Financial Aid Data Collection (FADC)

Data Submission & Reporting
User Guide

May 2024
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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 with 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:

- Financial Aid Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Dictionary
- Data Collection Certification
- Reference Code Reports

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia). For noncritical issues, log in 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 https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit https://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 must be defined for the institution to successfully complete the Financial Aid Data Collection.

<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 Financial Aid 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 the Financial Aid campus Operational Data Store (ODS). If errors are returned during extraction, the data warehouse user interface alerts the user. These errors must be corrected before data can be 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 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_finaid_reviewer</td>
<td>View edit and processing errors as well as the summary reports in 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 Financial Aid Data Collection 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 Financial Aid 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 the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Click the Data Collection Application link in the navigation column.
3. **Select the Academic Data Collection Application (Includes ADC, Facilities, and Financial Aid) link.**

![Screen Shot of Academic Data Collection Application](image1)

4. This link opens the login page for the Apex application. Enter Username and Password and click Login. **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 while accessing the Apex application, clear the browser cache, close the browser and start over with the direct URL.

![Login Page for Academic Data Collection Application](image2)
5. The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.

![Overview Tab Screenshot]

6. In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The data marts displayed are based on permissions assigned to the user’s login. Select the Financial Aid option.

![Select Datamart Dropdown]

7. 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. This tab displays the institution's SETID and name, current collection and ETL package version, extraction processing steps, and last successful actions for the data mart.

![Financial Aid Data Collection Tab Screenshot]
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 on the state of the current collection.
   - Home
   - Extract
   - Req. Error Relief
   - Start Over

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

3. A confirmation prompt will be displayed asking: “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 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 more than 5 extraction processes are running, a new request will be placed in the queue. In this case, 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 the 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 the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

<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>FADM</td>
<td>2122-YRLY</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>FADM</td>
<td>2122-YRLY</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>FADM</td>
<td>2122-YRLY</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

9. Verify if the extraction has been completed with Validation/Edit errors. If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed out and inaccessible. This confirms that no errors are present and the 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 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 the extraction process will need to be restarted.
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 the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

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.

![Image of Cognos home page]

5. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.

![Image of Data Collections dashboard]

6. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard. **Note:** The data mart tabs displayed are based on permissions assigned to the user's login.
Data Submission Errors

The Validation Errors are located in the left navigation column of the Academic Financial Aid tab.

Validation Error Summary

Under Validation Errors, the Validation Error Summary report allows the user to view the details of validation/edit errors encountered during the extraction.

There are three possible options to view errors: (All), Known Issue, and Error. Selecting the (All) option will display all reported known issues and errors. The Known Issue option will be shown if there are active known issues within the current collection. The Error option will be shown if there are active errors that have not been cleared.
The error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click the View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click the View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule 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

The Submission Status is located in the left navigation column of the Academic Financial Aid tab. The status displays 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.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FADM Fund Code</td>
</tr>
<tr>
<td>FADM Fund Source</td>
</tr>
<tr>
<td>FADM Fund Type</td>
</tr>
<tr>
<td>FADM Highest Grade</td>
</tr>
<tr>
<td>FADM Tracking Requirement Code</td>
</tr>
<tr>
<td>FAFSA Housing Code</td>
</tr>
<tr>
<td>Financial Dependency Status Code</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>REGENTS_FUND_CODE</th>
<th>FUND_CODE_SHORT_NAME</th>
<th>FUND_CODE_LONG_NAME</th>
<th>FUND_TYPE</th>
<th>FUND_SOURCE</th>
<th>FROM_AWARD_YEAR</th>
<th>TO_AWARD_YEAR</th>
<th>MAX_AWARD_AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTL2</td>
<td>Inst. Loans Corp.</td>
<td>Institutional Loans - Disbursed</td>
<td>LN</td>
<td>R</td>
<td>0001</td>
<td>9500</td>
<td>0000</td>
</tr>
<tr>
<td>INSTL3</td>
<td>Inst. Loans NonCorp</td>
<td>Institutional Loans - Non-disbursed</td>
<td>LN</td>
<td>R</td>
<td>0001</td>
<td>9500</td>
<td>999000</td>
</tr>
<tr>
<td>PSCSU</td>
<td>Fed. Non-Need Grant</td>
<td>Other Federal Non-Need Based Grants - Non-disbursed</td>
<td>NN</td>
<td>PD</td>
<td>0001</td>
<td>9550</td>
<td>25000</td>
</tr>
<tr>
<td>HOPE</td>
<td>HOPE Scholarship</td>
<td>HOPE Scholarship</td>
<td>NN</td>
<td>ST</td>
<td>0001</td>
<td>9500</td>
<td>35000</td>
</tr>
<tr>
<td>HOPERA</td>
<td>PROMISE Teacher</td>
<td>PROMISE Teacher Scholarship</td>
<td>NN</td>
<td>ST</td>
<td>0001</td>
<td>1314</td>
<td>0</td>
</tr>
<tr>
<td>INSLEW</td>
<td>Inst. Non-Need Grant</td>
<td>Institutional Non-Need Based Grants - Non-disbursed</td>
<td>NN</td>
<td>R</td>
<td>0001</td>
<td>9500</td>
<td>45000</td>
</tr>
<tr>
<td>OTHERS</td>
<td>Ext. Non-Need Grant</td>
<td>External Non-Need Based Grants - Non-disbursed</td>
<td>NN</td>
<td>EX</td>
<td>0001</td>
<td>9500</td>
<td>35000</td>
</tr>
<tr>
<td>LEAP</td>
<td>LEAP Grant</td>
<td>Leveraging Educational Assistance Partnership Grant</td>
<td>NN</td>
<td>ST</td>
<td>0001</td>
<td>1314</td>
<td>0</td>
</tr>
<tr>
<td>PERSOLN</td>
<td>Perkins Loan</td>
<td>Perkins Loans</td>
<td>LN</td>
<td>PD</td>
<td>0001</td>
<td>9500</td>
<td>25000</td>
</tr>
<tr>
<td>STUNO</td>
<td>State Loans Corp.</td>
<td>State Loans - Disbursed</td>
<td>LN</td>
<td>ST</td>
<td>0001</td>
<td>9500</td>
<td>31000</td>
</tr>
<tr>
<td>FWS</td>
<td>Federal Work Study</td>
<td>Federal Work Study Awarded</td>
<td>WS</td>
<td>PD</td>
<td>0001</td>
<td>9500</td>
<td>25000</td>
</tr>
</tbody>
</table>
Financial Aid Data Collection Certification

All institutional staff responsible for submitting data to the Financial Aid Data Collection must also submit the Financial Aid Data Collection (FADC) Certification Form to complete a successful submission.

2. Click the Data Collection & Reporting Resources link in the navigation column and select Financial Aid Data Collection and Reporting.

3. The Financial Aid Data Collection and Reporting webpage has multiple resources, including the FADC Certification Form and the FADC Certification Resource Guide. The FADC Certification Form is to be submitted on the same day the collection closes. The FADC Certification Resource Guide provides detailed information on the validation reports to be certified, how often they should be reviewed, and how the data is used for official reporting purposes.
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>
<tr>
<td>May 2024</td>
<td>N/A</td>
<td>N/A</td>
<td>Update screen captures and site changes</td>
</tr>
</tbody>
</table>