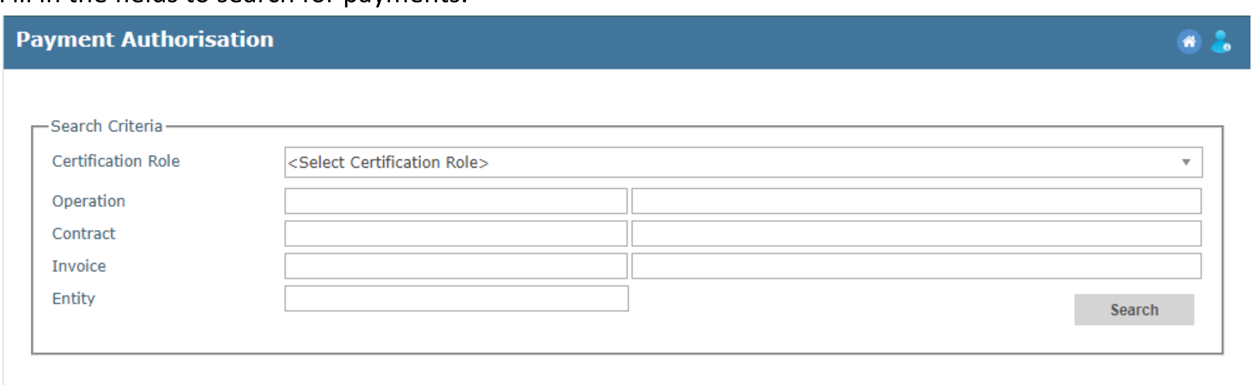
The Payment Authorisation Window Explained

***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.



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

Search

4. 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

1

Viewing Records 1-5 out of 5

5. 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			
Validation of Documents	Question			
Validation of Documents	Question			
Validation of Documents	Question			
Validation of Documents	Question			

Amend

Save

Undo

Clear

Print

Confirm

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

Checklist Documents Invoice Details

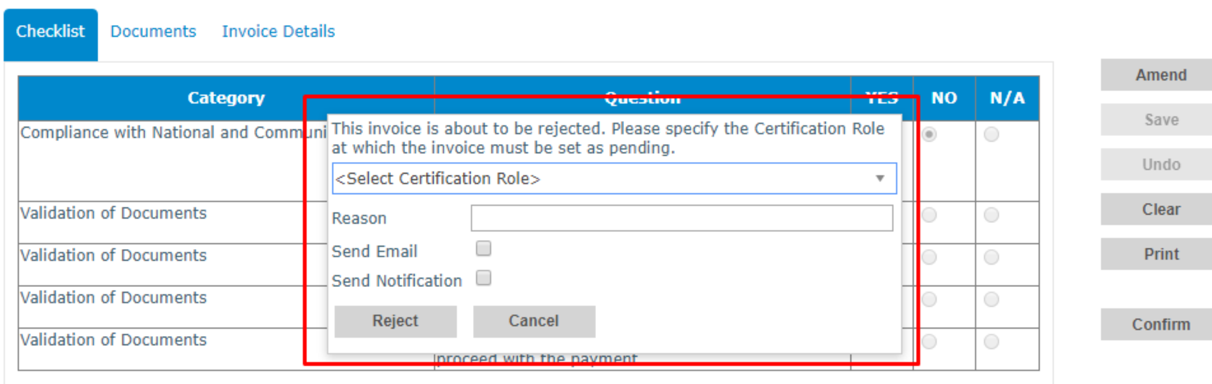
File Name	Document Title	Date	Level	
File Name	Document Title	30/10/2015 00:00:00	Contract	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View
File Name	Document Title	07/03/2017 16:26:12	Payment Claim	View

1

Viewing Records 1-4 out of 4

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.***



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

<u>Modification History</u>
Creation of Tutorial – 28/07/2017

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