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Manual Awarding

Concept

Use the **Student Aid Package** page to manually award aid by populating the tabs on the page and inserting additional rows of awards as desired.

You can let the Validation process determine the correct Pell Grant amount for a student, To do this, enter the Pell Grant financial aid item type, leave the offer amount at zero, and click the **Validate** button.

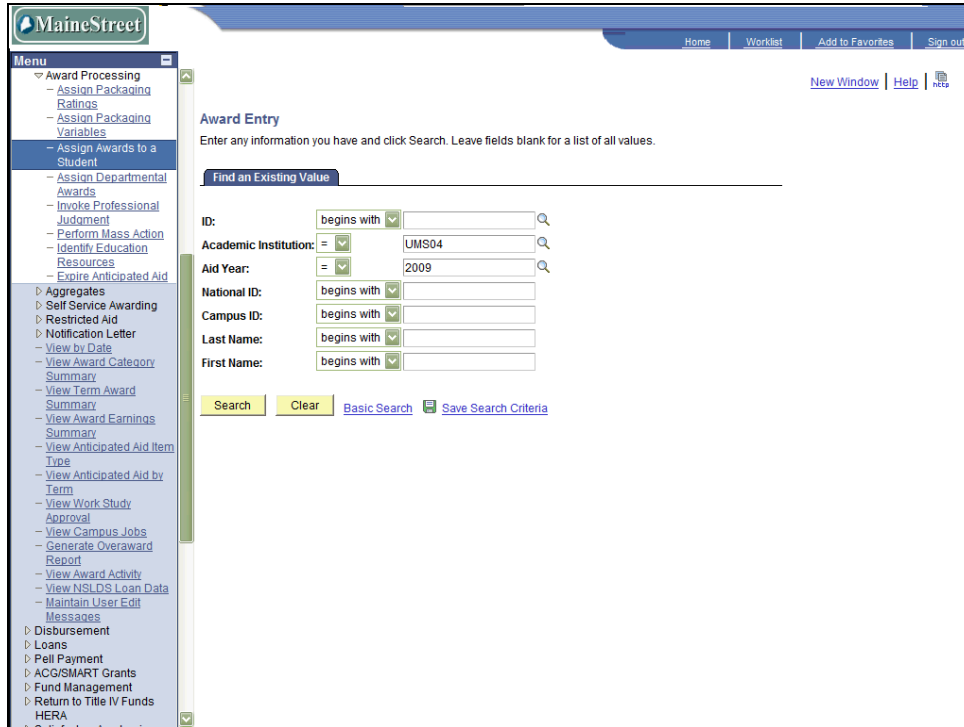
During validation, the Pell Grant amount is calculated based on the student's eligibility and institutional rules. This amount is returned to the page along with the scheduled disbursements.

After you have entered all awards for a student, run the Validation process before you can post the awards to the award tables.

Validation checks that the student is eligible for the awards entered and that no packaging rules have been violated, such as minimum and maximum award limits, aggregate limits, fiscal fund availability, federal eligibility, and financial aid item type rules. Validation may reduce an award amount or set an award amount to zero to comply with rules and limits. Validation must be successful before the Posting routine can be run. Posting is the final step when you are manually awarding students.

Procedure

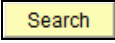
Step	Action
1.	Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student.

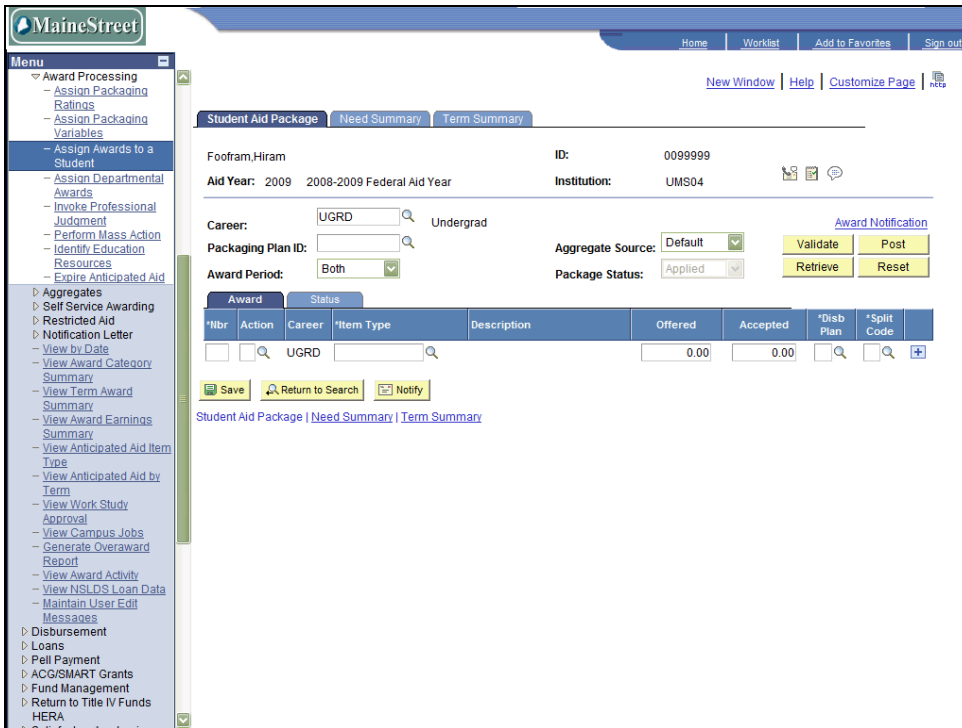



The screenshot shows the 'Award Entry' page in the MaineStreet system. The left-hand menu is expanded to 'Assign Awards to a Student'. The main content area contains a search form with the following fields and values:

- ID:** begins with []
- Academic Institution:** [] UMS04 []
- Aid Year:** [] 2009 []
- National ID:** begins with []
- Campus ID:** begins with []
- Last Name:** begins with []
- First Name:** begins with []

Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are located at the bottom of the form.

Step	Action
2.	Make sure the correct Institution and Aid Year are entered. Enter data to identify the student - for example, enter the student's ID in the ID field.
3.	Click Search . 



Step	Action
4.	Use the Student Aid Package page to manually award aid by inserting additional rows of awards.
5.	The Nbr field will be automatically filled in with 10, 20, 30 ... etc. as you add award rows. Fill in the Action field, or use the look up button. 
6.	Your choices for Action are either <i>Offer</i> or <i>Offer/Accept</i> . The <i>Discard</i> action is set by the system if validation determines that the award is not valid. Offer/Accept
7.	Enter an Item Type for this award. Click the look up button. If you know a word or part of a word in the item type description, use the " contains " search choice on the Description field and enter the characters to search for. Click the Look Up button.
8.	Select the item type from the search results. 000013200020 Quality Child Care Scholarship

Process Document

Financial Aid: Manual Awarding-041808



MaineStreet

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [ms](#)

Student Aid Package | Need Summary | Term Summary

Footram, Hiram ID: 0099999

Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad [Award Notification](#)

Packaging Plan ID: Aggregate Source: Default [Validate](#) [Post](#)

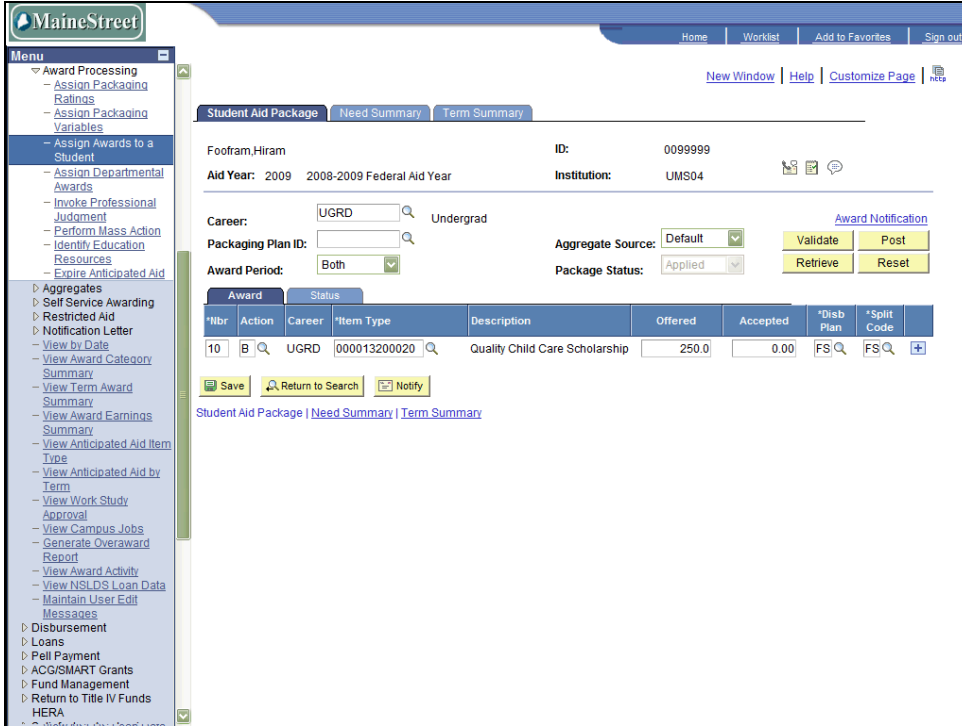
Award Period: Both Package Status: Applied [Retrieve](#) [Reset](#)

Award		Status							
Nbr	Action	Career	Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10	B	UGRD	00013200020	Quality Child Care Scholarship	0.00	0.00	FS	FS	+


[Save](#) [Return to Search](#) [Notify](#)

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

Step	Action
9.	<p>Notice that the Nbr field has been automatically populated.</p> <p>With the exception of Pell, you must fill in an Offered amount.</p>

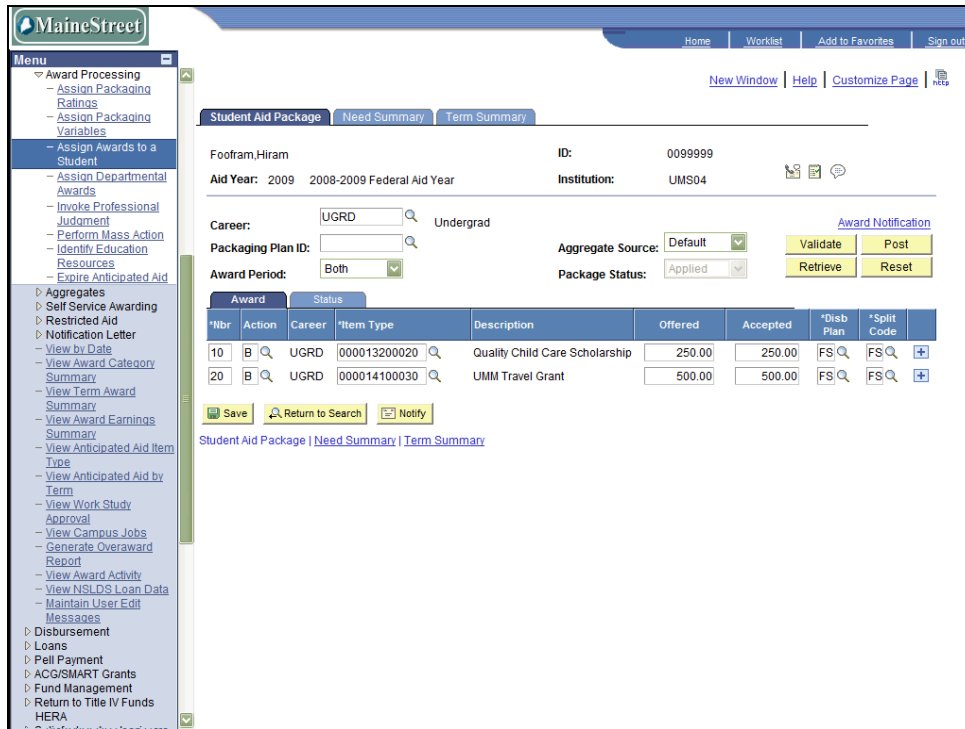


The screenshot shows the 'MaineStreet' interface for manual awarding. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various functions like 'Award Processing', 'Assign Packaging Ratios', and 'Disbursement'. The main content area displays details for student 'Footram, Hiram' (ID: 0099999) at institution 'UMS04' for the '2009' aid year. It includes fields for 'Career' (UGRD), 'Packaging Plan ID', 'Award Period' (Both), 'Aggregate Source' (Default), and 'Package Status' (Applied). A table below shows one award row with columns for 'Nbr', 'Action', 'Career', 'Item Type', 'Description', 'Offered', 'Accepted', 'Dist Plan', and 'Split Code'. The row contains the value '10', 'B', 'UGRD', '000013200020', 'Quality Child Care Scholarship', '250.0', and '0.00'. Buttons for 'Save', 'Return to Search', and 'Notify' are visible at the bottom of the table area.

Step	Action
10.	To add another award row, click the Add a New Row button. 
11.	Notice that the Accepted field in the first row of the example has been automatically filled in. This is because the "B" Action was chosen for that row.
12.	As before, fill in the Action , the Item Type and the Offered amount in the new row.

Process Document

Financial Aid: Manual Awarding-041808



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

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

Footram,Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

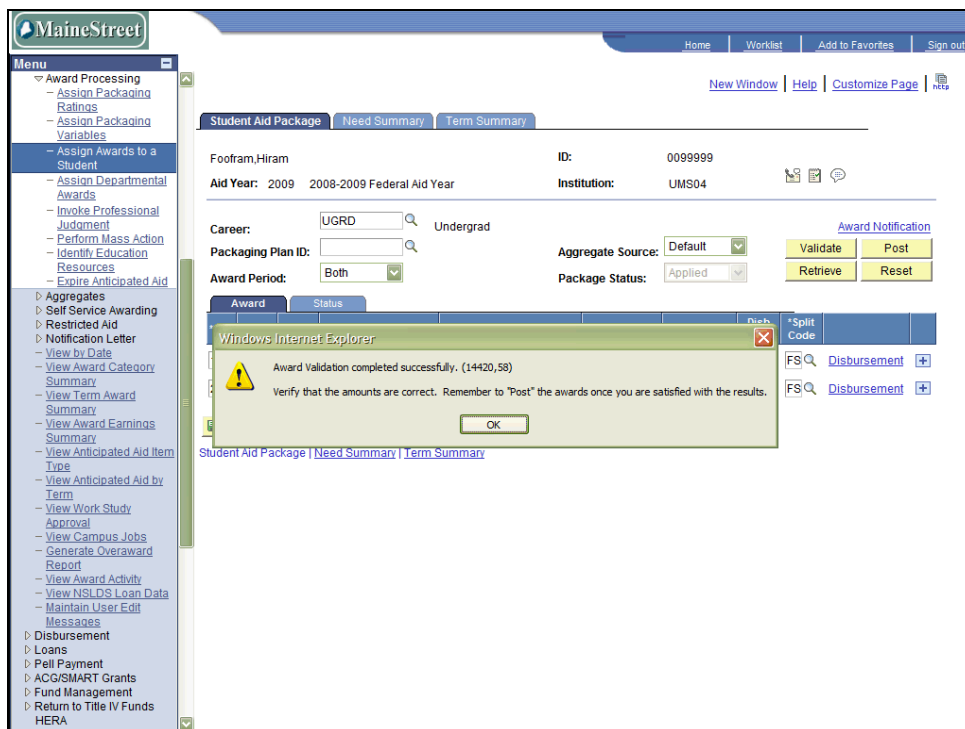
Career: UGRD Undergrad [Award Notification](#)
 Packaging Plan ID: Aggregate Source: Default [Validate](#) [Post](#)
 Award Period: Both Package Status: Applied [Retrieve](#) [Reset](#)

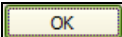
Award		Status							
#	Action	Career	Item Type	Description	Offered	Accepted	*Disb Plan	*Split Code	
10	B Q	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS Q	FS Q	+
20	B Q	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS Q	FS Q	+

[Save](#) [Return to Search](#) [Notify](#)

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

Step	Action
13.	After entering awards, you must run the Validation process before you can post the awards. Click the Validate button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Validate</div>



Step	Action
14.	<p>You receive a message that Validation ran successfully. This does not necessarily mean that all your award rows were validated. If any of the awards were adjusted during the validation process the message will also direct you to review any messages associated with the awards. In this case a "Messages" hyperlink will appear to the right of the disbursement link. Click that link for information on why the award failed to validate.</p> <p>Click OK.</p> 

Process Document

Financial Aid: Manual Awarding-041808



MaineStreet

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Student Aid Package | [Need Summary](#) | [Term Summary](#)

Footram, Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad
 Packaging Plan ID: Aggregate Source: Default
 Award Period: Both Package Status: Applied

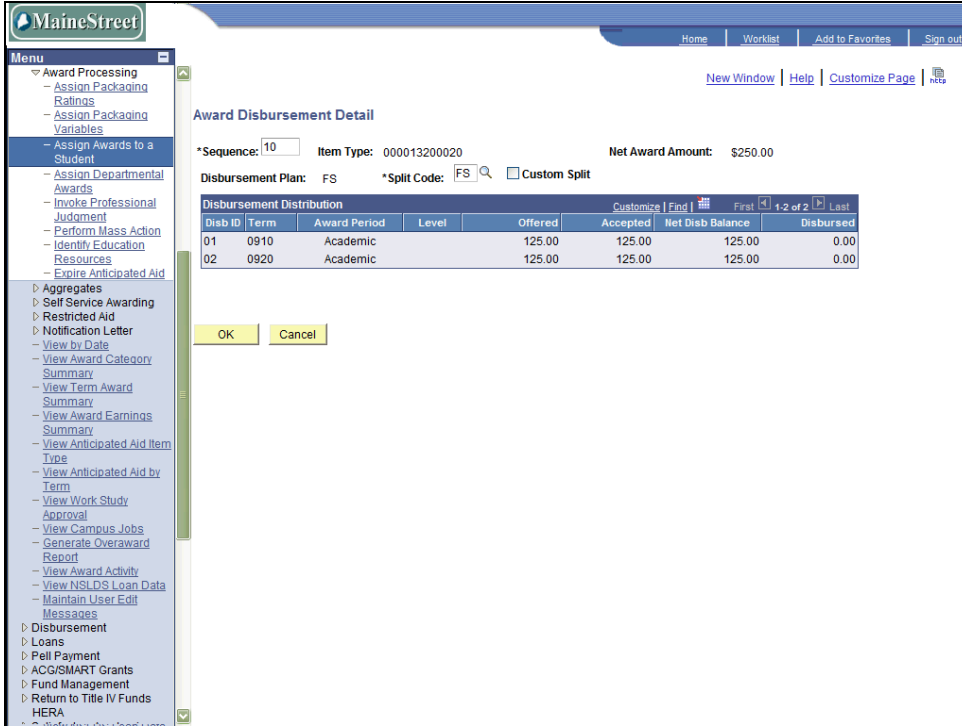
[Award Notification](#)
[Validate](#) [Post](#)
[Retrieve](#) [Reset](#)

Award		Status							
#	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	Q	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement
20	Q	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement

[Save](#) [Return to Search](#) [Notify](#)

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

Step	Action
15.	Use the Disbursement link for each award to view how the funds will be disbursed. Disbursement



MaineStreet Home | Worklist | Add to Favorites | Sign out

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Menu

- ▼ Award Processing
 - Assign Packaging Ratios
 - Assign Packaging Variables
 - Assign Awards to a Student
 - Assign Departmental Awards
 - Invoke Professional Judgment
 - Perform Mass Action
 - Identify Education Resources
 - Expire Anticipated Aid
- ▷ Aggregates
- ▷ Self Service Awarding
- ▷ Restricted Aid
- ▷ Notification Letter
 - View by Date
 - View Award Category Summary
 - View Term Award Summary
 - View Award Earnings Summary
 - View Anticipated Aid Item Type
 - View Anticipated Aid by Term
 - View Work Study Approval
 - View Campus Jobs
 - Generate Overaward Report
 - View Award Activity
 - View NSL DS Loan Data
 - Maintain User Edit
- Messages
- ▷ Disbursement
- ▷ Loans
- ▷ Pell Payment
- ▷ ACG/SMART Grants
- ▷ Fund Management
- ▷ Return to Title IV Funds
- HERA

Award Disbursement Detail

*Sequence: 10 Item Type: 000013200020 Net Award Amount: \$250.00

Disbursement Plan: FS *Split Code: FS Custom Split

Disbursement Distribution		Customize Find 				First <input type="checkbox"/>	4-2 of 2 <input type="checkbox"/>	Last <input type="checkbox"/>
Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed	
01	0910	Academic		125.00	125.00	125.00	0.00	
02	0920	Academic		125.00	125.00	125.00	0.00	

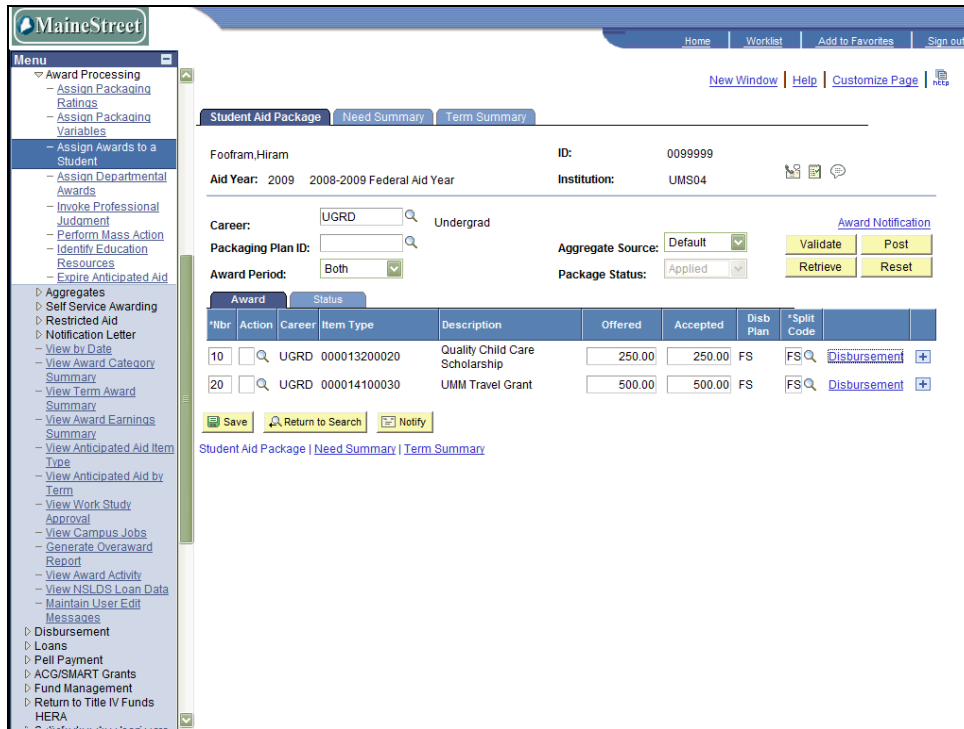
OK Cancel

Step	Action
16.	Click OK to return to the Student Aid Package page.

OK

Process Document


Financial Aid: Manual Awarding-041808

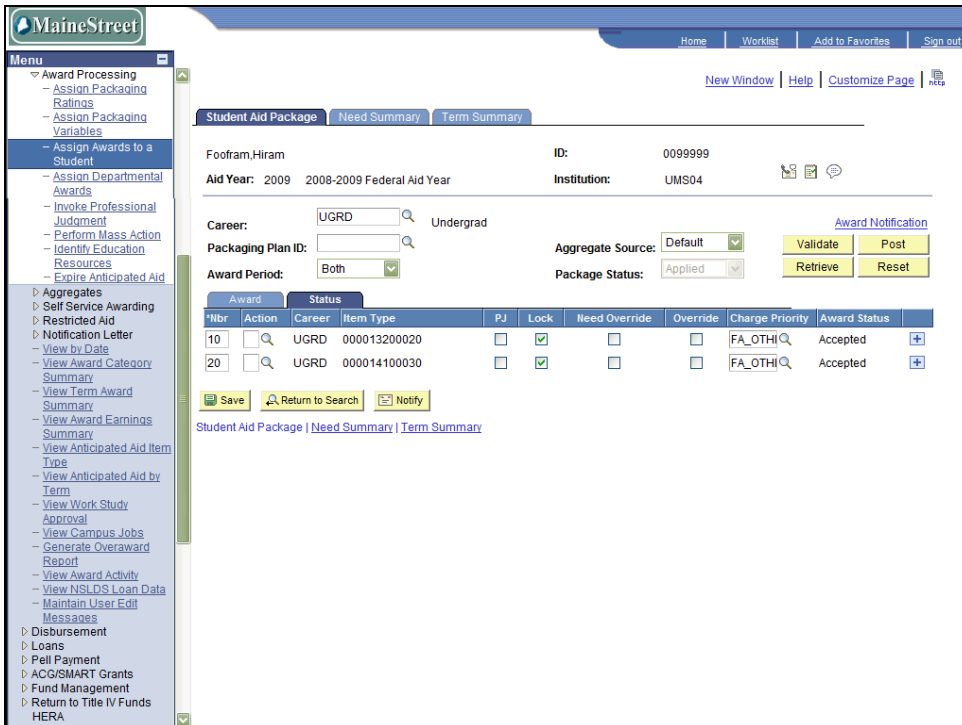


The screenshot shows the 'MaineStreet' interface for manual awarding. The 'Status' tab is active, displaying details for a student aid package for Hiram Footram. The package is for the 2009-2009 Federal Aid Year at UMS04. The career is UGRD (Undergrad). The award period is set to 'Both'. The package status is 'Applied'. A table lists two awards:

#	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement
20	<input type="checkbox"/>	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement

Buttons for 'Save', 'Return to Search', and 'Notify' are visible below the table. The 'Award' and 'Status' tabs are at the top of the table area.

Step	Action
17.	Click the Status tab. 



The screenshot shows the 'MaineStreet' interface for manual awarding. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'Menu' on the left lists various functions like 'Award Processing', 'Assign Awards to a Student', and 'Disbursement'. The main content area displays details for student 'Footram, Hiram' (ID: 0099999) at institution 'UMS04' for the '2009' aid year. It shows career 'UGRD' (Undergrad) and packaging plan ID. A table lists awarded items with columns for 'Nbr', 'Action', 'Career', 'Item Type', 'PJ', 'Lock', 'Need Override', 'Override', 'Charge Priority', and 'Award Status'. Two items are listed, both with 'Accepted' status. Buttons for 'Validate', 'Post', 'Retrieve', and 'Reset' are visible.

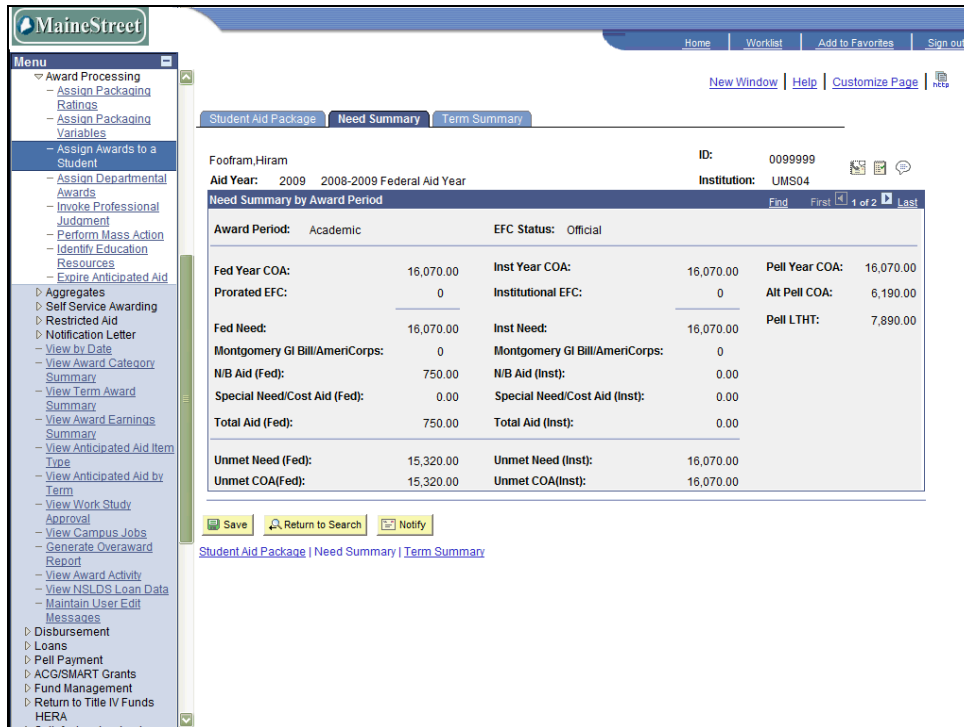
Nbr	Action	Career	Item Type	PJ	Lock	Need Override	Override	Charge Priority	Award Status
10	<input type="checkbox"/>	UGRD	000013200020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FA_OTH	Accepted
20	<input type="checkbox"/>	UGRD	000014100030	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FA_OTH	Accepted

Step	Action
18.	<p>The PJ checkbox is selected if an award was added or modified using professional judgment.</p> <p>The Lock checkbox prevents Auto or Mass Packaging from overwriting the award.</p> <p>Use the Need Override checkbox to prevent the system from changing the award amount when the student's need changes.</p> <p>The Override checkbox allows the award amount to exceed the award amount limits defined for this item type.</p> <p>The Charge Priority is automatically set to the charge priority set for this item type.</p> <p>The Award Status can be <i>Offered, Accepted, Canceled</i> or <i>Declined</i>.</p> <p>If you adjust an award Action, you will see an Adjustment Reason link which accesses the Award Adjustment page where you can enter a reason for the adjustment.</p>

Process Document

Financial Aid: Manual Awarding-041808

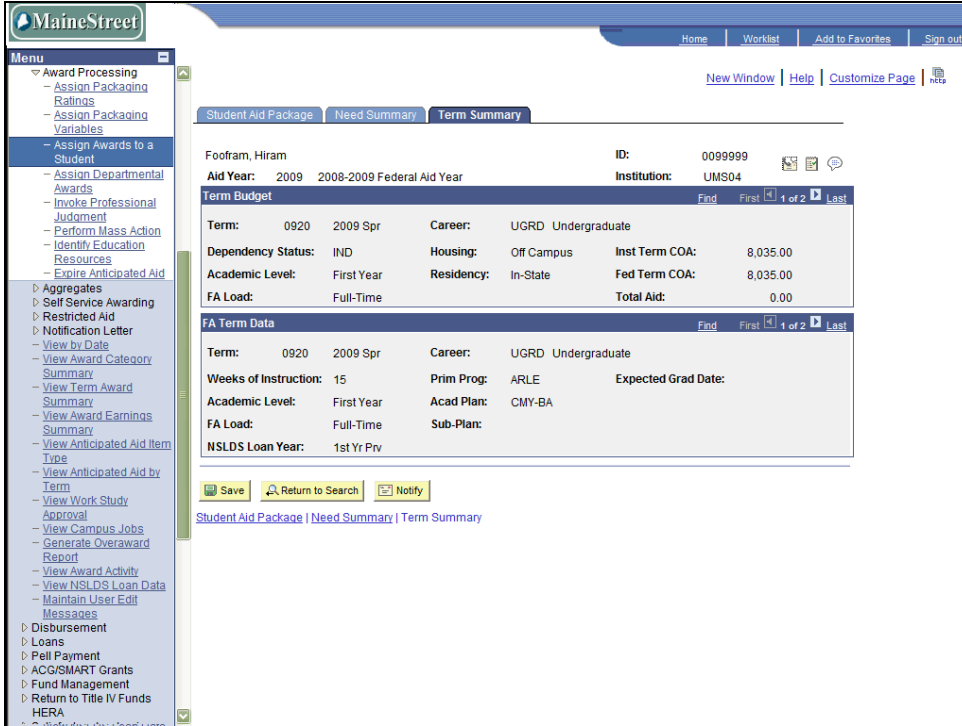
Step	Action
19.	To view the effect of these awards on the student's need, click the Need Summary tab. Need Summary
20.	In the example below, note that the student's need has been reduced.



The screenshot displays the 'Need Summary by Award Period' for student Fooram, Hiram (ID: 0099999) at institution UMS04 for the 2009-2008-2009 Federal Aid Year. The 'Need Summary' tab is selected, showing a table of financial aid components.

Award Period:	Academic	EFC Status:	Official
Fed Year COA:	16,070.00	Inst Year COA:	16,070.00
Prorated EFC:	0	Institutional EFC:	0
Fed Need:	16,070.00	Inst Need:	16,070.00
Montgomery GI Bill/AmeriCorps:	0	Montgomery GI Bill/AmeriCorps:	0
NIB Aid (Fed):	750.00	NIB Aid (Inst):	0.00
Special Need/Cost Aid (Fed):	0.00	Special Need/Cost Aid (Inst):	0.00
Total Aid (Fed):	750.00	Total Aid (Inst):	0.00
Unmet Need (Fed):	15,320.00	Unmet Need (Inst):	16,070.00
Unmet COA(Fed):	15,320.00	Unmet COA(Inst):	16,070.00

Step	Action
21.	To view Term information, click the Term Summary tab. Term Summary



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'Award Processing', 'Self Service Awarding', 'Disbursement', and 'Loans'. The main content area displays the 'Term Summary' for student Hiram Footram (ID: 0099999) for the 2009 term. The interface includes tabs for 'Student Aid Package', 'Need Summary', and 'Term Summary'. Below the student information, there are two summary tables: 'Term Budget' and 'FA Term Data'. At the bottom of the summary area are buttons for 'Save', 'Return to Search', and 'Notify'.

Term Budget	
Term:	0920 2009 Spr
Dependency Status:	IND
Academic Level:	First Year
FA Load:	Full-Time

FA Term Data	
Term:	0920 2009 Spr
Weeks of Instruction:	15
Academic Level:	First Year
FA Load:	Full-Time
NSLDS Loan Year:	1st Yr Prv

Step	Action
22.	Note that the Term Summary data is by term.

Process Document

Financial Aid: Manual Awarding-041808



MaineStreet

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Student Aid Package | [Need Summary](#) | [Term Summary](#)

Footram,Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad
 Packaging Plan ID: Aggregate Source: Default
 Award Period: Both Package Status: Applied

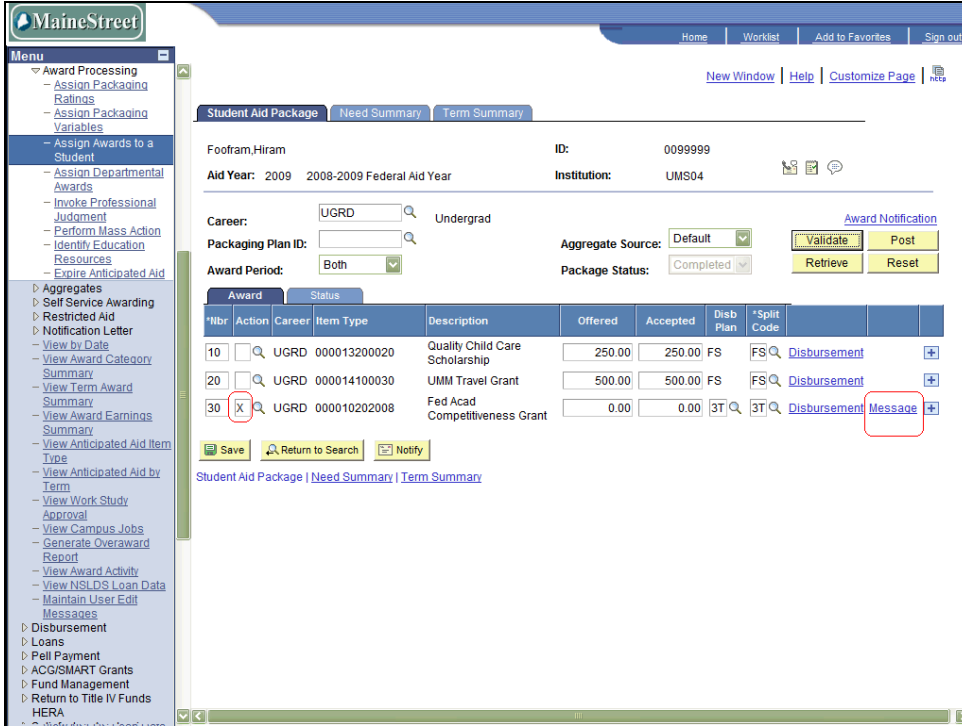
[Award Notification](#)
[Validate](#) [Post](#)
[Retrieve](#) [Reset](#)

Award		Status							
Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement
20	<input type="checkbox"/>	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement

[Save](#) [Return to Search](#) [Notify](#)

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

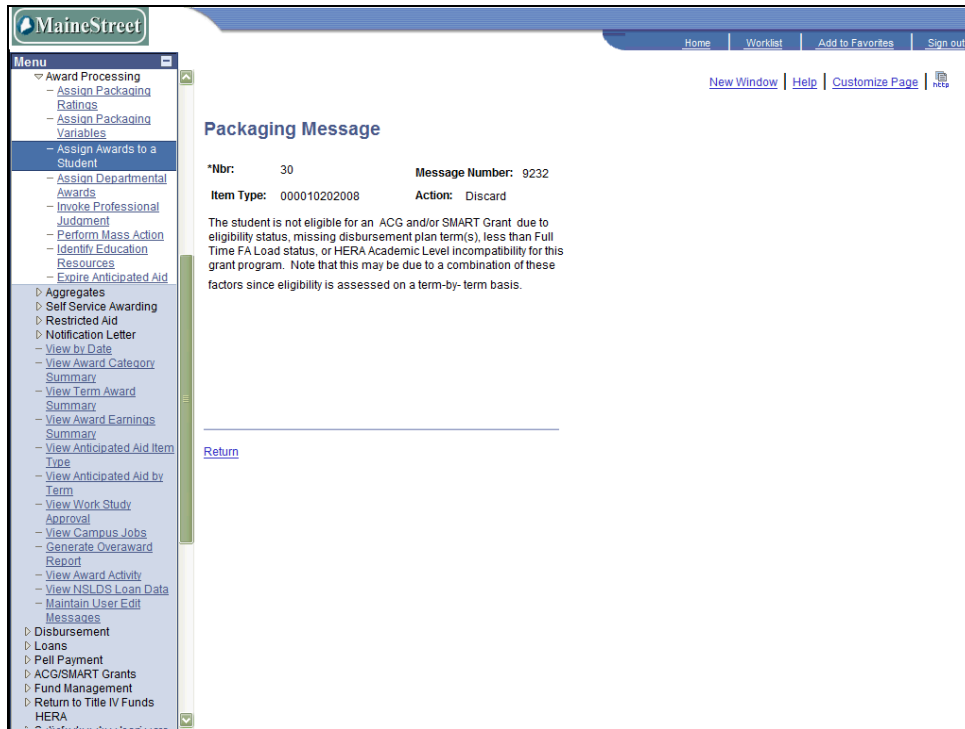
Step	Action
23.	<p>A new award row can be inserted between two existing awards by entering a number in the Nbr field that is between the numbers of the existing rows. In that way you can control the order in which the awards are processed.</p> <p>On the new award row, enter an action, an item type and an offered amount. Then validate.</p>



The screenshot shows the MaineStreet financial aid system interface. The main content area displays a student aid package for Hiram Foofram (ID: 0099999) at UMS04 for the 2009-2008-2009 Federal Aid Year. The career is UGRD (Undergrad). The packaging plan ID is blank, and the aggregate source is Default. The award period is Both, and the package status is Completed. A table lists three awards:


#	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	Disbursement	Message
10		UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement	
20		UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement	
30	X	UGRD	000010202008	Fed Acad Competitiveness Grant	0.00	0.00	3T	3T	Disbursement	Message

Step	Action
24.	<p>If you add an award that fails validation, the system sets the Action field to "X" (Discard) and a Message link appears on the row.</p> <p>Click the Message link to see the reason for the failure to validate.</p>



MaineStreet

Home | Worklist | Add to Favorites | Sign out

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Menu

- ▼ Award Processing
 - Assign Packaging Ratings
 - Assign Packaging Variables
 - Assign Awards to a Student
 - Assign Departmental Awards
 - Invoke Professional Judgment
 - Perform Mass Action
 - Identify Education Resources
 - Expire Anticipated Aid
- ▷ Aggregates
- ▷ Self Service Awarding
- ▷ Restricted Aid
- ▷ Notification Letter
 - View by Date
 - View Award Category Summary
 - View Term Award Summary
 - View Award Earnings Summary
 - View Anticipated Aid Item Type
 - View Anticipated Aid by Term
 - View Work Study Approval
 - View Campus Jobs
 - Generate Overaward Report
 - View Award Activity
 - View NSLDS Loan Data
 - Maintain User Edit Messages
- ▷ Disbursement
- ▷ Loans
- ▷ Pell Payment
- ▷ ACG/SMART Grants
- ▷ Fund Management
- ▷ Return to Title IV Funds
- ▷ HERA

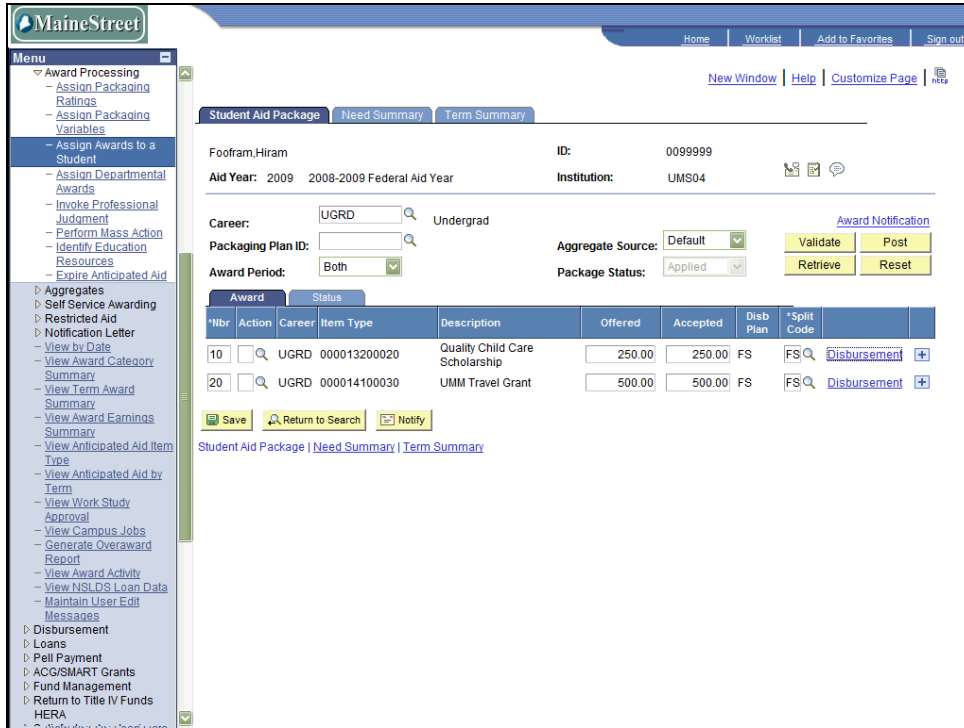
Packaging Message

*Nbr: 30 Message Number: 9232
Item Type: 000010202008 Action: Discard

The student is not eligible for an ACG and/or SMART Grant due to eligibility status, missing disbursement plan term(s), less than Full Time FA Load status, or HERA Academic Level incompatibility for this grant program. Note that this may be due to a combination of these factors since eligibility is assessed on a term-by-term basis.

[Return](#)

Step	Action
25.	Click Return to return to the award page.



The screenshot shows the 'MaineStreet' interface for manual awarding. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various awarding actions like 'Assign Packaging Ratios', 'Assign Packaging Variables', and 'Assign Awards to a Student'. The main content area displays details for a student named Hiram Footram (ID: 0099999) at UMS04 for the 2009-2008-2009 Federal Aid Year. The student's career is UGRD (Undergrad). The interface shows a table of awarded items:

#	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code
10	<input type="checkbox"/>	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FSQ Disbursement
20	<input type="checkbox"/>	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FSQ Disbursement

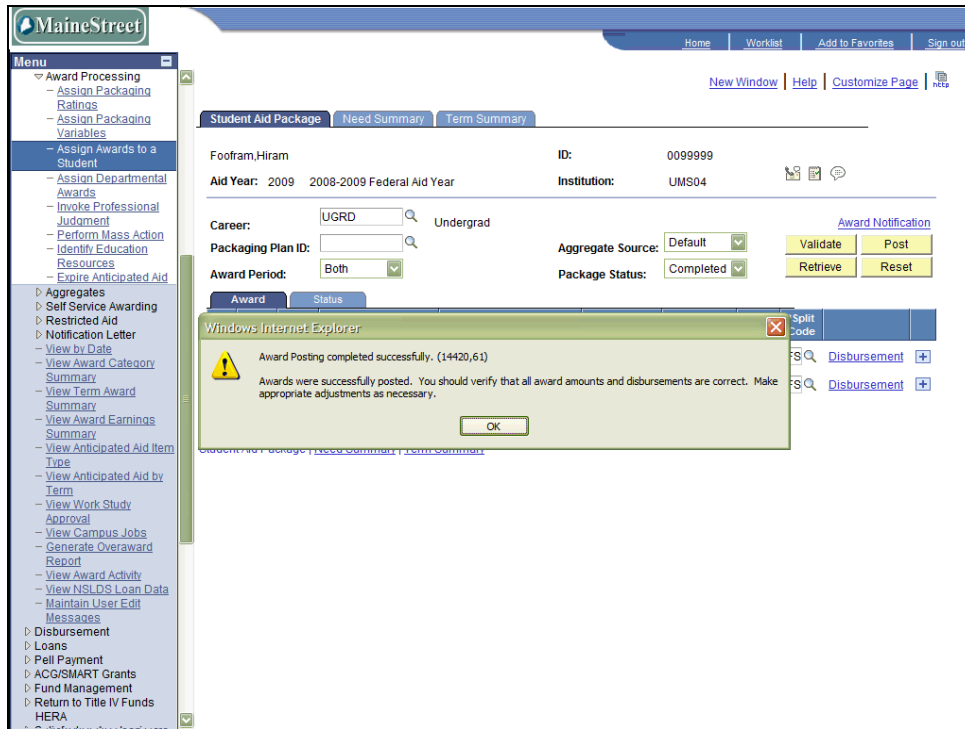
Buttons for 'Validate', 'Post', 'Retrieve', and 'Reset' are visible. The 'Post' button is highlighted in yellow, indicating the final step of the process.

Step	Action
26.	The final step is to Post the awards. Click the Post button.

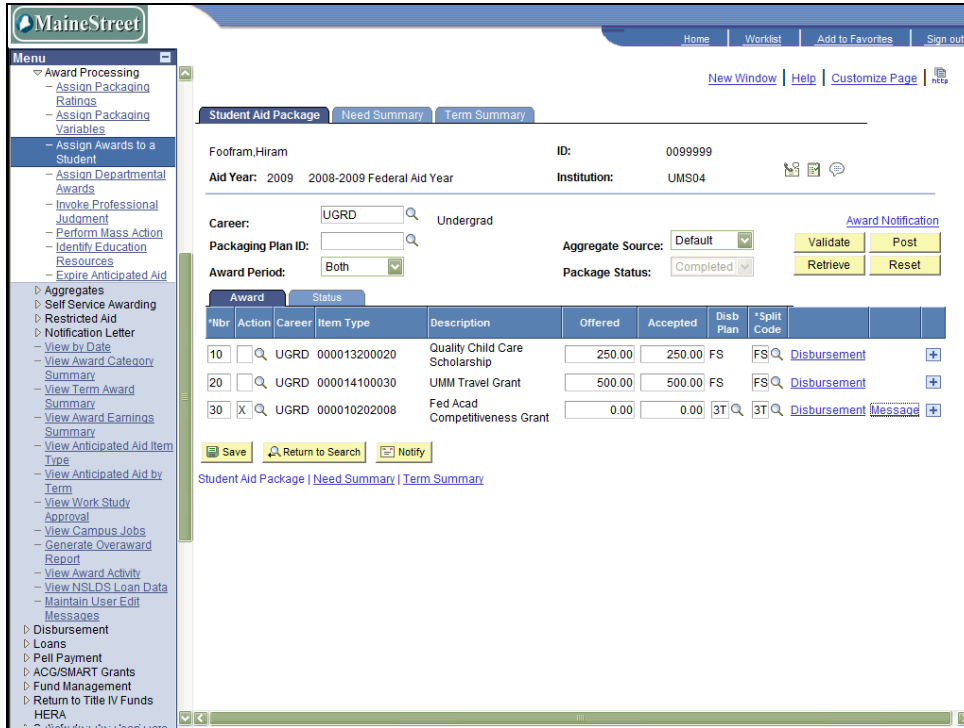
Post

Process Document

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Step	Action
27.	You will receive a message confirming that the posting was successful. Click the OK button.



Student Aid Package | Need Summary | Term Summary

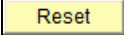
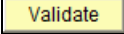
Foofram,Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad
 Packaging Plan ID: Aggregate Source: Default
 Award Period: Both Package Status: Completed

#	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement
20	<input type="checkbox"/>	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement
30	<input checked="" type="checkbox"/>	UGRD	000010202008	Fed Acad Competitiveness Grant	0.00	0.00	3T	3T	Disbursement

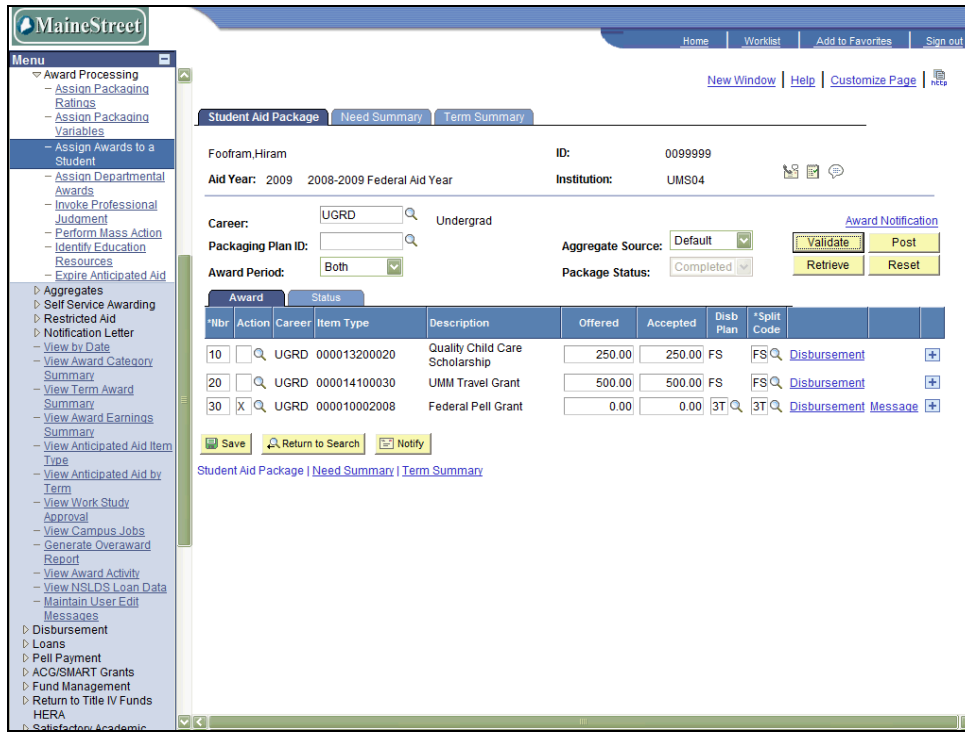
Buttons: Save, Return to Search, Notify

Student Aid Package | Need Summary | Term Summary

Step	Action
28.	The Reset button removes any award lines which have not been posted. 
29.	The Pell Grant award can be entered manually with a zero Offered amount. When you validate, the system will calculate the Pell amount and enter it for you. However this will only work if the PJ and Lock checkboxes on the Pell award row are NOT selected.
30.	Enter an award row for Pell and leave the Offered amount zero. Click Validate . 

Process Document

Financial Aid: Manual Awarding-041808



MaineStreet Home | Worklist | Add to Favorites | Sign out

Student Aid Package | Need Summary | Term Summary

Footram, Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

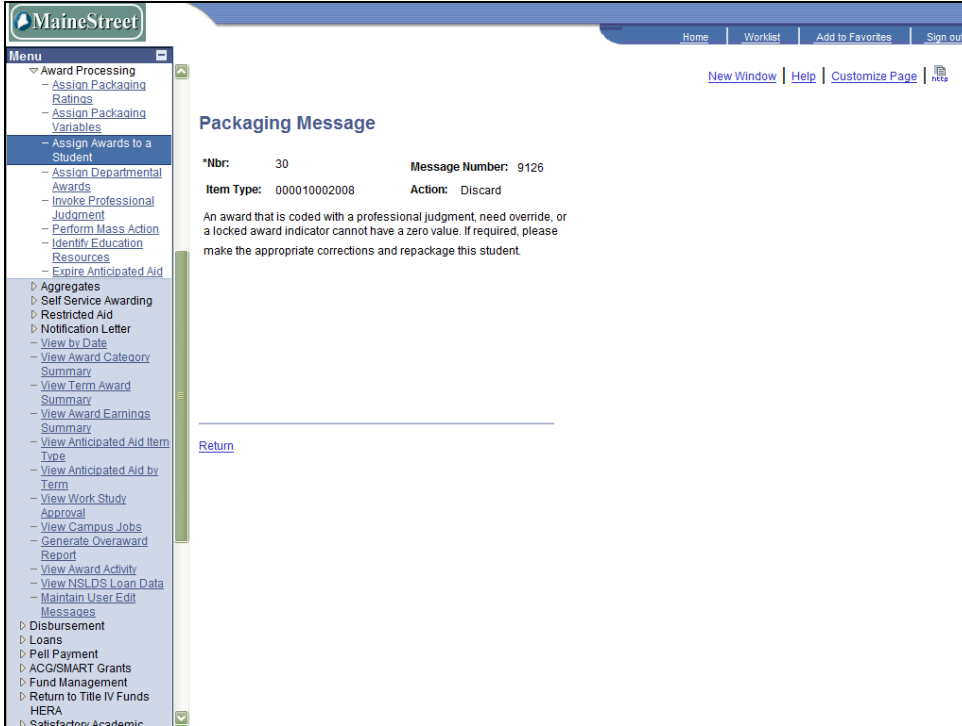
Career: UGRD Undergrad
 Packaging Plan ID: Aggregate Source: Default
 Award Period: Both Package Status: Completed

Award	Status	Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10				UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement +
20				UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement +
30	X			UGRD	000010002008	Federal Pell Grant	0.00	0.00	3T	3T	Disbursement Message +

Save | Return to Search | Notify

Student Aid Package | Need Summary | Term Summary

Step	Action
31.	View the error message. Click the Message link.



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'Award Processing', 'Aggregates', 'Disbursement', and 'Loans'. The main content area is titled 'Packaging Message' and displays the following information:

- *Nbr: 30 Message Number: 9126
- Item Type: 000010002008 Action: Discard

Below this information is a text block: "An award that is coded with a professional judgment, need override, or a locked award indicator cannot have a zero value. If required, please make the appropriate corrections and repackage this student." At the bottom of the message area, there is a blue link labeled "Return".

Step	Action
32.	<p>The validation failed because the Lock checkbox was selected by default. Click Return.</p> <p>Return</p>

Process Document

Financial Aid: Manual Awarding-041808



MaineStreet

Home | Worklist | Add to Favorites | Sign out

Menu

- Award Processing
 - Assign Packaging Ratios
 - Assign Packaging Variables
 - Assign Awards to a Student
 - Assign Departmental Awards
 - Invoke Professional Judgment
 - Perform Mass Action
 - Identify Education Resources
 - Export Anticipated Aid
- Aggregates
- Self Service Awarding
- Restricted Aid
- Notification Letter
 - View by Date
 - View Award Category Summary
 - View Term Award Summary
 - View Award Earnings Summary
 - View Anticipated Aid Item Type
 - View Anticipated Aid by Term
 - View Work Study Approval
 - View Campus Jobs
 - Generate Overaward Report
 - View Award Activity
 - View NSLDS Loan Data
 - Maintain User Edit
- Messages
- Disbursement
- Loans
- Pell Payment
- ACG/SMART Grants
- Fund Management
- Return to Title IV Funds
- HERA
- Satisfactory Academic

Student Aid Package | Need Summary | Term Summary

Footram,Hiram ID: 0099999

Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad

Packaging Plan ID: Aggregate Source: Default

Award Period: Both Package Status: Completed

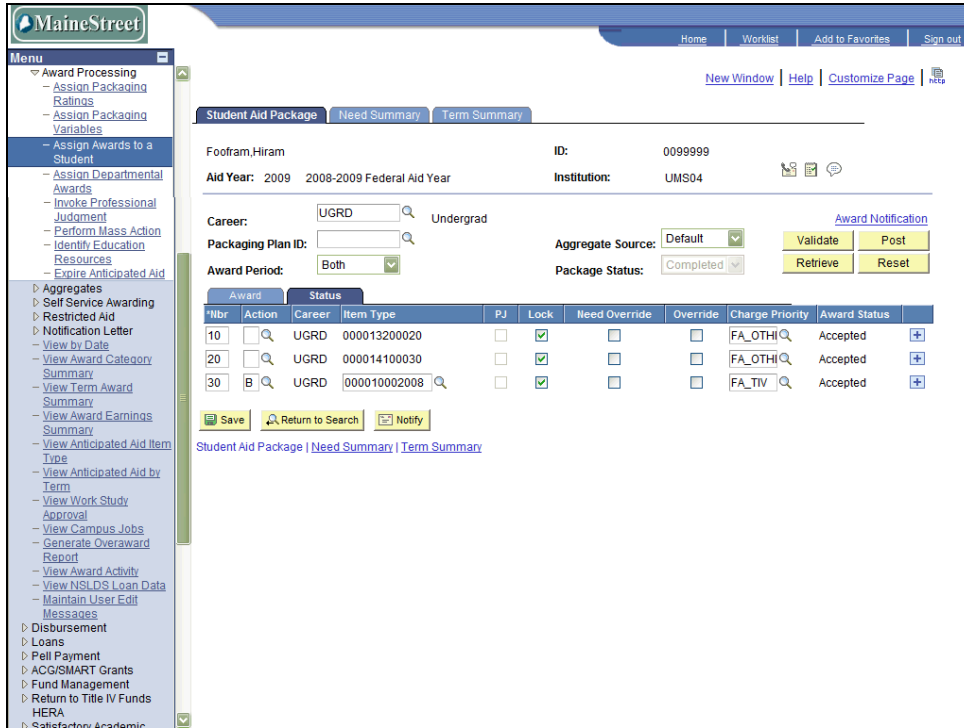
Validate Post Retrieve Reset

Award		Status							
Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS	Disbursement
20	<input type="checkbox"/>	UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS	Disbursement
30	<input checked="" type="checkbox"/>	UGRD	000010002008	Federal Pell Grant	0.00	0.00	3T	3T	


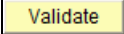
Save Return to Search Notify

Student Aid Package | Need Summary | Term Summary

Step	Action
33.	Click the Status tab to find the Lock checkbox.

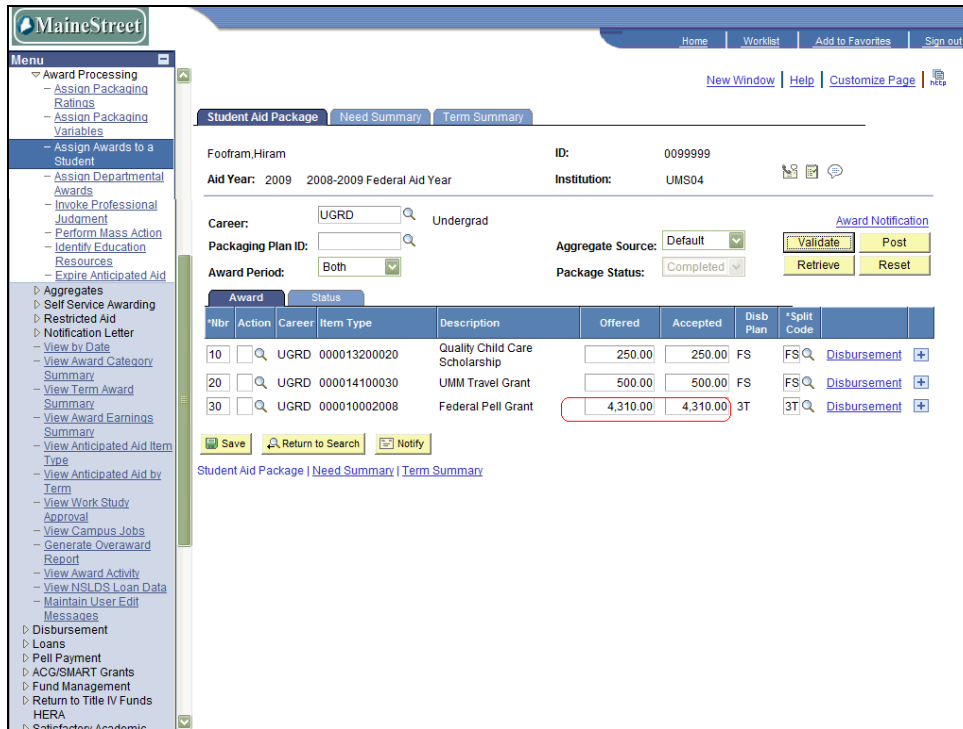


The screenshot shows the 'MaineStreet' interface for manual awarding. The main content area displays details for student Hiram Footram (ID: 0099999) at institution UMS04 for the 2009 aid year. The career is 'UGRD' (Undergrad). The packaging plan ID is blank, and the aggregate source is 'Default'. The award period is set to 'Both'. The package status is 'Completed'. Below this information is a table of awards with columns for 'Nbr', 'Action', 'Career', 'Item Type', 'PJ', 'Lock', 'Need Override', 'Override', 'Charge Priority', and 'Award Status'. Three awards are listed, all with 'Accepted' status. The first two have 'Lock' checked, and the third has 'Lock' unchecked. Buttons for 'Validate', 'Post', 'Retrieve', and 'Reset' are visible. A left-hand menu contains various navigation options like 'Award Processing', 'Aggregates', and 'Disbursement'.

Step	Action
34.	Click to deselect Lock. 
35.	Validate again. 

Process Document

Financial Aid: Manual Awarding-041808




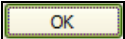
Student Aid Package | Need Summary | Term Summary

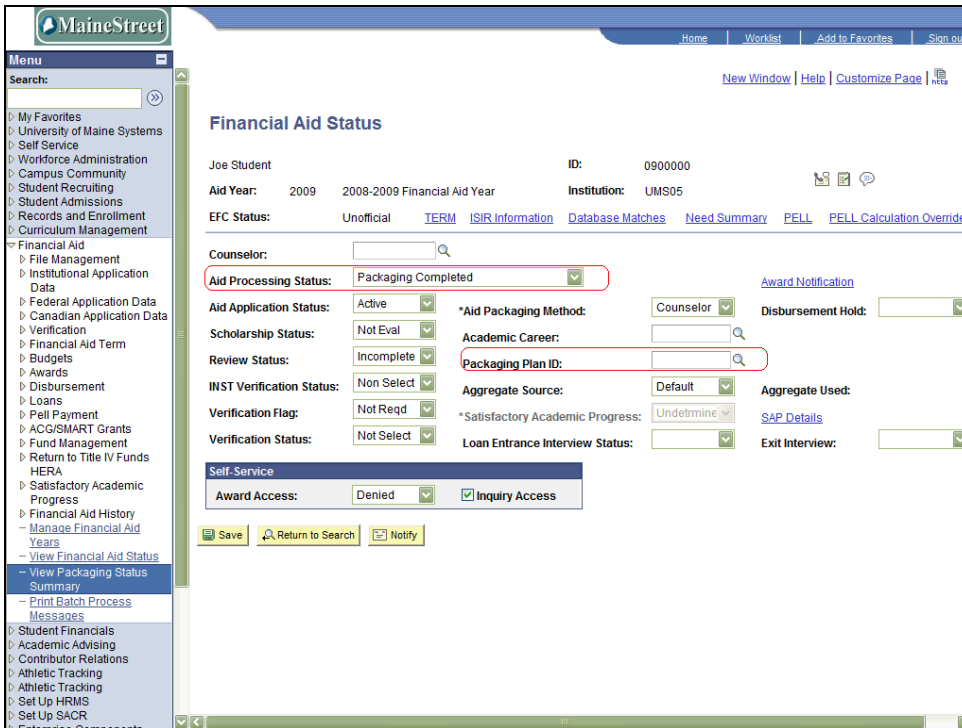
Footram, Hiram ID: 0099999
 Aid Year: 2009 2008-2009 Federal Aid Year Institution: UMS04

Career: UGRD Undergrad
 Packaging Plan ID: Aggregate Source: Default
 Award Period: Both Package Status: Completed

Award	Status	Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code
10				UGRD	000013200020	Quality Child Care Scholarship	250.00	250.00	FS	FS
20				UGRD	000014100030	UMM Travel Grant	500.00	500.00	FS	FS
30				UGRD	000010002008	Federal Pell Grant	4,310.00	4,310.00	3T	3T

Buttons: Save, Return to Search, Notify

Step	Action
36.	<p>During the validation process, the Pell amount was calculated and filled in on the award row.</p> <p>Click the Post button to post the award.</p> 
37.	<p>Click OK.</p> 



MaineStreet Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Financial Aid Status

Joe Student ID: 0900000
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS05
 EFC Status: Unofficial TERM ISIR Information Database Matches Need Summary PELL PELL Calculation Override

Counselor: [Search]
 Aid Processing Status: Packaging Completed [v] Award Notification
 Aid Application Status: Active [v] *Aid Packaging Method: Counselor [v] Disbursement Hold: [v]
 Scholarship Status: Not Eval [v] Academic Career: [Search]
 Review Status: Incomplete [v] Packaging Plan ID: [Search]
 INST Verification Status: Non Select [v] Aggregate Source: Default [v] Aggregate Used:
 Verification Flag: Not Req'd [v] *Satisfactory Academic Progress: Undetermined [v] SAP Details
 Verification Status: Not Select [v] Loan Entrance Interview Status: [v] Exit Interview: [v]

Self-Service
 Award Access: Denied [v] Inquiry Access

Save Return to Search Notify

Step	Action
38.	<p>Note: When you manually package a student the Packaging Completed flag is set, with no Packaging Plan ID (see the example of a student's Packaging Status Summary page). If you want this student to be included in mass packaging, you will need to manually reset the Aid Processing Status to <i>Applied</i> or <i>Ready to Package</i>.</p> <p>Also, the FAN Letter Assignment process will not select the manually packaged student for FAN assignment if there is nothing in the Packaging Plan ID field. Therefore, if you wish to send a manually awarded student a FAN letter, you need to manually assign the FAN communication.</p>
39.	End of Procedure.