

## ELECTRONIC DATA TRANSFER SYSTEM

The submission of FADS reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report. State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The header record contains information to identify the data in the file and the length of the data records. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, we recommend you make each file transferred a unique name.

In order to submit FADS files, you must log into the SFTP server, [sftp.thecb.state.tx.us](http://sftp.thecb.state.tx.us), with a username and password.

For USERID: Enter "fasNNNNNN" where "NNNNNN" is your six-digit FICE code.  
For example, "fas001234" (lower case 'fas'; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Tanya Treviño at e-mail [tanya.trevino@thecb.state.tx.us](mailto:tanya.trevino@thecb.state.tx.us) for your password.

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

The data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory. Detailed installation instructions are located at <http://www.txhighereddata.org/UsingSFTP.cfm>.

The data content of files will be as defined on the Data Processing Record Layout of each report. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

## HEADER RECORD FORMAT

### Header Record Example:

**HY2K000781FAD00112009C038801500**

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-Id	<b>HY2K</b>	1	4
Item #2	Institution Code FICE - (Numeric)	6 digits (i.e. 000781)	5	6
Item #3	Data Identifier	FAD001	11	6
Item #4	Semester in which report is due (Numeric)	Fall = 1	17	1
Item #5	Year – YYYY (4 digits) State fiscal year covered by report (Numeric)	2009	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	0388	23	4
Item #8	Number of Aid Applicants* (Numeric) (right justified and leading zero filled)	5 digits (i.e. 01000)	27	5

\*The number of records in your file should equal the number of aid applicants you report in your header record.

## TRAILER RECORD FORMAT

Trailer example:  
EOF100975

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-ID	EOF1	1	4
Item #2	Record Count (Numeric)	Number of data records in file not including "Header" And "Trailer" records	5	5
	Reserved for Future Use (spaces)		10	71
Total Record Size				80