Appendix E: Guaranty Agency TEF File Layout

Introduction

The Threshold, Error Code, and Field Code file (TEF file) is used by the DataPrep software. NSLDS provides the TEF file to make changes to the Extract Validation Error Thresholds and to provide updates on error codes, error messages, field codes, field names and loan status codes. The TEF file is updated periodically as new edits are added, modified, or deleted; the domain error thresholds are changed; or new loan status codes added. A new TEF file is distributed each time your Submittal File is processed by NSLDS and a Load Error File is returned to you. As part of your import process, be sure to retrieve the TEF file and move it to the proper directory.

The TEF file contains five record types:

1. **A—ID**—Identifies the file as a TEF file.

    Example: A20020303 THRESHOLD, ERROR CODE, FIELD CODE FILE (TEF FILE)

2. **B—Threshold**—Contains three fields representing the threshold error percentages used in the Extract Validation process.

    Example: B100505

3. **C—Error Codes**—Identifies the error codes and error messages.

    Example: C0287 Amount of Cancellation must be < or = Amount of Guaranty

4. **D—Field Codes**—Identifies the field codes and field names.

    Example: D004 Submittal Date

5. **E—Loan Status Codes**—Identifies whether a loan status code is considered "Open" (O) or "Closed" (C).

    Example: ERP0 In Repayment

Note: If you fail to import the latest TEF file and new edits have been added, you will get an error message of 'ERROR CODE NOT FOUND – OBTAIN LATEST TEF FILE' rather than the correct error message. Similarly, you may get the message 'FIELD CODE NOT FOUND – TEF FILE' if field codes have changed.

Table

<table>
<tr>
<th colspan="6">Table E–1: TEF File Layout</th>
</tr>
<tr>
<th>Record Type</th>
<th>Field Name</th>
<th>Type</th>
<th>Position</th>
<th>Size</th>
<th>Description</th>
</tr>
<tr>
<td>A</td>
<td>ID Record Type</td>
<td>Character</td>
<td>1</td>
<td>1</td>
<td>TEF file indicator.</td>
</tr>
<tr>
<td></td>
<td>Record Update Date</td>
<td>Date</td>
<td>2–9</td>
<td>8</td>
<td>This is the date the TEF file was last updated. When NSLDS changes edits, error messages, field codes, field names, threshold error rates, or adds loan status codes, the changes are provided through the TEF file, so you should ensure that you import this file quarterly.</td>
</tr>
<tr>
<td></td>
<td>ID Record Name</td>
<td>Character</td>
<td>10–80</td>
<td>71</td>
<td>This message will identify the file as a TEF file (i.e., THRESHOLD, ERROR CODE, FIELD CODE FILE [TEF FILE]).</td>
</tr>
<tr>
<td>B</td>
<td>Threshold Record Type</td>
<td>Character</td>
<td>1</td>
<td>1</td>
<td>Threshold record indicator.</td>
</tr>
<tr>
<td></td>
<td>Threshold Levels</td>
<td>Numeric</td>
<td>2–7</td>
<td>6</td>
<td>The three concatenated numbers define the Domain Error Threshold Levels for the combined numeric and date errors, Identifier Errors, and New Identifier Errors (i.e., 100505, translates to thresholds of 10% combined numeric and date errors, 5% missing Identifier Errors, and 5% missing New Identifier Errors). Exceeding any threshold level will prevent the creation of a Submittal File. You must fix the problem, redo your Extract File, and redo the Extract Validation Process.</td>
</tr>
<tr>
<td>C</td>
<td>Error Code Record Type</td>
<td>Character</td>
<td>1</td>
<td>1</td>
<td>Error Codes and Error Messages indicator.</td>
</tr>
<tr>
<td></td>
<td>Error Code</td>
<td>Numeric</td>
<td>2–5</td>
<td>4</td>
<td>A 4-digit Error Code used to identify the errors encountered in the Extract Validation process and the Load Level Error process. When NSLDS changes edits that result in a new error code, the changes come through the TEF file, so you should ensure that you import monthly.</td>
</tr>
<tr>
<td></td>
<td>Error Code Name</td>
<td>Character</td>
<td>6–68</td>
<td>63</td>
<td>This message will display the error message encountered (e.g., Amount of Cancellation must be < or = Amount of Loan).</td>
</tr>
<tr>
<td></td>
<td>Filler</td>
<td>Character</td>
<td>69–80</td>
<td>12</td>
<td>This field is not used.</td>
</tr>
<tr>
<td>D</td>
<td>Field Codes Record Type</td>
<td>Character</td>
<td>1</td>
<td>1</td>
<td>Field Codes and Field Names indicator.</td>
</tr>
</table>

Table E–1: TEF File Layout

Record Type	Field Name	Type	Position	Size	Description
	Field Code	Numeric	2–4	3	A 3-digit Field Code used to identify the field in error encountered in the Extract Validation process and the Load Level Error process. When NSLDS changes fields, the changes come through the TEF file, so you should ensure that you import quarterly.
	Field Names	Character	5–37	33	This message will display the field name encountered (e.g., Amount of Disbursement).
	Filler	Character	38–80	43	This field is not used.
E	Loan Status Record Type	Character	1	1	Loan Status Codes and Status Names indicator.
	Loan Status Code	Character	2–3	2	A 2-character code that identifies the Code of Loan Status (e.g., RP for in Repayment).
	Open or Closed Status	Character	4	1	A 1-character field that identifies whether a loan is either open or closed (i.e., O or C). The Extract Validation process uses this field to count and total all open loans in the Database Extract File. The results will be displayed on the Extract Validation log and added to the Trailer record.
	Loan Status Name	Character	5–54	50	Descriptive name of each Code of Loan Status.
	Filler	Character	55–80	26	This field is not used.