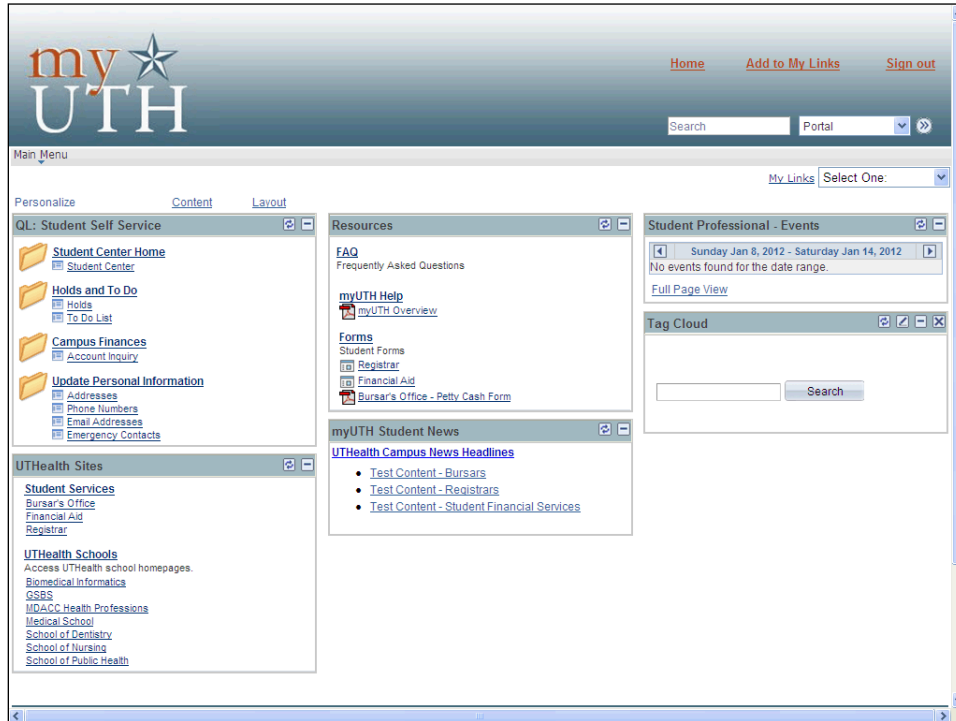
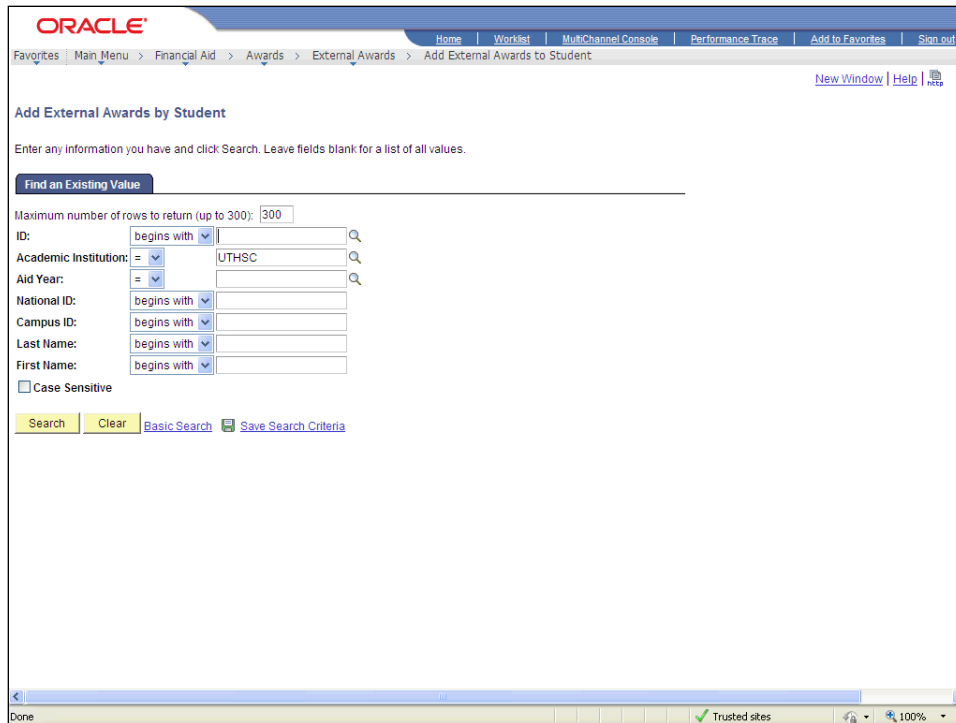
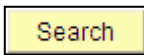

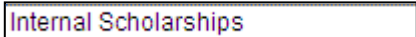




Adding an External Award to a Student




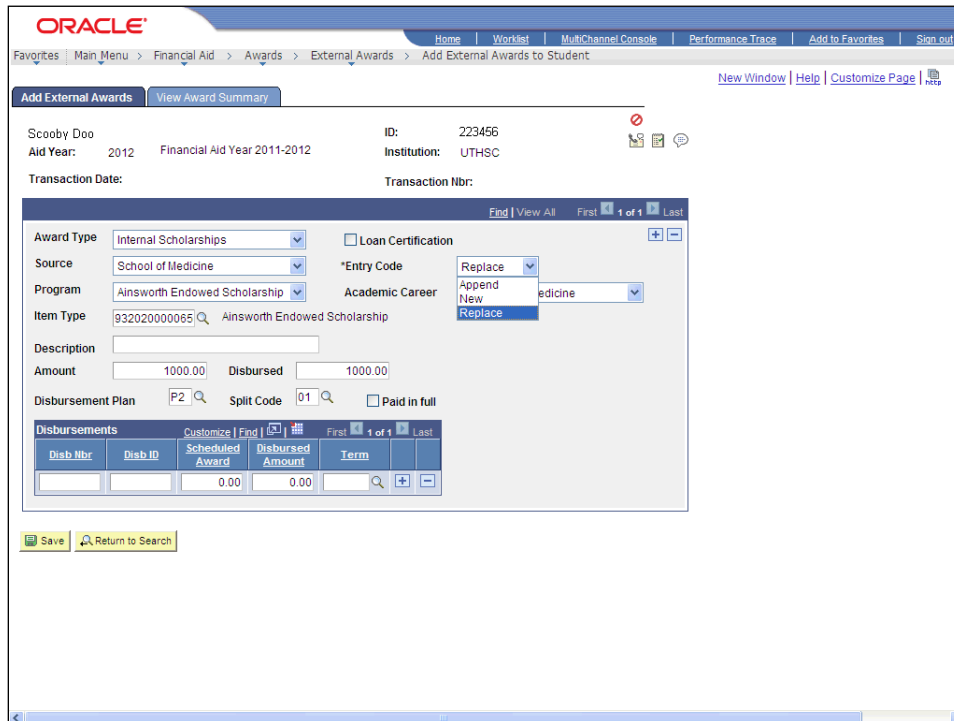
Step	Action
1.	<p>You can add an external award to a student.</p> <p>Begin by navigating to the Add External Awards to Student page.</p> <p>Navigation: Main Menu > Financial Aid > Awards > External Awards > Add External Awards to Student</p>

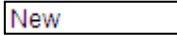


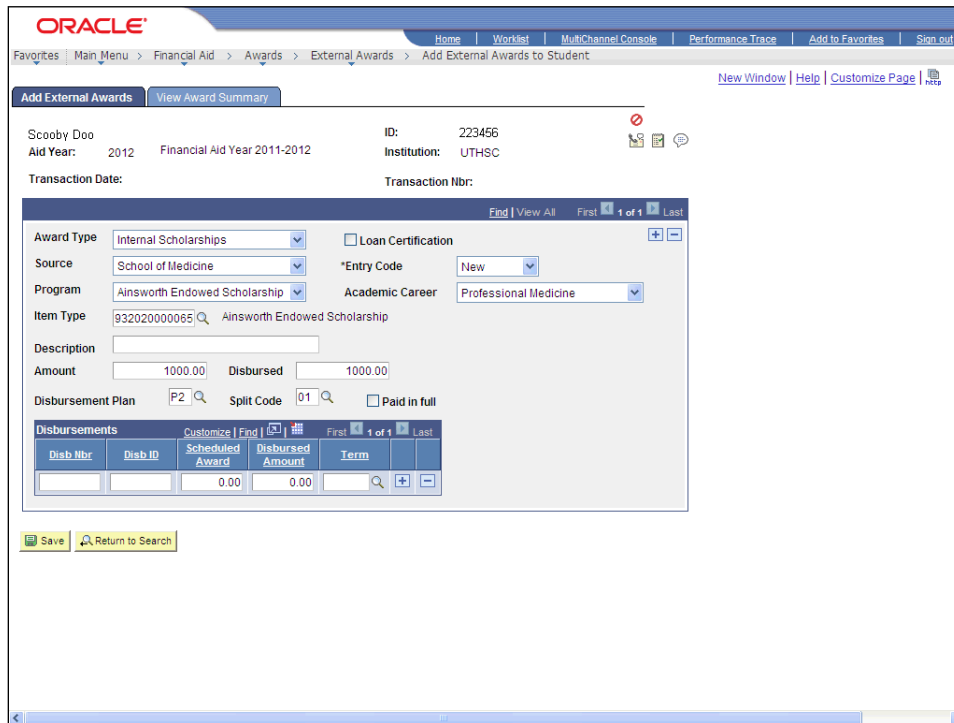
Step	Action
2.	The Find an Existing Value page displays. This page is used to find existing information. The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the ID field. Enter " 223456 ".
3.	The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the Aid Year field. Enter " 2012 ".
4.	Click the Search button. 
5.	The Add External Awards page displays. This page is used to add one or more external awards for a single student.
6.	Select an Award Type from the list. The following data value is an example only. Use the applicable value for your transaction. Click the Award Type list. 
7.	Click the Internal Scholarships list item. 

Step	Action
8.	Select the Source of the award. Click the Source list. 
9.	The following data value is an example only. Use the applicable value for your transaction. Click the School of Medicine list item. <input data-bbox="354 541 771 577" type="text" value="School of Medicine"/>
10.	Click the Program list. 
11.	Select the Program . The following data value is an example only. Use the applicable value for your transaction. Click the Ainsworth Endowed Scholarship list item. <input data-bbox="354 863 771 898" type="text" value="Ainsworth Endowed Scholarship"/>
12.	The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the Item Type field. Enter " 93202000065 ".
13.	The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the Amount field. Enter " 1000.00 ".
14.	The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the Disbursed field. Enter " 1000.00 ".
15.	The Disbursement Plan used for GNUR, UNUR, UDEN, GDEN, GMED, GSPH, GSBS, and GBMI is AY . Disbursement Plans used by PMED and PDEN are P1, P2, P3, and P4 . The values are determined by the student's academic level. The following data value is an example only. Use the applicable value for your transaction. Enter the desired information into the Disbursement Plan field. Enter " P2 ".

Step	Action
16.	<p>Split Codes determine which term(s) an award will be awarded. For academics with an AY Disbursement Plan, the Split Codes are as follows:</p> <p>00 = Split Equally Fall/Spring 01 = Summer 02 = Fall 03 = Spring</p> <p>For PDEN and PMED, the Split Codes are as follows:</p> <p>00 = Split Evenly 01 = One disbursement at the beginning of the term.</p> <p>The following data value is an example only. Use the applicable value for your transaction.</p> <p>Enter the desired information into the Split Code field. Enter "01".</p>
17.	<p>Click the Entry Code list.</p> 
18.	<p>The Entry Code selection are as follows:</p> <p>New - use if this is the first time the student is being awarded from this item type for the Aid Year. Replace - use if you want to change an existing award for the student. Can be left as the default. If no prior award exist, it is treated as a New award. Append - use if you want to increase an existing award.</p>



Step	Action
19.	Click the New list item. 



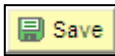
ORACLE
 Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
 Favorites | Main Menu > Financial Aid > Awards > External Awards > Add External Awards to Student
[New Window](#) | [Help](#) | [Customize Page](#)

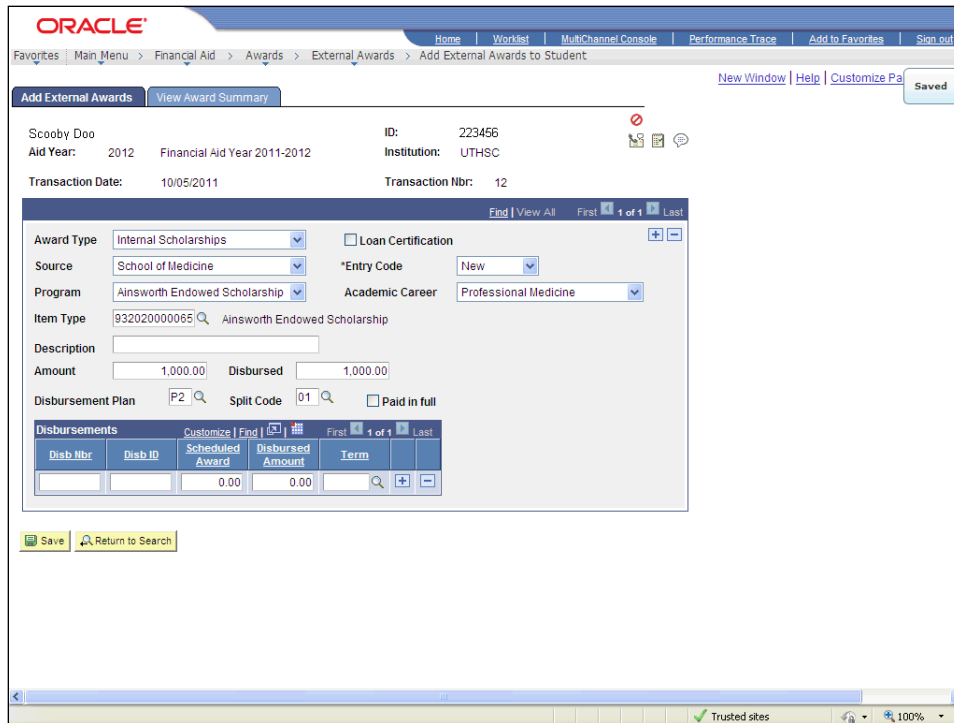
Add External Awards | View Award Summary

Scooby Doo ID: 223456
 Aid Year: 2012 Financial Aid Year 2011-2012 Institution: UTHSC
 Transaction Date: Transaction Nbr:

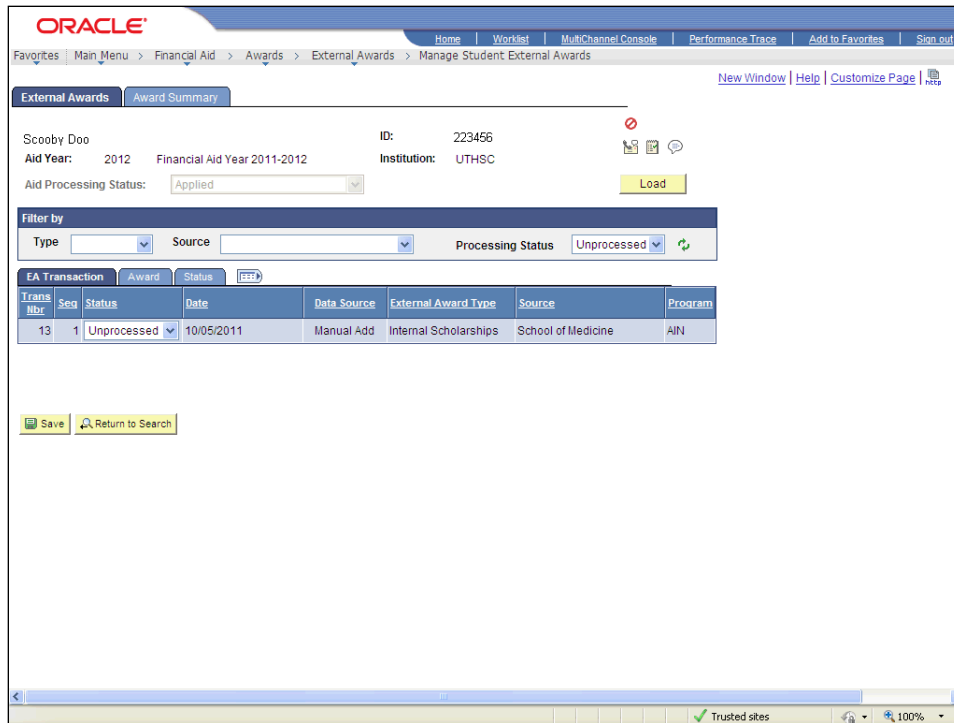
Award Type: Internal Scholarships Loan Certification
 Source: School of Medicine *Entry Code: New
 Program: Ainsworth Endowed Scholarship Academic Career: Professional Medicine
 Item Type: 932020000065 Ainsworth Endowed Scholarship
 Description:
 Amount: 1000.00 Disbursed: 1000.00
 Disbursement Plan: P2 Split Code: 01 Paid in full

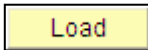
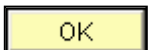

Disb.Nbr	Disb.ID	Scheduled Award	Disbursed Amount	Term
		0.00	0.00	

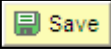
Step	Action
20.	Click the Save button. 



Step	Action
21.	Navigate to the Manage Student External Awards page. Click the External Awards link.
22.	Click the Manage Student External Awards link.
23.	The External Awards page displays. This page is used to displays all external award transactions for this ID. Each row of data is keyed by transaction number and sequence number. All relevant external award fields are segmented into three grid tabs: Student Information, Award, and Status. Click the Show all columns icon to the right of the tabs to display all three sets of fields. You can update the external award transaction until it has a status of Processed or Adjusted . You can filter results by Type, Source, and Processing Status. Look for the Unprocessed status beside the award you entered.



Step	Action
24.	Click the Load button. 
25.	Read the Message in the box closely. The message should read: External Award Load (14402,626) Process completed successfully. If the process does not end in success, you will receive an error code. Click the OK button. 
26.	The Status of the award should now display Processed .
27.	Click the Award Summary tab. 
28.	The Award Summary page displays. This page is used to display the awards that have been awarded to the student in the Financial Aid System . The award that you just made should be displayed.

Step	Action
29.	Click the Save button. 
30.	Congratulations! You have successfully added an external award to a student. End of Procedure.