

## Award Processor Activities and Dependencies

User Activities	Dependencies on Award Processor	Dependencies on Financial Services	Dependencies on External Factor
<b>Create / Codify / Validate BSA Aid Fund</b>	<ul style="list-style-type: none"> <li>▪ Finance fund is open</li> <li>▪ Aid Fund Code Request Form is accurately completed</li> </ul>		
<b>Setting Budget and Caps in BSA</b>	<ul style="list-style-type: none"> <li>▪ Submits budget request in writing to Student Funding with a cc: to Fund Financial Manager/Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budgets represented in Finance</li> </ul>	
<b>Award Disbursement</b>	<ul style="list-style-type: none"> <li>▪ Delays due to student eligibility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely Fund Administrator approvals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disbursement schedules conflicting with statutory holidays and fiscal year end cannot be accommodated</li> </ul>

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## System Constraints: New Year vs. Current Year

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On **June 1<sup>st</sup>**, BSA opens up the **new Academic/Aid Year**. Therefore, as of that date you will no longer have the ability to enter your Undergraduate awards for the current Aid Year.

For example:

On **June 1<sup>st</sup>, 2019**, the new **1920** Aid Year opens in BSA. Undergraduate awards intended for the current **1819** Aid Year can no longer be entered into the system. In order to do so, a manual 'tricking' of the system is required.

For all such requests, send an email to Student Funding. This process allows the award processor to select date fields as opposed to terms.