▪ How to Insert a Payment Claim covering a flat rate

Preconditions

1. An SFD1420 account has been created for the User
2. User accesses the system via **Google Chrome**
3. User has been granted rights to insert a **Payment Claim**
4. **FIF form** would need to be inserted in the system by Treasury
5. While using the system, user must click on **Save** prior to moving onto the next tab
6. Preliminary Agreement / Grant Agreement / Addenda need to be signed and uploaded on SFD1420 at Operation level
7. The payment schedule outline in MA circular 03/2018 should be respected

1. Go to the **Operation** module and select **Payment Claim**

2. **Invoice Details Tab**

a) Click **Insert** from the menu on the right-hand side of the screen

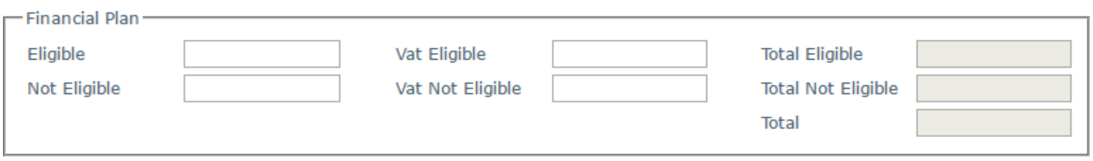
b) Fill in all fields relevant to the payment claim. Most fields display a drop-down menu from which the applicable menu item is to be selected. Definition of each fields is as follows:

- **Payment Claim Type:** This will be automatically selected once the sub-activity is chosen from the drop down menu (i.e. reimbursement type)
- **Reimbursement Reference Number:** The Beneficiary should use the Payment Claim module with the following reference – **Project Number/IND/PaymentClaimNo1**. This should be inserted manually in a chronological order for each claim undertaken
e.g. ESF.00.00/IND/1
- **Date:** Insert the date when the reimbursement request is being entered
- **Operation:** Select the Operation from the drop-down menu
- **Activity:** Select the Activity applicable to the payment claim
- **Sub-Activity:** Select the Sub-Activity applicable to the payment claim

- **Reimbursement Details:** The Invoice Number field is automatically inserted by the system. Insert the Invoice Date of the reimbursement claim. The Supplier and Supplier VAT fields are to be left empty as they are not applicable to this type of payment claim

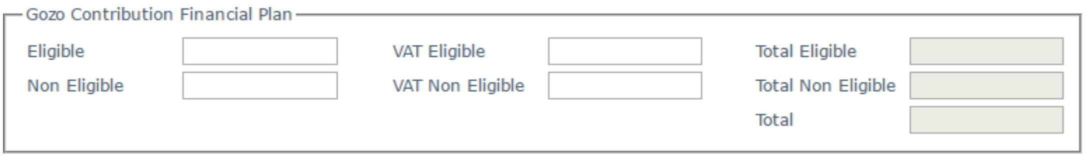
- **SCO:** This is not applicable to this payment claim
- **Unit of Measure:** This is not applicable to this payment claim
- **Value & Rate:** These are not applicable to this payment claim
- **Invoice Type:** Select the invoice type **Flat Rate** from the drop-down list
- **Procurement Type:** This is not applicable to this payment claim
- **Contract:** This is not applicable to this payment claim
- **Description:** Insert details to which flat rate claim % this payment is referring to[1]
- **Entity:** Select the entity (Beneficiary organisation) which will be paid by Treasury from the drop-down list (as per FIF[2])
- **Bank Account:** Select the entity's bank account (if the entity has more than one bank account)
- **Remarks:** Subject to MA instructions, indicate here if the payment claim is a partial claim vis-à-vis the payment schedule. If a change in project value took place and this payment claim includes any adjustments, indicate here
- **Private Co-Finance Payable:** Tick this box if the private funding is payable. In the case of NGOs and Social Partners, this should be indicated as non-payable for this type of claim
- **Financial Plan & Gozo Contribution Financial Plan:**
  Eligible – Insert the eligible amount of the payment claim
  VAT Eligible - This will be greyed out
  Not Eligible – This will be greyed out
  VAT Not Eligible – This will be greyed out

  The totals are calculated automatically when all the applicable amounts have been inserted.



[1] In line with the payment schedule outlined in MA circular 03/2018
[2] Financial Identification Form

In the case of a claim which includes a Gozo contribution, the values need to be inserted in both the Financial Plan and the Gozo Contribution Financial Plan. The Gozo Contribution Financial Plan is part of the total financial plan. If the claim will be contributing to Gozo in its entirety, both financial plans should mirror the same amounts



- Click **Save** to save the payment claim. Once saved, the record will be displayed in the table at the top of the screen

c) To navigate to the next tab, search for invoices using the search function and select the applicable one. Click on the tab you need to work on and follow the below instructions.

3. Documentation Tab

This screen displays the list of documents that are uploaded. Click on **Insert** and select **Choose File**. Browse and select the file, then click save to upload the file. To view the uploaded document click on **View**. To remove the document click on **Remove**.

For this payment claim type – *Flat Rate*, there are no mandatory documents.

Invoice Details | Documentation | Checklist | Payment Authorisation | Asset Management | Confirmation | Statistics

Type	File Name		
Invoice Document	invoice 017648.pdf	Choose File No file chosen	View
Supporting Documentation		Choose File No file chosen	View

4. Checklist Tab

This screen includes the checklist of questions pertaining to the Project Leader. If any of the checklist questions are answered with a *No* or *N/A*, then the payment claim cannot be confirmed.

Category	Question	YES	NO	N/A
Compliance with National and Community Rules	The relevant National and Community rules have been compiled with.			
Compliance with National and Community Rules	The claim is in line with the Grant Agreement and / or any subsequent addenda applicable			
Compliance with National and Community Rules	This payment has been calculated in line with the payment schedule outlined in the latest MA circular			

Users at Line Ministry level are to confirm the following checklist:

Category	Question	YES	NO	N/A
Compliance with National and Community Rules	The relevant National and Community rules, have been complied with.	○	○	◉
Ensuring that the Project Leader carried out the required checks	The claim is in line with the Grant Agreement and / or any subsequent addenda applicable	○	○	◉
Administrative Procedures	The supporting documentation and obligations related to this payment claim in line with the latest MA circular have been checked by the LM	○	○	◉
Raising the Commitment	The correct commitment has been raised through the DAS by the respective Accounting Officer of the relevant Ministry	○	○	◉

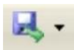
To complete the checklist:

a) Click **Insert** from the menu on the right-hand side of the screen
b) Answer the questions by clicking under *Yes, No* or *N/A*
c) Click **Save** to proceed to the next tab. If all questions have been answered with a *Yes* proceed to the Confirmation Tab.

5. Confirmation Tab

This screen displays a summary of the payment claim. This is where the Beneficiary confirms that the payment claim details are correct and can be confirmed.

To confirm the payment claim, click the **Confirm** button found at the bottom of the screen.

To download this document in pdf format, click on  found at the top of the screen and select PDF.

6. Payment Authorisation

Invoice Details | Documentation | Checklist | Payment Authorisation | Asset Management | Confirmation | Statistics

Certification Role	Authorisation Status	Date	Username
Confirmation_Project Leader	Accepted	30/05/2016 12:22:54	corp\zarbr009
Confirmation_Line Ministry	Accepted	01/06/2016 11:30:11	corp\dayaf002
Treasury_Acceptance	Accepted	10/06/2016 10:26:00	corp\borgl065
Treasury_Payment in Process	Accepted	14/06/2016 12:23:49	corp\zahrk016
Treasury_Payment Execution	Accepted	15/06/2016 13:20:44	corp\zahrk016

This screen displays the sequential levels of the payment authorisation. As soon as each Certification Role completes its check, the status turns to **Accepted** or **Rejected**. It also displays the *date* and *time* of certification as well as the *username* of the person certifying the payment claim.