

iPAS User Guide for LGIP Participants

iPAS is QED Financial System's online software application that enables authorized users to process transactions, view fund participant account information and print account statements via a web browser.

To obtain User ID and Password for IPAS, please fill out the [iPAS consent form](#) and send to STO.lgip@sto.sc.gov.

iPAS Website: <https://lgip.sc.gov/iPAS/login.ipas>



The screenshot shows the login interface for the South Carolina Office of State Treasurer's Local Government Investment Pool (LGIP) System. At the top left is the official seal of the Office of State Treasurer, South Carolina. To the right of the seal, the text reads "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)". Below this, a dark blue sidebar on the left contains navigation links: "Home", "Help", and "Contact Information". The main content area features a "Welcome to the South Carolina State Treasurer's Local Government Investment Pool System" message, followed by a prompt: "Please enter your User ID and Password to log on". There are two input fields: "User ID:" and "Password:". Below the input fields are two buttons: "Log On" and "Exit".

The iPAS Home page displays a menu bar on the left side of the page, and a description of each iPAS function is provided in the center of the page. The user can make their selection from either place on the page.



South Carolina Office of State Treasurer Local Government Investment Pool (iPAS)

Logged on as **IPAS administrator w/Dep-Withd-**

[Home](#)

[Deposit](#)

[Withdrawal](#)

[Interfund Transfer](#)

[Account Statement](#)

[System Maintenance](#)

[Log Off](#)

[Help](#)

[Contact Information](#)

Home

Notices *To pause a particular notice, place your mouse over it*

01/12/2009 04:12:44 PM
This is a high level notice!

Default Investment *change | refresh*

Fund: 9921: SCSTO iPAS PARTICIPANT A
Position: 241878: SCUNITS

Actual Balance:	\$1,781,114.76
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$1,781,114.76

Transactions

Deposit
Initiate a deposit into your specified investment pool account.

Interfund Transfer
Transfer cash between your investment pool accounts.

Withdrawal
Initiate a withdrawal from your specified investment pool account.

Reports

Account Statement
Generate and print reports of transaction activity, running invested balances, and earned income for any date range.

Administration

System Maintenance
Administer user accounts and change system notices.

Log Off
Log off from iPAS system.

There are three transaction types that can be initiated through iPAS: Deposits, Withdrawals and Interfund transfers.




South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)

Logged on as **Karen Rinehart**

Home	Home				
Deposit	Notices				
Withdrawal	05/02/2018 04:05:38 PM June 2018 Statements are available!				
Interfund Transfer	Default Investment				
Account Statement	Set Default Investment Select your default investment for deposits, withdrawals, and interfund transfers.				
System Maintenance	Transactions				
Log Off	<table border="0" style="width: 100%;"><tr><td style="width: 50%;">Deposit Initiate a deposit into your specified investment pool account.</td><td style="width: 50%;">Withdrawal Initiate a withdrawal from your specified investment pool account.</td></tr><tr><td colspan="2">Interfund Transfer Transfer cash between your investment pool accounts.</td></tr></table>	Deposit Initiate a deposit into your specified investment pool account.	Withdrawal Initiate a withdrawal from your specified investment pool account.	Interfund Transfer Transfer cash between your investment pool accounts.	
Deposit Initiate a deposit into your specified investment pool account.	Withdrawal Initiate a withdrawal from your specified investment pool account.				
Interfund Transfer Transfer cash between your investment pool accounts.					
Help	Reports				
Contact Information	Account Statement Generate and print reports of transaction activity, running invested balances, and earned income for any date range.				
	Administration				
	<table border="0" style="width: 100%;"><tr><td style="width: 50%;">System Maintenance Administer user accounts and change system notices.</td><td style="width: 50%;">Log Off Log off from LGIP.</td></tr></table>	System Maintenance Administer user accounts and change system notices.	Log Off Log off from LGIP.		
System Maintenance Administer user accounts and change system notices.	Log Off Log off from LGIP.				

Deposit:

To initiate a deposit request, select 'Deposit', located in the left menu bar or listed within the center text of the Home page. Select the investment (LGIP Account) that will receive the deposit from the drop down menu (if other than the default investment) and enter the payment method (from the drop down menu, if applicable), effective date, amount and transaction description (optional). Click 'Submit' to go to the next page.



South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)

Logged on as **Karen Rinehart**

- Home
- Deposit**
- Withdrawal
- Interfund Transfer
- Account Statement
- System Maintenance
- Log Off
- Help
- Contact Information

Deposit

Select the investment that will receive the deposit:

Investment: [search](#)

Select the payment method:

Payment Method:

Enter the effective date and the total amount of the deposit.

Effective Date:

Deposit Amount:

Transaction Description:

The next page displays the deposit information. Review the deposit details listed and if correct, click 'Continue'.

DEPOSIT CONFIRMATION

Please confirm deposit details

Destination Investment Details:
Fund: 9922: SC IPAS PARTICIPANT B
Position: 241879: SCUNITS

Payment Details:
Bank: CITIBANK
Account: AB445567

Other Details:
Transfer Amount: 25,000.00
Effective Date: 01/20/2009

The final page displayed in the deposit transaction process is the Deposit status page. This page provides the user with the transaction's confirmation number along with the confirmed details of the transaction as well as the deposit request's status (see below).

If, based on the client's business rules, any part of the deposit request is invalid (i.e., amount limitation, date limits, etc.) IPAS does not accept the deposit request and displays in a "rejected" status, along with an explanation of why the transaction was rejected.



South Carolina Office of State Treasurer
Local Government Investment Pool (IPAS)

Logged on as **IPAS administrator w/Dep-Withd-**

[Home](#)

[Deposit](#)

[Withdrawal](#)

[Interfund Transfer](#)

[Account Statement](#)

[System Maintenance](#)

[Log Off](#)

[Help](#)

[Contact Information](#)

Deposit

Your deposit request was processed successfully.

Confirmation Number:	699570/CNTR
Investment:	9922-241879 SC IPAS PARTICIPANT B: SCUNITS
Payment Details:	CITIBANK AB445567
User Name:	admin
Effective Date:	1/20/09
Entry Date:	1/16/09
Amount:	\$25,000.00
Status:	ACCEPTED: 1004

[Print this page](#)


Withdrawal:

To initiate a withdrawal request click 'Withdrawal' located in the left menu bar or listed within the center text of the Home page.

Select the investment (LGIP Account) from which to withdraw from the drop down menu (if other than default investment) and enter the payment method (from the drop down menu, if applicable), effective date, withdrawal amount and transaction description (optional).

The effective date is dynamically linked to the business rules set within the Q2 system configuration.

Click 'Submit' to go to the next page.



South Carolina Office of State Treasurer
Local Government Investment Pool (IPAS)

Logged on as IPAS administrator w/Dep-Withd-

- Home
- Deposit
- Withdrawal**
- Interfund Transfer
- Account Statement
- System Maintenance
- Log Off
- Help
- Contact Information

Withdrawal

Select the investment from which to withdraw:

Investment:

Fund: 9922: SC IPAS PARTICIPANT B
Position: 241879: SCUNITS

Actual Balance:	\$1,031,333.72
Contributions Pending Settlement:	\$25,000.00 [1 item]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$1,056,333.72

Select the payment method:

Payment Method:

Enter the effective date and the total amount of the withdrawal.
Withdrawals for 01/20/2009 are accepted up to 11:59 PM EST today.

Effective Date:

Withdrawal Amount:

Transaction Description:

The next page displays the withdrawal information details. Review the withdrawal details and if correct, click 'Continue'.

WITHDRAWAL CONFIRMATION

Please confirm withdrawal details

Source Investment Details:

Fund: 9922: SC IPAS PARTICIPANT B
Position: 241879: SCUNITS

Payment Details:

Bank: CITIBANK
Account: AB445567

Other Details:

Transfer Amount: 15,000.00
Effective Date: 01/20/2009

The final page displayed in the withdrawal transaction process is the Withdrawal status page. This page provides the user with the transaction's confirmation number along with the confirmed details of the transaction as well as the withdrawal request's status (see below).

If, based on the client's business rules, any part of the withdrawal request is invalid (i.e., amount limitation, date limits, etc.) IPAS does not accept the withdrawal request and displays in a "rejected" status, along with an explanation of why the transaction was rejected.



South Carolina Office of State Treasurer Local Government Investment Pool (IPAS)

Logged on as **IPAS administrator w/Dep-Withd-**

- Home
- Deposit
- Withdrawal**
- Interfund Transfer
- Account Statement
- System Maintenance
- Log Off
- Help
- Contact Information

Withdrawal

Your withdrawal request was processed successfully.


Confirmation Number:	699571/WTHD
Investment:	9922-241879 SC IPAS PARTICIPANT B: SCUNITS
Payment Details:	CITIBANK AB445567
User Name:	admin
Effective Date:	1/20/09
Entry Date:	1/16/09
Amount:	\$15,000.00
Status:	ACCEPTED: Withdrawal accepted.

[Print this page](#)

Interfund Transfer (Transfer between LGIP accounts):

To initiate an Interfund transfer request select 'Interfund Transfer' from the Home page, located in the left menu bar or listed within the center text of the home page.

Select the source investment from the drop down menu (if other than the user's default investment), then select the destination investment. Enter effective date, withdrawal amount and transaction description (optional). The effective date is dynamically linked to the business rules set within the Q2 system configuration. Click 'Submit' to go to the next page.

 **South Carolina Office of State Treasurer**
Local Government Investment Pool (IPAS)

Logged on as **IPAS administrator w/ Dep-Withd-**

Home
.....
Deposit
.....
Withdrawal
.....
Interfund Transfer
.....
Account Statement
.....
System Maintenance
.....
Log Off
.....
Help
.....
Contact Information

Interfund Transfer

Select the source investment:

Transfer From: [search](#)

Fund: 9922: SC IPAS PARTICIPANT B
Position: 241879: SCUNITS

Actual Balance:	\$1,031,333.72
Contributions Pending Settlement:	\$25,000.00 [1 item]
Withdrawals Pending Settlement:	\$15,000.00 [1 item]
Available Balance:	\$1,041,333.72

Select the destination investment:

Transfer To: [search](#)

Fund: 9923: SC IPAS PARTICIPANT C
Position: 241880: SCUNITS

Actual Balance:	\$3,568,647.39
Contributions Pending Settlement:	\$0.00 [0 items]
Withdrawals Pending Settlement:	\$0.00 [0 items]
Available Balance:	\$3,568,647.39

Enter the effective date and the total amount to transfer.

Effective Date:

Transfer Amount:

Transaction Description:

The next page displays the Interfund Transfer information. Review the transfer details listed and if correct, click 'Continue'.

INTERFUND TRANSFER CONFIRMATION

Please confirm interfund transfer details

Source Investment Details:
Fund: 9922: SC iPAS PARTICIPANT B
Position: 241879: SCUNITS

Destination Investment Details:
Fund: 9923: SC iPAS PARTICIPANT C
Position: 241880: SCUNITS

Other Details:
Transfer Amount: 50,000.00
Effective Date: 01/16/2009

The final page displayed in the Interfund transfer process is the Interfund Transfer status page. This page provides the user with the transaction's confirmation number along with the confirmed details of the transaction as well as the Interfund transfer request's status (see below).

If, based on the client's business rules, any part of the Interfund transfer request is invalid (i.e., amount limitation, date limits, etc.) iPAS does not accept the Interfund transfer request and displays in a "rejected" status along with an explanation of why the transaction was rejected.



South Carolina Office of State Treasurer
Local Government Investment Pool (iPAS)

Logged on as **IPAS administrator w/Dep-Withd-**

[Home](#)

[Deposit](#)
[Withdrawal](#)
[Interfund Transfer](#)

[Account Statement](#)

[System Maintenance](#)
[Log Off](#)

[Help](#)
[Contact Information](#)

Interfund Transfer

Your transfer request was processed successfully.

Confirmation Number:	699572/XFR- 699573/XFR+
Source Investment:	9922-241879 SC iPAS PARTICIPANT B: SCUNITS
Destination Investment:	9923-241880 SC iPAS PARTICIPANT C: SCUNITS
User Name:	admin
Effective Date:	1/16/09
Entry Date:	1/16/09
Amount:	\$50,000.00
Status:	ACCEPTED: Transfer accepted.

[Print this page](#)

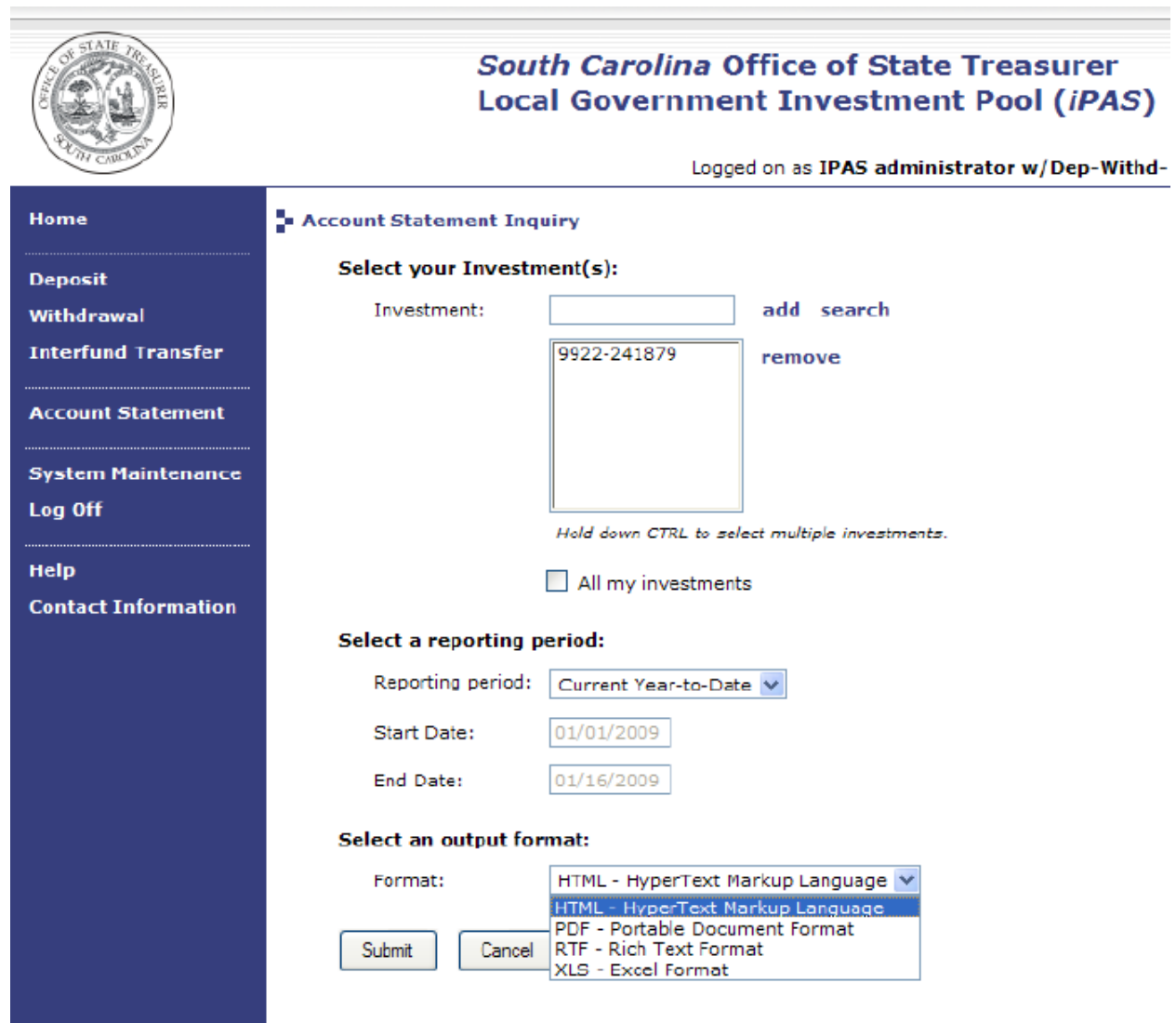
Print Monthly Account Statements:

iPAS enables users to create real-time account statements for a particular account or several or all accounts within the user's authorization profile for a particular period of time. Account statements can be generated in four different formats: HTML, PDF, RTF and XLS.


Select 'Account Statement' from the left menu bar or center of the Home page.

The search function enables the user to obtain fund information based on various search criteria.

Enter the criteria desired, including investment (one or several) from the drop down menu, or all investments by checking the 'All My Investments' box; the reporting period (custom, current month, previous month or current year-to-date); the report template and the report output format. 'Submit' the selected criteria.



The screenshot shows the iPAS web interface. At the top left is the South Carolina State Treasurer's Office seal. The header text reads "South Carolina Office of State Treasurer Local Government Investment Pool (iPAS)". The user is logged in as "IPAS administrator w/Dep-Withd-". A dark blue sidebar on the left contains navigation links: Home, Deposit, Withdrawal, Interfund Transfer, Account Statement, System Maintenance, Log Off, Help, and Contact Information. The main content area is titled "Account Statement Inquiry". It features a search section for investments, a reporting period selector, and an output format dropdown menu.

 **South Carolina Office of State Treasurer
Local Government Investment Pool (iPAS)**

Logged on as **IPAS administrator w/Dep-Withd-**

Account Statement Inquiry

Select your Investment(s):

Investment: **add search**

remove

Hold down CTRL to select multiple investments.

All my investments

Select a reporting period:

Reporting period: ▼

Start Date:


End Date:

Select an output format:

Format: ▼

- HTML - HyperText Markup Language
- HTML - HyperText Markup Language
- PDF - Portable Document Format
- RTF - Rich Text Format
- XLS - Excel Format

Below is an image of the same sample account statement in .pdf format:



South Carolina Office of State Treasurer
Curtis M. Loftis, Jr.
Local Government Investment Pool
Statement of Account
01/01/2017 - 01/31/2017

ADMIN FEE	Account Number: 4399 Beginning Balance: 0.01 Ending Balance: 0.01 Average Balance: 0.01 Average Interest Rate (365): 0.9045 %
------------------	--

Date	Description	Contributions	Withdrawals	Balance
01/01/2017	Beginning Balance	-	-	0.01

	Funds Received	Funds Withdrawn	Interest Earned
MTD	0.00	0.00	182,031.33
YTD	0.00	0.00	1,169,848.38