

## Graduate Division Award Entry

Path: Cal Components > Financial Aid > Award Entry

Departments can award certain types of Graduate Division and other Berkeley awards to students (e.g. Block Grants and Departmentally Restricted Funds). This was previously done in Gradlink/GLOW or via paper, but will now be done in *Campus Solutions*. These awards are reviewed and approved by the Graduate Division office.

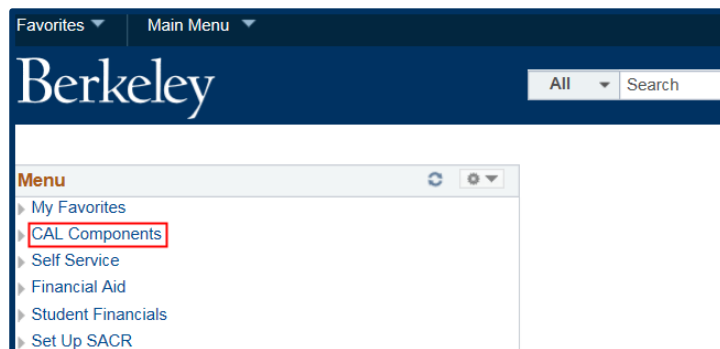
For more information about policy, guidelines and restrictions on Graduate Division and other Grad Awards, please visit the [Graduate Division website](#).

Before beginning an award entry, make sure that you have set your system defaults. You will only need to do this once a year (to update the Financial Aid Year). For more information refer to the [Set Up SACR Defaults \(Financial Aid\) job aid](#).

This job aid will cover how a department enters Graduate Division award(s) to one or more students in a batch. In this example, we will enter a Block Grant award 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.



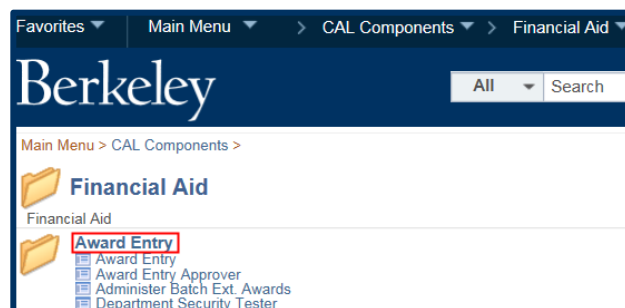
Click the [Financial Aid](#) link in the Cal Components folder.

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

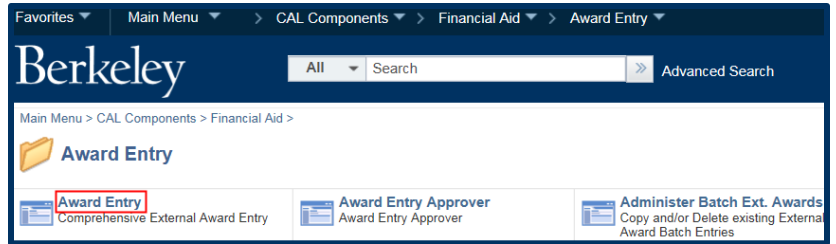


Click the [Award Entry](#) folder.

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



Click the [Award Entry](#) link.



The [Award Entry](#) page displays.

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 a New Value](#) tab.

The [Add a New Value](#) page displays. Because the system defaults have already been setup, the **Academic Institution & Aid Year** have defaulted, otherwise we would need to add those.

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) we will be making awards to.

**NOTE:** You cannot combine undergraduates and graduates 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) or a **Department Award** (formerly done through DSAS).

Note: Depending on your access you may only have once choice.

We will select Graduate Division Awards from the **Financial Aid Type** drop-down.

**Award Entry**

Find an Existing Value Add a New Value

Academic Institution: UCB01

Aid Year: 2017

Academic Career: Graduate

**Financial Aid Type: Graduate Division Awards**

Organization Level 4:

Award Batch Package:

Add

Next, we'll need to select which department we are entering 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 code **EUNEU**.

**Award Entry**

Find an Existing Value Add a New Value

Academic Institution: UCB01

Aid Year: 2017

Academic Career: Graduate

Financial Aid Type: Graduate Division Awards

Organization Level 4:

Award Batch Package:

**Look Up Organization Level 4**

Tree Node: begins with

Look Up Clear Cancel

Basic Lookup

Search Results

View 100 First 1 of 1 Last

Tree Node	Description
<b>EUNEU</b>	Helen Wills Neuroscience Inst

Now we will name this “batch” something that makes sense to someone who may search for or view this information. If multiple people in your department prepare awards, you may want to discuss a naming convention.

For example, we could name the batch “Fall Fellowships for Entering Students” or “Fall GSI supplements”.

In this case, we will enter a title of “Neuro Block Grant Julyxx” in 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: Graduate Division Awards

Organization Level 4: EUNEU

**Award Batch Package: Neuro Block Grant July xx**

Add

When all the required fields are filled in, click the [Add](#) button.

**Award Entry**

Find an Existing Value

Add a New Value

Academic Institution:

Aid Year:

Academic Career:

Financial Aid Type:

Organization Level 4:

Award Batch Package:

Add

The [Award Entry](#) page displays. The top of the page shows summary information of the criteria we entered earlier (*Graduate Division Awards, Aid Year, Career*, etc.) The [Status](#) will always start as *Pending*.

There is a link to add [Comments](#) if you wish to leave a message for the approver.

The [Batch Number](#) and [Created By](#) fields will fill in once we [Save](#).

We'll come back and select our [Approver](#) after we fill out the rest of the page.

Batch Number

Graduate Division Awards

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

Org Level 4 Helen Wills Neuroscience Inst
Award Batch NEURO BLOCK GRANT JULY XX

Status Pending
Comments
Created By

Approver
Post

Select All
Deselect All
Delete
Add

Awards
Personalize
Find
View All

	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1		Description		Active	0.00			

Select All
Deselect All
Delete
Add

Students
Personalize
Find
View All

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

Apply Disbursements
Delete All
Replace Disbursements using first row values

Disbursements
Personalize
Find
View All

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1					0.00

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									
	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 it directly in the **Item Type** field.

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

An Item Type is a 12 digit number that combines the funding source (chartstring) with a charge priority (what can be paid).

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.

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

Chartfield 2

Search


Return

Select an Item Type and then choose Return

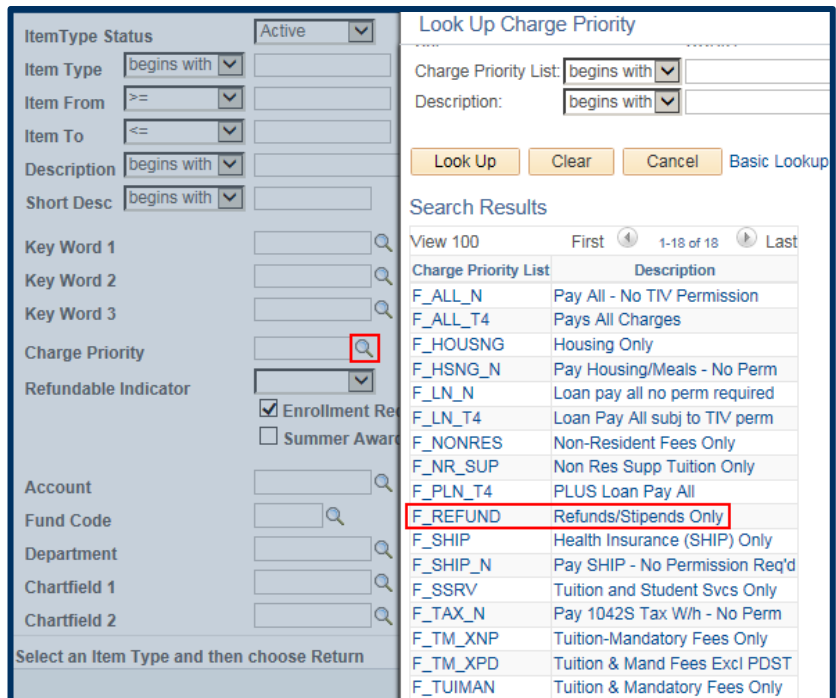
Personalize   Find   View All					
	Item Type	Description	Additional Info	Charge Priority	Chartfield 1
<input type="radio"/>	1 Item Type				

The most common search criteria for Grad Div awards will be by **Charge Priority** and a **Keyword** search.

A Charge Priority indicates whether the funds will be disbursed directly to the student or whether they will apply to certain charges on the student's account.

We've clicked the Charge Priority Lookup icon  to see our options. For more information, including definitions, please see the [Charge Priorities job aid](#).

In this example, we would like to give our students a stipend that will pay directly to the student(s). Therefore, we will select **F\_REFUND**.



**Look Up Charge Priority**

Charge Priority List:  Description:

**Search Results**

View 100 First 1-18 of 18 Last

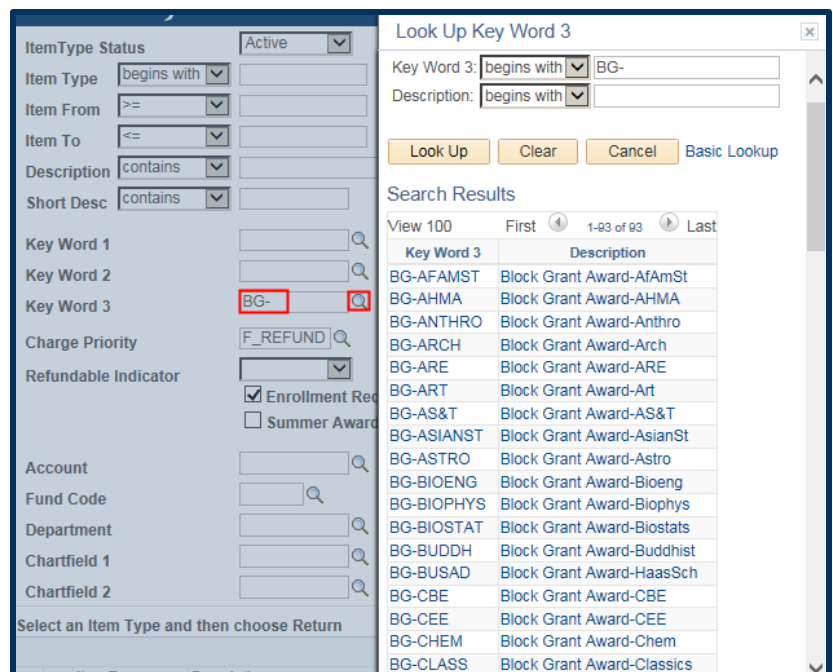
Charge Priority List	Description
F_ALL_N	Pay All - No TIV Permission
F_ALL_T4	Pays All Charges
F_HOUSNG	Housing Only
F_HSNNG_N	Pay Housing/Meals - No Perm
F_LN_N	Loan pay all no perm required
F_LN_T4	Loan Pay All subj to TIV perm
F_NONRES	Non-Resident Fees Only
F_NR_SUP	Non Res Supp Tuition Only
F_PLN_T4	PLUS Loan Pay All
<b>F_REFUND</b>	<b>Refunds/Stipends Only</b>
F_SHIP	Health Insurance (SHIP) Only
F_SHIP_N	Pay SHIP - No Permission Req'd
F_SSRV	Tuition and Student Svcs Only
F_TAX_N	Pay 1042S Tax W/h - No Perm
F_TM_XNP	Tuition-Mandatory Fees Only
F_TM_XPD	Tuition & Mand Fees Excl PDST
F_TUIMAN	Tuition & Mandatory Fees Only

**Note:** This does not refer to a "refund" as in a reimbursement. Refundability refers to whether any amount in excess of charges may be disbursed to the student. When we select **F\_REFUND**, we're indicating that the full amount should be disbursed to the student, regardless of any outstanding charges on his/her account.

We will now use the **Key Word 3** field to look up our department's Block Grant.

Block Grants will always start with **BG-** (dash).

We will enter **BG-** and then click the **Lookup** icon.



**Look Up Key Word 3**

Key Word 3:  BG- Description:

**Search Results**

View 100 First 1-93 of 93 Last

Key Word 3	Description
BG-AFAMST	Block Grant Award-AfAmSt
BG-AHMA	Block Grant Award-AHMA
BG-ANTHRO	Block Grant Award-Anthro
BG-ARCH	Block Grant Award-Arch
BG-ARE	Block Grant Award-ARE
BG-ART	Block Grant Award-Art
BG-AS&T	Block Grant Award-AS&T
BG-ASIANST	Block Grant Award-AsianSt
BG-ASTRO	Block Grant Award-Astro
BG-BIOENG	Block Grant Award-Bioeng
BG-BIOPHYS	Block Grant Award-Biophys
BG-BIOSTAT	Block Grant Award-Biostats
BG-BUDDH	Block Grant Award-Buddhist
BG-BUSAD	Block Grant Award-HaasSch
BG-CBE	Block Grant Award-CBE
BG-CEE	Block Grant Award-CEE
BG-CHEM	Block Grant Award-Chem
BG-CLASS	Block Grant Award-Classics

For *Departmentally Restricted Funds*, search **Key Word 3** for the short fund name (identical or similar to that in GLOW).

You can also locate all of your department's Departmentally Restricted fund Item Types by using the **Short Description** field to search for *DR-* (dash).

**Item Type Search**

Item Type Status: Active

Item Type: begins with

Item From: >=

Item To: <=

Description: begins with

Short Desc: begins with DR-

Key Word 1:

Key Word 2:

Key Word 3:

After scrolling through the list we found our department's Block Grant and clicked on **BG-Neuro**.

We have now indicated that we need an Item Type that will use our department's Block Grant allocation and disburse as a stipend.

We will click the **Search** button to look for an Item Type that matches our criteria.

**Note:** If we were awarding a Summer stipend, we'd check the *Summer Award* box and uncheck the *Enrollment Required* box.

Our search results display one matching Item Type.

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.

**Note:** If you accidentally click the **Item Type** number, you'll be in the Item Type details. Click **Cancel**, to return to this page.

Key Word 3: BG-NEURO

Charge Priority: F\_REFUND

Refundable Indicator:

☒ Enrollment Required?

☐ Summer Award?

Account:

Fund Code:

Department:

Chartfield 1:

Chartfield 2:

**Search**

Key Word 3: BG-NEURO

Charge Priority: F\_REFUND

Refundable Indicator:

☒ Enrollment Required?

☐ Summer Award?

Account:

Fund Code:

Department:



Chartfield 1:

Chartfield 2:

**Search** **Return**

Select an Item Type and then choose Return

	Item Type	Description	Additional Info	Charge Priority
<input checked="" type="radio"/>	1 944100002020	Block Grant Award-Neuro	BG-NEURO	F_REFUND

Personalize | Find | View All |  

Back on the **Award Entry** page, the **Item Type** number will display. A description of the award and the department. (e.g. *Block Grant Award-Neuro*) will display to the student in CalCentral. We can also see 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.

In this example, our department will give \$2,222 to each of our students for the year (\$1,111 per semester).

In this example, we will just add 1 award, however, you can add multiple awards in the same batch, as long as they are also Graduate Division Awards and will apply to all the students we will add below.

If needed, add another award by clicking the **Add** link. A new line would appear. You would use the Advanced Search lookup to find the 2<sup>nd</sup> Item Type, then add in an amount.

**Note:** The order awards are added does not matter, the system will determine what gets applied first based on the Award type and the Charge Priority.

Batch Number		Graduate Division Awards	
Institution	UC Berkeley	Aid Year	Federal Aid Year 2016-2017
Org Level	Helen Wills Neuroscience Inst	Career	Graduate
Status	Pending	Award Batch	NEURO BLOCK GRANT JULY XX
Approver		Created By	
		Post	


Select All	Deselect All	Delete	Add							
Awards				Personalize	Find	View All	1 of 1	Last		
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code	
<input type="checkbox"/>	1 944100002020		Block Grant Award-Neuro	BG-NEURO	Active	0.00	Refunds/Stipends Only	Fall and Spring	Fall Spring	



Select All	Deselect All	Delete	Add							
Awards				Personalize	Find	View All	1 of 1	Last		
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code	
<input type="checkbox"/>	1 944100002020		Block Grant Award-Neuro	BG-NEURO	Active	2222.00	Refunds/Stipends Only	Fall and Spring	Fall Spring	

Select All	Deselect All	Delete	Add							
Awards				Personalize	Find	View All	1-2 of 2	Last		
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code	
<input type="checkbox"/>	1 944100002020		Block Grant Award-Neuro	BG-NEURO	Active	2222.00	Refunds/Stipends Only	Fall and Spring	Fall Spring	
<input type="checkbox"/>	2		Description		Active	0.00				



## Adding Students

We will add the student IDs in the **Students** section below. If we do not have the SID, click the **Lookup** icon  to search for students by Name.

Students				Personalize	Find	View All	First	1 of 1	Last
	Student ID	Name	Award Summary						
<input type="checkbox"/>	1								
		Name							

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 as of Fall 2016 will have a 10 digit student id# starting with "30".

Look Up Student ID

Student ID:

Last Name:

First Name:

Display Name:

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

First 1-2 of 2 Last


Academic Institution	Academic Career	Student ID	Student Career Nbr	Name	Last Name	First Name	Display Name
UCB01	Graduate	0		Gradstudent, Galina	GRADSTUDENT	GALINA	Galina Gradstudent
UCB01	Graduate	0		Gradstudent, Gennady	GRADSTUDENT	GENNADY	Gennady Gradstudent

We have added the first student.

We can click on a student's name to see their Customer Accounts (billing information).

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*.

Students				Personalize	Find	View All	First	1 of 1	Last
	Student ID	Name	Award Summary						
<input type="checkbox"/>	1	Gennady Gradstudent							

## Customer Accounts:


The Customer Accounts (billing summary) page opens up in another browser window.


We will click the **Account Details** link to see the specific fees.

Customer Accounts

Business Unit: UCB01

Gradstudent, Gennady




ID: 

Academic Information 

Total: 16,384.25

Anticipated Aid: 0.00

Find View All First 1 of 1 Last

Account Type	Account Number	Balance	Open Date	Status	
ALLFEES	0000001001 - 2016 Fall	16,384.25 USD	07/18/2016	Active	Account Details   

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

Return to Search

Notify

## Account Details:

The Customer Accounts (billing details) page displays.

You may need to click the **View All** link to see all the charges and payments.

We will close this browser window when we are finished reviewing this information.

Account Details				
ID:	██████████	Gradstudent, Gennady	Business Unit:	UCB01
Account Number:	0000001001 - 2016 Fall		Account Balance:	16,384.25
Debits:	16,384.25	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	Balance	
Berkeley Campus Fee	2016 Fall	07/18/2016	537.25	<a href="#">Item Details</a>
Class Pass Fee - Transit	2016 Fall	07/18/2016	76.00	<a href="#">Item Details</a>
Graduate Non-Res Supp Tuition	2016 Fall	07/18/2016	7,551.00	<a href="#">Item Details</a>

## Financial Aid Award Summary detail page:

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

This will display planned aid. In this example we see a Departmental Award. You can 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.

Award Summary

Award Term Summary

Gennady Gradstudent

ID:

Aid Year: 2017

Federal Aid Year 2016-2017

Institution: UCB01

Item Type	Description	Career	Offered	Accepted	Authorized	Disbursed	
945100032470	Department Award	GRAD	10,000.00	10,000.00	0.00	0.00	<a href="#">Award Detail</a>
TOTAL			10,000.00	10,000.00	0.00	0.00	

Cancel

**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 the award(s) 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 to find the student.

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

**Note:** To delete a student, click the checkbox next to their name and click the **Delete** link.

Select All	Deselect All	Delete	Add	Student(s) Search	
Students		Personalize	Find	View All	First 1-2 of 2 Last
	Student ID	Name	Award Summary		
<input type="checkbox"/>	1 ██████████	Gennady Gradstudent	<a href="#">Award Summary</a>		
<input type="checkbox"/>	2 <input type="text"/>	Name	<a href="#">Award Summary</a>		

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 ██████████	Gennady Gradstudent	<a href="#">Award Summary</a>		
<input type="checkbox"/>	2 ██████████	Galina Gradstudent	<a href="#">Award Summary</a>		

**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 use the [Find Existing Value](#) page to find the pending award entry.

## Apply and Edit Award(s) to Students

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

This will apply the amounts entered from the awards chosen to each of the students and will show the details of the disbursement(s).

It's recommended to do this step after all the awards and all the students have been added.

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.

You may leave those defaults as they are, or changed if needed.

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
- **S1**: Summer

Apply Disbursements    Delete All    Replace Disbursements using first row values									
Disbursements    Personalize   Find   View All   [Grid Icon]   [Print Icon]    First 1-2 of 2 Last									
Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount				
1	944100002020 Block Grant Award-Neuro	[Redacted]	Gennady Gradstudent	AY	FS	2222.00	[Edit Icon]		
2	944100002020 Block Grant Award-Neuro	[Redacted]	Galina Gradstudent	AY	FS	2222.00	[Edit Icon]		

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

In this example, we will change just Galina's Disbursement Plan to show the difference.

Once we enter a different **Disbursement Plan** the corresponding **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.

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

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

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

If you want 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 Gennady's information.

Because Gennady's **Disbursement Plan** is **AY** (standard Academic Year) and the **Split Code** is **FS**, this is scheduled to disburse twice, once in Fall & once in Spring.

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 944100002020	Block Grant Award-Neuro	Gennady Gradstudent	AY	FS	2222.00	
2 944100002020	Block Grant Award-Neuro	Galina Gradstudent	MB		2222.00	

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 944100002020	Block Grant Award-Neuro	Gennady Gradstudent	AY	FS	2222.00	
2 944100002020	Block Grant Award-Neuro	Galina Gradstudent	MB	MB	2222.00	

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 944100002020	Block Grant Award-Neuro	Gennady Gradstudent	AY	FS	2222.00	
2 944100002020	Block Grant Award-Neuro	Galina Gradstudent	MB	MB	2222.00	


Block Grant Award-Neuro Gennady Gradstudent		
ID	Date	Amount
1 01	08/15/2016	1111.00
2 02	01/09/2017	1111.00

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

If an award is entered after the first disbursement date, retroactive disbursements will occur as soon as possible.

Dates cannot be edited. 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. Payments will be split evenly by default, but you can edit the amounts.

Now we will review Galina's disbursement information. We will click the red pencil icon  to see the details.

In this example, because we changed Galina's **Disbursement Plan** to **MB** (Monthly, beginning of month) and the **Split Code** to **MB** (monthly Fall & Spring), her schedule shows 10 monthly payments, evenly split.

The dates cannot be changed, but we could edit the amounts if appropriate.

In this example, to demonstrate, we will edit the monthly amounts to disburse more in August and less in September.

Block Grant Award-Neuro			
Gennady Gradstudent			
	ID	Date	Amount
1	01	08/15/2016	1111.00
2	02	01/09/2017	1111.00

Block Grant Award-Neuro			
Galina Gradstudent			
	ID	Date	Amount
1	01	08/01/2016	222.20
2	02	09/01/2016	222.20
3	03	10/01/2016	222.20
4	04	11/01/2016	222.20
5	05	12/01/2016	222.20
6	06	01/01/2017	222.20
7	07	02/01/2017	222.20
8	08	03/01/2017	222.20
9	09	04/01/2017	222.20
10	10	05/01/2017	222.20

Block Grant Award-Neuro			
Galina Gradstudent			
	ID	Date	Amount
1	01	08/01/2016	322.20
2	02	09/01/2016	122.20
3	03	10/01/2016	222.20
4	04	11/01/2016	222.20
5	05	12/01/2016	222.20
6	06	01/01/2017	222.20
7	07	02/01/2017	222.20
8	08	03/01/2017	222.20
9	09	04/01/2017	222.20
10	10	05/01/2017	222.20

**Tip:** If you have multiple students and are making the same edits to ALL of them, you can edit the first student (making updates to Disbursement Plan, Split Code and/or Amount), then click the **Replace Disbursements using first row values** link to copy all the same information to each subsequent student who is on the same Item Type.

Block Grant Award-Neuro			
Gennady Gradstudent			
	ID	Date	Amount
1	01	08/15/2016	1111.00
2	02	01/09/2017	1111.00

## Adding an Approver and Submitting the Batch Entry

Once we have reviewed the planned disbursements and made any edits needed, we are ready to leave comments (if desired) and assign this batch to a departmental Approver.

Scroll up to the top of the page.

If you'd like to leave comments for the Approver, click the **Comments** link and add comments.

The screenshot shows the 'Graduate Division Awards' 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' (Helen Wills Neuroscience Inst), 'Award Batch' (NEURO BLOCK GRANT JULY XX), 'Status' (Pending), and 'Created By'. A 'Comments' link is highlighted in the top navigation bar. Below this, there are sections for 'Awards', 'Students', and 'Disbursements'. The 'Disbursements' section shows a table with columns: Item Type, Student Award Description, Student ID, Disburse Plan, Split Code, and Award Amount. There are two rows of disbursements, both for 'Block Grant Award-Neuro' with an amount of 2222.00. A 'Save' button is at the bottom left.

Click the **OK** button to return to the Award Entry page.

You will also have to click **OK** to acknowledge a message reminding you that no Approver has been chosen yet.

The screenshot shows the 'Ext. Award Comments and History' dialog box. It has a 'Comments' section with a text area containing the text 'edited the monthly payment because...'. Below this is the 'Ext. Award Modification History' section, which has a table with columns: Date/Time, Name, and Action. There is one row with the number '1'. At the bottom, there are 'OK' and 'Cancel' buttons.

Now we are ready to add our Approver.

Click the **Lookup Icon** to search for the Approver.

Find and click the name of the appropriate approver in Graduate Division that your department works with.

The screenshot shows the 'Graduate Division Awards' interface, similar to the first one. The 'Approver' field is highlighted, and a 'Lookup Icon' (magnifying glass) is visible next to it. The 'Post' button is also visible.

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 by the system.

We will also see a message the approver has been notified.

Click **OK** to acknowledge the message.

We are now ready to save and submit this batch for review by our Graduate Division Approver.

Scroll down to the bottom of the page and click the **Save** button.

At the top of the page, we will now see a **Batch Number** assigned and the **Created By** field will fill in a Name and date/time.

The screenshot shows the 'Graduate Division Awards' page. A modal message box is open in the center with the title 'Message' and the text 'Successfully notified the approver (26000,115)'. There is an 'OK' button at the bottom of the message box. The background page shows fields for Batch Number (28), Institution (UC Berkeley), Aid Year (Federal Aid Year 2016-2017), Career (Graduate), Org Level 4 (Helen Wills Neuroscience Inst), Award Batch (NEURO BLOCK GRANT JULY XX), Status (Pending), and Approver (3000000000).

The screenshot shows the 'Graduate Division Awards' page with the Batch Number 28 highlighted in red. The page is divided into several sections: 'Awards', 'Students', and 'Disbursements'. The 'Awards' section shows a table with columns: Item Type, Advance Search, Description, Additional Info, Status, Amount, Charge Priority, and Disburse Plan. The 'Students' section shows a table with columns: Student ID, Name, and Award Summary. The 'Disbursements' section shows a table with columns: Item Type, Student Award Description, Student ID, Disburse Plan, Split Code, and Award Amount. At the bottom left, there is a 'Save' button highlighted in red. At the bottom right, there is a summary table for 'Block Grant Award-Neuro' for Gennady Gradstudent.

ID	Date	Amount
1 01	08/15/2016	1111.00
2 02	01/09/2017	1111.00

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

Graduate Fellowships will now review this batch. After they do so, the status of this batch will change to “GD Procssd” and you may see another batch for the entry that Graduate Division does (they will be changing the item types).

Once approved/processed by Grad Division, 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.

## Support

For questions or assistance, please contact SIS Support.:

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