

Enhanced Learning Credits (ELC) Online Invoicing Portal March 2015



The Ministry of Defence has committed some additional developments to improve the invoicing process for all Learner Providers (Scheme Members) within the Enhanced Learning Credits (ELC) scheme. The new online invoicing process will provide Learner Providers with some significant benefits including;

- improved control & flexibility for claim/invoice selection, tracking & generation including a facility to export data
- a faster receipt of invoices to the MOD via a unique online invoicing portal
- reduced labour & resourcing costs for stationery, print & postage

Additional features available to Learner Providers will include:

- a claim Tracking & CAN validation facility
- improved control & itemisation of ELC claim details*
- a facility to select & produce invoice backing sheets supporting all invoice claims
- a function to invoice multiple Claim Authorisation Note's (CAN) on a single invoice electronically *
- an invoice validation system enabling all associated claims to be quickly cleared & sent for MOD payment

* System generated invoices will not span Armed Force services within Navy, Army & RAF

Please note that this user guide has been designed to provide an overview for this mandatory change. The following key dates are:

1. System released on 23 March 2015
A password reminder email will be automatically generated for registered contacts providing User Login Details
2. Transition deadline 1 June 2015

The Ministry of Defence's Enhanced Learning Credits Scheme is an initiative that promotes lifelong learning for members of the Armed Forces and your understanding and transition to this new process supports the delivery of this scheme.

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User Overview

CAN Tracking

The CAN Tracking area can be accessed by clicking on the **CAN Tracker** button on the navigation toolbar. This will redirect you to the CAN Tracking page; see below.

Home Process Invoices Logout

Provider CAN Tracking

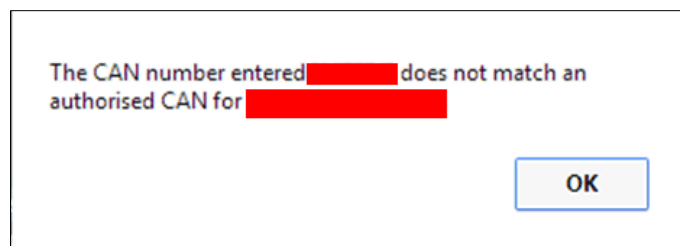
CAN Number Surname

Filter:

Status	CAN	Member	Service	Course Codes	Course Titles	Start Date	Grant Value	Student Part	Course Value	Invoice No
Waiting Invoice	[REDACTED]	[REDACTED]	Army	[REDACTED]	Cyber security module	01-Mar-2015	[REDACTED]	[REDACTED]	[REDACTED]	
Preparing Invoice	[REDACTED]	[REDACTED]	Army	[REDACTED]	Business Management BA	22-Sep-2014	[REDACTED]	[REDACTED]	[REDACTED]	
Preparing Invoice	[REDACTED]	[REDACTED]	RN	[REDACTED]	BSc Exercise, Nutrition + Health	28-Sep-2014	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Preparing Invoice	[REDACTED]	[REDACTED]	Army	[REDACTED]	BSc Hons Biological & Forensic Sciences	29-Sep-2014	[REDACTED]	[REDACTED]	[REDACTED]	
Preparing Invoice	[REDACTED]	[REDACTED]	RN	[REDACTED]	Operations Management, Data Analysis and Management	29-Sep-2014	[REDACTED]	[REDACTED]	[REDACTED]	
Invoiced	[REDACTED]	[REDACTED]	Army	[REDACTED]	CIPD Postgraduate Diploma Human Resource Management	01-Oct-2014	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Adding a CAN to the CAN list

At the top of the CAN tracking page are two input fields; CAN Number and Surname. To add a CAN to the CAN list, insert the CAN number and surname of the delegate into relevant boxes, then click the **Add CAN** button. If no errors are found then the CAN will be added and the grid refreshed. If any errors occur then a prompt will be shown; see below.



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Filtering the CAN list

The CAN list can be filtered at any time by selecting an option from the filter drop-down list; see below. When selecting an option, the grid will be automatically refreshed, displaying only the CAN's in the selected state.

A screenshot of a web interface showing a filter dropdown menu. The label 'Filter:' is positioned to the left of a rectangular box. Inside the box, the text 'All States' is displayed in blue, followed by a small black downward-pointing triangle indicating a dropdown menu.

Exporting the CAN list to Excel

The CAN list can be exported to Excel at any point by clicking on the export button . If any filters have been applied the export will only display any CAN's in the selected state.

Viewing a copy of the CAN

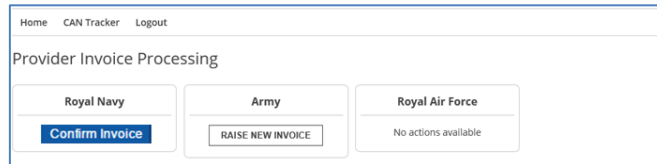
If required you may view a copy of the CAN by clicking on the button next to the CAN details in the list. This action will generate a copy of the CAN that was submitted.

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Invoice Processing

The invoice processing area of the website can be accessed by clicking on the **Process Invoices** button on the navigation toolbar, within the CAN Tracking page. This will transfer you to the Process Invoices page; see below.



All available services are displayed on this page with the relevant button or text available, dependent on the invoice processing actions available. If there are currently no CAN's available for invoicing the text will read 'No actions available'. If there are CAN's available to invoice and there is currently no invoice raised against the service, the **Raise New Invoice** button will be available. If an invoice is currently in progress against the service the **Confirm Invoice** button will be available.

Please note that only one invoice can be in progress against any given service at a time.

Raising a new invoice

Clicking on the **Raise New Invoice** button will initiate the creation of a new invoice against the given service, at which point the system will automatically redirect you to the Invoice Backsheet page. Please see the invoice backsheet section for details on this area.

Continuing with a current invoice

If you wish to continue with the processing of an invoice that has already been raised against a service, you will need to click on the **Confirm Invoice** button. This action will redirect you to the Invoice Backsheet page. Please see the invoice backsheet section for details on this area.

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Invoice Back-Sheet

As described above the invoice backsheet area can only be accessed by clicking on the **Raise New Invoice** or **Confirm Invoice** buttons on the Process Invoices page. This page displays details of the service that the invoice belongs to, as well as the number of CAN's associated with the invoice and the total value. The page also displays a list of all CAN's available to associate or associated with the invoice; see below.

Home CAN Tracker Logout

Invoice Backsheet

Service: Army CANs: 1 Gross Grant: [Value]

Check / Un-Check check boxes to include / exclude CAN's

Status	CAN	Member	Course Codes	Course Titles	Start Date	Grant Value	Student Part	Course Value	
Preparing Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ILEX Level 3 Certificate in Law and Practice (Conveyancing)	01 May 2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When a new invoice has been raised all CAN's in the list will be automatically included on the invoice and individual CAN's will need to be de-selected if required. If this page has been accessed for an invoice that is already in progress the list will display all associated and available CAN's, with the associated CAN's having a check against them. The available CAN's can be associated at this point if required.

Altering the invoice value

Whether accessing the invoice backsheet page for a new invoice or an invoice is currently in progress, the invoice value can be altered by selecting / de-selecting the CAN's from the list. To associate a CAN with or dis-associate a CAN from the invoice check or un-check the check box next to the relevant CAN in the list; see below.

Home CAN Tracker Logout

Invoice Backsheet

Service: Army CANs: 1 Gross Grant: [Value]

Check / Un-Check check boxes to include / exclude CAN's

Status	CAN	Member	Course Codes	Course Titles	Start Date	Grant Value	Student Part	Course Value	
Preparing Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ILEX Level 3 Certificate in Law and Practice (Conveyancing)	01 May 2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This action will either set or clear the tick in the check box and you will notice that the number in the CAN's field, as well as the value in the Gross Grant field will update automatically. At least one CAN needs to be associated with the invoice; if you attempt to un-check all check boxes the prompt below will appear when you attempt to remove the last CAN.

Claim ██████████ is the last CAN associated to this invoice and cannot be removed

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Exporting the backsheet

Once you have finished altering the invoice you should export the backsheet. This can be carried out by clicking on the **Export Backsheet** button above the grid. This action will create a pdf document for you to download, which details all CAN's associated with the invoice, giving the total value.

Completing the invoice

Once you are ready to complete the invoice you can access the Invoice CheckSheet page by clicking on the **Complete Invoice** button. When clicking this button you will see the prompt below. Click Cancel to prevent any action or OK to continue to the Invoice CheckSheet page. See the invoice checksheet section for details on completing this page.

Are you sure you wish to complete this invoice?

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Invoice Check-Sheet

The invoice check-sheet area of the website is the final step in the invoice process and should be accessed when you are ready to close off the invoice; see below for an example of the screen.

A screenshot of the 'Invoice Check Sheet' web form. At the top, there are navigation links: 'Home', 'CAN Tracker', 'Invoice Backsheet', and 'Logout'. The main heading is 'Invoice Check Sheet'. Below this, there is a 'Service' dropdown menu with 'Royal Navy' selected. The form contains several input fields: 'Invoice Number' (1624), 'Invoice Date' (08 Aug 2016), and 'CANs' (1). Below these are three rows of summary data: 'Net Value' (1,666.67), 'VAT Value' (333.33), and 'Gross Value' (2,000.00). There are four checkboxes: 'Company Headed', 'DGM SSC Addressed', 'Student Contribution Paid', and 'Invoice Uploaded'. At the bottom, there is a 'Choose file' button with an 'i' icon, an 'UPLOAD' button, and a 'SUBMIT INVOICE' button.

This area allows you to enter the details of the invoice, which will then be validated once submitted. If you are re-entering this screen having submitted the invoice with validation failures, all fields will contain the information that was previously entered.

Entering / Clearing the invoice date

The invoice date is automatically set to the current date when first entering the invoice check-sheet screen. If you wish to change this date, click on the  button next to the invoice date field. This will open the date picker shown below.



Select the date by clicking on the relevant date in the calendar. This will automatically enter the selected date in the invoice date field.

If you wish to clear the invoice date at any point then click the **X** button next to the invoice date field.

Please note that you can navigate through months and years on the date picker by clicking the header. Clicking once will give you the month view for the current year, whilst clicking twice will give you the year view.

Uploading the invoice file

It is a mandatory requirement that the invoice file is uploaded as part of the submission of the invoice on the invoice check-sheet page. To upload the invoice, click on the **Choose file** button. This

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will open the file upload dialog from which you can select your invoice file and click on the open button. The upload file dialog will close and the file name will be visible next to the **Choose file** button. To upload the file, click on the Upload button, which will upload the file and refresh the page. The Invoice Uploaded check box will now be checked and the View Invoice document button will be visible. Clicking the button and this will open the invoice document that is currently associated with the invoice.

You may upload an updated invoice document at any time by following the same process above, but please be aware that this action will overwrite the currently associated invoice document.

Submitting the invoice

Once you have entered all of the invoice details you can click on the **Submit Invoice** button. This action will validate your entry against the details in the database. If any validation failures are found they will be output above the input fields in red text; see below.

Invoice Check-sheet

- The number of CANs you have given does not match those selected on the backsheet [1].
- The Net and VAT invoice values supplied do not add up to the Gross.
- Gross invoice value does not match the total grant value of the claims on the current backsheet [REDACTED]
- You must confirm that the invoice you are uploading is on headed paper in the name of your register company name [REDACTED]
- You must confirm that your invoice is addressed to the DGFM SCC.
- The current backsheet contains ELC only claims: when this is the case you must confirm on your invoice that all student contributions have been paid.

Service	Army	Invoice Number	123456A	Invoice Date	05 Mar 2015	CANs	2
		Net Value	2.00	VAT Value	3.00	Gross Value	4.00

Company Headed

DGFM SSC Addressed

Student Contribution Paid

Invoice Uploaded

Choose file No file chosen

Upload

View Invoice Document **Submit Invoice**

MINISTRY OF DEFENCE

If no validation errors are found then the invoice details will be saved and a message will appear advising that the submission was successful. At this point you will now be able to raise another invoice for this service if CAN's exist.

Attendance Statistics

The Attendance Statistics area can be accessed **Attendance Stats** via the button on the navigation toolbar. This will redirect you to the Attendance Statistics page; see below.

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Menu

Attendance List

4 CANs requiring attendance to be set SUBMIT

Course Title	Start Date	End Date	Student	CAN No	Course Attendance			
					Not Set	Completed	Partial	Non-Attendance
Social Work	23 Sep 2013	01 May 2016	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
International Relations 2nd Year	15 Sep 2015	16 Jun 2016	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BA (Hons) Art History	22 Sep 2015	30 Jun 2016	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LLB Hons Law Yr 3	22 Sep 2015	16 Jul 2016	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This page will show a list of all students that require attendance details to be set against them, with any overdue ones highlighted in red at the top of the list.

Submitting the attendance details

The attendance details can be set against each student by selecting one of the **Submit** Complete, Partial or Non-Attendance radio buttons, under the course attendance section to the right of the list. This list will allow you to set one or more of the attendance details before clicking on the button. You will be prompted to continue; see below.

Are you sure you wish to submit the attendance details?

If you click Cancel there will be no action, whilst clicking OK will submit all the attendance details and you will received a prompt advising of the success; see below.

All attendance updated successfully

Prevent this page from creating additional dialogues.

Clicking OK will refresh the page, displaying only those students that still require their attendance details to be set in the list.

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Evaluation Feedback

The evaluation feedback area can be accessed via the [Evaluation Feedback](#) button on the navigation toolbar. This will redirect you to the Evaluation Feedback page; see below.

Home Logout

Provider Evaluation Feedback

The grid below shows all shared evaluation feedback received in the past 12 months.

[VIEW ALL SHARED EVALUATION](#)

	CAN	Member	Service	Course Codes	Course Titles	Start Date	Evaluation Received	
	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	30-Jan-2015	[REDACTED]	VIEW

This page displays a list of all feedback that has been received in the last 12 months, where the student has chosen to share the evaluation with the learning provider.

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View a printable version of the evaluation

If you wish to view a printable version of any individual evaluation you can click on the button in the leftmost column of the grid. This action will download a pdf version of the evaluation for you to open; see below.

Course Evaluation

Paramedic Science
3 Nov 2014 to 28 Jan 2015

CAN No: [REDACTED]
Submitted: 4 Feb 2015

Objectives achieved

Were these objectives achieved? Yes

Failure reasons

Lack of support from the provider
Lack of support from the services
Posed away & not able to complete
Not able to allocate sufficient time to the Learning Activity
The course/learning activity did not meet my expectations
Did not pass exam/assessment
None of the above

Course content

Did it meet your expectations? Yes
Was it useful? Partly
Will it be used at work? Partly

Tutors/Lecturers/Trainers

Effective in helping you learn? Mostly
Supportive? Yes
Professional? Partly
Provides useful and timely feedback? Partly
Attend all arranged tutorials/meetings? Mostly

Training/Learning Materials

Understandable? Yes
Accurate? Mostly
Appropriate to the course content? Partly
Received on time? Yes

Administration & Support

Professional and courteous? Yes
Performed in a timely manner? Yes
Effective in dealing with any problems? Mostly

Overall

Would you use the learning provider again/recommend them to a colleague? No

Notes: comments to be put in here please

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View an online version of the evaluation form

If you wish to view an online read-only version of any individual evaluation form, you can click on the **View** button in the rightmost column of the grid. This action will open the online evaluation form in a separate window; see below.

Completed On-line Evaluation for CAN 220908

Claim: [Redacted]
 Provider: [Redacted]
 Claimant: [Redacted]
 Course Date: 03 Nov 2014
 Evaluation Completed: 04/02/2015 14:17:00

(a) At the time of claiming, certain learning objectives were identified. Yes Mostly Partly No Not Yet Known

Were these objectives achieved? * ○ ○ ○ ○

(b) If the objectives were not achieved, please indicate why by marking one or more boxes below:

Lack of support from the provider

Lack of support from the services

Posted away & not able to complete

Not able to allocate sufficient time to the Learning Activity

The course/learning activity did not meet my expectations

Did not pass exam/assessment

None of the above

(c) Course content: Yes Mostly Partly No N/A

Did it meet your expectations? * ○ ○ ○ ○

Was it useful? ○ ○ * ○ ○

Will it be used at work? ○ ○ * ○ ○

(d) Regarding the Tutors / Lecturers / Trainers: Yes Mostly Partly No N/A

Were they effective in helping you learn? * ○ ○ ○ ○

Were they supportive? * ○ ○ ○ ○

Were they professional? ○ ○ * ○ ○

Did they provide useful and timely feedback? ○ ○ * ○ ○

Did they attend all arranged tutorials/meetings? ○ ○ * ○ ○

(e) Were the Training / Learning materials: Yes Mostly Partly No N/A

Understandable? * ○ ○ ○ ○

Accurate? ○ ○ * ○ ○

Appropriate to the course content? ○ ○ * ○ ○

Received on time? ○ ○ * ○ ○

(f) Was the Learning provider administration support: Yes Mostly Partly No N/A

Professional and courteous? * ○ ○ ○ ○

Performed in a timely manner? * ○ ○ ○ ○

Export a list of all shared evaluation

At any point you may choose to export a summary report of all shared evaluation from the past 12 months. To do this, click on the **View all Shared Evaluation** button above the grid. This action will download a pdf document for you open; see below.

Course Evaluation Summary						
						Evaluation Form: [Redacted]
						Courses From: 03 Nov 2014
Objectives achieved	Yes	Mostly	Partly	No	N/A	Score
Were these objectives achieved?	[Red]	-	-	-	-	[Red]
Failure reasons	Yes					
Lack of support from the provider	-					
Lack of support from the services	-					
Posted away & not able to complete	-					
Not able to allocate sufficient time to the Learning Activity	-					
The course/learning activity did not meet my expectations	-					
Did not pass exam/assessment	-					
None of the above	-					
Course content	Yes	Mostly	Partly	No	N/A	Score
Did it meet your expectations?	[Red]	-	-	-	-	[Red]
Was it useful?	-	-	[Red]	-	-	[Red]
Will it be used at work?	-	-	[Red]	-	-	[Red]
Tutors/Lecturers/Trainers	Yes	Mostly	Partly	No	N/A	Score
Effective in helping you learn?	[Red]	[Red]	-	-	-	[Red]
Supportive?	[Red]	[Red]	-	-	-	[Red]
Professional?	[Red]	[Red]	-	-	-	[Red]
Provide useful and timely feedback?	[Red]	[Red]	-	-	-	[Red]
Attend all arranged tutorials/meetings?	[Red]	[Red]	-	-	-	[Red]
Training/Learning Materials	Yes	Mostly	Partly	No	N/A	Score
Understandable?	[Red]	[Red]	-	-	-	[Red]
Accurate?	[Red]	[Red]	-	-	-	[Red]
Appropriate to the course content?	[Red]	[Red]	-	-	-	[Red]
Received on time?	[Red]	[Red]	-	-	-	[Red]
Administration & Support	Yes	Mostly	Partly	No	N/A	Score
Professional and courteous?	[Red]	[Red]	-	-	-	[Red]
Performed in a timely manner?	[Red]	[Red]	-	-	-	[Red]
Effective in dealing with any problems?	[Red]	[Red]	-	-	-	[Red]
Overall	Yes	Mostly	Partly	No	N/A	Score
Would you use the learning provider again/recommend them to a colleague?	[Red]	[Red]	-	-	-	[Red]
						Overall score: [Red]