



LOCAL GOVERNMENT INVESTMENT POOL

Navigating iPAS

July 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 page for the South Carolina Office of State Treasurer's Local Government Investment Pool (LGIP) System. The page features a dark blue sidebar on the left with navigation links: Home, Help, and Contact Information. The main content area is white and contains the following elements:

- Header:** The South Carolina Office of State Treasurer seal on the left and the text "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)" in blue.
- Welcome Message:** "Welcome to the South Carolina State Treasurer's Local Government Investment Pool System" with a small icon.
- Instruction:** "Please enter your User ID and Password to log on".
- Input Fields:** Two text boxes labeled "User ID:" and "Password:".
- Buttons:** "Log On" and "Exit" buttons.

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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 is also responsible for setting the newly-created user's password, which can then be reset by the user for security purposes. The administrator can also reset a user's password when the user has been locked out of the system.

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There are three transaction types that can be initiated through iPAS: deposits, withdrawals and interfund transfers.

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).

The screenshot shows the iPAS interface for the South Carolina Office of State Treasurer Local Government Investment Pool (LGIP). The page header includes the state seal and the text "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)". The user is logged in as Courtney Hogue. A left-hand navigation menu is visible with options: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, Help, and Contact Information. The "Deposit" option is selected. The main content area contains the following fields:

- Select the investment that will receive the deposit:** Investment: search
- Select the payment method:** Payment Method: -- Select an Investment for Payment Options -- ▼
- Enter the effective date and the total amount of the deposit.**
 - Effective Date:
 - Deposit Amount:
 - Transaction Description:

At the bottom right of the form are "Submit" and "Cancel" buttons.

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

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.

The screenshot shows the "Withdrawal" page of the iPAS system. At the top left is the South Carolina Office of State Treasurer logo. The page title is "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)". The user is logged in as Courtney Hogue. A left-hand navigation menu includes options like Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, Help, and Contact Information. The main content area is titled "Withdrawal" and contains three sections: "Select the investment from which to withdraw:" with an "Investment:" dropdown and a "search" button; "Select the payment method:" with a "Payment Method:" dropdown menu; and "Enter the effective date and the total amount of the withdrawal." with input fields for "Effective Date:", "Withdrawal Amount:", and "Transaction Description:". "Submit" and "Cancel" buttons are at the bottom right.

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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 reports for a particular account or several or all accounts within the user's authorization profile for a particular period of time. Reports can be generated in HTML, PDF, RTF and XLS formats.

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To generate real-time account reports, select **Reports** 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.



The screenshot shows the user interface for the South Carolina Office of State Treasurer's Local Government Investment Pool (LGIP). The page is titled "South Carolina Office of State Treasurer Local Government Investment Pool (LGIP)" and shows the user is logged in as Courtney Hogue. A left-hand navigation menu includes options like Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, Help, and Contact Information. The "Reports" section is active, displaying a form to generate reports. The form includes a "Select your Investment(s)" section with a dropdown menu and an "add" button. Below this is a list of selected investments with a "remove" button. A checkbox labeled "All my investments" is present. The "Select a reporting period" section offers radio button options for "Current Year-to-Date", "Current Month", "Previous Month", and "Custom", with input fields for "Start Date" and "End Date". The "Select an output format" section has a dropdown menu set to "PDF - Portable Document Format". "Submit" and "Cancel" buttons are at the bottom.

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A report (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	\$ 15,840.23	Deposits	\$ 220,037.00
Subtotal	\$ 15,840.23	Withdrawals	\$ 70,038.00
Earnings Received	\$ 15,840.50	Earnings Reinvested	-\$ 2.50
Current Earnings Accrued	-\$ 0.27	New Balance	\$ 981,333.72

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
01.12.09	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.

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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.**

The screenshot shows the user interface for the South Carolina Office of State Treasurer Local Government Investment Pool (LGIP). The page header includes the office name and the user's login information: "Logged on as Courtney Hogue". A dark blue sidebar on the left contains navigation links: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, Help, and Contact Information. The main content area is titled "Home" and features several sections:

- Notices:** A notice dated 07/02/2019 03:06:31 PM stating "June 2019 statements are available!".
- Default Investment:** A section for "Set Default Investment" with instructions to select a default investment for deposits, withdrawals, and interfund transfers.
- Transactions:** A section with three sub-links: "Deposit" (Initiate a deposit into your specified investment pool account.), "Withdrawal" (Initiate a withdrawal from your specified investment pool account.), and "Interfund Transfer" (Transfer cash between your investment pool accounts.).
- Reports:** A section with two sub-links: "Reports" (Generate and print reports.) and "Transactions" (View your transactions.).
- Alerts:** A link to "View and manage your alerts."
- Administration:** A section with two sub-links: "System Maintenance" (Administer user accounts and change system notices.) and "Log Off" (Log off from LGIP.).

Contact Us



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

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