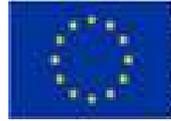




Department  
for Work &  
Pensions



**European Union**  
European  
Social Fund

# ECLAIMS Process for Self-Declared Adjustments (SDAs)

## Applicant Guidance

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# 1. Self-Declared Adjustments (SDAs)

- 1.1. Where a Grant Recipient identifies voluntarily that an error has been made in a claim which has already been paid by the ESF Managing Authority, the Grant Recipient can submit an SDA (CPR Article 122(2) (b)).
- 1.2. When a Grant Recipient submits an SDA, the ESF Contract Management team will review the type of error, the circumstances under which it occurred and the pattern of other SDAs and Irregularities relating to the same project. The ESF Contract Management team will then decide if the issue reported via the new SDA should be treated as a 'Technical/Clerical Adjustment' or instead be treated as an 'Irregularity'.
- 1.3. If an error reported by the Grant Recipient is treated as a 'Technical/Clerical Adjustment' by the ESF Managing Authority the Grant Recipient will need to repay the funds and those funds can then be re-cycled into the same ESF Project for use as part of a later, valid claim.
- 1.4. If an error reported by the Grant Recipient is treated as an 'Irregularity' by the ESF Managing Authority, again the Grant Recipient will need to repay the funds, however those funds cannot be re-cycled into the same ESF Project. The contracted value for the ESF Project will therefore be reduced by the total value of the 'Irregularity' and those funds will not be available for re-use by that ESF Project.
- 1.5. Where you need to repay funds affected by an SDA, your Contract Manager (or CFO Lead) will confirm how these funds will be recovered from you e.g. via offsetting against a future claim or, if the final claim has already been paid for your ESF Project, via Demand Note/Debt Recovery processes.
- 1.6. An SDA can be submitted at any time, but please see para 1.7 below. The SDA must link to a claim period which has already been paid and usually be within the same calendar year the claim was made. If an SDA is submitted outside this period, the Managing Authority (MA) will consider these declarations on a case by case basis.
- 1.7. If a Grant Recipient submits an SDA Adjustment **after** they have been notified that the same ESF Project has been selected for an Article 125 On-The-Spot Visit or Article 127 Audit Authority visit but the visit has not yet taken place, or the visit has taken place and the associated outcomes are still being finalised by the Managing Authority or Audit Authority, the SDA will usually be treated as an Irregularity.
- 1.8. Where a Grant Recipient is notified that their ESF Project has been selected for an Article 125/127 inspection, but there is an existing error they have already identified but not yet submitted via SDA, the Grant Recipient should collate evidence of detection and other details of the error as usual, including the date the error was identified and evidence of the identification date and ensure this information is uploaded into ECLAIMS as part of the SDA. The ESF Managing Authority will then consider this information – including the date of error detection in comparison to the date the Grant Recipient was notified of the upcoming A125/A127 visit - when deciding if the SDA should be treated as a Technical/Clerical Adjustment or an Irregularity.

- 1.9. Where a Grant Recipient has been notified that their ESF Project has been selected for audit by another audit body e.g. National Audit Office (NAO), European Commission Auditors (ECA) etc., then SDAs should not be submitted for that ESF Project until the relevant NAO/EC audit has been completed
- 1.10. In all cases, where an ESF Project submits an SDA but the same ESF Project has made the same or similar errors in the past but they have failed to sufficiently rectify their systems to avoid the same errors again, the ESF Managing Authority may choose to treat the new SDA as an Irregularity, rather than a Technical/Clerical Adjustment.

**The Grant Recipient should contact the Contract Manager prior to entering any SDAs on ECLAIMS to discuss the issue they are trying to resolve and agree whether an SDA is appropriate. If an SDA is agreed, the Grant Recipient should also notify their Contract Manager by email once they have completed submission of the relevant SDA.**

- 1.11 SDAs should only be used to correct/deduct monies from previous claim(s) and only where the Grant Recipient has paid more funds than they are entitled to as a result of the error. If a Grant Recipient identifies an error which means they may have under-claimed funds in their previous claim(s), this should not be corrected via the SDA process. Instead the Grant Recipient should include the 'missing' expenditure in their next quarterly claim, ensuring the relevant expenditure description explains the reason for this element of the claim. The Grant Recipient should also be able to provide the relevant documentary evidence relating to that expenditure if the MA selects that expenditure for a claims check. For example, a Grant Recipient incurs an invoice cost of £110 ESF costs from a supplier. However, in their next claim they mis-claim and only request £100 ESF for that expenditure and the claim is then paid by the MA. As a result of a later internal check, the Grant Recipient realises they have under-claimed £10 ESF. The Grant Recipient can include an expenditure line for the £10 ESF funding in their next claim, explaining this is a £10 under-claim against a previous total invoice amount of £110 ESF. If selected for an evidence check, the original evidence of the invoice will be needed, together with:
- an explanation of which previous, paid ESF claim the under-claimed expenditure relates to;
  - the Transaction Line ID number for the original, under-claimed expenditure;
  - and the descriptor wording used in the previous claim for that under-claimed item of expenditure.

**Prior to the submission of any under-claimed funds in a new ESF claim, the Grant Recipient should discuss this with their Contract Manager.**

- 1.12 If, once the ESF Managing Authority has considered all of the SDA information, they decide to treat the SDA as a 'Technical/Clerical Adjustment' this will be recorded in ECLAIMS and the SDA will show in the system as 'Converted to Technical/Clerical Adjustment'.
- 1.13 If the ESF Managing Authority decided to treat an SDA as an Irregularity, this again will be recorded in ECLAIMS and the SDA will show in the system as 'Converted to Irregularity'.

- 1.14 In both cases the ESF Contract Manager will notify the Grant Recipient of the outcome of their SDA.

## 2 Irregularities

2.1 Definition: CPR Article 2 (36): 'irregularity' means any breach of Union law, or of national law relating to its application, resulting from an act or omission by an economic operator involved in the implementation of the European Structural Investment Funds, which has, or would have, the effect of prejudicing the budget of the Union by charging an unjustified item of expenditure to the budget of the Union.

2.2 To reduce the risk of Grant Recipients incurring and claiming ineligible expenditure, below are examples of common irregularities, please note **this list is not exhaustive**:

- Missing items of paperwork such as invoices or bank statements
- Costs not defrayed/ paid by the lead applicant or partner (of a consortium type project)
- Deficiencies in the ESF Project's management and control systems
- Failure to retain, share and protect project documentation in line with ESF guidance
- Failure to adhere to ESIF Branding and Publicity Guidance eg. not displaying posters or logos on project documentation
- Using an unapproved apportionment methodology for shared overhead costs
- Not undertaking a fair, open, transparent, and competitive procurement exercise in line with EU Regulations
- Staff costs, including any applicable hourly rate and/or fixed rate methodologies, not calculated in line with the agreed methodology, ESF Eligibility Rules or ESF Programme Guidance
- Any over-claiming for the costs of items, services or staff included in a claim to the ESF MA;
- No evidence, insufficient evidence or ineligible evidence to substantiate participant claimed outputs such as on programme, completions, progression, achievement and job outcomes
- No evidence, insufficient evidence or ineligible evidence to support outputs/ results
- Costs claimed for activities that are not project specific or within the correct priority axis or investment priority
- Failure to adhere to State Aid regulations
- No evidence or insufficient evidence to demonstrate a participant is eligible for ESF support

- Claiming for staff not detailed in the ESF Project Funding Agreement/Application or a subsequent updated staff list agreed in advance with the ESF Contract Manager.
- 2.3 It is the ESF Managing Authority's decision on whether an error reported via the SDA route should be treated as a 'Technical/Clerical Adjustment' or an Irregularity'.

### 3. How to report and submit a Self-Declared Adjustment

- 3.1. All SDAs should be submitted by the Grant Recipient using the ECLAIMS IT system. **The Grant Recipient should contact the Contract Manager prior to entering any SDAs on ECLAIMS to discuss the issue they are trying to resolve and agree whether an SDA is appropriate. If an SDA is agreed, the Grant Recipient should also notify their Contract Manager via email once they have completed submission of the relevant SDA.**
- 3.2. When calculating and inputting the SDA value, the Grant Recipient should ensure that Flat Rate Indirect Costs (FRIC) **are not included** in the recorded SDA value by their ECLAIMS SDA Editor. If the affected error has any related FRIC costs, these will automatically be calculated and added by the ECLAIMS system.
- 3.3. Grant Recipients should identify staff to perform the 'SDA Editor' role, this will be formalised within ECLAIMS once the 'ECLAIMS external user access form' has been completed. SDA Editors are tasked with creating and submitting the SDA on behalf of the Grant Recipient, including collating all the relevant information in the form and associated documents and ensuring supporting documents are uploaded to ECLAIMS as part of the SDA.
- 3.4. The Grant Recipient should ensure that each SDA recorded in ECLAIMS is accurate and also that the information recorded includes the following details:
- How the error was discovered – by whom and as part of what checks?
  - The date of discovery;
  - Which transaction lines are affected in each previously paid claim;
  - The amount of funding affected; and
  - The remedial action taken to reduce the risk of the same error occurring again in future;
  - All supporting calculation information e.g. **exact** calculation breakdown and/or comparison of costs claimed vs costs which should have been claimed, which has been used to determine the amount of the SDA.
  - For delegated ESF non-CLLD grant projects using Delegated Grant Defrayal Model 2 (set out in Action Note 026/18 on [GOV.UK](https://www.gov.uk)) only, if a local grant recipient organisation has returned unspent grant funding to the Accountable Body but the Accountable Body has already claimed and been paid this grant funding by the Managing Authority, the supporting evidence for the resulting

Self-Declared Adjustment should also include details of the defrayed, original grant funding payment to the local grant recipient as well as the reason for the return of funds by the local grant recipient.

**Failure to provide this information may result in the SDA being rejected.**

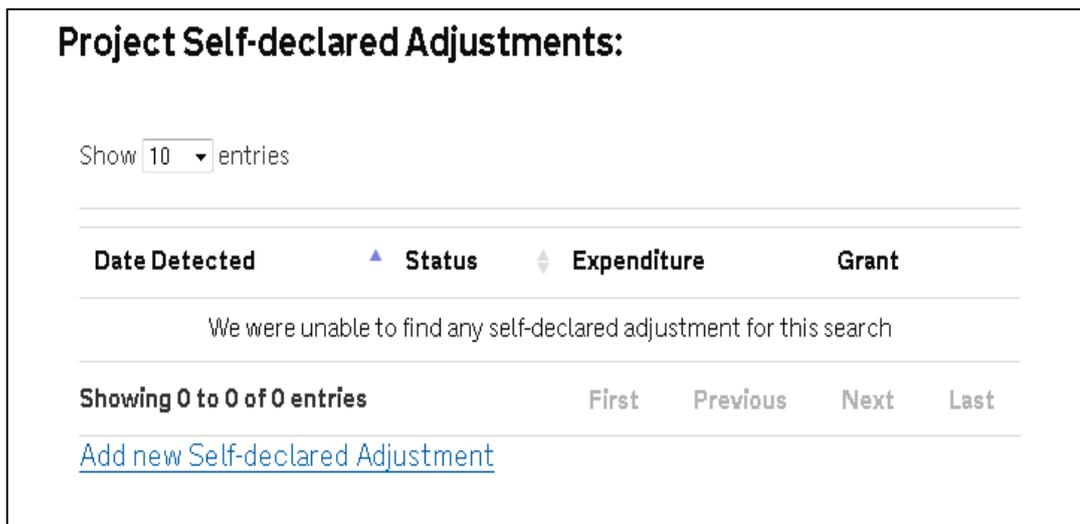
- 3.5. An SDA will only be processed once the Managing Authority has sufficient information to make a decision on how the SDA should be treated. If the Managing Authority does not have sufficient information, they will return the SDA to the Grant Recipient via ECLAIMS, requesting the missing information. The Grant Recipient will then need to address the issues raised by the Managing Authority and then re-submit the SDA, again using ECLAIMS.

## 4. How to record and submit a Self-Declared Adjustment on ECLAIMS

- 4.1. When the SDA Editor logs into ECLAIMS, the following options will appear. Select **'Self-declared Adjustments'**.



- 4.2. The SDA home screen shows any existing SDA's for the same ESF Project. To create a new SDA, select the link **'Add new Self-declared Adjustment'**.



- 4.3. The SDA Editor must complete the **'Details'** and **'Financial Breakdown by Category'** sections in turn by selecting **'Next'**. More information on these screens can be found from para 4.6 onwards.
- 4.4. The **'Action'** section is optional, **'History'** is automatically populated by the system.
- 4.5. When **'Save Draft'** is selected, this will show in the SDA home screen (as in 4.2) with a status of **'created'** and it can be edited. Only select **'Submit'** when the SDA Editor has fully completed all relevant sections and the SDA Reviewer has approved the content.
- 4.6. Populate the fields in the **'Details'** screen:

**Source:** ensure **'Self-Declared Adjustment'** is populated here.

**Other Reference:** is an optional free text box, the editor can enter any references their project has used for this SDA.

**Date Detected:** Date the SDA was identified.

**Name:** is a free text box, insert the name of the officer who detected the SDA.

**Function:** this is a free text box, insert the function of the officers' role.

**Workplace/team options:** ensure **'Grant Recipient'** is populated here.

**Comment:** is an optional free text box, enter any additional, supporting information or comments here not already recorded in the previous fields (as per para 3.4 of this guidance).

Select **'Next'** to continue to the following section **'Financial Breakdown by Category'**.

- 4.7. In the **'Financial Breakdown by Category'** section, the drop down menu will not work, the SDA Editor must select **'Add new category'** first:

**Financial Breakdown by Category**

**Existing Category**  
Please select a category to view the corresponding transactions

**Existing Subcategory**  
Please select a subcategory to view the corresponding transactions

[Add new category](#)

**Save and continue**   [Save and quit](#)   [PDF](#)

- 4.8. All submitted claims will appear at the top of the screen, from here, the SDA Editor must select the claim the SDA refers to using the tick box then select **'View Transactions'**. This will enable the editor to select the applicable transaction from that claim (see step 4.9 for an example of the transaction list).

### Financial Breakdown

Selected	Claim Number	Period
<input type="checkbox"/>	28S16C00118/CL/14Q02/01	2014 - Q02

[View Transactions](#)

- 4.9.

	Claim Number	Line Item Number	Details	Expenditure	Expenditure Adjustment
<input type="checkbox"/>	01	1	ESF - direct staff costs A	1,000.00	0.00
<input checked="" type="checkbox"/>	01	2	ESF - direct staff costs B	10,000.00	0.00
<input type="checkbox"/>	01	3	ESF - direct staff costs C	10,000.00	0.00
<input type="checkbox"/>	01	4	ESF - direct staff costs D	10,000.00	0.00

- 4.10. Once the transaction(s) relative to the SDA have been selected, click **'Categorise transactions link'** which is located at the bottom of the screen.

TOTAL

[Categorise transactions](#)
[Cancel](#)

- 4.11. There will be two drop down menus at the top of the screen (you may need to scroll up the page), use the first **'Category'** drop down menu to select the area the SDA falls under, i.e. expenditure, publicity or contractual etc.
- 4.12. Using the **'Subcategory'** drop down menu, select an option that most appropriately describes the nature of the error. In this case we have selected 'expenditure' in the main category field and 'duplicate items' in the subcategory field (see example at 4.14).

- 4.13. The **'Description'** field should be used to enter precise details of the SDA such as the type of funding – ESF or Match, its value. Please refer to section 3.4 of this guidance for required details.
- 4.14. Under **'File'**, there is the function to upload supporting documentation. If you have not done so in the Description box, you must upload an explanation regarding the expenditure here together with a copy of any supporting calculations. Only the following file types should be uploaded to ECLAIMS:

.xlsx / .doc / .docx / .pdf / .txt

**NOTE:** When you select 'browse' you will be able to select the relevant document from your electronic folder(s). You will then be presented with some additional fields to record the File Description and File Category for that document.

Please ensure supporting documents are uploaded with a clear, appropriate file name and with a unique version number recorded in the File Description field.

The document file name **must** also include the ESF claim period(s) covered by the SDA e.g. 2018Q1, 2018Q2.

For example:

SDA Breakdown Calculation – 2018Q1 2018Q2 – V1.0

When uploading each document, you should also include you select the File Category; **'Irregularities Letter/Report'** for all SDA supporting documents.

If you have more than one supporting document to upload, select **'Add Another'**. Once you have uploaded all supporting documents, click **'OK'** to continue.

### Financial Breakdown by Category

* Category	* Subcategory
<input type="text" value="Expenditure"/>	<input type="text" value="Duplicate items"/>

Description

File

No file selected.

[Add Another](#)

[OK](#)

- 4.15. Next, on the same Financial Breakdown by Category screen, select '**Edit**' against each transaction line in each claim where you need to record an SDA error value for that transaction line.

### Financial Breakdown by Category

**Existing Category**  
Please select a category to view the corresponding transactions

Expenditure

**Existing Subcategory**  
Please select a subcategory to view the corresponding transactions

Duplicate items

Category	Expenditure - Duplicate items				
Description	free text				
Attachment(s)					
Claim Number	Line Item Number	Details	Expenditure	Expenditure Adjustment	Action
01	2	ESF - direct staff costs B	10,000.00	1,000.00	<a href="#">Edit</a>

[Edit Category](#) [Delete Category](#)  
[Add new category](#)

- 4.16. Enter the total SDA adjustment value (ESF + Match minus costs) i.e. how much overspend there is, ensuring you never use negative values select '**save**'.

**NOTE:** When calculating the ESF + Match figure to record in this field, you do not need to include any Flat Rate Indirect Costs applicable to that expenditure.

ECLAIMS will automatically check that line to see if there were any Flat Rate Indirect Costs (FRIC) included in that line of expenditure and, if so, ECLAIMS will add on any extra FRIC costs before doing a final calculation using the correct intervention rate and presenting you with an accurate, grand total figure.

If your ESF Project covers more than one Category of Region, you will be presented with a box to complete for each Category of Region. Please record the relevant SDA amount per individual Category of Region per selected transaction line.

Once you have completed the correct figures, select 'Save' and repeat steps 4.15 and 4.16 for each claim & line item affected by the SDA.

**Expenditure adjustment**

Transaction number: 2  
 Cost Category: ESF - direct staff costs  
 Description: B

	Eligible Expenditure	Expenditure Adjustment
Total	10,000.00	1,000.00
More developed	4,000.00	<input type="text" value="1000"/>
Transition	6,000.00	<input type="text" value="0"/>

4.17. The SDA Editor will return to the screen below. From this screen there are options for editing the SDA if required. Using the drop down menus at the top of the screen, the SDA Editor must select the category and sub-category to be amended. A summary for that category will be displayed below showing the details entered, then:

To change either the **claim, transaction, financial category** (drop down), description or attachments for a category, select **'Edit Category'**. Follow steps from 4.8 to 4.17 in this guidance document, make amendments where necessary by selecting the appropriate content.

- 'Save Changes' must be selected to continue.
- To **amend** the breakdown, reselect 'edit' (as per 4.15)
- To **delete** a category, use both drop down menus to select the relevant category and select 'Delete Category'.
- To **add** more categories, select 'Add new Category' which will take the SDA Editor back to step 4.8, proceed as normal.
- Once all categories have been added, select **'Next'** to continue.

**Financial Breakdown by Category**

**Existing Category**  
Please select a category to view the corresponding transactions

**Existing Subcategory**  
Please select a subcategory to view the corresponding transactions

Category: Expenditure - Duplicate items  
 Description: free text  
 Attachment(s):

Claim Number	Line Item Number	Details	Expenditure	Expenditure Adjustment	Action
01	2	ESF - direct staff costs B	10,000.00	1,000.00	<a href="#">Edit</a>

[Edit Category](#) [Delete Category](#)  
[Add new category](#)

- 4.18. **Action** is optional, it allows further specific SDA details to be entered, if required, click on **'insert'**. Select **'Next'** to proceed.

If you have submitted your SDA to the ESF Managing Authority, but the Managing Authority has returned the SDA to you for further information and/or action, you can record the action you have taken in this screen before re-submitting your SDA to the MA. In each case, once you have recorded your comments select 'Insert' to ensure your comments are saved.



- 4.19. The final screen **'History'** will display any history relating to the SDA, including any amendments made by the SDA Editor/Reviewer.
- 4.20. From here, the editor can either save as a draft or submit. The SDA Editor should select **'Save draft'** and once the SDA Reviewer is content the information is accurate, they should select **'Submit'**, then contact their Contract Manager to notify them that the SDA has been submitted to the Managing Authority.
- 4.21. The SDA Editor / Reviewer will return to the SDA home screen which will display the SDAs and its status:
- When the SDA Editor has selected **'Save draft'**, the status will show as **'created'** and can be edited.
  - When the SDA Reviewer has selected **'Submit'** this will show as **'draft'** and cannot be edited.
- 4.22. Once the SDA has been saved as a draft, the option to **'Delete'** will also appear. If this option is selected, a confirmation message will appear. Once 'yes' has been selected, the draft SDA will be removed from the system.
- 4.23. Once the MA has reviewed your SDA and decided on the relevant action, they will record the outcome in ECLAIMS.
- 4.24. Your Contract Manager (or CFO Lead) will also notify you of the outcome, including any relevant arrangements that will be used to recover the affected funds from you.

## 5. Project Financial Profile

- 5.1. The Project Financial Profile (PFP) Table shows the financial position of the project, in particular funds available to spend and the cumulative value of expenditure recovered due to Irregularities and Technical Clerical Adjustments combined, and expenditure recycled solely related to Technical Clerical Adjustments. You can access the Project Financial Profile table from the Options menu on the Project main screen.

Options Menu
<a href="#">Manage Project</a>
<a href="#">Manage Claims</a>
<a href="#">Self-declared Adjustments</a>
<a href="#">Project Change Requests</a>
<a href="#">Irregularities/Technical Clerical Adjustments</a>
<a href="#">Procurement Register</a>
<a href="#">Asset Register</a>
<a href="#">Project Financial Profile</a>
<a href="#">Full Application</a>
<a href="#">Project Documents</a>
<a href="#">Visit Queries</a>

An explanation for the different fields in the Project Financial Profile table can be found below:

**Original Contracted Budget:** Value per the projects Funding Agreement

**Grant: 'ESF' value**

**Revenue: 'ESF' value**

**Deduction:** Total of ALL recoveries, so this includes all Irregularity and Technical Clerical adjustment values.

**Amount Written Off:** Total value of expenditure written off by Managing Authority. This figure does not impact the value of the Net Contracted Budget

**Net Contracted Budget:** Original Contracted Budget value minus value of all recoveries (Deductions).

Total value of **expenditure recycled** back into the project as a result of Technical Clerical Adjustments. ESF value only

Project Financial Profile						
Description	Expenditure	Capital	Revenue	Grant	Capital	Revenue
Original Contracted Budget	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Current Contracted Budget	£9,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Deductions	£1,300.00	£0.00	£1,300.00	£850.00	£0.00	£850.00
Amount Recycled				£250.00	£0.00	£250.00
Amount Written off				£500.00	£0.00	£500.00
<b>Net Contracted Budget</b>	<b>£1,998,700.00</b>	<b>£0.00</b>	<b>£1,998,700.00</b>	<b>£999,600.00</b>	<b>£0.00</b>	<b>£999,500.00</b>

### Examples:

- 5.2 If the MA have decided that the expenditure should be treated as an **Irregularity**,

the funds will be recovered but will NOT be recycled back to the project.

- The 'Original Contracted Budget' value will not change.
- 'Deductions' will increase to reflect the value of the new Irregularity (note: the Deductions figure is the total value of all Irregularities and Technical Clerical Adjustments).
- 'Amount Recycled' will not change because funds relating to Irregularities are not recycled back to the project.
- The Net Contracted Budget applicable to your ESF Project will reduce. You will then only be able to commit and spend funding up to the value of your revised Net Contracted Budget figure.

In the example below, a £1,351.15 Irregularity, has been processed on a project that is 50% ESF funded and 50% match funded.

You will see on the left side of the screen.

- a £1,351.15 'Deduction'.
- the 'Net Contracted Budget' has reduced by £1,351.15 of £1,999,648.45.
- The original contracted budget remains unchanged.

On the right side of the screen you will see:

- the £1,351.15 'Deduction' has been split to reflect the 50% ESF value. (£675.58)
- The 'Net Contracted budget' has reduced to reflect the deduction.
- The 'Original Contracted Budget' remains unchanged.

Project Financial Profile						
Description	Expenditure	Capital	Revenue	Grant	Capital	Revenue
Original Contracted Budget	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Contracted Budget as of Version 2	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Current Contracted Budget	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Deductions	£1,351.15	£0.00	£1,351.15	£675.58	£0.00	£675.58
Amount Recycled				£0.00	£0.00	£0.00
Amount Written off				£0.00	£0.00	£0.00
<b>Net Contracted Budget</b>	<b>£1,998,648.85</b>	<b>£0.00</b>	<b>£1,998,648.85</b>	<b>£999,324.42</b>	<b>£0.00</b>	<b>£999,324.42</b>

5.3 If the MA have decided that expenditure is to be treated as a **Technical Clerical Adjustment**, funds will be recovered from the projects finances before being recycled back to the project.

- The 'Original Contracted Budget' value will not change.
- 'Deductions' will increase to reflect the value of the new technical clerical adjustment (note: this figure is the total value of all Irregularities and Technical Clerical Adjustments).

- 'Amount Recycled' will increase to reflect the addition of expenditure solely relating to Technical Clerical Adjustments (split by Match & ESF values).
- The Net Contracted Budget will not reduce as a result of the Technical/Clerical Error.

**NOTE:** When checking to see the current total amount of ESF funding applicable to your project, the figures in the 'Expenditure' and 'Revenue' columns in the right side of the Financial Profiles table will show you the current, applicable amounts.

To calculate the total amount of ESF + match funding applicable to your project, you can then do an offline calculation and multiply the current 'Revenue Net Contracted Budget' figure in the right hand bottom corner of the Financial Profile Table by the current intervention rate for your ESF Project.

Continuing the example above, a £100 SDA has now been submitted by the Grant Recipient. The MA have agreed that funds should be recycled and therefore convert the SDA to a Technical Clerical Adjustment.

On the right side of the screen you will see:

- the £100 'Deduction' has been split to reflect 50% ESF value (£50).
- The 'Net Contracted budget' in both the Grant & Revenue columns remains unchanged.
- The Original Contracted Budget remains unchanged.

Project Financial Profile						
Description	Expenditure	Capital	Revenue	Grant	Capital	Revenue
Original Contracted Budget	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Contracted Budget as of Version 2	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Current Contracted Budget	£2,000,000.00	£0.00	£2,000,000.00	£1,000,000.00	£0.00	£1,000,000.00
Deductions	£1,451.15	£0.00	£1,451.15	£725.58	£0.00	£725.58
Amount Recycled				£50.00	£0.00	£50.00
Amount Written off				£0.00	£0.00	£0.00
<b>Net Contracted Budget</b>	<b>£1,998,548.85</b>	<b>£0.00</b>	<b>£1,998,548.85</b>	<b>£999,324.42</b>	<b>£0.00</b>	<b>£999,324.42</b>

**Note:** You may notice that the PFP table shows a Net Contracted Budget value that is higher than the Original Contracted Budget (Funding Agreement value); this higher figure will show until the process for recycling funds back to the project has completed by the Managing Authority.

## 6. History

- 6.1 The History screen for each Irregularity or Technical Clerical Adjustment reflects the action that has been taken.
- 6.2 If you want to view the History of an Irregularity or SDA, select the **'Irregularities/Technical Clerical Adjustment'** or **'Self-Declared Adjustment'** hyperlink from the left menu.
- 6.3 Then select **'view'** against the relevant Irregularity/TCA/SDA.

In this example you can see that the SDA 'status' was converted to a Technical Clerical Adjustment to enable funds to be recycled back to the project.

Date Detected	Status	Expenditure	Grant	
12/09/2019	converted to technical clerical adjustment	£500.00	£250.00	<a href="#">View</a>

- 6.4 You will now be able to view the Version History by selecting the **'History'** hyperlink at the top of the screen.

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**BETA** This is a new service - your [feedback](#) will help us to improve it.

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[History](#)

- 6.5 You are then presented with the different versions. In this example there are two versions. You can view each version by selecting the **'view'** hyperlink.

## Version History

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Show 10  entries

Version *	Created By	User Roles	Last Modified	Link
1	Ruth Big Lottery External	Self-declared Adjustment Creator	12/09/2019 12:46	<a href="#">view</a>
2	Ruth Irregularity Creator Manager DWP	Irregularity Manager	12/09/2019 13:59	<a href="#">view</a>

Showing 1 to 2 of 2 entries 1

Version 1 shows the action taken by the Grant Recipient submitting the SDA. Version 2 shows the action taken by the MA Irregularity Manager to convert the SDA to a Technical Clerical Adjustment.