


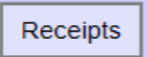
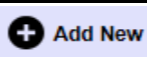
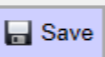



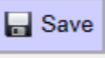



Submitting and Approving a Receipt

Step	User	Step Description	Input Field	Input Data
1	Log in as an Applicant Finance Approver	Log on to the System		
2		Select Project from the menu	Project	
3		Select Live from the project menu	 Live	
4		Choose a project you want to make a receipt against		
5		Select Edit against the Project	 	
6		Select Receipts tab from the top menu		
7		Select Add New		
8		If there are more than one programme funding the project you will have the opportunity to allocate your receipt across the different programmes whilst still staying within the total amount of your receipt. You can also input the split amount across tenure, provision and client should you wish to request a receipt be set against a specific area.	Interest Type Invoice Required Funds To Be Recycled Programme Date Funds Received Financial Year Assigned To Comments	Choose from dropdown Unavailable Unavailable Insert amount each if more than one Leave Blank 2016/17 Leave Blank
9		Select Save		
10		Enter pending review comment		
11		Select Confirm		
12	Log in as a Housing Finance Approver	Log on to the System		
13		Choose the quick link 'Finance Receipts' from the Items requiring your attention		
14		Select ' Edit ' against the Project you created a receipt for - this may be on the last page of the list	 	
15		Select Edit against the receipt you created		
16		Enter	Status Type Receipt Reference Number Interest Type Invoice Required Funds to be Recycled Amount Date Funds Received Financial Year Assigned to Comments	Funds Received Repayment Auto-populated None Tick box Tick box Input the amount Today's date 2016/17 Leave blank
17		Select Save		
18		Enter Comment	Enter Funds Received Comment	Funds received
19		Select Confirm		
20		Select Back	