

FIPS Quick Start Guide

Declining Milestone Claims for MA Participants

Providers have the facility to set milestones to Declined for a participant on an Individual Payment Plan in FIPS if that milestone is not going to be claimed. For further information about if or when a milestone should be declined, Providers should contact their Skills Investment Adviser (SIA) to discuss prior to setting claims to Declined status in FIPS.

- The link below will take you to the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.



Guide last reviewed: 29/10/25

Next review due: 29/01/27

Created by FIPS Support Team

1. Click into the participant assignment and go to the Individual Payment Plan tab:

Alexander - Scotland Ltd - MA - 2022 - GF6J 22-Vehicle Fitting-SCQF 5 - Saved

Assignment - Information

Test Person Individual NTP HUB DEMO ONLY - MA - 2023 Confirmed Assignment Status Reason

Actions Actions (Canvas App) Training Provider Details Participant Details Update Equalities Information Participant History and Current Em... Update Employer Training Details Update Training Venue **Individual Payment Plan** ...

Registrations

Sector Skills Council Registered Yes

Awarding Body Registered Yes

Active Individual Payment Plan Test Person - NTP HUB DEMO ONLY - MA - 2022 - GF6J 22-Vehicle Fitting-SCQF 5

Refresh Flow Run Report Excel Templates

Group By: (no grouping)

Claim Type	Milestone Number	Amount	Expected Claim Date	Claimed On	Status Reason
Milestone	1	£284.00	29/11/2022	---	Available to Claim
Milestone	2	£284.00	28/02/2023	---	Available to Claim
Milestone	3	£284.00	31/05/2023	---	Available to Claim
Milestone	4	£284.00	30/08/2023	---	Available to Claim
Milestone	5	£284.00	28/11/2023	---	Available to Claim
Milestone	6	£284.00	27/02/2024	---	Available to Claim
Milestone	7	£284.00	29/05/2024	---	Available to Claim
Milestone	8	£284.00	28/08/2024	---	Available to Claim
Outcome	99	£2,278.00	04/09/2024	---	Available to Claim

2. Claims can only be set to Declined when the status reason shows as “Available to Claim”. Click into the milestone that is to be set to Declined status. The screenshot above highlights milestone 1 as an example. Double click to open the related milestone claim.

If multiple milestones are being set to Declined, each milestone must be clicked into individually from the Individual Payment Plan. Double click to view the claim screen.

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

← Save Save & Close + New Delete Refresh Check Access Process Assign Flow Share

M002 - SCQF 7-R703 04-Diploma in Veterinary Nursing - Equine-Veterinary Nursing-Revision-2 - Saved Available to Claim Status Reason

Payment Claim Training Provider Information Form

Submission General Evidence Related

Submit Payment Claim

Decline Rationale

Decline Claim

- If a milestone is set to declined, this cannot be processed at a later date or set back to Available to Claim by the Provider. If this is set to declined in error, raise a User Request with FIPS Support to resolve this.

- Select the Decline Rationale using the magnifying option in the field to select the relevant rationale option from the lookup:

4. Click on Decline Claim. A popup confirmation box will be displayed to confirm the action. Click on Accept to continue. If Reject is clicked, the milestone will remain at Available to Claim status:

- The screen will refresh, and the status will now show as Declined. The IPP will also show the status reason of the claim as Declined. The next milestone at Available to Claim status can be claimed.