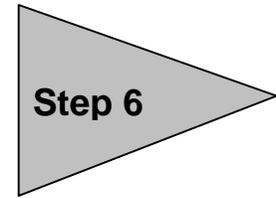


## Step 6: Using the Load Process Error File to Correct Your Database



The next step is for you to use the Load Process Error file generated by NSLDS to make corrections to your database. To do so, you'll first have to obtain two files from NSLDS:

1. **Load Process Error File**—identifies the records that require correction or conflict resolution. This file will be sent to you via tape.
2. **Threshold, Error Code, and Field Code File (TEF)**—a utility file used by DataPrep that translates error codes and field codes into error messages. This file you must retrieve from NSLDS via the Title IV WAN.

Once you have both files, you can use DataPrep to either print or view the Load Process Error file in a report format, or export the file in a flat-file format for manipulation through other software.

### The Load Process Error File

The Load Process Error file will be sent to you via Title IV WAN on tape or cartridge. The format of this file has not changed except to add your unique loan ID to the record. Once you receive the file, you must use an internal procedure to move the file into a PC. Then you can use DataPrep to create error reports.

### Retrieving the TEF File

After your Submittal is processed, NSLDS will transmit a new TEF file to you via the Title IV WAN. The TEF file will be transmitted by WAN only, regardless of your submittal medium. You must retrieve the TEF file and import it into DataPrep. You can do this by using the NSLDS File Transfer function from the DataPrep Main Menu.



#### Retrieving TEF File from NSLDS

It is strongly suggested that you retrieve the TEF file a day or two after your Submittal file is loaded into NSLDS. This will ensure you have the latest error codes and messages when processing your error file.

## Importing Files

To import files into DataPrep, select “File Transfer” from the Main Menu.

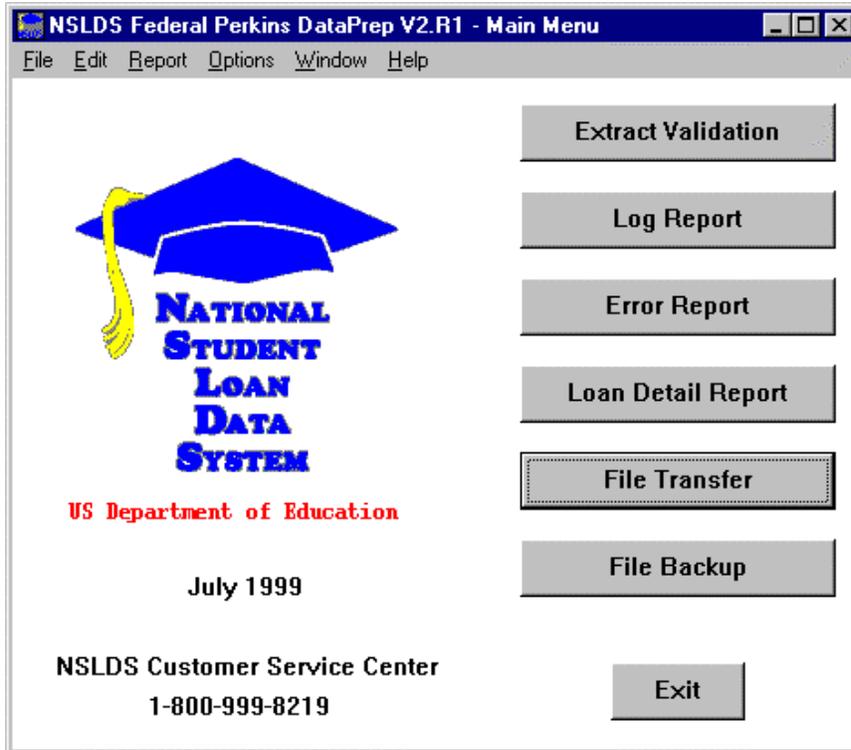


Figure 1, DataPrep Main Menu

The screen that will appear offers you the choice of importing the Load Process Error file, Thresholds, Error Codes and Field Codes (TEF) file, and a loan detail file (query) requested from NSLDS.

## Importing the TEF File

To import the TEF file, you will actually have to import the message class TEFFILOP from your Title IV WAN mailbox. Therefore, you must change the value on the input file screen to search for the correct file. You can do so using the “Browse” function on the File Transfer screen. The output must be TEF.ff.



### Message Class Input and Output Files

Regardless of what file name you insert in the input screen, DataPrep will change the output name so that it can be used. The TEF file message class, TEFFILOP will output as TEF.ff.

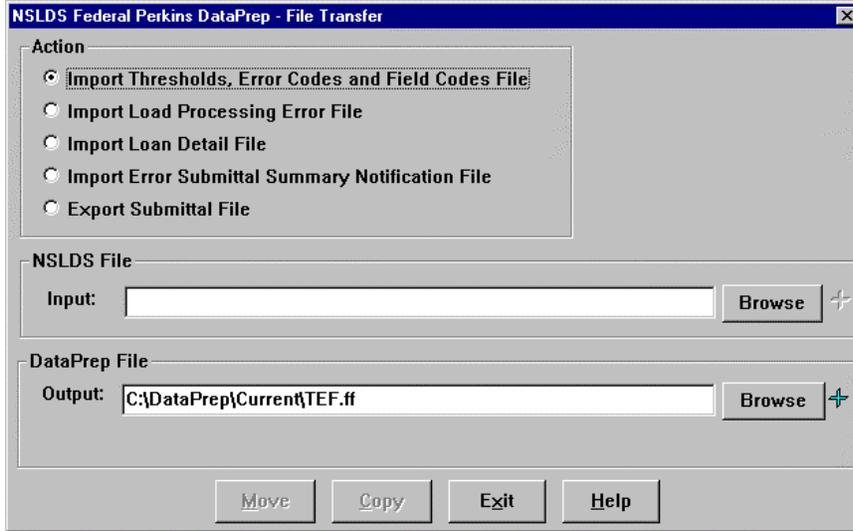


Figure 2, Importing the TEF File.

Once you move or copy the file, you'll receive a message stating that the move or copy was successful.



Figure 3, Importing the TEF File.

## Importing the Load Process Error File

After you've transferred the TEF file into DataPrep, you can transfer the Load Process Error file by duplicating the steps. Once the file is on your PC, you can use the DataPrep "File Transfer" function to move or copy it to the correct directory (current\loaderr.ff).



### Transferring the Load Process Error File

The Load Process Error file will be sent to you on tape. Therefore, to import it into DataPrep you must first develop your own internal procedures to transfer it to your PC. Then DataPrep can move or copy it to the correct directory (current\loaderr.ff).

## Importing the Loan Detail File

By special arrangements, you can obtain from NSLDS a Loan Detail file to help identify and resolve error conditions. You can also request a complete Reconciliation file of all your records on NSLDS. Once received, you can use the DataPrep “File Transfer” function to move or copy it to the correct directory.

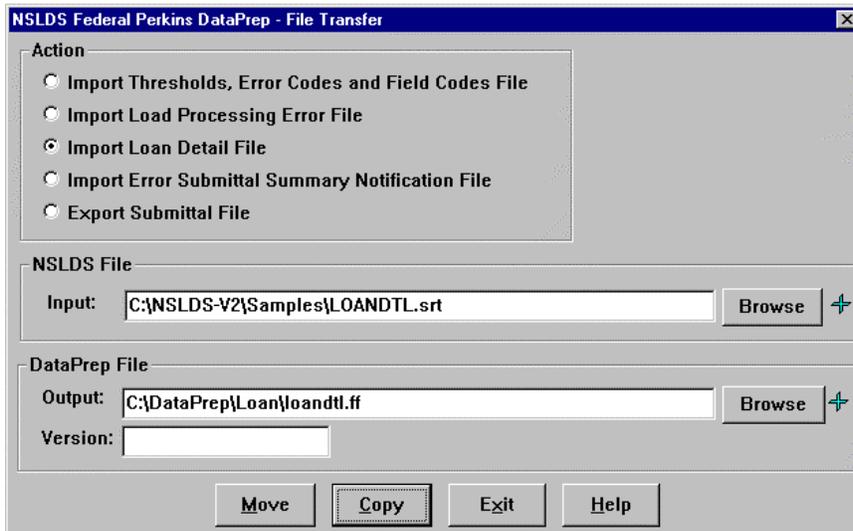


Figure 4, File Transfer Screen — Loan Detail File

You can also insert a Version name by filling in the Version box. This can help if you have more than one loan detail file. However, the file will have to be named “loandtlVersionname.ff” and it will be placed in the directory you specified in the Directory options. If you did not specify a directory, DataPrep will automatically place it in the C:\DataPrep-GA\Current\ directory.

See page 10 for more information about generating Loan Detail Reports.

## Generating the Load Process Error Report for Windows Users

To generate and view the Load Error Process Report, click Error Report on the DataPrep Main Menu.

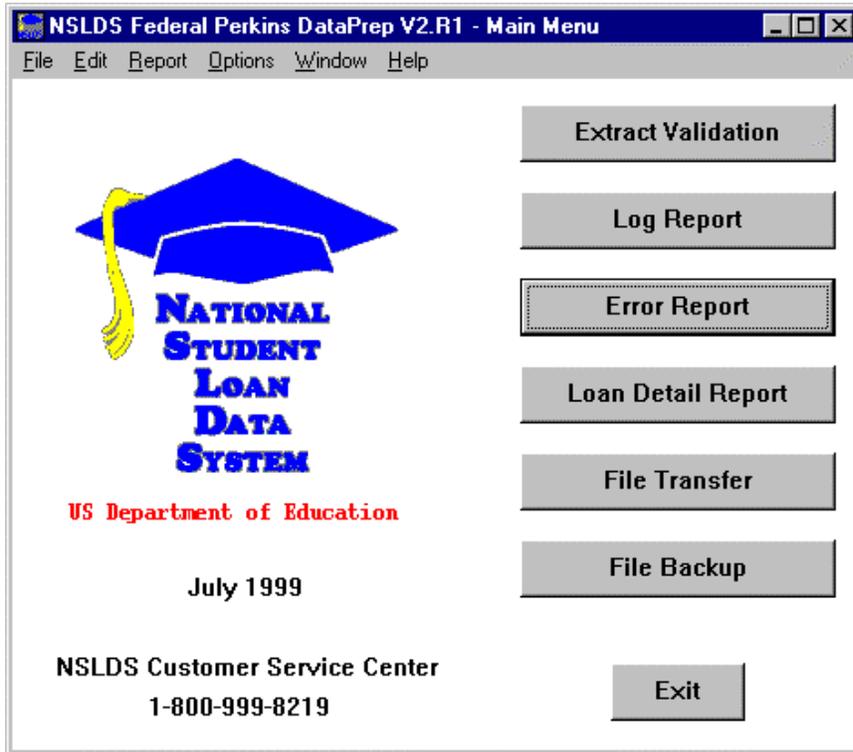


Figure 5, DataPrep Main Menu with Error Report Selected

Next, select Load Processing as the Error Source, select the error file from which you will generate a report, select a detail or summary report, and choose the desired sort options. Then click Generate.

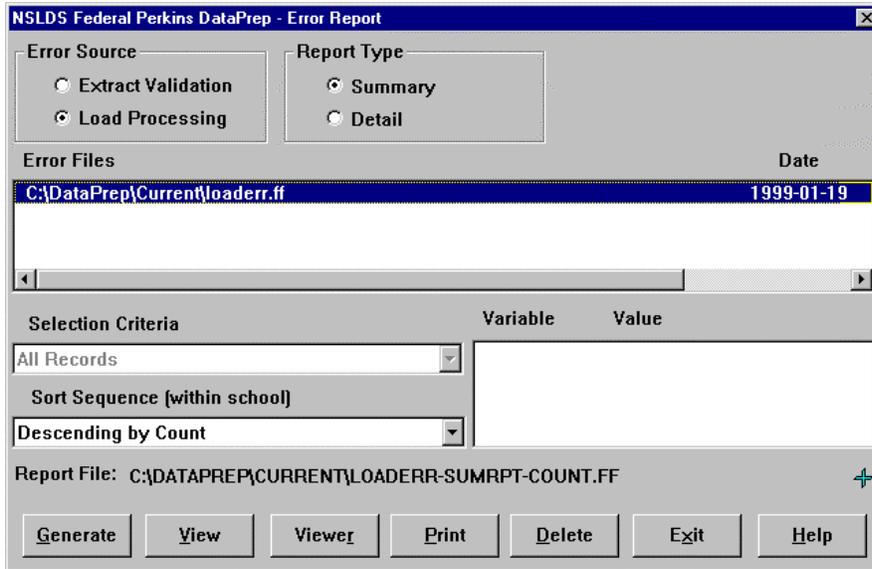


Figure 6, Error Reports—Load Processing

Once the report has been generated, you can view or print it using the designated viewer or printer and use it to help you correct your database before the next extract.



**Using the Sort Option**

Sorting your report by type of error will help in speeding along the correction process. Using sort options in the report generation function will help you determine patterns of data errors in your submittals and improve your procedures for future submittals.

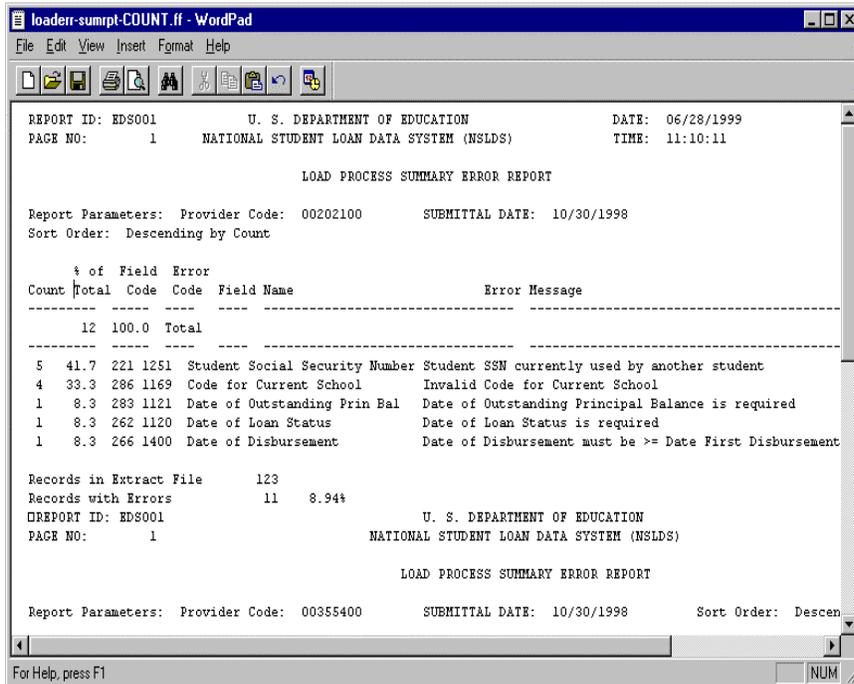


Figure 7, Load Process Error Report



**Sorting the Summary Error Report**

You can sort the Summary Error Report in any of 3 ways: error count, error code, or field code. To select a sort option, use the SET statement.

## Generating the Error Report for OS/390 LE Users

Appendix G shows the JCL used to generate the Load Process Error report. This JCL does the same reporting as used to generate the Extract Error Report discussed in step 4. This JCL will be used primarily to report any errors you receive from the Load Process Error file that you retrieve from NSLDS after each submittal.

This JCL may be referenced from the library created with JCLLIB as part of the name. The library member name is DRBB2000.

As with the Extract Validation Error reporting, you have the option to sort the Summary Error report in three different ways (by Error Count, or Error Code, or Field Code). You do so by changing the SET statement. See the in-stream documentation in Appendix G. Note that the Detail Load Process Error report can be sorted only by SSN.

The JCL references a sample Load Process Error file containing 35 student/loan records for 3 different schools, all in one Extract file. School 002021 has 11 errors, school 003554 has 7 errors, and school 004920 has 2 errors. This should be reported in the Detail Error Report and the Summary Error Report.

## Record-Level Edits

If there are record-level errors in your Submittal file (Y2K and reasonability errors—see step 5), the NSLDS will have rejected the record and NONE of the information in that record will have been updated. To remedy this you will have to CORRECT and RESUBMIT the correction in next month's submittal.

There are two types of record-level errors:

1. Y2K Errors
2. Reasonability Errors



### Datasets Deleted

The first step in the JCL will delete any datasets previously created. If you want to save your previous error files, you may want to copy them to another file name.



### Correcting Record-level Errors

There are two types of record-level errors: Y2K and reasonability.

To correct either of them, you must correct the data in your database. When you next extract the data using DataPrep, the next Submittal file will have the corrected information. NSLDS will load the corrected information in the next load process.

## Y2K Errors

NSLDS reviews all date and amount fields on each record to ensure that ED standards for Y2K compliance are adhered to and that the century is reasonable. To correct Y2K errors, you must correct the information in your database. When you next run the Extract Validation function in DataPrep, the corrected information will be in the Submittal file. When NSLDS loads the Submittal file, the record will be updated and will reflect the corrected, and reasonable, information.

## Reasonability Errors

Reasonability errors result from submitted data that doesn't make sense logically. To correct these errors, like Y2K errors, you must correct the information in your database. When NSLDS loads the corrected Submittal file, the record will be updated and will reflect the corrected, and reasonable, information. Following are two examples of Reasonability Errors:

Loan type equals PU (Federal Perkins Loan). Date of First Disbursement submitted equals 19810120 (January 20, 1981). This is not reasonable since the Perkins Loan Program did not exist until 1987 (Date of First Disbursement must be at least 19870101). Therefore, you must correct your database to reflect that the loan type equals NU, National Direct Student Loan (NDSL).

Date of First Disbursement equals 19950905. Date of birth submitted for student equals 19910713. Student cannot have received a Perkins loan and be only 4 years old. Correct the information in your database as needed (date of birth must be at least 12 years before Date of First Disbursement).

## Load-Level Errors

Load-level errors occur when the specific data submitted on your Submittal file conflict with the data already in NSLDS. When there is a load-level error, the entire record is rejected.

To correct load-level errors you must correct the information in your database and submit a Past Period Change in your next Submittal file.

There are three types of load-level errors:

1. Data Field Errors
2. Date Sequence Errors
3. Identifier Conflicts

## Correcting Data Field Errors

Data field errors that appear on your Load-Process Error Report usually require that you make changes to the respective field(s) in your database before your

next extract, (e.g., a typographical error for the Date of Disbursement where your system field had 1896-01-25 instead of 1996-01-25. In this instance, NSLDS would reject that date as being prior to the loan program's existence). In your next Submittal file, you must submit a Past Period Change with a Date of First Disbursement of 1996-01-25.

However, data field errors may also occur if there is a problem with your extract process. For example, incorrect information may have been placed in a field that fails a companion field edit, such as a date of birth entered on your system as 19960415 instead of 19760415. While this typo in itself would not err out since the Date of First Disbursement for the loan is 19970902 and the date of birth occurs before that date, the companion field comparison causes a reasonability error.

## **Correcting Date Sequence Errors**

Date sequence errors result when you attempt to change a date field that requires you to use a Past Period Change. No update will occur unless you submit a Past Period Change.

## **Correcting Identifier Conflicts**

Identifier conflicts occur when a new loan is submitted for a student SSN already on the NSLDS database but the match criteria cannot match the name and or date of birth. This kind of error can be caused by a number of factors: typos, a student reporting two different first names to two different data providers, (e.g., a student who uses a middle name as a first name), two different students mistakenly using the same SSN, or even fraud. Regardless of the reason for the conflict, you must resolve the situation in order to get the record successfully loaded to NSLDS.

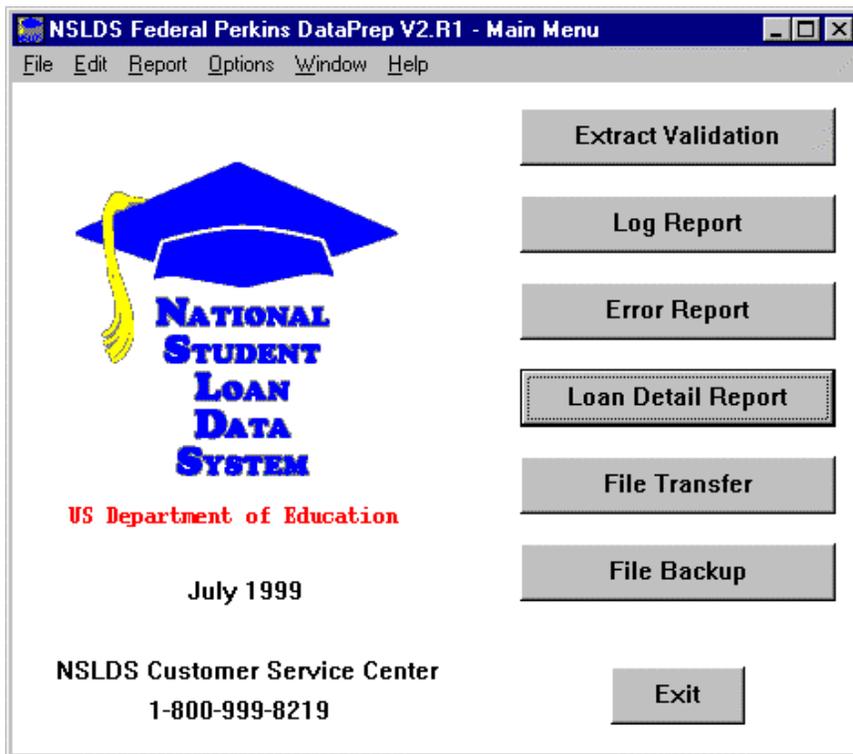
Loan records erring due to identifier conflicts should be compared with the data the record erred against in the load process. The Load Process Error report will show the conflicting identifiers and the data provider that had supplied the conflicting data. You should check to see what the conflict is and if it is something that should be corrected on your database.

If it appears your data is accurate but there is a conflict with data from another data provider, you'll have to contact the conflicting data provider to resolve the conflict before NSLDS can be updated. You can use the on-line contact screens to get the necessary information about the other data provider. You may have to discuss with the other data provider(s) the differences in the materials you have on hand regarding the student compared to their materials in order to determine which piece of information is correct. If you have to correct the name or DOB information, you will have to use the identifier change process to correct the information on NSLDS so that the loan can load and the data can be accurate.

## Loan Detail Report

If you've made arrangements for NSLDS to send you a reconciliation Loan Detail file, and have imported that file into DataPrep (see page 4), you can generate a Loan Detail Report from that file. From the Main Menu, select Loan Detail Report.

Figure 8, DataPrep Main Menu, Loan Detail Report



From the Loan Detail Report screen, select the file from which you wish to generate a report. Then choose the Selection Criterion (see page **Error! Bookmark not defined.** for more information about Selection Criteria), choose the Sort Parameter you wish to use (see page **Error! Bookmark not defined.** for more information about Sort Parameters), and select "Generate." Once the report is generated, you can print it or view it using one of the viewer options. This is the same procedure you use for reviewing the Extract and Submittal files. Refer to page **Error! Bookmark not defined.** for more information.

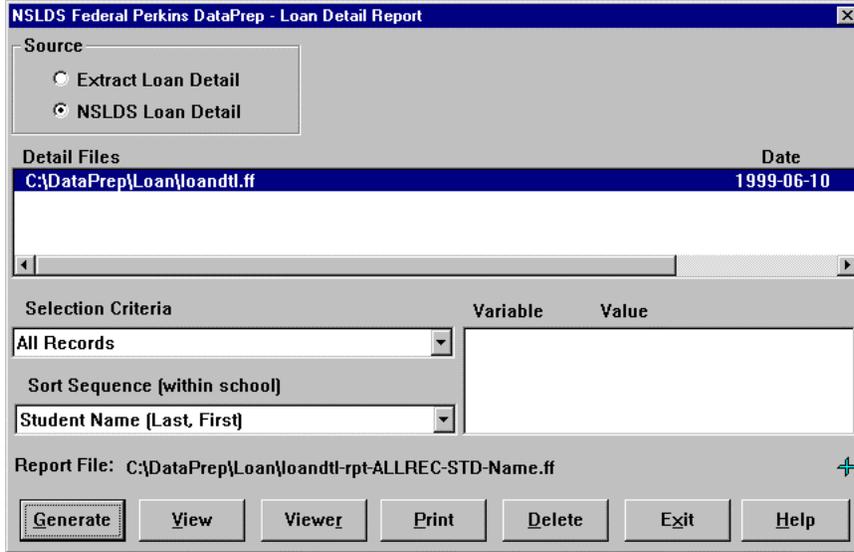


Figure 9, Loan Detail Report Screen

After you've generated the report, you can print or view it using any of the available viewers.

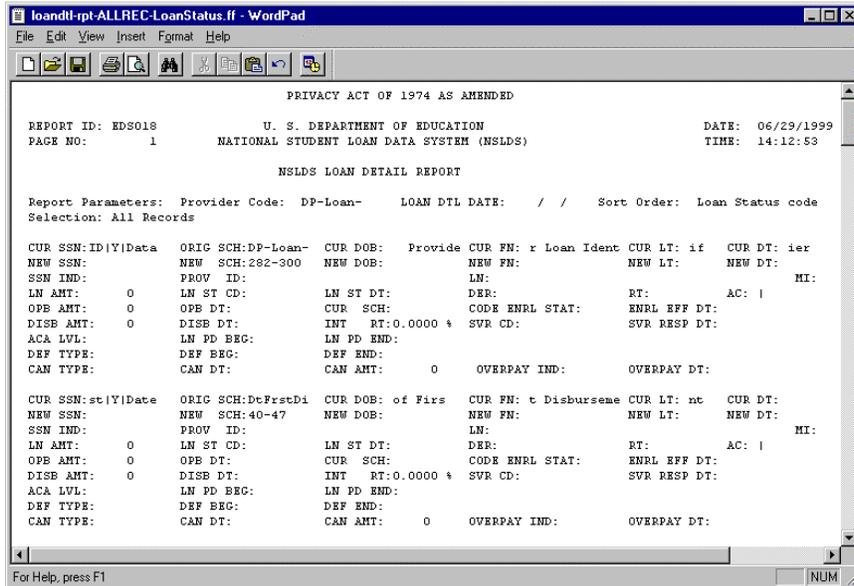


Figure 10, Sample Loan Detail Report

## Backing Up Your Files

It is strongly recommended that you back up all your data files regularly. DataPrep provides the functionality to back up and maintain the backup files with easy access to them.

Click File Backup on the DataPrep Main Menu.

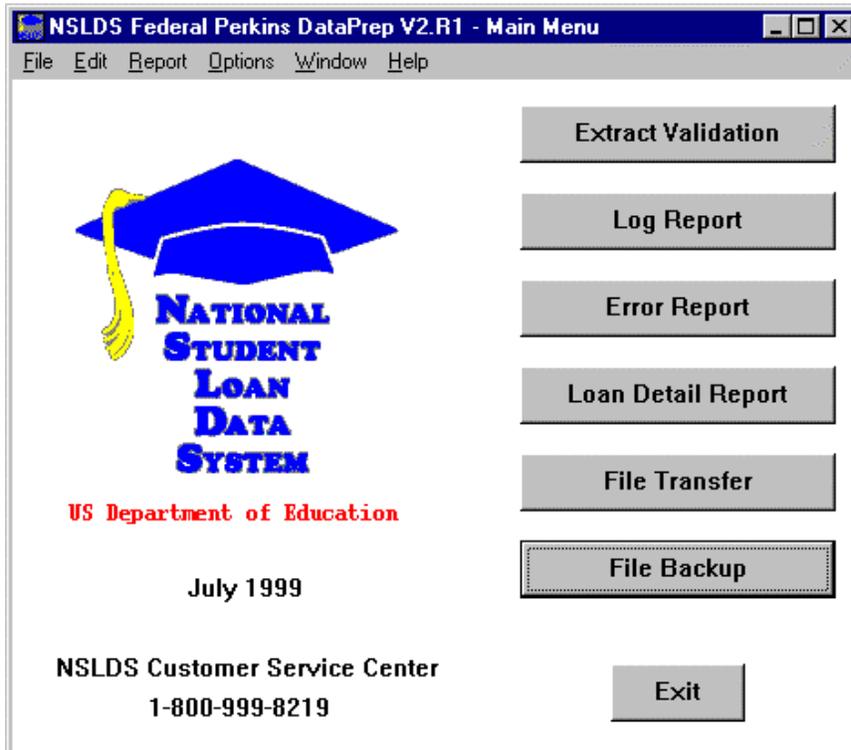


Figure 11, DataPrep Main Menu with File Backup Selected



### Using Backup Files

Backup files can help you track the loan dollar and number totals from month to month to ensure the extract process is functioning correctly, and provides an audit trail. They will also help you minimize the number of domain-level edits.

The Backup Files dialog box will appear.

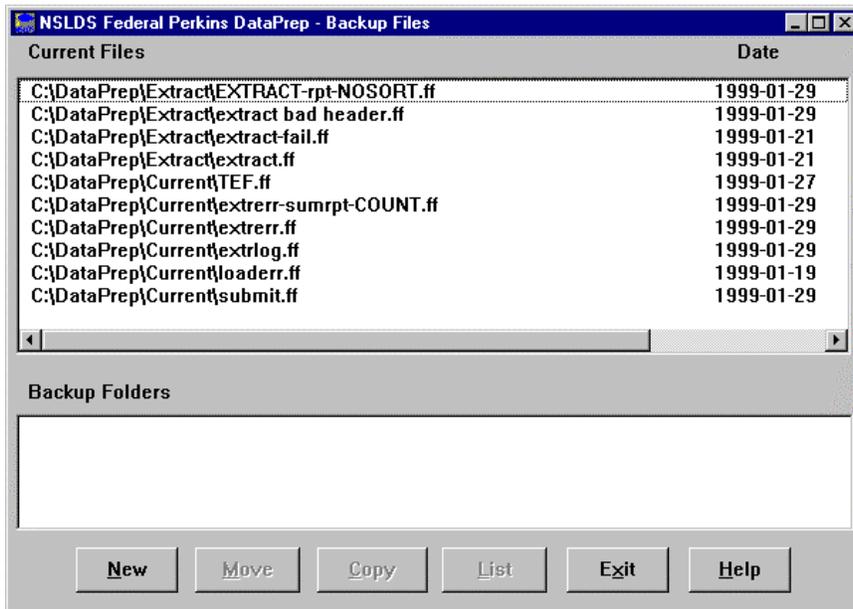


Figure 12, Backup Files Dialog Box

First, you must create a new folder for the backup files by clicking New.



Figure 13, New Backup File Folder Screen

The counter will help you select the month and year of the new folder in which you'll store the backup files.

Select the file(s) you want to move or copy to the new folder by clicking on the file(s). You can select multiple files, but you must click on each separately. Then select the backup folder in which you want the files stored.



#### Moving/Copying Files to Backup Folders

Before you can move or copy files to a backup folder, you must select the file(s) *and* the folder. The date, time, and number of bytes of each file are provided for you by moving the scroll bar to the right margin or by double-clicking the file name.

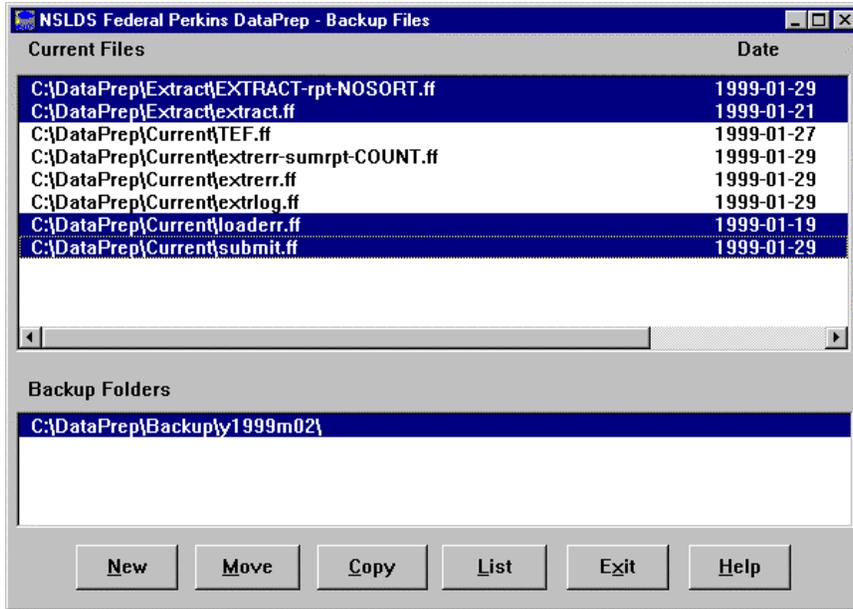


Figure 14, Moving and Copying Files to Backup Folders

Once you Move the files, they will disappear from the screen and will have moved from the Current directory to the Backup directory. If you Copy the files, they will remain in the current directory and on the screen.

To see what files are in a particular folder, select the folder and click List.

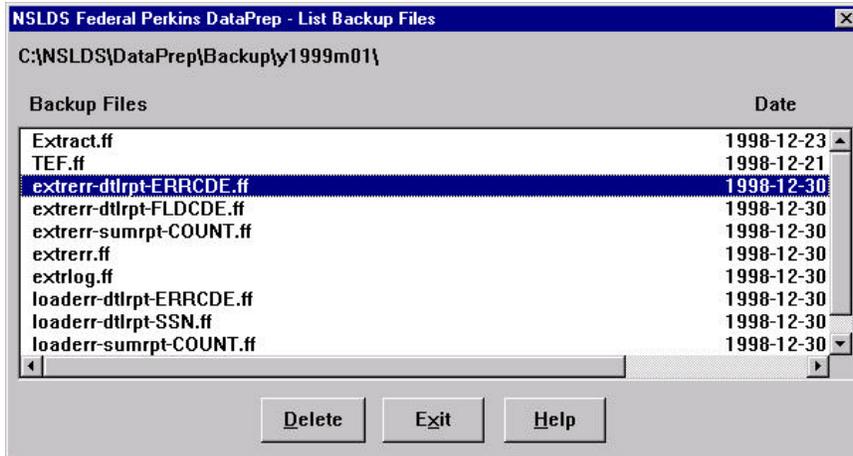


Figure 15, List Backup Files Screen

From this screen, you can view the File Information dialog screen (by double-clicking the file) or delete the file from the backup folder. You may want to delete error reports that you generated and reviewed but no longer wish to store.

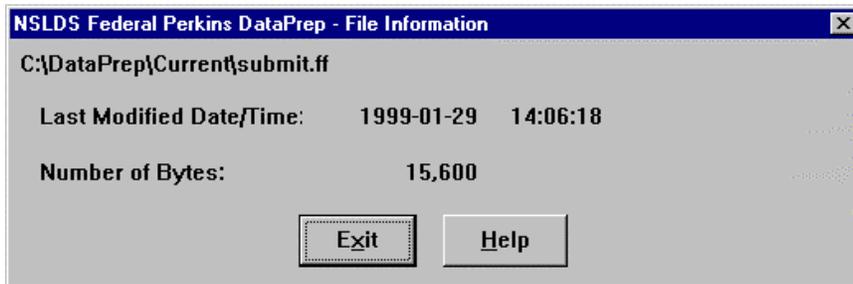


Figure 16, File Information Dialog Box



### Deleting Backup Files and Folders

If you wish to delete a backup folder (you probably don't want to keep more than a year's worth of backup folders and files), delete all the files in the folder. Then select "Delete" again and DataPrep will ask you to confirm that you want to delete the folder.

## Final Thoughts

We hope this Data Provider Instructions manual has been helpful in showing how DataPrep functions. We also hope including the entire 6-step process and a description of how DataPrep interacts with NSLDS, gives you a needed overview of the entire NSLDS update system.

If you have any questions about the use of DataPrep or the NSLDS update process, please be sure to call the CSC at **(800) 999-8219** between the hours of 8 a.m. and 8 p.m. eastern time, weekdays, except federal holidays.

In addition, if you have any suggestions about how this manual can be improved, please be certain to call the CSC and let them know your suggestions.