Entering VA Benefits

This guide will cover:

- How to enter Veteran Affairs Benefits

**Step One**

Navigate to the following breadcrumb:

Main Menu > Campus Solutions > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Benefit Summary

**Step Two**

- If an update needs to be made to an existing term's Veteran Benefit Summary use the Find an Existing Value Tab. Complete the following fields in the Search Criteria:
  - ID
  - Term
  Click on the Search button once the value(s) is(are) entered. The Veteran Benefit Summary tab will load.

- If a new term needs to be added to a student's Veteran Benefit Summary click on the Add a New Value tab. Complete the following fields in the Search Criteria:
  - ID
  - Academic Institution
  - Term
  Click the Add Button. The Veteran Benefit Summary tab will load.
Step Three

- Click on the Active Duty Drop down list. Select the appropriate value. This is the status of the veteran, regardless of whether or not you select spouse or dependent below.
- Click on the VA Spouse drop down list. Select the appropriate value.
- Click on the VA Dependant drop down list. Select the appropriate value.
- Check the Yellow Ribbon check box if the student is getting Yellow Ribbon benefits for the specified term.
- Under the Military Branch section check the box associated with the student's branch of military.

Step Four

- Use the Academic Details section to review academic data for the student.
- The Academic Summary tab provides information related to a student Academic Career, Admit Term, Academic Level, Program Status, Academic Program and Academic Plan
- The Residency, GPA and Academic Standing tab provides information related to a student's Residency status for the term, Academic Standing and Cumulative GPA

**IMPORTANT:** Depending on your security access, the hyperlink associated with the Academic Program will direct you to the read-only Program/Plan page where users can review a student’s CPP Stack in detail. In addition, the associated hyperlink for Residency will direct users to the read-only Residency page where users can view more information about a student’s residency.
Step Five

- Use the Federal Benefit Details section to add specific Federal Benefits for the student. You **MUST** use the following order when adding Federal Benefit fields and must enter a value for each field, even if that value is null.

**Federal Benefits Attributes order**

1. Chapter Number
2. VA Claim Number
3. Eligible Percentage
4. Initial Contact Date
5. Benefit Start Date
6. Benefit Expiration Date
7. Separation Date
8. Status
9. Application for Benefits Date
10. Received Date
11. Document Rating
12. Term Cert Amount

Step Six

- Click on the Attribute drop down list and select **Chapter Number**.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the Chapter Number in the secondary field.**
Step Seven

- Click the symbol in the Federal Benefit Fields section header to add a new benefit. Then select **VA Claim Number** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. *Enter in the VA Claim Number in the secondary field.*

![Federal Benefit Details](image)

**IMPORTANT:** The value in the secondary field must be an all numerical value without any spaces or dashes.

Step Eight

- Click the symbol located in the VA Claim Number row. Then select **Eligible Percentage** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. *Enter in the eligible percentage value in the secondary field.*

![Federal Benefit Details](image)
Step Nine

- Click the symbol located in the Eligible Percentage row. Then select **Initial Contact Date** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the initial contact date in the secondary field. If unknown enter 01/01/1901.**

Step Ten

- Click the symbol located in the Initial Contact Date row. Then select **Benefit Start Date** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the benefit start date in the secondary field. If unknown enter 01/01/1901.**
Step Eleven

- Click the [+] symbol located in the Benefit Start Date row. Then select **Benefit Expiration Date** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the benefit expiration date in the secondary field. If unknown enter 01/01/1901.**

![Attribute Selection](image)

**IMPORTANT:** All of the attributes listed need to be assigned to all students, and in this particular order. If a value for an attribute is unknown leave it blank.

Step Twelve

- Click the [+] symbol located in the Benefit Expiration Date row. Then select **Separation Date** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the separation date in the secondary field. If unknown enter 01/01/1901.**

![Attribute Selection](image)
Step Thirteen

- Click the symbol located in the Separation Date row. Then select Status from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. Enter in the status in the secondary field. If unknown, enter Active.

![Separation Date Attribute](image1.png)

Step Fourteen

- Click the symbol located in the Status row. Then select Application for Benefits Date from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. Enter in the application for benefits date in the secondary field. If unknown, enter 01/01/1901.

![Application for Benefits Date Attribute](image2.png)
Step Fifteen

- Click the symbol located in the Application for Benefits Date row. Then select **Received Date** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the received date in the secondary field. If unknown, enter 01/01/1901.**

![](image)

Step Sixteen

- Click the symbol located in the Application for Benefits Date row. Then select **Document Rating** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the document rating in the secondary field. If unknown, enter value as 0.**

![](image)
Step Seventeen

- Click the symbol located in the Document Rating row. Then select **Term Cert. Amount** from the Attribute drop down list.

- Once the Attribute is selected a secondary field will populate corresponding to the selected attribute. **Enter in the Term Cert. Amount in the secondary field.**

Step Eighteen

- Use the State Benefits Details section to add specific State Benefits for the student.

- Just like you did in steps six through step seventeen, click on the Attribute drop down list and select the desired value. Please use the correct order when adding State Benefit fields. Please make sure all fields are added with the correct values in the secondary field.

- See the correct order and example screen on the next page
Use the following order when assigning the State Benefit Attributes to a student:

State Benefits Attributes order
1. Chapter Number
2. VA Claim Number
3. Eligible Percentage
4. Initial Contact Date
5. Benefit Start Date
6. Benefit Expiration Date
7. Separation Date
8. Status
9. Application for Benefits Date
10. Received Date
11. Document Rating
12. Term Cert Amount
**Step Nineteen**

- Click the **Attachments** tab.

**Step Twenty**

- To add attachments click on the **Add Attachment** button. The file attachment pop up should appear.

- Click on **Choose File** button to search your computer for the file to attach. Once the file is chosen click on the Upload button.

- The file should be loaded into the attached section. You can change the Description of the file in the description field. Click the **View** hyperlink to view the file contents.

![File Attachments Tab](image)

**IMPORTANT:** To add more files click on the **Add** button. A new row will be added. Click on **Add Attachment** associated with the new row to add another file.

- Once all files have been uploaded click the **Save** button. Date and time stamps will appear on the Veterans Benefit Summary tab.

- Click on the **Audit Tab** (located within the File Attachments section) to view when files were created and/or updated as well as the user who created or updated the file.

**You have now completed the steps of Entering VA Benefits.**