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

Step	Action
1.	Click the **SMU Custom Programs** link. SMU Custom Programs
2.	Click the **SMU Administer Financial Aid** link. SMU Administer Financial Aid
3.	Click the **Awards** link. Awards
4.	Click the **Scholarship Award Entry** link. **Note:** Displayed menu items will vary by individual security. Scholarship Award Entry
5.	**Making an Initial Entry:** Enter the desired information into the **Aid Year** field. **Note:** The **Aid Year** is the year the **Academic Year** ends.
6.	Click the **Look Up Career** button. **Note:** If Career is known, enter the Student's Career into the Career field.
7.	Click the **Look Up** button. Look Up
8.	Select the desired **Academic Career** from the search results.
9.	Click the **Look Up Dept** button. **Note:** If the **Department** is known, enter it directly in the **Dept:** field (field is case-sensitive).
10.	Click the **Look Up** button. Look Up
11.	Select the desired department from the search results.
12.	Enter the desired information into the **Item Type** field. The item type field will always be 12 digits in length.
13.	**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.
14.	Enter the **Student's ID** into the **EmplID** field.

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15.	Enter the amount for Fall term into the **Fall Amt** field.
16.	Enter the amount for Spring term into the **Spring Amt** field. **Note:** If awarding student aid for multiple terms, continue entering amounts for each term.
17.	Click the **ADD** button. ADD
18.	**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.
19.	**Change or Delete Award Amounts** 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. **Note:** These adjustments do not generate history. • An award can be changed, leaving no record of the original entry. • An award can be deleted, leaving no record of any entry. 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. To make same day adjustments, search by all three of the following: • Aid Year • Career • Item Type
20.	Once you have searched using the appropriate criteria, you will see a list of student(s) display. **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.
21.	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. Do **NOT** use the delete sign to remove the amount if the award was entered on a previous day. An error will display. Click the **Adjust** button. **Note:** Adjustments can be done immediately after the initial entry if necessary. Adjust
22.	Click the **Maximize/Restore** button. **Note:** You may have to set popup blocker to always allow popups from this website.

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. Submit
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.**