

## Find Existing Award Entry Batch

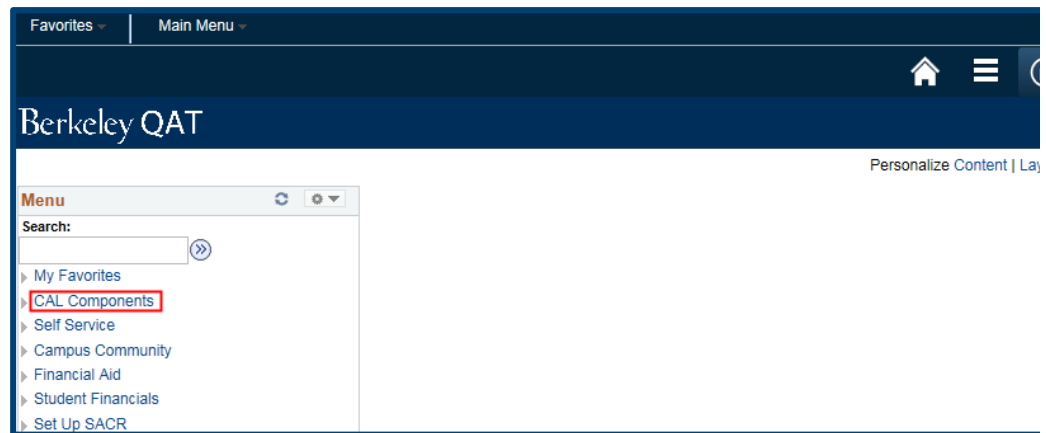
### PATH: Cal Components > Financial Aid > Award Entry > Award Entry

To lookup an existing award you must have the security access of an Award Entry role (either Departmental and/or Graduate Division).

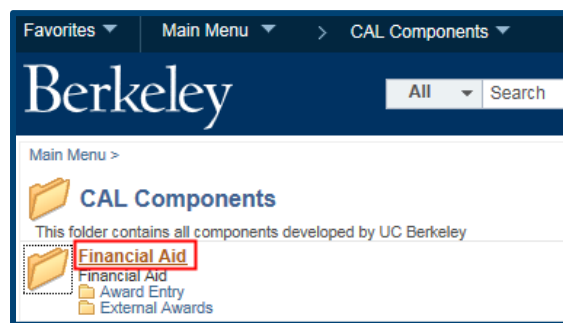
You can lookup a batch by a variety of criteria. You may be checking for Pending batches that need further edits or for already approved batches for informational purposes or to make revisions. You can also look up a batch by its number.

In this example, we will look up an already existing award using various criteria, then sort and filter for better results.

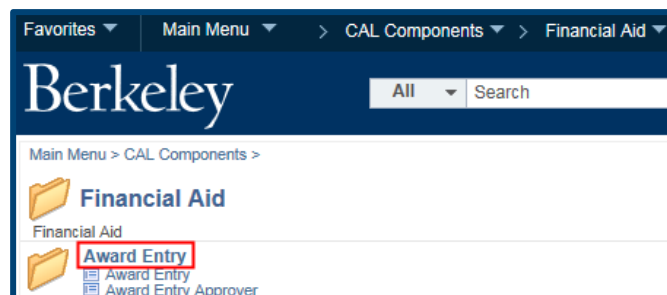
After logging into *Campus Solutions*, click the **CAL Components** link.



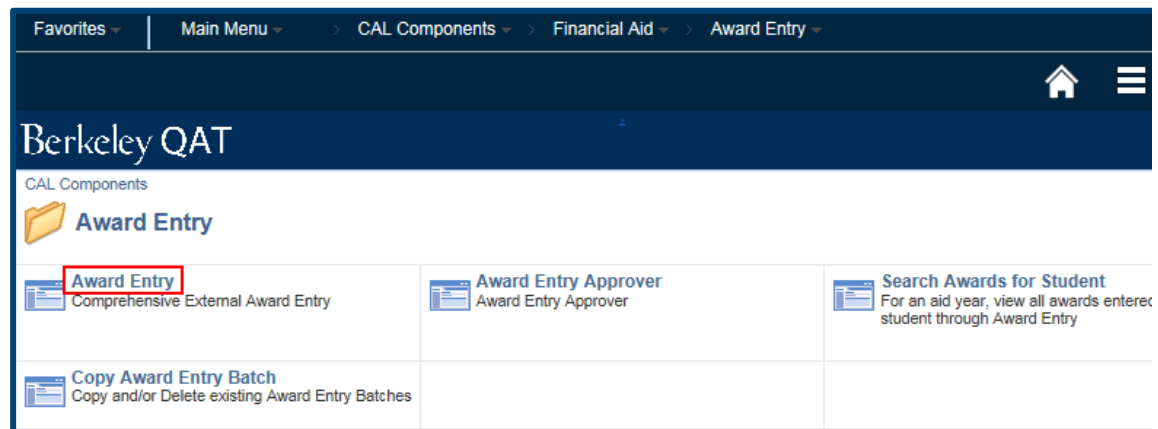
Click the **Financial Aid** link.



Click the **Award Entry** folder.



Click the **Award Entry** link.



The **Award Entry** page appears, defaulting to the **Find an Existing Value** tab.

If you have set system defaults, certain values may already be entered (e.g. **Aid Year**).

We can search by different values or combinations of values.

Depending on what we search for, results may be broad or specific

We could search by the exact **Batch Number** to go directly to that batch.

**Award Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values

**Find an Existing Value** **Add a New Value**

**Search Criteria**

Batch Number =

Academic Institution begins with

Aid Year begins with

Academic Career =

Financial Aid Type =

Organization Level 4 =

Award Batch Name begins with

Award Batch Status =

Created By begins with

Created Datetime >=

**Search** **Clear** **Basic Search** **Save Search Criteria**

**Search Criteria**

Batch Number =

Academic Institution begins with

Aid Year begins with

Academic Career =

Financial Aid Type =

Organization Level 4 =

Award Batch Name begins with

Award Batch Status =



Created By begins with

Created Datetime >=

**Search** **Clear** **Basic Search** **Save Search Criteria**

Or we could search by a combination of criteria.

In this example, we'll search for all **Department Awards** for graduate students in the current **Aid Year**, for our department.

Use the **Lookup Icon**  or click on the **Drop List**  to see and select your available choices. (This will vary by your access.)

Click the **Search** button.


### Award Entry


Enter any information you have and click Search. Leave fields blank for a list of all values


[Find an Existing Value](#) [Add a New Value](#)


▼ **Search Criteria**


Batch Number =


Academic Institution begins with  

Aid Year begins with  

Academic Career =  

Financial Aid Type =  


Organization Level 4 =  

Award Batch Name begins with  

Award Batch Status =

Created By begins with

Created Datetime >=

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Our results display below.

Based on our search criteria, the system has returned 46 results. The most recent batches will be at the top. (i.e. the highest Batch Number).

Search Results									
<a href="#">View All</a>							First	1-46 of 46	Last
Batch Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Name	Award Batch Status	Created By	Created Datetime
14687	UCB01	2018	Graduate	DeptAward	EHEEC	TEST REJECT	Pending		08/09/2017 5:15PM
14685	UCB01	2018	Graduate	DeptAward	EHEEC	TEST MIA	Pending		08/09/2017 5:03PM
14684	UCB01	2018	Graduate	DeptAward	EHEEC	TESTING	Pending		08/09/2017 4:59PM
14665	UCB01	2018	Graduate	DeptAward	EHEEC	EXISTING AMOUNT TEST 4 SL	Pending		08/09/2017 10:47AM
14636	UCB01	2018	Graduate	DeptAward	EHEEC		Pending		07/28/2017 4:44PM
14538	UCB01	2018	Graduate	DeptAward	EHEEC		Posted		07/27/2017 2:59PM

We can sort the results by clicking on the title of any of the columns.

For example, we will sort the results by clicking **Award Batch Status**. Our results are now sorted by status.

Search Results									
View All								First	1-46 of 46
Batch Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Name	Award Batch Status	Created By	Created Datetime
13994	UCB01	2018	Graduate	DeptAward	EHEEC	TESTZ	Pending		07/20/2017 9:25/
13997	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES 2	Pending		07/20/2017 9:44/
14685	UCB01	2018	Graduate	DeptAward	EHEEC	TEST MIA	Pending		08/09/2017 5:03/
14034	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES 3	Pending		07/20/2017 1:20/
13996	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES	Pending		07/20/2017 9:38/
14636	UCB01	2018	Graduate	DeptAward	EHEEC	19900	Pending		07/28/2017 4:44/
14665	UCB01	2018	Graduate	DeptAward	EHEEC	EXISTING AMOUNT TEST 4 SL	Pending		08/09/2017 10:47
14684	UCB01	2018	Graduate	DeptAward	EHEEC	TESTING	Pending		08/09/2017 4:59/
14687	UCB01	2018	Graduate	DeptAward	EHEEC	TEST REJECT	Pending		08/09/2017 5:15/
14537	UCB01	2018	Graduate	DeptAward	EHEEC		Posted		07/27/2017 2:56/
13980	UCB01	2018	Graduate	DeptAward	EHEEC		Posted		07/19/2017 3:57/

We can filter our results by adding more search criteria.

In this example, we'll filter the results to only show us only **Pending** batches.

We'll select **Pending** from the **Awarding Package Status** drop-down menu.

Then click the **Search** button.

Search Criteria

Batch Number =   
Academic Institution begins with   
Aid Year begins with   
Academic Career =   
Financial Aid Type =   
Organization Level 4 =   
Award Batch Name begins with   
Award Batch Status =   
Created By begins with   
Created Datetime >=

Pending

Approve

Grad Div Processed

Pending

Posted

Reject

We have now narrowed the results down to nine award batches.

Click anywhere on a line to view a particular batch.

Search Results									
View All								First	1-9 of 9
Batch Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Name	Award Batch Status	Created By	Created Datetime
14034	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES 3	Pending		07/20/2017 1:20/
13997	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES 2	Pending		07/20/2017 9:44/
14636	UCB01	2018	Graduate	DeptAward	EHEEC	19900	Pending		07/28/2017 4:44/
13994	UCB01	2018	Graduate	DeptAward	EHEEC	TESTZ	Pending		07/20/2017 9:25/
13996	UCB01	2018	Graduate	DeptAward	EHEEC	TEST NEW ITEM TYPES	Pending		07/20/2017 9:38/
14685	UCB01	2018	Graduate	DeptAward	EHEEC	TEST MIA	Pending		08/09/2017 5:03/
14687	UCB01	2018	Graduate	DeptAward	EHEEC	TEST REJECT	Pending		08/09/2017 5:15/
14665	UCB01	2018	Graduate	DeptAward	EHEEC	EXISTING AMOUNT TEST 4 SL	Pending		08/09/2017 10:47
14684	UCB01	2018	Graduate	DeptAward	EHEEC	TESTING	Pending		08/09/2017 4:59/

If it's still in *Pending* status we could make edits and **Save**. If the batch had been posted, we would only be able to review it. When done, click **Return to Search** to view a different batch.

Batch Number	14687	Department Awards	
Institution	UC Berkeley	Aid Year	Federal Aid Year 2017-2018
Org Level 4	Elec Engr & Computer Sc	Career	Graduate
Status	Pending	Award Batch	TEST REJECT
Comments	Created By		08/09/17 5:15PM
Approver	Post		

Select All	Deselect All	Delete	Add
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Awards							
Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge	Priority
<input type="checkbox"/> 1 945100004160		Department Award	Col of Environmental Design 57422-43743-11707-78--	Active	1000.00	F_TUIMAN	
<input type="checkbox"/> 2 945100097810		Departmental Award	57422-37250-25337-78--	Active	725.00	F_NR_SUP	

Select All	Deselect All	Delete	Add
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Students		
Student ID	Name	Award Summary

When we have finished reviewing this page, scroll down and click the **Return to Search** button at the bottom of the page.

**NOTE:** To view the other batches in our results, click the **Previous In List** button to view the next batch.

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	

Save
 Return to Search
 Previous in List
 Next in List

## Support

For questions or assistance, please contact [awardentry@berkeley.edu](mailto:awardentry@berkeley.edu)