Find Existing Award Entry Batch

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

To lookup an existing award you will need to have the correct access of an Awarder (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.

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

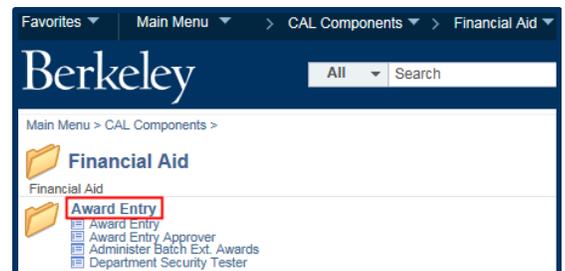To log into Campus Solutions, select one of the available login choices: http://sis.berkeley.edu/sis-logins

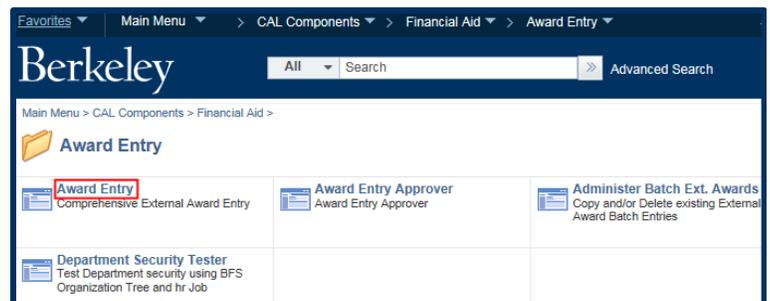After logging into *Campus Solutions*, click the CAL Components link.
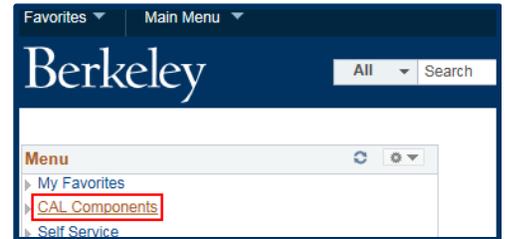
Click the Financial Aid link.

Click the Award Entry folder.

Click on the Award Entry link.

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

NOTE: If you will visit this page regularly, you can go up to the **Favorite** link at the top of the page and make this page a "Favorite". Next time you login, instead of navigating to this page, click the **Favorites** link and then click on **Award Entry.**

We have several criteria to search by. Depending on what we search for, our results may be very broad or very specific.

In this example we have set up our system defaults, so the Academic Institution and Aid Year will default. (If not, you will need to fill them in.)

NOTE: Historical data from DSAS and GLOW have not been imported into this system, so you will not be able to search for any years previous to 2016-2017.

In this example, we are looking for an entry for Graduate students.

Select Graduate from the Academic Career drop-down.

From the Financial Aid Type drop-down, select Department Awards or Graduate Division Awards.

> NOTE: Depending on your access you may only have one choice.

In this example, we will select Department Awards.

Now we would like to specify which department this was entered for.

If you know the department name, you can type it directly into the Organization Level 4 field, otherwise use the Lookup Icon 🔍 to select from the department(s) you are authorized for.

In this example, we have 3 choices, and we will click on *COREC*.

We could continue to add more criteria such as Award Batch Package (aka the "name" of a batch) or the Status, but in this example, we would like to see the results based on just these values.

Click the Search button.

Based on our search criteria, the system has returned 14 results.

The most recent batches will be at the top. (i.e. the highest Batch Number).

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

Academic Institution:	begins with	UCB01
Aid Year:	begins with	2017
Academic Career:	=	Graduate
Financial Aid Type:	=	Department Awards
Organization Level 4:	=	COREC
Award Batch Package:	begins with	
Awarding Package Status:	=	
Created By:	begins with	
Created Datetime:	>=	

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-14 of 14 ► Last

Batch Sequence Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Package	Awarding Package Status	Created By	Created Datetime
90	UCB01	2017	Graduate	DSAS	COREC	TEST99	Pending	303	07/15/2016 5:50PM
88	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST2	Pending	303	07/15/2016 3:02PM
86	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST1	Pending	303	07/14/2016 1:56PM
85	UCB01	2017	Graduate	DSAS	COREC	AED3	Approve	303	07/13/2016 8:29PM
84	UCB01	2017	Graduate	DSAS	COREC	AED2	Pending	303	07/13/2016 8:23PM
82	UCB01	2017	Graduate	DSAS	COREC	TEST AED	Pending	303	07/13/2016 8:17PM
79	UCB01	2017	Graduate	DSAS	COREC	SPH DEPTAWARD JULY16 XX	Posted	303	07/13/2016 6:25PM

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

For example, we will sort the results by clicking Awarding Package Status. Our results are now sorted into *Approve*, *Posted* and *Pending*.

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution:	begins with	UCB01
Aid Year:	begins with	2017
Academic Career:	=	Graduate
Financial Aid Type:	=	Department Awards
Organization Level 4:	=	COREC
Award Batch Package:	begins with	
Awarding Package Status:	=	
Created By:	begins with	
Created Datetime:	>=	

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First ◄ 1-14 of 14 ► Last

Batch Sequence Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Package	Awarding Package Status	Created By	Created Datetime
29	UCB01	2017	Graduate	DSAS	COREC	TEST 5	Approve	303	07/06/2016 4:37PM
85	UCB01	2017	Graduate	DSAS	COREC	AED3	Approve	303	07/13/2016 8:29PM
75	UCB01	2017	Graduate	DSAS	COREC	SPH BATCH KT JULY	Approve	303	07/12/2016 1:51PM
79	UCB01	2017	Graduate	DSAS	COREC	SPH DEPTAWARD JULY16 XX	Posted	303	07/13/2016 6:25PM
27	UCB01	2017	Graduate	DSAS	COREC	TEST MIA 4	Posted	303	07/06/2016 3:13PM
25	UCB01	2017	Graduate	DSAS	COREC	TEST MIA 3	Posted	303	07/06/2016 3:00PM
33	UCB01	2017	Graduate	DSAS	COREC	TEST COREC 1	Pending	303	07/11/2016 11:00AM
74	UCB01	2017	Graduate	DSAS	COREC	TEST KT	Pending	303	07/12/2016 1:04PM

We can filter our results by adding more search criteria.

In this example, we'll filter the results to only show us Posted award batches. We'll select Posted from the Awarding Package Status drop-down men.

Then click the Search button again.

Find an Existing Value | Add a New Value

▼ Search Criteria

Academic Institution:	begins with	UCB01
Aid Year:	begins with	2017
Academic Career:	=	Graduate
Financial Aid Type:	=	Department Awards
Organization Level 4:	=	COREC
Award Batch Package:	begins with	
Awarding Package Status:	=	Posted
Created By:	begins with	
Created Datetime:	>=	

Search   Clear   Basic Search   Save Search Criteria

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

In this example, we want to review the last (most recent) posted batch #79.

Click on Batch Sequence Number 79 to review the information.

Find an Existing Value	Add a New Value		
▼ Search Criteria			

Academic Institution:	begins with ▼	UCB01	🔍
Aid Year:	begins with ▼	2017	🔍
Academic Career:	= ▼	Graduate ▼	
Financial Aid Type:	= ▼	Department Awards ▼	
Organization Level 4:	= ▼	COREC	🔍
Award Batch Package:	begins with ▼		🔍
Awarding Package Status:	= ▼	Posted ▼	
Created By:	begins with ▼		
Created Datetime:	>= ▼		

Search Clear Basic Search 🔍 Save Search Criteria

Search Results

View All   First ◀ 1-3 of 3 ▶ Last

Batch Sequence Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Package	Awarding Package Status	Created By	Created Datetime
27	UCB01	2017	Graduate	DSAS	COREC	TEST MIA 4	Posted	303	07/06/2016 3:13PM
25	UCB01	2017	Graduate	DSAS	COREC	TEST MIA 3	Posted	303	07/06/2016 3:00PM
79	UCB01	2017	Graduate	DSAS	COREC	SPH DEPTAWARD JULY16 XX	Posted	303	07/13/2016 6:25PM

Award Batch #79 named SPH Dept. Award July 16 xx displays.

We can review this batch, however since this batch has already posted, we cannot make any edits.

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	303		Post Posted 07/16/2016		

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	🔍	Department Award	School of Public Health	Active	10000.00	Pay All - No TIV Permission	Fall and Spring	Fall Spring
☐	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 | 📷 | 🔳   First ◀ 1-2 of 2 ▶ Last

		Student ID	Name	Award Summary
☐	1	2	Gary GradStudent	📊
☐	2	2	Gabriella GradStudent	📊

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			ID	Date	Amount
1	945100039290	Department Award	2	Gary GradStudent	AY	FS	7551.00	✏️		1		0.00
2	945100032470	Department Award	2	Gary GradStudent	MB	MB	10000.00	✏️				
3	945100032470	Department Award	2	Gabriella GradStudent	MB	MB	10000.00	✏️				
4	945100039290	Department Award	2	Gabriella GradStudent	AY	FS	7551.00	✏️				

When we have finished reviewing this page, we will click the Return to Search button at the bottom of the page.

> NOTE: If we wanted to view the other batches in our results, we could click the Previous In List button to view the next batch from our results.

Back on the Search page, we can now vary our search.

We may need to delete the name of the batch we just viewed from the Award Batch Package field.

Next, we'll search for all Pending batches by selecting Pending from the Award Package Status drop-down menu.

Then click the Search button.

We now have 8 results.

(If we had too many to display, we might need to use the arrow keys to scroll through all our results.)

We've clicked on the Created Datetime column (once for *Ascending*, again for *Descending* order) to sort by date.

The top result, Batch #90, is the most recent batch matching our criteria.

Click anywhere on that line to open into the batch.

The batch displays.

We could now make edits and **Save** or we could click **Return to Search** to view a different batch.

Support

For questions or assistance, please contact Campus Shared Services IT.:

- 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**