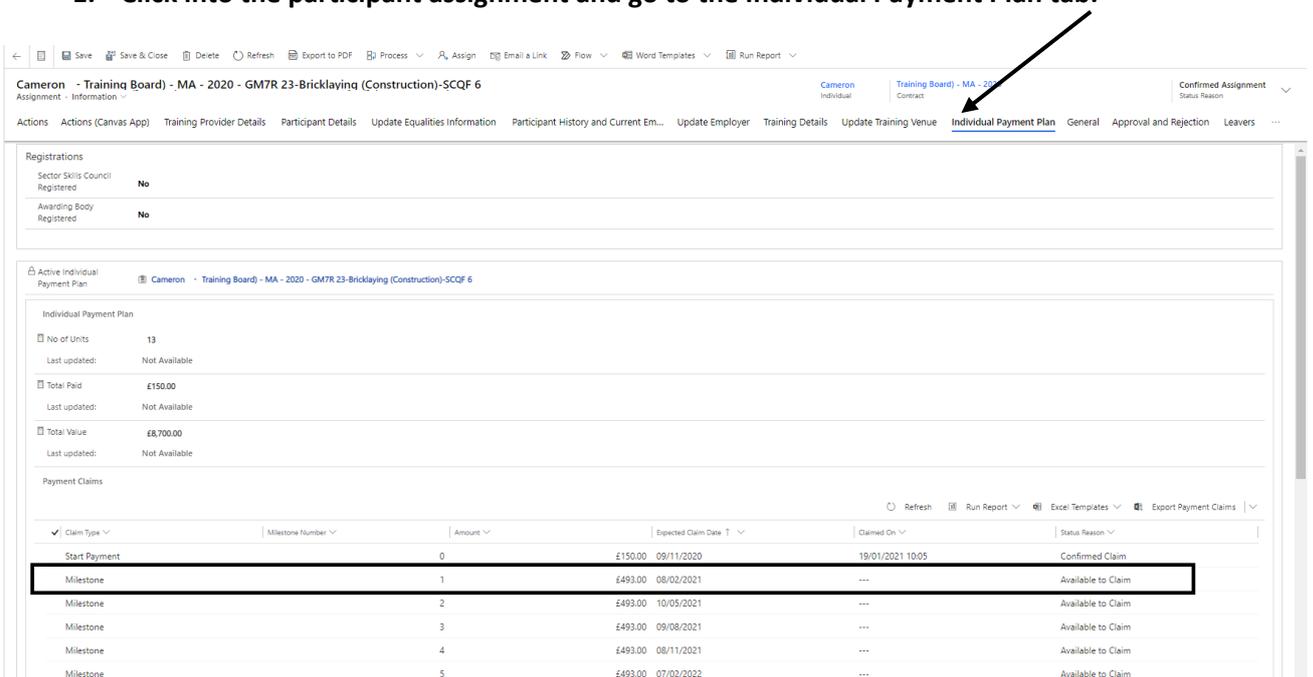


FIPS QUICK START GUIDE

Declining Milestone Claims for MA Participants

Training Providers have the facility to decline milestone claims from an 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, Training Providers should contact their Skills Investment Adviser to discuss prior to updating FIPS.

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



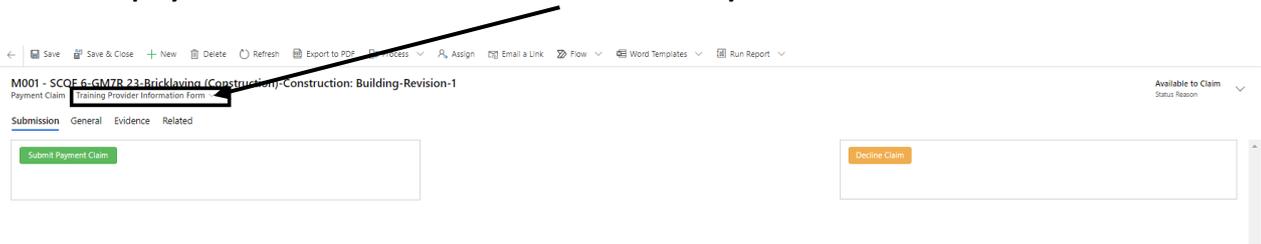
The screenshot shows the FIPS system interface for a participant assignment. The top navigation bar includes tabs for 'Cameron Individual', 'Training Board - MA - 2020 Contract', and 'Confirmed Assignment Status Reason'. The 'Individual Payment Plan' tab is selected and highlighted with an arrow. Below the navigation bar, there are sections for 'Registrations' and 'Active Individual Payment Plan'. The 'Active Individual Payment Plan' section displays summary statistics and a table of 'Payment Claims'.

Claim Type	Milestone Number	Amount	Expected Claim Date	Claimed On	Status Reason
Start Payment	0	£150.00	09/11/2020	19/01/2021 10:05	Confirmed Claim
Milestone	1	£493.00	08/02/2021	---	Available to Claim
Milestone	2	£493.00	10/05/2021	---	Available to Claim
Milestone	3	£493.00	09/08/2021	---	Available to Claim
Milestone	4	£493.00	08/11/2021	---	Available to Claim
Milestone	5	£493.00	07/02/2022	---	Available to Claim

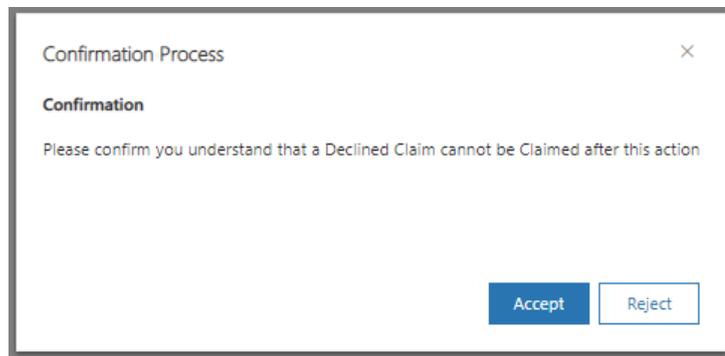
2. Claims can only be set to Declined when the status reason shows as “Available to Claim”. Click into the milestone that is to be set to Declined status. The screenshot above highlights milestone 1 as an example. Double click to view the related milestone claim.

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.

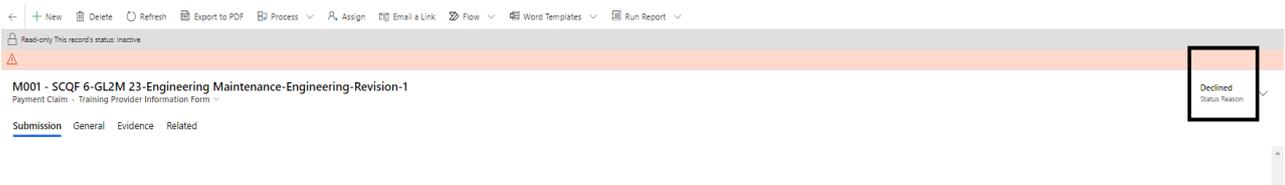
3. Ensure the milestone view is set to “Training Provider Information Form”. This view will display the Decline Claim button and the Submit Payment Claim button:



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:



5. 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:



If a milestone is set to 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.

- On the IPP, the claim now shows the status reason as Declined:

Active Individual Payment Plan Roz - DEMO ONLY - MA - 2018 - GL2M 23-Engineering Maintenance-SCQF 6

Individual Payment Plan

No of Units: 16
Last updated: 20/01/2021 11:24

Total Paid: £0.00
Last updated: 20/01/2021 11:24

Total Value: £8,000.00
Last updated: 20/01/2021 11:24

Payment Claims

Refresh Run Report Excel Templates Export Payment Claims

Claim Type	Milestone Number	Amount	Expected Claim Date	Claimed On	Status Reason
Milestone	1	£250.00	31/07/2020	---	Declined
Milestone	2	£250.00	29/10/2020	---	Available to Claim
Milestone	3	£250.00	28/01/2021	---	Available to Claim
Milestone	4	£250.00	30/04/2021	---	Available to Claim
Milestone	5	£250.00	30/07/2021	---	Available to Claim

When a milestone is declined, it effectively removes it from the IPP. It cannot be claimed. This will enable Training Providers to move to the next milestone number and submit remaining claims as required.