

FIPS QUICK START GUIDE

Declining Milestone Claims for MA Assignments

Training Providers have the facility to decline milestone claims from the Individual Payment Plan in FIPS if that milestone is not going to be claimed. For further information about if / when a milestone should be declined, contact your SIA.

- 1. Click to view the participant assignment and go to the Individual Payment Plan section.**

Individual Payment Plan

Registrations

Sector Skills Council Registered	Yes
Awarding Body Registered	Yes

Individual Payment Plan

Name	Andrew Management (Scotland) Limited - MA - 2019 - GM Civil Engineering Services (Construction)-SCQF 5
No of Units	4
Total Paid	£0.00
Total Value	£1,900.00

Payment Claims

Claim Type	Milestone Numbe...	Amount	Expected Claim Date ↑	Claimed On	Status Reason
Milestone	1	£238.00	09/10/2019		Available to Claim
Milestone	2	£238.00	08/01/2020		Available to Claim

- 2. Click into the milestone you want to set to Declined. The screenshot above shows milestone 1 as an example. Double click to view the related milestone claim screen.**

If you are declining multiple milestones, you need to click into each one individually from the Payment Plan. Double click to view the claim screen.

3. Ensure the milestone screen is set to “Training Provider Information Form”. This view will display the Decline Claim button:

NEW DELETE PRISM ASSIGN SHARE SHARE SECURED FIELDS EMAIL A LINK RUN WORKFLOW START DIALOG

PAYMENT CLAIM : TRAINING PROVIDER INFORMATION FORM

M001 - SCQF 5-GM84 22-Construction and Civil Engine...

Submission

Submit Payment Claim Decline Claim

Activate Evidence Upload

General

Name	M001 - SCQF 5-GM84 22-Construction and Civil Engineering Services (Construction)-Construction: Civil Engineering-Revision-1
Owner	Management Limited
Individual Payment Plan	Andrew Management Limited - MA - 2019 - GM84 22-Construction and Civil Engineering Services (Construction)-SCQF 5
Claim Type	Milestone
Milestone Number	1
Claim From	10/07/2019
No of Units	1
Expected Claim Date	09/10/2019
Claimed On	
Amount	£238.00
Holding Reason	
SIA Approval Required	No
Clawback	No

4. Click on Decline Claim. A dialogue box will appear prompting you to confirm that you wish to decline the claim:

Payment Claim - Decline Claim - Internet Explorer

Payment Claim - Decline Claim

Screen 1

Please confirm you understand that a Declined Claim cannot be Claimed after this action

I Confirm and Accept: Proceed

I do not wish to Proceed

Tip

Click to add comments

Help Summary Next Cancel

If a milestone is declined, this cannot be processed at a later date or set back to Available to Claim by the Training Provider. If this is set to declined in error, contact the FIPS Support Team to resolve.

- Click on Next to complete the action. Once set to Declined, the screen becomes locked and no updates or changes can be made to that milestone. On the IPP, the claim now shows the status reason as Declined:

Individual Payment Plan					
Name	Andrew Management Limited - MA - 20184 22-Construction and Civil Engineering Services (Construction)-SCQF				
No of Units	4				
Total Paid	£0.00				
Total Value	£1,900.00				

Payment Claims					
Claim Type	Milestone Numbe...	Amount	Expected Claim Date ↑	Claimed On	Status Reason
Milestone	1	£238.00	09/10/2019		Declined
Milestone	2	£238.00	08/01/2020		Available to Claim

When a milestone is declined, it effectively removes it from the IPP. It cannot be claimed which enables you to move to the next milestone number to submit outstanding claims as normal.