



# Provider Information Request: File Naming Convention for 2020

## Format

All files will need to adhere to the following file naming convention:

**9999xxyyyy.pnnnnn** where:

**9999** = provider code (numeric)

**xx** = abbreviated file type code (e.g. 'PCO' or 'pcO')

**yyyy** = reporting year (numeric; must be >= 2020)

**p** = reporting period (numeric; *always* 1)

**nnnnn** = submission number (numeric; 00001 to 99999)

## Examples

The test provider code **9998** has been used, and examples refer to the first file of each type reported for 2020.

File Type	Code	Submission Type	File Name Format
PIR Course of Study	PCO	Student Collection	<b>9998PCO2020.100001</b>
PIR Half Year Load Estimates	PLE	Student Collection	<b>9998PLE2020.100001</b>
PIR Past Course Completions	PPS	Student Collection	<b>9998PPS2020.100001</b>
PIR Student	PSD	Student Collection	<b>9998PSD2020.100001</b>
PIR Staff	PSF	Staff Collection	<b>9998PSF2020.100001</b>

## Important note

To simplify reporting your submissions, files can be named as 2020 year however you must code your [Element 415 \(Reporting year & period code\)](#) that applies to the data you are reporting i.e. Student data E415 = 20191 and Staff data E415 = 20201.