

Approving Departmental Awards

Path: CAL Components > Financial Aid > Award Entry > Approve Batch Entry

One approver is assigned to any Departmental Award batch entry. This departmental approver reviews and approves or rejects award entries to authorize disbursements of departmental awards to students.

Note: Users with both roles (the ability to both enter and approve awards) will not be allowed to approve a batch they entered.

Approvers are notified via email when there are awards to review.

NOTE: Approvers will not be able to Approve an award batch if there is a new Item Type still waiting for approval.

Before beginning, make sure that you have set your system defaults. This is an annual set up, which speeds up entry by defaulting fields like Institution and Aid Year. For more information refer to [SetUp SACR Defaults for Financial Aid](#).

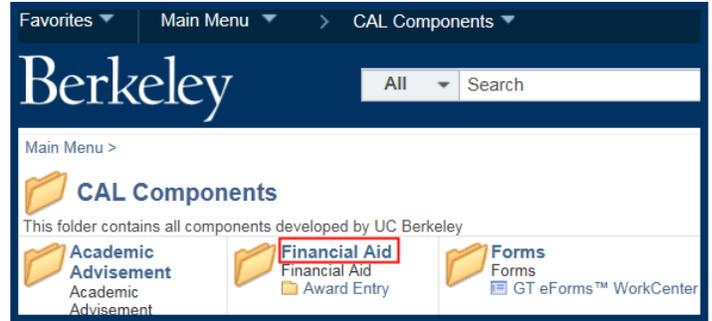
In this example, we will review and decide whether to approve or reject an award batch.

After logging into [Campus Solutions](#), navigate using either the top menu or the left hand menu.

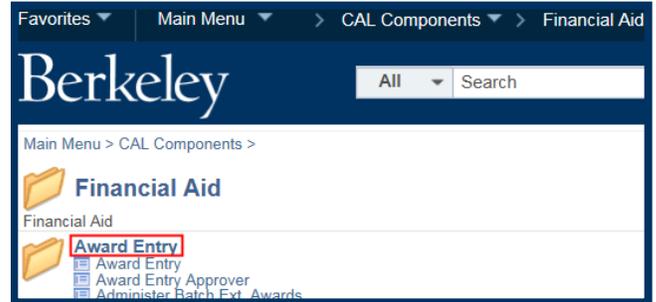
Click on CAL Components.



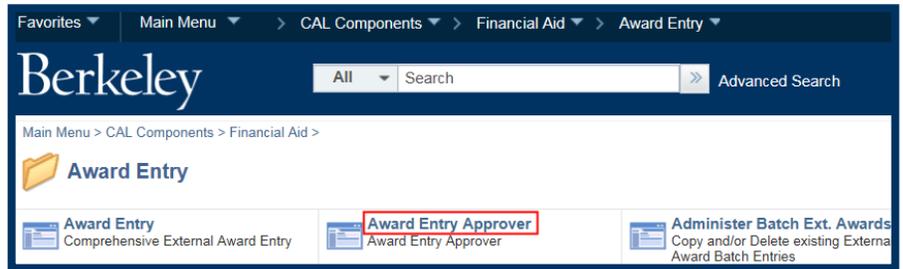
Click on the Financial Aid link in the CAL Components folder.



Click the Award Entry folder link.

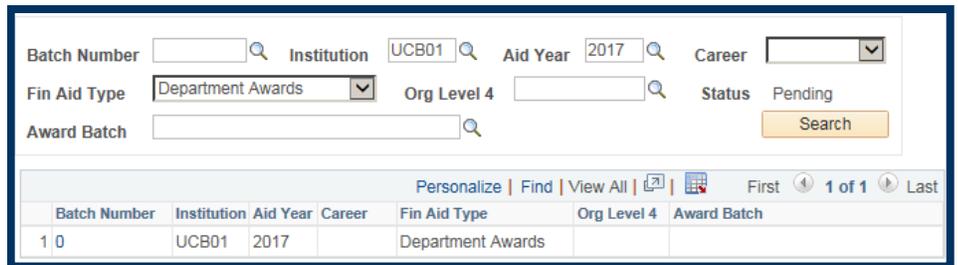


Then click the Award Entry Approver link.



The search page displays.

If you have set up your system defaults, the Institution and the Aid Year will default.



You can search by a variety of criteria. Career will always be a required value.

In this example, we will enter Career (Graduate) and Org Level 4 (a.k.a Department) (COREC).

Click the Search button.

This will show all Pending batches for Graduate Students for that department.

Depending on how broad or narrow your search, there may be many results, only one or even none.

In this example, our search has returned 4 results. In this example, we'll click on Batch Number 79 to review that batch.

Search criteria: Institution UCB01, Aid Year 2017, Career Graduate, Fin Aid Type Department Awards, Org Level 4 COREC, Status Pending. Search button highlighted.

Batch Number	Institution	Aid Year	Career	Fin Aid Type	Org Level 4	Award Batch
1 0	UCB01	2017		Department Awards		

Search results: 1-4 of 4 results. First result highlighted: Batch Number 79, Institution UCB01, Aid Year 2017, Career Graduate, Fin Aid Type Department Awards, Org Level 4 COREC, Award Batch SPH DEPTAWARD JULY16 XX.

Batch Number	Institution	Aid Year	Career	Fin Aid Type	Org Level 4	Award Batch
1 33	UCB01	2017	Graduate	Department Awards	COREC	TEST COREC 1
2 74	UCB01	2017	Graduate	Department Awards	COREC	TEST KT
3 75	UCB01	2017	Graduate	Department Awards	COREC	SPH BATCH KT JULY
4 79	UCB01	2017	Graduate	Department Awards	COREC	SPH DEPTAWARD JULY16 XX

We are now in the Batch Award Entry that our colleague entered.

The first thing we might want to check for is whether the Awarder left any comments. Click the Comments link.

Batch Number 79 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 [Redacted] 07/13/16 6:25PM

Approver 30 [Redacted] [Redacted] Post

Select All Deselect All Delete Add

Awards Personalize | Find | View All | [Print] [Grid] First 1-2 of 2 Last

	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 TIV 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

Select All Deselect All Delete Add Student Search

Students Personalize | Find | View All | [Print] [Grid] First 1-2 of 2 Last

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

Apply Disbursements Delete All Replace Disbursements using first row values

Disbursements Personalize | Find | View All | [Print] [Grid] First 1-4 of 4 Last

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount	
1 945100039290	Department Award	[Redacted]	Gary GradStudent	AY	FS	7551.00
2 945100032470	Department Award	[Redacted]	Gary GradStudent	MB	MB	10000.00
3 945100032470	Department Award	[Redacted]	Gabriella GradStudent	MB	MB	10000.00
4 945100039290	Department Award	[Redacted]	Gabriella GradStudent	AY	FS	7551.00

ID	Date	Amount
1		0.00

OK Cancel Apply

The Comments and History will appear. In this example, we can see a comment, as well as see a history of the edits made to this batch. When we have finished reviewing the comments, click the OK button to return to the previous page.

Date/Time	Name	Action
1 07/13/16 6:25:03.000000PM	Orange Animators	Batch awards Created
2 07/14/16 3:16:38.000000PM	Orange Animators	Batch award modified
3 07/14/16 4:41:55.000000PM	Orange Animators	Batch award modified

Back on the Batch Awards page, we are ready to review this batch.

Review the Award(s)

Our first review should be the Awards section.

Review the Awards listed (correct funding source? the right charge priority?). Is the Amount correct? (Check for typos.)

In this example, there are 2 awards. We will click the Description of the award to validate the funding source.

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 TIV 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

We are now in the details of the Item Type, click the **GL Interface** tab to see the chartstring information.

The **GL Interface** tab page shows the chartstring information.

Warning: The Fund & Dept are in different order than usual (Dept first, Fund second).

When you have finished reviewing the Item Type information, click the **Cancel** button at the bottom of the page to return to the Award batch.

In this example, we have performed a similar check on the 2nd award.

Next we'll check the Amounts to ensure they are correct. In this case, we have verified that the amounts are correct.

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 TIV 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	

Next we'll check the Charge Priority for each Award (which was determined by the Item Type that was chosen).

A Charge Priority indicates what charges incurred by the student will be paid for by this award. For more information and definitions, please see the [Charge Priority job aid](#).

In this example, we have verified these are correct. We want the Non-Resident Fees paid from one source and all other fees paid from another source.

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 TIV 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	

We will examine the Disbursement plans and Split Codes in more detail below when we look at the planned disbursements.

Review the Student(s)

Check that the correct students have been entered.

Optional: You have the ability to check a student's billing summary and a financial aid summary.

To view a student's billing summary (Customer Accounts) click their name.

To view a summary of a student's Financial Aid awards, click the grid icon in Award Summary.

Note: If you have the ability to "View As" in CalCentral, you could view this information there as well.

The **Customer Accounts** page will open as a second browser window.

Click **Account Details** to see more information such as specific fees and amounts.

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

Customer Accounts

Business Unit: UCB01
 GradStudent, Gary ID: Academic Information

Total: 16,143.25 Anticipated Aid: 0.00

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

Account Details

The [Account Details](#) page will show a breakdown of the fees being charged.

You may need to click the [View All](#) link to see all charges and payments.

Account Details

ID: ██████████ GradStudent, Gary Business Unit: UCB01

Account Number: ALLFEES001 - 2016 Fall Account Balance: 16,143.25

Debits: 16,143.25 Credits: 0.00 Applied: 0.00 Unapplied: 0.00

Find [View All](#) First 1-3 of 6 Last

Item	Term	Amount
Class	Installment ID	Last Activity Date
Berkeley Campus Fee	2016 Fall	06/14/2016
		525.25 Item Details
Class Pass Fee - Transit	2016 Fall	06/14/2016
		70.00 Item Details
Graduate Non-Res Supp Tuition	2016 Fall	06/14/2016
		7,551.00 Item Details

Close the second browser window to return to the Award Entry page.

We can click on the Award Summary grid to see Financial Aid Award summary for a student.

Students Personalize | Find | View All | [?] | [] First 1-2 of 2 Last

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

The [Award Summary](#) displays. (Not as a separate browser window, so make sure not to close this window.)

Award Summary Award Term Summary

██████████ GradStudent ID: ██████████

Aid Year: 2017 Federal Aid Year 2016-2017 Institution: UCB01

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

This view is for the entire year. You can click the [Award Term Summary](#) tab to see a breakdown by semester.

In this example, there is no other aid awarded so far, so it is ok to proceed with our awards, there is no danger of an overaward.

However, if we had seen other awards given (e.g. \$40,102), we'd need to consider whether it is appropriate to give this student another \$17,551. If this would lead to an overaward, we might consider rejecting this batch.

Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed
944300010830	Department Award-MSE	GRAD	25,000.00	25,000.00	0.00	0.00
944300010840	Department Award-MSE	GRAD	15,102.00	15,102.00	0.00	0.00
TOTAL			40,102.00	40,102.00	0.00	0.00

After reviewing the Financial Award Summary pages, make sure to click the **Cancel** button at the bottom of the page to return to the Award Entry batch under review.

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

Using the browser's back button or using the menus to navigate would lose the page and you'd have to search and go back in again.

Review the Disbursements

Back on the Award Entry page, we're now ready to review the third section, Disbursements. We will check each line to review each award for each student to ensure the correct amounts are being disbursed on the correct schedule.

Previously we have reviewed the funding source, amount, student's need and other factors. Now we are focusing on how and when these funds will disburse (via the **Disbursement Plan** and the **Split Code**).

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)

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

Make sure to click the red pencil  next to EACH line to review the disbursement dates and amounts.

Note: The **Amounts** in the **Disbursements** section can vary from what was entered in the **Award** section. (e.g. Gary could receive \$9,000 instead of \$10,00)

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	945100039290 Department Award		Gary GradStudent	AY	FS	7551.00							
2	945100032470 Department Award		Gary GradStudent	MB	MB	10000.00							
3	945100032470 Department Award		Gabriella GradStudent	MB	MB	10000.00							
4	945100039290 Department Award		Gabriella GradStudent	AY	FS	7551.00							

We have clicked to view the 1st award. Because the Disbursement Plan is **AY** (Academic Year), it's a standard fall/spring disbursement that will pay once per term.

Apply Disbursements								Department Award			
Delete All								Gary GradStudent			
Replace Disbursements using first row values											
Disbursements											
Personalize Find View All [Print] [Refresh]											
First 1-4 of 4 Last											
Item Type	Student Award Description	Student ID		Disburse Plan	Split Code	Award Amount		ID	Date	Amount	
1	945100039290	Department Award	[REDACTED]	Gary GradStudent	AY	FS	7551.00	1	01	08/15/2016	3775.50
2	945100032470	Department Award	[REDACTED]	Gary GradStudent	MB	MB	10000.00	2	02	01/09/2017	3775.50
3	945100032470	Department Award	[REDACTED]	Gabriella GradStudent	MB	MB	10000.00				
4	945100039290	Department Award	[REDACTED]	Gabriella GradStudent	AY	FS	7551.00				

Because the Split Code is FS (Fall&Spring), this will pay in both Fall and Spring semesters.

Dates of disbursements show. In this case the 1st payment will be Aug 15th, the 2nd will be on Jan 9th.

Dates are NOT editable.

If a disbursement date is in the past, the system will attempt to disburse as soon as possible after approvals.

Let's click the red pencil next to the second line.

In this example, the Disbursement Plan of MB (Monthly, beginning of month) was chosen and the corresponding Split Code of MB (Monthly for Fall & Spring)

Department Award		
Gary GradStudent		
ID	Date	Amount
1 01	08/15/2016	3775.50
2 02	01/09/2017	3775.50

Apply Disbursements								Department Award			
Delete All								Gary GradStudent			
Replace Disbursements using first row values											
Disbursements											
Personalize Find View All [Print] [Refresh]											
First 1-4 of 4 Last											
Item Type	Student Award Description	Student ID		Disburse Plan	Split Code	Award Amount		ID	Date	Amount	
1	945100039290	Department Award	[REDACTED]	Gary GradStudent	AY	FS	7551.00	1	01	08/01/2016	1200.00
2	945100032470	Department Award	[REDACTED]	Gary GradStudent	MB	MB	10000.00	2	02	09/01/2016	800.00
3	945100032470	Department Award	[REDACTED]	Gabriella GradStudent	MB	MB	10000.00	3	03	10/01/2016	1000.00
4	945100039290	Department Award	[REDACTED]	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

Disbursements are usually split evenly. However in this case the Aug 1 payment shows as \$1200 and the Sept 1 payment shows as \$800, so the Awarder must have made a manual edit.

In this example, the Awarder left us a comment explaining why they made an edit.

Check the amounts to ensure they are correct and add up to the total amount (\$10,000).

In this case there are no issues with this payment, so we will click the next red pencils to inspect the 3rd and 4th lines as well.

Approvers cannot edit the information. It is also not possible to approve just part of a batch, so if we found that Gary's awards were ok, but Gabriella's awards were not, we could not Approve the batch.

Rejecting a batch closes it for updates, so if there are errors, stop your review, contact the Awarder and have them make corrections, then come back in and Approve the batch once it is correct.

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

Approving an Award Batch

In this example, we have determined that these awards are coming from the correct funding source, for the correct amounts, that they are appropriate for these students and that the disbursements are set up correctly. We are ready to approve this batch.

Scroll up to the top of the page.

Optional: If you'd like to leave comments, click the [Comments](#) link.

In the [Status](#) drop-down, change the status from *Pending* to *Approve*.

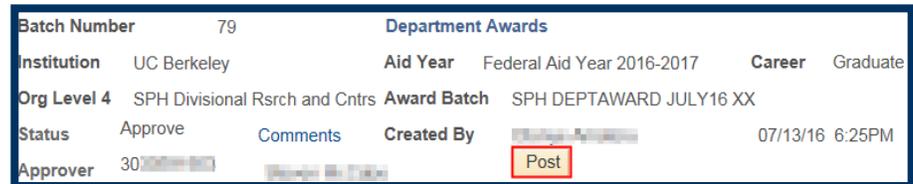
The [Status](#) will change to *Approve* and a pop-up message will confirm it's ready to be posted and remind us to click the [Post](#) button.

Click the [OK](#) button to acknowledge the message.

Since the awards are correct, we will click the [Post](#) button.

NOTE: If there are questions about an award batch, do not click [Post](#). Once Posted, it's harder to make edits.

For changes after Posting, a revision would be needed. (See the *Revisions to Posted Awards* job aid for more information).



The system will process this request.

The Status changes to *Posted*.

The word "Saved" will flash in the upper right corner for a few seconds, and a message will popup confirming this has been posted to external awards tables.

Click *OK* to acknowledge the message.

The screenshot shows a table with the following data:

Batch Number	79	Department Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2016-2017	Career	
Org Level 4	SPH Divisional Rsrch and Cntrs		Award Batch	SPH DEPTAWARD JULY16 XX	
Status	Posted				
Approver	30				

A message popup is displayed with the text: "Successfully populated external award staging tables (26000,121)" and an "OK" button.

The *Post* button has greyed out, and a Posting Date has appeared.

A record of the date, time and approver will show in the Comments & History section, if you click the Comments link.

We have successfully Approved and Posted these awards.

A process will run once a day to move the awards into the student's aid package and will soon display to the student on *CalCentral My Finances* page.

The screenshot shows a table with the following data:

Batch Number	79	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	Posted	Comments	Created By		07/13/16 6:25PM
Approver	30		Post	Posted	07/16/2016
					External Award Nbr

Rejecting an Award Batch

In the following example, while reviewing a batch of NRST (Non-Resident Student Tuition) payments, there appear to be some errors in the Awards, Students and Disbursements sections.

The wrong amount for a NRST fee was entered (\$77,551 instead of \$7,551). Also while reviewing one of the student's billing summary (Account Details) we saw they were being charged Resident Tuition, not Non-Resident, so they are not eligible for to have Non-Resident fees paid. Finally, we see that the Split code was changed to FL – FALL ONLY so the entire annual amount would pay for 1 semester.

Batch Number 92 Department Awards
 Institution UC Berkeley Aid Year Federal Aid Year 2016-2017 Career Graduate
 Org Level 4 COENG Engineering Research Award Batch PAY NRST FEES PROF X STUDENTS
 Status Pending Comments Created By 07/16/16 4:18PM
 Approver 30 [Name] [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
1 945100001380	🔍	Department Award	College of Engineering	Active	77551.00	Non-Resident Fees Only	Fall and Spring	Fall Spring

Select All Deselect All Delete Add Student Search

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

Student ID	Name	Award Summary
1 [Redacted]	Grover Gradstudent	[Icon]
2 [Redacted]	Gene Gradstudent	[Icon]

Apply Disbursements Delete All Replace Disbursements using first row values

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

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1 945100001380	Department Award	[Redacted]	AY	FL	77551.00
2 945100001380	Department Award	[Redacted]	AY	FL	77551.00

ID	Date	Amount
1		0.00

Account Number: ALLFEES001 - 2016 Fall Account Balance: 8,592.25

Debits: 8,592.25 Credits: 0.00 Applied: 0.00 Unapplied: 0.00

Find | View All | First 1-3 of 5 Last

Item	Term	Amount
Berkeley Campus Fee	2016 Fall	525.25 Item Details
		525.25
Class Pass Fee - Transit	2016 Fall	70.00 Item Details
		70.00
Graduate Resident Tuition	2016 Fall	5,610.00 Item Details
		5,610.00

We now have a choice to suspend our review and ask the Awarder to fix these errors or to Reject this batch.

If we reject this batch, the Awarder will not be able to edit the batch and would need to copy and revise the batch or create an entirely new batch.

In this example, we'll decide to Reject this batch.

First we should leave some comments to explain why we are rejecting this batch.

Scroll up to the top of the page and click on the [Comments](#) link.

We have pointed out the things we feel are incorrect and suggested the corrections needed.

To return to the previous page, click the [OK](#) button.

Back on the batch award page, we will now change the **Status** from *Pending* to *Reject*.

Batch Number	92	Department Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2016-2017	Career	Graduate
Org Level 4	COENG Engineering Research	Award Batch	PAY NRST FEES PROF X STUDENTS		
Status	<input type="text" value="Pending"/>	Comments	Created By	07/16/16 4:18PM	
Approver	30	<input type="button" value="Post"/>			

Comments

-Wrong NRST amount at 77,551, should be 7,551.
 -Gene is being charged Resident tuition, so isn't eligible for this. Delete Gene off the list.
 -If this is really only for fall and will not pay in spring it should be for half the amount.
 However, if will apply to both semesters, change the Split Code back to FS.

Approver Name

Ext. Award Modification History

Personalize | Find | View All | |

Date/Time	Name	Action
1 07/16/16 4:18:54.000000PM		Batch awards

Batch Number	92	Department Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2016-2017	Career	Graduate
Org Level 4	COENG Engineering Research	Award Batch	PAY NRST FEES PROF X STUDENTS		
Status	<input type="text" value="Reject"/>	Comments	Created By	07/16/16 4:18PM	
Approver	30	<input type="button" value="Post"/>			

Select All Deselect All Delete Add

Awards								Personalize Find View All
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	
<input type="checkbox"/>	1 945100001380		Department Award	College of Engineering	Active	77551.00	Non-Resident Fees Only	

Then scroll down to the bottom of the page and click OK to save this change and reject this batch.

The screenshot shows the 'Department Awards' interface. At the top, it displays 'Batch Number 92' and 'Department Awards'. Below this, there are fields for 'Institution' (UC Berkeley), 'Aid Year' (Federal Aid Year 2016-2017), and 'Career' (Graduate). The 'Org Level 4' is 'COENG Engineering Research' and the 'Award Batch' is 'PAY NRST FEES PROF X STUDENTS'. The 'Status' is 'Reject' and 'Created By' is '07/16/16 4:18PM'. There are 'Approver' and 'Post' buttons. Below the header, there are sections for 'Awards' and 'Students'. The 'Awards' table has columns for 'Item Type', 'Advance Search', 'Description', 'Additional Info', 'Status', 'Amount', 'Charge Priority', and 'Disburse Plan'. One award is listed with 'Item Type' 1, 'Amount' 77551.00, and 'Disburse Plan' Non-Resident Fees Only. The 'Students' table has columns for 'Student ID', 'Name', and 'Award Summary'. Two students are listed: Grover Gradstudent and Gene Gradstudent. At the bottom, there is a 'Disbursements' table with columns for 'Item Type', 'Student Award Description', 'Student ID', 'Disburse Plan', 'Split Code', and 'Award Amount'. Two disbursements are listed, both with 'Award Amount' 77551.00. At the very bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

Back on the search page, click the Save button.

The screenshot shows the search page for Department Awards. At the top, there are search fields for 'Batch Number', 'Institution' (UCB01), 'Aid Year' (2017), and 'Career' (Graduate). Below these are 'Fin Aid Type' (Department Awards), 'Org Level 4' (EERES), and 'Status' (Pending). There is a 'Search' button. Below the search fields, there is a table with columns: 'Batch Number', 'Institution', 'Aid Year', 'Career', 'Fin Aid Type', 'Org Level 4', and 'Award Batch'. The table contains four rows of data. At the bottom left, there is a 'Save' button.

Batch Number	Institution	Aid Year	Career	Fin Aid Type	Org Level 4	Award Batch
1 22	UCB01	2017	Graduate	Department Awards	EERES	TEST MIA
2 24	UCB01	2017	Graduate	Department Awards	EERES	TEST MIA 3
3 92	UCB01	2017	Graduate	Department Awards	EERES	PAY NRST FEES PROF X STUDENTS
4 93	UCB01	2017	Graduate	Department Awards	EERES	ERSO STIPENDS PROF X STUDENTS

The Awarder would now have to copy this batch and do a Revision to submit it again or would have to start an entirely new batch.

If you are done approving 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 contact 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