

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). These awards are approved and posted by the Graduate Division office.

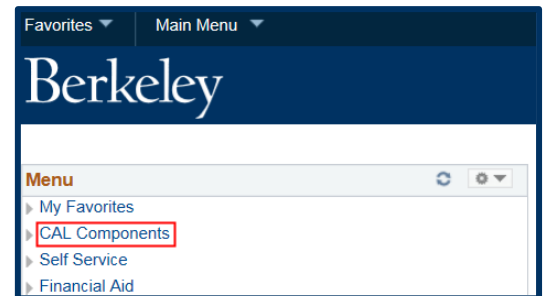
For more information about policy, guidelines and restrictions on Graduate Division and other Grad Awards, please visit the [Graduate Division website](#).

Before beginning an award entry, ensure 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 students.

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

Click the **Cal Components** link.



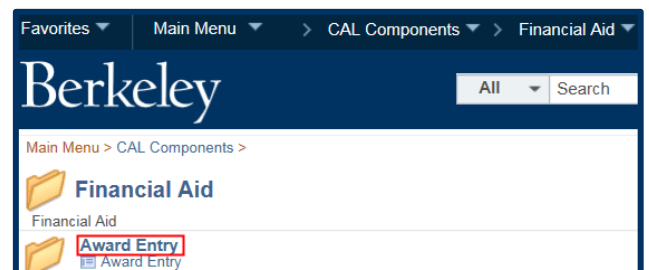
Click the **Financial Aid** link in the Cal Components folder.

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

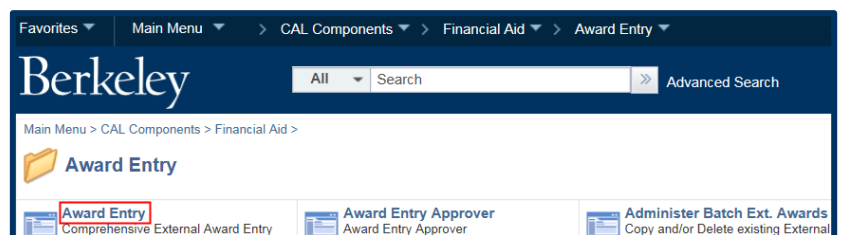


Click the **Award Entry** folder.

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 screenshot shows the Berkeley Award Entry page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'CAL Components', 'Financial Aid', 'Award Entry', and 'Award Entry'. Below this is the Berkeley logo and a search bar. The main heading is 'Award Entry'. Below the heading, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs is a 'Search Criteria' section with the following fields: 'Academic Institution' (beginning with UCB01), 'Aid Year' (beginning with 2017), 'Academic Career' (empty), and 'Financial Aid Type' (empty).

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.

The screenshot shows the Berkeley Award Entry page with the 'Add a New Value' tab selected. The 'Academic Institution' field is pre-filled with 'UCB01' and the 'Aid Year' field is pre-filled with '2017'. The 'Academic Career' field is empty. The 'Financial Aid Type' field is empty. The 'Organization Level 4' field is empty. The 'Award Batch Package' field is empty. There is an 'Add' button at the bottom.

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.

The screenshot shows the Berkeley Award Entry page with the 'Add a New Value' tab selected. The 'Academic Career' dropdown menu is open, showing 'Graduate' selected. The 'Financial Aid Type' field is empty. The 'Organization Level 4' field is empty. The 'Award Batch Package' field is empty. There is an 'Add' button at the bottom.

We have to specify if this is a **Graduate Division Award** (e.g. Block Grant or Departmentally Restricted) or a **Department Award**.

Note: Depending on your access you may only have one choice, that will default.

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

The screenshot shows the Berkeley Award Entry page with the 'Add a New Value' tab selected. The 'Financial Aid Type' dropdown menu is open, showing 'Graduate Division Awards' selected. The 'Organization Level 4' field is empty. The 'Award Batch Package' field is empty. There is an 'Add' button at the bottom.

Next, we'll need to select the department we are entering awards for.

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

In this case, we'll click department **EUNEU**.

Now we will name this "batch". If multiple people in your department prepare awards, consider discussing a naming convention.

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

In this case, we will enter a title of "Neuro Block Grant Julyxx" in the **Award Batch Package** field.

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

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:

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
EUNEU	Helen Wills Neuroscience Inst

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

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

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

There is a link to add **Comments** if desired.

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: | Post

Select All | Deselect All | Delete | Add

Awards

Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
1		Description		Active	0.00			

Select All | Deselect All | Delete | Add

Students

Student ID	Name	Award Summary
1	Name	

Apply Disbursements | Delete All | Replace Disbursements using first row values

Disbursements

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 [Grid Icon] [Print Icon] First 1 of 1 Last									
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>		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 [Grid Icon] [Print Icon] First 1 of 1 Last									
	Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>		Active				

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

The easier and recommended 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:

Select an Item Type and then choose Return

Personalize Find View All [Grid Icon] [Print Icon] First 1 of 1 Last					
	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: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

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
F_REFUND	Refunds/Stipends Only
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: begins with BG-
Description: begins with

Look Up Clear Cancel Basic Lookup

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*, click the **Lookup Icon** next to **Key Word 3**.

Change the search criteria for the **Description** field to “**Contains**”.

Enter the fund name.

Click the **Lookup** button.

Key Word 3	Description
WILLIAMS	Bernie H. and Frances H. Willi
WILLIS	Edward F. Willis Scholarship F
WILIAMS M	GFMP Match for Williamson
WALLACE	Helen Williams Wallace and Mor
SIGGINS	Howard William Siggins Fellows

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.

If we are preparing this award for Summer, make sure to click the **Summer Award** checkbox, and uncheck the **Enrollment Required** checkbox.

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

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.

Item Type	Description	Additional Info	Charge Priority
1 944100002020	Block Grant Award-Neuro	BG-NEURO	F_REFUND

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.

Batch Number
Institution UC Berkeley
Org Level 4 Helen Wills Neuroscience Inst
Status Pending
Comments
Created By
Post

Graduate Division Awards
Aid Year Federal Aid Year 2016-2017
Career Graduate
Award Batch NEURO BLOCK GRANT JULY XX

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 944100002020		Block Grant Award-Neuro	BG-NEURO	Active	0.00	Refunds/Stipends Only	Fall and Spring	Fall Spring

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).

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 944100002020		Block Grant Award-Neuro	BG-NEURO	Active	2222.00	Refunds/Stipends Only	Fall and Spring	Fall Spring

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.

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
<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			

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 2nd 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.

Adding Students

In the **Students** section below, add the student IDs or click the **Lookup Icon** to search for students by Name.

Be careful to select the correct student, as there can be many people with similar names.

NOTE: Continuing students have an 8 digit student ids, new students as of Fall 2016 will have a 10 digit student id# starting with "30".

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

Look Up Student ID

Student ID:

Last Name:

First Name:

Display Name:

[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 Account** (billing information).

Click on the **Award Summary** grid to see their **Financial Aid Award Summary**.

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 Account (billing summary) page opens up in another browser window.

Click the **Account Details** link to see the specific fees.

Customer Accounts			
Business Unit:	UCB01	ID:	Gradstudent, Gennady
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	

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
Class Pass Fee - Transit	2016 Fall	07/18/2016	76.00
Graduate Non-Res Supp Tuition	2016 Fall		7,551.00

Financial Aid Award Summary:

The Award Summary page opens up (not in 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.

Warning: If you use the browser back button or the menu, you may lose all your work.

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.

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.

Award Summary

Award Term Summary

Gennady Gradstudent

ID: 100

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			
<input type="checkbox"/>	2	Name			

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			
<input type="checkbox"/>	2	Galina Gradstudent			

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 is 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.

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.

The default Disbursement plan for Academic year payments is “**AY**” (Academic Year) - which is a standard fall/spring disbursement (e.g. one stipend per semester). You can also select a Monthly disbursement that happens at the beginning, middle or end of each month.

The default Disbursement plan for Summer Graduate Division awards is “**S1**”.

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

Disbursement Plan	Description
AE	Early Fall and Spring
AY	Fall and Spring
MB	Monthly(10) - BEG-AcadYr
ME	Monthly(10) - END-AcadYr
MJ	Monthly(9) - BEG-AcadYr
MR	Monthly(10) - MID-AcadYr
S1	Summer (May)
S2	Summer (July)
SE	Early Summer (Fees)
SM	Summer
SU	Monthly(3) - BEG-Summer
SV	Monthly(2) - END-Summer
SW	Monthly - MID-Summer

Disbursements						
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	

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.

Disbursements						
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	

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.

Warning: The system considers awards for both Fall & Spring as part of the Academic Year. If you enter a “Fall only” payment on an Item Type (chartstring +charge priority) and then later try to submit a “Spring only” payment from the same source, it would override the Fall payment. (The system would think you changed your mind about the Fall payment and ONLY wanted Spring to occur in that year.) To add a spring payment on the same Item Type you used for a Fall payment, use the Split code of “FS” (or if using a ,onthly Disbursement Plan, one of the monthly Split codes that pays Fall & Spring) and add in the Fall AND Spring information. This will keep the fall payment as it occurred and will add the spring payment.

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.

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.

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 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

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

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 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 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

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 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

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.

Batch Number
Institution UC Berkeley
Org Level 4 Helen Wills Neuroscience Inst
Status Pending
Approver

Graduate Division Awards
Aid Year Federal Aid Year 2016-2017
Award Batch NEURO BLOCK GRANT JULY XX
Created By

Career Graduate
Post

Select All Deselect All Delete Add

Awards

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

Students

Student ID	Name	Award Summary
<input type="checkbox"/>	1 944100002020	Gennady Gradstudent
<input type="checkbox"/>	2 944100002020	Galina Gradstudent

Apply Disbursements Delete All Replace Disbursements using first row values

Disbursements

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

Save

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.

Ext. Award Comments and History

Comments

I edited the monthly payment because...

Ext. Award Modification History

Date/Time	Name	Action
1		

OK Cancel

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 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.


Click **OK** to acknowledge the message informing us the approver has been notified

We are ready to save and submit this batch for review by a 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.

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	
Approver	<input type="text"/> 	Created By	<input type="text"/> <input type="button" value="Post"/>

Batch Number 28		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	
Approver	30 	Created By	07/22/16 3:11PM

Message



Successfully notified the approver (26000,115)

Batch Number 28		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	
Approver	30 	Created By	07/22/16 3:11PM







Select All Deselect All Delete Add

Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan
<input type="checkbox"/>	1 944100002020	Block Grant Award-Neuro	BG-NEURO	Active	2222.00	Refunds/Stipends Only	Fall and Spring

Select All Deselect All Delete Add Student Search

Student ID	Name	Award Summary
<input type="checkbox"/>	1 	Gennady Gradstudent
<input type="checkbox"/>	2 	Galina Gradstudent

Apply Disbursements Delete All Replace Disbursements using first row values

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

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.

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support) or Email: sishelp@berkeley.edu