

To access the new UAT validation reports in Cognos for Financial Aid data, please follow the instructions outlined below:

1. Copy and paste the following link into your browser - <http://data.ucop.edu>. The link will take you to the screen shown below. Use IE (Internet Explorer) browser to open the link and access Cognos, because that's the official recommendation from IBM to Cognos users.

UNIVERSITY OF CALIFORNIA Data Operations Hub

HOME SERVICES DATA VALIDATION SUPPORT & TRAINING SUBJECT AREAS ABOUT

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ABOUT THE UC DATA OPERATIONS HUB

The UC Data Operations Hub is a collaborative effort by UCOP Institutional Research and Academic Planning (IRAP) and Data Services team to support the UC Data Warehouse and the UC Information Center by providing access, support and training on institutional data and data processes to UC employees.

FEEDBACK LOOP

- Is your campus location going through a system reconfiguration or upgrade? Keep us in the loop by sending an email to data.services@ucop.edu and irap@ucop.edu.
- If you have any feedback on the usability of the Cognos validation reports, send us an email at irap@ucop.edu.

USEFUL APPLICATIONS

- [Sign-in to JIRA](#)
- [Sign-in to Smartsheet](#)

ACCESSING THE REPORT CENTER

» [Sign-in to Cognos](#)

Welcome Message

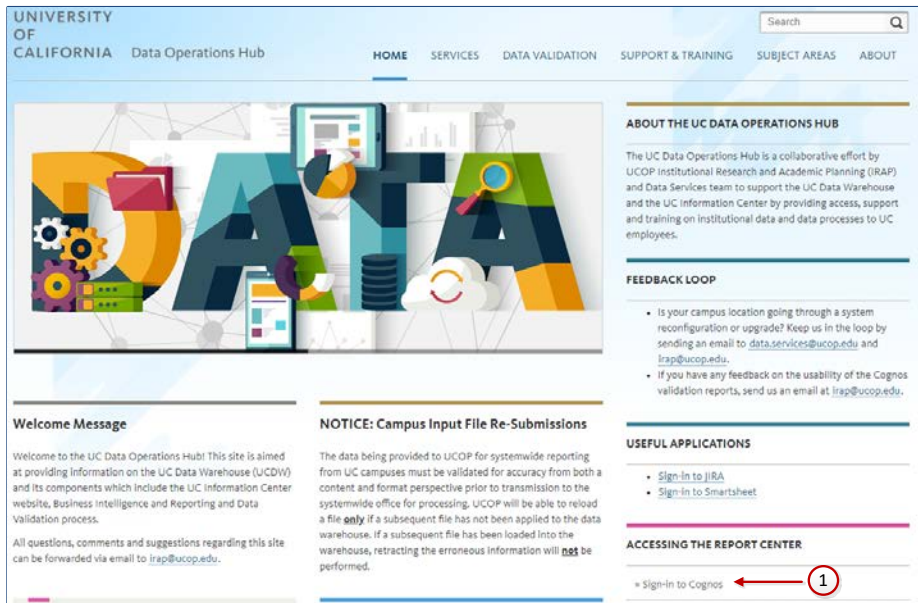
Welcome to the UC Data Operations Hub! This site is aimed at providing information on the UC Data Warehouse (UCDW) and its components which include the UC Information Center website, Business Intelligence and Reporting and Data Validation process.

All questions, comments and suggestions regarding this site can be forwarded via email to irap@ucop.edu.

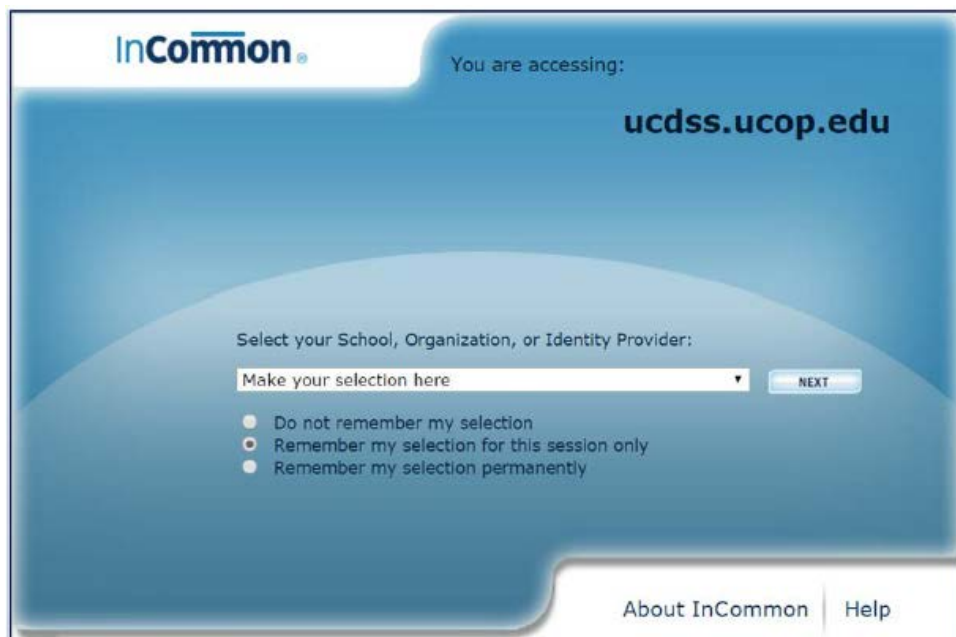
NOTICE: Campus Input File Re-Submissions

The data being provided to UCOP for systemwide reporting from UC campuses must be validated for accuracy from both a content and format perspective prior to transmission to the systemwide office for processing. UCOP will be able to reload a file **only** if a subsequent file has not been applied to the data warehouse. If a subsequent file has been loaded into the warehouse, retracting the erroneous information will **not** be performed.

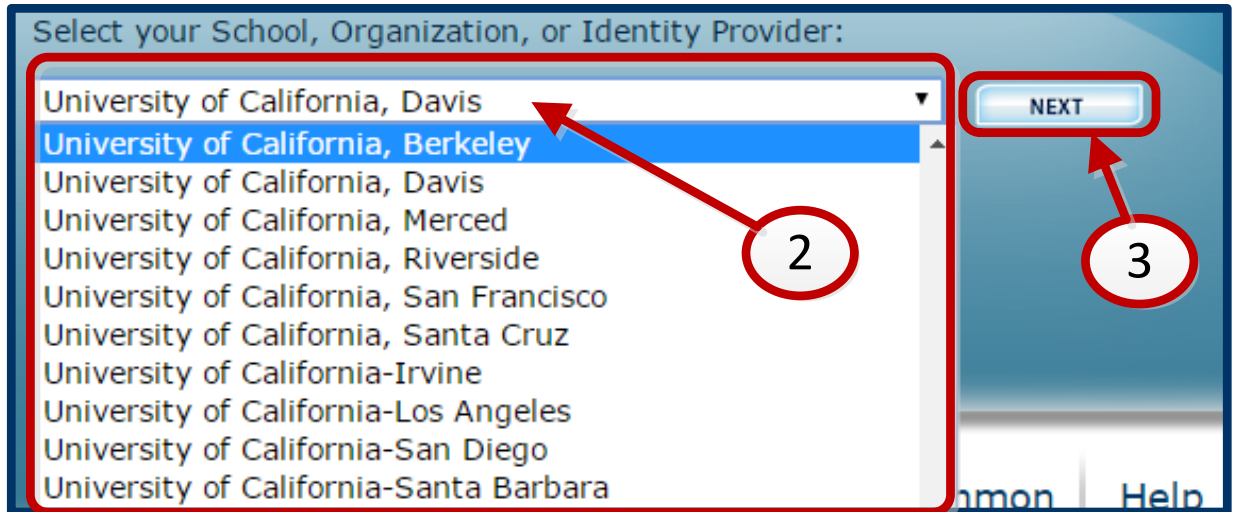
2. Click on to “Sign in to Cognos” link in the screen as shown below.



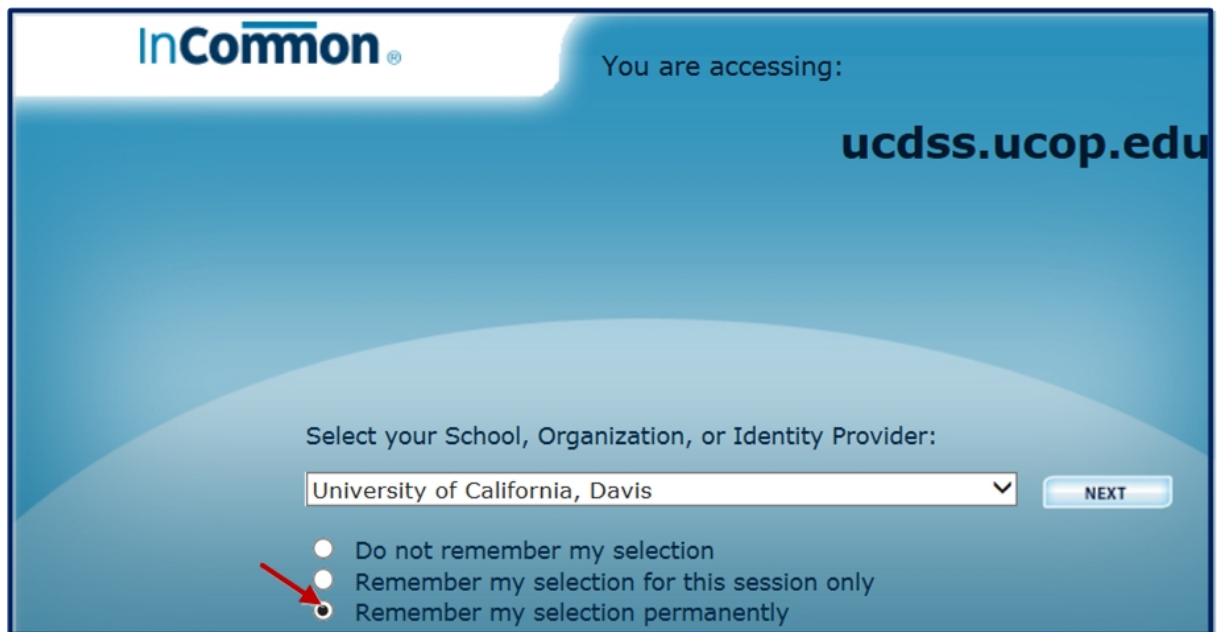
3. Click on the “Sign in to Cognos” link will take you to the screen below



3. Select your campus from the drop down options available and click on the **NEXT** button.



Please note: If you prefer the campus selection from drop down list to remain the same whenever you access the Cognos validation report, click on “Remember my selection permanently” radio button in the screen as shown below



- Your campus central authentication page will be displayed. Enter your campus username and password and click on the **LOGIN** button as shown below:

UC DAVIS
UNIVERSITY OF CALIFORNIA
Central Authentication Service (CAS)

Username:
kmohan

Passphrase:
.....

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.

UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a *phishing scam*. Delete it without responding.

Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call the IT Express Computing Services Help Desk at 530-754-HELP (4357).

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- New campus contacts or users not having access to Cognos validation reports will see the access request screen as shown below. Verify the User email specified and enter justification reason for requesting access to Cognos Validation reports. Then, click on the **Submit** button.

ucdss@ucop.edu'."/>

UNIVERSITY of CALIFORNIA *It starts here*

Request Access to UCOP Decision Support System (DSS)

User ID : userid

First name : First Name

Last Name : Last Name

User Email : email

Justification/Reason :

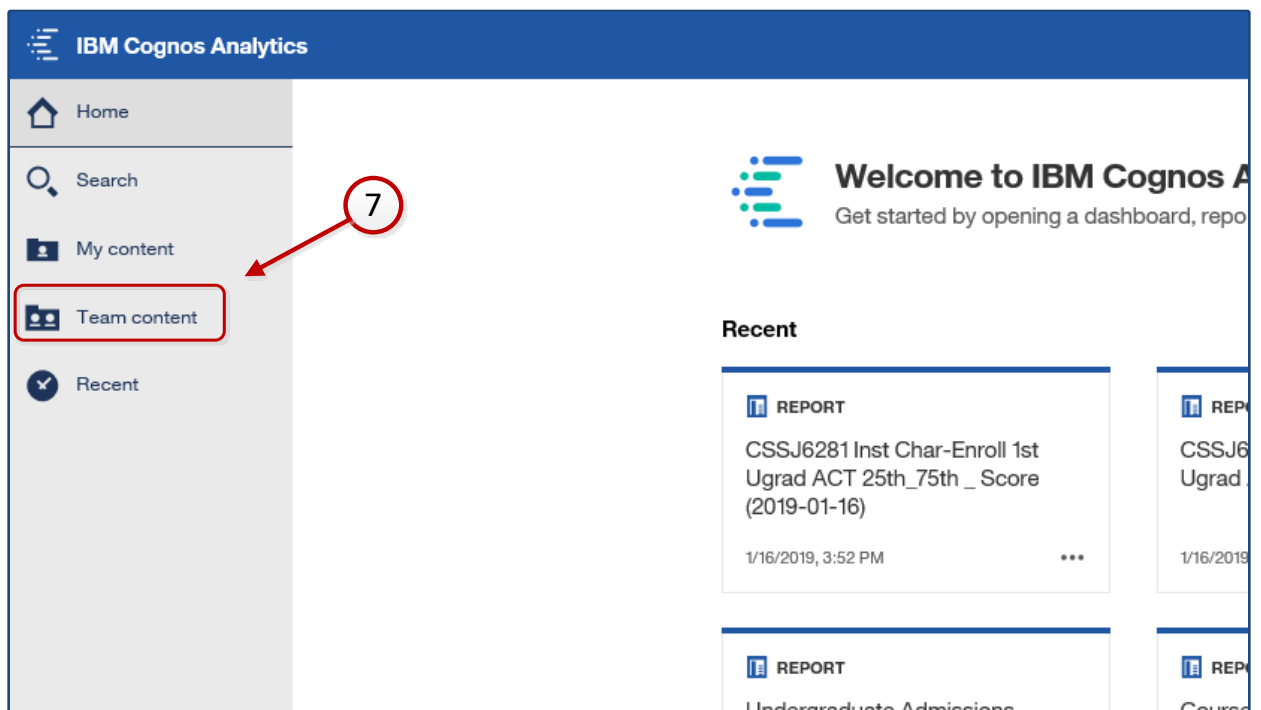
Submit **Cancel**

For questions please contact DSS Application Administrator at : ucdss@ucop.edu

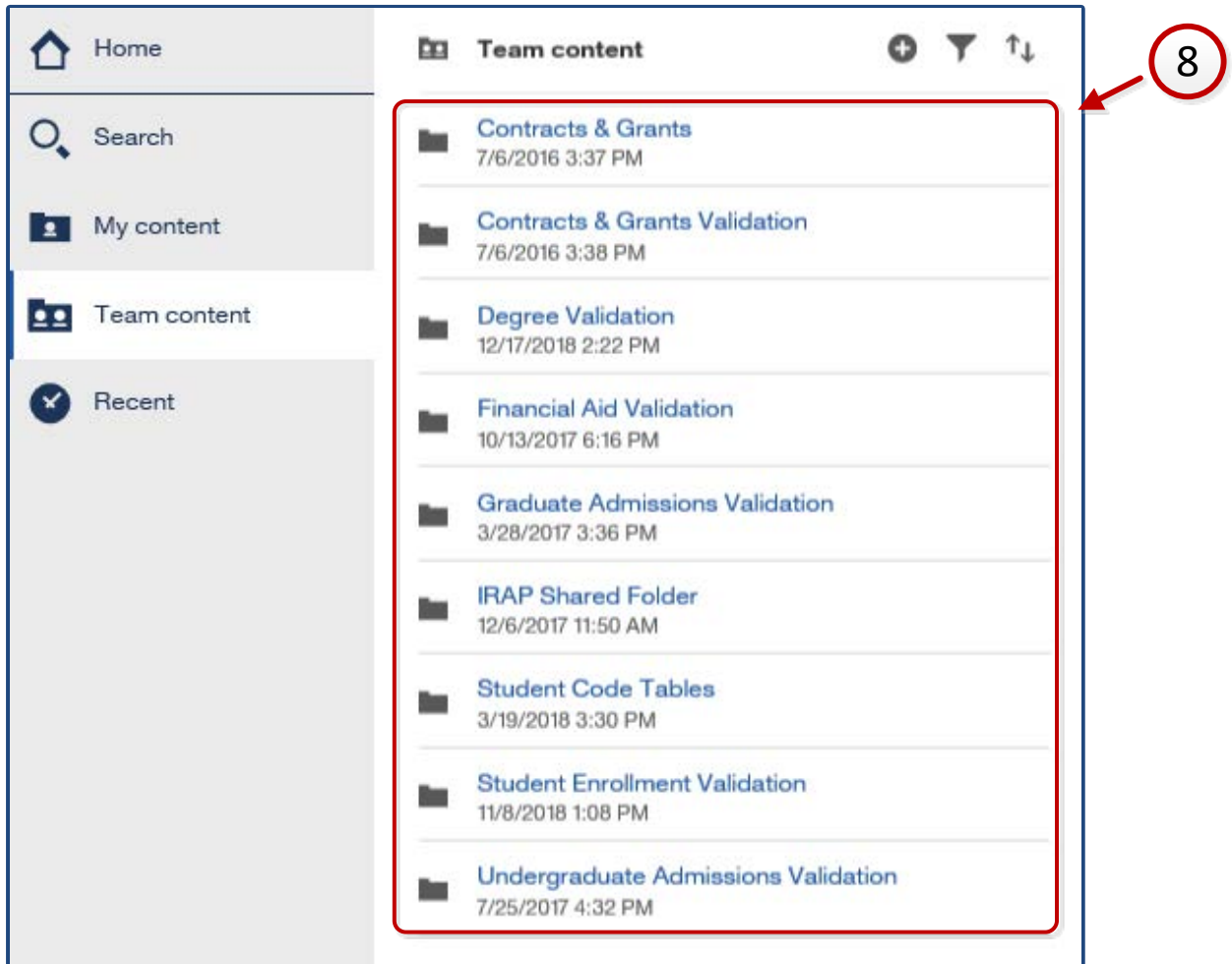
Once submitted, you will see the below screen. UCOP's data services team will send an email when the privileges are granted after approval.



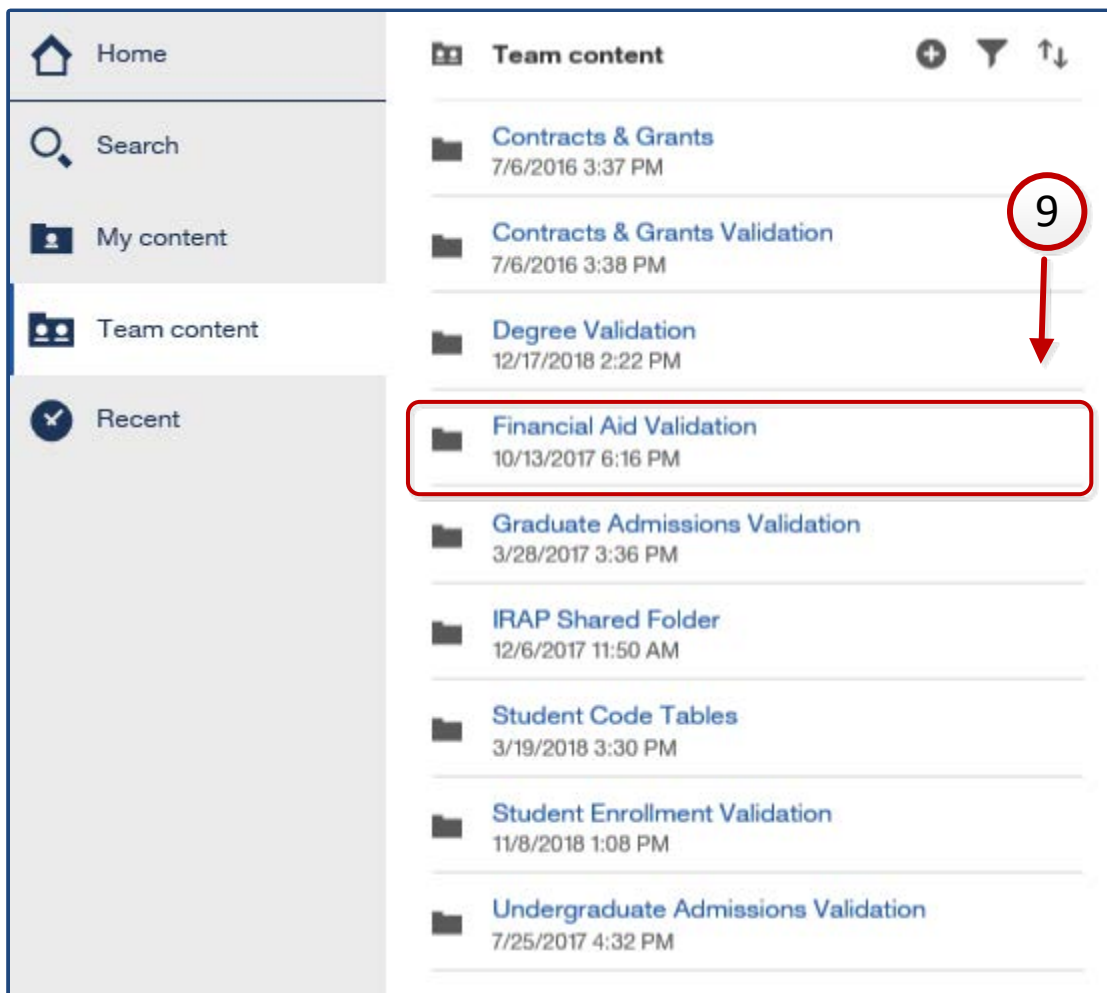
7. Click on "Team Content" on the left



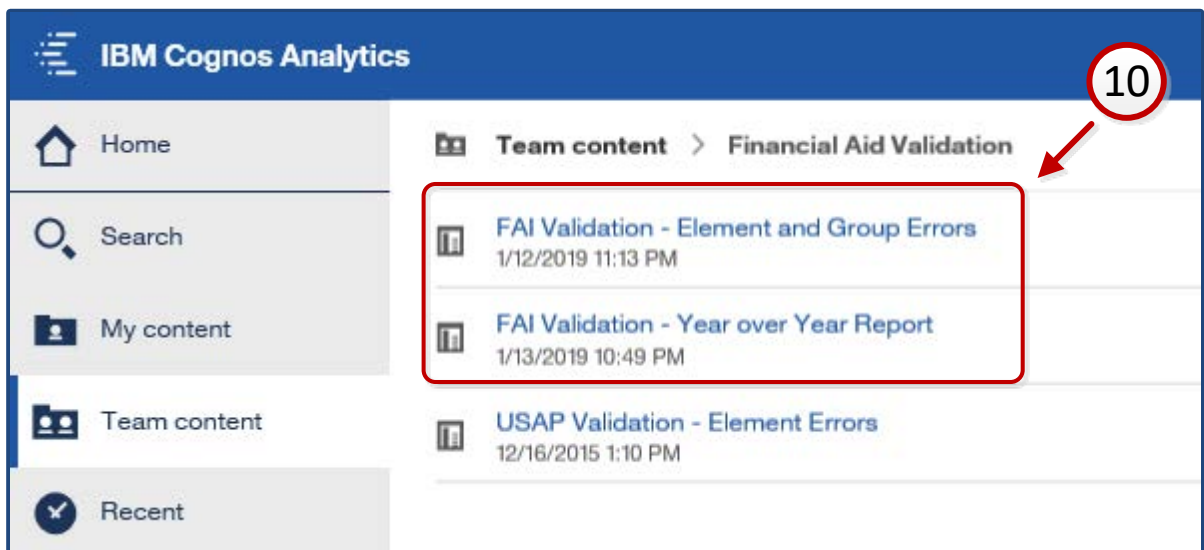
The validation reports that you have access to will be displayed as shown below. The user in this example has access to Degree, Financial Aid, Graduate Admissions and Student Enrollment Validation Reports.



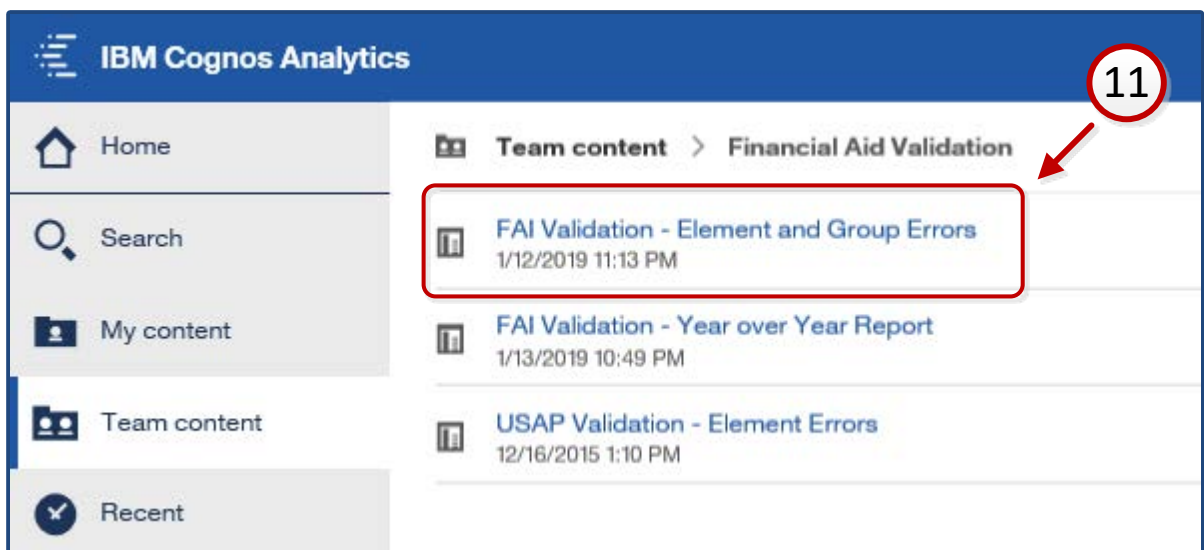
8. Click on the folder **Financial Aid Validation** to validate Financial Aid data on the input file provided by your campus.



9. Financial Aid-Element and Group Errors and Financial Aid – Year over year comparisons will be displayed as shown below.



10. Click on the **Financial Aid – Element and Group Errors** link as shown below, to validate severe, element and group errors in Degree Awarded data provided by your campus.



11. Enter the Calendar Year, File Month and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

UNIVERSITY OF CALIFORNIA

FAI Validation - Element and Group Errors

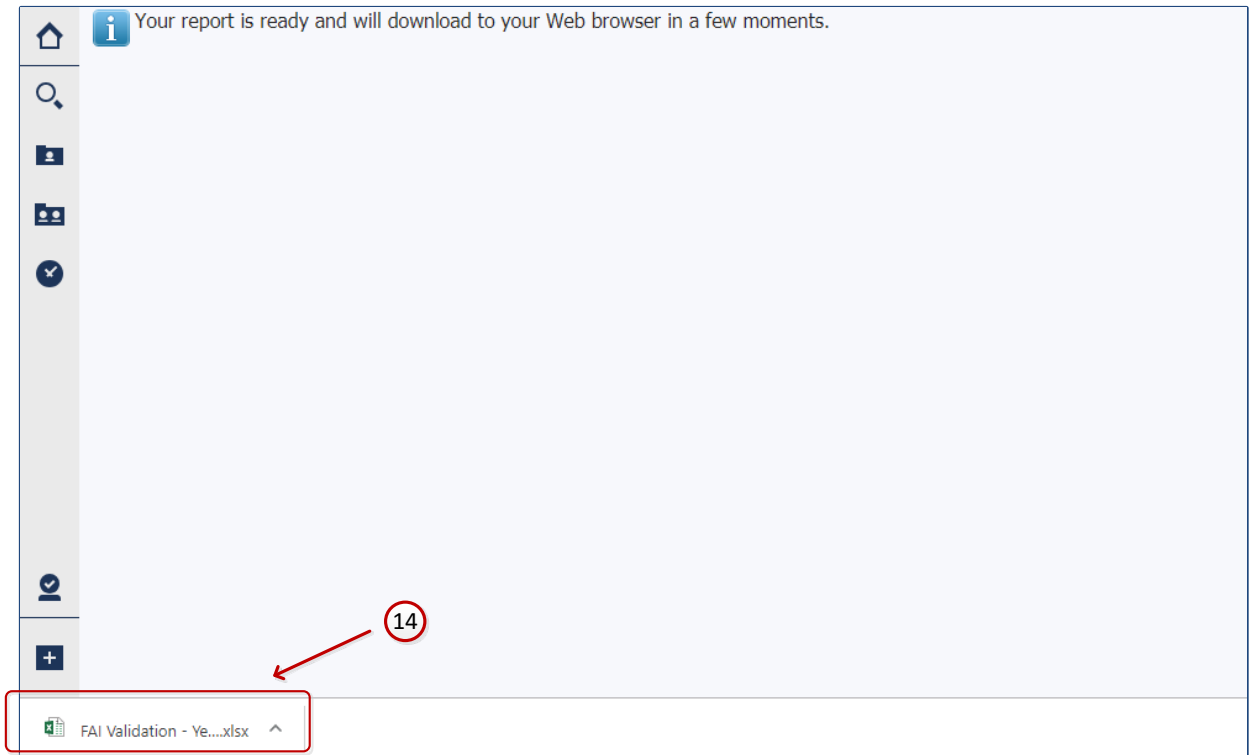
Calendar Year: 2018

File Month: OCT

Campus Code: Berkeley

Cancel Execute Report

12. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



13. Financial Aid - Element and Group Error Validation report opens up and the **Summary Page** sheet displays the count of Severe errors, Element errors and Group errors as shown below.

UNIVERSITY OF CALIFORNIA

Report Run Date: Jan 13, 2019 10:48:00 PM
File Name: SFS Award - 2018 - OCT - Berkeley

Total Records: 164,128
Award Records: 132,546
Demographic Records: 31,582

Severe Errors: 8
Element Errors: 7

Award Amount for Severe Errors: 48,550.43
Paid Amount for Severe Errors: 48,550.43

Record Type	Level	Element Name	Error Message	Count
Award	Severe	None	Demographic Record is Missing	8
Demographic	Element	Parent AGI	Invalid Parent AGI	2
Demographic	Element	Special Program Code	Invalid Special Program Code-FAI	2
Demographic	Element	Student AGI	Invalid Student AGI	3

Summary_1 | Severe Errors_2 | Element Errors_3 | +

14. **Severe Errors** sheet details the severe errors by error message in the student financial support data provided by your campus.

Report Run Date: Apr 26, 2017 2:52:21 PM
File Name: SFS Award -2016 - OCT - XXXXXX

Records Written:
Severe Errors: 239
Element Errors: 189

Error Message: Duplicate Award Record (18)

Record Type	Level	Element Name	Error Message	Student ID	Value
Award	Severe	None	Duplicate Award Record	AAAAAAA	None
Award	Severe	None	Duplicate Award Record	BBBBBBB	None
Award	Severe	None	Duplicate Award Record	CCCCCCC	None
Award	Severe	None	Duplicate Award Record	DDDDDDD	None
Award	Severe	None	Duplicate Award Record	EEEEEEE	None
Award	Severe	None	Duplicate Award Record	FFFFFFF	None
Award	Severe	None	Duplicate Award Record	GGGGGGG	None
Award	Severe	None	Duplicate Award Record	HHHHHHH	None
Award	Severe	None	Duplicate Award Record	IIIIIIII	None
Award	Severe	None	Duplicate Award Record	JJJJJJJ	None
Award	Severe	None	Duplicate Award Record	KKKKKKK	None
Award	Severe	None	Duplicate Award Record	LLLLLLL	None
Award	Severe	None	Duplicate Award Record	MMMMM	None
Award	Severe	None	Duplicate Award Record	NNNNN	None
Award	Severe	None	Duplicate Award Record	OOOOO	None
Award	Severe	None	Duplicate Award Record	PPPPPP	None
Award	Severe	None	Duplicate Award Record	QQQQQQ	None
Award	Severe	None	Duplicate Award Record	RRRRRR	None

Error Message: Duplicate Demographic Record (17)

Record Type	Level	Element Name	Error Message	Student ID	Value
Demographic	Severe	None	Duplicate Demographic Record	XXXXXXXX	None
Demographic	Severe	None	Duplicate Demographic Record	YYYYYYY	None
Demographic	Severe	None	Duplicate Demographic Record	ZZZZZZZ	None
Demographic	Severe	None	Duplicate Demographic Record	UUUUUUU	None
Demographic	Severe	None	Duplicate Demographic Record	VVVVVVV	None

Summary | Severe Errors | Element Errors | Group Errors

15. **Element Errors** sheet details element errors in the student financial support data provided by your campus.

Report Run Date: Apr 26, 2017 2:52:21 PM
File Name: SFS Award -2016 - OCT - XXXXXX

Records Written:
Severe Errors: 239
Element Errors: 189

Element Name: Award Accept Code (20)

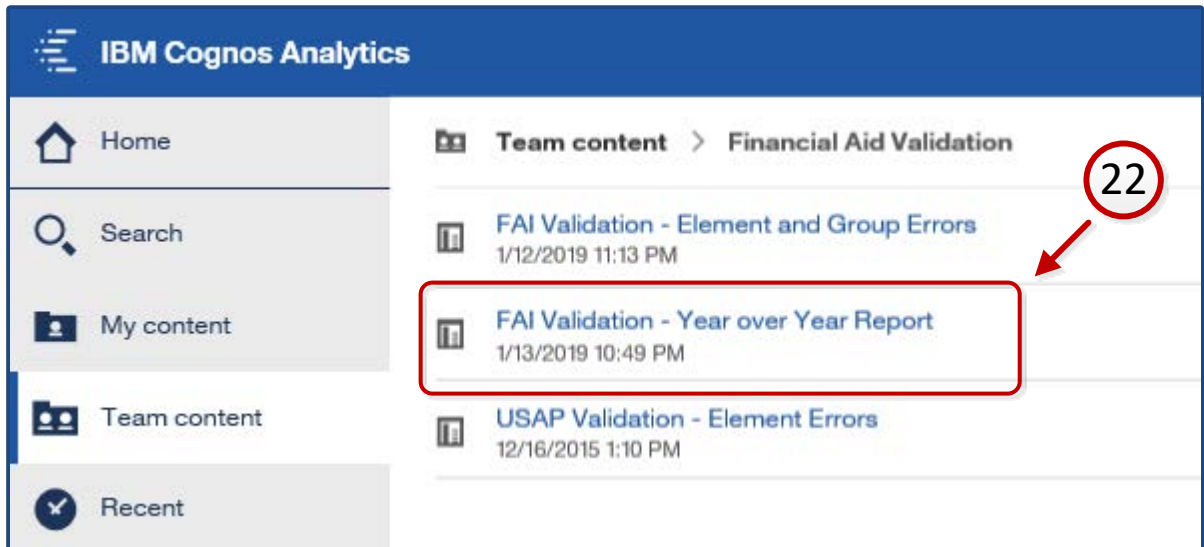
Record Type	Level	Element Name	Error Message	Student ID	Value
Award	Element	Award Accept Code	Invalid Award Accept Code	AAAAAAA	0
Award	Element	Award Accept Code	Invalid Award Accept Code	BBBBBBB	0
Award	Element	Award Accept Code	Invalid Award Accept Code	CCCCCCC	0
Award	Element	Award Accept Code	Invalid Award Accept Code	DDDDDDD	0
Award	Element	Award Accept Code	Invalid Award Accept Code	EEEEEEE	0
Award	Element	Award Accept Code	Invalid Award Accept Code	FFFFFFF	0
Award	Element	Award Accept Code	Invalid Award Accept Code	GGGGGGG	0
Award	Element	Award Accept Code	Invalid Award Accept Code	HHHHHHH	0
Award	Element	Award Accept Code	Invalid Award Accept Code	IIIIIIII	0
Award	Element	Award Accept Code	Invalid Award Accept Code	JJJJJJJ	0
Award	Element	Award Accept Code	Invalid Award Accept Code	KKKKKKK	0
Award	Element	Award Accept Code	Invalid Award Accept Code	LLLLLLL	0
Award	Element	Award Accept Code	Invalid Award Accept Code	MMMMM	0
Award	Element	Award Accept Code	Invalid Award Accept Code	NNNNN	0
Award	Element	Award Accept Code	Invalid Award Accept Code	OOOOO	0
Award	Element	Award Accept Code	Invalid Award Accept Code	PPPPPP	0
Award	Element	Award Accept Code	Invalid Award Accept Code	QQQQQQ	0
Award	Element	Award Accept Code	Invalid Award Accept Code	RRRRRR	0
Award	Element	Award Accept Code	Invalid Award Accept Code	SSSSSS	0
Award	Element	Award Accept Code	Invalid Award Accept Code	TTTTTTT	0
Award	Element	Award Accept Code	Invalid Award Accept Code	UUUUUUU	0
Award	Element	Award Accept Code	Invalid Award Accept Code	VVVVVVV	0
Award	Element	Award Accept Code	Invalid Award Accept Code	WWWWW	0
Award	Element	Award Accept Code	Invalid Award Accept Code	XXXXXXXX	0
Award	Element	Award Accept Code	Invalid Award Accept Code	YYYYYYY	0

Summary | Severe Errors | Element Errors | Group Errors

16. **Group Errors** sheet details Group errors in the student financial support data provided by your campus. Example shown below has no group error in the student financial support data.



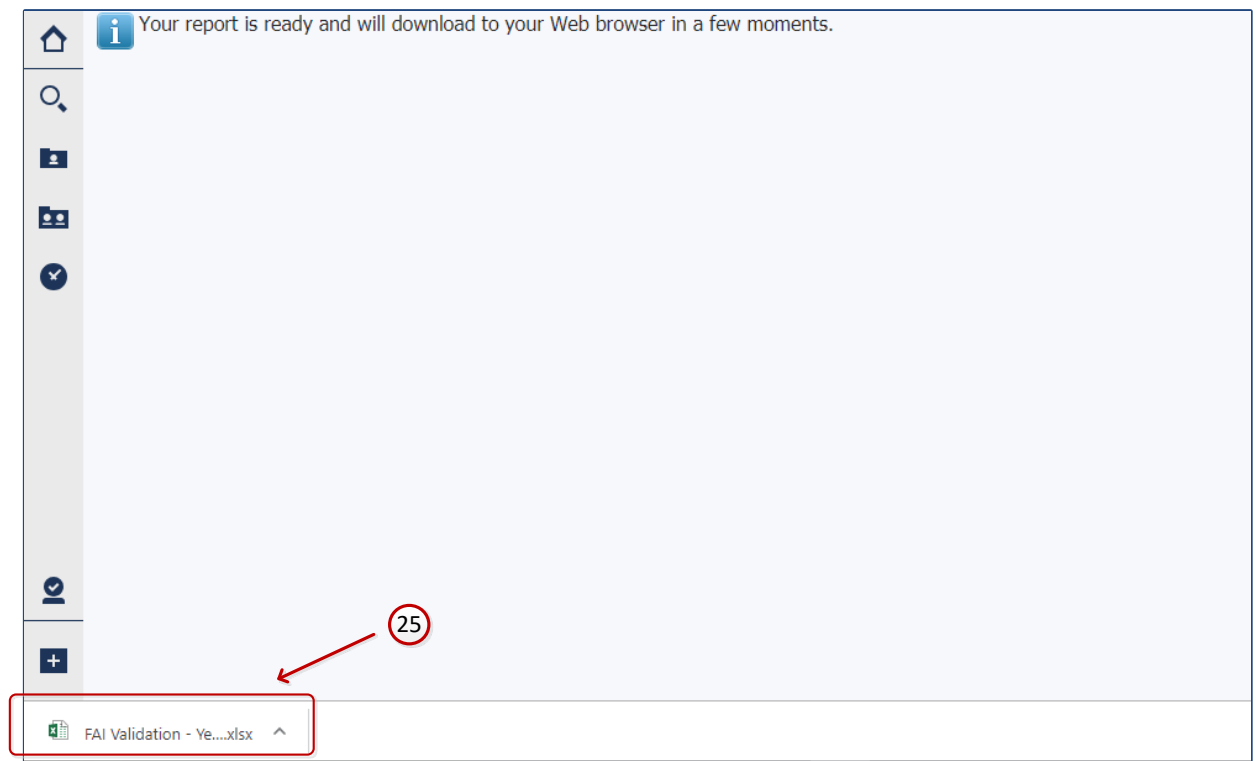
17. Click on the **FAI Validation – Year over Year Report** to compare the data provided for the current calendar year and file month with the data provided for the same calendar year and file month of the previous academic year. For example, if the current calendar year/file month is October 2016, the year-over-year comparison will display comparison data for October 2016 and October 2015.



18. Enter the File year, File Month (January, May, October or November) and the Campus Location of the report you intend to validate. Once these details are entered, click on the **Execute Report** button on the bottom left side of the screen as shown below.

The screenshot shows a web application interface titled "FAI Validation - Year over Year Report" with the University of California logo and "institutional research academic planning" text. The form contains three dropdown menus: "File Year" (set to 2016), "File Month" (set to OCT), and "Campus" (set to Davis). A red box highlights these three fields, with a red circle containing the number 23 and an arrow pointing to the "File Month" dropdown. At the bottom left, there are two buttons: "Cancel" and "Execute Report". A red circle containing the number 24 and an arrow points to the "Execute Report" button.

19. In the prompt that appears, either click on Open (to view the report) or Save (to save the report in a local folder and view later) button. The user in this example clicks on the **Open** button to view the report.



20. FAI Validation – Year over Year comparison report opens up and the **Index** sheet titles the reports available in different sheets.

UNIVERSITY OF CALIFORNIA institutional research academic planning

FAI Validation - Year over Year Report

Report Run Date: Apr 26, 2017 2:14:39 PM
File: 2016 - OCT - Davis

A. Summary of Edited Awards
B. by Acceptance Code
C. Students with exact duplicate awards
D. Students paid more than award amount
E. Summary - Students paid more than award amount
F. Students paid over maximum award amount
G. Students with Need-Based flag but no dependency status
H. Students with need-based flag but parent income > 199,999
I. Students with need-based flag but 0 budget
J. Calculated need less than sum of need based awards
K. Range Frequency - Budget
L. Range Frequency - Calculated Need
M. Range Frequency - Parent Income Distribution
N. Range Frequency - Parent Contribution Distribution
O. Range Frequency - Student Budget Distribution
P. Range Frequency - Expected Family Contribution Distribution
Q. Range Frequency - Student Income Distribution
R. Range Frequency - Student Contribution Distribution
S. Parent AGI
T. Student AGI
U. Blue and Gold Flag Summary
V. SHIP Flag

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21. Click on different sheets to validate student financial support data for the file year, file month and the campus selected. Example below shows the report on sheet **A.CSS040A – Summary of Edited Awards**.

Summary of Edited Awards

	Current Year			Previous Year			Difference		
	Award Count	Award Amount	Paid Amount	Previous Award Count	Previous Award Amount	Previous Paid Amount	Award Count Difference	Award Amount Difference	Paid Amount Difference
EB1 ACH REWARDS FOR COLL. SCIENTISTS	11	107,833.3	107,833.3	10	32,076.2	32,076.2	1	15,757.1	15,757.1
ED1 AMERICAN HEALTH ASSOCIATION FELLOWSHIP	7	128,959.9	128,959.9	7	96,800.1	96,800.1	0	31,959.8	31,959.8
EE1 BIOTECH FELLOWSHIP/TRANEEESHIP	0	0	0	1	17,868.03	17,868.03	-1	-17,868.03	-17,868.03
EF6 COTA ROBLETS, EUGENE FELLOW	24	931,366.73	931,366.73	23	713,510.13	713,610.13	1	217,756.6	217,756.6
CG6 DISSERTATION YEAR FELLOWSHIP	9	296,104.21	296,104.25	6	245,243.0	245,243.0	2	46,360.01	46,360.01
EH1 DEPT OF DEFENSE FELLOWSHIP	1	7,253.24	7,253.24	2	18,333.62	18,333.62	-1	-11,380.38	-11,380.38
EH1 DEPT OF ENERGY FELLOWSHIP	2	86,914.29	86,914.29	2	81,000	81,000	0	-8,914.29	-8,914.29
EK1 EPA FELLOWSHIP	3	37,164.29	37,164.29	6	74,720.5	74,720.5	-3	-37,556.31	-37,556.31
EL6 FORD FOUNDATION FELLOWSHIP	0	0	0	1	2,800	2,800	-1	-2,800	-2,800
EO3 GARDNER FELLOWSHIP	23	437,170.63	437,170.63	20	523,729.45	523,729.45	-3	-86,558.82	-86,558.82
ET1 NASA FELLOWSHIP	2	33,000	33,000	4	74,800	74,800	-2	-41,800	-41,800
EJ1 NH FELLOWSHIP/TRANEEESHIP	129	3,626,868.1	3,626,868.1	162	2,968,961.56	2,968,961.56	-15	65,906.54	65,906.54
EV1 NSF FELLOWSHIP	264	5,077,755.88	5,077,755.88	260	5,089,327.43	5,089,327.43	4	-11,571.55	-11,571.55
FE1 NR SUPP TUTION FELLOWSHIP/FELLOWSHIP	74	435,777.67	435,777.67	87	463,341.03	463,341.03	-13	-29,563.36	-29,563.36
FF1 UGDA FELLOWSHIP	6	105,307.12	105,307.12	0	0,000.00	0,000.00	6	105,307.12	105,307.12
FJ1 ANDREW W. MELLEN FLSHP & HUM STUDIES	22	110,203.5	110,203.5	4	49,353.55	49,353.55	18	60,249.95	60,249.95
FK6 HISTORICALLY BLACK COLLEGES & UNIVERSITIES	1	52,270.29	52,270.29	1	31,642.5	31,642.5	0	21,327.69	21,327.69
GD0 CAL GRANT T	21	266,208	266,208	15	186,704	186,704	5	77,504	77,504
GG2 FELL	11,548	52,235,436	51,427,550	12,768	88,524,268	51,772,515	1,210	6,238,832	346,310
GI2 SCOG	380	1,261,074	1,444,320	364	1,432,923	1,293,093	24	98,751	58,751
GL2 OTHER GRANT - UC OP	14,162	116,125,288	105,089,142	14,622	1,441,371.92	103,050,821.92	-223	-4,292,363.92	2,028,320.0
GL6 OTHER GRANT - UC OP	395	1,291,207.89	1,292,821.89	126	691,139	691,139	179	610,162.69	609,382.0
GM2 OTHER GRANT - UC CAMPUS	18,884	12,296,176	12,296,227	16,817	13,371,393	12,893,413	413	475,207	439,813
GM8 OTHER GRANT - UC CAMPUS	1,065	3,527,710	3,481,392	898	3,310,649.2	3,239,749.2	107	217,060.8	242,242
GW2 NEW CAL GRANT A - ENTITLEMENT	2,150	25,322,415	25,711,381	2,371	20,156,520	27,982,239	-215	2,344,113	-2,274.4
GW2 NEW CAL GRANT B - ENTITLEMENT	305	3,968,703	3,954,295	372	4,837,290	4,854,131	-67	-918,507	-893.8
GW2 NEW CAL GRANT A - COMPLETION	2	24,489	24,480	0	0	0	2	24,489	24,480
GW2 NEW CAL GRANT B - COMPLETION	124	1,383,237	1,560,375	75	956,490	941,261	49	638,747	618.6
GW2 CAL GRANT A - RENEWALS	5,366	62,488,976	61,932,381	5,246	61,711,834	63,557,412	61	777,141	1,374.96
GW2 CAL GRANT B - RENEWALS	693	8,723,310	8,544,245	709	9,779,806	3,534,113	-10	-56,400	16.22

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For any questions related to the content of this document, contact Data.Services@ucop.edu