



Washington State Board for Community and
Technical Colleges



Contents

Census Day Processing	2
Overview	2
Create Run Equation	3
Create Build FA Term page	4
Create Run Equation	5
Create Census JobSet	6
Review Census JobSet	9
Queries	16
Other Queries	16

Census Day Processing

Overview

Run the Census Equation Engine and Build FA Term job set the day immediately following your census date to properly update FA term records.

IMPORTANT: Make sure this process is NOT running concurrently with the Build FA Term processing that is running daily with the ISIR Load, Student Budget processes, etc.

The Jobset below takes approximately 45 mins to run, so schedule this process accordingly.

Note: It is recommended that only one set of Census run controls be created. Even and Odd year run controls are not necessary. Run control names should identify what the process is doing

Create Run Equation

Navigation: Set Up SACR > Common Definitions > Equation Engine > Run Equation

Enter a New or Existing **Run Control ID**

Choose equation: **CTCFAUPDCENS**

Insert a new row for each of the following parameters and values. **Note:** Verify parameters are correct and do not contain any spaces

Global	Type	Operand
AID_YEAR	String	<enter appropriate value Ex: 2026 for 25/26 AY>
CENSUS_DT	Date	<enter future date Ex: 7 days post actual census date>
FA_NUMBER_OF_WEEKS	Number	1.0000000000
INSTITUTION	String	<enter your institution value>
OPERID	String	<enter your User ID that you are logged in as>
STRM	String	<enter value for the term you are processing census>

Run Control ID WA220_SET_FA_TERM_CENSUS_KF

Report Manager

Process Monitor



*Equation

Input Parameters Find | View All First 1-6 of 6 Last

Global	Type	Operand
<input type="text" value="AID_YEAR"/>	String	<input type="text" value="2026"/>
<input type="text" value="CENSUS_DT"/>	Date	<input type="text" value="04/24/2026"/>
<input type="text" value="FA_NUMBER_OF_WEEKS"/>	Number	<input type="text" value="1.0000000000"/>
<input type="text" value="INSTITUTION"/>	String	<input type="text" value="WA220"/>
<input type="text" value="OPERID"/>	String	<input type="text" value="101010101"/>
<input type="text" value="STRM"/>	String	<input type="text" value="2263"/>

Setting CENSUS_DT to a day in future allows the system to ignore census and capture ALL changes made to enrollments and update FA term with the enrollment information to be included for census

Once equation has been built, select the **SAVE** button

Create Run Equation

Navigation: Set Up SACR > Common Definitions > Equation Engine > Run Equation

Enter a **Run Control ID** that is different from the first equation created

Choose equation: **CTCFAUPDCENS**

Insert a new row for each of the following parameters and values. **Note:** Verify parameters are correct and do not contain any spaces

Global	Type	Operand
AID_YEAR	String	<enter appropriate value Ex: 2026 for 25/26 AY>
CENSUS_DT	Date	<enter your actual census date to put the value back to what it originally was. Remember it is your policy census date plus 1 day Ex: 04/18/2026 for 2263>
FA_NUMBER_OF_WEEKS	Number	0.0000000000
INSTITUTION	String	<enter your institution value>
OPERID	String	<enter your User ID that you are logged in as>
STRM	String	<enter value for the term you are processing census>

Run Control ID WA220_RESET_FA_TERM_CENSUS_KF

Report Manager

Process Monitor



*Equation

Input Parameters Find | View All First 1-6 of 6 Last

Global	Type	Operand	
<input type="text" value="AID_YEAR"/>	String	<input type="text" value="2026"/>	+ -
<input type="text" value="CENSUS_DT"/>	Date	<input type="text" value="04/18/2026"/>	+ -
<input type="text" value="FA_NUMBER_OF_WEEKS"/>	Number	<input type="text" value="0.0000000000"/>	+ -
<input type="text" value="INSTITUTION"/>	String	<input type="text" value="WA220"/>	+ -
<input type="text" value="OPERID"/>	String	<input type="text" value="101010101"/>	+ -
<input type="text" value="STRM"/>	String	<input type="text" value="2263"/>	+ -

Create Census JobSet

Navigation: PeopleTools > Process Scheduler > Schedule JobSet Definitions

Enter a New **Schedule Nam**

Choose Job Name: **CTCENSUP**

Select **Add**

Add a New Value

*Schedule Name	<input type="text" value="WA220_CENSUS_UPDATE_KF"/>
*Job Name	<input type="text" value="CTCENSUP"/> <input type="button" value="Q"/>
<input type="button" value="Add"/>	

On the Schedule JobSet Definition tab enter the following:

- Run Control ID that reflects the jobset
- **Begin Date** should reflect the date that is listed in set up for FA Census Dt
- **Time** should be after midnight
 - It is recommended that the JobSet is scheduled to run shortly after midnight following the actual census date. For example, if actual census is 04/17/26 at 5pm, schedule the jobset to run 04/18/26 at 12:30AM. This allows the process to capture the most accurate enrollment
- Leave **Recurrence Name** blank as this will run once per term
- Set status to **Active**
- Select **Save**

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

Schedule Name: WA220_CENSUS_UPDATE_KF [JobSet Report](#)
 Job Name: CTCENSUP [Process Monitor](#) [Report Manager](#)
 Copy From:

Schedule Information

User ID: CTC_KFORSBERG
 *Description: WA220_CENSUS_UPDATE_KF
 *Run Control ID: WA220_CENSUS_UPDATE_KF

*Status:
 *Priority:

Flip status to **Active** when ready to schedule JobSet. Leave **Inactive** if running on demand

Time Information

*Begin Date: 04/18/2026
 *Time: 12:30:00AM
 *Time Zone: PST
 Recurrence Name: [Run Now](#)

Server Information

*Server Run Option:
 Primary Server:
 Operating System:

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

On the Schedule JobSet item tabs enter the run controls from previous steps. It is recommended that you copy and paste your run controls directly from the corresponding run control page to minimize errors that might result from manually keying them in. Run controls will be entered in the following order:

- **Set** – *FAPREQRN* (Equation Engine): This updates FA Census date to a future date and insert selected students into the FA Term staging table
- **Build** – *FAPTRMU1* (Build FA Term): This builds FA Term records with enrollment data as of census date
- **Reset** – *FAPREQRN* (Equation Engine): This updates the FA Census date back to the original census date and inserts the same students into the FA Term staging table
- **Build** – *FAPTRMU1* (Build FA Term): This builds FA Term records with the same enrollment data, however, this build will lock the records based on actual census date

Run controls listed on lines 2 and 4 of JobSet {Build FA Term (FAPTRMU1 process)} should be the same, as they are the same process with the same run Control ID

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

Schedule Name WA220_CENSUS_UPDATE_KF [JobSet Report](#)
Job Name CTCENSUP [Process Monitor](#) [Report Manager](#)
Copy From

Job Name CTCENSUP **PSJob**

[Left](#) | [Right](#)

Process List

[WA220_CENSUS_UPDATE](#)
[CTCENSUP](#)

General Settings			
Process Name	Description	Process Type	Run Control ID
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA220_SET_FA_
FAPTRMU1	FA TERM BUILD PROCESS	COBOL SQL	WA220_BUILD_F
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA220_RESET_f
FAPTRMU1	FA TERM BUILD PROCESS	COBOL SQL	WA220_BUILD_F

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

Schedule Name WA220_CENSUS_UPDATE_KF [JobSet Report](#)
Job Name CTCENSUP [Process Monitor](#) [Report Manager](#)

Next Start Datetime 04/18/2026 12:30AM PST

Request List

< < 1-1 of 1 > > | [View All](#)

Instance	Run Status	Run Date/Time	Request Date/Time	Completed Date/Time

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Schedule JobSet Definition](#) |
 [Schedule JobSet Items](#) |
 [Schedule JobSet Requests](#)

Review Census JobSet

Navigation: PeopleTools > Process Scheduler > Process Monitor

Once the JobSet has run to Success and Posted, each of the processes within the JobSet should be reviewed






Process Detail

Process Name CTCENSUP

[Refresh](#)

Main Job Instance 252954893

[Left](#) | [Right](#)

-  **252954893 - CTCENSUP Success**
-  252954894 - FAPREQRN Success
-  252954895 - FAPTRMU1 Success
-  252954896 - FAPREQRN Success
-  252954897 - FAPTRMU1 Success

[Return](#)

Process Detail

Process

Instance	252954894	Type	COBOL SQL
Name	FAPREQRN	Description	Equation Processor Batch Run
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	WA220_SET_FA_TERM_CENSUS_KF
Location	Server
Server	PSUNX
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	04/14/2026 4:10:33PM PDT
Run Anytime After	04/14/2026 4:10:32PM PDT
Began Process At	04/14/2026 4:10:40PM PDT
Ended Process At	04/14/2026 4:22:45PM PDT

Actions

- [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)
- Transfer

Message Log

Process

Instance: 252954894 Type: COBOL SQL
 Name: FAPREQRN Description: Equation Processor Batch Run

Severity	Log Time	Message Text		
10	4:10:40PM	Equation runner started running CTCFAUPDCENS at line 0.		
10	4:10:40PM	Setup Rows Updated: 1.00000000	<div style="border: 1px solid blue; padding: 5px;"> <p>Verify Set Up Rows Updated is '1'. Verify FA Term Rows Updated and FATU Rows Inserted are greater than zero</p> </div>	
10	4:17:01PM	FA Term Rows Updated: 11532.00000000		Explain
10	4:22:43PM	FATU Rows Inserted 11532.00000000		Explain
10	4:22:43PM	Equation runner finished running CTCFAUPDCENS at line 62.		Explain
	4:22:46PM	Successfully posted generated files to the report repository		Explain
				Return






Process Detail

Process Name CTCENSUP

[Refresh](#)

Main Job Instance 252954893

[Left](#) | [Right](#)

-  **252954893 - CTCENSUP Success**
-  [252954894 - FAPREQRN Success](#)
-  [252954895 - FAPTRMU1 Success](#)
-  [252954896 - FAPREQRN Success](#)
-  [252954897 - FAPTRMU1 Success](#)

[Return](#)

Process Detail

Process

Instance	252954895	Type	COBOL SQL
Name	FAPTRMU1	Description	FA TERM BUILD PROCESS
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	WA220_BUILD_FA_TERM_CENSUS_KF
Location	Server
Server	PSUNX
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	04/14/2026 4:10:33PM PDT
Run Anytime After	04/14/2026 4:10:32PM PDT
Began Process At	04/14/2026 4:22:47PM PDT
Ended Process At	04/14/2026 4:46:05PM PDT

Actions

- [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)
- Transfer

Message Log

Process

Instance: 252954895 Type: COBOL SQL
 Name: FAPTRMU1 Description: FA TERM BUILD PROCESS



1-7 of 7

Verify Number of FA Terms Updated is greater than zero

Severity	Log Time	Message Text	Explain
10	4:22:47PM	FAPTRMU1 : Begin program execution at 16.22.47.000000 on 2026-04-14	<input type="button" value="Explain"/>
10	4:36:25PM	FAPTRMU1: Term 2263 was built for 202651041 because Records data had changed	<input type="button" value="Explain"/>
10	4:46:01PM	FAPTRMU1 : Number of FA Terms Created = 00038	<input type="button" value="Explain"/>
10	4:46:01PM	FAPTRMU1 : Number of FA Terms Deleted = 00000	<input type="button" value="Explain"/>
10	4:46:01PM	FAPTRMU1 : Number of FA Terms Updated = 13232	<input type="button" value="Explain"/>
10	4:46:01PM	FAPTRMU1 : End program execution at 16.46.01.300000 on 2026-04-14	<input type="button" value="Explain"/>
	4:46:05PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>






Process Detail

Process Name CTCENSUP

Refresh

Main Job Instance 252954893

Left | Right

-  **252954893 - CTCENSUP Success**
-  252954894 - FAPREQRN Success
-  252954895 - FAPTRMU1 Success
-  **252954896 - FAPREQRN Success**
-  252954897 - FAPTRMU1 Success

Return

Process Detail

Process

Instance	252954896	Type	COBOL SQL
Name	FAPREQRN	Description	Equation Processor Batch Run
Run Status	Success	Distribution Status	Posted

Run

Run Control ID WA220_RESET_FA_TERM_CENSUS_KF
 Location Server
 Server PSUNX
 Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On 04/14/2026 4:10:33PM PDT
 Run Anytime After 04/14/2026 4:10:32PM PDT
 Began Process At 04/14/2026 4:46:06PM PDT
 Ended Process At 04/14/2026 4:58:08PM PDT

Actions

- [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)
- Transfer

OK

Cancel

Message Log

Process

Instance: 252954896 Type: COBOL SQL
 Name: FAPREQRN Description: Equation Processor Batch Run

Severity	Log Time	Message Text	Expla
10	4:46:07PM	Equation runner started running CTCFAUPDCENS at line 0.	
10	4:46:07PM	Setup Rows Updated: 1.00000000	
10	4:52:19PM	FA Term Rows Updated: 11554.00000000	
10	4:58:08PM	FATU Rows Inserted 11554.00000000	Explain
10	4:58:08PM	Equation runner finished running CTCFAUPDCENS at line 62.	Explain
	4:58:08PM	Successfully posted generated files to the report repository	Explain

Verify Set Up Rows Updated is '1'. Verify FA Term Rows Updated and FATU Rows Inserted are greater than zero. The two values should match.

[Return](#)

Process Detail

Process Name CTCENSUP

[Refresh](#)

Main Job Instance 252954893

[Left](#) | [Right](#)

- [252954893 - CTCENSUP Success](#)
- [252954894 - FAPREQRN Success](#)
- [252954895 - FAPTRMU1 Success](#)
- [252954896 - FAPREQRN Success](#)
- [252954897 - FAPTRMU1 Success](#)

[Return](#)

Process Detail

Process

Instance	252954897	Type	COBOL SQL
Name	FAPTRMU1	Description	FA TERM BUILD PROCESS
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	WA220_BUILD_FA_TERM_CENSUS_KF
Location	Server
Server	PSUNX
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	04/14/2026 4:10:33PM PDT
Run Anytime After	04/14/2026 4:10:32PM PDT
Began Process At	04/14/2026 4:58:14PM PDT
Ended Process At	04/14/2026 5:02:49PM PDT

Actions

- [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#)
- Transfer

Message Log

Process

Instance: 133384676 Type: COBOL SQL
 Name: FAPTRMU1 Description: FA TERM BUILD PROCESS






1-6 of 6



Severity	Log Time	Message Text	Explain
10	11:59:40AM	FAPTRMU1 : Begin program execution at 11.59.40.640000 on 2023-09-19	Explain
10	11:59:40AM	FAPTRMU1 : Number of FA Terms Created = 00000	Explain
10	11:59:40AM	FAPTRMU1 : Number of FA Terms Deleted = 00000	Explain
10	11:59:40AM	FAPTRMU1 : Number of FA Terms Updated = 3846	Explain
10	11:59:40AM	FAPTRMU1 : End program execution at 11.59.40.640000 on 2023-09-19	Explain
	11:59:45AM	Successfully posted generated files to the report repository	Explain

[Return](#)

Queries

Navigation: Reporting Tools > Query > Query Viewer

Once the JobSet has been reviewed, the following queries may be used to assist in identifying students who may need to have awards or FA Term data adjusted, based on eligibility

QCS_FA_CENSUS_DATE_LIST: This query identifies students who have a discrepancy between the FA Load and Enrollment Intensity captured at the most recent Authorization via the award activity page versus the FA Load and Enrollment Intensity in FA Term. This query will only pull students who have a discrepancy between the FA Loads and Enrollment Intensity at Census. Item types included in the criteria include Pell, Additional Pell, SEOG, WBG, WCG, CBS, Nat'l Guard Grant, Institution Grant (ex TCC Grant) and Need Based Tuition Waiver.

CTC_FA_SERVICE_INDICATOR_LIST: When run using Service Indicator FLF and Service Indicator Reason FALFT, the query will identify students who were assigned the FLF service indicator.

Other Queries

CTC_FA_LOAD_COMP_BETWEEN_DATE: This query should be run up *until* census date. The query compares students with different FA Load level and Enrollment Intensity when disbursed to date entered in prompt. This query does not have an item type restriction.