

# Learning Provider Portal Quick Guide

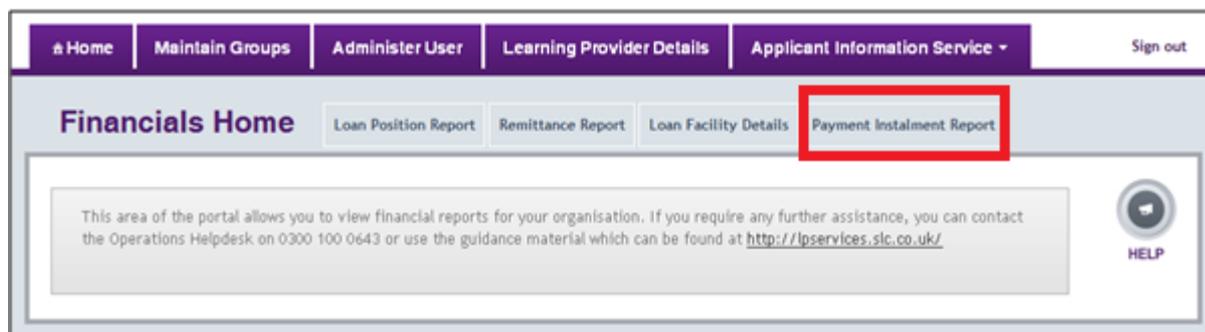
## Payment Instalment Report

The Payment Instalment Report (PIR) provides Learning Providers with a monthly breakdown of the loan instalments which have been paid, loan instalments which are due to be paid, and loan instalments which cannot be paid. The report is available to users with LP Financials Administrator access.

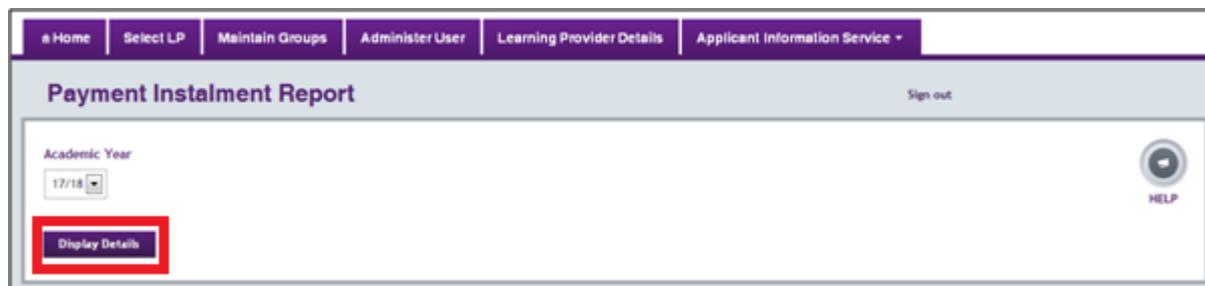
The PIR displays annually by Academic Year (The report runs from 1<sup>st</sup> August to 31<sup>st</sup> July).

## Accessing the Payment Instalment Report

Users can request a PIR by hovering over the Applicant Information Service tab, selecting Financials Home, then Payment Instalment Report.



Next, select the relevant Academic Year then click on 'Display Details'. Please Note, this screen will default to the current Academic Year and the report is only available from Academic Year 17/18 onwards.



## Viewing the Payment Instalment Report

The PIR will be displayed as two separate tables: 'Approved for Payment' and 'Not Approved for Payment'. The details returned on the report will be correct as at the close of business the previous night.

Please note that the details returned on this report will be correct as at the close of business last night.

		Approved for Payment												
		Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Year To Date
Paid	Paid	<u>£513.62</u>	<u>£803.04</u>	<u>-£35.71</u>	<u>-£841.24</u>	<u>£600.00</u>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,039.71
Scheduled with Attendance Confirmed	Ready for Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Missing NINO	<u>£1,346.83</u>	<u>£654.55</u>	<u>£446.68</u>	<u>£80.00</u>	<u>£80.00</u>	<u>£80.00</u>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,688.06
Scheduled Awaiting Attendance Confirmation	Attendance confirmation only required	<u>£913.73</u>	<u>£913.79</u>	<u>£688.41</u>	<u>£1,228.71</u>	<u>£1,228.77</u>	<u>£1,092.39</u>	<u>£938.59</u>	<u>£938.59</u>	<u>£938.59</u>	<u>£938.63</u>	<u>£861.67</u>	<u>£781.59</u>	£11,463.46
	Missing NINO	<u>£8,194.48</u>	<u>£4,071.28</u>	<u>£3,055.70</u>	<u>£3,167.43</u>	<u>£3,181.46</u>	<u>£2,639.70</u>	<u>£2,584.57</u>	<u>£2,199.77</u>	<u>£2,199.77</u>	<u>£2,199.77</u>	<u>£2,199.77</u>	<u>£2,199.78</u>	£37,893.48
	Missing ULN	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Missing NINO and ULN	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Approved	Awaiting Signature	<u>£138.10</u>	<u>£138.08</u>	<u>£66.67</u>	<u>£66.62</u>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£409.47
Total		£11,106.76	£6,580.74	£4,221.75	£3,701.52	£5,090.23	£3,812.09	£3,523.16	£3,138.36	£3,138.36	£3,138.40	£3,061.44	£2,981.37	£53,494.18
Offset														£400.00
Facility														£1,000,000.00
Percentage Usage of Facility														6.28%
		Not Approved for Payment												
Missing Evidence	Missing Evidence	<u>£2,379.75</u>	<u>£1,085.40</u>	<u>£937.03</u>	<u>£937.02</u>	£12,835.44								
Eligibility Incomplete	Missing Information	<u>£450.62</u>	<u>£933.03</u>	<u>£790.21</u>	<u>£790.14</u>	£9,285.68								
Total		£2,830.37	£2,018.43	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.24	£1,727.16	£22,121.12
<a href="#">Export CSV Report</a>														

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## Approved for Payment

The Approved for Payment table is broken down into four main sections:

- Paid
- Scheduled with Attendance Confirmed
- Scheduled Awaiting Attendance Confirmation
- Approved Awaiting Signature

The 'Paid', 'Scheduled with Attendance Confirmed', and 'Scheduled Awaiting Attendance Confirmation' include applications which are Approved, Suspended or Withdrawn. The sections are further broken down into subsections to show whether the application has a missing ULN, NINO or both.

**Please Note:** The 'Paid' section is populated once the payment run commences (*close of business on the Thursday before the Wednesday payment is scheduled*) and not on the actual payment date.

**Please Note:** The 'Attendance Confirmation Only Required' subsection is currently being populated for learners that are not as yet on the Attendance Work list for you to confirm attendance. This is due to the learners having not been on course for more than two weeks and there is also a payment date due prior. *For example, Course Start is 09/03/18. Attendance Confirmation required is 23/03/18 (two weeks after course start) and the system is showing a Scheduled Payment Date of 21/03/18.* A system enhancement has been raised so that if the attendance confirmation required date is after the scheduled payment date, the system will show this instalment in the following months column (eg. pay 2 instalments in one month).

**Please Note:** If a learner's attendance is confirmed with either 'N' - *learner is confirmed as being not in attendance*, or for the initial attendance confirmation 'C' - *learner is not in attendance by virtue of moving their start date to a later date*, the learner is removed from the attendance work list and will show on the CoC work list. However, the loan amount relating to these learners will still show under the 'Attendance Confirmation Only Required' subsection, until the appropriate CoC is submitted.

The 'Approved Awaiting Signature' section shows those applications where the Online Declaration Form is yet to be received. This section supersedes the missing ULN, NINO or both sections. The Approved for Payment table contains four further sections:

- Total
- Offset
- Facility
- Percentage Usage of Facility

The 'Total' row is the sum of all the instalments in the rows above.

The 'Offset' value is any money owed by the LP and matches the offset shown in the loan position report.

The 'Facility' value is the value SLC receives from the ESFA for that Academic Year, for example for 17/18 it will run from 1<sup>st</sup> Aug 2017 to 31<sup>st</sup> July 2018 and matches that on the Loan Facility Details Screen.

The 'Percentage Usage of Facility' is the value taken from the Loan Facility Details Screen. If the Percentage is up to and including 80%, the field will be green. If it is between 81% and 94% it will be Amber, and at 95% or over it will be Red. These Amounts will be shown in the Year To Date (YTD) column.

## Not Approved for Payment

This section details the applications which are either 'Missing Evidence' or 'Missing Information'.

This section does not include any applications at the following Application States: Cancelled, Auto-Cancelled, Deleted, In Data Entry, Ineligible, Awaiting, Rejection (or any of the Application States in the 'Approved for Payment' Section).

## Export CSV Report

To export the PIR click on  , enter a filename and then click on Export Report.

Paid	Paid	£2,878.95	£2,640.93	£991.11	£1,600.01	£0.00	£0.00	
Scheduled with Attendance Confirmed	Ready for Payment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Missing NINO	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Scheduled Awaiting Attendance Confirmation	Attendance confirmation only required	£45.25	£45.25	£45.25	£45.25	£45.25	£45.25	£4
	Missing NINO	£1,046.56	£0.00	£0.00	£0.00	£0.00	£0.00	
	Missing ULN	£1,968.45	£2,400.16	£2,496.36	£3,316.35	£3,316.35	£3,316.35	£3,50
	Missing NINO and ULN	£2,924.31	£685.83	£685.83	£911.98	£1,245.31	£1,245.31	£1,24
Approved	Awaiting Signature	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>		£8,863.52	£5,772.17	£4,218.55	£5,873.59	£4,606.91	£4,606.91	£4,7
Offset								
Facility								
Percentage Usage of Facility								
<b>Not Approved for Payment</b>								
Missing Evidence	Missing Evidence/Application Incomplete	£240.25	£558.52	£729.43	£729.43	£729.43	£729.43	£72
<b>Total</b>		£240.25	£558.52	£729.43	£729.43	£729.43	£729.43	£7

Export CSV Report

Enter your filename

Export Report Cancel x

Learning Provider	Year	Report Date																	
Rossfortesting	17/18	14/01/2018																	
<b>Approved for Payment</b>																			
			Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Year To Date				
Paid	Paid		513.62	803.04	-35.71	-841.24	600	0	0	0	0	0	0	0	1039.71				
Scheduled with Attendance Confirmed	Ready for Payment		0	0	0	0	0	0	0	0	0	0	0	0	0				
	Missing NINO		1346.83	654.55	446.68	80	80	80	0	0	0	0	0	0	2688.06				
Scheduled Awaiting Attendance Confirmation	Attendance confirmation only required		913.73	913.79	688.41	1228.71	1228.77	1092.39	938.59	938.59	938.59	938.63	861.67	781.59	11463.46				
	Missing NINO		8194.48	4071.28	3055.7	3167.43	3181.46	2639.7	2584.57	2199.77	2199.77	2199.77	2199.77	2199.78	37893.48				
	Missing ULN		0	0	0	0	0	0	0	0	0	0	0	0	0				
	Missing NINO and ULN		0	0	0	0	0	0	0	0	0	0	0	0	0				
Approved	Awaiting Signature		138.1	138.08	66.67	66.62	0	0	0	0	0	0	0	0	409.47				
<b>Total</b>			11106.76	6580.74	4221.75	3701.52	5090.23	3812.09	3523.16	3138.36	3138.36	3138.4	3061.44	2981.37	53494.18				
Offset															400				
Facility															1000000				
Percentage Usage of Facility															6.28%				
<b>Not Approved for Payment</b>																			
			Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Year To Date				
Missing Evidence	Missing Evidence		2379.75	1085.4	937.03	937.03	937.03	937.03	937.03	937.03	937.03	937.03	937.03	937.02	12835.44				
Eligibility Incomplete	Missing Information		450.62	933.03	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.14	9285.68				
<b>Total</b>			2830.37	2018.43	1727.24	1727.24	1727.24	1727.24	1727.24	1727.24	1727.24	1727.24	1727.24	1727.16	22121.12				

## Payment Instalment Learner Details Reports

Users can access these sub Reports by clicking on the Payment Instalment Amounts that are hyperlinked. If the Payment Amount is zero, then it will not be hyperlinked.

The hyperlinks allow users to view both 'Paid' and 'Unpaid' Amounts and a Monthly Instalment Details Report, both of which go down to Learner level detail. The 'Paid' sub report contains information regarding payments and the 'Unpaid' sub report contains Learning Aim and Fee/Entitlement amounts as shown below:

Paid Hyperlink Sub Report:

Payment Instalment Learner Details									
Learning Provider:		Rossfortesting		Month/Year:		Aug 2017			
Main Category:		Paid		Sub Category:		Paid			
Full Name	ULN	Additional Ref No	Date of Birth	Payment Amount	Instalment Date	Payment Status	Scheduled Payment Date	Actual Payment Date	
ASDF ASDFASDF	1659580803	1234567	04/06/1980	£153.85	21/06/2017	Paid	16/08/2017	16/08/2017	
ASDF ASDFASDF	1659580803	1234567	04/06/1980	£153.85	19/07/2017	Paid	16/08/2017	16/08/2017	
TESFQAGJ TESTUSERD			16/04/1988	£80.00	16/08/2017	Paid	13/09/2017	13/09/2017	
TESTUSERHG TESTUSER			16/04/1988	£125.92	16/08/2017	Paid	13/09/2017	13/09/2017	

Close [Export CSV Report](#)

Unpaid Hyperlink Sub Report:

Payment Instalment Learner Details										
Learning Provider:		Rossfortesting		Month/Year:		Aug 2017				
Main Category:		Eligibility Incomplete		Sub Category:		Missing Information				
Full Name	ULN	Additional Ref No	Date of Birth	Customer Ref No	Learning Aim Ref	Learning Aim	Fee Amount	Entitlement Amount	Academic Start Date	Academic End Date
DFGDFG DFG			01/01/1990	52194874414	4000451X	Access To Higher E...	£1,000.00	£1,000.00	01/08/2016	01/09/2017
DFGDFGFDG GFDGFDG			01/01/1990	62194874404	4000451X	Access To Higher E...	£1,000.00	£1,000.00	01/08/2016	01/09/2017
FIRMINO ROBERTO			01/01/1980	12194872964	40005987	90-credit Diploma in...	£1,000.00	£1,000.00	01/08/2016	01/08/2017
FIRMINO ROBERTO			01/01/1980	52194887464	40005987	90-credit Diploma in...	£1,000.00	£1,000.00	01/08/2016	01/08/2017
MILLER PATRICK			01/01/1980	52194897444	40003097	Access To Higher E...	£1,000.00	£1,000.00	01/08/2017	01/08/2018
THOMSON JOHN			01/01/1980	42194896464	40001167	Access To Higher E...	£1,000.00	£1,000.00	01/08/2017	01/08/2018

Close [Export CSV Report](#)

Both of the above sub reports will have an 'Export CSV Report' option.

## Learning Aim Start Year View

Select the relevant Academic Year then click on 'Export CSV Report'.

Home Maintain Groups Administer User Learning Provider Details Applicant Information Service Sign out

### Learning Aim View

Academic Year

17/18

[Export CSV Report](#)

HELP

Next, enter a filename and then click on 'Export Report'.

The Report captures all applications for each Learning Provider which are starting (Academic Intent Start Date) within that Academic Year, and show all scheduled payments associated with the application. The data captured for this will span a maximum of 48 months.

Learning Provider	Year	Report Date															
Rossfortesting	17/18	26/02/2018															
Approved for Payment																	
			Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Year To Date
	Paid	Paid	513.62	803.04	-35.71	-841.24	600	728.58	300	0	0	0	0	0	0	0	2068.29
	Scheduled with Attendance Confirmed	Ready for Payment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Missing NINO	1420.25	727.97	520.1	80	80	80	27.27	27.27	27.27	0	0	0	0	0	2990.13
	Scheduled Awaiting Attendance Confirmation	Attendance confirmation only required	873.73	873.79	648.41	1188.71	1188.77	1052.39	998.59	998.59	998.59	998.63	921.67	841.59	250	80	11913.46
		Missing NINO	3253.29	1920.31	1546.59	1848.05	1862	1862.08	1806.87	1575.99	1575.99	1603.26	1603.26	1603.29	1329.22	800.38	29621.69
		Missing ULN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Missing NINO and ULN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Approved	Awaiting Signature	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		TOTAL	6060.89	4325.11	2679.39	2275.52	3730.77	3723.05	3132.73	2601.85	2601.85	2601.89	2524.93	2444.88	1579.22	880.38	46593.57
Not Approved for Payment																	
	Missing Evidence	Missing Evidence	538.44	629.35	629.35	629.35	629.35	629.35	629.35	629.35	629.35	629.35	629.35	629.34	538.72	0	8000
	Eligibility Incomplete	Missing Information	76.92	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.21	790.14	153.88	76.96	9000
		TOTAL	615.36	1419.56	1419.56	1419.56	1419.56	1419.56	1419.56	1419.56	1419.56	1419.56	1419.56	1419.48	692.6	76.96	17000

## Reconciling the PIR and the Loan Facility Screen

Due to their different functions, please note the following if you are attempting to reconcile the PIR and the Loan Facility Details Screen:

1. The paid amount in the PIR matches the paid amount in the Remittance for each month. This will potentially include payments from previous Academic Years that were not included in the 'Loan Facility Amount Used' from the Loan Facility Details Screen.
2. Until a payment is actually paid, it will show in the PIR under the column for the date it was scheduled. When it is actually paid, it will move to the column for that payment date, whether that is different to the originally scheduled date or not. If for example there had been 4 scheduled payments that fell over 4 previous months (and therefore 4 different columns), when paid, they would be shown together in the column under the date they were actually paid.
3. The PIR only includes suspended applications' instalments up to the point of the suspension date. It doesn't show any payments scheduled beyond the suspension date (these are only cleared following a withdrawal). The Loan Facility Details Screen however captures all the suspended applications' payment instalments in its calculation for the 'Loan Facility Amount Used'.
2. The 'Percentage Usage of Facility' on the PIR is the value taken from the Loan Facility Details Screen. As this is based on a more simple calculation, just looking at scheduled payment dates for that Academic Year, it will not always match the 'Total' on the PIR as a percentage of the 'Facility' value.
4. As the PIR is up to date as of close of business the previous night, this should be taken into account when trying to reconcile any figures with live data.

Due to the above, the PIR's 'Total' could be either higher or lower than the 'Loan Facility Amount Used' on the Loan Facility Details Screen based on the particular combination of learner scenarios.

**Please Note:** When an Application has been Merged from one Learning Provider to another, the new Learning Provider then has ownership of the Application. This application will be included in the amounts relating to the new Provider. The 'Paid' amounts in the PIR will be shown against the Provider to whom the original payments were made. This is to ensure that the 'Paid' amounts tie up with the Remittance File, rather than mirror the Payments as a result of Merger functionality.