

Search for Student's Award Entry batches

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This guide will demonstrate how to search for Award Entry batches for a particular student.

1. Log in to [Campus Solutions](#).

Navigate to:

[Cal Components](#) > [Financial Aid](#) > [Award Entry](#) > [Search Awards For Student](#)

2. Enter the criteria (e.g. Student ID or name), then click the **Search** button.

Note: No data previous to Fall 2016 (Aid Year 2016-2017) will be available.

- If there is only 1 result search that student's data will appear.

If the search is broad and there are multiple matches, the search results will display below the search button.

Click anywhere on a line to see the results for that student.

The screenshot shows a search form with the following fields: Academic Institution (begins with UCB01), Aid Year (begins with 2017), Student ID (begins with), Last Name (begins with GRAD), and First Name (begins with G). Below the form are buttons for Search, Clear, Basic Search, and Save Search Criteria. The Search Results section shows a table with columns: Academic Institution, Aid Year, Student ID, Last Name, and First Name. Two results are shown: UCB01 2017 GRAD GEORGE and UCB01 2017 GRAD GINNY. The second row is highlighted with a red box.

Academic Institution	Aid Year	Student ID	Last Name	First Name
UCB01	2017		GRAD	GEORGE
UCB01	2017		GRAD	GINNY

- Note the 2 tabs **Summary** & **Details**. The default view is **Summary**, which shows:
 - Batch Number** (if there is more than 1 Item Type, the # will show more than once, e.g. 3372 below)
 - Award Batch Package** (aka "Name" of the batch)
 - Type** of award (*Departmental* or *Grad Division*)
 - Org Level 4** (aka Department). You will see all departments the student has batches on, except those entered by Grad Division (Department *OQFEL*)
 - Status** (*Pending, Posted, Reject, GradDiv Processed*)
 - Item Type**
 - Last Updated**

ID 3031 Ginny Grad
Aid Year 2017

Personalize | Find | First 1-13 of 13 Last

Summary Details

Batch Number	Award Batch Package	Fin Aid Type	Org Level 4	Status	Item Type	Posted	Last Update Date/Time
1 1447		GradDiv	IMMCB	GD Procssd	944100001780	Block Grant Award-MCB	08/15/16 3:13:00PM
2 1535		GradDiv	IMMCB	GD Procssd	944100001790	Block Grant Award-MCB	08/16/16 9:41:02AM
3 1535		GradDiv	IMMCB	GD Procssd	944100001800	Block Grant Award-MCB	08/16/16 9:41:02AM
4 1879		DeptAward	IMMCB	Posted	945100047020	Department Award	08/19/2016 08/19/16 11:48:03AM
5 1923		DeptAward	IMMCB	Posted	945100047030	Department Award	08/19/2016 08/19/16 3:59:53PM
6 1951		DeptAward	IMMCB	Posted	945100047040	Department Award	08/19/2016 08/19/16 4:19:07PM
7 1999		GradDiv	IMMCB	Posted	944100005730	Block Grant Award-MCB	08/23/2016 08/23/16 1:38:28PM
8 2000		GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	08/23/2016 08/23/16 9:47:20AM
9 2001		GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	08/23/2016 08/23/16 9:48:24AM
10 3372		GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	09/14/2016 09/14/16 3:23:33PM
11 3372		GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	09/14/2016 09/14/16 3:23:33PM
12 6518		DeptAward	IMMCB	Posted	945100047030	Department Award	12/19/2016 12/19/16 2:21:27PM
13 6520		DeptAward	IMMCB	Posted	945100047040	Department Award	12/19/2016 12/19/16 2:15:51PM

5. Clicking the **Details** tab shows:

Batch Number (if there is more than 1 Item Types, the # will show more than once, e.g. 3372 below)

Award Batch Package (aka “Name” of the batch)

Charge Priority (aka what the award will pay). See the Charge Priority [chart](#) for more information.

Disbursement Plan (e.g. *AE=Early, AY= Academic Year, ME= Monthly at End of month.*).

Split Code (when the award will disburse *Fall only, Fall & Spring or Spring only*).

Disbursed Total

Additional Info either Grad Div “Name” for Grad Div Awards or the chartstring for Departmental Awards.

ID 3031 Ginny Grad											
Aid Year 2017											
Personalize Find											
Summary		Details									
Batch Number	Award Batch Package	Charge Priority	Disb Plan	Split Code	Disbursed Total	Additional Info					
1	1447	F_REFUND	AY	FS	10,197.00	BG-MCB					
2	1535	F_TM_XNP	AE	AF	3,575.30	BG-MCB					
3	1535	F_NR_SUP	AE	AF	3,020.40	BG-MCB					
4	1879	F_REFUND	ME	ME	19,480.00	10000-57415-					
5	1923	F_TUIMAN	AY	FL	5,362.95	10000-57415-					
6	1951	F_NR_SUP	AY	FL	4,530.60	10000-57415-					
7	1999	F_REFUND	AY	FS	10,197.00	USAP					
8	2000	F_NR_SUP	AE	AF	3,020.40	USAP-NRT					
9	2001	F_TM_XNP	AE	AF	3,575.30	USAP					
10	3372	F_TM_XNP	AE	AF	5,648.30	USAP					
11	3372	F_NR_SUP	AE	AF	947.40	USAP-NRT					
12	6518	F_TUIMAN	AY	FS	14,190.20	10000-57415-					
13	6520	F_NR_SUP	AY	FS	12,081.60	10000-					

Click the “Show All Columns” icon to see all the information from the **Summary** & **Details** tabs combined. To return to the separate tabs, click the “Show Tabs” icon .

Batch Number	Award Batch Package	Fin Aid Type	Org Level 4	Status	Item Type	Posted	Last Update Date/Time	Charge Priority	Disb Plan	Split Code	Disbursed Total	Additional Info
1	1447	GradDiv	IMMCB	GD Proccsd	944100001780	Block Grant Award-MCB	08/15/16 3:13:00PM	F_REFUND	AY	FS	10,197.00	BG-MCB
2	1535	GradDiv	IMMCB	GD Proccsd	944100001790	Block Grant Award-MCB	08/16/16 6:41:02AM	F_TM_XNP	AE	AF	3,575.30	BG-MCB
3	1535	GradDiv	IMMCB	GD Proccsd	944100001800	Block Grant Award-MCB	08/16/16 6:41:02AM	F_NR_SUP	AE	AF	3,020.40	BG-MCB
4	1879	DeptAward	IMMCB	Posted	945100047020	Department Award	08/19/2016 08/19/16 11:48:03AM	F_REFUND	ME	ME	19,480.00	10000-57415-
5	1923	DeptAward	IMMCB	Posted	945100047030	Department Award	08/19/2016 08/19/16 3:59:53PM	F_TUIMAN	AY	FL	5,362.95	10000-57415-
6	1951	DeptAward	IMMCB	Posted	945100047040	Department Award	08/19/2016 08/19/16 4:19:07PM	F_NR_SUP	AY	FL	4,530.60	10000-57415-
7	1999	GradDiv	IMMCB	Posted	944100005730	Block Grant Award-MCB	08/23/2016 08/23/16 1:38:28PM	F_REFUND	AY	FS	10,197.00	USAP
8	2000	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	08/23/2016 08/23/16 9:47:20AM	F_NR_SUP	AE	AF	3,020.40	USAP-NRT
9	2001	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	08/23/2016 08/23/16 9:48:24AM	F_TM_XNP	AE	AF	3,575.30	USAP
10	3372	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	09/14/2016 09/14/16 3:23:33PM	F_TM_XNP	AE	AF	5,648.30	USAP
11	3372	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	09/14/2016 09/14/16 3:23:33PM	F_NR_SUP	AE	AF	947.40	USAP-NRT
12	6518	DeptAward	IMMCB	Posted	945100047030	Department Award	12/19/2016 12/19/16 2:21:27PM	F_TUIMAN	AY	FS	14,190.20	10000-57415-
13	6520	DeptAward	IMMCB	Posted	945100047040	Department Award	12/19/2016 12/19/16 2:15:51PM	F_NR_SUP	AY	FS	12,081.60	10000-57415-

6. When finished, click the **Return to Search** button at the bottom; use the top menu to navigate or **Sign Out**.

Return to Search

Support

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support) or Email: sishelp@berkeley.edu
- For more information review the Award Entry job aids at <http://sis.berkeley.edu/training/financial-aid-resources>