



User Guide

Payment

December 2006



Student List Payment: View Screen

The Student List Payment: View screen gives the user the ability to view payment related items (i.e., payment request amount, payment result amount, payment result code) at a glance. It operates like the Student List Eligibility: View screen, allowing the user to select students who are attending their school and to select those students for whom they wish to generate payment requests. The Student List Payment: View screen is simply another way to view data on the Student List, this data being payment-related instead of eligibility-related. The Student List Payment: View screen is accessed from the side panel under the heading "Student" on the Table of Contents.

Schools can create a customized Student List Payment: View screen by selecting specific columns to be viewed, as well as use data sorting and filtering. The initial loading of this page will result in a default view with the following columns:

- Sel (Select)
- Pay Sel (Pay Select)
- Program
- Term
- Current SSN
- Last Name
- First Name
- Transaction #
- Term Award
- Original Yearly Eligible Award
- Requested Amount
- Amount Paid for Term
- Adjusted Amount
- Result Code
- Payment Result Date
- Status Flag
- Invoice Number
- Payment Request Code
- Actual Enrollment Hours
- Expanded Reject Code
- MAP Code

To view or print the customized report, click on the View Report tab displayed at the bottom of the screen.

Student List Payment: View Screen (Cont.)

Student List Payment: View																	
View	Filter	Sort	Columns	Payment Generation													
#	Pay Sel		Program	Term	Current	SSN	Last Name	First Name	Trans #	Term Award	Original Yearly	Elig Req	Amt Paid		Pay Res		
													Amt	for Term	Adj Amt	Res Code	Date
1		\$	<input type="checkbox"/>	<input type="checkbox"/>		1	3XX-XX-XXXX	BXXXXX	RXXXXX	91	\$133.00	\$267.00					
2		\$	<input type="checkbox"/>	<input type="checkbox"/>		2	3XX-XX-XXXX	BXXXXX	RXXXXX	91	\$134.00	\$267.00					
3		\$	<input type="checkbox"/>	<input type="checkbox"/>		1	3XX-XX-XXXX	DXXXXX	TXXX	91	\$249.00	\$534.00					
4		\$	<input type="checkbox"/>	<input type="checkbox"/>		2	3XX-XX-XXXX	DXXXXX	TXXX	91	\$249.00	\$534.00					
5		\$	<input type="checkbox"/>	<input type="checkbox"/>		1	3XX-XX-XXXX	GXXXX	NXXXXX	91	\$133.00	\$267.00					
6		\$	<input type="checkbox"/>	<input type="checkbox"/>		2	3XX-XX-XXXX	GXXXX	NXXXXX	91	\$134.00	\$267.00					

Save
First Page
Previous 10 Pages
1
Next 10 Pages
Last Page
Page 1 of 1
Rows per page:

View Report
Pay Select All
Pay Unselect All

Student List Payment: View Screen (Cont.)

Columns		Payment Generation														
ent SSN	Last Name	First Name	Trans #	Term Award	Original Yearly Elig	Amt Req	Paid for Term	Adj Amt	Res Code	Pay Res Date	Status Flag	Invoice #	Req Code	Actual Enr Hrs	Exp Rej Code	MAP Code
XX-XXXX	BXXXXX	RXXXXX	91	\$133.00	\$267.00											033
XX-XXXX	BXXXXX	RXXXXX	91	\$134.00	\$267.00											033
XX-XXXX	DXXXXX	TXXX	91	\$249.00	\$534.00											033
XX-XXXX	DXXXXX	TXXX	91	\$249.00	\$534.00											033
XX-XXXX	GXXXX	NXXXXX	91	\$133.00	\$267.00											033
XX-XXXX	GXXXX	NXXXXX	91	\$134.00	\$267.00											033

es 1 Next 10 Pages Last Page Page 1 of 1 Rows per page: 100

Pay Unselect All

3

Student Detail: Payment Screen

The Student Detail: Payment screen is a multi-purpose screen that allows schools to view MAP and IIA payment information or to create or change MAP and IIA payment requests for an individual student record. This screen is accessed by clicking on the **dollar sign** icon that is on the same line as the student's last name on the Student List: View screen, and also by selecting the **Payment** tab from the Student Detail: Eligibility screen.

Student Detail: Payment						
Eligibility	Edit MAP Code	Payment				
DOE, JOHN						
Current SSN:	<input type="text" value="XXX-XX-XXXX"/> <input type="button" value="go"/>	Transaction/Name ID: <input type="text" value="01 JD"/> <input type="button" value="go"/>				
Original SSN:	XXX-XX-XXXX	Name ID: JD				
Term:	MAP1	IIA1	MAP2	IIA2	MAP3	IIA3
MAP Code:	001	001	001	001	001	001
Request:	<input type="text" value="Payment"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment Hours:	<input type="text" value="8.5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enrollment:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested Amount:	\$ <input type="text" value="1,507.00"/>	<input type="text"/>	\$ <input type="text" value="1,507.00"/>	<input type="text"/>	\$ <input type="text" value="1,507.00"/>	<input type="text"/>
Override:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Eligible Amount:	\$ 1,507.00	<input type="text"/>	\$ 1,507.00	<input type="text"/>	\$ 1,507.00	<input type="text"/>
Original Eligible Amount:	\$ 1,507.00	<input type="text"/>	\$ 1,507.00	<input type="text"/>	\$ 1,507.00	<input type="text"/>
User Defined:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Save Changes"/> <input type="button" value="Discard Changes"/>						
Invoice #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transaction #:	01	01	01	01	01	01
Process Date:	08/17/2006					
Status:	Exported					
Results:	<input type="text"/>					
Expanded Reject Reason:	<input type="text"/>					
Amount Paid:	<input type="text"/>					
Adjusted Amount:	<input type="text"/>					
Payment Result Date:	<input type="text"/>					

Enrollment hours field has been changed to accommodate decimals. See page 11 for details.

Student Detail: Payment Screen

The Student Detail: Payment screen will contain tabs to the following screens: Eligibility and Edit MAP Code. Schools with multiple MAP codes are able to view student details for each MAP code by clicking on the Edit MAP Code tab.

When requesting MAP payment, there are four required fields in MAPnet:

- Request
 - Enrollment Hours (see page 11 for details)
 - Enrollment (status) (only required for graduating senior)
 - Requested Amount
- Each of these fields is to be completed with the appropriate information in order for payment requests to be processed properly.

Quarter Schools

Quarter schools must enter enrollment hours based on their method of tracking enrollment hours and ISAC will convert the hours to MAP Paid Credit Hours using the conversion factor previously provided to the school.

The following field is required for IIA payment requests:

- Request payment (select Payment in the Request field under the IIA column); or
- Cancel payment (cancel may be entered to cancel a previously requested IIA award.)

Click on the Save Changes button to save the payment request, or on the Discard Changes button to discard the payment request.

To select another student's SSN, enter the new SSN in the current SSN: text box and then click on the **GO** button. To view another ISIR transaction, select the desired ISIR number in the Transaction/Name ID drop down box and click on the **GO** button.

Input Student Enrollment Hours Screen

Schools must provide accurate enrollment hours for awards to be calculated correctly. This screen provides a method to enter enrollment hours prior to generating payments.

To use this screen click on Input Student Enrollment Hours which is found under Payment in the Table of Contents. Once on the screen select All, 1, 2, or 3 for the term. This will determine which term/quarter will be populated with the enrollment hours. Then enter student's enrollment hours along with SSN and ISIR transaction number. After entering the data click the Save button at the bottom or top of the screen. Any items that are rejected will be displayed at the top of the screen and will have to be reentered. Enrollment hours can be viewed on the Student List Payment: View screen by selecting Req Enr Hrs from the unselected columns of the Columns screen.

Once payment has been generated for these records the Req Enr Hrs field will be blanked and the enrollment hours will then be displayed in the Actual Enr Hrs field.

Enrollment hours field has been changed to accommodate decimals. See page 11 for details.

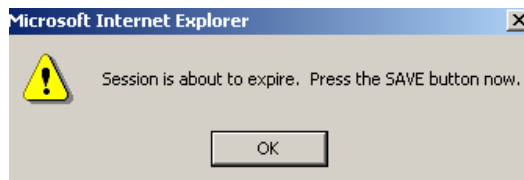
Please press save within 12 Minutes

Term: MAP Code:

SNo	Student SSN	Tran #	Enr Hrs	SNo	Student SSN	Tran #	Enr Hrs
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	11	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	13	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	14	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	15	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	17	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	18	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	19	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	20	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please be aware that this screen will time out in 15 minutes. To prevent losing any data that has been entered be sure to click the **SAVE** button before 15 minutes has elapsed.

Changes have been made to this screen to help prevent the loss of data by the screen timing out before the user has clicked the Save button. The changes include a timer at the top of the screen that will count down the minutes so the user can readily see how much time is left before the data needs to be saved. Note that the timer starts at 12 minutes while the screen will actually time out at 15 minutes. This was done intentionally to allow the user ample time to save the data.



The pop-up message shown above will appear on the screen when the timer has counted down the twelve minutes to alert the user to save the data now.

Student List Payment: Filter Screen

This screen provides many different options to “filter” the Student List screen. Users can change the records to be viewed on the Student List by setting one or several of the options on the Filter screen.

Most of the options are self-explanatory while others are not as obvious. Just to explain a few of the less obvious:

Program – The default is MAP and IIA which, if nothing else is changed, provides you with a list of all students who have selected your school as one of their choices on the FAFSA. If you change the selection to only MAP the list will display only the records that have had a MAP payment generated. The same is true if IIA is selected. All you will see are records with IIA payments.

When using the options listed at the bottom left of the screen, if more than one is checked the record must meet all of the conditions to be included on the list. For the options on the right side of the screen if more than one is checked a record only has to meet one of the conditions to be included.

Student List Payment: Filter

View	Filter	Sort	Columns	Payment Generation
Term:		- All -		
MAP Code:		- All -		
Program:		MAP and IIA		
SSN:		=	<input type="text"/>	
Last Name:		=	<input type="text"/>	
Original Yearly Eligible Amount:		=	<input type="text"/>	
Term Payment Amount:		=	<input type="text"/>	
EFC:		=	<input type="text"/>	
EFC Change:		<input type="text"/>		
Academic Level:		All		
Requested Enrollment Hours:		<input type="text"/>	to	<input type="text"/>
CPS Process Date:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Application Receipt Date:		<input type="text"/>	<input type="text"/>	<input type="text"/>
		Start Date		End Date
		<input type="text"/>		<input type="text"/>
		Start Date		End Date
		<input type="text"/>		<input type="text"/>

<input type="checkbox"/> Conflicting MAP Codes <input type="checkbox"/> Selected Students Only <input type="checkbox"/> Pay Selected Students Only <input type="checkbox"/> Highest Transaction Only <input type="checkbox"/> Eligible Students Only <input checked="" type="radio"/> Undergraduates Only: <input type="radio"/> Graduates Only:	Ineligible <input type="checkbox"/> MAP Paid Credit Hours >= 135 <input type="checkbox"/> Default <input type="checkbox"/> Late <input type="checkbox"/> MAP Suspend <input type="checkbox"/> IIA Suspend <input type="checkbox"/> Shutdown <input type="checkbox"/> Disqualify
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Generating Payment Requests When Using the Input Student Enrollment Hours Screen

When generating MAP payment requests for students that have had enrollment hours entered through the Input Student Enrollment Hours screen there are some steps to be followed that make this a relatively easy process. The steps below explain how this process works.

1. On the Input Student Enrollment Hours Screen enter the enrollment hours for all of the students for whom you would like to generate a MAP payment request. (See page 6 for instructions on using the screen.)
2. After enrollment hours have been entered, the next step is to filter the student list so you are able to view only the students who have had enrollment hours entered. To do this select Student List Payment from the Table of Contents on the left side of the MAPnet screen.
3. Once the list appears on the screen click on the Filter tab. On the Filter screen locate the Requested Enrollment Hours filter, which can be found in about the middle of the screen, and enter the range of enrollment hours for which you would like to generate payment requests.
4. Now click on the Columns tab. Locate “Req Enr Hrs” in the left column and move it to the right column. This will include the enrollment hours on the Student List Payment: View screen. Note: This step is not required. If you don’t care to see the enrollment hours that were entered you can skip it.
5. Finally click on the View tab. Your list will now be filtered to where the only students displaying on the list are those who have had enrollment hours entered in the Requested Enrollment Hours field.
6. After reviewing the list to verify that these are the students that you want to generate payments for, click on the “Pay Select All” button at the bottom of the screen. This will put a check mark in the “Pay Sel” box which is located just to the left of the students’ SSN. These students are now marked for payment generation.
7. The final step is to generate the payment requests. To do this go to the Payment Generation screen either by clicking on the Payment Generation tab at the top of the Student List Payment screen or by clicking on Generate Payment Requests found in the Table of Contents under Payment. (See page 9 for assistance in using this screen.)

This completes the process from entering enrollment hours to generating the payment requests. At this point it is recommended that the MAP Payment Requests Not Submitted report be run to verify that the results are as expected.

Payment Generation Screen

The Payment Generation screen allows the user to create payment request records for a selected group of students. This screen is accessed from the Payment Generation tab on the Student List screen or from the Table of Contents side panel under the heading "Payment". The selected records for payment requests are marked in the check boxes in the "Pay Sel" column on the Student List screen or by using the "Pay Select All" button. This screen allows the user to set the term enrolled, request code, actual enrollment hours, and the User Defined field for school specific data. For example, all students that are determined eligible, that are enrolled for 15 credit hours may be grouped together to perform a batch payment request.

The Enrollment Hours field is an optional field when used in conjunction with the Input Student Enrollment Hours screen. When enrollment hours have already been entered the Enrollment Hours field on the Payment Generation screen can be left blank and the previously entered hours will be used. If hours are entered in the enrollment hours field on this screen, those hours will be used for generating payments for any records selected that do not have the enrollment hours entered. The Enrollment Hours field has been changed to accommodate decimals. See page 11 for details

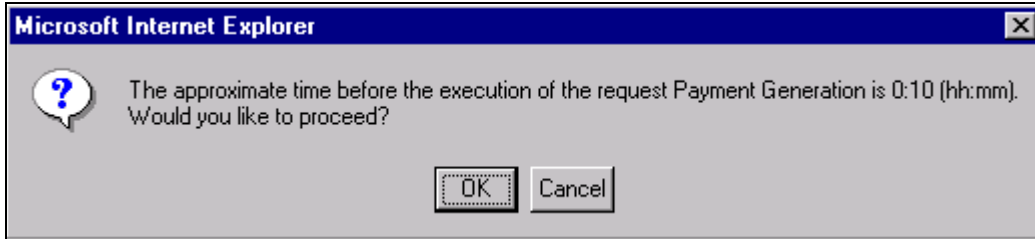
Upon initiation of the Payment Generation request (by clicking on the Generate button), a message will be displayed to indicate the approximate time it will take before the request is executed. A confirmation message will also be displayed to allow you to continue or cancel the request. If cancel is selected, all "Pay Select" fields entered on the Student List screen prior to the cancel selection will continue to remain on that screen provided that the save button was depressed. Information entered on the Payment Generation screen will not be retained.

The screenshot shows the "Payment Generation" screen with a blue header and a table-like structure. The header includes tabs for "View", "Filter", "Sort", "Columns", and "Payment Generation". Below the header, there are several input fields and checkboxes:

- Term:** A dropdown menu.
- MAP Code:** A dropdown menu with "XXX" selected.
- Academic Level:** A dropdown menu with "All" selected.
- MAP Payment Requests:** A checked checkbox.
- IIA Payment Requests:** A checked checkbox.
- Request:** Two dropdown menus, one for each request type.
- Enrollment Hours:** A text input field.
- Enrollment Code:** A dropdown menu.
- User Defined:** Two text input fields.

At the bottom of the form, there are two buttons: "Generate" and "Reset".

To continue the Payment Generation process, click on the “OK” button. A Payment Generation Status box will be displayed.



Payment Generation Status	
Status	
Records to process:	1628
Requests Generated:	1628
Percent complete:	100%
Estimated time remaining (mm:ss):	00:00
Process Complete.	

Note: Payment requests were last generated on 9/5/2003 at 15:53:19 for 1628 records.

Enrollment Hours

The maximum field length for enrollment hours has been expanded to five positions to accommodate a fraction of an hour. This was done so that MAP Paid Credit Hour tracking could be more accurately applied for quarter schools. However, semester schools may also enter a fraction of an hour, but keep in mind that the figure entered will be rounded before the MAP award is calculated.

When entering the enrollment hours you need not enter the decimal unless you have a fraction of an hour to be entered. For example, 10 hours would simply be entered as 10, whereas 9 ½ hours would be entered as 9.5 or 9.50. For semester schools, any fractions of hours entered will be rounded up from .5 and down from .49. For quarter schools, the hours entered will be applied to the school's quarter hour conversion factor and the results from the conversion will then be rounded up from .5 and down from .49.

Examples:

Semester schools:

Enr. Hrs. entered	=	9.5
Rounded	=	*10

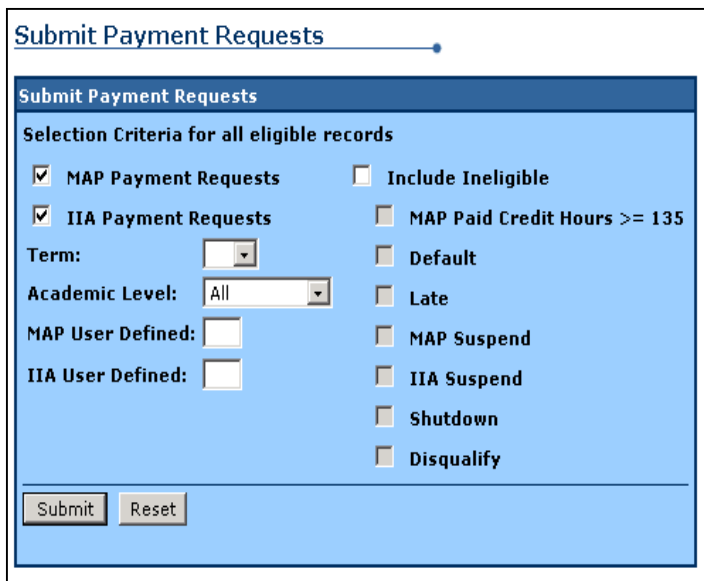
Quarter schools:

		3.3 <u>conversion factor</u>		1.1 <u>conversion factor</u>		.66 <u>conversion factor</u>
Enr. Hrs. entered		1.25		6.9		5.50
Conversion factor	X	3.3		1.1		.66
Converted enr. Hrs.	=	4.125		7.59		3.63
Rounded	=	*4		*8		*4

* Enrollment hours used for MAP award calculation

Submit Payment Requests Screen

The Submit Payment Requests screen allows the user to submit previously created payment requests to ISAC for processing. This includes requests created through the Payment Detail screen and the Payment Generation screen. The user is allowed to specify which payment request records will be submitted based on program (MAP and/or IIA), Term, Academic Level, and Ineligible records selected. This screen is accessed by selecting the Submit Payment Requests link from the side panel. After payment requests have been submitted (by clicking on the Submit button) a message will be displayed to the user indicating how many payment requests were submitted.



The screenshot shows a web interface titled "Submit Payment Requests". It features a blue header bar with the title. Below the header, there is a section titled "Selection Criteria for all eligible records". This section contains several checkboxes and dropdown menus. The "MAP Payment Requests" and "IIA Payment Requests" checkboxes are checked. The "Include Ineligible" checkbox is unchecked. There are two columns of checkboxes: the left column includes "MAP Paid Credit Hours >= 135", "Default", "Late", "MAP Suspend", "IIA Suspend", "Shutdown", and "Disqualify". The right column includes "MAP User Defined:" and "IIA User Defined:" with empty input fields. At the bottom of the form, there are "Submit" and "Reset" buttons.

Selection Criteria for all eligible records	
<input checked="" type="checkbox"/> MAP Payment Requests	<input type="checkbox"/> Include Ineligible
<input checked="" type="checkbox"/> IIA Payment Requests	<input type="checkbox"/> MAP Paid Credit Hours >= 135
Term: <input type="text"/>	<input type="checkbox"/> Default
Academic Level: <input type="text" value="All"/>	<input type="checkbox"/> Late
MAP User Defined: <input type="text"/>	<input type="checkbox"/> MAP Suspend
IIA User Defined: <input type="text"/>	<input type="checkbox"/> IIA Suspend
	<input type="checkbox"/> Shutdown
	<input type="checkbox"/> Disqualify

Submit Reset

Payment Submission Completed Successfully - Submitted 388 Records.

Submit Payment Process

To submit payment requests for MAP and/or IIA payment follow the steps below.

- Check the MAP Payment Request box or the IIA Payment Request box or both boxes for a combination payment request of both MAP and IIA.
- Choose the Term for which the request is being made from the drop down box: 1st, 2nd, or All. For quarter schools, the selection is expanded to 1st, 2nd, 3rd, or All.
- Choose an Academic Level from the selection in the drop down box.
- The MAP and IIA User Defined box can be used to enter school specific data. The school defines the assigned value.

To include ineligible students in the payment request, check the "Include Ineligible" box. The choices are:

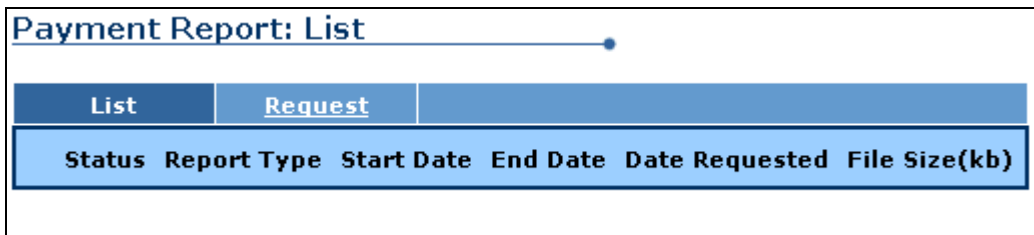
- MAP paid credit hours equal or greater than 135;
- Student(s) in default;
- Student(s) recorded as late;
- Student(s) application is in a suspend status;
- ISIR transactions received on or after the shutdown date; or
- Student(s) in a disqualify status.

Click on the Submit button to submit the payment request.

Click on the Reset button to reset the data to the default values.

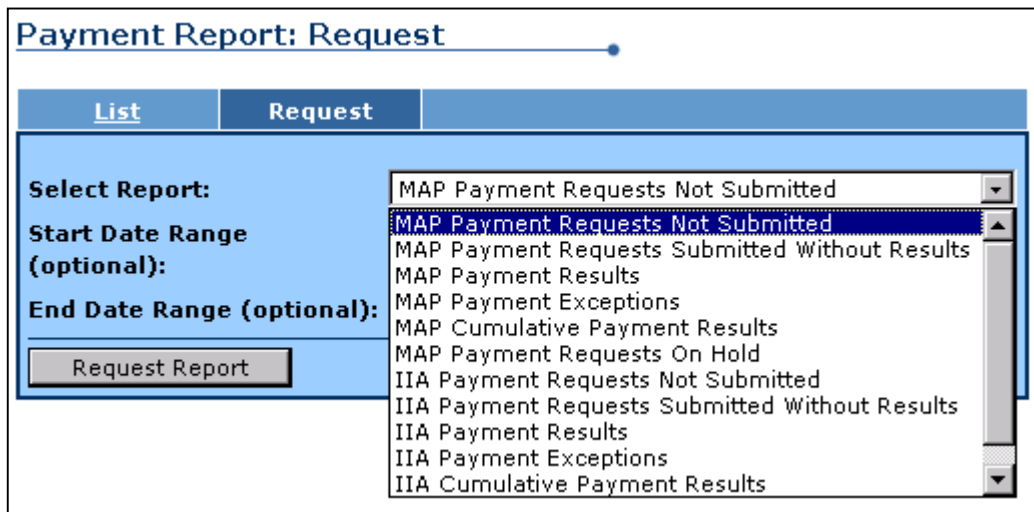
Payment Requests/Results Reports Screens

The purpose of the Payment Requests/Results Report screen is to allow users to request reports listing MAP and/or IIA payment results. The two tabs, List and Request, are used in combination to allow the user to request a payment result report from the Request tab, and review the report from the List tab. The Payment Requests/Results Report screen is accessed from the side panel by clicking on the Payment Reports link.



The screenshot shows the 'Payment Report: List' screen. It features a tabbed interface with 'List' and 'Request' tabs. Below the tabs is a table with the following headers: Status, Report Type, Start Date, End Date, Date Requested, and File Size(kb).

To create a payment results report, click on the Request tab, and select the appropriate payment result report. The start and end date ranges are optional fields.



The screenshot shows the 'Payment Report: Request' screen. It features a tabbed interface with 'List' and 'Request' tabs. The 'Request' tab is active. On the left, there are fields for 'Select Report:', 'Start Date Range (optional):', and 'End Date Range (optional):', along with a 'Request Report' button. On the right, a dropdown menu is open, displaying a list of report options:

- MAP Payment Requests Not Submitted
- MAP Payment Requests Not Submitted
- MAP Payment Requests Submitted Without Results
- MAP Payment Results
- MAP Payment Exceptions
- MAP Cumulative Payment Results
- MAP Payment Requests On Hold
- IIA Payment Requests Not Submitted
- IIA Payment Requests Submitted Without Results
- IIA Payment Results
- IIA Payment Exceptions
- IIA Cumulative Payment Results





















Payment Request/Results Reports Screens

Payment Report: Request

List	Request
You have requested the following report:	
Report Type:	MAP Payment Results
Start Date Range:	not specified
End Date Range:	not specified
Your request is being processed and will be available for download from the View Payment Report List page shortly.	

This screen informs the user of the report requested, and the date ranges specified for the report. If a date range has been left blank, the screen will indicate not specified for the date range.

Payment Report: List

List	Request				
Status	Report Type	Start Date	End Date	Date Requested	File Size(kb)
 	processing IIA Cumulative Results			08/29/2004	
 	complete IIA Exceptions			08/29/2004	3
 	complete IIA Payment Results			08/29/2004	4
 	complete IIA Without Results			08/29/2004	5
 	complete IIA Not Submitted			08/29/2004	3
 	complete MAP Cumulative Results			08/29/2004	4
 	complete MAP Exceptions			08/29/2004	4
 	complete MAP Payment Results			08/29/2004	5
 	complete MAP Without Results	09/01/2003	09/01/2003	08/29/2004	5
 	complete MAP Not Submitted			08/29/2004	3

The list tab will now present the requested report in a list format. While the report is processing, the status column will indicate “processing”, once the report is complete the status will change to “complete”. Click on the magnifying glass icon to download the report for viewing or printing, or click on the X icon to delete the report.

Payment Results Summary/Invoice Detail

In order to provide payment results and invoice detail information in a more timely manner, the Payment Results Summary Report that was previously mailed to schools along with the Payment Voucher can now be accessed in MAPnet. Also included with the Summary Report are the Payment Results and Payment Exceptions Reports. These reports, which are generated from ISAC's mainframe, provide the same detailed information that can be generated in MAPnet by running the Payment Results and Payment Exceptions Reports and using the date provided on the Payment Results Summary Report in the date range fields.

To access this information click on *Payment Results Summary / Invoice Detail* found under **Reports** in the Table of Contents. This will bring up the screen displayed below. Then click on the File Name of the report you want to view.



The screenshot displays the MAPnet web application interface. On the left is a blue sidebar with a 'Table of Contents' menu. The main content area shows the 'Payment Results Summary / Invoice Detail' report selection screen. At the top right, there is a 'COLLEGEZONE' logo with the text 'POWERED BY ILLINOIS STUDENT ASSISTANCE COMMISSION'. Below the logo, the text 'Payment Results Summary / Invoice Detail:' is followed by a dropdown arrow. A table lists the available reports:

File Name	File Size	Date Created
MAP_001_20060110.rtf	11187	1/19/2006 8:12:48 AM

Below the table, there is a horizontal line and the copyright notice: © 2005, Illinois Student Assistance Commission, all rights reserved.

The sidebar menu includes the following sections:

- 2005-06
- MAPnet
 - Go to MAPnet Login
 - Logout
- MAPnet Home
 - Go to MAPnet
- Student
 - Student List Eligibility
 - Student List Payment
- Payment
 - Input Student
 - Enrollment Hours
 - Generate Payment Requests
 - Submit Payment Requests
- Budget
 - View Budget
 - View Global Parameters
 - Forecast
- Administration
 - View Users
- Reports
 - Eligibility Report
 - Payment Reports
 - Payment Results Summary / Invoice Detail
- File Extractions
 - Eligibility Status File

Reports will be listed on the screen for fourteen days from the creation date and will then be removed. After that time if you should need a copy of the report call or email School Services and request that a copy be mailed to you.

Submitting MAP and IIA Payment Requests through FTP

In addition to the individual and batch payment generation methods used in MAPnet, schools can also submit payment requests by using the File Transfer Protocol (FTP) process.

Schools create the 160 byte flat file, password encrypt the file, and send this file to ISAC through the means of FTP. FTP is a standard for sending files over the Internet. ISAC creates a directory for each school desiring to submit payments through the means of FTP on our FTP server.

The 160 byte flat file is simply a text file, created with Notebook or Microsoft Word that has 160 columns across each row. Each row accounts for each individual record. Every column or set of columns has a specific meaning and will be populated depending on the use of the file. The 2006-07 MAP Automated Delivery Process File Specifications contains the instructions for what information should be populated in the specific columns. In addition to payment requests this document will also identify other record types that exist in the 160 byte record layout. The different record types that are used in the 160 byte file format are as follows:

- 0 – IIA Cumulative results
- 4 – MAP and/or IIA payment requests and cancellations submitted by the school for processing
- 5 – MAP payment results based on submitted requests from the school
- 6 – MAP Cumulative results
- 7 – Eligibility Status records
- 9 – IIA payment results based on submitted requests from the school

Payment requests for MAP and IIA are created with a record type of 4. MAP and IIA requests can be submitted in the same file, or separate files grouped by the specific program. It is important that the 160 byte file be saved as a text file and that the file name has the extension of .txt.

Once this file is created, the school must password encrypt the file prior to sending it to ISAC through FTP. The file is encrypted with WinZip using a password provided by ISAC. WinZip is a common program for compressing or password encrypting files that are going to be sent through FTP. This step creates a new file that has a .zip extension on it.

The next step, after the zip file has been created, is to copy it to the FTP site. To do so Internet Explorer will need to be started. The following address should be typed into the Address Bar of Internet Explorer, being sure to have only this information: <ftp://isacom.org>

A log in screen will require an ID and password to be entered. These are supplied by ISAC to schools that have requested to use the FTP process for submitting payment requests. Finally, the zip file needs to be copied from where it was created to the white space on the FTP site using Window's Copy and Paste functions.

ISAC will check for new FTP files each day that payment requests are processed and results will be available through MAPnet the following day.

To review the steps:

1. Create the 160 byte flat file. The file name cannot have any spaces or special characters (e.g., ?, _, #) and must end with the file extension of txt.
2. Password encrypt the file using WinZip and the password provided by ISAC. Again the file name cannot have any spaces or special characters. The file name must end with the extension of zip.
3. Open Internet Explorer and type in the address of ftp://isacom.org
4. Enter the ID and password provided by ISAC to gain access to this site.
5. Copy and Paste the file created in Step 2 to any of the white space displayed on the screen inside of the Internet Explorer window.
6. Close the Internet Explorer window.

Reporting rejected payment request to schools.

To report rejected payment requests ISAC will send a report back to the schools in their FTP folder. In addition an e-mail will be sent to the persons that have been designated as the contacts for the school to inform them that there is a Rejected Payment report that they need to pick up. The report will be placed in a folder named "Reports" which you will see once you have logged in using the same User ID and password that is used when sending payment requests to ISAC. The report will be in a zipped file with password protection. Use the same password that you use to log on to the FTP site to access the file.