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## **User Edit Messages**

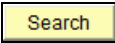
### **Concept**

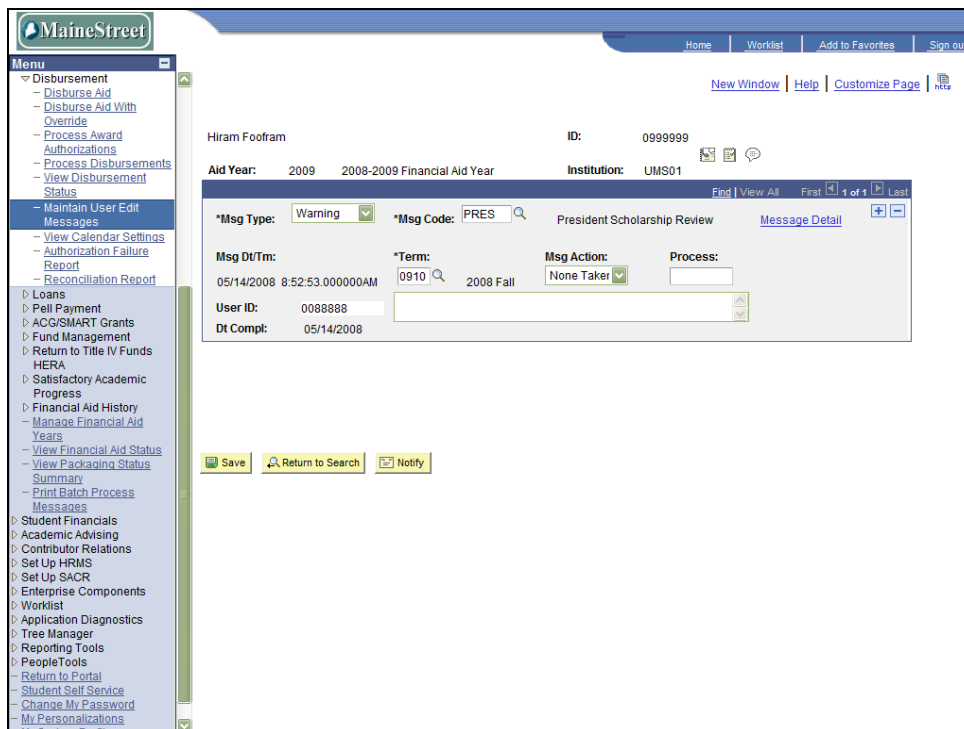
You can use user edit messages to withhold the disbursement of financial aid funds by assigning message codes to global or item type disbursement rules. User edit messages are assigned manually, or automatically in the NSLDS Transfer Monitoring Alert file process.

This topic shows how to assign user edit messages.


## Procedure

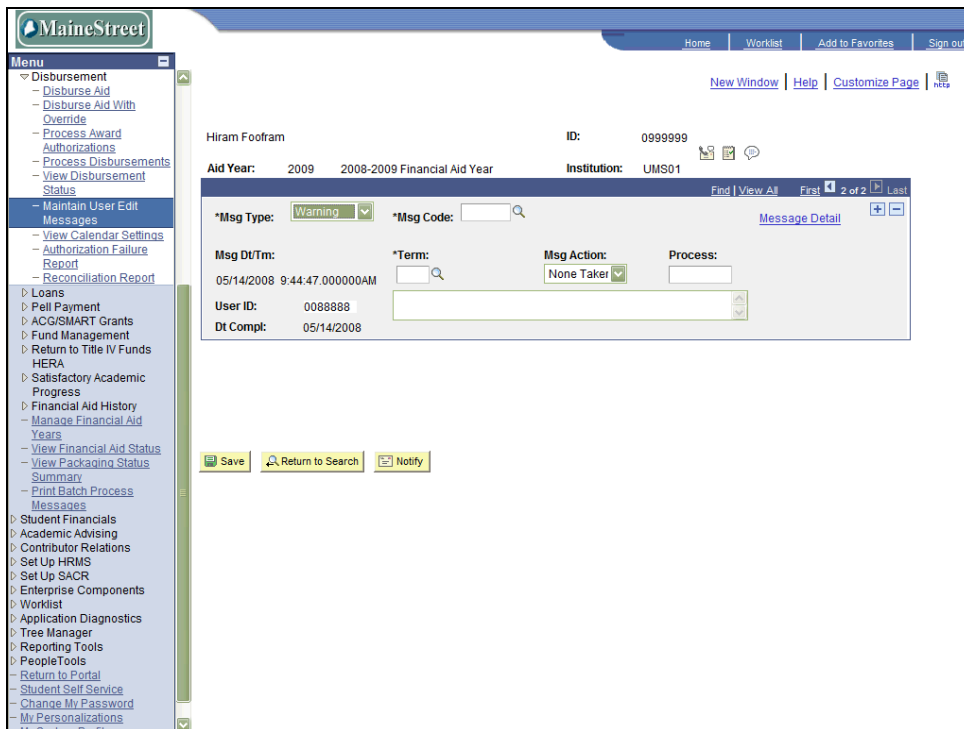
A User Edit Message assigned to a student will prevent authorization and disbursement of an award if either the global disbursement rules or the item type rules for that fund require the hold. In that case, disbursement of the award will be prevented until the User Edit Message is removed from the student, set to the Resolved state, or overridden using the Disburse Aid With Override component.


Step	Action
1.	Navigate: <b>Financial Aid &gt; Disbursement &gt; Maintain User Edit Messages.</b>
2.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Enter information to identify the student, such as <b>ID</b> or name.
3.	Click <b>Search</b> . 



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Disbursement', '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', and 'My Personalizations'. The main content area displays a search for a user edit message. The search criteria include: Name: Hiram Footram, ID: 0999999, Aid Year: 2009 (2008-2009 Financial Aid Year), Institution: UMS01. The search results show a message with the following details: \*Msg Type: Warning, \*Msg Code: PRES, President Scholarship Review, \*Term: 0910 (2008 Fall), Mgs Action: None Taken, Process: [empty], Msg Dt/Tm: 05/14/2008 8:52:53.000000AM, User ID: 0088888, Dt Compl: 05/14/2008. At the bottom of the message detail form are buttons for 'Save', 'Return to Search', and 'Notify'.

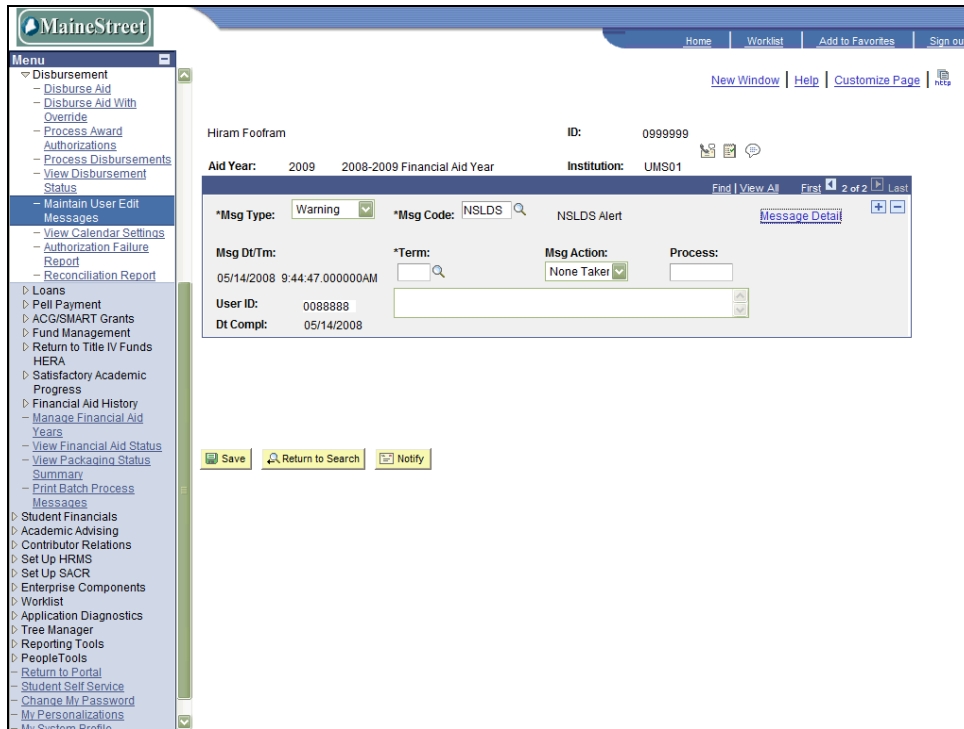
Step	Action
4.	In the example shown, the student has one User Edit Message already. To assign another message, click the <b>Add a New Row</b> button 
5.	Select the <b>Message Type</b> . Click the <b>Msg Type</b> pull-down menu.
6.	The message type selection will determine which User Edit Messages are available for you to choose.





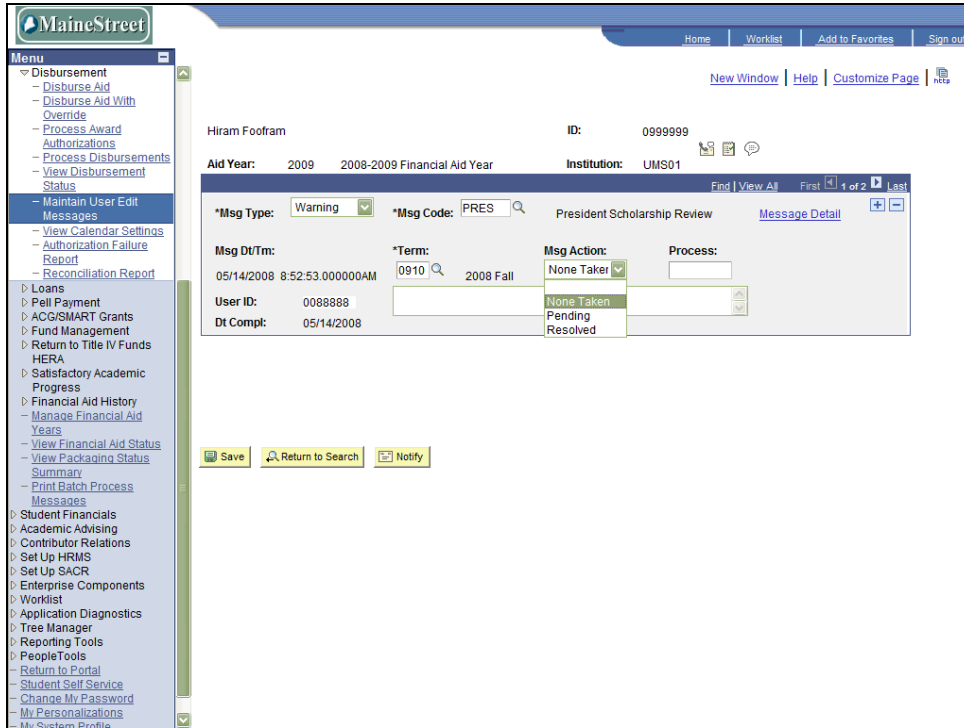
Step	Action
7.	Click the look up button on the <b>Msg Code</b> field to see a list of messages of the type selected. 
8.	Select a message from the list.
9.	To see more information about the User Edit Message, click the <b>Message Detail</b> link.

# Process Document

## Financial Aid: User Edit Messages-051408



Step	Action
10.	The <b>Term</b> field is required. Enter a term.
11.	Click <b>Save</b> . 
12.	You can update or delete an existing User Edit Message.  You can document actions by using the <b>Msg Action</b> field and/or entering comments. Click the <b>Msg Action</b> pull down menu to view choices. 



MainStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | nts


Hiram Footram ID: 0999999

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

Find | View All | First 1 of 2 | Last

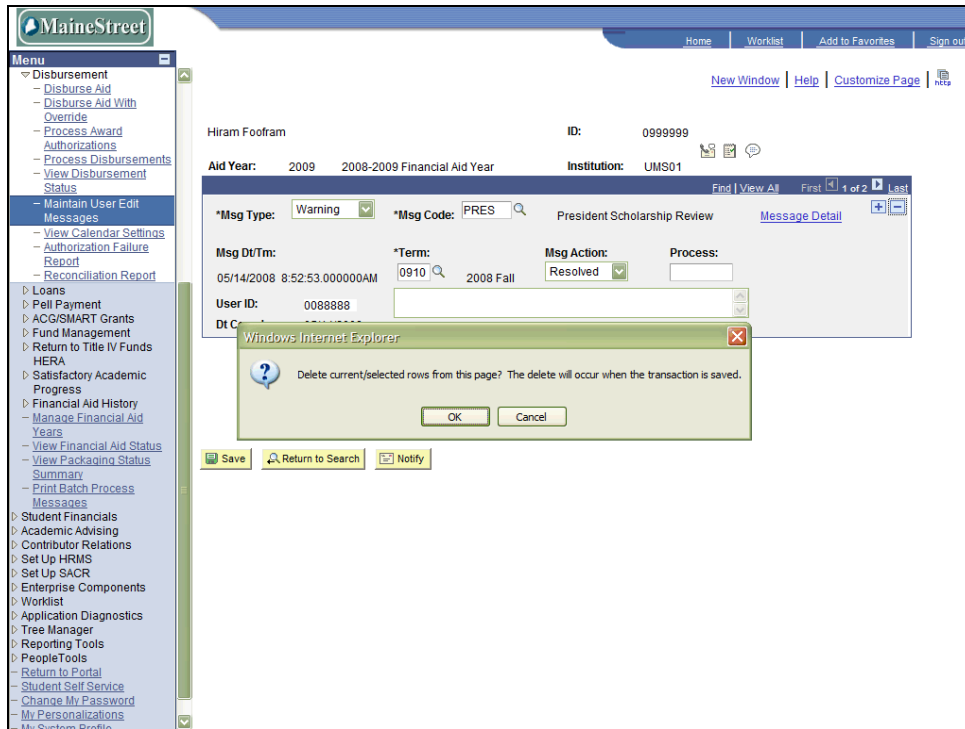
*Msg Type:	*Msg Code:	President Scholarship Review	Message Detail
Warning	PRES		
Msg Dt/Tm:	*Term:	Msg Action:	Process:
05/14/2008 8:52:53.000000AM	0910 2008 Fall	None Taken	
User ID:		None Taken	
Dt Compl:		Pending	
		Resolved	

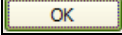

Save | Return to Search | Notify

Step	Action
13.	Select a message action from the list. If you select the <b>Resolved</b> action, the Edit Message will no longer hold financial aid disbursements.
14.	The <b>Process</b> field is user defined. The comment field is available for free-format comment entry.  The <b>User ID</b> is the emplid of the person who assigned the User Edit Message to the student. <b>Dt Compl</b> is the date when the <b>Msg Action</b> field was set.
15.	To delete the User Edit Message, click the <b>Delete Row</b> button. 

# Process Document

## Financial Aid: User Edit Messages-051408



Step	Action
16.	Click <b>OK</b> 
17.	Save the change. Click <b>Save</b> . 
18.	<b>End of Procedure.</b>