

# Stage Five: How does the Payments Process work?

## 1. Payment Request

Payment Request forms are located in the Reports Section of the Grantee Portal. They will be ready for you to complete in the 'Reports & Payment Requests Due' section as follows:

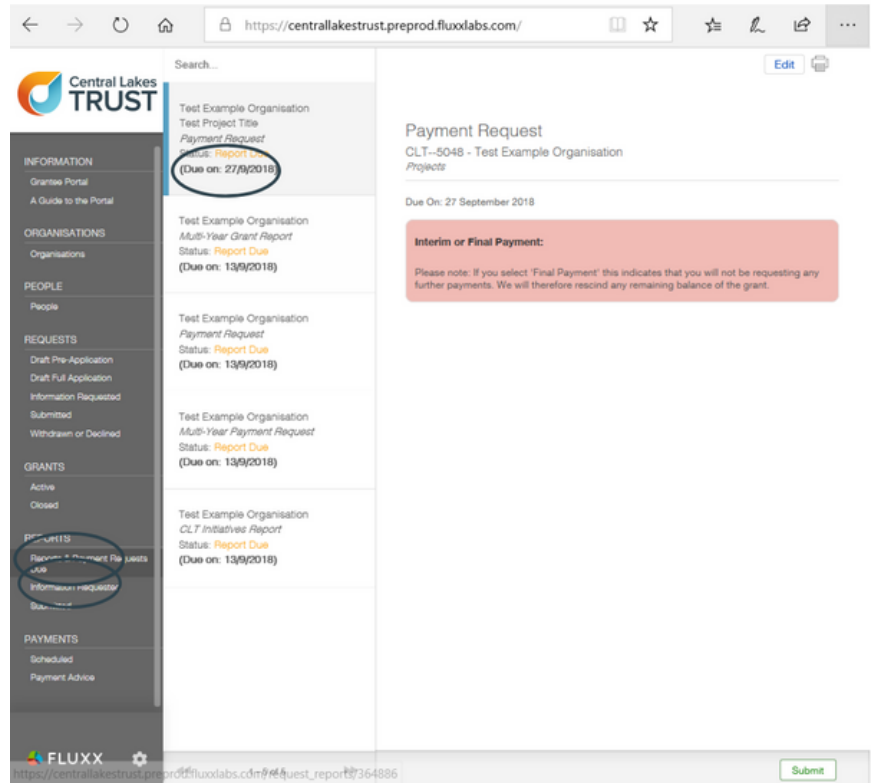
Project Grants: A Payment Request form will be scheduled for you to complete when you are ready. You can submit a number of payment requests as you progress with project implementation. However, only one payment request can be processed at a time, therefore once this has been paid you will then receive an email alert advising you to submit your next payment request when you are ready.

Operational or Programme Grants: Payment requests are a component of your grant report to be completed at the same time as you complete the report for the previous year.

The due date of the report is clearly listed on the form. We recommend calendaring these dates.

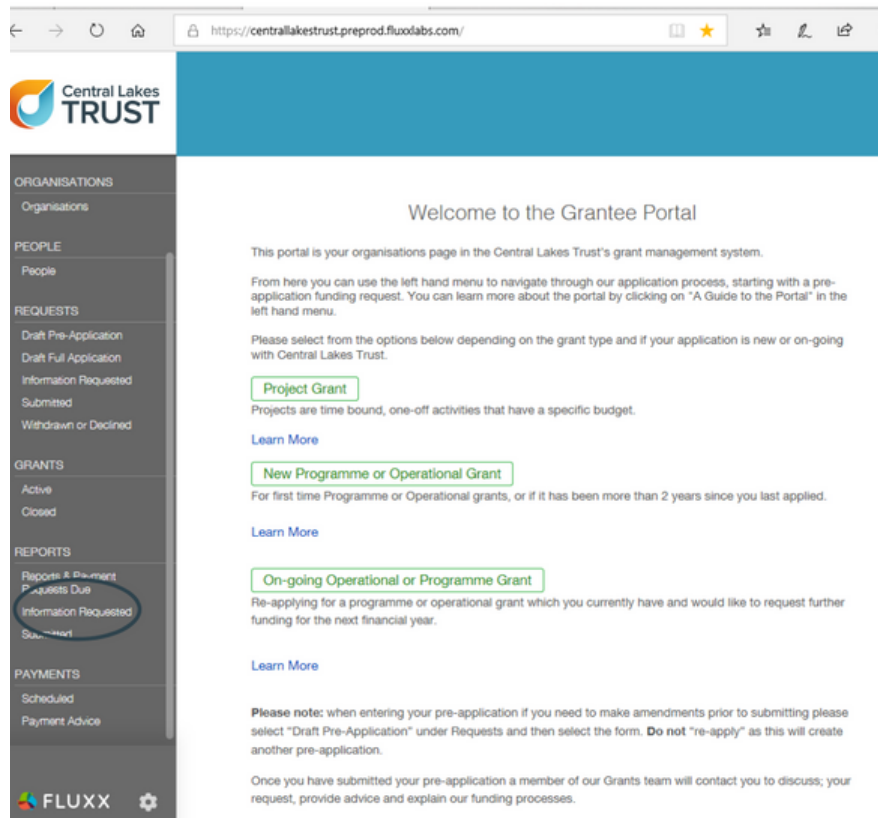
Complete the questions and upload documents as required.

Once you have submitted the 'Payment Request' or report, it will be available to view in the 'Submitted' section.



## 2. I received an email from Central Lakes Trust requesting more information

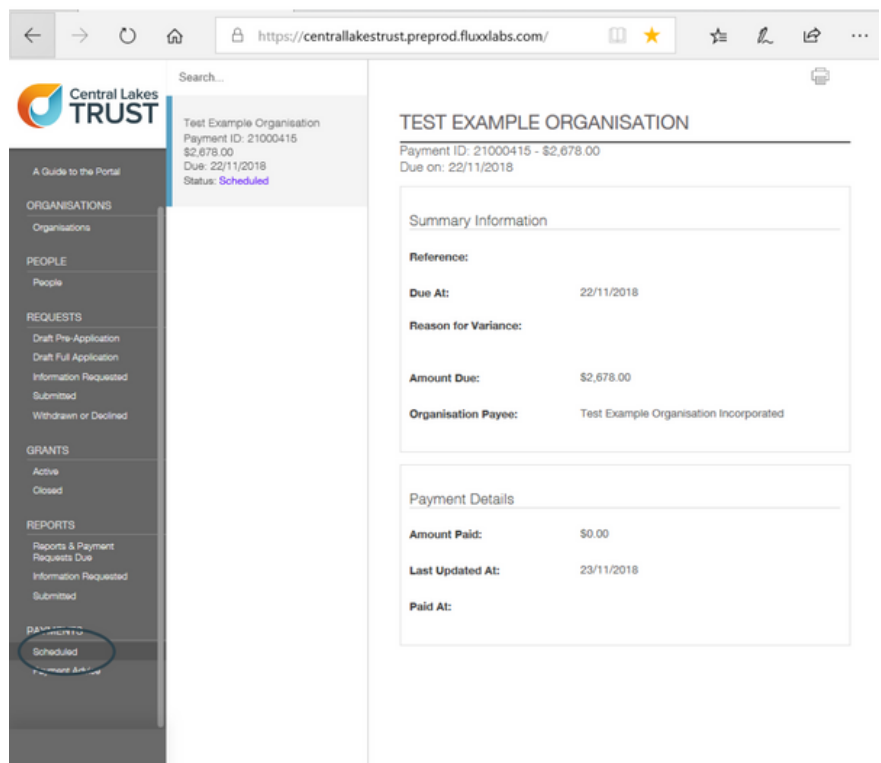
If Central Lakes Trust have any queries regarding your payment request, you will receive an email alert to login and make the requested amendments. Select 'Information Requested' in the reports menu. This may include supplying extra documentation, revising any information or clarifying any questions. You will need to re-submit your application when completed.



The screenshot shows the Central Lakes Trust Grantee Portal. The left-hand menu is visible, with the 'Information Requested' option under the 'REPORTS' section highlighted with a red circle. The main content area displays a 'Welcome to the Grantee Portal' message and several options for grant types: 'Project Grant', 'New Programme or Operational Grant', and 'On-going Operational or Programme Grant'. A 'Please note' section provides instructions for submitting pre-applications and amendments.

## 3. Payment requests scheduled to be paid

Scheduled payment requests are located under 'Scheduled' in the payments section of the menu and will remain there until they are paid.



The screenshot shows the Central Lakes Trust Grantee Portal displaying a scheduled payment request for 'Test Example Organisation'. The left-hand menu is visible, with the 'Scheduled' option under the 'PAYMENTS' section highlighted with a red circle. The main content area shows the details of the payment request, including the amount due (\$2,678.00) and the due date (22/11/2018).

TEST EXAMPLE ORGANISATION	
Payment ID: 21000415 - \$2,678.00 Due on: 22/11/2018	
Summary Information	
<b>Reference:</b>	
<b>Due At:</b>	22/11/2018
<b>Reason for Variance:</b>	
<b>Amount Due:</b>	\$2,678.00
<b>Organisation Payee:</b>	Test Example Organisation Incorporated
Payment Details	
<b>Amount Paid:</b>	\$0.00
<b>Last Updated At:</b>	23/11/2018
<b>Paid At:</b>	

## 4. Payments Completed

When a payment has been completed, you will be able to view this record under 'Payments Advice' in the menu.

The screenshot shows the Central Lakes Trust portal interface. On the left is a navigation menu with categories: INFORMATION, ORGANISATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, and PAYMENTS. The 'PAYMENTS' section is expanded, and 'Payment Advice' is highlighted with a red circle. The main content area displays a list of payments for 'Test Example Organisation'. The second payment in the list is selected, showing details for Payment ID 21000411, amount \$2,500.00, due date 28/11/2018, and status 'Paid'. To the right of the list is a detailed view for this payment, titled 'TEST EXAMPLE ORGANISATION'. It shows 'Summary Information' with 'Reference' and 'Due At' (28/11/2018). Below that, 'Reason for Variance' is shown with 'Amount Due' (\$2,500.00) and 'Organisation Payee' (Test Example Organisation Incorporated). The 'Payment Details' section shows 'Amount Paid' (\$2,500.00), 'Last Updated At' (22/11/2018), and 'Paid At'.

Category	Item	Payment ID	Amount	Due Date	Status
PAYMENTS	Test Example Organisation	21000412	\$200.00	28/11/2018	Rescinded
	Test Example Organisation	21000411	\$2,500.00	28/11/2018	Paid
	Test Example Organisation	21000413	-\$1,000.00	22/11/2018	Returned
	Test Example Organisation	21000416	-\$1,000.00	22/11/2018	Returned
	Test Example Organisation	21000414	\$3,000.00	22/11/2018	Rescinded
	Test Example Organisation	669128	\$2.00	1/10/2018	Rescinded
	Test Example Organisation				

**TEST EXAMPLE ORGANISATION**  
Payment ID: 21000411 - \$2,500.00  
Due on: 28/11/2018

**Summary Information**

**Reference:**

**Due At:** 28/11/2018

**Reason for Variance:**

**Amount Due:** \$2,500.00

**Organisation Payee:** Test Example Organisation Incorporated

**Payment Details**

**Amount Paid:** \$2,500.00

**Last Updated At:** 22/11/2018

**Paid At:**