Revising a Budget Manually-092608

1.	Navigate: **Financial Aid > Budgets > Maintain Term Budgets.**
2.	Enter search criteria to identify the student, the Institution and the Aid Year. Click the **Search** button.
3.	Make sure you are working with the correct term.
4.	You can look up additional data about the student using the links on this page. Click the **FA Term** link, the **Need Summary** link, and the **Student Detail** link.
5.	To revise the budget for this term, you must add a new effective-dated row.
6.	Click the **Add a new row** button.
7.	The budget items and amounts are copied from the prior row. You can now revise the amounts and/or add new items. To add a new budget item, click one of the **Add a new row** buttons on the right side of the item list.
8.	The **Amount** 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.
9.	Enter any other budget adjustments necessary. Click the **Save** button.
10.	The **Budget Lock** 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 **Assign Budget Flag** process (refer to the documentation), to prevent the budget from being recalculated when there is a change to the student's FA Term. Remember to **Save.**
11.	**End of Procedure.**