Commission Payment System
Appendix A

USER GUIDE
For
Processing
State Scholarship and Grant Payments

Table of Contents

Payment Processing Introduction	3
Configure Internet Explorer Version 8.0, 9.0, 10.0	4
Commission's On-Line Payment System Homepage	11
Option 1: Online Updating of Scholarship and Grant Files	12
Option 2: College/University In-House Computer Download	18
Payment (.txt) File Errors	22
View Web Reports	24
Payment History	32
Scholarship and Grant System Payment (.txt) File Layout(s)	34
Information Codes	41

Certain sections of the Guide have been updated corresponding to changes for the 2015-16 academic year. These updates are listed in ***bold and italic script*** and are preceded with the following notation: ****NEW*.***

Payment Processing Introduction

College/university officials may provide payment information to the Commission in one of two ways:

- Use the Commission's On-Line Payment System from a Personal Computer (PC) with internet access using **Internet Explorer (IE)** version 8.0 and 9.0, and 10 only. Instructions for this process begin on page 11.

- Provide a file produced by the college/university in-house computer system in a format prescribed by the Commission, and returned using the Commission File Transport System with **Internet Explorer (IE)** version 8.0, 9.0 and 10.0 only. Instructions for this process begin on page 18.

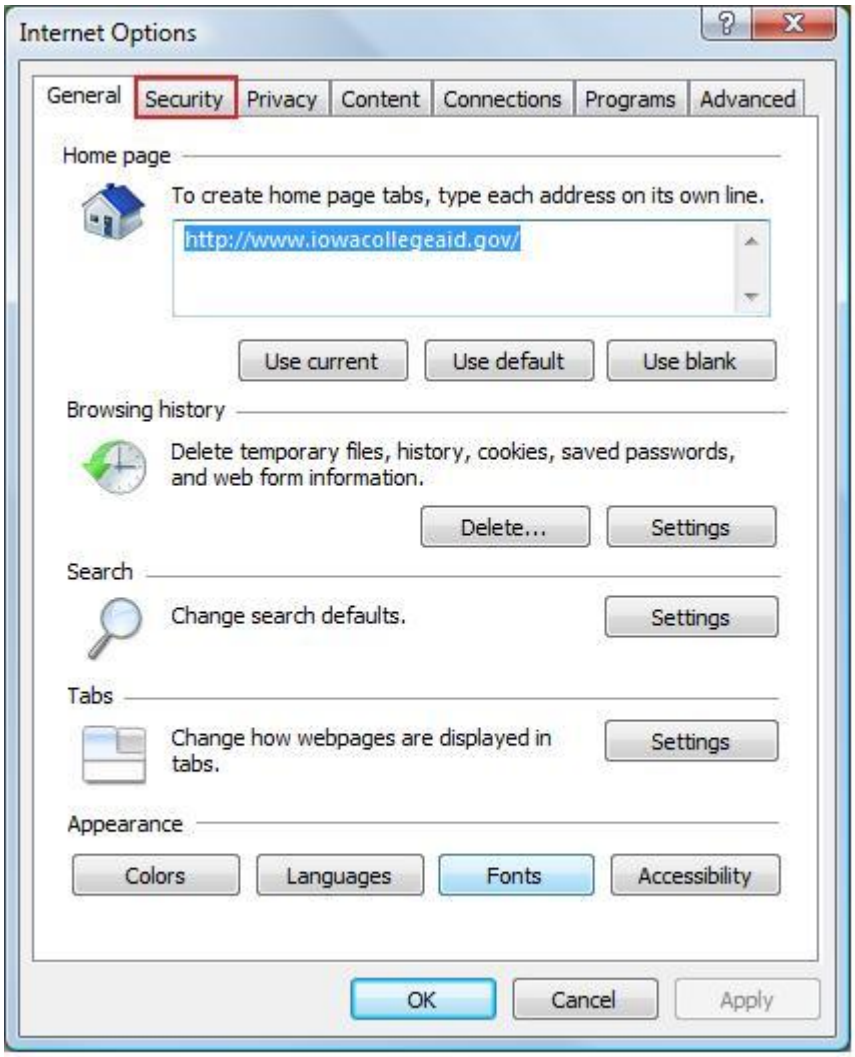
All users should use the steps beginning on page 4 to configure the Internet Explorer browser. If you do not complete these steps, the Commission File Transport System **will not work**.

Configure Internet Explorer Version 8.0, 9.0, 10 Browser

You must ensure the proper security settings in your browser. The process may be different for some versions of IE.

For Internet Explorer 8.0, 9.0, and 10:

- Open Internet Explorer
- Go to menu-option “Tools”, and “Internet Options”
- Go to the “Security” tab.



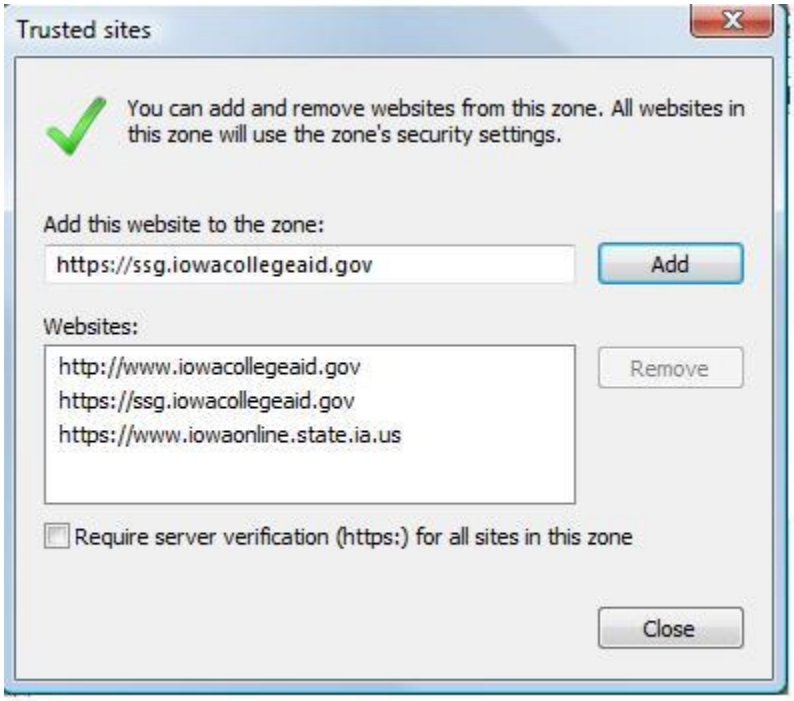
- Click on “Trusted Sites”

- Click on “Sites”

In the “Add this Web site to the zone:” box, type: https://ssg.iowacollegeaid.gov

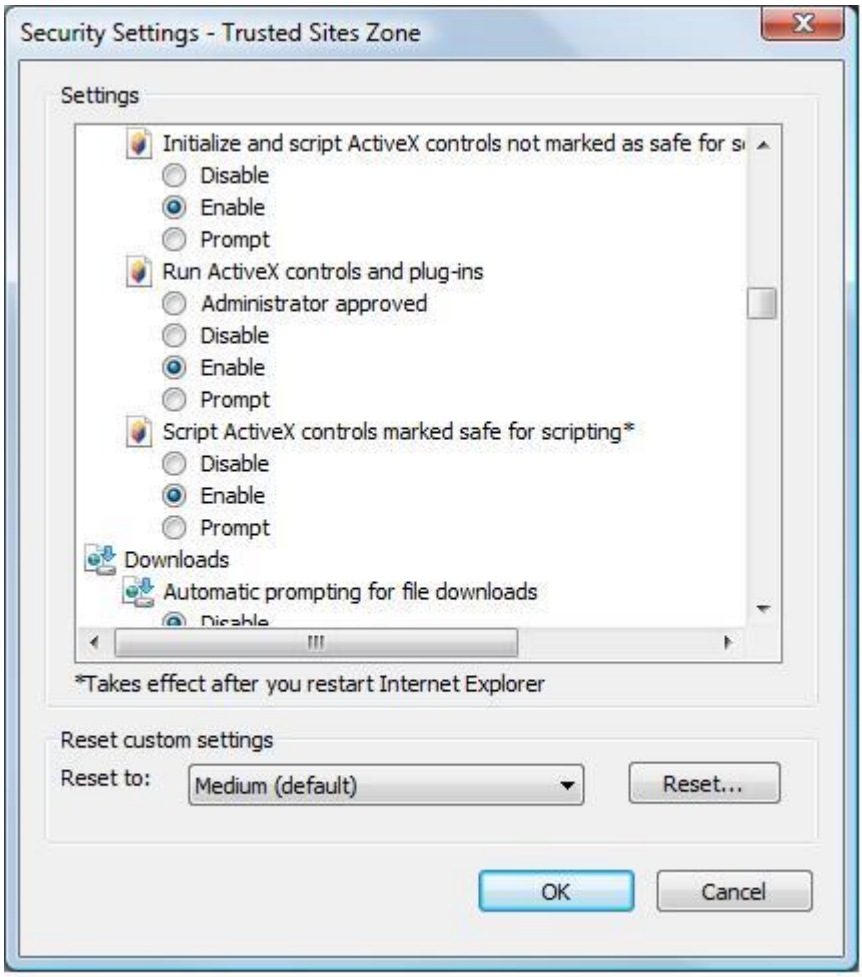
- Click “Add”. The URL address should appear in the “Websites:” box beneath it.

- Click “Close”



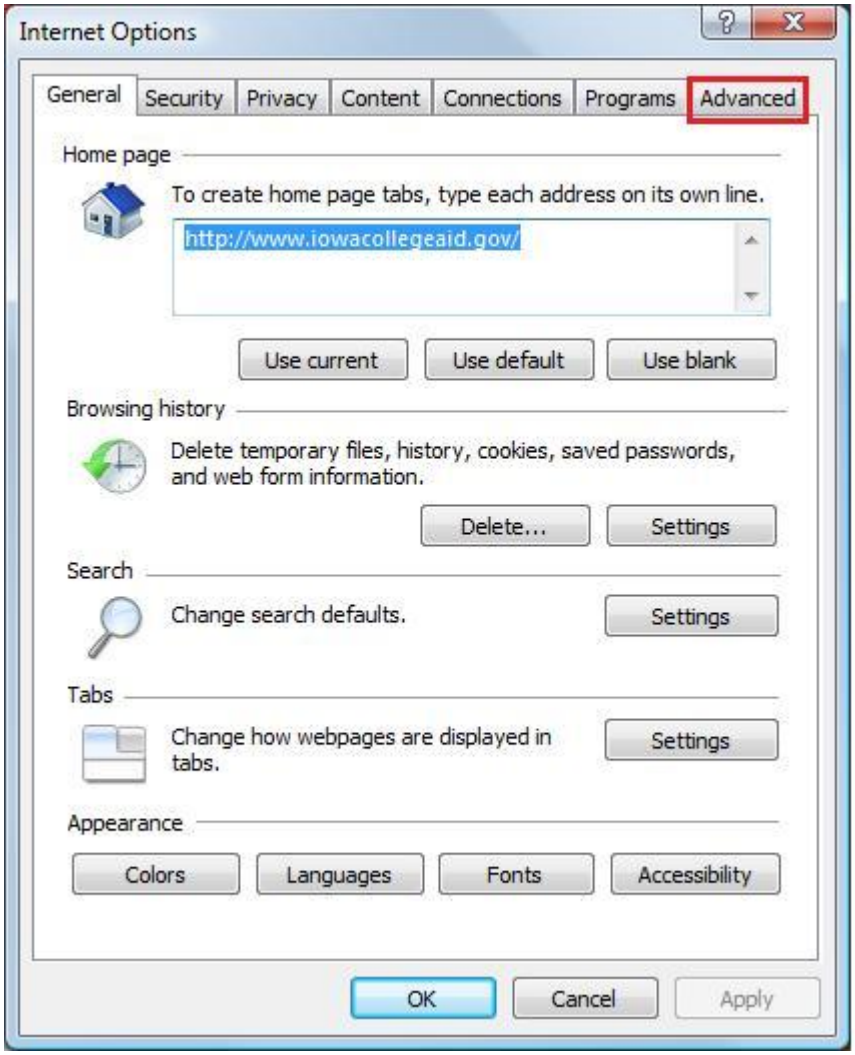
- Click on “Custom Level”

- Under the section entitled “ActiveX controls and plug-ins”, make sure **“Initialize and script ActiveX controls not marked as safe”** is set to either “Enable or “Prompt”. If it is not, set it to “Prompt”. Also verify **“Run ActiveX controls and plug-ins”** is set to “Enable”. All other settings may remain in their current mode.

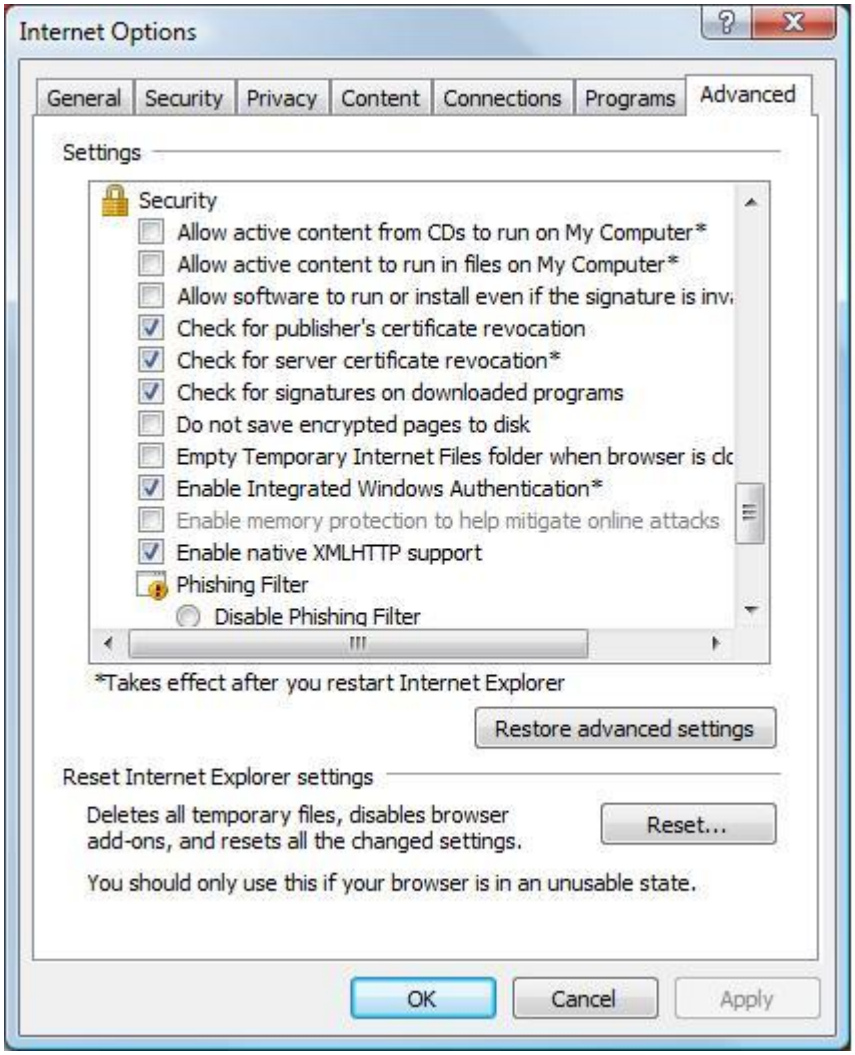


- Click “OK” and to return to the screen on the following page.

- Click on the “Advanced” tab.



- Under the section entitled “Security”, make sure “**Check for publisher’s certificate revocation**” and “**Check for server certificate revocation”** are checked marked.

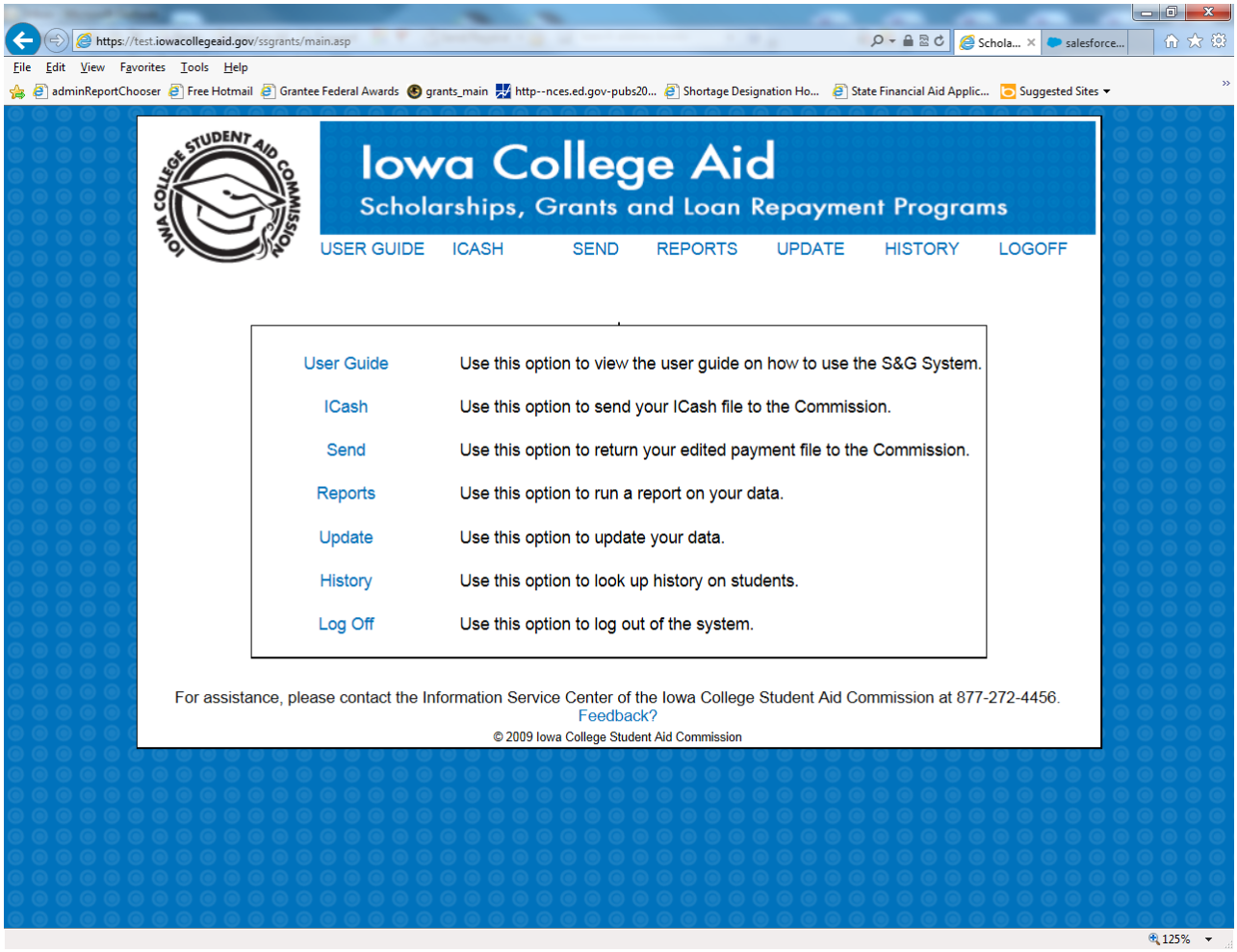


- **Note:** Click “OK”, and then **restart** Internet Explorer (close all open browsers and reopen Internet Explorer).

Commission's On-Line Payment System

Navigate to the Scholarship and Grant Reporting System

- On the Web, go to https://ssg.iowacollegeaid.gov/ssgrants/Login.asp.
- Enter your User ID and Password and Choose "Login"
- The following page will appear:



*Note: No further explanation is provided in this Guide for the following System homepage options: User Guide, ICash, and Log Off

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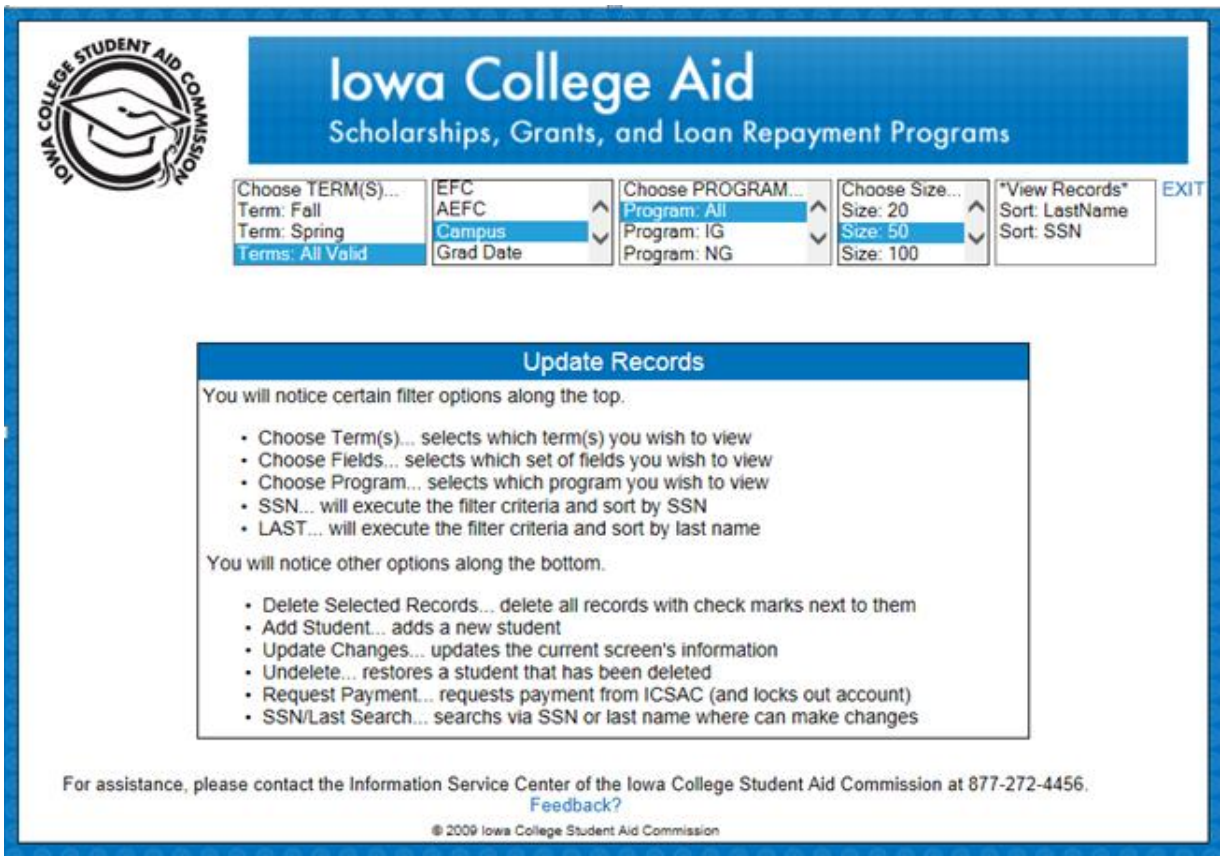
Updating Payment Information, Option 1: Online Updates

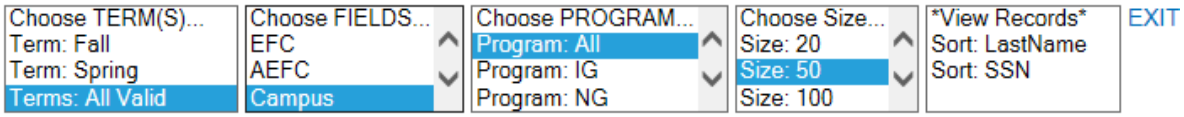
This process will be used each time a student's record needs to be updated by the college/university. Because it is an on-line system, upon completion of the task, information will automatically be added to the Commission's database and no file transmission will be required.

- Choose "Update" (either from the top or side of the screen).

- The following page will appear:



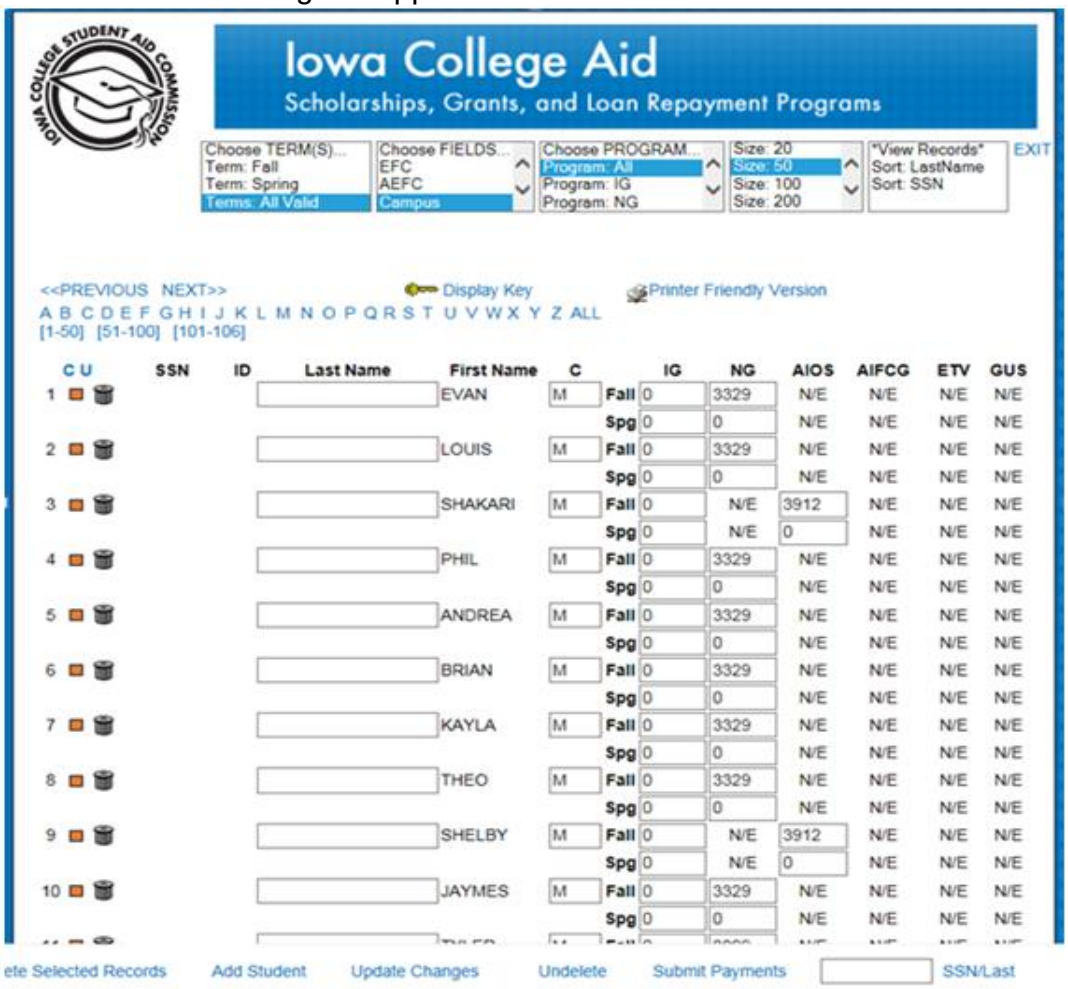
From this screen, use the boxes on the top to select the view you will use to display student information by term, fields, program, result size, and LastName/SSN.



The options describe:

- Term – The term for which you will be viewing/editing information
- Fields – The information to view/update for each student (EFC, AEFC, Campus (M = Main; O = online or off-site), Grad Date, Info Code, Enroll Status)
- Program – The program for which you would like information to be displayed
- Result Size – The number of students to be displayed in the scrollable list.
- View Records by SSN/Last Name – The order in which student information will be displayed – by social security number or alphabetically by last name.

When you select LastName or SSN within the View Records options, a screen similar to the following will appear:



On the above image, you will see various links. There are the << PREVIOUS and NEXT >> links which will go to the next set of records. If you chose a result size of 20, then your first set of records will have 20 records. When you click NEXT >>, it will take you to the next set of 20. << PREVIOUS does just the opposite.

Below the << PREVIOUS and NEXT >> options are links for each letter in the alphabet. This will allow you to choose just those records that start with that letter. If you choose 'A', you will get just those records with last names beginning with 'A', and a result size of whatever you chose along the top (by default 20).

After choosing 'A', you will see a list of letter combinations such as AA, AB, AC, AD, etc. This will help you further filter records to get at the student you wish to update. To remove the letter filtering, click on the ALL link. This will return to the filtering (selection) criteria set up in the top section of the screen.

Below the letter options are links containing numbers. These are arranged based on the result size you chose in the top section of the screen, and they will help you jump to different sections of your student records. This might come in handy for actions performed on large groups of students (such as delete).

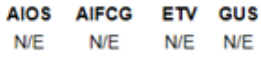
C U	SSN	ID	Last Name	First Name	C		IG	NG	AIOS	AIFCG	ETV	GUS
1				EVAN	M	Fall	0	3329	N/E	N/E	N/E	N/E
						Spg	0	0	N/E	N/E	N/E	N/E
2				LOUIS	M	Fall	0	3329	N/E	N/E	N/E	N/E
						Spg	0	0	N/E	N/E	N/E	N/E
3				SHAKARI	M	Fall	0	N/E	3912	N/E	N/E	N/E

In the central section of the screen will be a list of records that have fields which allow you to change the data associated with that student. However, **changes do not take place until you click the 'Update Changes' link at the bottom of the screen.** The "Update Changes" button saves all the changes into the database.

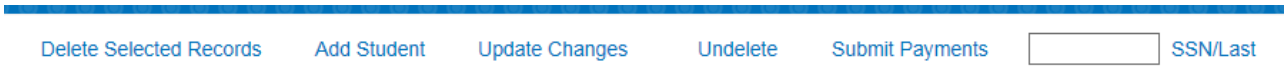
The second column has a C link and a U link. Clicking the C link will result in checking all records in the current scrollable list. Clicking the U link will result in un-checking all records in the current scrollable listing. Once these records are selected, you may do a mass delete by clicking on the "Delete Selected Records" link along the bottom.

In the third column is a waste basket which allows you to delete students one at a time.

If the student has been certified as eligible for the All Iowa Opportunity Scholarship (AIOS), All Iowa Opportunity Foster Care Grant (AIFCG), Education and Training Voucher (ETV), GEAR UP Iowa Scholarship (GUS), or the National Guard Educational Assistance Program (NGEAP), the corresponding award

fields will also be available for disbursement reporting (in which case you would not see an N/E; 

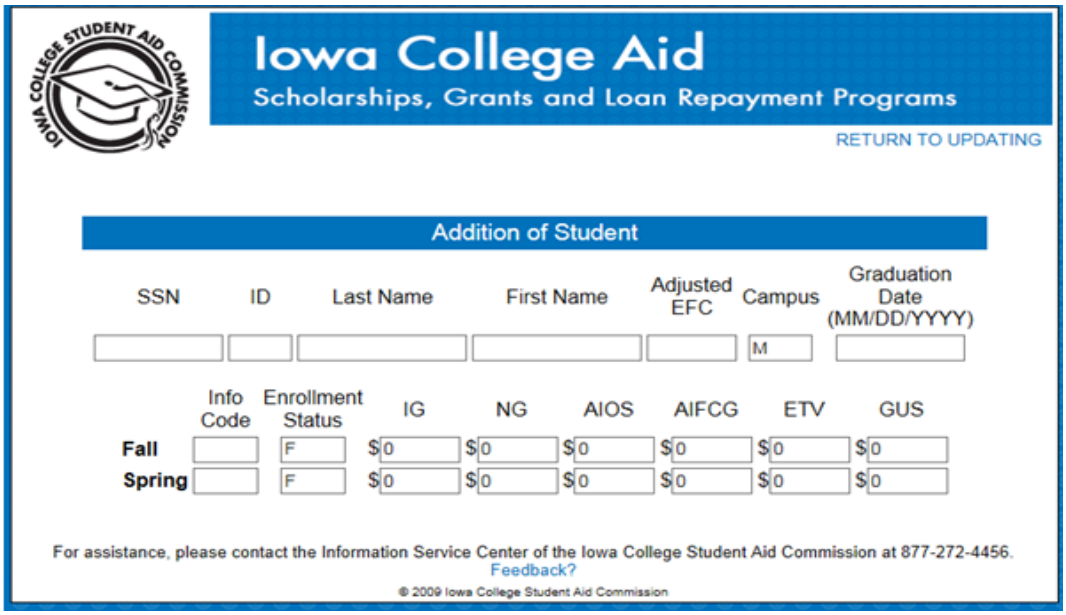
, below the award fields).



As aforementioned, the 'Delete Selected Records' link will remove whatever records in the center section are checked with a green checkmark. Keep in mind that each set of scrollable records represents one group to act upon. That is, if you put a checkmark next to five records, then navigate to the records which start with 'Z' **by clicking on the 'Z' navigational link**, the previously marked records will no longer retain their checkmarks. **Group actions can only be performed on the current scrollable set of records.**

The 'Update Changes' link, mentioned before, actually performs and records the changes you made on the database. Changes are also committed if you use one of the navigation links (letters, numbers, previous, or next) to move to a different scrollable list. Using these links, the database also will be updated. The 'Update Changes' button records changes and returns you to the current set of records.

The 'Add Student' link will take you to a section that will allow the addition of students at your college/university roster. Prior to selecting the "Add Student" link, it is wise to search for the student through the "SSN/Last" option. If you cannot find the student through this option, you will need to attempt to "Add Student" to your roster. The screen will look similar to the following:



After entering a student, click the "Add Student" link at the bottom. This will add the student to your schools roster. **NOTE: Graduation Date is not a required field when entering a student to your roster. Required fields are SSN, ID (first 2 letters of the students last name), Last Name and First Name.**

Clicking ‘Submit Payments’ link, beneath the scrollable list, indicates to the Commission that your numbers are final, and you are ready to be paid for whatever the numbers currently total. **NOTE: This action will lock you out from further updates until the Commission can review and pay the dollar amount.**

Finally, there is an input box which allows you to search either on SSN or Last Name. Simply enter the SSN or the first part of the last name, and all records that match will be returned for you. For instance, if you entered ‘Bro’, you would see all ‘Brown’, ‘Browne’, ‘Brownell’, and ‘Brownlee’. Then you would be able to select the exact record to be edited.

Here is an example of what the result screen might look like if you typed ‘BRO’ into the field and hit the SSN/Last button:

SSN	ID	Last Name	First Name	Status	
	BR	BROWNELL		Active	Edit
	BR	BROWN		Active	Edit
	BR	BRODIE		Active	Edit
	BR	BROWN		Active	Edit
	BR	BROER		Active	Edit
	BR	BROCK		Active	Edit
	BR	BROWN		Active	Edit
	BR	BROWN		Active	Edit

For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456.
Feedback?
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Notice there is also a status with each record returned. Even students who are deleted can be restored. If you click on the ‘Edit’ button, you would see the following:

Iowa College Aid
Scholarships, Grants and Loan Repayment Programs
RETURN TO UPDATING

Edit Student Information

Status: ACTIVE

SSN	ID	Last Name	First Name	Primary EFC	Adjusted EFC	Campus	Graduation Date (YYYYMMDD)
xxx-xx-1111	AB	ABBOTT	David	2,596		M	

NGEAP	AIOS	AIFCG	ETV	GUS
☑	☐	☐	☐	☐

	Information Code	Enrollment Status	NGEAP Credit Hrs	IG	ITG	ITGM	NG	AIOS	AIFCG	ETV	GUS	CIP1	CIP2	CIP3	CIP4
Fall		F	15	$0	$2670	$111112	$3324	N/E	N/E	N/E	N/E				
Spring		F		$0	$0	$0	$0	N/E	N/E	N/E	N/E				

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Feedback?
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The options along the bottom allow you to ‘Update’ whatever changes you make to the record, ‘Restore’ or ‘Delete’ (depending on the current status), ‘Return To Listings’ which will not update your changes but return you to the list of records returned from your SSN/Last Name search, or ‘Return To Updating’ which will return you to the last updating screen you used.

Grant history validations will provide an alert to financial aid administrators when a disbursement is reported on the roster for a student who may exceed the maximum full-time or part-time semester awards allowed by law. The award field will appear with red background $2055. In these situations, the financial aid administrator should look up the student’s grant history using the History function, described in detail on page 32.

NEW* Pursuant to statutory changes to the NGEAP during the 2015 legislative session, all credit hours associated to an NGEAP payment must not exceed 120 credit hours. To monitor this requirement, colleges/universities must report paid NGEAP credit hours to the Commission on a per term basis. College/university officials can customize their roster to expedite the reporting of these new fields by filtering the PROGRAM field on NGEAP (ex: choose the reporting TERM(S) that you wish to update, choose any FIELDS you wish to display/update, choose NG from the PROGRAM list, choose the number of records to display on the roster (size) and the sorting mechanism (LastName or SSN)).

On a final note, ITG Matching (ITGM) funds can only be reported in state-defined terms in which the student actually received an ITG award.

Updating Payment Information, Option 2: College/University In-House Computer Download

College/university officials who provide files to the Commission from in-house computer systems must provide files in the layout prescribed on pages 34- 40 of this User Guide.

The Payment Record Layout provides the field lengths, start and end positions for all fields, and, where appropriate, the corresponding ISIR field references. The file must be provided in a flat, fixed-width ASCII format with character fields left-justified. Numeric fields must be right-justified with zero-fill to the left of numeric data.

Sending a Payment (.txt) File to the Commission:

Before the Commission can process your data, the payment (.txt) file must be returned to the Commission via the State Scholarship and Grant Reporting System.

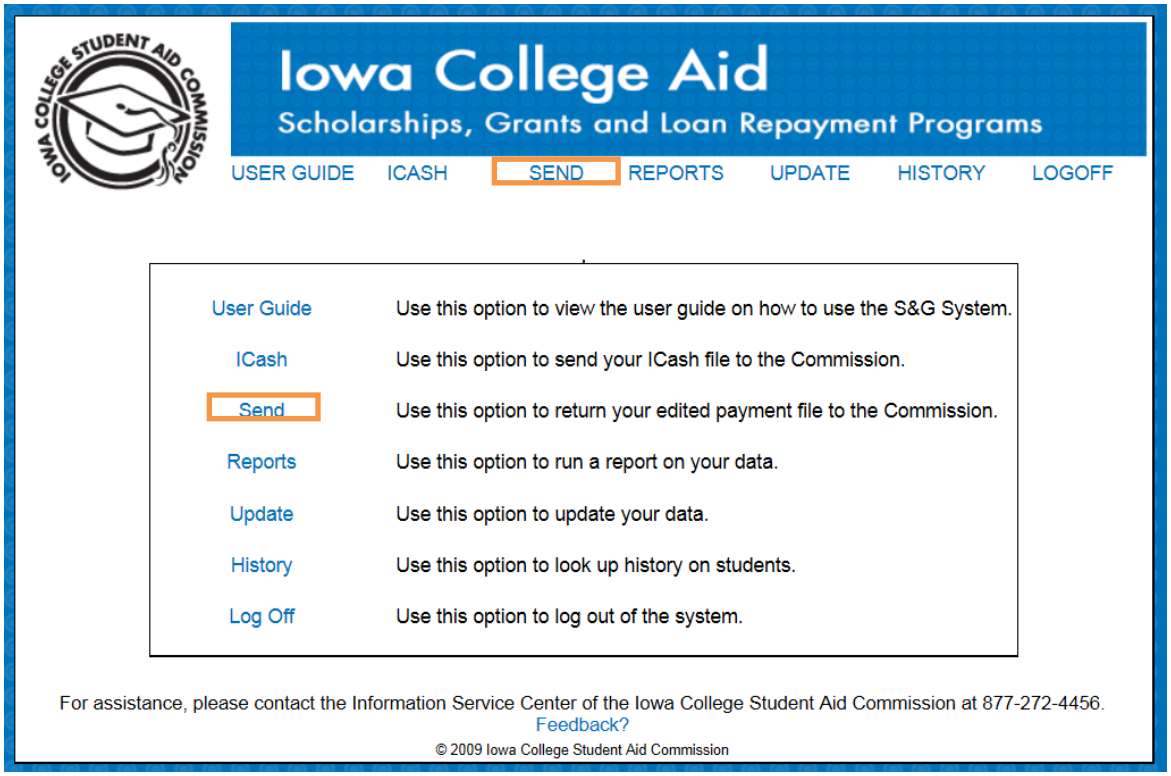
Payment (.txt) File Layout Options:

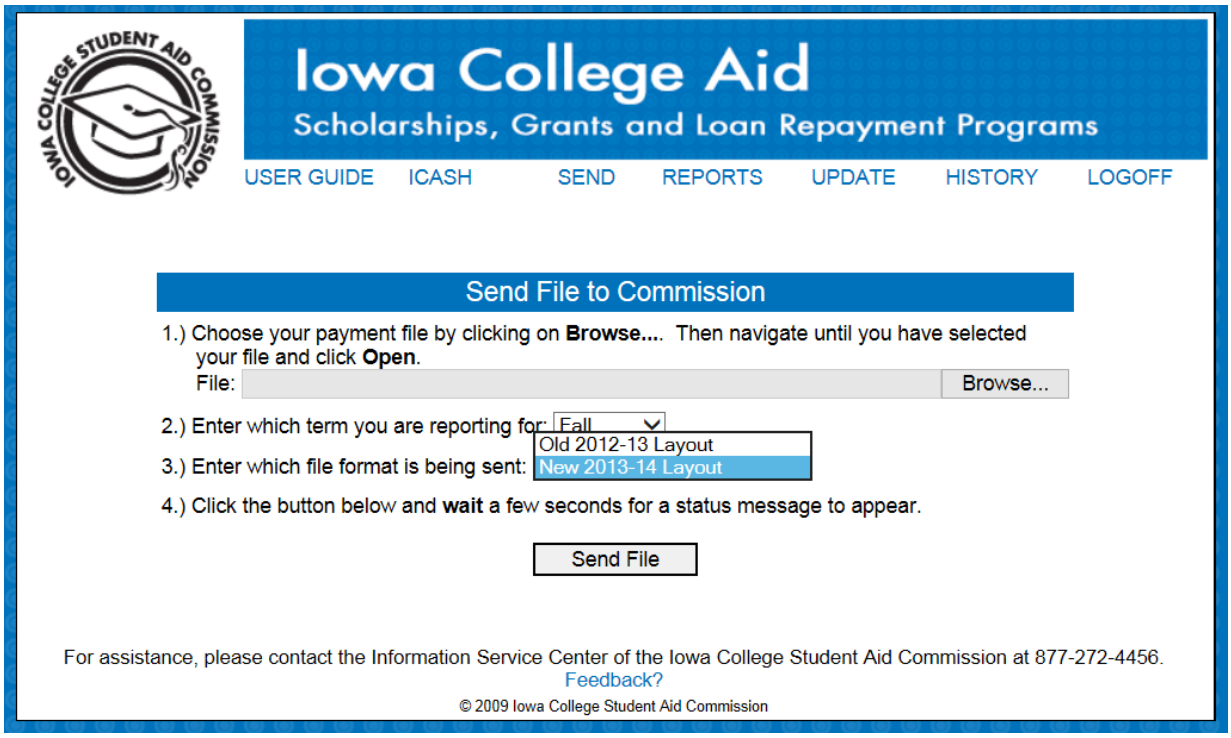
All colleges and universities that upload scholarship and grant data using the text file can utilize the “Old 2012-13 Layout” with the exception of community colleges. Effective for the 2013-14 academic year, community colleges that upload scholarship and grant data using the text file must utilize the “New 2013-14 Layout”. Any other college/university can choose to utilize the “New 2013-14 Layout” file format too.

After logging into the System and clicking on the "SEND" link, a selectable dropdown option displays in item 3. Community college should select the “New 2013-14 Layout”; all other colleges should select the “Old 2012-13 Layout” from the dropdown list. The drop-down field will automatically default to show “New 2013-14 Layout” (see screen shot on page 20 for a reference).

NEW* Since the NGEAP credit hour fields were not added to the payment file layouts, uploading the text file will not change the credit hour fields (reported manually by colleges/universities online) associated to NGEAP recipients reported on the text file.

- Select “Send” located at the top or side of the page

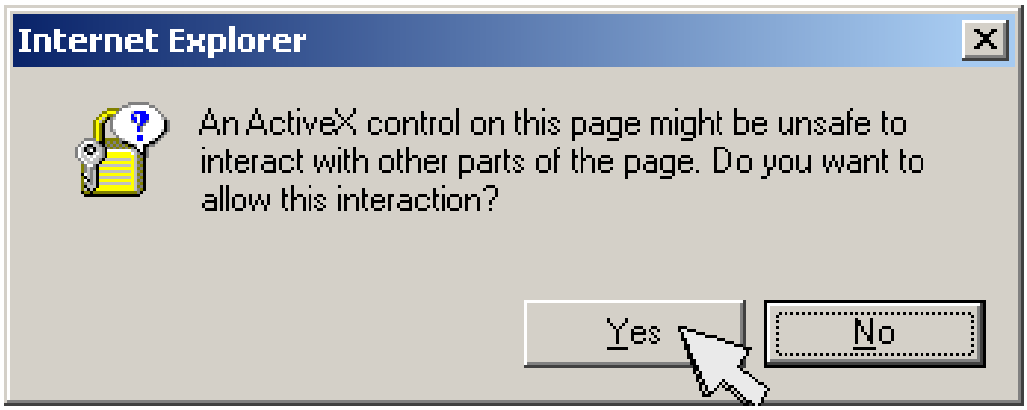




In the “Payment File” box use the “Browse” button to select the file to be returned to the Commission. Then choose the term for which you are sending the file.

Please ensure that you select the file format in step 3 that corresponds to the actual file layout that you are submitting. If you select "Old 2012-13 Layout” in the dropdown but the text file that you upload is in the " New 2013-14 Layout” format, no information after field number 119 will be saved on your roster.

- Click on the graphic. A message may pop up asking you whether to allow the ActiveX interaction. Click “Yes”.



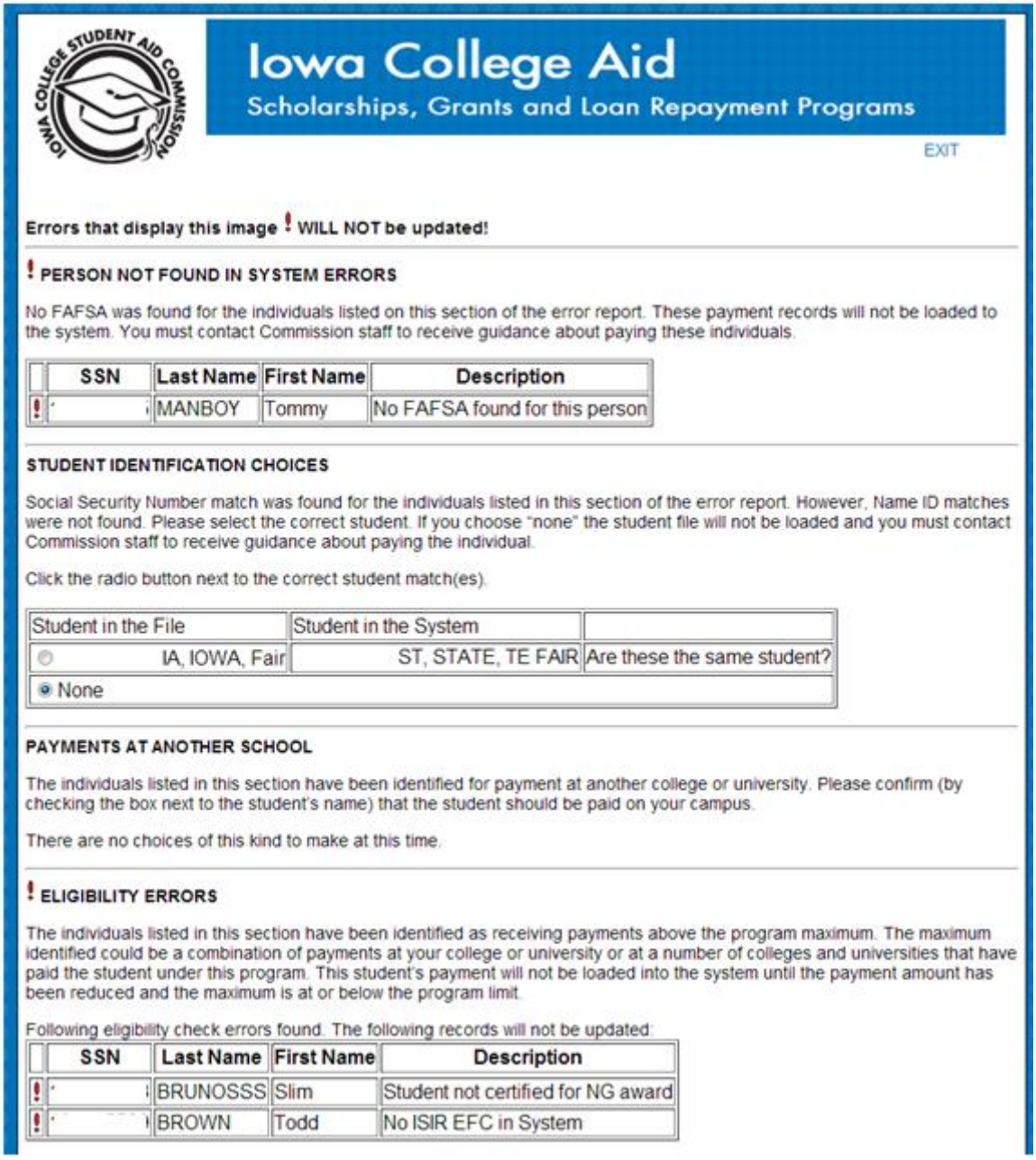
- If your file is sent successfully to the Commission, you should receive a “Successful upload of payment file” message. Click “OK”.

- Be sure to keep this file (in your C:\ICSAC folder) for subsequent updates and next term file information. After making any changes, you will then send the updated file to the Commission (which means there is no need to download another file from the web site).

Note: Be sure to log off when you are ready to leave the application.

Text (.txt) File Errors:

During the uploading process, the following errors may appear:



Iowa College Aid

Scholarships, Grants and Loan Repayment Programs

EXIT

Errors that display this image ! WILL NOT be updated!

! PERSON NOT FOUND IN SYSTEM ERRORS

No FAFSA was found for the individuals listed on this section of the error report. These payment records will not be loaded to the system. You must contact Commission staff to receive guidance about paying these individuals.

	SSN	Last Name	First Name	Description
!		MANBOY	Tommy	No FAFSA found for this person

STUDENT IDENTIFICATION CHOICES

Social Security Number match was found for the individuals listed in this section of the error report. However, Name ID matches were not found. Please select the correct student. If you choose "none" the student file will not be loaded and you must contact Commission staff to receive guidance about paying the individual.

Click the radio button next to the correct student match(es).

Student in the File	Student in the System	
IA, IOWA, Fair	ST, STATE, TE FAIR	Are these the same student?
None		

PAYMENTS AT ANOTHER SCHOOL

The individuals listed in this section have been identified for payment at another college or university. Please confirm (by checking the box next to the student's name) that the student should be paid on your campus.

There are no choices of this kind to make at this time.

! ELIGIBILITY ERRORS

The individuals listed in this section have been identified as receiving payments above the program maximum. The maximum identified could be a combination of payments at your college or university or at a number of colleges and universities that have paid the student under this program. This student's payment will not be loaded into the system until the payment amount has been reduced and the maximum is at or below the program limit.

Following eligibility check errors found. The following records will not be updated:

	SSN	Last Name	First Name	Description
!		BRUNOSSS	Slim	Student not certified for NG award
!		BROWN	Todd	No ISIR EFC in System

1. **File Validation error.** This error indicates that there is an issue with the fixed-width field lengths in the payment file that was uploaded to the System. No records on your file will save in the System until the file validation error is resolved.

2. **No FAFSA found for this person**. No FAFSA was found for the individuals listed on this section of the error report. These payment records will not be loaded to the System. You must contact Commission staff to receive guidance about paying these individuals. It is likely that the individual filed the FAFSA and listed a "State of Legal Residence" other than Iowa. These issues could also stem from the student filing a FAFSA under the wrong SSN, and subsequently updating the SSN on the same FAFSA to correct the issue (the System holds the original SSN, so ICSAC staff must associate the records to allow payment reporting).

3. **Student Identification Choices.** Social Security Number match was found for the individuals listed in this section of the error report. However, Name ID matches were not found. Please select the correct student. If you choose "none" the student file will not be loaded and you must contact Commission staff to receive guidance about paying the individual.

4. **Payments at Other School(s) Choices.** The individuals listed in this section have been identified for payment at another college/university. Please confirm (by checking the box next to the student's name) that the student should be paid on your campus.

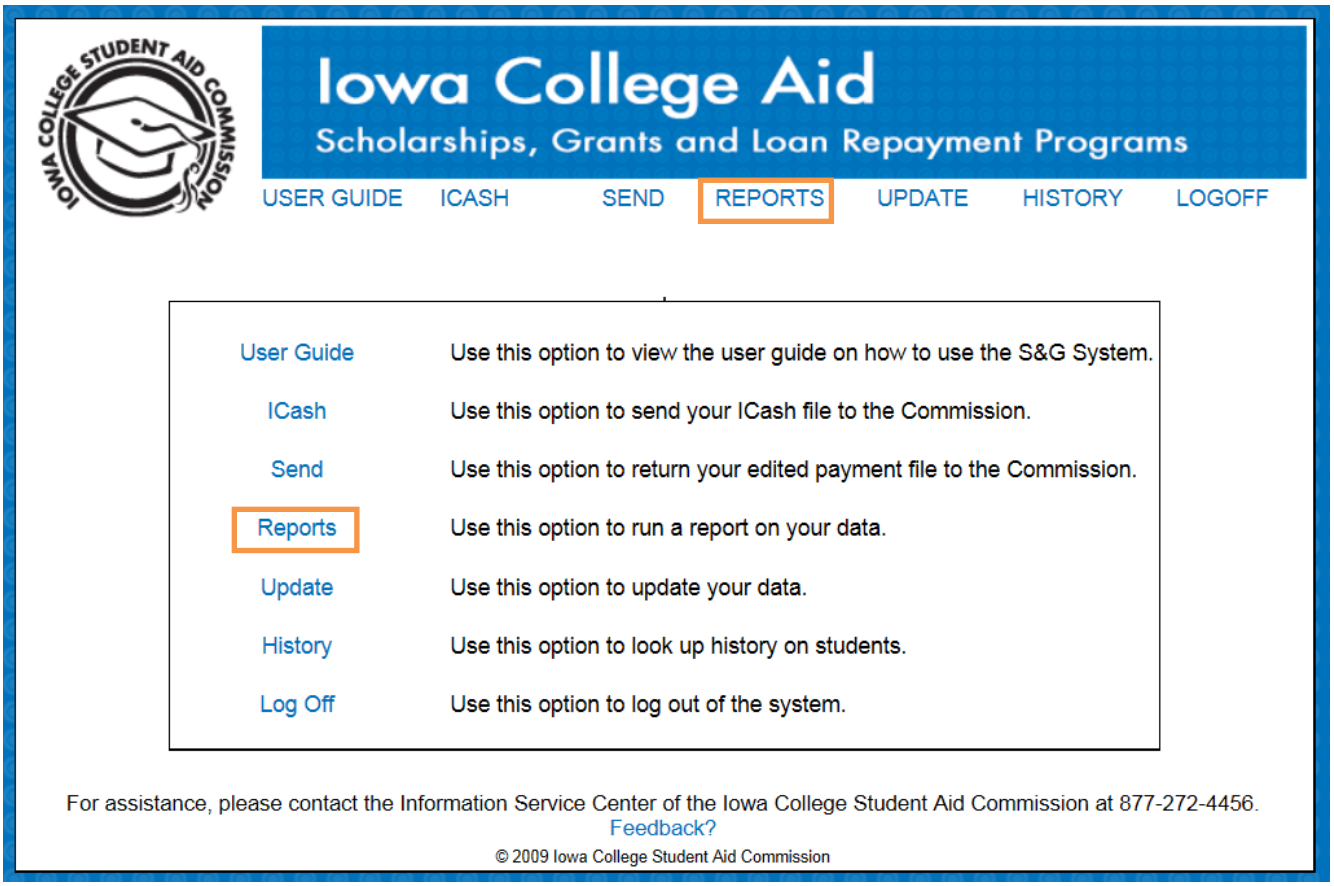
5. **Eligibility Errors.** There are two reasons that a student could show up in this section. First, the individual has been identified as receiving payments above the program maximum. The maximum identified could be a combination of payments at your college/university or at a number of colleges/universities that have paid the student under this program. This student's payment will not be loaded into the system until the payment amount has been reduced to or below the program limit. The second reason is the disbursement reported by your college/university was for a student who was not certified to receive funds under that program (AIOS, NGEAP, FCG, and ETV only).

6. **No ISIR EFC in System.** Keep in mind that when a college/university uploads a file, the EFC (field #9) for each student reported in the text file is matched to a corresponding EFC in the Commission's ISIR database. If a match is not found for a program that requires an EFC, an error will display. Since the FAFSA is not required for NGEAP, disbursements submitted through the file upload for this program will not have this match performed. If the student has an uncalculated EFC due to a FAFSA issue, this error may display. Additionally, if the college/university is using an EFC other than the 9-month EFC, no match will be made.

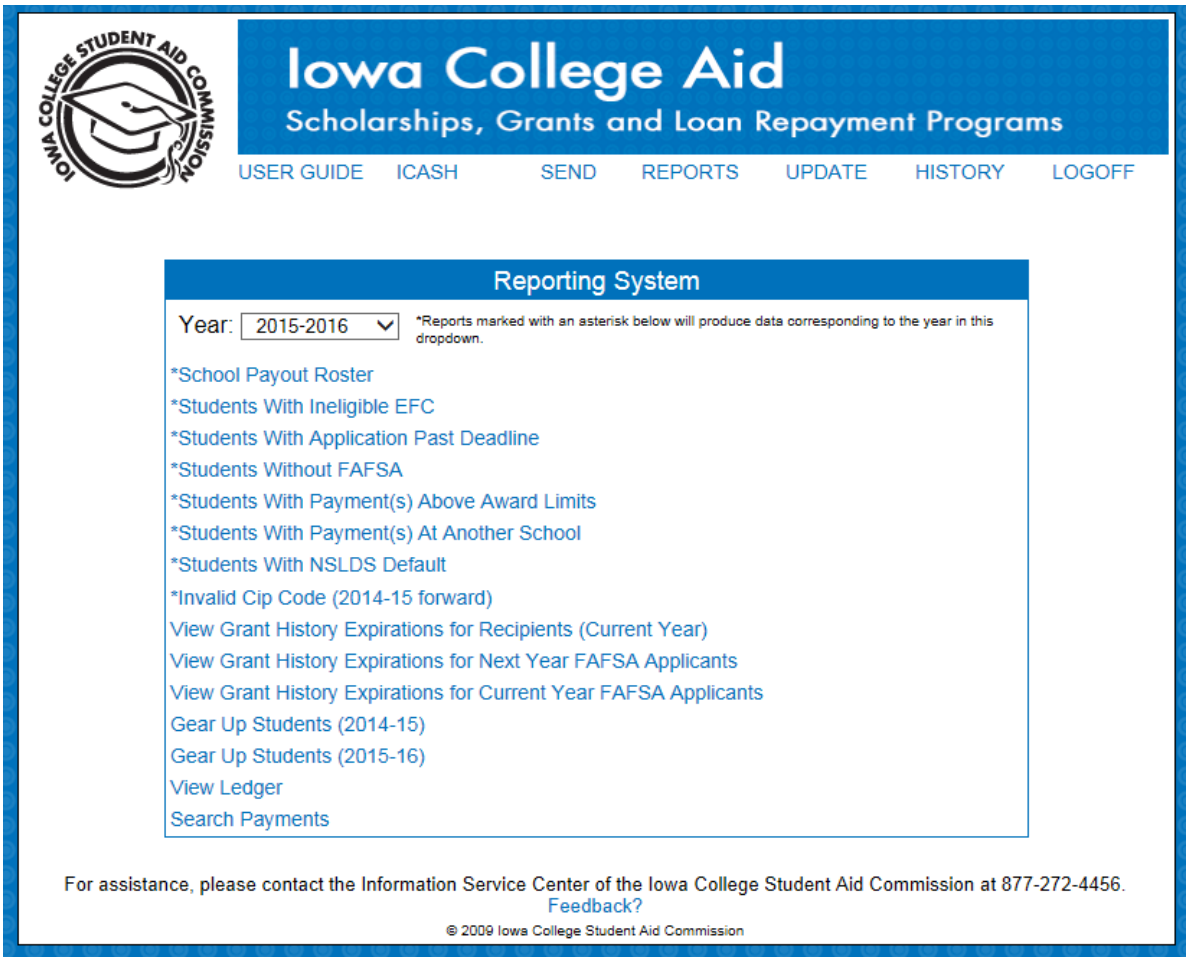
View Web Reports

After a file is sent to the Commission from a college/university in-house system, it is automatically loaded to the Commission's database. In addition, colleges/universities that use on-line updating are making changes directly to the system. Therefore, all numbers are immediately available in reports.

Click on the "Reports" link along the top or bottom of the screen to view reports



You will see a list of reports that are available. Each report is available for the current and prior years.



Available Reports:

The **School Payout Roster** allows you to view all of your students, by term, chosen fields, program and Last Name or SSN. At the bottom of the roster, you will find the total dollar amounts reported for each of the programs.

The **Students With Ineligible EFC**, **Students With Application Past Deadline**, **Students Without FAFSA**, **Students With Payment(s) Above Award Limits, and Students with Payments(s) At Another School** are all reports that identify potential awarding issues. The **Students with NSLDS Default** report will show any students your college/university has paid with a default or overpayment code on the ISIR. Please verify that these students are, in fact, eligible for state and federal aid.

The **Invalid CIP Code (2014-15 forward)** report will allow you to identify issues with the CIP codes you have reported for Kibbie Grant recipients.

The **Grant History Expirations for Recipients** report will allow you to query students that have disbursements reported during the current academic year by the number of full-time semester awards they have cumulatively received.

The **View Grant History Expirations for Current Year FAFSA Applicants** report will allow you to query current year FAFSA applicants' state grant history (if that student listed your college/university as one of the top 6 school code choices on the FAFSA). Current year is associated to 2015-16 FAFSA applicants for this report.

The **View Grant History Expirations for Next Year FAFSA Applicants** report will allow you to query next year FAFSA applicants' state grant history (if that student listed your college/university as one of the top 6 school code choices on the FAFSA). Next year is associated to 2016-17 FAFSA applicants (when available) for this report.

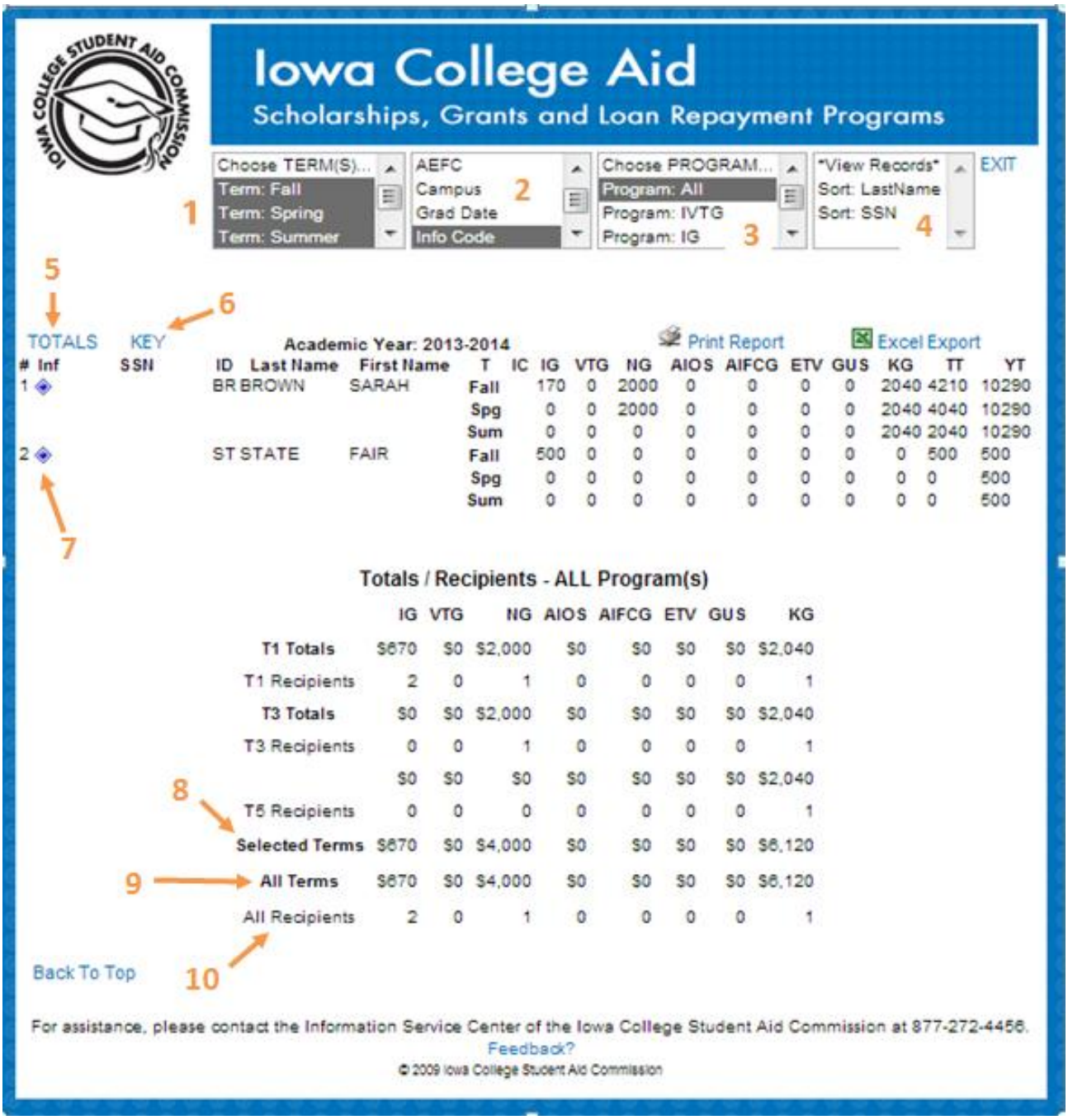
The **Gear Up Students (2014-15)** report is a roster of students, who indicated that they plan to attend your college/university, and are eligible for Gear Up Scholarship funds. The student will appear on your roster if the student listed your college/university as their first choice on the FAFSA, or if the student has notified Commission staff that they will be attending your college/university. This report is sortable by Roster Date or Name.

The **Gear Up Students (2015-16)** report is a roster of students, who indicated that they plan to attend your college/university, and are eligible for Gear Up Scholarship funds. The student will appear on your roster if the student listed your college/university as their first choice on the FAFSA, or if the student has notified Commission staff that they will be attending your college/university. This report is sortable by Roster Date or Name.

The **View Ledger and Search Payments** reports are meant to assist with reconciliation between the school and the Commission.

****NEW* A new report will be added to provide colleges/universities a comprehensive tally of NGEAP credit hours, including both NGEAP credit hours from past years (the NGEAP Certification System currently provides this tally) and NGEAP credit hours reported by colleges/universities during the 2015-16 academic year (this represents the new addition).***

The next two pages offer an example of the **School Payout Roster** and explain what each section of the roster provides.

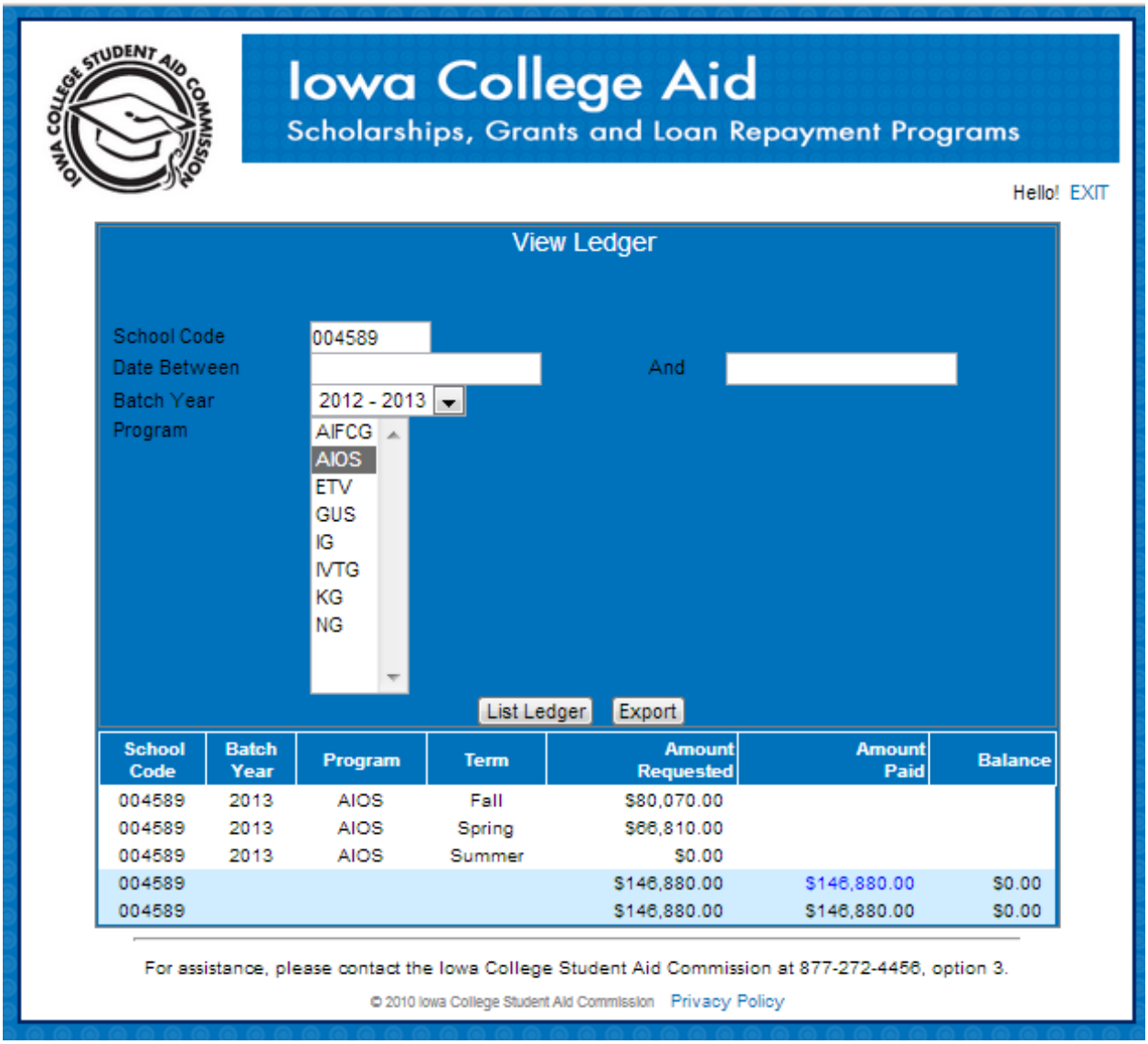


1	Choose which terms you would like to see information on.
2	Choose which fields to view for your selections. Fields to view are EFC, AEFC (adjusted EFC), Campus (Main or Off-site or Online), Grad Date, Info Code (see page 36 for info codes), Enroll Status (Full or Part-time).
3	Choose which program you would like to report for.
4	Order in which student information will be displayed.
5	By clicking the Totals tab, you will be transported to the bottom of the web page where totals are displayed by color.
6	By clicking the Key tab, a window will appear which will provide more information on what the column header abbreviations mean.

SSN	Social Security Number
ID	Name ID from ISIR
Efc	Expected Family Contribution from Latest ISIR
AEfc	Adjusted Efc
C	Campus
GD	Graduation Date (YYYYMMDD)
T	Term
IC	Information Code
ES	Enrollment Status
IG	Iowa Grant
ITG	Iowa Tuition Grant
ITGM	Iowa Tuition Grant Match
VTG	Vo-Tech Grant
SS	State of Iowa Scholarship
NG	National Guard
WS	Iowa Work Study
AIOS	All Iowa Opportunity Scholarship
AIFCG	All Iowa Foster Care Grant
WSM	Iowa Work Study Match
BC	Barber and Cosmetology Tuition Grant
KG	Kibbe Grant
ETV	Educational Training Voucher
GUS	Gear-Up Scholarship
M4	Miscellaneous 4
M5	Miscellaneous 5
M6	Miscellaneous 6
TT	Term Total
YT	Year Total
N/E	Not Eligible

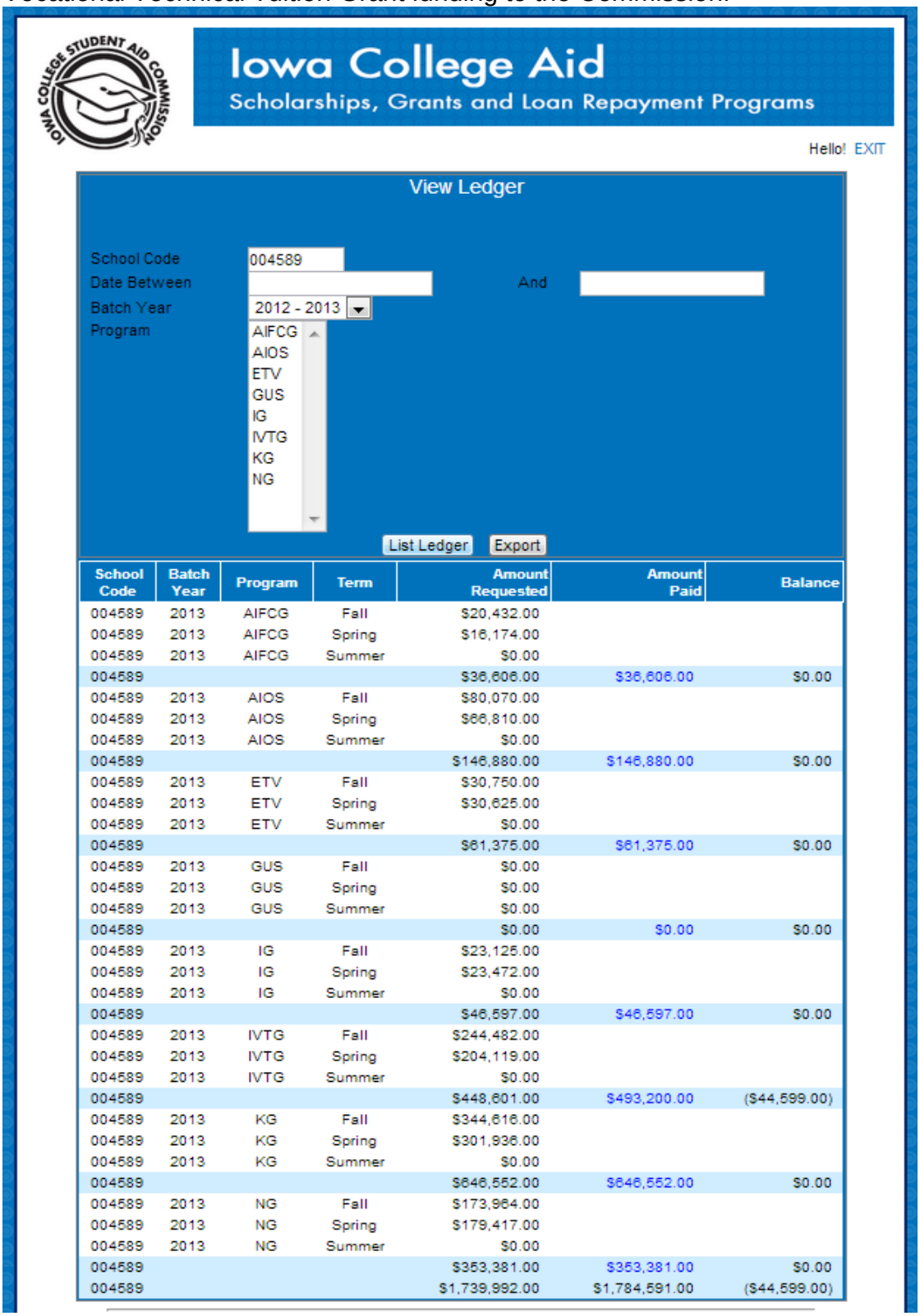
7	In case you would like to see additional information on a given student such as ISIR or all term info, click on the blue diamond next to that student in the Inf (for Information) column.
8	The Selected Terms (blue) row gives a total of all the terms selected.
9	The All Terms (gold) row gives a total of all the terms (even though they may not all be shown).
10	The All Recipients field gives the total unduplicated count of students paid over all terms.

The "View Ledger" functions as an automatic reconciliation piece between a college/university and the Commission.



School Code	Batch Year	Program	Term	Amount Requested	Amount Paid	Balance
004589	2013	AIOS	Fall	$80,070.00		
004589	2013	AIOS	Spring	$66,810.00		
004589	2013	AIOS	Summer	$0.00		
004589				$146,880.00	$146,880.00	$0.00
004589				$146,880.00	$146,880.00	$0.00

The screen shot below illustrates the ledger with all program selected for the 2012-13 academic year. In this scenario, the college/university needs to refund $44,599 in Iowa Vocational Technical Tuition Grant funding to the Commission.



Iowa College Aid

Scholarships, Grants and Loan Repayment Programs

Hello! EXIT

View Ledger

School Code 004589

Date Between And

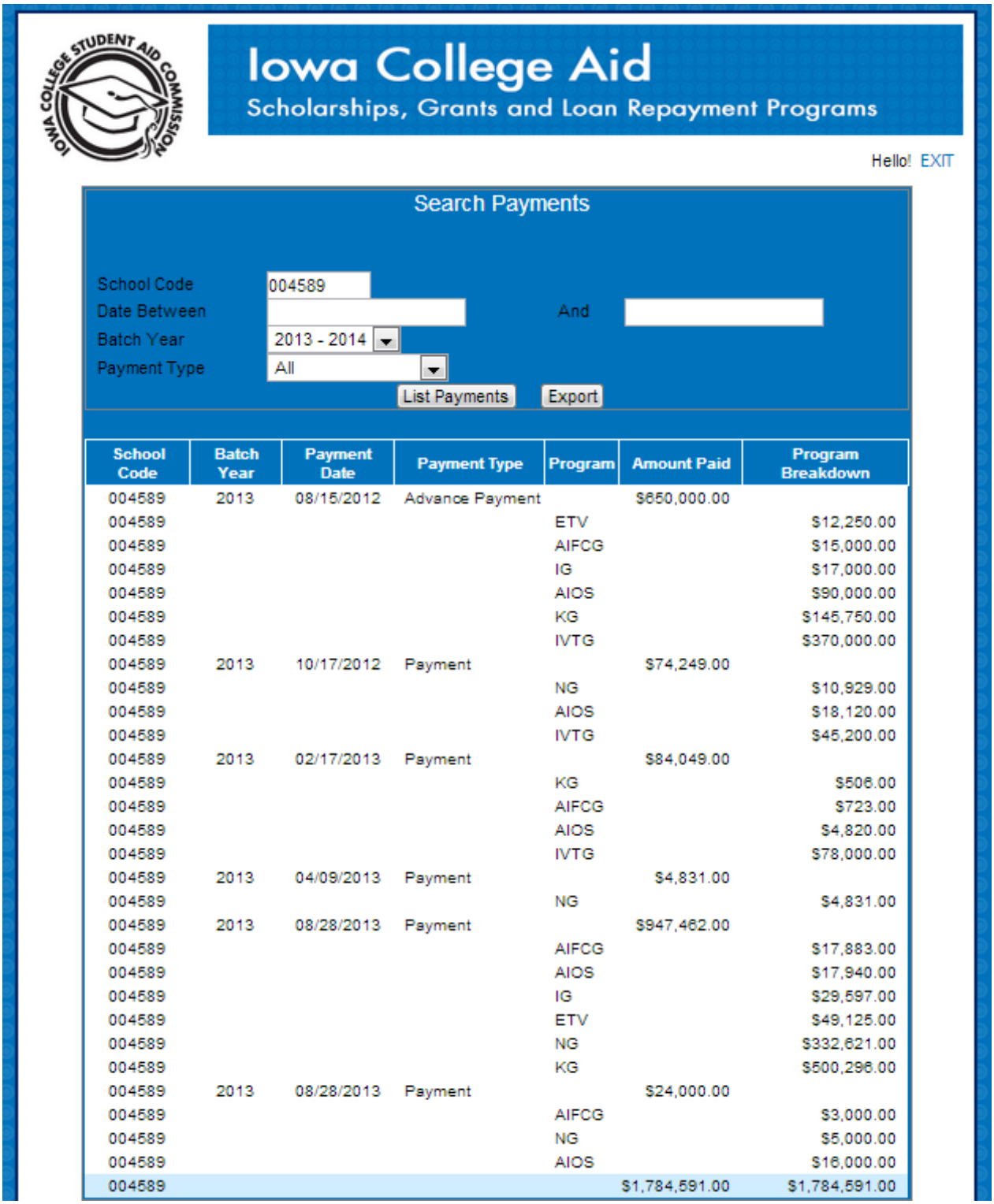
Batch Year 2012 - 2013

Program AIFCG, AIOS, ETV, GUS, IG, IVTG, KG, NG

List Ledger Export

School Code	Batch Year	Program	Term	Amount Requested	Amount Paid	Balance
004589	2013	AIFCG	Fall	$20,432.00		
004589	2013	AIFCG	Spring	$16,174.00		
004589	2013	AIFCG	Summer	$0.00		
004589				$36,606.00	$36,606.00	$0.00
004589	2013	AIOS	Fall	$80,070.00		
004589	2013	AIOS	Spring	$66,810.00		
004589	2013	AIOS	Summer	$0.00		
004589				$146,880.00	$146,880.00	$0.00
004589	2013	ETV	Fall	$30,750.00		
004589	2013	ETV	Spring	$30,625.00		
004589	2013	ETV	Summer	$0.00		
004589				$61,375.00	$61,375.00	$0.00
004589	2013	GUS	Fall	$0.00		
004589	2013	GUS	Spring	$0.00		
004589	2013	GUS	Summer	$0.00		
004589				$0.00	$0.00	$0.00
004589	2013	IG	Fall	$23,125.00		
004589	2013	IG	Spring	$23,472.00		
004589	2013	IG	Summer	$0.00		
004589				$46,597.00	$46,597.00	$0.00
004589	2013	IVTG	Fall	$244,482.00		
004589	2013	IVTG	Spring	$204,119.00		
004589	2013	IVTG	Summer	$0.00		
004589				$448,601.00	$493,200.00	($44,599.00)
004589	2013	KG	Fall	$344,616.00		
004589	2013	KG	Spring	$301,936.00		
004589	2013	KG	Summer	$0.00		
004589				$646,552.00	$646,552.00	$0.00
004589	2013	NG	Fall	$173,964.00		
004589	2013	NG	Spring	$179,417.00		
004589	2013	NG	Summer	$0.00		
004589				$353,381.00	$353,381.00	$0.00
004589				$1,739,992.00	$1,784,591.00	($44,599.00)

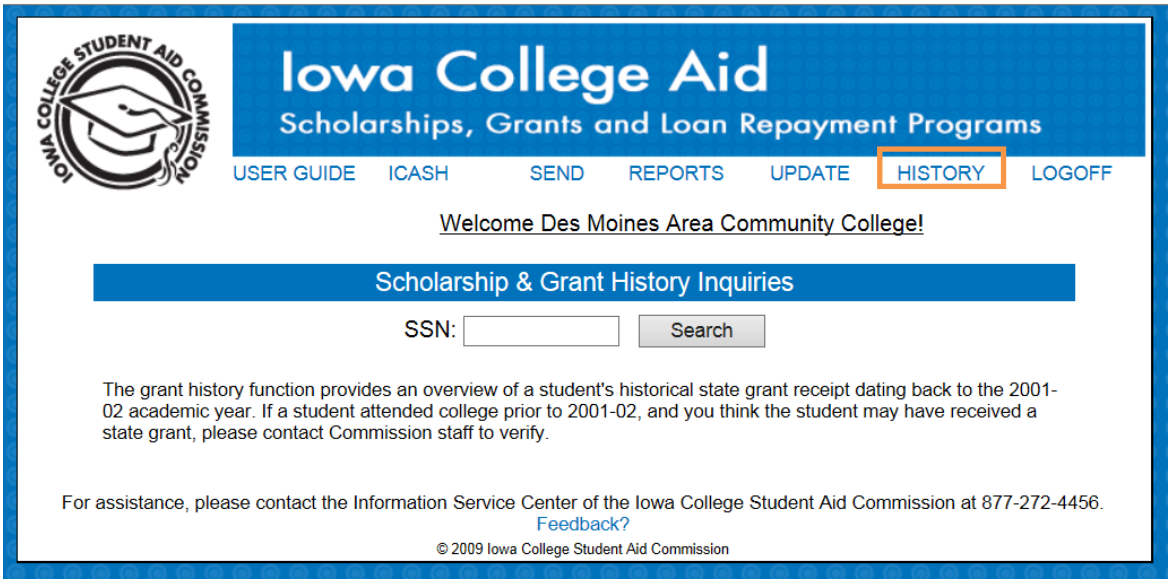
"Search Payments" allows colleges/universities to view payments made by the Commission over the course of an academic year. The "Search Payments" report allows you to view payments and advance payments, as well as refunds sent back to the Commission.



School Code	Batch Year	Payment Date	Payment Type	Program	Amount Paid	Program Breakdown
004589	2013	08/15/2012	Advance Payment		$650,000.00	
004589				ETV		$12,250.00
004589				AIFCG		$15,000.00
004589				IG		$17,000.00
004589				AIOS		$90,000.00
004589				KG		$145,750.00
004589				IVTG		$370,000.00
004589	2013	10/17/2012	Payment		$74,249.00	
004589				NG		$10,929.00
004589				AIOS		$18,120.00
004589				IVTG		$45,200.00
004589	2013	02/17/2013	Payment		$84,049.00	
004589				KG		$506.00
004589				AIFCG		$723.00
004589				AIOS		$4,820.00
004589				IVTG		$78,000.00
004589	2013	04/09/2013	Payment		$4,831.00	
004589				NG		$4,831.00
004589	2013	08/28/2013	Payment		$947,462.00	
004589				AIFCG		$17,883.00
004589				AIOS		$17,940.00
004589				IG		$29,597.00
004589				ETV		$49,125.00
004589				NG		$332,621.00
004589				KG		$500,296.00
004589	2013	08/28/2013	Payment		$24,000.00	
004589				AIFCG		$3,000.00
004589				NG		$5,000.00
004589				AIOS		$16,000.00
004589					$1,784,591.00	$1,784,591.00

Payment History

The “History” link allows colleges/universities to look up the number of full time or part time semesters a student has received funding through the All Iowa Opportunity Scholarship, Barber and Cosmetology Grant, Education and Training Voucher (ETV), GEAR UP Iowa Scholarship, Iowa Tuition Grant, Iowa Vocational Technical Grant, Iowa Grant, and Kibbie Grant. ***NEW* Beginning with the 2015-16 academic year, the History link will display the cumulative total number of paid Iowa National Guard Educational Assistance Program credit hours**. The History link can be found at the top of the page or on the side of the opening page.



The History function allows financial aid administrators to search historical state grant disbursement records dating back to the 2001-02 academic year. If a financial aid administrator suspects that a student attended an Iowa college/university and received a state grant prior to 2001-02, Commission staff should be contacted to research any prior grant receipt.

The History function will display state grant receipt in any state-defined term for each year a student received state grant funding. Historical grant records held by the Commission associate full-time and part-time semesters to the total grant amount received for a program on an annual basis. Since credit hours are not reported in the System, annual award amounts are used to interpret full-time and part-time semesters of receipt to ensure consistent calculations across all students (colleges/universities may not know the enrollment statuses associated to transfer students that received grants at other colleges/universities or for students that last received a state grant in the 1970’s).

Below is an example of the results screen after typing in a students’ Social Security Number. The red boxes show this student has used six full time semesters of Iowa Tuition Grant. The “Max” line shows the maximum amount of Iowa Tuition Grant the student could receive and the “Actual” line shows the amount the student did receive.

You can determine how much a student has received by looking at the bottom of the page under Totals for all Records with SSN.

Iowa College Aid

Scholarships, Grants and Loan Repayment Programs

SEARCH EXIT

Scholarship & Grant History (2002-Present)

This screen provides a consistent calculation of full-time and part-time awards that this student has received, regardless of whether the student attended a term, quarter, or semester college. If your calculation does not match the System calculation below, please contact Commission staff to verify.

SSN:

2014	Buena Vista University (Special)				
Iowa Tuition Grant - Max: $4110					
	T1	**T2**	**T3**	**T4**	**T5**
Disbursement Reported:	$2055	$0	$2055	$0	$0
Maximum Award:	$2055	$2055	$2055	$2055	$2055

2009	Mercy College (Semester)				
Iowa Tuition Grant - Max: $4000					
	T1	**T2**	**T3**	**T4**	**T5**
Disbursement Reported:	$2000	$0	$1167	$0	$0
Maximum Award:	$2000	$0	$2000	$0	$2000

2008	Mercy College (Semester)				
Iowa Tuition Grant - Max: $4000					
	T1	**T2**	**T3**	**T4**	**T5**
Disbursement Reported:	$2000	$0	$2000	$0	$0
Maximum Award:	$2000	$0	$2000	$0	$2000

Totals for All Records With SSN

AIOS Program Total: $0
Full-Time: 0; Part-Time: 0

BC Program Total: $0
Full-Time: 0; Part-Time: 0

ETV Program Total: $0
Full-Time: 0; Part-Time: 0

FC Program Total: $0
Full-Time: 0; Part-Time: 0

GUS Program Total: $0
Full-Time: 0; Part-Time: 0

IG Program Total: $0
Full-Time: 0; Part-Time: 0

ITG Program Total: $11277
Full-Time: 5; Part-Time: 1

IVTG Program Total: $0
Full-Time: 0; Part-Time: 0

Scholarship and Grant System Payment (.txt) File Layout

New 2013-14 Layout – Includes CIP Codes

The file must be a flat, fixed-width ASCII file with a carriage return and line feed at the end of each record and an end of file marker at the end of the file. Files should not be delimited at this time.

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
1	Batch Year*	N	1	1	1
2	Original SSN	N	9	2	10
3	Original Name ID	C	2	11	12
4	Current SSN	N	9	13	21
5	Last Name	C	16	22	37
6	First Name	C	12	38	49
7	MI	C	1	50	50
8	Federal School Code	C	6	51	56
9	EFC from highest ISIR transaction (or the ISIR transaction from which you are awarding)	C	5	57	61
10	State Scholar Flag	C	1	62	62
11	National Guard Flag **(Must be 'Y' if payment provided in fields 45-49)**	C	1	63	63
12	Adjusted EFC from school	C	5	64	68
13	Info Code Term 1	C	2	69	70
14	Info Code Term 2	C	2	71	72
15	Info Code Term 3	C	2	73	74
16	Info Code Term 4	C	2	75	76
17	Info Code Term 5	C	2	77	78
18	Enrollment Status Term 1	C	1	79	79
19	Enrollment Status Term 2	C	1	80	80
20	Enrollment Status Term 3	C	1	81	81
21	Enrollment Status Term 4	C	1	82	82
22	Enrollment Status Term 5	C	1	83	83
23	Campus (Default to M; M = Main and O = Offsite or Online)	C	1	84	84
24	Anticipated Graduation Date (yyyymmdd)	C	8	85	92
25	Iowa Tuition Grant Term 1	C	4	93	96
26	Iowa Tuition Grant Term 2	C	4	97	100
27	Iowa Tuition Grant Term 3	C	4	101	104
28	Iowa Tuition Grant Term 4	C	4	105	108
29	Iowa Tuition Grant Term 5	C	4	109	112
30	Iowa Vocational-Technical Grant Term 1	C	4	113	116
31	Iowa Vocational-Technical Grant Term 2	C	4	117	120
32	Iowa Vocational-Technical Grant Term 3	C	4	121	124
33	Iowa Vocational-Technical Grant Term 4	C	4	125	128
34	Iowa Vocational-Technical Grant Term 5	C	4	129	132
35	Iowa Grant Term 1	C	4	133	136
36	Iowa Grant Term 2	C	4	137	140
37	Iowa Grant Term 3	C	4	141	144
38	Iowa Grant Term 4	C	4	145	148
39	Iowa Grant Term 5	C	4	149	152
40	State of Iowa Scholarship Term 1	C	4	153	156
41	State of Iowa Scholarship Term 2	C	4	157	160
42	State of Iowa Scholarship Term 3	C	4	161	164
43	State of Iowa Scholarship Term 4	C	4	165	168

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
44	State of Iowa Scholarship Term 5	C	4	169	172
45	Iowa National Guard Term 1	C	4	173	176
46	Iowa National Guard Term 2	C	4	177	180
47	Iowa National Guard Term 3	C	4	181	184
48	Iowa National Guard Term 4	C	4	185	188
49	Iowa National Guard Term 5	C	4	189	192
50	ITG Institutional Match Term 1	C	4	193	196
51	ITG Institutional Match Term 2	C	4	197	200
52	ITG Institutional Match Term 3	C	4	201	204
53	ITG Institutional Match Term 4	C	4	205	208
54	ITG Institutional Match Term 5	C	4	209	212
55	Teacher Shortage Forgivable Loans Term 1	C	4	213	216
56	Teacher Shortage Forgivable Loans Term 2	C	4	217	220
57	Teacher Shortage Forgivable Loans Term 3	C	4	221	224
58	Teacher Shortage Forgivable Loans Term 4	C	4	225	228
59	Teacher Shortage Forgivable Loans Term 5	C	4	229	232
60	Work Study Term 1 **	C	4	233	236
61	Work Study Term 2 **	C	4	237	240
62	Work Study Term 3 **	C	4	241	244
63	Work Study Term 4 **	C	4	245	248
64	Work Study Term 5 **	C	4	249	252
65	All Iowa Opportunity Scholarship Term 1	C	4	253	256
66	All Iowa Opportunity Scholarship Term 2	C	4	257	260
67	All Iowa Opportunity Scholarship Term 3	C	4	261	264
68	All Iowa Opportunity Scholarship Term 4	C	4	265	268
69	All Iowa Opportunity Scholarship Term 5	C	4	269	272
70	All Iowa Foster Care Grant Term 1	C	5	273	277
71	All Iowa Foster Care Grant Term 2	C	5	278	282
72	All Iowa Foster Care Grant Term 3	C	5	283	287
73	All Iowa Foster Care Grant Term 4	C	5	288	292
74	All Iowa Foster Care Grant Term 5	C	5	293	297
75	Work Study Match Term 1 **	C	4	298	301
76	Work Study Match Term 2 **	C	4	302	305
77	Work Study Match Term 3 **	C	4	306	309
78	Work Study Match Term 4 **	C	4	310	313
79	Work Study Match Term 5 **	C	4	314	317
80	Barber and Cosmetology Grant Term 1	C	4	318	321
81	Barber and Cosmetology Grant Term 2	C	4	322	325
82	Barber and Cosmetology Grant Term 3	C	4	326	329
83	Barber and Cosmetology Grant Term 4	C	4	330	333
84	Barber and Cosmetology Grant Term 5	C	4	334	337
85	Iowa Disaster Relief Grant Term 1***	C	4	338	341
86	Iowa Disaster Relief Grant Term 2***	C	4	342	345
87	Iowa Disaster Relief Grant Term 3***	C	4	346	349
88	Iowa Disaster Relief Grant Term 4***	C	4	350	353
89	Iowa Disaster Relief Grant Term 5***	C	4	354	357
90	Kibbie Grant Term 1	C	5	358	362
91	Kibbie Grant Term 2	C	5	363	367
92	Kibbie Grant Term 3	C	5	368	372
93	Kibbie Grant Term 4	C	5	373	377
94	Kibbie Grant Term 5	C	5	378	382
95	Education Training Voucher Term 1	C	5	383	387
96	Education Training Voucher Term 2	C	5	388	392
97	Education Training Voucher Term 3	C	5	393	397

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
98	Education Training Voucher Term 4	C	5	398	402
99	Education Training Voucher Term 5	C	5	403	407
100	GEAR UP Scholarship Term 1	C	5	408	412
101	GEAR UP Scholarship Term 2	C	5	413	417
102	GEAR UP Scholarship Term 3	C	5	418	422
103	GEAR UP Scholarship Term 4	C	5	423	427
104	GEAR UP Scholarship Term 5	C	5	428	432
105	Miscellaneous 4 - Term 1	C	5	433	437
106	Miscellaneous 4 - Term 2	C	5	438	442
107	Miscellaneous 4 - Term 3	C	5	443	447
108	Miscellaneous 4 - Term 4	C	5	448	452
109	Miscellaneous 4 - Term 5	C	5	453	457
110	Miscellaneous 5 – Term 1	C	5	458	462
111	Miscellaneous 5 – Term 2	C	5	463	467
112	Miscellaneous 5 – Term 3	C	5	468	472
113	Miscellaneous 5 – Term 4	C	5	473	477
114	Miscellaneous 5 – Term 5	C	5	478	482
115	Miscellaneous 6 – Term 1	C	5	483	487
116	Miscellaneous 6 – Term 2	C	5	488	492
117	Miscellaneous 6 – Term 3	C	5	493	497
118	Miscellaneous 6 – Term 4	C	5	498	502
119	Miscellaneous 6 – Term 5	C	5	503	507
120	CIP Code 1 – Term 1	C	6	508	513
121	CIP Code 1 – Term 2	C	6	514	519
122	CIP Code 1 – Term 3	C	6	520	525
123	CIP Code 1 – Term 4	C	6	526	531
124	CIP Code 1 – Term 5	C	6	532	537
125	CIP Code 2 – Term 1	C	6	538	543
126	CIP Code 2 – Term 2	C	6	544	549
127	CIP Code 2 – Term 3	C	6	550	555
128	CIP Code 2 – Term 4	C	6	556	561
129	CIP Code 2 – Term 5	C	6	562	567
130	CIP Code 3 – Term 1	C	6	568	573
131	CIP Code 3 – Term 2	C	6	574	579
132	CIP Code 3 – Term 3	C	6	580	585
133	CIP Code 3 – Term 4	C	6	586	591
134	CIP Code 3 – Term 5	C	6	592	597
135	CIP Code 4 – Term 1	C	6	598	603
136	CIP Code 4 – Term 2	C	6	604	609
137	CIP Code 4 – Term 3	C	6	610	615
138	CIP Code 4 – Term 4	C	6	616	621
139	CIP Code 4 – Term 5	C	6	622	627

*Batch Year references the last digit of the upper bound year in each corresponding academic year. Ex: 2012-13 = Batch Year “3”; 2015-16 = Batch Year “6”.

**When reporting Iowa Work Study and Work Study match make sure to round to the nearest dollar. Rounding adjustments may need to be made so you don’t exceed your allocation.

***The Iowa Disaster Relief Grant Program only existed during the 2008-09 academic year.

Scholarship and Grant System Payment (.txt) File Layout
Old 2012-13 Layout

The file must be a flat, fixed-width ASCII file with a carriage return and line feed at the end of each record and an end of file marker at the end of the file. Files should not be delimited at this time.

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
1	Batch Year*	N	1	1	1
2	Original SSN	N	9	2	10
3	Original Name ID	C	2	11	12
4	Current SSN	N	9	13	21
5	Last Name	C	16	22	37
6	First Name	C	12	38	49
7	MI	C	1	50	50
8	Federal School Code	C	6	51	56
9	EFC from highest ISIR transaction (or the ISIR transaction from which you are awarding)	C	5	57	61
10	State Scholar Flag	C	1	62	62
11	National Guard Flag **(Must be 'Y' if payment provided in fields 45-49)**	C	1	63	63
12	Adjusted EFC from school	C	5	64	68
13	Info Code Term 1	C	2	69	70
14	Info Code Term 2	C	2	71	72
15	Info Code Term 3	C	2	73	74
16	Info Code Term 4	C	2	75	76
17	Info Code Term 5	C	2	77	78
18	Enrollment Status Term 1	C	1	79	79
19	Enrollment Status Term 2	C	1	80	80
20	Enrollment Status Term 3	C	1	81	81
21	Enrollment Status Term 4	C	1	82	82
22	Enrollment Status Term 5	C	1	83	83
23	Campus (Default to M; M = Main and O = Offsite or Online)	C	1	84	84
24	Anticipated Graduation Date (yyyymmdd)	C	8	85	92
25	Iowa Tuition Grant Term 1	C	4	93	96
26	Iowa Tuition Grant Term 2	C	4	97	100
27	Iowa Tuition Grant Term 3	C	4	101	104
28	Iowa Tuition Grant Term 4	C	4	105	108
29	Iowa Tuition Grant Term 5	C	4	109	112
30	Iowa Vocational-Technical Grant Term 1	C	4	113	116
31	Iowa Vocational-Technical Grant Term 2	C	4	117	120
32	Iowa Vocational-Technical Grant Term 3	C	4	121	124
33	Iowa Vocational-Technical Grant Term 4	C	4	125	128
34	Iowa Vocational-Technical Grant Term 5	C	4	129	132
35	Iowa Grant Term 1	C	4	133	136
36	Iowa Grant Term 2	C	4	137	140
37	Iowa Grant Term 3	C	4	141	144
38	Iowa Grant Term 4	C	4	145	148
39	Iowa Grant Term 5	C	4	149	152
40	State of Iowa Scholarship Term 1	C	4	153	156
41	State of Iowa Scholarship Term 2	C	4	157	160
42	State of Iowa Scholarship Term 3	C	4	161	164
43	State of Iowa Scholarship Term 4	C	4	165	168

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
44	State of Iowa Scholarship Term 5	C	4	169	172
45	Iowa National Guard Term 1	C	4	173	176
46	Iowa National Guard Term 2	C	4	177	180
47	Iowa National Guard Term 3	C	4	181	184
48	Iowa National Guard Term 4	C	4	185	188
49	Iowa National Guard Term 5	C	4	189	192
50	ITG Institutional Match Term 1	C	4	193	196
51	ITG Institutional Match Term 2	C	4	197	200
52	ITG Institutional Match Term 3	C	4	201	204
53	ITG Institutional Match Term 4	C	4	205	208
54	ITG Institutional Match Term 5	C	4	209	212
55	Teacher Shortage Forgivable Loans Term 1	C	4	213	216
56	Teacher Shortage Forgivable Loans Term 2	C	4	217	220
57	Teacher Shortage Forgivable Loans Term 3	C	4	221	224
58	Teacher Shortage Forgivable Loans Term 4	C	4	225	228
59	Teacher Shortage Forgivable Loans Term 5	C	4	229	232
60	Work Study Term 1 **	C	4	233	236
61	Work Study Term 2 **	C	4	237	240
62	Work Study Term 3 **	C	4	241	244
63	Work Study Term 4 **	C	4	245	248
64	Work Study Term 5 **	C	4	249	252
65	All Iowa Opportunity Scholarship Term 1	C	4	253	256
66	All Iowa Opportunity Scholarship Term 2	C	4	257	260
67	All Iowa Opportunity Scholarship Term 3	C	4	261	264
68	All Iowa Opportunity Scholarship Term 4	C	4	265	268
69	All Iowa Opportunity Scholarship Term 5	C	4	269	272
70	All Iowa Foster Care Grant Term 1	C	5	273	277
71	All Iowa Foster Care Grant Term 2	C	5	278	282
72	All Iowa Foster Care Grant Term 3	C	5	283	287
73	All Iowa Foster Care Grant Term 4	C	5	288	292
74	All Iowa Foster Care Grant Term 5	C	5	293	297
75	Work Study Match Term 1 **	C	4	298	301
76	Work Study Match Term 2 **	C	4	302	305
77	Work Study Match Term 3 **	C	4	306	309
78	Work Study Match Term 4 **	C	4	310	313
79	Work Study Match Term 5 **	C	4	314	317
80	Barber and Cosmetology Grant Term 1	C	4	318	321
81	Barber and Cosmetology Grant Term 2	C	4	322	325
82	Barber and Cosmetology Grant Term 3	C	4	326	329
83	Barber and Cosmetology Grant Term 4	C	4	330	333
84	Barber and Cosmetology Grant Term 5	C	4	334	337
85	Iowa Disaster Relief Grant Term 1***	C	4	338	341
86	Iowa Disaster Relief Grant Term 2***	C	4	342	345
87	Iowa Disaster Relief Grant Term 3***	C	4	346	349
88	Iowa Disaster Relief Grant Term 4***	C	4	350	353
89	Iowa Disaster Relief Grant Term 5***	C	4	354	357
90	Kibbie Grant Term 1	C	5	358	362
91	Kibbie Grant Term 2	C	5	363	367
92	Kibbie Grant Term 3	C	5	368	372
93	Kibbie Grant Term 4	C	5	373	377
94	Kibbie Grant Term 5	C	5	378	382
95	Education Training Voucher Term 1	C	5	383	387
96	Education Training Voucher Term 2	C	5	388	392
97	Education Training Voucher Term 3	C	5	393	397

Field #	Description	Field Type[1]	Field Length	Start Position	End Position
98	Education Training Voucher Term 4	C	5	398	402
99	Education Training Voucher Term 5	C	5	403	407
100	GEAR UP Scholarship Term 1	C	5	408	412
101	GEAR UP Scholarship Term 2	C	5	413	417
102	GEAR UP Scholarship Term 3	C	5	418	422
103	GEAR UP Scholarship Term 4	C	5	423	427
104	GEAR UP Scholarship Term 5	C	5	428	432
105	Miscellaneous 4 - Term 1	C	5	433	437
106	Miscellaneous 4 - Term 2	C	5	438	442
107	Miscellaneous 4 - Term 3	C	5	443	447
108	Miscellaneous 4 - Term 4	C	5	448	452
109	Miscellaneous 4 - Term 5	C	5	453	457
110	Miscellaneous 5 – Term 1	C	5	458	462
111	Miscellaneous 5 – Term 2	C	5	463	467
112	Miscellaneous 5 – Term 3	C	5	468	472
113	Miscellaneous 5 – Term 4	C	5	473	477
114	Miscellaneous 5 – Term 5	C	5	478	482
115	Miscellaneous 6 – Term 1	C	5	483	487
116	Miscellaneous 6 – Term 2	C	5	488	492
117	Miscellaneous 6 – Term 3	C	5	493	497
118	Miscellaneous 6 – Term 4	C	5	498	502
119	Miscellaneous 6 – Term 5	C	5	503	507

*Batch Year references the last digit of the upper bound year in each corresponding academic year. Ex: 2012-13 = Batch Year “3”; 2015-16 = Batch Year “6”.

**When reporting Iowa Work Study and Work Study match make sure to round to the nearest dollar. Rounding adjustments may need to be made so you don’t exceed your allocation.

***The Iowa Disaster Relief Grant Program only existed during the 2008-09 academic year.

Header and Trailer records may be included at the start and end of the file as follows (this is optional):

Start	End	Field Name	Value
Header			
1	2	@H	Identifies record as a header
3	8	School Code	Six digit school code
9	357	Filler to match the data records (spaces)	
Trailer			
1	2	@T	Identifies record as a trailer
3	8	School Code	Six Digit School Code
9	357	Filler to match the data records (spaces)	

[1]Field Types

N = numeric (right justify and zero fill to the left of numeric data)
C = character; alpha or numeric (left justify and follow data with blanks as needed). **Note: any payment field marked with type 'C' will be accepted whether or not it is left-justified,** so if trailing spaces are difficult to accomplish with your systems, then right-justify these fields. I.e. We will understand the following 4-digit payments in the same way: '200 ', ' 200', or '0200'.

Enrollment Status:

F = Full-time H = Half-time L = Less than Half-time

NGEAP:

If the soldier is eligible for NGEAP funds but did not submit a FAFSA, do not report a '0' in the EFC field (field #9). Leave the EFC field blank in these situations.

Information Codes – See Attached

Information Codes

These Codes are to be used to provide additional information to the Commission about specific student circumstances. Different codes may be used for each term.

INFORMATION CODES	EXPLANATION FOR USE
SI	**Summer ITG for Accelerated Programs**. Use this code when adding disbursements to state-defined Term 5 for summer ITG disbursements for students in accelerated programs.
SH	**Summer Header**. Summer as a header disbursement for Iowa Tuition Grant accelerated programs. This code must be used when an institution is disbursing summer Iowa Tuition Grant funds on the current year Scholarship and Grant System with ISIR data corresponding to the following year (in situations where the summer term serves as a header for the college/university). This option is only available for colleges/universities with accelerated programs.