

# Financial Aid Data Collection Certification Resource Guide

(Updated November 2025)

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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 and one Banner Administrative Form you must review before certifying. 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 provides a direct link to certify the data collection.

Screenshots provided in this guide are for illustrative purposes only.

## General Resources

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

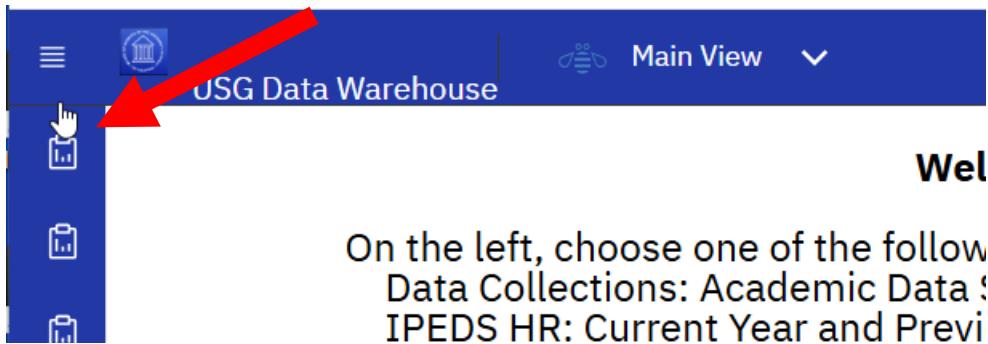
- FADC Data Element Dictionary with Valid Values
- FADC Functional and Technical Definitions of Derived Variables
- FADC Certification Resource Guide (Includes Regent Fund Codes List)
- FADC Points of Contact
- [FADC Certification Form](#) – Due at 5:00 PM on the Collection Due Date

[Enterprise Data Management & Analytics 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 GeorgiaBEST Business Processes (Requires Single Sign On login)

## Accessing Data Validation Reports

1. Visit [Data Validation Reports](#)
2. Login 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'



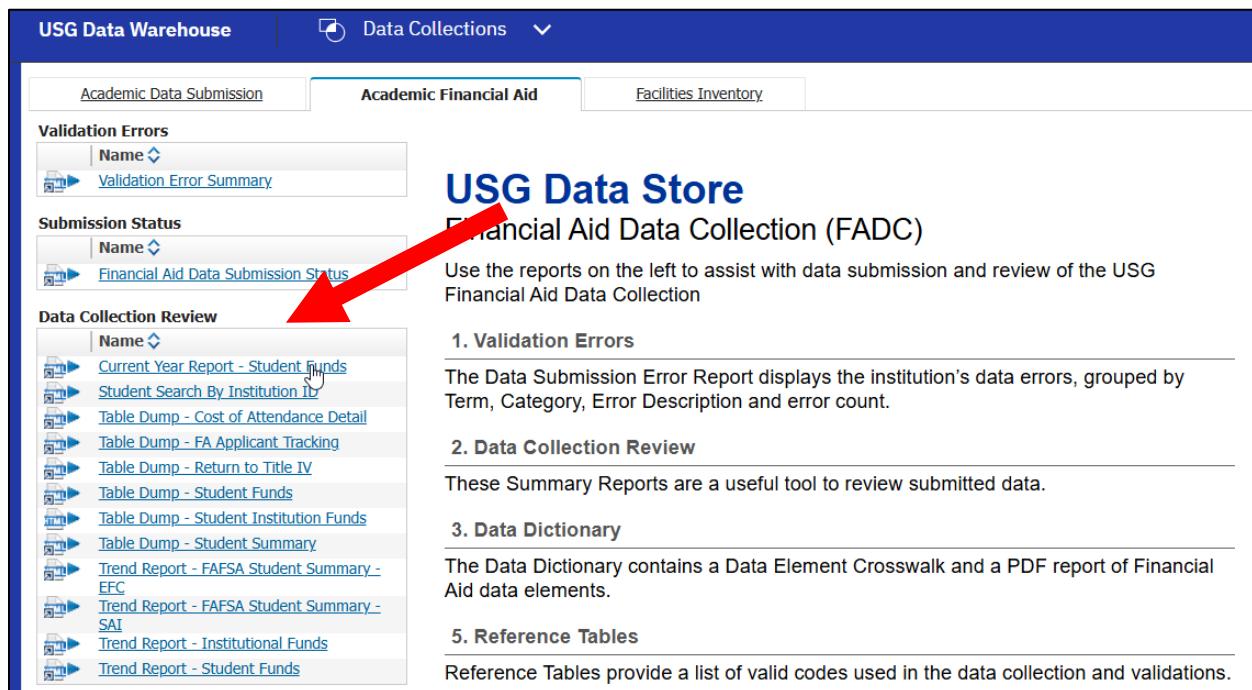
On the left, choose one of the following Data Collections: Academic Data Submission, Academic Financial Aid, or Facilities Inventory.

USG Data Warehouse

Main View

Well

On the left, choose one of the following Data Collections: Academic Data Submission, Academic Financial Aid, or Facilities Inventory.



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.

Academic Data Submission

Academic Financial Aid

Facilities Inventory

Validation Errors

Submission Status

Data Collection Review

## Data Collection Review

There are five Cognos reports and one Banner translation table you must review for accuracy.

### Cognos Report: Current Year Report – Student Funds



Data Collection Review

Current Year Report - Student Funds

This Cognos 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 20252						Academic Term 20254		
		Regents Funds Paid	Total Students Paid	Regents Funds Awarded	Total Students Awarded	Regents Funds Accepted	Total Students Accepted	Regents Funds Paid	Total Students Paid	Regents Funds Awarded
ATHLD	Athl. Schol.-Disb	<a href="#">3,505,261</a>	<a href="#">332</a>	<a href="#">3,514,150</a>	<a href="#">333</a>	<a href="#">3,514,150</a>	<a href="#">333</a>	<a href="#">3,496,834</a>	<a href="#">325</a>	<a href="#">3,738,996</a>
DET	Dual Enrollment Tuition	<a href="#">2,370,983</a>	<a href="#">1,560</a>	<a href="#">2,372,034</a>	<a href="#">1,560</a>	<a href="#">2,372,034</a>	<a href="#">1,560</a>	<a href="#">2,143,184</a>	<a href="#">1,425</a>	<a href="#">2,144,235</a>
DIRECT	FDL Sub. Loans	<a href="#">4,428,240</a>	<a href="#">1,981</a>	<a href="#">4,571,694</a>	<a href="#">2,029</a>	<a href="#">4,517,210</a>	<a href="#">2,003</a>	<a href="#">4,118,843</a>	<a href="#">1,849</a>	<a href="#">4,265,334</a>

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](https://www.usg.edu/research/financial_aid_hope_scholarship_reports)) and Cohort Loan Default Rates ([https://www.usg.edu/institutions/student\\_outcomes/](https://www.usg.edu/institutions/student_outcomes/)) These reports are regularly requested by the legislature and other stakeholders.

## Cognos Report: Table Dump – Cost of Attendance Detail

**Data Collection Review**

Name
<a href="#">Current Year Report - Student Funds</a>
<a href="#">Student Search By Institution ID</a>
<a href="#">Table Dump - Cost of Attendance Detail</a>



This Cognos 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
2425			INST	TUIT		Tuition	32,938
2425			INST	ACTV		Activity Fee	104
2425			INST	REC		Recreation Fee	108
2425			INST	BOOK		Books, Course Materials, Suppl	1,200

To verify the Cost of Attendance Turnaround Report in the FADC for the 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/)).

## Cognos Report: Trend Report – Institutional Funds

Data Collection Review	
	Name
	<a href="#">Current Year Report - Student Funds</a>
	<a href="#">Student Search By Institution ID</a>
	<a href="#">Table Dump - Cost of Attendance Detail</a>
	<a href="#">Table Dump - FA Applicant Tracking</a>
	<a href="#">Table Dump - Return to Title IV</a>
	<a href="#">Table Dump - Student Funds</a>
	<a href="#">Table Dump - Student Institution Funds</a>
	<a href="#">Table Dump - Student Summary</a>
	<a href="#">Trend Report - FAFSA Student Summary - EFC</a>
	<a href="#">Trend Report - FAFSA Student Summary - SAI</a>
	<a href="#">Trend Report - Institutional Funds</a>
	<a href="#">Trend Report - Student Funds</a>



This Cognos 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.

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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.

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Fund Codes that are included in HOPE are HOPE, HOPECT, HOPEGD, HOPEGR, HOPEPR, HOPEP2.

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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.

Summary	HOPE/PELL/ZELL																																																																											
<b>USG Data Store</b> <b>Data Collection Review</b> <b>Regents Funds Two Year Comparison</b>																																																																												
HOPE/PELL/ZELL: * <input type="text" value="ZELL"/>																																																																												
 <b>Institution</b>	<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Total number of funds</th> <th colspan="3">Total number of fund codes with \$ amount &gt; 0</th> <th colspan="3">Total \$ Amount</th> <th colspan="3">Average \$ Amount</th> </tr> <tr> <th>24/25</th> <th>23/24</th> <th>Percent</th> <th>24/25</th> <th>23/24</th> <th>Percent</th> <th>24/25</th> <th>23/24</th> <th>Percent</th> <th>24/25</th> <th>23/24</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Total Regents Funds Accepted</td> <td>347</td> <td>390</td> <td>-12.39%</td> <td>327</td> <td>367</td> <td>-12.23%</td> <td>508,921</td> <td>572,875</td> <td>-12.57%</td> <td>1,556</td> <td>1,561</td> <td>-0.30%</td> </tr> <tr> <td>Total Regents Funds Awarded</td> <td>347</td> <td>390</td> <td>-12.39%</td> <td>327</td> <td>367</td> <td>-12.23%</td> <td>508,921</td> <td>572,875</td> <td>-12.57%</td> <td>1,556</td> <td>1,561</td> <td>-0.30%</td> </tr> <tr> <td>Total Regents Funds Paid</td> <td>347</td> <td>390</td> <td>-12.39%</td> <td>320</td> <td>350</td> <td>-9.38%</td> <td>407,878</td> <td>455,980</td> <td>-11.79%</td> <td>1,275</td> <td>1,303</td> <td>-2.21%</td> </tr> </tbody> </table>													Total number of funds			Total number of fund codes with \$ amount > 0			Total \$ Amount			Average \$ Amount			24/25	23/24	Percent	Total Regents Funds Accepted	347	390	-12.39%	327	367	-12.23%	508,921	572,875	-12.57%	1,556	1,561	-0.30%	Total Regents Funds Awarded	347	390	-12.39%	327	367	-12.23%	508,921	572,875	-12.57%	1,556	1,561	-0.30%	Total Regents Funds Paid	347	390	-12.39%	320	350	-9.38%	407,878	455,980	-11.79%	1,275	1,303	-2.21%									
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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](https://www.usg.edu/research/financial_aid_hope_scholarship_reports). These reports are regularly requested by the legislature, USG leadership, and the media.

# Cognos Report: Trend Report – FAFSA Student Summary – SAI (Trend Report – FAFSA Student Summary – EFC prior to 2425 Award Year)

## Data Collection Review

	Name
	<a href="#">Current Year Report - Student Funds</a>
	<a href="#">Student Search By Institution ID</a>
	<a href="#">Table Dump - Cost of Attendance Detail</a>
	<a href="#">Table Dump - FA Applicant Tracking</a>
	<a href="#">Table Dump - Return to Title IV</a>
	<a href="#">Table Dump - Student Funds</a>
	<a href="#">Table Dump - Student Institution Funds</a>
	<a href="#">Table Dump - Student Summary</a>
	<a href="#">Trend Report - FAFSA Student Summary - EFC</a>
	<a href="#">Trend Report - FAFSA Student Summary - SAI</a>
	<a href="#">Trend Report - Institutional Funds</a>
	<a href="#">Trend Report - Student Funds</a>

This Cognos report provides a two-year comparison of the Current Award year 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.

### Income/Need Tab:

Income/Need	Loans												
<b>USG Data Store</b>													
<b>Data Collection Review</b>													
<b>Student Summary Two Year Comparison</b>													
<b>Income/Need</b>													
<b>Institution</b>	Total number of Students	Total number of students with \$ amount > 0	<b>Total \$ Amount</b>			<b>Average \$ Amount</b>							
	24/25	23/24	Percent	24/25	23/24	Percent	24/25	23/24	Percent	24/25	23/24	Percent	
	Student Aid Index	2,989	N/A	N/A	1,723	N/A	54,943,673	N/A	N/A	31,888	N/A	N/A	
	Student Financial Need	2,989	3,074	-2.77%	2,872	3,023	-5.00%	29,838,446	29,315,582	1.78%	10,389	9,698	7.14%
	Student Or Parent AGI	2,989	3,074	-2.77%	2,989	3,074	-2.77%	276,506,728	281,688,279	-1.84%	92,508	91,636	0.95%

Loans Tab:

Income/Need	Loans												
<b>USG Data Store</b>													
<b>Data Collection Review</b>													
<b>Student Summary Two Year Comparison</b>													
Previous Aid Year: 23/24													
Current Aid Year: 24/25													
<b>Loans</b>													
Institution		Total number of Students	Total number of students with \$ amount > 0			Total \$ Amount			Average \$ Amount				
		24/25	23/24	Percent	24/25	23/24	Percent	24/25	23/24	Percent	24/25	23/24	Percent
	Aggr Subs Outstanding Loans	2,989	3,074	-2.77%	892	953	-6.40%	6,437,345	7,114,425	-9.52%	2,154	2,314	-6.94%
	Aggr Unsubs Outstanding Loans	2,989	3,074	-2.77%	1,006	1,099	-8.46%	8,252,864	9,326,422	-11.51%	2,761	3,034	-8.99%

## Banner Fund Code Mappings (New 2425 FADC)

Banner Administrative Form SOAXREF under Cross-Reference Label RGTFAID.



Electronic Value: The Regents Fund Code

Banner Value: Your Institution Fund Code

CROSS-REFERENCE RULES								Insert	Delete
Electronic Label *	Electronic Qualifier	Electronic Value *	EDI *	Web *	XML *	Banner Value	Description		
RGTFAID	ATHLD001	ATHLD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTCODE	Athletic Scholarship Disbursed		

Review your Institutional Fund Code to Regents Fund Code mappings/translations in SOAXREF-RGTFAID and confirm all codes are mapped appropriately. If any Institutional Fund Codes are not mapped or are mapped incorrectly, correct and re-extract prior to certifying your Financial Aid Data Collection. A full list of Regents Fund Codes is available in Cognos under Reference Tables.

## Troubleshooting

The suite of Cognos turnaround reports described above allows you to certify that the 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 Cross-Reference Label RGTFAID.

## 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
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-disbursed
FSCHD	Fed Non-Need Grants-Disb	Other Federal Non-Need Based Grants - Disbursed
FSCHU	Fed Non-Need Grnt- NonDisb	Other Federal Non-Need Based Grants - Non-disb
FWS	Federal Work Study	Federal Work Study Awarded
GCCG	GA College Completion Grant	Georgia College Completion Grant
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-disbursed
INSCHD	Inst Non-Need Grants-Disb	Institutional Non-Need Based Grants - Disbursed
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
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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-disbursed
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 2023