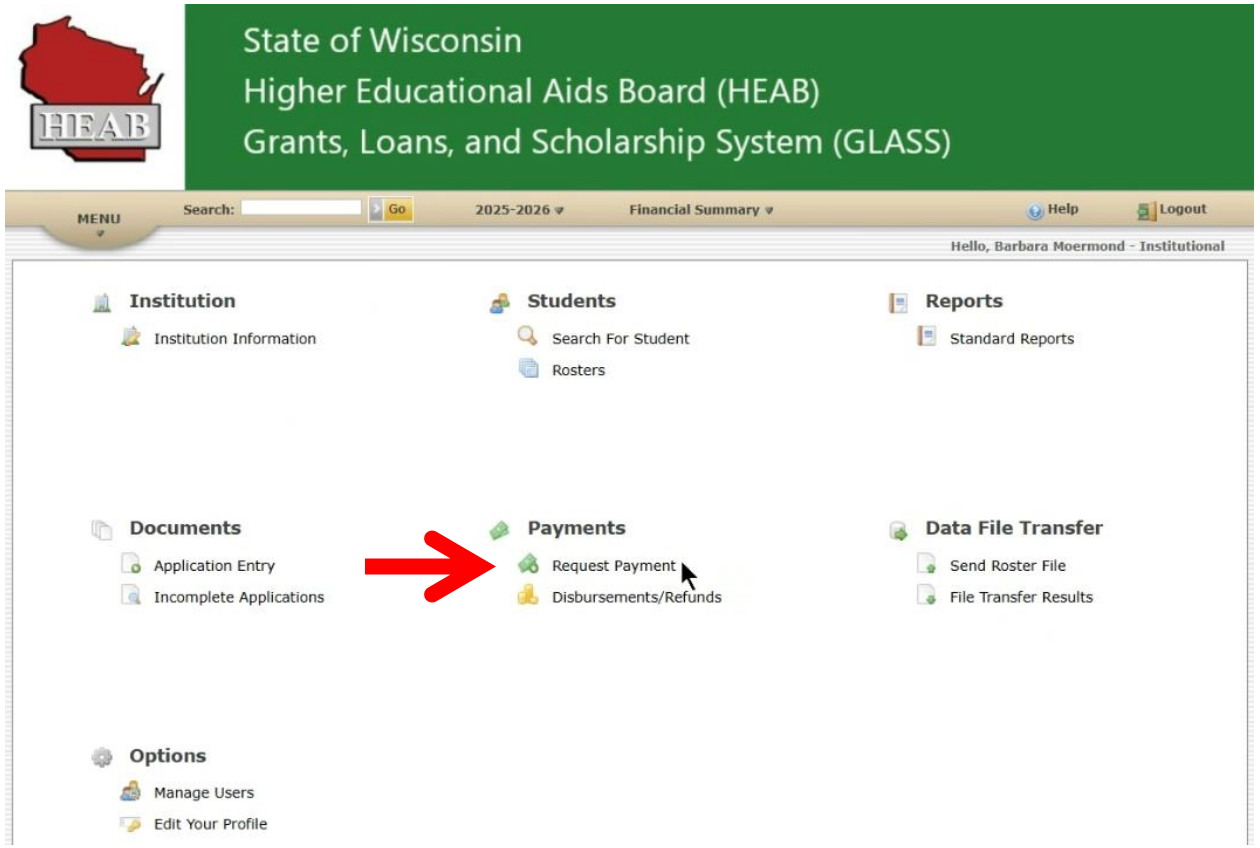
Student Financial Aid System Modernization (SFASM)

Payments

Making a Payment Request

Making a Payment Request – Step 1

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



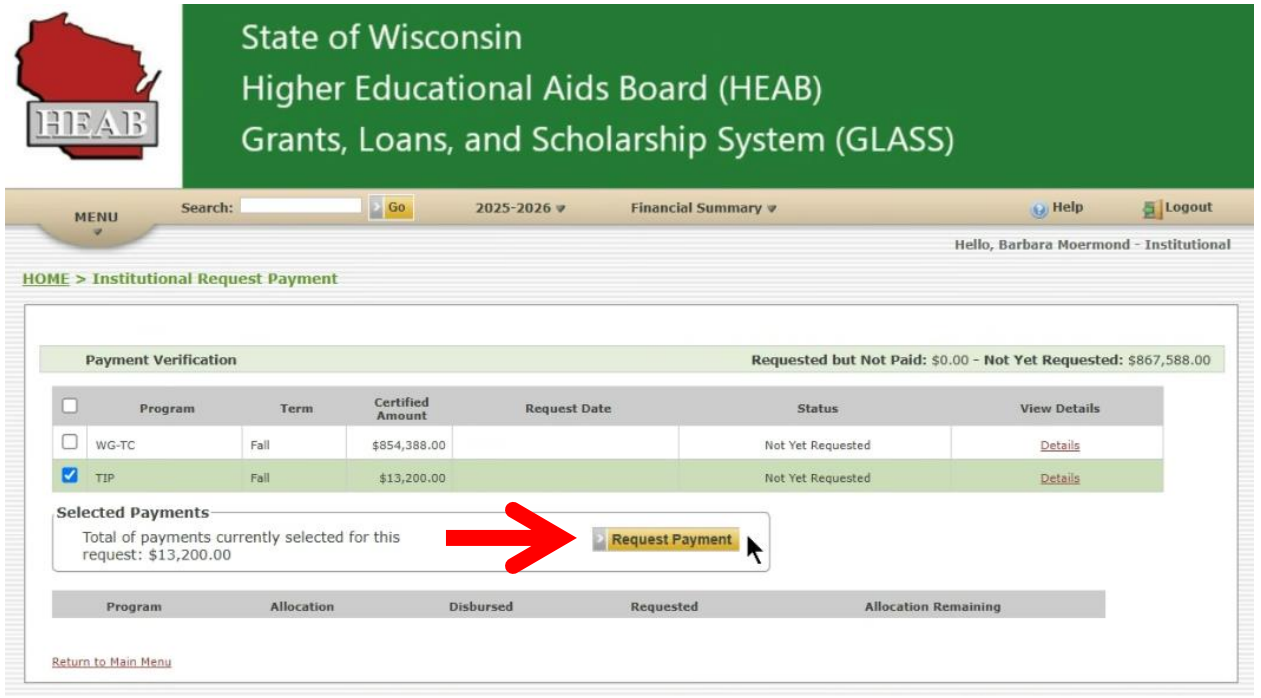
Making a Payment Request – Step 2

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

Or select individual line items.

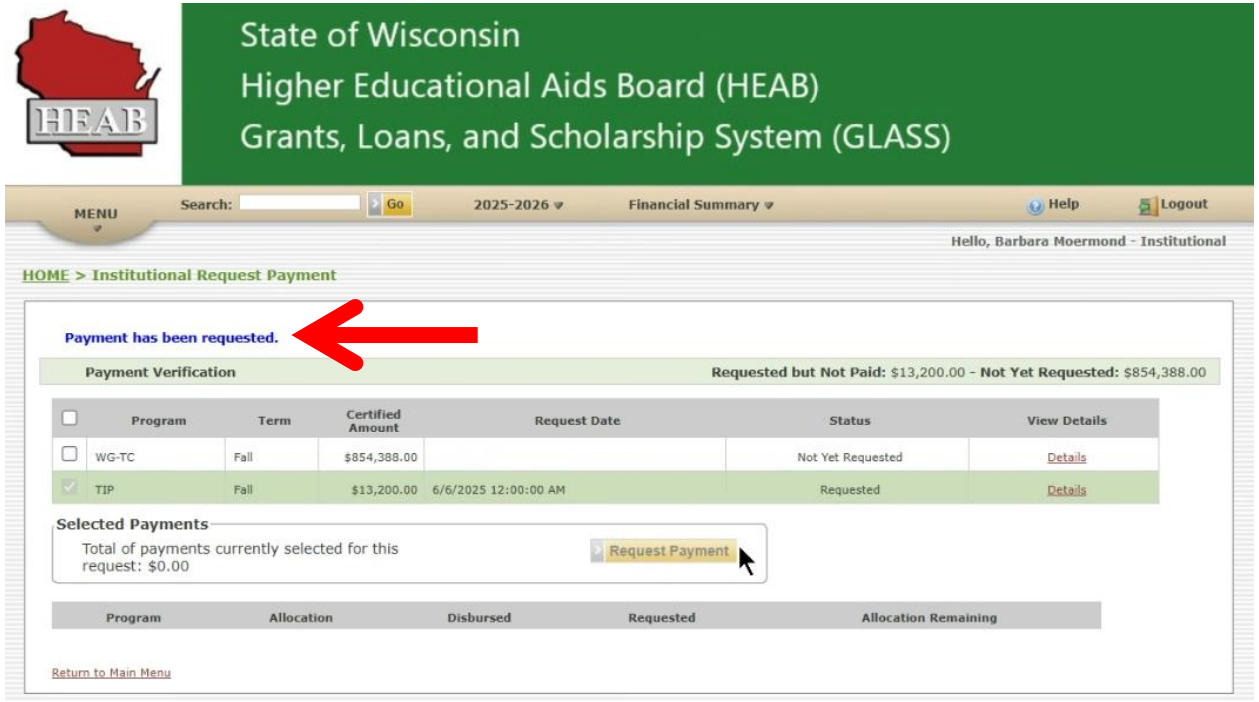
Making a Payment Request – Step 3

Click on the ***Request Payment*** button.



Making a Payment Request – Step 4

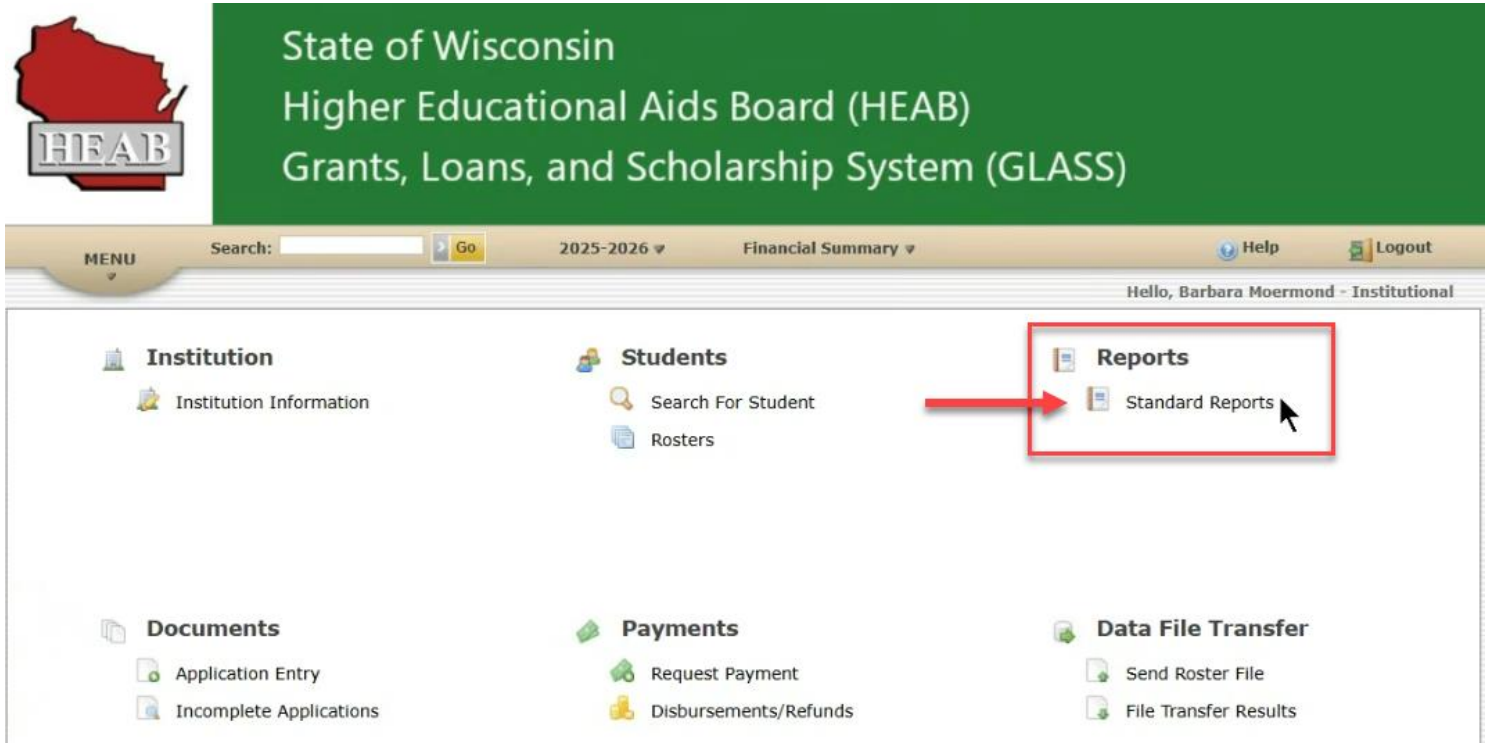
Once you select ***Request Payment***, you will see the below message.



Getting Information on a Payment Request that Has Not Been Paid

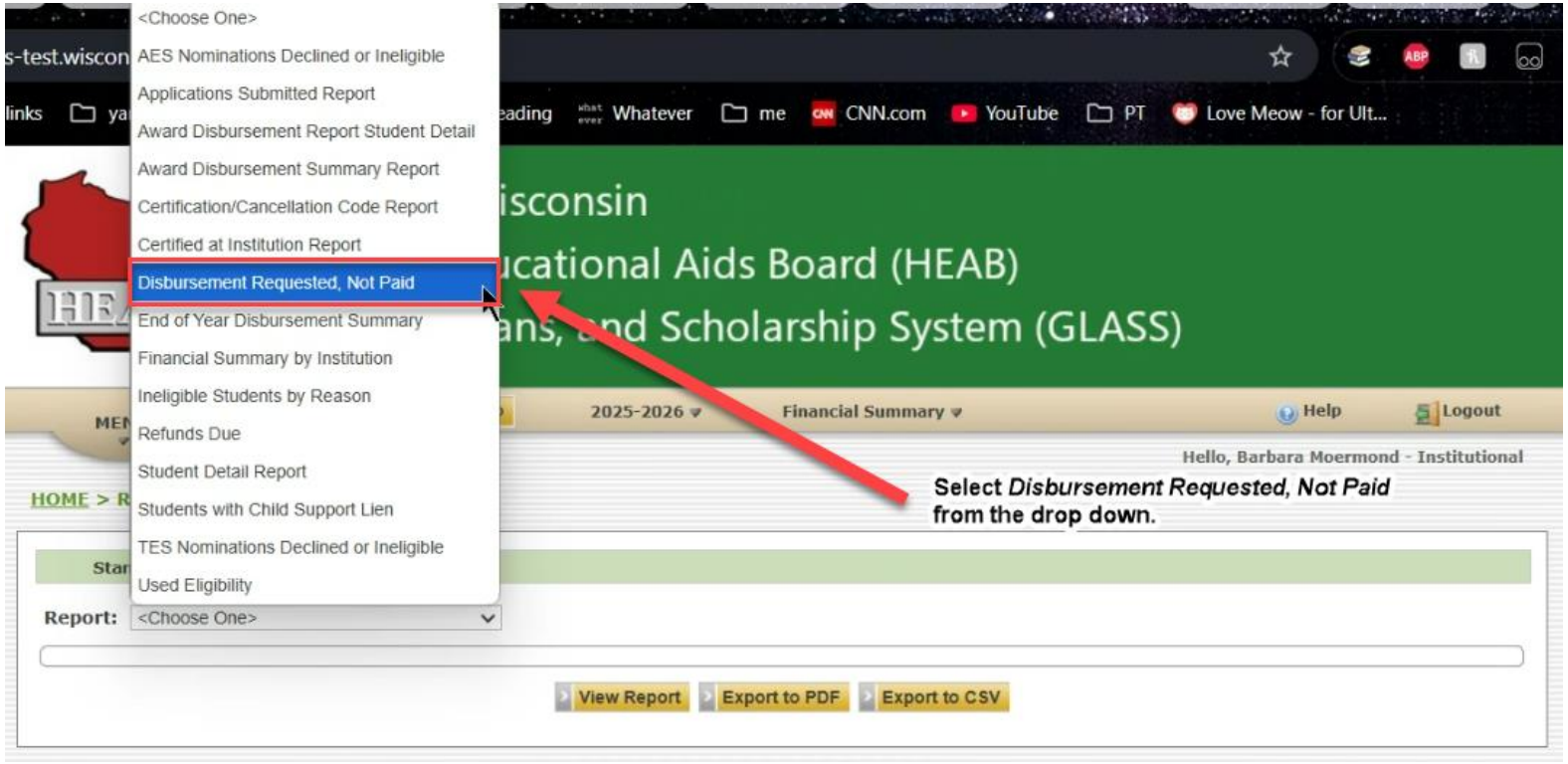
Step 1

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



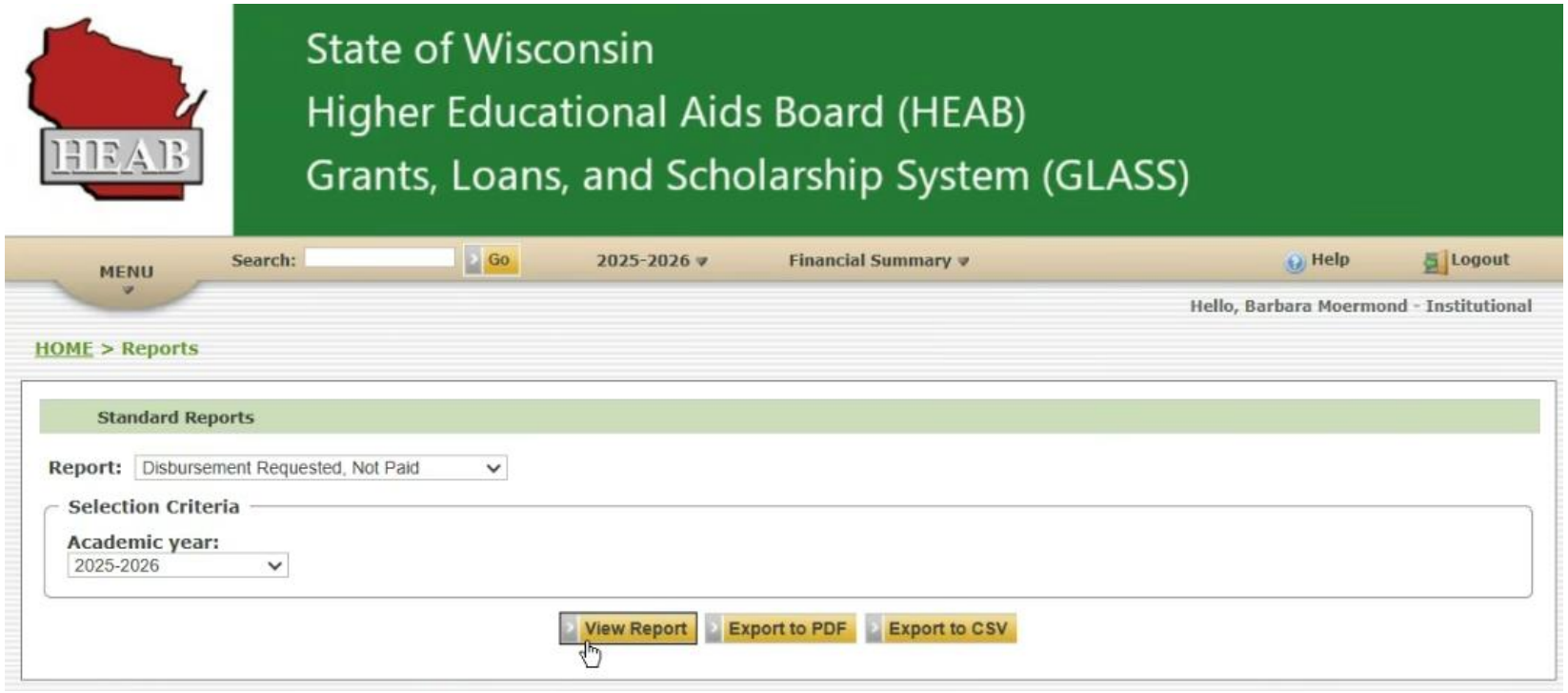
Step 2

Follow the directions in the image below.



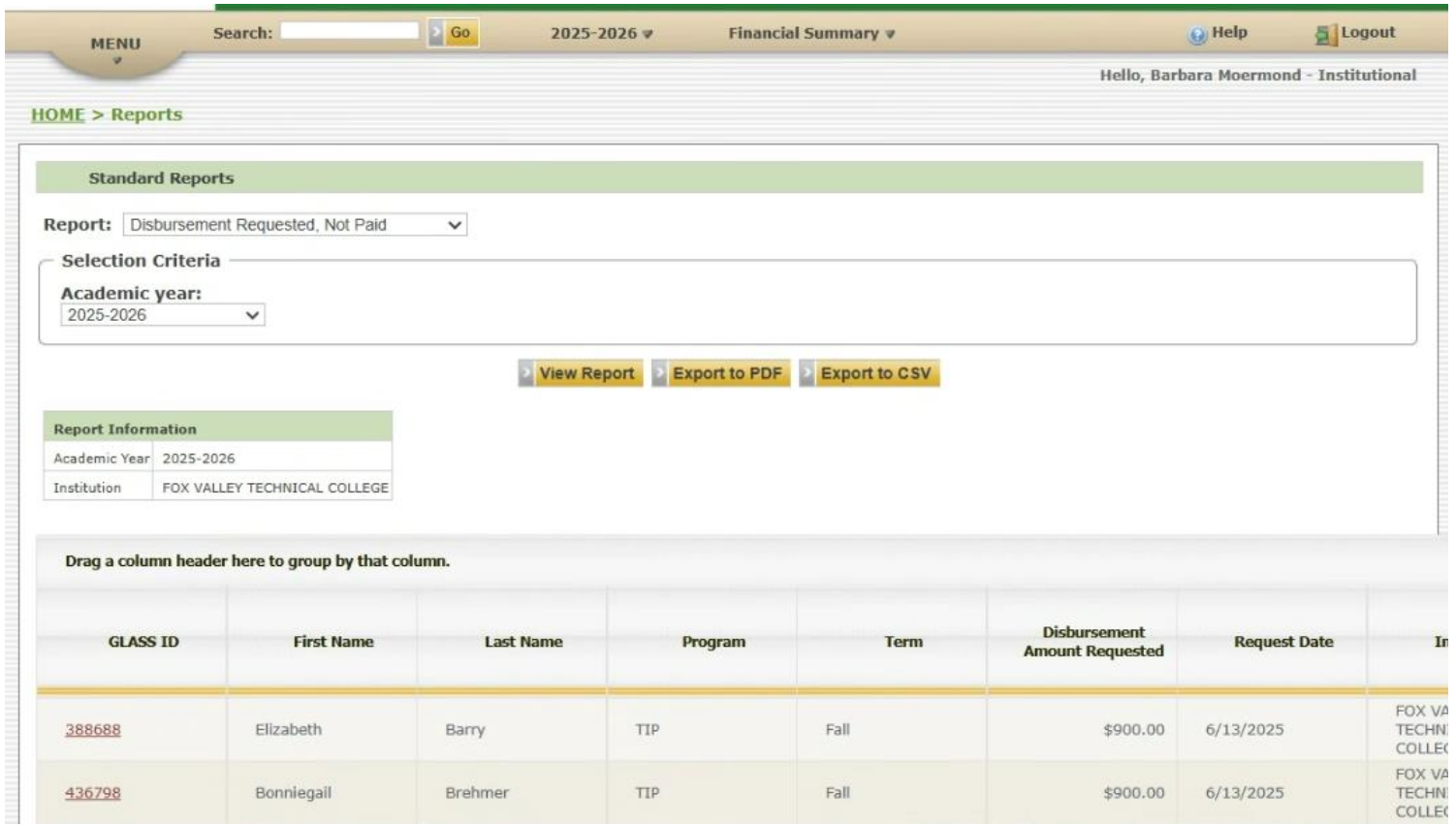
Step 3

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



Step 4

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



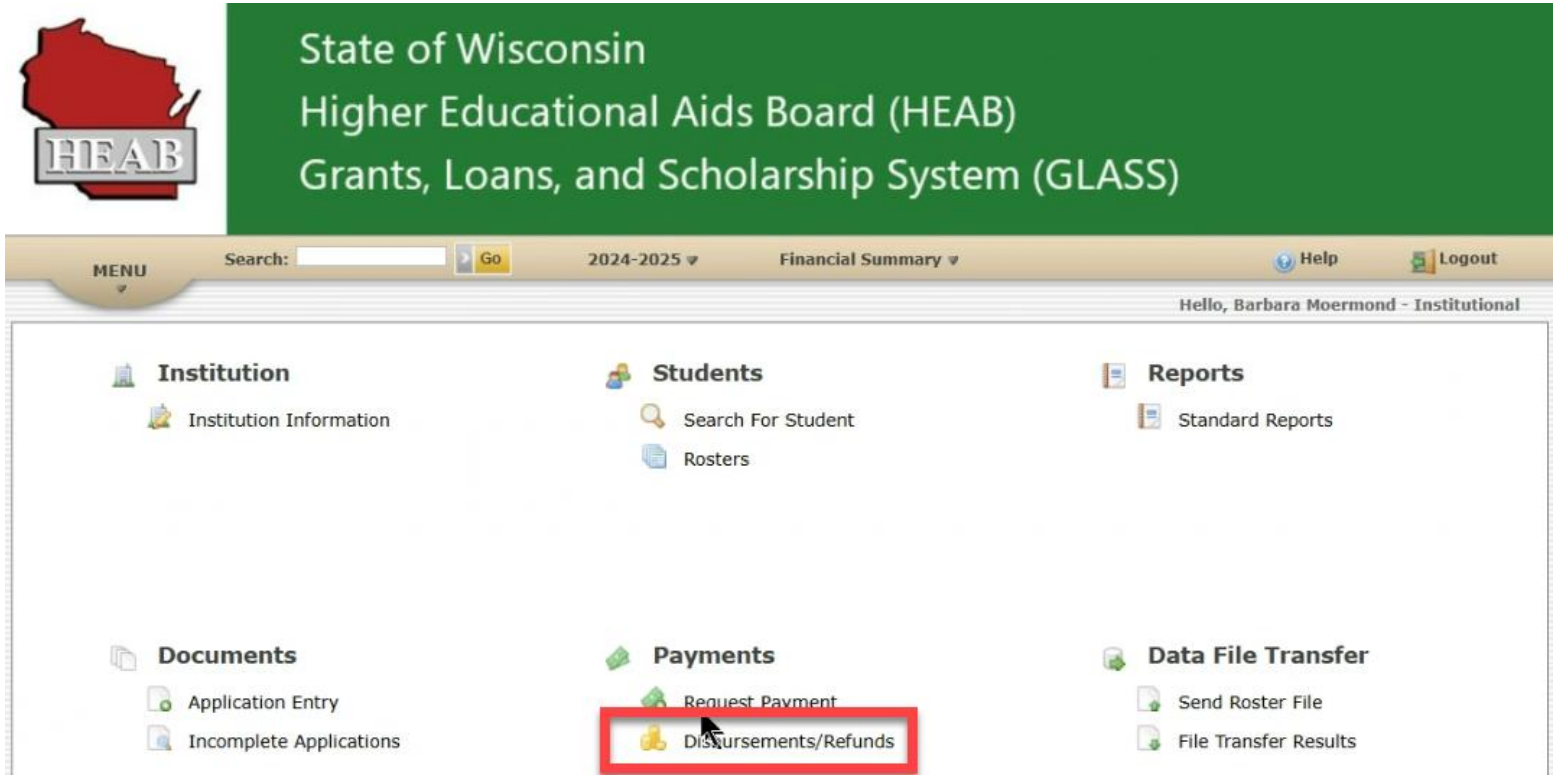
Getting Information on Processed Payments

There Two Options: A and B

Option A

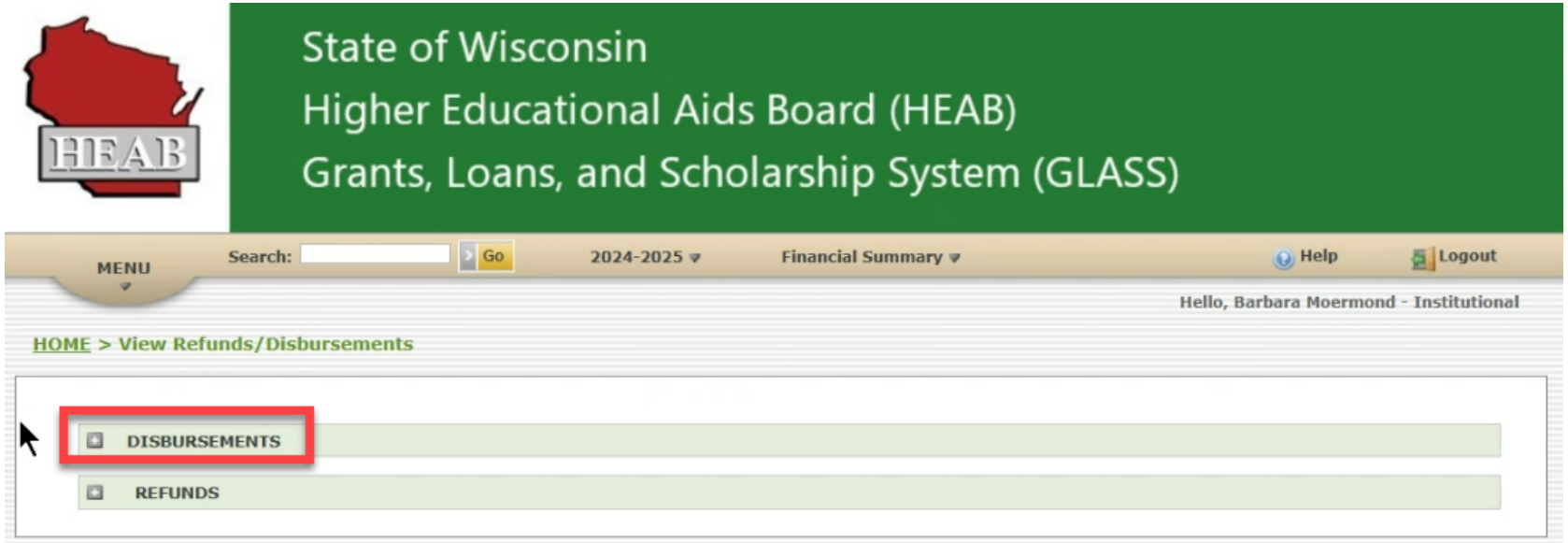
Step 1

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



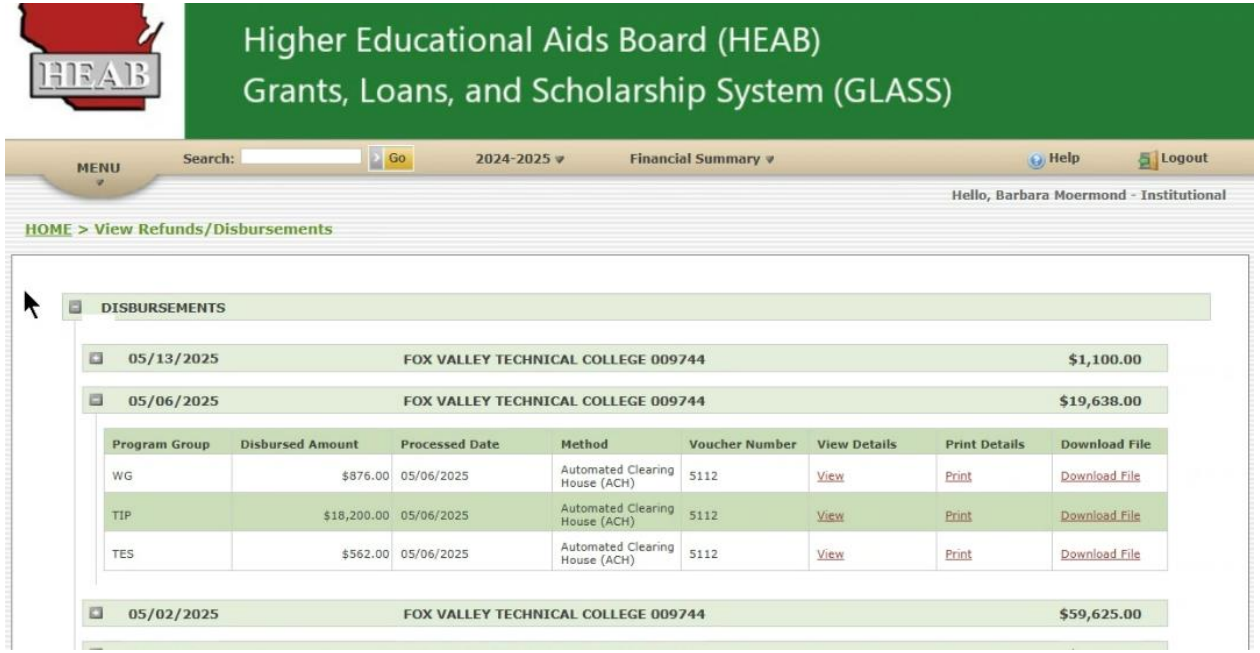
Step 2

Then click on ***Disbursements***.



Step 3

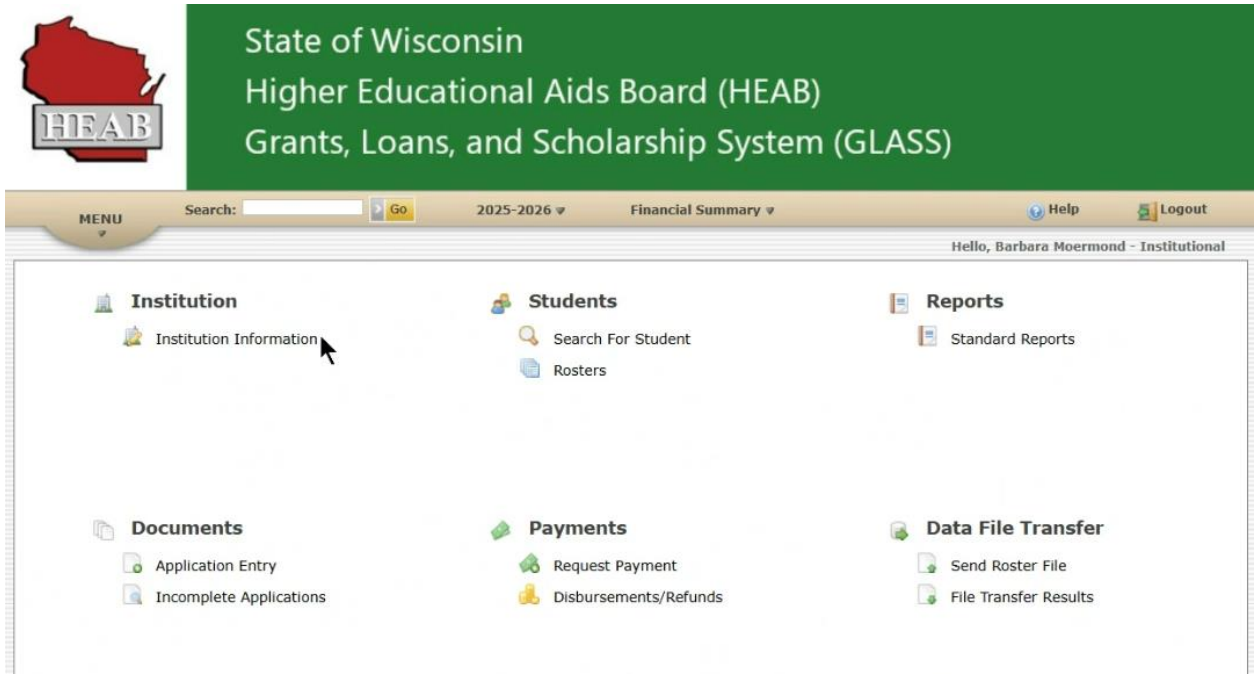
You will then see a page similar to the below. When you click into a date, it will have a file for each deposit for each voucher. If setup to get one deposit per voucher, there will be one line and one file. If setup to get one deposit per program per voucher, there will be a line and a file per program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



Option B

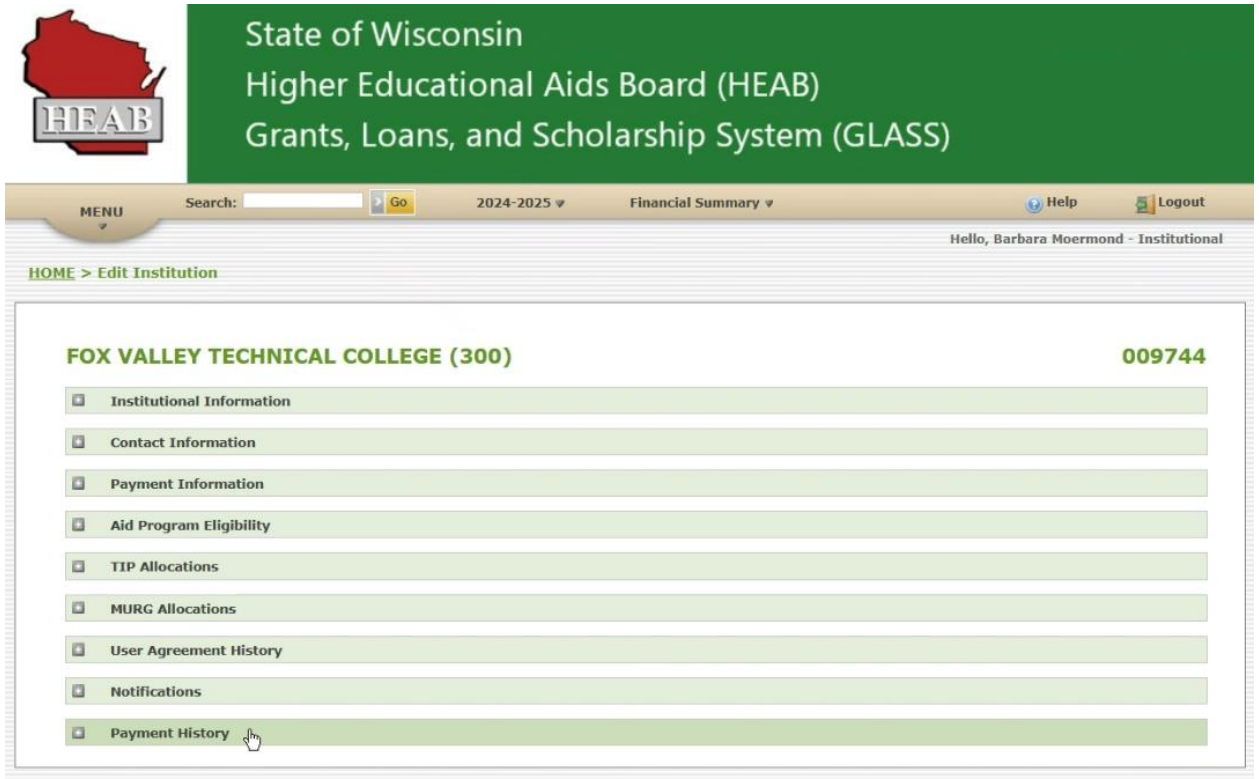
Step 1

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



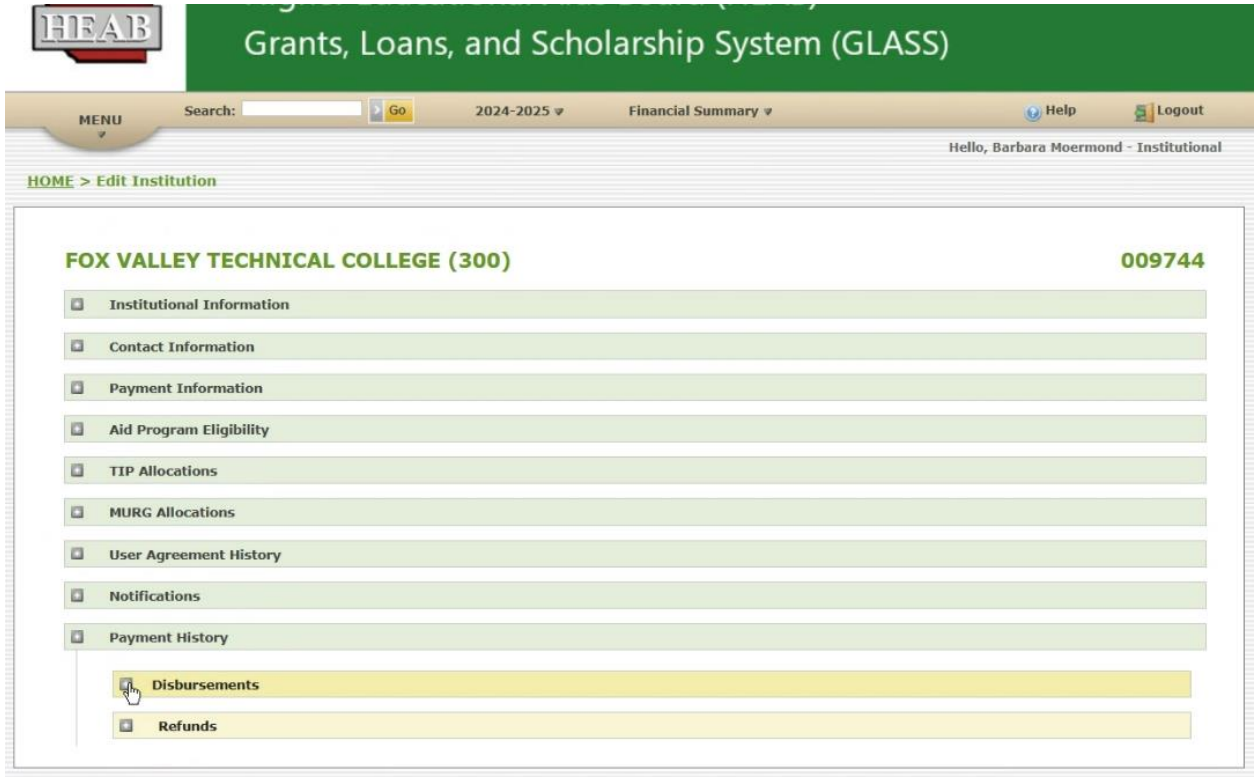
Step 2

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



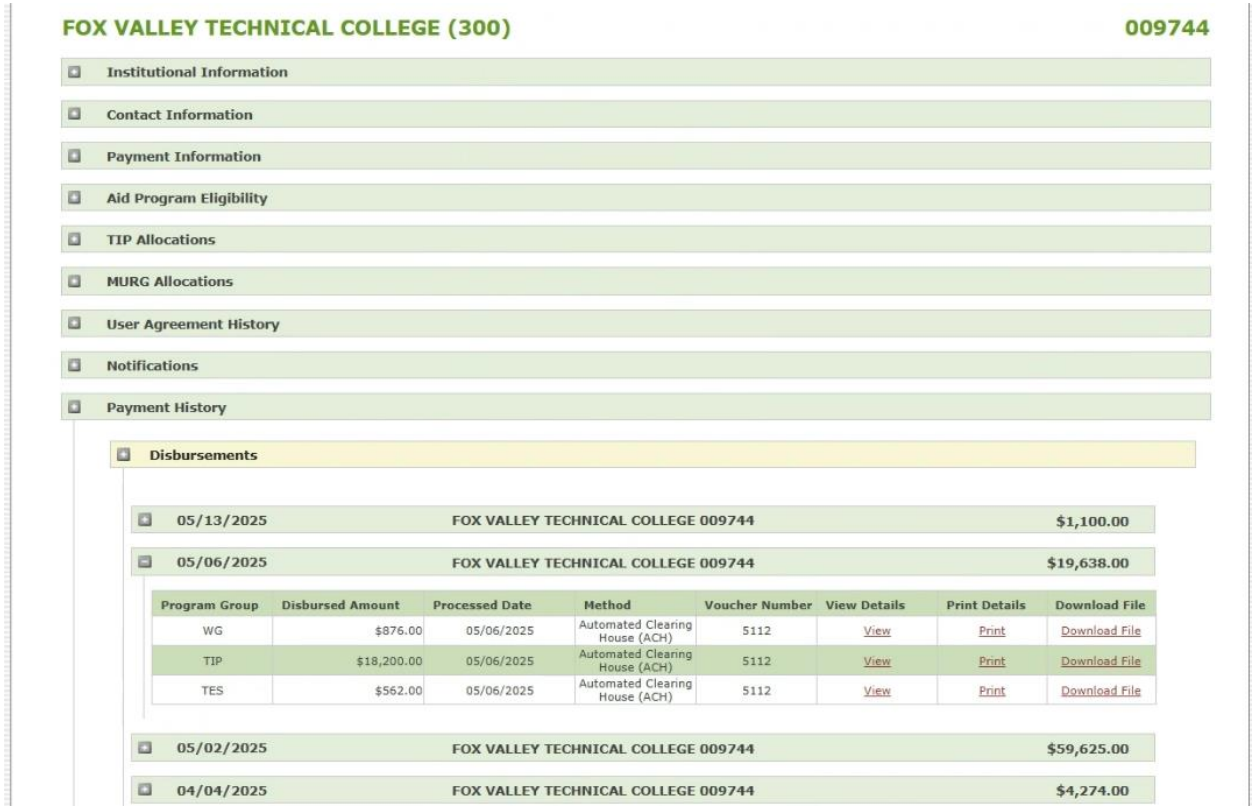
Step 3

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



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.



Final
Questions