

The Payment Authorisation Window Explained

NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.
- iv. Invoices need to have been confirmed at the Payment Claim Level.

1. Move your cursor on the “Operation” tab, and then click on “Payment Authorisation”.



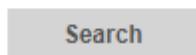
2. Fill in the fields to search for payments.

A screenshot of the 'Payment Authorisation' search form. The title 'Payment Authorisation' is at the top left. Below it is a 'Search Criteria' section with a table of input fields. The 'Certification Role' field is a dropdown menu with '<Select Certification Role>' as the placeholder. The other fields are empty text boxes. A 'Search' button is located at the bottom right of the form.

Search Criteria	
Certification Role	<Select Certification Role>
Operation	<input type="text"/>
Contract	<input type="text"/>
Invoice	<input type="text"/>
Entity	<input type="text"/>



- Click on “Search”, which is found in the bottom right corner of the search box.



- Click on the Invoice that you wish to process.

Operation Code	Activity Code	Sub Activity Code	Contract Reference	Invoice Number	Invoice Date	Eligible	Not Eligible	Total
EMFF 7.1.1	10	04	SAL/NM_608181M	EMFF 7.1.1/NM/03	23/01/2017	2747.43	0.00	2747.43
EMFF 7.1.1	10	04	SAL/NM_608181M	EMFF 7.1.1/NM/04	09/02/2017	2760.60	0.00	2760.60
EMFF 7.1.1	10	04	SAL/NM_608181M	EMFF 7.1.1/NM/05	08/03/2017	2760.60	0.00	2760.60
EMFF 7.1.1	10	04	SAL/NM_608181M	EMFF 7.1.1/NM/06	19/04/2017	2463.13	0.00	2463.13
EMFF 8.3.1	09	01	CT 3031/2016	1	04/07/2017	160000.00	49332.00	209332.00

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- Click on “Amend”, answer any relative questions and then click on “Save”

Checklist Documents Invoice Details

Category	Question	YES	NO	N/A
Compliance with National and Community Rules	Question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validation of Documents	Question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validation of Documents	Question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validation of Documents	Question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validation of Documents	Question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Amend Save Undo Clear Print Confirm

- If you wish to view the Invoice’s Documents, click on the “Documents” tab, and then click on “View”.

Checklist Documents Invoice Details

File Name	Document Title	Date	Level	
File Name	Document Title	30/10/2015 00:00:00	Contract	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View

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7. If you wish to view a summary of the whole invoice, click on the “Invoice Details” tab.

8. Once the Checklist questions have been answered, documents have been viewed and Invoice Details have been checked click on “Confirm”, which is found on the right side of the screen.
Note: If you changed an answer to “No” in the Checklist Tab, then a pop up will occur, which will ask you to fill in some details on why you answered “No”, therefore rejecting the Invoice. If an invoice is rejected, the user is to specify the certification role at which the invoice will be set as pending.

The screenshot shows a web interface with three tabs: Checklist, Documents, and Invoice Details. The Checklist tab is active, displaying a table with columns: Category, Question, YES, NO, and N/A. A pop-up dialog is overlaid on the table, containing the text: "This invoice is about to be rejected. Please specify the Certification Role at which the invoice must be set as pending." Below this text is a dropdown menu with the option "<Select Certification Role>". There are also input fields for "Reason", "Send Email", and "Send Notification", along with "Reject" and "Cancel" buttons. To the right of the table, there is a vertical stack of buttons: Amend, Save, Undo, Clear, Print, and Confirm.

-----End of Tutorial-----

Modification History

Creation of Tutorial – 28/07/2017

