FINDING FINANCIAL AID ITEM TYPES DISBURSED OUT OF A DEPT FLEX

If you are not sure what scholarships are available to your college or department to award, you can look up the appropriate scholarships using your DeptFlex.

To complete this process, users will need the security role: **UF_ER_SA_Student_Financials.**
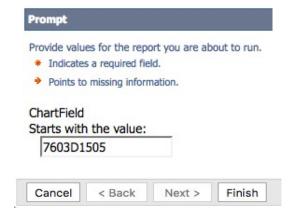
NAVIGATION

Use the following navigation to navigate to the Item Types report:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Enterprise Reporting**
4. Click **Access Reporting**
5. Click **Public Folder**
6. Click **Student Information**
7. Click **Student Financials**
8. Click **Reference**
9. Click **Item Types**

FINDING THE REPORT

1. You may need to scroll forward to the second page of reports to find the **Financial Aid Item Types by DeptFlex** report. **Click** that report to run it.

2. Type in the **DeptFlex** (full or partial) in the **ChartField Starts with the value:** textbox, then click the **Finish** button.

Prompt

Provide values for the report you are about to run.
✱ Indicates a required field.
➡ Points to missing information.

ChartField
Starts with the value:

7603D1505

| Cancel | < Back | Next > | Finish |

Note: Enter ChartField value in upper case. The search function will not work using lowercased letters.

REPORT RESULTS

You will see a list of the available scholarships available for awarding by your college/department.

Keep this version ▾ ▶

Financial Aid ItemTypes by DeptFlex

NOT ChartField: AND Item Type Level 1: Student Financials Affairs AND ChartField starts with 7603D1505 or the value is missing

Item Type Level 1: Student Financials Affairs

ChartField△	Item Type ID△	Item Type Desc
7603D15051	934001500042	Reynolds Smith & Hill Sch
7603D15052	934001500030	Interior Design Sch
	934001500066	Donald G Brinkman Sch
	934001500069	James McFarlene Sch
	934001500070	RLF Builders Sch
	934001500071	Robert Smith Sch
	934001500087	Jerry Nielson Sch
	934001500089	Phyllis & William Taylor Sch

FOR ADDITIONAL ASSISTANCE

If you need assistance in determining your Item Types, or need to establish new Item Types:
UF Office of Student Financial Affairs
352-392-1275 | sfa-sis@mail.ufl.edu
sfa.ufl.edu