

Contents

Sending ISIR Corrections.....	4
Viewing Outbound Corrections.....	6
Exporting Corrections.....	10
Upload/Download Process for ISIR Corrections.....	13
Importing and Processing ISIR Files.....	15
Upload/Download Process.....	16
FA Inbound.....	18
Process Imported ISIRs.....	20
Suspended ISIRs.....	22
Review Suspended ISIRs.....	25
Review Suspended ISIRs Max Match Level.....	26
ISIR Transaction Source Process.....	28
Running the ISIR Transaction query.....	30
Viewing Archived ISIR Information.....	35
Processing ATB.....	36
Update Aggregate Push.....	37
Assign College Financing Plan.....	38
Managing Checklists.....	40
Creating and Running Checklist JobSet.....	40
Schedule the JobSet.....	43
Verify JobSet Scheduling.....	48
Initial Request Notification.....	49
Assigning Initial Request Communication.....	49
Sending Initial Request Communication.....	52
Second Request Notifications.....	56
Assigning Second Request Communication – New Checklist Items.....	56
Assigning Second Request Communication – Reminder.....	59
Update FA Progress Units for ABE/AESL.....	62
Update FA Progress Units for Enrollment Level Hold.....	64
Updating FA Progress Units.....	65
Building FA Terms in Batch.....	67

Part 1.....	67
Create FA Term Driver Records.....	67
Part 2.....	69
Build FA Term in Batch.....	69
Weeks of Instruction Update.....	70
Population Selection Update – Run Control Set Up.....	70
Adding Housing into Budgets.....	71
Security Prerequisites.....	71
Global Default Value.....	71
Housing Type field & Budget Formulas.....	71
Housing Type Pop Update.....	72
Creating csv file for External File.....	72
Population Selection Update – Run Control Set Up.....	76
Manually Updating Housing Type Field.....	78
Assigning Student Budgets.....	79
Setting Budget Flag Update Process.....	79
Creating Budget JobSet.....	82
Schedule Budget JobSet.....	85
BankMobile.....	90
Running BankMobile Options.....	90
WA State Need Grant.....	91
WCG Pop Update.....	91
Populate WCG Eligibility Fields.....	93
WCG Archive Outbound Process.....	93
WCG Archive Inbound Process.....	98
College Bound Scholarship.....	99
Outbound Process.....	99
Inbound Process.....	103
Verification.....	104
Setting the Verification Flag.....	104
Mass Packaging.....	105
Setting Ready to Package.....	105

Student Selection – Step 1.....	108
View Student Selection Results – Step 1.....	110
Assign Packaging Plans – Step 2.....	111
View Results of Plan Assignment – Step 2.....	113
Process Awards from Assigned Plans – Step 3.....	115
Mass Packaging Results – (Latest Batch).....	117
View Mass Packaging Details.....	122
Award Notification.....	125
Assigning Award Communication.....	125
Sending Award Communication.....	128
Revised Award Notification.....	132
Assigning Revised Award Communication.....	132
Sending Revised Award Communication.....	135
WCG Override Process (Optional).....	139
WCG Override Process.....	139
Managing User Edit Messages – UEMs.....	141
Assign User Edit Messages (Batch) - For SAP Plan Students.....	141
Enrollment Level Hold/Service Indicator Process-Enrollment Intensity.....	142
Updating Packaging Variables.....	144
Assign FLF Service Indicator.....	146
Service Indicator List Query (Optional).....	147
Updating Packaging Variables.....	152
Remove FLF Service Indicator.....	153
Disbursing Financial Aid.....	154
Processing Award Authorization.....	154
Authorization Failure Report.....	155
Process Disbursements.....	158
Assign Tuition Hold Service Indicators.....	158
Tuition Hold Selection Criteria.....	158
Mass Assign Tuition/Class Hold Service Indicator.....	160

Sending ISIR Corrections

Navigation	Description
Financial Aid > File Management > ISIR Corrections > Process ISIR Corrections	ctcLink is used to process ISIR corrections. Creates files and sends to staging tables.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Enter the following
 - a. Institution
 - b. Aid Year
 - c. School Code
 - d. TG Number
3. Select the 'Active' box
4. Select 'Process Corrections'

Select Run

ISIR Corrections Export

Run Control ID
WA171_EY_ISIR_CORR_PRCSS_KF
Report Manager
Process Monitor
Run

ISIR Corrections Export
Find | View All
First
1 of 1
Last

*Institution
WA171

*Aid Year
2026

*School Code
003793

☒ Active

*TG Number
51866

☒ Process Corrections

☐ Process Add Institution

Run Information
Process Instance
0
Run Date and Time

Refresh
Batch Message Print

Save
Notify
Add
Update/Display

Select OK from Process Scheduler Request page

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_ISIR_CORR_PRCSS_KF

Server Name Run Date 06/26/2025

Recurrence Run Time 2:43:08PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ISIR Corrections Outbound	FAPCOR00	COBOL SQL	(None)	(None)	Distribution

Select Process Monitor from the ISIR Corrections Export page

ISIR Corrections Export

Run Control ID WA171_EY_ISIR_CORR_PRCSS_KF

Report Manager

Process Instance:203829170

Ensure process runs to Success and Posted

Select the 'Actions' link and then select the Message Log option from the drop-down list

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	203829170		WA171_EY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	06/26/2025 2:43:08PM PDT	Success	Posted	Details	<input type="button" value="Actions"/> <ul style="list-style-type: none"> Update Process Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	203829147		WA171_EY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	06/25/2025 10:39:08AM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829086		WA171_LOAN_RPT_RECON_KF	Application Engine	CTC_FA_DLRCN	CTC_KFORSBERG	06/11/2025 3:12:25PM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829085		WA171_LOAN_RECON_KF	Application Engine	FA_INBOUND	CTC_KFORSBERG	06/11/2025 3:04:23PM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829084		WA171_LOAN_ORIG_KF	COBOL SQL	FAPLBOG1	CTC_KFORSBERG	06/11/2025 11:32:10AM PDT	Success	Posted	Details	

Go back to ISIR Correction Export

Process List | [Server List](#)

Locate and note the FAPCOR00 Batch Number for review

Message Log

Process

Instance: 203829170

Type: COBOL SQL

Name: FAPCOR00

Description:



1-9 of 9



View All

Severity	Log Time	Message Text	Explain
10	2:44:29PM	FAPCOR00 : Begin program execution at 14.44.29.480000 on 2025-06-26	Explain
10	2:44:29PM	FAPCOR00 : Processing BATCH NUMBER #C600379320250626144429 Starting	Explain
10	2:44:32PM	FAPCOR00 : ECQUEUEINST Rec Created for ECTRANSID = CORR26IN	Explain
10	2:44:33PM	FAPCOR00 : TOTAL Number of Records Processed...: 00002	Explain
10	2:44:33PM	FAPCOR00 : TOTAL Number of Records In Error.....: 00000	Explain
10	2:44:33PM	FAPCOR00 : Processing For BATCH NUMBER #C600379320250626144429 completed	Explain
10	2:44:33PM	FAPCOR00 : TOTAL Records Processed For BATCH NUMBER #C600379320250626144429 = 00002	Explain
10	2:44:33PM	FAPCOR00 : End program execution at 14.44.33.260000 on 2025-06-26	Explain
	2:44:44PM	Successfully posted generated files to the report repository	Explain

[Return](#)

Viewing Outbound Corrections

Navigation	Description
Financial Aid > File Management > ISIR Corrections > View 20xx-20xx Outbound Files	Review of Corrections being sent out.

1. Select the Search button to do an open search
2. Select the Find button
3. Enter the Batch Number from previous process into the Search String
4. Select OK

ISIR Outbound Summary

Outbound 25/26 ISIR Batch Summary							Personalize	Find	View All	First	1 of 1	Last
EC Queue Instance	Batch Number	Record Type	Academic Institution	Aid Year	Award Year	Total Records						
1	1 #C600379320250626144429	Detail	Corrections/Duplicate Req	WA171	2026	2526						

cs-trd.peoplesoft-nonprod-aws.ctclink.sbctc.edu says

Enter search string:

OK Cancel

Select the Detail Link to view Outbound File Data

ISIR Outbound Summary

Outbound 25/26 ISIR Batch Summary							Personalize	Find	View All	First	1 of 1	Last
EC Queue Instance	Batch Number	Record Type	Academic Institution	Aid Year	Award Year	Total Records						
1	1 #C600379320250626144429	Detail	Corrections/Duplicate Req	WA171	2026	2526						

Return to Search Notify

The Header Tab contains file data

The ISIR Correction A tab will have the list of students included in the batch with Correction Data links to review correction details

Header

ISIR Correction A

EC Transaction ID CORR26IN

EC Queue Instance 1

Inbound / Outbound Switch 0

Correction Records

Personalize

Find

View All



First



1-2 of 2



Last

Seq Number	Correction Year	SSN	Trans Num	
1	6		01	Correction Data
2	6		01	Correction Data



Return to Search



Notify

Header | ISIR Correction A

Corrected Fields/Overrides

EC Queue Instance	1	EC Transaction ID	CORR26IN	Sequence Number	1
Corrected Fields					
FPS CORR #		Correction Data			
Field Nbr 1	017	1			
Field Nbr 2					
Field Nbr 3					
Field Nbr 4					
Field Nbr 5					
Field Nbr 6					
Field Nbr 7					
Field Nbr 8					
Field Nbr 9					
Field Nbr 10					
Field Nbr 11					
Field Nbr 12					
Additional Correction Fields					
			Serial Number 00001		
EDE Federal School Code 003793			Transaction Receipt Date 06/26/2025		

[Return](#)

Exporting Corrections

Navigation	Description
Financial Aid > File Management > Create Federal Data Files	Exporting corrections made in ctcLink. This step moves the data to a staging table in preparation of creating a file for EdConnect

1. Enter New or use existing Run Control ID
2. Enter the following
 - a. Outbound File Path
 - b. Outbound File Type
 - c. Aid Year
 - d. Institution
3. Select Run

Run Control ID WA171_EY_ISIR_CORR_EXPRT_KF

[Report Manager](#)

[Process Monitor](#)

Run

*Outbound File Path

/CSTRANSFER/WA171/ISIR2026/

*Outbound File Type

ISIR Corrections

*Aid Year

2026


*Institution

WA171

 Save

 Notify

 Add

 Update/Display

Select OK from the Process Scheduler Request page

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID WA171_EY_ISIR_CORR_EXPRT_KF

Server Name

Run Date 06/26/2025

Recurrence

Run Time 3:30:39PM

[Reset to Current Date/Time](#)

Time Zone

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

OK

Cancel

Select Process Monitor and ensure process runs to Success and Posted

Run Control ID WA171_EY_ISIR_CORR_EXPRT_KF

Report Manager

Process Monitor

Run

Process Instance:203829172

Select the Actions link and then select the Message Log option

Process List

Server List

View Process Requests

User ID

CTC_KFORSBI

Type

Last

30

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-6 of 6

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	203829172		WA171_EY_ISIR_CORR_EXPRT_KF	Application Engine	FA_OUTBOUND	CTC_KFORSBERG	06/26/2025 3:30:39PM PDT	Success	Posted	Details	<div> <div>Actions</div> <div>Update Process</div> <div>Details</div> <div>Parameters</div> <div>Message Log</div> <div>Batch Timings</div> <div>View Log/Trace</div> </div>
<input type="checkbox"/>	203829170		WA171_EY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	06/26/2025 2:43:08PM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829147		WA171_EY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	06/25/2025 10:39:08AM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829086		WA171_LOAN_RPT_RECON_KF	Application Engine	CTC_FA_DLRN	CTC_KFORSBERG	06/11/2025 3:12:25PM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829085		WA171_LOAN_RECON_KF	Application Engine	FA_INBOUND	CTC_KFORSBERG	06/11/2025 3:04:23PM PDT	Success	Posted	Details	
<input type="checkbox"/>	203829084		WA171_LOAN_ORIG_KF	COBOL SQL	FAPLBOG1	CTC_KFORSBERG	06/11/2025 11:32:10AM PDT	Success	Posted	Details	Actions

Go back to FAEC File Outbound

Save

Notify

Locate the File Name and note it; it will be used in the download step

Message Log

Process

Instance: 203829172 Type: Application Engine
 Name: FA_OUTBOUND Description:






1-5 of 5


 | [View All](#)

Severity	Log Time	Message Text	Explain
10	3:31:50PM	FA Outbound process started for message class: CORR	Explain
	3:31:51PM	FA Outbound File Created: /CSTRANSFER/WA171/ISIR2026/CORR26IN.001	Explain
10	3:31:51PM	FA Outbound process ended for message class: CORR	Explain
	3:32:04PM	Published message with ID 62d1c0f2-52dd-11f0-8013-53391806da7f to create entry in folder GENERAL.	Explain
	3:32:04PM	Successfully posted generated files to the report repository	Explain

[Return](#)

Use the Upload/Download process to download the file to desktop or other file management source

Upload/Download Process for ISIR Corrections

Navigation	Description
PeopleTools > CTC Custom > Extensions > Upload/Download Files	Downloading ISIR corrections. This step moves the data from the staging table and then creates a compatible file that needs to be exported to EdConnect.

1. Enter Academic Institution
2. Functional Area – Financial Aid
3. Business Process Name - ISIR
4. Select Search
5. Select the ISIR year in which you are processing (ISIR 20xx)

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
begins with
WA171

Functional Area
begins with
Financial Aid

Business Process Name
begins with
ISIR

Show fewer options

☐ Case Sensitive

Search Clear Save Search

Search Results

3 results - Academic Institution "WA171" Functional Area "Financial Aid" +1 more

View All First 1-3 of 3 Last			
Academic Institution	Functional Area	Business Process Name	
WA171	Financial Aid	ISIR 2024	>
WA171	Financial Aid	ISIR 2025	>
WA171	Financial Aid	ISIR 2026	>

Tip! Locate File Path from the list used in prior processing

Select the Download File tab

Enter the File Name created in prior processing (Found in the Message Text)

Select the Download File button

Upload Files

Download Files

Institution:	WA171	Spokane CC
Functional Area:	Financial Aid	
Business Process:	ISIR 2026	
File Path:	/CSTRANSFER/WA171/ISIR2026/	
File Name:	CORR26IN.001	Download File

Return to Search

Previous in List

Next in List

[Upload Files](#) | [Download Files](#)

Save File to computer for exporting to FPS

Importing and Processing ISIR Files

Colleges have the option to load ISIRs individually or combined in a batch process.

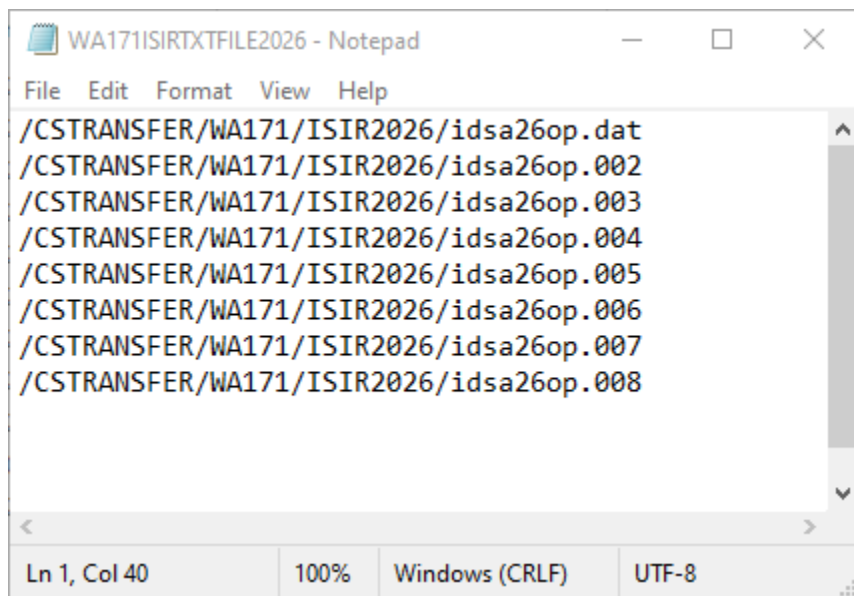
Combining ISIR Files from CPS

The process to bring in ISIR files from CPS remains the same. From EDconnect users will save files to their local network drive.

Create a text file (.txt) to batch the files for using the Upload/Download process in PeopleSoft.

1. Open Notepad from your computer and list the file path and desired files (see screen shot) to include in the batch process. Be sure to include the extension in the file name.
2. Save the file to your local network drive.

(*Note – A good business practice could include saving the files from FPS and the text file in the same network drive. Using dates at the end of the file can help users identify files quickly when troubleshooting.)



File name:	WA171ISIRTEXTFILE20260626
Save as type:	Text Documents (*.txt)

Upload/Download Process

All ISIR files need to be processed through the upload process regardless of using the individual or combined method

Navigation	Description
PeopleTools > CTC Custom > Extensions > Upload/Download Files	To Upload or Download files colleges will need to use the File Upload/Download Function

1. Enter Academic Institution
1. Functional Area – Financial Aid
2. Business Process Name – ISIR 20xx

Select Search

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
Functional Area
Business Process Name

begins with
begins with
begins with

WA171
Financial Aid
ISIR 2026

Show fewer options

☐ Case Sensitive

Search
Clear
Save Search

From the Upload Files tab select Upload File

Upload Files
Download Files

Institution:
WA171
Spokane CC

Functional Area:
Financial Aid

Business Process:
ISIR 2026

File Path:
/CSTRANSFER/WA171/ISIR2026/

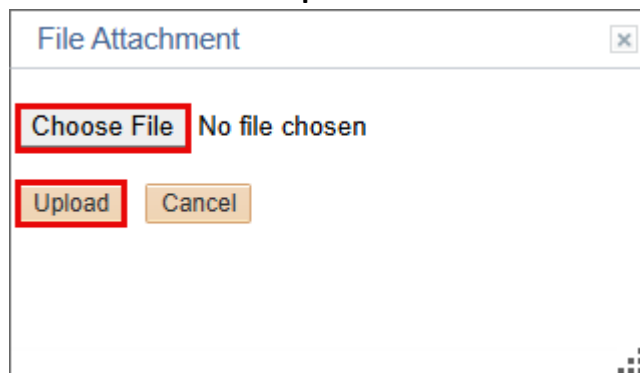
File Name:
Upload File

Return to Search
Previous in List
Next in List

[Upload Files](#) | [Download Files](#)

Choose the desired file

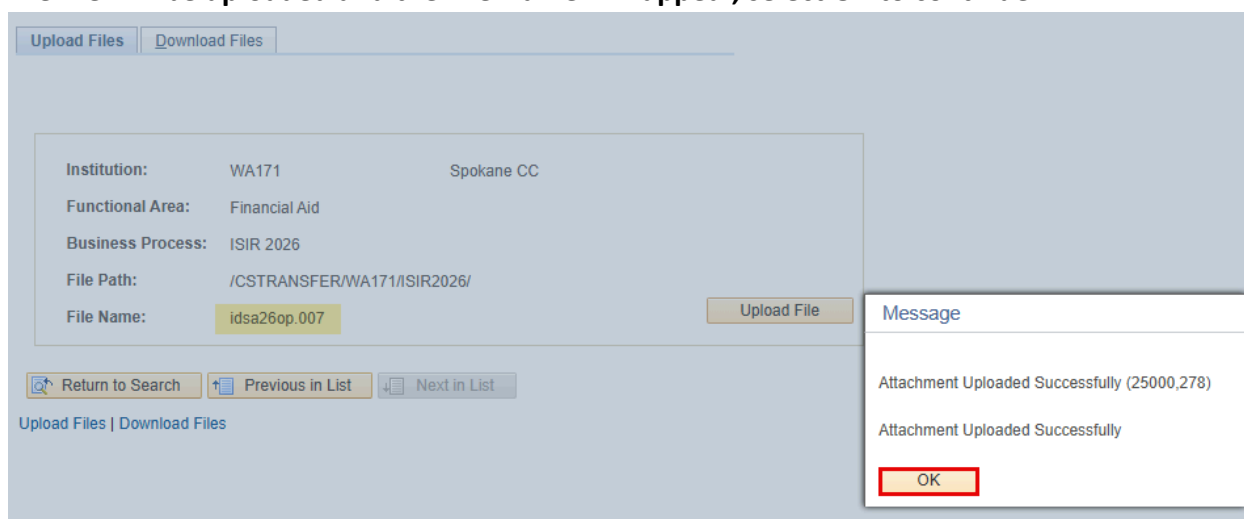
1. Select the Browse button to select the file
2. Select the Upload button



Date modified	Name	Type	Size
11/8/202...	idsa26op	008 File	113 KB
11/8/202...	idsa26op.007	007 File	225 KB
11/8/202...	idsa26op.006	006 File	333 KB
11/8/202...	idsa26op.005	005 File	234 KB
11/8/202...	idsa26op	004 File	122 KB
11/8/202...	idsa26op.003	003 File	167 KB
11/8/202...	idsa26op	002 File	126 KB
11/8/202...	idsa26op	001 File	216 KB

***Note – ISIR Files need to be uploaded one at a time as well as the text file needs to be uploaded if using the combined process**

The file will be uploaded and the File Name will appear, select OK to continue



***Remember* to also upload the .txt file if using the combined process!**

Process Complete

FA Inbound

Navigation	Description
Financial Aid > File Management > Import Federal Data Files	The FA Inbound process automatically determines the type of file from CPS and loads the file into the inbound staging tables.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Choose 'Single File' radio button when loading single files
3. Choose 'File List' radio button when loading combined files
4. Insert 'Inbound File' name (*Note - "File Path" and "File Name" from FTP)
5. Insert ISIR TG Number

Select Run and OK from the Process Monitor screen

FA Inbound

Run Control IDWA171_EY_ISIR_IMPORT_KF
Report Manager
Process Monitor
Run

Run Option
☒ Single File
☐ File List Driven

Inbound File
/CSTRANSFER/WA171/ISIR2026/idsa26op.007

ISIR TG Number
51866

Save
Notify

Add
Update/Display

Example of 'Single File' Run Option

FA Inbound

Run Control ID
WA171_EY_ISIR_IMPRT_KF
Report Manager
Process Monitor
Run

Run Option
☐ Single File
☒ File List Driven

Inbound File
/CSTRANSFER/WA171/ISIR2026/WA171ISIRTXFILE2026.txt

ISIR TG Number
51866

Save
Notify
Add
Update/Display

Example of
'File List'
Run Option

Select Process Monitor

You may select 'Refresh' until the Run Status reads 'Success' and Distribution Status reads 'Posted'

Process List
Server List

View Process Requests

User ID
CTC_KFORSBI
Type
Last
30
Days
Refresh

Server
Name
Instance
Range
Clear

Run Status
Distribution Status
Save On Refresh
Report Manager
Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	203829173		WA171_EY_ISIR_IMPRT_KF	Application Engine	FA_INBOUND	CTC_KFORSBERG	06/26/2025 4:59:10PM PDT	Success	Posted	Details	Actions

Process Imported ISIRs

Navigation	Description
Financial Aid > File Management > ISIR Import > Process ISIRs	Load the ISIR records from the ISIR staging tables into the database using the rules that are set up in the ISIR Data Load Params page.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Select Aid Year
3. Select Institution ID
4. Enter TG Number
5. Check 'Active' 'Load ISIRs' 'Load System Generated ISIRs' 'Load Correction' boxes

Select Run and OK from the Process Scheduler Request screen

ISIR File Load

Run Control ID WA171_EY_ISIR_PRCSS_KF
Report Manager
Process Monitor
Run

ISIR Load Run Options
Find | View All
First 1 of 1 Last

*Aid Year 2026
TG Number 51866
*Institution WA171
Active

☒ Load ISIRs
(Applications and Renewals)
☒ Load System Generated ISIRs
☒ Load ISIR Corrections

Process Instance 0
Run Date and Time

Refresh
Batch Message Print

Save
Notify
Add
Update/Display

Select Process Monitor

Select 'Refresh' until the Run Status reads 'Success' and Distribution Status reads 'Posted'

Process List

Server List

View Process Requests

User ID

CTC_KFORSBI

Type

Last

30

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	203829174		WA171_EY_ISIR_PRCSS_KF	COBOL SQL	FAPSAR00	CTC_KFORSBERG	06/28/2025 5:06:52PM PDT	Success	Posted	Details	Actions

Select the 'Details' link then 'Message Log' link to view messages regarding the process'

Message Log

Process

Instance: 203829174

Type: COBOL SQL

Name: FAPSAR00

Description:

1-50 of 1321

>

>|

View 100

Severity	Log Time	Message Text	Explain
10	5:07:58PM	FAPSAR00 : Begin program execution at 17.07.58.300000 on 2025-06-26	Explain
10	5:08:14PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000165, CPS Record Type = (YR-2026)	Explain
10	5:08:14PM	FAPSAR00 : Number of Records Read.....: 00634	Explain
10	5:08:14PM	FAPSAR00 : Number of Records Loaded.....: 00001	Explain
10	5:08:14PM	FAPSAR00 : Number of Changes Processed: 00000	Explain
10	5:08:14PM	FAPSAR00 : Number of Records Suspended.....: 00633	Explain
10	5:08:14PM	FAPSAR00 : Number of Records Skipped.....: 00000	Explain
10	5:08:14PM	FAPSAR00 : Number of Records In Error.....: 00000	Explain
10	5:08:14PM	FAPSAR00 : Processing For ECQUEUEINSTANCE 000000165 completed (YR-2026)	Explain

Suspended ISIRs

Navigation	Description
Reporting Tools > Query > Schedule Queries	This query is designed to show suspended ISIRs from the most recent load processes.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

Due to the large amount of data that could potentially be returned, you will need to use Schedule Queries instead of Query Viewer.

Identify suspended ISIRs by running the following query using:

CTC_FA_SUSPEND_ISIR_DETAIL

Use a New or Existing Run Control ID

Enter the query name and select Search

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

Query Name [Search](#)

*Description

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



Select the blue link for the desired query

Scheduled Query Search Page

*Query Type:

Query: [Search](#)

Query

 	CTC_FA_SUSPEND_ISIR_DETAIL	ISIR Suspense With Details	Public
---	--	----------------------------	--------

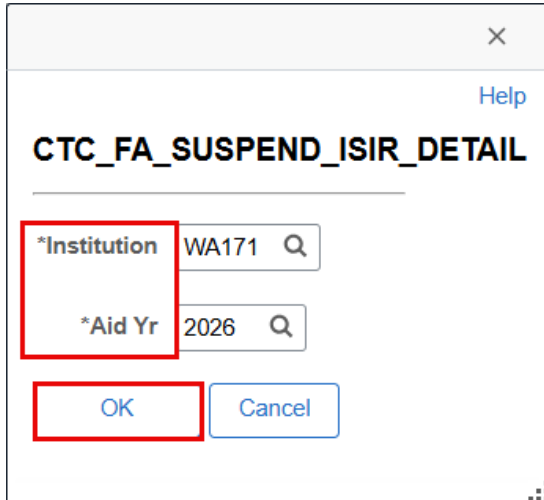
[Return](#)

Edit Prompts will appear

Enter the following:

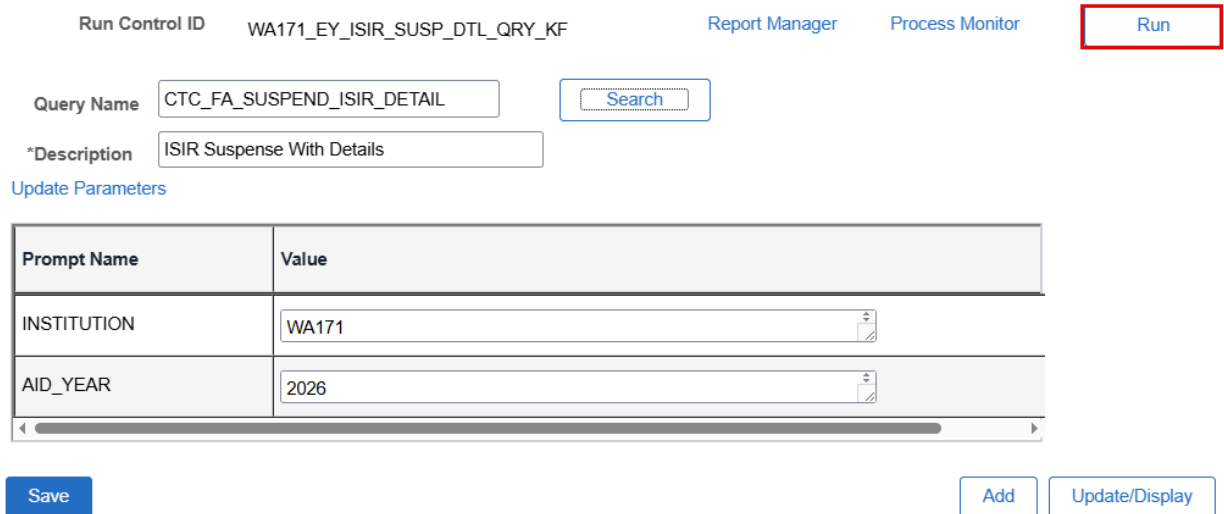
- Institution
- Aid Year

Select OK



Modal window titled **CTC_FA_SUSPEND_ISIR_DETAIL** with a [Help](#) link. It contains two input fields: ***Institution** with value **WA171** and ***Aid Yr** with value **2026**. At the bottom are **OK** and **Cancel** buttons.

From the Schedule Queries page select Run



Run Control ID: **WA171_EY_ISIR_SUSP_DTL_QRY_KF** [Report Manager](#) [Process Monitor](#) **Run**

Query Name: **CTC_FA_SUSPEND_ISIR_DETAIL** [Search](#)

*Description: **ISIR Suspense With Details**

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026

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

Ensure the Process Monitor reads "Success" and "Posted" select Details link

From the View Log/Trace file select the Query name with .csv to open with Excel

View Log/Trace

Report

Report ID	19091128	Process Instance	208468440	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

ISIR Suspense With Details

Distribution Details

Distribution Node	local	Expiration Date	<input type="text" value="07/31/2025"/>
-------------------	-------	-----------------	---

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_208468440.log	166	07/01/2025 1:05:31.125732PM PDT
CTC_FA_SUSPEND_ISIR_DETAIL-208468440.csv	469,358	07/01/2025 1:05:31.125732PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

[Return](#)

Review Suspended ISIRs

After Running the CTC_FA_SUSPEND_ISIR_DETAIL ISIR Suspense Report in Schedule Queries and downloading to your computer, open the report.

Locate the Max Match column and sort to review the students with Max Match Level 10, 20, 30, 40, and 50.

I	J	K	N	O	Q	R
Last Name ▾	First Name ▾	SSN Match ▾	Status ▾	ID ▾	Max Match Lev ▾	Match Level ▾
	KERIE	SSN, Name, and DOB	Suspended		50	50 - SSN only
	SHELLEY	SSN, Name, and DOB	Suspended		40	40 - SSN, DOB
	SHELLEY	SSN, Name, and DOB	Suspended		40	40 - SSN, DOB

There are five Max Match Level reasons that can stop an ISIR from loading. They rank from 10-50. The greater the number, the more severe the suspend reason. The Match Level tells you which value it did match on. The A-E list below describes what values did not match.

- A. 10 - The student is a match but is suspending due to multiple students sharing the same information
- B. 20 - SSN mismatch.
- C. 30 - DOB mismatch.
- D. 40 - Last Name and First name mismatch.
- E. 50 - DOB, Last Name and First name mismatch.

The Max Match Level reason can also be viewed by navigating to the 20xx-20xx ISIR Suspense Management page.

Review Suspended ISIRs Max Match Level

Navigation	Description
Financial Aid > File Management > ISIR Import > 20xx-20xx Suspense Management	Review all ISIR records processed by the FA Inbound and load processes.

1. Enter the student's Social Security Number, Empl ID or Last Name
2. Select Search

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

EC Queue Instance =

Sequence Number =

Load Status =

Social Security # begins with

Empl ID begins with

Last Name begins with

Academic Institution begins with

WA171

Show fewer options

Search

Clear

When the ISIR Suspense Management page opens, ensure that the ISIR transaction number displayed is the appropriate transaction that needs to be reviewed.

ISIR Suspense Management 25/26

EC Queue Instance/Seq Num 292 138 Transaction Receipt Date 03/01/2025 Load Status Suspended

ISIR Manual Load Parameters

ID	<input type="text"/>	<input type="checkbox"/> ID Lock	<input type="radio"/> Add ISIR	<input checked="" type="radio"/> Recycle	<input type="radio"/> Skip/Done
*Institution	<input type="text" value="WA171"/>	School Code	<input type="text" value="003793"/>		
Process Dt (Effdt)	03/04/2025	Alternate Effective Date	<input type="text"/>	<button>Process ISIR</button>	

Student Information

Last Name	<input type="text"/>	01	First Name	<input type="text"/>	MI	<input type="text"/>
SAR ID	<input type="text"/>		SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Dependency Status	D Dependent		Student Aid Index	17218		
Federal PELL Eligibility			Student's Admit Lvl	0 - Student Not Found		
ED Verification Status			Verification Select/Tracking	N		
ISIR Load Information	FPS Generated Information		ISIR Reject Reasons			
Search Match	Corrected Fields					

Save Return to Search Notify

The ISIR Load Information will display the Max Match Level as to why the student's ISIR is suspended.

View ISIR Load Information

Load Information

Suspend Reason	1 - Stu Not Found (Max Match)
Skip Reason	
Error Code	
Max Match Level	20
Process Instance	208461604
Process Date	07/01/2025

School Choices/Multiple School

1st Choice	003793
2nd Choice	
3rd Choice	
4th Choice	

Select Return. Work with your Records and Enrollment department to resolve the reason the student's ISIR is suspending. After resolution, the ISIR can be manually loaded or let the batch process load it.

To process a suspended ISIR please reference the following QRGs:

[Understanding ISIR Search Match](#)

[Manually Loading ISIRs](#)

ISIR Transaction Source Process

Navigation	Description
Financial Aid > File Management > ISIR Import > Process ISIRs	Identifying EC QUEUE Instance number

The ISIR Transaction Source query is designed to assist users with identifying the source by which the ISIR transaction has been generated. In addition, it identifies ISIR Load, Receipt and Process date.

Identify EC QUEUE INSTANCE number from Process ISIRs (FAPSAR00) process.

The EC Queue Instance Number is viewable on both the ISIR File Load page, and the Process Monitor List page after the FAPSAR00 process is complete.

ISIR File Load

Run Control ID WA171_EY_ISIR_PRCSS_KF
Report Manager **Process Monitor** Run

ISIR Load Run Options
Find | View All First 1 of 1 Last

* Aid Year
TG Number
* Institution
☒ Active

☒ Load ISIRs ☒ Load System Generated ISIRs ☒ Load ISIR Corrections

(Applications and Renewals)

Process Instance 208468441

Run Date and Time 07/01/2025 1:24:40PM

Refresh Batch Message Print

Save Return to Search Notify Add Update/Display

From the Process Detail page Actions link and select the Message Log option

Process List

Server List

View Process Requests

User ID

CTC_KFORSBI

Type

Last

30

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	208468441		WA171_EY_ISIR_PRCSS_KF	COBOL SQL	FAPSAR00	CTC_KFORSBERG	07/01/2025 1:21:59PM PDT	Success	Posted	Details	Actions <ul style="list-style-type: none"> Update Process Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	208468440		WA171_EY_ISIR_SUSP_DTL_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/01/2025 12:56:55PM PDT	Success	Posted	Details	

Go back to ISIR Load

Save

Notify

Process List | Server List

From the Message Log select the Last link to be taken to the last page of processing

Message Log

Process

Instance: 208468441

Type: COBOL SQL

Name: FAPSAR00

Description:

1-50 of 1441

>|

View 100

Severity	Log Time	Message Text	Explain
10	1:22:09PM	FAPSAR00 : Begin program execution at 13.22.09.320000 on 2025-07-01	Explain
10	1:22:12PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000165, CPS Record Type = (YR-2026)	Explain
10	1:22:12PM	FAPSAR00 : Number of Records Read.....: 00004	Explain

Scroll to the bottom of the page and locate the last ECQUEUEINSTANCE

Message Log

Process

Instance: 208468441

Type: COBOL SQL

Name: FAPSAR00

Description:




 < < 1401-1441 of 1441 > > | View 100

Severity	Log Time	Message Text	Explain
10	1:24:35PM	FAPSAR00 : Number of Records Read.....: 00005	Explain
10	1:24:35PM	FAPSAR00 : Number of Records Loaded.....: 00000	Explain
10	1:24:35PM	FAPSAR00 : Number of Changes Processed: 00000	Explain
10	1:24:35PM	FAPSAR00 : Number of Records Suspended.....: 00005	Explain
10	1:24:35PM	FAPSAR00 : Number of Records Skipped.....: 00000	Explain
10	1:24:35PM	FAPSAR00 : Number of Records In Error.....: 00000	Explain
10	1:24:35PM	FAPSAR00 : Processing For ECQUEUEINSTANCE 000007171 completed (YR-2026)	Explain
10	1:24:35PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000007251, CPS Record Type = (YR-2026)	Explain

The highlighted ECQUEUEINSTANCE number will be used in subsequent processing.

Running the ISIR Transaction query

Navigation	Description
Reporting Tools > Query > Schedule Queries	Reviewing ISIR Transactions by source

Use a New or Existing Run Control ID

Enter query name and select Search - CTC_FA_ISIR_TRANS_SRCE

Run Control ID WA171 ISIR TRANS SRCE QRY KF

Report Manager

Process Monitor

Run

Add

Update/Display

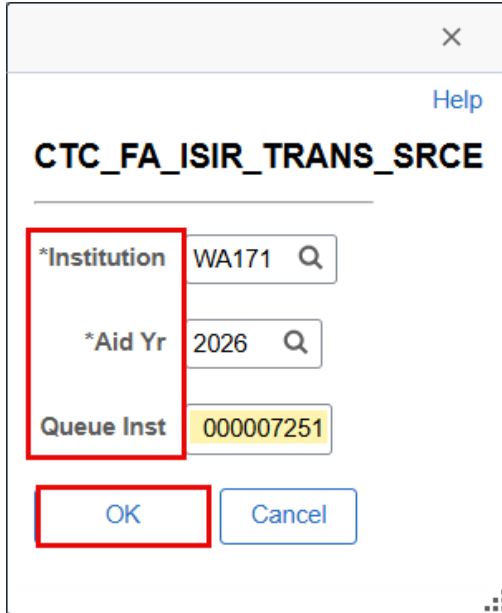
Scheduled Query Search Page

Search

CTC_FA_ISIR_TRANS_SRCE ISIRs By Transaction Source Public

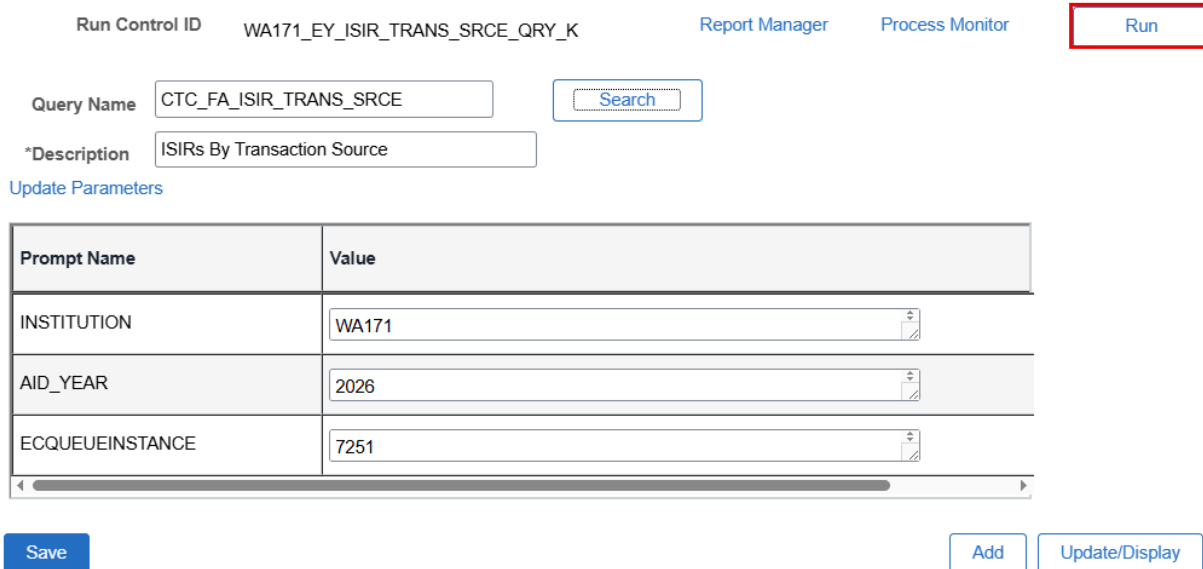
Return

- **Institution**
- **Aid Year**
- **Queue Instance** (From earlier processing)
- **Select OK**



Ensure Parameters are correct when the Schedule Queries page opens

Select Run



Run Control ID WA171_EY_ISIR_TRANS_SRCE_QRY_K [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name CTC_FA_ISIR_TRANS_SRCE [Search](#)

*Description ISIRs By Transaction Source

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026
ECQUEUEINSTANCE	7251

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

Select OK from the Process Scheduler Request page

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_ISIR_TRANS_SRCE_QRY_K

Server Name Run Date 07/01/2025

Recurrence Run Time 1:45:05PM [Reset to Current Date/Time](#)

Time Zone

Process List

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

[OK](#) [Cancel](#)

Select Process Monitor from the Schedule Queries page

Run Control ID WA171_EY_ISIR_TRANS_SRCE_QRY_K [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name CTC_FA_ISIR_TRANS_SRCE [Search](#) Process Instance:208468446

Ensure process run to Success and Posted

Select the Actions link and then select the View Log/Trace option

[Process List](#) [Server List](#)

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days [Refresh](#)

Server Name Instance Range [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	208468446		WA171_EY_ISIR_TRANS_SRCE_QRY_K	Application Engine	PSQUERY	CTC_KFORSBERG	07/01/2025 1:45:05PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	208468441		WA171_EY_ISIR_PRCSS_KF	COBOL SQL	FAPSAR00	CTC_KFORSBERG	07/01/2025 1:21:59PM PDT	Success	Posted	Details	
<input type="checkbox"/>	208468440		WA171_EY_ISIR_SUSP_DTL_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/01/2025 12:56:55PM PDT	Success	Posted	Details	

[Go back to Schedule Query](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

[Update Process](#) >
[Details](#)
[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Select the CTC_FA_ISIR_TRANS_SRCE_XXXXXX.csv link

View Log/Trace

Report

Report ID 19091134 Process Instance 208468446 [Message Log](#)
 Name PSQUERY Process Type Application Engine
 Run Status Success

ISIRs By Transaction Source

Distribution Details

Distribution Node local Expiration Date 07/31/2025

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_208468446.log	166	07/01/2025 1:47:52.428749PM PDT
CTC_FA_ISIR_TRANS_SRCE-208468446.csv	3,640	07/01/2025 1:47:52.428749PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG
Return	

The file will open or will be downloaded depending on browser

Open to review student list

	F	G	H	I	J	K	L	M	N	O
1	ISIR Load Date	ISIR Trans Nbr	SSN	Trans Source	CPS Pushed	CPS Trans Receipt Date	CPS Trans Process Date	EC Queue Instance	Owning School Code	ISIR Corr Source
2	6/30/2025	2		Web Student Correction		6/24/2025	6/25/2025	7251	3793	
3	6/26/2025	2		Web Student Correction		6/25/2025	6/25/2025	7251	3793	
4	6/26/2025	2		Web Student Correction		6/24/2025	6/25/2025	7251	3793	
5	6/26/2025	2		Web FAA Correction	Y	6/25/2025	6/25/2025	7251	3793	
6	6/26/2025	2		Web Student Correction		6/24/2025	6/25/2025	7251	3793	
7	6/26/2025	2		Web Student Correction	Y	6/25/2025	6/25/2025	7251	3793	
8	6/26/2025	3		Web Student Correction		6/25/2025	6/25/2025	7251	3793	

Viewing Archived ISIR Information

Navigation	Description
Financial Aid > Financial Aid History > View Archived Application Data	Reviewing archived ISIR information from prior aid year

Enter the following:

- Institution
- Aid Year

Select ISIR Correction

Historical Application Information

ID

Institution

*Aid Year

Term

Program Type (Credit/Clock Hr)

Source

Federal EFC Summary

Institutional Application

ISIR Inbound

View RTIV Worksheet

View RTIV PW Disbursement

View RTIV Return Summary

Institutional EFC Summary

ISIR Corrections

ISIR Suspense

Application Data Verification

View RTIV Fund Return

Notify

ISIR data for the prompted aid year is displayed in the ISIR Corrections page for that year.

Note: To view an individual student, enter the Empl ID prior to selecting ISIR Corrections. A new window will appear with the prompted Federal Application data page displayed.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Empl ID
begins with
Academic Institution
begins with
WA171
National ID
begins with
Campus ID
begins with
Last Name
begins with

Show fewer options
Case Sensitive
Search
Clear
Save Search

Search Results

Only the first 300 results of a possible 10815 can be displayed. Academic Institution "WA171"

Empl ID	Academic Institution	Aid Year	National ID Country	NID Short Description	National ID	Date of Birth	Name	Campus ID	Gender	Last Name	First Name
	WA171	2021	USA	SSN	*****			(blank)	Male		
	WA171	2021	USA	SSN	*****			(blank)	Male		

Processing ATB

Navigation	Description
Financial Aid > Ability to Benefit > Create Ability to Benefit	Use this page to create and maintain Ability to Benefit data in batch.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Choose 'PS Query' from the Selection Tool
3. Choose CTC_FA_SB_PS_ATB for the Query Name
4. Select Edit Prompts
5. Enter Institution and Aid Year – Select OK
6. Select Preview Selection and note a student's ID from the preview list to review later
7. Enter Academic Institution

Select Run and OK from the Process Monitor screen if processing immediately, or

Select Save, if a Run Control is being created to become part of a JobSet

Please Note – Aid year is not required under Default Values; leave blank

Run Control ID WA171_EY_ATB_BATCH_KF Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts**

Query Name: CTC_FA_SB_PS_ATB Launch Query Manager Preview Selection Results

Default Values

*Institution: WA171 Spokane CC

Aid Year:

Student Eligibility Code:

Test Administrator Code:

Test Code:

State Code:

Completion Date:

Save Notify Add Update/Display

Query Prompts

*Institution: WA171

*Aid Yr: 2026

OK Cancel Help

Update Aggregate Push

Navigation	Description
Financial Aid > File Management > NSLDS > Update Aggregates with NSLDS	Update NSLDS Aggregate tables with incoming data

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

Enter New or use existing Run Control ID

1. Parameters
 - a. Enter Institution and Aid Year
2. Report Parameters
 - a. Select the “Update NSLDS Data” radio button
 - b. Preserve Override – See Note
3. Population Selection
 - a. Selection Tool = PS Query
 - b. Query Name = CTC_FA_SB_PS_NSLDS_WEEKLY_PUSH
4. Select Edit Prompts and enter the following:
 - a. Institution
 - b. Aid Year
5. Select Run to run ad hoc or Save to add to a JobSet

Preserve Override Check box:
Update does not take place if the NSLDS Total amount has been overridden at the student level.

NSLDS Data Push

Run Control ID WA171_EY_NSLDS_PUSH_KF Report Manager Process Monitor **Run**

Parameters Find | View All First 1 of 1 Last

*Institution WA171 Spokane CC *Aid Year 2026 2025-2026 Financial Aid Year

Report Parameters

☐ Refresh NSLDS Data
☒ **Update NSLDS Data** ☒ **Preserve Override**

Population Selection

☒ Population Selection

Selection Tool PS Query **Edit Prompts** Launch Query Manager

Query Name CTC_FA_SB_PS_NSLDS_WEEKLY_PUS

Student Override

☐ Student Override

Query Prompts Help

*Institution WA171
*Aid Yr 2026
OK Cancel

Save Add Update/Display

Assign College Financing Plan

Navigation	Description
Set Up SACR > System Administration > Utilities > Population Update > Population Update Process	Assign the College Financing Plan to a group of students. Query selects students with an award offer amount greater than zero

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Choose STDNT_AID_ATRBT – Packaging Status Summary from the Record (Table) Name from the dropdown menu
3. Select the Report Error Messages radio button
4. Choose PS Query from the Selection Tool dropdown menu
5. Use the lookup tool next to the Query Name field to choose CTC_FA_SB_SL_SHOPPING_SHEET
6. Select Edit Prompts and enter Institution and Aid Year
7. For Field Name select Shopping Sheet Group from the dropdown menu

8. For Field Value choose SHOPGRP01
9. Select Run (Select Save if adding to a JobSet)
10. Ensure process runs to “Success” and “Posted”

Run Control ID WA171_EY_EY_CFP_BATCH_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Select Record fields for update [Find](#) | [View All](#) First 1 of 1 Last

*Record (Table) Name STDNT_AID_ATRBT - Packaging Status Summary

Institution WA171 Spokane CC Aid Year 2026 2025-2026 Financial Aid Year

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection

Selection Tool PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name CTC_FA_SB_SL_SHOPPING_SHEET

Select Fields to Update Personalize | [Find](#) | [View All](#) First

Field Name	Field Value
Shopping Sheet Group	SHOPGRP01

▶ Select Attributes to Update

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

Query Prompts [Help](#)

*Institution WA171 *Aid Yr 2026

[OK](#) [Cancel](#)

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_EY_CFP_BATCH_KF

Server Name Run Date 07/01/2025 [Reset to Current Date/Time](#)

Recurrence Run Time 2:32:06PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Pop Update	EIPPOPUP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC_POP_UPD	SCC_POP_UPD	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

Managing Checklists

Creating and Running Checklist JobSet

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Define 3C engine events to set rules by which the system identifies the sets of checklists for the 3C engine to assign or update.

The JobSet provides the ability combine multiple processes into one job

1. Select Add a New Value
2. Create a Run Control ID for the specific Checklist Item Type being set to run.
Select Add (See Example Below)

Add a New Value

[Find an Existing Value](#)

*Run Control ID

WA171_EY_FAI029

Add

From the 3C Engine Parameters page:

1. Select the Population Selection box
2. Under Event Selection enter:
 - a. Academic Institution
 - b. Administrative Function
 - c. Event ID (*Note – Ensure the Event ID matches the Item Code designated in the Run Control ID)
3. Under Checklist Code, the desired Checklist Item Code and name will appear
4. Under Population Selection, select 'PS Query' from the dropdown menu
5. Use the look up tool next to Query Name to look up the correct query (*Note – The last 3 characters in the query name should match the last 3 characters of the Checklist Item Code)
6. Select Edit Prompts and enter the following information:
 - a. Check List Item (*Note Ensure the Checklist Item Code entered corresponds with the Checklist Code used in the setup)
 - b. Institution and Aid Year then select OK

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_FAI029

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection

☐ Trigger Table
 ☐ Mass Change

Process Joint Records

☒ No Joint Processing

☐ Yes, all Joint IDs
 ☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FISESP029I

I-2025-2026 V1 Dep Verif

Detail

Communication Key

Checklist Code

ESP029

2025-2026 V1 Dependent Verif

Checklist Item

100 ESP029 SCC 2025-26 V1 Dependent Verif

Comment Category

Population Selection

Selection Tool

PS Query

Query Name

CTC_FA_SB_AD_V1_D

Edit Prompts

Launch Query Manager

Preview Selection Results

Save

Notify

Add

Update/Display

Query Prompts

*Aid Yr

2026

*Institution

WA171

Chklist Itm

ESP029

OK

Cancel

Select the Manage Duplicate Assignment tab

- Under the Duplicate Checklist Check section Check the 'Check Duplicate Checklist' checkbox
- Select 'Match' from the Variable Data dropdown menu
- Select Save (Do NOT select the RUN button)

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID WA171_EY_FAI029
Report Manager
Process Monitor
Run

Duplicate Communication Check

☒ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data
Communication Status

▼

▼

[Explain](#)
[Explain](#)

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data
Checklist Status

Match

▼

▼

[Explain](#)
[Explain](#)

Save
Notify

Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

Repeat the steps for the list of desired checklist assignment values for the institution - (See Aid Year Rollover [Checklist Document](#) that comes in the AYRO Prep invite in or around October of each year)

Updated 07/22/2025Page 42

Schedule the JobSet

Navigation	Description
People Tools > Process Scheduler > Schedule JobSet Definitions	Run the Event Replay Schedule load job to set the process recurrence.

1. Select Add a New Value
2. Create the Schedule Name - Please adhere to the SBCTC JobSet Naming Convention

Institution	Even/Odd Year	Description	User
171	EY	FAProcess	#
172	EY	FAProcess	#
220	EY	FAProcess	#

3. Enter Job Name - CTCFACKL
4. Select Add

Add a New Value

[Find an Existing Value](#)



*Schedule Name

*Job Name

Add

From the Schedule JobSet Definition tab

1. Enter the 'Institution Specific Description' into the Description field
2. Enter 'Institution Specific Information' into the Run Control ID field
3. Verify 'Status' field value = Inactive
4. Verify 'Priority' field vale = Medium
5. Verify Begin Date, Time and Time Zone reflects the current date and time

Schedule JobSet Definition	Schedule JobSet Items	Schedule JobSet Requests
<div style="display: flex; justify-content: space-between;"> <div> <p>Schedule Name WA171_EY_FAPROCESS_01</p> <p>Job Name CTCFACKL</p> <p>Copy From <input type="text"/></p> </div> <div> <p>JobSet Report</p> <p>Process Monitor</p> <p>Report Manager</p> </div> </div>		
<p>Schedule Information</p> <div style="display: flex; justify-content: space-between;"> <div> <p>User ID CTC_KFORSBERG</p> <div style="border: 1px solid red; padding: 2px;"> <p>*Description WA171_EY_FAPROCESS_01</p> <p>*Run Control ID WA171_EY_FAPROCESS_01</p> </div> </div> <div style="border: 1px solid red; padding: 2px;"> <p>*Status Inactive ▼</p> <p>*Priority Medium ▼</p> </div> </div>		
<p>Time Information</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px;"> <p>*Begin Date 07/01/2025 </p> </div> <div style="border: 1px solid red; padding: 2px;"> <p>*Time 5:00:00PM</p> </div> <div style="border: 1px solid red; padding: 2px;"> <p>*Time Zone PST </p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <p>Recurrence Name <input type="text"/></p> <p>Run Now</p> </div>		

6. Verify Recurrence Name field is blank
7. Select 'Primary Server' for the Server Run option
8. Enter the same server name used in the earlier step into the Primary Server field

9. Enter 'UNIX' for the Operating System7

Schedule JobSet Definition
Schedule JobSet Items
Schedule JobSet Requests

Schedule Name WA171_EY_FAPROCESS_01
JobSet Report
Process Monitor
Report Manager
Job Name CTCFACKL
Copy From

Schedule Information
User ID CTC_KFORSBERG
*Description WA171_EY_FAPROCESS_01
*Status Inactive
*Run Control ID WA171_EY_FAPROCESS_01
*Priority Medium

Time Information
*Begin Date 07/01/2025
*Time 5:00:00PM
*Time Zone PST
Recurrence Name
Run Now

Server Information
*Server Run Option Any Server
Primary Server PSUNX
Operating System UNIX

Save
Notify
Add
Update/Display

Schedule JobSet Definition | Schedule JobSet Items | Schedule JobSet Requests

Select the Schedule JobSet Items tab

Select on the Process list drop down Icon to the left of the page next to the Job Name link

The 3C Engine Rows will display

171_EY_FAPROCESS_01
CTCFACKL
3CEENGINE

The number of rows should be exactly the same number as the number of rows created in earlier steps.

Enter Run Control ID value in each row (*Note – Each row should have a different Run Control ID value)

Schedule JobSet Definition
Schedule JobSet Items
Schedule JobSet Requests

Schedule Name WA171_EY_FAPROCESS_01
JobSet Report
Job Name CTCFACKL
Process Monitor
Copy From
Report Manager

Job Name CTCFACKL
PSJob

Left
Right

WA171_EY_FAPROCESS_01
CTCFACKL

General Settings
Output Settings
Server Settings
Time Settings
Other Settings

Process Name	Description	Process Type	Run Control ID
3CEENGINE	3C ENGINE	Application Engine	WA171_EY_FA_I
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	
3CEENGINE	3C ENGINE	Application Engine	

Select the Schedule JobSet Definition tab

Set the Status to Active if starting up in the JobSet. Check your college's assigned scheduled JobSet time and then define the recurrence.

Select the Save button if not starting the JobSet now. The Run Now button starts the JobSet process.

Note: If you select the Run Now button, no Process Instance Number will display on the screen. DO NOT select Run Now again.

Schedule JobSet Definition

Schedule JobSet Items

Schedule JobSet Requests

Schedule Name WA171_EY_FAPROCESS_01

JobSet Report

Job Name CTCFACKL

Process Monitor

Copy From

Report Manager

Schedule Information

User ID CTC_KFORSBERG

*Description WA171_EY_FAPROCESS_01

*Run Control ID WA171_EY_FAPROCESS_01

*Status Active

*Priority

Time Information

*Begin Date 07/01/2025

*Time 5:00:00PM

*Time Zone PST

Recurrence Name M-F@01:00AM

Run Now

Server Information

*Server Run Option Any Server

Primary Server PSUNX

Operating System UNIX

Save

Notify

Add

Update/Display

Schedule JobSet Definition |
Schedule JobSet Items |
Schedule JobSet Requests

Verify JobSet Scheduling

Navigation	Description
People Tools > Process Scheduler > Process Monitor	Process List page, where job status submitted process requests are viewable

1. Locate the ISIR JobSet Process Name and then find the Process Name used in the previous steps. For example, CTCFACKL was used as the Job Name in earlier steps.
2. You may select Refresh until the Run Status reads 'Success' and the Distribution Status reads 'Posted'

Process List | Server List

View Process Requests

User ID: Type: Last: 30 Days

Server: Name: Instance: Range: Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	208462887		WA280_OY_FA_PROCESS	PSJob	280ISIR	101055049	07/01/2025 4:00:00AM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	208213401		WA280_OY_FA_PROCESS	PSJob	280ISIR	101055049	06/30/2025 4:00:00AM PDT	Success	Posted	Details	Actions

By selecting the "Process Name" link the Process Detail page will open

Select the Job Instance links to view processing details

Process Monitor								
<input type="checkbox"/>	208983008		WA280_CENSUS_ENRL_POP_UPDT_JH	Application Engine	SCC_POP_UPD			
<input type="checkbox"/>	208982279		WA280_CENSUS_UPDATE_JH	PSJob	CTCENSUP			
<input type="checkbox"/>	208950839		WA280_OY_FA_PROCESS_JH	PSJob	280ISIR			
<input type="checkbox"/>	208706500		WA280_OY_FA_PROCESS_JH	PSJob	280ISIR			
<input type="checkbox"/>	208516643		WA280_OY_PROCESS_ISIRS_JH	COBOL SQL	FAPSAR00			
<input type="checkbox"/>	208516605		WA280_OY_ISIR_LOAD_JH	Application Engine	FA_INBOUND			
<input type="checkbox"/>	208512909		WA280_LOAN_ORIG_OY_JH	COBOL SQL	FAPLBOG1			
<input type="checkbox"/>	208462887		WA280_OY_FA_PROCESS_JH	PSJob	280ISIR			
<input type="checkbox"/>	208213401		WA280_OY_FA_PROCESS_JH	PSJob	280ISIR			

Process Name 280ISIR

Main Job Instance 208213401

Left | Right

- 208213401 - 280ISIR Success
- 208213402 - FA_INBOUND Success
- 208213403 - FAPSAR00 Success
- 208213404 - PSQUERY Success
- 208213405 - FAPINCLC Success
- 208213406 - SFA_ATB Success
- 208213407 - SFA_NSLDSUPD Success
- 208213408 - CTCFACKL Success**
- 208213420 - 3CEENGINE Success
- 208213421 - 3CEENGINE Success
- 208213422 - 3CEENGINE Success
- 208213423 - 3CEENGINE Success
- 208213424 - 3CEENGINE Success
- 208213425 - 3CEENGINE Success

Initial Request Notification

Assigning Initial Request Communication

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Assigning Initial Request for FA Application Materials Communications

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and select the Save button. If running ad hoc, select the Run button.

3C Engine Parameters

1. Enter New or use existing Run Control ID
2. Select Population Selection
3. Enter Academic Institution
4. Administrative Function = FINA
5. Function Event ID = Initial Financial Aid Request (Code varies between institutions)
6. Selection Tool = PS Query
7. Query Name = Use the lookup tool to choose CTC_FA_SB_SL_XX9
8. Select Edit Prompts – Enter the following:
 - a. Institution
 - b. Aid Year
 - c. Letter - Make sure the letter code matches the letter code in the Event ID
9. *Optional* – You may select Preview Selection Results to see to whom this communication will be assigned

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASSGN_INT_REQ_COMM_KF

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FL89INITAL

Initial Financial Aid Request

Detail

Communication Key

FAINITAL Initial Financial Aid Request

Checklist Code

Comment Category

Population Selection

Selection Tool

PS Query

Edit Prompts

Query Name

CTC_FA_SB_SL_XX9

Preview Selection Results

Save

Notify

Add

Update/Display

Query Prompts

*Institution

WA171

*Aid Yr

2026

*Letter

L89

OK

Cancel

✓ Select Manage Duplicate Assignment tab

10. Under Duplicate Communication Check use the dropdown menu next to 'Variable Data' and choose Match

11. Select Run

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID WA171_EY_ASSGN_INT_REQ_COMM_KF
Report Manager
Process Monitor
Run

Duplicate Communication Check

☒ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data Match

Communication Status

Explain

Explain

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data

Checklist Status

Explain

Explain

Save
Notify
Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

12. From the Process Scheduler Request page select the 3C Engine box and select OK

Process Scheduler Request

User ID CTC_KFORSBERG
Run Control ID WA171_EY_ASSGN_INT_REQ_COMM_KF

Server Name
Run Date 07/07/2025
Recurrence
Run Time 11:15:27AM
Time Zone
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	3C ENGINE	3CEngine	Application Engine	Web	TXT	Distribution

OK
Cancel

13. Ensure Process Monitor reads Success and Posted

Sending Initial Request Communication

Navigation	Description
Campus Community > Communications > Communication Generation	Sending Initial Request Communications for FA Application Materials to students

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

Selection Parameters

1. Enter New or use existing Run Control ID
2. ID Selection = All Person IDs (**Do not select All IDs, select ALL Person IDs**).
3. Letter Code = Choose the letter code from the previous steps
4. Communication Method Usage – Method = E-Mail

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID

WA171_EY_SEND_INT_REQ_COMM_KF

Report Manager

Process Monitor

Run

ID Selection

ID Selection

All Person IDs

Letter Code Selection

Letter Code

L89

Initial Financial Aid Request

Administrative Function

FINA

Financial Aid

Template Selection

Report Name

CTCFA_SP_L89

Initial Financial Aid Request

View Report Definition

Data Source ID

CTC_FA_DATASOURCE_FINA

Template List

1-2 of 2

Template ID	Description	Language	Method	Default Template
CTCFA_SP_L89_1	INITIALFAREQUEST_Email SCC	English	E-Mail	<input checked="" type="checkbox"/>
CTCFA_SP_L89_2	INITIALFAREQUEST_Printer SCC	English	Letter	<input type="checkbox"/>

Enclosures Assigned (Softcopy)

No Matching Template Found

Use Default Template

Do Not Produce Communication

Refresh Enclosure List

Communication Language Usage

Specified

Preferred

Language

English

Communication Method Usage

Specified

Preferred

Method

E-Mail

Save

Notify

Add

Update/Display

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Process Parameters

Person Communication Usage Section:

1. Address = FA Email and Postal Address
2. Address Name = FA Student Name
3. Salutation = FA Student Name
4. Extra Name = FA Student Name

Communication Date Range Selection

5. From Date – Select desired date
6. To Date – Select a future date

Output Settings

Updated 07/22/2025Page 53

7. Sort Option – All Alphabetically by ID Type

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID

WA171_EY_SEND_INT_REQ_COMM_KF

Report Manager

Process Monitor

Run

Usage Tables

Person Communication Usage

Address

FA Email and Postal Address

Address Name

FA Student Name

Salutation

FA Student Name

Extra Name

FA Student Name

☐ Use Preferred Email Address

Joint Salutation Usage

Joint Name

Org Communication Usage

Org Recipient

Contact Name

Communication Processing Dates

Communication Date Range Selection

*From Date

07/01/2025

*To Date

07/07/2030

Update Communication Generation Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Update Communication Completed Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Output Settings

*Sort Option

All Alphabetically by ID Type

☐ Online Preview
 ☐ Send to Printer
 ☐ Send to File
 ☐ Create Envelopes
 ☐ Create Labels

Missing Critical Data

☒ Produce Communication
 ☒ Complete Communication

Save

Notify

Add

Update/Display

[Selection Parameters](#) |
 [Process Parameters](#) |
 [Email Parameters](#) |
 [Checklist Parameters](#)

Email Parameters

1. From = Enter the desired email addressed used by the institution
2. Subject = Enter a subject line for the email communication

3. Reply to = Enter the desired email addressed used by the institution
4. Sender = Enter the desired email addressed used by the institution
5. Bounce to = Enter the desired email addressed used by the institution
6. Select Run

Selection Parameters	Process Parameters	Email Parameters	Checklist Parameters
----------------------	--------------------	-------------------------	----------------------

Run Control ID WA171_EY_SEND_INT_REQ_COMM_KF
Report Manager Process Monitor

Run

Email Parameters

From

*Required if communication method usage is specific email or preferred.

Subject

*Required if communication method usage is specific email or preferred.

Reply to

Sender

Bounce to

Importance

☐ low

☒ normal

☐ high

Sensitivity

☒ normal

☐ personal

☐ private

☐ company-confidential

Save

Notify

Add

Update/Display

[Selection Parameters](#) |
 [Process Parameters](#) |
 [Email Parameters](#) |
 [Checklist Parameters](#)

Choose SCC_COMMGEN from the Process Scheduler Request – Select OK

Process Scheduler Request

User ID CTC_KFORSBERG
Run Control ID WA171_EY_SEND_INT_REQ_COMM_KF

Server Name

Run Date
07/07/2025

Recurrence

Run Time
12:25:06PM

Time Zone

Reset to 0

On the Process List page, ensure that Process Monitor reads Success and Posted

Process List

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

OK

Cancel

Second Request Notifications

Assigning Second Request Communication – New Checklist Items

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Assigning Second Request Communications when new checklist has been assigned

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

3C Engine Parameters

1. Enter New or use existing Run Control ID
2. Select Population Selection
3. Enter Academic Institution
4. Administrative Function = FINA
5. Function Event ID = Updated Checklist-New To Do (Code varies between institutions)
6. Selection Tool = PS Query
7. Query Name = Use the lookup tool to choose CTC_FA_SB_RV_XX8_V2
8. Select Edit Prompts – Enter the following:
 - a. Institution
 - b. Aid Year
 - c. Initial Letter CD
 - d. Revised Letter CD
9. Select Preview Selection Results
10. Select Manage Duplicate Assignment tab

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID: WA171_EY_ASSGN_2ND_REQ_COMM_KF
Report Manager
Process Monitor
Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution: WA171 Q Spokane CC
Administrative Function: FINA Q Financial Aid
Event ID: FL88NEWREQ Q Updated Checklist-New To Do

Communication Key: FANEWREQ Updated Checklist-New To Do
Checklist Code:
Comment Category:

Population Selection

Selection Tool: PS Query
Query Name: CTC_FA_SB_RV_XX8_V2

Edit Prompts
Launch Query Manager
Preview Selection Results

Save
Notify
Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

Query Prompts

*Institution: WA171 Q
*Aid Yr: 2026 Q
*Initial Letter CD: L89 Q
Revised Letter CD: L88 Q
OK Cancel

Manage Duplicate Assignment

11. Select Manage Duplicate Assignment tab
12. Ensure the “Check Duplicate Communication” checkbox is *Unchecked* and the Variable Data field is set to blank. This will allow the communication to be assigned each time a new checklist item is added.
13. Select Run

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID WA171_EY_ASSGN_2ND_REQ_COMM_KF

Report Manager

Process Monitor

Run

Duplicate Communication Check

☐ Check Duplicate Communication

[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data

[Explain](#)

Communication Status

[Explain](#)

Duplicate Checklist Check

☒ Check Duplicate Checklist

[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data

[Explain](#)

Checklist Status

[Explain](#)

Save

Notify

Add

Update/Display

3C Engine Parameters | Manage Duplicate Assignment

Assigning Second Request Communication – Reminder

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Assign Second Request Communication when checklist items have remained in initiated status

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will select the Save button. If running ad hoc, select the Run button.

3C Engine Parameters

1. Enter New or use existing Run Control ID
2. Select Population Selection
3. Enter Academic Institution
4. Administrative Function = FINA
5. Function Event ID = Updated Checklist-New To Do (Code varies between institutions)
6. Selection Tool = PS Query
7. Query Name = Use the lookup tool to choose CTC_FA_SB_RM_XX8_V2
8. Select Edit Prompts – Enter the following:
 - a. Institution
 - b. Aid Year
 - c. Initial Letter CD
 - d. Revised Letter CD
 - e. Num. of Days Prev Letter - (Colleges' discretion)
9. Select Preview Selection Results
10. Select Manage Duplicate Assignment tab

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASSGN_2ND_REQ_RMDR_KF

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FL88NEWREQ

Updated Checklist-New To Do

Detail

Communication Key

FANEWREQ Updated Checklist-New To Do

Checklist Code

Comment Category

Population Selection

Selection Tool

PS Query

Query Name

CTC_FA_SB_RM_XX8_V2

Edit Prompts

Launch Query Manager

Preview Selection Results

Save

Notify

Add

Update/Display

×

Help

Query Prompts

*Institution

WA171

*Aid Yr

2026

*Initial Letter CD

L89

*Revised Letter CD

L88

Num. of Days Prev Letter

30

OK

Cancel

Manage Duplicate Assignment

1. Select Manage Duplicate Assignment tab
2. Ensure the “Check Duplicate Communication” is Unchecked and the Variable Data field is set to blank. (If there is a possibility that the student may receive this communication more than once)
3. Select Run

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID
WA171_EY_ASSGN_2ND_REQ_RMDR_KF
Report Manager
Process Monitor
Run

Duplicate Communication Check

☐ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data
[Explain](#)

Communication Status
[Explain](#)

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data
[Explain](#)

Checklist Status
[Explain](#)

Save
Notify
Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

Use the steps from the “Sending Initial Request Communication” to use Communication Generation for sending out the assigned Second Request Notifications

Please Note – Ensure the selected letter codes for the Communication Generation process reflect the ones assigned for Second Request Notifications

Update FA Progress Units for ABE/AESL

This process is used to update FA Progress Units to zero on the student enrollment page. This process is done for the term for ABE/AESL classes (indicated by CIP code starting with '32').

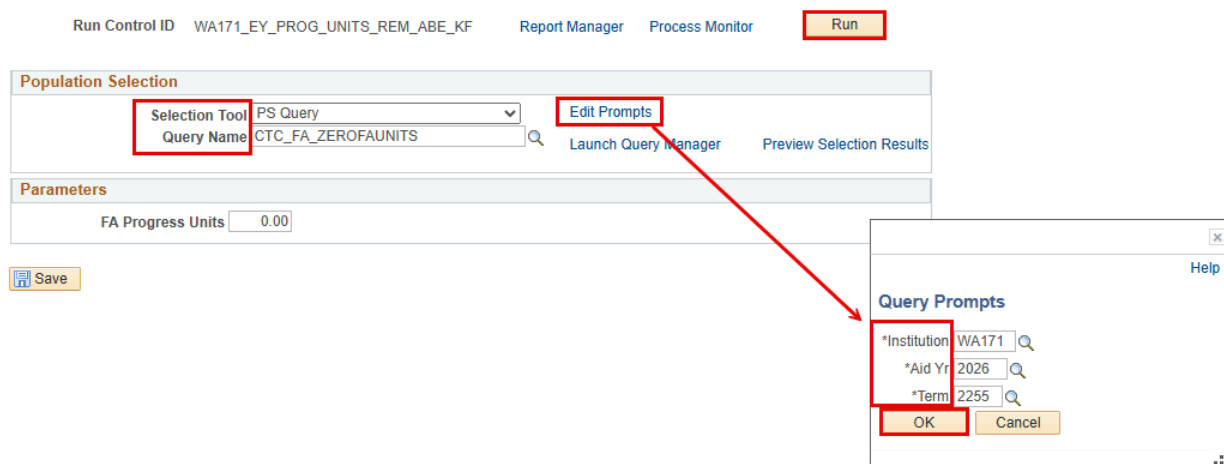
Navigation	Description
Financial Aid > Financial Aid Term > Update FA Progress Units	Updating FA Progress Units

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

Enter New or Existing Run Control ID

From the Update FA Progress Units page enter the following information:

- Selection Tool: PS Query
- Query Name: CTC_FA_ZEROFAUNITS
- Enter Edit Prompts
 - Institution
 - Term – **This Edit Prompt value will need to be updated at the start of each term**
- Select Preview Selection Results to ensure students are being selected.
- FA Progress Units = 0.00
- Select the RUN button (If adding to a jobset, choose Save.)



Run Control ID: WA171_EY_PROG_UNITS_REM_ABE_KF Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts** Launch Query Manager Preview Selection Results

Query Name: CTC_FA_ZEROFAUNITS

Parameters

FA Progress Units: 0.00

Save

Query Prompts

*Institution: WA171 *Aid Yr: 2026 *Term: 2255 **OK** Cancel

From the Process Scheduler Request page select OK

Process Scheduler Request

User ID

CTC_KFORSBERG

Run Control ID

WA171_EY_PROG_UNITS_REM_ABE_KF

Server Name

Run Date

07/07/2025

Recurrence

Run Time

2:50:09PM

Reset to Current Date/Time

Time Zone

Process List

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

OK

Cancel

Ensure process runs to Success and Posted

Update FA Progress Units for Enrollment Level Hold

The FA Progress Units/Enrollment Level Hold process helps to stop disbursements on partially withdrawn students. It uses the Update FA Progress Units process to populate FA Progress Units to zero on students' enrollment page when they have withdrawn from a course. The FA term is then updated which will alter the Calculated FA Load value to reflect the correct enrollment load. The Enrollment Level Hold/Service Indicator Process is then run to compare the value on the packaging variables page to the Calculated FA Load Value. The FLF service indicator is then assigned to stop disbursements from occurring until aid is adjusted to reflect load values and packaging variable status matches the Calculated FA Load.

Order of Operations:

1. FA Progress Units Update
2. Build FA Term (Calculated FA Load Value Updated)
3. Enrollment Level Hold/Service Indicator Process (run before disbursements see pg. 78)
4.

Updating FA Progress Units

This process is used to update FA Progress Units on the student enrollment page to zero. This process is run for students who have dropped and have received a “W” grade for the term or for students who receive a grade that indicates non completion of a course (i.e: F, 0.0, Z).

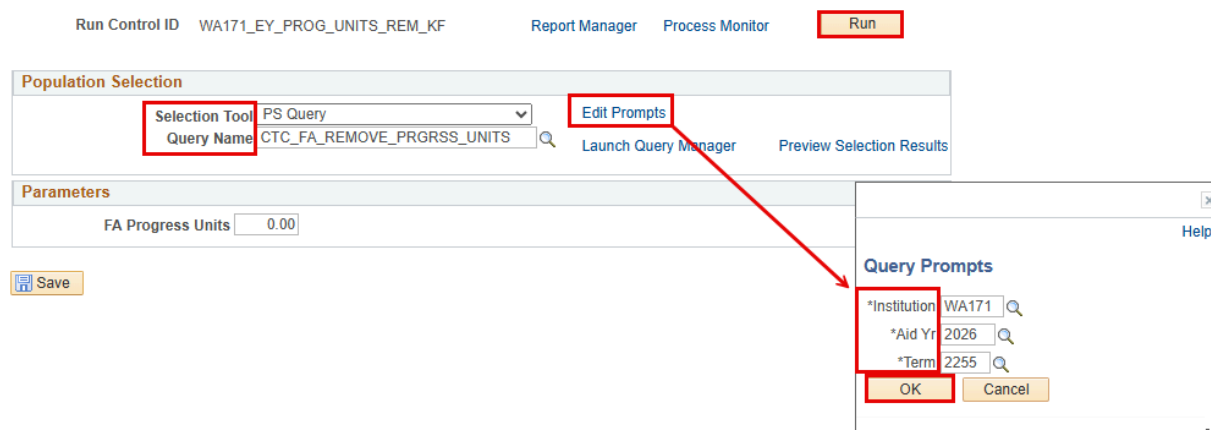
Navigation	Description
Financial Aid > Financial Aid Term > Update FA Progress Units	Updating FA Progress Units

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

Enter New or Existing Run Control ID

From the Update FA Progress Units page enter the following information:

- Selection Tool: PS Query
- Query Name: CTC_FA_REMOVE_PRGRSS_UNITS
- Enter Edit Prompts
 - o Institution
 - o Term – **This Edit Prompt field will need to be updated at the start of each term**
- Select Preview Selection Results to ensure students are being selected.
- FA Progress Units = 0.00
- Select the RUN button (If adding to a jobset, choose Save.)



From the Process Scheduler Request page select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_PROG_UNITS_REM_KF

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

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

Ensure process runs to Success and Posted – Select the Actions Link and select Message Log

View Process Requests

User ID Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	209414148		WA171_EY_PROG_UNITS_REM_KF	Application Engine	SFA_FAUNTUPD	CTC_KFORSBERG	07/07/2025 3:06:52PM PDT	Success	Posted	Details	Actions

Go back to Update FA Progress Units

Process List | [Server List](#)

[Actions](#)

- Update Process >
- Details
- Parameters
- Message Log**
- Batch Timings
- View Log/Trace

Review the Message Log to identify any records that could not be updated.

Message Log

Process

Instance: 209414148 Type: Application Engine
Name: SFA_FAUNTUPD Description:






1-8 of 8


| [View All](#)

Severity	Log Time	Message Text	Explain
10	3:07:58PM	Program SFA_FAUNTUPD Started	Explain
10	3:10:17PM	Total number of records read: 2	Explain
10	3:10:17PM	Total number of records updated: 2	Explain
10	3:10:17PM	Total number of records skipped due to duplicate data: 0	Explain
10	3:10:17PM	Total number of records not processed due to invalid data: 0	Explain
10	3:10:17PM	Program SFA_FAUNTUPD Completed	Explain
	3:10:22PM	Published message with ID 2cf5b02e-5b7f-11f0-becd-db8002086f71 to create entry in folder GENERAL.	Explain
	3:10:22PM	Successfully posted generated files to the report repository	Explain

[Return](#)

Building FA Terms in Batch

Navigation	Description
Financial Aid > Financial Aid Term > Create FA Term Driver Records	Create FA Term driver records for the batch Financial Aid Term build process

Part 1

Create FA Term Driver Records

This process is part of your nightly ISIR JobSet, but can be run ad hoc along with Batch FA Term. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID

2. Populate the Academic Institution and Aid Year fields
3. Under the Driver Creation Option: select 'Both Updates and Projections' and select 'Run'
4. Verify that the Select Career and Rebuild Projections check boxes are selected for the 'UGRD' career

Run Control ID WA171_EY_FA_TERM_DRVR_RECS_KF [Report Manager](#) [Process Monitor](#) **Run**

Process Name FAPTRMU1

*Academic Institution

*Aid Year 2025-2026

*Driver Creation Option

Select Careers to Process [Personalize](#) | [View All](#) | [Print](#) | [Grid](#) First 1 of 1 Last

Select Career	Academic Career	Rebuild Projections
<input checked="" type="checkbox"/>	UGRD Undergraduate	<input checked="" type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

***Please Note – When running the process please choose “Create Drivers Recs For FA Trm” at the Process Scheduler Request page**

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_FA_TERM_DRVR_RECS_KF

Server Name

Run Date [\[x\]](#)

Recurrence

Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create Drivers Recs For FA Trm	FAPTRMU1	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	FATERM	FATERM	PSJob	(None)	(None)	Distribution

OK **Cancel**

Part 2

Build FA Term in Batch

Navigation	Description
Financial Aid > Financial Aid Term > Build FA Term in Batch	Create Financial Aid Terms in batch.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Populate Academic Institution and Aid Year fields
3. Commit Level will be '500' and Driver Creation option will be 'Both Update and Projections'
4. Leave Print Detailed Messages 'unchecked' and select Run or Select Save if adding the process to a JobSet

Run Control ID WA171_EY_FA_TERM_DRVR_RECS_KF
Report Manager
Process Monitor
Run

Process Name FAPTRMU1

User ID CTC_KFORSBERG

*Academic Institution
Spokane CC

*Aid Year
2026
2025-2026 Financial Aid Year

*Commit Level
500

Driver Creation Option
Both Updates and Projections

☐ Print Detailed Messages?

Save
Return to Search
Notify

Add
Update/Display

Weeks of Instruction Update

Population Selection Update – Run Control Set Up

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	Updating the Weeks of Instruction on FA Term

This process is part of your nightly ISIR JobSet, but can be run ad hoc. Other FA Term processes will have to have been built for the most updated results when running ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Choose STDNT_FA_TERM – Student FA Term from the Record (Table) Name from the dropdown menu
3. Select the Report Error Messages radio button
4. Choose PS Query from the Selection Tool dropdown menu
5. Use the lookup tool next to the Query Name field to choose CTC_FA_SB_FIX_TERM_WEEKS_INSTR
6. Select Edit Prompts and enter Institution and Aid Year
7. For Field Name select Weeks of Instruction from the dropdown menu
8. For Field Value enter 12
9. Select Run (Select Save if adding to a JobSet)
10. Ensure process runs to “Success” and “Posted”

Run Control ID: WA171_EY_FA_TERM_UPD_WKS_KF Report Manager Process Monitor **Run**

Select Record fields for update Find | View All First 1 of 1 Last

*Record (Table) Name: STDNT_FA_TERM - Student FA Term

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection

Selection Tool: PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name: CTC_FA_SB_FIX_TERM_WEEKS_INSTR

Select Fields to Update Personalize | Find | View All | First 1 of 1 Last

Field Name: Weeks of Instruction Field Value: 12

Select Attributes to Update

Save Notify Add Update/Display

Query Prompts

*Institution: WA171

*Aid Yr: 2026

OK Cancel

Adding Housing into Budgets

Security Prerequisites

Staff that wish to utilize the population update below will require Population Update Security for the **STDNT_AID_ATRBT** Record.

Global Default Value

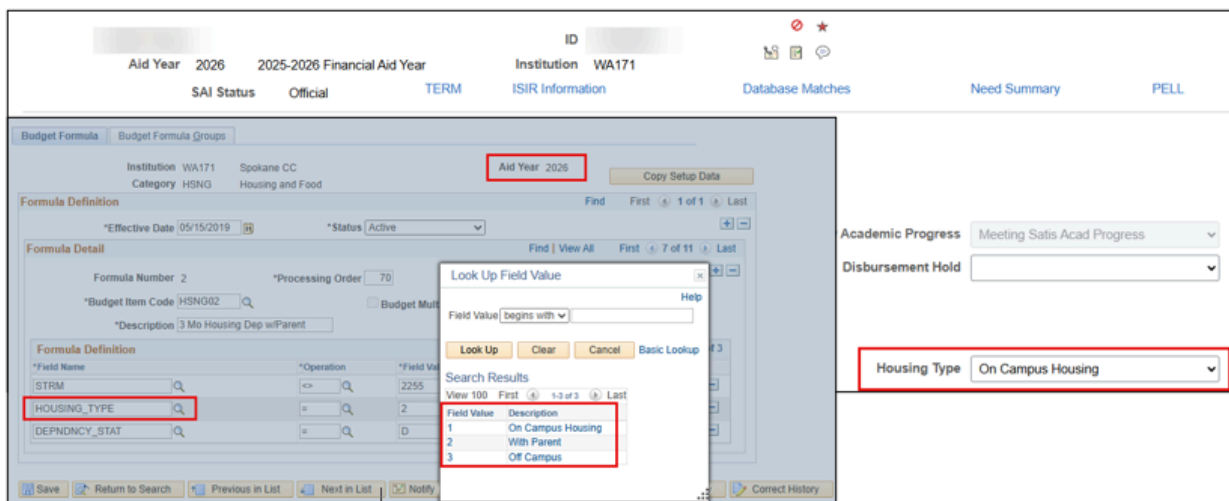
The global default value for the Projected Housing Type is set to *Off Campus*. When the nightly ISIR Jobset runs, CTCFABUD will build all students with a Housing Type of *Off Campus*.

Note: The global default value of *Off Campus* will not automatically populate the Housing Type field on the *View Packaging Status Summary* page. The field will appear blank. The Housing Type field on *View Packaging Status Summary* page is only populated through the Housing Type population update process below or through manual intervention.

Housing Type

Housing Type field & Budget Formulas

Beginning with aid year 2025, the U.S. Department of Education removed the field for students to indicate their housing plan for each school that will receive their FAFSA. This change has also been implemented on the WASFA. Oracle updated budget processing to consider the selected Housing Type of the student. Budget formulas will read the selected Housing Type from the *View Packaging Status Summary* page or the global default to calculate the appropriate amount for the housing category on the *Maintain Student Budget* page.



The screenshot displays the Oracle Financial Aid system interface. At the top, the 'Aid Year' is set to 2026, and the 'Institution' is WA171. The 'Budget Formula' section is active, showing details for Formula Number 2, which is associated with the 'HSNG' category (Housing and Food). The 'Formula Definition' table lists fields: STRM, HOUSING_TYPE, and DEPENDENCY_STAT. The 'HOUSING_TYPE' field is highlighted with a red box. A 'Look Up Field Value' pop-up window is open, showing search results for 'HOUSING_TYPE'. The results list three options: 1. On Campus Housing, 2. With Parent, and 3. Off Campus. The 'On Campus Housing' option is selected and highlighted with a red box. In the background, the 'Housing Type' dropdown menu is visible, also showing 'On Campus Housing' as the selected value.

*Career		<input type="text" value="UGRD"/>	Undergraduate	Need Summary
*Term		<input type="text" value="2263"/>	SPRING 2026	FA Term
Award Period		<input type="text" value="Academic"/>		
Weeks of Instruction		<input type="text" value="12.0"/>		
				Student Detail

Budget Group	
Effective Date	<input type="text" value="07/07/2025"/>
Effective Sequence	<input type="text" value="1"/>
User ID	FAPBUDMV
Budget Group	SYSTEM <input type="button" value="Q"/>

System Mass Budget

Institutional Term COA	9,739.00	<input type="button" value="+"/>
Federal Term COA	9,739.00	
Pell Term COA	7,311.00	
Less than Half Time Pell COA	6,819.00	

Budget Item	
<input type="button" value="List"/> <input type="button" value="Search"/>	<div>1-6 of 6</div>

Category	Item Code	Description	Equation	User ID	Amount	Item Class	Pell Amt	Pell Less Half Annual Amount		
<input type="button" value="BOOK"/> <input type="button" value="Q"/>	<input type="button" value="BOOK01"/> <input type="button" value="Q"/>	Full Time		FAPBUDMV	378.00	Federal	285.00	285.00	+	-
<input type="button" value="HSGN"/> <input type="button" value="Q"/>	<input type="button" value="HSGNG01"/> <input type="button" value="Q"/>	Hsgn3MoON		FAPBUDMV	5,901.00	Federal	4,428.00	4,428.00	+	-

The population update process below can be used to batch update students to a Housing Type of *With Parent* or *On Campus*.

Housing Type Pop Update

Creating csv file for External File

Navigation	Description
Reporting Tools > Query > Schedule Queries	File Review Query

Based on the results from the query below, staff can identify a population of students to create a csv file to pop update the Housing Type field on the View Packaging Status Summary page. The only required field for this process is EMPLID.

IMPORTANT: The projected housing type displayed on the query results pulls from the *Maintain Student Budget* page, not the value on the *View Packaging Status Summary* page.

TROUBLESHOOTING TIP: If the QCS_FA_FILE_REVIEW_DATA query process goes to *No Success*, run QCS_FA_MISSING_NSLDS_LOAN_YEAR query as you may have some students missing values in FA Term that need cleaning up. Leaving the *NSLDS Loan Year* field blank will cause the global file review query QCS_FA_FILE_REVIEW_DATA to go to No Success causing the housing pop-update process to also go to No Success. Please make sure to select all required fields in FA Term as mentioned in the QRG ([9.2 Manually Awarding Aid for a Student without a FAFSA](#) | [9.2 FA - Packaging and Awards](#) | [ctcLink Reference Center](#)) for students that appear in the QCS_FA_MISSING_NSLDS_LOAN_YEAR query results.

Note: If a list of students already exists, for example, the Housing Department provides a list of students living in the Dorm, skip to Step 11 to create the .csv file

1. Enter New or use existing Run Control ID
2. Enter the following query name and select **Search: QCS_FA_FILE_REVIEW_DATA**
3. From the Scheduled Query Search page, select the query name

Scheduled Query Search Page

*Query Type: Queries ▼

Query: QCS_FA_FILE_REVIEW_DATA Search

Query

🔍
1-1 of 1

QCS_FA_FILE_REVIEW_DATA	File review data -Schdl Qry-
--------------------------------	------------------------------

4. When the Edit Prompts open, enter the following:
 - Institution
 - Aid Year
5. Ensure the parameters are correct and select **Run**

Run Control ID WA171_FILE_REVIEW_QRY_KF Report Manager Process Monitor **Run**

Query Name QCS_FA_FILE_REVIEW_DATA Search

*Description File review data -Schdl Qry-

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026
EMPLID	

Save Add Update/Display

6. Select **OK** from the *Process Scheduler Request* page

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_FILE_REVIEW_QRY_KF

Server Name Run Date 07/15/2025

Recurrence Run Time 2:01:18PM [Reset to Current Date/Time](#)

Time Zone

Process List

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

[OK](#) [Cancel](#)

7. Select **Process Monitor** from the *Schedule Queries* page

Run Control ID WA171_FILE_REVIEW_QRY_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name QCS_FA_FILE_REVIEW_DATA [Search](#)

*Description File review data -Schdl Qry-

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026
EMPLID	

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

8. Ensure the process runs to **Success** and **Posted**

9. Select the **Actions** link and then the **View Log/Trace** Option to download the query results

[Process List](#) [Server List](#)

View Process Requests

User ID CTC_KFORSBI Q Type Last 30 Days [Refresh](#)

Server Name Instance Range [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210058789		WA171_FILE_REVIEW_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/15/2025 2:01:18PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210058771		WA171_EY_DISB_BATCH_KF	COBOL SQL	FAPDISBS	CTC_KFORSBERG	07/14/2025 4:25:48PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058770		WA171_EY_DISB_AUTH_FAIL_RPT_KF	BI Publisher	FA913	CTC_KFORSBERG	07/14/2025 4:03:14PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058769		WA171_EY_DISB_AUTH_KF	COBOL SQL	FAPAUTHS	CTC_KFORSBERG	07/14/2025 3:57:15PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058768		WA171_FLF_EI_SI_LST_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/14/2025 3:09:11PM PDT	Success	Posted	Details	

[Update Process](#)
[Details](#)
[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

View Log/Trace

Report

Report ID 19222427 Process Instance 210058789 [Message Log](#)
 Name PSQUERY Process Type Application Engine
 Run Status Success

File review data -Schdl Qry-

Distribution Details

Distribution Node local Expiration Date 08/14/2025

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_210058789.log	166	07/15/2025 2:22:23.854169PM PDT
QCS_FA_FILE_REVIEW_DATA-210058789.csv	3,599,692	07/15/2025 2:22:23.854169PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG
Return	

- Filter query to identify the desired student population
- Copy and paste the list of EMPLIDs into **column 1** of a new .csv file. *A header is required.* This header name can be either of the following: **ID** or **Empl ID**.

	A	B	C
1	ID		
2	1010		
3	1010		
4	1010		
5	1010		

or

	A	B	C
1	Empl ID		
2	10100		
3	10100		
4	10100		
5	10100		

- When you are ready to save your file, select **File** then **Save As**. The file must be saved as **CSV (comma delimited) (*.csv)**

ON_CAMPUS_HOUSING
 CSV (Comma delimited) (*.csv)
 Unsupported [Save](#)

Note: Do not open the csv file once it has been saved to your desktop. Opening the csv may cause the file to error during processing.

Population Selection Update – Run Control Set Up

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	This process batch updates the Housing Type field on the View Packaging Status Summary page for the selected student population

This process should be run on demand before the nightly ISIR Jobset is scheduled to run, so that CTCFABUD can pick up any changes to students' Housing budget. When this pop update runs, it will automatically flip the Budget Required field in FA Term to Yes for the terms in the 2025 aid year. ***(This will occur on an existing row, it will not insert a new effective dated row in FA Term. However, maintain student budgets will have a new effective dated row)***

1. Enter New or use existing Run Control ID
2. **Choose STDNT_AID_ATRBT** – Packaging Status Summary from the Record (Table) Name from the dropdown menu
3. Enter the following:
 - Institution
 - Aid Year
4. Select the **Report Error Messages** radio button
5. Choose **External File** from the **Selection Tool** dropdown menu
6. Select **Upload File**
 - This will load the list of EMPLIDs from the **“Creating Csv File for External File”** step above
 - Students can be verified in Preview Selection Results
7. Use the lookup tool next to File Mapping to choose **PACK STAT SUMM**
8. For **Field Name** select **Projected Housing Type** from the dropdown menu
9. For **Field Value** select the appropriate housing type for the population of students in your file **(On Campus or With Parent)**
10. Select **Run**

Run Control ID WA171_HSNQ_TYPE_UPD_KF Report Manager Process Monitor **Run**

Select Record fields for update Find | View All First 1 of 1 Last

*Record (Table) Name STDNT_AID_ATRBT - Packaging Status Summary

Institution WA171 Spokane CC Aid Year 2026 2025-2026 Financial Aid Year

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection

Selection Tool External File

Attached File ON_CAMPUS_HOUSING.csv **Upload File** Delete File View File

File Mapping PACK_STAT_SUMM Edit File Mapping Preview Selection Results

Select Fields to Update Personalize | Find | View All | 1 of 1 Last

Field Name	Field Value
Projected Housing Type	On Campus Housing

Select Attributes to Update

Save **Notify** **Add** **Update/Display**

11. From the *Process Scheduler Request* page ensure **SCC_POP_UPD** is selected. Then Select **OK**.

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_HSNQ_TYPE_UPD_KF

Server Name Run Date 07/15/2025

Recurrence Run Time 5:16:19PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Pop Update	EIPPOPUP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC_POP_UPD	SCC_POP_UPD	Application Engine	Web	TXT	Distribution

OK Cancel

12. Ensure process runs to “**Success**” and “**Posted**”

Manually Updating Housing Type Field

Navigation	Description
Financial Aid > View Packaging Status Summary	Update the Housing Type field on the View Packaging Status Summary page for an individual student

From the *View Packaging Status Summary* page enter the following criteria and select **Search**:

- Empl ID
- Institution
- Aid Year

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Empl ID
begins with
10100

*Academic Institution
=
WA171

*Aid Year
=
2026

National ID
begins with

Campus ID
begins with

Last Name
begins with

First Name
begins with

Show fewer options

☐ Case Sensitive

Search
Clear

Update the **Housing Type** field to the desired value. Select **Save** when complete

Aid Year
2026
2025-2026 Financial Aid Year
Institution
WA171

SAI Status
Official
TERM
ISIR Information
Database Matches
Need Summary
PELL

Counselor
Academic Career
UGRD
Undergraduate
Aid Processing Status
Packaging Completed
Aid Application Status
Application Active for All Aid
Review Status
Incomplete
INST Verification Status
Non Select
Verification Flag
Not Required
Verification Status
Not Selected
Scholarship Status
Not Evaluated
Packaging Plan ID
FA-WI-SP
Fall/Winter/Spring
Aggregate Source
FA Installation Default

*Satisfactory Academic Progress
SAP Undetermined
Disbursement Hold

Housing Type

Off Campus
On Campus Housing
With Parent

*Aid Packaging Method
Repackaging Plan ID
Aggregate Source Used
☐ Limited Pell Grant Indicator

Staff can navigate to *Create Student Budget* to manually rebuild the students budget to reflect the updated Housing Type. Alternatively, the CTCFABUD job in the nightly ISIR jobset will pick up any changes to the students' housing budget.

Assigning Student Budgets


Setting Budget Flag Update Process

Set Budget Required Flag to "N" = "No Budget Assign"

(Do Not Use with Enrollment Based Budgeting)

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	Updating the budget flag that keeps a student's budget from rebuilding

1. Enter New or use existing Run Control ID
2. Choose STDNT_FA_TERM – Student FA Term from the Record (Table) Name from the dropdown menu
3. Select the Report Error Messages radio button
4. Choose PS Query from the Selection Tool dropdown menu
5. Use the lookup tool next to the Query Name field to choose CTC_FA_SETBUDFLAG_N
6. Select Edit Prompts and enter Institution and Aid Year
7. For Field Name select Budget Required from the dropdown menu
8. For Field Value select No-Budget Assign Require from the dropdown menu
9. Select Save - DO NOT SELECT RUN

Run Control ID WA171_EY_SET_BUD_FLAG_N_KF Report Manager Process Monitor 

Select Record fields for update Find | View All First 1 of 1 Last

*Record (Table) Name STDNT_FA_TERM - Student FA Term

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection

Selection Tool PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name CTC_FA_SETBUDFLAG_N

Select Fields to Update Personalize | Find | View All | First

Field Name	Field Value
Budget Required	No - Budget Assign Required

Select Attributes to Update

Save Notify Add Update/Display

Query Prompts

*Institution WA171

*Aid Year 2026


OK Cancel

Set Budget Required Flag to “Y” = “Assign Budget”

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	Updating the budget flag that allows a student’s budget to be built

This process is part of your nightly CTCFABUDYEAR nested JobSet within your ISIR JobSet. When building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button.

1. Enter New or use existing Run Control ID
2. Choose STDNT_FA_TERM – Student FA Term from the Record (Table) Name from the dropdown menu
3. Select the Report Error Messages radio button
4. Choose PS Query from the Selection Tool dropdown menu
5. Use the lookup tool next to the Query Name field to choose CTC_FA_SETBUDFLAG_Y
6. Select Edit Prompts and enter Institution and Aid Year
7. For Field Name select Budget Required from the dropdown menu
8. For Field Value select Yes-Budget Assign Require from the dropdown menu
9. Select Save – DO NOT SELECT RUN

Run Control ID: WA171_SET_BUD_FLAG_Y_KF Report Manager Process Monitor 

Select Record fields for update Find | View All First 1 of 1 Last

*Record (Table) Name: STDNT_FA_TERM - Student FA Term

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection

Selection Tool: PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name: CTC_FA_SETBUDFLAG_Y

Select Fields to Update Personalize | Find | View All | First 1 of 1

Field Name	Field Value
Budget Required	Yes - Budget Assign Require

Select Attributes to Update

Save Notify Add Update/Display

Query Prompts

*Institution: WA171

*Aid Year: 2026

OK Cancel

Set Budget Required Flag to “Y” = “Assign Budget” for ALL Terms

(Use with Enrollment Based Budgeting Only)

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	Updating the budget flag that allows a student’s budget to build for ALL terms

This process is part of your nightly CTCFABUDYEAR nested JobSet within your ISIR JobSet. When building this Run Control ID to enter into a JobSet, you will select the Save button.

1. Enter New or use existing Run Control ID
2. Choose STDNT_FA_TERM – Student FA Term from the Record (Table) Name from the dropdown menu
3. Select the Report Error Messages radio button
4. Choose PS Query from the Selection Tool dropdown menu
5. Use the lookup tool next to the Query Name field to choose CTC_FA_BUDFLAG_Y_ALLTERMS
6. Select Edit Prompts and enter Institution and Aid Year
7. For Field Name select Budget Required from the dropdown menu
8. For Field Value select Yes-Budget Assign Require from the dropdown menu
9. Select Save – DO NOT SELECT RUN

Run Control ID: WA171_EY_SET_BUD_FLAG_ALL_KF Report Manager Process Monitor

Select Record fields for update: *Record (Table) Name: STDNT_FA_TERM - Student FA Term

Error Reporting Selection: Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐

Population Selection: Selection Tool: PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name: CTC_FA_BUDFLAG_Y_ALLTERMS

Query Prompts: *Institution: WA171 Aid Yr: 2026 OK Cancel

Select Fields to Update: Field Name: Budget Required Field Value: Yes - Budget Assign Require

Select Attributes to Update

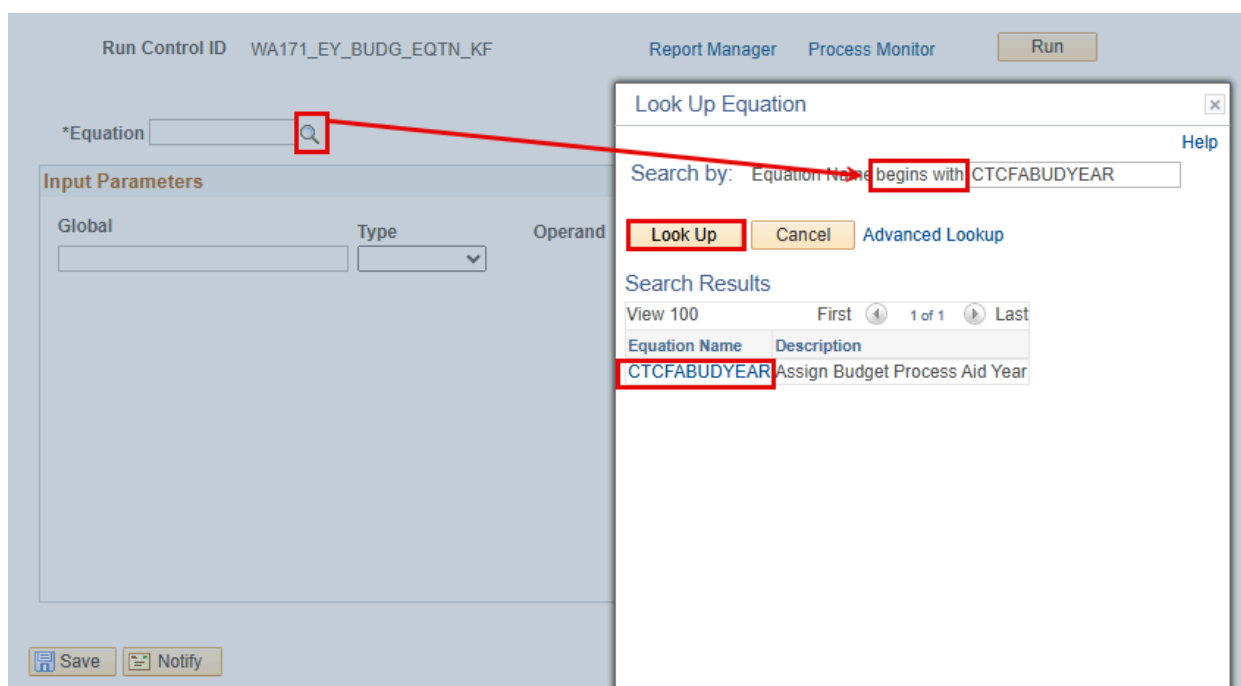
Save Notify Add Update/Display

Creating Budget JobSet

Navigation	Description
Set up SACR > Common Definitions > Equation Engine > Run Equation	Processing the rules and equations built to construct student budgets.

This process is the step to build the CTCFABUDYEAR equation to be built in the nested CTCFABUD JobSet to be run within your ISIR JobSet. When building this Run Control ID, you will select the Save button.

1. Enter New or use existing Run Control ID
2. From the Run An Equation page use the lookup tool to locate the budget equation CTCFABUDYEAR (Assign Budget Process Aid Year)



Run Control ID: WA171_EY_BUDG_EQTN_KF

Report Manager Process Monitor Run

*Equation

Input Parameters

Global Type Operand

Save Notify

Look Up Equation

Search by: Equation Name begins with CTCFABUDYEAR

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Equation Name	Description
CTCFABUDYEAR	Assign Budget Process Aid Year

3. Under Input Parameters populate fields with the following information:
 - a. Populate the Global field with AID_YEAR
 - b. Populate the Type field with String (*Note – The Operand field will not appear until the Type field is populated)
 - c. Populate the Operand field with the current aid year (example 2018)

Run Control ID WA171_EY_BUDG_EQTN_KF

[Report Manager](#)
[Process Monitor](#)
[Run](#)

*Equation

CTCFABUDYEAF

Assign Budget Process Aid Year

Input Parameters

Find | View All

First

1 of 1

Last

Global	Type	Operand
AID_YEAR	String	2026

Save

Notify

Add

Update/Display

4. Insert a new row by selecting (+)

5. Enter the following data:

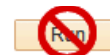
- Populate the Global field with INSTITUTION
- Populate the Type field with String (*Note – The Operand field will not appear until the Type field is populated)
- Populate the Operand field with the Institution ID

6. Select Save – DO NOT SELECT RUN

Run Control ID WA171_EY_BUDG_EQTN_KF

[Report Manager](#)

[Process Monitor](#)



*Equation Assign Budget Process Aid Year

Input Parameters
Find | View All
First
1-2 of 2
Last

Global	Type	Operand	
<input type="text" value="AID_YEAR"/>	String	<input type="text" value="2026"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="INSTITUTION"/>	String	<input type="text" value="WA171"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Schedule Budget JobSet

Navigation	Description
PeopleTools > Process Scheduler > Schedule JobSet Definitions	Run the Event Replay Schedule load job to set the process recurrence.

1. Create the Schedule Name
2. Enter the Job Name CTCFABUD
3. Select Add

Add a New Value

*Schedule Name
WA171_EY_CTC_FA_BUDGETS_KF

*Job Name
CTCFABUD

Schedule JobSet Definition tab

1. From the Schedule JobSet Definition tab populate the following fields:
 - a. Enter the 'Institution Specific Description' into the Description field
 - b. Enter 'Institution Specific Information' into the Run Control ID field
 - c. Verify 'Status' field value = Inactive if running now, Active if scheduling
 - d. Verify 'Priority' field vale = Medium
 - e. Define Begin Date, Time and Time Zone reflects the current date and time, if running now.
 - f. Define Recurrence Name field if running in a JobSet
 - g. Select 'Any Server' for the Server Run option
 - h. Primary Server = PSUNX
 - i. Enter 'UNIX' for the Operating System

Schedule JobSet Definition	Schedule JobSet Items	Schedule JobSet Requests
<div style="display: flex; justify-content: space-between;"> <div> <p>Schedule Name WA171_EY_CTC_FA_BUDGETS_KF</p> <p>Job Name CTCFABUD</p> <p>Copy From <input type="text"/></p> </div> <div> <p>JobSet Report</p> <p>Process Monitor</p> <p>Report Manager</p> </div> </div>		
<p>Schedule Information</p> <div style="display: flex; justify-content: space-between;"> <div> <p>User ID CTC_KFORSBERG</p> <div style="border: 1px solid red; padding: 2px;">*Description WA171_EY_CTC_FA_BUDGETS_KF</div> <div style="border: 1px solid red; padding: 2px;">*Run Control ID WA171_EY_CTC_FA_BUDGETS_KF</div> </div> <div> <div style="border: 1px solid red; padding: 2px;">*Status Active ▼</div> <div style="border: 1px solid red; padding: 2px;">*Priority Medium ▼</div> </div> </div>		
<p>Time Information</p> <div style="border: 1px solid red; padding: 5px; display: flex; justify-content: space-between;"> <div>*Begin Date 07/08/2025 <input type="text"/></div> <div>*Time 5:00:00PM <input type="text"/></div> <div>*Time Zone PST <input type="text"/></div> </div> <p>Recurrence Name <input type="text"/> Run Now</p>		
<p>Server Information</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px;"> *Server Run Option Any Server ▼ </div> <div> Primary Server PSUNX <input type="text"/> </div> <div style="border: 1px solid red; padding: 2px;"> Operating System UNIX ▼ </div> </div>		
<div style="display: flex; justify-content: space-around;"> <div> <div>Save</div> <div>Notify</div> </div> <div> <div>Add</div> <div>Update/Display</div> </div> </div>		

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

Schedule JobSet Items tab

1. From the Schedule JobSet Items tab select on the CTCFABUD hyperlink
2. When the Process List opens Populate the fields
 - a. SCC_POP_UPD = Run Controls for the Set Budget flag
 - b. FAPPREQRN – FAPBDGTD = Run Control for Equation Engine (see above)

Schedule JobSet Definition

Schedule JobSet Items

Schedule JobSet Requests

Schedule Name

WA171_EY_CTC_FA_BUDGETS_KF

JobSet Report

Job Name

CTCFABUD

Process Monitor

Report Manager

Copy From

Left | Right

WA171_EY_CTC_FA_BUDG

CTCFABUD

Process List

General Settings

Output Settings

Server Settings

Time Settings

Other Settings

||>

Process Name	Description	Process Type	Run Control ID
CTCFABUD	Process FA Budgets in Batch	PSJob	

Schedule JobSet Definition

Schedule JobSet Items

Schedule JobSet Requests

Schedule Name

WA171_EY_CTC_FA_BUDGETS_KF

JobSet Report

Job Name

CTCFABUD

Process Monitor

Report Manager

Copy From

Left | Right

WA171_EY_CTC_FA_BUDG

CTCFABUD

Process List

General Settings

Output Settings

Server Settings

Time Settings

Other Settings

||>

Process Name	Description	Process Type	Run Control ID
SCC_POP_UPD	SCC_POP_UPD	Application Engine	WA171_EY_SET_
SCC_POP_UPD	SCC_POP_UPD	Application Engine	
SCC_POP_UPD	SCC_POP_UPD	Application Engine	WA171_EY_SET_
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA171_BUDG_E
FAPBDGTS	Stdnt Bdgt Assign - Select	COBOL SQL	WA171_BUDG_E
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA171_BUDG_E
FAPBDGTF	Stdnt Bdgt Assign - Formulas	COBOL SQL	WA171_BUDG_E
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA171_BUDG_E
FAPBDGTM	Stdnt Bdgt Assign - Move	COBOL SQL	WA171_BUDG_E
FAPREQRN	Equation Processor Batch Run	COBOL SQL	WA171_BUDG_E
FAPBDGTD	Stdnt Bdgt Assign - Delete	COBOL SQL	WA171_BUDG_E

Save

Notify

Add

Update/Display

Schedule JobSet Requests tab

No Data Required

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

Schedule Name
WA171_EY_CTC_FA_BUDGETS_KF

Job Name
CTCFABUD

Copy From

Next Start Datetime
07/08/2025 1:47PM PST

[JobSet Report](#)
[Process Monitor](#)
[Report Manager](#)

Request List

1-1 of 1

|< < > >|

[View All](#)

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

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

Select the Schedule JobSet Definitions tab

If running ad hoc, select the Run Now button

NOTE: Selecting the Run Now button, no Process Monitor Instance Number will be assigned. Do not press Run Now more than once!

If running in the ISIR JobSet, select the Save button.

Schedule JobSet Definition

Schedule JobSet Items

Schedule JobSet Requests

Schedule Name WA171_EY_CTC_FA_BUDGETS_KF

[JobSet Report](#)

Job Name CTCFABUD

[Process Monitor](#)
[Report Manager](#)

Copy From


Schedule Information

User ID CTC_KFORSBERG

*Description WA171_EY_CTC_FA_BUDGETS_KF

*Status

Active

*Run Control ID WA171_EY_CTC_FA_BUDGETS_KF

*Priority

Medium

Time Information

*Begin Date

07/08/2025



*Time

5:00:00PM

*Time Zone

PST



Recurrence Name



Run Now

Server Information

*Server Run Option

Any Server



Primary Server

PSUNX



Operating System

UNIX



Save

Notify

Add

Update/Display

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

BankMobile

Running BankMobile Options

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Running BankMobile Options for Student Financials to process

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

1. Enter New or use existing Run Control ID
2. Select the Population Selection check box
3. Under Event Selection populate the following fields:
 - a. Academic Institution
 - b. Administrative Function = GEN
 - c. Event ID (*Note: this is institution specific) – Always select the Event ID value that ends with an “1” (Student Financials will be completing the checklist during their process)
4. Under Population Selection choose PS Query from the dropdown menu
5. Choose one of the three Higher One query options for the Query Name field
 - a. CTC_FA_HIGHER_ONE_SELECT_1 (Selects students that have their Institutional Review Status Completed) – **If selected, run before Packaging**
 - b. CTC_FA_HIGHER_ONE_SELECT_2 (Selects students that have a specific checklist item marked completed. Example: Institutional Form) – **If selected, run after Budget Assignment**
 - c. CTC_FA_HIGHER_ONE_SELECT_3 (Selects students that have at least one FA Item Type in an offered or accepted status) – **If selected, run after Awarding**
6. Enter the Edit Prompts
 - a. Academic Institution
 - b. Aid Year
7. Select Run

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASGN_BNKMBL_CHKLIST_KF

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
 ☐ Trigger Table
 ☐ Mass Change

Process Joint Records

☒ No Joint Processing
 ☐ Yes, all Joint IDs
 ☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

GEN

General

Event ID

FSTESP042I

I-BankMobile BiographicExtract

Detail

Communication Key

Checklist Code

ESP042

BankMobile Biographic Extract

Checklist Item

100 ESP042 BankMobile Biographic Extract

Comment Category

Population Selection

Selection Tool

PS Query

Query Name

Launch Query Manager

Search Results

View 100

1-3 of 3

Query Name	Description
CTC_FA_HIGHER_ONE_SELECT_1	Rvw Status Cmplte no R2CP CEMLI
CTC_FA_HIGHER_ONE_SELECT_2	Chklist Cmpltd No R2CP CEMLI
CTC_FA_HIGHER_ONE_SELECT_3	Awrd in Off/ Acpt N R2CP CEMLI

Save

Notify

Add

Update/Display

3C Engine Parameters | Manage Duplicate Assignment

WA State Need Grant

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

WCG Pop Update

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > Washington College Grant > WCG Population/Update	Selects students who have a valid ISIR for the Aid Year, active FA Term(s), and budgets assigned. The process loads all applicable data into the SNG Eligibility Table

Enter a New or Existing Run Control ID

- Selection Tool = PS Query
- Use look up tool to find the Query Name: CTC_FA_SNG_POPULATE
- Select Edit Prompts and enter the following:
 - o Institution
 - o Aid Year
- Under the Parameters section enter Institution and Aid Year
- Select Preview Selection Results and review student list (OPTIONAL)
- Select Run

Disclaimer
Students are **REQUIRED** to have FA Term and Budgets built in order for them to be picked up in this process.

Run Control ID WA171_EY_WCG_POP_UPD_KF Report Manager Process Monitor **Run**

Population Selection

☒ Population Selection

Selection Tool: PS Query

Query Name: CTC_FA_SNG_POPULATE

Edit Prompts

Launch Query Manager Preview Selection Results

Parameters

*Academic Institution: WA171 Spokane CC

*Aid Year: 2026 2025-2026 Financial Aid Year

☐ Recalculate

Save

Query Prompts

*Institution: WA171

*Aid Yr: 2026

OK **Cancel**

The Recalculate checkbox allows colleges to run a batch recalculation for all students whenever a change to the WCG setup is made.

For example, when WSAC updates WCG award amounts or the income cutoff on the MFI chart, colleges that have already loaded ISIRs and run the WCG calculation processes for a new aid year, the “Recalculate” checkbox will allow students that are already calculated to have their eligibility recalculated.

The recalculation process would normally be run only once per year, if necessary.

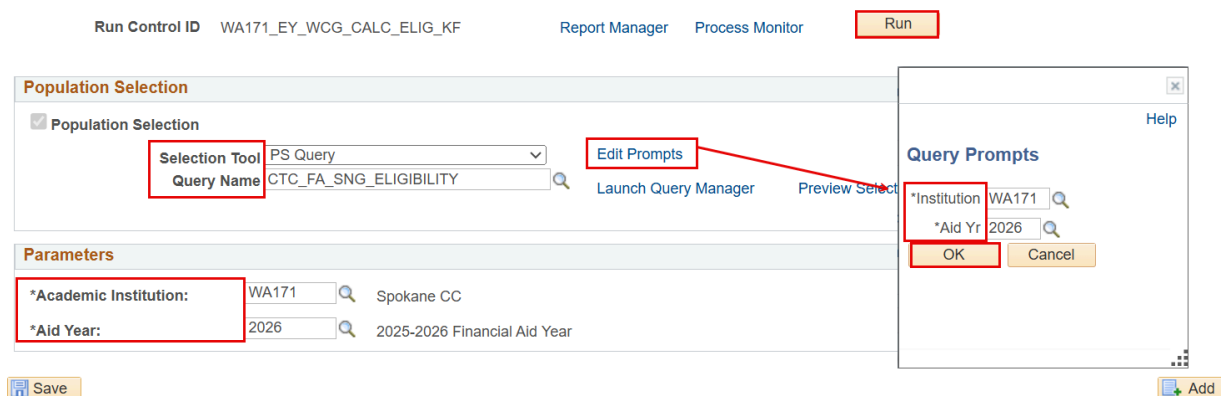
Populate WCG Eligibility Fields

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > Washington College Grant > Calculate WCG Eligibility	Calculates and populates eligibility fields for students who were loaded into the SNG table during the population/update process.

This process is part of your nightly ISIR JobSet, but can be run ad hoc. If you are building this Run Control ID to enter into a JobSet, you will define the parameters and then select the Save button. If running ad hoc, select the Run button.

Enter a New or Existing Run Control ID

- Selection Tool = PS Query
- Use look up to find the Query Name: CTC_FA_SNG_ELIGIBILITY
- Select Edit Prompts and enter the following:
 - o Institution
 - o Aid Year
- Under the Parameters section enter Institution and Aid Year
- Select Preview Selection Results and review student list (OPTIONAL)
- Select Run



Run Control ID WA171_EY_WCG_CALC_ELIG_KF Report Manager Process Monitor Run

Population Selection

☒ Population Selection

Selection Tool PS Query

Query Name CTC_FA_SNG_ELIGIBILITY

Edit Prompts

Launch Query Manager Preview Selection

Parameters

*Academic Institution: WA171 Spokane CC

*Aid Year: 2026 2025-2026 Financial Aid Year

Save Add

Query Prompts

*Institution WA171

*Aid Yr 2026

OK Cancel

WCG Archive Outbound Process

It is the institution's responsibility to check for eligibility prior to awarding and disbursing WCG funds each term.

This process is NOT part of your nightly ISIR JobSet and needs to be run *at least* quarterly and always before a disbursement run.

The WCG Archive is utilized to track:

- WCG history through the most current annual reconciliation

- Eligibility information:
- Outstanding/defaulted WCG repayments
- Prior associate degrees within WCG program
- Maximum term usage with warnings

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Archive Outbound	Process selects students who have a record on the WCG Eligibility Data page and generates a file which allows colleges to download then upload to the WSAC Secure Portal

Enter a New or Existing Run Control ID

- Enter Institution and Aid Year
- Check/Uncheck the 'Select Eligible Only' box
 - o By checking the box the file will include only WCG eligible students. By unchecking the box, both eligible and ineligible students will be included in the file.
- Select Run

Run Control ID WA171_EY_WCG_ARCH_OUTBND_KF

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Academic Institution:

WA171

Spokane CC

*Aid Year:

2026

2025-2026 Financial Aid Year

Select Eligible Only:


☒

[Save](#)


From the Process Scheduler Request page select the Select box and select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_WCG_ARCH_OUTBND_KF

Server Name Run Date 

Recurrence Run Time

Time Zone 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	E008: WCG Outbound Process	CTC_ARCH_OUT	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

Ensure process runs to Success and Posted

From the WCG Archive Outbound page select Process Monitor

Run Control ID WA171_EY_WCG_ARCH_OUTBND_KF Report Manager

Process Instance:209675907

From the Process List select Actions link and then select the View/Log Trace option

View Process Requests

User ID Type Last Days [Refresh](#)

Server Name Instance [Range](#) [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Details	Actions
<input type="checkbox"/>	209675907		WA171_EY_WCG_ARCH_OUTBND_KF	Application Engine	CTC_ARCH_OUT	CTC_KFORSBERG	07/08/2025 2:49:27PM PDT	Success	Details	View Log/Trace
<input type="checkbox"/>	209675655		WA171_FILE_REVIEW_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/08/2025 9:03:44AM PDT	No Success	Details	Actions

From View Log/Trace select WCGArchiveOutbound_20xx.txt

View Log/Trace

Report

Report ID 19189981 Process Instance 209675907 [Message Log](#)

Name CTC_ARCH_OUT Process Type Application Engine

Run Status Success

E008: WCG Outbound Process

Distribution Details

Distribution Node local Expiration Date 08/07/2025

File List

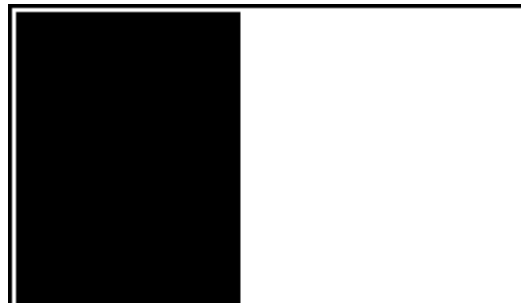
Name	File Size (bytes)	Datetime Created
AE_CTC_ARCH_OUT_209675907.log	205	07/08/2025 2:50:45.355926PM PDT
WCG Archive Logfile_209675907.log	1,202	07/08/2025 2:50:45.355926PM PDT
WCGArchiveOutbound_2026.txt	48,340	07/08/2025 2:50:45.355926PM PDT

Distribute To

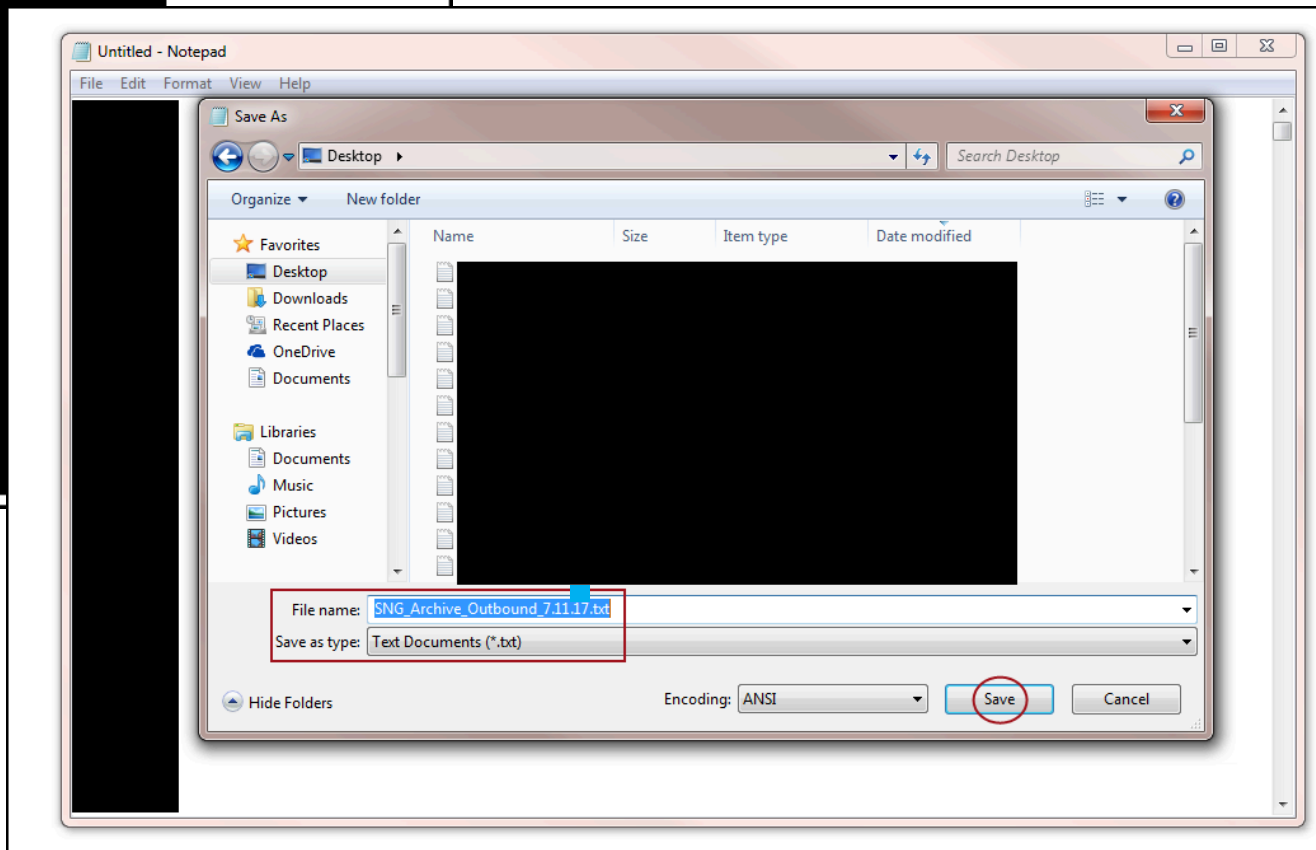
Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

[Return](#)

A list of SSNs will open



Copy and paste list of SSNs into Notepad
or Word and save as a .txt file



- Process the file using the WSAC WCG Archive
- Once you process the file through the WCG Archive, DO NOT open the file. Instead, save it directly to your desktop. The format of the file should remain as .csv

Instructions for using the WSAC Portal can be found at the WSAC resources site.

<http://www.wsac.wa.gov/FAA-resources>

WCG Archive Inbound Process

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Archive Import	Processes data provided in the file from WSAC, inserting a new row on the WCG Archive page with the information. It will also update the WCG eligibility page.

This process is the follow up step to the previous process.

Enter a New or Existing Run Control ID

- Choose 'External File' from the Selection Tool dropdown
- Select Upload File
- A browser window will open
- Locate file saved from WSAC WCG Archive Cruncher (Once selected the name of the file will populate in the Attached File field.)
- Select 'View File' Button to view data
- Populate File Mapping field with SNG ARCHIVE INBOUND
- Under Parameters populate Academic Institution and Aid Year
- Select Preview Selection Results to verify records are being selected
- Select Run

Run Control ID
WA171_EY_WCG_ARCH_IMP_KF
Report Manager
Process Monitor
Run

Population Selection

☒ Population Selection

Selection Tool

External File

Attached File

WCG_ARCH_INBOUND_07-08-2025.csv

File Mapping

SNG ARCHIVE INBOUND

Upload File

Delete File

View F

Edit File Mapping

Preview Selection Results

Parameters

*Academic Institution:

WA171

Spokane CC

*Aid Year:

2026

2025-2026 Financial Aid Year

Save

College Bound Scholarship

Outbound Process

Navigation	Description
CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Outbound Process	Pulls all SSNs for students that are eligible for Washington College Grant and creates a file to upload to the WSAC cruncher to collect CBS eligibility data


This process is NOT part of your nightly ISIR JobSet and will need to be run before aid offers are published.


Enter a New or Existing Run Control ID





- Enter Academic Institution
- Enter Aid Year
- Select Run

Run Control ID WA171_EY_CBS_OUTBND_KF [Report Manager](#) [Process Monitor](#) **Run**

Request Parameter(s)

*Academic Institution: WA171  Spokane CC

*Aid Year: 2026  2025-2026 Financial Aid Year

 Save
  Notify
  Add
  Update/Display

From the Process Scheduler Request page ensure the I-067 checkbox is selected and select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_CBS_OUTBND_KF

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	I-067 CBS Outbound Process	CTC_CBS_OUT	Application Engine	Web	TXT	Distribution

Ensure the process runs to Success and Posted

From the Process Monitor page select the Actions link and then select the View Log/Trace option

Process List **Server List**

View Process Requests

User ID Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	209675923		WA171_EY_CBS_OUTBND_KF	Application Engine	CTC_CBS_OUT	CTC_KFORSBERG	07/08/2025 4:57:47PM PDT	Success	Posted	Details	<input type="button" value="Actions"/>
<input type="checkbox"/>	209675907		WA171_EY_WCG_ARCH_OUTBND_KF	Application Engine	CTC_ARCH_OUT	CTC_KFORSBERG	07/08/2025 2:49:27PM PDT	Success	Posted	Details	
<input type="checkbox"/>	209675655		WA171_FILE_REVIEW_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/08/2025 9:03:44AM PDT	No Success	Posted	Details	

Go back to College Bound Outbound Process

Process List | Server List

Update Process >
 Details
 Parameters
 Message Log
 Batch Timings

From the View Log/Trace page select on the CBSOutbound_20xx.txt link

View Log/Trace

Report

Report ID	19189994	Process Instance	209675923	Message Log
Name	CTC_CBS_OUT	Process Type	Application Engine	
Run Status	Success			

I-067 CBS Outbound Process

Distribution Details

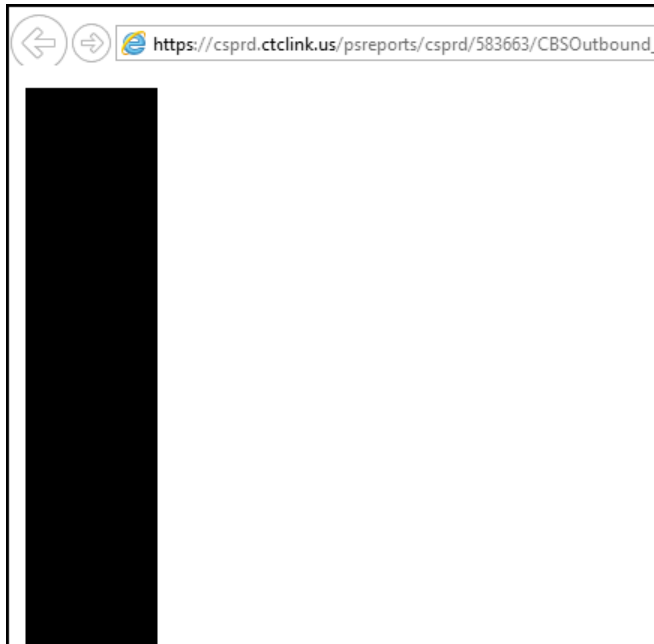
Distribution Node	local	Expiration Date	08/07/2025
--------------------------	-------	------------------------	------------

File List

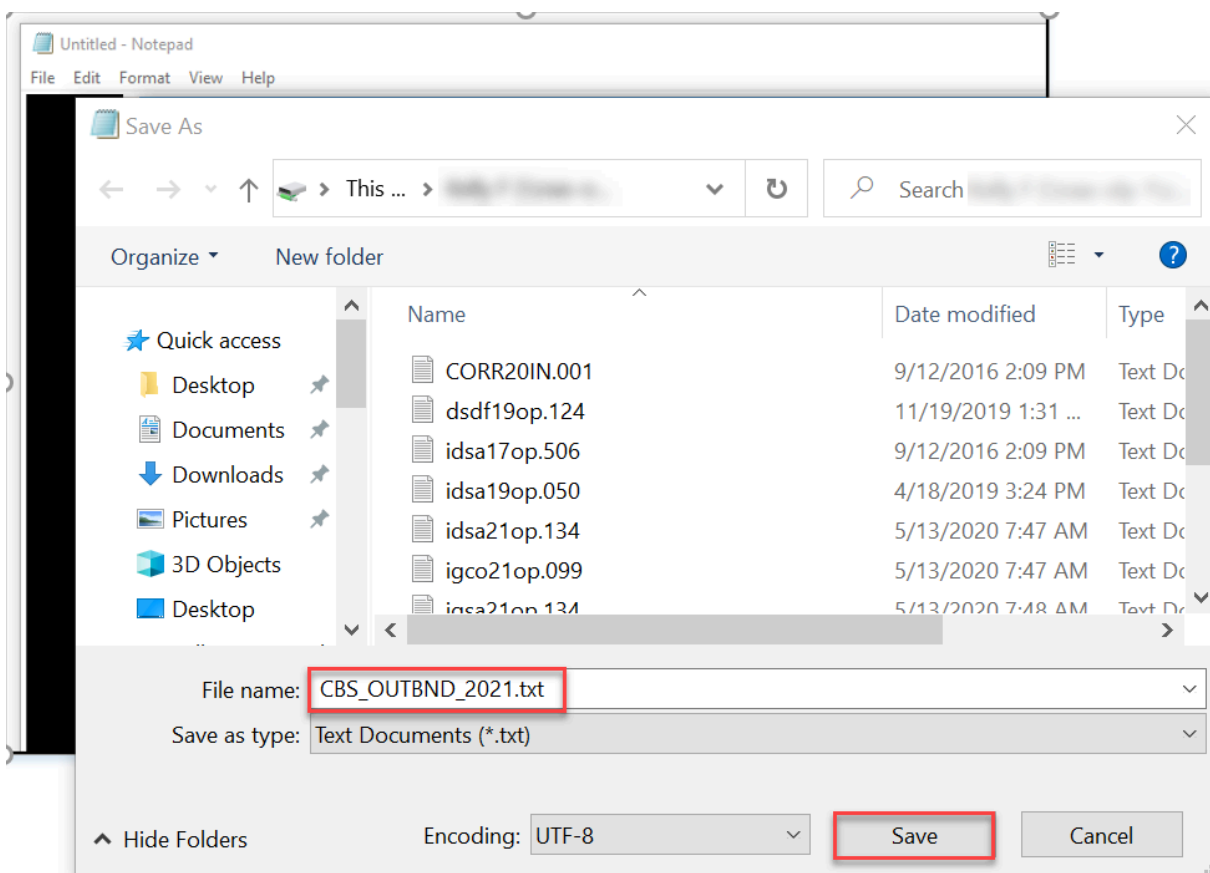
Name	File Size (bytes)	Datetime Created
CBS_OutBound_Log_209675923.log	974	07/08/2025 4:58:39.165290PM PDT
AE_CTC_CBS_OUT_209675923.log	203	07/08/2025 4:58:39.165290PM PDT
CBSOutbound_2026.txt	48,340	07/08/2025 4:58:39.165290PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG
<input type="button" value="Return"/>	



- A list of Social Security numbers will appear. Copy and paste list into Notepad or Word and save as a .txt file
- Save the newly created file to your computer.
- File is now ready for the WSAC cruncher process.



Instructions for using the WSAC Portal can be found at the WSAC resources site.

<http://www.wsac.wa.gov/FAA-resources>

Inbound Process

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Inbound Process	Processes data returned in the file received from the WSAC Cruncher, inserting a new row on the CBS Eligibility Data page with the exact information received in the file.

Enter a New or Existing Run Control ID

- Select External File from the Selection Tool
- Select Upload File
- Select Choose File and choose the appropriate file and select Upload
- Select File Mapping value 'College Bound Inbound'
- Enter Academic Institution and Aid Year
- Select Preview Selection to see student results (take note of a student ID to validate)
- Select Run

Run Control ID WA171_EY_CBS_INBND_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

☒ Population Selection

Selection Tool: External File

Attached File: CBS_ELIG_CHKR_07-08-2025.csv

File Mapping: COLLEGE BOUND INBOUND

[Upload File](#) [Delete File](#) [View File](#)

[Edit File Mapping](#) [Preview Selection Results](#)

Select Values to Update

*Academic Institution: WA171 Spokane CC

*Aid Year: 2026 2025-2026 Financial Aid Year

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

Verification

Setting the Verification Flag

Navigation	Description
Financial Aid > View Packaging Status Summary	Set the verification flags to allow students selected for federal verification to be selected for packaging

1. Verification Flag row = "ED Verification Complete".
2. Verification Status row = "Verified".
3. If the file review is now completed, Review Status = "Review Complete"
4. Select the Save button.

Aid Year

2026

2025-2026 Financial Aid Year

SAI Status

Official

TERM

ID

WA171

Institution

ISIR Information

Database Matches

Need Summary

PELL

Calculation Override

Counselor

Academic Career

Aid Processing Status

Aid Application Status

Review Status

INST Verification Status

Verification Flag

Verification Status

Scholarship Status

Packaging Plan ID

Aggregate Source

College Financing Plan Group

*Satisfactory Academic Progress

Disbursement Hold

Housing Type

*Aid Packaging Method

Repackaging Plan ID

Aggregate Source Used

Limited Pell Grant Indicator

SAP Details

Loan Counseling Status

Self Service

Awarding Access

Inquiry Access

External Award Access

Save

Return to Search

Notify

Setting Ready to Package

Navigation	Description
Set up SACR > System Administration > Utilities > Population Update > Population Update Process	Set parameters for running the Population Update process

1. Enter New or use existing Run Control ID
2. Choose STDNT_AID_ATRBT from the *Record (Table) Name dropdown menu
3. Enter Institution and Aid Year
4. Keep 'Report Error Messages' radio button selected
5. Choose PS Query from the Selection Tool dropdown menu
6. Use the look up tool to locate the CTC_FA_SET_READY_TO_PACKAGE query – (NOTE: the query pulls students who have an "Aid Processing Status" of *Applied* and a "Review Status" of Review *Complete* on the View Packaging Status Summary page)
7. Select Edit Prompts and enter the Academic Institution and Aid Year
8. Under Select Fields to Update populate the fields with the following information:
 - a. Field Name = Aid Package Processing Status
 - b. Field Value = Ready for Packaging
9. Select RUN

Run Control ID WA171_EY_MASS_PKG_SET_RDY_KF Report Manager Process Monitor Run

Select Record fields for update Find | View All First 1 of 1 Last

*Record (Table) Name STDNT_AID_ATRBT - Packaging Status Summary

Institution WA171 Spokane CC Aid Year 2026 2025-2026 Financial Aid Year

Error Reporting Selection

Report Error Messages ☒ Do Not Report Messages ☐ Report All Messages ☐ Help

Population Selection

Selection Tool PS Query Edit Prompts Launch Query Manager Preview Selection Results

Query Name CTC_FA_SET_READY_TO_PACKAGE

Select Fields to Update Personalize | Find | View All | First

Field Name	Field Value
Aid Package Processing Status	Ready for Packaging

Select Attributes to Update

Save Notify Add Update/Display

From the Process Scheduler Request select the SCC_POP_UPD box.

Select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_MASS_PKG_SET_RDY_KF

Server Name Run Date 07/10/2025

Recurrence Run Time 8:10:22AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Pop Update	EIPPOPUP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC_POP_UPD	SCC_POP_UPD	Application Engine	Web	TXT	Distribution

You will be directed back to the Population Update Process page

Select the Process Monitor link to ensure the process runs to Success and Posted

Run Control ID WA171_EY_MASS_PKG_SET_RDY_KF

[Report Manager](#) [Process Monitor](#)

Process Instance:210166993

Select the Actions link and then select the Message Log option

[Process List](#) [Server List](#)

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210166993		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 8:10:22AM PDT	Success	Posted	Details	Actions Update Process Details Parameters Message Log Batch Timings View Log/Trace

Process List | [Server List](#)

Review the number of records updated

Message Log

Process

Instance: 210166993

Type: Application Engine

Name: SCC_POP_UPD

Description:



1-8 of 8



View All

Severity	Log Time	Message Text	Explain
10	8:11:34AM	'SCC_POP_UPD' started at 2025-07-10-08.11.33.000000	Explain
10	8:11:34AM	Processing record STDNT_AID_ATRBT.	Explain
10	8:11:52AM	Total number of records read : 49	Explain
10	8:11:52AM	Total number of records updated successfully : 49	Explain
10	8:11:52AM	Total number of records failed : 0	Explain
10	8:11:52AM	'SCC_POP_UPD' ended at 2025-07-10-08.11.51.000000	Explain
	8:11:56AM	Published message with ID 38087afa-5da0-11f0-ab08-1540cbe3bcfe to create entry in folder GENERAL.	Explain
	8:11:56AM	Successfully posted generated files to the report repository	Explain

[Return](#)

Student Selection – Step 1

Navigation	Description
Financial Aid > Awards > Mass Packaging > Select Students	Select groups of students for packaging based on specific selection criteria.

When selecting a student population for mass packaging institutions will have three processing options:

CTC_FA_MASS_PACKAGE_SELECT_01 (By FPS Process Date or Current Date)

CTC_FA_MASS_PACKAGE_SELECT_02 (By last completed required checklist)

CTC_FA_MASS_PACKAGE_SELECT_03 (By FPS Process Date or Current Date with a SAP Status of anything but “N”)

Remember existing Run Control IDs used will have previously selected processing option.

From the Mass Packaging Select page:

1. Enter New or use existing Run Control ID
2. Choose PS Query from the Selection Tool dropdown menu
3. Use the look up tool next to the Query Name field to located the desired query noted above
4. Select Edit Prompts (*Note – Edit Prompts Fields will vary depending on query chosen)
5. Enter Edit Prompts and select OK
6. Select Preview Selection Results to verify records are being selected
7. Select Run

Run Control ID WA171_EY_MASS_PKG_SEL_STU_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

Selection Tool PS Query

Query Name CTC_FA_MASS_PACKAGE_SELECT_03

Edit Prompts

Launch Query Manager

Parameters

Institution WA171 Spokane CC

Aid Year 2026 2025-2026 Financial Aid Year

Save

Query Prompts

Academic Institution WA171

Aid Year 2026

Priority Filing Date 04/15/2025

Include PRQ plan students

OK Cancel

From the Process Scheduler page select the SFA_BPKGEL box and select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_MASS_PKG_SEL_STU_KF

Server Name Run Date

Recurrence Run Time

Time Zone

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

You will be directed to the Select Students page

Select the Process Monitor link and ensure the process runs to Success and Posted

Run Control ID WA171_EY_MASS_PKG_SEL_STU_KF Report Manager

Process Instance: 210167010

Select the Actions link and select the Message Log option to review the number of records processed

View Process Requests

User ID Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh

Report Manager

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210167010		WA171_EY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	07/10/2025 2:14:55PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167008		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 12:40:24PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210167007		WA171_SET_RDY_RVW_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 11:49:50AM PDT	Success	Posted	Details	
<input type="checkbox"/>	210166993		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 8:10:22AM PDT	Success	Posted	Details	

Go back to Mass Packaging Select

Process List | [Server List](#)

View Student Selection Results – Step 1

Navigation	Description
Financial Aid > Awards > Mass Packaging > View Results by Students	Review students selected from previous process

1. Enter Academic Institution and Aid Year
2. Enter Select Definition Query: (Depending on which query was used to select students for mass packaging)
 - a. QUERY: CTC_FA_MASS_PACKAGE_SELECT_01
 - b. QUERY: CTC_FA_MASS_PACKAGE_SELECT_02
 - c. QUERY: CTC_FA_MASS_PACKAGE_SELECT_03
3. Select Search to view list of students

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
begins with
WA171

Aid Year
begins with
2026

Selection Definition
begins with
QUERY: CTC_FA_MASS_

[Show fewer options](#)

Search
Clear

Academic Institution WA171 Spokane CC

Aid Year 2026 2025-2026 Financial Aid Year

Selection Definition QUERY: CTC_FA_MASS_PACKAGE_SELECT_03

Personalize Find View All				First	1-18 of 18	Last
ID	Name	Career		*Process Status		
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]
		UGRD	Undergraduate	Valid for Packaging	▼	[-]

Assign Packaging Plans – Step 2


Navigation	Description
Financial Aid > Awards > Mass Packaging > Assign Plans	Assigning packaging plans to selected students.


1. Enter New or use existing Run Control ID
2. Enter Institution and Aid Year
3. Enter Select Definition Query: (depending on which query was used to select students for mass packaging)
 - a. QUERY: CTC_FA_MASS_PACKAGE_SELECT_01
 - b. QUERY: CTC_FA_MASS_PACKAGE_SELECT_02
 - c. QUERY: CTC_FA_MASS_PACKAGE_SELECT_03
4. Enter Career = UGRD
5. Enter Plan ID
6. Select Sort Field option
7. Select 'Asc' (Ascending) or 'Desc' (Descending) order
8. To include multiple Plan IDs into the same process, select the (+) symbol to add a new row
9. Select Run


Mass Packaging Assign



Run Control ID WA171_EY_MASS_PKG_ASGN_PLNS_K Report Manager Process Monitor **Run**









Report Request Parameters





Institution WA171  Spokane CC

Aid Year 2026  2025-2026 Financial Aid Year

*Selection Definition QUERY: CTC_FA_MASS_PACKAGE_SELECT_03 

Packaging Plan Parameters Find First  1-4 of 4  Last

*Career	*Plan ID	*Sort Field	Sort Order	Actions
UGRD	SUFAWISP	EMPLID	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	 
UGRD	SUMR ONLY	EMPLID	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	 
UGRD	FA-WI-SP	EMPLID	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	 
UGRD	FALL ONLY	EMPLID	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	 

 Save  Notify  Add  Update/Display

From the Process Scheduler page select the Mass Packaging Plan Assignment box

Select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_MASS_PKG_ASGN_PLNS_K

Server Name Run Date 07/10/2025

Recurrence Run Time 2:33:25PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Mass Packaging Plan Assignment	FAPPKASN	COBOL SQL	(None)	(None)	Distribution

You will be directed back to the Assign Plans page

Select the Process Monitor link and ensure the process runs to Success and Posted. You can select the Actions link and the Message Log option to review what processed.

Mass Packaging Assign

Run Control ID WA171_EY_MASS_PKG_ASGN_PLNS_K [Report Manager](#) [Process Monitor](#)

Process Instance: 210167011

[Process List](#) [Server List](#)

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210167011		WA171_EY_MASS_PKG_ASGN_PLNS_K	COBOL SQL	FAPPKASN	CTC_KFORSBERG	07/10/2025 2:33:25PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167010		WA171_EY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	07/10/2025 2:14:55PM PDT	Success	Posted	Details	Update Process
<input type="checkbox"/>	210167008		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 12:40:24PM PDT	Success	Posted	Details	Parameters
<input type="checkbox"/>	210167007		WA171_SET_RDY_RWW_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 11:49:50AM PDT	Success	Posted	Details	Message Log
<input type="checkbox"/>	210166993		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 8:10:22AM PDT	Success	Posted	Details	View Log/Trace

[Go back to Mass Packaging Assign](#)

View Results of Plan Assignment – Step 2

Navigation	Description
Financial Aid > Awards > Mass Packaging > View Results by Query	Review the packaging plans assigned to students

1. Enter Institution and Aid Year
2. Enter Select Definition Query: (depending on which query was used to select students for mass packaging)
 - a. QUERY: CTC_FA_MASS_PACKAGE_SELECT_01
 - b. QUERY: CTC_FA_MASS_PACKAGE_SELECT_02
 - c. QUERY: CTC_FA_MASS_PACKAGE_SELECT_03
3. Select Search to view results

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
begins with
WA171

Aid Year
begins with
2026

Selection Definition
begins with
QUERY: CTC_FA_MASS_

Show fewer options

Search
Clear

A list of the students will appear for each Packaging Plan ID selected during the Assign Plans process.

Academic Institution WA171 Spokane CC
 Aid Year 2026 2025-2026 Financial Aid Year
 Selection Definition QUERY: CTC_FA_MASS_PACKAGE_SELECT_03

Packaging Plan Details

Find First 1-2 of 2 Last

Packaging Plan ID FA-WI-SP Fall/Winter/Spring
Sort Packaging by EMPLID Ascending
Academic Career UGRD
Plan Order 20

Details

Find | View All First 1-6 of 7 Last

*ID	Name	EMPLID	
			Remove
			Remove
			Remove
			Remove
			Remove

Packaging Plan ID SUFAWISP Summer/Fall/Winter/Spring

Sort Packaging by EMPLID Ascending




Academic Career UGRD

Plan Order 10

Details

Find | View All First 1-6 of 11 Last

*ID	Name	EMPLID	
			Remove
			Remove
			Remove
			Remove
			Remove

 Save
  Return to Search
  Notify

Process Awards from Assigned Plans – Step 3

Navigation	Description
Financial Aid > Awards > Mass Packaging > Process Mass Packaging	Select the Mass Packaging Selection Definition that you are using to select your students for the current Mass Packaging run.

1. Enter New or use existing Run Control ID
2. Enter Institution and Aid Year
3. Enter Select Definition Query: (depending on which query was used to select students for mass packaging)
 - a. QUERY: CTC_FA_MASS_PACKAGE_SELECT_01
 - b. QUERY: CTC_FA_MASS_PACKAGE_SELECT_02
 - c. QUERY: CTC_FA_MASS_PACKAGE_SELECT_03
4. Select LIVE for final packaging assignment
5. Select Simulation for preliminary/simulate assignment
6. Select Run

Mass Packaging Process

Run Control ID WA171_EY_MASS_PKG_PRCES_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Institution <input type="text" value="WA171"/> Spokane CC *Aid Year <input type="text" value="2026"/> 2025-2026 Financial Aid Year *Selection Definition <input type="text" value="QUERY: CTC_FA_MASS_PACKAGE_SELECT_03"/> Methodology <input type="text" value="Federal"/>	Batch Packaging Mode <input type="radio"/> Live <input checked="" type="radio"/> Simulation
---	--

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

From the Process Scheduler page select the Mass Packaging box.

Select OK

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_MASS_PKG_PRCS_KF

Server Name Run Date 07/10/2025

Recurrence Run Time 3:03:00PM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Mass Packaging	FAPPKBKG	COBOL SQL	(None)	(None)	Distribution

You will be directed back to the Process Mass Packaging page

Select on the Process Monitor link and ensure the process runs to Success and Posted

Mass Packaging Process

Run Control ID WA171_EY_MASS_PKG_PRCS_KF Report Manager **Process Monitor**

Process Instance: 210167012

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210167012		WA171_EY_MASS_PKG_PRCS_KF	COBOL SQL	FAPPKBKG	CTC_KFORSBERG	07/10/2025 3:03:00PM PDT	Success	Posted	Details	<input type="button" value="Actions"/> <ul style="list-style-type: none"> Update Process Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	210167011		WA171_EY_MASS_PKG_ASGN_PLNS_K	COBOL SQL	FAPPKASN	CTC_KFORSBERG	07/10/2025 2:33:25PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210167010		WA171_EY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	07/10/2025 2:14:55PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210167008		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 12:40:24PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210167007		WA171_SET_RDY_RWW_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 11:49:50AM PDT	Success	Posted	Details	
<input type="checkbox"/>	210166993		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 8:10:22AM PDT	Success	Posted	Details	

Go back to Mass Packaging Process

Mass Packaging Results – (Latest Batch)

This query pulls the most current list of students who were mass packaged

Navigation	Description
Reporting Tools > Query > Schedule Queries	Viewing the packaging batch details.

1. Enter New or use existing Run Control ID
2. Enter CTC_FA_MASS_PACK_RESULTS into the Query Name field
3. Select Search

Run Control ID WA171_EY_MASS_PKG_RES_QRY_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name [Search](#)

*Description

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

4. Select the desired Query

Scheduled Query Search Page

*Query Type:

Query: [Search](#)

Query

<

[Return](#)

5. Enter the Edit Prompts and select OK

×

Help

CTC_FA_MASS_PACK_RESULTS

*Academic Institution

WA171

Q

*Aid Year

2026

Q

OK

Cancel

6. From the Schedule Queries page select Run

Run Control ID

WA171_EY_MASS_PKG_RES_QRY_KF

Report Manager

Process Monitor

Run

Query Name

CTC_FA_MASS_PACK_RESULTS

Search

*Description

Mass Packaging Results

Update Parameters

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026

Save

Add

Update/Display

From the Process Scheduler Request page select OK button

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_EY_MASS_PKG_RES_QRY_KF

Server Name Run Date 07/10/2025

Recurrence Run Time 3:17:14PM [Reset to Current Date/Time](#)

Time Zone

Process List

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

[OK](#) [Cancel](#)

You will be directed back to the Schedule Queries page

Select the Process Monitor link and ensure the process runs to Success and Posted

Run Control ID WA171_EY_MASS_PKG_RES_QRY_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Query Name CTC_FA_MASS_PACK_RESULTS [Search](#)

Process Instance: 210167017

Select the Actions link from the Process Monitor page and select the View Log/Trace option

[Process List](#) [Server List](#)

View Process Requests

User ID CTC_KFORSBERG Type Last 30 Days [Refresh](#)

Server Name Instance Range [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210167017		WA171_EY_MASS_PKG_RES_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/10/2025 3:17:14PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167012		WA171_EY_MASS_PKG_PROCS_KF	COBOL SQL	FAPPKBG	CTC_KFORSBERG	07/10/2025 3:03:00PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167011		WA171_EY_MASS_PKG_ASGN_PLNS_K	COBOL SQL	FAPPKASN	CTC_KFORSBERG	07/10/2025 2:33:25PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167010		WA171_EY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	07/10/2025 2:14:55PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167008		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 12:40:24PM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210167007		WA171_SET_RDY_RWW_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 11:49:50AM PDT	Success	Posted	Details	Actions
<input type="checkbox"/>	210166993		WA171_EY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/10/2025 8:10:22AM PDT	Success	Posted	Details	Actions

[View Log/Trace](#)

Select the CTC_FA_MASS_PACK_RESULTS-xxxxxx.csv link to open results

View Log/Trace

Report

Report ID	19229501	Process Instance	210167017	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

Mass Packaging Results

Distribution Details

Distribution Node	local	Expiration Date	08/09/2025
-------------------	-------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_210167017.log	166	07/10/2025 3:18:13.946317PM PDT
CTC_FA_MASS_PACK_RESULTS-210167017.csv	94,895	07/10/2025 3:18:13.946317PM PDT

Distribute To

Distribution ID Type	Distribution ID
----------------------	-----------------

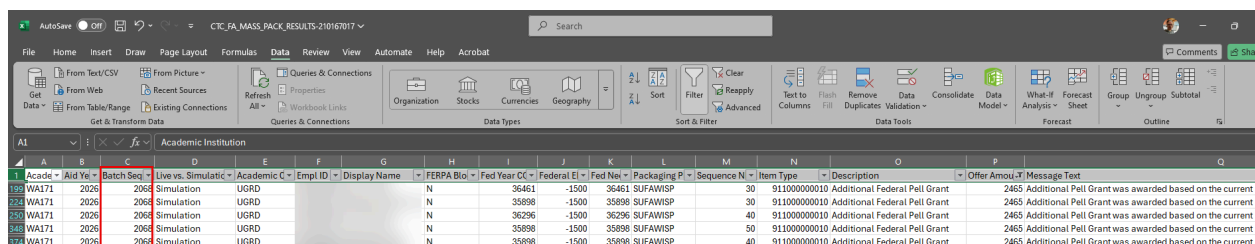
User	CTC_KFORSBERG
------	---------------

[Return](#)

A dialogue box will open depending on browser, select OK or OPEN to view results

Allow the file to open into an Excel spreadsheet

(*Note – the Batch Sequence number for next step)



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Academi	Aid Ye	Batch Seq	Livesvs. Simulatic	Academic C	Empl ID	Display Name	FERPA Bio	Fed Year CC	Federal EI	Fed Net	Packaging P	Sequence N	Item Type	Description	Offer Amou	Message Text
199	WA171	2026	2068	Simulation	UGRD		N	36461	-1500	36461	SUFAWISP	30	911000000010	Additional Federal Pell Grant	2465	Additional Pell Grant was awarded based on the current
200	WA171	2026	2068	Simulation	UGRD		N	36296	-1500	36296	SUFAWISP	40	911000000010	Additional Federal Pell Grant	2465	Additional Pell Grant was awarded based on the current
201	WA171	2026	2068	Simulation	UGRD		N	36296	-1500	36296	SUFAWISP	40	911000000010	Additional Federal Pell Grant	2465	Additional Pell Grant was awarded based on the current
202	WA171	2026	2068	Simulation	UGRD		N	36296	-1500	36296	SUFAWISP	40	911000000010	Additional Federal Pell Grant	2465	Additional Pell Grant was awarded based on the current

View Mass Packaging Details

Navigation	Description
Financial Aid > Awards > Mass Packaging > View Mass Packaging Details	View mass packaging results by batch sequence number

Enter the Batch Sequence noted in the report into the Batch Sequence Number field, then select Search

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Academic Institution
begins with
WA171
Aid Year
begins with
2026
Batch Sequence Number
=
2068
Academic Career
begins with
Packaging Plan ID
begins with
Show fewer options
Search
Clear

Search Results

2 results - Academic Institution "WA171" Aid Year "2026"

Academic Institution	Aid Year	Batch Sequence Number	Academic Career	View A
WA171	2026	2068 UGRD	FA-WI-SP	>
WA171	2026	2068 UGRD	SUFAWISP	>

This will be a "Per Plan" view of the packaging that occurred for the indicated sequence number.

Choose the desired plan to review.

Review students' packages – Eligibility and Need on tab

Eligibility and Need

Awards Detail

Batch Number 2068

Batch Date Time 07/10/2025 3:03PM

Total Packaged 11

Institution Spokane CC

Aid Year 2025-2026

Packaging Plan Summer/Fall/Winter/Spring

Career Undergrad

Eligibility Summary

Find | View All

First 3 of 11 Last

Sequence 3

ID

Name

Federal Dependency Status Independent

Institutional Dependency Status

Federal PELL Eligibility Yes

Received First Bachelor Degree No

Title IV Eligibility

Need Summary by Award Period

Find | View All

First 1 of 2 Last

Award Period Academic

SAI Status Official

Fed Year COA	36,461.00	Institutional Year COA	36,461.00
SAI	-1,500	Institutional EFC	0
Fed Need	36,461.00	Institutional Need	36,461.00
Educational Resources	0	Educational Resources	0
Need Base Aid (Fed)	27,424.00	Need Base Aid (Instl)	1,500.00
Special Need/Cost Aid (Fed)	0.00	Special Need/Cost Aid (Instl)	0.00
Total Aid (Fed)	27,424.00	Total Aid (Instl)	1,500.00
Unmet Need (Fed)	9,037.00	Unmet Need (Instl)	34,961.00
Unmet COA(Fed)	9,037.00	Unmet COA (Instl)	34,961.00

Pell Year COA 29,217.00

Alt Pell COA 5,625.00

Less than Half Time Pell COA 27,252.00

Return to Search

Previous in List

Next in List

Notify

[Eligibility and Need | Awards Detail](#)

Review students' package – Awards Detail on tab 2

Eligibility and Need

Awards Detail

Batch Number 2068

Batch Date Time 07/10/2025 3:03PM

Total Packaged 11

Institution Spokane CC

Aid Year 2025-2026

Packaging Plan Summer/Fall/Winter/Spring

Career Undergrad

Find | View All First 3 of 11

Student Packaging Sequence 3

ID

Sequence	Item Type		Disbt Plan		Split Code		Offer Amount		
10	911000000000	PELL	09	SuFaWiSp	XX		\$7,395.00		Disbursement
20	911000000100	FSEOG					\$0.00	Message	Disbursement
30	911000000010	Addtn PELL	07	Spring	XX		\$2,465.00	Message	Disbursement
40	912000000000	WCG	09	SuFaWiSp	U1	Summer	\$1,641.00		Disbursement
50	912000000000	WCG	09	SuFaWiSp	F1	Fall	\$1,641.00		Disbursement
60	912000000000	WCG	09	SuFaWiSp	W1	Wintr	\$1,641.00		Disbursement
70	912000000000	WCG	09	SuFaWiSp	S1	Sprg	\$1,641.00		Disbursement
80	912000000200	COLLBOUND					\$0.00	Message	Disbursement
90	912000000200	COLLBOUND					\$0.00	Message	Disbursement
100	912000000200	COLLBOUND					\$0.00	Message	Disbursement
110	912000000200	COLLBOUND					\$0.00	Message	Disbursement
120	912000000200	COLLBOUND					\$0.00	Message	Disbursement
130	912000000200	COLLBOUND					\$0.00	Message	Disbursement
140	912000000200	COLLBOUND					\$0.00	Message	Disbursement
150	912000000200	COLLBOUND					\$0.00	Message	Disbursement
160	912000000250	WBG					\$0.00	Message	Disbursement
170	973000000075	W03_WAIVER	01	Fa-Wi-Sp	AY	F-W-SP	\$0.00	Message	Disbursement
180	913000000000	SCCGRNT	01	Fa-Wi-Sp	AY	F-W-SP	\$1,500.00		Disbursement
190	932000000000	SWS					\$0.00	Message	Disbursement
200	931000000000	FWS					\$0.00	Message	Disbursement
210	933000000000	IWS					\$0.00	Message	Disbursement
220	961000001100	SUBDL1	57	Ln30SuFWS	3G	SuFaWiSp	\$0.00	Message	Disbursement
230	961000002100	UNSUBDL1	57	Ln30SuFWS	3G	SuFaWiSp	\$0.00	Message	Disbursement
240	961000001100	SUBDL1	37	LnSuFaWiSp	L4	SuFaWiSp	\$3,500.00		Disbursement
250	961000002100	UNSUBDL1	37	LnSuFaWiSp	L4	SuFaWiSp	\$6,000.00		Disbursement

Return to Search

Previous in List

Next in List

Notify

Eligibility and Need | Awards Detail

Award Notification

Assigning Award Communication

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Assigning and Sending Award Notifications

3C Engine Parameters

1. Enter New or use existing Run Control ID
2. Select Population Selection
3. Enter Academic Institution
4. Administrative Function = FINA
5. Function Event ID = Choose Award Notification (Code varies between institutions)
6. Selection Tool = PS Query
7. Query Name = CTC_FA_SB_1ST_AWRD_NOTIF (Will include students who have not received an award notification)
8. Select Edit Prompts – Enter the following:
 - a. Institution
 - b. Aid Year
 - c. Letter - Make sure the letter code matches the letter code in the Event ID
9. Select Preview Selection Results

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASSGN_AWD_LTR_KF

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
 ☐ Trigger Table
 ☐ Mass Change

Process Joint Records

☒ No Joint Processing
 ☐ Yes, all Joint IDs
 ☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FL80AWARD

Award Notification

Detail

Communication Key

FAAWARD Award Notification

Checklist Code

Comment Category

Population Selection

Selection Tool

PS Query

Query Name

CTC_FA_SB_1ST_AWRD_NOTIF

Launch Query Manager

Preview Selection Results

Edit Prompts

*Institution

WA171

*Aid Yr

2026

*Letter

L80

OK

Cancel

Save

Notify

Add

Update/Display

3C Engine Parameters | [Manage Duplicate Assignment](#)

✓ Select Manage Duplicate Assignment tab

10. Under Duplicate Communication Check use the dropdown menu next to 'Variable Data' and choose Match

11. Select Run

Remember – When using the match functionality the student will only receive this letter code once for the aid year. When using the same letter code for 1st and revised notifications, uncheck the Duplicate Communication box and leave the Variable Data field blank.

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID WA171_EY_ASSGN_AWD_LTR_KF
Report Manager
Process Monitor
Run

Duplicate Communication Check

☒ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data

Match

Explain

Communication Status

Explain

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data

Explain

Checklist Status

Explain

Save
Notify
Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

12. From the Process Scheduler Request page select the 3C Engine box and select OK

Process Scheduler Request

User ID CTC_KFORSBERG
Run Control ID WA171_EY_ASSGN_AWD_LTR_KF

Server Name
Recurrence
Time Zone

Run Date
Run Time
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	3C ENGINE	3CENGINE	Application Engine	Web	TXT	Distribution

OK
Cancel

13. Ensure Process Monitor reads Success and Posted

Sending Award Communication

Navigation	Description
Campus Community > Communications > Communication Generation	Assigning and Sending Award Notifications

Selection Parameters

1. Enter New or use existing Run Control ID
2. ID Selection = All Person IDs
3. Letter Code = Choose the letter code from the previous steps
4. Communication Method Usage – Method = E-Mail

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID: WA171_EY_AWD_LTR_COMM_GEN_KF
Report Manager
Process Monitor
Run

ID Selection

ID Selection
All Person IDs

Letter Code Selection

Letter Code
L80
Award Notification
Administrative Function
FINA
Financial Aid

Template Selection

Report Name: CTCFA_SP_L80 Award Notification Letter
Data Source ID: CTC_FA_DATASOURCE_AWARD_2
View Report Definition

Template List

Template ID	Description	Language	Method	Default Template
CTCFA_SP_L80_1	AWDNOTIFICATION_Email SCC	English	E-Mail	<input checked="" type="checkbox"/>
CTCFA_SP_L80_2	AWDNOTIFICATION_Printer SCC	English	Letter	<input type="checkbox"/>

Enclosures Assigned (Softcopy)

No Matching Template Found

☒ Use Default Template
☐ Do Not Produce Communication

Refresh Enclosure List

Communication Language Usage

☒ Specified
☐ Preferred
Language: English

Communication Method Usage

☒ Specified
☐ Preferred
Method: E-Mail

Save
Notify
Add
Update/Display

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

Process Parameters**Person Communication Usage Section:**

- 8. Address = FA Email and Postal Address**
- 9. Address Name = FA Student Name**
- 10. Salutation = FA Student Name**
- 11. Extra Name = FA Student Name**

Communication Date Range Selection

- 12. From Date – Select desired date**
- 13. To Date – Select current date**
- 14. Sort Option – All Alphabetically by ID Type**

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID

WA171_EY_AWD_LTR_COMM_GEN_KF

Report Manager

Process Monitor

Run

Usage Tables

Person Communication Usage

Address

FA Email and Postal Address

Address Name

FA Student Name

Salutation

FA Student Name

Extra Name

FA Student Name

☐ Use Preferred Email Address

Joint Salutation Usage

Joint Name

Org Communication Usage

Org Recipient

Contact Name

Communication Processing Dates

Communication Date Range Selection

*From Date

07/01/2025

*To Date

07/01/2030

Update Communication Generation Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Update Communication Completed Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Output Settings

*Sort Option

All Alphabetically by ID Type

☐ Online Preview
 ☐ Send to Printer
 ☐ Send to File
 ☐ Create Envelopes
 ☐ Create Labels

Missing Critical Data

☒ Produce Communication
 ☒ Complete Communication

Save

Notify

Add

Update/Display

[Selection Parameters](#) |
 [Process Parameters](#) |
 [Email Parameters](#) |
 [Checklist Parameters](#)

Email Parameters

7. From = Enter the desired email addressed used by the institution
8. Subject = Enter a subject line for the email communication
9. Reply to = Enter the desired email addressed used by the institution
10. Sender = Enter the desired email addressed used by the institution
11. Bounce to = Enter the desired email addressed used by the institution

Updated 07/22/2025Page 130

12. Select Run

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID WA171_EY_AWD_LTR_COMM_GEN_KF
Report Manager
Process Monitor
Run

Email Parameters

From

fsc@cc.spokane.edu

*Required if communication method usage is specific email or preferred.

Subject

For Review: 2025-2026 Financial Aid Award Letter Notification

*Required if communication method usage is specific email or preferred.

Reply to

fsc@cc.spokane.edu

Sender

fsc@cc.spokane.edu

Bounce to

fsc@cc.spokane.edu

Importance

☐ low
☒ normal
☐ high

Sensitivity

☒ normal
☐ personal
☐ private
☐ company-confidential

Save

Notify

Add

Update/Display

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

Choose SCC_COMMGEN from the Process Scheduler Request – Select OK

Process Scheduler Request

User ID CTC_KFORSBERG
Run Control ID WA171_EY_AWD_LTR_COMM_GEN_KF

Server Name
Recurrence
Time Zone

Run Date 07/14/2025
Run Time 9:54:05AM
Reset to Current Date/Time

Process List

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

OK

Cancel

Be sure Process Monitor reads Success and Posted

Revised Award Notification

Assigning Revised Award Communication

Navigation	Description
Campus Community > 3C Engine > Run 3C Engine	Assigning and Sending Revised Award Notifications

3C Engine Parameters

1. Enter New or use existing Run Control ID
2. Select Population Selection
3. Enter Academic Institution
4. Administrative Function = FINA
5. Function Event ID = Choose Award Notification (Code varies between institutions)
6. Selection Tool = PS Query
7. Query Name = QCS_FA_SB_AWRD_NOTIF_CHANGE (Will include students who are receiving a revision award notification)
8. Select Edit Prompts – Enter the following:
 - a. Institution
 - b. Aid Year
 - c. Letter - Make sure the letter code matches the letter code in the Event ID
9. Optional - Select Preview Selection Results

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID

WA171_EY_ASSGN_REV_AWD_LTR_KF

Report Manager

Process Monitor

Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution

WA171

Spokane CC

Administrative Function

FINA

Financial Aid

Event ID

FL80AWARD

Award Notification

Detail

Communication Key

FAAWARD Award Notification

Checklist Code

Comment Category

Population Selection

Selection Tool

PS Query

Query Name

QCS_FA_SB_AWRD_NOTIF_CHANGE

Launch Query Manager

Preview Selection Results

Edit Prompts

Save

Notify

Add

Update/Display

3C Engine Parameters

Manage Duplicate Assignment

Query Prompts

*Institution

WA171

*Aid Yr

2026

*Letter

L80

OK

Cancel

✓ Select Manage Duplicate Assignment tab

10. The Duplicate Communication Check box should be unchecked

11. Select Run

Remember – When using the match functionality the student will only receive this letter code once for the aid year. When using the same letter code for 1st and revised notifications, uncheck the Duplicate Communication box and leave the Variable Data field blank.

3C Engine Parameters
Manage Duplicate Assignment

Run Control ID WA171_EY_ASSGN_REV_AWD_LTR_KF
Report Manager
Process Monitor
Run

Duplicate Communication Check

☐ Check Duplicate Communication
[Explain](#)

Additional Conditions to Prevent Duplicate Communication

Variable Data
Communication Status

[Explain](#)
[Explain](#)

Duplicate Checklist Check

☒ Check Duplicate Checklist
[Explain](#)

Additional Conditions to Prevent Duplicate Checklist

Variable Data
Checklist Status

[Explain](#)
[Explain](#)

Save
Notify
Add
Update/Display

3C Engine Parameters | Manage Duplicate Assignment

12. From the Process Scheduler Request page select the 3C Engine box and select OK

Process Scheduler Request

User ID CTC_KFORSBERG
Run Control ID WA171_EY_ASSGN_REV_AWD_LTR_KF

Server Name
Run Date 07/14/2025
Recurrence
Run Time 1:11:40PM
Time Zone
Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	3C ENGINE	3CENGINE	Application Engine	Web	TXT	Distribution

OK
Cancel

13. Ensure Process Monitor reads Success and Posted

Sending Revised Award Communication

Navigation	Description
Campus Community > Communications > Communication Generation	Assigning and Sending Revised Award Notifications

Selection Parameters

5. Enter New or use existing Run Control ID
6. ID Selection = All Person IDs
7. Letter Code = Choose the letter code from the previous steps
8. Communication Method Usage – Method = E-Mail

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID: WA171_EY_AWD_REV_COMM_GEN_KF
Report Manager
Process Monitor
Run

ID Selection

ID Selection: All Person IDs

Letter Code Selection

Letter Code: L80

Award Notification

Administrative Function

FINA

Financial Aid

Template Selection

Report Name: CTCFA_SP_L80 Award Notification Letter

Data Source ID: CTC_FA_DATASOURCE_AWARD_2

View Report Definition

Template List

Template ID	Description	Language	Method	Default Template
CTCFA_SP_L80_1	AWDNOTIFICATION_Email SCC	English	E-Mail	<input checked="" type="checkbox"/>
CTCFA_SP_L80_2	AWDNOTIFICATION_Printer SCC	English	Letter	<input type="checkbox"/>

Enclosures Assigned (Softcopy)

No Matching Template Found

☒ Use Default Template
☐ Do Not Produce Communication

Refresh Enclosure List

Communication Language Usage

☒ Specified
☐ Preferred
Language: English

Communication Method Usage

☒ Specified
☐ Preferred
Method: E-Mail

Save
Notify
Add
Update/Display

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

Process Parameters**Person Communication Usage Section:**

15. Address = FA Email and Postal Address

16. Address Name = FA Student Name

17. Salutation = FA Student Name

18. Extra Name = FA Student Name

Communication Date Range Selection

19. From Date – Select desired date

20. To Date – Select current date

Selection Parameters

Process Parameters

Email Parameters

Checklist Parameters

Run Control ID WA171_EY_AWD_REV_COMM_GEN_KF Report Manager Process Monitor

Run

Usage Tables

Person Communication Usage

Address

FA Email and Postal Address

Address Name

FA Student Name

Salutation

FA Student Name

Extra Name

FA Student Name

☐ Use Preferred Email Address

Joint Salutation Usage

Joint Name

Org Communication Usage

Org Recipient

Contact Name

Communication Processing Dates

Communication Date Range Selection

*From Date

07/01/2025

*To Date

07/01/2030

Update Communication Generation Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Update Communication Completed Date With

☐ Communication Date

☒ System Date

☐ User Supplied Date

Output Settings

*Sort Option

All Alphabetically by ID Type

☐ Online Preview

☐ Send to Printer

☐ Send to File

☐ Create Envelopes

☐ Create Labels

Missing Critical Data

☒ Produce Communication

☒ Complete Communication

Save

Notify

Add

Update/Display

Selection Parameters | Process Parameters | Email Parameters | Checklist Parameters

Email Parameters

13. From = Enter the desired email addressed used by the institution
14. Subject = Enter a subject line for the email communication
15. Reply to = Enter the desired email addressed used by the institution
16. Sender = Enter the desired email addressed used by the institution
17. Bounce to = Enter the desired email addressed used by the institution
18. Select Run

[Selection Parameters](#)
[Process Parameters](#)
[Email Parameters](#)
[Checklist Parameters](#)

Run Control ID WA171_EY_AWD_REV_COMM_GEN_KF

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Email Parameters

From

fsc@sc.spokane.edu

*Required if communication method usage is specific email or preferred.

Subject

For Review: Revised 2025-2026 Award Letter Notification

*Required if communication method usage is specific email or preferred.

Reply to

fsc@sc.spokane.edu

Sender

fsc@sc.spokane.edu

Bounce to

fsc@sc.spokane.edu

Importance

☐ low
☒ normal
☐ high

Sensitivity

☒ normal
☐ personal
☐ private
☐ company-confidential

[Save](#)
[Notify](#)
[Add](#)
[Update/Display](#)
[Selection Parameters](#) | [Process Parameters](#) | [Email Parameters](#) | [Checklist Parameters](#)

Choose SCC_COMMGEN from the Process Scheduler Request – Select OK

Process Scheduler Request

User ID

CTC_KFORSBERG

Run Control ID

WA171_EY_AWD_REV_COMM_GEN_KF

Server Name

Run Date

07/14/2025

Recurrence

Run Time

1:34:30PM

Time Zone

[Reset to Current Date/Time](#)

Process List

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

[OK](#)
[Cancel](#)

Be sure Process Monitor reads Success and Posted

WCG Override Process (Optional)

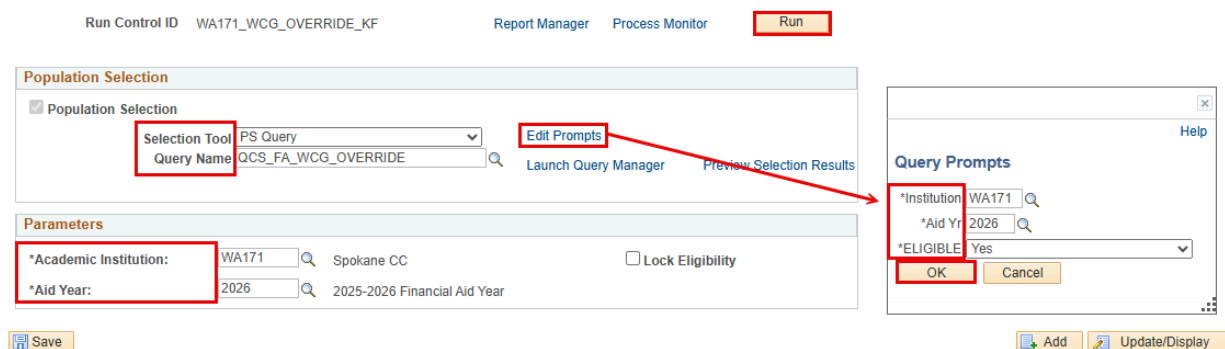
This process is used to lock students' WCG Eligible Data page once their eligibility has been determined (i.e. file review process is complete) and the student has already gone through auto/mass packaging. By locking the WCG Eligible Data page, it would prevent changing the student's eligibility without the college knowing, i.e., if a subsequent ISIR is loaded with update information.¹

WCG Override Process

Navigation	Description
Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Override Process	This optional process checks the Lock Eligibility Override checkbox on the WCG Eligible Data page for students who have already been packaged an WCG award with an Offer Amount greater than zero.

Enter New or use existing Run Control ID

- Choose PS Query from the Selection Tool dropdown menu
- Use the look up tool next to Query Name to choose: QCS_FA_SNG_OVERRIDE
- Select the Edit Prompts link and enter the following information:
 - o Institution
 - o Aid Year
 - o Choose 'Yes' from the Eligible dropdown menu
- Under Parameters enter Institution and Aid Year
- Select the 'Lock Eligibility' checkbox
- Select Run



The screenshot displays the WCG Override Process interface. At the top, there is a 'Run Control ID' field with the value 'WA171_WCG_OVERRIDE_KF'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is the 'Population Selection' section, which includes a 'Population Selection' checkbox, a 'Selection Tool' dropdown menu set to 'PS Query', and a 'Query Name' field with the value 'QCS_FA_WCG_OVERRIDE'. An 'Edit Prompts' link is highlighted with a red box. Below the 'Population Selection' section is the 'Parameters' section, which includes fields for '*Academic Institution:' (WA171) and '*Aid Year:' (2026). A 'Lock Eligibility' checkbox is also present. To the right of the 'Parameters' section is a 'Query Prompts' dialog box, which is also highlighted with a red box. This dialog box contains fields for '*Institution' (WA171), '*Aid Yr' (2026), and '*ELIGIBLE' (Yes). It also has 'OK' and 'Cancel' buttons. At the bottom of the interface are 'Save', 'Add', and 'Update/Display' buttons.

¹ For colleges who have used the FAM application, this process was intended to mimic when the Date Received field was populated for 'WA' track code to prevent the student's eligibility from changing when a new ISIR was loaded.

From the Process Scheduler Request page select the Select box and select OK

Process Scheduler Request

User ID

CTC_KFORSBERG

Run Control ID

WA171_WCG_OVERRIDE_KF

Server Name

Run Date

07/14/2025

Recurrence

Run Time

1:57:18PM

Reset to Current Date/Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	E008 : WCG Override Process	CTC_SNG_OVR	Application Engine	Web	TXT	Distribution

OK

Cancel

Ensure the process runs to Success and Posted

Managing User Edit Messages – UEMs

Assign User Edit Messages (Batch) - For SAP Plan Students

Navigation	Description
Financial Aid > Disbursement > Process User Edit Message	Assign UEMs to block disbursement for students who have a SAP status of 'PLAN' and an accepted award this an amount greater than zero

***Note ctcLink has configured UEMs that will impact only traditional aid**

1. Enter New or use existing Run Control ID
2. Choose PS Query for the Selection Tool field
3. Use the look up tool next to the Query Name field and populate with the following:
CTC_FA_SAP_PLAN_UEM
4. Select the Edit Prompts link and populate with Institution and Aid Year
5. In the Processing Mode section select the Update Messages radio button
6. In the Error Reporting Selection sector select the Report Error Messages radio button
7. Under the Parameters section populate the following fields:
 - a. Institution = Desired Institution
 - b. Aid Year = Desired Aid Year
 - c. Term = Desired Term
 - d. Process = Blank
 - e. Msg Type = Error
 - f. Msg Code = ACDPLN (Acad Plan)
 - g. Msg Action = None Taken
8. Select Run then OK
9. Watch the Process Monitor for 'Success' and 'Posted'

Run Control ID WA171_UEM_ASSGN_SAP_PLAN_KF Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts**
 Query Name: CTC_FA_SAP_PLAN_UEM Launch Query Manager Preview Selection Results

Processing Mode

☒ Update Messages ☐ Insert Messages ☐ Delete Messages

Error Reporting Selection

☒ Report Error Messages ☐ Do Not Report Messages ☐ Report All Messages

Parameters Find | View All First 1 of 1 Last

*Institution: WA171 Spokane CC *Msg Type: Error
 *Aid Year: 2026 2025-2026 Financial Aid Year *Msg Code: ACDPLN Acad Plan
 *Term: 2255 2025 SUMMR Msg Action: No Action Taken

Update Fields

Process: Msg Action: **See "Creating a User Edit Message" QRG for adding individual UEMs**

Save **Add** **Update/Display**

Enrollment Level Hold/Service Indicator Process-Enrollment Intensity

The steps in this section support the authorization and disbursement process, preventing the disbursement of financial aid that exceeds the amount for which the student is eligible, based on enrollment intensity. The process identifies students whose enrollment intensity at the time of awarding is different than the enrollment intensity at the time of authorization and disbursement. In addition, the process identifies students who need their awards adjusted from full-time to less-than-full-time.

By following these steps, the colleges will be:

- Mass updating the packaging variables page to include '1.00'(full-time) enrollment intensity for all term in the Var **Num** 1-4 fields. The current FLF process uses the Var **Char** 1-4 fields.
- Mass assigning the 'FLF' service indicator for students whose Enrollment Intensity value on FA Term is other than full-time and the packaging variable is '1.00.' for the term. If the 'LFTDH' service impact is included in the Define Item Type Rules setup, disbursement of aid will not occur until colleges have a chance to review and make necessary adjustments.

- Reviewing the Authorization Failure Report (or FLF only query list) and making any necessary adjustments to the packaging variables page, awards, and/or Enrollment Intensity on FA Term.
- Mass releasing the 'FLF' service indicator for students whose Enrollment Intensity value on FA Term matches the packaging variable value.

FA Support added an additional Reason Code of *FAEI-Enroll Intent less than 100%* to each college's FLF Service Indicator Code. **Please note you will need to have your LSA add this to your [Service Indicator Security](#).**

Updating Packaging Variables

Navigation	Description
Set Up SACR > System Administration > Utilities > Population Update > Population Update Process	<p>This process updates the User Var Num #1 - #4 fields on the Assign Packaging Variables page from '0' to '1.00'; setting all 4 terms to enrollment intensity 100%.</p> <p>Note:</p> <ul style="list-style-type: none"> • User Variable Number #1 = Fall Term • User Variable Number #2 = Winter Term • User Variable Number #3 = Spring Term • User Variable Number #4 = Summer Term

1. Enter New or use existing Run Control ID
2. Record (Table) Name = STDNT_PKG_VAR – Student Packaging Variables
3. Enter the following:
 - Institution
 - Aid Year
 - Academic Career = UGRD
4. Error Reporting Selection = Check the “Report Error Messages” radio button
5. Selection Tool = PS Query
6. Query Name = QCS_FA_ASSIGN_PKG_VARS_EI
7. Select Edit Prompts and enter the following:
 - Institution
 - Aid Year
 - Select OK
8. Enter the following in the Select Fields to Update section:

<u>Field Name</u>	<u>Field Value</u>
• User Variable Number #1	1.00
• User Variable Number #2	1.00
• User Variable Number #3	1.00
• User Variable Number #4	1.00
9. Select Preview Selection Results to review list of students receiving update
10. Select Run
11. Ensure the SCC_POP_UPD checkbox is selected, and select OK
12. Ensure process runs to “Success” and “Posted”

Run Control ID WA171_EY_ASSGN_PKG_VARS_EI_KF

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Select Record fields for update

Find | View All | First 1 of 1 Last

*Record (Table) Name STDNT_PKG_VAR - Student Packaging Variables

Institution WA171 Spokane CC

Aid Year 2026 2025-2026 Financial Aid Year

Academic Career UGRD Undergraduate

Error Reporting Selection

Report Error Messages

Do Not Report Messages

Report All Messages

Population Selection

Selection Tool PS Query

Query Name QCS_FA_ASSIGN_PKG_VARS_EI

Edit Prompts

Launch Query Manager

Preview Selection Results

Select Fields to Update

Personalize | Find | View 2 | 1-4

Field Name	Field Value		
User Variable Numeric #1	1.00	+	-
User Variable Numeric #2	1.00	+	-
User Variable Numeric #3	1.00	+	-
User Variable Numeric #4	1.00	+	-

Select Attributes to Update

Save

Notify

Add

Update/Display

Query Prompts

*Institution WA171

*Aid Year 2026

OK

Cancel

Assign FLF Service Indicator

Navigation	Description
Campus Community > Service Indicators (Student) > Mass Assign	This process batch-assigns the 'FLF' service indicator to students who have a '1.00' value in the corresponding User Var Num field for the term on which the process is being run but have a value other than '1.00' in the Enrollment Intensity field on FA Term for the same term.

1. Enter New or use existing Run Control ID
2. Query Name = QCS_FA_ENROLL_INT_FLF_ADD
3. Select Edit Prompts and enter the following:
 - a. Institution
 - b. Aid Year
 - c. Term
 - d. Select OK
4. Under Service Indicator Data enter the following:
 - a. Institution
 - b. Service Indicator Code = FLF Financial Aid Less than FT
 - c. Reason = FAEI Enrollment Intensity Less Than 100%
5. Under Effective Period choose the desired Start Term and End Term
6. Select Run
7. Select the SCC_SI ASSN checkbox and then select OK
8. Ensure process runs to "Success" and "Posted"

Run Control ID WA171_EY_ASSGN_SI_FLF_EI_KF Report Manager Process Monitor Run

Population Selection

Selection Tool: PS Query Edit Prompts

Query Name: QCS_FA_ENROLL_INT_FLF_ADD Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution: Spokane CC

*Service Indicator Code: FLF Financial Aid Less than FT

*Reason: FAEI Enroll Intent less than 100% ☐ Use System Date

Effective Period

Start Term: 2255 SUMMER 2025 End Term: 2255 SUMMER 2025

Start Date: End Date: ☐

Assignment Details

*Department: 99304 SCC Financial Aid/Work Study

Reference: Amount: 0.000 Currency Code: USD Dollar

Contact Information

Contact ID: Contact Person: Placed Person ID: Placed By: ☐

Comments

Save Notify Add Update/Display

Query Prompts

*Institution: WA171

*Aid Year: 2026

*Term: 2255

OK Cancel

Service Indicator List Query (Optional)

Navigation	Description
Reporting Tools > Query > Schedule Queries	In addition to using the Authorization Failure Report to identify students who have the 'FLF' service indicator assigned that need aid adjusted, and Packaging Variables page updated for the appropriate term, colleges have the option to run a query. The query will list only students with the 'FLF' service indicator.

1. Enter New or use existing Run Control ID
2. Query Name = CTC_FA_SRVC_INDICATOR_LIST
3. Select Search

Run Control ID WA171_FLF_EI_SI_LST_QRY_KF

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Query Name CTC_FA_SRVC_INDICATOR_LIST

[Search](#)

*Description

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

4. Choose the appropriate Query from the Search results

Scheduled Query Search Page

*Query Type:



Queries

Query:

CTC_FA_SRVC_INDICATOR_LIST

[Search](#)

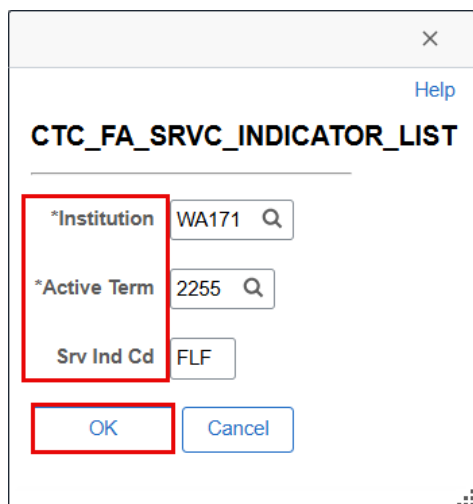
Query

 	1-1 of 1	View All
CTC_FA_SRVC_INDICATOR_LIST	List of Srvc Ind By Term	Public

[Return](#)

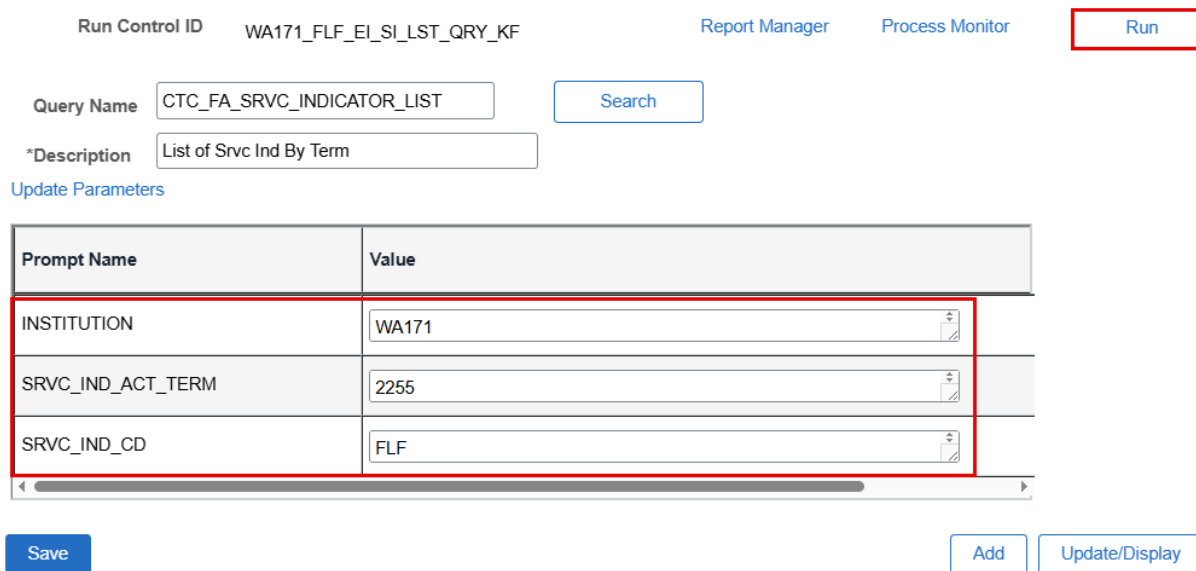
5. Enter the following when the Edit Prompts appear:

- Institution
- Active Term
- Service Indicator Code = FLF
- Select OK



6. You will be returned to the Schedule Queries page with the fields populated

7. Select Run



Run Control ID WA171_FLF_EI_SI_LST_QRY_KF Report Manager Process Monitor **Run**

Query Name CTC_FA_SRVC_INDICATOR_LIST Search

*Description List of Svc Ind By Term

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
SRVC_IND_ACT_TERM	2255
SRVC_IND_CD	FLF

Save Add Update/Display

8. Ensure process runs to “Success” and “Posted”

Select Process Monitor

From the Process List select Actions, and then select the View Log/Trace option

Process List

Server List

View Process Requests

User ID

CTC_KFORSBI

Type

Last

30

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh

Report Manager

Reset

Process List

1-11 of 11

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	210058768		WA171_FLF_EI_SI_LST_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	07/14/2025 3:09:11PM PDT	Success	Posted	Details	<div> <div>Actions</div> <div> Update Process Details Parameters Message Log Batch Timings View Log/Trace </div> </div>
<input type="checkbox"/>	210058767		WA171_EY_ASSGN_SI_FLF_EI_KF	Application Engine	SCC_SI_ASSN	CTC_KFORSBERG	07/14/2025 3:03:47PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058766		WA171_EY_ASSGN_PKG_VARS_EI_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	07/14/2025 2:23:16PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058764		WA171_EY_ASSGN_REV_AWD_LTR_KF	Application Engine	3CEENGINE	CTC_KFORSBERG	07/14/2025 1:11:40PM PDT	Success	Posted	Details	
<input type="checkbox"/>	210058763		WA171_EY_AWD_LTR_COMM_GEN_KF	Application Engine	SCC_COMMGEN	CTC_KFORSBERG	07/14/2025 9:54:05AM PDT	Success	Posted	Details	

Select the CTC_FA_SRVC_INDICATOR_LIST-xxxxxxx.csv

View Log/Trace

Report

Report ID

19222415

Process Instance

210058768

Message Log

Name

PSQUERY

Process Type

Application Engine

Run Status

Success

List of Srvc Ind By Term

Distribution Details

Distribution Node

local

Expiration Date

08/13/2025

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_210058768.log	166	07/14/2025 3:09:51.504657PM PDT
CTC_FA_SRVC_INDICATOR_LIST-210058768.csv	36,967	07/14/2025 3:09:51.504657PM PDT

Distribute To

Distribution ID Type

Distribution ID

User

CTC_KFORSBERG

Return

This link will open a request to open the results in an Excel Spreadsheet
Select OK or OPEN

Distribute To

Distribution ID Type	Distribution ID
User	What do you want to do with CTC_FA_SRVC_INDICATOR_LIST-40409039.csv? From: cs-trd.peoplesoft-nonprod-aws.ctclink.sbtct.edu

Return

Open Save ^ Cancel X

Use the report to update the students listed

AutoSave Off CTC_FA_SRVC_INDICATOR_LIST-21005876

File Home Insert Draw Page Layout Formulas Data Review View

Paste Cut Copy Format Painter Clipboard Font

L22

	A	B	C	D	E	F	G
1	ID	Last	First Name	Institution	Srv Ind Cd	Srv Reasn	Active Term
2	101001380			WA171	FLF	FAEI	2255
3	101001673			WA171	FLF	FAEI	2255
4	101003628			WA171	FLF	FAEI	2255
5	101009890			WA171	FLF	FAEI	2255
6	101044110			WA171	FLF	FAEI	2255

Adjust aid as necessary

Updating Packaging Variables

Navigation	Description
Awards > Award Processing > Assign Packaging Variables	Update Packaging Variables to reflect students enrollment intensity on FA Term

From the Assign Packaging Variables page enter the following:

- Student ID
- Institution
- Aid Year
- Select Search

Update Packaging Variable Term values. If, for example, awards for fall are modified, set the Var Num1 to match the FA Term load. The next time the FLF Mass Release runs, the service indicator will be removed. They can also be removed manually. Be sure to select Save when updating Packaging Variables.

User Variables

Rating Component 1

Rating Component 2

Additional Variables

ID 101001380

Aid Year 2026

Institution WA171

Career UGRD Undergraduate

Var Char1	Var Num1	1.000	<input type="checkbox"/> User Variable Y/N Flag #1
Var Char2	Var Num2	1.000	<input type="checkbox"/> User Variable Y/N Flag #2
Var Char3	Var Num3	1.000	<input type="checkbox"/> User Variable Y/N Flag #3
Var Char4	Var Num4	0.830	<input type="checkbox"/> User Variable Y/N Flag #4
Var Char5	Var Num5	0.000	<input type="checkbox"/> User Variable Y/N Flag #5
Var Char6	Var Num6	0.000	<input type="checkbox"/> User Variable Y/N Flag #6
Var Char7	Var Num7	0.000	<input type="checkbox"/> User Variable Y/N Flag #7
Var Char8	Var Num8	0.000	<input type="checkbox"/> User Variable Y/N Flag #8
Var Char9	Var Num9	0.000	<input type="checkbox"/> User Variable Y/N Flag #9
Var Char10	Var Num10	0.000	<input type="checkbox"/> User Variable Y/N Flag #10

Save

Return to Search

Notify

User Variables | Rating Component 1 | Rating Component 2 | Additional Variables

***Note**
FA Term has a value of "0.83, 3/4 time" for the Summer Term

Var Num1 is updated with "0.83"

Once the Packaging Variables are updated the awards can be updated to reflect the less than full time enrollment values.

Remove FLF Service Indicator

Navigation	Description
Campus Community > Service Indicators (Student) > Mass Release	Remove FLF Service Indicators from students where all aid has disbursed, or Packaging Variable now matches the corresponding FA Term row.

1. Enter New or use existing Run Control ID
2. Query Name = QCS_FA_ENROLL_INT_FLF_REMOVE
3. Select Edit Prompts and enter the following:
 - a. Institution
 - b. Aid Year
 - c. Term
 - d. Select OK
4. Under Service Indicator Data enter the following:
 - a. Institution
 - b. Service Indicator Code = FLF Financial Aid Less than FT
 - c. Reason = FAEI Enroll Intent less than 100%
5. Under Effective Period choose the desired Start Term and End Term
6. Select Run
7. Ensure the select SCC_SI_RLS checkbox is selected and select OK
8. Ensure process runs to "Success" and "Posted"

Run Control ID WA171_EY_RMV_SI_FLF_EI_KF Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts** Launch Query Manager Preview Selection Results

Query Name: QCS_FA_ENROLL_INT_FLF_REMOVE

Service Indicator Data

*Institution: Spokane CC

*Service Indicator Code: FLF Financial Aid Less than FT

*Reason: FAEI Enroll Intent less than 100%

Effective Period

Start Term: 2255 SUMMER 2025 End Term: 2255 SUMMER 2025

Start Date: End Date:

Save Notify Add Update/Display

Query Prompts

*Institution: WA171

*Aid Year: 2026

*Term: 2255

OK Cancel

Disbursing Financial Aid

Processing Award Authorization

Navigation	Description
Financial Aid > Disbursement > Process Award Authorizations	Authorize financial aid in batch by selecting records for authorization in preparation for disbursement

1. Enter New or use existing Run Control ID
2. Under Run Control Parameters populate Institution and Aid Year fields
3. Check the 'Update Switch' and 'Process Selected Term' boxes
 - a. *Note – When Update Switch is unchecked an institution is able to run the process in Simulation mode and still view results on the Authorization Failure Report
 - b. By checking the Update Switch box an institution is able to run the process in Live mode
4. Under Select Terms fields populate the Term information with the desired term code
5. Ensure the 'Active' box is checked
6. Select Run

Authorize Aid

Run Control ID WA171_EY_DISB_AUTH_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameters [Find](#) | [View All](#) First 1 of 1 Last

*Institution WA171 Spokane CC ☒ Active

*Aid Year 2026 2025-2026 Financial Aid Year

☒ Update Switch ☒ Process Selected Terms ☐ Process Selected Items

Select Terms [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) First 1 of 1 Last

Term	
1 2255	SUMMER 2025

Select Item Types [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) First 1 of 1 Last

Item Type	
1	

Process Instance Run Date and Time

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

Authorization Failure Report


Navigation	Description
Financial Aid > Disbursement > Authorization Failure Report	Used to review student aid that failed to authorize for disbursement.


1. Enter New or Use existing Run Control ID
2. Under Parameters populate the following fields:
 - a. Academic Institution
 - b. Aid Year
 - c. Term (*Note – Ensure this matches the term used in the authorization process)
3. Select Run


Authorization Failure Report


Run Control ID WA171_EY_DISB_AUTH_FAIL_RPT_KF [Report Manager](#) [Process Monitor](#) [Run](#)


Parameters


*Academic Institution WA171  Spokane CC





*Aid Year 2026  2025-2026 Financial Aid Year

Term 2255  SUMMER 2025

Fin Aid Type 

Source 

Item Type 

 Save
 Notify
 Add
 Update/Display

The Process Scheduler Request page will open

- Choose the 'Select' box for the Authorization Failure Report for the Process Type of 'BI Publisher'
- Select OK – Ensure the Process Monitor reads 'Success' and 'Posted'

Return to the Authorization Failure Report page and select Report Manger

Authorization Failure Report

Run Control ID WA171_EY_DISB_AUTH_FAIL_RPT_KF [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:210058770

Select the "FA913-Authorization Failure Report.pdf" link

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

View Reports For

Folder Instance to [Refresh](#)

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 FA913 - Authorization Failure Report.pdf	FA913 - AUTHORIZATION FAILURE REPORT.PDF	General	07/14/25 4:03PM	19222418	210058770

When the Report opens select the “Authorization Failure Report.pdf” link

Report

Report ID 19222418 Process Instance 210058770 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

FA913 - Authorization Failure Report.pdf

Distribution Details

Distribution Node local Expiration Date 08/13/2025

File List

Name	File Size (bytes)	Datetime Created
Authorization Failure Report.pdf	86,999	07/14/2025 4:03:46.898777PM PDT

Distribute To

Distribution ID Type	*Distribution ID
----------------------	------------------

User CTC_KFORSBERG

[Return](#)

Optional:

The Authorization Failure Report can be ran as a query and put into an Excel spreadsheet

Navigation	Description
Reporting Tools > Query > Query Viewer	Used to work the student list whose aid failed to authorize for disbursement.

1. In the Search By fields next to 'begins with' enter: CTC_FA913
2. Select Search
3. Select Run to Excel
4. Enter the 'User ID' and 'Run Control ID' of the person who ran Authorization Failure Report

Tip! Alternatively, query QCS_FA913_WITH_ERROR_COUNT can be run. This query counts the number of authorization errors a student has.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FA913	Authorization Failure Report	Public	FAPS DELIVERED	HTML	Excel	XML	Schedule	Lookup References	Favorite

Process Disbursements

Navigation	Description
Financial Aid > Disbursement > Process Disbursements	Moves disbursements from authorized to disbursed

1. Enter New or use existing Run Control ID
2. Under Control Parameters populate the following fields:
 - a. Institution
 - b. Aid Year
 - c. Check the Honor Disbursement Date box
 - d. Check the Process Selected Terms box
3. Under Select Terms populate the Term field with the desired term code (*Note – Ensure Term Code is the same as the ones used in the previous steps)
4. Ensure the 'Active' box is checked
5. Select Run - Ensure the Process Monitor reads 'Success' and 'Posted'

Disburse Aid

Run Control ID: WA171_EY_DISB_BATCH_KF Report Manager Process Monitor **Run**

Run Control Parameters Find | View All Run Control Parameters 1 of 1 Last

*Institution: WA171 Spokane CC ☒ Active

*Aid Year: 2025 2025-2026 Financial Aid Year

☒ Honor Disbursement Date ☒ Process Selected Terms

Grace Period (Days): 0 ☐ Process Selected Items

Select Terms Personalize | Find | View All | 1 of 1 First 1 of 1 Last

Term	Process Instance	Run Date and Time
2255 SUMMER 2025		

Select Item Types Personalize | Find | View All | 1 of 1 First 1 of 1 Last

Item Type
1

Save Notify Add Update/Display

Notify Student Financials that the group post is ready to be scheduled

Assign Tuition Hold Service Indicators

Tuition Hold Selection Criteria

CTC_FA_TUIT_HOLD_SI_ASSIGN_01 – *If selected, run after Packaging*

- Student has a FA Item Type with Accepted amount greater than zero
- Student has unpaid balance in Customer Account (Student Financials) greater than zero for the same term as the award

CTC_FA_TUIT_HOLD_SI_ASSIGN_02 – If selected, run before Packaging

- Sap value is not 'Not Meets' or 'Undetermined'
- EFC = Official
- Review Stats = Complete
- Processing Status = Ready for Packaging
- Student has unpaid balance in Customer Account (Student Financials) greater than zero for the same award year

CTC_FA_TUIT_HOLD_SI_ASSIGN_03 – If selected, run before Packaging

- Prompted to select students by specific checklist item and checklist status
- Student has unpaid balance in Customer Account (Student Financials) greater than zero for the same award year

CTC_FA_TUIT_HOLD_SI_ASSIGN_04 – If selected, run before Packaging

- Students Awards have been disbursed for current term
- Student has unpaid balance in Customer Account (Student Financials) greater than zero for the same term as the award

Mass Assign Tuition/Class Hold Service Indicator

Navigation	Description
Campus Community > Service Indicators (Student) > Mass Assign	Assign a specific service indicator to group of students in batch

1. Enter New or use existing Run Control ID
2. Choose PS Query from the Selection Tool dropdown menu
3. Choose the desired query from the list above for the Query Name field
4. Select Edit Prompts and populate the fields and select ok
5. Under Service Indicator Data section, populate the following fields:
 - a. Institution
 - b. Service Indicator Code = F02 (FA Tuition/Class Hold)
 - c. Reason = FAPND (Financial Aid Award Pending)
6. Under the Effective Period section, enter the desired terms in the Start Term and End Term fields
7. Select Run

Run Control ID WA171_EY_ASSGN_SI_TUIT_HLD_KF Report Manager Process Monitor Run

Population Selection

Selection Tool PS Query Edit Prompts
Query Name CTC_FA_TUIT_HOLD_SI_ASSIGN_01 Launch Query Manager Preview Selection Results

Service Indicator Data

*Institution Spokane CC
*Service Indicator Code F02 Tuition Due Date Extended!
*Reason FAPND Financial Aid Award Pending ☐ Use System Date

Effective Period

Start Term 2255 SUMMER 2025 End Term 2255 SUMMER 2025
Start Date End Date

Assignment Details

*Department 99304 SCC Financial Aid/Work Study
Reference
Amount 0.000 Currency Code USD Dollar

Contact Information

Contact ID Contact Person
Placed Person ID Placed By

Comments

Save Notify Add Update/Display

Query Prompts

*Institution WA171
*Aid Yr 2026
Term 2255
OK Cancel

A Mass Release can be run at the institution's discretion