



**Scholarship Awards
Track I
Created on 3/19/2012 12:10:00 PM**

Notice

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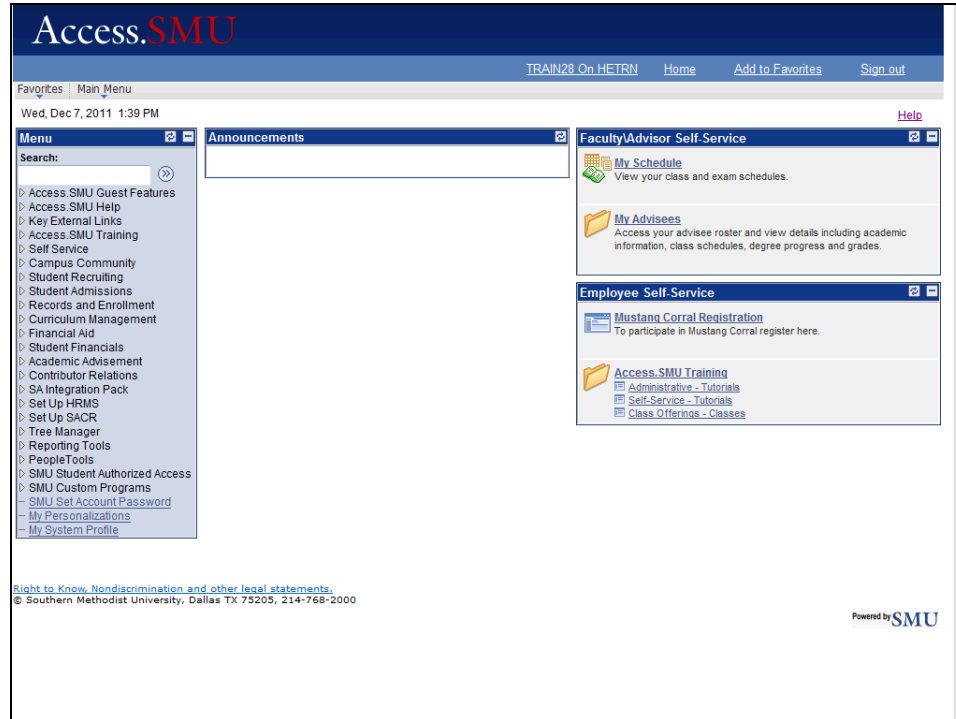
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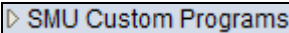



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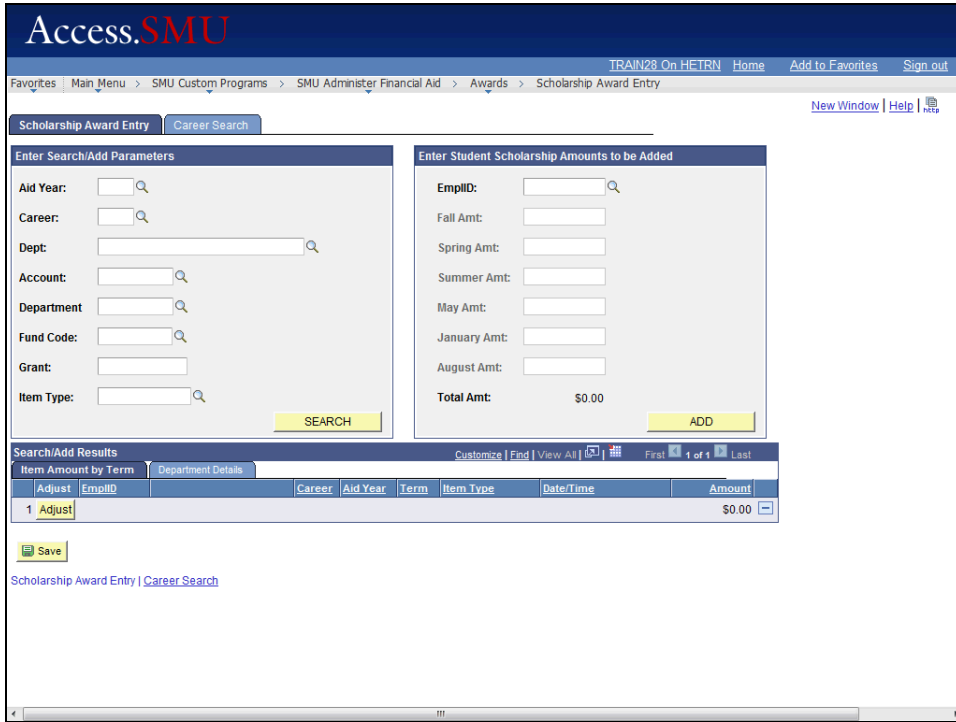
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Financial Aid


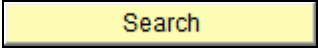

Career Search Tab



Step	Action
1.	Click the SMU Custom Programs link. 
2.	Click the SMU Administer Financial Aid link. 
3.	Click the Awards link. 
4.	Click the Scholarship Award Entry link. 

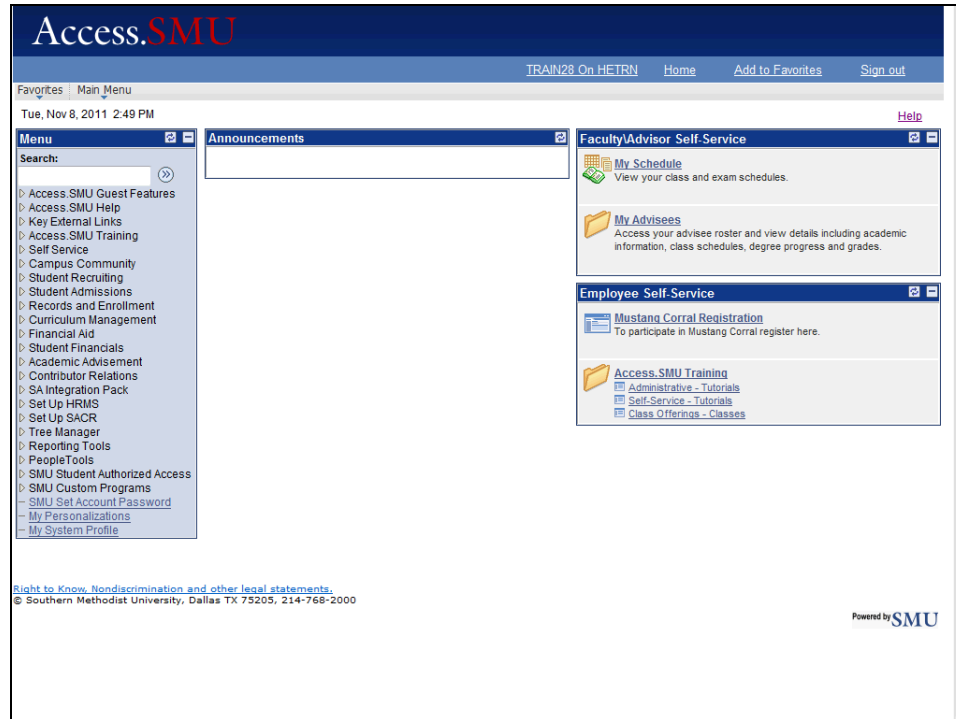


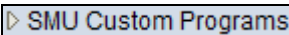


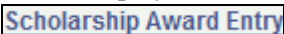
The screenshot shows the 'Scholarship Award Entry' page with two main input sections. The left section, 'Enter Search/Add Parameters', includes fields for Aid Year, Career, Dept, Account, Department, Fund Code, Grant, and Item Type, each with a search icon. A yellow 'SEARCH' button is at the bottom. The right section, 'Enter Student Scholarship Amounts to be Added', includes an EmplID field with a search icon and input fields for Fall Amt, Spring Amt, Summer Amt, May Amt, January Amt, and August Amt. A 'Total Amt' field shows '\$0.00' and a yellow 'ADD' button is at the bottom. Below these sections is a table titled 'Search/Add Results' with columns: Adjust, EmplID, Career, Aid Year, Term, Item Type, Date/Time, and Amount. The table contains one row with '1 Adjust' and '\$0.00'. A 'Save' button is located below the table.

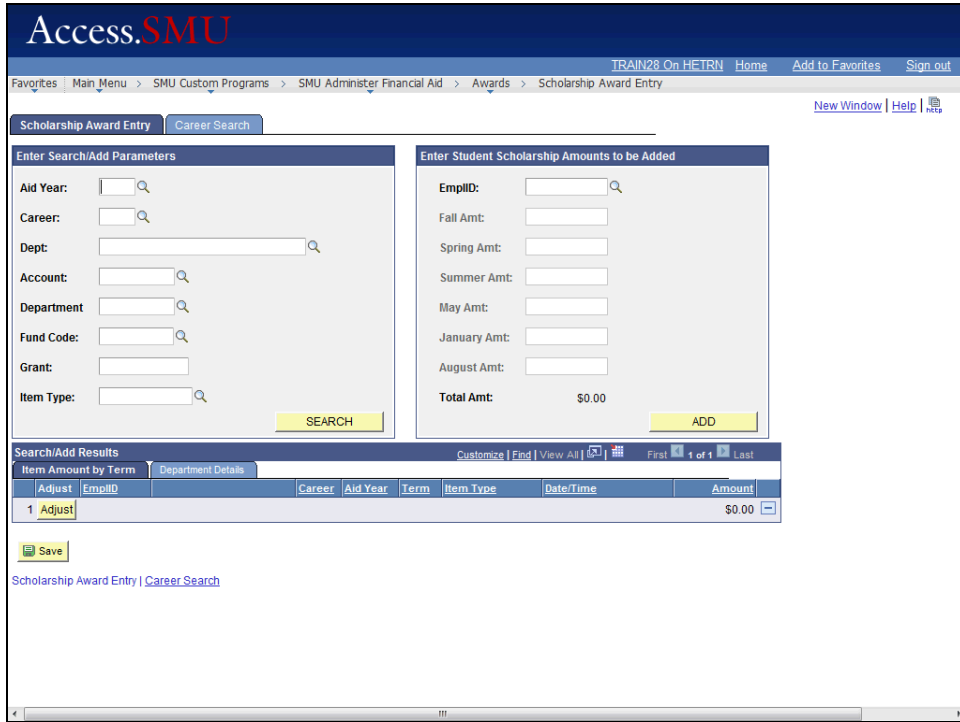
Step	Action
5.	Enter the aid year into the Aid Year field. Note: The Aid Year is the year the Academic Year ends.
6.	Click the Career Search tab. 
7.	Enter the Student ID into the Emplid field.
8.	Click the Search button. 
9.	The Search Results display Term and Career . Check the desired term. 
10.	Note: When the Select box is checked, the page returns to the Scholarship Award Entry tab. Data entry can be continued without navigation or search.
11.	End of Procedure.

Scholarship Awards Entry Tab: Initial Entry, Change or Delete Award Amount




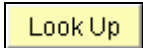
Tip: Sort work by **Item Type** (if known) before entering awards.

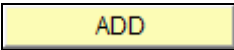



Step	Action
1.	Click the SMU Custom Programs link. 
2.	Click the SMU Administer Financial Aid link. 
3.	Click the Awards link. 
4.	Click the Scholarship Award Entry link. Note: Displayed menu items will vary by individual security. 

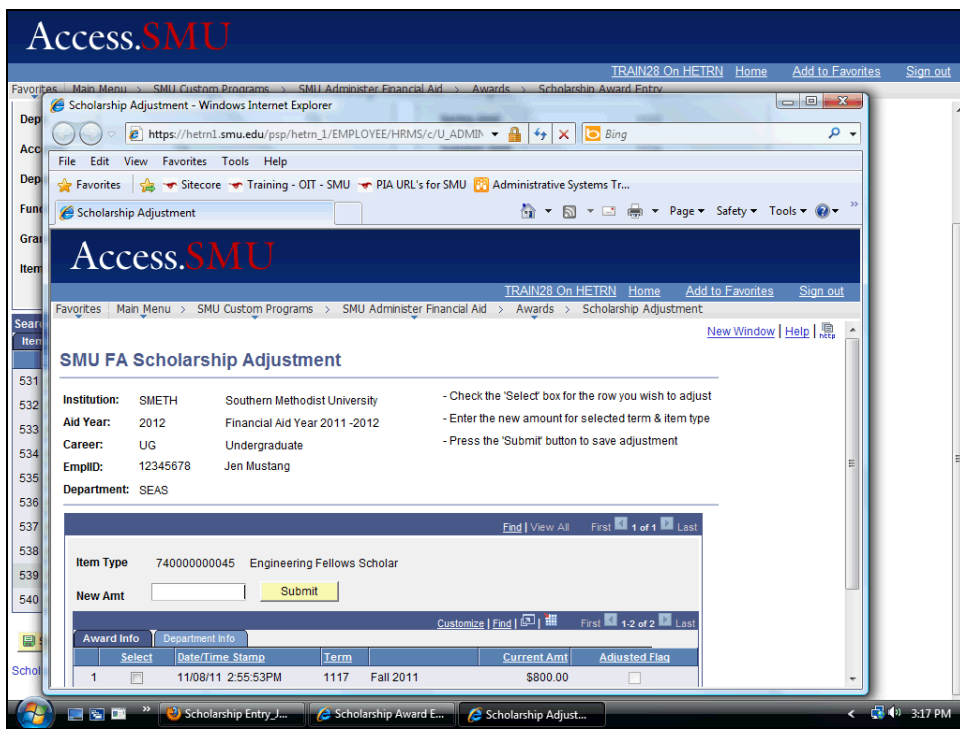



The screenshot displays the 'Scholarship Award Entry' page in the Access.SMU system. It features two main input panels: 'Enter Search/Add Parameters' on the left and 'Enter Student Scholarship Amounts to be Added' on the right. The search panel includes fields for Aid Year, Career, Dept, Account, Department, Fund Code, Grant, and Item Type, with a 'SEARCH' button. The amounts panel includes fields for EmpID, Fall Amt, Spring Amt, Summer Amt, May Amt, January Amt, August Amt, and a Total Amt field showing \$0.00, with an 'ADD' button. Below these panels is a table titled 'Search/Add Results' showing one result with an amount of \$0.00. A 'Save' button is located at the bottom left of the results area.

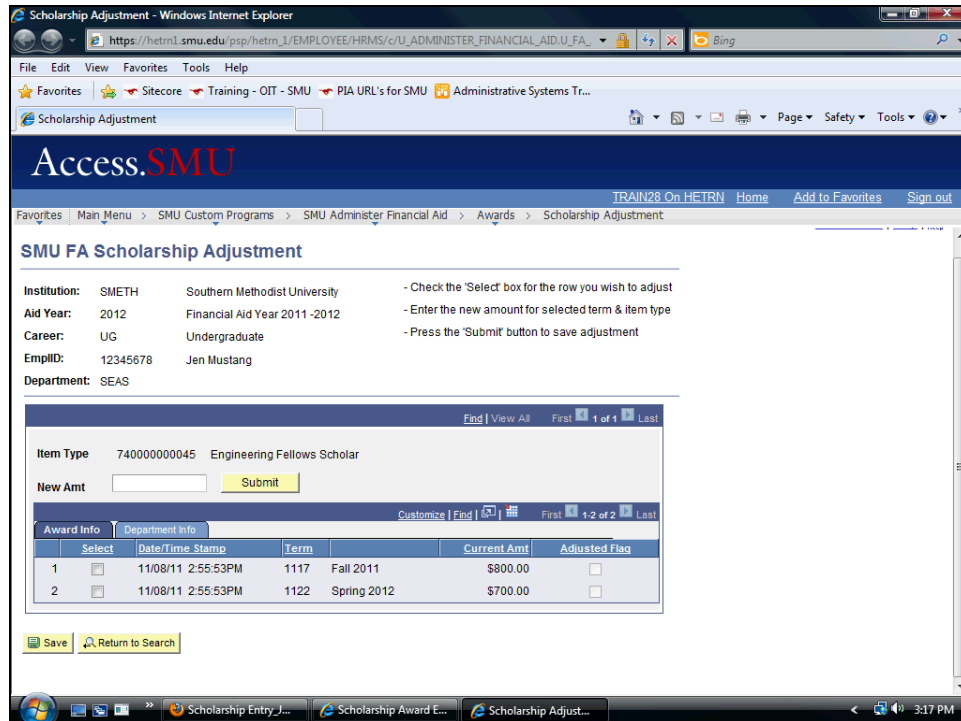
Step	Action
5.	<p><u>Making an Initial Entry:</u></p> <p>Enter the desired information into the Aid Year field. Note: The Aid Year is the year the Academic Year ends.</p>
6.	<p>Click the Look Up Career button.</p> <p>Note: If Career is known, enter the Student's Career into the Career field.</p> 
7.	<p>Click the Look Up button.</p> 
8.	<p>Select the desired Academic Career from the search results.</p>
9.	<p>Click the Look Up Dept button.</p> <p>Note: If the Department is known, enter it directly in the Dept: field (field is case-sensitive).</p> 
10.	<p>Click the Look Up button.</p> 
11.	<p>Select the desired department from the search results.</p>
12.	<p>Enter the desired information into the Item Type field. The item type field will always be 12 digits in length.</p>


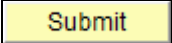
Step	Action
13.	<p>Note: If you do not know the Item Type you are to use, enter the Account, Department (org #), and Fund Type. Then click the Look Up button for the Item Type. Next, click Look Up. Select an entry from the Item Type column. If you are still unsure, please contact your Financial Officer for further assistance.</p>
14.	Enter the Student's ID into the EmplID field.
15.	Enter the amount for Fall term into the Fall Amt field.
16.	<p>Enter the amount for Spring term into the Spring Amt field.</p> <p>Note: If awarding student aid for multiple terms, continue entering amounts for each term.</p>
17.	<p>Click the ADD button.</p> 
18.	<p>Note: Additional students may be entered without doing another search. However, the fields on the left side of the page MUST be exactly the same.</p>
19.	<p><u>Change or Delete Award Amounts</u></p> <p>Adjustments can be made on the Award Entry Tab on the SAME DAY by the SAME PERSON. They can be done at the point of initial entry.</p> <p>Note: These adjustments do not generate history.</p> <ul style="list-style-type: none"> • An award can be changed, leaving no record of the original entry. • An award can be deleted, leaving no record of any entry. <p>This tab is the only place within the Scholarship Award pages where history is not captured. It is also the only place where an award can be permanently deleted.</p> <p>To make same day adjustments, search by all three of the following:</p> <ul style="list-style-type: none"> • Aid Year • Career • Item Type
20.	<p>Once you have searched using the appropriate criteria, you will see a list of student(s) display.</p> <p>Note: By default, if more than one student displays the search results will be numerically ordered by EmpID. The list can be sorted by clicking on the column heading such as: Date/Time, Term, etc.</p>

Step	Action
21.	<p>To change or delete the Amount, click the Adjust button to display the Scholarship Adjustment page. Be sure to select the correct row if there are multiple rows.</p> <p>Do NOT use the delete sign to remove the amount if the award was entered on a previous day. An error will display.</p> <p>Click the Adjust button.</p> <p>Note: Adjustments can be done immediately after the initial entry if necessary.</p> 



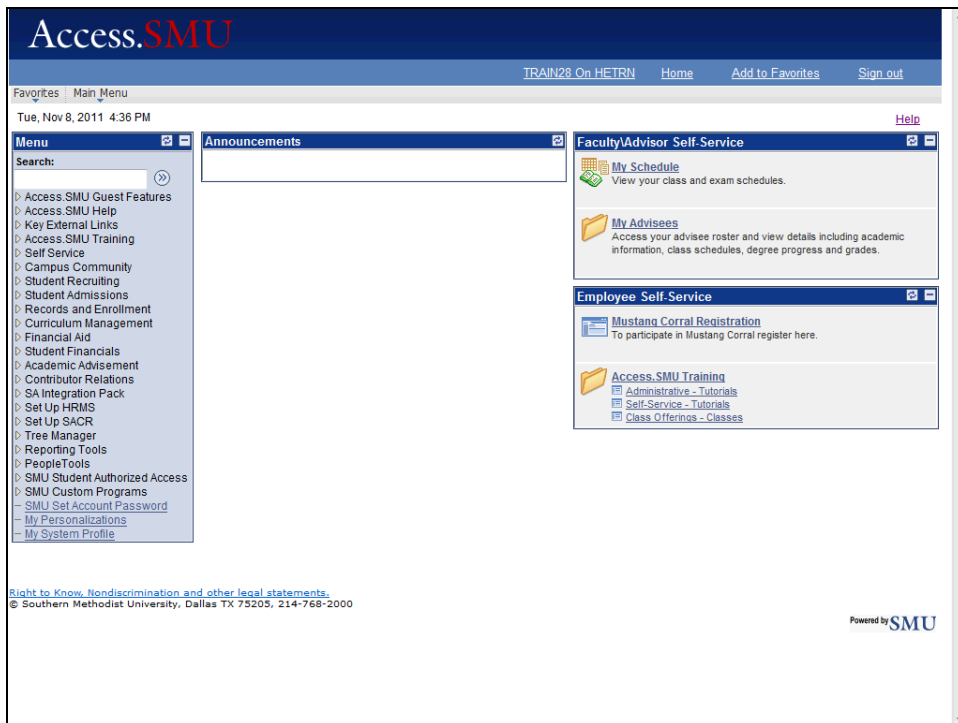
Step	Action
22.	<p>Click the Maximize/Restore button.</p> <p>Note: You may have to set popup blocker to always allow popups from this website.</p> 





Step	Action
23.	Select the checkbox for the desired Term . 
24.	To change the award: Enter the Total New Amount in the New Amt field. To delete the award: Enter a 0 into the New Amt field. Do NOT enter any adjustment difference. Note: If the New Amt field is left blank, a warning message will display. This is NOT the procedure to remove an award.
25.	Click the Submit button. 
26.	The new amount is displayed under the Current Amt column and the Adjusted Flag checkbox for the updated item is checked.
27.	End of Procedure.

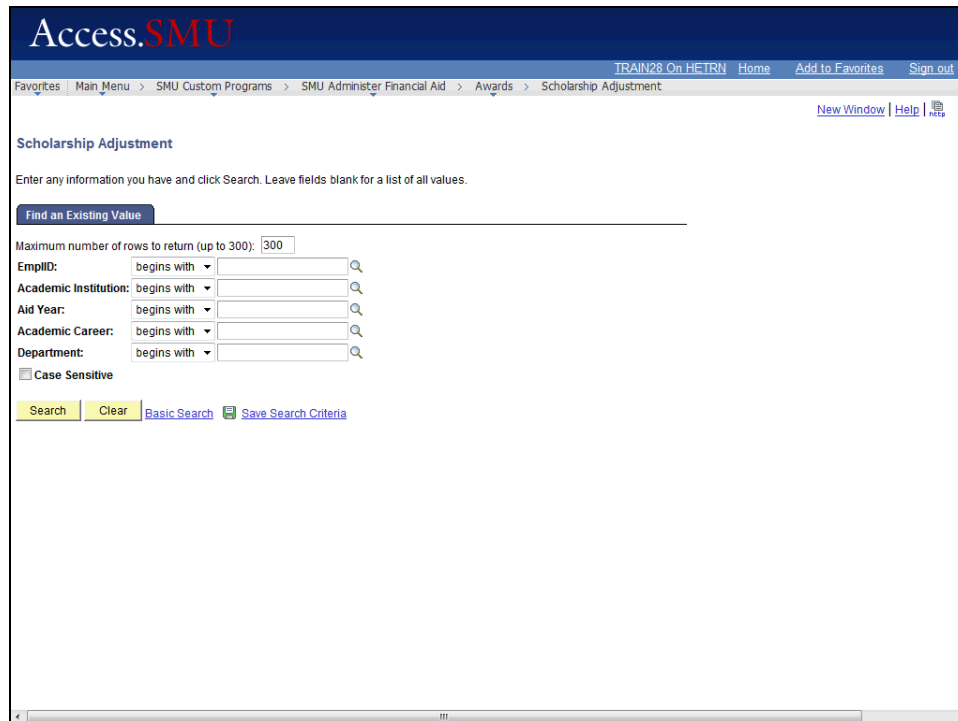
**Awards Adjustment Page
Procedure**

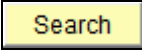

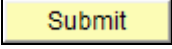
Step	Action
1.	<p>Corrections to Scholarship Awards on the Scholarship Adjustment page will generate history. The corrections can be made:</p> <ol style="list-style-type: none"> 1. By any user 2. At any time <p>Changes to the original amount entered and removal of original awards are made in the same field. However, different entries are made.</p> <p>Note: Alternate Navigation is to click the Adjust button on the Scholarship Award Entry page.</p>

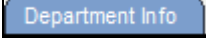


Step	Action
2.	<p>Click the SMU Custom Programs link.</p> <p>▶ SMU Custom Programs</p>
3.	<p>Click the SMU Administer Financial Aid link.</p> <p>SMU Administer Financial Aid</p>

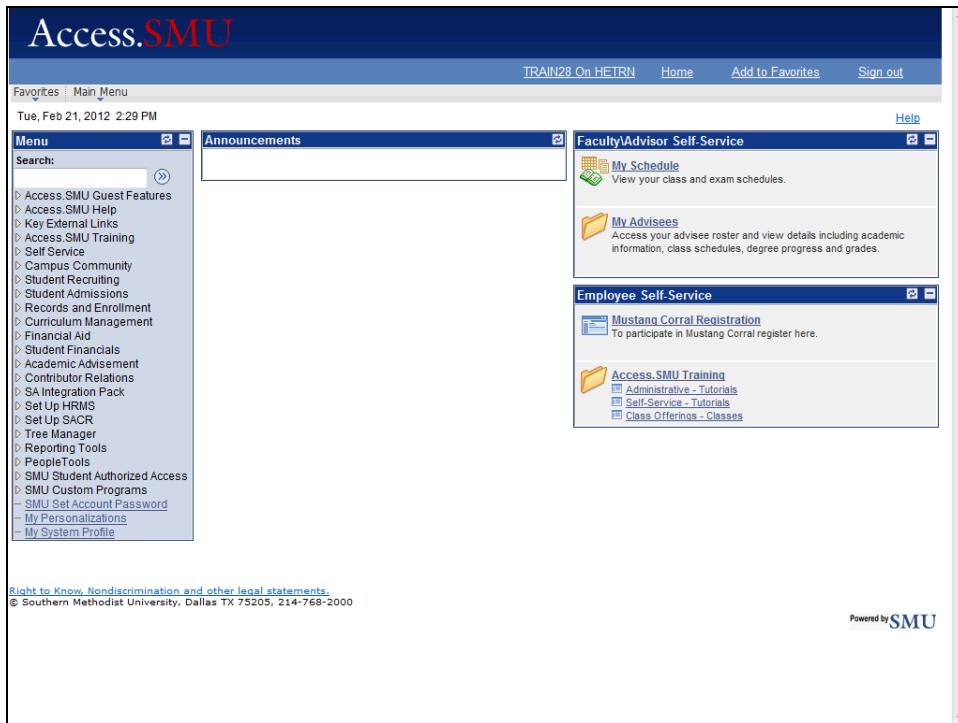
Step	Action
4.	Click the Awards link. 
5.	Click the Scholarship Adjustment link. 

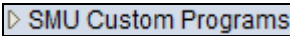





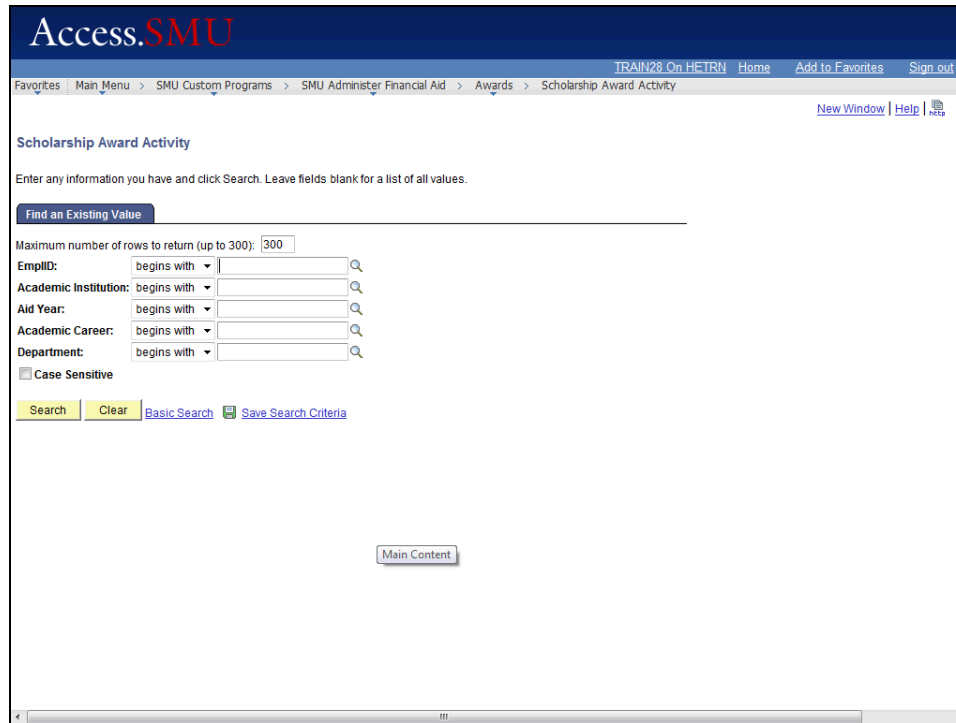
Step	Action
6.	Enter the Student ID into the EmplID field.
7.	Click the Search button. 
8.	Click the Select checkbox of the item requiring the correction. 
9.	To change the award, enter the Total New Amount into the New Amt field. To remove the award, enter 0 into the New Amt field. Note: Do NOT enter any adjustment difference.
10.	Enter the desired amount into the New Amt field.
11.	Click the Submit button. 

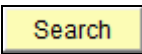
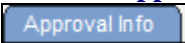
Step	Action
12.	Adjusted Flag: A check indicates a correction has been made.
13.	Click the Department Info tab to verify. 
14.	The Entered by and who Approved status will display.
15.	End of Procedure.

View Individual Scholarship Awards



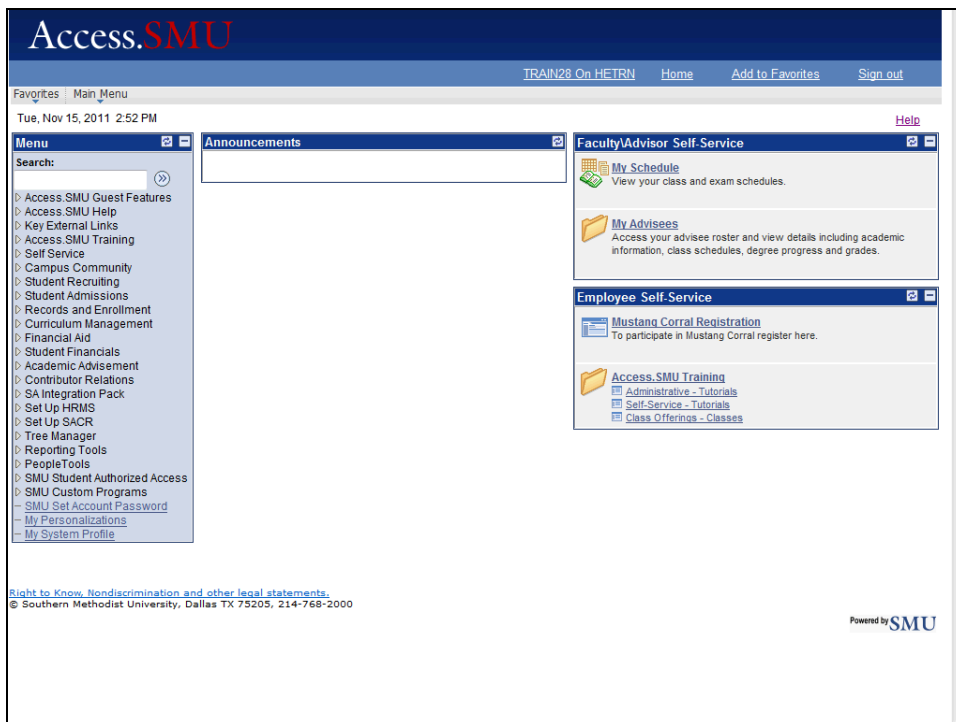
Step	Action
1.	Click the SMU Custom Programs link. 
2.	Click the SMU Administer Financial Aid link. 
3.	Click the Awards link. 
4.	Click the Scholarship Award Activity link. 




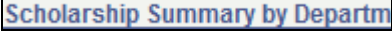
Step	Action
5.	Enter the desired information into the EmpID field.
6.	Enter the desired information into the Academic Institution field. "
7.	Enter the desired information into the Aid Year field.
8.	Click the Search button. 
9.	If multiple awards have been issued, you may need to click the View All link to expand the page to view all awards for the student.
10.	Click the Approval Info link. 
11.	The Approved By, Name and Datetime Approval fields will be populated. This will allow you to track multiple actions in order of occurrence.
12.	This completes your tutorial. End of Procedure.

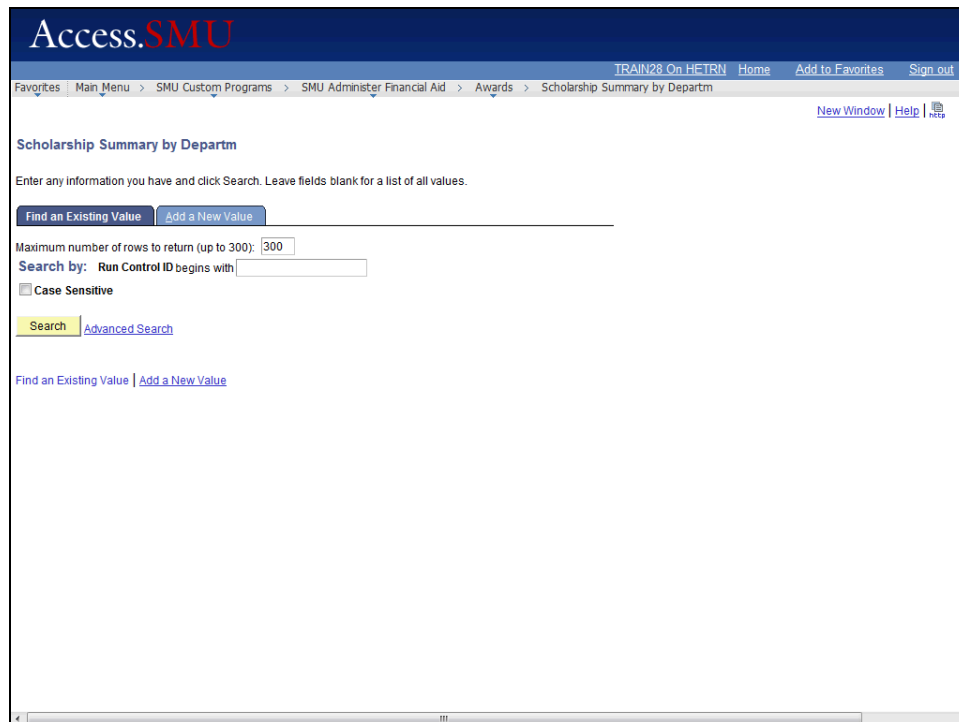
Scholarship Reports
Procedure

Step	Action
1.	<p>Three reports are available:</p> <p>Scholarship Summary by Department: Displays awards to students by item types and terms. This report is the only one that can be run to Excel.</p> <p>Summary by Department Hours Enrolled Report: Displays students' enrolled hours and GPA.</p> <p>Actual Awards Department Report: Displays all awards to students (i.e. Scholarship, Stafford Loan, SMU Need Based Grant, etc.)</p>



Step	Action
2.	<p>Click the SMU Custom Programs link.</p> <p>▶ SMU Custom Programs</p>


Step	Action
3.	Click the SMU Administer Financial Aid link. 
4.	Click the Awards link. 
5.	Click the Scholarship Summary by Department link. 



Access.SMU

TRAIN28 On HETRN Home Add to Favorites Sign out

Favorites Main Menu > SMU Custom Programs > SMU Administer Financial Aid > Awards > Scholarship Summary by Department

[New Window](#) | [Help](#) | 

Scholarship Summary by Department

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


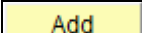
Maximum number of rows to return (up to 300):



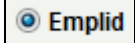
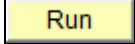
Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)


Step	Action
6.	Click the Add a New Value tab. Note: Run Control ID is setup only the first time a report is ordered. Once the Run Control ID has been set up it can be found by clicking on the Search button from the Find an Existing Value tab. 
7.	Enter the desired information into the Run Control ID field. Note: The name given to this run control will be used in the future when this report is ordered.
8.	Click the Add button. 

Step	Action
9.	Enter the aid year into the Aid Year field.
10.	Enter the student's career into the Career field.
11.	Click the Look Up Department icon. 
12.	Click the Look Up button. 
13.	Select the desired Department from the search results.
14.	Enter the desired information into the Begin Date field. You may use the calendar icon to enter a date. Note: For current date's activity, use the current date in the Begin Date field and next day's date in the End Date field. For example, if the data was entered on 11/15/2011, then enter the following values: Begin Date: 11/15/2011 End Date: 11/16/2011
15.	Select a Sort by option. Note: The Sort by option is not available on Summary by Department Hrs Enrld and Actual Awards Department Rpt. 
16.	Click the Run button. 

Access.SMU

TRAIN28 On HFTRN Home Add to Favorites Sign out

Favorites | Main Menu > SMU Custom Programs > SMU Administer Financial Aid > Awards > Scholarship Summary by Departm

[New Window](#) | [Help](#) | 

Process Scheduler Request

User ID: TRAIN28 Run Control ID: Scholarship_Report


Server Name: Run Date: 11/15/2011

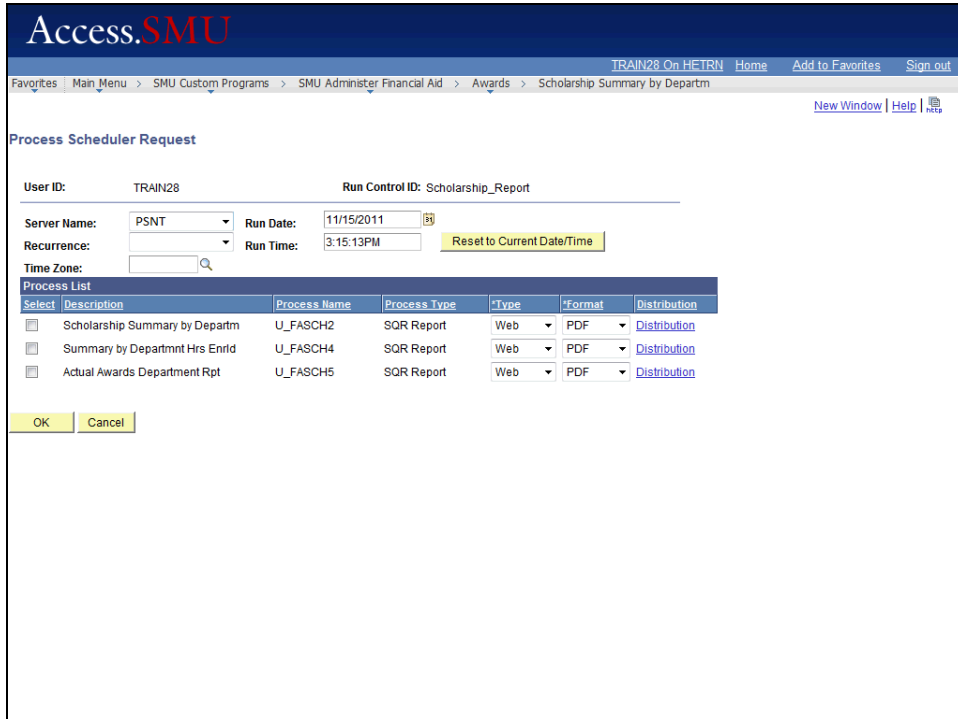
Recurrence: Run Time: 3:15:13PM


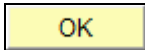


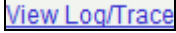
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Scholarship Summary by Departm	U_FASCH2	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Summary by Departmnt Hrs Enrld	U_FASCH4	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Actual Awards Department Rpt	U_FASCH5	SQR Report	Web	PDF	Distribution

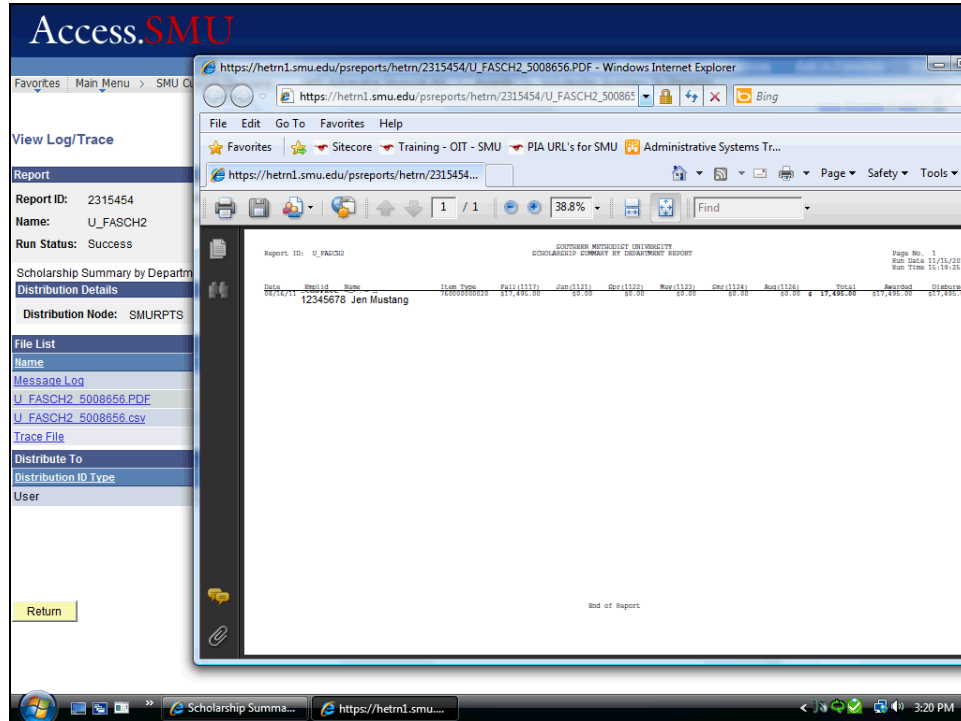
Step	Action
17.	Select PSNT from the Server Name drop down list.






Step	Action
18.	Click the Select checkbox of the desired report. You may select multiple reports from the list. 
19.	Click the OK button. 
20.	Click the Process Monitor link. 
21.	Click the Refresh button until Distribution Status shows Posted . You may have to do this several times.
22.	Click the Details link. 
23.	Click the View Log/Trace link. 
24.	Click the link that ends with PDF . Note: The Scholarship Summary by Department report has the option of running to Microsoft Excel. Choose the link that ends in .csv to open the report in Microsoft Excel. If you choose to run to Excel, a warning message about file format may be displayed. Click the Yes button to ignore the warning and open the Excel sheet. The Summary by Department Hours Enrolled and Actual Awards Department reports cannot be run to Excel.

Step	Action
25.	Note: These reports ONLY generate data which was entered in Access.SMU using Scholarship Award Entry . Reports will be blank until the awards are approved.



Step	Action
26.	Click the Maximize button. 
27.	End of Procedure.