University of Illinois at Urbana-Champaign
Office of Student Financial Aid
DAWS Training Manual
https://secure.osfa.illinois.edu/DAWS/
Last Updated: February 26, 2016
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Introduction
The DAWS application is to be used as the single point of entry for all scholarships, grants, prizes and awards (excluding non-qualified foreign national payments). The use of DAWS for these transactions will ensure that the University of Illinois at Urbana-Champaign is in compliance with federal financial aid regulations, reduce complexity and simplify the process for departments responsible for processing scholarships, grants, prizes and awards. As required by the U.S. Department of Education, the amount of any scholarship, grant, prize or award will be considered as a resource in the student’s financial aid package and may impact other aid previously awarded to a student.

Students must be registered for the term that the scholarship, grant, prize or award is provided in order for the funds to be disbursed through the automated process. Any payment made for a term when the student is not registered will be processed for the most recent term of the student’s enrollment and aid for that term will be adjusted accordingly. DAWS transactions are loaded into the Banner Financial Aid system and disbursed through Banner to the student’s University Account. Scholarship and grant payments are applied to any current balance due to the University and a refund is provided to the student via ACH if funds remain after the University balance is paid in full. Prize and award payments are credited to the student’s University account; however the payment is not applied to any current balance due to the University. A refund is provided to the student via ACH for the amount of the prize or award and the student is notified by University Student Financial Services and Cashier Operations (USFSCO) if they have a balance due to the University at the time the ACH is provided.

The DAWS application includes logic to assist departments in determining if a payment to a Foreign National Student is a qualified payment that can be processed through DAWS. Payment for non-qualified Foreign National Students should be processed through OBFS. Additional information is available at http://www.obfs.uillinois.edu/payments-foreign-nationals/.

Reimbursements for activities that benefit the University should be processed through TEM. Additional information is available at http://www.obfs.uillinois.edu/tem-resources/.

Security Access
In order to comply with University policies there are two levels of access available to DAWS users. A user may have either award entry access or award approval access. Every department that processes scholarships, grants, prizes or awards must have at least one user with award entry access and one user with award approval access. A user cannot have both award entry and award approval access. DAWS Security Request Forms are available at www.osfa.illinois.edu/resources/departmental-award-web-system-daws
Accessing DAWS

All DAWS users are required to authenticate into the system using their University Net ID and Active Director (AD) password. The direct link to access DAWS is https://secure.osfa.illinois.edu/DAWS/

Welcome/Home Page and Main Menu

The welcome page and main menu informs users of important information related to the system such as system maintenance, enhancements, common mistakes, and questions. Important reminders including aid disbursement dates are also included on this page. The menu options visible are based on the access level of the current user. A user with award entry access will see slightly different menu options than a user with award approval access. Depending on the time of the year a user may be able to make entries for multiple award years. When processing is open for multiple years the user will be able to change the award year by selecting “Award Year” from the Main Menu. The year will default to the award year most frequently used at that point in time.

Main Menu: This is a list of screens and functions that can be performed by the user logged in. Click on a menu option to navigate through DAWS. The list of items displayed on the main menu will vary depending upon the access level of the DAWS user.

Home Page: Return to the DAWS home page.
Award Year: Change the Award Year.
Multiple Student Entry: Enter a scholarship, grant, prize or award for up to 10 students.

Single Student Entry: Enter a scholarship, grant, prize or award for a single student.

Pending Awards: Lists all scholarships, grants, prizes and awards that have been previously entered into DAWS and are waiting for departmental approval.

Approved Awards: Approved scholarships, grants, prizes and awards that are ready to be loaded into Banner and processed by OSFA.

Awards Existing in Banner: All scholarships, grants, prizes and awards that have been loaded to Banner by the assigned department.

New Scholarship Request: Used to request a new scholarship, grant, prize or award that is not currently in DAWS.

Needs List: A spreadsheet of all students in a college/unit that have filed the FASFA for the academic year. Provides financial need information.

Settings Menu: Allows a user to edit their contact information.

Log Off: When a user is done with their session, the user should select “Log Off.” You may time out of DAWS after 20 minutes if you are logged in and don’t use it.

Multiple Student Entry (Award Entry Access Users only)
This option should be used to enter scholarships, grants, prizes and awards into DAWS. Multiple student entry can be used to enter payments for only one student or the same payment for up to 10 students. You will not be able to use this option to enter a one-time payment, to enter payments for Foreign National Students or to adjust amounts that have already been entered into DAWS. Depending on the status of the previously entered award you must use the Pending Awards, Approved Awards or Awards Existing in Banner option to edit or cancel awards previously entered. Instructions on adjusting previously entered amounts will be included later in this manual.

DAWS entries in the Approved Awards table are uploaded to Banner weekly on Tuesday and Thursday at 4:00 p.m. Amounts loaded to DAWS by 3:30 on Tuesday will generally disburse on Wednesday night and amounts entered by 3:30 on Thursday will generally disburse on Sunday night for the current semester. Disbursement may be delayed in the following three situations: payments from a sponsored project or federal agriculture appropriate funding will be reviewed and approved by Grants and Contracts, payments made to student athletes will be reviewed and approved by the Division of Intercollegiate Athletics to ensure the University is in compliance with NCAA Regulations, and payments made to students without a Social Security...
Number (SSN) on file will be held until University Student Financial Services and Cashier Operations (USFSCO) is able to collect and verify the SSN.

Before entering a payment, you will need the following information:

- Scholarship, Grant, Prize or Award Name
- Student University Identification Number (UIN)
- Amount for each term

1. To enter multiple students receiving the same scholarship, grant, prize or award, select “Multiple Student Entry” from the Main Menu.
2. Select the scholarship, grant, prize or award from the drop down box. (NOTE: If the fund needed is not listed, the user will need to request a new scholarship, grant, prize or award by selecting “New Scholarship Request” under the Main Menu. For instructions on how to request a new scholarship, grant, prize or award see page 22.
3. Select “Continue.”
4. After selecting a scholarship, grant, prize or award from the drop down box select “Continue” to review the information displayed to make sure you have the correct fund. Multiple scholarships can be associated with the same CFOAP. You will need to verify that the name and the CFOAP are correct before continuing. You will not be able to make changes on this screen. If the CFOAP is incorrect email finaidscholarships@illinois.edu with the information that needs to be updated. You will be notified once the CFOAP has been corrected and you can proceed with entering the award.

5. Select “Continue.”

6. Enter the amounts that should credit to each student for each term. The amount may be entered as an even split, an uneven split, fall only, spring only or summer only.

7. Select “Continue.”
8. There are several audits performed when the UIN and amount is entered. If the edit is not passed an error message will occur. The possible errors and their resolution are as follows:

**No Student Found for UIN**
If the UIN can’t be found in Banner you will receive this error. You must correct the UIN or remove the record by deleting the previously entered information.

**UIN must be exactly 9 digits**
Enter all 9 digits of the UIN.

**UIN must be numeric**
Correct UIN to include only numbers.

**Enter amounts between 0 and 99999.99 only**
Correct the dollar amount to meet these requirements.

**Enter amounts to the nearest cent only.**
Only 2 numbers are allowed after the decimal point.

**Enter numeric amounts only**
Dollar amounts can only include numbers and a decimal point.

**Foreign National Student**
Foreign National Students cannot be entered on a multiple student entry form. Delete the UIN and use the Single Student Entry option.

**Scholarship already in DAWS**
Once an award has been entered in DAWS and loaded to Banner it becomes an existing award and must be edited if the amount is to be adjusted or cancelled.

9. If each UIN matches that of a valid student, you will see the student’s name populated on the confirmation page. The total amount entered per student will also display. If the data is correct and the student’s name matches the student you intended to pay click “Complete Submission.”
10. You will see the message “Scholarship added to Pending file.”
11. Select “Continue.”

12. If the transaction is accepted, you will see the message “Please visit the pending file for approvals.”

**Single Student Entry**
This option should be used to enter scholarships, grants, prizes and awards into DAWS for a single student and must be used to enter payments for Foreign National Students. You cannot adjust amounts that have already been entered into DAWS on this page. Depending on the status of the previously entered award you must use the Pending Awards, Approved Awards or Awards Existing in Banner option to revise or cancel awards previously entered. Instructions on adjusting previously entered amounts will be included later in this manual.
DAWS entries that are in the Approved Awards table are uploaded to Banner weekly on Tuesday and Thursday at 4:00 p.m. Amounts loaded to DAWS by 3:30 on Tuesday will generally disburse on Wednesday night and amounts entered by 3:30 on Thursday will generally disburse on Sunday night for the current semester. Disbursement may be delayed in the following three situations: payments from a sponsored project or federal agriculture appropriate funding will be reviewed and approved by Grants and Contracts, payments made to student athletes will be reviewed and approved by the Division of Intercollegiate Athletics to ensure the University is in compliance with NCAA Regulations, and payments made to students without a Social Security Number (SSN) on file will be held until University Student Financial Services and Cashier Operations (USFSCO) is able to collect and verify the SSN.

Before entering a payment, you will need the following information:
- Scholarship, Grant, Prize or Award Name
- Student University Identification Number (UIN)
- Amount of award for each term

1. To enter an amount for a single student select “Single Student Entry” from the Main Menu.
2. Select the scholarship, grant, prize or award from the drop down box. (NOTE: If the fund needed is not listed, the user will need to request a new scholarship, grant, prize or award by selecting “New Scholarship Request” under the Main Menu. For instructions on how to request a new scholarship, grant, prize or award see page 22.
3. Select “Continue.”
4. Select a scholarship, grant, prize or award from the drop down box to review the information displayed and ensure you have the correct fund. Multiple scholarships, grants, prizes or awards can be associated with the same CFOAP. You will need to verify that the name and the CFOAP are correct before continuing. You will not be able to make changes on this screen. If the CFOAP is incorrect email finaidscholarships@illinois.edu with the information that needs to be updated. You will be notified once the CFOAP has been corrected and you can proceed with entering the award.

5. Select “Continue.”

6. Enter the amount that should credit to each term. The amount may be entered as an even split, an uneven split, fall only, spring only or summer only.

7. Select “Continue.”
8. There are several audits performed when the UIN and amount is entered. If the edit is not passed an error message will occur. The possible errors and their resolution are as follows:

**No Student Found for UIN**
If the UIN can’t be found in Banner you will receive this error. You must correct the UIN or remove the record by deleting the previously entered information.

**UIN must be exactly 9 digits**
Enter all 9 digits of the UIN.

**UIN must be numeric**
Correct UIN to include only numbers.

**Enter amounts between 0 and 99999.99 only**
Correct the dollar amount to meet these requirements.

**Enter amounts to the nearest cent only.**
Only 2 numbers are allowed after the decimal point.

**Enter numeric amounts only**
Dollar amounts can only include numbers and a decimal point.

**Scholarship already in DAWS**
Once an award has been entered in DAWS and loaded to Banner it becomes an existing award and must be edited if the amount is to be adjusted or cancelled.

9. If the UIN matches that of a valid student, you will see the student’s name populated on the confirmation page. The total amount entered per student will also display. If the data is correct and the student name matches the student you intended to pay select “Complete Submission.”
10. If the transaction is accepted, you will see the message “The scholarship has been submitted. Please visit the pending file for approvals.”

Foreign National Student Entry

Scholarships, grants, prizes or awards for Foreign National Students must be entered using the “Single Student Entry” option. If the student is a Foreign National Student, the student will be identified by DAWS and you will be asked to answer a series of questions to determine if the payment is qualified or non-qualified.

1. Answer questions one and two.
2. Select “Continue.”
3. Based on the answers provided on the previous page you will be asked another set of questions or directed to the Payments to Foreign Nationals information on the OBFS website at http://www.obfs.uillinois.edu/payments-foreign-nationals/.

4. Answer any questions displayed.

5. Select “Continue.”

6. If the scholarship is qualified you will receive the following page that must be printed, signed and filed in your office so that it can be produced during an audit. Do not send this to the Office of Student Financial Aid.

7. Select “Continue.”

8. Continue using the “Single Award Entry” procedures included above.
Pending Awards

Once a scholarship, grant, prize or award has been entered and submitted through either “Multiple Student Entry” or “Single Student Entry” it will display in the “Pending Award” table and must be approved by the person designated to approve your entries. Payments must be approved before they will load to Banner.

A user with entry access can edit amounts in the pending table prior to them being approved.

1. To edit a pending amount, select “Pending Awards” from the Main Menu.
2. Enter the UIN, or use the drop down option to select the scholarship, grant, prize or award you would like to edit.
3. Select “Continue.”

4. Select “Edit.”
5. You can update the fall, spring or summer amount or select “Delete Current Entry” to remove the record.

6. Select “Submit Changes” or “Delete Current Entry.”

7. The changes have been submitted and updated in the pending table.
A user with approval access must approve all pending awards.

1. To approve a pending amount, select “Pending Awards” from the Main Menu.
2. Enter the UIN, or use the drop down option to select the scholarship, grant, prize or award you would like to approve.
3. Select “Appr.”

4. The entry is removed from the pending table and moved to the Approved Awards table.
Approved Awards

Once a scholarship, grant, prize or award has been approved it will go to the “Approved Awards” table to be processed by OSFA. A user with entry access will be able to edit entries prior to the amounts being loaded to Banner. A user with approval access will not be able to edit entries in this table, however they will be able to see approved amounts.

A user with entry access can edit amounts in the “Approved Awards” table prior to them being loaded into Banner.

1. To edit an approved amount, select “Approved Awards” from the Main Menu.
2. Enter the UIN, or use the drop down option to select the scholarship, grant, prize or award you would like to edit.
3. Select “Continue.”
4. Select “Edit.”

5. You can update the fall, spring or summer amount or select “Delete Current Entry” to remove the record.

6. Select “Submit Changes” to finalize the updates.
7. The changes have been submitted and moved to the pending table to be re-approved by your approver.

Awards Existing in Banner

Once a scholarship, grant, prize or award has been loaded into Banner by OSFA it will display in the “Awards Existing in Banner” table.

A user with approval access will not be able to edit entries in this table.
A user with entry access can edit amounts in the “Awards Existing in Banner” table.

1. To edit a scholarship, grant, prize or award that has been previously awarded to a student, select “Awards Existing in Banner” from the Main Menu.
2. Enter the UIN, or use the drop down option to select the scholarship, grant, prize or award you would like to edit.
3. Select “Continue.”
4. Select “Edit.”
5. You can update the fall, spring or summer amount or select “Cancel Award” to remove the record.
6. Select “Submit Changes” to finalize the updates.

7. The changes have been submitted and moved to the pending table to be re-approved by your approver.

Requesting a New Scholarship
A scholarship, grant, prize or award must exist in DAWS before it can be processed. If you cannot locate it in DAWS you must request a new detail code.

Both users with award entry and award approval access can request a new scholarship, grant, prize or award.

1. To request a new scholarship, grant, prize or award select “New Scholarship Request” from the main menu.
2. Review the definitions for a scholarship and prize or award. Select the appropriate radio button.
3. Enter the CFOAP. The appropriate account code will automatically populate.
4. Select “Continue.”

5. If a scholarship, grant, prize or award already exists in DAWS with the CFOAP you entered, you will receive a list of these. If you see your award listed select it.
6. Select “Continue.”
7. If you have award entry access you will be taken to the “Multiple Student Entry” screen and can proceed with entry. If you have approval access you will receive an error “The option selected is only available to users with award entry access.” Please provide this information to the person in your office with access to enter awards into DAWS.
8. If the scholarship, grant, prize or award is not listed select the “Not Listed” radio button.

9. Select “Continue.”

10. You will be asked to answer the question, “Will this scholarship be used for more than one academic year?”

11. If No, the award will be entered as a non-recurring amount. Non-recurring awards are one-time only payment that will not be awarded in subsequent years. Provide the scholarship, grant, prize or award name. If yes, proceed to step 18.

12. Select “Continue.”
13. Enter the UIN, Fall Amount, Spring Amount and Summer Amount.
14. Select “Continue.”

15. Verify the name, UIN and amount information is correct and select “Complete Submission.”
16. The scholarship, grant, prize or award has been submitted to the pending file for approval by a user with award approval access.

17. Scholarships, grants, prizes and awards that are one time payments are applied to Banner using a clearing account. Journal vouchers will be completed monthly to transfer the actual payment to the appropriate account.

If the scholarship, grant, prize or award will be re-occurring (used for more than one academic year) answer this question yes “Will this scholarship be used for more than one academic year?”

18. Select the “Yes” radio button.
19. Provide the requested information to proceed in setting up a new detail code. Information with a "*" is required.

20. Select “Continue.”

![Screenshot of DAWS Departmental Awards Web System](Image)

**New Scholarship Request Form:** (*) required field

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scholarship Name</strong></td>
<td>(OSFA Scholarship) (50 characters or less)</td>
</tr>
<tr>
<td><strong>CIFP Number</strong></td>
<td>![Image]</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>(50 characters or less)</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td>Illinois Resident</td>
</tr>
<tr>
<td><strong>Full-time status required?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Financial need considered in awarding?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Academic merit considered in awarding?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Select applications used in evaluation</strong> (Choose at least one):**</td>
<td>Illinois Admin Application</td>
</tr>
<tr>
<td><strong>Financial selection process</strong></td>
<td>Other Application</td>
</tr>
</tbody>
</table>

**Scholarship Contact Information:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Michelle</td>
</tr>
<tr>
<td>Last Name</td>
<td>Trana</td>
</tr>
<tr>
<td>Phone Number</td>
<td>217-333-7542</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:mttrana@illinois.edu">mttrana@illinois.edu</a></td>
</tr>
</tbody>
</table>

[Continue button]
21. Answer additional questions. If College restriction and Major is selected you will be able to select a major on the following page.
22. Select “Submit.”
23. Your request has been submitted and you will receive an email from finaidscholarships@illinois.edu when the scholarship, grant, prize or award is available for your use.
Needs Lists
Many scholarships, grants, prizes and awards have financial need as one of the awarding requirements. OSFA provides the needs lists to assist you in identifying students with financial need. The information included on this spreadsheet is based on information provided by the students on the Free Application for Federal Student Aid (FAFSA).

Users with entry and approval access can retrieve and view the needs lists by selecting “Needs List” from the menu and opening the file. This information is updated daily and includes students in your unit that have submitted the FAFSA.

Logging out of DAWS
When done processing in DAWS system, please be sure to logout. To logout of the system, select “Logout” under the Settings menu.

Useful Information/Contact Information
The Departmental Award Web System (DAWS) page on the Office of Student Financial Aid website includes important information about DAWS and is updated on a regular basis. We encourage you to visit www.osfa.illinois.edu/resources/departmental-award-web-system-daws to find out about any changes and/or future enhancements to the DAWS application.

If you have questions that are not addressed in this training manual please contact the Office of Student Financial Aid at finaidscholarships@illinois.edu.