Path: Financial Aid > Budgets > Create Student Budget

Budgets are usually created in a batch process. However, occasionally if a student does not have one yet, or some data on FA TERM page just changed in a way that impacts Financial Aid, you may need to Build a Budget manually.

Look up the student whose budget needs to be built.

Use the lookup button to select the appropriate Term. If you wish to build a 2\textsuperscript{nd} term at the same time, click the + button to add a new line.

In this example, we will build both Fall and Spring semester at the same time.

Click the **Build Budget** button.
In the Summary section, the system now displays information for the current semester.

**Note:** Navigate to the other semester by clicking the **Arrow** keys or by clicking the **View All** link to see both semesters included this budget.

In this example, we have clicked View All to see both semesters display.

Click one of the **Detail** links to see the evaluated budget categories and amounts that have been assigned for that semester.
This student is an Undergraduate, so the system evaluated and decided if this student qualified for 11 Budget categories associated with Undergrads.

Each category has rules that determine the amounts that will populate. Not all students will qualify for all categories, and calculations will vary per student’s need.

In this example, the student qualified for 9 of the 11 categories. The Item Status shows as “Found” and an amount is shown. The other two categories (Misc & OtherFees) show an Item status of “Warning” and no amount.

Note: Warning does not mean something is wrong, just that no amount was added, which is appropriate. (e.g. a Resident would not have an amount for Non-Resident fee).

After reviewing the assigned Budget Items, click the OK button at the bottom of the page to return to the Create Student Budget page. (If changes are needed, finish moving this budget, then go to Maintain Student Budgets to make manual changes).

Back on the Create Student Budget page, notice the Move Budget button is now enabled (once the BUILD was initiated).

Click the Move Budget button to move the budget items.
The **Move Budget** button is now greyed out (no longer active) because it has moved the budget items.

You could now go to the **Maintain Student Budgets** page if you need to make manual changes or move forward to packaging the student’s awards.

If you are finished using Campus Solutions, make sure to sign out and exit your browser as well, at the end of a browser session. Do not leave your open browser unattended.

**Support:**

For questions or assistance, please contact Campus Shared Services IT:

- Call 510-664-9000 (press option 1, then option 2 to reach SIS support)
- Email: itcsshelp@berkeley.edu
- Submit a ticket: [https://shared-services-help.berkeley.edu/new_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)