

SAFM Reversals Quick Guide – Workflow Changes

SAFM Reversals:

Performing a reversal on a fund source that has been processed will cause the system to change the associated AWARD status back to 'Start'. The original fund source status will remain as 'Processed', but the award must go through the entire workflow in order to process the matching reversal and any new fund sources.

- A. The system will automatically do the following when a processed fund source has been reversed”
 - i. Create the reversal row with a negative fund source amount and a fund source status of 'Ready'. This row is not editable.
 - ii. Change the AWARD status to 'Start'.
- B. In order to move the award and reversal through the workflow, a new fund source will need to be added and marked 'Ready'.
 - i. The award status can then be changed to 'Ready' and the award can be moved through the workflow for processing. See SAFM Student Awarding Page Quick Guide.

Actual Enrollment

*Term: 1138 *Academic Category: PhD Levels 4+ Packaging Plan: Tuition & Fees 100% Fall Residency: N Reg Hrs: 0.00 Rch Hrs: 12.00 Form of Study: ENRL GRA Hrs: 0.0 GTA Hrs: 0.0 Acad Level: 40 Study Agreement: International Student

Buttons: Package Student, Cancel Package, Recalculate Package, Reverse Fund Source

640000000060 Tuition & Fees 100% -Fall Only Amt: 3770.00 Notes: *Award Status: Start

	Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistants	Fund Source Status	Reverse
1	31825	AS-History	Instructor Tuition	SS00418	102471	101	<input type="checkbox"/>	3770.00	100.00		Processed	<input type="checkbox"/>
2	31825	AS-History	Instructor Tuition	SS00418	102471	101	<input type="checkbox"/>	-3770.00			Ready	<input type="checkbox"/>

Actual Enrollment
*Term 1138 *Academic Category PhD Levels 4+ Packaging Plan Tuition & Fees 100% Fall Residency N Reg Hrs 0.00 Rch Hrs 12.00 Form of Study ENRL GRA Hrs 0.0 GTA Hrs 0.0 Acad Level 40 Study Agreement +
 International Student

Package Student Cancel Package Recalculate Package Reverse Fund Source

640000000060 Tuition & Fees 100% -Fall Only Amt 3770.00 Notes *Award Status Ready +

	Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assessment	Fund Source Status	Reverse		
1	31825	AS-History	Instructor Tuition	SS00418	102471	101	<input type="checkbox"/>	3770.00	100.00		Processed	<input type="checkbox"/>	+	-
2	31825	AS-History	Instructor Tuition	SS00418	102471	101	<input type="checkbox"/>	3770.00	100.00		Ready	<input type="checkbox"/>	+	-
3	31825	AS-History	Fellowship Tuition & Fees Only	EI00003	102471	101	<input type="checkbox"/>	3770.00	100.00		Ready	<input type="checkbox"/>	+	-

