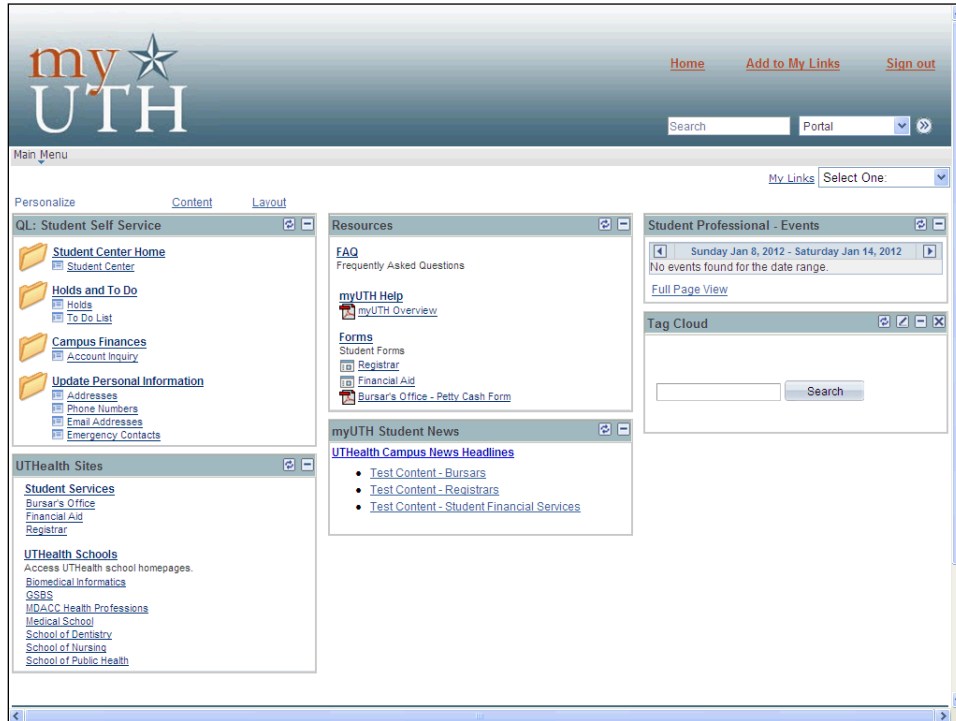
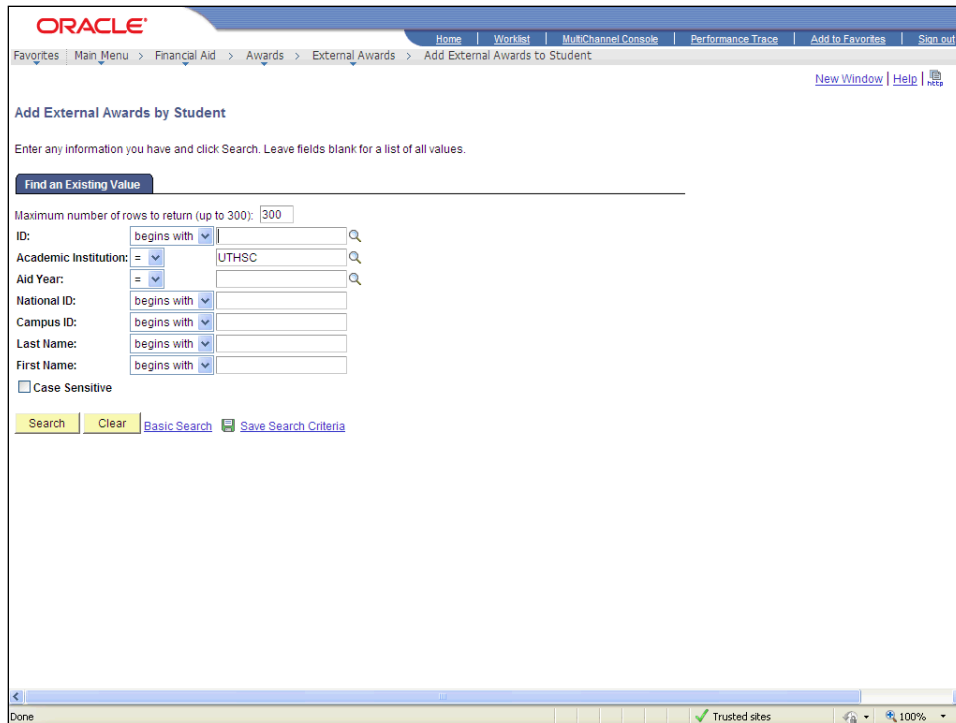
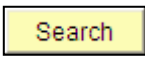

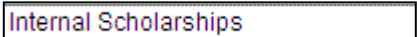



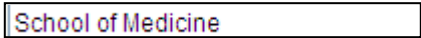

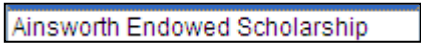
## Adding an External Award to a Student




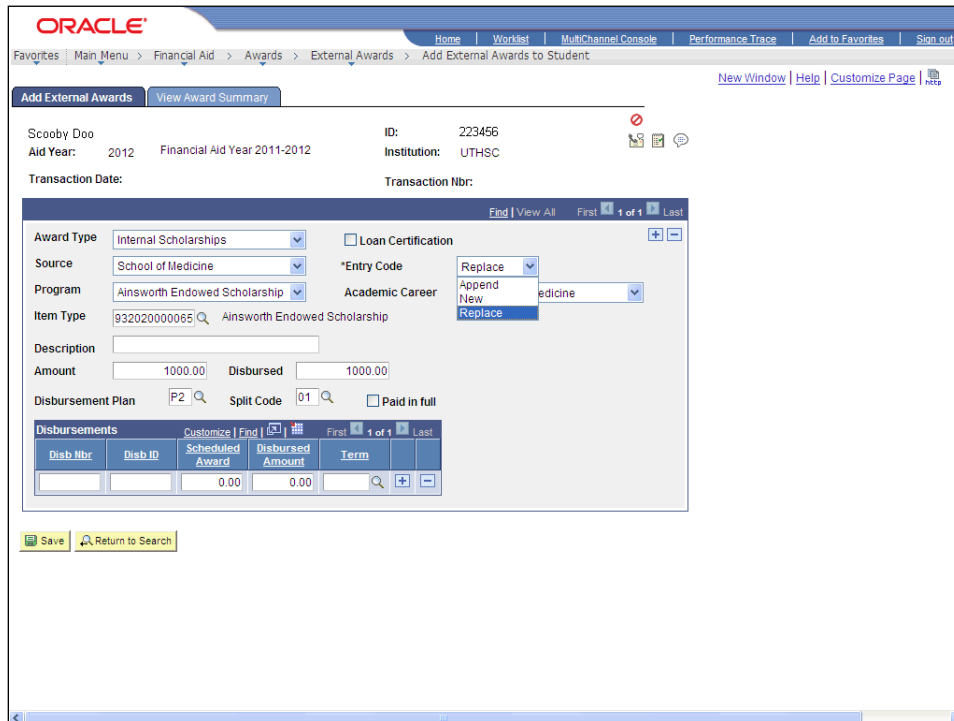
Step	Action
1.	<p>You can add an external award to a student.</p> <p>Begin by navigating to the <b>Add External Awards to Student</b> page.</p> <p><b>Navigation:</b> Main Menu &gt; Financial Aid &gt; Awards &gt; External Awards &gt; Add External Awards to Student</p>

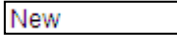


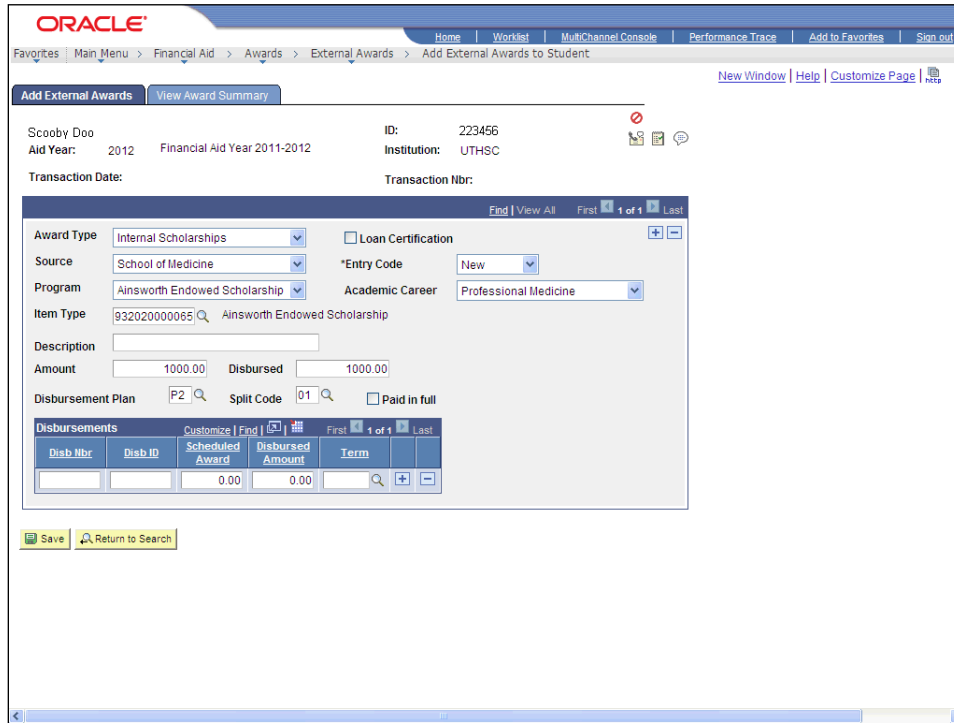
Step	Action
2.	The <b>Find an Existing Value</b> page displays. This page is used to find existing information.  The following data value is an example only. Use the applicable value for your transaction.  Enter the desired information into the <b>ID</b> field. Enter " <b>223456</b> ".
3.	The following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

Step	Action
8.	Select the <b>Source</b> of the award.  Click the <b>Source</b> list. 
9.	The following data value is an example only. Use the applicable value for your transaction.  Click the <b>School of Medicine</b> list item. 
10.	Click the <b>Program</b> list. 
11.	Select the <b>Program</b> .  The following data value is an example only. Use the applicable value for your transaction.  Click the <b>Ainsworth Endowed Scholarship</b> list item. 
12.	The following data value is an example only. Use the applicable value for your transaction.  Enter the desired information into the <b>Item Type</b> field. Enter " <b>93202000065</b> ".
13.	The following data value is an example only. Use the applicable value for your transaction.  Enter the desired information into the <b>Amount</b> field. Enter " <b>1000.00</b> ".
14.	The following data value is an example only. Use the applicable value for your transaction.  Enter the desired information into the <b>Disbursed</b> field. Enter " <b>1000.00</b> ".
15.	The <b>Disbursement Plan</b> used for GNUR, UNUR, UDEN, GDEN, GMED, GSPH, GSBS, and GBMI is <b>AY</b> .  <b>Disbursement Plans</b> used by PMED and PDEN are <b>P1, P2, P3, and P4</b> . 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 <b>Disbursement Plan</b> field. Enter " <b>P2</b> ".

Step	Action
16.	<p><b>Split Codes</b> determine which term(s) an award will be awarded. For academics with an <b>AY Disbursement Plan</b>, the <b>Split Codes</b> are as follows:                      00 = Split Equally Fall/Spring                      01 = Summer                      02 = Fall                      03 = Spring</p> <p>For <b>PDEN</b> and <b>PMED</b>, the <b>Split Codes</b> are as follows:                      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 <b>Split Code</b> field. Enter "01".</p>
17.	<p>Click the <b>Entry Code</b> list.</p> 
18.	<p>The <b>Entry Code</b> selection are as follows:</p> <p><b>New</b> - use if this is the first time the student is being awarded from this item type for the Aid Year.  <b>Replace</b> - 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.  <b>Append</b> - use if you want to increase an existing award.</p>



Step	Action
19.	Click the <b>New</b> list item. 



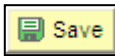
**ORACLE**  
 Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Financial Aid > Awards > External Awards > Add External Awards to Student  
[New Window](#) | [Help](#) | [Customize Page](#)

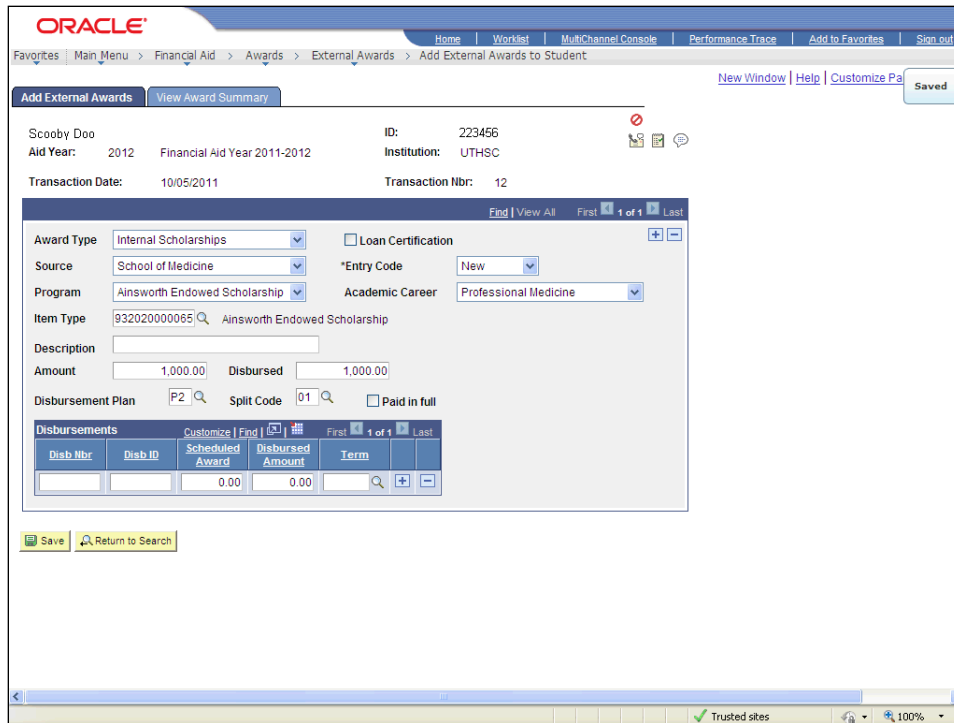
**Add External Awards** | [View Award Summary](#)

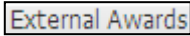
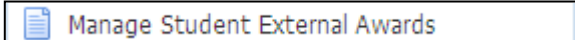
Scooby Doo ID: 223456  
 Aid Year: 2012 Financial Aid Year 2011-2012 Institution: UTHSC  
 Transaction Date: Transaction Nbr:

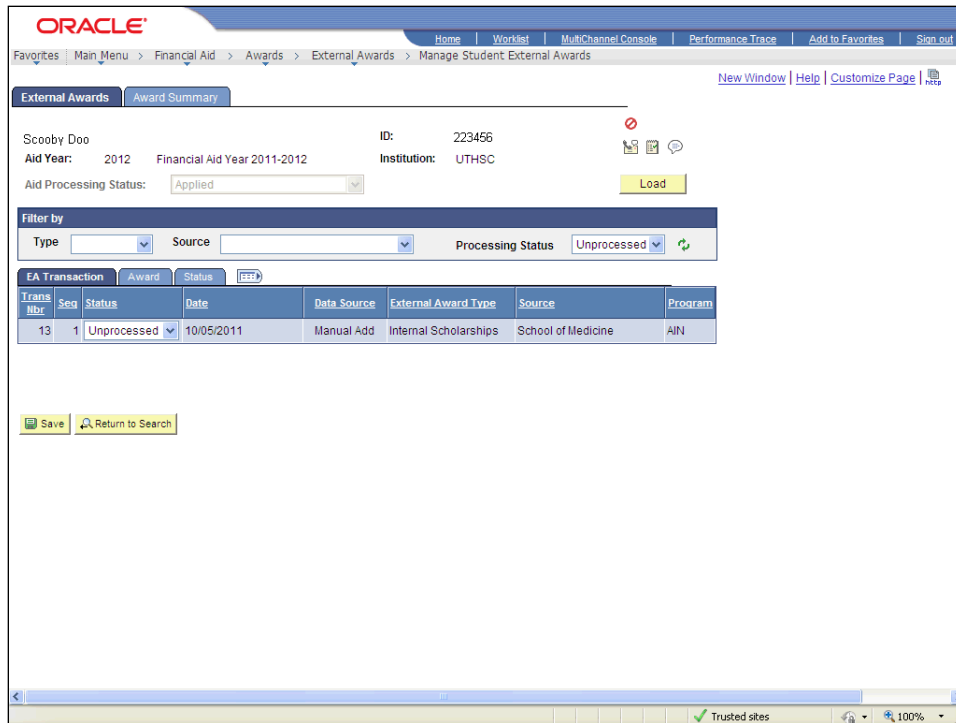
Award Type: Internal Scholarships  Loan Certification  
 Source: School of Medicine \*Entry Code: New  
 Program: Ainsworth Endowed Scholarship Academic Career: Professional Medicine  
 Item Type: 932020000065 Ainsworth Endowed Scholarship  
 Description:   
 Amount: 1000.00 Disbursed: 1000.00  
 Disbursement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

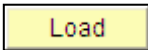
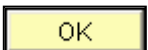
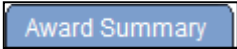
Disb.Nbr	Disb.ID	Scheduled Award	Disbursed Amount	Term
		0.00	0.00	

Step	Action
20.	Click the <b>Save</b> button. 

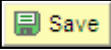


Step	Action
21.	Navigate to the <b>Manage Student External Awards</b> page.  Click the <b>External Awards</b> link. 
22.	Click the <b>Manage Student External Awards</b> link. 
23.	The <b>External Awards</b> page displays. This page is used to displays all external award transactions for this ID. Each 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 <b>Show all columns</b> 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 <b>Processed</b> or <b>Adjusted</b> .  You can filter results by Type, Source, and Processing Status.  Look for the <b>Unprocessed</b> status beside the award you entered.



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

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