

2012-13 MAP 160 Byte File Layout Specifications

OVERVIEW:

- A) ISAC will transmit an Eligibility Status File (ESF) for each student to all schools listed as a college choice on the Student Aid Report (SAR). The ESF records will be transmitted daily as Record Type = 7. ESF records may be retrieved via the Eligibility Status File Extraction Option.
- B) Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the common 160 byte layout and identify these with Record Type = 4.
- C) When payment requests are processed ISAC will provide payment results to schools through MAPnet. The payment results records can be retrieved in the 160 byte format by using the Payment Results File Extraction Option. MAP results records will be distinguished by a Record Type 5. The Payment Results file contains some eligibility status data elements. Also the same student record may appear on both the Payment Results and the Eligibility Status extract files. Schools may also use the reports option in MAPnet to obtain payment results.
- D) To cancel Payment Requests, the school that has the current Payment Request record on ISAC's Payment Database will transmit a matching record with Transaction Type = C and the Requested Award Amount field equal to zero along with other required data elements. These records will be transmitted to ISAC as Record Type = 4.
- E) Revisions made for the 2012-13 layout are highlighted in gray. Although many fields are numbered differently, their start and end positions remain the same as in 2011-12. Filler and "ISAC Use Only" fields were replaced with fields related to the MAP 2+2 Pilot processing. IIA fields were removed.
- F) List of Fields being transmitted with each Record Type:

<u>Record Type</u>	<u>Fields</u>	<u>Description</u>
2	2, 3, 5, 8, 14-16, 21-31, 35, 38-40, 44,	MAP 2+2 Eligibility Status records to the school from ISAC (Schools participating in the MAP 2+2 Pilot only)
4	1-8, 13-15, 25, 26, 41	MAP Payment Request or Cancellation record to ISAC from the school.
5	1-8, 12, 13, 15-21, 24-35, 38, 39, 41	MAP Payment Results records to the school from ISAC.
6	1-5, 7, 8, 13, 15, 20, 24-26, 38, 39	MAP Cumulative Results to the school from ISAC.
7	1-3, 5, 7, 8, 16-18, 24-34, 37, 39, 44-46	Eligibility Status records to the school from ISAC.

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G) The following 160 byte record layout will be used for transmitting data between schools and ISAC.

<u>Field Number</u>	<u>Data Element</u>	<u>Type (Length)</u>	<u>Start</u>
1	MAP CODE	9(03)	1
2	RECORD TYPE	X(01)	4
3	CURRENT SSN	9(09)	5
4	TERM ENROLLED	9(01)	14
5	COLLEGE YEAR	9(02)	15
6	MAP PAYMENT REQUEST CODE	X(01)	17
7	TITLE IV SCHOOL CODE	X(06)	18
8	STUDENT LAST NAME	X(16)	24
9	FILLER	X(03)	40
10	USER CODE	X(01)	43
11	REQUESTED AWARD AMOUNT FOR TERM	S9(05)V99	44
12	ENROLLMENT CODE	X(01)	51
13	ISIR TRANSACTION NUMBER	9(02)	52
14	CONTINUING STUDENT	X(01)	54
15	PAID IN PREVIOUS YEAR	X(01)	55
16	DEFAULT	X(01)	56
17	PAYMENT RESULT CODE	X(01)	57
18	PAYMENT RESULTS AMOUNT PAID FOR TERM	S9(05)V99	58
19	ADJUSTED AMT FROM PREV PYMT RESULTS	S9(05)V99	65
20	FILLER	X(2)	72
21	PAYMENT RESULTS PROCESS DATE/AS OF DATE	X(8)	74
22	ORIGINAL SSN (FROM ISIR)	9(9)	82
23	NAME ID	X(02)	91
24	LATE FLAG	X(01)	93
25	MAP SUSPENSE FLAG	X(01)	94
26	SHUTDOWN FLAG	X(01)	95
27	DISQUALIFY FLAG	X(01)	96
28	MAP CODE PAID TERM1	X(03)	97
29	MAP CODE PAID TERM2	X(03)	100
30	MAP CODE PAID TERM3	X(03)	103
31	UPDATE TYPE	X(01)	106
32	EXPANDED REJECT REASON CODE	X(02)	107
33	FILLER	X(02)	109
34	INVOICE NUMBER	X(10)	111
35	MAP PAID CREDIT HOURS	9(03)	121
36	FILLER	X(05)	124
37	ENROLLMENT HOURS	99V99	129
38	MAP 2+2 PARTNER SCHOOL	X(03)	133
39	MAP 2+2 DEFERRED ELIGIBILITY	S9(4)V99	136
40	MAP 2+2 ORIGINAL YEARLY ELIGIBILITY AMOUNT	S9(4)V99	142
41	FILLER	X(02)	148
42	ORIGINAL YEARLY ELIGIBLE AMOUNT	S9(04)V99	150
43	FILLER	9(01)	156
44	ORIGINAL YEARLY ELIGIBLE AMOUNT TRAN. NUMBER	9(02)	157
45	FILLER	X(02)	159

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H) Definition of Data Elements:

Field types are alpha/numeric (X) for these data elements, unless otherwise indicated. Alpha/numeric fields (X) greater than one character (byte) are left justified and padded with spaces. Numeric fields (9) greater than one digit (byte) are right justified and padded with zeros. Date fields are in century-year-month-day (CCYYMMDD) format.

DO NOT use null or low-value characters.

<u>Field Number</u>	<u>Field Name and Description</u>
1	MAP School Code - 3 numeric characters; must be a valid MAP school code.
2	Record Type - 1 alpha/numeric character; contains a value as described below: 2 = MAP 2+2 Eligibility Status records to school. 4 = Payment Request Records from the school. 5 = MAP Payment Result to the school. 6 = MAP Cumulative Payment Results to the school. 7 = Eligibility Status records to school.
3	Current SSN - 9 numeric characters; student's SSN.
4	Term Enrolled - 1 numeric character; contains a value described below: 1 = 1st Semester/Quarter 2 = 2nd Semester/Quarter 3 = 3rd Quarter
5	College Year - 2 numeric characters; 13 (for the 2012-2013 academic year)
6	MAP Payment Request Code - 1 alpha/numeric character; contains a value described below: P = Payment request C = Payment request cancellation
7	Title IV School Code - 6 alpha/numeric characters.
8	Student Last Name - 16 alpha/numeric characters; contains student's last name. This is an optional field.
9	Filler - 3 alpha/numeric characters; reserved for ISAC use.
10	User Code – 1 alpha/numeric character.
11	Request Award Amount for Term – 7 alpha/numeric character.
12	Enrollment Code - 1 alpha/numeric character; contains a value as described below: D = Graduating senior, else leave blank.

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13 **ISIR Transaction Number** - 2 alpha/numeric character; contains a value as described below;

Valid values: 01 to 99

Records must exist on ISAC database for the ISIR transaction number, Original SSN, and Name ID or the record will be rejected with a Reject Reason Code 2 (SSN not on ISAC database).

14 **Continuing Student** - 1 alpha/numeric character; contains a value as described below:

Y = Student applied for MAP in the previous academic year.

N = Student did not apply for MAP in the previous academic year.

15 **Paid Previous Year** - 1 alpha/numeric character; contains a value as described below:

0 = Student was not paid the previous year.

1 = Student was paid the 1st Semester of the previous year.

2 = Student was paid the 2nd Semester of the previous year.

3 = Student was paid the 1st Quarter of the previous year.

4 = Student was paid the 2nd Quarter of the previous year.

5 = Student was paid the 3rd Quarter of the previous year.

16 **Default** - 1 alpha/numeric character; contains a value as described below:

Y = Student is currently in default on an ISAC guaranteed loan.

N = Student is not currently in default on an ISAC guaranteed loan.

Blank = Student is not currently in default on an ISAC guaranteed loan.

17 **Payment Result Code** - 1 alpha/numeric character; contains a value as described below:

Payment requests or cancellations will receive the following result codes if the record formatted by the school does not have valid values:

2 = SSN not on ISAC database.

4 = Request superseded by another request.

MAP (Record Type 5):

Payment results will have one of the following exception codes:

* = Payment processed - no reported exception

B = Payment increased

C = Payment decreased

F = Full MAP Paid Credit Hours already used

H = Record previously paid **to your school** for requested term.

I = Payment reduced, amount claimed is greater than term award

J = Ineligible for payment due to calculated award amount of zero

K = Ineligible for payment due to Stafford loan default status

M = Disqualified record for disqualified reason code as listed

N = Record previously paid **to another school** as listed for requested term.

P = Student not eligible for term requested. Application received after deadline date.

R = Payment reduced to maintain ISAC annual award amount limit

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- S = Suspended MAP payment
- T = With this payment, student attains 135 MAP Paid Credit Hours. Student will no longer be eligible for MAP payment.
- U = Change in payment was requested; record indicates that no prior payment has been made for this term.
- V = With this payment, student attains 75 MAP paid credit hours. Student is no longer eligible for MAP payment at academic levels 1 and 2.
- W = MAP Paid Credit Hours increased due to a change in enrollment hours.
- X = MAP Paid Credit Hours decreased due to a change in enrollment hours.
- Y = Held payment request - Late Claim
- Z = Held payment request - Insufficient funds available

18 **Payment Results Amount Paid for Term** - 7 (including 2 decimal places) signed numeric characters; from zero to max term award

19 **Adjusted Amount from Previous Payment Results** - 7 (including 2 decimal places) signed numeric characters; from - max term award to + max term award.

20 **Filler** – 1 alpha/numeric character.

21 **Payment Results Process Date/As of Date** - 8 alpha/numeric characters; contains the date that a payment request or cancellation was processed for payment or the date of the eligibility status information.

22 **Original SSN (From ISIR)** - 9 numeric characters; SSN from the first ISIR transaction in the current year.

23 **Name ID** - 2 alpha/numeric characters; contains the first two letters of the applicant's last name.

24 **Late Flag** - 1 alpha/numeric character; contains a value as described below:

- L = Application received on or after October 1st from a student who did not apply for MAP the previous year; student is ineligible for 1st Semester/Quarter.
- W = Application received on or after August 16th from a student who applied for MAP the previous year; student is ineligible for 1st Semester/Quarter.
- A = Payment request will be processed for 1st Semester/Quarter as well as 2nd Semester/Quarter and 3rd Quarter.
- Q = Payment request will be processed for 2nd Semester/quarter and 3rd quarter only.
- Blank = Application not received late.

25 **MAP Suspense Flag** - 1 alpha/numeric character; contains a value as described below:

- S = New application received after the suspense date will not be considered for an award this year.
- A = Appeal granted - Payment request will be processed for 1st Semester/Quarter as well as 2nd Semester/Quarter and 3rd Quarter.
- Q = Appeal granted - Payment request will be processed for 2nd Semester/Quarter and 3rd Quarter only.
- Blank = Application not in suspense.

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26 Shutdown Flag - 1 alpha/numeric character; contains a value as described below:

- Z = ISIR transactions received after the shutdown date which result in an increased award amount will not be processed; transactions which lower the award amount will be processed.
- A = Appeal granted - Payment request will be processed for 1st Semester/Quarter as well as 2nd Semester/Quarter and 3rd Quarter.
- Q = Appeal granted - Payment request will be processed for 2nd Semester/Quarter and 3rd Quarter only.
- Blank = Application not in shutdown.

27 Disqualify Flag - 1 alpha/numeric character; contains a value as described below:

- 1 = Dependent student, parent not Illinois residents.
- 2 = Independent student not an Illinois resident.
- 4 = Invalid (or blank) class level, such as graduate student.
- 6 = Loan default is overridden; payment allowed.
- 7 = MAP Paid Credit Hours exceed 134.
- 8 = Student is in default on a Stafford loan.
- 9 = Other ISAC disqualify.
- Blank = Not disqualified.

28 MAP Code Paid Term 1 - 3 alpha/numeric characters; contains a value as described below:

- 000 thru 999 = MAP code of the school that was paid for the 1st Semester/Quarter of the current MAP year.
- Blank = No payment was made for this term.

29 MAP Code Paid Term 2 - 3 alpha/numeric characters; contains a value as described below:

- 000 thru 999 = MAP code of the school that was paid for the 2nd Semester/Quarter of the current MAP year.
- Blank = No payment was made for this term.

30 MAP Code Paid Term 3 - 3 alpha/numeric characters; contains a value as described below:

- 000 thru 999 = MAP code of the school that was paid for the 3rd Quarter of the current MAP year.
- Blank = No payment was made for this term.

31 Update Type - 1 alpha/numeric character; contains a value as described below.

- I = Initial Eligibility Status File
- U = Updated Eligibility Status File

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- 32 **Expanded Reject Reason Code** - 2 alpha/numeric characters; contains a value described below:
- MAP (Record Type 5):**
- Reported with Exception Code:
- PL = First-time student not eligible for 1st term.
PW = Continuing student not eligible for 1st term.
- 33 **Filler** – 1 alpha/numeric character.
- 34 **Invoice Number** -10 alpha/numeric characters; identifies the invoice on which a student record was processed. Blank means no payment was made for this term
- 35 **MAP Paid Credit Hours** – 3 numeric characters; contains a value from 0 to 149
- 36 **Filler** – 1 alpha/numeric character.
- 37 **Enrollment Hours** – 4 numeric character; contains a value as described below. Decimal (.) is implied.
- 38 **MAP 2+2 Partner School** - The MAP 2+2 school partnered with the school of record for this MAP 2+2 student.
- 39 **MAP 2+2 Deferred Eligibility** - The dollar amount of eligibility to be used in years 3 and 4 for this MAP 2+2 student.
- 40 **MAP 2+2 Original Yearly Eligible Amount** - The eligible amount based on the MAP 2+2 calculation for this MAP 2+2 student.
- 41 **Filler** - 2 alpha/numeric characters; reserved for ISAC use.
- 42 **Original Yearly Eligible Amount** - 6 (including 2 decimal places) numeric characters; may be blank, zero or greater than zero. The Annual Award Amount reported on the Eligibility Status File (EFS) extract to a particular school is the Annual Award Amount from the most recent (highest) transaction in which that particular school is one of the six school choices. The transaction number is also reported on the ESF in position 157-158.
- 43 **Filler** - 1 alpha/numeric characters; reserved for ISAC use.
- 44 **Original Yearly Eligible Amount Transaction Number** - 2 numeric characters; transaction number on which the value in field 42 (Original Yearly Eligible Amount) is based. Contains a value as described below:
- Valid values: 01 to 99
- 45 **Filler** - 2 alpha/numeric characters; reserved for ISAC use.

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Submitting Payment Requests Via FTP

The 160 byte flat file used to exchange MAP data 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.

Pages 1 – 7 of this document contain the description of the data that should be populated in the specific columns. In addition to payment requests this document will also identifies other record types used as a part of the 160 byte record layout. The different record types that are used are as follows:

- 2 – MAP 2+2 Eligibility Status records
- 4 – MAP 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

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

Example: mappayreq_999_010111.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.**

Example: mappayreq_999_010111.zip

After the zip file has been created, the next step is to copy it to the FTP site. If using Internet Explorer 6.x or below, start your browser and type the following address into the Address Bar of Internet Explorer 6.x, being sure to have only this information:

ftp://ftp.isac.org

If using Internet Explorer 7.0 and above, you will need to use the Windows Search (or Windows Explorer function) and enter the address above in the Address Bar to properly access ISAC's FTP site.

A log in screen will appear and require an ID and password to be entered. Schools are supplied a log in and password after informing ISAC of their desire to make payment requests via FTP.

Once final entry into the FTP site is gained, 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, process files received by 7:00 p.m. that night and make payment results available through MAPnet the following day.

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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 or Windows Search and type the following in the Address Bar:

ftp://ftp.isac.org
4. Enter the ID and password provided by ISAC to gain access to this site.
5. Copy and Paste the payment request 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 or Search 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 encryption. Use the same password that you used to log in to the FTP site to access the file.