



LINK FINANCIAL AID AWARD PACKAGING



FAPK-112 Change the Term Distribution of a Fund

Date Issued: 4/7/2006

General Description:

This procedure explains how to change the term distribution of a fund.

Responsible Manager: Director of Financial Aid

Related Procedures:


UNM-100 Search Three Times

Related Forms:

RPAAWRD Award Maintenance Form

IMPORTANT INFORMATION: This procedure uses only RPAAWRD. Do not use any other form to change term distribution of a fund or term award amounts.

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 displayed?
 - a. If yes, continue.
 - b. If not, go to UNM-100 or search tools and locate the correct student.
4. Select "Next Block."  to access the "Award Detail" block.
5. Select "Next Block." to access "Fund Awards by Term."
6. **Offered Amount:** Place the cursor in the row for the fund and term to adjust.
(See screen sample next page.)

Award Form Maintenance RPAAWRD 6.8 (INTG)

Aid Year: 0607 ID: 100228492 Tiffany E Allen

Fund Awards By Term RPAAWRD (INTG)

Awd Lk	Fund	Term Code	Term Lk	Term Fnl	Percent	Offered Amount	Accepted Amount	Declined Amount	NSLDS Ov
N	A01045	200680		N	100.000	.00			
N	A01045	200710		N	.000	.00			
N	ANMWS	200680		N	50.000	.00			
N	ANMWS	200710		N	50.000	.00			
N	APERK	200680		N	50.000	2000.00	2000.00		
N	APERK	200710		N	50.000	2000.00	2000.00		
N	ASEOG	200680		N	50.000	500.00	500.00		
N	ASEOG	200710		N	50.000	500.00	500.00		
Totals:						1000.00	1000.00		

Fund Status: ACCP

Overall NSLDS Override Ind: <None>

7. Use Tab to move to the offered amount for the first term.
8. Type the new distribution amount. **NOTE:** Decimals and dollar signs are not required.
9. Use “Tab” to activate Accepted Amount.
10. **Accepted Amount:** Type the new distribution amount. (This should be the same as the offered amount.)
11. Use the horizontal scroll bar at the bottom of the window to move to the “Load” field.
12. **Load:** Required. Adjust enrollment “load” to reflect new award amount (i.e., Full time, three quarter time, or half time).

(See screen sample on next page)

Award Form Maintenance RPAAWRD 6.8 (INTG)

Aid Year: 0607 ID: 100228492 Tiffany E Allen



Fund Awards By Term RPAAWRD 6.8 (INTG)

Awd Lk	Fund	Term Code	Lk	Fnl	Percent	Load	Pell Enroll Option	NSLDS Ov
N	A01045	200680		N	100.000	2=3/4 Time	(None)	
N	A01045	200710		N	.000	1=Full Time	(None)	
N	ANMWS	200680		N	50.000	1=Full Time	(None)	
N	ANMWS	200710		N	50.000	1=Full Time	(None)	
N	APERK	200680		N	33.333	3=1/2 Time	(None)	
N	APERK	200710		N	66.667	1=Full Time	(None)	
N	ASEOG	200680		N	50.000	1=Full Time	(None)	
N	ASEOG	200710		N	50.000	1=Full Time	(None)	

Fund Status: ACCP Totals:

Overall NSLDS Override Ind

13. More terms to adjust?

- a. If yes, select "Save"  and return to step 1.
- b. If not, select "Save" then select "Exit." 

*** END ***