

FIPS QUICK START GUIDE

How to View Claims Processed & Posting Run Process

This guidance document will cover how to view payments that have been processed in FIPS by filtering views and by using the SSRS report functionality within FIPS. It will also provide information on the finance process (posting run) that takes places weekly in FIPS.



There guide is also covered in a video. Click on the play button to view this.

1. Within the Workplace menu, click into the Payments entity. Within Payments, the view will default to Pre-Posting. Change the view to the Active Payments system view:

The screenshot shows the SDS FIPS interface. On the left is a navigation menu with 'Payments' highlighted. The main area shows a dropdown menu for 'Payments - Pre Posting' with 'Active Payments' selected and highlighted by a black box. Below the dropdown is a table of data.

System Views	Program
Payments - Pre Posting	
Active Payments	4.00 MA
Active Payments - Adopt an Apprentice	3.00 MA
EF - Payments - Pre Posting Extended	4.00 MA
ITA - Payments - Pre Posting Extended	5.00 MA
Not Paid Payments	4.00 MA
Recoveries Invoiced	3.00 MA
	5.00 MA
	2.00 MA
	3.00 MA
	2.00 MA
	3.00 MA
Ready to Send to ...	£431.00 MA
Ready to Send to ...	£520.00 MA
Ready to Send to ...	£120.00 MA
Ready to Send to ...	£236.00 MA
Ready to Send to ...	£458.00 MA
Ready to Send to ...	£2,084.00 MA

2. Using the filter, the columns can be filtered as required. To filter the data within the view, click on the column to activate the filter. In this example, “Sent to Finance On” column has been filtered:

Status Reason	Training Provider	Amount	Programme	Participant	National In...	Transaction...	Payment CL...	Claim Type ...	Expense CL...	Adopt An ...	Incentive C...	Sent to Finance On	Payment R...	Tra
Ready to Send to ...	Group Limited	£214.00	MA			Milestone ...	M007 - SCQF 6	Milestone	---	---	---			lai
Ready to Send to ...	Group Limited	£254.00	MA			Milestone ...	M009 - SCQF 6	Milestone	---	---	---			Co
Ready to Send to ...	Group Limited	£478.00	MA			Milestone ...	M01 - SCQF 6-	Milestone	---	---	---			51
Ready to Send to ...	Group Limited	£458.00	MA			Milestone ...	M008 - SCQF 7	Milestone	---	---	---			Ro
Ready to Send to ...	Group Limited	£150.00	MA			Start Paym...	M000 - SCQF 6	Start Paym...	---	---	---			---
Ready to Send to ...	Group Limited	£250.00	MA			Milestone ...	M004 - SCQF 6	Milestone	---	---	---			lai
Ready to Send to ...	Group Limited	£2,084.00	MA			Outcome ...	M099 - VQ 3-C	Outcome	---	---	---			---
Ready to Send to ...	Group Limited	£520.00	MA			Milestone ...	M004 - SCQF 5	Milestone	---	---	---			Jol
Ready to Send to ...	Group Limited	£214.00	MA			Milestone ...	M009 - SCQF 6	Milestone	---	---	---			lai
Ready to Send to ...	Group Limited	£125.00	MA			Milestone ...	M01 - SCQF 6-	Milestone	---	---	---			51
Ready to Send to ...	Group Limited	£2,084.00	MA			Outcome ...	M099 - VQ 3-C	Outcome	---	---	---			---

- The data can be filtered to view the information and create personal views however no data can be exported from this view. The Payments entity is locked and cannot be exported from.

To export payment / claim data, the Run Reports option should be used. This is covered in more detail below.

Pre-Posting Report

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

Status Reason	Amount	Programme	Transaction...	Payment CL...	Claim Type ...	Expense CL...	Adopt
Ready to Send to Finance	£214.00	MA	Milestone ...	M007 - SCQF 6	Milestone	---	---
Ready to Send to Finance	£254.00	MA	Milestone ...	M009 - SCQF 6	Milestone	---	---
Ready to Send to Finance	£478.00	MA	Milestone ...	M01 - SCQF 6-	Milestone	---	---
Ready to Send to Finance	£458.00	MA	Milestone ...	M008 - SCQF 7	Milestone	---	---
Ready to Send to Finance	£150.00	MA	Start Paym...	M000 - SCQF 6	Start Paym...	---	---
Ready to Send to Finance	£250.00	MA	Milestone ...	M004 - SCQF 6	Milestone	---	---
Ready to Send to Finance	£2,084.00	MA	Outcome ...	M099 - VQ 3-C	Outcome	---	---
Ready to Send to Finance	£520.00	MA	Milestone ...	M004 - SCQF 5	Milestone	---	---
Ready to Send to Finance	£214.00	MA	Milestone ...	M009 - SCQF 6	Milestone	---	---
Ready to Send to Finance	£125.00	MA	Milestone ...	M01 - SCQF 6-	Milestone	---	---

- A pop-up window will appear. Using this window, users can filter using the dropdown arrows or by manually entering filters into the free text fields (Training Provider Reference fields) shown below. Click on View Report to display the results:

- In this example, test data is displayed. The results can be exported to multiple applications. Shown below is an export to Excel. Use the save icon to access the export options:

Ready to Send to Finance

Programme	Training Provider	Participant Name	Participant	Transaction Type	Occupational Group	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	Participant	Time Payment	Sport, Health and Social care	125.00			26/08/2019 13:45	JR	SM	Kilmarnock	
		Clare Example	Participant	Time Payment	Sport, Health and Social care	106.00		1	27/08/2019 14:11	MC	SM	Glasgow	
			Participant	Time Payment	Sport, Health and Social care	106.00			27/08/2019 14:44	MC	SM	Glasgow	
			Participant	Time Payment	Sport, Health and Social care	106.00			27/08/2019 14:46	MC	SM	Glasgow	
			Participant	Time Payment	Sport, Health and Social care	426.00			27/08/2019 14:48	MC	SM	Glasgow	
		Sam Test	Participant	Milestone Payment	Administration and Related	414.00		4	29/08/2019 13:16	LK	LS	Edinburgh	
			Participant (Amy) Sub-total			414.00		1					
		Anika Example	Participant	Outcome Payment	Sport, Health and Social care	750.00			28/08/2019 15:12	MC	SM	Glasgow	
			Participant (Anika) Sub-total			750.00		1					

4. When the data opens in Excel, it will show as it does in the FIPS report viewer. In Excel, the data exported 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	JK888888A	999999999	Milestone Payment	Sport, Health and	125.00			26/08/2019 13:45
				Participant		Sub-total		125.00	1		
			Test Data Person	JK888888A	999999999	Milestone Payment	Sport, Health and	106.00			27/08/2019 14:41
				JK888888A		Milestone Payment	Sport, Health and	106.00			27/08/2019 14:44
				JK888888A		Milestone Payment	Sport, Health and	106.00			27/08/2019 14:46
				JK888888A		Outcome Payment	Sport, Health and	426.00			27/08/2019 14:48
				Participant		Sub-total		744.00	4		
			Dummy Candidate	JK888888A	999999999	Milestone Payment	Administration and	414.00			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 the 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.

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

The screenshot shows the SDS FIPS interface with the 'Run Report' dropdown menu open. The menu items include 'Run on Selected Records', 'Contract Spend to Date 20...', 'GA Active Payments', 'ITA - Payments - Pre Postin...', 'ITA - Sent to Finance Paym...', 'ITA Remittances', 'MA Contract Spend to Dat...', 'Run on All Records', 'EF - ASN', 'EF - Compliance Activity Re...', 'EF - YPA', 'Pre-Posting Run', and 'Spend to Agresso for Paym...'. The 'Spend to Agresso for Paym...' option is highlighted with a red box.

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

Report Viewer: Spend to Agresso for Payment - Internet Explorer

File Help

Training Providers	Training & Consultancy Limited,5 Stz	Contract	Training & Consultancy Limited - MA	View Report
Occupational Group	Administration and Related,Animal Car	Framework	Accounting,Achieving Excellence in Spc	
VQ Level	None,SCQF 1,SCQF 10,SCQF 11,SCQF 1	Age Group	16-19,20-24,25+	
Posting Run No	(Select All)	Include Expenses	Yes	

- 154
- 153
- 152
- 151
- 150
- 149
- 148

- Depending on the number of results, this report may take a few minutes to load.

3. 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 Sts | Contract: Training & Consultancy Limited - MJ

Occupational Group: Administration and Related,Animal Car | Framework: Accounting,Achieving Excellence in Spc

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

100% | Save | Print | Find

Word

Excel

PowerPoint

Acrobat (PDF) file

TIFF File

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

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

The Pre-Posting Run and Spend to Agresso for Payment reports can also be accessed within the Reports entity on the Workplace. Users can click into to the Reports entity and run the reports from there if required.