New Loan & Advance File

Advance File Interface:
Although SAL allows for New Loans and Advances to be posted manually, our New Loan & Advance Interface will allow us to transfer and balance all of your New Loans, Advances, and/or Adjustments from the University's Financial Aid System to SAL within minutes.

File Layout Requirements:
ECSI's Standard New Loan & Advance File Layout Requirements may be found on the following page and our preferred file format is Flat ASCII, Fixed Length, Line Sequential.
Please Note: To facilitate automation, ECSI is willing to accept the University's New Loan & Advance File(s) in any file layout and format (including your current file layout and format, if applicable) to relieve your administrative and IT workload. Once developed, this file layout must be used in all future advance interface files. *****_If using your own layout, or if your existing layout requires changes, please arrange testing and programming by email notification to implementation@ecsi.net._

Frequency:
The University may transmit it's New Loan & Advance Files to ECSI as often as desired.

Method of Data Transfer:
For security purposes, ECSI strongly encourages it's clients to transmit data files via the ECSI File Transfer Service. This free software will Encrypt, and transmit via Secure File Transfer Protocol (SFTP). Other methods that are supported include SFTP without encryption, and PGP encryption via FTP or SFTP transfer. To aid in automating interface file transfers, ECSI can arrange Public Key authentication to our File Transfer Service.
Once your Advance Interface File has been transferred, please send us a courtesy email to operations@ecsi.net to let us know that a file has been sent. Please make sure to include the dollar total expected from the Advances in the file. Once your Advance File has been processed, you will receive an automatic courtesy email notification as confirmation.

Please feel free to contact us at 1-800-437-6931 or email us at clientsupport@ecsi.net and we'd be glad to assist you.

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ECSI's Standard Interface Advance File Layout:

Field	Length	Type
SSN	9	Numeric
Last Name	20	Alpha
First Name	12	Alpha
Middle Initial	1	Alpha
Address 1	30	Alpha
Address 2	30	Alpha
City	15	Alpha
State	2	Alpha
Zip Code	10	Numeric
Date of Birth	8	Numeric (MMDDYYYY)
Phone Number	10	Numeric
Date of Disbursement	8	Numeric (MMDDYYYY)
Disbursement Amount	8	Numeric
Fund Type	3	Alpha/Numeric
Student ID Type	9	Alpha/Numeric
Email Address	64	Alpha/Numeric
Academic Level *	1	Alpha/Numeric

* Academic Level Codes
1 - Freshman
2 - Sophomore
3 - Junior
4 - Senior
5 - Fifth Year / Other Undergraduate
A - First Year Graduate / Professional
B - Second Year Graduate / Professional
C - Third Year Graduate / Professional
D - Beyond Third Year Graduate / Professional
G - Graduate / Professional, Year of Study Unknown