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. 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.

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Academic Extractor</td>
<td>usg_aca_extractor</td>
<td>• Extract Academic Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View Academic Error Reports/Logs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Request Error Relief</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide Error Relief Comments</td>
</tr>
</tbody>
</table>

**Role Description**

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.

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).

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Academic Data Submission Reviewer</td>
<td>usg_aca_ods_reviewer</td>
<td>Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.</td>
</tr>
</tbody>
</table>

**Role Description**

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.
<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Academic Reviewer</td>
<td>usg_aca_reviewer</td>
<td>Review standard, pre-built Official Academic Reports for accuracy.</td>
</tr>
</tbody>
</table>

**Role Description**

Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.
Data Submission Process Flow

Academic Data Submission Process Flow

Validation Reports
- Click Reports button
- Are you sure you want to Request Error Relief?
- Yes: Provide reason for Error Relief Request
- System Office/BPA for Approval or Rejection
- Yes: Error Relief Request Approved
- No: Correct errors in source system
- Re-run submission process from the beginning
- No: Correct errors in source system
- Re-run submission process from the beginning

Request Error Relief
- Click Req Error Relief button
- Are you sure you want to Request Error Relief?
- Yes: Provide reason for Error Relief Request
- System Office/BPA for Approval or Rejection
- Yes: Error Relief Request Approved
- No: Correct errors in source system
- Re-run submission process from the beginning

Error Reports
- Access Data Validation Reports and Click Reports button
- View Error Reports in Cognos
- Can errors be corrected in source system?
- Yes: Correct errors in source system
- No: Re-run submission process from the beginning

Extraction
- Access Data Collection Application
- Click Extract button
- Are you sure you want to Extract?
- Yes: Extraction request sent to processing queue
- Extraction process starts
- More than 5 extraction processes currently running?
- Yes: Wait for processing space to become available
- No: Execute extraction process
- Extraction process starts
- Did process run successfully?
- Yes: Extraction Success
- No: Extraction Failure/Contact IT
- Are there Validation/Edit Errors?
- Yes: Correct errors in source system
- No: Re-run submission process from the beginning

Institution loads data to USQQuest

ADC User Guide, updated Mar 2023
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_ODSADM_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_ODSADM_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 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.
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 for details about ZADMETL .lis output, including error messages that may be encountered and the cause of the error.
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/.
   **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.

4. This link opens the login page for the Apex application. Note: The direct URL is https://apps.ds.usg.edu/ords/?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.

![Overview tab]

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.

![Select DataMart dropdown]

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.

**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.

<table>
<thead>
<tr>
<th>User (ID)</th>
<th>Step (67)</th>
<th>Process(es)</th>
<th>Comment(s)/Instruction(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>User 1</td>
<td>Extract/Edit</td>
<td>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/setting.</td>
<td></td>
</tr>
<tr>
<td>User 2</td>
<td>Request For Error Relief</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**Academic ETL Summary**

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extraction/Edit</td>
<td>ADM</td>
<td>20164-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>20164-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>20164-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
3. 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.

4. 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.
5. 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.

6. 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.
7. If extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

![Academic ETL Summary](image1)

8. 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](image2)

9. 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.

10. 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.

![Req. Error Relief](image3)
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.
3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.

![USG Cognos Analytics Sign in](image)

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

![USG Cognos Analytics Dashboard](image)
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.
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:** (All)

---

**Test Banner 11G University - 98200**

**Submission Term:** 20164 - MT

<table>
<thead>
<tr>
<th>Category</th>
<th>Record Type</th>
<th>Error Count</th>
<th>View and Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Catalog (ods_admcrs_catalog_mimic)</td>
<td>1</td>
<td>View / Download</td>
</tr>
<tr>
<td>Grade</td>
<td>(ods_admcrs_grade_mimic)</td>
<td>3</td>
<td>View / Download</td>
</tr>
<tr>
<td>Graduation</td>
<td>Confidential (ods_admgrad_confidential_mimic)</td>
<td>1</td>
<td>View / Download</td>
</tr>
<tr>
<td>Program Awarded</td>
<td>(ods_admgrad_program_mimic)</td>
<td>304</td>
<td>View / Download</td>
</tr>
<tr>
<td>Student</td>
<td>Address (ods_admstu_enr_address_mimic)</td>
<td>4</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Confidential (ods_admstu_confidential_mimic)</td>
<td>158</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>CPC and Regents Tests (ods_admstu_reg_cpc_mimic)</td>
<td>13,624</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>CPE and Learning Support Req (ods_admstu_enr Req_mimic)</td>
<td>1</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Enrollment (ods_admstu_eattr_mimic)</td>
<td>369</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Fee Classification (ods_admstu_fee_class_mimic)</td>
<td>376</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Program Enrolled (ods_admstu_prog_enroll_mimic)</td>
<td>22,411</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Test Results (ods_admstu_test_results_mimic)</td>
<td>143</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>(summary_error)</td>
<td>2</td>
<td>View / Download</td>
</tr>
</tbody>
</table>

| Test Banner 11G University - Total | 37,397 |

---

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.
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.
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.
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Record Type</th>
<th>Record Count</th>
<th>Download Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common</td>
<td>Institution Source Table (ods_common_source_mimic)</td>
<td>773</td>
<td>View / Download</td>
</tr>
<tr>
<td>Course</td>
<td>Catalog (ods_admcrs_catalog_mimic)</td>
<td>444</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Class Session (ods_admcrs_class_session_mimic)</td>
<td>2,647</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Enrollment (ods_admcrs_enroll_mimic)</td>
<td>161</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Faculty (ods_admcrs_faculty_mimic)</td>
<td>2,224</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Grade (ods_admcrs_grade_mimic)</td>
<td>134</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Section (ods_admcrs_section_mimic)</td>
<td>2,411</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Section Attributes (ods_admcrs_section_attr_mimic)</td>
<td>21</td>
<td>View / Download</td>
</tr>
</tbody>
</table>

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.

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:** 2020

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>Degree Acronym</th>
<th>Degree Level Code</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>09010100</td>
<td>BA</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>11010101</td>
<td>BS</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>11100301</td>
<td>ESIT</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>11100301</td>
<td>CER0</td>
<td>Z</td>
<td>4</td>
</tr>
<tr>
<td>11100301</td>
<td>CER1</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>11100301</td>
<td>CERG</td>
<td>F</td>
<td>1</td>
</tr>
<tr>
<td>11100301</td>
<td>M5</td>
<td>M</td>
<td>5</td>
</tr>
<tr>
<td>13030100</td>
<td>MED</td>
<td>M</td>
<td>11</td>
</tr>
<tr>
<td>13030101</td>
<td>EOS</td>
<td>S</td>
<td>5</td>
</tr>
<tr>
<td>1304901</td>
<td>CERM</td>
<td>F</td>
<td>9</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Institution</th>
<th>STUDENT_ACADEMIC_LEVEL</th>
<th>STUDENT_LEVEL_NBR</th>
<th>Enrollment Count</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Banner 11G University</td>
<td>GS</td>
<td>60</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td><strong>GS - Total</strong></td>
<td>10</td>
<td>2</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td>20</td>
<td>2</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td>30</td>
<td>1</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td>40</td>
<td>5</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td><strong>US - Total</strong></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Test Banner 11G University - Total</td>
<td></td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Research Universities - Total</td>
<td></td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td><strong>20174 - MT - Total</strong></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>
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

![County Reference Code Report](image)

<table>
<thead>
<tr>
<th>County Description</th>
<th>County Code</th>
<th>County Seat</th>
<th>FIPS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appling</td>
<td>001</td>
<td>Baxley</td>
<td>001</td>
</tr>
<tr>
<td>Atkinson</td>
<td>002</td>
<td>Pearson</td>
<td>003</td>
</tr>
<tr>
<td>Bacon</td>
<td>003</td>
<td>Alma</td>
<td>005</td>
</tr>
<tr>
<td>Baker</td>
<td>004</td>
<td>Newton</td>
<td>007</td>
</tr>
<tr>
<td>Baldwin</td>
<td>005</td>
<td>Milledgeville</td>
<td>009</td>
</tr>
<tr>
<td>Banks</td>
<td>006</td>
<td>Homer</td>
<td>011</td>
</tr>
<tr>
<td>Barrow</td>
<td>007</td>
<td>Winder</td>
<td>013</td>
</tr>
<tr>
<td>Bartow</td>
<td>008</td>
<td>Cartersville</td>
<td>015</td>
</tr>
<tr>
<td>Ben Hill</td>
<td>009</td>
<td>Fitzgerald</td>
<td>017</td>
</tr>
</tbody>
</table>
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](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.
3. Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request.

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.
5. 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.

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

7. 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.
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Error Relief Request</td>
<td>ADM</td>
<td>2014-EOT</td>
<td>SUCCESS</td>
<td>10/23/2019 10:54:53</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>2014-EOT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>2014-EOT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extraction/Edit</td>
<td>ADM</td>
<td>2014-MT</td>
<td>SUCCESS</td>
<td>02/01/2012 09:35:03</td>
<td>02/01/2012 09:44:54</td>
</tr>
<tr>
<td>2</td>
<td>Error Relief Request</td>
<td>ADM</td>
<td>2014-MT</td>
<td>SUCCESS</td>
<td>02/01/2012 11:35:21</td>
<td>02/01/2012 12:03:04</td>
</tr>
<tr>
<td>3</td>
<td>RPA Error Approval</td>
<td>ADM</td>
<td>2014-MT</td>
<td>SUCCESS</td>
<td>02/01/2012 14:17:05</td>
<td>02/01/2012 14:20:14</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>RPA Load to DW</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Request Certification</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

b. RPA Error Approval – REJECTED

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extraction/Edit</td>
<td>ADM</td>
<td>2014-MT</td>
<td>SUCCESS</td>
<td>02/01/2012 09:35:03</td>
<td>02/01/2012 09:44:54</td>
</tr>
<tr>
<td>2</td>
<td>Error Relief Request</td>
<td>ADM</td>
<td>2014-MT</td>
<td>REJECTED</td>
<td>02/01/2012 14:17:05</td>
<td>02/01/2012 14:17:30</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>RPA Load to DW</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Request Certification</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>2014-MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Release and Date</th>
<th>Form/Process</th>
<th>Page</th>
<th>Update Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2018</td>
<td>N/A</td>
<td>N/A</td>
<td>Update to reflect GeorgiaBEST standards</td>
</tr>
<tr>
<td>October 2019</td>
<td>N/A</td>
<td>N/A</td>
<td>Updated to reflect current GeorgiaBEST standards</td>
</tr>
<tr>
<td>August 2021</td>
<td>N/A</td>
<td>N/A</td>
<td>Updated for Cognos Upgrade</td>
</tr>
<tr>
<td>March 2023</td>
<td>N/A</td>
<td>N/A</td>
<td>Updated screen captures and site information</td>
</tr>
</tbody>
</table>