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## **Reviewing Authorization and Disbursement**

### **Concept**

Use the **Student Authorize/Disburse** page to review a student's authorization and disbursement activity by term.

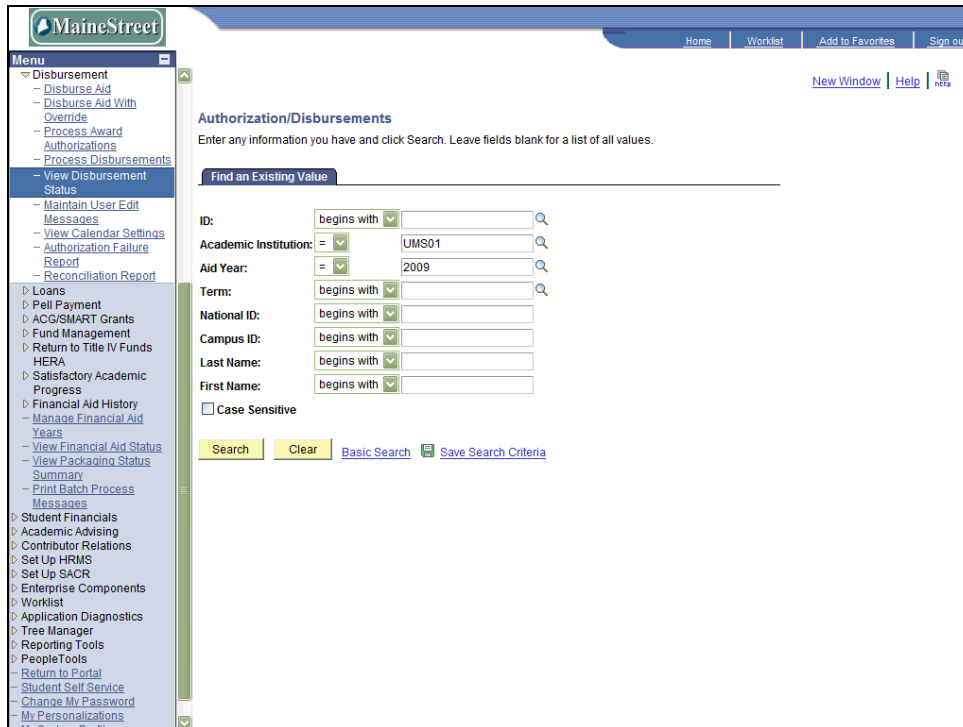
The page displays only the awards that you have authorized or tried to authorize.

# Process Document

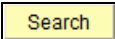
## Financial Aid: Reviewing Authorization and Disbursement-051408

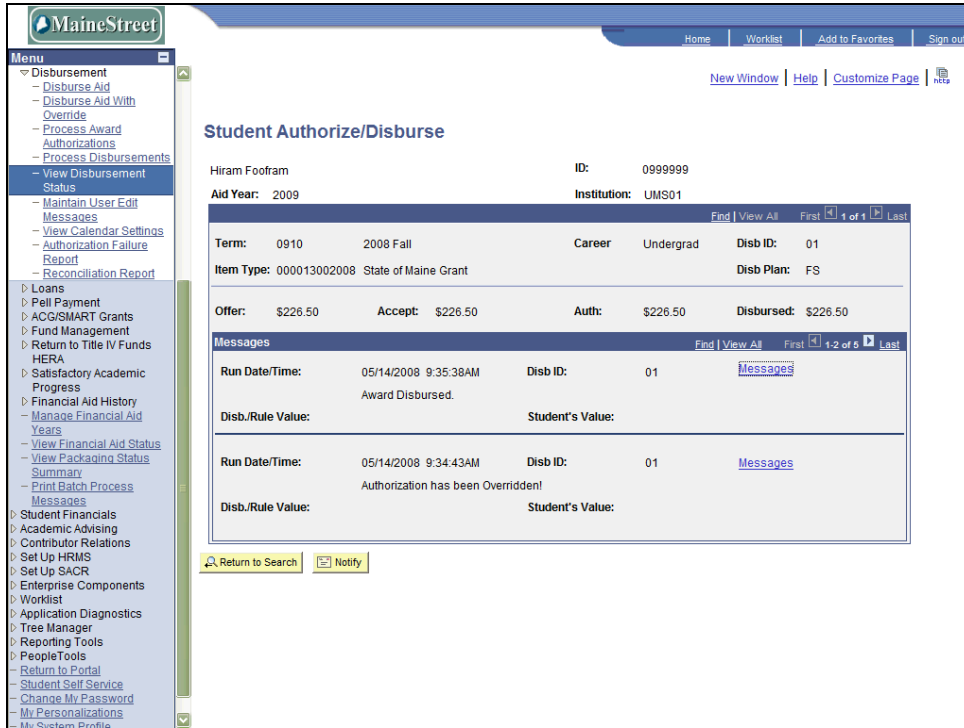
### Procedure

Step	Action
1.	Navigate: <b>Financial Aid &gt; Disbursement &gt; View Disbursement Status.</b>



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Disbursement', 'Loans', 'Student Financials', etc. The main content area is titled 'Authorization/Disbursements' and contains a search form. The search form has a header 'Find an Existing Value' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are several search criteria fields, each with a dropdown menu and a search icon: ID (beginning with), Academic Institution (dropdown menu with 'UMS01' selected), Aid Year (dropdown menu with '2009' selected), Term (beginning with), National ID (beginning with), Campus ID (beginning with), Last Name (beginning with), and First Name (beginning with). There is also a 'Case Sensitive' checkbox. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
2.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Enter search criteria to identify the student, such as name or <b>ID</b> .
3.	Click <b>Search</b> . 



The screenshot shows the 'MaineStreet' application interface. The left sidebar contains a 'Menu' with various options like 'Disbursement', 'Loans', and 'Financial Aid History'. The main content area is titled 'Student Authorize/Disburse' and displays the following information:

- Student:** Hiram Footram, ID: 0999999
- Aid Year:** 2009, **Institution:** UMS01
- Term:** 0910, 2008 Fall, **Career:** Undergrad, **Disb ID:** 01
- Item Type:** 000013002008 State of Maine Grant, **Disb Plan:** FS
- Offer:** \$226.50, **Accept:** \$226.50, **Auth:** \$226.50, **Disbursed:** \$226.50

Below this information is a 'Messages' section with two entries:

Run Date/Time	Disb ID	Message
05/14/2008 9:35:38AM	01	Award Disbursed.
05/14/2008 9:34:43AM	01	Authorization has been Overridden!

Step	Action
4.	To view all the messages, click the <b>View All</b> link. <a href="#">View All</a>
5.	To see further detail about a message, click the <b>Messages</b> link on that row. <a href="#">Messages</a>
6.	<b>End of Procedure.</b>