FABU-107 Add a Budget Component - Individual

Date Issued/Rev: 4/7/2006

General Description:

This procedure explains how to add a budget component for an individual student.

Responsible Manager: Director of Financial Aid

Related Forms:

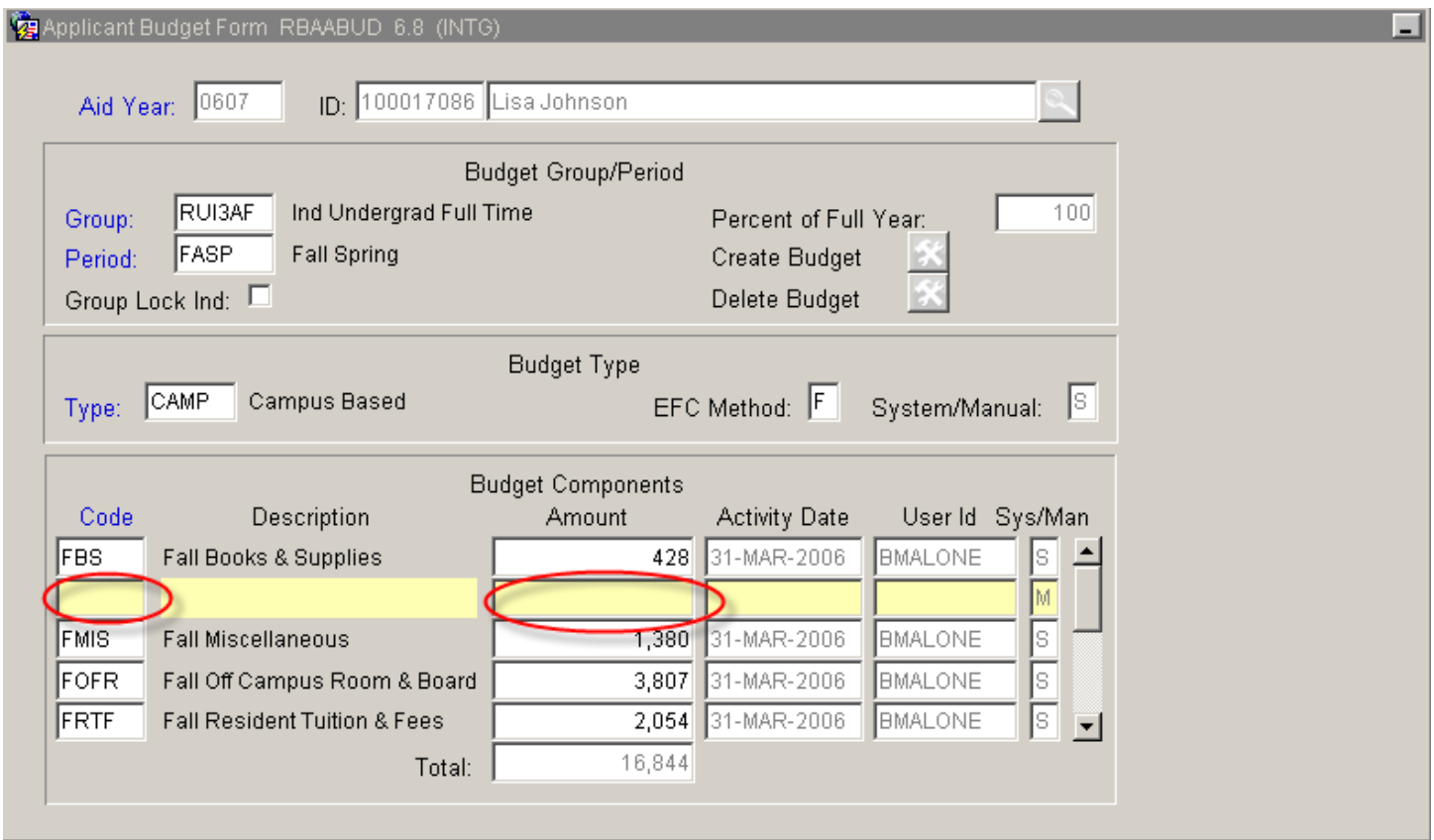RBAABUD   Applicant Budget Form

RHACOMM   Applicant Comments Form

Related Procedures:

UNM-100   Search Three Times

The procedure begins on the next page.

1. From 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. 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.

4. **Aid Year:** Type the appropriate aid year or double click in the field to select.

5. Select "Next Block."

6. Select "Insert Record"

6. **Code:** Type the code for the component to be added or double click in the field to select. Click "OK" to return the code to the form.

7. Using ENTER or "Tab" activates the amount column.

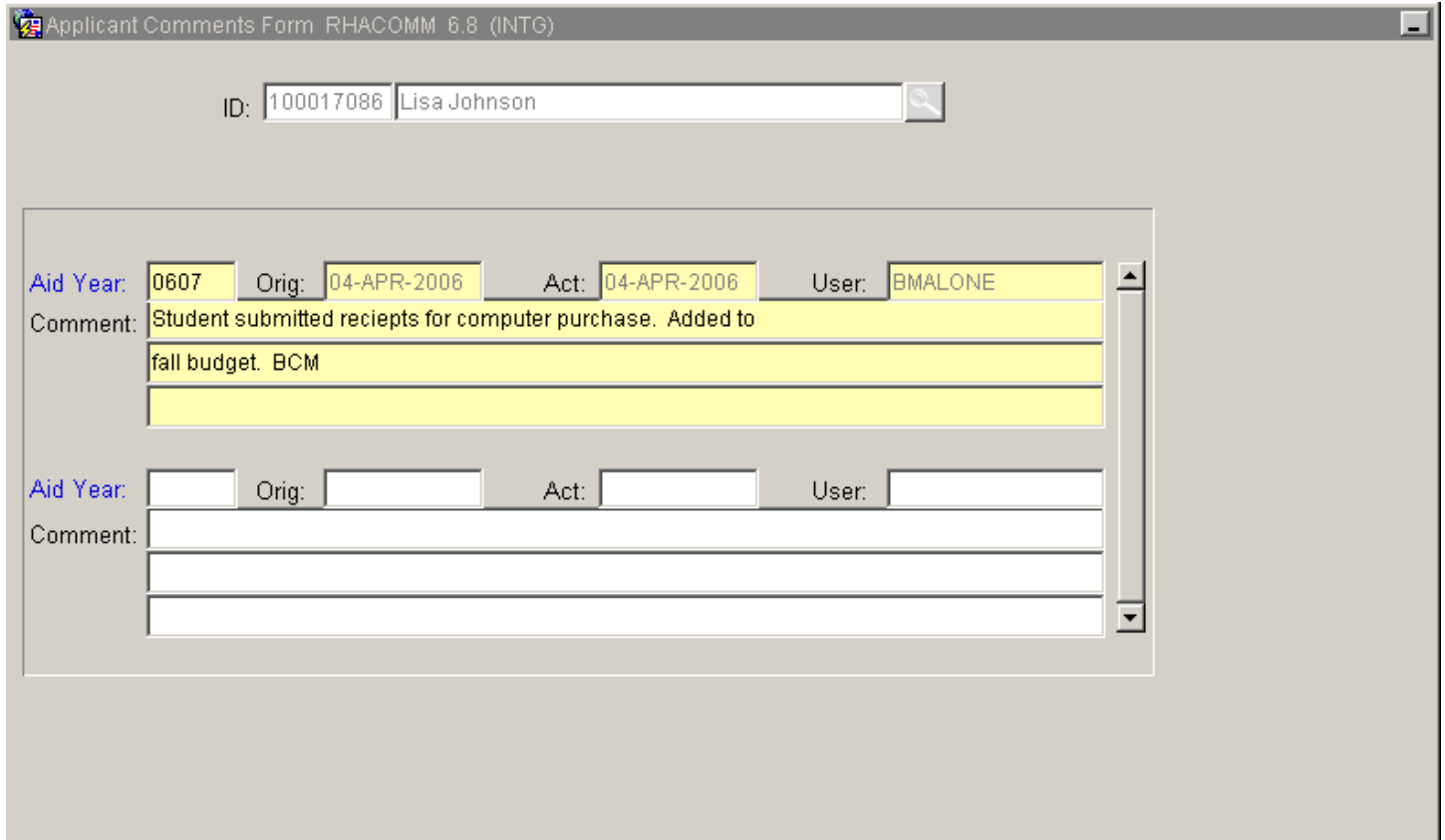8. **Amount column**: Type the amount of the budget component.

9. Select "Save."

10. From the menu bar, select "Options"

File Edit Options Block Item Record Query Tools Help Window

11. Select "Record Applicant Comments (RHACOMM)"

12. **Aid Year:** Required. Type the aid year or click in the field to select.

13. **Comment:** Type a comment explaining the reason for the added component.

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Applicant Comments Form RHACOMM  6.8  (INTG)                                    [_]

          ID:  100017086  Lisa Johnson                              [🔍]


    Aid Year:  0607    Orig: 04-APR-2006     Act: 04-APR-2006    User: BMALONE    [▲]
    Comment:  Student submitted reciepts for computer purchase.  Added to
              fall budget.  BCM


    Aid Year:          Orig:                 Act:                User:
    Comment:                                                                      [▼]

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14. Select "Save."

15. More budget components to add?

    a. If yes, return to step 2.

    b. If not, select "Exit"

<center>* * * **E N D** * * *</center>