: Pie chart legend

20.6.1.1 Using the Legend

The colours in the pie charts correspond to the colours in the legend on the left. For example in Figure 53: Pie chart legend, the orange section of the pie chart corresponds to the 1681 regulation (as indicated by the regulation section on the left). The purple section of the pie chart corresponds to the 1848 regulation.

When you click one of the regulations in the legend (see Figure 54: Pie chart legend options) (¹), some hidden options will become available to you (²):

• 'Keep only' will show only the regulation that you selected in the pie carts.



• 'Exclude' will exclude the regulation from the pie chart.



Figure 54: Pie chart legend options

20.6.1.2 Zoom in, Zoom out or Move a Map

The map reports also have zoom-in and zoom-out functions. To display these functions, move your mouse over the map. A grey box with several buttons will appear (see Figure 55: Zoom options).



Figure 55: Zoom options

The available options are:

(i)

Click this button to zoom in.

Click this button to zoom out.

Click this button, and drag the mouse across the map to select an area that you want to zoom into.

Click this button to fit the map in the window (this resets the map to its initial size).

You can also move a map:

- 6. Hold the **Shift** key and left-click the map. Do not release the mouse.
- 7. Move the mouse to drag the map.

20.6.2 Bar Charts

A bar chart uses horizontal bars to show comparisons among categories. The bar chart below (Figure 56) displays the irregularities count by budget. For example: in the second line you can see that there were 3 irregularities in budget year 1991 under budget post B01-10 article B1-10/42.

	lassification (map chart)	1848 - Irr	regulari	ties count by budget classification (ba	ar chart)	1848 - Irregularities cour
Budget Year	Budget Post	Budget Article	•				Reporting Year
Null	Null	Null	719			1	(All)
1991	B01-10	B01-10/42	3	(2000
		B01-10/60	1		Count per budget/ year/		2002
		B01-10/62	1		post/ article.		2003
	B01-12	B01-12/10	7				2004
		B01-12/20	1				2005
	B01-15	B01-15/03	1				2006
	B01-16	B01-16/10	1				2007
		B01-16/12	1				2009
		B01-16/40	6				
	B01-17	B01-17/10	9				IRQ Classification
	B01-18	B01-18/00	1				V Not specified
	B01-21	B01-21/20	1				V Irregularity
	B01-22	B01-22/20	1				Suspected fraud
		B01-22/90	1				Established fraud
	B01-40	B01-40/90	1				Country Code
	B01-50	B01-50/00	1				V (All)
		B01-50/11	1				V AT
1992	B01-10	B01-10/00	3				V BE
		B01-10/40	1				V DG
		B01-10/41	11				V CZ
		B01-10/42	3				DE
		B01-10/51	1				V DK
		B01-10/60	18			-	EE
			ок	5K	10K 15K 20K 25K Distinct count of Irregularities	30K	V ES

Figure 56: Bar chart

20.6.3 Tables



Some reports are generated as tables. See Figure 57: Table.

Figure 57: Table

20.6.4 Split charts

A split chart combines two types of charts, for example a map at the top and a bar chart at the bottom. In the example below (Figure 58: Split view), two sets of information are displayed simultaneously: the map displays 'irregularities country by country', while the bar chart displays 'budget classification'.



Figure 58: Split view

20.6.5 Sorting bar charts and table charts

To sort the order of a bar chart:

TMS

- 8. Move your mouse over any of the chart headers.
- 9. An icon will appear (1).
- 10. Click it to toggle between ascending and descending order.

Budget Year	Budget Post	Budget Arti 🔛	<	Click here to sort in
Null	Null	Null	719	ascending or
1991	B01-10	B01-10/42	3	descending order.
		B01-10/60	1	



20.6.6 Expanding and collapsing bar charts and tables

You can expand and collapse each table column or bar chart column.

To collapse a column (see Figure 60: Collapse a column):

• Move your mouse over any of the columns.

AFIS IMS								
 A button is displayed (1). Click it to collapse the column (2). 								
Budg	ea Budget Post	Budget Article	•					
Null	Null	Null	719					
1991	B01-10	B01-10/42	3					
	↓ 2							
Budg	et Year							
	Null 719							
	1991 38							
	1992 91							
	1993 252							

Figure 60: Collapse a column

To expand a column (see Figure 61: Expand a column):

- Roll over any of the columns.
- Click it to expand the collapsed column (2).

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Buc + Year	1			
Null	719			
1991 3	8			
V			2	
Budget Year	Budget Post	Budget Article		
Null	Null	Null	719	
1991	B01-10	B01-10/42	3	
		B01-10/60	1	
		B01-10/62	1	

Figure 61: Expand a column

20.7 Filters

You have several filters available to you depending on your user rights. They enable you to reduce the amount of information displayed on the central view. Unchecking an element in the filters removes the information for this category on the central view. The following filters are available to all reports:

- The regulation: select which regulation should be taken into account in the report.
- The year of the case: select which years you want to take into account in the report. For example: you can include only data from 2002.
- The classification of the irregularity: irregularity, suspected fraud or established fraud.



Figure 62: Sections in the reports view



IMS

Figure 63: Filter configuration

When you move your mouse anywhere in the filter section, several hidden options will become available to you:

Q

When you click this button, a search field appears. Use it to search for any kind of filter.

Click this button to show more or fewer values

Click this to display a dropdown field form which you can select the way the filter lists should behave.

Options include:

IMS

- Single: you will only be able to select one item per filter group
- Multiple: you can select several items by filter group (this is the default setting)
- Inclusive: every filter that you select will be included in the report (this is the default setting)
- Exclusive: every filter that you select will be excluded from the report.

Regulation (All)	י ≡ ⊂
430	Single
	 Multiple
	Inclusive
	Exclusive

Figure 64: Filter list behaviour options

There are 4 options available to you at the bottom of the page (see Figure 65: Other features):

1. Export: you can export in the following formats:

Image: a .PNG image is generated. Data: a new window is opened with all the statistics as text. Click the 'Download all rows as a textfile' to

download the generated report as a .CSV file.

Crosstab: an CSV file is generated.

PDF: a .PDF file is generated.

2. Revert all: when you select this option, the 'Regulation', 'Reporting year' or 'IRQ classification' fields are set to default (i.e. all check boxes are ticked). Any changes you made in these fields are undone.

3. Pause automatic updates: The system automatically updates the generated report. Click this button of you want to stop automatic updates.

4. Refresh data refreshes the page report to include the most current data from the IMS database. It is possible that you may not see the latest submitted communications in the reports. This is because the database is refreshed based on a frequency defined by the admin.

For example: if a search results in 10 communications, you may not see all 10 communications included in the report. This is because some of the communications were created recently and are not included in the database yet.



Figure 65: Other features

The reload button refreshes the entire page (see Figure 66: Reload button).



