

FIPS Quick Start Guide

How to View Outstanding Claims

This guide will show users how to view a report that shows outstanding claims. Providers have access to a system report in FIPS to view any outstanding claims for MA participants within the Reports entity of the system.

- The link below will take you to the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.

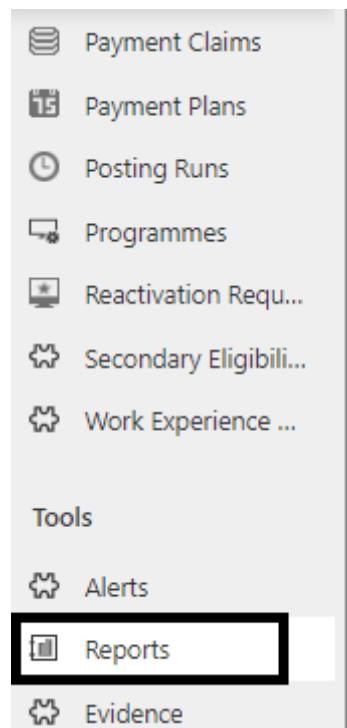


Guide last reviewed: 29/10/2025

Next review due: 29/01/2027

Created by FIPS Support Team

1. To access this report, click into the Reports entity within the Workplace menu. Scroll down to the “Tools” header to access this:



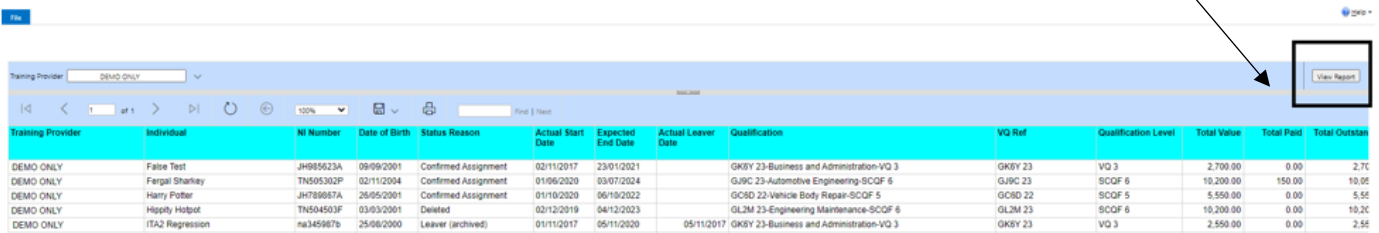
2. All reports will be displayed under the Available Reports system view. A list of all available reports will appear in alphabetical order. Search for the report by entering “outstanding” in the search box:

A screenshot of the 'Available Reports' system view. At the top, there is a search bar with the text 'outstanding' entered, highlighted by a red rectangle. Below the search bar, there is a table of reports. The table has columns for 'Name', 'Report Type', and 'Modified On'. The reports listed are: Assignment Activities Aggregator, Inactive Assignments (TEST), Date since last claims, FA Assignments, MA Assignment Summary, and FA Assignments. The 'Outstanding Claims' report is not visible in this view.

Name	Report Type	Modified On
Assignment Activities Aggregator	Reporting Services Report	19/09/2024 15:19
Inactive Assignments (TEST)	Reporting Services Report	17/06/2024 15:43
Date since last claims	Reporting Services Report	05/06/2024 16:59
FA Assignments	Other Report	10/04/2024 10:21
MA Assignment Summary	Reporting Services Report	08/04/2024 18:25
FA Assignments	Other Report	19/01/2024 14:54

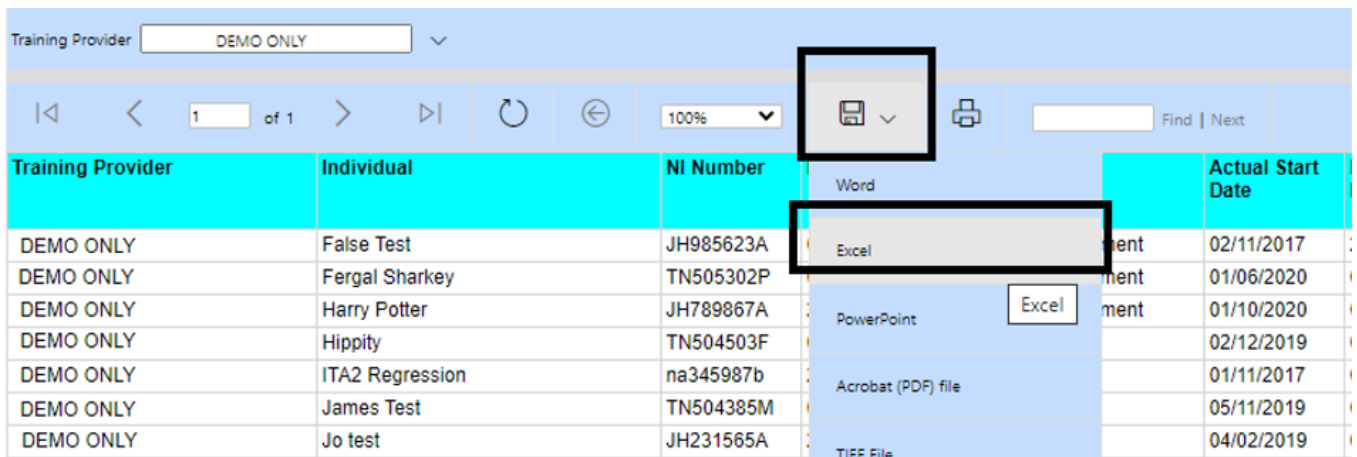
- Double click to open the report viewer or click on the “Outstanding Claims” hyperlink.

3. The report viewer will open in a new page. Click on View Report to display the results:



Training Provider	Individual	NI Number	Date of Birth	Status Reason	Actual Start Date	Expected End Date	Actual Leave Date	Qualification	VQ Ref	Qualification Level	Total Value	Total Paid	Total Outstanding
DEMO ONLY	False Test	JH985623A	09/09/2001	Confirmed Assignment	02/11/2017	23/01/2021		GKEY 23-Business and Administration-VQ 3	GKEY 23	VQ 3	2,700.00	0.00	2,700.00
DEMO ONLY	Fergal Sharkey	TN505302P	02/11/2004	Confirmed Assignment	01/06/2020	03/07/2024		GL9C 23-Automotive Engineering-SCOF 6	GL9C 23	SCOF 6	10,200.00	150.00	10,050.00
DEMO ONLY	Harry Potter	JH789867A	26/05/2001	Confirmed Assignment	01/10/2020	06/10/2022		GC8D 23-Vehicle Body Repair-SCOF 5	GC8D 23	SCOF 5	5,550.00	0.00	5,550.00
DEMO ONLY	Hippity Hopbit	TN504503F	03/03/2001	Deleted	02/12/2019	04/12/2023		GL2M 23-Engineering Maintenance-SCOF 6	GL2M 23	SCOF 6	10,200.00	0.00	10,200.00
DEMO ONLY	ITA2 Regression	na345987b	25/08/2000	Leaver (archived)	01/11/2017	05/11/2020	05/11/2017	GKEY 23-Business and Administration-VQ 3	GKEY 23	VQ 3	2,550.00	0.00	2,550.00

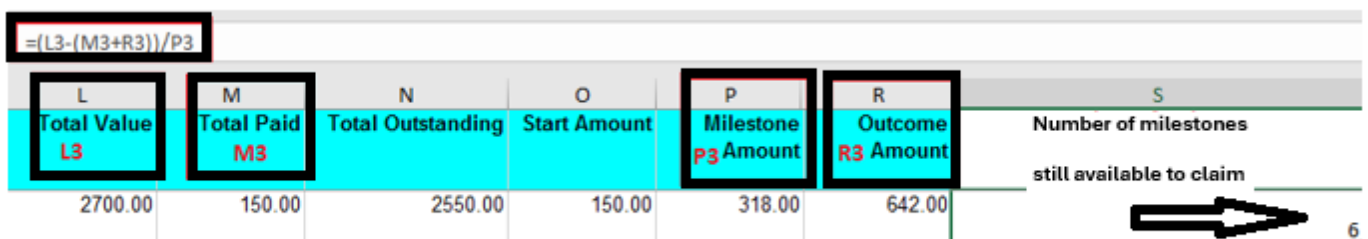
4. The results can be exported to Excel by using the export function:



Training Provider	Individual	NI Number	Word	Actual Start Date
DEMO ONLY	False Test	JH985623A	Excel	02/11/2017
DEMO ONLY	Fergal Sharkey	TN505302P	Excel	01/06/2020
DEMO ONLY	Harry Potter	JH789867A	PowerPoint	01/10/2020
DEMO ONLY	Hippity	TN504503F	PowerPoint	02/12/2019
DEMO ONLY	ITA2 Regression	na345987b	Acrobat (PDF) file	01/11/2017
DEMO ONLY	James Test	TN504385M	Acrobat (PDF) file	05/11/2019
DEMO ONLY	Jo test	JH231565A	TIFF File	04/02/2019

- To view the number of milestones still available to claim for a participant, go to the assignment and click into the Individual Payment Plan tab to view.
5. Alternatively, you can calculate the number of outstanding milestones by deducting the outcome value and dividing the remaining value by the stated individual milestone value. This can be done on the Excel spreadsheet exported by adding the following formula to the empty column on the right-hand side of outcome amount:

$$=(Total\ Value - (Total\ Paid + Outcome\ Amount)) / Milestone\ Amount$$



L	M	N	O	P	R	S
Total Value L3	Total Paid M3	Total Outstanding	Start Amount	Milestone P3 Amount	Outcome R3 Amount	Number of milestones still available to claim
2700.00	150.00	2550.00	150.00	318.00	642.00	6