

**ILLINOIS VETERAN GRANT (IVG)  
ONLINE PAYMENT MANUAL**

**CHAPTER 3**

**Reports**

The **Reports** feature allows you to customize three reports; Eligibility by Status, Payment Claim by School Code & Term and Payment Claim by Student.

The fourth option in the **Reports** feature contains all the Payment Claim Reports. These reports consist of a claim summary, accepted claims, and rejected claims reports and have been pre-defined by ISAC. They are available on the next business day after each payment request is processed.

## Eligibility by Status

In order to view the **Eligibility by Status** report, you first need to customize the report and then request the report.

1. Single-click on **Eligibility By Status**.

The screenshot shows the COLLEGEZONE website interface. At the top, there is a navigation bar with links for STUDENT, PARENT, COUNSELOR, FAA, LENDER, and ESPAÑOL. Below this is a header for 'IVG ELIGIBILITY: FILTER'. The main content area is divided into two sections: 'VIEWS' and 'REPORTS'. The 'REPORTS' section is expanded, showing a list of report options: ELIGIBILITY BY STATUS, PAYMENT CLAIM BY SCHOOL CODE AND TERM, PAYMENT CLAIM BY STUDENT, PAYMENT CLAIM REPORTS, and INVOICE REPORTS. A white arrow points to 'ELIGIBILITY BY STATUS'. To the right of the report list is a filter configuration area with a 'View' button and a 'Filter' button. Below these buttons is a table with columns 'Field Name', 'Operator', and 'Value'. The 'Field Name' dropdown is set to 'SSN', and the 'Operator' dropdown is set to '='. The 'Value' field is empty.



*Invoice Reports are still in development at this time.*

- The selection criteria screen appears for **Eligibility By Status: Request**.

**IVG REPORT: ELIGIBILITY BY STATUS: REQUEST**

List Request

| Field Name            | Operator | Value    |
|-----------------------|----------|----------|
| Status:               | =        | Approved |
| Name Range:           | =        | A-F      |
| School Code On Claim: | =        |          |

Request Report

- Single-click on the drop-down arrow in the **Status** field.

**IVG REPORT: ELIGIBILITY BY STATUS: REQUEST**

List Request

| Field Name            | Operator | Value    |
|-----------------------|----------|----------|
| Status:               | =        | Approved |
| Name Range:           | =        | A-F      |
| School Code On Claim: | =        |          |

Request Report

- Single-click on either option.

**IVG REPORT: ELIGIBILITY BY STATUS: REQUEST**

List Request

| Field Name            | Operator | Value    |
|-----------------------|----------|----------|
| Status:               | =        | Approved |
| Name Range:           | =        | A-F      |
| School Code On Claim: | =        |          |

Request Report

5. Single-click on the drop-down arrow in the **Name Range** field.

IVG REPORT: ELIGIBILITY BY STATUS: REQUEST

List Request

Field Name Operator Value

Status: = Approved

Name Range: = G-K

School Code On Claim: =

Request Report

A-F  
G-K  
L-P  
Q-U  
V-Z  
ALL

6. Single-click on the desired option.
7. Move the cursor to the **School Code on Claim** field.

IVG REPORT: ELIGIBILITY BY STATUS: REQUEST

List Request

Field Name Operator Value

Status: = Approved

Name Range: = G-K

School Code On Claim: =

Request Report

8. Enter the three-digit school code.

9. Single-click on  .



*There is not a message stating whether your report was submitted to the queue for processing. The only way to verify your report is in the queue is to go to Step 10.*

10. Single-click on the **List** tab. The **IVG Report: Eligibility by Status: List** appears.

| IVG REPORT: ELIGIBILITY BY STATUS: LIST |                                       |              |                |                   |                   |
|---|---------------------------------------|--------------|----------------|-------------------|-------------------|
| List                                    |                                       | Request      |                |                   |                   |
| Status                                  | Report Type                           | Requested By | Requested Date | Requesting School | File Size (bytes) |
| Waiting                                 | <a href="#">Eligibility By Status</a> | ivg513ga     |                | 513               | 0                 |
| Waiting                                 | <a href="#">Eligibility By Status</a> | ivg513ga     |                | 513               | 0                 |
| Waiting                                 | <a href="#">Eligibility By Status</a> | ivg513ga     |                | 513               | 0                 |

Warning: The file size of the reports highlighted in red contain large volume of data. Printing the report may present a problem.

Each report goes into a queue and is processed in the order it was received. Reports are processed even if the user logs out of the system.

The **Status** column shows the progress of the report as it moves through the queue.

Waiting – the report is waiting for preceding request to complete

In-Progress – the report is being processed

Failed – the request did not complete

Complete – the report is complete and ready to view



*The **Requested Date** is only available for reports that have a status of **Failed** or **Complete**.*

11. To view report once it is completed, click on the underlined report name.

| IVG REPORT: ELIGIBILITY BY STATUS: LIST |                                       |              |                |                   |                   |
|---|---------------------------------------|--------------|----------------|-------------------|-------------------|
| List                                    |                                       | Request      |                |                   |                   |
| Status                                  | Report Type                           | Requested By | Requested Date | Requesting School | File Size (bytes) |
| Completed                               | <a href="#">Eligibility By Status</a> | TBenyak      | 03/02/2007     | 532               | 785237            |
| Waiting                                 | <a href="#">Eligibility By Status</a> | ivg532ga     |                | 532               | 0                 |

Warning: The file size of the reports highlighted in red contain large volume of data. Printing the report may present a problem.



*Only completed reports can be viewed.*

*To view a report, you must go to that specific report's List. If you are unsure of the report name, you will need to look at all the report lists to determine which report you requested.*

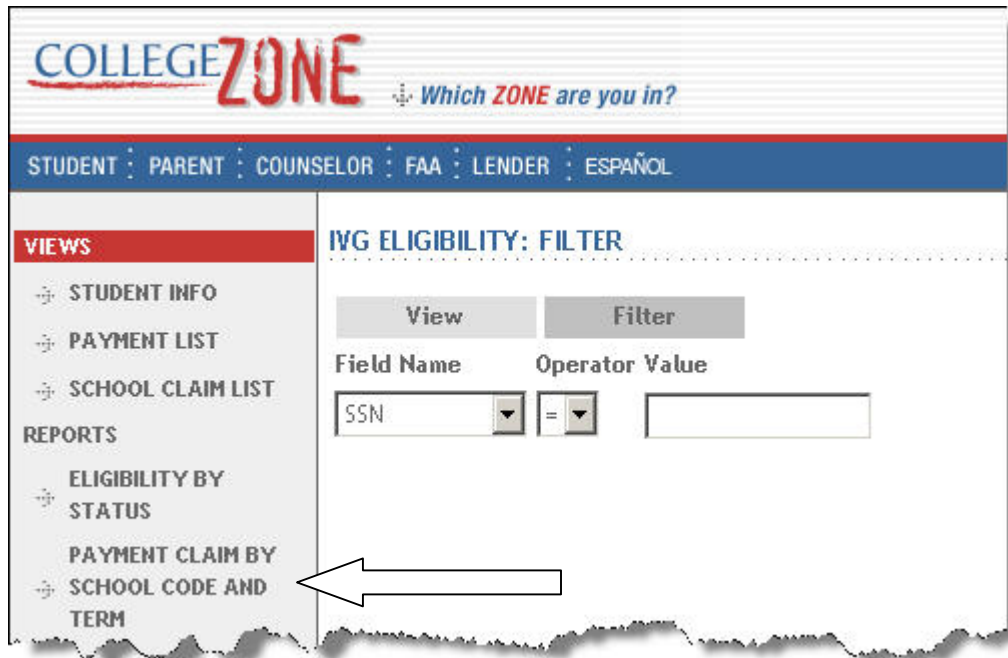
### Example: Eligibility by Status Report

| <b>Illinois Veteran Grant (IVG) Eligibility</b> |                      |                   |                              | Date of Report: 08/27/2007 |               |                              |
|---|----------------------|-------------------|------------------------------|----------------------------|---------------|------------------------------|
| <b>Student Eligibility By Status</b>            |                      |                   |                              | Time of Report: 5:10:47 PM |               |                              |
| <b>Status:</b>                                  |                      | <b>Approved</b>   |                              |                            |               |                              |
| <b>School Code on Claim:</b>                    |                      | <b>513</b>        |                              |                            |               |                              |
| <b>Name Range:</b>                              |                      | <b>G-K</b>        |                              |                            |               |                              |
| Soc. Sec. Number                                | Name                 | IVG Eligibility # | Cumulative Eligibility Units | Initial Process Date       | Total Benefit | First Benefit Date Prior SSN |
| 326-60-9211                                     | GCEIW, DNLJ A        | LSV048578         | 9                            | 08/01/1989                 | \$435.75      | 01/1991                      |
| 334-18-1589                                     | GCLVGBYV, UBUC,      | SGV008929         | 52                           | 10/28/1978                 | \$619.00      | 08/1978 ZZV-99-9999          |
| 355-56-3855                                     | GCUPJF, ECYM J       | C2V037725         | 49                           | 08/19/1987                 | \$1,536.75    | 09/1987                      |
| 353-52-8167                                     | GCURXDVZDR, DVX, M G | SGV008979         | 71                           | 02/23/1981                 | \$998.00      | 01/1981 ZZV-99-9999          |
| 340-74-4073                                     | GCUVJRS, FWJI C      | RIV121651         | 69                           | 03/11/2003                 | \$7,853.55    | 08/2003                      |
| 340-05-0704                                     | LSV048578            | LSV048578         | 57                           | 09/05/1989                 | 1,175.00      |                              |

## Payment Claim by School Code & Term

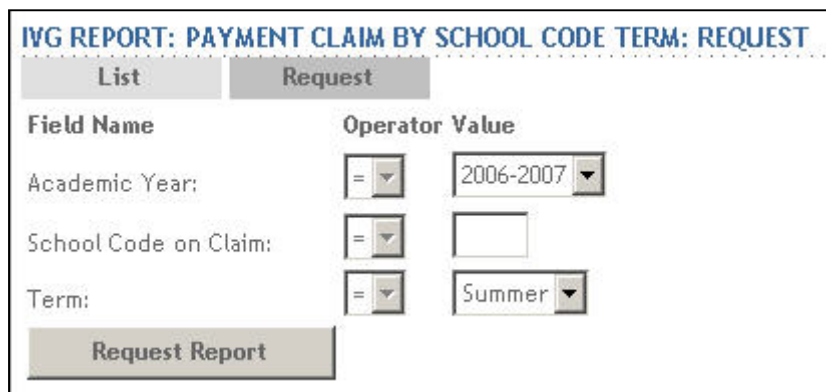
In order to view the **Payment Claim by School Code & Term** report, you first need to customize the report and then request the report.

1. Single-click on **Payment Claim by School Code & Term**.



The screenshot shows the COLLEGEZONE website interface. At the top, the logo reads "COLLEGEZONE" with the tagline "Which ZONE are you in?". Below the logo is a navigation bar with links for STUDENT, PARENT, COUNSELOR, FAA, LENDER, and ESPAÑOL. On the left side, there is a menu with sections for VIEWS and REPORTS. Under VIEWS, there are links for STUDENT INFO, PAYMENT LIST, and SCHOOL CLAIM LIST. Under REPORTS, there are links for ELIGIBILITY BY STATUS, PAYMENT CLAIM BY SCHOOL CODE AND TERM, and another link for PAYMENT CLAIM BY SCHOOL CODE AND TERM. A white arrow points to the "PAYMENT CLAIM BY SCHOOL CODE AND TERM" link. The main content area is titled "IVG ELIGIBILITY: FILTER" and contains two buttons: "View" and "Filter". Below these buttons is a table with columns for "Field Name", "Operator", and "Value". The "Field Name" column has a dropdown menu with "SSN" selected. The "Operator" column has a dropdown menu with "=" selected. The "Value" column is an empty text input field.

2. The selection criteria screen appears for **Payment Claim by School Code & Term Request**



The screenshot shows the "IVG REPORT: PAYMENT CLAIM BY SCHOOL CODE TERM: REQUEST" screen. At the top, there are two buttons: "List" and "Request". Below these buttons is a table with columns for "Field Name", "Operator", and "Value". The "Field Name" column has three rows: "Academic Year:", "School Code on Claim:", and "Term:". The "Operator" column has three rows, each with a dropdown menu containing "=" and a small downward arrow. The "Value" column has three rows: "2006-2007" (with a dropdown arrow), an empty text input field, and "Summer" (with a dropdown arrow). At the bottom of the screen is a button labeled "Request Report".

3. Move the cursor to the **School Code on Claim** field.

IVG REPORT: PAYMENT CLAIM BY SCHOOL CODE TERM: REQUEST

| List                  | Request               |
|-----------------------|-----------------------|
| <b>Field Name</b>     | <b>Operator Value</b> |
| Academic Year:        | = 2006-2007           |
| School Code on Claim: | = [ ] ←               |
| Term:                 | = Summer              |

4. Enter the three-digit school code.
5. Single-click on the drop-down arrow in the **Term** field.

IVG REPORT: PAYMENT CLAIM BY SCHOOL CODE TERM: REQUEST

| List                  | Request               |
|-----------------------|-----------------------|
| <b>Field Name</b>     | <b>Operator Value</b> |
| Academic Year:        | = 2006-2007           |
| School Code on Claim: | = [ ]                 |
| Term:                 | = Summer              |

Request Report

6. Single-click on the desired option.

IVG REPORT: PAYMENT CLAIM BY SCHOOL CODE TERM: REQUEST

| List                  | Request               |
|-----------------------|-----------------------|
| <b>Field Name</b>     | <b>Operator Value</b> |
| Academic Year:        | = 2006-2007           |
| School Code on Claim: | = [ ]                 |
| Term:                 | = Summer              |

Request Report

- Summer
- Fall
- Spring

7. Single-click on

Request Report





*There is not a message stating whether your report was submitted to the queue for processing. The only way to verify your report is in the queue is to go to Step 8.*

8. Single-click on the **List** tab. The IVG Report: **Payment Claim by School Code Term: List** appears.

Each report goes into a queue and is processed in the order it was received. Reports are processed even if the user logs out of the system.

The **Status** column shows the progress of the report as it moves through the queue.

Waiting – the report is waiting for preceding request to complete

In-Progress – the report is being processed

Failed – the request did not complete

Complete – the report is complete and ready to view



*The **Requested Date** is only available for reports that have a status of **Failed** or **Complete**.*

9. To view report once it is completed, click on the underlined report name.



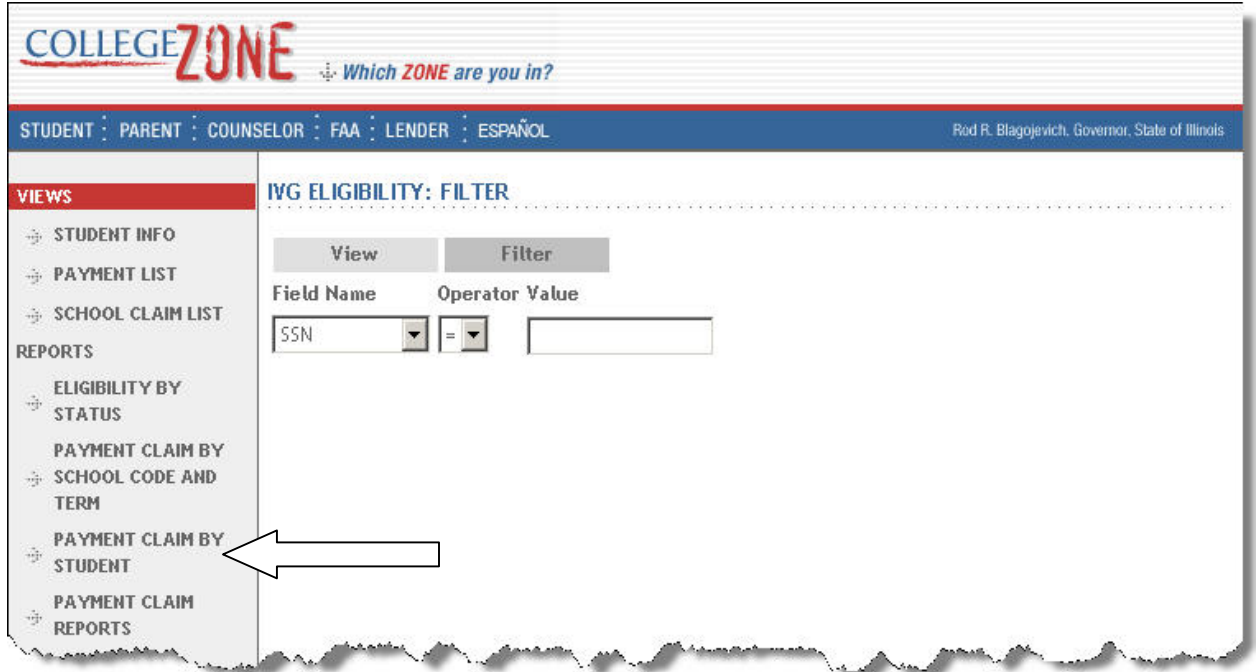
*Only completed reports can be viewed.*

*To view a report, you must go to that specific report's List. If you are unsure of the report name, you will need to look at all the report lists to determine which report you requested.*

## Payment Claim by Student

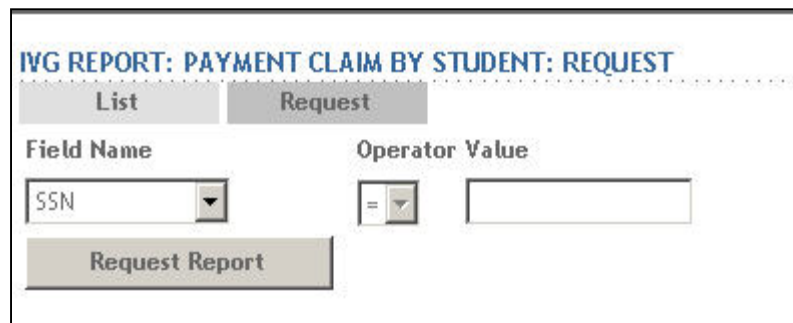
In order to view the **Payment Claim by Student** report, you first need to customize the report and then request the report.

1. Single-click on **Payment Claim by Student**.



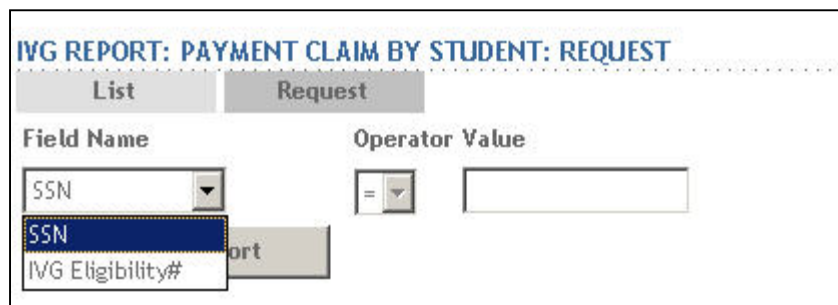
The screenshot shows the COLLEGEZONE website interface. At the top, there is a navigation bar with links for STUDENT, PARENT, COUNSELOR, FAA, LENDER, and ESPAÑOL. Below this is a sidebar menu with options like STUDENT INFO, PAYMENT LIST, SCHOOL CLAIM LIST, and various REPORTS. The 'PAYMENT CLAIM BY STUDENT' option is highlighted with a white arrow. The main content area is titled 'IVG ELIGIBILITY: FILTER' and contains a 'View' and 'Filter' button. Below these buttons is a table with columns for 'Field Name', 'Operator', and 'Value'. The 'Field Name' dropdown is set to 'SSN', and the 'Operator' dropdown is set to '='. A white arrow points to the 'PAYMENT CLAIM BY STUDENT' option in the sidebar.

2. The selection criteria screen appears **Payment Claim by Student: Request**.



The screenshot shows the 'IVG REPORT: PAYMENT CLAIM BY STUDENT: REQUEST' screen. It features a 'List' and 'Request' button. Below these buttons is a table with columns for 'Field Name', 'Operator', and 'Value'. The 'Field Name' dropdown is set to 'SSN', and the 'Operator' dropdown is set to '='. A 'Request Report' button is located below the table.

3. Single-click on the drop-down arrow in the field name.




The screenshot shows the 'IVG REPORT: PAYMENT CLAIM BY STUDENT: REQUEST' screen with the 'Field Name' dropdown menu open. The dropdown menu displays two options: 'SSN' and 'IVG Eligibility#'. The 'Request Report' button is visible below the dropdown menu.

- Single-click on either option.
- Move the cursor to the **Value** field.

The screenshot shows a web interface titled "IVG REPORT: PAYMENT CLAIM BY STUDENT: REQUEST". There are two tabs: "List" and "Request", with "Request" being the active tab. Below the tabs, there are three input fields: "Field Name" (a dropdown menu showing "SSN"), "Operator" (a dropdown menu showing "="), and "Value" (an empty text box). A white arrow points to the "Value" field. Below these fields is a button labeled "Request Report".

- Enter the appropriate value.  
 SSN – enter the 9-digit SSN without spaces or dashes (i.e. 123456789)  
 IVG Eligibility # - enter the 9-digit applicant number.

- Single-click on 

 *There is not a message stating whether your report was submitted to the queue for processing. The only way to verify your report is in the queue is to go to Step 8.*

- Single-click on the **List** tab. The **IVG Report: Payment Claim by Student: List** appears.

Each report goes into a queue and is processed in the order it was received. Reports are processed even if the user logs out of the system.


The **Status** column shows the progress of the report as it moves through the queue.

Waiting – the report is waiting for preceding request to complete

In-Progress – the report is being processed

Failed – the request did not complete

Complete – the report is complete and ready to view

 *The **Requested Date** is only available for reports that have a status of **Failed** or **Complete**.*

9. To view the report once it is completed, click on the blue underlined report name.



*Only completed reports can be viewed.*

*To view a report, you must go to that specific report's List. If you are unsure of the report name, you will need to look at all the report lists to determine which report you requested.*

**Example: Payment Claim by Student Report**

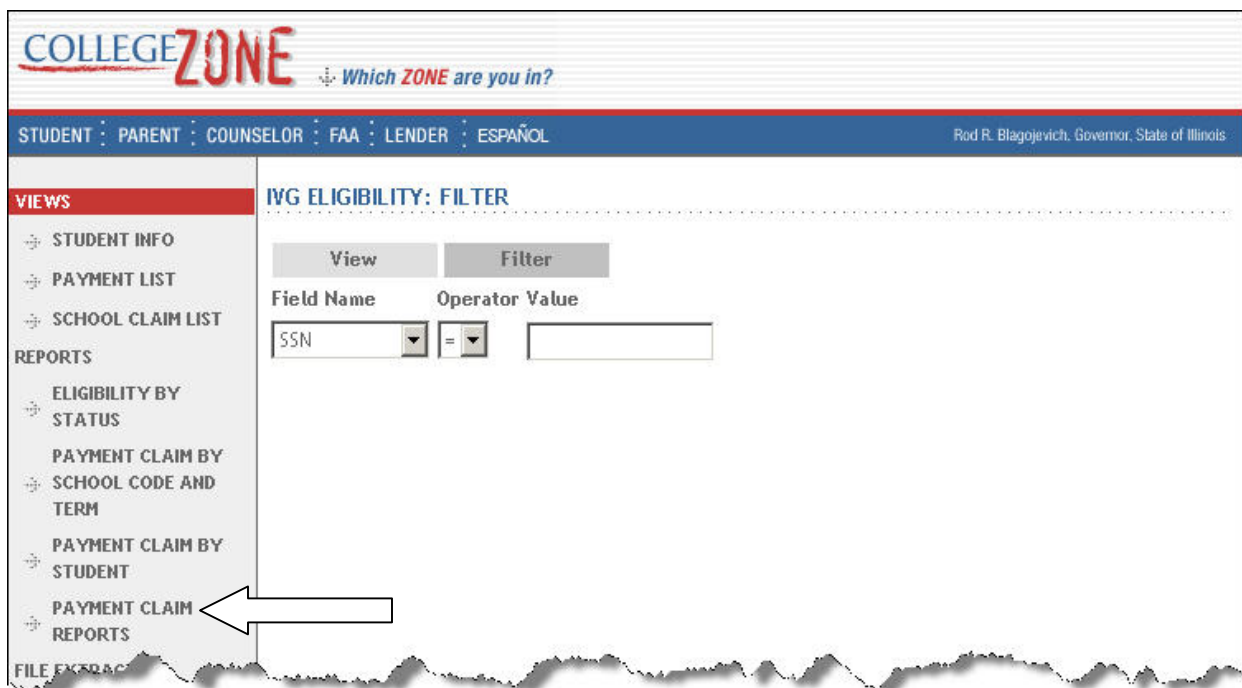
| Illinois Veteran Grant (IVG) Eligibility |              |           |                   |                    |                              |                |           |                      |                    | Date of Report: 08/27/2007 |        |
|--|--------------|-----------|-------------------|--------------------|------------------------------|----------------|-----------|----------------------|--------------------|----------------------------|--------|
| Payment Claim Information by Student     |              |           |                   |                    |                              |                |           |                      |                    | Time of Report: 5:11:23 PM |        |
| Soc. Sec. Number                         | Name         | Status    | IVG Eligibility # | First Benefit Date | Cumulative Eligibility Units | Total Benefits | Prior SSN | Initial Process Date |                    |                            |        |
| 123-50-0864                              | WCLP, NCUO J | A         | LAV133467         | 01/2006            | 6                            | \$516.20       |           | 04/04/2006           |                    |                            |        |
| School Code                              | Term Date    | Term Type | Credit Hours      | Eligibility Units  | Benefits                     | Tuition Code   | Prorate   | Enrollment Status    | Claim Process Date | Tuition                    | Fees   |
| 535                                      | 01/2006      | S         | 7.00              | 6                  | \$516.20                     | ZZ             | P         | F                    | 05/25/2006         | \$516.20                   | \$0.00 |

## Payment Claim Reports

The **Payment Claim Reports** feature provides a Claim Summary report, an Accepted Claim report and a Rejected Claim report.

All reports are in a pre-defined format and do not need to be requested. Each report is available the day after IVG payment claims are processed.

1. To access these reports, single-click on **Payment Claim Reports**.



2. The **Payment Claim Reports** screen appears with a list of all available reports. This screen displays the file name and the date/time the report was created.

**PAYMENT CLAIM REPORTS:**

| <u>File Name</u>                                     | <u>File Size</u> | <u>Date/Time Created</u> |
|--|------------------|--------------------------|
| <a href="#">IVG-513-Accepted-08092007-105753.pdf</a> | 12.00 k          | 08/09/2007 10:57         |
| <a href="#">IVG-513-Accepted-08152007-084941.pdf</a> | 5.00 k           | 08/15/2007 08:49         |
| <a href="#">IVG-513-Rejected-08202007-140157.pdf</a> | 4.00 k           | 08/20/2007 02:01         |
| <a href="#">IVG-513-Summary-08092007-105754.pdf</a>  | 6.00 k           | 08/09/2007 10:57         |
| <a href="#">IVG-513-Summary-08152007-084942.pdf</a>  | 6.00 k           | 08/15/2007 08:49         |
| <a href="#">IVG-513-Summary-08202007-140157.pdf</a>  | 6.00 k           | 08/20/2007 02:01         |

3. Single-click on the desired report.
4. The report is displayed in a PDF format.

**Example: Payment Results Summary Totals Report**

Illinois Veteran Grant (IVG) Program Run Date: 8/20/2007  
 Payment Results Summary Totals Report  
 513 (S) ILLINOIS VALLEY COMM COLLEGE  
 Academic Year: 2007-08

|                          | Summer   |               | Fall     |               | Spring   |             |
|--------------------------|----------|---------------|----------|---------------|----------|-------------|
|                          | # Claims | Amt Claimed   | # Claims | Amt Claimed   | # Claims | Amt Claimed |
| Initial Claims Processed | 0        | 0.00          | 0        | 0.00          | 0        | 0.00        |
| Increases Processed      | 0        | 0.00          | 0        | 0.00          | 0        | 0.00        |
| Refunds Processed        | 0        | 0.00          | 0        | 0.00          | 0        | 0.00        |
| <b>Total Requested</b>   | <b>1</b> | <b>100.00</b> | <b>1</b> | <b>250.00</b> | <b>0</b> | <b>0.00</b> |
| <b>Claims Rejected</b>   | <b>1</b> | <b>100.00</b> | <b>1</b> | <b>250.00</b> | <b>0</b> | <b>0.00</b> |

**Example: Payment Results Report – Accepted Claims**

Illinois Veteran Grant (IVG) Program Run Date: 8/9/2007 10:57:32 AM  
 Payment Results Report - Accepted Claims  
 513 (S) No Budget Info  
 Academic Year: 2007-08  
 Term:

| Name           | IVG ID#   | SSN         | Credit Hours | Tuition Code | Requested Amount | Total Units Used |
|----------------|-----------|-------------|--------------|--------------|------------------|------------------|
| TESTDATA, CODY | LSV000004 | 100-00-0004 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, JOE  | LSV000005 | 100-00-0005 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, IVG  | LSV000010 | 100-00-0010 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, JOEY | LSV000011 | 100-00-0011 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, DOUG | LSV000016 | 100-00-0016 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, MIKE | LSV000017 | 100-00-0017 | 12.00        | X8           | \$250.00         | 12               |
| TESTDATA, IAN  | LSV000022 | 100-00-0022 | 12.00        | X8           | \$250.00         | 12               |

**Example: Payment Results Report – Rejected Claims**

Illinois Veteran Grant (IVG) Program  
Payment Results Report - Rejected Claims  
513 (S) ILLINOIS VALLEY COMM COLLEGE  
Academic Year: 2007-08  
Term:

Run Date: 8/20/2007 2:01:33 PM

| Name   | IVG ID#   | SSN         | Credit Tuition Hours Code | Requested Amount | Total Units Used |
|--|-----------|-------------|---------------------------|------------------|------------------|
| NCVWJF, KGQR                                 | LOV105654 | 001-76-3594 | 1.00 X8                   | \$100.00         | 12               |
| NO VETERAN ON THE MASTER FILE FOR THIS CLAIM |           |             |                           |                  |                  |
| NCVWJF, KGQR                                 | LOV105654 | 001-76-3594 | 12.00 Y8                  | \$250.00         | 12               |
| NO VETERAN ON THE MASTER FILE FOR THIS CLAIM |           |             |                           |                  |                  |