

# MAPnet User Guide

## Formula and MAP Award Validation Tool

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An enhancement has been introduced for 2005-06 with the purpose of ensuring that awards calculated by institutions outside of MAPnet match ISAC's official calculations. Schools that have the ability to utilize File Transfer Protocol (FTP) for data exchange are being offered an automated validation tool to submit test files to ISAC and are strongly encouraged to take advantage of this formula and award validation tool. It will become available at start-up and will continue to be available until the payment cycle begins.

## Current FTP Schools

The test file should consist of no more than 30 records and is to be placed in a new folder named "Test". This folder is accessed using the same User ID and password that is presently used when sending in payment requests. Once you have logged in you will see the "Test" folder. Open this folder and place your test file there. Results of the test will be placed back in the school's FTP "Test" folder and will be available the following day.

The description of the file name for the test results being sent back to schools is as follows:

Position	1 – 7	FTPResp	FTP Response file
	8 – 15	CCYYMMDD	Date
	16 – 21	HHMMSS	Time
	22 – 22	.(period)	Delimiter
	23 – 25	MAP Code	School's MAP Code

Records calculated correctly will have a "Y" flag in the first position of the first line.  
Records calculated incorrectly will have an "N" flag in the fifth position of the first line.  
The award value calculated by ISAC will appear on line three for each record.  
Other error messages such as "MAP Request code is blank" or "ISIR Transaction Number not on database" are the same messages that schools see today in their FTP Payment Processing.

## New FTP Schools

Schools that do not currently participate in the MAP FTP process but which have the ability to utilize File Transfer Protocol for data exchange may also take advantage of this new tool. In order to become an FTP participant please contact School Services at [schoolservices@isac.org](mailto:schoolservices@isac.org).

For your convenience, included below is information from the Payment section of the MAPnet User Guide which further explains the FTP Process.

### **Submitting MAP and IIA Payment Requests through FTP**

In addition to the individual and batch payment generation methods used in MAPnet schools can also submit payment requests by using the File Transfer Protocol (FTP) process.

Schools create the 160 byte flat file, password encrypt the file, and send this file to ISAC through the means of FTP. FTP is a standard for sending files over the Internet. ISAC creates a directory for each school desiring to submit payments through the means of FTP on our FTP server.

The 160 byte flat file 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. The 2004-05 MAP Automated Delivery Process File Specifications contains the instructions for what information should be populated in the specific columns. In addition to payment requests this document will also identify other record types that exist in the 160 byte record layout. The different record types that are used in the 160 byte file format are as follows:

- 0 – IIA Cumulative results
- 4 – MAP and/or IIA 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
- 9 – IIA payment results based on submitted requests from the school

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

The next step, after the zip file has been created, is to copy it to the FTP site. To do so Internet Explorer will need to be started. The following address should be typed into the Address Bar of Internet Explorer, being sure to have only this information: <ftp://isacom.org>

A log in screen will require an ID and password to be entered. These are supplied by ISAC to schools that have requested to use the FTP process for submitting payment requests. Finally, 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 and results will be available through MAPnet 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. 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 and type in the address of <ftp://isacom.org>
4. Enter the ID and password provided by ISAC to gain access to this site.
5. Copy and Paste the 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 window.