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 (")
- 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
35	Last Name	Alphanumeric	Student's Last Name
35	First Name	Alphanumeric	Student's First Name
15	Middle Name	Alphanumeric	Student's Middle Name
6	School OE Code	Alphanumeric	School OE Code
4	Academic Year	Numeric	Award Year *Ending year - if the acyear is 2024-2025, field contains 2025*
20	Aid Program	Alphanumeric	Aid Program Awarded Valid values include: "MASSGrant" "NIL" "ECE" "PTPG" "Gear Up" "Foster Child" "DCF Fee Assistance" "Herter Scholarship" "ComCom" "High Demand"
6	Payment Term	Alphanumeric	Term Reconciled Valid values include: "Fall" "Spring"
5	Paid Amount	Numeric	Student's Paid Amount for the Term *(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	Required	Field Description
9	SSN	Alphanumeric	Y	Student's Social Security Number
35	Last Name	Alphanumeric	Y	Student's Last Name
35	First Name	Alphanumeric	Y	Student's First Name
15	Middle Name	Alphanumeric		Student's Middle Name
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 2024-2025, use 2025*
20	Aid Program	Alphanumeric	Y	Aid Program Awarded (all records in file must contain same value) Valid values include: "MASSGrant" "NIL" "ECE" "PTPG" "Gear Up" "Foster Child" "DCF Fee Assistance" "Herter Scholarship" "ComCom" "High Demand"
6	Payment Term	Alphanumeric	Y	Term Reconciled Valid values include: "Fall" "Spring"
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'

Reconcile Year-End File Layouts

A **file** will be rejected if:
- Record in file not in batch
- Student in batch missing from file
- Any record in the file is rejected for any of the following:
    - Invalid data
    - Required fields not populated
    - No match on Aid Program for the uploaded SSN
    - No match on Inst OE Code
    - No match on Payment Term
    - No match on First Name
    - No match on Last Name
    - Academic Year not the current Academic Year
    - The 'Paid Amount' cannot exceed the Payment Amount of the payment record being reconciled