



Washington State Board for Community and
Technical Colleges



Fund Management processing allows colleges to use the Fund Management processing for their reconciliation efforts.

Fund Roster – A report used for reconciliation displaying students’ financial aid item types amounts that are offered, accepted, authorized, and disbursed, specified within the run control parameters. The report is available in PDF and as a query.

FA801 Award Data by Item Type – A report used for reconciliation to review student awarded financial aid item types that have disbursed or remain undisbursed, displayed by term. The report is available in PDF and as a query.

Fiscal Item Types page – A ctcLink page used in the budgeting of Item Types. Assists with reconciliation of FA Item Types.

Reconciliation Queries – A list of available reconciliation queries with directions for pulling information and details of data included.

Contents

Fund Management Processing	3
Running the Fund Roster	4
Using Schedule Queries	6
Running FA801 Award Data by Item Type	12
Using Schedule Queries	15
Fiscal Item Types page	21
Fiscal Fund Status	24
Fiscal Fund Notes	25
Reconciliation Queries	26
CTC_FA_SF_DISCREPANCY_LIST	26
CTC_FA_DISBURSED_BY_DATE_UNITS	31
QCS_SF_FA_SA_APPLIED_SUMMARY	32
QCS_SF_FA_SA_APPLIED_DETAILS	33
Fund Management/Reconciliation Queries	34

 **Fund Management**
Fund Management Processing

Process	Process Name	Process Description	Review Log Required?
Fund Roster	RUN_CNTL_FA920_RPT	Pell Origination	Y
FA801 Award Date by Item Type	RUNCTL_FA_RPT_801	COD Pell Outbound Orig and Dis	Y
Fiscal Item Types page			
Additional Queries			Y
Reconciliation Queries			Y

Running the Fund Roster

Navigation	Description
Navigation: Financial Aid > Fund Management > Fund Roster	Running the Fund Roster using various parameters will determine the output.

Enter New or Existing Run Control ID

Enter the following:

- **Institution**
- **Aid Year**

Please Note – **Academic Institution** and **Aid Year** are the only required fields.

Add additional fields to custom-build the report by **Term**, **Aid Type**, **Source** and/or **Item Type**

Run Control ID WA220_FUND_ROSTER_KF Report Manager Process Monitor **Run**

*Academic Institution WA220 Tacoma CC

*Aid Year 2026 2025-2026 Financial Aid Year

Term

Fin Aid Type

Source

Item Type

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID WA220_FUND_ROSTER_KF

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Fund Roster by Item Type	FA920	BI Publisher	Web	PDF	Distribution

Keep the
Format
as
PDF

The Fund Roster outcome is determined by the parameters used while running the process. When the parameters are open the return of information will be very large. By setting specific parameters, users can reduce the information to only what may be needed for review.

When parameters are only the required fields, the query information will run for all terms and item types. By setting specific parameters, users can reduce the information to a specific term and/or item type.

×

[Help](#)

CTC_FA920

User ID CTC_KFORSBERG

Run Control ID WA220_FUND_ROSTER_KF

OK
Cancel

The **Schedule Queries** page displays. Ensure that all fields are correct and select the **Run** button.

Schedule Query

Run Control ID WA_FUND_ROSTER_QRY_KF

[Report Manager](#)

[Process Monitor](#)

Run

Query Name CTC_FA920
Search

*Description Fund Roster query #1

[Update Parameters](#)

Prompt Name	Value
OPRID	CTC_KFORSBERG
RUN_CNTL_ID	WA220_FUND_ROSTER_KF

Save
Add
Update/Display

From the **Process Scheduler Request** page ensure the PSQUERY box is marked and select **OK**

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA220_FUND_ROSTER_QRY_KF

Server Name Run Date 04/01/2026

Recurrence Run Time 9:05:01AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Ensure that the process has run to *Success* and *Posted*

From the **Schedule Queries** page select the **Report Manger** link

Run Control ID WA220_FUND_ROSTER_QRY_KF

Query Name Process Instance:246711529

*Description

[Update Parameters](#)

Prompt Name	Value
OPRID	<input type="text" value="CTC_KFORSBERG"/>
RUN_CNTL_ID	<input type="text" value="WA220_FUND_ROSTER_KF"/>

From the **Report List** select *Fund Roster query #1*

- List
- Explorer
- Administration
- Archives

View Reports For

Folder Instance to

Name Created On Last 1 Days

Reports

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	Fund Roster query #1	FUND ROSTER QUERY #1	General	04/01/26 9:06AM	22383991	246711529
2	FA920 - Fund Roster by Item Type.pdf	FA920 - FUND ROSTER BY ITEM TYPE.PDF	General	04/01/26 8:58AM	22383990	246711528

[Go back to Schedule Query](#)

List | Explorer | Administration | Archives

Select the *CTC_FA920-xxxxxxx.csv* link

Report

Report ID 22383991 Process Instance 246711529 [Message Log](#)
Name PSQUERY Process Type Application Engine
Run Status Success

Fund Roster query #1

Distribution Details

Distribution Node local Expiration Date

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_246711529.log	166	04/01/2026 9:06:54.590828AM PDT
CTC_FA920-246711529.csv	4,971,222	04/01/2026 9:06:54.590828AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

ctcLink Fund Management

Allow the document to be opened with Excel. (The screen for downloads varies depending on which browser is being used.)

Once Excel is open, alter/filter the spreadsheet as needed.

Use Excel's AutoSUM function for totals on the *Offered*, *Accepted*, *Authorized*, and *Disbursed* columns.

Scroll to the bottom of the desired column. Select the field at the very bottom and select the AutoSum icon.


ID	Name	NID	Institution	Aid Yr	Term	Descr	Finaid Typ	Source	Item Type	Descr	Disbt ID	Offered	Accepted	Authorized	Disbursed	Disb Date	
26318	203301562	Morris, Sydney	200975648	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	2	2595	2595	0	0	5/12/2026
26319	201148568	Morris, Sydney	200982181	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	2	2215	2215	0	0	4/2/2026
26320	201198551	Morris, Sydney	200983672	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	2	2333	2333	0	0	4/2/2026
26321	203301533	Morris, Sydney	200988820	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	1	1083	0	0	0	4/2/2026
26322	203301533	Morris, Sydney	200988820	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	2	1084	0	0	0	5/12/2026
26323	202902659	Morris, Sydney	200988868	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	3	666	666	0	0	4/2/2026
26324	201254085	Morris, Sydney	201749847	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	2	2167	2167	0	0	4/2/2026
26325	203589445	Morris, Sydney	202877705	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	3	1834	1834	0	0	4/2/2026
26326	203230704	Morris, Sydney	204620569	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	3	1666	1666	0	0	4/2/2026
26327	202647834	Morris, Sydney	205159749	WA220	2026	2263	SPRING 2026	Loan	Federal	961000002200	Unsubsidized Direct Loan 2	3	2000	2000	0	0	4/2/2026
26328	203460595	Morris, Sydney	200688996	WA220	2026	2257	FALL 2025	Loan	Federal	961000004100	PLUS Loan - Parent 1	1	2667	2667	2555	2555	9/18/2025
26329	203652572	Morris, Sydney	201026536	WA220	2026	2257	FALL 2025	Loan	Federal	961000004100	PLUS Loan - Parent 1	1	3251	3251	3114	3114	9/18/2025
26330	203460595	Morris, Sydney	200688996	WA220	2026	2261	WINTER 2026	Loan	Federal	961000004100	PLUS Loan - Parent 1	2	2667	2667	2555	2555	1/2/2026
26331	203652572	Morris, Sydney	201026536	WA220	2026	2261	WINTER 2026	Loan	Federal	961000004100	PLUS Loan - Parent 1	2	3251	3251	3114	3114	1/2/2026
26332	203460595	Morris, Sydney	200688996	WA220	2026	2263	SPRING 2026	Loan	Federal	961000004100	PLUS Loan - Parent 1	3	2666	2666	0	0	4/2/2026
26333	203652572	Morris, Sydney	201026536	WA220	2026	2263	SPRING 2026	Loan	Federal	961000004100	PLUS Loan - Parent 1	3	3251	3251	0	0	4/2/2026
26334												37029333	35184871	21050615	21050615		

Running FA801 Award Data by Item Type

Navigation	Description
Navigation: Financial Aid > Fund Management > FA801 Award Data by Item Type	Running the FA801 report review to whom each financial aid item type was awarded as well as whether the award has been disbursed to the student.

Enter New or Existing Run Control ID

Add a New Value

 Find an Existing Value

*Run Control ID WA220_RECON_FA

Enter the following:

- Institution
- Aid Year



Award Information Report

Run Control ID WA220_RECON_FA801_RPT_KF

Report Manager

Process Monitor

Report Parameters

Institution	WA220		Tacoma CC
Aid Year	2026		2025-2026 Financial Aid Year

Select the **Run** button

At the **Process Scheduler Request** page, select the **OK** button

Process Scheduler Request

User ID **CTC_KFORSBERG** Run Control ID **WA220_RECON_FA801_RPT_KF**

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Award Data by Item Types	FA801	BI Publisher	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

Once *Success* and *Posted* in the **Process Monitor**, select the **Report Manager** link

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	246711531		WA220_RECON_FA801_RPT_KF	BI Publisher	FA801	CTC_KFORSBERG	04/01/2026 9:48:31AM PDT	Success	Posted	Details	Actions

Select the PDF link of the report.

- [List](#)
- [Explorer](#)
- [Administration](#)
- [Archives](#)

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 FA801 - Award Data by Item Types.pdf	FA801 - AWARD DATA BY ITEM TYPES.PDF	General	04/01/26 9:51AM	22383993	246711531
2 Fund Roster query #1	FUND ROSTER QUERY #1	General	04/01/26 9:06AM	22383991	246711529
3 FA920 - Fund Roster by Item Type.pdf	FA920 - FUND ROSTER BY ITEM TYPE.PDF	General	04/01/26 8:58AM	22383990	246711528

[Go back to Process Monitor](#)

[Save](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

This report will generate data for all FA item types where students have an award. This report will be very large and in a non-editable PDF format. It will display by item type and EMPLID.

Tacoma CC
2025-2026 Financial Aid Year

Item Type	Student ID	Name	Offered	Accepted	Net Award	Authorized	Disbursed
91100000000		Federal Pell Grant					
		2025 FALL	428.00	428.00	428.00	428.00	428.00
		2026 SPRNG	1,019.00	1,019.00	1,019.00	0.00	0.00
		2026 SUMMR	0.00	0.00	0.00	0.00	0.00
		2026 WINTR	427.00	427.00	427.00	427.00	427.00
		Student Totals This Item	1,874.00	1,874.00	1,874.00	855.00	855.00
		2026 SPRNG	2,465.00	2,465.00	2,465.00	0.00	0.00
		2026 SUMMR	0.00	0.00	0.00	0.00	0.00
		2026 WINTR	2,465.00	2,465.00	2,465.00	2,465.00	2,465.00
		Student Totals This Item	4,930.00	4,930.00	4,930.00	2,465.00	2,465.00
		2026 SPRNG	1,429.00	1,429.00	1,429.00	0.00	0.00
		2026 SUMMR	0.00	0.00	0.00	0.00	0.00
		2026 WINTR	2,046.00	2,046.00	2,046.00	2,046.00	2,046.00
		Student Totals This Item	3,475.00	3,475.00	3,475.00	2,046.00	2,046.00

This report can also be run as a query in **Schedule Queries**.

Using Schedule Queries

Navigation	Description
Navigation: Reporting Tools > Query > Schedule Queries	Using Schedule Queries to produce Fund Roster results

Enter New or Existing Run Control ID

Select the **Add** or **Search** button

Add a New Value

[Q Find an Existing Value](#)

*Run Control ID WA220_RECON_FA

[Add](#)

Enter *FA801* in **Query Name** and select the **Search** button

Run Control ID WA220_RECON_FA801_QRY_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name FA801 [Search](#)

*Description

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

Select the *FA801* link

Scheduled Query Search Page

*Query Type: Queries

Query: FA801 [Search](#)

Query

FA801	FA801	Public
-----------------------	-------	--------

[Return](#)

Enter the edit prompts and select **OK**

×

Help

FA801

*Academic Institution WA220 🔍

*Aid Year 2026 🔍

OK Cancel

Select the Run button

Run Control ID WA220_RECON_FA801_QRY_KF Report Manager Process Monitor Run

Query Name Search

*Description

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="WA220"/>
AID_YEAR	<input type="text" value="2026"/>

Save
Add
Update/Display

Change the **Format** drop-down box to XLS and select the **OK** button

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA220_RECON_FA801_QRY_KF

Server Name Run Date

Recurrence Run Time Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK
Cancel

Once the process is complete in **Process Monitor** select the **Actions** link. Next, select the *View Log/Trace* option from the drop-down list. An *xlsx* link should be available to select and to computer.

The report can also be accessed through **Report Manager**

Process List
Server List

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

[Refresh](#)

[Clear](#)

[Reset](#)

[Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	246711532		WA220_RECON_FA801_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	04/01/2026 10:02:13AM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	246711531		WA220_RECON_FA801_RPT_KF	BI Publisher	FA801	CTC_KFORSBERG	04/01/2026 9:48:31AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711529		WA220_FUND_ROSTER_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	04/01/2026 9:05:01AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711528		WA220_FUND_ROSTER_KF	BI Publisher	FA920	CTC_KFORSBERG	04/01/2026 8:53:41AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711523		WA220_INELGCW_UEM_KF	Application Engine	SFA_EDIT_MSG	CTC_KFORSBERG	03/31/2026 7:17:20AM PDT	Success	Posted	Details	

Update Process >

Details

Parameters

Message Log

Batch Timings

View Log/Trace

View Log/Trace

Report

Report ID 22383994 Process Instance 246711532 [Message Log](#)
Name PSQUERY Process Type Application Engine
Run Status Success

FA801

Distribution Details

Distribution Node local Expiration Date

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_246711532.log	4,723	04/01/2026 10:10:32.334726AM PDT
FA801-246711532.xlsx	3,678,419	04/01/2026 10:10:32.334726AM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

Fiscal Item Types page

Navigation	Description
Navigation: Set Up SACR > Product Related > Financial Aid > Awards > Fiscal Item Types	Viewing Fiscal Item Types page. These pages can be reviewed for available funds from which to disburse and can also manage annual allocation amounts.

The **Fiscal Item Types** page can be beneficial when reviewing/reconciling award item types.

Assign Fiscal Limits		Fiscal Fund Status		Fiscal Fund Notes	
SetID WA220					
Item Type	911000000100	Supplemental Educ Opp Grant		Aid Year	2026 2025-2026 Financial Aid Year
		Offer	Accept		Disbursements
Budgeted	<input type="text" value="185,850.00"/>	<input type="text" value="185,850.00"/>		Budgeted	<input type="text" value="185,850.00"/>
Gross	318,250.00	318,250.00		Paid	130,166.00
Reductions	132,400.00	132,400.00		Potential Payments	55,684.00
Net	185,850.00	185,850.00			
Available	0.00	0.00			
	Count	493	493		
Highest	229,600.00	229,600.00		Audit Fields	

[Assign Fiscal Limits](#) |
 [Fiscal Fund Status](#) |
 [Fiscal Fund Notes](#)

Budgeted – Offer

The maximum source of funding that can be offered for this financial aid item type.

Budgeted – Accept

The maximum source of funding that can be accepted for this financial aid item type.

Gross – Offer

The sum of all gross offered amounts from each student who received this financial aid item type award.

Gross – Accept

The sum of all gross accepted amounts from each student who received this financial aid item type award.

Reductions – Offer

The sum of the reduced offer amounts from each student for this financial aid item type. If a student is offered 800.00 USD for this item type and later the offer is reduced to 600.00 USD, then 200.00 USD is added to the sum. If the award is reduced again for the student, then the additional reduction amount is added to the sum.

Reductions – Accept

The sum of the reduced accept amounts from each student for this financial aid item type.

Net – Offer

The sum of the current offer amounts for this financial aid item type.

Net – Accept

The sum of the current accept amounts for this financial aid item type.

Available – Offer

The remaining source of funding available to award students for this financial aid item type. Equals the Budgeted – Offer minus the Net – Offer.

Available – Accept

The remaining amount available for students to accept for this financial aid item type. Equals the Budgeted – Accept minus the Net – Accept.

Count – Offer

The number of students (unduplicated) who have been offered an award of this financial aid item type. Does not include students that have canceled or declined awards.

Count – Accept

The number of students (unduplicated) who have accepted an award of this financial aid item type. Does not include students that have canceled or declined awards.

Highest – Offer

The sum of all the highest offer amounts from each student who received this financial aid item type award. If a student were initially offered 500.00 USD, then 500.00 USD would be added to this sum. If the student was later offered 800.00 USD, then 500.00 USD would be subtracted and 800.00 USD would be added to the sum because it is the highest amount offered to the student. This amount displays the maximum total offer amount for this financial aid item type.

Highest – Accept

The sum of all the highest accepted amounts from each student who received this item type award. This amount displays what the maximum total accepted amount is for this financial aid item type.

Budgeted – Disbursements

The desired budget amount for the total disbursements of this financial aid item type.

Paid – Disbursements

The amount that has been authorized and disbursed to students from this financial aid item type.

Potential Payments – Disbursements

The remaining amount available to disburse to students for this financial aid item type. Equals the Budgeted – Disbursements minus the Paid – Disbursements. *Please note – This will include ‘declined’ amounts from the student award page.

Audit Fields

Select this link to view the Fiscal Item Type Audit page. The Audit Fields link is only available for the current aid year. Once the aid year rollover takes place it will only be visible for that aid year.

Example – Once 2026/2027 aid year rollover occurs the **Audit Fields** link will not be available on the 2025/2026 Fiscal Item Types page.

NOTE: When two users at a college disburses the same Item Type for the same student at the same time, the **Net** amount row and the **Paid** row may get out of sync (see arrows in image below). Take caution to ensure manual disbursements are not made while batch disbursements are running.

Assign Fiscal Limits		Fiscal Fund Status		Fiscal Fund Notes	
SetID WA220					
Item Type 912000000000		Washington College Grant		Aid Year 2026 2025-2026 Financial Aid Year	
	Offer	Accept		Disbursements	
Budgeted	11,000,000.00	11,000,000.00		Budgeted	11,000,000.00
Gross	12,832,034.00	12,832,034.00		Paid	6,175,356.00
Reductions	2,868,212.00	2,868,212.00		Potential Payments	4,824,644.00
Net	9,963,822.00	9,963,822.00			
Available	1,036,178.00	1,036,178.00			
	Count	3,175			
Highest	12,113,740.00	12,113,740.00			
				Audit Fields	

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Assign Fiscal Limits](#) |
 [Fiscal Fund Status](#) |
 [Fiscal Fund Notes](#)

Fiscal Fund Status

[Assign Fiscal Limits](#) |
 [Fiscal Fund Status](#) |
 [Fiscal Fund Notes](#)

SetID	WA220			
Item Type	912000000000	Washington College Grant	Aid Year	2026 2025-2026 Financial Aid Year
	Offer	Accept		Disbursements
Budgeted	11,000,000.00	11,000,000.00	Budgeted	11,000,000.00
Gross	12,832,034.00	12,832,034.00	Paid	6,175,356.00
Reductions	2,868,212.00	2,868,212.00		
Net	9,963,822.00	9,963,822.00	Potential Payments	4,824,644.00
Available	1,036,178.00	1,036,178.00	Cancelled Amount	367,416.00
	Count	3,175		Count
				144
			Declined Amount	0.00
Highest	12,113,740.00	12,113,740.00		Count
				0

[Assign Fiscal Limits](#) |
 [Fiscal Fund Status](#) |
 [Fiscal Fund Notes](#)

Cancelled Amount

Displays the sum of the awards of this financial aid item type that have been cancelled.

Cancelled Count

Displays the number of students that have cancelled awards of this financial aid item type.

Declined Amount

Displays the sum of the awards of this financial aid item type that have been declined.

Declined Count

Displays the number of students that have declined awards of this financial aid item type.

Fiscal Fund Notes

Example of notes that can be created for user review.

[Assign Fiscal Limits](#) | [Fiscal Fund Status](#) | **[Fiscal Fund Notes](#)**

SetID WA220
Item Type 911000000100 Supplemental Educ Opp Grant Aid Year 2026 2025-2026 Financial Aid Year

Notes Find | View All First ◀ 1 of 1 ▶ Last

User ID	Date/Time
[REDACTED]	10/27/25 9:32:39AM
Comment	
2/2/2026 \$195,900 to \$189,900.	
2/3/2026 \$189,900 to \$189,600.	
2/4/2026 \$189,600 to \$189,300.	
2/9/2026 \$189,300 to \$187,500.	
2/10/2026 \$187,500 to \$187,050.	
2/17/2026 \$187,050 to \$186,750.	
2/18/2026 \$186,750 to \$186,300.	
2/27/2026 \$186,300 to \$185,850.	

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Assign Fiscal Limits](#) | [Fiscal Fund Status](#) | [Fiscal Fund Notes](#)

Reconciliation Queries

There are several queries available to help in reconciling financial aid. At the end of this document there is a list of additional fund management and reconciliation queries.

CTC_FA_SF_DISCREPANCY_LIST

The example below shows how to run the query for **CTC_FA_SF_DISCREPANCY_LIST** and the results. Each query will have its own set of edit prompts.

Go to the **Schedule Queries** page. Enter the query name and select **Search**.

Run Control ID WA220_FA_SF_DISCREPANCY_QRY_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name [Search](#)

*Description

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

Select the blue link of the query name.

Scheduled Query Search Page

*Query Type:

Query: [Search](#)

Query

<input type="text"/>	<input type="text"/>	CTC_FA_SF_DISCREPANCY_LIST	disbursed balance unapplied	Public
----------------------	----------------------	--	-----------------------------	--------

[Return](#)

The **Edit Prompts** pagelet will appear. Enter the desired values for the edit prompts and select the **OK** button.

A modal dialog box titled "CTC_FA_SF_DISCREPANCY_LIST" with a "Help" link in the top right. It contains three search criteria: "*Institution" with value "WA220", "*Aid Year" with value "2026", and "Term (optional)" with value "2261". Each criterion has a search icon. At the bottom, there are "OK" and "Cancel" buttons. A red box highlights the "OK" button.

Select the **Run** button

The main application interface shows the "Run Control ID" as "WA220_FA_SF_DISCREPANCY_QRY_KF". Navigation links include "Report Manager", "Process Monitor", and a highlighted "Run" button. The "Query Name" is "CTC_FA_SF_DISCREPANCY_LIST" and the "*Description" is "disbursed balance unapplied". A "Search" button is next to the query name. Below is a section for "Update Parameters" with a table of prompts and values.

Prompt Name	Value
INSTITUTION	WA220
AID_YEAR	2026
STRM	2261

Buttons at the bottom include "Save", "Add", and "Update/Display".

Ensure the PSQUERY box is checked and select the **OK** button.

Process Scheduler Request

User ID **CTC_KFORSBERG** Run Control ID **WA220_FA_SF_DISCREPNCY_QRY_KF**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Select the **Process Monitor** link

Run Control ID **WA220_FA_SF_DISCREPNCY_QRY_KF** Report Manager

Query Name

*Description

Process Instance: 246711533

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA220 <input type="text"/>
AID_YEAR	2026 <input type="text"/>
STRM	2261 <input type="text"/>

Once status is set to *Success* and *Posted* select the **Actions** link and then select the *View Log/Trace* option.

Process List
Server List

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	246711533		WA220_FA_SF_DISCREPANCY_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	04/01/2026 11:40:09AM PDT	Success	Posted	Details	<ul style="list-style-type: none"> <input type="button" value="Update Process >"/> <input type="button" value="Details"/> <input type="button" value="Parameters"/> <input type="button" value="Message Log"/> <input type="button" value="Batch Timings"/> <li style="border: 2px solid red;"><input type="button" value="View Log/Trace"/>
<input type="checkbox"/>	246711532		WA220_RECON_FA801_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	04/01/2026 10:02:13AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711531		WA220_RECON_FA801_RPT_KF	BI Publisher	FA801	CTC_KFORSBERG	04/01/2026 9:48:31AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711529		WA220_FUND_ROSTER_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	04/01/2026 9:05:01AM PDT	Success	Posted	Details	
<input type="checkbox"/>	246711528		WA220_FUND_ROSTER_KF	BI Publisher	FA920	CTC_KFORSBERG	04/01/2026 8:53:41AM PDT	Success	Posted	Details	

Select the [CTC_FA_SF_DISCREPANCY_LIST-xxxxxx.csv](#) link. It can also be accessed from **Report Manager**

View Log/Trace

Report

Report ID 22383995 Process Instance 246711533 [Message Log](#)
 Name PSQUERY Process Type Application Engine
 Run Status Success

disbursed balance unapplied

Distribution Details

Distribution Node local Expiration Date

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_246711533.log	166	04/01/2026 11:43:55.764079AM PDT
CTC_FA_SF_DISCREPANCY_LIST-246711533.csv	4,517	04/01/2026 11:43:55.764079AM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

A pop up message displays confirming options to open or save in Microsoft Excel.

Once file is opened, the results will be as displayed below. Columns can be hidden and sorted as necessary.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Institution	Aid Yr	Term ID	Last	First Name	FERPA Block	Disbt Plan	Split Code	Item Type	Descr	Term Offered	Term Accepted	Term Authorized	Term Disbursed	Applied Amt to Customer Acct	Unapplied Amt to Customer Acct
2	WA220	2026	2261			N	10	AY	9.13E+11	TCC Grant	1000	1000	1000	1000	0	1000
3	WA220	2026	2261			N	14	W3	9.12E+11	BFET Tuition	25	25	25	25	0	25
4	WA220	2026	2261			N	10	XX	9.11E+11	Federal Pell Grant	246	246	246	246	0	246
5	WA220	2026	2261			N	1	XX	9.12E+11	Washington College Grant	1641	1641	1641	1641	0	1641
6	WA220	2026	2261			N	14	XX	9.12E+11	OG Health Bk & Supplies	200	200	200	200	0	200
7	WA220	2026	2261			N	10	XX	9.11E+11	Federal Pell Grant	2465	2465	2465	2465	2426.22	38.78
8	WA220	2026	2261			N	1	XX	9.12E+11	Washington College Grant	1641	1641	1641	1641	1081.72	559.28

There are numerous reasons as to why there are discrepancies between Financial Aid and Student Financials. Common examples would be book amounts there were not fully spent. Tuition Waivers where tuition was less than the amounts awarded. Or a refund amount from Student Financials (dropped classes, R2T4, etc) where there is a no-refund service indicator and the amounts have yet to be reduced in the award page.

Term Offered, Accepted, Authorized, and Disbursed are from Financial Aid.

Applied Amt to Customer Acct is the total of the item type that posted to customer accounts.

L	M	N	O	P	Q
Term Offered	Term Accepted	Term Authorized	Term Disbursed	Applied Amt to Customer Acct	Unapplied Amt to Customer Acct
1000	1000	1000	1000	0	1000
25	25	25	25	0	
246	246	246	246	0	
1641	1641	1641	1641	0	

Unapplied Amt to Customer Acct is the amount that is outstanding in customer accounts.

Running one of the following queries may help in investigating why the amounts are unapplied:

QCS_SF_CREDIT_BAL_NONREF - Identifies students with a credit balance from nonrefundable item types for the colleges to fix as part of their monthly reconciliation.

QCS_SF_ITM_TYPE_GL_INTERFACE – Lists item-type set up including charge priority, payment priority, etc.

CTC_FA_DISBURSED_BY_DATE_UNITS

The example below shows how to run the query for **CTC_FA_DISBURSED_BY_DATE_UNITS** and the results.

Scheduled Query Search Page

*Query Type:

Query:

Query

<input type="button" value="List"/> <input type="button" value="Q"/>	<input type="button" value="Previous"/> <input type="button" value="Next"/> 1-1 of 1 <input type="button" value="View All"/>	
CTC_FA_DISBURSED_BY_DATE_UNITS	Disb List by Date with Units	Public

This query is prompted by **Institution**, **Aid Year**, and **Disbursement Date**.

CTC_FA_DISBURSED_BY_DATE_UNITS

*Institution WA220

*Aid Yr 2026

*Disbursement Date

OK Cancel

Use the date last disbursed

This query can be after the **Authorization** and **Disbursement** process has run and before the refund process has been run in Student Financials. It will show what awards were in the group post that has been sent over to Student Financials. This can be viewed to make sure amounts of the awards match the units the student is enrolled in.

CTC_FA_DISBURSED_BY_DATE_UNITS - Disb List by Date with Units

*Institution WA220
 *Aid Yr 2026
 *Disbursement Date 02/19/2026

Download results in: Excel Spreadsheet CSV Text File XML File (61 kb)

Row	Aid Yr	Institution	Team	ID	List	First Name	FEDPA Block	Item Type	Descr	Authorized	Disb Amt	Adjed Amt	Authorized	Disbursed Total	GROUP POST AMOUNT	FA Load	Calc FA Units Taken	Enrollment Intensity Percent	Calc Enrollment Intensity	Action Submitter
1	2026	WA220	2257	N		911000000000	Federal Pell Grant			1035.00	1035.00	0.00	2071.00	1035.00	L	5,900	0.42	0.42	02/19/2026 11:26:09AM	
2	2026	WA220	2257	N		912000000000	Washington College Grant			169.00	169.00	0.00	402.00	169.00	L	5,900	0.42	0.42	02/19/2026 11:26:09AM	
3	2026	WA220	2257	N		912000000000	Washington College Grant			689.00	689.00	0.00	1378.00	689.00	L	5,900	0.42	0.42	02/19/2026 11:26:09AM	
4	2026	WA220	2257	N		912000000000	Washington College Grant			689.00	689.00	0.00	1069.00	689.00	L	5,900	0.42	0.42	02/19/2026 11:26:09AM	
5	2026	WA220		N		300000000000	TCC Grant			135.00	135.00	0.00	322.00	135.00	L	5,900	0.42	0.42	02/19/2026 11:26:09AM	
6	2026	WA220		N		1000002100	Unsubsidized Direct Loan 1			1979.00	1979.00	0.00	3958.00	1979.00	F	16,000	1.00	1.00	02/19/2026 11:26:09AM	
7	2026	WA220		N		1000000000	Federal Pell Grant			2045.00	2045.00	0.00	4091.00	2045.00	T	10,900	0.83	0.83	02/19/2026 11:26:09AM	

Units Taken

Amounts to post in group post

QCS_SF_FA_SA_APPLIED_SUMMARY

The example below shows how to run the query for QCS_SF_FA_SA_APPLIED_SUMMARY and the results.

Scheduled Query Search Page

*Query Type:

Query:

Query

1-1 of 1 | View All

QCS_SF_FA_SA_APPLIED_SUMMARY	FA to SF Summary by Date	Public
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This query is prompted by **Institution**, SetID and either **ALL** item types or a **RANGE** of item types.

QCS_SF_FA_SA_APPLIED_SUMMARY

*Institution WA220

*SetID WA220

Enter ALL or RANGE RANGE

*From Item Type 911000000000

*To Item Type 911000000100

*Aid Yr 2026

Institution and SetID will be the same value.

To have all item types shown in the results, enter **ALL** in the prompt and leave the item type prompts blank. (Very large results should be expected)

To only see one item type or a range of item types, enter **RANGE** in the prompt and then enter the desired FA Item Type.

These results will show a summary of the total amount of the awards that were posted in customer accounts. This report should after clearing up the issues on the discrepancy report.

	A	B	C	D	E	F	G	H	I
1	Business Unit	Aid Yr	Item Term	EMPLID	Name	FERPA Block	FA Item Type	FA Item Type Descr	Applied to Customer Accounts
2	WA220	2026	2257			N	911000000000	Federal Pell Grant	428
3	WA220	2026	2257			N	911000000000	Federal Pell Grant	1035
4	WA220	2026	2257			N	911000000000	Federal Pell Grant	418
5	WA220	2026	2257			N	911000000000	Federal Pell Grant	2465
6	WA220	2026	2257			N	911000000000	Federal Pell Grant	2046
7	WA220	2026	2257			N	911000000000	Federal Pell Grant	2465
8	WA220	2026	2257			N	911000000000	Federal Pell Grant	2046

QCS_SF_FA_SA_APPLIED_DETAILS

The example below shows how to run the query for **QCS_SF_FA_SA_APPLIED_DETAILS** and the results.

Scheduled Query Search Page

*Query Type: ▼

Query: Search

Query

<input type="checkbox"/> <input type="checkbox"/>	1-1 of 1 ▶▶ View All
QCS_SF_FA_SA_APPLIED_DETAILS	FA to SF applied funds Public

Return

These prompts are the same values as the summary query in addition to an added **Term** prompt.

× Help

QCS_SF_FA_SA_APPLIED_DETAILS

*Institution Q

*Item Term Q

*SetID Q

Enter ALL or RANGE

*Item Type 1 Q

*Item Type 2 Q

OK
Cancel

Institution and SetID will be the same value.

To have all item types shown in the results, enter **ALL** in the prompt and leave the item type prompts blank. (Very large results should be expected)

To only see one item type or a range of item types, enter **RANGE** in the prompt and then enter the desired FA Item Type.

The results of this query show the detail of what charges the award paid in Student Financials. The example is one student.

	A	B	C	D	E	F	G	H	I	J	K
1	Business Unit	Item Type	EMPLID	Name	FERPA Blo	FA Item Type	FA Item Type Descr	Applied to Customer Account	Charge Item Ty	Charge Item Type Descr	Customer Account Stat
3461	WA220	2261			N	911000000000	Federal Pell Grant		67.85	10000003000 Tuition S&A Fee	Default
3462	WA220	2261			N	911000000000	Federal Pell Grant		77.2	10000002000 Tuition Building Fee	Default
3463	WA220	2261			N	911000000000	Federal Pell Grant		181.95	10000001000 Tuition Operating Fee	Default
3464	WA220	2261			N	911000000000	Federal Pell Grant		90.8	10000001000 Tuition Operating Fee	Default
3465	WA220	2261			N	911000000000	Federal Pell Grant		904.2	590000000001 BankMobile Refund	Refund
3466	WA220	2261			N	911000000000	Federal Pell Grant			obile Refund	Refund
3467	WA220	2261			N	911000000000	Federal Pell Grant			obile Refund	Refund
3468	WA220	2261			N	911000000000	Federal Pell Grant			obile Refund	Refund
3469	WA220	2261			N	911000000000	Federal Pell Grant			obile Refund	Refund
3470	WA220	2261			N	911000000000	Federal Pell Grant			obile Refund	Refund

Default is for charges paid and Refund is the amount the student received in a refund

Fund Management/Reconciliation Queries

Query Name	Definition
CTC_FA_ITEM_DISBURSED	Annual sum of what has been disbursed in each FA item type for year prompted
CTC_FA_CBS_AND_SNG_LIST	List of CBS students and their SNG amounts should they have them. Per term
CTC_FA_WAITLISTED_AWARDS	Identifies students who have been awarded a waitlisted item type not in Cancelled status. Colleges can use this list to award students on first-come-first-serve basis when funds become available at a later date
CTC_FA_TERM_ITEM_TYPE_AWARDED	List of students who have been awarded prompted item types per term
CTC_FA_THIRD_PARTY_PYMNTS	Lists of students with a valid ISIR, by term that are receiving waivers, Agency Funding or Third-Party Contracts so that the Financial Aid Staff can manage the students' educational resources which may affect their eligibility for other FA awards.
CTC_FA_SF_DISCREPANCY_LIST	Identifies students who have aid disbursed but a portion or all is unapplied on Customer Accounts.
QCS_SF_FA_SA_APPLIED_DETAILS	Renamed CTC_SF_FINAID_REFUND_DETAILS since the query name is misleading. Results show item-types and what it applied to including refunds. Run CTC_FA_SF_DISCREPANCY_LIST to find item-types with unapplied amounts.
QCS_SF_FA_SA_APPLIED_SUMMARY	Renamed CTC_SF_FINAID_REFUND_SUMMARY since the query name is misleading. Results show item-types and amount applied to Customer Accounts. Run CTC_FA_SF_DISCREPANCY_LIST to find item-types with unapplied amounts.
QCS_FA_GRP_PAY	Select a Student Group to see the funds that have disbursed for them and what they applied to including refunds.
CTC_FA_DISBURSED_BY_DATE_UNITS	List of students who had aid disbursed. Prompted by Institution, aid year, and disbursement date

CTC_FA_OVERAWARDED	Lists students who have been awarded over their annual COA
CTC_FA_TERM_OVERAWARDED	Lists students who have been awarded over their term COA