

# IPA partners seminar

## Reporting procedure PRESAGE

Dubrovnik, 5<sup>th</sup> February 2013




Programme cofinancé par le Fonds Européen  
de Développement Régional

Programme cofinanced by the European Regional  
Development Fund

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# To login to PRESAGE CTE

Adresse  <https://med.presage-cte.org/>

**PresageCTE**  
Outil de Gestion de Programmes

Go to <https://med.presage-cte.org/>

Connexion Créer un compte

Nom d'utilisateur

Mot de passe

Continuer →

You can login here by entering your user name and password. Then click on « **Continuer** »

styleshout




FEDER dans le cadre du programme national informatique

# To login to PRESAGE CTE

- The Lead partner sends all partners the user name and password when the project is approved
- In case you have not received it, please contact your Lead partner
- First Level Controllers will be given a user name and password according to their profile
  - Please contact the JTS in order to get this access permission

# To request an advance payment

## ☒ Access application form data

Show HTML version in readonly mode 

[Show administrative informations of this project](#)

## ☒ Access expenditure data

[Show expenditures list](#)

[Show incomes list](#)

[Show certificates list](#)

[Show progress reports list](#)

[See the list of advance requests for funds](#)

[Show received payments](#)

[Show controls list](#)

[Show closing documents list](#)

When your project is placed under « approved » status, this screen opens up in Presage

Enter this section to ask for an advance payment (not operational yet)

# To request an advance payment

## Advance request for funds uncommitted

You can view a PDF version of your document here :



- **I Request for advance payment for IPA partners**
  - 1. Internal number of management of the project
  - 2. Advance payment requested
  - 3. Schedule for the reduction of the advance payment
  - 4. Bank information
  - 5. Signature

Validate document  
definitively

Enter the requested information  
in all sections

# To request an advance payment

## Advance payment requested

Project acronym	ECO-SCP-MED
Présage-CTE reference number	5529
Leadpartner	Andalusian Institute of Technology (IAT)
Partner who so requests	Croatian Cleaner Production Centre
Country Partner of the institution making the request	CROATIA
Date of submission of the request	
IPA budget of partner	64,060.25 €
Maximum amount that can be claimed knowing that the maximum advance rate is 10 %	6,406.03 €
Amount requested	<input type="text" value="6406.03"/> <input type="button" value="Save"/>

Certification period	Amount to be reduced of the relevant payment claim
1	1,601.51 €
2	1,601.51 €
3	1,601.51 €
4	1,601.50 €

Once you have entered the requested amount (maximum 10% of the IPA contribution), the amounts to be reduced in the relevant payment claims are calculated automatically

# To request an advance payment

## Advance request for funds uncommitted

You can view a PDF version of your document here :



### ■ I Request for advance payment for IPA partners

- 1. Internal number of management of the project
- 2. Advance payment requested
- 3. Schedule for the reduction of the advance payment
- 4. Bank information
- 5. Signature

Validate document  
definitively

Validate the request after having duly filled in all sections, including the bank information. Please sign the pdf document and send it to the JTS (original)



# To enter expenditure data

[Home](#)

**[Project](#)**

[Restitution](#)

[Log out](#)

## ▾ Access application form data

Show HTML version in readonly mode 🔍

[Show administrative informations of this project](#)

## ▾ Access expenditure data

**[Show expenditures list](#)**

[Show incomes list](#)

[Show certificates list](#)

[Show progress reports list](#)

[See the list of advance requests for funds](#)

[Show received payments](#)

[Show controls list](#)

[Show closing documents list](#)

## ▾ Financial monitoring

This section contains financial tables which allow a global financial monitoring

[Expenditures breakdown per component of the working plan and budget line](#)

[Expenditures breakdown per year](#)

To start entering the expenditure data, click on « **Show expenditure list** »

# To enter expenditure data

Home **Project** Restitution Log out

Project Expenditures

 [Add an expenditure](#)

 [Add a non eligible expenditure to the fund IPA Fun](#)

**New expenditures**

No new expenditures

**Expenditures in validation process**

No expenditures in validation process

**Expenditures in certification process**

No expenditures in certification process

**Expenditures certified but not included in a validated certificate**

No expenditure available

**Expenditures included in validated certificates but not in a validated payment claim**

No expenditures have been included in a certificate

**Expenditures included in validated payment claims**

No expenditures have been included in a validated payment claim

Click on « **Add an expenditure** » to start entering an expenditure. And repeat the same procedure for each expense

# To enter expenditure data

Home Project Restitution Log out

Project Expenditures

## Add an expenditure for Port of Rijeka Authority

### Invoice document

**Issued by**

Who produced the invoice document

**Invoice reference**

invoice number, ...

**Invoice date**

Invoice date must be before current date, between project start date and expenditure eligibility end date, and before the payment date



**Invoice document type**

Invoice or certificate

In the invoice reference, it is recommended to add a key word which may help us to quickly identify the nature of the expenditure

# To enter expenditure data

## Expenditure's data

**Working plan action to which the expenditure is related**

*Choose the corresponding action in the list*

**Expenditure subcategory**

*Choose corresponding budget line*

**Payment mode**

*How the expenditure was paid*

**Payment date**

*Payment date must be before current date, between project start date and expenditure eligibility end date, and after the invoice date*

Each expense must be linked to a Working Plan action and to a budget line

About dates: Alert messages will appear for example if you declare a payment date before the invoice date. Correct your dates following the instructions given in the message or add a comment to clarify it

# To enter expenditure data

## Invoice original amount

*The amount that can be found on the supporting invoice document (e.g. if the invoice is a salary sheet and the person is not working full time on the projet)*

[Yellow bar]

Total amount of the invoice

Amount of the invoice to be charged to project

## Expenditure amount

*The amount to input to the project IN EURO. Beware that VAT should be included depending on the partner situation concerning its refund !*

[Yellow bar]

€ Official exchange rates for euro

Amounts have to be entered in Euro taking into account the monthly accounting exchange rate of the EC

# To enter expenditure data

There is a Comment section, where you can include information concerning the nature of the expenditure

## Comment

*Any comment that would help understand or justify the amount and its link to the project*

Click on **“Save”**

Save

# New expenditures





Home Project Restitution Log out

Project Expenditures

New Expenditures

Click here to modify an expenditure

Here the magnifying glass allows you to see the elements related to the expense

Expenditure #	reference		Created by	Expenditure category		Expenditure	
 436980	Test	2013-01-29	MED JTS	Staff costs	Amount	2013-01-29	500.00 € 
 436981	Test	2013-01-28	MED JTS	Staff costs	Amount	2013-01-28	
<b>Total</b>							

Tick all the boxes on the right hand side of the screen or tick "check all" on the left hand side of the screen and then click « **Validate selected expenditure** ».

Check all / Uncheck all

Delete selected expenditures Validate selected expenditures



# Lead Partner validates the other partners' entries

- Expenditure in validation process by the Lead partner
- It is not an eligibility check, but a verification of the conformity of the expenditure against the activities foreseen in the application form
- If the partner has allocated the expenditure to the wrong budget line, for example, the Lead partner should refuse it and make the partner correct it
- Once the Lead partner has validated the IPA partner's expenditure, it will appear in Presage as "Expenditures in certification process"
- The First Level Controller will then be able to certify the expenditure



# Expenditures in certification process by the First Level Controller

Home **Project** Restitution Log out

▶ **Access application form data**

Show HTML version in readonly mode

Show administrative informations of this project

▶ **Access expenditure data**

Show expenditures list

Show incomes list

Show certificates list

Show progress reports list

Show cont...

Show...

Click here to access to the Application Form as approved by the Selection Committee. FLC can also generate a pdf file and print it out

Click on « **Show expenditure list** » to start the checks on the declared expenditure

FLC can access here to consult the partner's progress report. It may help FLC to perform the checks

When First Level Controller logs in, this screen opens up

# Expenditures in certification process by the First Level Controller

## Expenditures in certification process

This partner has public legaltype

The VAT is not refunded for this partner

When FLC ticks the box, the amount declared by the partner is automatically reported. FLC can correct the amount.

Expenditure #	Invoice reference	Invoice date	Issued by	Expenditure category	Expenditure subcategory	Payment date	Expenditure amount	Partner comments	
379948	018G100071	2012-01-23	VIAJES TRIANA	Travel	Steering Committee Meetings	2012-07-03	443.65 €	Malta SCOPE: Meeting Creamed Project PERSON WHO TRAVELLED: Inés Méndez Majuelos	<input type="checkbox"/> Certify
379962	SUBSISTE ALLOWANCE Nº9/PI	2012-01-26	INES MENDEZ MAJUELOS			03	387.27 €	DATE: 23rd to 26th of January 2012 DESTINATION: Malta SCOPE: Meeting Creamed Project PERSON WHO TRAVELLED: Inés Méndez Majuelos	<input type="checkbox"/> Certify

Here the magnifying glass allows FLC to see the elements related to the declared expense

# Expenditures in certification process by the First Level Controller

Feel free to comment your decisions

## Expenditures in certification process

This partner has public legaltype

The VAT is not refunded for this partner

Expenditure #	Invoice reference	Invoice date	Issued by	Expenditure category	Expenditure subcategory	Expenditure date	Expenditure amount	Partner comment		
379948	018G100071	2012-01-23	VIAJES TRIANA	Travel	Steering Committee Meetings	2012-07-03	443.65 €	Malta SCOPE: Meeting Creamed Project PERSON WHO TRAVELLED: Inés Méndez Majuelos		<input checked="" type="checkbox"/> Certify
<b>Amount certified</b>		<b>Rejected amount</b>		<b>Auditor comment</b>						
443.65		0.00 €		<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>						

# Expenditures in certification process by the First Level Controller

									END OF THE MONTH.		
	383178	GROSS SALARY OF AUGUST 2012	2012-08-31	INES MENDEZ MAJUELOS	Staff costs	Senior Expert	2012-08-29	334.80 €	GROSS SALARY OF AUGUST 2012 TO INES MENDEZ. THIS EXPENSE IS STAFF COST AND IT WAS PAID BEFORE THE END OF THE MONTH.		<input type="checkbox"/> Certify
	383181	GROSS SALARY OF AUGUST 2012	2012-08-31	INES MENDEZ MAJUELOS	Staff costs	Senior Expert	2012-08-29	669.60 €	GROSS SALARY OF AUGUST 2012 TO INES MENDEZ. THIS EXPENSE IS A STAFF COST AND IT WAS PAID BEFORE THE END OF THE MONTH.		<input type="checkbox"/> Certify
<b>Total</b>								<b>14,958.99 €</b>			

Check all / Uncheck all

Certify selected expenditures

Once you have finished checking the expenditure, click on « **Certify selected expenditure** »

# Expenditures certified but not included in a validated certificate

## Expenditures certified but not included in a validated certificate

	Partner ▼	Expenditure count ▼	Total amount ▼	Total certified ▼
	General Direction of Research, Technology and Enterprise (Andalusian Regional Government for Innovation, Science and Enterprise)	23	14,958.99 €	14,958.99 €
	Total	23	14,958.99 €	14,958.99 €

# Certificate of expenditure

## ▣ Access application form data

Show HTML version in readonly mode



Show administrative informations of this project

## ▣ Access expenditure data

Show expenditures list

Show incomes list

Show certificates list

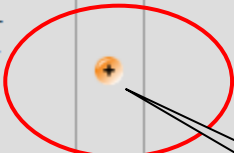
Show progress reports list

Show controls list

Show closing documents list

Click on « **Show certificates list** » to start the creation of a certificate of expenditures

# Certificate of expenditure

Period from 2011-09-01 to 2012-02-29 for expenditures paid until 2012-02-29		General Direction of Research, Technology and Enterprise (Andalusian Regional Government for Innovation, Science and Enterprise)	2	2012-12-11	9,473.75 €		
Period from 2012-03-01 to 2012-08-31 for expenditures paid until 2012-08-31							

You have to create the certificate of the relevant period by clicking on the (+) symbol

# Certificate of expenditure

## Interim certificate of 0.00 € not validated

[Switch certificate type to "final" \(only 1 final certificate per partner\)](#)

 [+ Add expenditure to this certificate](#)

Click here to include the already certified expenses into the certificate

You can view a PDF version of your document here

Enter each chapter to answer the compulsory checks

- 1. [Certificate synthesis](#)
- 2. [First level controller commitment](#)
- 3. [Annex 1 : control checklist](#)
  - 3.1 [Accounting system](#)
  - 3.2 [Double Funding](#)
  - 3.3 [Compliance with the project budget](#)
  - 3.4 [Eligibility of costs - staff costs](#)
  - 3.5 [Eligibility of costs - durable goods](#)
  - 3.6 [Eligibility of costs - consumable goods](#)
  - 3.7 [Eligibility of costs - travel and accomodation](#)
  - 3.8 [Eligibility of costs - services](#)
  - 3.9 [Eligibility of costs - external expertise](#)
  - 3.10 [Eligibility of costs - promotion, information and publications](#)
  - 3.11 [Eligibility of costs - overheads](#)
  - 3.12 [Eligibility of costs - other costs](#)
  - 3.13 [Specific checks for preparation costs \(component 0\)](#)
  - 3.14 [Additional respect of community policies \(for those aspects not directly covered](#)
  - 3.15 [Other checks](#)
- 4. [Annex 2 : List of expenditure included in the certificate](#)
- 5. [Annex 3 : expenditure breakdown per category](#)



# Certificate of expenditure

## Accounting system

Control checklist containing all the checks that must be performed

Question	YES	NO	N/A
Are specific accounts kept for the project or have other methods like specific cost centres in the allocated to the project?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can a computerised list of project expenditure be obtained from the accounting system?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by an invoice or an accounting document of equivalent probative value?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are the documents complete and accurate in content as well as in accounting terms?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by a payment proof (usually bank statement/ba	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can the amount of the reported expenditure be entirely reconciled with the supporting document	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are payments made at the correct amount?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Feel free to comment. In the “double funding” section the comment is compulsory. Please explain answers “No” or “N/A” when the generally accepted answer should have been “Yes”.

Results, comments and ineligible amount (if any)

# Certificate of expenditure

## Accounting system

Question	YES	NO	N/A
Are specific accounts kept for the project and allow to identify the costs allocated to the project?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can a computerised list of reported expenditures be produced?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by a receipt or invoice?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are the documents complete and correct?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has each reported expenditure been supported by a receipt or invoice?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can the amount of the reported expenditures be justified?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are payments made at the end of the project?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

It is very important to correctly fill in the checklist, for us to be able to proceed quickly with the payment claim. Pay special attention to answers regarding the VAT (which has to be coherent with the application form) and to answers concerning the respect of Community policies.

## Results, comments and ineligible amount (if any)

# Certificate of expenditure



I, the undersigned, Ms Patricia EGUILIOR ARRANZ representing the First Level Controller designated by(\*) , based on verification within the meaning of Article 56 of Regulation (EC) No 1083/2006, hereby certify that:

1. For the attached statement that forms an integral part of this certificate, the total declared expenditure by the beneficiary amounts to  EUR of which  EUR is eligible for financing under the present call for proposals.

2. The rules listed in the attached statement are fully compliant with the rules governing the eligibility of expenditure (Article 56 of Regulation (EC) No 1083/2006).

3. The costs reported are eligible for financing under the present call for proposals for the period of the project, as described in the Subsidy Contract, and not previously financed by any other source.

4. Receipts and invoices are valid and correct. If expenditure in another currency other than the Euro was correctly converted, assets and liabilities are correctly valued.

5. Services, supplies and goods are correctly valued and in compliance with European, national and internal rules. Sound commercial practices have been followed.

6. Progress made has been fully and fairly reflected in the report. There is evidence that the reported activities have taken place, delivery of services and goods, and works have been carried out.

7. The partner has complied with Community rules and policies including publicity, information, equal opportunities, protection of environment, State Aid, competition and public procurement.

8. The control work has been documented in a control checklist with all the required information and in compliance with the requirements.

9. After addition of this validation, the total amount of eligible expenditure is  EUR.

I hereby confirm that I / the company is independent of the beneficiary in respect of the project.

Date: 2013-01-30

Name of controller: Ms Patricia EGUILIOR ARRANZ

Signature of the Controller:

Official stamp:

Name of the relevant body: Ministry of Finance, Ministry of Regional Development, etc.

Please make sure that all the empty boxes are correctly filled in. Once everything is duly completed, get back to the homepage to validate, print out, sign and stamp the certificate.

# Certificate of expenditure

Interim certificate of 0.00 € not validated

[Switch certificate type to "final" \(only 1 final certificate\)](#)

 [Add expenditure to this certificate](#)

You can view a PDF version of your document here :



This icon will allow FLC to generate a pdf version of the certificate and to print it out once FLC has finished the checks

- 1. [Certificate synthesis](#)
- 2. [First level controller commitment](#)
- 3. [Annex 1 : control checklist](#)
  - 3.1 [Accounting system](#)
  - 3.2 [Double Funding](#)
  - 3.3 [Compliance with the pro](#)
  - 3.4 [Eligibility of costs - staff](#)
  - 3.5 [Eligibility of costs - dura](#)
  - 3.6 [Eligibility of costs - cons](#)
  - 3.7 [Eligibility of costs - trav](#)
  - 3.8 [Eligibility of costs - serv](#)
  - 3.9 [Eligibility of costs - exte](#)
  - 3.10 [Eligibility of costs - pro](#)
  - 3.11 [Eligibility of costs - over](#)
  - 3.12 [Eligibility of costs - other](#)

FLC does not need to validate the definite document if he wants to leave the website without having finished the checks. FLC can stop and get back to the document anytime, he only needs to save the information completed in each chapter.

Click here to validate once certificate has been entirely completed

Validate document  
definitively

[r preparatory costs \(component 0\)](#)

[of community policies \(for those aspects not directly covered](#)

[re included in the certificate](#)

[kdown per category](#)



# Certificate of expenditure

Home Project Log out

- Certificate has been validated

## Project certificates list

Period	Partner	Validation date	Amount	Final		
Period from 2009-05-04 to 2009-06-30 for expenditures paid until 2009-05-31	Slovenia TROIS	2009-09-17	0.00 €			



**The Lead Partner gathers all the partners' certificates and produces a payment claim**

# Activity report for first level control (partner)

## ☐ Access application form data

Show HTML version in readonly mode



Show administrative informations of this project

## ☐ Access expenditure data

Show expenditures list

Show incomes list

Show certificates list

Show progress reports list

Show controls list

Show closing documents list

Each partner must fill in a simplified progress report containing the activities per component.



# Activity report for first level control (partner)

Period from 2009-10-01 to 2010-03-31		Malaga City Council	Project progress report (LP only)
			Report for first level control
		Aix Urban Area (CPA)	
		FIVEC - Valence City Council's Foundation for Urban I Knowledge Society	
		Mediterranean Institute	
		Marseille City Council	Report for first level control

Each partner must click here (+) to create the activity report for first level control. The project progress report must be only created by the Lead partner

# Activity report for first level control (partner)

Partner : Malaga City Council

[Back to progress reports list](#)

You can view a PDF version of your document here :



Each partner must describe the actions and achievements for every component

- 1. [Realisation per component](#)
- 2. Publishable information on project (for Programme Med website and general external communication activities)
  - 2.1 [Description of activities, outputs and results since the project start](#)
  - 2.2 [Description of activities, outputs and results during the reporting period](#)
  - 2.3 [Next steps to be taken](#)
  - 2.4 [Publishable material and eventual copyright](#)



# Documents to be submitted to the First Level Controller every 6 months

- List of declared expenditure;
- Invoices;
- Bank account statements/proof of payment for each invoice;
- Staff costs: calculation of hourly rates, information on actual annual working hours, labour contracts, payroll documents and timesheets of personnel working for the project;
- Calculation of administrative costs, proof and records of costs included in overheads;
- Documents relating to public procurement procedures, terms of reference, offers/quotes order form, contract:
- Proof for delivery of services and goods: studies, brochures, newsletters, minutes of meetings, translated letters, participants' lists, etc.;
- Records of assets, physical availability of equipment purchased in the context of the project;
- For travel: boarding cards, travel tickets and all related documents;
- Specific documents requested by your national First Level Controller

# Documents to be submitted to the Lead partner every 6 months

- First Level Control certificate of expenditures [copy]
- Annexes: all material produced during the reporting period [electronic version]

**Thank you for your attention!**

## **MED PROGRAMME JTS**

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