



**LINK FINANCIAL AID**  
**AWARD PACKAGING**



**FAPK-109 Change the Offered Amount of a Fund**

**Date Issued: 4/5/2006**

**General Description:**

This procedure explains how to change the offered amount of a fund.

**Responsible Manager:** Director of Financial Aid


**Related Forms**

RPAAWRD Award Form

Related Procedures:

UNM-101 Search Three Times


**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 or use on-line search tools and locate correct student.
4. Select “Next Block” 

Fund	Stat	Code	Lk	Sys	Offered	Accepted	Declined/Cancelled	Memo'd/Authorized	Paid	Ovr Ind
A23085	ACCP	N	S	1000.00	1000.00					
ANMWS	ACCP	N	S	4000.00	4000.00					
ASEOG	ACCP	N	S	1000.00	1000.00					
ASSIG	ACCP	N	S	2372.00	2372.00					
XPELL	ACCP	N	S	4050.00	4050.00					
Award Totals:					12422.00	12422.00	.00	.00	.00	Ovr?

Fund Description: SFAO UNM Grant II      Info Access:

5. **FUND:** Select the fund to adjust.
6. Use Tab **three times** to activate the offered amount field. See the current offered amount is highlighted.
7. **Offered Amount:** Type the new amount without using decimals or commas.
8. Press Tab once to activate the Accepted Amount Field. See the current offered amount is highlighted.
9. **Accepted Amount:** Type the new amount without using decimals or commas.

10. Select "Save." 

11. More funds to change?

a. If yes, return to step 1.

b. If not, select "Exit." 

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