



Learning Provider Portal Quick Guide

Loan Position Report

Please refer to section 14.2 of the User Guide for full and detailed instructions on the Loan Position Report.

The Loan Position Report provides Learning Providers with a monthly breakdown of the loans which have been paid, loans which are due to be paid and loans which cannot be paid. LP Financials Administrator can request a Loan Position report on screen or to export. Users will be able to view payments made for both pre and post liability applications.

Users can select to view the Loan Position Report as follows;

- Annually by Financial Year (The report runs from 1st April to 31st March)
- Annually by Academic Year (The report runs from 1st August to 31st July)

Generate Loan Position Report

Users can request a Loan Position Report by hovering over the Applicant Information Service tab, selecting Financials Home, then Loan Position Report.

- If Display Report is selected, the results will appear in a new window
- If Export Results is selected, the Loan Position Report Export will appear below the search.

View Loan Position Report

The Loan Position Report will be displayed as two separate tables: 'Loan Position' and 'Applications Not Progressing to Payment'. The details returned on the report will be correct as at the close of business the previous night.

- For the application count, the report will detail any learner with a learning aim start date within the Academic Year or Financial Year selected.
- For the monetary value, the report will detail a sum of the payment amounts for each month.

Note – In the scenario where a learner's course spans more than one academic year, the report will show a difference between the monetary value and number of applications. This is due to the fact that the learners start date would be in the previous academic year, and they would therefore not be displayed in the application count, however, as they still had ongoing payments, the monetary values would be displayed.

Table One - Loan Position

Loan Position Report															
Please note that the details returned on this report will be correct as at the close of business last night.															
Loan Position															
	Number	To Date	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
Submitted Applications	0	£0.00													
Applications Progressing	0														
Instalments Approved			£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
Instalments Awaiting Confirmation			£82.92	£82.88	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£165.80
Instalments where Attendance Confirmed			£183.33	£183.33	£183.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£549.99
Paid/In Progress			£14,808.49	£11,396.94	£7,709.35	£4,752.57	£2,909.18	£771.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£42,348.36
Offset		£0.00													
TOTAL	0	£0.00	£15,074.74	£11,663.15	£7,892.68	£4,752.57	£2,909.18	£771.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£43,064.15
Applications Not Progressing to Payment															
Approved Awaiting Signature	0		£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 ULN	0		£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 and Missing ULN	0		£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
NINO Not Verified	0		£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
Applications Currently Suspended	0		£220.00	£220.00	£0.00	£566.33	£566.33	£183.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,756.03
TOTAL	0		£220.00	£220.00	£0.00	£566.33	£566.33	£183.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,756.03

Close Export XML Report Export CSV Report

Table one within the report details payments for the following applications

Application Status	Description
Submitted Applications	<ul style="list-style-type: none"> Applications that are still in progress, i.e. at a pre-approval workstage The Monthly Breakdown and Year to Date will not be populated for Submitted Applications
Applications Progressing	<ul style="list-style-type: none"> Applications that are ready for payment once attendance is confirmed <ul style="list-style-type: none"> The Learning Aim start date is for the selected year The learner has a ULN and verified NINO The Learners application state is Approved or Withdrawn The To Date, Monthly Breakdown and Year to Date will not be populated for Applications Progressing
Instalments Approved	<ul style="list-style-type: none"> Approved instalments will include payments for learners where; <ul style="list-style-type: none"> The learner has a ULN and verified NINO The learners application state is Approved, Withdrawn or Suspended The learner is not liable for the instalment The attendance has not been confirmed
Instalments Awaiting Confirmation	<ul style="list-style-type: none"> Instalments Awaiting Confirmation will include payments for learners where; <ul style="list-style-type: none"> The learner has a ULN and verified NINO The learners application state is Approved, Withdrawn or Suspended The learner is liable for the instalment The attendance has not been confirmed

Instalments Where Attendance Confirmed	<ul style="list-style-type: none"> Instalments Where Attendance Confirmed will include payments for learners where; <ul style="list-style-type: none"> The learner has a ULN and verified NINO The learners application state is Approved, Withdrawn or Suspended The learner is liable for the instalment The attendance has been confirmed
Paid / In Progress	<ul style="list-style-type: none"> Paid / In Progress instalments will include payments for learners where; <ul style="list-style-type: none"> The learner has a ULN and verified NINO The learners application state is Approved, Withdrawn or Suspended The learner is liable for the instalment The attendance has been confirmed The payment has been paid Payments made in respect of attendance confirmations submitted in a previous month after payment drawdown date* (matching financial statement)
Offset	<ul style="list-style-type: none"> To Date: This will display the offset amount held against the learning provider
Total	<ul style="list-style-type: none"> The sum of the values held

Table Two - Applications Not Progressing to Payment

Loan Position Report															
Please note that the details returned on this report will be correct as at the close of business last night.															
Loan Position															
	Number	To Date	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
Submitted Applications	0	£0.00													
Applications Progressing	0														
Instalments Approved			£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
Instalments Awaiting Confirmation			£82.92	£82.88	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£165.80
Instalments where Attendance Confirmed			£183.33	£183.33	£183.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£549.99
Paid/In Progress			£14,808.49	£11,396.94	£7,709.35	£4,752.57	£2,909.18	£771.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£42,348.36
Offset		£0.00													
TOTAL	0	£0.00	£15,074.74	£11,663.15	£7,892.68	£4,752.57	£2,909.18	£771.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£43,064.15
Applications Not Progressing to Payment															
Approved Awaiting Signature	0		£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 ULN	0		£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 and Missing ULN	0		£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
NINO Not Verified	0		£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
Applications Currently Suspended	0		£220.00	£220.00	£0.00	£566.33	£566.33	£183.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,756.03
TOTAL	0		£220.00	£220.00	£0.00	£566.33	£566.33	£183.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,756.03

Close Export XML Report Export CSV Report

Table two within the report details payments for the following applications:

Application workstage	Data Comprises
Approved Awaiting Signature	<ul style="list-style-type: none"> • Approved Awaiting Signature instalments will include payments for learners where; <ul style="list-style-type: none"> ○ The Learning Aim start date is for the selected year ○ The learner has a ULN and verified NINO ○ The Learners application state is Approved Awaiting Signature
Missing ULN	<ul style="list-style-type: none"> • Missing ULN instalments will include payments for learners where; <ul style="list-style-type: none"> ○ The Learning Aim start date is for the selected year ○ The learner has does not have a ULN ○ The learner has a verified NINO ○ The Learners application state is Approved
Approved Awaiting Signature and Missing ULN	<ul style="list-style-type: none"> • Approved Awaiting Signature instalments and Missing ULN instalments will include payments for learners where; <ul style="list-style-type: none"> ○ The Learning Aim start date is for the selected year ○ The learner has does not have a ULN ○ The learner has a verified NINO ○ The Learners application state is Approved Awaiting Signature
NINO Not Verified	<ul style="list-style-type: none"> • NINO Not Verified instalments will include payments for learners where; <ul style="list-style-type: none"> ○ The Learning Aim start date is for the selected year ○ The learner does not have a verified NINO ○ The Learners application state is Approved or Approved Awaiting Signature
Applications Currently Suspended	<ul style="list-style-type: none"> • Applications Currently Suspended instalments will include payments for learners where; <ul style="list-style-type: none"> ○ The Learning Aim start date is for the selected year ○ The Learners application state is Suspended ○ Attendance is not confirmed
Total	<ul style="list-style-type: none"> • The sum of the values held