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:**

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:**

- **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:**

2. **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:**

3. **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:**

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:**

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:**

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:

- 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:**

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:**

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.

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