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 allows faculties, departments and other non-central units with award granting responsibilities to submit awards for students which are then approved and/or 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 an **Aid Year.**
3   Select an **Award Term Span.**
4   Select the undergraduate or the graduate level.
5   Select an award.
6   Enter the student(s) ID and the amount of the award for each student.
7   Preview the submission of the awards and verify the details.
8   Submit the awards.
9   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.

Award Processing

Aid Year	Select... ▼	🛈 Choose the **Aid Year** (Academic Y... which the award is to be processe...
	Select...	This form will create awards in Banner for the...
	2009/2010 Aid year (Terms 200909, 201001, 201005)	indicated. The awards will then be approved a...

2   Select an **Aid Year**. Be sure to select the Aid Year in which you want the award to be disbursed.

Aid Year	2009/2010 Aid year (Terms 200909, 201001, 201005) ▼
Award Term Span	
From:	Winter 2010 ▼	To:	Winter 2010 ▼

3   Select the **Award Term Span**: select a term in the **From** and **To** dropdown lists. Pick the term(s) that the student should be registered in order to be eligible for the award.

How to submit the awards

4　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.

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

| Note | To refine the list of awards, you may enter the name of the fund, a part of its name or the fund number in the **Keyword** field. |

The **McGill IDs** field and the **Aid Fund Properties** of the award selected display.

6   Verify that the correct award has been selected and view the **Default Disbursement Schedule**.

Aid Fund Properties	
Disbursable	Yes (disbursable)
Renewable	Yes (renewable 3 years)
Transcript	No (does not appear on transcript)
Aid Type	Fellowship
Faculty of Arts Access	Administrator
Fund Group	University
Program stage	In-Course
Processor	Graduate & Postdoctoral Studies
Recipient Pool	Faculty of Arts

Aid Fund's Default Disbursement Schedule			
Accounts Payable	201001	04-JAN-2010	20%
Accounts Receivable	201001	04-JAN-2010	20%
Accounts Payable	201001	02-FEB-2010	20%
Accounts Payable	201001	02-MAR-2010	20%
Accounts Payable	201001	30-MAR-2010	20%

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.

If the award does not have a disbursement schedule, you will get a message telling you to create a schedule. For more information, go to the **How to create a new Disbursement Schedule and add comments** part of this document.

7   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:

McGill IDs

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777720030 200
777720031 500
777720032 $200.00
```

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.

8   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		Accounts Payable	201001	02-MAR-2010	20
			Accounts Payable	201001	30-MAR-2010	20

		Awards Preview				
Student ID	Student Name	Direct Deposit	Start Term	Award Name	Amount
777720030	Debussy, Claude F.	No	201001	J W McConnell Memorial Felw-AR	$200.0
777720031	Gershwin, George	No	201001	J W McConnell Memorial Felw-AR	$500.0
777720032	Beethoven, Ludwig v.	No	201001	J W McConnell Memorial Felw-AR	$200.0

Submit Awards	Cancel

9   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).

»»»» January 22nd, 2010 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005)

Student ID	Student Name	Start/End Term		Aid Fund	Award Name	Amount	D.Sch.	Status	D
777720030	Debussy, Claude F.	201001	201001	F225733W01	J W McConnell Memorial Felw-AR	$200.00	DFLT	Approved	N
777720031	Gershwin, George	201001	201001	F225733W01	J W McConnell Memorial Felw-AR	$200.00	DFLT	Approved	N
777720032	Beethoven, Ludwig v.	201001	201001	F225733W01	J W McConnell Memorial Felw-AR	$500.00	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/or add comments

Overview 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 for whom you want the new schedule to be created, click ⊞ in the list of submitted awards on the **Award Processing** form.

⟩une 05th, 2009 Award Submissions for 2009/2010 Aid year (Terms 200909, 201001, 201005)								
?nt ID	Student Name	Aid Fund	Award Name	Amount	D.Sch.	Status	D	+
?55318	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)

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.

e If you are overriding the default schedule, provide a reason in the **Comment** field.

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.	S
260355318	Beethoven, Ludwig v.	S226355C00	Barbara Scott Scholarship	$100.00	CUST	A

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)

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5   Provide information to SSAO or GPS in the **Comment** field.

Note: If any part of the disbursement schedule is modified, provide reason(s) in Comment. If a cheque is required, you must provide th telephone of the staff member to be contacted.

Comment (Add comments to be read by a central office – Maximum of 200 characters)

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6   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)

Fund	Award Name	Amount	D.Sch.	Status	D	+
00042C00	Principal's Grad Felw-AG	$200.00	DFLT	Approved	N	