

**ILLINOIS VETERAN GRANT (IVG)
ONLINE PAYMENT MANUAL
CHAPTER 4**

**FTP
Transmission
Processing**

In addition to the individual online payment request method, schools can also submit payment requests by using File Transfer Protocol (FTP) processing.

Schools create an 80-byte flat file, password encrypt the file and send it to ISAC via FTP. The file is placed in an ISAC-created directory specific to the school.

ISAC assigns each school that is participating in FTP processing a user ID and password. If you would like to participate in FTP processing and need a user ID and password, please contact School Services at 866.247.2172 or via email at schoolservices@isac.org.

Payments are processed each evening if the file is received by ISAC by 5:00 pm. Those files received after 5:00 pm are processed the following day.

Once the payment is processed, the results may be viewed on the Claim Detail screen (see page 2.24), and on the Payment Claim Reports. Claim results data is also available in the Payment Results File (see page 5.1).

The 80-byte flat file is a text file created with Notebook or Microsoft Word that contains 80 columns.

Once the file is created, the school must use WinZip to encrypt the file with the ISAC-provided password prior to transmitting to ISAC.

FTP File Naming Convention

The FTP file naming convention is as follows:

IVGClaim	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
Data/Time Stamp	Position 14-27; date & time file was generated Date Format = MMDDCCYY – required Time Format = HHMMSS – optional; but desired if multiple files are generated on the same day.

Example: IVGClaim_999_01012008120100

FTP File Layout Specifications
File Layout Specification

The following 80-byte record layout is used to submit payment claims via FTP processing:

Field Number	Field Name	Type (Length)	Start
1	School Code	9(03)	1
2	Term	9(01)	4
3	Academic Year	9(04)	5
4	Tuition & Fee Codes	X(02)	9
5	SSN	9(09)	11
6	IVG Number	X(09)	20
7	Student Last Name	X(16)	29
8	Credit Hours	99V99	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

Data Element Definitions

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.

Field Number	Field Name & Description
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1	IVG School Code – 3 numeric characters; must be a valid IVG school code
2	Term – 1 numeric character; contains a value described below: 1 = Summer 2 = Fall 3 = Spring
3	Academic Year – 4 numeric characters (i.e., for 2007-08 Academic year use 2008)
4	Tuition & Fee Code – 2 alpha
5	SSN – 9 numeric characters; student’s SSN
6	IVG Number – 9 alpha/numeric characters
7	Student Last Name – 16 alpha/numeric characters; contains student’s last name. This is an optional field.
8	Credit Hours – 4 (including 2 decimal places) numeric characters.
9	Requested Award Amount for Term – 7 (including 2 decimal places) numeric characters.
10	Out-of-District Indicator – 1 alpha/numeric character; contains a value as described below: Y = Yes N = No
11	Out-of-District Requested Amount – 7 (including 2 decimal places) numeric characters. Field is required if field 10 is Y.
12	Filler – 17 alpha/numeric characters; reserved for future use.

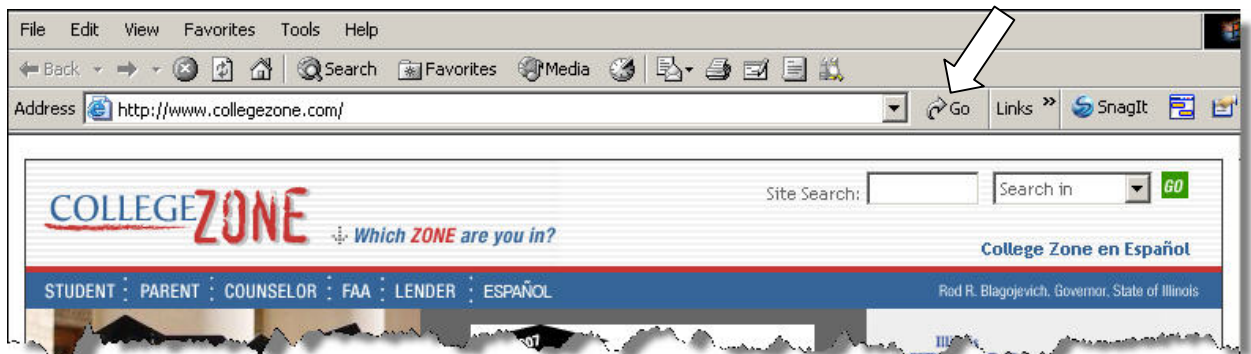
FTP Transmission Process

To transmit your password-encrypted file to ISAC, complete the following steps:

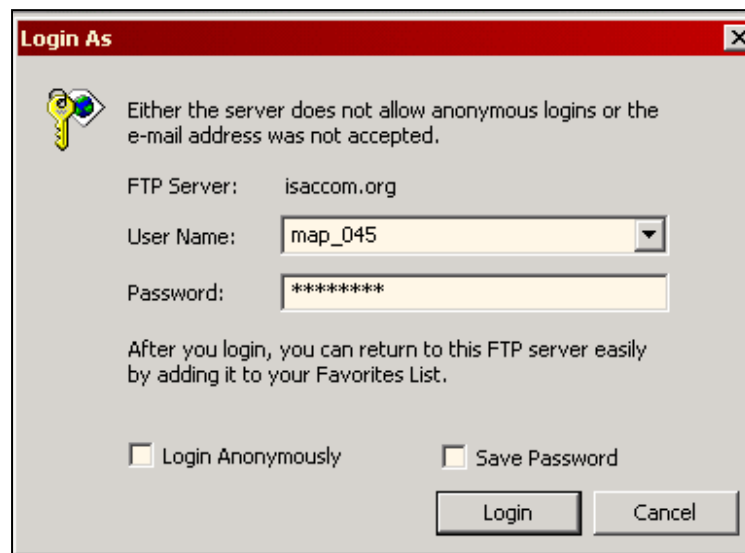
1. Open your Internet browser
2. Enter **//ftp.isaccomm.org** on the address line.



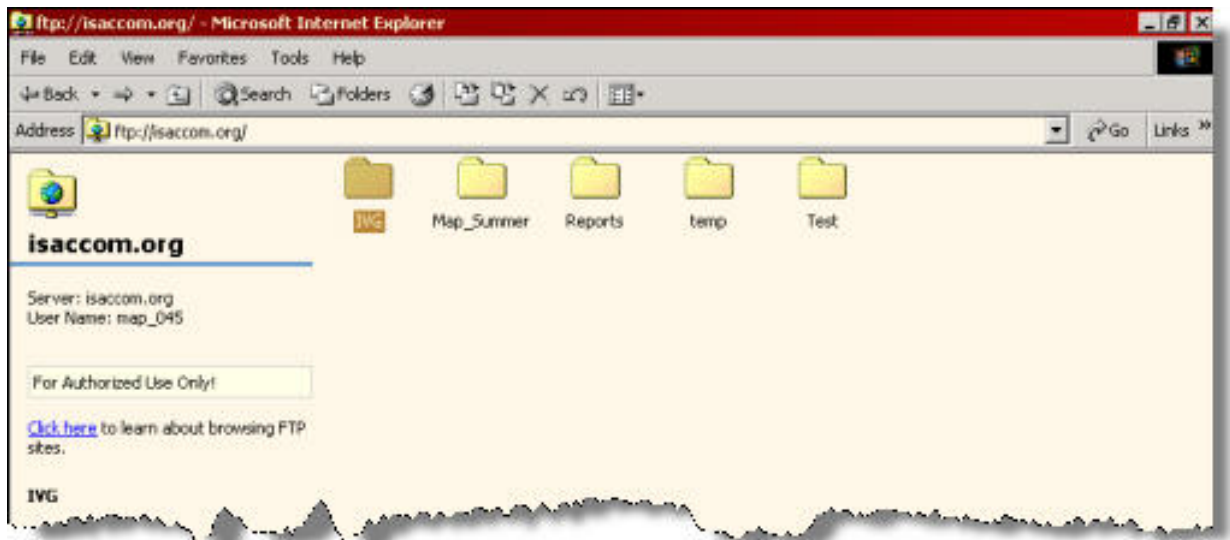
3. Single-click **Go**.




4. Enter your **User Name**.
5. Tab to the **Password** field; enter your password.

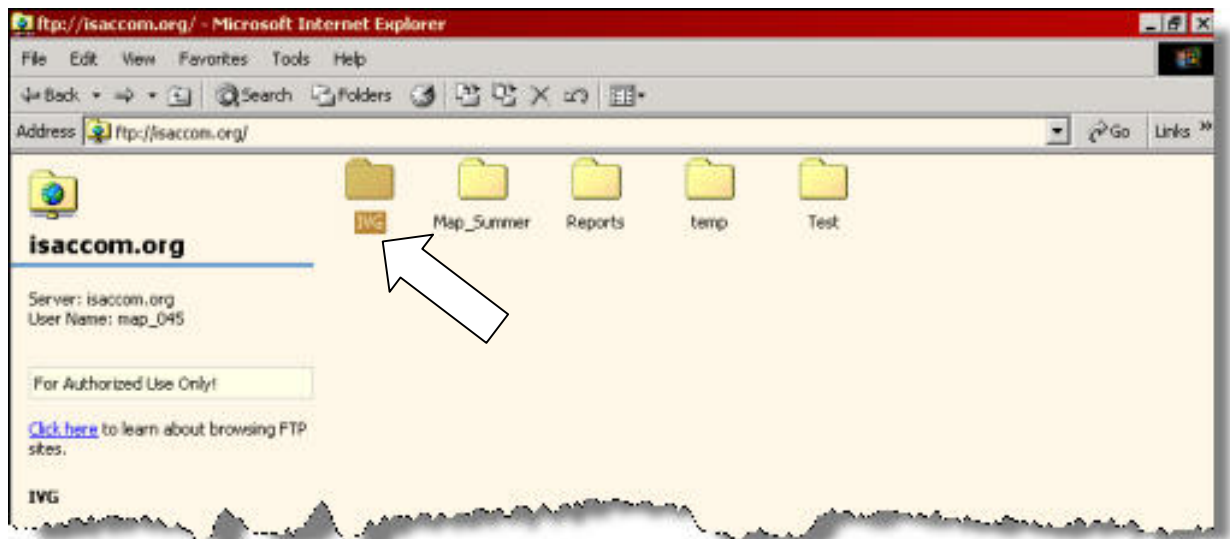


6. Single-click 
7. Your FTP directory appears.

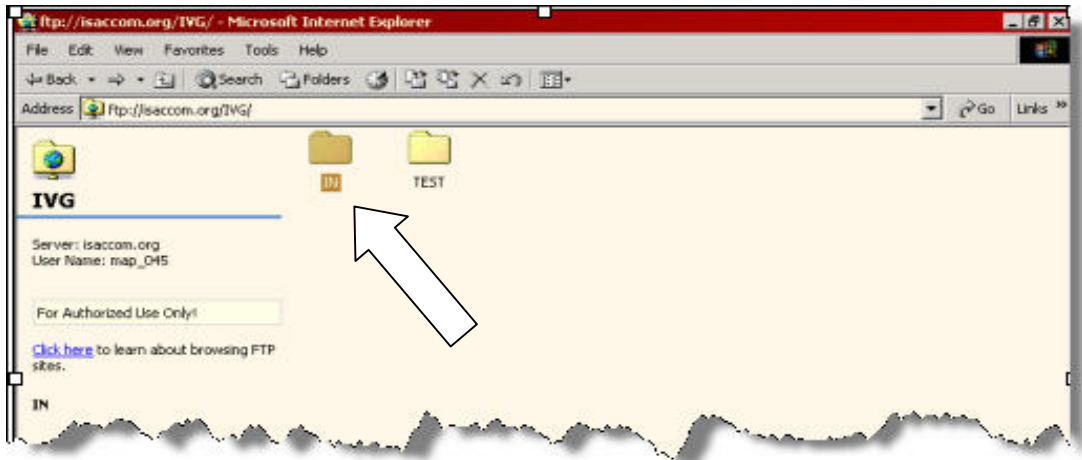


 *You may see multiple folders; you only need to select the IVG folder.*

8. Double-click on IVG to open the folder.



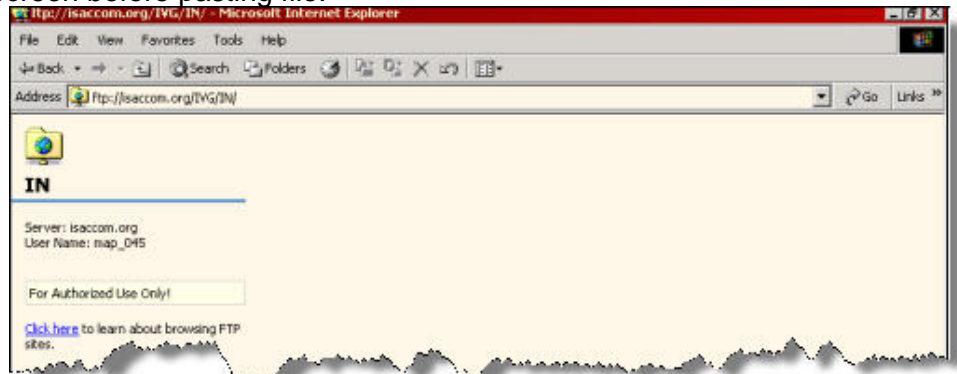
9. Double-click on the “IN” folder, to submit a production file.



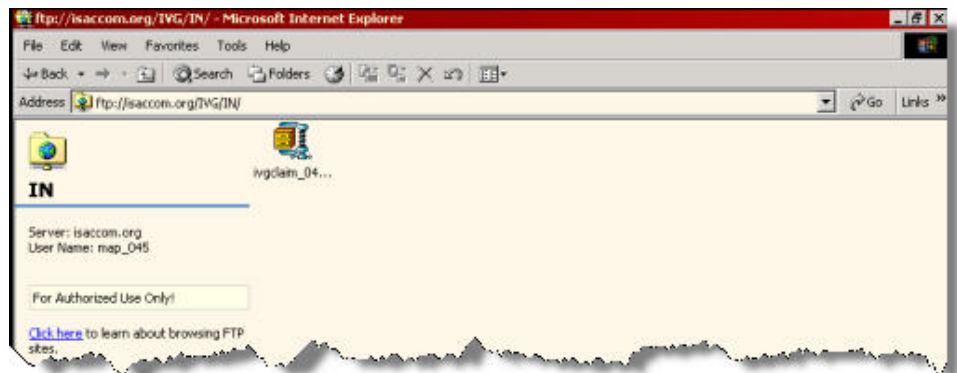
If you would like to submit a test file, double-click on the “TEST” folder and follow the steps below.

10. Paste the properly formatted and encrypted payment request file into the “IN” folder.

Screen before pasting file:



Screen after pasting file:



11. ISAC will process the payment request. The day following submission, please check the Payment Results File.