



# SAFM Quick Guide: Changing Multi-month Stipend Awards

## Overview

This quick guide will explain the steps you should follow if you need to change the amount of a stipend.

Example: A student is to receive a \$9166.67 stipend in the fall. This stipend was entered as a “Stipend-Fall Only.” The total stipend to be received needs to be reduced to \$7000.

## Steps

1. Confirm that a stipend has been entered for the student in SAFM and the Award Status is Processed. (Navigation: Financial Aid>UVa Financial Aid>Awarding>Student Aid Funding Module>SAFM Student Awarding)

640000010502		Stipends-Fall Only		Amt 9166.67		Notes		*Award Status Processed		
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fu
1 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101	<input type="checkbox"/>	9166.67	100.00		Pr

2. Locate the corresponding stipend information via the “Assign Departmental Awards” page (Navigation: Financial Aid>Awards>Assign Departmental Awards)

30	<input type="checkbox"/>	GRAD	640000010502	Stipends-Fall Only	<a href="#">PTAEO</a>	9,166.67	9,166.67	13	01	<a href="#">Disbursement</a>
----	--------------------------	------	--------------	--------------------	-----------------------	----------	----------	----	----	------------------------------

3. Click on the “Disbursement” link to see if a disbursement has already occurred.

30	<input type="checkbox"/>	GRAD	640000010502	Stipends-Fall Only	<a href="#">PTAEO</a>	9,166.67	9,166.67	13	01	<a href="#">Disbursement</a>
----	--------------------------	------	--------------	--------------------	-----------------------	----------	----------	----	----	------------------------------

## Award Disbursement/Split

Sequence: 30    Item Type: 640000010502    Net Award Amount: \$9,166.67

Disbursement Plan: 13    \*Split Code:      Custom Split

Disbursement Distribution								Personalize	Find	First	1-4 of	Last
Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed					
01	1148	Academic		2,291.69	2,291.69	2,291.69	2,291.69					
02	1148	Academic		2,291.66	2,291.66	2,291.66	0.00					
03	1148	Academic		2,291.66	2,291.66	2,291.66	0.00					
04	1148	Academic		2,291.66	2,291.66	2,291.66	0.00					

*If the stipend has not disbursed, proceed to step 4.  
If the stipend has disbursed, proceed to step 5.*



## SAFM Quick Guide: Changing Multi-month Stipend Awards

- If the stipend has NOT disbursed yet, navigate to the student's financial package in SAFM and reduce the total amount of the stipend. Move the reversal and offset entry through the workflow. You are done.

640000010502		Stipends-Fall Only		Amt 7000.00		Notes		*Award Status Processed				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101	<input type="checkbox"/>	9166.67	131.00		Processed	<input type="checkbox"/>	+ -
2 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101	<input type="checkbox"/>	-9166.67	-131.00		Processed	<input type="checkbox"/>	+ -
3 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101	<input type="checkbox"/>	7000.00	100.00		Processed	<input type="checkbox"/>	+ -

- If any payments HAVE disbursed, navigate to the student's financial package in SAFM. Cancel the original stipend and re-enter the stipend *month by month* using the appropriate monthly stipend item types. For the month that has already disbursed, when re-awarding that month, make sure the award is equal to or greater than what was disbursed.

640000010570		Stipends-December		Amt 1569.43		Notes		*Award Status Approved				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	1569.43	100.00		Approved	<input type="checkbox"/>	+ -

  

640000010560		Stipends-November		Amt 1569.43		Notes		*Award Status Approved				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	1569.43	100.00		Approved	<input type="checkbox"/>	+ -

  

640000010550		Stipends-October		Amt 1569.43		Notes		*Award Status Approved				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	1569.43	100.00		Approved	<input type="checkbox"/>	+ -

  

640000010540		Stipends-September		Amt 2291.69		Notes		*Award Status Approved				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	2291.69	100.00		Approved	<input type="checkbox"/>	+ -

  

640000010502		Stipends-Fall Only		Amt 0.00		Notes		*Award Status Approved				
Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse	
1 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	9167.67			Processed	<input type="checkbox"/>	+ -
2 31315	EN-Biomed Engr Dept	101194 - Epstein BME support	FA00011	101194	101	<input type="checkbox"/>	-9167.67			Approved	<input type="checkbox"/>	+ -



## SAFM Quick Guide: Changing Multi-month Stipend Awards

### IMPORTANT:

If a stipend HAS disbursed, and you do not follow the appropriate steps, the system will reduce all disbursements and the student will owe money for the disbursements that have occurred; a hold will be placed (example below):

Stipend is reduced to \$7,000 in SAFM:

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Sta
1 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101		9166.67	131.00		Processed
2 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101		-9166.67	131.00		Processed
3 31315	EN-Biomed Engr Dept	124810- EN-DO-Special Tuition	SS00406	124810	101		7000.00	100.00		Processed

The award amount is updated on the Dept. Awarding Page:

*Nbr	Action	Career	Item Type	Description	PTAEO	Offered	Accepted	*Disb Plan	*Split Code	
10		GRAD	640000000060	Tuition & Fees 100% -Fall Only	PTAEO	0.00	0.00	02	01	<a href="#">Disbursement</a> +
20		GRAD	640000000024	GRAD Hlth Ins Subsidy Acad Yr	PTAEO	2,445.00	2,445.00	40	XX	<a href="#">Disbursement</a> +
30		GRAD	640000010502	Stipends-Fall Only	PTAEO	7,000.00	7,000.00	13	01	<a href="#">Disbursement</a> +
40		GRAD	640000020111	Tuition Fees Limited Fall Only	PTAEO	384.00	384.00	02	01	<a href="#">Disbursement</a> +

Now the previously disbursed amount is greater than the adjusted monthly stipend amount:

### Award Disbursement/Split

Sequence: 30      Item Type: 640000010502      Net Award Amount: \$7,000.00  
 Disbursement Plan: 13      \*Split Code: 01  Custom Split

Disbursement Distribution							
Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	1148	Academic		1,750.00	1,750.00	1,750.00	2,291.69
02	1148	Academic		1,750.00	1,750.00	1,750.00	0.00
03	1148	Academic		1,750.00	1,750.00	1,750.00	0.00
04	1148	Academic		1,750.00	1,750.00	1,750.00	0.00



## SAFM Quick Guide: Changing Multi-month Stipend Awards

After the new Stipend Amount is disbursed the student owes money for the original stipend amount disbursed that was greater than the new monthly disbursement amount (see below). A hold will be placed (View Customer Accounts screenshot below):

Total:		541.69	Anticipated Aid:		0.00
Account Type	Account Number	Balance	Open Date	Status	
Ex_Fin_Aid	0000000001 -	541.69 USD	08/22/2011	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2014 Fall	0.00	07/04/2014	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2014 Summer	0.00	04/14/2014	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2014 Spring	0.00	11/15/2013	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2013 Fall	0.00	07/05/2013	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2013 Summer	0.00	05/09/2013	Active	<a href="#">Account Details</a>   
Stdnt Acct	3000000001 - 2013 Spring	0.00	11/16/2012	Active	<a href="#">Account Details</a>   