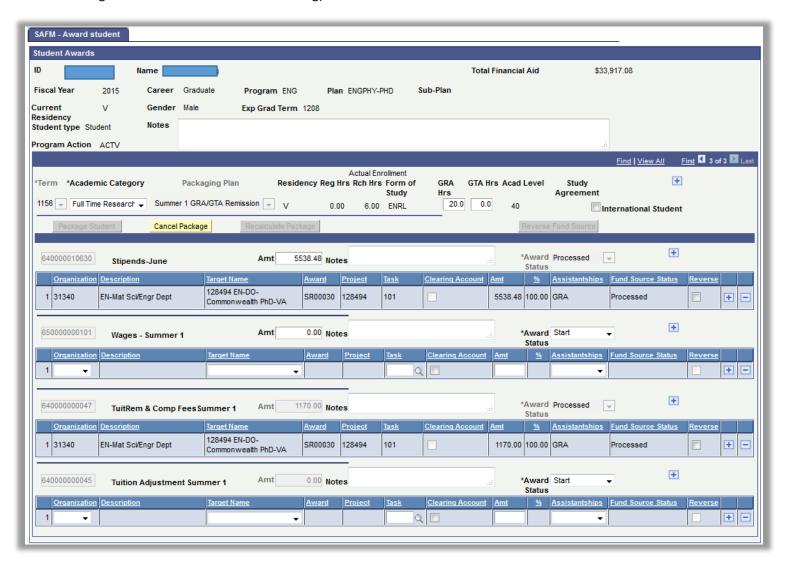
SAFM Quick Guide: Viewing Departmental Aid Pages

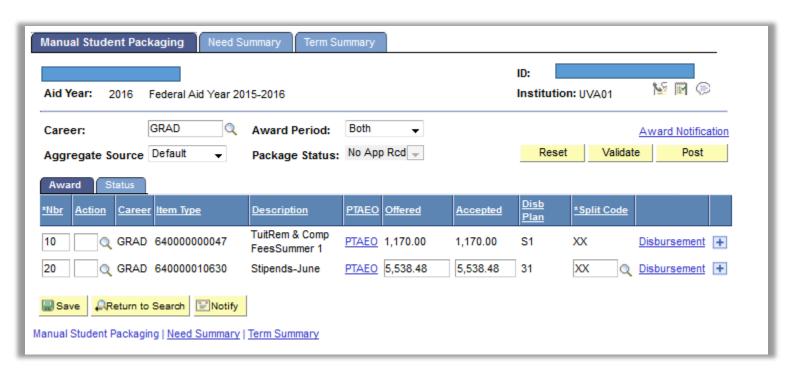
Departmental awards are entered on the "SAFM Student Awarding" page. On Sunday through Thursday evenings, awarding information in the Approved status on the "SAFM Student Awarding" page interfaces over to the Departmental Aid page. Once this happens, the status then changes to "Processed" on the "SAFM 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):



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).

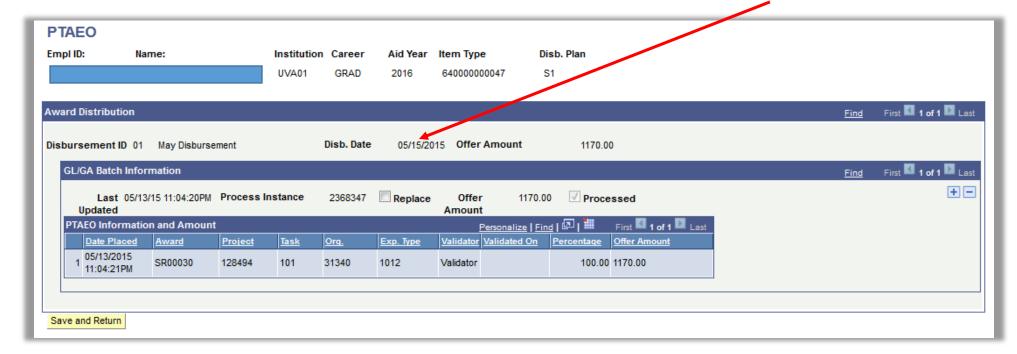
Below, you can see that both awards from the SAFM Awarding Page in the Processed status are on the Departmental Awarding page.



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

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

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



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

<u>'Nbr</u>	Action	<u>Career</u>	<u>Item Type</u>	<u>Description</u>	<u>PTAEO</u>	<u>Offered</u>	Accepted	<u>Disb</u> <u>Plan</u>	*S). Vit Co	ode	
10	Q	GRAD	640000000047	TuitRem & Comp FeesSummer 1	<u>PTAEO</u>	1,170.00	1,170.00	S1	xx		Disbursement +
20	Q	GRAD	640000010630	Stipends-June	PTAEO	5,538.48	5,538.48	31	XX	Q	Disbursement +

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

