Reconcile Year-End File Layouts

The layout of the **Download Year-End Reconciliation 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)
6	School OE Code	Alphanumeric	School OE Code (all records in file must contain same value)
1	Dependency Status	Alphanumeric	Student's Dependency Status Valid values include: "D" – Dependent "I" – Independent
7	EFC	Numeric	Expected Family Contribution
4	Academic Year	Numeric	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2011-2012 this field will contain 2012)*
20	Aid Program	Alphanumeric	Aid Program being awarded (all records in file must contain same value) Valid values include: "MASSGrant"
6	Payment Term	Alphanumeric	Term being Reconciled Valid values include: "Fall" – Fall term "Spring" – Spring term
5	Paid Amount	Numeric	Student's Paid Amount for the Term *Paid Amount = sum of all paid payments/adjustments for the term*

Reconcile Year-End File Layouts

The layout of the **Upload Year-End Reconciliation 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
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2011-2012 this field will contain 2012)*
20	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MASSGrant"
6	Payment Term	Alphanumeric	Y	Term being Reconciled Valid values include: "Fall" – Fall term "Spring" – Spring term
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 NOTE: User must enter "N" if they did not pay the student in full
5	Paid Amount	Numeric	Req if "Reconciliation" = "N"	School's Paid Amount 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'