

Disbursement Status and Override

The Disb Status link shows on the term detail line and provides information about disbursement status as well as the ability to override disbursement rules.

Disbursement Status

DISB DATE	DISB STATUS
09/11/2020	Disbursed

A status of Disbursed means the line has successfully disbursed from GFS (you can also see the disbursement date on the detail line).


DISB STATUS

Error

Disbursement Messages:

This student is currently not enrolled. Once enrollment has occurred this line will disburse.

Override Information:

 I understand that I am overriding the standard disbursement rules for this transaction. Items will only automatically disburse if the student is enrolled in at least 8 units during A/W/Spr, 1 unit in Summer OR the student has successfully petitioned the Registrar's Office for Part-Time Enrollment status. I confirm that I have properly documented the reasons for this override in the "Notes" section below.

Return

An Error status appears when the line attempted to disburse but did not because the student is not enrolled in enough units for the term. You are unable to add a Disbursement Override until you "Edit" the aid line. The system will continue to try to disburse the aid line nightly until either an override has been entered or the conditions for disbursement have been met.

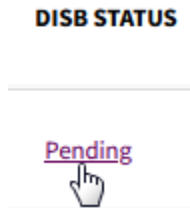
DISB STATUS

Pending

Lines for future terms will show as Pending (which means the disbursement is pending, not the same as the approval status) until the disbursement process for that term begins (usually 10 days before the start of a term).

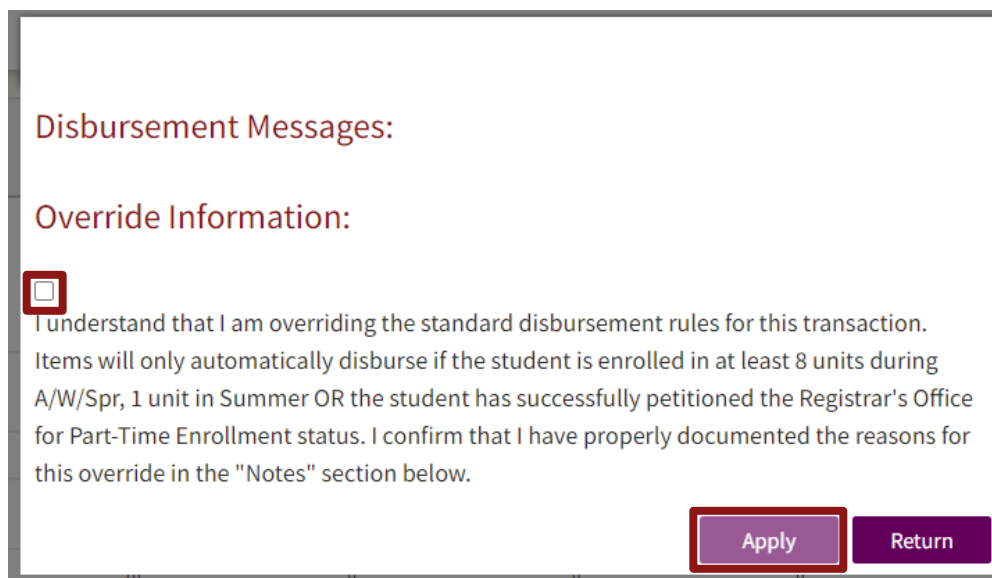
Using Disbursement Override

For the aid line and quarter that needs the disbursement override, click on the status link under the Disb Status column. If the line was previously saved, you will need to be in Edit mode.



The window that opens provides the ability to override the disbursement rules. As noted in the statement, an override is not necessary if the student is enrolled in at least 8 units, has been approved by the Registrar's Office for Part-Time Enrollment, or is enrolled in at least one unit for the summer term.

Check the box to acknowledge the statement and click Apply to override the disbursement.

A screenshot of a dialog box titled 'Disbursement Messages:'. Below the title is the section 'Override Information:'. There is a red-bordered checkbox that is currently unchecked. Below the checkbox is a paragraph of text: 'I understand that I am overriding the standard disbursement rules for this transaction. Items will only automatically disburse if the student is enrolled in at least 8 units during A/W/Spr, 1 unit in Summer OR the student has successfully petitioned the Registrar's Office for Part-Time Enrollment status. I confirm that I have properly documented the reasons for this override in the "Notes" section below.' At the bottom right of the dialog box are two buttons: 'Apply' and 'Return'. The 'Apply' button is highlighted with a red border.

A small green "O" will appear next to the disbursement status where an override has been entered. Use the Notes section to document the reason for the override. Click Save and Submit to route the aid line for approval by the Home Department Approver and the Financial Approver.

If it becomes necessary to add a disbursement override to an aid line that has already been approved, you must edit the aid line, check the override box then Save and Submit the aid line again. Both the Financial Approver and the Home Department Approver are also approving use of the disbursement override.

Need More Help? If you need assistance with GFS, please submit a [GFS Service Request](#).