

# Information Technology Services

University System of Georgia Information Technology Services

**Data & Reporting Services**

## **Academic Data Collections (ADC)**

### **Data Submission & Reporting User Guide**

**March 2023**

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# Academic Data Collection (ADC) Data Submission & Reporting User Guide

## Purpose

The Academic Data Collection (ADC) consists of enrolled student, graduation, course and schedule information. These data are submitted twice each term—at midterm and end of term based on the published collection calendar.

## Target Audience

This document is designed for institutional staff responsible for submitting data to the Academic Data Collection. This includes the Points of Contact (POCs) for each institution for the ADC and any other staff who have roles and access to complete a data extraction and review data related to the ADC.

## Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Academic Data Collection:

- Academic Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Submission Review
- Data Dictionary
- Reference Code Reports
- Request Error Relief

## More Information and Support

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia). For noncritical issues, login with your username and password at <https://usg.service-now.com/usgsp> to submit a ticket.

## Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at [http://www.usg.edu/customer\\_services/service\\_level\\_guidelines](http://www.usg.edu/customer_services/service_level_guidelines). For operational information of USG IT systems and services, please visit <http://status.usg.edu>

## Academic Institutional User Roles

Before learning the data submission process, it is important to understand the User Roles that must be assigned to perform these procedures.

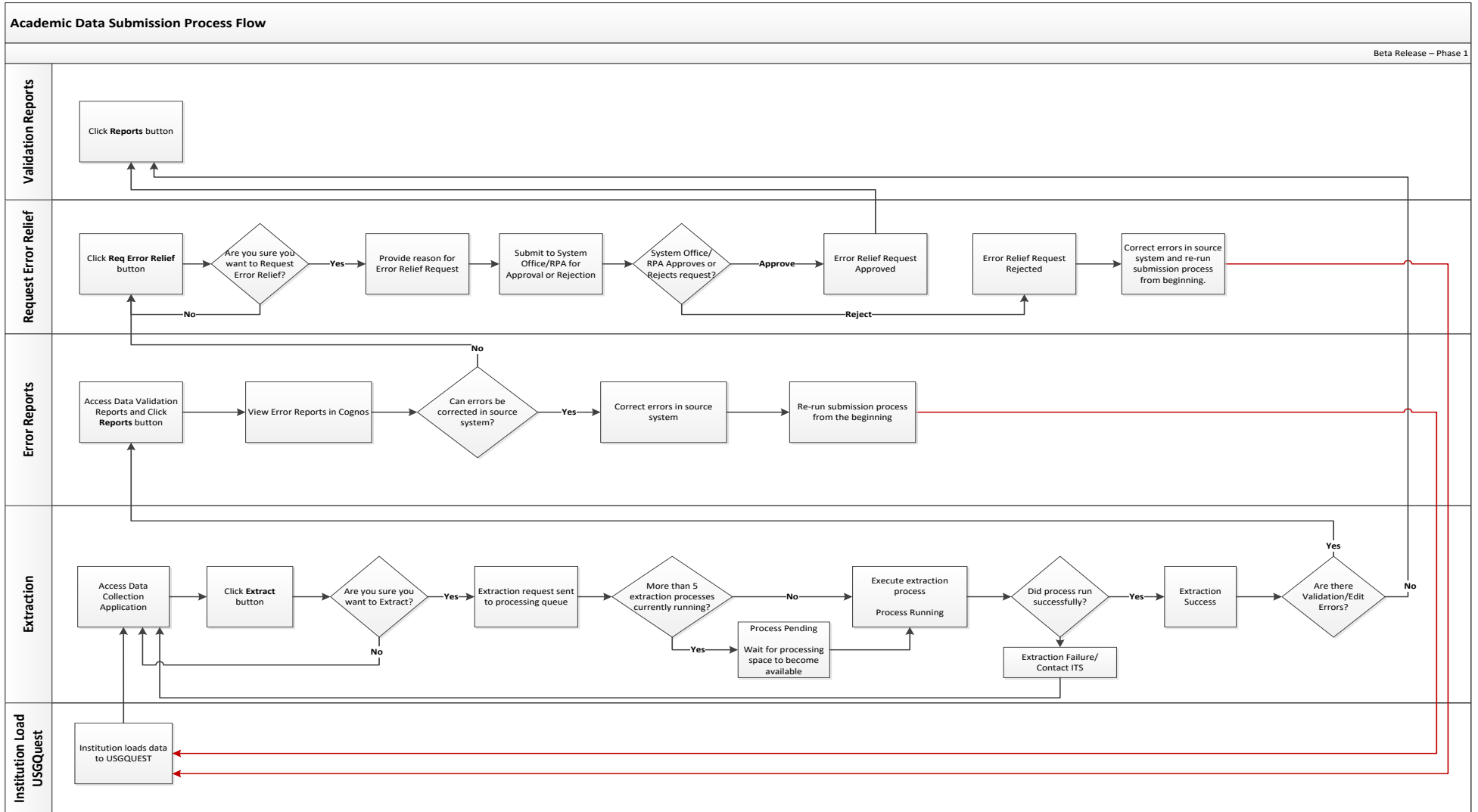
The following section explains the Academic Institutional User Roles that must be defined for the institution to successfully complete Academic Data Collections.

Role Title	Role	Role Functions
Institution Academic Extractor	usg_aca_extractor	<ul style="list-style-type: none"> <li>Extract Academic Data</li> <li>View Academic Error Reports/Logs</li> <li>Request Error Relief</li> <li>Provide Error Relief Comments</li> </ul>
Role Description		
<p>The Extraction process collects data from Academic campus Operational Data Store (ODS). If any errors are returned during the extractions process, the data warehouse user interface alerts the user that errors have been produced during the extraction. These errors must be corrected before data can be accepted by the Office of Research and Policy Analysis (RPA) and loaded into the relational data warehouse.</p> <p>In exceptional cases where an error cannot be corrected, Error Relief can be requested from RPA. Comments must be provided explaining why the error is to be considered an exception. RPA approves or rejects the request(s).</p>		

Role Title	Role	Role Functions
Institution Academic Data Submission Reviewer	usg_aca_ods_reviewer	Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
<p>Academic Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes. Once reports have been reviewed and accepted as accurate, the institution can notify the Office of Research and Policy Analysis (RPA) that data is ready for load.</p>		

Role Title	Role	Role Functions
Institution Academic Reviewer	usg_aca_reviewer	Review standard, pre-built Official Academic Reports for accuracy.
Role Description		
Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.		

## Data Submission Process Flow



## Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS\_ODS\_ADM\_ETL\_INSTALL)
- ✓ Run the Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

### Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Academic Release (CAMPUS\_ODS\_ADM\_ETL\_INSTALL) must be installed.

Refer to the Academic tab of the Data & Reporting Services site--  
[https://www.usg.edu/data\\_services/data\\_collections\\_documentation/academic](https://www.usg.edu/data_services/data_collections_documentation/academic) for the release documentation and the current ETL Execution Parameters.

### Data Collection Extraction Process (ZADMETL)

The first step in the extraction process is to run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution’s designated database. The ZADMETL process is used to initiate the Academic Data Mart (ADM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

Populate parameter number 01 (Data Collection to Extract?) with value ‘A’ to extract data for the ADC. With the cursor in the Submission section, click Save to execute the process.

The screenshot shows the 'Process Submission Controls' application. At the top, it displays the process name 'ZADMETL Data Collection Extraction' and a 'Start Over' button. Below this is a 'PRINTER CONTROL' section with fields for Printer (DATABASE), Special Print, Lines, Submit Time, MIME Type (None), and PDF Font. The 'PARAMETER VALUES' section contains a table with one row: Number '01', Parameters 'Data Collection to Extract?', and Values 'A'. Below the table are navigation controls and a note: 'LENGTH: 1 TYPE: Character O/R: Required M/S: Single Enter A (Academic), F (Facilities), or B (Both)'. The 'SUBMISSION' section has a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and radio buttons for 'Hold / Submit', 'Hold', and 'Submit' (which is selected). A 'SAVE' button is located at the bottom right of the form.



Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Refer to the Data Collection Extraction user documentation at [https://www.usg.edu/georgia\\_best/application\\_development\\_and\\_support/banner/userdocs](https://www.usg.edu/georgia_best/application_development_and_support/banner/userdocs) for details about ZADMETL .lis output, including error messages that may be encountered and the cause of the error.

```

ITS University
Data Collection Extraction
ZADMETL Page: 1
10/23/2019 14:59:33

** Return Status **
Data
Mart      Process Status
-----
ADC      SUCCESS

** Log Information **
Data
Mart      Step Name          Status      Start Time      End Time      Error
-----
ADC      OVERALL            SUCCESS     10/23/2019 14:59:34 10/23/2019 15:08:09
ADC      DELETE_MIMICS      SUCCESS     10/23/2019 14:59:34 10/23/2019 14:59:39
ADC      SORXREF_CHECK      SUCCESS     10/23/2019 14:59:39 10/23/2019 14:59:39
ADC      UPDATE_POPULATION_TABLES SUCCESS     10/23/2019 14:59:39 10/23/2019 15:01:12
ADC      ODS_ADMCRS_CATALOG_MIMIC SUCCESS     10/23/2019 15:01:12 10/23/2019 15:01:13
ADC      ODS_ADMCRS_CLS_SESSION_MIMIC SUCCESS     10/23/2019 15:01:13 10/23/2019 15:01:15
ADC      ODS_ADMCRS_ENROLL_MIMIC SUCCESS     10/23/2019 15:01:15 10/23/2019 15:01:22
ADC      ODS_ADMCRS_FACULTY_MIMIC SUCCESS     10/23/2019 15:01:22 10/23/2019 15:01:25
ADC      ODS_ADMCRS_GRADE_MIMIC-CURRTERM SUCCESS     10/23/2019 15:01:25 10/23/2019 15:01:31
ADC      ODS_ADMCRS_GRADE_MIMIC-PREVTERM SUCCESS     10/23/2019 15:01:31 10/23/2019 15:01:46
ADC      ODS_ADMCRS_SECTION_MIMIC SUCCESS     10/23/2019 15:01:46 10/23/2019 15:01:50
ADC      ODS_ADMCRS_SECTION_ATTR_MIMIC SUCCESS     10/23/2019 15:01:50 10/23/2019 15:01:50
ADC      ODS_ADMSTU_ADV_STANDING_MIMIC SUCCESS     10/23/2019 15:01:50 10/23/2019 15:01:55
ADC      ODS_ADMSTU_ATTRIBUTES_MIMIC SUCCESS     10/23/2019 15:01:55 10/23/2019 15:02:21
ADC      ODS_ADMSTU_CONFIDENTIAL_MIMIC SUCCESS     10/23/2019 15:02:21 10/23/2019 15:02:45
ADC      ODS_ADMSTU_ENR_ADDRESS_MIMIC SUCCESS     10/23/2019 15:02:45 10/23/2019 15:03:07
ADC      ODS_ADMSTU_ENR_CUM_MIMIC SUCCESS     10/23/2019 15:03:07 10/23/2019 15:03:18
ADC      ODS_ADMSTU_ENR_MATRIC_MIMIC SUCCESS     10/23/2019 15:03:18 10/23/2019 15:03:24
ADC      ODS_ADMSTU_ENR_REQ_MIMIC SUCCESS     10/23/2019 15:03:24 10/23/2019 15:05:23
ADC      ODS_ADMSTU_FEE_CLASS_MIMIC SUCCESS     10/23/2019 15:05:23 10/23/2019 15:05:35
ADC      ODS_ADMSTU_PROG_ENROLL_MIMIC SUCCESS     10/23/2019 15:05:35 10/23/2019 15:05:45
ADC      ODS_ADMSTU_REG_CPC_MIMIC SUCCESS     10/23/2019 15:05:45 10/23/2019 15:06:04
ADC      ODS_ADMSTU_STE_ATTR_MIMIC SUCCESS     10/23/2019 15:06:04 10/23/2019 15:07:34
ADC      ODS_ADMSTU_TEST_RESULTS_MIMIC SUCCESS     10/23/2019 15:07:34 10/23/2019 15:07:42
ADC      ODS_ADMSTU_TRANSFER_MIMIC SUCCESS     10/23/2019 15:07:42 10/23/2019 15:08:01
ADC      ODS_ADM_FOCUS_AREA_MIMIC SUCCESS     10/23/2019 15:08:01 10/23/2019 15:08:01
ADC      ODS_ADMGRAD_ADDRESS_MIMIC SUCCESS     10/23/2019 15:08:01 10/23/2019 15:08:07
ADC      ODS_ADMGRAD_CONFIDENTIAL_MIMIC SUCCESS     10/23/2019 15:08:07 10/23/2019 15:08:08
ADC      ODS_ADMGRAD_PROGRAM_MIMIC SUCCESS     10/23/2019 15:08:08 10/23/2019 15:08:08
ADC      ODS_ADMGRAD_STUDENT_MIMIC SUCCESS     10/23/2019 15:08:08 10/23/2019 15:08:09
ADC      ODS_ADMSTU_ADMISSIONS_MIMIC SUCCESS     10/23/2019 15:08:10 10/23/2019 15:08:10
ADC      ODS_COMMON_SORXREF_MIMIC SUCCESS     10/23/2019 15:08:01 10/23/2019 15:08:01

** Error Information **
Data
Mart      Step Name          Description      Error ID      Error Column      Error Value      Error Time
-----
ADC      No Errors

```

```

ITS University
Data Collection Extraction
ZADMETL Page: 1
10/23/2019 14:59:33

** Control Report **

Data Collection to Extract?: A
Version: 1.3

** Parameter Table **
Data      Regents Banner Coll MT      EOT      Prev      Annual      Prev
Mart      Setid Term  Term  Type Date      Census Date      Regents Banner Collection Aid
-----
ADC      98200 20164 201602 EOT 02/22/2016 05/12/2016 20162 201508 2015 1516 10/23/2019 07:04:59

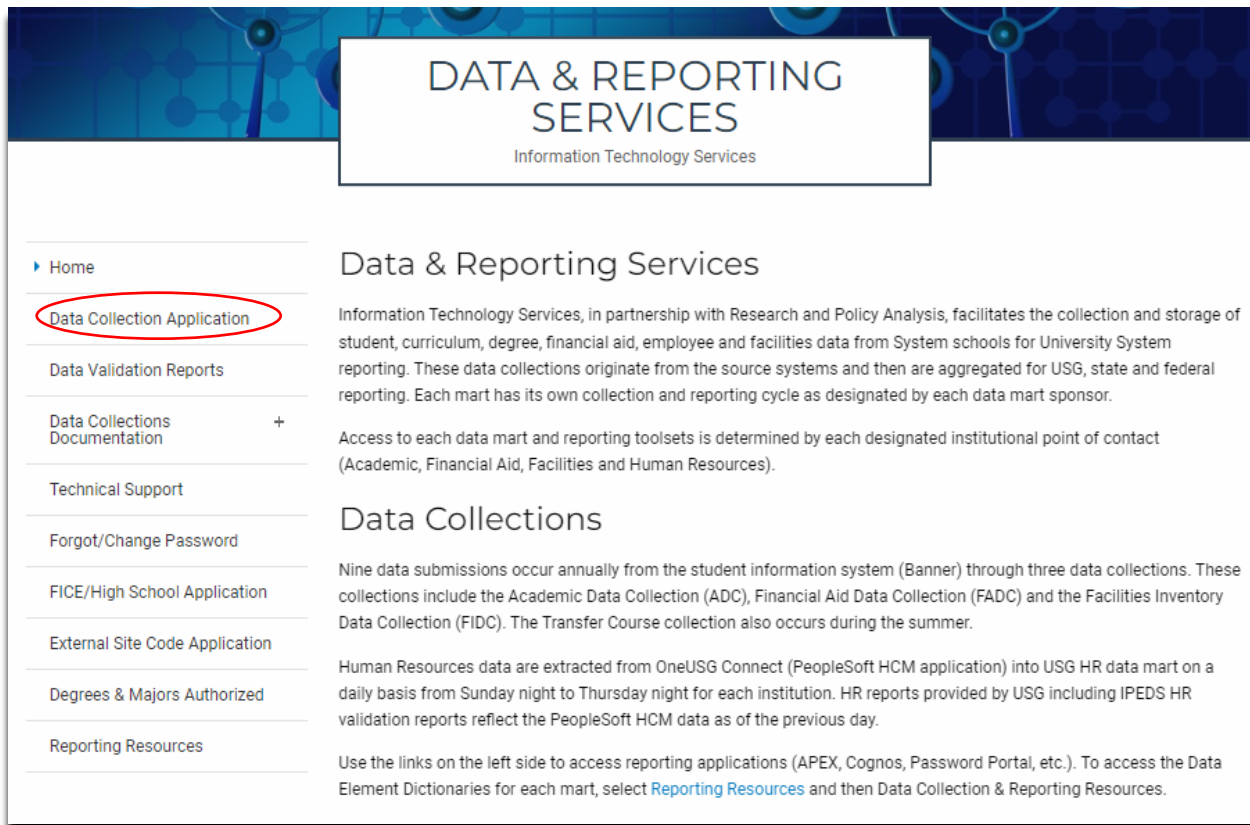
** Mimic Table Counts **
Data
Mart      Table Name          Record Count      Table Name          Record Count
-----
ADC      ODS_ADMSTU_ADMISSIONS_MIMIC 0                  ODS_ADMCRS_CATALOG_MIMIC 444
ADC      ODS_ADMSTU_ADV_STANDING_MIMIC 1175              ODS_ADMCRS_CLS_SESSION_MIMIC 2641
ADC      ODS_ADMSTU_ATTRIBUTES_MIMIC 40449            ODS_ADMCRS_ENROLL_MIMIC 41993
ADC      ODS_ADMSTU_CONFIDENTIAL_MIMIC 11137            ODS_ADMCRS_FACULTY_MIMIC 2229
ADC      ODS_ADMSTU_ENR_ADDRESS_MIMIC 24704            ODS_ADMCRS_GRADE_MIMIC 85117
ADC      ODS_ADMSTU_ENR_CUM_MIMIC 11439            ODS_ADMCRS_SECTION_MIMIC 2404
ADC      ODS_ADMSTU_ENR_MATRIC_MIMIC 11137            ODS_ADMCRS_SECTION_ATTR_MIMIC 1
ADC      ODS_ADMSTU_ENR_REQ_MIMIC 10609            ODS_ADMGRAD_ADDRESS_MIMIC 795
ADC      ODS_ADMSTU_FEE_CLASS_MIMIC 760              ODS_ADMGRAD_CONFIDENTIAL_MIMIC 303
ADC      ODS_ADMSTU_PROG_ENROLL_MIMIC 11164            ODS_ADMGRAD_PROGRAM_MIMIC 304
ADC      ODS_ADMSTU_REG_CPC_MIMIC 10612            ODS_ADMGRAD_STUDENT_MIMIC 303
ADC      ODS_ADMSTU_STE_ATTR_MIMIC 11137
ADC      ODS_ADMSTU_TEST_RESULTS_MIMIC 61066
ADC      ODS_ADMSTU_TRANSFER_MIMIC 26310
ADC      ODS_ADM_FOCUS_AREA_MIMIC 0

```

## Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Data Collection Site at the following URL: [https://www.usg.edu/data\\_services/](https://www.usg.edu/data_services/).  
**Note:** This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
2. Click the Data Collection Application link in the navigation column.



**DATA & REPORTING SERVICES**  
Information Technology Services

Home  
**Data Collection Application**  
Data Validation Reports  
Data Collections Documentation +  
Technical Support  
Forgot/Change Password  
FICE/High School Application  
External Site Code Application  
Degrees & Majors Authorized  
Reporting Resources

### Data & Reporting Services

Information Technology Services, in partnership with Research and Policy Analysis, facilitates the collection and storage of student, curriculum, degree, financial aid, employee and facilities data from System schools for University System reporting. These data collections originate from the source systems and then are aggregated for USG, state and federal reporting. Each mart has its own collection and reporting cycle as designated by each data mart sponsor.

Access to each data mart and reporting toolsets is determined by each designated institutional point of contact (Academic, Financial Aid, Facilities and Human Resources).

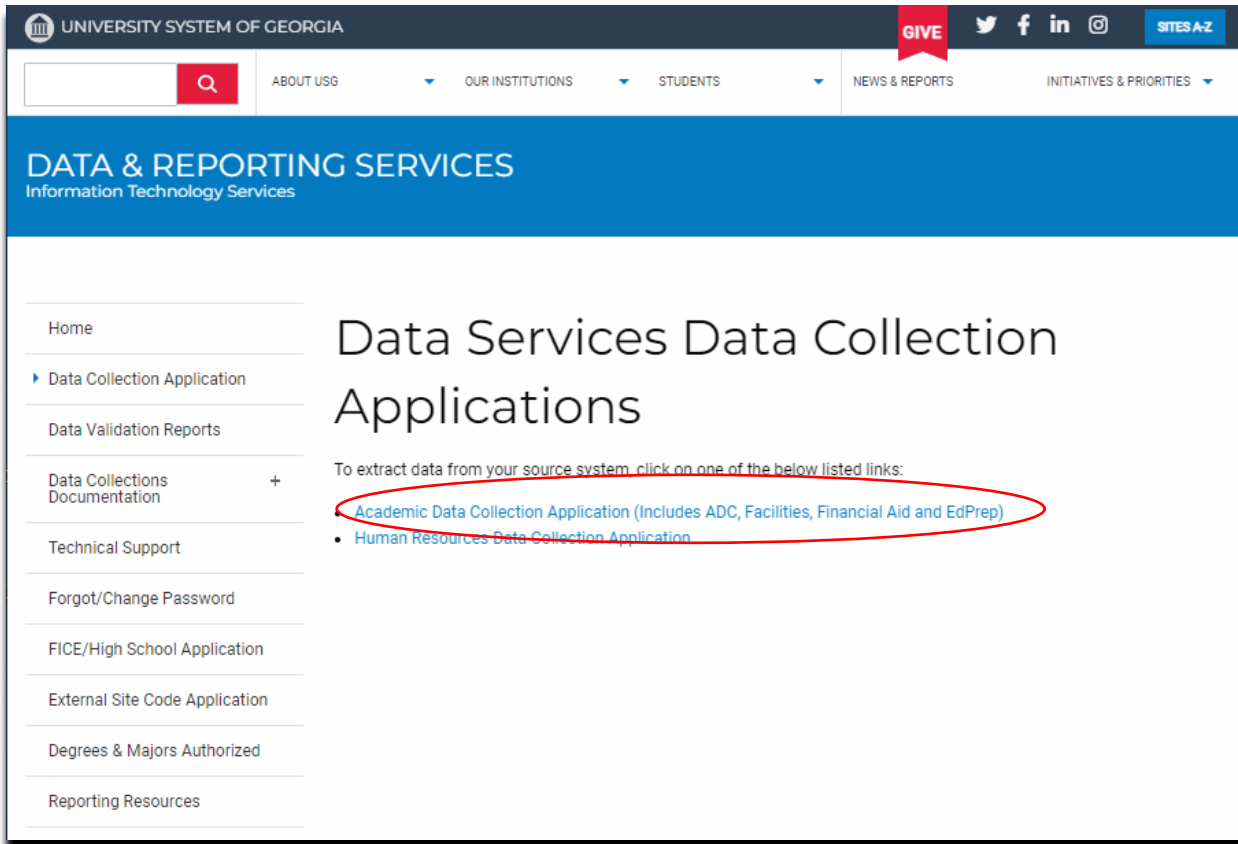
### Data Collections

Nine data submissions occur annually from the student information system (Banner) through three data collections. These collections include the Academic Data Collection (ADC), Financial Aid Data Collection (FADC) and the Facilities Inventory Data Collection (FIDC). The Transfer Course collection also occurs during the summer.

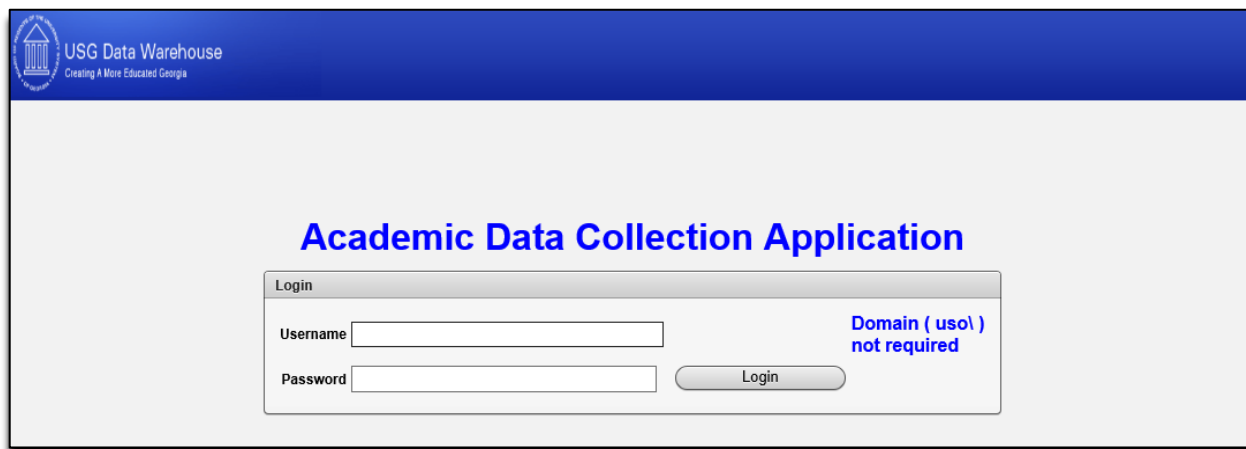
Human Resources data are extracted from OneUSG Connect (PeopleSoft HCM application) into USG HR data mart on a daily basis from Sunday night to Thursday night for each institution. HR reports provided by USG including IPEDS HR validation reports reflect the PeopleSoft HCM data as of the previous day.

Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select [Reporting Resources](#) and then Data Collection & Reporting Resources.

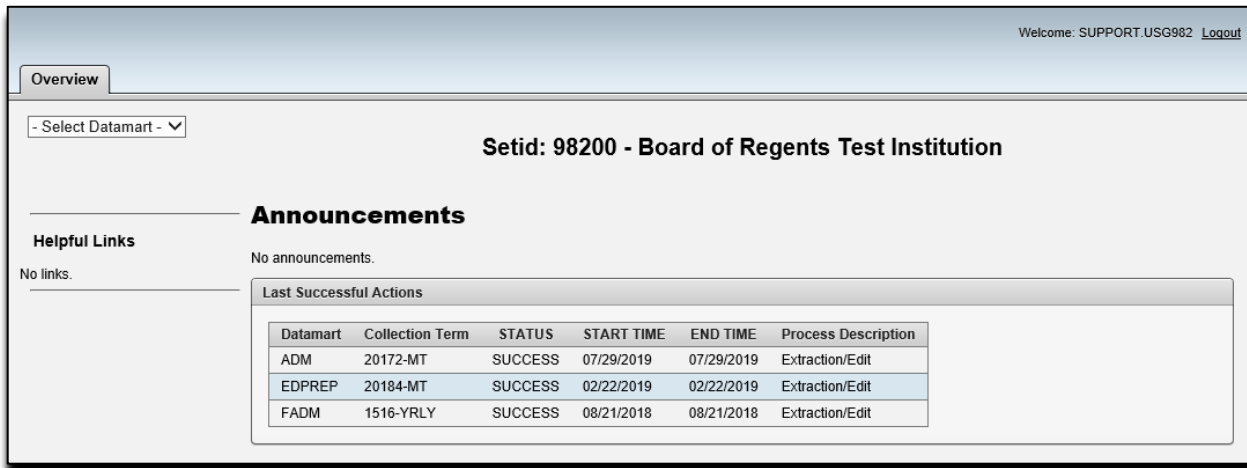
3. Select the Academic Data Collection Application (Includes ADC, Facilities, Financial Aid and EdPrep) link.



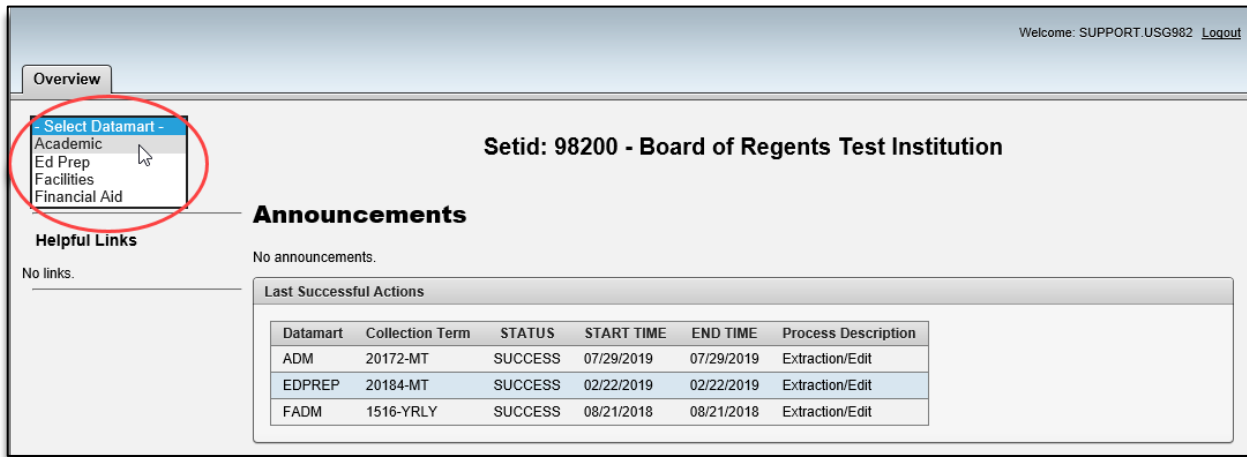
4. This link opens the login page for the Apex application. Note: The direct URL is <https://apps.ds.usg.edu/ords/f?p=38576>. Any additional numbers that may appear at the end of this URL are used to identify a current session. Do not bookmark or save a session specific URL. If issues are encountered accessing the Apex application, clear the browser cache, close the browser, and start over with the direct URL.



5. Enter Username and Password and click Login. The Overview tab will display the SETID and name of the institution and the last successful actions per datamart.



6. In the upper left corner of the Overview tab, click the Select DataMart dropdown list. The datamarts displayed are based on permissions assigned to your user login. Select the Academic option.



7. Once Academic is selected, a new Academic Data Collection tab appears next to the Overview tab. Click on the Academic Data Collection tab to reach the ADC home page. The Academic Data Collection tab will display the SETID and name of the institution, the current collection, and the current ETL package version, in addition to information about the extraction processing steps and the last successful actions for this datamart.

## Perform an Extraction

1. On the Academic Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending upon the state of current collection.
  - a. Home
  - b. Extract
  - c. Req. Error Relief

d. Start Over

2. To perform an extraction, click the Extract button.

Welcome: SUPPORT.USG982 [Logout](#)

Overview **Academic Data Collection**

Home

**Extract**

Start Over

### Setid: 98200 - Board of Regents Test Institution

**Current Collection: 20164 - MT**

**Current ETL Package Version: 1.4**

**NOTE TO USER:**  
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

**Below are the Process Steps and ETL Summary.**

User (s)	Step (s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

**Academic ETL Summary**

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-MT	-	-	-
4	Request Load to DW	ADM	20164-MT	-	-	-
7	Institution Certify	ADM	20164-MT	-	-	-

- A confirmation prompt will be display “Are you sure you want to extract?” Click OK to continue with the extraction or click Cancel to return to the Home page.

The screenshot shows the 'Academic Data Collection' interface. At the top right, it says 'Welcome: SUPPORT.USG982 Logout'. On the left, there are navigation buttons: 'Home', 'Extract', and 'Start Over'. The main content area is titled 'Setid: 98200 - Board of Regents Test Institution'. Below the title, it shows 'Current Collection: 20164 - MT' and 'Current ETL Package Version: 1.4'. A red 'NOTE TO USER' states: 'Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.' Below this, it says 'Below are the Process Steps and ETL Summary.' and provides a table with process steps and instructions. At the bottom, a 'Confirm extract' dialog box is displayed, asking 'Are you sure you want to extract?' with 'OK' and 'Cancel' buttons. The dialog box is circled in red.

User (s)	Step (s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

- The extraction request is submitted to the process queue. The process queue is a staging area that manages the number of extraction requests submitted by all institutions. Note: If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

- The message “Extraction request successfully submitted to the process queue!” will be displayed along with an OK button. Click OK to return to the Home page.

Welcome: SUPPORT.USG982 [Logout](#)

Overview **Academic Data Collection**

Home  
Extract  
Start Over

**Setid: 98200 - Board of Regents Test Institution**

Current Collection: 20164 - MT  
 Current ETL Package Version: 1.4

**NOTE TO USER:**  
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User (s)	Step (s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

**Extraction request successfully submitted to the process queue!**

**OK**

- If extraction request is placed in the queue due to more than 5 extraction processes currently running, the Status in the Academic ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

**Academic ETL Summary**

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20174-MT	PENDING	-	-
4	Request Load to DW	ADM	20174-MT	-	-	-
7	Institution Certify	ADM	20174-MT	-	-	-

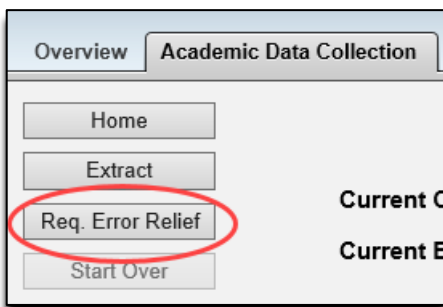
- If extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20174-MT	RUNNING	10/24/2018 07:31:38	-
4	Request Load to DW	ADM	20174-MT	-	-	-
7	Institution Certify	ADM	20174-MT	-	-	-

- When the Extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to next step in process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-MT	SUCCESS	07/31/2019 13:19:58	07/31/2019 13:32:34
2	Error Relief Request	ADM	20164-MT	-	-	-
4	Request Load to DW	ADM	20164-MT	-	-	-
7	Institution Certify	ADM	20164-MT	-	-	-

- Verify if the extraction has completed with validation/edit errors. If no validation/edit errors have been produced, the Req. Error Relief button will display as grayed-out and inaccessible. This confirms that no errors are present and Data Submission Reports are ready for review.
- If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system.  
**NOTE:** If the Req. Error Relief button is clicked by mistake, the Start Over button should be used and it will be necessary to re-start the Extraction process.





## Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

### Reporting Options

There are two types of reports available for use after the data have been submitted.

#### Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

#### Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

These reports should be used to validate the data.

## Accessing Reports

1. Access the Data Collection Site at the following URL: [https://www.usg.edu/data\\_services/](https://www.usg.edu/data_services/).  
**Note:** This site provides access to both the Data Collection Application and the Data Validation Reports. Before reviewing reports, a successful extraction must be completed.
2. Click the Data Validation Reports link in the navigation column.

**DATA & REPORTING SERVICES**  
Information Technology Services

- Home
- Data Collection Application
- Data Validation Reports**
- Data Collections Documentation +
- Technical Support
- Forgot/Change Password
- FICE/High School Application
- External Site Code Application
- Degrees & Majors Authorized
- Reporting Resources

### Data & Reporting Services

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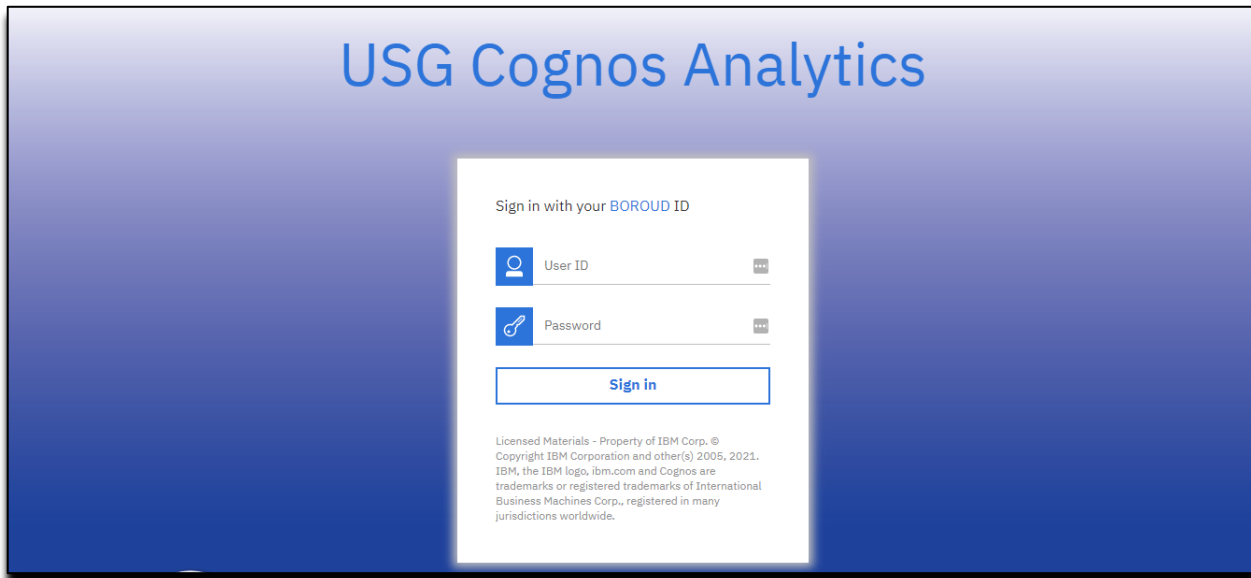
### Data Collections

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Use the links on the left side to access reporting applications (APEX, Cognos, Password Portal, etc.). To access the Data Element Dictionaries for each mart, select [Reporting Resources](#) and then Data Collection & Reporting Resources.

3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.



4. The Cognos home page is displayed. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.



6. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard.  
 Note: The datamart tabs displayed are based on permissions assigned to your user login.

The screenshot displays the USG Data Warehouse Cognos Dashboard. The top navigation bar includes the USG logo, the text "USG Data Warehouse - Creating A More Educated Georgia", and user information "support.usg300 Log Out". Below the navigation bar, there are tabs for "Data Collections", "Public Folders", and "My Folders". The main content area is divided into several sections:

- Academic Data Submission**: This section is currently selected and contains a list of reports under various categories:
  - Data Submission Errors**: Institution Summary
  - Submission Status**: Submission Status, Submission Summary
  - Course Data Submission Review**: Course Data Submission Summary, Credit Hours Generated by Budget Program Area, Semester Credit Hours Summary
  - Graduation Data Submission Review**: Graduation - Degrees Conferred Data Submission Summary
  - Student Data Submission Review**: Admit Type Summary, Advanced Standing Summary, Attribute Summary, Class Standing Code Summary, Dual Enrollment Students with Matriculation Term Issues - Summary, Enrollment by Academic Level, Enrollment by Citizenship Status, Enrollment by Gender, Enrollment by Program, Enrollment in Learning Support, Enrollment Summary, Fee Classification Summary, First Generation Summary, Focus Area Summary, Learning Support Req, Military Summary, Preliminary SER, State/Country Summary, Student Level Number and Admit Type Summary, Student Level Number and Student Type Summary, Student Level Number Summary, Student Type Summary, Test Code Summary
  - Data Dictionary**: DED Derived Field Appendix, Data Submission Element Crosswalk, Download PDF, Elements by Category, Validation Rules by Primary Element
- Academic Financial Aid**
- EdPrep Data Submission**
- Facilities Inventory**
- Financial**
- Human Resources**

The main content area on the right displays the "USG Data Warehouse Academic Data Submission Reports" page. It includes a description: "A variety of useful reports on the left will assist the end user with data submission and review to the USG Academic Data Warehouse." Below this, there are numbered sections:
 

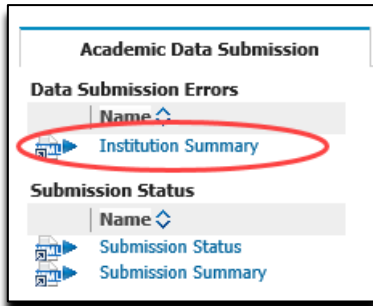
- 1. Data Submission Errors**: The Data Submission Error Report displays the institution's data errors, conveniently grouped by Term, Category, Error Description and error count.
- 2. Submission Status**: Submission Record Count Reports allow you to review your data submitted by Course, Graduation or Student and also gives an option to download the entire dataset submitted to the Academic Data Warehouse. The submission status report shows the current Academic data submission status.
- 3. Data Submission Review**: These Summary Reports are a useful tool to review data submitted for element frequencies, i.e., Advanced Standing Summary, Enrollment Summary, etc.
- 4. Data Dictionary**: The Data Dictionary contains a Data Submission Crosswalk, Elements by Category as well as Validation Rules by the Primary Element submitted. The Data Element Dictionary is easily sorted by Course, General, Student, Graduation, Facilities and Person and displays the sub-elements and their respective validation rules.
- 5. Reference Code Reports**: Reference Code Reports are a convenient way to look up valid codes for a variety of data, i.e., County Codes, Banner Translation Labels, Race/Ethnicity Codes, etc. A large variety of reference reports is available for your reference.
- 6. Persisted Data Reports**: Persisted Data Collection (PDC) reports provide access to review and download data from prior collections. You will find one report for each mimic table and can optionally select a term and specific collection.

## Data Submission Errors

The Data Submission Errors are located in the left navigation column of the Academic Data Submission tab.

### Institution Summary

The Institution Summary data errors report allows the end user to view the details of validation/edit errors encountered during the extraction.



Errors are grouped by Category and Record Type and can be viewed individually by record type or as a summary of all errors.

### University System of Georgia Data Submission Errors - Institution Summary

Severity Level:  ▼

#### Test Banner 11G University - 98200

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**Submission Term: 20164 - MT**

Category	Record Type	Error Count	View and Download (Opens in new window)
Course	Catalog ( <i>ods_admcrcs_catalog_mimic</i> )	1	<a href="#">View / Download</a>
	Grade ( <i>ods_admcrcs_grade_mimic</i> )	3	<a href="#">View / Download</a>
Graduation	Confidential ( <i>ods_admgrad_confidential_mimic</i> )	1	<a href="#">View / Download</a>
	Program Awarded ( <i>ods_admgrad_program_mimic</i> )	304	<a href="#">View / Download</a>
Student	Address ( <i>ods_admstu_enr_address_mimic</i> )	4	<a href="#">View / Download</a>
	Confidential ( <i>ods_admstu_confidential_mimic</i> )	158	<a href="#">View / Download</a>
	CPC and Regents Tests ( <i>ods_admstu_reg_cpc_mimic</i> )	13,624	<a href="#">View / Download</a>
	CPE and Learning Support Req ( <i>ods_admstu_enr_req_mimic</i> )	1	<a href="#">View / Download</a>
	Enrollment ( <i>ods_admstu_ste_attr_mimic</i> )	369	<a href="#">View / Download</a>
	Fee Classification ( <i>ods_admstu_fee_class_mimic</i> )	376	<a href="#">View / Download</a>
	Program Enrolled ( <i>ods_admstu_prog_enroll_mimic</i> )	22,411	<a href="#">View / Download</a>
	Test Results ( <i>ods_admstu_test_results_mimic</i> )	143	<a href="#">View / Download</a>
<i>(summary_error)</i>		2	<a href="#">View / Download</a>
<b>Test Banner 11G University - Total</b>		<b>37,397</b>	

[View and download](#) all errors for 20164 - MT

Click the View/Download link to in the View and Download column to drill-down to additional detail for a specific Record Type. This view provides the detail of each Business Rule error (validation/edit error) produced for a specific Category and Primary Element.

Keep this version | [Icons] | Add this report

**University System of Georgia**  
**Data Submission Errors - Download Errors**

*Note: To download data, select the export icon above (Excel) then "View in Excel options".*

Filter: Error Record Type = ODS\_ADMSTU\_ENR\_ADDRESS\_MIMIC

**Data Submission Errors for Test Banner 11G University - 98200**

Submission Term: 20164 - MT

Business Rule Severity Descr	Category	Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900088532, 3558 Rosebud Park Court	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164, MT, 108547, 900088532
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900021569, 815 Summer Ridge Lane	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164, MT, 41576, 900021569
Error	Student	Address	ods_admstu_enr_address_mimic	(VSTE289) Current Mailing Address - Street 2 must not be null when Street 3 is provided	(STE091) Enrolled Student Current Address - Street 2	student_inst_id, address_street2, address_street3	900112938, 956 Martin Heights Drive	setid, academic_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164, MT, 132957, 900112938

Click the View and Download all errors for [current term] link at the bottom of the errors table to drill-down to see a summary of all errors.

Keep this version | [Icons] | Add this report

**University System of Georgia**  
**Data Submission Errors - Download Errors**

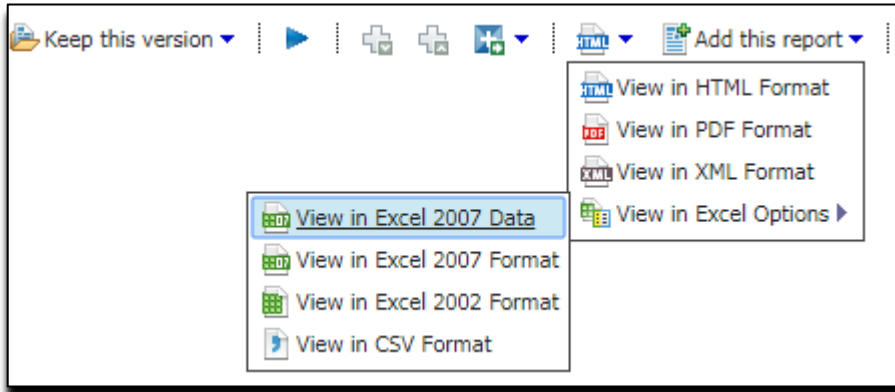
*Note: To download data, select the export icon above (Excel) then "View in Excel options".*

**Data Submission Errors for Test Banner 11G University - 98200**

Submission Term: 20164 - MT

Business Rule Severity Descr	Category	Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Error	Course	Catalog	ods_admcrcs_catalog_mimic	(VCRS001) Course CIP Code must be a valid code according to the list of Federal Course CIP Codes.	(CRS004) Course CIP Code	course_cip_code	NULL	setid, course_acronym, course_number, course_effective_term	98200, ENGL, 1101, 20122
Error	Course	Grade	ods_admcrcs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900084743, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 80766, 104755, 900084743
Error	Course	Grade	ods_admcrcs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900120451, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 82620, 140471, 900120451
Error	Course	Grade	ods_admcrcs_grade_mimic	(VSCE012) Course Grade must be a valid code.	(SCE004) Course Grade	student_inst_id, course_grade	900084743, A~	setid, academic_term, coll_type, course_sec_identifier, stu_inst_uid, student_inst_id	98200, 20162, MT, 82379, 104755, 900084743
Error	Graduation	Confidential	ods_admgrad_confidential_mimic	(VSGR023) First Name must contain alpha data (non-numeric).	(SGR003) Name of Student - First Name	student_inst_id, student_first_name	900075848, CWS2	setid, academic_term, graduation_term, coll_type, stu_inst_uid, student_inst_id	98200, 20164, 20162, MT, 95858

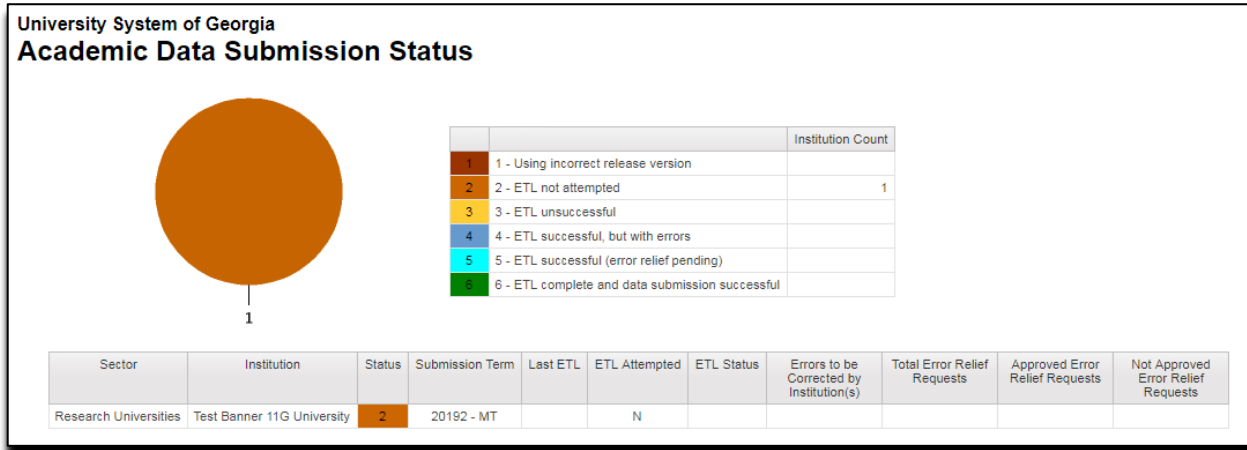
These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.





## Submission Status

Clicking on Submission Status on the Main Dashboard provides a high-level overview of the collection status.



## Submission Summary

The Submission Summary (Data Submission Record Counts) reports provides detail of each record submitted per collection category (Course, Graduation and Student), grouped by table name. Scroll down to see the table for the current submission term.

**Submission Term: 20174 - MT**

Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table ( <i>ods_common_sorxref_mimic</i> )	773	<a href="#">View / Download</a>
Course	Catalog ( <i>ods_admcrcs_catalog_mimic</i> )	444	<a href="#">View / Download</a>
	Class Session ( <i>ods_admcrcs_cls_session_mimic</i> )	2,647	<a href="#">View / Download</a>
	Enrollment ( <i>ods_admcrcs_enroll_mimic</i> )	161	<a href="#">View / Download</a>
	Faculty ( <i>ods_admcrcs_faculty_mimic</i> )	2,224	<a href="#">View / Download</a>
	Grade ( <i>ods_admcrcs_grade_mimic</i> )	134	<a href="#">View / Download</a>
	Section ( <i>ods_admcrcs_section_mimic</i> )	2,411	<a href="#">View / Download</a>
	Section Attributes ( <i>ods_admcrcs_section_attr_mimic</i> )	21	<a href="#">View / Download</a>
Graduation	Address ( <i>ods_admgrad_address_mimic</i> )	0	
	Confidential ( <i>ods_admgrad_confidential_mimic</i> )	0	
	Cumulative ( <i>ods_admgrad_student_mimic</i> )	0	
	Program Awarded ( <i>ods_admgrad_program_mimic</i> )	0	
Student	Address ( <i>ods_admstu_enr_address_mimic</i> )	21	<a href="#">View / Download</a>
	Advanced Standing ( <i>ods_admstu_adv_standing_mimic</i> )	0	
	Attributes ( <i>ods_admstu_attributes_mimic</i> )	14	<a href="#">View / Download</a>
	Confidential ( <i>ods_admstu_confidential_mimic</i> )	21	<a href="#">View / Download</a>
	CPC and Regents Tests ( <i>ods_admstu_reg_cpc_mimic</i> )	10	<a href="#">View / Download</a>
	CPE and Learning Support Req ( <i>ods_admstu_enr_req_mimic</i> )	10	<a href="#">View / Download</a>
	Cumulative ( <i>ods_admstu_enr_cum_mimic</i> )	9,249	<a href="#">View / Download</a>
	Enrollment ( <i>ods_admstu_ste_attr_mimic</i> )	21	<a href="#">View / Download</a>
	Fee Classification ( <i>ods_admstu_fee_class_mimic</i> )	0	
	Matriculation ( <i>ods_admstu_enr_matric_mimic</i> )	21	<a href="#">View / Download</a>
	Program Admissions Decision ( <i>ods_admstu_admissions_mimic</i> )	0	
	Program Enrolled ( <i>ods_admstu_prog_enroll_mimic</i> )	21	<a href="#">View / Download</a>
	Test Results ( <i>ods_admstu_test_results_mimic</i> )	142	<a href="#">View / Download</a>
	Transfers ( <i>ods_admstu_transfer_mimic</i> )	26	<a href="#">View / Download</a>

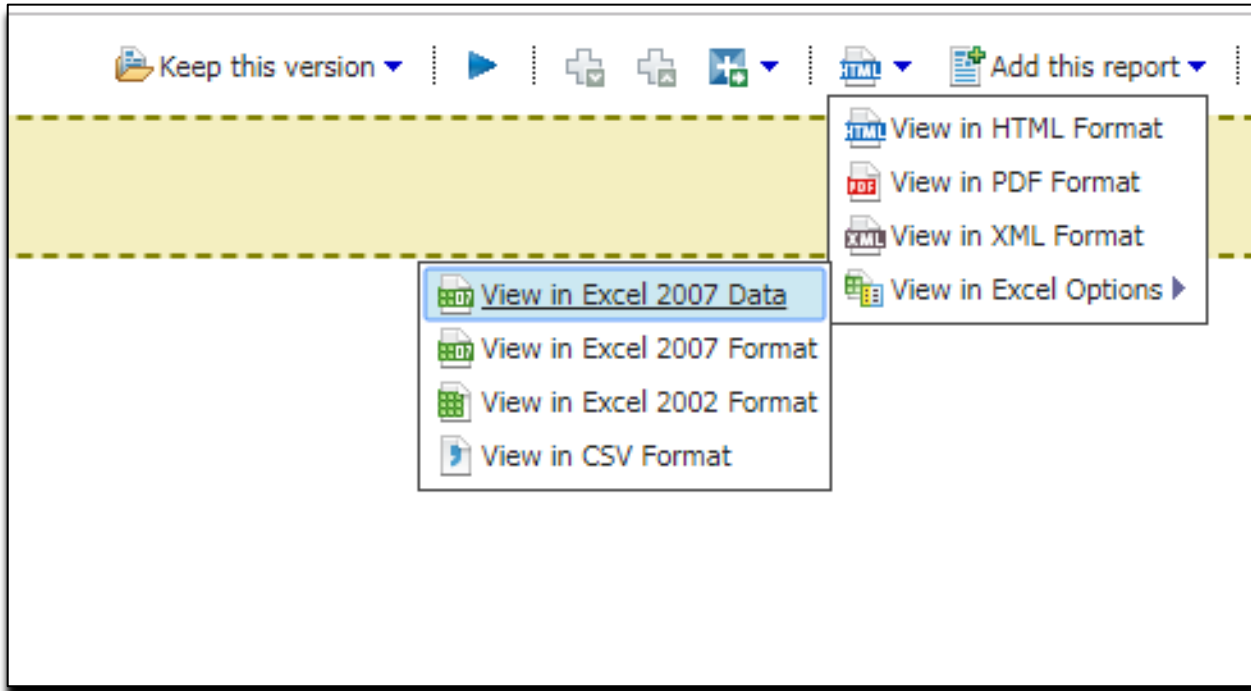
[View and Download](#) all errors for 20174 - MT

The following is an example of the Data Submission Record Count – by Course. Click the View/Download link to access record detail. This provides all of the records in a specific table.

Submission Term: 20174 - MT			
Category	Record Type	Record Count	Download Data (Opens in new window)
Common	Institution Sorxref Table ( <i>ods_common_sorxref_mimic</i> )	773	<a href="#">View / Download</a>
Course	Catalog ( <i>ods_admcrcs_catalog_mimic</i> )	444	<a href="#">View / Download</a>
	Class Session ( <i>ods_admcrcs_cls_session_mimic</i> )	2,647	<a href="#">View / Download</a>
	Enrollment ( <i>ods_admcrcs_enroll_mimic</i> )	161	<a href="#">View / Download</a>
	Faculty ( <i>ods_admcrcs_faculty_mimic</i> )	2,224	<a href="#">View / Download</a>
	Grade ( <i>ods_admcrcs_grade_mimic</i> )	134	<a href="#">View / Download</a>
	Section ( <i>ods_admcrcs_section_mimic</i> )	2,411	<a href="#">View / Download</a>
	Section Attributes ( <i>ods_admcrcs_section_attr_mimic</i> )	21	<a href="#">View / Download</a>

USG ODS Data Validation Report						
This report uses preliminary data during the data submission and validation process and should not be used for final reporting.						
University System of Georgia						
<b>Table Dump - Course Section Attributes (<i>ods_admcrcs_section_attr_mimic</i>)</b>						
SETID	98200					
ACADEMIC_TERM	20174					
SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	COURSE_SEC_ATTR_CODE	COLL_TERM_TYPE	COLL_DATE
98200	20174	MT	20045	ZLCM		
98200	20174	MT	20045	ZNCM		
98200	20174	MT	21047	ZLCM		
98200	20174	MT	21048	ZLCM		
98200	20174	MT	21295	ZNCM		
98200	20174	MT	21299	ZLCM		
98200	20174	MT	21627	ZLCM		
98200	20174	MT	21627	ZNCM		
98200	20174	MT	21628	ZNCM		
98200	20174	MT	22059	ZLCM		
98200	20174	MT	22259	ZLCM		
98200	20174	MT	22259	ZNCM		
98200	20174	MT	22392	ZLCM		
98200	20174	MT	22392	ZNCM		
98200	20174	MT	22878	ZLCM		
98200	20174	MT	22878	ZNCM		
98200	20174	MT	22959	ZNCM		
98200	20174	MT	22960	ZLCM		
98200	20174	MT	22960	ZNCM		
98200	20174	MT	22962	ZLCM		

These reports can be downloaded using the Cognos Viewer.



There is an option to download and save.

All Record Count Reports follow the same format as described above for accessing report detail.

## Data Submission Review

The Data Submission Review Reports are preliminary reports used to review data prior to loading it into the data warehouse. These reports are grouped by category and based on element types.

### Course Data Submission Summary

The Course Data Submission Summary is a preliminary report that can be used to validate Course Credit Hours per Term.

The first level of the report shows summary of hours by course level. Click the record number for a specific course level for details on the student enrollment associated with the level.

For example, all students enrolled in Lower Level Undergraduate Courses.

Click Drill to All Detail to access record detail as stored in each Course mimic table for a particular student.

University System of Georgia  
**Course Data Submission Summary Details**  
 Course Credit Hours - Lower Level Undergraduate Hours

Test Banner 11G University  
 SETID: 98200

Submission Term: 20174 - MT - Course Enrollment Indicator: CNTENRLN - Census Status: C1

Collection Type	Drill to All Details	FUND_GRP	Course Sec ID	Student Inst UID	Student Inst ID	Credit HR Ind	Course Att HRS	Course CR HRS	Sec Loc Code	Instru Level	Fund Group	Course CIP Code	Course Name	Course Nbr	Course Acronym	Course Level
MT	<a href="#">Drill to All Details</a>	1	20045	30039	900010039		0	3		21	1	230101	English Composition I	1101	ENGL	LOWER
MT	<a href="#">Drill to All Details</a>	1	20045	30085	900010085		0	3		21	1	230101	English Composition I	1101	ENGL	LOWER
MT	<a href="#">Drill to All Details</a>	1	20045	30101	900010101		0	3		21	1	230101	English Composition I	1101	ENGL	LOWER
MT	<a href="#">Drill to All Details</a>	1	20045	30888	900010888		0	3		21	1	230101	English Composition I	1101	ENGL	LOWER

University System of Georgia  
**Course Data Submission All Details**  
 Course Credit Hours - Lower Level Undergraduate Hours

Test Banner 11G University  
 SETID: 98200  
 Submission Term: 20174 - MT

ODS\_ADMCRS\_ENROLL\_MIMIC

INSTITUTION_NAME	SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	STU_INST_UID	STUDENT_INST_ID	COURSE_ATTEMPTED_HRS	COURSE_REGISTRATION_STATUS	COURSE_REGISTRATION_DATE	COURSE_ENROLLMENT_IND	SCE_ACADEMIC_LEVEL
Test Banner 11G University	98200	20174	MT	20045	30085	900010085	0		Nov 4, 2016 10:19:00 AM	CNTENRLN	US

ODS\_ADMCRS\_SECTION\_MIMIC

INSTITUTION_NAME	SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_SEC_IDENTIFIER	COURSE_ACRONYM	COURSE_NUMBER	COURSE_SECTION_CODE	COURSE_SECTION_NAME	SECTION_INSTRUCTION_TYPE	SECTION_LOCATION_CODE	SECTION_STATUS_CODE	COURSE_EFFECTIVE_TERM	COU
Test Banner 11G University	98200	20174	MT	20045	ENGL	1101	01	English Composition I		10	A	20172	

ODS\_ADMCRS\_CATALOG\_MIMIC

INSTITUTION_NAME	SETID	ACADEMIC_TERM	COLL_TYPE	COURSE_ACRONYM	COURSE_NUMBER	COURSE_NAME	COURSE_EFFECTIVE_TERM	COURSE_CIP_CODE	INSTRUCTION_LEVEL	CATALOG_ACTIVE_IND
Test Banner 11G University	98200	20174	MT	ENGL	1101	English Composition I	20172	230101	21	

### Graduation – Degrees Conferred Data Submission Summary

The Graduation – Degrees Conferred Data Submission Summary is a preliminary report that can be used to validate graduation data.

This report provides a record count by Degree Program Area.

### University System of Georgia Graduation - Degrees Conferred Data Submission Summary

Augusta University SETID: 12000  
 Graduation Term: 20201

CIP Code	Degree Acronym	Degree Level Code	Number of Graduates
09010100	BA	B	<a href="#">2</a>
11010101	BS	B	<a href="#">2</a>
11010301	BSIT	B	<a href="#">2</a>
11100301	CER0	Z	<a href="#">4</a>
11100301	CER1	C	<a href="#">1</a>
11100301	CERG	F	<a href="#">1</a>
11100301	MS	M	<a href="#">5</a>
13030100	MED	M	<a href="#">11</a>
13030101	EDS	S	<a href="#">5</a>
13049901	CERM	F	<a href="#">9</a>

Click the Number of Distinct Graduates for details listing of students per Degree program Area.

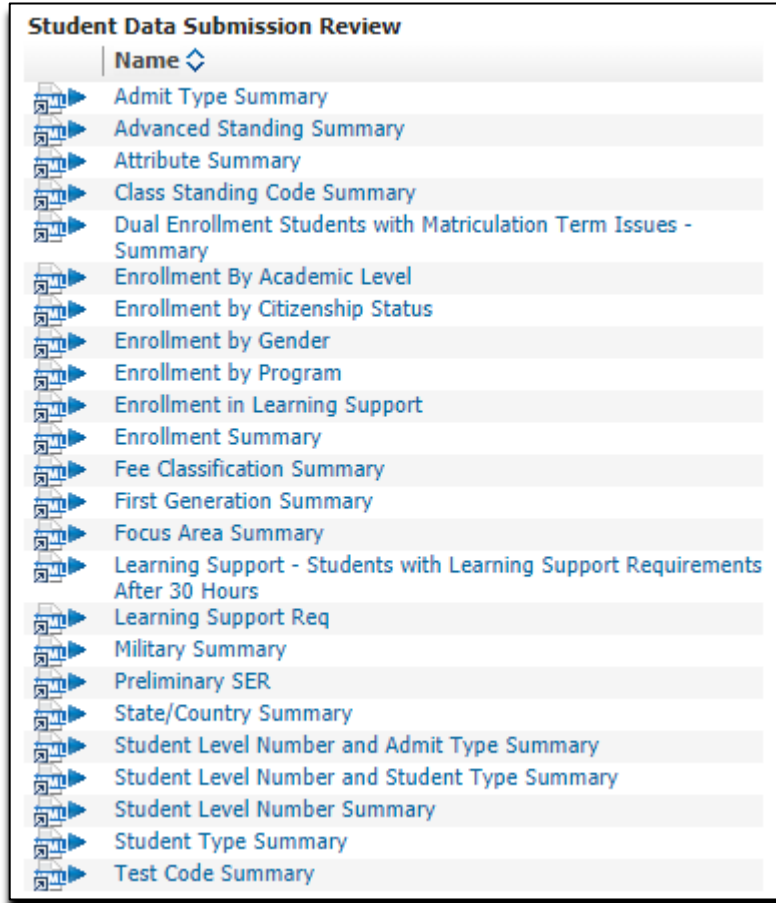
#### Graduation - Degrees Conferred Data Submission - Academic Details

Kennesaw State University  
 SETID: 43060  
 Graduation Term: 2022 - H1  
 CIP Code: 11010101  
 Degree Acronym: BS  
 Degree Level Code: B

STU_DIST_ID	MATRICULATION_TERM	STUDENT_ACADEMIC_LEVEL	HIST_CUM_HRS_EARNED_TRANSFER	HIST_CUM_HRS_ATTEMPTED	HIST_CUM_HRS_EARNED	HIST_CUM_GPA	CUM_TRANSFER_HRS_EARNED	CUM_TRANSFER_GPA	CUM_HOPE_HRS
1040255	1993	US	131.33	100.33	81.33	3.49	50	2.51	164.23
112338	20081	US	174	89	57	3.61	117	3.20	0
1188076	20022	US	136	205	136	2.46	0	0	194
121746	20104	US	164	63	60	2.91	104	2.62	0
1339490	20062	US	129	136	129	3.10	0	0	126
1448033	20092	US	138	98	98	2.87	40	2.62	134.27
1557854	20062	US	123	128	111	2.81	12	2.25	128

## Student Data Submission Reports

The Student Data Submission Reports provide detail data for commonly used elements. These reports can be used to validate student data.



Reports provide data based on either Record Count or By Enrollment.

Reports by Record Count provide a complete record count based on the element.

All Record Count Reports follow the same format for accessing report details (as shown in the example below).

For example, the Attribute Summary provides all records containing a Student Attribute Code. Records are grouped based on the code. Click Detail Data to access the record(s) detail as stored in the database table.

**University System of Georgia**  
**Student Data Submission - Attribute Summary**

**Submission Term: 20174 - MT**

Institution	STUDENT_ATTRIBUTE_CODE	Record Count	Detail
Test Banner 11G University	MAA	1	<a href="#">Detail Data</a>
	P1BD	1	<a href="#">Detail Data</a>
	P2HS	1	<a href="#">Detail Data</a>
	RV	1	<a href="#">Detail Data</a>
	UCOL	10	<a href="#">Detail Data</a>

**University System of Georgia**  
**Table Dump - Student Attributes (ods\_admstu\_attributes\_mimic)**

SETID: 98200  
 ACADEMIC\_TERM: 20174  
 STU\_INST\_UID: (All)

Filter: STUDENT\_ATTRIBUTE\_CODE = MAA

SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	STUDENT_ATTRIBUTE_CODE	STUDENT_ATTRIBUTE_TYPE	STUDENT_ATTRIBUTE_SUBTYPE
98200	20174	MT	30061	900010061	MAA	ADMISSIONS	MILITARY

Reports by Enrollment provide data based on student enrollment count.

All Reports by Enrollment follow the same format for accessing report details (as shown in the example below).

For example, the Enrollment by Academic Level report provides detail for all enrolled students based on current Academic Level. Click Detail Data to access the record(s) detail as stored in the database table.

**University System of Georgia**  
**Student Data Submission - Enrollment By Academic Level**

**Submission Term: 20174 - MT**

Institution	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	Enrollment Count	Detail
Test Banner 11G University	GS	60	1	<a href="#">Detail Data</a>
	<b>GS - Total</b>		<b>11</b>	
	US	10	2	<a href="#">Detail Data</a>
		20	2	<a href="#">Detail Data</a>
		30	1	<a href="#">Detail Data</a>
		40	5	<a href="#">Detail Data</a>
	<b>US - Total</b>		<b>10</b>	
<b>Test Banner 11G University - Total</b>			<b>21</b>	
<b>Research Universities - Total</b>			<b>21</b>	
<b>20174 - MT - Total</b>			<b>21</b>	

**University System of Georgia**  
**Table Dump - Student Enrollment (ods\_admstu\_ste\_attr\_mimic)**

SETID: 98200  
 ACADEMIC\_TERM: 20164  
 STU\_INST\_UID: (All)

Filter: STUDENT\_LEVEL\_NBR = 50

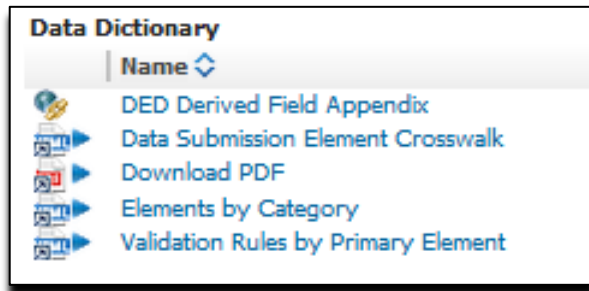
SETID	ACADEMIC_TERM	COLL_TYPE	STU_INST_UID	STUDENT_INST_ID	ADMIT_TYPE	INST_STUDENT_ACADEMIC_LEVEL	STUDENT_ACADEMIC_LEVEL	STUDENT_LEVEL_NBR	STUDENT_TYPE_CODE	CLASS_STANDING_CODE
98200	20164	EOT	142534	900122514	TN	US	US	50	X	FR



## Data Dictionary

The Data Dictionary Reports provide a technical reference for all academic data elements. Reports provide a drill-down option for crosswalk information, elements by category, and elements with associated validation rules (Business Rules).

Click the “Download PDF” option to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.



## Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.



Selecting “All Reference Tables” will provide a drill-down of all available reference table reports.



Below is an example of the County Reference Report.

## County Reference Code Report

All Counties ▼

County Description	County Code	County Seat	FIPS Code
Appling	001	Baxley	001
Atkinson	002	Pearson	003
Bacon	003	Alma	005
Baker	004	Newton	007
Baldwin	005	Milledgeville	009
Banks	006	Homer	011
Barrow	007	Winder	013
Bartow	008	Cartersville	015
Ben Hill	009	Fitzgerald	017

## Request Error Relief

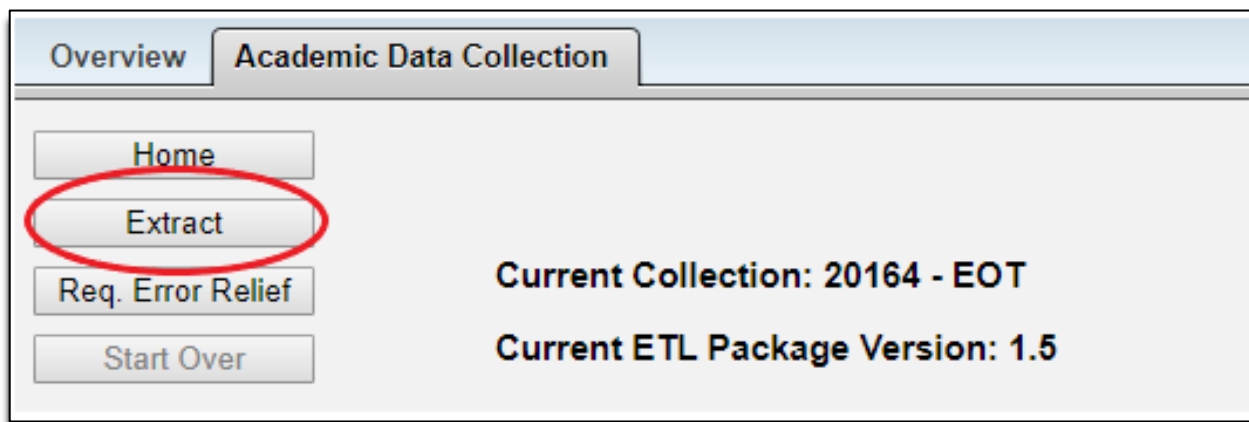
This section provides detailed instructions for Requesting Error Relief. This includes:

- ✓ Accessing the Error Relief Page
- ✓ Entering Error Relief Reasons
- ✓ Receiving Acceptance or Rejection of Request

If it is determined that there are errors produced during the extraction process that cannot be corrected in the source system for an error-free extraction, use the Request Error Relief process in order to allow data to load into the data warehouse.

Academic Data Collection Application (Apex) can be accessed from Data Services website [https://www.usg.edu/data\\_services/](https://www.usg.edu/data_services/) or the direct URL at <https://apps.ds.usg.edu/ords/f?p=38576>.

1. From the Academic Data Collection tab, click the Req. Error Relief button to begin the error relief process.



2. A confirmation prompt will display “Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission.” Click OK to continue or Cancel to return to the homepage.

Overview Academic Data Collection

Home  
 Extract  
 Req. Error Relief  
 Start Over

**Setid: 98200 - Board of Regents Test Institution**

Current Collection: 20164 - EOT  
 Current ETL Package Version: 1.5

**NOTE TO USER:**  
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Confirm error relief request

Are you sure you want to request Error Relief?  
 All records will be marked for Error Relief. Extract option will no longer be available for this data submission.

OK Cancel

3. Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request.

**42131 error records requested for relief. Please add reasons for relief.**

Errors Requested for Relief

Error Type: All Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938 956 Martin Heights Drive	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569 815 Summer Ridge Lane	10/22/2019	PENDING	N

4. On the Errors Requested for Relief window, click the notepad icon on each row to open the data entry page for that specific error.

**42131 error records requested for relief. Please add reasons for relief.**

Errors Requested for Relief

Error Type: All Request Batch Relief

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532 3558 Rosebud Park Court	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900112938 956 Martin Heights Drive	10/22/2019	PENDING	N
98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900021569 815 Summer Ridge Lane	10/22/2019	PENDING	N

- The data entry page will be displayed for the selected error. In the Reason box, enter the reason for the Error Relief Request and click Update Reason.

**Error Relief Request**

Set ID **98200**  
 Data Mart **ADM**  
 Term **20164**  
 Type **EOT**  
 Error **Current Mailing Address - Street 2 must not be null when Street 3 is provided**  
 Status **PENDING**  
 Date Created **10/22/2019**  
 Error Rec Type **ODS\_ADMSTU\_ENR\_ADDRESS\_MIMIC**  
 Attribute List **STUDENT\_INST\_ID|ADDRESS\_STREET2|ADDRESS\_STREET3**  
 Attribute Content **900088532||3558 Rosebud Park Court**

**Reason**

- You will be returned to the Errors Requested for Relief window. The Reason Entered column now displays Y for this record.

**Reason updated for error relief.**

Errors Requested for Relief

Error Type All

Set ID	Data Mart	Term	Type	Error	Attribute Content	Date Created	Status	Reason Entered	
	98200	ADM	20164	EOT	VSTE289 - Current Mailing Address - Street 2 must not be null when Street 3 is provided	900088532  3558 Rosebud Park Court	10/22/2019	PENDING	Y

- Continue to enter a reason for all errors that require error relief. Until all errors have a reason recorded and saved, the Academic ETL Summary will show a status of Error Relief Request – PENDING for REASONS.

**Academic ETL Summary**

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	PENDING for REASONS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

8. Once all errors have a reason, an email will be generated notifying the RPA of the error relief request. When all errors have a reason recorded, the ETL Summary will display a status of Error Relief Request – SUCCESS.

Academic ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20164-EOT	SUCCESS	10/22/2019 16:22:59	10/22/2019 16:44:47
2	Error Relief Request	ADM	20164-EOT	SUCCESS	10/23/2019 16:54:53	-
4	Request Load to DW	ADM	20164-EOT	-	-	-
7	Institution Certify	ADM	20164-EOT	-	-	-

9. When the RPA has approved or rejected the error relief request, the ETL Summary will display one of the following status messages:

- a. RPA Error Approval – SUCCESS

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	SUCCESS	02/07/2012 14:17:05	02/07/2012 14:20:14
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

- b. RPA Error Approval – REJECTED

Current Collection: 20114 - MT						
ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	ADM	20114-MT	SUCCESS	02/01/2012 09:35:03	02/01/2012 09:44:54
2	Error Relief Request	ADM	20114-MT	SUCCESS	02/07/2012 11:35:21	02/07/2012 12:03:04
3	RPA Error Approval	ADM	20114-MT	REJECTED	02/07/2012 14:17:05	02/07/2012 14:17:38
4	Request Load to DW	ADM	20114-MT	-	-	-
5	RPA Load to DW	ADM	20114-MT	-	-	-
6	Request Certification	ADM	20114-MT	-	-	-
7	Institution Certify	ADM	20114-MT	-	-	-

10. If error relief was rejected, RPA will email the Point of Contact with additional information.

## Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
October 2018	N/A	N/A	Update to reflect GeorgiaBEST standards
October 2019	N/A	N/A	Updated to reflect current GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information