

2020-21 ING 160 Byte File Layout Specifications

OVERVIEW:

- A) ISAC will provide an Eligibility File from the File Extractions menu in the online version of ING using the GAP Access Portal. The records will be available for extraction daily as Record Type = E.
- B) Schools will transmit Benefit Requests to ISAC via File Transfer Protocol (FTP) using the common 160 byte layout and identify these with Record Type = P.
- C) When Benefit Requests are processed, ISAC will provide Benefit Results to schools through the ING system. The Benefit results records can be retrieved in the 160 byte format by using the ING Benefit Results File Extraction option. ING results records have a Record Type = P. The ING Benefit Results file contains some eligibility data elements. Schools may also use the Reports option in ING to obtain Benefit results.
- D) To cancel Benefit Requests, the school with the current Benefit Results record on ISAC's Benefit Database must transmit a matching record with ING Benefit Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = P.
- E) In the future, revisions made to the file layout will be highlighted in gray.
- F) List of Fields being transmitted with each Record Type:

| <u>Record Type</u> | <u>Fields</u> | <u>Description</u> |
|---------------------------|---|--|
| E | 1-3, 5, 7, 8, 13, 18-20, 25-26, 28-30, 35-36, | ING Eligibility Status records to the school from ISAC |
| P | 1-8, 10, 21, 23, 27, 31-32 | ING Benefit Request or Cancellation record to ISAC from the school. |
| R/C | 1-8, 10-11, 13-16, 18-25, 27-32 35-36 | ING Benefit Results records to the school from ISAC. |

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G) The following 160 byte record layout will be used for transmitting data between schools and ISAC.

| <u>Field Number</u> | <u>Data Element</u> | <u>Type (Length)</u> | <u>Start</u> |
|--------------------------------|--|---------------------------------|---------------------|
| 1 | ING CODE | 9(03) | 1 |
| 2 | RECORD TYPE | X(01) | 4 |
| 3 | CURRENT SSN | 9(09) | 5 |
| 4 | TERM ENROLLED | 9(01) | 14 |
| 5 | COLLEGE YEAR | 9(02) | 15 |
| 6 | BENEFIT REQUEST CODE | X(01) | 17 |
| 7 | TITLE IV SCHOOL CODE | X(06) | 18 |
| 8 | STUDENT LAST NAME | X(16) | 24 |
| 9 | FILLER | X(03) | 40 |
| 10 | USER DEFINED | X(01) | 43 |
| 11 | TOTAL REQUESTED AWARD AMOUNT FOR TERM | S9(05)V99 | 44 |
| 12 | FILLER | X(01) | 51 |
| 13 | DEFAULT | X(01) | 56 |
| 14 | BENEFIT RESULT CODE | X(01) | 57 |
| 15 | BENEFIT RESULTS AMOUNT PAID FOR TERM | S9(05)V99 | 58 |
| 16 | ADJUSTED AMT FROM PREV BENEFIT RESULTS | S9(05)V99 | 65 |
| 17 | FILLER | X(02) | 72 |
| 18 | BENEFIT RESULTS PROCESS DATE/AS OF DATE | X(08) | 74 |
| 19 | ELIGIBLE UNTIL | X(08) | 82 |
| 20 | ELIGIBLE AFTER | X(08) | 90 |
| 21 | ELIGIBLE FEES AMOUNT REQUESTED FOR TERM | S9(05)V99 | 98 |
| 22 | EXPANDED REJECT REASON CODE | X(02) | 105 |
| 23 | ENROLLMENT HOURS | 99V99 | 107 |
| 24 | INVOICE NUMBER | X(10) | 111 |
| 25 | ING ENTITLEMENT UNITS | 9(03) | 121 |
| 26 | APPLICATION RECIEPT DATE | X(08) | 124 |
| 27 | POST 9/11 GI BILL BENEFIT USAGE PERCENTAGE | X(02) | 132 |
| 28 | LATE TERM 1 | X(01) | 134 |
| 29 | LATE TERM 2 | X(01) | 135 |
| 30 | LATE TERM 3 | X(01) | 136 |
| 31 | IN-DISTRICT AMOUNT REQUESTED | S9(4)V99 | 137 |
| 32 | OUT-OF-DISTRICT AMOUNT REQUESTED | S9(4)V99 | 144 |
| 33 | FILLER (FUTURE USE) | X(05) | 151 |
| 34 | FILLER | X(03) | 156 |
| 35 | CERTIFIED ELIGIBLE | X(01) | 159 |
| 36 | 10 YEAR | X(01) | 160 |

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H) Definition of Data Elements:

Field types are alpha/numeric (X) for these data elements, unless otherwise indicated. 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. Date fields are in century-year-month-day (CCYYMMDD) format. **DO NOT use null or low-value characters.**

| <u>Field Number</u> | <u>Field Name and Description</u> |
|----------------------------|--|
| 1 | ING School Code - 3 numeric characters; must be a valid ING school code. |
| 2 | Record Type - 1 alpha/numeric character; contains a value as described below: C = ING Cumulative Benefit Results to the school. E = Eligibility Status records to the school. P = Benefit Request Records from the school. R = ING Benefit Results to the school. |
| 3 | Current SSN - 9 numeric characters; student's SSN. |
| 4 | Term Enrolled - 1 numeric character; contains a value described below: 1 = Fall Term 2 = Spring Term 3 = Summer Term |
| 5 | College Year - 2 numeric characters; 21 (for the 2020-2021 academic year) |
| 6 | ING Benefit Request Code - 1 alpha/numeric character; contains a value described below: P = Benefit request C = Benefit request cancellation |
| 7 | Title IV School Code - 6 alpha/numeric characters. This field is optional on record type P. |
| 8 | Student Last Name - 16 alpha/numeric characters; contains student's last name. |
| 9 | Filler - 3 alpha/numeric characters; reserved for ISAC use. |
| 10 | User Defined – 1 alpha/numeric character. Optional; for use at user's discretion. |
| 11 | Total Requested Award Amount for Term – 7 alpha/numeric characters. |
| 12 | Filler - 5 alpha/numeric characters; reserved for ISAC use. |

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13 **Default** - 1 alpha/numeric character; contains a value as described below:

Y = Student is currently in default on an ISAC guaranteed loan.

N = Student is not currently in default on an ISAC guaranteed loan.

Blank = Student is not currently in default on an ISAC guaranteed loan.

14 **Benefit Result Code** - 1 alpha/numeric character; contains a value as described below:

Benefit requests or cancellations will receive the following result codes if the record formatted by the school does not have valid values:

1 = Data Edit Error (see **Expanded Reject Reason Code**, field 32, for details)

2 = SSN not on ISAC database for year and term.

3 = School code invalid for year and term

4 = Request superseded by another request.

ING (Record Type R/C):

Benefit results will have one of the following exception codes:

* = Benefit processed as requested - no reported exception

A = Ineligible due to conflict

B = Benefit increased

C = Benefit decreased

F = Full ING benefit units already used

H = Benefit already processed for **your school** for requested term or no change to benefit amount or units

I = Benefit reduced, amount claimed is greater than term award. See Expanded Reject Code, Field #22 for further explanation.

J = Ineligible for Benefit (Certified as not eligible)

K = Ineligible for Benefit due to Stafford loan default status per ISAC.

P = Student not eligible for term requested. Application received after deadline date.

T = With this Benefit, student attains 120 ING Paid Credit Hours. Student will no longer be eligible for ING Benefit. (Not a 10-year(+) member of the Illinois National Guard)

U = Change in Benefit was requested; record indicates that no prior Benefit has been made for this term.

V = With this Benefit, student exceeds 180 units. Student is no longer eligible for ING Benefit (10-year(+) member of the Illinois National Guard)

W = ING units increased due to a change in enrollment hours.

X = ING units decreased due to a change in enrollment hours.

15 **Benefit Results Amount Paid for Term** - 7 (including 2 decimal places) signed numeric characters; from zero to max term award.

16 **Adjusted Amount from Previous Benefit Results** - 7 (including 2 decimal places) signed numeric characters; from - max term award to + max term award.

17 **Filler** – 2 alpha/numeric characters; reserved for ISAC use.

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- 18 **Benefit Results Process Date/As of Date** - 8 alpha/numeric characters; contains the date that a Benefit request or cancellation was processed for Benefit or the date of the eligibility status information.
- 19 **Eligible Until** - 8 alpha/numeric characters; contains the date through which student has ING eligibility.
- 20 **Eligible After** – 8 alpha/numeric characters; contains the date that after which student gains ING eligibility.
- 21 **Eligible Fee Requested Award Amount for Term** – 7 alpha/numeric characters.
- 22 **Expanded Reject Reason Code** - 2 alpha/numeric characters; contains a value described below:
- ING (Record Type 5):**
- 1E = **Benefit Request Code** (field 6) is invalid; not “P” or “C” or is blank.
-or-
Enrollment Hours (field 23) field does not contain valid number of hours or is blank. See field 37 - Enrollment Hours.
 - 1G = Invalid Post 9/11 GI Bill %
 - 1L = School Code (field 1) is a non-approved ING school code
 - 1T = Term Enrolled (field 4) is invalid: is not “1”, “2” or “3”, is blank, or not numeric
 - 1U = In-district tuition, Out-of –district tuition or Fee amount is invalid or blank
 - 1V = College Year (field 5) invalid: year provided not currently being processed, is blank or not numeric.
 - F = Benefit processed – fee amount reduced
 - T = Benefit processed – total amount reduced
 - FT = Benefit processed – fee and total amount reduced
- 23 **Enrollment Hours** – 4 numeric characters; Decimal (.) is implied, 2 positions. – The actual number of hours the student is enrolled.
- If Field #6, **Benefit Request Code**, is “P” – Must be > 0
If Field #6, **Benefit Request Code**, is “C” – Must be = 0
- 24 **Invoice Number** -10 alpha/numeric characters; identifies the invoice on which a student record was processed. Blank means no Benefit was made for this term.
- 25 **ING Paid Credit Hours** – 3 numeric characters.
- 26 **Application Receipt Date** - 8 alpha/numeric characters.
- 27 **Post 9/11 GI Bill Benefit Usage Percentage** - 2 alpha/numeric characters; contains a value as described below:

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90 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
80 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
70 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
60 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
50 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
40 = Percentage at which student was <100% eligible for Post 9/11 GI Bill.
Blank = No Post 9/11 Bill considered for IVG.

28 **Late Term 1** - 1 alpha/numeric character; contains a value as described below:

Y = Student's application submitted late, not eligible for term 1.
Blank = Not late for this term.

29 **Late Term 2** - 1 alpha/numeric character; contains a value as described below:

Y = Student's application submitted late, not eligible for term 2.
Blank = Not late for this term.

30 **Late Term 3** – 1 alpha/numeric characters; contains a value as described below:

Y = Student's application submitted late, not eligible for term 3.
Blank = Not late for this term.

31 **In-District Amount Requested** – 7 alpha/numeric characters.

32 **Out-of-District Amount Requested** – 7 alpha/numeric characters.

33 **Filler** – 5 alpha/numeric character. For future use.

34 **Filler** – 3 alpha/numeric characters.

35 **Certified Eligible** – 1 alpha/numeric character.

Y = Student certified eligible
N = Student certified **not** eligible
Blank = Certification not yet completed

36 **10 year** – 1 alpha/numeric character.

Y = Student a 10-year(+) member of the Illinois National Guard
Blank = Student is not a 10-year(+) member of the Illinois National Guard

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PREPARING FILES TO SUBMIT VIA FTP

The 160 byte flat file used to exchange ING data is simply a text file, created with Notebook or Microsoft Word that has 160 columns across each row. Each row accounts for each individual record. Every column or set of columns has a specific meaning and will be populated depending on the use of the file.

Pages 1 – 6 of this document contain the description of the data that should be populated in the specific columns. In addition to Benefit requests this document also identifies other record types used as a part of the ING Process. The different record types that are used are as follows:

- C – ING Cumulative Benefit Results to the school
- E – Eligibility Status records ING Benefit results based on submitted requests from the school
- **P – ING Benefit requests and cancellations submitted by the school for processing**
- R – ING Benefit results to the school

Benefit requests for ING are created with a record type of 4. **After populating the file with data, it is important that the 160 byte file be saved as a text file and that the file name has the extension of .txt.**

Example: INGpayreq_999_010111.txt

SUBMITTING BENEFIT REQUESTS VIA FTP

This section provides instructions for interacting with ISAC's Secure File Transfer System (<https://transfer.isac.org/>), which is to be used by schools participating in the File Transfer Protocol (FTP) processes for the Illinois National Guard (ING) Program.

All users will need to have GAP Access IDs and passwords to login to the secure file transfer system. In addition, a GAP Access administrator must grant access privileges for anyone that will be using the secure transfer system.

Accessing the ISAC File Transfer System

The ISAC File Transfer System is accessible by using a web browser and navigating to the URL <https://transfer.isac.org/>.

Please note that the site uses **HTTPS** and not HTTP. The web browser must have cookies and javascript enabled and it must allow popups for **transfer.isac.org** in order to function correctly.

If using Internet Explorer 7.0 and above, you will need to use the Windows Search (or Windows Explorer function) and enter the address above in the Address Bar to properly access ISAC's FTP site.

Once you've navigated to <https://transfer.isac.org/>, enter your current GAP Access username and password to log in to the site. While logged in, please note:

- There is a five-minute inactivity timeout. This means that while you are logged on, if you do not do anything for five or more minutes, you will be prompted to logon again.
- You should not use the Back and Forward buttons of your web browser to navigate while in the secure site, as this will result in unintended consequences.

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School Folder

After a successful login, you will go to the Secure Folders screen which will display your **School Folder** on the ISAC File Transfer System, identified by your institution's 6-digit US Department of Education school code.

Program Folder

Click on your School Folder and then the Program Folder for ING, which will have an IN, OUT and TEST subfolder.

- The IN subfolders are to be used when an institution needs to transfer a **file** to ISAC. (Note: you will not be able to transfer folders to the ISAC File Transfer System.)
- The OUT subfolders are to be used to retrieve files that ISAC has made available to an institution.
- The TEST subfolder allows the transfer of test files only.

Uploading a File

To upload a file, select the program subfolder (e.g.ING/IN) to which you wish to upload a file, and then click the Upload button. This will bring up a screen which accesses your computer.

- **Note:** If you have not allowed popups for transfer.isac.org, your web browser may block the popup window that should appear after clicking the Upload button. If this occurs, you will need to allow popups, and then click the Upload button again. It is recommended to always allow popups for this site.

Navigate to the desired file on your local computer and select that file to upload. Click Open or doubleclick the selected file to upload it.

An "Upload Complete" message will appear when the file has been successfully uploaded, and the file will be listed in the Program Subfolder. The file will be retrieved and processed in the regular file retrieval cycle. You may then log out of transfer.isac.org.

Here's a review of the steps for submitting Benefit Requests:

1. Create the 160 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. Open Internet Explorer or Windows Search and type the following in the Address Bar:
 - **<https://transfer.isac.org/>**
3. Enter your GAP Access ID and password to gain access to the site.
4. Transfer the Benefit request file to the /ING/IN folder.
6. Close the Internet Explorer or Search window.

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Reporting of Rejected Benefit Requests to Schools

Schools will find Rejected Benefit Requests, along with all other Benefit Results, on the Benefit Results Summary/Invoice Detail report in the ING Reports: Eligibility Reports area in the ING section of GAP Access. **No separate notification will be sent.**

To assist in the reconciliation process, additional reports (Benefit Results, Benefit Exceptions, Request Not submitted, etc.,) can be created in the Reports area in the ING section of GAP Access.

If no FTP-submitted benefit results appear on the Benefit Results Summary/Invoice Detail Report, then your requests may have rejected at the file level prior to any records in that file being processed. Please check your file for the following before resubmitting:

1. Confirm that the file name does not contain any spaces. Please follow the naming convention example shown earlier in this document.
2. Check the records on the file for the correct record length (160 bytes).
3. Check the file for carriage return/line feed.
4. Check the file for proper positioning of the data.

Reminder: Files submitted after 7:00 p.m. will not appear in the following day's results. They will be processed with the next day's submissions with results available the following business day.