



Education & Skills  
Funding Agency

# **Funding Information System (FIS) user guide 2020 to 2021**

**August 2020**



Education & Skills  
Funding Agency

## **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



Education & Skills  
Funding Agency

## **What is FIS?**

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

You do not 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 have collected, and this 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 is not an online tool though, it does not 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 does not have any in FIS.

## **Data security**

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



## 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>)

### Download the latest version of FIS

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

**GOV.UK** Submit learner data

**BETA** This is a new service - your [feedback](#) will help us to improve it.

## 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)
- ESF (European Social Fund) supplementary data

You can also view and download reports for data you've submitted.

Mayoral Combined Authorities (MCAs) can only download reports.

[Sign in >](#)

### Before you start

You will need:

- your IdAMS (Information Management Services system) login details
- an XML or Zip file to upload - for ILR data
- a CSV file to upload - for EAS and ESF data

### Help and support

#### ESFA support desk

Telephone: 0370 267 0001  
Monday to Thursday, 9:00am to 5:00pm  
Friday, 9:00am to 4:00pm

Email:  
[esfa.servicedesk@education.gov.uk](mailto:esfa.servicedesk@education.gov.uk)

### Related content

- [How to become an approved training provider](#)
- [2020 to 2021 submission timetable \(EAS&ESF\)](#)
- [2019 to 2020 submission timetable \(EAS&ESF\)](#)

### Tools and services

- [FIS \(Funding Information Service\)](#)
- [Find a Learning Aim](#)
- [ILR Learner entry tool](#)
- [ILR FileMerge](#)



## How to download and configure FIS

Please ensure you select the academic year 2020 to 21 from the Filter and then download the latest version of FIS.

**GOV.UK** **Submit learner data**

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[← Back](#)

## FIS (Funding Information Service) tool

FIS is a desktop application for the Education and Skills Funding Agency's data collections system. Providers can use it to validate Individualised Learner Record (ILR) data.

Filter by year

2020 to 2021  2019 to 2020

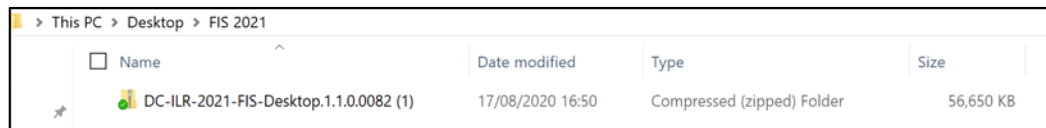
### Academic year 2020 to 2021

Version	Date and time uploaded	Download Link
1.1.1.0022	17 August 2020 at 3:11pm	<a href="#">Download 1.1.1.0022</a>
1.1.1.0017	14 August 2020 at 2:54pm	<a href="#">Download 1.1.1.0017</a>



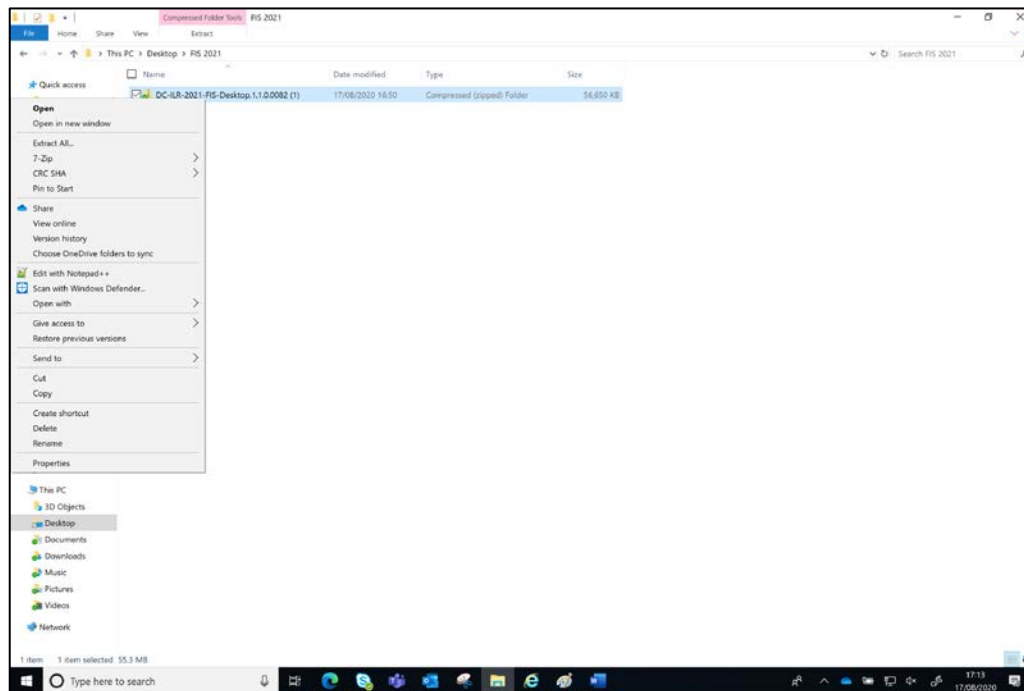
## How to download and configure FIS

FIS will be downloaded in a compressed (zipped) folder.



Name	Date modified	Type	Size
DC-ILR-2021-FIS-Desktop.1.1.0.0082 (1)	17/08/2020 16:50	Compressed (zipped) Folder	56,650 KB

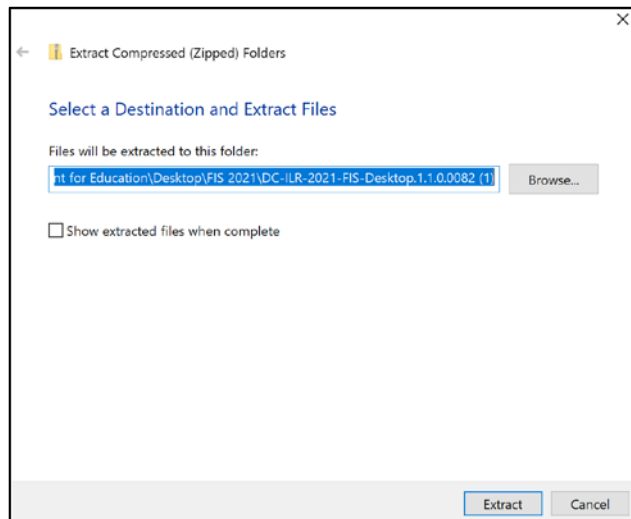
Click on the file and then select 'Extract All'.



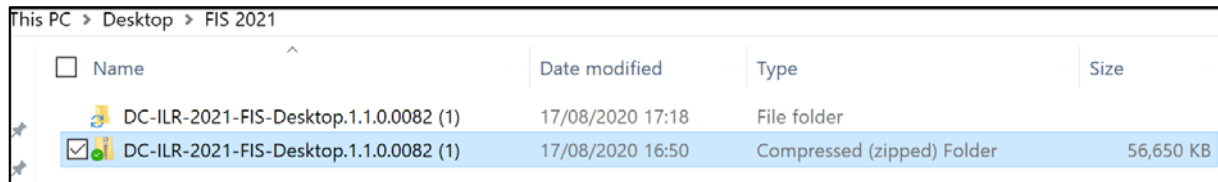


## How to download and configure FIS

Select the Folder where you would like FIS to be extracted to and then click on 'Extract'.



A File Folder will have been extracted, double click on this folder.



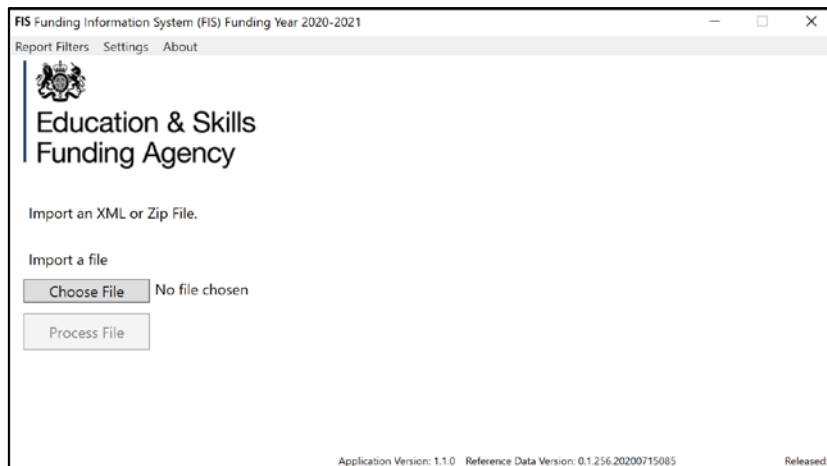


## How to download and configure FIS

The FIS extract files will now be displayed, double click the file named “ESFA.DC.ILR.Desktop.WPF.Exe”

Name	Date modified	Type	Size
ESFA.DC.ILR.DataStore.Export.dll	17/08/2020 17:17	Application extension	76 KB
ESFA.DC.ILR.DataStore.Interface.dll	17/08/2020 17:17	Application extension	18 KB
ESFA.DC.ILR.DataStore.Model.dll	17/08/2020 17:17	Application extension	13 KB
ESFA.DC.ILR.DataStore.Modules.dll	17/08/2020 17:17	Application extension	16 KB
ESFA.DC.ILR.DataStore.PersistData.dll	17/08/2020 17:17	Application extension	215 KB
ESFA.DC.ILR.Desktop.CLI	17/08/2020 17:17	Application	25 KB
ESFA.DC.ILR.Desktop.CLI.exe.config	17/08/2020 17:17	CONFIG File	23 KB
ESFA.DC.ILR.Desktop.Interface.dll	17/08/2020 17:17	Application extension	11 KB
ESFA.DC.ILR.Desktop.InternalInterface.dll	17/08/2020 17:17	Application extension	13 KB
ESFA.DC.ILR.Desktop.Models.dll	17/08/2020 17:17	Application extension	13 KB
ESFA.DC.ILR.Desktop.Modules.dll	17/08/2020 17:17	Application extension	22 KB
ESFA.DC.ILR.Desktop.Service.dll	17/08/2020 17:17	Application extension	61 KB
ESFA.DC.ILR.Desktop.Utils.dll	17/08/2020 17:17	Application extension	13 KB
<input checked="" type="checkbox"/> FIS ESFA.DC.ILR.Desktop.WPF	17/08/2020 17:17	Application	138 KB

The FIS Application for 2020-21 will now open.



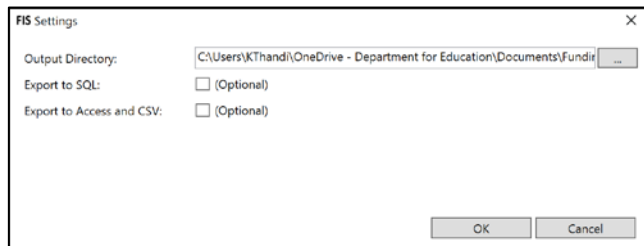
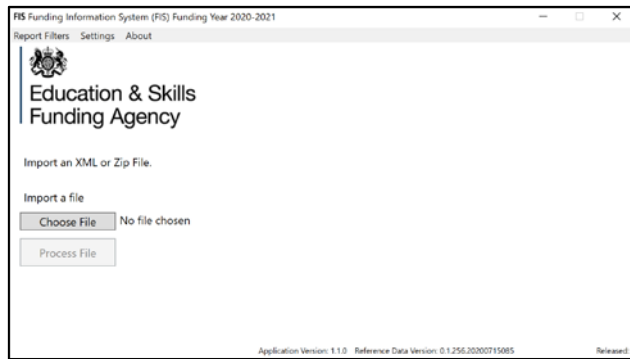




Education & Skills  
Funding Agency

## How to download and configure FIS

When the FIS Application is open select 'Settings' in the top left-hand corner. For 'Output Directory', choose the folder where you want the reports FIS generates to be exported to.





## How to download and configure FIS

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. **Please note in the Connection String box after Data Source= you will need to add in your database/server name and then click on OK.**

The screenshot shows the 'FIS Settings' dialog box with the following configuration:

- Output Directory: C:\Users\KThandi\OneDrive - Department for Education\Documents\Fundir
- Export to SQL:  (Optional)
- Connection String: Data Source=(local);initial Catalog=ILR2021;integrated Security=True
- Export to Access and CSV:  (Optional)

Buttons: OK, Cancel, Test

If you are experiencing issues when you have selected the Export to SQL option if you click on the Test button next to the Connection String box then a message will appear as you may not have the correct permissions to perform this function.

The screenshot shows the 'FIS Settings' dialog box with the same configuration as above, but with an error message displayed below the Connection String field:

Unable to connect to the SQL Server Instance specified, check you have the correct permissions.

Buttons: OK, Cancel, Test



Education & Skills  
Funding Agency

## How to download and configure FIS

To export an Access database please check the Export to Access and CSV box and then select the Output Directory where the database should be exported to and then click on OK.

The screenshot shows a dialog box titled "FIS Settings" with a close button (X) in the top right corner. It contains three settings:

- Output Directory:** A text box containing the path "C:\Users\KThandi\OneDrive - Department for Education\Documents\Fundir" followed by a browse button "...".
- Export to SQL:** A checkbox that is unchecked, with the text "(Optional)" to its right.
- Export to Access and CSV:** A checkbox that is checked, with the text "(Optional)" to its right.

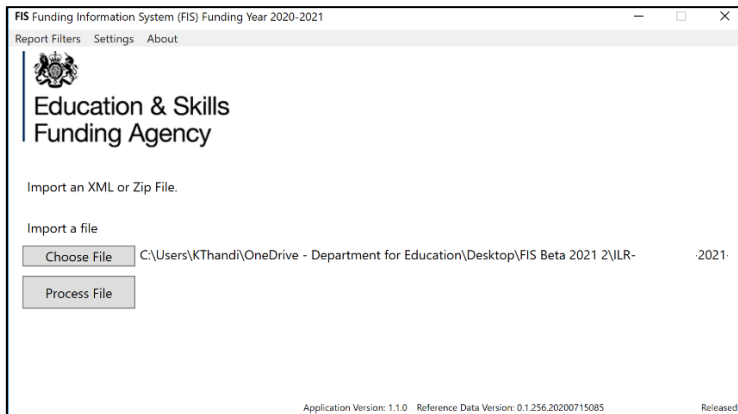
At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".



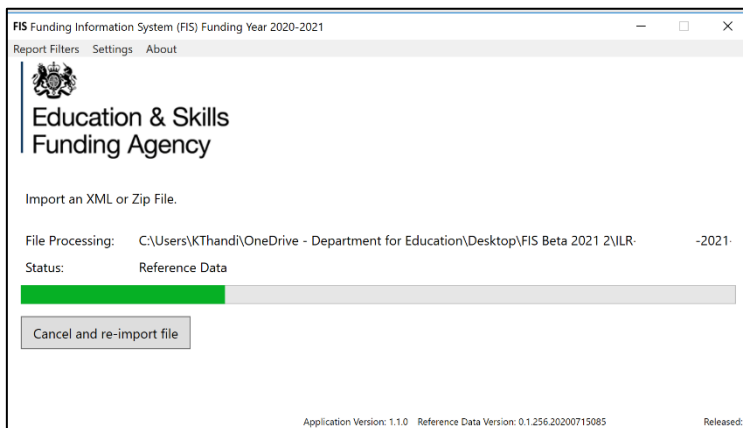
Education & Skills  
Funding Agency

## How to Use FIS

Open FIS and select 'Choose file' to select your Zip or XML file from your file location and then click on 'Process File'.



You will see a progress bar indicating how long is left to process your file.





## How to Use FIS

When processing has finished you can get your reports by selecting the link, this will be the Output Directory you have chosen in 'Settings'.



Open the file folder and your reports will be displayed

Name	Date modified	Type
<input checked="" type="checkbox"/> ILR- [redacted] -2021-20200629-154332-01	18/08/2020 14:24	File folder

Name	Date modified
<input checked="" type="checkbox"/> 16-19 Funding Claim Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> 16-19 Funding Claim Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> 16-19 Summary of Funding by Student Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> 16-19 Summary of Funding by Student Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> Adult Funding Claim Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> Adult Funding Claim Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> ALLB Occupancy Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> ALLB Occupancy Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> Apps Indicative Earnings Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> Apps Indicative Earnings Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> CL Summary of Learners by Non-Single Budget Category Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> CL Summary of Learners by Non-Single Budget Category Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> Devolved Adult Education Funding Summary Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> Devolved Adult Education Funding Summary Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> Devolved Adult Education Occupancy Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> Devolved Adult Education Occupancy Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> Funding Summary Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> Funding Summary Report 20200818-142400	18/08/2020 14:24
<input type="checkbox"/> High Needs Students Detail Report 20200818-142202	18/08/2020 14:23
<input type="checkbox"/> High Needs Students Detail Report 20200818-142400	18/08/2020 14:24



Education & Skills  
Funding Agency

## Help and support

Email: [sde.servicedesk@education.gov.uk](mailto: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.