


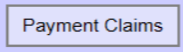
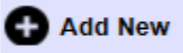
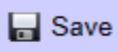
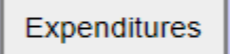

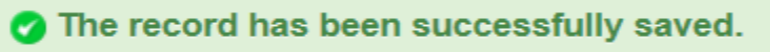
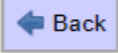
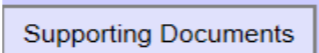
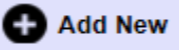
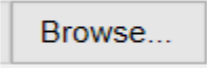

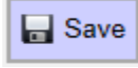

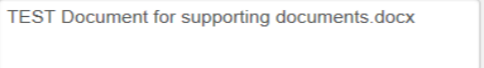
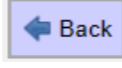
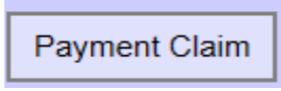
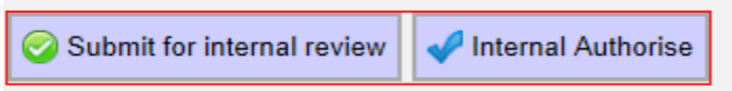

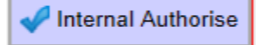

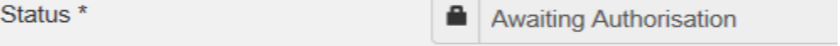



**Submitting and Approving a Payment claim as an Applicant**

1	<b>Log in as An Applicant Finance Approver, Endorser or Inputter</b>	Log on to the System using your username and password	
2		Select <b>Project</b> from the menu on the left hand side	
3		Select <b>Live</b> from the project menu	
4		Identify the project you want to make a payment against	
5		Select <b>Edit</b> against the Project	
6		Select <b>Payment Claims</b> tab from the top section of the page	
7		Select <b>Add New</b>	
8		Enter remaining Payment Claim Information in fields which are white	Type - <b>Cash Payment</b> Pay Alternative Payee - <b>select if relevant but not mandatory</b> Confirm Authorisation Req. Met - <b>if true then check this box</b> Comments - <b>enter if required but not mandatory</b>
9		Select <b>Save</b>	
10		Select <b>Expenditures</b> tab from top section of screen	
11		Select <b>Add New</b>	
12		Enter expenditure information in fields marked as white coloured. Only those with an asterisk are mandatory.	Expenditure Item* - <b>select correct value from dropdown</b> Other - <b>enter text as required</b> Amount of Expenditure* - <b>enter amount as required</b> Supporting Documentation Attached - <b>check this box if you are attaching invoices/receipts or copies of other paperwork</b> Comments - <b>enter if required</b>
13		Select <b>Save</b> and you should see the message that the record has been successfully saved	
14		If you require to add further expenditure items then <b>follow steps 11 to 13</b> for as many times as required	
15		Once you have finished entering the payment claim details select <b>Back</b>	
16		If you selected that you were attaching supporting documentation then select the <b>Supporting Documents</b> tab from the top of the page	

17	Select <b>Add New</b>					
18	Select <b>Browse</b> from the Main Details section of the page and this will allow you to find your document from your local :drives					
19	Select the document you want to attach and then select <b>open</b>					
20	You should then see the file path name in the box beside the browse button					
21	If you have attached the wrong document then either select <b>Back</b> and it won't be saved or else go through steps 18 to 19 again					
22	Once you have attached your document Select <b>Save</b>					
23	You will see a green message saying the record has been successfully saved					
24	You will also see the name of your supporting document in the white <b>Filename Field</b>					
25	You can attach as many supporting documents as required by <b>repeating steps 16 to 22</b>					
26	Once completed and saved Select <b>Back</b>					
27	To move the payment claim for internal authorisation within your organisation Select the <b>Payment Claim</b> tab from the top section of the screen					
28	You will see the completed details of the payment claim you have created					
29	If there is more than one programme funding the project you will have the opportunity to allocate your claim across the different programmes whilst still staying within the total amount of your claim. A suggested amount will be provided against tenure, provision and client should you wish to request payment be set against a specific area. You will also have the opportunity to add an alternative payee and comment at this stage	<table border="1"> <tr> <td> <b>MAXIMUM PAYMENT AMOUNT = £1,499,750.00</b>  Programme: AHSP Grant Local Programmes  Suggested Amount: <input type="text" value="36216.26"/> </td> <td> <b>MAXIMUM PAYMENT AMOUNT = £700,000.00</b>  Programme: Wheatley Bond Grant Commitment  Suggested Amount: <input type="text" value="16903.74"/> </td> </tr> <tr> <td> <b>MAXIMUM PAYMENT AMOUNT = £1,099,875.00</b>  Tenure: Housing Association Rent  Provision: General Provision  Client: General  Special Needs: False  Suggested Amount: <input type="text" value="26560.00"/> </td> <td> <b>MAXIMUM PAYMENT AMOUNT = £1,099,875.00</b>  Tenure: Housing Association Rent  Provision: Sheltered  Client: Older People  Special Needs: True  Suggested Amount: <input type="text" value="26560.00"/> </td> </tr> </table>	<b>MAXIMUM PAYMENT AMOUNT = £1,499,750.00</b> Programme: AHSP Grant Local Programmes Suggested Amount: <input type="text" value="36216.26"/>	<b>MAXIMUM PAYMENT AMOUNT = £700,000.00</b> Programme: Wheatley Bond Grant Commitment Suggested Amount: <input type="text" value="16903.74"/>	<b>MAXIMUM PAYMENT AMOUNT = £1,099,875.00</b> Tenure: Housing Association Rent Provision: General Provision Client: General Special Needs: False Suggested Amount: <input type="text" value="26560.00"/>	<b>MAXIMUM PAYMENT AMOUNT = £1,099,875.00</b> Tenure: Housing Association Rent Provision: Sheltered Client: Older People Special Needs: True Suggested Amount: <input type="text" value="26560.00"/>
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	Depending on your role within your organisation and your business processes you can either select <b>Submit for Internal Review</b> or <b>Internal Authorise</b>	
30	To <b>Submit for Internal Review</b> select that option	
31	You then have to enter a <b>Comment</b>	e.g. please review and authorise as above my delegated authority
32	Then select <b>Confirm</b>	
33	To authorise yourself Select <b>Internal Authorise</b>	
34	Enter comment	E.G. Checked and authorised
35	Select <b>Confirm</b>	
36	The Main details of the payment will now show a <b>Status of Awaiting Authorisation</b>	
37	You can now create other payment claims for other projects by repeating the steps within the training pack or if finished select <b>Logout</b> from top right hand of the HARP screen	

## Authorising a Submitted Payment Claim in Scottish Government

Step	User	Step Description	Input Field
1	Log in as a Housing Finance Inputter, Endorser or Approver	Log on to the System	
2		Under <b>Items requiring your attention</b> you will see <b>Payment Claims Awaiting Random Finance Check</b> and the number of claims in brackets	<b>Items requiring your attention</b> <a href="#">Payment Claims - Awaiting Random Finance Check (2)</a> <a href="#">Payment Claims - Payment Threshold Breached (6)</a> <a href="#">Finance Receipts (53)</a> <a href="#">Project Change Requests (15)</a>
3		You can <b>either</b> select one of these options which will take you to the list of relevant payments <b>or</b> by scrolling down the page you will see the lists of payment claims under each of these headings	
4		Select ' <b>Edit</b> ' against the Project and payment claim you wish to review	<a href="#">Edit</a>
5		You will now be in the <b>Payment Claims</b> tab and the Status of the claim in the Main details field will say <b>Awaiting Finance - Random Check</b>	Status * <span>🔒 Awaiting Finance - Random Check</span>
6		Review the main details of the claim and also check the details within the <b>Expenditures</b> and <b>Supporting Document</b> tabs	<a href="#">Payment Claim</a> <a href="#">Expenditures</a> <a href="#">Supporting Documents</a> <a href="#">Status History</a>
7		If you are happy that everything is in order then select <b>Authorise</b>	<a href="#">✔ Authorise</a>
8		Enter a comment in the white field	E.g. Payment checked and authorised
9		Select <b>Confirm</b>	<a href="#">Confirm</a>
10		The <b>Status</b> of the payment claim in the Main details section should now say <b>Paid</b>	Status * <span>🔒 Paid</span>
11		Select <b>Back</b>	
12		You can then repeat for other payment claims or Select <b>Logout</b>	<a href="#">LOGOUT</a>

## Actioning Payments Claims which have breached their Payment Threshold

Step	User	Step Description	Input Field
1	Log in as a Housing Finance Inputter, Endorser or Approver	Log on to the System	
2		Under <b>Items requiring your attention</b> you will see <b>Payment Claims - Threshold Breached</b> with the number of claims in brackets	<a href="#">Payment Claims - Awaiting Random Finance Check (1)</a> <a href="#">Payment Claims - Payment Threshold Breached (6)</a> <a href="#">Finance Receipts (53)</a> <a href="#">Project Change Requests (15)</a>
3		You can <b>either</b> select one of these options which will take you to the list of relevant payments <b>or</b> by scrolling down the page you will see the lists of payment claims under each of these headings	
4		Select ' <b>Edit</b> ' against the Project and payment claim you wish to review	<a href="#">Edit</a>
5		You will now be in the <b>Payment Claims</b> tab and the Status of the claim in the Main details field will say <b>Awaiting Finance - Payment Threshold Breached</b>	Status * <span>🔒 Awaiting Finance - Payment Threshold Breached</span>
6		Review the main details of the claim and also check the details within the <b>Expenditures</b> and <b>Supporting Document</b> tabs	<a href="#">Payment Claim</a> <a href="#">Expenditures</a> <a href="#">Supporting Documents</a> <a href="#">Status History</a>
7		If you are happy that everything is in order then select <b>Authorise</b>	<a href="#">✔ Authorise</a>
8		Enter a comment in the white field	E.g. Payment checked and authorised
9		Select <b>Confirm</b>	<a href="#">Confirm</a>
10		The <b>Status</b> of the payment claim in the Main details section should now say <b>Paid</b>	Status * <span>🔒 Paid</span>
11		Select <b>Back</b>	<a href="#">← Back</a>
12		If you are not happy that everything is in order with the claim then you can Select either <b>Reject</b> or <b>Rework Required</b>	<a href="#">✖ Reject</a> <a href="#">🔄 Rework Required</a>
13		Enter a comment in the white field	E.g. Payment rejected or invoice missing
14		Select <b>Confirm</b>	<a href="#">Confirm</a>
15		You can then repeat steps for other payment claims or Select <b>Logout</b>	<a href="#">LOGOUT</a>