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Financial Aid System (FAUT) and approved by the Financial Aid Office, the Financial

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information for handling renewals and awards. This information explains the procedures for making awards into the SAE system and provides the payment dates.

All information is disseminated to the correct person(s).

All fellowships for summer programs that are co-funded by the university will be paid through the SAE system.

The last payment through the payroll system effective 7/31. All personnel action forms will be processed by the payroll system.

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Student Award Entry

Before a scholarship, fellowship or cash award can be processed in the SAE system, the award and all related eligibility criteria must be defined in the system. The first step is to complete an AS 498 form (Request to Establish Scholarship/Fellowship). These forms are available to download on the Sponsored Program Accounting web site under "Forms". Once the appropriate offices have responded to the request (see "Routing" section of AS 498), the award is set up and ready to be used in the SAE system.

To process an award, logon to IMS and select SAE from the System Menu. The following screen will appear:

Depress the F3 button to create

Change the ACTION to A for Add and depress the ENTER key. Question marks will appear where required information should be provided. The transaction code is the 4 character code that is assigned to the award when the AS 498 is processed. The contact name and phone of the person in the department who is responsible for processing the award must be entered in the event there is a problem or there are questions about the award. Once all required fields are entered, depress the ENTER key and advance to the following screen:

All awards must be processed BY TERM. If a student is to receive a fellowship for the entire year, three lines (one for each term) must be entered on this transaction. If the department wishes the student to receive installment payments for the award, rather than a lump sum payment, the number of installments must be entered. There is a maximum of 5 installments for Fall and Spring awards and a maximum of 2 installments for Summer awards. Installments will be paid as follows:

Fall term	August (one week before class begins) September 1 October 1 November 1 December 1
Spring term	January (one week before class begins) February 1 March 1 April 1 May 1

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appropriate signatures and forward the completed document to the Financial Aid Office for final approval and release into the system. Payments will be posted on the appropriate dates to each student's Bursar Office account where it will apply to any outstanding debt before any balance is either direct-deposited to the student's bank account or a check is generated and mailed to the student. Each department is asked to encourage all students to select the direct-deposit option from their PAWS account to ensure timely receipt of all awards.

If a transaction code for a scholarship or fellowship has already been assigned via the AS 498 form and you are unsure of the code, a search can be done in the Treasurer Information System (TIS) to find the appropriate code. Sign on to IMS and select TIS from the system menu. The following screen will appear:

```

TISMENU                TREASURER'S INFORMATION SYSTEM          07/05/05 08:24:23
                        PRIMARY MENU

F2 ---- CODE TABLE MENU

F3 ---- CUSTOMER INFORMATION MENU

F4 ---- CASH BOX MENU

F5 ---- TELLER MENU

*** WELCOME TO THE TREASURER'S SYSTEM ***

F1=                    F2=CODMENU    F3=CUSMENU    F4 =CSHMENU    F5 =TELMENU    F6 =SYSTEMENU
F7=ABSMENU            F8=TRFMENU    F9=SRRMENU    F10=DIRMENU    F11=GLSMENU    F12=LOGOFF
  
```

Depress the F2 key to get to the code table menu shown below:

```

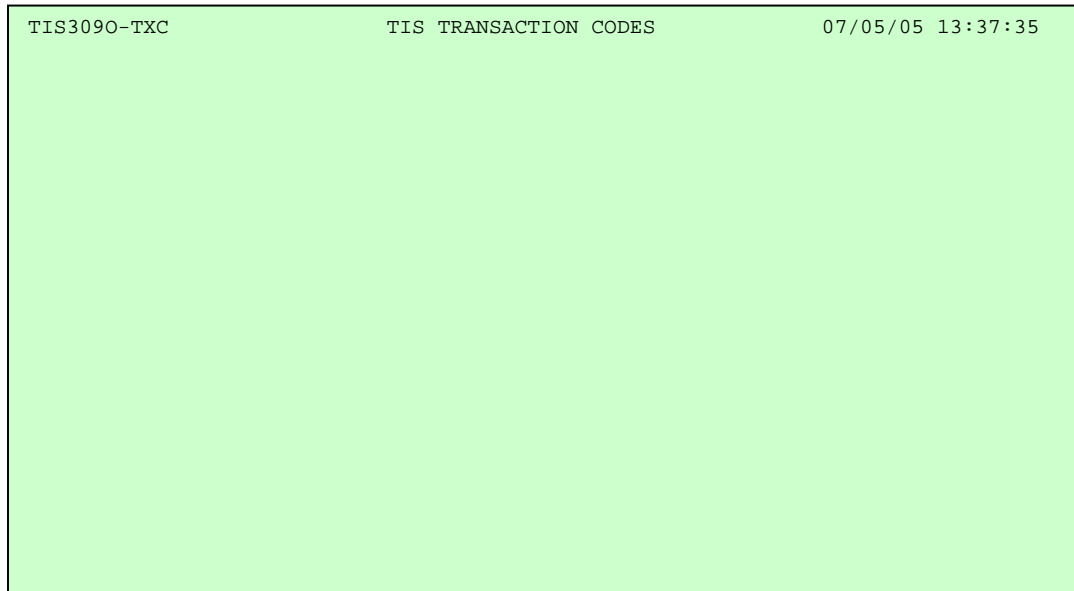
TISMCOD                TIS CODE TABLE MENU                07/05/05
08:31:56

Action: (V=View,A=Add,C=Change,D=Delete) Code:
Customer Nbr:          Name:

Action  Code   Table                Action  Code   Table
-----  ---   -----                -----  ---   -----
V,A,C,D ATC   Account Type          V,A,C,D MOP   Methods of Payment
V,A,C,D AGT   Agreement Types      V,A,C,D PSC   Payment Schedule Codes
V   C   BCM   Bill Comments        V,A   D   PSD   Payment Schedule Dates
V,A,C,D CKC   Check Control        V,A,C,D RPT   Returned Payment Types
V,A,C,D CPC   Collection Agency    V,A,C,D TID   TIS Logon IDs
V,A,C,D CRC   Correspondence       V,A,C,D TXC   Transaction Codes
V,A,C,D CTC   Customer Types      V,A,C,D TGC   Tag Codes
V,A,C,D HRC   History Reasons      V,A,C,D TSC   Transaction Status
V,A,C,D HSC   History Status       V,A,C,D TTC   Transaction Types
V,A,C,D HTC   History Types

F1=HELP            F2=CSHMENU    F3=CUSMENU    F4 =          F5 =TELMENU    F6 =SYSTEMENU
F7=                F8=           F9=           F10=         F11=           F12=LOGOFF
  
```

Type a V in the Action and TXC in the code to get to the transaction code screen shown below:



Tab to the TIS Acct field and type in the full account number for the award. If the full account is not known, type in the first three, five or seven digits followed by % (percent signs) and depress the ENTER key. A list of transactions that meet the criteria selected will appear as shown below:

Access to the SAE system is by account number and is the same as access to the General Ledger System. If you receive an “authorize failed” message when loading awards in SAE, please contact the security officer in Financial Systems Services for assistance.