Viewing Budget Pages

This guide will cover:

- Navigating to basic budget pages
- Understanding how student budgets are compiled
- Viewing budgets created for the aid year and term

Financial Aid budgets detail the student’s Cost of Attendance (COA) for each term and for the student’s aid year. These budgets are available in Catalyst through a variety of screens.

Step One
View Student Budget Summary

Navigate to the following breadcrumbs:
**Step Two**

**Student Budget Summary**

- Inst COA and Fed COA will always be the same in Catalyst.
- Initially Student Budgets are based on Full-time enrollment prior to the beginning of the term.
- Budgets are then recalculated when actual enrollment is available at the beginning of the term.
- Pell COA is nine month budget for FT, with Pell LTHT budget for Less than Half Time students.
- Budgets displayed on this page:
  - Categories and amounts are established in the Financial Aid set-up tables
  - Two Award Periods:
    - Academic Award Period Budgets:
      - Amounts displayed are for the Fall and Spring Term
    - Non Standard Award Period Budgets:
      - Amounts displayed are for Summer Term
**Step Three**

*View Maintain Term Budgets*

Navigate to the following breadcrumbs:
Step Four
Maintain Term Budgets – Student Budget Maintenance Page

On the Student Budget Maintenance Page:
- Student Budget amounts are by term
- Page displays the User ID of who/what made the Budget changes.
  - In the above example for term 2161, the budget was built in a batch process – note USER: FAPBUDMV. If an individual had made the change you would see the staff members ID that begins with Mxxxxxx.
- Term Budget screens are effective dated with the most recent budget for the indicated term on the top.
**Step Five**  
Need Summary Hyperlink on View Financial Aid Status Page or Packaging Status Summary Page

Navigation to View Financial Aid Status Page:

![Image of navigation to View Financial Aid Status Page]

Navigation to View Packaging Status Summary Page:

![Image of navigation to View Packaging Status Summary Page]

**Step Six**  
Need Summary Hyperlink

View Financial Aid Status Page – Click on the Need Summary hyperlink at the bottom of the page.

![Image of View Financial Aid Status Page with Need Summary highlighted]

Packaging Status Summary Page – Click on the Need Summary hyperlink of the top of the page.

![Image of Packaging Status Summary Page with Need Summary highlighted]

Clicking on Need Summary on either page will display the Student’s Budget
You have now completed the steps for viewing various budget pages in Catalyst.