# Minerva Awards Processing Form

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**Overview**

With the introduction of the new Banner module, BSAC (Banner Student Aid for Canada), a new Minerva interface has been created to provide better service for award processing to the awarding units and the central offices.

This form will allow faculties, departments and other non-central award-issuing units that make decisions regarding granting awards to students to be submitted, then processed and paid by the SSAO (Scholarships and Student Aid Office) or by GPS (Graduate and Postdoctoral Studies).

**Before you begin**

You will need:

- The name of the award (or finance fund).
- The student(s) ID.
- The award amount granted to each student (if applicable).
- If you use spreadsheets, you can prepare your lists of awards and awardees in advance and simply copy/paste the student IDs and amounts into the form.

**Process**

1    Access the **Awards Processing** form in Minerva.

2    Select the undergraduate or the graduate level.

3    Select an award.

4    Enter the student(s) ID and the amount of the award for each student.

5    Preview the submission of the awards and verify the details.

6    Submit the awards.

7    If required, create a new disbursement schedule.

## How to submit the awards

**Procedure**   1   In Minerva, select the **SR Admin** tab > **Financial Aid Administration Menu** > **Award Processing (for faculties, departments and other awarding units)**. The **Award Processing** form will display.

| Aid Year | 2009/2010 Aid year (Terms 200909, 201001, 201005) ▾ |
|---|---|
| Level | ○  Undergraduate          ○  Graduate |

2   Select the **Level**: click the appropriate radio button. The **Aid Fund** pick list will display.

– Choose **Undergraduate** if you want to submit awards for undergraduate students.

– Choose **Graduate** if you want to submit awards for graduate level students.

| Aid Year | 2009/2010 Aid year (Terms 200909, 201001, 201005) ▾ |
|---|---|
| Level | ⊙  Undergraduate          ○  Graduate |
| Keyword | [            ]   Filter Aid Fund List |
| Aid Fund | Select... ▾ |

3   Select an award in the **Aid Fund** pick list.

| *Note* | You may refine the list of awards in the **Aid Fund** pick list by entering the fund number or the name of the award (or a part of it) in the **Keyword** box and clicking the **Filter Aid Fund List** button. |
|---|---|

## How to submit the awards

Two more fields will display, the **Start Term** field and the **McGill IDs** field. The **Aid Fund Properties** of the award selected will also display on the right side of the form.



4    Verify that the correct award has been selected and view the default disbursement schedule.

If the award has a default disbursement schedule it will appear at the bottom of the **Aid Fund Properties** section under the **Recipient Pool** field.

5    Enter one or more student ID(s) and the amount granted to each student (if applicable) in the **McGill IDs** box. Enter the ID followed by the amount (put a space between the ID and the amount). Change line to add another student. The $ sign and the decimals are accepted.

Example:

| *Note* | If the award is given to multiple students, you may simply copy/paste a list of student IDs and amounts directly from an Excel spreadsheet or a table into the **McGill IDs** box. |
|---|---|

6    Press the **Preview Awards** button to view additional information about the award. The **Awards Preview** section of the form will display. **It is at this point that you should carefully review that you have entered the correct IDs and amounts for this award.**

To modify a student ID or an amount, overwrite it in the **McGill IDs** box and click the **Preview Awards** button again to verify your submission.

Preview Awards    Clear Form

|  |  |  |  | Awards Preview |  |
|---|---|---|---|---|---|
| **Student ID** | **Student Name** | **Aid Fund** | **Award Name** |  | **Amount** |
| 260355318 | Ludwig van Beethoven | S226355C00 | Barbara Scott Scholarship |  | $100.00 |

Submit Awards

7    To submit the awards, click the **Submit Awards** button. The list and the details of the award submissions will display. Verify the disbursement schedule you can find in the **D.Sch** column (Default Schedule).

» June 05th, 2009 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005)

| ıdent ID | Student Name | Aid Fund | Award Name | Amount | D.Sch. | Status | D | + |
|---|---|---|---|---|---|---|---|---|
| .0355318 | Ludwig van Beethoven | S226355C00 | Barbara Scott Scholarship | $100.00 | DFLT | Approved | N | + |

›» End of Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005)

Each award will display one of the following **D. Sch.** codes:

| **DFLT** | A default disbursement schedule exists for this aid fund. |
|---|---|
| **CUST** | A customized disbursement schedule has been created for this award for this student. |
| **ERR** | There is an error in the existing disbursement schedule. |
| **REQD** | A disbursement schedule is required but has not been entered. |
| **N/A** | Not Applicable. This award does not require a disbursement schedule. |

## How to create a new Disbursement Schedule and add comments

**Overview**     You may need to create a new disbursement schedule and/or add comments that will flow through to the central office (SSAO or GPS).

Most awards require a "Disbursement Schedule" and some have been created with a "Default Disbursement Schedule". If no schedule exists you may need to create one.

If a default schedule exists and you need to override it, a new schedule has to be created.

**Procedure**     To override the default schedule, create a disbursement schedule or send comments to the central office:

1    For the student you want the new schedule to be created, click  `+`  in the list of submitted awards on the **Award Processing** form.

| ent ID | Student Name | Aid Fund | Award Name | Amount | D.Sch. | Status | D | + |
|--------|--------------|----------|------------|--------|--------|--------|---|---|
| \| June 05th, 2009 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005) | | | | | | | | |
| 355318 | Ludwig van Beethoven | S226355C00 | Barbara Scott Scholarship | $100.00 | DFLT | Approved | N | + |
| · End of Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005) | | | | | | | | |

The **Disbursement Schedule (default)** section of the form will display.

Disbursement Schedule (default)

| Method: | Accounts Payable | Term: | 200909 | Date: | 24-AUG-2009 | Amount: | $50.00 (50%) |
|---------|------------------|-------|--------|-------|-------------|---------|--------------|
| Method: | Accounts Payable | Term: | 201001 | Date: | 04-JAN-2010 | Amount: | $50.00 (50%) |

You may override this default by entering a new schedule below:

| Method: | Accounts Receivable ▾ | Term: | 200909 ▾ | Date: | 24-AUG-2009 | Amount: | $50.00 |
|---------|-----------------------|-------|----------|-------|-------------|---------|--------|

Note: If disbursement schedule or method of payment is modified, provide reason in comment, destination of cheque (if applicable), etc.

Comment (Add any comments to be read by central office - Maximum of 200 characters)

[                                                                              ]

`Save Details`  `Close`

2    To create the new disbursement schedule:

a    Select a **Method**: 'Accounts Payable' or 'Accounts Receivable'.

b    Select the **Term.**

c    Enter the **Date** of the disbursement (DD-MON-YYYY).

d    Enter the **Amount** to disburse at that date.

## How to create a new Disbursement Schedule and add comments

3  Click the **Save Details** button. The information is saved and an additional line will display.

4  If required, enter new information on the second line. For example, add a second date.

For each line, a **Method** and a **Term** must be selected and an **Amount** and a **Date** must be entered. Click the **Save Details** button to save the information and add another line.

| »»» June 05th, 2009 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005) | | | | | |
|---|---|---|---|---|---|
| Student ID | Student Name | Aid Fund | Award Name | Amount | D.Sch. |
| 260355318 | Beethoven, Ludwig v. | S226355C00 | Barbara Scott Scholarship | $100.00 | CUST |

| Disbursement Schedule | | | | | |
|---|---|---|---|---|---|
| Method: | Accounts Receivable ▾ | Term: | 200909 ▾ | Date: | 30-AUG-2009 | Amount: |
| Method: | Select... ▾ | Term: | Select... ▾ | Date: | DD-MON-YYYY | Amount: |

**Note**  You may override the default schedule until the award has been processed by the central office as displayed in the **D** column. The letter N in that column means it has not been processed.

| June 05th, 2009 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005) | | | | | | | |
|---|---|---|---|---|---|---|---|
| ent ID | Student Name | Aid Fund | Award Name | Amount | D.Sch. | Status | D | + |
| 355318 | Ludwig van Beethoven | S226355C00 | Barbara Scott Scholarship | $100.00 | DFLT | Approved | N | + |

End of Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005)

5  If required, download all the awards that you have submitted into an Excel spreadsheet by clicking the **Export Awards to Excel** button.

Export Awards to Excel

| )09/2010 Aid year (Terms 200909, 201001, 201005) | | | | | |
|---|---|---|---|---|---|
| d Fund | Award Name | Amount | D.Sch. | Status | D | + |
| .00042C00 | Principal's Grad Felw-AG | $200.00 | DFLT | Approved | N | |