

9.2 Using Custom Splits

Purpose: Use this document as a reference on how to award aid using custom split in ctcLink.

Audience: Financial Aid Staff.

 You must have at least one of these local college managed security roles:

- ZD FA Award Processing
- ZD FA Director
- ZZ FA Award Processing
- ZZ FA Award Processor

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Using Custom Splits

Navigation: NavBar > Navigator > Financial Aid > Awards > Award Processing > Assign Awards to a Student

1. The Award Entry search page displays.
2. Enter the desired **ID**.
3. Enter the desired **Academic Institution**.
4. Enter the desired **Aid Year**.
5. Select the **Search** button.

Award Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

ID	begins with		
Academic Institution	=	WA171	
Aid Year	=	2019	
National ID	begins with		
Campus ID	begins with		
Last Name	begins with		
First Name	begins with		

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

i In this example, assume the award has already been offered/accepted. You have determined that the student is enrolled half time instead of full-time, and you have confirmed you need to reduce the amount of the disbursement to reflect the half-time enrollment level for the term. Use Custom Split to reduce the term-only award without having to re-do the entire award. It is ideal to use this function if the award has not yet been authorized/disbursed. If it has already authorized/disbursed, ensure you run the authorization/disbursement process to initiate the changes to Customer Accounts.

6. The Award Entry page displays.
7. If an award that has already been awarded, enter **B** the award field.
8. Enter the new award amount into the **Offered** field.
9. Tab over to ensure the amount carries over to the **Accepted** field.
10. Select the **Validate** button.
11. Select the **Disbursement** hyperlink.

Student Aid Package | Need Summary | Term Summary

Cox, Montana ID 101004090
Aid Year 2019 2018-2019 Financial Aid Year Institution WA171

Career UGRD Academic
Packaging Plan ID Retrieve
Repackaging Plan ID Repackage

Package Status Packaging Completed
Aggregate Source FA Installation Default
Award Period Both Academic & Non Std

Validate
Post
Reset
Award Notification

Award Status

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	B	UGRD	924000000010	Outside Scholarship 1	1,250.00	1,250.00	09	AY	Disbursement

Save Return to Search Previous in List Next in List Notify

Student Aid Package | Need Summary | Term Summary

12. The Award Disbursement Detail pagelet displays.
13. Select the **Custom Split** check box - the **Offered** fields are now available to enter custom amounts to be entered in each term.
14. Enter the desired award amounts into each **Offered** field - note your **Split Code** now becomes XX.
15. Select the **OK** button to return to the **Award** page.

Award Disbursement Detail

*Sequence 10 Item Type 924000000010 Net Award Amount \$1,250.00
Disbursement Plan 09 *Split Code XX ☒ Custom Split

Disbursement Distribution					Personalize	Find	First	1-4 of 4	Last
Disbt ID	Term	Award Period	Level	Offered	Accepted	Net Disbursement Balance		Disbursed	
01	2185	Academic		0.00	0.00	0.00		0.00	
02	2187	Academic		250.00	250.00	250.00		0.00	
03	2191	Academic		500.00	500.00	500.00		0.00	
04	2193	Academic		500.00	500.00	500.00		0.00	

OK Cancel

16. The Award Entry page displays.
17. When satisfied with your custom split award, select the **Validate** button.
18. Select the **Post** button.

Student Aid Package

Need Summary

Term Summary

Cox, Montana

Aid Year 2019 2018-2019 Financial Aid Year

ID 101004090

Institution WA171

Career UGRD Academic

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Save

Return to Search

Previous In List

Next In List

Notify

Student Aid Package | Need Summary | Term Summary

19. End of procedure.