



GENERATED REPORTS & NOTIFICATIONS

2018 FAD REPORTING CYCLE 2



Generated Reports and Notifications

Edit Report:

The **Edit Report** provides a listing of all Data Records with Errors and/or Warnings/Questionable Values. This report has three sections: **Edit Summary**, **Error Report**, and **Warning/Questionable Report**.

Edit Summary

This section provides a listing of all data elements with the corresponding total number of Errors and Warning/Questionable values found in the file. In addition, it includes a breakdown of the total student records submitted.

During Reporting Cycle 1:

Total Unreconciled Programs will not identify any discrepancies.

During Reporting Cycles 2 and 3:

Total Unreconciled Programs will identify the number of state programs reported in the file that did not reconcile with the THECB database.

TEXAS HIGHER EDUCATION COORDINATING BOARD

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FADS-FAD001 EDIT

RunDate: ##/##/2018 Time: ##:##:##

Institution Name

FICE Code

Fall

2018

EDIT SUMMARY

		Normal Range	Questionable Values	Error values
Item001	ReportCode	#,###	#	#

Each Item Number otherwise none as Data Element will be listed

Item113	Top 10% SAP	#,###	#	#
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Total Reported Records	#,###
Number Of Non-Unique/Duplicated Id's	#
Number Of Duplicate Records	#
Total Error Records	#
Total 'Other' Errors	#
Total Unreconciled Programs	#
Total Warning Records	#
SSN With Alpha Characters	#
Number of students with Zero Family Contribution	#

Error Report:

This section provides a student-by-student listing of all **Data Records** with errors.

The listing includes the following information for each **Data Record**:

- Student SSN/ID (Data Element 5)
- Student Name (Data Elements 38 and 39)
- Student ID (Data Element 95)
- Item #
- Data Element Name
- Edit Message
- File Value
- Total Number of Errors Found

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FADS-FAD001 EDIT	RunDate: 04/11/2018 Time: 14:05:52	
INSTITUTION NAME	999999	Fall 2018
ERROR REPORT		
DATA RECORD: 1		
STUDENT SSN/ID : 11111111	Student Name : STUDENT NAME	Student ID : 000000000
W/E	ITEM#	DATA ELEMENT
ERROR	095	Institution Student Number
ERROR	097	Selective Service
	023	Need Analysis Used
	078	Texas Work-Study Mentorship Pg
		EDIT MESSAGE
		Cannot = 00000000
		= 0 or 2 and needs analysis (# 23) = 1 and TCWS Mentorship (#78) > 0
		0
		1
		00228
COUNT OF ERRORS IN THIS RECORD: 2		

Warning/Questionable Report:

This section provides a student-by-student listing of all **Data Records** with Warning/Questionable values found. The listing includes the following information for each **Data Record**:

- Student SSN/ID (Data Element 5)
- Student Name (Data Elements 38 and 39)
- Student ID (Data Element 5)
- Item #
- Data Element Name
- Warning Message
- File Value
- Total Number of Warnings Found

```
TEXAS HIGHER EDUCATION COORDINATING BOARD
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FADS-FAD001 EDIT RunDate: 04/11/2018 Time: 14:05:52
INSTITUTION NAME 999999 Fall 2018

WARNING\QUESTIONABLE ONLY

DATA RECORD: 819
STUDENT ID : 11111111 Student Name : STUDENT NAME Student ID : 0000000000

ITEM# DATA ELEMENT WARNING MESSAGE FILE VALUE
035 Date of Birth age < 16 or > 75 *****

COUNT OF WARNING IN THIS RECORD: 1
```

Reconciliation Report:

The **Reconciliation Report** provides a listing of the total number of students and amounts reported for each of the data elements. This report will compare the totals in the file to the totals in the THECB database.

During Reporting Cycle 1:

Only institutional data will be listed.

During Reporting Cycles 2 and 3:

State financial programs must reconcile with the THECB database.

The report will be in data element order and include the following information:

- Item #
- Program Name
- THECB Student Count
- THECB Amount
- Institution Student Count
- Institution Amount

TEXAS HIGHER EDUCATION COORDINATING BOARD						
Reconciliation Report -- Reporting Cycle 1, 2018						
INSTITUTION NAME (FICE)						
Item Number	Program Name	THECB Count of Students	THECB Amount Reported	Institution Count of Students	Institution Amount Reported	
08	Top 10%	7	14,000	0	0	*Reconcile
10	Exempt/Waiver Award 1	N/A	N/A	0	0	
13	Exempt/Waiver Award 2	N/A	N/A	0	0	
16	Exempt/Waiver Award 3	N/A	N/A	0	0	
19	Exempt/Waiver Award 4	N/A	N/A	0	0	
48	Tuition Exempt/Waiver	N/A	N/A	0	0	
49	Categorical Aid	N/A	N/A	15	82,136	
50	Federal PELL	N/A	N/A	116	291,091	

State financial aid program totals reported in the file that do not reconcile with the total in the THECB database will list ***Reconcile** in the last column of the report. **N/A** will appear for all other programs.

The programs that are required to reconcile with the THECB database are Bilingual Education Scholarship Program, BOT, CAL, Educational Aide Exemption, TASSP, TEG, TEOG, TEXAS Grant, Top 10%, Texas College Work-Study, and Texas College Work-Study Mentorship Program.

Program Comparison Report

The **Program Comparison Report** provides a summary of the demographic data from the file submitted and compares to the previous year's certified totals. Items with a percentage change that exceed the standard deviation will be marked as ****REVIEW**. Institutions are required to verify the data marked for review to ensure it is accurate. Files with invalid totals will need to be corrected and resubmitted.

Note: For FY 2018 only the data previously collected in FY 2017 will be compared. Please refer to **Appendix A**.

This is the comparison of demographic data from the previous year to the current year. Items marked as ****REVIEW** represent differences in your reporting from last year to this year. Please review those items for accuracy.

Program Level (Data Element #22)

	2018	2017	% Diff	
Non-Degree Seeking	386	0	100.00%	**Review
Continuing Education	0	0	0.00%	
Associate Degree	0	0	0.00%	
Undergraduate Certificate	0	0	0.00%	
Bachelor's Degree	0	0	0.00%	
Master's Degree	0	0	0.00%	
Doctorate Level/Professional Practice	0	0	0.00%	
Teacher Certification	0	0	0.00%	
Graduate Level Certificate	0	0	0.00%	
Total	386	0	100.00%	

Need Analysis (Data Element #23)

	2018	2017	% Diff	
Completed either a FAFSA or TASFA	214	3,621	-94.09%	**Review
None used to receive aid	172	874	-80.32%	**Review
Total	386	4,495	-91.41%	

Unmatched SSN Report

The **Unmatched SSN Report** provides a listing of Student Social Security Numbers (SSN)/Identification (ID) Numbers reported in the FAD file that were not found in the CBM database for Fall 2017 or Spring 2018 (Summer is not included). This report does not identify any errors and should only be reviewed for accuracy. Only files with major discrepancies should be corrected and resubmitted.

Note: This report will only be generated during **Reporting Cycle 3**.

Students reported on FADS but not found on CBM001

REPORTING CYCLE 1, 2018 INSTITUTION NAME 999999 RunDate: 04/15/2018 Time: 14:00:49

Fice Code	Report StudentID	Year
999999	*****	2018
999999	*****	2018
999999	*****	2018
999999	*****	2018
999999	*****	2018
999999	*****	2018
999999	*****	2018

Notifications

File Receipt Confirmation

A **File Receipt Confirmation** is automatically sent to the institution's designated email address after a FAD report file is submitted. This confirmation indicates that the institution's file was received. If a **File Receipt Confirmation** email is not generated within 24 hours, please contact the THECB at FADB@theqb.state.tx.us.

Sample File Receipt Confirmation

- Date and time the file was received
- Number of records in the file
- Contact number for assistance

School Name
Date Time: ##/##/2018 **TIME** PM

SOURCE FILE: HY2K_469890684_FADR32 - **DATE** - corrected file.txt
FILE RECEIVED FROM FICE CODE: #####
INPUT FICE CODE: #####
REPORT ID: FAD001
SEMESTER: #
YEAR: 2018
TYPE: #
SIZE: 0441
OTHER INFO: 13642
NUMBER OF RECORDS REPORTED IN 'EOF1' RECORD: ##### (Number of student data records in file)
NUMBER OF DATA RECORDS ACTUALLY RECEIVED: ##### (Number of student data records edited)

TRAILER RECORD IN FILE: EOF#####

This is a confirmation of file receipt only. Editing of your file will take place during the next production run.
THECB Contact: Tanya Trevino - Educational Data Center 512-427-6123

Edit Reports Notification

An **Edit Reports Notification** is automatically sent to the institution's designated email address after a FAD report file is processed. This notification indicates that the institution's file was processed and that edit reports will be available in the institution's FAD_Output folder in MOVEit DMZ.

Subject: FICE Code EDIT REPORTS ON EDC SERVER

\\Thecb-auvfs41\datafile\prod\EDC\DataAnalyst\report\003644\FAD001_Fall_2018_S_#####_20180405113051.txt
IS LOCATED IN THE OUTPUT DIRECTORY OF YOUR ACCOUNT

This notification does not ensure that your edit report will be available for immediate viewing.
There may be a 15 minute delay due to the security processes in place at the Texas Higher Education Coordinating Board.

Validation/Certification Notification

A **Validation/Certification Notification** is automatically sent to the institution's designated email address after a FAD report file is processed and no errors are found. This notification includes a link to CBPASS, where the institution's designated official can login and Validate/Certify the reporting cycle data.

Subject: **FICE Code** FAD 2018 Validation Available IN CBPass

Your institution's 2018 FAD data is ready for **Validation/Certification** for the reporting cycle and year indicated below through CBPass. Please make sure all of your data and any items marked as "REVIEW" have been checked for accuracy.

REPORTING CYCLE: #

YEAR: **2018**

To complete your FADS Validation, please log in at <https://www1.theccb.state.tx.us/Apps/SpecialPrograms/FADSReporting/>.

Validation/Certification Confirmation

A **Validation/Certification Confirmation** is automatically sent to the institution's designated email address after the institution's designated official **Validates/Certify** the reporting cycle data in CBPass. This notification indicates that the institution's reporting obligation for the corresponding cycle has been met and no additional action is required.

Subject: ***PROD – **FICE Code** FAD Validation Confirmation - 2018 Cycle #

CONGRATULATIONS! **Validation/ Certification** for your institution's FAD data for the reporting cycle and year indicated below has been applied. Your reporting requirements for this cycle have been met. You can check the status of your reports and validations/certifications anytime at http://reports.theccb.state.tx.us/approot/theccbrw/cbm_reporting_ext.htm.

NOTE: If any data during the first and/or second cycle is found to be incorrect after you have submitted your validation, you will be unable to resubmit your database report. Corrections should be made to the data in the following cycle. During the third cycle, all data must be corrected and accurate to be certified.

REPORTING CYCLE: #

YEAR: **2018**

Institution: **Institution Name (#####)**

Submitted by: **Directors Name**

Title: **Financial Aid Director**

Email Address: FA-Director@insitutions.edu

Phone Number: **###-###-####**