

LINK FINANCIAL AID

APPLICANT BUDGETING MODULE



Date Issued: 4/3/2006

FABU-106 Change/Adjust Individual Budget Component

General Description:

This procedure explains how to change or adjust a budget component for an individual student.

Responsible Manager: Director of Financial Aid

Related Forms:

RBAABUD Applicant Budget Form

RHACOMM Applicant Comments Form

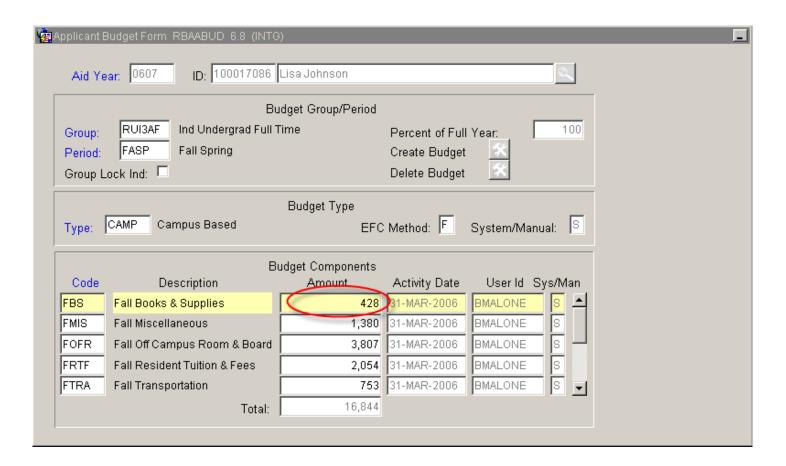
Related Procedures:

UNM-100 Search Three Times

The procedure begins on the next page.

PROCEDURE

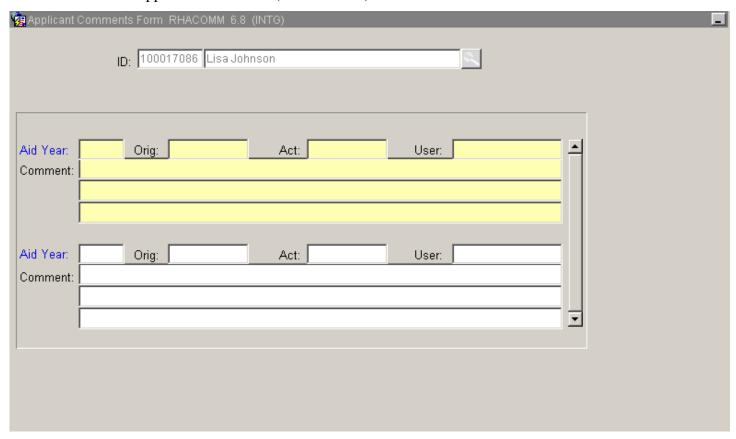
- 1. From the main menu, type RBAABUD and press ENTER. Do **NOT** click the magnifying glass.
- 2. **ID:** Required. Type the student's Banner identification number.
- 3. Aid Year: Required. Type the appropriate aid year or double click in the field to select.
- 4. Correct student displayed?
 - a. If yes, continue.
 - b. If not, go to UNM-100 and locate the correct student.
- 5. Select "Next Block" function to access the Budget Component block.
- 6. Select "ENTER" or "Tab" to place the cursor in the **Amount** column.



- 7. **Amount:** Clear the field using "Backspace" or Ctrl/U and enter the new amount for the budget component
- 8. Select "Save."
- 9. From the menu bar, select "Options"



10. Select "Record Applicant Comments (RHACOMM)"



- 11. **Aid Year:** Required. Type the aid year previously adjusted or click in the field to select.
- 12. **Comment:** Type a comment explaining the reason for the adjustment.
- 13. Select "Save."
- 14. More adjustments to make?
 - a. If yes, return to step 2.
 - b. If not, select "Exit"

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