



LINK FINANCIAL AID
APPLICANT BUDGETING MODULE



FABU-106 Change/Adjust Individual Budget Component

Date Issued: 4/3/2006

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.

Applicant Budget Form RBAABUD 6.8 (INTG)

Aid Year: 0607 ID: 100017086 Lisa Johnson

Budget Group/Period

Group: RUI3AF Ind Undergrad Full Time Percent of Full Year: 100
 Period: FASP Fall Spring Create Budget [X]
 Group Lock Ind: Delete Budget [X]

Budget Type

Type: CAMP Campus Based EFC Method: F System/Manual: S

Budget Components

Code	Description	Amount	Activity Date	User Id	Sys/Man
FBS	Fall Books & Supplies	428	31-MAR-2006	BMALONE	S
FMIS	Fall Miscellaneous	1,380	31-MAR-2006	BMALONE	S
FOFR	Fall Off Campus Room & Board	3,807	31-MAR-2006	BMALONE	S
FRTF	Fall Resident Tuition & Fees	2,054	31-MAR-2006	BMALONE	S
FTRA	Fall Transportation	753	31-MAR-2006	BMALONE	S
Total:		16,844			

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” 

*** END ***