

Financial Aid Data Collection Certification Resource Guide

(Updated June 2023)

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Overview

This document should serve as a resource guide during your certification of the Data Validation reports. There are **five** reports you must review before certifying, and we encourage you to review all the other Validation reports as well.

This resource guide provides information on how to access the Validation reports, how to review these reports, how these data are used for reporting, and how to certify the data collection. Screenshots provided in this guide are for illustrative purposes only.

Please note that your electronically signed certification form, which is sent out with the collection due dates, is due on the same day the collection closes. If you have any questions, please contact jennifer.mcmanus@usg.edu.

General Resources

[Research & Policy Analysis Financial Aid Data Collection & Reporting Webpage](#) provides the following:

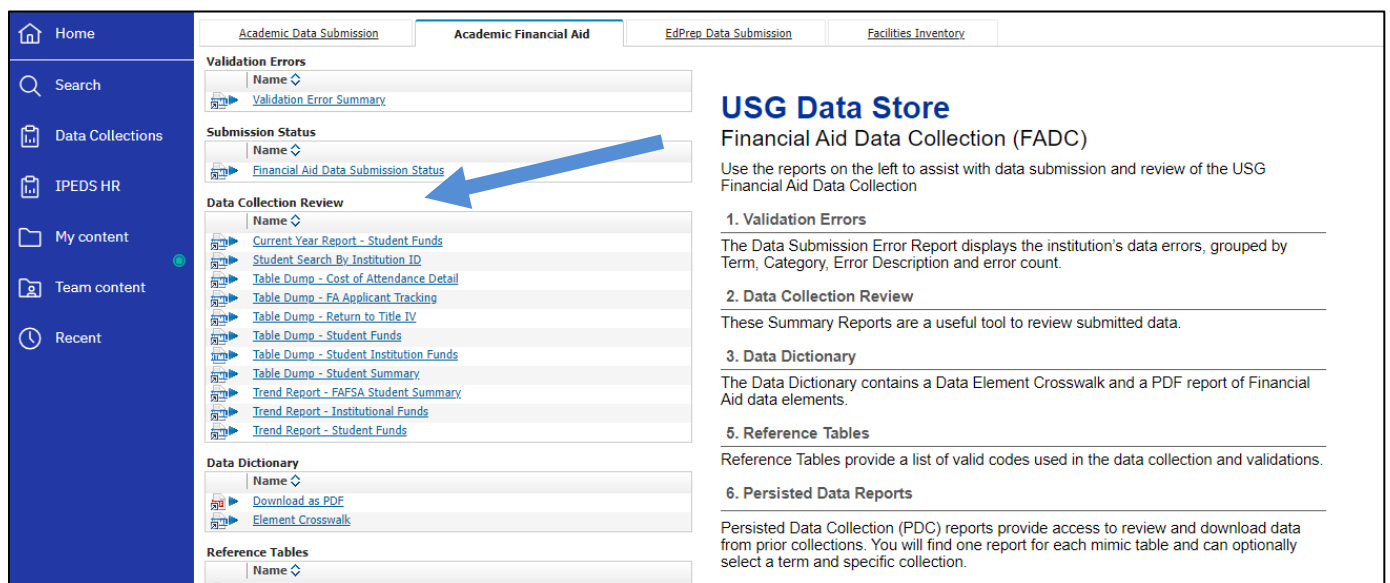
- FADC Data Element Dictionary with Valid Values
- FADC Functional and Technical Definitions of Derived Variables
- FADC Certification Resource Guide (Includes Regent Fund Codes List)
- FADC Points of Contact

[Data & Reporting Services Data Collections Documentation for Financial Aid Webpage](#) provides the following:

- Test plans, release notes, and release announcements including technical notes and webinars.
- FADC Process on Demand Training
- FADC Data Submission & Reporting User Guide
- SAP Translation for the Academic Data Collection
- Link to Business Processes (Requires Single Sign On login)

Accessing Data Validation Reports

1. Visit https://www.usg.edu/data_services/ > Data Validation Reports
2. Logon using credentials
3. Select 'Data Collections' from the lefthand side then the 'Academic Financial Aid' tab
4. Reports are listed on the lefthand side of the screen under the heading Data Collection Review



The screenshot displays the USG Data Store interface for the Financial Aid Data Collection (FADC). The left sidebar contains navigation options: Home, Search, Data Collections, IPEDS HR, My content, Team content, and Recent. The main content area is divided into several sections:

- Validation Errors:** Includes a search bar and a link to [Validation Error Summary](#).
- Submission Status:** Includes a search bar and a link to [Financial Aid Data Submission Status](#), which is highlighted by a blue arrow.
- Data Collection Review:** Lists various reports such as [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](#), and [Trend Report - Student Funds](#).
- Data Dictionary:** Includes a search bar and links to [Download as PDF](#) and [Element Crosswalk](#).
- Reference Tables:** Includes a search bar.

On the right side, the **USG Data Store** section provides an overview of the Financial Aid Data Collection (FADC) and lists six categories of reports:

- 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 Collection Review

There are five reports you must review for accuracy. Certification of your review is required through an electronic signature on the certification form which is due the same day the FADC collection closes.

Current Year Report – Student Funds

Data Collection Review

Name

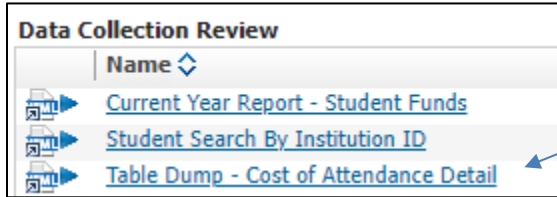
 [Current Year Report - Student Funds](#)

This report shows the details of each of the Regents Fund Codes and their associated dollars paid, awarded, and accepted. This report is broken down for each academic term in the Award Year. You can drill down further to view student level data by clicking on any of the blue active links in the report. Note that unlike Academic data, the Award Year for Financial data is a combination of data for Fall, Spring, and Summer semesters.

		Academic Term 20222					
		Regents Funds Paid	Total Students Paid	Regents Funds Awarded	Total Students Awarded	Regents Funds Accepted	Total Students Accepted
ATHLD	Athl. Schol.-Disb	3,838,379	337	3,839,920	337	3,839,920	337
DET	Dual Enrollment Tuition	965,539	689	965,539	689	965,539	689
DIRECT	FDL Sub. Loans	5,041,542	2,297	5,094,593	2,297	5,094,593	2,297
DLPLUS	FDL PLUS Loans	12,448,453	1,395	12,997,239	1,395	12,997,239	1,395
DLUNS	FDL Unsub. Loans	15,948,344	3,833	16,116,834	3,833	16,116,834	3,833
FSCHD	Fed Non-Need Grants-Disb	545,789	94	545,789	94	545,789	94
FWS	Federal Work Study	294,762	279	400,469	279	400,469	279

Reports that utilize FAFSA and Regents Fund Code data include the Financial Aid and HOPE Scholarship Reports (https://www.usg.edu/research/financial_aid_hope_scholarship_reports) and Cohort Loan Default Rates (https://www.usg.edu/institutions/student_outcomes/) These reports are regularly requested by the legislature and other stakeholders.

Table Dump – Cost of Attendance Detail



This report provides the Cost of Attendance for each student at your institution during the current Award Year. Cost of Attendance is the average annual total amount to attend a college or university. Included in the estimate are expected expenses such as tuition, fees, on campus room and board, books, supplies, personal expenses, and transportation.

USG Data Store
Data Collection Review
Table Dump - Cost of Attendance Detail

Institution:

SETID	STU_INST_UID	STUDENT_INST_ID	AWARD_YEAR	BUDGET_TYPE_CODE	BUDGET_COMP_CODE	BUDGET_COMP_DESC	BUDGET_COMP_AMOUNT
			1819	CAMP	B+S	Books and Supplies	493
			1819	CAMP	BORD	Board	1,998
			1819	CAMP	FEES	Student Fees	1,139
			1819	CAMP	LOAN	Sub/Unsub Loan Fees	32
			1819	CAMP	PERS	Personal/Living Expense	1,592
			1819	CAMP	ROOM	Room	1,970
			1819	CAMP	TRAN	Transportation	595
			1819	CAMP	TUIT	Tuition	4,776
			1819	CAMP	B+S	Books and Supplies	986
			1819	CAMP	BORD	Board	3,996
			1819	CAMP	FEES	Student Fees	2,278
			1819	CAMP	LOAN	Sub/Unsub Loan Fees	64
			1819	CAMP	PERS	Personal/Living Expense	3,184
			1819	CAMP	PLUS	PLUS Loan Fees	0
			1819	CAMP	ROOM	Room	3,940
			1819	CAMP	TRAN	Transportation	1,190
			1819	CAMP	TUIT	Tuition	9,552
			1819	CAMP	B+S	Books and Supplies	1,232
			1819	CAMP	BORD	Board	4,528
			1819	CAMP	FEES	Student Fees	2,797

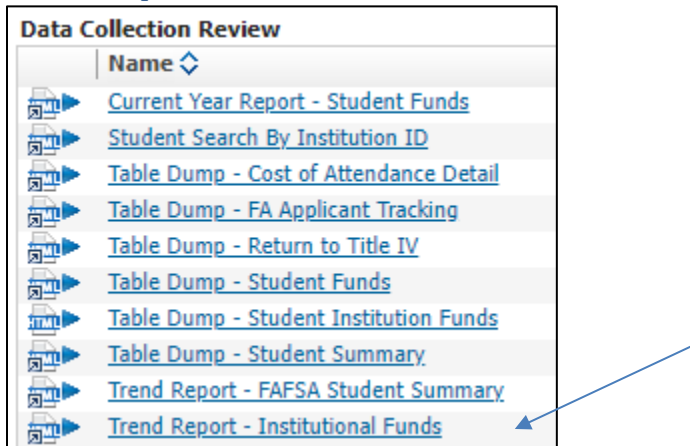
To verify the Cost of Attendance Turnaround Report in the FADC for the 2223 Award Year, it will depend on whether your institution is doing Aid Year Budgeting or Period Budgeting.

- If you are an Aid Year Budgeting institution, the data are stored in the Banner table that is called “RBRACMP” and these respective Banner fields that are called “RBRACMP_COMP_CODE” and “RBRACMP_AMT.”
- If you are a Period Budgeting institution, the data are stored in the Banner table that is called “RBRAPBC” and these respective Banner fields that are called “RBRAPBC_PBCP_CODE” and “RBRAPBC_AMT.”

Given that this report is a data dump of each student, it might be difficult to validate each individual student's COA. If this is the case, we ask that you click through the pages of this report and check that populated values are reasonable (e.g. everything is not null, etc.)

Cost of Attendance data will be utilized for the Know More Borrow Less initiative ([https://www.usg.edu/know more borrow less/](https://www.usg.edu/know_more_borrow_less/)).

Trend Report – Institutional Funds



This report provides a two-year comparison of the Current versus Prior Award Year submission of Institutional Funds. A variety of metrics are provided including total number of funds (with and without amount >\$0), total and average amount. Institutional funds are specific to institutions and are translated to the Regents Fund Codes during the Financial Aid Data Collection. For example, there are two Regents Fund Codes for athletic scholarships-ATHLD and ATHLU. At your institution you may list these as separate scholarships for baseball, tennis, volleyball, etc. respectively., but they get rolled up to ATHLD and ATHLU during collection.

USG Data Store													
Data Collection Review													
Institutional Funds Two Year Comparison													
Institution		Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
	Total Institutional Funds Accepted	248,229	240,256	3.32%	138,574	136,498	1.52%	464,290,444	448,615,421	3.49%	3,350	3,287	1.94%
	Total Institutional Funds Awarded	248,229	240,256	3.32%	161,501	153,872	4.96%	602,973,951	577,134,745	4.48%	3,734	3,751	-0.46%
	Total Institutional Funds Paid	248,229	240,256	3.32%	134,965	136,268	-0.96%	450,419,443	444,555,514	1.32%	3,337	3,262	2.30%

Trend Report – Student Funds

Data Collection Review	
Name	
	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

Under the Summary Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of Regents Fund Code data. Amount awarded, accepted, and paid are provided.

USG Data Store													
Data Collection Review													
Regents Funds Two Year Comparison													
Institution		Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
	Total Regents Funds Accepted	165,845	163,916	1.18%	66,403	68,751	-3.42%	236,760,882	240,551,280	-1.58%	3,566	3,499	1.90%
	Total Regents Funds Awarded	165,845	163,916	1.18%	84,964	85,411	-0.52%	375,444,386	369,070,605	1.73%	4,419	4,321	2.26%
	Total Regents Funds Paid	165,845	163,916	1.18%	65,370	68,578	-4.68%	230,286,876	236,587,478	-2.66%	3,523	3,450	2.11%

Under the HOPE/PELL/ZELL Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of the HOPE fund code data. Amount awarded, accepted, and paid are provided. The Regent Fund Codes that are included in HOPE are HOPE, HOPECT, HOPEGD, HOPEGR, HOPEPR, HOPEP2.

USG Data Store													
Data Collection Review													
Regents Funds Two Year Comparison													
HOPE/PELL/ZELL: <input type="text" value="HOPE"/>													
Institution		Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
	Total Regents Funds Accepted	27,861	29,165	-4.68%	26,420	26,704	-1.07%	76,290,320	75,612,525	0.89%	2,888	2,832	1.94%
	Total Regents Funds Awarded	27,861	29,165	-4.68%	26,420	26,704	-1.07%	76,290,320	75,612,525	0.89%	2,888	2,832	1.94%
	Total Regents Funds Paid	27,861	29,165	-4.68%	25,312	26,686	-5.43%	74,115,837	75,569,642	-1.96%	2,928	2,832	3.29%

Under the HOPE/PELL/ZELL Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of the PELL fund code data. Amount awarded, accepted, and paid are provided. The Regent Fund Code that is included in PELL is PELL.

USG Data Store
Data Collection Review
Regents Funds Two Year Comparison

HOPE/PELL/ZELL: * PELL

Institution		Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
University of Georgia	Total Regents Funds Accepted	15,240	15,398	-1.04%	14,306	14,135	1.20%	34,272,520	31,167,104	9.06%	2,396	2,205	7.96%
	Total Regents Funds Awarded	15,240	15,398	-1.04%	14,306	14,135	1.20%	34,272,520	31,167,104	9.06%	2,396	2,205	7.96%
	Total Regents Funds Paid	15,240	15,398	-1.04%	13,876	14,135	-1.87%	31,524,658	31,167,104	1.13%	2,272	2,205	2.95%

Under the HOPE/PELL/ZELL Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of the ZELL fund code data. Amount awarded, accepted, and paid are provided. The Regent Fund Code that is included in ZELL is ZHOPE.









USG Data Store
Data Collection Review
Regents Funds Two Year Comparison

HOPE/PELL/ZELL: * ZELL

Institution		Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
	Total Regents Funds Accepted	28,377	25,164	11.32%	27,626	23,745	14.05%	116,966,720	101,284,512	13.41%	4,234	4,266	-0.75%
	Total Regents Funds Awarded	28,377	25,164	11.32%	27,626	23,745	14.05%	116,966,720	101,284,512	13.41%	4,234	4,266	-0.75%
	Total Regents Funds Paid	28,377	25,164	11.32%	26,618	23,742	10.80%	114,492,070	101,231,290	11.58%	4,301	4,264	0.87%

Reports that utilize HOPE, Zell, PELL data from the Financial Aid Data Collection can be found at https://www.usg.edu/research/financial_aid_hope_scholarship_reports. These reports are regularly requested by the legislature, USG leadership, and the media.

Trend Report – Student Summary

Data Collection Review	
Name	
 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	

This report provides a two-year comparison of the Current versus Prior Award Year submission of FAFSA data. A variety of metrics are provided including total number of funds (with and without >\$0), total and average amount.

USG Data Store													
Data Collection Review													
Student Summary Two Year Comparison													
Institution		Total number of Students			Total number of students with \$ amount > 0			Total \$ Amount			Average \$ Amount		
		18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent	18/19	17/18	Percent
	Aggr Subs Outstanding Loans	3,257	3,018	7.92%	1,079	1,079	0.00%	7,938,494	7,742,298	2.53%	7,357	7,175	2.53%
	Aggr Unsubs Outstanding Loans	3,257	3,018	7.92%	1,118	1,118	0.00%	8,782,701	8,601,624	2.11%	7,856	7,694	2.11%
	Expected Family Contribution	3,257	3,018	7.92%	2,169	2,037	6.48%	40,048,218	35,023,538	14.35%	18,464	17,194	7.39%
	Student Financial Need	3,257	3,018	7.92%	2,553	2,388	6.91%	34,300,518	30,194,446	13.60%	13,435	12,644	6.26%
	Student Or Parent AGI	3,257	3,018	7.92%	3,091	2,872	7.63%	239,225,991	205,366,171	16.49%	77,394	71,506	8.23%

Troubleshooting

The suite of Cognos turnaround reports described above allows you to certify that the category totals displayed on these reports are correct for a Financial Aid Award Year and that they reflect what is in Banner. As an example, if one of the trend turnaround reports does not show that your institution had students populated with Dual Enrollment funds in the 2223 Award Year (e.g., books, fee, tuition in 2122 but not in 2223) and you know that you have students with these DE funds for 2223, one way to troubleshoot this issue is to make sure that your institution values are correctly mapped to USG values in SOAXREF

Appendix A-List of Regent Fund Codes

Regent Fund Code	Description 1 Fund Code Short Name	Description 2 Fund Code Long Name
ACCEL*	ACCEL	ACCEL Scholarship
ACG1*	ACG1	Other Federal Non-Need Based Grants - Disburse
ACG2*	ACG2	Other Federal Non-Need Based Grants - Disburse
ATHLD	Athl. Schol.-Disb	Athletic Scholarships - Disbursed
ATHLU	Athl. Schol.-NonDisb	Athletic Scholarships - Non-disbursed
GCCG	GA College Completion Grant	Georgia College Completion Grant
DEBD*	Dual Enrollment Book-Disbursed	Move on When Ready/Dual Enrollment Books - Disbursed
DEBU*	Dual Enroll Book-Undisbursed	Move on When Ready/Dual Enrollment Books - Undisbursed
DEF*	Dual Enrollment Fees	Move on When Ready/Dual Enrollment Fees
DET	Dual Enrollment Tuition	Move on When Ready/Dual Enrollment Tuition
DIRECT	FDL Sub. Loans	FDL Subsidized Loans
DLPLUS	FDL PLUS Loans	FDL PLUS Loans
DLUNS	FDL Unsub. Loans	FDL Unsubsidized Loans
FEDLND	Other Fed. Loans-Disb.	Other Federal Loans - Disbursed
FEDLNU	Other Fed. Loans-NonDisb.	Other Federal Loans - Non-disbursed
FGRNTD	Fed Need Grants-Disb	Other Federal Need-Based Grants - Disbursed
FGRNTU	Fed Need Grants-NonDisb	Other Federal Need-Based Grants - Non-disburse
FSCHD	Fed Non-Need Grants-Disb	Other Federal Non-Need Based Grants - Disburse
FSCHU	Fed Non-Need Grnt-NonDisb	Other Federal Non-Need Based Grants - Non-disb
FWS	Federal Work Study	Federal Work Study Awarded
HOPE	HOPE Scholarship	HOPE Scholarship
HOPECT	HOPE Grants - Cert.	HOPE Grants - Certificate/ Diploma
HOPEGD	HOPE Grants - GED	HOPE Grants - GED
HOPEGR*	HOPE Teacher	HOPE Teacher Scholarship
HOPEP2*	PROMISE II Teacher	PROMISE II Teacher Scholarship
HOPEPR*	PROMISE Teacher	PROMISE Teacher Scholarship
INGTD	Inst. Need Grant-Disb	Institutional Need-Based Grants - Disbursed
INGTU	Inst Need Grants-NonDisb	Institutional Need-Based Grants - Non-disburse
INSCHD	Inst Non-Need Grants-Disb	Institutional Non-Need Based Grants - Disburse
INSCHU	Inst NonNeed Grnt-NonDisb	Institutional Non-Need Based Grants - Non-disb
INSTLD	Instit. Loans-Disb.	Institutional Loans - Disbursed
INSTLU	Instit. Loans-NonDisb.	Institutional Loans - Non-disbursed

LEAP*	LEAP Grant	Leveraging Educational Assistance Partnership Grant
LOAND	Ext.Loans-Disb.	External Loans - Disbursed
LOANU	Ext. Loans-NonDisb.	External Loans - Non-disbursed
OTHGTD	Ext Need Grants-Disb	External Need-Based Grants - Disbursed
OTHGTU	Ext Need Grants-NonDisb	External Need-Based Grants - Non-disbursed
OTHSCD	Ext Non-Need Grant-Disb	External Non-Need Based Grants - Disbursed
OTHSCU	Ext Non-Need Grnt-NonDisb	External Non-Need Based Grants - Non-disbursed
PELL	Pell Grant	Pell Grant
PERK*	Perkins Loans	Perkins Loans
PLUS*	FFELP PLUS Loans	FFELP PLUS Loans
REACHD	REACH-Disbursed Scholarship	Realizing Educational Achievement Can Happen - Disburse
REACHU	REACH-Undisbursed Scholarship	Realizing Educational Achievement Can Happen - Disburse
SEOG	SEOG	SEOG
SMART3*	SMART3	Other Federal Need Based Grants - Disburse
SMART4*	SMART4	Other Federal Need Based Grants - Disburse
STFD	FFELP Sub. Loans	FFELP Subsidized Loans
STGRD	State Need Grant-Disb	Other State Need-Based Grants - Disbursed
STGRU	State Need Grant-NonDisb	Other State Need-Based Grants - Non-disbursed
STLND	State Loans-Disb.	State Loans - Disbursed
STLNU	State Loans-NonDisb.	State Loans - Non-disbursed
STSCHD	State Non-Need Grant-Disb	Other State Non-Need Based Grants - Disbursed
STSCHU	St. Non-Need Grnt-NonDisb	Other State Non-Need Based Grants - Non-disbur
TEACH	TEACH	Federal Non-Need Based Grant - Disbursed
UNSTFD*	FFELP Unsub. Loans	FFELP Unsubsidized Loans
WISE	State Work Study	State Work-Study Awarded
ZHOPE	Zell Miller HOPE Scholarship	Zell Miller HOPE Scholarship

*Use of this code was eliminated prior to 2223