

Information Technology Services

University System of Georgia Information Technology Services

Data & Reporting Services

Financial Aid Data Collection (FADC)

Data Submission & Reporting User Guide

March 2023

Contents

Financial Aid Data Collection (FADC) Data Submission & Reporting User Guide.....	1
Purpose	1
Target Audience	1
Scope of Document	1
Resources	1
Financial Aid Institutional User Roles.....	2
Data Submission Process Flow.....	4
Data Submission	5
Access the Data Collection Application	5
Perform an Extraction.....	7
Reports.....	11
Reporting Options.....	11
Data Submission Reports.....	11
Data Validation Reports.....	11
Accessing Reports.....	11
Data Submission Errors	15
Validation Error Summary	15
Submission Status.....	18
Data Dictionary.....	19
Reference Code Reports.....	20
Appendix A.....	A-1

Financial Aid Data Collection (FADC) Data Submission & Reporting User Guide

Purpose

The Financial Aid Data Collection (FADC) occurs annually to report financial aid award information for the previous aid year.

Target Audience

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

Scope of Document

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

1. Financial Aid Institutional User Roles
2. Data Submission Process Flow
3. Data Submission
4. Reports
5. Data Submission Errors
6. Submission Status
7. Data Dictionary
8. Reference Code Reports

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>.

Financial Aid 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.

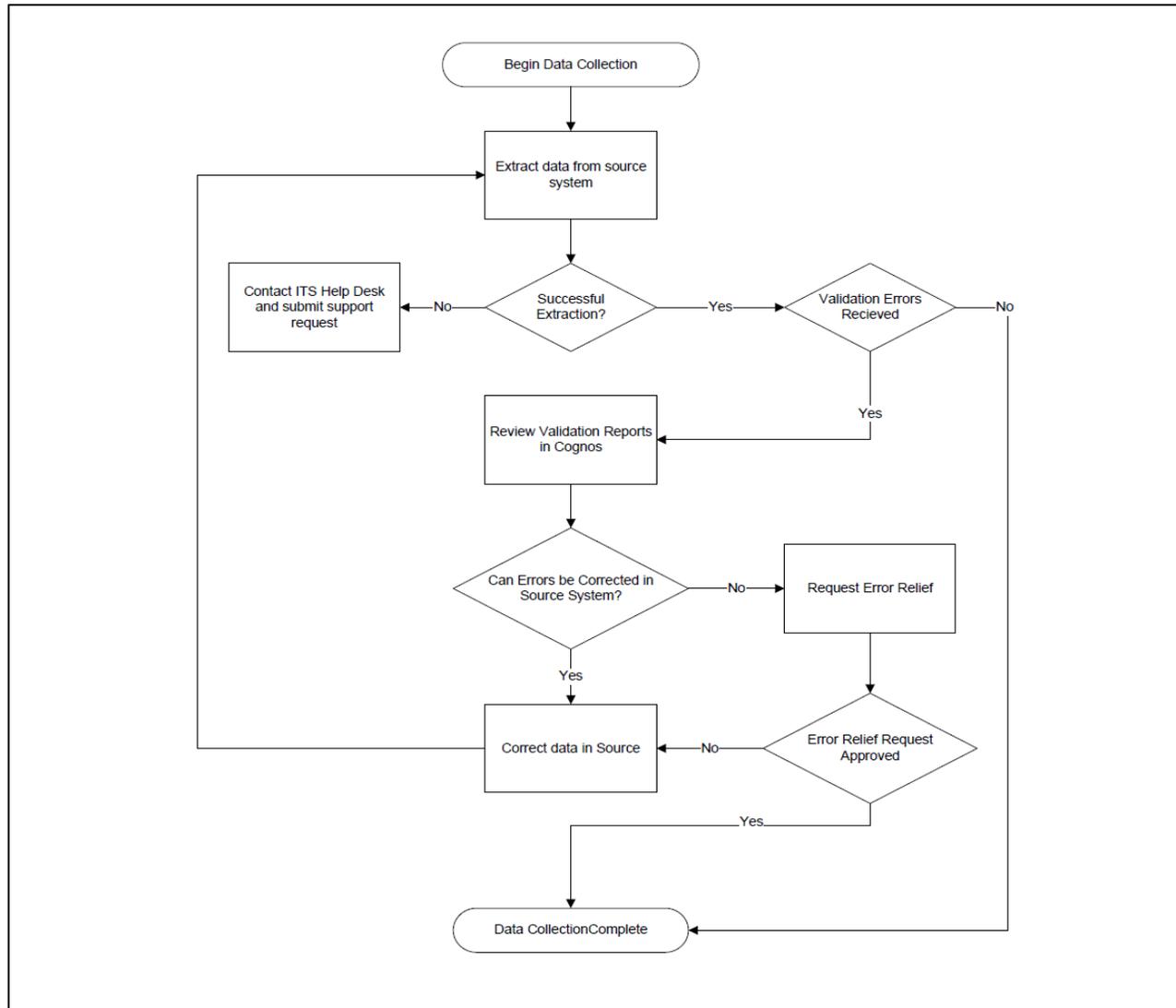
The following section explains the Financial Aid Institutional User Roles that are needed to successfully complete the Financial Aid Data Collections.

Role Title	Role	Role Functions
Institution Financial Aid Extractor	usg_finaid_extractor	Extract Financial Aid Data View Facilities Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
The Extraction process collects data from Financial Aid campus ODS. If any errors are returned during the extraction 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 Financial Aid Office and loaded into the relational data warehouse.		

Role Title	Role	Role Functions
Institution Financial Aid Data Submission Reviewer	usg_finaid_ods_reviewer	Review Financial Aid Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
Financial Aid Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes.		

Role Title	Role	Role Functions
Institution Financial Aid Reports Reviewer	usg_finaid_reviewer	View edit and processing errors as well as the summary reports on Cognos.
Role Description		
View edit and processing errors as well as the summary reports on Cognos.		

Data Submission Process Flow



Data Submission

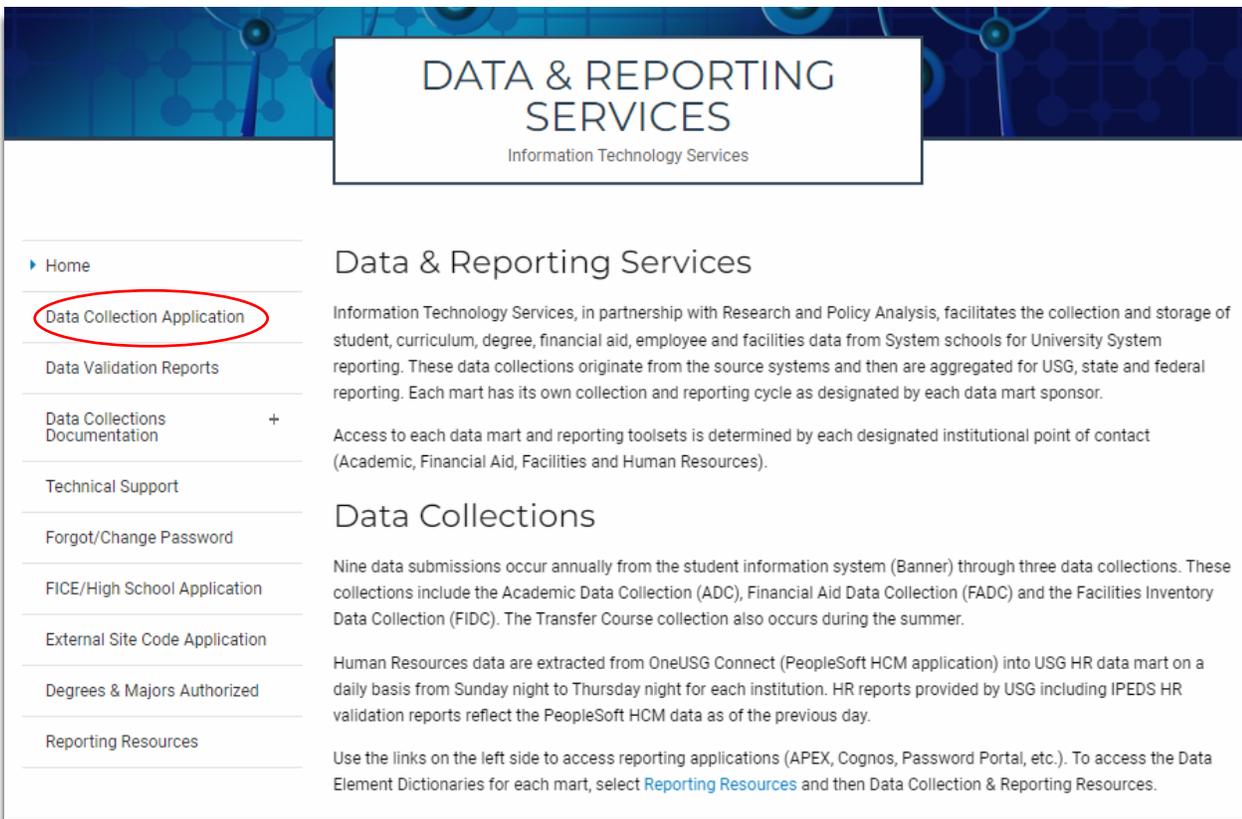
This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

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.



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

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Information Technology Services

Data Services Data Collection Applications

To extract data from your source system, click on one of the below listed links:

- Academic Data Collection Application (Includes ADC, Facilities, Financial Aid and EdPrep)
- Human Resources Data Collection Application

3. 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.

USG Data Warehouse
Creating A More Educated Georgia

Academic Data Collection Application

Login

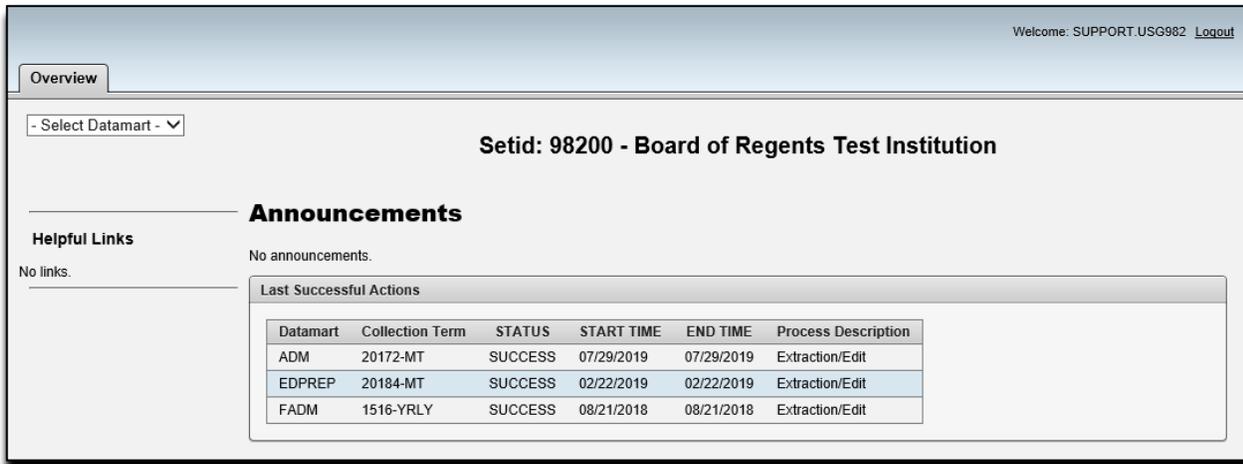
Username

Password

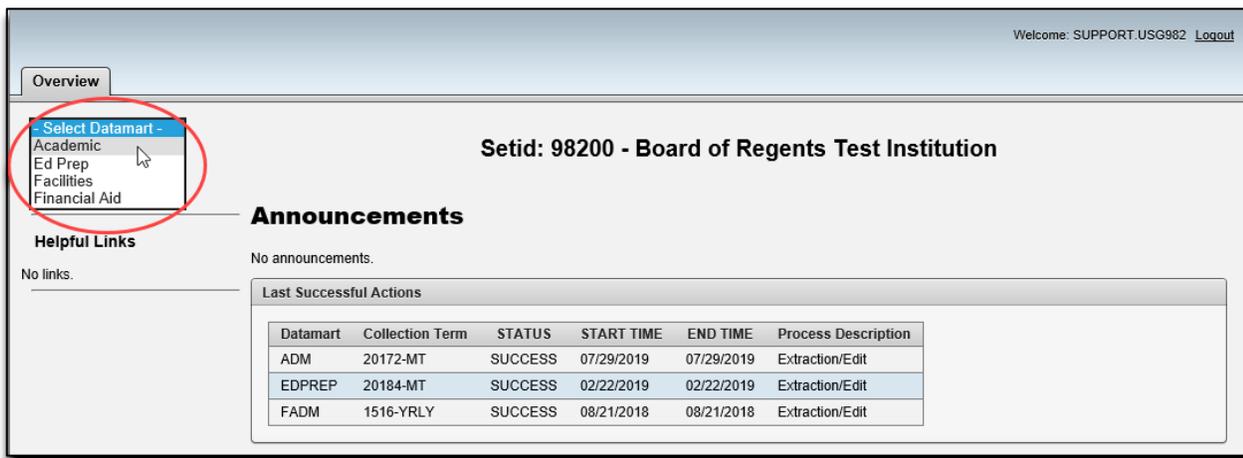
Domain (usol)
not required

Login

4. 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.



5. 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 Financial Aid option.

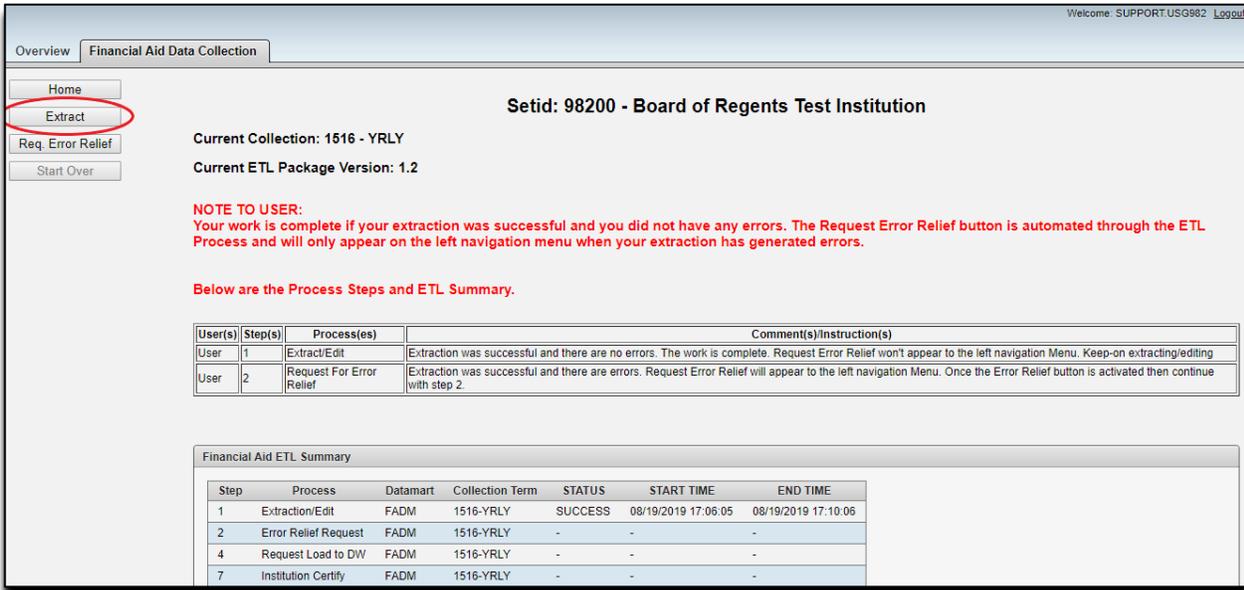


6. Once Financial Aid is selected, a new Financial Aid Data Collection tab appears next to the Overview tab. Click on the Financial Aid Data Collection tab to reach the FADC home page. The Financial Aid Data Collection tab will display the SETID and name of the institution, the current collection, and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

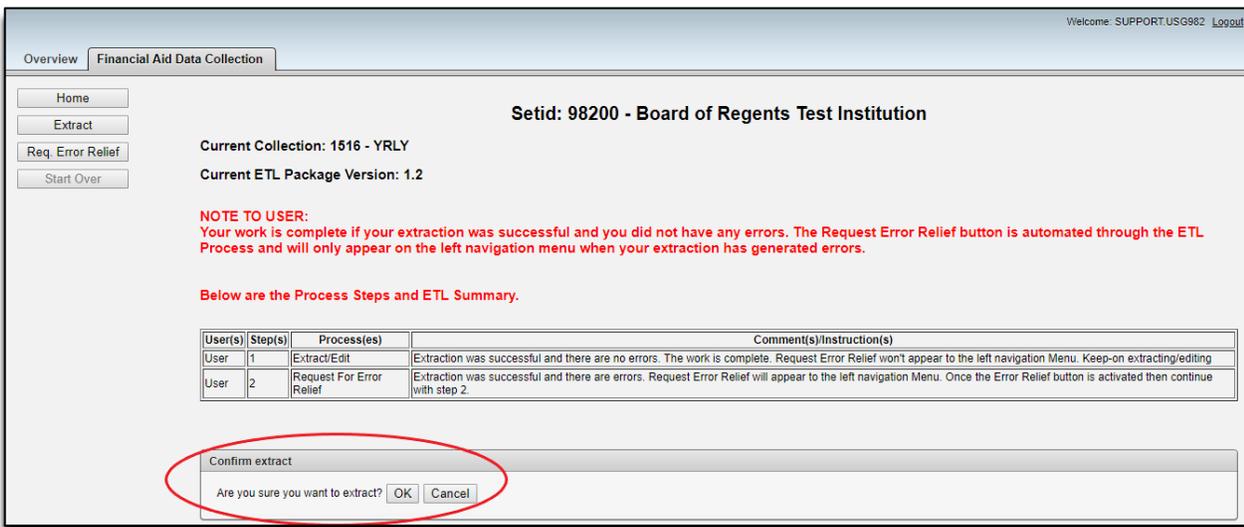
Perform an Extraction

1. On the Financial Aid 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.



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.

- 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.

The screenshot shows the 'Financial Aid Data Collection' window for 'Setid: 98200 - Board of Regents Test Institution'. It displays the current collection as '1516 - YRLY' and the ETL package version as '1.2'. 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, a table lists process steps and ETL summary. At the bottom, a message reads 'Extraction request successfully submitted to the process queue!' with an 'OK' button 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.

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

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	1516-YRLY	PENDING	08/23/2019 09:35:32	-
4	Request Load to DW	FADM	1516-YRLY	-	-	-
7	Institution Certify	FADM	1516-YRLY	-	-	-

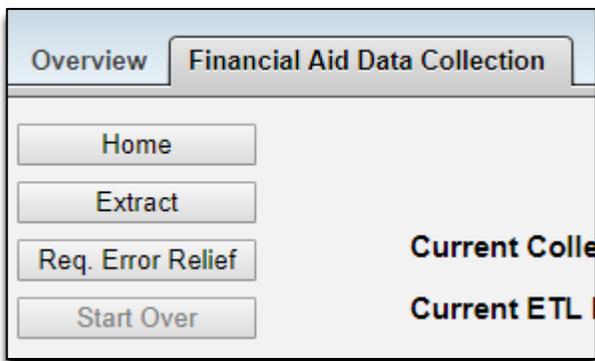
- If extraction request is successfully executed, the Status in the Financial Aid ETL Summary window will display RUNNING.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	1516-YRLY	RUNNING	08/23/2019 09:35:32	-
4	Request Load to DW	FADM	1516-YRLY	-	-	-
7	Institution Certify	FADM	1516-YRLY	-	-	-

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.

Financial Aid ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	1516-YRLY	SUCCESS	08/23/2019 09:35:32	08/23/2019 09:41:15
2	Error Relief Request	FADM	1516-YRLY	-	-	-
4	Request Load to DW	FADM	1516-YRLY	-	-	-
7	Institution Certify	FADM	1516-YRLY	-	-	-

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.



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

Two types of reports are 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/
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

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. 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 with your **BOROUD** ID

User ID

Password

[Sign in](#)

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



5. 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 shows the 'USG Data Store' interface for 'Academic Financial Aid'. At the top, there are navigation tabs: 'Data Collections', 'Public Folders', and 'My Folders'. Below these are specific data collection tabs: 'Academic Data Submission', 'Academic Financial Aid' (selected), 'EdPrep Data Submission', 'Facilities Inventory', 'Financial', and 'Human Resources'. The main content area is divided into a left sidebar and a right main panel.

Left Sidebar Categories:

- Validation Errors:** Name dropdown, Validation Error Summary.
- Submission Status:** Name dropdown, Financial Aid Data Submission Status.
- Data Collection Review:** Name dropdown, Institution Summary by Award Year, Student Search By Institution ID, Table Dump - Cost of Attendance Detail, Table Dump - Student Funds, Table Dump - Student Institution Funds, Table Dump - Student Summary, Trend Report - Institutional Funds, Trend Report - Student Funds, Trend Report - Student Summary.
- Data Dictionary:** Name dropdown, Download as PDF, Element Crosswalk.
- Reference Tables:** Name dropdown, FADM Fund Code, FADM Fund Source, FADM Fund Type, FADM Highest Grade, FAFSA Housing Code, Financial Dependency Status Code.
- PDC Data Reports:** Name dropdown, pdc_fadm_inst_funds_mimic - Student Institution Funds, pdc_fadm_stu_coa_detail_mimic - Cost of Attendance Detail, pdc_fadm_stu_funds_mimic - Student Funds, pdc_fadm_stu_summary_mimic - Student Funds Summary.

Main Content Area:

USG Data Store

Financial Aid Data Collection (FADC)

Use the reports on the left to assist with data submission and review of the USG Financial Aid Data Collection

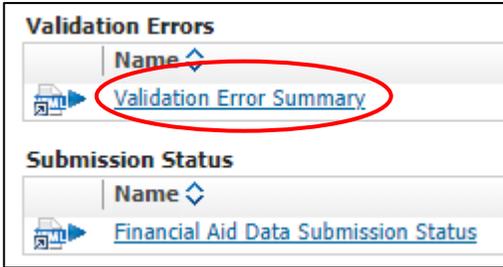
- 1. Validation Errors**
 The Data Submission Error Report displays the institution's data errors, grouped by Term, Category, Error Description and error count.
- 2. Data Collection Review**
 These Summary Reports are a useful tool to review submitted data.
- 3. Data Dictionary**
 The Data Dictionary contains a Data Element Crosswalk and a PDF report of Financial Aid data elements.
- 5. Reference Tables**
 Reference Tables provide a list of valid codes used in the data collection and validations.
- 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 Validation Errors are located in the left navigation column of the Facilities Inventory tab.

Validation Error Summary

The Validation Error 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 FADC Errors - Institution Summary						
Severity Level: <input type="text" value="Error"/>						
Test Banner 11G University - 98200						
Submission Term: 1516 - YRLY						
Category	Record Type	Business Rule Code	Business Rule Descr	Error Count	View and Download (Opens in new window)	
Student	Student Summary (<i>fadc_student_summary_mimic</i>)	VFNA057	If student has EFC, then must have either Parent Medicaid or Supplemental Security Income Receipt (FNA029) OR Student Medicaid or Supplemental Security Income Receipt (FNA034).	9,065	View / Download	
		VFNA059	If student has EFC, then must have either Parent Supplemental Nutrition Assistance Program (SNAP) Receipt (FNA030) OR Student Supplemental Nutrition Assistance Program (SNAP) Receipt (FNA035).	8,511	View / Download	
		VFNA061	If student has EFC, then must have either Parent Free or Reduced Price School Lunch Receipt (FNA031) OR Student Free or Reduced Price School Lunch Receipt (FNA036).	8,312	View / Download	
		VFNA063	If student has EFC, then must have either Parent Temporary Assistance for Needy Families (TANF) Receipt (FNA032) OR Student Temporary Assistance for Needy Families (TANF) Receipt (FNA037).	9,135	View / Download	
		VFNA065	If student has EFC, then must have either Parent Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Receipt (FNA033) OR Student Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Receipt (FNA038).	9,040	View / Download	
Test Banner 11G University - Total				44,079	View / Download	
View / Download all errors for 1516 - YRLY						

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.

University System of Georgia
FADC Errors - Download Errors

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

Filter: Error Record Type = FADC_STUDENT_SUMMARY_MIMIC
 Filter: Error Severity = E
 Filter: Business Rule Code = VFNA057

Data Submission Errors for Test Banner 11G University - 98200

Submission Term: 1516 - YRLY

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	Student Summary	fadc_student_summary_mimic	(VFNA057) If student has EFC, then must have either Parent Medicaid or Supplemental Security Income Receipt (FNA029) OR Student Medicaid or Supplemental Security Income Receipt (FNA034).	(FNA029) Parent Medicaid or Supplemental Security Income Receipt	student_inst_id, parent_ssi_received, student_ssi_received, expected_family_contribution	900010032, , 3289	setid, stu_inst_uid, award_year	98200, 30032, 1516

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.

University System of Georgia
FADC Errors - Download Errors

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

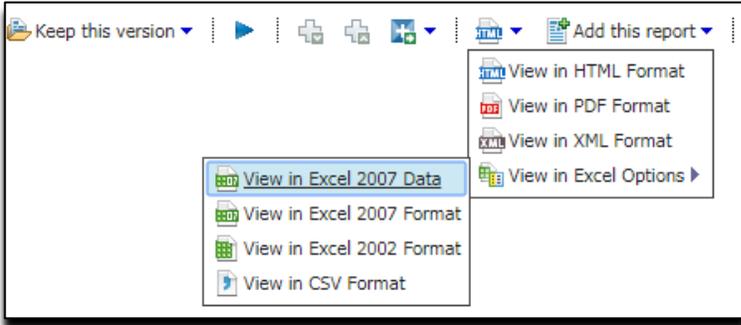
Filter: Error Severity = E

Data Submission Errors for Test Banner 11G University - 98200

Submission Term: 1516 - YRLY

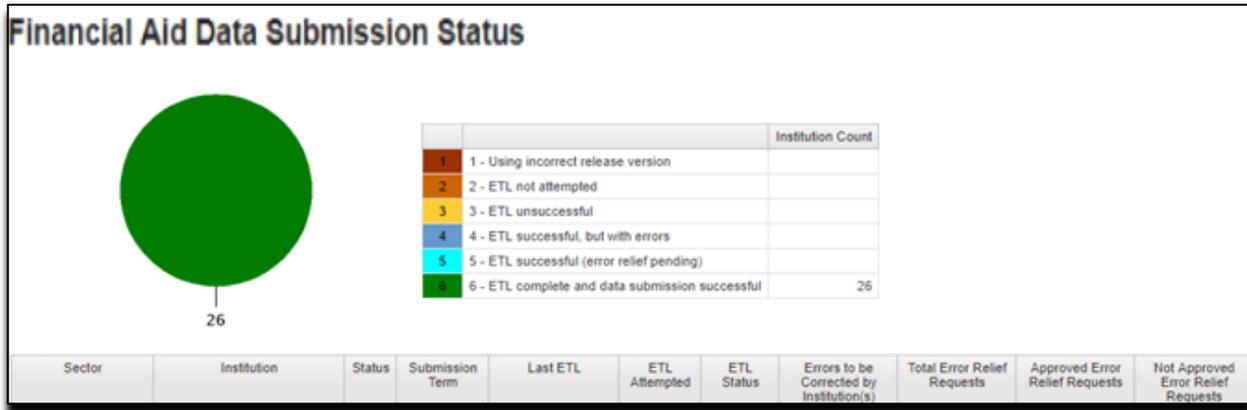
Business Rule Severity Descr	Category	Record Type	ODS Table	Business Rule	Primary Element	Attribute List	Attribute Content	Unique Key List	Unique Key Content
Error	Student	Student Summary	fadc_student_summary_mimic	(VFNA057) If student has EFC, then must have either Parent Medicaid or Supplemental Security Income Receipt (FNA029) OR Student Medicaid or Supplemental Security Income Receipt (FNA034).	(FNA029) Parent Medicaid or Supplemental Security Income Receipt	student_inst_id, parent_ssi_received, student_ssi_received, expected_family_contribution	900010032, , 3289	setid, stu_inst_uid, award_year	98200, 30032, 1516
Error	Student	Student Summary	fadc_student_summary_mimic	(VFNA057) If student has EFC, then must have either Parent Medicaid or Supplemental Security Income Receipt (FNA029) OR Student Medicaid or Supplemental Security Income Receipt (FNA034).	(FNA029) Parent Medicaid or Supplemental Security Income Receipt	student_inst_id, parent_ssi_received, student_ssi_received, expected_family_contribution	900010066, , 0	setid, stu_inst_uid, award_year	98200, 30066, 1516
Error	Student	Student Summary	fadc_student_summary_mimic	(VFNA057) If student has EFC, then must have either Parent Medicaid or Supplemental Security Income Receipt (FNA029) OR Student Medicaid or Supplemental Security Income Receipt (FNA034).	(FNA029) Parent Medicaid or Supplemental Security Income Receipt	student_inst_id, parent_ssi_received, student_ssi_received, expected_family_contribution	900010272, , 0	setid, stu_inst_uid, award_year	98200, 30273, 1516

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

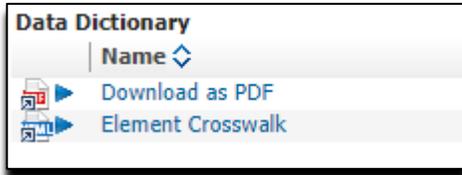
Clicking on Submission Status on the Main Dashboard provides a high-level overview of the collection status.



Data Dictionary

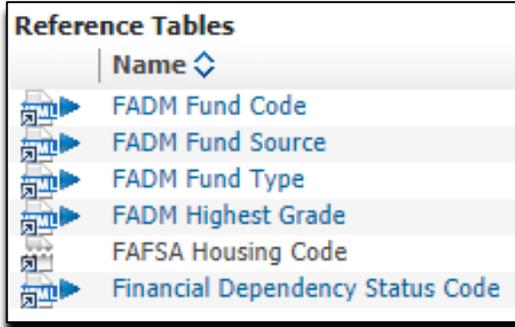
The Data Dictionary Reports provide a technical reference for all financial aid data elements. A drill-down report provides crosswalk information.

Click the “Download as 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.



Below is an example of the FADM Fund Code Reference Table.

REGENTS_FUND_CODE	FUND_CODE_SHORT_NAME	FUND_CODE_LONG_NAME	FUND_TYPE_CODE	FUND_SOURCE_CODE	FROM_AWARD_YEAR	TO_AWARD_YEAR	MAX_AWARD_AMOUNT
INSTLD	Instit. Loans-Disb.	Institutional Loans - Disbursed	LN	IN	0001	9999	35,000
INSTLU	Instit. Loans-NonDisb.	Institutional Loans - Non-disbursed	LN	IN	0001	9999	999,999
FSCHU	Fed Non-Need Gmt-NonDisb	Other Federal Non-Need Based Grants - Non-disb	NN	FD	0001	9999	25,000
HOPE	HOPE Scholarship	HOPE Scholarship	NN	ST	0001	9999	35,000
HOPEPR	PROMISE Teacher	PROMISE Teacher Scholarship	NN	ST	0001	1314	0
INSCHU	Inst NonNeed Gmt-NonDisb	Institutional Non-Need Based Grants - Non-disb	NN	IN	0001	9999	45,000
OTHSCU	Ext Non-Need Gmt-NonDisb	External Non-Need Based Grants - Non-disbursed	NN	EX	0001	9999	38,000
LEAP	LEAP Grant	Leveraging Educational Assistance Partnership Grant	NR	ST	0001	1314	0
PERK	Perkins Loans	Perkins Loans	LN	FD	0001	9999	28,000
STLND	State Loans-Disb.	State Loans - Disbursed	LN	ST	0001	9999	31,000
FWS	Federal Work Study	Federal Work Study Awarded	WS	FD	0001	9999	26,000

Appendix A

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

Release and Date	Page/Process	Page	Update Description
September 2019	N/A	N/A	Update to reflect GeorgiaBEST standards
August 2021	N/A	N/A	Update for Cognos upgrade
March 2023	N/A	N/A	Update screen captures and site changes