

## Entering CL Disbursements Manually-073008

1.	Navigate: <b>Financial Aid &gt; Loans &gt; Commonline Management &gt; Maintain CL Disbursements.</b>
2.	Enter search criteria to find the student. Click the <b>Search</b> button.
3.	Select the correct loan and term from the search results.
4.	Click the <b>Fund Maint.</b> button. This will open a new sequence row in the <b>Disbursement Actions</b> area of the page.
5.	Click the <b>Look up Action Code</b> button.
6.	Select the appropriate <b>Action Code</b> .
7.	Enter the amount into the <b>Actn Net</b> field.
8.	Click the Check Information tab.
9.	On the Check Information tab you can record data about the check, including comments.
10.	Click the <b>Comments</b> link.
11.	Enter notes concerning this payment. Click OK to save the comments.
12.	Click <b>Save</b> .
13.	<b>End of Procedure.</b>