

Washington State Board for Community and Technical Colleges



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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

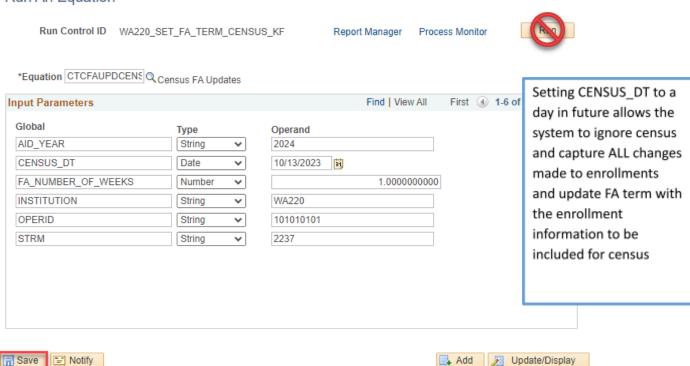
Navigation: Set Up SACR > Common Definitions > Equation Engine > Run Equation

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	Туре	Operand
AID_YEAR	String	<enter 2024="" 23="" 24="" appropriate="" ay="" ex:="" for="" value=""></enter>
CENSUS_DT	Date	<pre><enter 7="" actual="" census="" date="" days="" ex:="" future="" post=""></enter></pre>
FA_NUMBER_OF_WEEKS	Number	1.0000000000
INSTITUTION	String	<enter institution="" value="" your=""></enter>
OPERID	String	<pre><enter are="" as="" id="" in="" logged="" that="" user="" you="" your=""></enter></pre>
STRM	String	<pre><enter are="" census="" for="" processing="" term="" the="" value="" you=""></enter></pre>

Run An Equation



Once equation has been built, select the SAVE button



Create Build FA Term page

Navigation: Financial Aid > Financial Aid Term > Build FA Term in Batch

Enter a New or Existing Run Control ID

Enter the following:

Institution: WAxxxAid Year: 20xxCommit Level: 10

• Driver Creation Option: **Update Only**

• Print Detailed Messages?: Leave Unchecked

Select the Save button

Build FA Terms





Create Run Equation

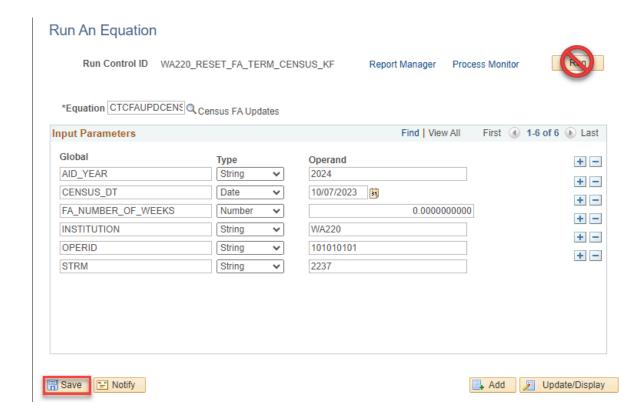
Navigation: Set Up SACR > Common Definitions > Equation Engine > Run Equation

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	Туре	Operand
AID_YEAR	String	<enter 2024="" 23="" 24="" appropriate="" ay="" ex:="" for="" value=""></enter>
CENSUS_DT	Date	<enter 07="" 1="" 10="" 2023="" 2237="" actual="" back="" census="" date="" day="" ex:="" for="" is="" it="" originally="" plus="" policy="" put="" remember="" the="" to="" value="" was.="" what="" your=""></enter>
FA_NUMBER_OF_WEEKS	Number	0.000000000
INSTITUTION	String	<enter institution="" value="" your=""></enter>
OPERID	String	<pre><enter are="" as="" id="" in="" logged="" that="" user="" you="" your=""></enter></pre>
STRM	String	<pre><enter are="" census="" for="" processing="" term="" the="" value="" you=""></enter></pre>





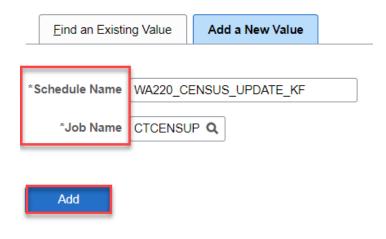
Create Census JobSet

Navigation: PeopleTools > Process Scheduler > Schedule JobSet Definitions

Enter a New **Schedule Name**Choose Job Name: **CTCENSUP**

Select Add

Schedule JobSet Definitions

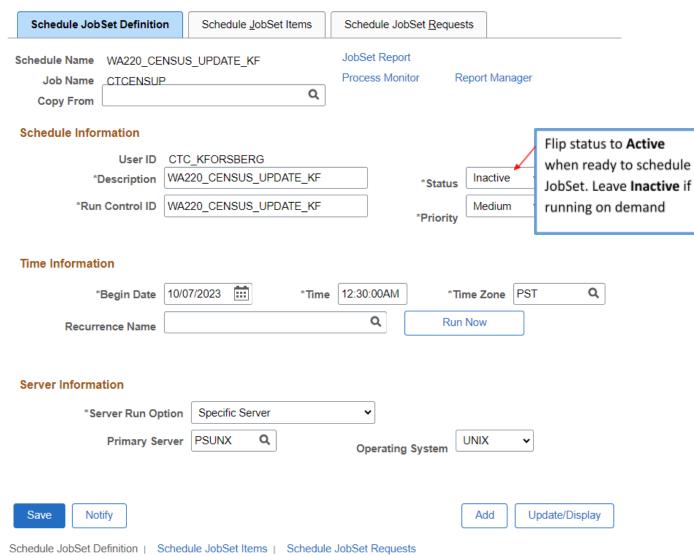


Find an Existing Value | Add a New Value

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. If actual census is 10/6/23 at 5pm, schedule the jobset to run 10/7/23 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



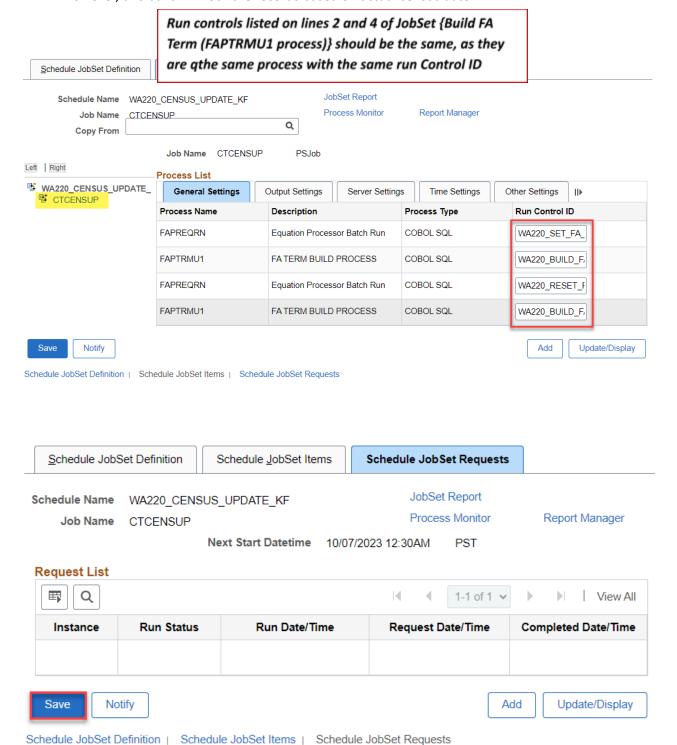


On the Schedule JobSet item tabs enter the run controls from previous steps. It is recommended that you copy and paste your run controls directly from the corresponding run control page to minimize errors that might result from manually keying them in. Run controls will be entered in the following order:

- **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





Review Census JobSet

Navigation: Nav Bar > Navigator > PeopleTools > Process Scheduler > Process Monitor

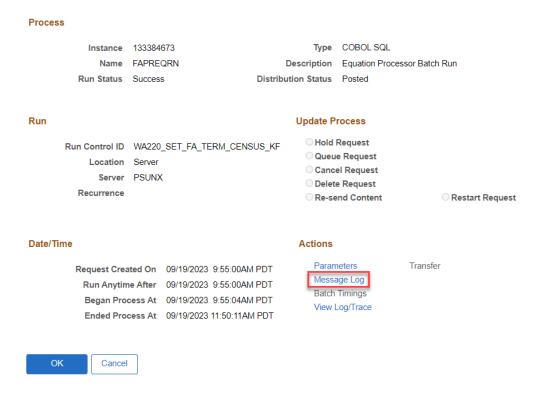
Once the JobSet has run to Success and Posted, each of the processes within the JobSet should be reviewed

Process Detail



Return



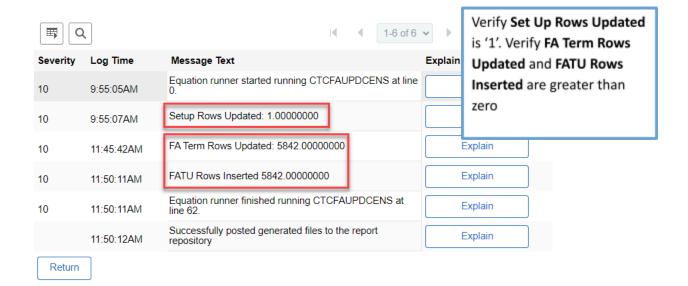


Message Log

Process

Instance: 133384673 Type: COBOL SQL

Name: FAPREQRN Description: Equation Processor Batch Run







Return

Process Detail

Process Instance 133384674 Type COBOL SQL Name FAPTRMU1 Description FA TERM BUILD PROCESS Run Status Success Distribution Status Posted Run **Update Process** Hold Request Run Control ID WA220_BUILD_FA_TERM_CENSUS_KF Queue Request Location Server Cancel Request Server PSUNX Delete Request Recurrence Re-send Content Restart Request Date/Time Actions Parameters Transfer Request Created On 09/19/2023 9:55:00AM PDT Message Log Run Anytime After 09/19/2023 9:55:00AM PDT Batch Timings Began Process At 09/19/2023 11:50:18AM PDT View Log/Trace Ended Process At 09/19/2023 11:50:22AM PDT

Cancel

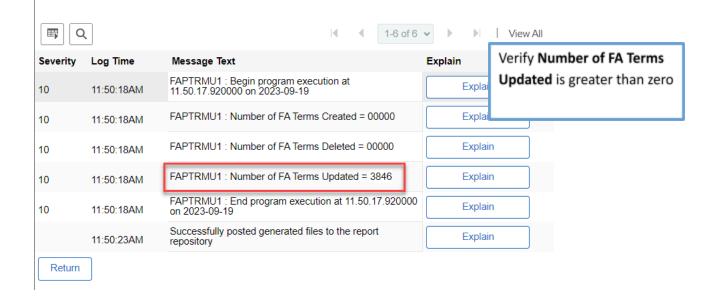


Message Log



Instance: 133384674 Type: COBOL SQL

Name: FAPTRMU1 Description: FA TERM BUILD PROCESS



Process Detail



Return



Process				
Instance 133384 Name FAPRE Run Status Succes	QRN	Type Description ribution Status Update P	Posted	essor Batch Run
	RESET_FA_TERM_CENSUS_P	F Hold Queu Canc	Request e Request el Request e Request end Content	○ Restart Request
Date/Time		Actions		
Request Created On Run Anytime After Began Process At Ended Process At	09/19/2023 9:55:00AM PDT	Messa Batch View I	age Log Timings Log/Trace	Transfer

Cancel

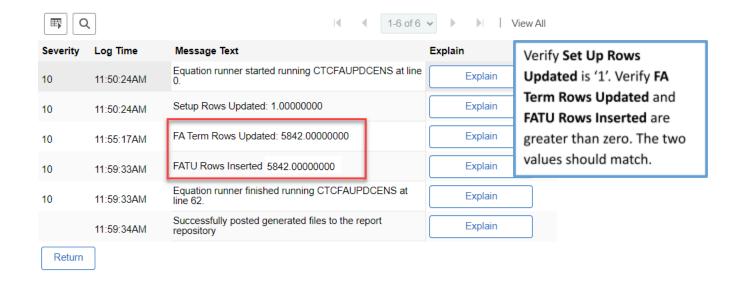


Message Log

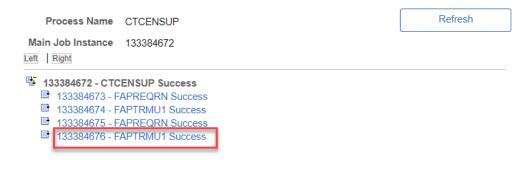
Process

Instance: 133384675 Type: COBOL SQL

Name: FAPREQRN Description: Equation Processor Batch Run



Process Detail



Return



Process

 Instance
 133384676
 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

O Hold Request
O Queue Request

Cancel Request
Delete Request

Re-send Content

Restart Request

Transfer

Date/Time

 Request Created On
 09/19/2023 9:55:00AM PDT

 Run Anytime After
 09/19/2023 9:55:00AM PDT

 Began Process At
 09/19/2023 11:59:40AM PDT

 Ended Process At
 09/19/2023 11:59:45AM PDT

Actions

Parameters

Message Log

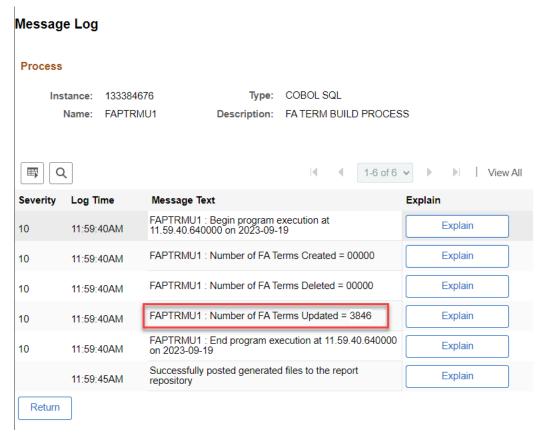
Batch Timings

View Log/Trace

OK

Cancel





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 captured at the most recent Authorization via the award activity page versus the FA Load in FA Term. This query will only pull students who have a discrepancy between the FA Loads. Item types included in the criteria are: 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 <u>until</u> census date. The query compares students with different FA Load level when disbursed to date entered in prompt. This query does not have an item type restriction.