How to create, maintain and view Institutional Financial Aid Awards data

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Create or update an Institutional Award

Overview   The Applicant Institutional Award form KVAAWRD is used for entering data related to awards issued by the institution including scholarships, bursaries, prizes, and other institutionally funded awards. Institutional Award data can be entered manually or "pushed" to the Applicant Institutional Award Form KVAAWRD based on student applications for financial aid submitted via Minerva or by the processing of candidates for awards by alternate means (e.g. running a batch process). For need-based aid (bursaries, loans etc.) the student must always apply for aid via Minerva. For aid programs for which the student does not need to apply on Minerva (e.g. some Faculty scholarships etc.) the awards will be created directly on the KVAAWRD form. Information related to aid funds and students awards can be queried on the various tabs on this form. See How to View Student Awards in BSAC. Institutional awards can also be disbursed manually using this form.

Before you be-gin   You may want to look up the student's profile in Minerva: **SR Admin** > **Financial Administration** > **Application Summary** > **View current Financial Aid Profile** (link at bottom of form) to find out information about their academic and personal profile. Make note of relevant information that may influence the choice of aid fund to be used for this award.

Process   The following describes the process of creating a new award directly in INB which is not the result of a web application submitted by a student or to update the information about an award.

| Note | When an award is the result of a web application submitted by a student, the process will require staff to "split" or re-assign a generic award. For details on this process, see section "How to split an Institutional Award. |

To create an Institutional Award, you will need to:

1   Open the Applicant Institutional Award form KVAAWRD and query a student record.

2   Enter the Aid Year and Aid Period.

3   Enter the Aid Fund Code and the Aid Fund Status.

4   Enter the amount of the award and the date associated with the amount depending of the status code selected.

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5   Verify or modify the various indicators: the web query indicator, the disbursement hold indicator, the bill indicator.

You may also need to:

- Search for Available Aid Funds using the Aid Fund Code Availability form KZIFDQY. (see How-To Search for Available Aid Funds)
- Accommodate an award that does not start and/or end on the **Aid Year** default dates and override the **Start** and **End Dates**.
- Enter the **Government Received Amount** and the date under the **Disbursement** subtab
- For certain type of scholarships, modify the **Financial Account** code of the FOAPAL under the **GL Banner Interface** subtab.
- Enter or modify information on the Extended Award Data form KZAI-AEX.

Query the student, the Aid Period and the Aid Year.

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 🔲 . .

| Aid Year: | 0708 ▼ | 2007/2008 Aid year (Terms 200709, 200801, 200805) | 🔲 |
| Aid Period: | YEAR ▼ | Aid period year | |

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.**

Enter the the Aid Fund Code and the Aid Fund Status

1 Enter the **Aid Fund Code** or click ▼ > **Aid Fund Code Validation (KVVFNDC)** to select a code from the list. The description will default in automatically. For information on naming convention for aid fund codes see the Aid Fund Code Naming Convention document.

The user can also search for aid fund codes based on specific criteria (amount of funds available, aid type, entrance versus in-course award etc.) by using the KZIFDQY (Aid Fund Code Availability Inquiry) form. For information on using the KZIFDQY form, see the document How to search for Available Aid Fund Codes document. Enter the **Aid Fund Status.** Click ▼ to select a code from the list. The description and the **Aid Fund Status Date** will default in automatically.

If the award is already created, the status can also be changed clicking **Options** on the task bar and clicking the appropriate status in the menu (e.g. **Accept this award** or **Decline this Award**) and follow the instructions.

| Note | The Aid Fund Code selected should be currently valid. However, it is possible to use an aid fund code that has expired. In that case, a message will pop-up to confirm the choice of an expired fund code.
There are many Status Codes but each code is associated with one of the following Status Type in the awarding process: Offer, Accepted, Cancelled, Declined, Revoked or Issued. |
|---|---|

Banner will treat a Status Code based on its type. For example, the status codes ASAW (Assigned Award) and ACPT (Accepted) both have a Status Type of AC-Accepted. Any process, query or statistics that are to include awards with AC-Accepted status type will include students with both of these status codes (ASAW and ACPT) and any other codes that are also associated to that status type.

For more detailed information on Aid Fund Status Codes and their uses please see the document Aid Fund Status Codes.

Enter or update the amounts and dates for the award, depending on the Status Code selected

If the Aid Status code is of the Status Type...	Then...	Conditions
OF - Offer	– Enter the amount of the award in the **Original Offer Amount** box (required if the aid fund code is marked as disbursable. See the **Disbursable** field under the **Award Detail** tab). This field can be entered only once.	The amount can be entered only once. If the user subsequently tries to update this field, an error message will be generated.
	– The **Original Offer Date** is auto populated with the current date. The date can be changed until it is saved. This field is required if the aid fund code is marked as **Disbursable** and the **Original Offer Amount** field is entered.	The date can be entered only once. If the user subsequently tries to update this field, an error message will be generated.
	– If needed, update the amount in the **Offer Amount** box. The default value is the **Original Offer Amount**. The current date will default in the **Offer Date** field.	This field can be changed only if the **Aid Fund Status** code is changed to a code of the **Offered** type (e.g. **OFFP** or **OFFR**).
AC - Accepted	– Enter the award amount that is being accepted in the **Accepted Amount** box if needed. The default value is the amount in the **Offer Amount** box. – Enter the date associated with the **Accepted Amount** in the **Accepted Date** box.	The following conditions must be met for these fields to be updated: – The **Aid Fund Status** is of an **Accepted** type. – The award has not been disbursed yet. (There is a bug in the system). – The award must not be a loan. Only the student can accept a loan because they must agree to the conditions of the loan and sign the loan contract. Staff cannot accept a loan on behalf of the student.

If the Aid Status code is of the Status Type…	Then…	Conditions
DC-Declined	– Tab to fill in the **Decline Amount** box. The **offered** or **accepted** amount will default in. – The **Decline Date** will default in automatically when the **Decline Amount** box is filled in.	– The **Aid Fund** must already have a status in the "**accepted**" or "**offered**" stage before it can be *changed* to a **declined** status code. – The **Aid Fund Status** can only be changed to **declined** if the award has not already been disbursed – The aid fund must not be a loan. Only the student can decline a loan offer. Staff cannot decline on their behalf
CA - Cancelled	– Tab to fill in the **Cancel Amount** box. The **offered** or **accepted** amount will default in. – The **Cancel Date** box will default in automatically when the **Cancel Amount** box is filled in.	– The **Aid Fund** must already have a status in the **Accepted** or **Offered** stage before it can be changed to a **Cancelled** status code. – The **Aid Fund Status** can only be changed to **Cancelled** if the award has not already been disbursed
RV - Revoked	– Select a **Revoked** status type code (currently only **Rescinded** status exists) from the **Aid Fund Status** dropdown list.	– The **Aid Fund Status** must be in an **Accepted** stage. – The aid fund must have been disbursed (even if Banner will let you do it if the award has not been disbursed). – The aid fund must not be a disbursed institutional loan.

Note	Once an award is declined, the status cannot be changed back to an Accepted (or Offer) status type. If the declined award status was entered in error, a new award will need to be created to correct/change the aid fund status code to an accepted (or offer) status type.

Award records dating from pre-October 2008 that were converted to INB from the legacy system that have an aid fund status of Rescinded may have been either revoked or cancelled in the legacy system. Cancelled and revoked awards have all been entered in INB as Rescinded because there is no differentiation between revoked and cancelled in the legacy system. When there is a need to change the Offer or Accepted status for a particular aid fund in a given aid year and aid period for many students, the user may opt to run the Mass Institutional Award Process KVPMSIA for a pre-defined population instead of changing the aid fund status for each student individually.

2   If needed, enter comments in the **Comment** box of the **Award Detail** subtab.

Verify or modify the various indicators: the Web Query, the Disbursement Hold and the Bill indicator.

1   If needed, override the general settings for displaying the award record on the web for this applicant. The general settings that exist for the award are specified on forms KVAFSTA (Aid Fund Status Code) and KVRWCTL (Web Aid Year-Period).

– To keep the default settings leave the **Web Query** field blank.

(For years prior to 0809 most awards will not be displayed on Minerva.).

– To display the award record on the web for the applicant, select **Yes** in the dropdown list of the **Web Query** field.

– To not display the award record on the web for the applicant, select **No** in the dropdown list of the **Web Query** field.

2   If you need to place a hold on the disbursement of the award, check **Disbursement Hold** under the **Award Detail** subtab**.** The hold will prevent the online or batch disbursement process from disbursing the award but will not prevent a disbursed "memo" (scheduled future disbursement) from being converted to a payment online or in batch.

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The **Bill Indicator** box under the **Award Detail** subtab will appear ticked or un-ticked depending on what information was entered for the aid fund on the Aid Fund Code Maintenance form KVAFBSE. The intended functionality for this indicator is to allow the user to override this information for the selected award by ticking the box (award will be displayed on the student's bill) or unticking (award will not display on the student's bill).

Currently, there is no functionality attached to this indicator. Whether the field is ticked or unticked does not effect whether or not an award will appear on the student's bill.

How to accommodate an award that does not start and/or end on the Aid Year default dates

Under the **Award Detail** subtab, override the dates in the **Start Date** box and the **End Date** box.

How to enter the amount that a student has received in government aid (optional, field usage may change).

Click the **Disbursement** subtab and fill in the **Government Received Amount** and **Government Received Date** boxes.

How to update the Finance Account Code of the FOAPAL used by this aid fund to debit the award amount

Click the **GL Banner Interface** subtab. It can be modified only if the award has not been disbursed. The other FOAPAL elements cannot be modified

How to Query Source Award Information

See section that follows on "How to split an Institutional Award in this document for details on this topic

How to split an Institutional Award

Overview   Institutional procedures will, in some circumstances, result in the creation of generic (non-named awards) being created for students in the initial phase of making an award. When a student makes an application via the web (Minerva) for entrance or in-course financial aid or if the student is being offered or awarded a scholarship or other institutional aid the decision on the *specific* aid fund that will be used to finally disburse the award may need to be made separately from the initial decision on whether to offer funding or not. In these cases a generic aid fund will be created and "pushed" to the KVAAWRD table. The user will then "split" or re-assign this generic award to a specific named-award aid fund (or funds) for eventual disbursement.

A sample scenario:

- The student applies for need based financial aid via Minerva
- The student meets with Student Aid Counselor to review the application
- The Student Aid Counselor makes the decision to award the student a bursary of $1000
- At this point the Counselor does not know from which bursary fund the award will be made.
- Based on the Counselor's decision a generic aid fund in the amount of $1000 will be pushed to the KVAAWRD form. This generic aid fund is called the **source aid fund**.
- The Fund Administrator will determine which specific aid fund should be used to disburse this award.
- The Fund Administrator will "split" or reassign the generic award (source aid fund) to one or more specific awards for actual disbursement to the student. The new aid fund or funds are called the **target aid funds.**

| Note | Generic aid funds are not disbursable and once they have been "split" one time they cannot be split again. It is also possible to "split" Aid funds that are not generic.
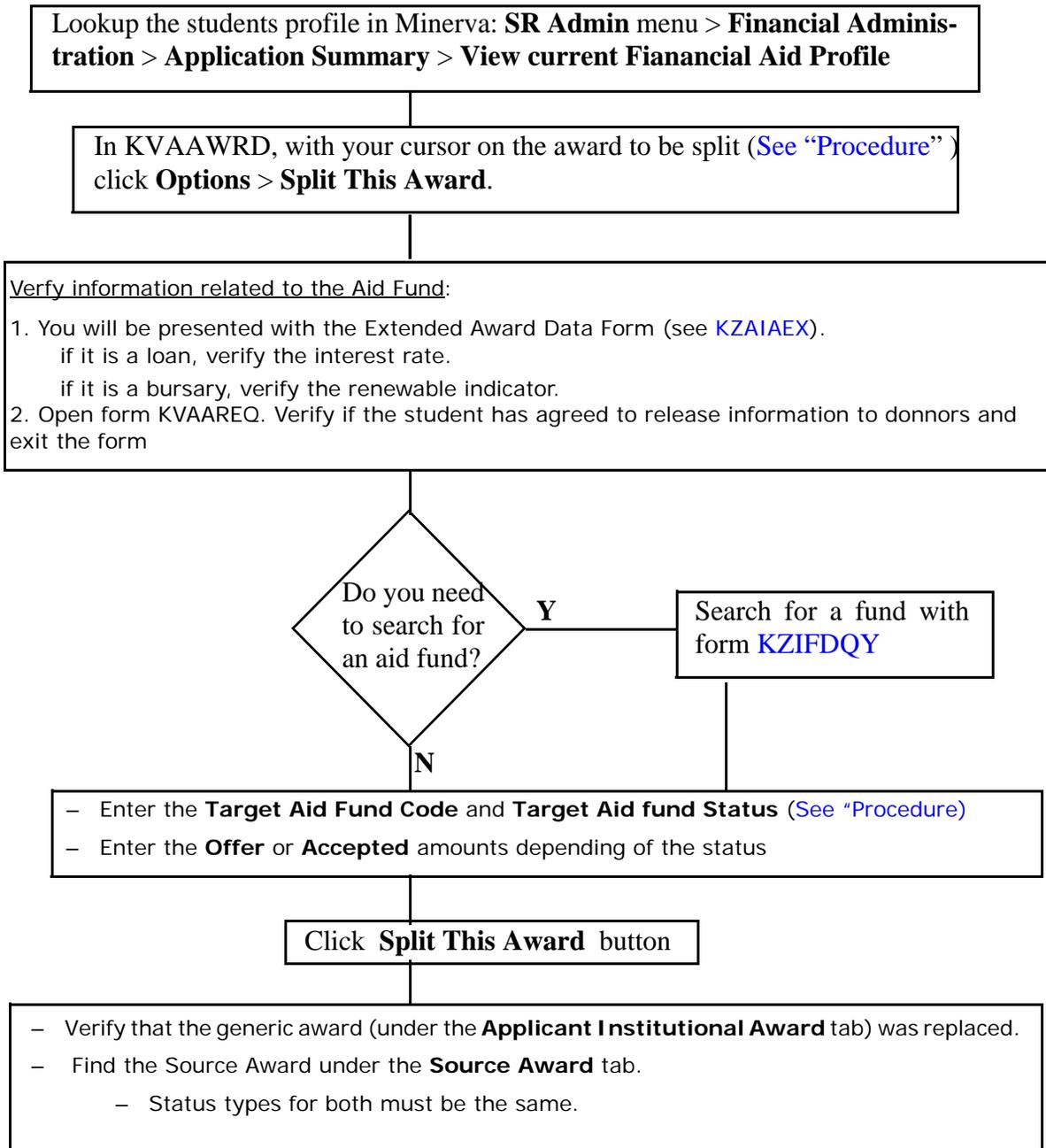
Conditions necessary for splitting an aid fund/award:

- **Aid Fund Status** must be "**offered**" or "**accepted**"
- Aid fund / award must not have been disbursed
- Aid fund / award cannot be split if it is the product of another split

Process flow chart   This chart shows the process to split a generic Institutional Award.

Lookup the students profile in Minerva: **SR Admin** menu > **Financial Adminis-tration** > **Application Summary** > **View current Fianancial Aid Profile**

In KVAAWRD, with your cursor on the award to be split (See "Procedure") click **Options** > **Split This Award**.

Verfy information related to the Aid Fund:

1. You will be presented with the Extended Award Data Form (see KZAIAEX).
    if it is a loan, verify the interest rate.
    if it is a bursary, verify the renewable indicator.
2. Open form KVAAREQ. Verify if the student has agreed to release information to donnors and exit the form

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Do you need to search for an aid fund?   **Y** →   Search for a fund with form KZIFDQY

N

– Enter the **Target Aid Fund Code** and **Target Aid fund Status** (See "Procedure)
– Enter the **Offer** or **Accepted** amounts depending of the status

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Click **Split This Award** button

– Verify that the generic award (under the **Applicant Institutional Award** tab) was replaced.
– Find the Source Award under the **Source Award** tab.
    – Status types for both must be the same.

Process   To split a generic Institutional Award, you will need to:

1   Select in the student record, the Aid fund to be split and click **Options** > **Split this Award.**

2   Verify /change data as required on KZAIAEX form.

3   Enter the Aid Fund code that will be used to disburse the funds to the student.

4   Enter the **Target Aid Status** code.

5   Enter the **Offer** or **Accepted** amount and date for the award, depending on the aid fund status type of the award.

6   Click **Split this award** button.

Procedure   1   Place your cursor in the **Aid Fund Code** field for the aid fund/award that is to be split. Click **Options** (task bar) > **Split this Award**..

2   You will be presented with the Extended Award Data Form (KZAIAEX))

When the award is the result of a student web application, data that was entered by the Student Aid Counsellor such as pre-disbursement schedule etc. will be defaulted here. If you are creating a new award most data will be blank. You can view or update (with some restrictions) the information on three tabs including including interest rate (if it is a loan), renewable indicator (if it is a bursary, scholarship).

3   Exit the form when you are finished. The **Split Award KVAAWRD** block will show.

| *Note* | **A Fund Administrator may want to check Minerva application (for student academic and biographical data) and KVAAREQ (to see if student agreed to donor acknowledgement) first to help with fund selection.** |

The fields in the **Source Applicant Institutional Award** default in.

Enter the code(s) of the specific aid fund(s) that will be used to disburse the funds to the student in the **Target Institutional Awards** section, in the **Target Aid Fund Code** field. You can enter the code directly or click [▼] to select a fund code from the list. One or more target aid fundcodes can be entered, each on a separate line using the down arrow on your keyboard.

Tip **To search for available aid funds based on specific criteria, use the Aid Fund Code Availability form KZIFDQY (see the document How to Search for Available Aid Funds using KZIFDQY).**

4   Enter the **Target Aid Fund Status** code. The aid fund status code must be of the same **Status Type** (Offer, Accepted etc.) as the **Source Aid Fund Status** in the section above (the **Source Applicant Institutional Award** section).

5   Enter the offered amount in the **Offer Amount** field and the date in the **Offer Date** field if the aid fund status code on the source aid fund code was an **Offer** type. The amount must be the same as the **Offer Amount** in the above section (Source Applicant Institutional Award).

or

Enter the amount in the **Accepted Amount** field and the date in the **Accepted Date** field if the aid fund status code on the source aid fund code was an **Accepted** type. The current date defaults in but can be changed. The amount must be the same as the **Accepted Amount** in the above section (Source Applicant Institutional Award).

6   Click **Split this award** button to continue or click **Cancel** button to cancel if you do not wish to continue with splitting this award. You are returned to the **Applicant Institutional Award** window where the results of the award split can be viewed. You will be able to change the aid fund status code on the split award if you wish.

| Note | When an award is split, the Source Aid Fund award is replaced by the new split award(s). To see more details, click the GL Banner Interface tab to see FOAPALs info relating to the Target Aid Fund(s) and the Source Award tab which will display the Source Aid Fund. |

Viewing information related to Aid Funds and Student Awards

Viewing amounts: memoed, paid, total disbursed and government aid amounts

Click the **Applicant Institutional Award** tab > the **Disburse** subtab.

The **Memo Amount** is the amount of the award that is memoed or scheduled t be disbursed at a future date. This field is updated by the form or batch process when a disbursement transaction occurs. A memo amount is considered to be disbursed by INB even though the actual money has not been received yet by the student or by the Banner Finance system (it is held as memoed item in Accounts Receivable).

The **Paid Amount** is the amount that has been paid by the student. This field is updated by the form or batch process when a disbursement transaction occurs.

The **Total Disbursed Amount** is the amount that has been disbursed for this award. This includes the sum of both memoed and paid amounts.

*The **Government Received Amount** is the amount that a student has received in government aid.

*The **Government Received Date** is the date associated with the Government Received Amount.

*(Usage of these fields not finalized at McGill.)

Viewing the FOAPAL used to debit the award amount

Click the **Applicant Institutional Award** tab > the **GL Banner Interface** subtab.

Only the **Finance Account Code** can be modified and only if the award has not been disbursed.

Refer to the Field Lookup tool of the Documentation Index for a description of the fields.

Viewing the generic aid fund code and amount (Source aid fund) if the award was split

Click the **Applicant Institutional Award** tab > the **Source Award** sub-tab.

For more information about splitting an award, view "How to split an Institutional Award".

Refer to the Field Lookup tool of the Documentation Index for a description of the fields.

Viewing the disbursement information and the disbursement transaction history

Click the tab **Applicant Disbursement.**

Information on this tab includes disbursements that are memoed.   Click the tab **Errors/Alerts for Disbursement.**

Refer to the Field Lookup tool of the Documentation Index for a description of the fields.

Viewing errors, warnings, events or alerts

Click the **Errors/Alerts for Disbursement** tab.

The intended use of this tab is to allow viewing errors, warnings, events or alerts resulting from various student financial aid processes/transactions.

Future phases of disbursement and error processing will affect this form. Full functionality of fields on this tab will only be determined once development is complete.

 These alerts are categorized by Alert Groups such as:

Alert group code	Group code description
MDIS	Memo disbursement Alert Group
PDIS	Pay Disbursement Alert Group

Alert group code	Group code description
GAID	Government Aid Disbursement Alert Group
LOAN	Loan Alert Group
EMPL	Employment Alert Group
OTHR	Other Aid Alert Group

Viewing existing Default Disbursement Schedule information

To verify if there is a default disbursement schedule for the term affecting this award disbursement, click the tab **Schedule Default for Disbursement.**

– If a default disbursement schedule has been created (on form KVAAYPT Aid Year-Period-Term form) for the term for which you are disbursing the award, this pre-defined default disbursement schedule will be displayed. If there is no existing default disbursement schedule, these fields will be blank. Data cannot be entered or changed in this form.

To verify if there is a default disbursement schedule for this aid fund, click the tab **Fund Disbursement Schedule**.

– If a default disbursement schedule has been created (on form KVAFDSC Aid Fund Disbursement Schedule form) for the aid fund for aid year/aid period for which you are disbursing the award, this pre-defined default aid fund disbursement schedule will be displayed here. If there is no existing default aid fund disbursement schedule these fields will be blank. Data cannot be entered or changed in this form.

Refer to the Field Lookup tool of the Documentation Index for a description of the fields.

Viewing the details of an Applicant Third Party Contract (INB related).

Click tab: **Applicant Third Party Contract.**

| Applicant Inst... | Applicant Dis... | Errors/Alerts... | Schedule Def... | Fund Disburs... | **Applicant Thi...** | Fund Base D... | Aid Fund-Aid ... | Identificati... |

Aid Fund Code:

Contract Priority:

Contract ID:

Contract Number:

Term Code:

☐ Delete

Authorization Number:

Authorization: Pre-Authorized ▼

☐ Roll

Expiration Term:

Sponsor Reference Number:

Maximum Student Amount:

User ID:

Activity Date:

Refer to the Field Lookup tool of the Documentation Index for a description of all the fields.

Viewing the Fund Base Data including the Detail Code used by Accounts Receivable to create the payments.

Click the tab **Fund Base Data.**

| Applicant Inst... | Applicant Dis... | Errors/Alerts... | Schedule Def... | Fund Disburs... | Applicant Thi... | **Fund Base D...** | Aid Fund-Aid ... | Identificatio... |

Applicant Institutional Award

Aid Fund Code		Aid Fund Code Sequence Number	Aid Fund Status		Aid Fund Status Date	Disbursed
B211337C00	R & R Sarkar Memorial Bursary [UNI\	3	ACPT	Accepted	22-JUL-2008	☐

Fund Base Data

Aid Fund Source: IAAWRD Institutional Award

Process Type: IA Institutional Awards

Award Basis:
○ Merit
● Need
○ Hybrid

☐ Include on Transcript
☐ Display on Web
☑ Bill Indicator

User ID: GFORTI8   **Activity Date:** 09-JUL-2008

Institutional Awards Only
☑ Disbursable   ☐ Detail Single Usage   ☐ Renewable
Default Detail Code: FABS Financial Aid - T4A Payment
Number of Years:

The **Default Detail Code** field shows a generic code used for most or all

aid fund codes. The detail code is related to the specific FOAPAL of the aid fund and that detail code will be used when disbursing to Accounts Receivable (AR).

The system will:

– Use the "generic" detail code defined by AR to create the payments to the student's account

– Insert the real aid fund code description into the transaction on the student's account

– Generate a GL-type transaction in the TFAMISC form to debit the real aid fund code FOAPAL and credit a clearing FOAPAL used by the "generic aid fund code.

If **Detail Single Usage** checkbox is ticked, the default detail code will not be used. There must be a specific detail code given to Scholarships and Student Aid Office by Accounts Receivable for the specified aid fund code.

Refer to the Field Lookup tool of the Documentation Index for a description of all the fields.

Viewing the Aid Property Codes and Aid Property values related to the Aid fund.

Click the tab **Aid Fund-Aid Property.**

Applicant Inst...	Applicant Dis...	Errors/Alerts...	Schedule Def...	Fund Disburs...	Applicant Thi...	Fund Base D...	**Aid Fund-Aid ...**	Identificatic

Applicant Institutional Award

Aid Fund Code		Aid Fund Code Sequence Number	Aid Fund Status		Aid Fund Status Date	Disbursec
B211337C00	R & R Sarkar Memorial Bursary [UNIV	3	ACPT	Accepted	22-JUL-2008	☐

Fund Base Data

Aid Property Code	Aid Property Description	Aid Property Value	User ID	Activity Date
AIDTYPE	Aid Type	BURS	GFORTI8	09-JUL-2008
FUNDGROUP	Fund Group	UNIV	GFORTI8	09-JUL-2008
PGMSTAGE	Program stage	INCR	GFORTI8	09-JUL-2008

Aid Property Code field: a Property code is used to define something about an aid fund. The property code, as part of a hierarchy, usually defines a broad category to which more specific aid property values are associated. An example of an Aid Property Code at McGill is "AIDTYPE". Each aid fund can have multiple aid property codes associated to it.

Aid Property Value: the aid property value that applies to this aid fund. For example, the **Aid Property Code** for the aid fund may be **AIDTYPE**

and the property value for a particular fund may be **BURS** (Bursary) or it may be **LOAN** (Loan) for another aid fund. There can only be one aid property value associated to each Aid Property Code for an aid fund. (e.g. it is not possible to have an Aid Property of AIDTYPE for an aid fund with aid property values of both BURS and LOAN).

Refer to the Field Lookup tool of the Documentation Index for a description of the fields.

Viewing Alternate Identification information

To view Alternate Identification information that has been created for the student in INB (KVAIDCO Identification Code Person form), click **Identifications Codes tab**. If there are no alternate ID's recorded in BSAC no information will be displayed here.

Refer to the Field Lookup tool of the Documentation Index for a description of all the fields.