

## Submitting IVG Claims through FTP

In addition to generating payments online via the My Zone portal, schools can also submit IVG claims by using the File Transfer Protocol (FTP) process.

Schools create the 80-byte flat file, encrypt the file with a password, and send this file to ISAC via FTP. FTP is a standard method for sending files over the Internet. ISAC creates a directory on its FTP server for each school desiring to submit claims via FTP.

The 80-byte flat file is a text file, created with Notebook or Microsoft Word that has 80 columns across each row.

The FTP file naming convention is as follows:

IVG Claim	Positions 1-8; required
–	Position 9; underscore – required
IVG School Code	Positions 10-12; school's 3-digit IVG Code – required
–	Position 13; underscore – required
Date/Time Stamp	Position 14-27; date and time file was generated Date Format = MMDDCCYY – required Time Format = HHMMSS – optional but desirable if multiple files are generated on the same day.

(Example: IVGClaim\_999\_01012012120100 )

The file layout and field descriptions are described in detail on pages 2 and 3.

An ID and password are provided by ISAC to schools that have requested to use the FTP process for submitting claims. Once this file is created, the school must use WinZip to encrypt the file with the ISAC-provided password prior to sending it to ISAC. WinZip is a common program for compressing or password encrypting files that will be submitted via FTP. This step creates a new file that has a .zip extension on it.

The next step, after the zip file has been created, is to copy it to the FTP site using Internet Explorer. The following address should be typed (exactly as stated: <https://transfer.isac.org/>) into the Address Bar of Internet Explorer.

A log in screen will require an ID and password to be entered. The same ID and password used to encrypt the file must be used to submit claims via the FTP process. Once logged in, locate the IVG folder. Open this folder to display multiple folders (IN, IVGMaster and Out). Open the IN folder and copy the zip file into this folder using Window's Copy and Paste functions.

ISAC will check for new FTP files each day that claims are processed and results will be available through My Zone the following day.

To review the steps:

1. Create the 80 byte flat file. The file name cannot have any spaces or special characters (e.g., ?, #, ) and must end with the file extension of .txt.
2. Encrypt the file with a password (provided by ISAC) using WinZip. Use the same file name for the zip file as was used for the .txt file. The file name must end with the extension of .zip.
3. Open Internet Explorer and type in the address <https://transfer.isac.org/>
4. Enter the ID and password provided by ISAC to gain access to this site.
5. Copy and Paste the file created in Step 2 to the IVG\IN folder.
6. Close the Internet Explorer window.

## 2016-17 IVG 80-Byte File Layout Specifications

The following 80-byte record layout will be used for transmitting IVG claims to ISAC.

<b>Field Number</b>	<b>Field Name</b>	<b>Type (Length)</b>	<b>Start</b>
1	School Code	9(03)	1
2	Term	9(01)	4
3	Academic Year	9(04)	5
4	Tuition & Fee Code	X(02)	9
5	SSN	9(09)	11
6	IVG Number	X(09)	20
7	Student Last Name	X(16)	29
8	Credit Hours	99(02)V99	45
9	Requested Award Amount for Term	9(05)V99	49
10	Out-of-District Indicator	X(01)	56
11	Out-of-District Requested Award Amount	9(05)V99	57
12	Filler	X(17)	64

## 2016-17 IVG 80-Byte File Layout Specifications

### Definition of Data Elements:

Alpha/Numeric fields (X) greater than one character (byte) are left justified and padded with spaces.  
 Numeric fields (9) greater than one digit (byte) are right justified and padded with zeros.

<b><u>Field Number</u></b>	<b><u>Field Name and Description</u></b>
1	<b>IVG School Code</b> – 3 numeric characters; must be a valid IVG school code
2	<b>Term</b> – 1 numeric character; contains a value described below:  1 = Summer 2 = Fall 3 = Spring
3	<b>Academic Year</b> - 4 numeric characters (ccyy) (for 2016-17 enter 2017)
4	<b>Tuition &amp; Fee Code</b> – 2 alpha/numeric characters; contains a value described below:  X7 = Summer Y7 = Fall Z7 = Spring
5	<b>SSN</b> – 9 numeric characters; student's SSN
6	<b>IVG Number</b> – 9 alpha/numeric characters
7	<b>Student Last Name</b> – 16 alpha/numeric characters; contains student's last name. This is an optional field.
8	<b>Credit Hours</b> – 4 (including 2 decimal places) numeric characters.
9	<b>Requested Award Amount for Term</b> – 7 (including 2 decimal places) numeric characters.
10	<b>Out-of-District Indicator</b> – 1 alpha/numeric character; contains a value as described below:  Y = Yes N = No
11	<b>Out-of-District Requested Amount</b> – 7 (including 2 decimal places) numeric characters. Field is required if field 10 is Y.
12	<b>Filler</b> – 17 alpha/numeric characters; reserved for future use.