

IRIS User Guide: How to input LDC Payments & Run Payment Report



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME 2018-2022

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

23/03/2018



Ireland's European Structural and Investment Funds Programmes 2014-2020

Co-funded by the Irish Government and the European Union



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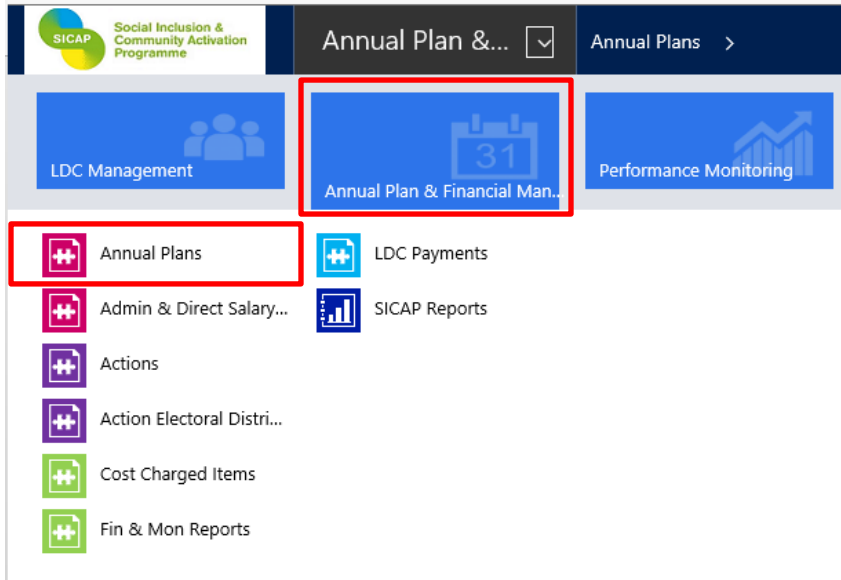


An Roinn Forbartha Tuaithe agus Pobail
Department of Rural and Community Development

SICAP payments & VAT payments to LDCs must be recorded on IRIS once payments are made.

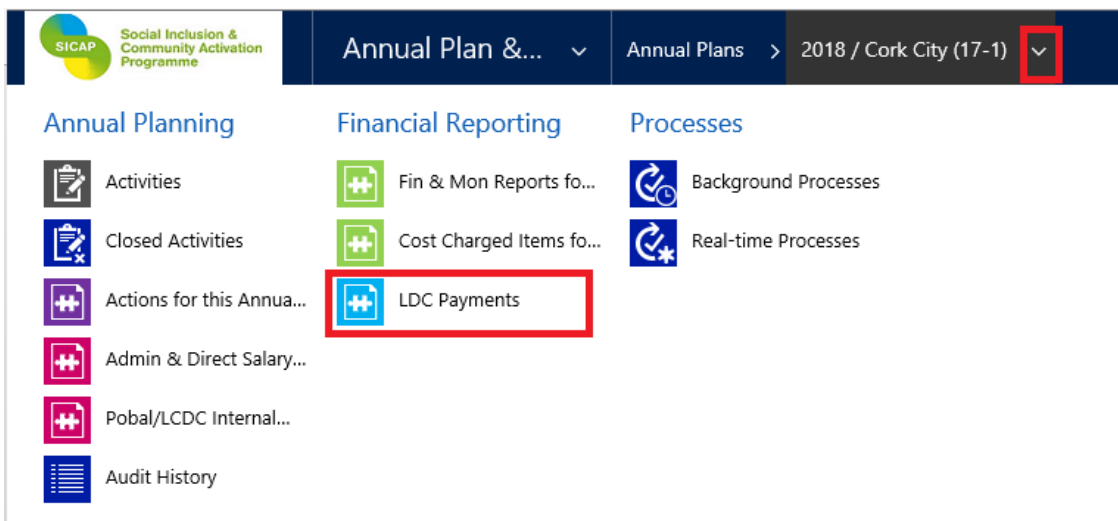
How to Input LDC Payments

From Annual Plan & Financial Management, click on Annual Plans.

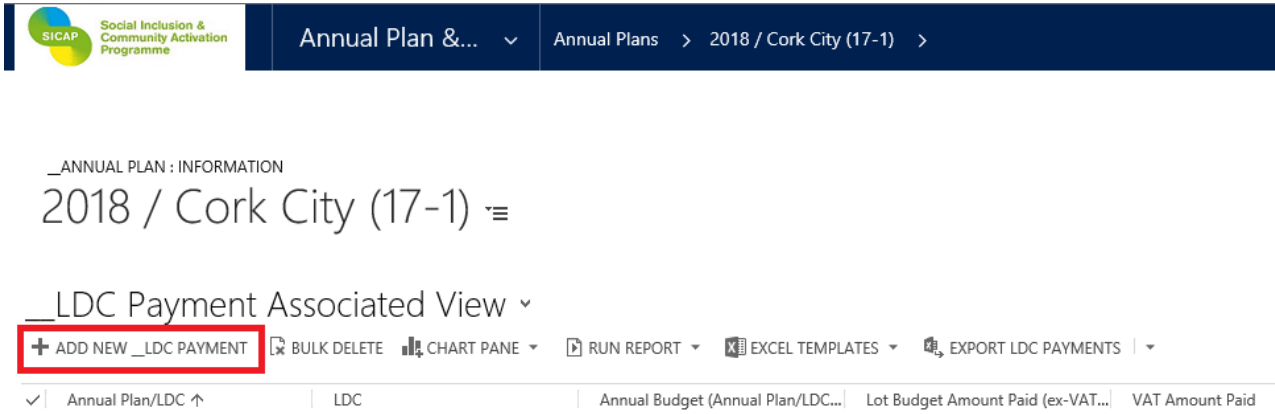


Open the Annual Plan for which you are recording the payment.

In the navigation pane under the heading Financial Reporting select the LDC Payments option.



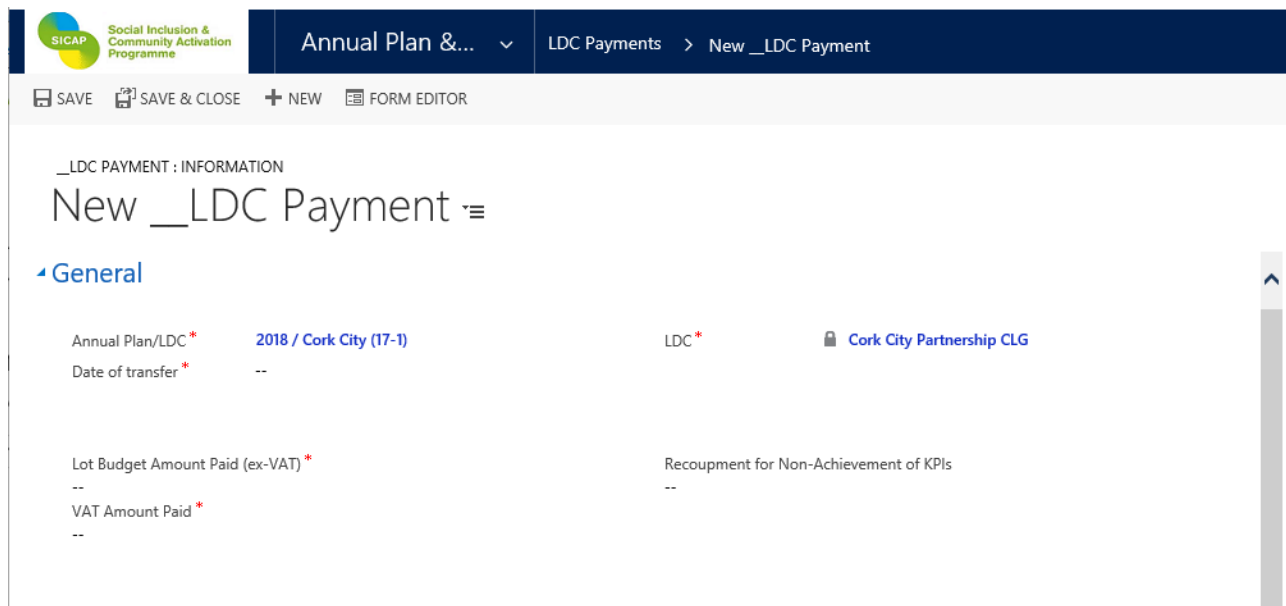
To add a payment record, click on Add New LDC Payment



A blank payment screen will display. The Annual Plan and the name of the LDC that the payment relates to will auto populate.

Input the following:

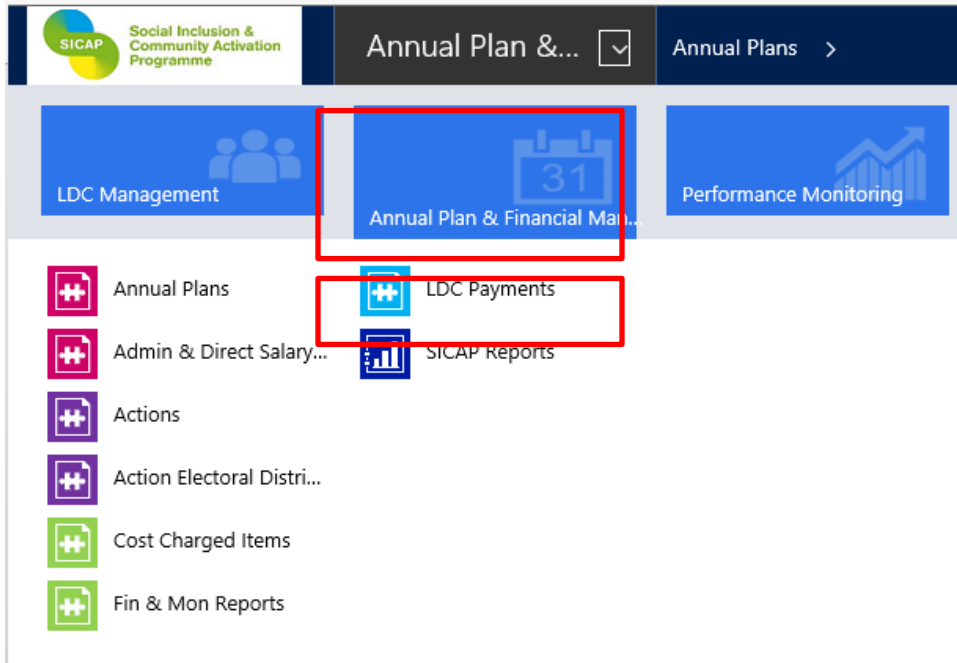
- Date of transfer – this is the date of the electronic transfer i.e. when the money left the local authority back account.
- Lot Budget Amount paid – this amount should be exclusive of VAT.
- VAT Amount paid (as appropriate)



Click on **Save and Close** to exit or **Save** and then **New** to add another payment record.

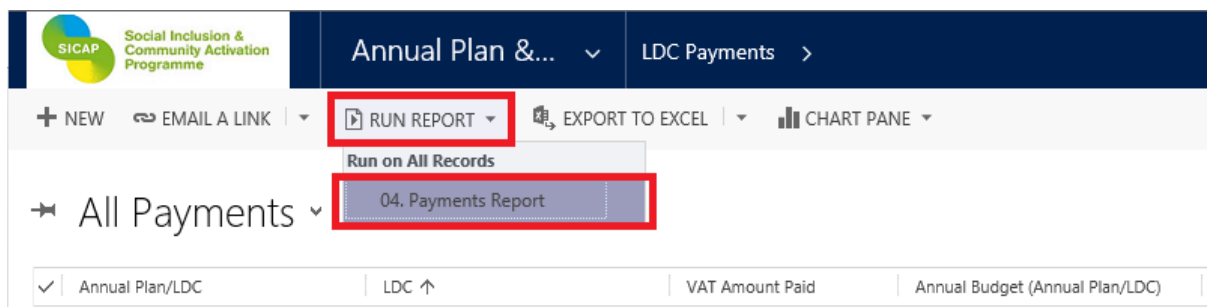
Print the Payment Report

To run the Payment Report from Annual Plan & Financial Management, click on LDC Payments.



This will bring up the list of payments made to date to LDCs.

Click on Run Report and select 04. Payments Report



This will bring you to the payments report screen:

- Select the LDC, LOT and Year from the drop down menu and click on view report
- Do not select LCDC – the system will do this automatically
- Select LOT if the LDC has more than one Lot
- The section 1, section 2 and section 3 drop down options can be left at yes
- Click View Report

LDCs LDCs

LOTs Section 1

Section 2 Section 3

Year

To print the report click on the export tab, select from one of the available options.

Report Viewer: 04. Payments Report - Internet Explorer

File

LDCs LDCs


LOTs Section 1

Section 2 Section 3

Year

1 of 1 100% Find | Next

Payments Report



LOT	Annual Plan Year	LDC Name	Payment Date	Total LOT Payment to date	Allocation amount remaining	VAT Amount Paid
LOT				Total LOT Payment to date		

- Word
- Excel
- PowerPoint
- Acrobat (PDF) file
- TIFF File
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed