



Contents

Sending ISIR Corrections.....	4
Viewing Outbound Corrections.....	7
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.....	21
Suspended ISIRs.....	23
Review Suspended ISIRs.....	26
Review Suspended ISIRs Max Match Level.....	27
ISIR Transaction Source Process.....	29
Running the ISIR Transaction query.....	31
Viewing Archived ISIR Information.....	36
Processing ATB.....	37
Update Aggregate Push.....	38
Assign College Financing Plan.....	39
Managing Checklists.....	41
Creating and Running Checklist JobSet.....	41
Schedule the JobSet.....	44
Verify JobSet Scheduling.....	49
Initial Request Notification.....	50
Assigning Initial Request Communication.....	50
Sending Initial Request Communication.....	53
Second Request Notifications.....	57
Assigning Second Request Communication – New Checklist Items.....	57
Assigning Second Request Communication – Reminder.....	60
Update FA Progress Units for ABE/AESL.....	63
Update FA Progress Units for Enrollment Level Hold.....	65
Updating FA Progress Units.....	66
Building FA Terms in Batch.....	68

- Part 1..... 68
 - Create FA Term Driver Records..... 68
- Part 2..... 70
 - Build FA Term in Batch..... 70
- Weeks of Instruction Update..... 71
 - Population Selection Update – Run Control Set Up..... 71
- Adding Housing into Budgets..... 72
 - Security Prerequisites..... 72
 - Global Default Value..... 72
 - Housing Type field & Budget Formulas..... 72
- Housing Type Pop Update..... 73
 - Creating csv file for External File..... 73
 - Population Selection Update – Run Control Set Up..... 77
 - Manually Updating Housing Type Field..... 79
- Assigning Student Budgets..... 80
 - Setting Budget Flag Update Process..... 80
 - Creating Budget JobSet..... 83
 - Schedule Budget JobSet..... 86
- BankMobile..... 91
 - Running BankMobile Options..... 91
- WA State Need Grant..... 92
 - WCG Pop Update..... 92
 - Populate WCG Eligibility Fields..... 94
 - WCG Archive Outbound Process..... 94
 - WCG Archive Inbound Process..... 99
- College Bound Scholarship..... 100
 - Outbound Process..... 100
 - Inbound Process..... 104
- Verification..... 105
 - Setting the Verification Flag..... 105
- Mass Packaging..... 106
 - Setting Ready to Package..... 106

Student Selection – Step 1.....	109
View Student Selection Results – Step 1.....	111
Assign Packaging Plans – Step 2.....	112
View Results of Plan Assignment – Step 2.....	114
Process Awards from Assigned Plans – Step 3.....	116
Mass Packaging Results – (Latest Batch).....	118
View Mass Packaging Details.....	123
Award Notification.....	126
Assigning Award Communication.....	126
Sending Award Communication.....	129
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.....	159
Tuition Hold Selection Criteria – OPTIONS (CHOOSE 1):.....	159
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.

NOTE: Until further notice, due to the FAFSA Simplification changes, for the 2025/2026 and 2026/2027 Aid Year (AY), ISIR Corrections will not be processed in ctcLink, but rather, corrections are made directly in the FAA Partner Portal – FPS. When ctcLink can process ISIR corrections again, this verbiage will be updated. Verbiage Last Updated - **February 2026**

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_OY_ISIR_CORR_PRCSS_KF Report Manager Process Monitor **Run**

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

*Institution WA171 *Aid Year 2027 *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

Select OK from Process Scheduler Request page

Process Scheduler Request

User ID CTC_KFORSBERG Run Control ID WA171_OY_ISIR_CORR_PRCSS_KF

Server Name [dropdown] Run Date 02/17/2026 [calendar icon]
Recurrence [dropdown] Run Time 9:03:06AM [button: Reset to Current Date/Time]
Time Zone [dropdown]

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_OY_ISIR_CORR_PRCSS_KF Report Manager

Process Instance: 244321130

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 [dropdown] Last [dropdown] [input type="text" value="30"] Days [dropdown]
Server [dropdown] Name [input type="text" value=""] Instance [input type="text" value=""] Range
Run Status [dropdown] Distribution Status [dropdown] 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"/>	244321130		WA171_OY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	02/17/2026 9:03:06AM PST	Success	Posted	Details	<input type="button" value="Actions"/>

Go back to ISIR Correction Export

Process List | Server List

- Update Process >
- Details
- Parameters
-
- View Log/Trace

Locate and note the FAPCOR00 Batch Number for review

Message Log

Process

Instance: 203829170
Name: FAPCOR00

Type: COBOL SQL
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
------------	-------------

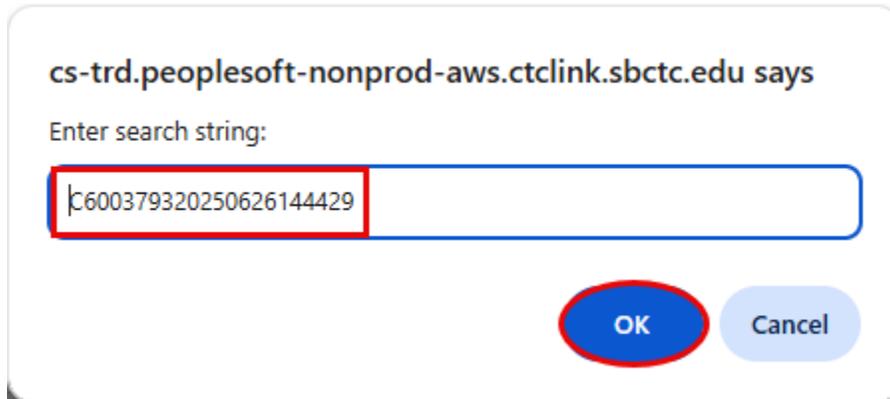
Financial Aid > File Management > ISIR Corrections > View 20xx-20xx Outbound Files	Review of Corrections being sent out.
--	---------------------------------------

NOTE: Until further notice, due to the FAFSA Simplification changes, for the 2025/2026 and 2026/2027 Aid Year (AY), ISIR Corrections will not be processed in ctcLink, but rather, corrections are made directly in the FAA Partner Portal – FPS. When ctcLink can process ISIR corrections again, this verbiage will be updated. Verbiage Last Updated - **February 2026**

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	Print	First	1 of 1	Last
EC Queue Instance	Batch Number	Record Type	Academic Institution	Aid Year	Award Year	Total Records							
1	#C600379320250626144429	Detail	Corrections/Duplicate Req	WA171	2026	2526							



Select the Detail Link to view Outbound File Data

ISIR Outbound Summary

Outbound 25/26 ISIR Batch Summary							Personalize	Find	View All	Print	First	1 of 1	Last
EC Queue Instance	Batch Number	Record Type	Academic Institution	Aid Year	Award Year	Total Records							
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

EDE Federal School Code 003793	Serial Number 00001	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

NOTE: Until further notice, due to the FAFSA Simplification changes, for the 2025/2026 and 2026/2027 Aid Year (AY), ISIR Corrections will not be processed in ctcLink, but rather, corrections are made directly in the FAA Partner Portal – FPS. When ctcLink can process ISIR corrections again, this verbiage will be updated. Verbiage Last Updated - **February 2026**

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_OY_ISIR_CORR_EXPRT_KF Report Manager Process Monitor **Run**

*Outbound File Path /CSTRANSFER/WA171/ISIR2027/

*Outbound File Type ISIR Corrections

*Aid Year 2027

*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_OY_ISIR_CORR_EXPRT_KF

Server Name Run Date

Recurrence Run Time

Time Zone

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

Select Process Monitor and ensure process runs to Success and Posted

Run Control ID WA171_OY_ISIR_CORR_EXPRT_KF Report Manager

Process Instance:244321138

Select the Actions link and then select the Message Log option

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	244321138		WA171_OY_ISIR_CORR_EXPRT_KF	Application Engine	FA_OUTBOUND	CTC_KFORSBERG	02/17/2026 10:12:02AM PST	Success	Posted	Details	<ul style="list-style-type: none"> Update Process > Details Parameters <input checked="" type="checkbox"/> Message Log Batch Timings View Log/Trace
<input type="checkbox"/>	244321130		WA171_OY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	02/17/2026 9:03:06AM PST	Success	Posted	Details	

Go back to FA EC File Outbound

Process List | Server List

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.

NOTE: Until further notice, due to the FAFSA Simplification changes, for the 2025/2026 and 2026/2027 Aid Year (AY), ISIR Corrections will not be processed in ctcLink, but rather, corrections are made directly in the FAA Partner Portal – FPS. When ctcLink can process ISIR corrections again, this verbiage will be updated. Verbiage Last Updated - **February 2026**

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

Saved Searches

Academic Institution

begins with

Functional Area

begins with

Business Process Name

begins with

[Show fewer options](#)

Case Sensitive

Search Results

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

Academic Institution	Functional Area	Business Process Name	
WA171	Financial Aid	ISIR 2025	>
WA171	Financial Aid	ISIR 2026	>
WA171	Financial Aid	ISIR 2027	>

 **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 2027	
File Path:	/CSTRANSFER/WA171/ISIR2027/	
File Name:	<input type="text" value="CORR27IN.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.

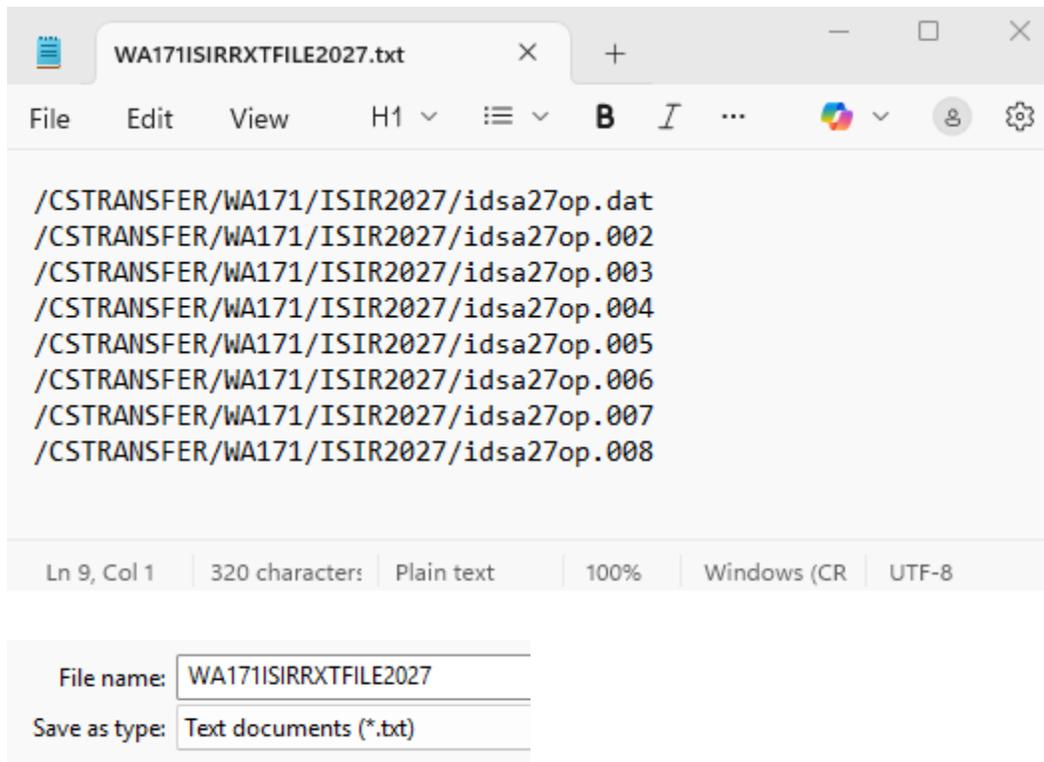
Combining ISIR Files from CPS

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.)



Upload/Download Process

All ISIR files need to be processed through the upload process regardless of using the individual or combined method. *The combined method is recommended.*

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

Tip! When loading ISIRs for the first time in the new Aid Year, the FA Office’s Destination Point Administrator (DPA) enrolled for batch FAFSA services can request a year-to-date ISIR file from the FAFSA Partner Portal (FPP) to load into ctcLink. Subsequent ISIR files can be loaded via the combined process after the year-to-date file is loaded.

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

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

Functional Area: begins with Financial Aid

Business Process Name: begins with ISIR 2027

[Show fewer options](#)

Case Sensitive

From the Upload Files tab select Upload File

Upload Files

Download Files

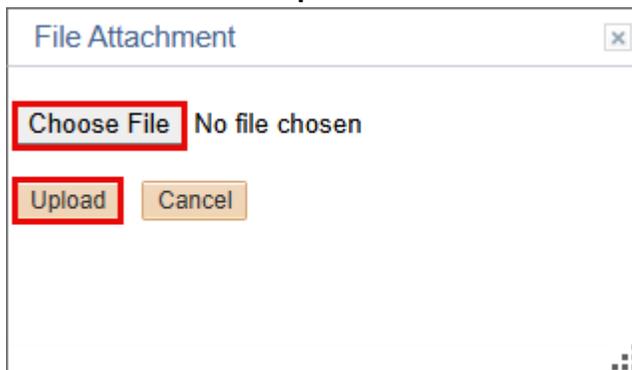
Institution:	WA171	Spokane CC
Functional Area:	Financial Aid	
Business Process:	ISIR 2027	
File Path:	/CSTRANSFER/WA171/ISIR2027/	
File Name:		<input type="button" value="Upload File"/>

Return to Search

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

Choose the desired file

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



<input type="checkbox"/> Name ^	Type	Date mo
WA171 2027	File folder	3/18/202
idsa27op.001	001 File	11/8/202
idsa27op.002	002 File	11/8/202
idsa27op.003	003 File	11/8/202
idsa27op.004	004 File	11/8/202
idsa27op.005	005 File	11/8/202
idsa27op.006	006 File	11/8/202
idsa27op.007	007 File	11/8/202
idsa27op.008	008 File	11/8/202

***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

The screenshot shows a web interface for uploading files. At the top, there are tabs for 'Upload Files' and 'Download Files'. Below this is a form with the following fields:

- Institution: WA171 Spokane CC
- Functional Area: Financial Aid
- Business Process: ISIR 2027
- File Path: /CSTRANSFER/WA171/ISIR2027/
- File Name: idsa27op.008

An 'Upload File' button is located to the right of the File Name field. Below the form is a 'Return to Search' button. At the bottom left, there are links for 'Upload Files' and 'Download Files'. On the right side, a message box is open with the text 'Attachment Uploaded Successfully (25000,278)' and 'Attachment Uploaded Successfully'. An 'OK' button is highlighted in red at the bottom of the message box.

***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 Scheduler Request page

FA Inbound

Run Control IDWA171_OY_ISIR_IMPRT_KF Report Manager Process Monitor **Run**

Run Option **Single File** File List Driven

Inbound File /CSTRANSFER/WA171/ISIR2027/idsa27op.008

ISIR TG Number 51866

Save Notify Add Update/Display

**Example of
'Single File'
Run Option**

FA Inbound

Run Control IDWA171_OY_ISIR_IMPRT_KF Report Manager Process Monitor **Run**

Run Option Single File **File List Driven**

Inbound File /CSTRANSFER/WA171/ISIR2027/WA171/ISIRTXFILE2027.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 Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	244321151		WA171_OY_ISIR_IMPRT_KF	Application Engine	FA_INBOUND	CTC_KFORSBERG	02/17/2026 2:07:42PM PST	Success	Posted	Details	<input type="button" value="Actions"/> <ul style="list-style-type: none"> Update Process > Details Parameters Message Log Batch Timings View Log/Trace
<input type="checkbox"/>	244321138		WA171_OY_ISIR_CORR_EXPRT_KF	Application Engine	FA_OUTBOUND	CTC_KFORSBERG	02/17/2026 10:12:02AM PST	Success	Posted	Details	
<input type="checkbox"/>	244321130		WA171_OY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	02/17/2026 9:03:06AM PST	Success	Posted	Details	

Go back to FA EC File Inbound

Process List | Server List

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_OY_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 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: 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	Distribution Status	Details	Actions
<input type="checkbox"/>	244321152		WA171_OY_ISIR_PRCSS_KF	COBOL SQL	FAPSAR00	CTC_KFORSBERG	02/17/2026 2:38:00PM PST	Success	Posted	Details	<ul style="list-style-type: none"> Update Process Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	244321151		WA171_OY_ISIR_IMPRT_KF	Application Engine	FA_INBOUND	CTC_KFORSBERG	02/17/2026 2:07:42PM PST	Success	Posted	Details	
<input type="checkbox"/>	244321138		WA171_OY_ISIR_CORR_EXPRT_KF	Application Engine	FA_OUTBOUND	CTC_KFORSBERG	02/17/2026 10:12:02AM PST	Success	Posted	Details	
<input type="checkbox"/>	244321130		WA171_OY_ISIR_CORR_PRCSS_KF	COBOL SQL	FAPCOR00	CTC_KFORSBERG	02/17/2026 9:03:06AM PST	Success	Posted	Details	

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

Message Log

Process

Instance: 244321152 Type: COBOL SQL
 Name: FAPSAR00 Description:

1-50 of 2385 View 100

Severity	Log Time	Message Text	Explain
10	2:38:11PM	FAPSAR00 : Begin program execution at 14.38.11.680000 on 2026-02-17	Explain
10	2:41:40PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000165, CPS Record Type = (YR-2027)	Explain
10	2:41:40PM	FAPSAR00 : Number of Records Read.....: 00004	Explain
10	2:41:40PM	FAPSAR00 : Number of Records Loaded.....: 00000	Explain
10	2:41:40PM	FAPSAR00 : Number of Changes Processed: 00000	Explain
10	2:41:40PM	FAPSAR00 : Number of Records Suspended.....: 00004	Explain
10	2:41:40PM	FAPSAR00 : Number of Records Skipped.....: 00000	Explain
10	2:41:40PM	FAPSAR00 : Number of Records In Error.....: 00000	Explain
10	2:41:40PM	FAPSAR00 : Processing For ECQUEUEINSTANCE 000000165 completed (YR-2027)	Explain
10	2:41:40PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000166, CPS Record Type = (YR-2027)	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

Query Name

*Description

Select the blue link for the desired query

Scheduled Query Search Page

*Query Type:

Query:

Query

Query		
CTC_FA_SUSPEND_ISIR_DETAIL	ISIR Suspense With Details	Public

Edit Prompts will appear

Enter the following:

- Institution
- Aid Year

Select OK

A modal dialog box titled "CTC_FA_SUSPEND_ISIR_DETAIL" with a "Help" link. It contains two input fields: "*Institution" with the value "WA171" and "*Aid Yr" with the value "2027". Below the fields are "OK" and "Cancel" buttons. A red box highlights the "Institution" field and the "OK" button.

From the Schedule Queries page select Run

Run Control ID: WA171_OY_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	2027

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	22176111	Process Instance	244321153	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="03/19/2026"/>
-------------------	-------	-----------------	---

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_244321153.log	166	02/17/2026 3:24:18.713209PM PST
CTC_FA_SUSPEND_ISIR_DETAIL-244321153.csv	434	02/17/2026 3:24:18.713209PM PST

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

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 on which value it did match. 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

✎

🔖 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

^ Show fewer options

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

ISIR Suspend Management 26/27

EC Queue Instance/Seq Num 2 3 Transaction Receipt Date 11/15/2025 Load Status Suspended

ISIR Manual Load Parameters

ID ID Lock

Add ISIR Recycle Skip/Done

*Institution School Code

Process Dt (Effdt) 11/17/2025 Alternate Effective Date

Student Information

Last Name	<input type="text"/>	01	First Name	<input type="text"/>	MI	<input type="text"/>
SAR ID	<input type="text"/>	01	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Dependency Status	D Dependent		Student Aid Index	22670		
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						

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

Process Instance 242212946

Process Date 02/04/2026

School Choices/Multiple School

1st Choice 003773

2nd Choice

3rd 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

View Process Requests

User ID:
 Type:
 Last:

 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"/>	208468441		WA171_EY_ISIR_PRCSS_KF	COBOL SQL	FAPSAR00	CTC_KFORSBERG	07/01/2025 1:21:59PM 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"/>	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](#)

[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
Name: FAPSAR00

Type: COBOL SQL
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	<input type="button" value="Explain"/>
10	1:22:12PM	FAPSAR00 : Processing ECQUEUEINSTANCE 000000165, CPS Record Type = (YR-2026)	<input type="button" value="Explain"/>
10	1:22:12PM	FAPSAR00 : Number of Records Read.....: 00004	<input type="button" value="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 EQQUEUEINSTANCE 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

Schedule Query

Run Control ID WA171_ISIR_TRANS_SRCE_QRY_KF

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Query Name [Search](#)

*Description

[Save](#)

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

From the Scheduled Query Search Page select the Query name

Scheduled Query Search Page

*Query Type: ▼

Query: [Search](#)

Query

	< < 1-1 of 1 > > View All	
CTC_FA_ISIR_TRANS_SRCE	ISIRs By Transaction Source	Public

[Return](#)

When the Edit Prompts open, enter the following information:

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

A modal dialog box titled "CTC_FA_ISIR_TRANS_SRCE" with a "Help" link in the top right. It contains three input fields: "*Institution" with the value "WA171", "*Aid Yr" with the value "2026", and "Queue Inst" with the value "000007251". Below the fields are "OK" and "Cancel" buttons. A red box highlights the "*Institution" field and the "OK" button.

Ensure Parameters are correct when the Schedule Queries page opens

Select Run

The "Schedule Queries" page interface. At the top, it shows "Run Control ID" as "WA171_EY_ISIR_TRANS_SRCE_QRY_K" and navigation links for "Report Manager", "Process Monitor", and a highlighted "Run" button. Below this, the "Query Name" is "CTC_FA_ISIR_TRANS_SRCE" and the "*Description" is "ISIRs By Transaction Source". A "Search" button is next to the query name. An "Update Parameters" link is below the description. A table lists the parameters:

Prompt Name	Value
INSTITUTION	WA171
AID_YEAR	2026
ECQUEUEINSTANCE	7251

At the bottom, there are "Save", "Add", and "Update/Display" buttons.

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

Recurrence Run Time

Time Zone

Process List

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

Select Process Monitor from the Schedule Queries page

Run Control ID **WA171_EY_ISIR_TRANS_SRCE_QRY_K**

Query Name Process Instance:208468446

Ensure process run to Success and Posted

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

View Process Requests

User ID Type Last 30 Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Go back to Schedule Query

Process List | Server List

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	<input type="button" value="Actions"/> <ul style="list-style-type: none"> <input type="button" value="Update Process"/> > <input type="button" value="Details"/> <input type="button" value="Parameters"/> <input type="button" value="Message Log"/> <input type="button" value="Batch Timings"/> <input checked="" type="button" value="View Log/Trace"/>
<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	

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](#)

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 Saved Searches

Empl ID

Academic Institution

National ID

Campus ID

Last Name

Show fewer options

Case Sensitive

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 you run 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:

Query Prompts

*Institution: WA171

*Aid Yr: 2027

OK Cancel

Save Notify Add Update/Display

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_OY_NSLDS_PUSH_KF Report Manager Process Monitor **Run**

Parameters Find | View All First 1 of 1 Last

*Institution WA171 Spokane CC *Aid Year 2027 2026-2027 Financial Aid Year

Report Parameters

Refresh NSLDS Data

Update NSLDS Data **Preserve Override**

Population Selection

Population Selection

Selection Tool PS Query **Edit Prompts** →

Query Name CTC_FA_SB_PS_NSLDS_WEEKLY_PUS Launch Query Manager

Student Override

Student Override

Query Prompts Help

*Institution WA171

*Aid Yr 2027

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_OY_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 2027 2026-2027 Financial Aid Year

Error Reporting Selection

Report Error Messages Do Not Report Messages Report All Messages

Population Selection

Selection Tool PS Query Edit Prompts

Query Name CTC_FA_SB_SL_SHOPPING_SHEET Launch Query Manager Preview Selection Results

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

Field Name Shopping Sheet Group Field Value SHOPGRP01

Select Attributes to Update

Save Notify Add Update/Display

Query Prompts

*Institution WA171

*Aid Yr 2027

OK Cancel

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID WA171_OY_CFP_BATCH_KF

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

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

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

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_OY_FSP029_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

FISFSP029I

I-2026-2027 V1 Dep Verif

Detail

Communication Key

Checklist Code

FSP029 2026-2027 V1 Dependent Verif

Checklist Item

100 FSP029 SCC 2026-27 V1 Dependent Verif

Comment Category

Population Selection

Selection Tool

PS Query

Edit Prompts

Query Name

CTC_FA_SB_AD_V1_D

Launch Query Manager

Preview Selection Results

Save

Notify

Add

Update/Display

X

Help

Query Prompts

*Aid Yr

2027

Q

*Institution

WA171

Q

Chklist Itm

FSP029

OK

Cancel

Select the Manage Duplicate Assignment tab

1. Under the Duplicate Checklist Check section Check the 'Check Duplicate Checklist' checkbox
2. Select 'Match' from the Variable Data dropdown menu
3. Select Save **(Do NOT select the RUN button)**

3C Engine Parameters

Manage Duplicate Assignment

Run Control ID WA171_OY_FSP029_KF

Report Manager

Process Monitor



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 Match

[Explain](#)

Checklist Status

[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 Session invite in or around October of each year)

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	OY	FAProcess	#
172	OY	FAProcess	#
220	OY	FAProcess	#

3. Enter Job Name - CTCFACKL
4. Select Add

Add a New Value

[Find an Existing Value](#)

*Schedule Name

*Job Name [Q](#)

[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

Schedule Name WA171_OY_FAPROCESS_01

JobSet Report

Job Name CTCEACKL

Process Monitor

Report Manager

Copy From

Schedule Information

User ID CTC_KFORSBERG

*Description WA171_OY_FAPROCESS_01

*Status Inactive

*Run Control ID WA171_OY_FAPROCESS_01

*Priority Medium

Time Information

*Begin Date 02/17/2026

*Time 4:46:12PM

*Time Zone PST

Recurrence Name

Run Now

- 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 System

Schedule JobSet Definition | Schedule JobSet Items | Schedule JobSet Requests

Schedule Name: WA171_OY_FAPROCESS_01 JobSet Report
Job Name: CTCFACKL Process Monitor Report Manager
Copy From:

Schedule Information

User ID: CTC_KFORSBERG
*Description: WA171_OY_FAPROCESS_01 *Status: Inactive
*Run Control ID: WA171_OY_FAPROCESS_01 *Priority: Medium

Time Information

*Begin Date: 02/17/2026 *Time: 4:48:38PM *Time Zone: PST
Recurrence Name: Run Now

Server Information

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

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

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_OY_FAPROCESS_01 [JobSet Report](#)
Job Name: CTCFACKL [Process Monitor](#) [Report Manager](#)
Copy From:

Schedule Information

User ID: CTC_KFORSBERG
*Description: WA171_OY_FAPROCESS_01
*Run Control ID: WA171_OY_FAPROCESS_01

*Status: **Inactive** (dropdown menu open showing: Inactive, Active, Completed, Inactive)
*Priority:

Time Information

*Begin Date: 02/17/2026
*Time: 5:00:00PM
*Time Zone: PST
Recurrence Name: M-F 05:00 [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: [input] Type: [dropdown] Last: [dropdown] 30 Days [dropdown] Refresh [button]

Server: [dropdown] Name: [input] Instance: [input] Range [button] Clear [button]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh [checkbox] Report Manager [button] Reset [button]

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"/>	244505709		WA280_EY_FA_PROCESS_	PSJob	280ISIR	101056049	02/18/2026 1:15:00AM PST	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 List | Server List

View Process Requests

User ID: [input] Type: [dropdown] Last: [dropdown] 30 Days [dropdown] Refresh [button]

Server: [dropdown] Name: [input] Instance: [input] Range [button] Clear [button]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh [checkbox] Report Manager [button] Reset [button]

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name
<input type="checkbox"/>	244505709		WA280_EY_FA_PROCESS_	PSJob	280ISIR
<input type="checkbox"/>	244362252		WA280_ASSIGN_F03_DROP_	Application Engine	SCC_SI_ASSN
<input type="checkbox"/>	244362121		WA280_BATCH_DISB_	COBOL SQL	FAPDISBS
<input type="checkbox"/>	244362067		WA280_AUTH_FAIL_RPT_	BI Publisher	FA913
<input type="checkbox"/>	244361998		WA280_BATCH_AUTH_	COBOL SQL	FAPAUTHS
<input type="checkbox"/>	244361973		WA280_ASSGN_PKG_VARS_EL_	Application Engine	SCC_POP_UPD

Process Detail [Close]

Process Name 280ISIR

Main Job Instance 244505709

Left | Right

- 244505709 - 280ISIR Success
- 244505710 - FA_INBOUND Success
- 244505711 - FAPSAR00 Success
- 244505712 - PSQUERY Success
- 244505713 - SFA_ATB Success
- 244505714 - SFA_NSLDSUPD Success
- 244505716 - CTCFACKL Success**
- 244505727 - 3CENGINE Success
- 244505728 - 3CENGINE Success
- 244505729 - 3CENGINE Success
- 244505730 - 3CENGINE Success
- 244505731 - 3CENGINE Success
- 244505732 - 3CENGINE 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_OY_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 Q Spokane CC
Administrative Function FINA Q Financial Aid
Event ID FL89INITAL Q Initial Financial Aid Request

Communication Key
FAINITAL Initial Financial Aid Request

Checklist Code

Comment Category

Population Selection

Selection Tool PS Query
Query Name CTC_FA_SB_SL_XX9

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 2027 Q
*Letter L89 Q

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_OY_ASSGN_INT_REQ_COMM_KF | Report Manager | Process Monitor | **Run**

Duplicate Communication Check [Explain](#)

Check Duplicate Communication

Additional Conditions to Prevent Duplicate Communication

Variable Data: Match [Explain](#)

Communication Status: [Explain](#)

Duplicate Checklist Check [Explain](#)

Check Duplicate Checklist

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_OY_ASSGN_INT_REQ_COMM_KF

Server Name: | Run Date: 02/18/2026

Recurrence: | Run Time: 9:24:54AM **Reset to Current Date/Time**

Time Zone:

Process List

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

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

7. **Sort Option – All Alphabetically by ID Type**

Run Control ID WA171_OY_SEND_INT_REQ_COMM_KF
 [Report Manager](#)
[Process Monitor](#)

Email Parameters

fsc@scs.spokane.edu
*Required if communication method usage is specific email or preferred.

Action Required: Initial Financial Aid Request
*Required if communication method usage is specific email or preferred.

fsc@scs.spokane.edu
 fsc@scs.spokane.edu
 fsc@scs.spokane.edu

Importance

low
 normal
 high

Sensitivity

normal
 personal
 private
 company-confidential

[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_OY_SEND_INT_REQ_COMM_KF

Server Name Run Date

Recurrence Run Time

Time Zone

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

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_OY_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	Spokane CC	
Administrative Function	FINA	Financial Aid	
Event ID	FL88NEWREC	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_RV_XX8_V2	Launch Query Manager	Preview Selection Results

[Edit Prompts](#)

Query Prompts

*Institution WA171

*Aid Yr 2026

*Initial Letter CD L89

Revised Letter CD L88

OK Cancel

Save
Notify
Add
Update/Display

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

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_OY_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_OY_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	FL88NEWREC	Updated Checklist-New To Do

Communication Key: FANEWREQ Updated Checklist-New To Do

Checklist Code

Comment Category

Population Selection

Selection Tool: PS Query | Edit Prompts

Query Name: CTC_FA_SB_RM_XX8_V2 | Launch Query Manager | Preview Selection Results

Save | Notify | Add | Update/Display

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

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

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_OY_PROG_UNITS_REM_ABE_KF Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts**

Query Name: CTC_FA_ZEROFAUNITS Launch Query Manager Preview Selection Results

Parameters

FA Progress Units: 0.00

Save

Query Prompts

*Institution: WA171 Term: 2265

OK Cancel

From the Process Scheduler Request page select OK

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID WA171_OY_ASSGN_INT_REQ_COMM_KF

Server Name	<input type="text"/>	Run Date	02/18/2026 
Recurrence	<input type="text"/>	Run Time	9:24:54AM <input type="button" value="Reset to Current Date/Time"/>
Time Zone	<input type="text"/> 		

Process List

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

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
 - Institution
 - 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.)

Run Control ID WA171_OY_PROG_UNITS_REM_K Report Manager Process Monitor **Run**

Population Selection

Selection Tool: PS Query **Edit Prompts**

Query Name: CTC_FA_REMOVE_PRGRSS_UNITS Launch Query Manager Preview Selection Results

Parameters

FA Progress Units: 0.00

Save

Query Prompts

Institution: WA171 Term: 2265

OK Cancel

From the Process Scheduler Request page select OK

Process Scheduler Request

User ID Run Control ID

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 <input type="text"/>	TXT <input type="text"/>	Distribution

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

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	244520426		WA171_OY_PROG_UNITS_REM_K	Application Engine	SFA_FAUNTUPD	CTC_KFORSBERG	02/18/2026 11:25:18AM PST	Success	Posted	Details	<ul style="list-style-type: none"> Update Process > Details Parameters Message Log Batch Timings View Log/Trace
<input type="checkbox"/>	244520388		WA171_OY_ASSGN_2ND_REQ_COMM_KF	Application Engine	3CEENGINE	CTC_KFORSBERG	02/18/2026 10:19:03AM PST	Success	Posted	Details	
<input type="checkbox"/>	244520385		WA171_OY_SEND_INT_REQ_COMM_KF	Application Engine	SCC_COMMGEN	CTC_KFORSBERG	02/18/2026 10:03:52AM PST	Success	Posted	Details	
<input type="checkbox"/>	244520383		WA171_OY_ASSGN_INT_REQ_COMM_KF	Application Engine	3CEENGINE	CTC_KFORSBERG	02/18/2026 9:24:54AM PST	Success	Posted	Details	

Go back to Update FA Progress Units

Process List |

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_OY_FA_TERM_DRVR_RECS_KF Report Manager Process Monitor **Run**

Process Name FAPTRMU1

*Academic Institution

*Aid Year 2026-2027

*Driver Creation Option

Select Careers to Process Personalize | View All | | First 1 of 1 Last

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

***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_OY_FA_TERM_DRVR_RECS_KF

Server Name Run Date

Recurrence Run Time

Time Zone

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

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_OY_FA_TERM_BATCH_KF Report Manager Process Monitor **Run**

Process Name FAPTRMU1

User ID CTC_KFORSBERG

*Academic Institution Spokane CC

*Aid Year 2027 2026-2027 Financial Aid Year

*Commit Level 500

Driver Creation Option Both Updates and Projections

Print Detailed Messages?

Save 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_OY_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

Query Name: CTC_FA_SB_FIX_TERM_WEEKS_INSTR Launch Query Manager Preview Selection Results

Select Fields to Update Personalize | Find | View All | 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: 2027

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, navigation tabs include 'Aid Year 2027', '2026-2027 Financial Aid Year', 'Institution', 'ISIR Information', 'Database Matches', 'Need Summary', and 'PELL'. The main window is titled 'Budget Formula' and shows configuration details for 'Formula Number 2'. The 'Aid Year' field is highlighted in red. A 'Look Up Field Value' dialog box is open, showing search results for 'HOUSING_TYPE' with options: 1 On Campus Housing, 2 With Parent, and 3 Off Campus. The 'Housing Type' field on the right is also highlighted in red and set to 'On Campus Housing'.

Student Budget Summary [Search] [1 of 4]

*Career: UGRD Undergraduate
 *Term: 2273 SPRING 2027
 Award Period: Academic
 Weeks of Instruction: 12.0

Need Summary
 FA Term
 Student Detail

Budget Group [Search] [1 of 1]

Effective Date: 02/17/2026
 Effective Sequence: 1
 User ID: FAPBUDMV
 Budget Group: SYSTEM System Mass Budget

Institutional Term COA: 10,137.00
 Federal Term COA: 10,137.00
 Pell Term COA: 15,207.00
 Less than Half Time Pell COA: 14,224.00

Budget Item [Search] [1-6 of 6]

Category	Item Code	Description	Equation	User ID	Amount	Item Class	Pell Amt	Pell Less Half Annual Amount		
BOOK	BOOK01	Full Time		FAPBUDMV	378.00	Federal	567.00	567.00	+	-
HSNG	HSNG01	Hsng3MoON		FAPBUDMV	5,901.00	Federal	8,852.00	8,852.00	+	-

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: ▼

Query:

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

*Description

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="WA171"/> ▼
AID_YEAR	<input type="text" value="2027"/> ▼
EMPLID	<input type="text" value=""/> ▼

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

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

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	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 [Search](#) Process Instance: 210058789

*Description [Update Parameters](#)

Prompt Name	Value
INSTITUTION	<input type="text" value="WA171"/>
AID_YEAR	<input type="text" value="2026"/>
EMPLID	<input type="text"/>

[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 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"/>	244520444		WA171_FILE_REVIEW_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	02/18/2026 3:22:21PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	244520443		WA171_MISSING_NSLDS_LOAN_YR_QR	Application Engine	PSQUERY	CTC_KFORSBERG	02/18/2026 2:55:23PM PST	Success	Posted	Details	
<input type="checkbox"/>	244520442		WA171_MISSING_NSLDS_LOAN_YR_QR	Application Engine	PSQUERY	CTC_KFORSBERG	02/18/2026 2:45:39PM PST	Success	Posted	Details	
<input type="checkbox"/>	244520426		WA171_OY_PROG_UNITS_REM_K	Application Engine	SFA_FAUNTUPD	CTC_KFORSBERG	02/18/2026 11:25:18AM PST	Success	Posted	Details	
<input type="checkbox"/>	244520388		WA171_OY_ASSGN_2ND_REQ_COMM_KF	Application Engine	3CEENGINE	CTC_KFORSBERG	02/18/2026 10:19:03AM PST	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	<input type="text" value="08/14/2025"/>
-------------------	-------	-----------------	---

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_210058789.log	166	02/18/2026 3:33:36.748087PM PST
QCS_FA_FILE_REVIEW_DATA-210058789.csv	3,599,692	02/18/2026 3:33:36.748087PM PST

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

10. Filter query to identify the desired student population
11. 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		

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



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 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_OY_HSNNG_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: 2027 2026-2027 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 | First 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_OY_HSNNG_TYPE_UPD_KF

Server Name: Run Date: 02/18/2026

Recurrence: Run Time: 3:42:19PM **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.

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

Staff can navigate to *Create Student Budget* to manually rebuild the student’s 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_OY_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

Query Name CTC_FA_SETBUDFLAG_N Launch Query Manager Preview Selection Results

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

Field Name	Field Value
Budget Required	No - Budget Assign Required

Select Attributes to Update

Save Notify Add Update/Display

Query Prompts Help

*Institution WA171

*Aid Year 2027

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_OY_SET_BUD_FLAG_Y_KF | Report Manager | Process Monitor | **RUN**

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

Error Reporting Selection: Report Error Messages (selected), Do Not Report Messages, Report All Messages

Population Selection: Selection Tool: PS Query; Query Name: CTC_FA_SETBUDFLAG_Y; Edit Prompts

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

Query Prompts: *Institution: WA171; *Aid Year: 2027

Buttons: Save, Notify, Add, Update/Display

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_OY_SET_BUD_FLAG_ALL_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_BUDFLAG_Y_ALLTERMS Q

Help

*Institution WA171 Q

*Aid Year 2027 Q

OK Cancel

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

Field Name	Field Value
Budget Required	Yes - Budget Assign Require

▶ Select Attributes to Update

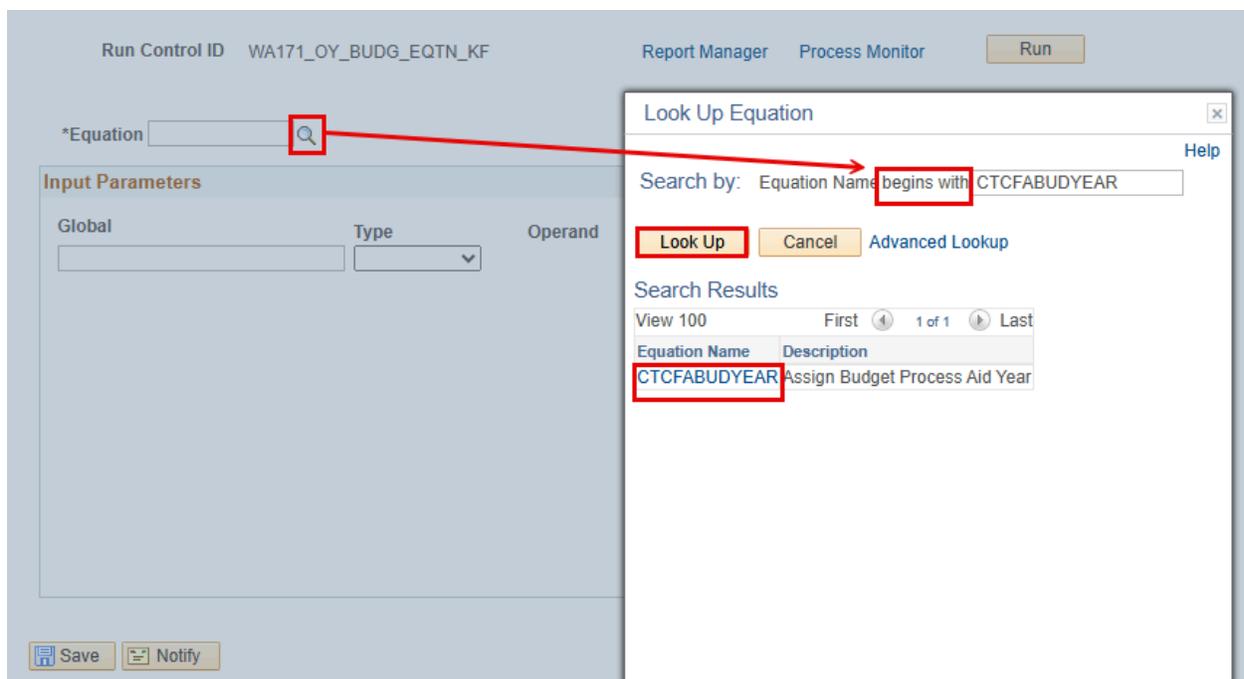
Save Notify Add Update/Display

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)



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 2027)

Run Control ID WA171_OY_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	2027	+ -			

Save Notify

Add Update/Display

4. Insert a new row by selecting (+)
5. Enter the following data:
 - a. Populate the Global field with INSTITUTION
 - 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 Institution ID
6. Select Save – DO NOT SELECT RUN

Run Control ID WA171_OY_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="2027"/>	+ -
<input type="text" value="INSTITUTION"/>	String	<input type="text" value="WA171"/>	+ -

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

*Job Name

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
-----------------------------------	-----------------------	--------------------------

Schedule Name WA171_OY_CTC_FA_BUDGETS_KF [JobSet Report](#)
Job Name CTCFABUD [Process Monitor](#) [Report Manager](#)
Copy From

Schedule Information

User ID CTC_KFORSBERG

*Description	WA171_OY_CTC_FA_BUDGETS_KF	*Status	Active
*Run Control ID	WA171_OY_CTC_FA_BUDGETS_KF	*Priority	Medium

Time Information

*Begin Date 02/18/2026 *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](#)

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_OY_CTC_FA_BUDGETS_KF [JobSet Report](#)
 Job Name: CTCFABUD [Process Monitor](#) [Report Manager](#)
 Copy From:

Job Name: CTCFABUD WA171_OY_CTC_FA_BUDGETS_KF

Left | Right

Process List
 WA171_OY_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	<input type="text"/>

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

Schedule Name: WA171_OY_CTC_FA_BUDGETS_KF [JobSet Report](#)
 Job Name: CTCFABUD [Process Monitor](#) [Report Manager](#)
 Copy From:

Job Name: CTCFABUD PSJob

Left | Right

Process List
 WA171_OY_CTC_FA_BUDG
 CTCFABUD
 SCC_POP_UPD
 SCC_POP_UPD
 SCC_POP_UPD
 FAPBDGTD
 FAPBDGTS
 FAPBDGTF
 FAPBDGTM
 FAPBDGTD

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_OY_SET
SCC_POP_UPD		SCC_POP_UPD	Application Engine	<input type="text"/>
SCC_POP_UPD		SCC_POP_UPD	Application Engine	WA171_OY_SET
FAPBDGTD		Stdnt Bdgt Assign - Delete	COBOL SQL	WA171_OY_BUD
FAPBDGTS		Stdnt Bdgt Assign - Select	COBOL SQL	WA171_OY_BUD
FAPBDGTF		Stdnt Bdgt Assign - Formulas	COBOL SQL	WA171_OY_BUD
FAPBDGTM		Stdnt Bdgt Assign - Move	COBOL SQL	WA171_OY_BUD
FAPBDGTD		Stdnt Bdgt Assign - Delete	COBOL SQL	WA171_OY_BUD

Schedule JobSet Requests tab
No Data Required

Schedule JobSet Definition | Schedule JobSet Items | **Schedule JobSet Requests**

Schedule Name WA171_OY_CTC_FA_BUDGETS_KF JobSet Report
Job Name CTCFABUD Process Monitor Report Manager
Copy From

Next Start Datetime 02/18/2026 4:27PM PST

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_OY_CTC_FA_BUDGETS_KF

[JobSet Report](#)

Job Name CTCFABUD

[Process Monitor](#)

[Report Manager](#)

Copy From

Schedule Information

User ID CTC_KFORSBERG

*Description WA171_OY_CTC_FA_BUDGETS_KF

*Status Active

*Run Control ID WA171_OY_CTC_FA_BUDGETS_KF

*Priority Medium

Time Information

*Begin Date 02/18/2026

*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_OY_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 Q Spokane CC

Administrative Function GEN Q General

Event ID FSTESP042I Q I-BankMobile BiographicExtract [Detail](#)

Communication Key

Checklist Code

ESP042 BankMobile Biographic Extract

Checklist Item

100 ESP042 BankMobile Biographic Extract

Comment Category

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	Awrdr in Offr/Acpt N R2CP CEMLI

Population Selection

Selection Tool PS Query

Query Name Launch Query Manager

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:
 - Institution
 - 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_OY_WCG_POP_UPD_KF Report Manager Process Monitor Run

Population Selection

Population Selection

Selection Tool: PS Query Edit Prompts

Query Name: CTC_FA_SNG_POPULATE Launch Query Manager Preview Selection

Parameters

*Academic Institution: WA171 Spokane CC Recalculate

*Aid Year: 2027 2026-2027 Financial Aid Year

Save

Query Prompts

*Institution: WA171

*Aid Yr: 2027

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:
 - Institution
 - Aid Year
- Under the Parameters section enter Institution and Aid Year
- Select Preview Selection Results and review student list (OPTIONAL)
- Select Run

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
 - 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_WCG_ARCH_OUTBND_KF

[Report Manager](#)

[Process Monitor](#)

Run

*Academic Institution: Spokane CC

*Aid Year: 2026-2027 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_WCG_ARCH_OUTBND_KF

Server Name

Run Date 02/19/2026

Recurrence

Run Time 6:58:46AM

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_WCG_ARCH_OUTBND_KF

Report Manager

Process Instance:242776260

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

View Process Requests

User ID
 Type
 Last
 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"/>	242776260		WA171_WCG_ARCH_OUTBND_KF	Application Engine	CTC_ARCH_OUT	CTC_KFORSBERG	02/19/2026 6:58:46AM PST	Success	Posted	Details	Actions

Update Process >
 Details
 Parameters
 Message Log
 Batch Timings

[Go back to WCG Archive Outbound](#)

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

From View Log/Trace select WCGArchiveOutbound_20xx.txt

View Log/Trace

Report

Report ID 22037291 Process Instance 242776260 [Message Log](#)
 Name CTC_ARCH_OUT Process Type Application Engine
 Run Status Success

E008: WCG Outbound Process

Distribution Details

Distribution Node local Expiration Date

File List

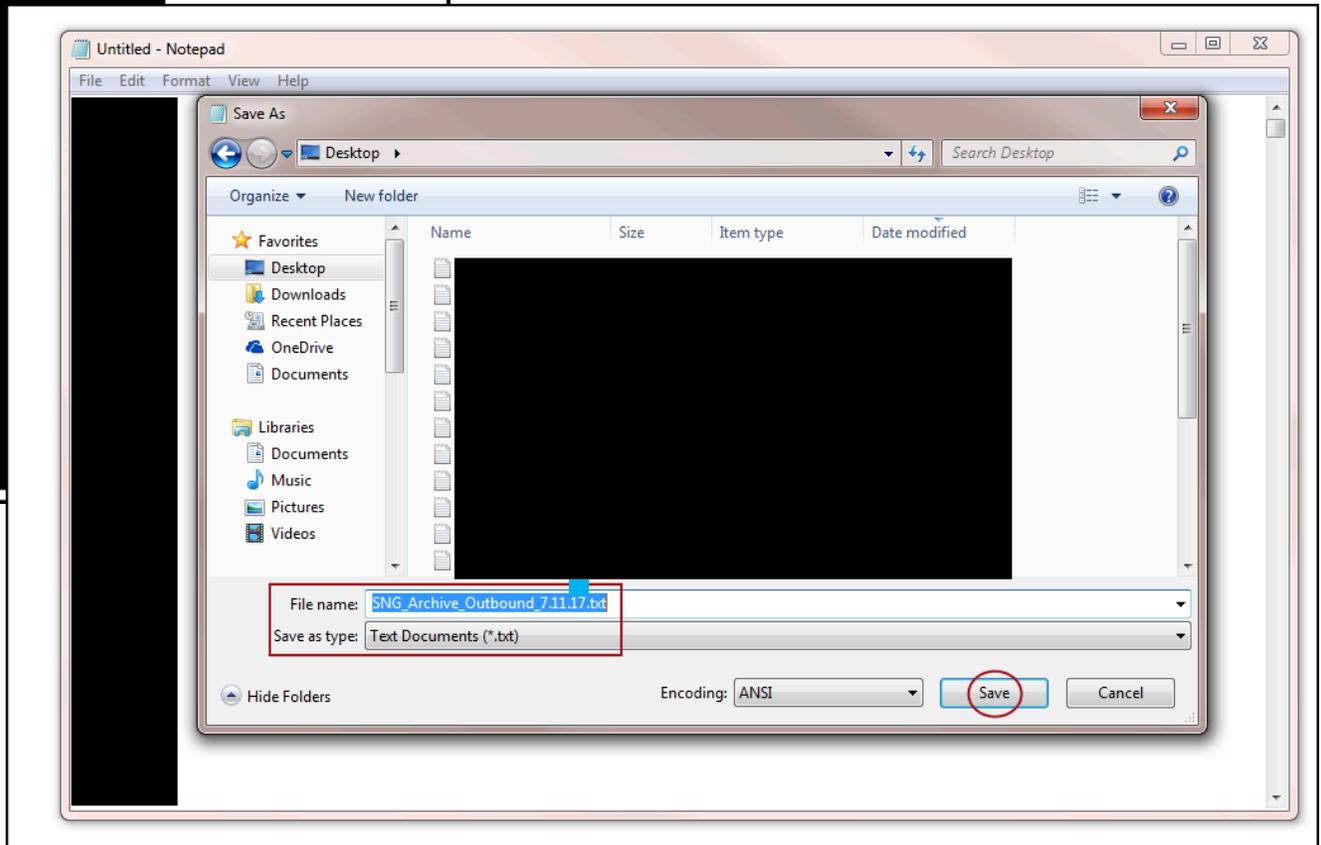
Name	File Size (bytes)	Datetime Created
AE_CTC_ARCH_OUT_242776260.log	205	02/19/2026 7:00:22.662323AM PST
WCG Archive Logfile_242776260.log	1,198	02/19/2026 7:00:22.662323AM PST
<input checked="" type="button" value="WCGArchiveOutbound_2027.txt"/>	48,340	02/19/2026 7:00:22.662323AM PST

Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

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 Eligibility Checker (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_OY_WCG_ARCH_INBND_KF Report Manager Process Monitor **Run**

Population Selection

Population Selection

Selection Tool External File

Attached File WCG_ARCH_INBOUND_02-19-2026.txt **Upload File** Delete File View F

File Mapping SNG ARCHIVE INBOUND Edit File Mapping Preview Selection Results

Parameters

*Academic Institution: WA171 Spokane CC

*Aid Year: 2027 2026-2027 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 eligibility checker 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_OY_CBS_OUTBND_KF

[Report Manager](#)

[Process Monitor](#)

Run

Request Parameter(s)	
*Academic Institution:	WA171 Spokane CC
*Aid Year:	2027 2026-2027 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_OY_CBS_OUTBND_KF

Server Name Run Date 02/19/2026

Recurrence Run Time 7:19:39AM

Time Zone

Ensure the process runs to Success and Posted

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

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 CTC_KFORSBI 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"/>	242776261		WA171_OY_CBS_OUTBND_KF	Application Engine	CTC_CBS_OUT	CTC_KFORSBERG	02/19/2026 7:19:39AM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	242776260		WA171_WCG_ARCH_OUTBND_KF	Application Engine	CTC_ARCH_OUT	CTC_KFORSBERG	02/19/2026 6:58:46AM PST	Success	Pos	Details	Actions

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

Go back to College Bound Outbound Process

Process List Server List

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

View Log/Trace

Report

Report ID 22037292 Process Instance 242776261 [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 03/21/2026

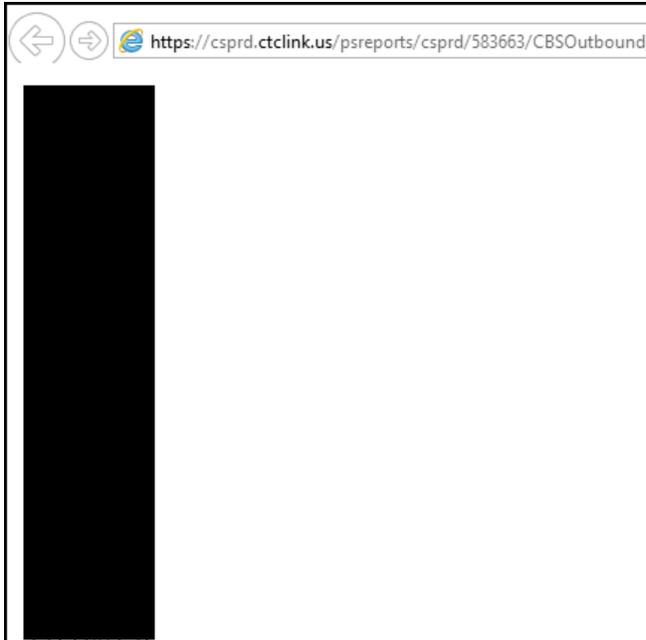
File List

Name	File Size (bytes)	Datetime Created
CBS_OutBound_Log_242776261.log	971	02/19/2026 7:21:55.178773AM PST
AE_CTC_CBS_OUT_242776261.log	203	02/19/2026 7:21:55.178773AM PST
CBSOutbound_2027.txt	48,340	02/19/2026 7:21:55.178773AM PST

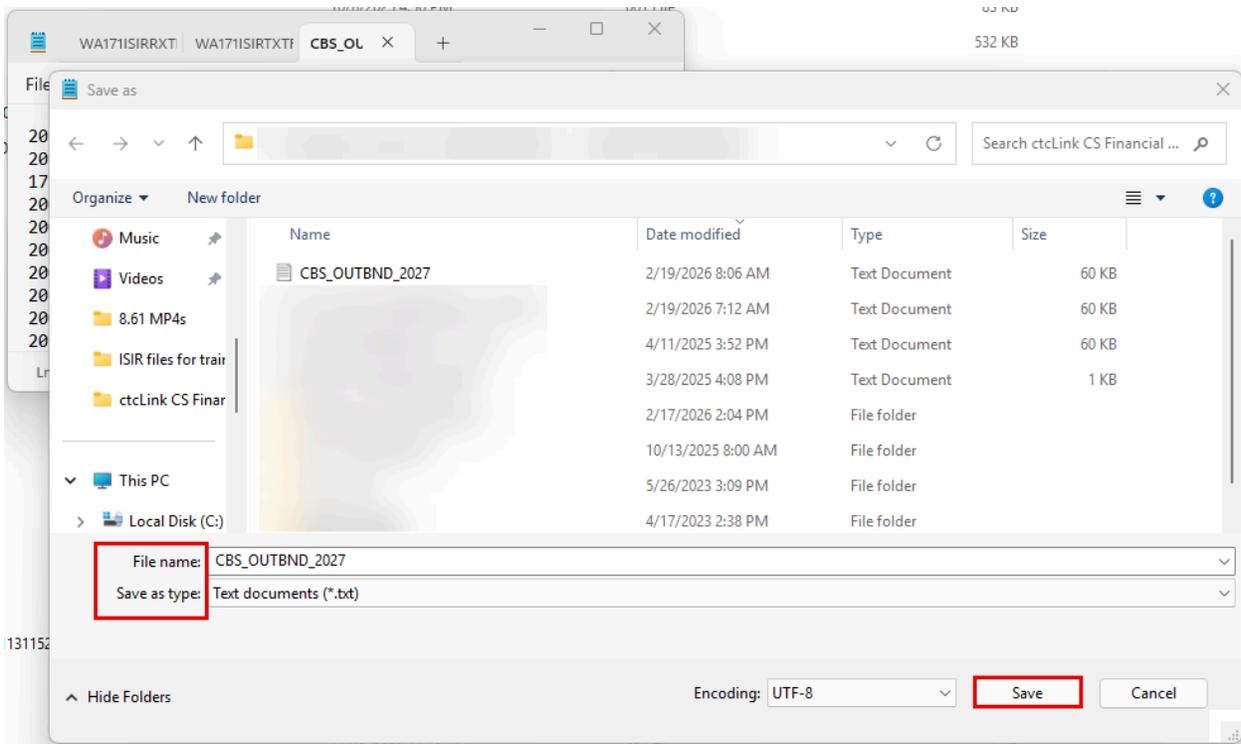
Distribute To

Distribution ID Type	Distribution ID
User	CTC_KFORSBERG

[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 eligibility checker 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 eligibility checker, 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_OY_CBS_INBND_KF Report Manager Process Monitor Run

Population Selection

Population Selection

Selection Tool External File

Attached File CBS_ELIG_CHKR_02-19-2026.csv Upload File Delete File View File

File Mapping COLLEGE BOUND INBOUND Edit File Mapping Preview Selection Results

Select Values to Update

*Academic Institution: WA171 Spokane CC

*Aid Year: 2027 2026-2027 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.

The screenshot shows the 'View Packaging Status Summary' form for a student. The form is divided into several sections:

- Header:** Includes fields for Aid Year (2027), Financial Aid Year (2026-2027), Institution (WA171), and ISIR Information.
- Navigation:** Links for SAI Status, Unofficial, TERM, Database Matches, Need Summary, PELL, and Calculation Override.
- Form Fields:**
 - Counselor (searchable)
 - Academic Career (searchable)
 - Aid Processing Status: No Electronic Application
 - Aid Application Status: Application Active for All Aid
 - Review Status: Review Complete (highlighted with a red box)
 - INST Verification Status: Non Select
 - Verification Flag: ED Verification Complete (highlighted with a red box)
 - Verification Status: Verified (highlighted with a red box)
 - Satisfactory Academic Progress: SAP Undetermined
 - Disbursement Hold
 - Housing Type
 - Scholarship Status: Not Evaluated
 - *Aid Packaging Method: Not Packaged
 - Packaging Plan ID (searchable)
 - Repackaging Plan ID (searchable)
 - Aggregate Source: FA Installation Default
 - Aggregate Source Used: Limited Pell Grant Indicator
 - College Financing Plan Group (searchable)
- Self Service:**
 - Awarding Access: Allow Access
 - Inquiry Access
 - External Award Access
- Buttons:** Save (highlighted with a red box), Return to Search, Previous in List, Next in List, 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 WA140_OY_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: WA140 Clark College Aid Year: 2027 2026-2027 Financial Aid Year

Error Reporting Selection

Report Error Messages Do Not Report Messages Report All Messages

Population Selection

Selection Tool: PS Query **Edit Prompts**

Query Name: CTC_FA_SET_READY_TO_PACKAGE Launch Query Manager Preview Selection Results

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

Field Name	Field Value
Aid Package Processing Status	Ready for Packaging

Select Attributes to Update

Save Return to Search Notify Add Update/Display

From the Process Scheduler Request select the SCC_POP_UPD box.

Select OK

Run Control ID WA140_OY_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 + -

Institution Clark College Aid Year 2026-2027 Financial Aid Year

Error Reporting Selection

Report Error Messages Do Not Report Messages Report All Messages

Population Selection

Selection Tool **Edit Prompts**

Query Name Launch Query Manager Preview Selection Results

Select Fields to Update Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Field Name	Field Value		
<input type="text" value="Aid Package Processing Status"/>	<input type="text" value="Ready for Packaging"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Select Attributes to Update

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 WA140_OY_MASS_PKG_SET_RDY_KF Report Manager **Process Monitor** Run

Process Instance: 242214874

Select the Actions link and then select the Message Log 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 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"/>	242214874		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 1:34:15PM PST	Success	Posted	Details	<input checked="" type="button" value="Actions"/> <ul style="list-style-type: none"> <input type="button" value="Update Process"/> > <input type="button" value="Details"/> <input type="button" value="Parameters"/> <input checked="" type="button" value="Message Log"/> <input type="button" value="Batch Timings"/> <input type="button" value="View Log/Trace"/>
<input type="checkbox"/>	242214849		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 8:45:42AM PST	Success	Posted	Details	

Go back to Population Update Process

Process List | Server List

Review the number of records updated

Message Log

Process

Instance: 242214874 Type: Application Engine
 Name: SCC_POP_UPD Description:



1-9 of 9 | View All

Severity	Log Time	Message Text	Explain
10	1:34:57PM	'SCC_POP_UPD' started at 2026-02-19-13.34.56.000000	Explain
10	1:34:57PM	Processing record STDNT_AID_ATRBT.	Explain
10	1:34:57PM	Total number of records read : 13	Explain
10	1:34:57PM	Total number of records updated successfully : 13	Explain
10	1:34:57PM	Total number of records failed : 0	Explain
10	1:34:57PM	'SCC_POP_UPD' ended at 2026-02-19-13.34.56.000000	Explain
	1:35:11PM	Published message with ID dee808dc-0dda-11f1-8dda-bfde7181b242 to create entry in folder GENERAL.	Explain
	1:35:11PM	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 population of students 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 WA140_OY_MASS_PKG_SEL_STU_KF Report Manager Process Monitor **Run**

Population Selection

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

Query Name: CTC_FA_MASS_PACKAGE_SELECT_03

Parameters

*Institution: WA140 Clark College

*Aid Year: 2027 2026-2027 Financial Aid Year

Query Prompts

*Academic Institution: WA140

*Aid Year: 2027

*Priority Filing Date: 02/15/2027

*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 WA140_OY_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 WA140_OY_MASS_PKG_SEL_STU_KF Report Manager

Process Instance: 242214875

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

Process List Server List

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	242214875		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 1:43:23PM PST	Success	Posted	Details	<input type="button" value="Actions"/> <ul style="list-style-type: none"> <input type="button" value="Update Process"/> > <input type="button" value="Details"/> <input type="button" value="Parameters"/> <input checked="" type="button" value="Message Log"/> <input type="button" value="Batch Timings"/> <input type="button" value="View Log/Trace"/>
<input type="checkbox"/>	242214874		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 1:34:15PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214849		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 8:45:42AM PST	Success	Posted	Details	

Go back to Mass Packaging Select

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

Saved Searches

Academic Institution	begins with	<input type="text" value="WA140"/>	🔍
Aid Year	begins with	<input type="text" value="2027"/>	🔍
Selection Definition	begins with	<input type="text" value="QUERY: CTC_FA_MASS_"/>	🔍

[Show fewer options](#)

Search
Clear
Save Search

Academic Institution WA140 Clark College
 Aid Year 2027 2026-2027 Financial Aid Year
 Selection Definition QUERY: CTC_FA_MASS_PACKAGE_SELECT_03

Personalize Find View All					First	1-9 of 9	Last
ID	Name	Career		*Process Status			
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
10		UGRD	Undergraduate	Valid for Packaging	▼		[-]
20		UGRD	Undergraduate	Valid for Packaging	▼		[-]
20		UGRD	Undergraduate	Valid for Packaging	▼		[-]
20		UGRD	Undergraduate	Valid for Packaging	▼		[-]

Save
Return to Search
Notify

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 WA140_OY_MASS_PKG_ASGN_PLNS_KF
 Report Manager
 Process Monitor
 Run

Report Request Parameters

Institution: WA140 Clark College

Aid Year: 2027 2026-2027 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	Asc	Desc	
UGRD	FA-WI-SP	EMPLID	<input checked="" type="radio"/>	<input type="radio"/>	+ -
UGRD	SUFAWISP	EMPLID	<input checked="" type="radio"/>	<input type="radio"/>	+ -
UGRD	FALL ONLY	EMPLID	<input checked="" type="radio"/>	<input type="radio"/>	+ -
UGRD	SUMR ONLY	EMPLID	<input checked="" type="radio"/>	<input type="radio"/>	+ -

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 WA140_OY_MASS_PKG_ASGN_PLNS_KF

Server Name Run Date 02/19/2026

Recurrence Run Time 2:55:08PM Reset to Current Date/Time

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

OK Cancel

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 WA140_OY_MASS_PKG_ASGN_PLNS_KF Report Manager Process Monitor Run

Process Instance: 242214903

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"/>	242214903		WA140_OY_MASS_PKG_ASGN_PLNS_KF	COBOL SQL	FAPPKASN	CTC_KFORSBERG	02/19/2026 2:55:08PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	242214902		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 2:44:17PM PST	Success	Posted	Details	Update Process Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	242214875		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 1:43:23PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214874		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 1:34:15PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214849		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 8:45:42AM PST	Success	Posted	Details	

Go back to Mass Packaging Assign

Save Notify

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

Saved Searches

Academic Institution	begins with ▼	<input type="text" value="WA140"/>	🔍
Aid Year	begins with ▼	<input type="text" value="2027"/>	🔍
Selection Definition	begins with ▼	<input type="text" value="QUERY: CTC_FA_MASS_"/>	🔍

^ Show fewer options

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

Academic Institution WA140 Clark College
Aid Year 2027 2026-2027 Financial Aid Year
Selection Definition QUERY: CTC_FA_MASS_PACKAGE_SELECT_03

Packaging Plan Details Find First 1 of 1 Last

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

Details Find | View 6 First 1-9 of 9 Last

*ID	Name	EMPLID	
10			Remove
20			Remove
20			Remove
20			Remove

Save Return to Search Notify

From the Process Scheduler page select the Mass Packaging box.

Select OK

Process Scheduler Request

User ID **CTC_KFORSBERG** Run Control ID **WA171_OY_MASS_PKG_PRCS_KF**

Server Name Run Date

Recurrence Run Time

Time Zone

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

You will be directed back to the Process Mass Packaging page

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

Mass Packaging Process

Run Control ID **WA171_OY_MASS_PKG_PRCS_KF** Report Manager **Process Monitor**

Process Instance: 242214904

Process List Server List

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	242214904		WA171_OY_MASS_PKG_PRCS_KF	COBOL SQL	FAPPKBKG	CTC_KFORSBERG	02/19/2026 3:15:56PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	242214903		WA140_OY_MASS_PKG_ASGN_PLNS_KF	COBOL SQL	FAPPKASN	CTC_KFORSBERG	02/19/2026 2:55:08PM PST	Success	Posted	Details	Update Process > Details Parameters Message Log View Log/Trace
<input type="checkbox"/>	242214902		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 2:44:17PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214875		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 1:43:23PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214874		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 1:34:15PM PST	Success	Posted	Details	
<input type="checkbox"/>	242214849		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 8:45:42AM PST	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 [Report Manager](#) [Process Monitor](#)

*Description

4. Select the desired Query

Scheduled Query Search Page

*Query Type:

Query:

Query

Query Name	Description	Access
CTC_FA_MASS_PACK_RESULTS	Mass Packaging Results	Public
CTC_FA_MASS_PACK_RESULTS_01	Mass Packaging Results by EFC	Public
CTC_FA_MASS_PACK_RESULTS_02	Mass Packaging Award Summary	Public

5. Enter the Edit Prompts and select OK

A modal dialog box titled "CTC_FA_MASS_PACK_RESULTS" with a "Help" link in the top right. It contains two input fields: "*Academic Institution" with the value "WA140" and "*Aid Year" with the value "2027". Both fields have a magnifying glass icon to their right. At the bottom, there are two buttons: "OK" and "Cancel".

6. From the Schedule Queries page select Run

The interface shows the "Run Control ID" as "WA140_OY_MASS_PKG_RES_QRY_KF". There are links for "Report Manager", "Process Monitor", and a highlighted "Run" button. Below, the "Query Name" is "CTC_FA_MASS_PACK_RESULTS" with a "Search" button. The "*Description" is "Mass Packaging Results". A link "Update Parameters" is present. A table displays the parameters:

Prompt Name	Value
INSTITUTION	WA140
AID_YEAR	2027

At the bottom, there are buttons for "Save", "Add", and "Update/Display".

From the Process Scheduler Request page select OK button

Process Scheduler Request

User ID **CTC_KFORSBERG** Run Control ID **WA140_OY_MASS_PKG_RES_QRY_KF**

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

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

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 **WA140_OY_MASS_PKG_RES_QRY_KF** [Report Manager](#)

Query Name Process Instance: 242214905

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 Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	242214905		WA140_OY_MASS_PKG_RES_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	02/19/2026 3:25:22PM PST	Success	Posted	Details	<input type="button" value="Actions"/> <ul style="list-style-type: none"> <input type="button" value="Update Process"/> > <input type="button" value="Details"/> <input type="button" value="Parameters"/> <input checked="" type="button" value="Message Log"/> <input type="button" value="Batch Timings"/> <input type="button" value="View Log/Trace"/>
<input type="checkbox"/>	242214904		WA171_OY_MASS_PKG_PRCB_KF	COBOL SQL	FAPPKBKG	CTC_KFORSBERG	02/19/2026 3:15:56PM PST	Success	Posted	Details	<input type="button" value="Details"/>
<input type="checkbox"/>	242214903		WA140_OY_MASS_PKG_ASGN_PLNS_KF	COBOL SQL	FAPPKASN	CTC_KFORSBERG	02/19/2026 2:55:08PM PST	Success	Posted	Details	<input type="button" value="Details"/>
<input type="checkbox"/>	242214902		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 2:44:17PM PST	Success	Posted	Details	<input type="button" value="Details"/>
<input type="checkbox"/>	242214875		WA140_OY_MASS_PKG_SEL_STU_KF	Application Engine	SFA_BPKGSEL	CTC_KFORSBERG	02/19/2026 1:43:23PM PST	Success	Posted	Details	<input type="button" value="Details"/>
<input type="checkbox"/>	242214874		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 1:34:15PM PST	Success	Posted	Details	<input type="button" value="Details"/>
<input type="checkbox"/>	242214849		WA140_OY_MASS_PKG_SET_RDY_KF	Application Engine	SCC_POP_UPD	CTC_KFORSBERG	02/19/2026 8:45:42AM PST	Success	Posted	Details	<input type="button" value="Details"/>

[Go back to Schedule Query](#)

Process List | [Server List](#)

Select the CTC_FA_MASS_PACK_RESULTS-xxxxxx.csv link to open results

View Log/Trace

Report

Report ID 21989588 Process Instance 242214905 [Message Log](#)
Name PSQUERY Process Type Application Engine
Run Status Success

Mass Packaging Results

Distribution Details

Distribution Node local Expiration Date

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_242214905.log	166	02/19/2026 3:26:56.531947PM PST
CTC_FA_MASS_PACK_RESULTS-242214905.csv	48,820	02/19/2026 3:26:56.531947PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_KFORSBERG

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)

Academic	Aid Year	Batch Seq	Live vs. Sim	Academic	Empl ID	Display Na	FERPA Bloc	Fed Year	Federal E	Federal Need	Packaging	Sequence	Item Type	Description	Offer Amot	Message Text	Award Period
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	10	9.11E+11	Federal Pe	0	Student failed the Selection (A	
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	20	9.11E+11	Federal Su	0	Student failed the Selection (A	
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	30	9.11E+11	Federal SE	0	Student failed the Selection (A	
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	40	9.12E+11	Washingto	849		A
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	50	9.12E+11	Washingto	849		A
WA140	2027	2384	Simulation	UGRD	10:			28797	11464	17333	FA-WI-SP	60	9.12E+11	Washingto	849		A

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 WA140

Aid Year: begins with 2027

Batch Sequence Number: = 2384

Academic Career: begins with

Packaging Plan ID: begins with

[Show fewer options](#)

Search | Clear

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 2384 Batch Date Time 02/19/2026 3:17PM Total Packaged 9
 Institution Clark College Aid Year 2026-2027
 Packaging Plan Fall/Winter/Spring Career Undergrad

Eligibility Summary		Find View All	First	1 of 9	Last
Sequence 1	ID	Name			
Federal Dependency Status	Independent	Institutional Dependency Status			
Federal PELL Eligibility		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	28,797.00	Institutional Year COA	28,797.00		
SAI	11,464	Institutional EFC	0		
Fed Need	17,333.00	Institutional Need	28,797.00		
Educational Resources	0	Educational Resources	0		
Need Base Aid (Fed)	17,333.00	Need Base Aid (Instl)	0.00		
Special Need/Cost Aid (Fed)	714.00	Special Need/Cost Aid (Instl)	0.00		
Total Aid (Fed)	18,047.00	Total Aid (Instl)	0.00		
Unmet Need (Fed)	0.00	Unmet Need (Instl)	28,797.00		
Unmet COA(Fed)	10,750.00	Unmet COA (Instl)	28,797.00		
Pell Year COA	28,795.00	Alt Pell COA	5,187.00	Less than Half Time Pell COA	28,737.00
Max Pell Indicator		Min Pell Indicator			

[Return to Search](#) [Notify](#)

[Eligibility and Need | Awards Detail](#)

Review students' package – Awards Detail on tab 2

Eligibility and Need | **Awards Detail**

Batch Number 2384 Batch Date Time 02/19/2026 3:17PM Total Packaged 9
 Institution Clark College Aid Year 2026-2027
 Packaging Plan Fall/Winter/Spring Career Undergrad

Find | View All First 1 of 9

Student Packaging Sequence 1 ID [REDACTED]

Sequence	Item Type		Disbt Plan		Split Code		Offer Amount		
10	911000000000	PELL					\$0.00	Message	Disbursement
20	911000000100	FSEOG					\$0.00	Message	Disbursement
30	911000000110	SEOGWAIT					\$0.00	Message	Disbursement
40	912000000000	WCG	09	SuFaWiSp	F1	Fall	\$849.00		Disbursement
50	912000000000	WCG	09	SuFaWiSp	W1	Wi	\$849.00		Disbursement
60	912000000000	WCG	09	SuFaWiSp	S1	Sp	\$849.00		Disbursement
70	912000000200	COLLBOUND					\$0.00	Message	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	912000000250	WBG					\$0.00	Message	Disbursement
140	913000000000	TUITGRNT					\$0.00	Message	Disbursement
150	913000000010	FACCGW					\$0.00	Message	Disbursement
160	913000000000	TUITGRNT					\$0.00	Message	Disbursement
170	913000000100	NBGRANT					\$0.00	Message	Disbursement
180	913000000101	NBGRANTWT					\$0.00	Message	Disbursement
190	913000000100	NBGRANT					\$0.00	Message	Disbursement
200	930000000000	OFFERWS	09	SuFaWiSp	AY	Fa-Wi-Sp	\$6,000.00		Disbursement
210	961000001100	SUBDL1	30	Ln FaWiSp	L1	Fa-Wi-Sp	\$0.00	Message	Disbursement
220	961000002100	UNSUBDL1	30	Ln FaWiSp	L1	Fa-Wi-Sp	\$0.00	Message	Disbursement
230	961000001100	SUBDL1	30	Ln FaWiSp	L1	Fa-Wi-Sp	\$3,500.00		Disbursement
240	961000002100	UNSUBDL1	30	Ln FaWiSp	L1	Fa-Wi-Sp	\$6,000.00		Disbursement

[Return to Search](#) [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: WA140_OY_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	WA140	Clark College
Administrative Function	FINA	Financial Aid
Event ID	FFC0AWARDN	Award Notification OY

Communication Key: FAAWARD2 Award Offer (Odd Year)

Checklist Code

Comment Category

Population Selection

Selection Tool: PS Query | Edit Prompts

Query Name: CTC_FA_SB_1ST_AWRD_NOTIF | Launch Query Manager | Preview Selection Results

Save | Notify | Add | Update/Display

Query Prompts

*Institution: WA140

*Aid Yr: 2027

*Letter: FCO

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

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 WA140_OY_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 WA140_OY_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 WA140_OY_AWD_LTR_COMM_GEN_KF
Report Manager
Process Monitor
Run

ID Selection

ID Selection All Person IDs

Letter Code Selection

*Letter Code LC0

Award Notification

Administrative Function FINA Financial Aid

Template Selection

Report Name CTCFA_SF_LC0 Award Notification (Even year) [View Report Definition](#)

Data Source ID CTC_FA_DATASOURCE_AWARD

Template List

Template ID	Description	Language	Method	Default Template
CTCFA_SF_LC0_1	AWDNOTIFICATION_Email SFCC	English	E-Mail	<input checked="" type="checkbox"/>
CTCFA_SF_LC0_2	AWDNOTIFICATION_Printer SFCC	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 WA140_OY_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

*To Date

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

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

12. Select Run

Selection Parameters | Process Parameters | **Email Parameters** | Checklist Parameters

Run Control ID WA140_OY_AWD_LTR_COMM_GEN_KF Report Manager Process Monitor **Run**

Email Parameters

From finaidmail@clark.edu
*Required if communication method usage is specific email or preferred.

Subject For Review: 2026-2027 Financial Aid Award Letter Notification
*Required if communication method usage is specific email or preferred.

Reply to finaidmail@clark.edu

Sender finaidmail@clark.edu

Bounce to finaidmail@clark.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 WA140_OY_AWD_LTR_COMM_GEN_KF

Server Name Run Date 02/19/2026

Recurrence Run Time 4:39:38PM

Time Zone

Process List

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

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 WA140_OY_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	WA140	Clark College
Administrative Function	FINA	Financial Aid
Event ID	FFC0AWARDN	Award Notification OY

Detail

Communication Key
FAAWARD2 Award Offer (Odd Year)

Checklist Code

Comment Category

Population Selection

Selection Tool: PS Query
Query Name: CTC_FA_SB_AWRD_NOTIF_CHANGE

Edit Prompts | Launch Query Manager | Preview Selection Results

Save | Notify | Add | Update/Display

Query Prompts

*Institution WA140
*Aid Yr 2026
Letter FC0

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 WA140_OY_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 [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 WA140_OY_ASSGN_REV_AWD_LTR_KF

Server Name | Run Date 02/19/2026

Recurrence | Run Time 4:51:15PM [Reset to Current Date/Time](#)

Time Zone

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 WA140_OY_AWD_REV_COMM_GEN_KF
Report Manager
Process Monitor
Run

ID Selection

ID Selection All Person IDs

Letter Code Selection

Letter Code FC0 Award Offer (Odd Year)
Administrative Function FINA Financial Aid

Template Selection

Report Name CTCFA_CL_FC0 Award Offer (Odd Year) [View Report Definition](#)

Data Source ID CTC_FA_DATASOURCE_AWARD

Template List

Template ID	Description	Language	Method	Default Template
CTCFA_CL_FC0_1	AWARDOFFER_Email CLK	English	E-Mail	<input checked="" type="checkbox"/>
CTCFA_CL_FC0_2	AWARDOFFER_Printer CLK	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**

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 02/19/2026

*To Date 02/19/2030

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

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 WA140_OY_AWD_REV_COMM_GEN_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 WA140_OY_AWD_REV_COMM_GEN_KF

Server Name Run Date
 Recurrence Run Time Reset to Current Date/Time
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	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 updated 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 a 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 Item Type – e.g. Washington College Grant Item Type 91200000000
 - o Choose 'Yes' from the Eligible dropdown menu
- Under Parameters enter Institution and Aid Year
- Select the 'Lock Eligibility' checkbox
- Select Run

The screenshot shows the 'Run Control ID' as WA171_WCG_OVERRIDE_KF. At the top right, there are buttons for 'Report Manager', 'Process Monitor', and a red-bordered 'Run' button. Below this is the 'Population Selection' section, which includes a 'Selection Tool' dropdown set to 'PS Query' and a 'Query Name' field containing 'CTC_FA_SNG_OVERRIDE'. A red box highlights the 'Edit Prompts' link. Below the 'Population Selection' is the 'Parameters' section, which includes fields for '*Academic Institution:' (WA171) and '*Aid Year:' (2027), along with a 'Lock Eligibility' checkbox. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons. A separate 'Query Prompts' dialog box is shown on the right, with fields for '*Institution' (WA171), '*Aid Yr' (2027), '*Item Type' (912000000000), and '*ELIGIBLE' (Yes). The 'OK' button in this dialog is also highlighted with a red box.

¹ For colleges who have used the FAM application prior to conversion to ctcLink, 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

Recurrence Run 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 <input type="text"/>	TXT <input type="text"/>	Distribution

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
 *Institution: WA171 Spokane CC *Msg Type: Error
 *Aid Year: 2027 2026-2027 Financial Aid Year *Msg Code: ACDPLN Acad Plan
 *Term: 2265 2026 SUMMR Msg Action: No Action Taken

Update Fields
 Process: Msg Action: Find | View All First 1 of 1 Last

Query Prompts
 *INSTITUTION: WA171 *TERM: 2265
 OK Cancel

See "Creating a User Edit Message" QRG for adding individual UEMs

Save Add U

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 Business Flow

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
<p>Set Up SACR > System Administration > Utilities > Population Update > Population Update Process</p>	<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 the pop 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_OY_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

Institution Spokane CC

Academic Career Undergraduate

Aid Year 2026-2027 Financial Aid Year

Error Reporting Selection

Report Error Messages Do Not Report Messages Report All Messages

Population Selection

Selection Tool

Query Name

Query Prompts

*Institution

*Aid Year

Select Fields to Update Personalize | Find | View 2 | First | 1-4 of

Field Name	Field Value		
User Variable Numeric #1	<input type="text" value="1.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
User Variable Numeric #2	<input type="text" value="1.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
User Variable Numeric #3	<input type="text" value="1.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
User Variable Numeric #4	<input type="text" value="1.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Select Attributes to Update

Assign FLF Service Indicator

Navigation	Description
<p>Campus Community > Service Indicators (Student) > Mass Assign</p>	<p>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.</p>

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_OY_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: 2265 SUMMER 2026 End Term: 2265 SUMMER 2026

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: 2027

*Term: 2265

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

*Description

Save

Add

Update/Display

4. Choose the appropriate Query from the Search results

Scheduled Query Search Page

*Query Type:

Query:

Search

Query

<input type="button" value="List"/> <input type="button" value="Q"/>	<input type="button" value="1-1 of 1"/>	<input type="button" value="View All"/>
<input type="text" value="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

CTC_FA_SRVC_INDICATOR_LIST

*Institution WA171

*Active Term 2265

Srv Ind Cd FLF

OK Cancel

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 Srvc Ind By Term

[Update Parameters](#)

Prompt Name	Value
INSTITUTION	WA171
SRVC_IND_ACT_TERM	2265
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: Type: Last: Days:

Server: Name: Instance: Range:

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Posted	Details	Actions
<input type="checkbox"/>	245734884		WA171_FLF_EL_SL_LST_QRY_KF	Application Engine	PSQUERY	CTC_KFORSBERG	02/26/2026 3:55:18PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	245734881		WA171_OY_ASSGN_SL_FLF_EL_KF	Application Engine	SCC_SL_ASSN	CTC_KFORSBERG	02/26/2026 3:37:15PM PST	Success	Posted	Details	Actions

Go back to Schedule Query

Select the CTC_FA_SRVC_INDICATOR_LIST-xxxxxxx.csv

View Log/Trace

Report

Report ID: 22297566 Process Instance: 245734884 [Message Log](#)

Name: PSQUERY Process Type: Application Engine

Run Status: Success

List of Svc Ind By Term

Distribution Details

Distribution Node: local Expiration Date: 03/28/2026

File List

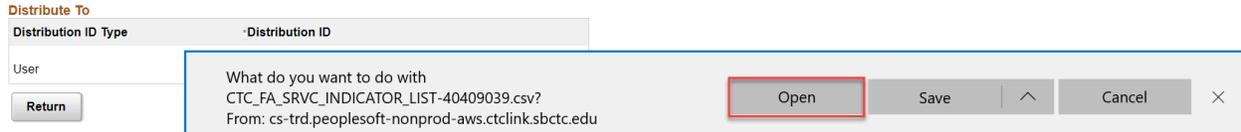
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_245734884.log	166	02/26/2026 3:56:20.362977PM PST
CTC_FA_SRVC_INDICATOR_LIST-245734884.csv	79	02/26/2026 3:56:20.362977PM PST

Distribute To

Distribution ID Type: Distribution ID:

User: CTC_KFORSBERG

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



Use the report to update the students listed

	A	B	C	D	E	F	G
1	ID	Last	First Nam	Institution	Srv Ind Cd	Srvc Reas	Active Term
2	101001380			WA171	FLF	FAEI	2265
3	101001673			WA171	FLF	FAEI	2265
4	101003628			WA171	FLF	FAEI	2265
5	101009890			WA171	FLF	FAEI	2265
6	101044110			WA171	FLF	FAEI	2265

Adjust aid as necessary

Updating Packaging Variables

Navigation	Description
Awards > Award Processing > Assign Packaging Variables	Update Packaging Variables to reflect student's 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 Service Indicator Mass Release runs, the Service Indicator will be removed. They can also be removed manually. Be sure to select Save when updating Packaging Variables.

Note: Var Num1 = Fall, Var Num2 = Winter, Var Num3 = Spring, Var Num4 = Summer

User Variables
Rating Component 1
Rating Component 2
Additional Variables

ID 1010
Aid Year 2027 ✖ ★

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

***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_OY_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: 2265 SUMMER 2026 End Term: 2265 SUMMER 2026

Start Date: [] End Date: []

Save Notify Add Update/Display

Query Prompts Help

*Institution: WA171

*Aid Year: 2027

*Term: 2265

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_OY_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 2027 2026-2027 Financial Aid Year

Update Switch Process Selected Terms Process Selected Items

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

Term		
1 2265	SUMMER 2026	+ -

Select Item Types Personalize | Find | View All | 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_OY_DISB_AUTH_KF Report Manager Process Monitor **Run**

Parameters

*Academic Institution	WA171	Spokane CC
*Aid Year	2027	2026-2027 Financial Aid Year
Term	2265	SUMMER 2026
Fin Aid Type	<input type="text"/>	
Source	<input type="text"/>	
Item Type	<input type="text"/>	

Save Return to Search 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_OY_DISB_AUTH_KF **Report Manager** Process Monitor Run

Process Instance:242776313

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	03/02/26 11:59AM	22037343	242776313

When the Report opens select the "Authorization Failure Report.pdf" link

Report

Report ID 22037343 Process Instance 242776313 [Message Log](#)
 Name XMLP Process Type XML Publisher
 Run Status Success

FA913 - Authorization Failure Report.pdf

Distribution Details

Distribution Node local Expiration Date 04/01/2026

File List

Name	File Size (bytes)	Datetime Created
Authorization Failure Report.pdf	19,425	03/02/2026 11:59:46.802834AM PST

Distribute To

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

User CTC_KFORSBERG

[Return](#)

Optional:

The Authorization Failure Report can be run 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

[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
CTC_FA913	Authorization Failure Report	Public	FA REPORTING	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA913_LOAD	Authorization Failure Report	Public	FINANCIAL AID	HTML	Excel	XML	Schedule	Lookup References	Favorite
CTC_FA913_LOAD_ENROLLED_NOTSAP	Authorization Failure Meet SAP	Public	FINANCIAL AID	HTML	Excel	XML	Schedule	Lookup References	Favorite
FA913	Authorization Failure Report	Public	FA PS DELIVERED	HTML	Excel	XML	Schedule	Lookup References	Favorite
QCS_FA913_WITH_ERROR_COUNT	Authorization Failure Report	Public	FA REPORTING	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_OY_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: 2027 2026-2027 Financial Aid Year

Honor Disbursement Date Grace Period (Days): 0

Process Selected Terms Process Selected Items

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

Term	Run Date and Time
2265 SUMMER 2026	

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

Item Type
1

Process Instance Run Date and Time

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 – OPTIONS (CHOOSE 1):

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_OY_ASSGN_SL_TUIT_HLD_KF Report Manager Process Monitor **Run**

Population Selection

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

Query Name: CTC_FA_TUIT_HOLD_SL_ASSIGN_01

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: 2265 SUMMER 2026 End Term: 2265 SUMMER

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: 2027

Term: 2265

OK Cancel

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