Find Existing Award Entry Batch

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

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

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

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

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

Click the Financial Aid link.

Click the Award Entry folder.
Click the **Award Entry** link.

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

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

We can search by different values or combinations of values.

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

We could search by the exact **Batch Number** to go directly to that batch.
Or we could search by a combination of criteria.

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

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

Click the Search button.

Our results display below.

Based on our search criteria, the system has returned 46 results. The most recent batches will be at the top. (i.e. the highest Batch Number).
We can sort the results by clicking on the title of any of the columns.

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

We can filter our results by adding more search criteria.

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

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

Then click the **Search** button.

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

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

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

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

**Support**

For questions or assistance, please contact awardentry@berkeley.edu