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## Revising a Budget Manually

### Concept

Use the **Maintain Term Budgets** component to manually create or maintain an existing term budget.

It is important to note the difference between Standard and Non Standard budget categories.

Standard budget categories are those that are assigned during the batch budget process. These are typically tuition and fees, room and board, books and supplies, travel, miscellaneous, and sometimes loan fees. Any categories set up to be included in the batch budget process will be automatically updated whenever budgets are run.

Non Standard budget categories are available to assign to students but are not assigned automatically by the batch budget process. Examples of these categories might be computer expenses, dependent care costs, or additional tuition and fees expenses.

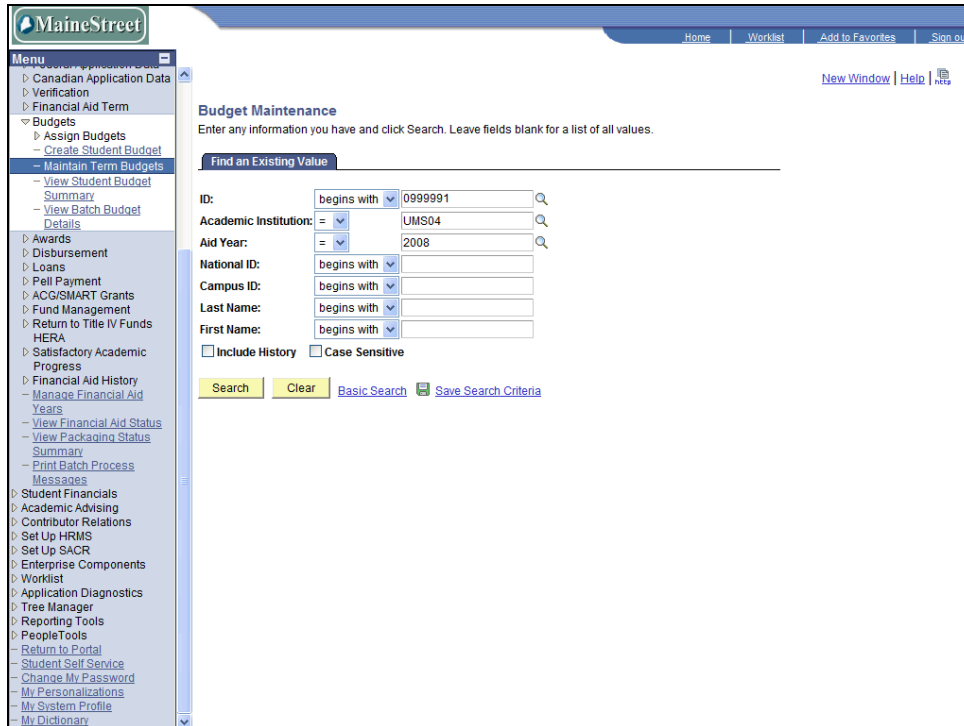
Most Standard budget categories have a corresponding Non Standard category, usually called "Other" or "Additional." For example, if the Standard budget category is Travel, the Non Standard category might be Other Travel. A budget increase should typically be made by adding the correct Non Standard category. The reason is that any category included in the batch process will be updated and therefore possibly changed when budgets are run. Any Non Standard category will not be adjusted when budgets are run.

For example, you initially budget a student \$500 for books. The student appeals because he has unusually high book costs for one term. If you increase the existing Standard Books item to \$700 and the student is later run through the batch budget process, the budget amount will be reset back to the standard amount. Using the Non Standard "Other Books" item (\$200 in our example) will avoid this problem.

Budget reductions must be made to existing line items, since negative numbers can not be entered. If you make reductions, you may want to use the Budget Lock option in conjunction with the Budget Assign Flag process (see documentation on Budget Assign Flag).

## Procedure

Step	Action
1.	Navigate: <b>Financial Aid &gt; Budgets &gt; Maintain Term Budgets.</b>

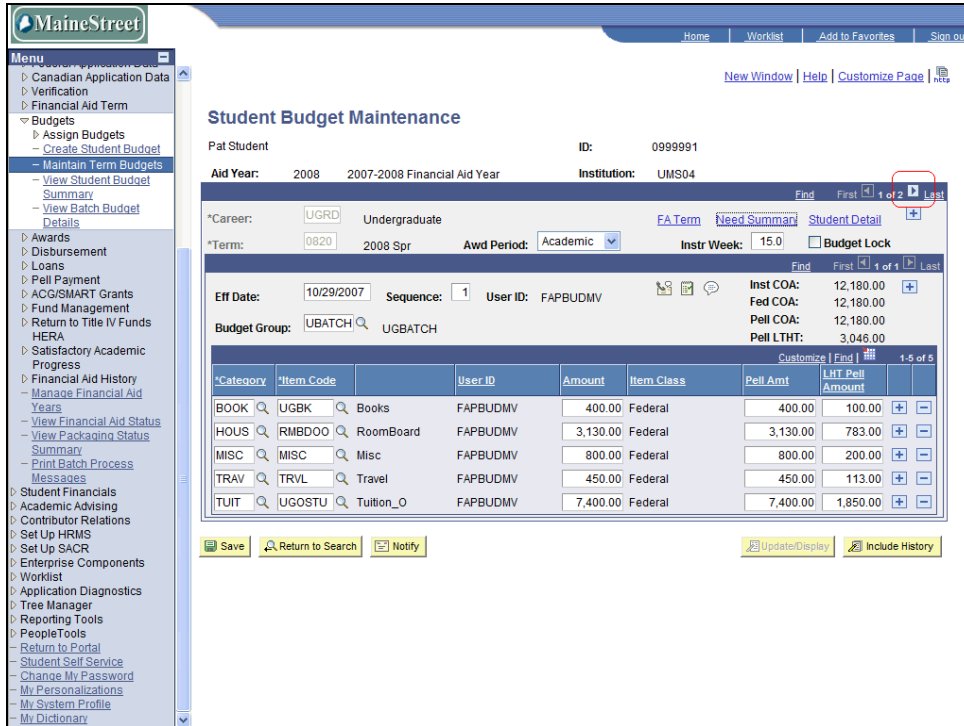


The screenshot shows the 'Budget Maintenance' page in the MaineStreet system. The search criteria are as follows:

- ID:** begins with
- Academic Institution:**
- Aid Year:**
- National ID:** begins with
- Campus ID:** begins with
- Last Name:** begins with
- First Name:** begins with

There are checkboxes for  Include History and  Case Sensitive. The **Search** button is highlighted in yellow.

Step	Action
2.	Enter search criteria to identify the student, the Institution and the Aid Year.  Click the <b>Search</b> button.



**Student Budget Maintenance**

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


\*Career: UGRD Undergraduate FA Term: [View Summary](#) [Student Detail](#)  
 \*Term: 0820 2008 Spr Awd Period: Academic Instr Week: 15.0  Budget Lock

Eff Date: 10/29/2007 Sequence: 1 User ID: FAPBUDMV Inst COA: 12,180.00  
 Fed COA: 12,180.00  
 Pell COA: 12,180.00  
 Pell LTHT: 3,046.00

Budget Group: UBATCH UGBATCH

*Category	*Item Code		User ID	Amount	Item Class	Pell Amt	LHT Pell Amount	
BOOK	UGBK	Books	FAPBUDMV	400.00	Federal	400.00	100.00	+ -
HOUS	RMBDOO	RoomBoard	FAPBUDMV	3,130.00	Federal	3,130.00	783.00	+ -
MISC	MISC	Misc	FAPBUDMV	800.00	Federal	800.00	200.00	+ -
TRAV	TRVL	Travel	FAPBUDMV	450.00	Federal	450.00	113.00	+ -
TUIT	UGOSTU	Tuition_O	FAPBUDMV	7,400.00	Federal	7,400.00	1,850.00	+ -

Buttons: Save, Return to Search, Notify, Update/Display, Include History

Step	Action
3.	<p>The student in this example has budgets built for two terms, and the rows are in reverse order. To look at the first term, click the <b>Show next row</b> button.</p> <p>Make sure you are working with the correct term.</p> 

# Process Document

## Financial Aid: Revising a Budget Manually-092608



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### Student Budget Maintenance

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

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 1 User ID: FAPBUDMV Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

Category	Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount
BOOK	UGBK	FAPBUDMV	200.00	Federal	400.00	100.00
HOUS	RMBDOO	FAPBUDMV	3,130.00	Federal	3,130.00	782.00
MISC	MISC	FAPBUDMV	800.00	Federal	800.00	200.00
TRAV	TRVL	FAPBUDMV	450.00	Federal	450.00	112.00
TUIT	UGOSTU	FAPBUDMV	3,700.00	Federal	7,400.00	1,850.00

Save Return to Search Notify Update/Display Include History

Step	Action
4.	<p>You can look up additional data about the student using the links on this page.</p> <p>Click the <b>FA Term</b> link.</p> <p><a href="#">FA Term</a></p>



**Financial Aid Term**

<b>Term:</b>	0810 2007 Fall	<a href="#">Statistics</a>
<b>Eff Date:</b>	10/24/2007	<b>Effective Status:</b> Active
<b>Career:</b>	Undergraduate	<b>NSLDS Loan Year:</b> 1st Yr Nvr
<b>Prim Prog:</b>	Arts & Letters - UMM	<b>Financial Aid Load:</b> Half-Time
<b>Acad Plan:</b>	Interdisciplinary Fine Arts	<a href="#">Form of Study</a> Enrollment
<b>Sub-Plan:</b>	Theatre	<b>Approved Academic Load:</b> Full-Time
<b>Acad Year:</b>	2008	<b>Academic Load:</b> Half-Time
<b>FA Standing:</b>		<b>Acad Level - Term Start:</b>
<b>Withdrawal \ Cancel:</b>		<b>Admit Term:</b> 2007 Fall
<b>W/C Reason:</b>		<b>Exp. Graduation Term:</b>
<b>W/C Date:</b>		<b>Expected Grad Date:</b>

[Return](#)

Step	Action
5.	Click the <b>Return</b> link. <a href="#">Return</a>

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## Financial Aid: Revising a Budget Manually-092608



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### Student Budget Maintenance

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

\*Career: UGRD Undergraduate [FA Term](#) [Need Summary](#) [Student Detail](#) +  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0  Budget Lock

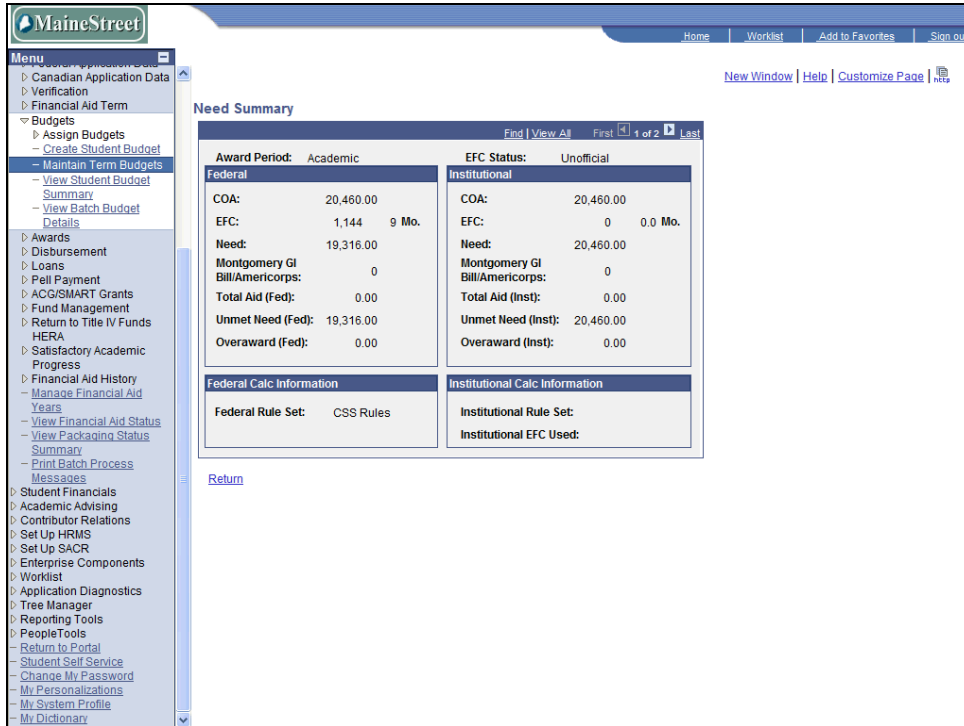
Eff Date: 10/29/2007 Sequence: 1 User ID: FAPBUDMV Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount	1-5 of 5
BOOK	UGBK	FAPBUDMV	200.00	Federal	400.00	100.00	+ -
HOUS	RMBDOO	FAPBUDMV	3,130.00	Federal	3,130.00	782.00	+ -
MISC	MISC	FAPBUDMV	800.00	Federal	800.00	200.00	+ -
TRAV	TRVL	FAPBUDMV	450.00	Federal	450.00	112.00	+ -
TUIT	UGOSTU	FAPBUDMV	3,700.00	Federal	7,400.00	1,850.00	+ -

Save | [Return to Search](#) | [Notify](#) | [Update/Display](#) | [Include History](#)

Step	Action
6.	Click the <a href="#">Need Summary</a> link.



**Need Summary**

Award Period: Academic      EFC Status: Unofficial

Federal		Institutional	
COA:	20,460.00	COA:	20,460.00
EFC:	1,144    9 Mo.	EFC:	0    0.0 Mo.
<b>Need:</b>	19,316.00	<b>Need:</b>	20,460.00
Montgomery GI Bill/AmeriCorps:	0	Montgomery GI Bill/AmeriCorps:	0
<b>Total Aid (Fed):</b>	0.00	<b>Total Aid (Inst):</b>	0.00
<b>Unmet Need (Fed):</b>	19,316.00	<b>Unmet Need (Inst):</b>	20,460.00
<b>Overaward (Fed):</b>	0.00	<b>Overaward (Inst):</b>	0.00

Federal Calc Information		Institutional Calc Information	
Federal Rule Set:	CSS Rules	Institutional Rule Set:	
		Institutional EFC Used:	

[Return](#)

Step	Action
7.	Click the <b>Return</b> link. <a href="#">Return</a>

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## Financial Aid: Revising a Budget Manually-092608



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### Student Budget Maintenance

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

\*Career: UGRD Undergraduate [FA Term](#) [Need Summary](#) [Student Detail](#) +  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0  Budget Lock

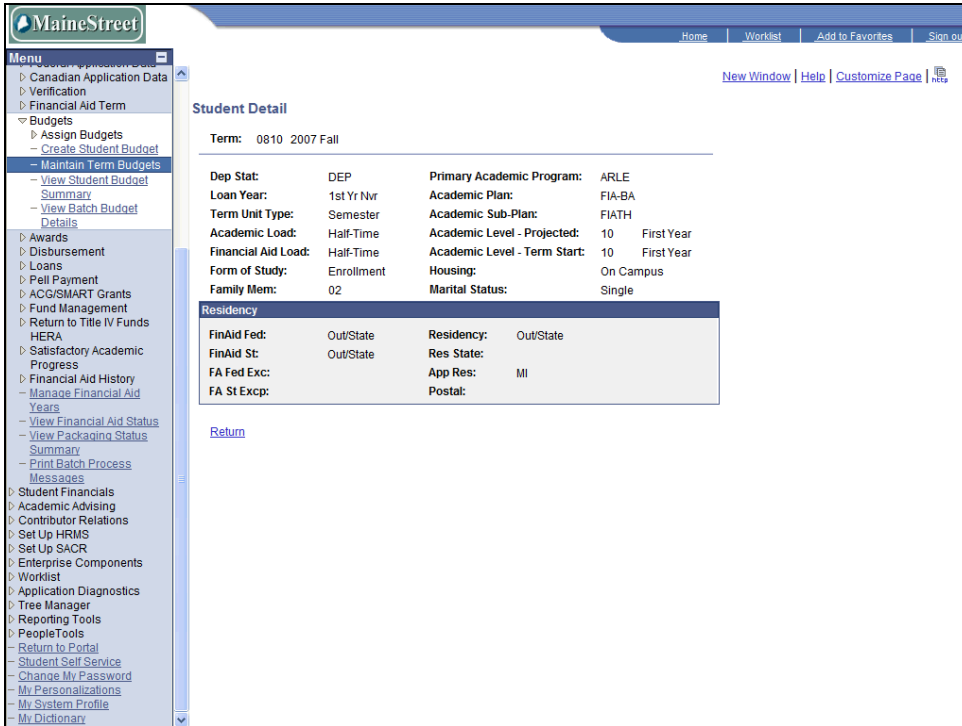
Eff Date: 10/29/2007 Sequence: 1 User ID: FAPBUDMV Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount	1-5 of 5
BOOK	UGBK	FAPBUDMV	200.00	Federal	400.00	100.00	+ -
HOUS	RMBDOO	FAPBUDMV	3,130.00	Federal	3,130.00	782.00	+ -
MISC	MISC	FAPBUDMV	800.00	Federal	800.00	200.00	+ -
TRAV	TRVL	FAPBUDMV	450.00	Federal	450.00	112.00	+ -
TUIT	UGOSTU	FAPBUDMV	3,700.00	Federal	7,400.00	1,850.00	+ -

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

Step	Action
8.	Click the <b>Student Detail</b> link. <a href="#">Student Detail</a>



**Student Detail**

Term: 0810 2007 Fall

<b>Dep Stat:</b> DEP	<b>Primary Academic Program:</b> ARLE
<b>Loan Year:</b> 1st Yr Nvr	<b>Academic Plan:</b> FIA-BA
<b>Term Unit Type:</b> Semester	<b>Academic Sub-Plan:</b> FIATH
<b>Academic Load:</b> Half-Time	<b>Academic Level - Projected:</b> 10 First Year
<b>Financial Aid Load:</b> Half-Time	<b>Academic Level - Term Start:</b> 10 First Year
<b>Form of Study:</b> Enrollment	<b>Housing:</b> On Campus
<b>Family Mem:</b> 02	<b>Marital Status:</b> Single

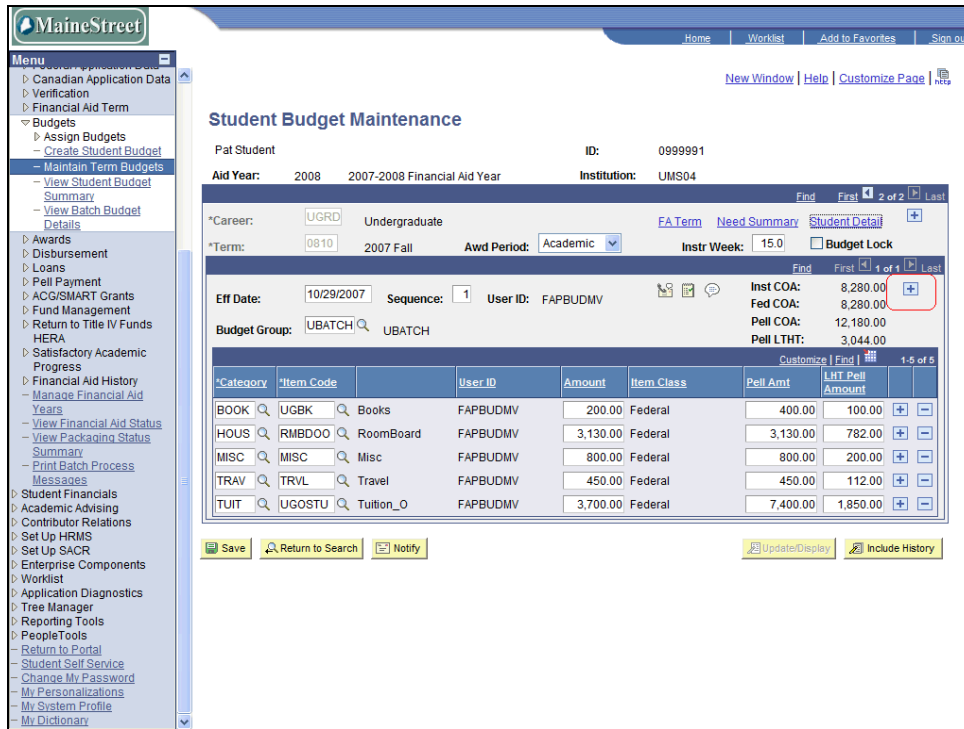
Residency	
<b>FinAid Fed:</b> Out/State	<b>Residency:</b> Out/State
<b>FinAid St:</b> Out/State	<b>Res State:</b>
<b>FA Fed Exc:</b>	<b>App Res:</b> MI
<b>FA St Excp:</b>	<b>Postal:</b>

[Return](#)

Step	Action
9.	Click the <b>Return</b> link. <a href="#">Return</a>
10.	To revise the budget for this term, you must add a new effective-dated row.

# Process Document

## Financial Aid: Revising a Budget Manually-092608




**Student Budget Maintenance**

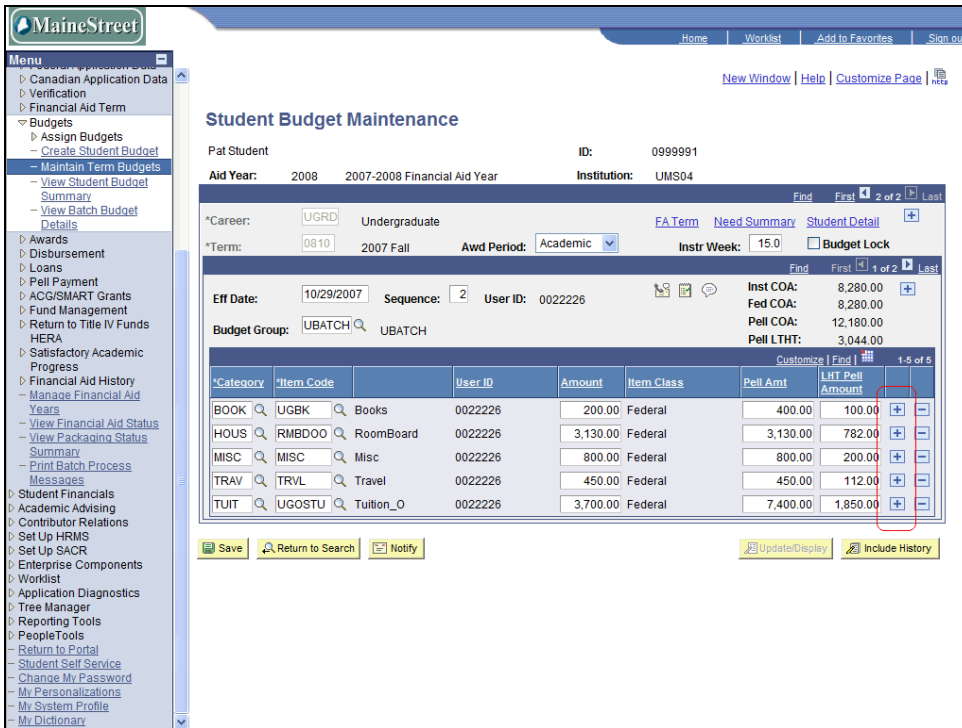
Pat Student ID: 0999991  
 Aid Year: 2008 2007-2008 Financial Aid Year Institution: UMS04

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail +  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 1 User ID: FAPBUDMV Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Category	Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount
BOOK	UGBK	FAPBUDMV	200.00	Federal	400.00	100.00
HOUS	RMBDOO	FAPBUDMV	3,130.00	Federal	3,130.00	782.00
MISC	MISC	FAPBUDMV	800.00	Federal	800.00	200.00
TRAV	TRVL	FAPBUDMV	450.00	Federal	450.00	112.00
TUIT	UGOSTU	FAPBUDMV	3,700.00	Federal	7,400.00	1,850.00

Step	Action
11.	Click the <b>Add a new row</b> button. 



**Student Budget Maintenance**

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


\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LTHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code		User ID	Amount	Item Class	Pell Amt	LHT Pell Amount		
BOOK	UGBK	Books	0022226	200.00	Federal	400.00	100.00	+	-
HOUS	RMBDOO	RoomBoard	0022226	3,130.00	Federal	3,130.00	782.00	+	-
MISC	MISC	Misc	0022226	800.00	Federal	800.00	200.00	+	-
TRAV	TRVL	Travel	0022226	450.00	Federal	450.00	112.00	+	-
TUIT	UGOSTU	Tuition_O	0022226	3,700.00	Federal	7,400.00	1,850.00	+	-

Buttons: Save, Return to Search, Notify, Update/Display, Include History

Step	Action
12.	<p>The budget items and amounts are copied from the prior row. You can now revise the amounts and/or add new items.</p> <p>To add a new budget item, click one of the <b>Add a new row</b> buttons on the right side of the item list.</p> 

# Process Document

## Financial Aid: Revising a Budget Manually-092608

**Student Budget Maintenance**

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

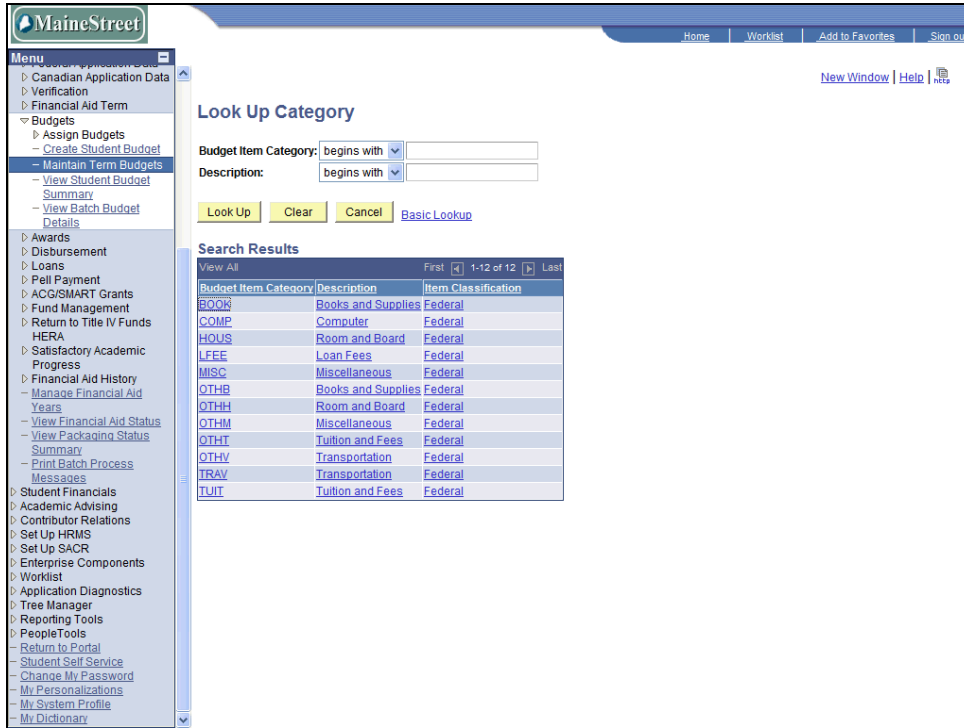
\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code		User ID	Amount	Item Class	Pell Amt	LHT Pell Amount	
BOOK	UGBK	Books	0022226	200.00	Federal	400.00	100.00	+
			0022226	0.00		0.00	0.00	+
HOUS	RMBDOO	RoomBoard	0022226	3,130.00	Federal	3,130.00	782.00	+
MISC	MISC	Misc	0022226	800.00	Federal	800.00	200.00	+
TRAV	TRVL	Travel	0022226	450.00	Federal	450.00	112.00	+
TUIT	UGOSTU	Tuition_O	0022226	3,700.00	Federal	7,400.00	1,850.00	+

Step	Action
13.	Look up the list of Budget Categories for this Institution. 



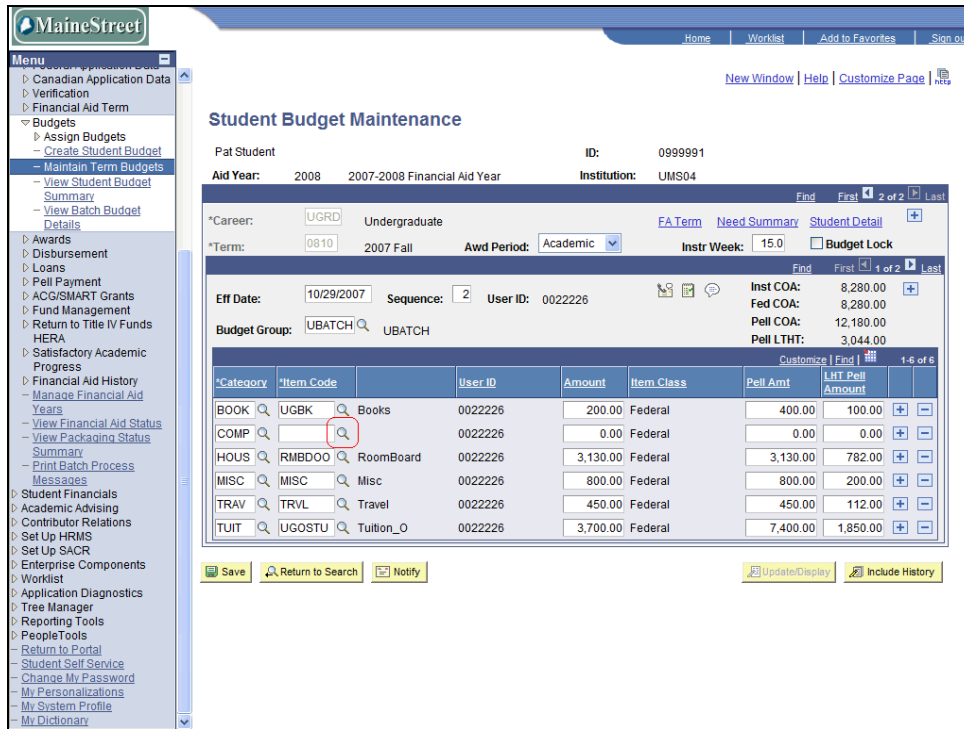
The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Canadian Application Data', 'Financial Aid Term', 'Budgets', 'Awards', 'Loans', etc. The main content area is titled 'Look Up Category'. It contains two dropdown menus: 'Budget Item Category:' and 'Description:', both set to 'begins with'. Below these are buttons for 'Look Up', 'Clear', 'Cancel', and a link for 'Basic Lookup'. A 'Search Results' section displays a table with columns for 'Budget Item Category', 'Description', and 'Item Classification'. The table lists 12 items, with 'COMP' (Computer) highlighted in blue.

Budget Item Category	Description	Item Classification
BOOK	Books and Supplies	Federal
COMP	Computer	Federal
HOUS	Room and Board	Federal
LFEE	Loan Fees	Federal
MISC	Miscellaneous	Federal
OTHB	Books and Supplies	Federal
OTHH	Room and Board	Federal
OTHM	Miscellaneous	Federal
OTHT	Tuition and Fees	Federal
OTHV	Transportation	Federal
TRAV	Transportation	Federal
TUIT	Tuition and Fees	Federal

Step	Action
14.	Select a Category. The categories set up for your Institution may be different from this example.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="border: 1px solid black; padding: 1px;">COMP</span>      <span style="border: 1px solid black; padding: 1px;">Computer</span> </div>

# Process Document

## Financial Aid: Revising a Budget Manually-092608




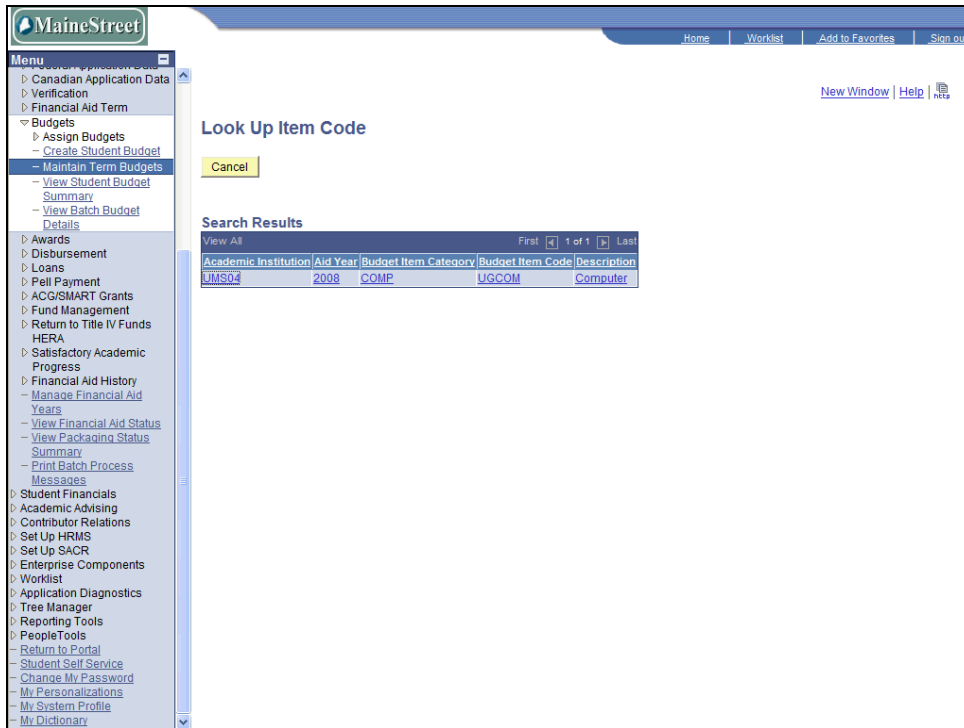
Pat Student ID: 0999991  
 Aid Year: 2008 2007-2008 Financial Aid Year Institution: UMS04

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 8,280.00  
 Fed COA: 8,280.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

*Category	*Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount
BOOK	UGBK	0022226	200.00	Federal	400.00	100.00
COMP		0022226	0.00	Federal	0.00	0.00
HOUS	RMBDOO	0022226	3,130.00	Federal	3,130.00	782.00
MISC	MISC	0022226	800.00	Federal	800.00	200.00
TRAV	TRVL	0022226	450.00	Federal	450.00	112.00
TUIT	UGOSTU	0022226	3,700.00	Federal	7,400.00	1,850.00

Step	Action
15.	Look up the <b>Item Code</b> for this Category. 



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 'Look Up Item Code' and contains a search results table. A 'Cancel' button is visible above the table. The search results table has the following data:

Academic Institution	Aid Year	Budget Item Category	Budget Item Code	Description
UMSO2	2008	COMP	UGCOM	Computer

Step	Action
16.	Click an entry in the Search Results list. <a href="#">COMP</a>

# Process Document

## Financial Aid: Revising a Budget Manually-092608



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### Student Budget Maintenance

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

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail +  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

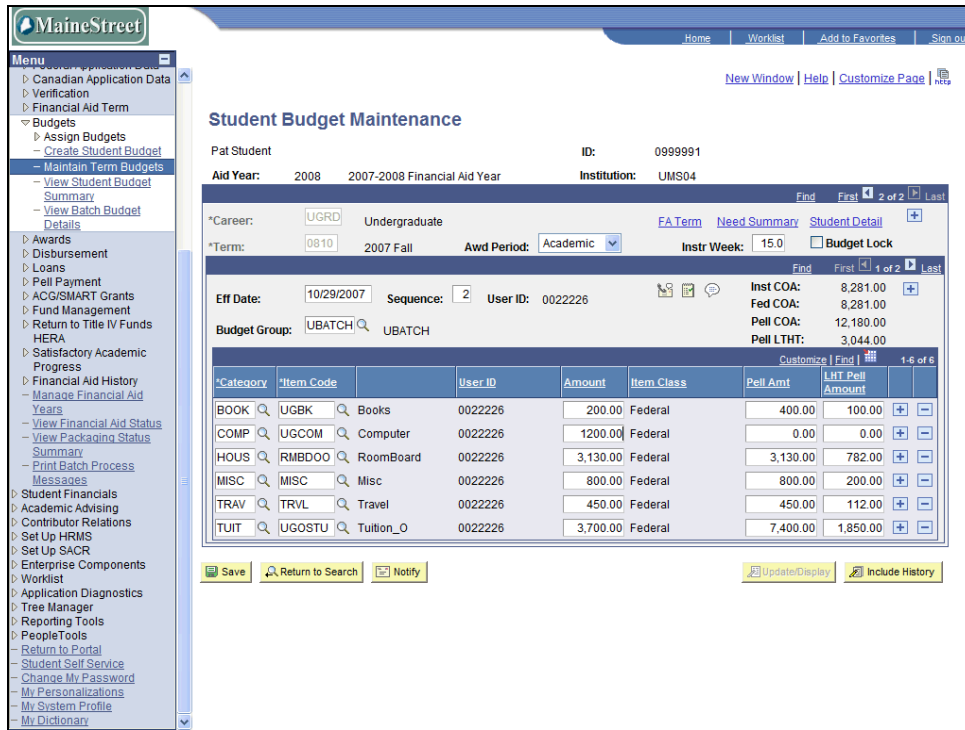
Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 8,281.00  
 Fed COA: 8,281.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount
BOOK	UGBK	0022226	200.00	Federal	400.00	100.00
COMP	UGCOM	0022226	1.00	Federal	0.00	0.00
HOUS	RMBDOO	0022226	3,130.00	Federal	3,130.00	782.00
MISC	MISC	0022226	800.00	Federal	800.00	200.00
TRAV	TRVL	0022226	450.00	Federal	450.00	112.00
TUIT	UGOSTU	0022226	3,700.00	Federal	7,400.00	1,850.00

Save Return to Search Notify UpdateDisplay Include History

Step	Action
17.	The <b>Amount</b> field for the new row is populated based on the information entered in budget set up for this Category and Item Code. You can edit the field.



**Student Budget Maintenance**

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

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0 Budget Lock

Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 8,281.00  
 Fed COA: 8,281.00  
 Pell COA: 12,180.00  
 Pell LTHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code		User ID	Amount	Item Class	Pell Amt	LHT Pell Amount		
BOOK	UGBK	Books	0022226	200.00	Federal	400.00	100.00	+	-
COMP	UGCOM	Computer	0022226	1200.00	Federal	0.00	0.00	+	-
HOUS	RMBDOO	RoomBoard	0022226	3,130.00	Federal	3,130.00	782.00	+	-
MISC	MISC	Misc	0022226	800.00	Federal	800.00	200.00	+	-
TRAV	TRVL	Travel	0022226	450.00	Federal	450.00	112.00	+	-
TUIT	UGOSTU	Tuition_O	0022226	3,700.00	Federal	7,400.00	1,850.00	+	-

Buttons: Save, Return to Search, Notify, Update/Display, Include History

Step	Action
18.	Enter any other budget adjustments necessary. Click the <b>Save</b> button.

# Process Document

## Financial Aid: Revising a Budget Manually-092608



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### Student Budget Maintenance

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

\*Career: UGRD Undergraduate FA Term Need Summary Student Detail  
 \*Term: 0810 2007 Fall Awd Period: Academic Instr Week: 15.0  Budget Lock

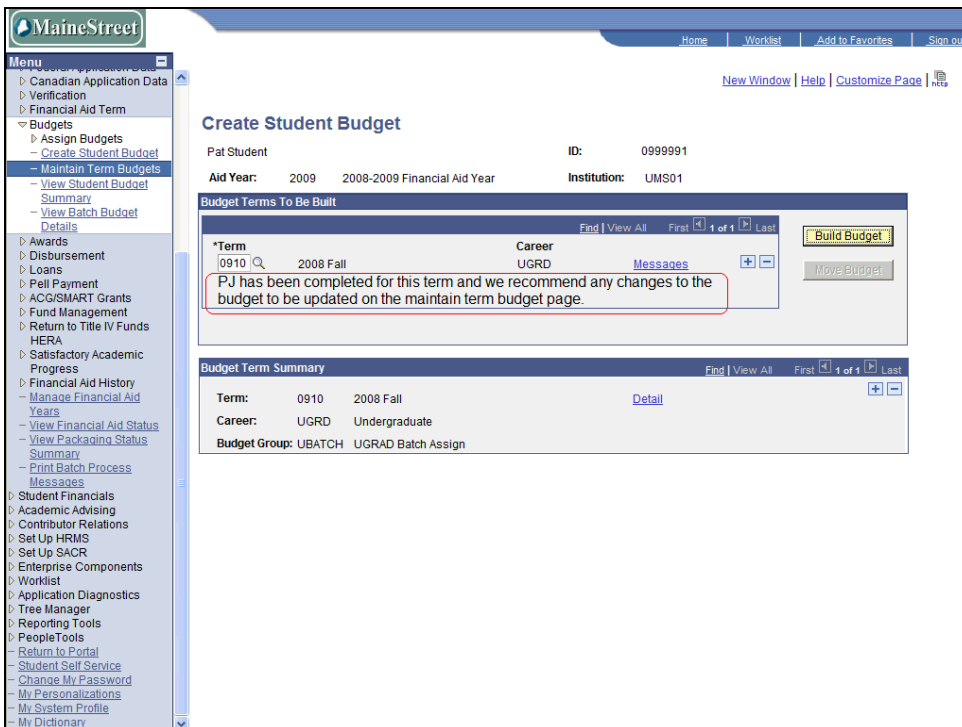
Eff Date: 10/29/2007 Sequence: 2 User ID: 0022226 Inst COA: 9,480.00  
 Fed COA: 9,480.00  
 Pell COA: 12,180.00  
 Pell LHHT: 3,044.00

Budget Group: UBATCH UBATCH

*Category	*Item Code	User ID	Amount	Item Class	Pell Amt	LHT Pell Amount
BOOK	UGBK	0022226	200.00	Federal	400.00	100.00
COMP	UGCOM	0022226	1,200.00	Federal	0.00	0.00
HOUS	RMBDOO	0022226	3,130.00	Federal	3,130.00	782.00
MISC	MISC	0022226	800.00	Federal	800.00	200.00
TRAV	TRVL	0022226	450.00	Federal	450.00	112.00
TUIT	UGOSTU	0022226	3,700.00	Federal	7,400.00	1,850.00

Save Return to Search Notify UpdateDisplay Include History

Step	Action
19.	<p>The <b>Budget Lock</b> checkbox can be selected to indicate that this student's budget has been modified. The Budget Lock selection can be used in conjunction with the <b>Assign Budget Flag</b> process (refer to the documentation), to prevent the budget from being recalculated when there is a change to the student's FA Term.</p> <p>Remember to <b>Save</b>.</p>



**MaineStreet** Home Worklist Add to Favorites Sign out

**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

**Create Student Budget**

Pat Student ID: 0999991  
Aid Year: 2009 2008-2009 Financial Aid Year Institution: UMS01

**Budget Terms To Be Built**

*Term	Career
0910 2008 Fall	UGRD

PJ has been completed for this term and we recommend any changes to the budget to be updated on the maintain term budget page.

**Budget Term Summary**

Term:	0910 2008 Fall
Career:	UGRD Undergraduate
Budget Group:	UBATCH UGRAD Batch Assign

Step	Action
20.	If you try to rebuild a budget online using the <b>Create Student Budget</b> component, and the <b>Budget Lock</b> checkbox was selected for a given term, you will see the message shown in the example above.
21.	<b>End of Procedure.</b>