

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** - Used to review total offered, accepted, authorized, and disbursed amounts for the financial aid item types specified within the run control parameters. A list of students and their offered, accepted, authorized, and disbursed amounts is provided for each financial aid item type.

**FA801 Award Data by Item Type** - Used to review to whom each financial aid item type was awarded as well as whether the award has been disbursed to the student.

**Fiscal Item Types 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.



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## **Fund Management Processing**

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



### **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** 

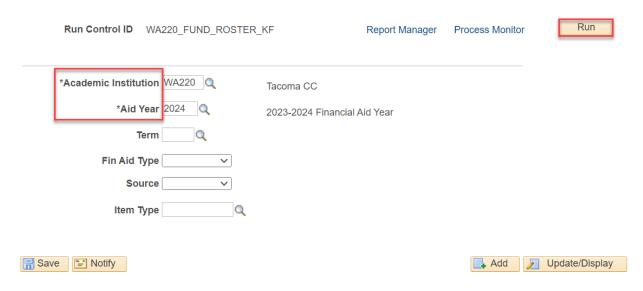
Enter the following:

- Institution
- Aid Year

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

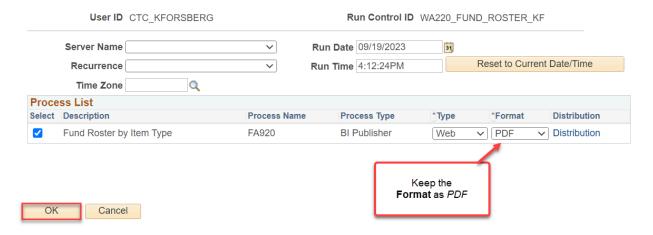
Add additional fields to custom-build the report by Term, Aid Type, Source or Item Type

#### Financial Aid Reports





#### **Process Scheduler Request**



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.



### **Using Schedule Query**

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

Enter New or Existing Run Control ID

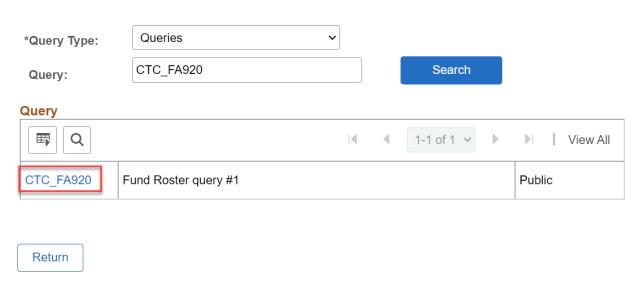
Enter - CTC\_FA920, select the Search or Add button

#### **Schedule Query**



Select the CTC\_FA920 link

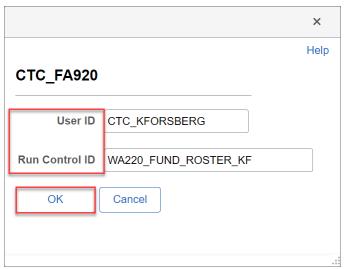
### **Scheduled Query Search Page**



The Edit Prompts table will open

Insert the User ID and the Run Control name used to run the PDF Fund Roster process from the Financial Aid menu.





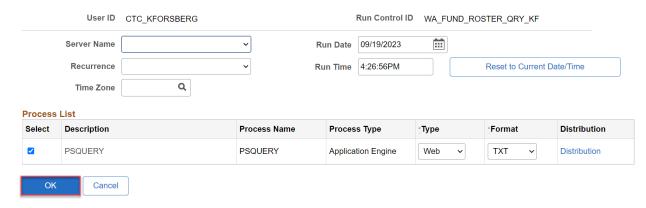
You will be directed back to the Schedule Queries page. Ensure that all fields are correct and select the Run button.

#### **Schedule Query Run Control ID** Report Manager **Process Monitor** Run WA\_FUND\_ROSTER\_QRY\_KF CTC\_FA920 Search **Query Name** Fund Roster query #1 \*Description Update Parameters **Prompt Name** Value OPRID CTC\_KFORSBERG RUN\_CNTL\_ID WA220\_FUND\_ROSTER\_KF Save Add Update/Display



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

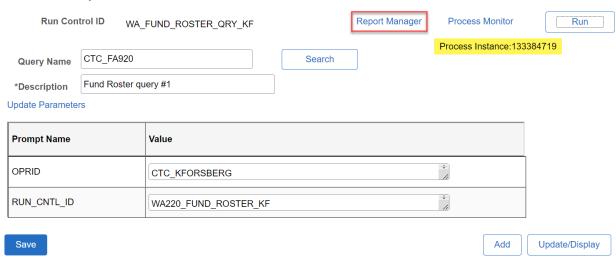
#### **Process Scheduler Request**



Ensure that the process has run to Success and Posted

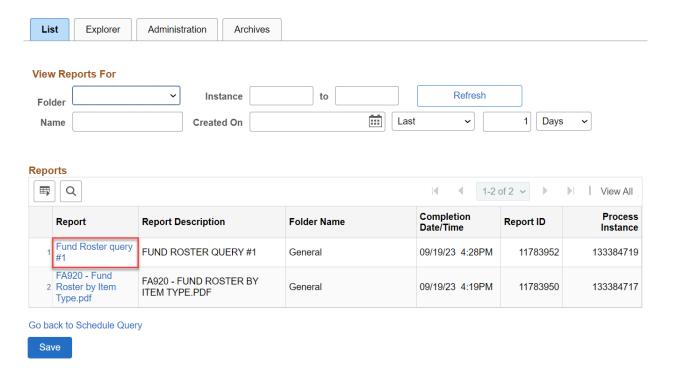
From the Schedule Query page select the Report Manger link

#### **Schedule Query**





From the Report List select Fund Roster query #1



Select the CTC\_FA920-xxxxxxx.csv link



#### Report

Report ID 11783952 Process Instance

Message Log

Name PSQUERY

Run Status Success

Process Type Application Engine

133384719

Fund Roster query #1

**Distribution Details** 

Distribution Node local

**Expiration Date** 

10/19/2023

#### File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_133384719.log	166	09/19/2023 4:28:12.302652PM PDT
CTC_FA920-133384719.csv	3,346,621	09/19/2023 4:28:12.302652PM PDT

#### **Distribute To**

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

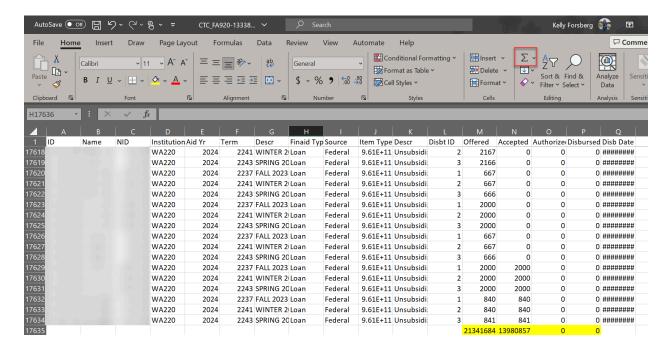


Allow the document to be opened with Excel. (The screen for downloads varies depending on which browser is being used.)

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

If you are looking for a SUM you will need to do that in Excel

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





### **Running FA801 Award Data by Item Type**

Description
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

#### FA801 Award Data by Item Type



Find an Existing Value | Add a New Value

#### Enter the following:

- Institution
- Aid Year

#### Award Information Report



Select the Run button



At the Process Scheduler Request page, select the OK button

#### **Process Scheduler Request**



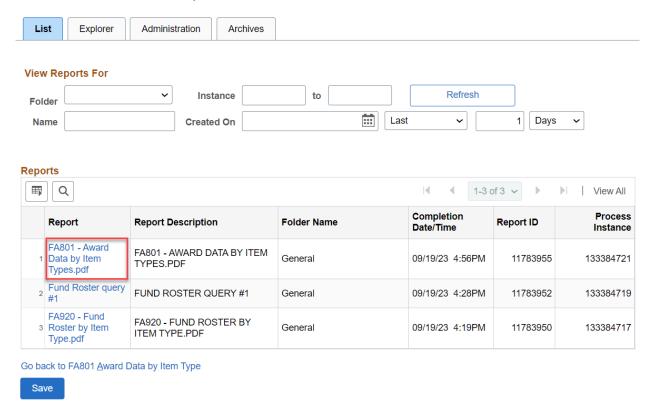
Once Success and Posted in the Process Monitor, return to the FA801 Award Data by Item Type page and select the Report Manager link

#### Award Information Report





Select the PDF link of the report.



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 sort by item type and EMPLID.





## Award Data by Item Types

Page No.: 1 of 2866 Run Date: 09/19/2023 Run Time: 05:05:57 PM

Spokane CC 2023-2024 Financial Aid Year

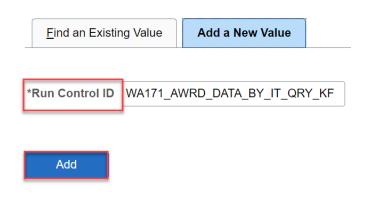
Item Type	Student ID	Name	Offered	Accepted	Net Award	Authorized	Disbursed
911000000000	Federal Pell G	rant					
		2023 FALL	2,465.00	2,465.00	2,465.00	2,465.00	2,465.00
		2023 SUMMR	2,465.00	2,465.00	2,465.00	2,465.00	2,465.00
		2024 SPRNG	0.00	0.00	0.00	0.00	0.00
		2024 WINTR	2,465.00	2,465.00	2,465.00	0.00	0.00
		Student Totals This Item	7,395.00	7,395.00	7,395.00	4,930.00	4,930.00
		2023 FALL	2,465.00	2,465.00	2,465.00	2,465.00	2,465.00
		2024 SPRNG	2,465.00	2,465.00	2,465.00	0.00	0.00
		2024 WINTR	2,465.00	2,465.00	2,465.00	0.00	0.00
		Student Totals This Item	7,395.00	7,395.00	7,395.00	2,465.00	2,465.00
		2023 FALL	986.00	986.00	986.00	986.00	986.00
		2024 SPRNG	0.00	0.00	0.00	0.00	0.00
		2024 WINTR	987.00	987.00	987.00	0.00	0.00
		Student Totals This Item	1,973.00	1,973.00	1,973.00	986.00	986.00

This report can also be run this as a query in Schedule Query.

Enter a New or Existing Run Control ID

Select the Add or Search button

### **Schedule Query**

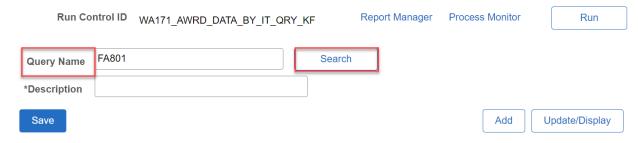


Find an Existing Value | Add a New Value



Enter FA801 in Query Name and select the Search button

#### **Schedule Query**



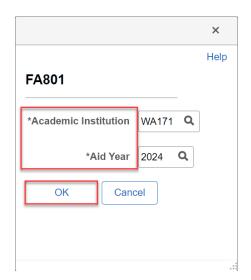
#### Select the FA801 link

#### **Scheduled Query Search Page**



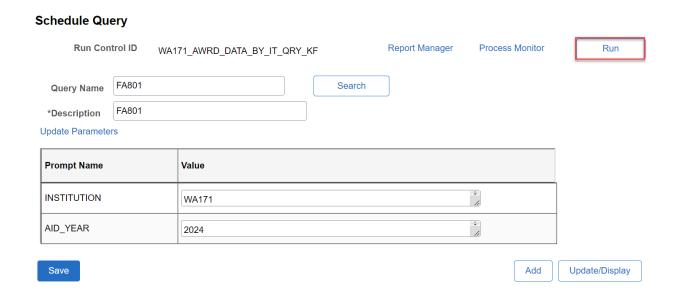
Enter your edit prompts and select OK







#### Select the Run button



Change the format to XLS and select the OK button

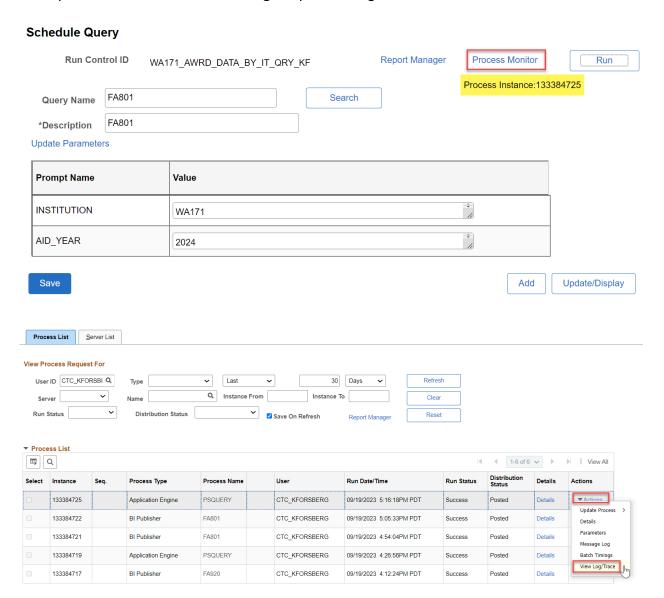
#### **Process Scheduler Request**





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

The report can also be accessed through Report Manager



#### View Log/Trace

#### Report

Report ID 11783958 Process Instance 133384725 Message Log

Name PSQUERY Process Type Application Engine

Run Status Success

FA801

**Distribution Details** 

Distribution Node local Expiration Date 10/19/2023

#### File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_133384725.log	4,687	09/19/2023 5:17:40.065486PM PDT
FA801-133384725.xlsx	4,207,132	09/19/2023 5:17:40.065486PM PDT

#### Distribute To

Distribution ID Type \*Distribution ID

User CTC\_KFORSBERG

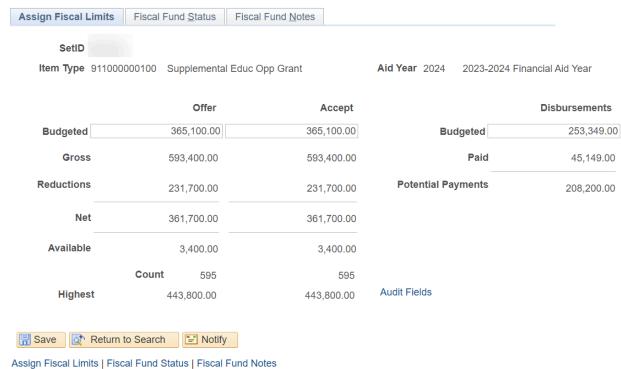
Return



### **Fiscal Item Types page**

Navigation	Description
Navigation: Set Up SACR > Product Related	Viewing Fiscal Item Types page. These pages can be
> Financial Aid > Awards > Fiscal Item Types	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

#### **Budgeted** - Offer

The maximum source of funding you can offer 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 enables you to know what your maximum total offer amount is 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 enables you to know what your maximum total accepted amount is for this financial aid item type.

#### **Budgeted - Disbursements**

The amount you want to budget 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

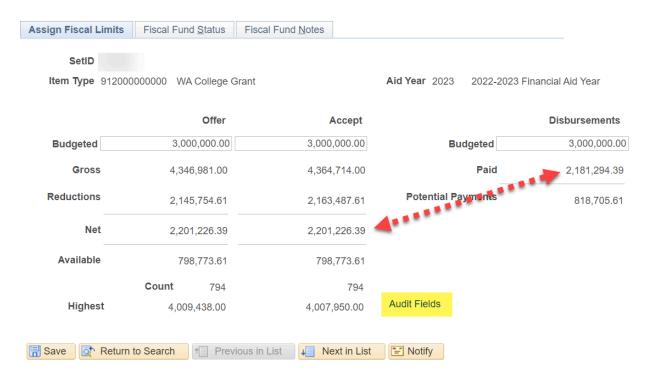
The remaining amount available to disburse to students for this financial aid item type. Equals the Budgeted – Disbursements minus the Paid – Disbursements. \*Please note – This will include 'declined' amounts from the student award page.

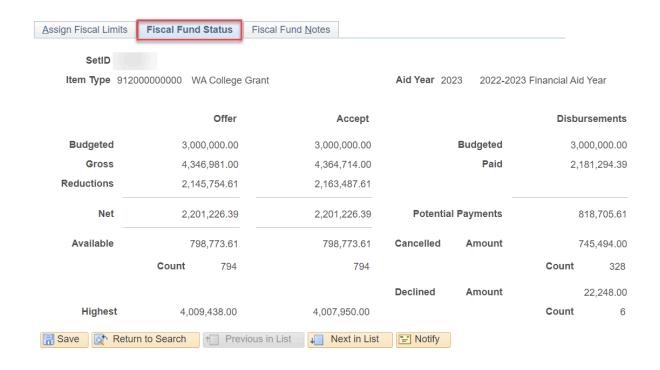
#### **Audit Fields**

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 2024/2025 aid year rollover occurs the Audit Fields link will not be available on the 2023/2024 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 you do not manually disburse while batch disbursements are running.





#### **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**

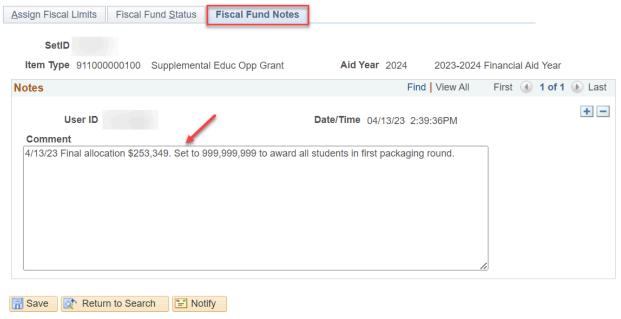
Displays the sum of the awards of this financial aid item type that have been declined.

#### **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

### **Reconciliation Queries**

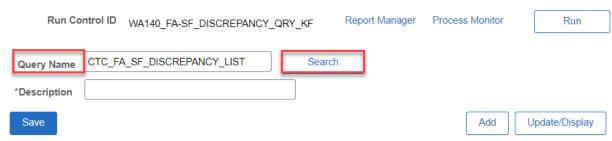
There are several queries available to help in reconciling financial aid. At the end of this document there is a list of additional fund management and reconciliation queries.

#### CTC\_FA\_SF\_DISCREPANCY\_LIST

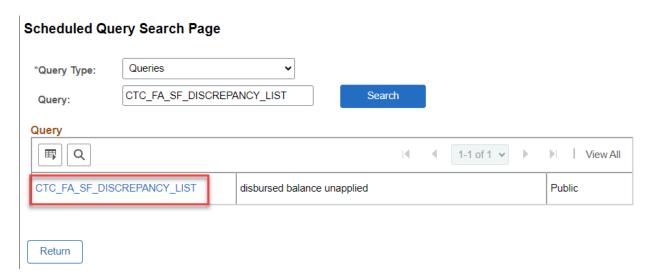
The example below shows how to run the query for CTC\_FA\_SF\_DISCREPANCY\_LIST (similar to AG941A in legacy) and the results. Each query will have its own set of edit prompts.

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

#### **Schedule Query**

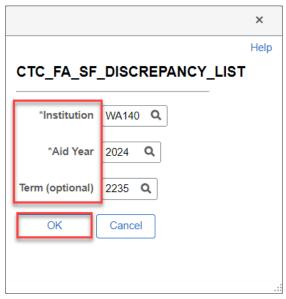


Select the blue link of the guery name.



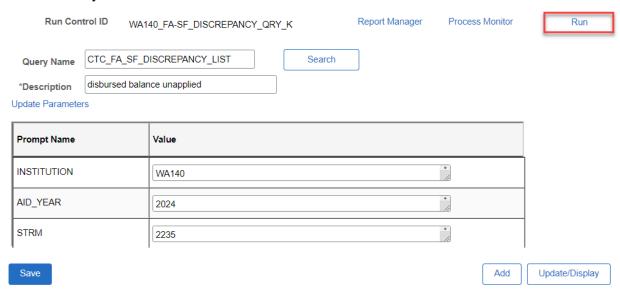
The edit prompts box will appear. Enter the desired values for the edit prompts and select the OK button.





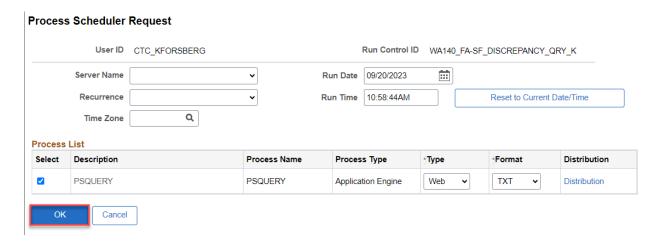
#### Select the Run button

#### **Schedule Query**

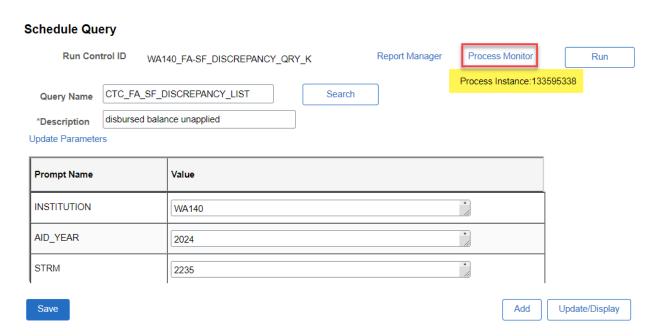




Ensure the PSQUERY box is checked and select the OK button.

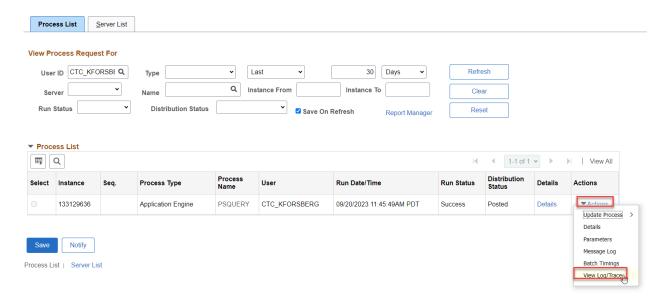


#### Select the Process Monitor link



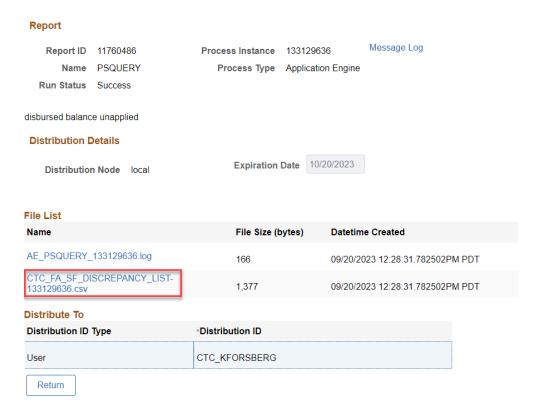


Once status is set to Success and Posted select the Actions link and then select the View Log/Trace option.



Select the CTC\_FA\_SF\_DISCREPANY\_LIST-xxxxxxx.CSV link. It can also be accessed from Report Manager

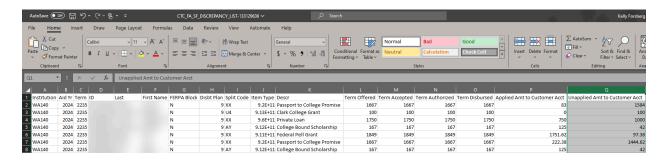
#### View Log/Trace





A pop up will appear asking if you want to open or save in Microsoft Excel. Choose whichever you feel is appropriate.

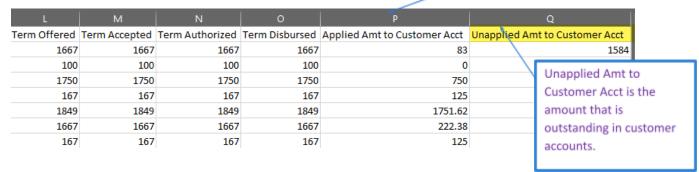
Once file is opened, the results will be as displayed below. Columns can be hidden and sorted as necessary.



There are numerous reasons as to why there are discrepancies between Financial Aid and Student Financials. Common ones 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.



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

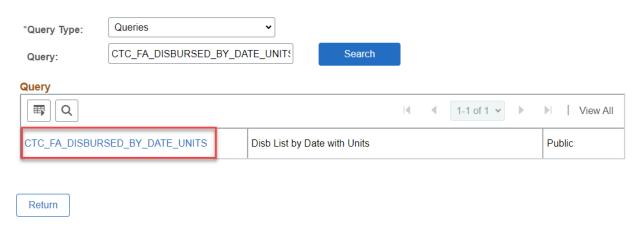
QCS\_SF\_CREDIT\_BAL\_NONREF - Identifies students with a credit balance from nonrefundable item types for the colleges to fix as part of their monthly reconciliation.

**QCS\_SF\_ITM\_TYPE\_GL\_INTERFACE** – Lists item-type set up including charge priority, payment priority, etc.

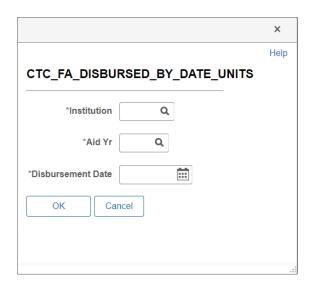
#### CTC\_FA\_DISBURSED\_BY\_DATE\_UNITS

The example below shows how to run the query for **CTC\_FA\_DISBURSED\_BY\_DATE\_UNITS** and the results.

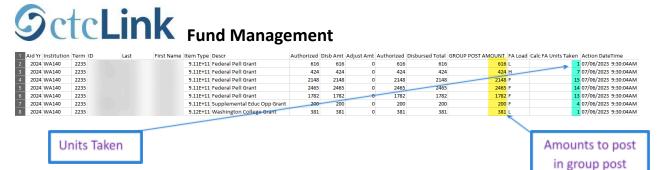
#### **Scheduled Query Search Page**



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

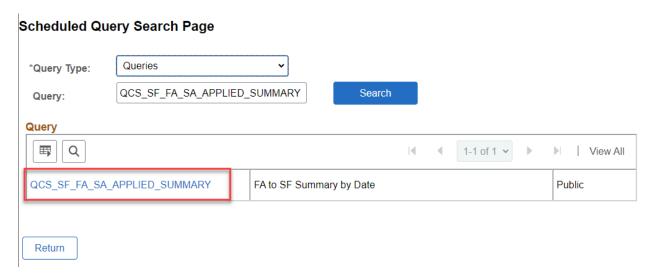


This query can be after the Authorization and Disbursement process has run and before the refund process has run in Student Financials. It will show what awards were in the group post that has been sent over to Student Financials. This can be viewed to make sure amounts of the awards match the units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



### QCS\_SF\_FA\_SA\_APPLIED\_SUMMARY

The example below shows how to run the query for QCS\_SF\_FA\_SA\_APPLIED\_SUMMARY (similar to SM9425 in legacy) and the results.



This query is prompted by Institution, SetID and either All item types or a RANGE of item types.



Institution and SetID will be the same value.

To have all item types shown in the results you will 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 you will enter RANGE in the prompt and then enter the FA Item Type you would like to see the results of.

These results will show a summary of the total amount of the awards that were posted in customer accounts. You should run this report after you have cleared up the issues on the discrepancy report.

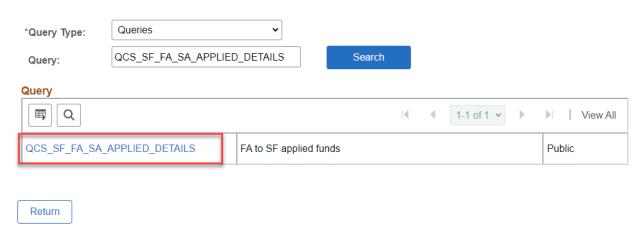




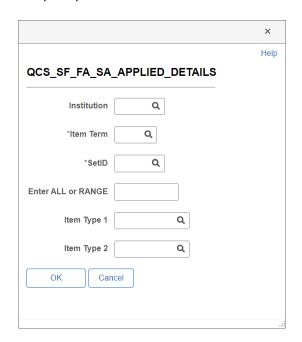
#### QCS\_SF\_FA\_SA\_APPLIED\_DETAILS

The example below shows how to run the query for QCS\_SF\_FA\_SA\_APPLIED\_DETAILS and the results.

#### Scheduled Query Search Page



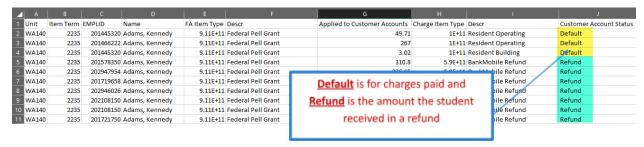
This prompts are the same values as the summary query with the exception of the added Term prompt..



Institution and SetID will be the same value. To have all item types shown in the results you will 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 you will enter RANGE in the prompt and then enter the FA Item Type you would like to see the results of.



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



## **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