# How to Create an Adjustment

#### NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.
- 1. Click on the "Operation" tab, and then click on "Adjustments".



### 2. Click on "Insert".



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## **3.** Fill in the necessary details.

Adjustment No.		Date	
Description			
Programme	Select an Option		Ŧ
Operation	Select an Option		Ŧ
Activity	Select an Option		Ŧ
Sub Activity	Select an Option 👻		
Contract	Select an Option		
Adjustment Type	Select an Option		Ŧ
Comments			
Financial Plan-			
Eligible	Vat Eligible	I	Total Eligible
Not Eligible	Vat Not Eligi	ble T	Total Not Eligible
		I	Total
1	on Financial Plan		
Eligible	Vat Eligible		Total Eligible
Not Eligible	Vat Not Eligi		Total Not Eligible
		1	Total
Adjustments			
Programme	Select an Option		Ŧ
Operation	Select an Option		Ŧ
Activity	Select an Option		Ŧ
Sub Activity	Select an Option		Ŧ
Contract	Select an Option		Ŧ
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Maritime and Fisheries Operational Programme 2014-2020 Part-financed by the European Union European Maritime and Fisheries Fund Co-financing rate: 75% European Union Funds; 25% National Funds

Investing in sustainable fisheries and aquaculture



4. Click on "Save".



-----End of Tutorial------

### **Modification History**

Creation of Tutorial – 26/07/2017



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