EUROPEAN ANTI-FRAUD OFFICE
Anti-Fraud Information System (AFIS)

IMS
Irregularity Management System

User Manual 9: Excel export and import

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IMS User Manual
Irregularity Management System

Document Identification

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Summary:	Keywords:
IMS is the application that allows the preparation and submission of irregularity reports to the European Anti-Fraud Office (OLAF). This manual is meant to describe the features of IMS.	Irregularity Management System (IMS)

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Document History

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0.1	0	01/10/2015	Document creation	C	All
0.2	1	26/10/2015	Added the country officer functions and actions (manage reference data, change ownership, change reporting structure). Improved document layout	C, D, I, R	All
0.3	2	17/11/2016	Internal review in AFIS	C, D, I, R	All
0.4	3	30/05/2018	Aligned introduction and contact pages, final review business owner	C, D, I, R	All

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

Reference Documents

Ref.	Title	Reference	Version	Date
RD1	How to connect to AFIS Portal using Secure Internet connection	How to connect to AFIS Portal using Secure Internet connection	6.0	12/07/2017
RD2	How to connect to AFIS Portal using CCN	How to connect to AFIS Portal using CCN	4.0	14/07/2017
RD3	AFIS Portal User Manual	AFIS-APM-UserManual.docx	6.0	29/01/2018

Table of Contents

About this Manual

The initial IMS-manual, released in 2016, became too big, therefore it is has been split up into booklets. Each booklet is a manual which deals with a particular subject.

The following manuals have been created or will be created:
1.	IMS-concepts
2.	IMS-users and their roles
3.	Cases and requests
4.	How to access IMS
5.	Create a case
6.	Update, close, reopen and cancel a case
7.	Amend and anonymise a case
8.	Search
9.	Excel export and import
10.	List, view and print
11.	Abbreviations and acronyms
All manuals will be published on ALIB (AFIS Library) and CIRCABC.

The manuals are meant as an orientation tool for all IMS-users. They gather information users should be familiar with in order to be able to exploit the IMS-application.

The overall description of the features of IMS, of the way in which users are organised, as well as of the procedures, sequences of steps and tasks implied, intend to improve the ease and efficiency of working with the application.

In its larger part, the manuals contain minute presentations of the functionalities, commands, fields, as well as the way in which users should work with irregularity cases and requests.

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

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

This icon is used for temporary limitations of the system. They will be removed from the document in a future version of the system.

Warning! Very important information, please read carefully.

Tip to improve a working practice

This manual concerns "Excel export and import" and describes how to export and import data.

The IMS-manuals are not meant to provide an in-depth-explanation or in-depth-interpretation of the regulations and reporting obligations. The Handbook on Requirements to report irregularities provide such information. You will find the handbook also on ALIB and CIRCABC.

1. Export Cases and Requests

Introduction

All cases and all requests can be exported as an MS excel file. This will make it possible for you to perform all kind of tasks such as for instance quality checks, analyses or uploading it any other database.

You can export all types of requests:
- request to create a case
- request to close a case
- request to cancel a case
- request to reopen a cae
- request to amend a case
- request to anonymise a case

The status of a case is not relevant. Of course if you export a case with the status CANCELLED, the export will only contain some basic reference data of tab page 1.

You can export one, two to many, as well as all cases or requests. The export is based on your selection. IMS will always create per export task one excel file.

The export will be in the format xlsx, follow the structure of IMS and will always contain all in IMS available fields. In other words, also fields which were left empty or irrelevant for a specific competence or fund will be exported.

Depending on the browser that you are using, you will be asked to open or to save the file after the export has been completed.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

ZERO NOTIFICATIONS are not considered to be cases or requests therefore cannot be exported.

1

Home	Cases	Requests	Search	Export / Import status ▾	Administration ▾		👤 My info

Request overview	1 Identification	2 Personal data	3 Operation - general	4 Operation - Specific - Project	5 Operation - Specific - Agriculture
	6 Irregularity	7 Detection	8 Amounts	9 Recovery	10 Sanctions	11 Comments	12 EC	+	−

Request overview

Request ID	561972
Request type	Create
Request origin	User Input
Registration date	09/05/2018 11:09:46
Date of last change	15/05/2018 16:02:57
Creator	PL_MF_DO_Z21
Case ID	148824

[View history] [Print] [Export] [Back]

2

[View history] [Print] [Export] [Back]

📊 IMS_Export_Case_.....xlsx ^

3

	A	B	C	D	E	F	G	H	I
	Reporting path	Registration date	Date of last change	Case status	Request status	Request ID	Request type	Case ID	Reference number - OLAF
		31/05/2017	12/09/2017	OPEN				138859	AMIF / RO / AMPNFAMI / 2017 / 44966

2. Export Requests

2.1   Introduction

The procedure to export cases and requests is the same. In this manual, we will explain the export of requests as well as the export of cases to instruct you as IMS-user as detailed as possible. Of course, this will lead to some repetition.

⚠ On the following pages, examples are used to demonstrate the export data. Please be aware that an export depends on the browser that you are using. The examples used in this manual are based on the use of CHROME (version 64). The use of a different browser can lead to other (in between) steps in the export process. The end result will always be the same.

2.2   Export a request

An export of a request can be achieved in several ways. You can:
1. Push the button EXPORT when you are in a request
2. Select from a tab page one or more requests and push the button EXPORT
3. Select via search and push the button EXPORT.

Ad 1 Push the button EXPORT when you are in a request
You can export the request which you are viewing or working on by a click on the button EXPORT. You will find that button at the bottom of the screen (see image 1).

As soon as you push the button EXPORT, the request will be exported in excel. At the left bottom of the screen a message will pop up with the name of the excel file (see image 2).

You click or double click on it and it will open (see image 3).

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

⚠ Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | ▲ My info |

| ↓ Incoming (136) | → Outgoing (0) | ⬚ Finalised (0) | ⚠ Rejected (78) | ▤ Draft (0) | ◯ Zero Notification (814) | ⬈ Sent to OLAF (361300) | ▣ All |

Search

List of requests   Refresh

☐	Request ID	Reference number - OLAF ↕	Reference number - national	Request type	Date of last change	Creator	Status
☑	558991	ERDF / CZ / MMR1 / 2015 / 10001	CZ.04.1.05/3.2.66.1/1728	Close	16/04/2018 15:43:06	CZ_MMR	Sent by CZ_CKB
☑	493855	ERDF / DE / RP / 2007 / 110002	DE/RP/07/0002/FD/0	Cancel	21/08/2017 11:17:41	DE_RP_EFRE	Sent by DE_BMF
☐	446463	ERDF / DE / SH / 2010 / 2006	390	Cancel	15/05/2017 15:17:31	DE_SH_EFRE	Sent by DE_BMF
☐	547851	ERDF / DK / 01 / 2011 / 10007	USK 93S-2448-Å05-01395	Close	14/02/2018 13:43:05	DK_FERV	Sent by DK_FERV
☐	547849	ERDF / DK / 01 / 2011 / 10005	USK 93S-2448-Å05-1524	Close	14/02/2018 13:36:14	DK_FERV	Sent by DK_FERV

Showing 1 to 5 of 136 record(s)   Page size 5 ▾   « ‹ **1** 2 3 4 5 6 7 8 9 10 ... › »

Export

2

| | | | View history | Print | Export | Back |

📊 IMS_Export_Case_.....xlsx   ^

3

	A	B	C	D	E	F	G	H	I
1									
2	Reporting path	Registration date	Date of last change	Case status	Request status	Request ID	Request type	Case ID	Reference number - OLAF
3		16/04/2018		OPEN	SENT	558991	CLOSE	100001	ERDF / CZ / MMR1 / 2015 / 10001
4		18/08/2017		OPEN	SENT	493855	CANCEL	18638	ERDF / DE / RP / 2007 / 110002

Ad 2 Select from a tab page one or more requests and push the button EXPORT
The tab page REQUEST can, depending on your role, consist out of several sub tab pages:
- Incoming
- Outgoing
- Finalised
- Rejected
- Draft
- Zero notification
- Sent to OLAF
- All

By clicking on one of the sub tab pages, a screen will open on which you will find the requests that belong to that tab page. IMS will display 5, 20, 50 or 100 requests per page depending on the choice you made at the bottom of the page in the box PAGE SIZE. In the example, the page size is set on 5 (see image 1).

Example:
If you click on the sub tab page INCOMING, an overview will be provided of all incoming requests thus the requests that have been sent by a lower reporting authority. In the example, the tab page incoming contains in total 136 requests. You will find that indicated in the header of the tab page.

(Note: tab page incoming implies that a manager of the reporting authority should check the requests, approve (or reject) the requests and send them to the next level).

You can select one or more of these incoming request by ticking the tick box in front of each REQUEST ID after which you can push the button EXPORT with as result that all selected requests will be exported in excel (xlsx). In the example, 2 requests have been selected.

You can also export all on the screen displayed requests by ticking the tick box on top of the column, next to the term REQUEST ID. This means that you can export in one go maximum 5, 20, 50 or 100 requests depending on the choice you made in the box PAGE SIZE. In the example the page size has been set on 5 thus maximum 5 requests can be exported (thus not the total number of 136 records!).

As soon as you push the button EXPORT, the request will be exported in excel. At the left bottom of the screen a message will be displayed that an excel file has been created (see image 2). You click or double click on it and it will open (see image 3).

If you want to export more requests than the requests displayed on the screen, you need to do that via the tab page SEARCH and sub tab page REQUEST SEARCH CRITERIA (see on the next page Ad 3 Select via search and push the button EXPORT).

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |
| Case search criteria | Request search criteria | | | | | | |

Reference number - OLAF

Case ID

Fund
AMIF Asylum, Migration and Integration Fund   ✖ ▾

Country
Select a value ▾

Persons

Person involved

National ID number

Operation - general

Search   Export   Reset

2

☑ Please confirm to go to the Export / Import status page. Note the below ID as the reference to download the file.   ✕

11122329

Yes   No

3

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | 👤 My info |

Import requests

Search

Export / Import status   Refresh

Task ID ⬍	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11122332	IMS_Export_Case_16052018075420_AFIS_Operations.xlsx	Export case		16/05/2018 07:54:20	16/05/2018 07:54:20	16/05/2018 07:54:20	2 (2 ; 0)	Completed

Showing 1 to 5 of 5 record(s)   Page size 20 ▾   « ‹ 1 › »

Ad 3 Select via search and push the button EXPORT.
The tab page SEARCH REQUESTS and sub tab page REQUEST SEARCH CRITERIA offer you the possibility to search for one, two to many, or all requests. Just define your search and push the button EXPORT.

In the example, the fund AMIF has been selected which implies that all requests related to the fund AMIF will be displayed or exported (see image 1). Of course, you can add additional criteria. You can fine tune your search as detailed as you want.

Start with as less as possible search criteria and, if necessary, add later additional search criteria to fine tune or limit your selection.

After having pushed the button EXPORT, a confirmation message will be displayed (see image 2).

Click **Yes** to go to the tab page 'EXPORT/IMPORT STATUS. The page will be displayed. You will find there a table which contains several columns (see image 3).

A brief explanation of the different columns:

Header	Description
Task ID	All exports performed get a unique ID (sequence number of the task)
Filename	When the export task is completed, shows the name of the Excel file to export and its extension (**.xlsx**)
Task	Describes the task. In this situation, the task is: **Export request**
Action	No value
Action date and time	The date and time of the export. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Start date and time	The date and time at which IMS started to export the data. This is NOT available when the status is 'Not started'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
End date and time	The date and time at which IMS finished the export. Only available if the status is 'Completed'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Number of records (OK; NOK)	This number is visible only for the tasks that are either in progress or completed. It shows the total number of requests (to be) exported and in brackets if the export was successful or not. While exporting, IMS shows for every 1,000 the progress of the number of requests already exported. Therefore, IMS shows the total number of requests and the number of records that are OK (OKAY) and NOK (NOT OKAY). OK (OKAY) – requests already processed / exported successfully NOK (NOT OKAY) – requests not exported due to a problem *For example:* *3500 (1000 ; 0) means 3500 total requests should be exported, 1000 are already processed, 0 requests found with problems.* *3500 (3500 ; 0) means 3500 total requests should be exported, 3500 are exported, 0 requests found with problems.*
Status	Possible statuses: ▪ Not started ▪ In progress ▪ Completed

If you view a screen with a display resolution below 1024 pixels, fewer columns are displayed. 'Case ID', 'Reference number–OLAF', 'Registration date', 'Date of last change', and 'Status' remain always visible.

1

Import requests

Search

Export / Import status   Refresh

Task ID	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11122332	IMS_Export_Case_16052018075420_AFIS_Operations.xlsx	Export case		16/05/2018 07:54:20	16/05/2018 07:54:20	16/05/2018 07:54:20	2 (2 ; 0)	Completed

Showing 1 to 5 of 5 record(s)

Page size 20 ▾

« ‹ **1** › »

2

Opening IMS_Export_Case_16052018075420_AFIS_Operations.xlsx   ⊠

You have chosen to open:

📄 **IMS_Export_Case_16052018075420_AFIS_Operations.xlsx**

   which is: Microsoft Excel Worksheet (15.7 kB)
   from: https://afis.olaf.europa.eu

What should Firefox do with this file?

◉ _O_pen with   Microsoft Excel (default)   ▾

○ _S_ave File

☐ Do this _a_utomatically for files like this from now on.

                       OK   Cancel

3

Case search criteria   Request search criteria

Reference number - OLAF   Persons

Case ID   **Person involved**

Fund   **National ID number**

AMIF Asylum, Migration and Integration Fund   ✕ ▾

Country   Operation - general

Select a value   ▾

Search   **Export**   **Reset**

2.3 Export Search Results

As already mentioned, when you click on the file name a confirmation message is displayed which offers you the possibility to open the file or to save the file (see images 1 and 2).

Make your choice.

Open the file
In case you opt for "open with", an excel file will appear on the screen in which the requests are displayed. From row 3 onwards you will find your data. Rows 1 and 2 contain the field headers. The file can be saved on your computer via the normal excel procedure, including renaming the file.

Save the file
You can also opt for "save". In that case, IMS will ask you in which folder the file should be saved. The normal excel procedure is applied thus you can also change the name of the file. After having it saved, you can open the file.

From row 3 onwards, each row represents a request. The first two rows contain the headers of the fields.

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

When you export search results, the cases/requests are directly exported as an excel file, they will not be listed on screen.

If you first want to check your search, then you can push the button SEARCH and the results of your search will be displayed on the screen without exporting them. You can then select one or more of these requests and push the button EXPORT as described above under Ad 2. If you want to export your search completely, you have to rerun your search but instead of clicking on SEARCH, you click on EXPORT (see image 3).

When you export search results, the export task is performed in an asynchronous way meaning that the export operation starts after preceding operations have been completed. The file is added to a status list and put into a queue for being processed.

If there are more than 100 requests, the export task waits in the queue for other tasks to be completed, if any exist. As soon as the other tasks are completed, the export starts.

If there are less than 100 requests to export, the export task starts immediately, without waiting in the queue.

Awaiting the export, you can continue to work in IMS.

IMS
Irregularity Management System

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

Case overview 1 Identification 2 Personal data 3 Operation - general 4 Operation - Specific - Project 5 Operation - Specific - Agriculture 6 Irregularity

7 Detection 8 Amounts 9 Recovery 10 Sanctions 11 Comments 12 EC **+** **−**

Case overview

Case ID	143893
Registration date	25/09/2017
Date of last change	25/09/2017
Status	OPEN
Case version	1

Close case Amend View history Print Export Back

2

View history Print Export Back

📄 IMS_Export_Case_.....xlsx ∧

3

	A	B	C	D	E	F	G	H	I
1									
2	Reporting path	Registration date	Date of last change	Case status	Request status	Request ID	Request type	Case ID	Reference number - OLAF
3		25/09/2017	25/09/2017	OPEN				143893	YEI / BE / AFSE / 2017 / 49778

3. Export Cases

The procedure to export cases and requests is in principle the same as the procedure to export requests. In this manual, you will find a detailed explanation for the export of requests as well as the export of cases in order to instruct the IMS-user as detailed as possible.

3.1 Export a case

An export of a case can be achieved in different ways. You can:
1. Push the button EXPORT when you are in a case
2. Select from a tab page one or more cases and push the button EXPORT
3. Select via search and push the button EXPORT.

Ad 1 Push the button EXPORT when you are in a case

You can export the case which you are viewing or working on by a simple click on the button EXPORT. You will find that button at the bottom of the screen (see image 1)

As soon as you push the button EXPORT, the case will be exported in excel. At the left bottom of the screen a message will be displayed that an excel file has been created (see image 2). You click or double click on it and it will open (see image 3).

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

Ad 2 Select from a tab page one or more cases and push the button EXPORT
The tab page CASES can, depending on your role, consist out of several sub tab pages:
- Open
- Closed
- Zero notification
- Cancelled
- Expired
- Anonymised
- All

By clicking on one of the sub tab pages, a new screen will open on which you will find cases that belong to that tab page. The total number of cases is displayed in the header of the tab page. In the example, the tab page OPEN contains 47422 cases. IMS will display 5, 20, 50 or 100 cases per page depending on the choice you made at the bottom of the page in the box PAGE SIZE. In the example, the page size is set on 5.

You can select one or more of these open cases by ticking the tick box in front of each CASE ID. After you have made your selection, you push the button EXPORT with as result that all selected cases will be exported in excel (.xlsx). You can also export all on the screen displayed cases by ticking the tick box on top of the left column (tick box next to the header CASE ID).

In the example (see image 1), two cases have been selected.

As soon as you push the button EXPORT, the cases will be exported in excel. At the left bottom of the screen a message will pop up with the name of the excel file. You click or double click on it and it will open (see image 2).

If you want to export more cases than the cases displayed on the screen, you need to do that via the tab page SEARCH and sub tab page CASE SEARCH CRITERIA (see on the next page Ad 3 Select via search and push the button EXPORT).

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

| Case search criteria | Request search criteria |

Reference number - OLAF | Persons

Case ID

Person involved

Fund

AMIF Asylum, Migration and Integration Fund ✕ ▾

National ID number

Country

Select a value ▾

Operation - general

Search | Export | Reset

2

☑ Please confirm to go to the Export / Import status page. Note the below ID as the reference to download the file. ✕

11122329

Yes | No

3

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

Import requests

Search

Export / Import status | Refresh

Task ID↓	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11122332	IMS_Export_Case_16052018075420_AFIS_Operations.xlsx	Export case		16/05/2018 07:54:20	16/05/2018 07:54:20	16/05/2018 07:54:20	2 (2 ; 0)	Completed

Showing 1 to 5 of 5 record(s)   Page size 20 ▾   « ‹ **1** › »

Ad 3 Select via search and push the button EXPORT.
The tab page SEARCH CASES offers you the possibility to search for one, several or all cases. Just define your search and push the button EXPORT.

In the example, the fund AMIF has been selected (see image 1)

As soon as you push the button EXPORT, a confirmation message is displayed (see image 2).

Click **Yes** to go to the tab page 'EXPORT/IMPORT STATUS. The page will be displayed. You will find there a table which contains several columns (see image 3).

A brief explanation of the different columns:

Header	Description
Task ID	All exports performed get a unique ID (sequence number of the task)
Filename	When the export task is completed, shows the name of the Excel file to export and its extension (**.xlsx**)
Task	Describes the task. In this situation, the task is: **Export request**
Action	No value
Action date and time	The date and time of the export. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Start date and time	The date and time at which IMS started to export the data. This is NOT available when the status is 'Not started'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
End date and time	The date and time at which IMS finished the export. Only available if the status is 'Completed'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Number of records (OK; NOK)	This number is visible only for the tasks that are either in progress or completed. It shows the total number of requests (to be) exported and in brackets if the export was successful or not. While exporting, IMS shows for every 1,000 the progress of the number of requests already exported. Therefore, IMS shows the total number of requests and the number of records that are OK (OKAY) and NOK (NOT OKAY). OK (OKAY) – requests already processed / exported successfully NOK (NOT OKAY) – requests not exported due to a problem *For example:* *3500 (1000 ; 0) means 3500 total requests should be exported, 1000 are already processed, 0 requests found with problems.* *3500 (3500 ; 0) means 3500 total requests should be exported, 3500 are exported, 0 requests found with problems.*
Status	Possible statuses: ▪ Not started ▪ In progress ▪ Completed

⚠ If you view the screen with a display resolution below 1024 pixels, fewer columns are displayed. 'Case ID', 'Reference number–OLAF', 'Registration date', 'Date of last change', and 'Status' remain visible.

1

Task ID	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11122332	IMS_Export_Case_16052018075420_AFIS_Operations.xlsx	Export case		16/05/2018 07:54:20	16/05/2018 07:54:20	16/05/2018 07:54:20	2 (2 ; 0)	Completed

Home   Cases   Requests   Search   Export / Import status ▾   Administration ▾   👤 My info

Import requests

Search

Export / Import status   **Refresh**

Showing 1 to 5 of 5 record(s)   Page size 20 ▾   « ‹ **1** › »

2

Opening IMS_Export_Case_16052018075420_AFIS_Operations.xlsx   ✕

You have chosen to open:

📊 **IMS_Export_Case_16052018075420_AFIS_Operations.xlsx**

    which is: Microsoft Excel Worksheet (15.7 kB)
    from: https://afis.olaf.europa.eu

What should Firefox do with this file?

⦿ Open with   Microsoft Excel (default)   ▼

◯ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

3

	A	B	C	D	E	F	G	H	I
1									
2	Reporting path	Registration date	Date of last change	Case status	Request status	Request ID	Request type	Case ID	Reference number - OLAF
3		31/05/2017	12/09/2017	OPEN				143893	YEI / BE / AFSE / 2017 / 49778
4		06/06/2017	12/09/2017	OPEN				143894	YEI / BE / AFSE / 2017 / 49686

3.2   Export Search Results

As already mentioned, when you click on the file name a confirmation message is displayed which offers you the possibility to open the file or to save the file (see image 2).

Make your choice.

Open the file
In case you opt for "open with", an excel file will appear on the screen in which the cases are displayed. From row 3 onwards you will find your data. Rows 1 and 2 contain the field headers (see image 3). The file can be saved on your computer via the normal excel procedure, including renaming the file.

Save the file
You can also opt for "save". In that case, IMS will ask you in which folder the file should be saved. The normal excel procedure is applied, including renaming the file. After having it saved, you can open the file.

This example is based on the use of CHROME. The export procedure depends on the browser that you are using. A different browser could lead to different steps in the export procedure.

Please be aware that most computers save an export automatically in an folder in which all downloads are stored even if you indicate that it should be stored in a specific folder. In other words, the file will be stored twice. If you make use of a computer of a colleague who also has access to IMS, then your export will also be automatically saved on that computer although you indicated that it should be stored on your USB-stick.

When you export search results, the cases/requests are directly exported as an excel file, they will not be listed on screen.

If you first want to check your search, then you can push SEARCH and the results of your search will be displayed on the screen without exporting them. You can then select one or more of these cases and push the button EXPORT as described above under Ad 2. If you want to export your search completely, you have to rerun your search but instead of clicking on SEARCH, you click on EXPORT.

When you export search results, the export task is performed in an asynchronous way meaning that the export operation starts after preceding operations have been completed. The file is added to a status list and put into a queue for being processed.

If there are more than 100 requests, the export task waits in the queue for other tasks to be completed, if any exist. As soon as the other tasks are completed, the export starts.

If there are less than 100 requests to export, the export task starts immediately, without waiting in the queue.

Awaiting the export, you can continue to work in IMS.

4.   Import Requests

Introduction

You can import requests in IMS if you have one of the following roles:

- IMS-country-officer
- IMS-manager
- IMS-creator

You can use this functionality to create new cases, to update existing ones, to close cases and so forth.

The requests to import must be in a specific excel template. You can obtain that template by exporting one case.

The excel-import-facility is ideal and easy to use for updating already existing cases. You export the cases that you want to update, modify the data (by making use and respecting the excel template) and import the data again in IMS.

The excel-import-facility can also be used to create new cases. However, be aware that creating a request from scratch is rather demanding. It demands an in-depth-knowledge of the reporting obligations, the translation of these reporting obligations into strings (drop-down-lists/codelists), the excel template and MS Excel itself. The creating from scratch will not be dealt with in this manual.

	G	H	I	J	K	L	M	N	O
1						Reference number - OLAF			
2	Request type	Case ID	Reference number - OLAF	1.1 Fund	Country	Initiating authority	1.2 Year	Sequence number	1.3 Programming period
3		143893	YEI / BE / AFSE / 2017 / 49778	YEI	BE	AFSE	2017	49778	2014-2020

4.1 Updating existing cases

The excel-import-facility can be used to update already existing cases. You export the cases that you want to update and save the excel-export-file on your computer. You can also export all cases and delete, from your excel file, the cases which you do not want to update. Many ways lead to Rome.

The excel-export-file is also the template for the excel-import-file!

You open the file and will find, from row 3 onwards, per row a case. The rows 1 and 2 are the headers of the excel file and contain the IMS-fieldnames. The column headings have the same description as the IMS-fieldnames.

Some of the columns of the excel file are coloured grey such as for instance columns K and L concerning the reporting country and reporting authority (see image 1). These grey coloured columns are filled by IMS itself at the moment you import a request. The reason is that such information is already available at the moment you log in, thus IMS generates such data by itself. You can leave these columns empty because any information provided by you will go lost. Data put in the grey columns will not be imported in IMS. An overview of all fields, including the "grey fields" can be found in annex 1 of this manual.

1

F	G	H
Request ID	**Request type**	**Case ID**
560932	UPDATE	25414
560870	UPDATE	25670
561193	CLOSE	68854
560888	UPDATE	25500
	AMEND	34957
	CLOSE	
	REOPEN	47156

2

AC	AD	AE
1.17 Case closure date	**1.18 Case irrecoverable**	**2.1.1 Legal status**
	FALSE	
	FALSE	company
	FALSE	company
	FALSE	company
	FALSE	company
15/05/2018	TRUE	company
	FALSE	mpany
	FALSE	mpany
	FALSE	company
	FALSE	company
	FALSE	company

FALSE
TRUE

3

Field name	Validation message	Wrong value in import file
Request type	Unknown action / action not allowed	

You can change the data of all fields, except the grey coloured fields/columns. However, be aware that some fields fulfil a specific role during the import process which makes that such fields need to meet the conditions set. It concerns columns and fields as:

Column G	:	request type
Column X	: 1.12	New modus operandi
Column Y	: 1.13	Necessity to inform other countries
Column Z	: 1.14	Person found in other case(s)
Column AD	: 1.18	Case irrecoverable
Column EF	: 7.6	OLAF investigation
Column EJ	: 7.8	Dismissed by OLAF
Column FB	: 8.4	Decertified

The excel table will only allow you to indicate a specific value such as for instance FALSE or TRUE. Such value will always be displayed in English thus not in any of the other EU-languages (see images 1 and 2).

Request type
Important is to indicate in column G the type of request (see image 1). Depending on your role, you need to make a choice out of one of the following options:

- update
- open
- close
- cancel
- amend
- anonymise

If you forget to indicate the type of request, IMS generates an error message which implies that the data has not been imported. In the example the error message is : unknown action / action not allowed (see image 3).

⚠️ Please note: the following actions are not possible through import of a request:
- Update draft requests
- Accept or reject requests

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

Import requests

Search

2

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

+ Add file...

3

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

+ Add file...

File Upload

Computer ▸ (E:) Removable Disk ▸ IMS-manual   Search IMS-manual

Organize ▾   New folder

Favorites
- Desktop
- Downloads
- Recent Places

Libraries
- Documents
- Local Documents
- Music
- My Documents
- Pictures
- Videos

Name	Date modified	Type	Size
IMS-manuals - tables.xlsx	07/02/2018 13:50	Microsoft Excel W...	11 KB
FS - test file for manual.xlsx	16/05/2018 13:50	Microsoft Excel W...	41 KB
excel import file - grey columns.xlsx	23/02/2018 11:16	Microsoft Excel W...	13 KB
AFIS-IMS-UserManual_search.docx	06/01/2017 13:03	Microsoft Word D...	1,114 KB
AFIS-IMS-UserManual_request to create ...	29/03/2017 16:17	Microsoft Word D...	6,196 KB
AFIS-IMS-UserManual_other requests.docx	06/01/2017 13:01	Microsoft Word D...	11,248 KB
AFIS-IMS-UserManual_export import.docx	16/05/2018 14:23	Microsoft Word D...	2,320 KB
AFIS-IMS-UserManual_drafts.docx	06/01/2017 12:59	Microsoft Word D...	542 KB
AFIS-IMS-UserManual_about users and u...	13/02/2018 07:51	Adobe Acrobat D...	14,367 KB
AFIS-IMS-UserManual_about users and u...	08/02/2018 13:15	Microsoft Word D...	3,783 KB
AFIS-IMS-UserManual_about cases and r...	11/01/2017 09:30	Microsoft Word D...	443 KB

File name: FS - test file for manual.xlsx   All Files (*.*)

Open   Cancel

Search

Export / Import sta   Refresh

Task ID	Filename	Status
11125015	LU - test file fo	Completed
11124270	IMS_Export_C	Completed
11124265	IMS_Export_C	Completed
11123938	IMS_Export_C	Completed

4

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

+ Add file...   FS - test file for manual.xlsx   🗑 Delete

Import with warnings

I

Dry run   **Send**

To import a request or a case:
1. go to tab page EXPORT/IMPORT STATUS
2. click the button IMPORT REQUESTS (see image 1)
3. click the button + ADD FILE (see image 2)
4. select the file that you want to import and click the button OPEN (see image 3)

The file is added. If you want to delete the file because you selected the wrong file, just click the button DELETE (see image 4)

Import with warnings:

IMS makes a distintion between errors and warnings. An error will block any further processing while a warning means that something seems to be incorrect but the data processing, in this case the import process, can continue. An example of a warning is for instance a miscalculation in the amounts. It is up to you to decide if warnings should be followed up (or not thus neglected).

With warnings

if the excel file that you are importing contains values that generate warnings in the system, the warnings are ignored and the file is imported (see image 4).

W**ithout** warnings

if the excel file that you are importing contains values that generate warnings in the system, the file is **not** imported. The system displays the corresponding warnings.

You have several import options:
1. Dry run
2. Save as draft
3. Save as finalised
4. Save as send

Ad 1 Dry run:

if you click the **Dry run** button, the system simulates the import of the request(s). The dry run option performs a complete validation of the import and presents potential errors that you may get at import. This enables you to correct the file before importing it.

If you select this option, the request is not imported (simulation!).

Ad 2 Save as draft:

By selecting "save as draft" the excel file is imported in IMS and the requests are saved as draft which implies that you can still modify the data. Of course, you need to do that in IMS itself.

Ad 3 Save as finalised:

By selecting "save as finalised" the excel file is imported in IMS and the requests are saved as finalised which implies that you cannot modify the requests any longer. The IMS-manager needs to check the requests and can send or reject them.

Ad 4 Save and Send:

If you are an IMS-manager, you can also import the request as "save and send". The requests are then immediately send to the next level in the reporting structure.

Click one of these buttons to start the import process.

1

| Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | | 👤 My info |

➕ Add file...   FS - test file for manual.xlsx   🗑 Delete

Import with warnings

[I   ]

Dry run   **Send**

2

Search

Export / Import status   **Refresh**

Task ID ↓↑	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11129053	FS - test file for manual.xlsx	Import request	Dry run	17/05/2018 13:01:31	17/05/2018 13:01:40	17/05/2018 13:01:44	6 (3 ; 3)	Completed

Showing 1 to 5 of 14 record(s)

Page size 5 ▾

« ‹ **1** 2 3 › »

3

Number of records (OK; NOK)

6 (3 ; 3)

Be aware that the excel import file must be the correct version as required by IMS.To get the correct version, export a case and reuse that excel file for import.

The import process is visualised in a status list (see image 1). The following fields are available:

Header	Description
Task ID	All imports get a unique identification number (ID= sequence number of the task) This is, of course, for audit reasons.
Filename	Shows the name of the Excel import file and its extension (**xlsx**)
Task	Describes the task. In this situation, the task is: **Import request**
Action	Send or Dry run
Action date and time	The date and time of the import. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Start date and time	The date and time at which IMS started to import the file. This is NOT available when the status is 'Not started'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
End date and time	The date and time at which IMS finished the import. Only available if the status is 'Completed'. Date format dd/mm/yyyy, time format hh:mm (24 hours / 60 minutes).
Number of records (OK; NOK)	This number is visible only at the end of the import process. It shows the number of requests that have been imported (OK) or rejected (NOK) OK (OKAY) – requests imported successfully NOK (NOT OKAY) – requests not imported due to a problem *For example:* *6 (3;3) means 6 requests have been processed of which 3 were imported successfully and 3 were rejected.*
Status	Possible statuses: ▪ Not started ▪ In progress ▪ Completed

OK   – no error/warning found
The import was successful. In case of a dry run, you can now import the file successfully.

NOK   – errors/warnings found
The import failed. Check the status to see the reason of failure.

In the example, IMS indicates that we tried to import 6 requests of which 3 were OK and 3 NOK (see image 3).

1

+ Add file...

Search

Export / Import status [Refresh]

Task ID	Filename	Task	Action	Action date and time	Start date and time	End date and time	Number of records (OK; NOK)	Status
11133806	FS - test file for manual.xlsx	Import request	Dry run	18/05/2018 11:13:40	18/05/2018 11:13:50	18/05/2018 11:13:55	6 (3 ; 3)	Completed

2

Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | 👤 My info

Record number	Request ID	Reference number - OLAF	Status
3		ERDF / LU / 0 / 2003 / 3	Completed with success
4		ERDF / LU / 0 / 2004 / 1	Completed with success
5		EAGF/EAFRD / LU / 0 / 2005 / 43	Completed with success
6		ERDF / LU / 0 / 2003 / 2	Completed with errors
7		ERDF / LU / 0 / 2003 / 1	Completed with errors
8		/ 00 / OLAF / null / null	Completed with errors

Showing 1 to 6 of 6 record(s) — Page size 20 ▾ — « ‹ 1 › »

[Back]

3

Home | Cases | Requests | Search | Export / Import status ▾ | Administration ▾ | 👤 My info

Record number	Request ID	Reference number - OLAF	Status
3		ERDF / LU / 0 / 2003 / 3	Completed with success
4		ERDF / LU / 0 / 2004 / 1	Completed with success
5		EAGF/EAFRD / LU / 0 / 2005 / 43	Completed with success
6		ERDF / LU / 0 / 2003 / 2	Completed with errors
7		ERDF / LU / 0 / 2003 / 1	Completed with errors
8		/ 00 / OLAF / null / null	Completed with errors

Showing 1 to 6 of 6 record(s) — Page size 20 ▾ — « ‹ 1 › »

Field name	Validation message	Wrong value in import file
	Validation failed	
6.3.1 Type	List with inactive value selected	34005
1.15 Proceedings	List with inactive value selected	5004
8.2 Amount of irregularity - Public contribution	Warning: Public contribution: The amount should be less than or equal to the corresponding amount in the Amount of expenditure	64634.0
8.2 Amount of irregularity - EU-share	Warning: EU-share: The amount should be less than or equal to the corresponding amount in the Amount of expenditure	64634.0

Showing 1 to 5 of 5 record(s) — Page size 20 ▾ — « ‹ 1 › »

[Back]

4.2   Import status

The status of an import can be:

1. Not started   : the import has not started yet
2. In progress   : the system is processing the file to import.
3. Completed   : the processing was completed. If there were errors in the file and/or you selected to import 'without warnings', the file is not imported.

Ad 1 Not started

The status "not started" implies that the system did not yet start the import process although you pushed the button. It could be that the system is awaiting the completing of an already running import process.

Ad 2 In progress

The status "in progress" implies that the import is on its way. As soon as that has been completed the status wll be "completed".

Ad 3 Completed

The status "completed" implies that the import process has been finalised. The number of OK and NOK indicates how succesfull the import was. In the example, 6 cases were imported of which 3 OK and 3 NOK.

NOK

The term NOK stands for NOT OKAY. IMS indicates why a request was NOK. By clicking on COMPLETED in the column STATUS, IMS will provide you with detailed info on why a request was NOK.

A new screen will open in which is indicated in the column RECORD NUMBER which records caused errors. The column RECORD NUMBER indicates the row of the excel file in which an error was detected. By clicking again in the column STATUS on the description COMPLETED WITH ERRORS detailed information will be provided on the error itself. In the example, the errors related to row 7 are displayed (see images 1-3).

The example concerns an update of cases which already existed before IMS5 went into production (1 April 2016). The errors are listed in image 3.

1

	A	B	C	D	E	F	G	H
1								
2	Reporting path	Registration date	Date of last change	Case status	Request status	Request ID	Request type	Request type
3		25/03/2010	11/08/2017	OPEN			UPDATE	
4		25/03/2010	18/07/2017	CLOSED			REOPEN	
5		20/02/2009	09/12/2016	OPEN				
6		25/03/2010	25/03/2010	OPEN				
7		25/03/2010	25/03/2010	OPEN				
8								
9								

CREATE
UPDATE
CLOSE
REOPEN
CANCEL
AMEND

2

	person 1	person 2	person 3
2.1.1 Legal status	natural	legal	natural
2.1.2 National ID number			
2.1.3 Beneficiary ID number			
2.1.4 Family name / Company name	Hope	LTD Grass	Baker
2.1.5 Trade name / First name	Bob		John
2.1.6 Parent name / Independent prefix		LTD Mother	the
2.1.7 Street	Mainstreet 1		Square Milk 10
2.1.8 Postcode	1000	876125	4518
2.1.9 City	Bizzcity	Parlin	Osmo

3

2.1.1 Legal status	2.1.2 National ID number	2.1.3 Beneficiary ID number
natural | legal | natural	| |	| |

2.1.4 Family name / Company name	2.1.5 Trade name / First name	2.1.6 Parent name / Independent prefix
Hope | LTD Grass | Baker	Bob | | John	| LTD Mother | the

2.1.7 Street	2.1.8 Postcode	2.1.9 City
Mainstreet 1 | | Square Milk 10	1000 | 876125 | 4518	Bizzcity | Parlin | Osmo

4.3   Rules for the Creation of an Excel File to Import

A valid request excel file respects the template. The template can be found on ALIB and CIRCABC but it is recommended to export one case because then you will be sure to have the latest and valid format. You can use that excel file as basis for your import file.

Each row contains one request. You can have one to many requests included in one excel file.

To import a request, you must select from the drop-down-list in column G the type of request (see image 1). Depending on the status of a case and your rights, it can be:
- Create
- Update
- Close
- Cancel
- Reopen
- Amend

Please pay attention to the following:
- If you select 'Create' as REQUEST TYPE, the CASE ID must be left empty.
- If you select 'Update' or 'Reopen' as REQUEST TYPE, the CASE ID must be entered. If the given Case ID does not exist in IMS, the import is **not** allowed. You will get an error message.
- If you select 'Close' as REQUEST TYPE and enter a CASE ID, then you are closing an existing case. Make sure that you enter also a case closure date (field 1.17 and column AC).
- I you select 'Close' as REQUEST TYPE and make the field CASE ID empty, then you are creating a new closed case.
- If you are importing a request to **update**, **close** or **reopen** and there are pending request for the case, the request is not imported. First the pending request needs to be send to the Commission or to be cancelled before a new request for the same case can be drafted.
- If you are importing a request to **update**, **close** or **reopen** and ongoing requests exist for the case, the request is not imported. First the pending request needs to be send to the Commission or to be cancelled before a new request for the same case can be drafted.

4.3.1   Master-detail-fields

Some fields are so called master-detail-fields which implies that more than one value can be entered. An example is field 2 Personal data. If you want to indicate 3 persons, you need to indicate the data in the same order (see images 2 and 3).

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

If information is not available, the pipe character '|' still needs to be used, in order to make it possible for IMS to make the correct combination.

Have a look at image 2. In the table you will find the data that needs to be indicated related to Bob Hope, LTD Grass and John Baker. In image 3 you will find how it should be indicated in IMS. Information on the street is available for Bob Hope and John Baker but not for LTD Grass. This implies that in between the street names of Bob Hope and John Baker an empty space should be put in between the pipeline: Mainstreet 1 | | Square Milk 10

6.8.1 Category	6.8.2 Type	6.8.3 Type of irregularity
T40	T40/17	T40 - T40/17
T40	T40/17 * T40/18	T40 - T40/17 * T40/18
T19	T19/00 * T19/01	T19 - T19/00 * T19/01
T19 | T40	T19/00 * T19/01 | T40/17 * T40/18	T19 - T19/00 * T19/01 | T40 - T40/17 * T40/18

4.3.2   Multi-value-fields

For multi-value fields in the master-details, the different values must be separated by the star '*' character.

In the example (see image 1) you will find 4 rows. The first row contains a basic example. The type of irregularity concerns the category "public procurement" (T40) and type "modification of a tender during evaluation" (code T40/17). This needs to be processed in the excel file as follow:
Field 6.8.1 Category   : T40
Field 6.8.2 Type   : T40/17
Field 6.8.3 Type of irregularity   : T40 - T40/17

The second row contains an example in which 2 types of irregularity concerning the same category are indicated. This needs to be indicated as follow:
Field 6.8.1 Category   : T40
Field 6.8.2 Type   : T40/17 * T40/18
Field 6.8.3 Type of irregularity   : T40 - T40/17 * T40/18

The third row contains an example which is similar to the previous one: 2 types of irregularity concerning the same category are indicated:
Field 6.8.1 Category   : T19
Field 6.8.2 Type   : T19/00 * T19/01
Field 6.8.3 Type of irregularity   : T19 - T19/01 * T19/01

The fourth row contains an example in which examples 2 and 3 are concatenated, thus 4 types of irregularity concerning 2 categories are indicated which implies that also the pipeline needs to be used:
Field 6.8.1 Category   : T19 | T40
Field 6.8.2 Type   : T19/00 * T19/01 | T40/17 * T40/18
Field 6.8.3 Type of irregularity   : T19 - T19/01 * T19/01 | T40 - T40/17 * T40/18

⚠ If you already have values in a master-detail-field and/or multi-value-field and you want to add a new one with the import, you are advised to put it at the end of the already existing data by first adding a pipeline (|) and then the new data.

Example:
The file already contains John | Jane and you want to add 'Jack'.
You start with adding a pipeline and then Jack thus: John | Jane | Jack.

Of course, you can also add the new data at the beginning or in between existing data but that implies that you need to be very precise and consistent. For that reason, you are advised to add the new data at the end of the already existing data.

ⓘ All fields that are read-only on the request page are automatically filled by the system and are thus ignored during the import, e.g. some amounts fields and some fields related to the CCI number etc. are ignored during import. These columns are displayed in grey.

4.3.3   Tab page 8: amounts fields 8.1 and 8.2

The amounts of fields 8.1 'Amount of expenditure' and 8.2 'Amount of irregularity' are automatically entered by the system while creating a request. These amounts are based on information entered on tab pages 4 or 5 of the request.

⚠ Nevertheless, you can enter amounts in the amount fields of tab page 8. IMS will import these amounts and will not perform a calculation on basis of the amounts indicated on tab pages 4 and 5. Even miscalculations and mismatches with the data on tab pages 4 or 5 will be imported.

1

4.1.5 Amount of irregularity		
EU-share	**National-share**	**Public contribution**
29.769,20 | 15.145,80	4.846,14 | 3.456,20	34.615,34 | 18.602,00
29.773,50	5.254,02	35.027,52
29.780,00 | 15.120,40	69.487,00 | 45.245,50	99.267,00 | 60365.90

2

8.2 Amount of irregularity		
EU-share	**National-share**	**Public contribution**
44,915.00	8,302.34	53,217.34
29,773.50	5,254.02	35,027.52
44,900.40	114,732.50	159,632.90

4.4   Specific Rules for the Format of Amounts in Excel

4.4.1   Number format: amount fields NOT part of master-detail lists

Cells corresponding to amounts fields which are NOT part of master-detail lists have a number format (see image 2).

In the exported excel files, amounts fields that are not part of master-detail lists should be presented in the format corresponding to the language set on your (the local user!) computer.

Example language set Italian:
the format of the amounts will take as thousand separator the dot (.) and as decimal separator the comma (,): €1.000.000,00

Example language set English:
the format of the amounts will take as thousand separator the comma (,) and as decimal separator the dot (.): €1,000,000.00

At import, only numbers will be allowed in the amounts fields that are not part of master-detail lists. The import will fail every time the format of the amounts does not respect the format.

You are recommended to enter amounts without using the thousand separator in case the format of the cells in excel is a number. Excel will do that on your behalf which decreases the risk of making errors enormously.

In the same way, the decimal separator should be used only when values (read: euro cents) need to be entered (thus NOT when the decimals are 00).

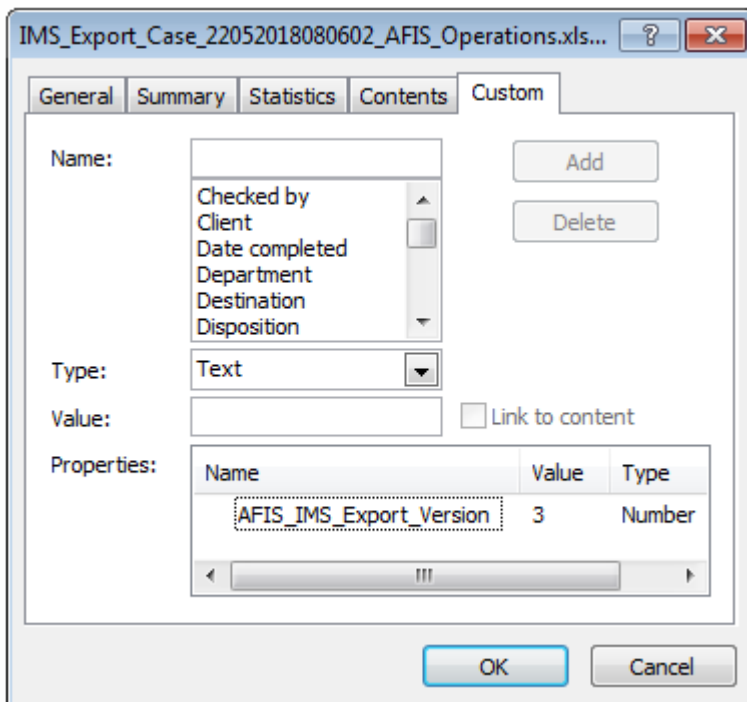### 4.4.2   Text format: amount fields part of master-detail lists

Cells corresponding to amounts fields which are part of a master-detail list have a text format (see image 1). This concerns the cells in which the values are separated by a pipe (|) such as for instance the amounts indicated on tab pages 4 and 5.
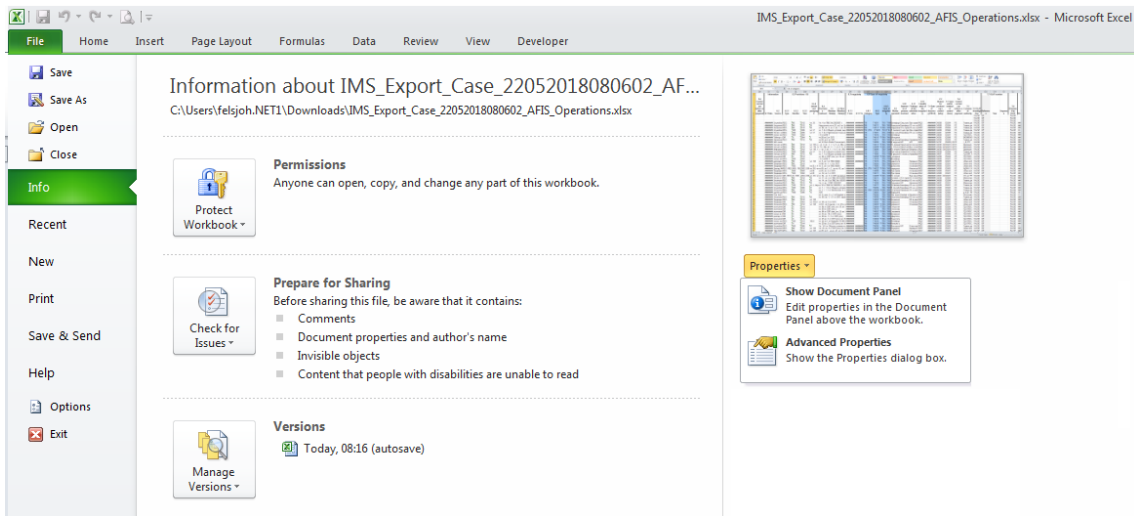
4.5   View the Version of the Excel Template to Import

You need to use the most recent version of the excel file to impor the data. IMS will generate an error message when you use an old version. You can check the version of the template by exporting one case and to apply the following steps:

1. open the excel file
2. click on tab page **File**
3. click **Info**.
4. click **Properties**.
5. select from the drop-down-list **Advanced Properties**
6. click on tab page **Custom**

(see image 1)

In the 'Properties'" table, the version of the template is shown. In the example, the value is 3 (see image 2).

5. Annex 1: excel file – column and field descriptions

COLUMN	DESCRIPTION	COLUMN	DESCRIPTION	COLUMN	DESCRIPTION
A	Reporting path	BR	4.1.1 Project - name	EI	7.7 OLAF number - Sequence
B	Registration date	BS	4.1.2 Project - number	EJ	7.8 Dismissed by OLAF
C	Date of last change	BT	4.1.3 Co-financing rate	EK	8.1 Expenditure - EU-share
D	Status	BU	4.1.4 Expenditure - EU-share	EL	8.1 Expenditure - National-share
E	Request type	BV	4.1.4 Expenditure - National-share	EM	8.1 Expenditure - Public contribution
F	Request ID	BW	4.1.4 Expenditure - Public contribution	EN	8.1 Expenditure - Private-share
G	Request type	BX	4.1.4 Expenditure - Private-share	EO	8.1 Expenditure - Total
H	Case ID	BY	4.1.4 Expenditure - Total	EP	8.2 Irregular amount - EU-share
I	Reference number - OLAF	BZ	4.1.5 Irregular amount - EU-share	EQ	8.2 Irregular amount - National-share
J	1.1 Fund	CA	4.1.5 Irregular amount - National-share	ER	8.2 Irregular amount - Public contribution
K	1.1. Country	CB	4.1.5 Irregular amount - Public contribution	ES	8.2.1 whereof not paid - EU-share
L	1.1. Initiating authority	CC	4.2 Total expenditure - EU-share	ET	8.2.1 whereof not paid - National-share
M	1.2 Year	CD	4.2 Total expenditure - National-share	EU	8.2.1 whereof not paid - Public contribution
N	1.1 Sequence number	CE	4.2 Total expenditure - Public contribution	EV	8.2.2 whereof paid - EU-share
O	1.3 Programming period	CF	4.2 Total expenditure - Private-share	EW	8.2.2 whereof paid - National-share
P	1.4 Reference number - national	CG	4.2 Total expenditure - Total	EX	8.2.2 whereof paid - Public contribution
Q	1.5 Initiating authority - complete name	CH	4.3 Total irregular amount - EU-share	EY	8.3 Amount to recover - EU-share
R	1.6 Request language	CI	4.3 Total irregular amount - National-share	EZ	8.3 Amount to recover - National-share
S	1.7 Currency	CJ	4.3 Total irregular amount - Public contribution	FA	8.3 Amount to recover - Public contribution
T	1.8 Exchange rate applied	CK	4.4 Control carried out before or after payment	FB	8.4 Decertified
U	1.9 National currency	CL	5.1.1 Budget year	FC	8.5 Comments
V	1.10 Drafting date	CM	5.1.2 Budget line	FD	9.1 Start date of procedure
W	1.11 Quarter	CN	5.1.3 Budget post	FE	9.2 Expected end date of procedure
X	1.12 New modus operandi	CO	5.1.4 Budget article	FF	9.3 Amount to recover - EU-share
Y	1.13 Necessity to inform other countries	CP	5.1.5 Budget measure	FG	9.3 Amount to recover - National-share
Z	1.14 Person found in other case(s)	CQ	5.1.6 Product	FH	9.3 Amount to recover - Public contribution
AA	1.15 Proceedings	CR	5.1.7. Expenditure - EU-share	FI	9.4 Amount deducted - EU-share
AB	1.16 Financial status	CS	5.1.7. Expenditure - National-share	FJ	9.4 Amount deducted - National-share
AC	1.17 Case closure date	CT	5.1.7. Expenditure - Public contribution	FK	9.4 Amount deducted - Public contribution
AD	1.18 Case irrecoverable	CU	5.1.7. Expenditure - Private-share	FL	9.5 Amount recovered - EU-share
AE	2.1.1 Legal status	CV	5.1.7. Expenditure - Total	FM	9.5 Amount recovered - National-share
AF	2.1.2 National ID number	CW	5.1.8. Irregular amount - EU-share	FN	9.5 Amount recovered - Public contribution
AG	2.1.3 Beneficiary ID number	CX	5.1.8. Irregular amount - National-share	FO	9.6 Balance to recover - EU-share
AH	2.1.4 Family name / Company name	CY	5.1.8. Irregular amount - Public contribution	FP	9.6 Balance to recover - National-share
AI	2.1.5 Trade name / First name	CZ	5.2 Total expenditure - EU-share	FQ	9.6 Balance to recover - Public contribution
AJ	2.1.6 Parent name / Independent prefix	DA	5.2 Total expenditure - National-share	FR	9.7 Amount repaid to the EU budget
AK	2.1.7 Street	DB	5.2 Total expenditure - Public contribution	FS	9.8 Amount retained by the country
AL	2.1.8 Postcode	DC	5.2 Total expenditure - Private-share	FT	9.9 Amount of interest charged
AM	2.1.9 City	DD	5.2 Total expenditure - Total	FU	9.10 Recovery procedures already launched
AN	2.1.10 Country	DE	5.3 Total irregular amount - EU-share	FV	9.11 Recovery measures already taken
AO	2.1.11 NUTS level 1	DF	5.3 Total irregular amount - National-share	FW	9.12 End date of procedure
AP	2.1.12 NUTS level 2	DG	5.3 Total irregular amount - Public contribution	FX	10.1 Procedures initiated to impose penalties
AQ	2.1.13 NUTS level 3	DH	5.4 Control carried out before or after payment	FY	10.2 Type of procedure
AR	2.1.14 Flagged On basis of Reg. 1469/1995	DI	6.1 Information leading to a suspicion of an irregularity - Date	FZ	10.3 Start date of procedure
AS	2.1.15 Flagged On basis of Reg. 2015/1929 (art. 108)	DJ	6.2 Information leading to a suspicion of an irregularity - Source	GA	10.4 Expected end date of procedure
AT	2.2 Justification for non disclosure	DK	6.3.1 Provisons EU - Type	GB	10.5 Status of procedure
AU	3.1 Objective	DL	6.3.2 Provisons EU - Number	GC	10.6.1 Sanctions - Category
AV	3.2 ARINCO number	DM	6.3.3 Provisons EU - Year	GD	10.6.2 Sanctions - Type
AW	3.3 EFRD/ESF/EAGGF/FIFG number	DN	6.3.4 Provisons EU - Article and paragraph	GE	10.6.3 Sanctions applied
AX	3.4 CCI number	DO	6.4 Provisions - national	GF	10.6.4 Fines applied
AY	3.4 CCI number - Year	DP	6.5 Member State(s)	GG	10.7 End date of procedure
AZ	3.4 CCI number - Country	DQ	6.6 Non-Member State(s)	GH	11.1 Comments - Initiating authority
BA	3.4 CCI number - DG	DR	6.7.1 Start date Irregularity	GI	11.2 Comments - OLAF
BB	3.4 CCI number - Objective	DS	6.7.2 End date irregularity	GJ	11.3 Attachments
BC	3.4 CCI number - Programme	DT	6.8.1 Type of irregularity - Category	GK	11.4 Attachments description
BD	3.4 CCI number - Sequence	DU	6.8.2 Type of irregularity - Type	GL	Cancellation reasons
BE	3.5 Objective - CCI	DV	6.8.3 Type of irregularity	GM	Rejection reasons
BF	3.6 Interregional	DW	6.9 Modus operandi	GN	12.1 Case closure date
BG	3.7 Programme	DX	6.10 Statement of persons involved	GO	12.2 ARES number for closure request
BH	3.8 Programme closure date	DY	6.11 Findings of the administration	GP	12.3 OLAF opinion
BI	3.9 EC decision - number	DZ	6.12 Classification of the irregularity	GQ	12.4 OLAF opinion date
BJ	3.10 EC decision - date	EA	7.1 Date of discovery (PACA)	GR	12.5 EC decision - number
BK	3.11 Priority	EB	7.2 Reason for performing a control (why)	GS	12.6 EC decision - date
BL	3.12 Theme	EC	7.3 Type and/or method of control (how)	GT	12.7 Decision in line with OLAF opinion
BM	3.13 Country	ED	7.4 Control carried out before or after payment	GU	12.8 Amount charged to EU-budget
BN	3.14 NUTS level 1	EE	7.5 Competent authority	GV	12.9 Amount charged to the country
BO	3.15 NUTS level 2	EF	7.6 OLAF investigation	GW	12.10 Attachments
BP	3.16 NUTS level 3	EG	7.7 OLAF number - Reference	GX	12.11 Attachments description
BQ	3.17 Competent authority	EH	7.7 OLAF number - Year		

6. Support Team Contact Information

Support related to the process of irregularity reporting can be obtained from:
1. Your IMS-country-officer and/or IMS-liaison-officer
2. OLAF's IMS-team
3. OLAF-AFIS-IT-Help-Desk

IMS-team	Address: Rue Joseph II, 30/B-1049 Brussels
	Internet e-mail: OLAF-FBM-IMS@ec.europa.eu
	AMS mailbox: EC-OLAF-IMS

OLAF-AFIS-IT-Help-Desk	Address: Rue Joseph II, 30/B-1049 Brussels
Tel: +32 2 296 27 27	Internet e-mail: OLAF-AFIS-IT-HELP-DESK@ec.europa.eu
	AMS mailbox: EC-OLAF-IT

Use and processing of IMS-information
(article 5 of the delegated acts)

1. The Commission may use any information provided by Member States in accordance with this Regulation to perform risk analysis, using information technology support, and may, on the basis of the information obtained, produce reports and develop systems serving to identify risks more effectively.

2. Information provided under this Regulation shall be covered by professional confidentiality and protected in the same way as it would be protected by the national legislation of the Member State that provided it and by the provisions applicable to the Union's institutions. Member States and the Commission shall take all necessary precautions to ensure that the information remains confidential.

3. The information referred to in paragraph 2 may not, in particular, be disclosed to persons other than those in the Member States or within the Union's institutions whose duties require that they have access to it, unless the Member State providing it has given its express consent.

4. The information referred to in paragraph 2 may not be used for any purposes other than the protection of the Union's financial interests unless the authorities that have provided it have given their express consent.