# ABS010: Marking Payments as Received

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This concise guide will assist you, as Grant recipient Leads, in confirming the receipt of your payments.

#### 1. Disclaimer

All the screenshots in this user guide are taken from the DESNZ training environment. Since the system is still in development, there may be some differences to the screens you see in the live environment, and the data used is purely for demonstration purposes. All the screenshots in this user guide are taken from the DESNZ training environment. Since the system is still in development, there may be some differences to the screens you see in the live environment, and the data used is purely for demonstration purposes.

#### 2. Click "Payments"

Natasha Daley, a GR Lead, navigates to the payments section.

Click "P	aymen	S <sup>''</sup> Grant Recipie	nt	Porta		Valle (Grant	Welcome, Natasha Daley y Brook Council Recipient Lead)
Home Project Summary Ba	aselines Monthly Reporting $\sim$	Properties & Measures		Payments	Fraud & R	isks Support	Logout
VHLG-Valley Hills	s Consortium-20	24	[	Q Search thi	is list		
21 of 21 items • 0 items selected	Status	Created Data				Due de De successed	
ND - DEMO - CM #3	Withdrawn	Created Date Vers	ion		×	runas Requestea	£130.000.00
Valley Dale #3	Draft	28/02/2025 11:02					£130,000.00
Test Record - #1 - GPL 2TT	Draft	28/03/2025.09.33			1		£32,000.00
VHC Batch #06	Draft	27/03/2025 13:09			2		£60.001.00
○ VHC TEST #99	Draft	26/03/2025 13:29			1		£144.000.00
O TJ-DEMO-3	Draft	26/03/2025.09:13			1		£754.00
○ TJ-DEMO-1	Draft	24/03/2025. 15:34			1		£6.800.00
ABS-00000029	Draft	20/03/2025, 13:05			1		£20,000.00
<ul> <li>VD Batch #102</li> </ul>	Draft	19/03/2025, 15:57			1		£0.00
Batch Highlight							

#### 3. Approved Payments

Only approved payments will show up in the list shown here. As you can see, the record on screen is a payment of £40,000.

Warm Homes: Grant Recipient Po & Net Zero	rtal	Nat Valley Bro (Grant Recip	isha Daley ok Council ient Lead)
Home Project Summary Baselines Monthly Reporting v Properties & Measures v Batches v Payme	ents Fraud & Risks	Support Le	gout
WHLG-Valley Hills Consortium-2024			
Payment History			
Approved Payments			
1 of 1 item • 0 items selected           Reference         Amount         > Date         > Received			
VHC-FD- 00000000043 £40,000.00			
		L	
Accessibility statement Cookies Privacy notice Site map		l.	

### 4. March payment

This payment is for all batches created in the month of March, and prior to the cut off/ submission date.

Energy Security & Net Zero	Grant Recipient Port	Valley Brook Council         (Grant Recipient Lead)
Home Project Summary Baselines Monthly Reporting $\sim$ Prope	rties & Measures 🗸 🛛 Batches 🗸 Payments	Fraud & Risks Support Logout
WHLG-Valley Hills Consortium-2024	Mar	ch payment
Approved Psyments           1 of 1 item - 1 item selected           Reference v         Amount v         Date v         Received           VHC-FD- 0 00000000043         £40,000.00	Payment Reference VHC-FD-0000000043 Payment Period Start 1 Mar 2025 Payment Period End	Payment Date Payment Amount NO,000 Status
L	31 Mar 2025	i Approved
	31 Mar 2025	Confirm Payment Received Related Batches

## 5. Confirm payment is received or view the related Batches

Users have the option to review all batches related to this payment, and to confirm the payment as received.

Note: Zero         Home       Project Summary       Baselines       Monthly Reporting ~       Properties         WHLG-Valley Hills Consortium-2024         Payment History         Approved Payments	& Measures V Batches V	Confirm payme is received or v the related Batches
I of I iner selected       Reference     Amount       Output       Output       Output       €       VHC-FD-       00000000043       £40,000.00	VHC-FD-000000043 Payment Period Start 1 Mar 2025 Payment Period End 31 Mar 2025 Payment Received	Payment Amount ≅ £40,000 Status ≅ Approved Confirm Payment Received Related Batches

### 6. Confirm payment here

Now, let's go ahead and confirm the payment.



#### 7. Payment is marked as received

Payment received, as confirmed by the check mark in the received column.

← → ♂ t; desnz-gmv	
	Warm Hor Payment is marked
	WHLG-Valley Hills Consortium-2024
	Payment History
	1 of 1 item • 0 items selected Reference • Amount • Date • Received
	○ <sup>VHC/FD-</sup> 000000003
	Accessibility statement Cookies Privacy rotice Site map
	An content of annuale direct time open continues, content too, except miner down may zared     Contrology right

# 8. Click "Related Batches"

If we go back and select "Related Batches",

Home Project Summary Baselines Monthly Reporting $\checkmark$ Pr	operties & Measures 🗸 🛛 Batches 🗸 Paymen	s Fraud & Risks Support Logout
WHLG-Valley Hills Consortium-2024	Click "Re	alated Batch
Dayment History		
Approved Payments 1 of 1 item - 1 item selected	Payment Reference VHC-FD-0000000043	Payment Date
Reference V Amount V Date V Received	Payment Period Start	Payment Amount
€ 000000043 £40,000.00	Payment Period End	Status
	31 Mar 2025	Approved
	Payment Received	Confirm Payment Received
		Related Batches

#### 9. Related Batches

You will see the full list related to the payment record, along with the total requested funds and other details.

Energy Security & Net Zero	Warm	Homes: (	Grant Re	cipient	t Porta	ıl	Valle (Grant I	Welcome Natasha Dale Brook Counci Recipient Lead
Home Project Summary Ba	selines Monthly Re	porting 🗸 Properti	es & Measures 🗸	Batches 🗸	Payments	Fraud & Risks	Support	Logout
Payment Date Payment Period Start 1 Mar 2025		Payment Amount £40,000 Payment Period End 31 Mar 2025			Status Approved	Received		
Batches by Payment Record 2 of 2 items - 0 items selected Local Authority Batch Ref	Status     Approved     Approved	<ul> <li>Created</li> <li>18/03/</li> <li>07/03/</li> </ul>	i Date 2025, 11:23 2025, 15:35	<ul> <li>✓ Version</li> </ul>	Q Search th	s list Funds 1 1	Requested £: £:	× 144,000.00 140,001.00
VHC Batch #06	1							

#### 10. Click here to view the batch details

You can select the record and click "view details" to see all of the information. Remember that selecting "edit" will create a new version of this batch.

Batches by Payment Record			<ul> <li>Search this list</li> </ul>	
2 of 2 items • 1 item selected Local Authority Batch Ref	Status	✓ Created Date ✓ Vers	ion 🗸	Funds Requested
VD Batch #99	Approved	18/03/2025, 11:23	1	£144,0
O VHC Batch #06	Approved	07/03/2025, 15:35	1	£140,0
ABS Batch Id ABS-00000024		Batch Created Date 18 Mar 2025	e bat	ch d <u>e</u>
ABS Batch Id ABS-00000024 Local Authority Batch Reference VD Batch #99		Batch Created Date 18 Mar 2025 ABS Status Approved	e bat	ch de <sup>-</sup>
ABS Batch Id ABS-00000024 Local Authority Batch Reference VD Batch #99 Version Number		Batch Created Date 18 Mar 2025 ABS Status Approved Total Grant Requested	e bat	ch de
ABS Batch Id ABS-00000024 Local Authority Batch Reference VD Batch #99 Version Number 1		Batch Created Date 18 Mar 2015 ABS Status Approved Total Grant Requested 144000	e bat	ch de
ABS Batch Id ABS-00000024 Local Authority Batch Reference VD Batch #99 Version Number 1		Batch Created Date 18 Mar 2025 ABS Status Approved Total Grant Requested 144000	e bat	ch de

### 11. Thank you for watching

This concise guide has been designed to assist you, the grant recipients, in verifying the receipt of your payments.



Department for Energy Security & Net Zero

# Thank you for watching

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