

URBACT IV - Synergie Guidance Note No. 4

PRODUCING A PROJECT PAYMENT CLAIM

This Guidance Note provides useful information about how to efficiently use SYNERGIE CTE to produce a Payment Claim for your network.

Date JANUARY 2024



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1. INTRODUCTION

Please be aware that:

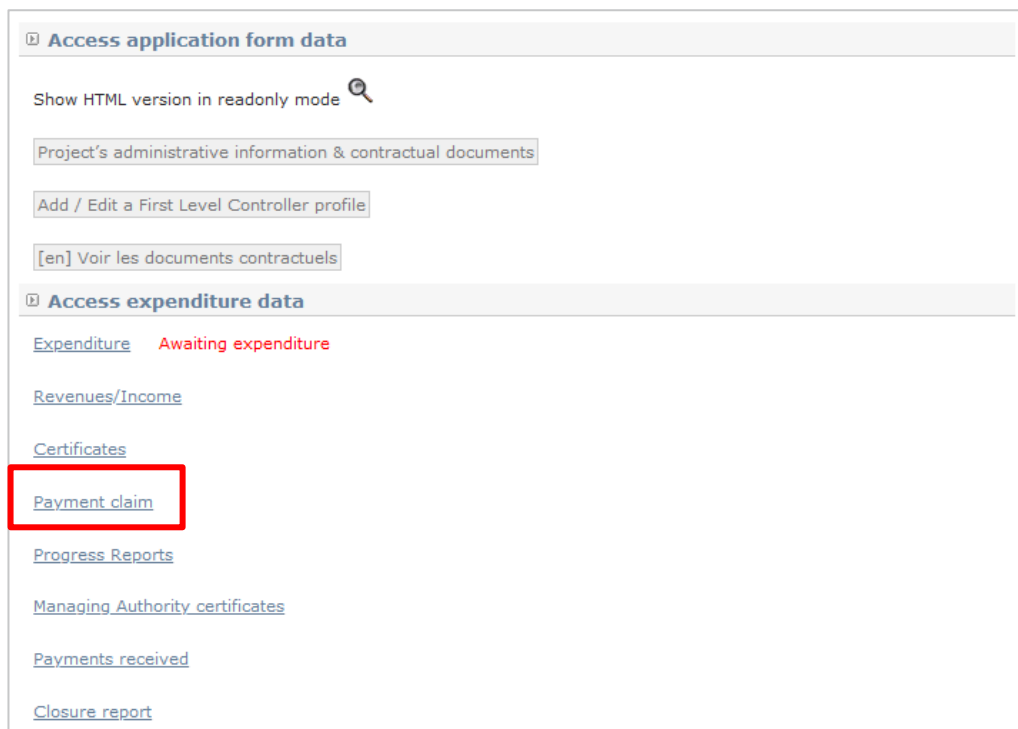
- **ONLY** the Lead Partner shall produce a payment claim,
- This will be possible only after the production of certificates by the Lead Partner AND Project Partners.

The first step to produce a project payment claim in SYNERGIE-CTE consists in going into the following website – and logging in using your login and password:

<https://cte-2127.synergie-europe.fr/>

You will be asked to enter your login and password. Please use the login and password that you have created.

The following project homepage should appear:



Click on the "[Payment claim](#)", link.

2. CREATING A PAYMENT CLAIM

By clicking on “[Payment claim](#)”, the Lead Partner will get into the following screen:

Period	Payment Claim No	Validation date	Receipt and clarification dates	Amount	Final	Included in the MA certificate	Included in the funds call	Expenditure list
Period from 2019-07-01 to 2020-06-30 for expenditure paid until 2020-06-30	1	2019-08-28	Last receipt: 2019-08-28	3,087.86 €		1		
Period from 2019-01-01 to 2019-11-30 for expenditure paid until 2019-11-30								
Period from 2019-09-03 to 2019-12-31 for expenditure paid until 2019-12-03								

To produce a new payment claim, you now have to click on the button in the middle of the screen:

Home **Project** Restitution Search project Deactivate substitution mode Log out

[Project](#) [Payment claims](#)

Create a new payment claim

Please select payment claim form to use

URBACT PAYMENT CLAIM - ERDF

URBACT PAYMENT CLAIM - ERDF

URBACT PAYMENT CLAIM - IPA fund

Manage page labels and keywords

If you have an IPA partner, then you will have to edit two Payment Claims: one for ERDF fund and one for IPA fund. Once the first Payment Claim is done, please proceed with the same steps with the second one.

Project DEMO

Payment claim

[Back to payment claim list](#)

Interim payment claim of 0.00 € not validated

[Switch payment claim type to "final"](#)

[Add certificates to this payment claim](#)

You can view a PDF version of your document here:

This document is based in the following template : TEMPLATE NEW URBACT III PAYMENT CLAIM

- 1. [PAYMENT CLAIM](#)
- 2. [Certificate list](#)
- 3. [Breakdown per partner and year](#)
 - 3.1 [For the current payment claim](#)
 - 3.2 [Cumul of previous payment claims](#)
- 4. [Breakdown per categories](#)

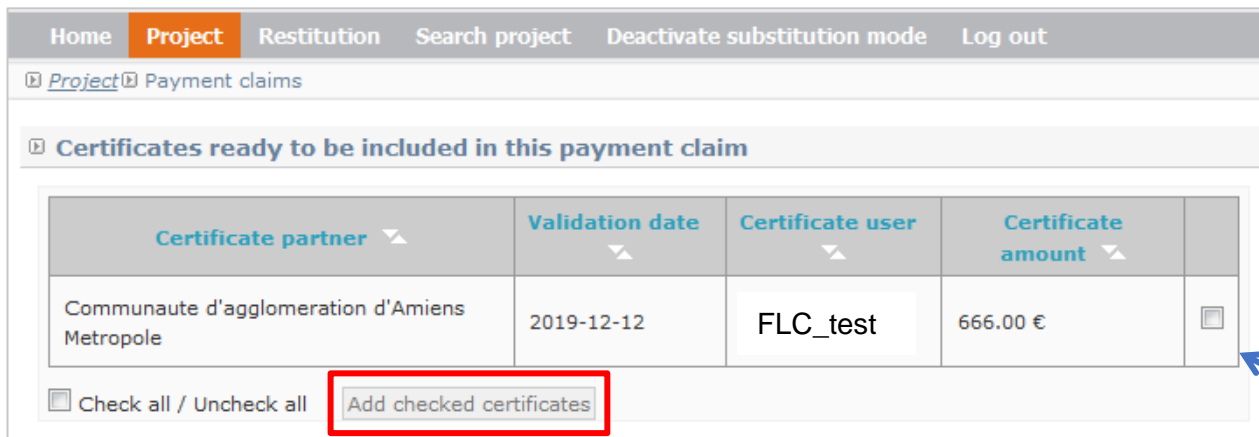
By default, you will find the title “**Interim payment claim of 0.00 € not validated**”. To produce the first payment claim for certificates incurred during Activation Stage– or the following payment claims during the implementation phase of the project– you have to leave the status of the payment claim as “interim”.

In the case of final payment claim, you must switch payment claim type to “final”, by clicking on [Switch payment claim type to “final”](#).

Producing a Project Payment Claim

Now click on the button  to [Add certificates to the payment claim](#).

You find the list of certificates ready to be included in the payment claim as follows:



Certificate partner	Validation date	Certificate user	Certificate amount	
Communaute d'agglomeration d'Amiens Metropole	2019-12-12	FLC_test	666.00 €	<input type="checkbox"/>

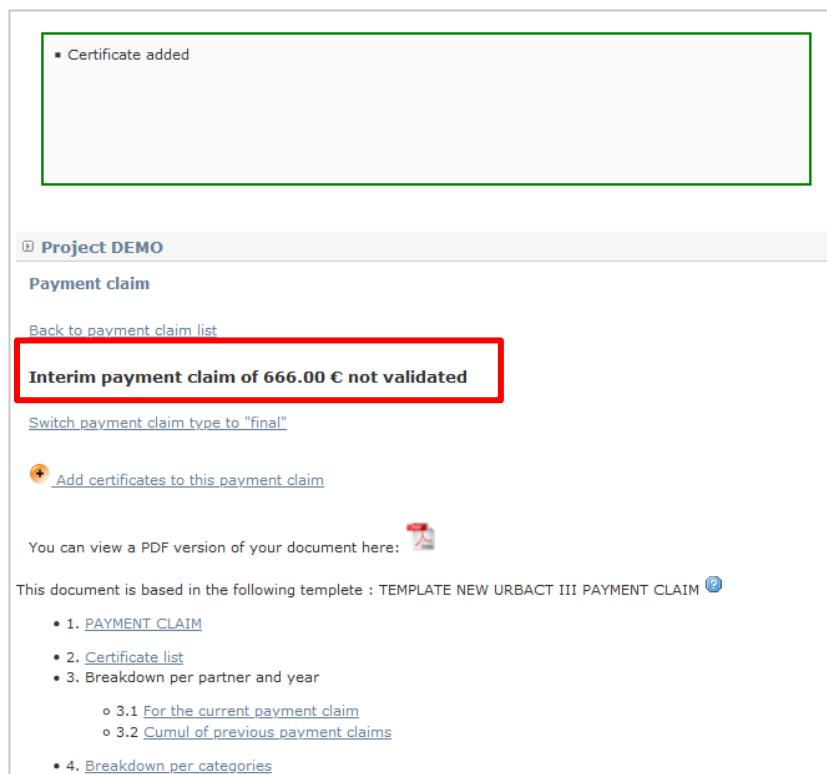
Check all / Uncheck all

Tick the box at the very right of the certificates that you want to include in the payment claim.

Please be aware that ONLY signed certificates received by e-mail by the Lead Partner can be included in a valid payment claim.

After having ticked all certificates that you want to include in the payment claim, click on the button.

You will be brought back to the main page. Certificates have been added to the payment claim, which is now showing the total amount of certificates selected and included in the current payment claim. In the example below, Interim payment claim of 666.00 €



■ Certificate added


Project DEMO


Payment claim

[Back to payment claim list](#)

Interim payment claim of 666.00 € not validated

[Switch payment claim type to "final"](#)

 [Add certificates to this payment claim](#)

You can view a PDF version of your document here: 

This document is based in the following templete : [TEMPLATE NEW URBACT III PAYMENT CLAIM](#)

- 1. [PAYMENT CLAIM](#)
- 2. [Certificate list](#)
- 3. [Breakdown per partner and year](#)
 - 3.1 [For the current payment claim](#)
 - 3.2 [Cumul of previous payment claims](#)
- 4. [Breakdown per categories](#)

Producing a Project Payment Claim

On this screen, you find a list of five chapters. In order to proceed through a smooth production, we suggest that you follow vertically the index of chapters.

3. FILLING IN A PAYMENT CLAIM

. By clicking on “1. [PAYMENT CLAIM](#)”, you will open a new window as below:

3.1. CHAPTER 1 - PAYMENT CLAIM

PAYMENT CLAIM

Index | Next chapter

According to the subsidy contract and, the joint convention, I, the undersigned (on behalf of the Lead Partner), hereby request payment for the ERDF funding based on the total amount of the certified expenditures on date of 2019-12-12 corresponding to :
666.00 €
as an interim payment
I declare that the Lead Partner is in possession of a copy of each certificate and statements of expenditure signed by the appointed first level controllers of all claiming partners and supporting this claim.

Name and Surname : Name Surname

Signature

Date:

OFFICIAL STAMP OF LP'S INSTITUTION

Save

NB - Please note the text of the screenshot will be different in SYNERGIE

In this chapter, you request payment for the ERDF funding based on the total amount of the certified expenditure corresponding to the current payment claim.

Fill in the empty box with the Name of the person who is authorised to sign the payment claim and click on the button at the bottom of the page.

You will be brought back to the index list.

Then go to the following chapter by clicking on “2. [Certificate list](#)”.

3.1. CHAPTER 2 – CERTIFICATE LIST

In this chapter, you can see again the list of the certificates included in the current payment claim.

If necessary, you still have the possibility to remove certificates from the payment claim.

If such is the case, select the certificate that you want to remove by ticking the box at the very right of the certificate concerned. Then click on the button at the bottom of the screen.

Producing a Project Payment Claim

Previous chapter | Index | Next chapter

Certificate list

+ Add certificates to this payment claim

Certificate partner	Validation date	Certificate user	Certificate amount	Amount of public contribution	
Communaute d'agglomeration d'Amiens Metropole	2019-12-12	Lambert Julien	666.00 €	666.00 €	
Total			666.00 €	666.00 €	

Remove selected certificates from payment claim

In case you want to add certificates to those already included, you still have the possibility to add certificates to the payment claim by clicking on the button .

If you agree with the certificates included in the payment claim, go to the “[Next chapter](#)”.

3.3. CHAPTER 3 – BREAKDOWN PER PARTNER AND YEAR

> 3.1 For the current payment claim

Previous chapter | Index | Next chapter

For the current payment claim

Annual eligible claimed expenditure by partner

Partners	Annual eligible expenditure by partner							Cumulated total
	2015	2016	2017	2018	2019	2020	2021	2015 - 2021
[en]BREST METROPOLE OCEANE	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Communaute d'agglomeration d'Amiens Metropole	0.00 €	0.00 €	0.00 €	0.00 €	666.00 €	0.00 €	0.00 €	666.00 €
Total	0.00 €	0.00 €	0.00 €	0.00 €	666.00 €	0.00 €	0.00 €	666.00 €

The screen is showing you the annual eligible expenditure by partner included in the current payment claim. In this section, you should just double-check the information displayed.

Go to the “[Next chapter](#)”.

> 3.2 Cumul of previous payment claims

In this section, you can see the same information as in the previous section but for all the payment claims already produced since the beginning of the project.

You should just double-check the information displayed.

Producing a Project Payment Claim

Previous chapter Index Next chapter								
Cumul of previous payment claims								
Annual eligible claimed expenditure by partner								
Partners	Annual eligible expenditure by partner							Cumulated total
	2015	2016	2017	2018	2019	2020	2021	2015 - 2021
[en]BREST METROPOLE OCEANE	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Communaute d'agglomeration d'Amiens Metropole	0.00 €	0.00 €	0.00 €	0.00 €	666.00 €	0.00 €	0.00 €	666.00 €
Total	0.00 €	0.00 €	0.00 €	0.00 €	666.00 €	0.00 €	0.00 €	666.00 €

Go to the "[Next chapter](#)".

3.4. BREAKDOWN PER CATEGORIES

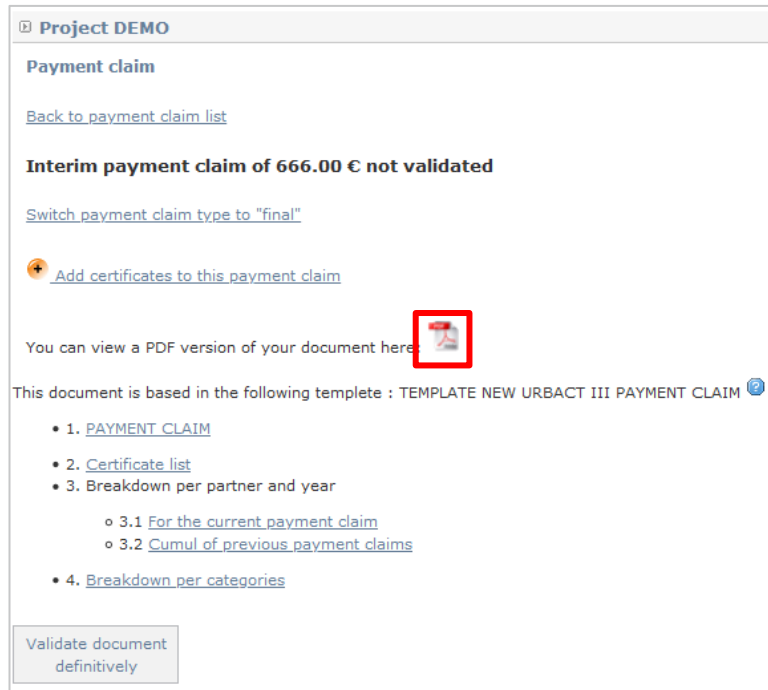
This chapter allows you to follow-up the breakdown per category of expenditure certified and included in the current payment claim (third column) and of cumulative expenditure certified and included in all payment claims produced since the beginning of project (last column).


Previous chapter Index			
Breakdown per categories			
BUDGET LINES	FORECASTED BUDGET (as from the last application form approved by the MC)	CERTIFIED EXPENDITURE (for the reporting period concerned)	CERTIFIED EXPENDITURE (cumulative from the beginning of the project)
Staff costs			
Lead Partner Staff Costs	20,000.00 €	0.00 €	0.00 €
Project Partner Staff Costs	10,000.00 €	0.00 €	1,500.00 €
SUBTOTAL	30,000.00 €	0.00 €	1,500.00 €
Office and Administration			
Lead Partner Office and Administration	600.00 €	0.00 €	0.00 €
Project Partner Office and Administration	300.00 €	0.00 €	45.00 €
SUBTOTAL	900.00 €	0.00 €	45.00 €
Travel and Accommodation			
Staff Travel and Accommodation	30,000.00 €	0.00 €	0.00 €
SUBTOTAL	30,000.00 €	0.00 €	0.00 €
External Expertise and Services			
Lead Partner External Expertise Project Coordination	19,000.00 €	0.00 €	0.00 €
Project Partner External Expertise Project Coordination	15,000.00 €	666.00 €	1,558.86 €
Expertise Meeting Organisation	0.00 €	0.00 €	0.00 €
Expertise Communication	0.00 €	0.00 €	0.00 €
Expert and other non-staff Travel	0.00 €	0.00 €	0.00 €
Expertise First Level Control	0.00 €	0.00 €	0.00 €
SUBTOTAL	34,000.00 €	666.00 €	1,558.86 €
Equipment			
Equipment	5,100.00 €	0.00 €	650.00 €
SUBTOTAL	5,100.00 €	0.00 €	650.00 €
Total income/revenue			
TOTAL	100,000.00 €	666.00 €	3,753.86 €

Now, go back to the "[Index](#)".

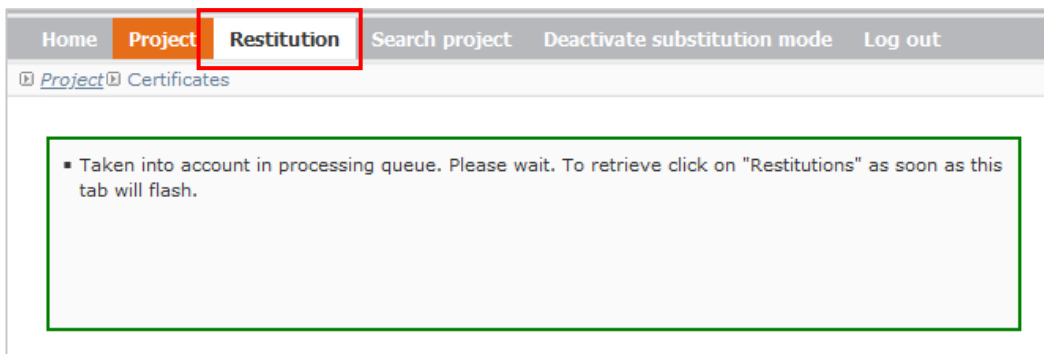
4. VALIDATING A PAYMENT CLAIM

You are now back to the index page.



Before validating the payment claim, you can view a PDF version of the document by clicking on the PDF icon  .

The following message will appear on the screen:



Once the button "Restitution" is flashing, you can go click on "**Restitution**" in the grey bar at the top of the screen and go to the link "[PDF Edition](#)".

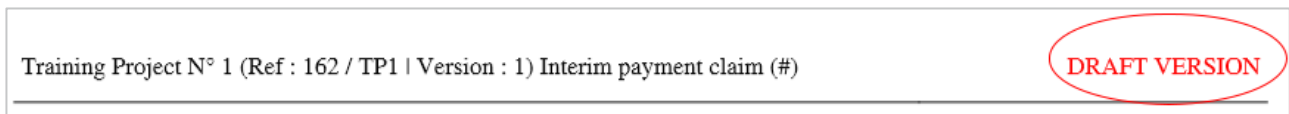
Producing a Project Payment Claim



You can collect the PDF and open it.

List of other processes									
Id	Server name	User name	Program	Reference Project	Processing label	Date	Status		
33	SRVBATCH	Julien Lambert	URB	81	TEMPLATE NEW URBACT III PAYMENT CLAIM	2019-12-12 17:04:34	Completed		
34	SRVBATCH	Julien Lambert	URB	81	TEMPLATE NEW URBACT III PAYMENT CLAIM	2019-12-12 17:05:39	Completed		

If not validated, you will see the payment claim as in **"DRAFT VERSION"**.



You have now to validate the payment claim by returning into the **"Project"** in the grey bar at the top of the screen and go to the link **"Payment claim"**.

Period	Payment Claim No	Validation date	Receipt and clarification dates	Amount	Final	Included in the MA certificate	Included in the funds call		Expenditure list
Period from 2019-07-01 to 2020-06-30 for expenditure paid until 2020-06-30	1	2019-08-28	Last receipt: 2019-08-28	3,087.86 €		1			
Period from 2019-01-01 to 2019-11-30 for expenditure paid until 2019-11-30	2	2019-12-12	Last receipt: 2019-12-12	666.00 €					
Period from 2019-09-03 to 2019-12-31 for expenditure paid until 2019-12-03				0.00 €					


Click on the icon to enter in the payment claim.


Click on the button **"Validate document definitively"** at the bottom of the screen

The payment claim has been validated.

Period	Payment Claim No	Validation date	Receipt and clarification dates	Amount	Final	Included in the MA certificate	Included in the funds call		Expenditure list
Period from 2019-07-01 to 2020-06-30 for expenditure paid until 2020-06-30	1	2019-08-28	Last receipt: 2019-08-28	3,087.86 €		1			
Period from 2019-01-01 to 2019-11-30 for expenditure paid until 2019-11-30	2	2019-12-12	Last receipt: 2019-12-12	666.00 €					
Period from 2019-09-03 to 2019-12-31 for expenditure paid until 2019-12-03				0.00 €					

Producing a Project Payment Claim

Now, while clicking on  at the very right of the current payment claim, the details are displayed on a read only version.

You can view the PDF version of the validated payment claim by clicking on . The PDF document will open to enable you to print the payment claim.

Once printed, go to chapter “**1. PAYMENT CLAIM**” of the hard copy and sign and stamp the document.

DEMO (Ref : 81 / 1431422503 Version : 5) Interim payment claim (#2)	Submitted version
<hr/>	
1. PAYMENT CLAIM	
According to the subsidy contract and, the joint convention, I, the undersigned (on behalf of the Lead Partner), hereby request payment for the ERDF funding based on the total amount of the certified expenditures on date of 2019-12-12 corresponding to :	
666.00 €	
as an interim payment	
I declare that the Lead Partner is in possession of a copy of each certificate and statements of expenditure signed by the appointed first level controllers of all claiming partners and supporting this claim.	
Name and Surname : Name Surname	
Signature	
Date:	
OFFICIAL STAMP OF LP'S INSTITUTION	

NB - Please note the text of the screenshot may differ slightly in SYNERGIE

The payment claim is ready to be sent to the Managing Authority/URBACT Secretariat scanned by e-mail with the other reporting documents.

ANNEX 1. Exporting the expenses included in a Payment Claim

If you wish to have an overall view of the list of expenditures included in a payment claim, filter them, reorganise them by budget categories, etc., you can create an Excel spreadsheet.

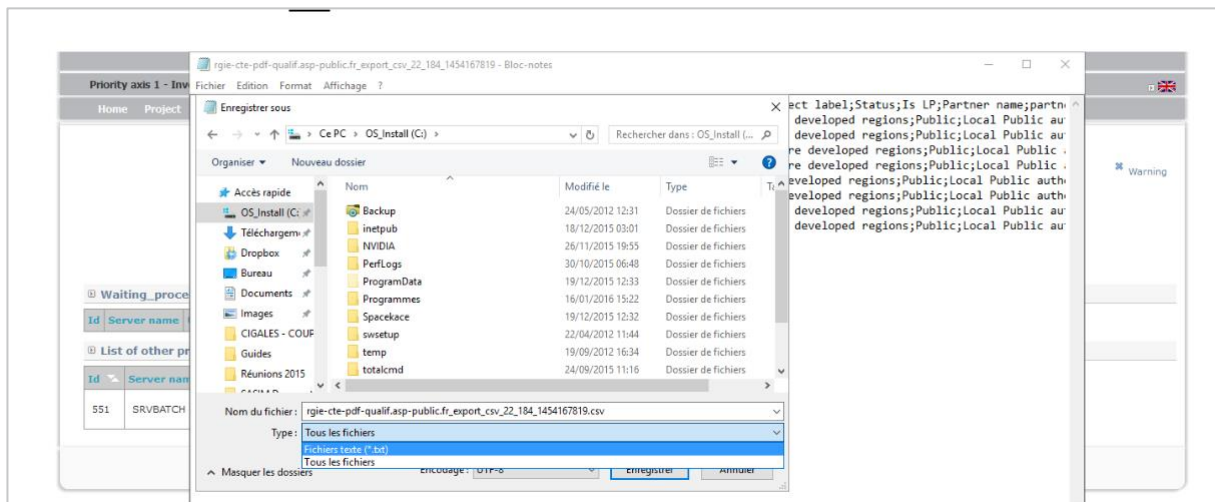
Payment Claim No	Validation date	Amount	Final	Included in the MA certificate	Included in the funds call		Expenditure list
1	2016-01-30	11,215.99 €					

You can export the list of expenditures included in the validated payment claim by clicking on

Once the button “Restitution” is flashing, you can click on “Restitution” in the grey bar at the top of the screen and go to the link “CSV extractions”.

Program	Reference Project	Processing label	Date	Status			
URB	162	List of expenses the payment claim 1	2016-01-30 16:30:18	Completed			Extraire

While clicking on the following .txt file will open:



You have to save it with type “all files” and the new file with .csv as file extension. Then if you double-click on the newly saved file, Excel should start and import the expenditure.

Producing a Project Payment Claim

Priority	Objective	SYNERGIE CT Internal refe	Version num	Acronym	Project label	Status	Is LP	Partner nam	partner's cte	Name of the Regrouping	Type	Nature	Nature priva	Country
1	1	162 TP1		1 Training Proj	Training Test Approved		1	Naples	271 Naples	EU Less deve	Public	Local Public	0	ITALY
1	1	162 TP1		1 Training Proj	Training Test Approved		1	Naples	271 Naples	EU Less deve	Public	Local Public	0	ITALY
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Preston	272 Preston	EU More dev	Public	Local Public	0	UNITED KING
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Preston	272 Preston	EU More dev	Public	Local Public	0	UNITED KING
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Ghent	273 Ghent	EU More dev	Public	Local Public	0	ITALY
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Ghent	273 Ghent	EU More dev	Public	Local Public	0	ITALY
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Poznan	274 Poznan	EU Less deve	Public	Local Public	0	FRANCE
1	1	162 TP1		1 Training Proj	Training Test Approved		0	Poznan	274 Poznan	EU Less deve	Public	Local Public	0	FRANCE

You can save as an Excel file (with .xls extension) and filter data depending on the information you wish to assess and/or data in which you are interested in.

Please make sure that you can filter, sum up, etc. the figures in euros as presented in the Excel file.

Indeed, figures are presented according to proper English rules for how to write numbers, for instance: 12,030.10.

This means that you will have to replace the coma by an empty space and then the decimal point by a coma in the figures format to be able to use them.

The screenshot shows the 'Rechercher et remplacer' dialog box in Microsoft Excel. The 'Rechercher' field contains a comma (,) and the 'Remplacer par' field is empty. The 'Remplacer tout' button is circled in red. The background shows the same data table as in the previous screenshot.

You shall find this function in the menu of the excel file, icon .

Select the column with the amounts, search “coma (,)” and replace by “empty space” and click on the button “replace all”.

Repeat the action, search “decimal point (.)” and replace by “coma” and click on the button “replace all”.

You are ready to use it as an excel file, you can use the functions “sort” and “filter”.