



LINK FINANCIAL AID
AWARD PACKAGING MODULE



FAPK-110 Change the Status of a Fund

Date Issued:
4/5/2006

General Description:

This procedure explains how to change the status of a fund.

Responsible Manager: Director of Financial Aid

Related Forms:

RPAAWRD Award Maintenance Form

Related Procedures:

UNM-100 Search Three Times

The procedure begins on the next page.

PROCEDURE

1. From the direct access field of 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 and locate the correct student.
4. Select “Next block.” 

5. **Fund:** Required. Click on the fund you want to change.
6. Use tab once to activate the **Stat Code** field.
7. **Stat Code:** Required. Type in status code or double click in field to access a list of values for the field.
 - a. If using the list of values double click on the status to bring it back to the stat code field.
 - b. If the FAO must cancel an award (eg: due to an over award) select CANC (cancel).
 - c. If the student indicates they do not accept an award select DECL (decline).

Status	Description	Offer	Accept	Cancel	Decl	Info Access	Activity Date
ACCP	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31-MAY-2005
CANC	Cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02-NOV-2005
DECL	Declined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02-NOV-2005
EST	Estimated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28-JUN-2005
OFFR	Offered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	31-MAY-2005
		<input type="checkbox"/>					
		<input type="checkbox"/>					
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		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					

7. Select "Save" 

8. More changes?

a. If yes, return to step 1.

b. If not, select "Exit" 

***** END *****