

Find Existing Award Entry Batch

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

To lookup an existing award you will need to have the correct access of an Awarder (either Departmental and/or Graduate Division).

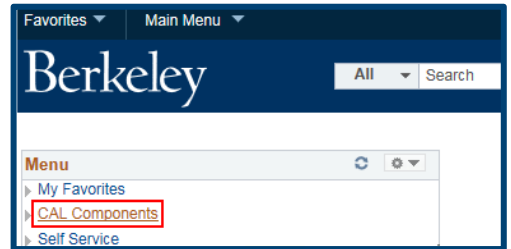
You can lookup a batch by a variety of criteria. You may be checking for Pending batches that need further edits or for already approved batches for informational purposes or to make revisions.

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

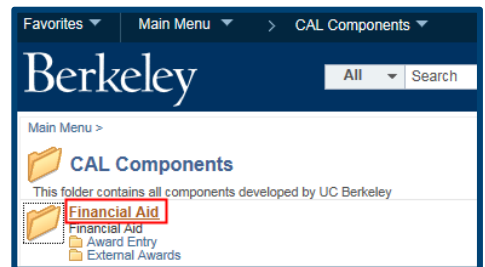
To log into SIS Campus Solutions, select one of the available login choices:

<http://sis.berkeley.edu/sis-logins>

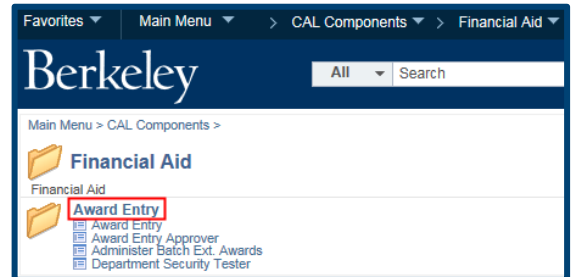
After logging into *SIS Campus Solutions*, click the CAL Components link.



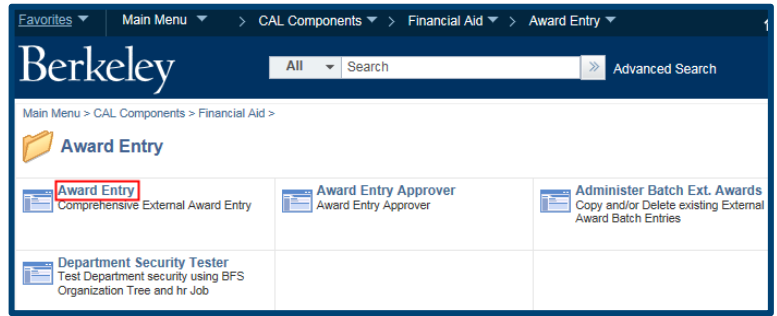
Click the Financial Aid link.



Click the Award Entry folder.

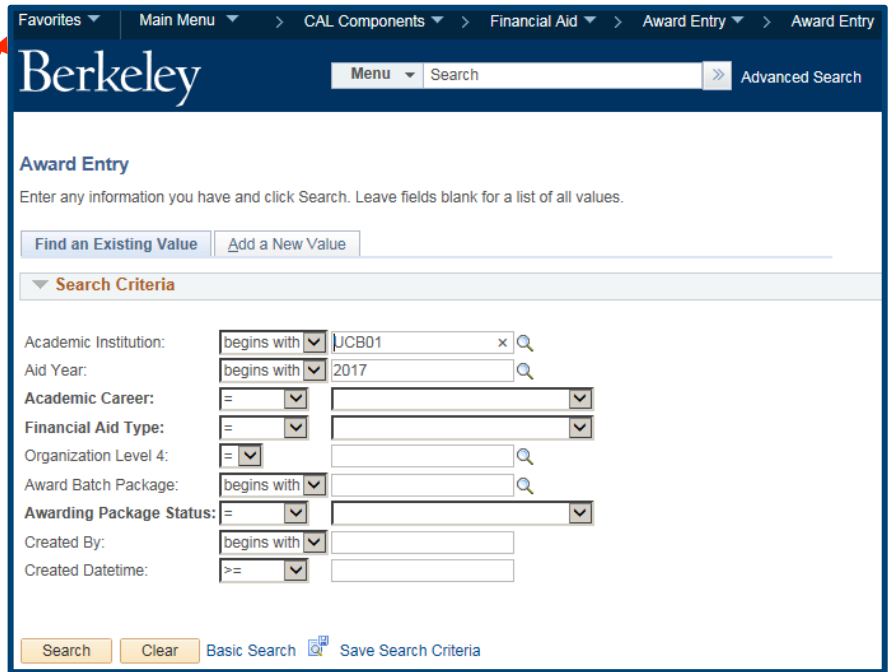


Click on the Award Entry link.



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

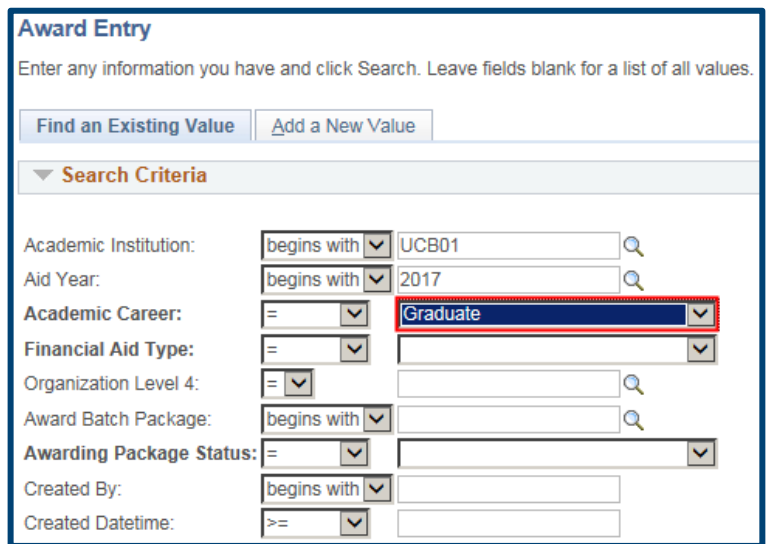
NOTE: If you will visit this page regularly, you can go up to the **Favorite** link at the top of the page and make this page a "Favorite". Next time you login, instead of navigating to this page, click the **Favorites** link and then click on **Award Entry**.



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

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

NOTE: Historical data from DSAS and GLOW have not been imported into this



system, so you will not be able to search for any years previous to 2016–2017.

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


Select Graduate from the Academic Career drop-down.

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

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

In this example, we will select Department Awards.

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

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

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

Award Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Institution: begins with UCB01

Aid Year: begins with 2017

Academic Career: = Graduate

Financial Aid Type: = Department Awards
Graduate Division Awards

Organization Level 4: =

Award Batch Package: begins with

Awarding Package Status: =

Created By: begins with

Created Datetime: >=

Award Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Institution: begins with UCB01

Aid Year: begins with 2017

Academic Career: = Graduate

Financial Aid Type: = Department Awards

Organization Level 4: =

Award Batch Package: begins with

Awarding Package Status: =

Created By: begins with

Created Datetime: >=

Look Up Organization Level 4

Tree Node: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Tree Node	Description
XOREC	SPH Divisional Rsrch and Cntrs
CPACA	SPH Academic Dept
CQADM	SPH Administration

COREC.

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

Click the Search button.

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

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

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

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

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

The screenshot shows a search results page with the following search criteria: Academic Institution: begins with UCB01; Aid Year: begins with 2017; Academic Career: Graduate; Financial Aid Type: Department Awards; Organization Level 4: COREC; Awarding Package Status: (empty). The results table is sorted by Awarding Package Status, showing 14 rows. The 'Awarding Package Status' column is highlighted with a red box.

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

We can filter our results by adding more search criteria.

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

Then click the **Search** button again.

The screenshot shows the search criteria form with the following settings: Academic Institution: begins with UCB01; Aid Year: begins with 2017; Academic Career: Graduate; Financial Aid Type: Department Awards; Organization Level 4: COREC; Awarding Package Status: Posted (selected in a dropdown menu highlighted with a red box); Created By: begins with (empty); Created Datetime: >= (empty). The Search button is highlighted with a red box.

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

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

Click on **Batch Sequence Number 79** to review the information.

The screenshot shows the search results page with the following search criteria: Academic Institution: begins with UCB01; Aid Year: begins with 2017; Academic Career: Graduate; Financial Aid Type: Department Awards; Organization Level 4: COREC; Awarding Package Status: Posted. The results table shows 3 rows, sorted by Created Datetime. The 'Batch Sequence Number' column is highlighted with a red box, and the row for batch #79 is also highlighted with a red box.

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

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

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

Batch Number 79 Department Awards

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

Org Level 4 SPH Divisional Rsrch and Cntrs Award Batch SPH DEPTAWARD JULY16 XX

Status Posted [Comments](#) Created By [redacted] 07/13/16 6:25PM

Approver 303 [redacted] [Post](#) Posted 07/16/2016

Select All Deselect All Delete Add

Awards Personalize | Find | View All | [grid] [print] 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 945100032470	Q	Department Award	School of Public Health	Active	10000.00	Pay All - No TIV Permission	Fall and Spring	Fall Spring
<input type="checkbox"/>	2 945100039290	Q	Department Award	School of Public Health	Active	7551.00	Non-Resident Fees Only	Fall and Spring	Fall Spring

Select All Deselect All Delete Add Student Search

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

	Student ID	Name	Award Summary
<input type="checkbox"/>	1 2 [redacted]	Gary GradStudent	[summary icon]
<input type="checkbox"/>	2 2 [redacted]	Gabriella GradStudent	[summary icon]

Apply Disbursements Delete All Replace Disbursements using first row values

Disbursements Personalize | Find | View All | [grid] [print] First 1-4 of 4 Last

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount	
1 945100039290	Department Award	2 [redacted]	Gary GradStudent	AY FS	7551.00	[edit]
2 945100032470	Department Award	2 [redacted]	Gary GradStudent	MB MB	10000.00	[edit]
3 945100032470	Department Award	2 [redacted]	Gabriella GradStudent	MB MB	10000.00	[edit]
4 945100039290	Department Award	2 [redacted]	Gabriella GradStudent	AY FS	7551.00	[edit]

ID	Date	Amount
1		0.00

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

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

Disbursements Personalize | Find | View All | [grid] [print] First 1-4 of 4 Last

Item Type	Student Award Description	Student ID	Disburse Plan	Split Code	Award Amount	
1 945100039290	Department Award	[redacted]	Gary GradStudent	AY FS	7551.00	[edit]
2 945100032470	Department Award	[redacted]	Gary GradStudent	MB MB	10000.00	[edit]
3 945100032470	Department Award	[redacted]	Gabriella GradStudent	MB MB	10000.00	[edit]
4 945100039290	Department Award	[redacted]	Gabriella GradStudent	AY FS	7551.00	[edit]

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

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

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

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

Then click the Search button.

We now have 8 results.

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

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

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

Click anywhere on that line to open into the batch.

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

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Batch Sequence Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Package	Awarding Package Status	Created By	Created Datetime
90	UCB01	2017	Graduate	DSAS	COREC	TEST99	Pending	30	07/15/2016 5:50PM
88	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST2	Pending	30	07/15/2016 3:02PM
86	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST1	Pending	30	07/14/2016 1:56PM
84	UCB01	2017	Graduate	DSAS	COREC	AED2	Pending	30	07/13/2016 8:23PM
82	UCB01	2017	Graduate	DSAS	COREC	TEST AED	Pending	30	07/13/2016 8:17PM
77	UCB01	2017	Graduate	DSAS	COREC	KT TEST NO AID YEAR	Pending	30	07/13/2016 1:52PM
74	UCB01	2017	Graduate	DSAS	COREC	TEST KT	Pending	30	07/12/2016 1:04PM
33	UCB01	2017	Graduate	DSAS	COREC	TEST COREC 1	Pending	30	07/11/2016 11:00AM

Search Results

View All First 1-8 of 8 Last

Batch Sequence Number	Academic Institution	Aid Year	Academic Career	Financial Aid Type	Organization Level 4	Award Batch Package	Awarding Package Status	Created By	Created Datetime
90	UCB01	2017	Graduate	DSAS	COREC	TEST99	Pending	30	07/15/2016 5:50PM
88	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST2	Pending	30	07/15/2016 3:02PM
86	UCB01	2017	Graduate	DSAS	COREC	20160714_JG_TEST1	Pending	30	07/14/2016 1:56PM
84	UCB01	2017	Graduate	DSAS	COREC	AED2	Pending	30	07/13/2016 8:23PM
82	UCB01	2017	Graduate	DSAS	COREC	TEST AED	Pending	30	07/13/2016 8:17PM
77	UCB01	2017	Graduate	DSAS	COREC	KT TEST NO AID YEAR	Pending	30	07/13/2016 1:52PM
74	UCB01	2017	Graduate	DSAS	COREC	TEST KT	Pending	30	07/12/2016 1:04PM
33	UCB01	2017	Graduate	DSAS	COREC	TEST COREC 1	Pending	30	07/11/2016 11:00AM

The batch displays.

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

The screenshot shows a web interface for managing award entry batches. At the top, it displays metadata for the batch: Institution (UC Berkeley), Aid Year (2016-2017), Career (Graduate), Org Level (4), and Award Batch (TEST99). The status is 'Pending' and was created on 07/15/16 at 5:50 PM. Below this are three main sections:

- Awards:** A table listing two department awards. The first has an item type of 1, amount of 10000.00, and is for Gary GradStudent. The second has an item type of 2, amount of 7551.00, and is for Gabriella GradStudent.
- Students:** A table listing the two students associated with the awards: Gary GradStudent and Gabriella GradStudent.
- Disbursements:** A table showing four disbursement rows. The first row shows a disbursement of 7551.00 for Gary GradStudent. The second and third rows show disbursements of 10000.00 for Gary and Gabriella GradStudents respectively. The fourth row shows a disbursement of 7551.00 for Gabriella GradStudent.

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. A small summary table on the right shows a total amount of 0.00.

Support

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

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