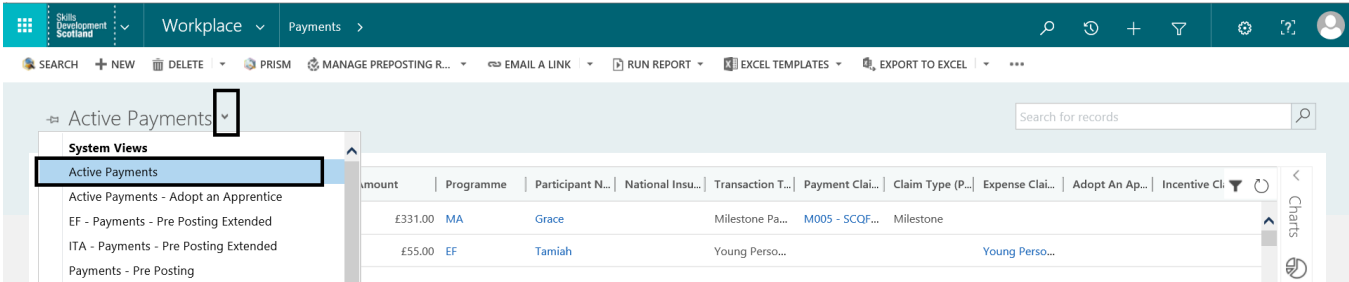


FIPS QUICK START GUIDE

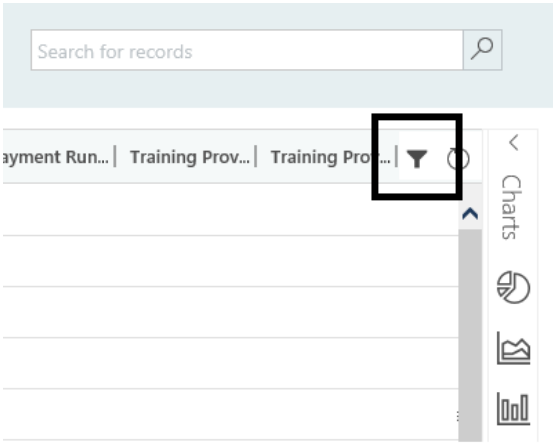
View Claims Processed

This guidance document will cover how to view Payments that have been processed in FIPS.

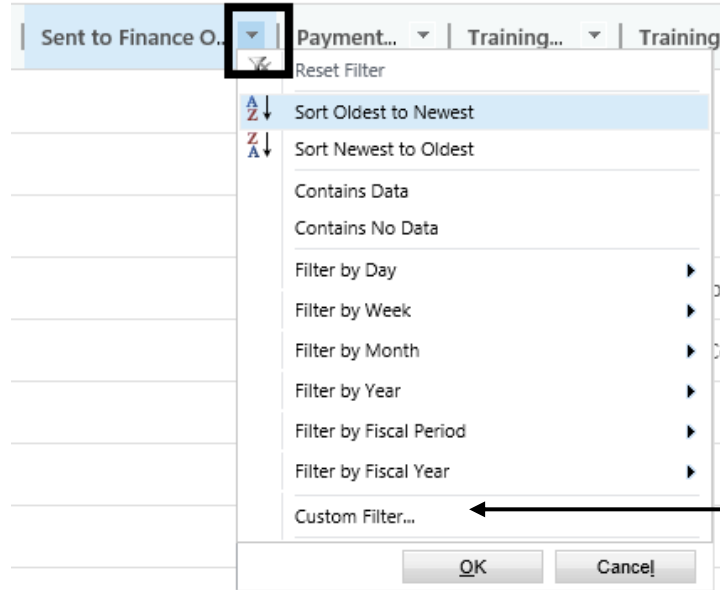
1. Click into Workplace then into the Payments entity. Within Payments, change the view to the Active Payments view:



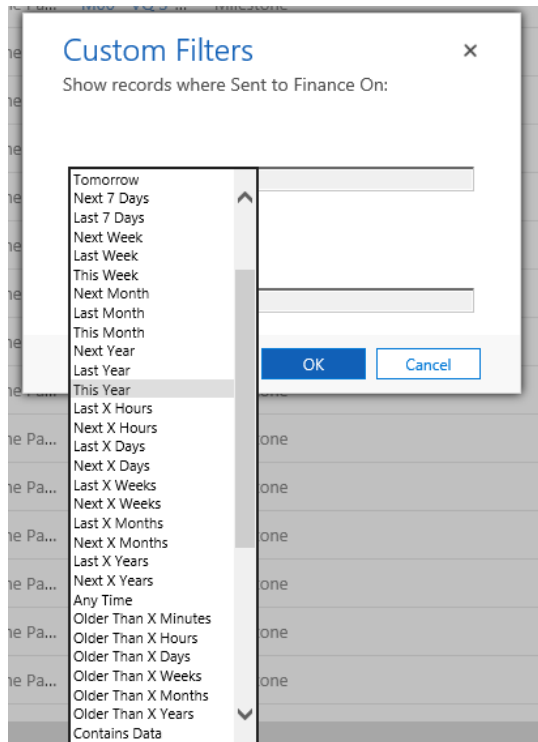
2. Using the filter, the fields can be filtered as required. The filter icon is at the right side of the screen:



3. This view can be filtered on each header shown on the screen. When a filter option is available, a drop-down arrow will be displayed:



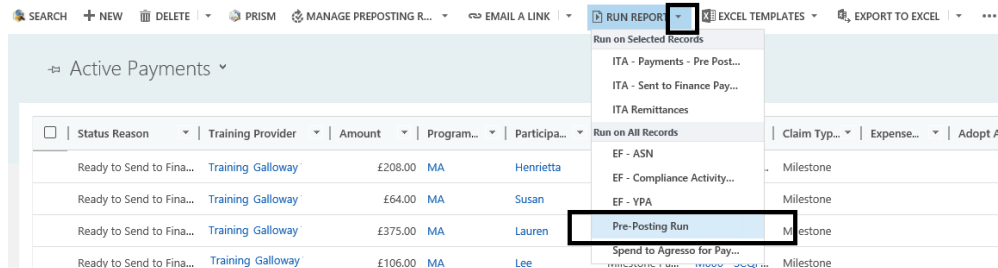
4. Custom Filter will open a list of different filter options:



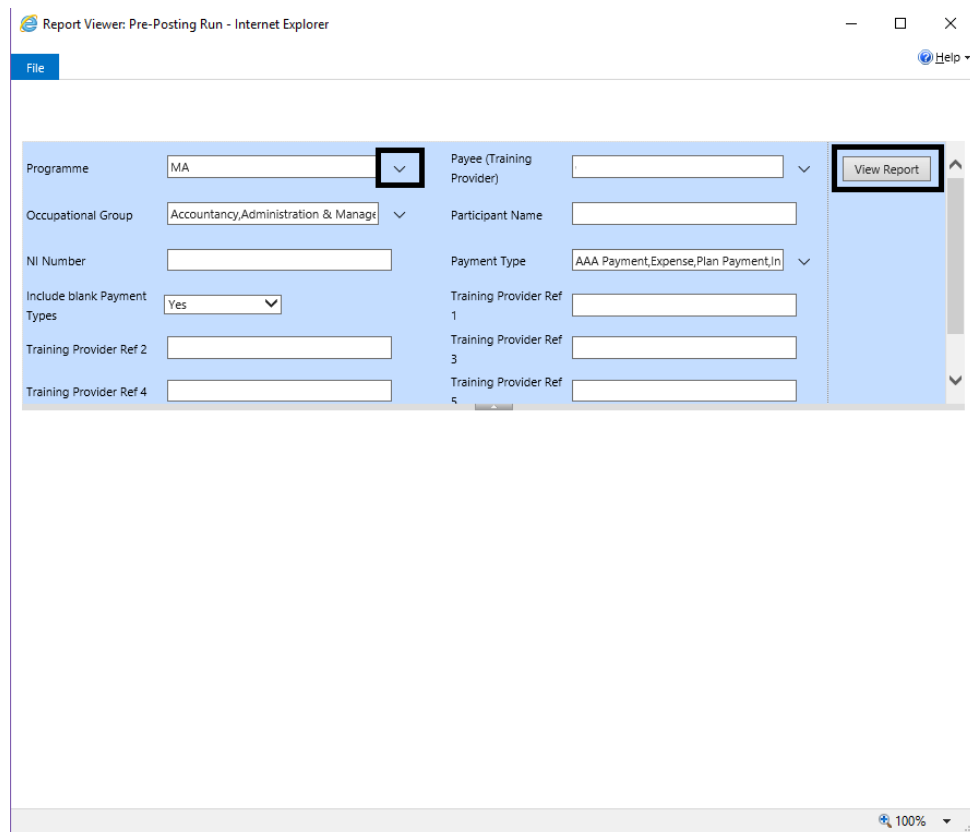
Training Providers cannot export the data within the Payments entity to excel. To export data, the Run Reports option should be used. This is described below.

Pre-Posting Report

1. The Pre-Posting Report will show all payments that will be processed by SDS finance that week (Friday). To run the Pre-Posting Report, click on Run Report in the banner then Pre-Posting Run:



2. A pop-up window will appear. Using this window, users can filter using the arrows or manually enter filters into the free text fields shown below. Click on View Report to display the results:



3. In this example, test data is displayed. You can export this to multiple applications. Shown below is an export to Excel:

Programme	Training Provider	Participant Name	Participant NI	SCN	Transaction Type	Occupational	Transaction Value	Number	Incentive	Transaction Date	T/P Ref 1	T/P Ref 2	T/P Ref 3	T/P Ref 4
MA	Recruitment (Scotland)	James Test	JK88888A	999999999	Milestone Payment	Sport, Health and Social care	125.00	1		26/08/2019 13:45	JR	SM	Kilmarnock	
		Clare Example	Participant		Milestone Payment	Sport, Health and Social care	106.00	1		27/08/2019 14:41	MC	SM	Glasgow	
		Sam Test	Participant		Milestone Payment	Administration and Related	414.00	1		29/08/2019 13:16	LK	LS	Edinburgh	
		Participant (Amy Sub-total)					414.00	1						
		Participant (Anisa Sub-total)					750.00	1						

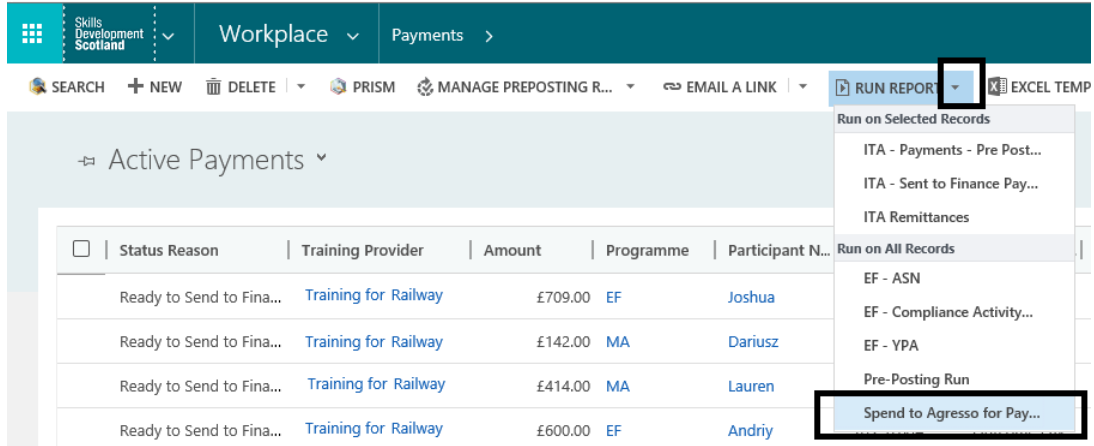
4. When this opens in Excel, it will show as it does in the FIPS report. Using Excel, this data can be modified per your own requirements:

Programme	Training Provider	Participant Name	Participant NI	SCN	Transaction Type	Occupational	Transaction Value	Number	Incentive	Transaction Date
MA	Recruitment (Scotland)	Example Only	JK88888A	999999999	Milestone Payment	Sport, Health and Social care	125.00	1		26/08/2019 13:45
		Participant					125.00	1		
		Test Data Person	JK88888A	999999999	Milestone Payment	Sport, Health and Social care	106.00	1		27/08/2019 14:41
			JK88888A		Milestone Payment	Sport, Health and Social care	106.00	1		27/08/2019 14:44
			JK88888A		Milestone Payment	Sport, Health and Social care	106.00	1		27/08/2019 14:46
					Outcome Payment	Sport, Health and Social care	426.00	1		27/08/2019 14:48
		Participant			Sub-total		744.00	4		
		Dummy Candidate	JK88888A	999999999	Milestone Payment	Administration and Related	414.00	1		29/08/2019 13:16
		Participant			Sub-total		414.00	1		

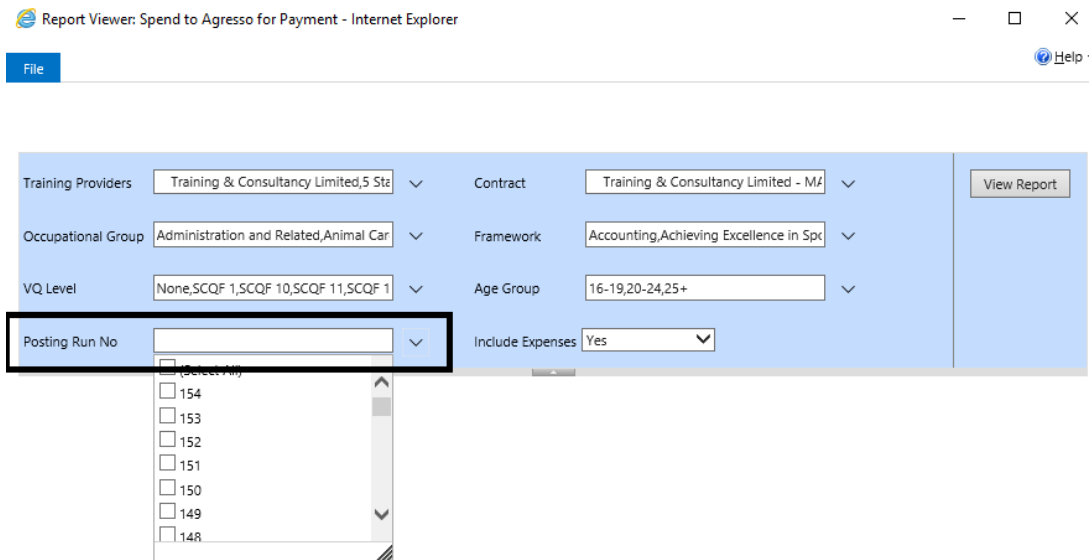
Spend to Agresso Report

The Spend to Agresso Report will show all claims processed, split by weekly posting run ID number. A Posting Run No. must be selected to view the data. The Posting Run No. relates to the week that the claims were processed by SDS finance and a list of these dates can be found in Workplace > Posting Runs entity in FIPS.

1. To access the report, click into Run Report then Spend to Agresso:



2. A pop-up window will appear. Using this window, users can filter using the arrows. Select the Posting Run No. you wish to view. Click on View Report to display the results:



3. Depending on the number of results, this report may take a few minutes to load. The results will be displayed on screen and can then be exported to multiple applications:

Report Viewer: Spend to Agresso for Payment - Internet Explorer

File

Training Providers: Training & Consultancy Limited,5 Str
 Contract: Training & Consultancy Limited - M
 Occupational Group: Administration and Related,Animal Car
 Framework: Accounting,Achieving Excellence in Spr
 VQ Level: None,SCQF 1,SCQF 10,SCQF 11,SCQF 1
 Age Group: 16-19,20-24,25+
 Posting Run No: 149
 Include Expenses: Yes

1 of 123 | 100% | Find | Next

Spend to Agresso for Payment

Claim Status	Contract	Individual	NI Number	Programme	Area Of Scotland	Occupational Group
Confirmed Claim	Aberdeenshire Childcare	Example Person	JX999999Q	ITA		
Confirmed Claim	Aberdeenshire Childcare	Example Person	JX999999Q	EF		
Clawed Back	Aberdeenshire Childcare	Example Person	JX999999Q	MA	Lowlands & Uplands	Administration and Related
Clawed Back	Aberdeenshire Childcare	Example Person	JX999999Q	MA	Lowlands & Uplands	Administration and Related
Clawed Back	Aberdeenshire Childcare	Example Person	JX999999Q	MA	Lowlands & Uplands	Administration and Related
Confirmed Claim	Aberdeenshire Childcare	Example Person	JX999999Q	SERI		

4. Click on the Save icon to display the export options. In this example, Excel has been selected:

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

Individual	Programme
ssociates - ITA - Mark	
ssociates - ITA - Callum	
ssociates - ITA - Adam	
ssociates - ITA - Kieran	
ssociates - ITA - Anthony	
ssociates - ITA - Mohamed	
ssociates - ITA - Stephen	
ssociates - ITA - Calum	ITA

Once this opens in Excel, the data can be modified per your own requirements.