

## Reconcile Payments File Layouts

The layout of the **Download Reconcile Payments File** is:

- The format for the file is “Comma Separated Values” (CSV)
- All alphanumeric data types are enclosed in double quotes (“
- Numeric fields cannot contain decimals
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Field Description
9	SSN	Alphanumeric	Student’s Social Security Number
16	Last Name	Alphanumeric	Student’s Last Name
15	First Name	Alphanumeric	Student’s First Name
1	Middle Initial	Alphanumeric	Student’s Middle Initial
40	Address	Alphanumeric	Student’s Street Address
20	City	Alphanumeric	Student’s City
2	State	Alphanumeric	Student’s State
9	Zip Code	Numeric	Student’s Zip Code (Zip5 + Zip4)
7	EFC	Numeric	Expected Family Contribution
7	Student AGI	Numeric	Student’s AGI
7	Student Taxes Paid	Numeric	Student’s Taxes Paid
1	Student Tax Form Used	Alphanumeric	Student’s Tax Form Used  Valid values include: “1” – IRS 1040 “2” – IRS 1040A or 1040EZ “3” – Foreign tax return “4” – Puerto Rico, US territory, freely associated state
7	Student Untaxed Income Total	Numeric	Student’s Untaxed Income Total
7	Student Additional Financial Information Total	Numeric	Student’s Additional Financial Information Total
2	Student Number in Family	Numeric	Student’s Number in Family
2	Student Number in College	Numeric	Student’s Number in College
7	Parent AGI	Numeric	Parent’s AGI
7	Parent Taxes Paid	Numeric	Parent’s Taxes Paid
1	Parent Tax Form Used	Numeric	Parent’s Tax Form Used  Valid values include: “1” – IRS 1040 “2” – IRS 1040A or 1040EZ “3” – Foreign tax return “4” – Puerto Rico, US territory, freely associated state
7	Parent Untaxed Income Total	Numeric	Parent’s Untaxed Income Total
7	Parent Additional Financial Information Total	Numeric	Parent’s Additional Financial Information Total
2	Parent Number in Family	Numeric	Parent’s Number in Family

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MAX Len	Field Name	Type	Field Description
2	Parent Number in College	Numeric	Parent's Number in College
7	Student Income Work	Numeric	Student's Income Earned from Work
7	Mother Income Work	Numeric	Mother's Income Earned from Work
7	Father Income Work	Numeric	Father's Income Earned from Work
4	Academic Year	Numeric	Award Year (all records in the file must contain the same value)  <i>Use ending year - if the acyear is 2011-2012 this field will contain 2012)</i>
6	Payment Term	Alphanumeric	Term being Certified (all records in file must contain the same value)  Valid values include: "Fall" – Fall term "Spring" – Spring term
1	Dependency Status	Alphanumeric	Student's Dependency Status  Valid values include: "D" – Dependent "I" – Independent
6	School OE Code	Alphanumeric	School OE Code (all records in file must contain same value)
50	Batch Number	Alphanumeric	MASSAid Payment Batch Number
1	Grade Level	Numeric	Student's Grade Level  Valid values include: "0" – 1 <sup>st</sup> Year, Never Attended "1" – 1 <sup>st</sup> Year, Attended Before "2" – 2 <sup>nd</sup> Year, Sophomore "3" – 3 <sup>rd</sup> Year, Junior "4" – 4 <sup>th</sup> Year, Senior "5" – 5 <sup>th</sup> Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional "8" – No Response
5	Paid Amount	Numeric	Student's Paid Amount for the Term
20	Aid Program	Alphanumeric	Aid Program being awarded (all records in file must contain same value)  Valid values include: "MASSGrant"
8	Reconcile by Date	Alphanumeric	CCYYMMDD  Date by which the batch must be reconciled

## Reconcile Payments File Layouts

The layout of the **Upload Reconcile Payments File** is:

- The format for the file is “Comma Separated Values” (CSV)
- All alphanumeric data types are enclosed in double quotes (“
- Numeric fields cannot contain decimals
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
9	SSN	Alphanumeric	Y	Student’s Social Security Number
16	Last Name	Alphanumeric	Y	Student’s Last Name
20	First Name	Alphanumeric	Y	Student’s First Name
1	Middle Initial	Alphanumeric		Student’s Middle Initial
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value)  <i>Use ending year - if the acyear is 2011-2012 this field will contain 2012)</i>
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value)  Valid values include: “Fall” – Fall term “Spring” – Spring term
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
50	Batch Number	Alphanumeric	Y	MASSAid Payment Batch Number
20	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value)  Valid values include: “MASSGrant”
1	Reconciliation	Alphanumeric	Y	Reconciliation of Student Payment  Valid values include: “Y” – Yes, paid student amount indicated “N” – No, did not pay student amount indicated  <b>NOTE: User must enter “N” if they did not pay the student in full</b>
7	School EFC	Numeric	Y	School’s Expected Family Contribution
7	School Student AGI	Numeric		School’s Student AGI
7	School Student Taxes Paid	Numeric		School’s Student Taxes Paid
1	School Student Tax Form Used	Alphanumeric		School’s Student Tax Form Used  Valid values include: “1” – IRS 1040 “2” – IRS 1040A or 1040EZ “3” – Foreign tax return “4” – Puerto Rico, US territory, freely associated state

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MAX Len	Field Name	Type	Req	Field Description
7	School Student Untaxed Income Total	Numeric		School's Student Untaxed Income Total
7	School Student Additional Financial Information Total	Numeric		School's Student Additional Financial Information Total
2	School Student Number in Family	Numeric		School's Student Number in Family
2	School Student Number in College	Numeric		School's Student Number in College
7	School Parent AGI	Numeric		School's Parent AGI
7	School Parent Taxes Paid	Numeric		School's Parent Taxes Paid
1	School Parent Tax Form Used	Numeric		School's Parent Tax Form Used  Valid values include: "1" – IRS 1040 "2" – IRS 1040A or 1040EZ "3" – Foreign tax return "4" – Puerto Rico, US territory, freely associated state
7	School Parent Untaxed Income Total	Numeric		School's Parent Untaxed Income Total
7	School Parent Additional Financial Information Total	Numeric		School's Parent Additional Financial Information Total
2	School Parent Number in Family	Numeric		School's Parent Number in Family
2	School Parent Number in College	Numeric		School's Parent Number in College
7	School Student Income Work	Numeric		School's Student Income Earned from Work
7	School Mother Income Work	Numeric		School's Mother Income Earned from Work
7	School Father Income Work	Numeric		School's Father Income Earned from Work
1	School Dependency Status	Alphanumeric	Y	School's Dependency Status  Valid Values include: "D" – Dependent "I" – Independent
5	Paid Amount	Numeric	Req if "Reconci liation" = "N"	School's Paid Amount  <b>NOTE: This field is only necessary if the user did not pay the student in full. If the student was paid a reduced amount, the user must enter the amount actually paid to the student. If the student was not paid at all, the user must enter '0'</b>
20	Reason Paid Amount Lowered	Alphanumeric		Reason paid amount was lowered by school  Valid Values include: "EFC Change" "Overaward"

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- 1.1 A **file** will be rejected if:
  - 1.1.1 Record in file not in batch – “Payment record not in this batch”
  - 1.1.2 Student in batch missing from file – “XX is in the original payment batch and not in the file”
  - 1.1.3 Any record in the file is rejected
- 1.2 A **record** will be rejected for the following (the error message is defined for each):
  - 1.2.1 Invalid data – “Invalid XX value”
  - 1.2.2 Required fields not populated – “Required fields not populated”
  - 1.2.3 No match on Aid Program for the uploaded SSN – “Aid Program not valid for SSN”
  - 1.2.4 No match on Inst OE Code – “Inst OE Code in record does not match user info”
  - 1.2.5 No match on Payment Term – “Payment terms are different”
  - 1.2.6 No match on First Name – “First Name in MASSAid does not match”
  - 1.2.7 No match on Last Name – “Last Name in MASSAid does not match”
  - 1.2.8 No match on Middle Initial – “Middle Initial in MASSAid does not match”
  - 1.2.9 Academic Year not the current Academic Year – “ACYear is not current ACYear”
  - 1.2.10 If the ‘School EFC’ is different than what is currently in MASSAid, at least one other ‘School’ field must be different than what is currently in MASSAid – “Must submit additional data element changes with an EFC change”
  - 1.2.11 The ‘Paid Amount’ cannot exceed the Payment Amount of the payment record being reconciled – “Paid Amount cannot be increased”
  - 1.2.12 If the ‘Paid Amount’ is less than the Payment Amount of the payment record being reconciled, the ‘Reason Award Amount Lowered’ MUST be populated and MUST be “Overaward” – “The ‘Paid Amount’ cannot be lower than the published award amount unless it is due to an “Overaward”