SIS Job Aid #1100

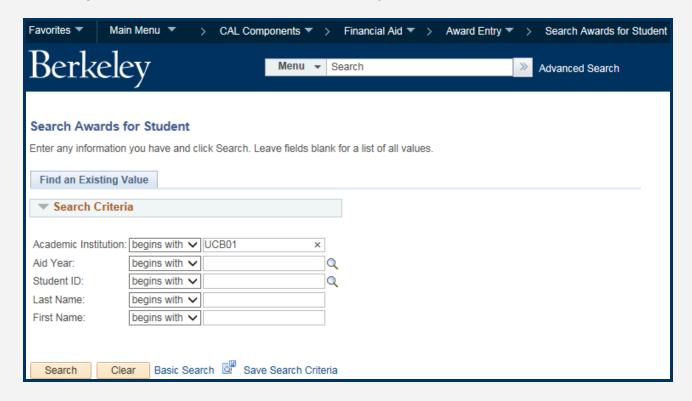
Search for Student's Award Entry batches

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

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

Navigate to:

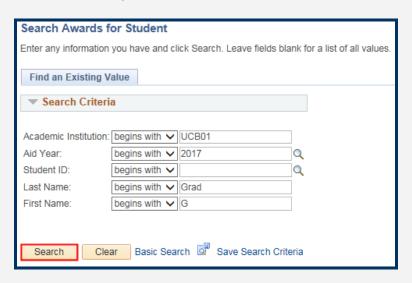
Cal Components > Financial Aid > Award Entry > Search Awards For Student



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

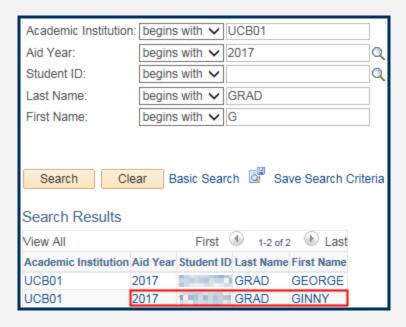
Note: No data previous to Fall 2016 (Aid Year 2016- 2017) will be available.



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

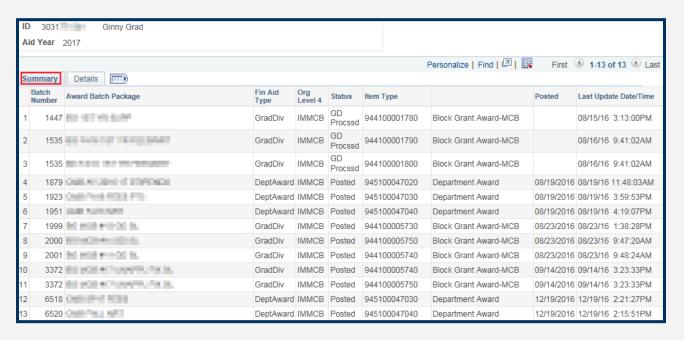
If the search is broad and there are multiple matches, the search results will display below the search button.

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



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- 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



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)
- o Award Batch Package (aka "Name" of the batch)
- Charge Priority (aka what the award will pay). See the Charge Priority chart for more information.

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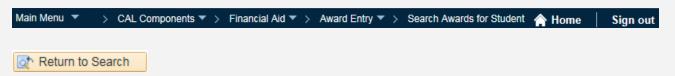
- Disbursement Plan (e.g. AE=Early, AY= Academic Year, ME= Monthly at End of month).
- Split Code (when the award will disburse Fall only, Fall & Spring or Spring only).
- o **Disbursed Total**: Total award amount, both past and future disbursements.
- Additional Info either the fund short name for Graduate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



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 .



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



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