

How to Insert a Payment Claim – for Staff costs type of expenditure

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. User clicks on **Save** prior to moving onto the next tab.
5. FIF form would need to be inserted in the system by Treasury

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 Invoice. Most fields display a drop-down menu from which the applicable menu item is to be selected. Definition of each field is as follows:

- **Operation:** Select the Operation from the drop-down menu

Operation	Select an Option
Activity	<input type="text"/>

- **Activity:** Select the Activity applicable to the Payment Claim

Activity	<input type="text"/>
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- **Sub-activity:** Select the Sub-Activity applicable to the Payment Claim

Sub Activity	Select an Option
SCO	<input type="text"/>

- Now that you have inserted up to this (sub-activity) level information on the Payment Claim, select **Reimbursement** from the top Payment Claim Type box.

Payment Claim Type	<input type="radio"/> Direct Payment <input checked="" type="radio"/> Reimbursement
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The *Reimbursement Ref No* will be greyed out and automatically generated by the system and should not be changed. In general, today’s date is to be entered in the **Date** field.

- A *Reimbursement Details* box will appear.
 - Insert the staff costs reference number in the **Invoice Number** field. It is very important to not include any spaces. Following format is to be used:
 - ESF.OX.OXX/CODE FOR TYPE OF STAFF_INITIALS OF PERSON/CLAIM Sequence No.
 - Insert the Date of claim by Beneficiary in the **Invoice Date** field. Supplier and Supplier VAT are to be left empty.

Reimbursement Details			
Invoice Number	<input style="width: 90%;" type="text"/>	Invoice Date	<input style="width: 90%;" type="text"/>
Supplier	<input style="width: 90%;" type="text"/>	Supplier VAT	<input style="width: 90%;" type="text"/>

- **SCO:** Select the applicable SCO type from the drop down, normally 7 – *Standard Scale of Unit Cost (OPEN)*

Entity	<input style="width: 60%;" type="text" value="7 - Standard Scale of Unit Cost (OPEN)"/>
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- **Unit of Measure:** Select the Unit of Measure (e.g. Hour/Week/Month/Pay period) as applicable to the methodology for unit cost established.
- **Value:** User to enter the number of pay periods / months / hours which are being claimed.
- **Rate:** User to enter the applicable rate established through the staff cost methodology for the position being claimed, for the particular year.
- **Invoice Type:** Select the invoice type ‘Salaries’ from the drop-down list

Salaries

- **Procurement Type:** Select the Procurement Type from the drop-down list as applicable, e.g. 5- Staff Costs.

5 - Staff Costs

- **Contract:** Select the applicable contract for which this claim is tied to.
- **Description:** Insert a brief description
- **Entity:** Select the entity which will be paid by Treasury from the drop-down list (as per FIF)

- **Bank Account:** Select the entity’s bank account (if the entity has more than one bank account)
- **Remarks:** Insert any remarks deemed necessary in relation to the Payment Claim
 - Indicating any deductions necessary
- **Financial Plan & Gozo Contribution Plan:** Insert the amounts according to the Payment Claim being processed. Note that certain cells may be locked (e.g. Eligible VAT will not be greyed out if the VAT is not eligible under the Operation).

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

The total value inserted in the Eligible field under the financial plan of the claim should reflect the rate by the number of Unit of measure (E.g. weeks) covered by the same claim.

Financial Plan					
Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution should be taken into account if the employee in question provides support to Gozitan end beneficiaries, reflecting actual supported in the period. (This amount should also have been included at sub-activity level using estimates)

Gozo Contribution Financial Plan					
Eligible	<input type="text"/>	VAT Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Non Eligible	<input type="text"/>	VAT Non Eligible	<input type="text"/>	Total Non Eligible	<input type="text"/>
				Total	<input type="text"/>

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

3. Documentation Tab

At this screen the system displays the list of documentation to be uploaded. There might be some documents which are mandatory. If these are not uploaded, the payment claim cannot be confirmed. For guidance on documents to be uploaded refer to the MA Circular 1/2018.

Click on **Insert** and select **Choose File**. Browse for the file and upload. To view the uploaded document click on **View**.

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**

The user is presented with the checklist pertaining to the Project Leader. If any of the checklist questions is answered with a *No* or a *N/A*, then the payment claim cannot be confirmed.

To complete the checklist:

- a) Click **Insert** from the menu on right-hand side of the screen
- b) Answer the questions with either a **Yes**, **No** or **N/A**.
- c) Click **Save** to proceed to the next level. 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 invoice details are correct and can be confirmed.

To confirm the Payment Claim, click the **Confirm** button found at the bottom of the screen.

6. **Payment Authorisation**

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

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\
Confirmation_Line Ministry	Accepted	01/06/2016 11:30:11	corp\
Treasury_Acceptance	Accepted	10/06/2016 10:26:00	corp\
Treasury_Payment in Process	Accepted	14/06/2016 12:23:49	corp\
Treasury_Payment Execution	Accepted	15/06/2016 13:20:44	corp\

Note: Payment Claims related to multiple invoices are to be processed through the menu **Operation > Payment Claim Multiple Invoices**. This facility allows Beneficiaries to group more than one invoice in a payment claim, subject that the reimbursement will be paid to the same bank account. E.g. When for a given period the Beneficiary needs to claim more than set of rates.

Payment Claim Multiple Invoices

Reimbursement
Invoices
Documentation
Checklist
Confirmation
Payment Authorisation
Statistics

Asset Management
Post-Confirm Doc

Reimbursement No.	<input type="text"/>	Reimbursement Date	<input type="text"/>
Operation	<input type="text" value="Select an Option"/>		
Invoice Type	<input type="text" value="Select an Option"/>		
Description	<input style="height: 20px;" type="text"/>		
Entity	<input type="text" value="Select an Option"/>		
Bank Account	<input type="text" value="Select an Option"/>		
Remarks	<input style="height: 40px;" type="text"/>		
Set Private and Non-Eligible Expenditure as Payable	<input type="checkbox"/>		

Financial Plan					
Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total NotEligible	<input type="text"/>
				Total	<input type="text"/>