**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](image)

**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.

**Financial Aid Item Types by DeptFlex**

<table>
<thead>
<tr>
<th>ChartFieldA</th>
<th>Item Type IDA</th>
<th>Item Type Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>7603D15051</td>
<td>934001500042</td>
<td>Reynolds Smith &amp; Hill Sch</td>
</tr>
<tr>
<td>7603D15052</td>
<td>934001500030</td>
<td>Interior Design Sch</td>
</tr>
<tr>
<td></td>
<td>934001500066</td>
<td>Donald G Brinkman Sch</td>
</tr>
<tr>
<td></td>
<td>934001500069</td>
<td>James McFarlene Sch</td>
</tr>
<tr>
<td></td>
<td>934001500070</td>
<td>RLF Builders Sch</td>
</tr>
<tr>
<td></td>
<td>934001500071</td>
<td>Robert Smith Sch</td>
</tr>
<tr>
<td></td>
<td>934001500087</td>
<td>Jerry Nelson Sch</td>
</tr>
<tr>
<td></td>
<td>934001500089</td>
<td>Phyllis &amp; William Taylor Sch</td>
</tr>
</tbody>
</table>

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