

**ILLINOIS VETERAN GRANT (IVG)
ONLINE PAYMENT MANUAL
CHAPTER 5**

**File
Extract**

Payment Results File

The **Payment Results File** under the **File Extract** heading allows the user to create a downloadable file of payment results based on selected criteria. The report is in a flat file format that may be used to upload data into other systems. The file layout for the Payment Results File can be found on page 5.4.

Requesting Payment Results Files

1. Single-click on the **Payment Results File** option.

The screenshot shows the COLLEGEZONE website interface. At the top, the logo "COLLEGEZONE" is displayed 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 right side of the navigation bar, it says "Rod R. Blagojevich, Governor, State of Illinois".

The main content area is divided into two sections. On the left is a navigation menu with the following categories and options:

- VIEWS**
 - STUDENT INFO
 - PAYMENT LIST
 - SCHOOL CLAIM LIST
- REPORTS**
 - ELIGIBILITY BY STATUS
 - PAYMENT CLAIM BY SCHOOL CODE AND TERM
 - PAYMENT CLAIM BY STUDENT
 - PAYMENT CLAIM REPORTS
 - INVOICE REPORTS
- FILE EXTRACT**
 - PAYMENT RESULTS FILE** (indicated by a white arrow)

On the right side of the main content area, there is a section titled "IVG ELIGIBILITY: FILTER". This section contains two buttons: "View" and "Filter". Below these buttons is a table with the following structure:

Field Name	Operator	Value
SSN	=	

2. The **Payment Results File: Request** screen appears.

PAYMENT RESULTS FILE: REQUEST

List Request

Field Name	Operator	Value	
Select Extraction:	=	IVG Payment Results	
Start Date Range (optional):	=		Enter Date Start as mm/dd/yyyy
End Date Range (optional):	=		Enter Date End as mm/dd/yyyy
Term (optional):	=		
School Code:	=		Enter School Code as 999

Request Extraction

3. Using the drop-down arrow, select the appropriate **Term** for the report.

PAYMENT RESULTS FILE: REQUEST

List Request

Field Name	Operator	Value	
Select Extraction:	=	IVG Payment Results	
Start Date Range (optional):	=		Enter Date Start as mm/dd/yyyy
End Date Range (optional):	=		Enter Date End as mm/dd/yyyy
Term (optional):	=		

Request Extraction

- Fall
- Spring
- Summer

4. Single-click on **Request Extraction** to request the report.



There is not a message stating whether your report was submitted to the queue for processing. The only way to verify it is in the queue is to go to Step 5.

Viewing Payment Results Reports

1. Single-click on the **List** tab. **Payment Results File: 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**.*

2. To view report, 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.

IVG File Layout Specifications

Field Name	Length	Start Pos	End Pos	Man/Op	Remark
Claim Record ID	1	1	1	X	"E"
Type of Claim	1	2	2	X	"A" if this is an initial (new) claim or previously rejected claim not paid for that year and term "R" if this is a replacement claim to adjust a previously paid claim.
School Number	3	3	5	X	Provide the three-digit IVG Code. Do not use your MAP code.
Term Date (YYMM)	4	6	9	X	Provide the last two-digits of the year and then the two-digit designation for the month of the term for which the claim is requested. (e.g., August 2006 = 0608)
Social Security Number	9	10	18	X	Student's 9-digit Social Security Number.
Program Type	1	19	19	X	"V"
Student's IVG Number	9	20	28	X	Provide the student's IVG number that matches the student's notice of eligibility. Clearly distinguish between alpha and numeric characters. Fields 23 through and including 28 are numeric only.
Name	11	29	39	X	Provide student's full last name followed by the first name within the space provided. The full first name is not required. Put a space between the last and first names.
Filler – 1	1	40	40	X	Leave this field blank.
Prorate Hours	1	41	41	X	"P"
Credit Hours	4	42	45	X	Provide the enrolled number of credit and noncredit hours. This is done so ISAC can accurately track the recipient's use of eligibility units. An example of how to use the four-digit fields: 12 credit hours = 1200, 8.5 credit hours = 0850. Replacement claims are to have the number of credit hours that should have been claimed, for example: paid 12 credits, but should have been paid 9 credits = 0900.
Tuition & Fee Amount to be Paid	7	46	52	X	Provide the total amount requested for which the student is eligible according to the number of credit and noncredit hours she/he is enrolled. If a replacement claim, provide the corrected tuition and fee amount.
Tuition & Fee Category Code	2	53	54	X	Provide the appropriate tuition and fee (T&F) category code applicable to the student's claim for the term as provided by ISAC.
In-District/Out-of-District Indicator	1	55	55	X	I – In District O – Out-of-District
Filler – 2	10	56	65	X	Unused
Filler – 3	12	66	77		Future Use
Mainframe Error Code	2	78	79		Mainframe error code
ISAC Use/Default-Bypass Code	1	80	80	O	"B" allows payment (1 term only)