

**WSAC WFAA Conference**  
**Thursday, October 11, 2018**  
**Real Time processing, Interim Reports, and Year End Close**



# WSAC Presenters

**Gabriele Matull Worst**, Assistant Director for Need-Based Grant Programs  
[gabrielew@wsac.wa.gov](mailto:gabrielew@wsac.wa.gov) 360-753-7841

**Neesha Griffiths**, Receivables Coordinator  
[neeshag@wsac.wa.gov](mailto:neeshag@wsac.wa.gov) 360-753-7632

# Washington Student Achievement Council (WSAC)



## Our Mission:

We advance educational opportunities and attainment in Washington. In pursuit of our mission, the Washington Student Achievement Council:

- Leads statewide strategic planning to improve educational coordination and transitions.
- Supports Washingtonians through the administration of financial aid, a college savings plan, and support services.
- Advocates for the economic, social, and civic benefits of postsecondary education.

# WSAC's Primary Duties

## Policy & Research

- Attainment goals
- System and workforce needs
- Student transition policies

## Access & Support Programs

- Ready, Set, Grad
- GEAR UP
- 12th Year Campaign
- [theWashboard.org](http://theWashboard.org)

## Savings & Financial Aid Programs

- GET prepaid tuition program
- DreamAhead college investment plan
- Financial aid grant administration
- Workforce shortage loan programs

## Consumer Protection

- Degree authorization
- Approval of Veterans benefits
- Complaint resolution
- Program compliance

# Agenda

- **Real Time Reporting**
  - Payment Requests
- **Interim Reporting**
  - Including Final Interim Reporting
- **Year End Reconciliation**
  - Washington Accounts Receivables Transmittal (WART)
  - Booking due to/due from

# College Bound/SNG and Passport, too! Award Warehouse! (CSAW)

- Each staff member is required to have their own login.
  - Each campus has their own administrator who is responsible for managing access to the Portal.
    - In most cases the Financial Aid Director has administrative access.
- Access CSAW, SNG Archive, CBS Cruncher, Repayment Transmittal
- Instructions for several Portal tasks located in messages and files section:
  - Managing and Requesting Funds
  - Accessing Student Award Details
  - Interim Reports
  - Referring Repayments

  [Login](#)

#### Middle/High School Staff

[Enter College Bound applications](#) for students  
[Request](#) a GEAR UP account  
[View FAFSA Completion statistics](#) for public school students

#### Financial Aid Administrators

[CSAW](#)  
[Unit Record Report](#)

#### Students/Parents/Other

[Register](#) for a username and password  
[Apply](#) for the College Bound Scholarship  
[Register](#) as a Health Professional



# Real Time Reporting – 5 Steps to Process Cash Requests

1. Generate a file



2. Log on to the WSAC Portal



3. Upload your file into CSAW



4. Address edits



5. Review students and request funds

# CSAW: Step 1 and 2

- **Step 1: Generate a File**

- Generate and save a data file from your internal financial aid processing system and save it to your computer. The file format can be found in the most recent SNG/CBS program manual located here: <http://wsac.wa.gov/FAA-resources>

- **Step 2: Log on to WSAC Portal**

- Access the WSAC Portal at <https://fortress.wa.gov/wsac/portal/>
  - Recommend Practice Run at <https://fortress.wa.gov/wsac/portalthraining/>
- Your user name is your email address. If you do not know your password, click the “forgot it” link for help.



# College Bound/SNG and Passport, too! Award Warehouse! (CSAW)

- **Account status page**

- Upload
- Edits
- Request Funds
- Interim Report
- Students
- Account Status

Secure  
Email

The screenshot shows the top navigation bar with links for Home, Csaw, and Account Status. Below this is a search bar and a dropdown menu for 'Choose a menu item'. The main content area displays 'CSAW - CSAW Account Status' with a dropdown for the year '2018-2019'. A yellow callout box points to a button labeled 'send a secure message to WSAC'. Below the main content is a horizontal menu with tabs for 'Upload', 'Edits', 'Request Funds', 'Interim Report', 'Students', and 'Account Status'. At the bottom, there are three yellow buttons labeled 'SNG', 'CBS', and 'PTC'.

# CSAW: Step 3

- **Step 3: Upload Your File**

- Once logged into the Portal, from the menu up top, click on:  
CSAW → Upload

The screenshot shows the CSAW portal interface. At the top, there is a blue navigation bar with the following menu items: Home, Csaw, Upload, Edits, Request Funds, Payments, Interim Report, Students, Fund Management, Receivables, Settings, Account Status, Manage Interim, Reports, Grant Amounts, Distribution Model, and Institution Cash Receipt. A search bar on the right contains the text 'Choose a menu item' and a magnifying glass icon. Below the navigation bar, the main content area features a welcome message: 'Welcome to the College Bound/SNG and Passport, too! Award Warehouse!'. A horizontal menu below the welcome message includes 'Upload', 'Edits', 'Request Funds', 'Interim Report', 'Students', and 'Account Status'. The 'Upload' option is circled in red. Below this menu, there is a section titled 'To get started:' which contains a numbered list: 1. Upload (circled in red), 2. Address Edits, and 3. Request Funds/Submit Interim Report. Below the 'To get started:' section is another section titled 'Other useful tools:' which contains a bulleted list: Summary of account status: SNG CBS PTC, Search for students, and Submit a receivable transmittal.

# CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- Your file should include:

- ALL paid (positive and negative) AND anticipated awards for the entire year.
- ALL unserved awards.

- Click the “Browse” button to locate your saved file. Your file will begin loading as soon as you select it.

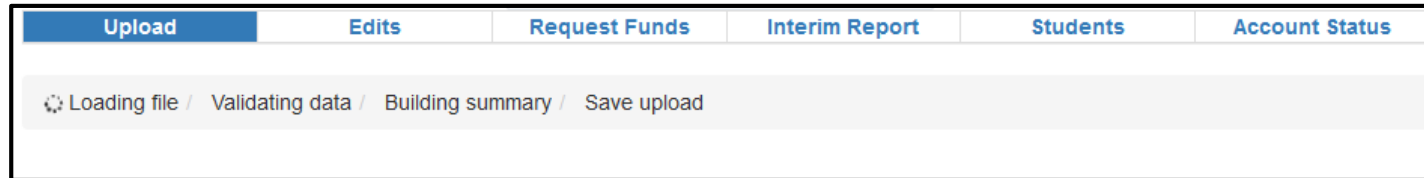


Upload	Edits	Request Funds	Interim Report	Students	Account Status
<p><b>PLEASE NOTE:</b> Each upload attempt represents a <b>FRESH</b> start. This means that each upload must contain <b>ALL</b> enrollment data for the current academic year.</p>					
<p><input type="button" value="Browse..."/> No file selected.</p>					
<p><a href="#">download csv template</a></p>					

## CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- As the file uploads, a status bar will appear in place of the Choose File button to display the upload progress.



- A new file upload will always replace and update your current data.
- There are no partial file uploads. Your file must always include all awards for all terms.

 Awards that were marked as paid on the previous file that are not listed on your new file will be treated as a **cancelled award**.



# CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- After the upload is complete, view the file summary award overview by term. To view a summary of changes from previously existing data in CSAW, click the blue “+ show changes” button.

- File Summary Example:

Summary of file contents [+ show changes](#)

	Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG Amount	\$7,198,045.91	\$871,209.96	\$1,841,070.95	\$2,292,280.00	\$2,193,485.00	\$0.00
SNG Total Awards	9006	1389	2564	2125	2928	0
SNG Served Awards	7139	1010	1977	2125	2027	0
SNG Unserved Awards	1867	379	587	0	901	0
CBS Amount	\$340,325.02	\$21,235.95	\$88,163.07	\$117,385.00	\$113,541.00	\$0.00
CBS Total Awards	9006	1389	2564	2125	2928	0

Save upload Discard upload

Summary of file contents [- hide changes](#)

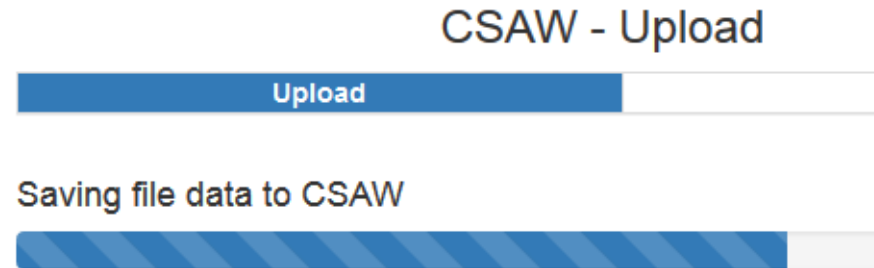
	Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG Amount	\$7,198,045.91	\$871,209.96	\$1,841,070.95	\$2,292,280.00	\$2,193,485.00	\$0.00
	↓ \$1,757.00	↓ \$872.00	↓ \$885.00			
SNG Total Awards	9006	1389	2564	2125	2928	0
SNG Served Awards	7139	1010	1977	2125	2027	0
SNG Unserved Awards	1867	379	587	0	901	0
CBS Amount	\$340,325.02	\$21,235.95	\$88,163.07	\$117,385.00	\$113,541.00	\$0.00
	↑ \$1.00	↑ \$1.00				
CBS Total Awards	9006	1389	2564	2125	2928	0
	↑ 7848	↑ 1282	↑ 2234	↑ 1758	↑ 2574	

Save upload Discard upload

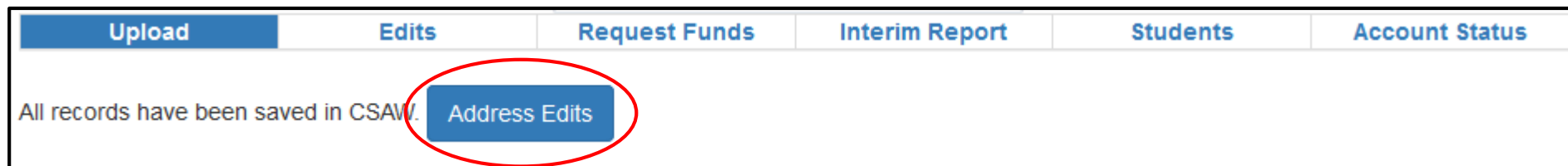
# CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- If the information looks correct, click “save upload.” A progress bar will appear once you click on save.



- When the save is complete, click on the “Address Edits” button, and the edits for your file will begin to load.





# RESOLVING EDITS

# CSAW: Step 4

- **Step 4: Address Edits**

- After loading has completed, you are presented with a list of edits organized by edit type. You should resolve edits before you submit for payment for a group of students.
- Edits into the four sub-groups:
  1. SNG edits
  2. CBS edits
  3. PTC edits
  4. General Edits





# CSAW: Step 4 - continued















Specific edits listed within the subgroups will be one of three types:

- **NON-OVERRIDEABLE EDIT**
  - Data must be corrected and cannot be overridden
  
- **OVERRIDEABLE EDIT**
  - Can be overridden when data can not be corrected
    - Correcting the data will often clear the edit
  
- **INFORMATIONAL EDIT**
  - Important student notification

# CSAW: Step 4 - continued

## Address Edits

1,763 edits (40 informational)   Download edits into .csv

Category	Count
<b>CBS Edits</b>	<b>223</b>
 CBS student has 3 or less QER INFORMATIONAL	22
 Student is OK to award, not OK to pay, and hasn't been awarded CBS INFORMATIONAL	9
 CBS student is not OK to Pay NONOVERRIDEABLE	10
 CBS award exceeds maximum eligible amount OVERRIDEABLE	120
 Student does not have any CBS QER for this award OVERRIDEABLE	17
 Student is OK to pay but hasn't been awarded CBS OVERRIDEABLE	45
<b>General Edits</b>	<b>472</b>
 Student has unpaid receivables for a prior term NONOVERRIDEABLE	71
 Cannot pursue another Associate's degree when one has already been awarded within 5 years of today OVERRIDEABLE	401
<b>SNG Edits</b>	<b>1,108</b>
 SNG student has 3 or less QER INFORMATIONAL	9
 Family income exceeds SNG MFI threshold NONOVERRIDEABLE	2
 Student does not have any SNG QER for this award NONOVERRIDEABLE	4
 CBS students must receive maximum SNG award OVERRIDEABLE	66
 SNG award exceeds maximum eligible amount OVERRIDEABLE	1,018
 SNG DCA exceeds maximum eligible amount OVERRIDEABLE	9

To review information for specific edits, click on the category you wish to address.

# CSAW: Step 4 - continued

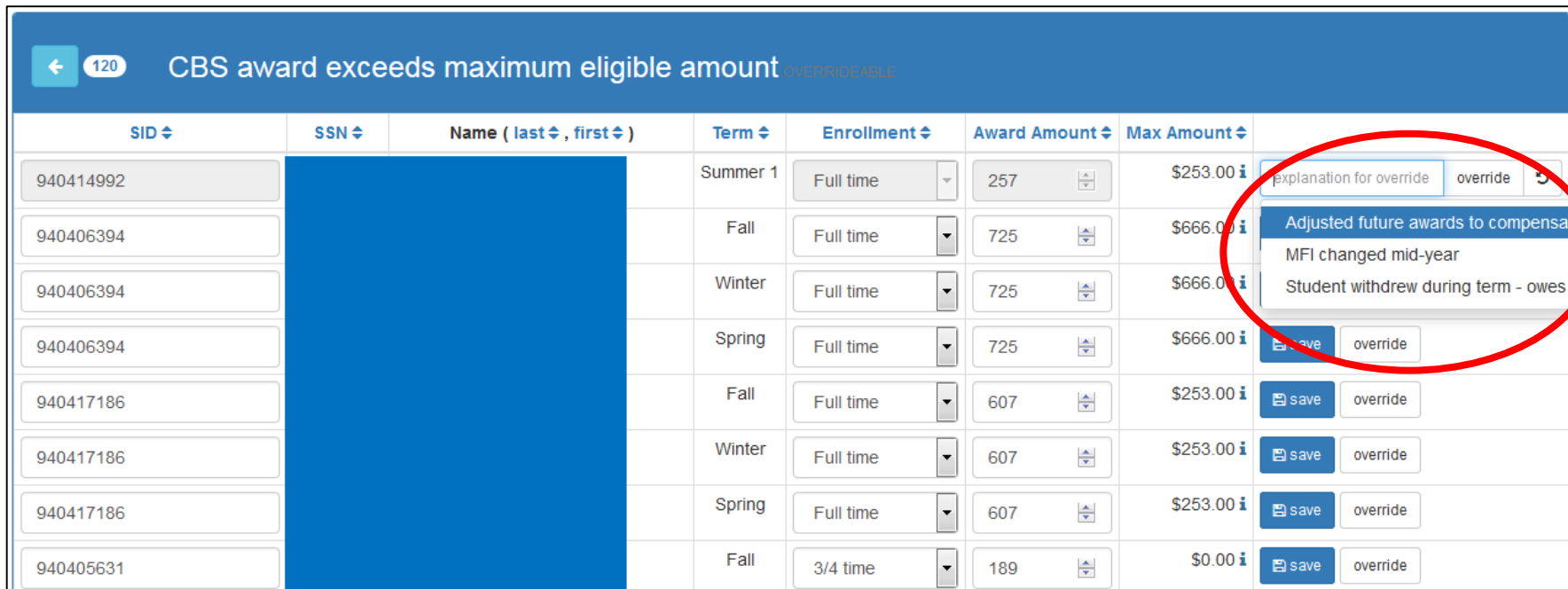
- Depending on the edit selected, you may have the option to make changes to awards and enrollment here, or, if you can't fix the data, override the edit.

SID	SSN	Name (last, first)	Term	Enrollment	Award Amount	Max Amount
			Spring	Full time	421	\$0.00
			Spring	Full time	422	\$0.00
			Spring	Full time	422	\$211.00
			Spring	Full time	1396	\$349.00
			Spring	Full time	422	\$0.00
			Spring	Full time	422	\$0.00

# CSAW: Step 4 - continued

## Address Edits

- To override an edit, click on “explanation for override” dialogue box. Doing so will provide a drop down menu of prescribed reasons for an override. Select one of prescribed narratives, provide your own if none of the reasons apply or a dropdown menu does not appear, then click the “Override,” button to save your input.



SID	SSN	Name (last, first)	Term	Enrollment	Award Amount	Max Amount	
940414992			Summer 1	Full time	257	\$253.00	explanation for override   override
940406394			Fall	Full time	725	\$666.00	Adjusted future awards to compensate MFI changed mid-year Student withdrew during term - owes
940406394			Winter	Full time	725	\$666.00	save   override
940406394			Spring	Full time	725	\$666.00	save   override
940417186			Fall	Full time	607	\$253.00	save   override
940417186			Winter	Full time	607	\$253.00	save   override
940417186			Spring	Full time	607	\$253.00	save   override
940405631			Fall	3/4 time	189	\$0.00	save   override



# CSAW: Step 4 - continued

## Address Edits

- Once corrected, the record for the addressed edit will disappear.
  - In some cases, however, an edit cannot be resolved by changing data. In this case, you would need to override the edit.

**NOTE:** Click the student's name (or on the small box with arrow next to the name) to view their individual record. The student details page will allow you to make additional changes if necessary.

SID	SSN	Name ( last , first )	Term	Enrollment	Award Amount	Max Amount	
			Spring	Full time	421	\$0.00	<input type="button" value="save"/> <input type="button" value="override"/>

# CSAW: Student Detail

## Address Edits

Hover over the i icon to view QER details

Click to edit student award information

Click to edit student demographic information

Submit repayment records to WSAC

Student detail - [redacted]

No SNG Archiving Record  
9,500 SNG QER ⓘ

Student has no CBS Pledge

Student not in Passport

Add new year ⓘ

Year	SNG	CBS	PTC
2015-2016 [redacted] ⓘ			
Spring	3/4 time	\$885.00	
Winter	3/4 time	\$885.00	
Fall	Full time	\$1,180.00	
Summer 1	Full time	\$1,232.00	
2006-2007 [redacted] ⓘ			
Winter	Full time	\$672.75	
Fall	Full time	\$817.00	

2015-2016 [redacted] ⓘ

Student ID #: not specified      MFI: 50%

Family income: \$1,095.00      Family size: 1      # in college: 1

2015-2016 [redacted] Summer 1 term

Enrollment: Full time      Calendar: Quarter

	Award	Paid	Max Award	Receivable
SNG	\$1,232.00	\$1,232.00 ⓘ	\$1,232.00 ⓘ	+ add receivable
CBS			n/a	+ add receivable
PTC			n/a	+ add receivable

View CSAW awards for previous years

Click on the row on the left to view details on the right

View WSAC payment history

View max award calculations for individual awards by hovering over icon

# CSAW: STEP 4 - Continued

## Address Edits – Demographics

- Click on ‘Update Student’ after making any changes.
  - Family Size
  - Number in College
  - Family Income
  - Enrollment Status
  - Term
  - Served vs. Unserved
  - Award Amounts

Update Student for  
2018-2019 ▾ [Redacted] ▾

SSN ⓘ \* [Redacted] SID [Redacted]

Last \* [Redacted] First [Redacted] MI [Redacted]

Income Info ⓘ

Family Size [6] # in College [5] Family Income [60871]

Awards

	Enrollment	Term Type	App Bacc?	SNG			CBS	PTC
				Served	Award Amount	DCA		
Summer 1	▾							
Fall	Full time ▾	Quarter ▾	<input type="checkbox"/>	Served ▾	3249	0	421	
Winter	Full time ▾	Quarter ▾	<input type="checkbox"/>	Served ▾	3248	0	421	
Spring	Full time ▾	Quarter ▾	<input type="checkbox"/>	n/a ▾			0	
Summer 2	▾							

cancel **update student**

# CSAW – Non-Approved Overrides

- Overrides attached to pending awards can be rejected by WSAC staff after being submitted for a cash request for these reasons:
  - Not a valid override
  - Data can be corrected
- Awards attached to a rejected override are returned back to the ‘address edits’ and ‘request funds’ page for further review. Please note that this will decrease the total amount from your recent cash request.
- Review history of rejected overrides and make corrections by going into the student record.



# CSAW – Non-Approved Overrides

- Review rejected overrides and make corrections.

No SNG Archive Record  
13,000 SNG QER ⓘ

Student has no CBS Pledge

Student not in Passport

Add new year ✍

2017-2018

	SNG	CBS	PTC
Spring ⚠	Full time	unserved	
Winter	Full time	unserved	

2017-2018

	SNG	CBS	PTC
Spring ⚠	Full time	\$800.00	
Fall	Full time	\$800.00	

2017-2018

Student ID #: not specified      MFI: 50%

Family income: \$15,314.00      Family size: 1      # in colle

2017-2018 Spring term ⚠

Enrollment: Full time      Calendar: Quarter

	Award	Paid	Max Award	Receivable
SNG	unserved		\$3,184.00 ⓘ	+ add receivable
CBS			n/a	+ add receivable

No SNG Archive Record  
13,000 SNG QER ⓘ

Student has no CBS Pledge

Student not in Passport

1 edit

⚠ Combined enrollment status cannot exceed full-time for a single term Overrideable  
rejected as of Apr 22, 2018

History of edit messages:

- 🗨 Student should not be reported as "unserved" if need is met with other grants and/or scholarships. Please update SNG record in CSAW from "unserved" to "n/a".  
Matull Worst, Gabriele.Gabrielev@wsac.wa.gov on Apr 20, 2018
- 🗨 Student is enrolled full-time at UW and is receiving Pell Grant.

2017-2018

	SNG	CBS	PTC
Spring ⚠	Full time	unserved	
Winter	Full time	unserved	

2017-2018

	SNG	CBS	PTC
Spring ⚠	Full time	\$800.00	
Fall	Full time	\$800.00	

2017-2018 Spring term ⚠

Enrollment: Full time      Calendar: Quarter

	Paid	Max Award	Receivable
SNG	unserved	\$3,184.00 ⓘ	+ add receivable
CBS		n/a	+ add receivable
PTC		n/a	+ add receivable

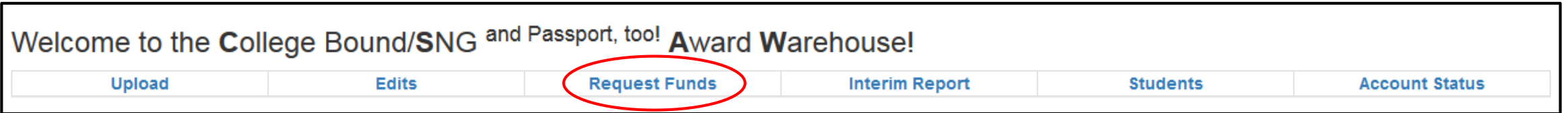




# REQUESTING FUNDS


# CSAW: Step 5 – Review Students and Request Funds


- Click on the Request Funds tab to submit a payment request.




# CSAW: Step 5 – Review Students and Request Funds

- You will be presented with 3 options to select awards for reimbursement:
  - **Option A** - Choose all students by term/program (**most used**)
  - **Option B** - Upload a list of students from your existing CSAW population
  - **Option C** - Choose students individually

 Choose all students by term/program

 Upload a list of students from your existing CSAW population

 Choose students individually



# CSAW: Step 5 – Option A

- **Option A – Choose all students by term/program**
  - This option presents you with pending awards to be paid, separated by term and program.
  - Only request payments for current or past terms within the same year. Future terms should not be requested.

Upload	Edits	Request Funds	Interim Report	Students	Account Status				
* Choose all students by term/program <a href="#">← back</a>									
<input type="checkbox"/> All Terms/Programs	Remaining Allocation: \$5,861,750.00 <input type="checkbox"/> SNG			<input type="checkbox"/> CBS		<input type="checkbox"/> PTC			
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input type="checkbox"/> Summer 1	<input type="checkbox"/> \$0.00	\$47,706.85	▲ 936 Edits	<input type="checkbox"/> \$0.00	\$1.00	▲ 64 Edits			
<input type="checkbox"/> Fall	<input type="checkbox"/> \$0.00	\$1,613,262.65	▲ 213 Edits	<input type="checkbox"/> \$0.00	\$75,668.07	▲ 33 Edits			
<input type="checkbox"/> Winter	<input type="checkbox"/> \$0.00	\$2,129,243.00	▲ 137 Edits	<input type="checkbox"/> \$0.00	\$102,053.00	▲ 35 Edits			
<input type="checkbox"/> Spring	<input type="checkbox"/> \$0.00	\$2,058,684.00	▲ 107 Edits	<input type="checkbox"/> \$0.00	\$97,450.00	▲ 38 Edits			
<b>Total</b>	\$0.00			\$0.00			\$0.00		

# CSAW: Step 5 – Option A

- **Option A – Choose all students by term/program**
  - The red figure next to the explanation point indicates the number of edits for each term. Hover over the text to view the total dollar amount of awards with edits that will need to be addressed.
  - These awards will not be processed until the edits have been resolved. **CSAW will allow you to continue to request awards without having to address all edits first.**

Upload		Edits		Request Funds		Interim Report	
* Choose all students by term/program <a href="#">← back</a>							
<input type="checkbox"/> All Terms/Programs		Remaining Allocation: \$5,862,930.00 <input type="checkbox"/> SNG				<input type="checkbox"/> CBS	
	Selected	Total	Edits		Selected	Total	Edits
<input type="checkbox"/> Summer 1	<input type="checkbox"/>	\$0.00	\$47,888.95	▲ 997 Edits	<input type="checkbox"/>	\$0.00	\$4,520.95 ▲ 64 Edits
<input type="checkbox"/> Fall	<input type="checkbox"/>	\$0.00	\$1,614,000.00	▲ 137 Edits	<input type="checkbox"/>	\$0.00	\$75,731.07 ▲ 33 Edits
<input type="checkbox"/> Winter	<input type="checkbox"/>	\$0.00	\$2,129,243.00	▲ 137 Edits	<input type="checkbox"/>	\$0.00	\$102,053.00 ▲ 35 Edits
<input type="checkbox"/> Spring	<input type="checkbox"/>	\$0.00	\$2,058,684.00	▲ 107 Edits	<input type="checkbox"/>	\$0.00	\$97,450.00 ▲ 38 Edits
<b>Total</b>		\$0.00				\$0.00	

137 awards with edits totalling \$163,037.00 for SNG Winter term. Click the icon next to a selected award to see the specific edits



# CSAW: Step 5 – Option A

- **Option A – Choose all students by term/program**
  - Select the term you wish to request funds for by clicking in the check box. Checking the box next to the term will automatically select for all programs that have pending awards.

Upload	Edits	Request Funds	Interim Report	Students	Account Status				
* Choose all students by term/program <a href="#">← back</a>									
<input type="checkbox"/> All Terms/Programs	Remaining Allocation: \$5,862,930.00			<input type="checkbox"/> SNC	<input type="checkbox"/> CBS	<input type="checkbox"/> PTC			
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input type="checkbox"/> Summer 1	<input type="checkbox"/>	\$0.00	\$47,398.85	⚠ 937 Edits	<input type="checkbox"/>	\$0.00	\$4,520.95	⚠ 64 Edits	
<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/>	\$1,614,147.65	\$1,614,147.65	⚠ 214 Edits	<input checked="" type="checkbox"/>	\$75,731.07	\$75,731.07	⚠ 33 Edits	
<input type="checkbox"/> Winter	<input type="checkbox"/>	\$0.00	\$2,129,243.00	⚠ 137 Edits	<input type="checkbox"/>	\$0.00	\$102,053.00	⚠ 35 Edits	
<input type="checkbox"/> Spring	<input type="checkbox"/>	\$0.00	\$2,058,684.00	⚠ 107 Edits	<input type="checkbox"/>	\$0.00	\$97,450.00	⚠ 38 Edits	
<b>Total</b>		\$1,614,147.65				\$75,731.07			\$0.00

# CSAW: Step 5 – Option A

- **Option A – Choose all students by term/program**
  - To request funds for a specific program check the appropriate box under the program column.

Upload	Edits	Request Funds	Interim Report	Students	Account Status				
* Choose all students by term/program <a href="#">← back</a>									
<input type="checkbox"/> All Terms/Programs	Remaining Allocation: \$5,862,930.00 <input checked="" type="checkbox"/> SNG			<input type="checkbox"/> CBS		<input type="checkbox"/> PTC			
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input type="checkbox"/> Summer 1	<input type="checkbox"/> \$0.00	\$47,398.85	⚠ 937 Edits	<input type="checkbox"/> \$0.00	\$4,520.95	⚠ 64 Edits			
<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> \$1,614,147.65	\$1,614,147.65	⚠ 214 Edits	<input type="checkbox"/> \$0.00	\$75,731.07	⚠ 33 Edits			
<input type="checkbox"/> Winter	<input type="checkbox"/> \$0.00	\$2,129,243.00	⚠ 137 Edits	<input type="checkbox"/> \$0.00	\$102,053.00	⚠ 35 Edits			
<input type="checkbox"/> Spring	<input type="checkbox"/> \$0.00	\$2,058,684.00	⚠ 107 Edits	<input type="checkbox"/> \$0.00	\$97,450.00	⚠ 38 Edits			
<b>Total</b>	\$1,614,147.65			\$0.00			\$0.00		

# CSAW: Step 5 – Option A

- **Option A – Choose all students by term/program**

- After selecting your term, you will be presented with a list of students and their award amounts to be paid.
- By default, it will check **every** student to be submitted for payment.
- You can uncheck any awards that you don't want to include on your payment request.

Remaining Allocation: \$5,861,750.00									
<input type="checkbox"/> All Terms/Programs <input type="checkbox"/> SNG <input type="checkbox"/> CBS <input type="checkbox"/> PTC									
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input type="checkbox"/> Summer 1	<input type="checkbox"/>	\$0.00	\$47,706.85 ▲ 936 Edits	<input type="checkbox"/>	\$0.00	\$1.00 ▲ 64 Edits			
<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/>	\$1,613,262.65	\$1,613,262.65 ▲ 213 Edits	<input type="checkbox"/>	\$0.00	\$75,668.07 ▲ 33 Edits			
<input type="checkbox"/> Winter	<input type="checkbox"/>	\$0.00	\$2,129,243.00 ▲ 137 Edits	<input type="checkbox"/>	\$0.00	\$102,053.00 ▲ 35 Edits			
<input type="checkbox"/> Spring	<input type="checkbox"/>	\$0.00	\$2,058,684.00 ▲ 107 Edits	<input type="checkbox"/>	\$0.00	\$97,450.00 ▲ 38 Edits			
<b>Total</b>		\$1,613,262.65			\$0.00			\$0.00	

- Fall					
Name	SSN	Enrollment	SNG	CBS	PTC
		Full time	▲ \$2,291.00		
		3/4 time	<input checked="" type="checkbox"/> \$885.00	<input type="checkbox"/> \$189.00	
		Full time	▲ \$885.00		
		3/4 time	<input checked="" type="checkbox"/> \$885.00	<input type="checkbox"/> \$189.00	
		Full time	<input checked="" type="checkbox"/> \$1,180.00	<input type="checkbox"/> \$253.00	
		Full time	<input checked="" type="checkbox"/> \$1,180.00	<input type="checkbox"/> \$253.00	
		Full time	<input checked="" type="checkbox"/> \$490.00		
		Full time	<input checked="" type="checkbox"/> \$1,180.00		
		Full time	<input checked="" type="checkbox"/> \$1,180.00	<input type="checkbox"/> \$253.00	
		< Half Time	<input checked="" type="checkbox"/> \$295.00		

# CSAW: Step 5 – Option A

- **Option A - Choose all students by term/program**

- To view edit, click on the red explanation point icon. You may address this edit by clicking on the “view student details” link provided in the pop-up box.

The screenshot displays a software interface with a table of student data. The table has columns for 'Name', 'SSN', and 'PTC'. A pop-up message is overlaid on the table, containing two error messages: 'Cannot pursue another Associate's degree when one has already been awarded within 5 years of today' and 'SNG award exceeds maximum eligible amount'. A red circle highlights the pop-up message, and a red arrow points to the 'view student details' link. The table also shows a 'Total' row with a value of \$1,614,147.65. The interface includes a 'Remaining Allocation: \$5,862,930.00' and a 'Selected' column with a value of \$1,614,147.65. The table is filtered by 'Fall' and 'SNG'.

All Terms/Programs		Remaining Allocation: \$5,862,930.00			CBS			PTC		
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits	
Summer 1	<input type="checkbox"/>	\$0.00	\$47,398.85	▲ 937 Edits	<input type="checkbox"/>	\$0.00	\$4,520.95	▲ 64 Edits		
Fall	<input checked="" type="checkbox"/>	\$1,614,147.65	\$1,614,147.65	▲ 214 Edits	<input checked="" type="checkbox"/>	\$75,731.07	\$75,731.07	▲ 33 Edits		
Winter	<input type="checkbox"/>	\$0.00	\$2,129,243.00	▲ 137 Edits	<input type="checkbox"/>	\$0.00	\$102,053.00	▲ 35 Edits		
Spring	<input type="checkbox"/>								▲ 8 Edits	
Total		\$1,614,147.65						\$0.00		

Pop-up message:

- ▲ Cannot pursue another Associate's degree when one has already been awarded within 5 years of today Overrideable
- ▲ SNG award exceeds maximum eligible amount Overrideable

Table below pop-up:

Name	SSN	PTC
AALVIK, IS	[REDACTED]	full time
AALVIK, KP	[REDACTED]	4 time
ABERNATH	[REDACTED]	full time
ACEVES-M	[REDACTED]	4 time

# CSAW: Step 5 – Review Students and Request Funds – Option A

- **Option A - Choose all students by term/program**

- Last step before submitting is the disclaimer box. Click “I Agree, Request Funds” to submit your request. NOTE: Public colleges are not required to pay students with institutional funds prior to requesting funds from WSAC.



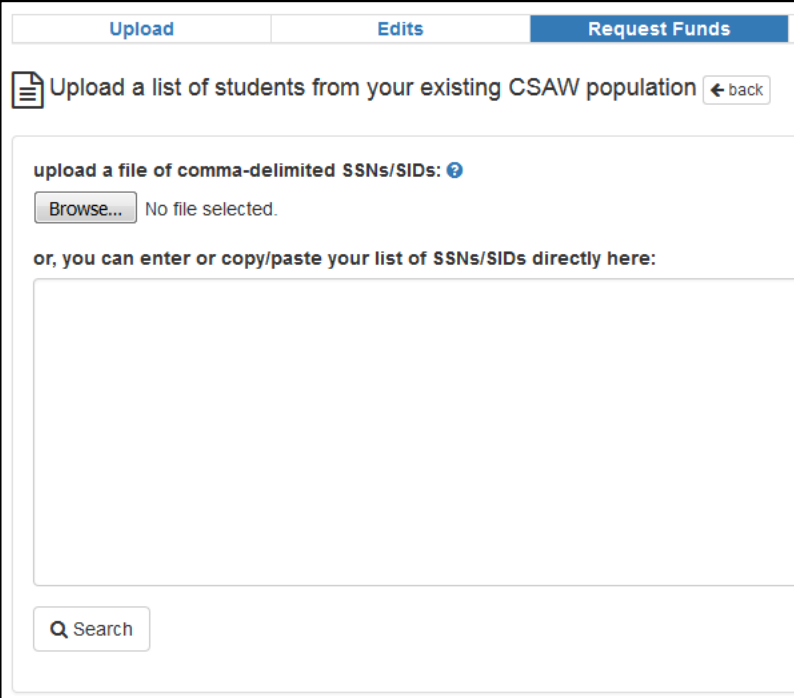
By submitting this funds request for state financial aid, I certify that each student meets this program's eligibility requirements, has a student directive on file, and has been paid the amount specified with institutional funds. Adjusted awards must all flow through a non-interest bearing account.

I Agree, Request Funds

back

# CSAW: Step 5 – Review Students and Request Funds – Option B

- **Option B – Upload a list of students from your existing CSAW population:**  
Use this option for submitting a list of the students in CSAW that you would like to request a payment for.
  - This function allows you to upload a sub-set of your complete library of students that already exist in CSAW.
  - You must upload students into CSAW before using this method.
  - The format is .csv or .txt with SSNs/SIDs separated by commas, tabs or new lines.



The screenshot shows a web interface with three tabs: 'Upload', 'Edits', and 'Request Funds'. The 'Request Funds' tab is active. Below the tabs, there is a heading 'Upload a list of students from your existing CSAW population' with a 'back' button. Underneath, it says 'upload a file of comma-delimited SSNs/SIDs: ⓘ'. There is a 'Browse...' button and the text 'No file selected.'. Below that, it says 'or, you can enter or copy/paste your list of SSNs/SIDs directly here:' followed by a large empty text area. At the bottom left, there is a 'Search' button with a magnifying glass icon.

# CSAW: Step 5 – Option B

- **Option B – Upload a list of students from your existing CSAW population:**
  - Browse to your saved file, Or paste a list of SSNs into the text box. Click Search.
  - Proceed with selecting students and submitting the request.

The screenshot displays the 'CSAW - Request Funds' interface. At the top, there are two tabs: 'Upload' and 'Edits'. Below the tabs, a document icon is followed by the text 'Upload a list of students from your existing CSAW population' and a 'back' button. Underneath, there is a section titled 'upload a file of comma-delimited SSNs/SIDs: ?'. This section contains a 'Browse...' button, which is circled in red, and the text 'No file selected.'. Below this, there is a text input area with the prompt 'or, you can enter or copy/paste your list of SSNs/SIDs directly here:'. At the bottom of the form, there is a 'Search' button with a magnifying glass icon, also circled in red.



# CSAW: Step 5 – Review Students and Request Funds – Option C

- **Option C – Choose student individually:** This option gives you the opportunity to manually look for student awards. You can either use the Search box and search for an individual or click on the SSNs/SIDs tab to search for multiple awards.

The screenshot shows the 'CSAW - Request Funds' interface. At the top right, there is a dropdown menu for the academic year, currently set to '2015-2016'. Below this, there is a search bar with the text 'Choose students individually' and a 'back' button. Underneath the search bar, it says 'search by student name, SSN, or SID' and there is a search input field with a magnifying glass icon and a yellowed-out search term.

The screenshot shows a table titled 'Which awards would you like to request funds for?'. The table has four columns: 'Term', 'SNG', 'CBS', and 'PTC'. The rows represent the terms: 'Fall', 'Winter', and 'Spring'. In the 'Fall' row, the 'SNG' column has a checked checkbox next to '\$885.00', which is circled in red. In the 'Winter' and 'Spring' rows, the 'SNG' column has an unchecked checkbox next to '\$1,180.00', and the 'CBS' column has an unchecked checkbox next to '\$253.00'. At the bottom right of the table, there are 'Cancel' and 'OK' buttons.

Term	SNG	CBS	PTC
Fall	<input checked="" type="checkbox"/> \$885.00		
Winter	<input type="checkbox"/> \$1,180.00	<input type="checkbox"/> \$253.00	
Spring	<input type="checkbox"/> \$1,180.00	<input type="checkbox"/> \$253.00	

# CSAW – Now What?

- **I Submitted My Request – Now What?**

- After clicking on, ‘I Agree, Request Funds’ you will be presented with a summary of what you just submitted. You will also receive an email with the option to view payment request details.

Request Submitted on 2016-08-17  
WSAC staff has been notified. You should have received an email notification.  
[view all previous funds requests](#)

	SNG	CBS	PTC
SUMMER 1	\$47,398.85	\$4,520.95	\$0.00
Total	\$47,398.85	\$4,520.95	\$0.00

Term	Enrollment	SNG	CBS	PTC
Summer 1	< Half Time		\$64.00	
Summer 1	3/4 time	\$646.00		
Summer 1	Full time	\$924.00		
Summer 1	Full time	\$862.00		

# Adjusting Paid Awards

You may need to adjust or cancel an award for which you've already requested funds.

- **Step 1: Adjust awards by file upload, or by going to the student detail screen and adjusting the award.**

Home | Csaw | Students

Choose a menu item

Upload | Edits | Request Funds | Interim Report | **Students** | Account Status

award view

In SNG Archive | Student not in Passport | 2.000 SNG QER | Not eligible for CBS | 0.000 CBS QER

Add new year

2016-2017

	SNG	CBS	PTC
S Full time	\$3,116.00		
W Full time	\$3,116.00	\$384.00	
F Full time	\$3,116.00	\$383.00	
S1 Full time	\$3,448.00	\$422.00	

2015-2016

	SNG	CBS	PTC
S Full time	\$3,448.00	\$423.00	
W Full time	\$3,448.00	\$422.00	

2016-2017

Student ID #: not specified MFI: 50%  
 Family income: \$34,000.00 Family size: 6 # in college: 2

2016-2017 Summer 1 term

	Enrollment	Calendar	Award	Paid	Max Award	Receivable
SNG	Full time	Quarter	\$3,448.00	\$3,448.00	\$3,448.00	+
CBS			\$422.00	\$422.00	n/a	+

Update Student for

2016-2017

SSN \* SID  
 Last \* First MI  
 Income Info  
 Family Size # in College Family Income  
 6 2 34000

Awards

	Enrollment	Term Type	App Bacc?	Served	SNG Award Amount	DCA	CBS	PTC
Summer 1	Full time	Quarter		Served	3448	0	422	
Fall	Half time	Quarter		Served	1000	0	150	
Winter	Full time	Quarter		Served	3116	0	384	
Spring	Full time	Quarter		Served	3116	0		
Summer 2								

cancel update student

# Adjusting Paid Awards

- **Step 2: Submit the adjusted award amount via the Request Funds tab.**

**NOTE:** If you miss this step, the student award will not update properly.

- The dollar amount for the previously paid award will show as a negative if you have lowered the award amount.
- If the sum of your fund request is a negative amount, you must still submit the request, and that amount will be deducted from your next positive cash request.

Upload | Edits | **Request Funds** | Interim Report | Students | Account Status

\* Choose all students by term/program [← back](#)

<input checked="" type="checkbox"/> All Terms/Programs	Remaining Allocation: \$0.00			<input checked="" type="checkbox"/> SNG			<input checked="" type="checkbox"/> CBS			<input type="checkbox"/> PTC		
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits
<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/>	-\$2,116.00	-\$2,116.00		<input checked="" type="checkbox"/>	-\$233.00	-\$233.00					
<b>Total</b>		-\$2,116.00			-\$233.00						\$0.00	

— Fall

Showing 1-1 of 1 results

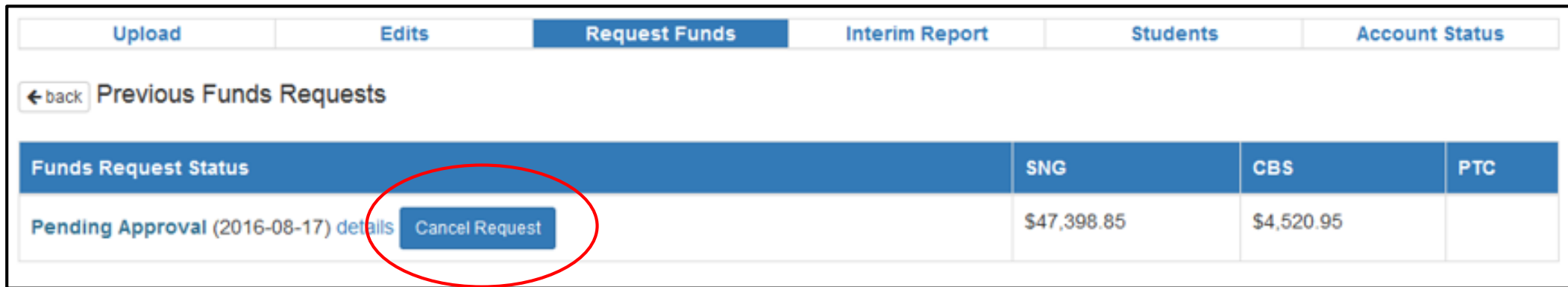
Name ^	SSN ↓	Enrollment ↓	SNG ↓	CBS ↓	PTC ↓
		Half time	<input checked="" type="checkbox"/> -\$2,116.00	<input checked="" type="checkbox"/> -\$233.00	

**i**

By submitting this funds request for state financial aid, I certify that each student meets this program's eligibility requirements, has a student directive on file, and has been paid the amount specified with institutional funds. Adjusted awards must all flow through a non-interest bearing account.

# CSAW – Cancelling a Payment Request

- When viewing previous funds requests, you have the option to cancel any requests that are labeled “pending approval.”



The screenshot shows a web interface with a navigation bar at the top containing tabs: Upload, Edits, Request Funds (selected), Interim Report, Students, and Account Status. Below the navigation bar is a breadcrumb trail: < back Previous Funds Requests. The main content area is a table with the following structure:

Funds Request Status	SNG	CBS	PTC
Pending Approval (2016-08-17) details <a href="#">Cancel Request</a>	\$47,398.85	\$4,520.95	

The 'Cancel Request' button in the first row of the table is circled in red.

- Once WSAC has approved the submitted request, you can no longer cancel on your end.

# CSAW – Cancelling A Payment Request

- Review list of awards to be canceled.
  - Options:
    - Cancel entire request
    - Cancel individual requested awards

Cancel Funds Request

Funds requested on 2016-08-17 [Cancel this entire request](#)

Program	Term	Student	SSN	Amount	
CBS	Summer 1	[Redacted]	[Redacted]	\$64.00	<a href="#">Cancel</a>
SNG	Summer 1			\$646.00	<a href="#">Cancel</a>
SNG	Summer 1			\$924.00	<a href="#">Cancel</a>
SNG	Summer 1			\$862.00	<a href="#">Cancel</a>
SNG	Summer 1			\$206.00	<a href="#">Cancel</a>
SNG	Summer 1			\$295.00	<a href="#">Cancel</a>
SNG	Summer 1			\$1,072.00	<a href="#">Cancel</a>

# CSAW – Cancelling a Cash Request

- After cancelling your entire request, you are presented with a new status of 'Cancelled.'

Upload	Edits	Request Funds	Interim Report	Students	Account Status
<a href="#">← back</a> Previous Funds Requests					
Funds Request Status		SNG	CBS	PTC	
Cancelled (2016-08-17) <a href="#">details</a>		\$47,398.85	\$4,520.95		





# INTERIM REPORTING

# 2018-19 Interim Reporting Dates

Report	Due Dates
Fall Interim Report	November 9, 2018
Winter Interim Report	February 8, 2019
Spring Interim Report	May 10, 2019
Final Interim Report*	July 5, 2019

\*The interim report in CSAW opens three weeks before the interim report due date. Colleges can upload their interim report data any time within that three week window.

# Interim Reporting 5 Step Process

1. Upload your file into CSAW

(will over-write existing data)

2. Address Edits

3. Review students and request funds

4. Submit Interim Report

5. Return owed funds to WSAC

# Interim Reporting

- Accurate Reporting
  - Ensure all served and unserved records submitted on your Interim Reports are accurate.
  - Correct or update future reports as changes to student enrollment occur.
  - Data is critical to determine institutional funding levels and forecast program funding costs.
- Reports, Tools, and Tips to help maintain clean data



# Account Status Page

- Transactions listed in date order
- Sort by date processed
- Download into .csv

CSAW - SNG Account Status
2018-2019 ▾
send a secure message to WSAC

Upload
Edits
Request Funds
Interim Report
Students
Account Status

SNG Allocation: **6.98% spent**

**Total Allocation: \$118,623.00**

Payments: \$6,400.00

Pending Payments: \$1,882.00

Cash Receipts: \$0.00

**Total Expenditures: \$8,282.00**

**i Amount Available to Request: \$110,341.00**

**i Allocation Balance: \$110,341.00**

csv All Transactions

Showing 1-3 of 3 results

Date Processed ↑	Type ⇅	Amount	
5/24/18	i Initial Allocation	\$87,939.00	
8/15/18	i Supplemental	\$30,684.00	
8/23/18	Student Payment	\$6,400.00	☰

# Pre-Submission Interim Report Data Analysis

- WSAC now provides data analysis tools that colleges can use before submitting the interim report.
- Choose a category.
  - See three year history, by reporting period.

<ul style="list-style-type: none"> <li>Submit</li> <li><b>Commitments</b></li> <li>Expenditures</li> <li>Served</li> <li>Unserved</li> <li>TotalEligible</li> <li>Receivables</li> </ul>	<p>SNG Commitment Overview</p> <p><b>Allocation i:</b> \$94,812.00</p> <p><b>Awards i:</b> \$94,812.00 (100.00% committed)</p>																																																																													
	<p>SNG Commitment Details</p> <table border="1"> <thead> <tr> <th rowspan="2">Interim Reporting Period</th> <th colspan="4">2017-2018</th> <th colspan="4">2016-2017</th> <th colspan="4">2015-2016</th> </tr> <tr> <th>Allocated i</th> <th>Awards i</th> <th>Percent i</th> <th>Sector Avg. i</th> <th>Allocated i</th> <th>Awards i</th> <th>Percent i</th> <th>Sector Avg. i</th> <th>Allocated i</th> <th>Awards i</th> <th>Percent i</th> <th>Sector Avg. i</th> </tr> </thead> <tbody> <tr> <td>Fall</td> <td>\$94,812.00</td> <td>\$83,218.00</td> <td>87.77%</td> <td>59.31%</td> <td>\$93,356.00</td> <td>\$86,148.00</td> <td>92.28%</td> <td>64.26%</td> <td>\$162,613.00</td> <td>\$26,441.54</td> <td>16.26%</td> <td>62.90%</td> </tr> <tr> <td>Winter</td> <td>\$94,812.00</td> <td>\$81,806.00</td> <td>86.28%</td> <td>112.17%</td> <td>\$94,100.00</td> <td>\$107,602.00</td> <td>114.35%</td> <td>70.24%</td> <td>\$162,613.00</td> <td>\$83,620.79</td> <td>51.42%</td> <td>89.09%</td> </tr> <tr> <td>Spring</td> <td>\$94,812.00</td> <td>\$94,277.00</td> <td>99.44%</td> <td>95.60%</td> <td>\$94,100.00</td> <td>\$86,741.00</td> <td>92.18%</td> <td>96.09%</td> <td>\$142,613.00</td> <td>\$122,533.50</td> <td>85.92%</td> <td>91.15%</td> </tr> <tr> <td><b>Final</b></td> <td><b>\$94,812.00</b></td> <td><b>\$94,812.00</b></td> <td><b>100.00%</b></td> <td><b>99.17%</b></td> <td><b>\$94,100.00</b></td> <td><b>\$93,420.00</b></td> <td><b>99.28%</b></td> <td><b>99.53%</b></td> <td><b>\$124,161.43</b></td> <td><b>\$124,161.43</b></td> <td><b>100.00%</b></td> <td><b>99.69%</b></td> </tr> </tbody> </table>	Interim Reporting Period	2017-2018				2016-2017				2015-2016				Allocated i	Awards i	Percent i	Sector Avg. i	Allocated i	Awards i	Percent i	Sector Avg. i	Allocated i	Awards i	Percent i	Sector Avg. i	Fall	\$94,812.00	\$83,218.00	87.77%	59.31%	\$93,356.00	\$86,148.00	92.28%	64.26%	\$162,613.00	\$26,441.54	16.26%	62.90%	Winter	\$94,812.00	\$81,806.00	86.28%	112.17%	\$94,100.00	\$107,602.00	114.35%	70.24%	\$162,613.00	\$83,620.79	51.42%	89.09%	Spring	\$94,812.00	\$94,277.00	99.44%	95.60%	\$94,100.00	\$86,741.00	92.18%	96.09%	\$142,613.00	\$122,533.50	85.92%	91.15%	<b>Final</b>	<b>\$94,812.00</b>	<b>\$94,812.00</b>	<b>100.00%</b>	<b>99.17%</b>	<b>\$94,100.00</b>	<b>\$93,420.00</b>	<b>99.28%</b>	<b>99.53%</b>	<b>\$124,161.43</b>	<b>\$124,161.43</b>	<b>100.00%</b>	<b>99.69%</b>
Interim Reporting Period	2017-2018				2016-2017				2015-2016																																																																					
	Allocated i	Awards i	Percent i	Sector Avg. i	Allocated i	Awards i	Percent i	Sector Avg. i	Allocated i	Awards i	Percent i	Sector Avg. i																																																																		
Fall	\$94,812.00	\$83,218.00	87.77%	59.31%	\$93,356.00	\$86,148.00	92.28%	64.26%	\$162,613.00	\$26,441.54	16.26%	62.90%																																																																		
Winter	\$94,812.00	\$81,806.00	86.28%	112.17%	\$94,100.00	\$107,602.00	114.35%	70.24%	\$162,613.00	\$83,620.79	51.42%	89.09%																																																																		
Spring	\$94,812.00	\$94,277.00	99.44%	95.60%	\$94,100.00	\$86,741.00	92.18%	96.09%	\$142,613.00	\$122,533.50	85.92%	91.15%																																																																		
<b>Final</b>	<b>\$94,812.00</b>	<b>\$94,812.00</b>	<b>100.00%</b>	<b>99.17%</b>	<b>\$94,100.00</b>	<b>\$93,420.00</b>	<b>99.28%</b>	<b>99.53%</b>	<b>\$124,161.43</b>	<b>\$124,161.43</b>	<b>100.00%</b>	<b>99.69%</b>																																																																		



# Pre-Submission Interim Report Data Identification

- WSAC provides Reports that can be used to help easily identify potential problems and manage your data

The screenshot shows a web interface for WSAC reports. At the top, there is a navigation bar with links for Home, Csaw, and Reports. Below this is a secondary navigation bar with links for Dual Enrolled, Unserved Only, Unpaid Awards, Reimbursed Awards, and Adjusted Awards. The main content area is titled 'Reports' and contains four report categories, each with a description and a 'Go to report' link.

Report Category	Description	Action
Dual-Enrolled Report	Displays all students in your institution that are attending another institution for the same term.	<a href="#">Go to report</a>
Students with only unserved awards	Displays all students in your institution that have at least one unserved SNG award and do not have any served SNG awards for the selected year.	<a href="#">Go to report</a>
Awards pending payment	Displays all awards for your institution that are pending either a negative or positive payment.	<a href="#">Go to report</a>
All payments for program	Displays all payments for your institution for the given program.	<a href="#">Go to report for SNG CBS PTC</a>

# Pre-Submission Interim Report Data Identification

- Review students who are enrolled at your institution and also at another institution.

Delete award

Dual Enrolled Report for 2017-2018 ▾

Student SSN ▾ SID ▾ Last ▾ First ▾	Combined Enrollment ▾	Term ▾	School Code ▾ - Name ▾	Enrollment	Served?	Served?			
						SNG ▾	CBS ▾	PTC ▾	
[Redacted]	1.25 ↑	Winter	Western Washington University 👤 Student complete full-time at my institution	Full time	1	×	-	-	🗑️
			Whatcom Community College	< Half Time	0.25	×	-	-	
[Redacted]	1.25 ↑	Winter	Western Washington University 👤 Student was enrolled full-time at my institution.	Full time	1	×	-	-	🗑️
			Whatcom Community College	< Half Time	0.25	×	-	-	
[Redacted]	0.75	Winter	Western Washington University 👤 Student is enrolled at my institution for this term	< Half Time	0.25	✓	✓	-	🗑️
			Whatcom Community College 👤 Student is enrolled at my institution for this term	Half time	0.5	✓	✓	-	

Clicking on student name will open the student record

# Served, Unserved, and Eligible State Need Grant, by Sector

- View your data trends before submitting the report to ensure accuracy.

2017-2018 Final Interim Report for [redacted] [view other reports](#)

[Upload](#)
[Edits](#)
[Request Funds](#)
[Interim Report](#)
[Students](#)
[Account Status](#)

[Submit](#)  
[Commitments](#)  
[Expenditures](#)  
[Served](#)  
[Unserved](#)  
[Total Eligible](#)  
[Receivables](#)

SNG Unserved Overview

**Unserved Students i: 32**  
**Unserved FTE i: 22**

SNG Unserved **Student** Details

Interim Reporting Period	2017-2018 unserved students	2016-2017 unserved students	2015-2016 unserved students
Fall	14	0	16
Winter	26	0	0
Spring	31	25	0
Final	32	20	0

Unserved **FTE** Details

Interim Reporting Period	2017-2018 unserved FTE	2016-2017 unserved FTE	2015-2016 unserved FTE
Fall	12	0	9
Winter	23	0	0
Spring	23	14	0
Final	22	11	0

Data from WSAC Report Server

# Interim Reporting

- How to determine if a student is SERVED or UNSERVED
  - A student is considered SERVED if they meet all the eligibility requirements at time of awarding

**BUT**

- There are no funds available to offer the student

**OR**

- The student's need was met with other grants or scholarships

# Interim Reporting

## Examples of Why a Student Should **NOT BE** Reported **UNSERVED**

- Incomplete File
- Not Enrolled
- Withdrew with Full Refund of Tuition
- Ineligible Program or Ineligible Coursework
- Need Met with Other Grants and/or Scholarships
- Unsatisfactory Academic Progress
- Prior Associate Degree
- MFI Increase
- Student Declined Aid
- Student Graduated
- Not a Washington Resident

# FINAL STEP – Reconciliation

- Review your served and unserved
- Request all final payments through CSAW
- Check to see if you owe funds back to WSAC
  - Prior to submitting your final interim report, there is a disclaimer you have to check to acknowledge you will be returning funds back to WSAC.
    - **Separate from funds owed for late reported receivables.**

# Expenditure Review – Does your institution need to return funds to WSAC?

- You can see the amount of funds you owe funds.

Expenditure Type	SNG	CBS
Funds Drawn	\$15,388,230.00	\$1,196,387.00
Returned by Institution	\$0.00	\$0.00
Net Funds Drawn	\$15,388,230.00	\$1,196,387.00
Total Funds Requested	\$15,388,230.00	\$1,196,387.00
Funds Owed to WSAC	\$0.00	-\$1,275.00
Awards Reported	\$15,388,230.00	\$1,195,112.00
Difference	✓ \$0.00	✓ \$0.00



# Final Step - Reconciliation

- Returning funds to WSAC
  - Funds should be returned in the form of a check
  - **Please be sure to alert your Business and/or Accounting Office as funds will be booked.**
- The following information needs to be included with your repayment
  1. Student Name
  2. Last 4 digits of Social Security Number
  3. Term
  4. Program name (SNG, CBS, PTC)
- Checks should be mailed to:

Washington Student Achievement Council  
PO Box 43430  
Olympia, WA 98504-3430

# Confirmation of Final Interim Submission

- You will receive an email confirmation showing a summary of your annual SNG & CBS interim report data.
  - Working on for 2018-2019
    - Adding Passport to College data
    - Adding the expenditure summary

Interim report Final 2017-2018 was submitted by John Smith at 8/6/2018 11:36:04 AM

Program		Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG	Award Total	\$47,456,752.00	\$0.00	\$24,776,853.00	\$0.00	\$21,931,594.00	\$748,305.00
	Served Awards	11104	0	5703	0	5106	295
	Unserved Awards	4811	0	2051	0	1828	932
	Eligible Awards	15915	0	7754	0	6934	1227
CBS	Award Total	\$3,498,053.00	\$0.00	\$1,749,037.00	\$0.00	\$1,607,995.00	\$141,021.00
	Awards	4381	0	2137	0	1956	288



**WASHINGTON ACCOUNTS  
RECEIVABLES TRANSMITTAL  
(WART)**



# State Aid Repayment Process

## Goals:

- Ensure that ineligible students do not receive additional aid.
- Improve the customer experience for students.
- Allow for faster debt resolution.
- Maintain accurate records between WSAC and colleges.
- Ease administrative burden resulting from inaccurate or incomplete records.

Reference: Chapter 5 in the 2018-19 SNG and CBS Program Manual

# Institution to Bill vs. In Repayment

**Institution to Bill (ITB)** = College is actively collecting on the account

- Any funds collected may award to other students within the same academic year
- Must be converted to “In Repayment” prior to submission of final interim report
- Tuition refunds may be applied in CSAW to the ITB, and funds may be re-awarded

**In Repayment** = Account referred to WSAC and we begin active collection

- Any funds collected within the same award year are redistributed to colleges via the fair share model used to allocate funds
- Tuition refunds **MUST** be sent directly to WSAC to be applied to “In Repayment” accounts
- Colleges may not accept funds for accounts “In Repayment” status

# Institution to Bill (ITB) Process

Student detail - Jedi Master Yoda (123456818) [award view](#)

No SNG Archive Record  
12.000 SNG QER ⓘ

Student has no CBS Pledge

Student not in Passport

---

Add new year

2018-2019 Antioch				
		SNG	CBS	PTC
Spring	Full time	\$941.00		
Winter	Full time	\$941.00	\$548.00	
Fall	Full time	\$941.00		

2018-2019 Antioch

**Student ID #:** not specified      **MFI:** 50%

**Family income:** \$6,018.00      **Family size:** 1

2018-2019 Antioch Fall term

**Enrollment:** Full time      **Calendar:** Quarter

	Award	Paid	Max Award	Receivable
SNG	\$941.00	\$941.00	\$3,246.00 ⓘ	add receivable
CBS			n/a	
PTC			n/a	

# Institution to Bill Process-continued

123456818 Yoda, Jedi Master

Select Term To Bill:

Antioch University Spring 2018-2019

Status

Institution To Bill

Grant Repayment Calculator

**SNG**

Award found

+ Add receivable

**CBS**

Award not found

⚠ Can't add receivable

**PTC**

Award not found

⚠ Can't add receivable

Save

123456818 Yoda, Jedi Master

Select Term To Bill:

Antioch University Fall 2018-2019

Status

Institution To Bill

Grant Repayment Calculator

**SNG**

Award found

**Award Amount**

941

**Initial Debt** ⓘ

ITB Calc Pending ⓘ

**Date Student Notified**

09/20/2018

**Reason for Repayment**

Unofficial withdrawal

Save



# Institution to Bill Process-continued

123456818 Yoda, Jedi Master ✕

Year	Institution	Term
2018-2019	Antioch University	Fall

**Status:** Institution To Bill

SNG	CBS	PTC
Award found	Award not found	Award not found
<b>Award Amount</b> \$941.00	⚠ Can't add receivable	⚠ Can't add receivable
<b>Initial Debt</b>		

Date Student Notified	Reason for Repayment
08/30/2018	Unofficial withdrawal

Edit Actions

123456818 Yoda, Jedi Master ✕

Year	Institution	Term
2018-2019	Antioch University	Fall

**Status:** Institution To Bill

SNG	CBS	PTC
Award found	Award not found	Award not found
<b>Award Amount</b> 941	⚠ Can't add receivable	⚠ Can't add receivable
<b>Initial Debt</b> ⓘ 141		
<input type="checkbox"/> ITB Calc Pending ⓘ		

Date Student Notified	Reason for Edit
08/30/2018 <input type="button" value="📅"/>	Updating repayment amount

Edit Actions

# Institution to Bill Process-continued

123456818 Yoda, Jedi Master
✕

Year	Institution	Term
2018-2019	Antioch University	Fall

**Status:** Institution To Bill

**SNG**  
Award found  
**Award Amount**  
\$941.00  
**Initial Debt**

**CBS**  
Award not found  
⚠ Can't add receivable

**PTC**  
Award not found  
⚠ Can't add receivable

Date Student Notified	Reason for Repayment
08/30/2018	Unofficial withdrawal

Edit Actions

✎ Modify details
↻ Change to In Repayment
🗑 Cancel receivable(s)

<p><b>SNG</b> Award found <b>Award Amount</b> <input type="text" value="941"/> <b>Initial Debt</b> <span style="font-size: small;">i</span> <input type="text" value="141"/> <b>Repaid Amount</b> <span style="font-size: small;">i</span> <input type="text" value="0"/> <b>New Award Amount</b> <span style="font-size: small;">i</span> \$941.00 <b>Receivable Amount</b> <span style="font-size: small;">i</span> \$141.00</p>	<p><b>CBS</b> Award found <b>Award Amount</b> <input type="text" value="548"/> <b>Initial Debt</b> <span style="font-size: small;">i</span> <input type="text"/> <b>Repaid Amount</b> <span style="font-size: small;">i</span> <input type="text" value="0"/> <b>New Award Amount</b> <span style="font-size: small;">i</span> \$548.00 <b>Receivable Amount</b> <span style="font-size: small;">i</span> \$0.00</p>	<p><b>PTC</b> Award not found ⚠ Can't add receivable</p>
--	--	--

Date Student Notified	Reason for Repayment
<input type="text" value="08/30/2018"/> <span style="font-size: small;">📅</span>	<input type="text" value="Unofficial withdrawal"/>

Edit Actions

✓ Save
🔙 Go back

# State Aid Repayment Process - Workaround

Select Term To Bill:


2018-2019

Status

In Repayment

Grant Repayment Calculator

<b>SNG</b> Award found <b>Repaid Amount</b> <i>i</i> 0 <input checked="" type="checkbox"/> Less than \$50 <i>i</i> <b>New Award Amount</b> <i>i</i> \$3,249.00 <b>Receivable Amount</b> <i>i</i> \$0.00	<b>CBS</b> Award found <b>Award Amount</b> 420 <b>Initial Debt</b> <i>i</i> 100 <b>Repaid Amount</b> <i>i</i> 0 <input type="checkbox"/> Less than \$50 <i>i</i> <b>New Award Amount</b> <i>i</i> \$420.00 <b>Receivable Amount</b> <i>i</i> \$100.00	<b>PTC</b> Award not found ⚠ Can't add receivable
---	---	---

**Date Student Notified** 09/20/2018 

**Reason for Repayment** Unofficial Withdrawal

Save

# State Aid Repayment Process - Workaround

2018-2019 UW Summer 1 term

Enrollment: Full time

Calendar: Quarter

	Award	Paid	Max Award	Receivable
SNG ↻	\$3,249.00	\$3,249.00	\$3,248.00 <i>i</i>	Institution To Bill ⚙
CBS ↻	\$420.00	\$420.00	\$421.00 <i>i</i>	Institution To Bill ⚙
PTC			n/a	

status: Institution To Bill

<p><b>SNG</b> Award found <input checked="" type="checkbox"/> <b>Cancel Receivable</b> <b>Award Amount</b> \$3,249.00 <b>Repaid Amount</b> <i>i</i> <input type="text"/></p> <p><input checked="" type="checkbox"/> none/error</p> <p><b>New Award Amount</b> <i>i</i> \$3,249.00</p>	<p><b>CBS</b> Award found <input type="checkbox"/> <b>Cancel Receivable</b> <b>Award Amount</b> \$420.00 <b>Initial Debt</b> \$100.00</p>	<p><b>PTC</b> Award not found</p>
---	---	---------------------------------------

Edit Actions

Select the receivables you want to cancel, enter a reason, and click the 'Confirm cancel' button

**Reason for cancelling**

Select the receivables you want to cancel.

# State Aid Repayment Process - Workaround

For updates to the obligation marked as cancelled:

[www.repayment@wsac.wa.gov](mailto:www.repayment@wsac.wa.gov)

Student's Name

Last 4 SSN

Term

Receivable Type

Initial Debt Amount

Date Student Notified

2018-2019 UW Summer 1 term				
Enrollment: Full time		Calendar: Quarter		
	Award	Paid	Max Award	Receivable
SNG ↻	\$3,249.00	\$3,249.00	\$3,248.00 <i>i</i>	Obligation Cancelled
CBS ↻	\$420.00	\$420.00	\$421.00 <i>i</i>	Institution To Bill
PTC			n/a	

# Cancelling Repayments

- Institutions may cancel a repayment in limited circumstances.

Examples include:

- Proof of updated last date of attendance
- Grade change
- Proof of high school diploma

***REMINDER: You must enter a clear explanation for any cancellations.***

- Institutions must not accept payment for an “In Repayment” account and then cancel the debt or reduce the student’s award in the Portal.
  - Student may owe collection or other fees
  - Creates inaccurate records
  - Refer students directly to our billing service to make payment

# Viewing Receivable Created by Another Institution

## SNG Archive Search

**Targeted Search** Search by SSNs Search by File Upload

Search by full/partial name or SSN

SSN

Name    
last first

Archive Status

Showing 1-1 of 1 results

<a href="#">SSN</a>	<a href="#">Name (last, first, MI)</a>	<a href="#">In Repayment</a>	<a href="#">Quarters Used</a>	<a href="#">Quarters Remaining</a>	<a href="#">Next Elig. AA Degree (term, year)</a>	<a href="#">Initial Archive Date</a>
[REDACTED]	WILLIAMS, [REDACTED]					8/29/2017

Receivable information for WILLIAMS, [REDACTED]

Setup Date	Institution	Initial Debt	Paid to Date	Balance
2/22/2016	[REDACTED] College	\$472.00	\$0.00	\$472.00



# Receivable Status – Where to Pay

## Receivable Transmittal

---

Showing 81-90 of 128 results

[First](#)
[Previous](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[11](#)
[12](#)
[13](#)
[Next](#)
[Last](#)

SSN ↕	Name ↕	Year	Institution	Term	Program	Status	Setup Date	Balance	Initial Debt		
		2014-2015		Winter	SNG	In Repayment	05/21/2015	3623	3623	<a href="#">Edit</a>	<a href="#">+ Add</a>
		2014-2015		Winter	SNG	In Repayment	05/19/2015	1623	3623	<a href="#">Edit</a>	<a href="#">+ Add</a>
		2014-2015		Winter	SNG	Paid In Full	09/15/2015	0	397.67		<a href="#">+ Add</a>
		2014-2015		Spring	SNG	Uncollectable	07/06/2015	240.24	240.24		<a href="#">+ Add</a>
		2014-2015		Fall	SNG	Sent to Collection Agency	02/20/2015	3623	3623	<a href="#">Edit</a>	<a href="#">+ Add</a>

## Receivable Status-continued

- University Accounting Service(UAS)
  - Status: In Repayment
    - 844-870-8701 [www.uasconnect.com](http://www.uasconnect.com)
- Financial Asset Management Systems(FAMS)
  - Status: Uncollectable and Sent to Collection Agency
    - 877-859-3306 [www.famspayonline.net](http://www.famspayonline.net)
- WSAC Repayments
  - Please contact with inquiries about account status
    - 888-535-0747 option 4 or [repayment@wsac.wa.gov](mailto:repayment@wsac.wa.gov)

# SFA Program Manuals and Training



info@wsac.wa.gov | (360) 753-7800  
917 Lakeridge Way SW | Olympia, WA 98502



- ABOUT US ▾
- MEETINGS ▾
- POLICY ▾
- FINANCIAL AID ▾
- ADMINISTRATION ▾
- OUTREACH & READINESS ▾
- MEDIA & PUBLICATIONS ▾

home » administration » resources for financial assistance administrators

## RESOURCES FOR FINANCIAL ASSISTANCE ADMINISTRATORS

### SFA PARTNER

The SFA Partner is a quarterly update on WSAC programs, designed to support the work of Washington's financial aid administrators.

#### April 2017 Issue

- Upcoming May SFA Workshops
- Additional Important Dates to Remember
- Supplemental SNG Allocations for 2016-17
- Identifying and Reviewing Conflicting Information for State Aid Eligibility
- Summer 2017 Guidance for Awarding of CBS and SNG
- SNG and Passport to College Self-Help Calculation for 2017-18
- Successful SNG and CBS Training Webinars for Financial Aid Administrators
- Passport to College Seminar on May 10 - 11, 2017
- Reminder – Grant Repayments, Billing and Collections Servicer
- Now Available: WASFA Application Guide
- State Work Study Information
- Changes to "SFA Resources" Page on WSAC Website
- Providing Feedback to SFA
- To Subscribe or Unsubscribe

Program Manuals are available here. Important to read and review regularly!

Program Training is available here!

#### CONTACT INFORMATION

Becky Thompson  
Director for Student Financial Assistance  
[finaid@wsac.wa.gov](mailto:finaid@wsac.wa.gov)

To contact program staff:  
[Student Financial Assistance staff list](#)

#### RESOURCES

##### Program Manuals

- [Passport to College Scholarship \(2016-17\) \(2015-16\)](#)
- [State Need Grant & College Bound Scholarship Program \(2016-17\) \(2015-16\)](#)
  - [MFI Chart for SNG and CBS Awarding \(2017-18\)](#)
  - [CSV Sample file for CSAW Interim Reports \(2016-17\) \(2015-16\)](#)
- [State Work Study \(2016-17\) \(2015-16\)](#)
- [Student Teaching Grant Program \(2016-17\)](#)

##### Program Training

New Aid Administrator Training Webinars: SNG, CBS, and Passport

- [Day 1 \(Video - 90 minute\)\(PowerPoint PDF\)](#)
- [Day 2 \(Video - 90 minute\)\(PowerPoint PDF\)](#)

##### Additional Resources

- [Unit Record Report](#)

# Contact Information

Questions/Subject	Email us at
Financial Aid Administrators – SNG Questions	sng@wsac.wa.gov
Repayments	repayment@wsac.wa.gov
Students – State Financial Aid Questions	finaid@wsac.wa.gov
Unit Record Report	unitrecord@wsac.wa.gov
WASFA Help	wasfa@wsac.wa.gov

Online	On Facebook	On Twitter
<a href="http://www.wsac.wa.gov">www.wsac.wa.gov</a>	<a href="http://www.facebook.com/WSACouncil">www.facebook.com/WSACouncil</a>	@WSACouncil
<a href="http://www.readysetgrad.org">www.readysetgrad.org</a>	<a href="http://www.facebook.com/ReadySetGrad">www.facebook.com/ReadySetGrad</a>	@Ready_Set_Grad
<a href="http://www.theWashBoard.org">www.theWashBoard.org</a>	<a href="http://www.facebook.com/pg/thewashboardorg">www.facebook.com/pg/thewashboardorg</a>	

A photograph of a brick building with a picnic table in the foreground, overlaid with text. The building is a three-story brick structure with several windows. In the foreground, there is a white picnic table on a green lawn. To the left, there is a sidewalk and a black lamppost. The text "Questions?" is written in a dark blue, serif font on the left side of the image. The text "Thank you for joining us!" is written in a large, orange, serif font across the bottom right of the image.

Questions?

Thank you for joining us!