

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:

	Skills Development Scotland			
=	change of circum	← 🖾 Show Chart + New 🛍 Delete 🗸 🕐 Refresh	分 Manage	PrePosti
\oslash	Change of Circum	Payments - Pre Posting		
	Contract Change	System Views	- ¹⁷	Program
₽	Contract Milestones	Payments - Pre Posting	-⊨ 1 .00	MA
	Contracts	Active Payments	-12 200	
≣≡	Electris Validations	Active Payments - Adopt an Apprentice	-12	MA
~	Expense Authorisa	EF - Payments - Pre Posting Extended	-1.00	MA
I	Expense Claims	Not Paid Payments	-🛱 5.00	MA
	Forecasts	Recoveries Invoiced	-⇔ 1.00	MA
	Incentive Claims		3.00	MA
Ê	Individual Paymen		5.00	MA
	ITA Claims		2.00	MA
쑸	Manage Incentives		2.00	
Bh	Participant Samples		5.00	MA
	Payments		2.00	MA
	Payment Claims		₹ 3.00	MA
ĩŝ	Payment Plans	Ready to Send to	£431.00	MA
0	Posting Runs	Ready to Send to	£520.00	MA
⊑ ¢	Programmes	Ready to Send to	£120.00	MA
*	Reactivation Requ	Ready to Send to	£236.00	MA
۲3 ۲	Secondary Eligibili	Ready to Send to	£458.00	MA
'''	WOIK Experience	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:

← 🖾 Show Chart 🖉	Edit 🗊 Delete	∨ 🎗 Assign	🖄 Share	\Im Manage PrePosting Run $$	🖾 Email a	Link $ $ \sim 2	🔊 Flow 🗸	🔟 Run Rep	oort 🗸 🖷 W	ord Templates	; 🗸 📲 Export Selecter	d Records	🗟 Create
Active Payments	~								•				this view
\checkmark Status Reason \lor	Training Provider \lor	Amount \lor	Programme \vee	$\cdot \mid$ Participant $\checkmark \mid$ National In $\checkmark \mid$	Transaction \lor	Payment Cl 丶	Claim Type	√ Expense C	I ∨ Adopt An	\lor Incentive	C \checkmark Sent to Finance On \checkmark	P yment F	R ∨ Trai
Ready to Send to	Group Limited	£214.00	MA		Milestone	M007 - SCQF	6 Milestone				Filter by	×	laii
Ready to Send to	Group Limited	£254.00	MA		Milestone	M009 - SCQF	6 Milestone				On or ofter		Co
Ready to Send to	Group Limited	£478.00	MA		Milestone	M01 - SCQF	5- Milestone				On		51
Ready to Send to	Group Limited	£458.00	MA		Milestone	M008 - SCQF	7 Milestone				On or after		Ro
Ready to Send to	Group Limited	£150.00	MA		Start Paym	M000 - SCQF	6 Start Paym.				On or before		
Ready to Send to	Group Limited	£250.00	MA		Milestone	M004 - SCQF	6 Milestone				Today	-	lai
Ready to Send to	Group Limited	£2,084.00	MA		Outcome	M099 - VQ 3	C Outcome				Yesterday		
Ready to Send to	Group Limited	£520.00	MA		Milestone	M004 - SCQF	5 Milestone				Tomorrow		Jol
Ready to Send to	Group Limited	£214.00	MA		Milestone	M009 - SCQF	6 Milestone				This week		iaiı
Ready to Send to	Group Limited	£125.00	MA		Milestone	M01 - SCQF	5- Milestone				This month		51
Ready to Send to	Group Limited	£2,084.00	MA		Outcome	M099 - VQ 3	• Outcome				This year		

- 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:

	Skills Development SDS FIPS Scotland	F	
	change of circum	Ex Show Chart + New Delete < Delete < Defense & Manage PrePosting Run < Delete < Delete < Delete	💷 Run Report \vee 🖷 Excel Templates \vee 🗳
Ø	Change of Circum	Active Payments ~	Run on Selected Records
	Contract Change	✓ Status Reason ∨ Amount ∨ Programme ∨ Transaction ∨ Payment Cl ∨ Claim Type ∨ Expense Cl ∨ Adopt	GA Active Payments
₽	Contract Milestones	Ready to Send to Finance £214.00 MA Milestone M007 - SCQF 6 Milestone	🔟 ITA - Payments - Pre Postin
E	Electris Validations	Ready to Send to Finance £254.00 MA Milestone M009 - SCQF & Milestone	ITA - Sent to Finance Paym
~	Expense Authorisa	Ready to Send to Finance £478.00 MA Milestone M01 - SCQF 6- Milestone	III MA Contract Spend to Dat
E).	Expense Claims	Ready to Send to Finance £458.00 MA Milestone M008 - SCQF / Milestone	Run on All Records
	Forecasts Incentive Claims	Ready to Send to Finance £250.00 MA Milestone M004 - SCQF 6 Milestone	回 EF - ASN
â	Individual Paymen	Ready to Send to Finance £2,084.00 MA Outcome M099 - VQ 3-C Outcome	IIII EF - YPA
	ITA Claims	Ready to Send to Finance £520.00 MA Milestone M004 - SCQF 5 Milestone	硘 Pre-Posting Run
⇔ ₽	Manage Incentives Participant Samples	Ready to Send to Finance £214.00 MA Milestone M009 - SCQF 6 Milestone	Spend to Agresso for Paym
	Payments	Ready to Send to Finance £125.00 MA Milestone M01 - SCQF 6- Milestone	



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:

File		<u>∂</u> <u>H</u> elp ▼
Programme MA Payee (Training Provider)	View Report	^
Occupational Group Accountancy,Administration & Manage V Participant Name		
NI Number Payment Type AAA Payment,Expense,Plan Payment,In		
Include blank Payment Yes Training Provider Ref		
Training Provider Ref 2		
Training Provider Ref 4		~
	1009	4 -

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:

6	Report Viewer: Pre-	Posting Run - Internet Explorer												-	o × ⊛⊞ep.
Pr	ogramme	MA	V Payee (Train	ning Provider) Train	ning Ltd	. ~									View Report
0	cupational Group	Accountancy, Administrat	ion & Managa 🗸 🛛 Paracipant	Name											
24	Number		Paymen Ty	pe AAA P	ayment, Expense, Plan Payment, I	• ~									
in	clude blank Payment	Types Yes 💙	Training Pro	order Ref 1											
τe	aining Provider Ref 2		Training Pro	widenset 3											
Тс	aining Provider Ref 4		Training Pro	wider Rens											
Te	aining Provider Ref 6		Training Pro	wider Ref 7											
	14 K	1 of 4 >	⊳I Ů © 100		a ~ ⊕	Pind Nex	t	4							
	Skills Develo Scotla	pment nd Pre-Po Payments	Sting Run "Ready to Send to Finan	w ce" & "ho b	ond cel										Î
	Programme	Training Provider	Participant Name	Particina		action Type	Occupational	Transaction Value	Number	Incentive	Transaction Date	T/P Ref 1	T/P Ref 2	T/P Ref 3	T/P Ref 4
				A	rrobat (PDF) file		Group								
	ма	Recruitment	James Test	п	If file	ne Payment	Sport, Health and Social care	125.00			26/08/2019 13:45	JR	SM	Kilmarnock	
		(Scotland)		Participan				125.00		1					
			Clare Example	. M	HTML (web archive)	ne Payment	Sport, Health and Social care	105.00			27/08/2019 14:41	MC	SM	Glasgow	
				c	SV (comma delimited)	ne Payment	Sport, Health and Social care	106.00			27/08/2019 14:44	MC	SM	Glasgow	
					VL file with report data	ne Payment	Sport, Health and Social care	105.00			27/08/2019 14:46	MC	SM	Glasgow	
						he Payment	Sport, Health and Social care	426.00			27/08/2019 14:48	MC	SM	Glasgow	
				Participan	sta Feed	d		744.00		4					
			Sam Test	1	Mile	stone Payment	Administration and Related	414.00			29/08/2019 13:16	LK	LS	Edinburgh	
				Participant (Am	ny Sub-total			414.00		1					
			Anisa Example		Out	come Payment	Sport, Health and Social care	750.00			28/08/2019 15:12	MC	SM	Glasgow	
				Participant (An	isa 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:

Image: Second												
P23		× ✓	f_x 1									
A	в	C D E	F	G	н	I.	J	K L	M N O	р	Q	R
2	Skills Develo Scotla	opment and Send t	Pre-Po Payments '	osting Run Ready to Send to Finar	nce" & "Hold"							
8	Programme	Training	Provider	Participant Name	Participant NI	SCN	Transaction Type	Occupational	Transaction Value	Number	Incentive	Transaction Date
9	MA			Example Only	JK888888A		Milestone Payment	Sport, Health and	125.00			26/08/2019 13:45
10		Recruitment		Example Only	Participant	Sub-to	otal		125.00	1	1	
11		(Scotland)		T. 10.1.0	JK888888A	9999999999	Milestone Payment	Sport, Health and	106.00			27/08/2019 14:41
12				Test Data Person	JK888888A		Milestone Payment	Sport, Health and	106.00			27/08/2019 14:44
13					JK888888A		Milestone Payment	Sport, Health and	106.00			27/08/2019 14:46
14							Outcome Payment	Sport, Health and	426.00			27/08/2019 14:48
15					Participant		Sub-total		744.00	4	1	
16				Dummy Candidate	JK888888A	9999999999	Milestone Payment	Administration and	414.00			29/08/2019 13:16
17					Participant	, S	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:

	Skills Development SDS FIPS Scotland					
=	COMPANY OF COLOURS.	\leftarrow 🖾 Show Chart + New	🗓 Delete 🗸 💍 Refresh	〈3 Manage PrePosting Run > 応 Email a Link	✓ Ø Flow ✓	💷 Run Report \vee 🖷 Excel Templates \vee 📲
0	Change of Circum	Active Payments \sim				Run on Selected Records
	Contract Change	✓ Status Reason $∨$	Amount \lor Programm	He \vee $ $ Transaction $\vee $ Payment Cl $\vee $ Claim Type \vee	✓ Expense CI ✓ Adop	III GA Active Payments
₽	Contract Milestones	Ready to Send to Finance	£214.00 MA	Milestone M007 - SCQF 6 Milestone		III ITA - Payments - Pre Postin
=	Electris Validations	Ready to Send to Finance	£254.00 MA	Milestone M009 - SCQF 6 Milestone		ITA - Sent to Finance Paym
~	Expense Authorisa	Ready to Send to Finance	£478.00 MA	Milestone M01 - SCQF 6- Milestone		III ITA Remittances
胛	Expense Claims	Ready to Send to Finance	£458.00 MA	Milestone M008 - SCQF 7 Milestone		MA Contract Spend to Dat
1	Forecasts	Ready to Send to Finance	£150.00 MA	Start Paym M000 - SCQF 6 Start Paym		Run on All Records
I	Incentive Claims	Ready to Send to Finance	£250.00 MA	Milestone M004 - SCQF 6 Milestone		III EF - Compliance Activity Re
	Individual Paymen	Ready to Send to Finance	£2,084.00 MA	Outcome M099 - VQ 3-C Outcome		EF - YPA
))) ();	Manage Incentives	Ready to Send to Finance	£520.00 MA	Milestone M004 - SCQF 5 Milestone	 F	III Pre-Posting Run
₽	Participant Samples	Ready to Send to Finance	£214.00 MA	Milestone M009 - SCQF 6 Milestone		Spend to Agresso for Paym
	Payments	Ready to Send to Finance	£125.00 MA	Milestone M01 - SCQF 6- Milestone		



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 - Intern	net Explorer				- 🗆	×
File						🕜 <u>H</u> elp
Training Providers Training & Consultancy Limited,5 Sta	ē ~	Contract	Training & Consultancy Limited - M/	~	View Rep	port
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	~	Include Expenses	Yes 🗸			
	•					
152						
151						
150						
149	1					
1 1 1 48	1					

- 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 Sta V Contract	Training & Consultancy Limite	d - M# 🗸								
Occupational Group	dministration and Related, Animal Car 🗸 Framework	Accounting, Achieving Excellence	in Spc 🗸 🗸								
VQ Level	VQ Level None,SCQF 1,SCQF 10,SCQF 11,SCQF 1 V Age Group 16-19:20-24;25+ V										
Posting Run No	Posting Run No 149 V Include Expenses Yes V										
⊲ <	1 of 123 > ▷I Č) ⓒ	100% 💌 🔛 🗸	₽	Fine	i Next						
Skills Development Scotland											
Claim Status	Contract	Individual	NI Number	Programme	Area Of Scotland	Occupational Group					
Confirmed Claim		Example Person	INGGOGGG	ITA							
Confirmed Claim	Aberdeenshire Childcare	Example Person	IXAAAAAAA	EF							
Clawed Back	Aberdeenshire Childcare	Example Person	JX9999999Q	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	JX9999999Q	MA	Lowlands & Uplands	Administration and Related					
Confirmed Claim	Aberdeenshire Childcare	Example Person	JX9999999Q	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:

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jresso	o fo	or Paymo	Word						
			Excel	Excel					
		Individual	PowerPoir	ıt		ramme			
\ssociates -	ITA -	Mark	Acrobat (F	DF) file					
\ssociates -	ITA -	Callum	TIFF File	TIFF File					
\ssociates -	ITA -	Adam	MHTML (v	veb archive)					
\ssociates -	ITA -	Kieran							
Associates -	ITA -	Anthony	CSV (com	CSV (comma delimited)					
\ssociates -	ITA -	Mohamed	XML file with report data						
\ssociates -	ITA -	Stephen	Data Feed						
\ssociates -	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.