Financial Aid Data Collection (FADC)

Data Submission & Reporting User Guide

March 2023
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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.

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Financial Aid Extractor</td>
<td>usg_finaid_extractor</td>
<td>Extract Financial Aid Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Facilities 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 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.

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

**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.
<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Financial Aid Reports Reviewer</td>
<td>usg_finaidReviewer</td>
<td>View edit and processing errors as well as the summary reports on Cognos.</td>
</tr>
</tbody>
</table>

**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.
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](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.
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.  

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Dataset ID</th>
<th>Collection Term</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Extract</td>
<td>FA1M</td>
<td>1516-1YRLY</td>
<td>SUCCESS</td>
<td>08/18/2019 17:05:00</td>
<td>08/18/2019 17:05:00</td>
</tr>
<tr>
<td>2</td>
<td>Req. For Error Relief</td>
<td>FA1M</td>
<td>1516-1YRLY</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Dataset ID</th>
<th>Collection Term</th>
<th>Status</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Req. For Error Relief</td>
<td>FA1M</td>
<td>1516-1YRLY</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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 Financial Aid 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 Financial Aid ETL Summary window will display RUNNING.
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](image)

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.

![Overview Financial Aid Data Collection](image)
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.

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.
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.
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.

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.
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.
Appendix A

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

<table>
<thead>
<tr>
<th>Release and Date</th>
<th>Page/Process</th>
<th>Page</th>
<th>Update Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2019</td>
<td>N/A</td>
<td>N/A</td>
<td>Update to reflect GeorgiaBEST standards</td>
</tr>
<tr>
<td>August 2021</td>
<td>N/A</td>
<td>N/A</td>
<td>Update for Cognos upgrade</td>
</tr>
<tr>
<td>March 2023</td>
<td>N/A</td>
<td>N/A</td>
<td>Update screen captures and site changes</td>
</tr>
</tbody>
</table>