



LOCAL GOVERNMENT INVESTMENT POOL

Navigating iPAS


June 2019

Navigating iPAS



- iPAS is QED Financial System's online software application that allows 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, fill out IPAS consent form and send to STO.lgip@sto.sc.gov.

The screenshot shows the login interface for the South Carolina Office of State Treasurer's Local Government Investment Pool (LGIP) system. On the left is a dark blue sidebar with navigation links: "Home", "Help", and "Contact Information". The main content area has a header with the state seal and the title "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)". Below the header, a welcome message reads "Welcome to the South Carolina State Treasurer's Local Government Investment Pool System". A prompt "Please enter your User ID and Password to log on" is followed by two input fields: "User ID:" and "Password:". At the bottom of the login section are two buttons: "Log On" and "Exit".

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

Home
Help
Contact Information

Welcome to the South Carolina State Treasurer's Local Government Investment Pool System

Please enter your User ID and Password to log on

User ID:

Password:

Navigating iPAS



iPAS provides comprehensive online help, including step-by-step instructions on how to enter deposit and withdrawal requests, initiate interfund transfers, run participant statements, print confirmations of executed transactions and change passwords.

The Office of the State Treasurer is the administrator of iPAS. The administrator will set up and manage user profiles and investment attributes, assign investments to authorized users and create/manage notices.

The administrator can also reset a user's password when the user has been locked out of the system.

Navigating iPAS



There are three transaction types that can be initiated through iPAS:

Deposits, Withdrawals and Interfund Transfers.

You can also generate **Account Statements** to view your transaction activity, running investment balances and earned income for any date range.

Navigating iPAS



To initiate a deposit, select the **Deposit** option in the left menu bar or within the center text on the Home page. Next, select the investment that will receive the deposit from the drop-down menu (if other than the default investment), and enter the payment method, effective date, amount and transaction description (optional).

Then click **Submit** to go to the Deposit Confirmation page. There deposit details can be reviewed and, if correct, users can click **Continue**.

A deposit in iPAS only notifies the State Treasurer's Office that funds are coming. The participant must initiate a wire or ACH with their bank to send the funds to the State Treasurer's Office.

Please remember all deposits must be received by noon (12:00 pm) to be invested overnight.

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The final page displayed in the Deposit transaction process is the **Deposit Status** page, which provides users with the transaction's confirmation number, confirmed details of the transaction and the deposit request's status. If any part of the deposit request is invalid, iPAS will reject it and provide an explanation for the denial.



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To initiate a withdrawal, select the **Withdrawal** option in the left menu bar or within the center text of the Home page. Then select the investment from which to withdraw from the drop-down menu (if other than default investment), and enter payment method, effective date, withdrawal amount and transaction description (optional). Then click **Submit** to go the **Withdrawal Confirmation** page. You must submit your withdrawal request by 4:00 pm to receive funds the next business day.

The final page displayed in the withdrawal transaction process is the **Withdrawal Status** page. It provides the user with the transaction confirmation number, confirmed details of the transaction and the withdrawal request status.

If any part of the withdrawal request is invalid, iPAS will reject it and provide an explanation for the denial.

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To initiate an interfund transfer, select the **Interfund Transfer** option in the left menu bar or within the center text of the Home page. Then enter the source investment from the drop-down menu (if other than the user's default investment), and select investment destination, effective date, withdrawal amount and transaction description (optional). Click submit to go the **Interfund Transfer Request** page.

The next page displays the interfund transfer information. If correct, click **Continue**.

If any part of the interfund transfer request is invalid, iPAS will reject it and provide an explanation for the denial.

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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. Statements can be generated in HTML, PDF, RTF and XLS formats.

To generate real-time account statements, select **Account Statements** from the left menu bar or the center of the Home page. The search function enables the user to obtain fund information based on search criteria.

Enter the desired criteria, including investment from the drop-down menu, the reporting period, the report template and report output format. Then **Submit** the selected criteria.

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An account statement (shown here in HTML format) details such items as **Deposits, Withdrawals** and **Distributions**.

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

Logged on as IPAS administrator w/Dep-Withd-

Account Statement

Close Report

Viewing page 1 of 2

View printable version

Open as:

South Carolina Office of State Treasurer
Converse Chellis, III, CPA
State Treasurer
Statement of Account - As of 01/16/2009
Local Government Investment Pool

SC IPAS PARTICIPANT B
Louise Barnes
COMMUNICATIONS DEPT
LAWRENCEVILLE, SC
73666

Account Period
01/01/09 through 01/16/09

Account Name
SC IPAS COMMON FUND - Pool (9920)

| | |
|---------------|---------|
| Current Yield | 38.4130 |
|---------------|---------|

| | | | |
|--------------------------|--------------|--------------------|---------------|
| Prior Earnings Accrued | \$ 0.00 | Prior Balance | \$ 831,337.22 |
| Current Earnings | \$ 15,846.23 | Deposits | \$ 220,000.00 |
| Withdrawal | \$ 15,846.23 | Withdrawals | \$ 70,000.00 |
| Earnings Received | \$ 15,846.50 | Earnings Withdrawn | \$ 2.50 |
| Current Earnings Accrued | \$ 0.27 | New Balance | \$ 981,335.72 |

| Date | Activity | Amount | Balance |
|----------|-----------------|---------------|-----------------|
| 01/01/09 | Forward Balance | \$ 0.00 | \$ 831,337.22 |
| 01/08/09 | Deposit | \$ 200,000.00 | \$ 1,031,337.22 |
| 01/12/09 | Withdrawal | \$ 12.00 | \$ 1,031,325.22 |
| 01/13/09 | Withdrawal | \$ 12.00 | \$ 1,031,313.22 |
| 01/12/09 | Withdrawal | \$ 10,000.00 | \$ 1,021,313.22 |
| 01/12/09 | Withdrawal | \$ 12.00 | \$ 1,021,301.22 |
| 01/12/09 | Withdrawal | \$ 10,000.00 | \$ 1,011,301.22 |

Navigating iPAS



iPAS is fully integrated with the Q2 Investment Workflow System – in real time. All transaction activities submitted by fund participants via iPAS are immediately recorded with Q2, and Q2 contains a real-time transaction monitor and audit trail that enables fund sponsors to instantly observe participant iPAS activity.

iPAS can be configured to allow actual transactions or just transaction requests. Using a real-time message server for communication, Q2 dynamically validates and updates the information provided to iPAS participants, including: **Investment balances, Transaction activity, Contributions, Withdrawals, Interfund transfers, Investment and transaction payment methods, and Administrative notices.**

Contact Us



For more information on LGIP or using iPAS, please contact:

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