

FPS Web Actuals upload - guidance

Following on from the release of the Budget V Actuals in 2014, we have now further enhanced the functionality to enable FMS6 users to upload their actuals into FPS using an FMS6 report. This guidance briefly walks you through the steps of the upload process.

Actuals export from FMS

In order to add your actuals from FMS6 to FPS web you will need the Cumulative Expense Analysis report, this can be found in the following path:



In the report criteria box you will need to select:

- Cost Centre
- Exclude Balance Sheet Accounts
- Show Current Totals
- Select period if required

Once you have produced the report you need to save it to a convenient place by clicking on the save icon in the top right hand corner, in the export options select full report and CSV format. Once you click on the OK button you will be given the choice of where you would like to save your report.

Please note:

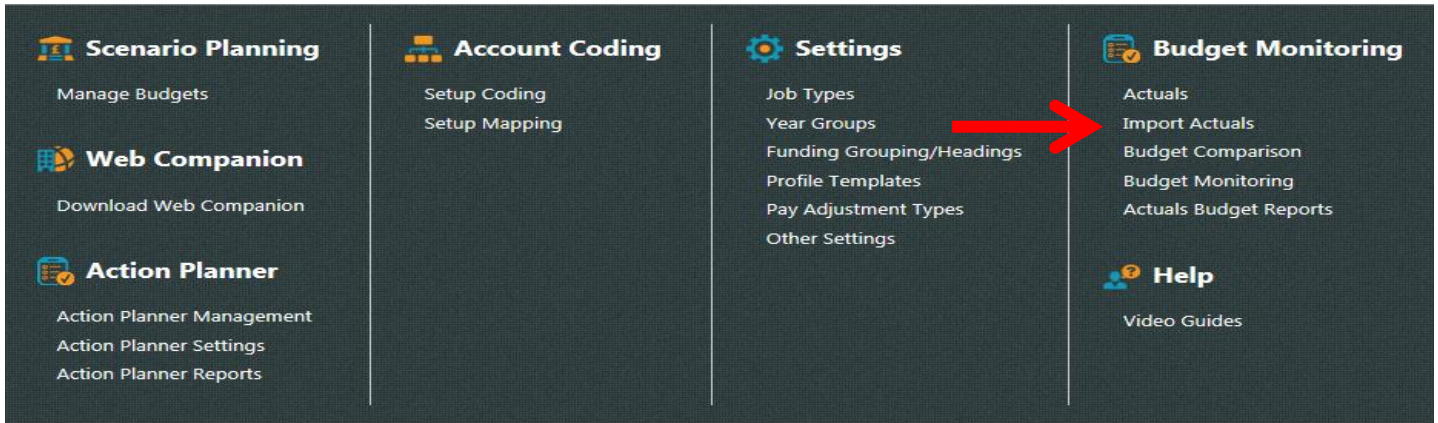
The financial year must show as a whole year as shown below i.e. 2015 rather than 2014/15, if this is not done the import will not work

	A	B	C	D
1	Financial Year	2015	Cost Cent	All
2	Educational Supplies & Services	4001-01	Education	
3	Educational Supplies & Services	4001-01	Education	

Need support with this step?
Please call our helpdesk on 0844 2490997

Actuals upload to FPS

Now you have the required report, you need to log into FPS and navigate to the actuals upload section in the menu as shown below.

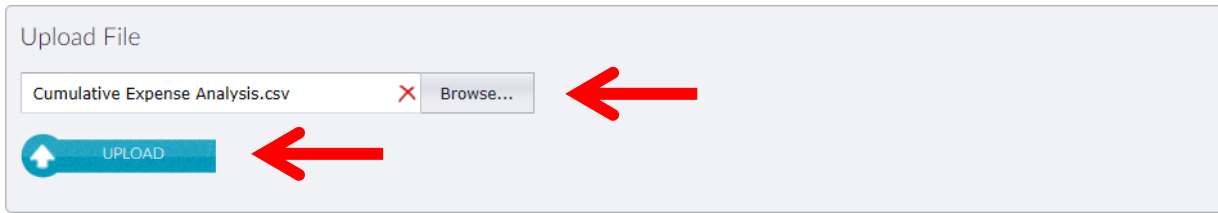


On the actuals import page under the upload file section, change the dropdown to FMS, this will update the page with some guidance notes to be aware of when completing your upload. An example of this is shown below:



In order to upload your report, click on browse then navigate to where you saved the FMS report you exported earlier, select your report which will populate the box as shown below. Click on upload.

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You will be presented with an upload successful message once completed, if your upload does not work a message will show detailing the issue.

