

**Texas Higher Education Coordinating Board** 

# End-of-Year Data Record Reader Instruction Manual

Financial Aid Services Texas Higher Education Coordinating Board

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# End-of-Year (EOY) Data Record Reader

# **Instruction Manual**

#### **Purpose**

The **EOY Data Record Reader** (a Microsoft Excel workbook) was created to assist institutions with the analysis of both Summer Update and EOY files.

#### **End-of-Year File Deadlines**

- June 15, 2017 Top 10%
- July 6, 2017 TEG, TEOG and TEXAS Grant (4-Year Public Universities and HRIs)
- July 20, 2017 TEXAS Grant (Community Colleges, Lamars, and TSTCs)

#### Format

There are eight color-coded worksheets/tabs in the **EOY Data Record Reader**. The names of each tab identify which worksheet should be used to analyze the records for a specific program.

#### Example:



The top row in each worksheet contains column names that align with the data elements in the file.

#### Example:

4	A	В	с	D	E	F	G	н	I	J	к	L	м	N
1	Field #1	Field #2	Field #3	Field #4	Field #5	Field #6	Field #7	Field #8	Field #9	Field #10	Field #11	Field #12	Field #13	Field #14
2	Recipients's ID	Is ID a SSN? Y = Yes	DOB	Last Name	First Name	Meeting SAP? Y = Yes	GPA	Completion Rate	SCH Completed	FICE	EOY Reporting Year	Type of Award	Degree-Type being Pursued	Person Validated

# **Analyzing Summer Update Records**

Summer Update files are submitted in a tab-delimited text file format. Tab-delimited records can be copied directly from the file into a **Summr Upd** worksheet in the **Data Record Reader** and reviewed. Due to varying data elements, there are two different worksheets used to read Summer Update files:

- Smmr Upd TEG (14 data elements)
- Smmr Upd TXG TEOG Top10 (13 data elements)

#### Summer Update File Process

To analyze Summer Update records:

- 1. Open the applicable Summer Update file in Notepad and **copy** the records.
- Paste the data into the appropriate worksheet on the first available empty cell in Column A. Select Keep Text-Only. Each data element will appear in a separate column on the worksheet to review.

File Edit	Format	View Help								
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K Cu <u>t</u>			6 First	Last	1	349	089	25	009331	2016
FA Official	2				_					
333333333	1	0101199	5 First	Last	1	342	085	24	009331	2016
FA Official	2									

Smmr Upd TXG TEOG Top10

Smmr Upd TEG

A	В	C	D	E	F	G	н	1	J	K	L.	M
Field #1	Field #2	Field #3	Field #4	Field #5	Field #6	Field #7	Field #8	Field #9	Field #10	Field #11	Field #12	Field #13
Recipients's ID	Paste Optio	ns:	Last Name	First Name	Meeting SAP? 1 = Yes 2 = No	GPA	FILLER (Must enter "100")	SCH Completed	FICE	EOY Reporting Year	Person Validated	Type of Award
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222222222	1	8271996	First	Last	1	349	89	25	9331	2016	FA Official	
333333333	1	1011995	First	Last	1	342	85	24	9331	2016	FA Official	

#### **Correcting Summer Update Files**

To correct errors identified using the EOY Data Record Reader, institutions have two options:

- 1. Manually correct the errors in the original Notepad/Text Tab-Delimited file.
- 2. Make corrections in the **EOY Data Record Reader** excel worksheet. Copy the records from excel and paste the updated records to replace the information in the original Notepad/Text Tab-Delimited file.
  - Changes in the file will **not** automatically update the **Header** or **Trailer** records. Changes must be made manually to the header and trailer in the Notepad/Text Tab-Delimited file.

Once updates are made, the file can be resubmitted for processing.

# **Analyzing TEXAS Grant and TEOG EOY Records**

TEXAS Grant and TEOG EOY files are both submitted in a tab-delimited text file format. Tab-delimited records can be copied directly from the file into an **EOY Records** worksheet in the **Data Record Reader** and reviewed. Due to varying data elements, there are two different worksheets used to read TEXAS Grant and TEOG EOY files:

- TXG EOY Records (38 data elements)
- TEOG EOY Records (36 data elements)

TXG EOY Records TEOG EOY Records

#### **TEXAS Grant and TEOG File Process**

- 1. Open the applicable EOY file in Notepad and **copy** the records.
- Paste the data into the appropriate worksheet on the first available empty cell in Column A. Select Keep Text-Only. Each data element will appear in a separate column on the worksheet to review.

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DETAIL RE	CORD(S)													
Field #1	Field #2	Field #3	Field #4	Field #5	Field #6	Field #13	Field #14	Field #15	Field #16	Field #17	Field #18	Field #19	Field #20	Field #21
Recipient ID Number	s the "ID Paste Opti Paste Paste	Recipient's	Recipient's Last Name	Recipient's First Name	Recipient's Middle Initial	Select Service Reg. 1 = Yes 2 = No	Met SAP? Y = Yes N = No	Recipient's Cumulative GPA	Filler (Must be blank)	Date Received Bachelor's Degree (MMDDYYYY)	Award Type 1 = Initial 2 = Renewal	Filler (Must be blank)	Calendar Year of IY Award 0 = RY Award 2016 = Fall 2017 = Spring	Fall Hours Attempted
11111111	Set De	9121994	First	Last		3 = Exempt	N	3.21		12062016		2	0	
2222222222	1	5281997	First	Last		3	Y	3.11				2	0	1
333333333	1	9061995	First	Last		1	Y	3.11				2	0	1
44444444	1	7011998	First	Last		3	N	0.77	,		:	1	2016	1
555555555	1	3251997	First	Last		1	Y	2.77	'			1	2016	1

#### **Correcting TEXAS Grant and TEOG Files**

To correct errors identified using the EOY Data Record Reader, institutions have two options:

- 1. Manually correct the errors in the original Notepad/Text Tab-Delimited file.
- 2. Make corrections in the **EOY Data Record Reader** excel worksheet. Copy the records from excel and paste the updated records to replace the information in the original Notepad/Text Tab-Delimited file.
  - Changes in the file will **not** automatically update the **Header** or **Trailer** records. Changes must be made manually to the header and trailer in the Notepad/Text Tab-Delimited file.

Once updates are made, the file can be resubmitted for processing.

# Analyzing TEG and Top 10% EOY Records

TEG and Top 10% EOY files are both submitted in a fixed-length text format. Fixed-length files cannot be copied directly into the **EOY Records** worksheet. Records must first be copied into the **TEG** or **Top10 Data** worksheet. The data will be transferred automatically into the **EOY Records** worksheet to be reviewed. Four different worksheets are used to read TEG files and Top 10% EOY files:

- TEG Data (Paste records)
- TEG EOY Records (Review 37 data elements)
- Top10 Data (Paste records)
- Top10 EOY Records (Review 19 data elements)

# TEG Data TEG EOY Records Top10 Data Top10 EOY Records

#### TEG and Top 10% File Process:

- 1. Open the applicable EOY file in Notepad and **copy** the records
- 2. **Paste** the data into the appropriate **Data** worksheet on the first available empty cell in Column A. Select **Keep Text-Only**. All data elements will appear in Column A on the worksheet.

Notepa	ad/Text Fixed-Length File
File Edit Format View H	lelp
@HTEG00####2017FY17 TEG En	d-of-Year Report
@D1111111111Y01031987First 01D 000000210000003921N3 @D222222222Y03101984First	Last M RN0100235240000 317475 0000000000 Last M
X Cut	IN0036000205000 100085 0000000N2 Last M
La Cobh ©dddddddd 1110 1989⊢llst	RN0100250230000 255480 00000000Y0 Last M
01D 00632010000003921N3 @D6555555555Y12021990First	IN010000235000 263235 00000000Y2 Last M
01D 000000210000003921N1	RN0100230210000 347440 0000000000

1		and the second second		A				
1	The row highlighted in gray indicate	es it is a SAMPLE	Record!		Paste Options:		11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
2	Only enter data records on this pag	e; exclude the h	eader and trailer records.					
3	@D123457894Y08121975Smith	Mary			125 LA	0011914N3	RN0100012010000	308220 05072016Y0
4	@D111111111Y01031987First	Last	M		Paste Keep Text Only (T)	0003921N3	RN0100235240000	317475 0000000V0
5	@D222222222203101984First	Last	M		Set Derguit Pastern	0003921N1	IN0036000205000	100085 0000000N2
6	@D333333333Y06081991First	Last	M		01D 0000002100	00003921N1	RN0100250230000	255480 00000000Y0
7	@D4444444444Y11161989First	Last	M		01D 0063201000	00003921N3	IN010000235000	263235 0000000Y2
8	@D5555555555Y12021990First	Last	M		01D 0000002100	00003921N1	RN0100230210000	347440 00000000V0
9								

3. Open **TEG Records** or **Top10 Records** worksheet to view and analyze the data.

1.4	A	B	C	D	E	F.	N	0	P	Q	R	S	т	U
1	DETAIL	L RECORD	(S)				3 /							
2 3	Field #1 2	Field #2 9	Field #3	Field #4 8	Field #5 30	Field #6 30	Field #14	Field #15	Field #16 5	Field #17 6	Field #18 6	Field #19 6	Field #20	Field #21
4	Record Code (Must be "@D")	Recipient ID Number	Is the "ID Number" a SSN? Y = Yes N = No	Recipient's DOB (MMDDYYYY)	Recipient's Last Name	Recipient's First Name	Recipient's Residency 1 = TX Resident 2 = NMSF	Degree-Type being Pursued A = Associate's B = Baccalaureate C = Master's D = Doctoral E = Professional	Filler (Must enter 5 blank spaces)	Recipient's EFC	Recipient's TEG Award Amount	Recipient's Tuition Differential	Athletic Scholarship? Y = Yes N = No	Select Service Reg. 1 = Yes 2 = No 3 = Exempt
5	@D	123457894	Y	08121975	Smith	Mary	1	c		000000	336400	011914	N	3
6	@D	111111111	Y	01031987	First	Last	0	1	D	00000	021000	000392	1	N
7	@D	222222222	Y	03101984	First	Last	0	1	D	00000	010000	000392	1	N
8	@D	333333333	Y	06081991	First	Last	0	1	D	00000	021000	000392	1	N
9	@D	44444444	Y	11161989	First	Last	0	1	D	00632	010000	000392	1	N
10 11	@D	555555555	Y	12021990	First	Last	0	1	D	00000	021000	000392	1	N

#### **Correcting TEG and Top 10% Files**

To correct errors identified using the EOY Data Record Reader, institutions only have one option:

- 1. Manually correct the errors in the original **Notepad/Text Fixed-Length** file.
  - Corrections cannot be made on the **TEG Records** or **Top10 Records** excel worksheets. The worksheets in the **EOY Data Record Reader** are only used to view data, and identify errors.

Once updates are made, the file can be resubmitted for processing.

CONTACT FINAN	CIAL AID SERVICES								
By phone: (844)-792-2640									
By email: <u>CONTACT US.</u>									
<ul> <li>Contact Reason - Exemptions/Waiver Programs         <ul> <li>All state exemption and waiver programs including EAE</li> </ul> </li> <li>Contact Reason - Student Loan- School Info Request         <ul> <li>CAL</li> </ul> </li> </ul>	<ul> <li>Contact Reason - State and Federal Grants and Scholarships</li> <li>TEXAS Grant</li> <li>TEOG</li> <li>TEG</li> <li>Top 10%</li> </ul>								
<ul><li>BOT</li><li>TASSP</li></ul>	<ul> <li>Contact Reason - Work-Study Programs</li> <li>TCWS</li> <li>TCWS Mentorship</li> </ul>								
Student Financial Aid Programs Information Website									
INSTRUCTIONS MANUALS									
TEXAS Grant FY 2017 End-of-Year Report Instructions	TEXAS Grant FY 2016 Summer Update File Instructions								
TEOG FY 2017 End-of-Year Report Instructions	TEOG FY 2016 Summer Update File Instructions								
TEG FY 2017 End-of-Year Report Instructions	TEG FY 2016 Summer Update File Instructions								
Top 10% Scholarship FY 2017 End-of-Year Report Instructions	Top 10% FY 2016 Summer Update File Instructions								
AVAILABLE FORMS									
TEXAS Grant, TEOG, TEG, Top 10% Scholarship,	<u>Return of Funds Form</u>								
CAL	ENDAR								
Instituti	onal Calendar								