

Department Award Entry

Path: Cal Components > Financial Aid > Award Entry

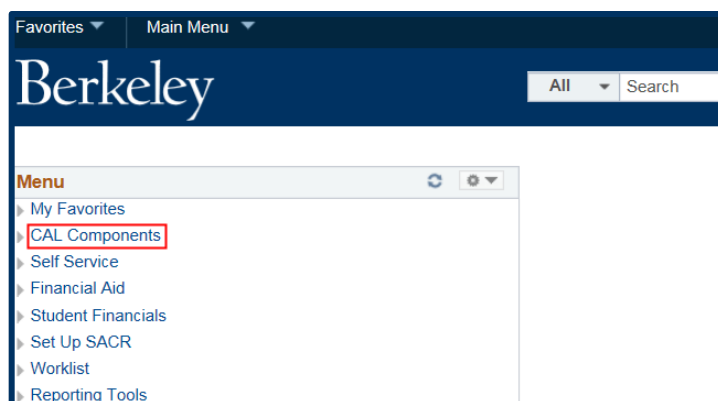
Department Awards allow departments to add a variety of awards to a student's financial aid package. This was previously done in *DSAS*, but will now be done in *Campus Solutions*.

Before beginning an award entry, make sure that you have set your system defaults. This is a once a year set up that is needed to make certain values fill in. For more information refer to the [SetUp SACR Defaults for Financial Aid](#).

This job aid will cover how a department can enter departmental award(s) to one or more students at a time (in batches). In this example, we will enter 2 Department awards to two of our department's students.

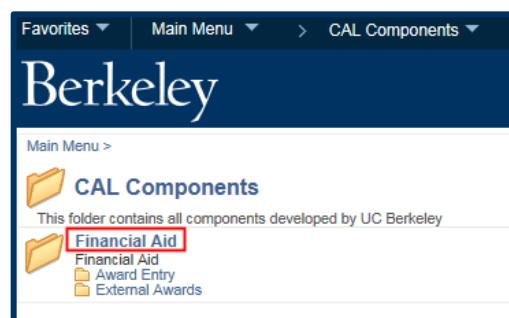
After logging into Campus Solutions, use either the top menu or the left hand menu.

Click the [Cal Components](#) link.



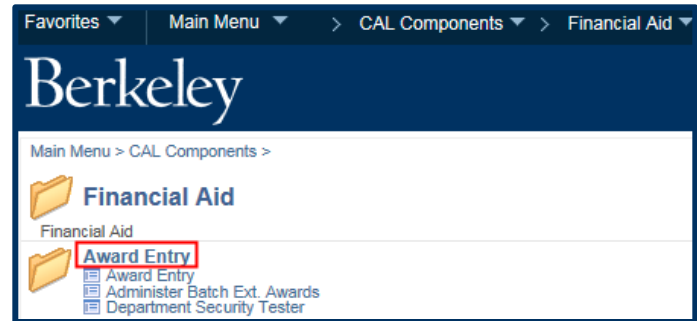
Click the [Financial Aid](#) link in the Cal Components folder.

NOTE: You can also click directly on the Award Entry folder from this view

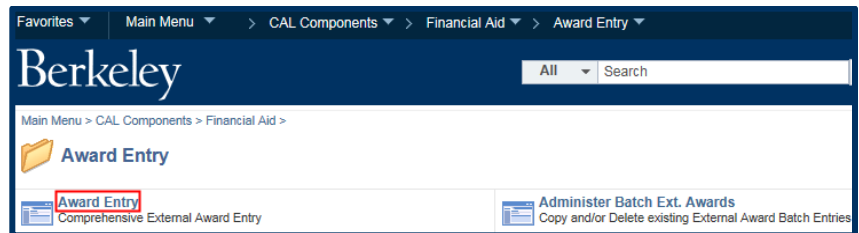


Click the **Award Entry** folder.

NOTE: From this view, you could also click directly on the Award Entry link.



In the **Award Entry** folder, click the Award Entry link.

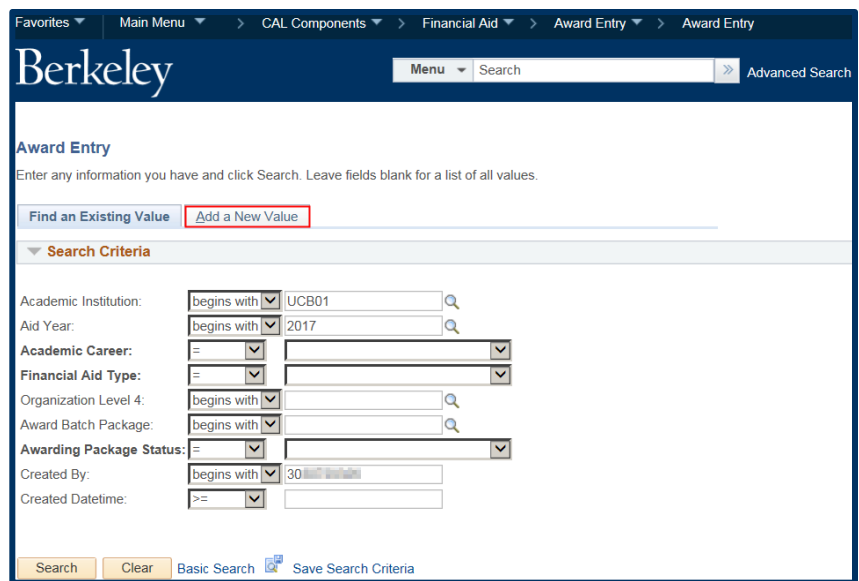


The **Award Entry** page displays.

Note: If you will enter awards regularly, consider clicking the **Favorites** link and add this page.

The first page defaults to **Find an Existing Value**, where we could look up existing awards.

In this example, we want to add a new award, so we will click the **Add New Value** tab.



The [Add New Value](#) page displays. Because the system defaults have already been setup, the Aid Year has filled in for us, otherwise we would need to add that.

Now we will need to specify some information about the award(s) we are about to enter.

Select the [Academic Career](#) (*Graduate, Undergraduate, or Law*) of the student(s) who you will be making awards to.

NOTE: You can not combine students in different Careers (e.g. Ugrad & Grad) in the same entry (batch).


In this case we will select *Graduate* from the drop-down list.

We have to specify if this is a [Graduate Division Award](#) (e.g Block Grant or Departmentally Restricted, formerly done through GLOW) or [Department Award](#) (formerly done through DSAS).

Note: Depending on your access you may only have one of the choices in your menu.

In this example, we will select [Department Awards](#).

Next, we'll need to select which department we are doing awards for.

Click the **Lookup Icon**  to the right of the **Organization Level 4** field. The choices in the lookup will depend on your security. Some people will have access to only one department, some may have a couple of options.

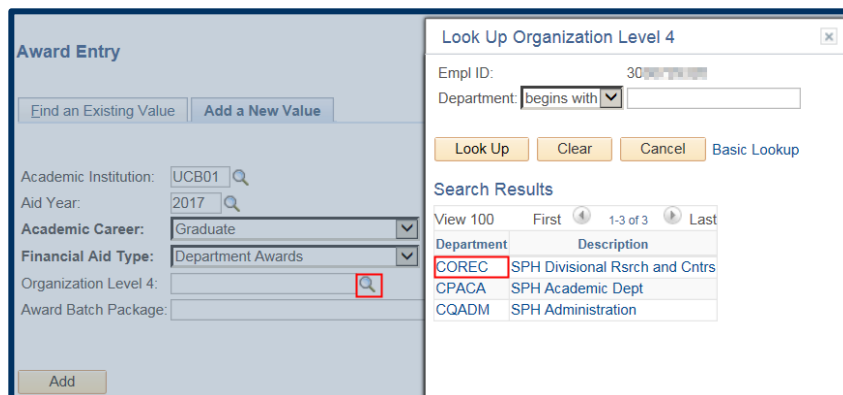
In this example, we will click on the department (**COREC**) we wish to award for.

Now we will name this "batch" something that makes sense to anyone in our department searching for or viewing this information.

For example, if we were preparing some stipends for a professor's students, we could name the batch "Prof Lee stipends".


If multiple people in the department prepare awards, you may want to discuss a naming convention (for example, always adding initials to the end of a batch name to clarify who entered it).


In this example, we will enter the title of "SPH deptaward july16 XX" into the **Award Batch Package** field.



Award Entry


Find an Existing Value | Add a New Value

Academic Institution: UCB01 

Aid Year: 2017 

Academic Career: Graduate

Financial Aid Type: Department Awards

Organization Level 4: 

Award Batch Package:

Add

Look Up Organization Level 4

Empl ID: 3000000000

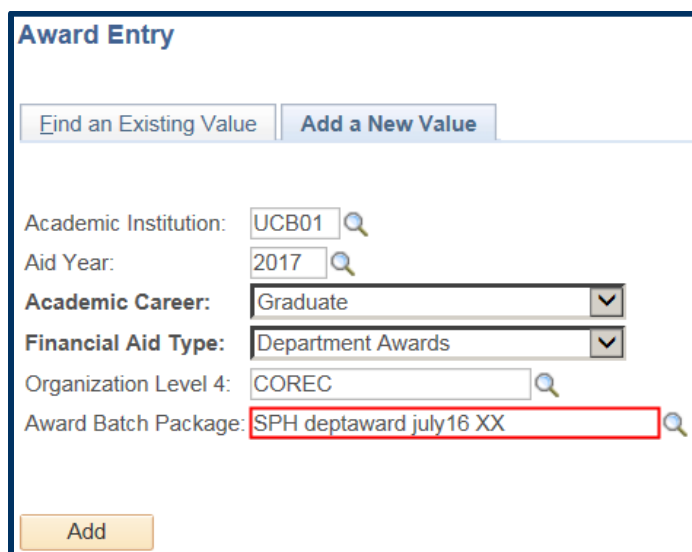
Department: begins with

Look Up | Clear | Cancel Basic Lookup

Search Results


View 100 First 1-3 of 3 Last


Department	Description
COREC	SPH Divisional Rsrch and Cntrs
CPACA	SPH Academic Dept
CQADM	SPH Administration



Award Entry


Find an Existing Value | Add a New Value


Academic Institution: UCB01 

Aid Year: 2017 

Academic Career: Graduate

Financial Aid Type: Department Awards

Organization Level 4: COREC 

Award Batch Package: SPH deptaward july16 XX 

Add

When all the required fields are filled in, click the **Add** button.

Award Entry

Academic Institution:

Aid Year:

Academic Career:

Financial Aid Type:

Organization Level 4:

Award Batch Package:

The **Award Entry** page displays. The top of the page shows summary information of the criteria entered earlier (Departmental Award, Aid Year, Career, etc.) The **Status** will always start as *Pending*.

Use the link to add **Comments** if you need to add a message to the approver.

The **Batch Number** and **Created By** fields will fill in once we click **Save**.

We'll come back and select the **Approver** after we fill out the rest of the page.

Batch Number
Department Awards

Institution UC Berkeley
Aid Year Federal Aid Year 2016-2017
Career Graduate

Org Level 4 SPH Divisional Rsrch and Cntrs
Award Batch SPH DEPTAWARD JULY16 XX

Status Pending
Comments
Created By

Approver
Post

Select All
Deselect All
Delete
Add

Awards
Personalize
Find
View All
First
1 of 1
Last

	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1		Description		Active				

Select All
Deselect All
Delete
Add

Student Search
Personalize
Find
View All
First
1 of 1
Last

	Student ID	Name	Award Summary
<input type="checkbox"/>	1	Name	

Apply Disbursements
Delete All

Replace Disbursements using first row values
Personalize
Find
View All
First
1 of 1
Last

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1					

ID	Date	Amount
1		0.00

Adding the Awards

The **Awards** section is where we'll enter the source of the funding and payment options (represented by the **Item Type**) and the total **Amount** to be given to each student.

Awards									
Personalize Find View All First 1 of 1 Last									
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1		Description		Active	0.00			

If you know which Item Type(s) you will be using, you can enter that directly in the **Item Type** field.

An Item Type is a 12 digit number that combines the funding source (chartstring) with a charge priority (what can be paid). **Note:** All Departmental award Item Types begin with "945"

The easiest way to find the relevant Item Type is to click the **Lookup Icon** under **Advance Search**.

The **Item Type Search** page will display.

Awards									
Item Type		Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1	<input type="text" value="Q"/>	Description		Active				

Item Type Search

ItemType Status

Active

Item Type

begins with

Item From

>=

Item To

<=

Description

begins with

Short Desc

begins with

Key Word 1

Key Word 2

Key Word 3

Charge Priority

Refundable Indicator

Enrollment Required?

☒

Summer Award?

☐

Account

Fund Code

Department

Chartfield 1

Chartfield 2

Create New Item


Search

Return

Select an Item Type and then choose Return

Item Type	Description	Additional Info	Charge Priority	Chartfield 1	Chartfield 2
<input type="radio"/>	1 Item Type				

It is recommended to search by **Charge Priority** to narrow your search. A Charge Priority indicates what will be paid for.

We've clicked the Charge Priority Lookup icon  to see our options.

Please refer to the [Charge Priority reference guide](#) for a list of the **Charge Priorities** and definitions of what they will pay. It is recommended to use a broader Charge Priority (**F_TUIMAN**) than a restricted Charge Priority (**F_NR_SUP**) that will only pay 1 fee.

In this example we want this money to pay all fees, including any outstanding balances, so we'll click on **F_ALL_N**.

The most common search will be by chartstring values (e.g. Fund, Dept, Chartfield or some combination of these).

In this example we will enter a **Fund** and a **DeptID**.

Item Type Search

Item Type Status: Active

Item Type: begins with

Item From: >=

Item To: <=


Description: begins with

Short Desc: begins with

Key Word 1:

Key Word 2:

Key Word 3:

Charge Priority: 

Refundable Indicator: ☒ Enrollment Required? ☐ Summer Award?

Account:

Fund Code:

Department:

Chartfield 1:

Look Up Charge Priority

SetID: UCB01

Charge Priority List: begins with


Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-14 of 14 Last


Charge Priority List	Description
F_ALL_N	Pay All - No TIV Permission
F_ALL_T4	Pay all subj to TIV perm
F_HOUSNG	Housing Only
F_LN_N	Loan pay all no perm required
F_LN_T4	Loan pay all subj to TIV perm
F_NONRES	Non-Resident Fees Only
F_NR_SUP	Non Res Supp Tuition Only
F_REFUND	Refunds/Stipends Only
F_SHIP	Health Insurance (SHIP) Only
F_SSRV	Tuition and Student Svcs Only
F_TM_XNP	Tuition-Mandatory Fees Only
F_TM_XPD	Tuition & Mand Fees Excl PDST
F_TUIMAN	Tuition & Mandatory Fees


Charge Priority: F_ALL_N 

Refundable Indicator: ☐

☒ Enrollment Required? ☐ Summer Award?

Account:

Fund Code: 81605 

Department: 14015 

Chartfield 1:

Chartfield 2:

Search

Now that we've entered our search criteria (chartstring information, Charge Priority), we will click the [Search](#) button to see if any Item Types match.

Item Type Search

Item Type Status

Active

Item Type

begins with

Item From

>=

Item To

<=

Description

begins with

Short Desc

begins with

Key Word 1

Key Word 2

Key Word 3

Charge Priority

F_ALL_N

Refundable Indicator

☒ Enrollment Required?
 ☐ Summer Award?

Account

Fund Code

81605

Department

14015

Chartfield 1

Chartfield 2

Search

Depending on how broad or narrow the search criteria, we may see several results or even none at all.

In this example we have 5 results that match our search.

To narrow the results, we could return to the search fields and add more information (Fund, Dept and/or Chartfield1) and click [Search](#) again.

We could also click on the Item Type number to review the details (but this is not recommended unless you are familiar with Item Types).

If we had no results we might have needed to create a New Item Type by clicking the [Create New Item](#) button. For more information, please see the job aid *Create a Financial Aid Item Type*. Note that the creation of a new Item Type requires a separate approval step, so try to use an existing Item Type if possible.

Item Type	Description	Additional Info	Charge Priority	Chartfield 1	Chartfield 2
1	945100020520 Department Award	School of Public Health	F_ALL_N	CPADTR	CPB77
2	945100027990 Department Award	School of Public Health	F_ALL_N	CPERGO	CPB77
3	945100028190 Department Award	School of Public Health	F_ALL_N	CPOEPI	CPB77
4	945100028210 Department Award	School of Public Health	F_ALL_N	CPOEPI	CPB77
5	945100032470 Department Award	School of Public Health	F_ALL_N	CPIHST	CPB77

Item Type	Description	Additional Info	Charge Priority
1	Item Type		

In this example, we have determined (by looking at the Chartfield 1 and 2 information) that Result#5 is the one we want.

We will click the radio button to select that **Item Type** and then click the **Return** button to go back to the Award Entry page and continue adding the Award.

Item Type	Description	Additional Info	Charge Priority	Chartfield 1	Chartfield 2
1 945100020520	Department Award	School of Public Health	F_ALL_N	CPADTR	CPB77
2 945100027990	Department Award	School of Public Health	F_ALL_N	CPEPGR	CPB77
3 945100028190	Department Award	School of Public Health	F_ALL_N	CPOEPI	CPB77
4 945100028210	Department Award	School of Public Health	F_ALL_N	CPOEPI	CPB77
5 945100032470	Department Award	School of Public Health	F_ALL_N	CPIHST	CPB77

Note: If you click the **Item Number** you'll be in the Item Type details page and you'll need to click **Cancel**, then come back to this page.

Back on the **Award Entry** page, the **Item Type** number will display, along with the award name a student will see in CalCentral and the department. (e.g. *Department Award-School of Public Health*) and it will confirm the **Charge Priority** (what will pay) for the **Amount** awarded.

The default **Disbursement Plan** and **Split Code** will also display. (We'll see more about those below when we're applying these awards to students.)

Now we enter the total amount each student should get.

Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
1 945100032470	Q	Department Award	School of Public Health	Active	10000.00	Pay All - No TIV Permission	Fall and Spring	Fall Spring

In this example, we'd like both of our students to each get \$10,000 (\$5,000 per semester).

To add another award click the **Add** link.

A new line appears. We can keep adding more awards as long as they are also Departmental Awards and will apply to all the students we will add below.

Note: the order we add awards does not matter, the system will determine what funds are applied to the student's account by looking at the Charge Priority.

In this example, we would like to pay just the NRST payment from a different funding source. We have used the Lookup icon under **Advance Search** to find a 2nd **Item Type** that has the desired chartstring and NRST charge priority combination. We have also entered in the **Amount** we would like paid per student.


We could continue to add more Awards by clicking the **Add** link.

It is recommended to add all the awards to be processed in this batch before proceeding to add the students.

Select All	Deselect All	Delete	Add	Personalize Find View All First 1-2 of 2 Last							
Awards											
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code		
<input type="checkbox"/>	1 945100032470		Department Award	School of Public Health	Active	10000.00	Pay All - No TV Permission	Fall and Spring	Fall Spring		
<input type="checkbox"/>	2		Description		Active						

Select All		Deselect All		Delete		Add						
▼ Awards		Personalize Find View All							First 1-2 of 2 Last			
<input type="checkbox"/>	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code			
<input type="checkbox"/>	1 945100032470		Department Award	School of Public Health	Active	10000.00	Pay All - No TV Permission	Fall and Spring	Fall Spring			
<input type="checkbox"/>	2 945100039290		Department Award	School of Public Health	Active	7551.00	Non-Resident Fees Only	Fall and Spring	Fall Spring			

Adding Students

We will add the student IDs in the **Students** section below. If we did not have the SIDs, click the **Lookup** icon  to search for students by First and Last Names.





Remember to be careful to select the correct student, as there can be multiple people with the same name.

NOTE: Continuing students will still have the same 8 digit student ids, however new students in Fall 2016 will have a 10 digit student id#s starting with "30".

We have added the first student.

You can click on a student's name to see their billing summary (aka **Customer Accounts**) or click on the **Award Summary** grid to see their Financial Aid Award Summary.

Note: You can also see this information if you have the ability to "View As" a student in *CalCentral*.

Select All	Deselect All	Delete	Add	Student Search		
▼ Students		Personalize	Find	View All	 	First 1 of 1 Last
	Student ID	Name		Award Summary		
<input type="checkbox"/>	1 <input type="text" value=""/>					

Select All	Deselect All	Delete	Add	Student Search		
▼ Students		Personalize	Find	View All	 	First 1 of 1 Last
	Student ID	Name		Award Summary		
<input type="checkbox"/>	1 30000000	Gary GradStudent				

Customer Accounts:

The **Customer Accounts** page opens up in another browser window. Click the **Account Details** link to see the detail of the student's charged. You may need to click the **View All** link on the Details page to see all the information.

Close the browser window when you are finished reviewing this information.

Financial Aid Award Summary detail page:

The Award Summary page opens up (not as a separate window).

This will display all planned aid for the year. Click on the **Award Term Summary** tab to see a breakdown by semester.

To return to the **Award Entry** page, make sure to click the **Cancel** button at the bottom of the page.

Warning: If you use the browser back button or the menus, you may lose all the work you have done so far.

Back on the **Award Entry** page we can add other students to whom these awards apply.

Click the **Add** link to add another student. When the new line appears, either type in the Student ID# or click the Lookup button find the student.

Customer Accounts

Business Unit: UCB01
GradStudent, Gary ID: Academic Information

Total: 16,143.25 Anticipated Aid: 0.00

Find | View All | First | 1 of 1 | Last

Account Type	Account Number	Balance	Open Date	Status	
All Fees	ALLFEES001 - 2016 Fall	16,143.25 USD	06/14/2016	Active	Account Details

Go to: Detail Trans Item Summary Items by Term Items by Date Due Charges Payment Plans

Award Summary | Award Term Summary

Gary GradStudent ID: Institution: UCB01

Aid Year: 2017 Federal Aid Year 2016-2017

Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed
			0.00	0.00	0.00	0.00
TOTAL			0.00	0.00	0.00	0.00

Cancel

Select All Deselect All Delete Add Student Search

Personalize | Find | View All | First | 1-2 of 2 | Last









Students

	Student ID	Name	Award Summary
<input type="checkbox"/>	1	Gary GradStudent	
<input type="checkbox"/>	2	Name	

Our second student has been added. We can add as many students (in the same Career) that these awards apply to.

Note: to delete a student, click the checkbox next to their name and click the [Delete](#) link.

NOTE: At any point in this process if you need to save your work and exit this page, you could do so by clicking the [Save](#) button at the bottom of the page. Then when you return to the Award Entry page you'd use the [Find Existing Value](#) tab to find the pending award entry.

Select All		Deselect All	Delete	Add	Student Search	
▼						
Students		Personalize	Find	View All		
		First		1-2 of 2		Last
		Student ID	Name			Award Summary
<input type="checkbox"/>	1		Gary GradStudent			
<input type="checkbox"/>	2		Gabriella GradStudent			

Apply and Edit Awards to Students

In the **Disbursements** section below, click the **Apply Disbursements** link.

This will apply the amounts entered from the funding sources chosen to pay the charges listed to each of the students.

Warning: Wait to do this step after ALL the awards and ALL the students have been added, otherwise you may reset any edits made in this section.

Once you have clicked the **Apply Disbursements** link each award will display for each student.

The default **Disbursement Plan** that was setup for this Item Type is **AY = Academic Year** which will pay a standard fall/spring disbursement (e.g. one stipend per semester)

The default **Split Code** is **FS** meaning the payments are split between Fall and Spring.

Usually you may leave those defaults as they are, however they can be changed if needed.

If you need to change the **Disbursement Plan**, either type in the new value or click the **Lookup icon** to select a different disbursement plan.

Disbursement Plan	Description
AE	Early Fall and Spring
AY	Fall and Spring
MB	Monthly(10) - BEG-AcadYr
ME	Monthly(10) - END-AcadYr
MF	Monthly(2) - BEG-Summer
MH	Monthly(2) - END-Summer
MO	Monthly(9) - BEG-AcadYr
MP	Monthly(3) - BEG-Summer
MR	Monthly(10) - MID-AcadYr
MS	Monthly(2) - MID-Summer
S1	Summer Fiscal 1
S2	Summer Fiscal 2
SE	Early Summer

The most common **Disbursement Plans** are:

- **AE:** Early payment for tuition/fee awards
- **AY:** Standard Fall/Spring disbursement (e.g. 1 stipend per term)
- **MB:** 10 monthly payments, beginning of month
- **MR:** 10 monthly payments, middle of month
- **ME:** 10 monthly payments, end of month (on the 25th)

In this example, we will change the \$10,000 payment to both Gary and Gabriella to monthly payments that pay at the beginning of each month.

Apply Disbursements		Delete All	Replace Disbursements using first row values					
Disbursements				Personalize	Find	View All	First	1-4 of 4
Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount			
1 945100032470	Department Award	Gary GradStudent	MB		10000.00			
2 945100039290	Department Award	Gary GradStudent	AY	FS	7551.00			
3 945100032470	Department Award	Gabriella GradStudent	MB		10000.00			
4 945100039290	Department Award	Gabriella GradStudent	AY	FS	7551.00			



Once we enter a different disbursement plan the appropriate **Split Code** will also need to be entered. Split codes are conditional, meaning different ones may be used depending on which **Disbursement Plan** you have chosen.

Apply Disbursements

Delete All

Replace Disbursements using first row values













▼ Disbursements

Personalize | Find | View All |  | 

First

1-4 of 4

Last

Item Type	Student Award Description	Student ID		Disburse Plan	Split Code	Award Amount	
1 945100032470	<div>Department Award</div>	<div></div>	Gary GradStudent	MB 	MB 	10000.00	
2 945100039290	<div>Department Award</div>	<div></div>	Gary GradStudent	AY 	FS 	7551.00	
3 945100032470	<div>Department Award</div>	<div></div>	Gabriella GradStudent	MB 	MB 	10000.00	
4 945100039290	<div>Department Award</div>	<div></div>	Gabriella GradStudent	AY 	FS 	7551.00	


If you know the **Split Code**, enter it, otherwise click the **Lookup icon** to see the relevant Split Codes.

The most common **Split Codes** are:






- **FS:** Fall & Spring
- **FL:** Fall only
- **SP:** Spring only
- **MB, MR or ME:** Monthly, Fall & Spring (depending on the time of the month selected previously)
- **MF:** Monthly, Fall only
- **MS:** Monthly, Spring only

In this case we will choose **MB** so that our monthly payment pays for Fall and Spring.

Note: You can change the **Award Amount** in this Disbursements if they will differ for an individual student (e.g. change Gary's first line to \$8,000) from what was entered above.

To review the payment dates (they are not editable) or edit the specific amounts for each payment, click the red pencil icon  next to each student's award.

In this example, we'll review Gary's monthly payment first.

Apply Disbursements Delete All Replace Disbursements using first row values							Department Award Gary GradStudent		
Disbursements Personalize Find View All  First 1-4 of 4 Last							ID	Date	Amount
Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount				
1 945100032470	Department Award	Gary GradStudent	MB	MB	10000.00		1 01	08/01/2016	1000.00
2 945100039290	Department Award	Gary GradStudent	AY	FS	7551.00		2 02	09/01/2016	1000.00
3 945100032470	Department Award	Gabriella GradStudent	MB	MB	10000.00		3 03	10/01/2016	1000.00
4 945100039290	Department Award	Gabriella GradStudent	AY	FS	7551.00		4 04	11/01/2016	1000.00
							5 05	12/01/2016	1000.00
							6 06	01/01/2017	1000.00
							7 07	02/01/2017	1000.00
							8 08	03/01/2017	1000.00
							9 09	04/01/2017	1000.00
							10 10	05/01/2017	1000.00

The **Date** of scheduled disbursements will show.

If an award is entered after the first payment date, retroactive payments will pay as soon as they can.

The payment dates are not editable. The only way to change a payment date would be to pick a different disbursement plan (e.g. a monthly plan that paid at the end of each month).

The **Amount** for each disbursement also displays. Payment will be split evenly.

If there is some reason payments should vary, you can edit the amounts.

In this example, we will change the first payment to \$1,200 and the second payment to \$800. The amounts should still add up to the total amount awarded to the student.

We'll also look at Gabriella's NRST payment which is scheduled to pay twice, once each semester.

In this example, we will leave it as is and not make any changes.

Department Award Gary GradStudent

ID	Date	Amount
1 01	08/01/2016	1200.00
2 02	09/01/2016	800.00
3 03	10/01/2016	1000.00
4 04	11/01/2016	1000.00
5 05	12/01/2016	1000.00
6 06	01/01/2017	1000.00
7 07	02/01/2017	1000.00
8 08	03/01/2017	1000.00
9 09	04/01/2017	1000.00
10 10	05/01/2017	1000.00

Apply Disbursements		Delete All	Replace Disbursements using first row values		Department Award Gabriella GradStudent	
Disbursements		Personalize	Find	View All	First 1-4 of 4 Last	
Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount	
1 945100032470	Department Award	Gary GradStudent	MB	MB	10000.00	
2 945100039290	Department Award	Gary GradStudent	AY	FS	7551.00	
3 945100032470	Department Award	Gabriella GradStudent	MB	MB	10000.00	
4 945100039290	Department Award	Gabriella GradStudent	AY	FS	7551.00	

ID	Date	Amount
1 01	08/15/2016	3775.50
2 02	01/09/2017	3775.50

Adding the Approver and Submitting the Batch Entry

Once we have reviewed the planned disbursements and made any edits needed, we are ready to assign this batch to a departmental Approver. Scroll up to the top of the page to the Approver field.

Batch Number Department Awards

Institution UC Berkeley Aid Year Federal Aid Year 2016-2017 Career Graduate

Org Level 4 SPH Divisional Rsrch and Cntrs Award Batch SPH DEPTAWARD JULY16 XX

Status Pending Comments Created By

Approver

Select All Deselect All Delete Add

▼ Awards Personalize | Find | View All | First 1-2 of 2 Last

Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
1 945100032470	<input type="button" value="Q"/>	Department Award	School of Public Health	Active	10000.00	Pay All - No TIV Permission	Fall and Spring	Fall Spring
2 945100039290	<input type="button" value="Q"/>	Department Award	School of Public Health	Active	7551.00	Non-Resident Fees Only	Fall and Spring	Fall Spring

Select All Deselect All Delete Add Student Search

Personalize | Find | View All | First 1-2 of 2 Last

▼ Students

Student ID	Name	Award Summary
1	Gary GradStudent	<input type="button" value="Q"/>
2	Gabriella GradStudent	<input type="button" value="Q"/>

Apply Disbursements Delete All Replace Disbursements using first row values

▼ Disbursements Personalize | Find | View All | First 1-4 of 4 Last

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1 945100032470	Department Award	24093947 Gary GradStudent	MB <input type="button" value="Q"/>	MB <input type="button" value="Q"/>	10000.00
2 945100039290	Department Award	24093947 Gary GradStudent	AY <input type="button" value="Q"/>	FS <input type="button" value="Q"/>	7551.00
3 945100032470	Department Award	25952333 Gabriella GradStudent	MB <input type="button" value="Q"/>	MB <input type="button" value="Q"/>	10000.00
4 945100039290	Department Award	25952333 Gabriella GradStudent	AY <input type="button" value="Q"/>	FS <input type="button" value="Q"/>	7551.00

Department Award Gabriella GradStudent

ID	Date	Amount
1 01	08/15/2016	3775.50
2 02	01/09/2017	3775.50

Click the **Lookup Icon** to search for the Approver. The choices returned will be limited to your departmental Approver. Click the name of the appropriate approver.

The page now shows us the Campus Solutions ID# and the name of the Approver.

NOTE: Former UCB students will see their Student ID#, others will have a 10 digit id assigned to them by the system that starts with "30".

We will also see a message the approver has been notified (though technically they will only be notified once you Save).

Click **OK** to acknowledge the message.

Institution UC Berkeley Aid Year Federal Aid Year 2016-2017 Career Graduate

Org Level 4 SPH Divisional Rsrch and Cntrs Award Batch SPH DEPTAWARD JULY16 XX

Status Pending Comments Created By

Approver 30

Select All Deselect All Delete Add

▼ Awards

Item Type	Advance Search	Description
	<input type="button" value="Q"/>	

Message

Successfully notified the approver (26000,115)

We are now ready to save and submit this batch for review by our department's approver. We will scroll down to the bottom of the page and click the **Save** button.

The screenshot shows the 'Department Awards' system interface. At the top, there are fields for 'Batch Number', 'Institution' (UC Berkeley), 'Aid Year' (Federal Aid Year 2016-2017), 'Career' (Graduate), 'Org Level 4' (SPH Divisional Ranch and Cntrs), and 'Award Batch' (SPH DEPTAWARD JULY16 XX). Below these are 'Status' (Pending), 'Comments', 'Created By', and 'Approver' (30). There are buttons for 'Post', 'Select All', 'Deselect All', 'Delete', and 'Add'.

The 'Awards' section is expanded, showing a table with columns: Item Type, Advance Search, Description, Additional Info, Status, Amount, Charge Priority, Disburse Plan, and Split Code. It lists two awards: 1. 945100032470, Department Award, School of Public Health, Active, 10000.00, Pay All - No TV/Permission, Fall and Spring, Fall Spring; and 2. 945100039290, Department Award, School of Public Health, Active, 7551.00, Non-Resident Fees Only, Fall and Spring, Fall Spring.

Below the 'Awards' section is the 'Students' section, which is also expanded. It shows a table with columns: Student ID, Name, and Award Summary. It lists two students: 1. Gary GradStudent and 2. Gabriella GradStudent.

The 'Disbursements' section is expanded, showing a table with columns: Item Type, Student Award Description, Student ID, Disburse Plan, Split Code, and Award Amount. It lists four disbursements: 1. 945100032470, Department Award, Gary GradStudent, MB, MB, 10000.00; 2. 945100039290, Department Award, Gary GradStudent, AY, FS, 7551.00; 3. 945100032470, Department Award, Gabriella GradStudent, MB, MB, 10000.00; and 4. 945100039290, Department Award, Gabriella GradStudent, AY, FS, 7551.00.

At the bottom right, there is a 'Department Award' section for Gabriella GradStudent, showing a table with columns: ID, Date, and Amount. It lists two awards: 1. 01 08/15/2016, 3775.50; and 2. 02 01/09/2017, 3775.50.

At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.

Once we click the **Save** button, the Approver will receive an email notification that there is an award batch to review. We can still make edits up until the Approver takes an action on this batch.

The Approver will review and either *Approve* or *Reject* this entry. (Note: The Approver can't approve part of a batch, so for example, if there was an error with Gary's first award the entire batch would need to be rejected.).

Once approved, these awards would be part of an automated process that will update and show on the student's Awards page in Financial Aid and would show to the student in CalCentral as a planned disbursement.

If you are done assigning awards, use the menu to navigate to a new page or click **Sign Out**. When you are finished, make sure to exit the browser as well. Do not leave open browser windows unattended.

Support

For questions or assistance, please SIS support.:

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create_incident