Contents

Overview

The Washington College Grant Interim Reporting process is a quarterly reporting requirement for schools that are administering the Washington College Grant (WCG), College Bound Scholarship (CBS), Passport to College (PTC) and WA Bridge Grant (WBG) programs.

Per WSAC:

Interim Report Definition

*The **Interim Report** is a quarterly data submission that includes student details for every eligible student awarded the Washington College Grant, College Bound Scholarship, Passport to College and WA Bridge Grant:*

- *Eligible awarded WCG students*

- *Eligible awarded WA Bridge Grant students*

- *Eligible awarded College Bound Scholars.[1]*

This document is a guide to creating the WCG Interim Report from PeopleSoft (PS) to upload into the WSAC Portal.

Prior to running the WCG Interim process, the following steps are recommended:

- Reconciliation of WCG, CBS, PTC and WBG funds prior to running WCG Interim is encouraged to avoid incorrect data appearing on the Interim Report

- Running and reviewing the **CTC_FA_SNG_COMPARE** query for WCG, CBS and WBG

   The query is looking for students who have the prompted item type award with an amount greater than zero, and WCG Eligibility is set to either 'N' (No) or 'R' (Review)

IMPORTANT: Students listed in the WCG Interim Error Report csv will not appear in the *WA College Grant_xxxx.csv*. The errors must be resolved in PeopleSoft for the students to be picked up in the interim file.

If errors cannot be resolved, information may be manually reported directly in the WSAC Portal for the student(s). Be aware that any manually reported data may require review each reporting cycle.

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[1] https://wsac.wa.gov/sites/default/files/2024-25_WCG-CBS_ProgramManual.pdf, page 63

Important Security Note for WCG Incremental File Process

Users who performed Dual Processing (deployment groups DG2 – DG6) may already have the security to use the CTC Query Reporting Table feature. If you do not have access to the following navigation, contact your local IT and request the **ZZ_CC_QRY_RPT_TBL** role be added to your EMPLID.

Campus Community > CTC Custom > CTC Query Reporting Table

CTC Query Reporting Table

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

Find an Existing Value	Add a New Value

▼ **Search Criteria**

Run Control ID | begins with ⌄ | |

☐ **Case Sensitive**

| Search | Clear | Basic Search 🔲 Save Search Criteria |

Step 1: Reviewing the Missing National ID Query

Navigation	Description
Reporting Tools > Query > Query Viewer	Identifying ineligible SSNs

Run the **CTC_R074A_MISSING_NATIONAL_ID** query to identify students who do not have the proper SSN or ITIN value stored in the National ID field on the *Add/Update a Person* page. The query selects students with official SAI status for the prompted aid year who either have 1) an SSN row of XXX-XX-XXXX marked as Primary but no ITIN row, or 2) no SSN/ITIN row tied to USA

This list is important to review for the following two reasons

1) Awarding/reporting of WASFA students could be impacted
2) Student records marked with 'XF' (suspected fraud) or 'X' (duplicate ID) may need awards cancelled. These students will not show up on the Interim Error Report to review unless they have the other WCG Errors

Enter the query name, select **Search** then the **HTML** link next to the query

Enter the query prompts then select **View Results**

CTC_R074A_MISSING_NATIONAL_ID - Missing National ID error rpt

*Institution [   ] 🔍
*Aid Yr [2025] 🔍
[View Results]
Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-6 of 6 Last

Row	Institution	Aid Yr	ID	NID Type	NID
1		2025	2017	PR	XXXXXXXXX
2		2025	2032	PR	XXXXXXXXX
3		2025	2033	PR	XXXXXXXXX
4		2025	X202	PR	XXXXXXXXX
5		2025	X203	PR	XXXXXXXXX
6		2025	X203	PR	XXXXXXXXX

Step 2: Running the WCG Interim Report

Navigation	Description
Financial Aid > CTC Custom > CTC Reports > State FA Reporting	Generating WCG Interim Report, Error Report, and Combined Report

Find an existing Run Control ID or select 'Add New Value' to create a new Run Control ID

Note: So that Run Control IDs in the system are all unique, make sure to begin your Run Control ID with your college code and end with your initials. For example, WA123_WCG_INTERIM_DE

Enter the following parameters being careful of typos:

> **Institution**
> **Aid Year**
> **File Path:** /CSTRANSFER/WA**xxx**/WCG**yyyy**/
>
> o **xxx** = your institution code
> o **yyyy** = the Aid Year in which you are processing
>
> **Report Type**: PDF

Run Control ID   WA___WCG_INTERIM___   Report Manager   Process Monitor   [Run]

State FA Report

*Institution   WA___ 🔍   _____

*Aid Year   2025 🔍   2024-2025 Financial Aid Year

File Path   /CSTRANSFER/WA___/WCG2025/

Report Type   PDF ▾

Select **Run**

Run Control ID   WA___WCG_INTERIM___   Report Manager   Process Monitor   [Run]

State FA Report

*Institution   WA___ 🔍   _____

*Aid Year   2025 🔍   2024-2025 Financial Aid Year

File Path   /CSTRANSFER/WA___/WCG2025/

Report Type   PDF ▾

On the *Process Scheduler Request* page select the **WA College Grant Report (CTC_SNGRP_AE)** process then **OK**

Process Scheduler Request

User ID CTC_DENGLEHARDT   Run Control ID WA____WCG_INTERIM____

Server Name	[▼]	Run Date 03/25/2025 🗓
Recurrence	[▼]	Run Time 10:36:08AM Reset to Current Date/Time
Time Zone	[🔍]	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	WA College Grant Report	CTC_SNGRP_AE	Application Engine	Web ▼	TXT ▼	Distribution
☐	Unit Record Report	CTC_URR_AE	Application Engine	Web ▼	TXT ▼	Distribution

OK   Cancel

Note: The process should populate a default of **Type: Web** and **Format: TXT. <u>Do not change these values.</u>** Changing these values can prevent the files from generating in View Log/Trace.

On the *State FA Reporting* page select **Process Monitor**

Run Control ID   WA____WCG_INTERIM____   Report Manager   Process Monitor   Run

State FA Report

*Institution	WA____ 🔍
*Aid Year	2025 🔍 2024-2025 Financial Aid Year
File Path	/CSTRANSFER/WA____/WCG2025/
Report Type	PDF ▼

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

Process List   Server List

View Process Request For

User ID CTC_DENGLEI 🔍   Type [▾]   [Last ▾]   [1]   [Days ▾]   [Refresh]

Server [▾]   Name [🔍]   Instance From [ ]   Instance To [ ]   [Clear]

Run Status [▾]   Distribution Status [▾]   ☑ Save On Refresh   Report Manager   [Reset]

▾ Process List

[🔳] [🔍]   I◀ ◀ 1-1 of 1 ▾ ▶ ▶I | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	193805576		Application Engine	CTC_SNGRP_AE	CTC_DENGLEHARDT	03/25/2025 10:36:08AM PDT	Success ✔	Posted ✔	Details	▾ Actions

Note: If the process goes to **No Success**, go to the <u>Troubleshooting 'No Success' Process Instances</u> section

Select the **Details** link to access the *Process Detail* page

Process List   Server List

View Process Request For

User ID CTC_DENGLEI 🔍   Type [▾]   [Last ▾]   [1]   [Days ▾]   [Refresh]

Server [▾]   Name [🔍]   Instance From [ ]   Instance To [ ]   [Clear]

Run Status [▾]   Distribution Status [▾]   ☑ Save On Refresh   Report Manager   [Reset]

▾ Process List

[🔳] [🔍]   I◀ ◀ 1-1 of 1 ▾ ▶ ▶I | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	193805576		Application Engine	CTC_SNGRP_AE	CTC_DENGLEHARDT	03/25/2025 10:36:08AM PDT	Success	Posted	Details	▾ Actions

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

Process Detail

Process

Instance	193805576
Name	CTC_SNGRP_AE
Run Status	Success

Type	Application Engine
Description	WA College Grant Report
Distribution Status	Posted

Run

Run Control ID	WA___WCG_INTERIM_
Location	Server
Server	PSUNX
Recurrence	

Update Process

- ○ Hold Request
- ○ Queue Request
- ○ Cancel Request
- ○ Delete Request
- ○ Re-send Content   ○ Restart Request

Date/Time

Request Created On	03/25/2025 10:36:17AM PDT
Run Anytime After	03/25/2025 10:36:08AM PDT
Began Process At	03/25/2025 10:36:23AM PDT
Ended Process At	03/25/2025 11:02:33AM PDT

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

You should see several files generated by the WCG Interim process.

View Log/Trace

Report

Report ID	17794196
Name	CTC_SNGRP_AE
Run Status	Success

Process Instance	193805576
Process Type	Application Engine

Message Log

WA College Grant Report

Distribution Details

Distribution Node	local

Expiration Date 04/24/2025

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_SNGRP_AE_193805576.log	2,404	03/25/2025 11:02:33.006093AM PDT
AE_CTC_SNGRP_AE_193805576.trc	7,722	03/25/2025 11:02:33.006093AM PDT
WA College Grant_193805576.csv	427,542	03/25/2025 11:02:33.006093AM PDT
WCG Interim Error Report_193805576.csv	23,344	03/25/2025 11:02:33.006093AM PDT
WCG_Combined.xml	4,352,146	03/25/2025 11:02:33.006093AM PDT
WCG_Combined.xsd	4,187	03/25/2025 11:02:33.006093AM PDT
WCG_Served.xml	4,345,027	03/25/2025 11:02:33.006093AM PDT

You may run the Washington College Grant Interim Report process as many times as needed. Each time the process is run, all 4 reports/files will be generated, and the data staging table will be updated with the most current information.

Step 3: Reviewing and Working the WCG Interim Error Report

Students listed in the WCG Interim Error Report CSV will not appear in the *WA College Grant_xxxx.csv*. The errors must be resolved in PeopleSoft for the students to be picked up in the Interim Report CSV.

If errors cannot be resolved, information may be manually reported directly in the WSAC Portal for the student(s). Be aware that any manually reported data may require review each reporting cycle.

On the *View Log/Trace* page select the **WCG Interim Error Report** csv link

View Log/Trace

Report

Report ID	17794196	Process Instance	193805576	Message Log
Name	CTC_SNGRP_AE	Process Type	Application Engine	
Run Status	Success			

WA College Grant Report

Distribution Details

Distribution Node	local	Expiration Date	04/24/2025

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_SNGRP_AE_193805576.log	2,404	03/25/2025 11:02:33.006093AM PDT
AE_CTC_SNGRP_AE_193805576.trc	7,722	03/25/2025 11:02:33.006093AM PDT
WA College Grant_193805576.csv	427,542	03/25/2025 11:02:33.006093AM PDT
WCG Interim Error Report_193805576.csv	23,344	03/25/2025 11:02:33.006093AM PDT
WCG_Combined.xml	4,352,146	03/25/2025 11:02:33.006093AM PDT
WCG_Combined.xsd	4,187	03/25/2025 11:02:33.006093AM PDT
WCG_Served.xml	4,345,027	03/25/2025 11:02:33.006093AM PDT

A download request will be opened depending on browser. Save the Excel spreadsheet to a desktop or network drive.

		90%	☆		♡	↓

WCG Interim Error Report_151036867.csv
Completed — 1.3 KB
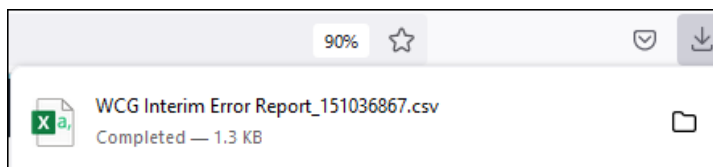
WCG Interim Errors

Below is a brief description of the 4 different error messages that can occur. Additional details on how to resolve these messages can be found on the next page

- **NO VALID ISIR ON FILE**:

    Student does not have an ISIR on file OR most recent ISIR transaction does not have an official EFC (i.e., rejected by CPS).

- **INELIGIBLE ACADEMIC PLAN**:

    Student meets criteria for WCG Served or Unserved, but has a FA ineligible academic plan listed for the related term.

- **CBS AWARDED/UNSERVED WCG EXCL'D**:

    The student has a CBS Award <u>being reported</u> as Served, but Unserved WCG has been excluded.

- **AWD WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD**:

    Student is awarded WCG or CBS with an offered amount greater than zero and the student does not qualify as served or unserved WCG for the related term or does not exist in the WCG Eligibility table with a 'y' on the Eligible field. Additionally, they do not meet the criteria for the 3 other error messages listed above. Another example is when the student has an active WCG or CBS award but is not enrolled for the current or past term. If 'No Enrollment' is being displayed for a future term, check if the student has an Expected Grad Term populated on FA Term for a current or past quarter OR check if the student has an Academic Load equal to 'Part-time' on the Student Program/Plan page for the active program of study.

Troubleshooting WCG Errors

** NO VALID ISIR ON FILE **

Navigate to <u>Financial Aid > Federal Application Data > Correct ISIR Records</u> to review the student's ISIR record.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Institution	Aid Year	LastName	FirstName	SSN	Emplid	WCG Eligible Amt	Term	Enroll Status	Unit Taken	WCG Amt	CBS Amt	Error Description
8		2025					0	2251	< Half Time	5	667	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
9		2025					0	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
10		2025					4763	2247	< Half Time	0	667	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
11		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
12		2025					4763	2247		11	0	0	NO VALID ISIR ON FILE
13		2025					4763	2253	No Enrollment	0	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
14		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
15		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
16		2025					4763	2253	0	0	0	167	CBS AWARDED/UNSERVED WCG EXCL'D
17		2025					0	2247	Full Time	15	389	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
18		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
19		2025					4763	2253	No Enrollment	0	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
20		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD

Take the appropriate action for the student record.

Student Information	Spouse Information	Parent Information	Parent Spouse / Partner	Transaction Detail	SAI and Flags

Name
Aid Year 2025   2024-2025 Financial Aid Year

Emplid
Institution

Student Information   1 of 2

*Effective Date 12/19/2024   Calc SAI
Correction Status
Transaction Num 2
SAI Status Rejected
SAI 0
Dependency Independent Reject

Expand All   Collapse All   Need Summary   IM

** INELIGIBLE ACADEMIC PLAN **

Navigate to <u>Financial Aid > Financial Aid Term > Maintain Student FA Term</u> to review.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Institution	Aid Year	LastName	FirstName	SSN	Emplid	WCG Eligible Amt	Term	Enroll Status	Unit Taken	WCG Amt	CBS Amt	Error Description
57		2025					4763	2253	No Enrollment	0	1588	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
58		2025					0	2247	Full Time	15	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
59		2025					0	2251	Full Time	12	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
60		2025					0	2253	Full Time	13	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
61		2025					4763	2253	No Enrollment	0	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
62		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
63		2025					2382	2253	Full Time	12	794	0	INELIGIBLE ACADEMIC PLAN
64		2025					0	2247	Full Time	15	389	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
65		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
66		2025					0	2247	Full Time	17	158	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
67		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD

Review the *Academic Plan* field for the student for the FA term indicated on the Interim Error Report. Is the Acad Plan eligible for FA?

If needed, run QCS_FA_ACADEMIC_PLAN_TABLE query to find the short description on all Academic Plans at your institution. 0_ indicates 'not FA eligible' and will generate the 'INELIGIBLE ACADEMIC PLAN' error on a student. Does the Acad Plan need to be updated to start with a '9'?

If the Acad Plan needs to be updated, have your Records Office submit a ticket to SBCTC CS Core Support with the request type *ctcLinkSupport > Campus Solutions > CS: Program/Plan Data*.

*** CBS AWARDED/UNSERVED WCG EXCL'D ***

First navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term to review.

Toggle to one term before the term indicated on the Interim Error Report for the student **and navigate to** the **Financial Aid** tab. If the Expected Grad Term indicates completion as of that term, check to see if student will be pursuing another degree or aid needs to be cancelled

FA Term	Acad Level	Statistics	**Financial Aid**	Records/Term Info	Withdrawal Info

Term Information   🔍 ⎮ ⎸◀ ◀ 2 of 9 ▾ ▶ ▶⎹ ⎮ View All

Institution		Term	2251	2025 WINTR	Quarter

Student Data   🔍 ⎮ ⎸◀ ◀ 1 of 1 ▾ ▶ ▶⎹ ⎮ View All

Effective Date	03/25/2025	Sequence	1	Effective Status	Active
Academic Career	Undergraduate			Primary Program	Academic
Academic Plan	Academic Transfer DTA			Academic Sub-Plan	

Override ‒ Calculated Values

	Override		Calculated Values
NSLDS Loan Year	☐	2nd Year	2nd Year
Direct Lending Year	☐	Second Year	Second Year
Confer Date		03/21/2025 📅	
Expected Grad Term	☐	2251 WINTER 2025	WINTER 2025
Expected Grad Date	☐	03/21/2025 📅	03/21/2025
Academic Standing	☐	🔍	
FA Standing	☐	🔍	
Budget Required		No - Budget Assign Required	

Field Audits

Note: You may need to toggle more than one term back to find the FA term with the Expected Grad Term field completed

** AWD WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD **
Depending on the values in the *Enrollment* and *Units Taken* field for the student on the Interim Error Report, the troubleshooting would be different

If the *Enrollment* and *Units Taken* fields both indicate enrollment for the student, navigate to Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View > WCG Eligibility & Archive Data to review.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Institution	Aid Year	LastName	FirstName	SSN	Emplid	WCG Eligible Amt	Term	Enroll Status	Unit Taken	WCG Amt	CBS Amt	Error Description
2		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
3		2025					0	2247	Full Time	14	1588	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
4		2025					0	2251	Full Time	14	1588	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
5		2025					0	2253	Full Time	15	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
6		2025					4763	2253	No Enrollment	0	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
7		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
8		2025					0	2251	< Half Time	5	667	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD

For students to be picked up on the *WA College Grant_xxxx.csv*, the 'Eligible?' and 'Have Need > 0' fields both need to be 'Yes' on the *WCG Eligibility* page

There are circumstances where the WCG Eligibility page will lock with the Eligibility flag set to No. Below are the scenarios in which a manual adjustment would be needed to report the student's funds in the *WA College Grant_xxxx.csv*.

- **Eligibility flag=No with reason *Does Not Have Need*:** If based on the MFI table, the student should have need, it's likely there was an update to the WCG Set up page. See the Recalculating Eligibility section of the WCG CBS Processing guide to run the Recalculating Eligibility process. If eligible the students' eligibility flag will flip to Yes. In the event FA staff have made a professional judgement of the students need, the Have Need > 0 field must be updated to Yes in addition to updating the Eligibility flag to Yes.

- **Eligibility flag=No with reason *Not a legal state resident based on residency date:*** The residency date logic on the WCG Eligibility page looks for a date one year prior to September 1st of the current aid year. If the student has been determined to be a resident by the Registrar, FA staff can add a new row to the WCG Eligibility page and override the Residency date, then set the Eligibility flag to Yes. It is recommended to add notes to the Message box indicating a reason for overriding the residency date.

- **Eligibility flag=No with reason *Not eligible due to No Remaining WCG quarters:*** If this student was eligible to receive any funding in the aid year, to get them to pick up in the Interim Report, a new row can be added to the WCG Eligibility page and flip the Eligibility flag to a Yes and leave the existing note about No Remaining WCG Quarters. FA staff may add onto the note, indicating that they are making them eligible to pick up in

WCG Interim report. Since the student does not have any remaining WCG quarters, even if the Eligibility flag is flipped to Yes, staff could not retrieve WCG when packaging.

- **Eligibility flag=No with reason *Not eligible due to Repayment status:* If the student is eligible for any funding in the aid year, add a new row to the WCG Eligibility page and update the Eligibility flag to Yes, adding any notes that indicate student had limited funding or resolved a repayment issue.

If the *Enrollment* field is 'No Enrollment' or *Units Taken* field is '0' for the student, then first navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term to review.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Institution	Aid Year	LastName	FirstName	SSN	Emplid	WCG Eligible Amt	Term	Enroll Status	Unit Taken	WCG Amt	CBS Amt	Error Description
2		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
3		2025					0	2247	Full Time	14	1588	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
4		2025					0	2251	Full Time	14	1588	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
5		2025					0	2253	Full Time	15	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
6		2025					4763	2253	No Enrollment	0	1589	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
7		2025					4763	2253	No Enrollment	0	1587	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD
8		2025					0	2251	< Half Time	5	667	0	AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRVD/UNSRVD

R2T4 students require overrides on both the *FA Load* and *Taken* fields in FA Term. Toggle to the term indicated on the Interim Error Report for the student **and add a new effective dated row of today** on the **FA Term** tab.

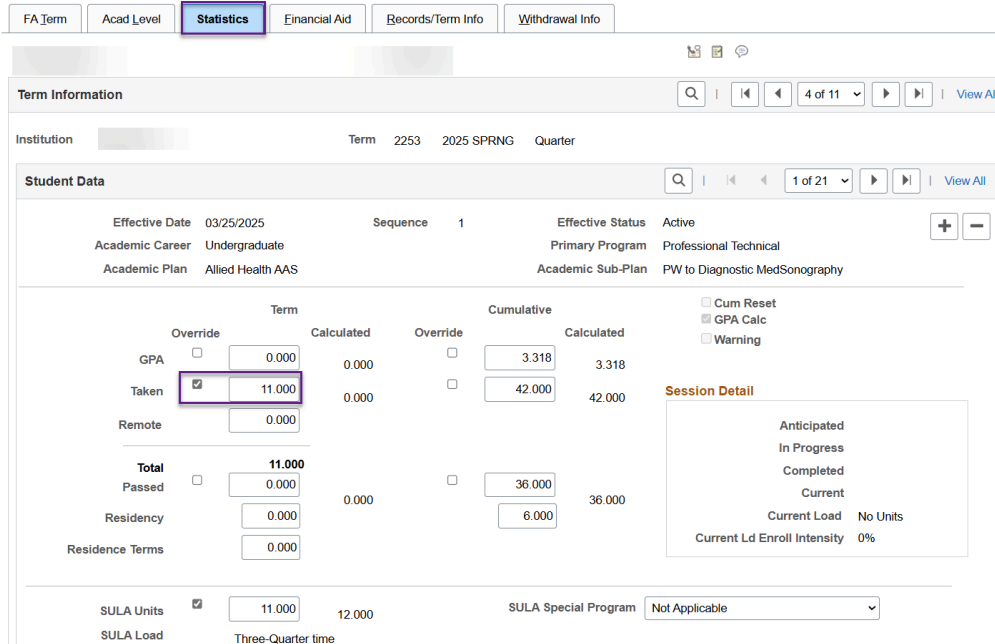Select the **Acad Level** tab and **override the FA Load** and **Enrollment Intensity Percent** fields to the enrollment level the student is eligible to receive funding

Next, select the **Statistics** tab **and override the Taken** field to the number of credits matching the overrides performed on FA Load and Enrollment Intensity

After selecting save, navigate to Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View > WCG Eligibility & Archive Data to review and update if necessary.

Once the errors are resolved in PeopleSoft and you are satisfied with the results of the reports, re-run the Washington College Grant Interim Report to get the most updated *WA College Grant_xxxx.csv* file.

Step 4: Reconcile Fund Roster Against PS Interim

The WCG Interim Error Report is centered around WCG and CBS awards.

Therefore, it's especially important to compare PTC and WBG awards on the *WA College Grant_xxxx.csv* against the fund roster to make sure numbers are not off.

- See the ***FA Fund Management Business Process Guide*** for instructions on running the Fund Roster
- PTC and WBG awards on a term with no enrollment will not pick up as an error on the WCG Interim Error Report when WCG and CBS is cancelled

If the numbers are off, take the two Excel spreadsheets and filter by term. Do a side by side of the students on each list and review for differences.

For WCG and CBS, if you prefer a PDF report, the *Combined* and *Served WCG Interim Reports* could be used in place of the *WA College Grant_xxxx.csv* to compare against the fund roster PDF.

Accessing the Combined and Served WCG Interim Reports

Navigation	Description
Financial Aid > CTC Custom > CTC Reports > State FA Reporting	Reviewing the Combined and Served Reports

Using the same Run Control ID you used to run the WCG Interim, enter the page and instead of selecting 'Run' select the **Report Manager** link to access the WCG Combined Report and the WCG Served Report.

Select the **CTC_SNG_CMBD.pdf** link

	List	Explorer	Administration	Archives

View Reports For

Folder [▾]   Instance [ ] to [ ]   [Refresh]

Name [ ]   Created On [📅] [Last ▾] [1] [Days ▾]

Reports

[⊞] [🔍] |◀ ◀ [1-50 of 104 ▾] ▶ ▶| | View 100

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	CTC_SNG_CMBD - CTC_SNG_CMBD.pdf	CTC_SNG_CMBD - CTC_SNG_CMBD.PDF	General	03/26/25 9:46AM	17811659	193985856
2	CTC_SNGRP_AE	WA COLLEGE GRANT REPORT	General	03/26/25 9:46AM	17811657	193985856
3	CTC_SNG_RPT - CTC_SNG_RPT.pdf	CTC_SNG_RPT - CTC_SNG_RPT.PDF	General	03/26/25 9:46AM	17811658	193985856

When the Report page opens select the **CTC_SNG_CMBD.pdf** link

Report

Report ID	17811659	Process Instance	193985856	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

CTC_SNG_CMBD - CTC_SNG_CMBD.pdf

Distribution Details

Distribution Node   local   Expiration Date [04/25/2025]

File List

Name	File Size (bytes)	Datetime Created
CTC_SNG_CMBD.pdf	1,408,150	03/26/2025 9:46:23.229811AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_DENGLEHARDT

[Return]

Once the Combined Report opens select **Return,** to access the other report

Report

Report ID	17811659
Name	XMLP
Run Status	Success

Process Instance	193985856
Process Type	XML Publisher

Message Log

CTC_SNG_CMBD - CTC_SNG_CMBD.pdf

Distribution Details

Distribution Node   local

Expiration Date   04/25/2025

File List

Name	File Size (bytes)	Datetime Created
CTC_SNG_CMBD.pdf	1,408,150	03/26/2025 9:46:23.229811AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CTC_DENGLEHARDT

Return

From the Report Manager page select the **CTC_SNG_RPT.pdf** link

List	Explorer	Administration	Archives

View Reports For

Folder		Instance		to		Refresh
Name		Created On			Last	1 Days

Reports

1-50 of 104   ▶   ▶| | View 100

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	CTC_SNG_CMBD - CTC_SNG_CMBD.pdf	CTC_SNG_CMBD - CTC_SNG_CMBD.PDF	General	03/26/25 9:46AM	17811659	193985856
2	CTC_SNGRP_AE	WA COLLEGE GRANT REPORT	General	03/26/25 9:46AM	17811657	193985856
3	CTC_SNG_RPT - CTC_SNG_RPT.pdf	CTC_SNG_RPT - CTC_SNG_RPT.PDF	General	03/26/25 9:46AM	17811658	193985856

When the Report page opens select the **CTC_SNG_RPT.pdf** link

Report

Report ID	17811658	Process Instance	193985856	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

CTC_SNG_RPT - CTC_SNG_RPT.pdf

Distribution Details

Distribution Node	local	Expiration Date	04/25/2025

File List

Name	File Size (bytes)	Datetime Created
CTC_SNG_RPT.pdf	1,391,956	03/26/2025 9:46:03.133007AM PDT

Distribute To

Distribution ID Type	·Distribution ID
User	CTC_DENGLEHARDT

Return

Step 5a: Only the First Interim Upload of the Aid Year

If you are loading ==the first== WCG Interim file ==for the aid year==, there is no incremental file to create so download the ***WA College Grant_xxxx.csv*** and upload it into the WSAC Portal

Note: The file to load into WSAC Portal **does not start with** 'WCG Interim'

View Log/Trace

Report

Report ID	17811657	Process Instance	193985856
Name	CTC_SNGRP_AE	Process Type	Application Engine
Run Status	Success		

Message Log

WA College Grant Report

Distribution Details

Distribution Node   local   Expiration Date 04/25/2025

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_SNGRP_AE_193985856.log	2,390	03/26/2025 9:46:23.229811AM PDT
AE_CTC_SNGRP_AE_193985856.trc	7,722	03/26/2025 9:46:23.229811AM PDT
WA College Grant_193985856.csv	428,816	03/26/2025 9:46:23.229811AM PDT
WCG Interim Error Report_193985856.csv	11,964	03/26/2025 9:46:23.229811AM PDT
WCG_Combined.xml	4,390,909	03/26/2025 9:46:23.229811AM PDT
WCG_Combined.xsd	4,187	03/26/2025 9:46:23.229811AM PDT
WCG_Served.xml	4,386,634	03/26/2025 9:46:23.229811AM PDT
WCG_Served.xsd	4,187	03/26/2025 9:46:23.229811AM PDT

Note
Do NOT open the WA College Grant-xxxxxxxx.csv file

Select the SAVE File option and save the file to a local network drive or desktop. This file is the one that will be uploaded to WSAC's CSAW tool.

A download request will be opened depending on browser. Save the Excel spreadsheet to a desktop or network drive.

Downloads

WA College Grant_193985856.csv
Open file
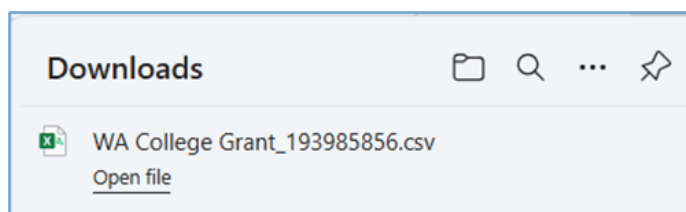
==If you need to review the .csv extract file prior to uploading it to the WSAC Portal, open using MS Excel but **do not** make or save any changes.==

==If you save changes, you may be changing the format of the file, causing SSNs that have a leading zero to be removed. This will cause the file to fail the WSAC upload step.==

Step 5b: Running the Incremental File Process

For colleges to generate an Incremental file, there needs to be a comparison between the PS Interim data vs Interim data currently reported in the WSAC Portal**.** The Incremental File Process is performed **after** you're completed Steps 1 – 3 to get the most updated Interim data. Skipping running steps 1 – 3 and proceeding on to the Incremental File Process will create an outdated incremental file.

Step A: Download 'All Student Awards' report from WSAC Portal

Log into the WSAC Portal then navigate to Csaw > Reports

Select the **Go to report** link tied to the 'All Student Awards' report
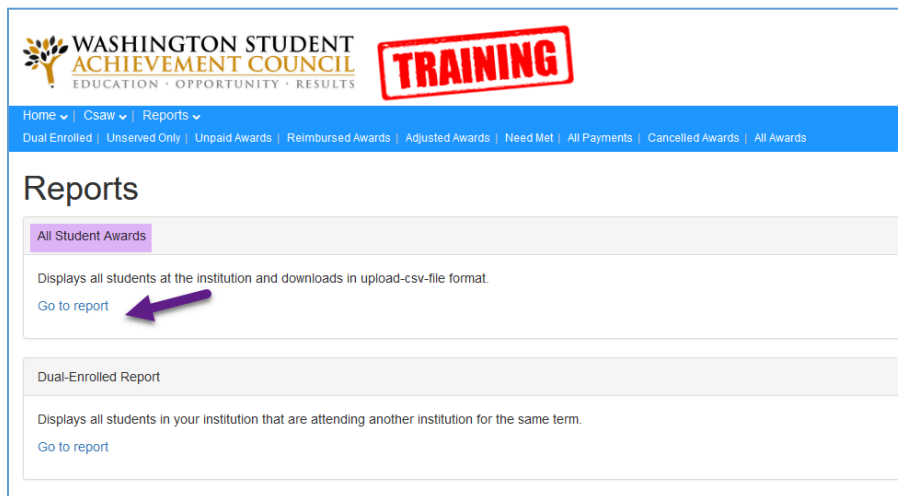
Select the **download all to legacy csv** button

The file name you will download is called AllAwards.csv.

Step B: Edit the AllAwards CSV (update BirthDate field format to MM/DD/YYYY)

Open the AllAwards.csv and select the **BirthDate** column. The birthdate values need to be changed from DD-MMM-YY format to MM/DD/YYYY format for PS to accurately process the file

Select the **Number Format dropdown** menu then select **Short Date**
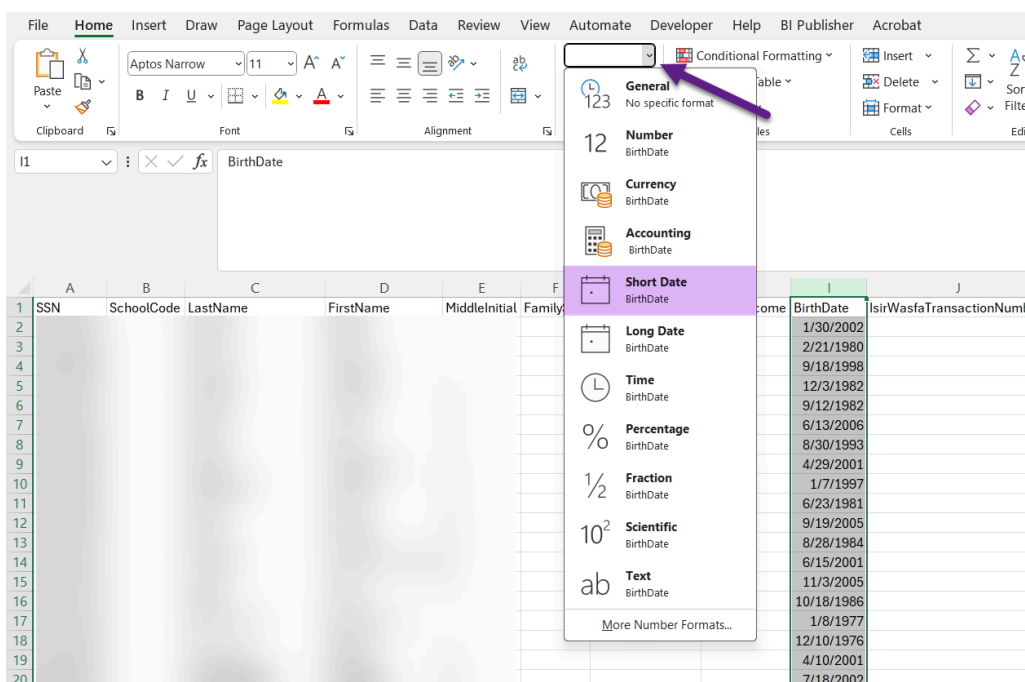
Before you save, confirm that your Excel did not remove leading zeroes on SSNs!!

If you scroll through the file and see an SSN with a leading zero like the screenshot below, your Excel stored the SSN number as a text and didn't remove the leading zeroes.

If you are unable to find a student with a leading zero in their SSN, select the **SSN column** then press **Ctrl+1** on your keyboard to open the *Format Cells* dialog.

Next, select the **Custom** category and enter **nine zeroes (000000000)** in the Type field.

Select **OK**.

Once your SSN and BirthDate column are formatted correctly, save the edited file as CSV (comma delimited) and rename it for easy reference like putting the date of download in the name.

Step C: Upload EDITED AllAwards CSV onto the PS server

Return to PS and navigate to <u>PeopleTools > CTC Custom > Extensions > Upload/Download Files</u>

Select the appropriate **External Awards** Business Process folder (i.e. External Awards 2025 for the 2024-2025 aid year)

Select the **Upload File** button and load the edited AllAwards CSV file

Record the File Path and File Name or select **New Window** to open a new browser tab and keep the current one open. The File Path and File Name will be needed in the next step!

Upload Files | Download Files

Upload Files

Institution:	
Functional Area:	Financial Aid
Business Process:	External Awards 2025
File Path:	/CSTRANSFER/WA____/ExternalAwards2025/
File Name:	AllAwards_20241217.csv

Upload File

Return to Search | Previous in List | Next in List

New Window

Upload Files | Download Files

Upload Files

Institution:	
Functional Area:	Financial Aid
Business Process:	External Awards 2025
File Path:	/CSTRANSFER/WA____ExternalAwards2025/
File Name:	AllAwards_20241217.csv

Upload File

Step D: Load WSAC Data into the Query Reporting Table

Navigate to <u>Campus Community > CTC Custom > CTC Query Reporting Table</u>

CTC Query Reporting Table

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

| Find an Existing Value | Add a New Value |

▼ **Search Criteria**

Run Control ID [begins with ✔] [   ]

☐ Case Sensitive

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Security Note

Users who performed Dual Processing (deployments DG2 – DG6) may already have the security to use the CTC Query Reporting Table feature. If you do not have access to the above navigation, contact your local IT and request the **ZZ_CC_QRY_RPT_TBL** role be added to your EMPLID.

Select **Add a New Value** then create a new Run Control ID that starts with your college code and ends with your initials (i.e. WA172_LOAD_WSAC_ALLAWARDS_DE).

Select **Add**

CTC Query Reporting Table

| Find an Existing Value | Add a New Value |

*Run Control ID [WA____LOAD_WSAC_ALLAWARDS_]

[Add]

Fill in the required fields accurately and carefully

File Path/Name: (Copy and paste the File Path and File Name from the Upload/Download page or your notes. Make sure there are no extra spaces before, after or between the File Path and File Name)
File Type: Delimited
User ID: (your EMPLID)
Field Delimiter: , (a comma)

Load Query Table

Run Control ID   WA___LOAD_WSAC_ALLAWARDS____   Report Manager   Process Monitor   Run

*File Path/Name   /CSTRANSFER/WA___/ExternalAwards2025/AllAwards_20241217.csv

*File Type   Delimited   user id   ___

Field Delimiter   ,

Save   Notify   Add   Update/Display

Record your Run Control ID then select **Run**. Your Run Control ID from this step will be needed when you're running the incremental file query!

Load Query Table

Run Control ID   WA___LOAD_WSAC_ALLAWARDS____   Report Manager   Process Monitor   Run

*File Path/Name   /CSTRANSFER/WA___/ExternalAwards2025/AllAwards_20241217.csv

*File Type   Delimited   user id   ___

Field Delimiter   ,

Save   Notify   Add   Update/Display

Confirm *CTC_SA_QRT* process is selected then select **OK**

Process Scheduler Request

User ID CTC_DENGLEHARDT   Run Control ID WA___LOAD_WSAC_ALLAWARDS___

Server Name [▼]	**Run Date** 12/17/2024 📅
Recurrence [▼]	**Run Time** 3:08:37PM [Reset to Current Date/Time]
Time Zone [🔍]	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Load Query Reporting Table	CTC_SA_QRT	Application Engine	Web ▼	TXT ▼	Distribution

[OK]   [Cancel]

Select **Process Monitor**

Load Query Table

Run Control ID   WA___LOAD_WSAC_ALLAWARDS___   Report Manager   Process Monitor   [Run]

*File Path/Name   /CSTRANSFER/WA___/ExternalAwards2025/AllAwards_20241217.csv

*File Type   [Delimited ▼] user id   [___]

Field Delimiter   [,]

[💾 Save] [🔔 Notify]   [📑 Add] [📝 Update/Display]

Once the *CTC_SA_QRT* process goes to *Success* and *Posted*, move on to the next step

| Process List | Server List |

View Process Request For

User ID CTC_DENGLEI 🔍	Type [▼]	Last [▼]	30	Days [▼]	[Refresh]
Server [▼]	Name [🔍]	Instance From [ ]	Instance To [ ]		[Clear]
Run Status [▼]	Distribution Status [▼]	☑ Save On Refresh	Report Manager		[Reset]

▼ **Process List**

[1-50 of 59 ▼]   View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	180309789		Application Engine	CTC_SA_QRT	CTC_DENGLEHARDT	12/17/2024 3:08:37PM PST	Success ✓	Posted ✓	Details	▼ Actions

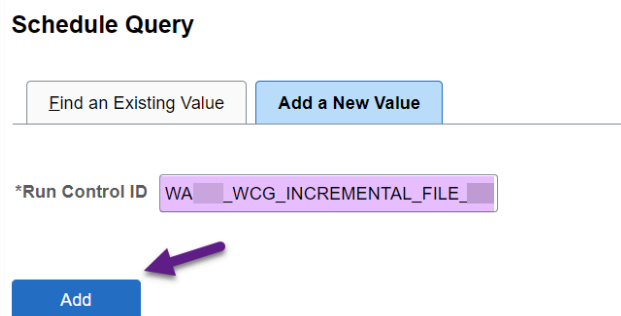## Step E: Schedule QCS_FA_WCG_INTERIM_INCREMENTAL and download CSV

QCS_FA_WCG_INTERIM_INCREMENTAL query creates an incremental file CSV honoring the following protocol:

1) Selects the student and puts a 'Y' in the 'IsDelete' column when the student is on the WSAC file but no longer on the PS Interim (i.e. awards are now cancelled)

2) Selects the student and leaves the 'IsDelete' column blank and populates data from the PS Interim when

   a. The student is in the PS Interim but not on the WSAC file (i.e. newly awarded students)

   b. The student is in both the PS Interim and the WSAC file but there is a change in an important data point (birthdate, ISIR transaction number, enrollment, award amount and BAS indicator)

Navigate to <u>Reporting Tools > Query > Schedule Queries</u>

Select **Add a New Value** then create a new Run Control ID that starts with your college code and ends with your initials (i.e. WA172_WCG_INCREMENTAL_FILE_DE)

Select **Add**

Schedule Query

Find an Existing Value	Add a New Value

*Run Control ID WA___WCG_INCREMENTAL_FILE_

Add

Place **QCS_FA_WCG_INTERIM_INCREMENTAL** into the Query Name field then select **Search**

Schedule Query

Run Control ID WA_____WCG_INCREMENTAL_FILE____   Report Manager   Process Monitor   [Run]

Query Name [QCS_FA_WCG_INTERIM_INCREMENTA]   [Search]

*Description [   ]

[Save]   [Add] [Update/Display]

Select **QCS_FA_WCG_INTERIM_INCREMENTAL**

Scheduled Query Search Page

*Query Type: [Queries   ∨]

Query: [QCS_FA_WCG_INTERIM_INCREMENT/]   [Search]

Query

			1-1 of 1 ∨	View All
QCS_FA_WCG_INTERIM_INCREMENTAL	WCG Interim Incremental flie			Public

Enter your query parameters then select OK

QCS_FA_WCG_INTERIM_INCREMENTAL

Run Cntl [WA___LOAD_WSAC_ALLAWARD__]

*Institution [WA ___ 🔍]

*Aid Yr [2025 🔍]

[OK] [Cancel]

Note: The Run Control ID you put in the *Run Cntl* field is the one from the previous step (Step De: Load WSAC Data into the Query Reporting Table). Make sure there are no typos or extra spaces as it will result in creating an incorrect incremental file!

Schedule Query

Run Control ID   WA___WCG_INCREMENTAL_FILE___   Report Manager   Process Monitor

Query Name   QCS_FA_WCG_INTERIM_INCREMENTA

*Description   WCG Interim Incremental flie

Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___LOAD_WSAC_ALLAWARDS_ ✓
INSTITUTION	WA220
AID_YEAR	2025

Schedule Query

Run Control ID   WA___WCG_INCREMENTAL_FILE___   Report Manager   Process Monitor

Query Name   QCS_FA_WCG_INTERIM_INCREMENTA

*Description   WCG Interim Incremental flie

Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___WCG_INCREMENTAL_FILE___ ✗
INSTITUTION	WA___
AID_YEAR	2025

Select **Run**

Schedule Query

Run Control ID   WA___WCG_INCREMENTAL_FILE___   Report Manager   Process Monitor   Run

Query Name   QCS_FA_WCG_INTERIM_INCREMENTA   Search

*Description   WCG Interim Incremental flie

Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___LOAD_WSAC_ALLAWARDS___
INSTITUTION	
AID_YEAR	2025

Confirm *PSQUERY* process is selected then select **OK**

ctcLink **WCG Interim Reporting**

Process Scheduler Request

User ID	CTC_DENGLEHARDT	Run Control ID	WA___WCG_INCREMENTAL_FILE_
Server Name	[▼]	Run Date	12/17/2024 📅
Recurrence	[▼]	Run Time	3:23:01PM	Reset to Current Date/Time
Time Zone	[🔍]		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	PSQUERY	PSQUERY	Application Engine	Web ▼	TXT ▼	Distribution

[OK] [Cancel]

Select **Process Monitor**

Schedule Query

Run Control ID	WA___WCG_INCREMENTAL_FILE_	Report Manager Process Monitor [Run]
		Process Instance:180309790
Query Name	QCS_FA_WCG_INTERIM_INCREMENT/	[Search]
*Description	WCG Interim Incremental flie	

Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___LOAD_WSAC_ALLAWARDS_
INSTITUTION	
AID_YEAR	2025

Once the *PSQUERY* process goes to *Success* and *Posted*, select the **Details** link

Process List | Server List

View Process Request For

User ID	CTC_DENGLEI 🔍	Type	[▼]	Last ▼	30 Days ▼	[Refresh]
Server	[▼]	Name	[🔍]	Instance From	Instance To	[Clear]
Run Status	[▼]	Distribution Status	[▼]	☑ Save On Refresh	Report Manager	[Reset]

▼ **Process List**

1-50 of 63   View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	180309793		Application Engine	PSQUERY	CTC_DENGLEHARDT	12/17/2024 4:23:47PM PST	Success ✓	Posted ✓	Details	▼ Actions

Note: If your process goes to **No Success**, review the Troubleshooting Incremental File Issues section.

Select **View Log/Trace**

Process Detail

Process

Instance	180309794	Type	Application Engine
Name	PSQUERY	Description	PSQUERY
Run Status	Success	Distribution Status	Posted

Run   **Update Process**

Run Control ID   WA___WCG_INCREMENTAL_FILE____   ○ Hold Request
Location   Server   ○ Queue Request
Server   PSUNX   ○ Cancel Request
Recurrence   ○ Delete Request
                                                        ○ Re-send Content   ○ Restart Request

Date/Time   **Actions**

Request Created On   12/17/2024 4:43:00PM PST   Parameters   Transfer
Run Anytime After   12/17/2024 4:42:58PM PST   Message Log   View Locks
Began Process At   12/17/2024 4:43:21PM PST   Batch Timing
Ended Process At   12/17/2024 4:44:21PM PST   View Log/Trace

Download and save the QCS_FA_WCG_INTERIM_INCREMENTAL CSV

View Log/Trace

Report

Report ID	16335843	Process Instance	180309793	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

WCG Interim Incremental flie

Distribution Details

Distribution Node   local   Expiration Date   01/16/2025

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_180309793.log	166	12/17/2024 4:25:04.254733PM PST
QCS_FA_WCG_INTERIM_INCREMENTAL-180309793.csv	112,036	12/17/2024 4:25:04.254733PM PST

Note: The incremental file is expected to be significantly smaller than the *WA College Grant_xxxx.csv* so if you see the *QCS_FA_WCG_INTERIM_INCREMENTAL_xxxx.cxv is larger,* some troubleshooting is required. See the Troubleshooting Incremental File Issues section.

Optional: Schedule QCS_FA_WCG_INTERIM_INCMTL_WCGC and download CSV

Students eligible for WCG-Connect (WCGC) are not required to submit a FAFSA or WASFA so there are instances when a WCG-C item-type is awarded on a student without a WCG Eligibility page.

Without a WCG Eligibility page, the student does not get picked up on the PS Interim. Any student not on the WA College Grant CSV needs to be reported and monitored manually for each reporting cycle.
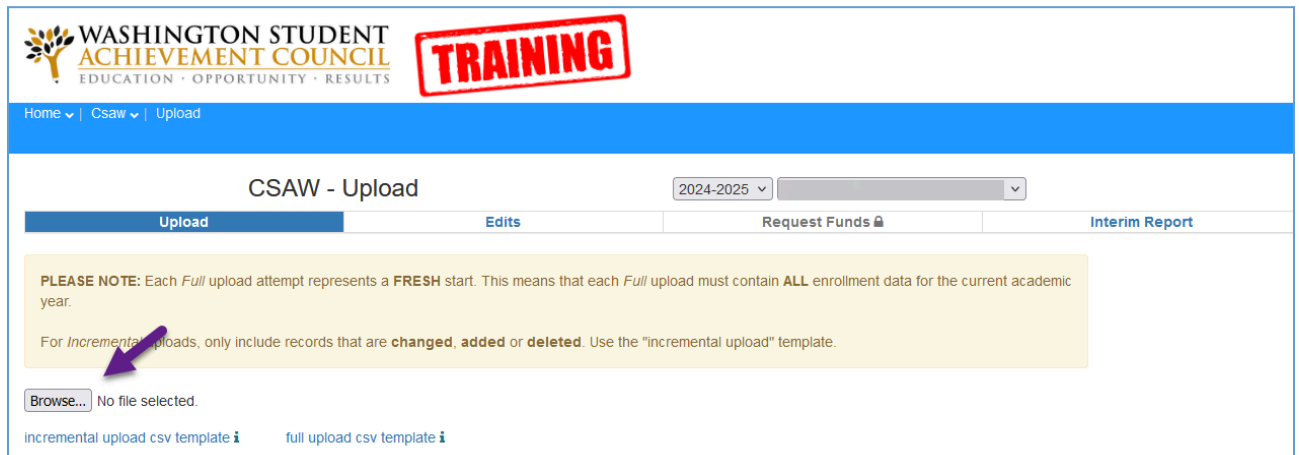
Therefore, to assist colleges, QCS_FA_WCG_INTERIM_INCMTL_WCGC query was created.

QCS_FA_WCG_INTERIM_INCMTL_WCGC query creates an incremental file CSV for students awarded WCG-C item-type and have no WCG Eligibility page (i.e. no ISIR or WASFA).

To create the WCG-C incremental file, use QCS_FA_WCG_INTERIM_INCMTL_WCGC instead of QCS_FA_WCG_INTERIM_INCREMENTAL. 😊

Step F: Upload WCG Interim Incremental File into WSAC Portal

Return to WSAC Portal and upload the *QCS_FA_WCG_INTERIM_INCREMENTAL_xxxx.csv* from the previous step

Review the summary of contents and confirm it looks as expected then select Save Upload.

Note: File upload type will say **Partial/Changes only** and indicate the number of students marked for delete
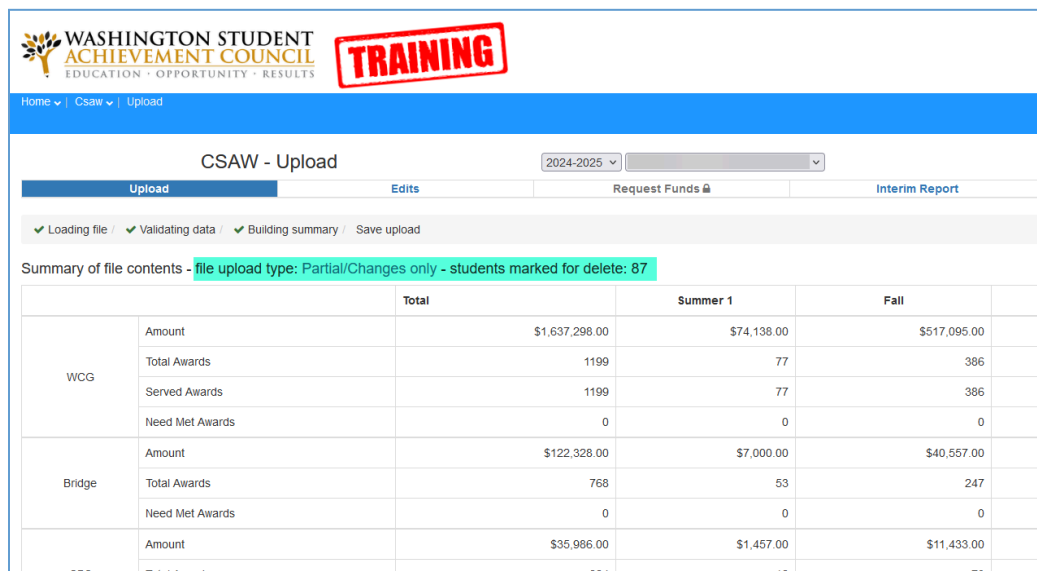
Compared to the Incremental Upload, the Full Upload would show file upload type will say **All Students**

Incremental File Process is complete!

Troubleshooting WSAC Upload issues

If you receive a "*There were errors processing your file. Please address them and resubmit*" error, determine if it's a ***file format* error** or **student data error**

> **File format error =** Submit a ticket to FA Support for assistance
>
> **Student data error =** User troubleshoots and if unable to resolve the error, submit ticket to FA Support

File format errors are ones where they mention a required field being missing or a field has the wrong format. Examples of file format errors are like "Summer2EnrollmentStatus is missing," "Spring Term Type is not a valid format," etc.

Note: 'The Ssn field is required' is not a file format error. See Step 1: Reviewing the Missing National ID Query section.

Student data errors are ones like, "*xxxxEnrollmentStatus can't be "Not enrolled" if award amount provided is.*" You should not receive this type of error on a student if you worked your Interim Error Report as the student would have shown up there with the error, "AWD/WTLST WCG OR AWD CBS & NOT REPORTED AS SRV/UNSRVD."

Students with '1' for enrollment status on the *WA College Grant_xxxx.csv* or *QCS_FA_WCG_INTERIM_INCREMENTAL_xxxx.csv* will cause an *"xxxxEnrollment Status has Invalid Value: 1"* error. Make adjustments on the student record as necessary in PS and repeat Steps 2 – 5b to get an updated file to load into WSAC Portal

Troubleshooting Incremental File Issues

Opening up the AllAwards file from WSAC Portal and editing it before loading into PS can lead to some issues if not performed carefully or accurately so here are some troubleshooting tips for when the incremental file query goes to No Success or the CSV looks off!

QCS_FA_WCG_INTERIM_INCREMENTAL went to No Success!

If your **PSQUERY** process goes to 'No Success', review the **Message Log** to determine the issue.

Select the **Details** link on the 'No Success' process instance

	Process List	Server List								

View Process Request For

User ID	CTC_DENGLEI	Type		Last		30	Days		Refresh
Server		Name		Instance From		Instance To			Clear
Run Status		Distribution Status			☑ Save On Refresh		Report Manager		Reset

▼ Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	194165449		Application Engine	PSQUERY	CTC_DENGLEHARDT	03/27/2025 12:09:24PM PDT	No Success	Posted	Details	▼Actions
☐	194165443		Application Engine	CTC_SA_QRT	CTC_DENGLEHARDT	03/27/2025 11:03:12AM PDT	Success	Posted	Details	▼Actions
☐	194165440		Application Engine	CTC_SNGRP_AE	CTC_DENGLEHARDT	03/27/2025 7:34:09AM PDT	Success	Posted	Details	▼Actions

Select the **Message Log** link

Process Detail

Process

Instance	194165449	Type	Application Engine
Name	PSQUERY	Description	PSQUERY
Run Status	No Success	Distribution Status	Posted

Run

Run Control ID	WA___LOAD_WSAC_ALLAWARDS___
Location	Server
Server	PSUNX
Recurrence	

Update Process

- ○ Hold Request
- ○ Queue Request
- ○ Cancel Request
- ○ Delete Request
- ○ Re-send Content
- ○ Restart Request

Date/Time

Request Created On	03/27/2025 12:09:26PM PDT
Run Anytime After	03/27/2025 12:09:24PM PDT
Began Process At	03/27/2025 12:09:31PM PDT
Ended Process At	03/27/2025 12:09:45PM PDT

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

If the message log shows SQL error that is identified as 'ORA-01858: a non-numeric character was found where a numeric was expected,' return to Step C and make sure the AllAwards CSV you uploaded into the Query Reporting Table was the edited one.

If you accidentally loaded an AllAwards CSV from the 'download all to incremental csv' button or did not edit the birthdate field to MM/DD/YYYY format, the field mapping will be off or BirthDate field populates with non-numeric values and the birth year spills into the *IsirWasfaTransactionNumber* field.

Re-run the correct AllAwards CSV through steps C – F.

Return to Step C: Upload EDITED AllAwards CSV onto the PS server.

My Incremental file is larger than the *WA College Grant_xxxx.csv*!

The incremental file is expected to be significantly smaller than the *WA College Grant_xxxx.csv* so how can the incremental file be larger than the *WA College Grant_xxxx.csv*?

School A's *WA College Grant_xxxx.csv*

View Log/Trace

Report

Report ID	17828863	Process Instance	194165440	Message Log
Name	CTC_SNGRP_AE	Process Type	Application Engine	
Run Status	Success			

WA College Grant Report

Distribution Details

Distribution Node	local	Expiration Date	04/26/2025

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_SNGRP_AE_194165440.log	2,390	03/27/2025 8:25:38.369269AM PDT
AE_CTC_SNGRP_AE_194165440.trc	7,722	03/27/2025 8:25:38.369269AM PDT
WA College Grant_194165440.csv	429,777	03/27/2025 8:25:38.369269AM PDT
WCG Interim Error Report_194165440.csv	12,651	03/27/2025 8:25:38.369269AM PDT
WCG_Combined.xml	4,393,035	03/27/2025 8:25:38.369269AM PDT

School A's Incremental file csv that is larger than the *WA College Grant_xxxx.csv*

View Log/Trace

Report

Report ID	17828875	Process Instance	194165452	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

WCG Interim Incremental flie

Distribution Details

Distribution Node	local	Expiration Date	04/26/2025

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_194165452.log	166	03/27/2025 1:33:37.453890PM PDT
QCS_FA_WCG_INTERIM_INCREMENTAL-194165452.csv	504,791	03/27/2025 1:33:37.453890PM PDT

There are a couple reasons why this would happen.

1) Is your Run Control ID prompt for QCS_FA_WCG_INTERIM_INCREMENTAL query correct?

   Example of the incorrect Run Control ID being used in the query prompt

   Schedule Query

   Run Control ID   WA___WCG_INCREMENTAL_FILE___   Report Manager   Process Monitor

   Query Name   QCS_FA_WCG_INTERIM_INCREMENT/

   *Description   WCG Interim Incremental flie

   Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___WCG_INCREMENTAL_FILE___ ✗
INSTITUTION	WA___
AID_YEAR	2025

   OK   Cancel   Apply

   Example of the correct Run Control ID being used in the query prompt

   Schedule Query

   Run Control ID   WA___WCG_INCREMENTAL_FILE___   Report Manager   Process Monitor

   Query Name   QCS_FA_WCG_INTERIM_INCREMENT/

   *Description   WCG Interim Incremental flie

   Update Parameters

Prompt Name	Value
RUN_CNTL_ID	WA___LOAD_WSAC_ALLAWARDS___ ✓
INSTITUTION	WA220
AID_YEAR	2025

   OK   Cancel   Apply

When you put in the wrong Run Control ID into the query prompt, the query doesn't match up any student data between AllAwards CSV and *WA College Grant_xxxx.csv* which results in your incremental file inflating

2) Open up the incremental file CSV and see if the AllAwards CSV you loaded in Step C was missing leading zeroes for SSNs.

Example of QCS_FA_WCG_INTERIM_INCREMENTAL_xxxx.csv SSNs missing leading zeroes.

	A	B	C	D	E	F	G	H	I
1	IsDelete	SSN	SchoolCod	LastName	FirstName	MiddleIniti	FamilySize	NumberIn(	FamilyInco	Birt
2	Y	10							
3	Y	1309							
4	Y	178							
5	Y	204							
6	Y	21							
7	Y	228							
8	Y	261							
9	Y	28							
10	Y	299							
11	Y	327							
12	Y	345							
13	Y	347							
14	Y	371							
15	Y	37							

When you load an AllAwards CSV with leading zeroes missing on SSNs, the query doesn't match up those students correctly and between AllAwards CSV and *WA College Grant_xxxx.csv* which results in your incremental file inflating

Return to .

Why is my Incremental file not blank after going through all the steps once and loading a fresh AllAwards CSV into PS?

There are several reasons why the incremental file process will continue to display the same students even after loading the incremental file into WSAC Portal and uploading a fresh AllAwards CSV in PS

1) The data points between WSAC's AllAwards CSV and PS Interim data is not one-to-one, specifically, enrollment fields in the AllAwards CSV had the words 'credits' which doesn't exist on the PS Interim's enrollment fields.

FallEnrollmentStatus	FallTermTy	FallApplied	FallCbsAw	FallPtcAwa	FallWcgAw	FallBridge
15.00 credits	Quarter	FALSE			1587	16
15.00 credits	Quarter	FALSE			1587	16
12.00 credits	Quarter	FALSE			1588	50
15.00 credits	Quarter	FALSE			158	
10.00 credits	Quarter	FALSE			1318	16
10.00 credits	Quarter	TRUE			211	
15.00 credits	Quarter	FALSE			1587	16
12.00 credits	Quarter	FALSE			1587	16
10.00 credits	Quarter	FALSE	138		1318	
15.00 credits	Quarter	FALSE	166		1587	
5.25 credits	Quarter	FALSE			667	16
16.00 credits	Quarter	FALSE			1587	16

The coding that was used to work around the difference in data sometimes cannot recognize an exact match when the enrollments end with .25 or .75. Therefore, even if the student is in 5.25 credits in the PS Interim and AllAwards CSV indicates 5.25 credits, the student may be picked up as having a difference and continue to populate on the incremental file

2) A student who needs their PTC or WBG awards cancelled for a term of no enrollment will continue to show on the incremental file. Since the Interim Error Report does not pick up this population, the incremental file was designed to pick up these students

Return to Step C: Upload EDITED AllAwards CSV onto the PS server.

![ctcLink logo] **WCG Interim Reporting**

Troubleshooting 'No Success' Process Instances

If your **WA College Grant Report (CTC_SNGRP_AE)** process goes to 'No Success', review the **Message Log** to determine the issue.

Select the **Details** link on the 'No Success' process instance

| Process List | Server List |

View Process Request For

User ID		Type		Last		14	Days		Refresh
Server		Name		Instance From		Instance To			Clear
Run Status		Distribution Status		☑ Save On Refresh		Report Manager			Reset

▼ **Process List**

1-1 of 1 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	193024298		Application Engine	CTC_SNGRP_AE		03/18/2025 10:18:02AM PDT	No Success	Posted	Details	▼ Actions

Select the **Message Log** link

Process

	Instance	193024298	Type	Application Engine
	Name	CTC_SNGRP_AE	Description	WA College Grant Report
	Run Status	No Success	Distribution Status	Posted

Run

Run Control ID
Location Server
Server PSUNX
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On   03/18/2025 10:18:05AM PDT
Run Anytime After   03/18/2025 10:18:02AM PDT
Began Process At   03/18/2025 10:18:14AM PDT
Ended Process At   03/18/2025 10:18:29AM PDT

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

Invalid decimal – Error

If the error is identified as 'Invalid decimal value –,' the user can most likely resolve the error

Message Log

Process

Instance: 193806854 Type: Application Engine

Name: CTC_SNGRP_AE Description: WA College Grant Report

1-5 of 5 View All

Severity	Log Time	Message Text	Explain
	12:17:11PM	Invalid decimal value -- . (180,106) CTC_SNGRP_AE.MAIN.GBL.default.1900-01-01.GENRPT.OnExecute PCP C:8127 Statement:53	Explain
	12:17:11PM	Process 193806854 ABENDED at Step CTC_SNGRP_AE.MAIN.GENRPT (PeopleCode) -- RC = 24	Explain
50	12:17:11PM	193806854 CTC_SNGRP_AE MAIN GENRPT PeopleCode 24	Explain
	12:17:21PM	Published message with ID c67439b0-09ad-11f0-9dd1-e1ce3b72627d to create entry in folder GENERAL.	Explain
	12:17:21PM	Successfully posted generated files to the report repository	Explain

Resolution: Update your Run Control ID's **Report Type** parameter to **PDF.**

Run Control ID WA___WCG_INTERIM___ Report Manager Process Monitor Run

State FA Report

*Institution

*Aid Year 2025 2024-2025 Financial Aid Year

File Path

Report Type

If the Report Type is already PDF on your Run Control ID and you get a No Success, submit a ticket to FA Support with the process instance, a screenshot of your Run Control ID parameters and a note about the error.

File not opened or opened in wrong mode – Error

If the error is identified as 'File /CSTRANSFER/_____/WCG_Served.xsd is not opened or opened in wrong mode for method write line,' the user can most likely resolve the error

Message Log

Process

Instance:	193806855	**Type:**	Application Engine
Name:	CTC_SNGRP_AE	**Description:**	WA College Grant Report

1-5 of 5 | View All

Severity	Log Time	Message Text	Explain
	12:19:25PM	File /CSTRANSFER/_____/WCg2025/WCG_Served.xsd is not opened or opened in wrong mode for method write line. (2,627) CTC_SNGRP_AE.MAIN.GBL.default.1900-01-01.GENRPT.OnExecute PCPC:7067 Statement:44	Explain
	12:19:25PM	Process 193806855 ABENDED at Step CTC_SNGRP_AE.MAIN.GENRPT (PeopleCode) -- RC = 24	Explain
50	12:19:25PM	193806855 CTC_SNGRP_AE MAIN GENRPT PeopleCode 24	Explain
	12:19:29PM	Published message with ID 12ab172c-09ae-11f0-991e-0dab4bcf4730 to create entry in folder GENERAL.	Explain
	12:19:29PM	Successfully posted generated files to the report repository	Explain

Resolution: Review your Run Control ID's File Path and fix any typos

		Report Manager Process Monitor	Run
Run Control ID	WA___WCG_INTERIM___		

State FA Report

*Institution	[ ] 🔍	
*Aid Year	2025 🔍	2024-2025 Financial Aid Year
File Path	/CSTRANSFER/WA___/WCg2025/	
Report Type	PDF ⌄	

If you have no typos and you get a No Success, submit a ticket to FA Support with the process instance, a screenshot of your Run Control ID parameters and a note about the error

SQL – Error

If the error is noted as a 'SQL error', depending on the SQL error, you may be able to resolve it without submitting a ticket.

The identity of the SQL error can be found a couple lines down and it starts with 'ORA' and ends before 'Failed SQL stmt'

ORA-01427: single-row subquery returns more than one row
This error indicates there is a student awarded both WCG and WCG-C item-types for the same term or there is some type of bad FA Term data

Resolution: Run the fund roster for WCG and WCG-C or FA801 query and narrow down to WCG and WCG-C to find the student(s) where both WCG and WCG-C have been awarded for the term. Correct any records that are incorrect then re-run the Interim Report.

If the Interim Report still runs to No Success, submit a ticket with the request type *ctcLinkSupport > Financial Aid > FA: WCG Interim* so that FA Support can assist in identifying the student record(s) with bad FA Term data.

In the ticket, include the process instance and note the type of SQL error (i.e. ORA-01427 *single-row subquery returns more than one row*)

ORA-01438: value larger than specified precision allowed for this column
This error indicates that there is an award that is greater than the max allowed field length.

Resolution: Run the fund roster for WCG and WCG-C or FA801 query and narrow down to WCG and WCG-C to find the student(s) where the award amount for the term is more than 4 digits (i.e 12,345).

Once the award has been corrected, college FA staff can re-run the Interim Report.

ORA-01722: invalid number
This error indicates that there is an Academic Plan that is missing the leading 0_ or 9_ on short description.

Resolution: Run QCS_FA_ACADEMIC_PLAN_TABLE query to find the plan(s) that do not contain the leading 0_ or 9_ value in the short description

QCS_FA_ACADEMIC_PLAN_TABLE - Academic Plan Configs for FA

*Institution [ ] 🔍
*Aid Year 2025 🔍
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (110 kb)

View All

First 1-100 of 164 ▶ Last

Row	College	Status as of Effective Date	Effective Date	Degree	Academic Program	Academic Plan	Program/Plan Description	Transcript Description	Short Desc	First Term Offered	CIP Code	Field of Study	Reported to NSC	NSC Classification	NSC Program Length Type	NSC Program Length	SULA Special Program Type	Last Admit Term	Aid Year	NSC Clsf on COD Crd XRef	Credential Level
1		Active	06/25/2020	C20	PRFTC	EVTEDC20	Energy Data Analyst C20	Certificate - Energy Data Analyst	0_EDC20	0000	15.1701		Y	C	Weeks	22.000	Not Applicable		2025	C	01
2		Active	09/01/2020		TRNST	HSD	High School Diploma		0_HSD	0000			N			0.000	Not Applicable				
3		Active	01/02/1901		TRNST	UNDECLTR	Transitional Studies-Undecided		0_ECLTR	0000			N	N		0.000	Not Applicable				
4		Active	06/25/2020	C45	PRFTC	EVTSPC45	Solar PV System Speclst C45	Certificate - Solar PV System Specialist	0_SPC45	0000	15.1701		N	C	Weeks	33.000	Not Applicable	2201	2025	C	01
5		Active	09/01/2020		TRNST	ABE	Reading/Writing/Math Skills		0_ABE	0000			N			0.000	Not Applicable				
6		Active	09/01/2020		TRNST	ESL	English as a Second Language		0_ESL	0000			N			0.000	Not Applicable				
7		Active	06/25/2020	C20	PRFTC	EVTEAC20	Energy Audit Specialist C20	Certificate - Energy Audit Specialist	0_EAC20	0000	15.1701		N	C	Weeks	33.000	Not Applicable	2201	2025	C	01
8		Active	09/01/2020		TRNST	HSE	High School Equivalent/GED		0_HSE	0000			N			0.000	Not Applicable				
9		Active	11/01/2020		TRNST	ABE	ABE: Reading/Writing/Math		0_ABE	0000			N			0.000	Not Applicable				
10		Active	06/25/2020	AAS	PRFTC	EVTEBAAS	ETSP-Business Emphasis AAST	Associate in Applied Science-Transfer-Environmental Technology & Sustainable Practices-Business Emph	EBAAS	0000	15.1701		N	A	Years	2.000	Not Applicable	2201	2025	A	02
11		Active	06/25/2020	C45	PRFTC	EVTEMC45	Energy Mgmt Specialist C45	Certificate - Energy Management Specialist	0_EMC45	0000	15.1701		N	C	Weeks	33.000	Not Applicable	2201	2025	C	01
12		Active	06/25/2020	BAS	BCHLR	EVTSPBAS	Sustainable Practices BAS	Bachelor of Applied Science - Sustainable Practices	9_SPBAS	0000	15.1701		Y	B	Years	4.000	2-year Bachelor's Degree		2025	B	03
13		Active	11/12/2010	C20	PRFTC	CRMHSC20	Hmlnd Scrty Emrgncy Mgmt C20	Certificate - Homeland Security/Emergency Management	0_HSC20	0000	43.0302		Y	C	Weeks	44.000	Not Applicable		2025	C	01

Have your Records Office submit a ticket to SBCTC CS Core Support with the request type *ctcLinkSupport > Campus Solutions > CS: Program/Plan Data*.

Once the Acad Plan is corrected, college FA staff can re-run the Interim Report.

Return to Running WCG Interim Report.