

How to View BSAC Awards

OVERVIEW	2
INB forms:	2
INB: KVISAWK	3
INB: KVIASUM:	5
INB: KVIWRD:.....	6
Minerva WEB PAGES	7
Financial Aid Applications Summary:.....	8
View Award(s)	9
Detailed Loan Information – All loans	10
View Award(s) (click on a loan)	11
Detailed Loan Information – Contract View	12

OVERVIEW

In INB you can see a student's awards and loans on several forms: **KVIASUM**, **KVAAWRD**, **KVISAWK**, and/or **KVIAWRD**. All these forms show similar data but it is displayed differently and some show more than others. See below for examples of why you would use one form versus another:

In Minerva you can see info about need based loans using a number of methods depending on what detail you want.

INB forms:

	Use This INB Form ...	To do this ...
1	KVISAWK	Master search form to look up anything about student(s) award(s). Can use this form to find: <ol style="list-style-type: none"> 1. All awards offered/accepted and/or disbursed in BSAC 2. All awards for a particular student by year or all years 3. All awards of a particular type 4. All awards with a particular status 5. Combinations of the above and other things to narrow it down to, say, a particular award or group of awards for a particular student
2	KVIASUM	View awards for a particular student. Note – <i>must</i> type in student's ID so cannot look for group of students. <ol style="list-style-type: none"> 1. Information about the student's awards is shown in a friendlier format than on KVISAWK 2. Can see donor info not shown in KVISAWK (TBD at McGill) 3. Can see Course load % and student number of weeks (TBD at McGill)
3	KVIAWRD	View awards with less detail but simpler to look at. Not very useful unless you just want to know if someone has a particular award <ol style="list-style-type: none"> 1. Do not need to enter a student ID or year in key block 2. Can only see student ID/name/Aid year/awards 3. No details such as status, amount, FOAPALs etc

INB: KVISAWK

How to search

1. Type in an aid year/period in the top section (key block) or leave blank for all years and periods.
2. Click 'Next Block' icon or press CTRL/PGDN to get into body of form. You will see all students/awards for the aid year/period you typed in or (if none typed) for all years/periods back to 2000-01.
3. Once in the body of the form, press F7 and enter your search criteria.
4. Press F8 to see data displayed according to your search criteria.

Why you might search using KVISAWK

1. If an award has been offered/accepted but not yet assigned to a FOAPAL, you can use KVISAWK to find the 'generic' awards that need to be assigned to particular aid fund (usually with a FOAPAL attached):
 - Unassigned awards will be of format X_ *%aidtype%* where *aidtype* = SCHL, LOAN, BURS, etc.
 - **For example** The loan aid fund code is format X_ *%LOAN%* and the description will be of format *Generic%Loan%*
2. Search for all the awards for a particular student in given aid year
 - Search by student's ID or name using the ID/Last Name/first name fields
3. Search for all the awards for a particular student for **Any** year
 - leave the aid year/period in the key block blank
 - Search by student's ID or name using the ID/Last Name/first name fields
4. Search for all students who have been assigned a particular award:
 - After F7, type in the entire aid fund code or, if you know the Fund code but not the whole aid fund code, type it in the aid fund code field with following format: *%x999999%* where *x* = the 1st character of the aid type and 999999 = the finance fund code: **e.g.** to find the scholarship(s) funded by finance fund 225637 type in **%S225637%**
 - OR use the LOV above 'Aid Fund Code' to find the aid fund code you want.
 - i. In the LOV window beside **Find**, type the name of the aid fund with '%' preceding and following it.
 - ii. Then click FIND
 - iii. Select the 'found' aid fund you want
 - iv. Then click OK. Your selected aid fund will show up in KVISAWK aid fund column and you can then F8 to search for it on KVISAWK.

Note: form shows a large amount of very useful information including the FOAPAL, whether and how much of the aid has already been paid, and the comments. You have to scroll to the right to see all this. In the example below I have selected all the awards for 0708 for a particular student:

INB: KVIASUM:

1. Type in your student's ID, the aid year (academic year) and period ('YEAR') and click **next block** (or ctrl/pgdn). If you do not notice the award you are looking for, you can search for it by looking for one or more of the criteria (e.g. F7, and type X_%L% in aid fund code to find a generic loan, and/or type OFFR in aid fund status, etc). **Note:** you have to scroll to the right to see most of the data including the amount offered and user ID.
 - a. **This form shows you lots of information** (even more detail appears on KVAAWRD)
 - b. If you do not type the year and period in the key block at the top you will see all years for the student
 - c. Comments you typed on Minerva are at the bottom of the screen if your cursor is on the loan you are just typed.
 - d. Course load percentage and number of weeks are not yet implemented
 - e. Donor info is not yet implemented by McGill

Oracle Developer Forms Runtime - Web: Open > KVIAWRD - KVAAWRD - KVIASUM

File Edit Options Block Item Record Query Tools Help

Student Aid Summary Inquiry [1.0] KVIASUM 7:3 (BANDEV5)

ID:

Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)

Aid Period: YEAR YEAR

Course Load Percentage: Student Number of Weeks: Applied Web Indicator

Institutional Awards Institutional Loans Employment Awards Other Awards Government Aid Identification Codes

Aid Year	Aid Period	Aid Fund Code	Code	Aid Sequence Number	Aid Fund Status	Aid Fund Date	Detail Single Usage	Disbursable	Disbursed
0708	YEAR	L425026C00	A & S Freedman Mem	1	ISSU ~ Issued *old code us	04-FEB-2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0708	YEAR	L425026C00	A & S Freedman Mem	2	ISSU ~ Issued *old code us	23-JAN-2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0708	YEAR	L425063C00	John H MacLaren Loan	1	ISSU ~ Issued *old code us	30-AUG-2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0708	YEAR	L425063C00	John H MacLaren Loan	2	ISSU ~ Issued *old code us	03-JAN-2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0708	YEAR	X_INCRLOAN	Generic In-Course Loan	1	OFFR Offered	14-AUG-2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Donor ID Donor Name

Comment:

FRM-40352: Last record of query retrieved.
Record: 6/6 <OSC>

Minerva WEB PAGES

	Use This Minerva path ...	To do this ...
1	SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary (RWAAPHI)	View all the <i>need based</i> awards a student applied to. You will not see any merit based awards or awards created in BSAC without an application. You will see status of application. Expand '+' for detail
2	SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: Awards Summary box at bottom of page => View Awards (RWAAWRD)	View all awards a student received including scholarships, loans and awards not resulting from an application. You will see status including whether award was disbursed and whether or not 'to loan'.
3	SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: Loan Summary box at bottom of page => Detailed Loan Information - All Loan(s) (RWALOAN)	View information about all loans at a high level. They are split out by Outstanding loans versus Paid loans
4	SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: Award Summary box at bottom of page=> View Awards => click on a particular award	View more details about an award or loan, e.g. how it was disbursed and which loan it paid. Also you can see how much is owing, interest rate, etc, if it is a loan. Note: This screen shows you the BSAC Aid fund code/seqno with which you can reference the award in BSAC (BANNER INB)
5	SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: Award Summary box => click on the award=> if loan, choose View Loan box	View even more details about a loan, e.g. due date, signature date, interest paid... You can see transactions pertaining to loan payments if there are any.
6	SR Admin=> Financial Administration Menu=> Award Summary (RWAAWRD)	Same screen as 2, without going through application summary.

Financial Aid Applications Summary:

SR Admin=> Financial Administration Menu=> Application Summary=> **Financial Aid Applications Summary**

Financial Aid Applications Summary

Student ID:
Last Name:
First Name:
Office/Residency: SAO/QC

Expand All Details

2008-09 Academic Year

Submitted	Type	Status	Status Changed	Amount Approved	Comments
May 05, 2008	Mobility Awards	Assessed	Jun 25, 2008	\$6,000.00	award to be disbursed July 27th for fall term and November 15 for winter term into tuition fee account; verify with SESA agreement re refund if necessary.

2007-08 Academic Year

Submitted	Type	Status	Status Changed	Amount Approved	Comments
May 08, 2008	In-Course Financial Aid	Cancelled	May 08, 2008	\$0.00	Duplicate.
May 08, 2008	In-Course Financial Aid	Assessed	May 08, 2008	\$2,000.00	Loan to cheque due August 31, 2008.
Aug 02, 2007	McGill Loan Extension	Assessed	Aug 07, 2007	\$4,000.00	Loan extended to Aug. 31, 2008. Contact Cashier's Office after Aug. 15 to sign new loan contract.
Aug 02, 2007	In-Course Financial Aid	Assessed	Aug 14, 2007	\$5,000.00	N/A

2006-07 Academic Year

Submitted	Type	Status	Status Changed	Amount Approved	Comments
Apr 10, 2007	In-Course Financial Aid	Processed	Apr 23, 2007	\$0.00	Loan (due August 31, 2007) to cheque.
Apr 10, 2007	Work Study	Assessed	Apr 20, 2007	\$0.00	View Results

[View current Financial Aid Profile](#)

New Search by ID Create Application Update Profile **Awards Summary** **Loans Summary** Back to menu

RELEASE: 1.22
FORM NAME: RWAAPHI

View Award(s)

SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: **Awards Summary** box at bottom of page => **View Award(s)**

Minerva - BANDEV5

MAIN MENU | Web Tailor | Personal | Student | Faculty | Advisor | Employee | Applicant | **Financial Aid** | Finance | HR Admin | SR Admin | Reports | AR Admin | ICS | Mercury | Security Admin | UPO | Guest

HELP EXIT

View Award(s)

Student ID:
 Last Name:
 First Name:

2008/2009 Aid year (Terms 200809, 200901, 200905)

Aid Type	Amount	Status	Status Date	To Loan(s)?	App. Ref.
Travel Bursary	\$6,000.00	Disbursed	Jun 26, 2008	No	Mobility Awards (200809) #1

2007/2008 Aid year (Terms 200709, 200801, 200805)

Aid Type	Amount	Status	Status Date	To Loan(s)?	App. Ref.
Loan	\$3,000.00	Disbursed	Sep 03, 2008	Partial	McGill Loan Extension (200709) #1
Loan	\$2,000.00	Disbursed	May 08, 2008	No	In-Course Financial Aid (200805) #1
Bursary	\$5,000.00	Disbursed	Aug 15, 2007	No	In-Course Financial Aid (200709) #1
Loan	\$1,000.00	Disbursed	Aug 08, 2007	Partial	McGill Loan Extension (200709) #1

2006/2007 Aid year (Terms 200609, 200701, 200705)

Aid Type	Amount	Status	Status Date	To Loan(s)?	App. Ref.
Loan	\$1,000.00	Disbursed	Apr 23, 2007	No	

RELEASE:
FORM NAME: RWAAWRD

Detailed Loan Information – All loans

SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: **Loan Summary box** at bottom of page => **Detailed Loan Information – All Loan(s)**

Minerva - BANDEVS

MAIN MENU | Web Tailor | Personal | Student | Faculty | Advisor | Employee | Applicant | **Financial Aid** | Finance | HR Admin | SR Admin | Reports | AR Admin | ICS | Mercury | Security Admin | UPO | Guest

HELP EXIT

Detailed Loan Information - All Loans

Student ID:
 Last Name:
 First Name:

General Comments

Outstanding Loans

Contract #	Due Date	Orig. Amount	Rate	Last Activity	Unpaid Principal	Unpaid Interest	Balance Owing
26022989920080501	Aug 31, 2008	\$2,000.00	6.50 %	May 13, 2008	\$2,000.00	\$5.70	\$2,005.70
20822989902	Aug 31, 2009	\$3,000.00	6.50 %	Sep 03, 2008	\$3,000.00	\$0.00	\$3,000.00
Totals:					\$5,000.00	\$5.70	\$5,005.70

Paid Loans

Contract #	Due Date	Orig. Amount	Rate	Last Activity	Unpaid Principal	Unpaid Interest	Balance Owing
2000015624	Aug 31, 2007	\$1,000.00	6.25 %	Aug 20, 2007	\$0.00	\$0.00	\$0.00
26022989920070901	Aug 31, 2008	\$1,000.00	6.50 %	Sep 03, 2008	\$0.00	\$0.00	\$0.00
Totals:					\$0.00	\$0.00	\$0.00

RELEASE: 1.5
 FORM NAME: SWSACAW

View Award(s) (click on a loan)

SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: **Award Summary box** at bottom of page=> View Awards => **click on a particular award** (e.g. loan in example 2)

View Award(s)

Student ID:
 Last Name:
 First Name:
 Key: -0708-YEAR-L425049C00-01

Loan

General					
Disb. Amount:	\$3,000.00	Offer Amount:	\$3,000.00	Accept Amount:	\$3,000.00
Disb. Date:	Sep 03, 2008	Offer Date:	Sep 02, 2008	Accept Date:	Sep 03, 2008
Disb. ResidcyGrp:	QC	Offer ResidcyGrp:	QC	Stdn. Display:	Yes
FOAPAL:	425049 00310 100084 6705 000000 000000	Cheque Dest.:	Macdonald Campus		
Status:	Disbursed				
Status Date:	Sep 03, 2008				
Travel:	No				

Span / Eligibility Period		Renewability	
Start Term:	Summer 2008	End Term:	Summer 2008
Start Date:	Aug 30, 2008	End Date:	Aug 31, 2008
Renewable:	No		
Renew Term:	Renew Year:		

Disbursements							
Type	Term	Pay Amount	Pay Date	Paying Loan	Orig. Amount	Orig. Date	Doc. Ref#
To Loan	Summer 2008	\$1,000.00	Aug 30, 2008	#26022989920070901	\$1,000.00	Aug 30, 2008	340148
To Cheque	Summer 2008	\$1,000.00	Aug 30, 2008		\$1,000.00	Aug 30, 2008	Z0000017
To Fees	Summer 2008	\$1,000.00	Aug 30, 2008		\$1,000.00	Aug 30, 2008	340149 169

Loan Information

Contract #:	20822989902		
Due Date:	Aug 31, 2009	Principal Owing:	\$3,000.00
Interest Rate:	6.50 %	Interest Owing:	\$0.00
Signature Date:	Sep 03, 2008	Last Transaction:	Sep 03, 2008
Suspension Type:	N/A		
Suspension Date:			

Staff Only Comments

None available

[View Loan](#) [View Notification](#) [Back to Summary](#) [Back to menu](#)

Detailed Loan Information – Contract View

SR Admin=> Financial Administration Menu=> Application Summary=> Financial Aid Applications Summary: **Award Summary box** => click on the award=> if loan, choose **View Loan box** (see arrow in 4)

Minerva - BANDEV5

MAIN MENU | Web Tailor | Personal | Student | Faculty | Advisor | Employee | Applicant | **Financial Aid** | Finance | HR Admin | SR Admin | Reports | AR Admin | ICS | Mercury | Security Admin | UPO | Guest

HELP EXIT

Detailed Loan Information - Contract View

Student ID:
Last Name:
First Name:

Contract #20822989902

Fund Name: Lacey Loan	Status: Accepted	FOAPAL: 425049 00310 100084 6705 000000 000000
Type: Loan	Signature Date: Sep 03, 2008	Disb. Methods: \$0.00
Orig. Amount: \$3,000.00	Suspension Date: N/A	Unpaid Principal: \$3,000.00
Due Date: Aug 31, 2009	Coll. Assign Date: N/A	Unpaid Interest: \$0.00
Interest Rate: 6.50%		Suspension Type: N/A
		Loan Balance: \$3,000.00
		Coll. Agency: N/A

No Comments

Last activity: Sep 03, 2008 (WEBAPP:)

Show Transactions | Print Contract

New Search by ID | Back to Summary | Back to menu

RELEASE: 1.5
FORM NAME: RWALOAN