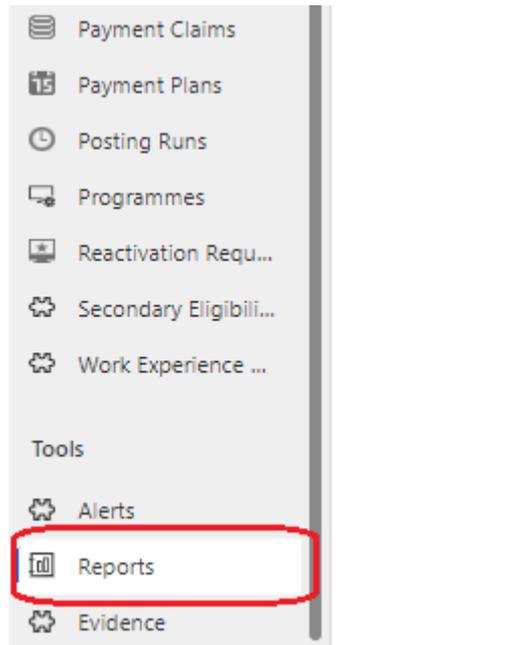


FIPS QUICK START GUIDE

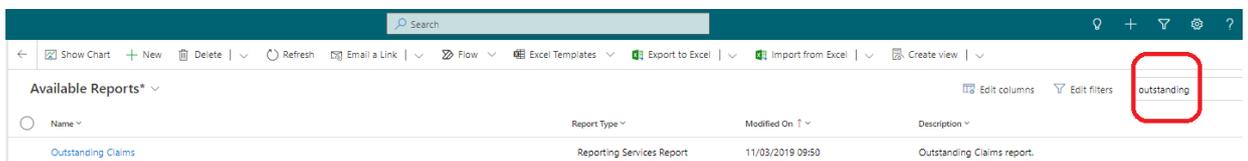
Outstanding Claims for Outcomes and Milestones

Training Providers have access to a system report in FIPS to view any outstanding claims for MA participants within the Reports entity of the system.

1. To access this report, click into the Reports entity within the Workplace menu:



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:



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

- The report viewer will open in a new page. Click on **View Report** to display the results. Outstanding claims linked to leaver assignments that have not yet been archived (MA leavers are archived six months after the leaving date) will also display on this report.

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 Outstan
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		GJ9C 23-Automotive Engineering-SCOF 6	GJ9C 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		GC6D 22-Vehicle Body Repair-SCOF 5	GC6D 22	SCOF 5	5,550.00	0.00	5,550.00
DEMO ONLY	Hippity Hobbit	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

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

Training Provider	Individual	NI Number	Actual Start Date
DEMO ONLY	False Test	JH985623A	02/11/2017
DEMO ONLY	Fergal Sharkey	TN505302P	01/06/2020
DEMO ONLY	Harry Potter	JH789867A	01/10/2020
DEMO ONLY	Hippity	TN504503F	02/12/2019
DEMO ONLY	ITA2 Regression	na345987b	01/11/2017
DEMO ONLY	James Test	TN504385M	05/11/2019
DEMO ONLY	Jo test	JH231565A	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.

- 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	