WSAC Portal
Reconciliation Tools in the Portal
Reconciliation Tools in the Portal

• Institutions are required to enter Washington College Grant (WCG), College Bound Scholars (CBS) and Passport To Careers (PTC) awards into the Portal.
  ▪ Important to have accurate and timely information
  ▪ Performs eligibility checks on student data and awards.

• Data used for program evaluation, to forecast funding costs, and to inform the legislature of program progress.

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

- This page is full of resources for you!
- Located in Portal: Home → CSAW → Reports
Reports

• Available reports
  ▪ Dual-Enrolled
  ▪ Students with only unserved awards
  ▪ Awards pending payment
  ▪ All payments for program
  ▪ Awards that have been cancelled
  ▪ Awards that have been fully reimbursed
  ▪ Awards with adjustments
  ▪ Students in Institution to Bill (CSAW-Transmittal)
Reports

Dual Enrolled Report

- Displays all students in your institution that are attending another institution for the same term.

Clicking on student name will open the student record

Delete award
Students With Only Unserved Awards

- Displays all students in your institution that have at least one unserved WCG award and/or do not have any served WCG awards for the selected year.

  ▪ Detailed information on determining if a student is unserved is available in the “Interim Reporting” training webinar.
Reports

Awards Pending Payments

- Displays all awards for your institution that are pending either a negative or positive payment.

Clicking on student name will open the student record.

Shows both positive and negative awards.
Reports

All Payments For Program

• Displays all payments for your institution for the given program.
# Reports

## Awards That Have Been Cancelled

- Displays all awards for your institution that have been cancelled after being paid.

### Awards that have been cancelled for 2019-2020

<table>
<thead>
<tr>
<th>Student SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Institution</th>
<th>Term</th>
<th>Enrollment</th>
<th>Program</th>
<th>Paid Amount</th>
<th>Pending Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>University of Washington</td>
<td>Fall</td>
<td>Full time</td>
<td>CBS</td>
<td>$166.00</td>
<td>-$166.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>University of Washington</td>
<td>Fall</td>
<td>Full time</td>
<td>CBS</td>
<td>$166.00</td>
<td>-$166.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>University of Washington</td>
<td>Fall</td>
<td>Full time</td>
<td>CBS</td>
<td>$166.00</td>
<td>-$166.00</td>
</tr>
</tbody>
</table>

Clicking on student name will open the student record.

[Download all to CSV]
Reports

Awards That Have Been Fully Reimbursed

- Displays all awards for your institution that have been an award amount that equals the sum of all payment amounts.
- Awards that have been requested and paid.

Clicking on student name will open the student record.
Reports

Awards With Adjustments

- Displays all awards for your institution that have been modified. Students who have had changes to enrollment status, term type, or applied baccalaureate will also show up in this report.

<table>
<thead>
<tr>
<th>Student</th>
<th>Institution</th>
<th>Term</th>
<th>Enrollment</th>
<th>Wcc Award Amount</th>
<th>Cbs Award Amount</th>
<th>Pic Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University of WA</td>
<td></td>
<td>Not enrolled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of WA</td>
<td></td>
<td>3/4 time</td>
<td>$2,687.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,687.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University of WA</td>
<td></td>
<td>&lt; Half Time</td>
<td>$582.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$582.00</td>
<td>$350.00</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on student name will open the student record

Download all to csv

Showing 1-20 of 4755

Results per page 20

First | Previous | 1 | 2 | 3 | 4 | 5 | 6 | Next | Last

Washington Student Achievement Council
Reports

Receivable Transmittal

- Converting Institution to Bill to In Repayment
- Located in Portal: Home → CSAW → Transmittal → Status

![Receivable Transmittal Diagram]
Reports

Receivable Transmittal

• Edit/change all students or individual student
Questions?

WCG@wsac.wa.gov
1-888-535-0747 Opt 3

Thank you for joining us!