How to Modify or Cancel Departmental Awards

This guide will cover:

- Modifying Departmental Awards through Manual Award Entry

After you have successfully awarded your student(s), you may need to cancel or modify the award.

CANCELING AWARDS:

Step One

Navigate to the following breadcrumb:

Step Two

Complete the following field in the Search Criteria:

- ID
- Academic Institution
- Aid Year

If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search. Click on the Search button once the values are entered. The Manual Student Packaging tab should load with the student's award package for the specified aid year. If it does not and you get a 'No Matching Values were Found' message contact the Financial Aid office to verify if the student has been Aid Year activated, had FA Term built and FA budgeting completed.
Step Three

Click the magnifying glass for Action select code C to cancel the award.

Step Four

Click on the Validate button.

Step Five

Click on the Post button.
MODIFYING AWARDS:

Modifying with an EVEN annual disbursement split.

Item Types with evenly distributed disbursements can have an additional disbursement added without adding a new row to the award page.

Item Types with evenly split disbursements will have a standard disbursement split code (ex., “FS”) instead of the custom split code “XX”. If the item type you need to adjust is not an even split with a standard disbursement split code, follow the instructions for modifying with a custom disbursement split below.

To add an additional even disbursement, enter action code “B” (offer/accept) on the existing award line and replace the prior annual award amount with the new total amount and the new split code.

Click Validate.

The total award amount will now be split evenly over the terms in the new split code. The prior award disbursement amounts remain unchanged but an additional disbursement will be added to the award.

**Award Disbursement/Split**

*Sequence:* 0  
*Item Type:* 94030040245  
*Not Award Amount:* $3,750.00

*Disbursement Plan:* OA  
*Split Code:* AM  
*Custom Split*

<table>
<thead>
<tr>
<th>Disbursement Distribution</th>
<th>Personalize</th>
<th>Find</th>
<th>First 1-3 of 2 Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disb ID</strong></td>
<td><strong>Term</strong></td>
<td><strong>Award Period</strong></td>
<td><strong>Level</strong></td>
</tr>
<tr>
<td>01</td>
<td>2158</td>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>2171</td>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>2175</td>
<td>Academic</td>
<td></td>
</tr>
</tbody>
</table>

Click Post.
Modifying with a CUSTOM Disbursement Split.

To add an additional disbursement to an existing award that will not result even annual disbursements, click on the PLUS (+) sign to insert a new award row.

Select action code “B” (offer/accept), enter the item type number, the amount you want to increase the award, and the split code for the NEW AWARD ONLY. In this example a summer disbursement is being added to an existing fall-spring award.

```
20 UGRD 840300040245 [Linda Bates Parker Scholarship] 2,500.00 2,500.00 OA FS Disbursement +
20 UGRD 840300040245 [Linda Bates Parker Scholarship] 1,000.00 1,000.00 OA UO Disbursement +
```

Click Validate.

Click Post.

This will now merge the two awards together on a single line.

```
20 UGRD 840300040245 [Linda Bates Parker Scholarship] 3,500.00 3,500.00 OA XX Disbursement +
```

When you click on the Disbursement link, you can view the custom split by term. The prior award disbursement amounts remain unchanged but an additional disbursement will be added to the award.

**Award Disbursement/Split**

*Sequence: 20  Item Type: 840300040245  Net Award Amount: $3,500.00  
Disbursement Plan: OA  [Split Code: XX]  Custom Split

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</table>

Helpful Tip:

You do not need to insert a new row when processing an additional disbursement equal to prior disbursements on the same item type. If you insert a new row the awards will merge into one row, but you will no longer be able to determine how the award is distributed on the main award page. The split code will change to “XX” and will require you to click the disbursement detail link to see how the award is distributed over the student’s terms.
You have now completed the steps for Modifying or Cancelling Departmental Awards.