

Information Technology Services

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



Facilities Inventory Data Collection (FIDC)

Data Submission & Reporting User Guide

January 2026

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Facilities Inventory Data Collection (FIDC) Data Submission and Reporting User Guide

Purpose

The Facilities Inventory Data Collection (FIDC) occurs twice annually to report building and room inventory information. This user guide provides an overview of the steps required to complete a data extraction and review data related to the FIDC.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Facilities Inventory Data Collection (FIDC). This includes the Points of Contact (POCs) for each institution for the FIDC and any other staff with roles and access to complete a data extraction and review data related to the FIDC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Facilities Inventory Data Collection:

- Facilities Inventory Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Dictionary
- 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

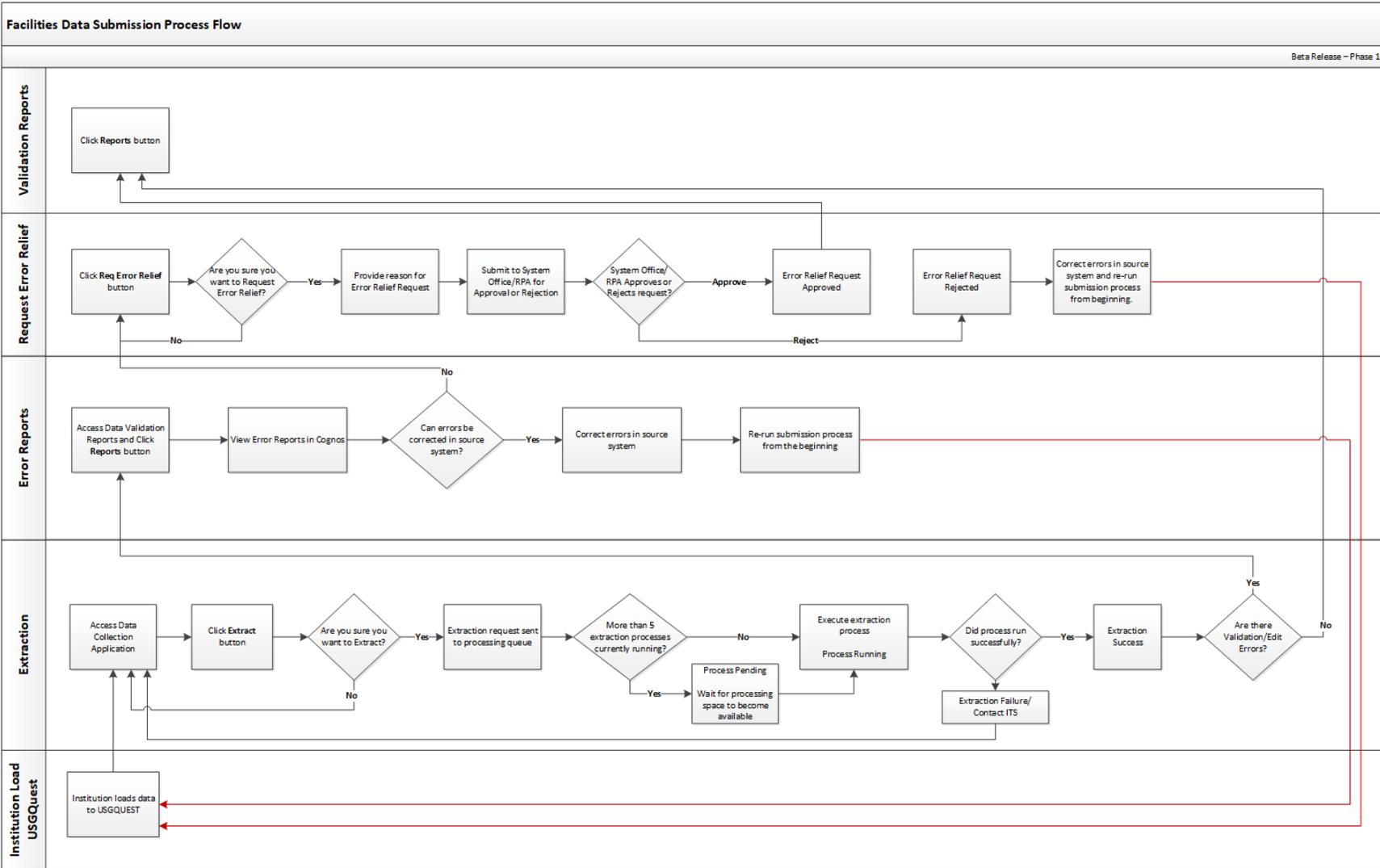
Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit <http://status.usg.edu>.

Facilities Inventory Institutional User Roles

The following section explains the Facilities Inventory Institutional User Roles that must be defined for the institution to successfully complete Facilities Inventory Data Collection.

Role Title	Role	Role Functions
Institution Facilities Extractor	usg_facil_extractor	Extract Facilities Data View Facilities Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
The Extraction process collects data from the Facilities campus Operational Data Store (ODS). If any errors are returned during the extraction process, the data warehouse user interface alerts the user. These errors must be corrected before data can be accepted by the Facilities Program Management Office and loaded into the relational data warehouse.		
Role Title	Role	Role Functions
Institution Facilities Data Submission Reviewer	usg_facil_ods_reviewer	Review Facilities Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
Facilities Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes.		

Data Submission Process Flow



Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Confirm installation of current Academic Release (CAMPUS_ODS_FIDM_ETL_INSTALL)
- ✓ Run Data Collection Extraction process (ZADMETL)
- ✓ Access the Academic Data Submission Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Facilities Release (CAMPUS_ODS_FIDM_ETL_INSTALL) must be installed.

For the release information and the current ETL Execution Parameters, refer to the Data Collection Site at the following URL: <https://www.usg.edu/edma/>. The Facilities tab is under the Data Collections Documentation dropdown on the Enterprise Data Management & Analytics site.

Data Collection Extraction Process (ZADMETL)

In Banner, run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution’s designated database. The ZADMETL process initiates the Facilities Inventory Data Collection (FIDC) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process on Process Submission Controls (GJAPCTL).

1. In the Parameter Values section, populate parameter number 01 (Data Collection to Extract?) with the value ‘F’ to extract data for the FIDC.
2. With the cursor in the Submission section, click Save to execute the process.

The screenshot shows the Banner Process Submission Controls (GJAPCTL) interface for the ZADMETL process. The interface includes sections for Printer Control, Parameter Values, and Submission. The Parameter Values section is highlighted with a red box, showing a table with the following data:

Number *	Parameters	Values
01	Data Collection to Extract?	F

Below the table, there is a note: "LENGTH: 1 TYPE: Character O/R: Required M/S: Single Enter A (Academic), F (Facilities), or B (Both)". The Submission section at the bottom includes a checkbox for "Save Parameter Set as", radio buttons for "Hold / Submit", "Hold", and "Submit", and input fields for "Name" and "Description".

3. Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.

Process: ZADMETL Data Collection Extraction Parameter Set:

PRINTER CONTROL

Printer: [] Submit Time: []

Special Print: [] MIME Type: Plain Text

Lines: [] PDF Font: []

PARAMETER VALUES

Number *	Parameters	Values
01	Data Collection to Extract?	F

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Enter A (Academic), F (Facilities), or B (Both)

Search: []

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]
- Review Email Status [GCAMAIL]

Job: ZADMETL Data Collection Extraction User ID: BWATTS

Start Over

JOB SUBMISSIONS REPORTS

Download File

Job Name	File Name	Job Number	Create Date	Created By User	Printer Code	Print Date	MIME Type *	PDF Font	Font Size	Delete After Days	Delete A
ZADMETL	zadmetl_2021083.lis	2021083	05/02/2024 11:34:08 ...	BWATTS			Plain Text			999	01/26/2
ZADMETL	zadmetl_2021082.lis	2021082	05/02/2024 11:13:23 ...	BWATTS			Plain Text			999	01/26/2

Record 1 of 2

```

ITS University
Data Collection Extraction
ZADMETL Page: 1

05/02/2024 11:34:05
** Return Status **
Data
Name Process Status
-----
FIDC SUCCESS
** Log Information **
Data
Name Step Name Status Start Time End Time Error
-----
FIDC OVERALL SUCCESS 05/02/2024 11:34:05 05/02/2024 11:34:06
FIDC DELETE MIMICS SUCCESS 05/02/2024 11:34:05 05/02/2024 11:34:05
FIDC SORXREF CHECK SUCCESS 05/02/2024 11:34:05 05/02/2024 11:34:05
FIDC ODS_FIDM_BUILDING_MIMIC SUCCESS 05/02/2024 11:34:05 05/02/2024 11:34:06
FIDC ODS_FIDM_ROOM_MIMIC SUCCESS 05/02/2024 11:34:06 05/02/2024 11:34:06
** Error Information **
Data
Name Step Name Description Error ID Error Column Error Value Error Time
-----
FIDC No Errors

ITS University
Data Collection Extraction
ZADMETL Page: 1

05/02/2024 11:34:05
** Control Report **
Data Collection to Extract?: F
Version: 1.3
** Parameter Table **
Data
Name Regents Banner Coll
-----
FIDC Setid Term Term Type Last Updated
-----
FIDC 98200 20234 202302 ST 01/24/2024 12:27:46
** Mimir Table Counts **
Data
Name Table Name Record Count Table Name Record Count
-----
FIDC ODS_FIDM_BUILDING_MIMIC 38 ODS_FIDM_ROOM_MIMIC 2452
    
```

For information on ZADMETL .lis output, including error messages, please refer to the Data Collection Extraction user documentation available at:

[GeorgiaBEST Knowledge - Functional User Documentation - University System of Georgia](#)

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 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/edma/data_collections.
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.

ENTERPRISE DATA MANAGEMENT & ANALYTICS
 Information Technology Services

Home

- Data Governance +
- Data Collections x
- Overview
- Data Collection Application**
- Data Validation Reports
- Documentation +
- FICE/High School Application
- External Sites
- Catalog of Authorized Academic Programs
- Enrollment Monitoring Report

Data Collections

Enterprise Data Management and Analytics (EDMA), in partnership with Research and Policy Analysis (RPA), collects, stores, and manages critical data from institutions across the University System of Georgia (USG). This data, organized into four specialized data marts – Academic, Financial Aid, Facilities, and Human Resources – supports state and federal reporting and informs strategic decision-making at all levels. Each data mart has its own collection and follows a designated data submission and reporting schedule determined by data mart sponsors.

- **Academic Data Collection (ADC):** This collects student information, including course enrollment, graduation, course and schedule information, and other academic data. The Transfer Course Collection occurs in mid-July during the summer ADC.
- **Financial Aid Data Collection (FADC):** This annual collection gathers information on the financial aid students receive, including loans, grants, and scholarships.
- **Facilities Inventory Data Collection (FIDC):** This collects information about campus buildings and room inventory.
- **Human Resources Data Collection/Mart (HRDM):** This data mart automatically collects institutions' employee information daily from OneUSG Connect.

The Data Collection Process

3. Select the Data Collection Application link (Includes ADC, Facilities, and Financial Aid).

ENTERPRISE DATA MANAGEMENT & ANALYTICS
 Information Technology Services

Home

- Data Governance +
- Data Collections x
- Overview
- Data Collection Application**
- Data Validation Reports
- Documentation +

Data Collection Application

After the institutional data is successfully loaded into the USGQUEST schema, institutional users need to access the Data Collection Application (APEX) to extract data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

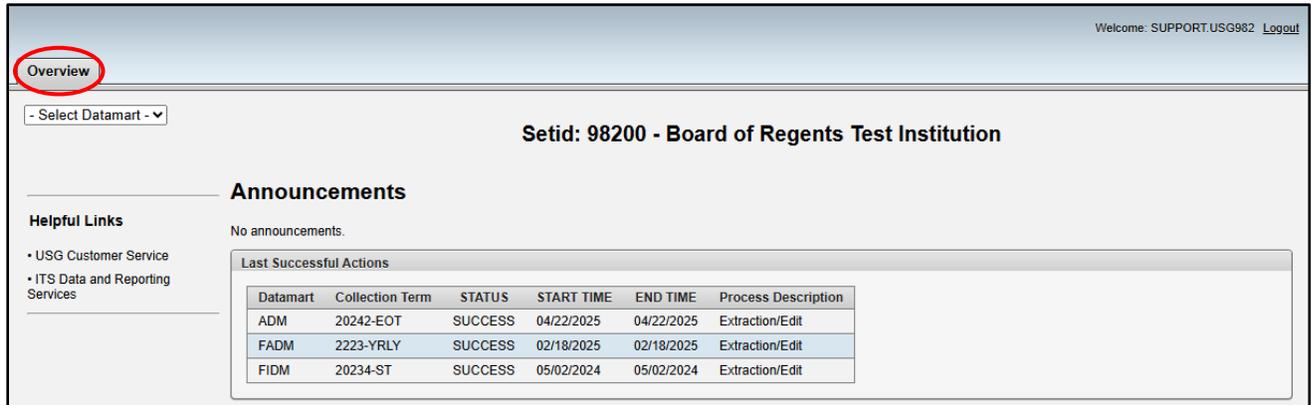
Click the link below to open the Data Collection Application for the Academic, Financial Aid, and Facilities Inventory Data Collections. The application will open in a new tab.

- <https://apps.ds.usg.edu/ords/f?p=38576>

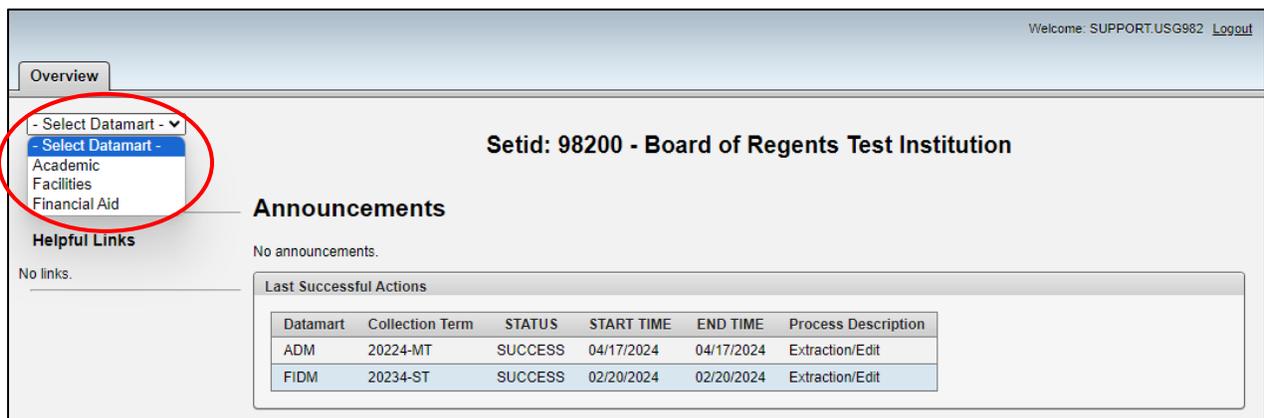
Note: The Data Collection Application requires DUO security verification upon login. For assistance with DUO, please contact the USG Service Desk at 877-251-2644.

- Enter Username and Password and click Login.
Note: This link opens the login page for the DUO 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.

Completion of the DUO step will lead directly to the APEX application page.
Note: The direct URL for APEX is <https://apps.ds.usg.edu/ords/f?p=38576>.



- 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 Facilities option.



- A new Facilities Data Collection tab will appear next to the Overview tab. Click on the Facilities Data Collection tab to reach the FIDC home page.

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

Overview **Facilities Data Collection** Welcome: SUPPORT.USG982 Logout

Home
 Extract
 Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20234 - ST
 Current ETL Package Version: 1.3

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.

Facilities ETL Summary

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20234-ST	SUCCESS	02/20/2024 10:01:30	02/20/2024 10:01:40
4	Request Load to DW	FIDM	20234-ST	-	-	-
7	Institution Certify	FIDM	20234-ST	-	-	-

Perform an Extraction

- On the Facilities Data Collection tab, a series of buttons appears on the left side. The available buttons vary depending on the state of the current collection.
 - Home
 - Extract
 - Req. Error Relief
 - Start Over
- To perform an extraction, click the Extract button.

Overview **Facilities Data Collection** Welcome: SUPPORT.USG982 Logout

Home
Extract
 Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 20234 - ST
 Current ETL Package Version: 1.3

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.

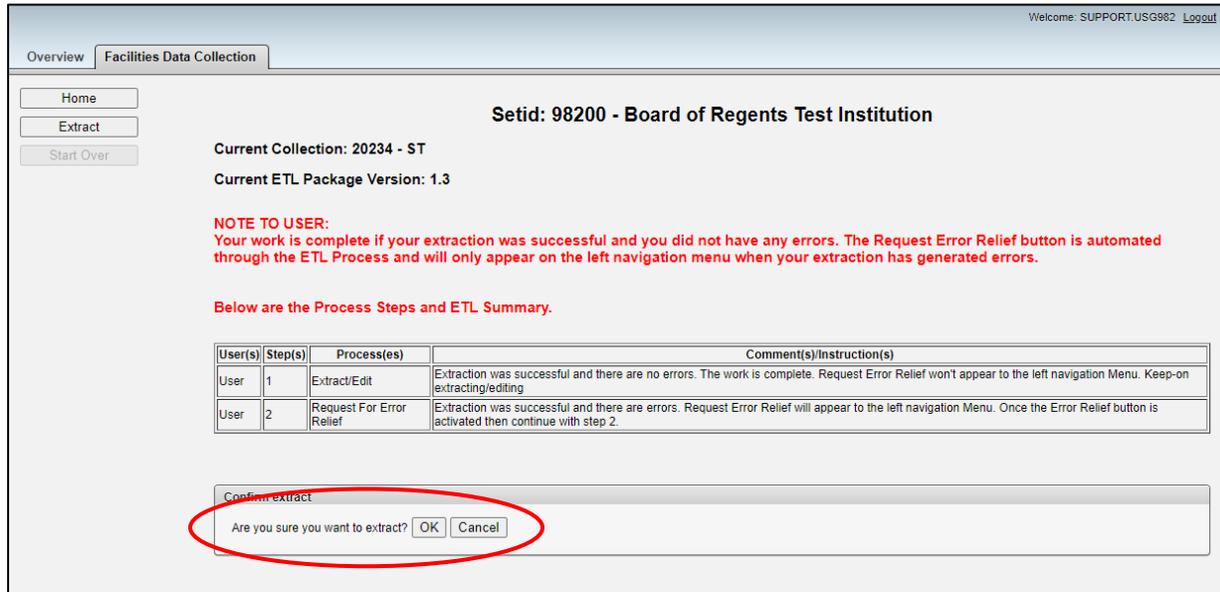
Below are the Process Steps and ETL Summary.

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.

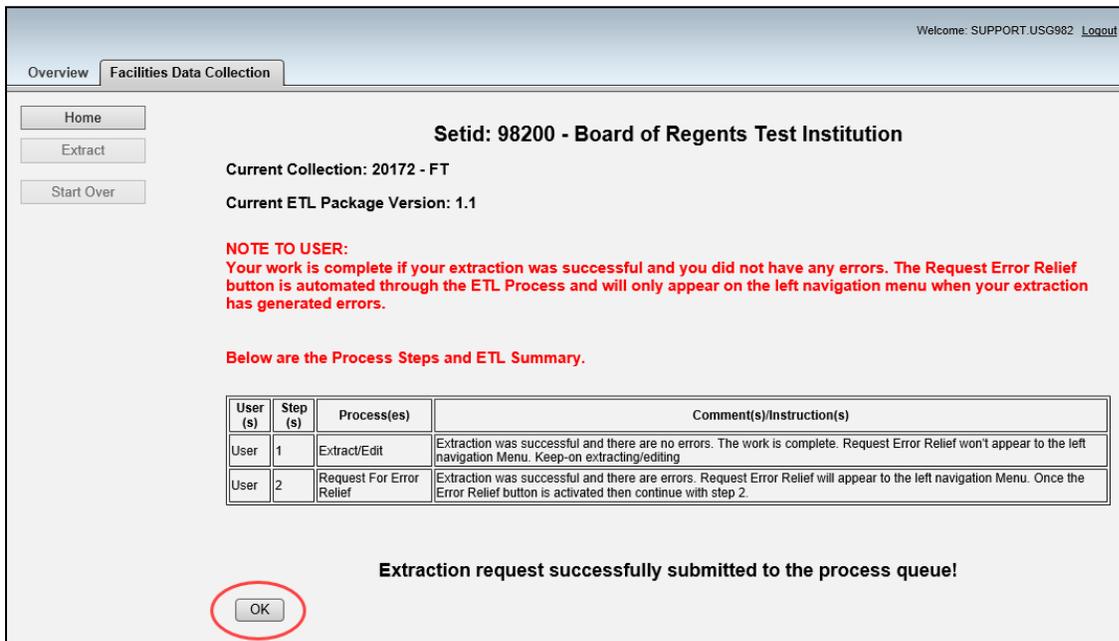
Facilities ETL Summary

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20234-ST	SUCCESS	02/20/2024 10:01:30	02/20/2024 10:01:40

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



- The extraction request is submitted to the process queue, 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.
- The message “Extraction request successfully submitted to the process queue!” will display along with an OK button. Click OK to return to the Home page.



- If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Facilities ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Facilities ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20234-ST	PENDING	-	-
4	Request Load to DW	FIDM	20234-ST	-	-	-
7	Institution Certify	FIDM	20234-ST	-	-	-

7. If the extraction request is successfully executed, the Status in the Facilities ETL Summary window will display RUNNING.

Facilities ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20224-ST	RUNNING	03/22/2023 15:38:29	-
4	Request Load to DW	FIDM	20224-ST	-	-	-
7	Institution Certify	FIDM	20224-ST	-	-	-

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.

Facilities ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FIDM	20234-ST	SUCCESS	02/20/2024 10:01:30	02/20/2024 10:01:40
4	Request Load to DW	FIDM	20234-ST	-	-	-
7	Institution Certify	FIDM	20234-ST	-	-	-

9. Verify whether 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 Validation Reports are ready for review.
10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Validation 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.

Overview **Facilities Data Collection**

Home

Extract

Req. Error Relief

Start Over

Current C

Current B

Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

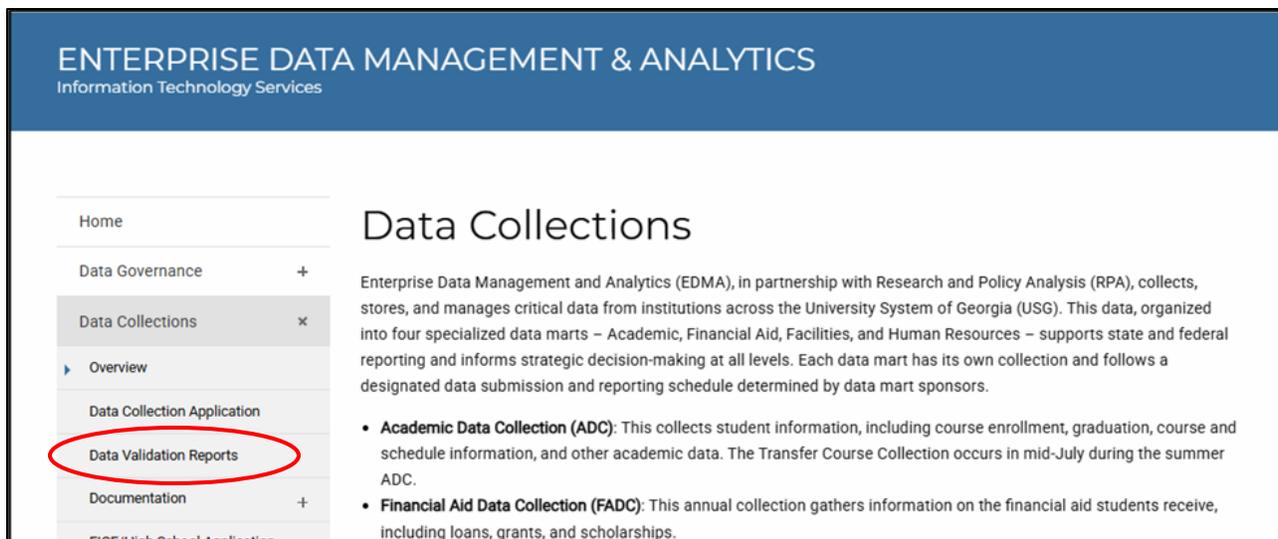
- Institution Summary
- Submission Status
- Submission Summary

Data Validation Reports

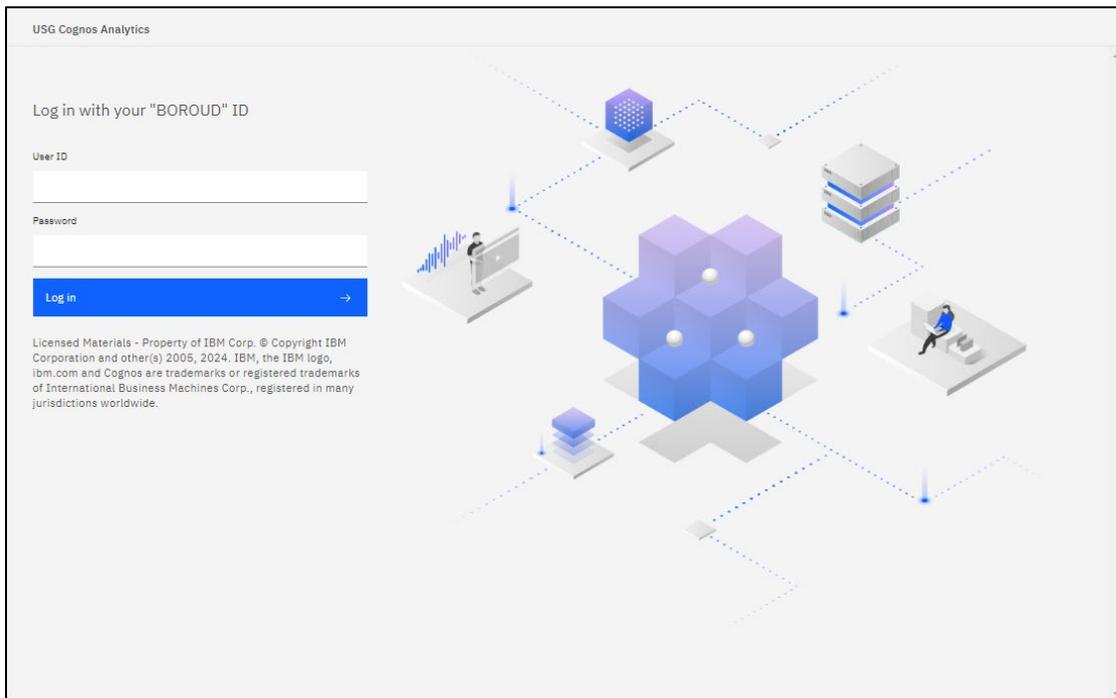
Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS). These reports should be used to validate the data.

Accessing Reports

1. Access the Data Collection Site at: https://www.usg.edu/edma/data_collections.
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. Select 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 should contact their local IT support to arrange secure access.



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



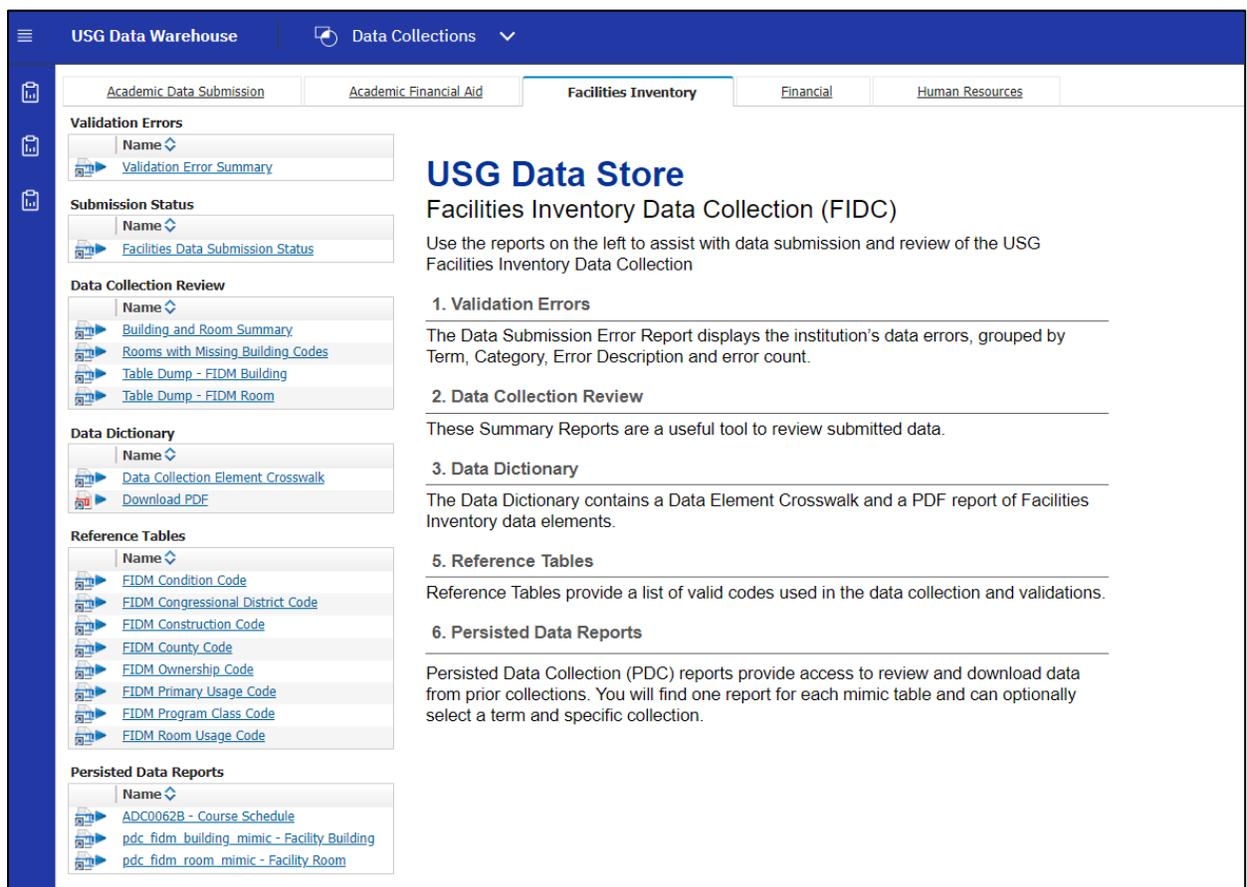
4. The Cognos home page is displayed.



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



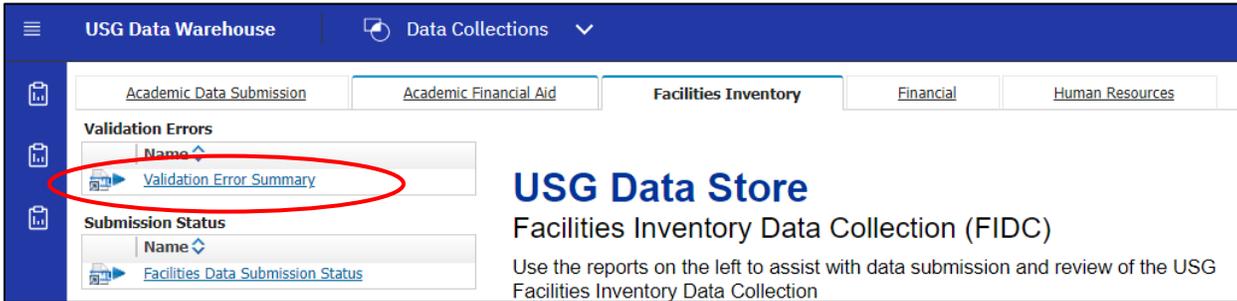
- All Data Validation Reports can be accessed from the Cognos dashboard.
Note: The datamart tabs displayed are based on permissions assigned to the user's login.



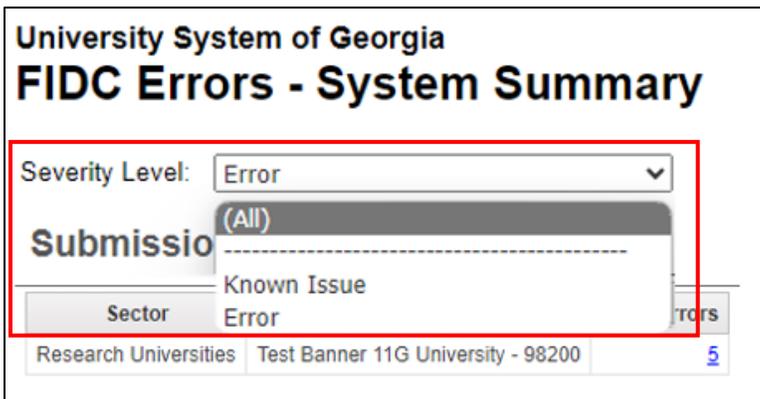
Data Submission Errors

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 options to view errors: (All), Known Issue, and Error. Selecting (All) will display all reported known issues and errors. Known Issue will only be shown if there are active known issues within the current collection. Error will only be shown if there are active errors that have not been cleared.



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 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 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
 FIDC Errors - Institution Summary**

Severity Level: (All)

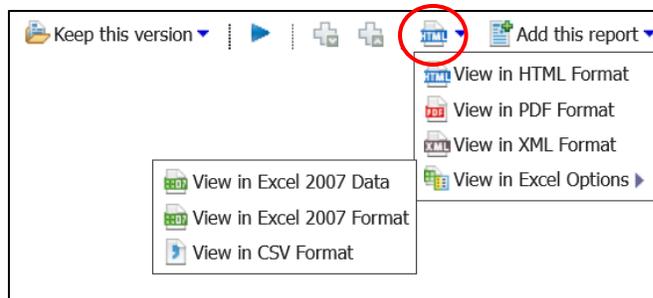
Test Banner 11G University - 98200

Submission Term: 20234 - ST

Category	Record Type	Business Rule Code	Business Rule Descr	Error Count	View and Download (Opens in new window)
Facility	Room (ods_fidm_room_mimic)	VBRM007	Room Use Code 110 requires square feet per station between 1 and 40.	5	View / Download
Test Banner 11G University - Total				5	

[View / Download](#) all errors for **20234 - ST**

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

Submission Status is located in the left navigation column of the Facilities Inventory tab. The status displays a high-level overview of the collection status.

The screenshot shows the USG Data Warehouse interface. The 'Facilities Inventory' tab is active. In the left navigation pane, the 'Submission Status' link is circled in red. The main content area displays 'USG Data Store Data Collection Review Facilities Data Submission Status'. A large green circle is shown with the number '26' below it. To the right, a table shows the distribution of error counts across six categories.

		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 facilities inventory data elements. A drill-down report provides crosswalk information.

Click "Download PDF" to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.

The screenshot shows the 'Data Dictionary' section in the left navigation pane. It contains a search bar labeled 'Name' and two links: 'Data Collection Element Crosswalk' and 'Download PDF'.

Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Tables	
	Name
	FIDM Condition Code
	FIDM Congressional District Code
	FIDM Construction Code
	FIDM County Code
	FIDM Ownership Code
	FIDM Primary Usage Code
	FIDM Program Class Code
	FIDM Room Usage Code

Below is an example of the FIDM Room Usage Code Reference Table.

Facility Inventory Reference Table FIDM Room Usage Code (edw_fidm_room_use_lkp)				
ROOM_USE_CODE	ROOM_USE_DESCR	ROOM_USE_STATIONS_REQ_IND	FROM_TERM	TO_TERM
010	Custodial Area	N	00000	99999
020	Circulation Area	N	00000	99999
030	Mechanical Area	N	00000	99999
040	Structural Areas	N	00000	99999
050	Inactive Area	N	00000	99999
060	Alteration or Conversion Area	N	00000	99999
070	Unfinished Area	N	00000	99999
110	Classroom	Y	20132	99999
115	Classroom Service	N	00000	99999
211	Discipline Class Laboratory	Y	00000	99999

Appendix A: Document History

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

Release and Date	Page/Process	Page	Update Description
August 2019	N/A	N/A	Updated to reflect GeorgiaBEST standards
August 2021	N/A	N/A	Updated for Cognos Upgrade
March 2023	N/A	N/A	Updated screen captures and site information
May 2024	N/A	N/A	Updated screen captures and site information
January 2025	N/A	N/A	Updated screen captures and site information. Included security enhancements information.
April 2025	N/A	N/A	Updated screen captures, DUO and site information.
September 2025	NA	NA	Updated screen captures and website information
January 2026	NA	NA	Updated GeorgiaBEST Knowledge link for ZADMETL