

2022-23 MAP 160 Byte File Layout Specifications

OVERVIEW:

- A) ISAC will provide an Eligibility Status File (ESF) record for each student to all schools listed as a college choice on the student's Student Aid Report (SAR). The ESF records will be available daily as Record Type = 7. ESF records may be retrieved via the File Extraction option in MAP.
- B) Schools will transmit Payment Requests to ISAC via File Transfer Protocol (FTP) using the MAP 160 byte layout and identify these with Record Type = 4.
- C) When payment requests are processed, ISAC will provide payment results to schools through the MAP system. The payment results records can be retrieved in the 160 byte format using the MAP Payment Results File Extraction Option. MAP results records have a Record Type = 5. The MAP 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 MAP to obtain payment results.
- D) To cancel Payment Requests, the school with the current Payment Results record on ISAC's Payment Database must transmit a matching record with MAP Payment Request Code = C, with the Requested Award Amount field equal to zero and the Enrollment Hours field equal to 0 along with other required data elements. These records must be transmitted to ISAC as Record Type = 4.
- E) Summary of Data Element Changes, revision (highlighted in grey) made to the 2022-23 layout.

A new payment request field has been added for record type 4 , 5, & 6 for Payment Request Type P. This new field is an indicator that schools may use when applicable to indicate if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid.

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

Position		Field #	Data Element	Type (Length)	School to ISAC	ISAC to School	
					Payment or Cancellation Request	Elig File	Payment Results
Start	End				MAP Only	MAP	MAP
160 Byte Format							
1	3	1	Applicable MAP School Code	9(03)	X	X	X
4	4	2	Record Type	X(01)	4	7	5 / 6
5	13	3	Current SSN	9(09)	X	X	X
14	14	4	Term Enrolled	9(01)	=1, 2, or 3		=1, 2, or 3
15	16	5	College Year	9(02)	23	23	23
17	17	6	Payment Request Code (valid values = P or C)	X(01)	X		X
18	23	7	Title IV School Code	X(06)	X	X	X
24	39	8	Student Last Name	X(16)	<i>opt</i>	X	X
40	42	9	Filler	X(03)			
43	43	10	User Defined	X(01)			
44	50	11	Requested Award Amount for Term	9(05)V99	X		X
51	51	12	ING Certified	X(01)			
52	53	13	Transaction Number	9(02)	X		X
54	54	14	Continuing Student	X(01)		X	X
55	55	15	Paid Previous Year	X(01)		X*	X
56	56	16	Default	X(01)		X	X
57	57	17	Payment Result Code	X(01)			X
58	64	18	Payment Results Amount Paid for Term	9(05)V99			X
65	71	19	Adjusted Amt from Previous Payment Results	S9(05)V99			X
72	73	20	Filler	X(02)			
74	81	21	Payment Results Process Date (As-of-Date)	X(08)		X	X
82	90	22	Original SSN	9(09)	X	X	X
91	92	23	Name ID	X(02)	X	X	X
93	93	24	Short-Term Certificate Program	X(01)	<i>Opt*</i>		X
94	94	25	MAP Suspense Flag	X(01)		X	X
95	95	26	Shutdown Flag	X(01)		X	X
96	96	27	Disqualify Flag	X(01)		X	X
97	99	28	MAP Code Paid Term 1	X(03)		X	X
100	102	29	MAP Code Paid Term 2	X(03)		X	X
103	105	30	MAP Code Paid Term 3	X(03)		X	X
106	106	31	Update Type	X(01)		X	X
107	108	32	Expanded Reject Reason Code	X(02)			X
109	110	33	Filler	X(02)			
111	120	34	Invoice Number	X(10)			X
121	123	35	MAP Paid Credit Hours	9(03)		X	X
124	128	36	Filler	X(05)			
129	132	37	Enrollment Hours	9(02)V99	X		X
133	149	38	Filler	X(17)			
150	155	39	Original Yearly Eligible Amount	9(04)V99		X	
156	156	40	Filler	X(01)		X	
157	158	41	Original Yearly Eligible Amount Transaction #	9(02)		X	
159	160	42	Filler	X(02)			
X* Fields that can change for Current Year ESF, but initiated by activity in <i>Prior Year</i> MAP payment.							
Opt* Field must be provided when applicable							

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G) 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.**

Field Number

Field Name and Description

- | | |
|----|---|
| 1 | <p>MAP School Code - 3 numeric characters; must be a valid MAP school code.</p> <p>Schools that have valid MAP Codes other than the Base Code need to make sure that the correct applicable code is provided here for Record Type 4. The same file can have records with the different MAP codes as long as they are valid codes for the school. If a code entered here for a record is different than what is currently in GAP for that term it will update the MAP Code on the GAP record during Payment processing.</p> <p>NOTE: Please be aware that there will be separate reports / invoices for each applicable valid MAP Code.</p> |
| 2 | <p>Record Type - 1 alpha/numeric character; contains a value as described below:</p> <ul style="list-style-type: none">4 = Payment Request Records from the school.5 = MAP Payment Results to the school.6 = MAP Cumulative Payment Results to the school.7 = Eligibility Status records to school. |
| 3 | <p>Current SSN - 9 numeric characters; student's SSN or Unique ID.</p> |
| 4 | <p>Term Enrolled - 1 numeric character; contains a value described below:</p> <ul style="list-style-type: none">1 = 1st Semester/Quarter2 = 2nd Semester/Quarter3 = 3rd Quarter |
| 5 | <p>College Year - 2 numeric characters; 23 (for the 2022-2023 academic year)</p> |
| 6 | <p>MAP Payment Request Code - 1 alpha/numeric character; contains a value described below:</p> <ul style="list-style-type: none">P = Payment requestC = Payment request cancellation |
| 7 | <p>Title IV School Code - 6 alpha/numeric characters.</p> |
| 8 | <p>Student Last Name - 16 alpha/numeric characters; contains student's last name. This is an optional field.</p> |
| 9 | <p>Filler - 3 alpha/numeric character; reserved for ISAC use.</p> |
| 10 | <p>User Defined – 1 alpha/numeric character. User defined field.</p> |

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- 11 **Requested Award Amount for Term** – 7 alpha/numeric character.
If Field #6, **MAP Payment Request Code**, is “C” – Must be = 0
- 12 **ING Certified** - 1 alpha/numeric character; contains a value as described below;
Y = Student certified eligible for ING
N = Student certified **not eligible** for ING
P = Pending; application submitted however ING certification not yet completed
Blank = No ING application submitted
- 13 **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 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 or 1st Quarter of the previous year.
2 = Student was paid the 2nd Semester or 2nd Quarter of the previous year.
3 = 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.
Blank = Student is not currently in default on an ISAC guaranteed loan.

NOTE: For 2022-2023 there should be no students flagged with an ISAC Default. Students may still have a NSLDS Default which is not indicated in this field.
- 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:
1 = Data Edit Error (see **Expanded Reject Reason Code**, for details)
2 = SSN not on ISAC database (ISIR transaction not released to ISAC).
3 = Not School of Record
4 = Request superseded by another request.

MAP (Record Type 5):

Payment results will have one of the following exception codes:

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- * = 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 per ISAC or NSLDS
- 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
- 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** – 2 alpha/numeric character; reserved for ISAC use.
- 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** - 9 numeric characters; SSN or Unique ID from the first transaction in the current year.
- 23 **Name ID** - 2 alpha/numeric characters; contains the first two letters of the applicant's last name.
- 24 **Short-Term Certificate Program** - 1 character indicator that schools may use when applicable to indicate if some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid

Y = Some or all of the term MAP award will be used for a credit-based Occupational or Career and Technical Certificate program at a public institution, and it is a program that is not currently eligible for federal Title IV financial aid
Blank = not applicable

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If Field #6, **MAP Payment Request Code**, is "C" – Must be = Blank

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.

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

Z = Transaction 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

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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

32 **Expanded Reject Reason Code** - 2 alpha/numeric characters; contains a value described below:

MAP (Record Type 5):

1E = **MAP Payment Request Code** is invalid; not "P" or "C" or is blank.

-or-

Enrollment Hours field does not contain valid number of hours or is blank.

-or-

Short-Term Certificate Program field is anything other than Y or blank.

1S = Transaction is invalid: is blank or non-numeric

1U = Requested award amount for term invalid: is blank or not numeric

Reported with Exception Code:

PL = First-time student not eligible for 1st term.

PW = Continuing student not eligible for 1st term.

33 **Filler** – 2 alpha/numeric character; reserved for ISAC use.

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** – 5 alpha/numeric character; reserved for ISAC use.

37 **Enrollment Hours** – 4 (including 2 decimal places) numeric characters; the actual number of hours the student is enrolled.

If Field #6, **MAP Payment Request Code**, is "P" – Must be > 0

If Field #6, **MAP Payment Request Code**, is "C" – Must be = 0

38 **Filler** - 17 alpha/numeric characters; reserved for ISAC use.

39 **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.

40 **Filler** - 1 alpha/numeric character; reserved for ISAC use.

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41 **Original Yearly Eligible Amount Transaction Number** - 2 numeric characters;
Transaction number on which the value in field (Original Yearly Eligible Amount) is based.
Contains a value as described below:

Valid values: 01 to 99

42 **Filler** - 2 alpha/numeric character; reserved for ISAC use.

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H) Submitting Payment Requests Via FTP

The 160 byte flat file used to exchange MAP data is simply a text file. It can be created with Notebook or Microsoft Word or any other program that can create a flat file that has 160 columns across each row. Each row accounts for each individual record. Every column or set of columns should contain a specific data element and will be populated depending on the use of the file.

This document contains the description of the data that should be populated in each column. In addition to benefit requests, this document also identifies other record types used as a part of the MAP Process. The different record types that are used are as follows:

- **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 – MAP Eligibility Status records

Payment requests for MAP are created with a record type of 4. **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

After the file has been created, the next step is to copy it to the FTP site. **NOTE: Files no longer need to be encrypted (password protected) because we are using a secure 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:

<https://transfer.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. **Use your GAP Access log in and password to gain entry into the site.**

Once final entry into the FTP site is gained, the file needs to be copied from where it was created to the /MAP/IN folder. There are three different methods to transfer the file. Choose the one that you prefer.

- a. Double-click the file in the left pane.
- b. Single-click the file in the left pane to highlight it. Then drag and drop the file to the right pane.
- c. Right-click the file in the left pane and select Upload.

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 MAP 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. Open Internet Explorer or Windows Search and type the following in the Address Bar:
<https://transfer.isac.org/>

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3. Enter the GAP Access User ID and password to gain access to this site.
4. Navigate to the MAP subfolder.
5. Transfer the payment request file created in Step 1 to the \IN subfolder.
5. Close the Internet Explorer or Search window.

Reporting rejected payment request to schools.

Schools will find rejected payment requests along with all other payment results, on the Payment Results Summary/Invoice Detail report in the MAP 2022-23: Reports: Eligibility Reports area in MAP. **No separate notification will be sent.**

Additional reports (Payment Results, Payment Exceptions, Request Not submitted, etc.) can be created in the Reports: Eligibility Reports area in MAP to assist in the reconciliation process.

If no FTP submitted payment results appear on the Payment Results Summary/Invoice Detail Report, then your requests may have rejected at the file level prior to any records in that file being processed. Please check your file for the following before resubmitting:

1. Confirm that the file name does not contain any spaces. Please follow the naming convention example shown earlier in this document.
2. Check the records on the file for the correct record length (160 bytes).
3. Check the file for carriage return/line feed.
4. Check the file for proper positioning of the data.

Reminder: Files submitted after 7:00 p.m. will not appear in the following day's results. They will be processed with the next days submissions with results are available the next business day.