

Pell Budget Adjustment-092508

1.	A student had FA Term rebuilt for fall term only and hence had his budget recalculated for fall only.
2.	Compare the Pell COA value and the values in the Pell Amt column for fall with the values for spring and fall term. Note that the actual award amounts for fall are OK, but the Pell amounts are for an entire year rather than for one term. To adjust the Pell amounts, navigate to: Financial Aid > Budgets > Assign Budgets > Adjust Pell Budgets in Batch.
3.	The process requires a Run Control ID. Either use an existing ID or create a new one.
4.	Make sure the correct Academic Institution and Aid Year are populated in the fields. Select the Career to be Processed : click the Look up button.
5.	The Search Results display all the careers for your Academic Institution. Make a selection.
6.	Note that you can use the Add a Row button in the Careers to be Processed area of the page to select more than one career to process in this run. Click the Run button. Click OK
7.	Click the Process Monitor link.
8.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
9.	To see that the correct Pell amounts are now entered in the student's budget page, click the Maintain Term Budgets link once the process is Successful.
10.	There is no change to the spring budget. Click the Show next row button to view the budget for fall.
11.	The Pell COA and values in the Pell Amt columns are now correct for fall term.
12.	End of Procedure.