



**LINK Financial Aid**  
**APPLICANT BUDGETING MODULE**



**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

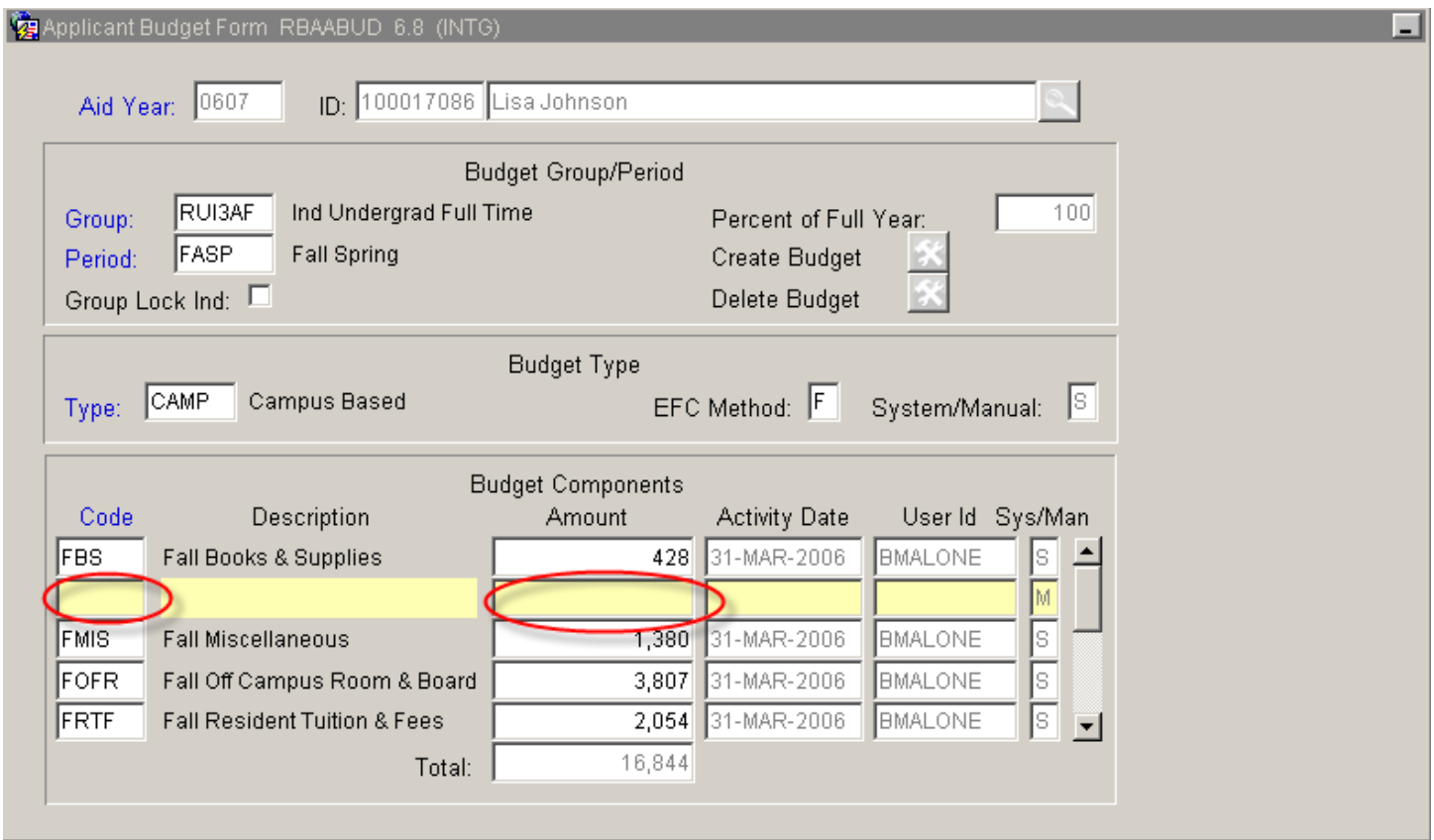
RHACOMM Applicant Comments Form

**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” 



The screenshot shows the 'Applicant Budget Form RBAABUD 6.8 (INTG)' window. At the top, the 'Aid Year' is set to 0607 and the 'ID' is 100017086 for Lisa Johnson. Below this, the 'Budget Group/Period' section shows 'Group: RUI3AF' (Ind Undergrad Full Time) and 'Period: FASP' (Fall Spring), with a 'Percent of Full Year' of 100. The 'Budget Type' section shows 'Type: CAMP' (Campus Based) and 'EFC Method: F'. The main section is a table of 'Budget Components' with columns for Code, Description, Amount, Activity Date, User Id, and Sys/Man. The table lists components like FBS (Fall Books & Supplies), FMIS (Fall Miscellaneous), FOFR (Fall Off Campus Room & Board), and FRTF (Fall Resident Tuition & Fees), with a total amount of 16,844. Red circles highlight the empty 'Code' and 'Amount' fields in the second row of the table.

Code	Description	Amount	Activity Date	User Id	Sys/Man
FBS	Fall Books & Supplies	428	31-MAR-2006	BMALONE	S
					M
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
Total:		16,844			

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.” 

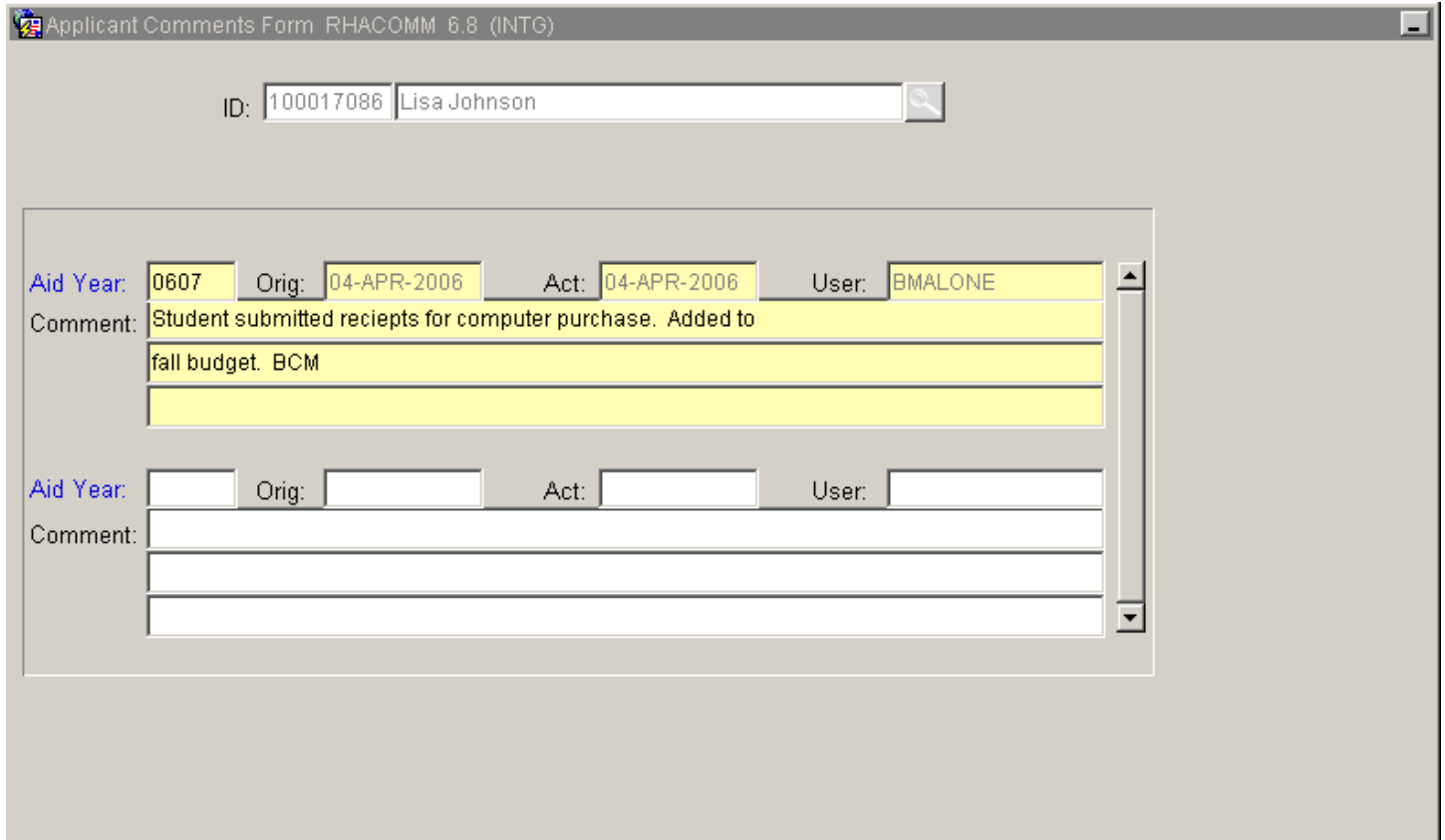
10. From the menu bar, select “Options”



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.



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 receipts for computer purchase. Added to fall budget. BCM

Aid Year: Orig: Act: User:

Comment:

14. Select “Save.” 

15. More budget components to add?

a. If yes, return to step 2.

b. If not, select “Exit” 

\*\*\* END \*\*\*