

# 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 6.0+	4
Commission's On-Line Payment System	10
STEP 1 – Navigate to the Scholarship and Grant Section	11
STEP 2 – Updating Scholarship and Grant Files	12
College or University In-House Computer Download	18
Sending payment information to the Commission	18
Payment File Errors	22
View Web Reports	24
Payment History	28
Information Codes	36

## Payment Processing Introduction

College and 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 6.0+ only. Instructions for this process begin on page 10.
- Provide a file produced by the college or 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 6.0+ only. Instructions for this process begin on page 19.

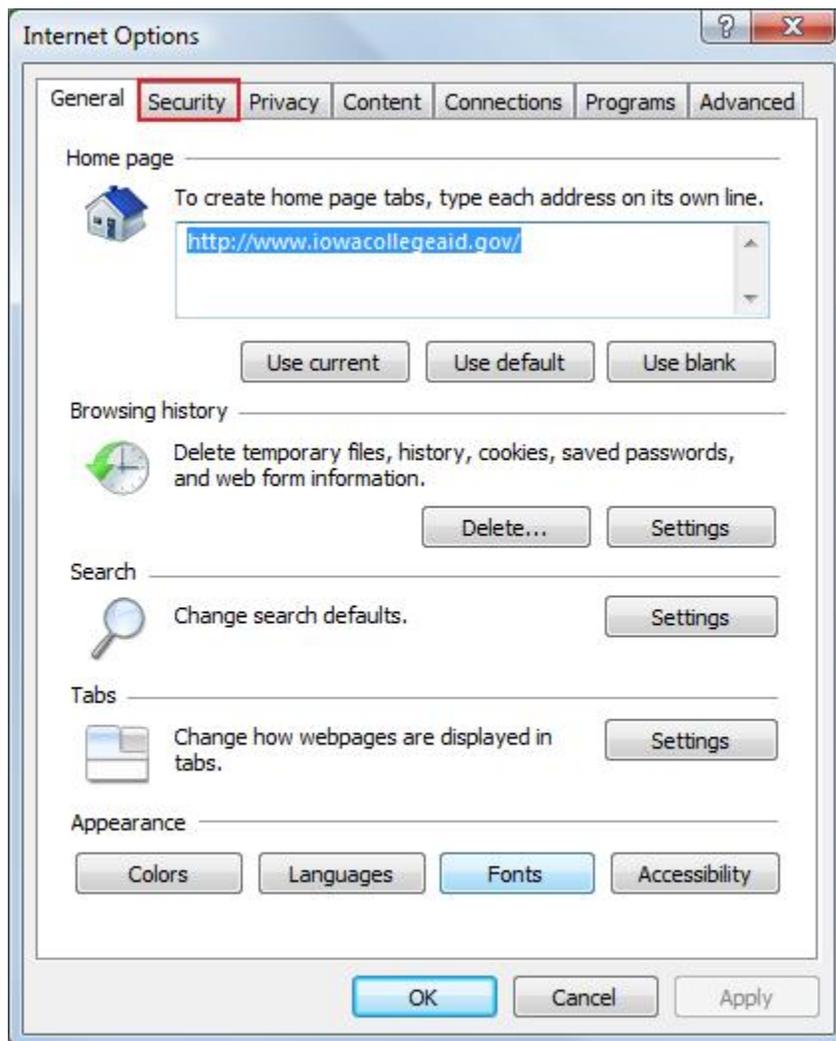
All users should use the steps beginning on page 4 to configure the Internet Explorer browser. If you do not complete these steps, the Commission File Transport System **will not work**.

## Configure Internet Explorer Version 6.0+ Browser

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

For Internet Explorer 6.0:

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



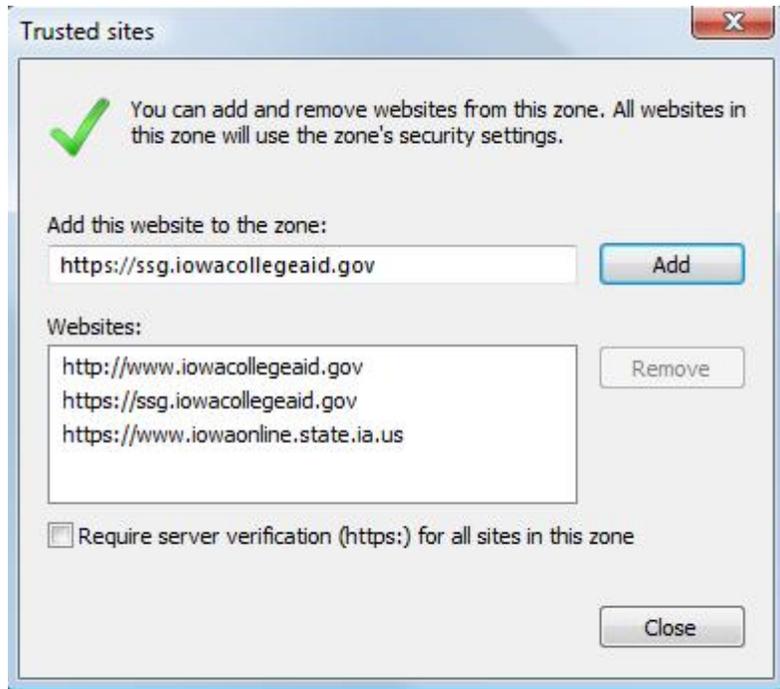
- Click on “Trusted Sites”



- Click on “Sites”

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

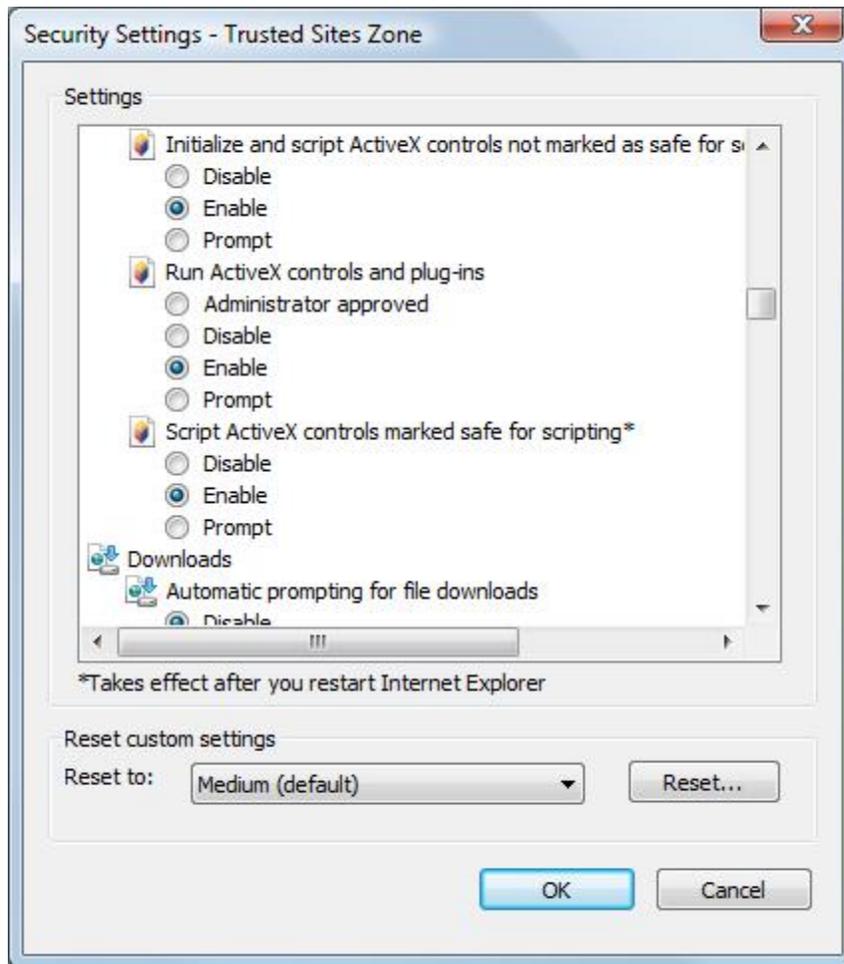
- Click “Add”. The URL address should appear in the “Websites:” box beneath it.
- Click “Close”



- Click on “Custom Level”

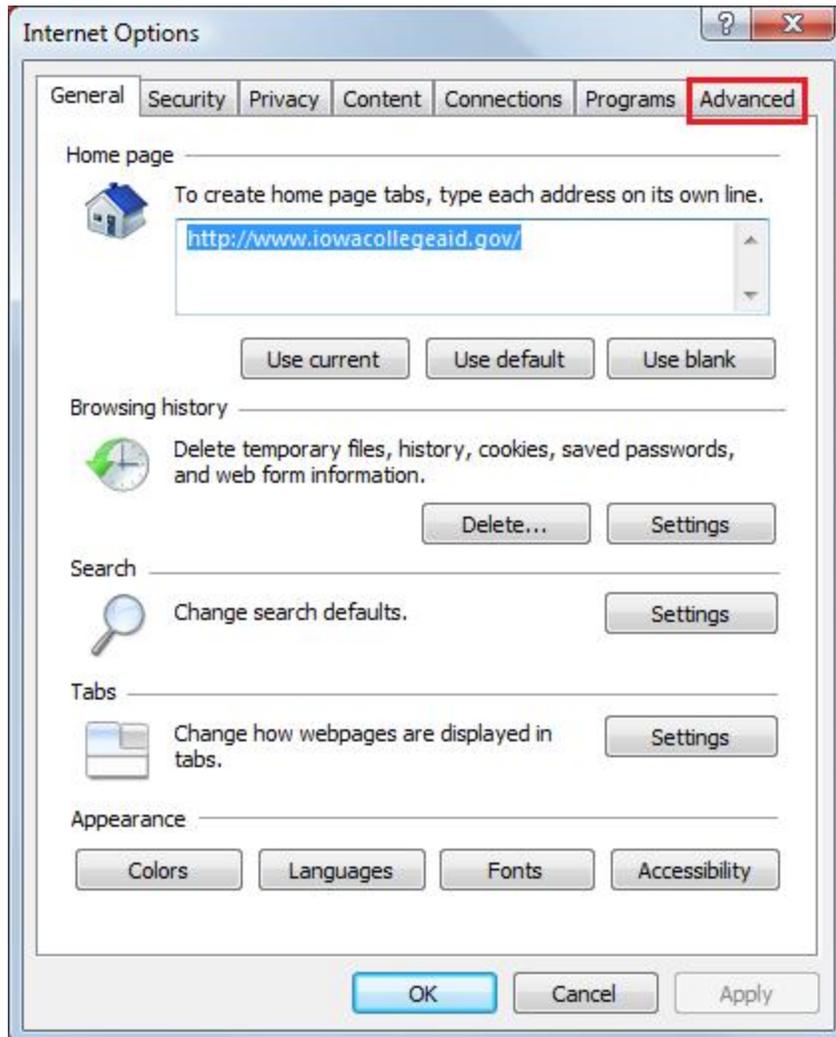


- Under the section entitled “ActiveX controls and plug-ins”, make sure **“Initialize and script ActiveX controls not marked as safe”** is set to either “Enable” or “Prompt”. If it is not, set it to “Prompt”. Also verify **“Run ActiveX controls and plug-ins”** is set to “Enable”. All other settings may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

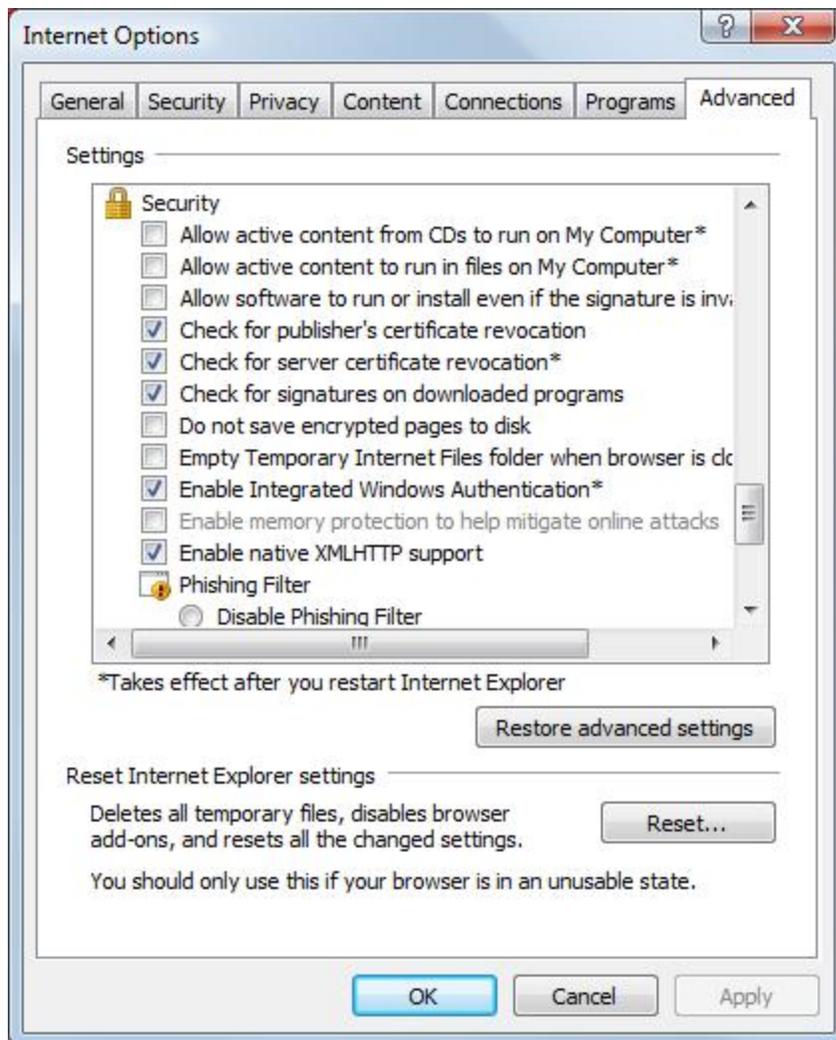


- Click “OK” and to return to the screen on the following page.

- 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.

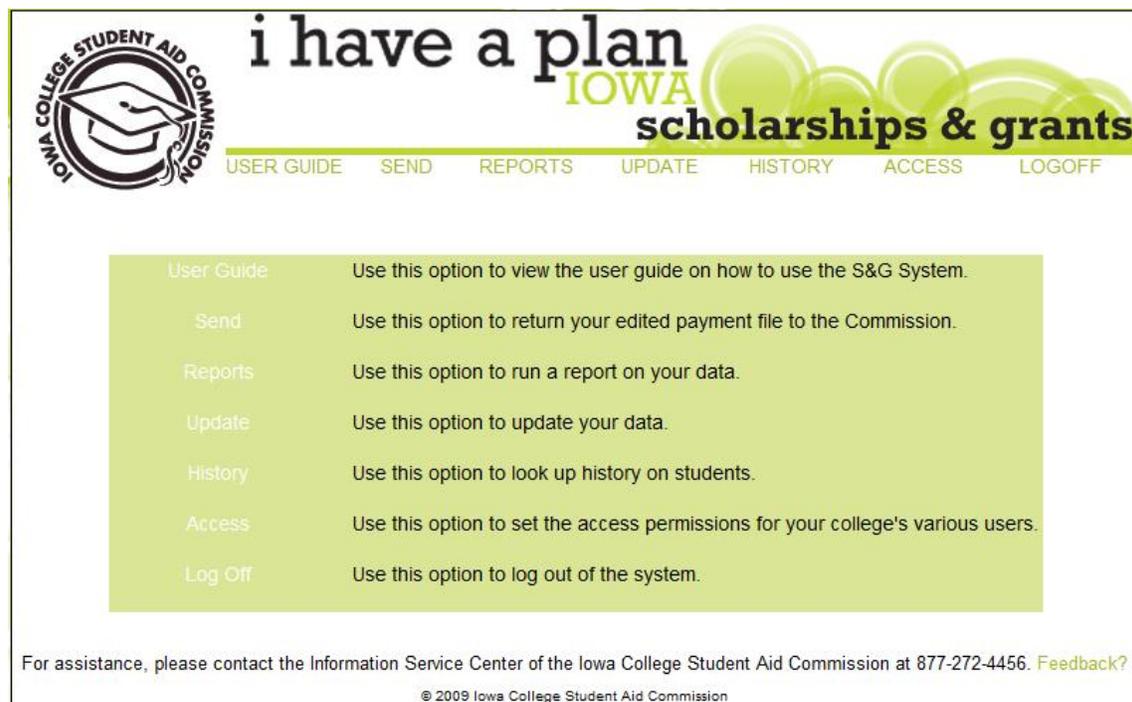


- **Note:** Click “OK”, and then **restart** Internet Explorer (close all open browsers and reopen Internet Explorer).

## Commission's On-Line Payment System

### STEP 1. 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:



The screenshot shows the homepage of the Iowa College Student Aid Commission's online system. The header features the commission's logo on the left, which includes a graduation cap and the text 'IOWA COLLEGE STUDENT AID COMMISSION'. To the right of the logo is the slogan 'i have a plan' in a large, lowercase font, with 'IOWA' in a smaller, green font below it. Further right is the text 'scholarships & grants' in a bold, black font. Below the slogan and text is a horizontal navigation menu with the following items: USER GUIDE, SEND, REPORTS, UPDATE, HISTORY, ACCESS, and LOGOFF. The main content area is a light green box containing a list of options with their descriptions:

User Guide	Use this option to view the user guide on how to use the S&G System.
Send	Use this option to return your edited payment file to the Commission.
Reports	Use this option to run a report on your data.
Update	Use this option to update your data.
History	Use this option to look up history on students.
Access	Use this option to set the access permissions for your college's various users.
Log Off	Use this option to log out of the system.

At the bottom of the page, there is a footer that reads: 'For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456. [Feedback?](#)' and a copyright notice: '© 2009 Iowa College Student Aid Commission'.

## STEP 2. Updating Scholarship and Grant Files

This process will be used each time a student's record needs to be updated by the college or 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:

The screenshot shows the Iowa College Student Aid Commission website. At the top left is the logo for the Iowa College Student Aid Commission, featuring a graduation cap. To the right of the logo is the text "i have a plan IOWA scholarships & grants". Below this is a navigation bar with several dropdown menus: "Choose TERM(S)...", "Choose FIELDS...", "Choose PROGRAM...", "Choose Size...", and "\*View Records\*". The "View Records" menu is currently open, showing options for "Sort: LastName" and "Sort: SSN". To the right of the navigation bar is an "EXIT" button.

Below the navigation bar is a green box titled "Update Records". Inside this box, there is text explaining filter options and other options. The filter options are:

- Choose Term(s)... selects which term(s) you wish to view
- Choose Fields... selects which set of fields you wish to view
- Choose Program... selects which program you wish to view
- SSN... will execute the filter criteria and sort by SSN
- LAST... will execute the filter criteria and sort by last name

The other options are:

- Delete Selected Records... delete all records with check marks next to them
- Add Student... adds a new student
- Update Changes... updates the current screen's information
- Undelete... restores a student that has been deleted
- Request Payment... requests payment from ICSAC (and locks out account)
- SSN/Last Search... searches via SSN or last name where can make changes

At the bottom of the page, there is a footer with the text: "For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456. [Feedback?](#)" and "© 2009 Iowa College Student Aid Commission".

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.

Choose TERM(S)...  
Term: Fall  
Term: Spring  
Terms: All Valid

Choose FIELDS...  
EFC  
AEFC  
Campus

Choose PROGRAM...  
Program: All  
Program: IG  
Program: NG

Choose Size...  
Size: 20  
Size: 50  
Size: 100

"View Records"  
Sort: LastName  
Sort: SSN

EXIT

The options describe:

- **Term** – The term for which you will be viewing/editing information
- **Fields** – The information to view for each student (EFC, AEFC, Campus (online or off-site), Grad Date, Info Code and 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.
- **SSN/Last** – The order in which student information will be displayed – by social security number or alphabetically by last name.

When you select the SSN or Last button, a screen similar to the following will appear:

**i have a plan IOWA scholarships & grants**

Choose TERM(S)...  
Term: Fall  
Term: Spring  
Terms: All Valid

Choose FIELDS...  
EFC  
AEFC  
Campus

Choose PROGRAM...  
Program: All  
Program: IG  
Program: NG

Size: 20  
Size: 50  
Size: 100  
Size: 200

"View Records"  
Sort: LastName  
Sort: SSN

EXIT

<<PREVIOUS NEXT>>    Display Key    Printer Friendly Version

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL  
AA AB AC AD AE AF AG AH AI AJ AK AL AM AN AO AP AQ AR AS AT AU AV AW AX AY AZ  
[1-7]

C U	G/F/A	SSN	ID	Last Name	First Name	IC	NG
1			AD		Heidi	Fall	2682
2			AL		MARCUS	Fall	0
3			AN		Austin	Fall	2682
4			AN		Nick	Fall	2682
5			AR		MATTHEW	Fall	2682
6			AS		ZACHARY	Fall	0
7			AS		CODY	Fall	2682

<<PREVIOUS NEXT>>  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL  
AA AB AC AD AE AF AG AH AI AJ AK AL AM AN AO AP AQ AR AS AT AU AV AW AX AY AZ  
[1-7]

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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	G/F/A	SSN	ID	Last Name	First Name	IC	IG	ITG	ITGM	NG	AIOSAIFCG	
121	<input type="checkbox"/>					SAMANTHA	Fall	0	1850	2920	N/E	N/E	N/E
							Spg	0	1850	2920	N/E	N/E	N/E
122	<input type="checkbox"/>					AMY	Fall	0	1850	4750	N/E	N/E	N/E
							Spg	0	1850	4750	N/E	N/E	N/E
123	<input type="checkbox"/>					ROBERT	Fall	0	1850	0	N/E	N/E	N/E
							Spg	0	1850	0	N/E	N/E	N/E
124	<input type="checkbox"/>					BETTY	Fall	0	1850	2000	N/E	N/E	N/E
							Spg	0	1850	2000	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 along the bottom.** 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 a box or multiple boxes exists below the corresponding G/F/A columns, it means the student has been certified as eligible for one or more of the following programs:

G = Iowa National Guard Educational Assistance Program (NGEAP)

F = All Iowa Opportunity Foster Care Grant Program

A = All Iowa Opportunity Scholarship

If the student has been certified as eligible for one of these programs, the corresponding award fields will also be available for disbursement reporting (in

which case you would not see an N/E; 

NG	AIOSAIFCG
N/E	N/E N/E

).

**NEW!** Grant History enhancements now alert financial aid administrators that have added a disbursement for a student that may exceed the maximum full-time or part-time semester awards allowed by law. The award field will appear with red background 

1850
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. In these situations, the financial aid administrator should look up the student's grant history using the History function, described in detail on page 31.

[Delete Selected Records](#)   [Add Student](#)   [Update Changes](#)   [Undelete](#)   [Submit Payments](#)    [SSN/Last](#)

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 or 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:



# i have a plan IOWA scholarships & grants

[RETURN TO UPDATING](#)

Addition of Student						
SSN	ID	Last Name	First Name	Adjusted EFC	Campus	Graduation Date
<input type="text"/>	M	<input type="text"/>				
	Info Code	Enrollment Status	IG	NG	AIOS	AIFCG
Fall	<input type="text"/>	F	\$0	\$0	\$0	\$0
Spring	<input type="text"/>	F	\$0	\$0	\$0	\$0

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[Add Student](#)

[Return to Updating](#)

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 ‘Mar’, you would see all ‘Marigolds’, ‘Marines’, ‘Millabys’, and ‘Miggelworths’. 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 ‘MAR’ into the field and hit the SSN/Last button:

**Edit Student Matches**

SSN	ID	Last Name	First Name	Status	
	MA	MARSHALL	JUSTIN	Active	<a href="#">Edit</a>
	MA	MARTIN	KATIE	Active	<a href="#">Edit</a>
	MA	MARTIN	JENNIFER	Deleted	<a href="#">Edit</a>

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[Return To Updating](#)

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:



**i have a plan**  
**IOWA**  
**scholarships & grants**

[RETURN TO UPDATING](#)

**Edit Student Information**

**Status: ACTIVE**

SSN	ID	Last Name	First Name	Primary EFC	Adjusted EFC	Campus	Graduation Date
	MA	<input type="text"/>	DARREN	0	<input type="text"/>	M	20100822

		NGEAP	AIOS	AIFCG				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	Information Code	Enrollment Status	IG	ITG	ITGM	NG	AIOS	AIFCG
<b>Fall</b>	<input type="text"/>	F	\$0	\$2000	\$6875	N/E	N/E	N/E
<b>Spring</b>	<input type="text"/>	F	\$0	\$1565	\$6875	N/E	N/E	N/E

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[Update](#)

[Delete](#)

[Return To Listings](#)

[Return To Updating](#)

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.

## College or University In-House Computer Download

College and university officials who provide files to the Commission from in-house computer systems must provide files in the layout prescribed on pages 33 and 34 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 payment information to the Commission.**

Before the Commission can process your data, the payment file must be returned to the Commission via the website.

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

**USER GUIDE** **SEND** **REPORTS** **UPDATE** **HISTORY** **ACCESS** **LOGOFF**

User Guide	Use this option to view the user guide on how to use the S&G System.
<b>Send</b>	Use this option to return your edited payment file to the Commission.
Reports	Use this option to run a report on your data.
Update	Use this option to update your data.
History	Use this option to look up history on students.
Access	Use this option to set the access permissions for your college's various users.
Log Off	Use this option to log out of the system.

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- 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.

 **i have a plan**  
**IOWA**  
**scholarships & grants**

USER GUIDE   SEND   REPORTS   UPDATE   HISTORY   ACCESS   LOGOFF

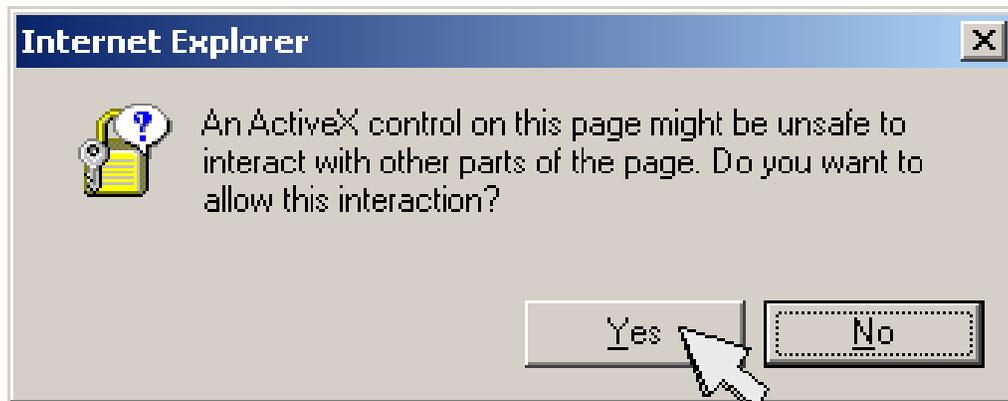
**Send File to Commission**

- 1.) Choose your payment file by clicking on **Browse...**. Then navigate until you have selected your file and click **Open**.  
File:
- 2.) Enter which term you are reporting for:  ▾
- 3.) Enter which file format is being sent:  ▾
- 4.) Click the button below and **wait** a few seconds for a status message to appear.

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- 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.

## Payment File Errors

During the uploading process, the following errors may appear:

**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
! 666657666	MEILLIR	JEFFRY	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	
<input type="radio"/> 11111111 AP, MEILLIR, JEFFRY	11111111 ME, MESSER, JAMES A	Are these the same student?
<input checked="" type="radio"/> 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.

1. **Person Not Found in System.** 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.

2. **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.

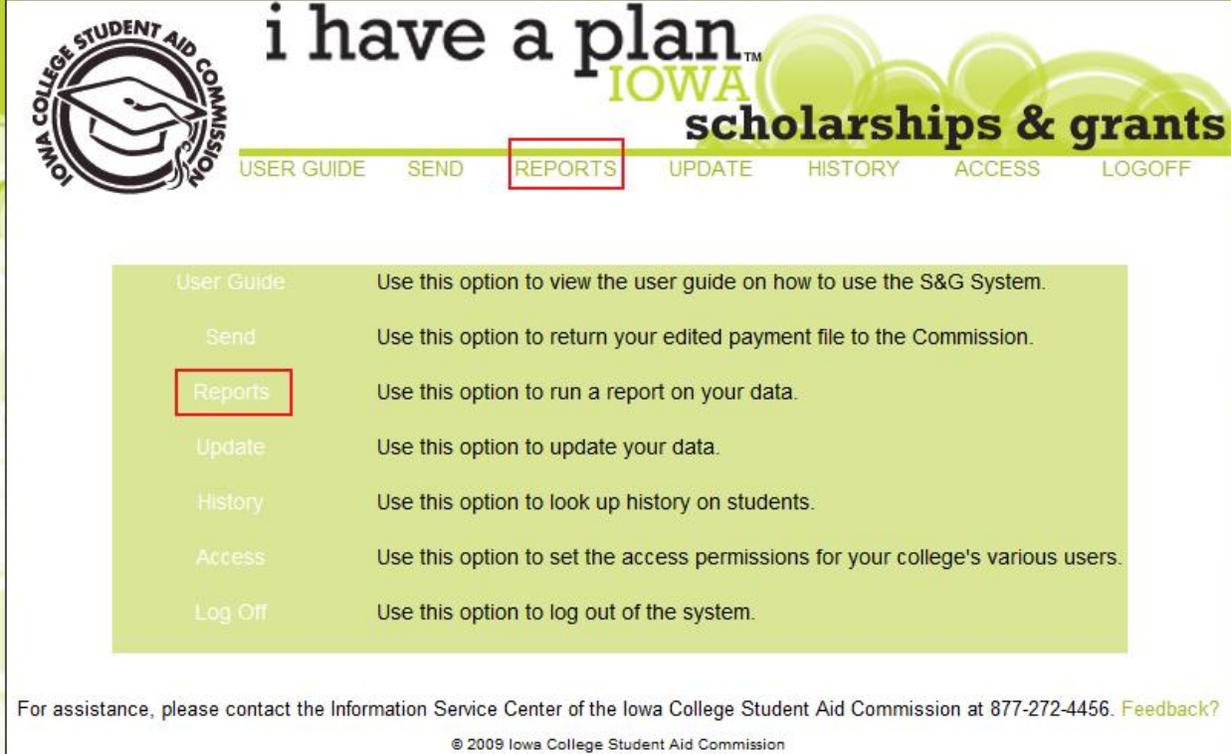
3. **Payments at Other School(s) Choices.** The individuals listed in this section have been identified for payment at another college or university. Please confirm (by checking the box next to the student’s name) that the student should be paid on your campus.

4. **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.

## View Web Reports

After a file is sent to the Commission from a college or university in-house system, it is automatically loaded to the Commission's database. In addition, colleges or 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



**i have a plan™**  
**IOWA**  
**scholarships & grants**

USER GUIDE   SEND   **REPORTS**   UPDATE   HISTORY   ACCESS   LOGOFF

User Guide:	Use this option to view the user guide on how to use the S&G System.
Send	Use this option to return your edited payment file to the Commission.
<b>Reports</b>	Use this option to run a report on your data.
Update	Use this option to update your data.
History	Use this option to look up history on students.
Access	Use this option to set the access permissions for your college's various users.
Log Off	Use this option to log out of the system.

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

The screenshot shows the 'i have a plan IOWA scholarships & grants' web application. On the left is the Iowa College Student Aid Commission logo. The main header features the text 'i have a plan IOWA scholarships & grants'. Below the header is a navigation menu with links: USER GUIDE, SEND, REPORTS, UPDATE, HISTORY, ACCESS, and LOGOFF. The central area is titled 'Reporting System' and contains a dropdown menu for 'Year' set to '2009-2010'. Below the dropdown is a list of report options: School Payout Roster, Students With Ineligible EFC, Students With Application Past Deadline, Students Without FAFSA, Students With Payment(s) Above Award Limits, Students With Payment(s) At Another School, Students With No Fall Disbursement, View Ledger, and Search Payments. At the bottom of the page, there is a footer with contact information: 'For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456. [Feedback?](#)' and a copyright notice: '© 2009 Iowa College Student Aid Commission'.

A description of the reports follows:

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, Students with Payments(s) At Another School and Students With No Fall Disbursements** are all reports that identify potential awarding issues.

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

Example of the **School Payout Roster** and what each section of the roster means:



# i have a plan™

## IOWA

### scholarships & grants

Choose TERM(S)...  
 Term: Fall 1  
 Term: Spring  
 Terms: All Valid

Choose FIELDS...  
 EFC  
 AEFC 2  
 Campus

Choose PROGRAM...  
 Program: All 3  
 Program: ITG  
 Program: ITGM

\*View Records\*  
 Sort: LastName  
 Sort: SSN 4

EXIT

Welcome Drake University!

TOTALS 5
KEY 6
7
Academic Year: 2009-2010
Print Report
Excel Export

#	Inf	G/F/A	SSN	ID	Last Name	First Name	Efc	AEfc	C	GD	T	IC	ES	ITG	TT	YT
1	◆		479319134	AB	ABADIAN VAHDAT	MADONNA	0		M	20110514	Fall	F	2000	8840	16120	
											Spg	F	1565	7280	16120	
2	◆		484170277	AB	ABOLT	CAITLIN	8002		M	20120512	Fall	F	2000	6500	12565	
											Spg	F	1565	6065	12565	

8

#### Totals / Recipients - ITG Program(s)

	IG	ITG	ITGM	NG	AIOS	AIFCG
<b>T1 Totals</b>	\$9,000	\$1,083,670	\$2,606,462	\$10,908	\$6,704	\$0
T1 Recipients	18	558	511	4	2	0
<b>T2 Totals</b>	\$0	\$0	\$0	\$0	\$0	\$0
T2 Recipients	0	0	0	0	0	0
<b>T3 Totals</b>	\$8,500	\$788,939	\$2,466,145	\$7,035	\$6,704	\$0
T3 Recipients	17	518	476	3	2	0
<b>T4 Totals</b>	\$0	\$0	\$0	\$0	\$0	\$0
T4 Recipients	0	0	0	0	0	0
<b>T5 Totals</b>	\$0	\$0	\$0	\$0	\$0	\$0
T5 Recipients	0	0	0	0	0	0
<b>Selected Terms</b>	\$17,500	\$1,872,609	\$5,072,607	\$17,943	\$13,408	\$0
<b>All Terms</b>	\$17,500	\$1,872,609	\$5,072,607	\$17,943	\$13,408	\$0
<b>All Recipients</b>	18	577	531	4	2	0

9

10

11

[Back To Top](#)

For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456. [Feedback?](#)

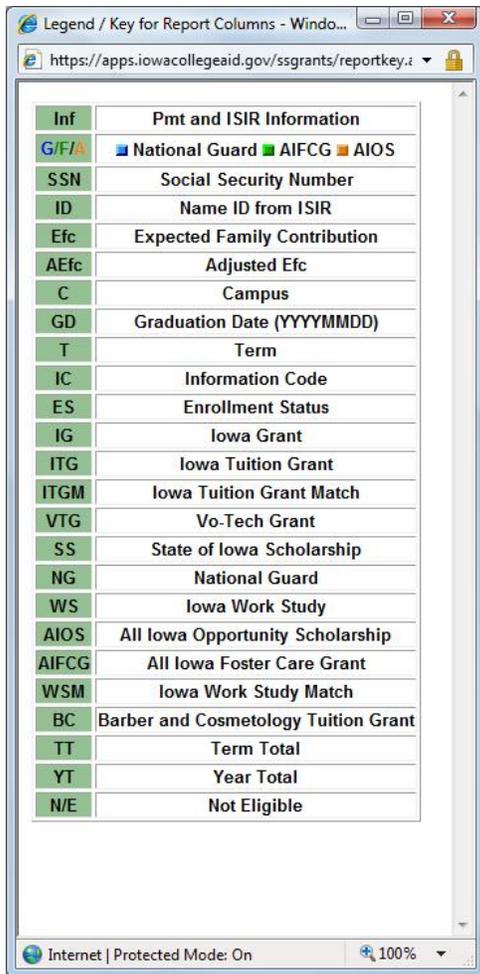
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Appendix A

-26-

8/29/2011

- 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) and 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.



- 7 In the **G/F/A** (Iowa National Guard Educational Assistance Program (NGEAP), All Iowa Opportunity Foster Care Grant and All Iowa Opportunity Scholarship) field, you will know a person is a Guard member if they have a blue square under the **G**. You will know if they are a Foster Grant recipient if they have a green square under the **F**. And you will know if they are an All Iowa Opportunity Scholarship recipient if they have a red square under the **A**.
- 8 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.
- 9 The Selected Terms (blue) row gives a total of all the terms selected.
- 10 The All Terms (gold) row gives a total of all the terms (even though they may not all be shown).
- 11 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 and the Commission.



# i have a plan™ IOWA scholarships & grants

EXIT

**View Ledger**

School Code

Date Between  And

Batch Year

Program 

- AIFCG
- AIOS
- IG
- ITG
- NG

School Code	Batch Year	Program	Term	Amount Requested	Amount Paid	Balance
001860	2010	AIOS	Fall	\$6,704.00		
001860	2010	AIOS	Spring	\$6,704.00		
001860				\$13,408.00	\$13,408.00	\$0.00
001860				\$13,408.00	\$13,408.00	\$0.00

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Example of “View Ledger” with all programs selected. In this scenario, the college needs to refund the Commission \$5,358 in Iowa Grant funding and \$2,920 in Iowa National Guard Education Assistance Program funding.

### View Ledger

School Code       And     

Date Between      

Batch Year  ▾

Program 

AIFCG  
AIOS  
IG  
ITG  
NG

School Code	Batch Year	Program	Term	Amount Requested	Amount Paid	Balance
001860	2010	AIFCG	Fall	\$0.00		
001860	2010	AIFCG	Spring	\$0.00		
				\$0.00	\$0.00	\$0.00
001860	2010	AIOS	Fall	\$6,704.00		
001860	2010	AIOS	Spring	\$6,704.00		
				\$13,408.00	\$13,408.00	\$0.00
001860	2010	IG	Fall	\$10,000.00		
001860	2010	IG	Spring	\$9,500.00		
				\$19,500.00	\$24,858.00	(\$5,358.00)
001860	2010	ITG	Fall	\$1,083,670.00		
001860	2010	ITG	Spring	\$788,939.00		
				\$1,872,609.00	\$1,872,609.00	\$0.00
001860	2010	NG	Fall	\$16,272.00		
001860	2010	NG	Spring	\$11,725.00		
				\$27,997.00	\$30,917.00	(\$2,920.00)
				\$1,933,514.00	\$1,941,792.00	(\$8,278.00)

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



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## IOWA scholarships & grants

EXIT

### Search Payments

School Code

Date Between  And

Batch Year

Payment Type

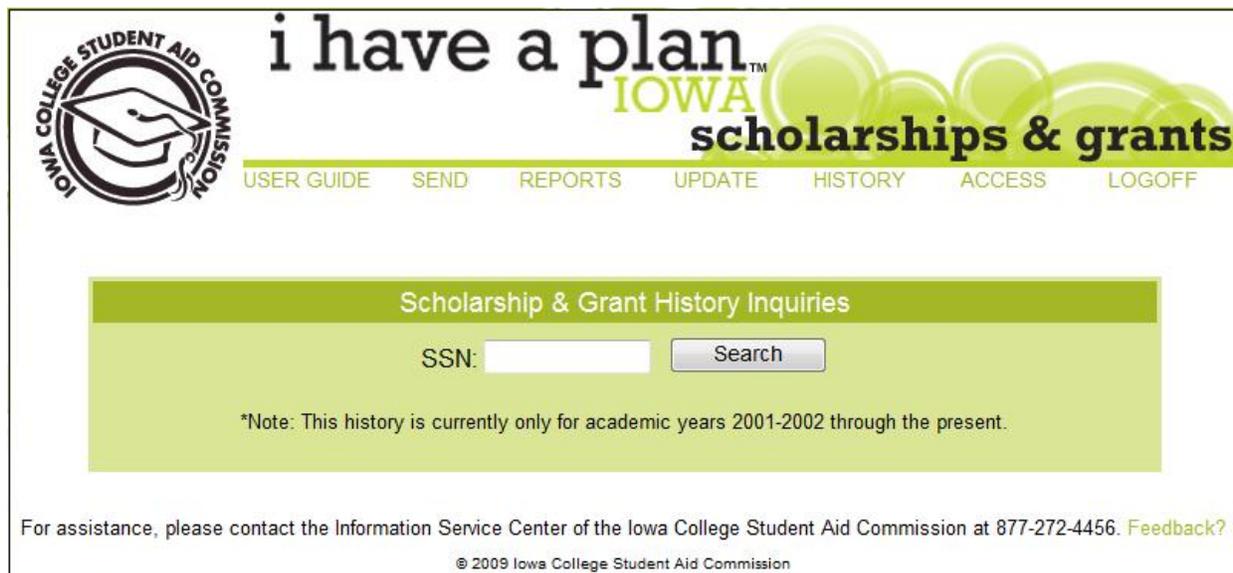
School Code	Batch Year	Payment Date	Payment Type	Program	Amount Paid	Program Breakdown
001860	2010	08/31/2009	Advance Payment		\$24,858.00	
001860				IG		\$24,858.00
001860	2010	09/01/2009	Advance Payment		\$956,320.00	
001860				ITG		\$956,320.00
001860	2010	12/10/2009	Advance Payment		\$6,168.00	
001860				AIOS		\$6,168.00
001860	2010	12/14/2009	Advance Payment		\$787,524.00	
001860				ITG		\$787,524.00
001860	2010	12/15/2009	Payment		\$22,976.00	
001860				AIOS		\$6,704.00
001860				NG		\$16,272.00
001860	2010	12/15/2009	Advance Payment		\$14,645.00	
001860				NG		\$14,645.00
001860	2010	03/08/2010	Payment		\$129,301.00	
001860				AIOS		\$536.00
001860				ITG		\$128,765.00
001860					\$1,941,792.00	\$1,941,792.00

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## Payment History

The “History” Link will allow you to look up how many full time or part time semesters a student has received of All Iowa Opportunity Scholarship, Barber and Cosmetology Grant, Iowa Tuition Grant, Iowa Vocational Technical Grant, Iowa Grant or National Guard. The ‘History’ link can be found at the top of the page or on the side of the opening page.



The screenshot shows the website header with the Iowa College Student Aid Commission logo and the text "i have a plan IOWA scholarships & grants". Below the header is a navigation menu with links: USER GUIDE, SEND, REPORTS, UPDATE, HISTORY, ACCESS, and LOGOFF. The main content area features a green box titled "Scholarship & Grant History Inquiries" containing a search form with a text input field labeled "SSN:" and a "Search" button. Below the form is a note: "\*Note: This history is currently only for academic years 2001-2002 through the present." At the bottom of the page, there is contact information for the Information Service Center and a copyright notice for 2009.

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 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 utilized to interpret full-time and part-time semesters of receipt to ensure consistent calculations across all students (colleges may not know the enrollment statuses associated to transfer students that received grants at other colleges 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 student's 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.



# i have a plan™

## IOWA scholarships & grants

SEARCH EXIT

### 2010 Waldorf College (Semester)

Iowa Tuition Grant - Max: \$3565

	T1	T2	T3	T4	T5
<b>Disbursement Reported:</b>	\$2000		\$1565		
<b>Maximum Award:</b>	\$2000	\$0	\$1565	\$0	\$1783

### 2009 Waldorf College (Semester)

Iowa Tuition Grant - Max: \$4000

	T1	T2	T3	T4	T5
<b>Disbursement Reported:</b>	\$2000		\$2000		
<b>Maximum Award:</b>	\$2000	\$0	\$2000	\$0	\$2000

### 2008 Waldorf College (Semester)

Iowa Tuition Grant - Max: \$4000

	T1	T2	T3	T4	T5
<b>Disbursement Reported:</b>	\$2000		\$2000		
<b>Maximum Award:</b>	\$2000	\$0	\$2000	\$0	\$2000

### Totals for All Records With SSN

#### AIOS Total: \$0

Full AIOS Term Tally (S):	0	Full AIOS Term Tally (Q):	0
Partial AIOS Term Tally (S):	0	Partial AIOS Term Tally (Q):	0

#### BC Total: \$0

Full BC Term Tally (S):	0	Full BC Term Tally (Q):	0
Partial BC Term Tally (S):	0	Partial BC Term Tally (Q):	0

#### ITG Total: \$11565

Full ITG Term Tally (S):	6	Full ITG Term Tally (Q):	0
Partial ITG Term Tally (S):	0	Partial ITG Term Tally (Q):	0

#### IVTG Total: \$0

Full IVTG Term Tally (S):	0	Full IVTG Term Tally (Q):	0
Partial IVTG Term Tally (S):	0	Partial IVTG Term Tally (Q):	0

#### IG Total: \$0

Full IG Term Tally (S):	0	Full IG Term Tally (Q):	0
Partial IG Term Tally (S):	0	Partial IG Term Tally (Q):	0

#### NG Total: \$0

Full NG Term Tally (S):	0	Full NG Term Tally (Q):	0
Partial NG Term Tally (S):	0	Partial NG Term Tally (Q):	0

For assistance, please contact the Information Service Center of the Iowa College Student Aid Commission at 877-272-4456. [Feedback?](#)

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# Scholarship and Grant System Payment File Layout

## Effective 2007-2008

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 <sup>1</sup>	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	Primary EFC from highest ISIR transaction	C	5	57	61
10	State Scholar Flag	C	1	62	62
11	National Guard Flag <b>(Must be 'Y' if payment provided in fields 45-49)</b>	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 (ccyyymmdd)	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
44	State of Iowa Scholarship Term 5	C	4	169	172

Field #	Description	Field Type <sup>1</sup>	Field Length	Start Position	End Position
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

\*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:

Start	End	Field Name	Value
<hr/>			
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)
<hr/>			
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)

<sup>1</sup>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

**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
LP	<b>Late Priority</b> is used when awards are authorized to students who file the FAFSA between the initial filing deadline and the extended filing deadline.
SP	<b>Special Priority.</b> This code must be used when paying additional students when allocations have been made by the Commission and special priority payments are authorized in the Iowa Tuition Grant and Iowa Vocational-Technical Tuition Grant Programs.
SI	<b>Summer ITG for Accelerated Programs.</b> Use this code when adding disbursements to state-defined Term 5 for summer ITG disbursements for students in accelerated programs.
SH	<b>Summer Header.</b> 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). This option is only available for colleges with accelerated programs.