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If you work in a delegation and you have a slow internet connection, you can also read this manual in a PDF format.

DEVCO Financial Forecasting Tool

BPC - Forecasting User Manual

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BPC Chapter 1 - Introduction

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Document History

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<tr>
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<th>Modification</th>
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<tr>
<td>September 2016</td>
<td>Wiki Format Transformation</td>
</tr>
<tr>
<td>November 2017</td>
<td>User Manual Update</td>
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1. Introduction

Budget Planning and Consolidation (BPC) is the standard financial forecasting application in DG DEVCO for use in Delegations and in HQ. BPC provides forecasting information at Decision and Contract level.

1.1 Objectives of BPC

DG DEVCO uses financial forecasts to prepare the Commission's draft Budget, to prepare the estimates of the Members States’ contributions to the EDF, and to monitor the execution of the Annual Budget. BPC is used to prepare transfers between budget lines, and to report to DEVCO Management, DG Budget, the Budgetary Authority, the OECD, and in the framework of the International Aid Transparency Initiative (IATI).

BPC is therefore a single Financial Forecast System that successfully enables a new comprehensive forecasting process fulfilling each of the objectives as illustrated below.

1.2 Overview of Templates

1.2.1 Encoding Template

BPC offers a flexible encoding template that:

- Provides a full portfolio view of decisions and contracts for a given Delegation/Unit in an Excel interface.
- Allows the input of the forecasted data, and the related risk.
- Allows for the simplified filtering of contract lists and decisions.
- Allows the input of comments when required.
- Performs necessary online controls on the indicators.
### 1.2.2 Dashboards

BPC integrates a set of user-friendly Dashboards that:

- Allows the reporting of Delegation/Unit amounts at aggregated level.
- Provides a graphical overview to support the Validators’ decisions.
- Summarizes the Delegation/Unit indicators.

<table>
<thead>
<tr>
<th>DECISION</th>
<th>CONTENT</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th>ACTION</th>
<th>DECISION</th>
<th>CONTENT</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th>ACTION</th>
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</thead>
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<tr>
<td>19449</td>
<td>SUBSIDISATION/REVENUE UNIT</td>
<td>MANAGEMENT</td>
<td>0</td>
<td>0</td>
<td>DECISION</td>
<td>CONTENT</td>
<td>TITLE</td>
<td>AMOUNT</td>
<td>ACTION</td>
</tr>
<tr>
<td>19452</td>
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<td>CONTENT</td>
<td>TITLE</td>
<td>AMOUNT</td>
<td>ACTION</td>
</tr>
</tbody>
</table>

... (Additional rows similar to above)

...
1.2.3 Reports

BPC offers a set of Standard Operational and Variance Analysis Reports that:

- Provides an aggregated view of forecasts (e.g. by Budget Line, Benefiting Zone etc.).
- Compares forecasts with actuals and different forecast versions.
- Allows for a classification functionality.
1.2.4 Workflows

BPC offers a Validation Flow that:

- Is aligned with security requirements implemented within Delegations/Units.
- Ensures that all actors identified in the forecasting process are appropriately designated.
- Ensures that no forecasts generating negative indicators on decisions and contracts are validated.
1.3 Timeline and Forecasting Versions

The preparation, review and consolidation of financial forecast processes are integrated with other reporting and monitoring processes. Deadlines have been defined so that the required information is provided on time for reporting to external stakeholders. The processes and deadlines are supported by a visual mechanism enabling users to keep track of entered amounts and modifications throughout the designated timeline.

There are two forecasting exercises that require the validation of all required actors in the Delegation/Unit, and the validation by HQ. This occurs during the month of January and July in compliance with the predefined deadlines (as illustrated in the above image).

- **Initial and Mid-Year** - The validation required by Delegations/Units before the 31st of January and the 15th of July.
- **Initial and Mid-Year Validated by HQ** - The validation required by HQ Validators before the 15th of February and the 31st of July.

Please note that from September to December, an internal monthly monitoring of large payments is required from both Delegation units and HQ units. For payments initially greater than 200,000€, the Delegations/Units are required to provide DEVCO HQ with an updated forecast based on the latest information known.
1.4 Link to other systems

Every 24 hours, the CRIS DataWarehouse, ABAC DataWarehouse (for payments), and REFDATA delivers data to the BPC system (for contracts and decisions).

BPC will therefore display data as encoded in CRIS with a 24-hour delay. This is due to the scheduling of the different systems at the EC, and the importance of the time zone at DEVCO (so to avoid users being put offline during the day).

In BPC, forecasts are done at 3 different levels (representing different forecasting objects). They originate from different systems, and are therefore used to forecast different amounts.

<table>
<thead>
<tr>
<th>Objects</th>
<th>Description</th>
<th>Source</th>
<th>Amounts forecasted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decisions</td>
<td>• Includes statuses EC, EG and DE. Budget Lines of on-going Decisions must still be valid to appear on input template (excludes 6th/7th EDF, and Budget Lines of the Annual Budget that is not carried forward).</td>
<td>CRIS</td>
<td>• Decided Amounts (expected positive riders on the Decision).</td>
</tr>
<tr>
<td></td>
<td>• Decided Amounts (expected positive riders on the Decision).</td>
<td></td>
<td>• De-committed Amounts (expected negative riders on the Decision).</td>
</tr>
<tr>
<td>Draft Decisions (PO status)</td>
<td>• Includes provisional status PO (only those that have already been assigned to a valid Budget Line in CRIS). Budget Lines of Draft Decisions must still be valid to appear on input template.</td>
<td>CRIS</td>
<td>• Decided Amounts (expected positive riders on the Decision).</td>
</tr>
<tr>
<td></td>
<td>• Decided Amounts (expected positive riders on the Decision).</td>
<td></td>
<td>• De-committed Amounts (expected negative riders on the Decision).</td>
</tr>
</tbody>
</table>
Contracts

- Includes statuses EC, EG and DE.
- Budget Lines of Contracts must still be valid to appear on input template.

CRIS

- Contracted Amounts (expected positive riders on the Contract).
- De-committed Amounts (expected negative riders on the Contract).
- Paid Amounts (expected invoices on the contract).

Draft Contracts

- When there is a Contract with expected related payments, a Draft Contract must be created in BPC (status DR), so that the forecasts can be inserted into it (rather than inserting it in the Decision).
- Draft Contracts can represent Calls for Proposal launched by HQ Units.

BPC

- Contracted Amounts (expected positive riders on the Contract).
- De-committed Amounts (expected negative riders on the Contract).
- Paid Amounts (expected invoices on the contract).

1.5 Roles

For detailed information about roles, and their responsibilities in BPC, please consult Chapter 7 - Roles of this User Manual.

1.6 Support

General Information

- For any technical issue, the users must contact either the DEVCO APPLICATION SUPPORT functional mailbox, or by phone at the number 99000 or +32 229 99000.
- The availability of this service is between 08:30 and 18:00 (Brussels local time) on the official working days of the Commission.

Licences

- Upon arrival, departure, reallocation or absences of staff members, each Delegation/Unit must notify DEVCO APPLICATION SUPPORT for the management of access licenses.
- An update of the Delegation/Unit user list is automatically performed annually by the Support Team during the month of October.

Useful links

- Knowledge Base - BPC - Financial Forecasting

Related Pages

Chapter 2 - Installation and Access
All Chapters

BPC Chapter 2 - Installation and Access
2. Installation and Access

2.1 Prerequisites and Installation

2.1.1 Licence and Permissions

To work in BPC, the user needs to request an Access Licence. Please contact DEVCO APPLICATION SUPPORT to request an access licence.

Check the different User Roles for the BPC tool in Chapter 7 - Roles.

In BPC, Users will login using their User ID, and Internet Password.

2.1.2 Microsoft Excel BPC Add-in Installation

To use BPC, the pre-installation of a Microsoft Excel plug-in called the “EPM” add-in is required.

The installation procedure may vary depending on the computer's operating system. Please click on the operating system used:

- Windows 7
- Windows 10

Windows 7

A video on How to install the EPM add-in is also available in PDF format.

Click on "Open the file" when requested, and then "Enable All Features" once the PDF file opens (message just under the top menu bar).

Before connecting to the BPC tool, the user must verify that the “EPM” add-in is installed in Excel. This component of the BPC tool is required to open the reports and input templates into the Excel interface.

To verify that the add-in was correctly installed on your computer:

- Open Microsoft Excel.
- Verify that the tab "EPM" and "Data Manager" add-ins appear in the top menu.
If you do **not** see the “EPM” add-in in **Excel**, please install it by:

**Important Note:** Please save and close all your Excel/Office documents **before** installing/uninstalling the BPC Tool application.

- Clicking on “Menu” “All Programs” “Landesk Management” “Portal Manager”.
- Select the “DEVCO_W7_EPM_AddIn_23_patch_2” option in the add-in list.
- Close all your Microsoft Excel, Word and Powerpoint sessions/windows **before** installing the application.
- Click on the “Launch” button to start the installation of the add-in.
- Follow the installation process until completion.

**Windows 10**

Before connecting to the BPC tool, the user must verify that the “EPM” add-in is installed in Excel. This component of the BPC tool is required to open the reports and input templates into the **Excel** interface.

To verify that the add-in was correctly installed on your computer:

- Open Microsoft Excel.
- Verify that the tab “EPM” and “Data Manager” add-ins appear in the top menu.

If you do **not** see the “EPM” add-in in **Excel**, please install it by:

**Important Note:** Please save and close all your Excel/Office documents **before** installing/uninstalling the BPC Tool application.

- Click on the “Windows Start” icon (1) on the bottom left corner of the desktop of your computer, and then search for the “EC Store” application.
- Click in the application icon (2) to launch the “EC Store” application that will execute the installation process of the software on to your computer.
After the installation, launch the "EC STORE" application and your profile will load.

Search for the "DG DEVCO BPC Forecasting Tool" plug-in for Excel in two ways:
1. Search for "BPC" in the search box (3) on the top right corner of the "EC Store" application.
2. You can also navigate by type of application to find the "DEVCO Financial Forecasting Tool" from the Type Business applications Financial section of the drop-down tree menu.

Click on "DEVCO - BPC- Financial Forecasting Tool" (4).
Click on "Install/Uninstall" to install, or "Schedule installation" (5) to install the application.

The installation procedure will launch automatically.

Once the installation procedure has completed, check that the "DEVCO - BPC - Financial Forecasting Tool" has been installed correctly by clicking on the arrow icon on the left side of the dialogue window, and verify that a green vertical bar appears on the left side of the
You can now download the Access Template to access the DEVCO Financial Forecasting Tool following the procedure as described in the next chapter below.

**2.1.3 BPC Access Template Installation**

If you are accessing BPC for the first time, please click on the below link to download the access template.

http://s-devco-ffo-p1.net1.cec.eu.int/SAP/BPC/WEB/download.html
Follow the instructions illustrated in the image above depending on the browser that you are using.

Please note that we recommend that you save the BPC's access template to the desktop of your computer (create a shortcut) for easy access to the tool (please refer to Chapter 2.2 Access for more details).

2.2 Access

Direct Access

Open the BPC Access Template via the shortcut saved on the desktop your computer.

Please note that we recommend that you only use the above Direct Access (BPC access template icon) from the desktop of your computer (please refer to Chapter 2.1.3 BPC Access Template Installation for more details), to access the BPC Financial Forecasting Tool.

The access via the webpage detailed below will re-download the BPC Access Template.

Web Access

Reminder: Access to the BPC Financial Forecasting Tool via the webpage detailed below will re-download the BPC Access Template on your computer. If you have already downloaded the BPC Access Template on to your computer, please do not access the BPC Tool via the below webpage. Use instead the Direct Access (BPC Access Template icon) method detailed above.
Access the “My DG” "BPC-Forecasting" webpage via the EC MyIntraComm website.


Click on the "Login" button which will install the BPC Access Template to your computer (see [Access Template Installation](#) for more details).

If you have not already logged-in, the tool will request your user credentials. Users in delegations can either use their DEVCO or EU Login (EEAS) username and password.

**The Access Portal, and the BPC Financial Forecasting Tool**

Once you have access to, and have clicked on, the BPC Access Template via one of the access methods detailed above, the following Access Portal screen will open within Microsoft Excel.
Enter your login and your password (internet credentials). You will be re-directed to your own Delegation/HQ Unit portfolio within the BPC Financial Forecasting Tool.

*Double click*

DEVCO_B_01

*Human Rights, Gender, Democratic Governance*

If you need to change the Delegation/HQ Unit, please *double-click* on the yellow box, then click on the binocular icon, then search for your Delegation/HQ Unit, and then press the "OK" button.
Please note that if you cannot see the same screen as illustrated in the image above, please click on the icon highlighted in the image below and choose the "ID – Description" option.
The BPC Financial Forecasting Tool’s front page is divided into several zones as illustrated in the image below.

- Please confirm first that your Delegation is correct in the yellow box as described above. If you have a drop-down list it means that the tool registered your login for several delegations.
- The “Announcements” zone displays important announcements related to maintenance and/or communications regarding BPC-Forecasting.
- The “Reporting for all (Delegations & HQ)” zone is dedicated to reporting for all the actors (Delegations and HQ).
- The “Reporting requested by HQ” zone is for specific reporting requested by HQ.
- The “Encoding” zone is to encode your financial forecasts, and to create and manage draft contracts.
- The “Validation” zone is dedicated to the validation template - either to validate, or to reject a financial forecast.

A Report Catalogue is available in Chapter 6 - Reporting of the User Manual for more details about the two above reporting zones. The “Open” links are available in every zone to access each required template.

A video on How to Access BPC is also available in PDF format.

Click on ”Open the file” when requested, and then ”Enable All Features” once the PDF file opens (message just under the top menu bar).

2.3 FAQ’s

2.3.1 BPC EPM Add-in is no longer in my Microsoft Excel

1. If you have updated your computer, you may need to re-install the “EPM” add-in in Excel.
2. After a Excel crash, the “EPM” and “Data Manager” tabs might no longer appear in top menu of Excel.

To solve this issue, you need to enable the add-in in the Excel options.
Open the Excel "Options" tab, then click on "Add-Ins", then select "Disabled Items" from the "Manage" drop-down menu, and then click on the "GO" button. You will then see the "EPM" add-in, and will be able to enable it. Click on the "OK" button after to confirm.

2.3.2 Installation of the Add-in has failed

Sometimes due to internet connection problems, the installation of the add-in fails.

Try to re-install the add-in by following the instructions in Chapter 2.1.2 Microsoft Excel BPC Add-in Installation. If the installation fails again, the add-in might already be installed, but not enabled.

To solve this issue, you need to enable the add-in in the Excel options, as already detailed above.

- Open the Excel options tab, click on "Add-Ins", select "Disabled Items" from the "Manage" drop-down menu, and then click on the "Go" button. You will then see the EPM add-in, and will be able to enable it.

If you still have issues with the installation of the add-in, or any other technical questions, please contact DEVCO APPLICATION SUPPORT.

2.4 Manual Installation of the BPC EPM Add-in for RITO (IT Officer)

An installation package is available to RITO (IT Officers) to manually install the BPC EPM Add-in for colleagues in Delegations who do not have access to the Portal Manager on their local computer.
Please download the zip file from the link indicated below, and proceed with the manual installation (as administrator).

>> BPC_EPM_ADDIN.zip

The DEVCO APPLICATION SUPPORT team is at your disposition if you may have any further inquiries.

Related Pages

Chapter 1 - Introduction
Chapter 3 - Draft Contracts
All Chapters
3. Draft Contracts

3.1 Draft Decisions

If a user is required to create a BPC Financial Forecast on a decision that is not yet encoded in CRIS, the user needs to first create a Future Decision that is therefore not yet encoded in CRIS:

1. Create a Decision in CRIS (PO – provisional status).
2. Define a Budget Line in the Financial Breakdown of the decision.
3. In the Initial Rider of the decision:
   - Enter the Commitment Type, and
   - Enter the Legal Justification (for BUDGET only)

4. Fill in the Analytical Breakdown (for EDF only).

Once the above conditions are completed, and without applying any visa in CRIS, the Draft Decision will be automatically transferred (within 24 hours) to the BPC Financial Forecasting Tool encoding template.

- When the PO decision (linked to a Budget Line) is created in CRIS, the Draft Decision will be displayed in the users BPC encoding template (within 24 hours), but with no amounts.
- To create forecasts, the user will encode a “Decided” amount equal to the amount of the decision in the month of the future ORDO visa.
- The actual amount will be transferred from CRIS to BPC once the ORDO Visa is given in CRIS.
- As soon as the Draft Decision appears in the users portfolio, the user will be able to create Draft Contracts on the Draft Decision.

EDF example:

<table>
<thead>
<tr>
<th>DECISION</th>
<th>CONTRACT</th>
<th>TITLE</th>
<th>RAC FORECAST</th>
<th>RAP FORECAST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>M7F13</td>
<td>TEST Forecasts</td>
<td>0 0 0</td>
<td></td>
<td></td>
<td>Delivered, Dec</td>
</tr>
</tbody>
</table>

BUDGET example:

<table>
<thead>
<tr>
<th>DECISION</th>
<th>CONTRACT</th>
<th>TITLE</th>
<th>RAC FORECAST</th>
<th>RAP FORECAST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>M87F13</td>
<td>TEST Forecasts</td>
<td>0 0 0</td>
<td></td>
<td></td>
<td>Delivered, Dec</td>
</tr>
</tbody>
</table>

3.1.1 Decisions EDF

1. Create a “New EDF” decision
3. Fill in at least all the required (bold) fields, and then click on the “Submit” button (all yellow warning messages are not blocking).
The Decision is created in CRIS. It receives a specific ID, and all the related tabs are automatically created.

4. Select the "Riders" tab and click on the "Modify" button.
In the "Riders" tab:

5. Select the "EDF number" by double-clicking on the corresponding yellow field, or the "Search" icon.

6. Enter a "Commitment type", and then click on the "Submit" button, or the "Validate" icon (all yellow warning messages are not blocking).
In the "Analytical Breakdown" tab:

7. Select the "EU Contribution", fill in at least one "Zone financing the action", and then click on the "Submit" button or the "Validate" icon (all yellow warning messages are not blocking).

Regarding Regional Decisions: The GESTOPE must also encode a "Zone financing the action" by country, as this information is already known at this stage.
In the "Financial Breakdown" tab:

8. Select the "Financial Breakdown" tab, click on the "New" button, and then select the "Budget Line" by double-clicking on the corresponding yellow-field or the "Search" icon.
9. Add the **total** "Amount", and then add the "Posting criteria" by double-clicking on the corresponding yellow field or the "Search" icon.

10. Click on "Submit" button (**no visa is required for this type of modification**).
3.1.2 Decisions BUDGET

1. Create "New Budget" decision
2. Select a decision year for 2015/2016/2017
3. Fill in at least all the required (bold) fields, and then click on the "Submit" button (all yellow warning messages are not blocking).
The Decision is created in CRIS. It receives a specific ID, and all the related tabs are automatically created.

4. Access the "Riders" tab and click on the "Modify" button.
In the “Initial Rider” tab:

5. Enter a “Commitment type (*)” and the “Legal justification”, and then click on the “Submit” button or the “Validate” icon.

(all yellow warning messages are not blocking).
In the 'Financial Breakdown' tab:

6. Access the "Financial Breakdown" tab, click on the "New" button, and then select the "Budget Line" by double-clicking on the corresponding yellow-field or "Search" icon.

7. Add the total "Amount", and then click on "Submit" button (no posting-criteria required for BUDGET).

All other fields will be updated automatically.

No "Analytical Breakdown" is required for Budget.

No visa is required.
3.2 Introduction and Life-cycle of Draft Contracts

3.2.1 Introduction

What do Draft Contracts correspond to?

- Individual contracts that are not yet registered in CRIS, but are expected to be signed in the year N or N+1.
- Calls for proposal launched by HQ (on-going or expected to start (aggregated estimation)).
- Contracts in the workflow, but not yet signed by the AOSD (Authorizing Officer by Sub-division).

When must a Draft Contract be created?

A Draft Contract must be created each time contracted and paid amounts are expected to impact DEVCO decisions (contracts on decisions), or DEVCO budget lines (EN - engaged - contracts without decisions) in year N or N+1.

Why are Draft Contracts created?

By using Draft Contracts, and linking them subsequently to CRIS Contracts, BPC ensures a detailed and coherent financial forecast breakdown.

How are Draft Contracts created?

Draft Contracts are created and managed in a simple Excel template containing two sheets: Hence one to create them, and one to manage them.

Draft Contracts can be created on draft or on-going decisions for each Delegation/Unit, or without decisions on DEVCO budget lines (only for the BUDGET).

3.2.2 Life-cycle

Draft Contracts have a limited life in the forecasting tool. In the short/medium term, they should be deleted, associated to CRIS contracts, or
re-allocated to other Draft Contracts.

Several management mechanisms have therefore been set up:

1. **Create Draft Contract:**
   - Select existing decision (if relevant) and budget line(s).
   - Assign to delegation (if relevant).
   - Define attributes (benefiting zone, (sub)nature, DAC Code,…).

2. **Update Draft Contract:**
   - Update attributes.
   - Delete draft contract (if finally the contract signature will not occur).

3. **For individual contracts** - Link draft with on-going CRIS contracts:
   - Identify the reference of the CRIS on-going contract corresponding to draft contract.
   - Link forecasts to CRIS on-going contract.

   b. **For regional or thematic call for proposals** - Re-allocate forecasts from call for proposals:
      - The initial financial forecasts (which are made by thematic or delegation "Chef de File") are split on to individual draft contracts according to the results of the call.

---

### 3.3. Creation of Draft Contracts

A video on **How to Create a Draft Contract** is also available in PDF format.

Click on "Open the file" when requested, and then "Enable All Features" once the PDF file opens (message just under the top menu bar).

To create a new Draft Contract, from the front page of the BPC Financial Forecasting Tool in the Encoding Section, click in the "Open" link to the right of the "Create & Manage Draft Contracts" title. The "Create & Manage Draft Contracts" template will open.

The "Create & Manage Draft Contracts" template is composed of two tab pages. Click on the "CREATE DRAFT CONTRACT*" tab (selected by default) to **create** a new draft contract.

- The first section displays the draft contracts created today for the delegation, but not yet updated in BPC list (1 day delay).
- The action buttons enable you to save draft contracts created, or to refresh data in the current template.
- The "Contract ID" drop-down list allows the selection of the draft contract number.
- The main attributes of the draft contract may also be defined.
- The "GESTOPE" field will be automatically set with the username.
- The "Decision" field on the bottom of the tab page enables you to link to either an appropriate decision (if relevant), or to budget line(s). Only decisions having active budget lines and belonging to the Delegation/Unit are displayed.

If you wish to create a draft contract not linked to a decision, you must select "NO_DEC" from the "Decision" field. If "NO_DEC" has been selected, you can choose any budget line.

Please note that the "NO_DEC" option is not available for the EDF. If a decision has already been selected, the choice will be limited to the budget line(s) of that decision.

By default, you may define 5 budget lines for a draft contract. Additional lines can be added by using the "Add" icon.

Click on the "CREATE" button at the top of the tab page to save your Draft Contract.

If all mandatory fields of the draft contract have not been completed, the system blocks the saving action and displays an error message. This is typically the case when nothing has been added to the fields for "Decision" and "Budget Lines". You must return in the template page and complete missing information if you wish to proceed with the creation of your draft contract.

If all the data has been correctly encoded, the system displays a message requesting the confirmation of the creation of the draft contract. If you confirm, a second message is displayed providing information that the data has been correctly sent to BPC database.

---

3.4 Management of Draft Contracts

A video on How to Update, Delete, and Link BPC Draft Contracts is also available in PDF format.

Click on "Open the file" when requested, and then "Enable All Features" once the PDF file opens (message just under the top menu bar).
To create a new Draft Contract, from the front page of the BPC Financial Forecasting Tool in the Encoding Section, click in the "Open" link to the right of the "Create & Manage Draft Contracts" title. The "Create & Manage Draft Contracts" template will open.

The "Create & Manage Draft Contracts" template is composed of two tab pages. Click on the "MANAGE DRAFT CONTRACT" tab to manage the draft contracts.

Please note that all changes will only take effect from the next day. All actions (update, delete or link) will therefore only have an impact from the next day!

### 3.4.1 Manage Draft Contracts

![Draft Contract Management Interface]

- The "Overview" top section displays the Draft Contracts created for your Delegation.
- In the "STEP 1" section, select the Draft Contract you want to manage.
- In the "ADAPT" section, you can update the Draft Contract description or attributes.
- Click on the "DELETE" button if you wish to delete the Draft Contract - only if the signature will never occur.
- Enter the CRIS Contact in the "LINK" section, and then click on the "LINK" button to link your Draft Contract to the recently signed CRIS Contract (both must be linked to the same decision). The financial forecast of the Draft Contract will be transferred to the CRIS Contract in your portfolio.

Please note that only contracts belonging to the same decision and created within the previous 2 years will be available for linking.

### 3.4.2 Impact

As for previous actions detailed above, you must first select the Draft Contract in the section "STEP 1" of the "MANAGE DRAFT CONTRACT" tab.

You may then link the Draft Contact to a CRIS Contract in the "LINK" section of the "MANAGE DRAFT CONTRACT" tab as detailed below.
1. You must first select the recently signed CRIS Contract, to link to the Draft Contract, from the drop-down list. By default the drop-down list includes all contracts belonging only to your Delegation, that are related to the same decision as the Draft Contract, and have been signed within the last year.

2. After selecting the CRIS Contract to link to the Draft Contract, click on the "Link" button. You are required to confirm that you want to link the two contracts.

After One Day:
- The Draft Contract will no longer appear in input template and will receive a specific status.
- The amounts forecasted in previous versions will be re-assigned automatically to the newly created CRIS Contract.
- For the amounts forecasted in the current version (version currently used to input information), there are two possible cases:
  1. Draft Contract and CRIS Contract use the same budget line(s) - Forecasts are fully re-assigned.
  2. Draft Contract and CRIS Contract use different budget line(s) - Forecasts are re-assigned to the CRIS Contract's Budget Line.

3.4.2.1 Immediate Impact

CREATE DRAFT CONTRACT Template

The created contract appears as already used in the template and is not selectable.
The Draft Contract is listed in the Delegation portfolio (under their decisions), and the user can start entering forecasted values to it. Attributes are not yet displayed.

### 3.4.2.2 Delayed Impact

#### CREATE DRAFT CONTRACT Template

New contracts IDs are available for creation (replacing the IDs used the previous day).

#### MANAGE DRAFT CONTRACT Template

The created Draft Contracts are displayed (with their attributes). They are indicated as active and can be updated, deleted, or linked to a CRIS Contract.
INPUT Template
Attributes of a created Draft Contract are also displayed in the input template.

### 3.4.3 Exceptions

**Shared Decisions**

To create new Draft Contract on a shared decision, please follow the following steps:

1. **Delegation/HQ Unit (A)** - owner of the shared decision - is the **only** Delegation/HQ Unit allowed to create Draft Contracts under this decision.
2. If Delegation (B) is required to create a Draft Contract under this shared decision, Delegation (B) **must request** Delegation/HQ Unit (A) to generate a Draft Contract on its behalf.
3. Delegation (B) can thereafter encode its financial forecasts on the newly-created Draft Contract that will appear in its BPC portfolio.

**Important Note:** It is the sole responsibility of the Delegation/HQ Unit that **has the created Draft Contract in its portfolio** to manage this Draft Contract (updating, linking or deleting actions), and not the Delegation/HQ Unit **owning the decision who created the Draft Contract.**

### 3.4.4 Linking Draft Contract to CRIS Contracts

A Draft Contract can also be linked to a CRIS Contract directly via the CRIS system.

**Mechanism**

1. Draft Contract information is sent from BPC to CRIS (6 AM GMT+1).
2. Users can link the CRIS Contracts to the BPC Draft Contracts in the “General” tab of the CRIS Contract.
3. Linking information is sent back to BPC and then will be processed.

**Conditions**

To be available for linking, the Draft and CRIS Contracts must:

- Have the same Delegation/Unit.
- Have the same Decision.
- Not be older than two years.
- Once a Draft Contract is linked (either in BPC or CRIS), it cannot be linked again.
- A CRIS Contract can be linked multiple times to several Draft Contracts.
- The person who can change the BPC reference is defined in the visa chain.
- Cris Contract linking will have priority over BPC Draft Contract linking.

Finally, to receive the linking information from CRIS, the linked CRIS Contract will verify the following conditions:

- Its status must be **Ongoing**, **Committed** or **Decided**.

Please note that the link can be done in CRIS despite the conditions, but the linking information will be sent to BPC only once the conditions have been verified.

If this previous information is correct, and all the requirements are met:

- The Draft Contract will no longer be displayed in the input template, and will receive a specific status (**linked**).
- The amounts forecasted in previous versions of the Draft Contract will be re-assigned automatically to the newly-created CRIS Contract.
- For the amounts forecasted in the current version (version currently used to input information), there are two possible cases:
  1. Draft Contract and CRIS Contract use the same budget line(s) - Forecasts are fully re-assigned.
  2. Draft Contract and CRIS Contract use different budget line(s) - Forecasts are re-assigned to the CRIS Contract's Budget Line.
3.5 Help

3.5.1 FAQ's

- I have created a Draft Contract, but I don't see the title and attributes in the encoding template.
  The Draft Contract is already present in the encoding template, and you are already able to add forecasts to it. You will see the attributes the following day.

- I have created a Draft Contract two days ago, but I still don't see the attributes and the Draft Contract in the management part of the template.
  Create an incident and send it to DEVCO APPLICATION SUPPORT.

- I have deleted a Draft Contract, but the forecast has still an impact on the RAP.
  The impact will be reflected the next day.

- I have two Draft Contracts with the same ID in my portfolio.
  This happens when two users create a Draft Contract simultaneously. You should first delete one of the two contract, and then create a new one with a different ID.

- I want to link a Draft Contract, but the CRIS Contract is not available in the drop-down list.
  The Draft Contract is not linked to the same decision as the CRIS Contract. For example: The Draft Contract was created under "NO_Dec", and you want to link it to a CRIS Contract financed by a CRIS Decision. Do a manual link - Copy/Paste the forecast of the Draft Contract on the CRIS Contract in the encoding template, and then delete the Draft Contract.
  The CRIS Contract was created in CRIS more than a year ago.

- I want to create a Draft Contract, but the decision is not available in the drop-down list.
  Please refer to Chapter 3.4.3 Exceptions and Chapter 3.4.4 Linking Draft Contracts to CRIS Contracts. Either the decision belongs to another Delegation/Unit, and they should create the Draft Contract for you, and then select their Delegation/Unit as "Delegation/Unit in charge" in the attributes of the Draft Contract. Or, the decision is not present in BPC (e.g. Unit B_01 created a Draft Contract for DELEG_LK).

3.5.2 Error Messages

- Error Message: The attribute selected is not valid.

You have encoded a wrong attribute (i.e. not recognised by the system), instead of double-clicking on the yellow cell and then selecting the option in the select box. The same type of error will also occur if you do not select a required attribute (omission error).
4. Encoding

A video on How to Encode Forecasts in BPC is also available in PDF format.

Click on "Open the file" when requested, and then "Enable All Features" once the PDF file opens (message just under the top menu bar).

4.1 Filter Page

From the BPC front page, click on the "Open" link of the "Encoding Template" in the "Encoding" section. The "Encoding" page will be displayed as illustrated below.
In the “Filter Settings” section (top left), you can filter by:

- Benefitting zone
- Decision
- Instrument (EDF / BUDGET)

In the “Report Lay-out” section, select the information required in the template. Select the least amount of information for a clearer layout.

In the “Actions” section, these are the possible actions:

- “GENERATED PORTFOLIO” to see the encoding template filled with your decisions and contracts.
- “SAVE DATA” to save your forecast.
- “OFFLINE MODE” to encode without a connexion.

The “Legend” section displays three tables with legends:

- The possible error massages that might occur when encoding your forecasts (e.g. “V” periodic issue).
- The risk levels.
- Conditional formatting indicators.

The “Validation Overview” section (top right) allows you to follow the validation process and progress.

The “Input Template Information” section displays information on:

- The latest template refresh.
- The mode (OFFLINE/ONLINE).
- The current user and date.

### 4.2 Components of the Encoding Template

All decisions and their related contracts will be displayed in one single Excel data sheet.

- The blue lines correspond to the total amount for the decision.
- The grey lines correspond to the total amount for a specific Budget Line.

You may first select by:

- A Decision (DECIDED, DECOMMITTED_DEC, or decision reference).
- The Contract (CONTRACTED, PAID, DECOMMITTEDCTR, or contract reference).
You will also find on the top line the standard attributes, and previously selected attributes from the “Report Lay-out” section (see above), which will help in identifying the contracts and decisions. You may filter the contracts/decisions based on any of these attributes.

1. The first section (left) displays the **amounts**:
   - **Decided** = Decided – Decommitted_DEC
   - **Contracted** = Contracted – Decommitted_CTR
   - **Paid**

   The **forecast amounts** are directly calculated from the actual amounts entered.

2. The second section (center) displays:
   - **RAC** = Decided – Contracted – Decommitted_DEC + Decommitted_CTR
   - **RAL** = Decided – Paid – Decommitted_DEC, or RAC + RAP
   - **RAP** = Contracted – Paid – Decommitted_CTR

   **Errors** in the indicators are highlighted in **red**.

3. The third section (right) displays:
   - An open input field on each line for comments.
   - Detailed monthly columns for forecasts (if necessary).
   - Only positive amounts must be entered in the template (including de-commitments).
   - If the risk level is **not** defined, the tool will automatically grant the **lowest** risk level (level 1).

---

**4.3. Save the Encoded Data**

Once you have encoded your forecast and the related risk level, click on the “SAVE DATA” button to save your work.
Only when the status is "Succeed" (see the above workflow illustration), will:

- Your data has been correctly saved into the system so that you may close the template.
- The periodic indicators (RAC, RAP & RAL) be re-calculated (every 30 minutes) into the encoding template so that they are included in the recently encoded amounts.
- All corrections made for "V" periodic errors (please refer to Chapter 4.4 Indicators below) be updated, so that the "V" indicator will no longer be displayed after the next automatic refresh of the indicators.

### 4.4 Indicators

#### 4.4.1 Global Indicator Error

Open the "Error Management Report" in the "Reporting for all (Delegations & HQ)" section of the BPC tool main page.

- Error with an exclamation mark "!" in the top filter box of the encoding template:
  - The forecasted amount too much (e.g. an executed amount in June, and a forecasted amount in July - counted as double and encoded on the wrong line).
  - The Draft Contract not linked (e.g. the "Contracted" amount forecasted was replaced by no actual amount as the Draft Contract is not linked to a CRIS Contract).

- Error with a "V" is a periodic issue and is explained in the next section below.

#### 4.4.2 Periodic Indicator Error
From the example illustrated above:

- The user encoded a PAID amount in February and in August 2016 on a Draft Contract, and a CONTRACTED amount in August 2016.
  - The global RAP over the years will be positive (CONTRACTED = 100,000 – PAID = 2 X 50,000 = RAP 0).
  - In February, the RAP amount is however 0 (zero), and there is no amount available to encode a PAID forecast, because the CONTRACTED amount only occurs in August. So, from February till August, the RAP will be negative.

- The user should either:
  - Move back the CONTRACTED forecast to February, or
  - Move forward the PAID forecast to August.

As a general logical rule: You should not forecast PAID amounts before you have sufficient forecasted CONTRACTED amounts, and therefore you should also not forecast PAID amounts if you do not already have sufficient forecasted CONTRACTED amounts.

Please note that for large shared decisions, corrections can be more complex as more amounts have an impact on the indicators.

### 4.4.3 Indicators Errors on Multiple Budget Line Decisions

In this case, it is important to see on which line the correction should be done.
4.5 Offline Mode

An automated function enables users to share the encoding task with other users offline by creating an offline template. An external user without a license or internet connection will be able to encode their forecast on this version of the encoding template. The person having shared the file will then be able to upload the amounts encoded offline once they are back online.

4.5.1 Generate Offline Version

By clicking on the "OFFLINE MODE" button, an offline encoding template will be automatically generated, and your system will propose to save the file on your computer. Once this is completed, you can easily send the template to be worked on offline (e.g. send it to a colleague).

4.5.2 Upload Offline Encoded Data

1. In Excel, click on the "File" tab, then click on the "Open" file option to select the offline encoding template version saved previously on your computer (see above).
2. Click on the "ONLINE MODE" button to put the encoding template back **online**.

3. Once the mode is "ONLINE", click on the "SAVE DATA" button to upload the encoded amounts.
4.6 FAQ’s

4.6.1 Negative Indicators on PO Decisions

I have encoded forecasts on Draft Contracts under a newly created PO (provisional) decision, and I have negative amounts in my forecasting indicators.

The decision has no available amount as it will only be reflected in BPC once the ORDO visa will have been granted in ABAC.

You must therefore encode a “Decided” forecast amount in the relevant month where the decision should receive the ORDO visa.
4.6.2 Cannot Save - Work Status Rule Violation

I try to save my data, but I get a “Failed” status, and an error message indicating that I "cannot save due to a work status rule violation".

The Delegation/Unit's forecast has already been validated at least once at the 1st validation (Head of Cooperation), and the template has been locked. If a change is required, you should ask the Head of FC Section, the HoD/U or the HQ Validator to reject the forecast.

4.6.3 Missing Contract or Decision in BPC Portfolio

I do not find either a contract, or a decision, in the portfolio of my Delegation/Unit in BPC.

The decision or contract is allocated to another Delegation/Unit in CRIS. The correction needs to be made in CRIS.

- UNIT - The “Entity in charge” must be the Unit (not a Directorate).

- DELEGATION - The “Delegation in charge” must be the Delegation, and “Entity in charge” must be the Directorate.

- STATUS
  - Decisions: EC, EG, DE or PO (only for those who have already been assigned to a Budget Line).
  - Contracts: EC, EG and DE.

Related Pages

Chapter 3 - Draft Contracts
Chapter 5 - Validation
All Chapters
5. Validation

A video is also available on How to Validate Forecasts in BPC.

Click on "Open the file" when requested, and then "Enable All Features" once the PDF file opens (message just under the top menu bar).

5.1 Dashboard
The Reports Template is sub-divided into three main sections:

- The top section "Summary" of the report shows the progress of the validation flow. A summary of the RAC, RAP & RAL indicators (forecasts included) of the Delegation is also displayed. General comments can be added (max. 500 characters).
- The center section of the report contains the "Dashboard" at Delegation level. This will aid the user in the validation/decision-making process.
- The bottom section of the report presents a "Forecast Analysis" by risk level.

These sections are further detailed below.

### Summary Section

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center</td>
<td>Contains the &quot;Dashboard&quot; at Delegation level.</td>
</tr>
<tr>
<td>Bottom</td>
<td>Presents a &quot;Forecast Analysis&quot; by risk level.</td>
</tr>
</tbody>
</table>

---

The Reports Template is sub-divided into three main sections:

1. **Summary Section**
   - Shows the progress of the validation flow.
   - Provides a summary of the RAC, RAP & RAL indicators (forecasts included) of the Delegation.
   - Allows general comments (max. 500 characters).

2. **Dashboard Section**
   - Contains a dashboard at the Delegation level.
   - Aids the user in the validation/decision-making process.

3. **Forecast Analysis Section**
   - Presents a forecast analysis by risk level.

---

### Summary Section Details

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAC</td>
<td>Indicators of Risk Acceptance.</td>
</tr>
<tr>
<td>RAP</td>
<td>Indicators of Risk Avoidance.</td>
</tr>
<tr>
<td>RAL</td>
<td>Indicators of Risk Allocation.</td>
</tr>
<tr>
<td>Forecasts</td>
<td>Predicted values for future periods.</td>
</tr>
</tbody>
</table>

---

### Dashboard Section Details

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data</td>
<td>Validation progress and decision-making metrics.</td>
</tr>
<tr>
<td>Indicators</td>
<td>RAC, RAP &amp; RAL indicators.</td>
</tr>
<tr>
<td>Forecasts</td>
<td>Predicted values for future periods.</td>
</tr>
</tbody>
</table>

---

### Forecast Analysis Section Details

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Level</td>
<td>Classification of risk levels (Low, Medium, High).</td>
</tr>
<tr>
<td>Analysis</td>
<td>Forecast analysis by risk level.</td>
</tr>
<tr>
<td>Indicators</td>
<td>Risk indicators for each category.</td>
</tr>
<tr>
<td>Forecasts</td>
<td>Predicted values for future periods.</td>
</tr>
</tbody>
</table>
The “Comments” fields are available to the user for editing are highlighted in yellow. The user must click on appropriate field to add the comment, then click on the “SAVE COMMENT” button. For each comment, the “Role”, “User ID” of the author and the “Date” of the comment are available. The user is invited to save a comment when validating the portfolio, so that the system can register their identity, and present a progress workflow to other users.

The indicator check will confirm to the Validator if any errors have been detected in the RAC, RAP, RAL amounts for contracts and decisions belonging to their Delegation. A shared decision error managed by another Delegation/Unit does not impact the indicators, and the forecasts can be validated.

The “VALIDATE” button will only be displayed if the following conditions are met:

- The user has the appropriate role in the validation process.
- The indicators are all valid (positive).

The “REJECT” button will enable the User to unlock the encoding template for the Encoder to modify the forecast (if required) before validation.

The encoding template is locked following the visa of the Head of Cooperation so that the following Validators may work in a stable environment. If the encoding template is locked, a pop-up window will be displayed to the Head of Cooperation so that they may change the status of the “Locked” template to “Submitted”.

If a forecast is rejected (i.e. not submitted), the validation process returns back to the first step. A pop-up window will be displayed to the Rejector so that they can change the status of the template from “Locked” to “Unlocked”. This will allow the input of forecasts to be possible again so that the Encoder may apply the necessary modifications as required.

Dashboard Section

In the “Financial Overview” table:

1. Depending on the forecasting version, the first column will show either:
   - During the Initial Forecast - The actual of the previous year, or
   - During the Mid-Year Forecast - The initial forecast encoded in January.

2. The Ongoing Forecast reflecting the encoding template (A).
3. Actuals (B).
4. **Left to Implement** = Full year forecast – Actual (A-B). The amount left to be implemented before the end of the year to achieve a 100% execution rate.

5. **Year-To-Date Forecast** = The initial forecast from January until the current month (C).

6. **Year-To-Date Variance** = YTD forecast – Actual (C-B). Shows what should have been implemented to achieve a 100% YTD execution rate. It gives the user a good indicator on the current accuracy of their forecast.

In the "Execution Rate" table:

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Initial Forecast DEL</th>
<th>Initial Forecast HQ</th>
<th>Mid-Year Forecast DEL</th>
<th>Mid-Year Forecast HQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decided</td>
<td>70%</td>
<td>90%</td>
<td>90%</td>
<td>92%</td>
</tr>
<tr>
<td>Contracted</td>
<td>75%</td>
<td>89%</td>
<td>75%</td>
<td>94%</td>
</tr>
<tr>
<td>Paid</td>
<td>78%</td>
<td>98%</td>
<td>98%</td>
<td>86%</td>
</tr>
<tr>
<td>Decommitted (DEC)</td>
<td>95%</td>
<td>80%</td>
<td>84%</td>
<td>93%</td>
</tr>
<tr>
<td>Decommitted (CTR)</td>
<td>68%</td>
<td>100%</td>
<td>91%</td>
<td>97%</td>
</tr>
</tbody>
</table>

For each **Amount Type**, the table gives the execution rate of the **previous year** for the:

- **Initial Forecast** validated by **Delegation** vs Actual
- **Initial Forecast** validated by **HQ** vs Actual
- **Mid-Year Forecast** validated by **Delegation** vs Actual
- **Mid-Year Forecast** validated by **HQ** vs Actual

It gives a good indicator on the **quality of the forecast** made by the Delegation, and on the **impact of the revision** of the HQ Validators.

In the "Absorption Capacity" table:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals</td>
<td>3.4</td>
<td>3.7</td>
<td>3.7</td>
</tr>
<tr>
<td>Initial DEL</td>
<td>3.7</td>
<td>3.7</td>
<td>3.7</td>
</tr>
<tr>
<td>Initial HQ</td>
<td>2.7</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>Mid-Year DEL</td>
<td>2.7</td>
<td>2.7</td>
<td>2.7</td>
</tr>
<tr>
<td>Mid-Year HQ</td>
<td>2.7</td>
<td>2.7</td>
<td>2.6</td>
</tr>
</tbody>
</table>

This table provides the Validator with the **RAL Absorption Time** of the Delegation/Unit **based** on the **previous year**'s actuals, **current** and **next year**'s forecasts.

For example: An absorption rate of 4 indicates that the Delegation will need 4 years to fully pay the amount decided.

In the "Portfolio Overview" table:

<table>
<thead>
<tr>
<th>Amount Type</th>
<th>Count</th>
<th>Total Amount</th>
<th>RAC FORECAST</th>
<th>RAP FORECAST</th>
<th>RAL FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decisions (EC, EG, DE)</td>
<td>36</td>
<td>708,490</td>
<td>111,271</td>
<td>142,419</td>
<td></td>
</tr>
<tr>
<td>Draft decisions (DR, PO)</td>
<td>4</td>
<td>75,000</td>
<td>31,800</td>
<td>66,485</td>
<td></td>
</tr>
<tr>
<td>Contracts (EC, EG, DE)</td>
<td>180</td>
<td>235,291</td>
<td>36,961</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft contracts (DR, RE)</td>
<td>85</td>
<td>124,449</td>
<td>37,850</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Combined = Actuals + Forecast

This table displays information on decisions (EC, EG, DE, PO and DR), contracts (EC, EG, DE), and BPC Draft Contracts (DR, RE) the Delegation/Unit is managing, and specified as **Amount Types**.

For each decision or contract **amount type**, the table displays the number of decisions and contracts managed respectively (**Count**), and their associated financial indicators (**Total Amount** (decided or contracted) based on the combined forecasts version, and the **RAC**, **RAP** and **RAL** for
In the **End-Year RAL Overview** table:

![End-Year RAL Overview](image)

This table includes a chart showing the **RAL Evolution** (on decisions only) from *previous year's actual to next year's forecast*. The breakdown of each component contributing to the RAL evolution from one year to the next is therefore displayed.

**RAL N-1 + DECIDED – PAID – DECOMMITTED_DEC = RAL N**

**Risk Overview Section**

The summary table consists of a breakdown of the different financial amounts characterising the financial situation of a Delegation/Unit, *risk-free* and *risk-adjusted*. In the breakdown, a distinction is also made to identify the budget support amounts.

The selection box in the centre of this section gives the user the possibility to select the year, and the instrument (EDF, BUDGET or ALL), that they wish to consult. Based on the selection, the table on the left, and the graph on the right, will automatically update.

The graphs provide an illustrated view to the Validator so they can compare the distribution of the risk levels with the contract measure types (i.e. Decided, Contracted and Paid amounts).

![Risk Overview](image)

**5.2 Detailed View**

The "**DETAILED VIEW**" second Excel worksheet of the validation template gives you a detailed portfolio overview of all your decisions and contracts with the related indicators.

The header contains the basic settings for the template:

![Detailed View](image)

You may enter the following information:
- **Risk Weighted** or **Risk Free**
- The **Delegation** is set by default as your Delegation, but you can change it.
- **View:**
  
  a. **Encoding** - Shows **only** the active contracts and decisions as in the Encoding Template.
  b. **Reporting** - Shows **all** the contracts and decisions **including** the closed and cancelled ones **not** present in the Encoding Template.

Directly after the header is an action bar containing all the call to action buttons.

- The "**REFRESH**" button to generate or re-generate the template.
- The "**Show/Hide Properties**" button to view more attributes (e.g. GESTOPE etc.)
- The "**Show/Hide Semesters**" button.
- The "**Show/Hide Decommitted**" button to view the **de-committed** contracts and decisions (DECOMMITTED_CTR and DECOMMITTED_DEC).

The first section (on the left) displays the **attributes**.
- The second section (center) displays the **actual N amounts**, and **N+1 and N+2 forecasted amounts**, for the current version, and for each amount type.
- The third section (on the right) displays the **RAC**, **RAP** and **RAL** for all contracts and decisions.

---

**5.3 FAQ’s**

**5.3.1 Incorrect Level for Validation**

*Not at the right level for being validated.*
The 1st validation by the Head of Cooperation must be done before the Head of FC Section can give their visa.

The Global Review by FC Section must be done before the 2nd Validation by HOD-U Validation.

5.3.2 Correct Indicators RAC RAP RAL

Please correct the indicators RAC RAP RAL in error.

For more information about these errors, please check the Error Management Report.

- At least one decision (RAC and RAL), or contract (RAP), belonging to the Delegation/Unit has a negative indicator.
- A shared decision in an error not belonging to the Delegation/Unit will not impact the RAC or RAL.

5.3.3 HQ Validator of Directorate

Please refer to the table below to determine who is the HQ Validator for your Directorate.
<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>BPC Username</th>
<th>E-mail address</th>
<th>Responsible Directorates for HQ validators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andreas GLATZ</td>
<td>glatzan</td>
<td><a href="mailto:Andreas.GLATZ@ec.europa.eu">Andreas.GLATZ@ec.europa.eu</a></td>
<td>Directorate A (except A5 where B6 is responsible) &amp; R and Units 01 - 05 (for Unit 06 E3/F3 is responsible)</td>
</tr>
<tr>
<td>2</td>
<td>Pietro Marino</td>
<td>marinpr</td>
<td><a href="mailto:Pietro.MARINO@ec.europa.eu">Pietro.MARINO@ec.europa.eu</a></td>
<td>Directorate A (except A5 where B6 is responsible) &amp; R and Units 01 - 05 (for Unit 06 E3/F3 is responsible)</td>
</tr>
<tr>
<td>3</td>
<td>Vincent CARTON</td>
<td>cartovi</td>
<td><a href="mailto:Vincent.CARTON@ec.europa.eu">Vincent.CARTON@ec.europa.eu</a></td>
<td>Directorate B &amp; C</td>
</tr>
<tr>
<td>4</td>
<td>Alexandru MITUL</td>
<td>mitulal</td>
<td><a href="mailto:Alexandru.MITUL@ec.europa.eu">Alexandru.MITUL@ec.europa.eu</a></td>
<td>Directorate B &amp; C</td>
</tr>
<tr>
<td>5</td>
<td>Gaëlle DOLEANS</td>
<td>doleage</td>
<td><a href="mailto:Gaelle.DOLEANS@ec.europa.eu">Gaelle.DOLEANS@ec.europa.eu</a></td>
<td>Directorate D &amp; E</td>
</tr>
<tr>
<td>6</td>
<td>Dorin PEREU</td>
<td>pereudn</td>
<td><a href="mailto:Dorin.PEREU@ext.ec.europa.eu">Dorin.PEREU@ext.ec.europa.eu</a></td>
<td>Directorate D &amp; E</td>
</tr>
<tr>
<td>7</td>
<td>Ernesto CAMPANELLI</td>
<td>campaer</td>
<td><a href="mailto:Ernesto.CAMPANELLI@ec.europa.eu">Ernesto.CAMPANELLI@ec.europa.eu</a></td>
<td>Directorate F &amp; G</td>
</tr>
<tr>
<td>8</td>
<td>Elena-Ramona Mindra</td>
<td>mindrel</td>
<td><a href="mailto:Elena-Ramona.MINDRA@ec.europa.eu">Elena-Ramona.MINDRA@ec.europa.eu</a></td>
<td>Directorate F &amp; G</td>
</tr>
<tr>
<td>9</td>
<td>Diane SERVAIS</td>
<td>servadi</td>
<td><a href="mailto:Diane.SERVAIS@ec.europa.eu">Diane.SERVAIS@ec.europa.eu</a></td>
<td>Directorate F &amp; G</td>
</tr>
<tr>
<td>10</td>
<td>Pietro MARINO</td>
<td>marinpr</td>
<td><a href="mailto:Pietro.MARINO@ec.europa.eu">Pietro.MARINO@ec.europa.eu</a></td>
<td>Directorate R</td>
</tr>
</tbody>
</table>

### 5.3.4 Template Validation - Splitting Mother and Daughter Delegations

In the validation template, is there a way to split other and daughter delegations? Can the daughter delegation validate its own report?

The portfolio of a Daughter Delegation can be viewed in two different ways in the input template. It is however not possible to split Mother and Daughter Delegations in the validation template. A Daughter Delegation is considered as an operational section in BPC validation workflow. The only visa that the Daughter Delegation will have to give is therefore the “1st validation” at Head of Cooperation level. The Daughter Delegation will then be aggregated with other Daughter Delegations/Operational Sections to constitute a portfolio view of the Delegation in charge to be validated by the F&C Section.
6. Reporting

6.1 Catalogue of Reports

<table>
<thead>
<tr>
<th>Type</th>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Variance Analysis Report</td>
<td>Run an execution rate analysis with a financial breakdown by financial instrument, entity in charge, nature, sub-nature, DAC code and beneficiary.</td>
</tr>
<tr>
<td></td>
<td>Actuals vs. Forecast - Monthly Report</td>
<td>View variance between actual amounts and forecasted amounts on a monthly basis.</td>
</tr>
<tr>
<td></td>
<td>Pivot Table Report</td>
<td>Create your own report by means of a pivot table. The user will have full flexibility to respond to specific reporting requirements.</td>
</tr>
<tr>
<td></td>
<td>Error Management Report</td>
<td>View error decisions and contracts in the encoding template per month, highlighting the month when the error first occurred.</td>
</tr>
<tr>
<td></td>
<td>Forecast Evolution Report</td>
<td>Compare the actuals of YEAR N-1 with the forecasts of YEAR N and N+1, including the percentage changes vis-a-vis the previous YEAR.</td>
</tr>
<tr>
<td></td>
<td>Draft Contract Report</td>
<td>Generates a report of the active Draft contracts created by specific user, Unit/Delegation and their current forecast by year N and N+1</td>
</tr>
<tr>
<td>Required by HQ</td>
<td>YTD and Semester Report</td>
<td>Generate a list of contracts showing FULL YEAR and YTD execution rate on contracted and paid amounts.</td>
</tr>
<tr>
<td></td>
<td>All Risk Levels by Decision Report</td>
<td>View variance between actual amounts and forecasted amounts on a YTD and semester view.</td>
</tr>
<tr>
<td></td>
<td>Decision Absorption Period Report</td>
<td>Analyse the absorption periods by decision with filtering possibilities.</td>
</tr>
<tr>
<td></td>
<td>Risk by Contract/Decision Report</td>
<td>View forecast and comment by contract and by risk level.</td>
</tr>
<tr>
<td></td>
<td>Directorate G Report</td>
<td>Generate a list of decisions showing the RAC, RAP and RAL, as well as the forecast on all risk levels by semester and FULL YEAR</td>
</tr>
</tbody>
</table>

6.2 Reporting Filters

Access a report from the "Reporting" sections on the top center part of the BPC Financial Forecasting Tool index page.
Once you have clicked on the reporting link that you require, the reporting template will open. On the top of the reporting template, you will find the "Filters" section.

### Filters

<table>
<thead>
<tr>
<th><strong>Year</strong></th>
<th>2015</th>
<th><strong>Measure Type</strong></th>
<th>PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delegation/Unit</strong></td>
<td>ALL DG</td>
<td><strong>Risk</strong></td>
<td>RISK WEIGHTED</td>
</tr>
<tr>
<td><strong>Validation Period</strong></td>
<td>2014</td>
<td><strong>FED/BUDGET</strong></td>
<td>ALL</td>
</tr>
<tr>
<td><strong>Forecast Version</strong></td>
<td>INITIAL VALIDATED BY HQ</td>
<td><strong>Execution Rate</strong></td>
<td>FULL YEAR</td>
</tr>
</tbody>
</table>

- **Year** - Select the year of the forecast.
- **Delegation/Unit** - Select the Delegation/Unit/Directorate/DEVCO/ALL DG.
- **Validation Period** - Select the period when the forecast was validated.
- **Forecast Version** - Select the forecast version to analyse.
- **Measure Type** - Decided/Contracted/Paid/Decommitted_CTR/Decommitted_DEC.
- **Risk**
  1. **Risk Free** - Amounts encoding template.
  2. **Risk Weighted** - Amounts encoded re-calculated based on the risk level.
- **FED/BUDGET** - Select FED/BUDGET/ALL.
- **Execution Rate**
  1. **Full Year** - Forecast vs Actual of all year
  2. **Year-to-Date** - Forecast vs Actual till the current month of the year

In the present example selection (see images below):

**Scenario** - View the Paid Risk Weighted forecast of year 2015, validated by HQ in 2014 (validation period), for the FED and for the BUDGET. The execution rate will be calculated on a FULL YEAR basis.

**Initial** version validated in January.
Mid-Year version validated in July.

Ongoing version (current month is September).

Year-to-Date and Full-Year Execution Rate (current month September).
If you select **YTD**, and if the current month is **July** and the version is **Mid-Year** validated in year **N**, the execution rate will be higher as you compare **ACTUAL** vs **FORECAST** until the month of July for both amounts (see columns on the left in the above illustration).

### Related Pages

- **Chapter 5 - Validation**
- **All Chapters**

**BPC Chapter 7 - Roles**

[Version française sur cette page]
7. Roles

Please find below an overview of the roles and responsibilities in BPC Financial Forecasting.

7.1 Encoding

Who?

GESTOPE:
- Nominated Project Managers in the operational section of Delegations.
- Nominated Project Managers in HQ Units.

Responsibilities:
- Encode the commitment, de-commitment and payment forecasts for their decisions/contracts (Administrative Budget Lines excluded, except for the FED).
- Attribute the appropriate risk level to the forecasts.
- Insert comments related to the forecasts when required.
- Liaise with the next actors for approval once all the forecasts have been encoded or adjusted (please refer to the diagram below).
- Proceed with the corrections or adjustments of forecasts in the case of refusal/comments by one of the next actors with the help of the Error Management Report.
- Create and manage Draft Contracts by linking them to CRIS Contracts, or by deleting obsolete Draft Contracts in BPC.
7.2 First Validation

Who?

- Head of the Cooperation in the Delegation.
- One of the nominated Project Managers in HQ units.

Responsibilities:

- Verify the forecasts for the portfolio of all the operational sections.
- Validate or reject the forecasts and comment when relevant (give the first validation visa in BPC).
- Organise "Forecast Review Meetings" with all necessary actors when no agreement is reached with the Verification Unit in HQ. In the case of forecast rejection by the Verification Unit in HQ, no first validation is necessary in Delegations. The validation chain will start with the FCA (Finance and Contracts) section in the Delegation, followed by the final validation by the HQ Verification Unit.

7.3 Global Review

Who?

- Head of the Finance and Contracts section, or nominated person in charge (SPOC) in the FCA section in Delegations.
- Person in charge in the FCA Unit of the Directorate in HQ.

Responsibilities:

- Review the forecasts in terms of compliance with financial rules, contracting procedures, financial management, etc.
- Verify the forecasts at a more detailed level (decision/contract level) if necessary.
- Give Global Review visa in BPC in Delegations.

The SPOC will be in charge of:

1. The global coordination of each forecasting exercise.
2. The coordination with HQ Verification Units.
3. The management of user access and plug-ins installation.
4. Acting as first-level support (when possible) to users, and at each level in the Delegation during upcoming forecasting exercises.
5. The monitoring of the execution of the financial forecasts.
6. The coordination of regular updates of the forecast in the live/ongoing version of BPC.
7. The coordination with daughter Delegations (when applicable).
8. Ensuring that BPC users in the Delegation have attended necessary trainings.

7.4 Second Validation

Who?

- Head of Delegation (HoD), or Head of Cooperation (HoC) in Delegations.
- Head of Unit (HoU) of the Project Manager in HQ.

Responsibilities:

- Perform the final review of the forecasts.
- Verify the forecasts on a more detailed level (decision/contract level) if necessary.
- Validate or reject the forecasts before the 31st of January or the 15th of July, and comment when relevant (give 2nd validation visa in BPC).
- Commit to achieve the forecasted amounts (the forecasts validated in the initial exercise of January will be used as a benchmark for the KPI's).

7.5 HQ Verification

Who?

The Verification Units in HQ:

- Person in charge in the Finance and Contracts Units of the Directorate (except for Directorates D & E).
- Person in charge in the Planning ACP and Horizontal Coordination Unit D3 for Directorates D & E.

Who is the HQ validator for my directorate?

Responsibilities:

- Review the validated forecasts at Directorate and Budget Line Levels, in terms of quality and realism.
- Verify the forecasts at a more detailed level if required.
- Verify the elements detailed at point 22.2.3.3 of the Companion.
- Validate or reject the forecasts before the 15th of February or the 31st of July, and comment when relevant (give validation visa in BPC).
- Participate in forecast review meetings.
- In charge of the general coordination of each forecasting exercise at the Directorate level and liaise with SPOCs in Delegations and Geo-Coordinators at HQ.

They will monitor the execution of the Financial Forecasts at Directorate level and will coordinate the regular update of the forecast in the live/ongoing version of BPC.

7.6 Particular Case: Management of Shared Decisions

Who?

Project Managers in Delegations/HQ Units.

Responsibilities:

- In the Delegation/HQ Unit managing the shared decision - Create Draft Contracts in BPC on behalf of Delegations implementing contracts on this decision.
- In the Delegation/HQ Unit contracting on the shared decision - Request the creation of Draft Contracts to the managing Delegation (entity in charge in CRIS of the decision). Once the Draft Contract is created in your Delegation/HQ Unit, you are responsible for encoding forecasts on these lines. If there is an error in the indicators related to a shared decision, please make sure with the managing
entity of the decision that your forecasts are correct.

**Important Note:** It is the responsibility of the Delegation/HQ Unit that has the newly-created Draft Contract in their portfolio to manage this Draft Contract (modification, linking or deleting actions), not of the owner of the decision who created the Draft Contract.

### 7.7 Tips & Tricks

User's **To-Do-List** for each forecasting exercise:

**STEP 1 - DRAFT DECISIONS**
- **Create** PO Decisions in CRIS that are linked to a Budget Line.
- **During the initial exercises, all Draft Decisions should be created before the 31/12.**

**STEP 2 - DRAFT CONTRACTS**
- **Link** the Draft Contracts to the contracts in CRIS. All forecasts will be transferred from the Draft Contract to the correct CRIS Contract to have the executed amount and a positive RAP.
- **Delete** the draft contracts that are not used.
- **Create** new Draft Contracts if required.

**STEP 3 - ENCODING**
- **Update** the forecast while comparing it to the *actual* in the encoding template so to avoid a double errors (e.g. the current month is July, and you have encoded a forecast in August but the amount was executed in June which creates a double error).
- **Encode** new forecasts if required.
- **Verify** your forecast on shared decisions. Even with negative shared decisions in their portfolio, the user will be able to save and validate.

**STEP 4 - VALIDATING**
- **Control** the dashboard in the validation template.
- **Validate or reject** the forecast.

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**Related Pages**

- [Chapter 1 - Introduction](#)
- [All Chapters](#)