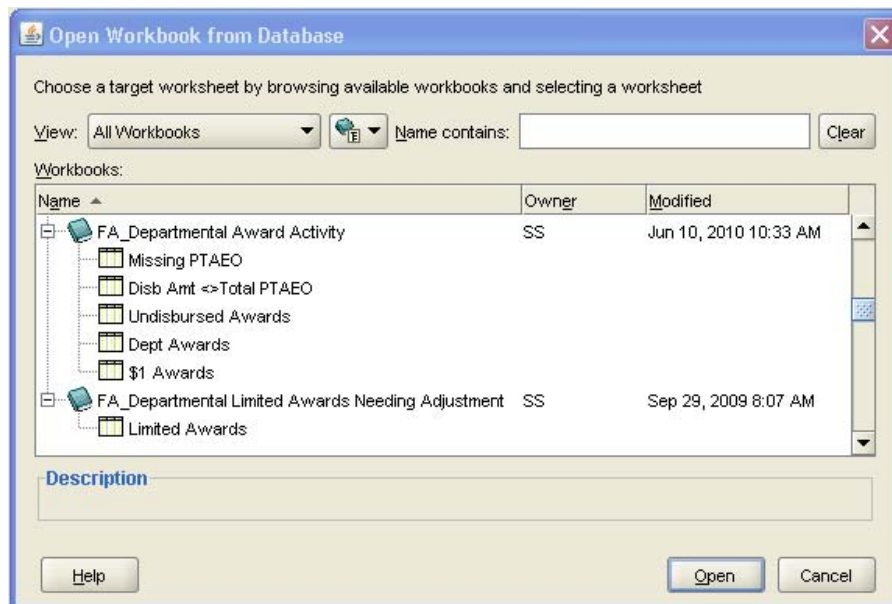


Quick Guide: Departmental Aid Reporting

DEPARTMENTAL AWARD REPORTS IN DISCOVERER:

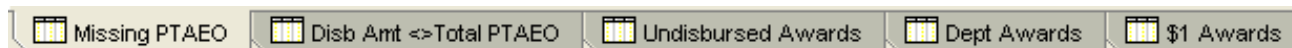
Currently there are two FA reports in SIS Discoverer for use in departmental aid awarding:

- FA_Departmental Award Activity
- FA_Departmental Limited Awards Needing Adjustment



FA_DEPARTMENTAL AWARD ACTIVITY

Note that this report has several worksheets for your use. As needed, you can choose to run a single worksheet.



MISSING PTAE0 WORKSHEET:

This report displays those awards with blank PTAE0 information. Run this report weekly to ensure you have entered PTAE0s on all your awards.

Primary Name	Student System Id	Item Type	Total Offer Amount	Disb. Plan	Split Code	Award Created	Award Created By	Award Last Updated	Last Updated By	Sched. Disb. Date	Project	Task	Award	Expenditure Type	Org	Net Disbrsmnt
M [redacted]	1 [redacted]	640000010620 - Stipends-May	400.00	30 - Stipends-May	01	05/06/2010	[redacted]	05/06/2010	[redacted]	04/23/2011						
F [redacted]	2 [redacted]	640000000015 - Tuition & Fees 100%	1.00	01 - Fall and Spring	01	06/21/2010	[redacted]	06/21/2010	[redacted]	08/16/2010				Fell_Tuition_Out_Grad		0.31
										01/09/2011				Fell_Tuition_Out_Grad		0.00

DISB AMT <> TOTAL PTAE0 WORKSHEET:

This worksheet displays awards where the Disbursed Amount is not equal to the amounts on the PTAE0 page. Awards will appear on this report if the current date is past the disbursement date and the award remains undisbursed.

SIS Discoverer:

Award Created By	Primary Name	Student System Id	Item Type	Disb. Plan	Sched. Disb. Date	Disb. Amount	Total PTAE0 Amount	Processed?
sbj3w - Jordan, Sarah B	S [redacted]	1 [redacted]	640000010504 - Stipends 9 Mo Sep_May	07 - 9 Months (Fall and Spring)	08/23/2010	436.80	1255.34	Y
				07 - 9 Months (Fall and Spring)	09/23/2010	436.77	1255.33	Y

SIS:

EmplID: 1668966 Name: Schmidt,Brenna Institution: UVA01 Career: GRAD Aid Year: 2011 Item Type: 640000010504 Disb. Plan: 07

Award Distribution

Disbursement ID 01 Fall September Disbursement Disb. Date 08/23/2010 Offer Amount 436.80

GL/GA Batch Information

Last Updated 09/21/10 4:15:55PM Process Instance 449868 Replace Offer Amount 1255.34 Processed

PTAE0 Information and Amount

Date Placed	Award	Project	Task	Org.	Exp. Type	Validated On	Offer Amount
09/21/2010 4:15:55PM	DR00147	100329	101	20575	1010	09/21/2010 12:00:00AM	1255.34

UNDISBURSED AWARDS WORKSHEET:

This worksheet displays unprocessed departmental awards past scheduled disbursement date. The most common cause is a missing PTAE0. Check for a PTAE0 hold on student and enter any missing PTAE0s.

Award Created By	Primary Name	Student System Id	Item Type	Disb. Plan	Sched. Disb. Date	Disb. Amount
dl3wc - Lahue,Diane	Miller,Diane	1191591	640000020113 - Tuition Fees Limited Summer 1	S1 - Summer 1 May Disbursement	05/12/2010	2035.00

DEPT AWARDS WORKSHEET:

Use this report to review all your entered awards.

Primary Name	Student System Id	Item Type	Total Offer Amount	Disb. Plan	Split Code	Award Created	Award Created By	Award Last Updated	Last Updated By	Sched. Disb. Date	Project	Task	Award	Expenditure Type	Org	Net Disbrsmnt
Carly...	20...	640000010510 - Stipends-One time Fall payment	1,000.00	02 - Fall Semester Only	01	08/25/2010	bd8q - Davis, Brenda D	08/26/2010	uvfabatch - UV FA Batch - SSP	08/16/2010	102464	101	ER01360	Fell_Stipends_US_Grad	31765	1,000.00
F...	14...	640000000015 - Tuition & Fees 100%	0.00	01 - Fall and Spring	01	07/26/2010	bd8q - Davis, Brenda D	08/02/2010	bd8q - Davis, Brenda D	08/16/2010 01/09/2011						
		640000000018 - Activity and School Fees	27.00	01 - Fall and Spring	XX	07/28/2010	bd8q - Davis, Brenda D	10/14/2010	dnh7w - Hubbard, Denise	08/16/2010	131948	101	SG00301	Fell_Other_Fees_Grad	22000	27.00
		640000000024 - GRAD Health Ins Subsidy	1.00	40 - GRAD Health Ins Subsidy	01	07/26/2010	bd8q - Davis, Brenda D	08/19/2010	bd8q - Davis, Brenda D	08/16/2010 01/09/2011	131948	101	SG00301	Svcs_Ins_Health_Grad Stdnt	22000	1.00
														Svcs_Ins_Health_Grad Stdnt		0.00

\$1 AWARDS WORKSHEET:

This report shows awards with a total offer amount of \$1. Reasons this may occur:

- Grad health insurance subsidy amounts for domestic students will remain at a dollar until the student enrolls for health insurance with Aetna, and Aetna bills the University.
- For some non-tuition item types, this could occur when the student has not been charged for that kind of item type (e.g., international fees when a student is not international or if a student is registered for only non-topical courses and you entered an unnecessary tuition adjustment.
- If you can see the charges on the student account and the award remains at \$1, contact 4HELP@virginia.edu.

▶ Primary Name	▶ Student System Id	▶ Item Type	▶ Disbursement Plan	▶ Split Code	▶ Award Created	▶ Award Created By	▶ Award Last Updated	▶ Last Updated By	▶ Scheduled Disbursement Date	▶ Project	▶ Task	▶ Award	▶ Expenditure Type	▶ Org	▶ Net Disbursement
Arm,Robert	114217	640000000050 - Tuition & Fees 100% - Summer 2	S2 - Summer 2 July Disbursement	01	06/07/2010	jew9s - Wicks, Joan E	06/07/2010	jew9s - Wicks, Joan E	07/07/2010	122110	101	FA00011	Fell_Tuition_Out_G	31355	1.00

FA_DEPARTMENTAL LIMITED AWARDS NEEDING ADJUSTMENT

List limited awards where the disbursements exceed the charges. You have awarded an amount that is greater than the charges. When you use limited item types the excess does not get refunded to the student. You must reduce the award to match the amount the student was charged.

▶ Name	▶ Student System Id	▶ Item Type	▶ Item Term	▶ Award Amount	▶ Amount Applied	▶ Excess Award
Erinee,Bridget	2090490	640000020100 - Tuition Only Limited Acad Year	2010 Fall	2,500.00	400.00	2,100.00