

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.

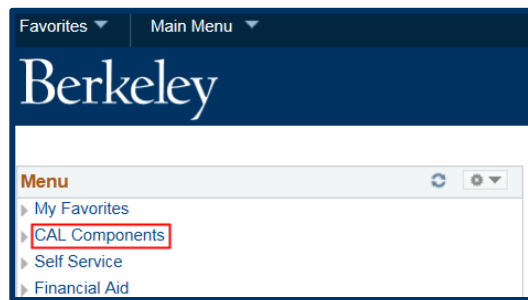
For nformation about policy, guidelines and restrictions on Graduate Awards, please visit the [Graduate Division website](#).

Before beginning, it's recommended to set your system defaults. For more information, refer to the [Set Up SACR Defaults \(Financial Aid\) job aid](#).

This job aid covers how a department enters a 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 right hand navigation icon.

Click the [Cal Components](#) link.



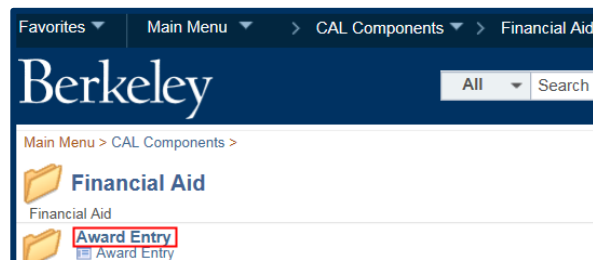
Click the [Financial Aid](#) link in the Cal Components folder.

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

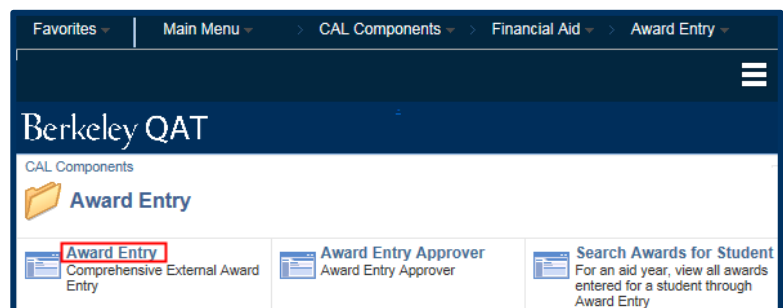


Click the [Award Entry](#) folder.

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.

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 = [dropdown] [input]
Academic Institution begins with [dropdown] UCB01 [lookup icon]
Aid Year begins with [dropdown] [input] [lookup icon]
Academic Career = [dropdown] [dropdown]
Financial Aid Type = [dropdown] Graduate Division Awards [dropdown]

The **Add a New Value** page displays.

Because our system defaults have been setup, the **Academic Institution**, **Aid Year**, and **Academic Career** have defaulted, otherwise we would need to enter those.

In this example, we only have access to enter Graduate Division Awards, so the **Financial Aid Type** has defaulted to **Graduate Division Awards**. If you also have access to enter **Department Awards**, you will need to specify which type you are entering.

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

Academic Institution UCB01 [lookup icon]
Aid Year 2018 [lookup icon]
Academic Career Graduate [dropdown]
Financial Aid Type Graduate Division Awards [dropdown]
Organization Level 4 [input] [lookup icon]
Award Batch Name [input]

Add

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

Either enter the 5 digit **Department** code or click the **Lookup Icon** [lookup icon] to the right of the **Organization Level 4** field. The choices depend on your security. Some people have access to only one department, some may have a multiple.

In this case, we'll click on **HENGL**.

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

Academic Institution UCB01 [lookup icon]
Aid Year 2018 [lookup icon]
Academic Career Graduate
Financial Aid Type Graduate Division Awards
Organization Level 4 [input] [lookup icon] [lookup icon]
Award Batch Name [input]

Add

Look Up Organization Level 4

Tree Node begins with [dropdown]

Look Up Clear Cancel

Lookup

Search Results

View 100 First 1-4 of 4 Last

Tree Node	Description
HENGL	English
HITAL	Italian Studies
HSCAN	Scandinavian Languages

We must name this batch. If multiple people in your department prepare awards, consider discussing a naming convention.

Note: Names must be unique and there is a 30 character limit.

In this case, we will enter a title of “*English Block Grant 17-18*” in the **Award Batch Name** field.

Find an Existing Value | Add a New Value

Academic Institution: UCB01

Aid Year: 2018

Academic Career: Graduate

Financial Aid Type: Graduate Division Awards

Organization Level 4: HENGL

Award Batch Name: English Block Grant 17-18

Add

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

Find an Existing Value | Add a New Value

Academic Institution: UCB01

Aid Year: 2018

Academic Career: Graduate

Financial Aid Type: Graduate Division Awards

Organization Level 4: HENGL

Award Batch Name: English Block Grant 17-18

Add

The **Award Entry** page displays. The top of the page shows summary information (*Graduate Division Awards, Aid Year, Career, etc.*) The **Status** starts 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 2017-2018 | Career: Graduate

Org Level 4: English | Award Batch: ENGLISH BLOCK GRANT 17-18

Status: Pending | Comments | Created By: | Approver: | Post

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

Student ID	Name	Award Summary
1	Name	

Existing Amount	Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award 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 [Print] [Refresh] 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"/>	Description		Active	0.00			

An **Item Type** is a 12 digit number that combines the funding source (chartstring) with a charge priority (how the funds will be applied).

Awards									
Personalize Find View All [Print] [Refresh] 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"/>	Description		Active				

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 displays.

Item Type Search

Item Type Status:

Item Type:

Item From:

Item To:

Description:

Short Desc:

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 [Print] [Refresh]			
	Item Type	Description	Charge Priority
<input type="radio"/>	1	Item Type	

The most common search criteria for Grad Div awards will be by **Charge Priority** and a **Short Description** search. (The **Keyword 3** field can also be used to find Departmentally Restricted funds.)

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. For more information, see the [Charge Priorities job aid](#).

We've clicked the **Charge Priority Lookup Icon** to see the options.

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

Charge Priority List	Description
F_ALL_N	Pay All - No TVV Permission
F_HOUSNG	Housing Only
F_NR_SUP	Non Res Supp Tuition Only
F_REFUND	Refunds/Stipends Only
F_SHIP	Health Insurance (SHIP) Only
F_SSRV	Tuition and Student Svcs Only
F_TM_XNP	Tui/Mandry; No NRST/PDST/SSDP
F_TM_XPD	Tuition & Mand Fees Excl PDST
F_TUIMAN	All Tui, Mandatory Fees, SHIP

Note: The code “refund” does not mean this is a reimbursement. Refundability refers to whether an amount may be disbursed to the student. By selecting **F_REFUND**, we're indicating that the amount should be disbursed to the student, regardless of any charges on his/her account.

We will use the **Short Description** field to look up our department's **Block Grant**.

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

Departmentally Restricted funds can be found by searching for **DR-** (*dash*) or looking up the name of the award by using the description lookup in the **Keyword 3** field.

In this case, we are awarding a Block Grant, so we will enter **BG-** and then click the **Search** button.

Note: When awarding for Summer make sure to also click the **Summer Awards** checkbox.

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 to continue adding the Award.

Note: If you accidentally click the **Item Type** number, click **Cancel**, to return to this page.

Item Type	Description	Additional Info	Charge Priority
1 944100000910	Block Grant Award-English	BG-ENGLISH	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-English*). We can also see the **Charge Priority** (*F_Refund*) for the **Amount** awarded.

Item Type	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
1 944100000910	Block Grant Award-English	BG-ENGLISH	Active	0.00	F_REFUND	AY	FS

The default **Disbursement Plan** and **Split Code** will also display.

Enter the total amount each student should get.

Item Type	Description	Additional Info	Status	Amount	Charge Priority
1 944100000910	Block Grant Award-English	BG-ENGLISH	Active	1000.00	F_REFUND

In this example, our department will give \$1,000 to each student for the year (\$500 per semester).

Next we decide how and when these funds will disburse (via the **Disbursement Plan** and the **Split Code**).

Disbursement Plans control when and how often an award will disburse. The most common choices are a single payment per semester (e.g. **AY** in Fall and/or Spring or **SM** and **S1** in Summer) or a monthly disbursement (e.g. **MB** = beginning of each month in Fall/Spring, or **SU** = Monthly, beginning of month in summer).

Split Codes are conditional, depending on the Disbursement plan and they designate if the award will be for Fall only (e.g. **FL** or **MF**), Spring only (e.g. **SP** or **MS**), Fall & Spring (e.g. **FS**, **MB**, **MR**, **ME**, etc.) or Summer (**SM**, **S1**).

In our example, we wish to pay this stipend monthly to all students, so we will change the defaults of the **Disbursement Plan** (**AY** = one payment per term in the Academic Year) and **Split Code** (**FS** = Fall & Spring).

Note: These codes can also be changed in the **Disbursements** section below.

Click the **Disbursement Code Lookup Icon** to see the choices.

We will select “**ME**” which will pay these students Monthly, at the end of each month, for 10 months.

Note: Since we have not selected a Summer Item Type, we will not see Summer Disbursement codes.

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

Click the **Split Code Lookup Icon** to see the choices. Split codes are conditional, so we only see the choices available for “**ME**” Disbursement Plan.

We will select “**ME**” to indicate this is for Fall and Spring.

Split Code	Description
ME	Fall Spring
MF	Fall
MS	Spring

In this example, we have added 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.

Item Type	Advance Search	Description	Additional Info	Status	Amount	Charge Priority	Disburse Plan	Split Code
1 944100000910	<input type="checkbox"/>	Block Grant Award-English	BG-ENGLISH	Active	1000.00	F_REFUND	ME	ME
2	<input type="checkbox"/>	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, add the **Student ID** or click the **Lookup Icon** to search for students by Name.

After adding the 1st student, click the **Add** link to add more students.

We have added two students.

Click on a **student's name** to see their **Customer Account** (billing information).

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

Customer Accounts:

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

Click **Account Details** for specific fees.

Account Details:

The billing details page displays.

Click the **View All** link for all charges and payments.


Close the browser window, to return to our Award Entry batch.

Financial Aid Award Summary:

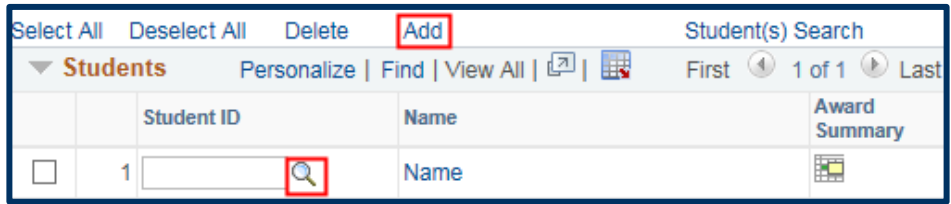
Award Summary opens in a new window.

This displays planned aid. Click the **Award Term Summary** tab for a breakdown by term.

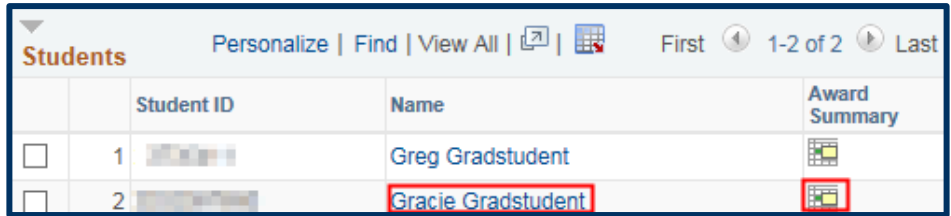
Gracie has no aid showing, so we can proceed without worrying about over-awarding.

*Another student with awards might show 

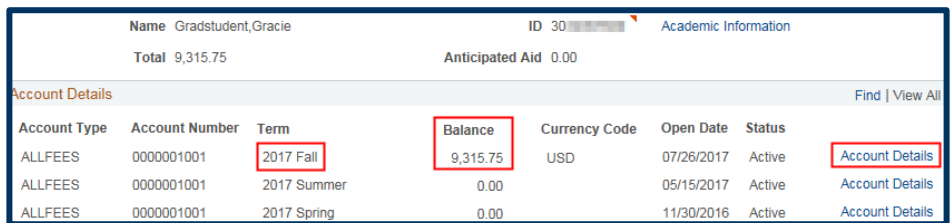
To return to the **Award Entry** page, close the browser window.



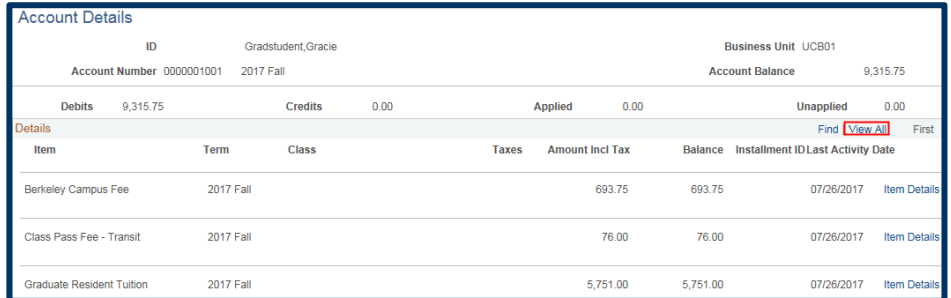
Select All		Deselect All		Delete		Add		Student(s) Search	
Students Personalize Find View All [?] [grid]									
	Student ID			Name		Award Summary			
<input type="checkbox"/>	1	<input type="text"/>		Name					



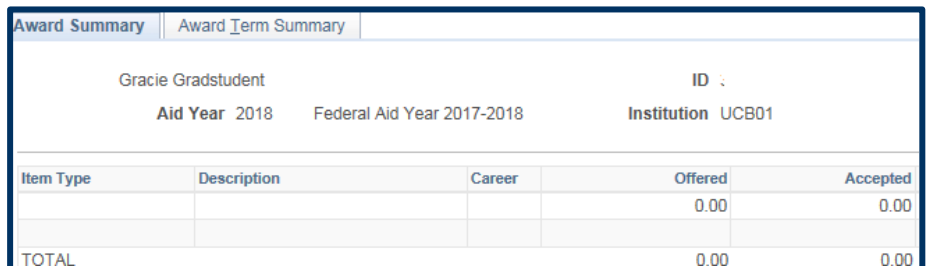
Students		Personalize Find View All [?] [grid]		First		1-2 of 2		Last	
<input type="checkbox"/>	1	[blurred]		Greg Gradstudent					
<input type="checkbox"/>	2	[blurred]		Gracie Gradstudent					



Name		Gradstudent,Gracie		ID		30 [blurred]		Academic Information	
Total		9,315.75		Anticipated Aid		0.00			
Account Details Find View All									
Account Type	Account Number	Term	Balance	Currency Code	Open Date	Status	Account Details		
ALLFEES	0000001001	2017 Fall	9,315.75	USD	07/26/2017	Active	Account Details		
ALLFEES	0000001001	2017 Summer	0.00		05/15/2017	Active	Account Details		
ALLFEES	0000001001	2017 Spring	0.00		11/30/2016	Active	Account Details		



Account Details		ID		Gradstudent,Gracie		Business Unit		UCB01	
Account Number		0000001001		2017 Fall		Account Balance		9,315.75	
Debits	9,315.75	Credits	0.00	Applied	0.00	Unapplied	0.00		
Details Find View All First									
Item	Term	Class	Taxes	Amount Incl Tax	Balance	Installation ID	Last Activity Date	Item Details	
Berkeley Campus Fee	2017 Fall			693.75	693.75		07/26/2017	Item Details	
Class Pass Fee - Transit	2017 Fall			76.00	76.00		07/26/2017	Item Details	
Graduate Resident Tuition	2017 Fall			5,751.00	5,751.00		07/26/2017	Item Details	



Award Summary		Award Term Summary		ID		Gracie Gradstudent		UCB01	
Aid Year		2018		Federal Aid Year		2017-2018		Institution	
Item Type	Description	Career	Offered	Accepted					
			0.00	0.00					
TOTAL			0.00	0.00					



Description	Career	Offered	Accepted	Authorized	Disbursed
Block Grant Award-EECS	GRAD	113.00	113.00	0.00	0.00
Department Award-EECS	GRAD	15,102.00	15,102.00	0.00	0.00
Department Award-EECS	GRAD	18,631.50	18,631.50	0.00	0.00
		33,846.50	33,846.50	0.00	0.00

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, based on the information we entered above. We can still make changes to individual students in this section.

Existing Amount	Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
	94410000910	Block Grant Award-English	[redacted]	ME	ME	1000.00
	94410000910	Block Grant Award-English	[redacted]	ME	ME	1000.00

An important consideration is whether we have already given money to a student on a particular Item Type during the same Academic Year (which counts both Fall and Spring) or for the Summer. If so, an amount will show in the **Existing Amount** field.

Existing Amount	Item Type
1	5224.00 945100097200

Example: If we saw that a student has already received an amount on an Item Type (the combination of charstring & charge priority), this batch would be considered a “revision” of a previous award. If a student already received \$5,224.00 and we submitted another award for \$1,000, on the same Item Type (same chartstring, same Charge Priority) for the same Academic Year, the new amount supercedes the original.

-If we submit a \$1,000 award on this Item Type, the original \$5224.00 would be reversed and the student would receive only \$1,000. (even if that original amount was coded as Fall only (Split code **FL**) and we submitted a Spring only (Split code **SP**) award, because they system considers Fall & Spring, so it would think the Fall only payment was no longer valid and that we were instructing it to **ONLY** pay the student in Spring.

-If we wish to add an *additional* thousand dollars, then we would submit an award for \$6,224.

To research a student’s previous batch, we could search the student to see their previous batches. See the [Search Student’s Awards](#) job aid for more information.

In our example, neither student has an Existing Amount already indicated, so do not need to make adjustments for that.

In this example, we’ll change Greg’s Disbursement to **MB** =monthly beginning of month, and the Split Code to **MF**, Fall only).

We can also adjust amounts individually. If Greg was only going to be here in fall and should get half the award, we can change that amount in this section.

If the change we made should apply to all the other students in the Disbursements section we could click the **Copy Disbursement From link** to replicate the change.

Existing Amount	Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1	944100000910	Block Grant Award-English	23735411	MB	MF	500.00
2	944100000910	Block Grant Award-English	3032097680	ME	ME	1000.00

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) for Greg 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 monthly 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.

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 Greg’s information.


ID	Date	Amount
1 01	08/01/2017	100.00
2 02	09/01/2017	100.00
3 03	10/01/2017	100.00
4 04	11/01/2017	100.00
5 05	12/01/2017	100.00

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 for each month (e.g. We could pay Greg \$50 in August and \$150 in September) - so long as the totals add up to the amount (\$500).

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

Block Grant Award-English
Greg Gradstudent

ID	Date	Amount
1 01	08/01/2017	100.00
2 02	09/01/2017	100.00
3 03	10/01/2017	100.00
4 04	11/01/2017	100.00
5 05	12/01/2017	100.00

Disbursements

Existing Amount	Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount	
	944100000910	Block Grant Award-English	Greg Gradstudent	MB	MF	500.00	
	944100000910	Block Grant Award-English	Gracie Gradstudent	ME	ME	1000.00	

Block Grant Award-English
Gracie Gradstudent

ID	Date	Amount
1 01	08/25/2017	100.00
2 02	09/25/2017	100.00
3 03	10/25/2017	100.00
4 04	11/21/2017	100.00
5 05	12/20/2017	100.00
6 06	01/25/2018	100.00
7 07	02/23/2018	100.00
8 08	03/25/2018	100.00
9 09	04/25/2018	100.00
10 10	05/25/2018	100.00

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

Because Gracie's Disbursement Plan and Split Code are **MB** and **MF**, she is set up to get 10 monthly payments, at the end of the month for Fall & Spring.

Block Grant Award-English
Gracie Gradstudent

ID	Date	Amount
1 01	08/25/2017	100.00
2 02	09/25/2017	100.00
3 03	10/25/2017	100.00
4 04	11/21/2017	100.00
5 05	12/20/2017	100.00
6 06	01/25/2018	100.00
7 07	02/23/2018	100.00
8 08	03/25/2018	100.00
9 09	04/25/2018	100.00
10 10	05/25/2018	100.00

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 our Approver in the Graduate Division.

Scroll up to the top of the page.

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

Batch Number	14695	Graduate Division Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2017-2018	Career	Graduate
Org Level 4	English	Award Batch	ENGLISH BLOCK GRANT 17-18		
Status	Pending	Comments	Created By	08/14/17 4:36PM	
Approver	<input type="text"/>	<input type="button" value="Post"/>			

After adding comments, click the **OK** button to return to the Award Entry page.

Award Entry Comments and History

Comments

Greg is only here in Fall, so he gets half the award.

Ext. Award Modification History

Date/Time	Name	Personalize
1		

We also have to click **OK** to acknowledge a message reminding us that no Approver has been chosen yet.

Message

Warning: An approver has not been chosen yet (26000,129)

Now we are ready to add our Approver.

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

Batch Number	14695	Graduate Division Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2017-2018	Career	Graduate
Org Level 4	English	Award Batch	ENGLISH BLOCK GRANT 17-18		
Status	Pending	Comments	Created By	08/14/17 4:36PM	
Approver	<input type="text"/>	<input type="button" value="Post"/>			

Batch Number	14695	Graduate Division Awards			
Institution	UC Berkeley	Aid Year	Federal Aid Year 2017-2018	Career	Graduate
Org Level 4	English	Award Batch	ENGLISH BLOCK GRANT 17-18		
Status	Pending	Comments	Created By	08/14/17 4:36PM	
Approver	<input type="text"/>	<input type="button" value="Post"/>			

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.

Batch Number 14695 Graduate Division Awards

Institution UC Berkeley Aid Year Federal Aid Year 2017-2018 Career Graduate

Org Level 4 English Award Batch ENGLISH BLOCK GRANT 17-18

Status Pending Comments Created By [redacted] 08/14/17 4:36PM

Approver [redacted] [redacted] Post

Select All Deselect All Delete Add

Awards Personalize | Find | View All | [icon]

	Item Type	Advance Search	Description	Additional Info	Status	Amount
<input type="checkbox"/>	1 944100000910	[icon]	Block Grant Award-English	BG-ENGLISH	Active	

Select All Deselect All Delete Add Student(s) Search

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

	Student ID	Name	Award Summary
<input type="checkbox"/>	1 [redacted]	Greg Gradstudent	[icon]
<input type="checkbox"/>	2 [redacted]	Gracie Gradstudent	[icon]

Apply Disbursements Delete All Copy Disbursements from 3032097680 for 944100000910

Disbursements Personalize | Find | [icon] First 1-2 of 2

Existing Amount	Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount
1	944100000910	Block Grant Award-English	[redacted]	Greg Gradstudent	MB MF	500.00
2	944100000910	Block Grant Award-English	[redacted]	Gracie Gradstudent	ME ME	1000.00

Save

Then acknowledge the message that the Approver has been notified, by clicking **OK**.

Status Pending Comments Created By [redacted] 08/14/17 4:36PM

Approver 303

Select All Dese

Awards Personalize | Find | View

Item Typ Additional Info Status

1 944100000910 English BG-ENGLISH Active

Message

Successfully notified the approver (26000,115)

OK

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, please email: awardentry@berkeley.edu