This document, so-called Synergie guide, has been prepared by the Joint Secretariat of the Interreg MED Programme, aiming to facilitate the use of the on line monitoring tool of the Programme, Synergie CTE, during project implementation. It describes the steps to follow for the actions that must be carried out in the system as well as recommendations and complementary information useful for the partner. It should be used as a support to the Programme Manual.

How to validate expenditure in Synergie CTE as Lead Partner

In the framework of the Interreg MED Programme, the reporting procedure is done through the on line monitoring system of the Programme, Synergie CTE.

In regards to the financial reporting process, partners' contacts will have access to the system in order to enter expenditure, as well as to follow their treatment by the Lead Partner (LP), the First Level Controller (FLCer), the Managing Authority/Joint Secretariat and their reimbursement.

For more information, please refer to the Factsheet of the Programme Manual « Reporting procedure ».

Background (What, Why, Who, When)

The present guide covers the validation of the partner's expenditure by the Lead Partner. This step is needed in order to allow the FLCer to certify them.

Once the expenditure entered, the partner send them through the system for validation by the Lead Partner of its project[1]. After that, the Lead Partner has to validate such expenditure in coherence with the developed activities, this validation is a compulsory step before further certification by the FLCer.

All partners during the project implementation have to get their expenditure validated by the Lead Partner of their project. This step is not needed for the expenditure of the Lead Partner (expenditure will be sent directly to the FLCer after validation).

As project partner, it is highly recommended to enter the expenditure on a regular basis. Nonetheless, they have to be entered at least at the end of each implementation period (specified in Article 5.1 of the Subsidy Contract signed between the Lead Partner and the Managing Authority of the Interreg MED Programme).

▲ Lead Partners are invited to validate all partners' expenditures on a regular basis, and at least just after the end of the implementation period in order to give enough time to the FLCer for the certification.

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[1] For more information, see Synergie CTE guide « How to enter an expenditure in Synergie CTE »

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How

The validation has to be done for each expenditure entered by the partner in Synergie CTE.

Please follow the different steps detailed here after in order to validate the partner's expenses on the Synergie CTE.

Step # 1. Access to the list of expenditures to validate

1. Access to Synergie CTE with your login information and go to the home page of the approved project by clicking on the magnifying glass 🔍 .

▲ Before entering in the project, you can see that there is expenditure to validate because a mark appears in column « Expenditure to control present ».

2. In order to access the partner'sexpenditure, click on Expenditure in the second subdivision. A new page will appear.

3. Access the list of « Expenditure in validation process » by clicking on the magnifying glass 🔍 next to the name of the concerned partner. A new page containing the list of expenditure will appear.

LP cannot validate this expenditure. Partner has to send them to the validation of the Lead Partner.

LP can validate this expenditure following the next steps.

Expenditure already validated by the LP, waiting for FLCer certification.

4. Verify the information entered by the partner. By clicking on the magnifying glass 🔍, expenditure's details are shown. These details will allow you to choose to validate or refuse the selected expenditure. Lead Partners can request to the partners any further information needed to validate the expenditure.

The Lead Partner can select all expenditures in block or one by one by ticking the boxes on the right. Then, the Lead Partner can validate (green button on the left) or refuse them (orange button on the right). By refusing them, expenditure will appear as new expenditure and the partner will be allowed to modify them.

Click here to see expenditure's details. A pop up will appear.

Tick here to check / uncheck all expenditure.

After that, the expenditure will be no longer under section « Expenditure in validation process » but under section « Expenditure submitted to the FLC for certification»

From this moment, the partner cannot modify the expense. If a correction has to be made, the FLCer can do it him/herself or can reject the expenditure, so it would appear under section « New expenditure » and the partner would be allowed to modify it.

More information…

➔ Link to other documents, factsheets and Synergie CTE procedures

❖ Factsheet of the Programme Manual « Control, audits and verifications »

❖ Factsheet of the Programme Manual « Eligibility of expenditures »

❖ Factsheet of the Programme Manual « Reporting procedure »

❖ Synergie CTE guide « How to enter an expenditure in Synergie CTE »

❖ Synergie CTE guide « How to certify expenditure and issue a FLC certificate in Synergie CTE »

❖ Synergie CTE guide « How to produce a Payment Claim in Synergie CTE »

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