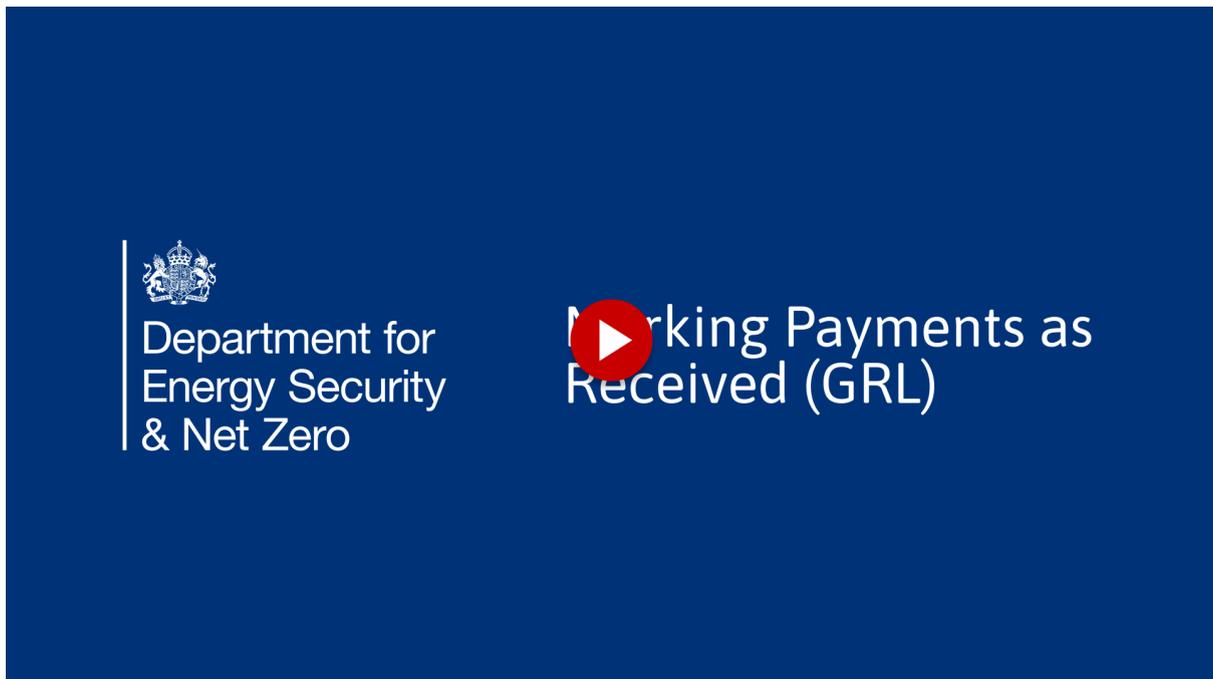


# [ABS010: Marking Payments as Received](#)

[Click here to watch](#)



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 "Payments"

Grant Recipient Portal

Welcome, Natasha Daley  
Valley Brook Council  
(Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Payments Fraud & Risks Support Logout

### WHLG-Valley Hills Consortium-2024

In Progress

21 of 21 items - 0 items selected

Search this list...

Local Authority Batch Ref	Status	Created Date	Version	Funds Requested
ND - DEMO - CM #3	Withdrawn	01/04/2025, 14:21	2	£130,000.00
Valley Dale #3	Draft	28/03/2025, 11:02	1	£120,000.00
Test Record - #1 - GRL, ZTT	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
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
VD Batch #102	Draft	19/03/2025, 15:57	1	£0.00

Batch Highlight

ABS Batch Id Batch Created Date

## 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.

here

**WHLG-Valley Hills Consortium-2024**

**Payment History**

Reference	Amount	Date	Received
VHC-FD-0000000043	£40,000.00		



### 4. March payment

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

**WHLG-Valley Hills Consortium-2024**

**Payment History**

Reference	Amount	Date	Received
VHC-FD-0000000043	£40,000.00		

**March payment**

Payment Reference: VHC-FD-0000000043  
 Payment Date: £40,000.00  
 Payment Amount: £40,000.00  
 Status: Approved  
 Payment Received



### 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.

Department for Energy Security & Net Zero

Warm Homes: Grant Recipient Portal

Welcome, Natasha Daley  
Valley Brook Council  
(Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

### WHLG-Valley Hills Consortium-2024

**Payment History**

Approved Payments  
1 of 1 item - 1 item selected

Reference	Amount	Date	Received
VHC-FD-0000000043	£40,000.00		<input type="checkbox"/>

Payment Reference  
VHC-FD-0000000043

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

Accessibility statement Cookies Privacy notice Site map

## 6. Confirm payment here

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

Department for Energy Security & Net Zero

Warm Homes: Grant Recipient Portal

Welcome, Natasha Daley  
Valley Brook Council  
(Grant Recipient Lead)

Home Project Summary Baselines Monthly Reporting Properties & Measures Batches Payments Fraud & Risks Support Logout

### WHLG-Valley Hills Consortium-2024

**Payment History**

Approved Payments  
1 of 1 item - 1 item selected

Reference	Amount	Date	Received
VHC-FD-0000000043	£40,000.00		<input checked="" type="checkbox"/>

Payment Reference  
VHC-FD-0000000043

Payment Period Start  
1 Mar 2025

Payment Period End  
31 Mar 2025

Payment Received

Payment Date

Payment Amount  
£40,000

Status  
Approved

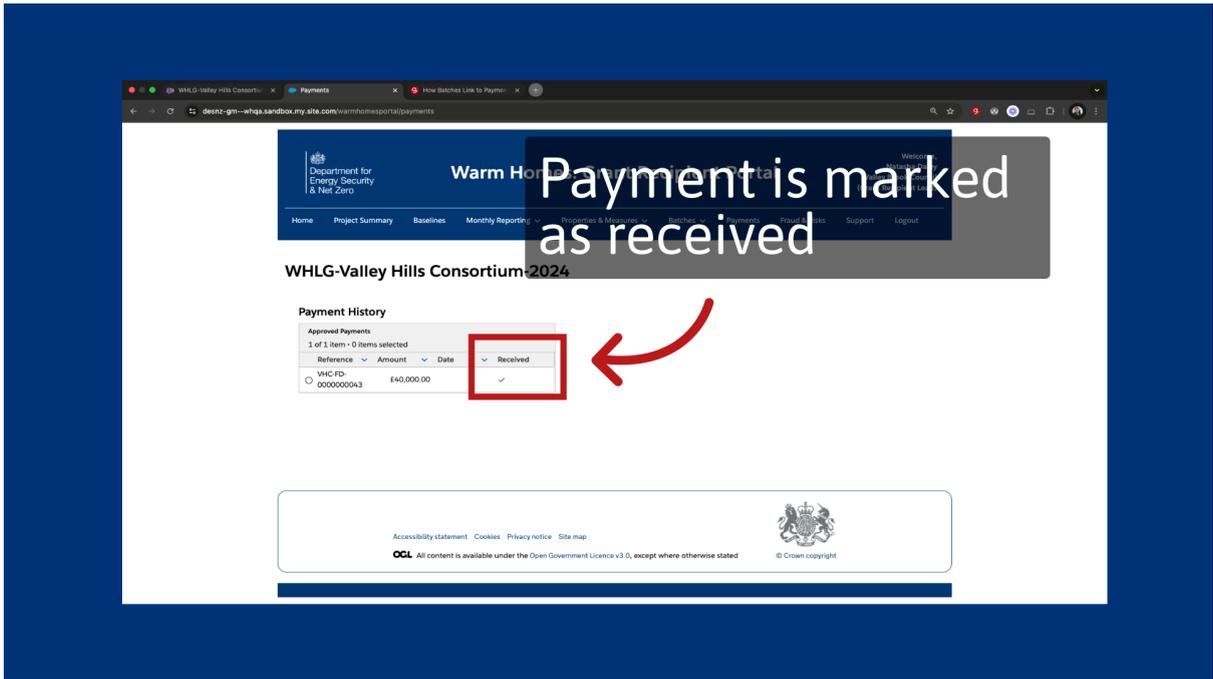
**Confirm Payment Received**

Related Batches

Accessibility statement Cookies Privacy notice Site map

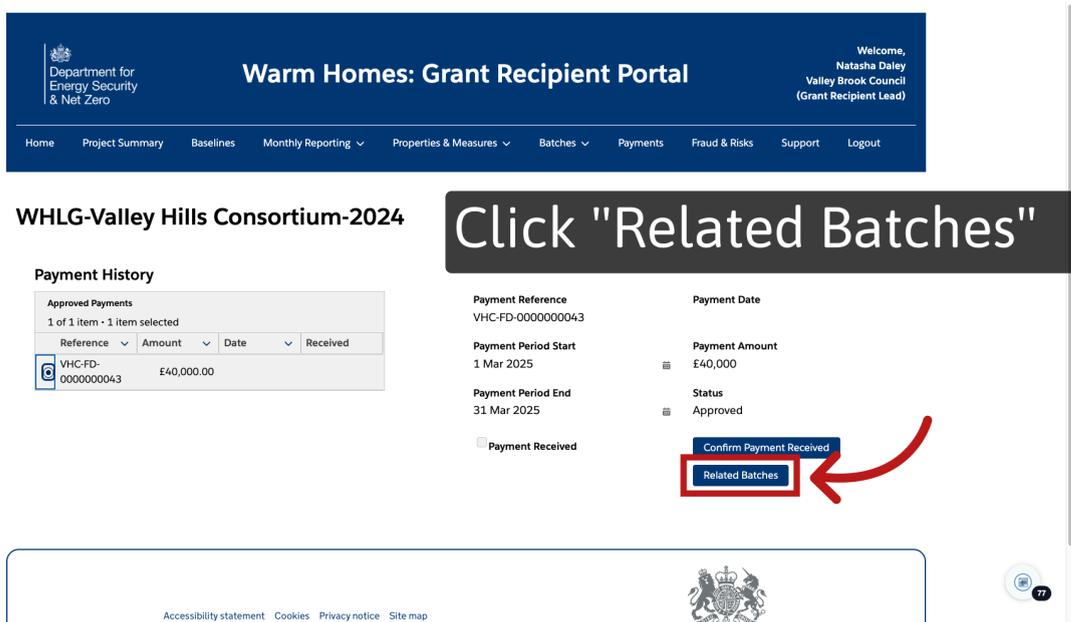
## 7. Payment is marked as received

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



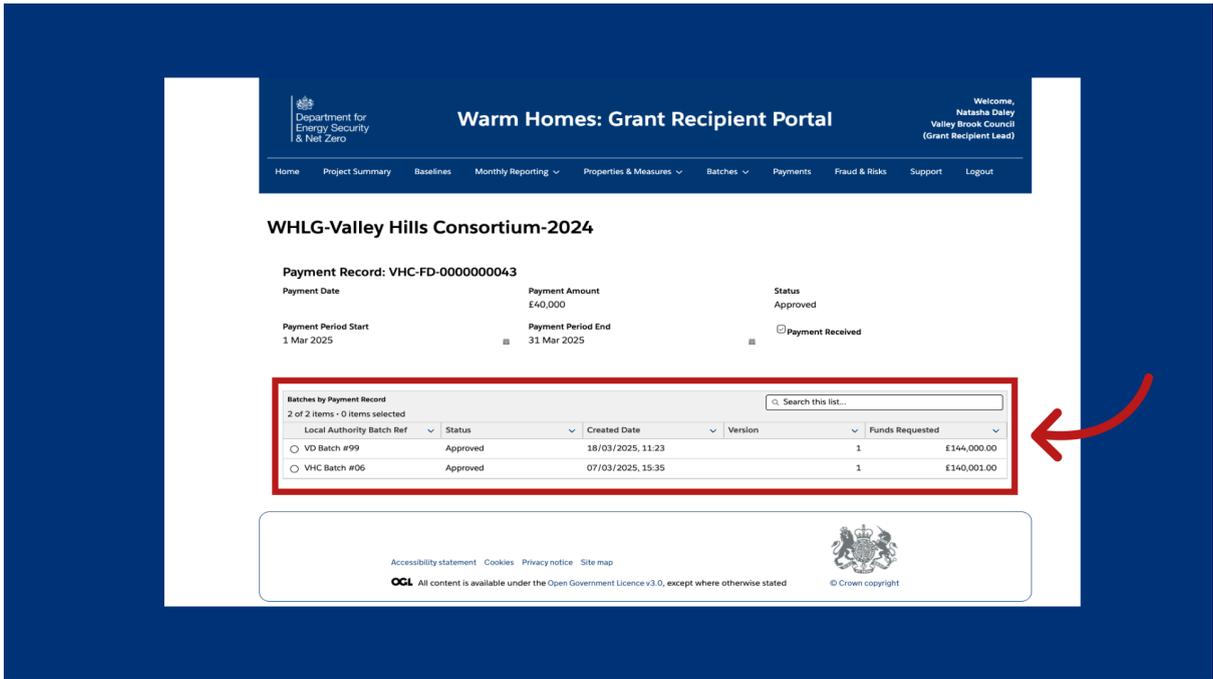
## 8. Click "Related Batches"

If we go back and select "Related Batches",



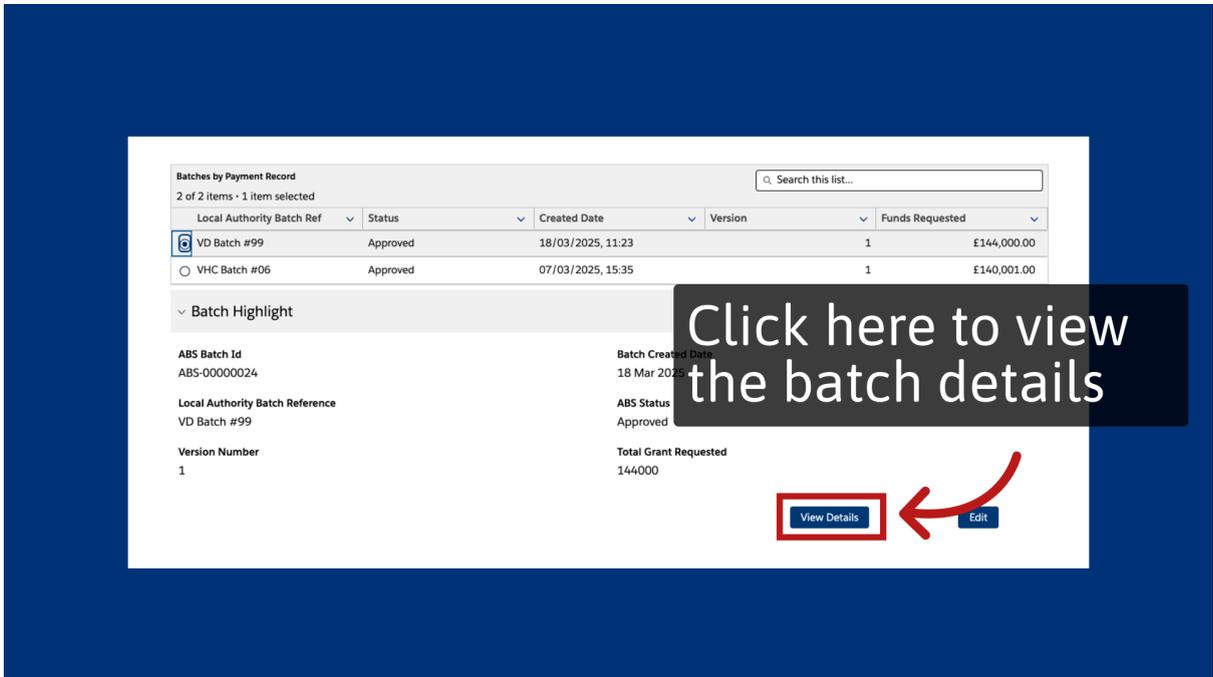
## 9. Related Batches

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



## 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.



## 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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