

# SAFM Award Status Page Quick Guide – Workflow Changes

## SAFM Award Status Page:

The Ready Page (now the Award Status Page) has been modified to accommodate new statuses added with workflow:

- A. Fiscal Year, Status and Term are required search fields on the Award Status page along with either Organization OR Career and Program.

**SAFM - Award Status Page**

\* Fiscal Year

\* Status

\* Term

+ ORG

+ Career

+ Acad Prog

Acad Plan

Item Type

Keyword

\* Required Search Field

+ An Organization - OR - An Academic Career and Academic Program must be selected in order to initiate the search.

**Award**

Aid Year	EmplID	Name	Term	Career	Program
Item Type	Description	Award Total	*Award Status		

Organization	Description	Target Name	Award	Project	Task	Clearing Account
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- C. Search results display matching awards with all associated fund sources.
  - i. The status is at the AWARD level.
  - ii. Users can modify the status of awards on this page if the awards are in the following: Ready, In Review, Approved.
  - iii. Once an award status has been changed on the award status page and the change has been saved, the award will drop off of the search results because the page only displays awards in one specified status.
- D. Users can change the status of ALL awards displayed by selecting the 'Select All' button at the top of the results list.

**SAFM - Award Status Page**

\* Fiscal Year: 2014  
 \* Status: Ready  
 \* Term: 1142  
 + ORG:   
 + Career: Graduate  
 + Acad Prog: ASG  
 Acad Plan:   
 Item Type:   
 Keyword:

\* Required Search Field  
 + An Organization - OR - An Academic Career and Academic Program must be selected in order to initiate the search.

Search Clear **Select All** Save

**Award** Find First 1-86 of 86 Last

Aid Year	Empl ID	Name	Term	Career	Program	Award Total	*Award Status
2014			1142	GRAD	ASG	9300.00	Ready

Item Type: 650000000000 Wages

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 31340	EN-Mat Sci/Engr Dept	Lu - DOD 138224 (Wolf)	GG11442	138224	101		113508.101.FA00011.31340	9300.00	100.00 GRA

Aid Year: 2014, Empl ID: , Name: , Term: 1142, Career: GRAD, Program: ASG, Award Total: 3770.00, \*Award Status: Ready

Item Type: 640000000037 Tuition & Comp Fees Spring

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 31340	EN-Mat Sci/Engr Dept	Lu - DOD 138224 (Wolf)	GG11442	138224	101		113508.101.FA00011.31340	3770.00	100.00 GRA

- E. Once the 'Select All' button is selected, the system automatically changes the status of all the awards displayed to the next status in the workflow path. In this example, the status has changed from 'Ready' to 'In Review'.
  - i. Once 'Select All' is selected, the button is disabled until the user saves the status changes.
  - ii. Prior to saving, users can change the individual status of any award as needed after the bulk status change if they do not want to change ALL award statuses on the page.

**SAFM - Award Status Page**

\* Fiscal Year: 2014  
 \* Status: Ready  
 \* Term: 1142  
 + ORG:   
 + Career: Graduate  
 + Acad Prog: ASG  
 Acad Plan:   
 Item Type:   
 Keyword:

\* Required Search Field  
 + An Organization - OR - An Academic Career and Academic Program must be selected in order to initiate the search.

Search Clear **Select All** Save

**Award** Find First 1-86 of 86 Last

Aid Year	Empl ID	Name	Term	Career	Program	Award Total	*Award Status
2014	<input type="text"/>	<input type="text"/>	1142	GRAD	ASG	9300.00	In Review
	Item Type	Description					
	650000000000	Wages					

Personalize Find View All First 1 of 1 Last

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 31340	EN-Mat Sci/Engr Dept	Lu - DOD 138224 (Wolf)	GG11442	138224	101	<input type="checkbox"/>	113508.101.FA00011.31340	9300.00	100.00 GRA

**Aid Year** **Empl ID** **Name** **Term** **Career** **Program**  
 2014   1142 GRAD ASG  
**Item Type** **Description** **Award Total** **\*Award Status**  
 640000000037 Tuition & Comp Fees Spring 3770.00 In Review

Personalize Find View All First 1 of 1 Last

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 31340	EN-Mat Sci/Engr Dept	Lu - DOD 138224 (Wolf)	GG11442	138224	101	<input checked="" type="checkbox"/>	113508.101.FA00011.31340	3770.00	100.00 GRA

- F. If a user does not have the appropriate access to change the status of any of the awards displayed, the award status will be greyed out (disabled) and the 'Select All' option will not update the award status when selected.

**SAFM - Award Status Page**

\* Fiscal Year: 2014  
 \* Status: Ready  
 \* Term: 1142  
 + ORG: 41200  
 + Career:   
 + Acad Prog:   
 Acad Plan:   
 Item Type:   
 Keyword:

\* Required Search Field  
 + An Organization - OR - An Academic Career and Academic Program must be selected in order to initiate the search.

Search Clear Select All Save

**Award** Find First 1-10 of 10 Last

Aid Year	Empl ID	Name	Term	Career	Program	Award Total	*Award Status
2014			1142	GRAD	ENG	9615.38	Ready
		Item Type Description					
		650000000000 Wages					

Personalize Find View All First 1 of 1 Last

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 41200	MD-RADL Rad Research	142067 - Mata	GC12210	142067	101	<input type="checkbox"/>	113505.101.FA00011.31315	9615.38	100.00 GRA

**Aid Year** **Empl ID** **Name** **Term** **Career** **Program**  
 2014   
 Item Type Description Award Total \*Award Status  
 640000000037 Tuition & Comp Fees Spring 8410.00 Ready

Personalize Find View All First 1 of 1 Last

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships
1 41200	MD-RADL Rad Research	142067 - Mata	GC12210	142067	101	<input checked="" type="checkbox"/>	113505.101.FA00011.31315	8410.00	100.00 GRA

- G. Rejected awards cannot be modified on the Award Status page. Users must go to the Student Awarding page to modify and fix awards in Rejected status. (See Rejections Quick Guide).
  - i. Awards in 'Rejected' status are displayed with fund sources status and reject reason(s) as the rejection is fund source specific.

**SAFM - Award Status Page**

\* Fiscal Year  \* Required Search Field

\* Status  + An Organization - OR - An Academic Career and Academic Program must be selected in order to initiate the search.

\* Term

+ ORG

+ Career

+ Acad Prog

Acad Plan

Item Type

Keyword

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**Award** Find First 1 of 1 Last

Aid Year  Term  Career  Program

Item Type  Description  Award Total  \*Award Status

Personalize Find View All 1-2 of 2 Last

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantship	Status	Reject Reason
1 31680	AS-Biology	GTA Remission/Adjustment	SS00414	102459	101	<input type="checkbox"/>	-8135.00	-240.75	GTA		
2 31680	AS-Biology	Hearst	ER01385	102459	101	<input type="checkbox"/>	3379.00	100.00	GTA	Rejected	Incorrect PTAE0

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