

DISBURSEMENT CONFIRMATION

The following instruction guide will walk you through the process of confirming disbursement status. To perform this function, you must also complete *SFA100: Reporting College and Department Scholarships* through myTraining. Once you have completed training you may request the follow security roles from your DSA: **UF_FA_EXT_EXT_AWD_UPT** and **UF_FA_PP_SFA_INSTITUT_SCHOLAR**. Both roles are required to perform this function.

NAVIGATION

Use the following navigation to navigate to the Add External Awards to Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **External Awards**
7. Click **Add External Awards to Student**

SEARCHING FOR STUDENTS

Locate the student to which you wish to add a new scholarship.

1. Enter **UFLOR** as **Academic Institution**.
2. Enter the appropriate **Aid Year**.
 - The aid year is the last year of the academic year. For example, if you are considering awarding a scholarship for the Fall, Spring or Summer 2018-2019 academic year, you would enter 2019 as the aid year.
 - You can use the magnifying glass to locate the appropriate aid year, if desired.
3. Enter the student's **UFID** in the **ID** field.
4. Click the **Search** button.

The screenshot shows a 'Search Criteria' form with the following fields and options:

- ID:** Text input with a 'begins with' dropdown and a search icon.
- Academic Institution:** Dropdown menu with a search icon.
- Aid Year:** Dropdown menu with a search icon.
- National ID:** Text input with a 'begins with' dropdown.
- Campus ID:** Text input with a 'begins with' dropdown.
- Last Name:** Text input with a 'begins with' dropdown.
- First Name:** Text input with a 'begins with' dropdown.
- Case Sensitive**
- Search** button (highlighted with a red box)
- Clear** button
- Basic Search** button
- Save Search Criteria** button

CONFIRMING DISBURSEMENT STATUS

After an award has been added and processed, you may need to determine if the award has been disbursed. Knowing the disbursement status becomes very important if you are considering changing an award already entered. You should always notify the student if anything changes with his/her award, but especially if you are reducing or canceling an already disbursed award.

1. Click on the **View Award Summary** tab.
2. Click on the **Disbursement** link of the relevant award.

Add External Awards **View Award Summary**

Albert Alligator ID 00000542
Aid Year 2019 Federal Aid Year 2018 - 2019 Institution UFLOR

Student Aid Package

Nbr	Career	Item Type	Description	Category	Status	Offered	Accepted	Disbursement Plan	Split Code	
10	UGRD	944000600101	Foundation Scholarship 1	Scholarship	Accepted	1,000.00	1,000.00	AY	FS	Disbursement
20	UGRD	944000600201	Community Org Scholarship 1	Scholarship	Accepted	500.00	500.00	AY	FS	Disbursement
30	UGRD	911000000010	Federal Pell Grant	Grant	Cancelled	0.00	0.00	AY	XX	Disbursement
40	UGRD	911000000015	Federal Supplemental Grant	Grant	Accepted	200.00	200.00	AY	FS	Disbursement
50	UGRD	912000011001	Federal Direct Sub Loan	Loan	Accepted	2,000.00	2,000.00	LA	LA	Disbursement
			Federal Direct Unsub							

3. If an award has not been disbursed, you will see a zero balance in the **Disbursed** field.

Disbursement Distribution Personalize | Find | First 1-3 of 3 Last

Disbursement ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	2188	Academic		700.00	700.00	700.00	0.00
02	2191	Academic		300.00	300.00	300.00	0.00
03	2195	Non Standard		0.00	0.00	0.00	0.00

4. If an award has been partially or completely disbursed, you will see the values in the **Disbursed** field.

Disbursement Distribution Personalize | Find | First 1-3 of 3 Last

Disbursement ID	Term	Award Period	Level	Offered	Accepted	Net Disb Balance	Disbursed
01	2188	Academic		250.00	250.00	250.00	250.00
02	2191	Academic		250.00	250.00	250.00	0.00
03	2195	Non Standard		0.00	0.00	0.00	0.00

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UF Office of Student Financial Affairs
352-392-1275 | sfa-sis@mail.ufl.edu
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