

SAFM Rejections Quick Guide – Workflow Changes

SAFM Rejections:

The addition of workflow has included the ability for school administrators to REJECT awards. It is important that you monitor, correct and send the rejected awards back through the workflow for additional review.

- A. Monitor your awards in rejected status by searching for awards in REJECTED status in the Award Status Page.
 - i. The fund source(s) causing the rejection will be listed under the rejected award with a fund source status of REJECTED along with the reject reason.
- B. Correcting a rejected award must be done on the SAFM Student Awarding page.
 - i. Rejected awards will have at least one fund source in REJECTED status. (Exception: Recalculations – see SAFM Recalculations Quick Guide)
 - ii. There is a Reject Code button at the award level.
- C. Selecting the Reject Code button will display the Reject Reason Codes page.
 - i. The reject reason codes page will list all fund sources associated with the selected award. The fund sources that are in Rejected status will have a Reject Reason Code displayed.
- D. Once the rejected award and/or fund sources have been corrected, the award status needs to be changed back to READY and saved.
 - i. The corrected award is now available for the school admin to review and subsequently approve/reject.

The screenshot shows the SAFM Award Status Page. The search filters on the left include: Fiscal Year (2014), Status (Rejected), Term (1142), ORG (31150), Career (Graduate), Acad Prog (CUG), Acad Plan, Item Type, and Keyword. A red circle highlights the 'Rejected' status in the search filters. A red arrow labeled 'A' points from this filter to the table below. The table shows two awards from CU-Deans Office. The second award is in 'Rejected' status with the reason 'Incorrect PTAE0', which is also circled in red.

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Line Amount	%	Assistantships	Status	Reject Reason
1 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101	<input type="checkbox"/>	-2000.00	-66.67			
2 31150	CU-Deans Office	Leavell Award 2	ER00284	101152	101	<input type="checkbox"/>	3000.00	100.00		Rejected	Incorrect PTAE0

Student Awards

ID [Redacted] Total Financial Aid \$25,860.00

Fiscal Year 2014 Career Graduate Program CUG Plan SPCED-MT Sub-Plan ELEM8-CON

Current Residency N Gender Female Exp Grad Term 1152

Student type Student Notes [Redacted]

Program Action DATA

Find | View All First 2 of 2 Last

*Term 1142 *Academic Category Research Only Packaging Plan Tuition & Fees 100% Spr Residency N Actual Enrollment Reg Hrs Rch 21.00 Hrs Form of Study 0.00 GRA Hrs GTA 0.00 Hrs Acad Level Study Agreement International Student

Package Student Cancel Package Recalculate Package Reverse Fund Source

640000010503 Stipends-Spring Only Amt 3000.00 Notes *Award Status Rejected **Reject Code** +

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		2000.00	66.70		Processed	<input type="checkbox"/>
2 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		-2000.00	66.70			<input type="checkbox"/>
3 31150	CU-Deans Office	Leavell Award 2	ER00284	101152	101		3000.00	100.00		Rejected	<input type="checkbox"/>

640000010513 Stipends-4MoFeb_May Amt 4000.00 Notes **B** *Award Status Processed +

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		4000.00	100.00		Processed	<input type="checkbox"/>

Reject Reason Codes

Select a Fund Source Reject Code Reason

Academic Career GRAD Academic Program CUG Term 1142

Item Type 640000010503 Stipends-Spring Only Notes Amt 3000.00

Org	Target	Award	Project	Task	Line Amount	Clearing Account	Clearing Account	Assistantships	Reject Reason
1 31150	Leavell Award 1	ER00280	101148	101	2000.00				
2 31150	Leavell Award 1	ER00280	101148	101	-2000.00				
3 31150	Leavell Award 2	ER00284	101152	101	3000.00				Incorrect PTAE0

OK Cancel

Student Awards

ID [redacted] Total Financial Aid \$25,860.00

Fiscal Year 2014 Career Graduate Program CUG Plan SPCED-MT Sub-Plan ELEM8-CON

Current Residency N Gender Female Exp Grad Term 1152

Student type Student Notes [text box]

Program Action DATA

Find | View All First 2 of 2 Last

*Term 1142 *Academic Category Research Only Packaging Plan Tuition & Fees 100% Spr Residency N Actual Enrollment Reg Hrs 21.00 Ch Hrs 0.00 Form of Study GRA Hrs 0.00 GTA Hrs 0.00 Acad Level Study Agreement International Student

Package Student Cancel Package Recalculate Package Reverse Fund Sources

640000010503 Stipends-Spring Only Amt 3000.00 Notes *Award Status Ready

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Fund Source Status	Reverse
1 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		2000.00	66.70	Processed	<input type="checkbox"/>
2 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		-2000.00	-66.70	Ready	<input type="checkbox"/>
3 31150	CU-Deans Office	Abidin, Richard Scholarship	DR02482	132690	101		3000.00	100.00	Ready	<input type="checkbox"/>

640000010513 Stipends-4MoFeb_May Amt 4000.00 Notes *Award Status Processed

Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31150	CU-Deans Office	Leavell Award 1	ER00280	101148	101		4000.00	100.00		Processed	<input type="checkbox"/>

640000000029 GRAD Hith Ins Subsidy Spr Declined Amt 1717.00 Notes *Award Status Ready

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