

Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics



Financial Aid Data Collection (FADC)

Data Submission & Reporting User Guide

January 2025

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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 USG Service Desk at 877 251-2264.

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>.

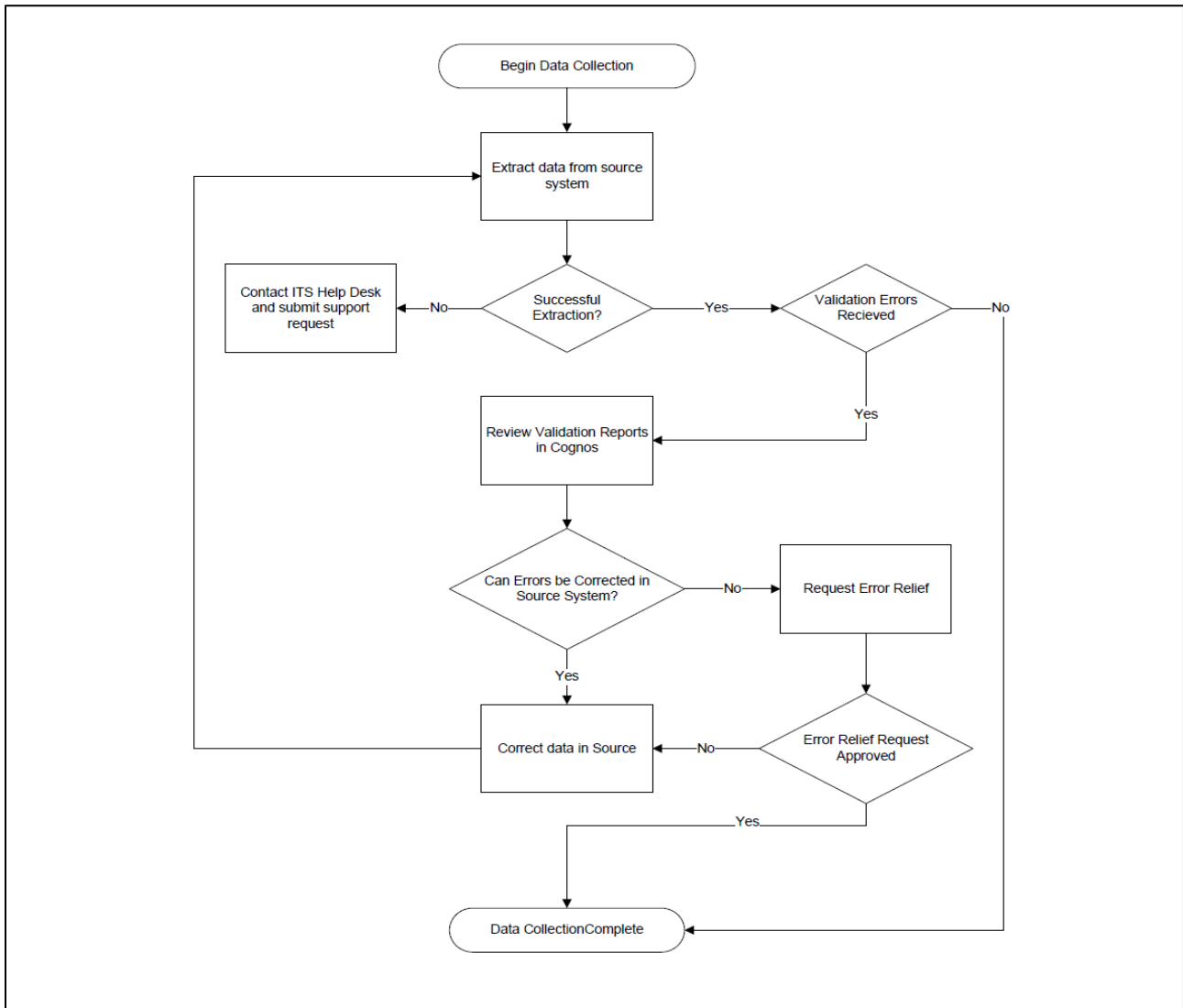
Financial Aid Institutional User Roles

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.

Role Title	Role	Role Functions
Institution Financial Aid Extractor	usg_finaid_extractor	Extract Financial Aid Data View Financial Aid Error Reports/Logs Request Error Relief Provide Error Relief Comments
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.		
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 in 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 Financial Aid Data Collection Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

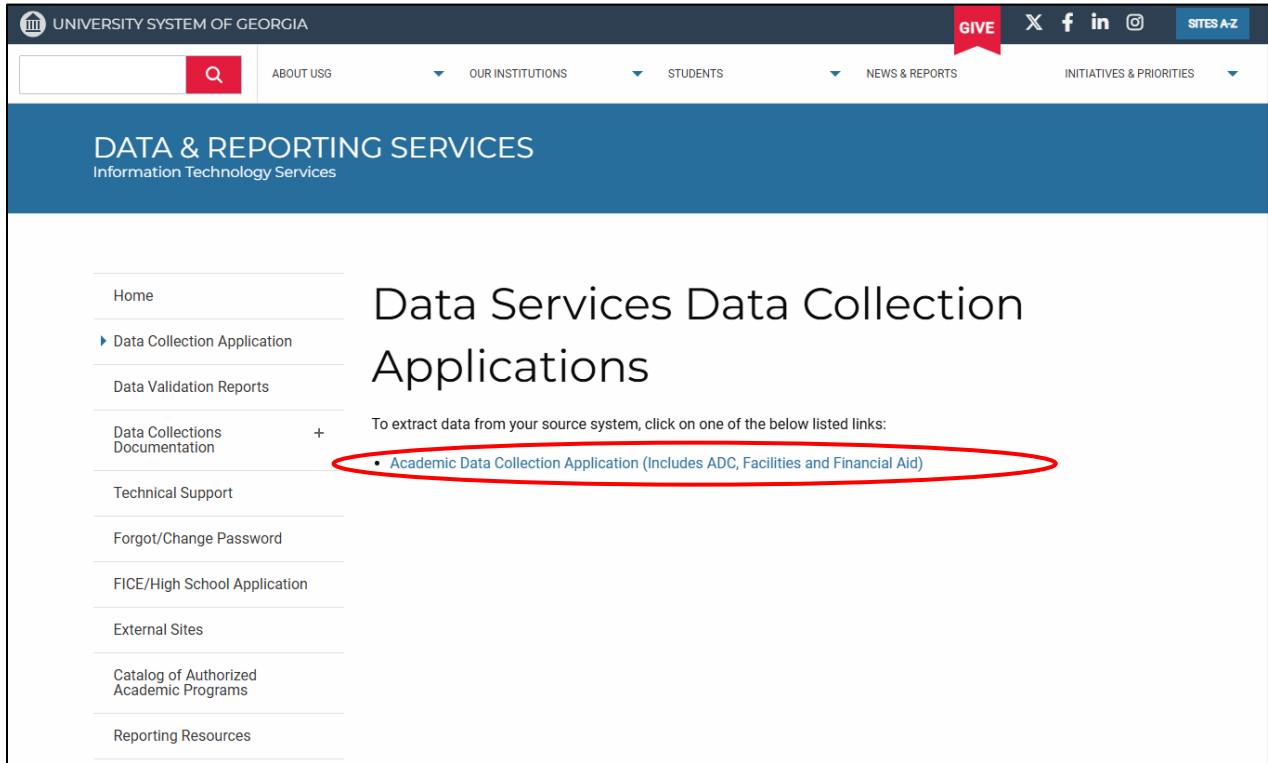
Access the Data Collection Application

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).

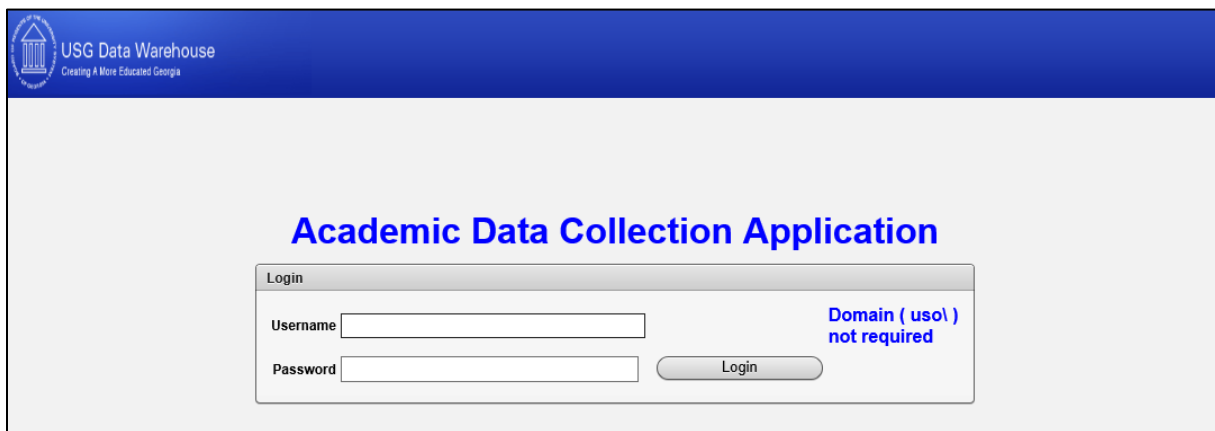
1. Access the Data Collection site at the following URL: https://www.usg.edu/data_services/.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Click the Data Collection Application link in the navigation column.

The screenshot shows the 'Data & Reporting Services' website. The navigation menu on the left includes: Home, Data Collection Application (circled in red), Data Validation Reports, Data Collections Documentation (+), Technical Support, Forgot/Change Password, FICE/High School Application, External Site Code Application, Degrees & Majors Authorized, and Reporting Resources. The main content area features a header 'DATA & REPORTING SERVICES Information Technology Services', a title 'Data & Reporting Services', and several sections: 'Data & Reporting Services' (overview), 'Data Collections' (annual submissions), and 'Reporting Resources' (links to applications and dictionaries).

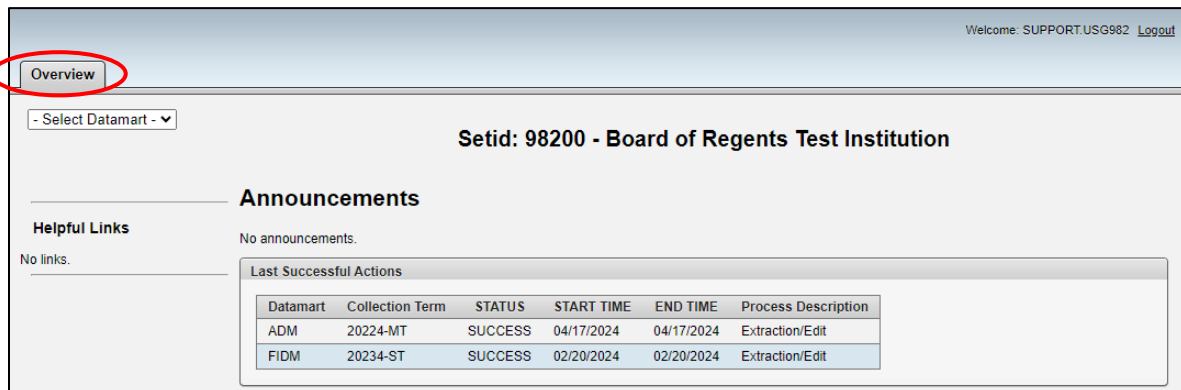
3. Select the Academic Data Collection Application (Includes ADC, Facilities, and Financial Aid) link.
Note: This link opens the login page for the Apex application. Logging into the Apex application requires a DUO security step. If you do not have DUO installed on your device, please contact the USG Service Desk at 877-251-2644.



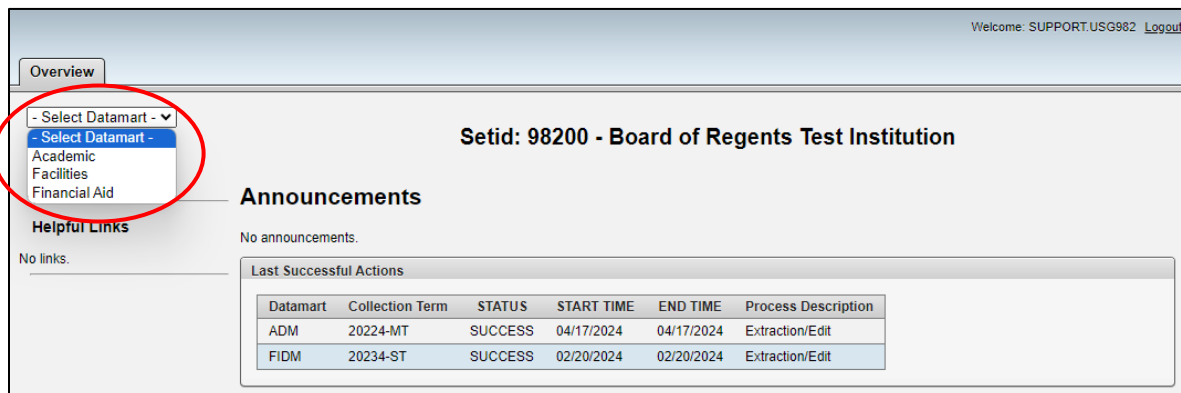
4. Enter Username and Password and click Login.
Note: The direct URL is <https://apps.ds.usg.edu/ords/f?p=38576>. Any additional numbers that may appear at the end of this URL are used to identify a current session. Do not bookmark or save a session-specific URL. If issues are encountered while accessing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



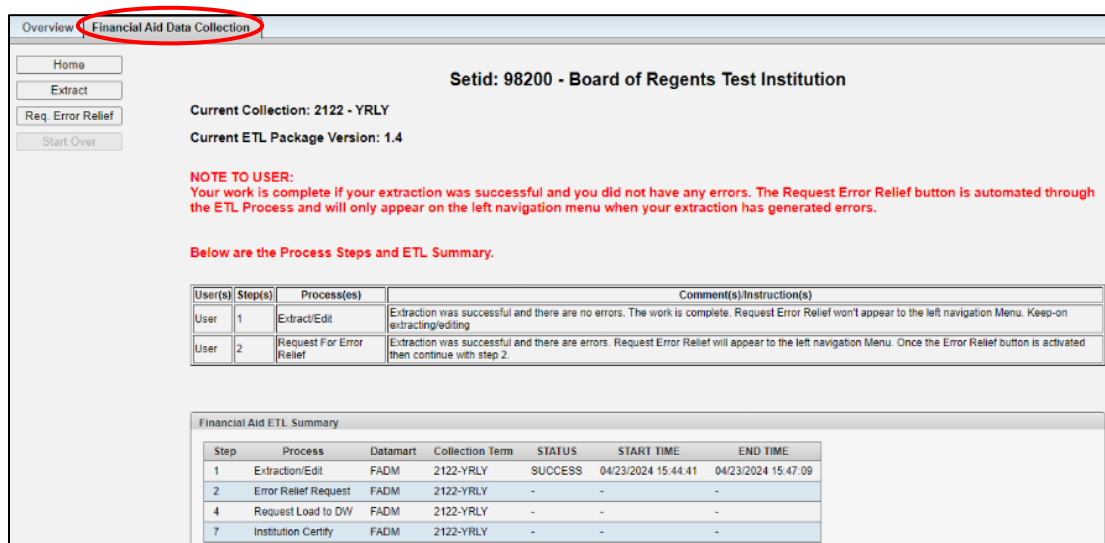
- The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.



- 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.



- 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.



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.

The screenshot shows the 'Financial Aid Data Collection' interface. On the left sidebar, the 'Extract' button is circled in red. The main content area displays 'Setid: 98200 - Board of Regents Test Institution', 'Current Collection: 2122 - YRLY', and 'Current ETL Package Version: 1.4'. A red 'NOTE TO USER' is present. Below it, a table shows process steps and instructions.

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.

Below are the Process Steps and ETL Summary.

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	-	-	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

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.

The screenshot shows the same interface as above, but with a confirmation dialog box at the bottom. The dialog box is titled 'Confirm extract' and contains the text 'Are you sure you want to extract?' with 'OK' and 'Cancel' buttons. The dialog box is circled in red.

- 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.
- 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.

Overview **Financial Aid Data Collection**

Welcome: SUPPORT.USG982 [Logout](#)

Home
Extract
Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 2122 - YRLY
 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!

- 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.

Financial Aid ETL Summary						
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	-	-	-

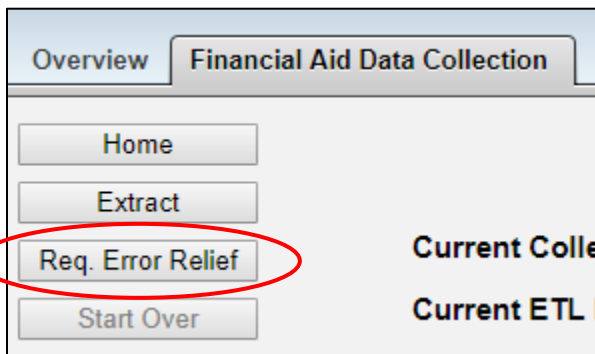
- If the extraction request is successfully executed, the Status in the Financial Aid ETL Summary window will display RUNNING.

Financial Aid ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	RUNNING	04/23/2024 15:40:41	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

- 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.

Financial Aid ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	SUCCESS	04/23/2024 15:11:36	04/23/2024 15:14:31
2	Error Relief Request	FADM	2122-YRLY	-	-	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

- 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.
- 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

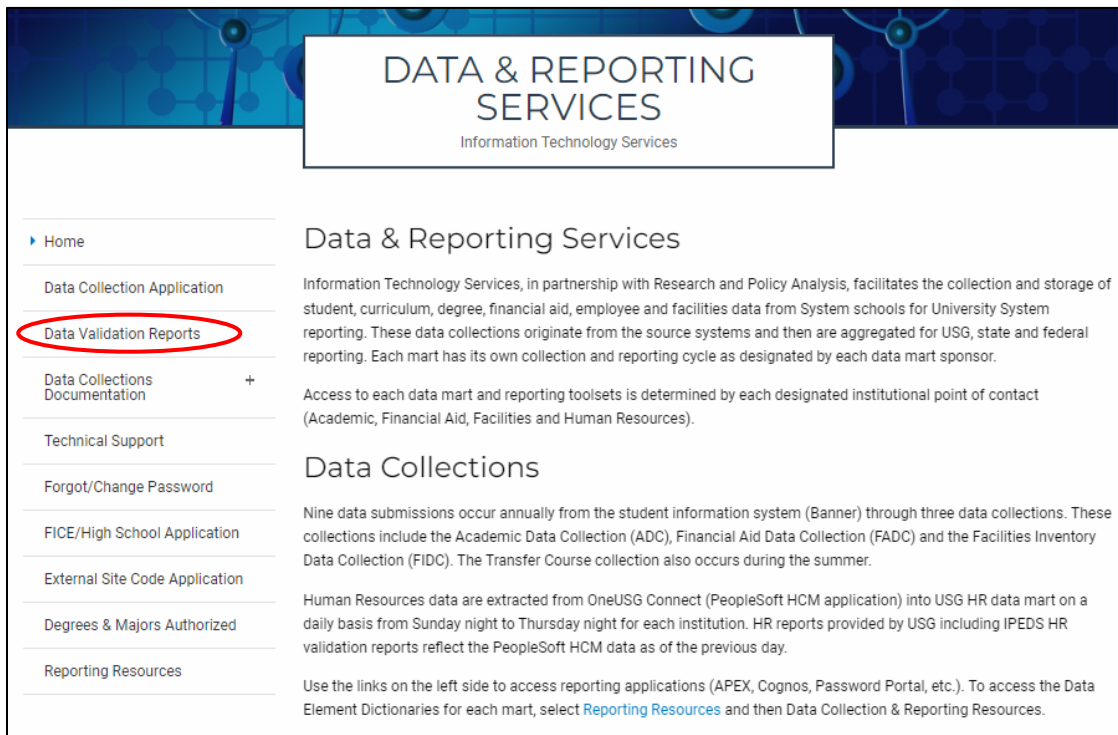
Data Validation Reports

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

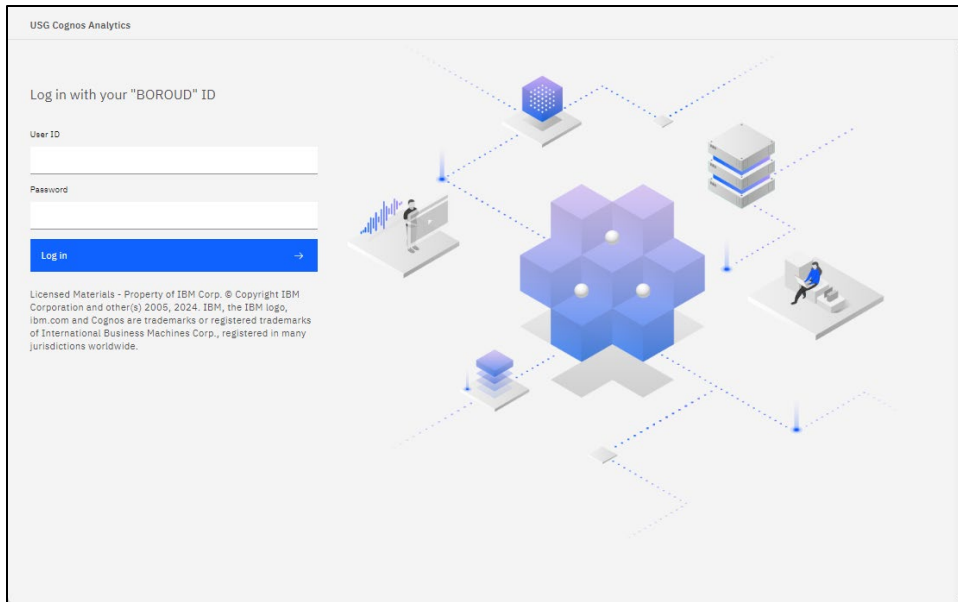
These reports should be used to validate the data.

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.
1. Click the Data Validation Reports link in the navigation column.
Note: All users accessing Cognos reports are required to connect through a secure network. Users can connect directly through their on-campus network, campus VPN, or USG GlobalProtect VPN. Those without campus or USG VPN access may need to contact their IT support to arrange secure access.



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



3. The Cognos home page is displayed.



4. 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 data mart tabs displayed are based on permissions assigned to the user's login.

USG Data Warehouse

Academic Data Submission | **Academic Financial Aid** | Facilities Inventory | Human Resources

Keep this version | Add this report

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.

Navigation Menu:

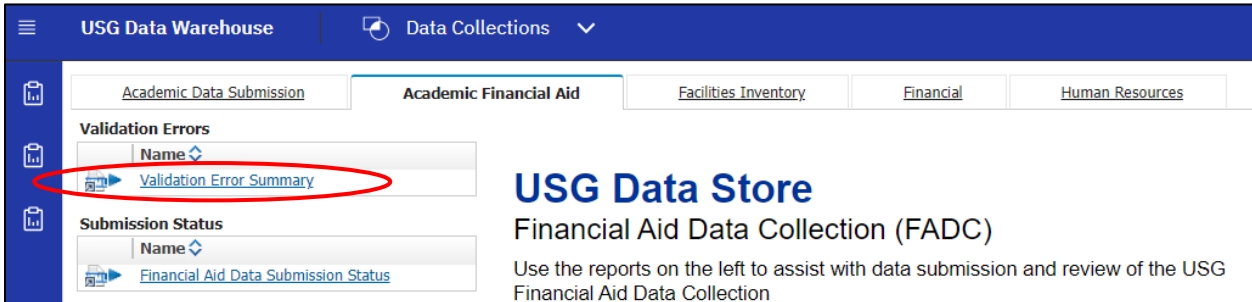
- Validation Errors**
 - Validation Error Summary
- Submission Status**
 - Financial Aid Data Submission Status
- Data Collection Review**
 - Current Year Report - Student Funds
 - Student Search By Institution ID
 - Table Dump - Cost of Attendance Detail
 - Table Dump - FA Applicant Tracking
 - Table Dump - Return to Title IV
 - Table Dump - Student Funds
 - Table Dump - Student Institution Funds
 - Table Dump - Student Summary
 - Trend Report - FAFSA Student Summary
 - Trend Report - Institutional Funds
 - Trend Report - Student Funds
- Data Dictionary**
 - Download as PDF
 - Element Crosswalks
- Reference Tables**
 - FADM Fund Code
 - FADM Fund Source
 - FADM Fund Type
 - FADM Highest Grade
 - FADM Tracking Requirement Code
 - FAFSA Housing Code
 - Financial Dependency Status Code

Data Submission Errors

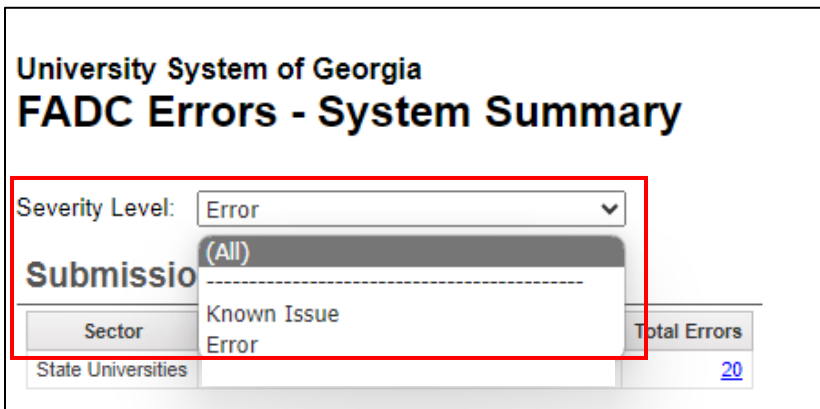
The Validation Errors are located in the left navigation column of the Academic Financial Aid tab.

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.

University System of Georgia
FADC Errors - Institution Summary

Severity Level:

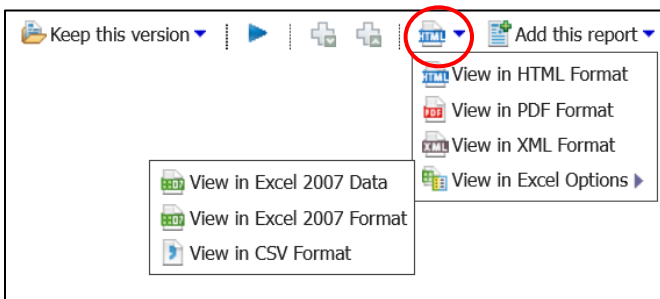
Test Banner 11G University - 98200

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 all errors for 1516 - YRLY](#)

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.

The screenshot displays the USG Data Warehouse interface. The top navigation bar includes 'USG Data Warehouse' and 'Data Collections'. Below this, there are tabs for 'Academic Data Submission', 'Academic Financial Aid', 'Facilities Inventory', 'Financial', and 'Human Resources'. The 'Academic Financial Aid' tab is active.

In the left navigation pane, the 'Submission Status' section is circled in red. It contains a link for 'Financial Aid Data Submission Status'. Below it is the 'Data Collection Review' section with a list of reports.

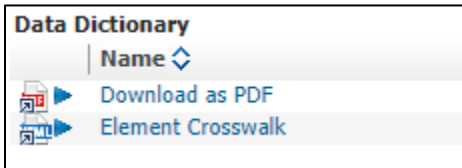
The main content area is titled 'USG Data Store Data Collection Review Financial Aid Data Submission Status'. It features a large green circle with the number '26' below it, representing the total institution count. To the right is a table with error codes and their descriptions.

		Institution Count
1	1 - Using incorrect release version	
2	2 - ETL not attempted	
3	3 - ETL unsuccessful	
4	4 - ETL successful, but with errors	
5	5 - ETL successful (error relief pending)	
6	6 - ETL complete and data submission successful	26

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.

Reference Tables	
Name	
 FADM Fund Code	
 FADM Fund Source	
 FADM Fund Type	
 FADM Highest Grade	
 FADM Tracking Requirement Code	
 FAFSA Housing Code	
 Financial Dependency Status Code	

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

Financial Aid Reference Table							
FADM Fund Code (edw_fadm_fund_codes_lkp)							
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

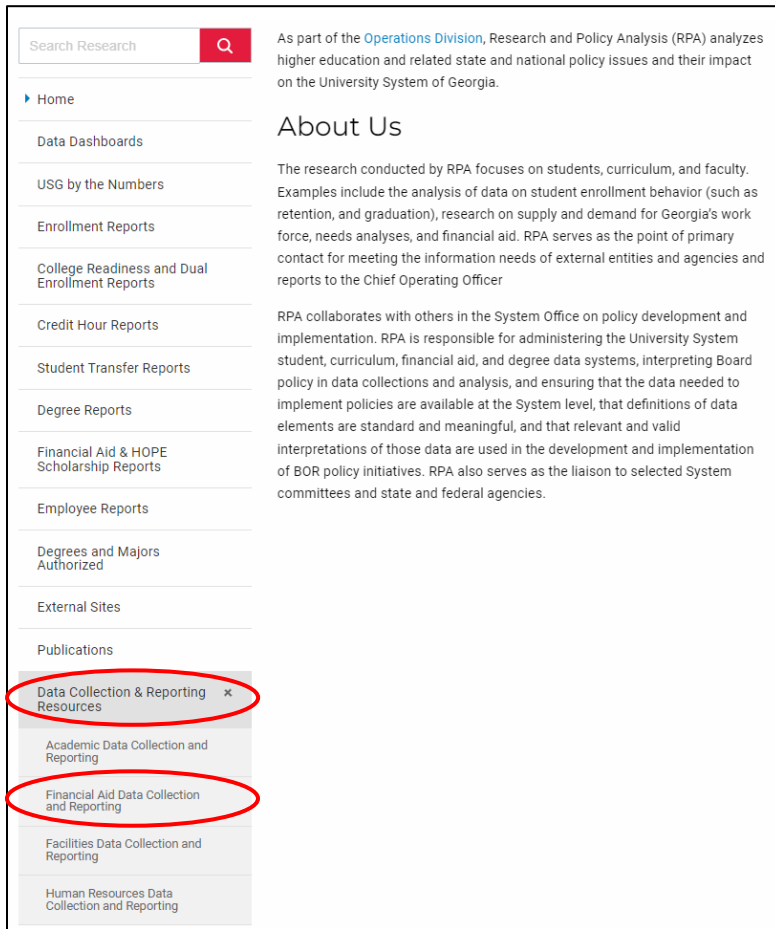
Financial Aid Data Collection Certification

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.

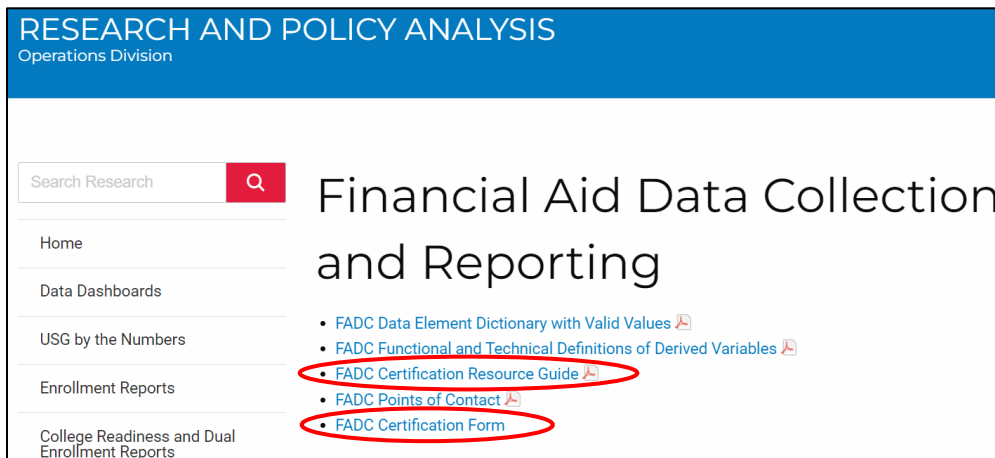
1. Access the FADC Certification Form and the FADC Certification Resource Guide on the Research and Policy Analysis (RPA) webpage at <https://www.usg.edu/research/>.

The screenshot shows the homepage of the Research and Policy Analysis (RPA) website. At the top, a white box contains the text "RESEARCH AND POLICY ANALYSIS" and "Operations Division". Below this is a large heading: "Analyzing Higher Education and Related State and National Policy Issues". On the left is a navigation menu with a search bar and links to Home, Data Dashboards, USG by the Numbers, Enrollment Reports, College Readiness and Dual Enrollment Reports, Credit Hour Reports, Student Transfer Reports, Degree Reports, Financial Aid & HOPE Scholarship Reports, and Employee Reports. The main content area features a paragraph about RPA's role in analyzing higher education and state/national policy issues, followed by an "About Us" section. On the right, a contact box for Dr. Angela Bell, Vice Chancellor Research & Policy Analysis, provides her phone number (404-962-3069) and email address (Angela.Bell@usg.edu).

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



- 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.

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
May 2024	N/A	N/A	Update screen captures and site changes
January 2025	N/A	N/A	Update screen captures and site changes. Updated to include security enhancement information.