

## SAFM Quick Guide: Viewing Departmental Aid Pages

Departmental awards are entered on the “SAFM Student Awarding” page. On Sunday through Thursday evenings, awarding information in the Approved status on the “SAFM Student Awarding” page interfaces over to the Departmental Aid page. Once this happens, the status then changes to “Processed” on the “SAFM Student Awarding Page.” This quick guide will show you how to view the information once it has interfaced over to the Departmental Aid page.

Below is a student with awards entered and in the Processed state on the “SAFM Student Awarding Page”. (Navigation: Financial Aid > UVa Financial Aid > Awarding > Student Aid Funding Module > SAFM- Student Awarding):

**SAFM - Award student**

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**Student Awards**

ID		Name				Total Financial Aid	\$33,917.08		
Fiscal Year	2015	Career	Graduate	Program	ENG	Plan	ENGPHY-PHD	Sub-Plan	
Current	V	Gender	Male	Exp Grad Term	1208				
Residency		Notes							
Student type	Student								
Program Action	ACTV								

Find | View All | First 3 of 3 Last

*Term	*Academic Category	Packaging Plan	Residency	Reg Hrs	Rich Hrs	Form of Study	GRA Hrs	GTA Hrs	Acad Level	Study Agreement
1156	Full Time Research	Summer 1 GRA/GTA Remission	V	0.00	6.00	ENRL	20.0	0.0	40	<input type="checkbox"/> International Student

Package Student
Cancel Package
Recalculate Package
Reverse Fund Source

640000010630	<b>Stipends-June</b>	Amt	5538.48	Notes		*Award Status	Processed
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Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31340	EN-Mat Sci/Engr Dept	128494 EN-DO-Commonwealth PhD-VA	SR00030	128494	101	<input type="checkbox"/>	5538.48	100.00	GRA	Processed	<input type="checkbox"/> + -

650000000101	<b>Wages - Summer 1</b>	Amt	0.00	Notes		*Award Status	Start
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Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1						<input type="checkbox"/>					<input type="checkbox"/> + -

640000000047	<b>TuitRem &amp; Comp Fees Summer 1</b>	Amt	1170.00	Notes		*Award Status	Processed
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Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1 31340	EN-Mat Sci/Engr Dept	128494 EN-DO-Commonwealth PhD-VA	SR00030	128494	101	<input type="checkbox"/>	1170.00	100.00	GRA	Processed	<input type="checkbox"/> + -

640000000045	<b>Tuition Adjustment Summer 1</b>	Amt	0.00	Notes		*Award Status	Start
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Organization	Description	Target Name	Award	Project	Task	Clearing Account	Amt	%	Assistantships	Fund Source Status	Reverse
1						<input type="checkbox"/>					<input type="checkbox"/> + -

To see how the awards transferred over, you'll now must navigate to the **Departmental Awarding Page** (Navigation: Financial Aid > Awards > Award Processing > Assign Departmental Awards).

Below, you can see that both awards from the SAFM Awarding Page in the Processed status are on the Departmental Awarding page.

Manual Student Packaging | Need Summary | Term Summary

Aid Year: 2016 Federal Aid Year 2015-2016 ID: [redacted] Institution: UVA01

Career: GRAD Award Period: Both Aggregate Source: Default Package Status: No App Rcd

Reset Validate Post

Award Notification

*Nbr	Action	Career	Item Type	Description	PTAEO	Offered	Accepted	Disb Plan	*Split Code	
10		GRAD	640000000047	TuitRem & Comp FeesSummer 1	<a href="#">PTAEO</a>	1,170.00	1,170.00	S1	XX	<a href="#">Disbursement</a> +
20		GRAD	640000010630	Stipends-June	<a href="#">PTAEO</a>	5,538.48	5,538.48	31	XX	<a href="#">Disbursement</a> +

Save Return to Search Notify

Manual Student Packaging | Need Summary | Term Summary

To view the PTAEO page, click on the PTAEO link.

*Nbr	Action	Career	Item Type	Description	PTAEO	Offered	Accepted	Disb Plan	*Split Code	
10		GRAD	640000000047	TuitRem & Comp FeesSummer 1	<a href="#">PTAEO</a>	1,170.00	1,170.00	S1	XX	<a href="#">Disbursement</a> +
20		GRAD	640000010630	Stipends-June	<a href="#">PTAEO</a>	5,538.48	5,538.48	31	XX	<a href="#">Disbursement</a> +

The PTAE0 page provides additional information (see below). Note the Disb. Date which indicates when the award will disburse.

**PTAE0**

Empl ID: [redacted] Name: [redacted] Institution: UVA01 Career: GRAD Aid Year: 2016 Item Type: 640000000047 Disb. Plan: S1

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**Award Distribution** Find First 1 of 1 Last

Disbursement ID 01 May Disbursement Disb. Date 05/15/2015 Offer Amount 1170.00

**GL/GA Batch Information** Find First 1 of 1 Last

Last Updated: 05/13/15 11:04:20PM Process Instance: 2368347  Replace Offer Amount: 1170.00  Processed

**PTAE0 Information and Amount** Personalize | Find | [grid icon] First 1 of 1 Last

	Date Placed	Award	Project	Task	Org.	Exp. Type	Validator	Validated On	Percentage	Offer Amount
1	05/13/2015 11:04:21PM	SR00030	128494	101	31340	1012	Validator		100.00	1170.00

Save and Return

To view disbursement information, return back to the Departmental Aid page and click a disbursement link:

*Nbr	Action	Career	Item Type	Description	PTAE0	Offered	Accepted	Disb Plan	*Split Code	
10	<input type="checkbox"/>	GRAD	640000000047	TuitRem & Comp FeesSummer 1	<a href="#">PTAE0</a>	1,170.00	1,170.00	S1	XX	<a href="#">Disbursement</a> +
20	<input type="checkbox"/>	GRAD	640000010630	Stipends-June	<a href="#">PTAE0</a>	5,538.48	5,538.48	31	XX	<a href="#">Disbursement</a> +

In this example, the disbursement page indicates that the June stipend has not been disbursed yet.

**Award Disbursement/Split**

Sequence: 20      Item Type: 640000010630      Net Award Amount: \$5,538.48

Disbursement Plan: 31      \*Split Code:   Custom Split

Disbursement Distribution							
Disb ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	1156	Non Std		5,538.48	5,538.48	5,538.48	0.00

