

MINISTERU GHALL-AFFARIJJIET
EWROPEJ U UGWALJANZA

SEGRETARJAT PARLAMENTARI
GHALL-FONDI EWROPEJ U
DJALOGU SOCJALI



MINISTRY FOR EUROPEAN AFFAIRS
AND EQUALITY

PARLIAMENTARY SECRETARIAT
FOR EUROPEAN FUNDS AND
SOCIAL DIALOGUE

Diviżjoni għall-Ippjanar u Koordinazzjoni tal-Prijoritajiet

Planning and Priorities Co-ordination Division

31st October 2018

To: All stakeholders

Re: **Revision to MA Circular 01/2018 – Annex 2 – SFD Guidelines update**

Reference is being made to the Structural Funds Database guidelines (Annex 2) to the MA Circular 01/2018 entitled ***How to Insert a Payment Claim – for Staff costs type of expenditure.***

The user guide is being revised taking note of system changes during this year, most notably the introduction of enhancements related to reimbursements of payment claims and the “Payment Claim Multiple Invoices” module. It is important to note that the payment claims for Salaries are to be processed as Reimbursements. This is automatic in the case of the Payment Claim Multiple Invoices. The latter is expected to be used where more than one rate is to be processed, i.e. covering more than one type of employee position.

Jonathan Vassallo
Head - Managing Authority

Enc. 1 – Revised User Guide