

9.2 College Bound Scholarship - Outbound Process

Purpose: Use this document as a reference on how to perform the outbound processes to collect eligibility data for college bound scholarship-eligible students using ctcLink.


Audience: Financial Aid Staff.

 You must have at least one of these local college managed security roles:

- ZZ FA College Bound Scholarship

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

CBS Outbound Process

 Pulls all SSN's for students that are eligible for Washington College Grant and creates a file to upload to the WSAC cruncher to collect CBS eligibility data.

Navigation: NavBar > Navigator > Financial Aid > CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Outbound Process

1. The College Bound Outbound Process search page displays.
2. Enter a new or existing **Run Control ID**.
3. Select **Search**.
4. The CBS Outbound Process page displays.
5. Enter **Academic Institution**.
6. Enter **Aid Year** - use the aid year in which you are currently processing. In this example, 2018 is used.
7. Select **Run**.

CBS Outbound Process

Run Control ID CBS_OUTBOUND_JM
Report Manager
Process Monitor

Run

Request Parameter(s)

*Academic Institution:

WA171

 Spokane CC

*Aid Year:

2018

Save

Notify

Add

Update/Display

8. The Process Scheduler Request page displays.
9. Ensure the checkbox is selected in the **Process List** section.
10. Select the **OK** button.

Process Scheduler Request

User ID 201253052
Run Control ID CBS_OUTBOUND_JM

Server Name
Recurrence
Time Zone

Run Date

12/10/2018

Run Time

9:58:51AM

Reset to Current Date/Time

Process List

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

OK

Cancel

11. The CBS Outbound Process page displays.
12. Make note of the Process Instance number created during previous step.
13. Select the **Process Monitor** link.

CBS Outbound Process

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

Process Instance: 21356524

Request Parameter(s)

*Academic Institution: Spokane CC

*Aid Year: 2017-2018 Financial Aid Year

Save Notify
Add Update/Display

14. The Process List tab displays.
15. On the Process List tab, select the **Refresh** button until the **Run Status** for the assigned **Process Instance** is "Success" and the **Distribution Status** is "Posted".
16. Select the '**Details**' link.

Process List Server List

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

| Process List | | | | | | | | Personalize Find View All | | First | 1 of 1 | Last |
|--------------------------|----------|------|--------------------|--------------|-----------|--------------------------|------------|-------------------------------|---------|-------|--------|------|
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | |
| <input type="checkbox"/> | 21356524 | | Application Engine | CTC_CBS_OUT | 201253052 | 12/10/2018 9:58:51AM PST | Success | Posted | Details | | | |

Go back to College Bound Outbound Process

Save Notify

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

17. The Process Detail page displays.
18. Select the '**View Log/Trace**' link.

Process Detail

| Process | |
|--------------------|--|
| Instance 21356524 | Type Application Engine |
| Name CTC_CBS_OUT | Description I-067 CBS Outbound Process |
| Run Status Success | Distribution Status Posted |

| Run | Update Process |
|--------------------------------|---|
| Run Control ID CBS_OUTBOUND_JM | <input type="radio"/> Hold Request |
| Location Server | <input type="radio"/> Queue Request |
| Server PSUNIX | <input type="radio"/> Cancel Request |
| Recurrence | <input checked="" type="radio"/> Delete Request |
| | <input type="radio"/> Re-send Content |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|--|--|
| Request Created On 12/10/2018 10:01:08AM PST | Parameters Transfer |
| Run Anytime After 12/10/2018 9:58:51AM PST | Message Log View Locks |
| Began Process At 12/10/2018 10:01:30AM PST | Batch Timings |
| Ended Process At 12/10/2018 10:01:45AM PST | View Log/Trace |

OK Cancel

19. The **View Log/Trace** page displays.
20. Select the **CBSOutbound_2018.txt** link.

View Log/Trace

| Report | |
|--------------------|---|
| Report ID 904519 | Process Instance 21356524 Message Log |
| Name CTC_CBS_OUT | Process Type Application Engine |
| Run Status Success | |

I-067 CBS Outbound Process

| Distribution Details | |
|-------------------------|----------------------------|
| Distribution Node local | Expiration Date 01/09/2019 |


| File List | | |
|--------------------------------------|-------------------|----------------------------------|
| Name | File Size (bytes) | Datetime Created |
| CBS_OutBound_Log_21356524.log | 963 | 12/10/2018 10:01:45.041119AM PST |
| AE_CTC_CBS_OUT_21356524.log | 203 | 12/10/2018 10:01:45.041119AM PST |
| CBSOutbound_2018.txt | 68,010 | 12/10/2018 10:01:45.041119AM PST |

| Distribute To | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | 201253052 |

Return

21. A list of Social Security numbers will appear.
22. Copy and paste list into Notepad or Word and save as a .txt file.
23. Save the newly created file to your computer.

24. It is now ready to upload WSAC CSAW cruncher process.

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

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

25. Process complete.