Status quo for counselor – all awarding must commence with an application from Minerva. Once the counselor has "created" the award it will be populated into Banner tables.

• Use KVISAWK to find all generic bursaries. Press F7 then type X%B% in Aid Fund Code and ACAP in Aid Fund Status

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Aid Pe	riod: YEAR		YEAR									121
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Enter a qu Record: 1/	ery; press F81 11		, Ctrl+Q to canc ∼Qu	el.	<08	BC>						

Hints – If you type in just X% you will find ALL generic awards If you leave the Aid Fund Status blank you will find all awards regardless of status You can also use the Disbursed indicator to refine your search

Once you have executed the query (F8) you will see:

Aid Ye Aid Pei	ar: 0809 riod: YEAR	200	08/2009 Aid	l year (Teri	ms 200809	, 200901, 20	0905)							E
Aid Year	nal Awards Aid Period	Institut ID	ional Loans Last Name	First Name	ment Awar Middle Name	nds Othe Aid Fund Code	Se	d Fund Code	Fund		Aid Fund Status Date	Detail Single Usage I	Disbursable	Dis
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Once you have your list of students you are ready to begin "assigning/splitting" into the "named award"

- Getting the ID into KVAAWRD
 - Place your cursor on the record of the student you want to handle and then rollback (F7) followed by F5 type in KVAAWRD and Enter – this will bring forward the ID of the student
 - 2. Open up another session of INB and go to KVAAWRD and type in the ID number
 - 3. Copy the ID of the student you want to handle and then paste it in a new session of INB
- Once in KVAAWRD verify that you are in the correct Aid Year and Aid Period (0809, YEAR)

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Enter the aid year. Record: 1/1 I List of Va	lu <08C>	

• Go to Next Block (Ctrl PgDn) and do a search for the Generic Bursary (similar to KVISAWK)

Soracle Developer Forms Runtime - Web: Open > KVISAWK - KVVTREQ - KVAAWRD	
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Record: 1/1 Enter-Qu List of Valu <0SC>	

Hints – If you type in just X% you will find ALL generic awards- regardless of Aid Fund Status

Once you have found the record(s) you need to work with you will notice that the Web Query is set to No. This means that the students cannot view this award on the web. We have set this indicator to No for ALL Generic Need-Based Aid.

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Cancel Amount:		Cancel Date:		Activity Date:		
Enter the aid fund code.				<u>`</u>		
Record: 1/1		<08C>				

Assigning Bursaries in BSAC.doc

Once you are on the record you need - go to Options and choose Split This Award

🏙 Oracle Developer Forms	Runtime - Web: Open > KVISAWK - KVVTR	REQ - KVAAWRD			
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	lication Status (KVASTAT)				
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Cancel Amount:	Cancel Date	e:	Activity Date:		-
L			ι		
Enter the aid fund code.					-
Record: 1/1	<0SC>	>]

You will be taken to a new form KZAIAEX – Extended Award Data. This form is providing you with the details that originated from the counsellor's assessment/approval of an award.

🧏 Oracle Developer Forms Runtime - Web: Open > KVISAWK - KVVTREQ - KVAAWRD	
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Apprication Financia Au Term Program Seg#	
Select Application	
Enter the Banner ID of the Student Aid Applicant.	\Box
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Once you move to the Next Block (Ctrl PgDn) you will see that several fields may or may not show depending on the "type" of award.

Assigning Bursaries in BSAC.doc

In this example – you will see that the Renewability Indicator is set to N (No) and as such the Renewability Year of Year and Next Renew Term have disappeared; as well as the Aid Year, Aid Period, Aid Fund, Seq # and Select Award button.

& Oracle Developer Forms Runtime - Web: Open > KVISAWK - KVVTREQ - KVAAWRD	
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📴 Extended Award Data KZAIAEX 7.3 [1.0] (DBAN4) (2000200000000000000000000000000000000	
Student ID: Aid Fund: X_INCRBURS Generic In-Course Bursary [UNIV:BURS:INCR:NR] Aid Year: 0809 2008/2009 Aid year (Terms 200809, 20) Aid Fund Seq#: 1 Aid Period: YEAR Offered Amount: Accepted Amount: Award Lookop 1,200.00 1,200.00	
Institutional Award (Supplemental) Pre-Disbursement Schedule	
Award Start Term: 200901 Constituency at Offer: CDN Offer Notification Date: IIII Award End Term: 200901 Constituency at Disburse: Disbursement Notification Date: IIII Travel Indicator: N Cheque Destination: Cashier's Office IIII Renewable Indicator: N Cheque Destination: Cashier's Office	τ
Application Financial Aid Term Program Seg#	
200809 IIAA 1 Select Application	
Record: 1/1 I List of Valu I <osc></osc>	

The key areas that are of interest to the Funds Administrator would be the Accepted Amount, the Constituency at Offer, the Travel Indicator, and the Renewable Indicator. All these can be used as "guides" to help you choose the "named award'.

In the bottom section you will see a reference to the Application that the student had filled out.

If you move to the Next Block (Ctrl PgDn) you will see the Pre-Disbursement Schedule as set up by the counselor. In this example there are 4 entries:

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Assigning Bursaries in BSAC.doc

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Record: 1/4		<08C>			L)

Note – Any modification you make on this form will be reflected back on Minerva You may alter Payment Dates and Payment Amount**

Carlor Constraints (Constraint) Constraints	ata KZAIAEX	7.3 [1.0] (DBAN4) /2009 Aid year (Terms		: X_INCRBURS Ge Seq#: 1	Accepted Amount:	2000000000000000 ⊻ × [UNIV:BURS:INCR:NR]
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**If you alter a Payment Amount always make sure your Payment Sum is equal to the Accepted Amount

Once you have finished viewing the information you will need to exit this form (Ctrl Q) and then you will be taken to the Split Award Screen

Third Party Contract Aid Period: YEAR Split Award KVAAWRD 7.3 [1.6] (DBAN4) Source Aid Fund Code: Source Aid Fund Code Sequence Number: 1 Source Aid Fund Code Sequence Number: 1 Accepted Amount: 24-SEP-2008 Approved Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: 24-SEP-2008 Accepted Amount: Accepted Amount: Accepted Amount: Accepted Amount: Accepted Amount: Accepted Amount: Split this award Cancel </th <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>						
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From here you will be able to "assign/split" to the named award.

If you know the Aid Fund Code you want to use you can simply type it into the field. If you are unsure of the Aid Fund Code but you have the name or Fund number for the award, you can use the LOV (F9) function and do a search.

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You can find an Aid Fund Code based on the Fund number or the description. Make sure to use the Wild Cards % at the beginning and end of your search string. The search is NOT case sensitive.

Assigning Bursaries in BSAC.doc

September 25, 2008

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You will note that it has returned all Aid Fund Codes where the Description contained "hill".

You can double click on the Aid Fund Code you want to use and it will be copied into the Target Aid Fund Code

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Assigning Bursaries in BSAC.doc

From here the user MUST change the Target Aid Fund Status to ACAS. It can be typed directly into the field or you can use the LOV (F9) to find all possible codes.

For the purposes of Bursaries all "assigned" awards should have the status of ACAS (Accepted Assigned).

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These previous 2 means of entering an Aid Fund Code

Once you have clicked on Split this award you will see the following:

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It is strongly advised that users use the KZIFDQY (Dairy Queen) form to search for a list of valid Aid Fund Codes. (For complete details see the "How to Search for Available Aid Funds using KZIFDQY" document.)

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Once in the Dairy Queen form you will need to specify a few fields:

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