

Search for Student's Award Entry batches

This guide will demonstrate how to search for Award Entry batches for a particular student.

1. Log in to **Campus Solutions**.

Navigate to:

Cal Components > Financial Aid > Award Entry > Search Awards For Student

Favorites ▾ Main Menu ▾ > CAL Components ▾ > Financial Aid ▾ > Award Entry ▾ > Search Awards for Student

Berkeley Menu ▾ Search Advanced Search

Search Awards for Student

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

Find an Existing Value

▼ Search Criteria

Academic Institution: begins with ▾ UCB01 x

Aid Year: begins with ▾ 🔍

Student ID: begins with ▾ 🔍

Last Name: begins with ▾

First Name: begins with ▾

Search Clear Basic Search 🔍 Save Search Criteria

Berkeley | Student Information Systems

2. Enter the criteria (e.g. Student ID or name), then click the **Search** button.

Note: No data previous to Fall 2016 (Aid Year 2016- 2017) will be available.

Search Awards for Student

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

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution: begins with ▼ UCB01

Aid Year: begins with ▼ 2017

Student ID: begins with ▼

Last Name: begins with ▼ Grad

First Name: begins with ▼ G

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. If there is only 1 result, that student's data will appear.

If the search is broad and there are multiple matches, the search results will display below the search button.

Click anywhere on a line to see the results for that student.

Academic Institution: begins with ▼ UCB01

Aid Year: begins with ▼ 2017

Student ID: begins with ▼

Last Name: begins with ▼ GRAD

First Name: begins with ▼ G

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Aid Year	Student ID	Last Name	First Name
UCB01	2017		GRAD	GEORGE
UCB01	2017		GRAD	GINNY

4. Note the 2 tabs, Summary & Details. The default view is Summary, which shows:

- **Batch Number** (if there is more than 1 Item Type in a batch, the # will show more than once, e.g. 3372 below)
- **Award Batch Package** (aka “Name” of the batch)
- **Type** of award (Department or Graduate Division)
- **Org Level 4** (aka Department). You will see all batches the student is in, except those entered by the Graduate Division (OQFEL) (e.g., multi-years, NSF, DCF).
- **Status** (Pending, Posted, Reject, GradDiv Processed)
- **Item Type**
- **Last Updated Date**

ID 3031

Ginny Grad

Aid Year 2017

Personalize

Find

First

1-13 of 13

Last

Summary

Details

Batch Number	Award Batch Package	Fin Aid Type	Org Level 4	Status	Item Type		Posted	Last Update Date/Time
1	1447	GradDiv	IMMCB	GD Procspd	944100001780	Block Grant Award-MCB		08/15/16 3:13:00PM
2	1535	GradDiv	IMMCB	GD Procspd	944100001790	Block Grant Award-MCB		08/16/16 9:41:02AM
3	1535	GradDiv	IMMCB	GD Procspd	944100001800	Block Grant Award-MCB		08/16/16 9:41:02AM
4	1879	DeptAward	IMMCB	Posted	945100047020	Department Award	08/19/2016	08/19/16 11:48:03AM
5	1923	DeptAward	IMMCB	Posted	945100047030	Department Award	08/19/2016	08/19/16 3:59:53PM
6	1951	DeptAward	IMMCB	Posted	945100047040	Department Award	08/19/2016	08/19/16 4:19:07PM
7	1999	GradDiv	IMMCB	Posted	944100005730	Block Grant Award-MCB	08/23/2016	08/23/16 1:38:28PM
8	2000	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	08/23/2016	08/23/16 9:47:20AM
9	2001	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	08/23/2016	08/23/16 9:48:24AM
10	3372	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	09/14/2016	09/14/16 3:23:33PM
11	3372	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	09/14/2016	09/14/16 3:23:33PM
12	6518	DeptAward	IMMCB	Posted	945100047030	Department Award	12/19/2016	12/19/16 2:21:27PM
13	6520	DeptAward	IMMCB	Posted	945100047040	Department Award	12/19/2016	12/19/16 2:15:51PM

5. Clicking the **Details** tab shows:

- **Batch Number** (if there is more than 1 Item Types in a batch, the # will show more than once, e.g. 3372 below)
- **Award Batch Package** (aka “Name” of the batch)
- **Charge Priority** (aka what the award will pay). See the Charge Priority chart for more information.

- **Disbursement Plan** (e.g. AE=Early, AY= Academic Year, ME= Monthly at End of month).
- **Split Code** (when the award will disburse Fall only, Fall & Spring or Spring only).
- **Disbursed Total:** Total award amount, both past and future disbursements.
- **Additional Info** either the fund short name for Graduate Division Awards or the chartstring for Department Awards.

ID 3031

Ginny Grad

Aid Year 2017

Personalize | Find |

Summary

Details

	Batch Number	Award Batch Package	Charge Priority	Disb Plan	Split Code	Disbursed Total	Additional Info
1	1447		F_REFUND	AY	FS	10,197.00	BG-MCB
2	1535		F_TM_XNP	AE	AF	3,575.30	BG-MCB
3	1535		F_NR_SUP	AE	AF	3,020.40	BG-MCB
4	1879		F_REFUND	ME	ME	19,480.00	10000-57415- Link
5	1923		F_TUIMAN	AY	FL	5,362.95	10000-57415- Link
6	1951		F_NR_SUP	AY	FL	4,530.60	10000-57415- Link
7	1999		F_REFUND	AY	FS	10,197.00	USAP

Click the “Show All Columns” icon to see all the information from the **Summary & Details** tabs combined. To return to the separate tabs, click the “Show Tabs” icon .

Batch Number	Award Batch Package	Fin Aid Type	Org Level 4	Status	Item Type	Posted	Last Update Date/Time	Charge Priority	Disb Plan	Split Code	Disbursed Total	Additional Info
1	1447	GradDiv	IMMCB	GD Proccsd	944100001780	Block Grant Award-MCB	08/15/16 3:13:00PM	F_REFUND	AY	FS	10,197.00	BG-MCB
2	1535	GradDiv	IMMCB	GD Proccsd	944100001790	Block Grant Award-MCB	08/16/16 9:41:02AM	F_TM_XNP	AE	AF	3,575.30	BG-MCB
3	1535	GradDiv	IMMCB	GD Proccsd	944100001800	Block Grant Award-MCB	08/16/16 9:41:02AM	F_NR_SUP	AE	AF	3,020.40	BG-MCB
4	1879	DeptAward	IMMCB	Posted	945100047020	Department Award	08/19/2016 08/19/16 11:48:03AM	F_REFUND	ME	ME	19,480.00	10000-57415-
5	1923	DeptAward	IMMCB	Posted	945100047030	Department Award	08/19/2016 08/19/16 3:59:53PM	F_TUIMAN	AY	FL	5,362.95	10000-57415-
6	1951	DeptAward	IMMCB	Posted	945100047040	Department Award	08/19/2016 08/19/16 4:19:07PM	F_NR_SUP	AY	FL	4,530.60	10000-57415-
7	1999	GradDiv	IMMCB	Posted	944100005730	Block Grant Award-MCB	08/23/2016 08/23/16 1:38:28PM	F_REFUND	AY	FS	10,197.00	USAP
8	2000	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	08/23/2016 08/23/16 9:47:20AM	F_NR_SUP	AE	AF	3,020.40	USAP-NRT
9	2001	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	08/23/2016 08/23/16 9:48:24AM	F_TM_XNP	AE	AF	3,575.30	USAP
10	3372	GradDiv	IMMCB	Posted	944100005740	Block Grant Award-MCB	08/14/2016 08/14/16 3:23:33PM	F_TM_XNP	AE	AF	5,648.30	USAP
11	3372	GradDiv	IMMCB	Posted	944100005750	Block Grant Award-MCB	08/14/2016 08/14/16 3:23:33PM	F_NR_SUP	AE	AF	947.40	USAP-NRT
12	6518	DeptAward	IMMCB	Posted	945100047030	Department Award	12/19/2016 12/19/16 2:21:27PM	F_TUIMAN	AY	FS	14,190.20	10000-57415-
13	6520	DeptAward	IMMCB	Posted	945100047040	Department Award	12/19/2016 12/19/16 2:15:51PM	F_NR_SUP	AY	FS	12,081.60	10000-57415-

- When finished, click the **Return to Search** button at the bottom; use the top menu to navigate or **Sign Out**.

Main Menu > CAL Components > Financial Aid > Award Entry > Search Awards for Student Home | Sign out