

## Budget Flag Assign-092508

1.	To run the Assign Budget Flag process, navigate: <b>University of Maine Systems &gt; Financial Aid &gt; Batch Processing &gt; Assign Budget Flag.</b>
2.	The process requires a Run Control ID. Either select an existing Run Control ID or create a new one by clicking the <b>Add a New Value</b> tab, entering a name for the new ID and clicking the <b>Add</b> button.
3.	Enter parameters for the process. Make sure the correct <b>Institution, Aid Year</b> and <b>Academic Career</b> are entered.  You can run the process for an entire aid year or for a specified term in the aid year. To select a term, click the <b>Look up Term</b> button and select the desired term.
4.	Select the set of students to process. Click the <b>Population</b> list.
5.	Choose either all students (All Records), or only those students with the <b>Budget Lock</b> field selected on their budget page (Student With Budget Lock Only)..
6.	Pull down the <b>Budget Required</b> list. You can choose to set the Budget Required flags for these students to Assgn Bdgt or to No Assign.
7.	You can select the <b>Exclude Budget Lock</b> checkbox to exclude students whose budgets have the Budget Lock option selected.  Clearly, if you selected the "Student With Budget Lock Only" choice for Population, you would NOT check the Exclude Budget Lock option.
8.	Run the process. Click the <b>Run</b> button.
9.	Click the <b>OK</b> button.
10.	Click the <b>Process Monitor</b> link.
11.	Click <b>Refresh</b> from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> . Click the <b>Refresh</b> button.
12.	Click the <b>Details</b> link.
13.	Click the <b>View Log/Trace</b> link.
14.	Click Redirected Terminal Output to view messages.
15.	The report lists the students whose flags were set.
16.	<b>End of Procedure.</b>