



Education & Skills
Funding Agency

Funding Information System (FIS) user guide 2019 to 2020

August 2019



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What this guide covers

This FIS user guide covers the following:

- What is FIS?
- How to download and configure FIS
- How to use FIS
- Help and support



What is FIS?

FIS has been redesigned for the academic year 2019 to 2020.

It's a desktop application designed to help you prepare your ILR file for submission to the ESFA through the 'Submit Learner Data' service.

You don't have to use FIS to prepare your file for submission, but some providers find it useful. It gives you a good idea of the quality of the data you've collected and the generates provisional reports.

To do this, it uses most of the current year's validation rules to give you an idea of the errors and warnings your file may generate.

As it's not an online tool though, it doesn't take into account up-to-date reference data. As that data changes all the time, you may still find your file has some errors or warnings when you submit it, even if it doesn't have any in FIS.

Data security

By using FIS, you take responsibility for the security of the data.



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How to download and configure FIS

Things you need to have to download FIS:

- ✓ .Net Framework 4.6.1 (download this from <https://www.microsoft.com/en-gb/download/details.aspx?id=49981>)



How to download and configure FIS

Download the latest version of FIS

1. Select the link to 'FIS (Funding Information Service)' from the tools and services menu on the [Submit Learner Data](#) sign in page.

Submit learner data

This service is for training providers that receive funding directly from the Education and Skills Funding Agency.

Use this service to validate and submit:

- Individualised learner records (ILR)
- Earnings adjustment statements (EAS)
- European Social Fund supplementary data (ESF)
- Funding claims

You can also view and download reports for your data.

[Sign in >](#)

Before you start

You will need:

- your IdAMS (Information Management Services system) login details

Help and support

ESFA support desk

Telephone: 0370 267 0001
Monday to Thursday, 8.30am to 5.00pm
Friday, 8.30am to 4.00pm

Log queries on the [enquiry form](#)

Related content

[How to become an approved training provider](#)

[Timeline of submission deadlines](#)

Tools and services

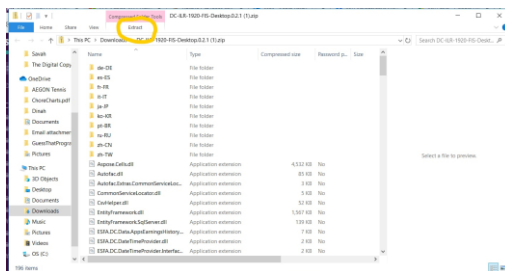
[FIS \(Funding Information Service\)](#)

[LARS \(Learner Access Reference Service\)](#)

[ILR Learner entry tool](#)

2. Select 'Download the latest FIS tool'.

3. A zip file will download on your computer. Open this up and select 'Extract' from the menu, and then 'Extract all' from the sub menu. You can then choose where on your computer to save the files.





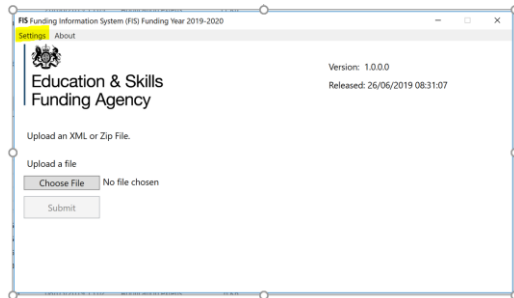
How to download and configure FIS

Download the latest version of FIS (continued)

4. Open the file called “ESFA.DC.ILR.Desktop.WPF.Exe” to open FIS. It has this icon:



5. Select ‘Settings’ in the top left-hand corner.

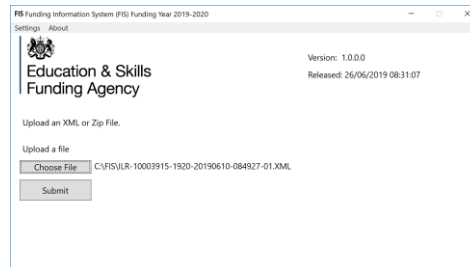


6. For ‘Output Directory’, choose the folder where you want the reports FIS generates to live.
7. OPTIONAL: You may wish to integrate FIS with your SQL server software, if you have it. This is entirely optional. In general, you would only do this as an advanced technical user. If you do wish to, select the checkbox that says ‘Export to SQL’ so you can enter your connection string.
8. Select OK. FIS is now ready to use.



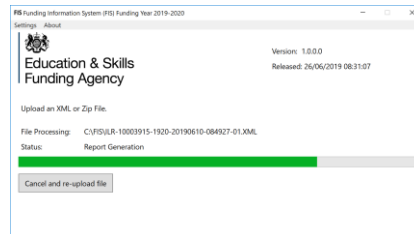
How to use FIS

1. Open FIS and select 'Choose file' to select your Zip or XML file



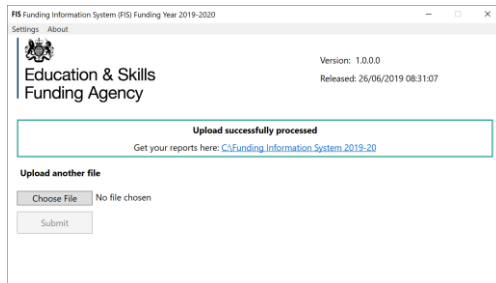
2. Select 'Submit'

3. You'll see a progress bar indicating how long is left to process your file





4. When processing has finished, get your reports by selecting the folder name you chose to save your reports to.



Your reports are organised in folders labelled with the file name you uploaded.



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Help and support

Email: sde.servicedesk@education.gov.uk

Telephone: 0370 267 0001

Service Desk opening hours

9:00am to 5:00pm Monday to Thursday

9:00am to 4:00pm Friday

8:30am to 6:00pm Days when ILR returns are closing

The Service Desk is closed weekends and bank holidays. Queries can be raised out of hours by email.