

LINK FINANCIAL AID AWARD PACKAGING MODULE



FAPK-104 Offer an Award Package

Automatic Packaging to an Individual Student

Date Issued: 4/5/2006

General Description:

This procedure explains how to offer an award package using automatic packaging to an individual student.

Responsible Manager: Director of Financial Aid

Related Forms:

- RPAAWRD Award Form
- ROAIMMP Applicant Immediate Process Form

Related Procedures:

FAPK-101 Immediate Assignment to a Packaging Group

The procedure begins on the following page.

PROCEDURE

- 1. From the main menu type RPAAWRD and press ENTER. Do NOT click on the magnifying glass.
- 2. **ID:** Required. Type the student's Banner identification number.
- 3. Correct student found?
 - a. If yes, continue.
 - b. If not, go to UNM-100 or use on-line search tools and locate correct student.
- 4. Aid Year: Required. Type the aid year desired or double click in the field to select.
- 5. Select "Next Block"
- 6. Select "Options" from menu bar.

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File Edit Options Block Item Record Query Tools Help Window
```

- 7. Select "Toggle Summary/Packaging Group Information"
- 8. Group: Is the student in a valid packaging group?
 - a. If yes, continue.
 - b. If not in a valid packaging group, go to FAPK-101 before proceeding. (Invalid groups are: DEFALT, NONDEG, BACH2, or CONCUR They are invalid as students in these groups are either ineligible for Financial Aid funds, or must be awarded manually.)

| 🙀 Award Form Maintenance RPAAWRD 6.8 (| (INTG) | _ | | | |
|--|--|---|--|--|--|
| Aid Year: 0607 ID: 1008 | 46756 Kalie Anne Kaplan | J | | | |
| Pack | aging Group Information | - | | | |
| Group: UNDER1 Undergraduate Full | Time Grp Lock: Pckg Date: 14-MAR-2006 | | | | |
| Awrd Ltr: Madd Stfd: Default | 🗾 Depend: 📙 Former HEAL: 🗖 Pckg Lock: 🖉 | | | | |
| Borrower Based: Pell Orig I | Ind: 🗹 🛛 Post BA Pell Ovrd: 🗖 🛛 Info_Access: 🔽 | | | | |
| | Sub Loan Excl Amt: | | | | |
| F | und Awards | | | | |
| Stat | Declined/ Memo'd/ Ovrd | | | | |
| Fund Code Lk Sys Offered A | Accepted Cancelled Authorized Paid Ind | | | | |
| | | - | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | _ | | | |
| | <u> </u> · · · | | | | |
| Award Totals: | Ovrd? | | | | |
| Fund Description: | Info Access: 🔽 📗 | | | | |

FAPK-104 Offer an Award Package - Automatic Packaging - Individual Student

- 9. Select "Options" from menu bar.
- 10. Select "Toggle Summary/Packaging Group Information"
- 11. Select "Next block"
- 12. Select "Options" from menu bar.
- 13. Select "Applicant Immediate Process (ROAIMMP)"
- 14. Immediate Pell Calculation: click in the adjacent box.

| ę | Applicant Immediate Process Form RC | Aid Year. 0607 ID: 100846756 Kalle Anne Kaplan Process Description Action Current Completion matic Group Tracking: (None) Image: Completion signment Budgeting: (None) Image: Completion Budgeting: (None) Image: Completion Packaging: Calc From: Image: Completion SAP: Calc From: Image: Completion aging Fund Assignment: (None) Image: Completion Analysis Calculation: (None) Image: Completion diate Pell Calculation: Image: Completion rize/ Image: Completion Image: Completion | | | | |
|---|--|---|-----------------------|----------------------------|--|--|
| | Aid Year: 0607 ID: | 100846756 Kalie Anne Kaplan | 1 | Q | | |
| | Process Description | Action Indicator Te | Current erm Status | Completion Date | | |
| | Automatic Group Tracking: Assignment Budgeting: Packaging: SAP: | (None) (None) (None) Calc From: Effective: | | | | |
| | Packaging Fund Assignment: Need Analysis Calculation: Immediate Pell Calculation: Disbursement Date Update: Authorize/ | (None) | | 14-MAR-2006 16-MAR-2006 | | |
| | Disburse Available Aid: | | | | | |

15. Select "Save."

16. Packaging Fund Assignment: Select "Immediate" from pull down menu.

FAPK-104 Offer an Award Package - Automatic Packaging - Individual Student

| 1 | Applicant Immediate Pro | cess Form ROA | AIMMP 6.2 (INTG) | | | | |
|----------|--|---|--|-------|-------------------|----------------------------|--|
| | Aid Year: 0607 | 7 ID: 1 | 00846756 Kalie Anne K | aplan | | Q | |
| | Process Descript | ion | Action Indicator | Term | Current Status | Completion Date | |
| | Automatic Group Assignment | Tracking: Budgeting: Packaging: SAP: | (None) (None) (None) Calc From: Effective: | | | | |
| | Packaging Fund Assign Need Analysis Calculati | nment: ion: | I=Immediate (None) | | | 14-MAR-2006 16-MAR-2006 | |
| | Immediate Pell Calcula Disbursement Date Und | ation: late: | - | | | | |
| | Authorize/ Disburse Available Aid: | | | | | | |
| | | | | | | | |
| | 17. Select "Save." | 正 | | | | | |
| | 18. More packages | to award? | | | | | |

- a. If yes, return to step 1.
- b. If not, select "Exit."
- 19. Go to RPAAWRD to see the awards offered. (See next page.)

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| Award Form Maintenance RPAAWRD 6.8 (INTG) | | | | | | | | | | |
|---|-------------------------------------|-----------|-----|-----------|-------------|--------------|------------|-------------|----------|------|
| A | Aid Year: | 060 | 7 | ID: 100 |)846756 Ka | lie Anne Kap | lan | | <u> </u> | |
| | | | _ | | Summary I | nformation | | | | |
| Budget | 16,8 | 44.0 | 0 G | rp: RUI3A | F Pell EF | C | EFC G | Gross Need | Unmet N | leed |
| Res: | | .0 | 0 | | | 0 FM: | .00 | 16,844.00 | 4,42 | 2.00 |
| Ofrd: | 12,4 | 22.0 | ΟP | rd: FASP | | IM: | | | | |
| | | | | | | | Sub Loa | an Excl Amt | : | |
| | | | | | Fund Awar | łs | | | | |
| | Stat | | | | - and - mar | Declined/ | Memo'd/ | | Ovrd | |
| Fund | Code | <u>Lk</u> | Sys | Offered | Accepted | Cancelled | Authorized | Paid | Ind | |
| A23085 | ACCP | Ν | s | 1000.00 | 1000.00 | | | | | 4 |
| ANMWS | ACCP | Ν | S | 4000.00 | 4000.00 | | | | • | |
| ASEOG | ACCP | N | s | 1000.00 | 1000.00 | | | | - | |
| ASSIG | ACCP | Ν | s | 2372.00 | 2372.00 | | | | - | |
| XPELL | ACCP | N | s | 4050.00 | 4050.00 | | | | - | |
| | | | | | | | | | - | ⊡ |
| | Award Tot | tals: | | 12422.00 | 12422.00 | .00 | .00 | .00 | Ovrd? | |
| Fund | Fund Description: SFAO UNM Grant II | | | | Info | Access: 🔽 | | | | |

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