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|---------------------------------|-----------|
| Version | 1.0 |
| Document Generation Date | 5/15/2008 |
| Date Modified | 5/21/2008 |
| Last Changed by | ASDS |
| Status | Draft |

Manually Disbursing

Concept

There are two components which may be used to manually authorize and disburse aid to a student's account. The first is **Disburse Aid**. This page adheres to all global and item type disbursement rules when conducting authorization. The second page that may be used is **Disburse Aid with Override**. This page allows you to override all global and item type disbursement rules during authorization. These two pages can be used for authorization only or for both authorization and disbursement.

It is important to note that when using either of these pages to disburse, the aid is applied directly to the student's account, bypassing the Student Financials **Group Post** process. Therefore, these pages should only be used to disburse aid in exceptional circumstances. Instead, use the batch process to perform disbursement (refer to the documentation on batch disbursement).

Using these manual processes, you can only disburse aid for one term at a time. This helps to prevent unintentional disbursement of aid for subsequent terms.

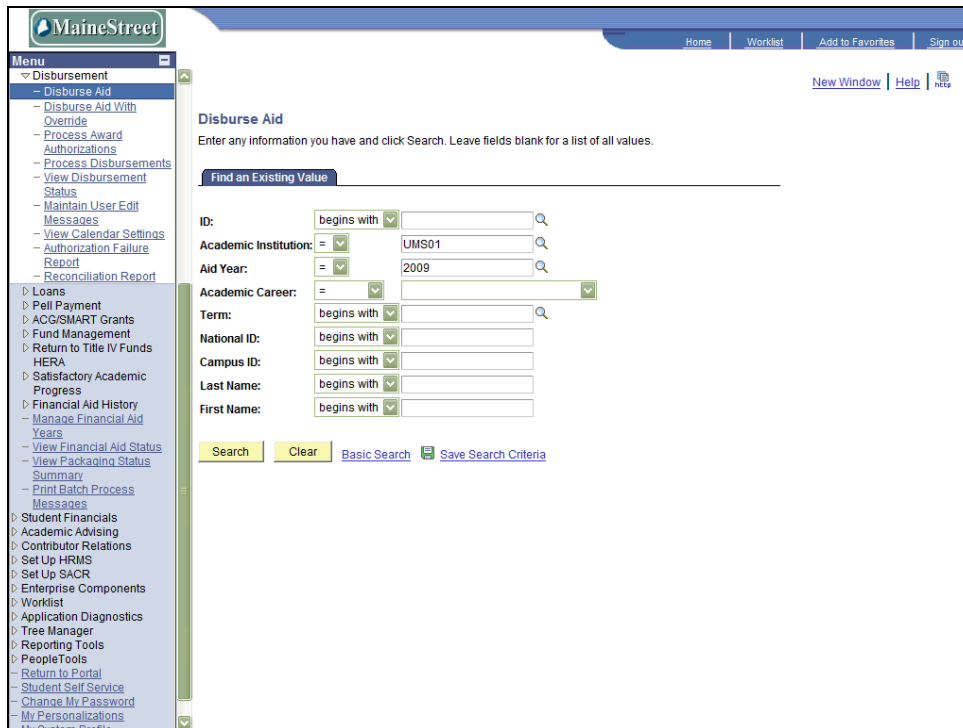
The financial aid award must have a status of Accepted for the **Authorization** button to be available.

Procedure

In order to disburse aid, the award must first be Authorized. Authorization checks the global and item type disbursement rules. If the aid fails authorization, the funds cannot be disbursed. Some corrective action must be taken.

Once the aid is authorized, the funds can be Disbursed.

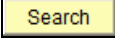
| Step | Action |
|------|---|
| 1. | Navigate: Financial Aid > Disbursement > Disburse Aid. |



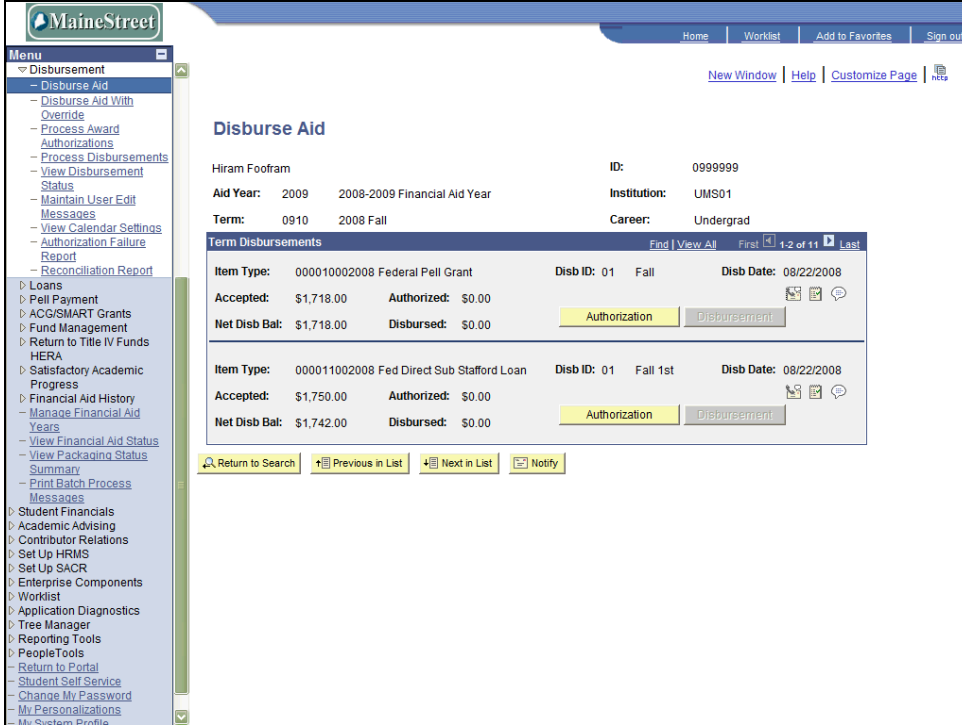
The screenshot shows the 'Disburse Aid' search page in the MaineStreet system. The left sidebar contains a menu with 'Disbursement' expanded. The main content area has a search form with the following fields and values:

- ID:** begins with []
- Academic Institution:** = [] UMS01
- Aid Year:** = [] 2009
- Academic Career:** = []
- Term:** begins with []
- National ID:** begins with []
- Campus ID:** begins with []
- Last Name:** begins with []
- First Name:** begins with []

Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are located at the bottom of the search form.

| Step | Action |
|------|---|
| 2. | Make sure the correct Institution and Aid Year are entered. Enter data to identify the student - for example the student's ID or name. |
| 3. | Click Search.  |

| Step | Action |
|------|--------------------------|
| 4. | Select the term desired. |



The screenshot shows the 'Disburse Aid' interface in the MaineStreet system. The user is logged in as Hiram Footram. The interface displays the following information:

- Disbursement Details:**
 - ID:** 0999999
 - Aid Year:** 2009 (2008-2009 Financial Aid Year)
 - Institution:** UMS01
 - Term:** 0910 (2008 Fall)
 - Career:** Undergrad
- Term Disbursements Table:**

| Item Type | Disb ID | Term | Disb Date |
|---|---------|----------|------------|
| 000010002008 Federal Pell Grant | 01 | Fall | 08/22/2008 |
| 000011002008 Fed Direct Sub Stafford Loan | 01 | Fall 1st | 08/22/2008 |
- Financial Summary:**
 - Accepted:** \$1,718.00
 - Authorized:** \$0.00
 - Net Disb Bal:** \$1,718.00
 - Disbursed:** \$0.00

Buttons for 'Authorization' and 'Disbursement' are visible for each item. A 'View All' link is present at the top of the disbursement list.

| Step | Action |
|------|--|
| 5. | You Authorize and Disburse funds one fund and term at a time. To see all the funds for the term, click the View All hyperlink. |

Process Document

Financial Aid: Manually Disbursing-051408

MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Disburse Aid

Hiram Footram ID: 0999999

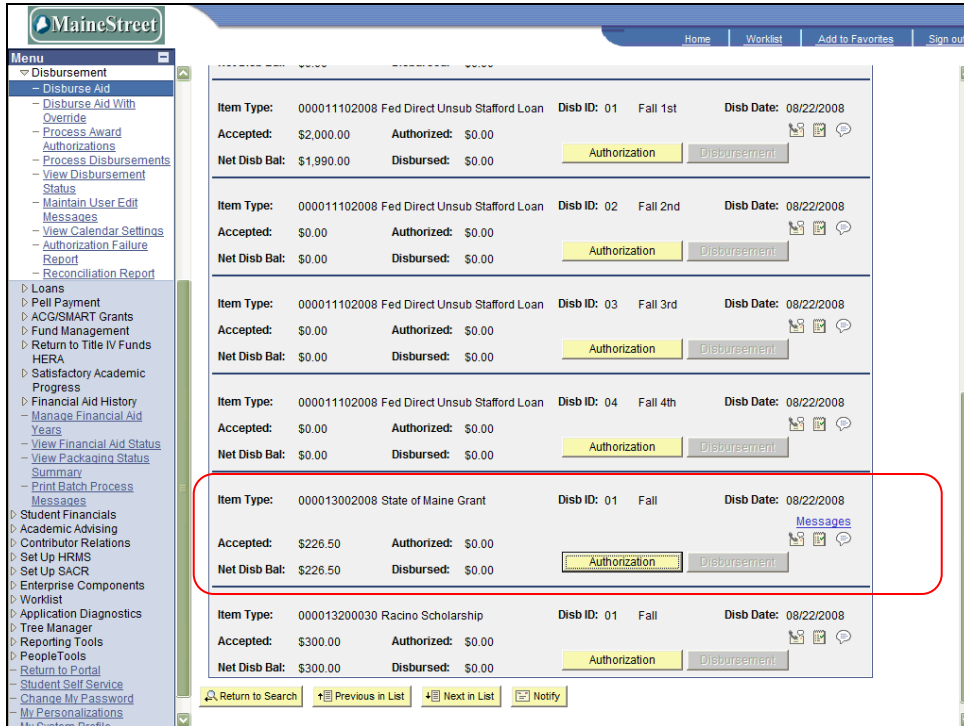
Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01

Term: 0910 2008 Fall Career: Undergrad

| Item Type | Accepted | Authorized | Disb ID | Disb | Disb Date |
|---|------------|------------|---------|----------|------------|
| 000010002008 Federal Pell Grant | \$1,718.00 | \$0.00 | 01 | Fall | 08/22/2008 |
| <p>Net Disb Bal: \$1,718.00 Disbursed: \$0.00</p> <p>Authorization Disbursement</p> | | | | | |
| 000011002008 Fed Direct Sub Stafford Loan | \$1,750.00 | \$0.00 | 01 | Fall 1st | 08/22/2008 |
| <p>Net Disb Bal: \$1,742.00 Disbursed: \$0.00</p> <p>Authorization Disbursement</p> | | | | | |
| 000011002008 Fed Direct Sub Stafford Loan | \$0.00 | \$0.00 | 02 | Fall 2nd | 08/22/2008 |
| <p>Net Disb Bal: \$0.00 Disbursed: \$0.00</p> <p>Authorization Disbursement</p> | | | | | |
| 000011002008 Fed Direct Sub Stafford Loan | \$0.00 | \$0.00 | 03 | Fall 3rd | 08/22/2008 |
| <p>Net Disb Bal: \$0.00 Disbursed: \$0.00</p> <p>Authorization Disbursement</p> | | | | | |
| 000011002008 Fed Direct Sub Stafford Loan | \$0.00 | \$0.00 | 04 | Fall 4th | 08/22/2008 |
| <p>Net Disb Bal: \$0.00 Disbursed: \$0.00</p> <p>Authorization Disbursement</p> | | | | | |

| Step | Action |
|------|---|
| 6. | To authorize an award, click the Authorization button on that row. |

Authorization




| Item Type | Disb ID | Disb Date | Accepted | Authorized | Disbursed | Buttons |
|---|---------|-----------|------------|------------|------------|---------------------------------------|
| 000011102008 Fed Direct Unsub Stafford Loan | 01 | Fall 1st | \$2,000.00 | \$0.00 | \$1,990.00 | Authorization, Disbursement |
| 000011102008 Fed Direct Unsub Stafford Loan | 02 | Fall 2nd | \$0.00 | \$0.00 | \$0.00 | Authorization, Disbursement |
| 000011102008 Fed Direct Unsub Stafford Loan | 03 | Fall 3rd | \$0.00 | \$0.00 | \$0.00 | Authorization, Disbursement |
| 000011102008 Fed Direct Unsub Stafford Loan | 04 | Fall 4th | \$0.00 | \$0.00 | \$0.00 | Authorization, Disbursement |
| 000013002008 State of Maine Grant | 01 | Fall | \$226.50 | \$0.00 | \$226.50 | Authorization, Disbursement, Messages |
| 000013200030 Racino Scholarship | 01 | Fall | \$300.00 | \$0.00 | \$300.00 | Authorization, Disbursement |

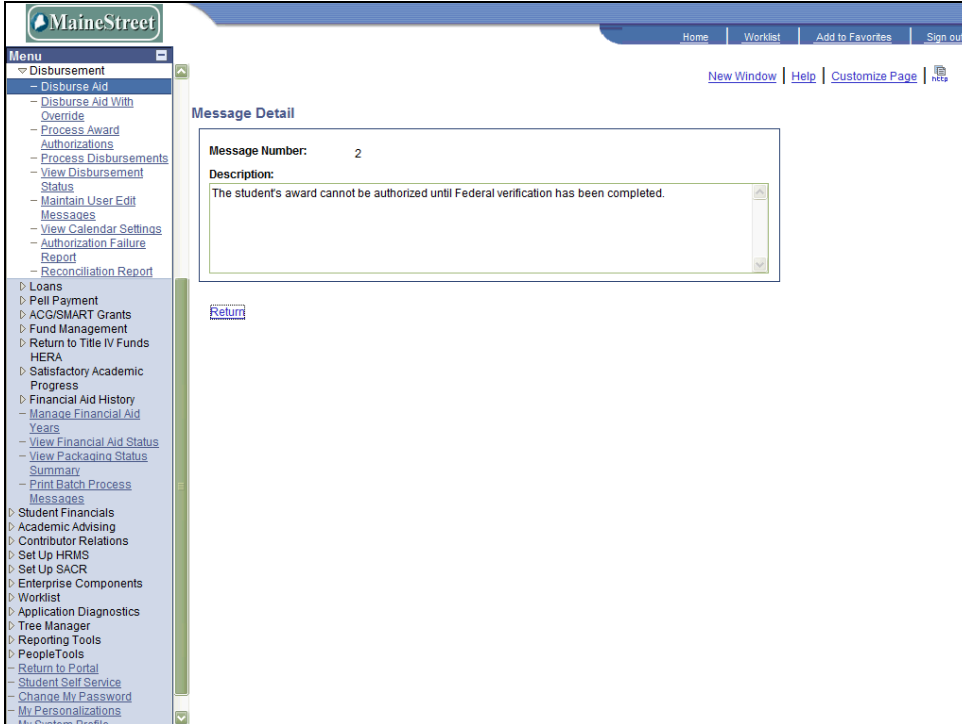
| Step | Action |
|------|---|
| 7. | <p>Notice that there is a Messages link, and the Disbursement button is still grayed out. Also the Authorized amount is \$0.00. This indicates that authorization failed.</p> <p>To view the messages, click the Messages link.</p> <p>Messages</p> |

Process Document

Financial Aid: Manually Disbursing-051408



| Step | Action |
|------|---|
| 8. | <p>This student did not satisfy several disbursement rules for this fund. To see more information, click the Messages link for each of the Message Detail rows.</p>  |

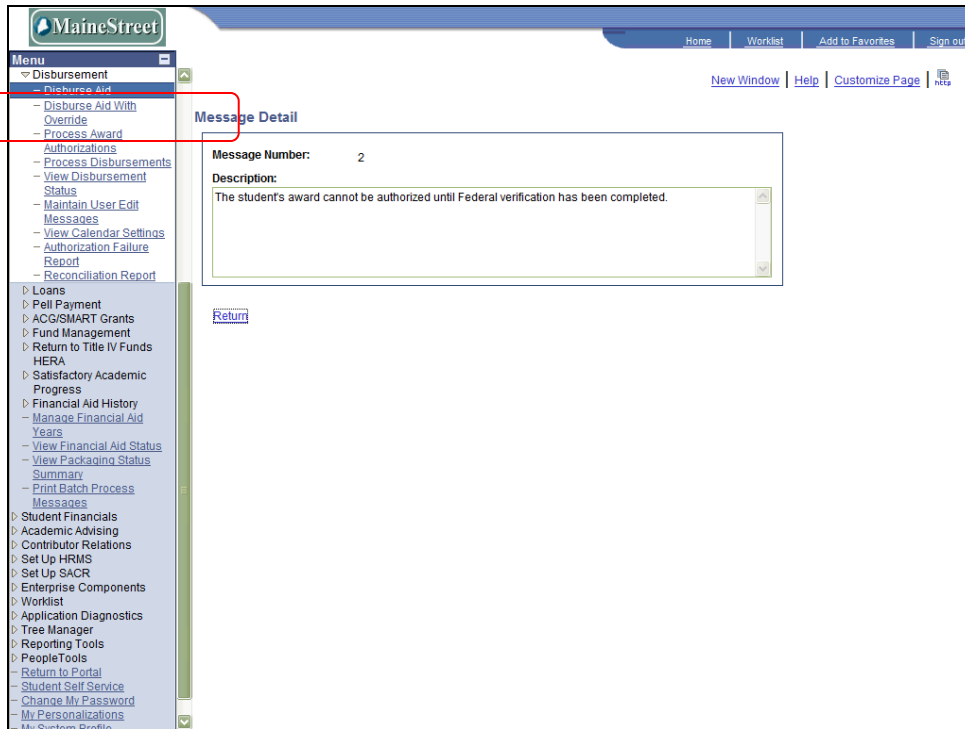


The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like Disbursement, Loans, Pell Payment, etc. The main content area displays a 'Message Detail' for message number 2. The description reads: 'The student's award cannot be authorized until Federal verification has been completed.' Below the message is a blue 'Return' link.

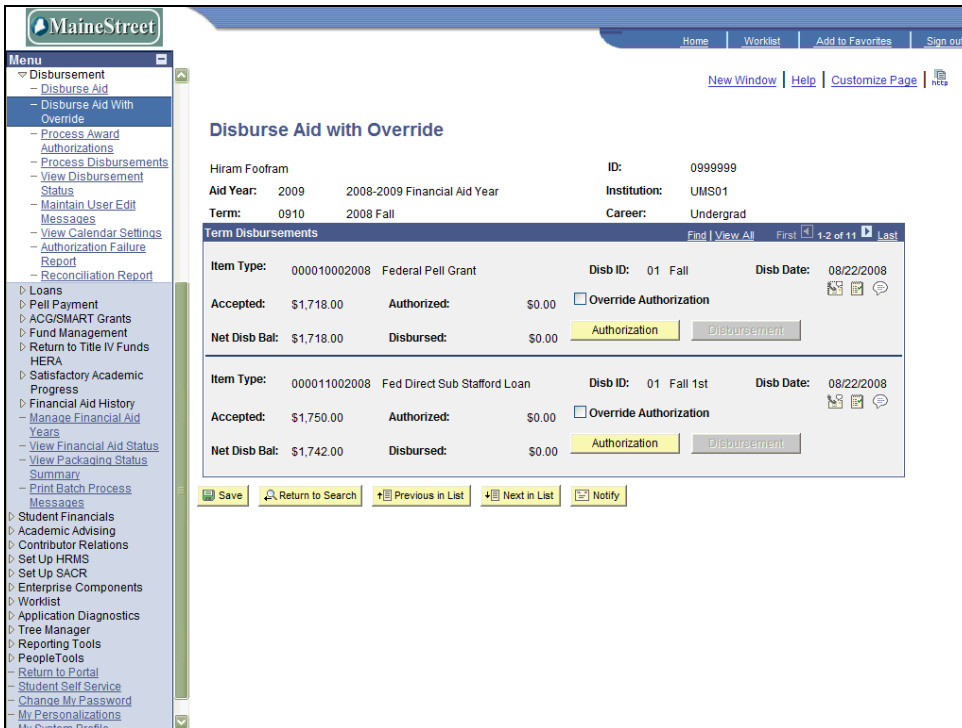
| Step | Action |
|------|--|
| 9. | <p>The message indicates what corrective action to take in order to be able to authorize the aid.</p> <p>Click Return to get back to the disbursement page.</p> |

Process Document


Financial Aid: Manually Disbursing-051408



| Step | Action |
|------|---|
| 10. | <p>For special cases, it is possible to override the authorization failure. Note that very few financial aid staff will be able to use the override component.</p> <p>Click the Disburse Aid With Override link in the menu.</p> <p>Disburse Aid With Override</p> |



MaineStreet Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | 







Menu

- Disbursement
 - Disburse Aid
 - Disburse Aid With Override
 - Process Award Authorizations
 - Process Disbursements
 - View Disbursement Status
 - Maintain User Edit Messages
 - View Calendar Settings
 - Authorization Failure Report
 - Reconciliation Report
- Loans
- Pell Payment
- ACG/SMART Grants
- Fund Management
 - Return to Title IV Funds HERA
- Satisfactory Academic Progress
- Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status Summary
 - Print Batch Process Messages
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Return to Portal
- Student Self Service
- Change My Password
- My Personalizations
- My System Profile

Disburse Aid with Override

Hiram Footram ID: 0999999
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01
 Term: 0910 2008 Fall Career: Undergrad

Term Disbursements Find | View All First 1-2 of 11 Last

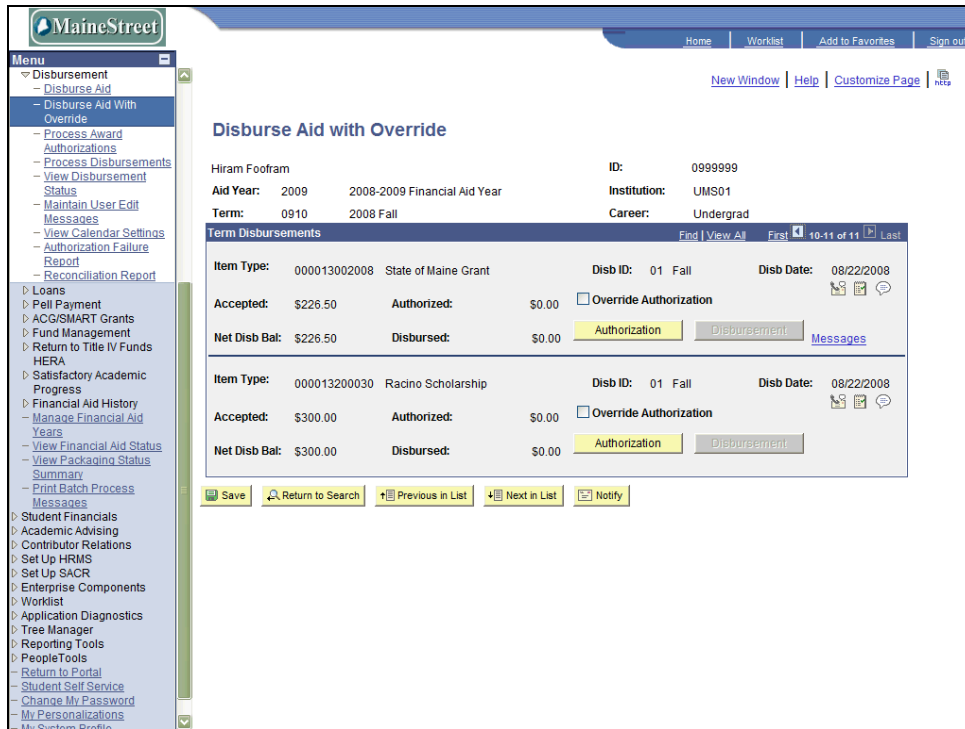
| | | | | | |
|---------------|---|-------------|-------------|---|---|
| Item Type: | 000010002008 Federal Pell Grant | Disb ID: | 01 Fall | Disb Date: | 08/22/2008 |
| Accepted: | \$1,718.00 | Authorized: | \$0.00 | <input type="checkbox"/> Override Authorization |    |
| Net Disb Bal: | \$1,718.00 | Disbursed: | \$0.00 | Authorization | Disbursement |
| Item Type: | 000011002008 Fed Direct Sub Stafford Loan | Disb ID: | 01 Fall 1st | Disb Date: | 08/22/2008 |
| Accepted: | \$1,750.00 | Authorized: | \$0.00 | <input type="checkbox"/> Override Authorization |    |
| Net Disb Bal: | \$1,742.00 | Disbursed: | \$0.00 | Authorization | Disbursement |

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

| Step | Action |
|------|---|
| 11. | The Disburse Aid with Override page is identical to the Disburse Aid page, except there is an Override Authorization checkbox on each row. |

Process Document

Financial Aid: Manually Disbursing-051408



MaineStreet Home | Worklist | Add to Favorites | Sign out

Menu

- Disbursement
 - Disburse Aid
 - Disburse Aid With Override
 - Process Award Authorizations
 - Process Disbursements
 - View Disbursement Status
 - Maintain User Edit Messages
 - View Calendar Settings
 - Authorization Failure Report
 - Reconciliation Report
 - Loans
 - Pell Payment
 - ACG/SMART Grants
 - Fund Management
 - Return to Title IV Funds HERA
 - Satisfactory Academic Progress
 - Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status Summary
 - Print Batch Process Messages
 - Student Financials
 - Academic Advising
 - Contributor Relations
 - Set Up HRMS
 - Set Up SACR
 - Enterprise Components
 - Worklist
 - Application Diagnostics
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile

Disburse Aid with Override

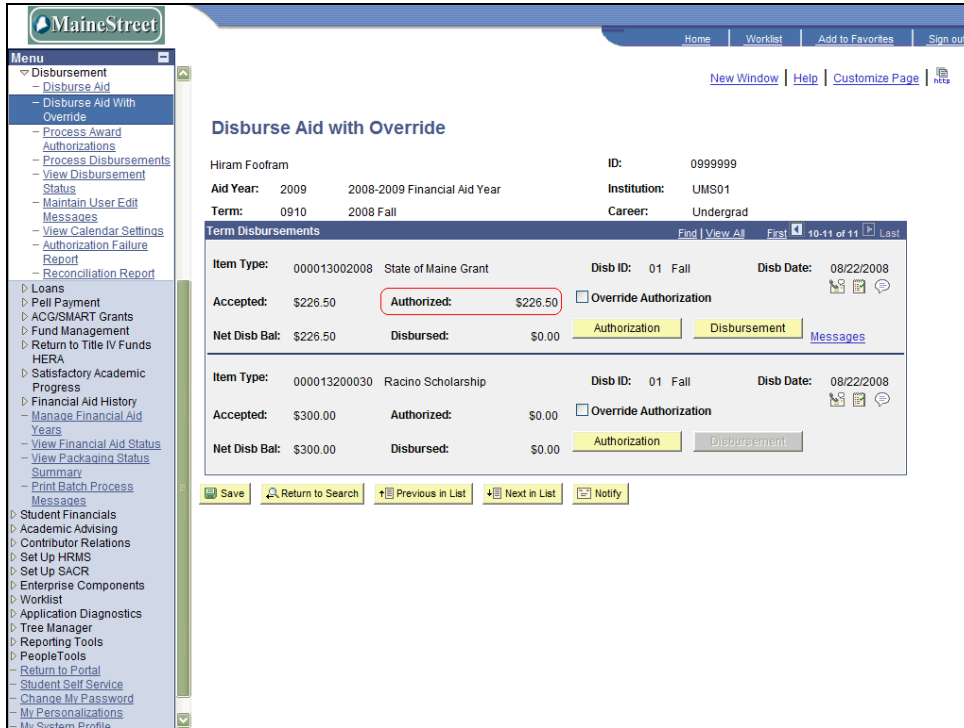
Hiram Footram ID: 0999999
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01
 Term: 0910 2008 Fall Career: Undergrad

Term Disbursements Find | View All First 10-11 of 11 Last

| Item Type | Accepted | Authorized | Disb ID | Disb Date |
|-----------------------------------|----------|------------|---------|------------|
| 000013002008 State of Maine Grant | \$226.50 | \$0.00 | 01 Fall | 08/22/2008 |
| Net Disb Bal: | \$226.50 | \$0.00 | | |
| 000013200030 Racino Scholarship | \$300.00 | \$0.00 | 01 Fall | 08/22/2008 |
| Net Disb Bal: | \$300.00 | \$0.00 | | |

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

| Step | Action |
|------|---|
| 12. | The student in this example failed authorization for the State of Maine Grant. On that row, click the Override Authorization checkbox. <input type="checkbox"/> Override Authorization |
| 13. | Click the Authorization button. <input type="button" value="Authorization"/> |



MaineStreet Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Disburse Aid with Override

Hiram Footram ID: 0999999
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01
 Term: 0910 2008 Fall Career: Undergrad

Term Disbursements Find View All First 10-11 of 11 Last


| | | | | | |
|---------------|-----------------------------------|-------------|----------|---|---|
| Item Type: | 000013002008 State of Maine Grant | Disb ID: | 01 Fall | Disb Date: | 08/22/2008 |
| Accepted: | \$226.50 | Authorized: | \$226.50 | <input type="checkbox"/> Override Authorization | |
| Net Disb Bal: | \$226.50 | Disbursed: | \$0.00 | Authorization | Disbursement Messages |
| Item Type: | 000013200030 Racino Scholarship | Disb ID: | 01 Fall | Disb Date: | 08/22/2008 |
| Accepted: | \$300.00 | Authorized: | \$0.00 | <input type="checkbox"/> Override Authorization | |
| Net Disb Bal: | \$300.00 | Disbursed: | \$0.00 | Authorization | Disbursement |

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

| Step | Action |
|------|--|
| 14. | <p>In the example shown, notice that the Disbursement button is now live, and the aid is authorized.</p> <p>Click the Messages link.</p> <p>Messages</p> |

Process Document

Financial Aid: Manually Disbursing-051408

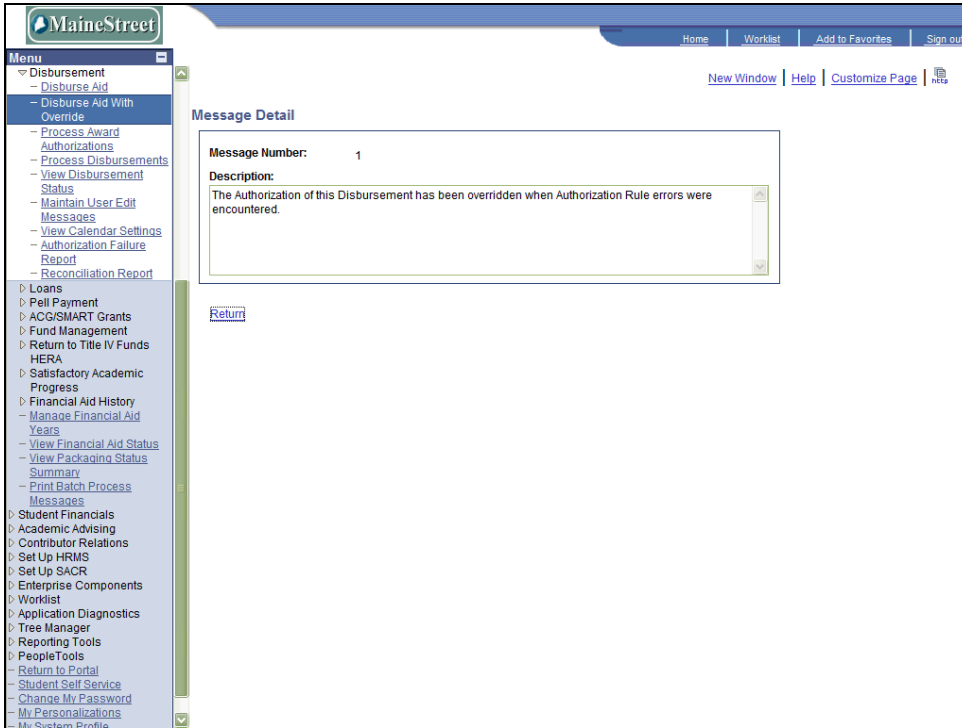


The screenshot shows the MaineStreet application interface. On the left is a navigation menu with categories like Disbursement, Loans, Pell Payment, and Financial Aid History. The main content area is titled 'Message Detail' and displays a list of four messages. Each message entry includes a 'Run' date/time, 'Disb ID', and a 'Messages' link. The messages describe authorization overrides and verification status.


| Run | Date/Time | Disb ID | Message |
|-----|---|--------------------|--------------------------|
| Run | 05/14/2008 9:34:43AM | 01 | Messages |
| | Authorization has been Overridden! | | |
| | Disb./Rule Value: | Student's Value: | |
| Run | 05/14/2008 9:34:43AM | 01 | Messages |
| | Student's Verification is not Complete. | | |
| | Disb./Rule Value: Y | Student's Value: R | |
| Run | 05/14/2008 9:34:43AM | 01 | Messages |
| | Student not meeting Satisfactory Academic Progress. | | |
| | Disb./Rule Value: Y | Student's Value: U | |
| Run | 05/14/2008 9:34:43AM | 01 | Messages |
| | Student's Verification is not Complete. | | |
| | Disb./Rule Value: Y | Student's Value: R | |

[Return](#)

| Step | Action |
|------|---|
| 15. | A new message has been added, recording the override. The older messages remain, giving you an audit trail. For more information, click the Messages link on this page. |

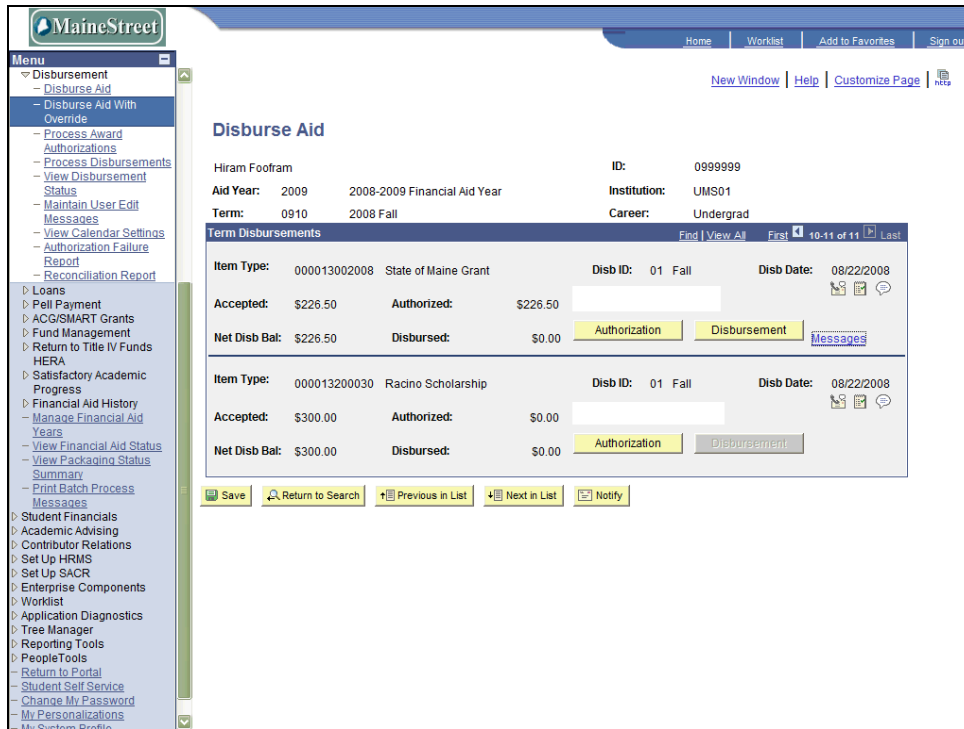


The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like Disbursement, Loans, Pell Payment, etc. The main content area displays a 'Message Detail' window. The message number is 1. The description reads: 'The Authorization of this Disbursement has been overridden when Authorization Rule errors were encountered.' Below the description is a blue 'Return' link.

| Step | Action |
|------|--|
| 16. | Click Return .  |

Process Document

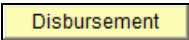
Financial Aid: Manually Disbursing-051408

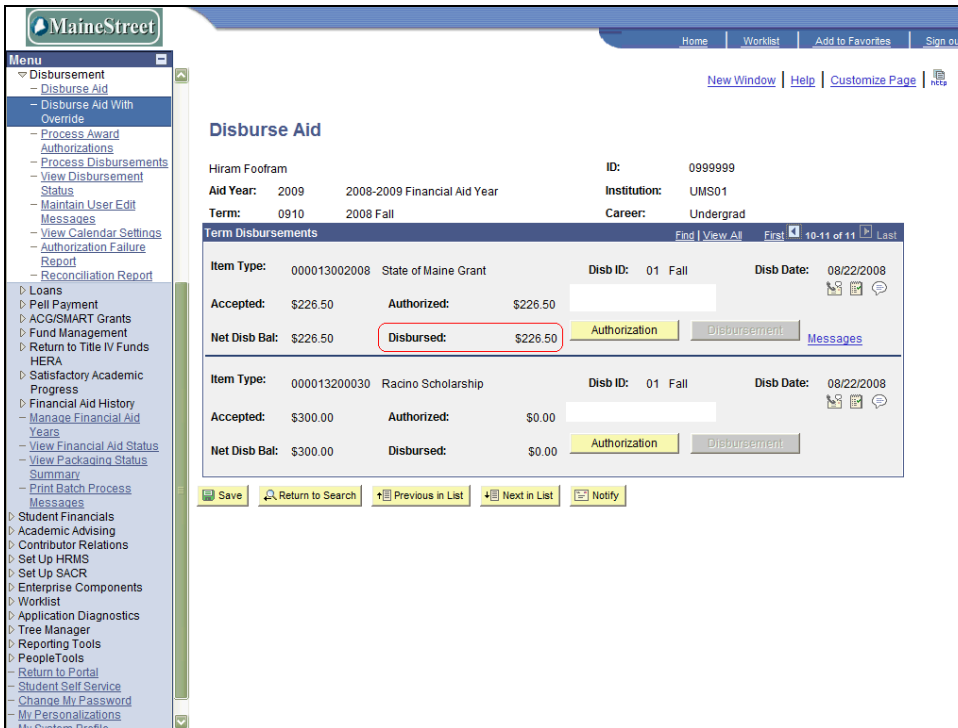


The screenshot shows the 'Disburse Aid' page in the MaineStreet system. The user is Hiram Footram (ID: 0999999) at UMS01 (Institution) for the 2009 financial aid year (Term: 0910, 2008 Fall). The page displays a list of 'Term Disbursements' with two items:

| Item Type | Accepted | Authorized | Disb ID | Disb Date |
|-----------------------------------|----------|------------|---------|------------|
| 000013002008 State of Maine Grant | \$226.50 | \$226.50 | 01 Fall | 08/22/2008 |
| 000013200030 Racino Scholarship | \$300.00 | \$0.00 | 01 Fall | 08/22/2008 |

Buttons for 'Authorization' and 'Disbursement' are visible for each item. The 'Disbursement' button for the second item is highlighted in yellow.

| Step | Action |
|------|--|
| 17. | <p>Once aid has been authorized, whether or not rules were overridden, the funds can be disbursed.</p> <p>On the Disburse Aid (or Disburse Aid with Override) page, click the Disbursement button.</p> <p></p> |



MaineStreet Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [net](#)

Disburse Aid

Hiram Footram ID: 0999999
 Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01
 Term: 0910 2008 Fall Career: Undergrad

Term Disbursements Find | View All First 10-11 of 11 Last

| Item Type | Accepted | Authorized | Disb ID | Disb Date |
|-----------------------------------|----------|----------------------------|-------------------------------|---|
| 000013002008 State of Maine Grant | \$226.50 | \$226.50 | 01 Fall | 08/22/2008 |
| Net Disb Bal: | \$226.50 | Disbursed: \$226.50 | Authorization | Disbursement Messages |
| 000013200030 Racino Scholarship | \$300.00 | \$0.00 | 01 Fall | 08/22/2008 |
| Net Disb Bal: | \$300.00 | Disbursed: \$0.00 | Authorization | Disbursement |

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

18. In the example shown, the funds are listed as Disbursed.

Click the **Messages** link.

[Messages](#)

Process Document

Financial Aid: Manually Disbursing-051408



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Message Detail

| Run | Date/Time | Disb ID | Messages |
|---|--------------------|--------------------------|----------|
| 05/14/2008 9:35:38AM | 01 | Messages | |
| Award Disbursed. | | | |
| Disb./Rule Value: | Student's Value: | | |
| 05/14/2008 9:34:43AM | 01 | Messages | |
| Authorization has been Overridden! | | | |
| Disb./Rule Value: | Student's Value: | | |
| 05/14/2008 9:34:43AM | 01 | Messages | |
| Student's Verification is not Complete. | | | |
| Disb./Rule Value: Y | Student's Value: R | | |
| 05/14/2008 9:34:43AM | 01 | Messages | |
| Student not meeting Satisfactory Academic Progress. | | | |
| Disb./Rule Value: Y | Student's Value: U | | |

[Return](#)

| Step | Action |
|------|---|
| 19. | Another message row has been added, recording the disbursement. |
| 20. | End of Procedure. |