

Comprehensive list of all options available via the **KVAAWRD** form.

The column ‘Blocks in which option is available’ indicates in which blocks the option is activated.

The availability of an option may depend on the particular characteristics of the record that is being highlighted at the moment the option is invoked. For example, the option “Memo to Payment for this Award” is available in the “Applicant Disbursement” block, however its availability is restricted to applicants whose disbursement record is memoed.

Option	Description / Functionality	Blocks in which option is available
Contract Person Authorization (TSACONP)	This option calls the TSACONP form used to enter third party contracts for students.	Available in all the blocks once the cursor passes the key-block
Aid Fund Query Form (KZIFDQY)	This option calls the KZIFDQY form which allows users to search for available aid funds based on specified criteria.	Available in the Applicant Institutional Award blocks only once the cursor passes the key-block.
Aid Fund Code Aid Year (KVAFNDC)	This option calls the KVAFNDC form which displays aid year specific data for aid fund codes. If you have the rights you can change information about the aid fund on the KVAFNDC form.	Available in all the blocks once the cursor passes the key-block
Aid Fund Code Donor Information (KVADONR)	This option calls the KVADONR form. (This option not being used in Phase I of BSAC implementation at McGill).	Available in all the blocks once the cursor passes the key-block
Tracking Requirements Attached to Aid Fund Code (KVATRFN)	This option calls the KVATRFN form. This will allow users to see the tracking requirements attached to this award (aid fund code). If you have the rights you can change information about the aid fund tracking requirements here.	Available in all the blocks once the cursor passes the key-block
Applicant Tracking Requirements (KVAAREQ)	This option calls the KVAAREQ form to allow users to see tracking requirements that have been entered for this student and the date when the tracking requirement was met or specifically recorded as “unmet”. Users with the rights can also change data here.	Available in all the blocks once the cursor passes the key-block
Student Aid Application Status (KVASTAT)	This option calls the KVASTAT form. If you have the rights you can change information about students by aid year/aid period here.	Available in all the blocks once the cursor passes the key-block
General Student (SGASTDN)	This option calls the SGASTDN form	Available in all the blocks once the cursor passes the key-block

Admissions Application (SAAADMS)	This option calls the SAAADMS form	Available in all the blocks once the cursor passes the key-block
Extended Award Data (KZAIAX)	This option calls the KZAIAX form which allows the user to view and update certain supplemental data related to institutional awards including institutional award supplemental data, loan properties and pre-disbursement schedules..	Available in the Applicant Institutional Award blocks only once the cursor passes the key-block.
Special options attached to the Award and creation of Disbursement records		
Accept this award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ Change the aid fund status of the award from offer to accepted for this applicant ➤ Copy the offer amount to the accept amount ➤ Add 1 to the KDRAWST_NUM_ACCEPTED ➤ Add the new accepted amount to the total KDRAWST_TOT_ACCEPTED_AMT ➤ Subtract 1 from the KDRAWST_NUM_OUTST_OFFER ➤ Subtract the accepted amount from the total KDRAWST_TOT_OUTST_OFFER_AMT ➤ The accept date is set to SYSDATE ➤ NOTE: The award cannot be accepted if there are no values for the original or current offer amounts/dates fields unless the award is a non-disbursable award. 	Available in the “Applicant Institutional Award” blocks only
Accept and Disburse this award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ Change the aid fund status of the award from offer to accepted for this applicant ➤ Copy the offer amount to the accept amount for this award ➤ Add 1 to the KDRAWST_NUM_ACCEPTED ➤ Add the new accepted amount to the total KDRAWST_TOT_ACCEPTED_AMT 	Available in the “Applicant Institutional Award” blocks only

	<ul style="list-style-type: none"> ➤ Subtract 1 from the KVRAWST_NUM_OUTST_OFFER ➤ Subtract the accepted amount from the total KVRAWST_TOT_OUTST_OFFER_AMT ➤ The accept date is set to SYSDATE for this award ➤ Disburse the amount for this award (call kvp_award_disburse) NOTE: The disbursement API will generate a transaction OD (original disbursement) for every disbursement record. ➤ NOTE: The award can not be accepted if there are no values for the original or current offer amounts/dates fields or if the aid fund/award is non-disbursable. 	
Disburse this Award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ Disburse the amount of this award as long as it has accepted status for this applicant (call kvp_award_disburse) NOTE: The disbursement API will generate a transaction OD (original disbursement) for every disbursement record. ➤ The award cannot be disbursed if no applicable default disbursement schedule exists which applies to this award (as defined on forms KVAFDSC and/ or KVAAYPT) or if the award/aid fund is non-disbursable. 	Available in the “Applicant Institutional Award” blocks only
Dynamically Disburse this Award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ This option will allow user to enter a disbursement schedule freely (only applicable to disbursable awards/aid funds). ➤ It will not use the disbursement schedule data already predefined. It will use the KVRDADS table for creating a temporary dynamic disbursement schedule for the applicant. 	Available in the “Applicant Institutional Award” and “Applicant Disbursement” blocks only

	<ul style="list-style-type: none"> ➤ If a Counselor in the Scholarships and Student Aid Office has defined a pre-disbursement schedule for a particular student via MINERVA then KVRDADS will have been pre-populated for that student/award and the person disbursing the award will see the data in the disbursement window. ➤ Once disbursement records are created (and before leaving the form), the content of this table will be deleted. ➤ The cursor will be located on the KVRWRD_BLOCK and allow entering all the required fields for disbursing. ➤ Record is then disbursed the same way as performed on the option “Disburse this Award”. 	
Cancel this Award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ This option will allow the user to cancel an award before it has been disbursed ➤ Change the aid fund status of the award from offer to cancelled for this applicant ➤ Copy the offer amount to the cancel amount ➤ Add 1 to the KVRWST_NUM_CANCELLED ➤ Add the new cancel amount to the total KVRWST_TOT_CANCELLED_AMT ➤ Subtract 1 from the KVRWST_NUM_OUTST_OFFER ➤ Subtract the cancel amount from the total KVRWST_TOT_OUTST_OFFER_AMT ➤ Subtracts the amount from the accepted amount total in KVRWST. ➤ The cancel date is set to SYSDATE 	Available in the “Applicant Institutional Award” blocks only as long as award has NOT been disbursed yet (no records exist on KVRDISB table yet).
Decline this Award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ This option will allow user to decline an award before it has been disbursed ➤ Change the aid fund status of the award from 	Available in the “Applicant Institutional Award” blocks only as long as award has NOT been disbursed yet (no records exist on KVRDISB table yet).

	<ul style="list-style-type: none"> ➤ offer to declined for this applicant ➤ Copy the offer amount to the declined amount ➤ Add 1 to the KVRAWST_NUM_DECLINED ➤ Add the new declined amount to the total KVRAWST_TOT_DECLINED_AMT ➤ Subtract 1 from the KVRAWST_NUM_OUTST_OFFER ➤ Subtract the declined amount from the total KVRAWST_TOT_OUTST_OFFER_AMT ➤ If award was previously accepted subtract 1 from accepted amount ➤ The declined date is set to SYSDATE 	
Revoke this Award	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ This option will allow user to revoke an award once it has been accepted, regardless of whether it has been disbursed or not. ➤ Change the aid fund status of the award from accepted to revoked for this applicant ➤ Set back to ZERO all the amounts that have been disbursed (if applies). 	Available in the “Applicant Institutional Award” blocks only as long as award has been already accepted (otherwise, the “Cancel this Award” option should be used instead).
Split this Award	<p>Allows the user to split an award into one or more different awards (aid funds).</p> <p>This option cannot be used if the award has been disbursed.</p>	Available in the “Applicant Institutional Award” blocks only
Special options attached to DISBURSEMENT records		
Change Date for this Disbursement record	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ A memoed disbursement date is changed in KVRDISB ➤ A record showing the new payment date is written to KVRDISH <p>NOTE: The disbursement API will generate a transaction DC (date changed) for the changed disbursement record</p> <ul style="list-style-type: none"> ➤ A MP (memo to payment) transaction is executed if the payment date is due. 	<p>Available in the “Applicant Disbursement” block only.</p> <p>Available only when the disbursement record is Memoed.</p> <p>It will never be available when the award was already paid.</p>

<p>Change Amount for this Disbursement record</p>	<p>This option performs the following general steps when the changed record is Memoed (KVRDISB_POST_COND_IND = M):</p> <ul style="list-style-type: none"> ➤ A memoed disbursement amount is changed on KVRDISB ➤ A record showing the change to the disbursement record is written to KVRDISH ➤ The TBRMEMO amount is updated. (See Memo Canvas in TSADETL and on KVAAWRD on the Disbursement Tab - View the memo transaction number under the Transaction tab. If a memo is generated it is viewable on the student's Web account summary in real time. ➤ If the new amount (KVRDISB_AMT) is greater than zero, update the TBRMEMO with the new amount. If the new date is due, then execute a MEMO TO PAYMENT transaction Else (new amount is zero) DELETE the TBRMEMO record. If a payment is generated, this is viewable in TSADETL and on the student's web account summary in real time. <p>This option will perform the following general steps when the changed record is a Payment (KVRDISB_POST_COND_IND = P):</p> <ul style="list-style-type: none"> ➤ The amount (KVRDISB_AMT) is changed in KVRDISB to the new disbursement amount ➤ A record showing the change to the disbursement record is written to KVRDISH ➤ Create a new record in TBRACCD using the KVRDISH data (TBRACCD_AMOUNT is set to KVRDISH_AMT) ➤ If a payment is generated this is viewable in the TSADETL form and on the student's web account summary in real time and on KVAAWRD on the Disbursement Tab under Transaction tab. 	<p>Available in the "Applicant Disbursement" block only.</p>
<p>Memo to Payment for this</p>	<p>This option performs the following general steps:</p>	<p>Available in the "Applicant Disbursement" block only as long as</p>

Disbursement record	<ul style="list-style-type: none"> ➤ A memoed KVRDISB record is changed to a payment setting KVRDISB_POST_COND_IND to 'P' ➤ Create an KVRDISH record setting the KVRDISH_AMT to minus KVRDISB_AMT; also, KVRDISB_POST_COND_IND should be set to 'M' ➤ Create an KVRDISH record setting the KVRDISH_AMT to plus KVRDISB_AMT; also, KVRDISB_POST_COND_IND should be set to 'P' ➤ The memo record in TBRMEMO is deleted ➤ A record is created in TBRACCD using the values from the last KVRDISH record. 	the applicant disbursement is Memoed
Create a Manual Disbursement record	<p>This option performs the following general steps:</p> <ul style="list-style-type: none"> ➤ This option will allow user to enter a disbursement record freely. ➤ Basically the cursor will be located on the KVRDISB_BLOCK and allow entering all the KVRDISB fields. ➤ Record is now disbursed the same way as performed on the option "Disburse this Award". 	Available in the "Applicant Institutional Award" and "Applicant Disbursement" blocks only