



LINK FINANCIAL AID
APPLICANT BUDGETING MODULE



FABU-104 Change Individual Aid Period

Date Issued:
3/31/2006

General Description:

This procedure explains how to change an aid period for an individual student.

Responsible Manager: Director of Financial Aid

Related Forms:

- RBAABUD Applicant Budget Form
- RNAOV07 Applicant Override Form
- RNARSLT Need Analysis Form

The procedure begins on the next page.

PROCEDURE

1. From the direct access field of the main menu, type RBAABUD and press ENTER. Do **NOT** click on the magnifying glass.
2. **ID:** Type the student’s Banner identification number.
3. **Aid Year:** Type the current aid period.

4. Correct student found?
 - a. If yes, continue.
 - b. If not, go to UNM-100 or web course “How to Search” and locate the correct student.
5. Select “Next Block”  and see the Budget Components block display.
6. Select “Previous Block”  **twice** and see the Budget Group Information block display.

Applicant Budget Form RBAABUD 6.8 (INTG)

Aid Year: 0607 ID: 100029491 Justin P Trujillo

Budget Group/Period

Group: NUD3AF Dependent Undergrad Full Time Percent of Full Year: 100
 Period: FASP Fall Spring Create Budget 
 Group Lock Ind: Delete Budget 

Budget Type

Type: EFC Method: F System/Manual: M

Budget Components		Amount	Activity Date	User Id	Sys/Man
Code	Description				M
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:		<input type="text"/>			

7. **Period:** Type the code for the new aid period or double click in the field to see the list of values.
8. Highlight the appropriate code and double click to select.
9. **Create Budget:** Click in the field and add the budget components and amounts that are standard for that budget group and the new aid period.
10. Select "Save." 
11. Exit form. 
12. Go to RNAOV07
13. Select "Next Block." 
14. Click in the **Budget Dur:** field under FM-S. Enter the months for aid period.

2006-2007 Applicant Override RNAOV07 6.9 (INTG)

ID: 100029491 Justin P Trujillo 0607

Need Analysis Application Information

Curr FM Rec Source: EDE Seq#: 1 New FM Rec Srce: Seq#:
 Lock Current: N Lock IM: N
 Verification Msg: 2 Not Required

Applicant Override Information

	FM-P	FM-S	IM-P	IM-S		FM-P	FM-S	IM-P	IM-S
Budget Dur:		<input type="checkbox"/>			Med/Dent Exp:				
Allow Par in Coll:					Tuition Paid:				
Calc PC for Ind:					US Tax Calc Opt:				
Dependency:					Oth Inc Allow:				
					Other Asset:				
					Oth Ast Allow:				

15. Select "Save" 

16. Select Options from top bar



17. Select "Calculate Need"

18. RNARSLT form opens and shows changed EFC.

Need Analysis Result Form RNARSLT 6.6 (INTG)

Aid Year: 0607 ID: 100029491 Justin P Trujillo

Source: EDE Sequence No: 1 Current Record: Y

PRIMARY CALCULATIONS				
	Est	Value	Methodology	Locks
FM SC:	<input type="checkbox"/>	130	4 Regular	<input type="checkbox"/>
FM PC:	<input type="checkbox"/>	6542	4 Regular	<input type="checkbox"/>
Total:	<input type="checkbox"/>	6672		
Pell EFC:	<input type="checkbox"/>	6384		<input type="checkbox"/>
IM SC:	<input type="checkbox"/>			<input type="checkbox"/>
IM PC:	<input type="checkbox"/>			<input type="checkbox"/>
Non-Cust PC:	<input type="checkbox"/>			
IM EFC:	<input type="checkbox"/>			

Official Source Indicator: 1 Official SAR 'C' Flag:

Verification: 2 Verification Complete: N Depend Status: 2 Dependent

Subsequent Record Selected: Verification Selection Changed:

19. Select "Exit"  on RNARSLT

20. Select "Exit"  on RNAOV07

*** END ***