Changing a Budget

Purpose: Use this document as a reference for how to change a budget in ctcLink.

Audience: FA Counselor/Technician.

! You must have at least one of these local college managed security roles:

- ZD FA Budgets
- ZD FA Director
- ZZ FA Budgets

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Changing a Student Budget

Navigation: Financial Aid > Budgets > Maintain Term Budgets

1. On the Budgets Maintenance search page, enter or search for the following fields:
   a. Student **ID**
   b. **Academic Institution**
   c. **Aid Year**

2. Select the **Search** button. The **Student Budget Maintenance** page will display.
3. From the Student Budget Maintenance page, insert a new row by selecting the **[+]** button next to the Term COA list within the Budget Group section.
4. Choose any budget row from the Budget Item section and select the **[+]** button to insert a new budget row.
5. Use the lookup tool to choose a **Budget Category Code**
6. Use the lookup tool to choose an **Item Code.**

ⓘ In this example, a Computer Required Expense budget item was used. **Note:** The Budget Category code and the Item Code must match.

7. Enter a dollar amount in the **Amount** field of the chosen budget row.
8. Select **Save** to save your work.
9. Process Complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Changing a Budget](). This link will open in a new tab/window.