FIPS QUICK START GUIDE

Hold, Un-hold and Undo Claims

MA Training Providers can Hold, Un-hold and Undo claims before payments are transferred to SDS Finance on a Friday. The Posting Run process is completed by SDS Finance each Friday afternoon. Claims must be undone in sequential order.



This is covered in a video guide. To view this, click the play button.

1. Training Providers can put claims on hold and un-hold or undo claims not yet processed by SDS finance. To do this, click into the Payments entity from the Workplace menu:

	Skills Development SDS FIPS Scotland			
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#	Bulk Expense Auth	т	raining Provider Dashboard 🗸	
	Bulk YPA Claim			
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2. The entity will default to the Payments – Pre-Posting view. If another view has been set as the default, use the drop-down arrow to select the Pre-Posting view. A list of claims made that week will be displayed and the status reason will show as "Ready to Send to Finance". To hold or undo any of the claims, double click on the row to open the record:

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Payments - Pre Posting ~					
\checkmark Status Reason \lor	Holding Re 🚿	Amount V Program	me \sim \mid Par $\sim\mid$ Transaction $\sim\mid$ Payment Claim \sim	Claim Type (Payment Cl	ai $\lor $ Expense Cl
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Ready to Send to Finance		£430.00 MA	Adam G Milestone M013 - VQ 3-0	GM1V 46-Mechanical Man Milestone	
Ready to Send to Finance		£430.00 MA	Kieran N Milestone M011 - VQ 3-0	GL2M 23-Engineering Mair Milestone	
Ready to Send to Finance		£439.00 MA	Gregor I Milestone M005 - SCQF	6-GL2M 23-Engineering M. Milestone	
Ready to Send to Finance		£250.00 MA	Daniel N Milestone M06 - VQ 3-G	F1Y 23-Decorative Finishin Milestone	
Ready to Send to Finance		£250.00 MA	John We Milestone M005 - SCQF	6-GL2M 23-Engineering M Milestone	
Ready to Send to Finance		£384.00 MA	Garry M Milestone M001 - SCQF	5-GM2N 22-Hospitality Ser Milestone	
Ready to Send to Finance		£384.00 MA	Tabitha Milestone M001 - SCQF	5-GM2N 22-Hospitality Ser Milestone	
Ready to Send to Finance		£482.00 MA	Christop Milestone M012 - VQ 3-0	GF25 23-CTS F700 Wood C Milestone	
Ready to Send to Finance		£1,148.00 MA	Callum [Outcome M099 - VQ 2-0	GF74 22-Accessing Operati Outcome	
Ready to Send to Finance		£192.00 MA	Callum [Milestone M06 - VQ 2-G	F74 22-Accessing Operatio Milestone	

3. When the payment claim record opens, a "Hold" and "Initiate Undo Related Record Process" button will be displayed under the Submission tab:

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Trai Paym	ning ent	Associa	ation Limited	- £430.00)	Keiran Train Assignment (D	ing Associati erived)	on Ltd - MA - 201	9 - GM1V 46-Mec	hanical Manufacturin			Active Status	Milestone Payment Transaction Type	~	
Subi	nissio	n Gene	ral Derived Fiel	ds Relate	ed											
	lold												Initiate Undo Related Record Process			

4. The "Hold" function will stop the claim being transferred to SDS Finance for payment. The status reason of the claim will be updated to show as "Hold" on the Pre-Posting view until the claim is updated to un-hold the payment. Clicking on Hold or Un-hold will refresh the screen automatically to update the status of the record. Any payments at holding status will be displayed in the Pre-Posting system view:

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F	Payments - Pre Pe	osting	~									7	7	Search this view	Q
`	Status Reason \bigtriangledown \lor	Holding	Re $arphi $ Training Provider $arphi$	Amount \vee	Programme \lor P	\vee Transaction \vee	Payment Cl ∨ Claim Ty	rpe ∨ Expense CI	∨ Adopt An	\sim Incentive C	\vee Incentive \vee	Sent to Fina	ince O	In \checkmark Training Pr	\sim Training
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5. To remove the Hold on a claim, follow the previous steps shown to view the payment record then click Un-hold. The Un-hold button only appears when the claim is on Hold. Clicking on Un-hold will release the claim for payment and the status will return to "Ready to Send to Finance":



6. When the action has been completed, the popup box will display the below message. Click on OK to finish:

Un-Hold	
	×
Successfully performed Un-Hold action	
	ОК



7. To undo a claim prior to it being processed by SDS Finance, follow the previous steps to open the payment record and then click the Initiate Undo Related Records Process button:

←		🗟 Save	📳 Save & Close	+ New	🗓 Delete	🖔 Refresh	Export to PDF	A, Assign	🕼 Email a Link	\boxtimes Flow \smallsetminus	🖷 Word Templates 🗸	🛍 Run Report \vee			
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	Hold											Initiate Undo Related Record Process			
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8. The confirmation popup box below will be displayed. This message is to inform users that once the undo action has been performed, the original claim record will no longer exist and the home button should be clicked on to return to the main dashboard screen. Clicking on Next will undo the claim and the payment will be removed from the Pre-Posting view:

Confirmation	×									
UndoRelatedRecord										
This process could result in the deletion of the current record. If the record is deleted select the Home Screen to return to the default dashboard.										
Next Cance										

- Clicking on Cancel will stop the undo process and the screen will refresh. The claim will still be listed on the Pre-Posting system view, awaiting payment in the weekly posting run by SDS Finance.

For any claims undone by Training Providers, the claim on the individual assignment IPP will show as "Available to Claim" and claims can be resubmitted when required.