How to Disburse an Institutional Award via the KVAAWRD form

How to disburse an Institutional Award.

Overivew

Aid funds/awards can be disbursed for an individual student via the KVAAWRD form.

Note

It is important to note that there are two processes (not discussed in detail in this document) that can also be used to disburse awards. These are the KVPDBIA Disburse Institutional Awards Process which is used to create disbursement records (payment memos or actual payments) for awards in an "accepted" status for a selected population of students in a given aid year and aid period. Similarly, the Memo to Paid process KVPMOPD can be run to pay out funds that have been memoed to be disbursed at a future date. This process selects all disbursement records that are in a current memo state and moves them to a paid condition if the edit checks pass and the payment date is due for a given population in a given aid year and aid period.

Before you beging

- Verify that the award is disbursable. If the **Disbursable** box on the right side of the form under the **Award D...** subtab (next to the award you want to disburse) is ticked, the award is disbursable. If the box is not ticked, you will not be able to disburse the award.
- Verify whether a default disbursement schedule already exists for the Aid fund you are disbursing by clicking the **Schedule Default for Disbursement** and **Fund Disbursement Schedule** tabs. If there is no data on these forms it means that there is no default disbursement schedule in effect for this award. At McGill, default disbursement schedules are only created for the current aid year and only for certain categories of aid funds.
- If the award to be split is a generic award that has been pushed to KVAAWRD based on a web application, the user may need to verify the pre-disbursement schedule by clicking **Options** > **Extended Award Data [KZAIAEX]**.

Note

When considering memoed awards, it is useful to know that when an award is made with a future disbursement date, INB considers the memoed (future dated) award to have been disbursed. Although a memoed award may have been "disbursed" it may not necessarily have been *paid* to the student. The award will only be paid or the funds made available to the student once the specified disbursement date is reached or passed and the KVPMOPD batch

process has been run or when using the "Memo to payment for this disbursement award" option on the KVAAWRD Applicant Disbursement tab to generate a payment for an individual student without running a batch process.

Procedure

1 Open the form KVAAWRD.

2 In the key block, enter the student ID number in the **ID:** box. The student's name will default in automatically.

3 Enter the 4 character **Aid Year** (e.g. 0708 for 2007-2008 aid year) or click the **Search** icon > **Aid Year Validation (KVVAIDY)** to select the aid year from a list. The aid year description will default in automatically.

4 Enter the **Aid Period**: enter 'YEAR'. Only one aid period is used at McGill and covers the entire year. The description will default in automatically when going to the next block.

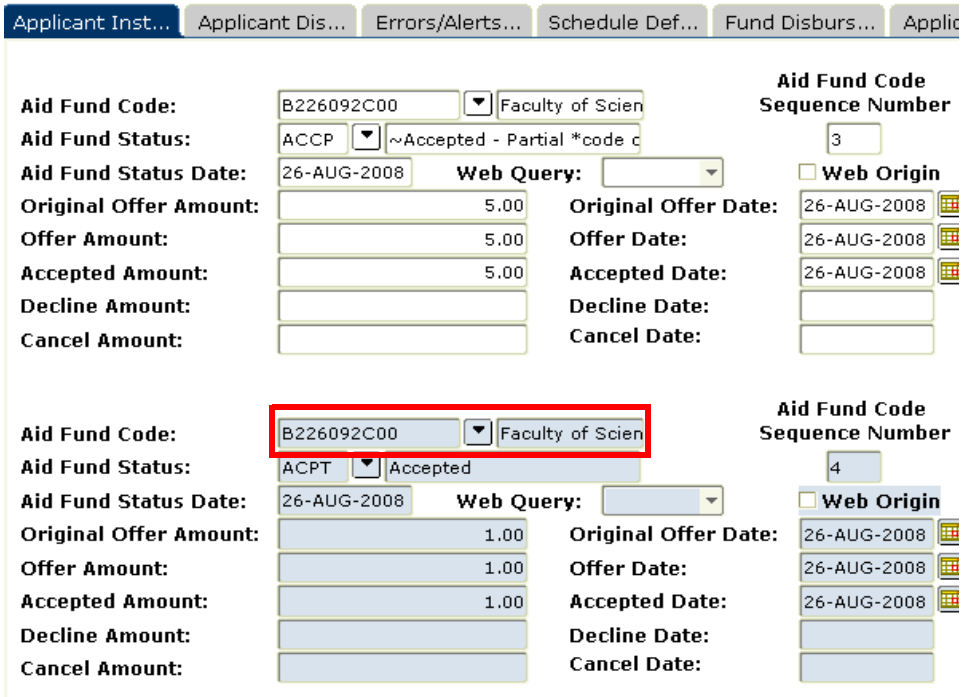
Tip

To search for Institutional Award information based on various user-defined criteria (e.g. find all the students who declined a specific **Aid Fund** for **Aid Year** 0708), click the **Summary** button .

The Applicant Institutional Inquiry form KVIAWRD will open. Searching can be based on Banner ID, Last name, First name, Middle name, Aid year, Aid period, Aid fund code, Aid fund code sequence number, Aid fund status code, User ID, Activity Date.

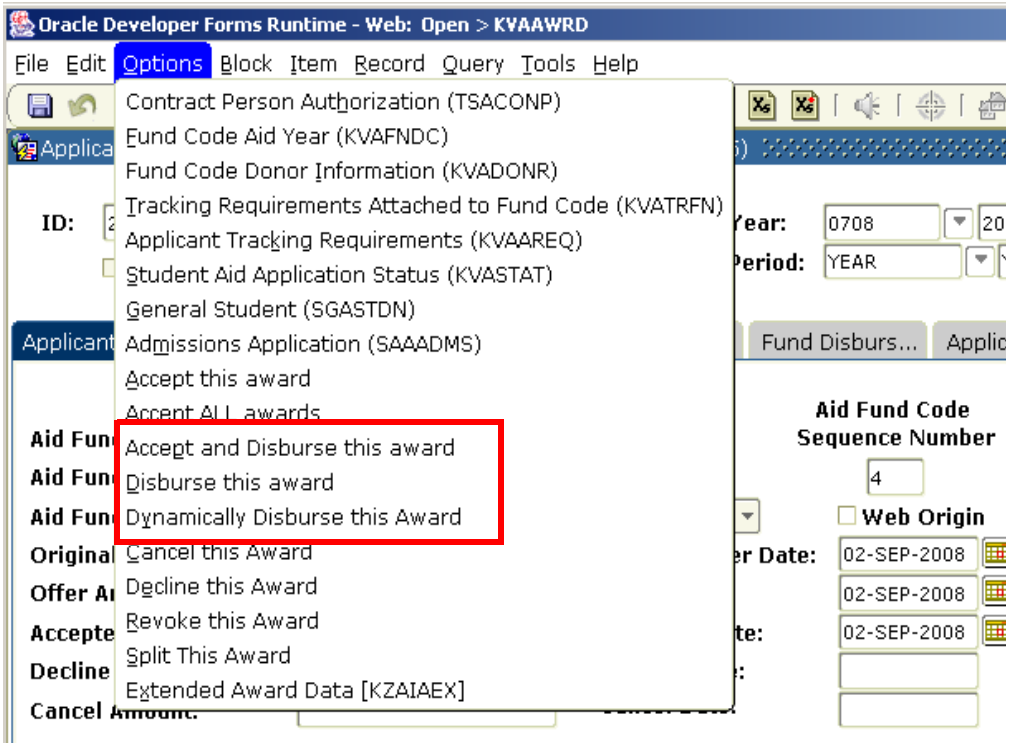
5 Click **Next Block.**

6 Select the **Aid Fund Code** to be disbursed (on the **Applicant Institutional Award** tab).



7 Verify whether a default disbursement schedule already exists for the Aid Fund you are disbursing by clicking the **Schedule Default for Disbursement** and **Fund Disbursement Schedule** tabs.

8 Click **Options** on the taskbar to bring up the list of available disbursement options. Click and option and follow the steps for each option as outlined below.



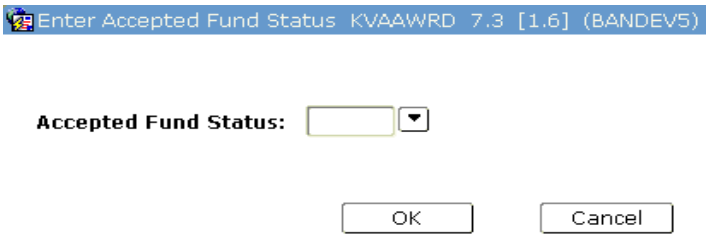
Option: Accept and Disburse this award.

You can change the aid fund status for a selected aid fund/award to accept and also disburse the award. This disbursement can occur only if a default disbursement schedule exists which applies to this aid fund in INB (see step 7 above). If you are disbursing a loan, the student must have already personally accepted the loan (and the terms and conditions related to accepting the loan) via Minerva. The user cannot accept the loan on the student's behalf.

1 The user will be presented with a *WARNING* message. Click **Yes** to continue.

2 The user will be prompted to enter an **Accepted Aid Fund Status** code. Enter the desired status code or select from a list using the down arrow.

Click **OK** to proceed or **Cancel** to cancel the action.



If the aid fund status type of the selected award is not **Offer** or **Accepted** the user will get an error message "Aid Fund Status cannot be changed to Accept". (i.e. you cannot, for example, change an aid fund status from **Declined** to **Accepted**).

3 If **OK** is selected, a *WARNING* message will pop-up. Click **Yes** to continue. You will be presented with one of the following results:

- This message will appear "FRM-40400: Transaction complete: 1 records applied and saved".
  - It may indicate that only the aid fund status code has been changed, however. If no default disbursement schedule applicable to this aid fund/award exists, the aid fund status will still be changed to **Accepted** but the user will see an error message at the bottom of the screen "*Error* No disbursement schedule found for the Award. Use KVAFDSC or KVAAYPT forms to enter Disbursement Schedules".

    If you want to proceed with disbursing this award for which there is no predefined default disbursement schedule, you must do so by using the **Dynamically Disburse this Award** option.
- If the default disbursement schedule that exists stipulates that the default disbursement schedule for this aid includes a disbursement through accounts payable, the user will be presented with a new screen "Recipient Payable Settings KZAAPDI" and will be required to confirm or enter some data.
  - The **Recipient Type** will be indicated as **One-Time** for those who have not provided McGill with **Direct Deposit Banking Information**. The **Direct Deposit Status** will also contain an **N** to indicate no direct deposit information is on file. One-Time recipient type students without direct deposit will be issued a cheque which they must pick up from the Student Accounts Office (downtown or Macdonald College depending on their situation). Clicking the **Load System Default Address** button will default in the appropriate **Student Accounts address**. ??Need more testing to determine if this address can be changed??

– The recipient type will be indicated as **regular** for those students who are set up to receive **Direct Deposits** to their personal bank accounts from McGill. If the user wants to override this direct deposit and instead provide a cheque for the student, this can be done by changing the **Recipient Type** to "**One-Time**" and clicking **Load System Default Address** or enter a different address.

After the address information has been recorded correctly, the user will get a message "FRM-40404: Database apply complete: 1 records applied". Click **OK** to proceed with disbursement. ?THIS NEEDS TO BE VERIFIED...

Option 2: Disburse this award

An award can be disbursed using a previously created default disbursement schedule. Verify whether a default disbursement schedule already exists for the aid fund you are disbursing by clicking the **Schedule Default for Disbursement** and **Fund Disbursement Schedule** tabs. If you want to proceed with disbursing this award for which there is no predefined default disbursement schedule, you must do so by dynamically disburse the award See "Option3 :Dynamically Disburse this Award" on page 7

Ensure that the award status of the award to be disbursed is an **Accepted** status type.

1

– If no default disbursement schedule exists, the following message will appear: *ERROR: "No Disbursement Schedule found for the award. Use KVAFDSC and KVAAYPT forms to enter disbursement schedules." Click **OK**. You will not be able to continue to disburse using the Disburse this Award option. If you want to proceed with disbursing this award for which there is no predefined default disbursement schedule, you must do so by clicking the **Dynamically Disburse this Award** option (see option 3).

– If a default disbursement schedule does exist, the following message will appear: "*WARNING* This operation will change the status of the _____Award to Accepted. Do you want to continue? Yes or No?"

Select **Yes** to proceed and complete the transaction. If a pre-defined disbursement schedule that applies to this aid year and/or aid fund exists: a message will appear indicating which disbursement schedule was used e.g.: "Award Disbursement completed using Aid Fund Disbursement Schedule".

2 Click **OK.**

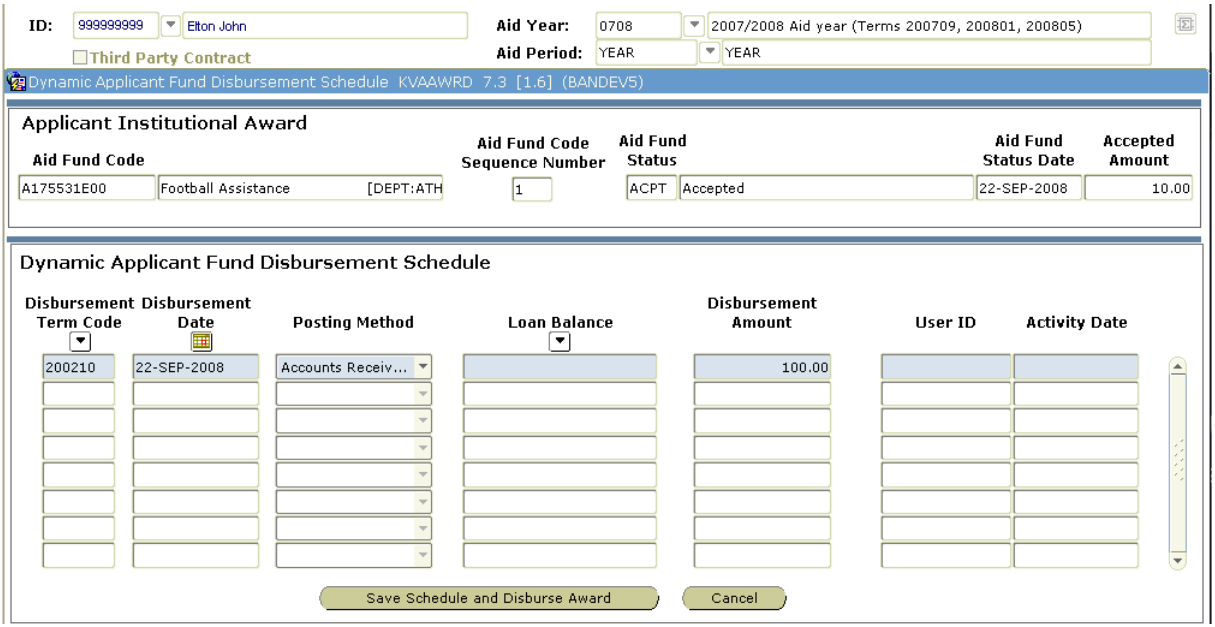
On the **Award Detail** tab on the right side of the form, the box labeled

Disbursed will now be ticked. The **Disbursement** tab will now contain disbursement information in the **Memo**, **Paid**, and **Total Disbursed** fields as applicable.

Option3 :Dynamically Disburse this Award

Click this option to disburse an award using disbursement details/schedule specific to this award for this student. **Dynamically Disburse this Award** option is different from the **Disburse this Award** and **Disburse ALL Awards** options because it does not use previously created default disbursement schedule information (as defined in forms KVAFDSC and KVAAYPT).

Generic aid funds/awards are not disbursable. Generic awards must be "split" or reassigned to a specific named aid fund/award before they can be disbursed. See the document Creating, maintaining and viewing institutional financial aid award data.



1 If required, enter the **Disbursement Term Code** for which this award is being disbursed (e.g. 200801) if the information did not default in. This term must fall within the terms associated with the aid year specified for this award.

2 Enter the **Disbursement Date** if the date did not default in.

3 Enter the **Posting Method** to be used for disbursing this award by selecting **Accounts Payable**, **Accounts Receivable** or **Loan Balance**

from the drop down list. If the user selects:

- **Accounts Payable**

  Award amount will be paid in the form of a cheque or a direct deposit to the student's bank account if this banking information has been provided and exists in the system.

- **Accounts Receivable**

  Award amount will be deposited into the Student Fee account.

- **Loan Balance**

  Award amount will be applied towards repayment of an outstanding McGill loan.

4 If **Loan Balance** was selected in step 3, enter the Loan Contract Number of the loan to which the award amount is to be applied in the **Loan Balance** field or click to select the loan contract number from the outstanding loan(s) for this student. If you do not enter the loan contract number, you will get the following error message: "*ERROR* A contract # to pay must be specified for "Loan Balance" posting methods.

5 Enter the **Disbursement Amount** for this award. If there is only one disbursement, the disbursement amount must be equal to the accepted amount. If there are multiple disbursements for the award, the sum of all of the disbursement amounts must total the accepted amount. The disbursement amount must always be equal 100% of the accepted amount.

6 Click **Save Schedule and Disburse Award** button on the bottom of the screen to proceed. The user gets the following message: *WARNING* the operation will Disburse the _____ Award. Do you want to continue? Click **YES** to continue or **NO** to cancel.

7 Click **YES** to proceed and complete the transaction . **User ID & Activity Date** default in automatically.

Bullet_0, to add a paragraph for the same bullet, i.e. continues the same bullet.

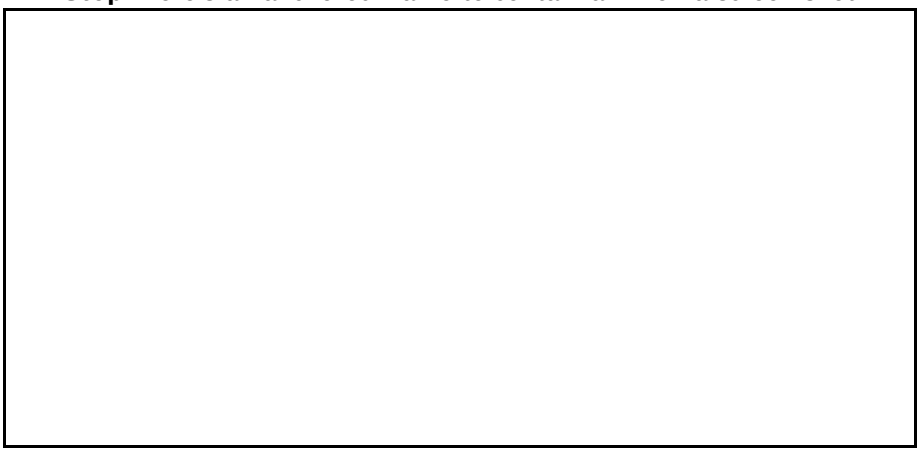
	Lev2
	Body text.
Label_1 (aligns with body text)	Body text.
Label_1	Body text.
	Body text.

Lev1 (Example of procedure)

Here's a procedure with examples of the various "step" tags.

1 **Step1**. Starts numbering at 1. Click <Enter> and it will automatically create step number 2, and so on.

2 **Step**. Here's an anchored frame to contain a Minerva screen shot.



3 **Step** (user action plus result)

Step_0. To add a second paragraph under the same step. Usually used to add the *result* of an action, such as "The results look like this".

4 **Step (**with an unordered list) e.g. "Do one of the following or "Fill in this group of fields".

- **Dash1.** Use for unordered lists within a step, i.e. for a list of related fields to fill in with specific values. Or if the instruction is to do any one of the following, not all in a given order.
- **Dash1.**
- **Dash1.**

5 **Step**, with sub-steps. Use if something involves several actions before seeing any result, it's clearer if you state the overall purpose of the step, then break it down into the smaller sub-steps. Example: " Set the parameters for the degree evaluation as follows:"

a **Stepa**

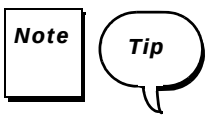
b **Stepb**

c **Stepb** again.

Dash_0. Same purpose as Step_0, but in this case, we use it for proper alignment after sub-steps.

Text Formats

Here are some guiding priniciples. [TBD and expanded by Doc group]

Use this:	For ...	Examples
Bold	**Use for GUI items:** • Fields names • Buttons • Block names • Menus and menu options • Icons (if calling them by name; ideally after the first instance, just use the icon graphic itself, **Don't use for:** Form names or keys/key combos	.... the **Name** field. Enter 'blah blah" in **Type.** Select **Options > blah blah> blah** **Save** and **Exit**. Click **OK.** Next Block to **Section Details.** Click the **Delete** icon. But not for: SHATRNS Ctrl + <F8>, <Tab>
Italics	AVOID ! Italics is a hard typeface to read, especially at smaller screen resolution.	
Blue	Clickable hyperlinks	
Note and Tip icons 	Notes and tips. Duh. Meaning, try not to just enter something within running text, like blah blah blahb Note: don't do this. Instead, use a standard icon in an anchored frame, attached to a separate paragraph, to make the information stand out.	Incorporate the wild-card % into the value you enter in the **Source/Background Institution** field, such as %Concordia% to search for Concordia University. The convention for entering transfer grades requires that all EX and XEX grades correspond to exactly 0.000 credits in the **Hours** field.

Use this:	For ...	Examples
Menu paths	• Use the top-down, first-to-last order, to a maximum 3 levels. • Use the > sign in between each item. • Bold the whole string. For Banner 7, use the same format for navigating through tabs as for menu paths.	Select the **Student Menu > Student Accounts Menu > e-Billing and e-Payment Menu.** Select the **Personal Menu > Change Security Question**. Select the **General** tab. ... in **Properties > Definition** tab **Properties > Definition > Apply**.
Capitalization	Heading: First word only Abbreviations: All letters Note: If the GUI uses all caps for something such as a field name, follow the GUI.	"How to process a requisition" not "How to Process a Requisition LAN, not Lan SHATRNS, not Shatrns ..."he Xyz block", not "the Xyz Block"
Periods	In bulleted lists: use only at end of verb phrases. At end of sentences (duh), including steps.	Here is a list:
(Ideally) Consistent alignment of text, tables, graphics		

Terminology

Use this term	To describe this ...	Example
Block		Section Information block
Window		
Button	An on or off selector, or a command	**Apply, OK**
Icon	Image in the toolbar or form	**Save**, **Insert Record**, magnifying glass
Checkbox	A selector for options. You can select more than one option.	Select the **All Users** checkbox. Clear the **All Users** checkbox.
Radio button	A selector for options that are mutually exclusive. You can only select one option.	Select the radio button. Clear the radio button.
Menu	A menu at the top of a window	
Drop-down list	A menu that is part of a field or combo box	
Field	A line where you can enter or select data	Use “field” rather than “text box.”
Key	A button on a keyboard	Press **Ctrl + F8.**
Pop-up menu	A menu that you opens when you click the right mouse button.	
Select **(or “choose?)**	The action of choosing items from a menu	Select **File** > **Save**.
Click	The action of pressing a button or of pressing the left button on a mouse Again, try and avoid the “on”.	Click **Delete**. Double-click the magnifying glass to to display the query form and search for the blah blah. Click on the device.
Tab	A tab on a tabbed window.	

Frequently asked questions

How do I get Word text into FrameMaker?

1 Open the FM template file, or another exercise using the FM template.

2 In the Word file, select some or all of the text.

3 Go into FrameMaker, select **Edit > Paste Special**.

Note

Don't use **Paste;** use **Paste Special**. A simple paste will paste the text into FM inside a frame, and it is not really editable.

4 In the resulting dialog box, select "Text".

5 Apply FM tags to the text.

How do I control where a paragraph falls on a page? For example, if a step includes a screen shot and I want them to appear on the same page, how do I make the step paragraph go to the top of the next page?

1 With cursor in the paragraph, and do <Ctrl + m> to open the Paragraph Designer.

2 In **Pagination** tab, select **Start > Top of Page**.

3 Click **Apply: To Selection**. NOT **Update All**, 'cause that would make all paragraphs of the same tag start at the top of the page.

Note

Don't just enter a bunch of carriage returns to go to the end of page. You're not using a typewriter. Same goes for using tabs.

Lev1 starts off at the top of a new page. But what if this results in massive waste of space, e. g. a first page that is almost blank.

Lev1 is designed to start at the top of a page, but when this is counter-productive, follow the same steps as above. In **Pagination** tab, select **Start > Anywhere.** Again, apply this setting only to the selection.

Can I control spacing above and below a selected paragraph (i.e. without changing spacing for all paragraphs of the same type?

Yes. Each paragraph tag is designed with a certain default spacing above and below, but when this is not suitable you can tweak it. For example: you really want to squeeze the end of a procedure or a block of information onto one page, for usability.

1 <Ctrl - m> to access Paragraph Designer.

2 In the **Basic** tab. increase or decrease the values in **Space: Above** and/or **Below Pgf**.

3 **Apply: To Selection** only!

You can do this for successive paragraphs/steps/whatever (i.e. increase

and decrease space above or below for several of them) in order to achieve the desired effect.

I can't seem to edit a file. The cursor looks an arrow, not an I-bar.

You (or someone else) have probably locked the file, by some inadvertent keystrokes. This is like a Vulcan Death Grip on a file; closing and reopening it will have no effect, nor will saving it to another name.

To unlock a document or a book, use:

Esc Shift + f lk. (Escape, then capital F, then lk)

This key combo is a toggle, so repeating it would lock the file again.
This key combo is also documented:

- On page 471 of the *Adobe FrameMaker 7.0 User Guide* which sits on top my filing cabinet. The page is marked with a sticky and the key combo is highlighted in yellow.
- In the FM online help (**Help > Index > keystrokes, shortcut > Other useful shortcuts**)

Note Locking/unlocking a file is not a feature that we need to use, so never do it on purpose.

Why and how do I used anchored frame?

Why? If you just paste graphics in the file at a particular spot, as soon as you add or delete text the graphic floats to some other, unpredictable location. This is not good. To anchor a frame:

1 **Special > Anchored Frame**, and use the following settings:

Anchoring Position. i.e.

- For a screen shot — Below Current Line.
- For a Note or Tip icon — Either Outside Column or Run into Paragraph, depending on the appearance and available space.
- For an icon such as Insert Icon or the magnifying glass — typically, 'At Insertion Point'.

Alignment:

- Right for frames inserted Below Current Line. When you "grow" or shrink the anchored frame , the alignment is always easiest to control if it sizes from the right-hand side.
- Left for Note or Tip; n/a for At Insertion Point position.
- Never choose Side Furthest Away or Closest to Binding. That would only work well for bound books.

Distances above / below / closer / farther:

- You can play with settings below and above lines, closer or farther from paragraph, but it is easier to simply use the mouse to resize the anchored frame or to move it closer or farther from baseline, etc.

Once you create the anchored frame, import the graphic into the frame. Usually you will use the "import by reference" setting, rather than copying the graphic into the file.