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Creating a Budget Online

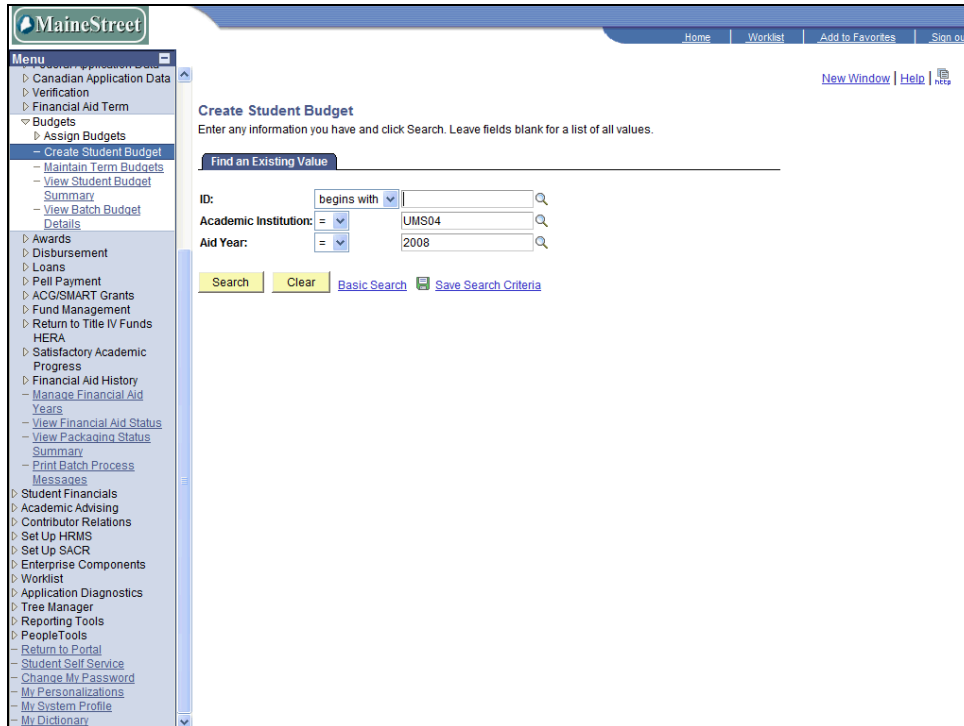
Concept

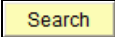
At the beginning of the processing year, you create budgets detailing the cost of attendance (COA) for each term a student is enrolled. The COA is an estimate of a student's educational expenses for the period of enrollment. The budget helps establish a student's need COA minus the student's expected family contribution, which permits the financial aid office to award need-based aid.

Budgets may be built for students in three ways: manually, online and in batch. This topic will cover the online process.


Procedure

Step	Action
1.	Navigate: Financial Aid > Budgets > Create Student Budget.



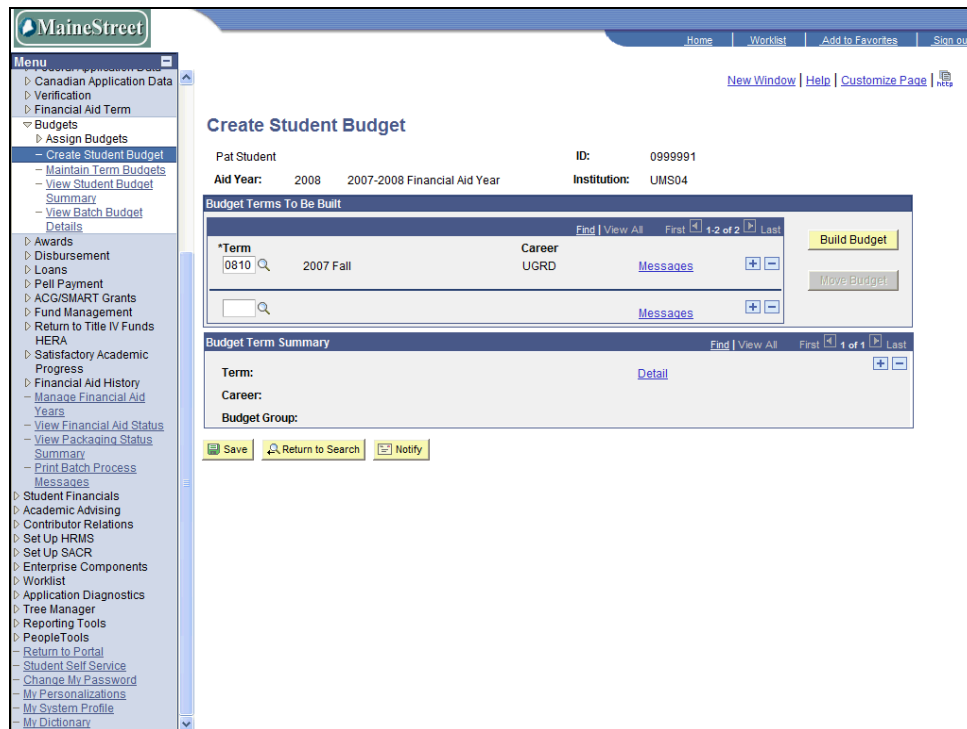
Step	Action
2.	Make sure the correct Institution and Aid Year are entered. Enter the student's ID into the ID field.
3.	Click the Search button. 



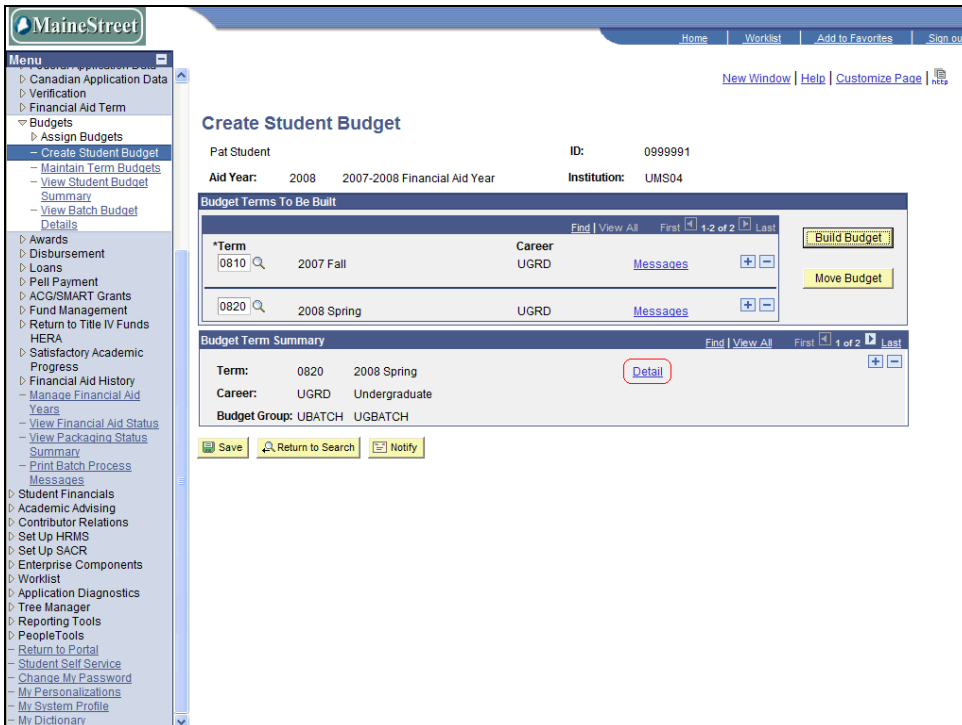
Step	Action
4.	Use the Create Student Budget page to generate a budget online for a single student.
5.	For the Term field, you can only select terms for which FA Term has been built for this student and aid year.
6.	If desired, add a row for the second term of the academic year. Click the Add a new row button. 

Process Document

Financial Aid: Creating a Budget Online-102907



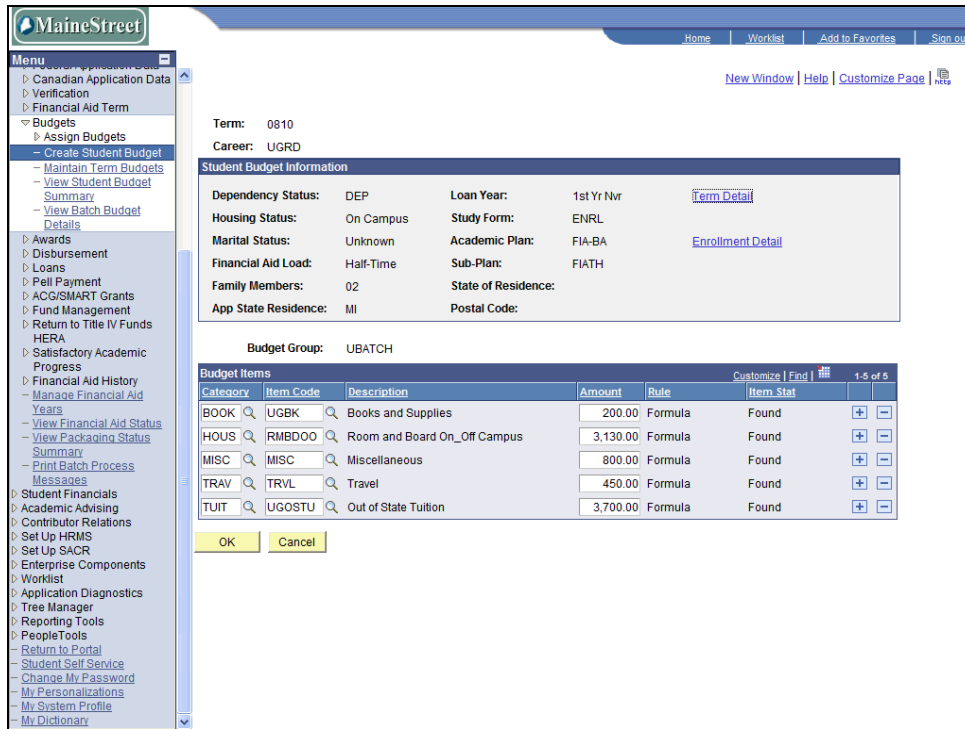
Step	Action
7.	Enter the desired information into the Term field of the new row.
8.	After you select the terms to build, to be safe, click Save . Then click the Build Budget button to build the budgets. This runs the budget process which selects budget categories and applies budget formulas, which will result in a cost of attendance for each term selected.
9.	If the student already has a budget for the term, and the Budget Lock checkbox is checked, you will see the message “PJ has been completed for this term and we recommend any changes to the budget to be updated on the maintain budget page.”



Step	Action
10.	<p>The Budget Term Summary box displays the term, career and budget group used to build the student's budget for each term selected in the Budget Terms To Be Built group box.</p> <p>There is a row for each term. Click the Show next row button to look at the first term (the term rows are in reverse order), or click the View All link to show all the term simultaneously.</p>
11.	<p>On each term row, click the Detail link to view budget details for that term.</p> <p>Detail</p>

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The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Canadian Application Data', 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'PELL Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'Satisfactory Academic Progress', 'Financial Aid History', 'Manage Financial Aid Years', 'View Financial Aid Status', 'View Packaging Status', 'Summary', 'Print Batch Process', 'Messages', 'Student Financials', 'Academic Advising', 'Contributor Relations', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'Worklist', 'Application Diagnostics', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'Return to Portal', 'Student Self Service', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'.

The main content area displays the following information:

- Term: 0810
- Career: UGRD
- Student Budget Information**
 - Dependency Status: DEP [Term Detail](#)
 - Housing Status: On Campus Study Form: ENRL
 - Marital Status: Unknown Academic Plan: FIA-BA [Enrollment Detail](#)
 - Financial Aid Load: Half-Time Sub-Plan: FIATH
 - Family Members: 02 State of Residence:
 - App State Residence: MI Postal Code:
- Budget Group: UBATCH
- Budget Items** (Table below)

At the bottom of the budget items table are 'OK' and 'Cancel' buttons.

Category	Item Code	Description	Amount	Rule	Item Stat	
BOOK	UGBK	Books and Supplies	200.00	Formula	Found	+ -
HOUS	RMBDOO	Room and Board On_Off Campus	3,130.00	Formula	Found	+ -
MISC	MISC	Miscellaneous	800.00	Formula	Found	+ -
TRAV	TRVL	Travel	450.00	Formula	Found	+ -
TUIT	UGOSTU	Out of State Tuition	3,700.00	Formula	Found	+ -

Step	Action
12.	Click the Term Detail link for more information.



The screenshot shows the 'Budget Term Detail' page in the MaineStreet system. The left sidebar contains a navigation menu with options like 'Canadian Application Data', 'Financial Aid Term', 'Budgets', and 'Assign Budgets'. The main content area is titled 'Budget Term Information (Cont)' and contains the following data:

Admit Term:	0810	Anticipated Units:	0.000
Start Date:	08/29/2007	Completed Units:	0.000
End Date:	12/17/2007	In Progress Units:	6.000
Academic Level - Term Start:	10	Current Units:	6.000
Academic Level - Projected:	10	Current Load:	
Primary Academic Program:	ARLE		
Academic Load:	Half-Time		
Approved Academic Load:	Full-Time		
Study Agreement:			
Weeks of Instruction:	15		
FA Number of Weeks:	0		
Course Load Pct:	50.00		
Fin Aid Progress Units Taken:	6.000		
Units Taken FA Calculated:	6.000		

At the bottom of the main content area, there is a [Return](#) link.

Step	Action
13.	Click the Return link to return to the previous page. Return

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MaineStreet

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Menu

- Canadian Application Data
- Verification
- Financial Aid Term
- Budgets
 - Assign Budgets
 - Create Student Budget
 - Maintain Term Budgets
 - View Student Budget Summary
 - View Batch Budget Details
- Awards
- Disbursement
- Loans
- Pell Payment
- ACG/SMART Grants
- Fund Management
- Return to Title IV Funds HERA
- Satisfactory Academic Progress
- Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status Summary
 - Print Batch Process Messages
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Term: 0810
Career: UGRD

Student Budget Information

Dependency Status: DEP Loan Year: 1st Yr Nvr [Term Detail](#)
 Housing Status: On Campus Study Form: ENRL
 Marital Status: Unknown Academic Plan: FIA-BA [Enrollment Detail](#)
 Financial Aid Load: Half-Time Sub-Plan: FIATH
 Family Members: 02 State of Residence:
 App State Residence: MI Postal Code:

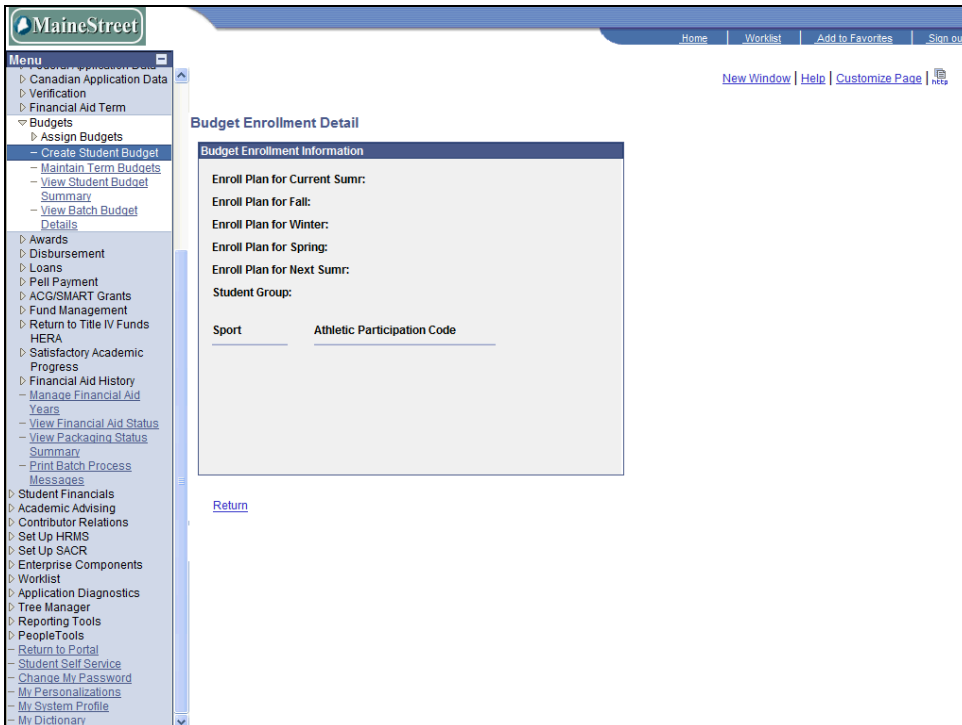
Budget Group: UBATCH

Budget Items [Customize](#) | [Find](#) | 1-5 of 5

Category	Item Code	Description	Amount	Rule	Item Stat	
BOOK	UGBK	Books and Supplies	200.00	Formula	Found	+ -
HOUS	RMBDOO	Room and Board On_Off Campus	3,130.00	Formula	Found	+ -
MISC	MISC	Miscellaneous	800.00	Formula	Found	+ -
TRAV	TRVL	Travel	450.00	Formula	Found	+ -
TUIT	UGOSTU	Out of State Tuition	3,700.00	Formula	Found	+ -

OK Cancel

Step	Action
14.	Click the Enrollment Detail link to view information on the student's enrollment.



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'Canadian Application Data', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', etc. The main content area is titled 'Budget Enrollment Detail' and contains a 'Budget Enrollment Information' section. This section lists enrollment plans for different terms: 'Enroll Plan for Current Summ:', 'Enroll Plan for Fall:', 'Enroll Plan for Winter:', 'Enroll Plan for Spring:', and 'Enroll Plan for Next Summ:'. Below these is a 'Student Group:' field and a table with columns for 'Sport' and 'Athletic Participation Code'. At the bottom of the main content area, there is a blue 'Return' link.


Step	Action
15.	Click the Return link.

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 - My Personalizations
 - My System Profile
 - My Dictionary

Term: 0810
Career: UGRD

Student Budget Information

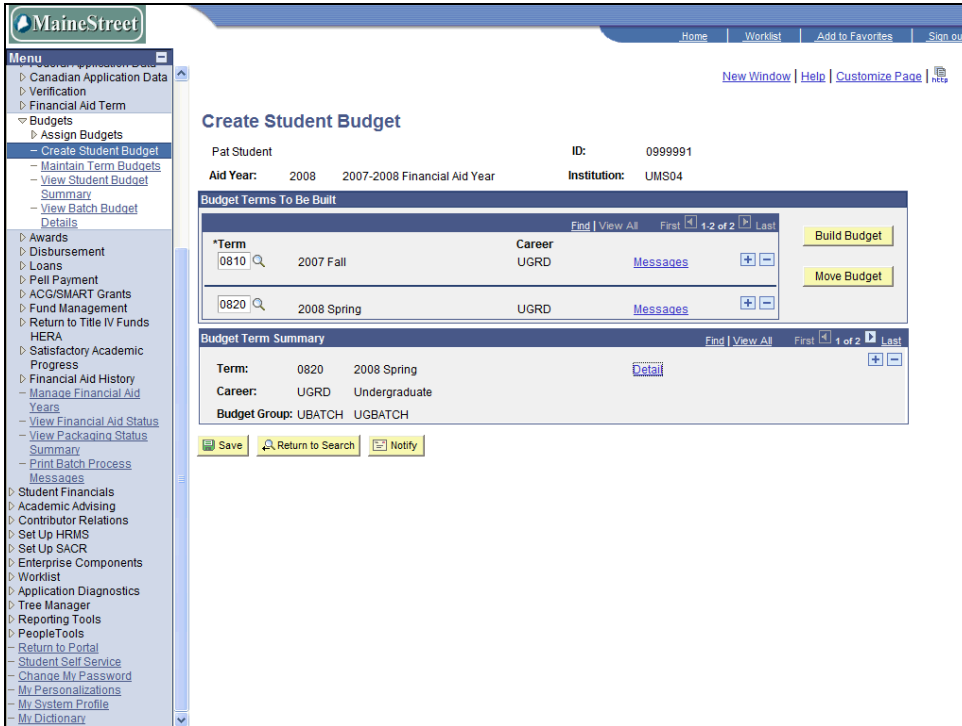
Dependency Status: DEP Loan Year: 1st Yr Nvr [Term Detail](#)
 Housing Status: On Campus Study Form: ENRL
 Marital Status: Unknown Academic Plan: FIA-BA [Enrollment Detail](#)
 Financial Aid Load: Half-Time Sub-Plan: FIATH
 Family Members: 02 State of Residence:
 App State Residence: MI Postal Code:

Budget Group: UBATCH

Budget Items [Customize](#) | [Find](#) |  1-5 of 5

Category	Item Code	Description	Amount	Rule	Item Stat	
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HOUS	RMBDOO	Room and Board On_Off Campus	3,130.00	Formula	Found	+ -
MISC	MISC	Miscellaneous	800.00	Formula	Found	+ -
TRAV	TRVL	Travel	450.00	Formula	Found	+ -
TUIT	UGOSTU	Out of State Tuition	3,700.00	Formula	Found	+ -

Step	Action
16.	Click the OK button to return to the Create Student Budget page.



Create Student Budget

Pat Student ID: 0999991
 Aid Year: 2008 2007-2008 Financial Aid Year Institution: UMS04

Budget Terms To Be Built			
*Term		Career	Messages
0810	2007 Fall	UGRD	Messages
0820	2008 Spring	UGRD	Messages

Budget Term Summary

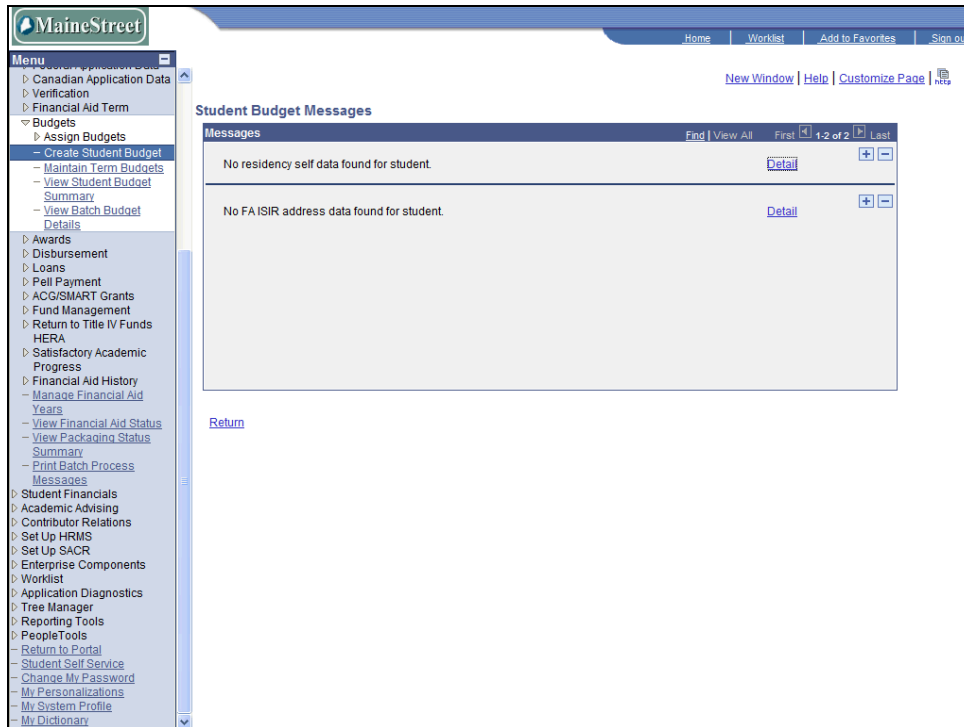
Term: 0820 2008 Spring [Detail](#)
 Career: UGRD Undergraduate
 Budget Group: UBATCH UGBATCH


[Save](#) [Return to Search](#) [Notify](#)

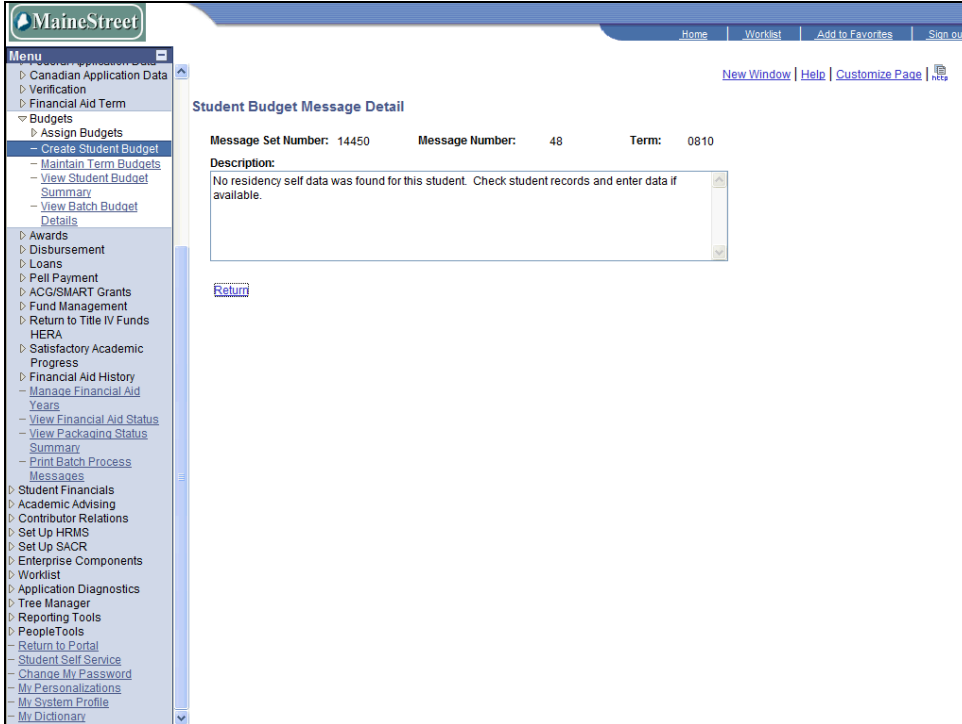
Step	Action
17.	Check Messages to see if there are any conditions that need correction. Click the Messages link. Messages

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Step	Action
18.	On the Messages page, click the Detail link for more information. 



MaineStreet Home Worklist Add to Favorites Sign out

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Student Budget Message Detail

Message Set Number: 14450 Message Number: 48 Term: 0810

Description:

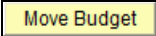
No residency self data was found for this student. Check student records and enter data if available.

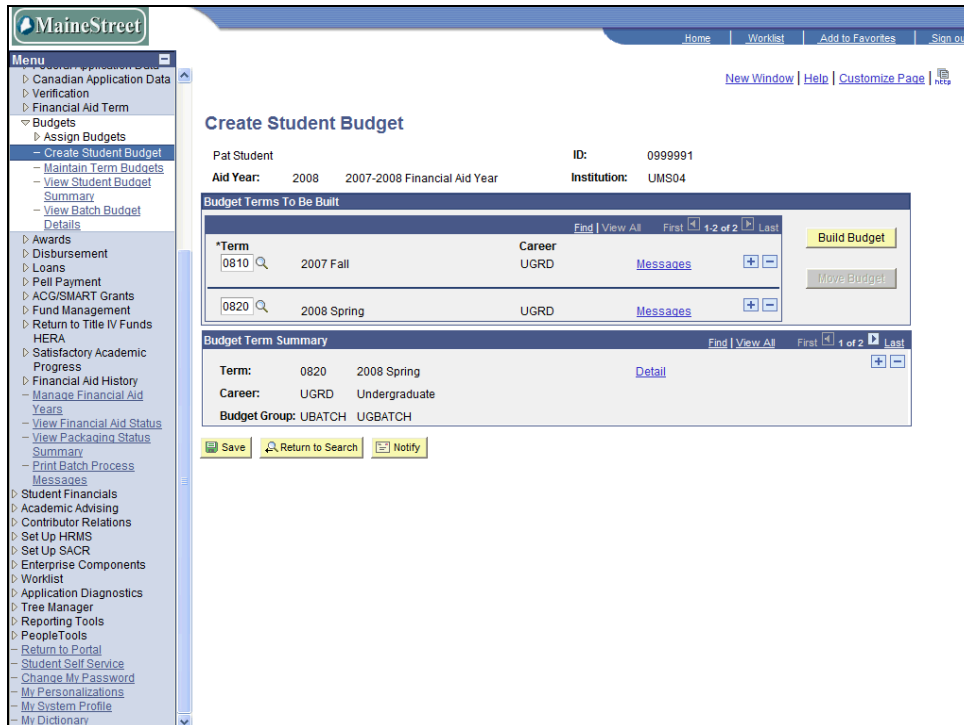
[Return](#)


Step	Action
19.	Click the Return link. Return

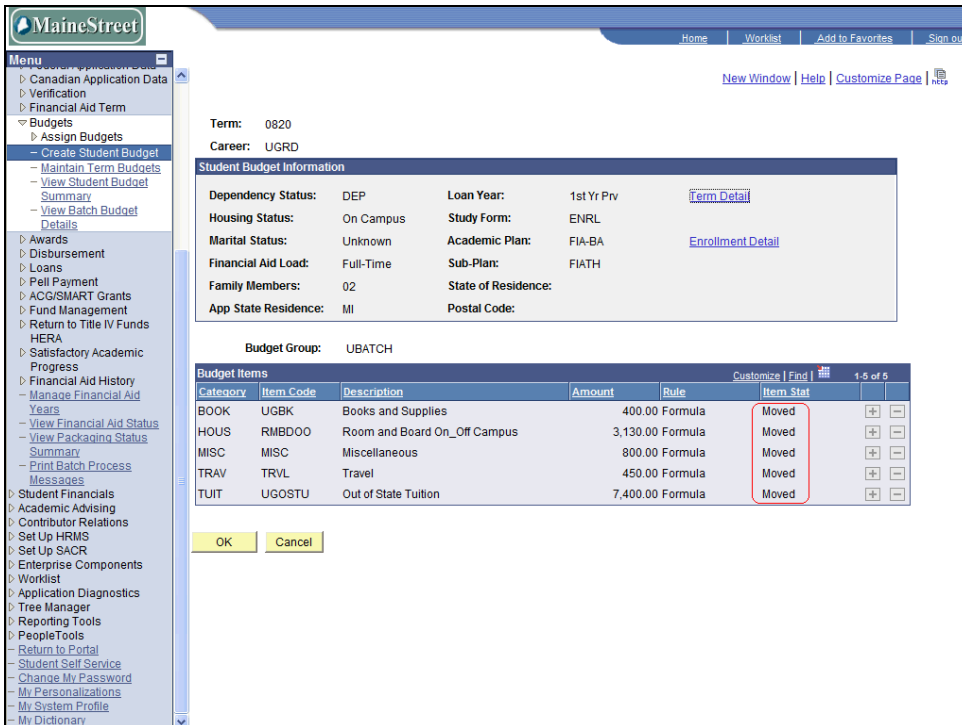
Process Document

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20.	After building the budget and verifying that the data is correct, click the Move Budget button to commit the calculated budget to the student's record. This button is not available unless you have built a budget.
21.	Click the Move Budget button. 



Step	Action
22.	Click the Detail links again to verify that the budgets were moved. 



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with options like 'Canadian Application Data', 'Financial Aid Term', 'Budgets', and 'Student Financials'. The main content area displays 'Term: 0820' and 'Career: UGRD'. Below this is a 'Student Budget Information' section with fields for Dependency Status (DEP), Loan Year (1st Yr Prv), Housing Status (On Campus), Study Form (ENRL), Marital Status (Unknown), Academic Plan (FIA-BA), Financial Aid Load (Full-Time), Sub-Plan (FIATH), Family Members (02), State of Residence, App State Residence (MI), and Postal Code. A 'Budget Group: UBATCH' is also shown. The 'Budget Items' table lists five items, all with an 'Item Stat' of 'Moved'.

Category	Item Code	Description	Amount	Rule	Item Stat
BOOK	UGBK	Books and Supplies	400.00	Formula	Moved
HOUS	RMBDOO	Room and Board On_Campus	3,130.00	Formula	Moved
MISC	MISC	Miscellaneous	800.00	Formula	Moved
TRAV	TRVL	Travel	450.00	Formula	Moved
TUIT	UGOSTU	Out of State Tuition	7,400.00	Formula	Moved

Step	Action
23.	Notice that the Item Status for each budget item is now <i>Moved</i> .
24.	End of Procedure.