

## HOW TO PROCESS SCHOLARSHIPS

Use form KVAAWRD

- Enter ID number.
- Enter Aid Year, (example: 0708, 0809, etc.), or use drop down menu to select year.
- Enter Aid Period. Type in "YEAR" or use drop down menu to select period.
- Enter Aid Fund Code. Use the 10 digit Fund Code or use the drop down menu to select a fund. A search can be done by using the "find" feature which is just above the beginning of the list.
- Enter Aid Funds Status (ACAS). (to see all statuses click on the drop down menu)
- Verify that the Web Query Box is "Blank" or "Yes" if the award is to be displayed to the student on the web.
- Enter Accepted Amount.
- Save transaction – File, save or F10.
- If the award is renewable go to form KZAIAX (from the options menu) and update the renewability information as required.

The above process assigns the award to the student but does not disburse the funds. To disburse the funds, go to OPTIONS, select DYNAMICALLY DISBURSE THIS AWARD.

- Enter Disbursement Term Code, i.e., which term funds are to be disbursed. Can use drop down menu.
- Enter date to disburse.
- Select Posting Method which is how the student will receive funds. Accounts Receivable pays funds to student's account. Accounts payable produces cheques or direct deposits.
- Enter amount to be paid for each term.
- Click "save schedule and disburse award".