CTCLINK DUAL PROCESSING BUSINESS GUIDE

Washington State Board for Community and Technical Colleges

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Dual Processing Overview

Dual Processing was created to allow Financial Aid users to finish their current Aid Year processing in the Legacy system after PeopleSoft go live. This short-term solution allows users the ease of continuing Financial Aid processing without converting over live data. Users will finish processing in Legacy while preparing for the upcoming Aid Year in the PeopleSoft system.

Ten interfaces were designed to allow users to process student aid as normally as possible. These interface include the following:

1. Bio-Demo
2. Enrollment
3. Student Career
4. Student Degree
5. Track Codes to Checklist Items
6. Disbursements
7. Census
8. Work Study
9. Reconciliation
10. SAP

Each interface was created to move data between three systems, PeopleSoft, HPUX and FAM. The first four interfaces (Bio-Demo, Enrollment, Career and Degree) create files that are moved to the HPUX system. Similarly to SMS, users will be utilizing a cloned version of SMS data during the time they are working in Dual Processing. Many of the jobs that are currently used in Legacy will be available. Some have been altered or will not be available depending on the type of processing being done.

The Track Codes to Checklist Item allows users to convert rollover track codes to checklist items in the PeopleSoft system. This will help with preparations for the upcoming Aid Year in PeopleSoft where all processing will occur eventually.

The Disbursements process starts in the Legacy FAS system where users will be running modified jobs to create a file that contains student disbursement data. The posting process will occur in the PeopleSoft system. This process will post those disbursements to student accounts by Student Financial users.

The Census interface starts by pulling students who will be included in the census review. This is done via a legacy Data Express procedure which creates a file that is uploaded into PeopleSoft and a compare report is created.

The Work Study report pulls actual work study student earnings from HCM. The values will be populated in FAM for reconciliation and reporting.

Reconciliation and SAP use the same student population that is pulled from Legacy. A file is created via a Legacy Data Express procedure and uploaded into the PeopleSoft Query Reporting Table. Various queries will pull reconciliation values for the students identified in the Query Reporting Table. The SAP process pulls that same student population into Aid Year Activation tables so FA Term can be built and the SAP calculations can be done for those students in PeopleSoft.

During Dual Processing users will be reporting all areas of Financial Aid via the Legacy systems. This will include the following:

- COD
- FISAP
- URR
- WCG Interim

The following pages will give in-depth detail of all things Dual Processing. This will include insight and instruction on both PeopleSoft and Legacy processing.

FA Dual Processing Description – Outbound

The outbound files from PS will consist of student data extracted into multiple files. For example, BioDemo data, Term Information, Enrollment Information, etc. will be placed in separate files. The core selection will be based on the Institution and Start Term entered on the Run Control record. All students in the Admissions or Enrollment tables with a term greater than or equal to the Start Term will be selected. All extracted data will use this core list of Empl IDs to extract the relevant data. The output paths will be defined in a crosswalk record.

This interface includes a Run Control, which users can specify what Institution and Start Term to use. It will also contain checkboxes to identify which extract file(s) to produce.

In addition, this interface provides the colleges the ability to utilize PS queries to extract PS data to be used in regular business processes. Colleges will upload legacy data for a desired group of students into the Query Reporting Table. Queries are created to pull data from both the Query Reporting Table and PeopleSoft to generate a single output. For example, the Census Date business process includes colleges extracting students from legacy, loading the data into the Query Reporting Table, and then running a query to pull enrollment data for the select group of students.

FA Dual Processing Description – Inbound

The two processes that use the Inbound Interface are Disbursement files and Track Codes.

These files are created in Legacy via HPUX batch jobs and are transfer to the Axway that is connected to both Legacy and PeopleSoft systems. The Axway connection passes files to and from the PeopleSoft server for processing.

For the inbound files the Axway connection deposits the newly created Disbursement and Track Codes files onto the PeopleSoft servers. Users will be able to access and process these files via the interface processing in the Financial Aid module.

Outbound Process Flow

Process	Process Name	Process Description	Review Log Required?
Student Bio-Demo Data I-111	CTC_FBIO_AE	Extracting Bio/Demo from PS to move to FAM.	**Y**
Student Enrollment Data I-121	CTC_FAMSE_AE	Extracting all student enrollment data from PS to move to FAM	**Y**
Student Career Term Data (Quarterly Data) I-112	CTC_FAMSC_AE	Extracts student career program details from PS to FAM	**Y**
Student Degree Extract I-123	CTC_FAMSD_AE	Extracts student degree data from PS to FAM	**Y**
Student Worker Payroll Extract I-115		Extracting all student enrollment data from PS to move to FAM	

Inbound Process Flow

Process	Process Name	Process Description	Review Log Required?
Census Extract I-113			
Disbursement Data I-116	CTC_I116_AE	FAM to PS Disbursement and SF group post	**Y**
Tracking Code I-117	CTC_TRKCD_AE	Loading tracking codes to PS and converting to Checklist Items	**Y**
Student Financial Reconciliation I-114		Program compares data from FAEXP to awards in FAM	**Y**
SAP Extract I-118		FAM subset of students loaded to PS via Query Reporting Table	**Y**

Dual Processing Business Flow

The following table shows how Daily, Weekly and Quarterly processing occur while running Dual Processing.

Task	Sub Task	Application	Frequency	Data Feed Require-ment	Direction and Data Elements	Business Process
ISIR Load		FAM	Weekly; specific to individual college's specific business process.	None needed		ISIR Load would be run as usual. No change to program.
FA Load	Tracking Codes	FAM	Weekly	Yes, needed	FAM to PS FAM Tracking Codes KW5001J	Use KW5001J to extract roll-over and BankMobile tracking codes to create checklist items into PS. Schedule KW5001J to run on a nightly basis to pull desired track codes from legacy then add to PS.
FA Load	WCG Eligibility	FAM	Weekly	None needed		Run FAF Load as usual. No change to program.
WCG Archive		HPUX (DX: SM9897R)	Weekly	None needed		Business as usual. But make sure ETL process from FAM to SAFER is still running.

College Bound Scholarship		HPUX (DX:SM9116R, screen SM9117, batch job SM9118J)	Weekly	None needed		Business as usual. No change to program.
FA Load	Student Budgets	FAM	Weekly	None needed		Run FAF Load as usual. No change to program.
FA Load	Bio/demo	FAM	Weekly	Yes, needed	PS to PSSM HPUX Run SM9108J to post PS EmplID as alternate ID as well as update address with PS address Run SM9107J to post the email address from PS to FAM.	Run FAF Load as usual. No change to program.
FAF Load	ATB	FAM	Weekly	None needed		Run FAF Load as usual. No change to program.
FAM Portal		FAM	Daily	None needed	Run SM9785J if college allows uploading of documents or accepting awards on the portal	Process as usual. No change to program
BankMobile	Bio demo track code	FAM	Daily	Yes, needed	FAM to PS FAM Tracking Codes KW5001J	Use KW5001J to extract roll-over and BankMobile tracking codes to create checklist items into PS. Schedule KW5001J to run on a nightly

						basis to pull desired track codes from legacy then add to PS.
Bank Mobile	Bio demo extract file to Higher One	PS	Daily	None needed		PeopleSoft business as exists. No change to PS program.
Tracking Letters		FAM (FAM056)	Daily	None needed		Business as usual. No change to program.
File Review/Eligibility Determination	Manual	FAM	Daily	None needed		Business as usual. Note: Auto File Review process will be available to only check data in FAM. Can run SM9141J (Ready to Review Report).
Entrance Loan	Manual	FAM	Daily	None needed		Business as usual
Exit Loan	Manual	FAM	Quarterly	None needed		Business as usual
Awarding/Packaging		FAM (FAM610)	Daily	None needed		Business as usual. No change to program.
Award Notifications/Loan Debt Notifications		FAM (FAM010)	Daily	None needed		Business as usual. No change to program.
Pell COD	FAM to COD Reporting	FAM (FAM210 FAM4116 FAM4117 FAM450) And HPUX SM9110J SM9111J SM9529J	Weekly	None needed		Business as usual. No change to program.

Pell Eligibility Calculation (Eligibility Calculation)		FAM (FAM1317)	Weekly	None needed		Business as usual. No change to program.
Pell COD (YTD Import & Payment Matching)	YTD Reconciliation Report	FAM (FAM497 FAM491)	Monthly	None needed		Business as usual. No change to program.
DL COD	FAM to COD reporting	FAM (dlorig1617 FAM8117 FAM8217 FAM210 FAM8317 FAM8517) And HPUX (SM9111J SM9529J)	Weekly	Yes, required	PS to FAM: SULA data (CIP code, SULA Load, SULA length, SULA Type, Special Program Code)	Business as usual. Depending on where imported SULA data is stored, may need to modify to read data from a different source.
DL COD	Monthly reconciliation	HPUX (screen SM9120 Batch job SM9119J)	Monthly	None needed		Business as usual. DLSAS file is uploaded to the HPUNX, using the existing upload process then the SM9119J program will read file. Process reads FAEXP tables.
DL Disbursement Notifications		FAM (FAM056)	Daily	None needed		Business as usual. No change to program.
Disbursement	Auto App	HPUX (FA095R)	Daily	No longer needed.		Will no longer be run since there will be no tuition and fees to pay off in FMS.
Disbursement	The former Check Calc process now becomes the Disburse-ment Process	HPUX (AG996R) and PS (Group Posting process)	Daily	Yes, required	FAM to PS (SM9408 creates ZX110S2 file) PS to FAM (Units/credits attempted)	(Enrollment information looked at from PSSM database then updates Academic Tab with units.) These disbursements are posted to FAEXP.

		Preliminary disbursement job group AG905R can be run first to verify that all selected are ready to be disbursed.				Student Financials will process the file through the PeopleSoft Group Post process. That process will apply disbursements included in the file and pay appropriate tuition & fees, then issues refunds as usual. File will contain upwards and downward adjustments. (Will be following up on SF Conversion activities to ensure FA payments from legacy are not being converted as the generic 1098T eligible/ineligible conversion item types.
Disbursement	Census Day Review	HPUX (Data Express procedures SM9901R, SM9902R, or SM9903R)	Quarterly	Yes, needed	PS to HPUX (enrollment data) Term/YrSess Units/Credits FA Load/Enrollment Level	DataExpress procedures developed to pull students with census day information that colleges can use to identify changes in enrollment levels. Selected by Award Code/Sub Code and Track Code, Award Code/Sub Code or by Track Code

SAP	Process SAP	HPUX Data Express procedure SM9904R)	Quarterly	Yes, required	PS to HPUX (enrollment data) Term/YrSess Units/Credits FA Load/Enrollment Level YrSess GPA Cumulative GPA	DataExpress procedure SM9904R has been developed for this process.
SAP	SAP Conversion	PS (SAP process)	Quarterly	Yes, required	FAM to PS Conversion values exist in PS	Student population pulled from FAM and Aid Year Activated, FA Term build and SAP run in PS
R2T4	Manual	Data reviewed in PS and entered onto Dept. of Ed R2T4 worksheet or WSAC Repayment worksheet	Quarterly	None needed.		Business as usual. (Colleges will identify students from the SAP report or manually during the quarter.)
Reconciliation	FA vs FAEXP	HPUX (SM9420J, SM9421J, SM9425J, AG941A and AG942A)	Weekly			Run reconciliation reports as usual. Process is available to update FAEXP as needed.
Reconciliation	FAM FA vs PS Student Financials	New step in business process	Weekly	Built	PS to FAM: Pull FA item types from Student Financials for applied charges using existing PS query. Then will need a new query to reconcile FAM awards to PeopleSoft Student Financials data.	Query used to compare disbursed values to posted values

Unit Record Report		HPUX (SM9110J SM9146J SM9108J SM9738J)	Annually	Yes, required	PS to HPUX Enrollment data Ethnicity data Use current HPUX job to load the ethnicity into from PSSM fields (which the legacy URR program reads from)	Business as usual for colleges.
Washington College Grant IR and Washington College Grant Real Time Reporting		HPUX (SM9110J SM9739J)	Quarterly & when Funds are Drawn from WSAC	Yes, required.	PS to HPUX Enrollment data, Bachelor degree data, and degree data included in PS files	Business as usual for college.
FISAP		FAM (FAM100) HPUX (SR1311J)	Annually	Maybe		Business as usual. No change to program. Query for Unduplicated headcount has been created.
Work Study Reconciliation		HPUX (PSxxxxJ to compare manually against SM9425 or SM9420 reports)	Weekly	Yes, needed	PS to FAM Payroll earnings Possibly use existing work study HCM queries to pull data and load into FAM tables.	Compare query used

Business Process Changes

Several current functions in processing financial aid in the legacy system will either change or not be available.

1. Add New Student function in FAM – this process will no longer access SMS data and pre-enter biographic data. A student can be added into FAM if they have not submitted a FAFSA. However, all data will need to be entered manually. You will first need to verify the student data is in PS before manually adding to the Student Data tab in FAM.

2. Colleges will not be able to copy student PINs from SMS into FAM using job SM9789J. Colleges can configure FAM to enter the student's birthdate as the PIN when the FAFLoad runs.
    a. Update Hours From Student System – The ability to update hours from SMS on the Academic Tab will no longer be available.

3. BankMobile Bio Extract – The track code is converted to a PeopleSoft checklist item by running KW5001J. That checklist item is completed by the Student Financials office and the Bio-Demo data for the student is sent to Bank Mobile.

4. College will be expected to monitor exception reports produced by the data load process (AG995R).

5. New educational programs. If a college adds a new educational program after going onto PS , extra steps will need to be taken to ensure the correct data is posted.

    a. Add new program code to PS
    b. Add corresponding 3 or 4 character program code to SMS screen SM5006.
    c. Contact SBCTC ctcLink Customer Support to add both the new PS Prog Plan code and the EPC code to the crosswalk.

6. It is recommended not to run the Final Award Disbursement Reconciliation that actually changes award amounts in FAM (AG942A). To reduce errors, run the preliminary report (AG941A) and make manual adjustments.

7. The Auto File Review job can be run during dual processing to check data that only exists in FAM. It cannot be run to check SMS data or Sponsorship data while in Dual Processing. There is some setup required before the Auto File Review job can be run while in Dual Processing. (See instructions on page 45)

Security Information for Dual Processing

In order to complete the steps listed in this document, there are some security roles that Financial Aid and Student Financials staff need to have assigned to their Empl ID. Below are the navigations as well as the roles to be assigned.

Financial Aid Roles:

Nav Bar > Navigator > PeopleTools > CTC Custom > Extensions > Upload/Download Files

- ZZ_FA_UPLOAD_DOWNLOAD

Nav Bar > Navigator > Campus Community > CTC Custom > CTC Query Reporting Table

- ZZ_CC_QRY_RPT_TBL

Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interfaces > FAM > FAM

- ZZ_FINANCIAL_AID_MANAGEMENT

Student Financials Role:

Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interfaces > FAM > FAM Disbursement Data Process

- ZZ_FINANCIAL_AID_DISBURSEMENT

Note: It is not recommended for a staff person to have access to both the FAM page as well as the FAM Disbursement Data Process page

Before you start

The purpose of this guide is to get you familiar with the processes, navigations, and usage of validation queries. It details various steps needed to successfully run extracts, access queries and take any corrective actions (usage of validation queries and/or reports).

A few recommendations when using the guide and understanding screenshots provided.

- The parameters provided in the screenshots are for reference only. In PeopleSoft you have flexibility to select the 🔍 'Magnifying Glass', next to most fields, to get all available parameter values.
- Please read through the entire process details before starting a process to help you understand what results to expect as well as any pre-requisites/dependencies (if any).
- Familiarize yourself with PeopleSoft acronyms and terminology (Glossary at the end of this guide)
-

Student Bio-Demo Data Extract

This extract pulls bio/demo from PeopleSoft based on run control values. The process pulls students who have enrollment based on the Start Term value. When this process is run it will pull new and existing students for the indicated Start Term and onwards.

**The "Start Term" value should be the first term of the award year.*

Pre-requisites

- All dual processing crosswalks should be mapped including Acad Plan, Item Type, etc.

Known Issues

- The process may not run to Success because multiple primary ethnicities are linked to one student on the PS side.

Bio/demo data with the latest effective dated row is extracted. It will create the KWxxxBIO that will be loaded into HPUX.

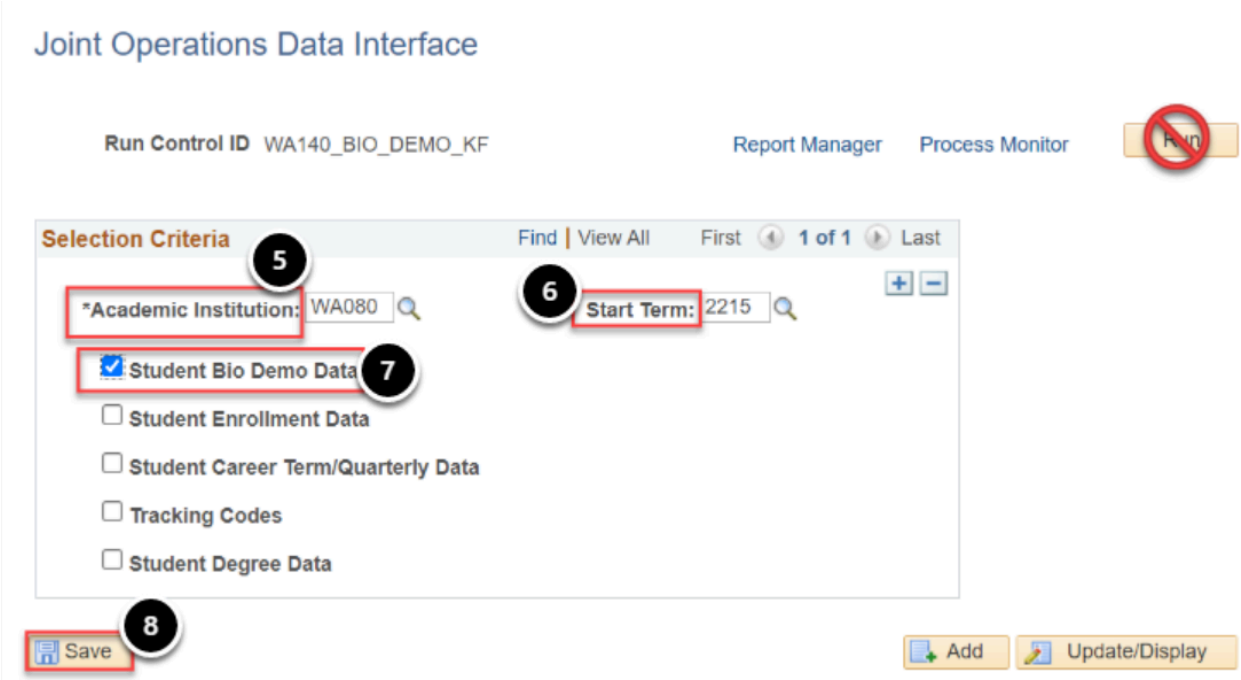
Navigation: Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interface > FAM > FAM

Enter a new or existing Run Control ID

Enter the following data:

1. The run control search page displays.
2. Enter a valid existing **Run Control ID**, or **Add a New Value** for the **Run Control ID**.
3. Select the **Search** button.
4. The Joint Operations Data Interface page displays.
5. Enter the **Academic Institution**.
6. Enter the **Start Term** – value should be the first term of the award year.
7. Select the **Student Bio Demo Data** checkbox.
8. Select the **Save** button -- do not select Run; you will be building this process into a JobSet that will run this process and others in an overnight process.

Note: In the Term field, if you are a Header School, use the Summer Term in the Academic Year for which you are running Dual Processing. If you are a Trailer School, use the Fall Term. If you do not use the Summer Term, for headers, or Fall Term for trailers, the process may not pick up essential records that need to be moved over to HPUX with this process.



Student Enrollment Data Extract

This extract pulls Student Enrollment Data from PeopleSoft based on run control values. Student Enrollment data with the most effective dated row for the indicated term is extracted. The enrollment extract excludes enrollment with W grades. It will create the KWxxxENR that will be loaded into FAM.

**The "Start Term" value should be the first term of the award year*

Pre-requisites

- All dual processing crosswalks should be mapped including Acad Plan, Item Type, etc.

Navigation: Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interface > FAM > FAM

Enter a new or existing Run Control ID

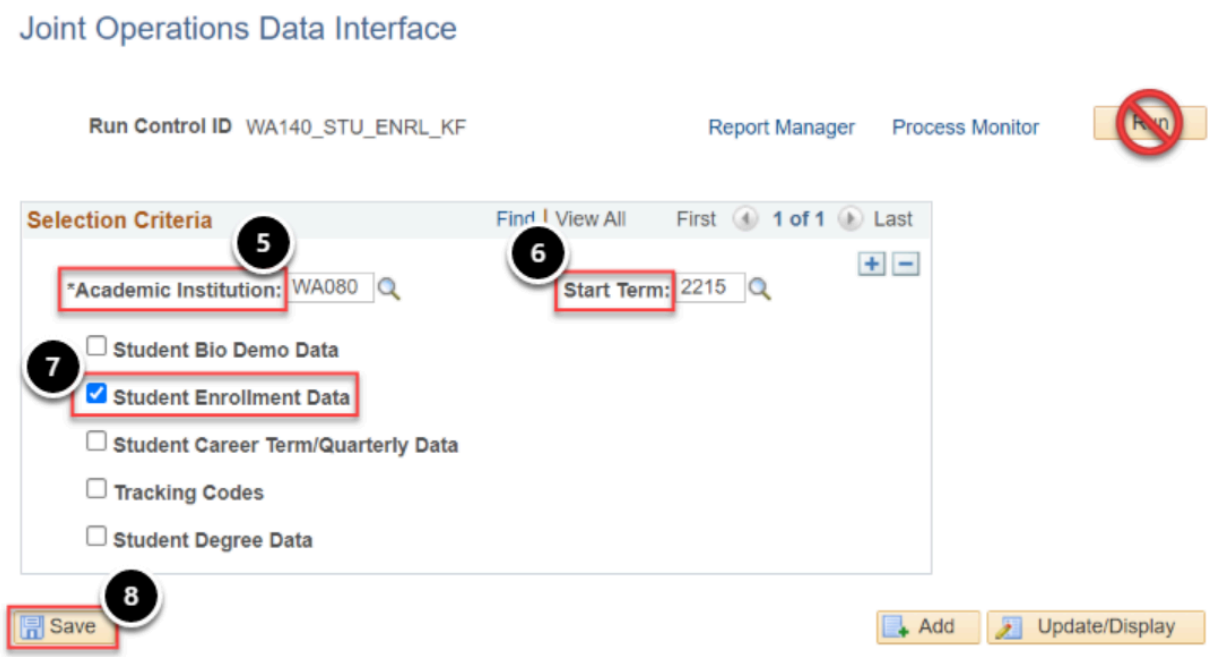
Enter the following data:

1. The run control search page displays.
2. Enter a **Run Control ID**.

Be sure to create a new Run Control ID specific to this process. Do not use the previous Run Control ID. You will be using 4 unique Run Control IDs into a JobSet.

3. Select the **Search** or **Add** button.
4. The Joint Operations Data Interface page displays.
5. Enter the **Academic Institution**.

6. Enter the **Start Term** – value should be the first term of the award year.
7. Select the **Student Enrollment Data** checkbox.
8. Select the **Save** button – do not select Run; you will be building this process into a JobSet that will run this process and others in an overnight process.



Student Career Term/Quarterly Data Extract

This extract pulls ALL Student Enrollment Data quarterly data from Peoplesoft for any student that has enrollment within the current financial aid year. It will create the KWxxxQTR that will be loaded into FAM.

**The "Start Term" value should be the first term of the award year.*

Pre-requisites

- Conversion data should be available for your school and for terms in the ctcLink PRD environment
- All dual processing crosswalks should be mapped including Acad Plan, Item Type, etc.

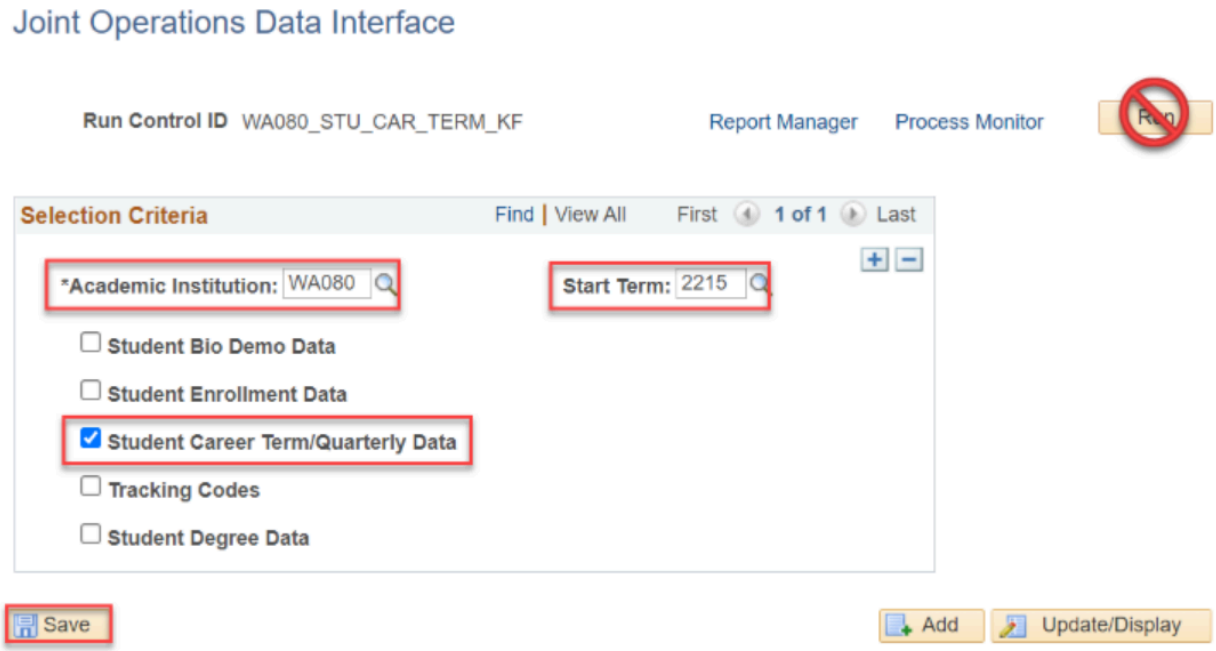
Navigation: Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interface > FAM > FAM

Enter a new or existing Run Control ID

Enter the following data:

1. The run control search page displays.

2. Enter the **Run Control ID**.
3. Select the **Search** or **Add** button.
4. The Joint Operations Data Interface page displays.
5. Enter the **Academic Institution**.
6. Enter the **Start Term** – value should be the first term of the award year.
7. Select the **Student Career/Term Quarterly Data** checkbox.
8. Select the **Save** button – do not select Run; you will be building this process into a JobSet that will run this process and others in an overnight process.



Student Degree Data Extract

This extract pulls ALL Student Degree Data from PeopleSoft. The term provided in the "Start Term" field is used to get the degree data for all the students awarded a degree in that term. It will create the KWxxxDEG that will be loaded into the HPUX clone database.

**The "Start Term" value should be the latest term for which degrees have been posted. **Note, the Term should be updated each term this is run.*

Pre-requisites

- All dual processing crosswalks should be mapped including Acad Plan, STRM, etc.

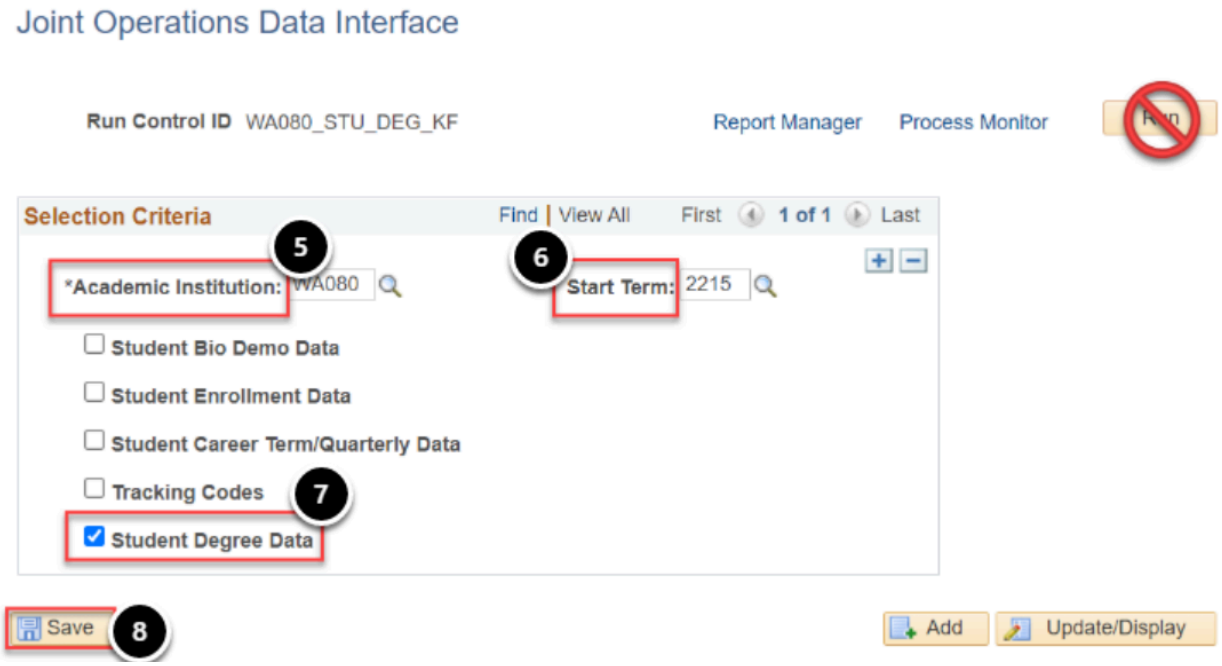
Navigation: Nav Bar > Navigator > Financial Aid > CTC Custom > CTC Interface > FAM > FAM

Enter a new or existing Run Control ID

Enter the following data:

1. The run control search page displays.
2. Enter the **Run Control ID**.
3. Select the **Search** or **Add** button.
4. The Joint Operations Data Interface page displays.
5. Enter the **Academic Institution**.
6. Enter the **Start Term** – value should be the first term of the award year, AND should be updated each term after the confirmation of degrees by your Records and Enrollment dept.
7. Select the **Student Degree Data** checkbox.
8. Select the **Save** button – do not select Run; you will be building this process into a JobSet that will run this process and others in an overnight process.

Note: You MUST update this term-based run control each time your records office posts degrees for students. This is the only Run Control for Dual Processing that you must update *each term* to capture graduated students for each term.



Create/Schedule Dual Processing JobSet (CTCFADP)

This Jobset run all the extract processes in one overnight job in PeopleSoft.

Each of the extract Run Control IDs will be embedded into the nested CTCFADP job list in the JobSet.

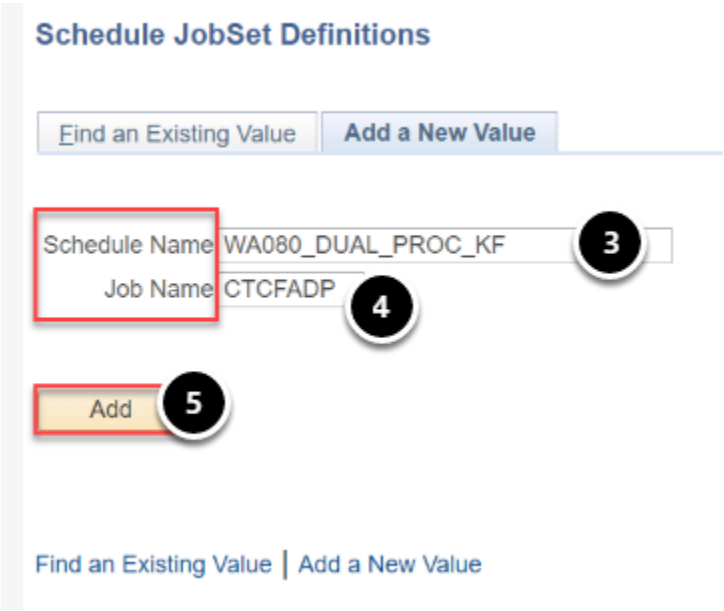
Pre-requisites

- All Run Controls for your outbound extracts (Bio Demo, Student Enrollment, Student Career Term, and Student Degree) should be built first.

Navigation: Nav Bar > Navigator > PeopleTools > Process Scheduler > Schedule JobSet Definitions

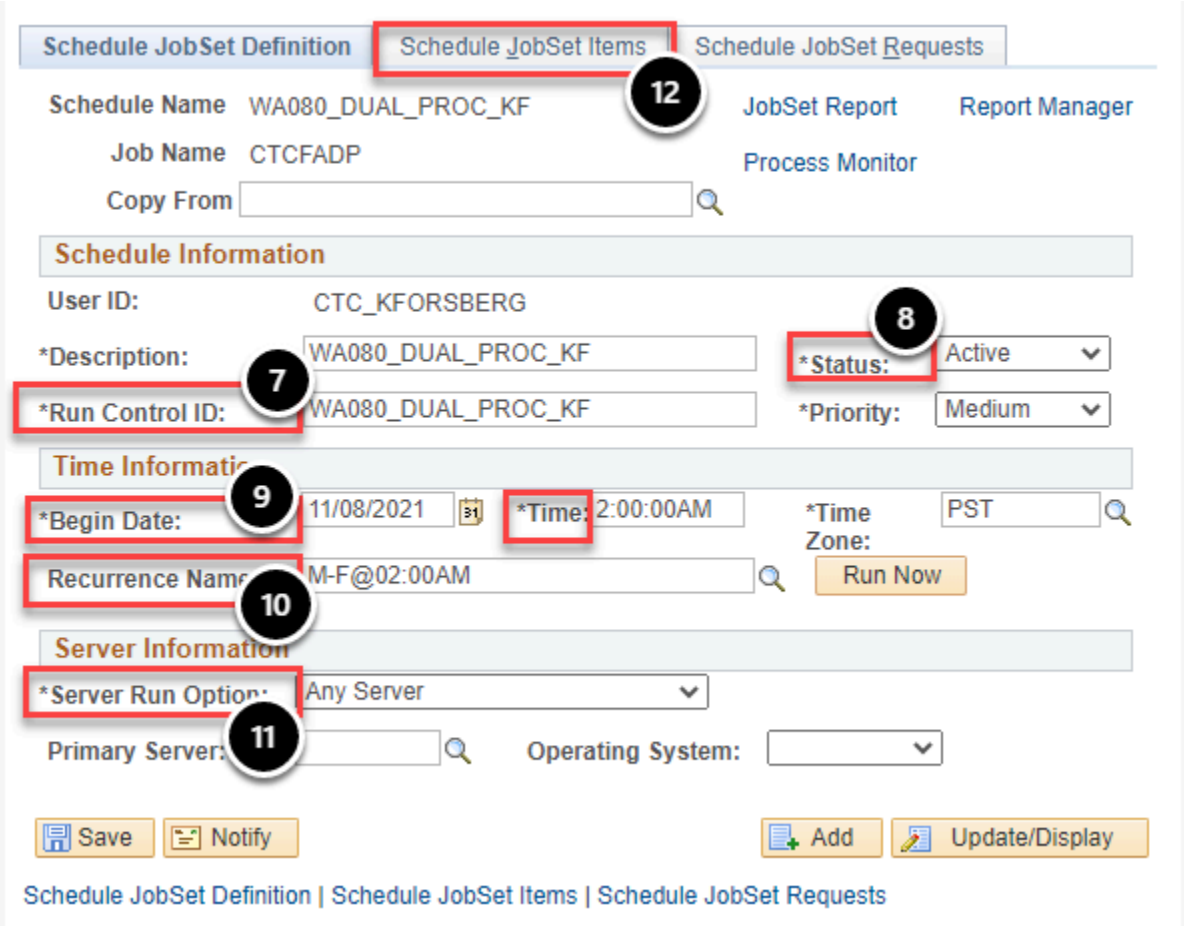
Enter the following data:

1. The Schedule JobSet Definitions search criteria page displays.
2. select the **Add a New Row** tab if you are building this out for the first time.
3. Enter the name of the desired **Schedule Name**.
4. Enter the **Job Name** = **CTCFADP**
5. Select **Add** (Or **Search** if using an Existing Run Control ID).

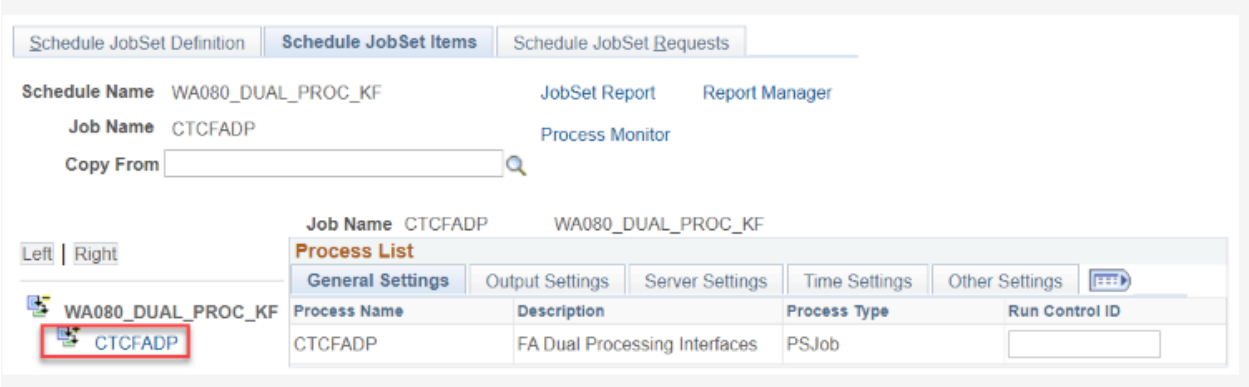


6. The Schedule JobSet Definitions tab displays.
7. Enter the **Run Control ID** -- it can match the name of the description already defined in the field above it.

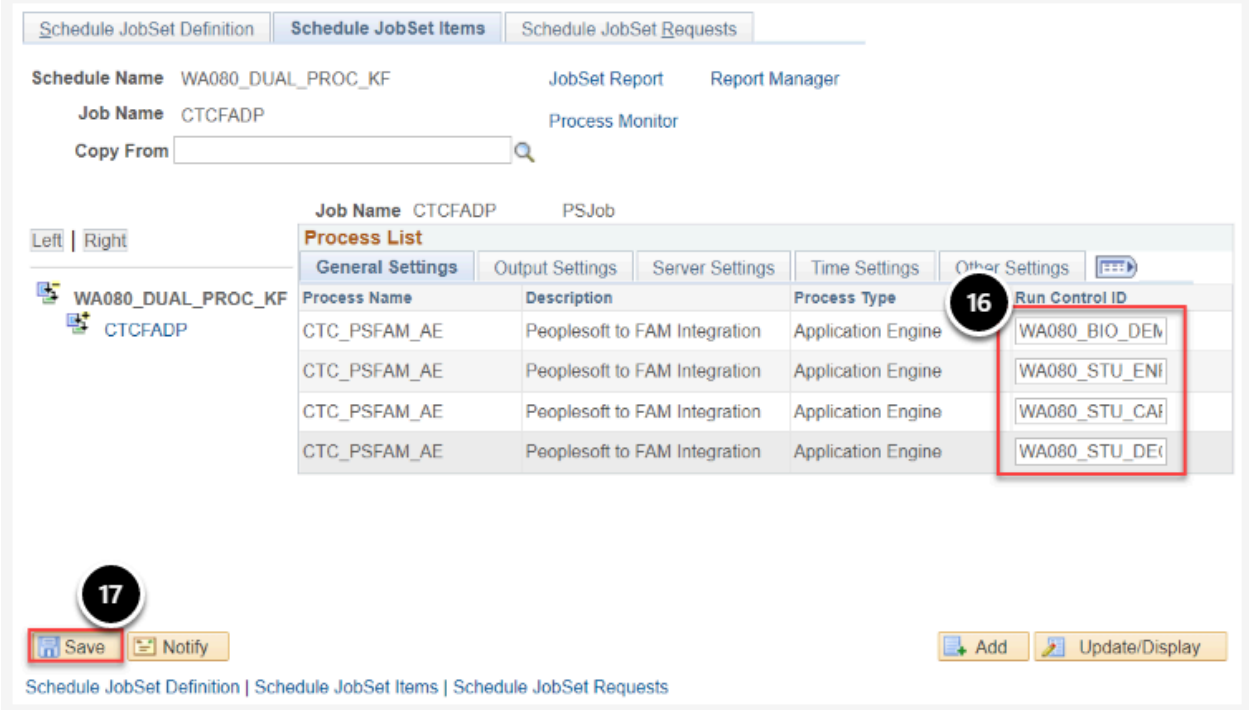
8. Set the Status to **Active** -- this setting queues up the job to run as you set in the **Time Information** group box.
9. In the **Begin Date**, note the date defaults to the day you are currently in. In the **Time** field, select the **Time** that FA Support has assigned you as your nightly JobSet time.
10. In the **Recurrence Name**, use the magnifying glass to define the time frame FA Support has assigned to you for this JobSet (i.e., M-F@2:00AM).
11. Set the **Primary Server** drop down option to **Any Server**.
12. Select the **Schedule JobSet Items** tab.



13. The Schedule JobSet Items tab displays.
14. Select the **CTCFADP** link to expand the fields on the page.



15. The Process List group box displays.
16. Enter in each of the four fields the **Run Control ID** you created for each of the extracts. i.e.,
    - Enter the **Bio Demo Data** extract **Run Control ID** in the first field.
    - Enter the **Student Enrollment Data** extract **Run Control ID** in the second field.
    - Enter the **Student Career Term Quarterly** extract Run Control ID into the third field.
    - Enter the **Student Degree Data** extract Run Control ID into the fourth field.
17. Select **Save**.



CTCFADP JobSet Extract Validation Queries

These series of validation queries can be run after you have successfully run the CTCFADP JobSet has run overnight. The queries show the data generated and extracted to a file after a successful run of each extract.

Run these validation queries when you come into the office each morning. Check your Process Monitor to retrieve your Process Instance numbers to run in the query prompts.

Tip! The navigation to retrieve your Process Instance number in Process Monitor is: **Nav Bar > Navigator > PeopleTools > Process Scheduler > Process Monitor**

Bio-Demo Validation Query

The Bio-Demo Validation query can be run after you have successfully run the Bio-Demo Data Extract process described above. This query shows the data generated and extracted to a file after a successful run of the Bio-Demo extract.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.
- Should have the 'Process Instance' number from the previous step. (Ref: Page 17 and follow steps).

Known Issues

- The query generates no results:
  - The Process Instance number provided was run by another user.
  - The file generated when running the extract process in the previous step contains no data.

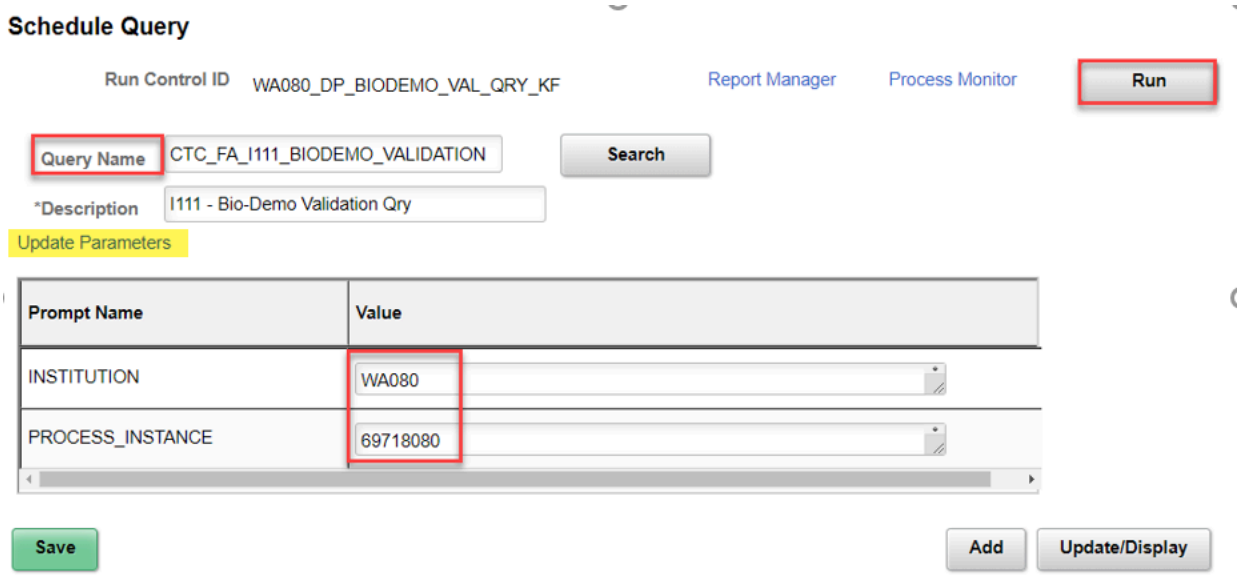
Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

Enter the following data:

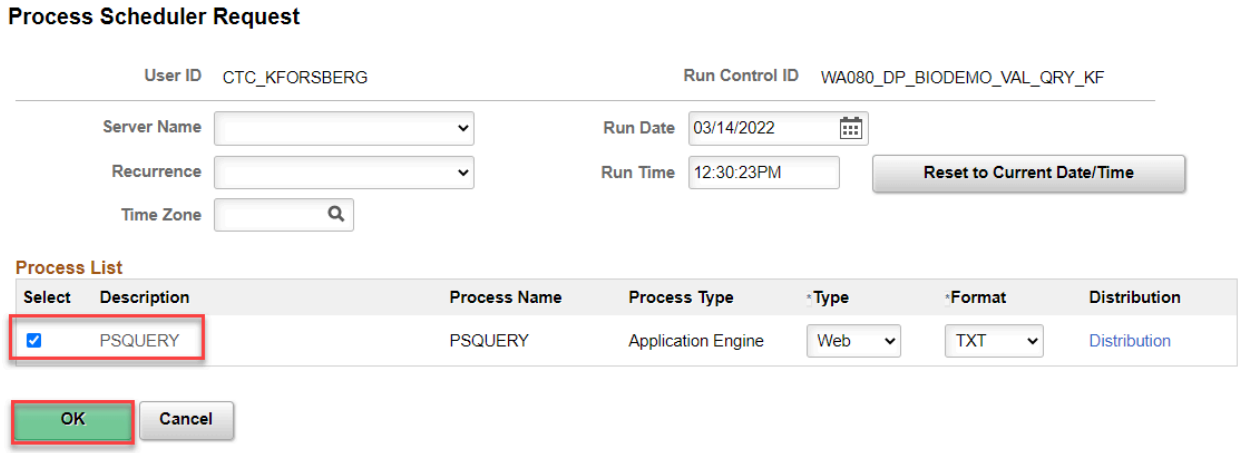
- Query Name - **CTC_FA_I111_BIODEMO_VALIDATION**
- Institution
- Process Instance Number (Use the Process Monitor to retrieve your Process Instance Number)
- Select Run

Note!—To update your Run Control ID each day with the new Process Instance number, detail in to the Update Parameters link (highlighted in the image below) to update your Edit Prompts.



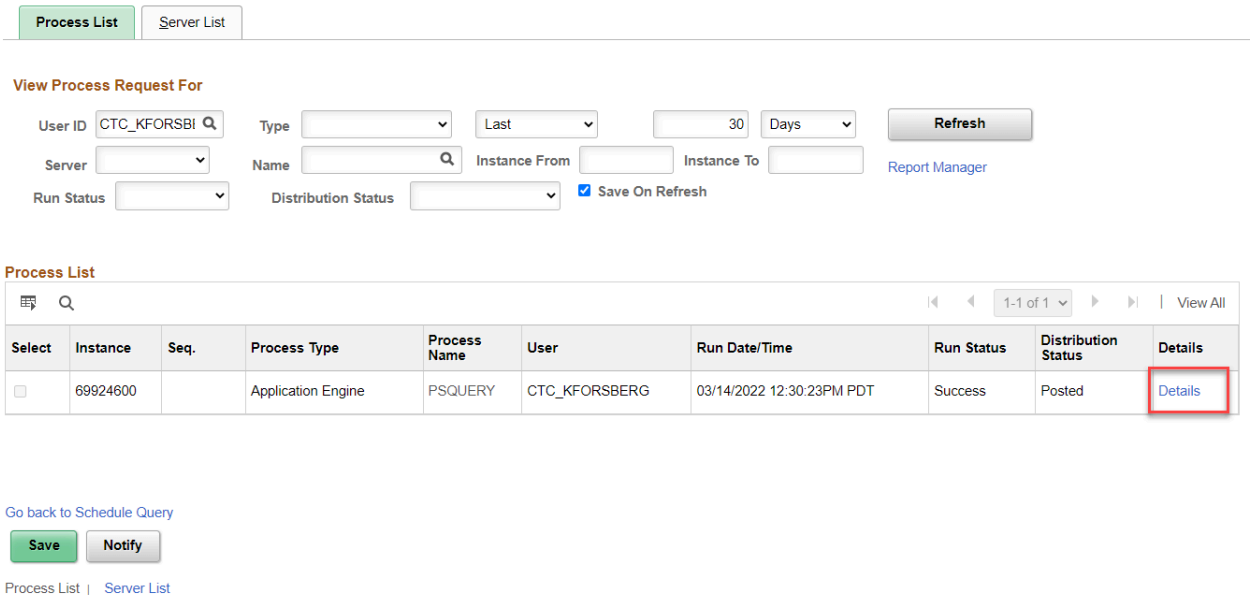
From the Process Scheduler Request page ensure the **PSQUERY** box is checked

Select **OK**

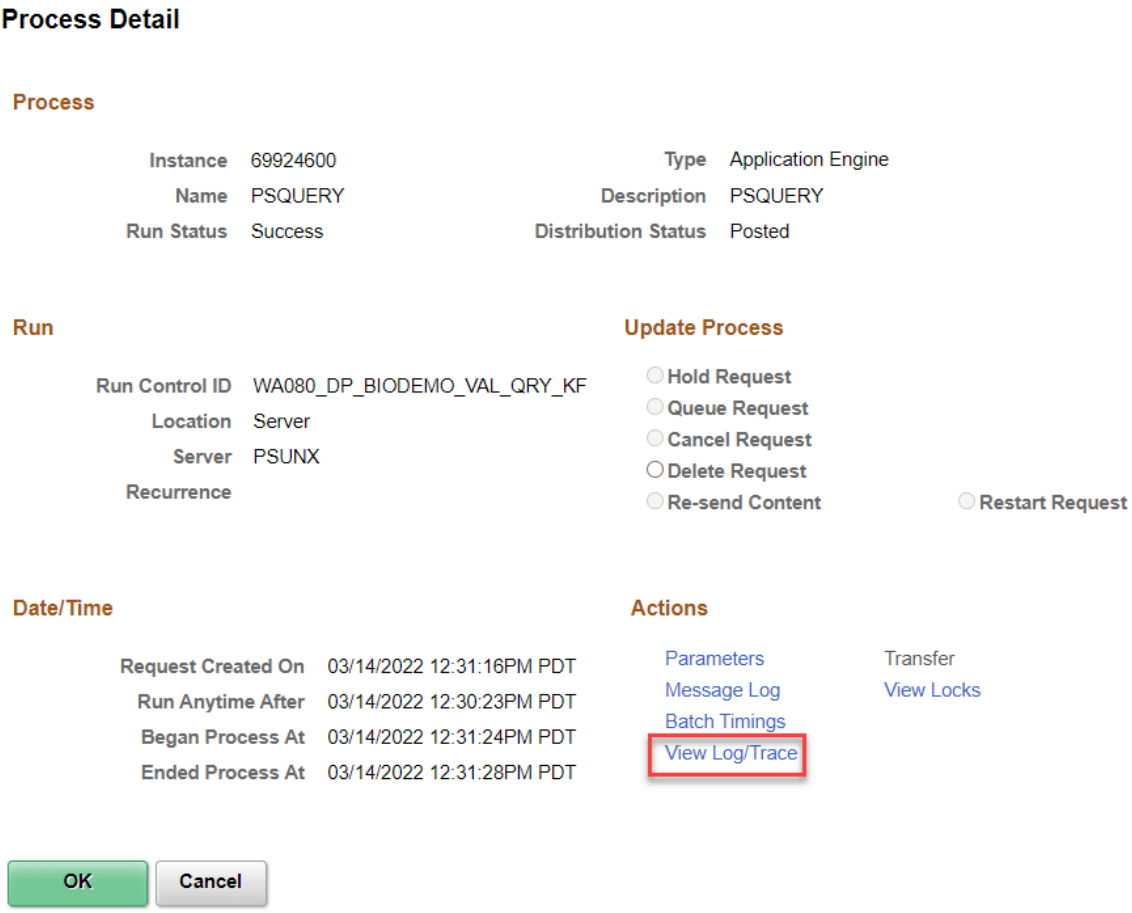


When returned to the Schedule Query page select **Process Monitor**

From the Process Monitor page select **Details** link



From the Process Detail page select the **View Log/Trace** link



View Log/Trace

Report

Report ID	5136602	Process Instance	69924600	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

I111 - Bio-Demo Validation Qry

Distribution Details

Distribution Node	local	Expiration Date	04/13/2022

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_69924600.log	166	03/14/2022 12:31:28.769518PM PDT
CTC_FA_I111_BIODEMO_VALIDATION-69924600.csv	4,589,704	03/14/2022 12:31:28.769518PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Select the **CTC_FA_I111_BIODEMO_VALIDATION-xxxxxxx.csv** link will open and Excel Spreadsheet for review.

*Note the Process Instance number for use with the Validation Query

Student Enrollment Validation Query

The Student Enrollment Validation query can be run after you have successfully run the Data Extract process described above. This query shows the data generated and extracted to a file after a successful run of the extract above.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.
- Should have the 'Process Instance' number from the previous step. (Ref: Page 23 and follow steps).

Known Issues

- The query generates no results:
    - The Process Instance number provided was run by another user.
    - The file generated when running the extract process in the previous step contains no data.

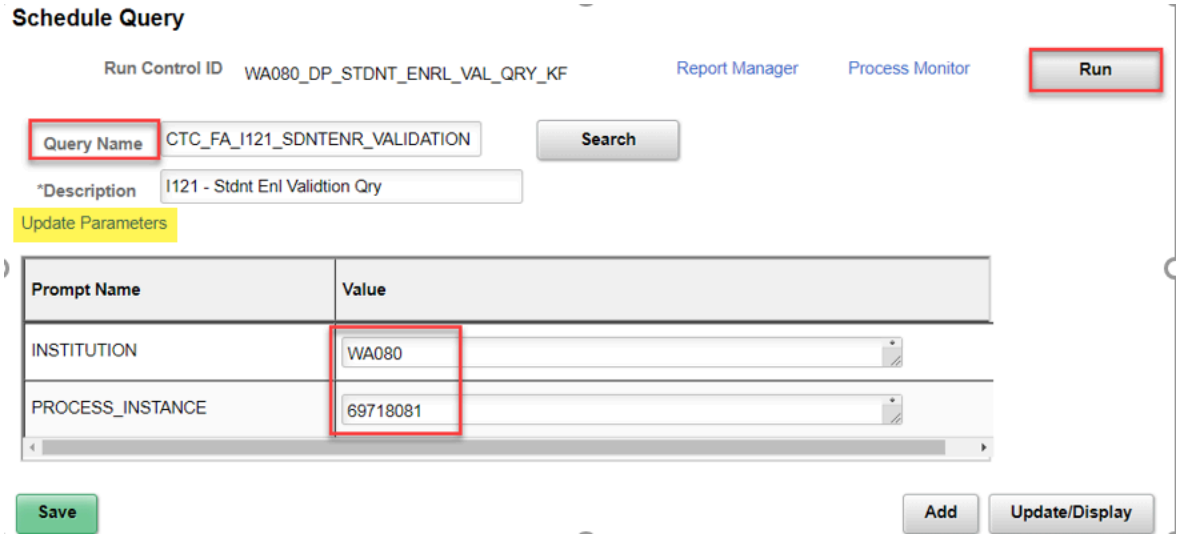
Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

Enter the following data:

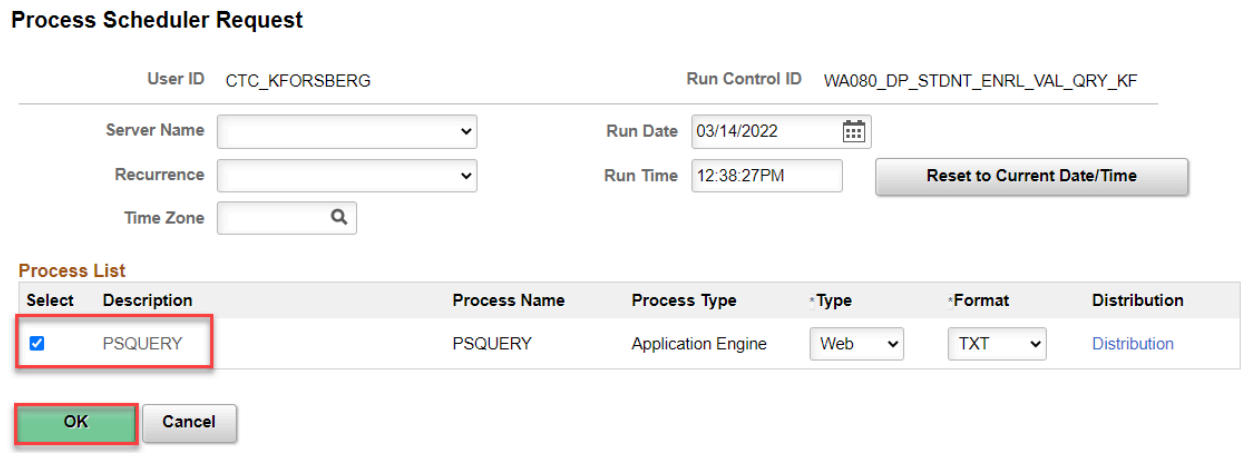
- Query Name - **CTC_FA_I121_SDNTENR_VALIDATION**
- Institution
- Process Instance Number (This is acquired from the previous process)
- Select Run

Note!—To update your Run Control ID each day with the new Process Instance number, detail in to the Update Parameters link (highlighted in the image below) to update your Edit Prompts.

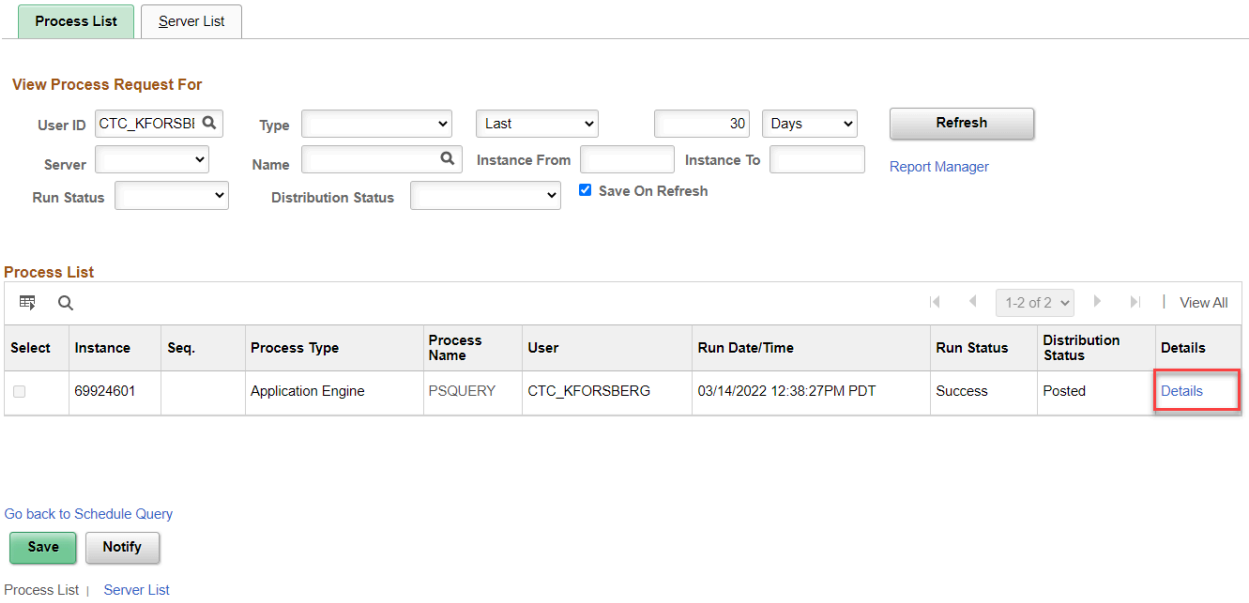


From the Process Scheduler Request page ensure the **PSQUERY** box is checked

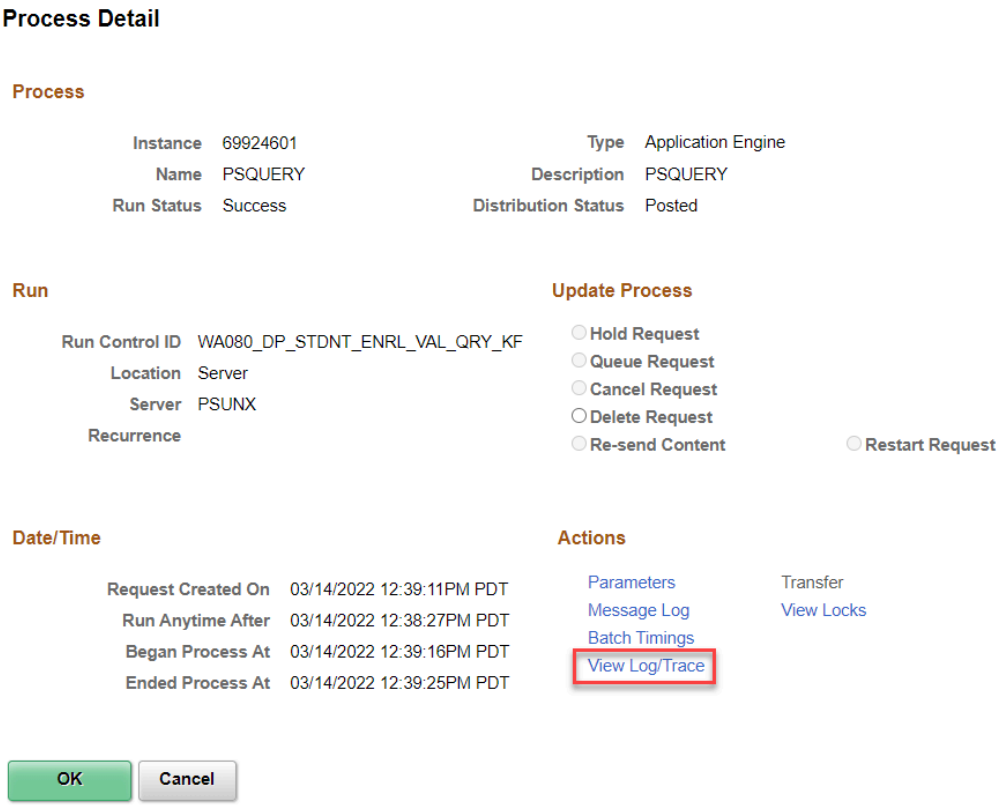
Select **OK**



From the Process Monitory page select **Details**



From the Process Detail page select **View Log/Trace** link



Select the **CTC_FA_I121_SDNTERN_VALIDATION-xxxxxxx.csv** link. An Excel Spreadsheet will open for review.

View Log/Trace

Report

Report ID	5136603	Process Instance	69924601	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

I121 - Stdnt Enl Validtion Qry

Distribution Details

Distribution Node	local	Expiration Date	04/13/2022

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_69924601.log	166	03/14/2022 12:39:25.687487PM PDT
CTC_FA_I121_SDNTENR_VALIDATION-69924601.csv	7,599,560	03/14/2022 12:39:25.687487PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Student Career Term Validation Query

The Student Career Term Validation query can be run after you have successfully run the Data Extract process described above. This query shows the data generated and extracted to a file after a successful run of the extract above.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.
- Should have the 'Process Instance' number from the previous step. (Ref: Page 33 and follow steps).

Known Issues

- The query generates no results:
    - The Process Instance number provided was run by another user.
    - The file generated using the Process Instance number provided when running the extract process in the previous step contains no data.

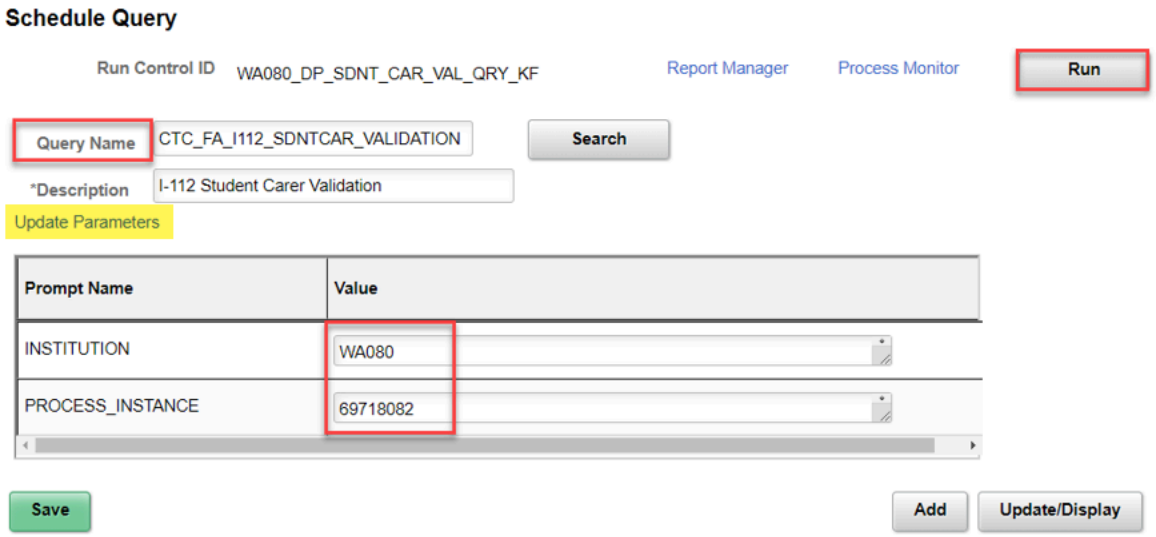
Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

Enter the following data:

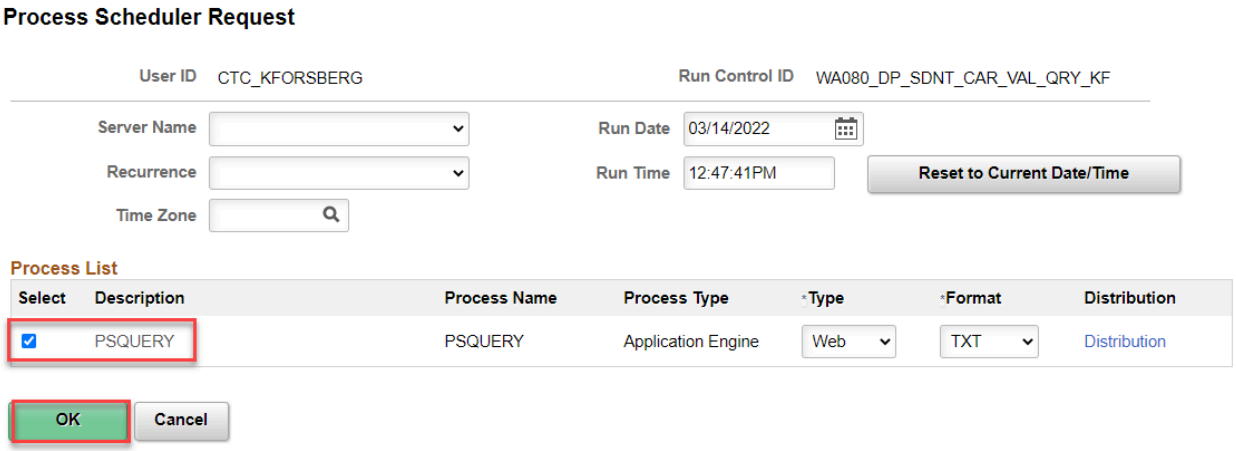
- Query Name - **CTC_FA_I112_SDNTCAR_VALIDATION**
- Institution
- Process Instance Number
- Select Run

Note!—To update your Run Control ID each day with the new Process Instance number, detail in to the Update Parameters link (highlighted in the image below) to update your Edit Prompts.

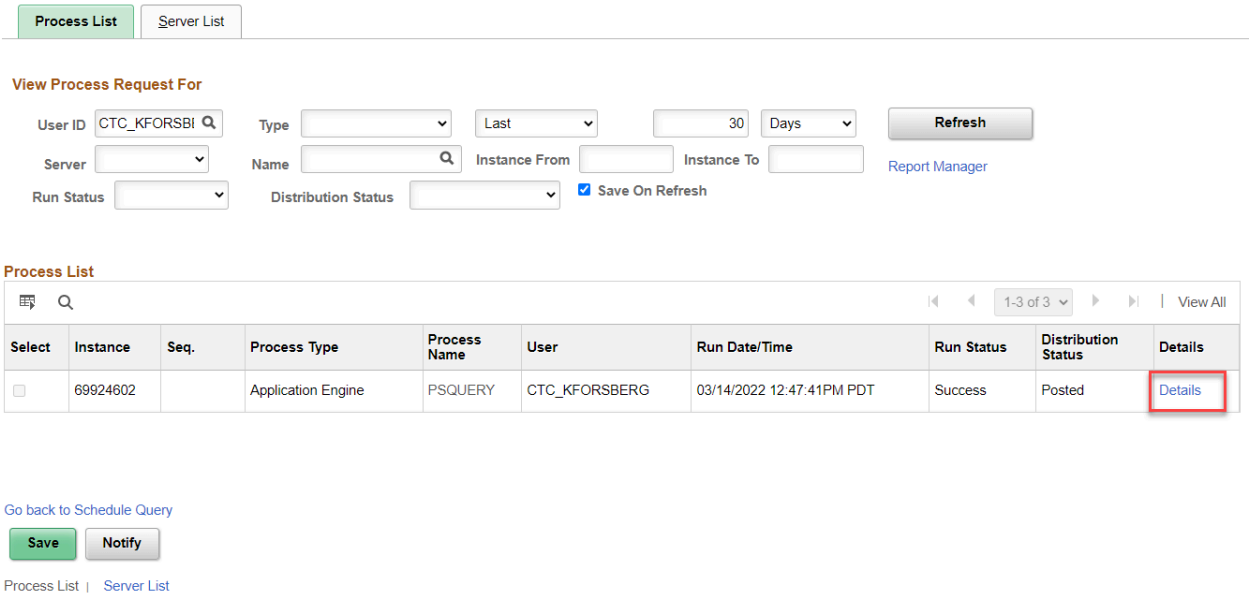


From the Process Scheduler Request page ensure the **PSQUERY** box is checked.

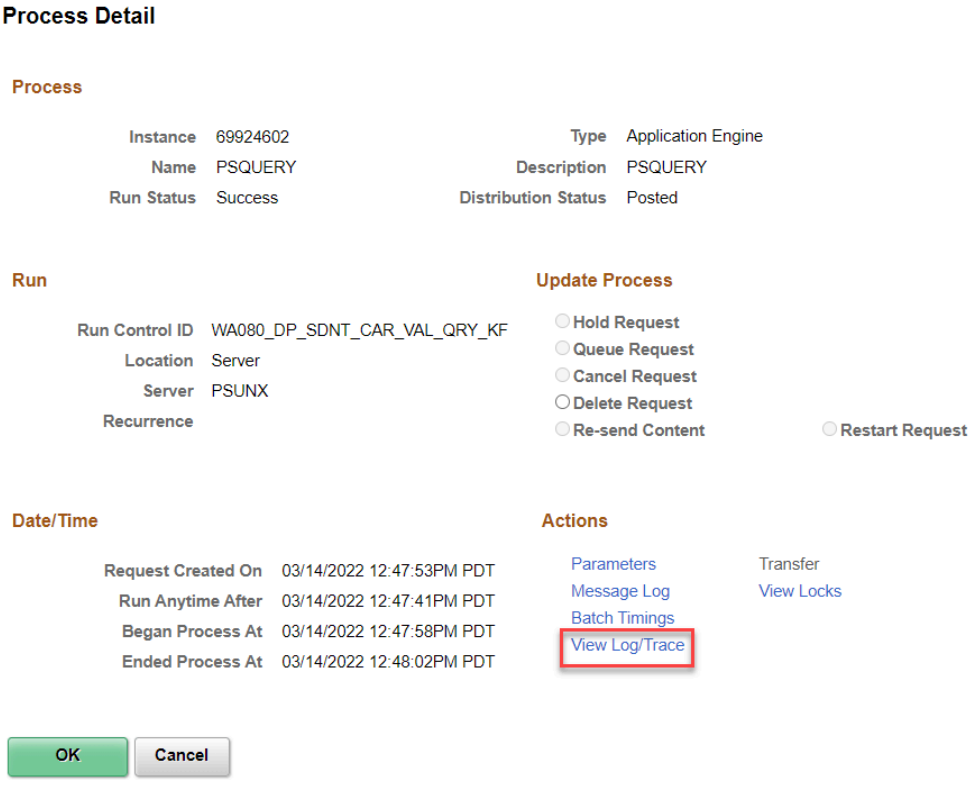
Select **OK**



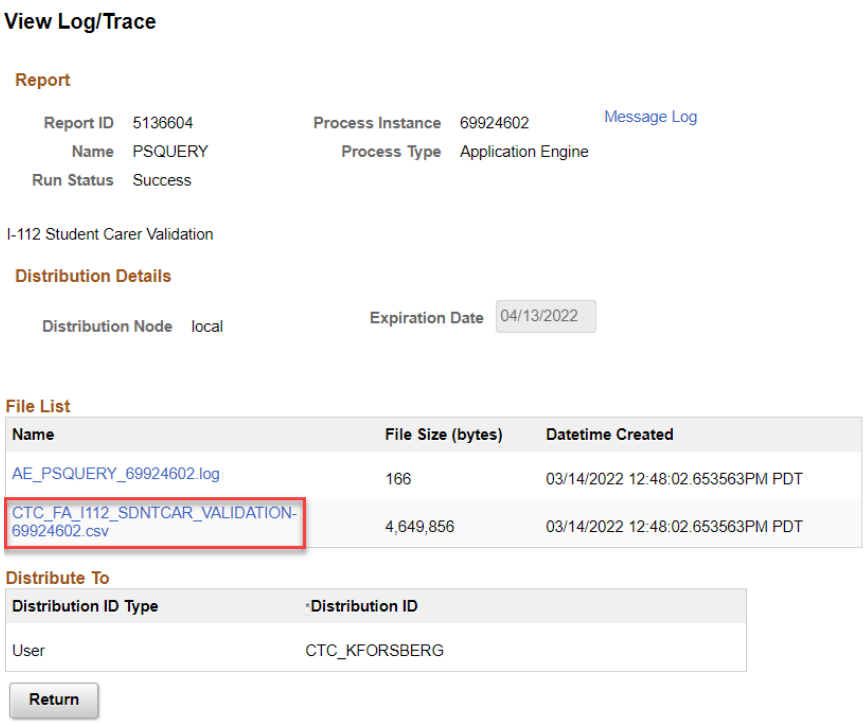
From the Process Monitor page select **Details**



From the Process Details page select **View Log/Trace**



From the View Log/Trace page select the **CTC_FA_I112_SDNTCAR_VALIDATION-xxxxxxx.csv** link


View Log/Trace

Report

Report ID 5136604 Process Instance 69924602 Message Log
Name PSQUERY Process Type Application Engine
Run Status Success

I-112 Student Carer Validation

Distribution Details

Distribution Node local Expiration Date 04/13/2022

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_69924602.log	166	03/14/2022 12:48:02.653563PM PDT
CTC_FA_I112_SDNTCAR_VALIDATION-69924602.csv	4,649,856	03/14/2022 12:48:02.653563PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Student Degree Validation Query

The Student Degree Validation query can be run after you have successfully run the Data Extract process described above. This query shows the data generated and extracted to a file after a successful run of the extract above.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.
- Should have the 'Process Instance' number from the previous step. (Ref: Page 40 and follow steps).

Known Issues

- The query generates no results:
  - The Process Instance number provided was run by another user.
  - The file generated using the Process Instance number provided when running the extract process in the previous step contains no data.

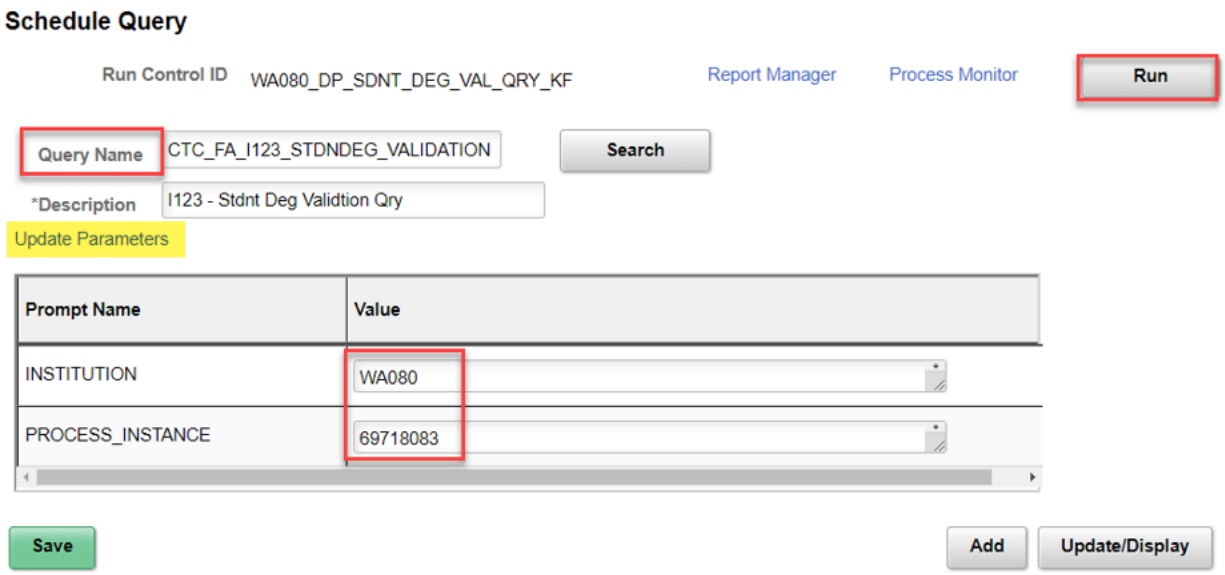
Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

Enter the following data:

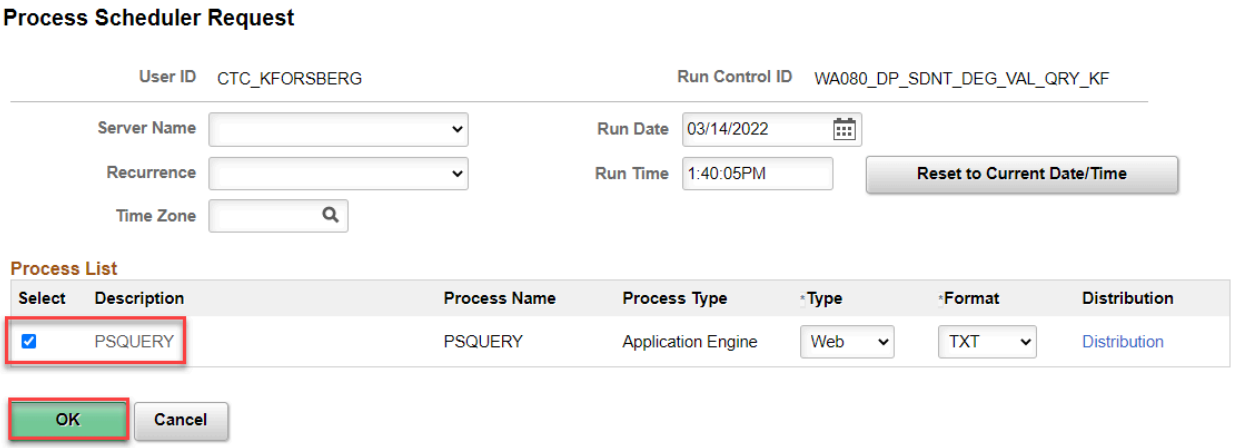
- Query Name - **CTC_FA_I123_STDNDEG_VALIDATION**
- Institution
- Process Instance Number
- Select Run

Note!—To update your Run Control ID each day with the new Process Instance number, detail in to the Update Parameters link (highlighted in the image below) to update your Edit Prompts.



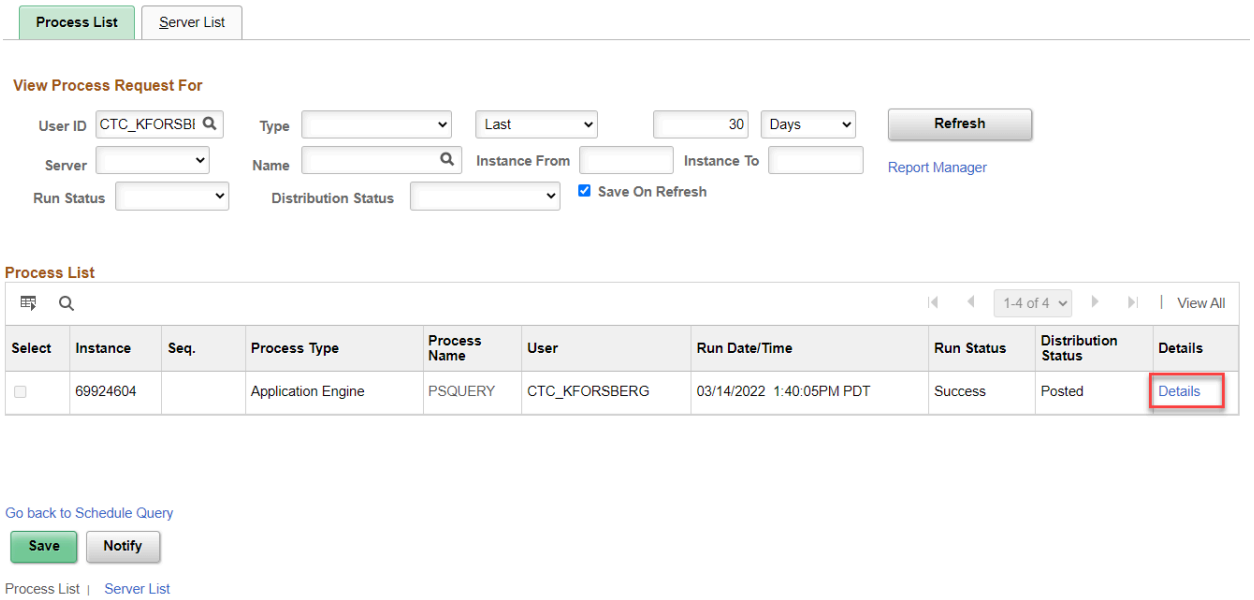
From the Process Schedule Query ensure the **PSQUERY** box is checked

Select **OK**



When returned to the Schedule Query page select **Process Monitor**

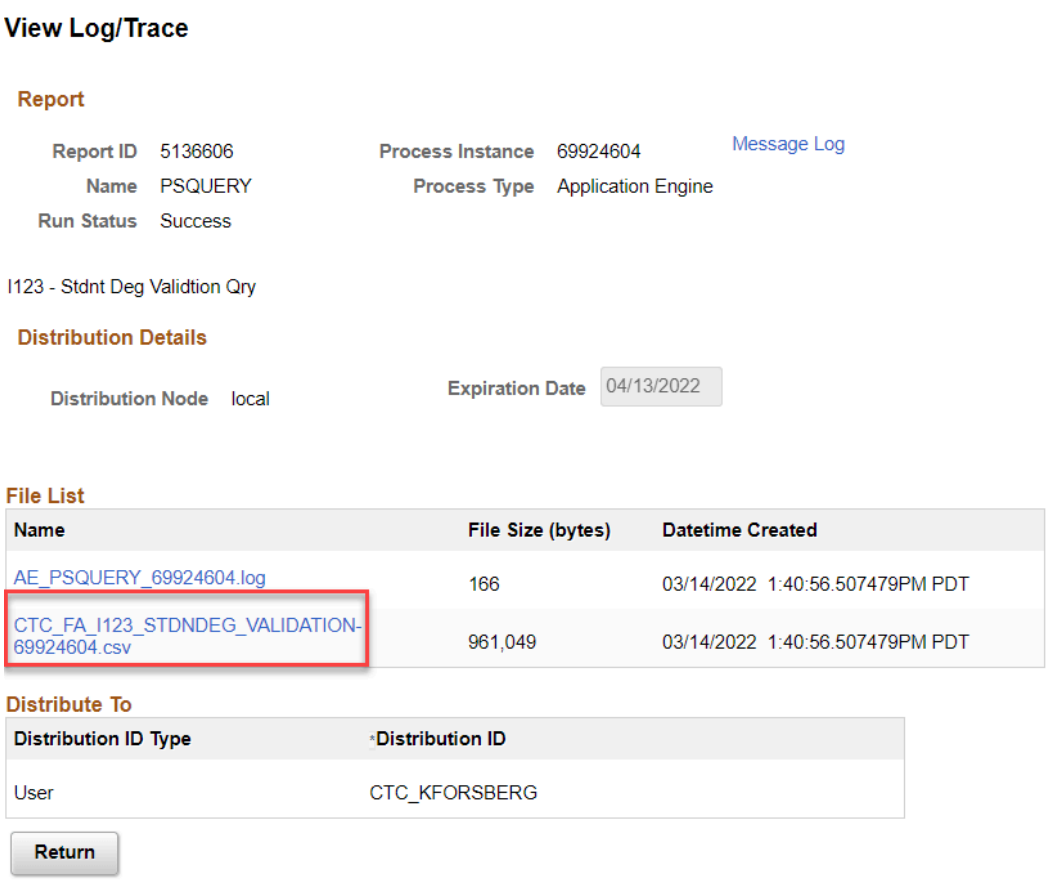
From the Process Monitor page select **Details**



From the Process Detail page select the **View Log/Trace** link

From the View Log/Trace page select the **CTC_FA_I123_STDNDEG_VALIDATION-xxxxxxx.csv** link

This will open an Excel Spreadsheet for review.



View Log/Trace

Report

Report ID 5136606 Process Instance 69924604 Message Log
Name PSQUERY Process Type Application Engine
Run Status Success

I123 - Stdnt Deg Validtion Qry

Distribution Details

Distribution Node local Expiration Date 04/13/2022

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_69924604.log	166	03/14/2022 1:40:56.507479PM PDT
CTC_FA_I123_STDNDEG_VALIDATION-69924604.csv	961,049	03/14/2022 1:40:56.507479PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Processing the Extract Files in Legacy

When scheduling the Dual Processing HPUX jobs, please follow the process outlined in the sections below. When you schedule an HPUX batch job that produces a report or reports, please enter 'Y' in the D (for Deferred) field in the Report section. The report will not automatically be sent to your campus software where you normally get your HPUX job reports. When you do run a job, you will need to enter a request in OTM and the report will be provided for you.

AXWAY

The files generated in PeopleSoft application are transferred every 30 Mins to HPUX through AXWAY connection. Please ensure all the PS reports are transferred before running AG995R Job.

AG995R – Job Group

This job group loads the data contained in the PS files into the cloned PSSM, PSTRAN, and PSCA databases.

Pre-requisites

- All PeopleSoft outbound extracts listed below should have been successfully run:
  - Student Bio-Demo
  - Student Enrollment
  - Student Career Term/Quarterly
  - Student Degree
- Each file generated by PS Outbound extracts should have been picked by Axway (Ref: Page 49) and moved to legacy.

In preparation to load the files, the first 4 jobs in the job group erase data from the PSSM, PSTRAN and PSCA databases so that the new data from PS can be loaded. Note: the individual jobs in this job group are discussed below. However, do not schedule these jobs individually. **Always schedule the complete AG995R job group.**

- KW0005J – Erase PSSM
- KW0006J – Erase PSTRAN
- KW0007J – Erase PSCA
- KW1050J – Load/Unload Datasets

The files are then loaded into the PSSM, PSTRAN and PSCA databases by the last 4 jobs in the job group. Each job loads one of the file's data. Each job produces a report that either indicates records that could not be loaded or records with an error or warning situation.

The jobs run in the following order. The PS extract files are posted in this order also.

KW1010J – PeopleSoft to SM Load – this job loads the biographic file from PS.

KW1030J – FAM/ctcLink Stu Quarterly Load – this job loads the quarterly file from PS.

KW1020J – FAM/ctcLink Enrollment Load – this job loads the enrollment file from PS.

KW1040J – PeopleSoft to TRAN-DEGREE-D Load – this job loads the degree file from PS.

> Note: the individual jobs in this job group are discussed below. However, do not schedule these jobs individually. **Always schedule the complete AG995R job group.**

Post Go-Live Process

The Legacy Production Support team and ctcLink FA Support will work with your college's team to schedule the AG995R job to run daily. The job will load the incoming data for active students for current term only. Any students having future effective dated rows will not get loaded by the process and show

up on the error report. The job will pick up active students' data with effective dates falling within the current term only.

Scheduling AG995R

This job group needs to run after the PS files have been loaded onto the HPUX by a software called Axway. Sufficient time is needed between when the files are created in PS and when Axway loads them onto your HPUX. You will be informed on how often Axway runs and can move the files from PS and also move files created by processes on the HPUX.

There are no job scheduling parameters for this job group.

Again, schedule the complete job group and not the individual jobs in the job group.

Reports

KW1010R

This report list the student's PS EMPL ID, Name and Exception Message if the record had an error. If there are no errors, no students appear on the report and a message appears indicating no exceptions were found.

Example of the KW1010R report where no errors or exceptions were encountered.

```
THU, JUN 13, 2019, 09:49 AM                                                    PAGE        1
                                  140    HAPPY VALLEY COLLEGE                  REPORT KW1010R
                                     PEOPLESOFT BIO LOAD EXCEPTION REPORT             VER002

          EMPLID          STUDENT NAME                    EXCEPTION MESSAGE
          ________        ____________________            ____________________________________

                                  NO BIO LOAD EXCEPTIONS FOUND
```

Exception and Error conditions – the following error messages will display on the report with the invalid value in the file after the error message. These errors need to be resolved before the records can be loaded into the cloned databases on the HPUX used in Dual Processing.

"INVALID SEX" - the Sex code is not blank, 'M' or 'F'

"INVALID CITZ-STAT" - the Citizenship Status Code is not a valid system code

"INVALID CENSUS-HISP-CD" - the Census Hispanic Code is not a valid system code

"INVALID CENSUS-RACE-CD" – the Census Race Code is not a valid system code

"INVALID CENSUS-RACE-CD2" – the Census Race Code 2 is not a valid system code

"INVALID FEE-PAY-STAT" – the Fee-Pay-Status Code is not a valid system code

"INVALID ETH-ORIG" – the Ethnic Origin Code is not a valid system code

"INVALID RES-STAT" – the Residency Status Code is not a valid system code

KW1020R

This report list the student's PS EMPL ID, Name, YRQ and Exception Message if the record had an error. If there are no errors, no students appear on the report and a message appears indicating no exceptions were found.

Example of the KW1020R report where errors or exceptions were encountered.

THU, JUN 13, 2019, 09:51 AM PAGE 1
140 HAPPY VALLEY COLLEGE REPORT KW1020R
PEOPLESOFT ENROLLMENT LOAD EXCEPTION REPORT VER005

EMPLID	STUDENT NAME	YRQ	EXCEPTION MESSAGE
101009882	TRUONG TONY D	B892	NO STU-YRQ-M FOR 101009882B892
101009901	WEYANT TANA L	B892	NO STU-YRQ-M FOR 101009901B892
101009914	NEDILENKO MINNIE D	B892	NO STU-YRQ-M FOR 101009914B892
101010013	RICARDO MICKEY M	B892	NO STU-YRQ-M FOR 101010013B892
101010126	CANNON NIKKI D	B892	NO STU-YRQ-M FOR 101010126B892
101010159		B892	INVALID SID: 101010159 NOT IN STU-D

Exception and Error conditions

– the following error messages will display on the report with the invalid value in the file after the error message. These errors need to be resolved before the records can be loaded into the cloned databases on the HPUX used in Dual Processing.

"INVALID YRQ” - the YRQ code is not a valid YRQ code

“INVALID SID” - the SID does not have a corresponding biographic record in the PSSM database

"INVALID GR” – the Grade Symbol is not a valid Grade Symbol code on the Grade Attribute Table

"NO STU-YRQ-M FOR " – the student does not have a quarterly record for the quarter listed after their EMPL ID

> **NOTE:** Most errors on KW1020R report are caused by the student load errors on KW1030R (read below). Once you clear out errors on KW1030R, the errors on KW1020R report get resolved as well.

KW1030R

This report list the student’s PS EMPL ID, Name, YRQ and Exception Message if the record had an error. If there are no errors, no students appear on the report and a message appears indicating no exceptions were found.

Example of the KW1030R report where errors or exceptions were encountered.

THU, JUN 13, 2019, 09:50 AM PAGE 1
140 HAPPY VALLEY COLLEGE REPORT KW1030R
PEOPLESOFT QUARTERLY LOAD EXCEPTION REPORT VER003

EMPLID	STUDENT NAME	YRQ	EXCEPTION MESSAGE
101009882	TRUONG TONY D	B892	STU-PRG-ENR: XXX NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009882	TRUONG TONY D	B893	STU-PRG-ENR: XXX NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009901	WEYANT TANA L	B892	STU-PRG-ENR: 10 NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009901	WEYANT TANA L	B893	STU-PRG-ENR: 10 NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009901	WEYANT TANA L	B894	STU-PRG-ENR: 10 NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009914	NEDILENKO MINNIE D	B894	STU-PRG-ENR: XXX NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009914	NEDILENKO MINNIE D	B892	STU-PRG-ENR: XXX NOT IN EDUC-PRG-M OR PRG-INVEN-M
101009914	NEDILENKO MINNIE D	B893	STU-PRG-ENR: XXX NOT IN EDUC-PRG-M OR PRG-INVEN-M
101010126	CANNON NIKKI D	B892	STU-PRG-ENR: 10 NOT IN EDUC-PRG-M OR PRG-INVEN-M

Exception and Error conditions – the following error messages will display on the report with the invalid value in the file after the error message.

"INVALID YRQ" - the YRQ code is not a valid YRQ code

"INVALID SID" - the SID does not have a corresponding biographic record in the PSSM database

"INVALID RES-STAT" – the Residency Status Code is not a valid system code

"INVALID CITZ-STAT" - the Citizenship Status Code is not a valid system code

"INVALID STU-INT" - the Student Intent Code is not a valid system code

"STU-PRG-ENR: xxx NOT IN EDUC-PRG-M OR PRG-INVEN-M" – the Education Program Code in the file does not have a corresponding SMS entry

Note 1: Resolving errors on this report also resolves student load errors on KW1020R report.

Note 2: For the error "*STU-PRG-ENR: xxx NOT IN EDUC-PRG-M OR PRG-INVEN-M*" below resolutions will need to be performed to correct these types of errors:

- ✔ "STU-PRG-ENR: **XXX** NOT IN EDUC-PRG-M OR PRG-INVEN-M": This error shows up because students are enrolled in an academic plan in PeopleSoft system that do not have a corresponding EPC value mapped in Dual Processing crosswalk.
  - **Resolution**: You can ask the FA Support team to give you the list of Acad Plans that might be causing this error. Once these Acad Plans deltas that don't have any EPC, are mapped in PeopleSoft Dual Processing crosswalk, You will need to re-run all the outbound jobs and AG995R again.
- ✔ "STU-PRG-ENR: **UNDE** NOT IN EDUC-PRG-M OR PRG-INVEN-M": When the 'XXX' is replaced by a specific EPC means that there exists a valid Acad Plan to EPC crosswalk but that EPC is not recognized on the Legacy side. This could be because of a couple of reasons:

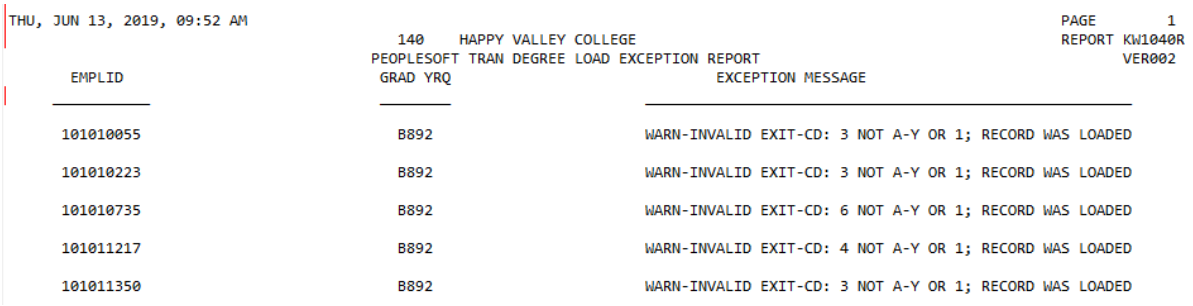
- A new EPC was assigned for the purpose of Dual Processing Acad Plan to EPC crosswalk but has not yet been added to the SM5006 Screen.
- The new EPC was created and added under the SM5006 Screen but under 'P' account.
- The student could be enrolled in a non-FA eligible program (TRNST) Transitional Studies Acad Plan, and it is not mapped to an EPC in Legacy.

In the above example: 'UNDE' (Undecided) EPC code is not added to the SM5006 screen. That is why all students whose PeopleSoft Academic Plan is mapped to 'UNDE' EPC are showing up in the error report. This EPC needs to be added to the SM5006 database in the Prod ('P' Account) to resolve these errors.

Resolution: Please coordinate with your records team to have these plan codes and/or relevant details added to SM database.

KW1040R

This report list the student's PS EMPL ID, GRAD YRQ and Exception or Warning Message if the record had an error or has an Exit Code that is not looked at by the SNG-IR job (SM9739J). If there are no errors, no students appear on the report and a message appears indicating no exceptions were found.



THU, JUN 13, 2019, 09:52 AM — PAGE 1 — REPORT KW1040R VER002

140 HAPPY VALLEY COLLEGE
PEOPLESOFT TRAN DEGREE LOAD EXCEPTION REPORT

EMPLID	GRAD YRQ	EXCEPTION MESSAGE
101010055	B892	WARN-INVALID EXIT-CD: 3 NOT A-Y OR 1; RECORD WAS LOADED
101010223	B892	WARN-INVALID EXIT-CD: 3 NOT A-Y OR 1; RECORD WAS LOADED
101010735	B892	WARN-INVALID EXIT-CD: 6 NOT A-Y OR 1; RECORD WAS LOADED
101011217	B892	WARN-INVALID EXIT-CD: 4 NOT A-Y OR 1; RECORD WAS LOADED
101011350	B892	WARN-INVALID EXIT-CD: 3 NOT A-Y OR 1; RECORD WAS LOADED

Error and Warning conditions – the following error or warning messages will display on the report with the invalid value in the file after the error message. These errors need to be resolved before the records can be loaded into the cloned databases on the HPUX used in Dual Processing.

"EMPLID = SPACES. RECORD: "– the record in the PS file has a blank EMPL ID

"GRAD-YRQ = SPACES. RECORD: "– the record in the PS file has a blank Grad YRQ

"WARN-INVALID EXIT-CD: NOT A-Y OR 1; RECORD WAS LOADED" – the record has an Exit Code that is not A through Y or 1 but was loaded into PSTRAN database.

"GREATER THAN 9 DEGREES FOR: " – the student has more than 9 degrees or certificates.

Note 1: Most errors occurring on this report are informational warnings that can be ignored. The degree records almost always load, albeit with warnings. No additional actions are required to resolve warnings.

FAS HPUX Batch Jobs

These HPUX batch jobs are available to run during Dual Processing

Process ID	Job Group	Title
SM9097J		19-20 Automatic File Review **has limitations
SM9101J		Admissions Status Update
SM9103J	AG903R	Academic Progress Report
SM9104J		Finaid Excessive Credits Report
SM9105J		FAM Academic Interface Update
SM9107J		Import Email Addresses into FAM
SM9108J		Finaid Biographic Update from SMS
SM9109J		Finaid Funded Hours Update
SM9110J		Finaid Attempted Hours Update
SM9111J		FAS Academic Enrolled Program Data Update
SM9117J		Post EFD Tracking Codes and Report
SM9118J		Col Bound Scholarship File Rpt/Upd
SM9119J		Dir Loan Reconciliation Report
SM9141J		Faid Ready for Review Report
SM9146J		Post SM Grade Level to Faid/Credit
SM9407J	AG905R	Finaid Prelminary Check Calc Extract
SM9405J	AG905R	Finaid Check Calc Prelminary
SM9409J		Finaid Session Enrollment Codes Update
SM9412J		Correct SSN in FAEXP Report/Update
SM9420J		Annual Award Disbursement Report
SM9421J		Quarterly Award Disbursement Report
SM9425J		Financial Aid Expenditures Report
SM9430J	AG941A	Extract Award Disbursement Discrepancies

SM9431J	AG941A	Preliminary Award Disb Recon/Update
SM9529J		Recon Data Change for Pell/DL Rpt
SM9702J		NSLDS Batch Monitoring Extract
SM9738J		Unit Record Report
SM9739J		WCG IR
SM9785J		FAM Portal Action Required Report

Auto File Review While in Dual Processing

The Auto File Review process (SM9954J for 18-19; SM99054J for 19-20) looks at data elements in FAM as well as in SMS and FMS (sponsorships) to aid in determining the eligibility of a student to receive financial aid.

In Dual Processing, the data in FMS and SMS data will not be updated. However, the data in FAM will continue to be updated until the college is no longer on Dual Processing.

If a college in Dual Processing wants to continue to run Auto File Review, they may do so to check data in FAM **ONLY**.

There are several items that will need to be changed or modified in FAM to have AFR run successfully while a college is in Dual Processing.

1. You will need to disable the CIS/WRV Processing Table entries that check data in the SM database and in the Sponsorship database. To disable these entries remove whatever is in the description field. These are:

   BA-IN-SMTRK

   CITZINSM

   ELIGSTUINTENT

   INELIGPRG1 through INELIGPRG5

   INELIGPRGTRK

   INELIGSTUINTTRK

   NONRESFEEPAYTRK

   PRCOLSMTRK

   PRCOLTRNSFRTRK

RESFEEPAY

SPONSORTRK

You will need to keep your track code and notation code for the following two entries since they cannot be disabled:

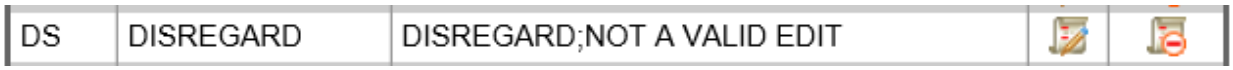
NOSMSTRK

NOSMSYRQTRK

2. Change the descriptions for the track code or track codes entered in the NOSMSTRK and NOSMSYRQTRK values. Since these edits cannot be disabled, change the descriptions to something like 'Disregard' as the short description and 'Disregard; Not a Valid Edit' for the long description.

   To change the descriptions for a track code go to Application Setup; Validation Table. Type in SAF_TRACK_CODE in the Table Name field, select Search, and then select the edit icon. Locate the track code and select the edit icon. Change the Short Description and the Long Description. Select Save & Go Back when done.

   Example:



3. Schedule a new instance of AFR (SM9054J for 19-20) and delete any you have scheduled on a recurring basis. When scheduling the new instance, enter 'N' in the following job scheduling parameters:

   NON-SMS-EXCLUDE

   Z-AGENCY-SPONSOR

   Z-BA-DEG-SM

   Z-INVALID-INTENT

   Z-INVALID-PROG

   Z-NON-CITZ-SM

   Z-NONRES-FEE-PAY

   Z-PR-COL-TRNSFR

   Z-PRIOR-COL-ADM

Z-PRIOR-COL-SM

The AFR job will check to see if the student has a record in the SM database because of the edit that cannot be disabled. If the student is not in the SM database before converting to PeopleSoft, they will appear on the report with the new description of the track code that entered for CIS/WRV Processing Table entries NOSMSTRK and NOSMSYRQTRK.

SM9954A Example:
In this example, the 1st and 3rd students are not in SM so have been assigned the track code entered on NOSMSTRK and NOSMSYRQTRK. This track code now has a description of 'Disregard; not a valid edit' which indicates it can be ignored. The 2nd student is in the SM database so is not assigned the track code entered on NOSMSTRK and NOSMS

TUE, MAR 26, 2019, 03:55 PM PAGE 1
REPORT SM9954A
VER010

160 HAPPY VALLEY COLLEGE
FINANCIAL AID AUTOMATIC FILE REVIEW
STUDENTS WITHOUT AWARDS

STUDENT NAME	SSN/SID	TRACK CODE	TRACK STATUS	TITLE	DUE DATE	NOTIFIED DATE	COMMENT
ACE VENTURA	999-99-9616	DS	NR	DISREGARD;NOT A VALID EDIT	03/26/19	03/26/19	
	940-37-9115	TC	NR	TO COUNSELOR	03/25/19	03/26/19	
BAILEY BARNEY	999-99-9577	TC	NR	TO COUNSELOR	03/25/19	03/26/19	
	840-99-4128	TC	NR	TO COUNSELOR	03/25/19	03/26/19	
JONES JUGHEAD	999-99-9991	DS	NR	DISREGARD;NOT A VALID EDIT	03/26/19	03/26/19	
	940-99-9667	21	NR	CONFIRM ELIGIBLE NONCITIZEN	03/26/19	03/26/19	
		TC	NR	TO COUNSELOR	03/25/19	03/26/19	

SM9954b Example:
In this example, the 2nd student is not in SM so have been assigned the track code entered on NOSMSTRK and NOSMSYRQTRK. This track code now has a description of 'Disregard; not a valid edit' which indicates it can be ignored. The 1st student is in the SM database so is not assigned the track code entered on NOSMSTRK and NOSMSYRQTRK.

TUE, MAR 26, 2019, 03:55 PM — PAGE 7 — REPORT SM9954B VER010

140 HAPPY VALLEY COLLEGE
FINANCIAL AID AUTOMATIC FILE REVIEW
STUDENTS WITH AWARDS

STUDENT NAME	SSN/SID +	TRACK CODE	TRACK STATUS	TITLE	DUE DATE	NOTIFIED DATE	COMMENT
ALEXANDER ALEC	99909909755 940-99-6074	21	NR	CONFIRM ELIGIBLE NONCITIZEN	03/26/19	03/26/19	

	YEAR SESSION	AWARD CODE	AWARD STATUS CODE	AWARD AMOUNT	AWARD SUBCODE
ALEXANDER ALEC 999-99-9755 940-99-6074	B891	DS	2	606.00	30DAY
	B892	53	5	2,500.00	
	B892	DS	2	965.00	
	B892	U1	2	1,000.00	
	B893	53	5	2,500.00	
	B893	DS	2	965.00	
	B893	U1	2	1,000.00	
	B894	53	5	2,500.00	
	B894	DS	2	964.00	
	B894	U1	2	1,000.00	

ALFERD ALFREDO	999-99-9915 940-99-8381	DS	NR	DISREGARD;NOT A VALID EDIT	03/26/19	03/26/19	

	YEAR SESSION	AWARD CODE	AWARD STATUS CODE	AWARD AMOUNT	AWARD SUBCODE
	B891	DS	5	875.00	00
	B892	DS	1	875.00	
	B893	DS	1	875.00	
	B894	DS	1	875.00	

Sample CIS/WRV Processing Table:

Value	Description	Edit	Delete
BA-IN-NEEDTRK	BARQ		
BA-IN-SMTRK			
CITZINNEEDTRK	21NR		
CITZINSM			
ELIGSTUINTENT	ABFG		
FILEREVIEWTRK	TCNR		
INDEFAULTTRK			
INDEFAULTTRK1			
INELIGPRG1			
INELIGPRG2			
INELIGPRG3			
INELIGPRG4			
INELIGPRG5			
INELIGPRGTRK			
INELIGSTUINTTRK			
NOHSGEDTRK	HIRQ		
NONEEDRECTRK	B0NR		
NONRESFEEPAYTRK			
NOSMSTRK	DSNR		
NOSMSYRQTRK	DSNR		

Processing Rollover and Bank Mobile Track Codes (FAM)

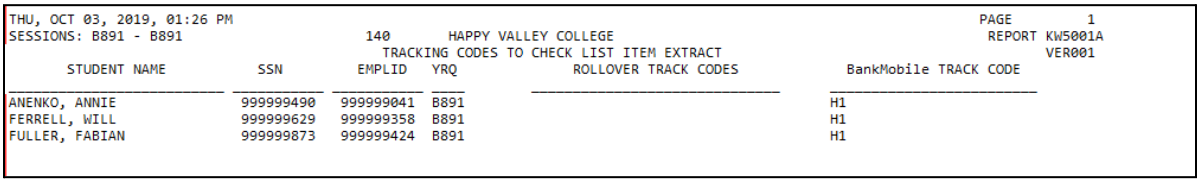
HPUX Batch Job KW5001J creates a file of Track Codes that is automatically sent to PS to be converted to Checklist Items when the PS Rollover Checklist process is run.

KW5001J Job Scheduling Parameters:

- **KW5001 - BEGYRQ** - Enter the year/session of records you wish to extract. For example C013. You can enter a range of quarters by entering in a different year/session in the KW5001-ENDYRQ parameter
- **KW5001-BM-TRK** - Enter in the BankMobile track code used at your college.
    - *This field can be left blank if you do not submit records to BankMobile.*
- **KW5001-COMP-DATE** –Enter in the Completion Date of the rollover Track Codes to be included in the file. This date defaults to the current date but can be changed if run for a specific date in the past. When this job is scheduled on a daily basis, this date will increment to the next day. (format YYMMDD)
- **KW5001-ENDYRQ** – enter the ending year/session of the records you wish to extract. In most cases, this entry will be the same as entered in KW5001-BEGYRQ.
- **KW5001-RPT-SORT –** Enter N to sort the reports by student's name; enter S to sort the reports by SID.
- **KW5001-TRK-CDS1 through K25001-TRK-CDE6** - Enter up to 180 rollover Track Codes to be selected. Enter 30 Track Code per line with no space or commas between them. Example: 38AST9.

Besides creating the file that is automatically sent to PS, the job produces two reports. One is a list of students that were included in the file and the other is a list of students where there were errors. Students with errors are not included in the file.

KW5001A – Tracking Codes to Check List Item Extract. This report contains a list of students who were extracted and included in the file.



THU, OCT 03, 2019, 01:26 PM — PAGE 1
SESSIONS: B891 - B891 — 140 HAPPY VALLEY COLLEGE — REPORT KW5001A
TRACKING CODES TO CHECK LIST ITEM EXTRACT — VER001

STUDENT NAME	SSN	EMPLID	YRQ	ROLLOVER TRACK CODES	BankMobile TRACK CODE
ANENKO, ANNIE	999999490	999999041	B891		H1
FERRELL, WILL	999999629	999999358	B891		H1
FULLER, FABIAN	999999873	999999424	B891		H1

KW5001B – Tracking Codes to Check List Item Extract Error Report. This report contains a list of students who had errors and were not included in the file.

THU, OCT 03, 2019, 01:26 PM PAGE 1
REPORT PERIOD: B891 - B891 140 HAPPY VALLEY COLLEGE REPORT KW5001B
TRACKING CODES TO CHECK LIST ITEM EXTRACT VER001
ERROR REPORT

SSN	EMPLID	NAME	YRQ	TRACK CODE	ERROR MESSAGE
999999885		ALAMILLA, ALMA	B891	H1	SID not found in CENTRAL-SID-D
999999368		BAIRD, BAILEY	B891	H1	SID not found in CENTRAL-SID-D
999999635		CARRAZCO, CECIL	B891	H1	SID not found in CENTRAL-SID-D

Regenerating Rollover and BankMobile Track Codes from Legacy

The track code to checklist interface will only process a single file at a time. If multiple files are sent over, the previous file will be overwritten by the newest file. If the staff person responsible for running the track code to checklist interface is out of the office, the KW5001J job should be stopped. In the event the job continues to produce files and staff are not running the PS side of the process, these rollover and BankMobile track codes may be resent.

To resend the BankMobile track codes, simply remove the completion date on the BankMobile track code. These will be resent the next time KW5001J runs.

There are two options to get the rollover track codes regenerated for the purposes of Dual Processing:

1) The completion date for the records can be changed to a future date, such as the following date. These track codes would then get picked up with that night's KW5001J.
2) Alternatively, the KW5001J can be scheduled for the date the job ran without the PS interface processing. When you schedule the KW5001J for the date missed, you will run the job immediately. Once the file has been created and sent to PS, run the PS interface. If there is more than one date that was missed, you will run through the process of scheduling the KW5001J for the specified date and running the PS process until all missed rollover track codes are resent.

Processing Checklist Items (PeopleSoft)

This process will retrieve the file that was created and sent to the PeopleSoft server. Only one file can be retrieved at a time.

Pre-requisites

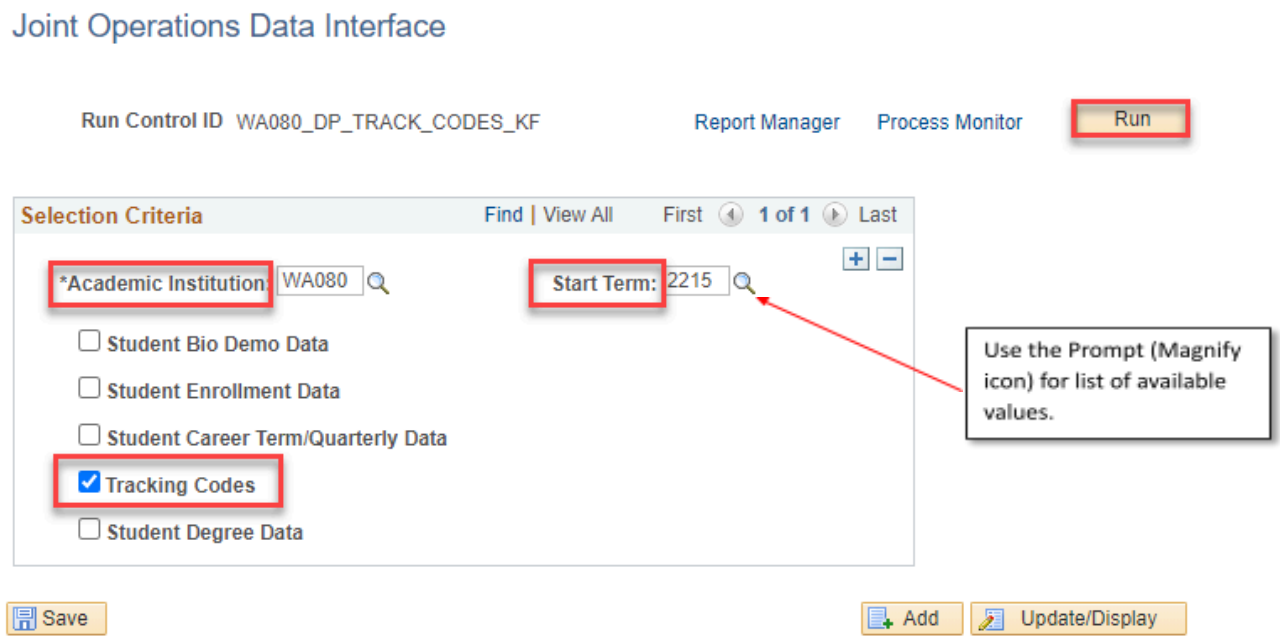
- The KW5001J job described above should have been run and the file that is generated takes 5-10 mins to move over to PeopleSoft. Wait at least 5 mins before proceeding with the steps below.
- All dual processing crosswalks should be mapped including Acad Plan, Checklist Code, Checklist Item, Admin Function, etc.

Navigation: **Nav Bar > Financial Aid > CTC Custom > CTC Interfaces > FAM > FAM**

Enter a New or Existing Run Control ID

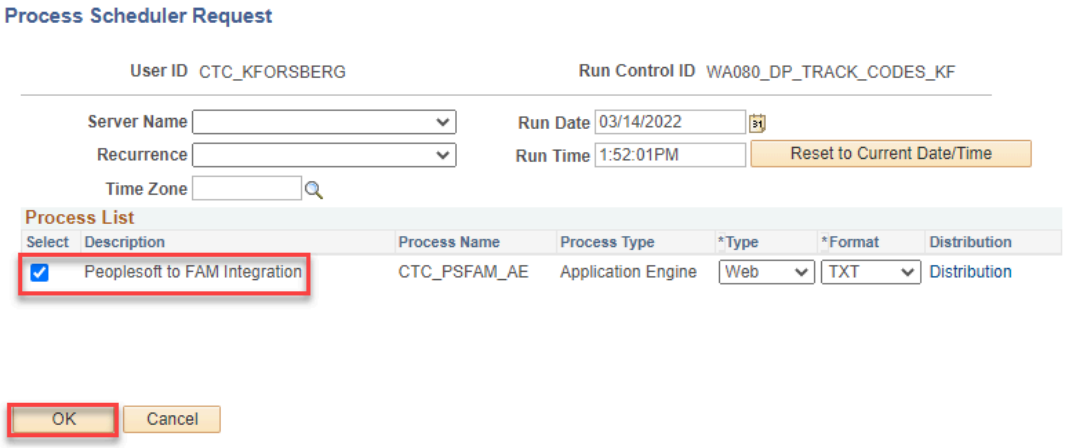
From the Joint Operations Data Interface page enter the following information:

- Academic Institution – Select lookup to choose your institution.
- Start Term
- Select Tracking Codes
- Select **Run**

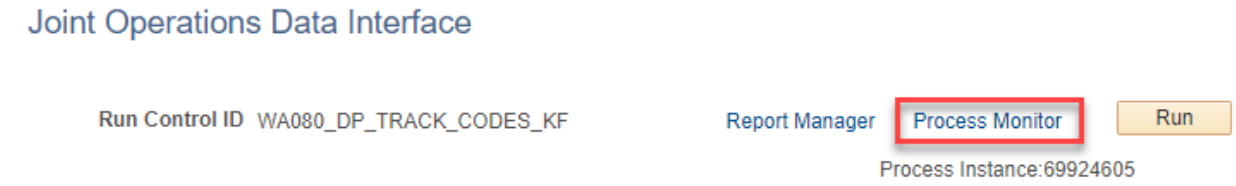


From the Process Scheduler Request page ensure Peoplesoft to FAM Integration is selected.

Select **OK**

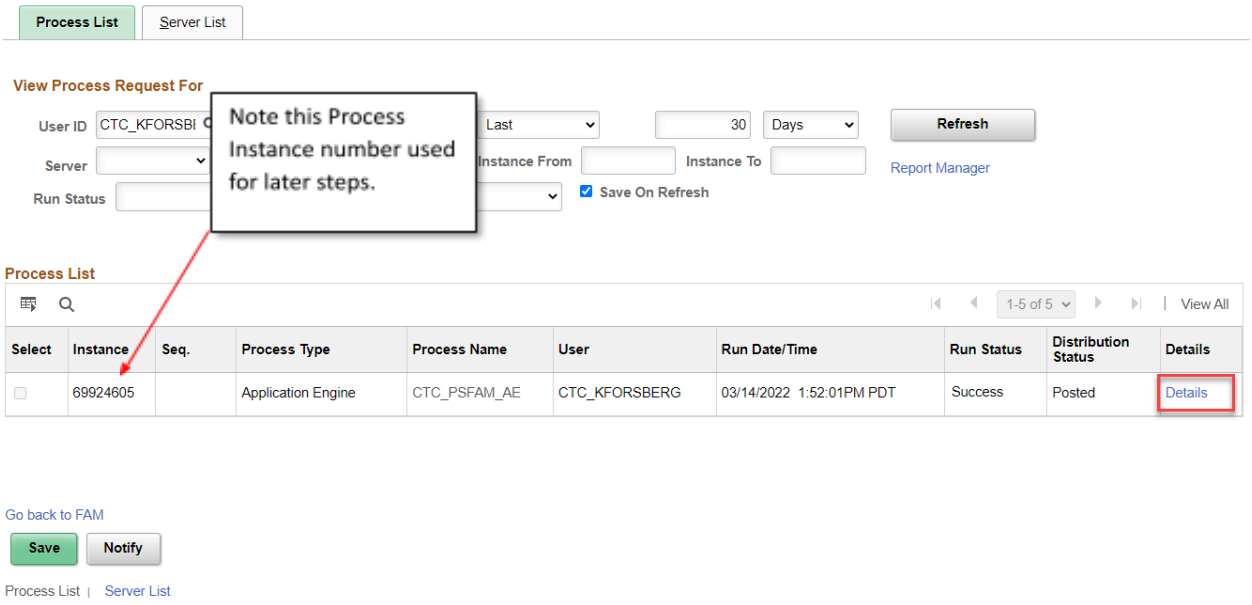


Once directed back to the Joint Operations Data Interface page select the **Process Monitor** link

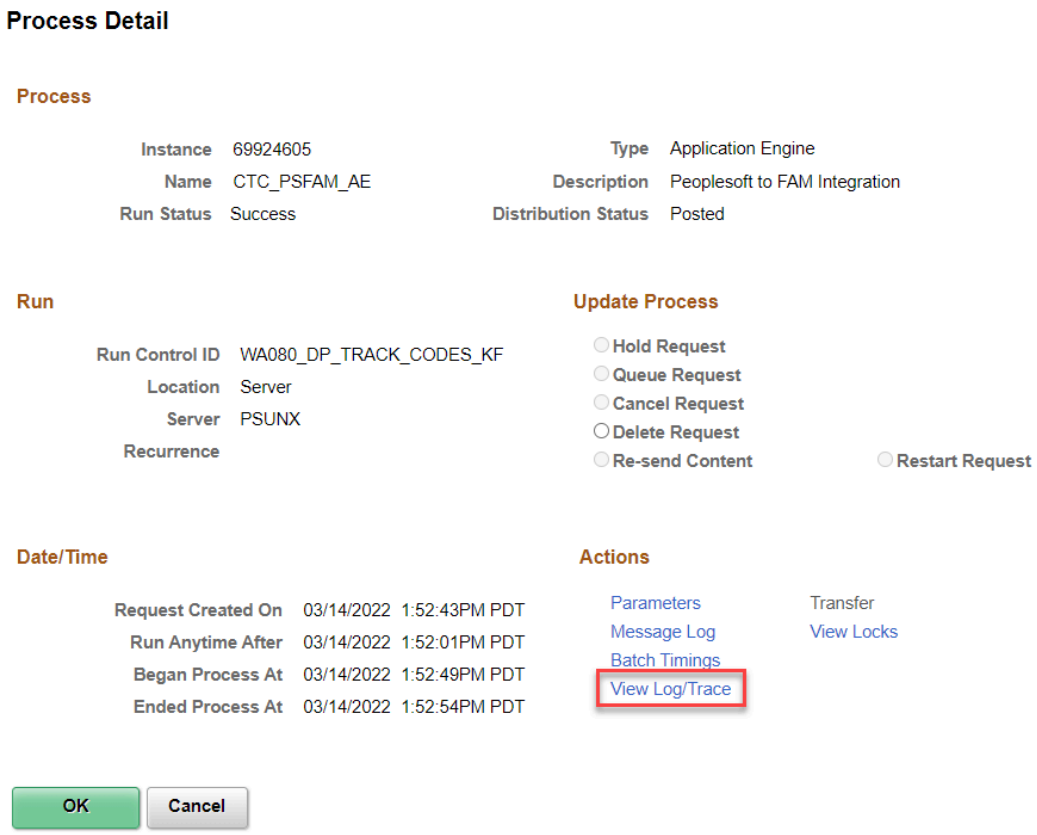


From the Process Monitor page ensure the process has run to Success and Posted

Select the **Details** link



From the Process Detail page select the **View Log/Trace** link



From the View Log/Trace page select the **CHECKLIST-xxxxxx.log** link to view processing details

View Log/Trace

Report

Report ID	5136607	Process Instance	69924605
Name	CTC_PSFAM_AE	Process Type	Application Engine
Run Status	Success		

Message Log

Peoplesoft to FAM Integration

Distribution Details

Distribution Node	local	Expiration Date	04/13/2022

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_PSFAM_AE_69924605.log	585	03/14/2022 1:52:54.364215PM PDT
CHECKLIST_69924605.log	1,006	03/14/2022 1:52:54.364215PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

The Interface Log will open

```
**********************************************************************************
                          Process / Interface Log
**********************************************************************************
 Process Instance    : 69924605          Operator ID         : CTC_KFORSBERG
 Process Name        : CTC_PSFAM_AE      Run Date/Time       : 03/14/2022 13:52:50
**********************************************************************************
                           Run Control Parameter
**********************************************************************************
 Run Control ID        (RUN_CNTL_ID)         : WA080_DP_TRACK_CODES_KF
 Academic Institution (INSTITUTION)          : WA080
 Term                  (STRM)                : 2215
 Bio Demo Check        (CTC_BIO_CHECK)       :
 Student Enrollment Data (CTC_ENRL_CHECK)     :
 Student Career Term/Quarterly (CTC_CAR_TERM_CHECK) :
 Tracking Codes        (CTC_TRACKING_CODE)   : Y
 Student Degree Data   (CTC_STDNT_DEG)       :

**********************************************************************************
                                    WA080
**********************************************************************************
 Total Number of Rows Loaded to Staging                          :          7
 Total Number of Duplicate Rows                                  :          0
 Total Number of Rows Updated/Loaded to Checklist                :          7
```

Checklist Validation Query

The checklist validation query can be run after you have successfully run the extract process described above. This query shows the data loaded after a successful run of the extract above.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.
- Should have the 'Process Instance' number from the previous step.

Known Issues

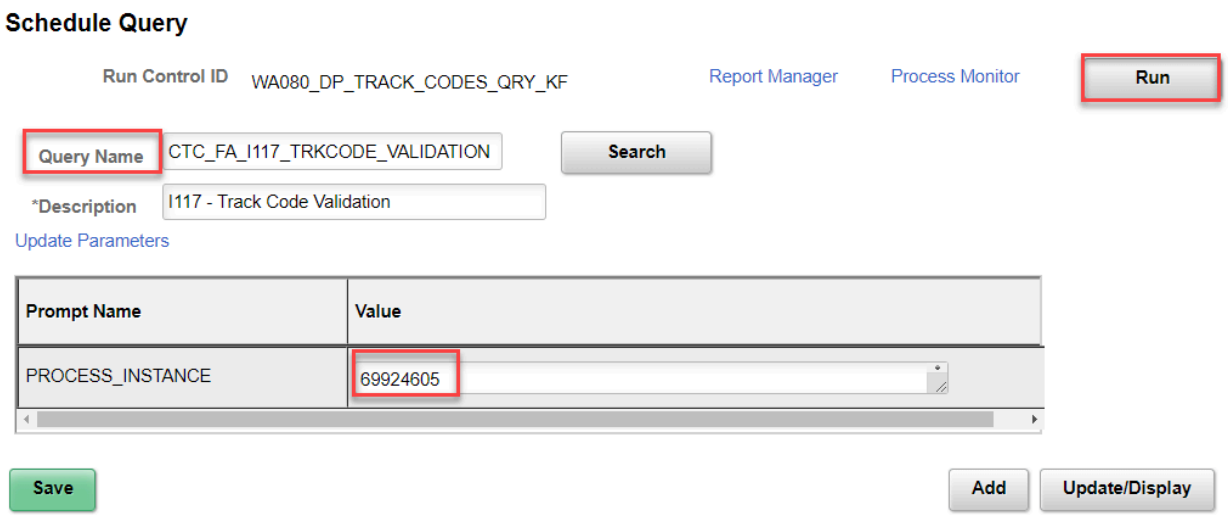
- The query generates no results:
  - The Process Instance number provided was run by another user. It is recommended one user run the entire process end-to-end.
  - The file generated using the Process Instance number provided when running the extract process in the previous step contains no data.

Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

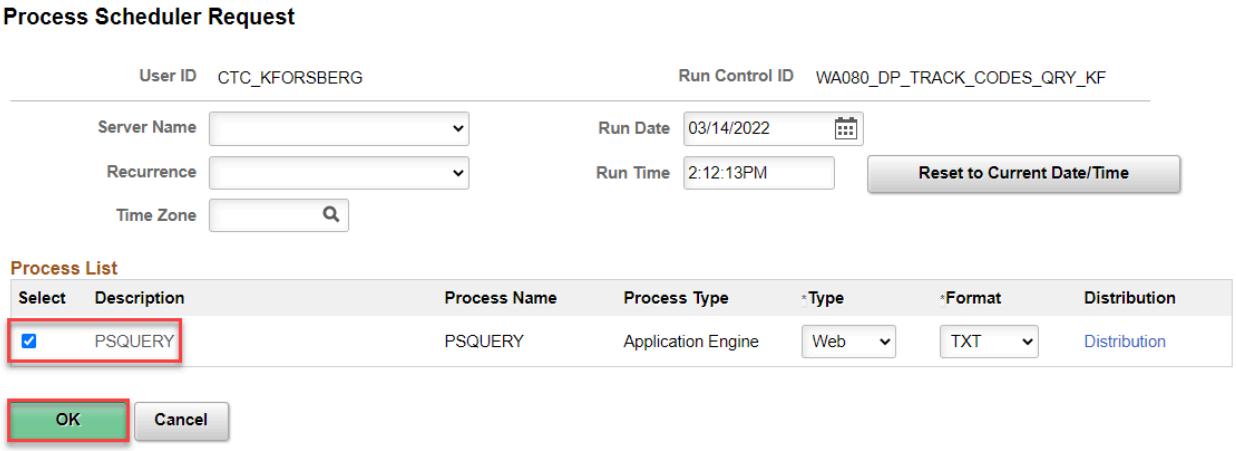
Enter the following data:

- Query Name - **CTC_FA_I117_TRKCODE_VALIDATION**
- Process Instance Number (This number is acquired from the previous process—you may also select the Look Up Tool to find the most recent instance number)
- Select Run



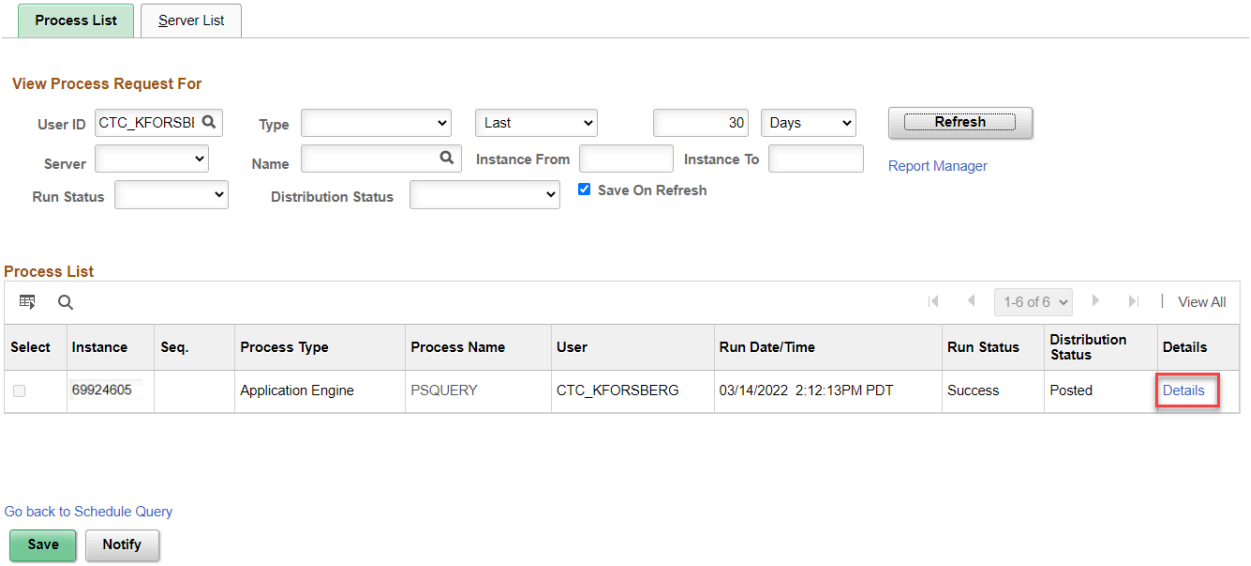
From the Process Scheduler Request page ensure the **PSQUERY** box is checked

Select **OK**

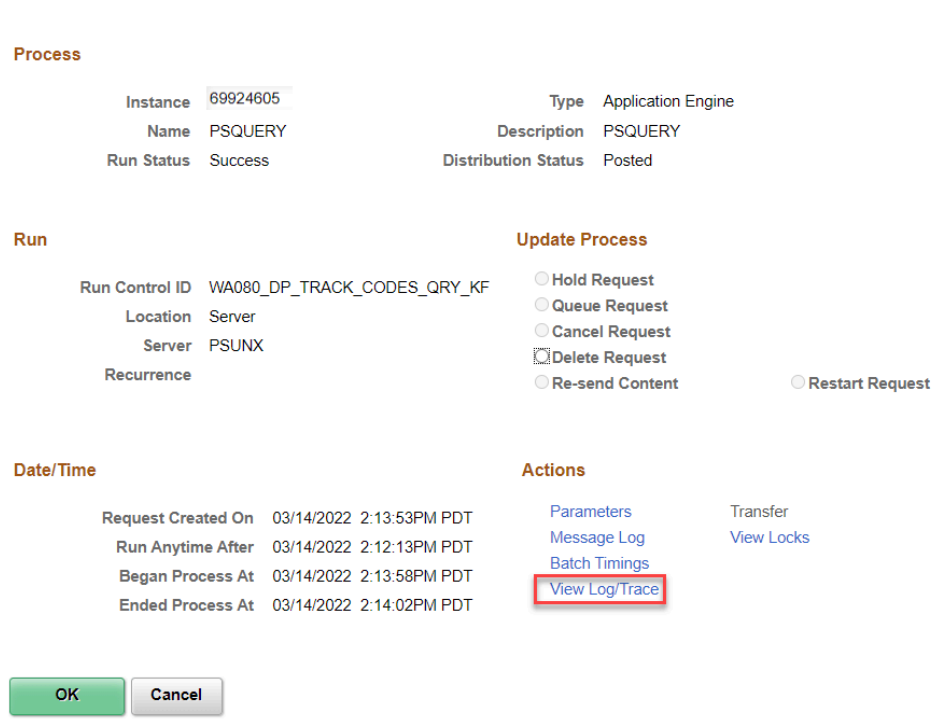


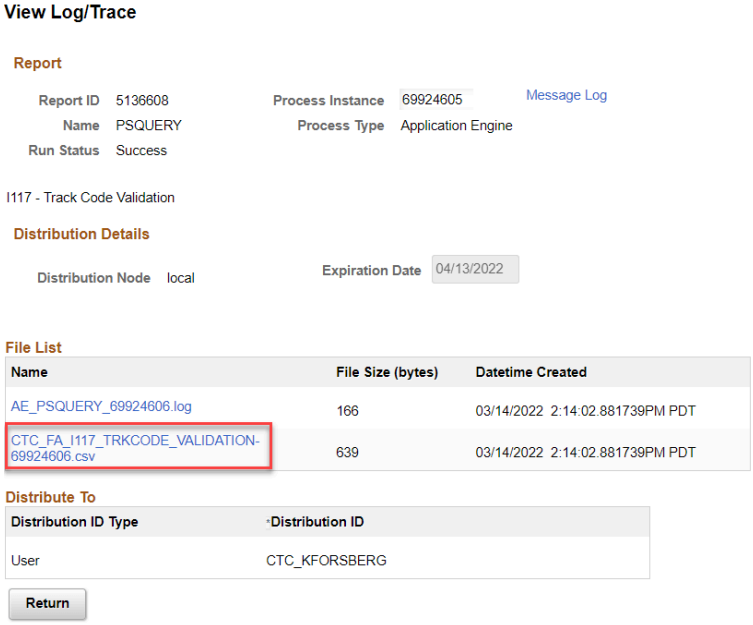
When returned to the Schedule Query page select **Process Monitor**

From the Process Monitor page select the **Details** link



From the Process Detail page select the **View Log/Trace** link





Select on the **CTC_FA_I117_TRKCODE_VALIDATION-xxxxxxx.csv** link and open an Excel Spreadsheet for review.

- The I-117 track code validation query can be used to compare against the KW5001A report to confirm all track codes from legacy have been pushed into PS

Disbursement (FAM)

The disbursement will be calculated in FAM. That information is loaded into PeopleSoft and the disbursement is processed there. This process is for all funds to be disbursed to pay tuition and fees and for a refund check which is new with Dual Processing.

Here are the steps:

1. Student is awarded in FAM
2. When ready to disburse, college runs job groups **AG905R & AG996R**.

   ***Please Note - AG905R needs to be run first so the job can complete and reports can be reviewed before running AG996R**

   The new AG996R job group contains the following jobs:
   a. SM9407J (FA Check Calc Extract)
   b. KW9408J (FA Check Calc Update)
   c. SM9099J (Purge FA Extract File)
3. AG996R posts the check calc track code into FAM which now indicates that a disbursement was calculated
4. AG996R also updates the FAEXP database with the disbursed amount.
5. Additional Jobs:
   a. SM9407J (Rejected Checklist)
   b. KW9408J/SM9405J (Pending Checklist)
6. The KW9408J job creates a file of the total amount to be disbursed for each student extracted
   a. File automatically goes over PS
   b. File is loaded into PS via the PS Group Post process.
7. Tuition is then paid and the balance refunded to the student.

Note: the student's enrollment level is still checked against the PSSM cloned database and the editing for paid tuition is disabled in this job group.

Award Adjustments

It is recommended that refund hold service indicators are placed on student accounts while they are in the process of having aid adjusted.

If swapping aid, send over the reduced or fully zeroed – out aid in one disbursement file that will be posted to PS first.

Then send over the new or replacement aid in a separate batch after the initial batch is fully processed.

1. Student's award is adjusted in FAM.

a. Increase or decrease the award amount in FAM. Do not change the Award Status from 2 or your alternate award status.
b. Change the CC track code to a different track code

2. College runs new job group AG996R (you can run the preliminary AG905R first to review the adjustment)
    i. AG996R adjusts FAEXP
    ii. AG996R posts the CC track code with the adjust amount entered in the Comment field.
3. Adjustment is entered in file that goes to PS
4. File is loaded into PS via the FAM Data Disbursement Process – which serves as a dual processing group post.

Disbursement (PeopleSoft)

The disbursement process is built to retrieve the created file from the PeopleSoft servers.

It is recommended that this process be run by the Student Financials office. The processing pulls the disbursement file produced by the Financial Aid users (after running AG996 Job from previous step) and creates a Group Post which posts Financial Aid to the student's accounts.

Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data files generated.
- Recommended to wait for a couple of minutes before running the PeopleSoft process after running AG996R Job described in previous step, as the files generated might take some time to be uploaded and be available for PS processing.
- User running this process should have Student Financials related role to access the menu.

Known Issues

- The navigation is not available:
  - The user trying to access the navigation does not have a proper security role to run the process. Please contact your local security administrator at the college.
- There are no files available to select when selecting 'Select Files' for individual processing:
  - The legacy job recently completed and might still be transferring the file to PS File servers. Wait a couple minutes and then refresh/re-navigate to the run control page.
- Process Monitor shows 'No Success':
  - There are no files available for processing. Wait a couple minutes and then re-run to the process.

Navigation: **Nav Bar > Financial Aid > CTC Custom > CTC Interfaces > FAM > FAM Disbursement Data Process**

Enter New or Existing Run Control ID

From the FAM Disbursement Data Process page enter the following:

- Academic Institution

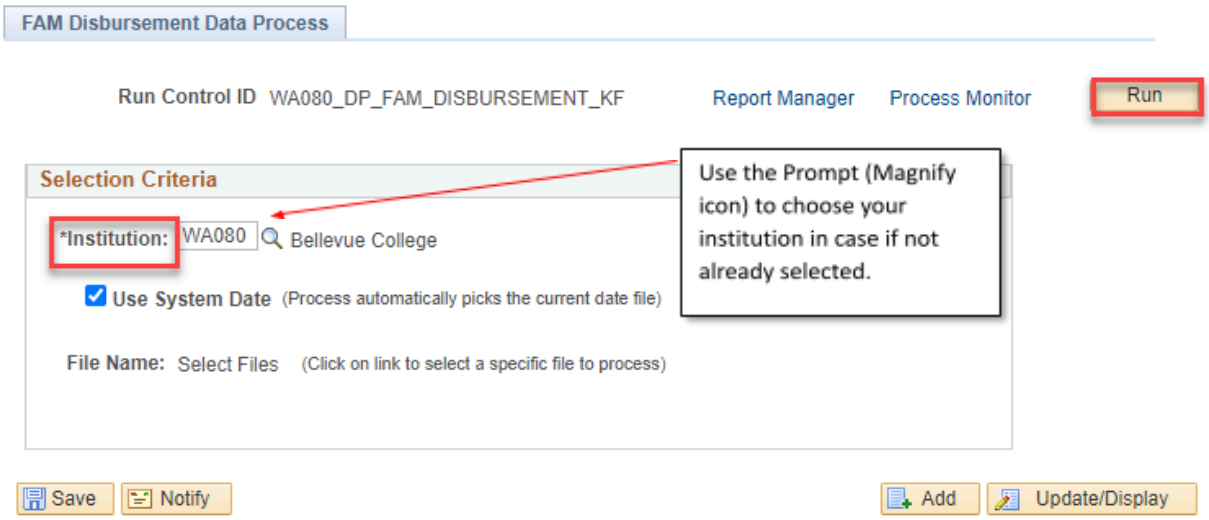
The FAM Disbursement Data Process page has some run option choices.

By selecting ***Use System Date***, the process will automatically pick up the current date file.

By unselecting Use System Date the **Select Files** link will become available. This feature allows users to choose which file to process first if multiple files are waiting to be processed.

Please Note

Disbursement files are *REQUIRED* to be processed in sequential order

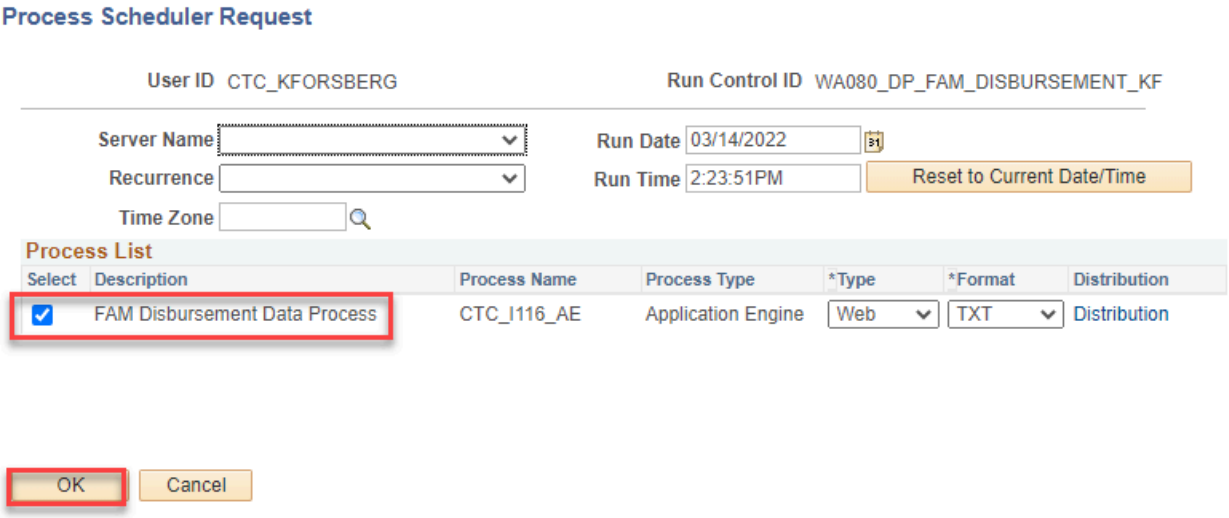


Once files are selected or Use System Date is selected select **Run.**

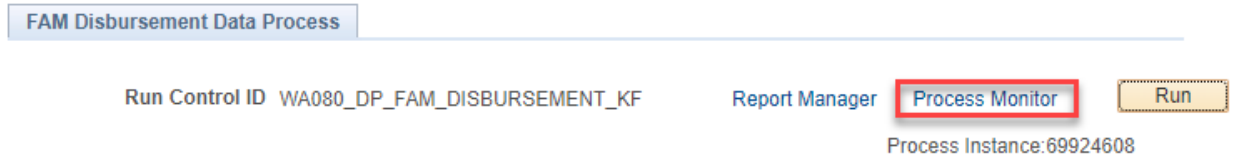
Tip! Uncheck "Use System Date" first to see if there are any older files that need to be processed first. Choose the "Select Files" link to review for older files.

From the Process Scheduler Request page ensure the FAM Disbursement Data Process box is checked

Select **OK**

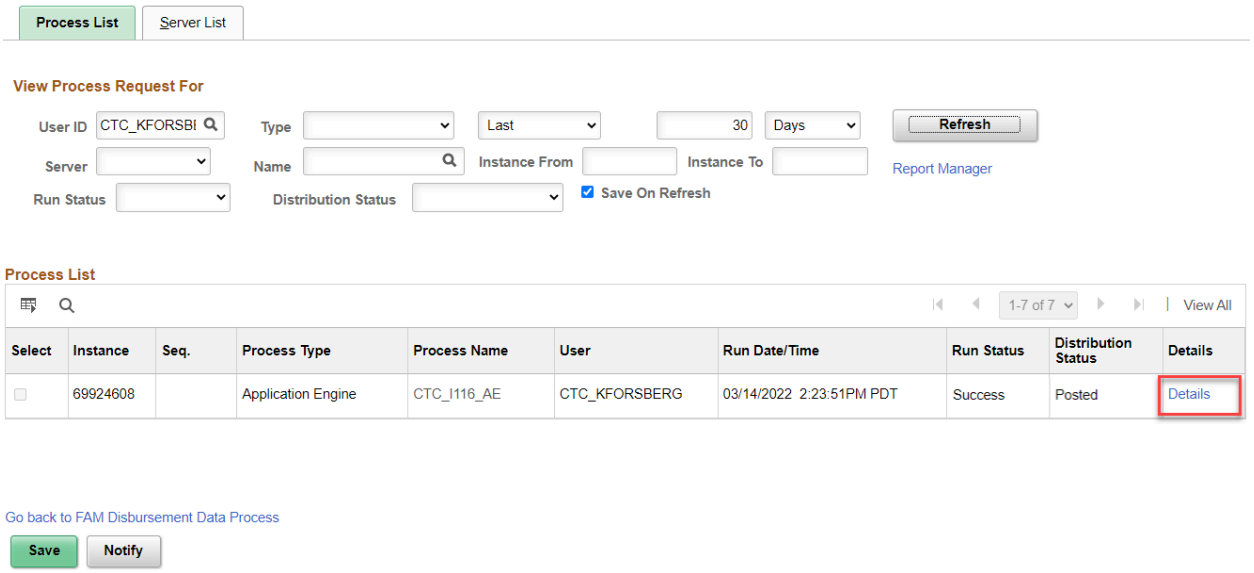


Once directed back to the FAM Disbursement Data Process page select **Process Monitor**

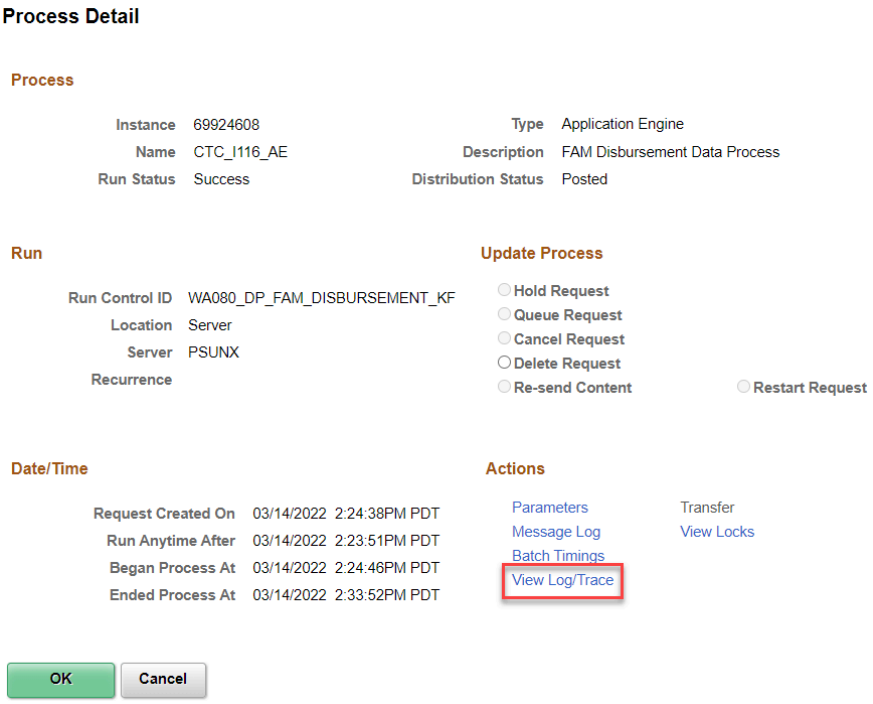


From the Process Monitor page ensure the process runs to Success and Posted

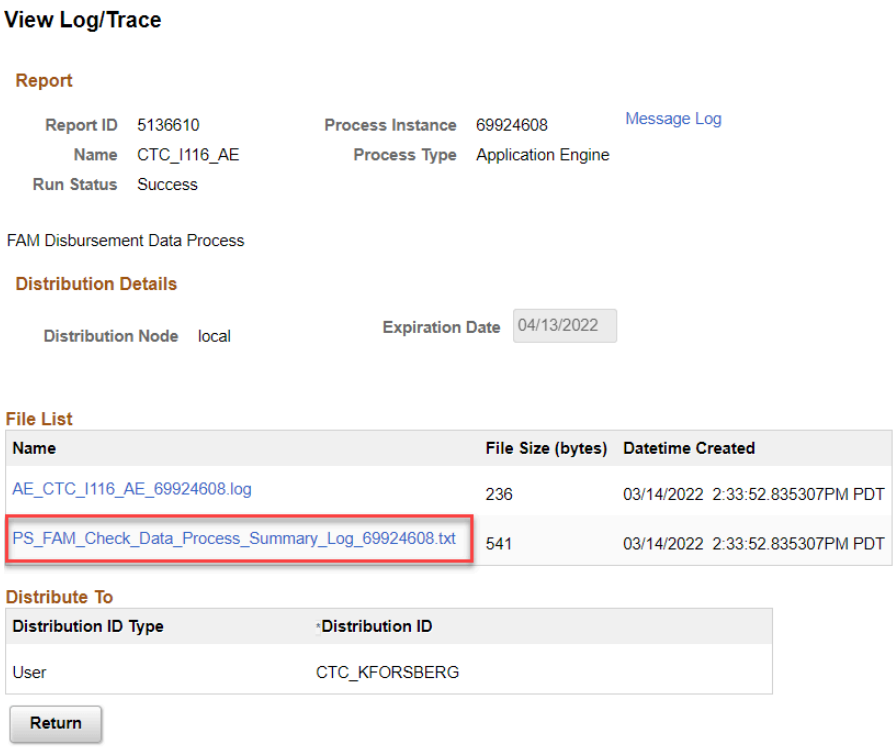
Select the **Details** link



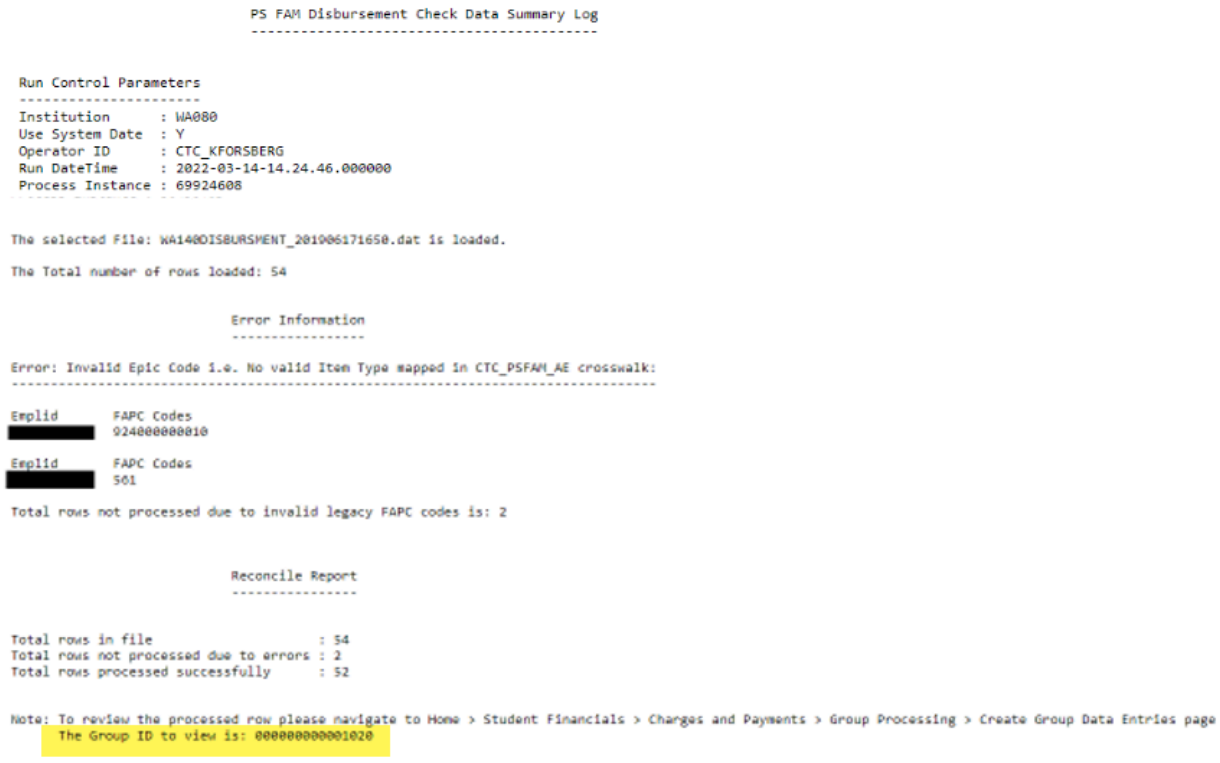
From the Process Detail page select on the **View/Log Trace** link



From the View Log/Trace page select the **PS_FAM_Check_Data_Process_Summary_Log_xxxxxxxx.txt** link



The PS FAM Disbursement Check Data Summary Log will open with details on the processing



```
                        PS FAM Disbursement Check Data Summary Log
                        ------------------------------------------


 Run Control Parameters
 ----------------------
 Institution      : WA080
 Use System Date  : Y
 Operator ID      : CTC_KFORSBERG
 Run DateTime     : 2022-03-14-14.24.46.000000
 Process Instance : 69924608

The selected File: WA140DISBURSMENT_201906171650.dat is loaded.

The Total number of rows loaded: 54

                          Error Information
                          -----------------

Error: Invalid Epic Code i.e. No valid Item Type mapped in CTC_PSFAM_AE crosswalk:
--------------------------------------------------------------------------------

Emplid       FAPC Codes
[redacted]   924000000010

Emplid       FAPC Codes
[redacted]   501

Total rows not processed due to invalid legacy FAPC codes is: 2


                          Reconcile Report
                          ----------------

Total rows in file                    : 54
Total rows not processed due to errors : 2
Total rows processed successfully     : 52

Note: To review the processed row please navigate to Home > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries page
      The Group ID to view is: 00000000001020
```

Please Note

Student Financials security is required to access the above navigation.

SF Pages used for reviewing posted data:

Please Note
Student Financials security is required to access these navigations.

Group Processing Review Transactions Page

Navigation: Nav Bar > Student Financials > Charges and Payments > Group Processing > Review Transactions
Users will need the Group ID found in the Log file (example highlighted in image above)

View Customer Accounts

Navigation: Nav Bar > Student Financials > View Customer Accounts
Users will need the Business Unit (Academic Institution) and an Empl ID for a student

Processing Disbursements for Students with No Enrollment on PS Side

There are two different methods to use when you need to disburse or adjust financial aid funds for students who are no longer enrolled. Which method to use is dependent on the student's record in PeopleSoft. If the student is no longer enrolled for any quarters in PeopleSoft and their bio/demo record is not coming over from PeopleSoft, follow the first method. If the student had enrollment for prior quarters during Dual Processing and their bio/demo record is coming over from PS, follow the second method.

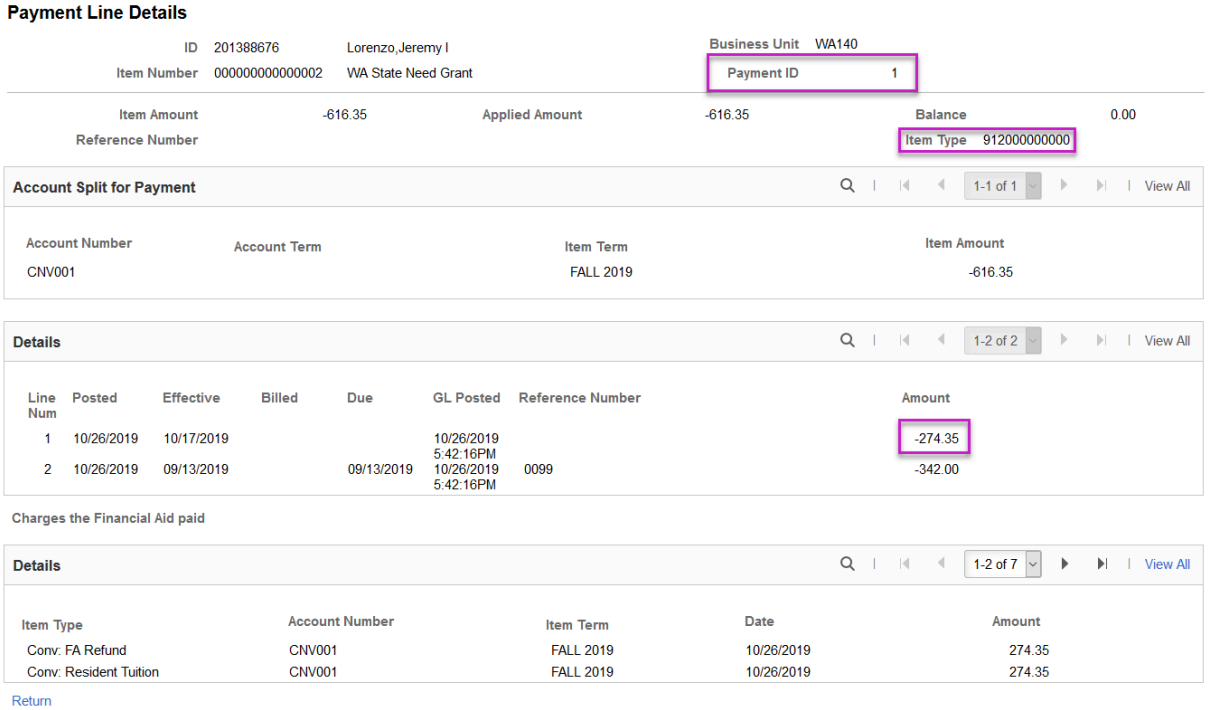
First Method: Students were awarded in FAM but no longer have enrollment.

These students are receiving the error message of "Student is not in the Student Management System" on the Financial Aid Rejected Checklist (SM9407) report and their disbursement cannot be sent over to PeopleSoft.

In these situations, Student Financials will be required to manually enter the transactions to Customer Accounts. Follow the steps below:

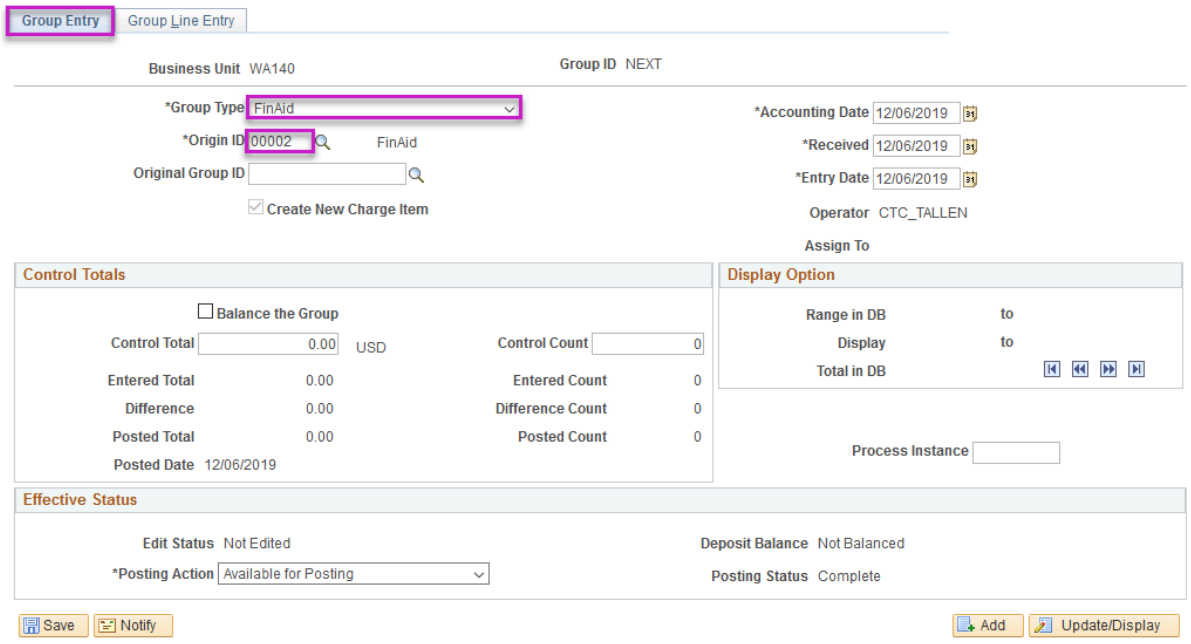
Navigation: Nav Bar > Student Financials > View Customer Accounts

1. Identify the **Payment ID** by looking at the student's customer account for the specified award and term. Make a note of the Payment ID and the amount in the first line under the details section.



2. Create a Group Post. Populate the first tab with the following information. The accounting date, received date, and entry date are up to you to determine which date you would like to use. The control totals do not need to be populated for this group post.

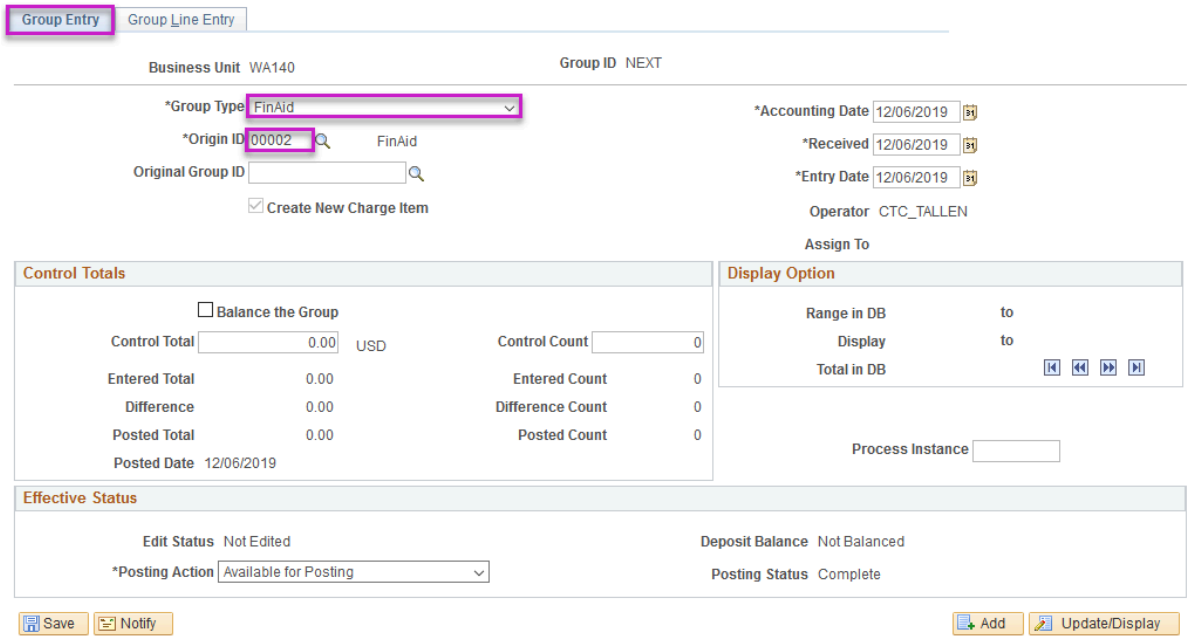
Navigation: Nav Bar > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries



3. On the second tab, enter the student id, the account type of TUT, the item type, and the effective date for the award needing adjustment.

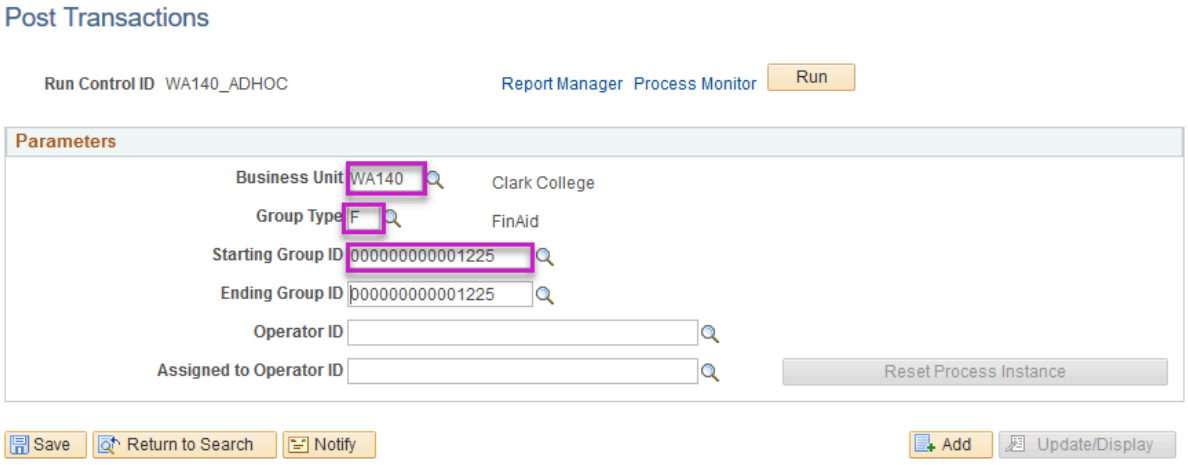
4. Once the item type is populated, the Payment ID field becomes available. This is where you will enter the payment ID from step 1. Notice the item amount and term are auto populated with the dollar amount from step 2 and the fields are grayed out when you enter a Payment ID. Using the Payment ID allows for us to use specific information in the system related to financial aid item types to reverse/reduce amounts with.

5. Repeat as needed by selecting the (+) plus sign in the top right-hand corner. Once the entries are complete, select SAVE. You will notice the Group ID change from NEXT to a number. Copy the number as it is needed to complete the posting process.

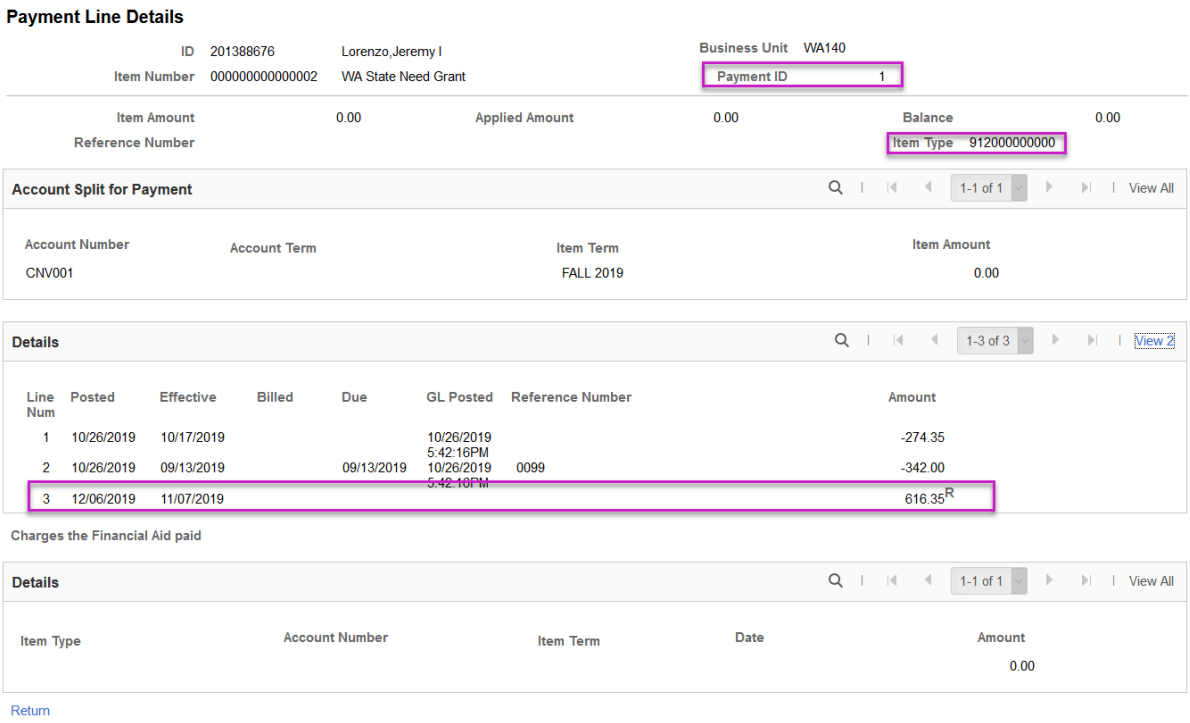


6. Navigate to the Post Transactions page and post your Group ID. Select SFPGRPST from the list of processes to run.

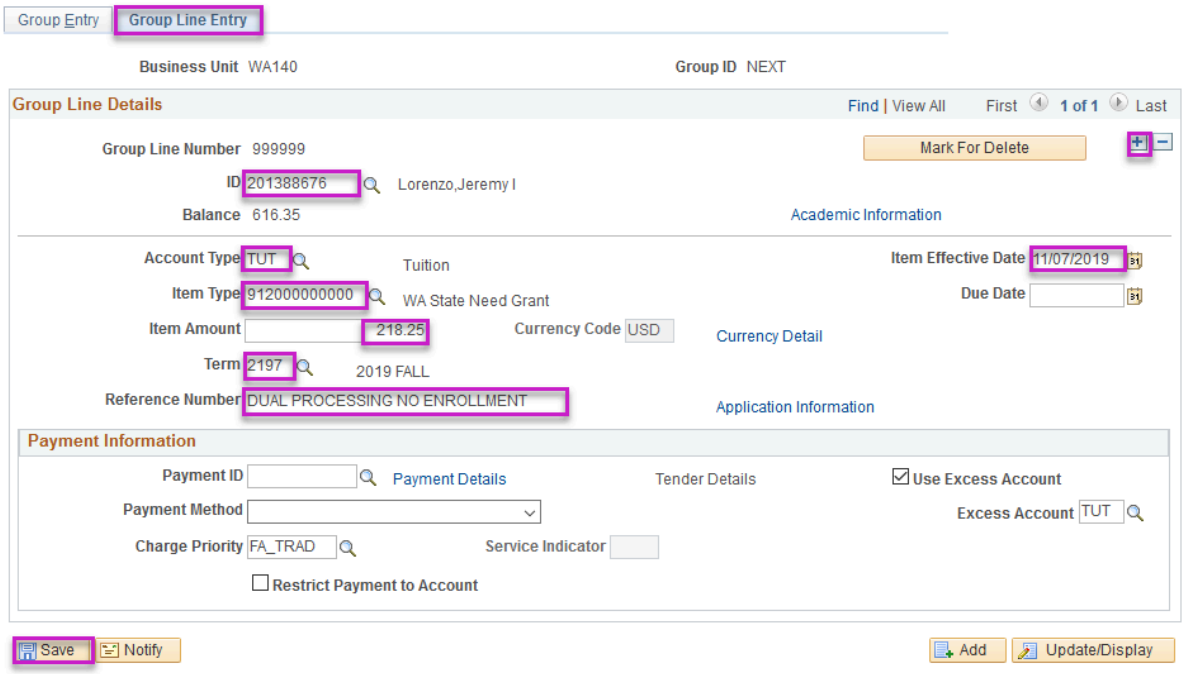
Navigation: NavBar > Navigator > Student Financials > Charges and Payments > Group Processing > Post Transactions



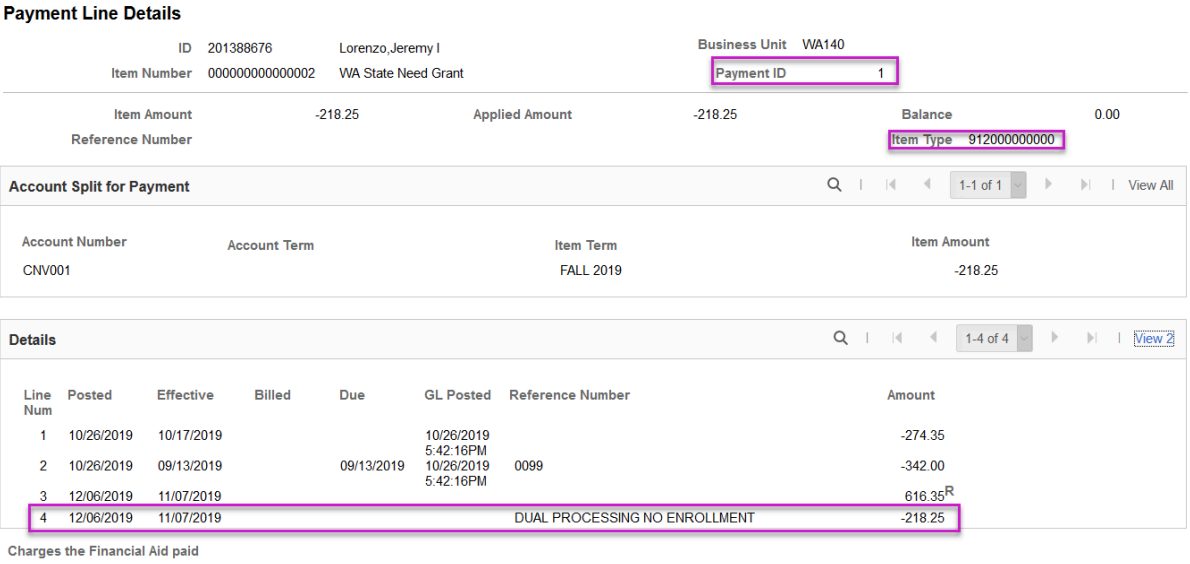
7. Once the process has run to SUCCESS and POSTED, check the student's customer account. You should see a complete reversal of the total award amount.



8. To enter the amount the student is eligible for currently, you will create another group post but this time adding in the specific dollar amount and the term. We recommend adding a reference number so we know these transactions were part of the dual processing no enrollment corrections. The first tab, Group Entry, is populated the same as step 2 above.



9. Once the entries are completed, click SAVE and run the Post Transactions process again.
10. When you have SUCCESS and POSTED for the Post Transactions, verify the student's customer account is correct by looking at the Amount and the last line of details for the specific award.



Updating FAEXP

Once PS has been adjusted, the FAEXP database needs to be adjusted. Follow the attached instructions to update FAEXP. You will use the attached spreadsheet to enter the disbursements or adjustments and will upload it to the HPUX using screen SM9503. You may need to have your Application Security

Manager add this screen to your HPUX menu. Once the spreadsheet has been uploaded to the HPUX, job SM9503J will post the information from the spreadsheet to the FAEXP database.

Updating FAEXP in Legacy While in Dua

Updating FAEXP in Legacy for DP Templ

Second Method: Bypassing Enrollment Edit in AG996R for Non-Enrolled Students (CARES, Emergency Funding)

You can bypass the Rejected Checklist edit of 'Student is not enrolled for this Year/Quarter' for students where their enrollment is not coming over from PeopleSoft either because the student is no longer enrolled or the student is enrolled in classes that are not included in the Student Enrollment Data Extract but have a biographic record coming over from PS. This allows you to disburse to students receiving this edit though the automated process.

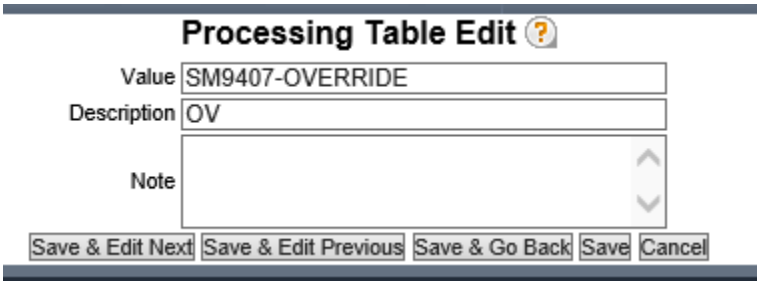
To activate the bypassing of the enrollment, edit, you will need to assign a designated Track Code to the student's Tracking Tab in FAM for the same quarter you are disbursing. The specific Track Code is established on a Processing Table entry. This entry may already be on your Processing Table.

System: CIS

Table ID: WCC

Value: SM9407-OVERRIDE

Description: Two character Track Code (must exist on the SAF_TRACK_CODE Validation Table)



Note: most colleges use a Track Code of OV for this purpose.

If you assign your designated override Track Code to a student, you will also need to change their Enrollment Level on the FA tab for the same quarter. Since there is no enrollment, the Enrollment Level for the quarter needs to be 5 (Less Than Half Time). If the Enrollment Level is not changed on the FA tab, the student will receive an error of 'Stud. Enrolled for fewer credits than range allows'.

If a check has already been cut (CC), it may be necessary for you to do a C1 or CR (check recalculation) to get the funds to cut instead of an OV.

Please keep in mind that this override only bypasses enrollment editing. It does not bypass errors such as "Student is not in the Student Management System'. Follow the First Method if the student is receiving that error on the Rejected Check List Report.

Third Party Payment Query

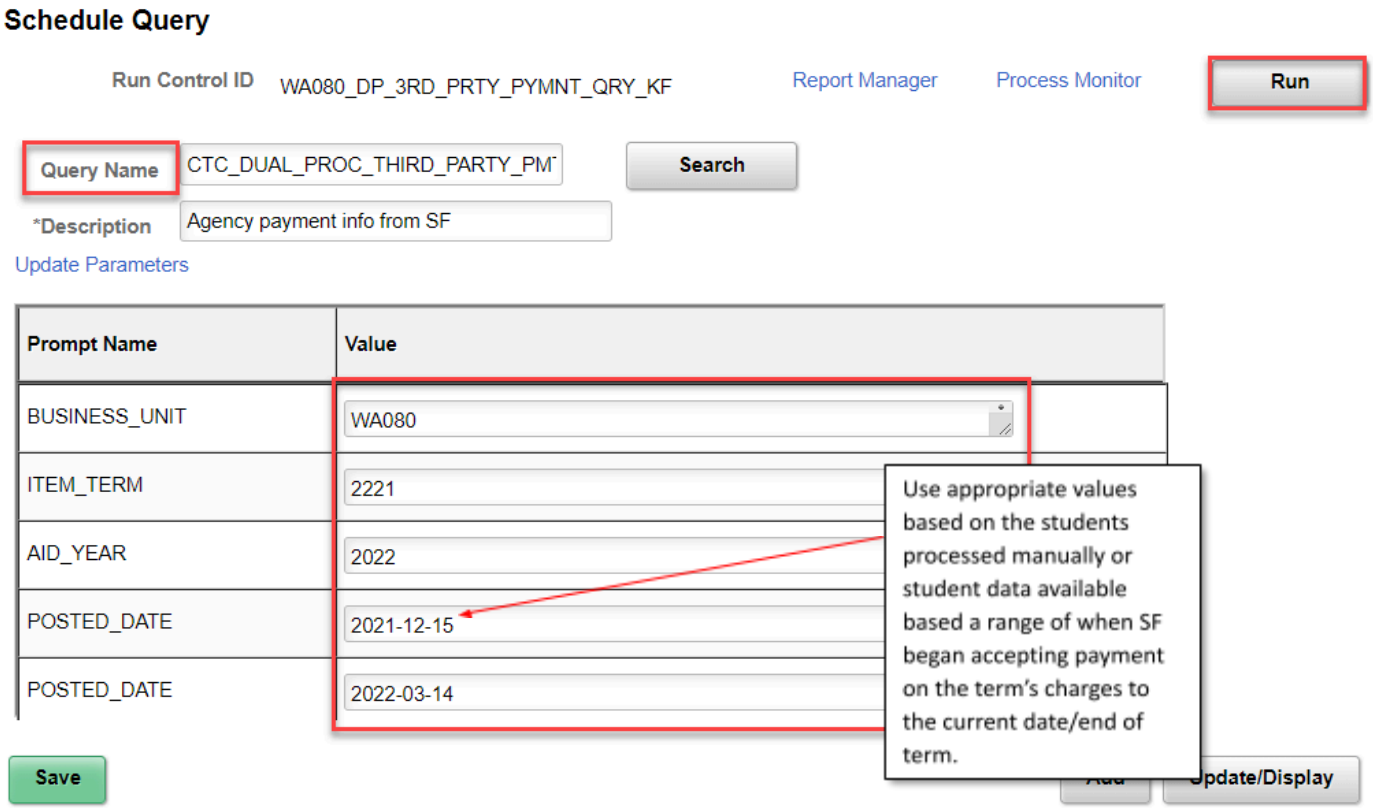
This query is designed to pull students with Third Party Payments that have been applied by Student Financials.

Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

Enter a new or existing Run Control ID

Enter the following data:

- Query Name – **CTC_DUAL_PROC_THIRD_PARTY_PMTS**
- Business Unit
- Term
- Aid Year
- Posted From Date
- Posted to Date


Schedule Query
Run Control ID
WA080_DP_3RD_PRTY_PYMNT_QRY_KF
Report Manager
Process Monitor
Run
Query Name
CTC_DUAL_PROC_THIRD_PARTY_PM
Search
*Description
Agency payment info from SF
Update Parameters
Prompt Name
Value
BUSINESS_UNIT
WA080
ITEM_TERM
2221
AID_YEAR
2022
POSTED_DATE
2021-12-15
POSTED_DATE
2022-03-14
Use appropriate values based on the students processed manually or student data available based a range of when SF began accepting payment on the term's charges to the current date/end of term.
Save
Update/Display

Processing Census Date (FAM)

This process starts with running the Data Express and the file produced will be saved on your PC or network drive.

There are 3 different ways by which the Census Day Extract can be pulled:

1. Award Code & Track Code (SM9901R)
2. Award Code or Sub Code (SM9902R)
3. Track Code (SM9903R)

Users can choose which method works for their specific business processing. Choose any one of the DataEx mentioned above to generate the file and proceed with the rest of the instructions. Instructions for running each DataEx are explained below.

Census Day Extract (SM9901R) – Option 1

Cataloged DataExpress Procedure for Census Day Extract selected by Award Code and Track Code.

DataExpress Procedure	SM9901R
Group	Production – INFORM
Account	Production – PLIB
Group & Account	Production: ../../PLIB/INFORM
Procedure Password	None
Database Passwords Required	SAFER (Username: SAFREAD/ Same as your SAFER Password PSSM (Username: SM/ Same as your SM password)
Report	None
Purpose and Description	SM9901R creates a file containing student enrollment level data that is loaded into PS. The file created is a pipe delimited file.
Special Instructions	After the procedure runs, you will be prompted to Download, Save or Append the file. You will need to download the file with a .CSV extension to a network drive. Enter D to download the file. You will next be prompted to enter the file pathway. For example: H:\DX\CENSUS.CSV. After entering in the pathway, press Return. A transfer box will appear as the file is downloaded. When done, the message of 'Download Complete' appears. If satisfied with the file, enter N or press return with the next 2 prompts.

Dependencies	None
Selection Criteria	
YR-SES	Enter the year/session from the Award Tab. For example, C123
AWD-CDE	Enter specific Award Codes or leave blank to select all Award Codes. Format is AA,BB,CC or AA OR BB OR CC (where AA, BB, and CC are the award codes to include). Leave blank if selecting by Subcodes.
AWD-SUB-CDE	Enter specific Subcodes or leave blank to select all Subcodes. Format is 122, 127 or 122 OR 127 where 122 and 127 are the subcodes to be included. Leave blank if selecting by Award Codes.
AWD-STATUS	Enter specific Award Status or Statuses or leave blank to select all Award Statuses. Format is 1, 2 or 1 OR 2 where 1 and 2 are the award statuses to be included.
YR-SES	Enter the year/session from the Tracking Tab. For example, C121
TRACK-CODE	Enter the specific Track Code
SES-YR-START	Enter the year/session start from the Financial Aid tab. For example, C121
Version Date	4/27/2022

Census Day Extract (SM9902R) – Option 2

Cataloged DataExpress Procedure for Census Day Extract selected by Award Code or Subcode.

DataExpress Procedure	SM9902R
Group	Production – INFORM
Account	Production – PLIB
Group & Account	Production: ../../PLIB/INFORM
Procedure Password	None
Database Passwords Required	SAFER (Username: SAFREAD/ Same as your SAFER Password PSSM (Username: SM/ Same as your SM password)

Report	None
Purpose and Description	SM9902R creates a file containing student enrollment level data that is loaded into PS. .The file created is a pipe delimited file.
Special Instructions	After the procedure runs, you will be prompted to Download, Save or Append the file. You will need to download the file with a .CSV extension to a network drive. Enter D to download the file. You will next be prompted to enter the file pathway. For example: H:\DX\CENSUSC123.CSV. It is recommended that you include the quarter code in the title. After entering in the pathway, press Return. A transfer box will appear as the file is downloaded. When done, the message of 'Download Complete' appears. If satisfied with the file, enter N or press return with the next 2 prompts.
Dependencies	None
Selection Criteria	
YR-SES	Enter the year/session from the Award Tab. For example, C123
AWD-CDE	Enter specific Award Codes or leave blank to select all Award Codes. Format is AA,BB,CC or AA OR BB OR CC (where AA, BB, and CC are the award codes to include). Leave blank if selecting by Subcodes.
AWD-SUB-CDE	Enter specific Subcodes or leave blank to select all Subcodes. Format is 122, 127 or 122 OR 127 where 122 and 127 are the subcodes to be included. Leave blank if selecting by Award Codes.
AWD-STATUS	Enter specific Award Status or Statuses or leave blank to select all Award Statuses. Format is 1, 2 or 1 OR 2 where 1 and 2 are the award statuses to be included.
SES-YR-START	Enter the year/session from the Tracking Tab. For example, C123
Version Date	4/27/2022

Census Day Extract (SM9903R) – Option 3

Cataloged DataExpress Procedure for Census Day Extract selected by Track Code.

DataExpress Procedure	SM9903R

Group	Production – INFORM
Account	Production – PLIB
Group & Account	Production: ../../PLIB/INFORM
Procedure Password	None
Database Passwords Required	SAFER (Username: SAFREAD/ Same as your SAFER Password PSSM (Username: SM/ Same as your SM password)
Report	None
Purpose and Description	SM9903R creates a file containing student enrollment level data that is loaded into PS. .The file created is a pipe delimited file.
Special Instructions	After the procedure runs, you will be prompted to Download, Save or Append the file. You will need to download the file with a .CSV extension to a network drive. Enter D to download the file. You will next be prompted to enter the file pathway. For example: H:\DX\CENSUS.CSV. After entering in the pathway, press Return. A transfer box will appear as the file is downloaded. When done, the message of 'Download Complete' appears. If satisfied with the file, enter N or press return with the next 2 prompts.
Dependencies	None
Selection Criteria	
YR-SES	Enter the year/session from the Tracking Tab. For example, C121
TRACK-CODE	Enter the specific Track Code or codes separated by a comma
SES-YR-START	Enter the year/session start from the Financial Aid tab. For example, C121
Version Date	4/27/2022

Processing Census Date (PeopleSoft)

The Census Date process allows users to pull query values that show enrollment levels for financial aid students. This is based on the student population that is supplied via the previous processing done in FAM. The file created will be loaded in PeopleSoft and added to the Query Reporting table. The Schedule Query page is used to find the student file that was loaded and produce a report that shows enrollment values for those students. The report is used to compare enrollment values in FAM.

Pre-requisites

- The extract process - SM9903R, described in the previous step needs to be successfully run AND should have data generated.

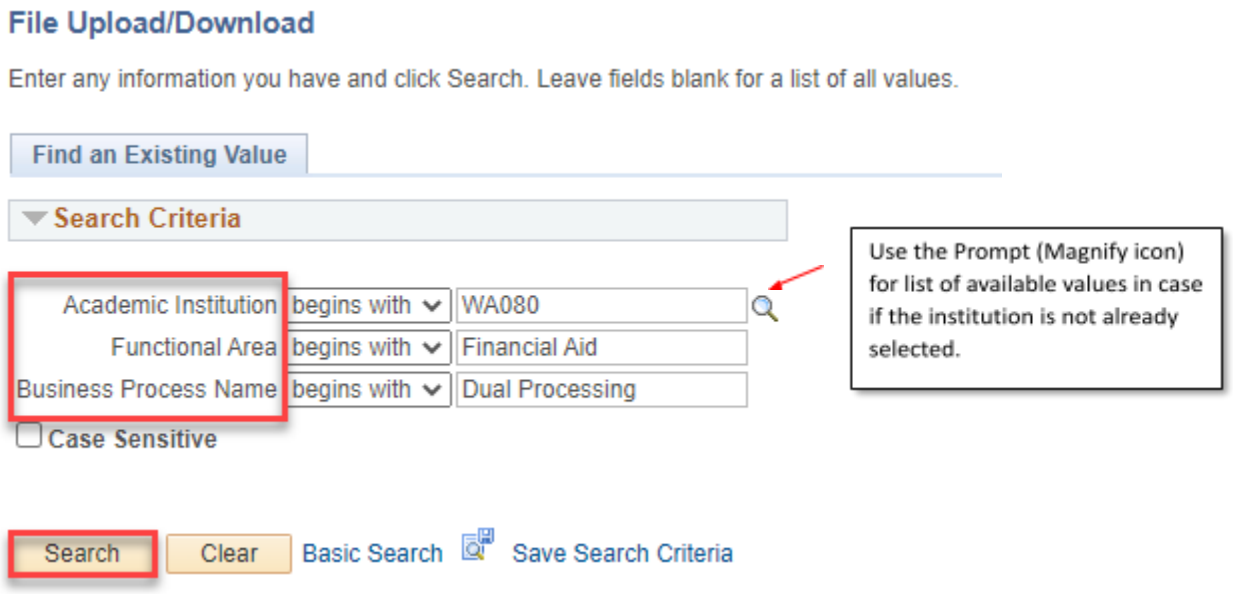
Known Issues

- The user doesn't have access to navigation:
  - The security role to access that menu is missing from the user profile. Contact your local security administrator.

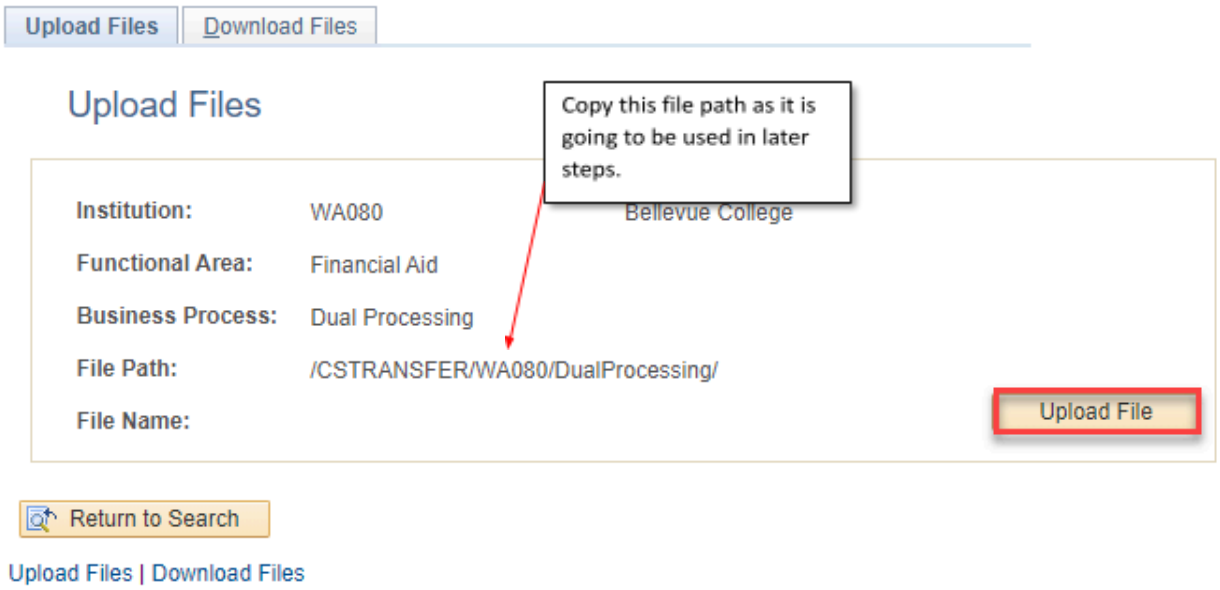
Navigation: **Nav Bar > PeopleTools > CTC Custom > Extensions > Upload/Download Files**

From the Upload/Download Files page enter the following information:

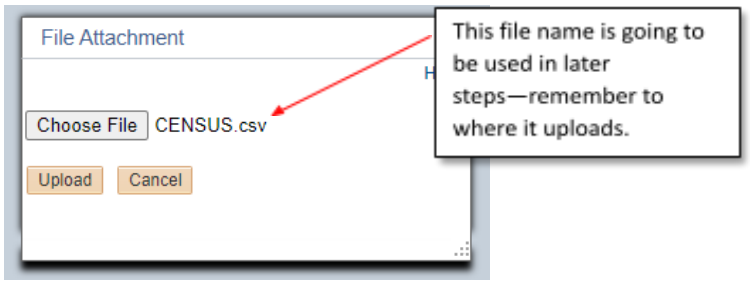
- Academic Institution
- Functional Area – **Financial Aid**
- Business Process Name – **Dual Processing**



From the Upload Files tab select **Upload File** link and choose the file saved on your PC or network drive. Save the file path in the following screen as it will be used in later steps.

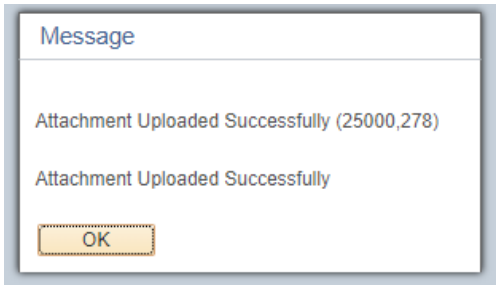


When the File Attachment window opens select **Choose File** and select the desired file (generated after running SM9903R job)



Select **Upload**

Once the file is loaded the following message will appear



Select **OK**

Loading the File to the Query Reporting Table

The following steps assist with loading the file to the Query Reporting Table for use in subsequent processing.

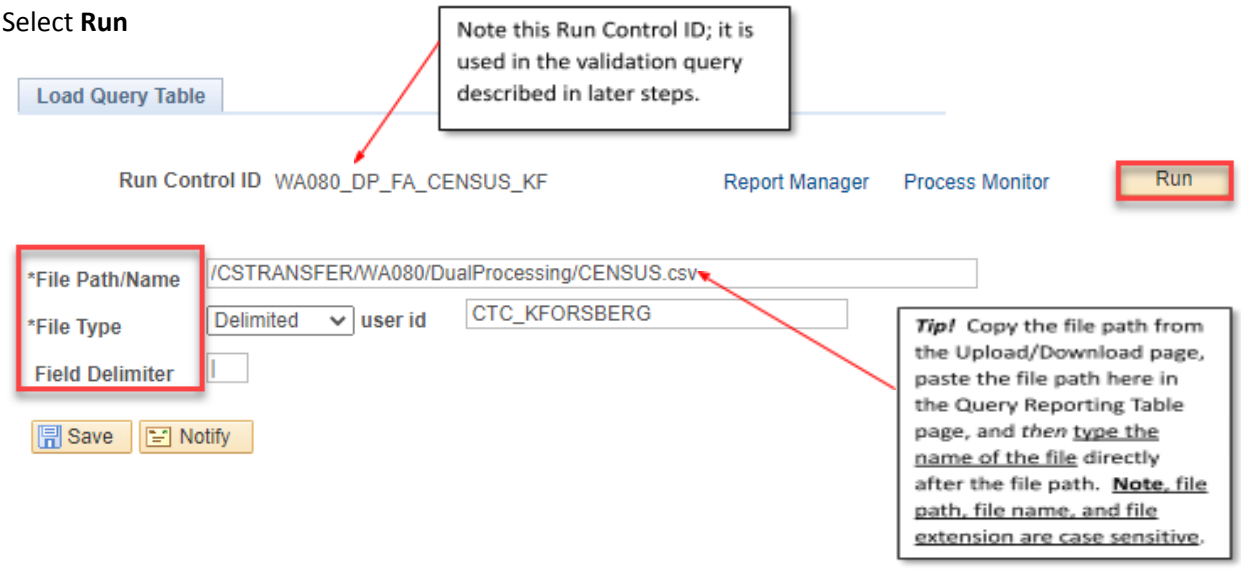
Navigation: **Nav Bar > Campus Community > CTC Custom > CTC Query Reporting Table**

Enter a New or Existing Run Control ID (Note this run-control will be used in the later step in running the query)

Enter the following data:

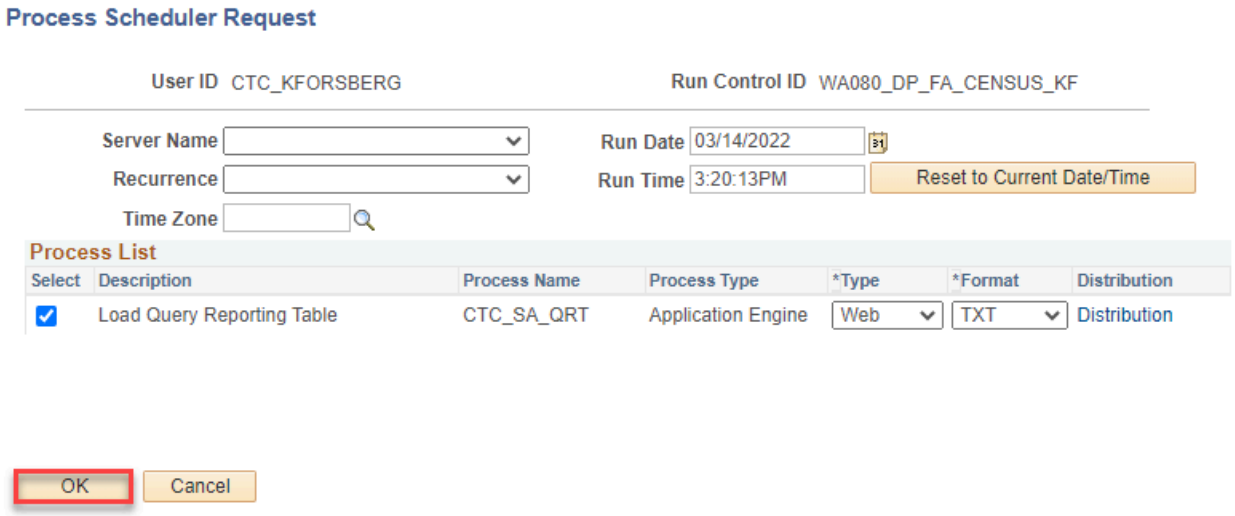
- File Path and File Name (Use the file path saved from above step and include the file name you uploaded. This is case sensitive.)
- File Type – **Delimited**
- User ID – **User's ID**
- Field Delimiter - **| (pipe)**

Select **Run**

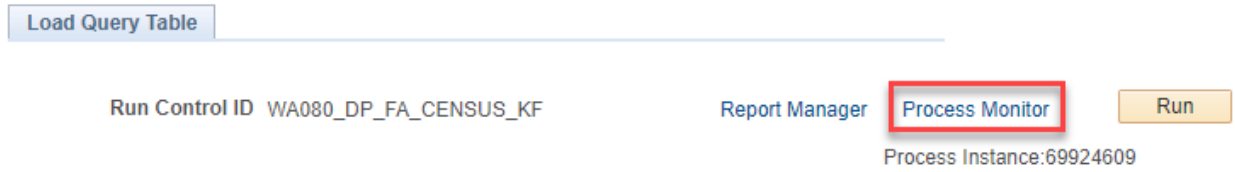


From the Process Scheduler Request page ensure the **Load Query Reporting Table** is selected

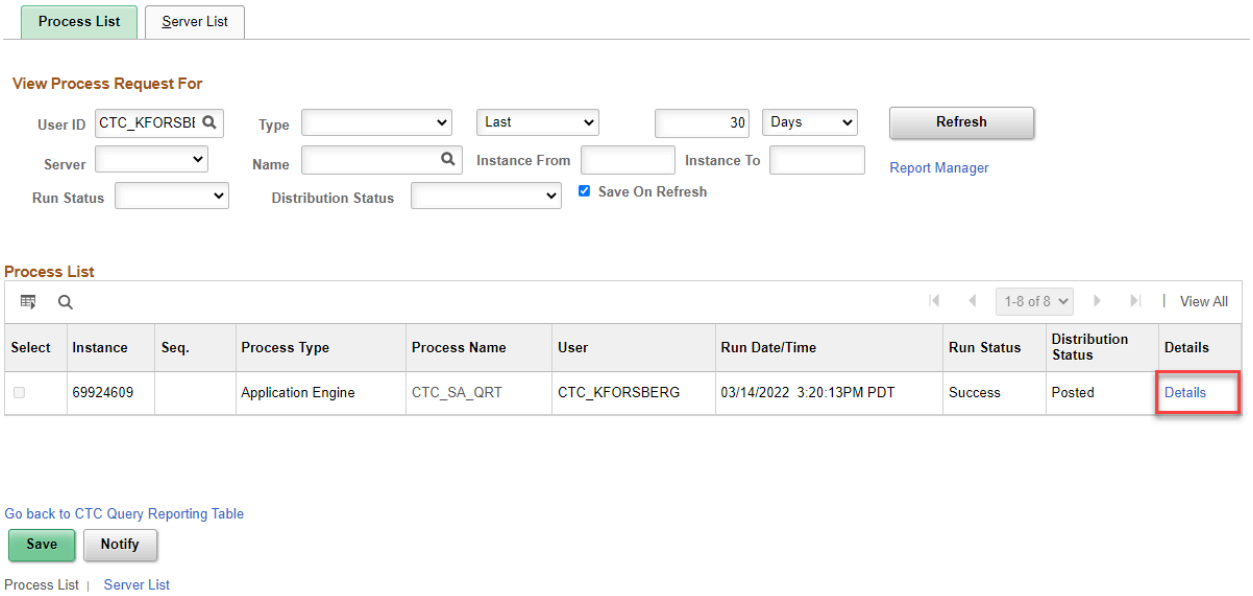
Select **OK**



Once directed back to the Query Reporting Table select the **Process Monitor** link



From the Process Monitor page ensure the process runs to Success and Posted



This completes loading data into Query Reporting tables. Retain the prompt values for subsequent steps.

Running the Census Extract Query

The following steps allow users to pull enrollment values for the student population loaded in the previous processes. The Census Extract query can be run after you have successfully loaded the Data following the process described above.

Pre-requisites

- The Census extract process described in the previous step needs to be successfully run AND should have data generated.
- Should use the Run control ID from the previous step to load data in the query reporting table.

Known Issues

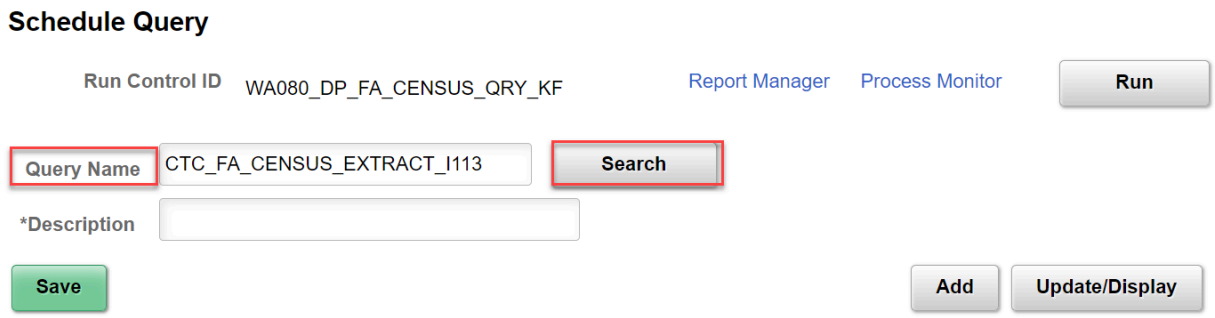
- The query generates no results:
  - The run control ID provided was run by another user.
  - The run control ID provided is incorrect/not matching the one used to load census data into query reporting tables.

Navigation: **Nav Bar > Reporting Tools > Query > Schedule Query**

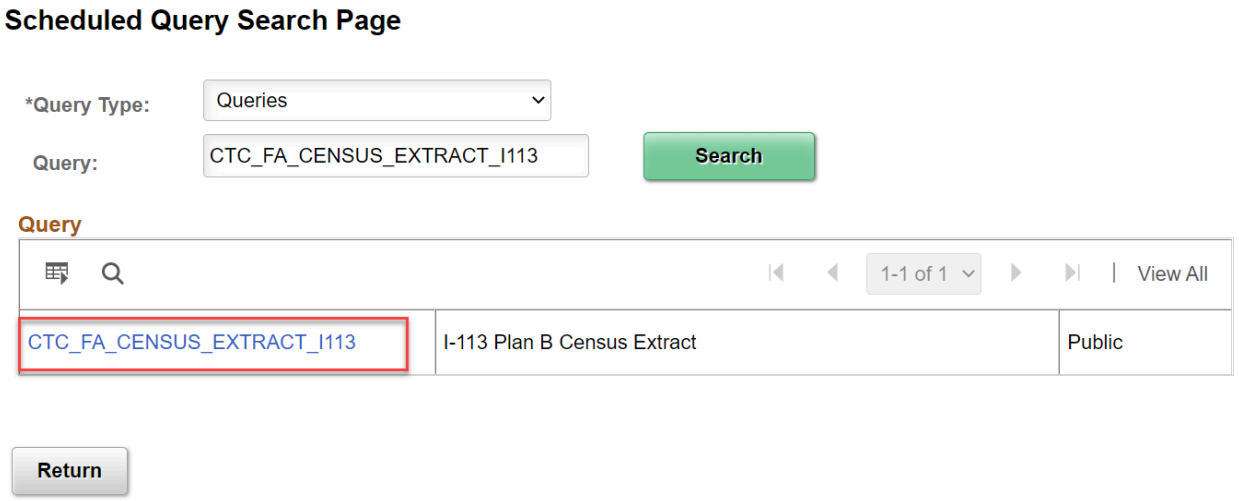
Enter a New or Existing Run Control ID

From the Schedule Query page enter the query name and select Search

CTC_FA_CENSUS_EXTRACT_I113

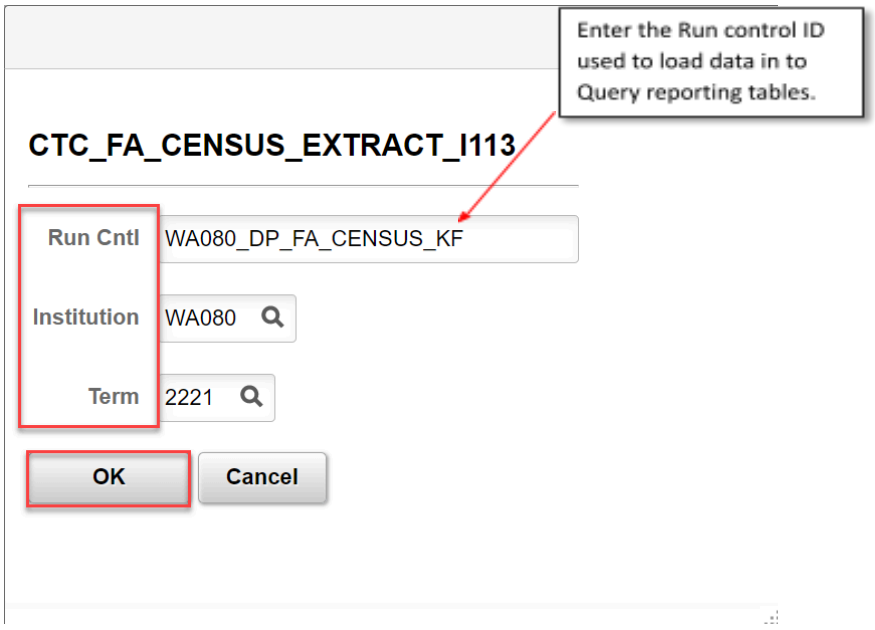


When the Scheduled Query Search Page opens with the query located select on the CTC_FA_CENSUS_EXTRACT_I113 link



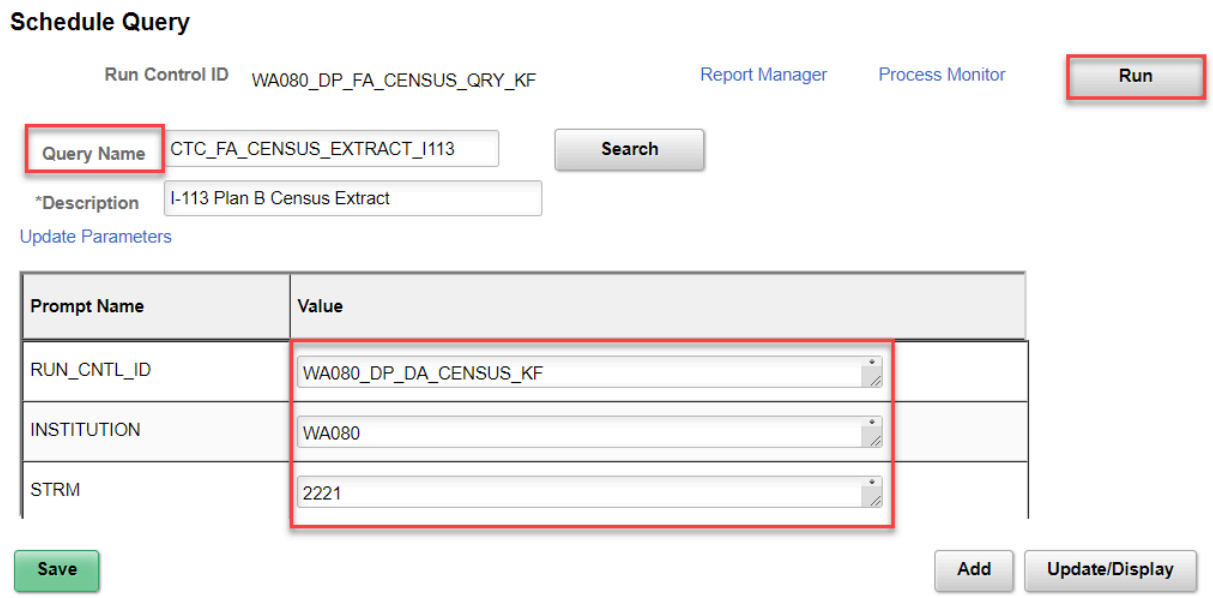
The Edit Prompts window will open, enter the following:

- Run Cntl – This is the Run Control ID used for Loading the File to the Query Reporting Table, Pg 78)
- Institution
- Term
- Select **OK**

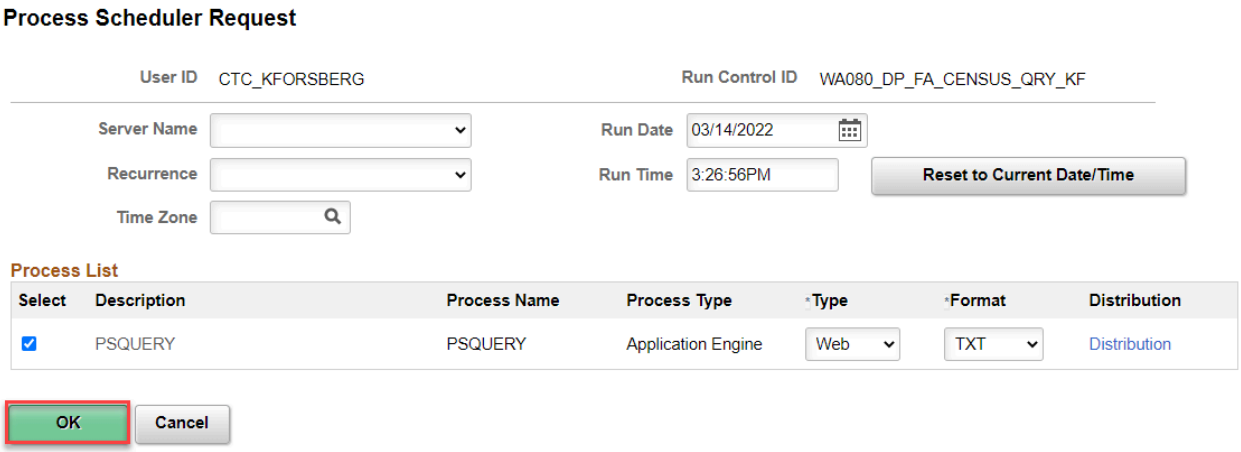


Once directed back to the Schedule Query page the process is ready to run

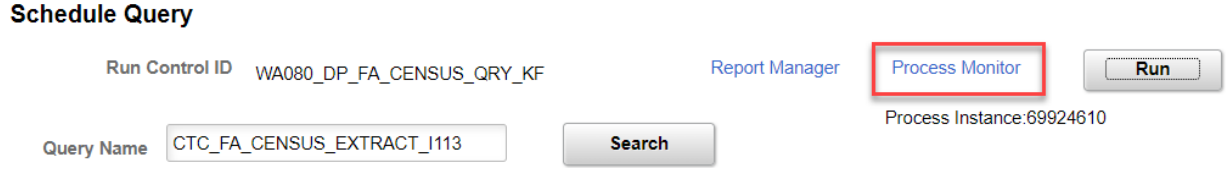
Select **Run**



From the Process Scheduler Request page ensure **PSQUERY** is selected

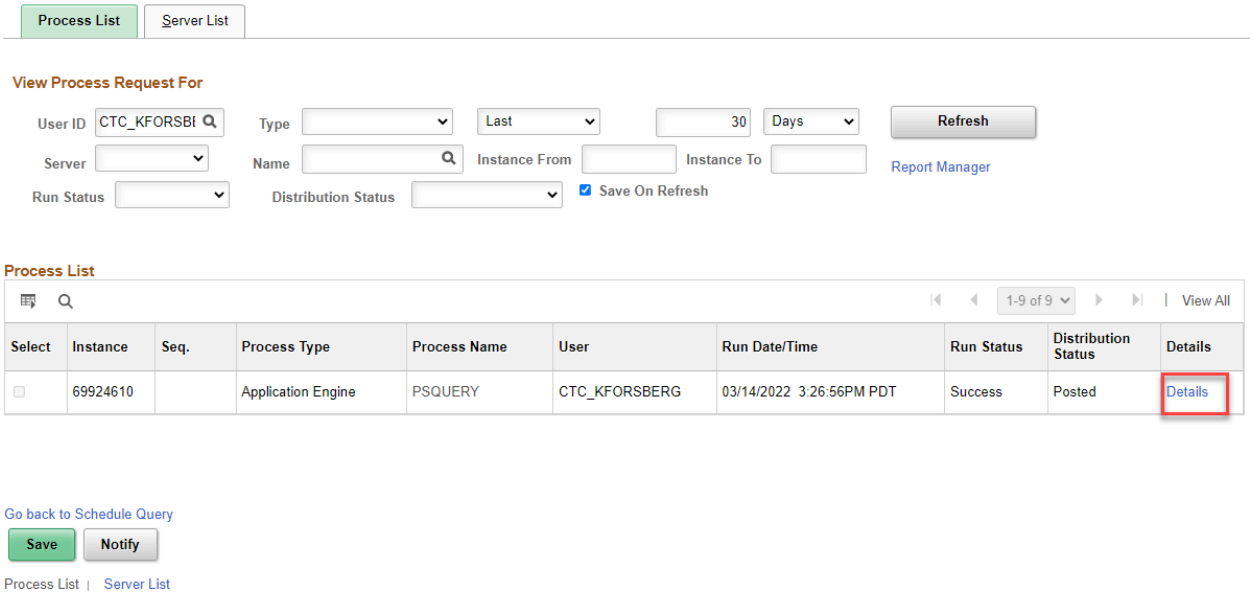


Once directed back to the Schedule Query page select the **Process Monitor** link

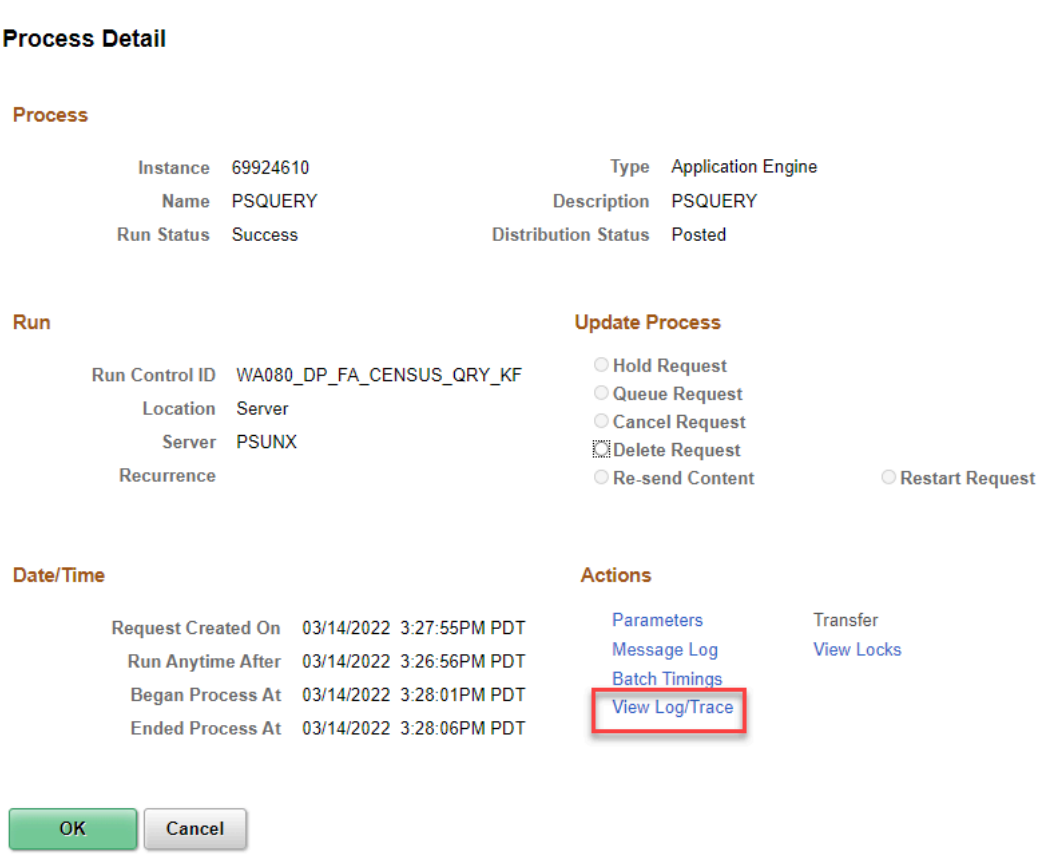


From the Process Monitor page ensure the process runs to Success and Posted

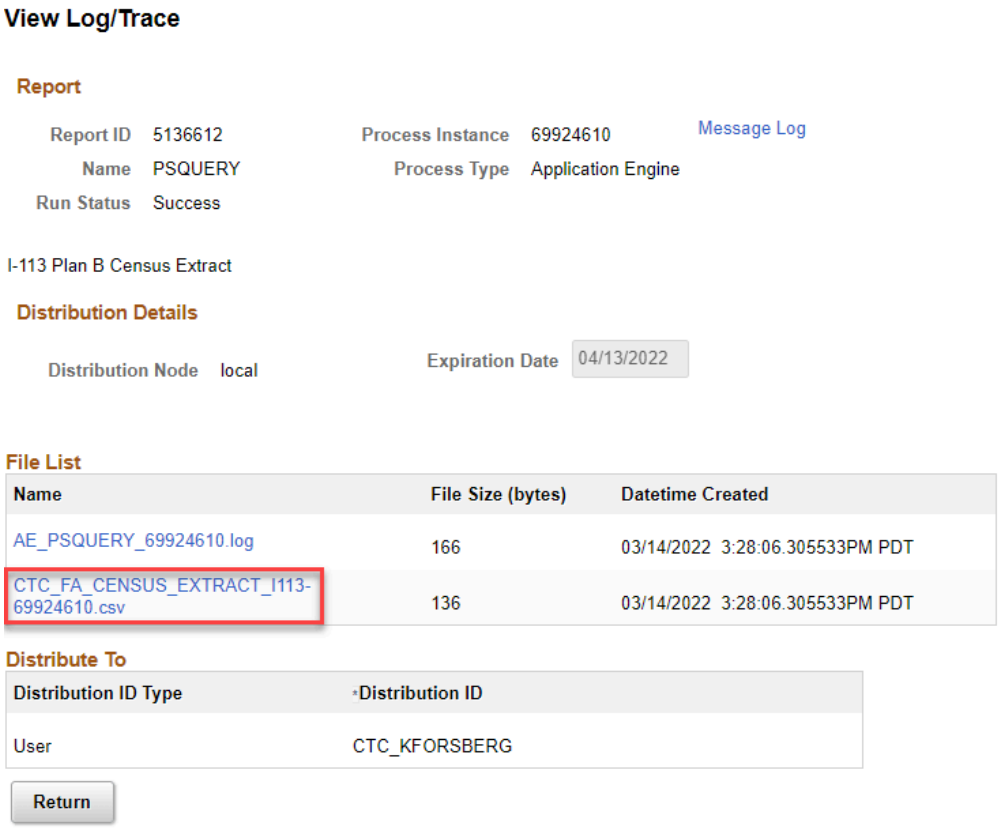
Select the **Details** link



From the Process Detail page select the **View Log/Trace** link



When the View Log/Trace page opens select on the CTC_FA_CENSUS_EXTRACT_I113-xxxxxxxx.csv link (where “x” represents processing number)

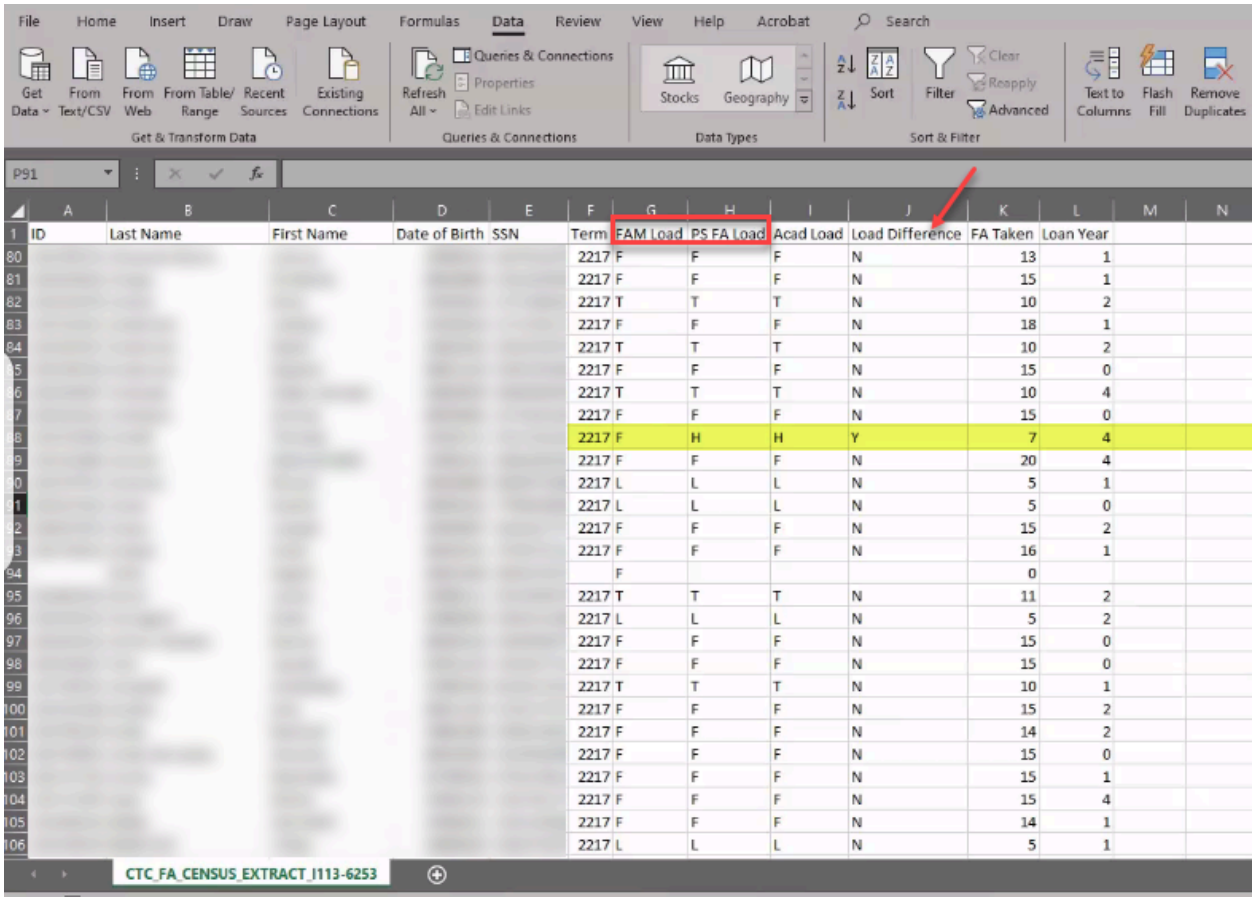


Once selected an Excel Spreadsheet will open.

Reviewing the Census File

When reviewing the Census file, filter the headers in the file, specifically filtering the column labeled Load Difference. Find all the Load differences with Y as the Value (Y = Yes, there is a Load Difference). You will be looking for Enrollment Load differences between what is recorded in the Enrollment page in FAM, and the FA Load in FA Term in PeopleSoft. When reviewing this file, the goal is to find all Load Differences of Y (Yes) and make the determination of whether or not the award in FAM needs to be reduced (or increased) before the award is recorded in View Customer Accounts in ctcLink.

The image below is what the .csv file looks like displaying the column for FAM Load, PS FA Load and Load Difference. Find all the Load Difference values of “Y”, and adjust awards in FAM as necessary. Additionally, make adjustment to the FAM enrollment tab as necessary too, if the enrollment load has changed since the time the Award was made.



	ID	Last Name	First Name	Date of Birth	SSN	Term	FAM Load	PS FA Load	Acad Load	Load Difference	FA Taken	Loan Year
80						2217	F	F	F	N	13	1
81						2217	F	F	F	N	15	1
82						2217	T	T	T	N	10	2
83						2217	F	F	F	N	18	1
84						2217	T	T	T	N	10	2
85						2217	F	F	F	N	15	0
86						2217	T	T	T	N	10	4
87						2217	F	F	F	N	15	0
88						2217	F	H	H	Y	7	4
89						2217	F	F	F	N	20	4
90						2217	L	L	L	N	5	1
91						2217	L	L	L	N	5	0
92						2217	F	F	F	N	15	2
93						2217	F	F	F	N	16	1
94							F				0	
95						2217	T	T	T	N	11	2
96						2217	L	L	L	N	5	2
97						2217	F	F	F	N	15	0
98						2217	F	F	F	N	15	0
99						2217	T	T	T	N	10	1
100						2217	F	F	F	N	15	2
101						2217	F	F	F	N	14	2
102						2217	F	F	F	N	15	0
103						2217	F	F	F	N	15	1
104						2217	F	F	F	N	15	4
105						2217	F	F	F	N	14	1
106						2217	L	L	L	N	5	1

The Excel spreadsheet contains the following:

- EMPL ID
- Last Name
- First Name
- Date of Birth
- SSN
- Term
- FAM Load
- PeopleSoft FA Load (from FA Term)
- Acad Load (Academic Load value found on FA Term)
- Load Difference
- FA Taken (Unit value taken per FA Term)
- Loan Year (value from FA Term)

Checking the Data in the Census Extract File

To validate the data in the Census Extract file, perform the following steps:

- "While the Census Extract spreadsheet is still open, ensure that the following fields are populated for all students:
    - ID, Last Name, First Name, Date of Birth, SSN, FAM Load, and FA Taken (even if zero)."
- Open the legacy Census Extract spreadsheet
- For all students in the PeopleSoft Census Extract spreadsheet, make sure the FAM Load value matches the value in the Census Data Express spreadsheet.
- For students in the PeopleSoft Census Extract spreadsheet, make sure the number of units listed in the FA Taken column translates correctly to the PS FA Load value. In addition verify all FA Progress greater than zero are summed for courses the student is enrolled in for the prompted term. (**Records and Enrollment > Enroll Students > Enrollment > FA Progress** field)
- If the load value between FAM Load and PS FA Load is different, then the "Load Difference" column should contain 'Y'. If the values are the same, the column should contain 'N'.
- Verify that the Loan Year value matches the translate value in the Academic Level fields in Student Career Term (Records and Enrollment > Student Term Information > Term Activate a Student)
- Students who have a blank value in the Term, PS FA Load, Load Difference and Loan Year fields are students who exist in the legacy Data Express file, but do not have enrollment information for the prompted term, institution and/or EmplID. **(Records and Enrollment > Enroll Students > Enrollment)**

Running the Withdrawn Query

This query will show any student that has a 'W' (Withdrawn) whether they fully withdrew or only withdrew from partial classes.

This is very similar to the census query with a few additional steps.

Pre-requisites

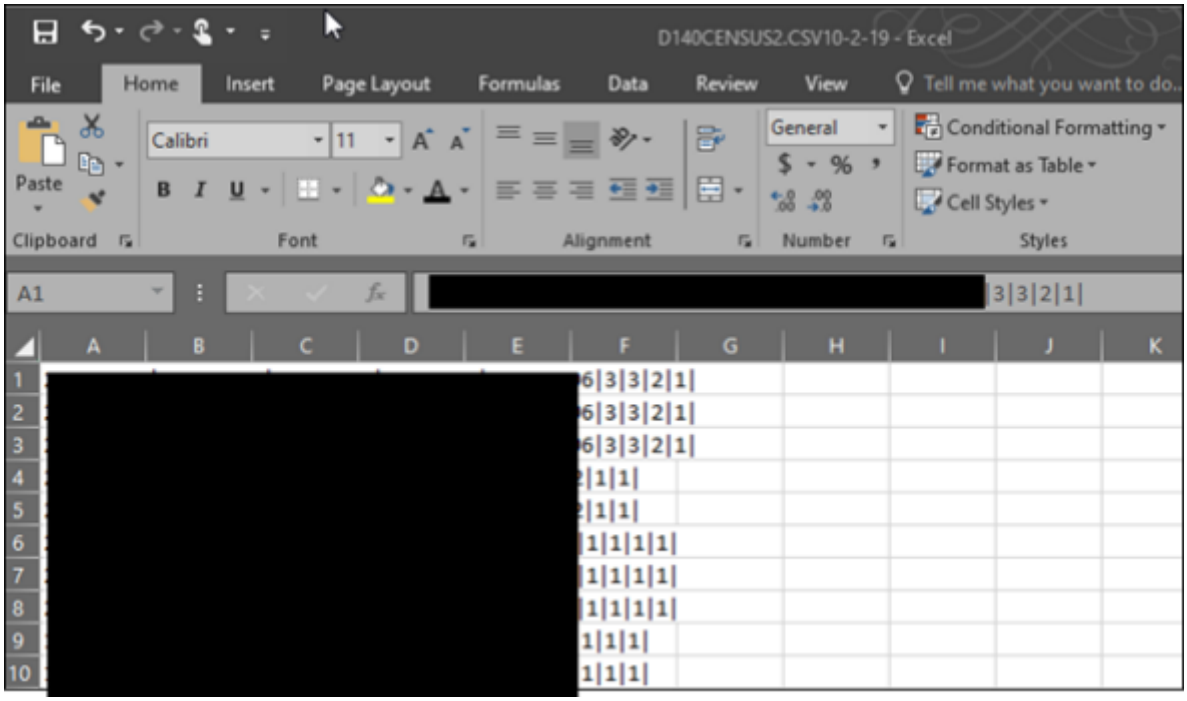
- You will need to create/use the Census file. Follow the steps to generate a Census extract file, if you do not already have a Census file. Once the file is generated then jump back here and follow steps.

Known Issues

- The query generates no results:
  - There are no students withdrawn for the term for which the query is run.
  - The run control ID entered in prompts for query is not the one used to load data in query reporting table.

For the process the same census file produced from HPUX will be used.

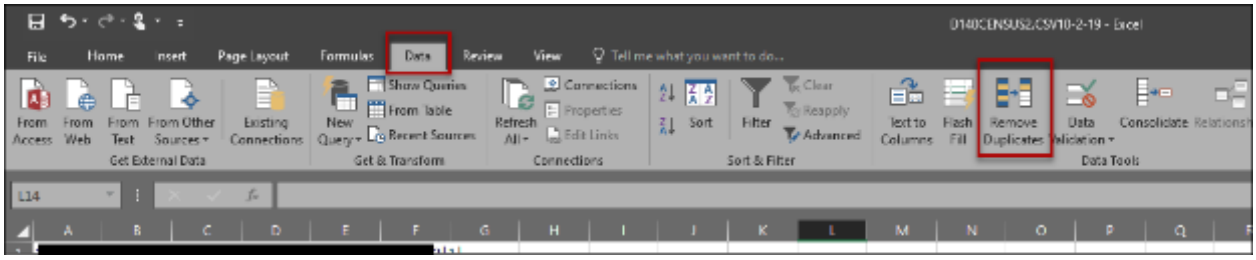
- Take the census file from HPUX and open it in Excel



- Remove the duplicates from the list
  - This is done by selecting Data the Remove Duplicates

******NOTE******

This ONLY has to be done when running the Withdrawal query. For the census query you will not be adding this step.



Save this version. (Yes, this means you'll have 2 versions of the census file. Just remember to name it to know which file is census and which file is withdrawal)

This file can now be uploaded to ctcLink and then loaded to the Query Reporting Table. Follow the steps below to upload and load into the Query Reporting Table.

Note: When at the step of loading the data to the Query Reporting Table is recommended to use a different run control than what was used for the Census Extract.

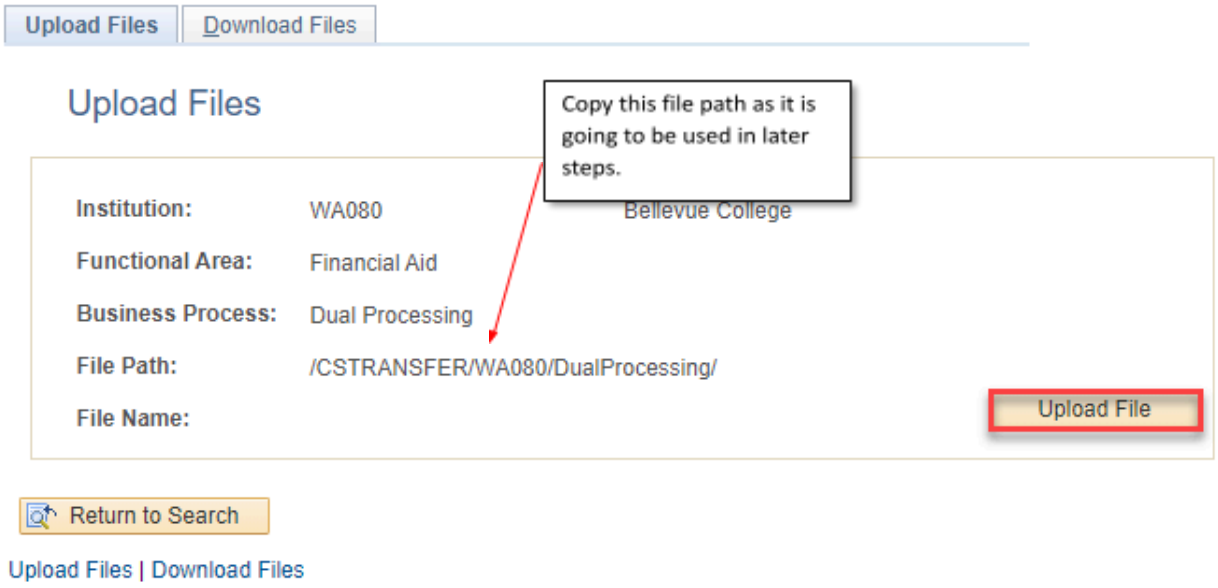
Upload the File to ctcLink

Navigation: Nav Bar > Navigator > PeopleTools > CTC Custom > Extensions > Upload/Download Files

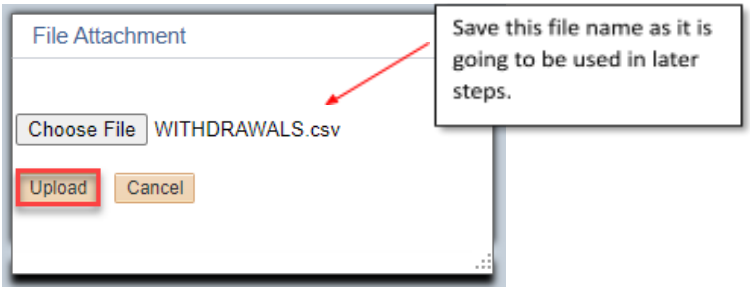
From the Upload/Download Files page enter the following information:

- Academic Institution
- Functional Area – **Financial Aid**
- Business Process Name – **Dual Processing**

From the Upload Files tab select **Upload File** link and choose the file saved on your PC or network drive. Save the file path in the following screen as it will be used in later steps.

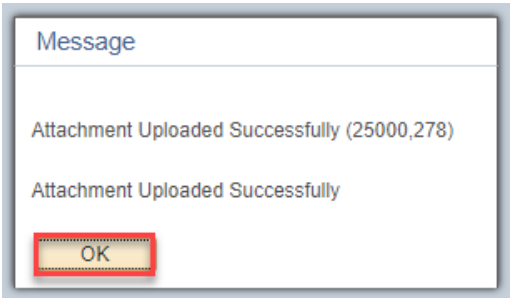


When the File Attachment window opens select **Choose File** and select the desired file (generated after running SM9903R job)



Select **Upload**

Once the file is loaded the following message will appear



Select **OK**

Loading the Census Data to the Query Reporting Table Using a Run Control ID for Withdrawn Students

The following steps assist with loading the file to the Query Reporting Table for use in subsequent processing.

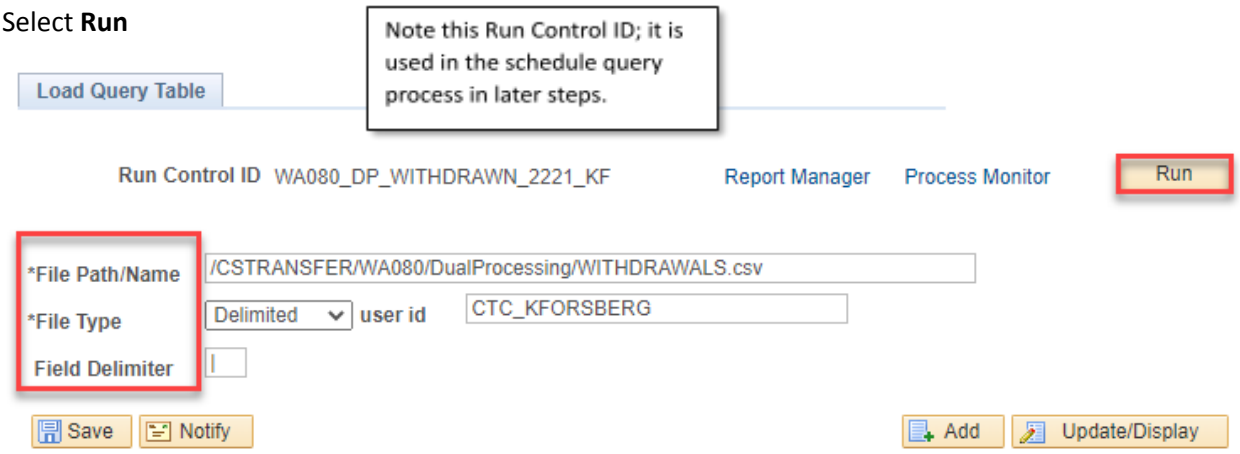
Navigation: **Nav Bar > Campus Community > CTC Custom > CTC Query Reporting Table**

Enter a New or Existing Run Control ID (Note this run-control will be used in the later step in running the query)

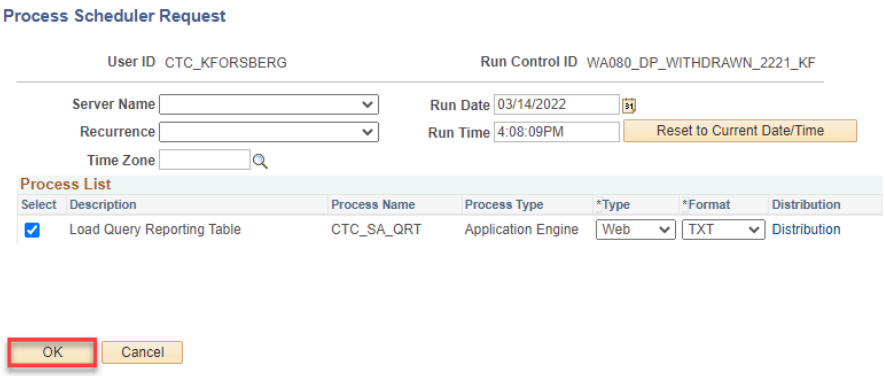
Enter the following data:

- File Path and File Name (Use the file path saved from above step and include the file name you uploaded. This is case sensitive.)
- File Type – **Delimited**
- User ID – **User's ID**
- Field Delimiter - **| (pipe)**

Select **Run**



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



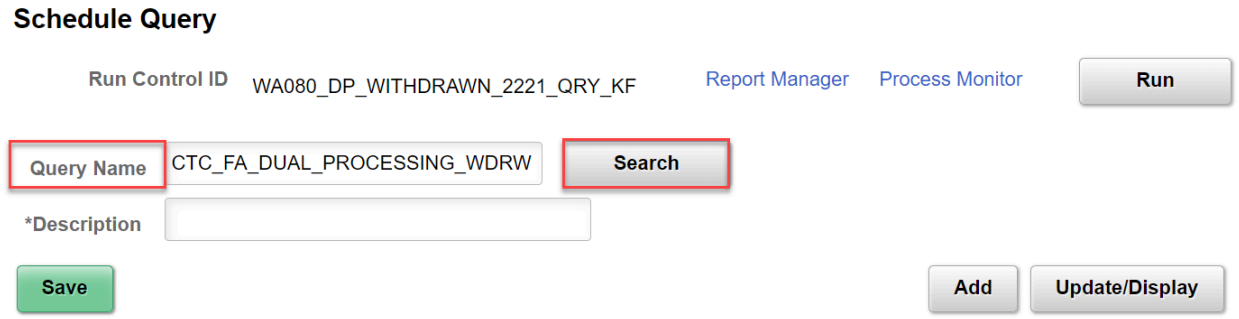
Once Success and Posted, you will now run the withdrawn query using Schedule Query.

Running Withdrawn Query in Schedule Query

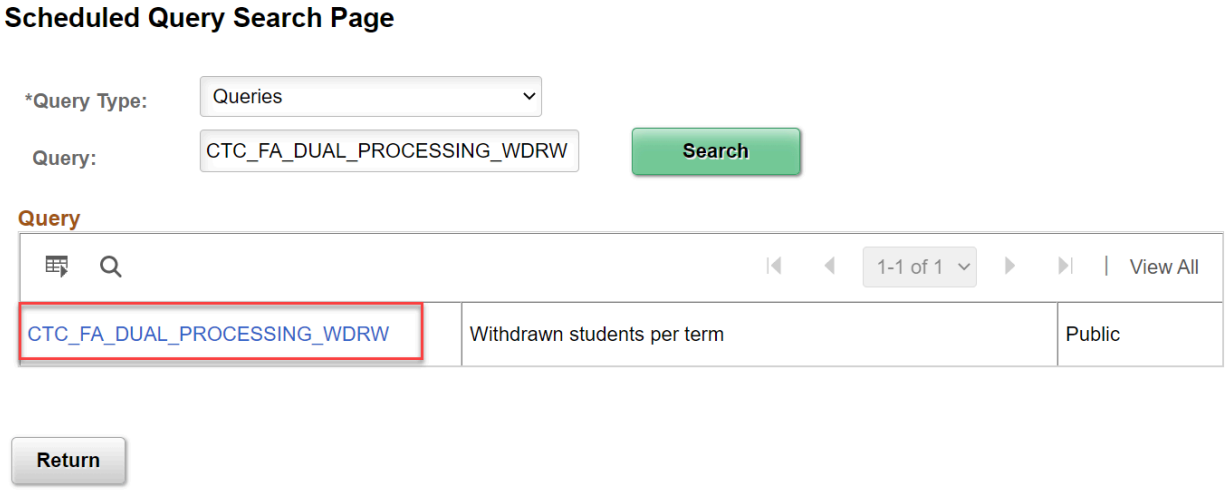
Navigation: Nav Bar > Navigator > Reporting Tools > Schedule Query

For this process you will use the following:

- Query Name – **CTC_FA_DUAL_PROCESSING_WDRW**
- Select **Search**

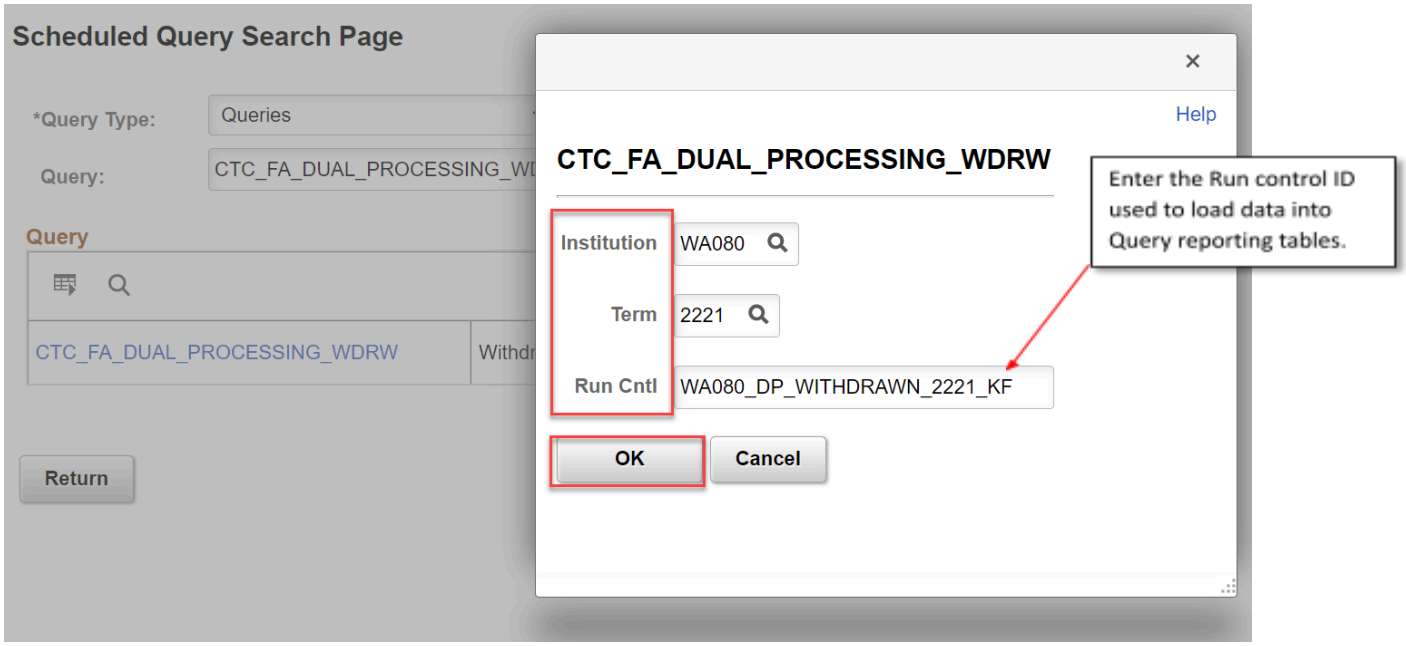


Select the query hyperlink, which will then open a Display box for edit prompts:

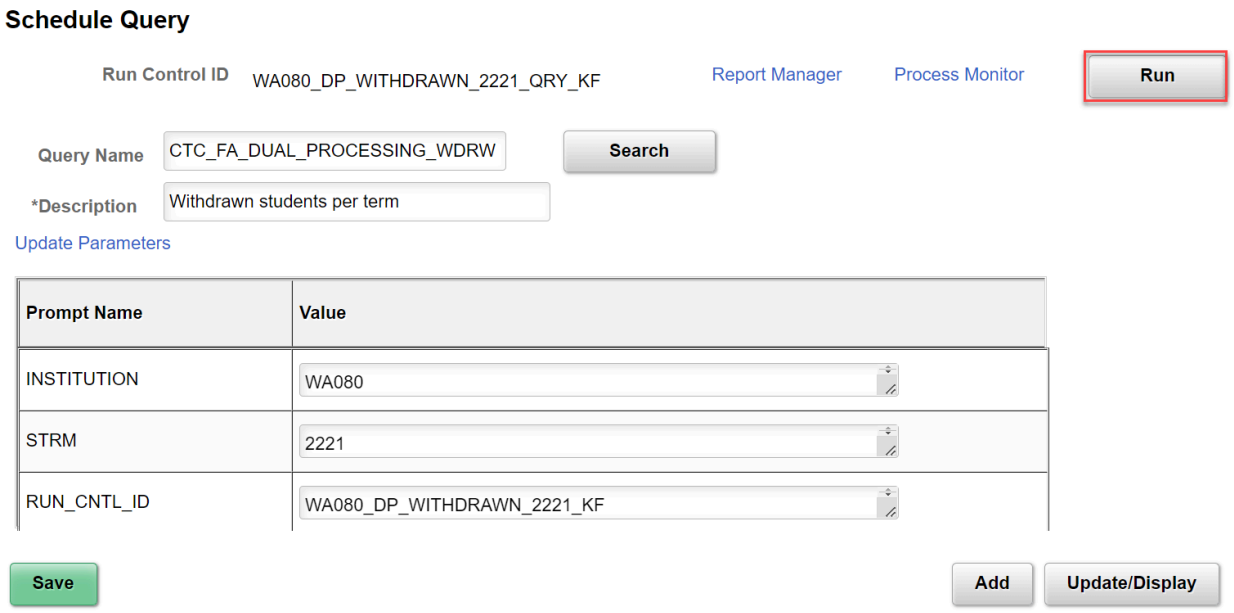


In the prompts display box, enter:

- Institution ID
- Term
- Run Control ID = This will be the Run Control ID used while loading your new file into the **Query Reporting Table**
- Select **OK**



Select the Run button.



At the Process Monitor page, select OK.

Ensure your process runs to Success and Posted.

Note—select **Update Parameters** to update any values for your Term or Run Control ID that may change from term to term.

Running the Unofficial Withdrawals Query

This query will show any student that has a combination of ALL 'F' & 'W' (Unofficially Withdrawn) grades for a given term. This report should be run after all grades have been posted for the term to find unofficially withdrawn students for R2T4.

Pre-requisites

- You will need to create/use the Census file. Follow the steps listed in the Census section of the doc to generate a Census extract file, if you do not already have a Census file.
- After creating the census file, you will modify the file and create a "Withdrawn" file in the steps just prior to this section in "Running the Withdraw Query."
- You will need to note the Run Control ID used to load the "Withdrawn" csv file to the query reporting table

Known Issues

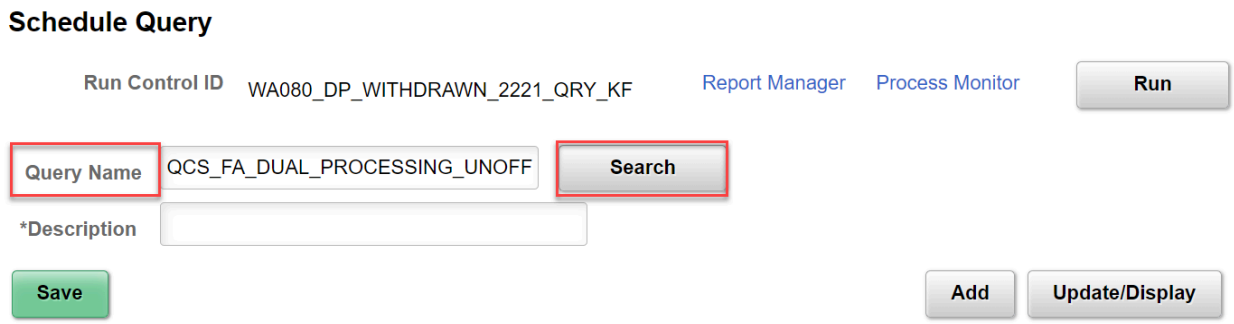
- The query generates no results:
  - There are no students unofficially withdrawn for the term for which the query is run.
  - The run control ID entered in prompts for query is not the one used to load data in query reporting table when the user loaded the "Withdrawn" csv file to the query reporting table.

You will run the query above using Schedule Query.

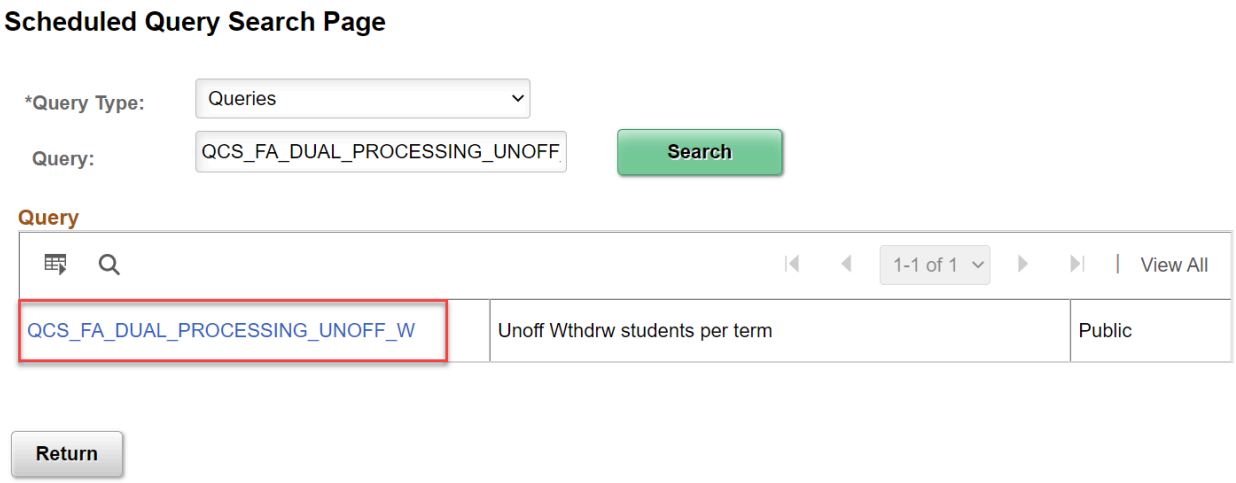
Navigation: Nav Bar > Navigator > Reporting Tools > Query > Schedule Query

For this process you will use the following:

- Query Name – **QCS_FA_DUAL_PROCESSING_UNOFF_W**

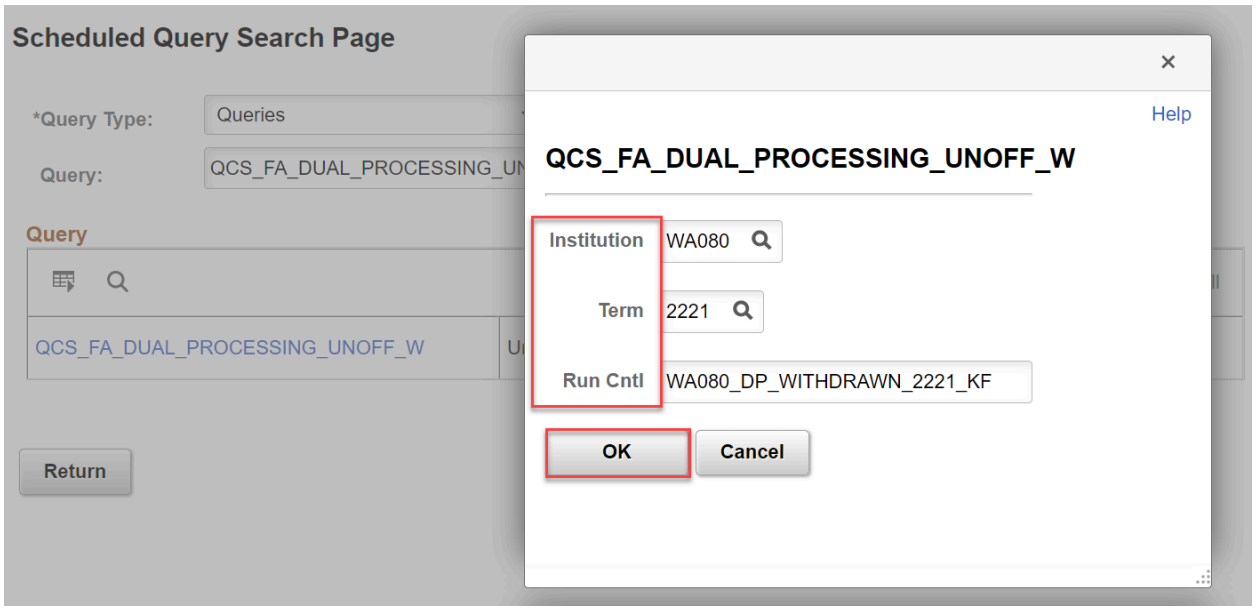


Next, select the query hyperlink.

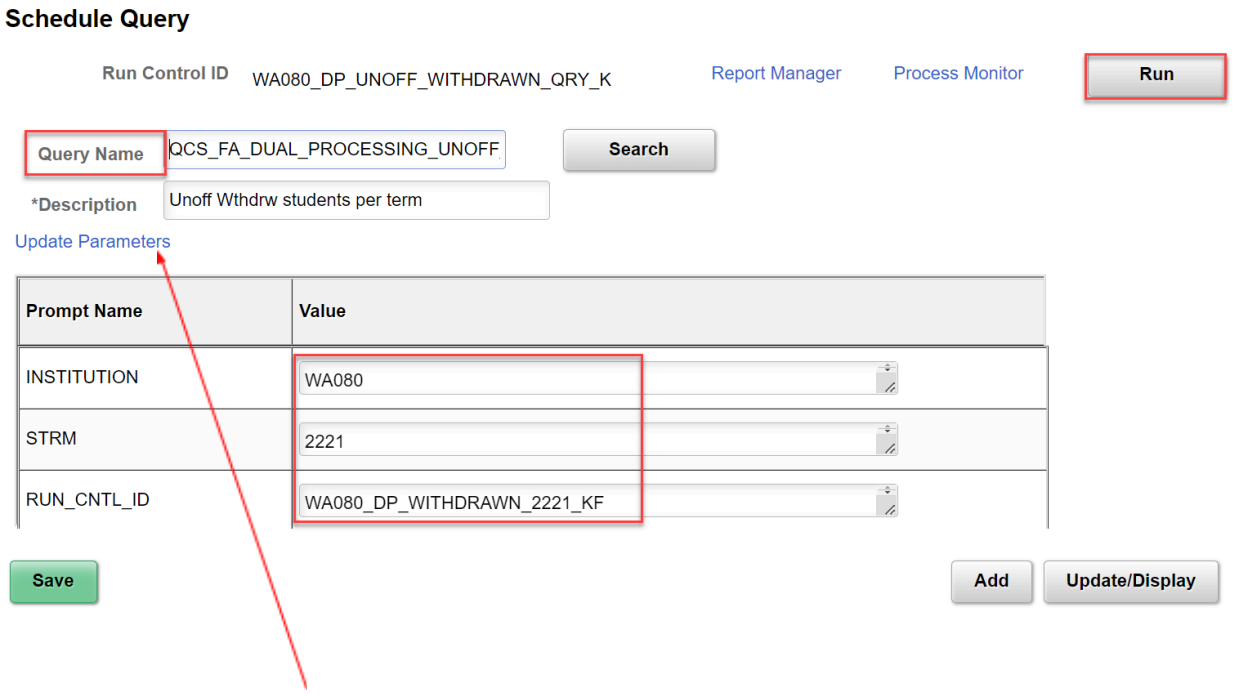


In the prompt display, enter:

- Institution ID
- Term
- Run Control ID = This will be the Run Control ID used while loading your “withdrawn csv” file into the **Query Reporting Table**



Run this query in Schedule Query from the file you loaded into the Query Reporting Table



Note—select **Update Parameters** to update any values for your Term or Run Control ID that may change from term to term.

Student Worker Payroll Extract

The student Worker Payroll extract is a query designed to pull student data and work study earnings. The report will be reviewed and utilized by the colleges to manually update work study awards in FAM.

Pre-requisites

- Payroll data needs to be available in the environment running the query.

Known Issues

- The query generates no results:
    - The student's worker data may not have been loaded on the payroll (HCM) side of ctcLink.

Once the spreadsheet is open, browse through and verify that the following columns are populated with data:

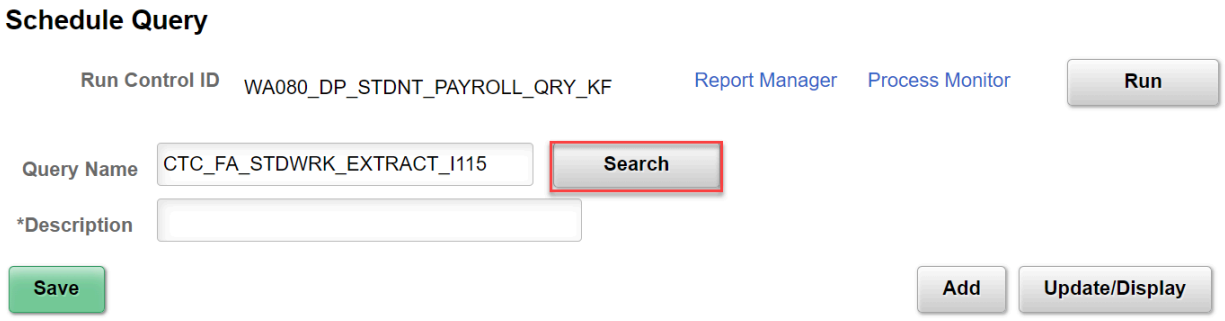
- ID
- NID (aka SSN)
- Last Name
- First Name
- Expenditure Code
- Item Type

- A variety of dollar amounts from HR payroll under the Summer Disbursed, Fall Disbursed, Winter Disbursed or Spring Disbursed.
- A dollar amount other than zero should also be included under the Total column

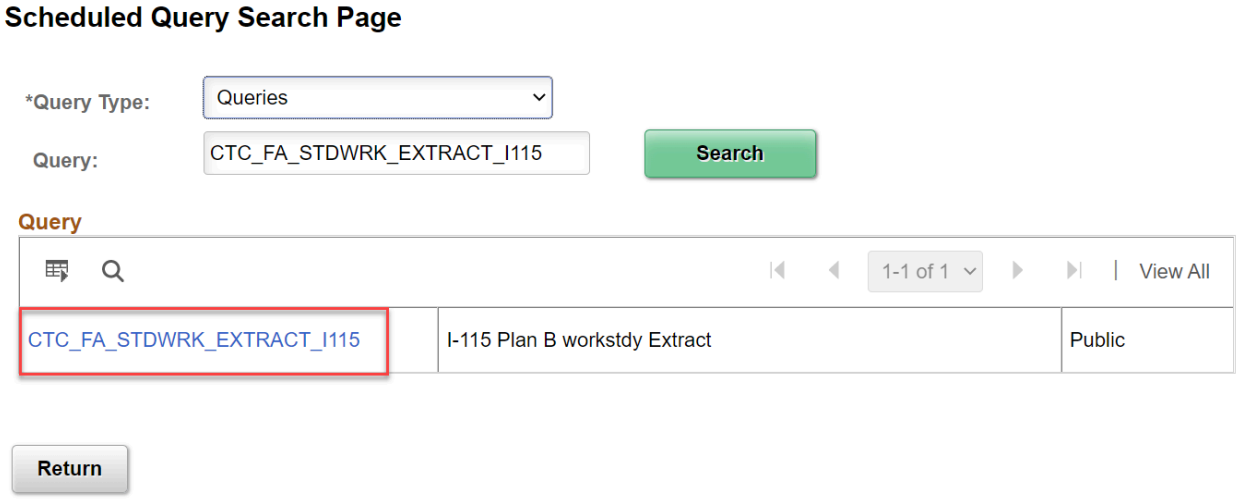
Navigation: Nav Bar > Navigator > Reporting Tools > Schedule Query

Enter a new or existing Run Control ID

- Enter Query Name - **CTC_FA_STDWRK_EXTRACT_I115**
- Select Search



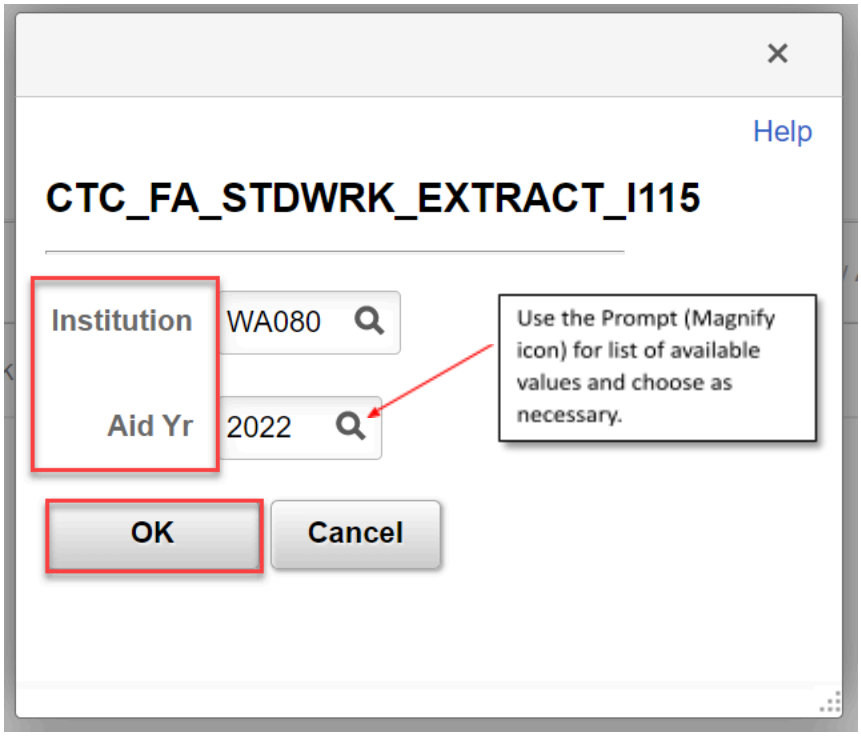
From the Scheduled Query Search Page select the query link



Edit Prompts will appear

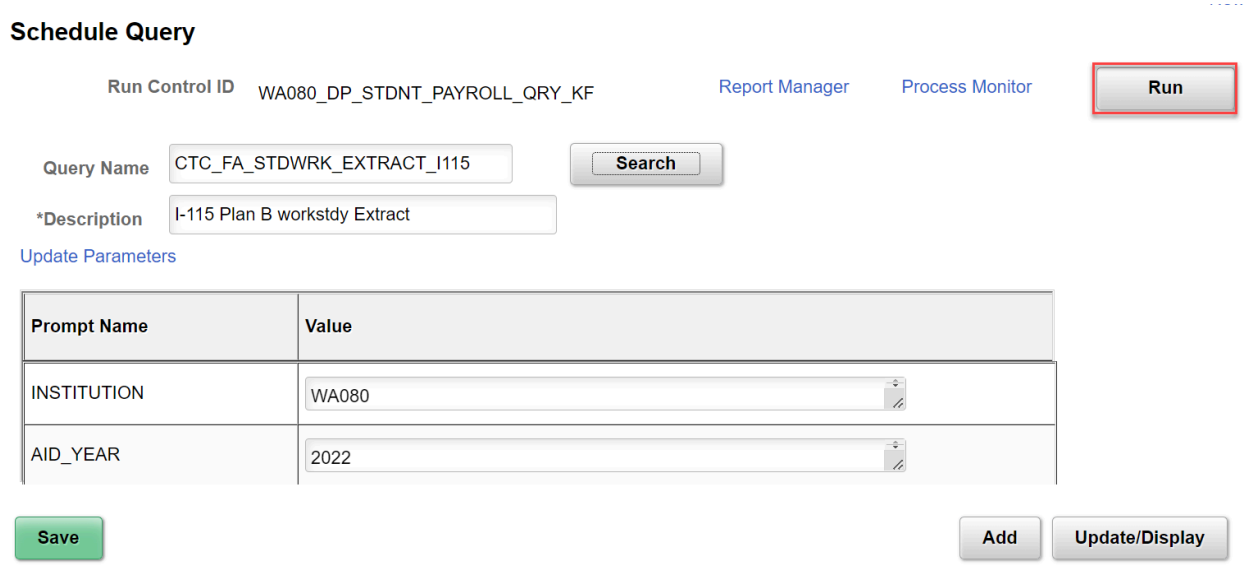
Enter the following:

- Institution
- Aid Year
- Select OK

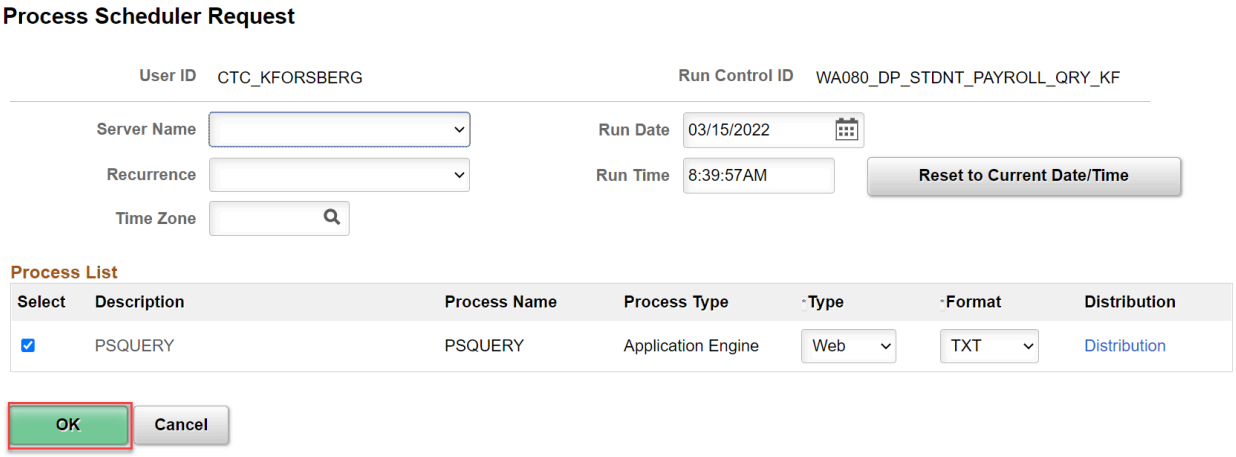

Help
CTC_FA_STDWRK_EXTRACT_I115
Institution
WA080
Aid Yr
2022
Use the Prompt (Magnify icon) for list of available values and choose as necessary.
OK
Cancel

Once the Edit Prompts are entered the user will be directed back to the Schedule Query page with the Update Parameters details

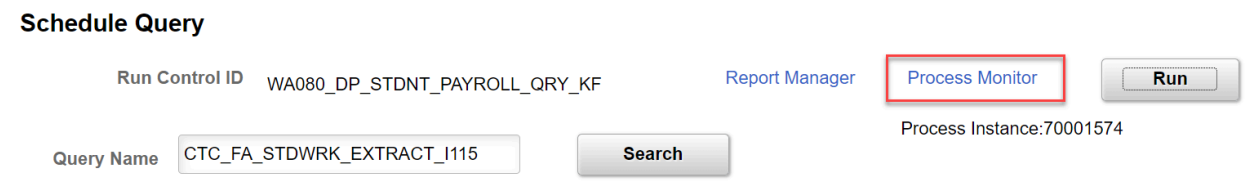
- Select Run



From the Process Scheduler Request page select OK

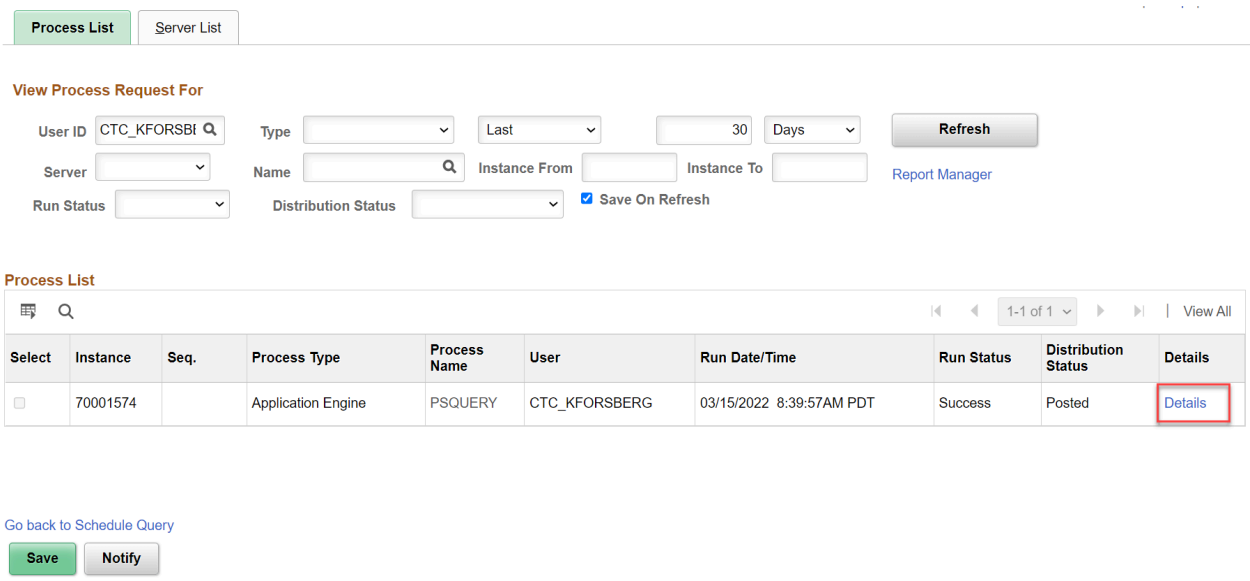


From the Schedule Query page select the Process Monitor link

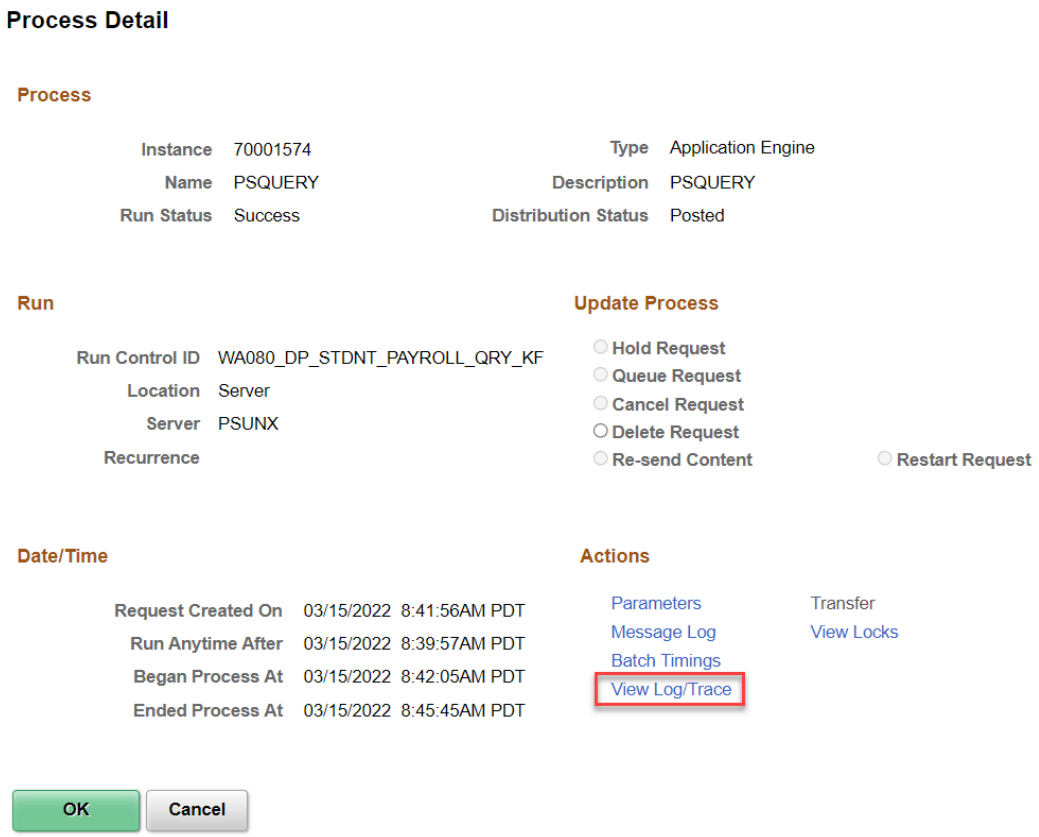


From the Process List ensure the process runs to Success and Posted

Select the Details link



From the Process Detail page select **View Log/Trace**



From the View Log/Trace page select the CTC_FA_STDWRK_EXTRACT_I115-xxxxxx.csv link

View Log/Trace

Report

Report ID	5146469	Process Instance	70001574
Name	PSQUERY	Process Type	Application Engine
Run Status	Success		

Message Log

I-115 Plan B workstdy Extract

Distribution Details

Distribution Node local Expiration Date 04/14/2022

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_70001574.log	166	03/15/2022 8:45:45.542648AM PDT
CTC_FA_STDWRK_EXTRACT_I115-70001574.csv	4,519	03/15/2022 8:45:45.542648AM PDT

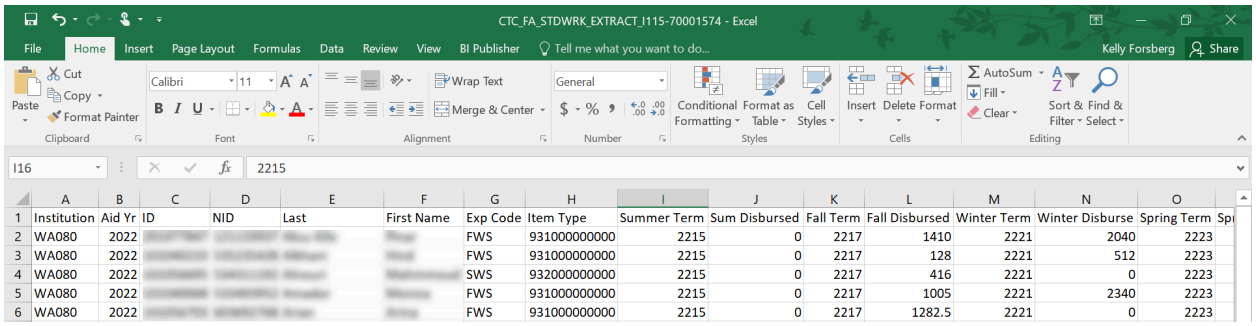
Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Based on your browser an Excel Spreadsheet download will appear

Use this excel doc to manually update work study awards to reflect actual earnings in FAM



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Institution	Aid Yr	ID	NID	Last	First Name	Exp Code	Item Type	Summer Term	Sum Disbursed	Fall Term	Fall Disbursed	Winter Term	Winter Disburse	Spring Term
2	WA080	2022					FWS	931000000000	2215	0	2217	1410	2221	2040	2223
3	WA080	2022					FWS	931000000000	2215	0	2217	128	2221	512	2223
4	WA080	2022					SWS	932000000000	2215	0	2217	416	2221	0	2223
5	WA080	2022					FWS	931000000000	2215	0	2217	1005	2221	2340	2223
6	WA080	2022					FWS	931000000000	2215	0	2217	1282.5	2221	0	2223

Dual Processing Reconciliation

Student Financials Reconciliation Extract (SM9904R)

Known Issues

- Three character values entered in the FAM Sub Code field that do not represent a scholarship source will be included in the file and may cause issues. It is recommended to stop using three character values in the FAM Sub Code field that are not scholarships or manually remove them from the file. Values that are less than or greater than three characters will be automatically removed. If you need assistance with that task, please open a ticket after creating the extract file. The FA Support team will help you remove the non-scholarship Sub Codes from the file.

Cataloged DataExpress Procedure for SAP and Student Financials Reconciliation Extract selected by Award Code.

DataExpress Procedure	SM9904R
Group	Production – INFORM
Account	Production – PLIB
Group & Account	Production: ../../PLIB/INFORM
Procedure Password	None
Database Passwords Required	SAFER (Username: SAFREAD/ Same as your SAFER Password PSSM (Username: SM/ Same as your SM password)
Report	None
Purpose and Description	SM9904R creates a file containing student award data that is loaded into PS. .The file created is a pipe delimited file.
Special Instructions	After the procedure runs, you will be prompted to Download, Save or Append the file. You will need to download the file with a .CSV extension to a network drive. Enter D to download the file. You will next be prompted to enter the file pathway. For example: H:\DX\RECON_FA_SF.CSV. After entering in the pathway, press Return. A transfer box will appear as the file is downloaded. When done, the message of 'Download Complete' appears. If satisfied with the file, enter N or press return with the next 2 prompts.
Dependencies	None

Selection Criteria	
YR-SES	Enter the year/session from the Award Tab. For example C123
AWD-CDE	Enter specific Award Codes or leave blank to select all Award Codes. Format is AA,BB,CC or AA OR BB OR CC (where AA, BB, and CC are the award codes to include). Leave blank if selecting by Subcodes.
AWD-SUB-CDE	Enter specific Subcodes or leave blank to select all Subcodes. Format is 122, 127 or 122 OR 127 where 122 and 127 are the subcodes to be included. Leave blank if selecting by Award Codes.
AWD-STATUS	Enter specific Award Status or Statuses or leave blank to select all Award Statuses. Format is 1, 2 or 1 OR 2 where 1 and 2 are the award statuses to be included.
Version Date	4/22/2021

Student Financial Reconciliation Extract

To retrieve students for Student Financial Reconciliation processing, begin by navigating to the Query Reporting Table. This process allows you to upload the Reconciliation extract Data Express file run on the HPUNIX.

Pre-requisites

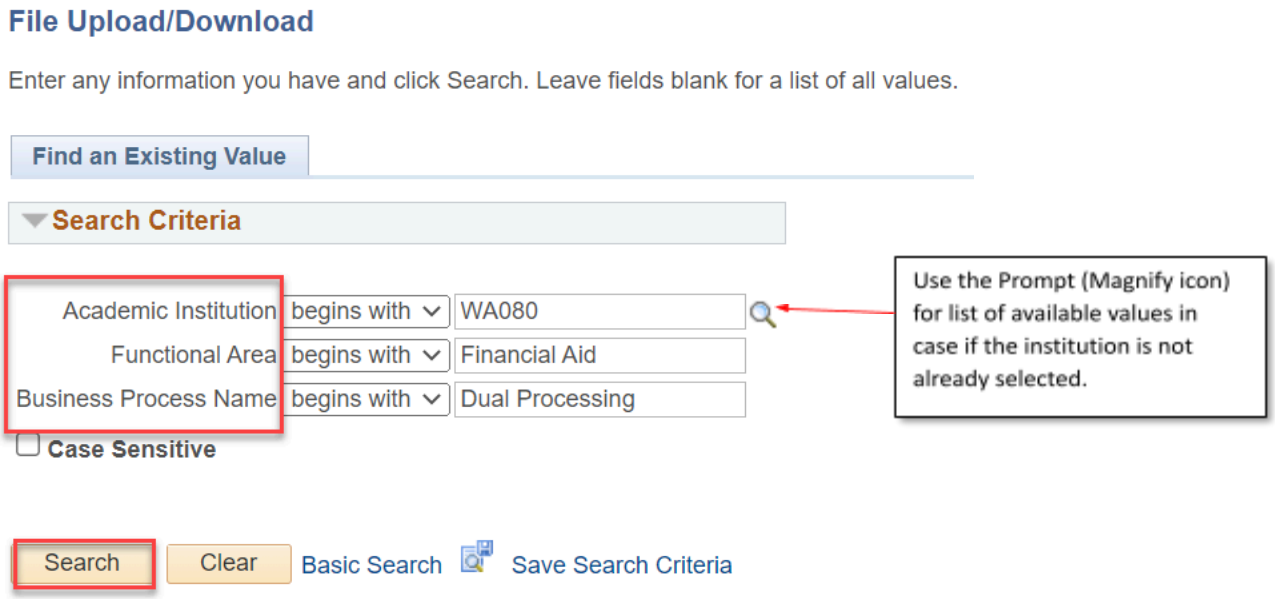
- The data extract process described in the previous step needs to be successfully run AND should have data generated.

Uploading the Student Financial Reconciliation Extract Data

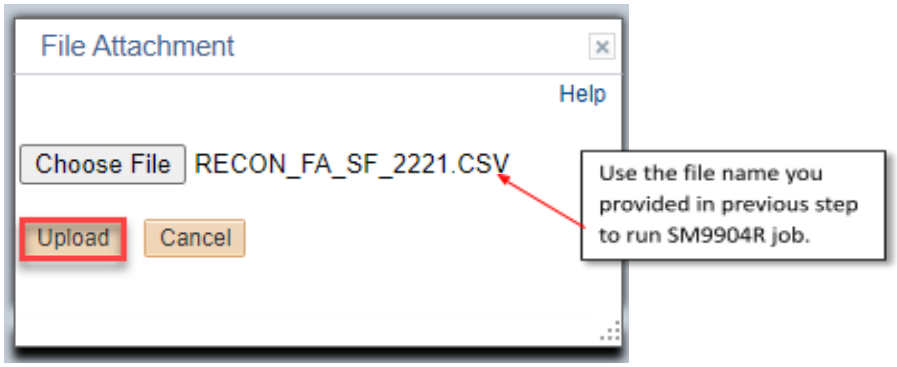
Navigation: **Nav Bar > Navigator > People Tools > CTC Custom > Extensions > Upload/Download Files**

Enter the following information:

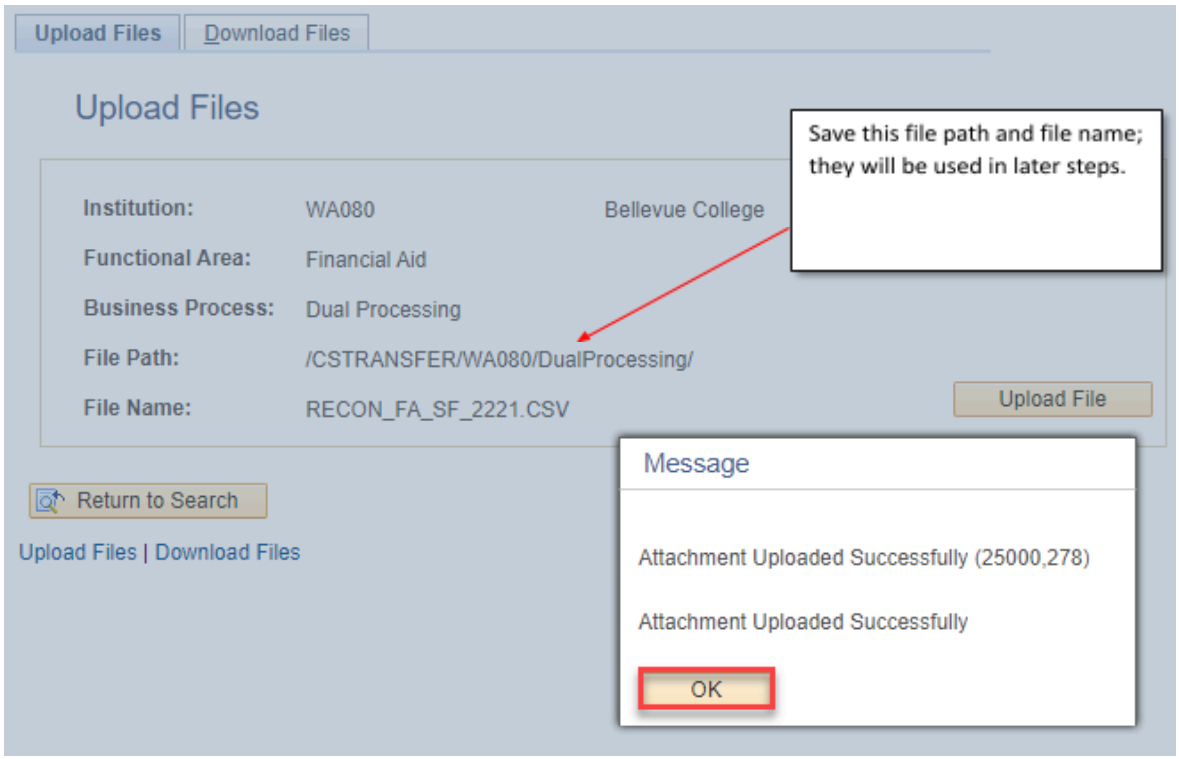
- Academic Institution
- Functional Area
- Business Process Name
- Select Search



From the File Upload/Download page select Upload File and choose file from your PC or Network drive.



Once the file is selected select Upload



Loading Extract Data to the Query Reporting Table

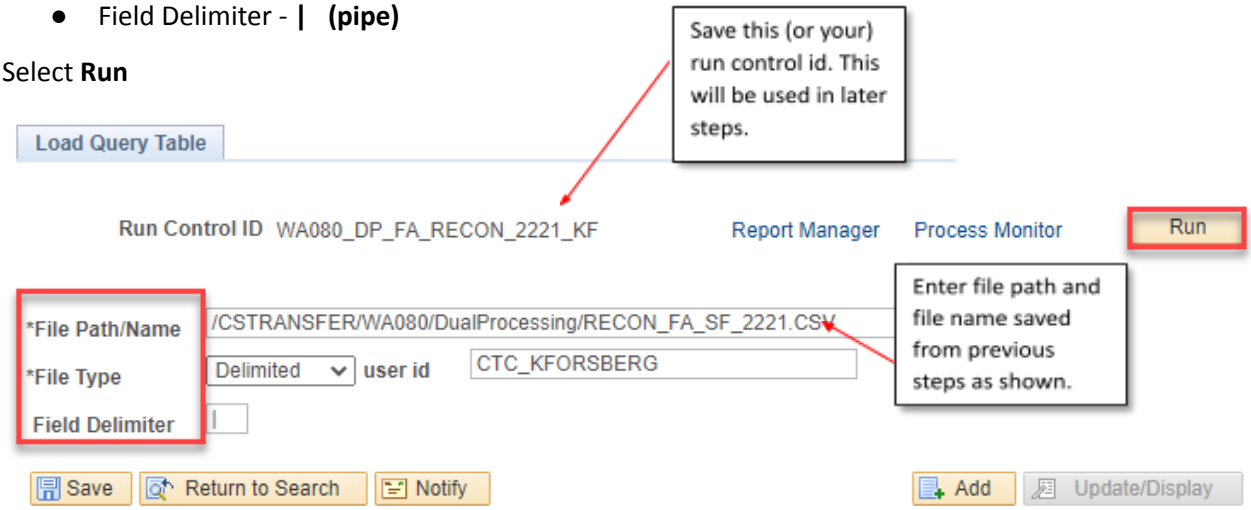
Navigation: Nav Bar > Navigator > Campus Community > CTC Custom > CTC Query Reporting Table

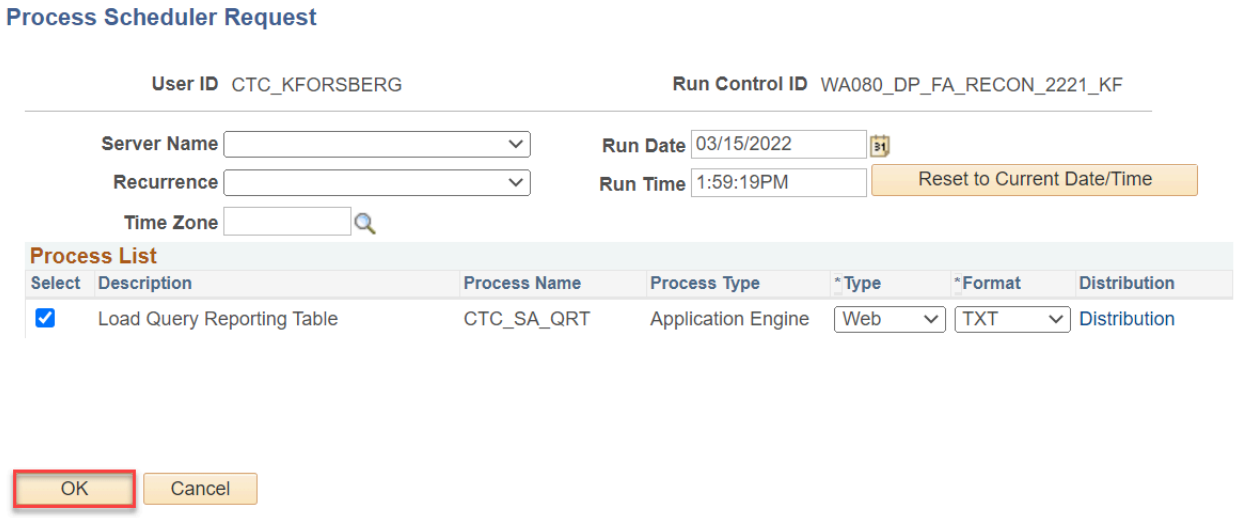
Enter a new or existing Run Control ID

Enter the following data:

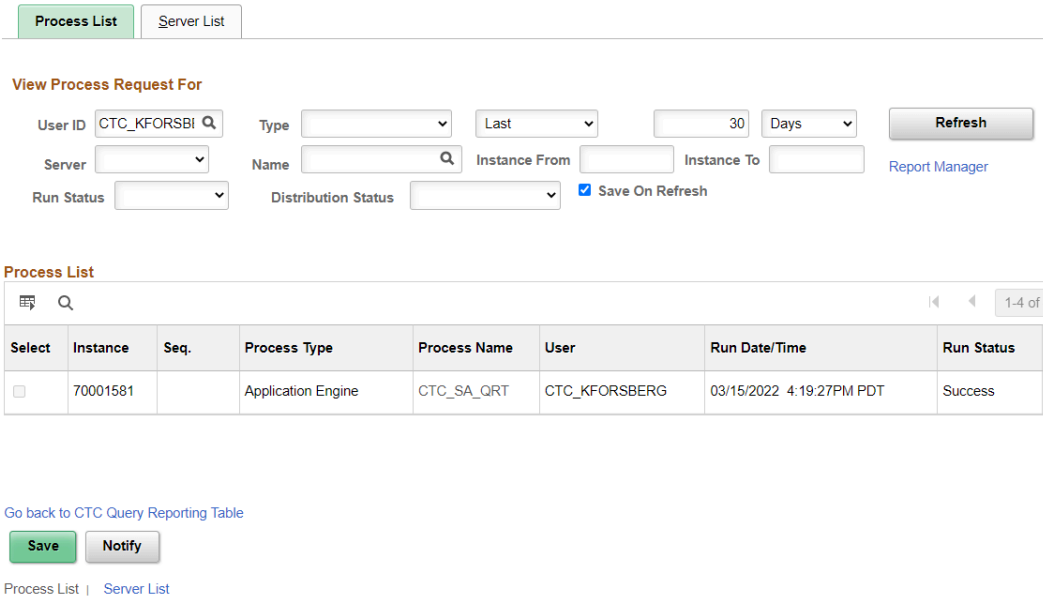
- File Path and File Name – Provide File path and File name saved from previous step.
- File Type – **Delimited**
- User ID – **User's ID**
- Field Delimiter - **|** **(pipe)**

Select **Run**





Ensure process runs to Success and Posted


Process List
Server List
View Process Request For
User ID
CTC_KFORSBI
Type
Last
30
Days
Refresh
Server
Name
Instance From
Instance To
Report Manager
Run Status
Distribution Status
Save On Refresh
Process List
1-4 of 4
View All
Select
Instance
Seq.
Process Type
Process Name
User
Run Date/Time
Run Status
Distribution Status
Details
70001581
Application Engine
CTC_SA_QRT
CTC_KFORSBERG
03/15/2022 4:19:27PM PDT
Success
Posted
Details
Go back to CTC Query Reporting Table
Save
Notify
Process List | Server List

Running the Reconciliation Extract Query

Reconciliation Extract query can be run after you have successfully loaded the data to query reporting table as described above. This query shows the data generated and extracted to a file after a successful run of the extract above.

Pre-requisites

- The data should be successfully loaded described in the previous step.
- Should have the Run control ID used to load the data into Query Reporting tables from previous step.

Known Issues

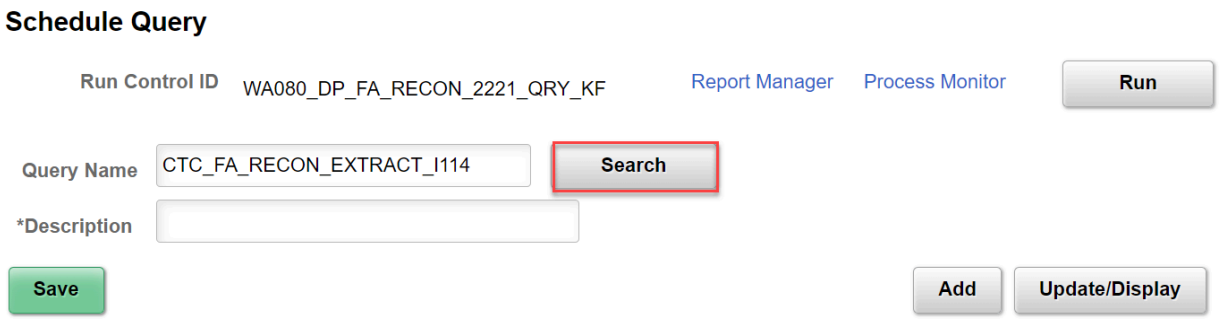
- The process goes to 'No Success':
  - The Run control ID provided was not the one used to load data in query reporting table.
  - The Run control ID provided was run by another user.
  - The file name provided was not the one used to load data in query reporting table from previous steps.
  - The file path provided is incorrect i.e. – spaces in between characters, incorrect file path (refer previous step to get correct one).

Navigation: Nav Bar > Reporting Tools > Schedule Query

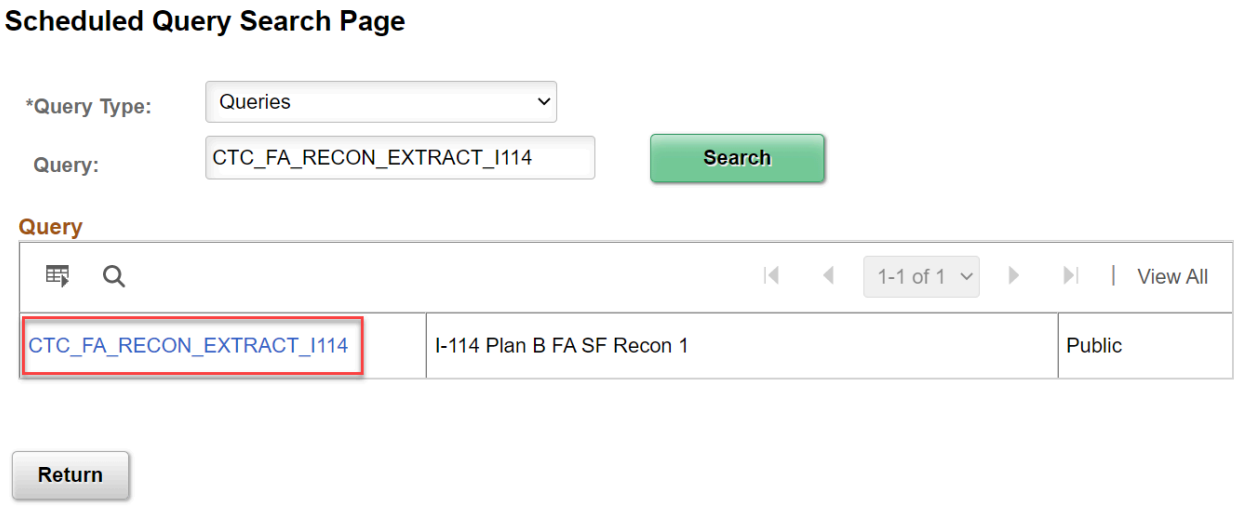
Enter a New or Existing Run Control ID

From The Schedule Query page enter the **Query Name**: **CTC_FA_RECON_EXTRACT_I114**

Select **Search**



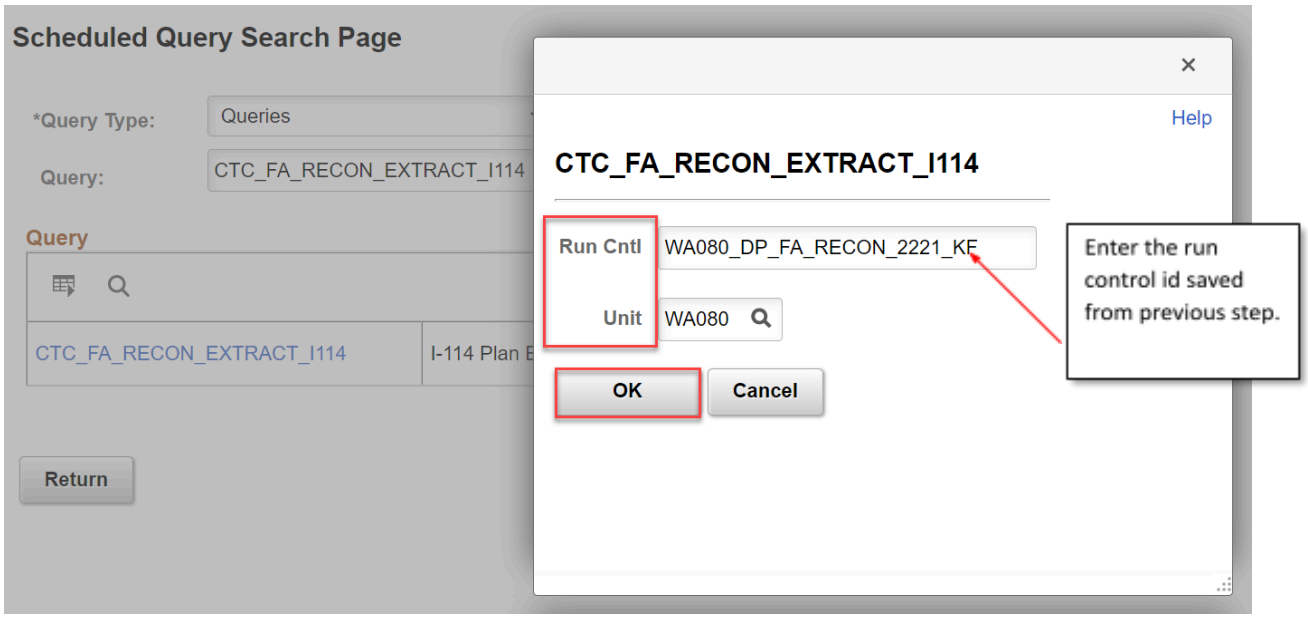
From the Scheduled Query Search Page select the query link



The Edit Prompts box will open

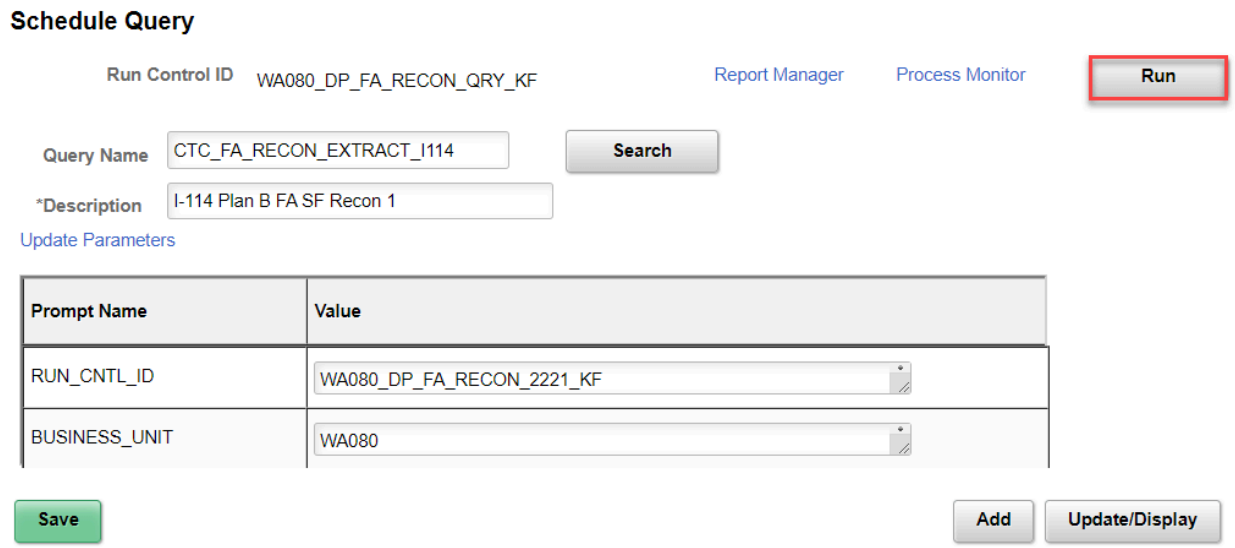
Enter the following:

- The **Run Control ID** used when loading the file to the Query Reporting Table
  - Example: FA_Recon
- **Institution**
- Select **OK**

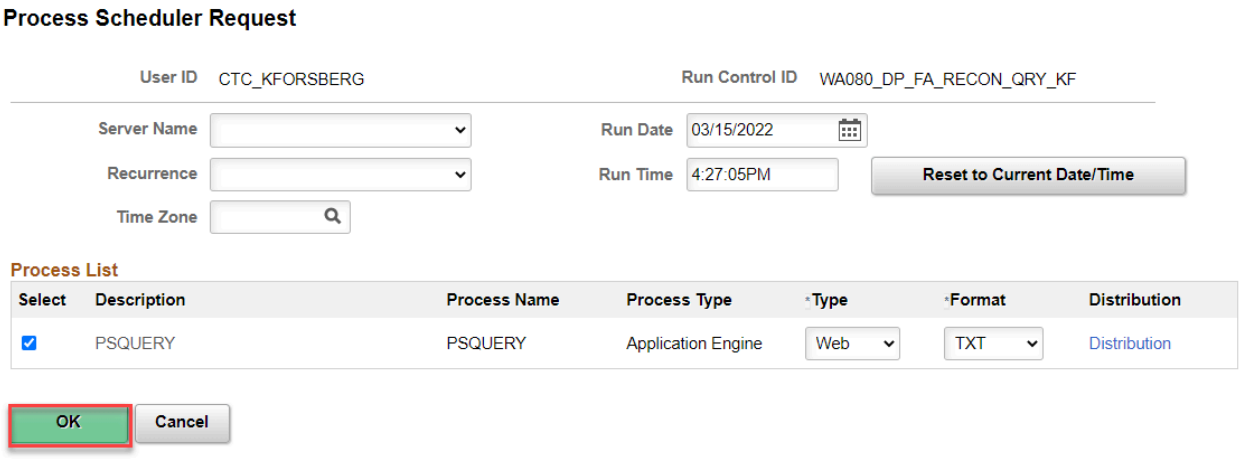


You will be returned to the Schedule Query page with the required parameters

Select **Run**

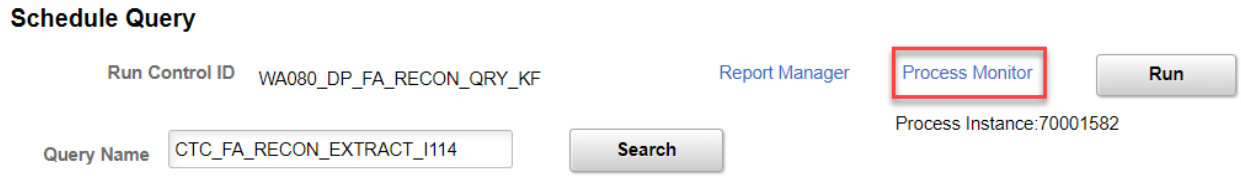


From the Process Scheduler Request page select **OK**

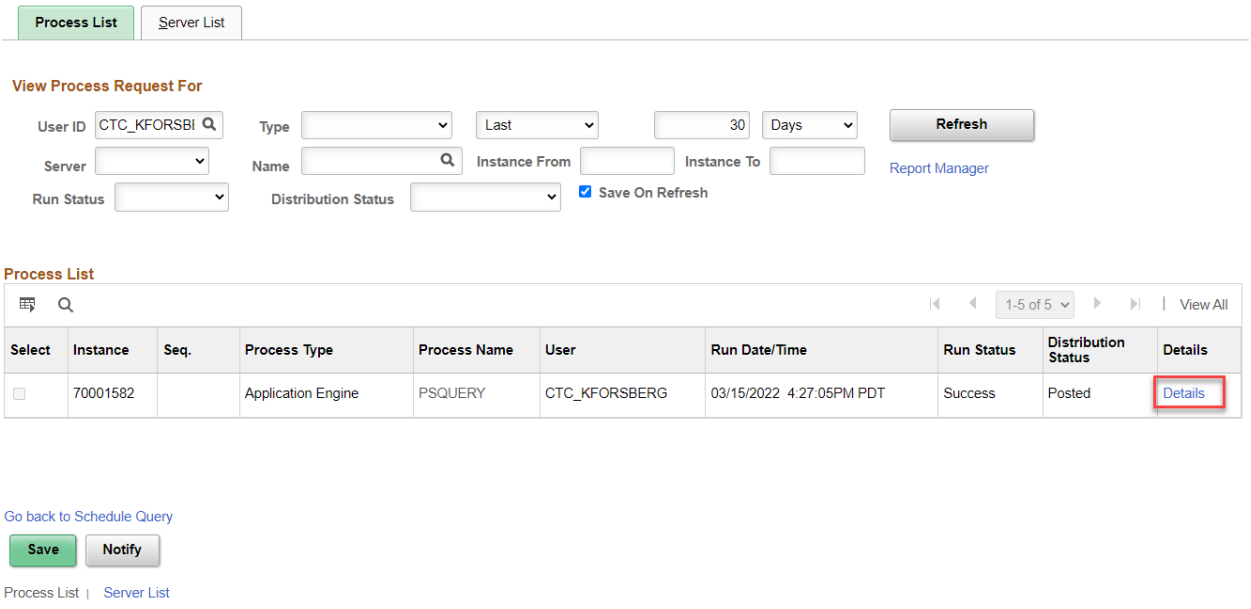


You will be directed back to the Schedule Query page

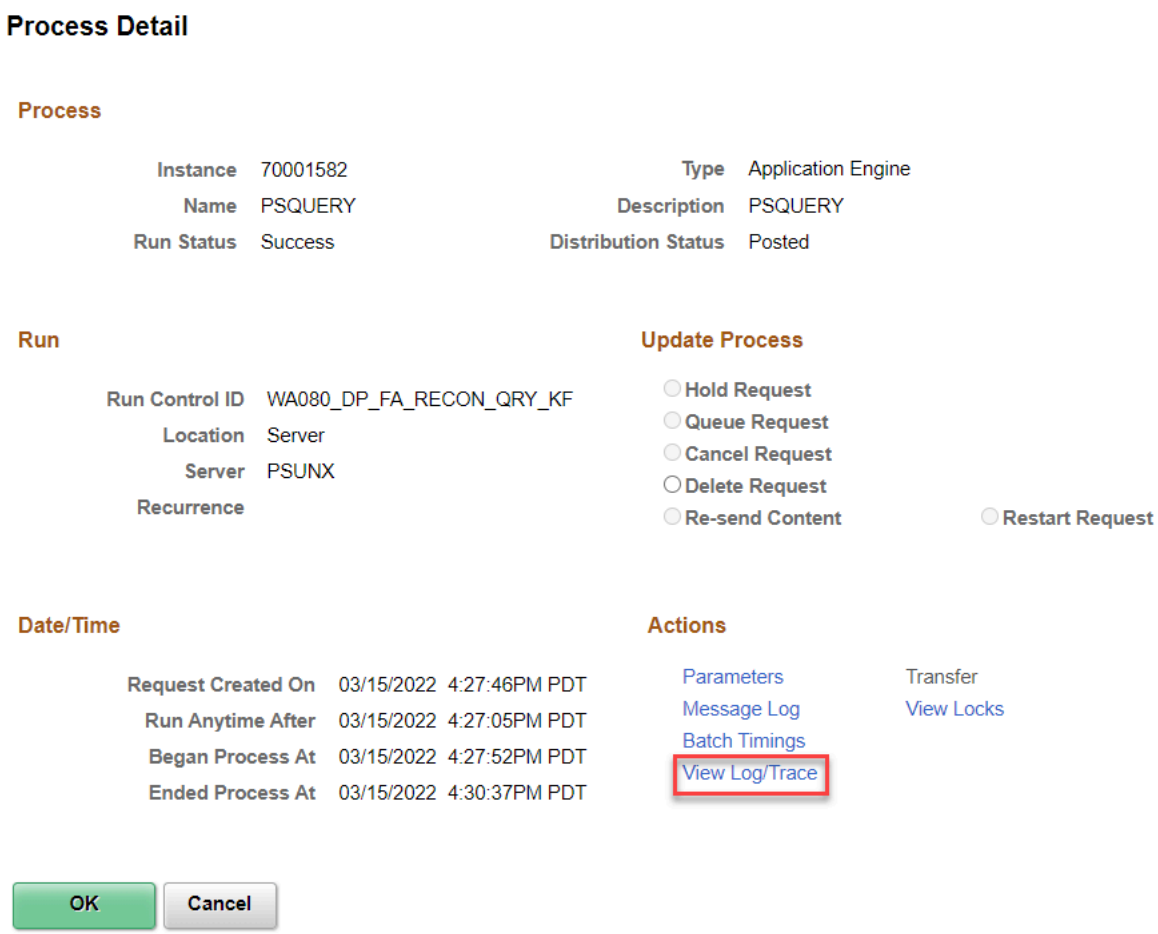
Select the **Process Monitor** link



From the Process Monitor page select the **Details** link



When the Process Detail page opens select the **View Log/Trace** link



When the View Log/Trace page opens select the CTC_FA_RECON_EXTRACT_I114-xxxxxxx.csv (where "x" is an assigned number during the process)

View Log/Trace

Report

Report ID	5146482	Process Instance	70001582	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

I-114 Plan B FA SF Recon 1

Distribution Details

Distribution Node	local	Expiration Date	04/14/2022

File List

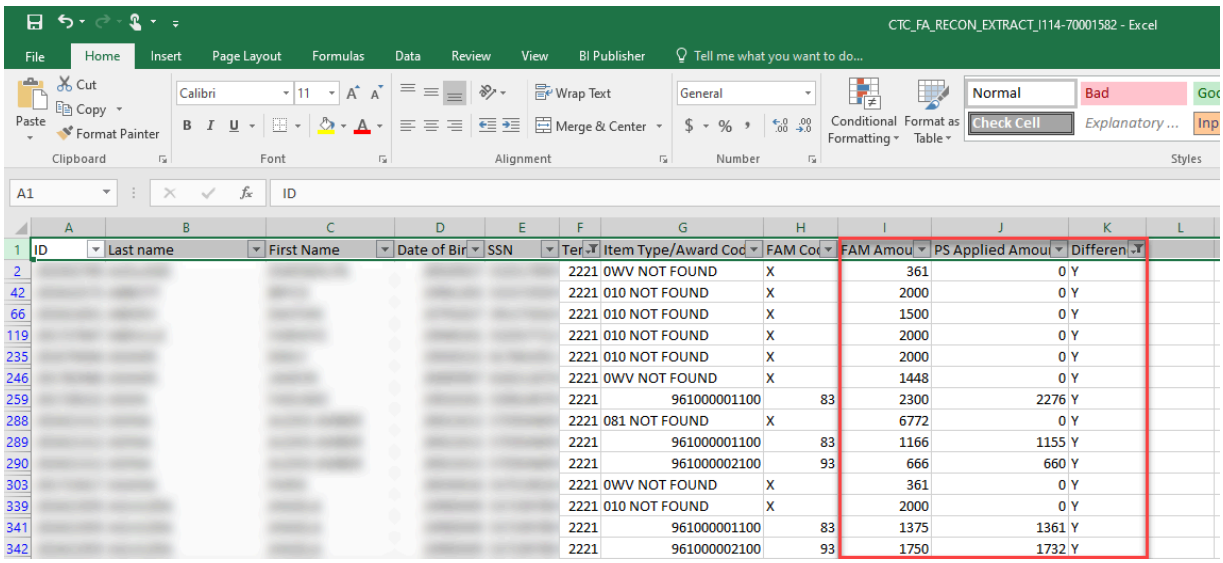
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_70001582.log	166	03/15/2022 4:30:37.840517PM PDT
CTC_FA_RECON_EXTRACT_I114-70001582.csv	1,836,762	03/15/2022 4:30:37.840517PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

Return

Depending on your browser, an Excel Spreadsheet with the data from the query will open



	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	Last name	First Name	Date of Bir	SSN	Ter	Item Type/Award Cod	FAM Co	FAM Amou	PS Applied Amou	Differen	
2	[redacted]					2221	0WV NOT FOUND	X	361	0	Y	
42	[redacted]					2221	010 NOT FOUND	X	2000	0	Y	
66	[redacted]					2221	010 NOT FOUND	X	1500	0	Y	
119	[redacted]					2221	010 NOT FOUND	X	2000	0	Y	
235	[redacted]					2221	010 NOT FOUND	X	2000	0	Y	
246	[redacted]					2221	0WV NOT FOUND	X	1448	0	Y	
259	[redacted]					2221	961000001100	83	2300	2276	Y	
288	[redacted]					2221	081 NOT FOUND	X	6772	0	Y	
289	[redacted]					2221	961000001100	83	1166	1155	Y	
290	[redacted]					2221	961000002100	93	666	660	Y	
303	[redacted]					2221	0WV NOT FOUND	X	361	0	Y	
339	[redacted]					2221	010 NOT FOUND	X	2000	0	Y	
341	[redacted]					2221	961000001100	83	1375	1361	Y	
342	[redacted]					2221	961000002100	93	1750	1732	Y	

The data is used to compare what has been disbursed to what has been posted in PeopleSoft. If the column for FAM Amount is different than the PS Applied Amount, determine which is correct, and adjust award.

Please Note

Before the SAP process runs, the SM9904R Extract Data Express procedure should be run and the loaded to the Query Reporting Table.

Dual Processing Satisfactory Academic Progress

This process uses the subset of students selected when running the SM9904R Extract.

SAP Extract SM9904R

Known Issues

- Three character values entered in the Subcode field that do not represent a scholarship source will be included in the file and may cause issues. It is recommended to stop using three character values in the Subcode field that are not scholarships or manually remove them from the file. Values that are less than or greater than three characters will be automatically removed. If you need assistance with that task, please open a ticket after creating the extract file. The FA Support team will help you remove the non-scholarship Sub Codes from the file.

Cataloged DataExpress Procedure for SAP Extract selected by Award Code.

DataExpress Procedure	SM9904R
Group	Production - INFORM
Account	Production – PLIB
Group & Account	Production: ../../PLIB/INFORM
Procedure Password	None
Database Passwords Required	SAFER (Username: SAFREAD/ Same as your SAFER Password PSSM (Username: SM/ Same as your SM password)
Report	None
Purpose and Description	SM9904R creates a file containing student award data that is loaded into PS. .The file created is a pipe delimited file.

Special Instructions	After the procedure runs, you will be prompted to Download, Save or Append the file. You will need to download the file with a .CSV extension to a network drive. Enter D to download the file. You will next be prompted to enter the file pathway. For example: H:\DX\SAP_2221.CSV. After entering in the pathway, press Return. A transfer box will appear as the file is downloaded. When done, the message of 'Download Complete' appears. If satisfied with the file, enter N or press return with the next 2 prompts.
Dependencies	None
Selection Criteria	
YR-SES	Enter the year/session from the Award Tab. For example C123
AWD-CDE	Enter specific Award Codes or leave blank to select all Award Codes. Format is AA,BB,CC or AA OR BB OR CC (where AA, BB, and CC are the award codes to include). Leave blank if selecting by Subcodes.
AWD-SUB-CDE	Enter specific Subcodes or leave blank to select all Subcodes. Format is 122, 127 or 122 OR 127 where 122 and 127 are the subcodes to be included. Leave blank if selecting by Award Codes.
AWD-STATUS	Enter specific Award Status or Statuses or leave blank to select all Award Statuses. Format is 1, 2 or 1 OR 2 where 1 and 2 are the award statuses to be included.
Version Date	4/27/2022

Upload SAP Extract to ctcLink

To retrieve students for SAP processing in ctcLink, begin by uploading the SAP extract file to ctcLink. Next, navigate to the Query Reporting Table to load the data into the reporting tables, where you can then run a query in Schedule Query to extract your data into a sortable excel doc for SAP review.

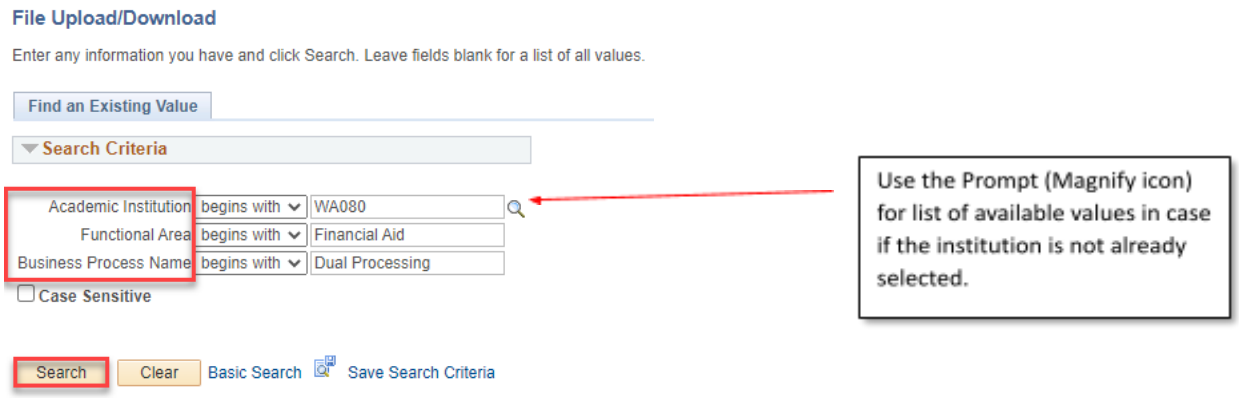
Pre-requisites

- The data extract process described in the previous step needs to be successfully run AND should have data generated.

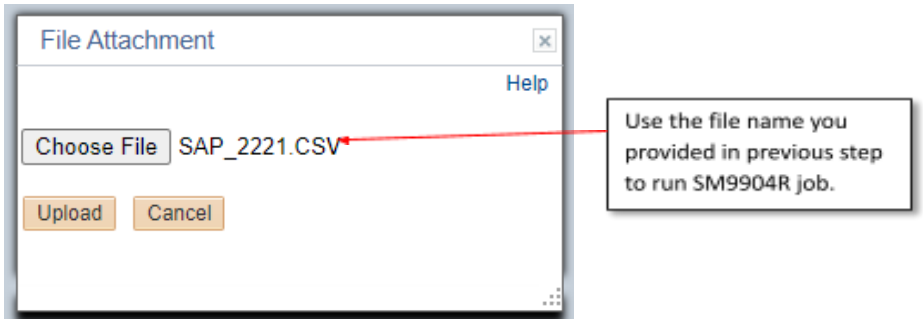
Navigation: **Nav Bar > Navigator > People Tools > CTC Custom > Extensions > Upload/Download Files**

Enter the following information:

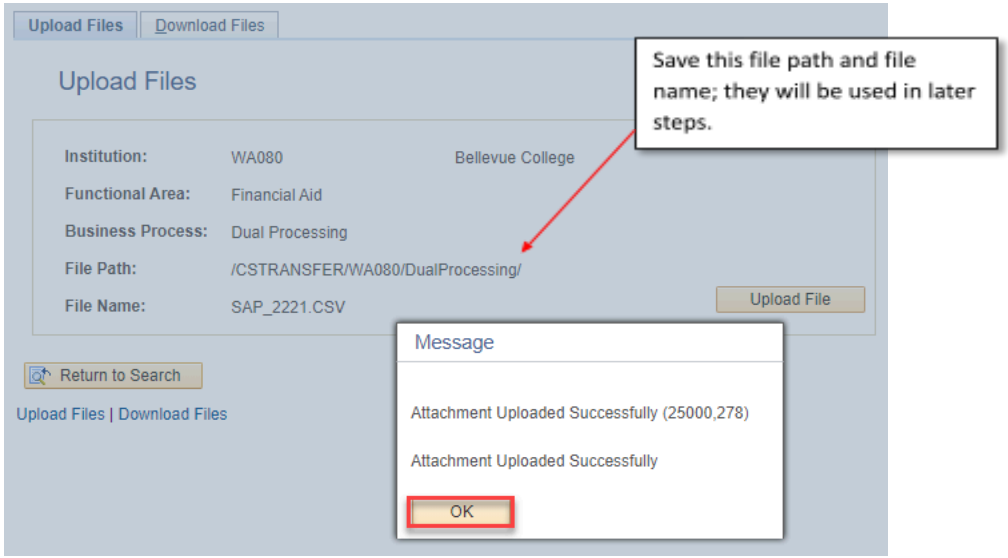
- Academic Institution
- Functional Area
- Business Process Name
- Select Search



From the File Upload/Download page select Upload File and choose file from your PC or Network drive.



Once the file is selected, select Upload



Loading Extract Data to the Query Reporting Table

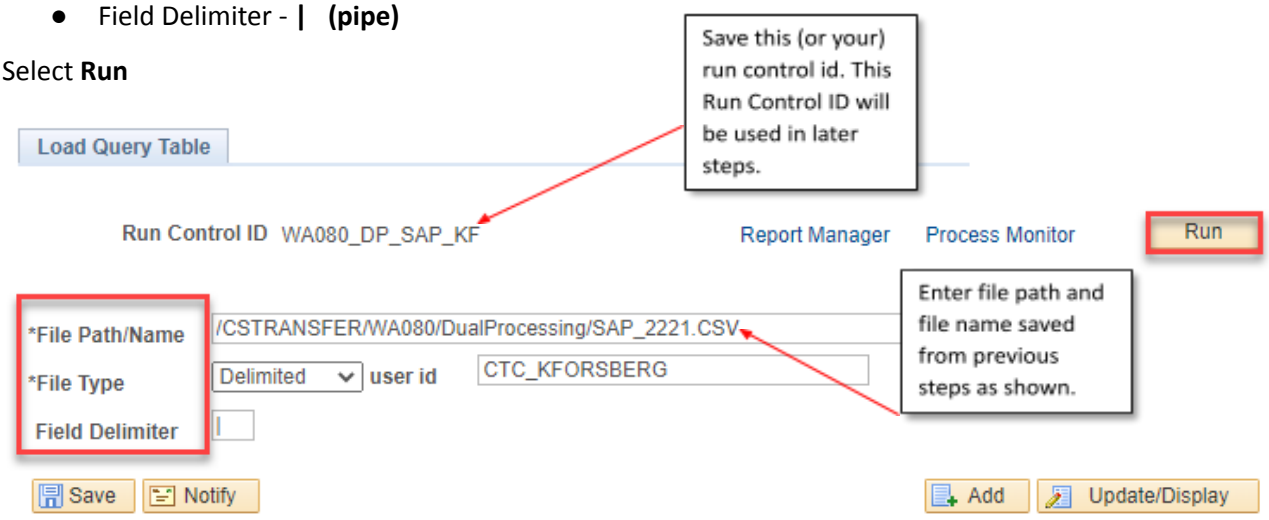
Navigation: Nav Bar > Navigator > Campus Community > CTC Custom > CTC Query Reporting Table

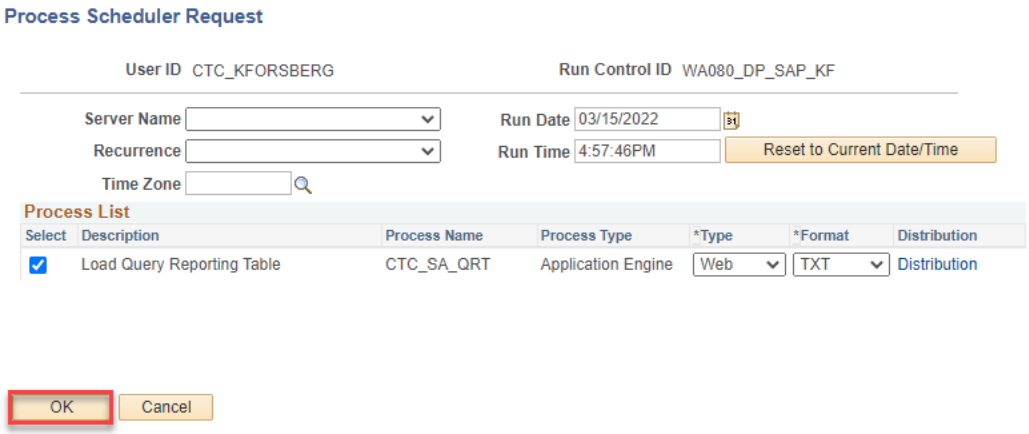
Enter a new or existing Run Control ID

Enter the following data:

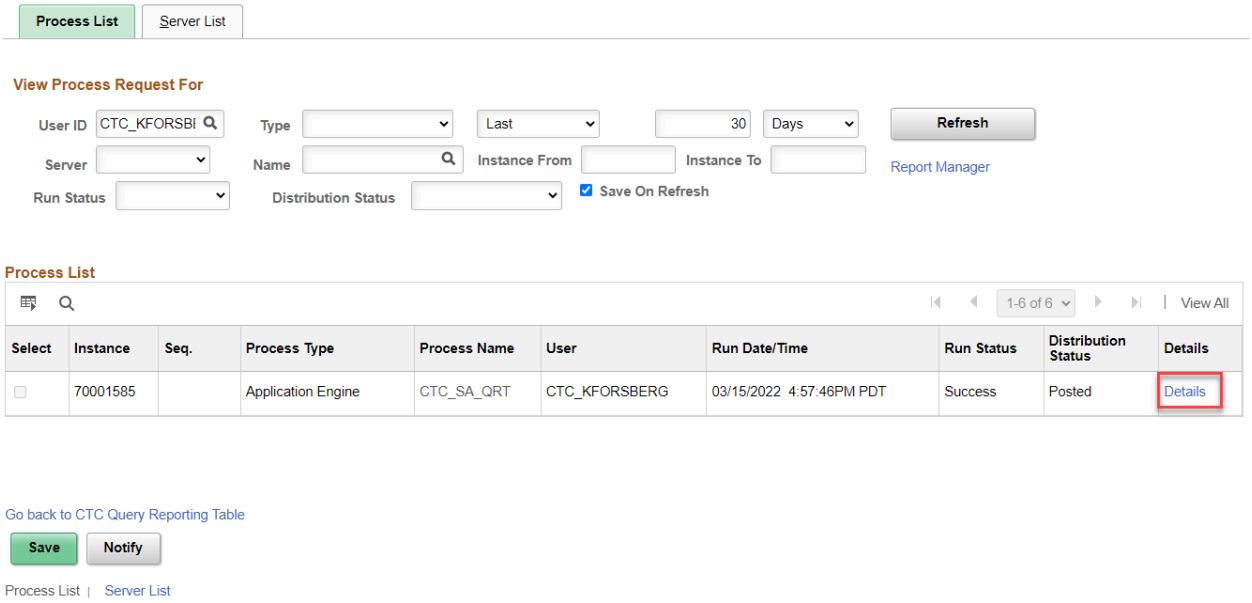
- File Path and File Name – Provide File path and File name saved from previous step.
- File Type – **Delimited**
- User ID – **User's ID**
- Field Delimiter - **| (pipe)**

Select **Run**





Ensure process runs to Success and Posted


Process List
Server List
View Process Request For
User ID
CTC_KFORSBI
Type
Last
30
Days
Refresh
Server
Name
Instance From
Instance To
Report Manager
Run Status
Distribution Status
Save On Refresh
Process List
1-6 of 6
View All
Select
Instance
Seq.
Process Type
Process Name
User
Run Date/Time
Run Status
Distribution Status
Details
70001585
Application Engine
CTC_SA_QRT
CTC_KFORSBERG
03/15/2022 4:57:46PM PDT
Success
Posted
Details
Go back to CTC Query Reporting Table
Save
Notify
Process List | Server List

Aid Year Activation

This process starts by Aid Year Activating the students in PeopleSoft whose data was loaded into the query reporting table.

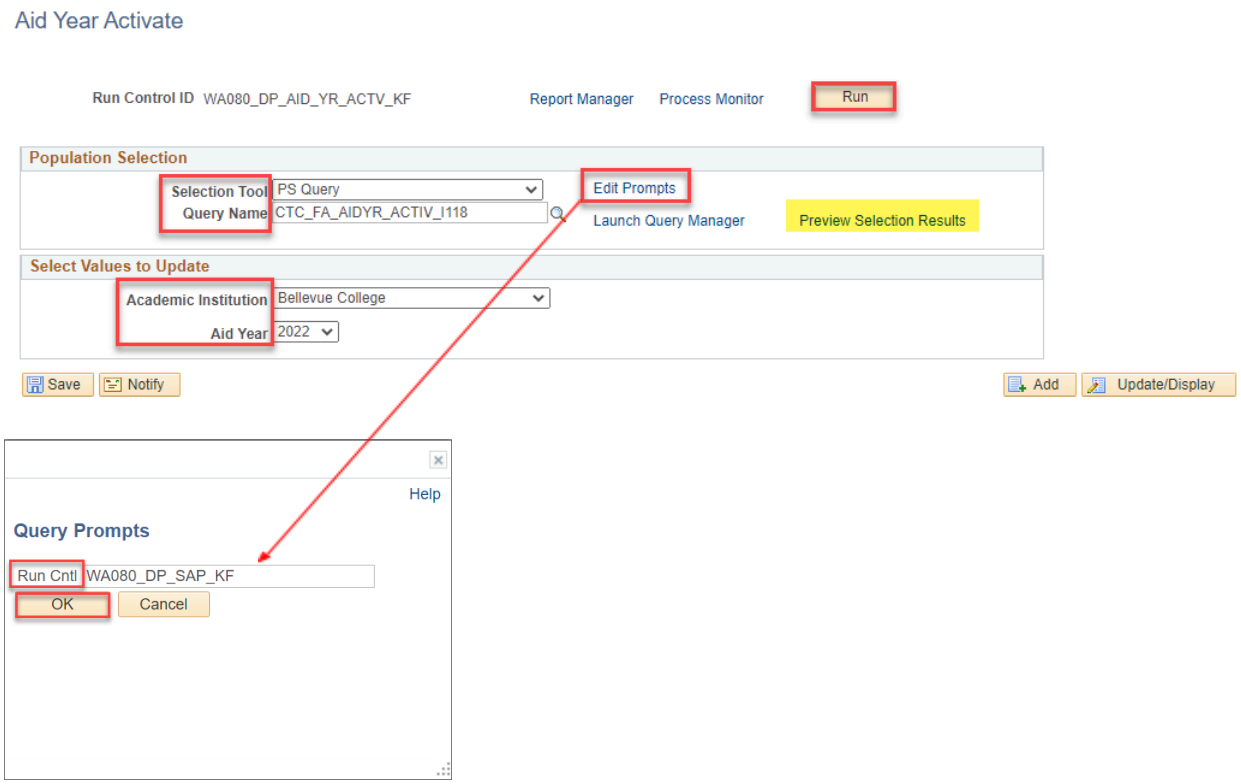
Navigation: Nav bar > Financial Aid > Aid Year Activation > Process Financial Aid Years

Enter a New or Existing Run Control ID

Select **Search**

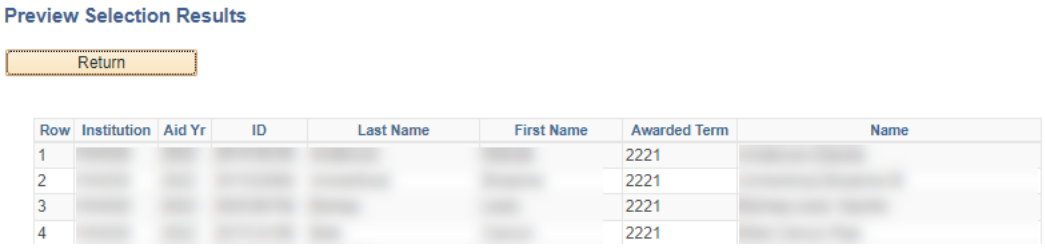
From the Aid Year Activate page enter the following information:

- Selection Tool – **PS Query**
- Query Name - **CTC_FA_AIDYR_ACTIV_I118**
- Select 'Edit Prompts' and enter the following:
    - Run Control ID – This is the **Run Control ID** used to load data in query reporting tables in the previous process.
    - Select **OK**
- Academic Institution
- Aid Year



Optional – Select Preview Selections Results (highlighted in image above)

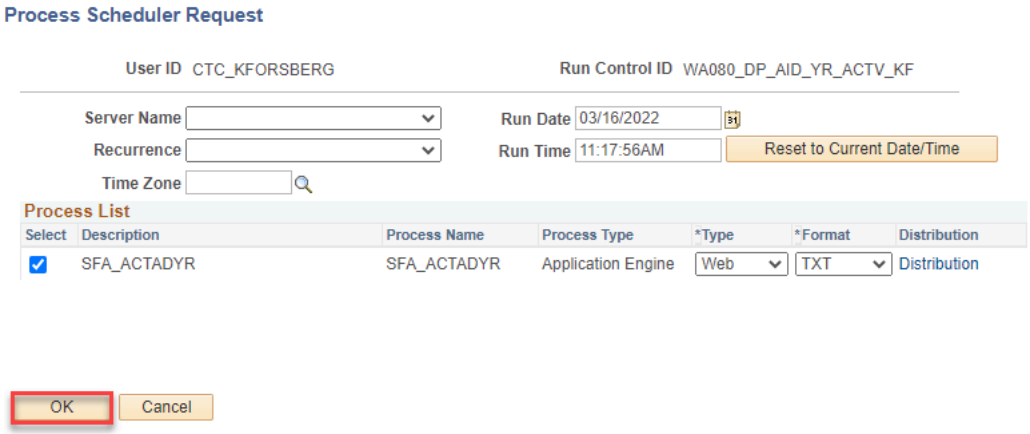
Note a couple of student IDs for review after the process is run



- Select **Run**

From the Process Scheduler Request page ensure the **SFA_ACTADYR** is selected

Select **OK**

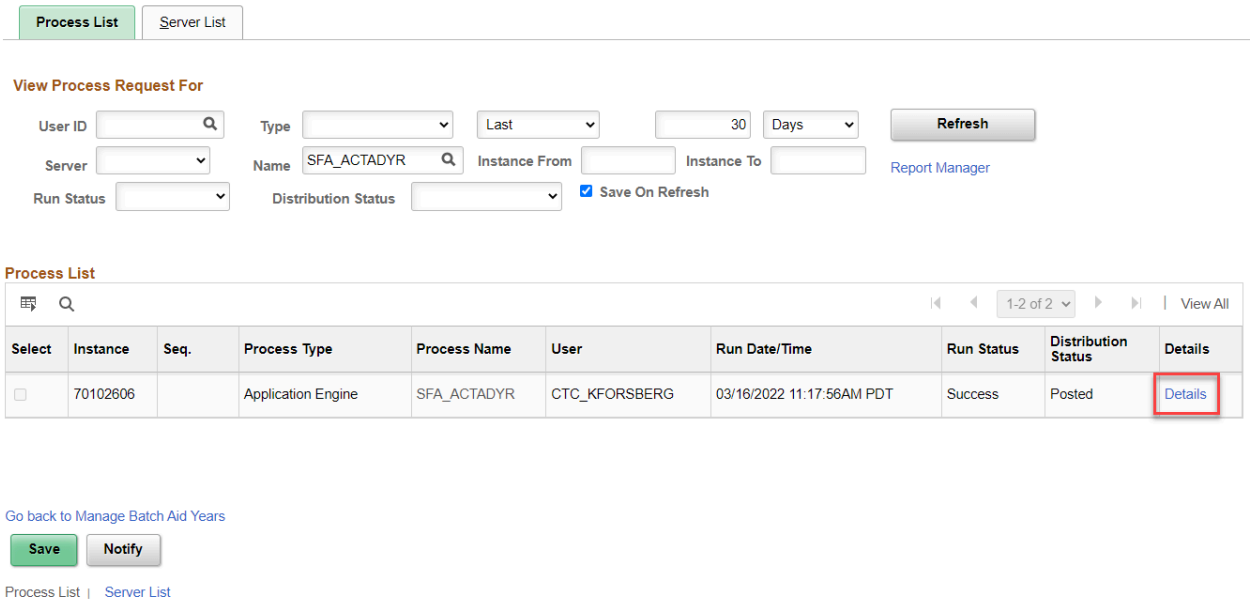


Once directed back to the Aid Year Activate page select **Process Monitor**

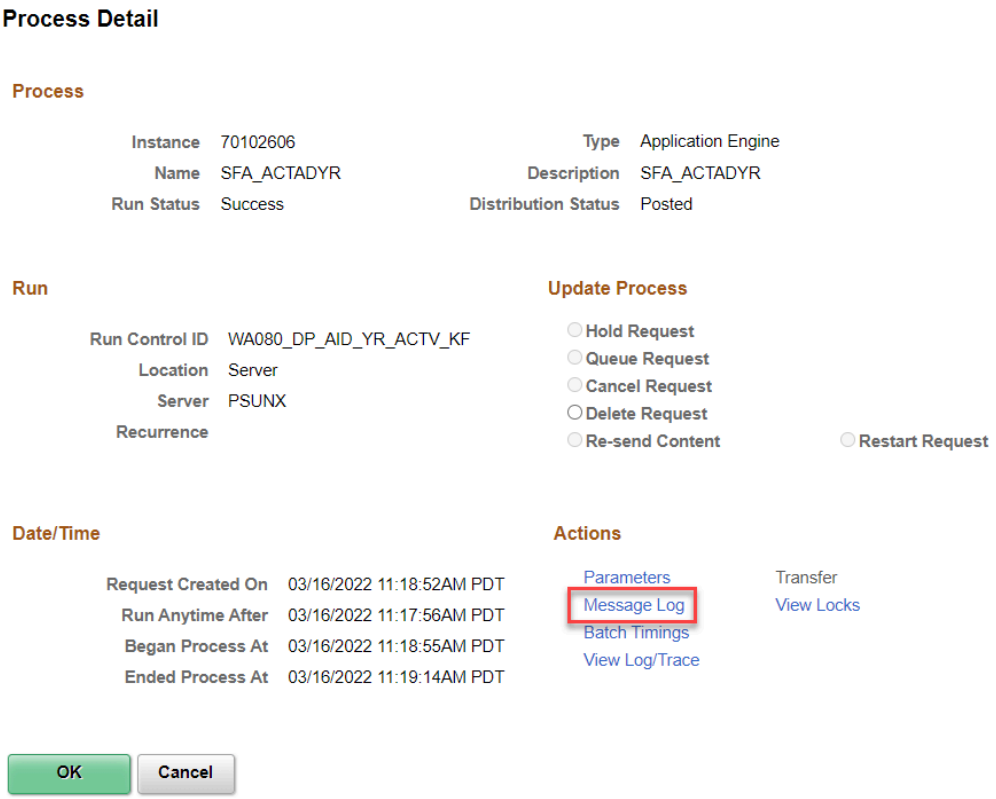


From the Process Monitor page ensure the process runs to Success and Posted

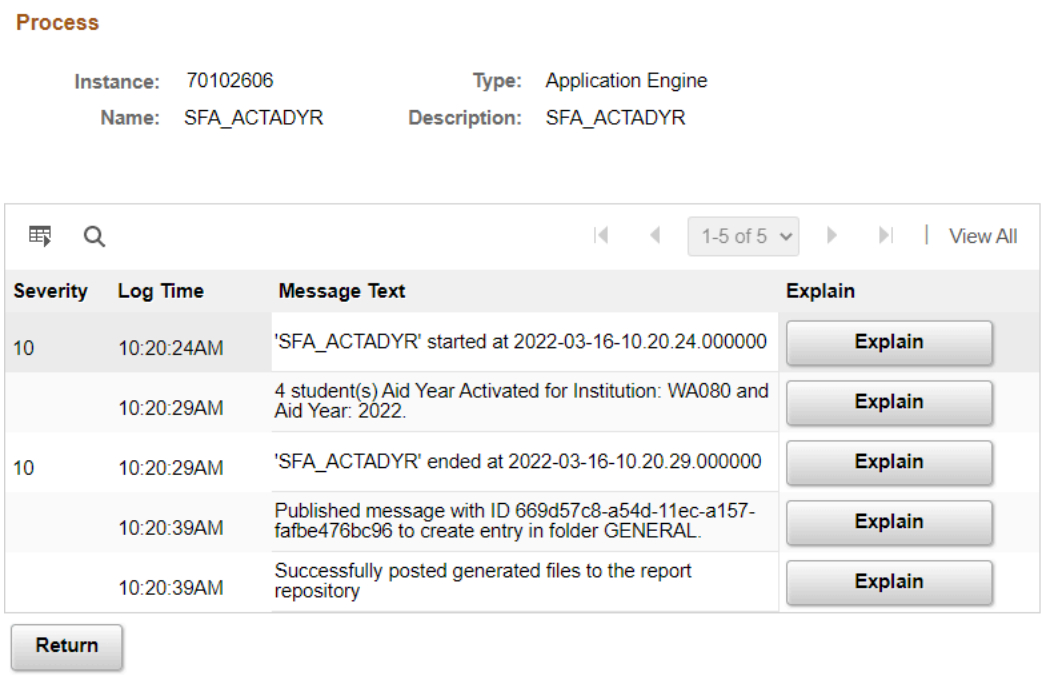
Select the **Details** link



From the Process Details page select **Message Log**

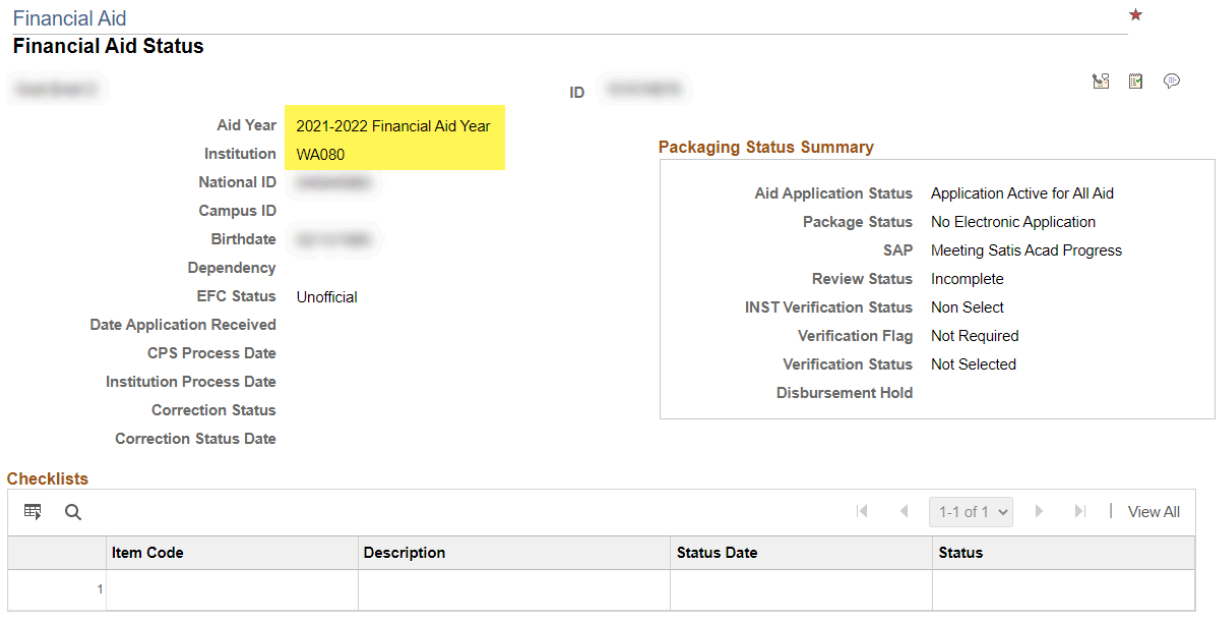


The Message Log will display the number of students processed for the Institution and Aid Year



You can validate that the IDs in Activate Aid Year processed by navigating to the FA Status page and entering the ID, Academic Institution, and Aid Year the student was activated for. If the student was not successfully aid year activated, you would not be able to find the student in this View Financial Aid Status page.

Navigation: **Nav Bar > Financial Aid > View Financial Aid Status**



Building FA Term - Create FA Term Driver Records

The next step in the process is building FA Term for the same group of students

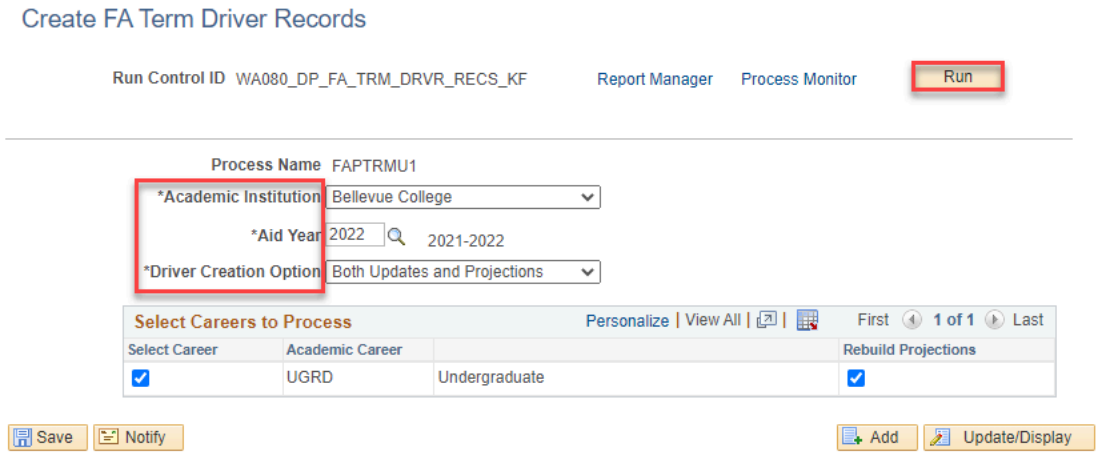
The FA Term Process is a 2 step process that begins with creating the FA Term Driver Records

Navigation: **Nav Bar > Financial Aid > Financial Aid Term > Create FA Term Driver Records**

Enter a New or Existing Run Control ID

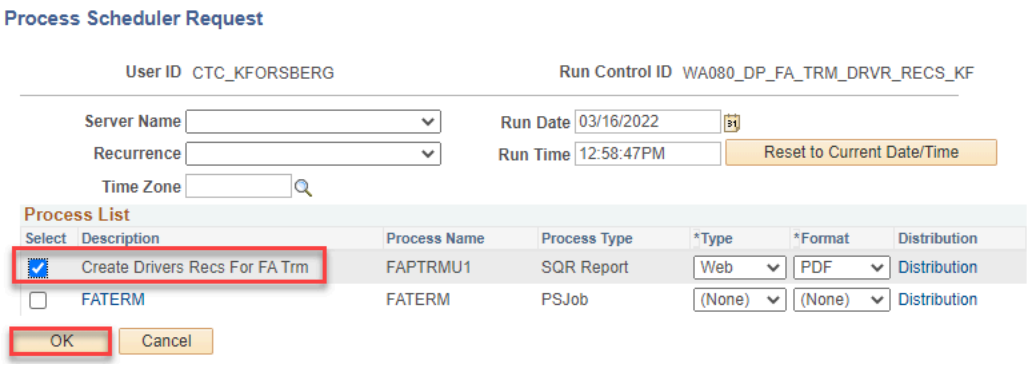
Enter the following information:

- Academic Institution
- Aid Year – Same Aid Year used in the previous process
- Driver Creation Option – **Both Updates and Projections**
- Select Career – UGRD
- Ensure Rebuild Projections box is checked
- Select **Run**

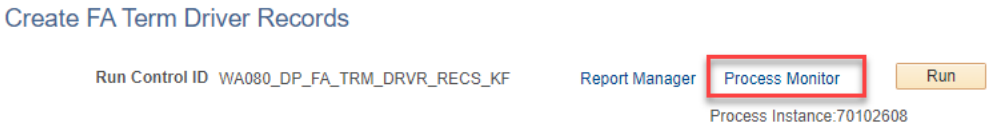


From the Process Scheduler Request page ensure the **Create Driver Recs For FA Term** box is checked.

Select **OK**

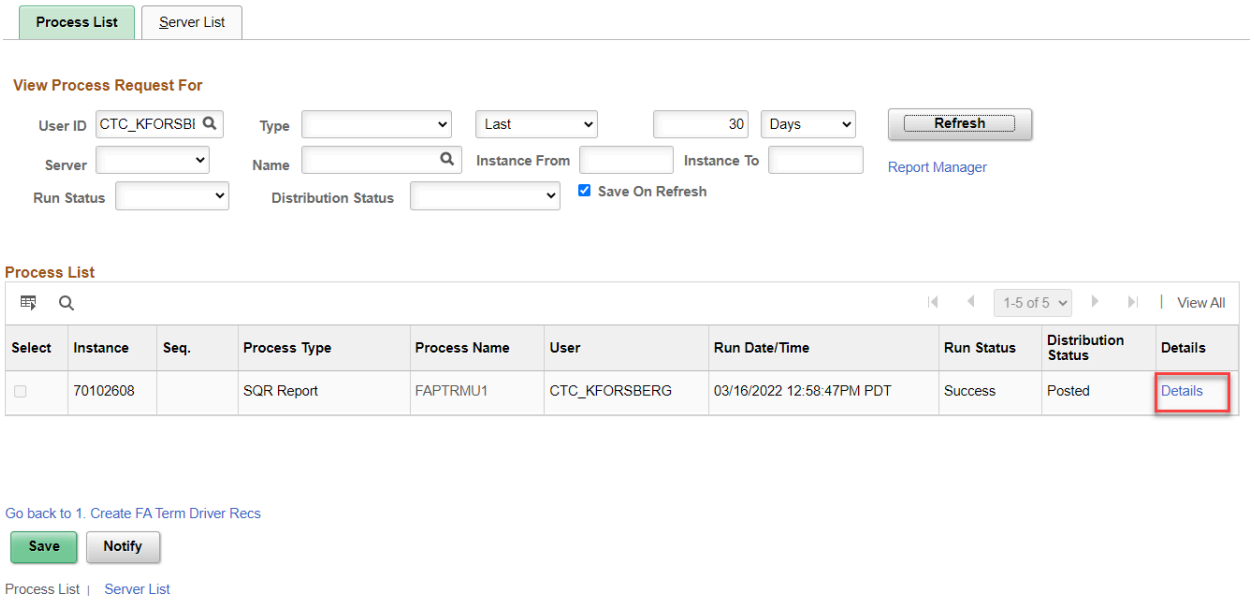


Once directed back the Create FA Term Driver Records page select the **Process Monitor** link

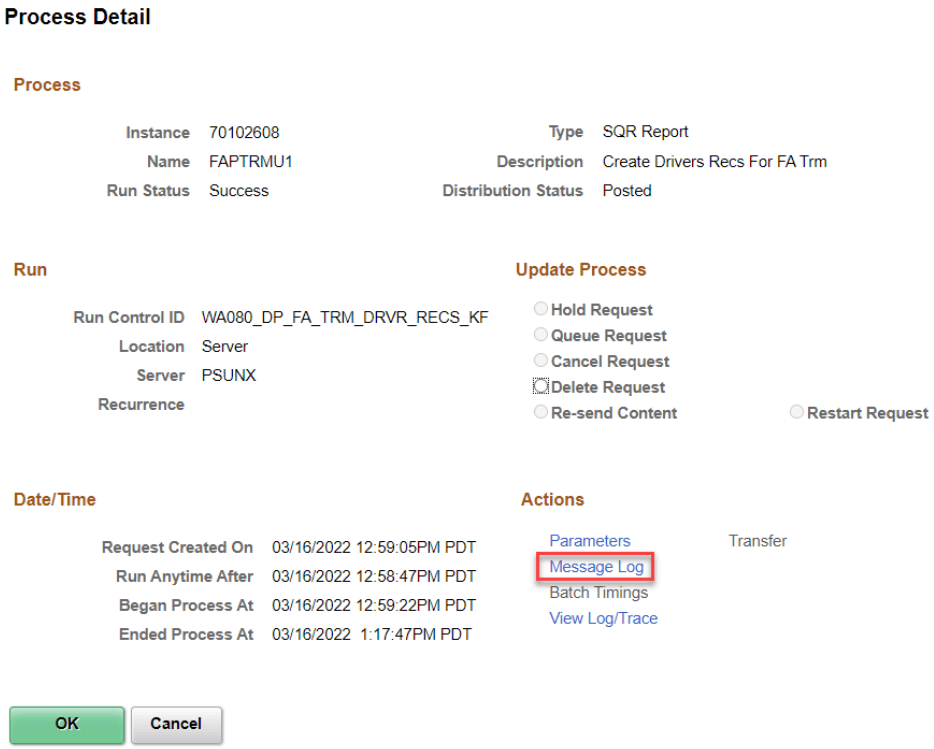


From the Process Monitor page ensure the process runs to Success and Posted

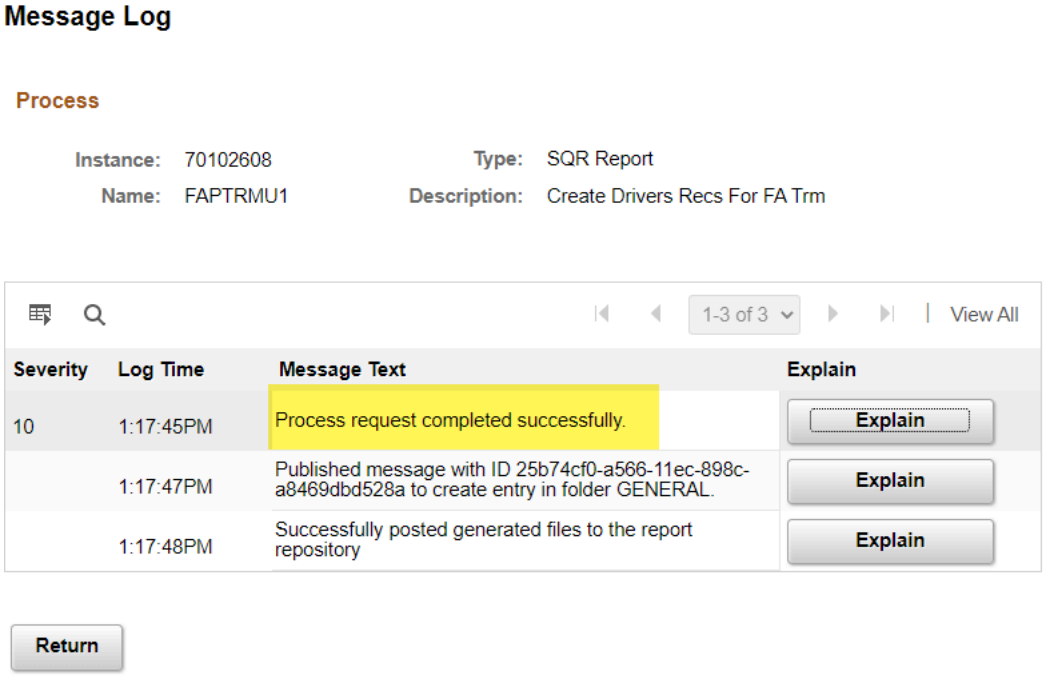
Select the Details link



From the Process Detail page select Message Log



Ensure the process runs successfully



The second step in the process is the Build FA Term in Batch process

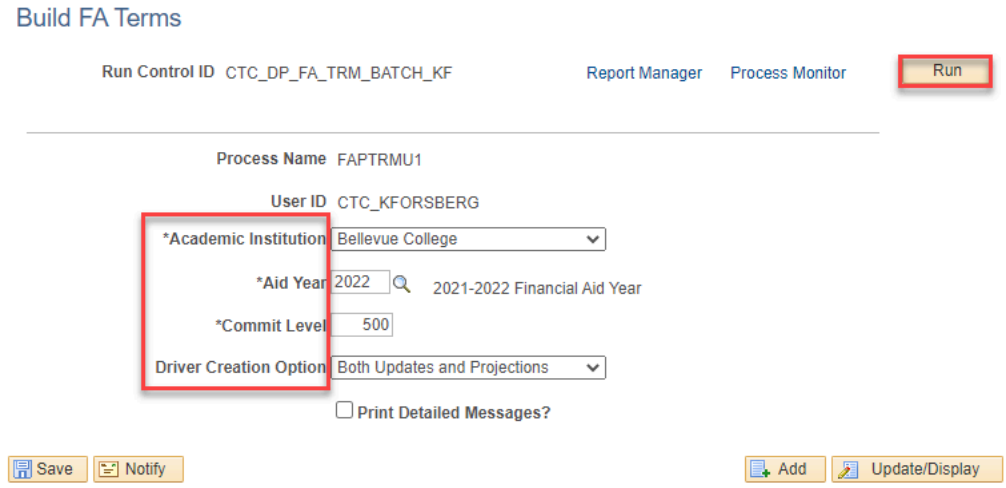
Building FA Term - Build FA Term in Batch

Navigation: **Nav Bar > Financial Aid > Financial Aid Term > Build FA Term in Batch**

Enter a New or Existing Run Control ID

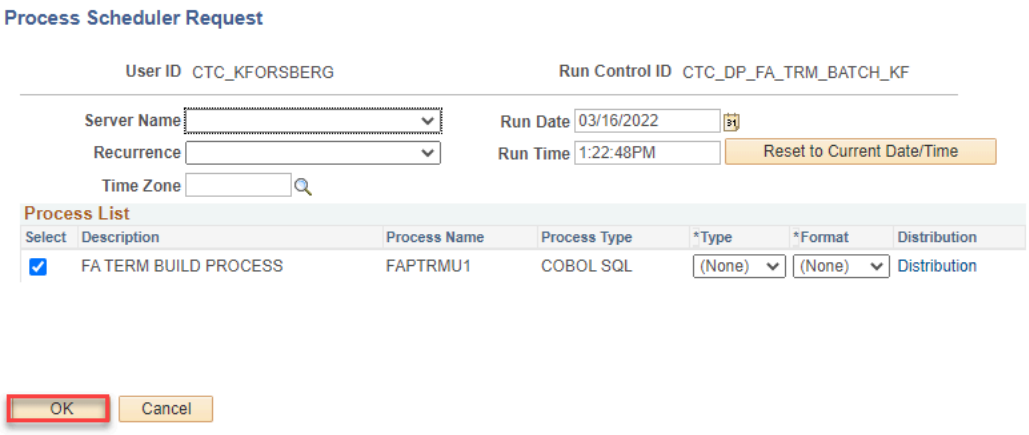
Enter the following information:

- Academic Institution
- Aid Year – Same Aid Year used in the previous process
- Commit Level – **500**
- Driver Creation Option – **Both Updates and Projections**
- Select **Run**

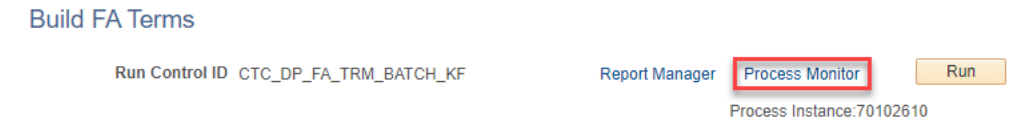


From the Process Scheduler Request page ensure the **FA Term Build Process** is selected

Select **OK**

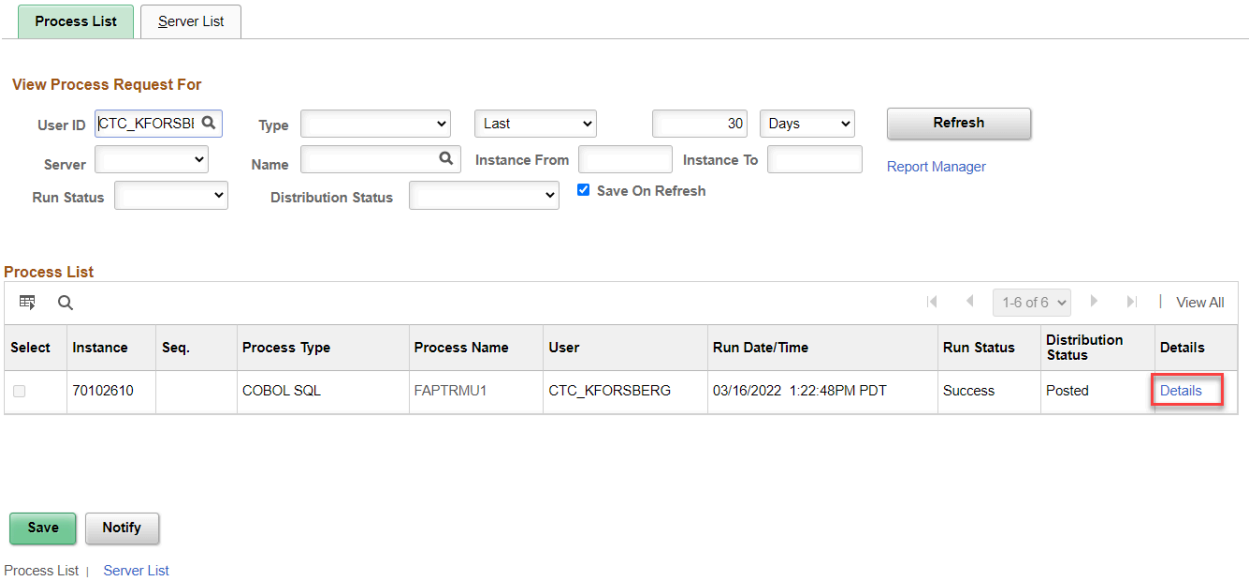


Once directed back to the Build FA Terms page select **Process Monitor**

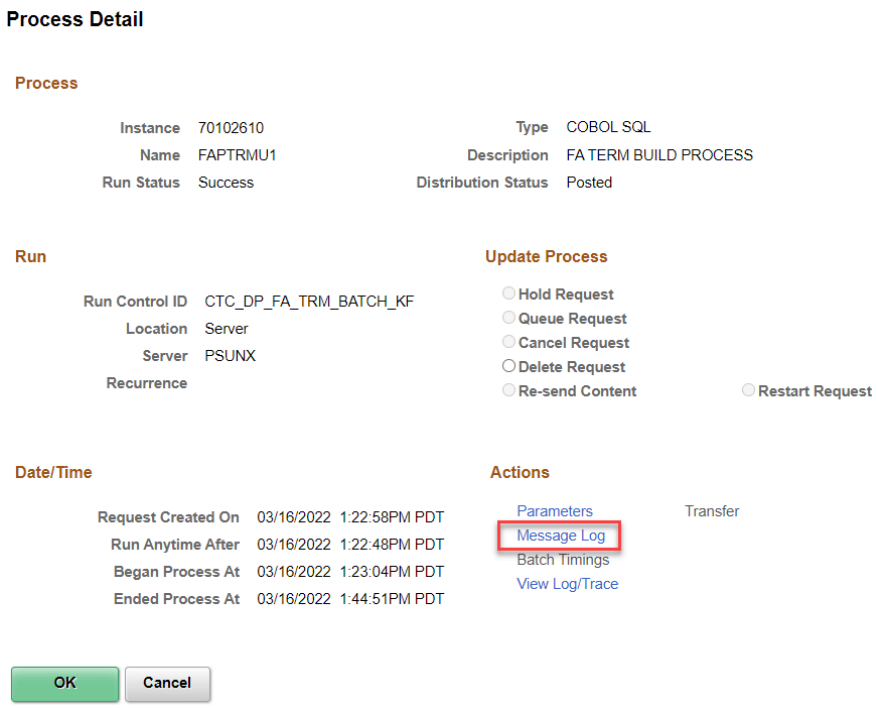


From the Process Monitor page ensure the process has run to Success and Posted

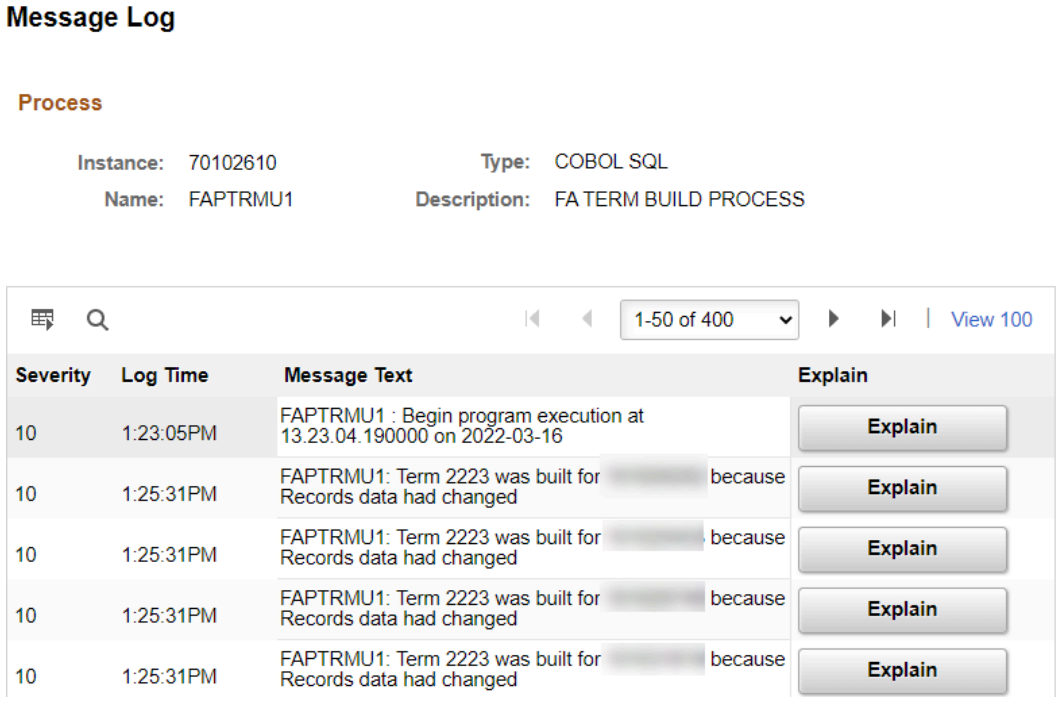
Select the **Details** link



From the Process Detail page select the message log to review the outcome

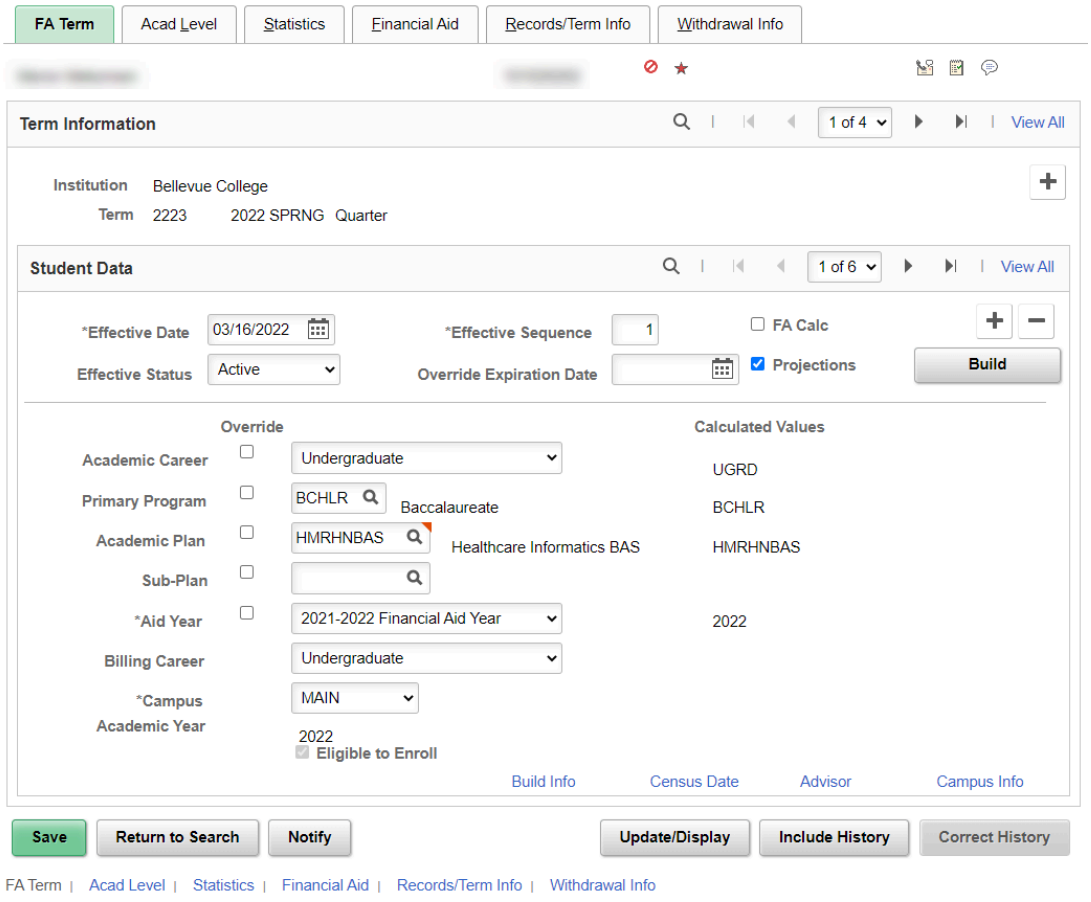


From the Message Log page review the outcome



Users can review the IDs processed by navigating to the FA Status page and entering the ID, Academic Institution, and Aid Year the student was activated for.

Navigation: **Nav Bar > Financial Aid > Financial Aid Term > Maintain Student FA Term**



Processing SAP

The last step is to run the SAP process for the group of students that just had their Aid Year Activated and FA Terms Built

Known Issues

- When re-using a run control ID, the 'Population Selection' section might be greyed out. To enable the 'Population Selection' section, follow below steps:
  - Scroll down on the run-control page to 'Input Parameters' Section.
  - From 'Selection Criteria' drop-down, choose – 'Population Selection'
  - You will see the 'Population Selection' section being enabled.

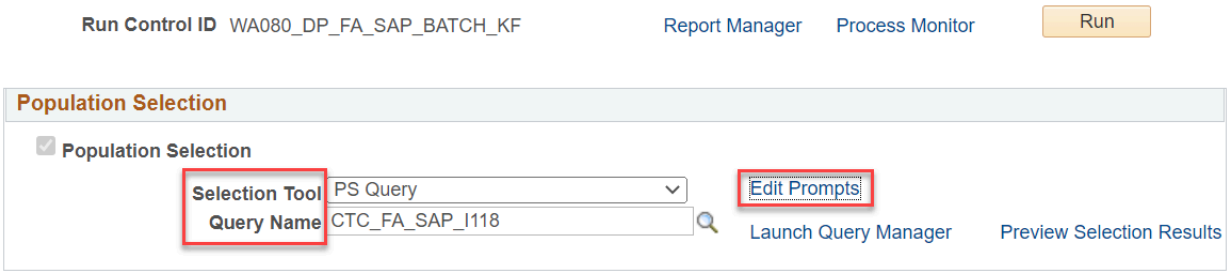
Navigation: **Nav Bar > Financial Aid > Satisfactory Academic Progress > Process SAP**

Enter a New or Existing Run Control ID

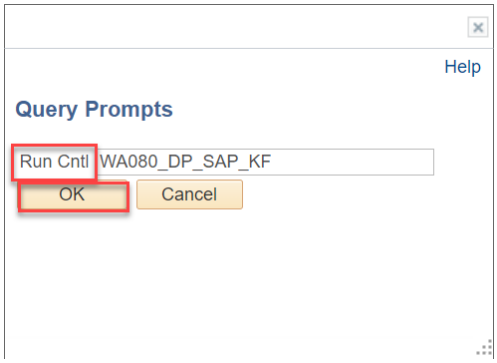
Enter the following information:

- Selection Tool – **PS Query**
- Query Name - **CTC_FA_SAP_I118**

Process SAP

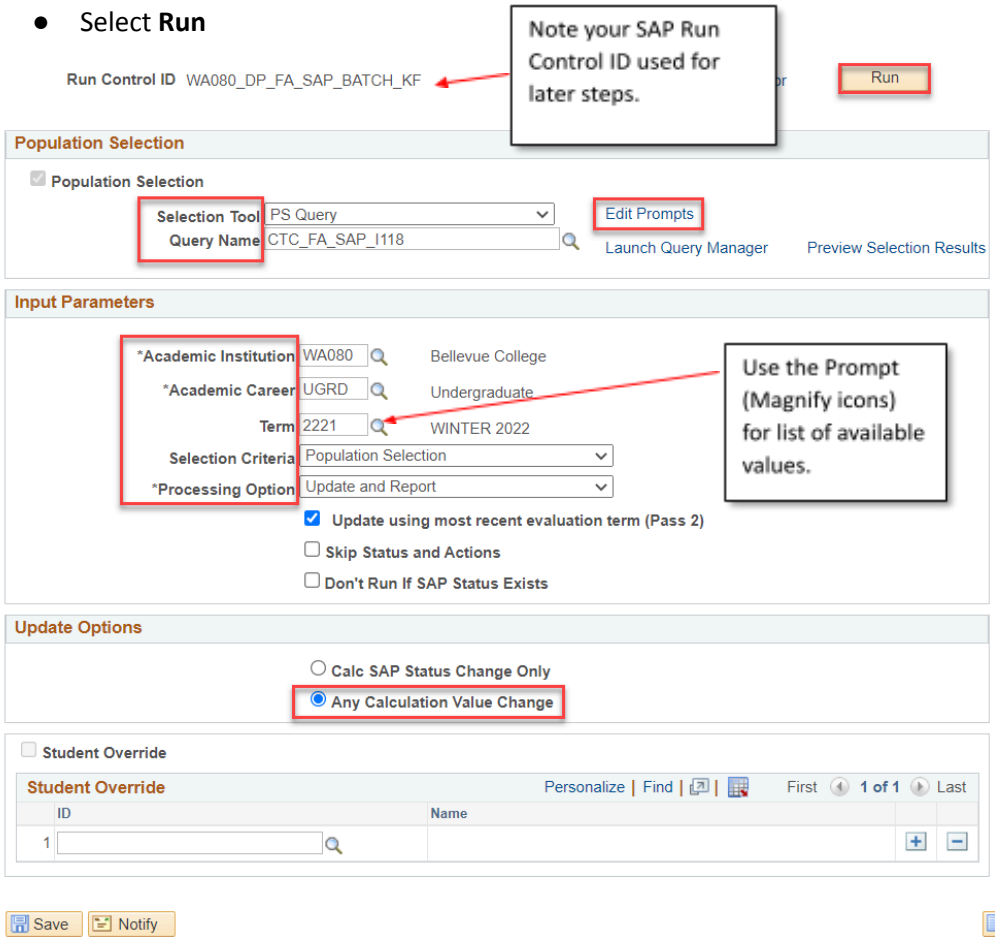


- Select '**Edit Prompts**' and enter the following parameters for student selection:
  - Run Control - This is the **Run Control ID** used in the previous process for loading students into the Query Reporting Table.



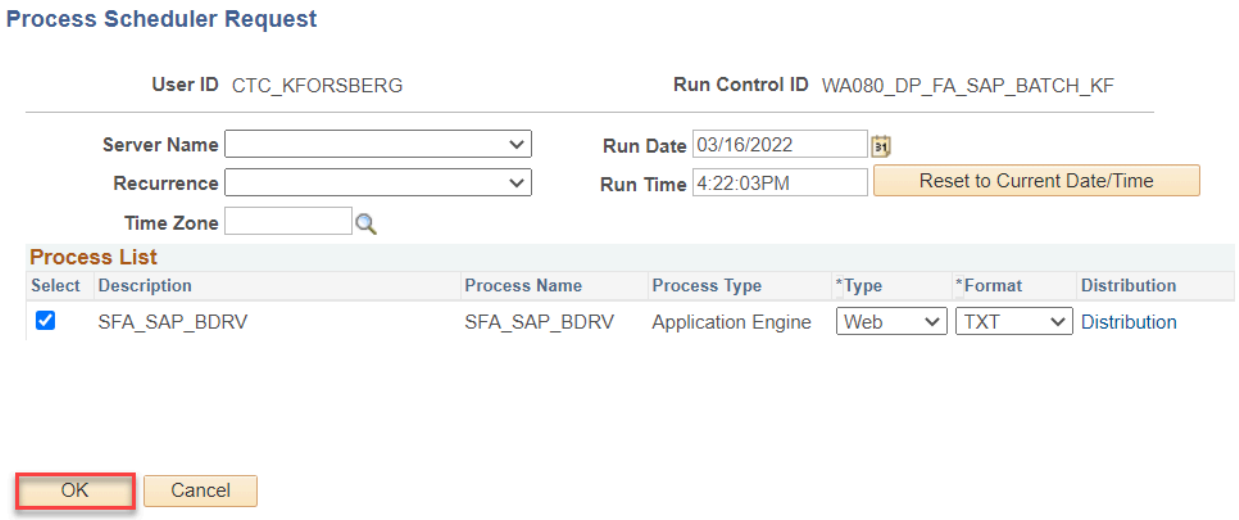
Back at the SAP Batch Process page, enter:

- Academic Institution
- Academic Career - **UGRD**
- Term
- Selection Criteria – **Population Selection**
- Processing Option – **Update and Report**
- Select **Update using most recent evaluation term**
- Select **Any Calculation Value Change**
- Select **Run**



From the Process Scheduler Request page select **SFA_SAP_BDRV**

Select **OK**



Once directed back to the Process SAP page select the **Process Monitor** link



From the Process Monitor page ensure the process runs to Success and Posted

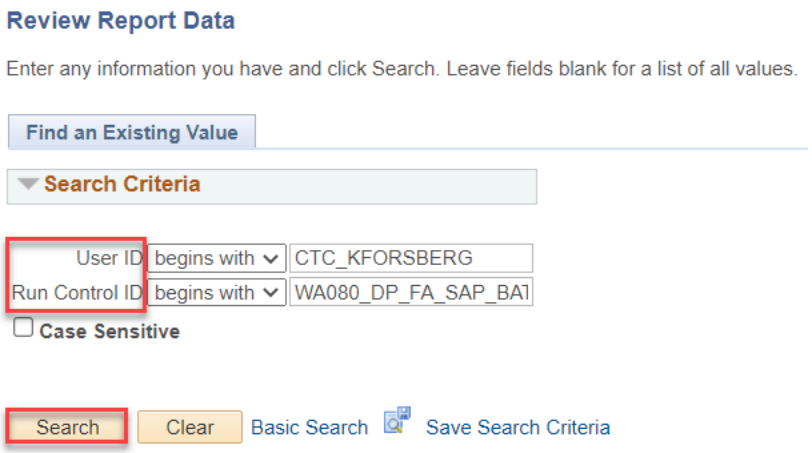
Reviewing SAP Report

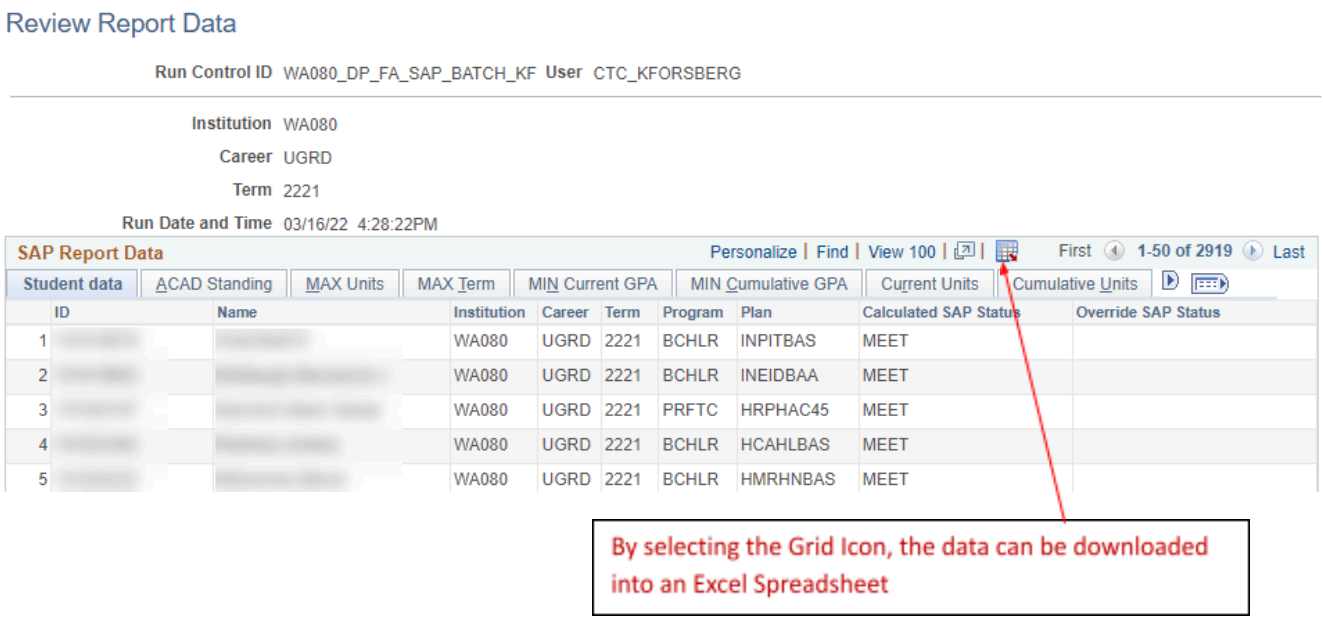
The SAP Report will allow a user to view the recently calculated SAP values.

Navigation: **Nav Bar > Financial Aid > Satisfactory Academic Progress > Review Report Data**

Enter the following:

- **User ID** – This is the ID of the user that ran Process SAP
- **Run Control ID** – Enter the SAP Run Control ID used for Process SAP step above. Ref Pg 120.
- Select **Search**





Running the SAP Query

The CTC_FA_DUAL_PROCESSING_SAP_RPT query was created to allow the colleges to pull the View SAP Report to include SSNs during Dual Processing.

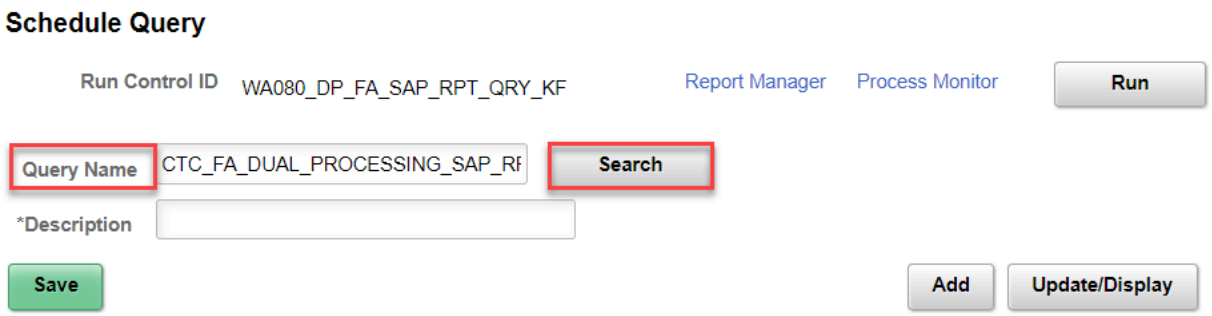
Navigation: Nav Bar > Reporting Tools > Schedule Query

Enter a New or Existing Run Control ID

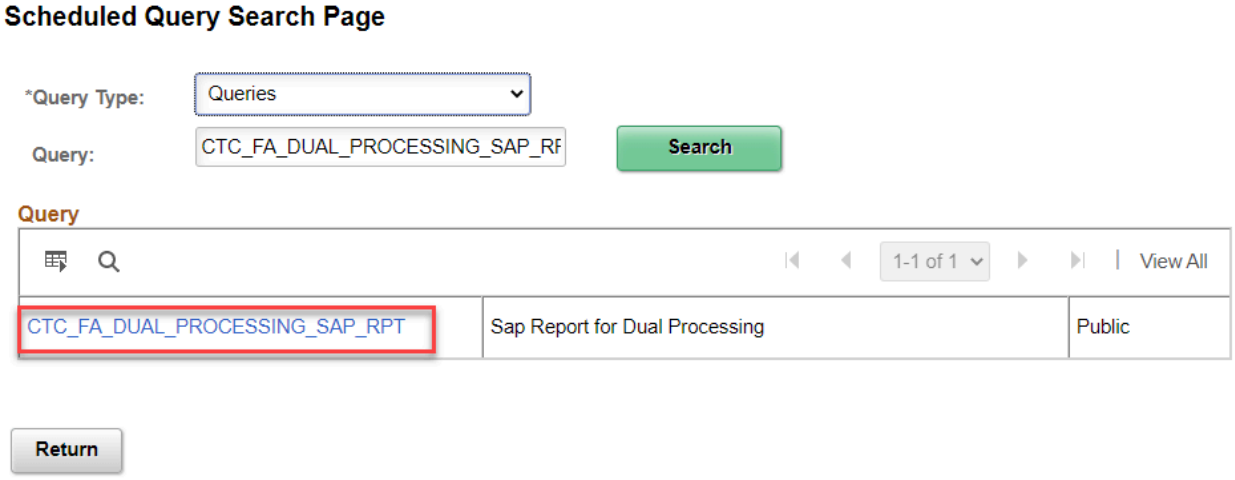
From the Schedule Query page enter the **Query Name**

CTC_FA_DUAL_PROCESSING_SAP_RPT

Select **Search**



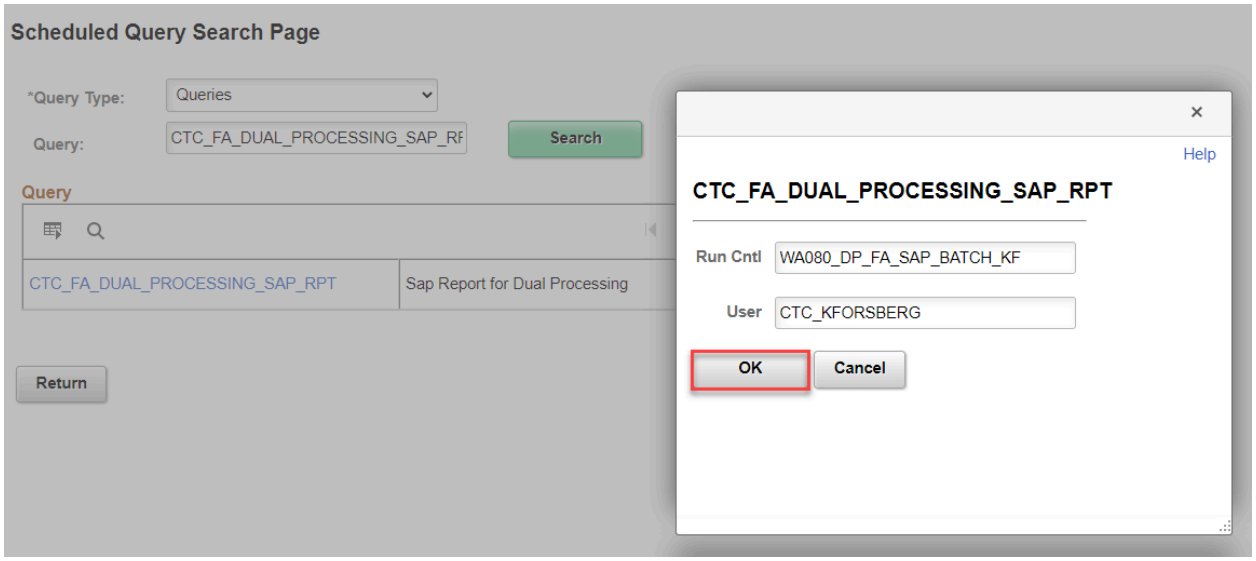
From the Scheduled Query Search Page select the Query link



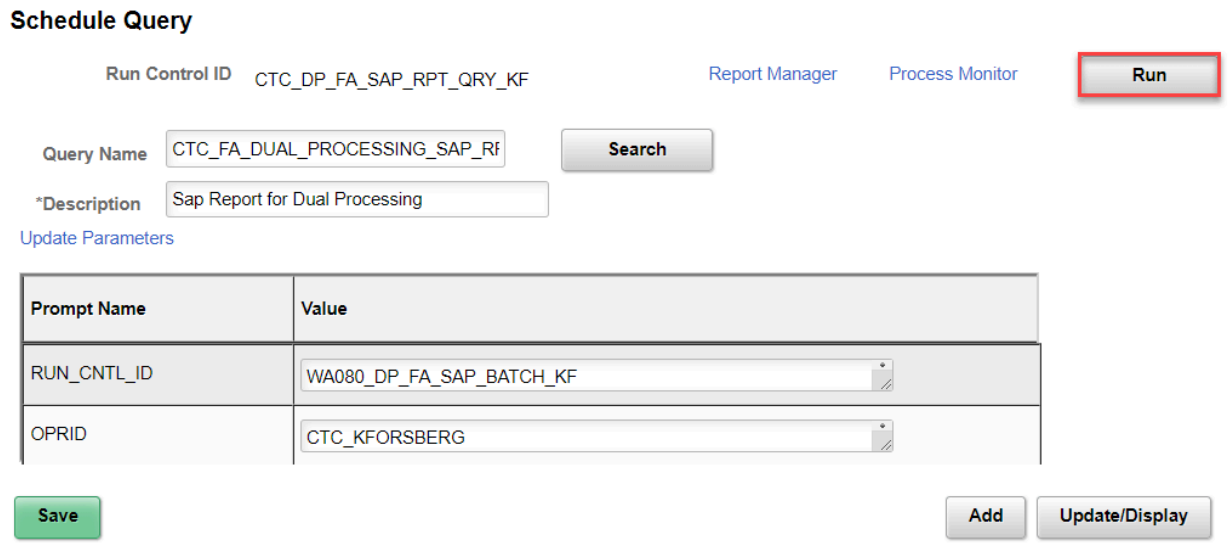
The Edit Prompts will open. Enter the following:

- **Run Control ID** – Enter the SAP Run Control ID used for Processing SAP step above
- **User** – This will be the User (EMPL) ID of the person who ran the SAP Process

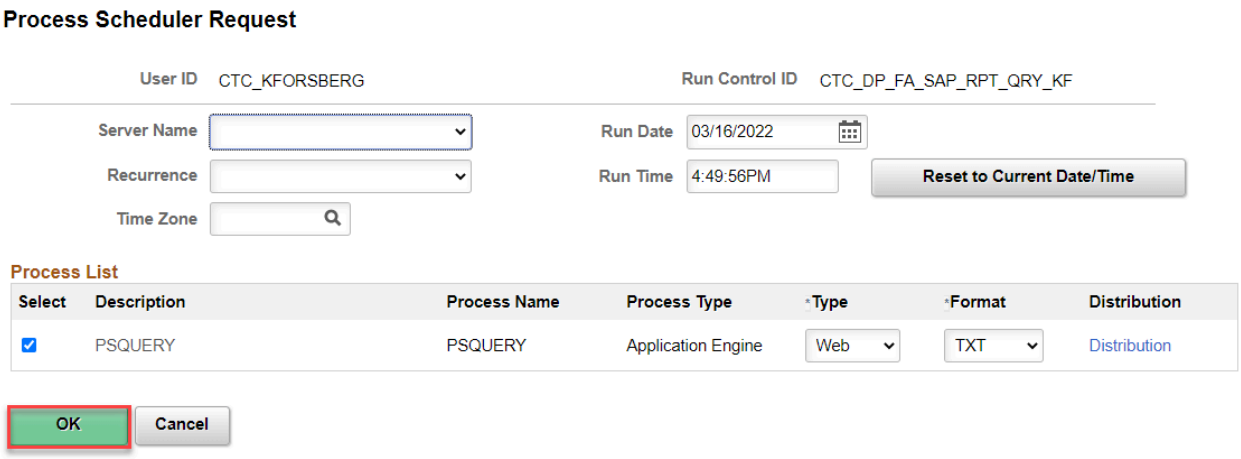
- Select **OK**



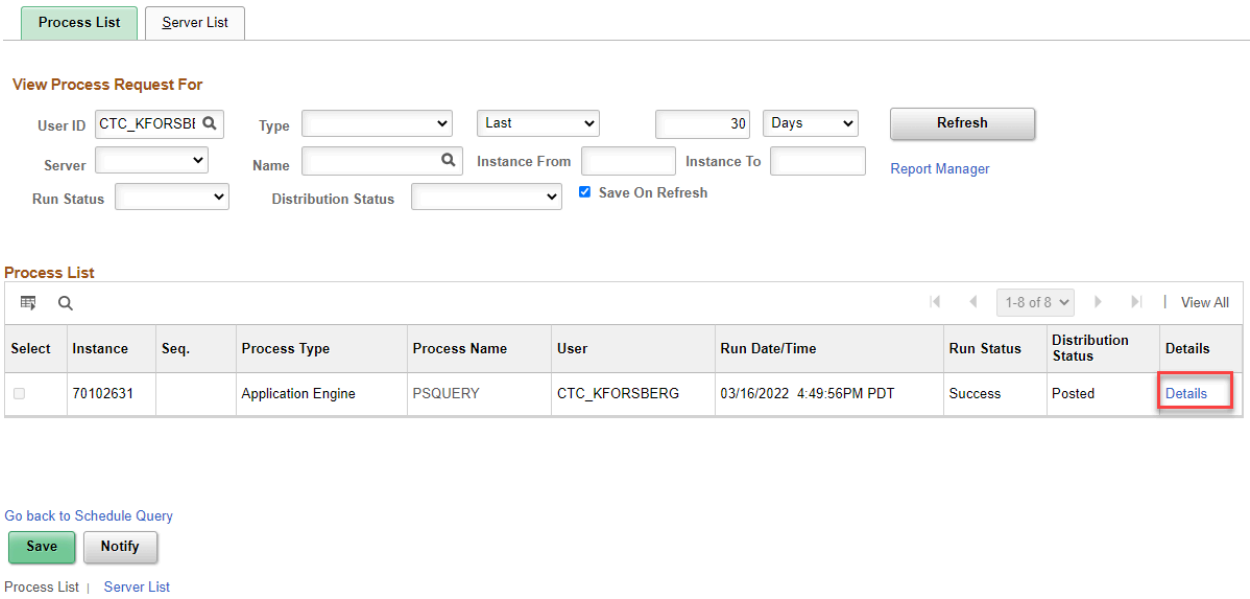
When returned to the Schedule Query page and values are correctly populated select Run



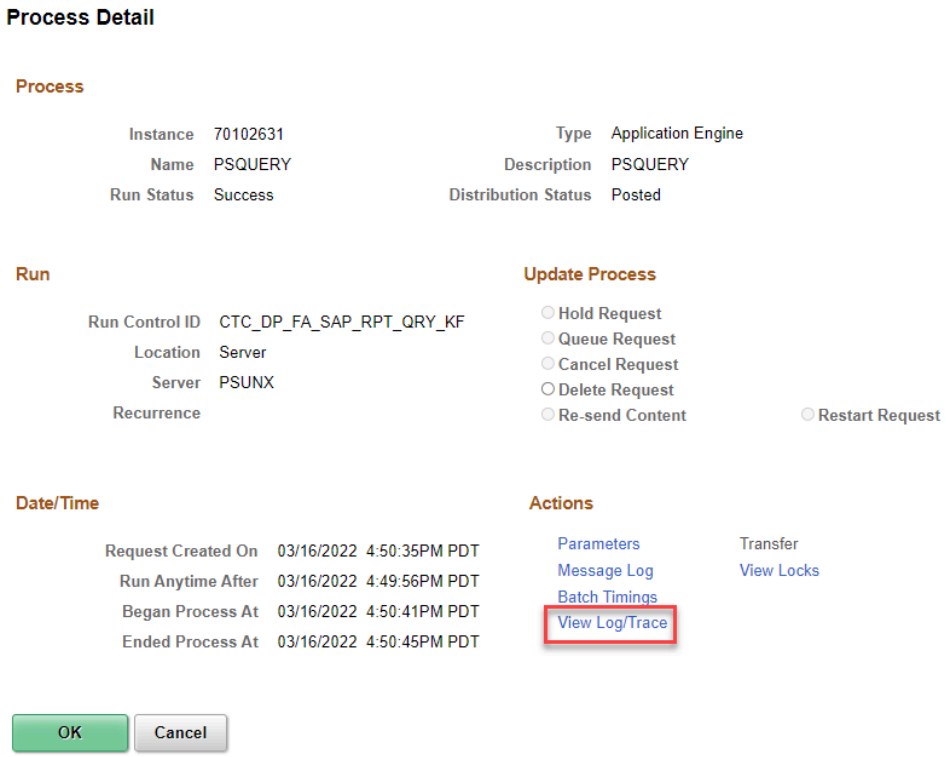
From the Process Scheduler Request page ensure the PSQUERY box is marked and select OK



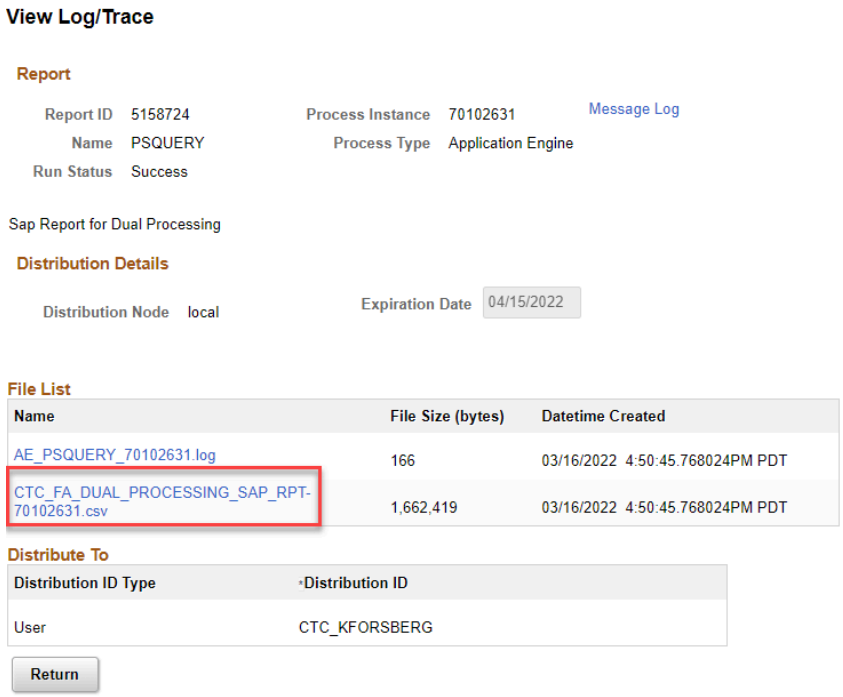
From the View Process Request page select **Details**



From the Process Detail page select **View Log/Trace**



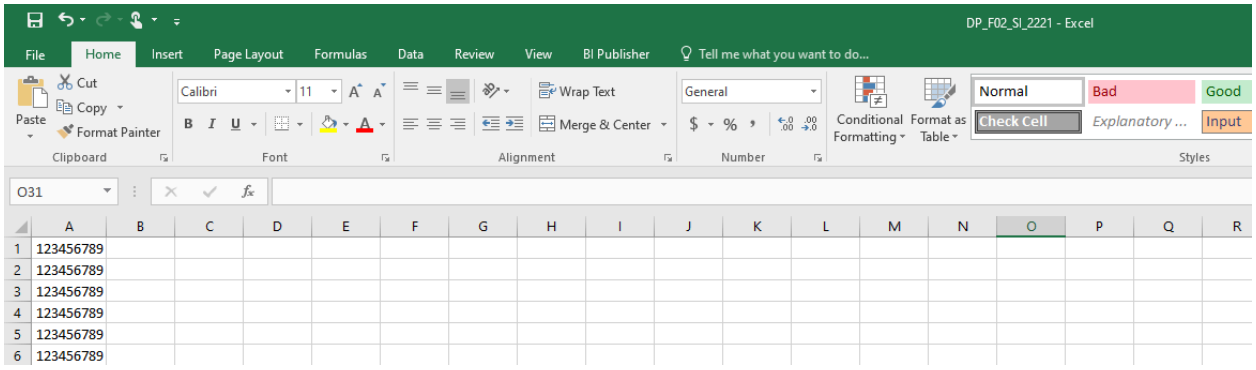
From the View Log/Trace page select **CTC_FA_DUAL_PROCESSING_SAP_RPT-xxxxxx.csv**



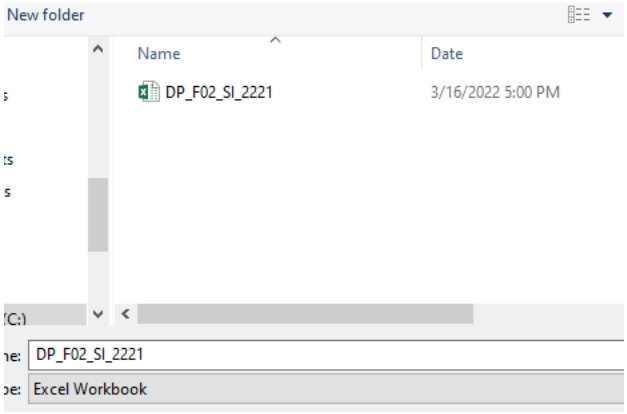
Assigning Service Indicators

During Dual Processing users will be able to Mass Assign Service Indicators by using External File Load. This process requires that a list of EMPL IDs be loaded via an Excel Spreadsheet. It is important to note that the file needs to be saved as a .csv file for the processing to work.

Create a list of student EMPL IDs that will be assigned the desired Service Indicator. Save the file to the computer or local hard drive.



*Remember to save the file as a CSV (Comma delimited)



From the Mass Assign page **(*Navigation: Nav Bar > Navigator > Campus Community > Service Indicators > Person > Mass Assign*)** enter the following data:

Population Selection

- **Selection Tool** – External File
- Select **Upload File** – Select Browse to load desired file
- **File Mapping** – Use look up tool to select **EMPLID ONLY**
- Select **Preview Selection Results** to verify the file loaded correctly

Service Indicator Data

- **Institution** – Select desired institution
- **Service Indicator** – User look up tool to select desired Service Indicator
- **Reason** – Ensure Reason Code is selected or use look up tool to select value

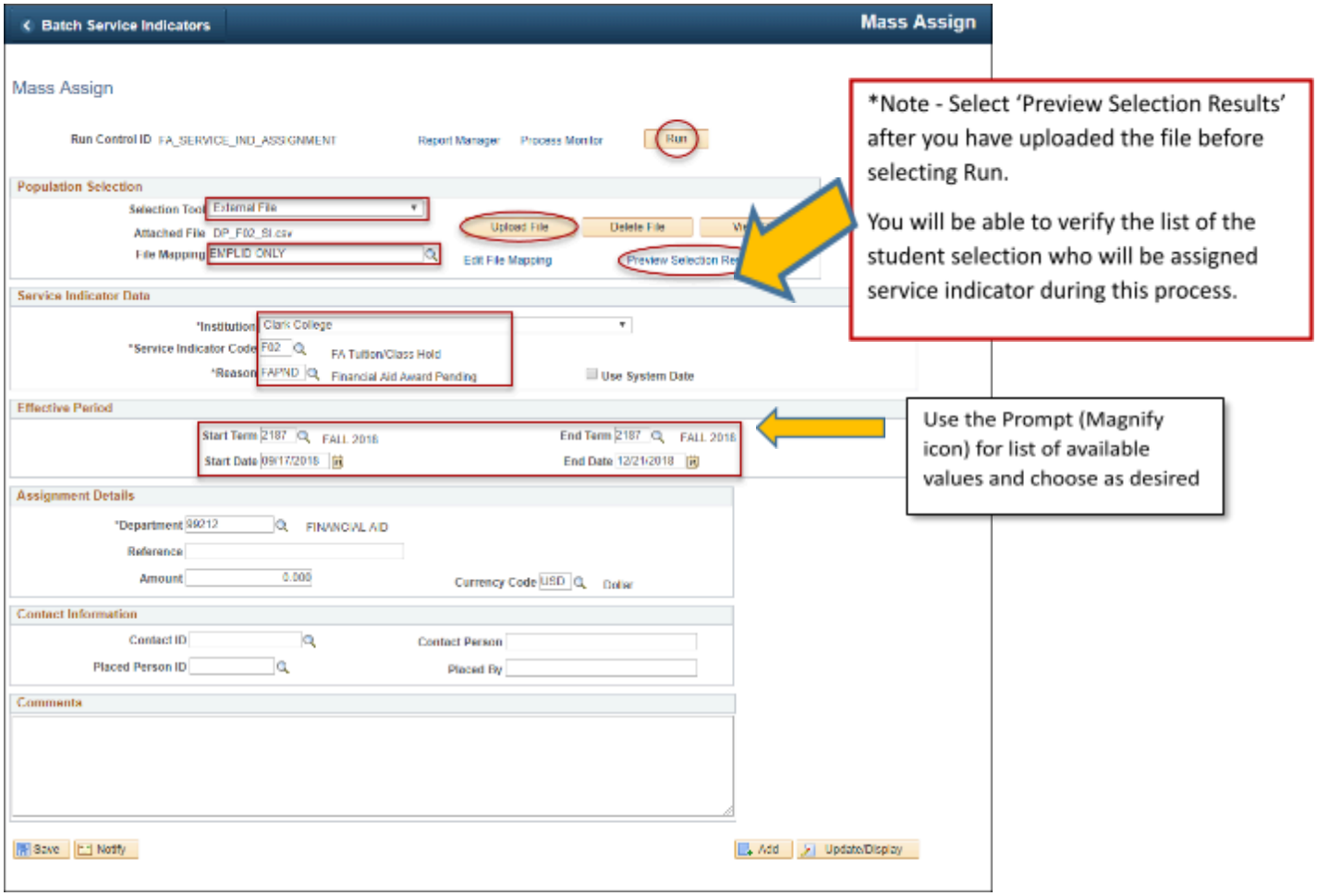
Effected Period

- **Start Term** - Enter desired Start Term
- **End Term** - Enter desired End Term
- **Start Date** - Enter desired Start Date
- **End Date** - Enter desired End Date

Assignment Details

- **Department** – Default values is **Financial Aid** (numeric value will populate)

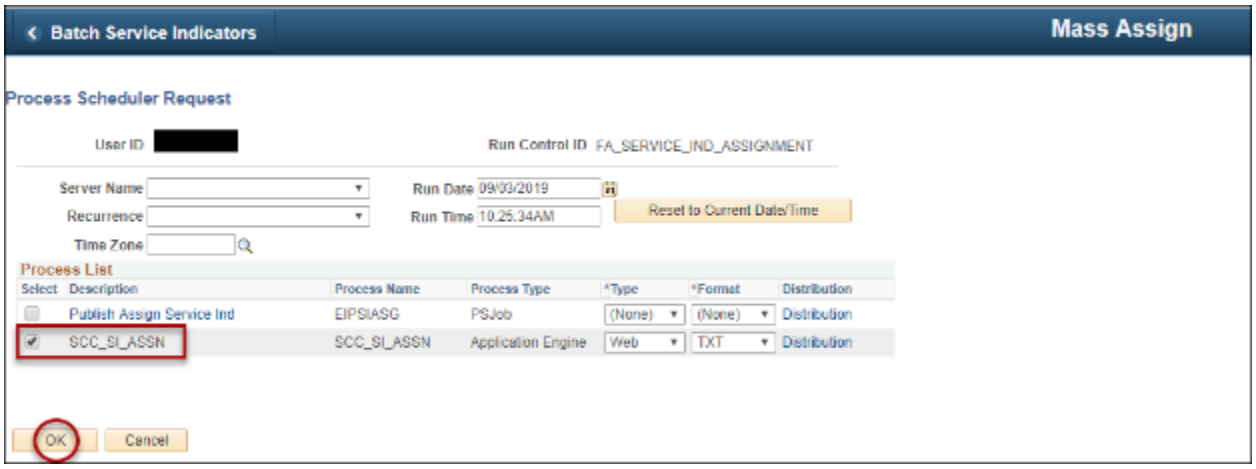
Select **Run**



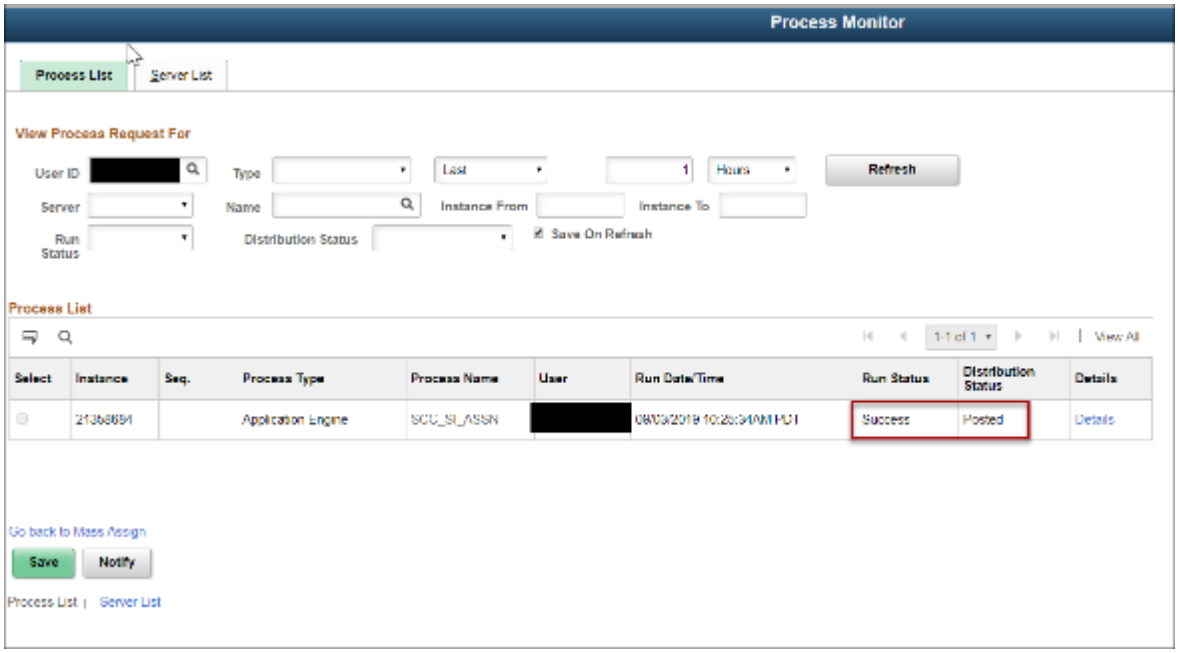
From the Process Scheduler Request page ensure the following is selected:

SCC_SI_ASSN

Select OK



Ensure process runs to Success and Posted.

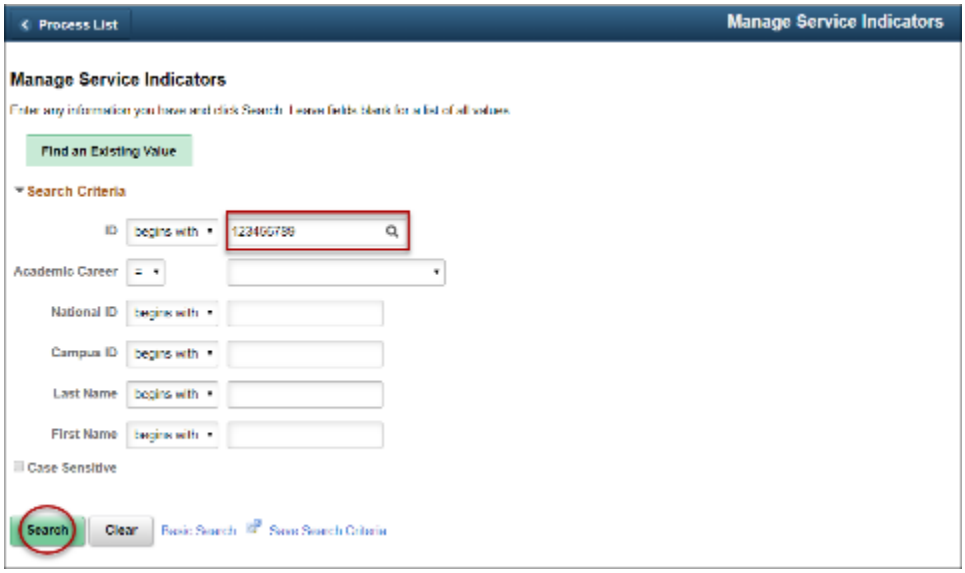


Service Indicators have now been assigned.

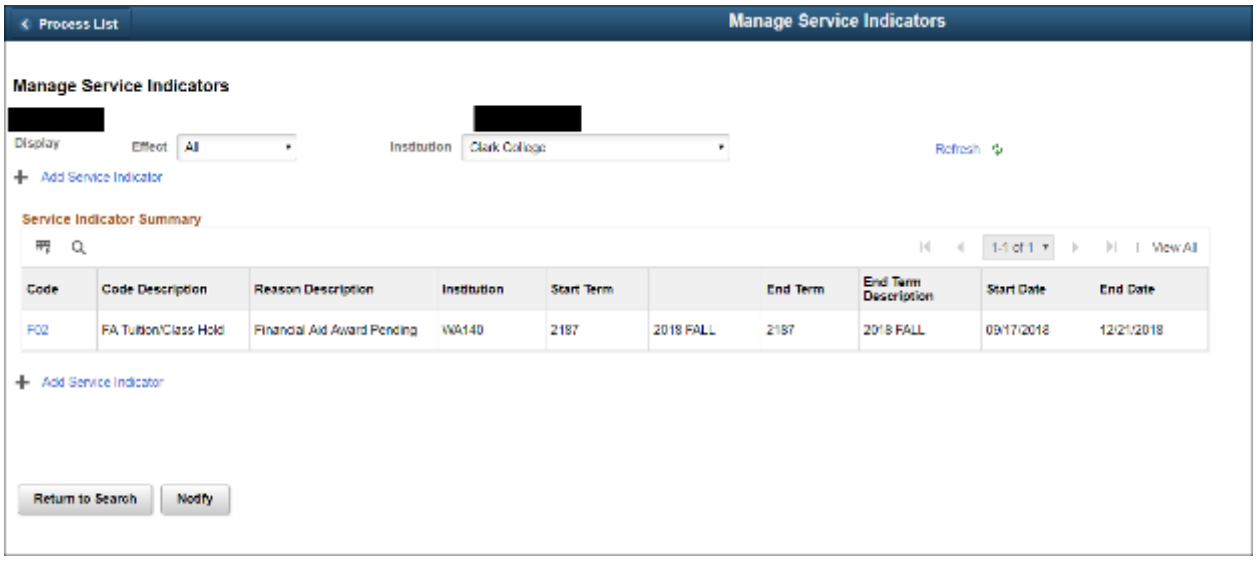
Viewing Assigned Service Indicators

Navigation: Nav Bar > Campus Community > Service Indicators (Student) > Manage Service Indicators

Enter EMPL ID and select Search



Select the Code Value to view the assigned Service Indicator



Global Financial Aid Service Indicator List



FA_Global_Service_Indicators.xlsx

Navigation Tips

The Navigation Tips section is a list of common pages used by Financial Aid Staff.

Student Services Center (Student)

Use the Student Services Center (Student) page and the data contained in the page top review the following:

Navigation > Campus Community > Student Services Ctr (Student)

Student Center Tab

- Student Schedule
- To Do List (Checklists that students can see)
- Message Center link
- Account Inquiry link
- View Financial Aid link
    - FA Shopping Sheet (College Financing Plan) link
    - Financial Aid Summary link
    - Satisfactory Academic Progress link
    - View Scheduled Disbursement Dates link

General Info Tab

- Service Indicators
- Student Groups
- Bio/demo info
- Checklists

Academics Tab

- Program/Plan
- Term information on unit load and classes

Finances Tab

- Total Tuition and Fees
- Total Waiver
- Account information
- Charges due

- Refund information
- Bills
- Payment Plans

Financial Aid Tab

- Institution/Aid Year
- View Packaging Status Summary
- Award Summary for Aid Year
- Term Summary for Aid Year
- Student Award Summary link
- Student Budget link

Residency

Navigation-Campus Community-Person Information (Student)-Identification (Student)-Residency Data

Enrollment Request Search

Navigation-Records and Enrollment-Enroll Students-Enrollment Request Search

- On this page you can view enrollment activity per student when you enter the Academic Career, Term, and Empl ID fields. Proper security may be required to view this page.

Glossary

S. No	Reference	Description
1	PS	PeopleSoft
2	STRM	Student Term
3	PSQUERY	PeopleSoft Query
4	INST	Institute
5	BPG	Business Process Guide
6	DP	Dual Processing