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
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).
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**.

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.

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.
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.

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.
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.
The batch displays.

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

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