

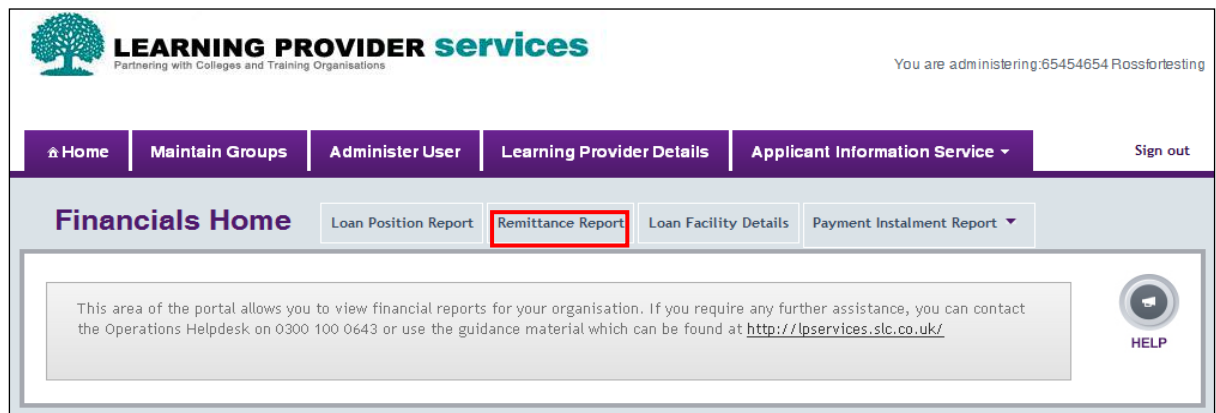
# Learning Provider Portal Quick Guide

## 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 Financial 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 Portal interface. At the top left is the Learning Provider Services logo. To the right, it says "You are administering: 65454654 Rossforresting". Below the logo is a navigation bar with links: Home, Maintain Groups, Administer User, Learning Provider Details, Applicant Information Service (with a dropdown arrow), and Sign out. Underneath the navigation bar is a "Financials Home" section with buttons for "Loan Position Report", "Remittance Report" (highlighted with a red box), "Loan Facility Details", and "Payment Instalment Report" (with a dropdown arrow). Below this is a text box containing instructions: "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 the text box is a "HELP" button with a speech bubble 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 or CSV file.

The screen will provide the following information:

Scheduled Payment Date	Actual Payment Date	Payment Status	Positive Payments	Negative Payments	Payment Amount	Recovery Amount	Payment To Bank	Export
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£300.00	£0.00	£300.00	0	£300.00	<input type="checkbox"/>
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£428.58	£0.00	£428.58	400	£28.58	<input type="checkbox"/>
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£300.00	£0.00	£300.00	0	£300.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£0.00	-£375.00	-£375.00	0	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£436.36	£0.00	£436.36	436.36	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£300.00	£0.00	£300.00	300	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£300.00	-£436.36	-£136.36	0	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£375.00	£0.00	£375.00	375	£0.00	<input type="checkbox"/>
01/11/2017	<a href="#">01/11/2017</a>	Paid	£100.00	£0.00	£100.00	0	£100.00	<input type="checkbox"/>
01/11/2017	<a href="#">01/11/2017</a>	Paid	£200.00	£0.00	£200.00	0	£200.00	<input type="checkbox"/>

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[Export XML](#) [Export CSV](#)

Indicator Description	Descriptor
<b>Scheduled 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>Positive Payments</b>	Positive Payments created from reassessments that change Payment Amounts and can be recovered in that month's payment run.
<b>Negative Payments</b>	The amount that will be recovered due to an outstanding offset recovery amount (caused by reassessments that have occurred in previous months). This amount will be documented in a previous remittance file. Please Note, Offset Amounts are Negative Amounts which are clawed back historically due to overpayments made, and that cannot be recovered by payments which are due to the Learning Provider in that month.
<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. (The total of the Positive Payments and the Negative Payments columns should match the total of the 'Payment Amount' column. The 'Payment Amount' column minus the 'Recovery Amount' column from the previous months would then be the 'Payment To Bank' amount).
<b>Export Tick Box</b>	Allows user to select a 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 drop-down 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 a learner level breakdown for each payment.

The screenshot shows the 'Remittance Report' application interface. At the top, there is a navigation bar with links: Home, Maintain Groups, Administer User, Learning Provider Details, Applicant Information Service, and Sign out. The main heading is 'Remittance Report'. A modal window titled 'Remittance Report Detail' is open, displaying the following information:

- Payment Status: Paid
- Scheduled Payment Date: 01-Nov-2017
- Actual Payment Date: 01-Nov-2017
- Payment Amount: 200
- Recovery Amount: 0
- Payment To Bank: 200

Below this summary is a table with the following columns: Full name, ULN, Additional Ref No, Date of Birth, Payment Amount, and Installment Date. Two records are shown:

Full name	ULN	Additional Ref No	Date of Birth	Payment Amount	Installment Date
PAYMENT NEW			04/05/1980	£100.00	16/08/2017
PAYMENT NEW			04/05/1980	£100.00	20/09/2017

Below the table, there are buttons for 'Export XML', 'Export CSV', and 'Close'. The status bar indicates 'Displaying 1 of 1 pages, 2 records found'. At the bottom of the application, there is another table with columns for date, status, and amounts. The date '01/11/2017' is highlighted in red. The status bar at the bottom indicates 'Displaying Page 1 of 36, 352 records found'. There are also buttons for 'Export XML' and 'Export CSV' at the bottom.

The Remittance Report Detail will also show any recoveries made as the result of any CoCs. These recovery amounts will show as a minus on the payment amount for the individual learner, as well as a total beside the Recovery Amount at the top of the Remittance Report Detail.

The Instalment Date field will show the date associated with the individual learner payment. For example if you are receiving more than one month's payment for a learner on one payment date this field will show each instalment as a separate record with each instalment date shown for each month.

You can select to export this information by selecting the Export XML or CSV buttons on screen.

## Remittance Export

Remittance files can be exported as XML or CSV files. To export Remittance Reports select the tick box next to the file/s you wish to export.

The screenshot displays the 'Remittance Report' interface. At the top, there is a navigation bar with links: Home, Maintain Groups, Administer User, Learning Provider Details, Applicant Information Service, and Sign out. Below this is the 'Remittance Report Summary' section, which contains a table of payment records. The table has columns for Scheduled Payment Date, Actual Payment Date, Payment Status, Positive Payments, Negative Payments, Payment Amount, Recovery Amount, Payment To Bank, and Export. The 'Export' column contains checkboxes for each row. Below the table is a pagination control showing 'Displaying Page 1 of 36, 352 records found' and buttons for 'Export XML' and 'Export CSV'. A red box highlights the 'Export' column checkboxes and the 'Export XML' and 'Export CSV' buttons.

Scheduled Payment Date	Actual Payment Date	Payment Status	Positive Payments	Negative Payments	Payment Amount	Recovery Amount	Payment To Bank	Export
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£300.00	£0.00	£300.00	0	£300.00	<input type="checkbox"/>
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£428.58	£0.00	£428.58	400	£28.58	<input type="checkbox"/>
28/02/2018	<a href="#">28/02/2018</a>	In Progress	£300.00	£0.00	£300.00	0	£300.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£0.00	-£375.00	-£375.00	0	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£436.36	£0.00	£436.36	436.36	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£300.00	£0.00	£300.00	300	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£300.00	-£436.36	-£136.36	0	£0.00	<input type="checkbox"/>
10/01/2018	<a href="#">10/01/2018</a>	Paid	£375.00	£0.00	£375.00	375	£0.00	<input type="checkbox"/>
01/11/2017	<a href="#">01/11/2017</a>	Paid	£100.00	£0.00	£100.00	0	£100.00	<input type="checkbox"/>
01/11/2017	<a href="#">01/11/2017</a>	Paid	£200.00	£0.00	£200.00	0	£200.00	<input type="checkbox"/>

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Export XML    Export CSV