



LOCAL GOVERNMENT INVESTMENT POOL

Navigating iPAS

October 2024

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 Local Government Investment Pool. At the top left is the seal of the Office of the State Treasurer of South Carolina. To its right is the name "Curtis M. Loftis, Jr." and the title "STATE TREASURER OF SOUTH CAROLINA". Below this is a navigation bar with a "Home" link. The main content area features a welcome message: "Welcome to the Local Government Investment Pool". Below the welcome message is a prompt: "Please enter your User ID and Password to log on". There are two input fields: "User ID:" and "Password:". Each field has a small "x" icon on the right side. Below the input fields are two buttons: "Log On" and "Exit".

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The Office of the State Treasurer (STO) 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 then needs to be reset by the user for security purposes. The administrator can also reset a user's password if the user has been locked out of the system; however, the user will need to call the administrator to request password reset.

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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 initiating a deposit. At the top, the logo of the Office of the State Treasurer of South Carolina and the name "Curtis M. Loftis, Jr. STATE TREASURER OF SOUTH CAROLINA" are displayed. On the left is a vertical menu bar with options: Home, Deposit, Withdrawal, Interfund Transfers, Reports, Transactions, Alerts, System Maintenance, Log Off, and Contact Information. The main content area is titled "Deposit" and contains the following fields:

- 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:

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

Note: IPAS requires a payment method to be selected for deposits. The Office of the State Treasurer will not debit a participant's bank account.

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

As a reminder, the deposit will need to be initiated through the participant's bank as well.

Deposits need to be received in the Office of the State Treasurer's bank account by 12pm to be effective the same business day.

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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 to the Withdrawal Confirmation page.

The screenshot shows the iPAS interface for initiating a withdrawal. At the top left is the Seal of the State Treasurer of South Carolina. To its right is the name "Curtis M. Loftis, Jr." and the title "STATE TREASURER OF SOUTH CAROLINA". Below this is a navigation menu with the following items: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, and Contact Information. The "Withdrawal" option is highlighted. The main content area is titled "Withdrawal" and contains the following fields:

- Select the investment from which to withdraw:** Investment:
- Select the payment method:** Payment Method:
- Enter the effective date and the total amount of the withdrawal.**
 - Effective Date:
 - Withdrawal Amount:
 - Transaction Description:

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

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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. Withdrawal transactions need to be recorded in iPAS by 4pm to be effective the next business day.

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

For participant accounts with Authorize for Dual Control, one user will record the withdrawal, and another user will need to authorize the withdrawal request for the withdrawal to be entered into the system.

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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 the destination investment, effective date, withdrawal amount and transaction description (optional). Click submit to go the Interfund Transfer Request page.

The screenshot shows the iPAS interface for initiating an interfund transfer. At the top left is the Seal of the State Treasurer of South Carolina. To its right is the name "Curtis M. Loftis, Jr." and the title "STATE TREASURER OF SOUTH CAROLINA". Below this is a navigation menu with options: Home, Deposit, Withdrawal, Interfund Transfer (highlighted), Reports, Transactions, Alerts, System Maintenance, Log Off, and Contact Information. The main content area is titled "Interfund Transfer" and contains the following fields:

- Select the source investment:** A dropdown menu labeled "Transfer From:" with a "search" button.
- Select the destination investment:** A dropdown menu labeled "Transfer To:".
- Enter the effective date and the total amount to transfer:** Three input fields: "Effective Date:", "Transfer Amount:", and "Transaction Description:".

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

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 denial.

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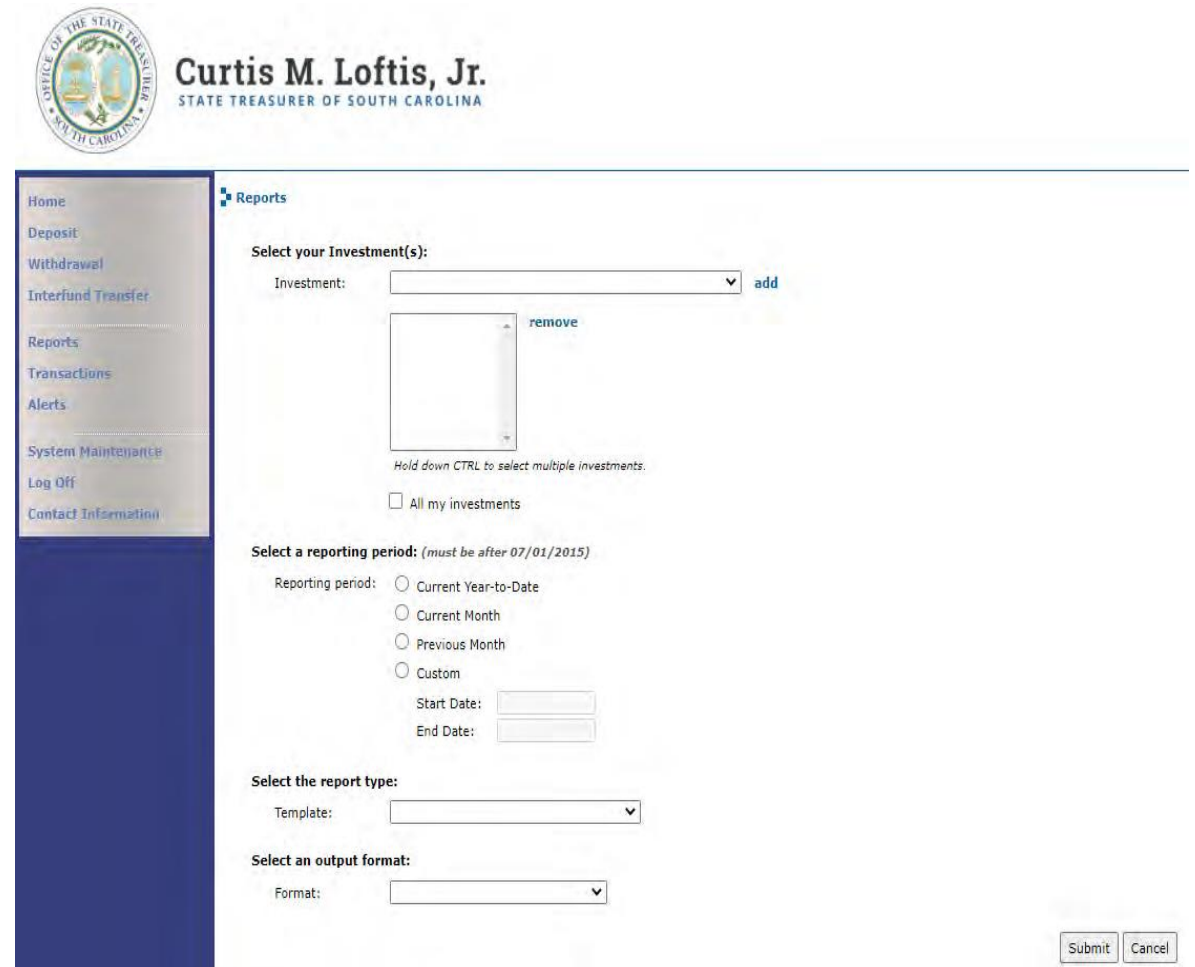
iPAS enables users to create real-time account statements for a particular account or several or all accounts within the user's authorization profile for a particular period of time. Statements can be generated in PDF, RTF and XLS formats.

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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.



The screenshot shows the iPAS interface for generating reports. At the top right, it displays the name "Curtis M. Loftis, Jr." and the title "STATE TREASURER OF SOUTH CAROLINA". On the left, a vertical menu lists options: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, and Contact Information. The main content area is titled "Reports" and contains the following sections:

- Select your Investment(s):** A dropdown menu for "Investment:" with an "add" button and a "remove" button.
- Select a reporting period: (must be after 07/01/2015)** Radio buttons for "Current Year-to-Date", "Current Month", "Previous Month", and "Custom". Below "Custom" are "Start Date:" and "End Date:" input fields.
- Select the report type:** A dropdown menu for "Template:".
- Select an output format:** A dropdown menu for "Format:".

At the bottom right, there are "Submit" and "Cancel" buttons.

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



South Carolina Office of State Treasurer
Curtis M. Loftis, Jr.
Local Government Investment Pool
Statement of Account
06/01/2021 - 06/30/2021

[Redacted]		Account Number:	[Redacted]
[Redacted]		Beginning Balance:	16,478,797.08
[Redacted]		Ending Balance:	17,139,660.37
[Redacted]		Average Balance:	16,081,472.53
[Redacted]		Average Interest Rate (365):	0.0531 %

Date	Description	Contributions	Withdrawals	Balance
06/01/2021	Beginning Balance	--	--	16,478,797.08
06/08/2021	Withdrawal	--	1,500,000.00	14,978,797.08
06/16/2021	ERATE CA	13,696.93	--	14,992,494.01
06/17/2021	Transfer In	225,786.48	--	15,218,280.49
06/21/2021	Transfer In	993,769.51	--	16,212,050.00
06/21/2021	Transfer In	927,610.37	--	17,139,660.37

	Funds Received	Funds Withdrawn	Interest Earned
MTD	2,160,863.29	1,500,000.00	702.21
YTD	29,782,479.99	27,500,000.00	25,725.31

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, which 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 iPAS web interface. At the top left is the seal of the Office of the State Treasurer of South Carolina. To its right is the name "Curtis M. Loftis, Jr." and the title "STATE TREASURER OF SOUTH CAROLINA". Below this is a navigation menu with links: Home, Deposit, Withdrawal, Interfund Transfer, Reports, Transactions, Alerts, System Maintenance, Log Off, and Contact Information. The main content area is titled "Home" and contains several sections: "Notices" with a message dated 06/04/21 08:20:14 AM stating "May 2021 statements are available"; "Default Investment" with a link to "Set Default Investment" and a description; "Transactions" with three sub-sections: "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" with a link to "Reports" (Generate and print reports.); "Administration" with two sub-sections: "System Maintenance" (Administer user accounts and change system notices.) and "Log Off" (Log off from the system.).

Contact Us



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

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