OVERVIEW 2
INB forms: 2
INB: KVISAWK 3
INB: KVIASUM: 5
INB: KVIAWRD: 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: 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 –** *must* type in student's ID so cannot look for group of students. 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 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.

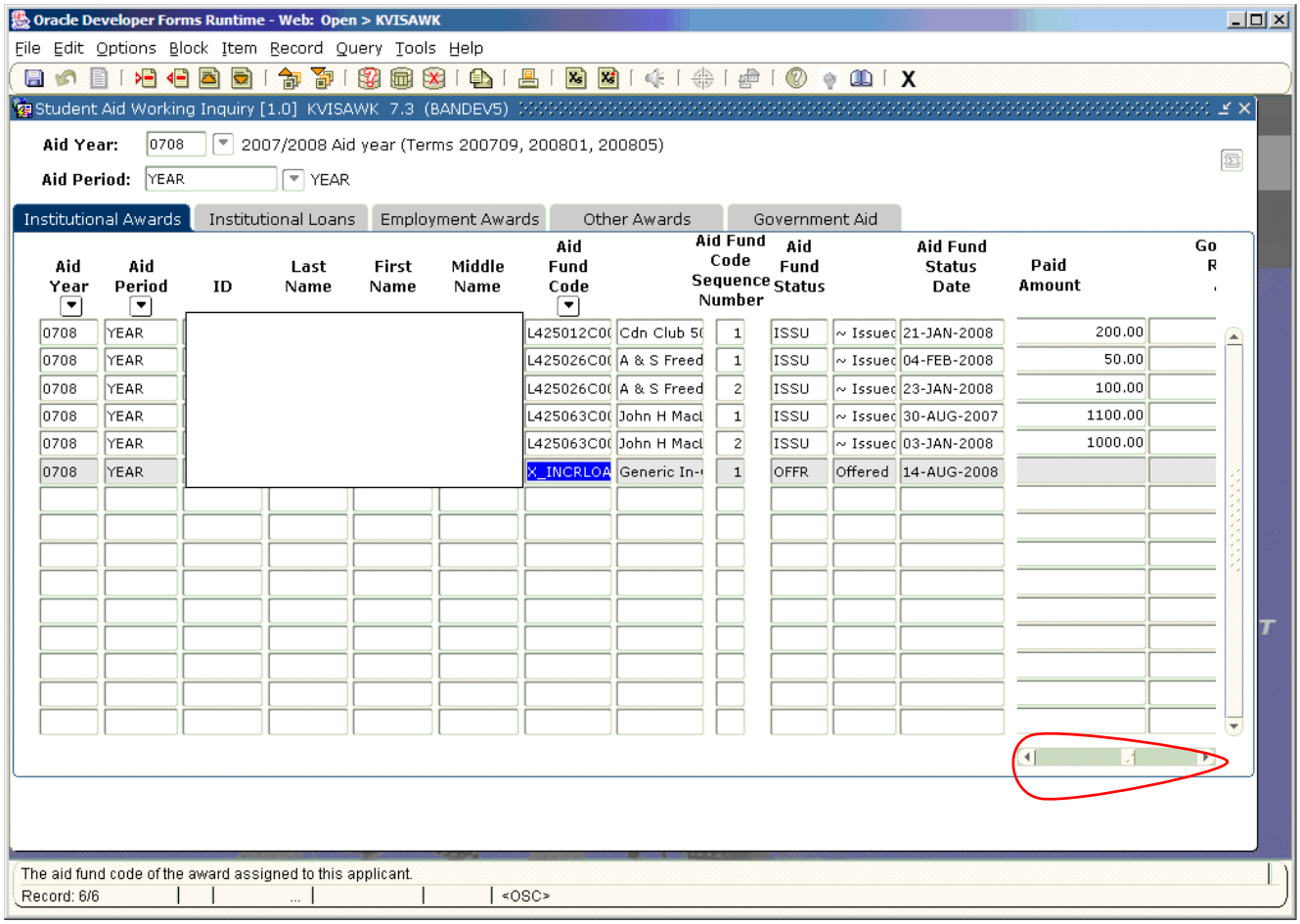
Why you might search using KVISAWK

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

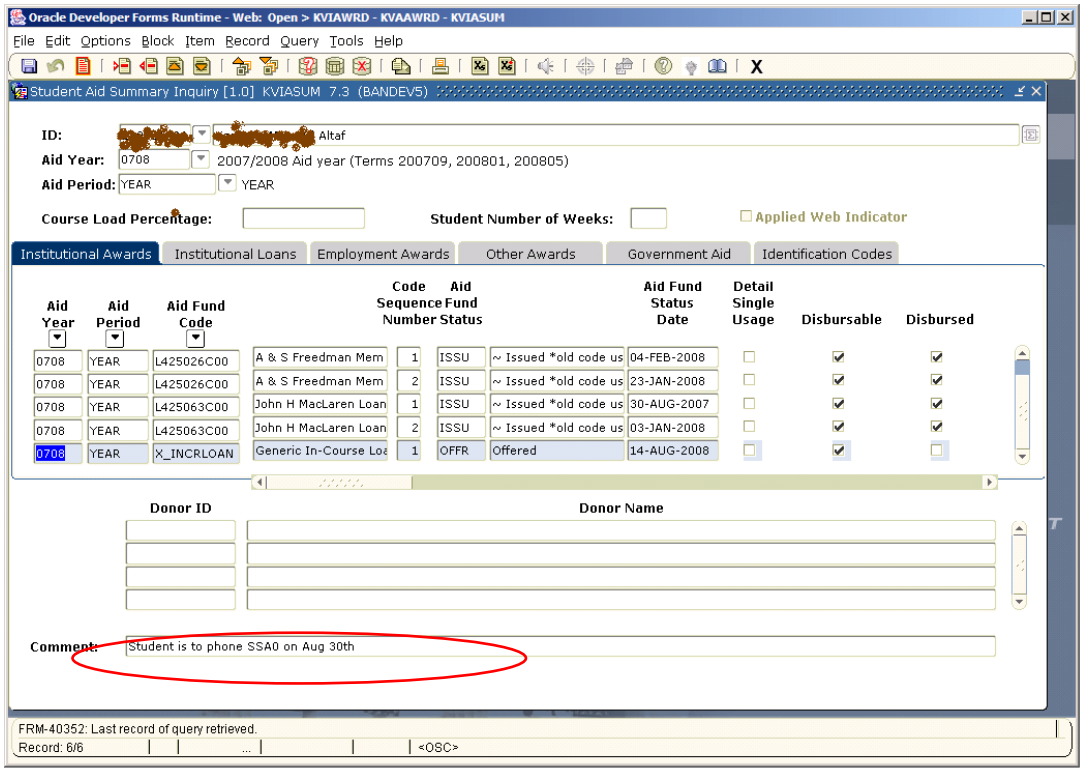
4. Search for all students who have been assigned a particular award:
    - After F7, type in the entire aid fund code or, if you know the Fund code but not the whole aid fund code, type it in the aid fund code field with following format: *%x999999%* where *x* = the 1st character of the aid type and 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:


Oracle Developer Forms Runtime - Web: Open > KVISAWK
File Edit Options Block Item Record Query Tools Help
Student Aid Working Inquiry [1.0] KVISAWK 7.3 (BANDEV5)
Aid Year: 0708 2007/2008 Aid year (Terms 200709, 200801, 200805)
Aid Period: YEAR YEAR
Institutional Awards
Institutional Loans
Employment Awards
Other Awards
Government Aid
Aid Year
Aid Period
ID
Last Name
First Name
Middle Name
Aid Fund Code
Aid Fund Code Sequence Number
Aid Fund Status
Aid Fund Status Date
Paid Amount
0708 YEAR L425012C0(Cdn Club 5(1 ISSU ~ Issuec 21-JAN-2008 200.00
0708 YEAR L425026C0(A & S Freed 1 ISSU ~ Issuec 04-FEB-2008 50.00
0708 YEAR L425026C0(A & S Freed 2 ISSU ~ Issuec 23-JAN-2008 100.00
0708 YEAR L425063C0(John H Macl 1 ISSU ~ Issuec 30-AUG-2007 1100.00
0708 YEAR L425063C0(John H Macl 2 ISSU ~ Issuec 03-JAN-2008 1000.00
0708 YEAR X_INCRLOA Generic In- 1 OFFR Offered 14-AUG-2008
The aid fund code of the award assigned to this applicant.
Record: 6/6
<OSC>

INB: KVIASUM:

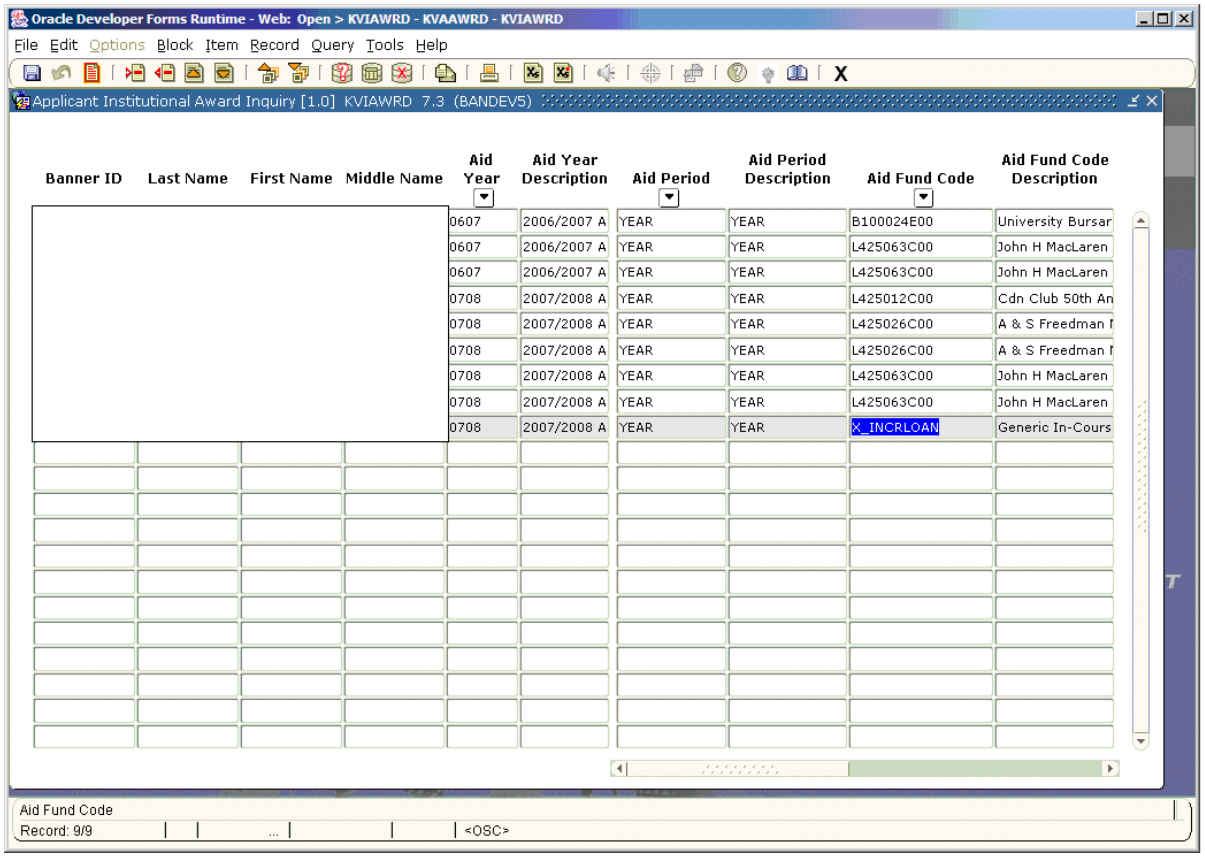
1. Type in your student's ID, the aid year (academic year) and period ('YEAR') and click **next block** (or ctrl/pgdn). If you do not notice the award you are looking for, you can search for it by looking for one or more of the criteria (e.g. F7, and type X_%L% in aid fund code to find a generic loan, 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



INB: KVIAWRD:

This form shows you basic info in an easy-to-digest format but does not tell you anything about disbursement, FOAPALs, amounts or other properties of the aid.

1. Type in the criteria you are searching for (e.g. your student's ID, part or all of aid fund code) and press F8**.**
2. If you do not notice the award(s) you are looking for you can search by looking for one or more of the criteria in the bullets above (e.g. X_%L% in aid fund code, OFFR in aid fund status, etc).
3. **Note:** you have to scroll to the far right to see all the data.

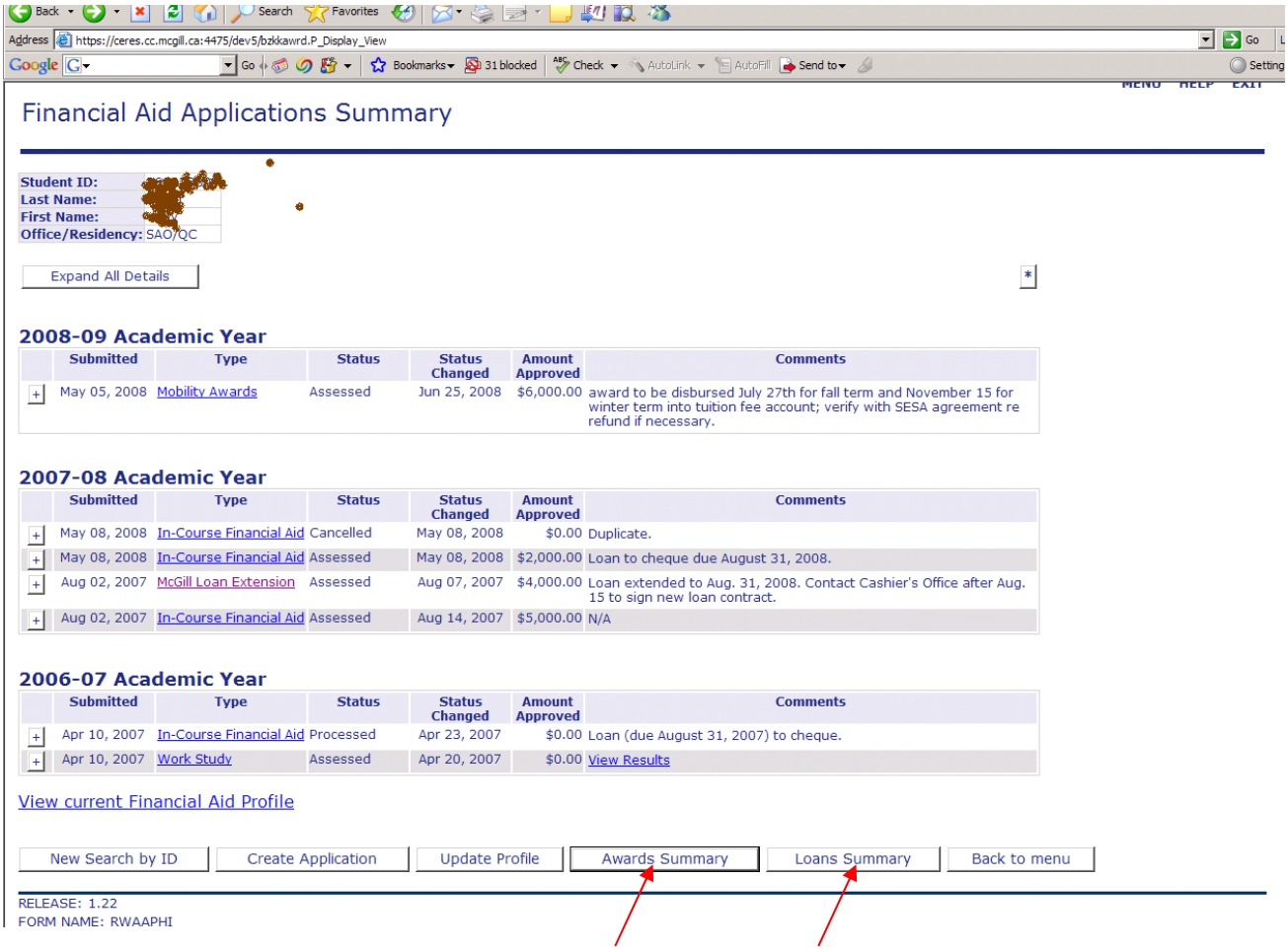


Minerva WEB PAGES

	Use This Minerva path …	To do this …
1	SR Admin=> Financial Administration Menu=> Application Summary=> **Financial Aid Applications Summary** (RWAAPHI)	View all the ***need based*** 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.

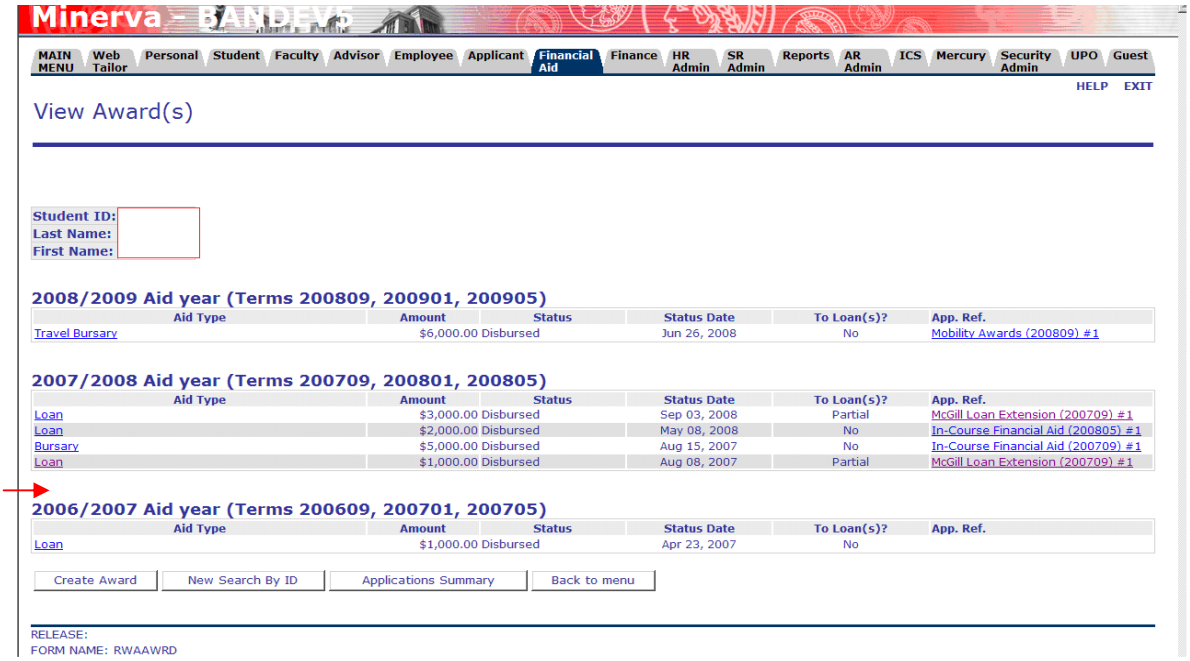
Financial Aid Applications Summary:

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



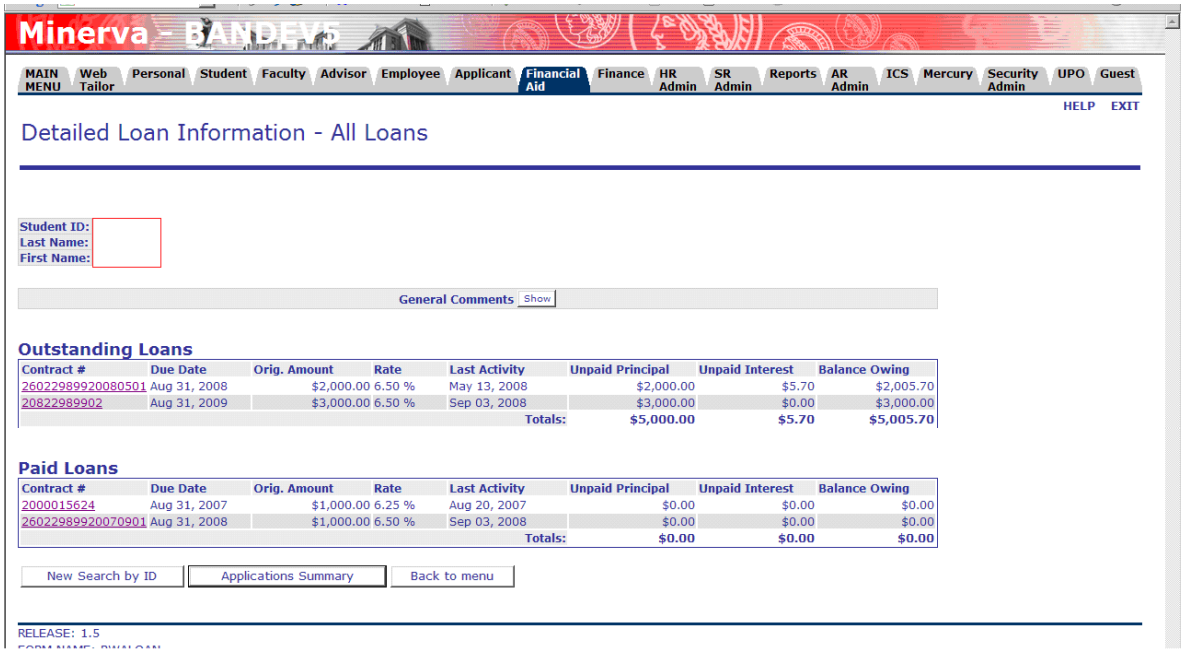
View Award(s)

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



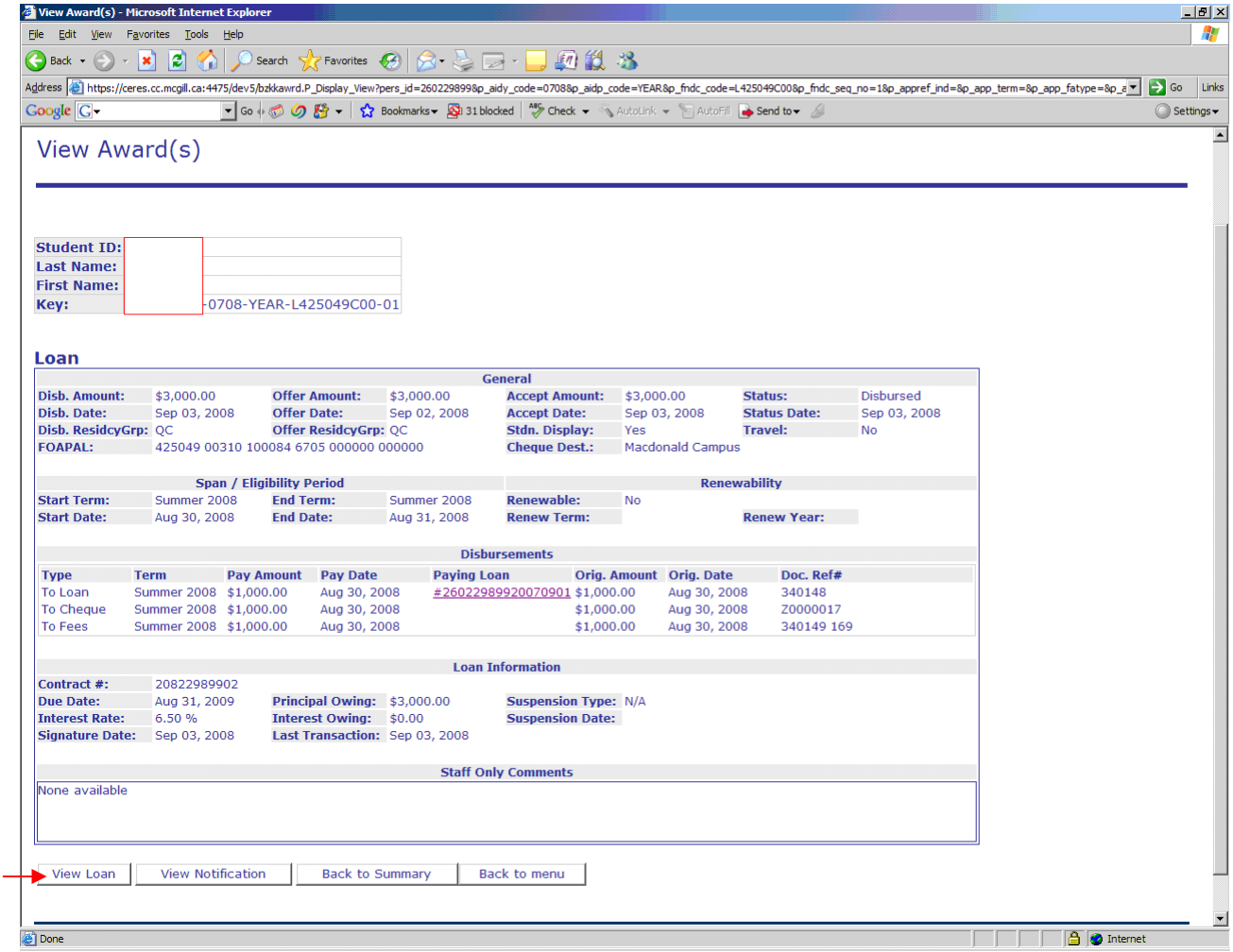
Detailed Loan Information – All loans

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



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)



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)