

# **Student Financial Aid System Modernization (SFASM)**

## **Payments**

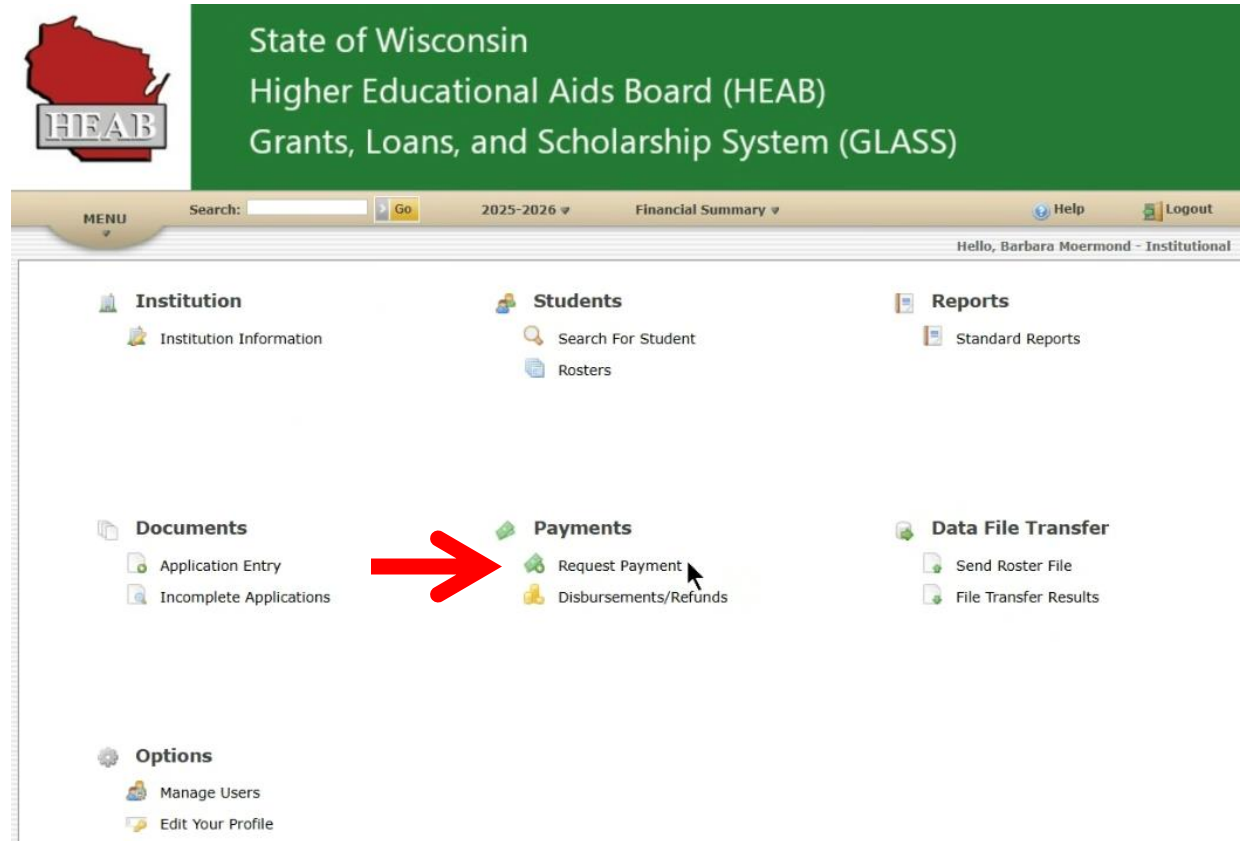


# Making a Payment Request




# Making a Payment Request – Step 1

Go to home page then select ***Request Payment***.



# Making a Payment Request – Step 2

**Either** select all check box at top to select all lines.



The screenshot shows the HEAB GLASS interface. At the top, a green header contains the HEAB logo and the text "State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)". Below this is a navigation bar with "MENU", "Search:", "Go", "2025-2026", "Financial Summary", "Help", and "Logout". A user greeting "Hello, Barbara Moermond - Institutional" is on the right. The main content area is titled "HOME > Institutional Request Payment". It features a "Payment Verification" section with a summary: "Requested but Not Paid: \$0.00 - Not Yet Requested: \$867,588.00". Below this is a table with columns: Program, Term, Certified Amount, Request Date, Status, and View Details. Two rows are shown: "WG-TC" and "TIP", both with a status of "Not Yet Requested". A red arrow points to the "Select All" checkbox at the top left of the table, which is checked. Below the table, the "Selected Payments" section shows "Total of payments currently selected for this request: \$867,588.00" and a "Request Payment" button. At the bottom, there is a table with columns: Program, Allocation, Disbursed, Requested, and Allocation Remaining, and a "Return to Main Menu" link.

**Or** select individual line items.




The screenshot shows the same HEAB GLASS interface as the previous one. In the "Payment Verification" section, the "Select All" checkbox is unchecked. Instead, the checkbox for the "TIP" line item is checked, indicated by a red arrow. The "Selected Payments" section now shows "Total of payments currently selected for this request: \$13,200.00". The "Request Payment" button remains visible. The rest of the interface, including the header, navigation bar, and footer, is identical to the previous screenshot.



# Making a Payment Request – Step 3

Click on the **Request Payment** button.



State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants, Loans, and Scholarship System (GLASS)

MENU

Search:

2025-2026

Financial Summary

Hello, Barbara Moermond - Institutional

HOME > Institutional Request Payment

Payment Verification

Requested but Not Paid: \$0.00 - Not Yet Requested: \$867,588.00

<input type="checkbox"/>	Program	Term	Certified Amount	Request Date	Status	View Details
<input type="checkbox"/>	WG-TC	Fall	\$854,388.00		Not Yet Requested	<a href="#">Details</a>
<input checked="" type="checkbox"/>	TIP	Fall	\$13,200.00		Not Yet Requested	<a href="#">Details</a>

Selected Payments

Total of payments currently selected for this request: \$13,200.00


Program	Allocation	Disbursed	Requested	Allocation Remaining
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[Return to Main Menu](#)



# Making a Payment Request – Step 4

Once you select **Request Payment**, you will see the below message.



State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants, Loans, and Scholarship System (GLASS)

MENU    Search:  Go    2025-2026    Financial Summary    Help    Logout

Hello, Barbara Moermond - Institutional

HOME > Institutional Request Payment

Payment has been requested. ←

Payment Verification    Requested but Not Paid: \$13,200.00 - Not Yet Requested: \$854,388.00

<input type="checkbox"/>	Program	Term	Certified Amount	Request Date	Status	View Details
<input type="checkbox"/>	WG-TC	Fall	\$854,388.00		Not Yet Requested	<a href="#">Details</a>
<input checked="" type="checkbox"/>	TIP	Fall	\$13,200.00	6/6/2025 12:00:00 AM	Requested	<a href="#">Details</a>

Selected Payments

Total of payments currently selected for this request: \$0.00

Request Payment

Program	Allocation	Disbursed	Requested	Allocation Remaining
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[Return to Main Menu](#)

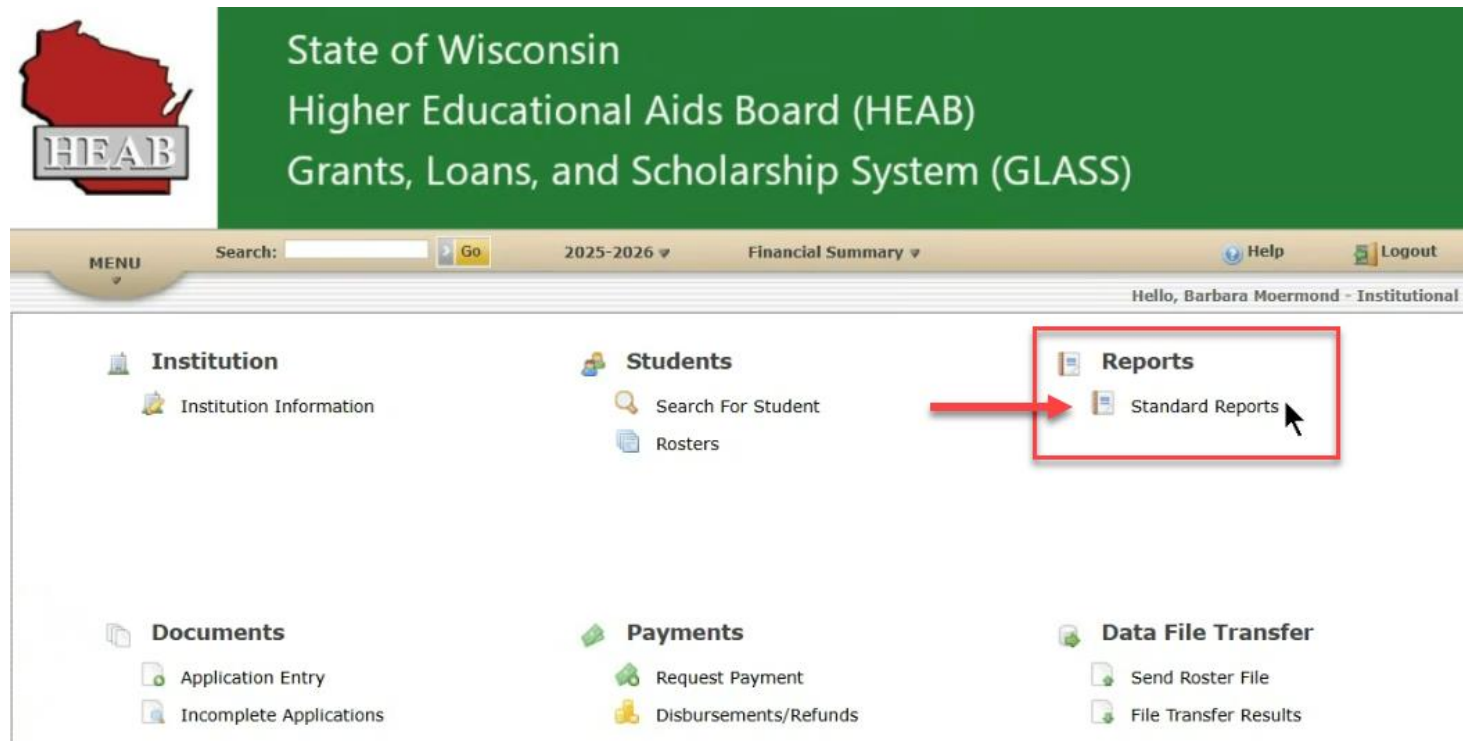


# Getting Information on a Payment Request that Has Not Been Paid



# Step 1

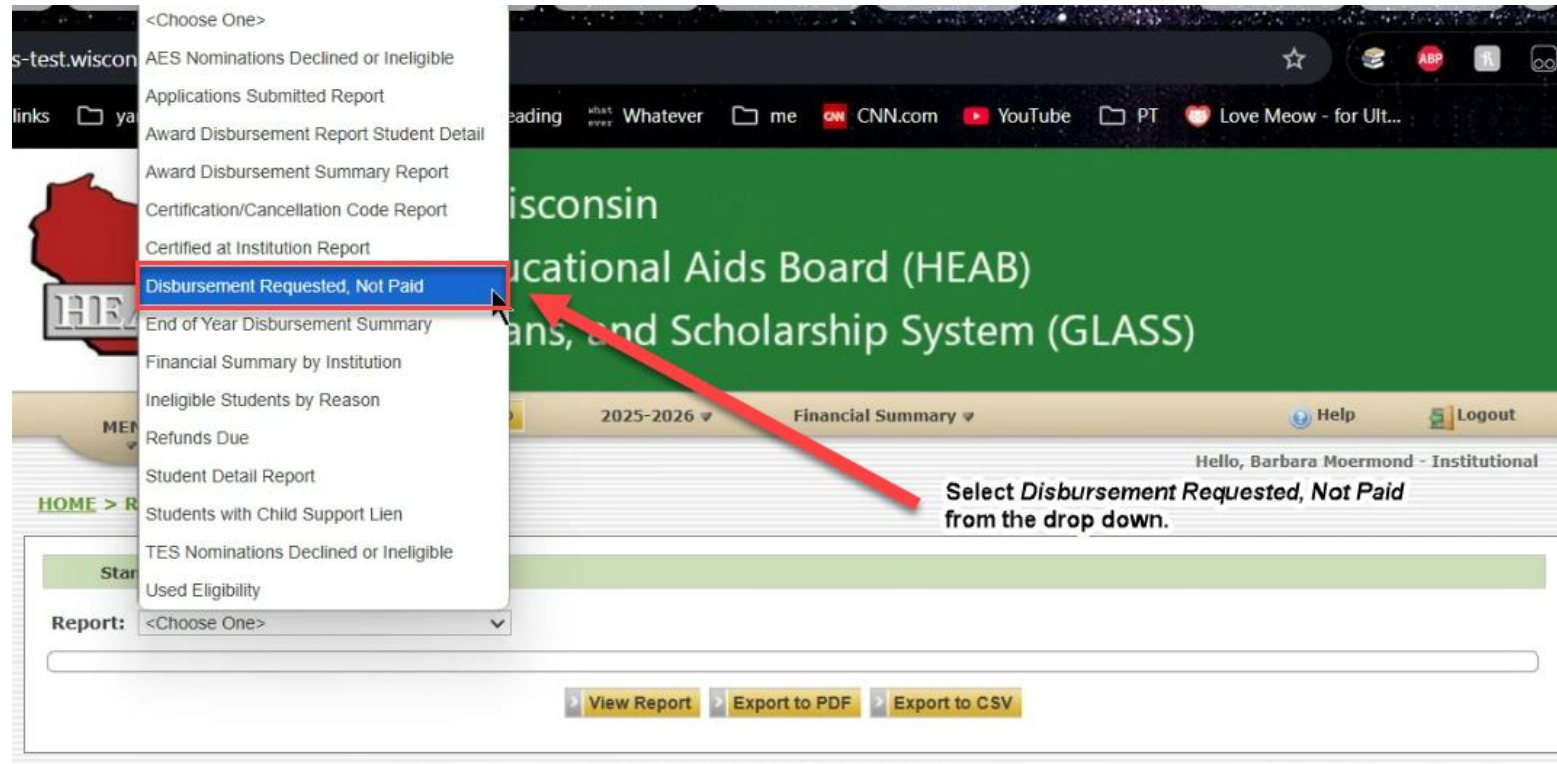
You can use **Reports** from the home page to get more information on payment requests. Click on **Standard Reports**.





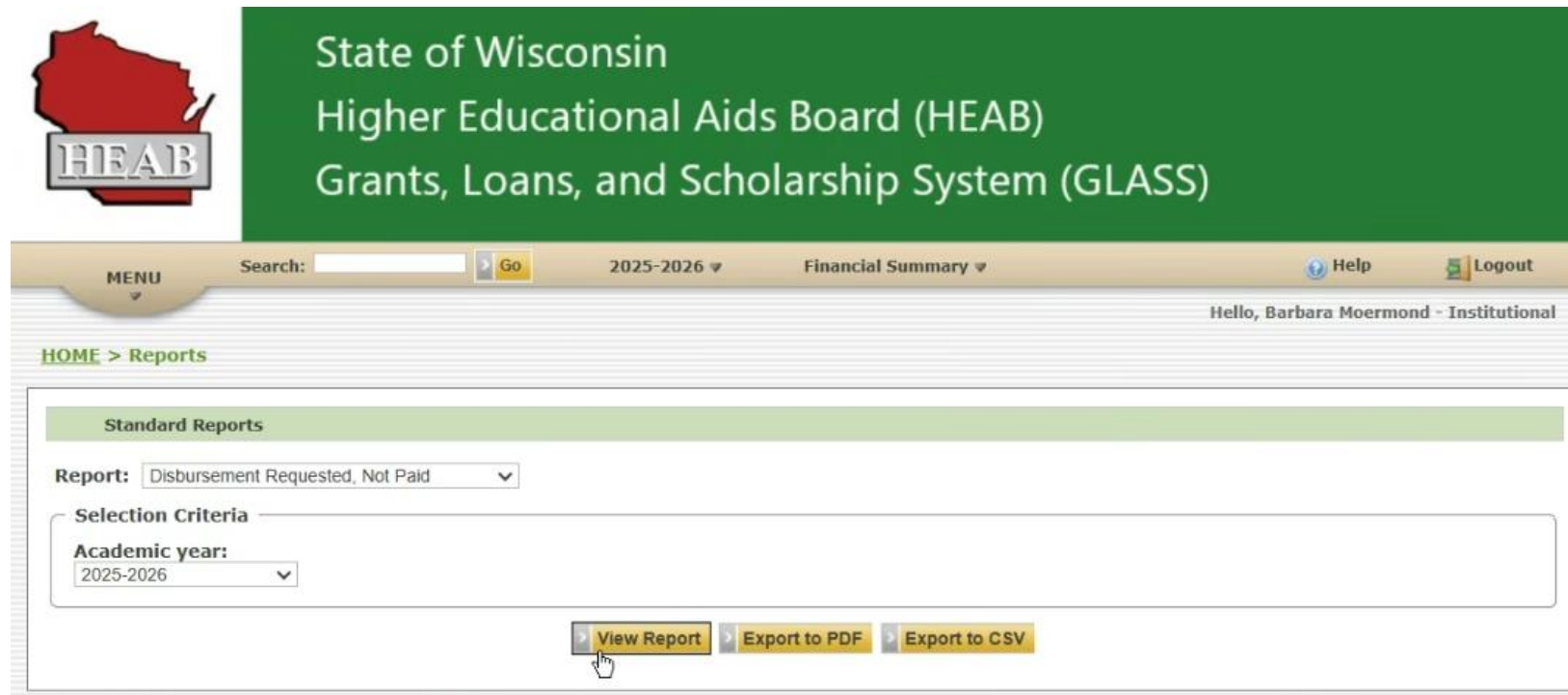
# Step 2

Follow the directions in the image below.



## Step 3

Choose from any of the three buttons below (***View Report***, ***Export to PDF*** or ***Export to CSV***).



The screenshot displays the State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS) interface. The header features the HEAB logo and the system name. A navigation bar includes a search field, a 'Go' button, the academic year '2025-2026', and links for 'Financial Summary', 'Help', and 'Logout'. The user is logged in as 'Barbara Moermond - Institutional'. The main content area shows the 'Standard Reports' section with a dropdown menu set to 'Disbursement Requested, Not Paid'. Below this, the 'Selection Criteria' section includes an 'Academic year' dropdown set to '2025-2026'. At the bottom of the section, three buttons are visible: 'View Report' (highlighted with a mouse cursor), 'Export to PDF', and 'Export to CSV'.



# Step 4

The image below is an example of selecting **View Report**.

The screenshot shows a web application interface for HEAB (Higher Education Assistance Board). The top navigation bar includes a 'MENU' dropdown, a search bar, and links for '2025-2026', 'Financial Summary', 'Help', and 'Logout'. A user greeting 'Hello, Barbara Moermond - Institutional' is displayed on the right. The main content area is titled 'HOME > Reports'. Under the 'Standard Reports' section, the 'Report' dropdown is set to 'Disbursement Requested, Not Paid'. The 'Selection Criteria' section shows the 'Academic year' dropdown set to '2025-2026'. Below this, there are three buttons: 'View Report', 'Export to PDF', and 'Export to CSV'. A 'Report Information' box shows 'Academic Year: 2025-2026' and 'Institution: FOX VALLEY TECHNICAL COLLEGE'. At the bottom, a table displays student data with columns for GLASS ID, First Name, Last Name, Program, Term, Disbursement Amount Requested, Request Date, and Institution. Two rows of data are visible, both for 'FOX VA TECHN COLLEGE'.

GLASS ID	First Name	Last Name	Program	Term	Disbursement Amount Requested	Request Date	Institution
<a href="#">388688</a>	Elizabeth	Barry	TIP	Fall	\$900.00	6/13/2025	FOX VA TECHN COLLEGE
<a href="#">436798</a>	Bonniegail	Brehmer	TIP	Fall	\$900.00	6/13/2025	FOX VA TECHN COLLEGE

# Getting Information on Processed Payments

There Two Options: A and B

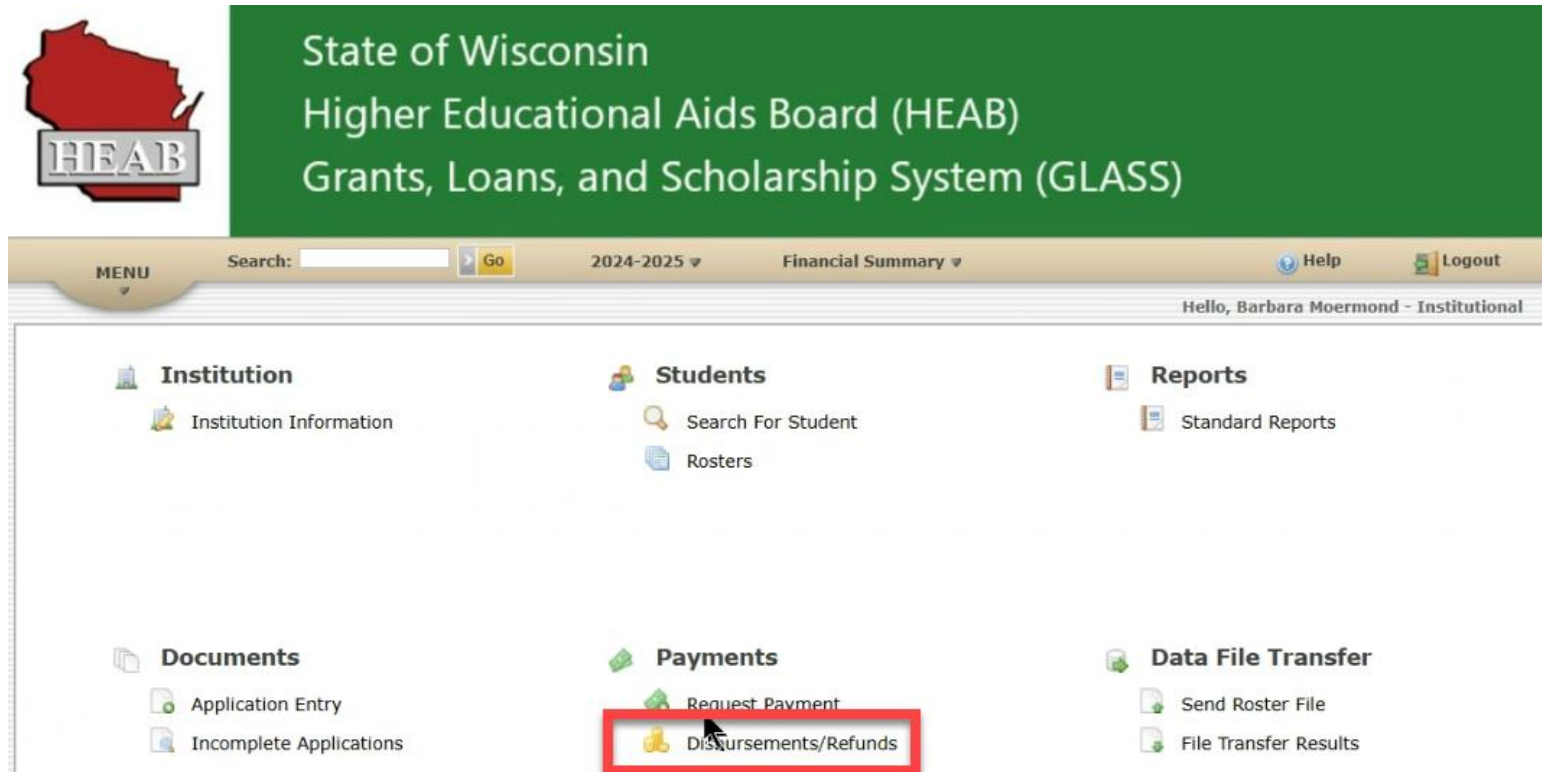


# Option A



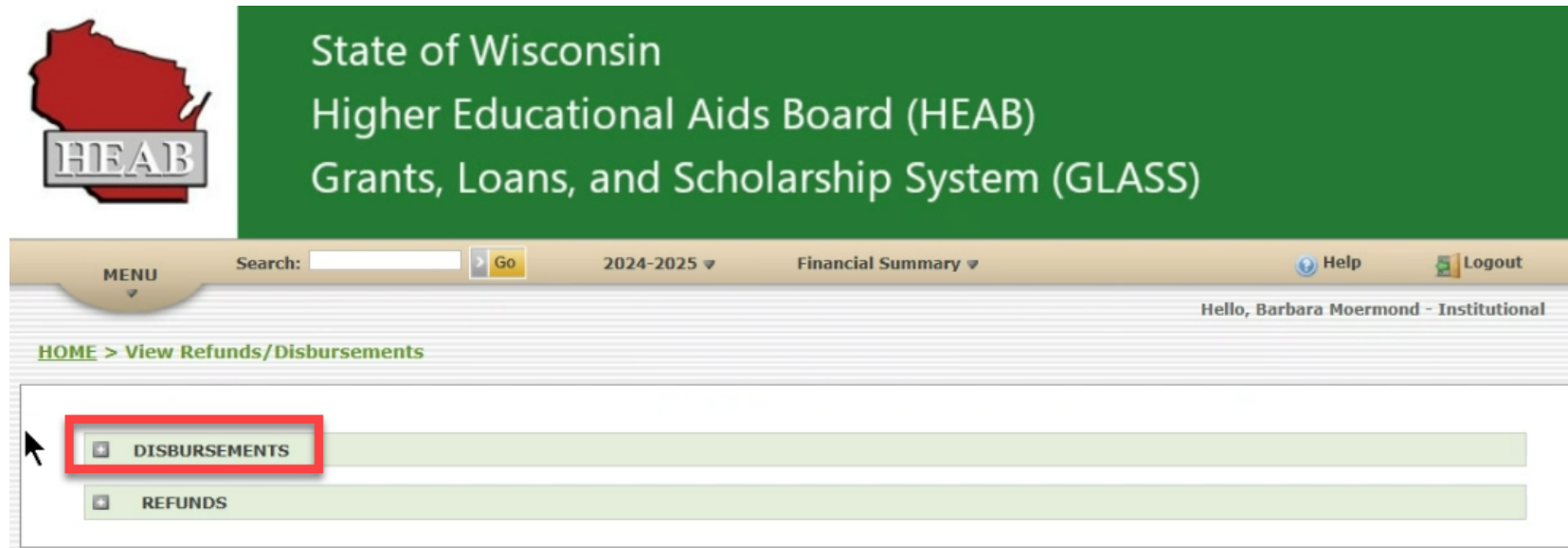
# Step 1

You can use **Payments** from the home page to get more information on payment requests. Click on Disbursements/Refunds.



## Step 2

Then click on ***Disbursements***.



The screenshot shows the HEAB GLASS web application interface. At the top, there is a green header with the text "State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)". To the left of the header is the HEAB logo, which features a red outline of Wisconsin with the letters "HEAB" in a white box. Below the header is a navigation bar with a "MENU" button, a search bar with a "Go" button, and links for "2024-2025", "Financial Summary", "Help", and "Logout". The user is logged in as "Barbara Moermond - Institutional". Below the navigation bar, there is a breadcrumb trail: "HOME > View Refunds/Disbursements". In the main content area, there are two buttons: "DISBURSEMENTS" and "REFUNDS". The "DISBURSEMENTS" button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

## Step 3

You will then see a page similar to the below. When you click into a date, it will have a file for each deposit for each voucher. If setup to get one deposit per voucher, there will be one line and one file. If setup to get one deposit per program per voucher, there will be a line and a file per program. You may download your CSV file that contains processed payment data by clicking on the **Download File** link.



The screenshot shows the HEAB GLASS web application. The header includes the HEAB logo, the title "Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS)", and a navigation bar with "MENU", "Search:", "Go", "2024-2025", "Financial Summary", "Help", and "Logout". A greeting "Hello, Barbara Moermond - Institutional" is displayed. The main content area shows a breadcrumb "HOME > View Refunds/Disbursements" and a section titled "DISBURSEMENTS". This section contains a table with columns: "Program Group", "Disbursed Amount", "Processed Date", "Method", "Voucher Number", "View Details", "Print Details", and "Download File". The table lists disbursements for "FOX VALLEY TECHNICAL COLLEGE 009744" for the dates 05/13/2025, 05/06/2025, and 05/02/2025. The 05/06/2025 entry is expanded to show a detailed table with three rows of data.

Program Group	Disbursed Amount	Processed Date	Method	Voucher Number	View Details	Print Details	Download File
WG	\$876.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
TIP	\$18,200.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
TES	\$562.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>



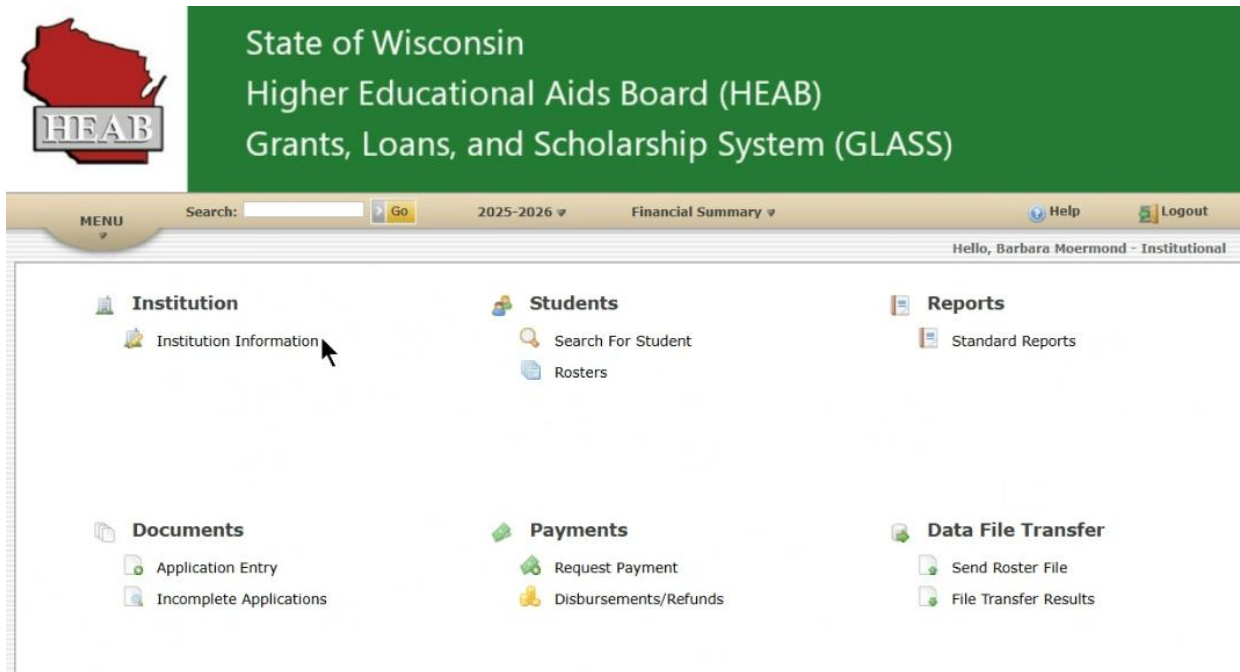


# Option B



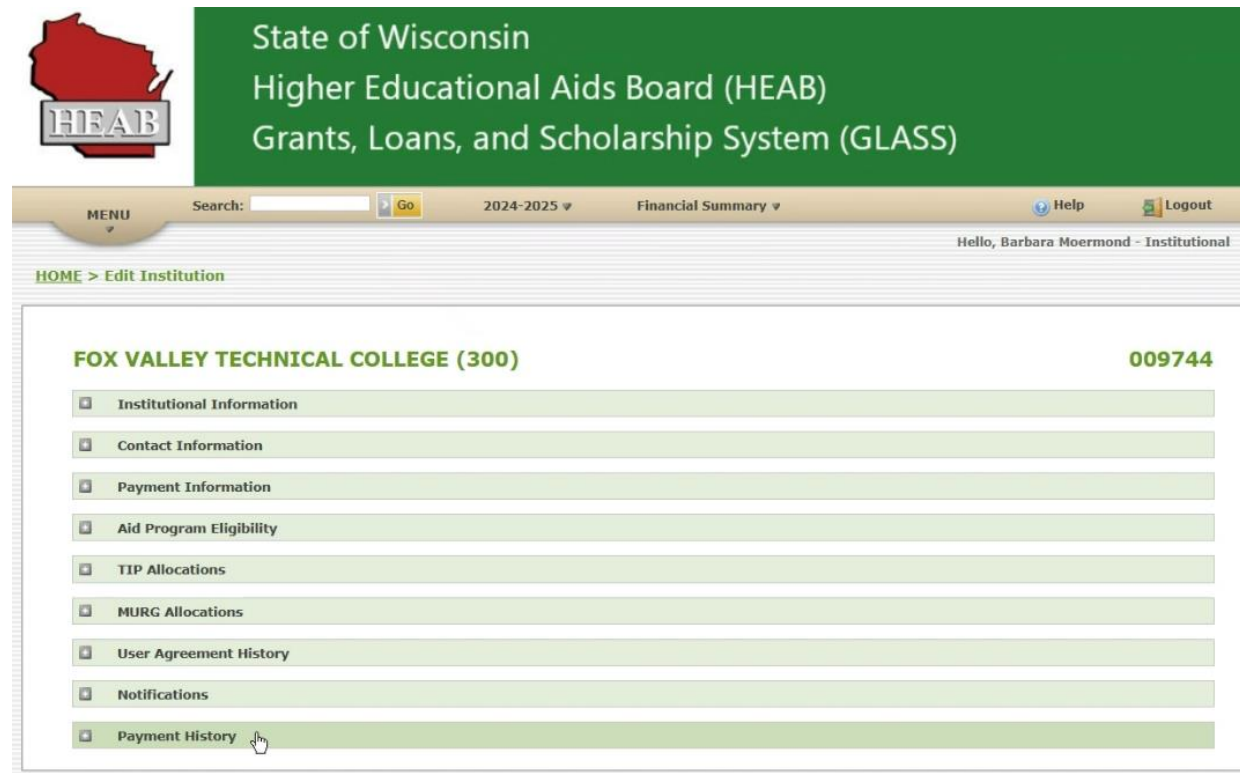
# Step 1

You can use ***Institution*** from the home page to get more information on payment requests. Click on ***Institution Information***.



## Step 2

By performing the actions on the prior slide, you will see the page shown below. Click the down arrow on ***Payment History***.



The screenshot displays the State of Wisconsin Higher Educational Aids Board (HEAB) Grants, Loans, and Scholarship System (GLASS) interface. The header features the HEAB logo and the system name. A navigation bar includes a search field, a dropdown for the academic year (2024-2025), a link to the Financial Summary, and user options for Help and Logout. The user is logged in as Barbara Moermond in an Institutional role. The main content area shows the profile for Fox Valley Technical College (300) with ID 009744. A list of menu items is provided, with 'Payment History' highlighted and a mouse cursor pointing to its dropdown arrow.

State of Wisconsin  
Higher Educational Aids Board (HEAB)  
Grants, Loans, and Scholarship System (GLASS)

MENU Search:  Go 2024-2025 Financial Summary Help Logout  
Hello, Barbara Moermond - Institutional

HOME > Edit Institution

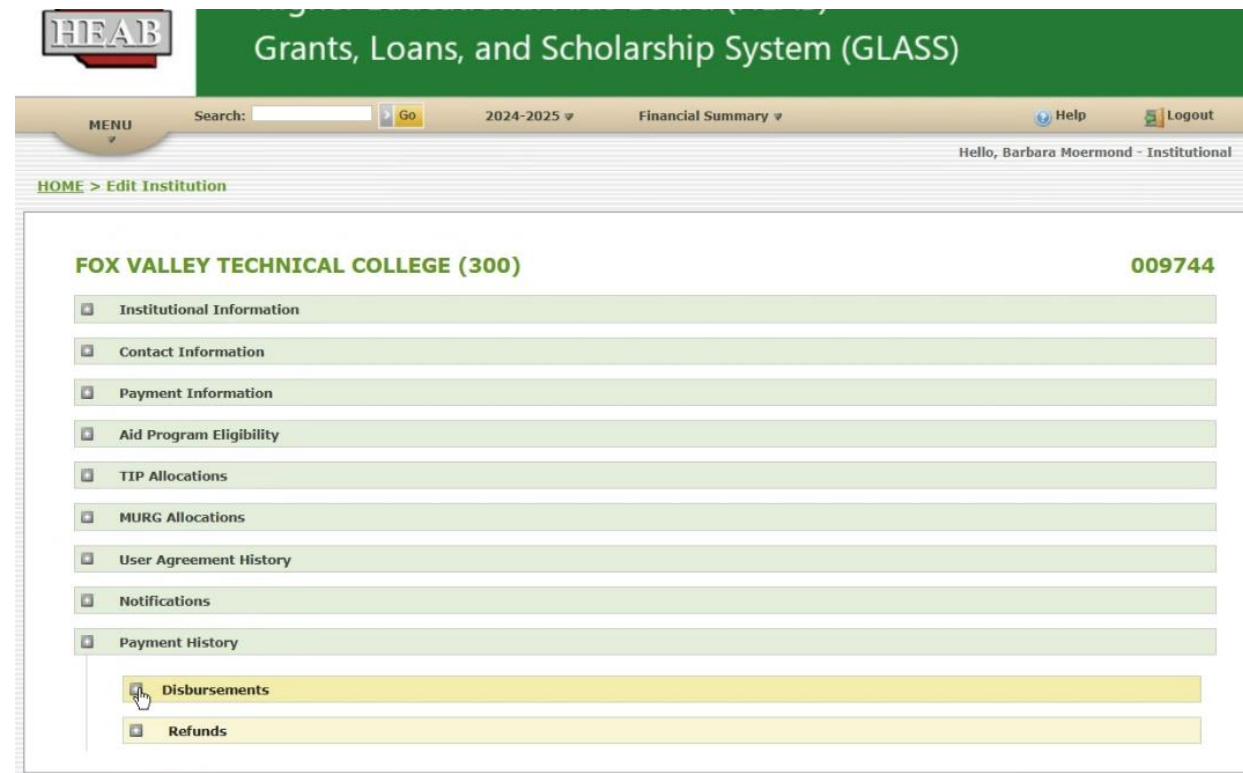
**FOX VALLEY TECHNICAL COLLEGE (300)** **009744**

- ▢ Institutional Information
- ▢ Contact Information
- ▢ Payment Information
- ▢ Aid Program Eligibility
- ▢ TIP Allocations
- ▢ MURG Allocations
- ▢ User Agreement History
- ▢ Notifications
- ▢ Payment History



## Step 3

By performing the actions on the prior slide, you will see the page shown below. Click the down arrow on ***Disbursements***.



The screenshot displays the HEAB Grants, Loans, and Scholarship System (GLASS) interface. The header features the HEAB logo and the system name. A navigation bar includes a search field, a 'Go' button, and links for '2024-2025', 'Financial Summary', 'Help', and 'Logout'. A user greeting 'Hello, Barbara Moermond - Institutional' is visible. The main content area shows the 'HOME > Edit Institution' breadcrumb and the institution name 'FOX VALLEY TECHNICAL COLLEGE (300)' with the ID '009744'. A list of menu items is displayed, with 'Disbursements' highlighted in yellow and a mouse cursor pointing to it. The menu items include: Institutional Information, Contact Information, Payment Information, Aid Program Eligibility, TIP Allocations, MURG Allocations, User Agreement History, Notifications, Payment History, Disbursements, and Refunds.



## Step 4

You will then see a page similar to the below. When you click into a date, it will have a file for each deposit for each voucher. If setup to get one deposit per voucher, there will be one line and one file. If setup to get one deposit per program per voucher, there will be a line and a file per program. You may download your CSV file that contains processed payment data by clicking on the **Download File** link.

FOX VALLEY TECHNICAL COLLEGE (300)

009744

Institutional Information

Contact Information

Payment Information

Aid Program Eligibility

TIP Allocations

MURG Allocations

User Agreement History

Notifications

Payment History

Disbursements

05/13/2025

FOX VALLEY TECHNICAL COLLEGE 009744

\$1,100.00

05/06/2025

FOX VALLEY TECHNICAL COLLEGE 009744

\$19,638.00

Program Group	Disbursed Amount	Processed Date	Method	Voucher Number	View Details	Print Details	Download File
WG	\$876.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
TIP	\$18,200.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
TES	\$562.00	05/06/2025	Automated Clearing House (ACH)	5112	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>

05/02/2025

FOX VALLEY TECHNICAL COLLEGE 009744

\$59,625.00

04/04/2025

FOX VALLEY TECHNICAL COLLEGE 009744

\$4,274.00



# Final Questions