

# Learning Provider Portal Quick Guide

## Payment Remittance Files

Please refer to section 17 of the User Guide for full and detailed instructions on the Remittance Files.

The Remittance Report allows users with Financials Administrator access to view and export Remittance Reports.

1. To access the report hover over the Applicant Information Service, select the Financials Home menu and select the Remittance Report link.



The screenshot shows the Learning Provider Services portal interface. At the top left is the logo and text: "LEARNING PROVIDER services Partnering with Colleges and Training Organisations". At the top right, it says "You are administering: 10000238 ALLIANCE LEARNING". Below this is a navigation bar with buttons: "Home", "Select LP", "Maintain Groups", "Administer User", "Learning Provider Details", and "Applicant Information Service". Under "Applicant Information Service", a sub-menu is visible with "Financials Home" highlighted. Below "Financials Home", there are links for "Loan Position Report", "Remittance Report" (highlighted with a red box), "Loan Facility Details", and "Payment Instalment Report". On the far right of this sub-menu is a "Sign out" link. Below the navigation bar is a large text box containing the following text: "This area of the portal allows you to view financial reports for your organisation. If you require any further assistance, you can contact the Operations Helpdesk on 0300 100 0643 or use the guidance material which can be found at <http://lpservices.slc.co.uk/>". To the right of this text box is a circular "HELP" icon.

The Remittance Report will provide information on payments that are in progress, payments that have been paid to the Provider and any payments that have been recovered.

The file can either be viewed on screen or exported as an xml file.

The screen will provide the following information:

Indicator Description	Descriptor
<b>Schedule Payment Date</b>	The date that the payment instalment has been scheduled for payment
<b>Actual Payment Date</b>	The date that the payment was made to the Provider
<b>Payment Status</b>	Status of payment : <ul style="list-style-type: none"> <li>• Scheduled</li> <li>• In Progress - payment is being processed but has yet to reach your account</li> <li>• Paid - payment has been paid</li> <li>• Failed - payment has failed</li> </ul>
<b>Payment Amount</b>	The total of the individual payment and recoveries on the remittance file for that month. Please note that this will not necessarily be the amount deposited in your bank account. The payment you receive will be impacted by any outstanding recovery amounts shown on previous remittance files. (please refer to the user guide for further details)
<b>Recovery Amount</b>	The amount that will be recovered due to an outstanding offset recovery amount (caused by reassessments which occurred in previous months) This amount will have been documented in a previous remittance file.
<b>Payment to Bank</b>	The total amount that will be paid to the Provider in that payment run
<b>Export Tick box</b>	Allows user to select the file to be exported

Information on most recent payments will appear first and you can navigate through the pages of payments by using the numbers under the list of payments. Here you can also select how many records per page you would like to display by selecting the number from the dropdown menu.

To view details of the individual learners who make up the payment file, select the Actual Payment Date hyperlink. This will open a window showing the Remittance Report detail which will display a summary of the payment selected and give learner level breakdown for each payment.

### Remittance Report

Remittance Report Summary

Scheduled Payment Date	Actual Payment Date	Payment Status	Payment Amount	Recovery Amount	Export
17/07/2013					
17/07/2013					
17/07/2013					
10/07/2013					
10/07/2013					

**Remittance Report Detail** [X]

Payment Status: **Paid**      Payment Amount: **198.7**

Scheduled Payment Date: **10-Jul-2013**      Recovery Amount: **0**

Actual Payment Date: **10-Jul-2013**

Full name	ULN	Additional Ref No	Date of Birth	Payment Amount	Installment Date
HENRY CLITHERING	9999999999		14/04/1988	£198.70	18/09/2013

[Export](#)      [Close](#)

### Remittance Export

Remittance files can be exported as xml files. To export Remittance Reports select the tick boxes next to the files you wish to export



**LEARNING PROVIDER services**  
Partnering with Colleges and Training Organisations

You are administering:

[Home](#)
[Select Provider](#)
[Administer User](#)
[Learning Provider Details](#)
[Applicant Information Service](#)
[Sign out](#)

### Remittance Report

Remittance Report Summary

Scheduled Payment Date	Actual Payment Date	Payment Status	Payment Amount	Recovery Amount	Payment To Bank	Export
21/08/2013	<a href="#">21/08/2013</a>	Paid	£6,779.17	0	£6,779.17	<input type="checkbox"/>

[Export](#)