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Banner Financial Aid
User Guide

Release 8.20
April 2014

Revision History

Publication Date	Summary
April 2014	New version that supports Banner Financial Aid 8.20 software.

Contents

System Overview

Documentation corrections/clarifications

Any corrections/clarifications to this documentation that arise, subsequent to its posting, will be documented in the *Are there any corrections/clarifications to the documentation for Banner Financial Aid User Guide Release 8.20 April 2014?*, Article # 000029605, and made available through the Ellucian Support Center (http://www.ellucian.com/Solutions/Ellucian-Client-Support/). Please refer to the Article periodically as you use to this document.

Chapter layout

This chapter introduces you to Banner Financial Aid. The following is a list of the sections in this chapter and a brief description of their contents.

- The Application Summary section provides a description of the application and the problems it resolves. It also describes the application's place in Banner as well as identifying database and hardware environments.

- The Functions section describes the key functions of Banner Financial Aid.

- The Module Integration section explains the interaction of Banner Financial Aid functions.

- The Financial Aid System Process Flow section diagrams the Banner Financial Aid process.

Application summary

The Banner series of software products assist with the task of resource management by supporting the integrated flow of information throughout your institution. This tradition continues with the Banner Financial Aid product.

Handling the daily activities of the financial aid office, Banner performs tracking, budgeting, need analysis and packaging. Meeting the demands for information, Banner Financial Aid contains the following integrated components: applicant record creation, requirements tracking, student budget assignment, need analysis, and packaging. Also included are funds management, disbursement, award history, direct lending, electronic data exchange (EDE), reporting, loan processing, Transfer Monitoring, Financial Aid Self-Service, return of Title IV fund information, and Athletics.

Banner Financial Aid places your financial aid office at the forefront of technology through its use of Oracle®—the advanced relational database management system from Oracle Corporation and SQL—the standard for database access. By combining this technology with rule-based architecture and the capability for distributed processing, Banner creates an information environment that you can tailor to meet your unique requirements without extensive technical support.

This combination gives you the advantages of an easy-to-use query language and report writer, and direct access to strategic decision support information.

Functions

Banner Financial Aid performs the following functions via its integrated modules:

- Applicant Processing

- Need Analysis/Verification

- Requirements Tracking

- Budgeting

- Packaging and Disbursement

- Athletics

- Funds Management

- Electronic Data Exchange

- History and Transcripts

- Financial Aid Common Functions

- Student System Shared Data

- Short-Term Credit

- Student Employment

- Loan Processing

- Return of Title IV Funds

- Financial Aid Self-Service

All modules can be tailored to your institution by using Banner's rule-based architecture to define validation codes and processing rules.

Module integration

1. *Applicant Processing* accepts records created through several processes including ISIR data loads, CSS Profile Loads, Pell Electronic Data Exchange, and manual creation through the Record Creation/Need Analysis forms.

2. *Need Analysis/Verification* performs calculations that determine the contribution applicants are expected to make towards their expenses. The verification process validates certain information provided on an aid application against the same data from other documents.

3. *Requirements Tracking* monitors the request for and receipt of certain documents which are often required so that applications can be fully processed.

4. *Budgeting* maintains data on the applicant's cost to attend the institution.

5. *Packaging and Disbursements* matches an applicant's need with available funds to determine an appropriate package for the applicant and records disbursement of the funds.

6. *Athletics* monitors Athletic Award levels by sport and student and maintains scholarship and donor information.

7. *Funds Management* maintains data related to financial aid funding sources.

8. *Electronic Data Exchange* allows institutions to share information electronically with the central processor and COD.

9. *History and Transcripts* maintains historical data on the applicant through the Transfer Monitoring Process.

10. *Financial Aid Common Functions* are general functions that support all of the other financial aid processes such as; Financial Aid Holds, Standards of Academic Progress, Student Messages, Audit Logging, and User Defined Data.

11. *Student System Shared Data* shares information with the institution's Student Information System (that being the Banner Student or another student system).

12. *Short-Term Credit* creates and maintains short-term loans.

13. *Student Employment* establishes job referrals, authorizations, placements, and tracks compensation limits for students employed by the institution.

14. *Loan Processing* allows for the creation and processing of loan applications for Electronic Loans, Direct Loans, or Manual Loans.

15. *Return of Title IV Funds* assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products.

Financial Aid system process flow
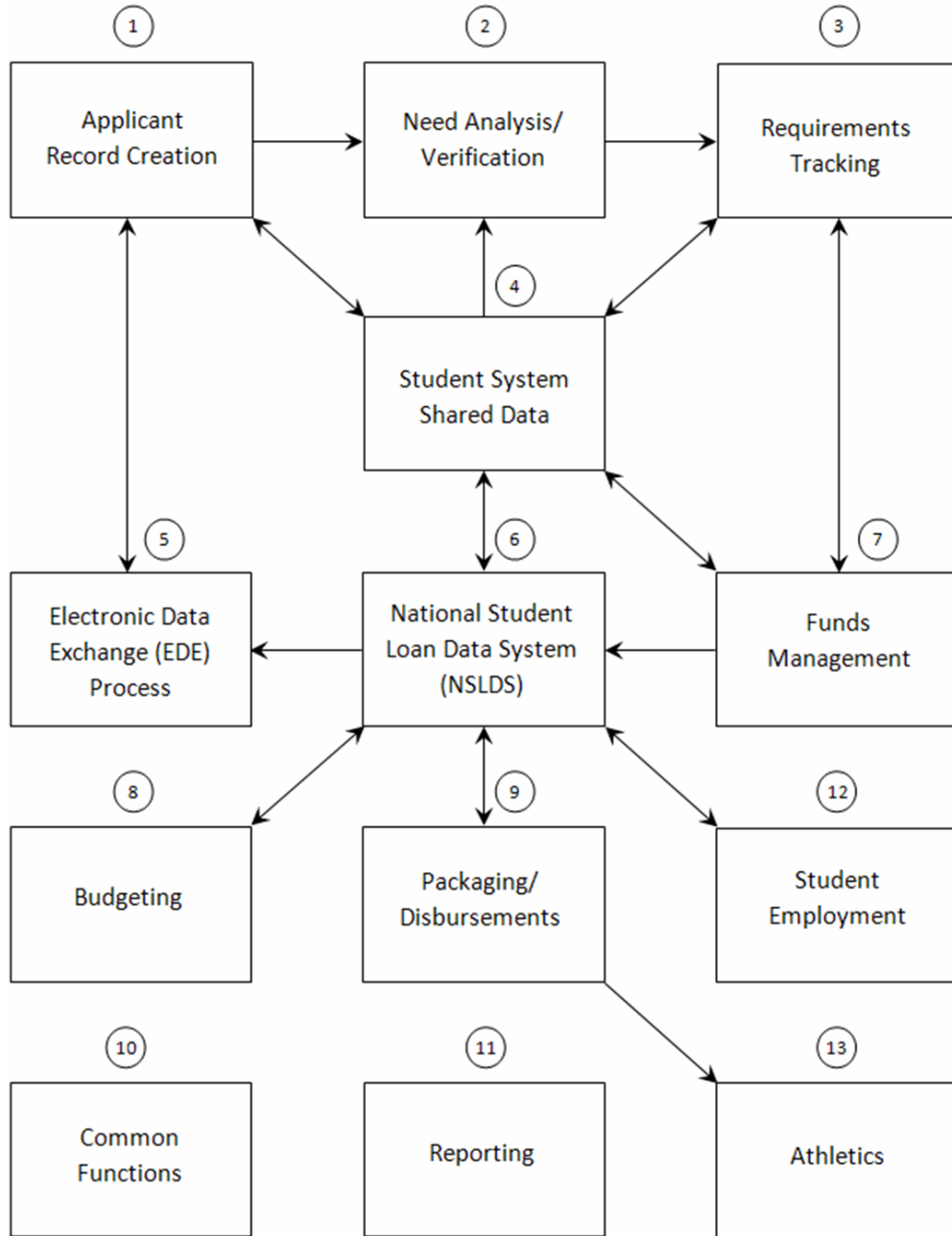
Naming conventions

The names of all Banner forms are seven characters in length and use the following convention.

Position Locations:	R	O	A	I	N	S	T
	1	2	3	4	5	6	7

> **Note:** The letters *W*, *Y*, and *Z have been reserved* for the first two characters of all client-developed forms and reports.
>
> For client-developed new applications built to co-exist with Banner applications, *W*, *Y*, and *Z* is used as the first character.
>
> For client-developed forms, reports, tables, or modules used within an Banner application, the system identifier is used as the first character (i.e., R = Financial Aid, etc.), and *W*, *Y*, and *Z* is used as the second character.

Position 1: Identifies the primary system owning the report as:

A	=	Advancement
F	=	Finance
G	=	General
N	=	Position Control
P	=	Human Resources
R	=	Financial Aid
S	=	Student
T	=	Accounts Receivable

If **W**, **Y**, or **Z** appears as the first character of the form name, refer to **Note** (above).

Position 2: Identifies the primary module owning the form as:

A	=	Athletics
B	=	Budgeting
C	=	Record Creation
E	=	Electronic Data Exchange (EDE)

F	=	Funds Management
H	=	History and Transcripts
J	=	Student Employment
L	=	Logging
N	=	Need Analysis
O	=	Common Functions
P	=	Packaging and Disbursements
R	=	Requirements Tracking
S	=	Student System Shared Data
T	=	Validation Form/Table

If **W**, **Y**, or **Z** appears as the second character of the form name, refer to **Note** (above).

Position 3: Identifies the type of form as:

A	=	Application Form
B	=	Base Table
I	=	Inquiry Form
R	=	Rule Table
T	=	Temporary Table
V	=	Validation Table

Positions 4 - 7: Identifies the unique four-character abbreviation of the form name.

For example, the derivation of ROAINST (Institutional Options Form) is:

R	=	Financial Aid
O	=	Common Functions
A	=	Application Form
INST	=	Institutional Options

Applicant processing

The Applicant Processing module contains the forms that you use on a regular basis for the day-to-day processing of student financial aid information. All of the forms in this module also exist in other modules in Banner Financial Aid.

Forms

The following forms can be found within the Applicant Processing module:

Applicant Status	ROASTAT
Financial Aid Record Maintenance	ROARMAN
Need Analysis	RNANAxx
Need Analysis Processing	RNAPRxx
Need Analysis Document Verification	RNAVRxx
Student Loan Data System	RNASLxx
NSLDS Transfer Monitoring Application	RNATMNT
Need Analysis Result	RNARSxx
Applicant Requirements	RRAAREQ
Applicant Budget	RBAABUD
Applicant Period Budget	RBAPBUD
Award Maintenance	RPAAWRD
Applicant User Defined Data	ROAUSDF
Applicant Non-Year User Defined	ROANYUD
Financial Aid Enrollment	ROAENRL
Applicant High School and Admission Data	ROAHSDT
Summary Academic History Inquiry	RSIHIST
Basic Student Information Inquiry	RSISTDN
Admissions Application Inquiry	RSIAPPL
Account Detail Review Inquiry	RSIAREV
Degrees and Other Formal Awards Inquiry	RSIDEGR
Housing Information Inquiry	RSIHOUS
Prior College Inquiry	RSIPCOL
High School Inquiry	RSIHSCH

Test Score Inquiry	RSITEST
Veteran Certification Inquiry	RSIVETN
Third Party Contract Inquiry	RSICONT
Billing Exemption Inquiry	RSIEXPT

Applicant processing flow

- **Applicant Status (ROASTAT)**

  The Applicant Status form displays applicant information such as general financial aid status information, satisfactory academic progress data, admissions status information, financial need data, and award data.

- **Financial Aid Record Maintenance (ROARMAN)**

  The Financial Aid Record Maintenance form enables you to review and change most of the important aspects of a student's financial aid record from one central form. Specifically, it displays and updates the following parts of a student's record:

  - award detail
  - enrollment status
  - admissions status detail
  - other resources
  - Pell Grant status
  - applicant processing status
  - satisfactory academic progress
  - budget components
  - coded and non-coded tracking requirements
  - need analysis information.

- **Need Analysis (RNANAxx)**

  You can view, enter, and maintain all core financial aid application information on the Need Analysis form. The information on this form is specific to the aid year and applicant. It is presented and stored in MDE independent format.

- **Need Analysis Processing (RNAPRxx)**

  Use the Need Analysis Processing form to view and process both (Federal Methodology) FM and (Institutional Methodology) IM calculations for a specified aid year. The form allows you to view the data and process data changes for both calculations, side-by-side. Once data is loaded and modified (if required), this form can be used to perform need analysis (either FM using the Banner FM Need Analysis product, IM using INAS, or both) and receive new need analysis results. This form also allows you to perform need analysis calculations after making simulated data changes and to save both the data changes and the need analysis results, if desired. RNAPRxx maintains many of the characteristics of the Need Analysis form (RNANAxx), including the ability to perform need analysis, to add a need analysis record manually, and to utilize Pell Corrections functionality.

- **Need Analysis Document Verification (RNAVRxx)**

  Use the Need Analysis Document Verification form to verify the data that exists in the student's application record with physical tax forms and other documents submitted by the student. This form includes student application and verification records, as well as parent application and verification data.

- **Student Loan Data (RNASLxx)**

  You can view and maintain National Student Loan Data System (NSLDS) information on the Student Loan Data System form. Load the NSLDS data from files received through the Electronic Data Exchange (EDE) process or from the Applicant Data Reporting Service from the Department of Education.

- **NSLDS Transfer Monitoring Application (RNATMNT)**

  Use RNATMNT to enter the names of students who need to be added to or removed from the NSLDS Monitoring List or request Financial Aid History records (NSLDS). Data entered on this form is used by the Transfer Monitoring Extract Process (RNRTMNE) to create the Transfer Monitoring School Inform File and Financial Aid History request file, which are sent to NSLDS.

- **Need Analysis Result (RNARSxx)**

  Use the Need Analysis Result form to view, enter, and edit the results of the calculations of a student's Federal Methodology (FM), Pell EFC, and Institutional Methodology (IM) contributions. You can load the results from electronic applications or you can manually enter the results or you can manually enter the results from a hard copy ISIR. You can also change the results to reflect professional judgment where permitted and protect those changes from system updates by setting the corresponding **Lock** field to Y.

- **Applicant Requirements (RRAAREQ)**

  Use the Applicant Requirements form to assign tracking requirements to a financial aid applicant for a specified aid year. A tracking group can be used to assign the applicant to a general group of tracking requirements. You can also assign a set of non-standard requirements to the applicant. The Promissory Notes section enables you to prevent the disbursement of student loan funds to students who have not yet signed their promissory note for the period.

- **Applicant Budget (RBAABUD)**

  Use the Applicant Budget form to assign a set of budget components to a financial aid applicant for a specified aid year. You can also use RBAABUD to assign an aid year budget group to a student and an aid period. The aid period defines the portion of the aid year that the student will be in attendance.

- **Applicant Period Budget (RBAPBUD)**

  Use the Applicant Period Budget form to assign a set of budget components based on the budget group for each period in the applicant's aid period. The component amounts may be pre-defined or calculated using algorithmic rules to customize the amount assigned based on user defined criteria.

  You can also use RBAPBUD to assign an aid period, period based budget group(s), and a Pell Budget to a student.

- **Award Maintenance (RPAAWRD)**

  Refer to the Award Maintenance form to maintain packaging information for an applicant.

- **Applicant User-Defined Data (ROAUSDF)**

  Refer to the Applicant User-Defined Data form to view the user-defined fields for an applicant.

- **Applicant Non-Year User Defined Data (ROANYUD)**

  Refer to the Applicant Non-Year User Defined Data form to view the non-year user defined fields for an applicant.

- **Financial Aid Enrollment (ROAENRL)**

  Use ROAENRL to maintain Banner Financial Aid hours and display Banner Student hours.

- **Applicant High School and Admission Data (ROAHSDT)**

  Use ROAHSDT to enter the information necessary to record whether the student meets TEACH Grant eligibility requirements, as well as specific Ability-to-Benefit eligibility information for the student.

- **Student System Shared Data menu**

  The Student System Shared Data module allows you to integrate Banner Student with Financial Aid. This option permits you to view forms that contain information concerning recruiting, admissions, registration, general student information, housing, accounts receivable, and academic history.

Need Analysis

In the Need Analysis module, the student's financial need is determined by subtracting the student's Federal Methodology (FM) or Institutional Methodology (IM) Estimated Family Contribution (EFC) from the student's packaging budget. You have the ability to define which methodology is used in the calculation of the student's need, and a transaction log maintains a record of all changes.

Forms

The following forms are included within the Need Analysis module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Need Analysis	RNANAxx
Need Analysis Processing	RNAPRxx
Supplemental Need Analysis	RNASUxx

Country Coefficient Validation	RTVCCOE
Need Analysis Result	RNARSxx
Applicant Override	RNAOVxx
Applicant Need Analysis Application Inquiry	RNIAPPL
Applicant Student Loan Data Inquiry	RNINSLD
Calculated Need Analysis Detail Inquiry	RNINAIQ
Assumption Rules Inquiry	RCIASMP
Miscellaneous Results Inquiry	RNIMSxx
Need Analysis Global Policy Options Rules	RNRGLxx
Applicant Status	ROASTAT
Applicant Pell Grant	ROAPELL
Need Analysis Document Verification	RNAVRxx
Application Purge	RNAPURG
Student Loan Data System	RNASLxx
NSLDS Transfer Monitoring Application	RNATMNT

Need Analysis online recalculation process flow narrative

- **Financial Aid Application Current Record**

    Each financial aid applicant may have multiple application records from different sources, one of which will always be marked `current`. The current record is always used for need analysis calculations. If a Federal Methodology (FM) record exists (which will be marked as the current record) and an Institutional Methodology (IM) record exists, then need analysis will be run for both, assuming the proper options are chosen on ROAINST. The FM calculation is performed using the Banner FM Need Analysis product while the IM is performed by the College Scholarship Service (CSS) Institutional Need Analysis System (INAS).

- **Need Analysis Policy Options**

    Both FM and IM need analysis policy options are delivered with default values within the system. If you would like to change the default values, you may do so for all students on the Need Analysis Global Policy Option Rules form (RNRGLxx). In addition, individual student overrides for both methodologies can be made on the Applicant Override (RNAOVxx) form.

- **Pell Calculation**

    A Pell Award calculation can be run after the need analysis calculation is completed. The Pell calculation determines the amount of the student's Pell award, checks the validity of the award, and packages the award in the student's award package.

When running the Need Analysis Calculation online from a form, the Pell calculation will be called automatically under certain conditions. When running need analysis (RNPFMxx for FM or RNEINxx for IM) from Job Submission, the Pell calculation is *not* automatically run. Pell batch calculations can be done by running the Pell Calculation Process (RPEPELL).

- **Need Analysis Results**

  Need Analysis Results can be seen online on both the Need Analysis Result form (RNARSxx) and the Calculated Need Analysis Detail Inquiry form (RNINAIQ). In addition, both types of need analysis calculations produce a printed report.

Requirements Tracking

The Requirements Tracking module permits you to define an unlimited number of documents or statuses that students need to submit or complete. These requirements control whether a student is eligible to be packaged or receive a payment of aid. This module provides you with the following features:

- Requirement Definition – defines an unlimited number of application requirements

- Grouping of Students – places students with similar characteristics into groups and assigns the same requirements to all students in the same group

- Mass Entry – allows entry of information about multiple documents/requirements for multiple students on one screen

- Letter Generation – provides the ability to print letters to students informing them of the documents/requirements they need to submit or satisfy

The use of period based tracking is available. Please refer to the *Period Based Processing* chapter in this *User Guide* for further detail.

Forms

The following forms are included within the Requirements Tracking module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Applicant Requirements	RRAAREQ
Applicant Requirements Inquiry	RRIAREQ
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements Mass Entry	RRAMASS
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Financial Aid Selection Rules	RORRULE

Requirements Tracking Group/Requirements Rules	RRRGREQ
Message Rules	RORMESG
Group Inquiry	ROIGRPI
Requirements Tracking Validation	RTVTREQ
Requirements Tracking Group Validation	RTVTGRP
Requirements Tracking Status Validation	RTVTRST

Requirements Tracking process flow narrative

- **Financial Aid Application Current Record**

  Each financial aid applicant may have multiple application records from different sources, one of which will always be marked `current`. If a Federal Methodology (FM) record exists (which will be marked as the current record) and an Institutional Methodology (IM) record exists, then both records, along with other information from other Banner systems, may be used to determine whether additional documents need to be supplied by the applicant. If only an FM record exists with multiple sequences, only the current record, along with other information from other Banner systems, will be used to determine whether additional documents need to be supplied.

- **Create Applicant Requirement Records**

  Applicant requirement records can be established in several ways. When applicants are loaded into Banner Financial Aid through data load, they are usually also run through the Requirements Tracking Batch Group Assignment Process.

  This process places the applicants into Requirements Tracking groups according to user-defined criteria. Each group has a set of requirements associated with it, which are then assigned to each applicant that falls into the group. Applicants can also be individually assigned to Requirements Tracking groups online, either manually or automatically. Individual requirements can be manually assigned to applicants online as well. Systematically, requirements can also be assigned through batch or online grouping, batch posting, awarding of a fund, mass entry or individually, and through entrance and exit interview processing.

- **Requirement Tracking Group Codes and Rules**

  The Financial Aid Office establishes the Requirement Tracking Group codes and rules that associate specific groups with specific sets of tracking components.

- **Applicant Requirement Records**

  Applicant Requirement Records contain information about outstanding and satisfied requirements, including the date the requirement was established, the last date and action taken against the requirement, whether the requirement is required by the Packaging, Disbursement and/or Memo processes, and the fund code of a specific fund or period to which the requirement is linked.

- **Additional Documents Required**

  The Financial Aid office establishes policies regarding which additional documents are required from certain applicants. The rules governing which applicants are assigned requirements are set up online, and users can monitor an applicant's progress toward fulfilling these requirements at any time.

- **Other Processes Can Proceed**

  Requirements are categorized as necessary for certain processing in three specific functional areas: Packaging, Memoing, and Disbursement. When all requirements that are mandatory in one of the functional areas have been met, processing in that area can proceed.

- **Send Requirements Tracking Notifications to Applicants**

  After applicants have been assigned requirements, the Financial Aid office sends letters to each applicant with unsatisfied requirements, advising them that certain documents need to be supplied. These letters can be created through the Letter Generation portion of Banner. In addition, an e-mail message can also be sent, notifying the student to access Banner Self-Service and view any outstanding requirements that may be needed.

- **Applicant Documents**

  After being notified of the request for documents, applicants send those documents to the Financial Aid office.

- **Post Satisfied Requirements**

  Receipt of the documents from applicants is entered online. The status of the requirement is changed to `satisfied`, if the requirement has been properly met.

Budgeting

The Budgeting module calculates and assigns cost of attendance values to each applicant based on budget types established by the institution (for example; tuition, fees, room and board, etc.). This module provides you with the following features:

- Aid Year Budgeting

  - Budget component assignment – assigns a pre-defined set of budget components and values to applicants according to their budget group for the aid year.

  - Budget averaging – creates a budget which is a weighted average of two or more budgets using the mixed budgeting feature.

  - Multiple budgets – assigns a Pell Budget plus one additional budget.

  - Transaction Log – maintains an online log of all budget changes when the appropriate tables and columns have been activated for logging.

- Period Based Budgeting

  - Budget component assignment – assigns a pre-defined set of budget components based on the budget group for each period in the applicant's aid period. The component amounts may be pre-defined or calculated using algorithmic rules to customize the amount assigned based on user defined criteria.

  - Budget categories – multiple budget components may be defined or calculated separately and combined into a category for presenting to the applicant. For example, separate components may be used for Housing and Meals and combined into a single category of Room and Board to display in Self-Service.

  - Multiple budgets – an applicant may have a Pell budget, a budget based on FM EFC methodology, and a budget based on IM EFC methodology. The Packaging Process will select the appropriate budget based on the EFC methodology for the fund on Packaging Group Fund Rules (RPRGFND).

  - Simulated Budgeting – permits you to design and run what-if budgeting analysis.

  - Budget Recalculation Process - provides the ability to recalculate the budget components for an applicant without re-assigning a student to a new budget group.

  - Transaction Log – maintains an online log of all budget changes when the appropriate tables and columns have been activated for logging.

Forms

The following forms can be found within the Budgeting module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Aid Year budgeting

Applicant Budget	RBAABUD
Financial Aid Record Maintenance	ROARMAN
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP

Aid Year budgeting control

Budget Component Rules	RBRCOMP
Financial Aid Selection Rules	RORRULE
Budget Group/Type Rules	RBRGTYP
Message Rules	RORMESG
Budget Inquiry	RBIBUDG
Group Inquiry	ROIGRPI
Budget Group Validation	RTVBGRP
Budget Type Validation	RTVBTYP
Budget Component Validation	RTVCOMP
Aid Period Rules	RORTPRD
Aid Period Base Rules	ROBAPRD
Aid Period Validation	RTVAPRD
Period Base Data	RORPRDS

Period budgeting

Applicant Period Budget	RBAPBUD
Financial Aid Record Maintenance	ROARMAN
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Applicant Budget by Period	RBIABPR
Period Budget Category Inquiry	RBIPBCT
Period Budget Simulation	RBRSIMR

Period budgeting control

Period Budget Detail Rules	RBRPBDR
Period Budgeting Aid Year Rules	RBRPBYR
Period Budget Group Aid Year Rules	RBRPBGR
Algorithmic Budgeting Rules	RBRABRC
Algorithmic Support	RORALGS

Financial Aid Selection Rules	RORRULE
Period Budget Group Validation	RTVPBGP
Period Budget Type Validation	RTVPBTP
Period Budget Component Validation	RTVPBCP
Budget Component Category Validation	RTVBCAT
Algorithmic Budgeting Rule Validation	RTVABRC
Message Rules	RORMESG
Aid Period Rules	RORTPRD
Aid Period Base Rules	ROBAPRD
Aid Period Validation	RTVAPRD
Period Base Data	RORPRDS

Budgeting process flow narrative

- **Financial Aid Application Current Record**

  Each financial aid applicant may have multiple application records from different sources, one of which will always be marked `current`. If a Federal Methodology (FM) record exists (which will be marked as the current record) and an Institutional Methodology (IM) record exists then both records, along with other information from other Banner systems, may be used to determine budget information. If only a FM record exists with multiple sequences, only the current record, along with other information from other Banner systems, will be used to determine budget information.

- **Create Applicant Budget Records**

  Applicant Budget records can be established in several ways. When applicants are loaded into Banner Financial Aid through data load, they are usually also run through the Budgeting Batch Group Assignment Process (RORGRPS) for Aid Year budgeting or the Period Budget Grouping Process (RBRPBGP) for Period Based budgeting.

  These processes place the applicants into Budgeting groups according to user-defined criteria. Each group has a set of budget components associated with it, which are then assigned to each applicant that falls into the group. Applicants can also be individually assigned to Budgeting groups online, either manually or automatically. Individual budget components can be manually assigned to applicants online as well.

- **Budget Components**

  Budget Components are the individual line items for which the Financial Aid office establishes costs. Examples of budget components are; tuition, books and supplies, and commuting costs. Period Based Budgeting allows you to use Algorithmic rules to gather specific budget component amounts on an individual student basis.

- **Budgeting Group Codes and Rules**

  The Financial Aid Office establishes the Budgeting Group codes and rules that associate specific groups with specific sets of budget components.

- **Applicant Budgets**

  Applicant Budgets reflect the approximate costs that an applicant will incur by attending the institution. These costs are different for different categories of students - on-campus vs. off-campus, graduate vs. undergraduate, and so on. If you are processing using Aid Year budgeting, an individual applicant can have at most two different budgets – one for Pell Grants and a second for non-Pell programs. If you are processing using Period Based Budgeting, an individual applicant can have a budget used for Pell grant processing, a budget for using Federal (FM) EFC processing, and a budget for using Institutional (IM) methodology processing.

- **Other Financial Aid Processes**

  Other functional areas within Banner use the applicant budgets developed within the Budgeting module to determine the financial need that an applicant has, and the appropriate aid that will meet that need.

- **Budget Information Can be Included in Award Notifications to Applicants**

  Letters that are sent to applicants detailing their financial aid awards can optionally include a section dealing with the applicants' budgets, which are drawn from this module. These letters can be created through the Letter Generation portion of Banner. In addition, an e-mail message can be sent to a student, informing them to view their student cost of attendance on Banner Self-Service.

Packaging and Disbursement

The Packaging and Disbursement module provides a flexible automatic packaging function that allows an unlimited number of ways individual or groups of applicants may be packaged. The following processes are included in the Packaging and Disbursement module:

- User-Defined Packaging – permits applicants to be assigned into an unlimited number of packaging groups, which have a unique set of user-defined packaging formulas

- Algorithmic Packaging - permits you to use Algorithmic rules to automatically package students in accordance with your institution's awarding philosophy. The rules allow the use of mathematical expressions as part of the awarding rules and logic for a particular fund within a packaging group based upon data elements in the Banner system.

- Simulated Packaging – permits you to design and run *what-if* packaging analysis

- Letter Generation – allows you to produce an unlimited number of different types of award letters

- Transaction Log – maintains an online log of all packaging changes

Forms

The following forms are included within the Packaging and Disbursement module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Packaging and Disbursement

Packaging Maintenance	RPAAPMT
Award Maintenance	RPAAWRD
Scholarship Period Information	RPASTRM
Financial Aid Record Maintenance	ROARMAN
Fund Award Inquiry	RPIFAWD
Fund Award Period Inquiry	RPIFTRM
Award Acceptance Mass Entry	RPAMACC
Award Offer Mass Entry	RPAMOFF
Resource Maintenance	RPAARSC
Applicant High School and Admission Data	ROAHSDT
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Contracts and Exemptions Payment Inquiry	RPIARPY
Applicant Award by Period	RPIATRM
Disbursement Results	ROIDISB

Packaging and Disbursement control

Financial Aid Selection Rules	RORRULE
Algorithmic Packaging Rules	RPRALGR
Financial Aid CIP Code Rules	RPICIPC
State Advanced/Honors Program Codes	RPISAHP
Packaging Group Fund Rules	RPRGFND
Default Packaging Rules	RPRDEFR
Packaging Rules	RPRPCKR
Exemption Rules	RPREXPT
Third Party Contract Rules	RPRCONT
Packaging Options	RPROPTS
Audit Grading Mode	RPRAUDT
Packaging Group Fund Source Maximums Rules	RPRFSRC
Packaging Group Fund Category Maximums Rules	RPRFCAT
Group Inquiry	ROIGRPI
Class Code Translation	RPRCLSS
Financial Aid Degree Rules	RPRDEGR
Financial Aid Major Rules	RPRMAJR
Algorithmic Packaging Rule Code Validation	RTVALGR
Award Status Validation	RTVAWST
Fund Category Validation	RTVFCAT
Packaging Group Validation	RTVPGRP
Resource Code Validation	RTVARSC

Packaging process flow narrative

- **Financial Aid Application Current Record**

  Each financial aid applicant may have multiple application records from different sources, one of which will always be marked `current`. If a Federal Methodology (FM) record exists (which will be marked as the current record) and an Institutional Methodology (IM) record exists then both records, along with other information from other Banner systems, may be used in the packaging process to determine funds awarded to a student. If only a FM record exists with multiple sequences, only the current record, along with other information from other Banner systems, will be used to determine funds awarded to a student.

- **Assign Applicants to Packaging Groups (required if using automated packaging)**

  Applicants can be assigned to Packaging groups in several ways. When applicants are loaded into Banner through data load, they are usually also run through the Packaging Batch Group Assignment Process (RORGRPS). This process places the applicants into Packaging groups according to user-defined criteria. Applicants can also be individually assigned to Packaging groups online, either manually or automatically.

- **Packaging Group Codes and Rules**

  The Financial Aid Office establishes the Packaging group codes and rules that associate specific groups with specific sets of packaging components.

- **Packaging and Fund Rules**

  Packaging and Fund rules define how and when awards to applicants will be made. These rules include awarding rules, funds management rules, gap equity and self-help packaging rules, algorithmic rules, and exemption and third-party contract rules.

- **Applicant Budgets**

  The Packaging process uses the applicant budgets, in conjunction with the Need Analysis results, to determine the financial need that an applicant has and the appropriate aid that will meet that need.

- **Need Analysis Results Record**

  Packaging uses the Expected Family Contribution, in conjunction with the applicant's budget, to determine the contribution an applicant and family can make toward meeting financial need.

- **Packaging Process**

  The Packaging process determines an award package for each applicant based on rules within the Packaging module, data from other modules within Financial Aid (unsatisfied requirements, packaging holds, and so on), and federal financial aid rules.

- **Applicant Award Package**

  The Applicant Award Package consists of award amounts from various funds and an award schedule by period and a schedule of when the amounts will be disbursed.

- **Additional Need**

  If, after the automatic Packaging process is performed, additional need remains for an applicant, manual packaging can be performed to attempt to meet the need.

- **Manual Packaging**

  Manual packaging can be performed online at any time for an applicant (that is, before or after automatic packaging).

- **Send Award Notifications**

  Send Award Letters/E-mail messages to applicants after determination of partial or final awards. In addition to financial aid awards, Award Letters can optionally contain other messages related to the budget or awards. An e-mail message can direct student to Banner Self-Service for viewing awards and accepting the award package.

- **Post Applicant Acceptance/Rejection**

  Applicant responses to award letters can be updated manually online. Students can optionally accept awards via Banner Self-Service.

Athletics

Use the Athletics module to maintain athletic, scholarship, and donor information. Through this module, you have the ability to:

- Set up and track scholarship information by period.

- Enter default potential values for grants by Sport Code.

- Maintain donor and scholarship demographic information.

- Select specific types of thank you notes donors will receive.

- Select specific groups whose grades will be reported to donors.

- Track specific team sport information by period.

Forms

The following forms can be found within the Athletics module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Athletics

Potential Athletic Grant Defaults	RAAPAGD
Sport Aid by Period	RAASPTM
Team Sport Period Aid	RAITMTM

Athletics control

Athletic Aid Type Validation	RTVAATP
Financial Aid Sport Validation	RTVFASP

Athletic Grant Period Roll (RAPAGRL)

Use this process to roll athletic grant period information on RAASPTM from one period to the next.

Athletic Aid Discrepancy Rpt (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

Third Party Contract Rules (RPRCONT)

Use the Count for Athletics field on RPRCONT to indicate if a contract should be counted for Athletic reporting purposes.

Exemption Rules (RPREXPT)

Use the Count for Athletics field on RPREXPT to indicate if the exemption should be counted for Athletic reporting purposes.

Resource Code Validation (RTVARSC)

Use the Count for Athletics field on RTVARSC to indicate if the resource should be counted for Athletic reporting purposes.

Funds Management

The Funds Management module defines and monitors an unlimited number of funds, fund types, and fund associated eligibility rules for purposes of awarding and disbursing financial aid. This module provides you with the following features:

- Packaging Options - provides the ability to set packaging options by aid year and fund

- Disbursement Options - offers the ability to set disbursement options by fund and aid year

- Fund Comments, Budget Rules, Detail Code Rules - allows comments by fund, linking awarding to students COA and linking disbursement to actual charges the student incurs.

- Applicant Requirements – allows application requirements to be associated with individual funds assigned to the student's tracking record when the fund is packaged

- Fund Messages – permits messages that are unique to a specific fund to be printed in the award letter

- Awarding and Disbursement Schedules - allows award schedules, by aid period or by fund and aid period and disbursement schedules by aid period or by fund and aid period

- Fund Award and Disbursement Rules - allows for user defined awarding and disbursement rules by fund

Forms

The following forms are included within the Funds Management module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Fund Management	RFRMGMT
Funds Management	ROAMGMT
Fund Budget Inquiry	RFIBUDG
Federal Fund ID Inquiry	RFIFFID
Federal Rules Inquiry	RPIFEDR
Default Award and Disbursement Schedule Rules	RFRDEFA
Fund Award and Disbursement Schedule Rules	RFRASCH
Financial Aid Selection Rules	RORRULE
Fund Base Data	RFRBASE
Fund Enrollment Rules	RFRENRR
Fund Mass Update Rules	RFRMUPD
Fund Enrollment Rules	RFRENRR
Donor and Scholarship Demographics	RFADSCD
Fund Source Code Validation	RTVFSRC
Financial Aid Fund Type Validation	RTVFTYP
Grades to Donor Validation	RTVGRDD
Reviewed Validation	RTVREVW
Scholarship Source Validation	RTVSSRC
Thank You Letter Validation	RTVTYLT

Funds Management process flow narrative

- **Define Basic Fund Data**

Basic fund data includes fund type, funding source, and other fund information which is established by the Financial Aid Office on the Financial Aid Fund Type Validation (RTVFTYP), the Fund Source Code Validation (RTVFSRC), and the Fund Base Data (RFRBASE) forms.

- **Standard Award & Disbursement Schedules**

  Standard awarding and disbursement schedules for each aid period are set up on the Default Award and Disbursement Schedule Rules (RFRDEFA) form.

- **Create Fund Aid Year-Specific Data**

  Aid Year-specific fund records contain information about monies available to be awarded, packaging options, disbursement options, messages, and comments. This is defined on the Fund Management (RFRMGMT) form.

- **Create Fund-Specific Award and Disbursement Schedule**

  If the standard award and disbursement schedule is not applicable to the fund for any specific aid period, a customized fund award and disbursement schedule is created on the Fund Award and Disbursement Schedule Rules (RFRASCH) form.

- **Create Fund Awarding Rules (optional)**

  Awarding rules specific to the fund are created on the Financial Aid Selection Rules (RORRULE) form.

- **Packaging Process**

  The rules established in the Funds Management are used extensively in the Packaging process.

- **Create Fund Disbursement Rules (optional)**

  Disbursement rules specific to the fund are created on the Financial Aid Selection Rules (RORRULE) form.

Electronic Data Exchange

The Electronic Data Exchange module enables you to perform the following functions:

- Applicant Record Creation – Load ISIRs into the Banner Financial Aid System

- Online Need Analysis – Use online need analysis verification forms to log data changes to an applicant's record.

- ISIR Correction/Request Processing – Create data files for transfer to the Central Processor.

- COD Processing – Creates data files for transfer to COD using information from the Banner Financial Aid database.

- Data File Generation – Send data files generated by Banner Financial Aid to the EDE Central Processor.

Forms

The following forms can be found within the Electronic Data Exchange module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

ISIR Correction/Request	REACORR
Batch Control	RPIBATC
COD Document Control	REICODD
Miscellaneous Results Inquiry	RNIMSxx
Grant Origination Acknowledgement	REAORxx
Grant Disbursement/Acknowledgement	READIxx
TEACH Grant Agreement to Serve	RPATATS
Rejection Code Validation	RTVRJCT
Assumption Rules Inquiry	RCIASMP
Summary Statement of Account Inquiry	REISSOA
Detail Statement of Account Inquiry	REIDSOA
Data Request Record	RERRDRQ
Multiple Reporting Record Inquiry	REIRMRR
COD Year to Date Grant Summary	REIYTDS
COD Year to Date Grant Origination	REIYTDO
COD Year to Date Grant Disbursement	REIYTDD
COD Grant Reconciliation	REIRECN
NSLDS Transfer Monitoring Application	RNATMNT
COD Identifier	REASTID
COD Entity ID Rules	RORCODI
Applicant High School and Admission Data	ROAHSDT
Unmatched COD Records	RPAUCOD
Financial Aid CIP Code Rules	RPICIPC
State Advanced/Honors Program Codes	RPISAHP
Electronic Counseling Status	RPILECS
Ability-to-Benefit Test Score Rules	RORTESC
Ability-to-Benefit Test Administrators Rules	RORTADM
Ability-to-Benefit Test COD Rules Inquiry	ROIATBT

Electronic Data Exchange process flow narrative

- **Student Signs ISIR or Initiates Corrections**

  The student signs the electronic SAR (ISIR) and returns it to the school. Or, the student initiates the corrections and sends the information directly to the Central Processor.

- **Process the ISIR through Banner and Create a Corrections Batch**

  - Ensure that rules for EDE Correction logging are established.

  - Make the necessary data changes on the RNANAxx, RNAVRxx, RNAOVxx and RNARPxx forms.

  - Run the Need Analysis Logging Rpt (RLRLOGG) to move the data from the temporary log tables to the permanent log tables.

  - Review corrections on the ISIR Correction/Request (REACORR) form. Corrections can be deleted from this form manually.

  - Run the ISIR Corr/Request Process (REBCDxx) to extract the corrections and to create the data file. The flat file consists of EDE corrections and requests for ISIRs.

  - Transfer the data file from Banner to your PC. You must download the data file to a PC in order to transmit the information electronically to the CPS through EdConnect.

- **School using Federal SAIG Network**

  The school uses the SAIG Network to load revised ISIRs.

- **Central Processor**

  The Central Processor responds to ISIR requests and transmits corrected ISIRs for the students after successfully processing your corrections. If the CPS rejects an ISIR Request, it will return the transaction to you, along with codes indicating the reason for the rejection.

- **Create EDE Files**

  Change the name of the ISIR file to `xxxxesar.tap` and load the ISIR file to the correct Banner directory so that it can be processed by the programs that will load the data into the Financial Aid database.

- **FILECAT on PC (optional)**

  Use the File Concatenation Process (FILECAT) to combine multiple ISIR files into one file for uploading to Banner.

- **Banner Data Load Process**

  Run the Data Load process to load financial aid applicant records into Banner from external sources.

- **Create FAFSA/NSLDS Record**

  An NSLDS record is created for each student for whom an ISIR record is received. In addition, a group of students can be selected using the NSLDS population selection option in the dataload process.

- **Create ISIR Record**

  In addition to the current EDE record, an ISIR record, which cannot be changed, is created in the database. The ISIR record is the official notification, delivered by EDE, to the school about students' Expected Family Contribution (EFC) and eligibility for Federal Aid.

- **Print Revised ISIR (optional)**

  You can print valid ISIR records directly from Banner using the RERISxx process.

History and Transcripts

The History and Transcripts module maintains student financial aid records online for use in packaging, and audit functions. This module provides you with the following features:

- NSLDS Transfer Monitoring and FAH Requests– Applicant history of funds awarded at your institution as well as other institutions.

- Provides for the ability to enter Pre-Banner Award History.

Forms

The following forms are included within the History and Transcripts module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

NSLDS Transfer Monitoring Application	RNATMNT
Pre-Banner Award Summary	RHAPBAW
Fund Sequence History Inquiry	RHIAFSH
Applicant Comments	RHACOMM

> **Note:** Student Financial Aid history may also be viewed on the Student Loan Data (RNASLxx) form.

History process flow

- **Enter/Convert Pre-Banner Award Summary Data**

  Historical data that exists in any pre-Banner Financial Aid that is needed for printing on financial aid transcripts should either be run through a conversion process, or entered manually online.

- **Enter Applicant Comments**

    Free-form applicant comments are maintained in the History module.

- **Create NSLDS Transfer Monitoring and FAH Requests**

Financial Aid Common Functions

The Financial Aid Common Functions module maintains frequently used financial aid functions. This module provides you with the following features:

- Data Management – allows the entry of rules to control the loading of student and financial aid records into the database from external sources

- Common Function Controls – includes features such as: processing additional Pell Grants, establishing and maintaining financial aid record holds, displaying student summary information, creating and maintaining user-defined fields, FISAP annual report processing, displaying the management audit log, maintaining standards of academic progress, creating and maintaining general algorithmic rules, and setting institutional options

- Form Call Sequencing (Quick Flow) – Allows the definition and execution of a series of functions in a predefined order

Forms

The following forms are included within the Financial Aid Common Functions module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

General Person Identification	SPAIDEN
Person Name/ID Search	ROAIDEN
FISAP Person Maintenance	ROAFSAP
Aid Year Inquiry	ROIAIDY
Group Inquiry	ROIGRPI
Data Log Inquiry	ROIILOG
Logging Activity Inquiry	ROILOGA
Message Code Inquiry	ROIMESG
SAR ID Inquiry	ROISARI
Financial Aid Term Code Inquiry	ROITERM
Periods Inquiry	ROIPRDS

Saved Output Review	GJIREVO
Applicant Common Functions	***RESAPPLCT**
Financial Aid Record Maintenance	ROARMAN
Applicant Status	ROASTAT
Applicant Pell Grant	ROAPELL
Applicant Non Year User-Defined Data	ROANYUD
Applicant User-Defined Data	ROAUSDF
Applicant Holds	ROAHOLD
Applicant Data Log Inquiry	ROIALOG
Applicant Data Log Application	ROAALOG
Applicant Immediate Process	ROAIMMP
Applicant Comments	RHACOMM
Applicant Summary	ROASMRY
Applicant Messages	ROAMESG
Applicant High School and Admission Data	ROAHSDT
Financial Aid Enrollment	ROAENRL
Applicant Status Inquiry	ROIASIQ
Applicant Mail	RUAMAIL
Financial Aid Common Functions Control	***RESCOMNCM**
Global Institution Financial Aid Options	ROAINST
U.S. Specific Institution Financial Aid Options	ROAUSIO
Section Unavailable for Aid	ROASECT
Enrollment Rules	RORENRR
Enrollment Rule Validation	RTVENRR
Financial Aid Repeat Course Exclusion	RORRPCX
Logging Control	ROALOGC
Miscellaneous Validation Rules Inquiry	ROIMVAL
Academic Year Rules	RORACYR
Project Based Parameter Setup	RORPARM
Miscellaneous Parameters	RORMPRM
Data Log Rules	RORDATA
Message Rules	RORMESG

General Algorithmic Rules	RORALGO
Batch Posting Rules	RORPOST
SAP Translation Rules	RORSTRF
Aid Period/Period Rules	RORTPRD
Aid period Base Rules	ROBAPRD
Period Base Data	RORPRDS
General Algorithmic Rules Validation	RTVALGO
Aid Period Validation	RTVAPRD
Comment Category Code Validation	RTVCCOM
Hold Type Validation	RTVHOLD
ISIR Comment Code Validation	RTVICMT
Message Code Validation	RTVMESG
Batch Posting Type Indicator Validation	RTVPTYP
Rejection Code Validation	RTVRJCT
Assumption Rules Inquiry	RCIASMP
Satisfactory Academic Progress Validation	RTVSAPR
Non Year User-Defined Variables Description	RORNYVD
User-Defined Variables Description	RORUSER
E-Mail Letter Rules	RORELTR
E-Mail Letter Format Rules	RORELTF
E-Mail Letter Module Validation	RTVELTM
Ability-to-Benefit Test Score Rules	RORTESC
Ability-to-Benefit Test Administrators Rules	RORTADM
Ability-to-Benefit Test COD Rules Inquiry	ROIATBT
Data Management	***RESDATA**
Financial Aid Suspended Records Maintenance	RCRSUSP
Data Source Rules	RCRDTSR
Interface Data Translation Rules	RCRTPTR
Name Translation Rules	GORNAME
Common Matching Rules	GORCMRL
Common Matching Source Rules	GORCMSC
Data Source Code Validation	RTVINFC

Common Matching Source Code Validation	GTVCMSC
QuickFlow Sequence	***RESCOMNCA**
QuickFlow	GUAQGFLW
QuickFlow Definitions	GUAQUIK
QuickFlow Code Validation	GTVQUIK

Common Functions process flow narrative

Common Functions tables, forms, reports and batch processes are utilized by all other Financial Aid modules. Common Functions support other modules' processes, but don't clearly fit into any one other module.

Examples of Common Functions tables are the Applicant Status Table (RORSTAT), which is the base table in which applicant data is stored; the Regular Pell Grant Schedule Table (RORPELL), which contains a matrix of values used in Pell Grant award and disbursement calculations; and the Applicant Satisfactory Academic Progress Table (RORSAPR), which details applicants' academic progress.

Student System Shared Data

The Student System Shared Data module integrates Banner Student with Financial Aid. This option permits you to view information in the following modules:

- Recruiting

- Admissions

- Registration

- Housing

- Accounts Receivable

- Academic History

Forms

The following forms are included within the Student System Shared Data module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Summary Academic History Inquiry	RSIHIST
Basic Student Information Inquiry	RSISTDN

Admissions Application Inquiry	RSIAPPL
Account Detail Review Inquiry	RSIAREV
Degrees and Other Formal Awards Inquiry	RSIDEGR
Housing Information Inquiry	RSIHOUS
Prior College Inquiry	RSIPCOL
High School Inquiry	RSIHSCH
Test Score Inquiry	RSITEST
Veteran Certification Inquiry	RSIVETN
Third Party Contract Inquiry	RSICONT
Billing Exemption Inquiry	RSIEXPT

Student System Shared Data process flow narrative

Through the Student System Shared Data module, Banner Student data is shared with the Financial Aid system. This module consists of inquiry-only forms that contain information that the Financial Aid system requires for processing.

This data is available through these shared views, instead of through direct access in order to enable institutions that use Banner Financial Aid as a standalone product to access the data from their Student Systems.

Short-Term Credit

The Short-Term Credit module allows you to build history files on a student's short period loans.

Forms

The following forms are included within the Short-Term Credit module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Short-Term Credit Detail	RPASTCD
Short-Term Account Maintenance	RPRSTAM
Short-Term Credit Inquiry	RPISTCI
Certification Initials Validation	RTVCINT
Repayment Source Validation	RTVRPSR

Short-Term Credit process flow narrative

- **Short-Term Credit Account**

  Short-Term Credit Accounts are established online, and include such data as; budgeted loan amounts, amounts requested, approved and repaid, and account comments (RPRSTAM).

- **Short-Term Credit Request**

  Short-Term Credit Requests are recorded by student ID, and include such data as; amounts requested, approved and repaid, repayment source, and comments (RPASTCD).

- **Determine Loan Eligibility**

  After Short-Term Credit has been requested, the Financial Aid Office must determine whether the applicant is eligible for the loan (RPASTCD).

- **Student Receives Short-Term Credit**

  Once the Financial Aid Office has determined the eligibility of the applicant and the loan amount, this information is recorded online (RPASTCD).

- **Student Repays Short-Term Credit**

  Data is maintained regarding how and when the student repays the short-term loan (RPASTCD).

Student Employment

The Student Employment module performs the referral, placement, hours submission, and tracking functions for student employees. This module provides you with the following features:

- Work Authorization - allows processing of the student's work location, employment dates, rate of pay, and authorized hours and earnings

- Work Referrals - allows processing of student work referrals for multiple jobs

- Mass Entry of Time - allows the mass entry of earnings for adjustments or initial entry of earnings

- Departmental Time Reports - permits submission and monitoring of the student's hours worked

Forms

The following forms are included within the Student Employment module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Student Employment Authorization	RJASEAR
Student Employment Referral	RJASERF
Student Employment Mass Entry	RJASEME
Student Employment Work History	RJISEWH
Student Employment Control	***RESEMPLCM**
Student Employment Default Rules	RJRSEDR
Payroll Load Control	RJRPAYL
Placement Rules	RJRPLRL
Placement Base Data	RJAPLBD
Job Title Base Data	RJRJOBT
Job Title Requirements	RJRJREQ
Referral Status Validation	RTVRFST
Employment Authorization Status Validation	RTVAUST

Student Employment process flow narrative

- **Placement Rules**

  Placement rules define the **Position**, **Allocation**, **Employee Class**, **Chart of Accounts code**, and **Organization code** with which a **Placement code** is associated (RJRPLRL).

- **Payroll Employee Class and Payroll Position**

  The **Employee Class code** and **Position code** associated with a **Placement code** are either obtained from Banner Human Resources, or are free-format, unvalidated data elements (RJRPLRL).

- **Finance Chart of Accounts**

  The **Chart of Accounts** code associated with a **Placement code** is either obtained from Banner Finance, or is a non-enterable data element (RJRPLRL).

- **Finance or Payroll Organization**

  The organization code associated with a **Placement code** is either obtained from Banner Finance, Banner Human Resources, or is a free-format unvalidated data element (RJRPLRL).

- **Create Referrals**

  Position referrals are created for each employed student by **Placement code** (RJASERF).

- **Create Employment Authorizations**

  Student Employment Authorizations are created for each employed student by **Fund** and **Placement code**. The authorizations obtain data from multiple tables (see diagram) and update the Student Employment Work History table (RJASEAR).

- **Employment Default Rules**

  These rules are used in the creation of position referrals and contain starting and ending dates for **Authorizations** and **Payments**, **Pay Rate**, and **Authorization Status** (RJRSEDR).

- **Applicant Awards, Work History, and Payroll Earnings**

  These data elements are used in the creation of position referrals (RJASERF).

- **Payroll Load Process**

  This process updates Financial Aid student employment data with actual payroll earnings and produces the Payroll Load Process (RJRLOAD).

- **Payroll Load Rules**

  These rules are used during the Payroll Load Process and identify the payroll(s) that should be interfaced to the Financial Aid student employment module (RJRPAYL).

- **Payroll Calendar Rules and Payroll Base History**

  These rules are used to create the Payroll Load rules. The Calendar rules define beginning and ending **Pay Dates** and **Check Date**, and valid combinations of **Payroll Year**, **Payroll ID**, and **Payroll Number**. The Base History table defines the **Payroll Disposition** indicator. (RJRPAYL)

Loan Processing

This module enables you to process Direct Loans, CommonLine Loans, and Manual Loans.

Banner Financial Aid clients who process Pell grants, TEACH grants, and Direct Loans must process the files as Common Origination and Disbursement (COD). Refer to the *Banner Financial Aid COD Handbook* for information on the entire COD Process.

Refer to the *Banner Financial Aid Electronic Loan Handbook* for complete information on CommonLine Loan processing.

Forms

The following forms are included within the Loan Processing module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Direct Loan Processing	
Direct Loan Origination	RPALORG
Batch Control	RPIBATC
COD Document Control	REICODD
Direct Loan Corrections	RPADLCR
Promissory Note	RPAPROM
Loan Electronic Counseling Status	RPILECS
Direct Loan Cash Drawdown	RPACASH
Direct Loan Account Summary	RPIDLAS
COD State Codes Rules	RTVCDST
COD Nation Codes Rules	RTVCDNT
Loan Parent Inquiry	RPILPAR
Unmatched COD Records	RPAUCOD
Electronic Loan Processing	
Electronic Loan Application	RPAELAP
Student Lender History Data	RPASLND
Loan Disbursement	RPALDSB
Change Transaction Record Request	RPACTRR
Electronic Payment Receipt	RPAEPMT
Electronic Loan Disbursement	RPAELDB
Loan Parent Inquiry	RPILPAR
Batch Control	RPIBATC
Electronic Counseling Status	RPILECS
Manual Loan Processing	
Loan Application	RPALAPP
Loan Disbursement	RPALDSB
Loan Parent Inquiry	RPILPAR
Loan Control	
Loan Period Base Data	RPRLPRD

Lender Base Data	RPRLNDR
Lenders/Disbursing Agents Rules	RPRLNDA
Loan Options	RPRLOPT
Class Code Translation	RPRCLSS
Federal Rules Inquiry	RPIFEDR
Loan Status Validation	RTVLNST
Certification Initials Validation	RTVCINT
COD State Code Rules	RTVCDST
COD Nation Codes Rules	RTVCDNT

Manual Loan process

- **Student Returns Completed Application**

- **Determine Award Amount**

  The loan amount is determined based on need.

- **Create/Update Loan Information**

  The loan information is created and maintained on the Loan Application (RPALAPP) form. This form is used to create a loan application, review eligibility and admissions data, establish references for the applicant, view the application information, modify the loan period and disbursement schedules, and certify the loan.

- **Manually Record Check**

  When received from the lender, the loan check is manually recorded and a summary of all loan activity for the student is reviewed using the Loan Disbursement (RPALDSB) form.

- **Generate Memos, Authorizations, Payment Records**

  Run the Disbursement Process (RPEDISB) to generate memos, authorizations, and payment records pertaining to amount of deferred financial aid available, amount of financial aid available to be disbursed, and the schedule for disbursement.

Return of Title IV Funds

The Return of Title IV Funds module assists you in complying with the Title IV regulations for federal financial aid. The Title IV module the Accounts Receivable, Student, and Financial Aid products and enables you to do the following.

- Identify Title IV institutional change, such as aid year, and manual refund detail codes.

- Record authorizations from students to authorize the use of Title IV aid to pay off non-allowable charges, prior year minor institutional charges, and/or hold excess Title IV aid for future use.

- Allow application of payments to pay off only allowable charges, or to pay off all charges based on user authorization. You can also choose to apply payments so that they will only pay off charges for terms within an aid year, with parameter to control future terms within the aid year.

- Identify original charges as required for the return calculation.

- Define break periods within the period of enrollment.

- Identify Title IV recipients who have fully withdrawn, or are no longer in attendance.

- Determine the enrollment period and the point in the period that enrollment terminated.

- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed in order to calculate the Title IV repayment.

- Determine the amount of Title IV aid that should be returned to the Title IV programs by the institution and/or student, or post-withdrawal disbursed to the student.

- Refund Title IV credits.

Forms

The following forms are included within the Return of Title IV Funds module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Return of Title IV Funds Calculation	RPATIVC
Return of Title IV Funds Calculation Inquiry	RPITIVC

Return of Title IV Funds process flow

- **Run the Title IV Recipients Withdrawn Process.**

  Determine students who have withdrawal records by running the Title IV Recipients Withdrawn (RPRTIVR) process.

- **Calculate the Title IV fund amount to be returned to students.**

  - Batch Process: Calculate the Title IV fund amount to be returned to students by running the Title IV Fund Return Calc (RPRTIVC) process.

  - Online Process: Calculate the Title IV fund amount to be returned to an individual student by using the Return of Title IV Funds Calculation (RPATIVC) form.

  Both the batch and online process use a *Simulation* and *Calculate and Save* mode. Use the *Simulation* mode to review the results. Use the *Calculate and Save* mode to create a Return of Title IV Funds record.

- **(Optional) Review calculations for all students by running Return of Title IV Funds With (RPRTIVI) process.**

- **(Optional) Review individual student records using the Return of Title IV Funds Calculation Inquiry (RPITIVC) form.**

- **Update the student's award based on the results of the Return of Title IV Calculation.**

- **Run the Disbursement Process to update the paid amounts for affected funds.**

- **The business office returns the money to the appropriate Title IV funds.**

Financial Aid Self-Service

This module functions with the Financial Aid Self-Service product. The Web Processing rules tab on the ROAINST form provides you with several options for the type of information you can display in Self-Service. The Award for Aid Year page in Self-Service provides several tabs with information that may be displayed; options are provided through the Web Processing rules for displaying these tabs as well as the data that is displayed.

You have the ability to display text (including variables) to pull applicant specific data based on rules using the Web Text validation, rules, and tab forms in Banner. The text may be defined to display on specific tabs on the Award for Aid year in Self-Service.

You also have the ability to require an applicant to complete Terms and Conditions prior to the acceptance of awards. You establish a tracking requirement which is satisfied when the Terms and Conditions are accepted. You may also create questions and define answers for the applicant to complete and can also stipulate that a specific answer will stop the applicant from moving forward with the electronic award process and accepting/declining awards in Self-Service.

You can print an Award letter using the Award information in Self-Service. Additionally, you may also choose the option to print the Terms and Conditions along with the award.

The ROREMAL process provides you the capability of sending an e-mail using a population selection so you may provide a notice that awards are ready to review or changes to awards have been made.

You can also inactivate lenders who are no longer participating in the FFEL program. You have the ability to select a lender for display in Self-Service. You can use a form to store the lenders for a student by program (Stafford, Parent PLUS, Graduate PLUS). You may provide the ability for an applicant to select a lender if one does not exist for the applicant in Self-Service; the information submitted can be used by the Electronic loan application process (RPRELAP).

Historical retention of Award Letters: If you have licensed the Banner Document Management System, the capability exists using the AX Report Management option to have the Award Letters produced through Letter Generation or merged into Word, and visible from the Financial Aid Award forms similar to viewing Requirement documents scanned and visible on Requirements Tracking.

Forms

The following forms are included within the Financial Aid Self-Service module. For more information about a specific form, select **Help** > **Online Help** from that form in Banner.

Web Applicant Reported Information	RPAINFO
Award Maintenance	RPAAWRD
Package Maintenance	RPAAPMT
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements	RRAAREQ
Resource Maintenance	RPAARSC
Student Lender History Data	RPASLND
Financial Aid Self-Service Control	***RESWEBCM**
Global Institution Financial Aid Options	ROAINST
Fund Management	RFRMGMT
Funds Management	ROAMGMT
Fund Base Data	RFRBASE
Third Party Contract Rules	RPRCONT
Exemption Rules	RPREXPT
Message Rules	RORMESG
Lender Base Data	RPRLNDR
Miscellaneous Parameters	RORMPRM
Web Question and Answer Rules	RORWBQA
Web Tab Rules	RORWTAB
Web Text Rules	RORWTXT

Web Variable	RORWVAR
Resource Code Validation	RTVARSC
Award Status Validation	RTVAWST
E-Mail Letter Module Validation	RTVELTM
Hold Type Validation	RTVHOLD
Message Code Validation	RTVMESG
Packaging Group Validation	RTVPGRP
Requirements Tracking Validation	RTVTREQ
Web Question Validation	RTVWEBQ
Web Text Rule Code Validation	RTVWTXT
Web Variable Validation	RTVWVAR

Processing

This section discusses topics and procedures of interest in Financial Aid processing.

Data Load procedures

This section discusses the steps you must follow to run the Data Load process.

Understanding Data Load

Note: As of the 2013-2014 aid year, the RCPTPxx process (Java) replaced the RCBTPxx process (Cobol). For information about the RCBTPxx process (which was used in aid years 2012-2013 and prior), please refer to the RCBTPxx process in *Chapter 4*, *Reports and Processes* in this *User Guide*.

The Data Load process loads financial aid applicant records into Banner Financial Aid from external sources via electronic media. This information is stored in temporary Oracle tables (loaded by the RCPCTxx, RCBTPxx, or RCPTPxx processes), which are then used by the RCPMTCH (Financial Aid Data Load Part 2) and RCRTPxx (FA Dataload Part 3) programs to complete the Data Load process.

The *xx* in the last two positions of the program name indicates the aid year for which the program is designed. The RCBTP12 program, for example, is written specifically for the 2011 - 2012 financial aid year. These programs are year-specific because financial aid application record formats change annually. The names of the underlying financial aid tables are *not* year-specific, however; columns are merely added to these tables as necessary on a year-to-year basis.

Data Load is divided into three mandatory steps:

1. Loading Data into Temporary Tables (through RCPCTxx, RCBTPxx, or RCPTPxx)

2. Performing Match Process (RCPMTCH)

3. Loading Data into Production Database (RCRTPxx)

EDE ISIR Data Load process flow

1. Set Up Rule and Validation forms (Annually)

   Enter requirement codes and statuses on the Data Source Code Validation (RTVINFC) form for the EDE source to allow Banner to post documents indicating that a federal application has been received.

- Use the Interface Data Translation Rules (RCRTPTR) form to convert codes on incoming federal application records to valid Banner values if your school will load all application records.

- Enter values and rules on Banner General Common Matching forms used for matching incoming application records to existing person records in Banner.

- Establish the matching source and parameter set on Data Source Rules (RCRDTSR) form for the aid year and data source used for the processing of individual records from the Financial Aid Suspended

- Financial Aid Suspended Records Maintenance (RCRSUSP) form.

- Set fields on the Global Institution Financial Aid Options (ROAINST) form that control the dataload process or that act as default values during the load.

2. Prepare Incoming files for Data Load

   Use the File Concatenation Process (FILECAT) to combine multiple EDE files downloaded via the EdConnect software into one file for uploading to Banner.

   Note: You cannot use the FILECAT process with files in XML format.

   Rename the file to the default name that is recognized by Banner processes.

3. Load Records to Temporary Tables (RCBTPxx or RCPTPxx)

   The RCBTPxx or RCPTPxx process loads incoming EDE ISIR files to a set of temporary tables. The temporary tables accommodate files for more than one aid year and for more than one data source.

4. Match Incoming Records to Existing Banner Records (RCPMTCH)

   The RCPMTCH process uses the matching rules established on the Banner General Common Matching forms to compare incoming EDE records to existing General Person records in the production database. The process identifies *New* records, those that have an existing *Match*, and those that have potential matches or matching errors. During this process, you may place unmatched `New` records in a *Hold* status to prevent them from loading to the production tables until a matching General Person record exists in Banner.

5. Load Records to Production Database (RCRTPxx)

   This step loads `New` and `Matched` status records from temporary tables to production tables and deletes corresponding records from temporary tables. You may run RCRTPxx in batch, or initiate the load for individual records as the records are matched, on the Financial Aid Suspended Records Maintenance (RCRSUSP) form (See Step 7).

6. Resolve Records on the Financial Aid Suspended Records Maintenance (RCRSUSP) form.

   Review each `Suspended`, `Duplicate`, and `Error` record on the RCRSUSP form. Initiate Common Matching rules to determine whether the record is *New* or `Matched` or if potential matches exist. You may access selected Banner Student processing forms to assist in suspense resolution. If a match is determined, use the `Select ID` button in the Data Load Record Block to update the **ID** and determine the match status. Select the `Load` button to load individual `New` and `Match` records

to the production tables via the RCRTPxx process. If applicable, use the online **Delete Record** feature on RCRSUSP to remove individual records from the temporary tables.

7. Load Records to Production Database (RCRTPxx)

   You must run RCRTPxx again if you did not load files individually after identifying them as `Matched` or `New` on the RCRSUSP form. This loads the files you marked from temporary tables to production tables and deletes the corresponding records from temporary tables. This process is run as described in step 5 above.

   > **Note:** It is important to run steps 4, 5, 6, and 7 as close together as possible. This decreases the chance of someone adding new students online, which would make the `New` status, as determined by RCPMTCH, incorrect. If the record is a duplicate, change only one entry to avoid Oracle errors in RCRTPxx.

8. Delete Temporary Suspense Tables (RCRDTMP) (optional)

   Use RCPDTMP to delete files from the temporary database tables at the end of a completed aid year if you used the option to assign a status of `Hold` to records that did not have a matching record in the production database. In addition, you can delete temporary files individually during daily processing from the RCRSUSP form (see Step 5). You may use the `Delete Temporary Records` option for immediate deletion, or set the **Delete Record** indicator on RCRSUSP and run the RCPDTMP process to batch delete the selected records.

CSS PROFILE Data Load process flow

1. Set Up Rule and Validation forms (Annually)

   Enter requirement codes and statuses on the Data Source Code Validation form (RTVINFC) for the CSS source to allow Banner to post documents indicating that a CSS PROFILE application has been received. Use the Interface Data Translation Rules form (RCRTPTR) to convert codes on incoming applications to valid Banner values if your school decides to load all incoming application records. Enter values and rules on Banner General Common Matching forms used for matching incoming application records to existing person records in Banner. Establish the matching source and parameter set on the Data Source Rules form (RCRDTSR) for the aid year and data source used for the processing of individual records from the Financial Aid Suspended Record Maintenance form (RCRSUSP). Set fields on the Institution Financial Aid Options form (ROAINST) that control the data load process or that act as default values during the data load.

2. Load Records to Temporary Tables (RCPCTxx)

   The RCPCTxx process loads incoming CSS PROFILE files to a set of temporary tables. The temporary tables accommodate files for more than one aid year and for more than one data source.

3. Match Incoming Records to Existing Banner Records (RCPMTCH)

   The RCPMTCH process uses the matching rules established on the Banner General Common Matching forms to compare incoming CSS PROFILE records to existing General Person records in the production database. The process identifies *New*

records, those that have an existing *Match*, and those that have potential matches or matching errors. During this process, you may place unmatched `New` records in a *Hold* status to prevent them from loading to the production tables until a matching General Person record exists in Banner.

4. Load Records to Production Database (RCRTPxx)

    This step loads `New` and `Matched` status records from temporary tables to production tables and deletes corresponding records from temporary tables. You may run RCRTPxx in batch, or initiate the load for individual records as the records are matched, on the Suspended Records Maintenance form (RCRSUSP) (see Step 7).

5. Resolve Records on the Financial Aid Suspended Records Maintenance (RCRSUSP) form.

    Review each `Suspended`, `Duplicate`, and `Error` record on the RCRSUSP form. Initiate Common Matching rules to determine whether the record is *New* or `Matched` or if potential matches exist. You may access selected Banner Student processing forms to assist in suspense resolution. If a match is determined, use the `Select ID` button in the Data Load Record Block to update the **ID** and determine the match status. Select the `Load` button to load individual `New` and `Match` records to the production tables via the RCRTPxx process. If applicable, use the online **Delete Record** feature on RCRSUSP to remove individual records from the temporary tables.

6. Load Records to Production Database using RCRTPxx

    You must run RCRTPxx again if you did not load files individually after identifying them as `Matched` or `New` on the RCRSUSP form. This loads the files you marked from temporary tables to production tables and deletes the corresponding records from temporary tables. This process is run as described in step 5 above.

    Note: It is important to run steps 4, 5, 6, and 7 as close together as possible. This decreases the chance of someone adding new students online, which would make the `New` status, as determined by RCPMTCH, incorrect. If the record is a duplicate, change only one entry to avoid Oracle errors in RCRTPxx.

7. Delete Temporary Suspense Tables (RCRDTMP) (optional)

    Use RCPDTMP to delete files from the temporary database tables at the end of a completed aid year if you used the option to assign a status of `Hold` to records that did not have a matching record in the production database. In addition, you can delete temporary files individually during daily processing from the RCRSUSP form (see Step 5). You may use the `Delete Temporary Records` option for immediate deletion, or set the **Delete Record** indicator on RCRSUSP and run the RCPDTMP process to batch delete the selected records.

Setting up rule and validation forms for Data Load

Build the Interface Data Code Validation (RTVINFC) form.

The Interface Data block is not aid year-specific. Select the **Source Code** (such as EDE or CSS) and enter a tracking requirement code in the **Code Requirements** field. Banner uses this value to update the student's tracking requirement record when the first application record for that source is loaded into Banner. You can enter a second requirement (such as an institutional application) in the **Supplemental Requirements** field. Enter the tracking requirement status that you want to post with the tracking requirement in the **Status Requirements** field.

You must populate the **Recruiting Source** and **Contact Type** fields. This data is required for Part 3 of Data Load (RCRTPxx) to complete successfully, even though you may not create recruiting records. If you create recruiting records with RCRTPxx, the Recruit Prospect information (SRARECR) form is populated.

The Aid Year Specific Rules block is optional. If your tracking requirement is different each year, you may enter an **Aid Year Code** for each year and source combination you want to define. Associate an aid-year-specific tracking requirement with each entry. If you choose to enter aid-year specific requirements, the tracking entries on the Interface Data Block are ignored.

Build the Interface Data Translation Rules (RCRTPTR) form.

This form allows you to convert specified data values in the temporary tables to institutional values during Data Load. The four tables that are recognized by Banner are MRTL (Marital), MAJR (Major), SBGI (prior schools attended), and CITZ (Citizenship). Data Load processing requires MRTL, MAJR, and SBGI **Table Name, Data Value,** and **Converted Code** field entries. CITZ is an optional entry. The form is completed for each application Source Code (EDE, CSS) in use at your school.

Data Value is the value for the field that comes in from the Data Load file. The **Converted Code** field contains the desired value you want the incoming data to be when posted to Banner. The **Converted Code** must match values already defined in a corresponding Banner validation table. Description automatically populates when you enter the converted code.

When the incoming data field contains a blank value, enter an asterisk (*) in the **Data Value** field with its associated **Converted Code** value. If a data value exists, but is not listed in the corresponding validation form, or if you choose to convert all data to one value, you must enter the word Default in the **Data Value** field for its associated **Converted Code** value.

When building this form, there must be a minimum of two entries for each MAJR, MRTL, and SBGI. These two values are an asterisk (*) and the word Default in the **Data Value** field. Even though students do not provide data for major or prior schools attended on the FAFSA, or the CSS PROFILE, Banner Data Load still requires at least the default and (*) entries for the MAJR, MRTL, and SBGI tables. A Default entry is not required for the CITZ table.

Sample EDE record data values are as follows.

Table Name	Data Value	Converted Value
MAJR	*	Value for undeclared major - STVMAJR
MAJR	DEFAULT	Value for undeclared major - STVMAJR
MRTL	*	Value for single - STVMRTL
MRTL	1	Value for single - STVMRTL
MRTL	2	Value for married - STVMRTL
MRTL	3	Value for single or separated - STVMRTL
MRTL	DEFAULT	Value for single - STVMRTL
SBGI	*	Institution's School Code - STVSBGI
SBGI	DEFAULT	Institution's School Code - STVSBGI
CITZ	*	Value for U.S. Citizen – STVCITZ
CITZ	1	Value for U.S. Citizen - STVCITZ
CITZ	2	Value for U.S. Citizen - STVCITZ
CITZ	3	Value for Non-Citizen - STVCITZ

Build the Global Institution Financial Aid Options (ROAINST) form.

Codes in various fields on this form serve as global controls for the dataload process, or are used as defaults, as application records are loaded. You must define the following fields in this step: **Start Date** and **Year**, **End Date** and **Year**, **Primary Application Source**, **Application Received Date Indicator**, **Tracking Established Status**, **Source for Application Received Date** (if you load both EDE ISIR and CSS Profile records) **Default Aid Period or Default Aid Period Rule Code**, **Current Term Code**, **Current Period**, **Initial SAP Code**. You may optionally defined a Default Expected Enrollment status for the aid year or an algorithmic rule to calculate the expected enrollment status as well as a Default Expected Enrollment status for each period in the applicant's aid period using a specific value or an algorithmic rule.

Build the User-Defined Variables Description (RORUSER) form.

Note: This step is optional and is for CSS PROFILE only.

If you contract with CSS for students to complete optional questions on the PROFILE application, you may load up to 30 responses to User Defined fields for the student. Select a range of fields on the RORUSER form. Enter the CSS Profile question number and a description for each question that students will complete. Once the data is loaded, you can view the results on the Applicant User-Defined Data (ROAUSDF) form.

Define the Common Matching Source Code Validation (GTVCMSC) form.

Enter a **Matching Source** code (name) and a **Description** on the Common Matching Source Code Validation form (GTVCMSC) for the set of rules that you want to use when matching the records for an application data source during Financial Aid Dataload Part 2 (RCPMTCH) and during online matching when resolving suspended records. You may define a common matching source code for each data source (EDE, CSS), or you may choose to define one common matching source code for all data sources. Each data source code can have multiple rules that determine if the record already exists in the database.

Build the Common Matching Source Rules (GORCMSC) form.

Set up default information for a **Matching Source** code on the Common Matching Source Rules (GORCMSC) form.

Select the `Person` value for the **Match Type** field to match against person records in Banner.

Specify forms in the Option Display Rules Block to which the user can navigate using the Details button on the Common Matching Entry (GOAMTCH) form to see more detailed information about possible matched records.

> **Note:** The **Use for Online Common Matching, Default Address Type, Default Telephone Type,** and **Default E-mail Type** fields on the GORCMSC form are applicable to a Common Matching Source Code that will be used for creating records on the various %IDEN forms such as SPAIDEN; they are NOT applicable to a Common Matching Source Code that will be used to match records from the RCRSUSP form after a Financial Aid Data Load. If you elect to create person records for new applicants or to update existing person records during Data Load, Banner will use only the Address, Telephone, and E-mail types defined in the parameters of Data Load Part 1 (RCBTPxx, RCPTP,xx, or RCPCTxx).

Build the Common Matching Rules (GORCMRL) form.

Create rules for your Common Matching Source Codes on the Common Matching Rules form (GORCMRL) and give each rule a priority. Banner accesses your rules in priority order. If the `Priority 1` rule finds a match, or finds no potential matches, the record is matched or new respectively and processing stops. If the *Priority 1* rule finds potential matches, the procedure goes to the next priority and executes the rule to attempt to find matched records. For this reason, the *Priority 1* rule should have the most restrictive criteria.

Select the *Create Required Rules* button to use default data elements (elements marked as required for matching by checking the **Required Element** field on the Common Matching Data Dictionary (GORCMDD) form). The GORCMDD form is populated and delivered by with the system. The only data element delivered as a required element is `SPRIDEN_SEARCH_LAST_NAME`.

Select additional data elements to use in matching by using the **Column** List of Values from the GORCMDD data element listing that will make up each rule.

In the **Length** field, indicate the number of characters to compare during the matching process (for fields not defined as a code in Banner). If the **Allow Negative Length** field is checked for a selected data element on the Common Matching Data Dictionary form (GORCMDD), you may enter a negative number for comparison. For example, enter `10` to read the first ten characters of the Last Name; enter `-4` to read the last four characters of the Social Security Number.

The algorithm that controls Common Matching uses a combination of primary and secondary matches (see the complete algorithm in the *Additional Data Load Topics* section below). You should use the Social Security Number along with other criteria, such as birth day and an item from the address, in your rules to achieve optimum matches. Also, you should test your choice of Match on Null Data option. A simple rule that uses only `Last Name` – Match on Null Data = `No` (Required Element for the rule) and `SSN` – Match on Null Data = `Yes` could find an incorrect student. The primary match on `Last Name` would find the student, and `SSN` would be considered a match if the SSN is null in Banner but not null in the incoming data load record.

This form allows you to copy previously created rules in the Copy Rules To window. You also may add specific matching procedures for matching components that are not within Banner General tables (i.e., matching on high school data for Banner Student) in the Matching Procedures window.

Build the Name Translation Rules (GORNAME) form — Optional.

Use the GORNAME form to build common translations between the first and middle names you receive in Data Load files and the first and middle names stored in the Banner General Person record (SPRIDEN). The RCPMTCH routine uses entries on this form to assist in the matching of the first and middles names on records in the temporary tables. If the normal match routine comes up with a first name mismatch, the process goes to the GORNAME rules to attempt a match. If there is an exact match between the primary columns on this form, the match exists and this record passes the first name match requirement. If there is no record present on this form that exactly matches the first name in the temporary tables, there is no match and the record fails the first name match. The listing also is used when the Common Matching process is started from the RCRSUSP form.

Some first name translations are delivered with Banner. You may enter additional translations. See the examples below.

Bob	Robert
Harold	Hal
Rebecca	Becky

Note: The translations work both ways. You do not need to create one record associating, for example, William with Will and a second record associating Will with William. One record with the combination will suffice.

Create a Parameter Set for Online FA Dataload Part 3 (RCRTPxx).

> **Note:** If you are processing both EDE and CSS records, you must define a parameter set for each data source.

Build a default parameter set for each application data source (EDE, CSS) to control FA Dataload Part 3 (RCRTPxx) when you run the process online from the Financial Aid Suspended Records Maintenance (RCRSUSP) form.

On the Job Parameter Set Rule (GJRJPRM) form, enter `RCRTPxx` in the **Process** field. Define a parameter set name that includes the application data source name (i.e., `1112_EDE_RCRTPxx, 1112_CSS_RCRTPxx`) in the **Parameter Set** field and enter a Description.

Access the Default Parameter Value Validation (GJAPDFT) form. Enter RCRTPxx in the **Process** field and the saved parameter set name created on the Job Parameter Set Rules (GJRJPRM) form in the **Parameter** field. Create user-defined values appropriate for the data source for all required parameters. After the annual parameter set is created for a data source, each user who has permission to load records to Banner from RCRSUSP must copy the parameter set to his/her own user name. Use the copy feature on the GJAPDFT form for this purpose. Banner validates the User ID, parameter set name, and job when RCRTPxx is run from RCRSUSP.

Build the Data Source Rules (RCRDTSR) form.

Use this form to establish the **Common Matching Source Code** and RCRTPxx parameter set to use when you process records from the Financial Aid Suspended Record Maintenance (RCRSUSP) form. You need to create an entry for each application **Source Code** (EDE, CSS) at your school. Enter the **Aid Year**, application **Source Code** (EDE or CSS), **Common Matching Source Code**, and the saved **Parameter Set** name for Data Load Part 3 (RCRTPxx). You may use the same **Common Matching Source Code** rule set for each entry, but you must have separate parameter sets saved if your schools loads both EDE and CSS records.

Preparing the data to load into Banner

Incoming application files from all sources must be loaded to the `$DATA_HOME/finaid` directory for Unix or `DATA$HOME` for VMS, or `BANNER_FINAID_DATA_HOME` for NT. The incoming file must be renamed to match what the processes are expecting for RCBTPxx (EDE ISIR for years prior to 2013-2014) and RCPTPxx (CSS PROFILE). This step must be completed every time there is a new input file to load to Banner.

Input names for the RCBTPxx (EDE ISIR) and RCPCTxx (CSS PROFILE) processes are shown below. The *xxyy* in each filename represents the aid year for which the load is performed. Beginning with 2013-2014 aid year, RCPTPxx for EDE ISIR Data load allows you to input the file name as a parameter for the process and therefore you do not need to rename the ISIR file.

Default file names

For FA EDE Dataload Pt 1 (RCBTPxx), the default filename, which is mandatory for processing aid years prior to 2013-2014, is:

Input File	Filename
EDE ISIR	`xxyyesar.tap`

Note: Starting with aid year 2013-2014, the RCPTPxx is used. The RCPTPxx uses a parameter that allows you to specify the desired filename.

For FA CSS Dataload Pt 1 (RCPCTxx), the default filename is:

Input File	Filename
CSS PROFILE	`xxyycssd.xml`

Once you complete Data Load, you may want to save the input file under some other name and archive it. This way, the next time a file is loaded, it will not overwrite your previous input file.

File Concatenation Process (FILECAT)

You can use the File Concatenation Process (FILECAT) for Data Load files. You can view the complete list of files that you concatenate with this process in the *Reports and Processes Chapter*. You cannot use FILECAT with XML formatted files.

FILECAT combines multiple ISIR files downloaded via the federal software into one file (per processing year) for uploading to the Banner environment. The following is an overview of the installation and usage of FILECAT.

Copy the file `filecat.exe` from the filecat directory of the release CD to the directory where files downloaded via the federal software reside. This may be any directory you choose.

Warning! Do not rename the files that are downloaded via the federal software.

Start the program by typing *filecat* at the DOS prompt in the directory where you installed the utility. Enter the names of the ISIR files you want to add to the `xxxxESAR.tap` (for example, where `xxxx = 1112`) file to be uploaded to Banner. You may process as many ISIR files as you wish.Filecat syntax is:

filecat -i file1 [file2...fileN] [-e ext] [-o outfile] [-v] [-a]

where:

- -i list of input files (wildcards are allowed)

- -e extension of file to be output first

- -o output file name (default is *filecat.out*)

- -v enable verbose output mode

- -a append rows to output file instead of overwriting

You can type *filecat* without parameters to get detailed instructions for its use.

⚠️ *Warning! When using the -i parameter, the list of files to concatenate should be separated by a space, not a comma.*

If you double click the file from Windows Explorer or Run it from the windows Start Menu, the text displays too briefly for it to be read. If the program is not run from within a DOS window, you will not see the output messages generated by the program.

If you run the program from the Windows Start Menu and include command line parameters, it will run successfully. However, you will not see any output messages, so you will not receive confirmation that the run was successful.

FILECAT permits any input filenames (including the * wildcard -- for example, Sara*). You can create any output filename, though the output filename defaults to filecat.out if not specified. Use the -a parameter to append new files to an existing file; otherwise, it creates or overwrites the specified output filename.

If you use the -a parameter and the output file does not already exist, you receive an appropriate error message. The process determines the record length of the output file from the first input file it encounters, matching the input filename mask. If subsequent files have a different record length, it displays an error message and quits.

For example, if you specify filecat -i 1112* as the input file(s), and `1112cssd.dat` and `1112esar.dat` both exist in the directory, an error message displays when you hit the `1112esar.dat` file because its length differs from `1112cssd.dat`. Conversely, if you use filecat -i 1112e* and `1112esar.dat`, `1112esar.001`, `1112esar.002`, `1112esar.003` all exist in the directory, all four files concatenate into the output file.

Each time you run the process, a new subdirectory is created and all processed files are moved into it. This prevents you from accidently reloading the same file. The format of the subdirectory name is `\processed_cyymmddhh24miss`. The output file remains in the original `tapedata` directory.

For example:

1. filecat - i 1112esar*

   Since the -o filename was not specified, it defaulted to filecat.out file. It moved processed files to processed_20110620103501.

2. filecat -i ytdo12op.* -o *filecat.out -a*

   Appended to current data in *filecat.out*.

3. filecat -i ytdo12op.* -a

   Appended to current default file (filecat.out). If the data should be appended to another file, you will need to specify with the -o filename.

4. filecat -i 1112esar* *-o esar.tap*

   This creates a new output file of 1112esar.tap.

5. filecat -i ytdo120p* -o *filecat.out*.

   This overwrites the existing data in filecat.out file.

   ⚠️ *Warning! You must exercise care in determining which ISIR files are to be added to the output file (*`filecat.out`*)* `xxyyESAR.tap`*. Be sure that only files that have not been previously uploaded to Banner are added to the file.*

After the `xxyyESAR.tap` file is created, transfer this file to your Data Load directory in Banner by using an option in your transfer utility (for example, FTP**)** that will not change the original file structure.

Running the Data Load process

This section covers each step of the dataload process. It includes explanations of process parameters and a discussion of each operation.

Run the FA EDE Dataload Pt 1 (RCBTPxx or RCPTPxx) process.

📝 **Note:** As of the 2013-2014 aid year, the RCPTPxx process (Java) replaced the RCBTPxx process (Cobol). For information about the RCBTPxx process (which was used in aid years 2012-2013 and prior), please refer to the RCBTPxx process in *Chapter 4, Reports and Processes* in this *User Guide*.

The FA EDE Dataload Pt 1 (RCBTPxx or RCPTPxx) process for Federal data (EDE) records loads incoming files to temporary tables. These temporary tables, which are duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format to the Oracle format when discrepancies exist.

For example, a temporary person file name is `ROTPERS`, while the actual table name is `SPBPERS`. The temporary table contains the exact fields of the actual table plus fields that are needed to convert the birth date to the proper format.

The data in some of these temporary tables is then compared against the data in the production database to ensure that the information can be loaded to the correct person if

they already exist in the database, or to create a new person if the student does not yet have a record at the institution. This is Step 2, Performing the Match Process.

> **Note:** A listing of the temporary tables is included in the Additional Data Load Topics section below.

The RCPTPxx parameters are:

Parameter		Value
01	Aid Year Code	Appropriate Aid Year Code for RCBTPxx or RCPTPxx version
02	Data Source Code	EDE only
03	Import Filename	*Blank (Default)*
04	Generated ID/ Use SSN Indicator	*G Generated ID* *S Use SSN as ID (Default)*
05	Recalculate Need Indicator	*Y Recalculate Need (Default)* *N Don't Recalculate Need*
06	Address Type Code	Valid Address Type Code as listed on the STVATYP form
07	Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE form
08	Student Email Address Type	Email Type Code as listed on the GTVEMAL form
9	Parent Email Address Type	Email Type Code as listed on the GTVEMAL form
	Export Error records	*Y* *N (Default)*
	Export File Name	*Blank (Default)*

Explanations of selected RCBTPxx parameters follow:

04	Generated ID/ Use SSN Indicator	*G Generated ID* *S Use SSN as ID (Default)*

The *Generate ID/Use SSN Indicator* enables Banner to generate an ID for a new person, or use the SSN (social security number) as the ID. When this parameter is set to *S*, the Student ID will be created using SSN; when this value is *G*, the RCBTPxx process will assign a temporary generated ID to each record loaded to the temporary tables. The temporary ID becomes permanent for students loaded as *New*. The temporary ID is

replaced with the generated ID in the Banner database if a match is achieved with an existing record.

| 05 | Recalculate Need Indicator | *Y* | *Recalculate Need (Default)* |
| | | *N* | *Don't Recalculate Need* |

When this parameter is set to *Y*, all applicant records will be created with their *Recalculate Need Indicator* set to *Y*, indicating that need will be recalculated the next time you run the batch Need Analysis process after the records have been loaded.

> **Note:** If a school chooses to set the Parameter 05 *Recalculate Need Indicator* to *N*, the federal student Need Analysis record will reflect the information imported on the ISIR with no changes. Schools that load federal ISIR and CSS Profile records should set Parameter 05 to *Y* to flag the records for a Need Analysis calculation. This will produce a Need Analysis Report with both the ISIR and PROFILE information listed for each student. (Review set up of Need Analysis Global Policy Options.) Schools that choose to run the Institutional Methodology (IM) need analysis calculation in batch should review Need Analysis documentation carefully to understand differences in assumptions when a recalculation is done.

To run the RCPTPxx process, access the Process Submission Controls (GJAPCTL) form and enter the required parameters. You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or

2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing.

> **Note:** As a general rule, you should confirm that each Data Load process is complete before running the next process.

> **Note:** When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process.
>
> – Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
>
> – Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Run FA CSS Data Load Part 1 (RCPCTxx).

The FA CSS Data Load Part 1 (RCPCTxx) process takes incoming CSS PROFILE data in XML format and loads it to the temporary Oracle tables. This data is then available for use by the remaining steps of the Data Load process.

RCPCTxx parameters (CSS PROFILE data only) include:

Parameter		Value	
01	Aid Year Code	Appropriate Aid Year Code for RCPCTxx version	
02	Data Source for CSS	CSS only	
03	Generated ID/ Use SSN Indicator	*G*	*Generated ID*
		S	*Use SSN as ID (Default)*
04	Recalculate Need Indicator	*Y*	*Recalculate Need (Default)*
		N	*Don't Recalculate Need*
05	Permanent Address Type Code	Valid Address Type Code as listed on the STVATYP form	
06	Permanent Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE form	
07	Student Email Address Type Code	Student e-mail Type Code as listed on the GTVEMAL form	
08	Mailing Address Type Code	Mailing Type Code as listed on the STVATYP form	
09	Parent Email Address Type	Parent e-mail Type Code as listed on the GTVEMAL form	

Explanations of selected RCPCTxx parameters follow:

03	Generated ID/ Use SSN Indicator	*G*	*Generated ID*
		S	*Use SSN as ID (Default)*

The *Generate ID/Use SSN Indicator* enables Banner to generate an ID for a new person, or use the SSN (social security number) as the ID. When this parameter is set to *S*, the Student ID will be created using SSN; when this value is *G*, the RCPCTxx process will assign a temporary generated ID to each record loaded to the temporary tables. The temporary ID becomes permanent for students loaded as *New*. The temporary ID is replaced with the generated ID in the Banner database if a match is achieved with an existing record.

> **Note:** The use of Generated IDs is strongly recommended because of the possibility of CSS data records not containing SSNs. If you choose to use SSNs for RCPCTxx and RCPMTCH, the students will be generated with an ID of 0 and marked as "New" or "Hold". If marked as "New", these students appear on the errs.lis output file of RCRTPxx and gets into

suspense on RCRSUSP, where you have the opportunity to create an ID for the students.

04	Recalculate Need Indicator	Y	*Recalculate Need (Default)*
		N	*Don't Recalculate Need*

When this parameter is set to *Y*, all applicant records will be created with their *Recalculate Need Indicator* set to *Y*, indicating that need will be recalculated the next time you run the batch Need Analysis process after the records have been loaded.

> **Note:** If a school chooses to set the Parameter 04 Recalculate Need Indicator to *N*, the federal student Need Analysis record will reflect the information imported on the ISIR with no changes. Schools that load federal ISIR and CSS Profile records should set Parameter 04 to *Y* to flag the records for a Needs Analysis calculation. This will produce a Need Analysis Report with both the ISIR and PROFILE information listed for each student. (Review set up of Need Analysis Global Policy Options.) Schools that choose to run the Needs Analysis calculation in batch should review Need Analysis documentation carefully to understand differences in assumptions when a recalculation is done.

To run the RCPCTxx process, access the Process Parameter Entry form (GJAPCTL) and enter the required parameters. You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or

2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing.

> **Note:** As a general rule, you should confirm that each Data Load process is complete before running the next process.

> **Note:** When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process.
>
> – Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
>
> – Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Run the Financial Aid Dataload Part 2 (RCPMTCH) process.

> **Note:** Before running this step, verify that you have created matching rules on the Common Matching Rules (GORCMRL) form.

The RCPMTCH process is the matching step of Data Load. RCPMTCH performs a comparison between the student data in the temporary tables (ROTIDEN, ROTPERS, ROTADDR, ROTEMAL) and student person (General Person) data that already exists in the database. RCPMTCH follows matching rules set up on the Common Matching Rules (GORCMRL) form for the *Data Source Code* that you enter for the RCPMTCH *Common Matching Source Code* (parameter 06).

As part of the matching process, all non-code fields used in matching are changed to upper case, compressed to remove all spaces, and all special characters are removed. This occurs with both the data in the Financial Aid temporary tables as well as the data in Banner.

You also can use the Name Translation Rules (GORNAME) form for matching situations such as *Bob – Robert*. This process uses the name search fields to determine if a student is new, or if the student truly exists on the database with the name entered in a slightly different manner each time.

The result of this process is a status code that is posted to each student record in the temporary tables. The status code assigned to a record determines whether this record is ready to be loaded directly to the database, needs manual review and intervention, or is in a hold status.

Below is a listing of all status codes used and their definitions. Each record in the temporary ID table (ROTIDEN) is updated with one of the following statuses:

Status	Comment
D	Duplicate. This name and/or ID has a match within the temporary file indicating multiple records for the same person.
E	Error. This record encountered an error that would prohibit a determination of a *New* or *Matched* status. See the *Error* listing below for information.
M	Matched. Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database and has a Need Analysis record for the aid year being processed.
N/H	New. No match was found for this record. It is a new person. If a school chooses to define new students with a status of Hold, then the new student will not be processed in step 3 (RCRTPxx) until the status is changed.
R	Matched student. Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database but no Financial Aid record (RORSTAT) exists for the current year.
A	Matched student. Based on the rules defined for the Common Matching Source Code, this record matches a record on the production table database with a Financial Aid record (RORSTAT) for the current year, but no Need Analysis record (RCRAPP1) for the current year.
S	Suspend. This indicates at least one record where some of the fields match the record being entered, but not all, or there is more than one record that matches all the rules. A record will also be Suspended with an error code if determined as new but the ID or SSN exists in the production database.

Status	Comment
*	This is a database problem and must be corrected for the problem student before attempting to process this student in Step 3 (RCRTPxx).

> ⚠️ **Warning!** *The RCRTPxx program that follows RCPMTCH only processes records with a status of* N, M, A, *or* R. *Records with other statuses stay in the temporary files until deleted using RCPDTMP, or until the statuses are manually changed using the RCRSUSP form and you rerun the RCRTPxx Process. Statuses that you have updated during RCRSUSP record resolution can be changed if the RCPMTCH process is run again before records resolved on RCRSUSP are loaded to the permanent tables using RCRTPxx.*

The RCPMTCH parameters are:

Parameter		Value	
01	Aid Year Code	Appropriate aid year	
02	Data Source Code	Valid Source Code on the RTVINFC form	
03	Generate ID/Use SSN Indicator	G	Generate IDS Use SSN as ID (Default)
04	Value for New Students	N	New
		H	Hold
05	Sort Order Indicator	I	Sort by IDN Sort by Name (Default)
		T	Sort By Temporary PIDM
06	Common Matching Source Code	Valid Source Code on the GTVCMSC form	

Explanations of selected RCPMTCH parameters follow:

04	Value for New Students	N	New
		H	Hold

This is the status code that is posted to all students who do not appear to match anyone in the production database. Part 3 of the Data Load process loads all students with a status code of N, but Data Load does not load students with a status code of *H*. This option is available for those institutions that do not desire to have the Data Load process create new students (person records) in the production database. Records with a status of H (Hold) remain in the temporary tables until the records match a person record in the

database and their status is updated appropriately, or until the delete from temporary tables process is run (RCPDTMP) in batch or for the individual record.

06	Common Matching Source Code	Valid Source Code on the GTVCMSC form

Banner starts the Common Matching Application Programming Interface (API) using the rules defined for the Common Matching Source Code entered for this parameter.

To run the RCPMTCH process, access the Process Submission Controls (GJAPCTL) form and enter the required parameters.

You can proceed in one of two ways:

1. Select the **Submit** radio button in the Submission Block and select the Save button to submit the job, or

2. Select the **Hold** radio button in the Submission Block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. Banner prompts you for a User ID, a password, and the previously mentioned sequence number (the job submission one-up number).

This job produces an `rcpmtch_seqno.lis` file. Print this file to capture the results of the process. This file contains five reports:

*   *Financial Aid Data Load Matching Process - Parameters*. This report lists the job submission parameters used to run the job. The Common Matching Source Code

*   *Data Load Match Process – All Records*. All records in the temporary tables for the aid year and Data Source will be listed with the status returned from the matching procedure (status `E` = Error, `D` = Duplicate, `M` = Match-M, `A` = Match-A, `R` = Match-R, `*` = Dup PIDMs, `S` = Suspense, `N` = New, `H` = New-Hold), the rule priority if matched, the error code if an error was encountered, and a message regarding the status.

*   *Data Load Match Process - Duplicate Record*. This report lists all people appearing on the temporary tables two or more times. Note that this report is the only report for all data source codes (see RTVINFC). Other reports are only for the data source code (infc code) selected in parameter number two of this job.

*   *Data Load Match Process – Summary of Totals*. This report lists Data Load matching process totals by status and error code. Valid error messages that appear on this report are listed below.

*   *Data Load Match Process - Control Summary.*This report lists the parameters, job number, report file name, and the number of pages.

Valid error messages that appear on the *Data Load Match Process – Summary of Totals* report are:

Error	Description
13	ID and SSN not equal

Error	Description
21	ID or SSN is null
22	Last name or First name is null and SSN is null
23	City is null
25	SSN exists on temporary tables 2 or more times
26	ID exists multiple times
27	ID exists in the database
28	SSN exists in the database
29	Missing Last Name
30	Missing First Name

The RCPMTCH process also creates an `rcpmtch_seqno.log` file.This log file contains information that will be helpful to the technical staff if a problem running this process is encountered.

Once the matching process is complete, the data for those students that the process has determined are either a match, or new students, must be loaded to the production database. This is Data Load, Part 3 (RCRTPxx).

Run FA Dataload Part 3 (RCRTPxx)

This step loads applicant information from temporary tables to permanent tables, creates person records for *New* student records, and completes the necessary conversions using the codes established in the RCRTPTR form.

> **Note:** RCRTPxx loads all records designated as *New* or Matched by RCPMTCH. The process also loads all records designated by you as *New* or Matched on the RCRSUSP form.
>
> It is important to run the RCPMTCH and RCRTPxx steps as close together as possible. This decreases the chance of someone adding new students online, which would make the New status, as determined by RCPMTCH, incorrect.

RCRTPxx process parameters include:

Parameter		Value
01	Aid Year Code	Appropriate Aid Year for RCRTPxx version.
02	Data Source Code	Valid Data Source Code on the RTVINFC form.

Parameter		Value
03	Load Option for Need Analysis	1. Load all as current.
		2. If first record from primary MDE, load as current record, else load as non-current record
		3. If first record from primary MDE, load as current, else do not load
		4. Load as non-current record
		5. Do not load records, but print discrepancy report
		6. Replace existing CSS PROFILE record
		7. Do not replace existing CSS PROFILE record
		Note - Options 6 or 7 also include MANUAL IM records. If a MANUAL IM record exists and option 6 is used, the MANUAL IM record will be replaced.
		Tip - To prevent the batch process from overwriting a manual record, use the **IM Batch Lock** on the Need Analysis Processing (RNAPRxx) form when creating the record. If the record is locked, any new records being loaded electronically will not be overwritten. This lock will not cause the record to be locked from manual updates. This lock indicator locks the record from being overwritten in a data load and from manual updates.
		8. Replace existing CAL record (for California application data load)
		9. Do not replace existing CAL record (for California application data load)
04	Not used at this time	
05	NSLDS Print Option	Y Print Discrepancy Report to report changes in NSLDS summary data
		N Do not print the NSLDS Discrepancy Report
06	Need Analysis Print Option	Y Print Need Analysis Discrepancy Report
		N Do not print Need Analysis Discrepancy Report

Parameter		Value
07	Recruiting Option	Y Create Banner Student Recruiting records
		N Do not create Banner Student Recruiting records
		Note - The **Major** field on the STVMAJR form must be checked for the converted major code in the Converted Value field on the RCRTPTR form to be considered a valid major. A valid major is necessary if you want to create recruitment records using this parameter.
08	Recalc Need Analysis Option	Y Set Recalc Need Analysis indicator to Y
		N Set Recalc Need Analysis indicator to N
09	NSLDS Output Application ID	General area for which the Selection ID was defined for NSLDS output
10	NSLDS Output Selection ID	Code that identifies the sub-population to be updated by NSLDS
11	NSLDS Output Creator ID	ID of the person who created the sub-population rules for NSLDS
12	ISIR Creation Option	Y Create ISIR records
		N Do not create ISIR records
13	Load VA Data to Resource Table	Y Load VA Data to Resource Table
		N Don't Load VA Data
14	Process Indicator	B Process Batch
		O Process Online
15	Temporary PIDM	Blank when running in batch
16	Update Postal Address	Y Update Postal Address
		N Don't Update Postal Address
17	Update Telephone Number	Y Update Telephone Number
		N Don't Update Telephone Number
18	Update E-mail address	Y Update E-mail Address
		N Don't Up-date E-mail Address
19	Update Social Security Number	Y Update Social Security Number
		N Don't Update SS Number

Parameter		Value
20	Name Type Code	Name type to be used for new students.
21	Address Source Code	Address source to be used for new addresses.

Explanations of selected RCRTPxx parameters follow:

03	Load Option for Need Analysis	1. Load all as current.
		2. If first record from primary MDE, load as current record, else load as non-current record
		3. If first record from primary MDE, load as current, else do not load
		4. Load as non-current record
		5. Do not load records, but print discrepancy report
		6. Replace existing CSS PROFILE record
		7. Do not replace existing CSS PROFILE record

Note - Options 6 or 7 also include MANUAL IM records. If a MANUAL IM record exists and option 6 is used, the MANUAL IM record will be replaced.

Tip - To prevent the batch process from overwriting a manual record, use the **IM Batch Lock** on the Need Analysis Processing (RNAPRxx) form when creating the record. If the record is locked, any new records being loaded electronically will not be overwritten. This lock will not cause the record to be locked from manual updates. This lock indicator locks the record from being overwritten in a data load and from manual updates.

8. Replace existing CAL record (for California application data load)

9. Do not replace existing CAL record (for California application data load)

> **Note:** Data Load options 6 and 7 are the only valid options if you enter *CSS PROFILE* for the *Data Source Code* parameter.

Students without current application records for this year - the status is *N (New), R (match found, but no RORSTAT record for the current year)*, or *A (match found, but no RCRAPP1 record for the current year)* - are loaded as current application records, regardless of the load option.

Students with a locked Need Analysis record are loaded as non-current, regardless of the load option that you select.

All new ISIR records with accompanying NSLDS data contain an NSLDS Transaction Number. If the Transaction Number on the new NSLDS/ISIR record is greater than the NSLDS Transaction Number of the Current NSLDS record in Banner, the process loads the new NSLDS record as the Current NSLDS record and changes the Current record indicator on the previous Current record to Non-current. No NSLDS records are ever loaded as non-current. The records are either loaded as current or not at all.

You can print a Discrepancy Report for options 1 - 5, provided that you enter a Y value for the subsequent *Print Option* parameter.

| 05 | NSLDS Print Option | Y | Print Discrepancy Report to report changes in NSLDS summary data |
| | | N | Do not print the NSLDS Discrepancy Report |

The Sequence Number on the NSLDS records is independent of the Sequence Number on the RCRAPPx records. The sequence number on the NSLDS record is not unique by source. For example, the second NSLDS record to be loaded for a student would be sequence number 2 even if the first record was from a different source (that is, Manual).

- Since award validation must use current NSLDS data (if applicable) and you can choose to not load the need analysis data from the ISIR, the NSLDS Data Match Indicator is also stored as part of the NSLDS record. The Match Indicator is stored in RCRLDS4_MATCH_IND for this purpose.

  The value of this field is displayed in the Federal Match Indicators window of the Need Analysis Result (RNARSxx) form in the **NSLDS** field, as well as in the **NSLDS Match** field in the NSLDS Summary window of the Student Loan Data (RNASLxx) form. These fields display the match status for the current NSLDS record.

- A separate NSLDS Discrepancy Report is created to report changes in NSLDS Summary Data.

Whenever a student is listed on the NSLDS Discrepancy Report, an **NSLDS Override Flag** is printed if the student has any overrides for the aid year - either the NSLDS Override or the Fund/Period Specific NSLDS Override. Review in a timely manner those students with new NSLDS records and overrides to ensure that the overrides still apply.

If Parameter 03 Load Option (for Need Analysis) is set to a value of 5 (do not load records, but print the discrepancy report), the Print Option parameter is automatically set to Y, and the Recruiting and Recalc Need Analysis parameters are set to N.

09	NSLDS Output Application ID	General area for which the Selection ID was defined for NSLDS output
10	NSLDS Output Selection ID	Code that identifies the sub-population to be updated by NSLDS
11	NSLDS Output Creator ID	ID of the person who created the sub-population rules for NSLDS

The preceding NSLDS population selection parameters are optional.

NSLDS information entered via Data Load informs you as to whether a student is in default. This information may affect the award process. If you use Early Decision, your school may package awards before you receive NSLDS information. Creating an NSLDS population selection allows you to re-validate previously processed awards based on NSLDS information received after packaging.

When the first NSLDS record is loaded for a student for the year, or when a new NSLDS record is loaded, Banner has the capability to capture the student's PIDM in a population selection ID so that you can run the Validate Award Process (RPRVAWD) to verify that the previously packaged award is still valid.

| 12 | ISIR Creation Option | Y | *Create ISIR records* |
| | | N | *Do not create ISIR records* |

A printed or electronic ISIR is only valid if the information matches the data at the CPS for a given transaction number. To maintain a true ISIR database in a manner that preserves the original content, Banner loads EDE records to the RCRAPP1 through RCRAPP4 and RCRESAR tables with an INFC Code (source code) of ISIR and EDE. The ISIR records are frozen as ISIR transactions. This option is controlled by the ISIR Creation Option (Parameter 12).

15	Temporary PIDM	Blank when running in batch	
16	Update Postal Address	Y	Update Postal Address
		N	Don't Update Postal Address
17	Update Telephone Number	Y	Update Telephone Number
		N	Don't Update Telephone Number
18	Update E-mail address	Y	Update E-mail Address
		N	Don't Up-date E-mail Address
19	Update Social Security Number	Y	Update Social Security Number
		N	Don't Update SS Number

Parameter 15 - Temporary PIDM is used only when RCRTPxx is run from the RCRSUSP form. Leave the parameter blank for batch processing.

If an incoming record is matched to an existing person record in the production database, RCRTPxx loads all financial aid data from the incoming record. RCRTPxx does not update populated fields on an existing person record. RCRTPxx updates the **Postal Address**, **Telephone Number**, and/or **E-mail Address** if you answer Y to parameter 16, 17 or 18 and there is no record for the Address, Telephone, or E-mail type that you specified in your Data Load Part 1 parameters. Social Security Numbers are updated on an existing person record if it is blank and you enter Y for RCRTPxx parameter 19.

If no person record in the production database matches the incoming record, records exist, RCRTPxx will create a person record for the student using data from the record in the temporary tables, and will insert all financial aid data. (See section on New vs. Existing Person below for additional discussion.)

Once RCRTPxx loads a record to the production database, all data for that record is removed from the temporary tables.

To run the RCRTPxx process, access the Process Submission Controls (GJAPCTL) form and enter the required parameters. You can proceed in one of two ways:

- Press the **Submit** radio button in the Submission block and press the **Save** button to submit the job

- Press the **Hold** radio button in the Submission block and press the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. You are prompted for a User ID, a password, and then the sequence number from above (job submission one-up number).

RCRTPxx output includes the following reports:

> **Note:** If there is no data for the reports, the file and output are suppressed.

- Report Control Information (`rcrtpxx_jobseqno.lis`). This report lists the parameters used when Data Load Part 3 was run and the totals for the number of records processed, the number of ISIR records added, the number of NSLDS records added, duplicate transaction information, the number of Financial Aid records (RORSTAT) created, the number of records not loaded as current, due to a locked Need Analysis, the number of records not loaded when load option 3 was used, and the number of Oracle and/or API errors encountered.

- Student listing (`rcrtpxx_jobseqno_apps.lis`). This report lists the records processed, if the Need Analysis was load as the current record, if NSLDS data was loaded as the current record, and identifies duplicate transactions.

- Discrepancy report (`rcrtpxx_jobseqno_need.lis`). If you selected the Need Analysis Print option, this report displays discrepancies between the new record being loaded and the existing current Federal record.

- NSLDS Discrepancy report (`rcrtpxx_jobseqno_nslds.lis`). If you selected the NSLDS Print option, this report displays discrepancies between existing and new NSLDS information.

- Errors – Students Not loaded or errors encountered loading data (`rcrtpxx_jobseqno_errs.lis`). If errors were encountered during Data Load part 3, the name, ID, match status, and the error received are listed. If the record could not be loaded, the Match status for the record is updated to Suspense with an error code of `31` - Record not created. Failed Data Load Part 3. If the record was created but not all data could be inserted, the error listing the data is provided; i.e., the process was able to create the ID and biographical information for the record, but could not insert the address due to missing data.

Review the records on the Financial Aid Suspended Records Maintenance (RCRSUSP) form.

Records that are assigned a status of `Suspend`, `Hold`, `Duplicate`, `*`, or `Error` during Financial Aid Dataload Part 2 (RCPMTCH) display on the Financial Aid Suspended Records Maintenance (RCRSUSP) form; records assigned a status of `Match` or `New` during the RCPMTCH process do not appear on the form.

Only status codes of `Duplicate`, `Error`, `Hold,` and `Suspense` may be resolved from the RCRSUSP form. If the status code is an asterisk (`*`), there is a data integrity problem with this student that needs to be resolved prior to loading this student (a duplicate PIDM exists). The status cannot be updated from an (`*`) on the RCRSUSP form. If the status code is `E`, which means that a required field is null, you can correct the data in the temporary table (top section) on this form and you can update the status.

You should work directly from the output report from the RCPMTCH process as it lists all the students in the Suspense file and the status code of each. To have this report you must print a copy of the *Data Load Match Process – All Records* report.

The Data Load Record block of the RCRSUSP form displays data for a record in the temporary tables, including a temporary ID assigned during FA CSS Data Load Part 1 (RCBTPxx, RCPTPxx, or RCPCTxx). The ID may be the Social Security Number from the incoming record or a temporary generated ID depending on your parameter choice during Dataload Pt 1 (RCRTPxx, RCPCTxx). The RCPMTCH status and any associated error codes also display. Error code descriptions are printed in the *Data Load Match Process – All Records* report and display on RCRSUSP as part of the Error field. The Match Results Window on RCRSUSP displays student data that exists in the production database once you have selected a record as an actual match for the one displayed in the Data Load Record Block.

While on the RCRSUSP form, select the Match button to access the Common Matching Entry (GOAMTCH) form. From GOAMTCH, use the Common Matching functionality to examine existing or potential matching records in the production database to resolve suspended records. To utilize the Common Matching process, scroll to a record in the Data Load Record Block on RCRSUSP, and press the Match icon or perform the Next Block function. This will open the Common Matching Entry (GOAMTCH) form. Information from the record in the temporary table will display in the Data Entry window. Press the **Duplicate Check** icon to display a matching record (Match tab) or a listing of potential matching records (Potential Matches) tab. If there are no records that match the rules that you established on the Common Matching Rules (GORCMRL) form, you will receive an alert message.

If no match is found on GOAMTCH, and your school is loading *New* records, enter the code of `N` in the Override field on the RCRSUSP form. The **Status** field is updated to *New*. If you are using the status of `Hold` at your school, and you do not achieve a match on a record with a `Hold` status, leave the status as `H` for matching later.

If Banner displays a single matching record under the Match tab, information displays according to the data elements present in your rules (i.e., If `City` is a data element in your rule, and an address (of any address type) exists in the database that matches the one in the temporary table, the matching address information displays. If no address data elements are in your rule, no address information will display in the match fields.) If you are presented with a list of potential matches, the same student may appear in the listing

more than once if you are using multiple priority rules and the student meets more than one of your rules.

When reviewing a single matched record or multiple matching records, you may check additional detail in the **All Addresses** field. You also may access selected Banner forms by pressing the **Details** button on the GOAMTCH form. The **Match Priority** and **Match Results** fields will indicate the rule used for matching and the portions of the rule that were met, or not met. It is important to study the Common Matching algorithm to understand what constitutes a match.

Once a matching record is confirmed, press the **Select ID** button on the GOAMTCH form to return the data for the matching record to the Match Results Block of the RCRSUSP form. Banner displays data items consistent with your rule. The address that displays on RCRSUSP is for the address type that you specified in your Data Load Step 1 parameters, or the most recent address in the Banner database, if no address exists for the type specified during Data Load. Press the **Select ID** button on RCRSUSP, and Banner automatically updates the match status and replaces the temporary ID in the Data Load Record Block with the ID that exists in the production database. Save the record to finalize the matching process.

A `Duplicate` status indicates that a student has two or more records in the temporary tables at the same time. These may be from a single data source (EDE) or from multiple data sources (EDE and CSS). Examine the records and select one for Common Matching. If your school loads all records, select the duplicate with the earliest transaction number first. After performing a Common Matching search, and achieving a match or entering a status of `New` on the first record, you should load the record to Banner. If you have only one more record for the student, you should achieve a match status the next time you run the matching process in batch or online. If you have more than one duplicate remaining, you must repeat the matching and loading processes until all records are loaded to the production database.

If you make a mistake in changing a student's status and wish to return to the original status code, you have two options. Re-run the RCPMTCH process for all students, or prior to committing the status, change the **Override** status code to "`-`" for that student. When you save the record, it will revert back to the original status code.

> **Note:** Changing the status code on the form only works if you have not left the RCRSUSP form (Exit or Clear form Rollback) since making the initial change. Once you leave the form, the changes are saved and the `Match` and `New` records no longer appear on the RCRSUSP form. `Match` and `New` records continue to appear on the form until you perform an Exit or a Clear form Rollback.

Once a record is assigned a `Match` or `New` status, you must load the record to the Banner database using the FA Dataload Part 3 (RCRTPxx) process. You may select the **Load** button on the RCRSUSP form to run RCRTPxx immediately, which loads the record to the permanent tables. You must have permission to run RCRTPxx and must have a parameter set established in your user name to run the online process. Once you load the record, or leave the record after assigning a `New` or `Match` status, the record no longer appears on the RCRSUSP form. If you do not want to use the online load process, or if you forget to load the record immediately after updating the status to `Match` or `New`, you may run FA Dataload Part 3 (RCRTPxx) in batch (see *Run the RCRTPxx process* step below).

⚠️ ***Warning!*** *If you elect to run FA Dataload Part 3 (RCRTPxx) in batch after resolving records on the RCRSUSP form, do not run Financial Aid Dataload Part 2 RCPMTCH again prior to running RCRTPxx. RCPMTCH returns your* `New` *and* `Match` *status codes to those originally assigned to the temporary records.*

The Suspended Records Maintenance form also includes functionality to delete selected records from the temporary tables. You may check the **Delete Record** field on a selected record to flag the record for deletion according to your institutional Data Load policy. Once the flag is set, you may select **Delete Temporary Records** on the Options menu of the RCRSUSP form. This removes all flagged records for the aid year and data source displayed in the key block of RCRSUSP. If you do not use the online delete option, you may run the FA Data Load Table Deletes (RCPDTMP) process in batch using parameter choices to delete records flagged on the RCRSUSP form. Records flagged for deletion continue to appear on RCRSUSP until the record is deleted or until the **Delete Record** field is unchecked.

📝 **Note:** The online Delete Temporary Records Process does not check for the User ID before deleting flagged records.

Run the RCRTPxx process

This step is a repeat of the Run FA Dataload Part 3 (RCRTPxx) step. You should run batch RCRTPxx immediately after resolving suspended records if you do not choose to load the records to the production database individually from the RCRSUSP form. This moves those corrected records to the production database for processing, and will reduce the chance of another user creating a duplicate record in Banner for the same student.

It is critical that you repeat the RCPMTCH process and the RCRTPxx process until all records in the temporary tables that can be resolved are resolved. These are iterative processes and can be run over and over again until there are no longer any records in the temporary tables that need to be moved.

Run the FA Data Load Table Deletes (RCPDTMP) process

The FA Data Load Table Deletes (RCPDTMP) process, which is used to delete records from the temporary tables, may be run in batch, or the process may be run on-line from the RCRSUSP form. The batch process can delete all records in the temporary tables for a selected Aid Year and INFC Source Code. The process also can delete all records where the **Delete Record** field is checked on the RCRSUSP form. To delete records on-line from RCRSUSP, you would check the **Delete Record** field to flag selected records. Then you would select the **Delete Temporary Records** selection on the Options menu. This deletes flagged records for the Aid Year and Source Code displayed in the RCRSUSP key block.

If you choose to delete selected records using either the on-line or the batch process, all other records remain unchanged in the temporary tables.

Parameters for the RCRDTMP process are:

Parameter		Value	
01	Aid Year Code	Appropriate Aid Year	
02	Data Source Code	Valid Data Source Code	
03	Delete Flagged Records Only	Y	Delete Flagged Records Only
		N	Delete All Records

Note: Parameter 01 and 02 are required if parameter 03 is set to *N*. However, these parameters are not required if parameter 03 is set to Y.

If parameter 03 is set to Y and neither 01 or 02 is populated, the process deletes all records where the ROTIDEN_DELETE_FLAG = Y, without regard to the Aid Year code or INFC code. However, if either, or both, 01 and 02 are populated and 03 = Y, then the process use the combination of the parameters to delete the correct flagged records. When parameter 03 is set to Y, records that are not flagged for deletion on RCRSUSP remain in the temporary tables.

On the Process Submission Controls (GJAPCTL) form, enter the required parameter for RCPDTMP. You can proceed in one of two ways:

Select the **Submit** radio button in the Submission block and select the **Save** button to submit the job

Select the **Hold** radio button in the Submission block and select the **Save** button to hold the job. Note the sequence number. If you select the **Hold** option, you must have access to the job submission directory to complete job processing. You are prompted for a User ID, a password, and the sequence number from above (job submission one-up number).

This process produces a `rcpdtmp_seq.lis` file. You should print or save this file to capture the results of the process.

The RCPDTMP Process also creates an `rcpdtmp_seqno.log` file. This log file contains information that will be helpful to the technical staff if you encounter a problem running this process. (As a general rule, you should always review the output from any job prior to starting the next process.)

Note: You must decide when you need to run the RCPDTMP process to delete records from the temporary tables:

– If your school is diligent in the act of resolving all suspended records from Data Load to Data Load, and you are loading all `New` student records to the database, the RCRSUSP form should be empty after each Data Load. You would not need to run the RCPDTMP Process.

– If you are using the RCPMTCH status of `Hold` to keep records in the temporary tables until a matching person record exists in the production database, you would run RCPDTMP only at the end of the financial aid processing year. You would use the `Aid Year` and `INFC Source Code` parameters for the batch process to remove records for the completed aid year from the temporary tables.

– If you are loading only selected records into the production database (for example, the latest transaction when two records with the same EFC exist in the temporary tables), you may choose to flag records for deletion on RCRSUSP and use the on-line **Delete Temporary Tables** option or the batch process parameter to Delete Flagged Records Only.

⚠️ *Warning! Once data is deleted from the temporary tables, it is lost. If you accidentally delete all data it could mean re-running the Data Load Process for a particular file or for the particular aid year. This might include records that already have been loaded to the production database.*

Additional Data Load topics

The following sections discuss additional topics related to Data Load.

Loading and storing of ISIR records

The Institutional Student Information Record (ISIR) is the Department's official notification to your school about a student's Expected Family Contribution (EFC) and eligibility for Federal aid. This electronic ISIR record along with NSLDS information is delivered to your school through EDE. You must maintain these original ISIRs along with the NSLDS information for audit purposes and you may need to print them for internal or student use.

To maintain these records, your school needs to support a database of ISIRs in a manner that preserves the original content. A printed or electronic ISIR is only valid if the information matches the data at the CPS for a given transaction number. However, a school may want to change information on the original ISIR, and to facilitate this Banner provides an option during data load to create two records from the original ISIR data.

To maintain a true ISIR database, you have the option to load EDE ISIR records with source codes (INFC Code) of ISIR and EDE. Those transactions with a source code of ISIR are never updated, maintaining the original ISIR transaction information. Those records with a source code of EDE may be changed. Parameter 12 of FA Dataload Part 3 (RCRTPxx) determines whether or not an ISIR record is created. When this parameter is set to *Y* (Yes), both an EDE and ISIR source record may be created at the time of data load. The Current Record Indicator on records with a source code of ISIR is always *N*.

Occasionally, the processing center (CPS) sends duplicate transactions for students. Historically, this has been because CPS sent the original ISIR transaction with incorrect information as a result of a processing problem. Also, this occurs when a student submits a correction to their name directly to CPS and a second transaction '01' record with a new SAR ID is received.

Banner may load these duplicate EDE and ISIR records depending on the parameter options used for FA Dataload, Part 3 (RCRTPxx). For both sources of records, the sequence number associated with the transaction is incremented by one each time a duplicate transaction is loaded. The ISIR and EDE record with the highest transaction number (and if a duplicate transaction, the highest sequence number) is the most recent sent by CPS. A listing of all transactions from all sources for a student can be viewed on the Applicant Need Analysis Application Inquiry (RNIAPPL) window. Also, the Applicant Listing produced by RCRTPxx will identify duplicate transactions with an asterisk (*) for the source ISIR. A count of duplicate ISIRs is also included in the Control Totals for the process.

Depending on parameter choices during Data Load, it is possible that an EDE record will be created without a corresponding ISIR record. It is also possible that the ISIR record can be created without the EDE record. For this reason, the sequence numbers for EDE records and ISIR records may not correspond. However, whenever you are reviewing records, either EDE or ISIR, the transaction with the highest transaction number and, if there are duplicate transactions, the highest sequence number is the most recent.

Selections for the Load Option and Print Option parameters in FA Dataload, Part 3 (RCRTPxx) are only applied to those students who already have a financial aid application record for the current year.

For students without a current year record, EDE source records are always loaded to the database. They are updated as the current EDE record and the Recalc Need Analysis flag set according to the value selected for this parameter in FA EDE Dataload Pt 1 (RCBTPxx or RCPTPxx). The value for Parameter 03, Load Option for Need Analysis is disregarded for these new application records. For example, if the option for Parameter 03 was to load all records as non-current, the process only loads non-current records for students with existing aid year information. Whether a record with a source code of ISIR is created depends on the option for Parameter 12 in FA Dataload Part 3 (RCRTPxx). NSLDS information is always loaded unless it is a duplicate transaction without any changes.NSLDS data is stored in non-updateable records in the RCRLDS4 – RCRLDS7 tables. ISIRs and NSLDS records each have a unique Transaction Number and the two may be different. Since NSLDS data is printed on the ISIR, Banner maintains a record of which NSLDS transaction record came in on which ISIR transaction. The NSLDS transaction number associated with the ISIR is stored in `RCRAPP4_NSLDS_TRAN_NO`.

NSLDS documentation indicates the transaction number will be incremented whenever data changes exist. However, schools on occasion may receive updated information on an NSLDS record without a new transaction number. Banner loads duplicate NSLDS transaction numbers, incrementing the sequence number, if there is a change to any information on the new NSLDS record. The current NSLDS record is the one with the highest transaction and, if there are duplicate transactions, the highest sequence number. NSLDS detail information is viewed on the Student Loan Data (RNASLxx) window. A listing of all NSLDS records for a student is accessible from this window as well as by going directly to the Applicant Student Loan Data Inquiry (RNINSLD) form.

FA Dataload Part 3 (RCRTPxx) output reports duplicate NSLDS transactions in the Student Summary listing with an asterisk (*) in the NSLDS-current column for the source

EDE. A count of people who had NSLDS data added with duplicate transactions is included in the Report Control Totals (`rcrtpxx_nn.lis`). Also, there is an option to print an NSLDS Discrepancy Report.

ISIR records may be printed using the ISIR Print Process (RERISxx). Using Parameter 7 (*Banner ID Trans No*), when you enter only a Banner ID then the process prints the ISIR with the highest transaction number and sequence number. If an optional Transaction Number is entered along with the Banner ID, then the ISIR with that transaction number and highest sequence number is printed. Enter a Banner ID, Transaction Number and Sequence Number to print specific ISIRs.

New Person versus Existing Person

If a person record exists in Banner at the time of Data Load, FA Dataload Part 3 (RCRTPxx) does not update fields on that person record except for fields specified in RCRTPxx parameters 16, 17, 18, 19. If no person record exists, and you decide to load New records, a new person record is created with data from the incoming record as shown below:

Any element with an asterisk (*) on the following tables must have a Banner Conversion Value on the Interface Data Translation Rules (RCRTPTR) form.

Identification Information (SPRIDEN, ROTIDEN Tables)

Identification Number	Last Name
First Name	Middle Initial

Person Information (SPBPERS, ROTPERS Tables)

Gender Indicator	SSN	Marital Status*
Birth Date	Title	Citizenship

Address Information (SPRADDR, SPRTELE, ROTADDR Tables)

Address Type Code	State Code	Telephone Number
Street Line 1	ZIP/Postal Code	Start Date of Residence
City	Area Code	

Recruiting Information (SRBRECR, RCTRECR Tables)

Desired Entry Term	Level Code	Major Code*
Department Code	Degree Code	

Financial Aid Applicant Status Information (RORSTAT, ROTSTAT Tables)

Financial Aid Satisfactory Academic Progress Information (RORSAPR, ROTSAPR Tables)

Financial Aid Application Information (RCRAPP1, RCRAPP2, RCRAPP3, RCRAPP4, RCRTMP1, RCRTMP2, RCRTMP3, RCRTMP4, RCRESAR, RCTESAR Tables)

Financial Aid National Student Loan Data System (RCRLDS1, RCRLDS2, RCRLDS3 Tables)

Dataload Pt 1 (RCBTPxx, RCPTPxx, or RCPCTxx) temporary tables

The RCBTPxx or RCPTPxx process for Federal data (EDE) records and the RCPCTxx process for CSS Profile data records load incoming files to temporary tables. These temporary tables, which are duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format (EDE) and XML format (CSS) to the Oracle format when discrepancies exist.

For example, a temporary person file name is ROTPERS, while the actual table name is SPBPERS. The temporary table contains the exact fields of the actual table plus fields that are needed to convert the birth date to the proper format.

Temporary tables and their matching production tables used during this Data Load step include:

Temporary Table	Production Table
Name/ID Information Table (ROTIDEN)	Name/ID Information Table (SPRIDEN)
Basic Person Information Table (ROTPERS)	Basic Person Information Table (SPBPERS)
Address Information Table (ROTADDR)	Address Information Table (SPRADDR) Telephone Table (SPRTELE)
Recruiting Data Table (RCTRECR)	Recruiting Data Table (SRBRECR)
Recruiting Source Table (RCTRSRC)	Recruiting Source Table (SRRRSRC)
Recruiting Contact Table (RPTCONT)	Recruiting Contact Table (SORCONT)
Application Table (RCRTMP1)	Application Table (RCRAPP1)
Application Table (RCRTMP2)	Application Table (RCRAPP2)
Application Table (RCRTMP3)	Application Table (RCRAPP3)
Application Table (RCRTMP4)	Application Table (RCRAPP4)
Application Table IM data (RCRTMP5)	Application Table IM data (RCRIMP1)
Applicant Assumptions (RCTASUM)	Applicant Assumptions (RCRASUM)
User-Defined IM Data Table (RCRTMP6)	User-Defined IM Data Table (ROBUSDF)
ISIR Table (RCTESAR)	ISIR Table (RCRESAR)
NSLDS Table (RCTLDS4)	NSLDS Table (RCRLDS4)

Temporary Table	Production Table
NSLDS Table (RCTLDS6)	NSLDS Table (RCRLDS6)
NSLDS Table (RCTLDS7)	NSLDS Table (RCRLDS7)
E-Mail Table (ROTEMAL)	E-Mail Table (GOREMAL)
Satisfactory Progress Table (ROTSAPR)	Satisfactory Progress Table (RORSAPR)
Student Status Table (ROTSTAT)	Student Status Table (RORSTAT)
NSLDS ACG Payment (RCTLDSA)	NSLDS ACG Payment (RCRLDSA)
NSLDS SMART Payment (RCTLDSS)	NSLDS SMART Payment (RCRLDSS)
NSLDS TEACH Payment (RCTLDST)	NSLDS TEACH Payment (RCRLDST)

The following permanent tables -- though used in this Data Load step - have no temporary table equivalent:

Report/Process Definition Table	GJBJOBS
Process Run Parameter Table	GJBPRUN
Population Selection	GLBEXTR
Population Selection Base Table	GLBSLCT
Common Matching Rules	GORCMSR
Institutional Description Table	GUBINST
Code Conversion Table	RCRTPTR
Log Table (current record change)	ROBALOG
Institutional Options Table	ROBINST
Application User-Defined Data Table	ROBUSDF
Tracking Requirement Table	RRRAREQ
Data Code Validation Table	RTVINFC
Tracking Requirement Code Table	RTVTREQ
Tracking Requirement Status Table	RTVTRST
User-Defined Variable Description Table	RORUSER
Interface Data Aid Year Rule Table	RCRINFC

Common Matching algorithm

- The Common Matching procedure allows for the processing of multiple rules. Define priority numbers for each rule indicating the sequence in which to process the rules. Assign your strictest rule as the first priority (i.e., #1).

- The Common Matching procedure processes each rule in order, separately and completely.

- The first step is to perform primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) is performed. If no match occurs during the primary match, the external record is considered new.

- The second step is to perform the secondary matching processing against the results of the primary match. If the secondary match determines an exact match on only one record, the external source record is considered a match. If more than one record is matched to the criteria, the external source record is considered in suspense. The external source record is considered in suspense if data matches part of the criteria of the rules but does not match all the criteria.

- If the results of the rule are new or match, the results are returned to the calling process. No other rules are processed.

- When all the rules have been processed, the Common Matching procedure examines the results and returns the results to the calling process. The Match Status (`new`, `matched`, or `suspense`) is returned as well as a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.

- Online only. If a record is determined as a match using one rule, but as a suspense using one or more additional rules, the record's match status is set to `match` but you can view the potential match records as well.

Field Length values

Whenever a length is specified on a rule on the Common Matching Rules (GORCMRL) form, a comparison is made using the rule length of the fields. For example, using the last name, the comparison is between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is 5, the first five characters of the external source last name are compared to the first five characters of the Banner last name. You can enter a negative length for **ID** and **SSN/SIN/TFN** fields to reverse the order to last to first; i.e., enter a -5 for the length of **SSN/SIN/TIN**, the last 5 characters of the external source are compared to the last 5 characters of the Banner S**SN/SIN/TIN**.

Example

Last Name length:4

First Name length:3

SSN/SIN/TFN length:-4

Patricia Longnecker, 555116789

The first 4 characters of the last name are used: LONG

The first 3 characters of the first name are used: `PAT`

The last 4 characters of the SSN/SIN/TFN are used: `6789`

Primary Match logic

The primary match uses the **Last Name/Non-person** name (`SPRIDEN_SEARCH_LAST_NAME`), which is a required data element for Common Matching. If the **First Name** (`SPRIDEN_SEARCH_FIRST_NAME`) or **Middle Name** (`SPRIDEN_SEARCH_MI`) are specified data elements in a rule, these elements are used as part of the primary match for name as well. In addition, if **ID** (`SPRIDEN_ID`) and/or **SSN/SIN/TFN** (`SPBPERS_SSN`) are specified data elements in a rule, these elements are used as part of the primary match.

The Common Matching process uses the **Entity** indicator established for the **Source** on the Common Matching Source Rules (GORCMSC) form to determine the records to select in Banner.

- A match type indicator of `P` selects person records: `GORCMSC_ENTITY_CDE` = P selects records from `SPRIDEN` where the `SPRIDEN_ENTITY_IND` = P.

- A match type indicator of `C` selects non-person records: `GORCMSC_ENTITY_CDE` = C selects records from `SPRIDEN` where the `SPRIDEN_ENTITY_IND` = C.

- A match type indicator of `B` selects person and non-person records: `GORCMSC_ENTITY_CDE` = *B* selects records from the `SPRIDEN` where `SPRIDEN_ENTITY_IND` = P or C.

Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the External record fails the primary match, the match status is marked `New`.

Step 1 — If the SSN/SIN/TFN is defined for the **Source** and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.

- SSN/SIN/TFN data element is defined as part of the rule and `SPBPERS_SSN` = External source SSN/SIN/TFN.

Step 2 — If First name and/or Middle names are defined for the **Source** and rule priority number, combine with Last name criteria and retrieve all records from Banner with a matching Name.

Note: When matching non-person records, the First and Middle names should not be included as part of the rule.

Step 2A —The following must be true:

- `SPRIDEN_SEARCH_LAST_NAME` must equal the last name on the External source for the specified length.

Note: If the **Source** is defined to match non-person records and `SPRIDEN_SEARCH_LAST_NAME` is not like the non-person name from the External Source, the matching algorithm checks to see if a matching record exists on the GORNPNM alias table.

Step 2B — One of the following must be true:

– First Name data element is not defined

or

– First Name data element is defined for the rule and
 `SPRIDEN_SEARCH_FIRST_NAME` is equal to the External source First
 Name for the specified length.

Note: If the `SPRIDEN_SEARCH_FIRST_NAME` is not like the First
name from the External Source, the matching algorithm checks to see if a
matching record exists on the GORNAME alias table if the Source is
defined to match person records.

Step 2C — One of the following must be true:

– Middle Name data element is not defined.

– Middle Name data element is defined for the rule and
 `SPRIDEN_SEARCH_MI` is equal to the External source Middle Name for
 the specified length.

Note: If the `SPRIDEN_SEARCH_MI` is not like the Middle name from the
External Source, the matching algorithm will check to see if a matching
record exists on the GORNAME alias table if the Source is defined to
match person Records.

Step 3 — If ID is defined for the Source and rule priority number, retrieve all records
from Banner with a matching ID.

– ID data element is defined as part of the rule and `SPRIDEN_ID` = External
 source ID.

Secondary match logic

The secondary match compares the data elements defined for the **Source** and rule priority
number for all records returned by the primary match process. The goal of this match is to
find an exact match between the **External Source** record and an Banner record.

When comparing a data field with a Yes value in the **Match on Null Data Yes or No?** field
on the GORCMRL form, a null value may exist either in Banner or the external source. If a
null value exists either in Banner or the external source for the data element, the data
element is considered as matched.

When the **Match on Null Data Yes or No?** field is No, if the field is null in either Banner or
the incoming record for the data element, it is not considered during the matching process
and a message will be returned that data is missing in the Match Status.

For an **External Source** record to be considered a match, the following conditions must
be true:

This step is repeated for each of the data elements for the rule and one condition must be true for each:

- Data element is not defined.

- Data element **Match on Null Data** is Y or R and the Banner value is equal to the **External** source value for the specified length.

    or

- Data element **Match on Null Data** is Y and Banner value is NULL.

    or

- Data element **Match on Null Data** is Y and External Source value is null.

When the data being matched is part of a logical unit (an address), the logical unit is matched separately and completely. For example, when matching on city and zip code, the city and zip code must be associated with one address.

Exception: For an **External Source** record to be considered new when the record has already passed the primary match, all non-name data elements must be determined as not a match and none of the non-name elements may be null.

Examples of matching algorithm and results

If all required data elements are missing, the record will be suspended.

Last name = Required

First Name = Required

DOB Day = Required

DOB Month = Required

DOB Year = Required

City = Required

Banner values: `Mildred Jones, DOB = 08/17/1957, City = Topeka`

External values: `Mildred Jones`

The external record passes the primary match because the first and last names match. However, since all other data elements are missing (i.e., null) from the external source (not matched, but are null), the record is suspended.

In this example, the external record passes the primary match as the first and last name matches against 2 Banner records. These 2 records are then used in the secondary match.

Rule 1	Rule 2
Last name = R	Last Name = R
First name = Y	First Name = Y

Rule 1	Rule 2
SSN = `Y`	DOB = `Y`
DOB = `Y`	City = `Y`
City = `Y`	Zip code = `Y`
Zip code = `Y`	

Banner values:
```
1) Alberta Rockville, 330229101, Largesse,
06259, 05/01/1985

2) Alberta Rockville, no SSN, Pomfret,
19355, no DOB
```

External values:
```
Alberta Rockville, 330229101, Largesse,
06259, no DOB
```

The external record passes the primary match because the first and last name matches at least one Banner record with the same first and last name. Using Rule 1 and the matching algorithm, the external record matches against Banner record 1. It will suspend against Banner record 2. Using Rule 2, the external record suspends against Banner record 1 as well as Banner record 2. Since an exact match was found, the algorithm returns a match.

In this example, the external record passes the primary match, which usually means that the match status will be 'Suspense' at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record is set as 'New'.

Rule 1	Rule 2
Last Name = `R`	Last Name = `R`
First Name = `R`	First Name = `R`
SSN = `Y`	DOB = `Y`
DOB = `Y`	City = `Y`
City = `Y`	Zip = `Y`
Zip = `Y`	

Banner values:
```
Tomasso Dalimonte, SSN = null, DOB = 06/02/
78, City = Marikesh, Zip = 11233
```

External values:
```
Tomasso Dalimonte, SSN = null, DOB = 09/07/
59, City = Woodstock, Zip = 06281
```

The external record passes the primary match because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the DOB, City and Zip code fields specifically do not match (i.e., none of them are null), the record's match status is set to New. This is the only exception to the basic matching algorithm.

Audit logging

Audit logging provides the ability for users to view a history of their data changes, the date the change occurred, and the user ID of the person who made the change. This may include inserts, updates, deletions, or a combination of these activities. This is accomplished using database triggers on all tables within the Banner Financial Aid module which will then log these changes when made by a user on a form, a batch process, or any other means in which the data in the table is updated.

> **Note:** All triggers are disabled as part of any Financial Aid release to prevent unnecessary logging entries when table changes have been made as part of the release.

The institution has the ability to decide which tables and which columns within the table they want to log changes, as well as the type of change to be logged (i.e., insert, update, or delete). This is accomplished by setting indicators on the Logging Control (ROALOGC) form.

Logging will not be activated for a table until the **Active?** checkbox is selected.

The scripts that add entries to the underlying Logging Control Base Table (ROBLOGC) have the ROBLOGC_ACTIVE_IND column set to N. You must check the **Active?** indicator for the table to enable logging on that table.

Any table that is able to be logged will automatically display in the query of this form.

You are not able to insert or delete tables on this form. You may, however, activate a table for logging by checking the box under **Active?**. In addition, you may specify if you want the insert, or update, or deletion of data to this table logged or any combination of these activities. Finally, on the first window you may choose to activate all columns on this table for logging by checking the checkbox **Activate All Columns**. If you choose not to activate all columns for logging, the second window of ROALOGC will display all columns in the table your cursor was located on in the first window. The second window allows you to turn logging on or off, per column, by checking the **Log?** Indicator for those columns you choose to log for this table.

> **Note:** EDE Correction Logging is done using a different logging process. Information on EDE correction logging is found under the section EDE Correction Logging.

Viewing logging records

The Logging Activity Inquiry (ROILOGA) form allows you to view your logged data. This form opens in Query Mode. Use the form's first window to query on any field except **Name**. Fields 1 - 12 display the identifying `data(Key)` in the row of the table in which the data was changed.

For example, when an offer amount for an award is changed on one of the Award forms, the fund code for the award updated will be in field 1 for the table RPRAWRD if logging is checked for the table RPRAWRD to log changes to the offer amount.

The form's second window displays the exact column name that was changed, what it was prior to the change, and current value.

> **Note:** This includes inserts and deletions, assuming you set it up this way on ROALOGC.

You may also query on any of the fields on the second window to narrow your search.

If your institution has selected to log validation, control, and rule tables, which are not related to student specific data, you may query the logging records on the Logging Activity Inquiry (ROILOGA) form, by entering the table name and executing the query. For example, if logging was activated for the RFRASPC table, which is the table containing Fund specific data on the Funds Management (RFRMGMT) form, you would enter the table RFRASPC in the **Table:** field for the appropriate aid year and execute query to view changes made to the data existing in the table.

Logging archive and purge

The Logging Archive/Purge Process (RORLOGA) archives and/or purges records from the Data Log Activity Master Table (RORLOGM) and the Data Log Detail Table (RORLOGD). When you execute this process, all of the logging activity data existing in the RORLOGM and RORLOGD tables, with an activity date prior to the date entered in the Process Activity Date parameter, is copied to temporary copies of the same tables — the Archive Data Log Activity Master Table (ROALOGM) and the Archive Data Log Detail Table (ROALOGD). Once the data has been transferred to the archive tables, you can use Oracle's *EXPORT* process to back-up the data. This also allows you to import the data at some point in the future with Oracle's *IMPORT* process, if the need arises.

Refer to the RORLOGA process in the *Reports and Processes* chapter for additional details.

EDE correction logging

Banner Financial Aid allows changes to need analysis data to be stored in a special log table that is used for submitting ISIR corrections to the Central Processing System (CPS). Storing this information creates an audit trail of the changes that have been made on the

student's EDE record. To log EDE corrections, there are three separate controls that must be set:

- The first level is the institutional level. EDE correction logging must be activated by checking the appropriate option on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form for the aid year.

- The ROAUSIO option controls the default value for the EDE Correction switch in the key block section of the Need Analysis (RNANAxx) form. This switch must also be set to *Yes* to log changes for Pell EDE.

    If you do not wish to log the changes, this flag must be set to *N* each time upon entering the RNANAxx form.

    📝

    Note: For example, if you set the default value on ROAINST = Y, and you do not wish to log changes for a particular student, set the flag = N in the key block of RNANAxx. However, if the value on ROAINST = N, no EDE changes will be logged.

- The third level is the individual field level. This is the EDE **Correction** indicator on the Data Log Rules (RORDATA) form for the field that is being changed.

    ⚠️

    Warning! This is system delivered data and should not be changed by the user.

Under this method of logging EDE corrections, the form stores the changes in temporary tables and you must run RLRLOGG to move the data from the temporary log tables to the permanent log table (ROBALOG). Once this process is completed, the changes can be viewed on the Applicant Data Log form (ROIALOG), the Data Log Inquiry form (ROIILOG) or the Applicant Data Log Application form (ROAALOG).

The date/time stamp on the audit log record is the date and time that the information was changed.

⚠️

Warning! Setting on RORDATA are delivered each year, according to which fields can have changes reported and those that cannot. It is recommended that users do not alter any settings on the RORDATA form.

Processing EDE corrections

Once you have completed the logging process by running RLRLOGG, EDE corrections pending submission to the Central Processing System (CPS) can be displayed on the ISIR Correction/Request (REACORR) form. Unnecessary corrections can be deleted here and missing or incorrect Pell IDs can be changed. The actual data that you send to the CPS cannot be changed on this form. The ISIR Request window of the REACORR form can be used to request Institution Changes and Housing Code changes. The REBCDxx process provides options for what type of changes you want to submit.

The ROAALOG form can also be used to flag EDE corrections that have been previously extracted that for some reason must be resubmitted. By setting the **Resend** checkbox on this form, this EDE data will again be logged as a correction and extracted to be sent the next time the REBCDxx process is run.

REBCDxx will create an output file; CORRxxIN.DAT will that will be submitted to CPS for processing. The file will contain corrections, institutional changes, and housing changes. Once the REBCDxx process has completed and the correction file created, you must use a transfer utility that will not change the contents of the file to move the file to your PC for submission to CPS.

Review the Reports and Process chapter for information on the parameter options that are available for the REBCDxx process.

Methodology specific changes

Methodology-specific changes as handled on the Applicant Override window of the Applicant Override (RNAOVxx) form are as follows. Regardless of your preferred methodology (IM or FM), you can override the IM or FM formulas. Both columns are always displayed and you can select any combination. If both methodologies are selected, you will get the same results as if you had just made the change once on the Need Analysis (RNANAxx) form, which by default affects all formulas.

Most fields in the Applicant Override block of the Applicant Override (RNAOVxx) form provide individual student overrides to the INAS Institutional Methodology (IM). That is, the value of the override field controls how INAS performs some of its IM calculations. However, three of these overrides allow the user to change, at the individual student level, how the Banner FM Need Analysis product performs the Federal Methodology or FM calculation. These three include: Budget Duration, FM Dependency, and the ability to calculate a parental contribution (PC) for an independent student. Regardless of whether the override is set for the FM or IM, however, the need analysis process must be run for the override to take effect and cause a change in the need analysis results.

Setting a student's dependency codes

The **Dependency** override field will directly change the student's dependency status as stored in the Banner database. There are two database fields that identify a student's dependency status:

- RCRAPP2_C_DEPEND_STATUS field can contain a value from *1* to *8* where *1* = Independent, *2* = Dependent, *3* = (Not used), *4* = Independent (documentation needed), *5* = Independent due to professional judgment, *6* = Dependent due to prior year data, *7* = Dependent rejected, and *8* = Independent rejected.

- RCRAPP2_MODEL_CDE field can contain a *D* for dependent or an *I* for independent.

For example, if you enter an `I` for the **FM Student Dependency** field on the Applicant Override form, Banner will set `RCRAPP2_C_DEPEND_STATUS` to `1` and `RCRAPP2_MODEL_CDE` to `I` for the FM need analysis. If you enter a `D` on the RNAOVxx form for the FM Student Dependency override, Banner will set `RCRAPP2_C_DEPEND_STATUS` to `2` and `RCRAPP2_MODEL_CDE` to `D` for the FM need analysis.

As long as the **Dependency** override field on RNAOVxx is not null, the student's dependency status will be set to the dependency override value for the affected need analysis regardless of how the student answered the dependency status questions. If the FM Student Dependency override is null and the computed dependency loaded during the EDE data load is not based on professional judgment, the FM Need Analysis will determine the student's FM dependency status based on the applicant's responses to the dependency questions on the FAFSA. By the same token, if there is no IM Student Dependency override present and the computed dependency status loaded from a Profile record is not a `5` or `6`, indicating professional judgment, the INAS IM dependency status will be based on the applicant's responses to the dependency questions on the Profile application.

This is performed at Data Load time, after need analysis, and when dependency is changed on the override form. These are the only ways to set or change a dependency status.

Overriding the student's dependency

Most Financial Aid forms display a student's dependency status as either *I* for independent or *D* for dependent. However, there are two database fields that contain a student's dependency status. The value in `RCRAPP2_C_DEPEND_STATUS` is a number from *1* to *8* or null. Financial Aid always converts the number to the more common *I* or *D*. The value stored in the field `RCRAPP2_MODEL_CDE` is a *D* for dependent students and an *I* for independent students. If you want to use the student's dependency status in a selection statement to identify dependent students (which is done frequently), you could write a statement such as:

    RCRAPP2_C_DEPEND_STATUS is (2,6,7) OR
    RCRAPP2_C_DEPEND_STATUS is null

Or you could use the following statement:

    RCRAPP2_MODEL_CDE = D

The `RCRAPP2_MODEL_CDE` field is set to I when

    RCRAPP2_C_DEPEND_STATUS equals a 1, 4, 5, or 8. The
    RCRAPP2_MODEL_CDE is set to D when
    RCRAPP2_C_DEPEND_STATUS equals a 2, 6, 7, or null.

EFC proration

There are two ways to perform an adjustment to the EFC for students not attending a standard nine-month academic year. One method is to change the student's FM or IM budget duration on the Applicant Override (RNAOVxx) form and perform a new need analysis calculation. If an FM budget duration override is entered, the FM Need Analysis will then calculate a new PC and SC using strict Federal Methodology rules for a student attending more or less than the standard nine-month school year.

Another method is to have Banner perform a proration based on the percent of year for the student's aid period. This option is activated/deactivated on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form. If this option is activated, Banner multiplies the student's PC and SC by the percent of year for the student's aid period (displayed and updated on the Applicant Budget [RBAABUD] form). For example, a student attending only 50% of the year will have his PC and SC halved. Since this method of EFC proration may not meet strict Federal Methodology rules, you should use your own interpretation of Department of Education regulations when selecting a method for prorating EFC.

> ⚠️ *Warning! When selecting a method of EFC proration, you should use one method or the other. For example, if you plan to adjust any student's budget duration as an override, then your institutional option should be set to not perform system EFC proration. You should never use both methods at the same time. This would result in double proration which will always be wrong.*

> 📝 **Note:** The use of EFC proration from the U.S. Specific Institution Financial Aid Options (ROAUSIO) form is no longer permitted for aid years beyond 1011, due to regulatory updates. The Use EFC Proration indicator (`ROBINST_TFC_PRO_IND`) is no longer displayed starting with the 2010-2011 aid year.

When Banner performs an EFC proration, it takes the stored contributions in the RCRAPP4 table, multiplies them by the percent of year for the student's aid period, and stores the new values in fields in the RCRAPP2 table. Using this approach, the RCRAPP4 values always represent the full 100% results and the RCRAPP2 values always represent the prorated results. The contributions displayed on the Need Analysis form (RNARSxx) are the prorated values from the RCRAPP2 table. The contributions displayed on the Calculated Need Analysis Detail Inquiry (RNINAIQ) form are the full 100% values from the RCRAPP4 table.

If you use system EFC proration, you should always lock the SC and PC whenever you manually adjust either contribution with professional judgment, even if you don't think you will ever perform a new need analysis calculation. This is because changing the student's aid period can also change the contributions. If the contributions are not locked and the student's aid period changes, then Banner EFC proration will be applied to the old, unadjusted contributions. If the contributions are locked, changing the student's aid period will not prorate the contributions.

Values are placed in the RCRAPP4 table during Data Load and by need analysis. Even if the option to perform EFC proration is checked, it cannot be done unless there are RCRAPP4 values to prorate. To use system EFC proration with manually created records, you must perform a need analysis calculation after the need analysis information is entered.

Estimated vs official contributions

When the Need Analysis calculation encounters any of the federal reject conditions, the corresponding contributions are labeled as *E*stimated rather than *O*fficial results. Federal regulations prohibit the disbursement of Title IV funds to students until their need has been computed based on official results. There is no such prohibition against packaging with estimated results. Banner Financial Aid includes a user-defined option (RPROPTS) to control whether to permit students to be packaged when their contributions are estimated rather than official. There is no similar option for disbursement. The following rule could be used to prevent the disbursement of a non-Title IV fund to students with estimated contributions:

```
((RCRAPP2_MODEL_CDE = I AND
RCRAPP2_C_1_CTRB_OFFL_EST = 1) OR
(RCRAPP2_MODEL_CDE = D AND
RCRAPP2_C_PAR_1_CTRB_OFFL_EST = 1 AND
RCRAPP2_C_1_CTRB_OFFL_EST = 1)) AND
RCRAPP1_CURR_REC_IND = Y
```

Recalculate Need Analysis Indicator functionality updates

The Recalculate Need Analysis Indicator (**Recalc**) is set to *Y* when a current record has been changed, or when the Date of Birth (DOB) has been changed. The **Recalc** field displays in the Applicant Status Summary window of many forms throughout Banner. The **Need Analysis Calculation** field on the Applicant Immediate Process (ROAIMMP) form displays a Current Status value of *Waiting* if the **Recalc** field is set to *Y* for the ID and aid year. The **Current Status** indicator for the **Need Analysis Calculation** field is blank if the **Recalc** indicator is set to *N*.

Because you can change a record and then move this record to a non-current record without running need analysis, changing this same record back to a current record sets the **Recalc** indicator to a *Y* because need analysis has not been run since changes were committed to this record.

For this reason, Banner sets the **Recalc** indicator to *Y* every time a current record is changed on the RNAOVxx form. A DOB change may impact the bottom line need analysis results in some cases. Therefore, a change to this field also sets the **Recalc** indicator to *Y.*

Beginning with the 2014-2015 aid year, separate Recalculate Need Analysis Indicators are defined for FM and IM processing. Changes made to an FM record will update the Recalculation field for FM (`RORSTAT_RECALC_NA_IND`) and reflect a Current Status of Waiting next to the **FM** field on ROAIMMP. When the FM Need Calculation is run, the **Completion Date** field for **FM** will be populated to reflect the date of the last Need Calculation. Changes made to an IM record will update the Recalculation field for **IM** (`RORSTAT_RECALC_IM_IND`) and reflect a Current Status of Waiting next to the **IM** field on ROAIMMP. When the IM Need Calculation (RNEINxx) is run, the **Completion Date** field for **IM** will be populated to reflect the date of the last IM Need Calculation.

The Dataload process will also update the appropriate Recalculate Need Analysis indicator based on the parameter options. Beginning with 2014-2015 aid year, if you have defined budget durations for your aid periods on ROBAPRD and the aid period assigned to the student is different than the standard nine-months, the Recalculate Need Analysis indicator will be updated to Yes based on the type of record being loaded regardless of how the parameters are set for the dataload process. For example, if the applicants aid period is FALL with a budget duration of 5 months, the recalculation indicator will be set to *Y* when a new record is loaded even when the parameter option to Recalculate Need Analysis has been set to *No*.

FM Need Analysis solution

Beginning with the 2011-2012 aid year, the system will no longer support the INAS integration to Banner for Federal Methodology (FM) - including Estimated Federal Methodology (EFM). In its place, the FM Need Analysis calculation will be used for Federal Methodology and Estimated Federal Methodology. The Institutional Methodology (IM) calculation will continue to be provided by the College Board through INAS.

These changes are being implemented through either of two Need Analysis options:

- Off-Premise - This Software-as-a-Service (SaaS) component will be offered as a managed service. For this option, there are no specific hardware or software requirements, and you will no longer need to implement patches and upgrades specifically for the FM Need Analysis calculation.

- On-Premise - This option requires local management and is similar to your current implementation but requires additional setup (both hardware and software) for the hosted INAS component. For this option, additional server-class hardware and software is required.

Benefits

This FM Need Analysis calculation and deployment model provides the following benefits:

- Direct involvement with the Department of Education to deliver calculation logic to customers more quickly.

- One regulatory posting (in February) can be eliminated annually.

- Updates and defect resolutions can be delivered more quickly.

- Clients can adopt the changes as they occur without having to make upgrades.

- The burden on customer IT staff is reduced because upgrades and defect patches related to FM need analysis are no longer applied on site.

Architecture

The following diagram illustrates the components of the Off-Premise solution:
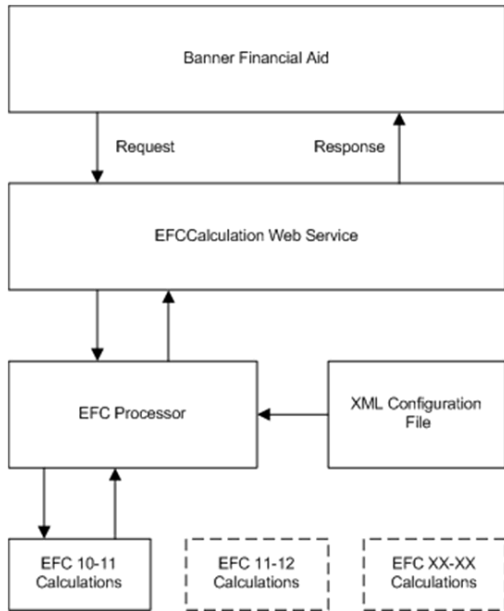
The components are used as follows:

- The **EFC Calculation Web service** exposes the processing logic used to calculate the EFC.

- The **XML configuration file** identifies the award year to be used for calculating the EFC.

- The **EFC Processor** loads the EFC Calculations component for the award year being calculated.

- The **EFC Calculations component** evaluates eligibility criteria, selects the appropriate calculation formula, and calculates the federal EFC for a given student record. Different EFC Calculations components are used for different award years.

If your institution chooses the On-Premise solution, installation and maintenance replicates that of standard releases.

For institutions interested in making a change from the On-Premise solution to the Off-Premise solution (or vice versa), please contact your Account Manager.

Security

The EFC Calculation Web service is protected via HTTP basic authentication. All information is encrypted via Secure Socket Layer (SSL) between the client and the server.

Only data that is required by the calculation is transmitted through this process. Personally identifiable information (PII) such as names, addresses, and Social Security numbers are not transmitted. The only transmitted data that might be considered PII are the student and parent birth dates, which are required in the calculation.

All data resides on the client database. No information is stored at the Off-Premise site.

Setup

Global Institution Financial Aid Options (ROAINST)

The **Need Analysis Calculation Option** (`ROBINST_FM_IM_FLG`) determines which methodology is used to calculate the EFC. Based on institutional need, the choices are: `F` (Federal Methodology), `I` (Institutional Methodology), or `B` (Both [Default]).

Project Based Parameter Setup (RORPARM)

This form has been included to allow you to configure institution specific data to perform Federal Methodology Need Analysis Calculations. The RORPARM form was designed to accept entry of group-based parameter data.

Field	Description
Group Name	Group name.
Parameter	The group parameter
Data	The data associated with the group parameter.
Description	Description of the parameter.
Active	Indicates the parameter is active.

Parameter configuration

BATCH_SIZE

The `BATCH_SIZE` parameter, working in conjunction with `THREAD_SIZE` parameter, is used to optimize performance of the FM Calculation batch process, running from Process Submission Controls (GJAPCTL) form. It is recommended that these initial settings not be modified unless instructed to do so by the Banner Financial Aid ActionLine.

DEBUG

When running the FM Calculation process online, any errors that occur will be displayed as a pop-up window on the form. By default, these error messages will be shown in full text and unedited. This parameter can be set to `N` to minimize the number of error messages.

ONLINE_REPORT

By default, the Need Analysis Report option is set to `N`. Set this option to `Y` if you want to generate the Need Analysis Report when calculating need online.

SERVLET_URL

By default, the online FM Calculation process is configured to run using a servlet running on the Oracle Application Server (OAS). This servlet must be configured and installed at each institution. Once installed, the servlet's URL must be entered and saved (in place of the default string, "`<URL IS UNIQUE TO EACH INSTITUTION>`"). The value entered should use the following format, "`http://<hosting_computer>:<port_number>/rnpfmxx/ FmCalxx`". A valid URL could be: `http://mal0500374.corp.sct.com:8888/rnpfmxx/FmCalxx`

> **Note:** To perform correctly, the value of the `SERVLET_URL` parameter must be provided by your institution for all aspects of the Federal Methodology Need Analysis Calculation.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

> **Note:** The `FmCalxx` portion of the above URL is case sensitive.

THREAD_SIZE

Maximum concurrent threads used in the RNPFMxx process. Refer to parameter `BATCH_SIZE` for details.

USE_JOBSUB

By default, the online FM Calculation is configured to run using a Servlet. As an option, your institution can run the FM Calculation via the Banner job submission server. To run the online FM Calculation through Banner job submission, set this parameter to Y.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

WS_ENDPOINT

By default, the FM Calculation Web Service is supplied as a managed service. For institutions that have opted to provide the Web Service locally (On-Premise), the institution URL to the On-Premise Web Service must be updated here.

WS_ENDPOINT_ONLINE

By default, the FM Calculation Web Service is supplied as a managed service. This is the web service URL for online FM calculations.

XML_DUMP

The information transmitted between the FM Calculation Client and the Web Service is passed using XML. By default, the XML information is not persistent. Data only exists within the context of the data transmitted between the Client and Web Service and cannot be viewed. If your institution wishes to see the actual data that was transmitted, update this parameter to Y. For an FM Calculation that was processed through job submission, the XML dump can be found in the log file on the job submission server. For online processing that uses the servlet, the XML dump will be available in the log file located on the OAS.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

> **Warning!** *There is a significant system performance trade-off in setting the* XML_DUMP *parameter to* Y *when running through job submission. It is highly recommended that this option be used only for a very small population. Once processing is complete (on a job-by-job basis), the parameter should be returned to the default value of* N.

Job submission vs. servlet

The FM Need Analysis Solution provides three ways for the user to run FM Need Calculations. The three ways include: Batch via job submission, Online via job submission, and Online via the Servlet. The Servlet method is only available for online calculations.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

When deciding which method to use when calling the online need calculation, there are several options to weigh regarding environments and resources. The main difference between the two methods is processing time. If your institution chooses to use the Servlet method for calling the need calculation, then processing timeframes replicate INAS calculations timeframes. If the job submission method is used, processing time is typically increased to 6 to 30 seconds, depending on the institutions environment.

Calculation flow

The diagram below helps to understand the processing flow from Banner Financial Aid through the call to the EFC calculation. As shown below, the job submission and Servlet methods serve the purpose of calling and returning the EFC calculation; they do not hold the code for the calculation. The code itself is housed in either the Off-Premise or On-Premise solution.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.
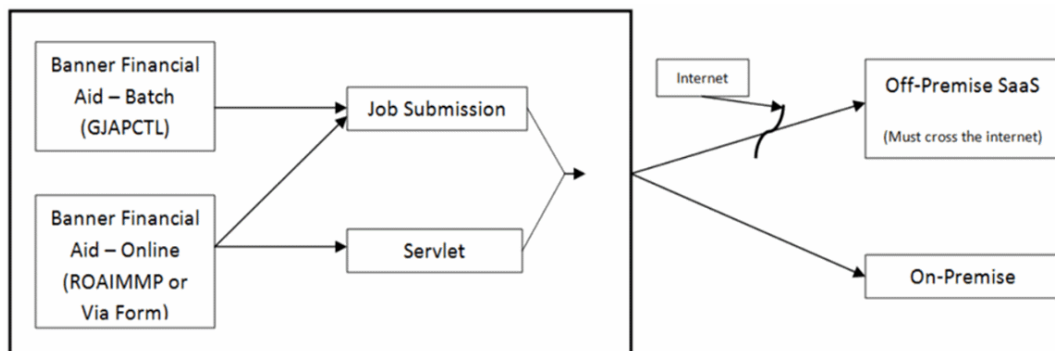
Processing flow

The following sections describe the processing flow for EFC calculations. You can calculate EFC online through certain forms or with batch processes, just as you have in the past.

Online processing

You can calculate EFC on the following forms:

RNANAxx	Need Analysis
RNAOVxx	Applicant Override
RNAPRxx	Need Analysis Processing
RNASUxx	Supplemental Need Analysis
RNAVRxx	Need Analysis Document Verification
ROAIMMP	Applicant Immediate Process

FM Need Analysis solution

The following processing occurs when online EFC calculations from a form are performed using the FM Need Analysis solution.

> **Note:** Even if your institution uses the FM Need Analysis solution for FM calculations, you can also use the INAS algorithms for IM calculations if the ROAINST option is set appropriately.

1. The user calls the need calculation from a Banner Financial Aid form.

2. The FM calculations are performed as follows:

    2.1. The form calls the FM Need Analysis (RNPFMxx) process.

    2.2. The RNPFMxx process calls the EFC Calculation Web service.

    2.3. The Web service calculates the federal EFC for the student.

    2.4. The Web service returns the results to Banner.

    2.5. Banner updates the student records (where applicable).

3. (Optional) If the Need Analysis Calculation Option on ROAINST indicates that your institution uses both IM and FM calculations, the IM calculations are performed as follows:

    3.1. After the RNPFMxx process finishes, it calls the Need Analysis Process (RNEINxx).

    3.2. RNEINxx calculates the institutional EFC for the student.

    3.3. Banner updates the student records (where applicable).

Note: On the RORPARM form, if the `ONLINE_REPORT` parameter is set to `Y`, then the RNRNAxx.lis report will generate after the conclusion of the RNPFMxx process. This will occur when calling the need calculation through either the job submission or the Servlet method.

Note: Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

If your institution uses the job submission method for calling the EFC calculation, then `RNPFMxx.log` and `.lis` output files will appear in your job submission directory. The `.lis` file provides the Report Control Information used when running the RNPFMxx process. The `.log` file provides any errors associated with running the process.

If the Servlet method is used for calling the EFC calculation, then there is no RNPFMxx output generated. To view a report of the EFC calculation results, you must set the `ONLINE_REPORT` parameter on the RORPARM form to `Y`.

Note: Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

Batch processing

The following batch processes calculate EFC:

- Need Analysis Process (RNEINxx) uses INAS algorithms for IM calculations.

- FM Need Analysis (RNPFMxx) uses the FM Need Analysis solution for FM calculations.

Processing flow depends on whether your institution uses FM, IM, or both FM and IM. This is determined by the Need Analysis Calculation Option on ROAINST.

FM Need Analysis solution

The following processing occurs when batch EFC calculations are performed using the FM Need Analysis solution.

Note: Even if your institution uses the FM Need Analysis solution for FM calculations, you can also use the INAS algorithms for IM calculations if the ROAINST option is set appropriately.

1. The user executes the FM Need Analysis (RNPFMxx) process.

2. The RNPFMxx process calls the EFC Calculation Web service.

• If the value in Parameter 08 of the RNPFMxx process is N or I, the RNRNAxx report will generate after the RNPFMxx process concludes. If the value is X, the RNRNAxx report will not generate.

3. The Web service calculates the federal EFC for the students.

4. The Web service returns the results to Banner.

5. Banner updates the student records (where applicable).

6. (Optional) If the Need Analysis Calculation Option on ROAINST indicates that your institution uses both IM and FM calculations, the IM calculations are performed as follows:

    6.1. The RNPFMxx process automatically calls the Need Analysis Process (RNEINxx) after the RNPFMxx process is complete.

    6.2. The RNEINxx process calculates the institutional EFC for the same population of students.

    6.3. Banner updates the student records (where applicable).

Processing

FM Need Analysis (RNPFMxx)

The RNPFMxx process uses the previously established web service to make the call to the EFC service to send the student(s) through for need calculation. The FM Need Analysis calculation is performed and the results are returned via the established web service. Banner updates the student records accordingly.

Note: No Personally Identifiable information is included in the Off-Premise transactions.

If the Need Analysis Calculation Option (ROBINST_FM_IM_FLG) field on the ROAINST form is set to B, the RNPFMxx process will be executed before running the RNEINxx process. This maintains consistency with the order in which the processes are run, when doing online calculations from the Banner forms.

For specific parameter information, please visit the RNPFMxx process in the *Reports and Process* chapter of this *User Guide*.

FM Need Analysis reporting

The existing Report Options parameter (08) has been changed and determines whether to run the RNRNAxx process after RNPFMxx has completed, rather than producing the report output in the RNPFMxx.lis file.

When parameter 08 (Report Options) is set to N or I, the Need Analysis Report (RNRNAxx) will be run, automatically, after RNPFMxx is complete. Also, the value for

parameter 08 (Report Options) will be passed to RNRNAxx for parameter 07 (Report Options) in that process.

> **Note:** If RNPFMxx parameter 08 (Report Options) is set to X (No Report), RNRNAxx will not be run and no parameter values will be passed to the RNRNAxx process.

Need Analysis Report (RNRNAxx)

This report has been created as a replacement for the current output provided in the `RNPFMxx.lis` file and acts as a separate process that allows you to decide when you would like to run the report (online or in batch). Additionally, if the process is run during online calculations, the output will be provided in the jobsub directory.

The report will be automatically generated in batch or online after the RNPFMxx process is complete. Therefore, this report's output will contain the most "up-to-date" calculations for FM.

For specific parameter information, please visit the RNRNAxx report in the *Reports and Process* chapter of this *User Guide.*

Output Format and Printing

The output of this report has been formatted to print in portrait mode while being limited to no more than two pages.

Two CSS Profile items are included on this report that are not currently found on the report generated by the FM Need Analysis (RNPFMxx) process:

- CSS ID (`RCRAPP4_MDE_ED_NO`)

- Country COEFF (`RCRAPP2_C_PAR_CNTRY_COEFF`)

Labels and data items have been abbreviated (to provide space) and some items that were originally included on the RNPFMxx output have been removed from RNRNAxx output. The custodial parent information and the FISAP Total Income items have been removed from this report.

Period based processing

Introduction

The foundation of the Banner system has always been the Term Code Validation (STVTERM) form which forced restrictions on system capabilities. Banner Financial Aid has replaced the concept of Term with Period of Attendance. In most cases, the value for these fields will be same, but this shift allows more flexibility to define Summer as a Header or Trailer for an individual student, and combine mini-terms or sessions to create a

single payment period, including calculating enrollment for the combined terms or sessions.

Processing within the Financial Aid System uses Period rather than Term with the exception of capturing term enrollment, Satisfactory Academic Progress, and Resources which use Term.

Throughout the Banner Financial Aid system, you will see that Period is used rather than Term for labels, auto-hints, warning and error messages, options, and process parameters. Periods are processed in sequence number order which is assigned when the Period is created. For schools who do not have a need to combine terms, Periods will still need to be created as part of the New Year setup but can be as simple as copying the information from STVTERM which the Period will correspond to. You have the ability to create multiple Periods assigning the same term code to assist with identifying specific enrollment patterns for different cohorts of students.

> **Note:** Return of TIV calculation for processing a period consisting of multiple terms was not included as of September 2010. The determination of the length of the enrollment period in the Student system and the calculation of institutional charges in the A/R system is still done by term. Therefore, withdrawals, for a combined term, should be done manually. The Title IV Recipients Withdrawn Process (RPRTIVR), will identify if a withdrawal record exists for any term which is part of the period entered as a parameter option.

For institutions not wishing to go forward with period processing, there is a section titled *Period Processing vs. Term Based Processing* later in this chapter that will assist your institution with the minimum period setup required.

Period creation and setup

When setting up the New Aid Year, an additional step is required to create periods for the new aid year before you create aid periods. Additionally, you will also need to create new periods if you choose to begin combining terms to create a period and follow the steps outlined in the new year checklist. This procedure ensures that you have included your new period in aid periods, award/disbursement schedules, packaging options, credit hour rules, and loan periods. This means that instead of building an aid period from terms, first, periods will be associated with the corresponding term(s), and then, aid periods will be built with periods.

For example, build the following (in order):

1. Periods for the new year, associating terms from STVTERM to the Period.

2. Aid periods on RORTPRD, associating appropriate Periods rather than terms.

3. Default award and disbursement schedules (RFRDEFA), associating Periods rather than terms.

4. Fund specific award and disbursement schedules (RFRASCH), associating Periods rather than terms.

5. Institutional options (RPROPTS) with Periods rather than terms.

6. Credit Hour rules (ROAINST) with Periods rather than terms.

   Note: Cobol processes have a limitation on the number of records which can be used. Currently, only a maximum of 25 period award records (RPRATRM) can be handled for a student per aid year. Therefore, when building Aid Periods and Award/Disbursement schedules, keep in mind that an Aid Period should not consist of more than 25 Periods.

Period Base Data (RORPRDS)

The Period Base Data (RORPRDS) form is used to create and maintain the definition of a Period. This form's function is similar to that of the STVTERM form, in that it is used to define a code, description (short and long), start and end dates, and the aid year used for financial aid processing. The ability to define the crossover aid year is also provided (for those periods which represent a crossover period). The code used to define the period allows up to15 characters for a descriptive code plus a 30 character (long) period description.

Period creation

To create a period, you are expected to enter a code in the key block that will be used to identify the period. Then, you must navigate to the Base Data block to enter the necessary data to define the period. The sequence number must be unique because the sequence number will be used to ensure sequential period order. To assist you in determining the sequence number to assign when creating a period, the Periods Inquiry (ROIPRDS) form can be viewed by clicking the **View Current Periods** icon in the Base Data block.

The key block also contains a term code field with a List of Values to STVTERM. When a value is entered in this field, the period will be created with the same attributes as the term from STVTERM. For those instances where only one term will exist for the period, this provides assistance in creating the periods as part of the New Year Setup.

   Note: Sequence Numbers for Periods are not aid year specific. Periods are not aid year specific. Because a period can now be used in more than one aid year, the sequential order of periods will be used to determine the order periods are processed.

Once the period's Base Data has been created, the form's Period Rules block is used to define the term (or terms) that will be included in the period. To do so, you are expected to select a term that will be used to populate the `%TERM_CODE` columns in the tables and the disbursement process to pass to Accounts Receivable. This is done by checking the **Accounts Receivable** checkbox, associated with the term's row.

For example, a period is created which includes three terms. You will need to check the **Accounts Receivable** indicator for one of the terms. The term code selected will be the value passed in the disbursement process to Accounts Receivable as payment for all of the terms included in the period. The term where the **Accounts Receivable** indicator is checked will also be the value used to populate the table `name_term_code` values when records are inserted or updated.

You are also expected to select which term will be used for retrieving data from the Student system (such as the campus, level, and major) by checking the block's **Student** checkbox. The processing logic will look for the record in Banner Student which is equal to or less than the term code selected for the period.

The **Satisfactory Academic Progress** checkbox is used to identify which term will be used in disbursement processing to determine whether or not the student is making satisfactory academic progress. The processing logic will look for the satisfactory academic progress term which is equal to or less than the term code selected for the period.

The initial value of each of these checkboxes is unchecked (No) when a term code is entered on the form.

> **Note:** At least one term must be selected for each of the required indicators.

For those who wish to create periods using either a `PERIOD` that is equal to `STVTERM_CODE` or a period with the same attributes:

1. Enter the code in the key block and select the term (from the Term Code LOV) that will act as the source.

    • This copies the term information into the definition of the Period.

2. Navigate to the form's next block to copy data from STVTERM into the Base Data and Period Rules blocks.

3. Define the sequence number for the period along with the Academic Year type.

> **Note:** Currently, only the Academic Year of "STANDARD" is allowed.

4. Commit and save your changes.

When the Period Rules are created in this manner, the **Accounts Receivable**, **Student**, and **Satisfactory Academic Progress** indicators will be populated as being checked (yes).

Edits on RORPRDS require the term to fall within the period start and end dates. The logic is in place to prevent entering incorrect term codes for a period and then attaching them to aid periods or award/disbursement schedules and then getting assigned to students thus causing excessive cleanup. Terms and parts-of-terms defined may not fit neatly into your defined start and end dates of the periods so to accommodate this, start and end dates can be updated once the initial record is created.

Edits on RORTPRD also prevent building an aid period where the Periods crossover to ensure students are not getting "double" aid for the same period of time. In the *SFA Handbook* defining an Academic Calendar and Terms, it states that a program cannot be treated as term-based for FSA purposes if the term overlaps within a program. The edits provided can actually assist in substantiating term based processing by not allowing the Periods which you will be assigning to the student to overlap.

You can enter a new period and term code in the key block to default the term information from STVTERM in the Base Data block. Once that information is populated, you can update the data as needed. Additionally, you can also enter a new period without a term

code in the key block and manually enter all the information in the Base Data block. Either way allows you to update start/end dates so they don't overlap in an aid period.

Crossover periods

A period which has been designated as a crossover period on the Period Base Data (RORPRDS) form can be assigned to an aid period for the aid year or crossover aid year defined. This allows you to award non-Pell aid from either year. Funds will be awarded and paid from the aid year associated with student's award.

When you create a Period whether you will be attaching only one term code or multiple term codes, you should assign the Aid Year which you normally would use for the crossover Period. For example, if you normally process the crossover Period as being the trailer to the Aid Year, assign that Aid Year to the Period and the future Aid Year as the crossover Aid Year. If you normally process the crossover Period as the header for your Aid Year, you would assign that as your Aid Year for the crossover Period and the prior year as the crossover Aid Year.

In the diagram below, period Summer 1011 with an aid year of 1011 and a crossover aid year of 1112 may be used as either a trailer or a header for an aid period.
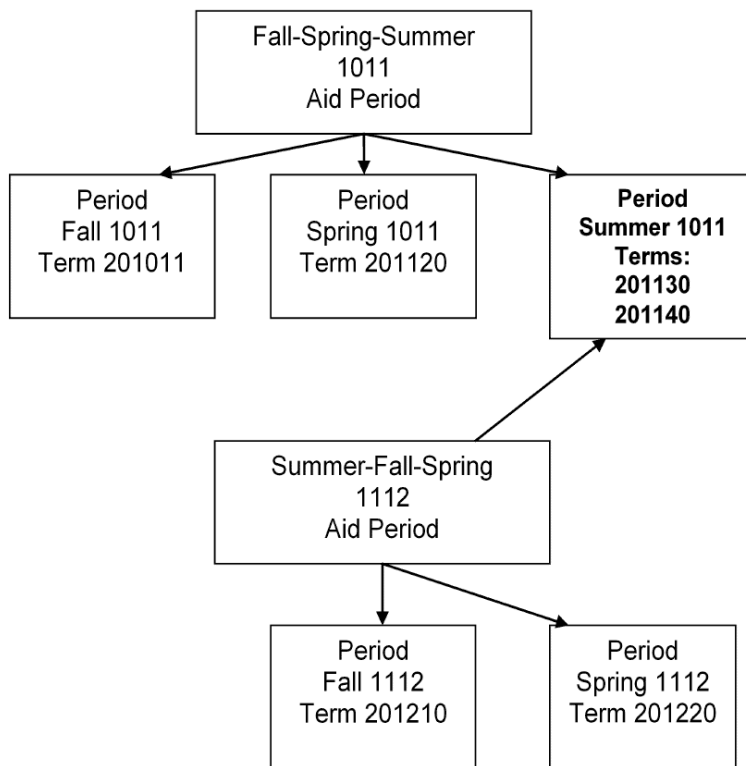
When creating aid periods, an edit is in place to verify that periods do not overlap. This step in the process prevents creating an aid period with multiple periods for the same student enrollment and overpayment of aid.

Additional edits are in place to prevent assigning a student an aid period which includes a period that has been assigned to the student in a different aid year. For example, a student assigned an aid period with the Summer 1011 period for the 1011 aid year would not be

allowed to have an aid period in the 1112 aid year which included the Summer 1011 period. Additionally, an edit to verify that the terms which are included in the period do not exist as part of a period assigned to the student in another aid year. These edits prevent the possibility of the student receiving aid from two aid years for the same period of time.

Processing for Pell to evaluate the most beneficial Pell for a crossover period will still require using the Pell aid period.

Using periods for different cohorts of students

The flexibility of Periods also allows you to establish Periods with different start and end dates or even some with multiple terms attached for different cohorts of students. The Periods would then be assigned to aid periods representing the cohort of students allowing flexibility of assigning different award and disbursement schedules with different dates.

For example, a medical program and dental program use the same term codes but have different start and end dates.

STVTERM

Term Code:	Start Date:	End Date:
201160 (Summer)	06-JUN-2011	09-AUG-2011
201180 (Fall)	16-AUG-2011	17-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

Dental Program Summer/Fall/Spring:

Term Code:	Start Date:	End Date:
201160 (Summer)	06-JUN-2011	15-JUL-2011
201180 (Fall)	09-AUG-2011	10-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

Medical Program Summer/Fall/Spring

Term Code:	Start Date:	End Date:
201160 (Summer)	27-JUN-2011	22-AUG-2011
201180 (Fall)	29-AUG-2011	17-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

1. Create two Periods for summer, one for Dental Program, and one for Medical Program:

   On RORPRDS, either manually create the Period or copy information from STVTERM for the 201160 term code.

   In the key block, enter the code you want to assign the Period such as 201160D for the Dental Program and enter the term code 201160. Next block to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Summer for the Dental Program: start
   06-JUN-2011 and end 15-JUL-2011 and save.

   Create a Summer Period for the Medical Program. In the key block, enter the code you want to assign the Period such as 201160M for the Medical Program and enter the term code 201160. Next block to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Summer for the Medical Program: start 27-JUN-2011 and end 22-AUG-2011 and save.

2. Create two Periods for Fall, one for Dental Program and one for Medical Program:

   On RORPRDS, either manually create the Period or copy information from STVTERM for the 201180 term code.

   In the key block, enter the code you want to assign the Period such as 201180D for the Dental Program and enter the term code 201180. Next block to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Fall for the Dental Program: start 09-AUG-2011 and end 10-DEC-2011 and save.

   Create a Fall Period for the Medical Program. In the key block, enter the code you want to assign the Period such as 201180M for the Medical Program and enter the term code 201180. Next block to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Fall for the Medical Program: start 29-AUG-2011 and end 17-DEC-2011 and save.

3. In this example, both programs have the same start and end dates for the Spring Term. There is no need to create separate Periods for Spring. You still must create at least one Period for Spring.

   In the key block, enter the code you want to assign the Period such as 201210 and enter the term code 201210. Next block to copy the information from STVTERM, assign the sequence number and save the record.

4. On the Aid Period Validation (RTVAPRD) form, create aid periods of summer/fall/ spring for each of the programs. For our example, one for the Dental program, called DENSFS (Dental summer/fall/spring), and another for the Medical program, called MEDSFS (Medical summer/fall/spring).

5. On the Aid Period Base Rules (ROBAPRD) form, create the aid periods for the appropriate aid year. Assign the appropriate percentages for the **Budget Full Year Percent**, **Pell Full Year Percent**, **Grant Full Year Percent**, and the number of months the aid period represents in **FM Budget Duration** for FM EFC adjustments and, if applicable, **IM Budget Duration** for IM EFC calculations.

6. Build the aid periods on the Aid Period Rules (RORTPRD) form associated the appropriate Periods for the aid period.

   • In the key block of RORTPRD, enter DENSFS and next block. Assign the Periods:

      – 201160DEN (Summer for Dental program)

      – 201180DEN (Fall for Dental program)

      – 201210 (Spring)

   • In the key block of RORTPRD, enter MEDSFS and next block. Assign the Periods:

      – 201160MED (Summer for Medical program)

      – 201180MED (Fall for Medical program)

      – 201210 (Spring)

7. Build the award and disbursement schedules for each of the aid periods using the Periods which were assigned. By creating the different Periods and assigning different aid periods, you can establish different rules for such things as memo expiration date and disbursement dates.

Fund Management (RFRMGMT)

Disbursement tab

The **+/- Days for Attending Hours** field allows you to define the number of days prior to or after the enrollment start date to allow disbursement. When the number of days has been entered for the fund, the enrollment will be calculated based on the date disbursement is run +/- the number of days specified. If no value has been entered (for the number of days), the enrollment will be calculated based on the date disbursement is run.

To allow disbursement to pay the student prior to the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.

Example

For the fund, the number of days entered is 5, to pay five days prior to the attendance start date.

Attend Date	Number of Hours
10-AUG-2010	6
20-AUG-2010	12

The disbursement process will allow the student to be paid based on 6 hours, 5 days in advance, 05-AUG-2010, and will allow the student to be paid based on 12 hours, 5 days in advance, 15-AUG-2010, providing all other criteria is met.

Disbursement Locks Tab

The Term lock on this tab has been changed to Period.

Funds Management (ROAMGMT)

ROAMGMT has been modified to now access Fund Budget Inquiry (RFIBUDG) when you double click on the Fund Code. The buttons previously accessed from a double click on the fund code, **Allocation**, **Monitor by Year**, **Monitor by Term**, **View Term Summary**, and **View Term Detail**, have been removed because accessing the RFIBUDG form will provide the information.

Tracking Requirements Button

The **Term Eligible** indicator has been changed to **Period Eligible**.

Disbursement Lock Button

The Disbursement Lock window now uses a view to display and query the data based on the sequence numbers assigned to the periods. Term has been replaced with Period.

Additional Disbursement Options window

All term references have been replaced with period. Also, a new field has been added to the form's Additional Disbursement Options window. This new field allows you to define the number of days prior to or after the enrollment start date to allow disbursement. When the number of days has been entered for the fund, the enrollment will be calculated based on the date disbursement is run +/- the number of days specified. If no value has been entered (for the number of days), the enrollment will be calculated based on the date disbursement is run.

To allow disbursement to pay the student prior to the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.

Example

For the fund, the number of days entered is 5, to pay five days prior to the attendance start date.

Attend Date	Number of Hours
10-AUG-2010	6
20-AUG-2010	12

The disbursement process will allow the student to be paid based on 6 hours, 5 days in advance, 05-AUG-2010, and will allow the student to be paid based on 12 hours, 5 days in advance, 15-AUG-2010, providing all other criteria is met.

Applicant Immediate Process (ROAIMMP)

The ROAIMMP form allows you to select a Period to be used in rules for Tracking, Budgeting, and Packaging group process (RORGRPS). When a Period is entered, it will be passed to RORGRPS. The Term field for Group Assignment can still be used to continue processing any rules which you have written to use `tablename_term_code`.

If you have rules for Tracking, Budgeting, and/or Packaging group assignment which use `term_code` from a financial aid table, other than Satisfactory Academic Progress (ROPSAPR), Enrollment (RORENRL, RORATND), or Resources (RPRARSC), you should still enter the term code to be used in the rules for the Grouping process. Once you have reviewed and updated any rules necessary to use table `name_period`, you should begin entering the Period when running the Grouping process. You may always enter both the term and the period without causing an issue with the Grouping process. A message will be provided in the output file which is created to indicate that a term or period has been entered as a parameter, but is not used by the rules.

Additionally, entering a term when Tracking, Budgeting, or Packaging Group Assignment is not required.

Satisfactory Academic progress will still be referenced by term.

The Period must be entered when Authorize or Disburse Available Aid has been selected. The Current Period from ROAINST will default into the field when entered, but may be updated before the process is submitted. The period entered must be the period assigned to the student, as part of the award schedule. The term code, which has been designated with the Accounts Receivable indicator checked, will be the term code passed to Accounts Receivable.

Period processing vs. term based processing

Since September 2010, institutions are required to create periods starting with the next aid year setup. For some institutions, this will greatly enhance their processing. For others, they want to keep the same term based processing that has been in use in years past. The "period" philosophy will allow your institution to keep term based processing, but with just one more step in the setup process.

For institutions wishing to create periods and use that functionality, please refer to the *Period Creation and Setup* section in the beginning of this chapter.

For institutions wishing to keep the same term based processing as done in years past, this can be done with the new functionality. The setup steps for creating an aid period remains the same, with the exception of completing the necessary setup in the RORPRDS form. The basic theory behind creating periods carries over to terms. An institution can create a period named Fall and it would only include the Fall term. The information in the Base Data block of RORPRDS would mimic that of the term data housed in STVTERM.

Example

An institution has an academic calendar that consists of Fall, Spring, and Summer terms. Prior to September 2010, each of these terms existed in STVTERM and their corresponding term codes were built into the aid period setup. Since September 2010, these terms still exist in STVTERM, but they also need to be built into periods in the Financial Aid module. To do this, the institution would:

1. Enter a name in the Period field (e.g. Fall 2011 or your STVTERM term code)

2. In the Term Code field, click on the LOV button and choose the corresponding term from STVTERM.

3. Once chosen, perform a next block to get into the Base Data block of the RORPRDS form. You will notice that the corresponding information from STVTERM loads into the Base Data and Period Rules blocks on the form.

4. If the period is to match the term code, then no modifications to the data need to occur, except when creating a Sequence Number and/or creating a Crossover Period.

> **Note:** A Sequence Number is required to distinguish the order of periods when processing occurs.

5. Once all of the data is entered, save the updates. Your period, which matches the term data, is now created.

   These steps need to be completed for each period that needs to be created to mimic the terms from STVTERM for the aid year.

For institutions that have a term which can crossover for Pell purposes, you can create a period that mimics term data as described above. When doing so, you must check the period as a Crossover and list the Crossover Aid Year in the Base Data block on RORPRDS.

If your institution chooses to keep its periods with the same naming convention as its term codes, remember that users will see those term codes displayed in Period fields throughout the Financial Aid module. Processes have also been changed to use periods instead of term codes, so it is imperative that users understand that a period has been created using the same term code naming convention as shown in STVTERM.

Period Based Awarding

This section describes enhanced functionality used to create and maintain financial aid awards by period rather than by aid year. The functionality to allow awards to be created and maintained by period will be optional and defined by fund. Currently, processing Direct, Electronic, and Manual loans by period remain at the aid year level. You will not be able to select to process these loan funds by period.

Fund management forms have been adjusted to allow you to update one or more funds at the same time to enable the processing by period.

> **Note:** If processing by period is not enabled for the fund, awards must be created and maintained at the aid year level.

An error will be displayed if you attempt to update the award status at the period level for a fund where the **Allow Processing by Period** indicator is *No*. The **Allow Processing by Period** indicator will be set to *No* for all funds.

When processing by period for an enabled fund, the status of the award can be maintained by period, whether it is offered, accepted, declined, or cancelled. The award forms, RPAAWRD and RPAAPMT, allow updates to the period award status column in the RPRATRM table. Additionally, you are allowed to create an award for a specific period on the Award Schedule tab (RPRATRM) of the award forms, rather than forcing the award to first exist for the aid year (RPRAWRD). The Award Offer Mass Entry (RPAMOFF) and Award Acceptance Mass Entry (RPAMACC) forms also provide you with the ability to offer, accept, and reject awards either for an aid year or by period.

Award status

With the ability to have awards in different states for different periods of enrollment, a hierarchy for determining the overall status of the award for the aid year is necessary. For example, the Fall award could have been accepted while the Spring award had been declined.

When it is determined that multiple periods exist (RPRATRM table) with differing values (offered, accepted, declined, or cancelled), the following hierarchy will be used to determine the overall status for the award at the aid year level (RPRAWRD):

Award condition(s)	Overall Status (award for the aid year)
• If any period has an accepted status and additional periods exist that are not accepted.	Accepted
Example: Fall accepted and Spring offered.	The award is accepted for the aid year
• If any period has an offered status and no period is accepted.	Offered
Example: Fall is declined and Spring is offered.	The award is considered offered for the aid year
• If any period has a declined status, and no period is accepted or offered.	Declined
Example: Fall is declined and Spring is cancelled.	The award is considered declined for the aid year.
If any period has a cancelled status, and no period is accepted, offered, or declined.	Cancelled
Example: Fall is cancelled and Spring is cancelled	The award is considered cancelled for the aid year.

> **Note:** A system delivered value for a Cancelled award status, *SYSC* = System Cancelled, will be created with this release and will update a new field for the default Cancel status on the fund management forms (RFRASPC table). This default Cancel status will be used for updating the award level status code when different codes meaning cancelled exist for period awards. The system delivered value may be updated in the fund table, RFRASPC, to one established at your institution.
>
> If your institution currently has an award status defined of *SYSC* in the RTVAWST table, this will be the value used for updating the Cancel Status on the fund management forms (RFRASPC table). It is important for you to verify the *SYSC* value has the **Cancel** indicator set and reflects the status you want to use.
>
> For example, Fall is cancelled with a status code of *CNCL* and Spring is cancelled with a status code of *CSAP*, both having a value of cancelled. The award status will be updated to the award status defined for Cancel for the fund.

The award amounts at the aid year level (RPRAWRD table) for offered, accepted, declined, and cancelled are reflective of the sum of all periods.

Example:

A student is offered $1,000.00 for the aid year:

	Status	Offered	Accepted
Aid Year Amount (RPRAWRD)	OFRD	1,000.00	N/A

The award is scheduled for Fall and Spring:

Period (RPRATRM)	**Period Status**	**Offered**	**Accepted**
Fall	OFRD	500.00	N/A
Spring	OFRD	500.00	N/A

The student accepts only the Fall award, leaving the Spring award as offered. The aid year award reflects the sum of the periods Fall and Spring for the amount offered and accepted:

	Status	Offered	Accepted
Aid Year Amount (RPRAWRD)	ACPT	1,000.00	500.00

The award schedule:

Period (RPRATRM)	**Period Status**	**Offered**	**Accepted**
Fall	ACPT	500.00	500.00
Spring	OFRD	500.00	N/A

Mixed award status

To help in identifying awards where the awards for periods differ, period based awarding offers you the ability to define award status codes that represent a mixed status exists for the aid year. Mixed award statuses will be defined on the fund management forms (RFRMGMT and ROAMGMT) and assigned based on the award status hierarchy.

- Mixed Accept - The status defined for Mixed Accept will be assigned to the award for the aid year if any period has an accepted status and additional periods exist that are not accepted.

  If a Mixed Accept status has not been defined, the status defined for Accept will be used.

- Mixed Offer - The status defined for Mixed Offer will be assigned to the award for the aid year if any period has an offered status and no period is accepted.

  If a Mixed Offer status has not been defined, the status defined for Offer will be used.

- Mixed Decline - The status defined for Mixed Decline will be assigned to the award for the aid year if any period has a declined status, and no period is accepted or offered.

  If a Mixed Decline status has not been defined, the status defined for Decline will be used.

However, once awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same value.

Setting up funds for Period Based Processing

1. If you will be using the award status codes representing a **Mixed Offer**, **Mixed Accept**, and **Mixed Decline** status, create award status codes for these new values on the Award Status Validation (RTVAWST) form. The status for **Mixed Offer** should be defined with the **Offer** indicator checked, the status for **Mixed Accept** should be defined with the **Accept** indicator checked, and the status for **Mixed Decline** should be defined with the **Decline** indicator checked. For each of these new status codes, indicate if changing the award status to this value should update the **Award Letter** indicator to *Y* (yes).

2. After you have identified the funds you want to allow processing, by period, you have two options for setting up the fund for period processing:

- Single Fund Update - RFRMGMT/ROAMGMT

  - Update the Allow Processing by Period indicator.

  - Update the award status codes

  - Update the web processing rules (see below for options)

- Mass Update - RFRMUPD

  - Update the award status codes for multiple funds where you have queried the funds based on criteria such as fund type or fund source.

  - Enable Period Processing by updating the Allow Processing by Period indicator for multiple funds where you have queried the funds based on criteria such as fund type or fund source. Update the Web Processing Rules.

    Note: The Allow Processing by Period indicator cannot be updated for Direct, Electronic, or Manual loans at this time. The ability to process loan funds will be provided in a future Banner Financial Aid enhancement.

3. Determine how the fund will be accepted or declined in Banner Financial Aid Self-Service.

- For funds which do not allow processing by period (Allow Processing by Period is unchecked), awards in Self-Service may only be accepted or declined for the aid year.

- Funds where you allow processing by period (Allow Processing by Period is checked), have two options for how the fund is accepted or declined by the student:

  - Award may be accepted or declined for each period separately (Allow Web Accept/ Decline by = Period)

  - Award must be accepted or declined by aid year unless a period is offered while other periods for the fund are accepted, declined, or cancelled (Allow Web Accept/ Decline by = Aid Year unless status mixed). For example:

    – Student offered Merit for Fall and Spring, the award must be accepted or declined for the aid year. The student accepts the award.

    – Aid Period is changed to Fall/Spring/Summer and the Merit fund is offered to the student in Summer (Fall and Spring remain as accepted). The student now has the ability to accept or decline the Summer award without any impact to the Fall and Summer award.

- Partial Acceptance

If you will allow a partial amount of an award to be accepted in Self-Service for the fund, update the fund specific field, Allow Partial Amount Acceptance, on the fund management form, RFRMGMT or ROAMGMT. The Fund Mass Update Rules form (RFRMUPD) may also be used for update of multiple funds. The fund specific option replaces the Global option Allow Partial Amount Acceptance on the Web Processing Rules tab of ROAINST. Funds where period processing is enabled and the fund may be accepted or declined for a specific period will allow a partial amount acceptance by period when the Allow Partial Amount Acceptance is checked for the fund.

Processing Awards by Period

Creating and maintaining the awards

You may update the period award status (RPRATRM table) on the award schedule Tab of the award forms for any funds where period processing has been enabled (Allow Processing by Period is checked). You may also update the award status for the aid year (RPRAWRD table) if you are offering, accepting, declining, or cancelling the entire award as long as all of the periods are the same status as the award. For example, the award is offered for the aid year with all periods in offered status, the award for the aid year may be accepted, declined, or cancelled. However, once awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same state.

> **Note:** Funds where period processing is not enabled (Allow Processing by Period is unchecked) must be processed by aid year. The period award status cannot be updated using the form or process.

You may also create the initial award for the student on the Award Schedule tab of the award forms or by using the Award Offer Mass Entry form (RPAMOFF). This allows you to award the fund for a specific period without needing to create the award for the aid year first.

When the award is updated at the period level (RPRATRM), the award for the aid year (RPRAWRD) will be updated to assign the aid year award status based on the hierarchy and calculate the amounts of the award offered, accepted, declined, and cancelled.

Fund tracking requirements - period eligible

Fund Requirements assigned on the fund management forms that are Period eligible will be created and maintained based on the award status for the period. For example, the requirement has been defined to be created when the award is accepted; the fund (Processing by Period is enabled) originally awarded as offered for Fall and Spring is then accepted only for the Fall period, the requirement will be created only for the Fall Period. If the Spring period is later accepted, the requirement would then be created for the Spring Period. Similarly, if the requirement is created when the fund is offered so the requirement is created for both Fall and Spring, cancelling or declining one of the periods will remove the requirement for that period if it is not satisfied.

Promissory Notes for non-Direct Loans Funds which are not Direct loans that are defined to create the promissory note when the fund has been accepted will have the Promissory Note created for only those periods which are accepted. For example, an Institutional scholarship (Processing by Period is enabled) which requires a Promissory Note (or a document you are processing using the Promissory Note functionality) is offered for Fall and Spring; the fund is accepted for Fall only and the Spring is declined, the Promissory Note will be created for the Fall period only.

Offer Expiration Date

The Offer Expiration Date offers the ability to Batch Post the award Offer Expiration Date (RPRAWRD) and the period award Offer Expiration Date (RPRATRM) using a specific date or algorithmic rules to determine the date. You can then use the Batch Posting Process (RORBPST) to update the award status at the aid year level or the period level to cancel the award.

Updating award status when fund is locked

When you have the **Allow Award Status Updates When Locked** indicator checked (Yes) on the Options tab of ROAINST, the award status may be updated in Banner and the student able to accept or decline the award in Self-Service when the award is locked (for the aid year or any period is locked). This functionality allows the update of a period award status when the **Allow Award Status Updates When Locked** indicator is checked and the award is locked for the aid year or the period if the fund is set to allow processing by period. This will allow the student to accept or decline the award in Self-Service but will not allow acceptance of a partial amount. Award amounts may not be changed when the fund is locked either for the aid year or a period.

TEACH Grant

With the ability to select processing by period and allowing a partial amount of an award to be accepted in Self-Service by fund, the student could have the ability to accept or decline a TEACH grant by period as well as accept a lesser amount for the aid year or for a period. To help ensure the amount accepted is preserved, a fund lock of *E* will be updated if the award (RPRAWRD) is accepted with an amount less than the offer amount. If the TEACH is processed by period, the period lock for a TEACH fund will be updated to *E* when the accepted amount is less than what was offered.

Award batch posting

Award batch posting offers the ability to batch post an award for a specific period. A series of Batch Posting types have been provided to add or update an award for a specific period, using award validation as well as without award validation. The ability to batch post a period award status code without updating the fund amount is also provided. When batch posting an award for a period, algorithmic rules may be used to determine the amount of the fund to be posted to the applicant.

All awards - calculating declined and cancelled amounts

The amount offered, accepted, declined, and cancelled for the award for the aid year (RPRAWRD) is calculate using the sum of the amounts for all periods scheduled (RPRATRM). Additionally, the amount of an award that is cancelled or declined will only occur when there is a change to the award status (e.g. offered to accept). In the situation where you are updating the award from offered to accepted and both the offer amount and the accepted amount are entered (reduce offer amount to new accepted amount) but no change is made to the award status, a declined amount will not be calculated.

> **Note:** A best practice for accepting a lesser amount of an award is to update the award status and enter the amount accepted allowing the calculation of the declined amount to occur. When changes are made to the offer amount whether it is to reduce the award or re-award a previously declined/cancelled award, it will be treated as a new award for the student. If re-awarding the fund, the previous amount declined or cancelled will be set to NULL and the fund balances updated accordingly.

Frequently Asked Questions (FAQ's) - period processing

As the Period concept has changed the architecture of the Financial Aid module, here are some Frequently Asked Questions (FAQ's) to assist institutions in processing and setup.

Question: Why was Period processing created?

Answer: The use of periods (enrollment period or period of attendance) lays the foundation for processing non-standard terms, clock hour and non term programs. The change also allows for multiple terms to be housed in a single enrollment period or a term to an enrollment period. Furthermore, this is the framework for the support of BBAY loans.

Question: Why would an institution need this new functionality if terms already sufficed?

Answer: Federal regulations allow institutions to combine smaller terms which do not meet the definition of a standard term into a single enrollment/payment period. To support those schools which want to combine smaller terms such as summer mini sessions or combine a winter intersession to a fall or spring term, the concept of a period was established. The same philosophy exists for the permission of a summer crossover.

As stated above, schools have the option of keeping the term code structure, although period creation is still necessary.

Question: What is the difference between the new "period" concept and an aid period?

Answer: A period will need to be built first in RORPRDS, associating term(s) as needed. As previously noted, the period name can be the same as the term code.

Once this is complete, aid periods will be built using periods from RORPRDS instead of terms from STVTERM.

Question: If my academic calendar consists of Fall, Spring, and Summer terms, how would I correctly build my periods so they do not disburse under one term code?

Answer: A period is a single enrollment/payment period. Therefore, you would create three individual periods, Fall, Spring, and Summer. Once those periods are created, you would create an aid period that would consist of those three individual periods. By doing so, each term will continue to disburse under the term code associated with that period. Default award and disbursement schedules will still need be built in RFRDEFA.

Question: How are students put into these Periods? Is this a systematic process or a manual process?

Answer: This is not a manual process. The assignment of periods occurs automatically when a student is assigned an aid period, which consists of these periods.

Question: If my period consists of multiple terms, will the funds memo or authorize for the total amount of the fund or the portion dictated by the award and disbursement schedule?

Answer: The fund will memo or authorize according to the award and disbursement schedule setup for that period on RFRDEFA and RFRASCH.

Requirements tracking procedures

Requirements tracking implementation

1. Define your tracking requirement codes on the Requirements Tracking Validation (RTVTREQ) form.

    Think about the types of codes (that is, documents/requirements) that you would use in your office. Examples might include: institutional applications, tax returns, verification statements, loan applications, and so on.

    You may also define tracking requirements to be Period specific which enables you to create a requirement code that can prohibit a memo and/or disbursement for a specific period. The period requirement may also be fund specific.

    Requirement tracking by period is optional functionality. Institutions can continue tracking using pre-period philosophies.

    The **Required Once** indicator, if checked, will satisfy the requirement in a future aid year (or prior aid year if **Update Prior Year** is checked) where the fund codes are the same. For example, a requirement code of INTERV in the 1112 aid year for the DIRECT fund code which is satisfied, would also be satisfied in the 1213 aid year for the same DIRECT fund code. If the fund code happened to be DLUNSB, the requirement would not be satisfied because the fund codes were not equal.

    The **Satisfy All** indicator, if checked, implies that if a requirement is satisfied for the aid year, all requirements which are the same will be satisfied (unless the SBGI code is included) where the fund codes are different. The **Satisfy All** processing does not cross aid years. For example, a requirement code of INTERV for the DIRECT fund code and another requirement of INTERV for the DLUNSB fund code in the same aid year will be satisfied if one of them is satisfied.

    The **Period Eligible** field allows for period based tracking. The **Period Eligible** field indicates if the requirement can have a period code associated with it. If you check this field, you cannot check the **Satisfy All**, **Required Once**, **Perkins MPN**, and **Packaging** fields for this record.

Note: If checked, you cannot use the requirement codes for the following fields:

```
RCRINFC_TREQ_CODE, ROBINST_TREQ_CODE_ENTER_INTV,
ROBINST_TREQ_CODE_EXIT_INTV,
ROBINST_TREQ_CODE_APPL, ROBINST_TREQ_CODE_SAR,
RORWEBA_TREQ_CODE, RPBLOPT_TREQ_CODE,
RRRGREQ_TREQ_CODE, RTVINFC_TREQ_CODE,
RTVINFC_TREQ_CODE_SUPP
```

The **Match Federal Fund ID** field, if checked, will match the federal fund IDs of the fund codes rather than the fund codes themselves being equal. The **Match Federal Fund ID** logic does cross aid years when the **Required Once** indicator is checked as well as within the same Aid Year. If the field is unchecked, the fund codes must be equal.

Example

If the **Match Federal Fund ID** is checked for an entrance interview for a Stafford loan along with the **Required Once** indicator checked, the entrance interviews for any fund with a federal fund ID of STFD will be satisfied even though the fund codes are different.

2. Define your tracking requirement status codes on the Requirements Tracking Status Validation (RTVTRST) form.

   The **Info Access** indicator field has allows you to determine if a requirement will display in Self-Service based on the status of the requirement. Also, a Long Description field has been added to allow up to 50 characters for a requirement status description display in Self-Service. If you enter a value in the **Long Description** field, it will display in Self-Service, otherwise the **Description** field displays.

   Think about different codes you would use to establish or satisfy a requirement, or to track a document through a procedure. Examples might include: received, waived, established, satisfied, cancelled, received incomplete.

3. Define your tracking groups on the Requirements Tracking Group Validation (RTVTGRP) form.

   Think of all possible groups or combinations of students who may require a different set of documents. Examples might include variations of graduate vs. undergraduate documents, selected for verification documents, independent vs. dependent verification groups, and so on.

4. Develop tracking group requirements for each group on the Requirements Tracking Group/Requirements Rules (RRRGREQ) form.

   Indicate which documents are required for each specific tracking group. You can change your defaults for a specific code from the defaults you indicated on the RTVTREQ for the code. These defaults will only be used if Banner brings in the requirements for the specific student. If the requirement is entered manually and the manually entered code is not defined in the student's particular tracking group, the default from the RTVTREQ table will appear.

5. Develop tracking group rules associated with each group on the Financial Aid Selection Rules (RORRULE) form.

   Assign criteria for placing applicants into tracking groups. Use the standard Banner data element dictionary table. Selection criteria may come from Banner Student, Financial Aid, or any other installed Banner system.

6. Develop specific messages for each tracking code, if desired, on the Message Rules (RORMESG) form.

   Applicant Requirements Inquiry (RRIAREQ)

   Use the Applicant Requirements Inquiry Form to view both coded and non-coded requirements for an applicant without stipulating an aid year. You can sort the data by Requirement Code, Aid Year, Period Code, or Fund Code. You can also view requirements which exist in the Applicant Saved Requirements Table (RORSREQ) from the Applicant Purge Process or the Archive/Purge Process.

   Active Tab

   The Active Tab lists all active tracking requirements established for the student. The information is sorted by the sort option specified in the key block.

   Saved Tab

   The Saved Tab lists any saved requirements. Saved requirements are those that exist in the RORSREQ table as a result of the Applicant Purge or Archive Purge process. This allows you to view any requirements which were kept (once only, unexpired Perkins MPNs) when the RORSTAT record no longer exists. The key block sort option does not apply to this tab.

Budgeting procedures

Budget implementation

1. Access the Aid Year Inquiry (ROIAIDY) form to see all the valid aid years defined on the ROAINST form.

2. Define valid aid periods on the Aid Period Validation (RTVAPRD) form. Decide what your 100% aid period will be: for example, a nine-month period, a twelve-month period, or another. The Aid Period defined as 100% for the Full Year budget will represent the standard academic year; the Pell process will use the budget defined for the Pell type and the Full Year Budget defined as 100% (Aid Year Budgeting). Define the percentage of EFC that will apply to the 100% full year. Add other aid periods with their appropriate percent of full-year and percentages of EFCs.

   Note: The use of EFC proration from the U.S. Specific Institution Financial Aid Options (ROAUSIO) form is no longer permitted for aid years beyond 1011, due to regulatory updates and therefore the

applicant's EFC is not adjusted based on the EFC percent entered on RTVAPRD. The **Use EFC Proration** indicator (`ROBINST_TFC_PRO_IND`) is no longer displayed starting with the 2010-2011 aid year.

> **Note:** The aid period code which represents the standard nine-month school year should always be the one identified as the 100% of year code. Any other aid period should use this one as its reference point.

3. Define valid periods within aid periods on the Aid Period Rules (RORTPRD) form.

    For each aid period you defined in Step 1, you must now define the valid periods within each aid period. Refer to the *Period based processing* section in this *User Guide* for information on establishing periods for financial aid. You may view existing periods from the Period Inquiry (ROIPRDS) form.

    > **Note:** The **Period** field of the Aid Period Rules (RORTPRD) form will access a listing of valid periods for the aid year in the key block, through the List function.

Aid year budgeting

Overview

Aid year budgeting allows you to establish and maintain an applicant's budget based on the aid period assigned. You must establish an aid period representing 100% of an academic year that will be used for Pell processing as well as available to automatically calculate the percent of full year for aid periods that are either less than or greater than the full year. Budget components and amounts are assigned for the aid period.

1. Define all valid budget components on the Budget Component Validation (RTVCOMP) form.

    Review all of the possible budget components which you use in budget development. The default indicator allows you to specify whether the component should be automatically included in all budget groups when you define components within groups on RBRCOMP.

    If the budget component should be used to determine eligibility for the Alternate Pell Schedule, check that box (that is, determine low tuition and fees).

    > **Note:** Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years.

2. Define all valid budget types on the Budget Type Validation (RTVBTYP) form.

    Review all of the valid budget types and indicate whether they are Campus, Institutional, Pell, State, or some other budget. For example, for each budget type, which Expected Family Contribution should be used, Federal or Institutional?

3. Define all valid budget groups on the Budget Group Validation (RTVBGRP) form.

    Think about all the combinations of budget groups you use. Assign a grouping priority to each budget group.

    Note: The lower the number, the higher the priority. You want to assign the priorities so that the most populated budget group has the highest priority. Doing so helps in the efficiency of the grouping process.

4. Define the valid budget types within groups on the Budget Group/Type Rules (RBRGTYP) form.

    For each budget type, specify which budget types would be valid (for example, for a graduate budget, Pell would not be a valid type). The default indicator defines which of the valid types should be created for students in this group, in addition to the Pell budget (if Pell is a valid budget type for the group).

5. Define budget components and the amounts associated with them for each budget group on the Budget Component Rules (RBRCOMP) form.

    In this step you first need to define your 100% budgets for each combination of group, type, and period. Then, if desired, use the **Default Prorated Amounts** icon to default the components with amounts based on the aid period's percent of full-year amounts. You may use the **Add Default Components** icon to add components defined as default on RTVCOMP with a $0 dollar amount.

    Note: You can define the components here or the components can be defaulted with the prorated amounts into the applicant's budget record based on the aid period.

6. Use the Budget Inquiry form to view the combinations of budgets you have defined.

7. Define the group selection rules for each budget group on the Financial Aid Selection Rules (RORRULE) form.

8. Using elements from Banner, create selection rules based on the group definition. As an example, for an undergraduate, in-state, on-campus student, your selection criteria would look for these characteristics to group the student.

9. Use the Group Inquiry (ROIGRPI) form to view the budget groups which have group selection rules associated with them and the number of students which have been assigned to each group.

10. Assign explanatory messages to respective budget group message codes that you want to display on communications to the applicant on the Message Rules (RORMESG) form.

Period based and algorithmic budgeting

Overview

A combination of Banner Financial Aid program objects (forms, processes and tables) are combined to offer period based and algorithmic budgeting. In other words, the ability to assign a budget group by period.

The budget components/amounts may be different for each group, therefore different for each period in the student's aid period for non-Pell budget types. Pell budgets will still be by aid year reflecting the full-time/full-year budget used for awarding. This allows:

- Budget components and associated amounts to be determined by period.

- The ability to have a component in one period but not in another

Budget component amounts can be either defaulted (defined) or calculated. This offers the ability to:

- Calculate the amount of a budget component using algorithmic rules.

- Assign default values or default algorithmic rule for a component.

The ability to perform budget simulation has also been incorporated into this strategy. Simulations may be done as a preliminary review (without actually assigning a budget group to the student) or as a mechanism to compare if changes have occurred that would otherwise place the student in a different budget group or adjust any of the component amounts.

Additionally, the ability to recalculate budget components is also available. This allows you to reflect changes that may impact the student's budget, such as enrollment changes, without running the budget grouping process to re-assign the budget group.

As an optional Financial Aid module, this functionality is used to determine the appropriate budget (aid year vs. period based budgeting). This functionality allows you to create and define validation, rules, and assign budgets without impacting the processing of financial aid for your students if you are currently using aid year budgeting.

This optional to implement functionality is activated through the use of an indicator (**Period Budgeting Enabled**) found on the Options tab of the Global Institution Financial Aid Options (ROAINST) form. Once Period Budgeting has been enabled for the aid year, all processing and forms will use the period budget for the applicants.

Set-up and configuration

Period Budgeting Setup Diagram

> **Note:** This diagram includes a combination of form and table names.
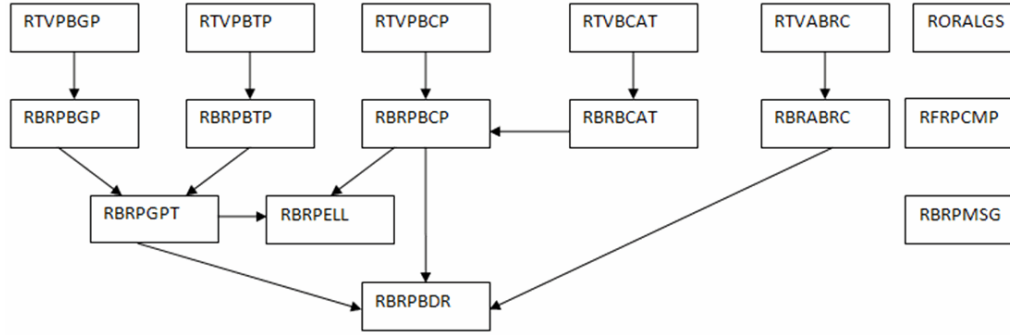
Applicant Period Budgeting Diagram
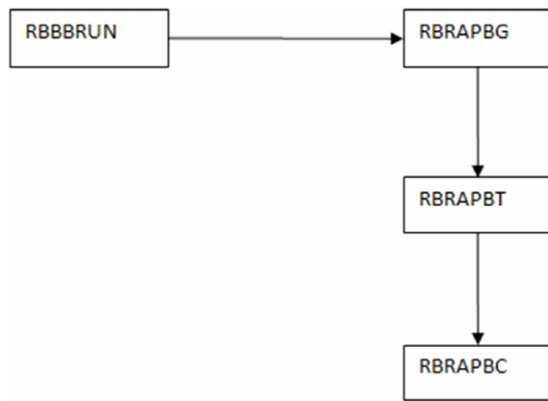
Validation forms

Use the following validation forms to define period based and algorithmic budgeting data.

Period Budget Type Validation (RTVPBTP)

Determine and create the appropriate budget types. Period budgeting allows a student to have more than one non-Pell budget type, such as both an IM and FM budget type. You will need to establish a Pell budget type for processing Federal Pell grants.

Period Budget Group Validation (RTVPBGP)

Create the appropriate budget groups to categorize applicants with similar budgeting considerations into the same group.

> **Note:** For those who are making the transition from aid year budgeting to period budgeting, the same budget group codes may be used in both. Aid year budgeting and period budgeting are separate functionality.

Period Budget Component Validation (RTVPBCP)

Create the appropriate budget components to be used for establishing an applicant's budget.

Period budgeting will use budget categories which allow you to combine multiple budget components into a single category to present to the applicant in Banner Self-Service. Therefore, it is necessary that all components are associated with a budget category. If you will not be combining the component with another, you may use the Create as Category option prior to saving the record. The Create as Category option, when selected, creates the budget component code and description, as a Budget Component Category.

> **Note:** For those budget components that you do not wish to combine, use create as category to simplify creating budget component categories.

Budget Component Category Validation (RTVBCAT)

Create the appropriate budget component categories. Multiple period budget components may be combined into a single category such as a component of "Tuition" and a component of "Fees" may be combined into a single category of "Tuition and Fees". This allows you to calculate the components separately but display the total of the components for the category.

> **Note:** These component categories will be used for display in Banner Financial Aid Self-Service and can be used for letters, web text, etc.

Algorithmic Budgeting Rule Validation (RTVABRC)

Create Algorithmic Budgeting Rule codes if you will be using algorithmic rules to calculate an amount for a budget component rather than a defined amount.

The algorithmic rule will be assigned to the budget component for the budget group/type.

Rules forms

Use the following rule forms to define period based and algorithmic budgeting data for an aid year.

Period Budgeting Aid Year Rules (RBRPBYR)

Establish period budget groups, budget types, budget categories, and budget components that will be valid for the aid year. Period Budget Aid Year rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Budget Groups tab

Define budget groups which will be used for the aid year.

1. Select an active **Group Code** that has been defined on the Period Budget Group Validation (RTVPBGP) form.

2. The **Long Description** will use the value for the Period Budget Group which has been defined on the Period Budget Group Validation (RTVPBGP) form but may be updated to reflect a more user friendly description to present to the student in Self-Service. A value of 60 characters may be used to describe the budget group.

- The budget group's **Long Description** will be displayed in Self-Service.

3. Assign the **Priority** order for the budget groups to be used for group assignment.

   Note: The lower the number assigned, the higher the priority. You want to assign the priorities so that the most populated budget group has the highest priority. Doing so helps in the efficiency of the grouping process.

4. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget group (for internal use only).

Budget Types tab

Define budget types which will be used for the aid year.

1. Select an active **Type Code** that has been defined on the Period Budget Type Validation (RTVPBTP) form.

2. Assign the appropriate **EFC** methodology to be used for the selected budget type. If the budget type is being defined for Pell, the EFC indicator must have a value of (N)one.

3. Specify budget type to be used for Pell by checking the **Pell** indicator checkbox.

4. The **Long Description** will use the value for the Period Budget Group which has been defined on the Period Budget Type Validation (RTVPBTP) form but may be updated to a more user friendly description with a maximum value of 60 characters that may be used for external processing such as web text, letters, or reports.

5. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget type (for internal use only).

Budget Categories tab

Define budget categories which will be used for the aid year. Budget categories provide the ability to combine period budget components into a category for displaying the category and combined amount in Banner Self-Service. A budget category must be defined for each budget component that will be used for the aid year. This provides the ability to calculate individual components for a student but sum them together into a single category.

1. Select an active **Category Code** that has been defined on the Budget Component Category Validation (RTVBCAT) form.

2. Establish the **Print Order** for display.

3. The **Long Description** will use the value for the Period Budget Group which has been defined on the Budget Component Category Validation (RTVBCAT) form but may be updated to reflect a more user friendly description to present to the student in Self-Service. A value of 60 characters may be used to describe the component category.

> **Note:** The Budget Categories will display the long description and the sum of the budget components that are associated to the category code.

4. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget category (for internal use only).

Budget Components tab

Define budget components which will be used for the aid year.

1. Select an active **Component Code** that has been defined on the Period Budget Component Validation (RTVPBCP) form.

2. Assign the appropriate budget **Category Code** to the component.

   2.1. A **Category Code** must be assigned.

   2.2. Multiple components can be assigned the same category to present the sum of the components in Banner Self-Service, letters, web text, etc.

3. Check the **Default** indicator if the component should be added when assigning the components to the budget group/type and **Add Default Components** is selected.

4. Check the **Used for < ½ Pell** indicator if the component should be used when determining the Pell budget when the student is less than half-time.

5. A default amount or a default algorithmic rule code can be entered that will allow the budget component to be created with the value when assigning the components to the budget group/type either as a default component or, for non-default components, when manually adding the component to the budget group/type. The default amount or algorithmic rule code can be entered for the non-Pell budget types and/or the Pell budget type.

   > **Note:** The amount to be used for the Pell budget type should reflect the full year/full-time amount to be used for the component.

6. The **Long Description** will use the value for the Period Budget Component which has been defined on the Period Budget Component Validation (RTVPBCP) form but may be updated to a more user friendly description with a maximum value of 60 characters that may be used for external processing such as web text, letters, or reports.

7. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget component (for internal use only).

Period Budget Group Aid Year Rules (RBRPBGR)

Establish period budget group rules for the aid year to associate the budget types that are valid for the group. If the period budget group is associated with a Pell budget type, define the appropriate components and amounts to be used for the Pell budget on the Pell tab. Period Budget Group Aid Year rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Types tab

Associate the applicable period budget types with the period budget group for the aid year. The **EFC** and **Pell** indicator values are display only and reflect the values established for the Type on the Period Budgeting Aid Year Rules (RBRPBYR) form.

Pell tab

The Pell tab is accessible only when a budget type defined as Pell is associated with the budget group code for the aid year.

1. Establish the budget components that are to be assigned to the student's Pell budget for the group.

2. Establish the full-time/full-year amount for the component or enter the algorithmic rule code that should be used to calculate the component amount.

    > **Note:** Algorithmic rules used for calculating the component amounts for Pell budgets should return the full-time/full-year amount of the component.

3. Select the **Add Default Components** icon to add the period budget components that have been defined with the default indicator set on the Period Budgeting Aid Year Rules (RBRPBYR) form. If an amount or an algorithmic rule code for the component has been defined for Pell, the amount or algorithmic rule code will also be assigned.

    > **Note:** Components not defined as being *Default* or if components are added manually (without using the **Add Default Components** icon), any amounts or algorithmic rule codes associated with the component will automatically be added and may then be updated as necessary.

The tab's Copy From block allows you to copy the components defined for the group in the key block to another group or aid year/group. The group being copied to must be associated with a Pell budget type prior to copying the components.

Period Budget Detail Rules (RBRPBDR)

Establish the budget components for each budget group/non-Pell budget type. The detail rules establishing the components and amounts/algorithmic rule can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

In the key block, enter the period budget group and non-Pell budget type to establish the appropriate components and amount.

The budget components and amounts/rules can be defined which are specific to a period by entering the period in the key-block. If a period is not defined, the budget components and amounts/algorithmic rules will be used as a default for the budget group and type. In other words, the period budget grouping process will use a hierarchy to determine the appropriate components and amounts to assign by first determining if the period being processed is defined for the group on RBRPBDR:

- If the period is defined, use those components and amounts.

- If the period is not defined, use the components and amounts for the group where the period is *NULL*.

Example

School with fall and spring semesters and an optional summer program.

> The budget components and amounts are the same for the Undergraduate Dependent student for both the fall and spring periods however the institution has discounted tuition charges and required campus fees for students who attend during the summer.

> The components and amounts/algorithmic rule to be used for fall and spring are defined for the Undergraduate Dependent group by leaving the **Period** null in the key block of the Period Budget Detail Rules (RBRPBDR) form, allowing the same rules to be used. The components and amounts/algorithmic rules that will be used when the student has summer included as part of their aid period will be defined differently by entering the period associated with summer in the key block for the Undergraduate Dependent group.

Establish the appropriate budget components and amounts for the period budget group, type, and optionally period.

> **Note:** The amounts and the algorithmic rules that are assigned to the Period Budget Group/non-Pell type should reflect the amount for a period.

Select the **Add Default Components** icon to add the period budget components that have been defined with the default indicator set to Y on the Period Budgeting Aid Year Rules (RBRPBYR) form. If an amount or an algorithmic rule code for the component has been defined for Non-Pell, the amount or algorithmic rule code will also default in.

Add any appropriate components and amounts/algorithmic rules that should also be included.

> **Note:** Components not defined as being *Default* or if components are added manually (without using the **Add Default Components** icon), any amounts or algorithmic rule codes associated with the component will automatically be added and may then be updated as necessary.

The tab's Copy To block allows you to copy the budget components and amounts/algorithmic rules to another budget group/type and optionally to a period. The **Default Key Block Values for update** icon can be used to reduce the amount of data entry involved when using the copy feature. When selected, the key block values will be copied accordingly and you may update the necessary fields prior to selecting the **Copy** icon.

Algorithmic Support (RORALGS)

The Algorithmic Support (RORALGS) form allows you to define a specific amount to be returned by an algorithmic rule, based on the applicant meeting the criteria entered as the value for the keys which will be used as part of the algorithmic rule. If you are using this form to assist with algorithmic budgeting rules, determine the criteria and amounts to be

entered for calculating the budget component. The Algorithmic Support rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

1. For the period budget component that will use the algorithmic support rules, determine the criteria that must be met for each amount that should be assigned to the student for the budget component.

2. Enter each of the criteria which must be met as a **Key** value.

   2.1. Enter the **Amount** to be assigned to the component when the student meets the criteria of all the keys associated with the amount.

   2.2. Enter a **Comment** for the algorithmic support rule and/or for each **Key** to provide supporting information.

Example

Develop a list of criteria used to assign values for the Tuition component, based on enrollment status on the Need Analysis (RNANAxx) form:

KEY 1 = Component	KEY 2 = Enrollment status from RNANAxx	AMOUNT to be returned
TUITION	1	4000.00
TUITION	2	3000.00
TUITION	3	2000.00
TUITION	4	1000.00

Algorithmic Budgeting Rules (RBRABRC)

Use the Algorithmic Budgeting Rules (RBRABRC) form to create rules required for calculating the component amount to be assigned to the individual student. Algorithmic budgeting rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

1. For the Algorithmic rule code that will be used to calculate the budget component, enter the sequence number and SQL statement to be used.

   1.1. Multiple sequences should be used to establish all possibilities including a default as the last sequence should the student not meet any criteria for calculating the component.

   1.2. Save the SQL statement.

   Note: Rules are processed in sequence order.

2. After saving the SQL statement, select the **Validate** icon to ensure that the SQL statement's syntax is correct. All sequences of the rule must be validated for successful rule execution.

2.1. Once the syntax is validated, a check will appear in the **Validated** indicator.

2.2. If the syntax could not be validated, any and all errors for the Sequence must be corrected before attempting to **Validate** again.

> **Note:** The SQL statement's syntax must be validated prior to using the Test Rule function.

3. Use the **Test Rule** icon to execute the rule to verify desired/expected results.

> **Note:** You must enter the appropriate values for any of the substitution variables to be used in the rule.

The Copy To block allows you to copy a rule from one aid year, rule, and sequence combination to another aid year, rule, and sequence combination, allowing you to transfer the same rules from one aid year to another aid year, or to copy rule information from one sequence number to another sequence number.

Financial Aid Selection Rules (RORRULE)

Use the Financial Aid Selection Rules (RORRULE) form to create Period Budget Group assignment rules that will be used by the Period Budget Grouping Process (RBRPBGP) to assign a Period Budget Group to each period or a specific period that is part of the student's aid period. The Rule Type of G, Period Budget Group Assignment, must be used. Period Budget Group Assignment rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Message Code Validation (RTVMESG)

Use the Message Code Validation (RTVMESG) form to associate messages which have been defined for Period Budget groups for the aid year. Messages associated with Period Budget groups may be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Fund Management (RFRMGMT) and Funds Management (ROAMGMT)

For any funds that award an amount based on a budget component, the RFRMGMT form (Budget tab) and ROAMGMT form (Budget Rules tab) are used to associate the appropriate period budget component and percentage. The amount of the fund awarded cannot exceed the sum of the period budget component for all periods in the student's aid period. Period budget components associated with a fund can be rolled by the Financial Aid New Year Roll Process (ROPROLL).

Global Institution Financial Aid Options (ROAINST)

Use the Global Institution Financial Aid Options (ROAINST) form (Options tab) to establish the period budgeting group that will be used as a default when a student does not meet the criteria of any period budget group assignment rule. Check the **Period Budgeting Enabled** checkbox to enabled the use of period budgeting which is assigned to applicants for packaging, award validation, and display on forms and in Self-Service.

> **Note:** You can create all validation and rule forms for period budgeting and assign period budgets to all of your applicants prior to checking the Period Budgeting Enabled indicator.

The **Period Budgeting Enabled** indicator tells the system whether to use Aid Year budgeting (unchecked) or Period based budgeting (checked) for processing, display of budget information on forms and Self-Service.

Assigning period budget groups

Period Budget Grouping Process (RBRPBGP)

Use the Period Budget Grouping Process (RBRPBGP) to assign a budget group to an applicant based on the rules established for Period Budgeting Group on Financial Aid Selection Rules (RORRULE). Period budget groups will be assigned for each period of the student's aid period. You can also run the Period Budget Grouping Process for a specific period.

Once the student has been assigned the budget group for a period, the process will assign the budget types and associated budget components for all types established for the group. Algorithmic rules assigned to the budget component for the budget group/type will be executed and the amount returned will be used for the component.

The Period Budget Grouping process will also provide you with the ability to run the process in simulation mode (without actually assigning the budget group/components to the student). Because you may wish to run simulated budgeting multiple times, a unique simulation run name is required with the results of the simulation stored as part of the table. You will be able to review the results of all simulation runs both online and within the output produced by the process. As a maintenance feature, simulation runs may be deleted.

> **Note:** For additional details, refer to *Chapter 4*, *Reports and Processes*.

After running the Period Budget Grouping Process, a series of Banner Financial Aid tables are updated, accordingly:

Budget Run Base Table (RBBBRUN)

The Budget Run Base Table will store the run name when the process is executed. A Budget Run name of "Actual" is delivered and is system required. When the process is executed for (A)ctual budgeting, the run name of "ACTUAL" will exist in the Applicant budget tables representing the actual budget used for processing and display on forms. When the process is executed in (S)imulation, you must provide a unique run name that will then be part of all the Applicant budget tables to identify and link all of the results.

Applicant Period Budget Group (RPRAPBG)

The Applicant Period Budget Group table will store the period and the period budget group assigned for the period along with the appropriate run name used by the process. The run

name of "ACTUAL" identifies the records representing the period budget group used in processing and on forms for the period.

Applicant Period Budget Type (RBRAPTP)

The Applicant Period Budget Type table will store the period and the period budget types assigned for the period along with the appropriate run name used by the process. The run name of "ACTUAL" identifies the records representing the period budget types used in processing and on forms for the period.

Applicant Period Budget Component (RBRAPBC)

The Applicant Period Budget Component table will store the period, budget type and the period budget components assigned for the period and budget type along with the appropriate run name used by the process. The run name of "ACTUAL" identifies the records representing the period budget components used in processing and on forms for the period.

> **Note:** Refer to Period Budget Simulation Inquiry (RBRSIMI) and Period Budget Simulation (RBRSIMR) for further information on viewing the results of a simulation run of Period Budget Grouping process.

Applicant processing using period based/algorithmic budgeting

Applicant Period Budget (RBAPBUD)

The Applicant Period Budget (RBAPBUD) form provides the ability to change the aid period, display the budget components and amounts for the aid period, and maintain the applicant's budget by period and the applicant's Pell budget for the aid year.

Applicant Budget tab

The applicant's aid period is maintained on the Applicant Budget tab. The percent of the full year budget associated with the aid period from the Aid Period Validation form (RTVAPRD) is also displayed. You may view the applicant's budget group, components and amounts by period by accessing the **View Budgets by Period** icon or by using the Options menu to access Applicant Budget by Period (RBIABPR) form.

The **Information Access Indicator** allows you to allow (checked) or prohibit (unchecked) display of the applicant's budget information in Self-Service. When the **Information Access Indicator** is checked, budget information will be displayed in Self-Service based on your settings on the Web Processing Rules tab of the Global Financial Aid Institutional Options (ROAINST) form. Additionally, for period budget processing, you may select your institutional preference to display either the IM or FM EFC and budget associated with the methodology type. If the preferred period budget EFC methodology is IM and no IM budget type exists for the applicant, the FM budget type will be displayed.

You may delete the applicant's budget by selecting the Delete Budget icon. When the Delete Budget icon is selected, all period budget groups, types, and components will be deleted for all periods in the applicant's aid period.

Budget Maintenance tab

The applicant's budget is maintained by period on the Budget Maintenance tab. The aid period assigned is display only and updated on the Applicant Budget tab. The period budget groups assigned for the periods in the applicant's aid period are maintained in the Group block. Use the next/previous record function to navigate through the period budget group/periods. A period budget group may be added, removed, or updated for a period. Once the update is made in the **Group Code** field, the budget types and components associated with the period budget group will be added if you are creating/updating the period budget group or removed if you are removing the period budget group for the period.

The **Lock** indicator, when selected, will prevent any updates to the budget group for the period. Changes may be made to the budget types and budget components when the budget group is locked including the ability to recalculate the budget components.

The **Freeze** indicator, when selected, will prevent any updates to the budget group, types, or components for the period. If you freeze the budget for the period, the budget components cannot be recalculated by the recalculation process.

Adjustments to the budget components and amounts can be automatically made by selecting the **Calculate** icon or by accessing the Applicant Immediate Process (ROAIMMP) form from the Options menu and selecting the **Period Budget Recalculation** option. When the calculation is performed, any algorithmic rules assigned to the budget components will be executed to ensure the current amount based on the criteria is assigned. Additionally, any changes to the budget components for the period budget group and type (and optionally the period) that have been made on the Period Budget Detail Rules (RBRPBDR) form will be reflected. When the **Calculate** icon is selected in the Group block, the calculation will occur for all budget types associated with the budget group for the period. When the **Calculate** icon is selected in the Type block, the calculation will occur for only that budget type and period.

Components and amounts may be added, updated, or deleted by period on the Budget Maintenance tab. Any manual or batch posted components will not be recalculated.

> **Note:** If an amount is manually changed on a budget component that used an algorithmic budgeting rule, the algorithmic rule code and sequence number will be removed because the amount is no longer the result of the algorithmic rule.

Pell Budget Maintenance tab

The Pell budget (for the period budget group) is created with the full-year/full-time components and amounts on the Period Budget Group Aid Year Rules (RBRPBGR) form. The Pell budget will exist for the group assigned for each period in the student's aid period. However, the Pell budget that is displayed, accessible for updates on the Applicant Period Budget (RBAPBUD) form, and used for the Pell calculation and reporting to COD, will be the group and Pell budget from the earliest period in the student's aid period. If you have initially assigned a Fall/Spring aid period, the Pell budget established for the period budget group assigned for the Fall semester will be used for calculating the student's Pell budget and award. If you then changed the aid period to Spring (only), the period budget group and the corresponding Pell budget assigned for the Spring semester will become the student's Pell budget and used for calculating the award.

The **Calculate** icon when selected will perform a recalculation of the applicant's Pell budget and the components and amounts updated based on any algorithmic rules used for the budget components or updates made to the Pell budget for the group that have been made on Period Budget Group Aid Year Rules (RBRPBGR).

Budget components may be added, updated, or deleted. Any updates to amounts or new components added to the applicant's Pell budget should reflect the Full-time/Full-year amount.

> **Note:** If an amount is manually changed on a budget component that used an algorithmic budgeting rule, the algorithmic rule code and sequence number will be removed because the amount is no longer the result of the algorithmic rule.

Changing Aid Periods

Changing an aid period to remove a period that does not have aid in memo, authorized, or paid status.

> On the Applicant Budget Tab, enter the new aid period in the Aid Period field and save the record. As part of the update, when the new aid period is saved, the period budget group, type(s), and components associated with the period being removed will automatically be deleted. If you are changing the aid period from Fall/Spring to Spring only, the period budget group, type(s), and components for Fall will be deleted.

Changing an aid period to add a period such as Fall/Spring to Fall/Spring/Summer.

> On the Applicant Budget Tab, enter the new aid period in the Aid Period field and save the record. To assign the period budget group to the period being added, Summer in this example, without re-grouping the applicant for the Fall and Spring periods, you have the following options:

1. From the Options menu, access the Applicant Immediate Process (ROAIMMP) form, and select to run the Period Budget Grouping Process for the period being added to the applicant's aid period. The Period Budget Grouping Process will assign the period budget group and associated types and components for the period.

2. Access the Budget Maintenance tab of RBAPBUD. You can manually assign a period budget group by entering the desired group in the Group Code field and saving the record. As part of the updates when the group is added, the budget types and components associated with the group will automatically be added for the period. Any updates can then be made as necessary.

3. The applicant may be included as part of batch processing run of the Period Budget Grouping Process (RBRPBGP) using a population selection and entering the specific period as part of the parameters to assign the period budget group.

Eliminating a period budget group when you are unable to remove a period from the aid period due to funds already paid.

1. Access the Budget Maintenance tab of RBAPBUD. From the **Group Code** field, remove the budget group code (clear field) and save the record. This will remove all budget types and budget components for the period (the period itself will remain).

2. Freeze the period with a null budget group to eliminate the grouping process or manual updates from assigning a budget group and components.

If a Pell budget had existed for the group/period which was removed and was the earliest period in the aid period, the Pell budget type will be removed when the budget group is deleted for the period; therefore, the earliest period where a Pell budget type exists will be used for Pell processing.

Example

> Applicant is in a Fall/Spring aid period with a period budget group of UGINOS for Fall and UGINIS for Spring. Fall aid was paid and backed out. The Fall period cannot be removed from the aid period, however the applicant's budget needs to reflect only the Spring budget amount.

On the Budget Maintenance tab of RBAPBUD, remove the budget group for the Fall period. This deletes all budget types for the budget group being removed, including Pell and the associated components. Check the **Freeze** indicator to prevent a group from being assigned or manual entry of a budget type or components for Fall. The student's period budget will now reflect only the Spring amounts for non-Pell. The Pell budget associated with the Spring budget group (UGINIS) will be used to calculate Pell and submitted to COD.

Applicant Budget by Period (RBIABPR)

The Applicant Budget by Period (RBIABPR) form is an inquiry form used to display the components/amounts assigned to the student for each period in their aid period. The information will be displayed based on the EFC method (Federal or Institutional), which is associated with the budget type. The period budgeting group code assigned for the period will also be displayed.

Period Budget Category Inquiry (RBIPBCT)

The Period Budget Category Inquiry (RBIPBCT) form is used to display the budget information for the student using the categories. This will be the information that is displayed in Self-Service for the student if **Display COA Detail** indicator on the Web Processing Rules tab of the ROAINST form has been checked (*Yes*) and the student's **Information Access Indicator** on the Applicant Budget tab of the RBAPBUD form has been checked (*Yes*).

Period Budget Group Detail (RBAPBGD)

The Period Budget Group Detail (RBAPBGD) form displays the period budget group that has been assigned for each period in the student's aid period. Only the **Lock** and **Freeze** indicators will allow updates on the form. This form will be accessed from other forms where the budget group is currently displayed, such as the Applicant Status (ROASTAT) form.

Applicant Status (ROASTAT)

The Applicant Status (ROASTAT) form includes a line that displays the status of the **Period Budget Group**. The budget group assigned to the earliest period in the student's aid period will be used with an asterisk displayed, if the student is assigned a different period budget group in a subsequent period. For example, the student has a Fall/Spring

aid period and assigned UGDEP in the fall and UGIND in the spring. The UGDEP will display with an asterisk.

When Period Budgeting is enabled (via ROAINST), the **Period Budget Group Detail** icon, when selected, will open the Period Budget Group Detail (RBAPBGD) form. This will allow you to review all periods and budget groups assigned to the student.

The summary block displays the **Budget** amounts and **EFC** values for each of the three potential budget types (FM, IM, Pell). Additionally, the **Gross Need** and **Unmet Need** values will be calculated and displayed for both the FM and IM budget types.

Award Maintenance Forms (RPAAWRD, RPAAPMT, and ROARMAN)

The Banner Financial Aid award and maintenance forms, RPAAWRD, RPAAPMT, and ROARMAN allow you to display either the aid year budgeting group or the period budgeting group in the **Budget Group** field. If Period Budgeting is not enabled (via ROAINST), the aid year budgeting group (RORSTAT_BGRP_CODE) will be displayed. When Period Budgeting is enabled (via ROAINST), the period budget group assigned for the earliest period in the student's aid period (RBRAPBG_PBGP_CODE, RBRAPBG_PERIOD) will be displayed. An asterisk will display if the student is assigned a different period budget group in a subsequent period. For example, the student has a Fall/Spring aid period and is assigned UGDEP in the fall and UGIND in the spring. The UGDEP will display with an asterisk.

An option to view all period budget groups is provided by selecting the **Period Budget Group Detail** icon (RBAPBGD) which will only be active when Period Budgeting has been enabled on ROAINST.

The summary block displays the **Budget** amounts and **EFC** values for each of the three potential budget types (FM, IM, Pell). Additionally, the **Gross Need** and **Unmet Need** values will be calculated and displayed for both the FM and IM budget types.

On ROARMAN, if Period Budgeting has been enabled (via ROAINST), when the **Budget** icon is selected, the Applicant Period Budget (RBAPBUD) form will be displayed. If Period Budgeting has not been enabled (via ROAINST), the Applicant Budget (RBAABUD) will be displayed.

Group Inquiry (ROIGRPI)

Use the Group Inquiry (ROIGRPI) form, Period Budgeting tab, to display and review group related data for the specified aid year.

Period Entered

From the Period Budgeting tab, selecting a specific period will display the number of students assigned to the period budget groups defined for the aid year. The **Student Count = = > Total** field will display the number of students assigned a Period Budgeting Group for the Period defined.

The tab's **Query** value will reflect the number of students in the query assigned a Period Budgeting Group for the Period defined.

The **View Student's** option will display the students assigned to the period budget groups based on the Period entered.

No Period Entered

If no Period is entered on the Period Budgeting tab, the total number of students who have been assigned to the Period Budget group in any Period for the aid year will be displayed. The **Student Count = = > Total** field will display the number of students (non-duplicated) who have been assigned a Period budget group in the aid year specified.

The tab's **Query** value will reflect the number of students in the query assigned a Period Budgeting Group for the aid year.

The **View Student's** option will display the students who have been assigned to the budget group for any period in the aid year with a designator that the student has been assigned multiple groups for the aid year.

Period Budget Simulation Inquiry (RBISIMI)

The Period Budget Simulation Inquiry (RBISIMI) form will display all of the simulation runs of the Period Budget Grouping Process (RBRPBGP).

Period Budget Simulation (RBRSIMR)

The Period Budget Simulation (RBRSIMR) form allows you to display and review the results of the Period Group Assignment process when run in simulation mode. The applicant's current budget information will also be displayed allowing you to review any differences between the applicant's current budget assignments and new results from a simulation run prior to re-budgeting.

When a student record is displayed, you can use the next-block function to display a more detailed comparison of the student's actual and simulation run. For the Period, Group, Type, and Component, the amount for the actual and simulation run will be displayed.

The ability to purge the entire simulation run is provided by selecting the **Purge Simulation Run** icon. You also will have the ability to remove an individual record from the simulation.

Period Budget Recalc Process (RBRPBRC)

Period Budgeting offers you the ability to recalculate the budget components for a student without re-grouping the student to assign a new budget group. This functionality performs the necessary changes to components and amounts that you wish to adjust, based on variables like a student's actual enrollment level. Recalculation of the budget components is provided both online and in batch.

The Period Budget Recalc Process (RBRPBRC) will execute algorithmic budgeting rules to calculate the budget components. The process may be run to calculate components for a specific period or for all periods assigned to the student's aid period. You may also define recalculation for a specific budget type or all budget types or recalculate one or more specific components.

If a student's period budget has been frozen, a message will be provided in the output and no updates will be made to any of the student's components. Recalculation of a student's budget will occur when the budget group is locked.

Self-Service

Once Period Budgeting has been enabled on the Global Financial Aid Institutional Options (ROAINST) form, the period budgets will display for the student.

- When displaying the Cost of Attendance details, the budget categories will be used and display in the "Print Order" defined on the Budget Categories tab of the Period Budgeting Aid Year Rules (RBRPBYR) form.

- When displaying the period budget group to the student, the long description for the budget group/aid year entered on the Period Budgeting Aid Year Rules (RBRPBYR) form will be used.

Global Institution Financial Aid Options (ROAINST)

Web Processing Rules tab:

- Set the **Period Budget Preferred EFC** accordingly, as it is possible for the student to have both FM and IM budget types.

- If the **Display COA Detail** indicator is unchecked (No), budget status is not displayed (information text from Web Tailor) and the Cost of Attendance link (via Self-Service) will not be displayed on the Financial Aid Status page. This prevents the applicant from accessing the Cost of Attendance web page.

Financial Aid Status page

When period budgets are enabled (via ROAINST), the budget group and period will be displayed for all period's in the student's aid period.

The page's **Cost of Attendance** link will not be displayed if the **Display COA Detail** indicator is unchecked (via ROAINST).

Cost of Attendance page

The Cost of Attendance page is available by accessing the link from the Financial Aid Status page. The applicant's period budget information will be displayed if **Period Budgeting Enabled** indicator has been checked on ROAINST for the aid year.

Award Overview page

The applicant's period budget information will be displayed if the **Period Budgeting Enabled** indicator has been checked on ROAINST for the aid year.

Satisfactory Academic Progress (SAP) processing

This process focuses on automation to meet the following objectives:

- Reduce the degree of end-user intervention in the SAP process

- Promote integration between student records and financial aid

- Provide functionality to accommodate user-defined SAP policies

This lets you use a group assignment-like process within Banner to assign SAP codes to student records, along with the automatic posting of a letter code to the GURMAIL Table for use in Letter Generation. There is also flexibility allowed in the definition for which fund sources the user can restrict packaging and disbursement activity.

The functionality that is available with the RORRULE form to write both simple and complex rules lends itself directly to the Satisfactory Academic Progress process. You can write your own rules for as many different SAP codes as needed in either the expert or simple mode on the RORRULE form. These rules are used by the SAP process to assign SAP status codes automatically to the student record.

Satisfactory Academic Progress data is kept on a term-by-term basis and stored in the RORSAPR table.

SAP forms

The following forms are used in SAP processing.

Satisfactory Academic Progress Validation (RTVSAPR)

The primary sort order on this form is defined with the SAP Status Code **Priority** field. This is the same basic format as that on the Group Assignment Validation forms and the functionality is almost the same, with the lowest number (*1- 999*) representing the highest priority. This means that the rules will be analyzed by Banner in the order of their priority codes.

While this form operates much like the RTVTGRP, RTVBGRP, and RTVPGRP forms, the output is not a group code, but rather an SAP status assigned to the student for a specific term. The SAP process does not use the Group Assignment Process of RORGRPS, but instead has its own unique process - the SAP Assignment Process (ROPSAPR).

When you create a new SAP status code, a priority code with a value of *1* is created as the default; you can update this field at that time. If you plan on using the ROPSAPR process, you must assign a priority code to all SAP status codes.

> **Note:** The primary sort on this form is priority code. If no priority code exists, it will sort on the SAP status code. Those with priority codes will come before those without.

The **Letter** Code field is validated against the Letter Code Validation (GTVLETR) form. This field allows for the association of a letter code to an SAP status and is optional. If the student is assigned that SAP status, a pending letter is posted to the GURMAIL table automatically. This only occurs if the SAP status was determined through the SAP Assignment Process (ROPSAPR) or the SAP status is being updated through Batch Posting. Pending letters will not be created automatically if a SAP status code is posted manually, updated manually, or is posted through any other mechanism such as PL/SQL.

> **Note:** Only one pending letter will be created for any specific letter. Until that letter code has been printed, the same letter will not be posted as pending for the same aid year. However, other pending letters can be created at the same time for different letter codes.

The **Message Number** field for Web and Voice Response access is optional.

The **SAP Status** Code field, which is six positions in length, provides you with flexibility in the definition of these codes and allows you to make the codes meaningful. For example, a PROB1 value might represent the 1st Probation, while PROB2 might represent the 2nd probation, or you could use P1 and P2. The objective is to provide flexibility to define an SAP status with more meaning for the user. All related processes and all forms that store an SAP status have been modified to accommodate this longer field length.

The RTVSAPR form contains an options list of *Which Aid* can be attached to each SAP status to prevent packaging and/or disbursement activities. These options, which are available via a drop-down list, include:

- None

- All Aid

- Title IV only

- All Federal Aid

Plus, the additional options of (prevent packaging/prevent disbursement for):

- State only

- State and Federal

- State and Title IV

- Institutional only

- Institutional and State

- Institutional and Federal

- Institutional and Title IV

- Institutional, State, and Title IV

- Institutional, State, and Federal (leaves Other Source code if any funds are defined)

Financial Aid Selection Rules (RORRULE)

On the RORRULE form, the **Group Code** field becomes **SAP Code** when the **Rule Type** field is assigned a value of *S*. The ROPROLL process allows for the rules to be rolled from aid year to aid year. While it may be that a school's SAP rules do not change from year to year, in some cases they will. As a result, to allow for those situations where these rules do change, the aid year remains a part of the key for the rule, and the SAP rules will be treated as all others in rolling from aid year to aid year. If there are no changes, you can just continue processing, as the roll process now rolls the compiled versions of the rules from RORRULE to the new aid year.

If your institution calculates SAP status on a specific term results rather than cumulative results, the form will not automatically add the appropriate terminal variable of :TERM. You will need to add this variable at the end of the rule by using the Substitution button from the expert mode rules and selecting :TERM. This will then allow the *Calculate From* term value to replace this in the rules when they are executed. This works the same as the :PIDM and :AIDY values, except that you must manually add this to your rules when initially creating them. By using this variable (:TERM) you will not be required to hard code a term value into the rules and then make sure it is updated every time you want to run SAP for a different term.

> **Note:** Satisfactory Academic Processing is by term. Therefore, the substitution variable of :PERIOD cannot be used as part of a rule used for SAP processing.

Applicant Immediate Process (ROAIMMP)

This form allows the assignment of a SAP status online. The process involves the use of two term codes. The first term code, *Calc From*, points the assignment process to the term from which you want to calculate the newest SAP status. This *Calc From* term code is required and automatically defaults the current term code as defined on the Global Institution Financial Aid Options (ROAINST) form and can be changed. Although this value is required, the field is only utilized by those rules which are term-specific and for those schools that perform a term-specific SAP calculation. This *Calc From* term code must belong to the aid year in the key block of the form. The validation on this term code will restrict the options to only those terms which exist in the aid year.

The second term code, *Effective*, which is also required, directs the process to the term in which to post the results (the **New SAP Status** on the ROASTAT form). The term for which the new SAP code is being posted will not be validated against the aid year in the key block of the form.

For example, suppose that it is the end of the Spring term and you want to determine SAP, and you want the result to be posted to the Fall term. The Spring term code (*Calc From*) would need to belong to the aid year in the key block of the form, while the Fall term, where the results will be posted (Effective term) would not need to belong to that year. The Effective term must be later than the Calculate From term. The validation on this term restricts the options to only those terms which are later than the Calc From term.

Logic within these terms prevents you from posting the results of the SAP calculation to the term for which the calculation was just done, or any prior term. In this way, the process ensures that you are posting the new SAP code to a term later than that from which the

calculation originated. In other words, the form will make sure that you do not calculate the New SAP code from the spring term and then accidentally update the Spring SAP code, when you meant to update the Fall SAP code. This same logic applies to the parameters in job submission.

The SAP process on the ROAIMMP form differs from the other group assignments process for tracking, budgeting, and packaging. The SAP process uses the same process from online and from job submission to assign the SAP codes. The name of this process is ROPSAPR, or the SAP Assignment Process. Also, the only option for the **Action Indicator** is *I* (Immediate), therefore eliminating any need for the **Current Status** and **Completion Date** columns. Check the **SAP** field option to perform this calculation.

Applicant Status (ROASTAT)

The Satisfactory Academic Progress block on the ROASTAT form displays the SAP code assignment process history and all related information for the student on a term-by-term basis. This form captures the following information.

The **Term** is the effective term code that was used by the ROAIMMP form (using the ROPSAPR Process) or as a parameter in job submission. The **Calculated SAP Status** is the status that the SAP Assignment Process determined the student qualified for at this point in time based on the rules from RORRULE.

However, the **New SAP Status** is the status that has gone through the additional translation process from the Satisfactory Academic Progress Translation Rules (RORSTRF) form, if applicable. If the RORSTRF form is not used, the **New SAP Status** will always be the same as the **Calculated SAP Status**. The **Lock Indicator** field allows you to lock a new SAP status code from any further changes. You cannot update the calculated SAP Status with this form. Only the SAP Assignment Process can update the calculated SAP status.

The **Lock Indicator**, when set, prevents all manual and automated updates. You must remove the lock before any further updates are allowed. If a SAP status is not locked and there is another SAP calculation run for the same term, the old record is replaced with the latest result. In all cases, the **User ID** and **Activity Date** default into the appropriate fields.

The **Term**, **Calculated SAP Status**, and **New SAP Status** fields utilize the List of Values function, which allows you to access to the full description for each of the codes displayed. The description for each SAP status displays as the cursor moves to that field.

> **Note:** The **Calculated SAP Status** field will be null for all terms where there is a SAP status prior to utilizing the ROPSAPR process. This field is only populated through the ROPSAPR process. Therefore any other means of posting an SAP code, manual batch posting, or through an outside process will not populate this field.
>
> Batch posting a SAP code will automatically set the lock indicator.

SAP Translation Rules (RORSTRF)

There is a need at many institutions to allow the SAP process to go through a final rule process beyond just the calculation of the current SAP status. This process uses the student's current (calculated) SAP status and their last SAP status to determine their real SAP status at the current time.

An optional rules form can be used to support the additional process that defines the actual SAP status code that you want to post to the RORSAPR record. The name of the form is the Satisfactory Academic Progress Translation Rules form (RORSTRF). Banner takes the calculated value from the SAP Assignment Process and compares the results to the following rules form. The process then determines and posts the appropriate new SAP status. In all cases, these are the same SAP statuses that were defined on the RTVSAPR form.

This is a repeating rules form allowing for the definition of as many status combinations desired. It also allows for the definition of the Letter Code to be posted to the GURMAIL table as a pending letter for anyone with this combination. The **SAP Letter** Code is validated against GTVLETR and the other three columns against RTVSAPR. The **SAP Letter** Code field is optional if you use this form.

If the appropriate combination is defined on RORSTRF, the calculated status, which is assigned as a result of the ROPSAPR process, is not the student's New SAP status, but rather is just the status that has been determined from this recent calculation. It is the SAP status that the student qualifies for - given the results of the rules. However, the calculated SAP status will go through one more process to determine what is the correct SAP status to post to the RORSAPR table and to be used by the packaging and disbursement processes. The ROPSAPR process will see if the combination of Previous SAP status and Calculated SAP status exist on RORSTRF. If they are present, the student will be assigned whatever New SAP status the rules dictate.

If your school chooses not to use this rule form, the status code that is derived from the ROPSAPR Process is the code that is posted to the New SAP status field and posted to the RORSAPR table. However, if your school chooses to use this form and only wants to build certain combinations of SAP statuses on this form, rather than the complete exhaustive list of all possible options, the process will support that also. This means that if there is a combination of Previous SAP Status and Calculated Status present on this form that matches a student, the appropriate New SAP status and Letter Code are posted accordingly.

However, if the SAP Status combination is not present on the rule form, the Calculated SAP Status will be the status posted to the **New SAP Code** and updated to the RORSAPR table. For example, suppose the Previous Status is X and the Calculated Status is PROB1. Given the above example, this combination is not present, therefore PROB1 becomes the New SAP status and gets posted to RORSAPR.

The SAP Assignment Process will always look at the RORSTRF form first to see if the student's combination of Previous SAP status and Calculated SAP status exist. If they do exist on the rule form, the ROPSAPR process will post the appropriate values to the RORSAPR table (visible on the ROASTAT form) and the GURMAIL table (visible on the RUAMAIL form). If the student's combination does not exist on RORSTRF, the Calculated SAP status will also be the new SAP status. If there is a letter code associated with that status on the Satisfactory Academic Progress Validation form (RTVSAPR), it will be posted to the GURMAIL table as a pending letter.

Note: Only one pending letter will be created for any specific letter. Until that letter code has been printed, the same letter will not be posted as pending for the same aid year. However, other pending letters can be created at the same time for different letter codes.

Group Inquiry (ROIGRPI)

This form is a tracking, budgeting, packaging, and SAP group assignment query form used to view the results of the assignment process and to see if rules exist. When you enter a value of *SAP* in the **Group Type** field and a term code in the **Term** field, the form returns the count of how many applicants have a specific SAP code for that particular term. The form also enables you to see if rules exist for that SAP code for the year in which the term is associated. The sort order on the form is by **Group Priority**. Remember, if you choose to assign SAP codes, regardless of the existence of a RORSTAT record, these numbers reflect the counts in the RORSAPR table, not RORSTAT.

Global Institution Financial Aid Options (ROAINST)

The Global Institution Financial Aid Options (ROAINST) uses a six-character SAP code field. The **Initial SAP Status** remains as the SAP code that is assigned to a student/ applicant when the initial RORSTAT record is created. The **Exception SAP Status** field is used when the applicant falls through all of the SAP rules defined on RORRULE and does not fit into any of the predefined rules. This is the SAP code of last resort, much like the default group codes assigned in tracking, budgeting, and packaging. This field is also six positions in length and is validated against the RTVSAPR values.

Determining satisfactory academic progress using periods

When creating periods with multiple terms, you are required to select the term to be used when evaluating if the student is making satisfactory academic progress. The disbursement process will look for the most recent term in the satisfactory academic progress table (RORSAPR) which is less than or equal to the term with the **SAP** indicator checked for the period being disbursed. You should consider your institution's policy and evaluate how setting the **SAP** indicator will impact the evaluation of making satisfactory academic progress.

Example

Satisfactory Academic Progress

Period	Term Codes within Period	SAP Indicator Checked
Spring 2011	2011200	Y
Summer 2011	201130	Y
	201140	
	201150	

- SAP for 201120 exists as Making Satisfactory Academic Progress

- Disbursement is run for Summer 2011 period

  - Disbursement looks for most recent term where SAP indicator checked for period being disbursed = 201120

  - Making Satisfactory progress – funds disburse

- SAP process is run for 201130 term and results posted with 201130 as Probation (eligible)

- Disbursement is run for Summer 2011 period

  - Disbursement looks for most recent term where SAP indicator checked for period being disbursed = 201130

  - Probation (eligible) - funds disburse

- SAP process is run for 201140 term and results posted with 201140 as Failing SAP

  - Disbursement looks for most recent term where SAP indicator checked for period being disbursed = 201130 (201140 does not have SAP indicator checked)

  - Probation (eligible) - funds disburse

SAP processes

The applicant's SAP code is used throughout Banner. Banner looks at this value when packaging and disbursing the aid for the student.

SAP Assignment Process (ROPSAPR)

This process utilizes the rules established on the RORRULE form with a Rule Type of *S*. Unlike other Banner Financial Aid jobs, you must select which group of students to process through rules using parameters 05, 06, or 07 through 10.

The process will not default to only those with RORSTAT records for the aid year as many of the other Financial Aid processes do. In fact, this process will allow students to be used

who do not have RORSTAT records. This will allow those institutions who wish to calculate and maintain SAP statuses on all students to do so, whether or not they are currently receiving financial aid funds.

The parameters for this process include:

- 01 Aid Year Code (Required).
  The aid year value is used to validate the **Term Code** for the calculation (must be defined as belonging to that aid year).

- 02 Term Code For Calculation (Required).
  This value is used for those schools who want to calculate SAP on a specific term set of values rather than the cumulative statistics of an applicant. This parameter is not used by schools that do not specify a term value in their rules. This value is only utilized in the rules if there is a terminal value in the compiled rule :TERM. It must be defined as a part of the aid year in Parameter 01.

- 03 SAP Effective Term Code (Required).
  This is the term code that is associated with the results of the process. The process requires this term to be later than that used for Parameter 02. This term also identifies the aid year that all letters will be posted to in the GURMAIL Table (RUAMAIL form).

- 04 Student ID.
  This option cannot be used when running the process from job submission.

- 05 Use All with RORSTAT for Aid Year (Required **-** default of *N*).
  This option allows for the process to run on only those applicants with RORSTAT records for the aid year (as defined in Parameter 01).

- 06 Use All Enrolled for Term (Required - default of *N*). This option allows for the process to run on only those students who have enrollment records for the Term Code for Calculation (as defined in Parameter 02).

- 07 Application Code.
  This parameter is utilized in population selection.

- 08 Creator ID of Selection ID.
  This parameter is utilized in population selection.

- 09 Selection Identifier.
  This parameter is utilized in population selection.

- 10 User ID.
  This parameter is utilized in population selection.

- 11 Create RORSTAT Record Y or N (Required).
  If there were applicants who went through the process and did not already have RORSTAT records, do you want RORSTAT records created?

The first term code parameter, Term Code for Calculation (Parameter 02), validates against the Aid Year Code (Parameter 01) to ensure it is defined for that aid year code. The second term code parameter used in the process, SAP Effective Term Code (Parameter 03), is the term to which the results of the SAP process are posted. This term code is not validated against the aid year code parameter, as it may fall outside the range of the aid year. For example, SAP is being calculated at the end of the Spring term for the Fall. The Effective SAP Term Code would be the Fall term code, while the aid year parameter for the process would be the prior year.

The goal in requiring you to define these separate terms as input to the process up front is to minimize the need for you to hardcode specific term codes into the rules themselves. This would require you to maintain this data every time you need to run the rules.

The part of this process that has always caused confusion has been deciding which term the SAP has been calculated for and what term should be used in posting this SAP code. For example, if the student status at the end of the Spring semester is being reviewed, the code must be posted for the next term. Therefore, when running the SAP process, the term that should be used as the Effective term is not the Spring term, but rather the Fall term code (or possibly the Summer), as that is the term you want the results to affect. The packaging and disbursement processes will look at the Fall term code and will apply any and all logic for that SAP code to activity for the Fall; therefore, the Fall term code will be the Effective Term.

The first step of the SAP Assignment Process is the determination of what is the student's Calculated SAP status from the logic defined by the rules on RORRULE. This result will be posted to the RORSAPR table and displayed on the ROASTAT form. From here, the ROPSAPR process must determine if there are rules present on the RORSTRF form. If there are rules present and the combination of Previous SAP Status and Calculated SAP Status is present and matches that combination with a student, the process will pick up the New SAP Status as defined on RORSTRF and post that status as the New Status to the RORSAPR table which will again display on ROASTAT. If there are no rules on the RORSTRF form or the combination for Previous SAP Status and Calculated SAP Status is not defined, the Calculated SAP Status will become the New SAP Status and be posted as such.

Finally, the process must determine if there is a letter code defined for the New SAP Status anywhere. The processes will look at the RORSTRF rules form first. If there is a letter code defined for the combination of Previous Status and Calculated Status, the process will post that code to the GURMAIL table as a pending letter, using the aid year code associated to the Effective term. If the combination is not present on RORSTRF, the process will then look at the RTVSAPR rules form. If there is a letter code defined for the student's New SAP Status, that letter code will be posted to the GURMAIL form. If there is not a letter code in either location, no letter code will be posted.

In the previous examples, the SAP status was being determined from the Spring term and posted to the Fall term. In this case, the Calculate From term is the Spring and the Effective term is the Fall. The letter code will be posted as a pending letter to the aid year associated with the Effective term - or the Fall. Since this will impact the Fall term eligibility, it was determined that this was the appropriate year in which to attach the letter.

The ROPSAPR output files, the `.log` and `.lis` files, will identify the number of students that were processed through the SAP rules and if there are any locked records which could not be processed. The output will itemize those students who were not processed due to locked records.

SAP Status Codes View (ROVSAPR)

This view is intended to provide a method for selecting the maximum value SAP code for any student at any point in time. This view can be used as a tool for writing population selection rules, batch posting rules, or any other set of rules that is appropriate.

Process flow

1. Set up all rules associated with this function (ROAINST, RTVSAPR, RORRULE, RORSTRF).

2. When appropriate, run the ROPSAPR process from job submission for the desired group of students.

3. On an individual basis, the SAP process can be run online from the ROAIMMP form or the SAP code may be updated manually on the ROASTAT form. It is on this form that results may also be locked. (The batch posting process can also be used).

4. Run letters that were posted to the GURMAIL table as pending. When you run the GLBLSEL process, respond to the first question, *Print All Pending?* with *No.* Select a specific letter code. Then you will be asked again, *Print Pending Letters for this Letter Code ?*. Answer *Yes* and all letters with that letter code will be selected to be run. Once you have run these letters through the GLRLETR process, the print date will populate and they will no longer be pending.

5. If there was a change to the SAP Status for the term and a pending letter has already been created, but not yet printed, you will need to review the RUAMAIL form for accuracy.

    Note: For those institutions which use an aid year counter (or term counter) in their rules, this data can be stored in a user-defined field and accessed in your rules.

    The same is true for those schools who require a specific number of hours to be completed within an academic year. This data can be collected and stored in a user-defined field. This data is then available for use in your SAP rules.

    Note: Those clients who plan to take advantage of the latest enhancements in SAP processing will need to notify their Database Administrator to pay particular attention to the rate of growth of the Satisfactory Academic Progress Rules Table, RORSAPR. It it becomes too large, the table may need to be resized. The General utility script `gurrddl.sql` (found in the plus subdirectory of Banner General) can be useful in accomplishing this task. This will particularly be true for those schools who choose to start maintaining SAP data on all students who are enrolled, not just those with RORSTAT records.

    The batch posting process will not use the rules established on the RORSTRF form since there will not be a calculated SAP status determined. It will act the same way as a manual update to the SAP status, and impact only the effective SAP status code. However, batch posting will work differently than manually updating or posting an SAP status, in that it will create a pending letter if the status code being posted is defined with a letter code on the RTVSAPR form. It should also be noted that SAP records will be locked through the batch posting process.

    If you are writing term-specific rules and you wish to test the results while still on the RORRULE form by pressing *Execute*, you must replace your

:TERM variable with a specific term code so the rule can know which term to look for. However, remember to change this back to the :TERM variable before leaving the form as the appropriate term code will pass into this rule from the job parameters at run time.

For those institutions who wish to run the ROPSAPR process from the command line, the following are the instructions to do so.

On the Process Parameter Entry form (GJAPCTL), enter the required parameters for ROPSAPR. Select the **Hold** radio button of the Submission Block and press commit. Note the sequence number that returns to the screen. Go to the command line and enter:

For Unix: `ropsapr.shl <enter>`
For VMS: `ropsapr <enter>`

You will then be prompted for a User ID, a password, and the sequence number from above.

Sample rules

Below are some examples of rules that might be useful when trying to develop your own rules. It is helpful to note that the SHRTGPA table stores term-specific data about students, while the SHRLGPA table stores cumulative data. In the SHRTGPA table, there are options of whether to choose all data for a term-related to Institution coursework (*I*) or all data related to transfer work (*T*). In the SHRLGPA table there are three options. Institution (*I*), Transfer (*T*), or Overall (*O*).

1. A term-specific rule that does not require a RORSTAT record. Would have to be written in expert mode.

```
select DISTINCT(spriden_PIDM) from spriden, sgbstdn x, shrtgpa
where sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrtgpa_levl_code = 'UG' and
sgbstdn_majr_code_1 in
('ACCT','ANTH','CHEM','BUSI','ENGL','PSYC','SOC','BIOL') and
(shrtgpa_gpa_type_ind = 'I' and
((.60*shrtgpa_hours_attempted) <= shrtgpa_hours_earned)) and
sgbstdn_term_code_eff =
  (select max (y.sgbstdn_term_code_eff)
   from sgbstdn y
     where y.sgbstdn_pidm  = x.sgbstdn_pidm and
      y.sgbstdn_term_code_eff <= :TERM) and
sgbstdn_pidm = spriden_pidm and
shrtgpa_pidm = spriden_pidm and
spriden_pidm = :PIDM and
shrtgpa_term_code = :TERM
```

2. A cumulative rule which requires a RORSTAT record. Can be written in simple or expert mode. This rule will also have to be updated every year as it uses the rovst99 view.

```
Simple rule:
shrlgpa_levl_code = 'UG' and
rovst99_degc_code_1 in ('BA','BBA','AS','AA') and
rovst99_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
   shrlgpa_hours attempted <= 44) and
 shrlgpa_gpa >=1.60 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=45 and
   shrlgpa_hours_attempted <=89) and
 shrlgpa_gpa >=1.75 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=90 and
   shrlgpa_hours_attempted <=134) and
 shrlgpa_gpa >=1.90 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=135 and
   shrlgpa_hours_attempted <=275) and
 shrlgpa_gpa >=2.00 and
 shrlgpa_gpa_type_ind = 'O'))  and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned)
```

3. Example of the same rule as #2 without the rovst99 view. Would not require updating, but will require expert mode rules. This rule contains the same logic within it that the view does.

```
Select distinct(spriden_pidm) from spriden, sgbstdn x, shrlgpa where
sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrlgpa_levl_code = 'UG' and
sgbstdn_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
   shrlgpa_hours attempted <= 44) and
 shrlgpa_gpa >=1.60 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=45 and
   shrlgpa_hours_attempted <=89) and
 shrlgpa_gpa >=1.75 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=90 and
   shrlgpa_hours_attempted <=134) and
 shrlgpa_gpa >=1.90 and
 shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=135 and
   shrlgpa_hours_attempted <=275) and
```

```
  shrlgpa_gpa >=2.00 and
  shrlgpa_gpa_type_ind = 'O'))  and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned) and
sgbstdn_term_code_eff =
  (select max(sgbstdn_term_code_eff)
  from sgbstdn y,
  robinst
  where y.sgbstdn_pidm = x.sgbstdn_pidm and
  y.sgbstdn_term_code_eff <=robinst_current_term_code and
  robinst_aidy_code = :AIDY) and
sgbstdn_pidm = spriden_pidm and
shrlgpa_pidm = spriden_pidm and
```

Funds Management procedures

Funds Management implementation

1. Determine the various fund types your funds may have on the Fund Type Validation form (RTVFTYP).

    Fund types include: *L*oan, *W*ork, *G*rant, or *S*cholarship.

2. Determine the various fund sources for your funds on the Fund Source Validation form (RTVFSRC).

    Fund sources include: *F*ederal, *S*tate, *I*nstitutional, or *O*ther.

3. Define all potential funds on the Fund Base Data (RFRBASE) form.

    If the fund is able to be disbursed to the student account, relate an A/R detail code to the fund. From the Financial Aid Fund Type Validation (RTVFTYP) form and the Fund Source Code Validation (RTVFSRC) form, determine the type and source of each defined fund. Relate a Federal Fund ID to those Federal funds to which Federal hard-coded rules should apply. (Use the List function to determine valid values for these fields.)

    Determine the print order of the funds. Note that this print order determines the order of the funds for display in Self-Service and for letter-generation printing purposes. This does not affect the order of the funds on the award form.

    📝

    Note: You can use the *GTIV* (General Title IV Rules) code to subject the hard-coded federal rules to any non-Federal funds to which you wish them to apply.

4. For each fund, define any awarding rules that may apply using Rule Type Fund Awarding on the Financial Aid Selection Rules (RORRULE) form.

    These rules are interrogated during the packaging process when the fund is to be packaged.

5. For each fund, define any disbursement rules that may apply on the Financial Aid Selection Rules (RORRULE) form.

   These rules are interrogated during the disbursement process when the fund is to be disbursed.

6. Define the award and disbursement schedules by aid periods in the Default Award and Disbursement Schedule Rules (RFRDEFA) form.

   Note that the default rules are not by fund, but only by aid period. You may use the Insert Record function or select the **Default Award Schedule** icon to bring in the valid periods for both the Award and the Disbursement Schedule for the aid period identified in the Key Information section.

   • In the Award Schedule section, the Award Percent for all periods must equal 100%. Define valid memo expiration dates for each period. The Grant Award Percent must also be defined for all periods and must total at least 100%, but may total up to 200%.

   • In the Disbursement Schedule section, the disbursement date will default to the cut-off date defined by period on the Packaging Options (RPROPTS) form. The disbursement percent for each period must equal 100%.

7. Access the Fund Award and Disbursement Schedule Rules (RFRASCH) form.

   Use this form for any funds whose award and disbursement rules differ from the defaults set up on the RFRDEFA in Step 6. If no rules are defined specifically for the fund, the default rules will be used when the award and disbursement schedules are created in the student's packages.

8. Access the Fund Management (RFRMGMT) form.

   Use this form to define aid-year specific budget information, packaging, disbursement, and Self-Service options as well as budget and detail code rules, and tracking and message assignment rules for each particular fund. Refer to Online Help for specific information on the use of the fields.

Fund balance reconciliation

The fund balances on the Fund Budget Inquiry (RFIBUDG) form are stored in the RFRASPC Table. The balances in the RFRASPC Table are updated whenever a student's award for the year changes, when the status of the award changes, or when the amount of the memo, authorization, or payment changes. These balances are the summary of all activity for the year for awards made to all students. Individual student award information is stored in the RPRAWRD Table.

   Note: If a fund is out of balance, Banner may stop awarding or disbursing funds to students because it erroneously thinks that the fund is out of money. Running this reconciliation process will restore the fund balances to their proper level.

From time to time the totals that display in the RFIBUDG form and those stored in the RPRAWRD table get out of sync. To correct any discrepancies between the amounts awarded to the students (RPRAWRD) and the fund totals (RFRASPC), it is recommended that you use the Reconcile Fund(s) regularly which is available using the SQL*PLUS

script, `rslfndbl.sql` which will list the fund balances for the aid year and `rupfndbl.sql` which will update the fund balance information and the counts (in RFRASPC) based on the number and amount of awards (in RPRAWRD). You may also use the Reconcile Fund feature from the ROAMGMT form or by running the Fund Account Balance report, RFRABAL, using the option to Perform Fund Reconciliation (parameter 08).

⚠️ *Warning! Original Offer totals are not updated by SQL*PLUS scripts nor by the Reconcile options on ROAMGMT or the Fund Reconciliation option using RFRABAL.*

Calculating fund balances and the remaining Available to Offer Amount

The amount of actual dollars available for funds are entered on RFRMGMT or ROAMGMT. The Amount Available to Offer for the fund is established by entering an over commitment level as a percent of the total allocated amount. There are two options for determining the remaining amount which is available to offer by the packaging process or awarding the fund directly on one of the award forms. The option for how you want the remaining available to offer amount calculated is established on ROAINST form under the Options tab by selecting Yes (checked) or No (unchecked) for the Use Only Offered to Calculate the Available to Offer indicator.

Option 1: Use only offered aid to calculate the amount available to offer

When the **Use Only Offered to Calculate the Available to Offer** indicator is checked (Yes), the amount of funds available to be awarded is determined by subtracting the aid that is offered from the Fund Available to offer amount:

`RFRASPC_AVAIL_OFFER_AMT` - `RFRASPC_OFFER_AMT` = Amount of Funds Available

When setting the over commitment level for a fund, you may want to consider if the disbursements may be less than the total allocated such as when a fund prorates the amount disbursed based on enrollment or actual dollars earned for Work Study.

⚠️ *Warning! When establishing the amount available to offer for your funds, entering an **Over Commitment Percent** greater than 100.00% allows awards and potentially disbursements to exceed the actual Total Allocated dollars for the fund.*

Example

Fund allocation defined on RFRMGMT with Over Commitment of 100%

Total Allocated: 50,000.00

| | Available to Offer: | 50,000.00 | (RFRASPC_AVAIL_OFFER_AMT) |
| | Over Commitment Percent: | 100.000 | |

Use Only Offered to Calculate the Available to Offer is checked (Yes) on ROAINST.

	Amount	Remaining Amount	Remaining Percent	Actual Remaining
Current Offered	25,000.00 (RFRASPC_OFFER_AMT)	25,000.00 (Amount of Funds Remaining)	50.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00			
Declined	10,000.00			

Option 2: Use aid which is Offered, Cancelled, and Declined with an Over Commitment Percent greater than 100% to calculate the amount available to offer

When the **Use Only Offered to Calculate the Available to Offer** indicator is unchecked (No), the amount of funds available to be awarded is determined by subtracting the sum of aid that is offered, declined, and cancelled from the Fund Available to Offer amount:

RFRASPC_AVAIL_OFFER_AMT - (RFRASPC_OFFER_AMT +

RFRASPC_DECLINE_AMT + RFRASPC_CANCEL_AMT) = Amount of Funds Available

Based on past experience, you can estimate the amount of specific awards that you can safely over commit during packaging because you know that all awards are not actually paid; a percentage of awards are either canceled or declined before payment.

> **Note:** If the over commitment projection is correct, the final current offers will eventually equal the total allocated. Banner still cannot save you if you over commit too much and your final current offers exceed your total allocated. The total amount of canceled and declined awards in one year will be a good measure of what the over commitment level for the next year should be.

When testing to see if the fund has enough money available to make new or additional awards, the calculation takes the Available to Offer Amount (over commitment level) and subtracts the current offers, declined amounts, and canceled amounts. When an award is

canceled or declined, the Available to Offer amount does not change because the canceled/declined amount is still being used to reduce the balance.

Example 1:

Fund allocation defined on RFRMGMT with Over Commitment of 100%

Total Allocated:	50,000.00
Available to Offer:	50,000.00 `(RFRASPC_AVAIL_OFFER_AMT)`
Over Commitment Percent:	100.000

Use **Only Offered to Calculate the Available to Offer** is unchecked (No) on ROAINST.

	Amount	Remaining Amount	Remaining Percent	Actual Remaining
Current Offered	25,000.00 `(RFRASPC_OFFER_AMT)`	10,000.00 (Amount of Funds Remaining)	20.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00 `(RFRASPC_CANCEL_AMT)`			
Declined	10,000.00 `(RFRASPC_DECLINE_AMT)`			

Example 2:

Fund allocation defined on RFRMGMT with Over Commitment of 125%

Total Allocated:	50,000.00
Available to Offer:	62,500.00 `(RFRASPC_AVAIL_OFFER_AMT)`
Over Commitment Percent:	125.000

Use **Only Offered to Calculate the Available to Offer** is unchecked (No) on ROAINST.

	Amount	Remaining Amount	Remaining Percent	Actual Remaining
Current Offered	25,000.00 (RFRASPC_OFFER_AMT)	22,500.00 (Amount of Funds Remaining)	36.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00 (RFRASPC_CANCEL_AMT)			
Declined	10,000.00 (RFRASPC_DECLINE_AMT)			

Reviewing Fund Balances

The Fund Balance Inquiry form, RFIBUDG, displays detailed information about the fund balance, amount available to offer, and the information on the number and amounts of awards made to students. When reviewing the fund balance information:

- The Actual Remaining Amount field displays the amount of the Total Allocated minus the Current Offered amount (aid which is offered or accepted).

- The Remaining Amount and the Remaining Percent fields represent the calculated amount still available to offer based on the over commitment level (Available to Offer amount for the fund) and the option setting on ROAINST to use only amounts offered (Option 1 above) or to include amounts which are cancelled and declined (Option 2 above).

You may also view the detailed information for the fund by term or by period on RFIBUDG by accessing the appropriate page from the Options menu.

The Account Balance report, RFRABAL, and the Fund Budget report, RFRBUDG, may also be used to view information regarding your funds. These reports will also use the option on ROAINST for calculating the remaining amount and percent that is available to be offered for the fund.

Banner Financial Aid Fund Specific Packaging options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you offer an award to a student, what award status code do you want Banner to assign when you package the award?	RFRMGMT *(Packaging Options window)*	Offer Status	Valid Award Status Code defined as *Offered*	When the packaging program offers the fund, Banner uses this award status code for the specific fund.
What award status code do you want to use when Banner accepts an award for a student?	RFRMGMT *(Packaging Options window)*	Accept Status	Valid Award Status Code defined as *Accepted*	Banner uses this defined status when the fund is set to auto-accept. It also uses this status when you accept the fund through the Award Acceptance Mass Entry (RPAMACC) form.
What award status code do you want to use when Banner declines an award for a student?	RFRMGMT *(Packaging Options window)*	Decline Status	Valid Award Status Code defined as *Declined*	Banner uses this decline status when you decline the award with the Award Acceptance Mass Entry (RPAMACC) form.
What award status code do you want to use when Banner declines an award for a student?	RFRMGMT *(Packaging Options window)*	Cancel Status	Valid Award Status Code defined as *Cancelled*	Banner uses this cancel status as a default when the award has been cancelled.
Do you want to automatically package the fund through batch or online auto packaging?	RFRMGMT *(Packaging Options window)*	Auto Package	a checked box	If you do not check this box, you cannot use the fund on the Packaging Group Fund Rules (RPRGFND) form for the aid year.
Once you award the fund, do you want to schedule it between the periods in the student's aid period?	RFRMGMT *(Packaging Options window)*	Auto Schedule	a checked box	If you do not check this box, the fund is not scheduled between periods in the aid period. There will be award letter implications to consider if you don't check this option. There will also be disbursement implications. It is recommended this is always checked.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you offer an award as part of the student's package, do you want Banner to automatically accept it?	RFRMGMT *(Packaging Options window)*	Auto Accept	a checked box	If you check this field and you enter the fund with an *Off*ered status, the status automatically changes to an *Acc*epted status as defined for this fund and aid year. Do not check the **Auto Accept** field for any funds which you require a student to accept (that is, via an award letter). Note that funds cannot be disbursed until *Acc*epted.
When the award is packaged (whether in batch or online), do you want to package the award even if it exceeds the student's need?	RFRMGMT *(Packaging Options window)*	Override Need	a checked box	Note that you cannot override the overaward edit in Award Validation regardless of how this indicator is set if any Title IV monies already exist in the student's package.
When the award is packaged (whether in batch or online), do you want to package the award but not exceed the Cost of Attendance?	RFRMGMT *(Packaging Options window)*	Override Need to Cost of Attendance	a checked box	This allows you to add an additional packaging override to allow some funds such as Merit Scholarships to have edits similar to PLUS loans (that is, need can be exceeded, but you cannot exceed the COA).
				Note - You cannot set both the **Override Need** indicator and **Override Need to Cost of Attendance** simultaneously, as they cannot co-exist on the same fund. If you attempt to do so, an error message will appear.
Do you want to allow Banner to disburse a fund to a student without regard to his/her academic standing? If you set this option to *Y,* the award and disbursement validation routines skip the academic progress check.	RFRMGMT *(Packaging Options window)*	Override SAPR	a checked box	For example, you may want to package or disburse a particular institutional scholarship to a student not making satisfactory academic progress, despite the fact that the student is not eligible for any other institutional or federal aid.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When the award is packaged (whether in batch or online), do you want to package this award regardless of whether or not any general unsatisfied tracking requirements which prevent packaging exist?	RFRMGMT *(Packaging Options window)*	Override Rqmt	a checked box	A general tracking requirement is defined as a requirement which is not fund specific, that is a requirement that gets assigned as part of the group assignment process. For Actual packaging, if unsatisfied general requirements exist that prevent packaging, a fund will not be packaged unless the **Override Requirement** field is checked on RFRMGMT.
Should the award be used to replace the student's EFC in the calculation of Need?	RFRMGMT *(Packaging Options window)*	Replace EFC	a checked box	Field will replace EFC first. When it has replaced 100% of EFC, it will start to reduce need. Banner reduces need if the EFC replacement award is greater than the EFC.
Should the award be used to reduce the student's need in the calculation of Need?	RFRMGMT *(Packaging Options window)*	Reduce Need	a checked box	Will reduce need by amount of award. The **Replace EFC** and **Reduce Need** fields are mutually exclusive. You cannot check both options.
Should the fund be processed through the Loan Module?	RFRMGMT *(Packaging Options window)*	Loan Process	a checked box	If you check this field, you can create fund rules in the loan module for the key aid year. If this field is checked, you must not check the **Disburse** field since loan disbursement occurs from within the Loan Module.
In order for the fund to be packaged, is a Need Analysis record required to be on file?	RFRMGMT *(Packaging Options window)*	Need Analysis	a checked box	A warning message alerts you during packaging if a student does not have a need analysis record for the aid year in which the fund is packaged.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you add or change the award in the student's package, do you want Banner to automatically set the award letter indicator on the student's record for award letter selection?	RFRMGMT *(Packaging Options window)*	Award Letter Ind	a checked box	You can use this indicator with population selection to select those students who need an award letter. Once you generate the award letter through the Letter Generation Process, the RLRLETR Process changes the award letter indicator on the RPAAPMT, RPAAWRD, and ROARMAN forms back to *N* for the selected students.
Do you want to allow the award to be offered, accepted, declined, or cancelled by period?	RFRMGMT *(Packaging Options window)*	Allow Processing by Period	a checked box	When this field is checked, updates can be made to the period award status to accept, decline, or cancel an award for one or more periods within Banner. Also when checked, the Option is provided to allow the student to accept or decline the award in Self-Service by period.
If you use the Equity packaging philosophy, do you want this fund to count in the computation of the student's equity level?	RFRMGMT *(Packaging Options window)*	Equity Fund	a checked box	Note that you must set up the Pell fund code as an Equity fund. Any fund with this indicator checked reduces the student's calculated equity level in the packaging process.
Do you want to identify this fund as a fund that you to count for NCAA regulations?	RFRMGMT *(Packaging Options window)*	Count for NCAA	a checked box	Banner does not perform any processing on this data. It is available for use in conjunction with your institutionally defined rules. The Fund Aid Year Specific Table (RFRASPC) contains the `RFRASPC_NCAA_IND` field.
Should applicants be able to accept/decline this fund in Self-Service?	RFRMGMT *(Packaging Options window)*	Allow Accept/ Decline	a checked box	This allows the applicants to do self-service on their award package. They can only accept or decline the entire amount of the fund.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Should the applicant be able to accept a partial amount of this fund in Self-Service?	RFRMGMT *(Packaging Options window)*	Allow Partial Amount Acceptance	a checked box	When checked, the applicant will be allow to accept less than the amount offered.
Is this fund a Direct Loan fund with a Rebate Fee Percent?	RFRMGMT *(Packaging Options window)*	Rebate Fee Percent	Percentage amount of the rebate	This percentage will be used when processing the loan to determine the correct amount to award to the student.
If you process the fund through the loan module, what is the total percentage of origination and agency fees that you want to deduct from the gross loan amount for calculating net expected check amounts?	RFRMGMT *(Packaging Options window)*	Loan Fee Percent	Percentage of fees to be deducted from the gross loan amounts.	This percentage defaults into the Loan Application records created for the fund, but you can override the percentage on an individual student basis on the RPAELAP and RPALAPP forms. You can use the calculated net amount to memo the net amounts of the anticipated checks and to anticipate the receivable amount.
What is the interest rate if this is a Direct Loan?	RFRMGMT *(Packaging Options window)*	Interest Rate	The percentage of the Direct Loan interest rate.	The amount of the interest rate for the direct loan.
What type of loan is this Direct Loan?	RFRMGMT *(Packaging Options window)*	Direct Loan Indicator	*S*ub *Un*sub *PL*US *Ot*her	This field is used to determine how to process the loan.
If the fund is a grant or scholarship, and you use self-help packaging, do you want to use any portion of the fund to reduce the student's self-help level?	RFRMGMT *(Packaging Options window)*	Self - Help Reduction %	Percentage of the award which should reduce self-help level	If the student has a pre-awarded fund with a self-help reduction %, Banner uses that percentage of the student's award to reduce the calculated self-help level for the student during packaging.
Is this an Alternate Loan fund?	RFRMGMT *(Packaging Options window)*	Alt Loan Prog Type	Three-character code to indicate if this fund is an alternative loan fund as defined by NCHELP.	Used by Packaging and Loan processes to determine correct edits to use.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
When you package the fund, how do you want to round the aid year award?	RFRMGMT *(Packaging Options window)*	Round Award	*001 = $1* *010 = $10* *025 = $25* *050 = $50* *100 = $100*	Note that Banner rounds down all awards to the nearest specified dollar amount.
If the award is scheduled between periods (if the Auto Schedule field is set to *Y* (Yes)), how do you want to define the rounding rules in scheduling the award by periods and for use in fund disbursement?	RFRMGMT *(Packaging Options window)*	Round Schedule	*RC Rd Cents* *RD Round $* *TC Trun Cts* *TD Trun $*	Round Cents Round Dollars Truncate Cents Truncate Dollars
Does the fund have a limit on how much Banner can award to a student based on estimated tuition and fees, etc.?	RFRMGMT	Budget Component Rules window	Valid Budget Components	Banner only packages the fund up to the sum of the defined budget components, or to the eligible packaged amount - whichever is less.
When you award a fund to a student, are there any additional requirements which the student must satisfy before you memo or disburse the fund?	RFRMGMT	Tracking Requirements window	Valid Tracking Codes	When you package the award, Banner posts these tracking codes to the student's tracking record. You cannot enter tracking codes that prevent packaging here. Banner posts these tracking requirements with a system indicator of *F* Fund. If you delete the award that is associated with the tracking requirement, Banner also deletes the tracking requirement provided the requirement has not already been satisfied.
When you award a fund to a student, are there any specific messages you would like to appear on the award letter regarding the specific award?	RFRMGMT	Message Assignment window	Valid Message Codes	When you generate award letters and the student has the specific fund in their package, the message prints on the letter. A Letter Generation variable for fund messages must exist in the letter definition in order for the messages to print.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you have any institutional specific awarding rules for the fund?	RORRULE *(using Rule Type Fund Awarding)*		Define valid conditions	The Award Validation process checks to assure that the student meets these defined conditions for the fund.
Are any of the institutionally specific awarding rules for the fund specific to a group of students?	RORRULE *(using Rule Type Packaging Group Fund Awarding)*		Define valid conditions	The Award Validation process checks to assure that the student meets these defined conditions for the fund based on the student's specific packaging group. Banner only validates these rules when you automatically package the fund in batch or online modes.

Banner Financial Aid Global Packaging options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you want to use the student's reported expected enrollment for various packaging functions if the student reported an expected enrollment?	RPROPTS	Use Estimated Enrollment	a checked box	If you do not check this box, Banner uses the Default Estimated Enrollment value. Estimated enrollment is used in packaging, exemptions & contracts, Pell awarding, etc.
What default enrollment would you use to package a student if the student did not report an expected enrollment, or if you chose not to use the student's expected enrollment in the preceding option?	RPROPTS	Default Estimated Enrollment	*1 = Full-time* *2 = ThreeQtr* *3 = Halftime* *4 = Less-half*	This is a required field. You must enter one of the indicated values.
Do you wish to package a student if the student's EFC is an estimate?	RPROPTS	Package Using Estimated EFC	a checked box	If you do not check this box, the student will not be packaged if the EFC is estimated for the current Need Analysis record.
Do you wish to package a student if a SAR C-Flag exists?	RPROPTS	Package if SAR C Flag Exists	a checked box	If you check this box, the student will be packaged if there is a SAR C-Flag on the current Need Analysis record.
Do you wish to default increased amount of Stafford Loan?	RPROPTS	Additional Stafford Elig Default	a checked box	When this indicator is set (that is, checked), independent students will automatically be eligible to receive the higher amount of the unsubsidized Stafford loan.
Where to get information for packaging?	RPROPTS	Source of Award History	*B = Banner* *N = NSLDS* Only N is valid for 0607 and beyond	This is a required field. When determining award cumulatives, where should that come from.
Do you wish to allow the user to mass accept awards for student?	RPROPTS	Allow Award Mass Accept	a checked box	By setting this indicator to checked, the user can mass accept awards for an applicant from the RPAMACC form.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you wish to limit the amount of time an applicant has to respond to an offer of aid?	RPROPTS	Offer Expiration Days	Number of Days	Once the number of days specified in this field has expired, you have the opportunity to automatically cancel all unaccepted awards or simply to get a report of them by running the RPRCNCL report.
Do you wish to assign any tracking requirements specific to a fund when it is awarded?	RPROPTS	Tracking Requirement Status	The appropriate Tracking Requirement Status	This is a required field. The value will default when the fund is awarded.
Do you want to interface selected exemptions from the Banner Student Accounts Receivable Module so that you can count the exemptions as a resource in the student's aid package?	RPROPTS	Interface Exemptions	a checked box	Exemptions will only be interfaced for students who are authorized for the exemption on TSAEXPT. If estimated amounts are desired prior to actual A/R postings, use the Exemption Rules (RPREXPT) form.
Do you want to interface a selected third-party contract from the Banner Student Accounts Receivable Module so that you can count it as a resource in the student's aid package?	RPROPTS	Interface 3rd Party Cont	a checked box	Contracts will only be interfaced for students who are authorized for the contract on TSACONT. If estimated amounts are desired prior to actual A/R postings, use the Third Party Contract Rules (RPRCONT) form.
If you choose to interface exemptions and/or contracts, do you want to always use the estimated amount of the exemption or contract as a resource in the student's aid package?	RPROPTS	Always Use Estimated	a checked box	If this field is unchecked, Banner uses the estimated amount as a resource until the actual amount is paid. When paid, Banner uses the actual amount.
If you choose to interface exemptions and/or contracts, do you want to assume that the student is enrolled full-time for the purposes of estimating the amount of the exemption or contract prior to its payment?	RPROPTS	Assume Full Time	a checked box	If this field is unchecked, Banner uses the proration percentages based on the load to calculate the estimated amount. If this field is checked, the estimated amount comes from the rules (RPREXPT or RPRCONT).

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If you decided in the previous option not to assume full-time for the purposes of estimating the amount of the exemption/ contract, how do you want to prorate the estimated amount based on the student's expected load?	RPROPTS	3/4 Time Pct 1/2 Time Pct Less 1/2 Time Pct	Enter Percentages for each load option	Note that when you calculate the estimated amount based on the load, the student's load comes from the reported data first, (if you check the Estimated Enrollment - Pell field); it will then default to the Default Estimated Enrollment value.

Repeat coursework processing

Changes became effective on July 1, 2011, specifically identifying how Repeat Coursework must be taken into account by institutions when defining "Full-Time" status for enrollment, as well as how that coursework is counted in the Satisfactory Academic Progress (SAP) calculation.

Note: The amended definition of Repeat Coursework can be found in section §668.2 of the *Federal Register*.

The Notice of Proposed Rulemaking suggested that institutions pay for any coursework previously taken. The final rule, as enacted, became effective on July 1, 2011 and amended the definition of a "Full-time" student to include:

"including for a term-based program, repeating any coursework previously taken in the program but not including either more than one repetition of a previously passed course, or any repetition of a previously passed course due to the student failing other coursework." (34CFR Section 668.2)

The regulation provides further detail regarding "Three-Quarter time" and "Half-time", with regard to the proration of "Full-time".

Functionality is provided in Banner to assist you with managing repeat coursework for federal funds, according to the requirements that became effective on July 1, 2011. In addition, functionality exists to allow you to manage alternate repeat coursework rules that might be applicable at your institution for non-federal funds.

Setup

Financial Aid Repeat Course Exclusion (RORRPCX)

The RORRPCX form allows the institution to insert and update courses which will be excluded from the Financial Aid Repeat Coursework enrollment calculations. Examples of courses that would possibly fall into the category of legitimate repeats and ultimately excluded from the Repeat Coursework calculation would be thesis courses, dissertation courses, some physical education courses, and performance courses. Institutions may also have individual courses outside of the examples listed above that they may want to include as exclusions; that is permissible.

Subject, **Course** and **From Term** are required fields. Data must be populated for each of these fields before the **Description** field will be populated. The Description used will be the default Course Title (from SCBCRSE) for the course, not an individual Course Title from the section created.

To determine the correct Course Title to populate as the **Description** field, the **From Term** field's value will be used.

- If a course exists (from SCBCRSE) for the same term entered in the From Term field on RORRPCX, the Course Title will be used to populate the Description on RORRPCX.

- If a course does not exist (from SCBCRSE) for the same term entered in the From Term field on RORRPCX, the Course Title (from SCBCRSE) will be chosen by selecting the earliest From Term sequence (from SCBCRSE) and use the Course Title that appears with that sequence record.

For each course and subject listed, a From Term and To Term must be entered to specify the range of terms for which this course should not be included in the Repeat Coursework calculation. The **To Term** field can be left blank. If the **To Term** field is left blank, an understanding of infinity will be used to determine the To Term value. Once the term range has surpassed, the course listed will be subject to consideration in the Repeat Coursework calculation.

Identical courses may be entered in this form, providing their term ranges do not coincide nor do they exist in a previously established term range for an existing row matching the same Subject and Course. Also, there is no stipulation on length of the term range; it can be as short as one term and as long as infinity.

Once a record is committed, the Subject, Course, and From Term are not updateable. The To Term may be updated. If the Subject, Course, or From Term must be updated, you must perform a record remove on the current record and insert a new record.

Enrollment Rule Validation (RTVENRR)

The RTVENRR form allows you to define different rule codes. Removing the Active Indicator for that rule does not inactivate the rule for that year but will prevent the rule on RORENRR for this code from rolling in the ROPROLL process.

Enrollment Rules (RORENRR)

The RORENRR form allows you to define the criteria for determining whether a course should be included in the calculation of an applicant's credit, billing, and adjusted hours.

An enrollment rule will perform repeat course checking if the **Use Repeat Course Checking** indicator is checked.

At the Federal Student Aid (FSA) conference in November 2011, the Department of Education (ED) stated that withdrawn courses are not to be counted as the one repeat allowed of a previously passed course in Repeat Coursework processing. Additionally, the Student Financial Aid Handbook, Volume 1, Chapter 1 for the 2012-2013 aid year has been updated, providing guidance regarding the counting of withdrawn courses as the student's allowed retake of the course.

> "A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases), and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once then is repaid for retaking it and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time."

To address this situation, functionality in Repeat Coursework processing allows withdrawn courses to be included or excluded by the school in their Repeat Coursework Enrollment Rules. This control will be set by the school and can be modified as needed.

This functionality is associated with the **Count Withdrawal Status as Repeat Attempt** indicator on the RORENRR form. This indicator allows the school to determine whether they want their withdrawn status codes to be counted as an attempted repeat in their Repeat Coursework processing.

All Status Codes from the Course Registration Status Code Validation (STVRSTS) form that have the Withdrawal Indicator checked (STVRSTS_WITHDRAW_IND = Y) will be considered when the Repeat Coursework logic determines if the course is considered a repeat.

> **Note:** If the **Count Withdrawal Status as a Repeat Attempt** indicator is unchecked (do not count withdrawal as a repeat), a course withdrawn in the current term being processed will be included as a repeat to preserve the repeat count when the student was actively registered in the course. For example, when registered for the course in the current term, the repeat count was 2. When the student withdraws from the course, the repeat will remain as 2 for the current term.

Repeat/Multiple Course Rules (SHARPTR)

This package uses the institution's defined settings in the Repeat/Multiple Course Rules (SHARPTR) form for the **Level Indicator**, **Title Indicator, Schedule Type Indicator**, and **Transfer Course Indicator** fields when determining if a course is considered a repeat and included or excluded from the Repeat Coursework enrollment calculation. These four indicators are the only fields used on this form for the Financial Aid Repeat Coursework functionality.

To ensure proper and accurate processing, it is recommended that your Financial Aid office coordinate with the Registrar's office to ensure these indicators are set according to both institutional policy and in accordance with the repeat coursework federal regulation.

Although required by federal regulation, using transfer coursework in repeat coursework processing is optional at the institutional level. If your institution does accept transfer credits towards the students program of study, the **Transfer Course Indicator** on the SHARPTR form should be checked to include those courses in repeat coursework processing. When doing so, the Equivalency Detail block of the Transfer Course (SHATRNS) form must have the courses' equivalency information completed.

Using transfer courses in repeat coursework processing will be successful, providing the transfer course is entered manually on the SHATRNS form or via the Transfer Articulation module in the Banner Student system. Please refer to the *Banner Student User Guide* for additional information regarding transfer coursework data entry.

Course Detail Information (SCADETL)

The Equivalent Course block of this form is used to indicate course equivalencies or "course inclusions". Course equivalencies are typically built when subject/course numbering is different for grade levels yet the course content is identical, or when the course life cycle is expired and a new course subject/course number is created in its place.

Course equivalencies may already be defined by institutional policy or course expiration. To ensure proper and accurate processing, it is recommended that your Financial Aid office coordinate with the Registrar's office to make certain that all course equivalencies are entered correctly and in a timely fashion.

Grade Code Maintenance (SHAGRDE)

The Grade Code Maintenance (SHAGRDE) form contains institutional control used to determine which Grade Codes are to be included in repeat coursework processing. This is accomplished by checking the form's **Repeat Indicator**. Without this option being hardcoded, institutions have an additional method to control which Grade Codes will be used in repeat coursework processing and which will not be used. All grade codes which are to be used in processing must have the **Repeat Indicator** checked. If the **Repeat Indicator** is changed at any time, the repeat coursework enrollment calculations will be affected, dynamically.

Control over which grade codes are considered "passing grades" is housed in the **Count in Passed** Indicator. This indicator must be checked for the grade code to be considered a passing grade.

As grading policies vary among institutions, ensuring that these settings are accurate will prevent incorrect enrollment calculations and avoid invalid aid disbursements.

Course Registration Status Code Validation (STVRSTS)

The Status Code used for courses enrolled must have the **Count in Enrollment** indicator checked if the status code is to count in the enrollment calculation of both total hours and repeat coursework hours. For withdrawn status codes to be considered in the repeat coursework enrollment calculation, the **Count in Enrollment** indicator must be checked.

Institutional policy will typically dictate if withdrawn courses count in the enrollment calculation. For the repeat coursework enrollment calculation to accurately account for withdrawn courses counted in enrollment, the course should not have a grade code populated.

Transfer Course (SHATRNS)

For transfer coursework to be included in the repeat coursework calculation, the transfer course must have any and all Equivalency Detail completed on the Transfer Course (SHATRNS) form. Along with entering the equivalent courses, the **Count in GPA** indicator must also be checked.

It is important to remember that the **Repeat** indicator on the Grade Code Maintenance (SHAGRDE) form should be checked for the Grade Code used as well as ensuring the **Transfer** indicator on the Repeat/Multiple Course Rules (SHARPTR) form is checked. The repeat coursework calculation works with transfer courses entered manually on the Transfer Course (SHATRNS) form or via the Transfer Articulation module in the Banner Student system.

Additional institutional setup considerations

Repeat Coursework processing will exclude a course from being considered a "repeat" in the Repeat Coursework enrollment calculation if:

- The **Student Level** or **Course Level** is marked for exclusion on the Global Institution Financial Aid Options (ROAINST) form.

    or

- The **Grading Mode** or **Registration Status** has been listed on the Audit Grading Mode (RPRAUDT) form.

    or

- The section is labeled as unavailable for aid on the Section Unavailable for Aid (ROASECT) form.

This functionality is optional and can be implemented at any time by your institution. When in effect, enrollment calculations will reflect the exclusion of the course based on the form entries above.

Repeat course checking functionality

The business logic used to determine Repeat Coursework is housed within the Financial Aid Repeat Course Package (ROKRPTS). This package contains logic to determine if a course is considered a repeat based on numerous sets of criteria.

Using the settings mentioned in the sections below, the ROKRPTS package will determine if a course is considered a repeat and included or excluded from the Repeat Coursework calculation based upon whether that repeat violates the regulatory limit towards the calculation of "Full-time" enrollment, using courses that are graded, not graded, rolled to history, and not rolled to history. This logic holds true for both institutional and transfer courses.

Multiple enrollment calculations

The use of Repeat Course Checking allows institutions to have multiple enrollment calculations running simultaneously for enrollment rules using and not using the Repeat Course Checking logic. The outcome of this functionality may result in a different enrollment calculation for enrollment rules that use Repeat Course Checking versus enrollment rules that do not use Repeat Course Checking. At the time of disbursement, one fund code or category of fund codes may disburse based on a different number of credits compared to fund codes with a larger number of credits which do not use Repeat Course Checking in their corresponding enrollment rules.

Many processes and reports have been updated to accommodate this type of processing and the proper calculations will display on the Financial Aid Enrollment (ROAENRL) form, respectively.

Non U.S. institutions

Although U.S. Federal Regulations state that Federal Title IV aid must use the Repeat Coursework regulations, the overall use of Repeat Course Checking functionality is not limited to U.S. based institutions only. Non U.S. institutions may use this functionality for any Fund Code(s) desired in enrollment rules as desired.

Calculation of repeated coursework for SAP & transfer credits applied towards the student's academic program

In the Student system, functionality exists for handling the Calculation of Repeated Coursework for Satisfactory Academic Progress (SAP). The Registration Repeat Checking and Academic History Repeat Processing module is where the logic resides.

Functionality also exists for handling the processing of Transfer Credit(s) which are Applied towards a Student's Academic Program. The setup and processing of this functionality is located within the Transfer Evaluation and Transfer Articulation modules of the Student system.

> **Note:** Information regarding setup and processing for both of these can be found in the Banner Student *User Guide*, chapters 12 & 13.

Display and maintenance of student enrollment

The Financial Aid Enrollment (ROAENRL) form maintains Banner Financial Aid hours and displays Banner Student hours.

This form maintains **Attending Hours** by date for the student both for Financial Aid hours and **Current Hours** from registration. You can view the student's registration for the term. When an Aid Year has been entered in the key block, the terms associated with the aid year or a crossover year are displayed. You may only insert manual Financial Aid hours

when an Aid Year has been provided. Additionally, you may filter the data based on the period and/or enrollment rule supplied in the key block.

The Aid Year in the key block may be left blank to view all enrollment hours for a student. When the Aid Year in the key block is left blank, the form acts as a query form to display the enrollment terms in descending order for the student.

If necessary, you can select the ID button or List to search for existing applicants with the Person Search (SOAIDEN) form or the SSN/SIN Alternate ID Search (GUIALTI) form.

Financial Aid Enrollment (ROAENRL)

The Financial Aid Enrollment (ROAENRL) form also provides an option to view an applicant's financial aid hours and student hours by period and/or enrollment rule. This information is based on the enrollment rule and/or the aid period and Pell aid period (if they exist), that have been assigned to the applicant for the aid year in the form's key block. The attending hours for the period will also be provided to allow the number of hours to be viewed when disbursing on the number of hours currently attending. This allows you to view the term and attending hours for all terms within the applicant's period.

Example

Financial Aid and Current Student Hours (page 1 of ROAENRL)

Summer 2011 period has been created with a financial aid year of 1011 and a crossover aid year of 1112 and has terms 201130 and 201145 belonging to the period.

When the 1011 aid year is entered for the ID, Financial Aid hours if they exist and Current Student hours for the terms 201130 and 201145 will be displayed. Since the period Summer 2011 has been designated as a crossover period for the 1112 aid year, both the 201130 and 201145 Financial Aid and Current Student hours will also be displayed when accessing ROAENRL for the 1112 aid year for the ID.

Financial Aid Hours by Period and Current Student Hours by Period (By Period and By Current Period buttons)

When accessing either the Financial Aid Hours by Period or the Current Student Hours by Period, the sum of the hours for the 201130 and 201145 terms will be reflected in the enrollment for period Summer 2011. This will be the enrollment used by the disbursement process when disbursing for the Summer 2011 period. The Summer 2011 period enrollment will be displayed when the Summer 2011 period is included in the student's aid period or Summer 2011 is included in the student's pell aid period.

- 1011 aid period of Fall/Spring/Summer will display Summer 2011 period enrollment when aid year is 1011 in key block

- 1112 Pell aid period of Summer/Fall/Spring will display Summer 2011 period enrollment when aid year is 1112 in key block

The display of Financial Aid Attending by Period and the Student Current Attending by Period will display the calculated enrollment as of the Attend Date displayed for each period in the student's aid period or Pell aid period.

In the example below, for the Summer 2011 period, the student's calculated enrollment is 3 hours as of May 1st, and calculated enrollment of 6 hours on June 15th.

Period	Attend Date	Credit Hours	Billing Hours	Adjusted Hours
Summer 2011	15_JUN-2011	6	6	6
Summer 2011	01-MAY-2011	3	3	3

Only the Financial Aid term and attending hours fields will be updateable. Enrollment will remain by term and the enrollment load will be calculated based on the hours enrolled in each term of a period. If the applicant is not enrolled in all terms of the period, the enrollment load will be calculated based on the terms which the student is enrolled. If the **Consortium Indicator** has been checked for only one term in a period which contains multiple terms, the functionality for the **Consortium Indicator** will only apply to the term where the **Consortium Indicator** = Y.

Financial aid hours

When the **By Period** button is selected, the **Financial Aid Enrollment by Period** window is displayed.

> **Note:** If an aid year has not been defined in the form's key block, the **By Period** button is disabled (de-emphasized).

Current hours

The **Charges Accepted** indicator displays if the charges have been accepted for the term based on the values from the Student System (SFBETRM_AR_IND).

When the **Current By Period** button is selected, the **Current Enrollment by Period** window is displayed.

> **Note:** If an aid year has not been defined in the form's key block, the **By Period** button is disabled (de-emphasized).

Financial aid hours by period

Only terms that have been associated with periods included in the student's aid period or Pell aid period will be displayed. If the student does not have hours for a term associated with the period, the period will still be listed however, the hours will be blank.

Financial aid attending by period

The Financial Aid Attending By Period is display only. For each Period in the student's aid period, the total number of hours for the period as of the Attend date are provided.

Current hours by period

Only terms that have been associated with periods included in the student's aid period or Pell aid period will be displayed. If the student does not have hours for a term associated with a period, the period will still be listed however, the hours will be blank.

Current attending by period

The Current Attending By Period is a display of the attending hours from the student system. For each Period in the student's aid period, the total number of hours for the period as of the Attend date are provided.

Calculating enrollment

Enrollment Rules are used to define which checks should be included to determine the credit, billing, and adjusted hours for the student. The rules will allow indicators to be set to establish whether the rule requires evaluation of repeat coursework along with the number of repeat courses, if a Withdrawn Registration status is considered an attempt of a course previously passed, or if attendance must be verified in the course. Enrollment Rules are aid year specific and are included in the FA New Year Roll Process (ROPROLL) as part of rolling your Funds.

The Enrollment rule is then assigned to the funds as appropriate and will be used to determine the student's enrollment for the specific fund.

Two Enrollment rules are delivered with Banner:

- Standard Enrollment Rule

- Repeat Enrollment Rule

Additional rules can be created at your institution.

Standard Enrollment Rule

This rule is delivered as system required and cannot be updated or removed. The Standard Enrollment Rule will determine the Credit, Billing, and Adjusted hours.

Repeat Enrollment Rule

This rule is delivered to determine enrollment using the Repeat Coursework check. As delivered, this rule is defined to allow one repeat of a previously passed course and will count a Withdrawal Status code as an attempt of a previous passed course. The hours determined as Credit, Billing, and Adjusted hours using the Repeat Coursework checking will be associated with the Repeat Enrollment Rule.

You may define additional rules to stipulate different criteria needed to determine the enrollment for different types of funds.

Enrollment calculation using rules

Enrollment Rules are defined to define the criteria that must be met for a course to be included in the calculation of credit, billing, and adjusted hours for that Rule. To provide the ability to access the student's registration multiple times as well as to improve performance when evaluating Repeat Coursework, the student's registration will be populated in a temporary database table (ROTSREG). This data is then used to determine the number of credit, billing, and adjusted hours for each Enrollment Rule.

If you freeze Financial Aid Hours and Financial Aid Attending Hours, the Financial Aid Hours process, RSRENRL, will freeze the calculated hours for each Enrollment Rule that has been established for the aid year. A parameter in the RSRENRL process allows you to specify freezing Financial Aid hours for a specific Enrollment Rule.

When the enrollment for a fund is needed, for example, in the Disbursement process, the Enrollment Rule that has been assigned to the fund will be used to determine the student's enrollment. If using Financial Aid Hours, the Financial Aid hours for the Enrollment rule must exist in order to determine the student's enrollment. If using the hours from the student's registration, the hours will be determined for the rule using the data in the temporary table ROTSREG.

Enrollment calculation using repeat course check

Federal Regulations state that only one repeat of a previously passed course may be included in the calculation of enrollment load for Federal Funds. However, it is possible that your institution may also need to define another number of allowable repeats for other fund types. For example, state grants may require a value different from that used for Federal Funds. In some situations, course repeats may be prohibited, altogether.

Repeat Course Check provides the functionality needed to define:

- An enrollment rule to use repeat coursework checking.

- The number of times a course may be repeated.

- The ability to define whether a Registration status indicating a Withdrawal is counted as an attempt of a previously passed course.

Multiple enrollment rules using the repeat coursework check will be permitted to have different numbers of allowable repeats. Enrollment rules can then be assigned to the funds accordingly on the Fund Enrollment Rules (RFRENRR), Fund Management (RFRMGMT), or Funds Management (ROAMGMT) forms.

The Financial Aid repeat coursework calculation returns the number of repeats represented by the course being evaluated. The results of the calculation are displayed in

the Schedule view from the Financial Aid Enrollment (ROAENRL) form. The following table lists some potential student scenarios:

Student Scenario	Number of repeats
The student has never taken the course	0
The student took the course and failed, enrolled in the course for the term being evaluated	0
The student took the course and passed, enrolled in the course for the term being evaluated	1
The student took the course and passed, enrolled in the course in prior term and failed/passed, enrolled in the course for the term being evaluated	2

Enrollment calculation using attendance verification

The ability to define an Enrollment Rule to require that attendance in the course be verified to be counted towards the student's enrollment is provided. To use this functionality, you must establish a mechanism for updating the Last Attend Date in the Student Course Registration Repeating Table (SFRSTCR_LAST_ATTEND). Only courses where the Last Attendance Date (SFRSTCR_LAST_ATTEND) date is not NULL will be included in the enrollment calculation when the Enrollment Rule is defined that **Attendance Must be Verified** (indicator is checked Yes) on RORENRR.

Enrollment calculation using periods

Because periods can consist of multiple terms, the possibility of the financial aid hours existing for one term and no financial aid hours existing for another term but the student is registered for courses in the term could occur. To address this possibility, Banner will calculate the enrollment for the period, evaluating each term separately to determine financial aid hours/student hours and then perform the sum to determine enrollment for the period. The enrollment for the period is also influenced by options selected in the enrollment rules such as repeat course checking and attendance verification.

1. Identify all terms associated with the period.

2. For first term in period, if financial aid hours exist, select those – if not, use student hours – hold this value.

3. For second term in period, if financial aid hours exist, select those – if not, use student hours – hold this value.

4. For third term in period, if financial aid hours exist, select those – if not, use student hours – hold this value.

5. Sum the hours from each of the terms for the period to determine hours for the period.

Period	Terms in Period	FA Hours	Student Hours	Hours used in calculated
Summer 2010	201030	3	3	3 - FA hrs.
	201040	3	3	3 - FA hrs.
	201050		6	6 - Stu Reg hrs.
Total enrollment for period				12 - Combined FA and Stu Reg hrs.

If the student does not have financial aid or student hours in a term(s) for the period, no errors or warnings will be provided and enrollment will be calculated based on the terms which have hours using the above logic.The ability to view the financial aid and student hours based on the periods which make up the student's aid period, has been added to the ROAENRL form. This will represent the enrollment used for the enrollment calculation in the disbursement process.

Determining ½ time enrollment (required for Federal loan disbursement)

The enrollment edit for Federal loans requires that the student is at least ½ time when the fund(s) are actually disbursed.

Example

The student is actively registered ½ time and Financial Aid hours are frozen at ½ time. The student withdraws and is < ½ time (registration status that does not count in enrollment).

When disbursing a Federal fund, the disbursement process checks to validate the student is currently enrolled at least ½ time. In this case, the disbursement process will reject the enrollment, providing the following error message:

"Enrollment invalid for federal fund ID"

Banner will calculate the enrollment for the period evaluating each term separately for determining the hours the student is actively registered and then perform the sum to determine the enrollment for the period. The enrollment for the period is also

influenced by options selected in the enrollment rules such as repeat course checking and attendance verification.

Period	Terms in Period	FA Hours	Consortium Ind.	Student Hours	Hours used in enrollment calc. for non-Federal loan fund	Hours used in enrollment calc. for Federal loan fund
Summer 2010	201030	6	N	0-withdrawn	6	0
	201040	3	N	3	3	3
	201050	3	N	0-withdrawn	3	0
Total enrollment for Period		12			12	3 - disbursement edit fails with current registration at 3

Enrollment calculation using periods for consortium students

It is possible for a period consisting of multiple terms to not have the **Consortium Indicator** checked for all terms in the period. Banner will calculate the enrollment for the period, evaluating each term separately to determine financial aid hours/student hours and then perform the sum. If the **Consortium Indicator** is checked, only financial aid hours for that term will be used.

The following is an example of calculation of enrollment using periods with the **Consortium Indicator** checked for one term of a period.

Example

The Summer 2010 period consists of 3 terms: 201030, 201040, and 201050. In the table below, the student has the **Consortium Indicator** checked for only 1 term (201040). Financial Aid hours have not been frozen for the last term (201050). Each term will be evaluated separately, using financial aid hours only for the term where the **Consortium Indicator** is checked.

.

Period	Terms in Period	FA Hours	Consortium Ind.	Student Hours	Hours used in enrollment calc. for non-Federal loan fund	Hours used in enrollment calc. for Federal loan fund
Summer 2010	201030	3	N	3	3	3
	201040	3	Y		3	3
	201050		N	2	2	2
Total enrollment for Period					8	8 - passes disbursement edit

Attending hours functionality using periods

Funds set to use Attending Hours are disbursed based on the calculation of the number of hours which have begun for the student using the class start date at the time the disbursement process is run. Banner will calculate the enrollment for the period evaluating each term separately for determining financial aid hours/student hours and attending hours. The enrollment for the period is also influenced by options selected in the enrollment rules such as repeat course checking and attendance verification. Disbursement will look at the enrollment load for all terms within the period based on the date disbursement is run. When using attending hours, if no attending hours exist for the term the start date of the term will be used to determine the attend date. If the **Consortium Indicator** is set for a term and attending hours are being used, financial aid attending hours/date will be used if they exist, otherwise, the start date of the term will be used to determine the attend date of the hours entered for the term.

The ability to view the financial aid and student hours based on the periods which make up the student's aid period has been added to the ROAENRL form. This will represent the enrollment used for the enrollment calculation in the disbursement process.

Example

This example demonstrates using attending hours where the Consortium Indicator is "**No**" for all terms within the period:

- If disbursement is run on June 1st, the attending hours will be 3

- If disbursement is run on June 15th, the attending hours will be 6

- If disbursement is run on June 20th, the attending hours will be 9

- If disbursement is run on July 1st, the attending hours will be 12

Attending hours with consortium Indicator no for all terms within the period

Period	Terms in Period	FA Hours	Consortium Ind.	Attending Hours	Attending hours date	Hours used in enrlmnt. calc. by term	Hours calcd. for disb. for the period
Summer 2010	201030	6	N	3	01-JUN-2010	3	3
				6	15-JUN-2010	6	6
	201040	3	N	3	20-JUN-2010	3	9
	201050	3	N	3	01-JUL-2010	3	12

Example

This example demonstrates using attending hours where the **Consortium Indicator** is "**Yes**" for one term within the period and financial aid attending hours have been entered manually for that term:

- If disbursement is run on June 1st, the attending hours will be 3

- If disbursement is run on June 15th, the attending hours will be 6

- If disbursement is fun on June 20th, the attending hours will be 9

- If disbursement is run on July 1st, the attending hours will be 12

Attending hours with consortium indicator yes, attending hours exist

Period	Terms in Period	FA Hours	Consortium Ind.	Attending Hours	Attending hours date	Hours used in enrlmnt. calc. by term	Hours calcd. for disb. for the period
Summer 2010	201030	6	N	3	01-JUN-2010	3	3
				6	15-JUN-2010	6	6
	201040	3	Y	3	20-JUN-2010	3	9
	201050	3	N	3	01-JUL-2010	3	12

The example below demonstrates using attending hours where the **Consortium Indicator** is "**Yes**" for one term within the period and no financial aid attending hours have been entered for that term. The term start date will be used to determine the attend date for hours entered for the term.

Example

This example demonstrates using attending hours where the **Consortium Indicator** is "**Yes**" for one term within the period and no financial aid attending hours have been entered for that term. The term start date will be used to determine the attend date for hours entered for the term:

- If disbursement is run on June 1st, the attending hours will be 3

- If disbursement is run on June 15th, the attending hours will be 6

- If disbursement is run on June 20th, the attending hours will be 9

- If disbursement is run on July 1st, the attending hours will be 12

Attending hours with consortium indicator yes for one term and term start date used

Period	Terms in Period	FA Hours	Consortium Ind.	Attending Hours	Attending hours date	STVTERM Start Date	Hours used in enrlmnt. calc. by term	Hours calcd. for disb. for the period
Summer 2010	201030	6	N	3	01-JUN-2010	20-MAY-2010	3	3
				6	15-JUN-2010		6	6
	201040	3	Y			20-JUN-2010	3	9
	201050	3	N	3	01-JUL-2010	30-JUN-2010	3	12

Using the +/- number of days for attending hours

The option for disbursing based upon the number of hours which have begun for a student is at the fund level on RFRMGMT/ROAMGMT. The option, **+/- Days for Attending Hours**, allows you to pay the fund either prior to or after the date the calculated number of hours begins. If you want to pay prior to the date the calculated enrollment begins, you are expected to enter a positive number. If you want to pay after the date the calculated enrollment begins, you are expected to enter a negative number.

Example

- For the fund, the number of days entered is 5, to pay five days prior to the attendance start date.

Attend Date	Number of Hours
10-AUG-2010	6
20-AUG-2010	12

The disbursement process will allow the student to be paid (providing all other criteria is met):

• Based on 6 hours, 5 days in advance, on 05-AUG-2010

• Based on 12 hours, 5 days in advance, on 15-AUG-2010

Financial Aid Selection Rules (RORRULE)

This form is used to create, compile, and execute rules for assigning requirement tracking groups, aid year budget groups, period budget groups, packaging groups, satisfactory academic progress (SAP) codes, fund awarding, fund awarding rules for a packaging group, and fund disbursement. You can also check a simulation view of those students that would be assigned to a group, view examples of rules, and copy rules form one aid year to another aid year.

The system retains the rules that you enter on this form in the database. You can use the Immediate Process (ROAIMMP) form for processing an individual student or you can use the appropriate batch process to use with your defined selection criteria.

Use the key block to establish the rule type you will be creating or maintaining for the aid year.

RORRULE provides the ability to write basic rules selecting the criteria for specific columns using Simple Mode in the Selection Criteria block of the main window without entering all of the table joins, substitution variables, and the FROM and WHERE clauses. When the rule is saved, a database package will add the necessary table joins, substitution variables, and the FROM and WHERE clauses to create the proper SQL statement using the correct syntax. The tables, views, and column names are validated to ensure they exist in the database.

RORRULE also provides the ability to write complex SQL Statements which may include such things as sub-queries and not exists statements using the Compiled and Expert SQL window. When the rule is saved, a database package will validate the tables, views, and column names are valid as well as ensuring the SQL statement is valid and executable.

If a group code and/or fund code is inactive for the aid year, you will not be able to create a new rule. However, if rules currently exist, the rule may be updated or deleted. If a rule is inactive for the aid year, you are prevented from creating, updating, or deleting the rule.Selection Criteria

Basic rules using Simple Mode are written in the Selection Criteria block. Text information above the area for entering rule criteria provides guidance for writing the rules; an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, and so on), followed by another database column name or value, followed by an optional close parenthesis followed by a connector ('and' or 'or'; except on the last line entered). All elements that make up a selection condition do not have to be on the same line of the screen. They may continue on a subsequent line. Also, multiple conditions may be entered on the same screen line. However, it is recommended that you enter the rules in such a way that they can be easily read and understood by another user. When you enter rules in this block, you must press perform a Next Record function (or click on the next line with your mouse) to continue to enter additional rules.

Enter the data element to which you want to assign a rule. The column name is any column name from the Banner system and is validated against the Oracle `ALL_COL_COMMENTS` Table. The Column Name List of Values requires that you enter the Table you are requesting to view the column values. Once you have entered the data element (column name), enter the operator. The Operator List of Values has the most common operators that can be used. Enter a selection value that corresponds to the data element. For example, if one of the requirements for the group is the applicant's financial aid application must be received by May 1st, your rule would look something like this:

RORSTAT_APPL_RCVD_DATE <= *01-MAY-2012*

> **Note:** When constructing selection statements on the RORRULE form, it is always a good idea to surround selection statements connected with an OR with an open parenthesis and a closed parenthesis. This is recommended even if it appears to be unnecessary. Without the parenthesis, Banner may be forced to make assumptions on how to process the data. Be sure to enter the data in a way that Banner will know for sure how you wanted it to be processed.

When using Simple Mode in the Selection Criteria block of the main window, you do not enter all of the table joins, substitution variables, and the FROM and WHERE clauses. When the rule is saved, a database package will add the necessary table joins, substitution variables, and the FROM and WHERE clauses to create the proper SQL statement using the correct syntax. The complete SQL Statement may then be viewed or updated on the Compiled and Expert SQL window. The tables, views, and column names are validated to ensure they exist in the database. A rule may have a maximum length of 32,767 characters after the commit has occurred adding the appropriate table joins, substitution variables, and the FROM and WHERE clauses.

> **Note:** Rules written in Simple Mode do not allow use of sub-queries or exists and not exists statements.

Hints for RORRULE form use

The following are suggestions for improving RORRULE performance:

- If you use RCRAPP2, 3, 4 or RCRESAR, the first rule on the simple mode form should use one of these tables to ensure that the correct join will be done behind the scenes.

- If you use RCRAPP1, 2, 3, 4 or RCRESAR, you should include the rule:

  AND `RCRAPP1_CURR_REC_IND` = *Y*

It does not have to be last, but should not be first. This is done so that the rule will use the unique index on the RCRAPP1table and not a non-unique index.

- Do not use a view as the first rule on the simple rule form. The table or view of the first rule is used to join all of the other tables. This may cause performance issues.

- If you only want to use a view as part of your rule, use one of the following as the first rule to improve performance:

```
RORSTAT_ACTIVITY_DATE IS NOT NULL
```

- Before using Expert mode, create as much of the rule as possible in Simple mode and compile it. Then go to Expert mode and modify it. This will show the joins which Banner generally expects and the format of them.

- In Expert mode, use UPPER CASE.

- When the rule is saved, the rule is validated that the SQL statement is valid and executable. You can select the option to Execute the rule to simulate the records that met the criteria of the rule. To test grouping rules and see what is really being executed, the technical person can get the test student's PIDM, set the priority on the group to 1 on RTVPGRP and then put RORGRPS on hold on GJAPCTL.

  The full rule (the grouping process selection statement plus the compiled rule) will appear in the log.

    This can also be done by putting the student in a single person population selection and running RORGRPS in debug mode. Please note, however, that RORGRPS will currently hang if it hits any group without rules, so the user will need to either press Y <ENTER> several times until they get back to a prompt or <N> ENTER to exit the job at that first error.

There are many factors when it comes to tuning. Unless you are using one of our views which uses the RORVIEW table, views must populate for the entire database before returning a single row. This is why it is inadvisable to use a view as the first rule because all joins will be performed against it. Also, to determine which index to use, Oracle reads from the bottom up. The first index which it completes is the one which it will use whether it is the desired one or not. There are many other factors as well including size of table, extents, etc. Factors related to tuning are documented in Oracle's documentation.

Algorithmic packaging

Overview

Packaging is a fundamental activity for all Financial Aid offices in the administration of financial aid. Key to leveraging scarce financial resources to attract the targeted incoming class each year, as well as successfully supporting the enrollment management retention goals, is the ability to systematically package students according to an institution's awarding philosophy. A cornerstone of Enrollment Management, packaging should provide the ability to match the institution's awarding philosophy directly to the actual awards offered to the prospective students to successfully harvest the ideal class and award returning students accordingly. If an institution cannot package according to their awarding philosophy, they are forced to sacrifice their philosophy and yield rates based on the limitations of software functionality or perhaps continue to package students manually. Manual packaging is not reasonable for most institutions since it is a cumbersome process and lends itself to errors.

Algorithmic packaging allows clients to use a business rules engine to automatically package students in accordance with the institution's awarding philosophy. In addition to

the algorithmic packaging business rules solution, many other changes have been made to enhance the packaging process.

Algorithmic packaging features

This feature is designed to facilitate the use of algorithmic packaging with the Banner Financial Aid baseline product. forms and processes have been added or modified to provide a more complete means of automatically packaging students through the use of algorithmic packaging forms in conjunction with pre-existing Banner Financial Aid rules forms. The information that follows summarizes these features.

Algorithms

Banner Financial Aid includes an algorithmic packaging solution in the baseline product. Algorithms can be performed at the fund level in addition to the packaging group level.

Algorithmic packaging

- Enables predictive modeling to support an institution's enrollment.

- Provides a management strategy to help an institution manage complex calculations to award the right funds to the right students.

- Allows an institution to package multiple financial aid awards based upon configurable rules and calculations that support an institution's awarding philosophies.

- Includes the functionality to allow the use of algorithms as part of the fund awarding sequence within the current packaging process.

Algorithmic packaging definition

End user creation of a set of ordered rules or steps for the automatic packaging of financial aid funds. The rules or steps allow the use of mathematical expressions as part of the awarding rules and logic for a particular fund within a packaging group based upon data elements within the student and/or financial aid system.

Example

Award Fund 1 with a maximum of $1,000 and minimum of $200 not to exceed unmet need

Award Fund 2 up to 50% of Fund 1, not to exceed unmet need

Award Fund 3 up to 25% of Fund 1 total + 25% of Fund 2 total, not to exceed unmet need

Award Fund 4 up to 70% of remaining unmet need, not to exceed the total of Fund 1

Award Fund 5 up to 100% of remaining unmet need

Note: All the rules and steps utilize the fund award rules as the overall master rule for fund eligibility.

Forms

Algorithmic Packaging Rules (RPRALGR)

The RPRALGR form enables you to use algorithmic packaging rules to award funds. On this form, you write SQL statements to define algorithmic packaging rules, which are arranged by rule code and sequence number.

Once you've validated the rule, you can test the rule by entering values for any substitution parameters used in the rule and execute the rule in test mode. The system uses your need analysis data in the testing of your algorithmic rules and temporarily stores the simulated results in the Temporary Packaging Need Table (RPTNEED). The results display in the **Calculated Amount** field. This allows you to verify that the rule will return the expected results when used by the Packaging Process.

Algorithmic Packaging Rule Code Validation (RTVALGR)

The RTVALGR form enables you to define algorithmic packaging rule codes for use on the Algorithmic Packaging Rules (RPRALGR), Packaging Rules (RPRPCKR), and Packaging Group Fund Rules (RPRGFND) forms.

Algorithmic Support (RORALGS)

The Algorithmic Support (RORALGS) form allows you to define a specific amount to be returned by an algorithmic rule, based on the applicant meeting the criteria entered as the value for the keys which will be used as part of the algorithmic rule. If you are using this form to assist with algorithmic packaging rules, determine the criteria and amounts to be entered for calculating the fund award.

KEY 1 = Fund	KEY 2 = Year in College status from RNANAxx	AMOUNT to be returned
MERIT	0	1000.00
MERIT	1	1000.00
MERIT	2	1500.00
MERIT	3	2000.00
MERIT	4	2500.00
MERIT	5	2500.00

Packaging functions

Using algorithms and parameters, functions include calculations based upon:

- a percentage of a fund award,
- a fixed dollar amount of a fund award

- a data value housed in the Banner system (less than, equal, greater than, not equal)

  and

- a value that falls within a range of values housed in the Banner system (Between).

Awarding based on other funds

Using algorithms and parameters, you can limit funds to specific amounts based upon other funds, fund sources, or fund groups. Refer to the Sample Algorithmic Packaging Rules section for examples.

Award a fund based on a percentage of another fund

You can award a fund based on a percentage of other funds within a packaging group.

Simplification of rules creation and maintenance

Algorithms can be performed at the packaging group level, in addition to the fund level.

Ability to store and reference internal interim values in packaging rules

The Algorithmic Packaging Rules (RPRALGR) form allows you to reference internal interim values in SQL statements. These internal interim values are created and referenced in the Temporary Packaging Need Table (RPTNEED). The RPTNEED table is a temporary table which temporarily stores need analysis data for use in algorithmic packaging rules. A row is inserted into the table for each student that is processed prior to packaging the student and is deleted after the student is processed.

Packaging simulation options

The Packaging Process (RPEPCKG) includes parameters that allow the process to:

- bypass tracking requirements during Simulated Packaging only,

- to award Pell in both Simulated and Actual mode, and

- to stop the awarding of an individual fund during simulated packaging, when that fund's available amount has been exhausted.

Related fund features

Forms

Packaging Group Fund Category Maximums Rules (RPRFCAT)

The Packaging Group Fund Category Maximums Rules form allows you to place fund category maximums on packaging groups.

Fund Category Validation (RTVFCAT)

This form enables you to define fund categories for use on the Fund Base Data (RFRBASE) form.

Fund Award Inquiry (RPIFAWD)

The Fund Award Inquiry form enables you to view all students who have a particular fund for a particular aid year.

Fund Award Period Inquiry (RPIFTRM)

The Fund Award Period Inquiry form enables you to view all students with a particular fund for a particular period.

Group fund limits

You can use group fund limits which supersede individual fund limits.

For example, suppose a student has total need of $10,000 and tuition of $7,000. Fund #1 has an individual award cap of $5,000 and Fund #2 also has a cap of $5,000. However, Funds #1 and #2 are defined in a group, and the group rule is that total aid from all funds in the group cannot exceed tuition.Therefore, the award from Fund #1 would be $5,000 but Fund #2 is limited to $2,000 because of the group cap. The remaining $3,000 of unmet need must be met from funds outside the group.

Ability to apply a percentage to all the funds in the package as a group

If the original unmet need or gross need is not being used throughout the packaging process, you can take a defined percentage of remaining need or gross need and award the funds so the original percentage is not exceeded. For example, if remaining need is 5,375 and the percentage of remaining need to award is 85%. The sum of the funds packaged should not exceed 4,568.

Rounding options for awards

The **Round Award** field on the Fund Management (RFRMGMT) form enables you to specify how you want to round the award.The RPEPCKG process rounds the award down to a multiple of this amount to prevent an overaward. This field had fixed rounding amounts of 10, 25, 50, or 100. The valid values for this field are 1 – 99999.

Ability to inactivate fund codes, groups, and rules

The **Fund Active** field on the Fund Base Data (RFRBASE) form and Funds Management (ROAMGMT) form allows you to inactivate a fund code.

You can globally inactivate a budgeting group (RTVBGRP), packaging group (RTVPGRP), requirements tracking group (RTVTGRP), or satisfactory academic progress group (RTVSAPR).

The **Rule Active** field on the Financial Aid Selection Rules (RORRULE) form allows you to inactivate fund awarding, budget group assignment, fund disbursement, packaging group fund awarding, packaging group assignment, satisfactory academic progress and requirements tracking group rules.

Ability to override a fund rule for a specific student

The **Fund Award Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Award Rule, if one exists, for the aid year.

The **Fund Disbursement Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Disbursement Rule, if one exists, for the period.

Fund category and fund cross-reference fields for packaging and reporting

The **Fund Cross Reference** field enables you to cross reference IDs used for funds by another office.This field is a user-defined field with no validation.

The **Fund Category** field allows you to group fund codes by a user-defined category.

Fund Balance Roll Process (RFPFBRL)

The RFPFBRL process provides the ability to optionally roll fund balances from one aid year to the next aid year.

Ability to display all recipients of a particular fund code by aid year or period

The Fund Award Inquiry (RPIFAWD) form enables you to view all students who have a particular fund for a particular aid year.

The Fund Award Period Inquiry (RPIFTRM) form enables you to view all students with a particular fund for a particular period.

Sample algorithmic packaging rules

The examples that follow demonstrate how you might use the Algorithmic Packaging Rules (RPRALGR) form to set up business rules for your institution.

Refer to *Banner Online Help* for detailed form and field information.

Example 1 - Institutional grant with amounts based on GPA and IM EFC ranges

The following information provides an example of the calculation of an institutional grant with amounts based on GPA and IM EFC ranges.

The rule uses three mutually exclusive sequences to award $5000 to the student if their EFC is <10,000 and their GPA is at least 4.0, $2500 if their EFC is <10,000 and GPA is at least 3.5, and $1500 if their EFC is <10,000 and their GPA is at least 3.0. Subsequent sequences are evaluated only if the prior sequences fail.

This example uses the Temporary Packaging Table (RPTNEED). The RPTNEED table is populated for a financial aid recipient by the Packaging Process (RPEPCKG) prior to packaging the student. Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the Test Rule button on the Algorithmic Packaging Rules (RPRALGR) form.

The `f_get_gpa` function is for illustrative purposes only. This function is not a "system delivered" function; the `f_get_gpa` function illustrates the use of a client-created function within the rules.

Field	Value
Rule	GPA_EFC_RULE
Sequence	1
SQL Statement	SELECT 5000 FROM DUAL
	WHERE EXISTS
	(SELECT 'X' FROM RPTNEED
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_IM_EFC < 10,000)
	AND f_get_gpa(:AIDY, :PIDM) >= 4.0

Field	Value
Rule	GPA_EFC_RULE
Sequence	2
SQL Statement	SELECT 2500 FROM DUAL
	WHERE EXISTS
	(SELECT 'X' FROM RPTNEED
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_IM_EFC < 10,000)
	AND f_get_gpa(:AIDY, :PIDM) >= 3.5

Field	Value
Rule	GPA_EFC_RULE
Sequence	3
SQL Statement	SELECT 1500 FROM DUAL
	WHERE EXISTS
	(SELECT 'X' FROM RPTNEED
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_IM_EFC < 10,000)
	AND f_get_gpa(:AIDY, :PIDM) >= 3.0

Example 2 - SEOG award calculation based on Pell award amounts for the year

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use a single fund code for all Pell awards.

In this example, $2000 is awarded for SEOG when the student's Pell award is less than or equal to $4300 but more than $3000; $1500 SEOG is awarded when the Pell award is

less than or equal to $3000 but more than $1500; and $1000 SEOG is awarded when the Pell award is less than or equal to $1500 but greater than 0.

Field	Value
Rule	SEOG_CALC_1
Sequence	1
SQL Statement	SELECT 2000 FROM DUAL
	WHERE EXISTS
	(SELECT 'X'
	FROM RPRAWRD
	WHERE RPAWRD_AIDY_CODE = :AIDY
	AND RPRAWRD_PIDM = :PIDM
	AND RPRAWRD_OFFER_AMT <= 4310
	AND RPRAWRD_OFFER_AMT > 3000
	AND RPRAWRD_FUND_CODE = 'PELL')

Field	Value
Rule	SEOG_CALC_1
Sequence	2
SQL Statement	SELECT 1500 FROM DUAL
	WHERE EXISTS
	(SELECT 'X'
	FROM RPRAWRD
	WHERE RPAWRD_AIDY_CODE = :AIDY
	AND RPRAWRD_PIDM = :PIDM
	AND RPRAWRD_OFFER_AMT <= 3000
	AND RPRAWRD_OFFER_AMT > 1500
	AND RPRAWRD_FUND_CODE = 'PELL')

Field	Value
Rule	SEOG_CALC_1
Sequence	3

Field	Value

SQL Statement	`SELECT 1000 FROM DUAL`
	
	`WHERE EXISTS`
	
	`(SELECT 'X'`
	
	`  FROM RPRAWRD`
	
	`  WHERE RPAWRD_AIDY_CODE = :AIDY`
	
	`         AND RPRAWRD_PIDM = :PIDM`
	
	`         AND RPRAWRD_OFFER_AMT <= 1500`
	
	`         AND RPRAWRD_OFFER_AMT > 0`
	
	`         AND RPRAWRD_FUND_CODE = 'PELL')`

Example 3 - SEOG award calculation based on Pell award amounts for the year while using baseline database functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year.

This example is similar to Example 2 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (`RPTNEED_SIMULATE_SW`) is set, depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPRAWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The `f_get_fund_offer` function uses the `RPTNEED_SIMULATE_SW` to determine which table to use for the calculation.

Field	Value
Rule	`SEOG_CALC_2`
Sequence	1

Field	Value

SQL Statement	`SELECT 2000 FROM RPTNEED`
	
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	
	`        AND RPTNEED_PIDM = :PIDM`
	
	`        AND rpkalgr.f_get_fund_offer`
	
	`                        (:AIDY,`
	
	`                         :PIDM,`
	
	`                         'PELL',`
	
	`RPTNEED_SIMULATE_SW) <= 4310`
	
	`        AND rpkalgr.f_get_fund_offer`
	
	`                        (:AIDY,`
	
	`                         :PIDM,`
	
	`                         'PELL',`
	
	`RPTNEED_SIMULATE_SW) > 3000`

Field	Value
Rule	`SEOG_CALC_2`
Sequence	2

Field	Value
SQL Statement	`SELECT 2000 FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND rpkalgr.f_get_fund_offer`
	`                        (:AIDY,`
	`                         :PIDM,`
	`                         'PELL',`
	`RPTNEED_SIMULATE_SW) <= 3000`
	`        AND rpkalgr.f_get_fund_offer`
	`                        (:AIDY,`
	`                         :PIDM,`
	`                         'PELL',`
	`RPTNEED_SIMULATE_SW) > 1500`

Field	Value
Rule	`SEOG_CALC_2`
Sequence	3

Field	Value
SQL Statement	`SELECT 1000 FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND rpkalgr.f_get_fund_offer`
	`                        (:AIDY,`
	`                         :PIDM,`
	`                         'PELL',`
	`RPTNEED_SIMULATE_SW) <= 1500`
	`        AND rpkalgr.f_get_fund_offer`
	`                        (:AIDY,`
	`                         :PIDM,`
	`                         'PELL',`
	`RPTNEED_SIMULATE_SW) > 0`

Example 4 - SEOG award calculation based on Pell award amounts for the year while using multiple Pell fund codes

This example creates a rule for a fund which is based on the total award for a federal fund ID for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes the institution uses multiple Pell fund codes.

In this example, $2000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $3001 and $4310; $1500 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $1501 and $3000; $1000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $1 and $1500.

Field	Value
Rule	`SEOG_CALC_3`
Sequence	1

Field	Value
| SQL Statement | ```
SELECT 2000 FROM DUAL
WHERE
    (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)
     FROM RPRAWRD
     WHERE RPAWRD_AIDY_CODE = :AIDY
          AND RPRAWRD_PIDM = :PIDM
          AND RPRAWRD_FUND_CODE IN
          (SELECT RFRBASE_FUND_CODE
             FROM RFRBASE
               WHERE RFRBASE_FED_FUND_ID =
'PELL'))
    <= 4310
AND
    (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)
     FROM RPRAWRD
     WHERE RPAWRD_AIDY_CODE = :AIDY
          AND RPRAWRD_PIDM = :PIDM
           AND RPRAWRD_FUND_CODE IN
               (SELECT RFRBASE_FUND_CODE
                 FROM RFRBASE
               WHERE RFRBASE_FED_FUND_ID =
'PELL'))
            > 3000
``` |

Field	Value
Rule	SEOG_CALC_3
Sequence	2

Field	Value
SQL Statement	SELECT 1500 FROM DUAL

```
SELECT 1500 FROM DUAL
WHERE
    (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)
     FROM RPRAWRD
     WHERE RPAWRD_AIDY_CODE = :AIDY
         AND RPRAWRD_PIDM = :PIDM
         AND RPRAWRD_FUND_CODE IN
         (SELECT RFRBASE_FUND_CODE
            FROM RFRBASE
              WHERE RFRBASE_FED_FUND_ID =
'PELL'))
    <= 3000
AND
    (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)
     FROM RPRAWRD
     WHERE RPAWRD_AIDY_CODE = :AIDY
         AND RPRAWRD_PIDM = :PIDM
           AND RPRAWRD_FUND_CODE IN
               (SELECT RFRBASE_FUND_CODE
                 FROM RFRBASE
             WHERE RFRBASE_FED_FUND_ID =
'PELL'))
             > 1500
```

Field	Value
Rule	SEOG_CALC_3
Sequence	3

Field	Value
SQL Statement	`SELECT 1000 FROM DUAL`

```
SELECT 1000 FROM DUAL

WHERE

      (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)

       FROM RPRAWRD

       WHERE RPAWRD_AIDY_CODE = :AIDY

            AND RPRAWRD_PIDM = :PIDM

            AND RPRAWRD_FUND_CODE IN

              (SELECT RFRBASE_FUND_CODE

                 FROM RFRBASE

                   WHERE RFRBASE_FED_FUND_ID =
'PELL'))

       <= 1500
AND

      (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0)

       FROM RPRAWRD

       WHERE RPAWRD_AIDY_CODE = :AIDY

            AND RPRAWRD_PIDM = :PIDM

              AND RPRAWRD_FUND_CODE IN

                 (SELECT RFRBASE_FUND_CODE

                   FROM RFRBASE

                 WHERE RFRBASE_FED_FUND_ID =
'PELL'))

            > 0
```

Example 5 - SEOG award calculation based on Pell award amounts for the year while using multiple Pell fund codes and while using baseline database functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use multiple Pell fund codes.

This example is similar to Example 4 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (RPTNEED_SIMULATE_SW) is set,

depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPRAWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The `f_get_ffid_offer` function uses the `RPTNEED_SIMULATE_SW` to determine which table to use for the calculation.

Field	Value
Rule	`SEOG_CALC_4`
Sequence	1
SQL Statement	`SELECT 2000 FROM RPTNEED`

```
WHERE RPTNEED_AIDY_CODE = :AIDY

        AND RPTNEED_PIDM = :PIDM

        AND rpkalgr.f_get_ffid_offer

                        (:AIDY,

                         :PIDM,

                         'PELL',


RPTNEED_SIMULATE_SW) <= 4310

        AND rpkalgr.f_get_ffid_offer

                        (:AIDY,

                         :PIDM,

                         'PELL',


RPTNEED_SIMULATE_SW) > 3000
```

Field	Value
Rule	`SEOG_CALC_4`
Sequence	2

Field	Value
SQL Statement	`SELECT 1500 FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`AND RPTNEED_PIDM = :PIDM`
	`AND rpkalgr.f_get_ffid_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) <= 3000`
	`AND rpkalgr.f_get_ffid_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) > 1500`

Field	Value
Rule	`SEOG_CALC_4`
Sequence	3

Field	Value
SQL Statement	`SELECT 1000 FROM RPTNEED`

```
SELECT 1000 FROM RPTNEED

WHERE RPTNEED_AIDY_CODE = :AIDY

        AND RPTNEED_PIDM = :PIDM

        AND rpkalgr.f_get_ffid_offer

                        (:AIDY,

                         :PIDM,

                         'PELL',


RPTNEED_SIMULATE_SW) <= 1500

        AND rpkalgr.f_get_ffid_offer

                        (:AIDY,

                         :PIDM,

                         'PELL',


RPTNEED_SIMULATE_SW) > 0
```

Example 6 - Calculating Perkins loans as a percentage of Pell

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, this rule calculates a Perkins loan as a percentage of Pell.

In this example, Perkins would be awarded for 75% of the student's Pell award if the student's Pell award was between $3001 and $4310; 50% of the student's Pell award if the student's Pell award was between $1501 and $3000; 25% of the student's Pell award if the student's Pell award was between $1 and $1500.

Field	Value
Rule	`PERK_CALC`
Sequence	1

Field	Value
SQL Statement	SELECT .75 * rpkalgr.f_get_ffid_offer

```
                              (:AIDY,

                               :PIDM,

                               'PELL',


RPTNEED_SIMULATE_SW)
FROM RPTNEED
WHERE RPTNEED_AIDY_CODE = :AIDY
      AND RPTNEED_PIDM = :PIDM
      AND rpkalgr.f_get_ffid_offer
                              (:AIDY,

                               :PIDM,

                               'PELL',


RPTNEED_SIMULATE_SW) <= 4310
      AND rpkalgr.f_get_ffid_offer
                              (:AIDY,

                               :PIDM,

                               'PELL',


RPTNEED_SIMULATE_SW) > 3000
```

Field	Value
Rule	PERK_CALC
Sequence	2

Field	Value

SQL Statement	`SELECT .50 *  rpkalgr.f_get_ffid_offer`
	
	`                    (:AIDY,`
	
	`                     :PIDM,`
	
	`                     'PELL',`
	
	`RPTNEED_SIMULATE_SW)`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`      AND RPTNEED_PIDM = :PIDM`
	`      AND rpkalgr.f_get_ffid_offer`
	
	`                    (:AIDY,`
	
	`                     :PIDM,`
	
	`                     'PELL',`
	
	`RPTNEED_SIMULATE_SW) <= 3000`
	`      AND rpkalgr.f_get_ffid_offer`
	
	`                    (:AIDY,`
	
	`                     :PIDM,`
	
	`                     'PELL',`
	
	`RPTNEED_SIMULATE_SW) > 1500`

Field	Value
Rule	`PERK_CALC`
Sequence	3

Field	Value
SQL Statement	`SELECT .25 *  rpkalgr.f_get_ffid_offer`

```
                            (:AIDY,
                             :PIDM,
                             'PELL',

RPTNEED_SIMULATE_SW)
FROM RPTNEED
WHERE RPTNEED_AIDY_CODE = :AIDY
       AND RPTNEED_PIDM = :PIDM
       AND rpkalgr.f_get_ffid_offer
                            (:AIDY,
                             :PIDM,
                             'PELL',

RPTNEED_SIMULATE_SW) <= 1500
       AND rpkalgr.f_get_ffid_offer
                            (:AIDY,
                             :PIDM,
                             'PELL',

RPTNEED_SIMULATE_SW) > 0
```

Example 7 - Calculation for a state fund which has a range of offer amounts based on a percentage of need and various ranges of Cost of Attendance and EFC

This case illustrates how you create a rule for a fund which has a range of offer amounts based on a percentage of need and various ranges of Cost of Attendance and EFC. In this example, the rule also has defined minimum and maximum amounts. If the calculated award falls below the minimum amount defined for the rule, no award is made. If the calculated award is greater than the maximum amount defined for the rule, the maximum amount is awarded, rather than the calculated amount.

In this example, the student would receive a State grant of 47% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4300) if the EFC is between $1 and $4000 and their Budget is between $18001 and $24000; 37% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of

$4300) if the EFC is between $4001 and $6000 and their Budget is between $18001 and $24000; 27% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4300) if the EFC is greater than $6000 and their Budget is between $18001 and $24000; 47% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is between $1 and $4000 and their Budget is between $24001 and $26000; 37% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is between $4001 and $6000 and their Budget is between $24001 and $26000; 27% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is greater than $6000 and their Budget is between $24001 and $26000.

Also note in this example that the RPTNEED table has several Unmet Need Amount columns. This example uses the `RPTNEED_BEG_UNMET_NEED_AMT` column. (The beginning value of the student's FM unmet need when the packaging process is run.) This number is calculated when the packaging process starts processing a student, and remains fixed. So the resulting calculated amount will be the same regardless of what priority the `STATE_CALC_1` fund has in the packaging group. If the rule had used `RPTNEED_UNMET_NEED_AMT`, the resulting calculated amount would differ, depending on which funds and amounts were awarded to the student during the packaging process before the `STATE_CALC_1` rule was executed.

> **Note:** To keep algorithmic rules as simple as possible, only conditions which determine the actual amount of an award should be included in algorithmic rules. Conditions which determine the overall eligibility of the student for an award should continue to be defined on the Financial Aid Selection Rules (RORRULE) form.
>
> For example, suppose an institution has a state grant which requires that the student actually reside in the state. The residency condition could be defined as a Fund Awarding rule on the RORRULE form, because it isn't actually required to determine the amount of the award (see state grant Example 7, below).
>
> Another institution may have a grant program which awards larger amounts for in-state students. The residency condition would need to be included in the algorithmic rule which calculates the amount of the grant (see state grant Example 8, below).

Field	Value
Rule	STATE_CALC_1
Sequence	1

Field	Value

SQL Statement	`SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 0`
	`        AND RPTNEED_FM_EFC_AMT <= 4000`
	`        AND RPTNEED_BUDGET_AMOUNT >= 18001`
	`        AND RPTNEED_BUDGET_AMOUNT <= 24000`

Award Minimum	500
Award Maximum	4300

Field	Value
Rule	`STATE_CALC_1`
Sequence	2

SQL Statement	`SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 4000`
	`        AND RPTNEED_FM_EFC_AMT <= 6000`
	`        AND RPTNEED_BUDGET_AMOUNT >= 18001`
	`        AND RPTNEED_BUDGET_AMOUNT <= 24000`

Award Minimum	500
Award Maximum	4300

Field	Value
Rule	`STATE_CALC_1`
Sequence	3

Field	Value

SQL Statement	`SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 6000`
	`        AND RPTNEED_BUDGET_AMOUNT >= 18001`
	`        AND RPTNEED_BUDGET_AMOUNT <= 24000`

Award Minimum	500
Award Maximum	4300

Field	Value
Rule	`STATE_CALC_1`
Sequence	4

SQL Statement	`SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 0`
	`        AND RPTNEED_FM_EFC_AMT <= 4000`
	`        AND RPTNEED_BUDGET_AMOUNT > 24000`
	`        AND RPTNEED_BUDGET_AMOUNT <= 26000`

Award Minimum	500
Award Maximum	4700

Field	Value
Rule	`STATE_CALC_1`
Sequence	5

Field	Value

SQL Statement	`SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 4000`
	`        AND RPTNEED_FM_EFC_AMT <= 6000`
	`        AND RPTNEED_BUDGET_AMOUNT > 24000`
	`        AND RPTNEED_BUDGET_AMOUNT <= 26000`

Award Minimum	500
Award Maximum	4700

Field	Value
Rule	`STATE_CALC_1`
Sequence	6

SQL Statement	`SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT`
	`FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`        AND RPTNEED_PIDM = :PIDM`
	`        AND RPTNEED_FM_EFC_AMT > 6000`
	`        AND RPTNEED_BUDGET_AMOUNT > 24000`
	`        AND RPTNEED_BUDGET_AMOUNT <= 26000`

Award Minimum	500
Award Maximum	4700

Example 8 - Calculation for a state fund which has a range of offer amounts based on EFC and whether a student is in-state or out-of-state

This case illustrates how you create a rule for a fund which has a range of offer amounts based on EFC and whether a student is in-state or out-of-state. (Assume the institution is in Illinois.)

In this example, the student would be awarded a State grant for $2000 if their FM EFC amount was $5000 or less and their state of residence was Illinois; $1000 if their FM EFC amount was $5000 or less and their state of residence was not Illinois.

Field	Value
Rule	STATE_CALC_2
Sequence	1
SQL Statement	SELECT 2000
	FROM RPTNEED, RCRAPP1
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_FM_EFC_AMT <= 5000
	AND RCRAPP1_STAT_CODE = 'IL'
	AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE
	AND RCRAPP1_PIDM = RPTNEED_PIDM
	AND RCRAPP1_CURR_REC_IND = 'Y'

Field	Value
Rule	STATE_CALC_2
Sequence	2
SQL Statement	SELECT 1000
	FROM RPTNEED, RCRAPP1
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_FM_EFC_AMT <= 5000
	AND RCRAPP1_STAT_CODE <> 'IL'
	AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE
	AND RCRAPP1_PIDM = RPTNEED_PIDM
	AND RCRAPP1_CURR_REC_IND = 'Y'

Example 9 - Calculate an equity packaging amount based on both gross need and budget

The preceding examples are all rules that might be defined for use on the Packaging Group Fund Rules (RPRGFND) form to calculate award amounts for individual funds.You can also define rules which you can use on the Default Packaging Rules (RPRDEFR) form and the Packaging Rules (RPRPCKR) form to give additional flexibility in defining GAP, Equity, and Self-Service amounts. In the past, you could only define fixed Amounts, Percent of Budget, or Percent of Gross Need on those forms. You can now use an algorithmic rule for more complex calculations as in the following example.

If this rule was used on RPRPCKR, the equity level for the packaging group would be as follows: 50% of FM gross need if FM gross need was greater than $5000 and the budget $10000 or greater; 40% of FM gross need if FM gross need was greater than $5000 and the budget was less $10000; 30% of FM gross need if FM gross need was $5000 or less and the budget was greater than $10000; 20% of FM gross need if FM gross need was $5000 or less and the budget was $10000 or less. This would set the overall equity level for the student in a particular packaging group so any equity funds defined on RPRGFND would not exceed these totals. Also, in this example, if the institution has used an algorithmic rule on RPRGFND for one of the equity funds, the rule on RPRPCKR is processed first then any rules on RPRGFND are processed.

Field	Value
Rule	EQUITY_CALC
Sequence	1
SQL Statement	SELECT .50 * RPTNEED_GROSS_NEED_AMT
	FROM RPTNEED
	WHERE RPTNEED_AIDY_CODE = :AIDY
	AND RPTNEED_PIDM = :PIDM
	AND RPTNEED_GROSS_NEED_AMT > 5000
	AND RPTNEED_BUDGET_AMOUNT > 10000

Field	Value
Rule	EQUITY_CALC
Sequence	2

Field	Value

SQL Statement	`SELECT .40 * RPTNEED_GROSS_NEED_AMT`
	
	`FROM RPTNEED`
	
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	
	`        AND RPTNEED_PIDM = :PIDM`
	
	`        AND RPTNEED_GROSS_NEED_AMT > 5000`
	
	`        AND RPTNEED_BUDGET_AMOUNT <= 10000`

Field	Value
Rule	`EQUITY_CALC`
Sequence	3

SQL Statement	`SELECT .30 * RPTNEED_GROSS_NEED_AMT`
	
	`FROM RPTNEED`
	
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	
	`        AND RPTNEED_PIDM = :PIDM`
	
	`        AND RPTNEED_GROSS_NEED_AMT <= 5000`
	
	`        AND RPTNEED_BUDGET_AMOUNT > 10000`

Field	Value
Rule	`EQUITY_CALC`
Sequence	4

SQL Statement	`SELECT .20 * RPTNEED_GROSS_NEED_AMT`
	
	`FROM RPTNEED`
	
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	
	`        AND RPTNEED_PIDM = :PIDM`
	
	`        AND RPTNEED_GROSS_NEED_AMT <= 5000`
	
	`        AND RPTNEED_BUDGET_AMOUNT <= 10000`

Columns defined on the Temporary Packaging Need Table (RPTNEED)

The Temporary Packaging Table (RPTNEED) is populated for a financial aid recipient by the Packaging Process (RPEPCKG) prior to packaging the student. Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the Test Rule button on the Algorithmic Packaging Rules (RPRALGR) form.

Column Name	Comment
RPTNEED_AIDY_CODE	AID YEAR CODE: The aid year associated with the need data.
RPTNEED_PIDM	PIDM: The internal system generated student identification number.
RPTNEED_SIMULATE_SW (See note below regarding this column)	SIMULATE SWITCH: Indicates whether or not this row was created during simulated packaging.
RPTNEED_BUDGET_AMOUNT	BUDGET AMOUNT: The amount of the student's cost of attendance.
RPTNEED_RESOURCE_ AMOUNT	RESOURCE AMOUNT: The total amount of outside resources used in the applicant's need calculation. These include contracts and exemptions which are not excluded from counting towards financial aid resources.
RPTNEED_REPLACE_EFC_ AMT	REPLACE EFC AMOUNT: The total amount of the student's awards used to replace the expected family contribution.
RPTNEED_REDUCE_NEED_ AMT	REDUCE NEED AMOUNT: The total amount of the student's awards used towards gross need.
RPTNEED_EFC_IND	EFC INDICATOR: The expected family contribution (EFC) to be used in the calculation of need. An "F" indicates FM EFC will be used. An "I" indicates IM EFC will be used.
RPTNEED_EFC_AMT	EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC).
RPTNEED_FM_EFC_AMT	FM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using federal methodology (FM).
RPTNEED_GROSS_NEED_AMT	GROSS NEED: The gross need of the applicant defined as budget minus expected family contribution (EFC), minus resources.

Column Name	Comment
RPTNEED_EXCESS_EFC_AMT	EXCESS EFC: The total amount of the student's awards which are designated as replacing EFC but instead are used to reduce need.
RPTNEED_UNMET_NEED_AMT	UNMET NEED: The student's unmet need which is the gross need minus any awards.
RPTNEED_IM_EFC_AMT	IM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using institutional methodology (IM).
RPTNEED_IM_GROSS_NEED_ AMT	IM GROSS NEED: The gross need of the applicant defined as budget minus IM expected family contribution (EFC), minus resources.
RPTNEED_IM_UNMET_NEED_ AMT	IM UNMET NEED: The student's unmet need which is the IM gross need minus any awards.
RPTNEED_BEG_UNMET_ NEED_AMT	UNMET NEED: The beginning value of the student's FM unmet need when the packaging process is run.
RPTNEED_BEG_IM_UNMET_ NEED_AMT	IM UNMET NEED: The beginning value of the student's IM unmet need when the packaging process is run.
RPTNEED_FM_BUDGET_AMT	FM BUDGET AMOUNT: The amount of the student's FM cost of attendance.
RPTNEED_IM_BUDGET_AMT	IM BUDGET AMOUNT: The amount of the student's IM cost of attendance.
RPTNEED_IM_EXCESS_EFC_ AMT	IM EXCESS EFC: The total amount of the student's awards which are designated as replacing IM EFC but instead are used to reduce need.
RPTNEED_FM_DIRECT_ COST_AMT	FM DIRECT COST AMOUNT: The direct cost amount of the student's FM cost of attendance.
RPTNEED_IM_DIRECT_ COST_AMT	IM DIRECT COST AMOUNT: The direct cost amount of the student's IM cost of attendance.
RPTNEED_BUDGET_AMOUNT	BUDGET AMOUNT: The amount of the student's cost of attendance associated with the EFC indicator.

RPTNEED_SIMULATE_SW Column

The RPTNEED_SIMULATE_SW column is populated dynamically based on whether RPEPCKG is run in *A* (Actual) or *S* (Simulated) mode. If run in *A* (Actual), the value is N. If run in *S* (Simulated), the value is Y. When using functions, you can use the RPTNEED_SIMULATE_SW so the packaging process can look at the RPRAWRD (permanent) or RPTAWRD (temporary) tables.

The example below demonstrates how to utilize this column in a rule.

```
Select 1500 from RPTNEED
Where RPTNEED_AIDY_CODE = :aidy
    and RPTNEED_PIDM = :pidm
    and RPKALGR.F_GET_FUND_OFFER
            (:AIDY,:PIDM,'PELL',RPTNEED_SIMULATE_SW) <4310
```

When RPEPCKG is run in *A* (Actual), the packaging process examines the permanent tables to obtain the Pell value (this assumes that the Calculate Pell Award parameter is set to Y or Pell has already been awarded).

When RPEPCKG is run in *S* (Simulated), the packaging process looks at the temporary tables to obtain the Pell value (this also assumes that the Calculate Pell Award parameter is set to Y).

Examples 3, 5 and 6 in the *Sample Algorithmic Packaging Rules* section also demonstrate how this switch can be utilized in rules.

> ⚠️ *Warning! It is recommended that you do not use* RPTNEED_SIMULATE_SW = 'Y' *as a hard-coded value in a rule since inaccurate results could occur if you are packaging in Actual Mode and the temporary tables are not available, or have different values than that which is in the permanent tables.*

Functions defined in the rpkalgr package

The following section lists the functions defined in the rpkalgr package that you can use in algorithmic packaging rules.

F_GET_FUND_OFFER

Function to calculate award offer amounts for an aid year, student, and fund code.

```
f_get_fund_offer

        ( p_aidy_code,

          p_pidm,

          p_fund_code,

          p_simulate_sw)
```

F_GET_FFID_OFFER

Function to calculate award offer amounts total for an aid year, student, and federal fund ID.

```
f_get_ffid_offer

            ( p_aidy_code,

              p_pidm,

              p_fed_fund_id,

              p_simulate_sw)
```

F_GET_PRIOR_YEAR_FUND_OFFER

Function to calculate prior year award offer amounts for an aid year, student, and fund code. (The `p_aidy_code` value is the current year.)

```
f_get_prior_year_fund_offer

            ( p_aidy_code,

              p_pidm,

              p_fund_code)
```

F_GET_PRIOR_YEAR_FFID_OFFER

Function to calculate prior year award offer amounts total for an aid year, student, and federal fund id.

```
f_get_prior_year_ffid_offer

            ( p_aidy_code,

              p_pidm,

              p_fed_fund_id)
```

Packaging process definitions

Initialization process (run as part of RPEPCKG)

The initialization process takes any pre-awarded funds that are on the student's award record in an offered or accepted status and, if the award was system generated, refunds the dollars to the appropriate fund management account.

⚠️ *Warning! This process will not delete and redeposit any funds or portion of funds if: (1) the fund was manually added; (2) the award has been memoed, authorized, or paid; or (3) the fund is locked. Following this process, the new fund balances can be seen by running a Simulation Fund Balance Report (RFRSBAL), or by viewing the Fund Budget Inquiry (RFIBUDG) form.*

Simulated packaging

First, the **Action** indicator on the GJAPCTL form for this process must be set to *S* (Simulation). Then, to get a true picture of the funds available to be awarded, the initialization process needs to be run. In simulated packaging, online results cannot be viewed as the database is not being updated. Also in simulation, if the fund runs out of money, the fund will continue to be packaged. The amount of insufficient funds will then be indicated in a separate column on the fund report.

Actual packaging

To run actual packaging, the **Action** indicator on the GJAPCTL form for this process must be set to *A*ctual. The actual packaging mode will go through the initialization process, then the packaging process, and then it will post the packaged awards to the student's award record. Following the actual packaging routine, the applicant award report can be run to show the packaged awards, in order, by student (`rpbawrd.out`).

Using NSLDS data

The following sections explain how Banner provides the capability to utilize the NSLDS source data in determining financial aid eligibility. The Financial Aid processes utilize the cumulative loan-limit checking features.

Award validation

Generally, a student is not eligible for U.S. Federal Student Aid funds if the student is in default on a Federal student loan or owes an overpayment on a Federal grant or loan and has not made a repayment arrangement for the default or overpayment. When the FAFSA is processed, the CPS matches the student against the National Student Loan Data System (NSLDS) to check for defaults, overpayments, and exceeded loan limits. Due to NSLDS matching, the use of Financial Aid Transcripts (FAT) became redundant beginning with the 2001-2002 aid year when the mandatory use of the NSLDS was required. Banner still contained logic to examine the FAT table if the option was set to use Banner history. For this reason, a change was made in Banner to exclude the old logic for default and overpayment processing to only use NSLDS information when packaging U.S. Federal funds, creating Federal loan applications, and disbursing Federal funds.

Often institutions award aid early in the processing year, but do not create loan originations until a later time. During this time lapse, it is possible for default and/or overpayment information to be received from NSLDS which then makes the student ineligible. The creation of a loan origination, whether a Direct Loan or Electronic Loan, will be prohibited if the student is now in default. An institution may override the status of default and/or overpayment when sufficient documentation has been received, by manually creating a current NSLDS record or using the **NSLDS Override** field on the Need Analysis Result (RNARSxx) form. When an override has been performed, a loan origination may be created; however, the **Loan Default** field (RPRLAPP_IN_DEFAULT) is updated to *N* (No) to reflect the current situation of the student.

When NSLDS data became available to schools in the EDE data load files many years ago, Banner implemented a **Source of Award History** option on the Packaging Options form (RPROPTS) to allow schools to select either *N* (NSLDS) data or *B* (Banner) data. All schools must now use NSLDS data for this purpose. Starting with the 2006–2007 aid year, *N* (NSLDS) is the only valid source of award history.

The Packaging and Disbursement processes will use NSLDS data for validation purposes. The Electronic Loan Application (RPRELAP) and Direct Loan Record Creation (RPRLORC) processes will use the **NSLDS Match** indicator values to determine if a student is in default or overpayment. Loan records are not created if the student is in default and/or overpayment, unless the **NSLDS Override** field is set in the following manner on the Federal Match Indicators window of the Need Analysis Result (RNARSxx) form.

NSLDS Match field (RNASLxx)	NSLDS Override Field Must Be (RNARSxx)
2=Default	D=Default tests or A=All tests
3=Overpayment	O=Overpayment tests or A=All tests
4=Default and Overpayment	A=All tests

Award validation prior to receipt of NSLDS data

It is possible that Stafford and/or Perkins awards could be made prior to the receipt of NSLDS data for the year. In this event, cumulative limit or default/refund checking could not be performed against current year data in packaging. Default/refund checking would instead be performed at disbursement time. No federal aid would be disbursed until the **Official Source** indicator was set to *Official*, but cumulative limit tests could not be done.

In this case, for Stafford Loans, Banner will use the Aggregate Outstanding Balances from the most recent NSLDS record from the prior year. We should assume that no current year loans are included in the prior year NSLDS data. The formula to use in validation would be (NSLDS Aggregate Outstanding Balance + Prior Banner amount for the current year + Award Difference) must be less than or equal to the aggregate limit for the federal fund ID in RPRFEDR for the current year.

Perkins Loans (Cumulative Amount from NSLDS + Prior Banner amount for the current year + Award difference) must be less than or equal to the aggregate limit for Perkins loans in RPRFEDR. If the **ELO Indicator** on the NSLDS record = *Y,* use the rows in RPRFEDR where the **ELO Indicator** = *Y.*

Award validation after receipt of NSLDS data

Original awards

When an original award is made for the year, it can be assumed that the NSLDS amounts do not include any current year amounts. Stafford loans (NSLDS Total Loan Amount + New Award for the year) must be less than or equal to the cumulative amount from RPRFEDR. The Total Loan Amount differs from the Aggregate Outstanding Balance in that the total already includes any pending disbursements whereas the Outstanding Balance does not include pending disbursements. Any pending disbursements present at this time would have to be for the prior year since the new award has not been made for the current year yet so NSLDS cannot know about it yet. Pending disbursements from a prior year will be included in the aggregate test. Also, Outstanding Balances could include capitalized interest on unsubsidized loans but Total Loan Amount would not. Capitalized Interest does not reduce the remaining amount available to borrow so the total will be used.

Modifying existing Stafford, Direct or Perkins awards

Stafford/Direct loans

For Stafford/Direct loans, Banner determines if a current year loan is included in the current NSLDS record.

- The first check is of the recent loans table (RCRLDS6) where the **NSLDS Program Code** matches the type of loan being validated (Direct Sub = *D1*, Unsub Direct = *D2*, Sub Stafford = *SF,* Unsub Stafford = *SU*).

- If the **Begin Date** is between the Aid Year Start Date and the Aid Year End Date, Banner assumes that the current year amounts are already included in the NSLDS aggregate amounts. Otherwise, Banner assumes that the current year amounts are not included.

If the assumption is *Yes*, Banner validates that (Total Amount from NSLDS + Award Difference only) is less than the cumulative limit from RPRFEDR.

If the assumption is *No*, Banner validates that (Total Amount from NSLDS + Prior Banner amount for the year + Award Difference) is less than the cumulative limit from RPRFEDR.

Perkins loans

For Perkins loans, Banner validates that ((NSLDS Cumulative Amount - NSLDS Current Year Amount) + Prior Banner amount for the year + Award Difference) is less than the cumulative limit from RPRFEDR.

Default/refund information and financial aid eligibility

Banner provides the capability for Banner to utilize NSLDS source data for default/overpayment information in determining eligibility for financial aid.

Validating awards against defaults/refunds

Previously, the Award Validation routine (UVARTN) checked the NSLDS default/refund statuses on the current RCRAPP4 record (`RCRAPP4_NSLDS_MATCH`). Banner now checks the current NSLDS record (`RCRLDS4_MATCH_IND`) for the information. The RCRAPP4 check is available to maintain prior year compatibility.

For students who resolve default/refund problems during the aid year: If a default or refund problem is resolved by a student during the year, the student regains eligibility for FFEL and Direct loans for the entire aid year (loan period). The student only regains eligibility for other Title IV aid programs for the current payment period (period) and for future payment periods in the same aid year, but not for prior payment periods in the same aid year.

Since NSLDS only has one summary default/refund status field (**NSLDS Match Indicator**), Banner cannot perform separate edits by payment period. Banner uses the single indicator and assume that value for the entire year. This must be done since:

- There is no way to tell if the match indicator changed to correct an NSLDS data problem or if the status actually changed,

- There is no way to tell the effective date of that change to determine which payment period the change became effective, and

- It is possible that the first and only NSLDS record received by the school for the year shows a satisfactory default/refund status; the school would never know that the status for a previous payment period was unsatisfactory.

Validating disbursements against defaults/refunds

Disbursement validation also uses `RCRLDS4_MATCH_IND` for checking defaults and refunds on overpayments.

For Perkins loans, the disbursement process works so that if NSLDS data indicates a default or overpayment condition and a previous payment had been made to the student, the previous payment of a Title IV fund will not be backed out - even if `RFRASPC_INEL_BEF_CUT_DATE_IND` or `RFRASPC_INEL_AFT_CUT_DATE_IND` indicators are set to *B* (Back Out).

This is necessary because if you received information about the default/repayment after the payment was made, then your school is not responsible for recovering the money. No new money will be paid but no money will be backed-out. You could still reduce the amount of the award (even to zero) and the recoup feature will still return the funds. (Recoup comes into play when no disbursement rejects are found.)

Since Stafford Loans are never backed-out, Banner prevents the payment of additional loan proceeds. The processing of returned checks is still allowed.

Packaging and disbursement procedures

Packaging implementation

1. Set up your packaging groups and create a group priority on the Packaging Group Validation (RTVPGRP) form.

   Remember that the lower the number, the higher the priority. You may want to leave a range between groups for ease in adding groups at a later time. Create an award priority. This priority is used in the awarding process to select the order in which packaging groups will be awarded funds.

   Note: Remember to add your default Packaging Group onto RTVPGRP before entering it on ROAINST.

2. Define all possible award statuses in the Award Status Validation (RTVAWST) form.

   Check the appropriate values to the *O*ffered, *A*ccepted, *C*ancelled, and *D*eclined indicators for each status.

   Note: Only one indicator may checked for each award status, but multiple award statuses can have the same indicator checked**.** Remember to assign the appropriate statuses built here to each fund on RFRMGMT.

3. Access the Packaging Options (RPROPTS) form.

   Use this form to select options that control the method in which certain functions perform in the packaging module. Complete the Packaging Options, Exemptions/

Contracts Options, and Disbursement Options sections. Determine institutional policy on enrollment cut-off dates for the periods within the aid year you are defining.

> **Note:** If the **Disburse If Charges Not Accepted** box is not checked and the student's charges have not been accepted, then the disbursement process will not process any payments directly to the student's account. However, process authorizations and memos can be processed.
>
> If the **Disburse If Charges Not Accepted** box is checked, the disbursement process can post payments directly to the student's account whether or not the student's charges have been accepted.

4. Open the Default Packaging Rules (RPRDEFR) form.

   Determine institutional policy on Gap, Equity, and Self-Help Packaging Rules.

   Equity Packaging can use one of three methods:

   (1) Percentage of Gross Need,

   (2) Percentage of Budget, *or*

   (3) Equity Amount.

   This form is used only as a default for those rules which may be used for individual packaging groups. Gap Packaging can be accomplished by using either a Percentage of Gross Need or a Gap Amount.

   Self-Help Packaging can be accomplished through:

   (1) Percentage of Gross Need,

   (2) Percentage of Budget, *or*

   (3) Self-Help Amount

5. Access the Packaging Rules (RPRPCKR) form.

   Assign your Gap, Equity, and Self-Help rules to Packaging Groups to which they may apply. To default in the rules from RPRDEFR, use the Create Record function. To view the default rules on RPRDEFR, use the Count Query Hits function.

   > **Note:** If rules do not exist for a group, then no Gap, Equity, or Self-Help rules will be used for that group. The packaging routine will not use the rules defined on RPRDEFR.

6. Open the Financial Aid Selection Rules (RORRULE) form.

   Define your packaging group assignment rules for each packaging group in the aid year you are defining. These rules are optional if you will not be performing automatic packaging. The Packaging/Disbursement Rules types include:

   • Packaging Group Assignment

   • Fund Awarding

- Fund Disbursement

- Packaging Group Fund Awarding

7. Categorize your funds into packaging groups in the Packaging Group Fund Rules (RPRGFND) form.

Define a minimum, maximum, and percentage of unmet need that the fund should meet. Also identify the methodology to be used for the awarding of that fund within the group (*F* - Federal or *I* - Institutional). Each fund code should be given a priority. This controls the sequence by which the funds are interrogated during the packaging process.

> **Note:** Any fund with a Federal Fund ID of Pell cannot be associated with a packaging group. The Pell awarding process is separate from the fund awarding process.
>
> Any fund with an unchecked **Automatic Packaging** indicator on RFRMGMT cannot be associated with a packaging group.
>
> The same fund can be included in the packaging group multiple times with differing priorities.

Packaging/simulation

For successful batch packaging, an applicant must:

1. Have a packaging complete date that is null (RPAAWRD, RPAAPMT, ROARMAN).

2. Not have any outstanding tracking requirements that prevent packaging. (RPAAREQ).

3. Have a packaging group (RPAAWRD, RPAAPMT, ROARMAN).

4. Meet all hardcoded rules (Award Validation Rules). The fund must also meet any locally developed notes on the RORRULE form such as a Fund Award Rule or Packaging Group Fund Award Rule.

Packaging in actual or simulation mode should follow this procedure:

1. Run RPEPCKG.

The packaging process run will be based on the mode identified in GJAPCTL. The action indicator should be set to *S* for Simulation mode or *A* for Actual mode.

Running these processes will produce the rpepckg.log file. Check this file for error messages to ensure that the processes were completed successfully. Use the Print Report parameter to select your report output prior to the process run.

The possible packaging reports created by this process when the **Action** Indicator is set to either A (Actual) or S (Simulated) includes the following:

`rpbawrd.lis` – Packaging Award Report

`rpbfund.lis` – Packaging Fund Report

Although you are no longer required to use the Packaging Print Process (RPBPDRV) during a normal run of the RPEPCKG Process, you can use RPBPDRV to reprint existing extract files.

RPBPDRV requires that the *rpepckg.ext file* is present in your jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpepckg_job#.ext* you want to report on to *rpepckg.ext*. You can run RPBPDRV on any r*pepckg_job#.ext* you want as long as you rename the file.

Federal Shopping Sheet

The Federal Shopping Sheet is designed to help standardize the way student costs and aid are communicated to students. Additionally, this new functionality provides students information about graduation rates, default rates, and median borrowing rates at the institution.

The Federal Shopping Sheet can be implemented on a voluntary basis for the 2013-2014 award year, except for those institutions that have agreed to Executive Order 13607 (disclosure requirements for federal funds received under the military and veterans educational benefits). This functionality will allow institutions to send a paper copy of the Federal Shopping Sheet to students as well as present Shopping Sheet information to the student in Banner Financial Aid Self-Service.

Shopping Sheet Setup

The Federal Shopping Sheet Setup (RPRSHOP) form is used to define Default Campus demographic information, Campus specific demographic information, Aid Year Budgeting components, Period Based Budget components and Fund codes.

The Default and Campus Setup tabs allow simple text entry to define specific values used to display heading, address, phone, email, and other Federal Shopping Sheet data.

> **Note:** After setting up the Address information and the Custom Text information on the Default Setup Tab and Campus Setup Tab, you should test the RPRSSBP process to be sure there are no data overflow problems since there is limited text area that can be accommodated in the shopping sheet template provided by the Department of Education.

The Default Setup tab allows you to define values for the default campus. These values are used whenever there are no campus specific values configured or if the student's campus does not match any campus specific entries defined on the Campus Setup tab.

The Campus Setup tab allows you to optionally configure shopping sheet data, specific to each campus.

> **Note:** To display common data on all generated shopping sheets, populate fields on only the Default Setup tab.

When the Campus code is entered, any associated information currently found in the RORCAMP table (as displayed on ROAINST) for this campus code will be populated.

When the Shopping Sheet Batch Process (RPRSSBP) process, which is used to generate the shopping sheet, is determining the campus to use for the student, the logic will first attempt to find the max General Student record (SGBSTDN) with an effective term that is less than or equal to the earliest term in the student's aid period. If no General Student record is found, the logic will attempt to find the max Application record (SARADAP) that is less than or equal to the earliest term in student's aid period. If neither a General Student or Application record is found, the campus information for the shopping sheet will be provided using the data established on the Default Setup tab of RPRSHOP. In addition, if the campus code identified for the student does not match a value on the Campus Setup tab of RPRSHOP, the data established on the Default Setup tab of RPRSHOP will be used.

The Aid Year Budget Setup tab allows you to associate budget components with the predefined cost categories on the Shopping Sheet.

> **Note:** This tab is used to configure budgets only if you are using Aid-Year Budgeting (RBAABUD).

The Aid Year Budget Setup tab allows you to choose which aid year budget components will be summed to produce the category values on the shopping sheet of Tuition and Fees Budget Components, Housing and Meals, Books and Supplies, and Transportation. Other educational costs will be calculated automatically as the remaining amount in the student's budget not included in the other categories.

This tab is not specific to an individual campus. Therefore, any budget components used for the various campuses for which you process will need to be defined.

Example1

The Main Campus uses *TUI* for the tuition budget component Northeast Campus uses *TUNE* for the tuition budget component Main Campus processes financial aid for both the Main Campus and Northeast Campus. Therefore, both *TUI* and *TUNE* need to be defined on the Aid Year Budget tab under the Tuition and Fees category. If the student happens to be attending the Main Campus in the Fall and Northeast Campus in the Spring, both the *TUI* and *TUINE* will be picked-up by the Shopping Sheet Batch Process (RPRSSBP).

The Period Budget Setup tab allows you to choose which period budget components will be summed on the shopping sheet of Tuition and Fees Budget Components, Housing and Meals, Books and Supplies, and Transportation. Other educational costs will be calculated automatically as the remaining amount in the student's budget not included in the other categories.

This tab is not specific to an individual campus. Therefore, any budget components used for the various campuses for which you process will need to be defined.

Example 2

The Main Campus uses *TUI* for the tuition budget component Northeast Campus uses *TUNE* for the tuition budget component Main Campus processes financial aid for both the Main Campus and Northeast Campus. Therefore, both *TUI* and *TUNE* need to be defined

on the Aid Year Budget tab under the Tuition and Fees category. If the student happens to be attending the Main Campus in the Fall and Northeast

Campus in the Spring, both the *TUI* and *TUINE* will be picked-up by the Shopping Sheet Batch Process (RPRSSBP).

The Fund Setup tab allows you to enter fund selection rules for the four award categories on the Federal Shopping Sheet of Grants from School, Grants from State, Other Scholarships, and Work Study (Federal, State, or Institutional). You can enter a fund source, and fund type, or both, to select groups of funds. As an alternate method, you can specify just a fund code to include individual funds in a particular category.

Example 3

Fund Source = *INST* (source type of Inst on RTVFSRC)

Fund Type = *GRNT* (aid type of Grant on RTVFTYP) setup in the Grants from School block will result in the Shopping Sheet Batch Process (RPRSSBP) doing a summation of all funds defined as Institutional Grants. If the institution also has Fund Sources = *INST* and Fund Types = *SCHL* (aid type of Scholarship on RTVFTYP), this combination will also need to be configured under the Grants from School block.

The Shopping Sheet Batch Process (RPRSSBP) will then sum all funds that were awarded to the student that met the above criteria and place that value in the Grants from School line of the Shopping Sheet.

Example 4

Fund Source = *INST* setup in the Grants from School block will result in the Shopping Sheet Batch Process (RPRSSBP) doing a summation of all funds defined as Institutional (scholarship, grant, loan, work). If the institution only had Institutional scholarships and grants, this setup could be done in the Grants from School section of the tab. However, this setup would not be appropriate if the institution has institutional funds that included loans and work. In this situation, it is recommended that you use Example 3 (above) for its Grants from School setup.

Example 5

Fund Type = *WORK* (aid type of Work on RTVFTYP) setup in the Work Options block will result in the Shopping Sheet Batch Process (RPRSSBP) doing a summation of all funds defined as Work (federal, state, institutional). Because the Shopping Sheet requires that all work sources be summed, this setup would be appropriate for schools to display all work funds awarded to a student.

Pell Grants are not required to be defined on the Federal Shopping Sheet Setup (RPRSHOP) form because the Shopping Sheet Batch Process (RPRSSBP) will automatically sum any funds codes defined with the Federal Fund ID of PELL and display that for the Federal Pell Grant total in the Grants and scholarships to pay for college section of the Shopping Sheet.

The *Other scholarships you can use* data includes the Fund codes entered under *Other Scholarships* as well as the Resource amount that appears on RPRAAWRD/RPAAPMT/ ROARMAN.

Federal Perkins loans are not required to be setup on the Federal Shopping Sheet Setup (RPRSHOP) form because the Shopping Sheet Batch Process (RPRSSBP) will automatically sum any funds codes defined with the Federal Fund ID of PERK and display that for the Federal Perkins Loan total in the Loan options section of the Shopping Sheet.

Federal Direct Subsidized Stafford loans are not defined on the Federal Shopping Sheet Setup (RPRSHOP) form because the Shopping Sheet Batch Process (RPRSSBP) will automatically sum any funds codes defined with the Direct Loan Indicator = S and display that for the Federal Direct Subsidized Loan total in the Loan options section of the shopping sheet. Federal Direct Unsubsidized Stafford loans are not defined on the Federal Shopping Sheet Setup (RPRSHOP) form because the Shopping Sheet Batch Process (RPRSSBP) will automatically sum any funds codes defined with the Direct Loan Indicator = U and display that for the Federal Direct Unsubsidized Loan total in the Loan options section of the Shopping Sheet.

In order for a student to have a shopping sheet generated, the Shopping Sheet Information Access Indicator must be set to Yes. This can be done via batch posting or individually on RPAAWRD/RPAAPMT.

The Shopping Sheet Batch Process (RPRSSBP) is used to produce shopping sheets for a population of students. If the student's record has the Shopping Sheet Information Access Indicator set to Yes then a shopping sheet will be generated for him/her. If the student does not have budget or award information, the shopping sheet will be generated with values of 0 for those applicable fields.

RPRSSBP allows you to use a Letter Generation code to keep track of when a shopping sheet was generated for a student. If you choose use the Letter Generation code option, the code will show up on RUAMAIL after the pdf file is produced. In addition, RPRSSBP allows you the option of updating only the Print Date (User ID and Activity Date) instead of having a new letter code entry each time the RPRSSBP process is run. The Letter Code used on RPRSSBP is applicable only for the Shopping Sheet being produced within Banner INB. When a shopping sheet is generated in Self-Service, the Letter Code on ROAINST - Web Processing Rules tab - Shopping Sheet Letter Code (RORWEBR_SS_LETR_CODE) will be used. Ellucian does not recommend using the same Letter Code for RPRSSBP as is being used for Self-Service.

The shopping sheet is available for students in Self-Service. In order for a student to be able to view his/her shopping sheet, the Shopping Sheet Information Access Indicator must be set to Yes. This can be done via batch posting or individually on RPAAWRD/ RPAAPMT. In addition, you have the option to allow the student to see a PDF version of the shopping sheet, html version of the shopping sheet or both. Setup is one on the Web Processing Rules tab of ROAINST (**Display Federal Shopping Sheet - PDF** and **Display Federal Shopping Sheet - HTML**). In addition, a letter generation letter code can be used to identify when a student has viewed their shopping sheet. Everytime a shopping sheet is generated in Self-Service for a student, the letter code will show up on RUAMAIL. To avoid a lot of duplicate entries, Ellucian recommends you have the **Shopping Sheet Letter Code Update Indicator** set to Yes. When set to Yes, the letter code will not get duplicated and only the Print Date (User ID, Activity Date) will be updated for the already existing letter code.

The Financial Aid Main Menu will display a link to the Federal Shopping Sheet web page. This link will appear if: (`RORWEBR_SS_PDF_INFO_ACCESS_IND = Y`
OR
`RORWEBR_SS_HTM_INFO_ACCESS_IND = Y`)
AND
`RORSTAT_SS_INFO_ACCESS_IND = Y`.

The following text will be provided, by default, under the Federal Shopping Sheet link:

> *Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.*

Once the student clicks on the link, they will be prompted to select the appropriate aid year and then will be presented with the PDF and/or HTML link to their Shopping Sheet.

- If the institution has elected to display both the PDF and HTML versions of the shopping sheet, both links will be displayed.

- If the institution has elected to display the PDF version of the shopping sheet in Banner Financial Aid Self-Service, only the PDF link will be displayed.

- If the institution has elected to display the HTML version of the shopping sheet in Banner Financial Aid Self-Service, only the HTML link will be displayed.

    Note: You will need to identify the applicants you wish to display the shopping sheet information to within Banner Financial Aid Self-Service using a population selection. You will then batch post the RORSTAT indicator to Y at the time you wish to make the information available in Self-Service.

    You can disable the shopping sheet information (discontinue displaying the link) on an individual applicant basis by manually updating the indicator on RPAAWRD/RPAAPMT or through Batch posting a value of N (No). In addition, two fields in the Web Processing Rules tab of ROAINST (**Display Federal Shopping Sheet - PDF** and **Display Federal Shopping Sheet - HTML**) can be used to control whether students can display the Federal Shopping Sheet in Self-Service as a PDF document or an HTLM page. If you wish to make the Shopping Sheet link available in other areas of Banner Financial Aid Self-Service (besides the Main Financial Aid Menu), you can do so through Web Tailor.

    Note: To insure proper formatting of the HTML version of the shopping sheet in self-service, web browsers need to be set to display with a zoom level of 100%.

Generated Federal Shopping Sheet

To display the generated Shopping Sheet on Banner Financial Aid Self-Service for a student to view, the process (RPRSSBP) must be started from host by an administrator. An Oracle user account must exist or be newly created for this purpose. This user must have similar access rights as a regular FINAID user. At a minimum, this user must be allowed seven (7) simultaneous database connections. By default, the process is designed to service up to six (6) simultaneous requests from Self-Service for a Shopping Sheet.

However, an additional seventh connection is needed for the administrative aspect of the process. As such, a total of seven (7) simultaneous database connections is required.

The default number of connections can be modified by individual institutions. To adjust the default number of connections, modify the rprssbp.shl script (for UNIX) or `rprssbp.pl` script (for Windows).

The number for the switch `-Dmax.threads` can be increased or decreased accordingly. The default value is `6`.

> **Note:** A minimum of one thread will also be used by the process. So, if the administrator supplies a number of `0`, the process will ignore the change and assume a `1` instead.

FAQs

Federal Shopping Sheet Processing

Q1: What happens if we use the default value of `6`, but seven students request for a shopping sheet to display on Banner Financial Aid Self-Service at the same time?

A: The first six students will be processed, as normal. The seventh student will be placed in a queue, awaiting an available connection. As soon as one of the original six student shopping sheets is completed, the seventh student will be moved from the que and processed. There is no limit to the number of students that can be queued. Each student will be processed, as connections become available.

Q2: What if all six students stay on the web page and continue to view the Shopping Sheet, does the seventh student have to wait until one of the original six students is done viewing the Shopping Sheet?

A: No. The six thread limit is valid only on creation of the PDF document. Viewing the document implies that PDF generation is complete. So, viewing the resulting PDF document does not count against the six thread limit.

Advance Queuing (AQ) Setup for the Shopping Sheet

This is an optional implementation for Self Service Shopping Sheet.

For the optional PDF Self Service Shopping Sheet to function properly, the AQ option of the new process RPRSSBP must be implemented.

Three steps are needed to enable AQ for RPRSSBP.

1. In GTVSDAX, query on Group *RPRSSBP%* and Translation Code for *FINAID%*. Each process will have two records, `FINAID_AQ` and `FINAID_AQ_RTN`. Both records must have the External Code set to `Y`.

2. In ROAINST, Web Processing Rules, check **Display Federal Shopping Sheet - PDF**.

3. From host run this command where user is an Oracle `user` and `password` is the password to login for that user:

    ```
    rnrqini user/password START
    ```

Pell processing

Introduction

The Higher Education Opportunity Act (HEOA) of 2008 authorized the awarding of up to two Federal Pell Grants within an academic year. This User Guide addresses the 3 phases of this implementation process:

- Phase 1 - Issued in June 2009, allows up to 200% of a scheduled Federal Pell Grant award within an academic year.

- Phase 2 - Issued in April 2010, addresses the ability to assign a Summer term (now known as period) to more than one aid year for the purposes of awarding and disbursing Two Pell Grants in an Award Year, the ability to assign Pell awards based on what aid year the award is most advantageous to the student. A second Pell scheduled award will be granted if at least one credit is being taken in the next academic period.

- Phase 3 - Issued in July 2010, addresses the Pell award calculation based on earned hours, as well as the impact of crossover periods on database packages and Title IV refunding.

  Note: The HEOA of 2008 with specific regard to Pell, consists of two topics:

  Topic 1: The ability to allow up to two Pell scheduled awards within the same academic year. This is the equivalent of up to 200% of Pell awarding and disbursement.

Topic 2: The ability to award and disburse a Pell grant for a crossover period. The crossover period is dictated on an aid period level and/or a student by student level. The crossover period analyzes the most advantageous Pell award based on the comparison of current and future year need analysis records or current and previous year need analysis records. The setup for current and future year or current and previous year crossover is based on institutional needs and is explained further in the following sections.

Year Round Pell Discontinued - 2011 - 2012 aid year

Year Round Pell has been discontinued starting with the 2011-2012 aid year. A student may no longer receive a second Pell award (Pell award > 100%) within a single aid year. The logic in the Pell Process has been disabled for aid year end year > 2011.

Refer to the corresponding Release Guide(s), as necessary, for further detail.

Pell setup

The Pell Setup section provides information regarding fields that need to be populated, how values in these fields affect Pell processing, the formula used to calculate Pell, and how fields affect both the awarding and disbursement of Pell.

Pell procedures

The Procedures section addresses topics such as multiple Pell processing, controlling when the Pell Calculation Process is run, locking Pell, handling less than half-time Pell more efficiently, updating award amounts to agree with actual disbursement amounts, and automatically scheduling remaining Pell eligibility to future periods.

Pell process

The Process section offers information on the Pell Calculation Process (RPEPELL) and the Disbursement Process (RPEDISB) as it relates to Pell. This chapter also demonstrates how Pell Grant awards and Pell Grant disbursements are calculated and includes examples of calculations.

Pell setup

Fund Base Data (RFRBASE)

Establish a Pell fund code (or multiple codes) as a federal grant fund. The Pell fund code requires the following settings for the F**und Source**, **Fund Type**, and **Federal Fund ID** fields. Multiple Pell codes are allowed for institutions with multiple campuses if necessary.

- Set the **Fund Source** field to a federal fund source type.

- Set the **Fund Type** field to a grant fund type.

- Set the **Federal Fund ID** field to `Pell`.

For additional information about the RFRBASE form, refer to the Fund Base Data (RFRBASE) form information in *Banner Financial Aid Online Help*.

Detail Code Control Form - Student (TSADETC)

Ask Student Accounts personnel to establish grant fund detail codes for Pell funds. The detail code created on this form is then assigned to the appropriate Pell fund code on the RFRBASE form. If you use multiple Pell fund codes, you will need multiple detail codes, as the fund codes and detail codes require a one-to-one relationship.

Fund Management (RFRMGMT)

Enter fund data and options for the Pell fund code(s) that you established on the Fund Base Data (RFRBASE) form. This involves the entry of information in the Aid Year Specific Information blocks on the first 3 windows of the form.

Aid year specific data - Packaging Options window

Complete packaging option fields that are applicable to COD, as follows.

1. **Award Maximum** - Enter the maximum loan that could be made to any student during the combined periods of the aid year (For example: The Pell limit for the 2011-2012 aid year is $5,550).

2. **Award Minimum** – Schools generally enter $.00 as the minimum to allow small award amounts in the event of a Return of Title IV calculation or in the event that the Pell Award needs to be reduced to zero.

3. **Automatic Packaging** – This field must be checked to automatically package Pell through batch or online processing.

4. **Automatic Scheduling** – This box must be checked to enable the system to create a Pell disbursement schedule when Pell is added to the student's award package.

5. **Automatic Acceptance** – Check this box if you want to ensure that Pell offers are automatically placed into Accepted status. If this box is not checked the Pell will be accepted once a SAR is received. Once a valid SAR Certified date is entered on ROAPELL, the offered Pell grant will be accepted. Pell awards cannot be manually accepted.

6. **Override Need** Check this box.

7. **Replace EFC** - Do not check this box.

8. **Reduce Need** - Check this box. A check in this box reduces any remaining unmet need automatically.

9. **Loan Process** - Do not check this box.

10. **Need Analysis** - Check this box to require a need analysis record before you package the award.

11. **Equity Fund** - Check this field to reduce the student's equity level when you use equity packaging. The system packages equity funds first to reduce the equity level (the system packages non-equity funds after the equity funds regardless of the priority assigned for the funds on the RPRGFND form).

12. **Count for NCAA** - Check this box to indicate you can count this fund for NCAA regulations. The Fund Aid Year Specific Table (RFRASPC) contains the `RFRASPC_NCAA_IND` field. Banner does not perform any processing of this data. It is available for use in conjunction with your institutionally-defined rules and reports.

13. **Award Letter** - Check this box if you want a change to the offered amount of a Pell award to reset the award letter indicator in the student's RORSTAT record. You can use this indicator with population selection to identify those students that need new or revised award letters.

14. **Round Award** - Set this field to `001` so that the automatic packaging process (RPEPCKG) rounds the award to the nearest dollar.

15. **Round Schedule** - Set this field to `RD=Round Dollars` to round the disbursement schedule to the nearest dollar.

16. **Memo Credi**t - Set this field to `None` if you do not want to apply disbursements as a memo credit on the student's account for the Pell fund. Otherwise, select `Offered` to allow disbursements to memo when the award is in an offered status. Select `Accepted` to allow disbursements to memo when the award is in an accepted status.

17. **Disburse** - Select the `System` option to allow the system to disburse the fund.

Aid year specific data - Disbursement Options window

1. Check the **Use Attending Hours** box if you wish to calculate the enrollment load for disbursement based on hours that the student is attending and the course has begun. (See the *Open Learning Handbook* for more information on Open Learning and Attending Hours)

> **Note:** The **Disbursement Load Options** on the Disbursement tab are not applicable to Pell since Pell Grants pay based on the Pell Grant Payment Schedule Grid.

2. **Use Disbursement Enroll Edits for Memo** - Check this field to allow the application of the disbursement enrollment edits to be applied to funds in memo status.

3. **Recoup When Award Reduced** - Check this field to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.

4. The **If Ineligible Before Cut-off Date** and **If Ineligible After Cut-off Date** fields determine the course of action if the student receives a payment for an award in a specific period and the student becomes ineligible for the award after it is paid. Set these fields to the appropriate option for your institution. Cut-off dates are set on the RPROPTS form.

Disbursement Locks window

The Period code field on the Disbursement Locks tab has been modified to allow the entry of Pell crossover periods. In the past, if the term was not associated with the Financial Aid Processing year on STVTERM, you could not enter the term. Now, if you have setup the period on RORPRDS as a crossover period, the period can be entered.

Aid period Base Rules (ROBAPRD)

Access this form to review the single and multiple period aid period combinations. In the **Pell Full Year Percent** column enter the maximum percentage of the student's scheduled Pell award that a student could potentially receive if enrolled full time during each period of the aid period. There may be multiple aid periods with percentages ranging up to 200%, but no entry may exceed 200%.

Examples:

Semester based

- Fall, Spring, Summer would use 150% for the Pell Full Year Percentage

- Summer, Fall, Spring, Summer would use 200% for the Pell Full Year Percentage

Quarter based

- Fall, Winter, Spring, Summer would use 133.334%

- Summer, Fall, Winter, Spring, Summer would use 166.667%

Period Base Data (RORPRDS)

The Period Base Data (RORPRDS) form is used to create and maintain the definition of a Period. This new form's function is similar to that of the STVTERM form, in that it is used to define a code, description (short and long), start and end dates, and the aid year used for financial aid processing. The ability to define the crossover aid year is also provided (for those periods which represent a crossover period). The code used to define the period allows up to15 characters for a descriptive code plus a 30 character (long) period description.

> **Note:** As of September 2010, the RPRCRSS form has been made obsolete. A period which is a crossover will be defined on RORPRDS. Processing, which previously referenced RPRCRSS, have been modified to use the crossover definition from RORPRDS. Please ensure you create a Pell crossover period that will replace the previous definition on RPRCRSS.

A Pell crossover period must be created for each aid year Pell is eligible to be awarded. For the 2011 Summer, using the crossover aid period to determine the student's most advantageous award is required. To do so, each Pell eligible student must have a period created that is deemed a crossover. When creating this period, make sure to create your base year and crossover year definitions in the Base Data block of the RORPRDS form.

Example

- A student has a Fall/Spring/Summer aid period for the 1011 aid year with a 1,000 EFC.

- Student school does not have a valid 1112 ISIR on file.

- Student received full time Pell for the Fall and Spring periods.

- The student is full time for summer and working on their 25th credit hour.

- The 2nd scheduled award would be awarded at the appropriate value for their EFC.

The institution would need to create the appropriate 1112 crossover period in RORPRDS and create a Pell aid period in RORTPRD.

Once this student has a RORSTAT record created for 1112, the institution would have to enter the appropriate Pell crossover period in ROAPELL either manually or through the use of batch posting. This is necessary because the student may:

- Have a lower EFC for the 1112 aid year compared to that of the 1011 aid year, therefore the most advantageous award would pertain to 1112.

- The student may not be Pell eligible in 1112 as of now, but may become eligible before the Pell Cutoff Date (RPROPTS) deadline.

- The student may have their EFC reduced (i.e. Professional Judgment) making them eligible for a higher Pell award for the crossover period.

For institutions that do not have standard academic year calendars, with specific regard to periods, ensure that you add the appropriate summer period in either the standard aid period (when applicable) or by creating a crossover period to be included in the Pell aid period.

Example

- For the 0910 aid year, the student's aid period was Fall/Spring/Summer.

- For the 1011 aid year, the student's aid period was Fall/Spring.

- A Pell aid period was created using the 0910 Summer as the crossover period, which now displays in the Pell Aid Period field on the ROAPELL form for 1011.

   During the 1011 aid year, the academic program decides to offer a Summer period which is financial aid eligible. The institution must now change the standard aid period to include Fall/Spring/Summer. Once this is done, the institution must also create a Pell aid period for that summer period to crossover into the 1112 aid year. This will ensure the student's most advantageous award for the summer of the 1011 aid year will be calculated against the 1011 ISIR and 1112 ISIR.

For further assistance with period creation, please refer to the *Period Based Processing* chapter in this *User Guide*.

COD Entity ID Rules (RORCODI)

The COD Entity ID Rules (RORCODI) form establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**.

Effective with the 2006-2007 processing year, relationships for all IDs used in COD processing are maintained on the RORCODI Form. You can no longer make changes to these relationships on the Global Institution Financial Aid Options (ROAINST) form.

Global Institution Financial Aid Options (ROAINST)

Cross-Over Pell enhancement

To support Cross-Over Pell enhancements, the following applies to the Options and Credit Hours tabs:

Options tab

The **Default Aid Period** field allows you to enter an aid period where one of the periods is a cross-over period. For example, you may enter a period of Fall/Spring/Summer where Summer is a trailer and in the following aid year, a default aid period of Summer/Fall/Spring where Summer is treated as a header in the following aid year.

Credit Hours tab

A Crossover Period field has been added to the Credit Hours tab of this form. A check will automatically appear in this field if the period entered in the Period column has been defined on RORPRDS as a crossover period for the aid year in the key block of ROAINST.

The Period code field on the Credit Hours tab has been modified to allow the entry of Pell crossover periods. If a period has been defined as a crossover period on RORPRDS, it can be entered on the Credit Hours tab for the corresponding Crossover Aid Year defined on RORPRDS.

If an invalid period is entered, the following error message is displayed:

Invalid Period; press LIST for valid Periods.

For the enrollment load routine to calculate the proper Pell award and/or disbursement, each period must be listed for the aid year. The Pell crossover periods must also be listed for each aid year that includes the crossover period.

> **Note:** The crossover field in this tab is not updatable from this form. A check mark in this field is delivered from the period setup in RORPRDS.

U.S. Specific Institution Financial Aid Options (ROAUSIO)

Institutional Defaults tab

Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. The RORCODI Form maintains COD relationships for all IDs used in COD processing. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.

Enter the primary **Pell Fund Code** to be used if there is more than one Pell code listed on RFRBASE and the applicant is not assigned to a campus that has a unique Pell fund associated with it.

Grant and EDE Options tab

Check the **Prevent Automatic Pell Calculation** box only if you want to prevent the Pell Calculation Process (RPEPELL) from automatically running from forms that initiate the Pell Process for all students at the institution. This may be appropriate if your institution is Graduate level only or you do not wish for Pell awards to post until a later date.

> **Note:** Even when the **Prevent Automatic Pell Calculation** box is checked, the RPEPELL process will run when the student is in a Population Selection used to run RPEPELL in batch from the Process Submission Controls (GJAPCTL) form or when RPEPELL is run from the ROAIMMP form.

Check the **Pell Reduced Eligibility Ind** if you want to automatically create Pell origination records when the Pell eligibility for a student is reduced (not required). Banner will automatically create the origination records for any increase in eligibility, as this is required.

If you check the **Cash Monitoring or Reimbursement** indicator, the institution must pay Pell funds to the student account prior to sending in the request for payment from COD. If there is a check in this field, the COD extract process will report the payment period start date with the disbursement record (READIxx), upon extracting the record.

If your school is participating in the Department of Education's Just in Time program for Pell for this aid year, check the **Just in Time or Advance Pay for Pell Indicator** field. You can also check this field if your school wishes to follow the JIT rules for Pell for the aid year as far as reporting the expected Pell payment and requiring the receipt of an acknowledgement back prior to allowing Banner to disburse the Pell funds.

If you check the **Just in Time or Advance Pay for Pell Indicator** field, enter the number of days prior to the scheduled disbursement date in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field to allow the disbursement record to be extracted. Based on the value in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field, the REREXxx Process allows a Just in Time school's Pell funds to be extracted. The REREXxx Process picks up these records to submit for funding prior to payment. Valid values are 0 - 7.

The **Alternate Pell Schedules Used** field is used by the Pell Calculation Process (RPEPELL) to identify students who require the use of the Alternate Pell Schedules for determination of their Pell award. Students who qualify for the Alternate Pell Schedules will receive a lower maximum Pell Grant in some of the payment cells on the schedule. Because these reductions are not consistent across the impacted cells, a different schedule is used. Check this field to identify students who require the Alternate Pell Schedules for determination of their Pell award. Also check this field if you wish to use both the Alternate Pell and the Regular Pell schedules. When the field is unchecked, only the regular Pell Schedule will be used to calculate Pell awards.

> **Note:** The **Alternate Pell Schedules Used** field has been disabled - beginning with the 2007-2008 and 2008-2009 aid years.

Check the **Use Pell Less than Half Time Calculation** box if you wish to automatically calculate a less than half time Pell Cost of Attendance. For processing using Aid Year Budgeting, check the **Use for < 1/2 Pell** indicator for the components to be included in the less than half-time Pell budget. For processing using Period Based Budgeting, check the **Use For < 1/2 Pell** indicator for the components on the Components tab of RBRPBYR.

Campus Defaults tab

The values displayed on the Campus Defaults Tab are those associated with the selected Attending ID.

Check the **Prevent Automatic Pell Calculation** field only if you wish to prevent the Pell calculation for the designated campus and you did not check this box on the Institutional Defaults window.

For additional information about the ROAUSIO form, refer to the U.S. Specific Institution Financial Aid Options (ROAUSIO) form information in *Banner Financial Aid Online Help.*

Packaging Options (RPROPTS)

Main window

Options on the first window affect all funds, but certain options are necessary for Pell awarding. The **Use Estimated Enrollment** field and **Default Estimated Enrollment** options, if checked, are used if the selected enrollment option in the Grant Options window is not defined for a period.

The **Enrollment Option for Disbursement** field is used by other funds and is used by the Pell process if the disbursement enrollment options are not populated on the Grant Options Window for any period.

Enrollment Cutoff Date Rules window

The Period on the Enrollment Cut Off Date Rules window has been modified to allow the entry of Pell crossover periods. If the period already exists in another aid year and it is a crossover period, the cutoff date used in the other aid year will be automatically populated. Crossover periods must be added for the RPEPELL process to determine the most advantageous award.

Grant Options window

The RPROPTS form allows you to select options that control how certain packaging and disbursement options function. Crossover periods must be added here to be used by the RPEPELL process to determine the most advantageous award. The Pell crossover periods must also be listed for each aid year that includes the crossover period.

The Grant Options Window contains a **Pay Grant if Disbursement Amount Differs from Award Amount** option. Since the Pell calculation is done both at the time of awarding and at the time of disbursement, it is possible that the award amount and the calculated disbursement amount (the amount the RPEDISB process calculates for Pell) will not be equal. For example, if a student was awarded with a **Default Estimated Enrollment of Full Time** and the student enrolled Half Time, the award amount and calculated disbursement amount would be different. When these two amounts differ you have the option to (N)ever disburse under such circumstances, (A)lways disburse the calculated disbursement amount (RPEDISB amount), or disburse the (L)esser of the award amount and calculated disbursement amount.

If you choose to not use the **Pell Less than Half Time Calculation** you should populate the **Default Less Than Half Time Pell COA** with the standard less-than-half time Pell COA used by the majority of an institution's less-than-half-time students. This amount should be a full year COA as the Pell Payment Schedule uses the full year COA. The RPEPELL process will use this COA when referencing the Pell Payment Schedule Value

for a student who has been identified as less than half time. If this field is null, the Pell process will use the Full-time Pell COA.

The **Pell Crossover Cutoff Date** was added to indicate the date after which summer crossover Pell awards will no longer be automatically calculated by the Pell process. The cutoff date is defined by the Department of Education each year.

If the **Pay Pell If System EFC and SAR EFC Are In Same Payment Cell** field is not checked, the disbursement process requires the SAR EFC and System EFC to be exactly the same number for payment to occur. If you do check this field, the disbursement process recognizes the payment cell, so that when these numbers vary within the 100 point range of the cell, the disbursement process treats the EFC numbers as equal values.

Check the **Delete Pell Award if Zero** box if you want Pell awards to be deleted from the database if the award is reduced to 0 by the Pell calculation. The award will be deleted only if no locks, origination, memo, authorization, or paid amounts exist. If the award has disbursement activity on the student account it will not be deleted to preserve the appropriate audit trail.

Check the **Use NSLDS for Pell** box if you wish to use current year Pell payments reported on the Student Loan Data (RNASLxx) form from other schools. The Pell process will award Pell based on the calculated remaining percentage of the scheduled annual award.

Since the Banner Financial Aid 8.16 release (January 2013), the Pell process automatically uses NSLDS data from prior schools in determining the eligibility for Pell in Banner. It is no longer necessary to check the **Use NSLDS for Pell** checkbox.

Grant Options window - Enrollment Options

The Enrollment Options allow you to define the type of enrollment load that you want to use for awarding and disbursement of Pell (Pell Calculation Process - RPEPELL) and TEACH (Grant Calculation Process - RPRGRNT) funds. You can select separate options for awarding and disbursement such as award based on Full time enrollment and disburse based on adjusted hours.

The Periods entered on the Enrollment Cut-Off Date Rules window will automatically be populated in the Enrollment Options block. You may then select the enrollment options for awarding and disbursement of the grant funds for each period. If options for awarding and disbursement are not selected for your grant funds in the Enrollment Options block, the awarding option selected on the Packaging Options window and the disbursement option selected on the Enrollment Cut-Off Date Rules window will be used. For disbursement, if an enrollment option has not been selected on the Enrollment Cut-Off Date Rules window, the Disbursement Option defined on the first window of RPROPTS will be used.

The enrollment options for awarding and disbursement of Pell and TEACH funds are:

1	Full-time
2	¾ Time
3	½ Time
4	Less than ½ Time

A	Adjusted Hours
B	Billing Hours
E	Expected Enrollment
I	Period Expected Enrollment (for 2014-2015 forward) and Est ISIR/FAFSA Enrl (for aid years prior to 2014-2015)

(None)

When selecting either the Adjusted Hours or Billing Hours option, the process will first look for Financial Aid hours in the RORENRL table or RORATND table if disbursing using Attending hours. If Financial Aid hours do not exist for the period, the process will look for student registration hours (SFRSTCR) for the terms associated with the period. If neither Financial Aid nor Student hours exist for the period, the Expected Enrollment for the aid year will be used for awarding of the grant funds. For the disbursement process, if neither Financial Aid nor Student hours exist for the period, an error message will be displayed, indicating the applicant is not enrolled.

The Expected Enrollment option for awarding and disbursement of the grant funds will use the Expected Enrollment for the aid year. If the Expected Enrollment for the aid year is NULL for the applicant, the Default Estimated Enrollment entered on Packaging Options will be used.

- For aid years prior to 2014-2015, the Expected Enrollment for the aid year is the Full Year enrollment from RNANAxx (`RCRAPP1_EXP_ENROLL_STATUS`).

- For aid years 2014-2015 and forward, the Expected Enrollment for the aid year is the Expected Enrollment Status from ROASTAT (`RORSTAT_XES`). The expected enrollment status for an applicant may be assigned when the Applicant Status record (RORSTAT) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT or by using the Batch Posting process.

The Period Expected Enrollment/Est ISIR/FAFSA Enrl option allows you to stipulate using the expected enrollment by period. If the Expected Enrollment Status for the associated period is NULL for the applicant, the Expected Enrollment Status for the aid year will be used. If the Expected Enrollment Status for the aid year is also NULL, the Default Estimated Enrollment entered on Packaging Options will be used.

- For aid years prior to 2014-2015, the expected enrollment for the period, Est. ISISR/ FAFSA Enrl, is determined by associating the period with a semester/term enrollment from the Need Analysis record on RNANAxx. You must define the appropriate semester/term in the GRANT ISIR Term to be used for the period when this option is selected. The allowable values for the ISIR/FAFSA terms in the **GRANT ISIR Term** field are:

  - *S2* = Summer Term (pre Fall)

  - *F* = Fall Semester/Qtr.

  - *W* = Winter quarter

  - *S* = Spring Semester/Qtr.

  - *S1* = Summer Term (post Spring) and (None).

- For aid years 2014-2015 and forward, the expected enrollment for the period is determined using the Expected Enrollment Status for the period on the Period tab (Applicant Period Status table RORPRST) of ROASTAT (`RORPRST_XES`). The period expected enrollment status for an applicant may be assigned when the Applicant Period Status record (RORPRST) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT, Period tab, or by using the Batch Posting process. The Applicant Period Status (RORPRST) records are created when the RORSTAT record is created and maintained when the aid period is changed to correspond to the periods that are part of the applicant's aid period or Pell aid period.

If the school uses Attending Hours functionality for disbursement, the Use **Attending Hours** (`RFRASPC_ATTENDING_HR_IND`) must be checked for the appropriate fund codes on the Fund Management (RFRMGMT) form or the Funds Management (ROAMGMT) form. The fund code may also use the **+/- Days for Attending Hours** (`RFRASPC_DISB_NO_DAYS`) functionality to indicate a disbursement prior to of after the Attend Date. If Attending Hours functionality is used, the process searches for the **Attending Adjusted and Billing Hours** (`RORATND_FINAID_BILL_HR` and `RORATND_FINAID_ADJ_HR`) first. If the Financial Aid Adjusted and Billing Hours do not exist, the process will use the Adjusted or Billing hours calculated from the Student Registration hours.

In the past, when disbursing Pell, any period enrollment could be less than half time and still be paid. However, with Two Pell Grants in an Award Year, at the point in time when you are disbursing a second Pell award, enrollment must be at least ½ time. RPEDISB has been updated to verify that a student is enrolled at least ½ time prior to disbursing Pell funds from a second Pell award within an aid year.

The Period on the Grant Options window has been modified to allow the display of Pell crossover periods. Once a period has been entered in the Enrollment Cut Off Date Rules window, it will automatically display on the Grant Options window. You have to update the Grant Award Enrollment Option, Grant Disbursement Enrollment Option and the Grant ISIR Term.

For additional information about the RPROPTS form, refer to the Packaging Options form (RPROPTS) information in Banner Financial Aid Online Help.

Aid Period Rules (RORTPRD)

This form enables you to specify the periods that you want to associate with an aid period. The **Pell Full Year Percent** designation from ROBAPRD displays on this form.

This form also allows crossover summer periods when the **Crossover** indicator is checked for the period on RORPRDS.

Standard aid periods, as well as Pell Aid Periods, will have to be set up on RORTPRD.

Examples:

Trailer School

10-11 Standard Aid Period - Fall, Spring, Summer

11-12 Pell Aid Period - Summer, Fall, Spring, Summer

11-12 Standard Aid Period - Fall, Spring, Summer

Header School

10-11 Standard Aid Period - Summer, Fall, Spring

10-11 Pell Aid Period - Summer, Fall, Spring, Summer

11-12 Standard Aid Period - Summer, Fall, Spring

Default Award and Disbursement Schedule Rules (RFRDEFA)

Enter a percentage in the **Grant Award Percen**t column for each period in the aid period displayed. Entry represents the portion of the **Pell Full Year Percent** designation from the ROBAPRD form that a student could receive if enrolled in the period. The total of all percentages must be greater than or equal to 100% and less than or equal to 200%.

Example 1: A student enrolled for Fall/Spring/Summer – Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on ROBAPRD in any of these periods if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior periods. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded or if a student qualifies for a second scheduled Pell award for the award year.

Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on ROBAPRD.

Fund Award and Disbursement Schedule Rules (RFRASCH)

Use the RFRASCH form to enter award and disbursement schedules for a specific Pell fund code.

Enter a percentage in the **Grant Award Percent** column for each period in the aid period displayed. Entry represents the portion of the **Pell Full Year Percent** designation from the ROBAPRD form that a student could receive if enrolled in the period. The total of all percentages must be greater than or equal to 100% and less than or equal to 200%.

Example 1: A student enrolled for Fall/Spring/Summer – Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on ROBAPRD in any of these periods if enrolled for an appropriate number of hours and

the total award has sufficient funds remaining from prior periods. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded or if a student qualifies for a second scheduled Pell award for the award year.

Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on ROBAPRD.

Academic Year Rules (RORACYR)

The RORACYR form is used to define the academic years by academic level. The academic year hours will be used during Pell processing to determine if a student qualifies for a second scheduled award based on the number of credit hours in the institutions academic year. If the institution defines their academic year as 24 credits hours and the student is starting at least the 25th credit hour, they will be evaluated for a second scheduled award.

Key block

The following items are contained in the key block:

- `KEYBLCK_ACAD_YEAR`

- `DISPLAY_ROBACYR_DESC`

The following fields are updateable in the key block of the RORACYR form:

Rules block

The following items are included in the Academic Year Rules block:

- `RORACYR_AIDY_CODE`

- `RORACYR_LEVL_CODE`

- `RORACYR_HOURS`

- `RORACYR_WEEKS`

  Note: Currently, the `RORACYR_WEEKS` field is not being used in Pell processing. This field is intended for future use.

- `RORACYR_COMMENT`

Applicant Pell Grant (ROAPELL)

The ROAPELL form allows you to view and enter specific information related to Pell, including the entry of a Pell aid period when a crossover period is not part of the standard aid year.

Note: The Aid Period Description (`RTVAPRD_DESC`) corresponding to the student's PELL Aid Period Code (`RORSTAT_APRD_CODE_PELL`) will be displayed at the right of the list icon.

The Aid Period Description (`RTVAPRD_DESC`) corresponding to the student's Aid Period Code (`RORSTAT_APRD_CODE`) will be displayed at the right of the item.

The Pell aid period code can only be manually inserted into the ROAPELL form or via the use of Batch Posting Process (RORBPST).

Budget Component Validation (RTVCOMP)

For Aid Year Budget processing, check the **Used for Alt Pell** field to select the value of this component for the calculation of alternate Pell low tuition and fees. This amount is used in the determination of whether the student is eligible for the Alternate Pell Schedules and, if so, the correct amount of the Alternate Pell award.

Note: Alternate Pell Schedule functionality has been disabled - beginning with the 2007-2008 and 2008-2009 aid years.

Check the **Used for <½ Pell** box to select the value of this component for the automatic calculation of a less than half-time Pell cost of attendance. If you checked the **Use Pell Less than Half Time Calculation** box on ROAUSIO, the Banner Pell process (RPEPELL via UCPRTNB) uses these components and posts the calculated budget on the ROAPELL form.

Period Budgeting Aid Year Rules (RBRPBYR)

For Period Based Processing, check the **Pell** indicator on the Budget Types tab for the budget type that will be used to identify a Pell budget. The **EFC** indicator for this budget type must be set to (N)one. On the Budget Components tab, check the **Use For < 1/2 Pell** indicator to select the value of the component for the automatic calculation of a less than half-time Pell cost of attendance. If you checked the **Use Pell Less than Half Time Calculation** box on ROAUSIO, the Banner Pell process (RPEPELL via UCPRTN) uses these components and posts the calculated budget on ROAPELL form.

Period Budget Group Aid Year Rules (RBRPBGR)

Assign the budget type defined to identify the Pell budget for each period budget group eligible for Pell consideration. On the Pell tab for these groups, create the Full-time/Full-Year cost of attendance to be used for awarding Pell. Amounts or algorithmic budgeting rules should reflect the full-time/full-year amount for each component.

Applicant Immediate Process (ROAIMMP)

If a student is in a crossover period, the Immediate Pell Calculation will be run for both aid years that contain the crossover period. For example, Pell Calculation is run for 10-11 on ROAIMMP and the student has both a 10-11 and 11-12 EDE record with the same crossover period in each aid period. The process will compare the crossover period between the two years and award the most advantageous Pell grant for that period.

Federal Rules Inquiry (RPIFEDR)

Access this form to review the federal rules for Pell delivered with the system.

Pell procedures

Batch Pell Awards

The Pell award may be awarded online, or in batch, by the RPEPELL Process. See the Pell Processing section for how the award is calculated.

Batch grouping to assign budget groups and components does not initiate the Pell award process. The RPEPELL process must be run to assign Pell Awards to any students who were assigned budgets using the batch process (RORGRPS or RBRPBGP). RPEPELL automatically runs online to account for EFC recalculations, budget and aid period changes and after changes are made to FAFSA data that would impact the Pell award if the **Prevent Automatic Pell Calculation** is not checked on the Grant and EDE Options tab of ROAUSIO or, if applicable, on the Campus Defaults tab. You can run RPEPELL for all students or you can run the process using a population selection.

Override a Bachelors Degree

Check the **Post Bachelor's Degree Pell Override** field in the Pell and Loan tab of the Award Maintenance tab of the award form (RPAAPMT and RPAAWRD) to award Pell Grants to Teacher Certification and other students with a previous Bachelor's degree who may qualify for Pell under federal regulations.

Manual adjustments to Pell grants

Once awarded, if you need to make any manual changes to the Pell award you will need to access the Award Schedule tab (RPAAPMT and RPAAWRD). You may only change the award amount, not the distribution percent. Keep in mind the distribution percent takes into consideration the aid period and the period award percents. Once you change an award manually you will get a dialogue box requesting you confirm your changes. Once

you have committed your manual changes you must lock the award so that it is not recalculated if the RPEPELL Process is run on this student again.

Why and how to lock Pell grants

In the past schools manually adjusted Pell awards to account for Pell received at another school. Once the manual change was complete, you would lock the record. Banner now allows the use of NSLDS data to dynamically calculate the correct Pell award. So locking the record is no longer necessary for this purpose.

Also schools used locks when manually awarding summer periods, but now the Pell calculation correctly awards a summer session without manual modifications, or the need for locks. Locks are still available in Banner Financial Aid for exception cases.

Lock types

There are 2 types of locks in Banner — the *Y* lock and the *E* lock.

- A `Y` (always pay) value in the **Lock** field locks the award and pays what has been awarded, without exception.

- An `E` (adjust for lower enrollment status) value in the **Lock** field pays the amount awarded unless the student's enrollment drops at the time of disbursement; if enrollment drops, the amount calculated at the time of disbursement is paid.

  ⚠️ *Warning! If you make a manual change to an award and place an `E` lock on the award, make sure that you have also manually changed the enrollment on the Award Schedule - Options tab (RPAAPMT and RPAAWRD) to correspond with the new award. This is necessary because with an `E` lock, the Disbursement Process checks the enrollment level at the time of disbursement and compares this to the enrollment level at the time of awarding when determining if enrollment has dropped and if it should pay the calculated disbursement amount or the award amount. So if you make a manual change and use an `E` lock, make sure that you manually adjust the enrollment level to correspond with the manually adjusted award amount.*

Fund locks

A fund lock is placed on the Award Maintenance - Locks/Indicators tab of the award form Award Schedule tab (RPAAPMT and RPAAWRD) in the **Lock** field. If you place a `Y` or an `E` lock in this field and will apply to all period awards within the aid period. See the preceding text for information on using a Y or E type lock.

Period locks

A period lock is placed on the Award Schedule - Options tab (RPAAPMT and RPAAWRD) in the **Period Lock** field. A `Y` or an `E` lock may be placed in this field and will apply to only the period for which the lock has been placed. The period lock allows you to lock one period in the aid period, but not another. For example, if you have a student who attends a Fall/Spring aid period and is undergraduate Fall and graduate Spring, you can award the Fall as an undergraduate and lock the award, correctly update the spring grade level to graduate, and allow the process to remove the Pell award for the Spring only.

> **Note:** Both fund and period locks may be used for all funds, however the `E` type lock works only for Pell funds. In addition, at this time, period locks on non-Pell funds work the same as fund locks.

Lock functionality

- Packaging (RPEPCKG) and Pell Awarding (RPEPELL) do not update awards with a fund lock of `Y` or `E` for Pell and non-Pell funds.

- Packaging (RPEPCKG) and Pell Awarding (RPEPELL) do not update awards with a period lock of `Y` or `E` for Pell and non-Pell funds.

- Disbursement (RPEDISB) for non-Pell funds do not pay the locked value and will pay as if the fund was not locked.

- Disbursement (RPEDISB) for Pell with a fund or period lock of `Y` always pay the locked value.

- Disbursement (RPEDISB) for Pell with a fund or period lock of `E` adjust downward if the enrollment has dropped from the time the Pell was awarded.

Package Maintenance (RPAAPMT) and Award Maintenance (RPAAWRD)

The RPAAPMT and RPAAWRD forms display and maintain packaging information for an applicant. The forms have been updated to add the Crossover Pell Award, Crossover Aid Year and Pell Aid Period, enhanced Award Lock functionality, new **Post 9/11 Pell Eligibility** indicator, and the **Additional Eligibility** Indicator.

Award Maintenance tab

The form will allow an update of the award Status (`RPRAWRD_AWST_CODE`) field for a fund where:

1. The award Lock (`RPRAWRD_LOCK_IND`) field is `Y` (lock and always pay the locked amount) or `E` (adjust for lower enrollment status) or the Period Lock (`RPRATRM_LOCK_IND`) field is `Y` or `E`

and

2. The Allow Award Status Updates When Locked
   (`ROBINST_UPD_LOCKED_AWARD_IND`) field on the ROAINST Form is checked
   for the aid year.

   You cannot update any of the other fields when the award is locked.

   All occurrences of the warning message:

   **WARNING* Fund Award record locked; only lock indicator updateable were changed
   to: *WARNING* Fund Award record locked.*

   All occurrences of the warning message:

   **WARNING* Fund Award Period record(s) locked; only lock indicator updateable were
   changed to: *WARNING* Fund Award Period record(s) locked.*

Summary tab

Processing Note: When a Crossover Pell Award amount appears for the aid year, the
amount will be deducted from the student's EFA. However, the period amount for the
award is part of the Crossover Aid Year and will be displayed in the applicable period in
that aid year.

For the Crossover Aid Year, the Crossover Pell Award amount will not be deducted from
the EFA for the student.

Example

For the 09-10 aid year the student is attending Fall, Spring, Summer. On STVTERM,
the summer period is part of the 09-10 Financial Aid Process Year. Student's
scheduled Pell award for 09-10 is 5,350. For the 10-11 aid year the student's
scheduled Pell award is 5,550. Since the 10-11 summer period would result in a
higher Pell award (2,775 versus 2,675), the 10-11 award would be given to the
student.

09-10 would be as follows:

- Crossover Pell Award = 2,775

- Crossover Aid Year = 1011

- Offered: This would include the total awards, resources and crossover pell award.

Also, the 2,775 amount would be reflected in the amount of unmet need.

10-11 would be as follows:

- Crossover Pell Award would be null

- Crossover Aid Year would be null

- Offered: Even though the Pell amount awarded would be 8,325 (assuming the student
  was in summer, fall, spring aid period), only 5,550 would be counted here and in the
  unmet need.

In addition, if a student has two summer crossover periods in their aid year, the earlier aid year Crossover Pell Award and Crossover Aid Year will be displayed on RPAAWRD/ RPAAPMT/ROARMAN.

Example

1011 has summer crossover with 0910 and 1112. The data on 1011 RPAAWRD/ RPAAPMT/ROARMAN will display Crossover Pell Award and Crossover Aid Year from 0910.

Pell and Loan tab

The Pell and Loan tab displays the **Post 9/11 Pell Eligibility** indicator and the **Additional Eligibility** Indicator.

Additional Eligibility Indicator (RORSTAT_ADDL_PELL_ELIG_IND)

The Pell process will automatically set this indicator to checked if the student is receiving a second scheduled Pell award for the aid year. This indicator is then used to communicate to COD that the student is eligible to receive a second scheduled award (the AEI tag will be set to True if checked and False if not checked).

Post 9/11 Pell Eligibility indicator (RORSTAT_POST_911_PELL_ELIG)

Current legislation allows an otherwise eligible student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may be eligible to receive increased amounts of Title IV student financial assistance. Students are eligible for this increased aid, providing the student was:

- Less than 24 years of age when the parent or guardian died.

    or

- 24 years of age (or older) and was enrolled at an institution of higher education at the time of the parent or guardian's death.

For those students who are eligible for additional financial assistance (according to the rules above) and have been confirmed by the Department of Defense (DoD), you should check the Post 9/11 Pell Eligibility indicator. For students whose Pell Expected Family Contribution (EFC) is within Pell eligible limits, the school must also treat the students as having a zero EFC for the awarding of Direct Lending (DL) and other campus-based programs. Students who meet these standards require that you manually process their Post 9/11 financial assistance on an individual basis.

When a RORSTAT record is created for a student for the aid year, the `RORSTAT_POST_911_PELL_ELIG` value from the latest aid year end year for which the student has a RORSTAT record will be passed in.

> ⚠️ *Warning! The Department of Education has stated that the Central Processing System (CPS) will not recalculate a student's EFC when the student's record matches the DoD file. Schools should not make any changes to the student's CPS record to adjust the EFC. The fact that the DoD flag is "Y" and the student is receiving Pell is enough for COD to accept these records.*

Processing Post 9/11 Students who do not have a Pell eligible EFC (IASG):

> ⚠️ *Warning! It is extremely important that you do not check the Post 9/11 Pell Eligibility for students who do not have a Pell eligible EFC (IASG) at this time because Banner does not currently support IASG processing. If you do, Pell will be awarded and will be permitted to be disbursed. However, Pell Grant origination will not allow the origination to be created so nothing will be sent to COD. If you need to award and pay these students, you can do so but once functionality is delivered to support IASG, these students may need to have Pell reversed and properly awarded using the IASG process that will be developed. This should have very minimal impact on users because there are very few IASG recipients across the country.*

Post 9/11 eligibility processing

If an otherwise eligible student is Federal Pell Grant (Pell Grant) eligible with a Pell eligible EFC and the student is post 9/11 Pell eligible, the student's eligibility for all Title IV aid must be based on an EFC of zero and not on the EFC calculated by the CPS.

On a regular basis, the DoD identifies and reports those individuals who have lost a parent or guardian as a result of military service in Iraq or Afghanistan. The Department of Education uses this information in an attempt to match those individuals (identified in the DoD file) with current applicant data (via FAFSA records). When a match is identified, the student's calculated EFC is evaluated (from the highest CPS transaction). If that EFC is

greater than zero, the school the student attended during 2009-2010 is notified that it must make an adjustment to the student's financial aid package.

Additionally, the financial aid administrators at the schools listed on the student's FAFSA are also contacted, first by telephone and then with a follow-up e-mail. If the student's EFC is already zero, an e-mail notification is sent only to alert the school that, while there is nothing that must be done for the 2009-2010 Award Year, the student's eligibility may change in future award years.

> **Note:** The Department of Education does not recalculate a student's EFC when the student's CPS record matches the DoD file. In addition, a school should not make any changes to the student's CPS record to adjust the EFC. Instead, the school should award the student the types and amounts of Title IV aid for which the student is eligible, based upon an EFC of zero. In the phone call and e-mail to schools, the Department of Education will provide a contact name and number for handling unique 2009-2010 circumstances (subsidized and unsubsidized loans, late disbursements, student not enrolled for the full year, Return of Title IV aid).

As part of ongoing Department of Education dialog with schools with students eligible for this special 2009-2010 benefit, a password-protected file is provided, containing the student's identifying information, including the student's date of birth and the parent or guardian's date of death.

Based on this information, the Secretary of Education will send a personal letter to each student for whom a match was made, regardless of EFC. The Secretary's letter will acknowledge the loss of the student's parent or guardian and provides the student with information about a possible increase in eligibility for Title IV aid. The letter also includes additional information about the program's provisions and advises the student to contact their financial aid administrator for more information.

This process, as described for the 2009-2010 Award Year, will continue through processing of the DoD file received in September 2010. Institutions that have Post 9/11 Pell Eligibility students can use the Post 9/11 Pell Eligibility indicator to award maximum Pell for 2009-2010.

Department of Education Eligibility Processing for 2010-2011 and beyond

Beginning with the 2010-2011 Award Year, this increased aid may include assistance from the new Iraq and Afghanistan Service Grant Program (IASG).

Financial aid benefits available and provided under this statute for students with a calculated Pell Grant eligible EFC for the 2010-2011 (and future Award Years) are treated in the same manner as that described for the 2009-2010 Award Year,. That is, all Title IV aid is to be awarded using a zero EFC. However, beginning with the 2010-2011 Award Year, students who are otherwise Pell Grant eligible (undergraduate, etc.), but whose EFC is not Pell eligible, may receive the new IASG equal to the amount of the maximum Pell Grant for the award year, adjusted for enrollment status.

> **Note:** For these students, all other Title IV aid must be based on the EFC calculated by the CPS.

Going forward, the Department of Education has implemented an automated process for the 2010-2011 Award Year. This new process notifies schools when a match is made between a CPS record and that from the DoD file. Processing allows the Department of Education to evaluate DoD data whenever a student submits or corrects a FAFSA.

Additionally, with each monthly DoD file, the Department of Education will evaluate all CPS records. If a DoD/CPS match is noted, a new CPS transaction is generated for the student. In either case, the resulting ISIR includes the new "DoD Match Flag", associated comment code 298, and the parent or guardian's date of death. The DoD Match Flag is printed with the other ISIR match flag information and can be used by schools to identify affected students. The School uses the flag and date of death (parent or guardian), along with the student's calculated EFC, to determine whether the student is eligible for a zero EFC for all Title IV aid or for an IASG.

As in the 2009-2010 Award Year, the Secretary of Education will send a personal letter and additional program related information to each student for whom the match is made.

As before, the letter informs the student of their possible increase in eligibility for Title IV aid. The student is also advised to contact their financial aid administrator for more information.

> **Note:** If the student had previously received a letter from the Secretary of Education, this subsequent correspondence does not include a letter from the Secretary, but does include the additional program related information.

Financial Aid Record Maintenance (ROARMAN)

This form is used to review and update important aspects of a student's financial aid record. The ROARMAN form displays the Pell Aid Period, Crossover Aid Year and Crossover Pell Award information for a student in addition to the normal aid period. These fields will allow you to tell if the student is receiving Pell funds from a crossover term that is not part of the Financial Aid process year.

Batch Posting Rules (RORPOST)

The RORPOST form allows you to batch post specific data in many different areas.

- R – Requirement Code/Status

  - This type code will only create a requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred.

- RA – Requirement/Access Ind

  - This type code provides the ability to check or uncheck a RRAAREQ Info Access Indicator for a tracking requirement. The requirement code to update will be entered in the **Miscellaneous Code 1** field.

- RF – Fund Specific Requirements

  - This type code will only create a fund specific requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

- RFA – Fund Req/Access Ind

  - This type code provides the ability to check or uncheck a RRAAREQ Info Access Indicator for a fund specific tracking requirement. The requirement code will be entered in the **Miscellaneous Code 1** field and the fund code will be entered in the **Miscellaneous Code 2** field.

- RFS – Fund Req Status

  - This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

- RFT – Fund Period Specific Reqs

  - Provides the ability to create a fund period specific requirement if it does not previously exist. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

- RFTA – Fund Period Req/Access Ind

  - This type code provides the ability to check or uncheck a RRAAREQ Info Access Indicator for a fund and period specific tracking requirement. The period will be entered in the **Period** field, the Requirement Code will be entered in the **Miscellaneous Code 1** field and the Fund Code will be entered in the **Miscellaneous Code 2** field.

- RFTS – Fund Period Req Status

  - This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

- RS – Requirement Status

  - This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

- RT – Period Specific Requirements

  - Provides the ability to create a period specific requirement if it does not previously exist.

- RTA – Period Req/Access Ind

  - This type code provides the ability to check or uncheck a RRAAREQ Info Access Indicator for a period specific tracking requirement. The Period Code will be entered in the **Period** field and the Requirement Code to update will be entered in the **Miscellaneous Code 1** field.

- RTS – Period Req Status

  - This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

Two Pell Grants in an Award Year processing is supported by the following:

- The AP posting code allows you to post Pell Aid Period for a population of students.

- The Code to Post field validation for the AP posting code allows the posting of both Pell crossover aid period codes and standard aid period codes to the student's Pell aid period.

- The Status or Period Code field validation will accommodate Pell crossover periods, as applicable.

- The following posting codes may select valid Periods including Pell crossover periods:

Posting Code	Description
DD	Scheduled Disbursement Date
MD	Memo Expiration Date
TL	Period Lock
RFT	Fund Period Specific Requirements
RFTS	Fund Period Req Status
RFTA	Fund Period Req/Access Ind

- The following posting codes may select valid Term/Period codes not including Pell crossover periods:

Posting Code	Description
S	Satisfactory Academic Progress
SL	SAP Code Lock / Unlock
HT	Hold Code/Period

Posting Code	Description
RT	Period Specific Requirements
RTS	Period Req Status
RTA	Period Req/Access Ind
PNA	Fund Period Promissory Note/Access Ind

Updating award amounts to agree with actual disbursement amounts

Use the procedure that follows if your institution needs to update the Pell awards to more accurately reflect the Pell disbursement amounts.

The Pell Calculation Process (RPEPELL) may be re-run with the same enrollment option as disbursement to more accurately reflect what has been paid. This allows any unused eligibility to be awarded to the student for the period(s) that follow.

1. Run the Pell Calculation Process (RPEPELL) with a set awarding enrollment option on the Packaging Options form (RPROPTS). Set the **Pell Award Enrollment Option** on the Pell Options window to default `Full Time`, use `Est. ISIR/FAFSA`, etc.

2. Run Disbursement (RPEDISB) with a set enrollment option for disbursement. Set the **Pell Disbursement Enrollment Option** on the Pell Options window of the Packaging Options form (RPROPTS) to `Adjusted Hours`, `Billing Hours`, etc.

3. Institution's Drop/Add period is over, enrollment is stable.

4. Institution changes the **Pell Award Enrollment Option** on the Packaging Options (RPROPTS) form to match the **Pell Disbursement Enrollment Option** for a given period.

5. Institution runs RPEPELL. Now that enrollment is pulled from the same place for both awarding and disbursement, this allows for any unused Pell to be awarded to the student in a following period.

The above procedures allow for the following.

A student is assigned a Fall/Spring/Summer aid period and the Pell award percent is 50/50/50 on either the RFRDEFA or RFRASCH form for the Pell fund. In this example, the aid period Pell percentage listed on RTVAPRD is set at 150%.

-   The Pell Award Enrollment Option on the Packaging Options form is set to Default Full Time. The Pell Awarding Process awards $2,775 Fall, $2,775 Spring and $2,775 Summer.

-   The student subsequently is enrolled half-time for Fall. The Disbursement Enrollment Option for Pell on the Packaging Options form is set to Adjusted Hours, so Disbursement uses Adjusted Hours. The Disbursement results are: Fall, part time, $1,388; Spring, full time, $2,775; and Summer, full time, pays remaining eligibility of $1,387 from the first scheduled award and $1,388 from the next scheduled award (assuming the **Pay Pell If Disbursement Amount Differs From Award Amount** field is

set to Always or Lesser). This example assumes that the student is taking at least one credit hour in the next academic period to be eligible for a 2nd scheduled award.

> 📝 **Note:** Institutions that do not have a need to have award amounts match disbursement amounts may stop here. Schools that would like awards to more accurately reflect what is disbursed and show an award for summer may proceed.

- Update the **Pell Awarding Enrollment Option** on RPROPTS to `Adjusted Hours` (same as disbursement). Re-run RPEPELL, which awards Fall $1,388, Spring $2,775, and Summer $2,775. This example assumes that the student is taking at least one credit hour in the next academic period to be eligible for a 2nd scheduled award.

> ⚠️ *Warning! Keep in mind that awarding and disbursement are snapshots of information at a point in time. Institutions must decide the best time for their institution to take these snapshots. For example an institution may setup Fall, Spring and Summer awarding for Pell using estimated Full Time enrollment. After drop/add for the Fall period, change the Fall Pell enrollment option to* `Adjusted Hours` *and re-run Pell (RPEPELL). After drop/add for the Spring period is over, adjust Pell awarding enrollment option to* `Adjusted Hours` *and re-run Pell. The same changes could be made for Summer. Also factor in if your institution freezes enrollment or not.*

> 📝 **Note:** Some institutions may opt to change both Fall and Spring award options at the same time after drop/add for Spring and prior to the start of the Summer awarding cycle.

The award amount and the disbursement amount should now match unless the EFC, COA, or enrollment has changed between running the disbursement process and Pell. This is why it is important to check your school's enrollment freeze process.

The above process only changes the award amounts. The disbursement process will disburse funds per prior period-actual disbursement amounts. In other words, this allows the awarding process to allocate funds to the Summer period in the above example, but the disbursement process would pay the correct amount as long as RFRDEFA/RFRASCH is set up correctly and the **Pay Pell If Disbursement Amount Differs From Award Amount** field on the RPROPTS field is set to `A` - Always disburse or `L` - Lesser.

When identifying records, the Pell Awarding Process uses fund and period award locks. It does not adjust awards with the lock set to `Y` or `E`, nor period awards set to a `Y` or `E`. These were manual changes and the process will not overwrite such changes. Keep in mind disbursement will still pay based on lower enrollment and reallocate funds to a Summer period if the lock is set to `E`. This allows the correct amount to be disbursed while still maintaining an audit trail of the manual changes you made to a Pell award.

Reducing an award for Pell paid at another school in the same aid year

This functionality is similar to that used for Stafford loan funds. The only difference is that Pell uses percentages to determine the current institution's award amount.

For example, a student has Pell eligibility at their prior school of $900. The student was paid $450 at the prior school (450 / 900 = 50%). The student used 50% of their Pell eligibility for the year. The new school does a professional judgment and the student now has Pell eligibility of $4050. At the new school the student would be eligible for the 50% not used at the prior school (100% - 50% = 50%). The student could receive up to $2025 ($4050 X 50%).

A check in the **Use NSLDS for Pell** field indicates that NSLDS Pell award information is used in the calculation of Pell awards. The Pell award is reduced by any NSLDS Pell Scheduled award percentages received at other schools in the Pell Calculation Process (RPEPELL) and the Disbursement Process (RPEDISB).

Since the Banner Financial Aid 8.16 release (January 2013), it is no longer necessary to check the **Use NSLDS for Pell** checkbox. The Pell Calculation Process always uses NSLDS Pell award information to determine the amount of Pell for which the student is eligible. The calculation will also use the **Pell LEU Percent** field to determine if the student has exceeded the 600% maximum lifetime Pell eligibility or is close to that limit, and will adjust the Pell award accordingly.

Once the **Use NSLDS for Pell** field is checked, the RPEPELL Process checks to see if any of the school codes listed in the in the **School Code** field of the Pell Payment Data window of the RNASLxx form matches the Pell ID at either the institution or campus level. If a match exists, the Pell award is calculated without factoring in the Pell award percentage. If a match does not exist, the assumption is that another school has paid a portion of the student Pell amount and the Pell calculation adjusts the Pell award downward to account for the percentage received at the other school.

> **Note:** The RNASLxx form has been updated to allow the **Pell Percent Scheduled Used** field so that a maximum of 200% can be entered on a Manual record.

Handling less-than-half time for Pell more efficiently

Previously, the Pell calculation used existing **Default Less Than Half Time Pell COA** on the RPROPTS form and the **Less Than Half Time COA** field on the ROAPELL form when calculating Pell awards for students who were enrolled for less-than-half-time status in a period. These amounts were manually calculated and updated by the user on the Packaging Options (RPROPTS) and Applicant Pell Grant (ROAPELL) forms, respectively.

The calculation of Pell less-than-half-time budgets has been automated through the addition of a **Use for < ½ Pell** field on the Budget Components Validation form (RTVCOMP) for Aid Year Budget processing or on the Period Budget Aid Year Rules form (RBRPBYR) for Period Based Budget processing. With this indicator, you can specify which budget components from a student's full time Pell budget should be included in the calculation of their less-than-half-time COA.

If no components are identified on the Budget Components Validation form (RTVCOMP) or Period Budget Aid Year Rules form (RBRPBYR) as applicable, and the **Use New Pell Less than Half Time Calculation** indicator is not checked on the ROAINST form, the process continues to look at the values on the Applicant Pell Grant form (ROAPELL), **Less Than Half Time COA**, and then **Default Less Than Half Time Pell COA** on the Packaging Options form (RPROPTS).

⚠️ *Warning! The **Pell Less than Half Time COA** is not updated if the student's Pell award is locked with a value of Y or E. The same applies to a period lock of Y or E.*

If you choose to have the system dynamically calculate the **Less than Half Time COA** the system enters this value into the **Less than Half Time COA** on ROAPELL. Any manual updates to this field are overwritten by the RPEPELL process, once you have indicated to use the dynamic calculation of Pell less than half-time Cost of Attendance. If a different Cost of Attendance is needed for the applicant, you must make updates to the actual budget for the type defined for Pell processing using the Applicant Budget (RBAABUD) form for Aid Year Budgeting or Applicant Period Budget (RBAPBUD) form for Period Based Budgeting.

If the indicator for **Use Pell Less Than Half Time Calculation** is not set (unchecked) on the U.S. Institution Financial Aid Options (ROAUSIO) form, the dynamic calculation by the system for determining the less than half-time cost of attendance will not occur, even if budget components have been defined to be used for the less than half-time Pell calculation.

Controlling when the Pell calculation process is run

You can set an indicator to prevent the Pell Calculation Process (RPEPELL) from executing automatically, either for an individual student, a group of students, a campus, or an institution.

For example, you might want to run RPEPELL for continuing students, but delay running the process for new students for a period of time. In this example, use a population selection and the Batch Posting Process (RORBPST) to check/uncheck the **Prevent Automatic Pell Calculation** indicator. For an individual student, you may check/uncheck the Prevent **Automatic Pell Calculation** indicator on the Applicant Status (ROASTAT) form.

Additionally, Pell processing may be controlled at the campus level. Some schools may have a campus that is strictly Graduate and therefore does not need Pell to run for that campus. The **Prevent Automatic Pell Calculation** indicator is updated for individual campuses through the Campus Defaults tab on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form.

Finally, for a non-U.S. school you may choose to turn Pell off for the entire institution by checking the indicator in the Grant and EDE Options tab on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form.

The information that follows describes how the **Prevent Automatic Pell Calculation** indicator will impact the running of the Pell process if checked.

ROASTAT student level prevent automatic Pell calculation is checked:

- the student will not be picked up in a batch run for RPEPELL

- the forms will not automatically run RPEPELL for this student

- running a Needs Analysis calculation will not run RPEPELL for this student

- if the student is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student

- RPEPELL can be run directly from ROAIMMP or RPAAWRD for the student

ROAINST campus level prevent automatic Pell calculation is checked:

- the students in this campus will not be picked up if RPEPELL is run in batch without a population selection

- the forms will not automatically run RPEPELL for students in this campus

- running a Needs Analysis calculation will not run RPEPELL for students in this campus

- if a student from this campus is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student

- RPEPELL can be run directly from ROAIMMP or RPAAWRD for students in this campus and the process will calculate Pell for them.

ROAINST institutional level prevent automatic Pell calculation is checked:

- all students will not be picked up if RPEPELL is run in batch without a population selection

- the forms will not automatically run RPEPELL for any student

- running a Needs Analysis calculation for any student will not run RPEPELL

- if a student is in a population selection used with running RPEPELL in batch, the process will calculate Pell for the student

- RPEPELL can be run directly from ROAIMMP or RPAAWRD for any student and the process will calculate Pell for them.

Setup procedure for multiple Pell fund codes

1. Set up separate Pell funds on RFRBASE.

2. Set up the default Pell code in the **Pell Fund Code** field on the Institutional Defaults tab of the U.S. Specific Institution Financial Aid Options (ROAUSIO) form.

3. Identify which campuses have a Pell fund code different from the default and populate the correct campus with the corresponding Pell code in the **Pell Fund Code** field on

the Campus Defaults tab of the U.S. Specific Institution Financial Aid Options (ROAUSIO) form.

4. Create and review carefully any special award schedules for Pell on RFRASCH.

> **Note:** Keep in mind if a student is assigned multiple Pell fund codes within an aid year, the default award schedule is used. Review RPEPELL and RPEDISB documentation.

5. Once students are assigned to a specific campus and RPEPELL is re-run, the process automatically awards the correct Pell fund code for each period for the student.

6. Disbursement does not determine which Pell fund code is assigned as this is done in awarding (RPEPELL). Remember that if a student changes campuses, you must re-run RPEPELL to get the new campus Pell fund code to award.

> **Note:** If you setup multiple Pell fund codes on RFRBASE you must go back to prior years and populate the ROAUSIO form with the Pell Fund code used for those years in the Institutional Defaults tab. This is necessary because RFRBASE is not an aid year specific form. Otherwise if you attempt to recalculate Pell for the prior years you will get the following error message: *Cannot Determine Default Pell Fund Code*.

Pell Calculation Process (RPEPELL) for Pell processing

The following functionality is included with Pell/Multiple Pell fund codes.

Option to delete zero Pell awards.

Previously, once a Pell award existed for a student, the RPEPELL process would not remove the award records from Banner, even if a recalculation resulted in a zero dollar award amount.

The **Delete Pell Award If Zero** field in the Pell Options window of the RPROPTS form now allows you to have RPEPELL delete awards if the awards are reduced to zero by RPEPELL. This option controls the deletion of award records when a Pell award is reduced to zero -- whether a school uses a single Pell code or multiple Pell fund codes.

If the option is checked and the Pell award record is reduced to zero AND the following are all true:

- the award memo amount is null,
- the authorized amount is null,
- the paid amounts are null,
- the award is not locked,

- the award has no period locks set,

- no Origination record was created for the award,

then the award records on the award forms (RPRAWRD, RPRATRM, RPRADSB) are deleted for that award. Otherwise, the award records remain in Banner.

> **Note:** There is one exception to the **Delete Pell Award If Zero** checkbox. Even when this new indicator is checked (delete $0 Pell awards), if a $0 Pell award is created as a result of an NSLDS default, then the $0 Pell award remains on the student's award. This allows you to override on a period-by-period basis the NSLDS default, if appropriate.

Recognizing co-existence of multiple Pells for same student simultaneously.

The RPEPELL process recognizes the co-existence of multiple Pell funds on the same student at the same time. The RPEPELL process combines the totals of any funds where the Federal Fund ID is PELL. This means that if a student has two different Pell awards on their account simultaneously, the RPEPELL process totals the awards together for determining the correct amount for each period as well as for the entire year.

Multiple Pell award fund codes may exist for a student in an aid year. However, for any period within that aid year, no more than one of those Pell awards will be allowed to have a non-zero offer amount.

If multiple Pell Fund codes exist, the process to determine the appropriate Pell fund code to be assigned follows the same hierarchy to be used when determining which Pell rules to use when originating Pell records. This hierarchy is as follows:

1. Look to the General student record (SGBSTDN) to see in which campus the student is enrolled.

2. If a Pell fund code has been added to the Campus Defaults tab of ROAUSIO for the student's campus, use that Pell fund.

3. If that campus does not have a Pell fund code defined on the Campus Defaults tab, use the default Pell fund.

4. If the school does not define a default Pell fund code on the Institutional Defaults tab of ROAUSIO, and there are multiple Pell funds, Pell is not awarded. Instead, an error message prints to the log file indicating that the Pell fund to be used cannot be determined.

5. However, if there is only one Pell fund defined on RFRBASE, the Pell process will award that fund to all students who are eligible for Pell.

The above allows for students who have applied for admission but have not yet been admitted to a campus to be awarded the default Pell. Once the student has been admitted to a specific campus and RPEPELL is re-run, the Pell fund code for the assigned campus is awarded and the default Pell fund code is zeroed out. If the **Delete Pell Award If Zero** is set to Y, the default fund is removed.

Locked records

Fund or period locks still prevent changes to Pell award records. If a period lock exists, the periods that are not locked may be awarded a different Pell fund code, which will result in a $0 award amount for the locked period for the new Pell fund code. The non-zero award for the locked period remains under the prior Pell fund code.

Rounding 0ption

If only one Pell fund code exists, the rounding option selected for that fund code on RFRMGMT is utilized. If multiple Pell fund codes exist, the rounding option selected is the rounding option on RFRMGMT for the default Pell fund code from ROAUSIO.

Offered or auto accepted

Offered or *Auto Accept* status is reviewed on a period-by-period basis per the fund code rules setup on RFRMGMT for the Pell Fund Code awarded for that period.

Award schedules

If only one Pell fund code exists, the RFRASCH schedule from that fund code is used if it exists -- otherwise RFRDEFA. If multiple Pell fund codes exist for the aid period, the RFRASCH schedule is used for the default **Pell Fund Code** on ROAUSIO -- otherwise RFRDEFA.

Award change letter indicator

If no Pell previously existed on the student award, but one or more is now being created and any of the Pell fund codes for this student have award letter indicators set to Y, the RORSTAT Award Letter flag is set to Y.

If a Pell award previously existed for the student, and the new total award amount for all Pell fund codes is different from the previous total award amount for all Pell funds, and if any previous or new fund codes has the award letter indicator set to Y, the Award Letter flag is set to Y.

Finally, if the Pell award previously existed for the student, but the Pell award now rejects, and any of the fund code award letter indicators is set to Y, the student Award Letter flag is updated to Y.

Disbursement Process (RPEDISB) for Pell processing

The RPEDISB process has been modified to determine if a Pell aid period has been specified for a student. If it has, the disbursement process will use that aid period for processing Pell awards.

The process also checks against RORTPRD to determine if an existing period award is still valid for the student's aid period. The validation for Pell funds has been modified to use the Pell aid period code rather than the student's aid period code, as long as one is present.

The disbursement process also requires that students accept changes in the Accounts Receivable module. If the **Disburse If Charges Not Accepted** indicator (`RPBOPTS_USE_AR_IND`) on the Packaging Options Form (RPROPTS) is unchecked, the load calculation will return 0 hours if changes are not accepted, resulting in the aid not being disbursed.

Disbursement functionality for Pell / Multiple Pell fund codes is as follows.

Recognizing multiple Pell funds

The process combines the total of any funds with a Federal Fund ID of *PELL*. This means, for example, if a student has two different Pell awards on their account simultaneously, the process totals the awards for determining the correct amount for each period as well as for the entire year.

Note: The Disbursement Process does not try to determine the correct Pell fund to use for the student based on which campus he attends, but instead pays whichever Pell fund code is awarded for the student for that period. RPEPELL determines which Pell fund to use, not RPEDISB.

Back out of memo, authorizations, and disbursements

Support for multiple Pell funds requires that the same student cannot have two different Pell funds in any state of payment (memo, authorization, or paid) in the same period simultaneously. It is possible, however, that a student may be having aid reversed or backed out at the same time the school wants to disburse a different Pell fund.

The disbursement process backs out memos, authorizations, and disbursements for Pell awards whose period award has been reduced to zero, regardless of any Pell disbursement option settings on RPROPTS. Pell awards with a zero period offer amount are processed before Pell awards with non-zero period offer amounts. This ensures that disbursements back out correctly, prior to attempting disbursement on the new Pell award.

For the disbursement process to work correctly, schools that disburse aid awards by fund must include all Pell funds in the same run of the disbursement process. This permits the back out of memo, authorization, and payment amounts for period awards that have been reduced to zero, so that new, non-zero period award amounts can disburse.

Use disbursement enrollment edits for memo option

For Pell Processing -- regardless of how the **Use Disbursement Enrollment Edits for Memo** field is set -- the RPEDISB process treats the U**se Disbursement Enrollment Edits for Memo** as (checked) Y for Pell. This prevents Pell from overawarding when memoing, authorizing, and disbursing. This is done for one Pell fund code as well as multiple Pell fund codes. When no registration records exist for a student for a particular

period, the disbursement process will create a memo for Pell using the period's Pell Award Enrollment options which are set up on the RPROPTS form.

RPEDISB process reports

The Disbursement Reports use the Award Fund Code for all reports for all funds. This allows each Pell fund code to be listed separately on the reports.

Disbursement Results (ROIDISB)

The ROIDISB form allows you to see disbursement processing errors by period. To support Two Pell Grants in an Award Year processing, the **Period** field in the KEYBLCK has been modified to allow the entry of Pell crossover periods as applicable. If a period has been defined as a crossover period for the aid year in the key block, you are permitted to enter it. Otherwise, you will receive an error message, as in the past, indicating that the period exists but is not valid for the aid year.

Pell Edit/Error messages

With the addition of Two Pell Grants in an Award Year, various edit and error messages have been added and modified within the Banner coding. The following is a list of edit/error codes along with their resolution to assist institutions with correcting data issues.

Edit/Error Code(s)	Resolution
Pell fund to be used cannot be determined or error selecting Pell fund from RFRBASE or no Pell fund codes defined on RFRBASE	Setup error with Pell fund codes. Either no fund codes have a Federal Fund ID of "Pell" on RFRBASE, or multiple Pell fund codes have been set on RPRBASE but a default Pell fund code has not been entered on ROAINST/ROAUSIO for the aid year.
Error selecting aid year specific fund info	The Pell fund code has not been set up on RFRMGMT for the aid year.
Error selecting standard award schedule not found	No RFRDEFA default award schedule has been set up for the student's aid period and the aid year being processed.
Error periods not equal input, RFRASCH, or RFRDEFA	The periods created on the RFRASCH Fund Award Schedule or RFRDEFA Default Award Schedule do not match the periods set up on RORTPRD for the aid period and aid year.
Pell calculation; RFRASCH/RFRDEFA grant pct missing	The Grant Percent field was not entered on the award schedule created on RFRASCH or RFRDEFA. This percent value must be entered for Pell awards to be calculated.

Edit/Error Code(s)	Resolution
Disbursement period not in aid period	Attempting to disburse Pell for a period which is no longer part of the student's aid period. The aid period for the student was changed, but the Pell award was not recalculated to remove periods which are not part of the new aid period. Run the Pell award process to delete the period which is no longer part of the aid period.
Error selecting fund disburse schedule or error selecting standard disburse schedule	A disbursement schedule must be set up on RFRASCH Fund Award and Disbursement Schedule Rules for the aid year, aid period, Pell fund code or on RFRDEFA Default Award and Disbursement Schedule Rules for the aid year and aid period.
RFRDSCH exceeds 20 scheduled disbursements or RFRDEFD exceeds 20 scheduled disbursements	Although the RFRASCH and RFRDEFA forms allow unlimited numbers of disbursements in the disbursement schedules, COD will allow a maximum of 20. The number of scheduled disbursements must be decreased to 20.
Error selecting next year award schedule	If calculating a Pell award including a crossover summer period, valid award schedules must exist for the crossover aid year. Add the missing award schedules on RFRASCH or RFRDEFA and rerun the Pell process.
Error calculating next year less than half time COA or Error selecting COA for less than half time	If calculating a Pell award including a crossover summer period and the enrollment for the summer period is less than half time, data must be set up correctly on the RPROPTS Packaging Options, RBRCOMP Budget Component Rules, and RTVCOMP Budget Component Validation forms for the crossover aid year.
Warning: cannot process > 15 periods in aid period	Due to limitations in COBOL, internal processing tables must be hard-coded with a specific number of entries. Period processing is currently set to 15 periods in the process. You must limit the number of periods in any aid period to 15 or the Pell award may be processed incorrectly.
At least one term fails SAP validation on all terms in aid period fail SAP validation	For each period being processed, the Pell calculation checks the most recent Satisfactory Academic Progress term record for the student. This information can be found on the Eligibility Status tab of the ROASTAT Applicant Status form. If the status (RTVSAPR) on the SAP record is set to Prevent Packaging, and the Which Aid is a value which includes Pell awards, that term will fail SAP validation and will not be awarded. If one or more of the terms in the periods in the student's aid period fail this validation, the message "At least one term fails SAP validation" will be returned. If all of the terms in the student's aid period fail this validation, the message "All terms in aid period fail SAP validation" will be returned.

Edit/Error Code(s)	Resolution
At least one period fails NSLDS/Banner validation on all periods in aid period fail NSLDS/Banner validation	These messages include Default, Overpayment and Aggregate Limit validation results. For Default and Refund validation, the Pell calculation checks the NSLDS Match Indicator found on the RNASLxx Student Loan Data form and RNARSxx Need Analysis Result form. A value of 1 (Default), 2 (Overpayment), or 4 (Both Default and Overpayment) can result in one of the above messages. For Aggregate Limits validation, the Pell calculation checks the Exceeds Subsidized Limits and Exceeds Combined Limits values on the Aggregate and Perkins Loan tab of the RNASLxx form. A value of E (Exceeds) can result in one of the above messages.
	Note - These errors can be overridden by the user.
	• A value of D (Default tests) or A (All tests) entered in the NSLDS Override field on the RNARSxx form (Federal Match Indicators tab) will override a Default error and allow the Pell to be awarded for all periods.
	• A value of D (Default tests) or A (All tests) entered in the NSLDS Override field of the Award Schedule window of the RPAAWRD or RPAAPMT forms will override the Default error for an individual period.
	• A value of O (Overpayment tests) or A (All tests) entered in the NSLDS Override field on the RNARSxx form (Federal Match Indicators tab) will override an Overpayment error.
	• A value of O (Override tests) or A (All tests) entered in the NSLDS Override field of the Award Schedule window of the RPAAWRD or RPAAPMT forms will override the Overpayment error for an individual period.
	• A value of L (Limit tests) or A (All tests) entered in the NSLDS Override field on the RNARSxx form (Federal Match Indicators tab) will override an Aggregate Limit error and allow the Pell to be awarded for all periods.
	• A value of L (Limit tests) or A (All tests) entered in the NSLDS Override field of the Award Schedule window of the RPAAWRD or RPAAPMT forms will override the Aggregate Limits error for an individual period.
	To allow the user to access the award on the RPAAWRD or RPAAPMT forms to override these errors for a period, the Pell award will be created with a zero award in some or all periods even when the above errors are returned.
Default aid period cannot be a Pell aid period	The default aid period listed on the ROAINST form cannot be the same aid period used as a Pell aid period. These aid period codes must always remain different.
Term code, aid year on STVTERM must match the key block aid year or have a matching entry in period base data (RORPRDS)	The period codes entered must have a matching period created on RORPRDS, which consists of the base aid year and crossover aid year.

Pell processes

This section provides you with a description of each process and report that is associated with calculating Pell. It is important to remember that the Pell award is calculated both at the time of awarding and at the time of disbursement. These two calculations are then compared, and based on your option in the **Pay Pell If Disbursement Amount Differs From Award Amount** field in the Pell Options window of the Packaging Options form (RPROPTS), determines how much Pell to disburse to the student. The options for this field are as follows.

> `Never` — will not disburse any Pell Funds if the award amount and the calculated disbursement amount differ.

> `Lesser Amount` — will pay the lesser of the award amount or the calculated disbursement amount.

> `Always Disburse` — will always pay the calculated disbursement amount.

Essentially the calculation is the same at the time of awarding as it is at the time of disbursement, but the process uses enrollment as a separate option for awarding and disbursement. The process may or may not be calculating with different enrollment levels since the calculation is dependent on your **Pell Award Enrollment Option** and **Pell Disbursement Enrollment Option** in the Pell Options window of the Packaging Options form (RPROPTS).

For example, many standard full-time schools may choose to award with a default of `Full Time`, yet will only disburse with `Billing` or `Adjusted Hours`. Review the options for your institution and review the preceding *Updating Award Amounts to agree with Actual Disbursement Amounts* section. This section discusses how to change your enrollment options at specific times of the year to ensure that both awarding and disbursement ultimately utilize the same enrollment option.

Pell Calculation Process (RPEPELL)

Changes in the law and regulations for calculating Student Pell Grant Eligibility Limits indicate that a student can never receive more than 600% of Pell over their lifetime.

> **Note:** 100% of Pell = one annual scheduled award.

These regulations are being applied retroactively, to include any Pell Grant awards a student has received during their lifetime, since the Pell program's inception. This means that any Pell Grant award a student has ever received will be considered in the Pell Grant eligibility calculation.

For the 1213 aid year, the Lifetime Eligibility Used (LEU) returned in the National Student Loan Data System (NSLDS) information on the Institutional Student Information Record (ISIR) and through Transfer Student Monitoring/Financial Aid History (TSM/ FAH) was not always accurate. Common Origination and Disbursement (COD) needed time to collect prior year Pell payment information and feed it to NSLDS for all students. That collection and reporting to NSLDS was not completed until the June/July 2012 timeframe. Therefore, NSLDS LEU information for many students in Banner was not

accurate or as up-to-date as the data received by the school and loaded to Banner prior to information being updated at NSLDS. For this reason no changes to the Pell Calculation were made for the 1213 aid year because the data was not reliable.

For the 1314 aid year, the LEU information in NSLDS has been updated for all prior years and for all students and is thought to be reliable from the beginning of the aid year. Therefore, LEU % information will be used by RPEPELL to determine a student's Pell award.

The Pell Calculation process performs the following functions:

- Calculates a Pell award based on the Pell Grant Payment Schedule table (RORPELL). Pell awards are calculated outside of the normal Packaging process, due to their special requirements.

- This process uses the enrollment option for awarding on the RPROPTS form. The Attending Hours will be calculated for the number of hours which the student is attending if Use Attending hours has been indicated on the RFRMGMT form.

  Note: The RPEPELL program has been modified to use the Enrollment Rule associated with the Pell fund on RFRMGMT when calculating the Pell load.

- Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level, or the aid period changes for an applicant — unless the Prevent Pell Calc field is checked on the ROAINST or ROASTAT form.

- In batch mode, all applicants with records on the Applicant Status table (RORSTAT) will be processed.

- The Pell award may be auto-accepted on RFRMGMT, or may be accepted once a SAR is received. Once a valid SAR Certified date is entered on ROAPELL, the offered Pell grant will be accepted. A Pell award cannot be accepted manually.

- If the student has reached 100% of the scheduled Pell award for the aid year both Banner and NSLDS data are checked, the student's enrollment status is checked to determine if the student is at least ½ time and the Pell Award Percent is checked to see if it supports more than 100%. If the student is not enrolled (or is not expected to be enrolled) at least ½ time for the period or the Pell Award Percent is not greater than 100%, the process does not award beyond the 100% scheduled award for the aid year and places a 0 award in the applicable period.

- The Next Aid Year Code is an optional parameter 08. If entered, it must be a valid and active aid year. The RPEPELL process first performs the Pell calculation for Aid Year Code for a student, and immediately performs a Pell calculation for Next Aid Year Code for the same student until all students have been processed. This will facilitate the process of calculating the most advantageous Pell summer crossover period awards. Always use the "lower" aid year in the Aid Year Code parameter and the "higher" aid year in the Next Aid Year parameter. Example: 1011 should be used in the Aid Year Code Parameter and 1112 should be used in the Next Aid Year Code parameter.

- The Pell specific aid period will be used for calculating Pell awards rather than the standard aid period code, if a Pell specific aid period exists for the student.

Note: Parameters are automatically created by the forms that call this process (RBAABUD, RBAPBUD, RNANAxx, RNAOVxx, RNARSxx, RNASUxx, RNAVRxx, ROAIMMP, ROAPELL), or are created manually through the GJAPCTL form.

The RPEPELL process has been modified to automatically process both aid years when executed from online forms whenever a crossover period is part of the student's aid period or Pell aid period. This ensures that the most advantageous Pell amount is awarded.

Processing Modifications

When the RPEPELL process is being run from the forms, either automatically from the budget or need analysis forms, due to changes in data, from the Applicant Immediate Process Form ROAIMMP, or when using RPEPCKG with Calculate Pell Award parameter = Y:

- If the student being calculated has an aid period which contains a summer crossover period

    AND

- The period also exists in that student's Pell aid period for the crossover aid year,

RESULT

The student's Pell award will be calculated in both aid years.

Under these conditions, the calculation for the earlier aid year (the one with the earliest aid year end year), will be calculated first, followed by the next aid year.

The earliest aid year end year will be processed first regardless of whether the institution treats summer as a trailer or header.

Examples

Trailer School

Example

> 0910 Aid Period is Fall 2009, Spring 2010, Summer 2010
> 1011 Pell Aid Period is Summer 2010, Fall 2010, Spring 2011, Summer 2011
> User goes to RPAAWRD for 1011 and chooses **Pell Calculation** from the options menu.
>
> The Pell calculation is automatically run for 0910 then for 1011 because the 0910 Aid Period includes a period that crosses over with 1011.

Header School

Example

> 1011 Aid Period is Summer 2010, Fall 2010, Spring 2011
> 0910 Pell Aid Period is Summer 2009, Fall 2009, Spring 2010, Summer 2010
> User goes to RPAAWRD for 1011 and chooses **Pell Calculation** from the options menu.
> The Pell calculation is automatically run for 0910 then for 1011 because the 1011 Aid Period includes a period that crosses over with 0910.

> Students whose aid period does not contain a summer crossover period will only be calculated for the aid year matching the key block of the form which is performing the Pell calculation. Additionally, if a need analysis record does not exist for the student in the second aid year, the Pell calculation will not be performed.

> **Note:** Batch processing for crossover aid years has not been modified. The Parameter 08 - Next Aid Year Code will continue to be used to determine whether or not to calculate the next year award for students. Parameter validation has been added to RPEPELL for Parameter 08 - Next Aid Year Code. This is done to ensure that Next Aid Year Code must be `ROBINST_AIDY_CODE` that corresponds to +1 of the `ROBINST_AIDY_END_YEAR` from Parameter 01 – Aid Year Code.

Refer to the *Reports and Processes* Chapter of this User Guide for further information regarding the Pell Calculation Process (RPEPELL).

Crossover period logic and calculation to determine most beneficial aid year

A period which starts before July 1 and ends on or after July 1 is defined as a crossover summer period. The period award is calculated using the most advantageous aid year. For each period in the aid period, the routine determines whether or not the period is a crossover period by checking `ROBPRDS_CROSSOVER_IND`.

If the period is not a crossover period, processing does not change.

However, if the period is a crossover period, the award is calculated for the current aid year and an estimated period award is calculated for the summer period using information from the next aid year, and the summer crossover period is awarded in the most beneficial aid year of the two. This processing occurs automatically up to a date defined by the Department of Education each year. This date will be maintained in the Grant Options window of RPROPTS with a field labeled Pell Crossover Cutoff Date (`RPBOPTS_CROSSOVER_CUTOFF_DATE`).

The processing described for most beneficial aid year is performed up to, but not including that date. If the Pell Crossover Cut Off Date has been reached, Pell awards may no longer be calculated nor disbursed for that aid year. If running the Pell Calculation Process (RPEPELL), the message "CURRENT DATE PAST AID YEAR CROSSOVER CUTOFF; NO PELL CALC.'" will be generated. If running the Disbursement process RPEDISB, disbursement reject 82 "Pell disbursement not allowed after crossover cutoff date" will be generated.

The estimated next year period award is calculated as follows:

- The routine checks the student's aid period (`RORSTAT_APRD_CODE_PELL` which is defaulted to `RORSTAT_APRD_CODE`) in the next aid year.

- If the student has a RORSTAT record for the next aid year, and has a non-null EFC for the next aid year, and has an aid period which contains the same crossover period being processed in the current aid year, a scheduled Pell award amount is calculated for the next aid year.

- If the student has a Pell budget in the next aid year, that budget amount is used in the calculation. Otherwise, the budget is assumed to be the same as the current year budget.

- After calculating a scheduled award for the next aid year, an estimated period award for the summer period is calculated using the scheduled award, the period percent defined for the summer period in the next aid year and aid period, and the enrollment load for the summer period.

- If the current year calculated summer period award is greater than or equal to the next year calculated summer award, the summer crossover period is awarded in the current aid year based on the current year scheduled award. If the next year calculated summer award is greater than the current year calculated summer award, the summer crossover period for the current aid year is set to zero, allowing RPEPELL to award the period in the next aid year when processing is done for that aid year.

- When RPEPELL calls UCPRTN for the Next Aid Year Parm, for any crossover period in the aid year, the process will check for the same period in the prior aid year. If a non-zero Pell award exists in a prior year for the same crossover period, the assumption will be that the prior aid year had a higher scheduled award and therefore a higher summer period award in the crossover period. Pell is not awarded in the next aid year for the crossover period.

Pell Lifetime Eligibility Used (LEU)

This section describes LEU information used during the Pell calculation processing to properly calculate the student's Pell eligibility for the year.

The related award forms, RPAAWRD, RPAAPMT, and ROARMAN include the **High Pell LEU** field that is to indicate when the student has a HIGH Pell LEU that has reduced the student's Pell eligibility for the aid year.

The following values are required to correctly calculate LEU:

- Current Year Pell Already Used (from all institutions for the aid year)

- Beginning LEU

- Beginning Remaining Eligibility

- Current Year Eligibility

> **Note:** This LEU calculation offers the ability to alter the current calculation for current year eligibility to allow use of the Beginning Remaining Eligibility, if less than 100.

Current Year Pell Already Used

The sum of the most recent record for each unique school code in RCRLDS7 (`RCRLDS7_PELL_PERCENT_SCHED`).

Beginning LEU

Lifetime Eligibility Used   -   Current Year Pell Already Used   =   Beginning LEU

(`RCRLDS4_PELL_LEU`)   (`RCRLDS7_PELL_PERCENT_SCHED`)

Beginning Remaining Eligibility

600   -   Beginning LEU   =   Beginning Remaining Eligibility

(federally mandated maximum)   (see calc. above)

Current Year Eligibility

If the Beginning Remaining Eligibility >= 100:

100   -   Amount used at other schools   =   Current Eligibility

> **Note:** This is the current calculation already performed in the Pell calculation to determine a student's remaining eligibility for the aid year.
>
> If current eligibility is < 0, the value remains 0.

Or, if the Beginning Remaining Eligibility < 100:

Beginning Remaining Eligibility   -   Amount used at other schools   =   Current Eligibility

This replaces the value of `100` in the current logic in the Pell calculation with the new Beginning Remaining Eligibility, which is less than a full year Pell award due to the student's beginning of the year LEU.

Example 1

The student attended another school with Summer as a header and transfers in the Fall to the Banner school. They attended ½ time over the Summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and has been paid 50% of their current year Pell eligibility at the Banner school for the Fall term.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	580.00
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	25.00	25.00
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	505.00
g. Beginning Remaining Eligibility (a - f)	125.00	95.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	70.00 (95.00 - 25.00 = 70.00)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 50% awarded/paid Spring: 20% awarded

Example 2

The student attended another school Summer and Fall and transfers in the Spring to the Banner school. The student attended Summer ½ time and Fall ¾ time and has used 62.50% of their current year eligibility at the other institution. The student is now attending Spring at the Banner school half-time and has been paid 25% of their current year Pell eligibility.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	598.00
c. Banner Current Year Used	25.00	25.00

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
d. Other Schools Current Year Used	62.50	62.50
e. Total Current Year Used (c + d)	87.50	87.50
f. Beginning LEU (b - e)	462.50	510.50
g. Beginning Remaining Eligibility (a - f)	137.50	89.50
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	37.50 (100.00 - 62.50 = 37.50)	27.00 (89.50 - 62.50 = 27.00)
i. End Result in Banner	Spring: 25% awarded/paid Unused Remaining Eligibility: 12.5%	Spring: 25% awarded/paid Unused Remaining Eligibility: 2%

Example 3

The student attended another school Fall and Spring and transfers in the Summer to the Banner school as a trailer. The student attended 3/4 Fall and 3/4 Spring at the other institution. The student plans to attend full-time at the Banner institution but has not received any Pell funds yet.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	585.00
c. Banner Current Year Used	0.00	0.00
d. Other Schools Current Year Used	75.00	75.00
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	510.00
g. Beginning Remaining Eligibility (a - f)	125.00	90.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	25.00 (100.00 - 75.00 = 25.00)	15.00 (90.00 - 75.00 = 15.00)

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
i. End Result in Banner	Summer: 25% awarded	Summer: 15% awarded

Example 4

The student attended another school Summer as a header and transfers to Campus A of Banner school Fall and then switches to Campus B of Banner school Spring. The student attended Summer 3/4 time at the other institution and used 37.50% of their current year eligibility. The student attended Campus A of the Banner institution 1/2 time using 25% of their current year eligibility and is attending Campus B 3/4 time in the Spring but has not yet received any Pell funds.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	590.00
c. Banner Current Year Used	25.00	25.00
d. Other Schools Current Year Used	37.50	37.50
e. Total Current Year Used (c + d)	62.50	62.50
f. Beginning LEU (b - e)	487.50	527.50
g. Beginning Remaining Eligibility (a - f)	112.50	72.50
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	62.50 (100.00 - 37.50 = 62.50)	35.00 (72.50 - 37.50 = 35.00)
i. End Result in Banner	Fall: Campus A 25% awarded/paid Spring: Campus B 37.50% awarded	Fall: Campus A 25% awarded/paid Spring: Campus B 10% awarded

Example 5

The student attended another school in Fall but withdrew and had a return of title IV calculation performed. The earned amount of Pell that the student used after the return calculation was 17.73%. The student then transferred to the Banner school in Spring and enrolled full-time receiving 50% of the current year eligibility.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	578.50
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	17.73	17.73
e. Total Current Year Used (c + d)	67.73	67.73
f. Beginning LEU (b - e)	482.27	510.77
g. Beginning Remaining Eligibility (a - f)	117.73	89.23
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	82.27 (100.00 - 17.73 = 82.27)	71.50 (89.23 - 17.73 = 71.50)
i. End Result in Banner	Spring: 50% Remaining Unused Eligibility: 32.27%	Spring: 50% Remaining Unused Eligibility: 21.50%

Example 6

The student only attended the Banner school 1/2 time in the Fall and 1/2 time in the Spring, thus using 50% of their current year eligibility. The student now indicates that they plan to attend the Banner school 1/2 time during the Summer term.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	578.00
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	0.00	0.00

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
e. Total Current Year Used (c + d)	50.00	50.00
f. Beginning LEU (b - e)	500.00	528.00
g. Beginning Remaining Eligibility (a - f)	100.00	72.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	100.00 (100.00 - 0.00 = 100.00)	72.00 (72.00 - 0.00 = 72.00)
i. End Result in Banner	Fall: 25% awarded/paid Spring: 25% awarded/paid Summer: 25% awarded	Fall: 25% awarded/paid Spring: 25% awarded/paid Summer: 22% awarded

Example 7

The student attended another school in Summer as a header and transfers in the Fall to the Banner school. They attended ½ time over the Summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and has been paid 50% of their current year Pell eligibility at the Banner school for the Fall term.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	605.00
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	25.00	25.00
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	530.00
g. Beginning Remaining Eligibility (a - f)	125.00	70.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	45.00 (70.00 - 25.00 = 45.00)

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 45% awarded/paid Spring: 0% awarded Fall has already been paid 50% for the aid year, so 5% will need to be backed off when disbursement is run.

Example 8

The student attended another school summer as a header and transfers in the fall to the Banner school. They attended ½ time over the summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and is Pell is being calculated for the first time in Banner.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	450.00	605.00
c. Banner Current Year Used	0.00	0.00
d. Other Schools Current Year Used	25.00	25.00
e. Total Current Year Used (c + d)	25.00	25.00
f. Beginning LEU (b - e)	425.00	580.00
g. Beginning Remaining Eligibility (a - f)	175.00	20.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	0.00 (20.00 - 25.00 = -5.00; if <0, 0)

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 0% awarded Spring: 0% awarded The prior institution has overpaid this student resulting in -5% current year eligibility. For Banner purposes the student has 0% eligibility and should not be awarded any Pell funds for the aid year.

Pell grant award calculation

The Pell grant award calculation section provides you with the Pell awarding calculations and demonstrates the calculations with examples using Banner.

Pell grant calculations are based on the *Pell Grant Schedule* published by the Department of Education for determining scheduled awards for the award period. These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table and used in Pell Grant award and disbursement calculations.

Pell award enrollment is determined by the enrollment option for awarding on the RPROPTS form. The enrollment is also determined based on the enrollment hours the student is currently attending if the Use Attending hours indicator has been selected on the RFRMGMT form.

100% Pell grant award calculation

The Pell grant award is calculated within Banner in the following manner.

1. Maximum dollar award for aid period

    (Pell Full Year Pct field on the RTVAPRD form) x (Full-Time, Full Year Scheduled Amount)

2. Period amount

    (Pell Award Percent field for the period on the RFRDEFA or RFRASCH form) x (period enrollment full year amount x Pell Full Year Pct amount on the ROBAPRD form)

3. Remaining Pell dollars

    Maximum Dollar Award for Aid Period - Prior Period Award(s)

4. Period award

    Lesser of Period Amount and Remaining Pell Dollars

> **Note:** Similar logic is applied when awarding beyond 100% of Pell. When the process get to a period where there is still remaining eligibility for the 100% award, it awards the remaining amount and then an amount from the second scheduled award not to exceed the Period Amount.

100% Pell percentage awarding example

Aid Period: Fall/Spring/Summer. **Pell Full Year Percent** field on ROBAPRD = 100%

Pell Award Percent field on RFRDEFA = 50% Fall; 50% Spring; 50% Summer

Student Packaged using Full Time Estimate on RPROPTS

EFC = 0

Full Time Pell = 4050

¾ Pell = $3038

½ Pell = 2025

Maximum $award for aid period:

100% x 4050 = 4050 (a)

Fall Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 0 = 4050 (c)

lesser of 2025 (b) or 4050 (c) = (d)

d = period award 2025

Spring Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 2025 = 2025 (c)

lesser of 2025 (b) or 2025 (c) = (d)

d = period award 2025

Summer Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 4050 = 0 (c)

lesser of 2025 (b) or 0 (c) = (d)

d = period award 0

Total Initial Award for the aid period is $4050 ($2025 for Fall, $2025 for Spring, and $0 for Summer)

Note: In the case of a second scheduled award, the process would be able to award 2,025 for the summer period since student at least half time and assuming student is taking at least one credit hour in the next academic period.

Student above actually registers for ¾ Time Fall, Full-Time Spring, & wants to register for Summer next week. The student is paid Pell based on the adjusted hours and receives $1519 for Fall & $2025 for Spring

School Changes Awarding Option for Pell on RPROPTS to Adjusted Hours for Fall & Spring. This will allow any unused Pell from the Fall and Spring periods to be calculated and awarded for the Summer period. When RPEPELL is performed the Pell Award for the student is adjusted accordingly.

Maximum $award for aid period:

    100% x 4050 = 4050 (a)

Fall Period Award Calculation:

    50% x 3038 = 1519 (b)

    4050 (a) - 0 = 4050 (c)

    lesser of 1519 (b) or 4050 (c) = (d)

    d = adjusted period award 1519

Spring Period Award Calculation:

    50% x 4050 = 2025 (b)

    4050 (a) - 1519 = 2531 (c)

    lesser of 2025 (b) or 2531 (c) = (d)

    d = adjusted period award 2025

Summer Period Award Calculation:

    50% x 4050 = 2025 (b)

    4050 (a) - 3544 = 506 (c)

    lesser of 2025 (b) or 506 (c) = (d)

    d = adjusted period award 506

Total Adjusted Award for the aid period is now $4050 ($1519 for Fall, $2025 for Spring, and $506 for Summer)

Note: The above institution defines their academic year as 24 credit hours. If the student earned 9 in the fall, 12 in the spring and was taking 6 (half-time) in the Summer, the student would then be awarded a second scheduled award for 1,013 for the Summer (506 remaining first scheduled award and 507 second scheduled award).

Pell grant disbursement calculation

All normal Pell grant calculations are based on the *Pell Grant Schedule* published by the Department of Education for determining full-time scheduled awards for the award period. These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table and used in Pell Grant award and disbursement calculations.

You will notice that the Pell Disbursement Calculation is very similar to the Pell Awarding Calculation. The Pell Grant disbursement is calculated within Banner in the following manner.

1. Full Year Maximum Dollar Amount

   (**Pell Full Year Percent** field on the ROBAPRD form) x (Full-Time Full Year Scheduled Amount)

2. Period Amount

   Pell Award Percent field on the RFRDEFA or RFRASCH form x Full Year maximum dollar amount per enrollment level = A

3. B = Total paid amount for other periods in aid period (excluding period being disbursed)

4. Calculated Amount

   > If $A + B$ > Full Time Full Year award:
   >
   > Calculated period amount = FTFY award - B
   >
   > Otherwise
   >
   > Calculated period award = A

100% Pell percentage disbursement example

Aid Period: Fall/Spring/Summer   **Pell Full Year Percent** field on ROBAPRD = 100%

Pell Award Percent field on RFRDEFA = Fall 50%; Spring 50%; Summer 50%

The sum of the **Pell Award Percent** fields on the RFRDEFA or RFRASCH form = 100%

Disbursement Option on RPROPTS set to 'A'djusted Hours

Enrollment: ¾ Fall, FT Spring, FT Summer EFC = 0

Scheduled Pell: Full Time= 4050   ¾ Time = 3038   ½ Time = 2025

Fall Period:

1. 100% X 4050 = 4050

2. 50% x 3038 = 1519 = A

3. 0 = B

4. 1519 + 0 is not > 4050

Fall Period Disbursement: $1519.00

Spring Period:

1. 100% x $4050 = 4050

2. 50% x 4050 =2025 = A

3. 1519 = B (prior disbursements)

4. 2525 + 1519 is not > 4050

    Spring Period Disbursement: $2025.00

Summer Period:

1. 100% X 4050 = 4050

2. 50% x 4050 = 2025 = A

3. 3544 = B (prior disbursements)

4. 2025 + 3544 is > 4050

Therefore: Calculated period award = FTFY 4050 – (B) 3544 = 506

    Summer Period Disbursement: $506

Pell grant award and disbursement processing

- You determine in the Packaging Options section on the Packaging Options (RPROPTS) form whether to package with the estimated enrollment reported by the applicant or to package an estimated Pell with the default enrollment for all applicants.

- You can run the Pell Calculation Process (RPEPELL) by itself, either online or in a batch, or as an option when running the Packaging Process RPEPCKG in batch. When you initially package Pell Grants for the year, run the batch Pell Grant Calculation Process after you perform Batch FM Need Analysis calculations and budget assignments since the creation of the Pell Expected Family Contribution (EFC) and Pell Budget in batch does not automatically trigger a Pell Grant Calculation.

- There are many fields in the database which impact a student's eligibility for a Pell Grant. Therefore, when the information in one of those fields changes, Banner performs the routine to calculate the amount and validate the student's eligibility for a Pell Grant. When any of the following database fields change, Banner performs RPEPELL, the Pell calculation and award validation routine.

    Fields that trigger a Pell when changed include:

Form	Field/Column Name
Need Analysis Result (RNARSxx)	**Primary Calculation Sys EFC**

Form	Field/Column Name
Applicant Budget (RBAABUD)	Aid Period
Supplemental Need Analysis (RNASUxx)	**Expected Enrollment Status for the Yr**
Need Analysis (RNANAxx)	**Prior Bachelor's Degree** **Class Code** **Citiz. Status**
Applicant Pell Grant (ROAPELL)	SAR Certified Date

- You cannot add or accept a Pell award manually in the student's aid package. If you need to delete the Pell award from the student's aid package, you must first set the dollar amount to zero.

- During the disbursement process, the Pell Grant is recalculated based on the option to disburse using an actual enrollment. If the award is calculated differently at that time, the award amount is not updated. The new Pell award will only be used during the disbursement process.

    Note: If the Pell award is locked in the student's package, it is not recalculated during disbursement.

- A Pell award will never be disbursed if the student is picked for verification, a SAR EFC has not been received, and verification is not performed.

- Set the **Equity Fund** field to *Y* on the Funds Management (RFRMGMT) form for the Pell fund code.

- If the Pell fund code is already included in the student's package and is recalculated to a zero (0) amount, it will remain in the package with a 0 dollar amount unless the setting for **Delete Award if Zero** is checked on the Grant Options window of the Packaging Options (RPROPTS) form. This amount is also included in the student's award letter. If the Pell Grant is initially calculated as a zero amount, it is not normally added to the student's package at all. The exception to this is when the SAP calculation or NSLDS default, overpayment or limit tests result in some or all term awards being zero. In this case, the award is created with a zero amount so that the individual term errors can be overridden on the Award Maintenance (RPAAWRD) or Package Maintenance (RPAAPMT) forms.

- Fund Management (RFRMGMT) form considerations include:

    - If you check the **Auto Accept** indicator for an award, Banner automatically changes an offered status for a fund to an accepted status.

    - The **Change Load During Period**, **Payment Percent for Three Quarter Load**, **Payment Percent for Half Load**, and **Payment Percent for less than Half Load** Disbursement Option indicators do not apply to Pell Grant processing.

- The Pell Grant Disbursement Process does use the **If Ineligible Before Cut off Date**, **If Ineligible After Cut off Date**, **If Selected for Verification but is Not Complete**, and **Recoup When Award Reduced** indicators.

- If you need to manually change a Pell grant amount for the year:

  - Change the award offered/accepted amounts on the Award Schedule section of the Award Maintenance (RPAAWRD) form or the Package Maintenance (RPAAPMT) form.

  - Lock the fund in the Fund Award section of the RPAAWRD, RPAAPMT, or the ROARMAN form.

    Note: The award amount is never changed by the disbursement process.

    Note: The Pell fund is the only fund in which the disbursement process can disburse more than the scheduled amount.

- Applicant Pell Grant (ROAPELL) form considerations include:

  - The **Scheduled Award** is based on the student's Pell budget and the full year, full time Pell Grant Payment Schedule that the RPEPELL process uses.

  - The **Expected Disbursement** prorates the amount in the **Scheduled Award** field if the student is a part-time or part-year student based on the student's enrollment load.

  - The **Amount Paid to Date** field indicates the Pell payments that have already been disbursed for the student.

TEACH grant processing

Introduction

The Teacher Education Assistance for College and Higher Education (TEACH) Grant program provides funds for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low-income families. If the student fails to complete the four-year teaching obligation within eight years of completing or ceasing their education, the grant will be converted to an unsubsidized loan. The loan will need to be repaid by the student with interest.

TEACH awarding and disbursing

This section provides you with information about student eligibility requirements for the TEACH Grant and how you should set up Banner to award and disburse TEACH Grants.

Criteria for awarding and disbursing a TEACH grant

To qualify for a TEACH grant, a student must meet the following criteria:

- Complete a FAFSA

- Meet the general eligibility requirements for federal student aid

- Be enrolled in a program of study designated as TEACH Grant eligible. Eligible programs are those that prepare a student to teach in a high-need area. For example, a bachelor's program with a math major could qualify for a student who intends to be a math teacher

- Sign a *TEACH Grant Agreement to Serve* and respond to requests by the U.S. Department of Education confirming continuing intention to meet the teaching obligation

- Complete TEACH grant entrance counseling prior to receiving each scheduled award and complete exit counseling after completing or ceasing attendance.

- For undergraduate programs, meet one of the following academic achievement requirements.

- Score above the 75th percentile on a college admissions test; or

- Graduate from high school with a cumulative GPA of at least 3.25 (on a 4.0 scale) to receive a grant as a freshman; or

- Have a cumulative GPA of at least 3.25 (on a 4.0 scale) through the most recent payment period on your college coursework to receive a grant for each subsequent period

- For graduate programs, meet one of the following academic standards.

- Score above the 75th percentile on a college admissions test; or

- Have an undergraduate cumulative GPA of at least 3.25 (on a 4.0 scale) to receive a grant in the first period; or

- Have a cumulative GPA of at least 3.25 (on a 4.0 scale) through the most recent period in the Master's degree program for subsequent payments; or

- Be a current teacher or be a retiree from another occupation with expertise in a high-need field, enrolled in a Master's degree program; or

- Be a former teacher pursuing an alternative route to certification within a Master's degree program

The following will be checked to determine if the student is eligible.

- Completed FAFSA
- U.S. Citizen or an eligible non-Citizen

The following is NOT required for TEACH.

- Does not need to be Pell eligible
- Does not need to be enrolled at a certain enrollment level – student can be enrolled less-than-half-time and still receive TEACH.
- Verification is not required for TEACH

The following characteristics apply when calculating the TEACH award amount.

- Award amount replaces EFC
- Any amount above EFC must reduce need
- A maximum amount of $4,000 per scheduled award
- A student can receive up to 2 scheduled awards within one aid year. This results in a maximum of $8,000 per aid year
- Awards must be split equally among the payment periods in the aid year
- The award amount must be prorated based on enrollment
- A maximum aggregate of $16,000 at the undergraduate level and of $8,000 at the graduate level

    Note: Federal regulations allow an institution to award and disburse up to two scheduled TEACH awards within an aid year. With the current maximum award amount of $4,000, that means a student could receive up to $8,000 within an aid year. If your institution wants to award a second TEACH Grant within the aid year, use the Federal Limits Award override on the award forms to award the fund.

The following criteria are checked at the time of disbursement to verify the calculated amount is still correct for the student and to verify the following additional eligibility criteria.

- Enrolled in a TEACH eligible program of study
- Enrolled in a TEACH eligible degree program
- Has completed an Agreement to Serve

When a student receives a TEACH grant, for the grant to not be converted to an unsubsidized loan after the student ceases attendance, they must complete the following service agreement.

- Within eight years of completing their program, teach for at least four years as a highly qualified teacher at a Title I school in one of the following specified subject areas.

  - Mathematics

  - Science

  - Foreign Language

  - Bilingual Education

  - Special Education

  - Reading Specialist

  - Other "High Need" fields

TEACH grant setup

For specific setup procedures, please refer to the *COD Handbook*.

COD TEACH Calculation

This section addresses the calculation of load-based TEACH awards introduced for the 2009-2010 award year. The processing is modeled in a similar way to the existing Pell Grant calculations.

To accomplish this, much of the existing rules data set up to support Pell processing is used for TEACH awards. Pell Packaging Options on the Packaging Options (RPROPTS) form, which were previously used exclusively for Pell award and disbursement calculations, are now also used to calculate award and disbursement amounts for TEACH awards.

Pell Award Percent values found on the Fund Award and Disbursement Schedule Rules (RFRASCH) form and the Default Award and Disbursement Schedule Rules (RFRDEFA) form are now also used in the calculation of TEACH awards.

> **Note:** Prior to the 2009-2010 aid year TEACH awards could not be calculated based on period load values. They were packaged by RPEPCKG and could be added and updated on the award forms just like any other fund.
>
> Starting with the 2009-2010 aid year, the period awards can be calculated and disbursed based on a variety of award and disbursement load options from the RPROPTS form, similar to the way in which Pell awards have been calculated. To accomplish this, a new database package (`RPK_GRANT_CALC`) has been created, and will be used by the Packaging Process (RPEPCKG) to calculate TEACH awards. In addition, the Grant Calculation Process (RPRGRNT) may be used to calculate TEACH awards outside of the packaging process.

It is strongly recommended that you use the RPEPCKG and RPRGRNT processes to calculate TEACH awards starting with the 2009-2010 aid year. Creating, updating, or rescheduling of these awards from the Award Maintenance windows of Award Maintenance (RPAAWRD), Package Maintenance (RPAAPMT), and Mass Offer Mass Entry (RPAMOFF) forms, or the creation or updating of these awards from the Batch Posting Process (RORBPST) will not be prevented; however, these forms and processes will bypass the new period load calculations and use the standard Default Award and Disbursement Schedule Rules (RFRDEFA) and Fund Award and Disbursement Schedule Rules (RFRASCH) forms without regard to period load values, and may give unexpected results.

Calculations

If the award option is not enabled on the Grant Options window of the Packaging Options (RPROPTS) form, the calculation uses the values from the Packaging Options window of RPROPTS. If the disbursement options are not set on the Grant Options window of RPROPTS, the calculation uses the disbursement option from the Enrollment Cutoff Date Rules window of RPROPTS. If disbursement options are not set on the Enrollment Cutoff Date Rules window, the calculation uses the default Disbursement Options from the Packaging Options window of RPROPTS.

> **Note:** Disbursement options for crossover periods must be setup the same in both aid years. If different options are used, unexpected results will occur.

The following is an overview of how the calculations are performed.

- The `RPK_GRANT_CALC` package calculates the correct TEACH grant award for each period based on the student's load (as defined on RPROPTS) and the Grant Percentages as defined on RFRDEFA/RFRASCH.This new package is used by Auto Packaging (RPEPCKG), the Grant Calculation Process (RPRGRNT), and Disbursement (RPEDISB).

- You can still enter TEACH awards manually on the award forms.This allows for the use of the award overrides, if needed.

  When you enter awards manually, the `RPK_GRANT_CALC` package is not used. Instead, award validation that uses the normal award percentages on RFRDEFA/RFRASCH is used. This functionality is the same as before this enhancement.

- Batch Posting of TEACH awards is allowed.

  However, just as with manual awards, Batch Posting does not use the `RPK_GRANT_CALC` package and instead awards using the normal award percentages on RFRDEFA/RFRASCH. This functionality is the same as before this enhancement.

- Because the `RPK_GRANT_CALC` is used by the Disbursement Process (RPEDISB), these awards are recalculated at the time of disbursement - regardless of the method used to award the funds. This ensures that a student is not overpaid for any period of enrollment.

- You can use the Award and Period Locks on the award forms in the same way as you can for Pell. This allows you to make changes to awards for a period and lock the awards so that the awards are not recalculated at the time of disbursement.

Examples

Below are some examples of how TEACH is calculated.

Student packaged full-time, enrolled ¾ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TCHU1 for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled ¾ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and only disburses a ¾ amount for the period.

Student packaged full-time, enrolled < ½ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TCHU1 for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled < ½ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS which is $500. Starting with the 2013-2014 aid year, the calculation of TEACH grants will use the **TEACH Reduction Percentage** on RFRMGMT/ROAMGMT to obtain the proper amount. Assuming a 6% reduction, this $500 amount would actually be $470).

Student packaged ¾ time, enrolled full-time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded ¾ time TCHU1 for both Fall and Spring periods.

At the time of disbursement for Fall period, the student is actually enrolled full-time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and disburses a full-time amount for the period.

> **Note:** The award is not increased, only the disbursement is increased. Award increases must be made by either running RPRGRNT or manually updating the award.

Student receiving more than one TEACH grant scheduled award within the aid year

Student is packaged with TCHU1 full-time for Fall and Spring.

Institution knows that the student will also be enrolled full-time for the summer period.

On the award form, you can manually add TCHU2 and use the Federal Limits Override to award the proper amount for the second scheduled TEACH award for the aid year. This override must be updated on both the TCHU1 and TCHU2 fund codes.

> **Note:** Adjustments must be made on the period window to ensure the proper amount is associated with the summer period.

Student with prior enrollment and payments

Student received $1000 in TCHU1 at a prior institution.

The student is anticipating full-time enrollment at your institution.

The student is auto-packaged.

Based on the calculations in the `RPK_GRANT_CALC` package, the student is awarded $1000 for the Fall period, and $2000 for the Spring period. Starting with the 2013-2014 aid year, the calculation of TEACH grants will use the **TEACH Reduction Percentage** on RFRMGMT/ROAMGMT to obtain the proper amount. Assuming a 6% reduction, the $1,000 amount would be $940 and the $2,000 amount would be $1,880 for a total of 2,820.

TCHU1 is batch posted to a student using the F batch posting type

> **Warning!** *This method is not recommended for TEACH grants.*

Student passes award validation and TCHU1 is added to the student's award.

> **Note:** Adjustments must be made on the period window to ensure the proper amount is associated with the period(s).

When Disbursement is run, the `RPK_GRANT_CALC` package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

TCHU1 is batch posted to a student using FN batch posting type

> **Warning!** *This method is not recommended for TEACH grants.*

Award validation is not used, so the TCHU1 is added to the student's award.

> **Note:** Adjustments must be made on the period window to ensure the proper amount is associated with the period(s).

> **Note:** The award must be reviewed to ensure that the student is actually eligible for the award.

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

Student in a 150% aid period

Student is awarded 50% of TCHU1 in the Fall period, 50% of TCHU1 in the Spring Period, and 0% in the Summer period as all of TCHU1 has been awarded.

> **Note:** If the student becomes eligible for a second scheduled award in the Summer period, use the Federal Limits Override to award the TCHU2 for the Summer period.

Student in a 50% aid period

Student is only awarded 50% of TCHU1 as that is the maximum for the aid period.

Awards are locked on the period window

Locks are treated by Disbursement just as the locks are for Pell.

If the award lock is Y, the fund pays for the period being disbursed, regardless of any recalculation by the RPK_GRANT_CALC package.

If the award lock is E, the fund is recalculated for the period being disbursed, but only for the lower enrollment.

If the period lock is Y, the fund pays for the locked period, regardless of any recalculation by the RPK_GRANT_CALC package. Any additional periods will not be affected by the lock.

If the period lock is E, the fund is recalculated for the locked period, but only for the lower enrollment. Any additional periods are not affected by the lock.

Additional examples

For the remaining examples, assume the student is in a Fall, Spring, Summer aid period and there are no other factors such as prior school awards affecting the Banner award. Also assume the following values on RPROPTS, RFRDEFA/RFRASCH, RNANAxx, and ROAENRL:

RPROPTS

Grant Award Enrollment Option is I (Estimated ISIR / FAFSA enrl) for all periods

Grant Disbursement Enrollment Option is A (Adjusted hours) for all periods

RFRDEFA/RFRASCH

Period	Award Percent	Grant Award Percent
Fall	50	50
Spring	50	50
Summer	0	50

RNANAxx

Student's Expected Enrollment Status is 1 (Full Time)

Student's Expected Period Enrollment Status

- Fall   2 (3/4 time)
- Spring   2 (3/4 time)
- Summer   2 (3/4 time)

ROAENRL

Financial Aid Adjusted Hours

- Fall   6 (1/2 time)
- Spring   6 (1/2 time)
- Summer   12 (Full Time)

⚠️ ***Warning!*** *Starting with the 2013-2014 aid year, the TEACH awarding process will use the **TEACH Reduction Percentage** on RFRMGMT to obtain the proper TEACH amount. Please note that the examples that follow are pre-13-14 and therefore do not account for the TEACH Reduction Percentage.*

Manually enter a $4000 TEACH award on RPAAWRD (not recommended)

The RPAAWRD form will not use the `rpk_grant_calc` database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

Fall$2000(FT Expected Enrollment, 50% Award Percent)

Spring$2000(FT Expected Enrollment, 50% Award Percent)

Summer$0 (FT Expected Enrollment, 0% Award Percent)

Batch post a $4000 TEACH award using RORBPST (not recommended)

The RPAAWRD form will not use the `rpk_grant_calc` database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

Fall$2000(FT Expected Enrollment, 50% Award Percent)

Spring$2000(FT Expected Enrollment, 50% Award Percent)

Summer$0 (FT Expected Enrollment, 0% Award Percent)

Use the RPEPCKG or RPRGRNT process to calculate the TEACH award (recommended)

The `rpk_grant_calc` package will calculate the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period,

The award will be calculated as $4000, with period amounts as follows:

Fall $1500(3/4 time ISIR enrollment, 50% Grant Award Percent)

Spring$1500(3/4 time ISIR enrollment, 50% Grant Award Percent)

Summer$1000(3/4 time, 50% Grant Award Percent, remaining amount)

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period did not change (not recommended)

Assume the existing award is $4000, and had been calculated by RPEPCKG as:

Fall $1500

Spring $1500

Summer $1000

The form will not use the `rpk_grant_calc` database package which calculates grants based on period load and will not use the RPROPTS Grant Award Enrollment options.

The award is rescheduled based on `RFRDEFA_AWARD_PCT` or
`RFRASCH_AWARD_PCT`.

Fall	$2000
Spring	$2000
Summer	$0

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period changed (not recommended).

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG
using the `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall	$1500
Spring	$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term
enrollment for summer is 2 (¾ time). RPAAWRD reschedules the award based on
`RFRDEFA_AWARD_PCT` or `RFRASCH_AWARD_PCT`.

Fall	$2000
Spring	$2000
Summer	$0

Use the RPRGRNT process to recalculate the award when aid period changed (recommended).

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG
using the `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall	$1500
Spring	$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term
enrollment for summer is 2 (¾ time). RPRGRNT reschedules the award using the
`rpk_grant_calc` package and calculates the TEACH grant by period, based on
RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent
values, and the student enrollment load for each period,

Fall	$1500
Spring	$1500
Summer	$1000

Use the RPRGRNT process to recalculate the award when aid period changed (recommended).

Assume existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (¾ time). Assume by the time this occurred, the school had chosen to change the RPROPTS Grant Award Enrollment Percent values to `A` (Adjusted hours). RPRGRNT reschedules the award using the `rpk_grant_calc` package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period,

Fall$1000 (based on ½ time Adjusted hours)

Spring$1000 (based on ½ time Adjusted hours)

Summer$2000 (based on Full Time Adjusted hours)

Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values were also set to `A` (Adjusted hours) for all periods, the student would be paid the same amounts as were awarded:

Fall$1000 (based on ½ time Adjusted hours)

Spring$1000 (based on ½ time Adjusted hours)

Summer$2000 (based on Full Time Adjusted hours)

Use the RPRGRNT process to recalculate the award when the aid period changed (recommended).

Assume the existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the `rpk_grant_calc package` and period expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student period expected enrollment for summer is 2 (¾ time). Assume at the time this occurred, the school had not changed the RPROPTS Grant Award Enrollment Percent values.They are still set to `I` (Period Expected enrollment). RPRGRNT reschedules the award using the `rpk_grant_calc` package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

Fall$1500 (based on ¾ Period Expected enrollment)

Spring$1500 (based on ¾ Period Expected enrollment)

Summer$1000 (based on ¾ Period enrollment and remaining amount)

Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values are set to `A` (Adjusted hours) for all periods, the student is paid based on the setting on RPROPTS for **Pay Pell if Disbursement Amount Differs from Award Amount**.

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is `A` (Always Disburse):

Fall$1000 (based on ½ time Adjusted hours)

Spring$1000 (based on ½ time Adjusted hours)

Summer$2000 (based on Full Time Adjusted hours)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is `L` (Lesser Amount):

Fall$1000 (Lesser of 1500 award and 1000 calculated disbursement)

Spring$1000 (Lesser of 1500 award and 1000 calculated disbursement)

Summer$1000 (Lesser of 1000 award and 2000 calculated disbursement)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is `N` (Never Disburse):

Fall$0 (1500 award amount differs from 1000 calculated disbursement)

Spring$0 (1500 award amount differs from 1000 calculated disbursement)

Summer$0 (1000 award amount differs from 2000 calculated disbursement)

State grant award processing

In many states, the state grant program is handled by a state financial aid agency. This agency processes state grant applications, calculates award amounts, and disburses the funds directly to students or to schools for payment to students. Though the amount of the grant is calculated by the state agency, financial aid offices may need to estimate the award amount prior to the actual awarding by the state grant agency. Since this award can affect the student's need for other aid, aid officers typically try to estimate the amount of the state grant prior to its official calculation by the state grant agency.

Although it is disbursable, schools would not want to disburse an estimated award. They need to make sure that only the official amount calculated by the state grant agency for the period is disbursed.

These concerns can be handled by Banner in the following manner:

1. On the Fund Management (RFRMGMT) form, set up the fund accepted award status code to be something such as *ESTD* (Estimated). The **Disburse** indicator should be set to *System*. The **Memo Credit** indicator can be set either way, and the **Automatic Acceptance** indicator can be either checked or unchecked.

2. On the Financial Aid Selection Rules (RORRULE) form, create a disbursement rule that says:

    RPRAWRD_AWST_CODE = CERT (Award Status Code = CERT)

    This will prevent the fund from being paid or authorized unless the award status code is intentionally changed to **CERT** (a code meaning accepted on RTVAWST). The normal processes of awarding or accepting the award would post different status codes so the fund could be packaged and memoed, but not disbursed.

3. When the official award is known, then the actual amount is posted, replacing the estimated award, and the status code is changed to **CERT**. The award is then eligible for disbursement and only the actual/official amount will be paid.

    If actual/official state grant award data is received electronically, a customized process to post the data to the student's award record (RPRAWRD) and award by period record (RPRATRM) can be developed. A customized process should also change the award status code to identify the amount as the official amount and make it disbursable.

Resources, contracts, and exemptions

Contracts

> **Note:** To interface third-party payments from Banner Student to Banner Financial Aid, the **Interface Third Party Cont** indicator must be checked on the Packaging Options (RPROPTS) form for those aid year you wish to interface.

1. Contract Authorization (TSACONT).
    To interface contracts, the contract must first exist on SPRIDEN as a Non-Person record and on TSACONT for authorization. The Person Authorization window of TSACONT provides for the authorization of contracts for specific students.

2. Third Party Contract Rules (RPRCONT).
    Define the valid third party contracts which will be in effect for the specified terms. Estimate a standard amount for each contract within the defined terms.

> **Note:** On RPROPTS, if the **Always Use Estimated** field is checked, then the estimated amount will always be used as a resource for students authorized for the contract. If the **Always Use Estimated** field is not checked, the estimated amount will be used until the actual amount is

available from Banner Accounts Receivable.

If the **Assume Full Time** field is checked, the full estimated amount will always be used regardless of estimated enrollment. If **Assume Full-Time** is set to **N**, then the percentage specified will be used to prorate the estimated contract amount.

RPIARPY – The Contracts and Exemptions Payment Inquiry form allows you to view Third Party Contracts that have been applied to the student's account.

RPAARSC – The Exemptions and Contracts window of the Resource Maintenance form enables you to view a student's exemptions and third party contracts for an aid year.

Exemptions

> **Note:** To interface Exemptions from Banner Student to Banner Financial Aid, the **Interface Exemptions** indicator must be checked on the Packaging Options (RPROPTS) form for the Aid Year in which you want to interface.

1. Exemption Authorization (TSAEXPT).
    To interface exemptions, the exemption must be set up on TSAEXPT in Banner Student. The Person Authorization window of this form provides for the authorization of exemptions to specific students.

2. Exemption Rules (RPREXPT).
    Define the valid exemption codes which will be interfaced for specified terms. Estimate a standard amount for that exemption within the defined terms.

    *   On RPROPTS, if the **Always Use Estimated** field is checked, the estimated amount of exemption will always be used as a resource for students authorized for exemptions. If the **Always Use Estimated** field is not checked, then the estimated amounts will be used as a resource until the actual amount is available from Banner Accounts Receivable.

    *   The estimated amount can be prorated based on estimated enrollment. If the **Assume Full Time** field is checked, the full estimated amount will be used. If the **Assume Full Time** field is unchecked, then the percentage specified will be used to prorate the estimated amount of the exemption.

    *   RPIARPY – Contracts and Exemptions Payment Inquiry form allows you to view exemptions that have been paid to the student's account.

    *   RPAARSC – The Exemptions and Contracts window of the Resource Maintenance enables you to view a student's exemptions and third party contracts for an aid year.

Excluding contracts and exemptions

The Higher Education Reconciliation Act of 2005, HERA, changed the way Coverdell education savings accounts, prepaid tuition plans offered by a State, and qualified tuition programs (known as 529 prepaid tuition plans and 529 savings plans) were treated in the determination of a student's financial aid package.

Previously, prepaid tuition plans were treated as an adjustment to the student's cost of education, estimated financial aid, or as a resource. Many institutions used Third Party Contract processing in the Accounts Receivable system of Banner to process students who benefited from these plans. By using the Third Party Contract process, the benefits received by the student were then reported as a resource for financial aid and properly reduced the student's need.

The changes made by HERA require that prepaid tuition plans no longer be treated as adjustments to the cost of education, estimated financial aid, or resources. All qualified educational benefits or education savings accounts are now treated as assets of the owner of the plan in the calculation of the student's EFC, unless the plan is owned by a dependent student.

- Even if the beneficiary of the plan is someone other than the student (for example, a sibling) it is counted as an asset belonging to the plan's owner.

- The value (refund value for 529 prepaid tuition accounts) of all plans owned by the parent of a dependent applicant must be reported as an asset of the parent.

- The value (refund value for 529 prepaid tuition accounts) of all plans owned by the independent student applicant or spouse must be reported as an asset of the student.

- If the dependent student owns the plan, it is not included on the FAFSA nor is it included as an adjustment to the COA or considered as a resource or estimated financial assistance.

Specific resources identified as a qualified tuition program must be excluded from being considered as resources when they have been processed using Third Party Contracts in the Accounts Receivable system.

Previously, if you opted to interface Contracts and/or Exemptions on the Packaging Options (RPROPTS) form, when a student was authorized and received payment from a Third Party Contract or Exemption, the amount paid on the student's account was included in the determination of actual resources for financial aid.

The resource amount was interfaced into the Resource Maintenance (RPAARSC) form and included in the calculation of need for financial aid in the following award forms: Award Maintenance (RPAAWRD), Packaging Maintenance (RPAAPMT), and Financial Aid Record Maintenance (ROARMAN) with the resource amount displaying in the Resource field.

In response to the changes required by HERA, Banner Financial Aid allows you to exclude specific contracts and/or exemptions from being counted as a Financial Aid Resource. In addition, you can roll contracts and exemptions from one term to a new term.

To properly process contracts and exemptions from being excluded as resources, you must:

- establish a contract record on the Third Party Contract Rules (RPRCONT) form, for a contract.

- establish an exemption record on the Exemptions Rules (RPREXPT) form, for an exemption.

- select the new Exclude as Resource checkbox on RPRCONT or RPREXPT.

- set the estimated amount, or, if you choose not to use estimates, leave the amount blank.

> **Note:** If a Third Party Contract or Exemption is excluded as a resource, it will not be visible on the Resource Maintenance (RPAARSC) form. However, all Third Party Contracts and Exemptions which have been paid to a student, including those that have been excluded, may be viewed on the Contracts and Exemptions Payment Inquiry (RPIARPY) form which uses the RPVARPY view. You can view Third Party Contracts or Exemptions paid on the student's account.

The calculation of estimated resources for both contracts and exemptions uses the maximum amount established on the student authorization for the contract and/or exemption if it exists in Accounts Receivable (TSACONT/TSAEXPT). If no maximum amount has been established, the calculation for estimated resources will continue to use the estimated amount defined on RPRCONT for contracts and RPREXPT for exemptions.

Maintaining resources and calculation in unmet need

Resource Maintenance (RPAARSC)

Other Resources, Contracts, and Exemptions are created and maintained by term and will display for terms that are associated with a period or crossover period for the aid year in the key block.

Example

Term 201030 is associated with PERIOD SUMMER 0910 which has and aid year of 0910 and a crossover aid year of 1011.

A Resource, Contract, or Exemption for the 201030 term will be displayed for both the 0910 and 1011 aid years.

Other Resources block

The block's **Other Resources Calculated Total** field has been modified to allow mouse navigation and will represent the total amount of all resources displayed including crossover terms and resources for the aid year (null term).

For example, a student has other resources entered for the fall, spring, and summer terms and a resource which does not have a term and is for the aid year. The **Other Resources Calculated Total** value will show the sum of all records displayed (fall, spring, summer terms + record without term attached). However, only the term which belongs to a period that is part of the student's aid period plus the resources for the aid year (no term exists) will be used in the calculation of resources for need.

Additionally, "Other Resources" for terms that are associated with the Aid year specified in the key block or crossover terms for another aid year can also be displayed.

When displayed for the crossover year, that record cannot be updated (or deleted). The following error messages are displayed, accordingly:

- On Update:

    - "Resource exists in `&RPRARSC_AIDY_CODE`; update not allowed."

- On Delete:

    - "Resource exists in `&RPRARSC_AIDY_CODE`; delete not allowed."

Using details from the previous example, when RPAARSC is used for the 0910 aid year, the resource for the 201030 term will be displayed and the record can be updated (or deleted). However, when RPAARSC is used for the 1011 aid year, the resource for the 201030 term will be displayed but the record cannot be updated (or deleted).

Once a record exists in the RPRARSC table, update of the `RPRARSC_TERM_CODE` is not allowed.

> **Note:** When a record is inserted, the key block aid year is always used.

A record with a term code can only be inserted when the term code has been defined with the `STVTERM_FA_PROC_YR` = key block aid year.

For example, Term 201030 has `STVTERM_FA_PROC_YR` = 0910.

From RPAARSC, enter "0910" in the key block along with a valid Student ID. The record is allowed to be inserted into RPRARSC and will have `RPRARSC_AIDY_CODE` = '0910'

From RPAARSC, enter "1011" in the key block along with a valid Student ID. If an attempt is made to add record with term code = 201030. The insert is not allowed, and in this case would be followed by this error message:

- "Unable to create record. Use 0910 aid year for 201030 term."

Summary block

The Summary block has been modified to provide the resource amount calculated from Other Resources, Contracts, and/or Exemptions based on the aid period assigned to the student for the aid year in the key block. See information provided in Resource Calculation.

All fields in the Summary Block allow mouse over text help.

Resource calculation

Because periods allow the ability to combine terms and the potential of a student changing from one period to another period but both periods contain the same term code, resources entered on RPAARSC will remain by term.

> **Note:** The information from Accounts Receivable for contracts and exemptions will remain by term.

With the delivery of enrollment/payment periods, the calculation for the amount of resources changed to only include the resources for the terms which are part of the periods making up the student's aid period. Resources, which are for the aid year and not defined with a term, will be included in the calculation of resources.

Example

- Period FALL/WINTR 1011 consists of terms 201110 and 201115

- Period SPRING 1011 consists of term 201120

- Aid Period FA/SPR consists of Periods FALL/WINTR 1011 and SPRING 1011

  The Financial Aid office is provided information the student is going to receive an outside scholarship for the upcoming 1011 aid year. The student is also receiving training funds from SRS which are processed as contracts through Accounts Receivable.

	Term 201110	Term 201115	Term 201120	Total
Scholarship	300.00	200.00	500.00	1,000.00
SRS-Contract	300.00		250.00	550.00
Total	600.00	200.00	750.00	1,550.00

Resources calculated for the 1011 aid year would be 1550.00, the total of all terms that exist for the aid year and this amount would then reduce the amount of need for the student.

Budget	10,000.00
EFC	0
Resources	1,550.00
Gross need	8,450.00

The student later decides they will not be attending in fall so the Financial Aid office changes his aid period from fall/spring to spring only. The Spring aid period consists of period SPRING 1011 with the 201120 term. The resource calculation will now only include the resources which exist for the 201120 term

Budget	5,000.00
EFC	0
Resources	750.00
Gross need	4,250.00

Exemptions and contracts

Exemptions and Contracts are displayed for all terms that are associated with a Period for the aid year entered in the key block. If the term is included in a Period which has been defined as a crossover Period, the contract and/or exemption will be displayed in both years.

Note: The Calculated Grand Total of All Resources may no longer equal the Resources in the Summary block. The Other Resources Calculated Total and the Exemptions and Contracts Calculated Total are totals for the aid year. The Resources in the Summary block reflect the total for the aid period.

Adding periods to an award schedule

The only time you can manually add a new period to a student's award schedule is when that new period is valid for the student's current aid period but it wasn't part of the student's aid period when the award schedule was originally created. When you add a new period record to the award schedule, Banner does not change the way the other periods were scheduled.

Instead, Banner sums up all the periods for the fund, puts the new total through the award validation process and places the new total in the RPRAWRD table and then displays it in the Fund Awards section of the Award Maintenance (RPAAWRD) form, the Package Maintenance (RPAAPMT) form, and the Financial Aid Record Maintenance (ROARMAN) form. This is the only situation which will cause the total award to change due to a change in one of the period amounts. Normally, the total in the Fund Awards section needs to be changed and the new total between periods in the award by period detail needs to be rescheduled.

The function to add a new period record is used, for example, when a student who was originally in one aid period later decides to also attend a Summer period. If the Summer is the last period for the aid year, the student's aid period can be changed to include that period. To give the student an award for the new Summer period, insert a new period record into the student's award schedule in the award by period detail section with the new Summer award amount.

This will not change the way other periods have been scheduled (and possibly already paid). Banner will automatically add up all period amounts and will package the new total. If the total in the Fund Awards section is changed first, Banner might change the way other period amounts have been scheduled.

If the new award total fails the award validation process, an error message will be received. To override one of the permissible edits in award validation, you will need to remove the award record for the period and select the appropriate override on the Award Maintenance tab then save. Once the override has been updated, you may then add the new period award record on the Award Schedule tab.

Rescheduling disbursement date using periods

When using the option to reschedule the disbursement date for non-loan funds based upon the student's earliest class start date either for the aid period (RFRDEFA) or for a specific fund/aid period (RFRASCH), Banner will evaluate the class start dates for all terms within the period to determine the earliest class start date.

If a student has the **Consortium Indicator** set to "Yes" for a term within the period, the earliest class start date for the term will be determined by the earliest attending hours start date, if they exist. Otherwise, the term start date will be used.

Period Based Awarding

Overview

Banner Financial Aid provides the ability to accept, decline, or cancel awards by period. The functionality to allow awards to be created and maintained by period is optional and defined by fund. This option is set on the fund management forms RFRMGMT or ROAMGMT by updating the Allow Processing by Period checkbox.

When processing by period for an enabled fund, the status of the award can be maintained by period, whether it is offered, accepted, declined, or cancelled. Additionally, you are allowed to create an award for a specific period on the Award Schedule tab (RPRATRM) of the award forms, rather than forcing the award to first exist for the aid year (RPRAWRD). The Award Offer Mass Entry (RPAMOFF) and Award Acceptance Mass Entry (RPAMACC) forms also provide you with the ability to offer, accept, and reject awards either for an aid year or by period.

> **Note:** Only funds where Allow Processing by Period has been checked may be created as a new award on RPAAWRD and RPAAPMT Award Schedule tab. Also, only funds where Allow Processing by Period has been checked may be accepted or rejected by period on RPAMACC.

Funds which allow processing by period and also are available to be accepted or declined by the student in Self-Service have two options available for Self-Service processing.

- By Period: The applicant may accept or decline the award for each period.

- By Aid Year unless award status mixed: The applicant must accept or decline the award for the aid year when all of the period award statuses are offered. If not all of the period award statuses are offered, the applicant may accept or decline periods which are offered. This provides the ability for an award to be offered for fall/spring and accepted by aid year then an additional period is awarded as offered such as summer which may be accepted or declined without impacting the fall and spring awards.

With the ability to have awards in different states for different periods of enrollment, a hierarchy for determining the overall status of the award for the aid year is necessary. For example, the Fall award could have been accepted while the Spring award had been declined. When it is determined that multiple periods exist (RPRATRM table) with differing values (offered, accepted, declined, or cancelled), the following hierarchy will be used to determine the overall status for the award at the aid year level (RPRAWRD):

Award condition(s)	Overall Status (award for the aid year)
• If any period has an accepted status and additional periods exist that are not accepted.	Accepted
Example: Fall accepted and Spring offered.	The award is accepted for the aid year
• If any period has an offered status and no period is accepted.	Offered
Example: Fall is declined and Spring is offered.	The award is considered offered for the aid year
• If any period has a declined status, and no period is accepted or offered.	Declined
Example: Fall is declined and Spring is cancelled.	The award is considered declined for the aid year.
If any period has a cancelled status, and no period is accepted, offered, or declined.	Cancelled
Example: Fall is cancelled and Spring is cancelled	The award is considered cancelled for the aid year.

> **Note:** A system delivered value for a Cancelled award status, *SYSC* = System Cancelled, will be created with this release and will

update a new field for the default Cancel status on the fund management forms (RFRASPC table). This default Cancel status will be used for updating the award level status code when different codes meaning cancelled exist for period awards. The system delivered value may be updated in the fund table, RFRASPC, to one established at your institution.

If your institution currently has an award status defined of *SYSC* in the RTVAWST table, this will be the value used for updating the Cancel Status on the fund management forms (RFRASPC table). It is important for you to verify the *SYSC* value has the **Cancel** indicator set and reflects the status you want to use.

For example, Fall is cancelled with a status code of *CNCL* and Spring is cancelled with a status code of *CSAP*, both having a value of cancelled. The award status will be updated to the award status defined for Cancel for the fund.

To help in identifying awards where the awards for periods differ, you have the ability to define award status codes that represent a mixed status exist for the aid year. Mixed award statuses will be defined on the fund management forms (RFRMGMT and ROAMGMT) and assigned based on the award status hierarchy.

- Mixed Accept - The status defined for Mixed Accept will be assigned to the award for the aid year if any period has an accepted status and additional periods exist that are not accepted. If a Mixed Accept status has not been defined, the status defined for Accept will be used.

- Mixed Offer - The status defined for Mixed Offer will be assigned to the award for the aid year if any period has an offered status and no period is accepted. If a Mixed Offer status has not been defined, the status defined for Offer will be used.

- Mixed Decline - The status defined for Mixed Decline will be assigned to the award for the aid year if any period has a declined status, and no period is accepted or offered. If a Mixed Decline status has not been defined, the status defined for Decline will be used.

You may offer, accept, decline, or cancel funds where period processing is enabled for the aid year. However, once awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same value.

Setting up funds for Period Based Processing

1. If you will be using the award status codes representing a **Mixed Offer**, **Mixed Accept**, and **Mixed Decline** status, create award status codes for these new values on the Award Status Validation (RTVAWST) form. The status for **Mixed Offer** should be defined with the **Offer** indicator checked, the status for **Mixed Accept** should be defined with the **Accept** indicator checked, and the status for **Mixed Decline** should be defined with the **Decline** indicator checked. For each of these new status codes, indicate if changing the award status to this value should update the **Award Letter** indicator to *Y* (yes).

2. After you have identified the funds you want to allow processing by period, you have two options for setting up the fund for period processing:

- Single Fund Update - RFRMGMT/ROAMGMT

  - Update the Allow Processing by Period indicator.

  - Update the award status codes

  - Update the web processing rules (see below for options)

- Mass Update - RFRMUPD

  - Update the award status codes for multiple funds where you have queried the funds based on criteria such as fund type or fund source.

  - Enable Period Processing by updating the Allow Processing by Period indicator for multiple funds where you have queried the funds based on criteria such as fund type or fund source.

    📝 **Note:** The Allow Processing by Period indicator cannot be updated for Direct, Electronic, or Manual loans at this time. The ability to process loan funds will be provided in a future Banner Financial Aid Release.

  - Update the Web Processing Rules (see information on Self-Service options, below).

3. Determine how the fund will be accepted or declined in Banner Financial Aid Self-Service.

- For funds which do not allow processing by period (Allow Processing by Period is unchecked), awards in Self-Service may only be accepted or declined for the aid year.

- Funds where you allow processing by period (Allow Processing by Period is checked), have two options for how the fund is accepted or declined by the student:

  - Award may be accepted or declined for each period separately (Allow Web Accept/ Decline by P = Period)

  - Award must be accepted or declined by aid year unless a period is offered while other periods for the fund are accepted, declined, or cancelled (Allow Web Accept/ Decline by A = Aid Year unless status mixed). For example:

    – Student offered Merit for Fall and Spring, the award must be accepted or declined for the aid year. The student accepts the award.

    – Aid Period is changed to Fall/Spring/Summer and the Merit fund is offered to the student in Summer (Fall and Spring remain as accepted). The student now has the ability to accept or decline the Summer award without any impact to the Fall and Summer award.

- Partial Acceptance

If you will allow a partial amount of an award to be accepted in Self-Service for the fund, update the fund specific field, Allow Partial Amount Acceptance, on the fund management form, RFRMGMT or ROAMGMT. The Fund Mass Update Rules form (RFRMUPD) may also be used for update of multiple funds. The fund specific option replaces the Global option Allow Partial Amount Acceptance on the Web Processing Rules tab of ROAINST. Funds where period processing is enabled and the fund may be accepted or declined for a

specific period will allow a partial amount acceptance by period when the Allow Partial Amount Acceptance is checked for the fund.

Updating awards for enrollment changes

A quick award process exists which makes it easier to maintain awards which need to be changed due to:

- a student's change in anticipated course load affecting only one period, or

- a student's change in enrollment plans so as not to be enrolled for all periods as previously expected.

Consider the following two award maintenance scenarios and the current Banner Financial Aid operational steps, either of which allow you to change the award to the desired amount.

A student changes enrollment to half-time Fall and full-time Spring. The steps to change the award were:

For Option 1

1. Change the student's budget on the Applicant Budget (RBAABUD) form or Applicant Period Budget (RBAPBUD).

2. Change the total award in the Funds Award section of the Award Maintenance (RPAAWRD) form.

3. While still in the Funds Award section of the RPAAWRD form, save the change and wait for award validation to accept the new award.

4. While on the RPAAWRD form, go to the Award Schedule window and change the award by period records to reflect a half-time Fall award and a full-time Spring award, ensuring that the sum of the period awards exactly equals the total that was entered in the Funds Award section (or else the sum of the period offer amounts will be used as the new award amount for the aid period). You may also need to update the Enrollment Load for the periods to reflect the changes for the applicant's enrollment.

For Option 2

1. First enter the changed period award amounts on the Award Schedule window of the Award form or Package Maintenance form.

2. Save the changes and Banner proceeds as follows:

   - The sum the period awards for the changed fund is compared to the existing total award (that would initially have been displayed in the Funds Award section).

   - If the sum of the period awards differs from the (existing) award total, a pop-up window is displayed with a warning message requesting verification that the award total is to be changed to the sum of the changed period awards.

To position your cursor on the proper choice you can use the Enter key or the Tab key. Once you select your choice, press the Accept (Save) key.

- If you indicate that you want to change the award, the award is repackaged using the new total which includes a validation against awarding rules, and all changes are committed.

- If you do not want to change the award, the attempted period changes will be rolled back.

- Banner recalculates the award percents for each period based on the new period amount and updates those fields.

- The newly packaged amount can now be seen in the Funds Award section of the Award form or the Package Maintenance form.

When you use the Award Maintenance (RPAAWRD) form, you can make changes to multiple periods and multiple funds with a single Save. Since the Award Schedule Window on the Package Maintenance (RPAAPMT) form only deals with one fund at a time, multiple periods can be done only for the selected fund.

Manually scheduling awards

Banner initially distributes awards by periods according to rules set on the Fund Award and Disbursement Schedule Rules (RFRASCH) form or the Default Award and Disbursement Schedule Rules (RFRDEFA) form in the Funds Management Module. You can change the award schedule for a specific student and fund on the second page of the Award Maintenance (RPAAWRD) form or on the Package Maintenance (RPAAPMT) form.

Award Amount Change - When you manually change the amount of an award, it is scheduled according to the distribution percentages previously entered for the fund on page two, rather than the schedule defined on one of the award schedule rules forms. Therefore, if a student should receive an award with the unique pattern of 25% in the Fall and 75% in the Spring and the amount of the award changes, the new amount will still be scheduled at 25% in the Fall and 75% in the Spring.

Aid Period Change - If you change the student's aid period, both new awards and revised awards will be scheduled according to the rules on the Fund Award and Disbursement Schedule Rules (RFRASCH) form or the Default Award and Disbursement Schedule Rules (RFRDEFA) form when the **Schedule** indicator is checked to reschedule non-Pell funds on the award forms. A change in the student's aid period is determined by comparing the list of periods in the fund's award schedule to the list of periods for the student's current aid period.

An award status code change by itself does not cause the award to be rescheduled.

Updating awards when locked

Global Institution Financial Aid Options (ROAINST)

The ROAINST form allows institutions to setup various financial aid options. Enter the name of the financial aid director and the director's phone number on the Institution Demographics Tab. You can also enter campus demographic information in that area of this window.

Award lock

The **Allow Award Status Updates When Locked** indicator is delivered with a default value of unchecked (No). When you have the **Allow Award Status Updates When Locked** indicator checked (Yes) on the Options tab of ROAINST, the award status may be updated in Banner and the student able to accept or decline the award in Self-Service when the award is locked (for the aid year or any period is locked). This functionality allows the update of a period award status when the **Allow Award Status Updates When Locked** indicator is checked and the award is locked for the aid year or the period if the fund is set to allow processing by period. This will allow the student to accept or decline the award in Self-Service but will not allow acceptance of a partial amount. Award amounts may not be changed when the fund is locked either for the aid year or a period.

Identifying students needing new or revised award letters

It is possible to identify students who may need a new or a revised award letter. The Packaging Group Information section of the Award form (RPAAWRD), Packaging Maintenance form, (RPAAPMT), and Financial Aid Record Maintenance (ROARMAN) form display an **Awrd Ltr** field.

This field (RORSTAT_AWD_LTR_IND) is set to *Y* whenever the offered amount changes on any fund in the student's package when you want changes to the fund to cause the award letter indicator to be set. If you want changes to a particular fund to cause the indicator for the student to equal *Y*, you must check the **Award Letter** field on the Fund Management (RFRMGMT) form. Do not check this option if you do not want changes to a particular fund to set the award letter indicator to *Y*.

You can use the **Award Letter** indicator (RORSTAT_AWD_LTR_IND) in population selection to choose students who need a printed copy of an award letter. You could use the following sample selection statement for this purpose:
RORSTAT_AWD_LTR_IND = *Y*.

You can manually change the award letter indicator on the three packaging forms. For example, you may not want to send a new award letter to a student if an award only changes by a small amount. You could change the indicator back to *N* so that you do not

select the student for a new award letter. Or, if you want a particular student to receive a duplicate copy of his latest award letter, change the indicator from *N* to *Y*. Banner now selects the student for a new letter even though there were no changes to his award package.

To create a population of students who should receive an award letter you should run the GLBDATA process to find the students whose award letter indicator = *Y*. When you run the letter extract process (GLBLSEL) for your award letter, you should use the population just created. To reset the award letter indicator back to *N* you should run a report called RLRLETR immediately following the letter print process (GLRLETR). The parameters for this process must be the same as the population you just used to print the award letters. It also asks for an aid year code so it knows which award letter indicator to reset. This report will reset the award letter indicator back to *N* so the student will not be reselected for another award letter unless there have been subsequent changes to the award package.

Banner Financial Aid Global Disbursement options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If the student has not accepted their charges for the period in which the disbursement is run, do you want to allow the student to receive the financial aid credit on their account?	RPROPTS	Disburse If Charges Not Accepted	a checked box	If you do not check this box, the fund is not paid if the student has not accepted their charges for the period in which you run disbursements. In this case, the financial aid could be authorized but not paid.
If the student has an unresolved SAR C flag, do you want to pay the student?	RPROPTS	Disburse if SAR C Flag Exists	a checked box	If you do not check this box, the fund is not paid.
Do you want to allow the fund that was previously paid to memo?	RPROPTS	Allow Memos When Previously Disbursed	a checked box	If checked, it will allow a fund that has previously paid for the period you are trying to disburse, to memo.This includes memoing amounts that have paid or authorized then backed out to zero. It also includes memo amounts that are for future scheduled disbursements when earlier scheduled disbursements have been paid or authorized and not backed out.
When you disburse an award, which enrollment do you want to use to determine the student's load at the point of the disbursement as the default value?	See Below	See Below	See Below	The value entered in this field will only be used if there is not a disbursement enrollment option entered for the period of disbursement on the Enrollment Cut Off Dates Rules Window.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
.... Expected Enrollment?	RPROPTS	Enrollment Option for Disbursement	*E* xpected	Banner uses the student load from the student reported expected enrollment from the current Need Analysis record, (if you check the Estimated Enrollment - Pell field). If this information does not exist, or if you do not check the Estimated Enrollment - Pell field, Banner uses the Default Estimated Enrollment.
.... Adjusted Enrollment?	RPROPTS	Enrollment Option for Disbursement	*A*djusted	Banner calculates the student's adjusted enrollment as the student billing hours for the term minus any courses listed on the Audit Grading Mode (RPRAUDT) form, minus any courses in the student's schedule where the course registration status indicates that the course should not count in enrollment.

This means that dropped or canceled courses for the term are not counted in enrollment, but non-credit remedial courses are counted even though these courses do not carry real credit hours. Banner uses adjusted financial aid hours if this information exists, otherwise it uses current adjusted hours. The adjusted hours are converted to load based on the credit hour rules specified on the ROAINST form. |
| .... Actual Enrollment? | RPROPTS | Enrollment Option for Disbursement | Billing | Banner uses the student's financial aid billing hours for the period of disbursement if it exists, or else Banner uses the current billing hours. The billing hours are converted to load based on the credit hour rules found on the ROAINST form. |

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Would you like to setup different values of enrollment to be used when disbursing funds on a period-by-period basis?	RPROPTS *(Enrollment Cut Off Dates Rules window)*	Period and Disbursement Enroll Option	Period for this specific enrollment status and the enrollment status you wish to have: Expected Adjusted Billing	If a rule exists on this window for a period, it will override the Enrollment Status window on the prior window of the form.
At what date in the period do you wish to treat aid that has been paid differently than at the beginning of the period?	RPROPTS *(Enrollment Cut Off Dates Rules window)*	Cut Off Date	Date to be used	This is a required field.
What criteria for calculating enrollment should this fund use?	ROAINST (*Options window*)	Select the Enrollment Rule which should be used to determine the enrollment for disbursement of this fund. **Note** - The Enrollment rule may also used for awarding Pell and Teach Grant Funds.	LIST of Values to select the valid enrollment rules for the aid year	The Enrollment Rule must be defined for funds which are paid through the Disbursement process (RPEDISB) or are loan funds.

Banner Financial Aid Fund Specific Disbursement options

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you want to give the student anticipated credit for the fund prior to payment of the fund?	RFRMGMT *(Packaging Options window)*	Memo Credit	*Ac*cepted or *Of*fered	If this field is set to *Ac*cepted, the memo goes out only if the student accepts the award and all memo validation criteria have been met. If this field is set to *Of*fered, the memo goes out if the status of the award is either *Of*fered or *Ac*cepted and the student has met all memo validation criteria.
How do you want to disburse the fund to the student's account?	RFRMGMT *(Packaging Options window)*	Disburse	*Sy*stem or Manual	If this field is set to *Sy*stem, Banner automatically creates the disbursement (from either RFRDEFA or RFRASCH) schedule when the student accepts the award. If this field is set to Manual, Banner does not automatically create a schedule, but does allow you to manually create a disbursement schedule for the student and fund.
If the student is enrolled, at the point of disbursement, for less hours than what you anticipated when you packaged, do you still want to disburse the fund?	See Below	See Below	See Below	

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
...No, do not disburse.	RFRMGMT *(Disbursements Option window)*	If Disb Load Code > Pckg Load Code	*N* = No Disbursement	By setting the option to No Disbursements when the Disb Load Code > Pckg Load Code, a Disbursement Error/ Reject is created and no disbursement will occur. If an amount has already been paid, it may be backed out based on the back out options set in the If Ineligible Before Cut-Off Date and Ineligible After Cut-Off Date fields.
...Yes, disburse the amount of the award.	RFRMGMT *(Disbursements Option window)*	If Disb Load Code > Pckg Load Code	*D* = Disburse 100%	Disburse the amount of the award in the student's package despite the load.
...Yes, but prorate the amount of the award that you want to pay based on the load.	RFRMGMT *(Disbursements Option window)*	If Disb Load Code > Pckg Load Code	*P* = Prorate	The amount of the award in the student's package is prorated based on the payment percentages for the student's load (load is determined based on the Enrollment Option for Disbursement field). If an amount greater than the prorated amount has already been paid, you may back out the difference based on your back out options as set in the Ineligible Before Cut-Off Date and Ineligible After Cut-Off Date fields.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If you choose to prorate the amount of the award when the student is enrolled at less than the anticipated amount during packaging, how do you want to prorate the award?	RFRMGMT *(Disbursements Option window)*	Payment% for 3/4 Load Payment% for 1/2 Load Payment% for Less 1/2 Load	Enter percentages for each load option	When Banner calculates the prorated amount based on the load, it determines the student's load based on the Enrollment option for Disbursement option.
If an award is scheduled for disbursement in multiple payments within a period, and the student's load changes between scheduled disbursements, how do you want Banner to calculate the amount of the subsequent disbursement?	RFRMGMT *(Disbursements Option window)*	Change Load During Period	Based on the *A* - (Award Scheduled) or on the *S* - (Scheduled Disbursement)	If the Disb Load Code > Pckg Load Code field is either *D* or *P*, this indicator calculates the disbursement amount. If it is set to *A*, the scheduled award for the period is multiplied by the payment percentages based on the student's load and the result is paid. If it is set to *S*, the scheduled disbursement is multiplied by the payment percentages based on the student's load and the result is paid.
Do you want to disburse based on the enrollment calculated for only classes which have begun for the student?	RFRMGMT *(Disbursements Option window)*	Use Attending hours	a checked box	When the indicator is checked, the student's enrollment will be calculated based on the number of billing/adjusted hours which have a class start date less than or equal to the date the Disbursement Process is run.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
				The Attending Hours is calculated for either adjusted or billing hours based on the disbursement options defined on the RPROPTS form. If the Expected Hours is chosen for the Disbursement Option, the Attending Hours will not be used.
				You may also establish the number of days prior to or after the earliest class start date. To allow disbursement to pay the student prior to the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.
Do you want to perform repeat course checking which will allow only one repeat of a previous passed course to be included in the calculation of enrollment hours for the fund?	RFRMGMT (*Disbursement Options window*)	Use Repeat Course Checking	a check box	When checked (Yes), the calculation of enrollment hours will include verification against academic history and registration that only one repeat of a course previously passed may be counted towards enrollment.
Are there any institutional specific disbursement rules for the fund?	RORRULE *(using Rule Type Fund Disbursement)*			

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Do you want to apply the same enrollment edits that are used for disbursement for determination of what can be memo'd?	RFRMGMT *(Disbursement Options window)*	Use Disb Enroll Edits for Memo	a checked box	When this box is checked, it will prevent aid from memoing if this student is not enrolled. It will use all of the same edits for enrollment as the disbursement process, including at least half time for loans.
If a student has received a payment for financial aid and subsequently the aid office reduces the amount of the student's award, do you want to reverse the difference between the paid award and the new award amount on the student's account?	RFRMGMT *(Disbursement Options window)*	Recoup when Award Reduced	a checked box	Use this option to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.
If a student has received payment and their enrollment changes, but the student is still eligible, do you want to pay that portion of eligibility to the student account?	RFRMGMT *(Disbursement Options window)*	Recoup	D = Disregard	Proration rules are used when the student has no disbursement errors.
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to leave existing disbursements?	RFRMGMT *(Disbursement Options window)*	Recoup	D = Disregard	Disregard will make no adjustment to student account.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to bring disbursements for period back to zero?	RFRMGMT *(Disbursement Options window)*	Recoup	B = Backout Disbursement	Backout will reverse credit to student account
If a student has received a payment for an award in a specific period, and the student becomes ineligible for the award after it is paid, do you want Banner to back out the payment which has been made?	See Below	See Below	See Below	
...No, do not back out the payment that has already been made.	RFRMGMT *(Disbursement Options window)*	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	*D* = Disregard	The disbursement process does nothing if the student becomes ineligible after a payment has been made. Ineligibility is defined as failing any of the disbursement validation criteria. (You can set this option differently based on if it is **on or before** or **after** your system defined cut-off dates on the RPROPTS form.)
...Yes, backout funds	RFRMGMT *(Disbursement Options window)*	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	*B* = Backout disbursements	If the student is ineligible, regardless of why, funds will be backed out with the *B* option.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
...Yes, back-out the entire amount of the payment which has been made for the period.	RFRMGMT *(Disbursement Options window)*	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	*B* = Backout Disbursements	The disbursement process backs out the entire amount of the payment for the period. Ineligibility is defined as failing any of the disbursement validation criteria. (You can set this option differently based on if it is **on or before** or **after** your system defined cut-off dates on the RPROPTS form.)
...Yes, but back-out only the amount of the payment which has not been applied to a charge.	RFRMGMT *(Disbursement Options window)*	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	*P* = Payment not Applied	The disbursement process backs out the amount of the payment which has not yet been applied to a charge through the application of payments process. This option is designed to reverse the amount of the payment that you could potentially refund back to the student without changing the amount that you already used to pay the charges. If you run disbursements online, this option puts out a request to include the student in the next run of the application of payments process. This option only performs a back out when it is run in batch mode.
If the student's enrollment changes and they are eligible for additional funds and you want to apply Proration rules to these funds	RFRMGMT *(Disbursement Options window)*	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date. Recoup when award is reduced.	*D* = Disregard checked	If no disbursement errors exist and disbursement options are set to Recoup and Disregard, proration is applied for enrollment changed.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
If a student has been selected for verification, and the student's verification has not yet been completed, do you want to disburse the aid to the student anyway?	RFRMGMT *(Disbursement Options window)*	If Selected for Verification but Verification is not complete	Y = Yes, allow disbursement N = No do not allow disbursement W = Incomplete with a verification status, allow disbursement	For students who are selected for verification, you may select Yes, to allow disbursement of the fund when the verification process has not been completed. If you select No, Banner will not allow disbursement of the fund to the student. You may select to allow disbursement of the fund pending verification for those students where the verification status has been set to W (Without documentation) on ROAPELL by setting this field to W-Incomplete with verification status of W, allow disbursement.
If a student has any general unsatisfied tracking requirements on their tracking record which prevent disbursement, do you want to pay the non-Federal fund anyway?	RFRMGMT *(Disbursement Options window)*	Override General Tracking Require-ments	a checked box	You can only use this option for non-Federal funds. (If the fund is a Federal fund, you cannot override general tracking requirements which prevent disbursement. A general tracking requirement is defined as one which is not fund specific.)
When you disburse the award, is a promissory note required for disbursement? This option should not be used for Federal Perkins and Federal Direct Loans.	RFRMGMT *(Packing options, Loan Options sub tab)*	Promissory Note Required	a checked box	If this field is checked, this option creates promissory note requirements for all periods in which the student receives the fund when the award is accepted in the student's package. The disbursement process assures that the student has signed (satisfied) that requirement prior to the payment of the fund.

Policy Question	If Yes, then use form	Use Option	Set Option To	Comments
Is there a period where all disbursement activity should be prevented or stopped for a period of time?	RFRMGMT Disbursement Locks	Period	a checked box	When this box is checked, all disbursement activity for that period will be prevented.
Does the fund have a limit on how much you can disburse to the student based on the actual tuition and fees, etc.?	RFRMGMT	Detail Code Rules window	Valid Detail Codes defined as charges	When you disburse the fund, Banner only pays an amount up to the sum of the defined detail codes for the period. These rules only specify the maximum amount you can pay to the account and in no way determine how to apply the payment to specific charges. This function occurs in the Accounts Receivable Application of Payments Process.
Are there any fund-specific tracking requirements that should be created when the fund is awarded that should prevent the disbursement of this fund?	RFRMGMT Tracking Requirements	Tracking Code	Appropriate Tracking Requirement Code	If populated, a new requirement will be created when the fund is awarded and will not allow disbursement (setup on RTVTREQ) of this fund until satisfied. Rules can be set on RTVTREQ to prevent memo or disbursement until satisfied. **Note** - If the fund is removed from the student's award and the requirement has not been satisfied, it will automatically be removed.

Note: If an award is cancelled, declined, or reduced to a zero award amount, the Disregard setting will be ignored and the previous payment will be backed out.

> **Note:** The Disregard setting will only affect awards which have been partially disbursed.

Disbursement validation edits

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before Banner actually processes a payment or authorization. The following list outlines the items that the disbursement validation process checks before processing a payment or an authorization. The Disbursement Process (RPEDISB) process and the Disbursement Validation Report (RPRVDIS) lists the reject messages associated with each fund if the disbursement is not paid or authorized. The disbursement and memo reject messages may also be viewed for a specific student using the Disbursement Results (ROIDISB) form.

Reject Number	Reject Message	Disbursement Validation Condition
2	*Applicant has financial aid holds*	Determines whether there are active holds that prevent disbursements on the ROAHOLD form.
3	*Outstanding non-fund tracking requirements*	Checks for non-fund specific tracking requirements that prevent disbursements on the RRAAREQ form. (Also checks to see if the fund is supposed to override non-fund specific tracking requirements.)
4	*Outstanding fund tracking requirements*	Checks fund-specific tracking requirements that prevent disbursements for that fund on the RRAAREQ form.
5	*Not in eligible degree program*	Checks that the student is enrolled in an eligible major for the primary curriculum. The Major, Minor, Concentration Code Validation (STVMAJR) form defines the eligible programs for financial aid.
6	*Not a citizen or eligible non-citizen*	Validates citizenship from RNANAxx (RCRAPP1 table) for the current record. Use the RNANAxx form to view and update citizen information.
7	*Not Making Sat Acad Prog (All Aid)*	Checks the satisfactory academic progress of the student. This is determined by the satisfactory academic progress code for the highest term code that is less than or equal to the term code where the SAP indicator has been checked for the period (on RORPRDS) which is being disbursed. Use the ROASTAT form to view or update SAP codes.

Reject Number	Reject Message	Disbursement Validation Condition
8	*Applicant in default*	Ensures that the student is not in default on a Federal title IV loan. Banner uses the information from NSLDS to determine if the student is in default or owes a refund. Use RNASLxx and RNARSxx to view and update this information. You may also override default/refund errors by fund and period on the period schedule window of the award forms RPAAWRD or RPAAPMT.
9	*Applicant owes refund*	Ensures that the student does not owe a refund on a Federal title IV grant. Banner uses the information from NSLDS to determine if the student is in default or owes a refund. Use RNASLxx and RNARSxx to view and update this information. You may also override default/refund errors by fund and period on the period schedule window of the award forms RPAAWRD or RPAAPMT.
10	*Cannot get class code*	Unable to determine the class code for the student. Verify the appropriate class code translations have been established on RPRCLSS.
11	*Cannot get federal rules*	Verifies the Federal Rules exist for the aid year (RPIFEDR/RPRFEDR).
12	*Applicant is not enrolled*	If the institutional option is set to disburse using actual enrollment (Code A - Adjusted hours or B - Billing hours on RPROPTS), Banner checks for the actual enrollment of the student. If there is no actual enrollment, the Disbursement Load is set to 5. If the institutional option is set to use expected enrollment, then it uses the expected enrollment from the RCRAPP1 table. If there is no expected enrollment in RCRAPP1 then it uses the default enrollment from the RPBOPTS table (Packaging Options form- RPROPTS).
13	*Enrollment invalid for federal fund id*	Verifies that the minimum required enrollment for the fund has been reached (as defined on the Federal Rules Table - Federal Rules Inquiry [RPIFEDR] form).
14	*Student has or will have a prior degree*	If the fund is Pell, the disbursement validation process verifies the non-receipt of a degree by 7/1/xx in the RCRAPP1 table. Use the RNANAxx form to view this information.
15	*SAR received date not present*	If the fund is Pell, Banner searches for the receipt of a SAR (SAR certified date on the Applicant Pell Grant [ROAPELL] form) if you are not auto accepting Pell.

Reject Number	Reject Message	Disbursement Validation Condition
16	*SAR EFC not equal to System EFC*	If the fund is Pell, Banner checks that the Primary SAR-EFC matches the Primary System-EFC. Use the ROAPELL form to view this information
17	*PELL eligibility has not been determined*	If the fund is SEOG, Perkins, Stafford, the validation process checks whether or not Pell Grant eligibility has been determined (System-EFC is not null). Review Pell Grant eligibility information on the RNARSxx form.
18	*Violates fund disbursement rules*	Violates user-defined fund disbursement rules (Fund Disbursement Rule Type) on the Financial Aid Selection Rules (RORRULE) form.
19	*Verification required but incomplete for fund*	Determines if verification is required/completed. If the fund disbursement rule on the Fund Management form (RFRMGMT) is set to not disburse with an incomplete verification and verification is incomplete, then a disbursement will not take place. Otherwise, the verification of the required/completed information is ignored and the disbursement takes place.
20	*Fund disbursement rule cannot be executed*	There is a problem with your fund disbursement rule on RORRULE
21	*Award has not been accepted*	Ensures that the award is in an accepted status. Use the RPAAWRD, RPAAPMT, or RPAMACC form to update the award status.
22	*Student/Parent contribution is estimated*	If the fund is a Title IV Federal fund, Banner ensures that the student and parent contributions are official. Review student and parent contribution information on the RNARSxx form.
23	*Promissory note requirement is not satisfied*	Checks for the receipt of a promissory note for the period being disbursed if the fund requires a promissory note. Promissory notes are listed on RPAPROM, ROASMRY, and the Additional Requirements tab of RRAAREQ.
24	*Disbursement load is greater than packaging load*	The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment. If the code for the student's load at the time of disbursement is greater than the code for the expected load at packaging time, the disbursement process does not disburse the fund if the If Disbursement Load Code greater than Package Load Code field is set to N (No Disbursement) on the RFRMGMT form.

Reject Number	Reject Message	Disbursement Validation Condition
25	*Error retrieving basic student data*	During the validation of Title IV Federal funds, Banner requires data from the General Student Table (SBGSTDN) such as the Level Code, Major Code and Student Type Code. Banner displays the ERROR - BASIC STUDENT DATA message when a general student record does not exist for the student in the Student System.
26	*Unofficial source for Title IV funds*	If the fund is a Title IV Federal fund, Banner ensures that the Official Source Indicator on the RNARSxx form is set to 1 for Official. Check the value of this field on the RNARSxx form.
27	*Origination Record not acknowledged by servicer*	Origination record not acknowledged.
28	*Promissory Note not acknowledged by servicer*	Promissory Note not acknowledged.
31	*PLUS loan requires approved credit check*	PLUS credit check is not in approved status. Review on RPALORG
32	*No Authorization for EFT Disbursement*	No authorization for EFT disbursement.
33	*Loan Status is Held/Inactive - No Disb*	The loan status is on hold or inactive, no disbursements.
34	*Loan Award Status is Cancel/Decline - No Disb*	Award status for loan has been canceled or declined without disbursements.
35	*Award not Disbursed - SAR C-Flags exist*	Award was not disbursed; SAR C flags exist.
36	*Not Making Sat Acad Prog (Institutional)*	The student is not making satisfactory academic progress for an institutional program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) form.
37	*Not Making Sat Acad Prog (State Aid)*	The student is not making satisfactory academic progress for a state program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) form.
38	*Not Making Sat Acad Prog (Title IV)*	The student is not making satisfactory academic progress for a Title IV funded program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) form.

Reject Number	Reject Message	Disbursement Validation Condition
39	*Not Making Sat Acad Prog (Federal)*	The student is not making satisfactory academic progress for a Federal program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) form.
40	*Disburse Rule = (N)ever; Disbursement Zeroed*	On RPROPTS the Pay Grant if Disb Amt differs from Award Amt is set to Never Disburse.
43	*Level/Period Data Missing from RORCRHR (ROAINST)*	The educational level of the student does not exist in the Credit Hours window of ROAINST for the period being disbursed. Verify the appropriate level/period record exists.
44	*Disbursement Amount is Greater than Loan Amount*	The disbursement amount is greater than the loan amount. The indicator to prevent disbursement if the disbursement amount is greater than the loan amount is checked on RPRLOPT for the fund.
45	*Charges have not been accepted*	Charges have not been accepted. If the institutional option is set to not disburse unless charges have been accepted, Banner checks to see if the student's charges have been accepted.
46	*COD rejected disbursement record*	The disbursement record was rejected by COD.
47	*Disbursement Requires Approval from COD*	Disbursement requires approval from COD.
48	*Disbursement Reference No. System Generated or MRR blocked*	Disbursement reference number 91-99 or MRR block.
49	*A previous DL disbursement number is undisbursed*	A previous Direct Loan disbursement number is undisbursed.
50	*A disbursement with earlier date is undisbursed*	A disbursement with an earlier date is undisbursed.
51	*Pell not disbursed, Pell award percent not defined*	Pell percent must be defined on either RFRASCH or RFRDEFA
53	*Disb not processed - Sum of disbursements exceeds Endorser Amt*	You cannot disburse more than the amount endorsed
54	*Disbursement not processed - Borrower's PLUS MPN not accepted*	Borrower's MPN must be accepted on the Direct Loan Origination (RPALORG) form.
55	*Award period does not exist in aid period*	Check your aid period setup on RFRDEFA/ RFRASCH.
56	*NSLDS Indicates Aggregate Limits Exceeded*	Check RNASLxx for aggregate overages
57	*Student required to complete Perkins MPN*	Perkins not complete on RRAAREQ

Reject Number	Reject Message	Disbursement Validation Condition
58	*Disc Stmt has not been requested from COD or printed by school*	The disclosure statement must be requested from COD or printed by school
59	*No hours currently attending*	You have RFRMGMT set to disburse only on attending hours. Attendance has not yet started per ROAENRL.
60	*Attending hours invalid for Federal Fund ID*	Not enough class hours have started per ROAENRL for this fund.
61	*Attending hours < packaging hours*	Attendance hours are less that the hours at which student was packaged.
62	*Must have a Pell disbursement for this aid year*	Pell must have disbursed in order to disburse this fund.
63	*Not a citizen*	The student has indicated that they are not an eligible citizen nor eligible non-citizen
65	*Requires rigorous high school program*	Program on ROAHSDT must be eligible
67	*Must be associate or baccalaureate degree*	Degree not aid eligible for ACG
68	*Major does not qualify for SMART grant*	Major does not qualify.
69	*Graduate class level invalid for Parent PLUS loan*	Student has indicated they are a graduate level.
70	*Undergraduate class level invalid for Graduate PLUS loan*	Student indicated they are an undergraduate level
71	*Must be baccalaureate degree*	Must be in a baccalaureate degree for SMART grant
72	*RFRBASE A/R detail code for fund is invalid or inactive*	Detail Code is invalid or is inactive in A/R
73	*RPRLOPT A/R detail code for fund is invalid or inactive*	Detail code on RPRLOPT is either invalid or inactive in A/R
74	*Award violates federal fund ID limits*	Award exceeds the Federal Fund ID limits. Review the fund limits on RPIFEDR
75	*Award invalid; Student has received higher grade level ACG/SMART*	Cannot receive award, as higher level was received.
76	*Major does not qualify for TEACH*	See RPRMAJR. Teach column must be checked.
77	*Degree does not qualify for TEACH*	See RPRDEGR. Teach column must be checked.
78	*Student does not have a valid ATS*	Agreement To Serve (ATS) must be accepted. Review RPATATS for status of ATS

Reject Number	Reject Message	Disbursement Validation Condition
79	*Disbursement violates federal fund ID limits for enrollment level*	Check fund limits on RPIFEDR
80	*Major not eligible for 5th Year SMART grant*	*See RPRMAJR. 5th year Smart column must be checked.*
81	*Class level invalid for TEACH level*	Class level does not match level on RFRMGMT for fund.
82	*Pell disbursement not allowed after crossover cutoff date*	Pell disbursements may not be made after the crossover cutoff date. Review date on RPROPTS
100	*Fund has been locked*	The disbursement validation process checks that sufficient funds are available to process the disbursement. If these funds are not available, Banner places a lock on the fund for the period. You

must add more money to the fund and manually remove the lock on the Disbursement Locks window of the Fund Management (RFRMGMT) form. |
| 999 | *Fatal disbursement validation error for award; see disb report.* | Review disbursement (RPEDISB) output. |

Note: If the fund is associated with detail codes on the Detail Code Rules window of the Fund Management (RFRMGMT) form, Banner determines whether or not the student has those detail codes on his accounts receivable record for the period. The process may reduce the amount of the authorization/disbursement so that it does not exceed the sum of the detail codes on the student's account that are associated with the fund.

Other disbursement considerations

Regulatory compliance for Stafford disbursements

Banner disburses all financial aid based on the enrollment option selected on the RPROPTS form. You decide whether to disburse aid based on expected enrollment, billing hours, or adjusted hours. Along with this option is the decision of whether to freeze hours at a specific point in time. The decision to capture hours at a specific time, most likely at the census date, allows your institution the opportunity to set a constant enrollment load for the determination of all aid disbursements, without continually recouping monies every time a student drops a class.

- In the case of the Stafford loans, the actual enrollment of the student must be checked at the time of disbursement — requiring the use of Student system hours. However, the process must take into account the consortium students who will not have these hours for the periods in which they are in a consortium agreement.

  Banner Student enrollment hours are maintained as records in the SFBETRM table. The student could be attending another institution and should still get paid by the local school.

  The **Consortium Indicator** field on the ROAENRL form allows your institution to flag a student as a consortium student for any one period. By setting the consortium indicator flag, the Disbursement Process always checks the RORENRL hours for all funds, and does not check for the flag for **Charges Accepted**.

Disbursement edits for loans to match edits for other funds

- The Stafford disbursement process ensures that the award amount is not less than the disbursement amount. No other funds disburse more than the award amount. However, since these are loans and it is possible to have loans without awards, the edit checks the loan amount instead of the award amount.

  In those cases where you review this loan disbursement and determine that you still want to disburse this loan, an override can be added on a loan disbursement by disbursement basis to allow this to occur.

- There is also an edit for allowing you to determine whether to disburse or not when the Package Load is greater than the Disbursement Load.

  One of the fields in the Aid Year Specific Data - Disbursement Options window on the RFRMGMT form, **If Disbursement Load Code greater than Package Load Code,** functions and description for option *D D - Do not Prorate* to *D - Disburse 100%*. The option is effective for loan funds for the options of *D - Disburse 100%* and *N - Do not Disburse*.

Memo

This allows those funds, which have been disbursed in a period, and then for some reason the disbursement is completely recouped, to allow that fund to continue to be a memo as long as it meets the conditions for a memo. This can be set based upon an option on the RPROPTS form.

Loan authorization to net returned amounts

Banner lets you create a return check record (sequence 2) on the RPALDSB form, prior to having disbursed the loan proceeds in the sequence 1 record. This was not a problem, as

many times it was known prior to the first disbursement that some of the monies would need to be returned to the lender due to some change in eligibility.

However, when determining the amount of the loan to display as an authorization record, the disbursement process only checked the sequence 1 transaction to determine the amount to authorize. When, in fact it should have netted the amounts together from all sequence records that met the conditions to allow authorization.

Using enrollment disbursement edits for funds in memo status

Banner makes use of enrollment disbursement edits for funds in memo status. The resulting memo funds are posted only in the amount to be paid. Banner's enrollment disbursement edits ensure that aid awards are applied accordingly, regardless of a student's enrollment status. Use the Memo Actual Loan Amount option on the Loan Options (RPRLOPT) form to control this.

> **Note:** For Direct Loan memo processing, the enrollment requirement is only checked if a Direct Loan origination exists on the RPALORG form. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.

Recognition of Pell payment cell to disbursement process

An option is available to allow Pell to disburse if the SAR EFC and System EFC differ - but both are within the same Payment Cell. You may set this option on RPROPTS.

Part-Time proration

The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment.

- If the code for the student's load at disbursement time is less than or equal to the code for the expected load at packaging time, the disbursement process will process the amount packaged for the period without any adjustments.

- If the code for the student's load code at disbursement time is greater than the code for the expected load at packaging time, the disbursement process performs one of the following options.

N	No Disbursement (do not process any disbursement for the fund for the period),

D	Disburse 100% (process the amount packaged for the period and do not prorate the amount), or
P	Prorate (prorate the amount packaged for the period by multiplying the packaged amount by a user specified percentage).

The choice to use one of the preceding options is determined by your institution on a fund-by-fund basis.

The enrollment code in this comparison is the code that means full-time (1), three-quarter-time (2), half-time (3), less than half-time (4), and no enrollment at all (5). The code for a student enrolled on a half-time basis (3) is greater than a student enrolled on a full-time basis (1). This is an important distinction since it is the opposite of when you compare the number of credit hours for which a student is enrolled.

For example, if you package a student under the assumption of full-time enrollment (code 1) and that student is actually full-time at the time of the disbursement (code 1), disbursements will process the amount of the award that was packaged for the period without any proration because the two enrollment codes are equal. If you package the student under the assumption of half-time enrollment (code 3) and that student actually enrolls as a full-time student (code 1), disbursements processes the amount of the award that was packaged for the period without any proration because the disbursement code (1) is less than the packaged code (3).

However, if you package the student as a full-time student (code 1) and that student actually enrolls as a half-time student (code 3), the disbursements process uses one of the three options as stipulated by your institution for the fund because the disbursement code is greater than the packaged code. The three options are *N* - do not disburse anything (and possibly back out any previous disbursements for the fund and period), *D* - disburse 100% the amount of the award and allow a disbursement, or *P* - prorate the amount of the disbursement by multiplying the scheduled amount for the disbursement by the proration percentage entered on the Fund Management (RFRMGMT) form based on the student's actual enrollment load.

The **Disbursement Load Code greater than Package Load Code** field on the Fund Management (RFRMGMT) form collects your option if the disbursement load is greater than the packaged load. The **Packaging Load** field on the Award Maintenance (RPAAWRD) form and the Package Maintenance (RPAAPMT) form identifies how a particular fund was packaged for a specific period. The packaged load field for each period in the student's schedule initially defaults to the load you select for the calculation of Pell Grants. The Packaging Options (RPROPTS) form establishes this rule. The defaulted load is derived from either the student's expected enrollment load as reported on the need analysis application or the default estimated enrollment on the Packaging Options form.

You must remember to manually change the packaged load indicator for the appropriate period and fund whenever you change the student's award based on a different enrollment status. For example, assume that John was originally packaged as a full-time student (packaged load = 1). At the time of the disbursement, John is enrolled as a half-time student (disbursement load = 3). If the option set on RFRMGMT was set to *N* (Do not disburse), John would not receive a disbursement from the fund since the disbursement load is greater than the packaged load. Assume that you now access the Budget form and recalculate John's budget as a half-time student, and later access the Award form to repackage John with half-time awards based on a half-time need. If you fail to also change

the packaged load to a code 3, John will still not get the half-time awards just packaged since the disbursement load is still greater than the packaged load. The half-time awards will be paid when you change the packaged load to a code 3 since the disbursement load is now equal to the packaged load.

Memos processed after scheduled disbursement date

If the calendar date is past the scheduled disbursement date and the student was not eligible for a real payment to the account because the payment fails one or more of the disbursement validation rules, the student can receive a memo. If you do not want to process memos after the scheduled disbursement date, you can set the memo expiration date to be the same as the scheduled disbursement date.

VA Chapter 30 - prior to the 2010-2011 aid year

A provision of the 1998 reauthorization of Title IV financial aid is the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision requires that Chapter 30 and AmeriCorps benefits be excluded as resources when determining eligibility for subsidized loans.

The maximum exclusion is equal to the amount of the subsidized loan, but the budget can never be exceeded. Although these benefits must be excluded in the determination of a subsidized loan, they must still be used as resources when determining other federal need-based aid, such as SEOG, FWS, and Perkins Loans. If they so choose, schools may award other federal aid first utilizing 100% of the above benefits as resources.

The award validation for a Stafford Subsidized loan checks the amount entered in the **Subsidized Loan Exclusion Amount** field and uses the amount to automatically calculate the amount of Subsidized Stafford loan for the student. Enter the exact amount of VA Chapter 30 or Americorps benefits in the **Subsidized Loan Exclusion Amount** field on the Packaging Group tab of the RPAAWRD form at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.

> **Note:** This provision does not affect unsubsidized or PLUS loans.

If other federal aid is awarded, the order of the awards will affect the amount that can be considered as a subsidized loan.

Voiding excess payments for students no longer eligible

Banner has a fund disbursement option to void a financial aid payment previously paid to a student who is now ineligible for the fund. The options on the Fund Management (RFRMGMT) form are to:

- *B*ack out the full amount of the payment.

- *D*isregard the fact that the student is now ineligible (do nothing).

- Payment Not Applied - void the amount of the payment that has not yet been applied to a charge through the application of payments process.

The last option is designed to cancel the amount of the award that is to be paid back directly to the student without changing the amount that has already been used to pay the student's bill.

When the Back out option is used, a reversal for the full amount of previous financial aid payments for the fund is generated. When the Payment Not Applied option is used, the disbursement process calculates the total of previous financial aid payments for the fund which have not yet been applied to Accounts Receivable charges, and generates a reverse payment for that amount. If disbursements are run online from the Student Payment form, the form puts out a request for the student to be included in the next run of the application of payments process. If the fund disbursement option is set to *B* or *D* on RFRMGMT, the requested function works as usual when disbursements are run online or in batch.

Disbursement validation reject messages

You can run online disbursements from the Applicant Immediate Process (ROAIMMP) form in the Financial Aid System, or from the Student Payment (TSASPAY) form in the Accounts Receivable module of the Student System. Whenever you run the disbursement process, the program creates a log file with information about the execution of the program. The online disbursement process places messages in the log file (RPEDISB.log) for funds that could not be disbursed or to see the reject messages online, using the Disbursement Results (ROIDISB) form.

Disbursement reports generated by disbursement process

The Disbursement Report (RPBDISB) is created if you enter Y for the Print Report parameter. No report is created when you enter N for the Print Report parameter. You can sort this report either by student name or ID. The sort option is selected via the Disb Report Sort parameter. You enter *N* for name sorting or *I* for ID sorting. That report prints the period in the heading of all pages and includes a special message in the comment column to indicate if the amount disbursed was different from the amount awarded.

Other disbursement reports include the Student Award and Disbursement Report (RPRAWDB) which prints the summary by fund of the accepted amount, memoed amount, authorized amount, and disbursement amount, as well as the Applicant Disbursement Report (RPRADSB), which provides detailed information on applicant disbursements.

Final Disbursement - optional processing

Final Disbursement processing can be used for end of year or end of period clean up. In addition there may be times that you want to finalize disbursements for an individual student; for example, a student who has been processed for Return of Title IV funds.

Final Disbursement processing can only be used in batch and not from the on-line forms. A disbursement can only become "final" when it has already been paid using disbursement validation. Once the disbursement has been finalized for a fund, the disbursement process will not automatically adjust the amount paid. It must be manually updated at that point on the disbursement tab of RPAAWRD.

Running the Disbursement Process in Final Mode will delete all remaining Memos and Authorizations that exist for the period entered in the parameter. It will also set the **Finalized** indicator on the options tab of the Award Schedule tab of the RPAAWRD form to Y.

Rescheduling disbursement date using periods

When using the option to reschedule the disbursement date for non-loan funds based upon the student's earliest class start date either for the aid period (RFRDEFA) or for a specific fund/aid period (RFRASCH), Banner will evaluate the class start dates for all terms within the period to determine the earliest class start date.

If a student has the **Consortium Indicator** set to "Yes" for a term within the period, the earliest class start date for the term will be determined by the earliest attending hours start date, if they exist. Otherwise, the term start date will be used.

Student employment procedures

Student employment implementation

1. Referral Status Validation (RTVRFST) form
   This form maintains the various statuses of job referrals. Define all possible statuses which referral records may have.

2. Employment Authorization Status Validation (RTVAUST) form
   This form maintains various statuses of work authorizations. Generally, work authorizations are used to define those students who are authorized to be paid for a specific time period and pay period. Define all possible statuses for work authorizations; indicate whether or not the status means the authorization is *Active* or *Inactive*. Examples may include statuses such as *Authorized*, *Terminated*, *Resigned*, etc.

3. Placement Basic Data (RJAPLBD) form
   This form stores name and address information for all locations (both on- and off-campus) that employ students. The supervisor is the name of the person responsible for supervising the student employees at that job location. This is also the form that you use to define the placement codes.

4. Placement Rules (RJRPLRL) form
   This form maintains placement information regarding allocation, employee class, position, chart of account code, and organization code.

   Note: If you use Banner Human Resources, then the List function is available for indicating valid values for these fields. If you do not use Banner Human Resources, these fields are free-format and have no validation. It will be necessary to meet with your HR and GL colleagues to determine appropriate coding for accounting purposes.

5. Student Employment Default Rules (RJRSEDR) form.
   This form maintains information which is defaulted into student authorization records. Define the common start and end dates of authorizations, common start and end pay dates, and default authorization status.

6. Payroll Load Control (RJRPAYL) form.

   Note: This form is necessary only when Banner Human Resources is used.

   Identify those payrolls which are to be interfaced to the Student Employment Module. The **Payroll Year**, **ID,** and **No**. can be brought forward from the Calendar Rules form via List.

7. Job Title Base Data (RJRJOBT) form.
   This form defines the individual job titles that you use when you refer or authorize a student for a particular job. The **Job Title Code** controls the default pay rate and eligible range of pay rates for the job title.

8. Job Title Requirements (RJRJREQ) form.
   Use this form to identify the job skills/levels that are required for a **Job Title Code**.

9. Student Employment Referral (RJASERF) form
   Complete this form for a student when he or she is referred to a job location for possible employment. (The use of this form is optional.)

10. Student Employment Authorization (RJASEAR) form.
    Complete this form for students that you have determined to be eligible to work at a particular job. You can automatically create this data from the Student Employment Referral form (if you completed this optional form).

11. Student Employment Mass Entry (RJASEME) form.
    Use this form to enter payroll data if your institution does not utilize Banner Human Resources, or if you do not choose to run the process that automatically loads payroll data from the Human Resources System to Banner Financial Aid.

12. Payroll Load Process (RJRLOAD).
    Use this process to interface payroll data from Banner Human Resources to Banner Financial Aid.

The ability to run RJRLOAD in Audit mode is provided so you may view any potential issues with loading the payroll. You will enter the Period as part of the parameter options for RJRLOAD to specify the Period to post to the student's award record.

Note: Parameter 05, Ignore Missing Period record, allows you the ability to load the payroll to only the award table (RPRAWRD) if you do not automatically schedule Work Study funds. If you select this option as Yes, and the Period that you have entered into the parameter for RJRLOAD does not exist for the student, the payroll will only be posted to the award table (RPRAWRD) and not the Award by Period table (RPRATRM) nor will the Period be posted to the workstudy table.

Note: You can use the Student Employment Work History (RJISEWH) form to verify a student's work history.

Scholarship and athletics processing by period

You can count scholarships by period and define how many periods a student can receive a scholarship. Use the Scholarship Period Information (RPASTRM) form to view the maximum periods, amount paid, loss of eligibility, and remaining periods of eligibility. This form displays all periods for which the student received the scholarship.

Use the Donor and Scholarship Demographics (RFADSCD) form to provide you with a place to capture the following donor and scholarship information.

Donor Information

- Donor ID and Name
- Anonymous
- Primary Donor
- Grades to donor
- Link to address, telephone, and e-mail information

- Reception Invite
- Thank you letter
- Deceased
- Donor selects recipient

Scholarship Information

- Minimum enrollment
- Multiple donors
- Restricted

- Tuition waiver
- Scholarship source
- Maximum number of periods

You can auto-populate or manually enter specific student athlete data by period on the Sport Aid by Period (RAASPTM) form. In addition, use the Team Sport Period Aid (RAITMTM) form to provide you with the ability to identify specific team sport information by period.

Potential Athletic Grant Defaults (RAAPAGD)

Use this form to enter default award year values for potential athletic grant amounts. The form is split up into two blocks. The first block allows you to enter potential athletic grant default amounts for in-state and out-of-state athletes. The second block allows you to enter sport-specific default amounts for in-state and out-of-state athletes. If a sport is defined in the second block, then the appropriate default amount is used for the student on the Sport Aid by Period (RAASPTM) form otherwise, the appropriate default amount from the first block gets populated.

Sport Aid by Period (RAASPTM)

Use this form to view and enter student athletic aid information for a specific period. Information on the Aid for Sport tab is a combination of manually entered and system-populated data. Institutional award, outside award, resource and contract/exemption information is populated when the Default Aid Values button is clicked.

Team Sport Period Aid (RAITMTM)

This form displays and totals, within sport and period, the **Potential Athletic Grant - Year** amount, **Athlete's Actual Grant - Period** amount and percentage of the potential and actual amount based on data from RAASPTM.

Donor and Scholarship Demographics (RFADSCD)

Use this form to view and enter donor and scholarship demographic information. The Scholarship Demographics block allows you to identify specific information related to the Scholarship and the Donor Demographics block allow you to identify specific Donor information.

Scholarship Period Information (RPASTRM)

The Scholarship Period Information (RPASTRM) form enables you to view scholarship information for a student. The information on this form is obtained from various sources. The **Maximum** comes from RFADSCD (Maximum Number of Periods), the **Paid** amount comes from RPRATRM, the **Loss of Eligibility** number is manually entered, and the **Remaining** number is a calculation of **Maximum** - **Paid** - **Loss of Eligibility**.

Athletic Aid Type Validation (RTVAATP)

This validation form allows you to set up the Athletic Aid Types to be used on RAASPTM, for example: Medical Release, Injured Reserve, Redshirt.

Financial Aid Sport Validation (RTVFASP)

This validation form allows you to designate Financial Aid sport codes to be used on RAASPTM, as they may differ from what is used in Banner Student.

Grades to Donor Validation (RTVGRDD)

This validation form allows you to designate specific categories of grades that a donor wishes to receive, if any. For example, a donor may wish to receive grades only for the freshmen students or only for students in a specific program.

Scholarship Source Validation (RTVSSRC)

This validation form allows you to designate the source of a scholarship, for example: donor, gift, or institution.

Reviewed Validation (RTVREVW)

This validation form allows you to designate the review status of an athlete's institutional award, outside award, resource, and/or contract or exemption. For example, you might use this form to designate that the information for the fund, resource, and contract/exemption has been reviewed and is complete.

Thank You Letter Validation (RTVTYLT)

This validation form allows you to designate specific categories of a thank you letter that a donor wishes to receive, if any. For example, a donor may wish to receive a thank you letter only from the freshmen students or only from students in a specific program.

Third Party Contract Rules (RPRCONT)

Use the Count for Athletics field on RPRCONT to indicate if a contract should be counted for Athletic reporting purposes.

Exemption Rules (RPREXPT)

Use the Count for Athletics field on RPREXPT to indicate if the exemption should be counted for Athletic reporting purposes.

Resource Code Validation (RTVARSC)

Use the Count for Athletics field on RTVARSC to indicate if the resource should be counted for Athletic reporting purposes.

Athletic Grant Period Roll (RAPAGRL)

Use this process to roll athletic grant period information on RAASPTM from one period to the next.

Athletic Aid Discrepancy Rpt (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

Loan processing

Manual loans

Disbursing manual loan checks through Banner

Occasionally a student's eligibility for a Subsidized Stafford or Unsubsidized Loan changes after the loan has been certified but before the check is disbursed. If the student is no longer eligible for any of the loan, you simply return the entire check to the lender. If the student remains eligible for an amount that is less than the amount of the check, then the excess can be returned to the lender and only the proper amount disbursed to the student.

1. On the Loan Disbursement (RPALDSB) form, enter:
   - the full amount of the check into **Check/Net Amount.**
   - the amount the student does not qualify into **Returned Amount**

2. After the check has been endorsed by the student, set the **Feed** indicator to *Y*

3. Run the disbursement process.

The process will disburse the difference between the full check amount and the returned check amount to the student's account.

For example, if a full loan check is for $500, but the student is only eligible for $400, enter *$500* into **Check/Net Amount** and *$100* into **Returned Amount**. Only the difference of $400 will be paid.

To recover a partial or full loan amount after the full amount of the check has been paid to the student account, use the **Returned Amount** field and change the feed indicator from *F* to *Y* (the feed indicator previously read *F* to indicate that the loan check had already been fed to the student's account). When the disbursement process is run again for the student, the process will put out an adjusting entry on the student's account for the amount returned.

Once a loan check has been fed to a student's account, it will not be backed out automatically if the student becomes ineligible for the fund. Other non-loan funds may be "backed out" automatically as per rules on the Fund Management (RFRMGMT) form. The only way to cancel a payment for a loan check that has been fed to the student's account is to use this Check Returned feature.

U.S. Specific Institution Financial Aid Options (ROAUSIO)

Set the **Loan Process Type** drop-down box on the Institution Financial Aid Options II window of this form to *Electronic* for Electronic only or *Both* if processing Electronic and Direct loans. This box is accessed during online and batch processing.

> **Note:** If your institution has an EL School code which is different than the Pell ID and your school is not processing for multiple campuses, enter the **Electronic School Code** and **Electronic Branch ID** in the Institution Financial Aid Options II window. Loan applications will then be created correctly with these values.
>
> Conversely, if your institution will be processing Electronic loans for multiple campuses, establish the **Electronic School Code** and **Branch ID** for each campus on the Campus/EDE Defaults window. The loan application records will then be created with the correct **Electronic School Code** and **Branch ID** for the Campus code on the student's General Student record. Loan applications can then be extracted based on individual Electronic School Codes and/or Electronic Branch IDs.

Aid Period Rules (RORTPRD)

Associate periods with aid periods on this form.

Default Award and Disbursement Schedule Rules (RFRDEFA)

Establish award distributions for each aid period. Memo expiration dates must be established here for loan memos to work correctly. Dates entered here are used for loan periods associated with an aid period.

Detail Code Control Form - Student (TSADETC)

Ask Student Accounts personnel to establish loan fund detail codes as well as detail codes to use in the refund process on this form.

Fund Base Data (RFRBASE)

Establish loan fund(s) and associate them with Federal loan identifiers.

Separate loan funds must be established for Direct, Electronic and Manual loans and must be different for each loan type (Subsidized Stafford, Unsubsidized Stafford, Parent PLUS, Graduate PLUS and Alternative).

Banner loan applications can be created and sent for all funds using electronic processes. Codes for subsidized funds should precede unsubsidized funds in the RFRBASE listing, since batch processes select funds in alphabetical order.

Funds Management (RFRMGMT)

1. Create a separate RFRMGMT form for each loan fund.

2. Allocate dollars to the fund on the first window.

3. Complete the following Packaging Options fields applicable to loans in the Aid Year Specific Data - Packaging Options window:

   - Enter the maximum loan that could be made to any student during the combined periods of the aid year.

   - Check **Replace EFC** for unsubsidized and PLUS Loans.

   - Check **Reduce Need** for subsidized loans.

   - Check **Need Analysis Indicator**.

   - Check **Loan Process** for all Electronic loans.

   - Complete **Loan Fee Percentage**.

   - Select the correct **Electronic Loan** Indicator for electronic loans to process.

   - Select the correct **Direct Loan** Indicator for direct loans to process correctly.

   - Select the correct **Manual Loan** Indicator for manual loan processing to work correctly.

- The **Direct Loan** Indicator, **Electronic Loan** Indicator and **Manual Loan** Indicator are mutually exclusive.

- **Memo Credit** block (optional). (1) To memo gross: RFRMGMT memo = Offered, RTVLNST code = Approved, RPRLOPT Memo Actual Amount = blank; (2)To memo net: RFRMGMT memo = Accept, RTVLNST code = Approved, RPRLOPT Memo Actual Amount = checked.

- Set **Disburse** block to *None* if using the Loan Process Manual. Loans are disbursed from RPALDSB by entering the information for checks received at the school. Direct loan disbursement records are created by the RPRLORC Direct Loan Record Creation process. Electronic loan disbursement records are created by the RPRELAP Electronic Loan Application process.

4. Complete disbursement option fields applicable to loans in the Aid Year Specific Data - Disbursement Options window.

   For **If Disbursement Load Code greater than Package Load Code**, choose *Disburse 100%* (disburses total amount available for the current disbursement) or *No Disbursement* (no disbursement if the disbursement load code is greater than packaging load code indicating that student has dropped hours). Proration is not applicable to loan disbursement.

5. Set **Use Disbursement Enrollment Edits for Memo** field option. The checked field works in conjunction with the **Disbursement Load Code** field option to create/not create memos under the same condition as the Disbursement Load option. If unchecked, this field results in memos at gross prior to creation of the loan application and at net after the application is created.

   Note: For Direct Loan memo processing, the enrollment requirement is only checked if a Direct Loan origination exists on the RPALORG form. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.

6. Other required fields must be filled to exit the form, including those not used in loan processing.

7. Optionally, enter any tracking documents or messages applicable to each fund.

Packaging Options (RPROPTS)

The expected annual enrollment on RNANAxx is used for loan awarding.

Check the **Additional Unsubsidized** box to control awarding of unsubsidized amounts above the grade-level maximum to independent students.

   Note: The override field for dependent unsubsidized professional judgment is on the two award forms: RPAAWRD and RPAAPMT.

Class Code Translation (RPRCLSS)

Equate Student System Class codes with Financial Aid class Codes as defined on RNANAxx for **Banner Year in College**. A default Student Level code with a null Student Class code should be established with a Financial Aid Class Code.

Note: Electronic certification and disbursement processes and direct loan disbursement use the Student System's class information.

Certification Initials Validation (RTVCINT)

This is an optional form used also in short-term credit processing.

Enter the initials of staff members authorized to certify loans on this form. Entering and saving initials in the Loan Certification section of a loan application locks the form and prevents additional editing.

Loan Status Validation (RTVLNST)

Enter status codes for loans here. An *Initial* status defaults when a loan application is created. An *Approved* status may be posted during the response file upload. An *Inactive* code prevents disbursement memos. A *Hold* code stops processing until resolved and replaced with an *Active* code. Institutions may wish to create loans in an *Inactive* status until an approval is received from the processor.

Lender Base Data (RPRLNDR)

This form is used to create a lender listing for use on manual and Electronic loans and to associate a **Lender ID** with a **Guarantor ID**. Use official lender/guarantor identification codes.

Loan Period Base Data (RPRLPRD)

Year-specific loan period names help you to distinguish loans on the RPALDSB disbursement form. Memo expiration dates used for period-based loans should match those used for the same period on RFRDEFA.

1. Create loan periods associated with regular aid periods in **Loan Period**.

2. Enter disbursement dates in **Start Date** and **End Date**.

For Loan Periods that Match Aid Periods:

- Enter the **Aid Period** to be used for certification.

> **Note:** A period schedule for each aid period must exist on RFRDEFA. Loan applications will create automatically based on the student's aid period. The loan period may be changed to a period-based period once the application is generated.

For Loan Periods that Do Not Match Aid Periods:

- Create additional loan periods associated with a period to be used for students in multi-period aid periods who want one-period loans (for example, Fall/Spring aid period; wants loan for Fall only).

- Enter disbursement dates. Costs for period-based loans must be established manually.

> **Note:** If Summer is counted in two different aid years, you must have two Summer periods with one attached to each aid year to process Summer-only loans.

3. Create a disbursement schedule for each loan period. Up to four disbursements may be entered per loan period; the total must equal 100 percent. Date(s) entered here will be transmitted to the lender as the dates that funds are released to the school.

> **Note:** The **Number of Days for Memos** field is used in the manual loan process if the application is created prior to the award to indicate the length of time from the scheduled disbursement date that memos should expire.

Loan Options (RPRLOPT)

Values established on this form are used as defaults when applications are created.

1. Establish a null value for both **Create Application** options by checking each box, saving, unchecking each box and saving. These options are used only for paper applications.

2. Enter an **Initial Loan Status**.

3. Enter a **Default Return ID** (for refund checks), **Default Lender ID** (to receive loan applications), and **Default Guarantor ID** (associated with Lender IDs) to be used as defaults for new borrowers. For the *guarantee only* and *guarantee/print* options, a lender/guarantor must be specified. When the print/guarantee is used, these fields may be left blank or may be populated with the default Lender(s) ID information from the school's lender list. Some schools rotate preferred Lender IDs here.

   For continuing students, Banner defaults the most recent lender/guarantor information to the application. These fields may be left blank if the school has multiple lenders and wishes to enter them manually after applications are created online or in batch. Guarantors who require students to continue with the same lender may change the Banner-supplied data, or new students may change it. The Lender ID will be loaded during the response file update process.

4. Enter *Y* in the **Satisfy Loan Application Requirement** field and the specific requirement and status codes if you wish to use this option.

5. Enter *Y* to memo the net loan amount (calculated as **Disbursement Amount** on RPALDSB disbursement form) when the application is created. Packaged amount will be memoed if box is set to *N*.

6. Enter *Y* to create loan authorizations for this year. For loans, authorization indicates that a check or EFT funds have been received, but the check has not been endorsed and /or the disbursement date has not arrived.

7. Check the **Disbursement Amount greater than Loan Amount** checkbox if you wish to prevent disbursement if a loan amount is greater than the award amount. the process uses net of all period disbursements up to and including period in which disbursement is being made.

8. Check the **Request Amount Required for Certification** checkbox, if necessary. This prevents entry of certification initials on the RPALAPP form unless a requested amount is present. Not applicable for use with RPAELAP.

9. Refund detail codes may be established for automatic generation of return checks to lenders through Banner Accounts Receivable as described below.

10. Complete the **Student Charge or Payment** code. A negative payment detail code should be used to net down the payment to the student. A negative charge detail code appears like a refund to the student.

11. Enter a **Return Payment** code to be used by RPEDISB that represents a payment to the return lender's account.

12. Enter the **Return Refund** code that represents the charge to the Refund account for the return to the lender. This code must be set up as a Charge, and the Refund code must be set to *Y* on TSADETC.

Lender/Disbursing Agents Rules (RPRLNDA)

This optional form links a lender code with service provider code to expedite transmission of hold/release records directly to the service provider rather than to the lender or guarantor.

1. Enter the **Lender ID**.

2. Enter the **Guarantor ID** (optional)

3. Enter the **Disbursing Agent ID**.

First-year, first-time borrower loan rule

Overview

Schools who are required to delay the first disbursement of a Federal Stafford loan 30 days for a first year undergraduate student, may implement the first-year, first-time borrower loan rule by campus or as an institutional default (ROAUSIO). When the **Apply**

First-year, First-time Borrower Rule is checked (*yes*), the following steps are used to determine if the student meets the criteria which will require the 30 day delay:

1. Determine whether the student has been disbursed a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan using:

   (a) Current NSLDS record

   (b) Banner award record

   If the student has received a Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, no 30-day delay will be processed.

   If the student has not received a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, go to the next step.

2. Determine whether the student is an undergraduate first-year student using the class calculation and class translation rules.

   If the student's financial aid class is calculated as 1 (1st time freshman, no prior college) or 2 (freshman, prior college), the 30-day delay will be applied.

   If no student record exists, the 30-day delay will be applied.

When the option to use the **Apply First-year, First-time Borrower Rule** is checked at the campus level, the student record where the effective term is less than or equal to the first term of the loan period being processed will be used to determine if the student is attending that campus. If no corresponding campus has been defined or there is no General Student or Admissions record, the institution default for **Apply First-year, First-time Borrower Rule** will be used.

The first-year, first-time borrower loan rule is also used when you change loan periods for a student.

> **Note:** First-year, first-time borrower rule processing is not supported for manual loans. When processing a loan manually, you must determine if the first-year, first-time borrower rule applies and set the disbursement date accordingly.

Crosswalk Validation (GTVSDAX)

Electronic loan processing requires that foreign country addresses contain the State code of FC and zip code of `99999`. To correctly identify which addresses are foreign when addresses are not created with a country code of US, you must establish the crosswalk validation of GTVSDAX. Without GTVSDAX being populated, the null nation code on RPAELAP will be converted to FC for foreign country and transmitted in the datafile. GTVSDAX should be populated with `157` for the US Nation code or the appropriate value as established by your institution.

Application Creation, Extract, and Response Processing

The annual Spring Banner Financial Aid release contains updates for federal loan processing. It is best to process loans for the coming year after this release is installed.

This section discusses each process followed by a section showing fields that update on RPAELAP as a result of each process.

(A) Creating and Certifying Electronic Loan Applications)

forms involved in creating and certifying Electronic loan applications include:

Applicant Requirements (RRAAREQ)

This form lists tracking requirements that could prevent disbursement and/or packaging if not satisfied.

Award/Package Maintenance (RPAAWRD)/(RPAAPMT)

This form is used to award loan(s) to a student. Loans must be in an accepted state to create an electronic application. Banner awards based on expected enrollment level from RNANAxx.

> **Note:** Parameters for the online RPRELAP process must be created for each user authorized to create loan application records.

Electronic Loan Application (RPRELAP)

Electronic loan applications must be created online (through the Create App button on RPAAWRD or RPAAPMT) or in batch mode.

> **Note:** Parameters for the online RPRELAP process must be created for each user authorized to create loan application records.

1. Access the GJAPDFT form and enter parameters for the process.

> ⚠️ **Warning!** *Leave the **Parameter Set** field in the Key block blank. The online process may not be run with a parameter set.*

2. Once the parameters have been established for one user, use the Copy function on GJAPDFT to establish the default parameters for all users who will be using the online process.

3. The following parameters for batch RPRELAP should be established and saved by each user as a parameter set:

   • Aid Year Code.

   • Fund Code. Applications for multiple funds may be created simultaneously. Use the Insert Record function to enter additional 02 Fund Code parameter lines.

   • Default Process Type. This parameter varies by school (for example, *GP* - Guar/Print; *GO* - Guarantee only, and so on). If a school has paper applications

on hand for some students, then award the loan, generate the application, change this option to guarantee only, and mail the certified paper form to the lender.

- Application Code, Report Selection Query ID, and Creator ID of Selection ID. These parameters may be used in batch mode.

- Process Indicator. Enter Batch. The online process will ignore this parameter.

- Permanent Address Type Default and Local Address Type Default. These are Student-system addresses. Use the address hierarchy as in letters (for example, 1PR, 2MA, and so on).

- Loan Status Default. Enter a default initial loan status.

- EL (Electronic) Application Status Default. Enter *R*eady to send or *N* if applications must be reviewed prior to transmission to the lender.

> **Note:** PLUS Loans are not ready to send until parent data has been entered on the resulting RPAELAP form. This status must be changed from *R* to *N* to use the Delete/Replace function.

- EFT (Electronic Funds Transfer) Authorization Default. Enter *Y* if the majority of students choose this option. Can be changed for individual students before records are sent.

- Lock Indicator Default. This parameter can be set if you wish to stop the Delete/ Replace function so that manually entered data is not lost. If award amounts are changed on the award form, Banner will delete/replace amounts on an application unless it is locked or has a status of *S*ent. The application is recreated during this process and previous data is removed.

- References Default. Enter *N* for the Reference parameter if your lender/guarantor will mail notes to the student. Enter *Y* if you have collected the references.

- Deferment Request Default and Capitalize Interest Default. Enter *Y* if the majority of your students use these options. May be changed individually on RPAELAP form.

- Default Lender ID, Default Guarantor ID, Default Return ID. Defaults may be specified here.

- Default Loan Period. Leave this blank to use the loan period associated with the student's aid period. This parameter is only valid for Batch processing.

- Default PN (Promissory Note) Delivery Code. Specify an *E*mail, *P*aper, or *W*eb PN Delivery code as guarantor method of promissory note delivery to the student.

- Default Federal Application form Code. Enter *B* Old PN, *M*PN (all applications processed as combined, request amount set to 99999),or *P*lus.

- Default Serial Loan Code. Enter *N*ew note for each loan or *S*erial MPN. PLUS loans will be created with a value of None.

- Default Hold/Release Status. Initial status may be *HR* (Hold Request) or *RR* (Release Request). Status may be updated individually on RPAELAP.

- Source of Lender ID. Use NSLDS or prior Banner as source for student's lender.

- User ID. The ID of the person using the sub-population rule.

> **Note:** Regarding the Delete/Replace function, applications that are not locked or *sent* may be deleted or replaced as awards are adjusted or canceled. Change the Application Status to *N* (Not Ready to Send), adjust the award, and recreate the application by clicking the Create Application button.
>
> New applications will be created for additional award amount(s) after an application is sent.

Parent Loan demographic data from a prior application is transferred to the new application during the replace function. The application number is updated with each replacement and is not to be used as a counter. The batch RPRELAP process will delete applications where awards have been cancelled.

RPAELAP fields updated by RPRELAP process

RPAELAP displays the latest loan application first. Arrow down to see additional applications. Windows updated on this form include:

Application window

- **Loan ID**. RPRELAP generates a temporary Loan ID for each subsidized, unsubsidized, and PLUS loan in the batch being run. It has a *B* (for Banner) in the **Loan Type** field within the number and *S*, *U*, or *P* following the *B* to indicate the type of loan.

  The *S* is replaced with *O* in the combined subsidized Loan ID during the RPRELAX process.

- **Fee Percent**.

- **Lock** (if selected). This locks the application from getting deleted and replaced when an award is changed or canceled.

- **Fund Code/Name**.

- **Process Type**.

- **Aid Year**.

- **Lender/Return/Guarantor ID.** Official federal Lender ID is used and is left justified. Do not fill in remaining spaces.

- **Record Type**. *A* indicates a new application.

- **Loan Period Start/End Dates**. This can be changed manually.

- **Loan Status**.

- **System Indicator**. It is set to *B* for online and batch processes.

- **Recommended** and **Requested Amounts**. These come from the RPAAWRD, RPAAPMT, and ROARMAN award amounts. The recommended amount stays the same, but the requested amount will update.

- **Maximum Eligibility Amount**. This is calculated from certification data (that is, Cost - EFC = Estimated Aid) but not sent to the guarantor.

- **Expected Amount**. This is the amount the student is eligible to receive based on amount awarded and student's grade level.

Promissory Note/Miscellaneous Information window

- **Promissory Note Delivery**. Choices are: *E*mail, *P*aper, *W*eb

- **Federal Application form.** Choices are: *B* Old PN, *M*aster PN, *P*LUS note.

- **Serial Loan**. Choices are: *N*ew MPN, *S*erial Note.

- **Electronic Funds Transfer Authorization**.

- **References**.

- **Deferment Request.**

- **Capitalize Interest**.

Certification Data window

> **Note:** The RPQLELG form may be accessed from this window to check certification data.

- **Budget**.

- **Estimated Financial Aid**. This includes all aid except this fund.

- **Expected Family Contribution.** This is derived from the RNARSxx form. Budget, Estimated Aid, and EFC for period-based loans must be entered manually.

- **Maximum Eligible Amount**.

- **Adjusted Gross Income**.

- **Expected Amount**. This is the amount the student will receive. Use the lesser of maximum eligibility from delivered rules table, calculated maximum amount, or requested amount.

- **Grade Level**. Uses Student System class level (translated on RPRCLSS).

- **Expected Grad Date**. Accesses Student system data first. If there is no data, Banner adds years to FAFSA class level and uses hardcoded date of 5/31; for example, 2000-01 FAFSA class 1 + 3 years = 5/31/2004 graduation date.

- **Enrollment Status**. From the annual expected enrollment on RNANAxx.

- **Dependency status**. From the RCRAPP record.

Student Data window

- Social Security Number
- **Address**
- Local Address
- Date of Birth
- Citizenship
- Driver's License Number
- Loan Default
- **Dependency**

Parent Data window

Enter parent data in this window. Banner will carry forward parent data to revised applications.

Period Schedule window

Data defaults into this window. The **Memo Amount** displayed is for the period.

> **Note:** The optional **Certified Hours** field may be populated manually with the number of hours used as a basis for loan certification. Hours entered here will appear on the RPALDSB form.

Disbursement Schedule window

The net amount will display if *Memo Actual* was chosen. Adjustments will result in additional disbursement transactions. Initial *HR* (Hold Request) or *RR* Release Request) status in the **Hold/Release Status** field.

Loan Parent Inquiry (RPILPAR)

Use this form to view parent names associated with a student. This form may be accessed from the ROASMRY or RPALDSB forms.

Extracting Loan Applications from Banner

The following forms are used for extracting loan applications:

Unmatched COD Records (RPAUCOD)

The RPAUCOD form displays the data loaded via RERIMxx from the SP, AC and EC document types for which a match is not found in Banner. The data on this form includes the following information:

- Direct Loan PLUS Applications

- Direct Loan Entrance Counseling

- Teach Entrance Counseling

> **Note:** Information on this form may be viewed or manually matched to records in Banner.

Unmatched PLUS Application records are loaded to the RPTUAPP table through the RERIM11 process. They can be loaded to the table with a pidm if a matching student was found or without a pidm if no matching student record was found. In either case, the records are displayed on this form.

On the second page of the form, you can match to a student if necessary by using the Student ID field and saving the record. If the record has already been matched to a student and the Student ID is displayed, you can match the record to an existing PLUS origination record. If the record is matched, once the match is saved the record is removed from the RPTUAPP table and the RPAUCOD form and the data is updated in the RPRLAPP table and displayed on the RPALORG form.

Unmatched TEACH and Direct Loan Entrance Counseling records are loaded to the RPTUECS table through the RERIMxx process. Records loaded to RPTUECS have not been matched to a student and are displayed on this form. From the second page of RPAUCOD, you can match the Entrance Counseling record to an existing student by using the Student ID field. When the match is saved, the record will be removed from the RPTUECS table and the RPAUCOD form and the data will be updated in the RPRLECS table and displayed on the RPILECS form.

Options menu

The following forms have been included in the options menu for the RPAUCOD form:

- Direct Loan Origination (RPALORG)

- Award Maintenance (RPAAWRD)

- Electronic Counseling Status (RPILECS)

- Applicant Requirements (RRAAREQ)

- Applicant Comments (RHACOMM)

- Applicant Messages (ROAMESG)

Electronic Loan Appl Extract (RPRELAX)

1. Check loan applications prior to transmission. Applications will extract if:

   • The loan is not canceled.

   • The loan status is *R*eady to Send.

   • The Batch ID is null.

   • The Loan ID is not null.

   • The student is in the population selection (if used).

2. Select the printer on the GJAPCTL form. Output can be viewed on GJIREVO when saved to a database. Funds may be entered individually or as a multiple entries

3. Establish parameters on GJAPCTL form as below:

   • Aid Year Code.

   • Fund Code. Funds may be entered individually or as multiple entries.

   • Enter the File Identifier parameter as *P*roduction or *T*est.

   • Spell out the school name in the School Name parameter.

   • Recipient Name and Recipient ID. These identifiers are placed in the Header record of the file to direct the electronic file to the proper guarantee/lending agency for processing. Check with the provider of your vender software to see if it will insert this information after the FTP process.

   • Select Media type. It usually is *P*C.

   • Select population selection identifiers.

   • Combine Sub/Unsub Stafford. All loans with Application Code of *M* process as combined loans.

   • Version Number. Extract changes supported with Version 4.

   • EL (Electronic) School Code. Enter the code for the loan applications to be extracted if you are multi-campus and want each campus extracted correctly.

   • EL (Electronic) Branch ID. Enter the corresponding Branch ID for the EL School Code to be extracted.

Review Output window

This window displays:

• `RPRELAX.log`, when the process is completed.

• `RPRELAX.lis` includes student ID, name, and loan fund(s) extracted. Parameters used and a summary of total applications are included. Report shows loans selected for transmission as well as missing data.

> **Note:** `ELAPxxIN_xxxxx.DAT` data file is produced to be transmitted to the guarantor/lender.

Batch Control (RPIBATC)

This form is used to view a record of Electronic loan batches created.

RPAELAP fields updated by the RPRELAX process

Application window

- **Loan Status** changes to *Sent*.

- **Version Number** checkbox.

- **Submission Date**.

- **Cross Reference Loan ID**. The subsidized Loan ID is used on combined loan applications. The cross-reference loan ID links the unsubsidized loan to the subsidized loan and is the Loan ID assigned to the subsidized loan. The cross reference ID of the subsidized loan will be updated with the Loan ID of the unsubsidized loan. The Loan ID is given a unique one-up number when RPRELAX extracts the loan application.

Electronic Loan Response Upload (RPRELRU)

1. Run the RPRELRU process after setting the single parameter to the desired *Approved* loan status.

2. Review output in the Review Output window:

   - `RPRELRU.log` will show process completion.

   - `RPRELRU.lis` shows all records loaded with adjustment indicators if the amount certified or requested was changed along with error messages. Error code descriptors are found in the Electronic Loan Manual.

   ≡

   Note: Uploading loan response files is not required for disbursement. Schools that wish to memo loans based on an *Active* status may wish to upload response files to identify approved loans and response files containing records with special status notifications.

   Responses are received at the individual loan level (subsidized and unsubsidized) for combined loans.

   More than one response record may be received for the same loan application (one per batch). The **Application Status** field is updated.

   To upload data to Banner, the files received electronically must be moved to the same directory used for all other data uploads (DATAHOME).

   The incoming file name expected by the RPRELRU process is `elupdtop.dat`. Once processed by Banner, the first nine characters of

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the Header records are changed to *Processed* to prevent accidentally reloading the same data again.

RPAELAP fields updated by the RPRELRU process

Application window

- **Loan Status**. This field updates with the loan status defined in the parameter of RPRELRU.

- **Application Status**. This field shows latest guarantor statuses including:

    - Submitted

    - Guaranteed

    - PN received/approved

    - Pending

    - Denied/Rejected

    - Modified

    - Cert. Request.

    - Terminated

    - Not Ready

    - Ready

    - Sent

    - Application Accepted.

    Note: Certification requests and modification records are not loaded into Banner. These records will appear in the output with a message of the type of record received.

- **Application Phase Code**.

- **Approved Amount**.

- **Approval Date**. Approval amount and date can be updated manually if school does not load response files.

- **Lender ID**. If no non-person record exists for lender, error message appears in `.lis` file.

Promissory Note/Miscellaneous Information window

- **Master Promissory Note Confirmation Code**. This indicates the MPN existed at the time of certification.

- **Borrower Confirmation Code**. This indicates borrower confirmation of loan was received.

Disbursement Schedule window

- **Hold/Release Status** updates to *HA* (Hold Accepted), *RA* (Release Accepted).

Parent Data window

- Parent data will be returned including Social Security Number, name, and date of birth (check Electronic Loan Manual for additional information).

  📝 **Note:** The RPRELRU process does NOT update the RPAAWRD, RPAAPMT, and ROARMAN award amounts or change the requested amount or certification record.

Disbursement/Adjustment

Banner CommonLine Electronic processing includes EFT, Master Check, and individual check record upload capability. An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

- Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

For Revised Disbursement amount processing:

1. Enter changes to disbursement amounts on RPAELAP as net amounts. Banner will convert it to the gross amount if the revision is included with the RPRHDRL record. Loan memos will use Revised Disbursement amounts if present in RPAELAP Disbursement window.

2. Review disbursement error messages on the disbursement report or on ROIDISB.

Hold/Release Process (RPRHDRL)

This process captures changes to the initial Hold/Release status and creates a data file for transmission to the service provider or lender.

1. Run the process after receiving the response file. The Guarantor sequence number is needed.

2. Batch update of status by fund/period updates all available undisbursed records or use Disbursement Edit.

> **Note:** The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present.

3. Update the **Hold/Release Status** field on RPAELAP to *HS* Hold Sent or *RS* Release Sent.

4. Output files include the `RPRHDRL.xxxxx.DAT` data file and `.lis` file with the Control Report and records not processed (with reasons).

Electronic transfer

EFT/Disbursement Roster Upload (RPREFTL)

This process should be run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

To transferring file(s) to the Banner dataload directory:

> **Note:** Multiple files may be placed in the directory, but will be processed one at a time.

1. Rename each file to `eftxxx.dat` where *xxx* is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to *Processed* to prevent a duplicate upload.

2. Enter the single parameter file name and run the process.

Electronic Payment Receipt (RPAEPMT)

1. Review summary cash information.

    *   Single record for all *E*FT payments in the file.

    *   Single record for all *N*etted EFT payments in the file. If netting is used, the school retains and recycles funds recovered from loan adjustments. Student records in the file which represent the netted fund total will have a file code of *A*.

    *   Single record for all *M*aster Check payments in the file.

    *   Individual records for each *I*ndividual Check payment in the file. If the check number field is blank on the incoming file, Banner will generate a Reference ID number. Banner Reference IDs will have the @ sign.

2. Contact the Accounting Office to confirm that EFT funds have been received in the bank account.

3. Confirm receipt of checks/master checks.

4. Enter a checkmark by the summary EFT, master check, or netted amount to indicate receipt of funds so that records will upload during the posting process.

> **Note:** Be certain to mark the receipt flag on $0 payment rosters if netting so that funds will post to student(s).

5. Enter a checkmark by each individual check received so that the amounts will post.

EFT Posting Process (RPREFTP)

This process matches student records using the unique loan identifier and uploads the data to the RPRLDSB table. If the record loads successfully, it is deleted from the temporary table.

1. Enter parameters and run the RPREFTP process.

2. Select a Distribution Method (that is, *E*, *I*, *M*, *N*) or leave blank to post all types of student detail records at once.

3. Enter a specific Reference ID or leave blank to process all records.

4. Review output. Verify the process completed by viewing the `.log` file. The `.lis` file will show all students processed in the run including error messages for those that did not load to the permanent tables.

5. Re-run RPREFTP to generate a report listing the names of only those students whose records did not match. Resolve on RPAELDB suspense form.

> **Note:** If there are multiple records for the same student in the file, additional record(s) will be inserted on RPALDSB.

RPAELAP fields populated by RPREFTP process

In the Disbursement Schedule window, the **Confirmation Flag** indicates the service provider has borrower confirmation of loan request (for Loan Pilot Program schools). The **Confirmation Flag** will be used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not null.

Electronic Loan Disbursement (RPAELDB)

To resolve suspended loan records, blank out the ID in the key block to enter a query. You can sort on the record types shown on RPAEPMT (that is, *E*, *M*, *I, N*).

We recommend performing a Print Screen for each suspended record and comparing it to the loan application.

• If the Loan ID is incorrect, change the **Loan ID** on the RPAELDB record and re-run RPREFTP.

• If there is a Social Security Number mismatch, manually enter data on RPALDSB and delete the loan record from the temporary tables.

- If there is a Birthdate error (most common), correct the Birthdate and re-run RPREFTP.

- If the EFT authorization block is not checked on RPAELAP, for funds received via EFT, obtain authorization from the student, check the RPRELAP block, and re-run RPREFTP.

- If the EFT block is checked on RPAELAP and funds were received as a paper check, remove the EFT indicator on RPAELAP and re-run RPREFTP. If you have separate funds for paper checks, you must cancel the EFT fund application and award, reaward/recreate the application from the paper check fund, and re-run the posting process.

- If the record is not your student, use the Print Screen of RPAELDB as authorization for the Finance Office to cut a check from the EFT account back to the lender. Delete the record on RPAELDB.

1. Rerun RPREFTP after data correction or deletes.

> **Note:** Multiple records for the same student in the same batch will result in multiple disbursement records on RPALDSB.

To determine fees subsidized by the guarantor/lender, you must verify that:

- Response files include fees to be subsidized by the guarantor/lender for each loan disbursement.

- Fee subsidies are loaded to the Loan Disbursement (RPRLABD) table and are visible in the **Fees Paid** field on RPAELDB only while the Response records are in the temporary tables. Schools may wish to write a program to capture the fees and calculate a new net amount for memos.

Disbursement form field population

Loan Disbursement (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- Fund

- Period

- Schedule Date

- Sequence Number

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

EFT Records

- **Reference ID** (from the roster)

- EFT (Electronic Funds Transfer) Amount/Date

- **Electronic Funds Transfer** Indicator checked

- **Feed Indicator** set to *Y*

- Individual Checks

- **Reference ID** (check number)

- Check Amount/Date

- **Feed Indicator** IS NULL (must sign check)

Master Check

- **Reference ID** (master check number)

- Amount/Date

- **Feed** Indicator IS NULL (must sign for proceeds)

When checks/master check forms are signed:

- **Feed** Indicator (manual)

- Feed Date

By the RPEDISB disbursement process:

- **Transaction Number** from the Student Account posting.

- **Disbursement Load** (load code) and **Option** (type of hours used for calculation)

Due to non-enrollment/withdrawal adjustments:

- **Returned Amount** for refund amounts calculated after the check is fed.

- **Returned to Lender** for return of unclaimed checks that have not been fed.

- **Returned Date.** (Date returned to lender).

    > **Note:** Create a separate disbursement record on RPALDSB using the Insert Record function to post refunds/returns to the lender. Amounts to be returned can be posted prior to receipt of funds.

Other:

- **Certified Hours**. This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP period schedule window)

- **Student Received**. An optional field populated manually to show date student received balance of loan proceeds.

- **Disbursement Bypass**. Used with adjusting entries to correct data entry errors.

- **Disbursement Override**.Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all period disbursement amounts up to and including the period in which the disbursement process is being run.

Disburse to student account

Disbursement Process (RPEDISB)

- Run the disbursement process online or in batch to release memos, authorizations, and/or payment information to the student account. Disbursement may also be run in the Student Accounting Office if loan checks or Master Check forms are signed there.

2. Check error messages on report or on the ROIDISB form.

    Note: This process uses the Financial Aid Consortium enrollment first if the Consortium Indicator is checked. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

    RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for period on the RPALDSB disbursement form and allows Payment and Authorization in the same period when two disbursements are scheduled.

3. Process checks for EFT code or MPN Federal Application code of *M*.

4. Fees paid by the lender captured during the RPREFTL process are used to calculate loan memos.

    Note: Loan disbursements for students who have not accepted charges when the **Accept Charges** field on RPROPTS is checked will be rejected. New error message will appear.

Loan adjustments

Returning individual checks prior to the accounting feed

1. Access the appropriate period record on RPALDSB.

    If the student is not enrolled, enter the check amount on the Retn'd Lndr line on the Original disbursement period record.

    If the student is enrolled, use the Insert Record function to create a new period record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

    Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.

2. Cancel the award on RPAAWRD.

3. Return check to lender.

Returning calculated refund amounts to lender

1. Access the appropriate period record on RPALDSB.

2. Use the Insert Record function to create a new period record for the adjusting entry.

3. Enter adjustment amount in **Returned Amoun**t field. If you are netting disbursements, check the **Disbursement Bypass** field to prevent generation of a refund check to the lender. Save the data.

4. Reduce the award amount on RPAAWRD so that future transcripts will be correct.

5. Run the RPEDISB process to back out excess loan funds.

> **Note:** Banner does not support the return of refund amounts to lenders via EFT. The posting to Finance for a refund check happens immediately when an entry is made on RPALDSB and RPEDISB is run.The student ID is NOT passed to Finance as part of the refund check process.

Correcting loans - received amount less than awarded amount

Reduce the awarded offer and accepted amounts on RPAAWRD or RPAAPMT to the Approved amount so that the financial aid transcripts will be correct.

Loan reports

Loan Proceeds Aging Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report as well as basic loan information.

RPRLNEX exceptions-students not fully funded report

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by period table.

Parameters include:

- Tolerance Amount ($1.00 is used if no tolerance is entered).

- Process Type compares *P*ending, *A*ctual, or *B*oth disbursements.

- Process EFT Only allows you to disregard paper checks.

- Reference ID allows you to restrict report by batch.

Setting the **Exclude Flag** on the individual RPAELAP form will prevent the line from displaying for a student who has appeared on an earlier report even if a discrepancy between award/disbursement amount exists.

Review and adjust award form as needed so that transcripts will be correct or so that future loans for the year will generate correctly.

Loan Summary Report (RPRLSUM)

The Loan Summary Report lists loans for students and can be categorized in several ways through report parameters.

CommonLine loan adjustment

- If the Approved loan amount is less than the recommended amount for adjustment of RPAAWRD, create and run a population selection based on:

```
RPRLAPP_APPROVE_AMT < RPRLAPP_RECOMMENDED_AMT
RPRLAPP_APPROVE_DATE > & APPROVE_DATE
RPRLAPP_EL_STATUS = B
RPRLAPP_AIDY_CODE
```

- When canceling the Spring disbursement of a full-year loan (also may be used for other funds on RPAAWRD):

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.

2. Change the status to *ACPT* and enter the Fall portion of the loan in the Offered and Accept columns.

3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, $0 Spring.

4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)

5. Access the period disbursement record on RPALDSB.

6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.

7. Recoup the Spring disbursement (loan disbursed).

8. Access the period disbursement record on RPALDSB.

9. Click Insert Record to duplicate the period record.

10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed** Indicator.

11. Run the disbursement to create a negative entry on the student account.

12. Cancel the disbursement with the guarantor.

- Delete/Replace Functions

  Unsent Loan Application (create replacement application)

  - Awarded loan and created original application.

  - Increased award on RPAAWRD

  - Changed Loan Status to *N*ot Ready to send

  - Clicked Create App button. Original application

  Unsent Loan Application (create second application)

  - Awarded loan and created original application.

  - Increased award on RPAAWRD

  - Left status at *R*eady to Send

  - Clicked Create App button. Created second application with *R*eady status.

  Sent Loan Application (create second application)

  - Awarded loan and created original application.

- Extracted Loan. Status *S*ent on original loan application.

- Increased award on RPAAWRD

- Clicked Create App button. Created second application with *R*eady status.

- Decline/Cancel Loan

  Loan Not Disbursed

1. Enter CNCL or DECL status to move award to Cancel/Decline column.

2. Access RPAELAP form and enter CNCL status in left-hand status field to inactive.

3. Report cancellation to guarantor.

4. Watch for guarantor status on right hand side of RPAELAP to change to Terminate

   Loan Disbursed

1. Reduce RPAAWRD Offer and Accept amounts to $0.

2. Recoup disbursement.

3. Access period disbursement record on RPALDSB

4. Click Insert Record to duplicate the period record.

5. Enter return amount in Returned Amt field, enter date, and set Feed Indicator.

6. Run disbursement to create a negative entry on the student account.

7. Cancel the disbursement with the guarantor.

Electronic loans as certification requests in common response file

When a Loan application has been initiated by the student/parent with a Lender or Guarantee Agency, the loan certification request is sent to the school in the CommonLine Response file prior to the Electronic Loan application being created in Banner.

1. If possible, identify the loan from the third-party software report prior to running RPRELRU. If no report is available, the loan will be identified on the report generated by RPRELRU and will include the unique Loan ID assigned by the Guarantee Agency.

2. After the loan has been identified and the student's eligibility determined, award the student the appropriate fund and create the loan application in Banner using either the online process or batch RPRELAP process.

3. From RPAELAP, change the process type to *C* - (Certification Request) and the record type to *CR - (*Correct the Submission). This will then allow you to access the **Loan ID** field on RPAELAP.

4. Change the Loan ID to match exactly the Loan ID that has been assigned by the Guarantee Agency/Lender.

5. Commit the change.

6. If the loan is a certification request, change the Loan Status to *R - (*Ready), for the RPRELAX process to extract the loan to send in the Application Send File. The Loan ID will not be changed as long as the first six positions are not the School Code as entered on ROAINST as the Main Campus Pell ID.

   If the Certification Request is for a Combined Sub/Unsub, the Loan ID of the subsidized loan should be updated to match the Unique Loan ID assigned by the Guarantee Agency/Lender. For the unsubsidized loan, the Cross-reference Loan ID will need to be updated using SQL* Plus to match the Unique Loan ID assigned by the Guarantee Agency/Lender and the non-unique Loan ID can remain.

Future Response, Change Transaction, and EFT Roster files will recognize the Loan ID and will correctly process without further manual intervention.

Note: Parent and student data contained in the Response file will not be loaded into Banner. This information must be manually entered.

Alternative loans

This section addresses Banner's Electronic loan processing that allow clients to create applications and receive response and disbursement files for Alternative Loans.

Alternative loan processing flow

The basic steps to process a Electronic Alternative Loan in Banner include:

1. Receive the loan application from the student or receive Certification Request for the loan via the RPRELRU Electronic Response Upload file.

2. Award the loan on one of the Banner award forms (RPAAWRD, RPAAPMT, and ROARMAN).

3. Create the RPAELAP Electronic loan application. If the loan involves a Certification Request, then you must update certain fields on the RPAELAP form and replace the Banner-generated unique loan ID to the unique ID created initially by the lender (sent in the Response file).

4. Extract the loan application via the RPRELAX Electronic Loan Extract Process.

5. Receive a Response file via the RPRELRU Response Upload Process (this is optional unless utilizing Certification Requests for Alternative Loans).

6. Receive EFT/individual check/Master Check payments via the RPREFTL/RPREFTP processes.

Global Institutional Financial Aid Options (ROAINST)

See the "Banner Electronic Loan Processing - Preliminary forms Setup" section for details on setting up this form.

Fund Base Data (RFRBASE)

Establish a separate loan fund for any lender for whom you will process Alternative loans using Electronic loan methodology.

Fund Management (RFRMGMT)

In the Aid Year Specific Data - Packaging Options window, enter the appropriate **Alternative Loan Program Type** code for each Alternative loan fund. This code defaults into the Electronic Loan Application form (RPAELAP).

> **Note:** The Needs Analysis checkbox may be selected or deselected, depending on the requirement for each lender. A checkbox in this field causes the calculated Expected Amount on the RPAELAP Loan Application form to be affected by EFC and prior aid received.

Loan Options (RPRLOPT)

Establish additional forms as needed for new Alternative loan funds. A separate form for each federal and Alternative electronic loan fund is required. The Guarantor is known as the Insurer for Alternative loans.

Loan Period Base Data Rules (RPRLPRD)

Create additional loan periods as needed to accommodate Alternative loans.

Electronic Loan Application (RPRELAP)

Enter Parameter 02 to include Alternative loan funds. If no needs analysis record is present, the Social Security Number and Date of Birth are pulled from the SPBPERS General Person table.

This process allows the creation of application with a negative or zero amount and prints the message *App created with an expected amount of zero or less* in the `.log` file. These will not extract.

The process also populates null values in the Fed App form and Serial Loan fields, since an MPN is not required. It will not replace data in the Parent Alternative Loan Data window during delete/replace.

Electronic Loan Application (RPAELAP)

The unique Loan ID includes the institutional EL School Code/Branch code or Pell code after extraction.

If a Certification Request record is received, the **Loan ID** field should be updated to the Loan ID established by the lender/servicer. To manually update the **Loan ID** field, change the process type to *CR* and the record type to *C*. You can then manually update the **Loan ID** field.

> **Note:** The RPRELAX process will not convert the Loan ID if positions 1-6 (agency code) do not match the School ID.

In the Alternative Loan Data window (which is accessible only if the **Alternative Loan Program Type** code is populated on RFRMGMT form), the data incorporated as the CommonLine @4 record is sent with the @1 record which includes basic CommonLine loan information.

The **Program Type** code defaults from RFRMGMT according to the fund awarded. The **Total Student Debt** is required if the Loan Process Type = *GO, GP, PG*. The remaining fields must be entered manually if applicable to student.

In the Cosigner Information section, cosigner data may be blank. If it is required, you must manually enter it.

> **Note:** If the lender requires this data, be sure to enter all of it. Partial data entry may cause the loan to reject.

In the Parent Loan Demographic Data window, populate the parent fields with third-party borrower data if the parent is not actual alternative loan borrower.

Electronic Loan Appl Extract (RPRELAX)

Uses the **Student/Bor Ind** to extract either student or parent/third-party demographic data. This process extracts @4 Alternative loan record data, and incorporates Campus and EL School code data into unique loan ID. The process also ignores Hold/Release codes for Alternative Loan funds.

Electronic Loan Response Upload (RPRELRU)

Certification Request records are identified via the message *Cert Request, not processed.* The **Load Alternative Loan Approved Amount** and **Date If Guarantee** fields are not populated.

This process also processes @4 record data and loads data to relevant list fields on RPAELAP the Loan Application form (RPAELAP).

Electronic Loan Load/EFT Posting Processes (RPEFTL/RPREFTP)

This process posts EFT, individual check, or Master Check data received in an electronic file. Data is visible on the Loan Disbursement (RPALDSB) form. Checks received that are not part of the roster must be entered on RPALDSB by you.

Disbursement Process (RPEDISB)

This process disregards Hold/Release codes.

Disbursement/adjustment

Banner Commonline Electronic processing includes EFT, Master Check, and individual check record upload capability. An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

- Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

For Revised Disbursement amount processing:

1. Enter changes to disbursement amounts on RPAELAP as net amounts. Banner will convert it to the gross amount if the revision is included with the RPRHDRL record. Loan memos will use Revised Disbursement amounts if present in RPAELAP Disbursement window.

2. Review disbursement error messages on the disbursement report or on ROIDISB.

Hold/Release Process (RPRHDRL)

This process captures changes to the initial Hold/Release status and creates a data file for transmission to the service provider or lender.

1. Run the process after receiving the response file. The Guarantor sequence number is needed.

2. Batch update of status by fund/period updates all available undisbursed records or use Disbursement Edit.

> **Note:** The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present.

3. Update the **Hold/Release Status** field on RPAELAP to *HS* Hold Sent or *RS* Release Sent.

4. Output files include the `RPRHDRL.xxxxx.DAT` data file and `.lis` file with the Control Report and records not processed (with reasons).

Electronic transfer

EFT/Disbursement Roster Upload (RPREFTL)

This process should be run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

To transferring file(s) to the Banner dataload directory:

> **Note:** Multiple files may be placed in the directory, but will be processed one at a time.

1. Rename each file to `eftxxx.dat` where *xxx* is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to *Processed* to prevent a duplicate upload.

2. Enter the single parameter file name and run the process.

Electronic Payment Receipt (RPAEPMT)

1. Review summary cash information.

   • Single record for all *E*FT payments in the file.

   • Single record for all *N*etted EFT payments in the file. If netting is used, the school retains and recycles funds recovered from loan adjustments. Student records in the file which represent the netted fund total will have a file code of *A*.

- Single record for all *M*aster Check payments in the file.

- Individual records for each *I*ndividual Check payment in the file. If the check number field is blank on the incoming file, Banner will generate a Reference ID number. Banner Reference IDs will have the @ sign.

2. Contact the Accounting Office to confirm that EFT funds have been received in the bank account.

3. Confirm receipt of checks/master checks.

4. Enter a checkmark by the summary EFT, master check, or netted amount to indicate receipt of funds so that records will upload during the posting process.

    Note: Be certain to mark the receipt flag on $0 payment rosters if netting so that funds will post to student(s).

5. Enter a checkmark by each individual check received so that the amounts will post.

EFT Posting Process (RPREFTP)

This process matches student records using the unique loan identifier and uploads the data to the RPRLDSB table. If the record loads successfully, it is deleted from the temporary table.

1. Enter parameters and run the RPREFTP process.

2. Select a **Distribution Method** (that is, *E*, *I*, *M*, *N*) or leave blank to post all types of student detail records at once.

3. Enter a specific **Reference ID** or leave blank to process all records.

4. Review output. Verify the process completed by viewing the `.log` file. The `.lis` file will show all students processed in the run including error messages for those that did not load to the permanent tables.

5. Re-run RPREFTP to generate a report listing the names of only those students whose records did not match. Resolve on RPAELDB suspense form.

    Note: If there are multiple records for the same student in the file, additional record(s) will be inserted on RPALDSB.

RPAELAP fields populated by RPREFTP process

In the Disbursement Schedule window, the **Confirmation Flag** indicates the service provider has borrower confirmation of loan request (for Loan Pilot Program schools). The **Confirmation Flag** will be used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not null.

Electronic Loan Disbursement (RPAELDB)

To resolve suspended loan records, blank out the ID in the key block to enter a query. You can sort on the record types shown on RPAEPMT (that is, *E*, *M*, *I, N*).

We recommend performing a Print Screen for each suspended record and comparing it to the loan application.

- If the Loan ID is incorrect, change the **Loan ID** on the RPAELDB record and re-run RPREFTP.

- If there is a Social Security Number mismatch, manually enter data on RPALDSB and delete the loan record from the temporary tables.

- If there is a Birthdate error (most common), correct the Birthdate and re-run RPREFTP.

- If the EFT authorization block is not checked on RPAELAP, for funds received via EFT, obtain authorization from the student, check the RPRELAP block, and re-run RPREFTP.

- If the EFT block is checked on RPAELAP and funds were received as a paper check, remove the EFT indicator on RPAELAP and re-run RPREFTP. If you have separate funds for paper checks, you must cancel the EFT fund application and award, re-award/recreate the application from the paper check fund, and re-run the posting process.

- If the record is not your student, use the Print Screen of RPAELDB as authorization for the Finance Office to cut a check from the EFT account back to the lender. Delete the record on RPAELDB.

1. Rerun RPREFTP after data correction or deletes.

   Note: Multiple records for the same student in the same batch will result in multiple disbursement records on RPALDSB.

To determine fees subsidized by the guarantor/lender, you must verify that:

- Response files include fees to be subsidized by the guarantor/lender for each loan disbursement.

- Fee subsidies are loaded to the Loan Disbursement (RPRLABD) table and are visible in the **Fees Paid** field on RPAELDB only while the Response records are in the temporary tables. Schools may wish to write a program to capture the fees and calculate a new net amount for memos.

Disbursement form field population

Loan Disbursement (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application (RPRELAP) process include:

- Fund

- Period

- Schedule Date

- Sequence Number

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

- EFT Records

- **Reference ID** (from the roster)

- EFT Amount/Date

- **EFT Indicator** checked

- **Feed Indicator** set to *Y*

- Individual Checks

- **Reference ID** (check number)

- Check Amount/Date

- **Feed Indicator** IS NULL (must sign check)

Master Check

- **Reference ID** (master check number)

- Amount/Date

- **Feed Indicator** IS NULL (must sign for proceeds)

When checks/master check forms are signed:

- **Feed** Indicator (manual)

- Feed Date

By the RPEDISB disbursement process:

- **Transaction Number** from the Student Account posting.

- **Disbursement Load** (load code) and **Option** (type of hours used for calculation)

Due to non-enrollment/withdrawal adjustments:

- **Returned Amount** for refund amounts calculated after the check is fed.

- **Returned to Lender** for return of unclaimed checks that have not been fed.

- **Returned Date.** (Date returned to lender).

    Note: Create a separate disbursement record on RPALDSB using the Insert Record function to post refunds/returns to the lender. Amounts to be returned can be posted prior to receipt of funds.

Other:

- **Certified Hours**. This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP period schedule window)

- **Student Received**. An optional field populated manually to show date student received balance of loan proceeds.

- **Disbursement Bypass**. Used with adjusting entries to correct data entry errors.

- **Disbursement Override**.Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all period disbursement amounts up to and including the period in which the disbursement process is being run.

Electronic Loan Disbursements

Disbursement Process (RPEDISB)

1. Run the disbursement process online or in batch to release memos, authorizations, and/or payment information to the student account. Disbursement may also be run in the Student Accounting Office if loan checks or Master Check forms are signed there.

2. Check error messages on report or on the ROIDISB form.

    Note: This process uses the Financial Aid Consortium enrollment first if the Consortium Indicator is checked. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

    RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for period on the RPALDSB disbursement form and allows Payment and Authorization in the same period when two disbursements are scheduled.

3. Process checks for EFT code or MPN Federal Application code of *M*.

4. Fees paid by the lender captured during the RPREFTL process are used to calculate loan memos.

    Note: Loan disbursements for students who have not accepted charges when the **Accept Charges** field on RPROPTS is checked will be rejected. New error message will appear.

Loan adjustments

Returning individual checks prior to the accounting feed

1. Access the appropriate period record on RPALDSB.

    If the student is NOT ENROLLED, enter the check amount on the Retn'd Lndr line on the Original disbursement period record.

    If the student is ENROLLED, use the Insert Record function to create a new period record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

    Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.

2. Cancel the award on RPAAWRD.

3. Return check to lender.

Returning calculated refund amounts to lender

1. Access the appropriate period record on RPALDSB.

2. Use the Insert Record function to create a new period record for the adjusting entry.

3. Enter adjustment amount in **Returned Amoun**t field. If you are netting disbursements, check the **Disbursement Bypass** field to prevent generation of a refund check to the lender. Save the data.

4. Reduce the award amount on RPAAWRD so that future transcripts will be correct.

5. Run the RPEDISB process to back out excess loan funds.

    Note: Banner does not support the return of refund amounts to lenders via EFT. The posting to Finance for a refund check happens immediately when an entry is made on RPALDSB and RPEDISB is run. The student ID is NOT passed to Finance as part of the refund check process.

Correcting loans - received amount less than awarded amount

Reduce the awarded offer and accepted amounts on RPAAWRD or RPAAPMT to the Approved amount so that the financial aid transcripts will be correct.

Loan reports

Loan Proceeds Aging Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report as well as basic loan information.

Loan Funding Exception Report (RPRLNEX)

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by period table.

Parameters include:

- **Tolerance Amount** ($1.00 is used if no tolerance is entered).

- **Process Type** compares *P*ending, *A*ctual, or *B*oth disbursements.

- **Process EFT Only** allows you to disregard paper checks.

- **Reference ID** allows you to restrict report by batch.

Setting the **Exclude Flag** on the individual RPAELAP form will prevent the line from displaying for a student who has appeared on an earlier report even if a discrepancy between award/disbursement amount exists.

Review and adjust award form as needed so that transcripts will be correct or so that future loans for the year will generate correctly.

Loan Summary Report (RPRLSUM)

The Loan Summary Report lists loans for students and can be categorized in several ways through report parameters.

CommonLine loan adjustment

- If the Approved loan amount is less than the recommended amount for adjustment of RPAAWRD, create and run a population selection based on:

  ```
  RPRLAPP_APPROVE_AMT < RPRLAPP_RECOMMENDED_AMT
  RPRLAPP_APPROVE_DATE > &APPROVE_DATE
  RPRLAPP_EL_STATUS = B
  RPRLAPP_AIDY_CODE
  ```

- When canceling the Spring disbursement of a full-year loan (also may be used for other funds on RPAAWRD):

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.

2. Change the status to *ACPT* and enter the Fall portion of the loan in the Offered and Accept columns.

3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, $0 Spring.

4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)

5. Access the period disbursement record on RPALDSB.

6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.

7. Recoup the Spring disbursement (loan disbursed).

8. Access the period disbursement record on RPALDSB.

9. Click Insert Record to duplicate the period record.

10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed** Indicator.

11. Run the disbursement to create a negative entry on the student account.

12. Cancel the disbursement with the guarantor.

- Delete/Replace Functions

    Unsent Loan Application (create replacement application)

    - Awarded loan and created original application.

    - Increased award on RPAAWRD

    - Changed Loan Status to *N*ot Ready to send

    - Clicked Create App button. Original application

    Unsent Loan Application (create second application)

    - Awarded loan and created original application.

    - Increased award on RPAAWRD

    - Left status at *R*eady to Send

    - Clicked Create App button. Created second application with *R*eady status.

    Sent Loan Application (create second application)

    - Awarded loan and created original application.

    - Extracted Loan. Status *S*ent on original loan application.

    - Increased award on RPAAWRD

    - Clicked Create App button. Created second application with *R*eady status.

- Decline/Cancel Loan

    Loan Not Disbursed

1. Enter CNCL or DECL status to move award to Cancel/Decline column.

2. Access RPAELAP form and enter CNCL status in left-hand status field to inactive.

3. Report cancellation to guarantor.

4. Watch for guarantor status on right hand side of RPAELAP to change to Terminate Loan Disbursed

1. Reduce RPAAWRD Offer and Accept amounts to $0.

2. Recoup disbursement.

3. Access period disbursement record on RPALDSB

4. Click Insert Record to duplicate the period record.

5. Enter return amount in **Returned Amt** field, enter date, and set **Feed** Indicator.

6. Run disbursement to create a negative entry on the student account.

7. Cancel the disbursement with the guarantor.

Electronic loans received as certification requests in common response file

When a Loan application has been initiated by the student/parent with a Lender or Guarantee Agency, the loan certification request is sent to the school in the CommonLine Response file prior to the Electronic Loan application being created in Banner.

1. If possible, identify the loan from the third-party software report prior to running RPRELRU. If no report is available, the loan will be identified on the report generated by RPRELRU and will include the unique Loan ID assigned by the Guarantee Agency.

2. After the loan has been identified and the student's eligibility determined, award the student the appropriate fund and create the loan application in Banner using either the online process or batch RPRELAP process.

3. From RPAELAP, change the process type to *C* - (Certification Request) and the record type to *CR - (*Correct the Submission). This will then allow you to access the **Loan ID** field on RPAELAP.

4. Change the Loan ID to match exactly the Loan ID that has been assigned by the Guarantee Agency/Lender.

5. Commit the change.

6. If the loan is a certification request, change the Loan Status to *R - (*Ready), for the RPRELAX process to extract the loan to send in the Application Send File. The Loan ID will not be changed as long as the first six positions are not the School Code as entered on ROAINST as the Main Campus Pell ID.

   If the Certification Request is for a Combined Sub/Unsub, the Loan ID of the subsidized loan should be updated to match the Unique Loan ID assigned by the Guarantee Agency/Lender. For the unsubsidized loan, the Cross-reference Loan ID will need to be updated using SQL* Plus to match the Unique Loan ID assigned by the Guarantee Agency/Lender and the non-unique Loan ID can remain.

Future Response, Change Transaction, and EFT Roster files will recognize the Loan ID and will correctly process without further manual intervention.

> **Note:** Parent and student data contained in the Response file will not be loaded into Banner. This information must be manually entered.

Direct lending

Please see the *COD Handbook* for detailed instructions for working with Direct Loans.

Financial Aid common functions

Aid year default

Banner uses the current calendar year to try to default the global aid year code to be used when you first start a Banner session. The first time you call a financial aid form (a form starting with the letter *R*), Banner runs a form called ROQMENU in the background. One of the things that this form does is to look at the current calendar year (based on Banner date) and looks at the ROBINST table for an aid year code where the aid year start year is the same as the current calendar year and the aid year end year is the same as the current calendar year plus 1. So, if you are in 2011 it looks for an aid year code that was defined as starting in 2011 and ends in 2012. After the start of the new year (2012) it looks for an aid year code that was defined as starting in 2012 and ends in 2013. If it doesn't find one (because you haven't defined the 1213 aid year code yet) then you will get the message:

> **ERROR* Could not calculate aid year code from today's date.*

This error is not a serious one and will not prevent you from continuing your normal activities. It just means that Banner could not determine a global aid year code. You would have to manually set the global aid year code by entering it on a form that has aid year as a key field or by calling any aid year specific form (like RNANAxx).

If you have defined your 1213 aid year code, Banner will use that aid year as the global aid year code at start-up. If you wish to keep your global aid year code as 1112 you can change the pivot date on the ROAINST form.

User-defined data

User-defined data is stored in a table called ROBUSDF. This table has 360 data fields named `ROBUSDF_VALUE_1` through `ROBUSDF_VALUE_360` in addition to a field for aid year, PIDM, and activity date.

Each data field is 20 positions long and is defined as a character field. Values entered may be character, integer, numeric, or date according to how each field is being used, however editing for the proper format of integer, numeric, or date fields will not occur.

The Applicant User-Defined Data (ROAUSDF) form allows you to view, enter, and update each of the 360 fields for an individual student for a particular aid year. Descriptions to define how the institution uses each field are maintained on a form and table called RORUSER. The descriptions for each field entered on RORUSER are displayed next to the field number on the applicant form to aid the user. Field descriptions are maintained separately for each aid year so you do not need to use the same descriptions for the same field numbers each year. Even though descriptions are associated with each field, the data stored in the field for a student is still referred to by its field number when used in selection statements.

This design permits multiple user-defined fields to be used in a selection statement by making it simpler to reference the data being stored. You are not required to use the same fields in the same order each year.

To use these values in your rules, it is suggested that you run the RORUSER Process on a regular basis such as weekly and after each Data Load. This will create a record in the ROBUSDF table for every applicant with a RORSTAT record for the aid year.

General Algorithmic Rules

This feature is designed to facilitate the use of algorithmic rules within the Banner Financial Aid to determine the value to be used for specific function by a process. General Algorithmic rules are separate from the functionality and rules used for Algorithmic Packaging and Algorithmic Budgeting. When creating the algorithmic rule, you will define the process which will use the algorithmic rule.

The following are the processes and the functions of the process which allow the use of general algorithmic rules.

Batch Posting Process

Aid year budget components. You may either use a specific amount for an aid year budget component or an algorithmic rule to calculate the amount to be posted.

B - Budget Component/Amount

Aid period and Pell aid period. You may either use a specific code for the aid period or Pell aid period code to be posted or an algorithmic rule to calculate the code that will be posted.

A - Aid Period Code

AP - Pell Aid Period Code

Fund amount and status for a period with or without validation. You may either use a specific amount and status to post to a period either using award validation or without using award validation or you may use an algorithmic rule to calculate the amount to be posted.

FP - Fund/Period/Amount/Status

FPN - Fund/Period/Amt/Status/NoVal

Award Offer Expiration Date and Period Offer Expiration Date. You may either use a specific date to post an award or period offer expiration date or you may use an algorithmic rule to calculate the date that will be posted.

OE - Offer Expiration Date

OEP - Period Offer Expiration Date

Expected Enrollment Status

- Default Year Expected Enrollment Status (DYES Process Type)
  - An algorithmic rule may be used to calculate the applicant's expected enrollment status for the aid year. The algorithmic rule code is entered on the Defaults tab of ROAINST and will be executed when the Applicant Status record for the aid year is created (RORSTAT).

- Default Period Expected Enrollment Status (DPES Process Type)
  - An algorithmic rule may be used to calculate the applicant's expected enrollment status for each period that is part of the applicant's aid period or Pell aid period. The algorithmic rule code is entered on the Defaults tab of ROAINST and will be executed when the Applicant Period Status record for the aid year is created (RORPRST).

Default Aid Period

- Default Aid Period (DAPRD) Process Type
  - An algorithmic rule may be used to calculate the aid period that should be assigned to the applicant when the Applicant Status record (RORSTAT) is created for the aid year. The algorithmic rule code is entered on the Defaults tab of ROAINST, Default Aid Period Rule Code field, and will be executed when the Applicant Status record is created.

Implementing General Algorithmic Rules

General Algorithmic Rule Validation - RTVALGO

Create the Code and Description for the general algorithmic rule. You may want to use a naming convention or an adequate description to identify the purpose of the rule.

General Algorithmic Rules - RORALGO

Use the General Algorithmic Rules (RORALGO) form to create rules required for calculating the value to be assigned to the individual student by the process defined for the rule. General algorithmic rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

- For the algorithmic rule you want to create for the aid year, define the Process which will be using the algorithmic rule.

    - For the Batch Posting Process, define the posting type that will use the algorithmic rule

- Select the General Algorithmic Rule code for which the rules are written.

- Enter the sequence number and SQL statement to be used to calculate the value for the rule.

    - Multiple sequences should be used to establish all possibilities including a default as the last sequence should the student not meet any criteria in calculating the value. Rules are processed in sequence order.

    - The Available for Lookup serves as a reference for valid tables, columns, and parameters. Use the copy and paste function to enter the values into the SQL Statement field of the Rule block.

- Save the SQL Statement.

- Select the Validate icon to ensure that the SQL statement's syntax is correct. All sequences of the rule must be validated for successful rule execution. If a sequence is not validated, it will be skipped when the rule is processed potentially causing incorrect results.

    - Once the syntax is validated, a check will appear in the Validated indicator. If the syntax could not be validated, any errors will be displayed and must be corrected.

    - The SQL statement's syntax must be validated prior to using the Test Rule function.

- Use the Test Rule icon to execute the rule to verify the expected results of the rule. You must enter the appropriate values for any of the substitution variables to be used in the rule. The calculated value and the sequence number of the rule which determined the value will be provided when you execute the rule.

- Use the Copy To function under Options to copy a rule from one aid year, rule, and sequence combination to another aid year, rule, and sequence combination.

Assign the General Algorithmic Rule as appropriate for the process that will use the rule.

- Batch Posting Process

    - General Algorithmic Rules are assigned to the batch posting type by entering the rule code in the Code to Post Algorithmic Rule, Amount Algorithmic Rule or Date Algorithmic Rule, as appropriate.

- Expected Enrollment

    - General Algorithmic Rules are assigned for Default Year Expected Enrollment Status (DYES) on the Defaults tab of ROAINST.

    - General Algorithmic Rules are assigned for Default Period Expected Enrollment Status (DPES) on the Defaults tab of ROAINST.

- Default Aid Period

  - General Algorithmic Rule to calculate the Aid Period (DAPRD) to assign when the Applicant Status record is created is entered on the Defaults tab of ROAINST.

Batch posting process

> **Note:** The values of *E* and *TE* are only valid for aid years prior to 2014-2015.

The purpose of the Batch posting process is to allow you to post the same data to all students who meet a common set of criteria at one time. For example, you can post a tracking requirement for proof of citizenship status for all students who are permanent resident aliens. In addition to posting the same data to all students, some batch posting types allow you to use algorithmic rules to calculate an amount or the code to post, based on the student meeting the criteria of the rules. This allows you to post different amounts or codes, based on the rules using a single population of students. Use of Batch posting can greatly reduce the number of budget or tracking groups that need to be defined.

The generic population selection process is used to identify the students to receive batch posted data. The Batch posting process requires three steps and an optional step if you will be using algorithmic rules to calculate the value to be posted.

1. Create a Population Selection ID to identify the sub-population of students to receive the batch posted data. This is done on the Population Selection Definition Rules (GLRSLCT) form. The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Population Selection Extract (GLBDATA) process. Individual student IDs can be inserted into or deleted from the list of students generated by using the Population Selection Extract Data (GLAEXTR) form.

2. Identify the type of data to be posted, the codes to be posted, and the information showing where the IDs of the extracted students are being stored. This is done on the Batch Posting Rules (RORPOST) form. The Batch Posting Type Indicator Validation (RTVPTYP) form is used as a List form for the posting type code, but you cannot update anything on this form. Multiple types of data can be set up to be posted during the same run of the process.

    For example, you can post tracking requirements, budget adjustments, and award amounts all in the same run of the program. The **Use Indicator** field tells the batch posting process which rules to execute during the next run of the program. You cannot set the order in which multiple batch posting rules are executed. Therefore, if batch posting of one type of data depends on the results of another type of batch posting, you should run each batch posting rule by itself. This way you can control the order in which they are processed.

3. **Optional step for using Algorithmic Rules**

    Based on the batch posting type, create an algorithmic rule to return the values you want to post.

4. Run the batch posting process itself. This is done with a standard process called the Batch Posting Process (RORBPST). The process uses the batch posting rules established on RORPOST. The batch posting process creates RORSTAT records

when posting awards for students who don't already have RORSTAT records for the aid year. The only parameters for the process are for Aid Year to process and Print Report (*Y/N*). The optional printed report shows a listing of students who received each type of batch posted data with comments about anything unusual.

Many types of student data can be batch posted, each one identified by a unique type code. The codes are listed on the Batch Posting Type Indicator Validation (RTVPTYP) form and are discussed below:

A - Aid Period
To batch post an Aid Period you enter *A* under the **Type Indicator** column and a valid aid period code under the **Code to Post** column or enter the algorithmic rule under the **Code to Post Algorithmic Rule** on the Batch Posting Rules (RORPOST) form. Algorithmic Rules to determine the Aid Period that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) form. Students will be rebudgeted if necessary, however, components with a system/manual indicator of *M*anual or *B*atch will not have that component's value changed. Awards in the student's package will not be rescheduled so batch posting of aid periods should be done before students are packaged. Since changing a student's aid period can change the amount of a Pell Grant, users should perform a batch Pell Grant recalculation (RPEPELL) after batch posting a new aid period. If you choose to batch post a new aid period, it is recommended that you run that rule by itself before running other batch posting rules.

AA - Award Level Info Access Indicator
You may set the Award Level Info Access indicator to display (Yes) or to not display (No) a specific fund on the Web for the population selection. Enter the fund code in the **Code to Post** column. An update to the award table will not be made if the fund does not exist for a student; an error message, *Fund does not exist for student, info access indicator not updated* will be written on the output.

AP - Pell Aid Period Code
To batch post a Pell Aid Period you enter *AP* under the **Type Indicator** column and a valid aid period code under the **Code to Post** column or enter the algorithmic rule under the **Code to Post Algorithmic Rule** on the Batch Posting Rules (RORPOST) form. Algorithmic Rules to determine the Pell Aid Period that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) form. Because changing a student's Pell aid period can change the amount of a Pell Grant, you should perform a batch Pell Grant recalculation (RPEPELL) after batch posting a new Pell aid period.

AS - Student Info Access Indicator
You may batch post the Student Info Access Indicator to display (Yes) or to not display (No) all award information for the population selection. The Student Info Access Indicator is displayed on the Packaging Group Information tab on the award forms.

B - Budget Component/Amount
The batch posted component amount replaces the existing amount in the student's budget, with the exception of manually assigned amounts. If the requested component does not exist in the student's budget, it is created. The student's non-Pell budget type is updated (unless the Pell type is the only budget type). The student's gross and unmet need will be updated. If the student has not been budgeted yet, then the process will not post the new component/amount. You may enter a specific amount to be posted for the component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to

determine the amount of the budget component that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) form.

BA - Budget Level Info Access Ind
Use this batch posting type to update the Info Access indicator for an applicant's budget.

BB - Borrower Based Indicator
This allows you to post a code to link students with the same Borrower-based loan periods together. Can be seen on the Award forms.

BF - Budget Duration - FM
This allows the user to batch post a change to the student, number of months of attendance for the Federal Methodology by calculation. Can be seen on RNAOVxx.

BI - Budget Duration - IM
This allows you to batch post a change to the student's number of months of attendance for the Institutional Methodology calculation. Can be seen on RNAOVxx.

C - Current Record Lock
This locks the need analysis record flagged as the *Current Record* from updates or replacement until unlocked.

D - Packaging Completed Date
This process sets the existing date to null. A null packaging completed date allows previously packaged students to be repackaged by the batch packaging process.

DD - Scheduled Disbursement Date
This allows you to post a disbursement date for a specific non-loan fund and period code.

E - Enrollment Status for Year
This allows you to post the enrollment status for the year used by the Packaging Process.

> **Note:** The *E* value is only valid for aid years prior to 2014-2015.

EP - Exp Enroll Status-Period
This allows you to update the expected enrollment status for a student for a specific year. Either a specific code for the enrollment status or an algorithmic rule to calculate the code may be used. Algorithmic rules to calculate the expected enrollment status are written on RORALGO. A Financial Aid record (RORSTAT/RORPRST) must exist prior to Batch Posting the Period Expected Enrollment status.

EPL - Exp Enroll Status Lock-Prd
This process locks/unlocks the expected enrollment status for the student for a specific year.

EY - Exp Enroll Status-Year
This allows you to update the expected enrollment status for a student for a specific year. Either a specific code for the enrollment status or an algorithmic rule to calculate the code may be used. Algorithmic rules to calculate the expected enrollment status are written on RORALGO. A Financial Aid record (RORSTAT) must exist prior to Batch Posting the Period Expected Enrollment status.

EYL - Exp Enroll Status Lock-Year
This process locks/unlocks the expected enrollment status for the student for a specific year.

F - Fund Code/Amount/Status

Batch posting of a specific fund, amount, and status allows you to award the fund to a specific group of students identified in the population selection that is used. By entering the amount in the **Amount to Post** field, all eligible students will be awarded that amount. You may also use algorithmic rules to calculate the amount which should be awarded to the student, providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules, used to calculate the award amount, are created and maintained on the Algorithmic Packaging Rules (RPRALGR) from. The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST. Award validation is performed to ensure the student is eligible to receive the award when using the batch posting process for the *F* posting type. If the award already exists for a student, the award will be updated with the new amount and status. The fund award and disbursement schedule will be created based on the rules defined for the fund on RFRASCH or the default rules defined on RFRDEFA for the aid period assigned to the student. You can use the batch posting process to cancel an award by entering the amount as $*0.00.* If a student does not have a financial aid record for the aid year, RORSTAT record does not exist for the aid year, the student will be awarded the fund if it passes award validation and a RORSTAT record will be created.

> **Note:** The fund will not be created or updated if the student's package is locked. No updates to an existing fund will occur if the fund is locked at the award or period level.

FH - HPPA Indicator

Identifies students who qualify for the increased Health Profession Programs Amount (HPPA) loan amounts for Stafford loans.

FL - Fund Lock

Use this batch type to batch post a fund lock value to the **Lock** field on the Award Maintenance - Locks/Indicators window of the RPAAWRD and RPAAPMT form. When the **Type Indicator** is *FL*, valid values for **Code to Post** are:

Y - Always pay the locked amount

E - Adjust for enrollment decreases only (Pell only)

N - Award is not locked

FN - Fund/Amt/Status no validation

The *FN* posting type allows the batch posting of a fund code, amount, and status for a population selection of students without going through the award validation process. By entering the amount in the **Amount to Post** field, all students will be awarded that amount. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on Algorithmic Packaging Rules (RPRALGR) form. The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST. If the award already exists for a student, the award will be updated with the new amount and status. The fund award and disbursement schedule will be created, based on the rules defined for the fund on RFRASCH or the default rules defined on RFRDEFA for the aid period assigned to the student. Since the *FN* posting type does not use award validation, batch posting an award potentially could create over-awards and incorrectly award Federal funds. Caution should

be used when batch posting awards using the *FN* posting type. If a student does not have a financial aid record for the year, RORSTAT record does not exist for the aid year, the fund will be awarded and the RORSTAT record will be created.

> **Note:** The fund will not be created or updated if the student's package is locked. No updates to an existing fund will occur if the fund is locked at the award or period level.

FP - Fund/Period/Amount/Status

The *FP* posting type allows batch posting of a fund code, amount, and status to a specific period. Award validation will be used to ensure the student is eligible to receive the new or updated award; if the award fails award validation, an error will be provided in the output. By entering the amount in the **Amount to Post** field, all students will be awarded that amount for the period entered. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on General Algorithmic Rules (RORALGO) form. Batch Posting will utilize the RPTNEED table when processing the *FP* posting type.

The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST and the period to post the award to is entered in the **Period** field. If the applicant does not have a record for the aid year (RORSTAT), one will be created.

FPN - Fund/Period/Amt/Status/NoVal

The *FPN* posting type allows batch posting of a fund code, amount, and status to a specific period without using award validation. Entering the amount in the **Amount to Post** field, all students will be awarded that amount for the period entered. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on General Algorithmic Rules (RORALGO) form. Batch Posting will utilize the RPTNEED table when processing the *FPN* posting type.

The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST and the period to post the award to is entered in the **Period** field. If the applicant does not have a record for the aid year (RORSTAT), one will be created.

FPS - Fund/Period/Status

Update the period award status for a fund. Only funds where processing by period is allowed can be updated.

FS - Fund Code Status

The FS batch posting type lets you cancel, decline, or accept a specific fund award in its entirety. When you select the FS type indicator, do not enter an amount for the rule. You can only enter an award status which has been designated as accepted, cancelled, or declined on RTVAWST for the *FS* posting type. For rules of type FS:

- The **Code to Post** is the fund code of the award. The list of values for the code is drawn from the Fund Code Validation Table (RFRBASE).

- The **Status** is the award status. The list of values for the code is drawn from the Award Status Validation Table (RTVAWST).

The *Status is invalid for specified Post Type Code* error message displays if you enter an *offered* award status.

GL - Group Code Lock
The Group Code Lock allows you to post a lock to the any of the three group locks: tracking, budgeting, or packaging. When the **Type Indicator** is *GL*, the **Code to Post** field indicates whether to add (Y) or remove (N) a tracking, budgeting, or packaging group lock.

For example, when **Type Indicator** is *GL* and the **Code to Post** field is *Y,* a lock is posted to whatever group type (*T* (Tracking), *B* (Budgeting), or *P* (Packaging)) is indicated in the **Miscellaneous Code** field. If the **Code to Post** field is *N*, the lock is removed from whatever group type is indicated in the **Miscellaneous Code** field.

H - Hold Code
A financial aid hold can be placed or removed for a student. Holds are removed by making them inactive. To remove a hold, use the value of R (release) in the Miscellaneous Code 1 field.

HN - A Non-Aid Year Specific, Non-Period Specific Hold
Use this batch type to post a hold which is non-aid year specific and non-period specific.

> **Note:** Ability to Batch Post a hold without specifying an aid year or period. The Miscellaneous Code 2 field was added as an optional field that can be used to Batch Post a hold that is not associated with an aid year or period for a specific fund. An end date may also be specified when Batch Posting a hold that is not associated with an aid year or period.

HT - Hold Code/Period Code, Period-specific Hold
Use this batch type to post a hold which is period specific.

Ability to Batch Post a hold for a specific period. The **Miscellaneous Code 2** field was added as an optional field that can be used to Batch Post a fund-specific hold for a period. An end date may also be specified when Batch Posting a hold for a period.

> **Note:** For all Hold Type Codes, if no end date has been entered, the 31-DEC-2099 date will be used. When Batch Posting a release date for any of the Hold Type Codes, the system date will be used.
>
> If you are releasing a hold, you must include the fund code to release a fund specific hold. If no fund code is entered when a hold is released, fund specific holds will not be updated.

I - Institutional Housing Code
You can batch post codes of *1-4*. The codes are defined each year on the FAFSA application. Only *Current Records* are updated. The institutional housing code can be used in budget group selection and budget construction.

L - Letter Code
You can assign a student a letter to be sent the next time letters are run.

LS - Lender Status
Use this batch posting type to update the lender status to active/inactive for the lender by loan type on Student Lender History Data (RPASLND) form.

M - Applicant Message
This allows the user to specify a user-defined message to print on letters along with the expiration date of that message.

MD - Memo Expiration Date
This allows the user to post an expiration date for a specific fund code and period code.

OE - Award Offer Expiration Date
Update the award offer expiration date (RPRAWRD). Either a specific date may be defined or an algorithmic rule used to calculate the date to be posted. Algorithmic rules to calculate the date to be posted are written on General Algorithmic Rules (RORALGO). The rule code is then entered in the **Date Algorithmic Rule** field on RORPOST.

OEP - Period Offer Expiration Date
Update the period award offer expiration date (RPRATRM). Either a specific date may be defined or an algorithmic rule used to calculate the date to be posted. Algorithmic rules to calculate the date to be posted are written on General Algorithmic Rules (RORALGO). The rule code is then entered in the **Date Algorithmic Rule** field on RORPOST.

P - Package Lock
If a student's package is locked, the student cannot be repackaged, either manually or in a batch.

PB - Post BA Pell Override
This flags students who are eligible to receive Post BA Pell.

PBA - Period Budget Info Access Ind
This updates the information access indicator to allow or prevent the student's budget information to display in Self-Service

PBAA - All Types/All Periods (Period Budgeting)
This inserts or updates a period budget component to all non-Pell budget types and all periods associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PBAS - Comp-All types/One Period (Period Budgeting)
This inserts or updates a period budget component for all non-Pell budget types for a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PBFI - Period Budget Freeze Ind
This updates the Freeze indicator for a specific period to freeze or unfreeze the budget for recalculation of budget components.

PBPA - Comp-Pell/All Periods (Period Budgeting)
This inserts or updates a period budget component for the Pell budget type for all period's associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PBGL - Period Budget Group Lock Ind
This updates the Period Budget Group lock.

PBPS - Comp-Pell/One Period (Period Budgeting)
This inserts or updates a period budget component for the Pell budget type for a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PBSA - Comp-One Type/All Periods (Period Budgeting)
This inserts or updates a period budget component for a specific non-Pell budget type for all periods associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PBSS - Comp-One Type/One Period (Period Budgeting)
This inserts or updates a period budget component for a specific non-Pell type and a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) form.

PI - Pell Process Indicator
Use this batch type to enable/disable the **Prevent Automatic Pell Calculation** field on the Applicant Status (ROASTAT) form. This field prevents the automatic execution of the Pell process from forms for a student.

PNA – Fund Period Prom Note/Access Ind
Use this batch posting type to update the Info Access Indicator for a non-Direct Loan Promissory note for a fund and period. The period will be entered in the **Period** field and the Fund Code will be entered in the **Miscellaneous Code 1** field.

PO - Pell Origination Indicator
This allows you to post an indicator on the student to automatically create an updated Pell Origination record.

PSF - Period Status Freeze
This process freezes the period status for a student for a specific period.

PT - Prep or Teacher Cert Ind

Once you have identified a population of students who are undergraduates taking preparatory coursework, graduates taking preparatory coursework, or students enrolled in teacher certification, you may use the Batch Posting Process to update the **Preparatory or Teacher Certification** indicator on the RPAAWRD or RPAAPMT forms. Once the indicator has been updated, the award and disbursement validation process use the appropriate annual limits for the student. Also, the Stafford loan records will contain the indicator value once created.

R – Requirement Code/Status

This type code will only create a requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred.

> **Note:** You cannot use R, RF, RT, and RFT batch posting codes to update existing requirements.

RA – Requirement/Access Ind

This type code provides the ability to check or uncheck a RRAAREQ **Info Access** Indicator for a tracking requirement. The requirement code to update will be entered in the **Miscellaneous Code 1** field.

RF – Fund Specific Requirements

This type code will only create a fund specific requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

RFA – Fund Req/Access Ind

This type code provides the ability to check or uncheck a RRAAREQ **Info Access** Indicator for a fund specific tracking requirement. The requirement code will be entered in the **Miscellaneous Code 1** field and the fund code will be entered in the **Miscellaneous Code 2** field.

RFS – Fund Req Status

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RFT – Fund Period Specific Reqs

Provides the ability to create a fund period specific requirement if it does not previously exist. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

RFTA – Fund Period Req/Access Ind

This type code provides the ability to check or uncheck a RRAAREQ **Info Access** Indicator for a fund and period specific tracking requirement. The period will be entered in the **Period** field, the Requirement Code will be entered in the **Miscellaneous Code 1** field and the Fund Code will be entered in the **Miscellaneous Code 2** field.

RFTS – Fund Period Req Status|
This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RS – Requirement Status

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RT – Period Specific Requirements
Provides the ability to create a period specific requirement if it does not previously exist.

RTA – Period Req/Access Ind
This type code provides the ability to check or uncheck a RRAAREQ **Info Access** Indicator for a period specific tracking requirement. The Period Code will be entered in the **Period** field and the Requirement Code to update will be entered in the **Miscellaneous Code 1** field.

RTS – Period Req Status
This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

S – Satisfactory Academic Progress
If you batch post an SAP code you must also enter a term code under the **Term** Code field on the RORPOST form. Satisfactory Academic Progress codes must first be defined on the Satisfactory Academic Progress Validation (RTVSAPR) form.

> **Note:** The batch posting process will lock the SAP code and term posted to prevent further updates.

SL – SAP Code Lock/Unlock
This allows you to lock or unlock a SAP code for a term.

TE – Term Enrollment Status
This allows the user the ability to batch post a term enrollment status to update the FAFSA data.

> **Note:** The *TE* value is only valid for aid years prior to 2014-2015.

TL – Period Lock
Use this batch type to batch post a period lock value to the **Period** field on the Award Schedule - Options window of the RPAAWRD and RPAAPMT form. When the **Type Indicator** is *TL*, valid values for **Code to Post** are:

Y - Always pay the locked amount

E - Adjust for enrollment decreases only (Pell only)

N - Award is not locked

U – User Defined Variable/Value
You can batch post to any of the 360 user-defined data fields. The field being posted to must be referred to by its field number, not by its description. To identify which field is to receive the batch posted data, enter a number from *1* to *360* without any leading zeros under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Status Code** field.

UN – Non Year User-Defined Data
You can batch post to any of the 360 non year user-defined data fields. The field being posted to must be referred to by its field number, not by its description. To identify which field is to receive the batch posted data, enter a number from *1* to *360* without any leading zeros under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Period** field.

V – Verification Selection Message
You can use this posting type to institutionally select a student for Title IV verification. You can also use this option to deselect a student for verification. The verification message will be posted to the student's current record only.

VS – Verification Status
You can post the student's verification status code; the current values for the aid year are available in the LOV. This value can be seen on ROAPELL.

Y – Banner Year in College
This option updates the Banner year in college which is used by all the processes. Only the *current record* is updated. The values for Banner year in college are:

1	1st time freshman, no prior college
2	Freshman, prior college
3	Sophomore, (2nd year undergrad)
4	Junior, (3rd year undergrad)
5	Senior, (4th year undergrad)
6	5th Year/Other undergrad
7	1st Year Graduate/Professional
0	Continuing Grad/Prof or beyond

1 – Federal Methodology Student Contribution Lock
This locks the FM-SC displayed on the Need Analysis Result (RNARSxx) form from being updated or replaced. Only the field in the *current record* is locked.

2 – Federal Methodology Parent Contribution Lock
This locks the FM-PC displayed on the Need Analysis Result (RNARSxx) form from being updated or replaced. Only the field in the *current record* is locked.

3 – Federal Methodology EFC Lock
This locks the Pell EFC displayed on the Need Analysis Result (RNARSxx) form from

being updated or replaced. Only the field in the *current record* is locked. This is the single field loaded from EDE or AFSA tape where the SC and PC are not present. To lock the **Total** where a SC and PC are both present, you must lock the SC and PC separately.

4 – System Pell EFC Lock
This locks the SYS-PGI displayed on the Need Analysis Result (RNARSxx) form from being updated or replaced. Only the field in the *current record* is locked.

5 – Institutional Methodology Student Contribution Lock
This locks the IM-SC displayed on the Need Analysis Result (RNARSxx) form from being updated or replaced. Only the field in the *current record* is locked.

6 – Institutional Methodology Parent Contribution Lock
This locks the IM-PC displayed on the Need Analysis Result (RNARSxx) form from being updated or replaced. Only the field in the *current record* is locked.

> **Note:** Batch posting allows you to specify that when a student has a specific Reject or Comment code, you can batch post a requirement or message, etc., to that group of students. This process requires a population selection, but one that will be used in conjunction with the Comment code or Reject code. You do not need to write and support different population selections for each possible combination of Reject or Comment codes that may exist for a student. For example, if the goal is to attach a new tracking requirement to all students with a Reject code of 03, then the population selection used could be for all students with a RORSTAT record for the year, define the Type code as R for Reject, and the Code as 03, and the tracking requirement and status code to be posted.

Updating the Use Indicator in batch

The Update batch post categories (ROPPCAT) process, can be used to automatically uncheck the **Use Indicator** for all records on RORPOST and check the **Use Indicator** for a specific Category or like Category. Institutions with an automated batch scheduling feature are now able to streamline their batch production by inserting this new process between their existing batch post steps. For a given aid year, this process first resets or unchecks all of the use indicators that have been checked on RORPOST. The process then goes through and sets the use indicators that correspond to the category code defined by the user in the job parameters. When the process is run, the **Use Indicator** is set to Y (checked) for all batch posting rules that match the defined category code.

Depending on an institution's naming standard, it is possible to group categories for one batch posting. For these institutions, a parameter has been provided to process only a single category code (equal) or multiple categories using the option of Like. If you are using the option of Like, you may enter a partial category code and a wildcard % has been appended to the end; i.e., like TRK would be TRK% when the Like option is used.

The following are the parameters and their description:

> **Note:** The category code parameter is not validated for valid values on RORPOST. If the category code entered for the parameter does not exist,

all Use Indicators have been reset to N (unchecked), and no updates have been made to set the Use Indicators to Y (checked).

Parameter	Required	Description	Values
Aid Year Code	Yes	Enter the aid year for which the use indicators have been set and reset.	Aid Year Inquiry (ROIAIDY)
Category Code	Yes	Enter the full or partial category code; the batch post rules corresponding to the code or code is set. If this is a partial category code name, be sure to choose "Like" mode below.	
Equal or Like	Yes	If your category code entered above is the exact name of a category, enter an E. Otherwise, if your category code is a partial one, enter an L. The default is L. If the "Like" option is chosen, there is an assumed percent (%) at the end of the category code.	E Equal mode L Like mode
Audit or Update	Yes	Enter A to produce an audit report or U to update the database. The default is U.	A Audit mode U Update mode
Application Code	Yes	Enter the Application Code associated with the population selection for the category code(s) to be selected for update of the Use Indicator.	Application Inquiry (GLIAPPL)

Processing examples

For example, assume the following set of rules exist for a given aid year:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_ CANN_UG		L	R

If the process is run with parameters of "equals" and a category of "TRK_CC", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
checked	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
checked	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRE SH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_ CANN_UG		L	R

If the process is next run with parameters of "equals" and "SAP", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59
	SAP_LTR	10_BP_SAP_LTR_AUG_ CANN_UG		L	R

Since there is no category that exactly matches (is equal to) "SAP", nothing is set. If the process is instead run with parameters of "equals" and "SAP_LTR", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ADMITS		U	59

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
checked	SAP_LTR	10_BP_SAP_LTR_AUG_ CANN_UG		L	R

If the process is run with parameters of "like" and "TRK", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
checked	TRK_VET	10_ACMLTY_NEW		R	ACMLTY
checked	TRK_CC	10_AGLLM_NEW	C/254	R	AGLLM
checked	TRK_CC	10_AGLLM_NEW	C/260	R	AGLLM
checked	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59
	SAP_LTR	10_BP_SAP_ LTR_AUG_CANN_ UG		L	R

Processing holds

Holds may be created which are non-aid year specific, aid year specific, or period specific. You also have the ability to associate a hold for a specific fund or specific aid type. When a hold for a period exists for an applicant, the hold will be effective for award validation when the period code exists in the applicant's aid period. A hold for a term will be effective for disbursement validation when disbursing for that term.

Hold Type Validation (RTVHOLD)

A number of new indicators were added to RTVHOLD. These fields can be used to indicate that a hold should be associated with either specific types of funds or all funds. The default value when a new hold is created will be All Funds. If all the hold types (All Aid, Title IV, Federal, State, and Institutional) are unchecked (No), the All Aid indicator will be presumed to be Yes, and the hold will be in effect as indicated by the Prevent Packaging, Memo, or Disbursement indicators.

The Info Access indicator allows you to define if the hold should be displayed in Self-Service.

Packaging process when holds exist

If a period specific hold exists and the period is part of the applicant's aid period, funds will not be packaged based on the type of aid indicated on RTVHOLD. Award validation will evaluate the hold types to determine if the hold prevents packaging of All Aid, Title IV, Federal, State, or Institutional when packaging a fund. If all hold type indicators are unchecked (All Aid, Title IV, Federal, State, or Institutional), the hold All Aid indicator is assumed to be Yes for the hold. A hold which is fund specific will only be applicable to that fund.

Disbursement process when holds exist

Disbursement validation will evaluate the hold types to determine if the hold prevents memo or disbursement of All Aid, Title IV, Federal, State, or Institutional when disbursing a fund. If a fund-specific hold exists that prohibits memo or disbursement, only the specific fund will be affected. If all hold type indicators are unchecked (All Aid, Title IV, Federal, State, or Institutional), the hold All Aid indicator is assumed to be Yes for the hold. A hold which is fund specific will only be applicable to that fund.

Applicant Holds (ROAHOLD)

A hold may be defined without an aid year or period, or it can be aid-year specific, or period specific. You may not enter both an aid year and period for a hold. When a period code is defined for a period that prevents packaging, the award validation process will prohibit awarding (based on the aid type indicators) if the period for the hold is part of the applicant's aid period.

Example

When there is a packaging hold for the fall period and the all aid indicator is checked, it would prohibit auto packaging of awards when the applicant's aid period is fall/spring, but would not prohibit packaging of awards for a spring only aid period. When a hold that prevents memo or disbursement is defined for a specific period, the hold is effective for only that period.

You may also define a hold for a specific fund by entering the fund code. When using a fund specific hold, the hold type indicators (All aid, Title IV, Federal, State, and Institutional) will not be evaluated; only the packaging, memo, and disbursement indicators are evaluated for the fund specified.

Using NSLDS

Forms related to the NSLDS process provide easy identification and query of data from the various data sources (between manual entry and ISIR/NSLDS Data Load). The query provides an overall picture of the applicant's records in the aid year that supports both daily inquiry and point in time audits.

Student Loan Data (RNASLxx)

The RNASLxx form allows the manual creation of records. Manual records can be updated and other records (such as those with an **INFC** code of *EDE* or *AFSA*) cannot. Manual records cannot be created unless the student already has a RORSTAT record and at least one RCRAPPx record for the aid year.

All manually entered records become Current. Multiple manual records can exist per student per year. The Sequence number would be one higher than the old current record. The **Processed Date** field must be entered when creating manual records. The NSLDS Transaction Number on a manual record will be set to the same transaction number as the previous current record. The transaction number will display when you query the form.

When you create a manual record and an NSLDS record already exists, Banner copies all the data from the previous NSLDS record into the new manual record. This includes summary data, defaulted loan data, and recent loan data. This process allows you to easily update the necessary fields without re-entering the entire record.

You cannot change the current record designation on records. If data in the current record is incorrect, you can use overrides to negate the adverse consequences of the incorrect data, or create a new manual current record with the appropriate data.

Applicant Student Loan Data Inquiry (RNINSLD)

The Applicant Student Loan Data Inquiry form queries all NSLDS records. You can access this form from the Need Analysis menu. You can also access this form if you select Count Query Hits from the Source or Sequence No fields on the Student Loan Data (RNASLxx) form. This form is similar in layout to the Applicant Need Analysis Application Inquiry (RNIAPPL) form and contains the following information:

- NSLDS Source

- NSLDS Sequence Number

- NSLDS Current Record Indicator

- NSLDS Transaction Number

- NSLDS Match Indicator

- NSLDS Results Flag

- NSLDS Processed Date

- NSLDS Created Date

Need Analysis Result (RNARSxx)

Banner provides an override capability to override NSLDS data that may be preventing the awarding/disbursement of financial aid or the creation of Direct or FFEL loans. This is important in cases where NSLDS data cannot be updated by the original data provider in a timely manner for disbursement of funds. An example would be if the ISIR comes in

indicating that the student is in default, but the institution has documentation that the student has made satisfactory arrangements to pay and is therefore eligible to receive Title IV money.

Additional Override information includes:

- The Overrides that you enter will be used in both Award and Disbursement Validation or the creation of Direct or FFEL loans.

- Two levels of Overrides are available: Overall for the student/year and by student/year/period/fund.

- The Overall Override applies to all federal funds for all periods within the aid year.

- The period-specific overrides are specific to a fund/period combination and are used in disbursement validation only.

- Each override is specific to each type of validation test:

    - *L*   Limit tests (aggregate)

    - *D*   Default tests

    - *O*   Overpayment tests

    - *A*   All tests

    Annual limit overrides are not necessary because they already exist in the current award validation process.

Award forms (RPAAWRD)/(RPAAPMT)/(ROARMAN)

Details on these forms include:

- A field, **Override Indicator**, is part of the RORSTAT table for the overall NSLDS override. This field displays with the Federal Match Indicators on the Results form. Valid values are *L*, *D*, *O*, and *A*. You can log changes to this field if Need Analysis or Packaging Logging is activated.

- The award and disbursement validation processes checks the RORSTAT override first, and if present, uses that value for all funds and periods for the year. Only disbursement validation utilizes a period. Since Banner does not package by period, the period override option has no meaning for packaging.

- In disbursement processing, if no overall override exists, the validation processes checks the period specific override on the RPRATRM table for the fund/period being processed.

- Existing overrides (at either level) will not be automatically removed when a new NSLDS record is loaded to Banner. The Data Load process will include an NSLDS Discrepancy Report of Summary Data to show which NSLDS data elements have changed. In this way, you can identify whose overrides might need to be reviewed.

- You should enter comments on the Applicant Comments (RHACOMM) form whenever an override is entered or changed.

- As an alternative to using overrides, you can manually enter a complete new NSLDS record on the RNASLxx form. This new record will become the current NSLDS record and award/disbursement validation will use the data in this manual record.

Output population selection with financial aid Dataload Part 3

NSLDS information entered via Data Load informs you as to whether a student is in default. This information may affect the award process. If you use Early Decision Processing, your school may package awards before you receive NSLDS information. This process allows you to revalidate previously processed awards based on NSLDS information received after packaging.

Default/refund processing

Levels of default/refund administration

1. Award Packaging
    When you execute the Award Validation process either through automatic packaging (online or batch), or manual online packaging, Banner checks to ensure that when you package Federal monies, or non-Federal funds which have a Federal Fund ID of *GTIV* (General Title IV) associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

    If a student is in default, or owes a refund as indicated from information received from NSLDS, the award validation process fails and any funds in which the default criteria is invoked is not packaged.

2. Award Disbursement
    When you execute the disbursement validation process in either online or batch mode, Banner checks to ensure that when you disburse Federal funds, or non-Federal funds which have a Federal Fund ID of *GTIV* (General Title IV) associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

    If a student is in default, or owes a refund as indicated from information received from NSLDS, the disbursement validation process fails and an error message is provided.

Sources of default/refund information

System Use of Data: Both the award validation and disbursement validation processes use the default/refund information reported from NSLDS data when Banner awards and disburses Federal funds, or when it awards and disburses non-Federal funds in which Federal rules apply (the Federal Fund ID equals GTIV).

1. Incoming ISIR records

    This data is reported to the institution through the ISIR. It is maintained in the Banner database and is accessed using the Need Analysis Result (RNARSxx) form, the Federal Match Indicators window, in the Title IV Match Indicator drop-down list and on the Student Loan Data (RNASLxx) form.

2. NSLDS Transfer Student Monitoring and Financial Aid History Files

- The Transfer Student Monitoring (TSM) Alert files received when a request for monitoring has been sent to NSLDS are maintained in the database and accessed using the Student Loan Data (RNASLxx) form. You may also submit a request to NSLDS to receive a Financial Aid History record in electronic format for a student which also will be maintained in the database and accessed using the Student Loan Data (RNASLxx) form. Both of these types of files will contain the most recent default and refund information on the student.

- Data Storage: Banner stores Federal Match indicators for a student in the student's Applicant NSLDS Table Part 1 in the `RCRLDS4_MATCH_IND` column. The value of this column is displayed on both the Student Loan Data (RNASLxx) form and the Need Analysis Result (RNARSxx) form, the Federal Match Indicators window.

- Maintaining and Overriding Default/Refund status: There are three options for overriding a default or refund status which has been received. You may create a manual NSLDS record on Student Loan Data (RNASLxx) form and update the NSLDS Match indicator as well as any other data necessary. This new record will become the current record and will be used by the award and disbursement validation processes. You may optionally update the NSLDS Override indicator on Need Analysis Result (RNARSxx) form.

- Match Indicators window to override all tests or specific tests for eligibility used in the award and disbursement validation process. Both of the award forms, Award Maintenance (RPAAWRD) and Package Maintenance (RPAAPMT), allow you to override NSLDS default and/or refund information as well as the limit for Federal loans on a period basis by using the NSLDS Override indicator.

Title IV refund/repayment process

Please see the *Title IV Handbook* for information on this process.

Financial Aid Self-Service

Web access for financial aid provides students with direct information about their financial aid status and educates the student on a number of important financial aid matters. Additionally, the Web can provide other vital functions for financial aid such as applying for aid and providing a communication vehicle with the financial aid office. Financial Aid pages perform the following functions and may be tailored to provide the student with additional information that is unique to your institution.

- Provides access to Banner Financial Aid data such as a student's application/loan status, current award package, outstanding tracking requirements, award history, loan history, applicant messages, cost of attendance, fund messages, transcript records, and disbursement information.

- Assists in the interaction between students and financial aid office staff. Examples include a response to an institutionally-specified applicant message, the confirmation of a completed requirement, and the providing of verification and additional information to the financial aid officer.

- Provides links allowing the student to interact with other primary financial aid Web sites to apply for federal aid (FAFSA on the Web page), complete the CSS PROFILE registration/application, estimate financial aid eligibility, search for available scholarships, and access federal financial aid information.

- Allows your institution to use the Banner Self-Service toolset to provide information that explains the aid application process at your institution and to describe what aid is available. Examples include how to apply for aid, how to find a job, institutional application deadlines, what to do if unusual circumstances occur, and where to find answers to frequently asked questions.

Unsecured access

An applicant or student may gain access to certain unsecured data without entering a personal ID and PIN. Unsecured access enables students who do not currently have financial aid records within the administrative system to initiate the financial aid process by researching financial aid sources of funds and applying for financial aid. The Financial Aid Links page provides numerous links to application materials, search tools, and information sites. This page is an unsecured access page and available for public access.

Secured access

Institutions may select which query access items to activate. Links provide access to the student's overall financial aid status, messages, cost of attendance, eligibility, award information, and external links.

After selecting the **Enter Secure Area** link from the home page, the student is prompted for a student ID and personal identification number (PIN) for security purposes.

If the ID and PIN entry is a match, the Main Menu is displayed. The student selects the *Financial Aid* menu.

The Financial Aid menu provides the following options:

- **Federal Shopping Sheet** link provides the student with information about the Cost of Attendance and Aid that has been awarded. The Federal Shopping Sheet is a standard format prescribed by the Department of Education which allows a student to compare awards you have received from various universities (if applicable).

  - This option also offers a link to the PDF file from the Financial Aid General Tab. The applicant has access to the shopping sheet even if access to the award information is currently turned off. Once a shopping sheet has been produced for the applicant, it will be available in the General Information tab.

  - The link to the Federal Shopping Sheet (`bwrkshop.p_shopping_sheet`) is displayed.

- The **Financial Aid Status** (`bwrksumm.P_DispSumm`) provides an overall summary statement of the status of the student's file for the aid year. The student can obtain greater detail on a summary statement by clicking on an underlined phrase. For example, if an estimated cost of attendance has been calculated for the student, the student can click on the cost of attendance phrase to review all elements of their estimated student budget. All of the pages in the Financial Aid module can be accessed via other links, but this page provides a one-stop overview and access to more detail information.

- The **Eligibility** (`bwrkelig.P_DispEligReq`) link displays the Eligibility Requirements for Aid Year, which includes items informing the student of any factors that may impact his or her financial aid status.

  - The Student Requirements tab (`bwrktrkr.P_DispTrkReq`) displays the tracking requirements that the student needs to submit or complete. These requirements control whether the student is eligible to be packaged or receive payment of aid. The page also lists those requirements that the student has already satisfied.

  - The Requirement Messages tab (`bwrktmsg.P_DispTrkMsg`) enables the student to read and respond to tracking requirement messages with this page.

  - The Holds tab (`bwrkhold.P_DispHold`) displays financial aid holds that have been placed on a student's financial aid application. You can use holds to prevent packaging, memoing, and disbursements. Holds can be in effect for an aid year or for a date range.

  - The Academic Progress tab (`bwrksaph.P_DispSAP`) allows the student to review his or her academic performance as it is evaluated for each term.

- The **Award** (`bmenu.P_FAAwdMnu`) menu items display elements of the student's award package.

  - The Award for Aid Year page (`bwrkrhst.P_DispAwdAidYear`) displays a number of tabs with information regarding the general information about a student's award, an overview of their award, and the terms and conditions for the acceptance of an award. It also provides a tab where students can accept or reject their award, as well as tabs where students can provide additional information to your institution and where your institution can include special messages and questions for students to answer. The page also includes a series of options used to display award information for both aid year and period based awarding. You may select to use either display option or a combination of both options to display award data.

- The Award Payment Schedule page (`bwrkpays.P_DispPaySched`) displays the student's disbursement schedule and a record of payments made to the student's account.

- The Award History page (`bwrkrhst.P_DispAwdHst`) displays the student's entire award history (amount offered, accepted, declined, and cancelled) arranged by aid year, beginning with the most recent aid year at the top of the page. It also includes other resources (that is, supplemental aid that the student received in addition to the normal federal, state, and institutional sources).

- The Loan Application History page (`bwrklhst.P_DispLoanHst`) displays the details of the student's loan activity. The information is arranged by financial aid year and includes the status and amount of the loan, in addition to the amount paid to date.

- The Withdrawal Information (`bwrktivw.P_TitleIVWithdraw`) page displays withdrawal information if the student has withdrawn from your institution for the selected term.

- The Financial Aid menu includes an e-mail link. You can specify your financial aid contact's e-mail address, if you choose to allow students to e-mail the financial aid office.

- The **General Financial Aid** (`bmenu.P_FAASecMnu`) link displays the Financial Aid Links page (`bmenu.P_FAFormsMnu`) provides the student with access to institutionally posted documents as well as links to the federal aid application, the CSS PROFILE registration application, loan sites, and scholarship search sites.

Set up Financial Aid on the Web

This section explains how to implement the Financial Aid module on the Web. Refer to the *Banner Financial Aid User Guide* and *Banner Financial Aid Online Help* for more information about Banner forms.

1. For each aid year that you want to be available on the Web, select the **Information Access Indicator** field on the Web Processing Rules window on the Global Institution Financial Aid Options (ROAINST) form.

2. For each requirements code that you want to be available on the Web, select the **Information Access** checkbox on the Requirements Tracking Validation (RTVTREQ) form.

3. For each message code you want to be available on the Web when it is associated with a tracking requirement, select the **Information Access** checkbox on the Message Code Validation (RTVMESG) form.

4. For each packaging group that you want to be available on the Web, select the **Info Access** checkbox on the Packaging Group Validation (RTVPGRP) form.

5. For each hold type that you want to be available on the Web, select the Info Access checkbox on the Hold Type Validation (RTVHOLD) form.

6. For each message code you want to be available on the Web, select the **Info Access Ind** checkbox on the Message Code Validation (RTVMESG) form.

7. For each message code that you want to associate with a requirement, enter the message code (defined in RTVMESG) in the **Message Code** field on the Message Rules (RORMESG) form.

8. For each requirement status code that will allow a requirement to be available on the Web, select the **Info Access** checkbox on the Requirement Tracking Status Validation (RTVTRST) form.

9. For each requirement status code that you will allow Instructions, Messages, or an Active URL link associated with a requirement to be available on the Web, select the **Display Instructions, Messages, Active URL Link** check box on the Requirement Tracking Status Validation (RTVTRST) form.

10. For each loan status you want to allow Loan Application History to be available or allow the display of Promissory Note requirements for Direct Loans as a requirement, select the Info Access indicator on the Loan Status Validation (RTVLNST) form.

For each fund that you want students to be able to accept or decline on the Web, select the **Accept/Decline** checkbox on the Aid Year Specific Data - Packaging window, Web Processing Rules sub-tab of the Fund Management (RFRMGMT) form or the Funds Management (ROAMGMT) form.

Financial Aid Self-Service Period Based Awarding

Financial Aid Self-Service Period Based Awarding allow applicants to accept or decline an award by period, based on the options established for the fund. Funds which do not allow processing by period (**Allow Processing by Period** unchecked on RFRMGMT/ROAMGMT) must be accepted or declined for the aid year in Self-Service. Funds that do allow processing by period (Allow Processing by Period checked on RFRMGMT/ROAMGMT) offer two Self-Service processing options:

- By Period - The applicant may accept or decline the award for each period.

- By Aid Year (unless award status mixed) - The applicant must accept or decline the award for the aid year when all of the period award statuses are offered. If not all of the period award statuses are offered, the applicant may accept or decline periods which are offered. This provides the ability for an award to be offered for fall/spring and accepted by aid year, then an additional period is awarded as offered such as summer which may be accepted or declined without impacting the fall and spring awards.

The global option to Allow Partial Amount Acceptance is an option at the fund level. This allows you to identify funds that must have an entire award accepted or declined and which funds allow the applicant to accept a lesser amount. For funds that allow the applicant to accept or decline the award by period, the ability to accept a lesser amount for each period is provided when allowed for the fund.

Financial Aid Self-Service web pages

This section describes the Web pages included in Financial Aid module. As an implementer or administrator of the Web system, it is important for you to review this information.

Financial Aid Links (bmenu.P_FAAUnsecMnu and bmenu.P_FAASecMnu)

The Financial Aid Links page displays a base set of financial aid application and information links that you can customize through Web Tailor. It is accessible from both the unsecured and the secured areas of your Web site.

- From the unsecure area, the package/procedure is `bmenu.P_FAAUnsecMnu`.

- From the secure area, the package/procedure is `bmenu.P_FAASecMnu`.

A link on the unsecured version of the page allows the student to log in to the secured area.

Both versions include a link to the Financial Aid Forms page (`bmenu.P_FAFormsMnu`), which provides more links designed to help students complete their application materials.

The remaining links on both versions enable the student to access resources outside of the school such as links to the federal aid application, the CSS PROFILE registration application, loan sites, and scholarship search sites.

Financial Aid Forms (bmenu.P_FAFormsMnu)

When a student selects a form on this page, Adobe® Reader™ displays the form on a new page in the browser. The student can then download the form. If the student does not already have Adobe Acrobat Reader, he or she can select the Adobe Reader option on this page to download the software.

The selection of forms on the Financial Aid Forms Page is determined by your institution. The `bmenu.P_FAFormsMnu` page is a Web Tailor menu that can be accessed using your Web Tailor account. You can view how the sample data is set up as menu items and then use the same procedure to add your own menu items and customize the sample entries. All the forms listed on the page *must* be stored in the `resdocs` directory on the Web server. The sample PDF forms will already be stored in the `resdocs` directory. If you add other forms to the menu, you must put the corresponding files into the `resdocs` directory. Each link on the menu must point to the corresponding document in the format `/resdocs/[filename.ext]`.

Web page fields

This page does not contain any fields.

Setup requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Back to General Financial Aid Links	Goes to the Financial Aid Links page (`bmenu.P_FAAUnsecMnu`)

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

No menus have links to this page.

Other web pages with links to this page

Financial Aid Links	`bmenu.P_FAAUnsecMnu`

Aid Year (bwrkolib.P_SelDefAidy)

A student selects a financial aid year on the Aid Year page. This aid year determines which data will be used in processing and which data will be displayed on other pages. If the student has been using one aid year and wants to use another, he or she can use this page to change aid years.

Many, but not all, of the Financial Aid Web pages require an aid year. If no aid year has been specified in a Web session, and the student is on a page that needs to use a specific aid year, the system automatically displays the Aid Year page first. Once an aid year has been chosen, it is active for the current Web session until the user selects another.

Web page fields

Item	Description/Source Information
Select Aid Year	Available aid years from which the user can choose. The values displayed in the pull-down list come from the Global Institution Financial Aid Options (ROAINST) form. This is the first level of validation before any aid-year-related information is displayed for the student on a Financial Aid Web page.

Setup requirements

Item	Description
Global Institution Financial Aid Options (ROAINST) form	Select the Information Access Indicator field on the Web Processing Rules window for each aid year that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

No menus have links to this page.

Other web pages with links to this page

Financial Aid Status for Aid Year	`bwrksumm.P_DispSumm`
Tabs on Eligibility Requirements for Aid Year	`bwrkelig.P_DispEligReq`
Tabs on Award Package for Aid Year	`bwrkrhst.P_DispAwdAidYear`
Award Payment Schedule for Aid Year	`bwrkpays.P_DispPaySched`
Cost of Attendance for Aid Year	`bwrkbudg.P_DispBudg`
Messages for Aid Year	`bwrkamsg.P_FAAppMsg`

Financial Aid Status for Aid Year (bwrksumm.P_DispSumm)

A summarized status of the student's financial aid package is displayed on this page. The information is calculated based on the financial aid year, the budget group (students with similar budgeting characteristics), and the aid period (full academic year, fall semester, and so on).

Each summary statement provides the student with a key element of their overall status. The summary statement is suppressed until relevant data is available for that key element. For example, if the student does not have unsatisfied student requirements assigned in Banner, the statement for unsatisfied student requirements is not displayed on this page.

Likewise, if period budgeting is not enabled (Options tab on ROAINST), the amount of the aid year budget will be used. The value of the Period Budget Preferred EFC option (Web Processing Rules tab on ROAINST) will be used to determine the budget type/components to be used to display the total budget for the applicant.

Web page fields

Item	Description/Source Information
Unsatisfied student requirements	If the student has unsatisfied tracking requirements on the Applicant Requirements (RRAAREQ) form, the unsatisfied tracking requirement statement is displayed.
	The phrase student requirements is a hyperlink to the Student Requirements tab (`bwrktrkr.P_DispTrkReq`) of the Eligibility Requirements for Aid Year page.
Estimated cost of attendance	If the student has budget components identified on the Applicant Budget (RBAABUD) form for the aid year and aid period (when using aid year budgeting) or on the Applicant Period Budget (RBAPBUD) form for the period budget groups for the aid year and aid period, the estimated cost of attendance statement is displayed, indicating the monetary amount of the student's budget.
	The phrase cost of attendance is a hyperlink to the Cost of Attendance for Aid Year page (`bwrkbudg.P_DispBudg`).
Financial aid award total	If the student has been awarded financial aid, the award total statement is displayed. When the `RORSTAT_INFO_ACCESS_IND` is N, this line of text will not be displayed.
	When a crossover period exists, the Overall Financial Aid Status page will show, "You have been awarded financial aid which totals "$xx,xxx.xx". The total will reflect the amount of the Pell award for the applicable crossover period.
	The word awarded is a hyperlink to the General Information tab of the Award Package for Aid Year page (`bwrkrhst.P_GeneralInfoTab`).
Outside resources	If awards do not exist for the student, but the student has other resources specified on the Resource Maintenance (RPAARSC) form, the outside resources statement is displayed. (If the student has both awards and outside resources, only the award total statement is displayed.)
	The phrase outside resources is a hyperlink to the General Information tab of the Award Package for Aid Year page (`bwrkrhst.P_GeneralInfoTab`).

Item	Description/Source Information
Academic progress	Student's academic progress statement is displayed.
	The phrase *academic transcript* is a hyperlink to the Banner Student Self-Service Academic Transcript Options page (`bwskotrn.P_ViewTermTran`), which the student can use to access the Academic Transcript page (`bwskotrn.P_ViewTran`).
	The phrase *academic progress* is a hyperlink to the Academic Progress tab (`bwrksaph.P_DispSAP`) of the Eligibility Requirements for Aid Year page.
Holds	If holds exist for the student, the hold statement is displayed.
	The word *Holds* is a hyperlink to the Holds tab (`bwrkhold.P_DispHold`) of the Eligibility Requirements for Aid Year page.
Messages	If messages exist for the student, the messages statement is displayed.
	The word *messages* is a hyperlink to the Messages for Aid Year page (`bwrkamsg.P_FAAppMsg`).
Account summary	Account summary statement is displayed allowing the student to access his or her account summary.
	The phrase *account summary* is a hyperlink to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Financial aid history	If the student has any financial aid history, the financial aid history statement is displayed.
	The phrase *financial aid history* is a hyperlink to the Award History page (`bwrkrhst.P_DispAwdHst`).

Setup requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Cost of attendance	Goes to the Cost of Attendance for Aid Year page (`bwrkbudg.P_DispBudg`). **Note** - If the Display COA Detail indicator (Web Processing Rules tab on ROAINST) is unchecked (No), budget status is not displayed (Information Text from Web Tailor) and the Cost of attendance information line and link will not be displayed. This prevents the applicant from accessing the Cost of Attendance web page.
Awarded	Goes to the General Information tab of the Award Package for Aid Year page (`bwrkrhst.P_GeneralInfoTab`).
Outside resources	Goes to the General Information tab of the Award Package for Aid Year page (`bwrkrhst.P_GeneralInfoTab`).
Academic transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Academic progress	Goes to the Academic Progress tab (`bwrksaph.P_DispSAP`) of the Eligibility Requirements for Aid Year page.
Holds	Goes to the Holds tab (`bwrkhold.P_DispHold`) of the Eligibility Requirements for Aid Year page.
Messages	Goes to the Messages for Aid Year page (`bwrkamsg.P_FAAppMsg`).
Account summary	Goes to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Financial aid history	Goes to the Award History page (`bwrkrhst.P_DispAwdHst`).
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

Financial Aid Menu   `bmenu.P_FinAidMainMnu`

Other web pages with links to this page

Cost of Attendance for Aid Year	`bwrkbudg.P_DispBudg`
All tabs on the Award Package for Aid Year	`bwrkrhst.P_DisplayTabs`
Messages for Aid Year	`bwrkamsg.P_FAAppMsg`
Award History	`bwrkrhst.P_DispAwdHst`

Cost of Attendance (bwrkbudg.P_DispBudg)

The cost of attendance is the estimated cost the student can expect to incur for a year of attendance at the school. This amount can include tuition, room and board, fees, books and supplies, transportation, and personal expenses. These costs are affected by the financial aid year, budget period, and budget group classifications assigned to the student in Banner Financial Aid. The estimated cost of attendance is based on these assignments.

You can check the budget group and aid period that is assigned to the student for the aid year on the Applicant Budget (RBAABUD) form if period budgeting is not enabled. This information is extracted from the Banner database and inserted into the Information Text as shown in the following example.

The following information is based on your status as a Undergrad Resident On Campus student receiving financial aid for the Fall-Spring Semesters.

> **Note:** If the student is not assigned to a budget group, but has budget components, the page is displayed without the preceding sample text.

In the example above, the value *Undergrad Resident On Campus* comes from the **Group** field and the value *Fall-Spring Semesters* comes from the **Aid Period** field of the Budget Group Aid Period block of Applicant Budget (RBAABUD) form. The non Pell budget is displayed if the **Information Access Indicator** is checked for the budget type. If the non Pell budget is not available or does not exist, the Pell budget is displayed if the **Information Access Indicator** is checked for the Pell budget type.

Additionally, if period budgeting is not enabled (on ROAINST), the amount of the aid year budget will be used. The value of the Period Budget Preferred EFC option (Web Processing Rules tab on ROAINST) will be used to determine the budget type/components to be used to display the total budget for the applicant.

If period budgeting is enabled (on ROAINST), the period budget groups and aid period assigned to the student for the aid year on the Applicant Period Budget (RBAPBUD) form can be viewed, along with the total amount for all period budget groups for the student. This data will be inserted into the Information Text in the following example.

The following information for enrollment in the Fall-Spring-Summer Semesters is based on your status of:

- UG Dependent Fall

- UG Dependent Spring

- UG Independent Summer

In the preceding example, the value Fall-Spring-Summer Semesters comes from the **Aid Period** field and the value for UG Dependent Fall, UG Dependent Spring, UG Independent Summer comes from the **Group Code** field of the Applicant Period Budget (RBAPBUD) form. The FM budget is displayed if the **Information Access Indicator** is checked for the applicant.

The value of the Period Budget Preferred EFC option (Web Processing Rules tab on ROAINST) will be used to determine the budget type/components to be used to display the total budget for the applicant.

Aid Year Budgeting

Web page fields

Item	Description/Source Information
Budget Component	Description of the budget component.
	The included components are defined for the student in the Budget Components block of the Applicant Budget (RBAABUD) form.
Amount	Monetary amount assigned to the budget component.
	The value comes from the Amount field in the Budget Components block of the Applicant Budget (RBAABUD) form.

Period Budgeting

Web page fields

Item	Description/Source Information
Budget Component	Description of the budget category.
	The included categories are defined for display in Self-Service in the Budget Categories tab of the Period Budgeting Aid Year Rules (RBRPBYR) form.
Amount	Monetary amount assigned to the budget category.
	The value comes from the sum of all budget components associated with a budget category as defined on the Budget Components tab of the Period Budgeting Aid Year Rules (RBRPBYR) form.

Setup requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).
Overall Financial Aid Status	Goes to the Financial Aid Status for Aid Year page (`bwrksumm.P_DispSumm`).
Cost of attendance	Goes to the Cost of Attendance for Aid Year page (`bwrkbudg.P_DispBudg`).
	Note - If the Display COA Detail indicator (Web Processing Rules tab on ROAINST) is unchecked (No), budget status is not displayed (Information Text from Web Tailor) and the Cost of attendance information line and link will not be displayed. This prevents the applicant from accessing the Cost of Attendance web page.

Buttons/Icons on this page

This page does not have buttons to other pages.

No menus have links to this page.

Other web pages with links to this page

Financial Aid Status for Aid Year	`bwrksumm.P_DispSumm`

Award Package for Aid Year (bwrkrhst.P_DispAwdAidYear)

The Award for Aid Year page contains all of a student's required Electronic Award Letter information, including the ability to accept or decline awards. The page contains the following tabs.

- General Information

- Award Overview

- Resources/Additional Information

- Terms and Conditions

- Accept Award Offer

- Special Messages

Options have been provided on the Web Processing Rules page on the ROAINST form so that you can define which of the tabs are displayed to students. The General Information and Award Overview tabs will always be displayed on this page, but the other tabs can be removed if you choose.

Each tab provides areas where you can insert your own text through Web Tailor and where you can display student-specific text messages through the use of SQL rules set up on the RORWTXT form. The data displayed on the tabs will depend on the Web Rules indicators and options selected in Banner and by the Web Questions and Text the school has defined.

General Information tab

This is the first tab displayed when you initially access the Award for Aid Year Page.

Your institution-defined messages and student specific text are displayed on this page, if available. This text will only display to the student if `RORSTAT_INFO_ACCESS_IND` is `checked` or if `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as `checked`.

You will enter the text for your institution-defined messages through Web Tailor, and define the student-specific text in Banner on forms RTVWTXT, RORWTXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form.

- The Web Text Rule code on RTVWTXT

- The SQL rules for the Web Text Rule code on RORWTXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.

> ⚠️ ***Warning!*** *The :fund parameter can only be used for the Web Tab AD - Award Decision to display information for a fund on the Accept Award Offer tab of the Award For Aid Year page. Attempting to use the :fund parameter in a SQL Rule for Web Text display on other Web Tabs will result in an error being received in Self-Service and the Self-Service page not rendering.*
>
> *An example of using the: fund parameter might be to display specific text for the fund on the Accept Award Offer tab based on the fund type associated with the fund.*
>
> ```
> select rfrbase_ftyp_code
> from rfrbase
> where rfrbase_fund_code = :fund
> ```

- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.

- The text rule must have SQL rules defined on RORWTXT in the RORWSQL table where `RORWSQL_ACTIVE_IND = Y` and `RORWSQL_VALIDATED_IND = Y`.

- The text rule must have Select Value rules set up for the specified tab on the RORWTXT form in the RORWTXT table where the `RORWTXT_ACTIVE_IND = Y`.

- The value returned by the SQL rule for the student must match an active `RORWTXT_SELECT_VALUE` for the specified tab.

When all of the above are true the `RORWTXT_HEADING` (if not null) and the `RORWTXT_TEXT` will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

If the student has awards offered for the aid year, the following default message is displayed.

> *Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.*

If the student does not have any awards offered for the aid year, or there are messages that have been assigned to the student in RORMESG that stop electronic award processing, the following default message is displayed.

No award information is available for you at this time. Please contact the Financial Aid Office if you have questions.

Also, if the RORSTAT_INFO_ACCESS_IND = N (or if the RORSTAT_INFO_ACCESS_IND is null and you have not selected the option on ROAINST to treat the null value as Y), all other tabs on the Award page are inaccessible.

These default messages are updateable through Web Tailor.

Setup requirements

Item	Description
Web Tailor Information Text	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.
	• DEFAULT, Seq 1 (bwrkrhst.P_GeneralInfoTab)
	This default text will appear at the top of the General Information Tab:
	"Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office."
	• NOAWARD, Seq 1 (bwrkrhst.P_GeneralInfoTab)
	This message will appear at the top of the General Information Tab in place of the *DEFAULT* text, if there are no awards for the student:
	"No award information is available for you at this time, please contact your financial aid office if you have questions."

Award Overview tab

This tab displays institutionally defined messages and student specific text, if available. Below the initial text section and the student specific text section the following information is displayed.

- Need Calculation

- Cost of Attendance (COA)

- Enrollment Status

- Housing Status

- Cumulative Loan Data

- Award Information

The Award Overview tab will display Financial Aid Awards in the aid year for which they were awarded.

Crossover Pell functionality will show an award amount > 0 for a period defined as a crossover that exists in two aid years. For a crossover Pell award, the crossover period will be returned with the aid year with which the period is normally associated.

Additionally, the calculation of resources excludes resources, contracts, and/or exemptions where the information access indicator is "No" (unchecked).

Whether each of these items is displayed is dependent on the indicators in the Web Rules Table (RORWEBR) from the ROAINST form.

Field	When it is Displayed
Need Calculation	If `RORWEBR_NEED_CALC_IND` = Y
Cost of Attendance (COA)	`RORWEBR_COA_IND` = Y and either `RBBABUD_INFO_ACCESS_IND` = Y (when using aid year budgeting) or `RORSTAT_PBUD_INFO_ACCESS_IND` = Y (when using period budgeting)
Enrollment Status	`RORWEBR_ENROLLMENT_STATUS` = T or F
Housing Status	`RORWEBR_HOUSING_STATUS_IND` = Y
Cumulative Loan Data	`RORWEBR_CUM_LOAN_IND` = Y
Award Information	`RORSTAT_INFO_ACCESS_IND` = Y (or `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as Y) the student has awards offered for the aid year that are for an amount greater than zero for at least one fund

Need Calculation information section

The Need Calculation displays even if a budget does not exist and is not dependent on the info access indicator for the applicant on RBAABUD (aid year budgeting) or RBAPBUD (period budgeting). The ability to control if the Need Calculation is to display is provided under Web Processing Rules tab of ROAINST.

The hierarchy for which budget to display is the non-pell budget first and if one does not exists then the Pell budget will be displayed. If no budget exists the EFC will still be displayed.

> **Note:** The Budget amount, Resources, Initial Need, and Need will be capped with a value of 999,999,999.99.

The displayed EFC and the period budget associated with the EFC type will be determined by the value stored for the Period Budget Preferred EFC option (Web Processing Rules tab on ROAINST).

The tab's budget categories and amounts are displayed in the print order established for the aid year on the Period Budgeting Aid Year Rules (RBRPBYR) form.

Cost of Attendance information section

The detailed COA information is displayed. If your institution wants to display only the total COA, it can be displayed through the Need Calculation detailed data.

> **Note:** If you have selected to display the COA from the Web Processing Rules tab of ROAINST but do not want to display the COA for a specific student (or group of students using Batch Posting), the Information Access Indicator may be unchecked on RBAABUD (aid year budgeting) or RBAPBUD (period budgeting). For aid year budgeting, the non-Pell budget should be updated since it is the non-Pell budget that is displayed in Self-Service. For period budgeting, the FM budget will be updated because every budget group requires an FM budget type to be associated with it.

Award information section

The award information section will display Financial Aid Awards in the aid year for which they were awarded.

Crossover Pell functionality will show an award amount > 0 for a period defined as a crossover that exists in two aid years. For a crossover Pell award, the crossover period will be returned with the aid year with which the period is normally associated.

If `RORWEBR_TERM_ZERO_AWRD_IND = Y`, all terms that exist in RPRATRM for the aid year are displayed for the student, regardless of whether there are any awards greater than zero.

If `RORWEBR_TERM_ZERO_AWRD_IND = N`, only those terms that have at least one fund with an award greater than zero for the term are displayed for the student.

If `RORWEBR_FUND_ZERO_AMT = Y`, all funds in RPRAWRD/RPRATRM for the student will be displayed, regardless of the award amount.

If the `RPRAWRD_OFFER_AMT = 0`, the fund will not be displayed for any period.

If `RORWEBR_FUND_ZERO_AMT = N`, only those funds that have an awarded amount greater than zero are displayed for the student.

If an award message exists for any of the funds awarded and displayed to the student, the award messages will be displayed through a pop-up window. If an award message is available, the fund award description will appear as a highlighted link. To access the pop-up window, the user can click on the link. You can edit the text messages displayed on this page through Web Tailor.

A Print link is also available on this page so that students can print their award information.

Web text is available to display directly above the Award information section. Web text displayed with the award information is defined using Web Tab FA - Financial Aid Award. This will allow you to communicate actions the student may need to take such as accepting or declining any offered aid.

Options are available for the display of award information to the student. These options are established on the Web Processing Rules tab of ROAINST for the aid year. You are

able to select the display of award information for the aid year and/or award information for all periods in the student's aid period. Within each of these options, you have additional options that may be selected:

- Display Aid Year Awards

    - Do not display

    - Display award with amount offered and symbol

    - Display award with amount offered, accepted, declined, cancelled, and symbol

- Display Period Awards (displays period award status and amount offered)

    - Do not display

    - Horizontally - periods displayed across in multiple columns

    - Vertically - each period displayed separately

    - Double columns - each period displayed separately using two columns across and then down

With the introduction of period-based awarding, the use of the award status when displaying award information for the aid year was no longer valid. When the option to display award information for the aid year is selected, it is recommended to define a symbol to represent the status of the award. These symbols can make use of image files defined in Web Tailor. You will need to define the location of the image file to be used which will represent the status of the award on the Web Processing Rules, Web Processing Defaults sub tab of ROAINST. The display of the appropriate symbol for the award uses the following rules:

- If any period has offered aid, the Offered aid symbol will be displayed

- If period(s) are accepted and none offered, the accepted aid symbol will be displayed

- If period(s) are declined and none are offered or accepted, the declined symbol will be displayed

- If the award is cancelled, the cancelled symbol will be displayed

    Note: The displays of the declined and cancelled symbols are based on the option to display the award with a Zero Offered Amount in Self-Service. If this indicator is not checked, the award nor the symbol will be displayed.

    Note: If the option to display aid year awards is selected and the location of the image files has not been defined, nothing will appear in the Status column for the award information.

Setup requirements

Item	Description
Financial Aid Options (ROAINST)	Use the Display COA Detail field on the Web Processing Rules tab to display the Cost of Attendance Information section.
Financial Aid Options (ROAINST)	Use the Display Need Calculation on the Web Processing Rules tab to display the Need Calculation section.
Financial Aid Options (ROAINST)	Use the Period Budget Preferred EFC field on the Web Processing Rules tab to determine the priority for display of the FM or IM EFC.
Financial Aid Options (ROAINST)	Use the Display Cumulative Loan Amounts field on the Web Processing Rules tab to display the cumulative loan amounts.
Financial Aid Options ROAINST	Use the Display Enrollment Status field on the Web Processing Rules tab to display expected enrollment by term, default Full-time, or do not display.
Financial Aid Options (ROAINST)	Use the Display Funds with Zero Award Amount field on the Web Processing Rules tab to display the awards with a zero offered amount (declined, cancelled, or zero offer amount).
Financial Aid Options (ROAINST)	Use the Display Periods with Zero Award Amount field on the Web Processing Rules tab to display the awards with a zero offered amount (declined, cancelled, or zero offer amount for a period when displaying awards is set to Periods).
Financial Aid Options (ROAINST)	Use the Display Aid Year Awards field on the Web Processing Rules tab to determine the display of award information for the year.
Financial Aid Options (ROAINST)	Use the Display Period Awards field on the Web Processing Rules tab to determine the display of award information for each period in the student's aid period.
Financial Aid Options (ROAINST)	Use the Offer Image field on the Web Processing Rules, Web Processing Defaults sub-tab to define the location of the symbol to be used when an award has any period which is offered.
Financial Aid Options (ROAINST)	Use the Accept Image field on the Web Processing Rules, Web Processing Defaults sub-tab to define the location of the symbol to be used when an award is accepted.
Financial Aid Options (ROAINST)	Use the Decline Image field on the Web Processing Rules, Web Processing Defaults sub-tab to define the location of the symbol to be used when an award is declined.
Financial Aid Options (ROAINST)	Use the Cancel Image field on the Web Processing Rules, Web Processing Defaults sub-tab to define the location of the symbol to be used when an award is cancelled.

Item	Description
Web Tailor Information Text	Information and/or instructions you want to provide to your students. • *DEFAULT*, Seq 1 (`bwrkrhst.P_AwardOverviewTab`) This text, which your institution defines, will appear at the top of the Award Overview Tab. • *INFORMATION*, Seq 1 (`bwrkrhst.P_AwardOverviewTab`) This text will appear at the bottom of the Award Overview Tab: "If you have questions regarding the above information, please contact the Financial Aid office." • *DEFAULT*, Seq 1 (`bwrkrhst.P_PrintAwardOverview`) This text, which your institution defines, will appear at the top of the Printed Award Overview.

Links to other web pages

This Link	Action
Print	Clicking on this link will display a pop-up window of a print-ready version of the student's award information.

Resources/Additional Information tab

This tab displays the resource detail information and additional information available for the student. This tab is accessible under the following conditions.

• `RORSTAT_INFO_ACCESS_IND` = `Y` (or `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as `Y`)

• `RORWEBR_RESOURCE_TAB_IND` = `Y` or there are questions set up on RORWEBQ for the student to answer

This tab includes the Resource section, Additional Information section, and the Unreviewed Information Previously Submitted section. Whether each of these sections is displayed is dependent on the indicators on ROAINST.

Resource section

Detailed resource information is displayed in this section when `RORWEBR_DETAIL_RESOURCE_IND = Y`. If `RORWEBR_DETAIL_RESOURCE_IND = N`, a message will be displayed indicating that the student does not currently have any outside resource information to display.

The Resources/Additional Information page will display resources (additional resources, contracts, and exemptions) for the aid year/aid period. This corresponds to the amount of resources that will be used as part of the student's need calculation.

Additionally, the calculation of resources will exclude resources, contracts, and/or exemptions where the information access indicator is "No" (unchecked).

Outside Resources that exist for the student on RPAARSC with the `RPRARSC_INFO_ACCESS_IND` checked will be displayed.

Contracts and exemptions are displayed in this section as well, when `RPRCONT_INFO_ACCESS_IND = Y` or `RPREXPT_INFO_ACCESS_IND = Y`.

Additional information section

This section is where students will answer the questions your institution has set up to ask through Self-Service. It also provides a place for students to enter any additional resource information.

> **Note:** If the student is viewing an aid year that is inactive, this section will not be displayed.

The questions displayed in this section are determined by your setup on RTVWEBQ and RORWBQA. Only questions where `RORWEBQ_ACTIVE_IND = Y` for the aid year are displayed.

After the student has answered all questions presented to them, they must press the Submit Information button so that the answers are sent to the Financial Aid office. The information is saved to the necessary Banner tables and may be reviewed on RPAINFO by financial aid personnel.

If all required questions (`RORWEBQ_REQUIRED_IND = Y`) have not been answered when the Submit Information button is clicked, an error message will display informing the student that they have not completed all of the required questions. The answers to the questions previously entered remain on the page so that the student does not have to re-enter them.

Some answers submitted by a student can stop the electronic award processing. Answers that meet the following criteria will stop processing.

- `RORWBQA_STOP_PROCESSING = A` and any Not Null answer is given for the question

- `RORWBQA_STOP_PROCESSING = Z` and the answer given is greater than zero for the question

- `RORWBQA_STOP_PROCESSING = S` and the answer given for the question equals `RORWBQA_ANSWER_VALUE`

When an answer stops award processing, the message code
(`RORWBQA_MESSAGE_CODE`) associated with the question is recorded in the
RORMESG table. In addition, the `RORSTAT_INFO_ACCESS_IND` is set to `N`, so that
the student can no longer access award information in Self-Service. The student is
returned to the General Information tab where any message codes associated with their
answer are displayed. If no message codes are associated with the answer that stopped
the processing, then a default error message will be displayed.

The student will not have access to any of the tabs on the Award for Aid Year page until a
staff member reviews the student's information on RPAINOF and resets the
`RORSTAT_INFO_ACCESS_IND` on the Packaging tab of RPAAPMT or RPAAWRD.

In addition to answering your institution-defined questions, students can enter information
about additional outside resources on this tab. They have up to 50 characters to enter
information in the Resource Description field and up to 2,000 characters to enter
comments. The information entered here will get populated on RPAINFO in Banner.

Unreviewed Information Previously Submitted section

If the student is viewing an aid year that is inactive, this section will not be displayed. This
section displays any information that the student has submitted, but the institution has not
yet reviewed. This is data is from RPRINFO where `RPRINFO_REVIEWED` = *N* or *P*. It can
be reviewed on RPAINFO or by executing RPPINFO for a report.

You can edit the text messages displayed on this page through Web Tailor.

Setup requirements

Item	Description
Web Tailor Information Text	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.
	• *ADDRESINFO*, Seq 1 (`bwrkrhst.P_ResourceTab`) This text will appear before the Additional Resource Section of the Resource/Additional Information Tab: "If you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below and pressing Submit."
	• *DEFAULT*, Seq 1 (`bwrkrhst.P_ResourceTab`) This text, which your institutionally defines, will appear at the top of the Resource/Additional Information Tab.
	• *NORESOURCE*, Seq 1 (`bwrkrhst.P_ResourceTab`) This text will appear instead of the student's Resources, if there are no resources: "No outside resource information is available for you at this time, please contact your financial aid office if you have questions."
	• *QAINTRUCTION*, Seq 1 (`bwrkrhst.P_ResourceTab`) These instructions will be displayed in the Additional Information section: "Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once all answers and additional resource information are entered, please press Submit to send this information to the Financial Aid Office."
	• *RESOURCEMSG*, Seq 1 (`bwrkrhst.P_ResourceTab`) This message will be displayed at the bottom of the Resource/Additional Information Tab: "Additional unlisted resources may exist. If you have questions regarding the difference between the above total amounts and your calculated total, please contact the financial aid office."
	• *TOTALWITH*, Seq 1 (`bwrkrhst.P_ResourceTab`) This message will appear after the student resources, if any resources exist: "If you have questions regarding any differences between the above total amounts and your calculated total, please contact the Financial Aid office."

Item	Description
	• *TOTALWOUT*, Seq 1 (`bwrkrhst.P_ResourceTab`) This message will appear after the student resources, if resources exist, but cannot be displayed: "The Calculated Resource Total is a total of those funds which have been made available to you by resources other than the federal government, state government, or the school you are currently attending. If you have any questions concerning the origin of this amount, please contact the Financial Aid office."
	• *UNREVIEWINFO*, Seq 1 (`bwrkrhst.P_ResourceTab`) This text will appear before the Unreviewed Information section: "Information you have submitted to the financial aid office that has not been reviewed is displayed below."

Terms and Conditions tab

This tab displays the text that details the terms and conditions of the award offer, as defined by your institution. This text is entered through Web Tailor. The Terms and Conditions tab is accessible under the following conditions.

- `RORSTAT_INFO_ACCESS_IND` = Y (or `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as Y).

- `RORWEBR_TERMS_TAB_IND` = Y

- Answers have been provided to all required questions

Your institution-defined messages and student specific text are also displayed on this page, if available. Enter the text for your institution-defined messages through Web Tailor. Define the student specific text in Banner on forms: RTVWTXT, RORWTXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form.

- The Web Text Rule code on RTVWTXT

- The SQL rules for the Web Text Rule code on RORWTXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.

- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.

- The text rule must have SQL rules defined on RORWTXT in the RORWSQL table where `RORWSQL_ACTIVE_IND = Y` and `RORWSQL_VALIDATED_IND = Y`.

- The text rule must have Select Value rules set up for the specified tab on the RORWTXT form in the RORWTXT table where the `RORWTXT_ACTIVE_IND = Y`.

- The value returned by the SQL rule for the student must match an active `RORWTXT_SELECT_VALUE` for the specified tab.

When all of the above are true the `RORWTXT_HEADING` (if not null) and the `RORWTXT_TEXT` will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

You must establish the tracking requirement for Terms and Conditions with the appropriate status on the Web Processing rules tab of ROAINST, and the student must have the requirement unsatisfied in order to be offered the option to accept or decline the terms and conditions.

If your institution chooses, any award messages specific to the student can also be displayed on this page. These messages can be edited through Web Tailor.

Setup requirements

Item	Description
Global Institution Financial Aid Options (ROAINST) form	Select the Award Messages with Terms and Conditions Indicator under the Web Processing Rules Tab on ROAINST to allow award messages specific to the student will be displayed.
Web Tailor Information Text	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.
	• *ACCEPTED*, Seq 1 (`bwrkrhst.P_TermConditionTab`) This message will appear at the bottom of the Terms and Conditions Tab, if the student has already accepted the Terms and Conditions: "You have accepted the Terms and Conditions."
	• *DECLINE*, Seq 1 (`bwrkrhst.P_TermConditionTab`) This warning message will appear in a popup window if the student chooses to decline the Terms and Conditions: "If you choose not to accept the Terms and Conditions, then you will not be eligible to receive aid."
	• *DEFAULT*, Seq 1 (`bwrkrhst.P_TermConditionTab`) This text, defined by your institution, will appear at the top of the Terms and Conditions Tab.

Buttons/Icons on this page

Button	Action
Accept	Clicking this button indicates that the student accepts the Terms and Conditions of the award offer. Once this is selected, the student will have access to the Accept Award Offer tab.
Do Not Accept	If the student clicks on this button, a warning message will display that lets the student know that they will not be eligible to receive financial aid until they accept the Terms and Conditions. This message text can be edited.

Note: After the student selects "Accept," the Accept and Do Not Accept buttons are no longer displayed on the page.

Accept Award Offer tab (bwrkrhst.P_DisplayTabs)

This tab is used to respond to award offers. Once an award has been accepted, students will have access to a Print link that allows them to print their award information.

This tab is accessible under the following conditions.

- `RORSTAT_INFO_ACCESS_IND` = `Y` (or `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as `Y`.)

- `RORWEBR_AWARD_ACPT_TAB_IND` = `Y`

- All terms and conditions tracking requirements assigned to the student are satisfied (if you have selected the option to display Terms and Conditions)

- All required questions have been answered (if you have defined questions which are required or defined answers which stop processing)

Awards may be accepted or declined based on the Web Processing Rules options you have established for the funds on RFRMGMT or ROAMGMT. Funds which do not allow processing by period may only be accepted or declined for the aid year. Funds where **Allow Processing by Period** has been checked have two options available for Self-Service processing.

- By Period: The applicant may accept or decline the award for each period. If the fund also allows partial acceptance of the award, the applicant may accept a partial amount of the award for each period however a partial amount greater than the amount offered for the period will not be allowed.

- By Aid Year unless award status mixed: The applicant must accept or decline the award for the aid year when all of the period award statuses are offered. If not all of the period award statuses are offered, the applicant may accept or decline periods which are offered. This provides the ability for an award to be offered for fall/spring and accepted by aid year then an additional period is awarded as offered such as summer which may be accepted or declined without impacting the fall and spring awards.

The awards will be displayed with the fund description, the period award status, the period description, and the amount for each period. If the fund allows accept/decline by period, the drop down decision box will be presented for each period that the fund is offered. If the fund allows partial amount acceptance, the field to enter an amount less than the amount offered will be provided. Web text capability to provide information that should be presented with the fund is available; web text to be displayed with the fund uses Self-Service tab *AD* - Award Decision.

The information displayed on the Accept Award Offer tab includes your institutionally defined messages and student specific messages. If there are messages associated with a fund, the fund name will be a highlighted link. Clicking on the link will open a pop-up window that contains the messages.

Display of the Award Decision information will show an award amount > 0 for a period defined as a crossover that exists in two aid years. For a crossover Pell award, the crossover period will be returned with the aid year with which the period is normally associated.

Many awards offered to students, particularly self-help awards such as loans and work, must be accepted by the student before further processing can occur. The student can accept the full amount of all the awards, accept or decline individual awards, or accept a partial amount of the award offered. The option to allow the student to accept a partial amount of the award is fund specific and established by checking the **Allow Partial Amount Acceptance** checkbox on RFRMGMT/ROAMGMT for the fund. The acceptance or rejection of awards immediately updates the database.

- If an award requires acceptance, the decision fields: **Award Decision** and **Accept Partial Payment**, are displayed, allowing the student to accept or reject the full amount or to enter a partial award amount if he or she wants less than the total offered. If the student enters a partial amount that exceeds the offered award, the system displays an error message. If the student selects `Decline` from the pull-down list in the **Award Decision** field and also enters an amount in the **Accept Partial Payment** field, the system displays an error message.

- If an award does not require acceptance, the decision fields are not displayed.

  Note: The student must always select the **Submit Decision** button or **Accept Full Amount All Awards** to save and process the changes. If the student enters information but selects the **Select Another Aid Year** link before selecting the **Submit Decision** button, the system does not retain the changes when the page is redisplayed, and the changes are not processed.

  Note: An applicant can accept or decline an award if a lock exists for a fund (RPRAWRD_LOCK_IND = Y or E) or if a lock exists on the fund for a period (RPRATRM_LOCK_IND = Y or E) when the **Allow Award Status Updates When Locked** (ROBINST_UPD_LOCKED_AWARD_IND) field on ROAINST is checked for the aid year; if a lock exists either on RPRAWRD or RPRATRM for the fund, Accept Partial Amount does not display for the fund, preventing the applicant from accepting a partial amount for a locked fund.

Once awards have been accepted, the database is updated and the Web page is redisplayed without the decision fields. To make a change to a decision, the student must contact the financial aid office; decisions cannot be changed on the Web.

No award validation is performed by updates to data on the Web. Since students either accept or decline existing amounts, or they request partial amounts, there is no danger of an overaward or no funds available. A student who is eligible for $1,000 is eligible for anything less than $1,000 as well.

> **Note:** Students cannot decline a previously accepted award because your institution's administrative system may have already processed the award with external agencies, or the award may already have been disbursed to the student's account. These types of changes in award packages need to be discussed personally with the financial aid office.

When displaying the outstanding tracking requirements, the promissory note requirements are not displayed if they have a School PN Status (`RFRPROM_DL_NOTE_STATUS`) = `Denied`.

The heading for **Unsatisfied Disbursement Requirements** will continue to display "Term", to be consistent with terminology used in other areas of Financial Aid Self-Service for data displayed to the student. The data itself will be the value in the table `name_period` column of the appropriate table.

Additional Comments

If you have selected the option on the Web Processing rules tab of ROAINST to allow the student to submit Award Information, a comment field will appear for the student to enter and submit award information. This information is then stored in the RPRINFO table and may be viewed either from the form RPAINFO or by running the RPPINFO process.

Any requirements which are required for disbursement that are unsatisfied will also display as well as messages associated with the requirement.

Information Submitted section

Once award information has been accepted, students will have access to the Information Submitted section of this tab. From here, they can print their award information. This section will be displayed under the following conditions.

- `RORWEBR_AWARD_INFO_IND` = `Y`

- The aid year is active

- The student has submitted award information to the school that has not yet been reviewed by the financial aid office

Students can print their award information using the **Print** link. You may use Web Tailor to format the print version and include graphics and text specific to your institution. You may also set the option to print the terms and conditions as part of the Award letter by selecting the option to Print Terms and Conditions from the Web Processing Rules tab of ROAINST.

The messages displayed on this tab can be edited through Web Tailor.

Pell awards

Students cannot accept or decline Pell awards online. Pell awards are either auto-accepted or accepted when an administrative system user enters a date in the **SAR Certified Date** field on the Applicant Pell Grant (ROAPELL) form. If your institution auto-accepts Pell awards, updates are prevented since awards are already in accepted status. If your institution wants to retain control over placing Pell awards into an accepted status, you should not auto-accept Pell awards.

Not allowing students to accept awards online

You do not have to allow students to accept/decline their awards online. The **Accept/ Decline** checkbox on the Packaging window, Web Processing Rules sub-tab of the Fund Management (RFRMGMT) form controls this activity. The **Award Decision** and **Accept Partial Amount** fields are included on the Web page only for funds for which the **Accept/ Decline** checkbox has been selected for the aid year being processed. This is in addition to the requirement that the award status for the fund be `Offered`.

Locked award packages

Updates to award records are not permitted if a student's award package is locked or the aid year being processed is inactive. In either of these cases, the decision fields and the **Accept Full Amount All Awards** and **Submit Changes** buttons are not displayed for any awards.

Web page fields

Item	Description/Source Information
The following fields are displayed in the Award Decision section of page, if applicable.	
Fund	Name of the fund associated with the award.
Status	Status of the award.
	The value comes from the Status field in the Fund Award section of the Package Maintenance (RPAAPMT) form or the Award Maintenance (RPAAWRD) form.
Term	The period associated with this award.
	The heading will continue to display "Term", to be consistent with terminology used in other areas of Financial Aid Self-Service for data displayed to the student. The data itself will be the value in the table `name_period` column of the appropriate table.
	Description of terms will now display the description of the period, as defined on the Period Base Data (RORPRDS) form.
Total	Total amount of the award.
Accept Award	For awards with a status of Offered, a pull-down list is available that the student can use to select a decision.
	To accept an offer in full, the student selects Accept from the pull-down list, then selects the Submit Decision button.
	To accept a partial offer, the student selects Accept from the pull-down list, enters the partial amount in the Accept Partial Amount field, then selects the Submit Decision button.
	To decline an offer in full, the student selects Decline from the pull-down list, then selects the Submit Decision button.
Accept Partial Amount	Partial amount that the student wants to accept, if applicable.
Area for Web Text display of information that can be fund specific.	Web Tab *AD* - Award Decision may be used to provide information to the student specific to the fund. The rules to stipulate the conditions for display of the text and the Web text to be displayed are created and maintained on RORWTXT.
The following fields are displayed in the Unsatisfied Disbursements Requirements section of page, if applicable.	
Requirement	Requirement code.
	The value comes from the requirement code on the Applicant Requirements (RRAAREQ) form.

Item	Description/Source Information
Status	Status of the requirement.
	The value comes from the Status field in RRAAREQ.
As of Date	Date of the last status change for this requirement.
	The value comes from the Status Date field on RRAAREQ.
Fund	Name of the fund associated with the requirement.
	The value comes from the Fund field in RRAAREQ.
Source	Description of the source associated with the requirement. The Source column is only displayed if it exists for any requirement on RRAAREQ.
	The value comes from the Source field in RRAAREQ.
Terms	The period associated with this requirement.
	The heading will continue to display "Term", to be consistent with terminology used in other areas of Financial Aid Self-Service for data displayed to the student. The data itself will be the value in the table `name_period` column of the appropriate table.
	Description of terms will display the description of the period, as defined on the Period Base Data (RORPRDS) form.
Instructions	The instructions for satisfying this requirement.
	This value comes from the Instructions field on the Requirements Tracking Validation (RTVTREQ) form.
Messages	The messages associated with the requirement as defined on RORMESG.

System requirements

Item	Description
Fund Management (RFRMGMT) form	Select the **Accept/Decline** checkbox on the Aid Year Specific Data - Packaging window, Web processing Rules sub-tab for each fund that you want students to be able to accept or decline on the Web.
Fund Management (RFRMGMT) form	Select the **Allow Partial Amount Acceptance** checkbox on the Aid Year Specific Data - Packaging Options window, Web Processing Rules sub tab for each fund you want to allow students to accept partial award amounts.
Fund Management (RFRMGMT) form	If the fund allows processing by period, select the **Allow Web Accept/Decline by** option to either allow the student to accept or decline the award by Period or by Aid Year unless status is mixed.
Global Institution Financial Aid Options (ROAINST) form	Select the Display Accept Full Amount of All Awards field on the Web Processing Rules tab on ROAINST to allow students to accept the full amount of all awards offered.
Global Institution Financial Aid Options (ROAINST) form	Select the Display Periods with Zero Award Amount field on the Web Processing Rules tab on ROAINST if you would like to display awards with a zero amount.
Web Tailor Information Text	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students.
	• *DEFAULT*, Seq 1 (`bwrkrhst.P_AcceptAwardOfferTab`) This text, defined by your institution, will appear at the top of the Accept Award Offer Tab.
	• *INSTRUCTION*, Seq 1 (`bwrkrhst.P_AcceptAwardOfferTab`) These instructions will appear after the DEFAULT text and the Student Specific text. "Options for Accept Award Offers include: 1. Accept the full award amount by selecting Accept Full Amount of All Awards. 2. Choose Decline or Accept for each fund. 3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field."
	• *UNREVIEWINFO*, Seq 1 (`bwrkrhst.P_AcceptAwardOfferTab`) This text will appear before the display of any information submitted by the student: "Information you have submitted to the financial aid office that has not been reviewed is displayed below."

Updates to Banner

Item	Description
Accept Full Amount All Awards and Submit Changes	When either of these buttons is selected, the system calls the award API, which updates the award statuses and amounts in the following forms:
	• Package Maintenance (RPAAPMT) form • Award Maintenance (RPAAWRD) form
	When an update is made to a student's award record (RPRAWRD), the `RPRAWRD_LAST_WEB_UPDATE` field is set to the system date/time. This provides an audit trail of when the student updated his or her record and identifies that changes were made by the student rather than by an administrator.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).
Financial Aid Office	Launches the user's e-mail program with the e-mail address and subject you defined in Web Tailor.
Overall Financial Aid Status	Goes to the Financial Aid Status for Aid Year page (`bwrksumm.P_DispSumm`).
Account Summary By Term	Goes to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Award for Aid Year	Goes to the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).
Award Payment Schedule	Goes to the Award Payment Schedule for Aid Year page (`bwrkpays.P_DispPaySched`).
Award History	Goes to the Award History page (`bwrkrhst.P_DispAwdHst`).
Loan Application History	Goes to the Loan Application History page (`bwrklhst.P_DispLoanHst`).
Print	Clicking on this link will display a pop-up window of a print-ready version of the student's award information.

Buttons/Icons on this page

Button/Icon	Action
Accept Full Amount All Awards	Redisplays the page with all offered awards updated to Accepted status.
Submit Changes	Redisplays the page with all offered awards updated with the student's changes.

Web menus with links to this page

Award menu	`bmenu.P_FAAwdMnu`

Special Messages tab

Use this tab to display messages to students after certain awards have been accepted. This tab is accessible under the following conditions.

- `RORSTAT_INFO_ACCESS_IND` = `Y` (or `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as `Y`.)

- `RORWEBR_SPECIAL_MSG_TAB_IND` = `Y`

- All Terms and Conditions tracking requirements assigned to the student are satisfied

- All required questions have been answered

Two types of messages are displayed on this page when available, your institutionally defined message and student specific text. Enter the text for your institutionally defined messages through Web Tailor. Define the student specific text in Banner on forms: RTVWTXT, RORWTXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form.

- The Web Text Rule code on RTVWTXT

- The SQL rules for the Web Text Rule code on RORWTXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.

- The order which you would like the text to display on RORWTAB. For each tab in Self-Service where you would like to display Student-specific text, you must define the sequence for display.

The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.

- The text rule must have SQL rules defined on RORWTXT in the RORWSQL table where `RORWSQL_ACTIVE_IND = Y` and `RORWSQL_VALIDATED_IND = Y`.

- The text rule must have Select Value rules set up for the specified tab on the RORWTXT form in the RORWTXT table where the `RORWTXT_ACTIVE_IND = Y`.

- The value returned by the SQL rule for the student must match an active `RORWTXT_SELECT_VALUE` for the specified tab.

When all of the above are true the `RORWTXT_HEADING` (if not null) and the `RORWTXT_TEXT` will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

Setup requirements

Item	Description
Web Tailor Information Text	*DEFAULT*, Seq 1 (`bwrkrhst.P_SpecialMsgTab`) This text, defined by your institution, will appear at the top of the Special Messages Tab.

Award Messages (bwrkrhst.P_DispAwdMsg)

The student can read and respond to award messages through this page. This page is accessible only from the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).

Web page fields

Item	Description/Source Information
Fund	Name of the fund.
Message	Message associated with the fund.

Setup requirements

Item	Description
Message Code Validation (RTVMESG) form	Select the Info Access checkbox for each message code you want to be available on the Web.
Fund Management (RFRMGMT) form	For each fund with which you want a message associated, enter the message code in the Message Code field of the Message Assignment window."
Message Code Validation (RTVMESG) form	Select the Information Access checkbox on RTVMESG for the fund code associated with the message if you do want messages for the fund to be displayed.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).
Respond	Launches the user's e-mail program with the e-mail address and subject you defined in Web Tailor.
Award for Aid Year	Goes to the General Information tab on the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

No menus have links to this page.

Award Package for Aid
Year

`bwrkrhst.P_DispAwdAidYear`

Account Summary By Term (bwskoacc.P_ViewAcct)

This page displays student account balance information grouped by term, in descending order by term (most recent term first). If there are non-term items on an account (using the term code ARTERM), they are displayed at the beginning and can be identified by the heading "Items not related to a term".

Within each term section, items are displayed in detail-code order, with charges listed first and then payments. Entries are summarized by detail code (for example, two unapplied cash payments of 50.00 and 200.00 net to one entry of 250.00). Only the unapplied balance, not the original amount of the transactions, is displayed. A summary of total charges, total payments, and term balance is displayed at the end of each term, and the total account balance is displayed at both the beginning and the end of the list of account entries. Memos and authorizations are not displayed on this page.

Web page fields

Item	Description/Source Information
Account Balance	Student's account balance. **Note** - A negative value indicates a credit balance. The value is calculated from entries stored in the Accounts Receivable Detail table (TBRACCD) and is similar to the information displayed on the Account Detail Review (TSAAREV) form.
Term	Description of the term, displayed as a hyperlink to the Account Detail for Term page (`bwskoacc.P_ViewAcctTerm`).
Detail Code	Detail code associated with the item. The value comes from the detail code in the Accounts Receivable Detail table (TBRACCD).
Description	Description of the charge or payment. The value comes from the detail code on the Detail Code table (TBBDETC).
Charge	Amount of the charge associated with the source. The value comes from the amount in the TBRACCD table (if the transaction is a charge).
Payment	Amount of the payment associated with the source. The value comes from the amount in the TBRACCD table (if the transaction is a payment).
Balance	For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied. The value is calculated using the Amount column minus applied transactions.
Term Charges	Total charges for the term. The value is calculated using the Amount column.
Term Credits and Payments	Total credits and payments for the term. The value is calculated using the Amount column.
Term Balance	Outstanding balance for the term. The value is calculated using the Balance column.

Setup requirements

Item	Description
Crosswalk Validation (GTVSDAX) form	If you want detail codes to be displayed, enter `Y` in the **External Code** field for the `WEBDETCODE` internal code in internal group `WEBACCTSUM`.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Financial Aid Award Information Menu	Goes to the Award menu (`bmenu.P_FAAwdMnu`).
Credit Card Payment	Goes to the Registration Term page (`bwskflib.P_SelDefTerm`) so that the user can select a term before going to the Credit Card Payment page (`bwckcpmt.P_CreditCardPayment`).
View Installment Plan	Goes to the Calculated Repayment Plan Summary page (`bwskoacc.P_ViewInstallments`).
Statement and Payment History	Goes to the Statement and Payment History page (`bwsksphs.P_ViewStatement`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

Award menu   `bmenu.P_FAAwdMnu`

Student Account menu   `bmenu.P_ARMnu`

Other web pages with links to this page

Award Payment Schedule for Aid Year	`bwrkpays.P_DispPaySched`
Loan Application History	`bwrklhst.P_DispLoanHst`
Award Package for Aid Year	`bwrkrhst.P_DispAwdAidYear`
Award History	`bwrkrhst.P_DispAwdHst`
Statement and Payment History	`bwsksphs.P_ViewStatement`

Eligibility requirements for Aid Year page

When you select the Eligibility Menu item from the main Financial Aid Menu, the Eligibility Requirements for the aid year will display with tabs for Student Requirements, Holds, and Academic Progress.

Your institution-defined messages and student specific text may be displayed on each tab of the Eligibility Requirements page, if available. This text will only display to the student if `RORSTAT_INFO_ACCESS_IND` is checked or if `RORSTAT_INFO_ACCESS_IND` is null and you have selected the option on ROAINST to treat the null value as checked.

You will enter the text for your institution-defined messages through Web Tailor, and define the student-specific text in Banner on forms RTVWTXT, RORWTXT, and RORWTAB. The following bullets outline a summary of the information you need to enter on each form.

- The Web Text Rule code on RTVWTXT

- The SQL rules for the Web Text Rule code on RORWTXT. You must select a value to be returned by the rule. The text to be displayed will be defined by the value returned by the rule. Select the appropriate self-service tab for the text you would like to display on the Select Value Rules Tab then enter the Heading and Text you would like displayed for the possible values returned by your rule.

- The order which you would like the text to display on RORWTAB. For each tab in self-service where you would like to display Student-specific text, you must define the sequence for display. The following must be true in order for the heading and/or text to display on the specified tab in Self-Service.

- The text rule must be defined on the RORWTAB form, indicating the order in which the rules should display.

- The text rule must have SQL rules defined on RORWTXT in the RORWSQL table where `RORWSQL_ACTIVE_IND` = *Y* and `RORWSQL_VALIDATED_IND` = Y.

- The text rule must have Select Value rules set up for the specified tab on the RORWTXT form in the RORWTXT table where the `RORWTXT_ACTIVE_IND` = Y.

- The value returned by the SQL rule for the student must match an active `RORWTXT_SELECT_VALUE` for the specified tab. The ability to control the display of the HTML tables has been added for each of the new tabs. When all of the above are

true the `RORWTXT_HEADING` (if not null) and the `RORWTXT_TEXT` will be displayed on the tab. If there is no text to be displayed, the remaining items on the page will be moved up appropriately.

The display of data from Banner uses an HTML table to allow your institution the ability to set borders, cell spacing, and cell padding for each tab on the Eligibility Requirements for Aid Year page.

Use the Miscellaneous Parameters (RORMPRM) form to change the settings for the display in Self-Service. You can display data in a grid format to further separate and define columns of data.

The initial settings for each of the Self-Service packages display content with a border of `0`, cell spacing of `1`, and a cell padding of `1`.In order to change these settings on the RORMPRM Form, you must first select an existing baseline record and use the Duplicate Record function to create a new record; set the **Source Indicator** field to `L`=Local. You can then adjust the border, cell spacing, and cell padding in the **Data** field to change the display. You cannot update any fields for delivered baseline data. You can only modify the **Data** field for a local source.

Student Requirements tab (bwrktrkr.P_DispTrkReq)

This page displays the tracking requirements that a student needs to submit or complete. These requirements control whether a student is eligible to be packaged or receive payment of aid. The page also lists requirements that the student has already satisfied, as well as the non-coded tracking requirements and MPN requirements, when the indicators in Banner are checked.

Requirement instructions are below the Requirement description. The status code assigned to the requirement will determine if the instructions should be displayed. Check the Display Instructions, Messages, Active URL Link on Requirements Tracking Status Validation (RTVTRST) for the status codes that should have instructions displayed.

Requirement messages are displayed below the Requirement description if messages have been associated with the requirement on RORMESG. The status code assigned to the requirement will determine if the message should be displayed. Check the Display Instructions, Messages, Active URL Link on Requirements Tracking Status Validation (RTVTRST) for the status codes that should have messages displayed.

In addition, the student can click on any underlined, incomplete requirement to go to the Web page that will help him or her complete the requirement. The URL for the corresponding Web page is defined in the Requirements Tracking Validation Table (RTVTREQ) and can point to a Web page of information or the necessary document (such as a .PDF file). RTVTREQ is used to maintain data for the URL. Only records with a value in the **URL** field are displayed on the Web as hyperlinks.

The URL link will only appear as active for those requirement status codes defined on Requirements Tracking Status Validation with the **Display Instructions, Messages, Active URL Link** checked.

Promissory Note requirements are also displayed as unsatisfied or satisfied requirements. The description, URL, and any instructions are defined on RFRMGMT or ROAMGMT for the fund code.

Note: Promissory note requirements are not displayed if they have a School PN Status (`RFRPROM_DL_NOTE_STATUS`) = `Denied`.

Automatic satisfaction of Award Letter Tracking Requirement

Frequently institutions record the need for a returned award letter as a tracking requirement in Banner. If a student responds to an award offer electronically rather than by paper, you can set up Student Self-Service so that it automatically updates the returned award letter tracking requirement. Student Self-Service identifies and updates any tracking requirement(s) used by your institution to indicate that students have accepted awards.

If your institution chooses this option, updates to the listed requirement codes are made if all funds which may be accepted by the student in Self-Service (other than Pell) change from *Offered* to *Accepted* or *Declined* status. The tracking requirement is updated with the status code specified in the Web Processing Rules window of the Global Institution Financial Aid Options (ROAINST) form. Multiple requirement codes are possible, since your institution may use multiple codes for items such as the initial award offer, first revised award offer, second revised award offer, and so on. When tracking requirement statuses are updated by Web activity, the completion dates are also updated as necessary.

Web page fields

Item	Description/Source Information
Outstanding Requirement or Completed Requirement	Description of the outstanding requirement(s) indicated on the Applicant Requirements (RRAAREQ) form.

An outstanding requirement is indicated by the value N appearing in the **Satisfied** checkbox of the Requirements block or the Additional Requirements block (as applicable to the requirement) of the Applicant Requirements (RRAAREQ) form. A completed requirement is indicated by the value Y appearing in the **Satisfied** checkbox.

Promissory Notes for Direct Loan funds or funds where a promissory note requirement has been selected will be listed as a requirement. The existence of a Promissory note for an applicant come from the Promissory Note block of RRAAREQ. |
| Status | Status of the requirement.

The value comes from the **Status** field on RRAAREQ. |
| As Of Date | The status date for the requirement from the Requirements block or the Additional Requirements block (as applicable) of RRAAREQ. For a Promissory note, the As Of Date is the current date. |
| Fund | Fund code associated with the requirement.

The value comes from the **Fund** field in the Requirements block or the Additional Requirements block (as applicable) of RRAAREQ. Only requirements associated with funds that may be viewed by the student in Self-Service will appear. |
| Source | The source associated with the requirement.

The value comes from the Source field in the Requirements block or the Additional Requirements block (as applicable) of RRAAREQ. The Source column will only be displayed if a Source is associated with any requirement for the student on RRAAREQ. |
| Term | The heading will continue to display "Term", to be consistent with terminology used in other areas of Financial Aid Self-Service for data displayed to the student. The data itself will be the value in the table name_period column of the appropriate table.

Description of terms will now display the description of the period, as defined on the Period Base Data (RORPRDS) form. |

Item	Description/Source Information
Instructions	Instructions will display if instructions exist on RTVTREQ for the Requirement and the status of the requirement indicates on RTVTRST to display the instructions.
Messages	Message Associated with the requirement code. The message displayed is the one associated with the requirement code on Message Rules (RORMESG). The status code assigned to the requirement will determine if the message should be displayed. Check the Display Instructions, Messages, Active URL Link on Requirements Tracking Status Validation (RTVTRST) for the status codes that should have messages displayed.

Setup Requirements for coded and non-coded Requirements

Item	Description
Tracking Requirements Validation (RTVTREQ)	Select the **Information Access** checkbox for each requirements code that you want to be available on the Web. Enter a URL to display the requirement as a hyper-link for accessing another Web page. Enter Instructions additional information for the requirement.
Message Code Validation (RTVMESG)	Select the **Info Access** checkbox for each message code you want to be available on the Web.
Message Rules (RORMESG)	Associate the message from RTVMESG to the Requirement code from RTVTREQ.
Requirements Tracking Status Validation (RTVTRST)	Select the Information Access checkbox for each requirement status code that you want to be available on the Web. A requirement with the Information Access checkbox checked on RTVTREQ will only display if the status of the requirement has been defined with the Info Access indicator checked. Enter a Long Description for the Status if more characters are needed to display the status of a requirement. The long description will be displayed if it exists, otherwise the description will be displayed in Self-Service.
Requirements Tracking Status Validation (RTVTRST)	Select the **Display Instructions, Messages, Active URL** checkbox for each requirement status code that you want to be available on the Web. A URL will only be displayed as active, instructions or messages will only be visible if the status of the requirement has been defined with the **Display Instructions, Messages, Active URL** indicator checked.
Fund Base Data (RFRBASE)	Select the Information Access checkbox each fund that you want to be available on the Web.

Item	Description
Applicant Requirements (RRAAREQ)	Select the **Requirements Information Access Indicator** on the Additional Requirements tab on RRAAREQ to display the *non-coded tracking requirements* in the Unsatisfied Requirements block of Student Requirements. A requirement which has the Info Access indicator checked and the Info Access indicator for the status is checked may be updated to not display for a specific applicant by unchecking the Info Access indicator for the requirement on RRAAREQ.

Setup Requirements for Promissory Notes

Direct Loan funds and funds set to create a Promissory Note when accepted may be set to display as an unsatisfied/satisfied requirement in Self-Service.

Item	Description
Fund Management (RFRMGMT)	Select the **Display PN Requirement on Web Indicator** on the Loan Options Self-Service tab on the Packaging tab of RFRMGMT. Enter the Description of the promissory note you would like displayed in Self-Service, a URL for directing the student to another Web site, and any Instructions you would like to communicate to the student to display the promissory note requirements in the "View Instructions" pop-up window.
Funds Management (ROAMGMT)	Select the **Display PN Requirement on Web Indicator** under Loan Rules in the Fund Packaging options window of ROAMGMT to display the promissory note requirements in the Self-Service. Enter the Description of the promissory note you would like displayed in Self-Service, a URL for directing the student to another Web site, and any Instructions you would like to communicate to the student.
Loan Status Validation (RTVLNST)	Select the Info Access checkbox for all loan status codes you want to display loan information in Self-Service. Only loans with a status where the Info Access indicator has been checked will have a Promissory Note display as a requirement.
	Note - For non-Direct Loan funds, you may uncheck the Promissory Note info access indicator on the Promissory Note block of RRAAREQ, on RPAPROM, or on ROASMRY to prevent the display of a promissory note requirement for an applicant.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).

Buttons/Icons on this page

The Detail Icon will display Instructions for a requirement using a pop-up window when the icon is selected. Instructions for a requirement are defined on RTVTREQ and Instructions for a Promissory Note are defined on RFRMGMT/ROAMGMT.

Web menus with links to this page

| Eligibility Menu | `bwrkelig.P_DispEligReq` |

Holds tab (bwrkhold.P_DispHold)

This tab displays holds that have been placed on a student's financial aid application. You can use holds to prevent packaging, memoing, and disbursements. Holds can be in effect for an aid year or for a date range.

Web page fields

Item	Description/Source Information
Description	Description of the hold assigned to the student on the Applicant Holds (ROAHOLD) form.
Reason	Reason for the hold. The value comes from the **Reason** field on ROAHOLD.
Date Posted	Beginning date the hold is in effect. The value comes from the **From** field on ROAHOLD.

Setup requirements

Item	Description
Hold Type Validation (RTVHOLD)	Select the Info Access indicator for each hold type that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).

Web menus with links to this page

Financial Aid Status for Aid Year	`bwrksumm.P_DispSumm`

Academic Progress tab (bwrksaph.P_DispSAP)

The Academic Progress tab displays the student academic progress as it is evaluated for each term.

Web page fields

Item	Description/Source Information
Status	Student's academic status. The value comes from the **New SAP Status** field in the Satisfactory Academic Progress block of the Applicant Status (ROASTAT) form.
Effective Term	The term the SAP status became effective. The value comes from the Term field in the Satisfactory Academic Progress block of ROASTAT.

Setup requirements

Item	Description
Satisfactory Academic Progress Validation (RTVSAPR)	Define your satisfactory academic progress status codes.

Updates to Banner

This page does not update information in the Banner database.

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

Financial Aid Status for Aid Year	`bwrksumm.P_DispSumm`

Messages (bwrkamsg.P_FAAppMsg)

This page can be used to display informational messages from the financial aid office to the student. The purpose of sending messages to students is generally to resolve any outstanding requirements in the student's record and to validate any data necessary for processing. If the **Respond** link is enabled on this page, the student can respond to the message directly via e-mail.

Some examples for the use of this page include a confirmation from the financial aid office that the student completed his or her entrance/exit interview requirements, a request for application materials by the student, a student response concerning an unsatisfied tracking requirement, or the suggestion that a student complete an unusual circumstance form.

It may be necessary to remind students to ensure that their Web browser displays their return name and e-mail address, and that they sign any message that they send via e-mail. As with any link, it is also possible to globally disable the **Respond** link via Web Tailor if you do not want students to respond to these messages by e-mail.

Web page fields

Item	Description/Source Information
Message	Text of a message assigned to the student on the Applicant Messages (ROAMESG) form. The message is displayed on the Web until the expiration date for the message passes. The default date in the **Expiration Date** field is determined by adding the number of days in the **Activity Date** field in ROAMESG to the number of days in the **Message Expiration Days** field on the Global Institution Financial Aid Options (ROAINST) form.
Date Posted	Date the message was assigned to the student. The value comes from the **Activity Date** field on ROAMESG.

Setup requirements

Item	Description
Message Code Validation (RTVMESG)	Select the **Info Access** checkbox for each message code that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).
Respond	Launches the user's e-mail program with the e-mail address and subject you defined in Web Tailor.
Overall Financial Aid Status	Goes to the Financial Aid Status for Aid Year page (`bwrksumm.P_DispSumm`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Other web pages with links to this page

Financial Aid Status for   `bwrksumm.P_DispSumm`
Aid Year

Award Payment Schedule for Aid Year (bwrkpays.P_DispPaySched)

This page displays the student's award disbursement schedule and a record of payments made to the student's account. It also displays the student's loan payment schedule.

The Financial Aid Awards will display in the aid year for which they were awarded.

Crossover Pell functionality will show an award amount > 0 for a period defined as a crossover that exists in two aid years. For a crossover Pell award, the crossover period will be returned with the aid year with which the period is normally associated.

The system creates a disbursement schedule for an award provided that all of the following conditions are met.

- The applicant's acceptance of an award is entered on one of the following:

    - Package Maintenance (RPAAPMT)

    - Award Maintenance (RPAAWRD)

- The **Disburse** option for the fund is set to **System** on the Fund Management (RFRMGMT) form,

- A disbursement schedule for the fund has been established on one of the following:

    - Fund Award and Disbursement Schedule Rules (RFRASCH)

    - Default Award and Disbursement Schedule Rules (RFRDEFA)

You can also manually enter a disbursement schedule when the system does not automatically create a disbursement schedule if the **Disburse** option on RFRMGMT is set to **Manual**. However, if the **Disburse** option is set to **None**, you cannot maintain a disbursement schedule for the award.

The system creates a disbursement schedule for loan provided that all of the following conditions are met. The received and paid amounts displayed here also appear on the Loan Disbursement (RPALDSB) form.

- The loan application exists on the following forms.

    - Loan Application (RPALAPP)

    - Electronic Loan Application (RPAELAP)

    - Direct Loan Origination (RPALORG)

Web page fields

Item	Description/Source Information
Term	The heading will continue to display "Term", to be consistent with terminology used in other areas of Financial Aid Self-Service for data displayed to the student. The data itself will be the value in the table `name_period` column of the appropriate table.
	Description of terms will now display the description of the period, as defined on the Period Base Data (RORPRDS) form.
Award	Description of the award assigned to the student on RPAAPMT or RPAAWRD.
Expected Date	Scheduled disbursement date.
	The value comes from the **Schedule Date** field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.
Expected Amount	Scheduled disbursement amount.
	The value comes from the **Schedule Amount** field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.
Paid to Date	Amount paid to the current date.
	The value comes from the **Disburse Amount** field in the Disbursement Schedule section for the student on RPAAPMT or RPAAWRD.

Setup requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Select Another Aid Year	Goes to the Aid Year page (`bwrkolib.P_SelDefAidy`).
Account Summary By Term	Goes to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Award for Aid Year	Goes to the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).
Award History	Goes to the Award History page (`bwrkrhst.P_DispAwdHst`).
Loan Application History	Goes to the Loan Application History page (`bwrklhst.P_DispLoanHst`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

Award menu	`bmenu.P_FAAwdMnu`

Other web pages with links to this page

Award Package for Award Year	`bwrkrhst.P_DispAwdAidYear`
Award History	`bwrkrhst.P_DispAwdHst`
Loan Application History	`bwrklhst.P_DispLoanHst`

Award History (bwrkrhst.P_DispAwdHst)

This page displays the student's entire award history arranged by aid year, beginning with the most recent aid year. It also includes third-party contracts, exemptions and other resources (that is, supplemental aid that is available in addition to the normal federal, state, and institutional sources).

The Award History page will display resources (additional resources, contracts, and exemptions) for the aid year/aid period. This corresponds to the amount of resources that will be used as part of the student's need calculation.

A student's award history is tracked in the following Banner forms.

- The student has entries in the Fund Award section of one of the following:

  - Package Maintenance (RPAAPMT)

  - Award Maintenance (RPAAWRD)

- The **Information Access** checkbox for the student is checked in the Packaging Group Information block of RPAAPMT or RPAAWRD, as applicable.

- The **Web** checkbox is checked for the fund in the Fund Award section of RPAAPMT or RPAAWRD, as applicable.

Web page fields

Item	Description/Source Information
Fund	Name of the fund associated with the award.
Offered	The amount offered for the fund.
Accepted	The amount accepted for the fund.
Declined	The amount declined for the fund.
Cancelled	The amount cancelled for the fund.
Total	Total for the fund.
Paid to Date	Total amount of the awards in the Financial Aid Award area of the page.
The following fields are displayed in the Additional Resources area only if the student has both awards and other resources.	
Additional Resource	Description of the aid received from third-party contracts, exemptions, or other resources. Other resources are assigned to a student on the Resource Maintenance (RPAARSC).
Term	Term for which the aid from the other resource is available. The value comes from the **Term** field on RPAARSC.
Expected Amount	Estimated amount of the aid from the other resource. The value comes from the **Estimated Amount** field on RPAARSC.
Actual Amount	Actual amount of the aid from the other resource. The value comes from the **Actual Amount** field on RPAARSC.
Total	Total amount of other resources in the Additional Resource area of the page.
Calculated Resource Total	Calculated total of other resources. The value comes from the **Other Resources Calculated Total** field on RPAARSC.

Setup requirements

Item	Description
Package Maintenance (RPAAPMT)	Select the **Information Access** checkbox for the student in the Packaging Group Information block of RPAAPMT to display the award.

Item	Description
Award Maintenance (RPAAWRD)	Select the **Information Access** checkbox for the student in the Packaging Group Information block of RPAAWRD to display the award.
Global Institution Financial Aid Options (ROAINST)	Select the **Information Access Indicator** field on the Web Processing Rules window for each aid year that you want to be available on the Web.
Third Party Contract Rules (RPRCONT)	Select the **Information Access Indicator** field on RPRCONT to display third-party contracts or exemptions.
Exemption Rules (RPREXPT)	Select the **Information Access Indicator** field on RPREXPT to display third-party contracts or exemptions.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Overall Financial Aid Status	Goes to the Financial Aid Status for Aid Year page (`bwrksumm.P_DispSumm`).
Account Summary By Term	Goes to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Award for Aid Year	Goes to the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).
Award Payment Schedule	Goes to the Award Payment Schedule for Aid Year page (`bwrkpays.P_DispPaySched`).
Loan Application History	Goes to the Loan Application History page (`bwrklhst.P_DispLoanHst`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

Award menu   `bmenu.P_FAAwdMnu`

Other web pages with links to this page

Award Package for   `bwrkrhst.P_DispAwdAidYear`
Award Year

Loan Application History   `bwrklhst.P_DispLoanHst`

Award Payment   `bwrkpays.P_DispPaySched`
Schedule for Aid Year

Loan Application History (bwrklhst.P_DispLoanHst)

This page displays details of the student's loan activity. The information is arranged by financial aid year and includes the status and amount of the loan, in addition to the amount paid to date.

Most of the information included on this page is maintained on more than one Banner form.

- Direct loan information is maintained on the Federal Direct Loan Origination (RPALORG).

- Electronic loan information is maintained on the Electronic Loan Application (RPAELAP).

- All other federal loan information is maintained on the Loan Application (RPALAPP).

- Disbursement detail information, such as loan amounts, paid to date amounts, and the disbursement feed to Accounts Receivable status, can be found in the Disbursement Detail section of the Loan Disbursement (RPALDSB) form.

Web page fields

Item	Description/Source Information
Source	Description of the source of the loan. The value comes from the RFRBASE table.
Loan Amount	Amount of the loan. The value comes from one of the following: • Federal Direct Loan Origination (RPALORG) • Electronic Loan Application (RPAELAP) • Loan Application (RPALAPP) If there is a value in the **Approved Amount** field, this is the amount that is displayed on the Web. If there is no approved amount, the system displays the value in the **Recommended Amount** field.
Paid	Amount of the loan that has been disbursed to the student. The value comes from the **Check/Net Amount** field in the Disbursement Details window. of the Loan Disbursement (RPALDSB) form. The value in the **Feed** field in the Disbursement Details window of RPALDSB must be *F*, indicating that the disbursement transaction has been fed to Accounts Receivable, for this amount be displayed on the Web.
Returned	Amount of the loan that has been returned to the lender or guarantor, if applicable. The value comes from the **Returned Amount** field in the Disbursement Detail window of RPALDSB. The value in the **Feed** field must be *F*, indicating that the disbursement transaction has been fed to Accounts Receivable, for this amount be displayed on the Web.
School Status	Status of the loan. The value comes from the **Loan Status** field on RPALAPP, RPAELAP, or RPALORG, and indicates the status of the loan in the school's loan processing cycle.
Loan Period	Duration for which the funds are borrowed. The value comes from the **Loan Period** field on RPALAPP, RPAELAP, or RPALORG.
Loan Information	Description as a hyper link to where the student can access information on the loan such as the NSLDS web site.

Setup requirements

Item	Description
Financial Aid Options (ROAINST)	Use the **Direct Loan URL Description** and the **Direct Loan URL** fields on the Web Processing Rules tab, Web Processing Defaults sub tab to maintain the URL for the web site where the student can access information on their Direct Loan. This URL will be used for all Direct Loans when defined on ROAINST.
Financial Aid Options (ROAINST)	Use the **Electronic Loan URL Description** and the **Electronic Loan URL** fields on the Web Processing Rules tab, Web Processing Defaults sub tab to maintain the URL for the web site where the student can access information on their FFEL Electronic Loan. This URL will be used for all FFEL Electronic Loans when defined on ROAINST.
Lender Base Data (RPRLNDR)	Use the **URL Description** and **URL** fields on the RPRLNDR form to define the URL for the web site where the student can access information on their Alternative Loan Lender or lender used for Manual Loans. The **URL Description** and **URL** for the lender will be used for all Alternative Loans (Program Type code on RFRMGMT is not NULL) and for Manual created loans (RPALAPP).
Financial Aid Options (ROAINST)	Use the **Default Lender URL Description** and **Default Lender URL** fields on the Web Processing Rules tab, Web Processing Defaults sub-tab to maintain the URL for the web site where the student can access information on loan created as a Manual loan (RPALAPP) when a lender has not been assigned to the loan. This URL will be used for Manual loan applications where the Lender code is blank (NULL).
Loan Status Validation (RTVLNST)	Select the **Info Access** checkbox for all loan status codes you want to display loan information in Self-Service. Only loans with a status where the **Info Access** indicator has been checked will be displayed in Loan History.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Loan Information	Goes to the website associated with the URL defined.
Back to Top	Goes to the top of this page.
Award for Aid Year	Goes to the Award Package for Aid Year page (`bwrkrhst.P_DispAwdAidYear`).
Award Payment Schedule	Goes to the Award Payment Schedule for Aid Year page (`bwrkpays.P_DispPaySched`).
Award History	Goes to the Award History page (`bwrkrhst.P_DispAwdHst`).

Web menus with links to this page

Award menu	`bmenu.P_FAAwdMnu`

Other web pages with links to this page

Award Package for Award Year	`bwrkrhst.P_DispAwdAidYear`
Award History	`bwrkrhst.P_DispAwdHst`
Award Payment Schedule for Aid Year	`bwrkpays.P_DispPaySched`

Withdrawal Information (bwrktivw.P_TitleIVWithdraw)

This page displays withdrawal information if the student has withdrawn from your institution for the selected term.

If there is no withdrawal information for the student for the selected term, the message *You are not being processed for withdrawal for the selected term* is displayed.

If there are no student records and a student selects *Withdrawal Information* from the menu, the message *No terms are available for Registration processing. You are not being processed for withdrawal* is displayed.

Web page fields

Item	Description/Source Information
Note - Fields are displayed on this page only if the student has withdrawn from your institution in the selected term.	
Withdrawal Reason	Reason the student withdrew from your institution.
	The value comes from the **Withdrawal Code** field on the Student Withdrawal Form (SFAWDRL).
Enrollment Start Date	Start date of the enrollment period.
	The value comes from the **Enrollment Start** field on SFAWDRL.
Enrollment End Date	End date of the enrollment period.
	The value comes from the **Enrollment End** field on SFAWDRL.
Effective Withdrawal Date	Date the student's withdrawal took effect.
	The value comes from the **Effective Withdrawal Date** field on SFAWDRL.
Percent Attended	Percentage of the enrollment period that the student was enrolled.
	The value comes from the **Percent Attended** field in SFAWDRL, which is calculated based on the number of days in the period and the number of days the student attended.
The following fields are included in the Title IV Aid to be Returned section, which is not displayed if no refund calculation has been performed.	
Amount of Title IV Aid Disbursed	Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
	The value comes from the **Disbursed** field of the Return of Title IV Funds Calculation (RPATIVC) form.
Amount of Title IV Aid Eligible to be Disbursed	Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page.
	The value comes from the **Not Disbursed** field of RPATIVC.
Unearned Title IV Aid Disbursed	Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.
	The value comes from the **Title IV Unearned** field the Title IV Calculation window of RPATIVC.

Item	Description/Source Information
Title IV Aid to be Returned	Amount of Title IV aid that has been disbursed to the student and that must be returned due to withdrawal. The value comes from the **Total Title IV Aid To Be Returned** field the Title IV Calculation window of RPATIVC.
Institution's Required Return Amount	Amount of Title IV aid that your institution is required to return. The value comes from the **Institution's Required Returns** field of RPATIVC.
Student's Share.	Amount of Title IV aid calculated as the student's share to be returned. The value comes from the **Student Share** field on the Title IV Calculation window of RPATIVC.
Student's Required Return Amount	Amount of Title IV aid that the student is required to return. The value comes from the **Student Required Return** field the Title IV Calculation window of RPATIVC.

Setup requirements

Item	Description
Web Tailor Information Text	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students:
	• *DEFAULT*, Sequence 1 The DEFAULT Information Text is displayed at the top of the Withdrawal Information page.
	• *NOT_WITHDRAWN*, Sequence 1 The *NOT_WITHDRAWN* Information Text is displayed after the *DEFAULT* Information Text when a person has no withdrawal records (SFRWDRL) for the selected term. It tells the student that he or she is not being processed as a withdrawn student for the term.
	• *NOTIFICATION*, Sequence 1 The *NOTIFICATION* Information Text is displayed at the end of the Withdrawal Information section and before the Title IV Aid to be Returned section. It tells the student that he or she is not being processed as a withdrawn student for the selected term.
	Use the Web Tailor **Information Text** option to update the text, if desired.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Amount of Title IV Aid Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
Amount of Title IV Aid Eligible to be Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
Select Another Term	Goes to the Registration Term page (`bwskflib.P_SelDefTerm`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Award menu   `bmenu.P_FAAwdMnu`

Other web pages with links to this page

No other Web pages have links to this page.

Title IV Fund Detail (bwrktivw.P_TitleIVDetail)

This page displays information about each Title IV fund the student was eligible to receive for the selected term. The *Amount of Title IV Aid Disbursed* and the *Amount of Title IV Aid Eligible to be Disbursed links*, when clicked, will supply the following information about each Title IV fund.

Web page fields

Item	Description/Source Information
Fund Description	Description of the fund.
	The value is the description associated with the fund code in the **Title IV Code** field of the Return of Title IV Funds Calculated (RPATIVC) form.
Disbursed Amount	Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
	The value comes from the **Disbursed** field of RPATIVC.
Eligible to be Disbursed	Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page.
	The value comes from the **Not Disbursed** field of RPATIVC.
Unearned Title IV Aid Disbursed	Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.
	The value comes from the **Title IV Unearned** field the Title IV Calculation window of RPATIVC.

Setup requirements

Item	Description
Web Tailor Information Text	Review the text for the following item for clarity and any information and/or instructions you want to provide to your students:
	NOTE, Sequence 1 The *NOTE* Information Text is displayed after the Title IV Fund Detail section of the page. It can be used to provide information that clarifies the contents of the Title IV Fund detail information. As delivered, it states that the Federal Work Study totals displayed indicate eligibility rather than the amount actually earned. Use the Web Tailor **Information Text** option to update the text, if desired.

Updates to Banner

This page does not update information in the Banner database.

Links to other web pages

This Link	Action
Return to Withdrawal Information	Goes to the Withdrawal Information page (`bwrktivw.P_TitleIVWithdraw`).

Buttons/Icons on this page

This page does not have buttons to other pages.

Web menus with links to this page

No menus have links to this page.

Other web pages with links to this page

| Withdrawal Information | `bwrktivw.P_TitleIVWithdraw` |

Web Snapshot system

Overview

Banner Financial Aid Self-Service supports a feature designed to allow non-Banner users to access Banner data via the standard Self-Service web interface. The Web Snapshot system was designed and developed by Western Governors University and provided to Banner customers through the Community Source Initiative.

The Web Snapshot system is a Self-Service web tool for Financial Aid Advisors and other customer facing staff to use to easily and quickly retrieve current data (a "Snapshot") from the Banner system for a particular student. Each user can configure multiple custom Snapshot layouts for viewing retrieved data, and system administrators can easily build new web "panes" to extract custom data to suit their users' specific needs. Users can view student info on a one-off basis or step through a pre-built population of students, which can be useful for call center operations.

Web Snapshot system configuration

Adding the Web Snapshot system to a menu

The Web Snapshot system must be added to a WebTailor menu so that users can navigate to it. Identify where you would like to add a link to the Web Snapshot system and then have your WebTailor administrator add the following menu item to the corresponding menu:

- `bwrksnap.p_disp_fasnap`

Managing access to the Web Snapshot system

Two distinctly different levels of access can be assigned to users of the Web Snapshot system:

- Financial Aid Staff

  - This access level allows a user to create custom Web Snapshot layouts and view data for any defined Snapshot Pane for any ID entered.

    Note: The user can enter and view data associated with any ID in the system. There is no built-in security restricting user access to certain IDs.

- Financial Aid Admin

  - This access level allows a user to create custom Snapshot Panes, which are defined by entering an SQL query which is executed when a user views the Snapshot Pane on their Web Snapshot layout.

Note: The Web Snapshot Administrator can enter SQL that accesses any table in the database. Administrator access should be carefully controlled by the institution.

Web Tailor Administrator credentials are required to grant either level of access to individual users.

WebTailor administration

Adding a new item to an existing menu

Identify the menu to which you wish to add the new item. Baseline Banner menus typically begin with the name "bmenu".

1. Navigate to the menu where you want to add the new item.

    • Take note of the URL listed in your browser's address line.

        Note: The menu name is usually the text between the right-most forward slash and the question mark (?) or the end of the line.

2. Next, navigate to the main WebTailor Administration menu.

    • Click the **Menu Items** link.

    • Search for the menu you want to modify, and then click the link to customize the menu.

    • Click the **Add a New Menu Item** button.

        Note: If the menu chosen contains only Baseline entries, you will first need to click the **Copy Baseline to Local** button before adding a new menu item.

    • The Create a new Menu Item page will be displayed.

3. From the **Create a New Menu Item** page, enter the URL for the web page you wish to add (`bwrksnap.p_disp_fasnap`).

    • Enter a link text along with an optional "additional description" to display with the link.

    • Select (check) the **Database Procedure** checkbox.

4. Once complete, your settings for the menu item should be similar to the following screen sample:

Associated Web Page:	Financial Aid
Sequence Number:	7
URL: ✱	bwrksnap.p_disp_fasnap
Link Text:	Web Snapshot
Link Description:	
Status Bar Text:	Web Snapshot
Bullet Override Image:	Select ▼ Preview Image
Menu Link Image:	Select ▼ Preview Image
Enabled:	☑
Database Procedure:	☑
Submenu Indicator:	☐

5. Click **Submit Changes** to save this new menu item.

Assigning WebTailor user roles

1. Navigate to the WebTailor Administration main menu.

2. Click the **User Roles** link.

  • Enter the ID of the person you wish to assign access.

  • Click the **Submit** button.

3. Place a check next to each role you wish to assign to the user, as appropriate.

  • The Web Snapshot Administrator role is labeled **Financial Aid Snapshot Admin**.

  • The staff access role is labeled **Financial Aid Staff**.

Using the Web Snapshot system

Users of the Web Snapshot system must first be granted access by a Self-Service WebTailor administrator. Refer to the *Managing Access to the Web Snapshot System* heading, above for specific details.

Layout maintenance

Users of the Web Snapshot system must first configure their own personal view, or "Snapshot Layout," of the data.

Each user has a pre-defined Snapshot Pane Layout called STANDARD. The user can customize this view and/or create new views of the available Snapshot Panes to suit their needs.

Modifying a Snapshot Layout

To modify a Snapshot Layout, first, select the layout from the main Web Snapshot page, then click the **Edit my Snapshot Layout** link:

Snapshot Layouts consist of a grid of cells, or Panes. Within each pane, a user can choose to display a set of data, or a Snapshot Pane. The user can also change the width of each pane and height of each row.

> **Note:** Financial Aid Snapshot Administrators can define additional custom Snapshot Panes for users to select for use in their Snapshot Layouts.

By default, each user has a Snapshot Layout named STANDARD. This layout begins with three columns and three rows, but no Snapshot Panes are selected for any of layout panes. To select a Snapshot Pane, use the drop-down box that appears with the pane, and select the Snapshot Pane you wish to display in that location. You may also adjust the width of the pane or the height of the row by clicking on the corresponding buttons.

Users can also add and delete columns and rows from their Snapshot Layout:

- The **Add Row** button will add a new row to the bottom of the current Snapshot Layout.

- The **Add Column** button will add a new column to the right of the existing columns of the current Snapshot Layout.

- The **Delete Row** button will delete the bottom-most row of the current Snapshot Layout.

- The **Delete Column** button will delete the right-most column of the current Snapshot Layout.

> **Note:** Panes set to "None" do not display anything when viewed from the main Web Snapshot page. It is acceptable to leave them in your Snapshot Layout.

Creating a New Layout

Navigate to the Snapshot Layout Editor page by clicking the **Edit my Snapshot Layout** link on the main Web Snapshot page.

> **Note:** If all panes of a custom layout are deleted, the entire layout will be deleted. Furthermore, if you attempt to delete all panes from a STANDARD layout, an error message will be displayed to indicate that all rows/columns cannot be deleted from the STANDARD layout.

Type in a name for your new layout in the **New Layout** text box, then click the button labeled **Create New Layout**. A new layout is created with a default number of rows and columns. Edit the layout to your liking. Refer to the previous section titled *Modifying a Snapshot Layout* for details on how to edit your new personal Snapshot Layout.

Save a Layout

Once you are done making changes to the layout:

- Click **Save Layout**:

This will save your changes and allow you to continue making additional changes.

OR

- Click **Save Layout and Return**:

This will save your changes and take you back to the main Web Snapshot home page.

Single student snapshot

To view a Web Snapshot for a single student:

1. Navigate to the main Web Snapshot page.
2. Select the appropriate aid year for which you want to see data in your Web Snapshot.
3. Enter the student's ID in the ID field.
4. Click the **Find** button

Using a population selection

To iteratively view Web Snapshots for each student in a list, use the Population Selection feature.

1. Click the **Show Popsel** button to display the population selection parameters block, as shown here:

2. Enter the appropriate values for each of the 4 population selection fields. Values correspond to the key block values from the Banner GLAEXTR form.

3. Once all the values are entered, click the **Go** button. The number of records found in the population selection will be displayed. If that number is greater than zero, a button labeled **Next Student** will also be displayed.

4. Click the **Next Student** button to generate the Web Snapshot for the first student in the population selection.

5. Navigation through the population selection can be done by using the **Previous Student** and **Next Student** buttons.

Note: Records retrieved from the population selection are ordered by ID.

Creating and updating Web Snapshot Panes

Financial Aid Snapshot Administrators can create and modify Web Snapshot Panes. Banner delivers three Snapshot Panes as examples of the Web Snapshot system functionality.

Web Snapshot Panes are SQL statements which are executed when a Web Snapshot page is displayed, retrieving data from the Banner database and providing a simple layout of the data.

From the main Web Snapshot page, click the link at the bottom labeled **Snapshot Panes Maintenance** to create, modify, or delete Snapshot Panes.

To create a new Snapshot Pane:

1. Click the **Create New Snapshot Pane** button.

2. Sequence:

- Web Snapshot Panes can be composed of up to three separate queries. To create a multiple-query Web Snapshot Pane, enter duplicate Snapshot Pane codes with different Sequence numbers and queries. When rendered, the queries are executed separately but their results are concatenated into the same Pane on the main Web Snapshot page.

3. Enter a unique Snapshot Pane Code (up to 4 characters).

4. Enter a description for your new Snapshot Pane (up to 100 characters).

5. Enter a value for Columns:

- If you want a standard spreadsheet-like layout for your Snapshot Pane data, set Columns to 0. This value will produce output with a single header row followed by data rows.

- If you want a form-like presentation for your Snapshot Pane data, set Columns to the number of Name-Value pair columns in which you want your data to appear.

6. Enter your SELECT query in the SQL column. Requirements for the query are similar to the Banner RORRULE form's advanced mode queries:

Query Requirements

- Your query must be an SQL SELECT statement. INSERT/UPDATE/DELETE/ALTER/GRANT/etc. are not allowed.

- DO NOT end your query with a semi-colon (;).

- To specify the pidm for the ID being displayed on the main Web Snapshot page, use the value ":PIDM" (all upper or lower case)

- To specify the aid year code that is specified on the main Web Snapshot page, use the value ":AIDY" (all upper or lower case).

- Column aliases will be displayed as the report column headers on the main Web Snapshot page when data is retrieved. You can specify case-sensitive column aliases by placing your text after each column in the SELECT clause in double-quotes.

Example: SELECT `rorstat_tgrp_code` "Tracking Group Code"…

- SQL queries are limited to 32,767 characters.

- Calling PL/SQL functions is allowed if the functions have the `PRAGMA RESTRICT_REFERENCES WNDS` specified.

7. Once done entering/updating a Snapshot Pane:

- Click the **Insert** button if the Snapshot Pane is new.

- Click the **Update** button if you have modified an existing Snapshot Pane

Note: Upon Inserting/Updating a Snapshot Pane, the code will be executed to check for errors. If there are code errors, they will be displayed and you will need to correct them before re-entering your Snapshot Pane code.

Note: Write and test your SQL in an Integrated Development Environment, such as TOAD or PL/SQL Developer, then copy the code into the Web Snapshot Pane Editor.

Oracle Pipes/Advanced Queuing for COBOL

"Listener" mode online processing performance enhancement using Oracle Pipes/Advanced Queuing

Note: For Banner Financial Aid COBOL processes, Oracle Pipes/ Advanced Queuing are currently only supported on Unix platforms. Oracle Pipes/Advanced Queuing are not supported under Linux or Windows.

Several commonly used immediate processing jobs support a mode of operation called "listener" mode that can substantially improve performance. These jobs are:

- Disbursement Process (RPEDISB)

- Need Analysis Process (RNEINxx)

- Pell Calculation Process (RPEPELL)

The performance improvement is achieved by running these jobs continuously, in the background, in "listener" mode. When configured this way, these jobs are always running and available to process immediate requests from forms such as ROAIMMP.

Note: Batch, or job submission instances of these jobs still run as normal, and are not affected by this configuration.

Another difference between Oracle Pipes/Advanced Queuing and standard online/immediate processing jobs is in the job output. With standard online/immediate processing, separate log files are created for each online run. With Oracle Pipes/Advanced Queuing, a single log file is created for each listener started. The output from all online runs are appended to that single log file.

Note: If only one listener is started, the log files for all online/immediate runs will be appended to that file. If more than one listener is started, the log information for a particular run will be appended to whichever listener processed that run in question.

Two methods of operation are provided for running and communicating with jobs operating in "listener" mode:

- Oracle Pipes

- Oracle Advanced Queuing, with support for Oracle Real Application Clusters (RAC)

Note: Support for Oracle Advanced Queuing requires, at minimum, Banner General 8.3.

What is the difference between Oracle Pipes and Oracle Advanced Queuing?

Both technologies provide bidirectional communication between processes that can connect to an Oracle database. Oracle Pipes only provides this capability within a single instance of a running database. This does not provide the necessary level of communication for databases using Oracle's RAC technology, where multiple instances of Oracle all service the same database.

Oracle Advanced Queuing makes it possible to communicate between multiple instances of Oracle when using Oracle's RAC technology. Even though Oracle Advanced Queuing was provided by Oracle to support the RAC technology, you do not need to have a RAC database installation to use Oracle Advanced Queuing.

Note: Oracle Advanced Queuing is the recommended configuration for new installations, regardless of whether your site uses Oracle's RAC technology.

Note: Only Banner Financial Aid RNEINxx jobs after the August 2011 release are compatible with Oracle Advanced Queuing. These earlier jobs can, however, be used in "listener" mode.

Configuring supported processes to use Oracle Pipes/ Advanced Queuing

Jobs that support "listener" mode operation can have multiple copies running simultaneously. Typically, two running "listeners" is adequate. However, for a higher volume immediate processing needs, additional, simultaneous, "listener" processes can be started to reduce response time.

Use the following steps to configure "listener" mode jobs to use Oracle Pipes or Oracle Advanced Queuing:

> **Note:** To configure jobs for Oracle Pipes "listener" mode, perform steps 1 and 2, for each job. To configure jobs for Oracle Advanced Queuing "listener" mode, perform steps 1 through 3, for each job.
>
> Once you have configured jobs for "listener" mode operation, be sure to start the "listeners" by running RNRPINI. Refer to Starting and Stopping Listener Mode Processes, later in this section, for additional information.

> **Note:** The RNRPINI process is not designed to function in a Windows or Linux environment.

1. Each job that supports "listener" mode operation must be configured on form GTVSDAX. To do this, update or create a row for each job you wish to configure for "listener" mode operation.

GTVSDAX Field	Value
Code	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RNEINxx RNEINxx (RNEINxx jobs are not currently supported for Advanced Queuing) • RPEPELL
Group	PIPE PROCESS
External Code	A number indicating how many simultaneous listening copies of the job to start. Enter 0 to disable listener mode operation.

In the following screen sample, the RPEDISB process is configured to start two "listeners".

2. Immediate processing via jobs running in "listener" mode do not generate output in the same way as they do when run from job submission. Instead of producing output in uniquely named files for each run of the job, "listener" mode jobs concatenate their output onto a single file. This can make it difficult for users to identify the results of their particular immediate run of a process. To resolve this problem, "listener" mode jobs can be configured to store their output directly to the database, so that users can review this output via the Saved Output Review (GJIREVO) form.

> **Note:** This step is optional. However, it is recommended to enable database output for "listener" mode jobs.

To configure a "listener" mode job to store its output directly to the database, you must update or create a row (for the job) on the GTVSDAX form.

GTVSDAX Field	Value
Code	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RNEINxx RNEINxx (RNEINxx jobs are not currently supported for Advanced Queuing) • RPEPELL
Group	FINAID LOG TO DB
External Code	Y (Yes) or N (No) Enter a Y in this field to configure the listener mode job to store its output directly to the database each time it is run for immediate processing.

In the following screen sample, the RPEDISB process is configured to store its output directly to the database for "listener" mode immediate processing.

3. If you are using Oracle's Pipe technology to run your immediate processing jobs in "listener" mode, this step is not required.

If you are using Oracle's Advanced Queuing technology to run your immediate processing jobs in "listener" mode, you must also enable the Advanced Queuing queues on the GTVSDAX form.

Each job must be configured on GTVSDAX to enable a send and a return queue. To

enable these queues, you must update or create a corresponding row (for the job) for each queue on the GTVSDAX form.

GTVSDAX Field	Value
Code	AQ4PIPES
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RPEPELL
External Code	Y (Yes) or N (No) Enter a Y in this field to enable this "send" queue for use with the corresponding "listener mode" process.

GTVSDAX Field	Value
Code	AQ4PIPES
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB_RTN • RPEPELL_RTN
External Code	Y (Yes) or N (No) Enter a Y in this field to enable this "return" queue for use with the corresponding "listener mode" process.

In the following screen sample, the RPEDISB process is configured to run in "listener" mode, using Oracle Advanced Queuing.

⚠ **Warning!** *Both queues must be enabled for each job or Oracle Pipes will be used instead.*

Starting and stopping "listener" mode Processes

Regardless of whether you use Oracle Pipes or Oracle Advance Queuing for Banner Financial Aid COBOL processes, you are required to manage "listener" mode processes with the RNRPINI process. The RNRPINI process is a small program designed to be run from the command line by your site's administrator(s). The RNRPINI process allows an administrator to start and stop Financial Aid "listener" mode processes.

> **Note:** The RNRPINI process is not designed to function in a Windows or Linux environment.

Starting "listeners"

- Start "listeners" by running RNRPINI with a parameter of `START`.

  - Example: `rnrpini user/password START`

  - (For UNIX) `rnrpini.shl userid START`

  When prompted, enter the appropriate password.

  > **Note:** A single run of RNRPINI will start or stop all "listeners" for each process configured for "listener" mode operation (as specified on GTVSDAX with an External Code > 0). Refer to *Configuring Supported Processes to use Oracle Pipes/Advanced Queuing* for details on configuring jobs in "listener" mode).

  > **Note:** The `userid` can be any valid User ID that currently executes RPEPELL, RNEINxx, or RPEDISB. The `userid` also needs select, insert, and update permission to the GUBOUTP table, and insert permission to the GUROUTP table. Finally, the `userid` does not need to be a DBA or system level login.

  > **Note:** It is recommended that the host account used to start and stop the RNRPINI process is the same special host account used to start gurjobs. This is different from the Banner userid specified in the command, itself.

Stop "listeners"

- Stop listener mode processes by running RNRPINI with a parameter of *STOP*

  - Example: `rnrpini user/password` *STOP*

  - For UNIX) `rnrpini.shl userid` *STOP*

  When prompted, enter the appropriate password.

Configuring time-out for "listener" mode processes

Processes running in "listener" mode will operate, waiting for message, for a pre-defined amount of time (in seconds). If no processing message is received within the specified time-out window, the job will halt (stopping the "listener"). Previously, this time-out window was fixed at 4 days (345600 seconds). However, this value is now configurable, on a per-job basis, from the GTVSDAX form.

To configure this time-out value, create or update a row corresponding to the process.

GTVSDAX Field	Value
Code	IDLEWAIT
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RPEPELL
External Code	345600 (default – 4 days) Enter any number, in seconds, you wish to use for the idle time-out value for the job.

The following screen sample, shows a RPEDISB process configuration that is set to wait for up to 30 days without a message before halting.

Oracle Advanced Queuing for Java

Functionality of the RNRQINI process is based on the RNRPINI program. The RNRPINI process is a small program designed to be run from the command line by your site's administrator(s).

> **Note:** The RNRQINI process supports all Banner platforms, including Linux and Windows. The process cannot be run from the GJAPCTL job submission form and does not have any jobsub parameters.

The RNRQINI program is used to start Advanced Queuing (AQ). As discussed previously in the Oracle Pipes/Advanced Queuing for COBOL section, AQ is a performance enhancement. For Banner Financial Aid Java processes, it can be used in conjunction with or replace functions of the servlet and has the benefit of a more simple integration.

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

Currently, AQ support has been added to the following processes:

- 2012-2013 FM Need Analysis (RNPFM13)

- 2013-2014 FM Need Analysis (RNPFM14)

- Shopping Sheet Batch Process (RPRSSBP)

Advanced Queuing for FM Need Analysis Calculations

A third option has been added to process Immediate FM Need Analysis Calculations through the Banner forms:

> **Note:** Even though the servlet remains available for aid year calculations prior to 2014-2015, its use is highly impractical and not recommended. Servlet use would require that you make RORPARM parameter changes (back and forth) depending upon the aid year being calculated.

- Job submission

- Servlet

- Advanced Queuing (AQ)

AQ is a performance enhancement. It can be used in conjunction with or replace functions of the servlet and has the benefit of a more simple integration.

> **Note:** Only the RNPFM13 and RNPFM14 processes support AQ. Older RNPFMxx processes will not have the AQ option.

Three steps are needed to enable AQ for RNPFM13 and/or RNPFM14 processing:

1. In GTVSDAX, query on the Group field for *RNPFM%* and Translation Code field for *FINAID%*. Each RNPFMxx process will have two records, `FINAID_AQ` and `FINAID_AQ_RTN`. To use AQ, update both records for the particular RNPFMxx process so that the External Code field = `Y`.

2. On the RORPARM form, make sure the `USE_JOBSUB` parameter is set to `Y`.

3. From environment host run the following command where `user` is an Oracle user and `password` is the password to login for that user:

`rnrqini user/password START`

> **Note:** The userid used to run RNRQINI needs to have security access to the jobs that it will be starting. These jobs are:
>
> RNPFM13
> RNPFM14
> RPRSSBP
>
> Additionally, it is recommended that the same userid used for GURJOBS be used to execute RNRQINI.

To complete this step, you must have access to the host. This step may need to be completed by someone in your IT department.

> **Note:** The RPRSSBP process also supports AQ. If you intend to use AQ for RBRSSBP and the RNPFM13 and RNPFM14 processes, step three is needed ONLY ONCE. Step three will start all FINAID AQ based processes that have their GTVSDAX records set to `Y`.

Advanced Queuing for Shopping Sheet batch processing

The Shopping Sheet Batch Process (RPRSSBP) allows you to use a population selection with an aid year as a parameter to generate one or more PDF files that contain Shopping Sheet data for each student in the selected population. The resulting PDF output will provide one page per student, for each student in the defined population.

In addition to being able to run in batch for a population selection, this process can also be run in "listener" mode to handle requests for PDF Shopping Sheets from Banner Financial Aid Self-Service. This functionality is implemented using an Oracle Advanced Queuing (AQ) work queue. When an AQ request is received, a separate thread will generate the resulting PDF. After the data has been safely generated, stored, and committed, that thread will terminate.

When running from batch, population selection parameters will always be provided (as required via GJAPCTL). When running for single-student generation from an AQ request, these parameters will not be provided. This is possible because the AQ request does not obey the required/optional parameter configuration defined on GJAPDEF. As such, you will always need to provide population selection parameters from job submission (GJAPCTL). However, this configuration does not impact use of this job as an AQ listener process.

> **Note:** When the RPRSSBP is implemented using AQ, AQ is used only for individual PDF Shopping Sheets generated by students using Banner Financial Aid Self-Service. Batch RPRSSBP runs from GJAPCTL continue to operate using standard batch processing.

When determining the campus for the student, the logic will first attempt to find the max General Student record (SGBSTDN) with an effective term that is less than or equal to the earliest term in the student's aid period. If no General Student record is found, the logic will attempt to find the max Application record (SARADAP) that is less than or equal to the earliest term in student's aid period. If neither a General Student or Application record is found, the campus information for the shopping sheet will be provided using the data established on the Default Setup tab of RPRSHOP. In addition, if the campus code identified for the student does not match a value on the Campus Setup tab of RPRSHOP, the data established on the Default Setup tab of RPRSHOP will be used.

Interfaces

This chapter discusses interfaces to other Banner modules. Modules discussed include:

- The *Student Employment Module*, which explains the application forms, reports, and processes used to interface between the Financial Aid Student Employment Module and Human Resources Systems. It includes instructions for performing interfaced student employment and payroll transactions.

- *The Accounts Receivable Module,* which identifies and explains the application forms, reports, and processes used to interface between the Financial Aid Module and Accounts Receivable Systems.

- *The Campus Receivables Collector (CRC) Module,* which provides information needed for the (Plus system) CRC user to interface with Banner. The material provides functional overviews to the interface in addition to information required to setup and employ the interface. The document is to be used in conjunction with other relevant Banner documentation and (Plus system) Campus Loan Manager documentation.

    Note: CRC has replaced CLM as the standard loan management solution.

    Note: All forms associated with creating and maintaining employees in Human Resources must be set up to the point where a student employee can be paid. It is recommended that students and their positions be created in such a way as to differentiate them from the non-student employees of the school.

Student Employment module

The following is a checklist that you should follow when working with the Student Employment module.

1. Define all work study funds in the Funds Management Module. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process. The Student Employment Module only processes college work study awards with an *Accept* status in the student's package. Refer to the Banner Financial Aid Online Help for Funds Management and Packaging and Disbursement form documentation.

2. If your financial aid office tracks earnings of non-awarded work study funds, identify all other students with institutional employment. These students are considered student employees, but have no impact on fund-related activity (for example, institutional employment not awarded from a work-study fund and graduate assistantships paid on a stipend basis).

3. If the student has not already been placed into a job position, you can optionally use the Student Employment Module to refer a student to a job location for possible employment on the Student Employment Referral (RJASERF) form. When you authorize earnings on the RJASERF form, you will not need to enter this information again when you decide in the future to authorize the student for employment. Data from the Position Referral section on the RJASERF form defaults to the Authorizations section of the Student Employment Authorization (RJASEAR) form.

4. Once you place a student in a position, assign employment authorizations to students for a specific aid year on the Student Employment Authorization (RJASEAR) form. This form enables you to enter and maintain fund award, job placement, job title, authorization start/end date, start/end pay date, pay rate, authorized hours, and authorized earnings information. The Awards section also allows you to view the current status of awards for the student. The only awards that display in this section are those with an aid type of *W* (Work).

5. Print the Authorization Report (RJRAUTH) to serve as an audit trail for the financial aid department. Only select authorizations as of the last period in which you ran this report. (At the Activity Date prompt, enter the last date that you ran the report.) This provides you with the new or changed authorizations since the last date you ran the report.

More importantly, you must forward this report to the Human Resources Department so that its staff can perform the necessary steps to enter the student employment information into Banner Human Resources.

These steps include: (1) create the student employee positions; (2) establish the student as an employee of your institution; (3) establish student benefit/deduction information for payroll processing; (4) link student employees to associated positions with job titles; and (5) maintain the student employee's pay rate.

You must also ensure that your database administrator provides you with certain selection and access privileges to specific Banner Human Resources tables and forms required by the Banner Financial Aid Student Employment Module. Refer to the Banner Human Resources Requirements information immediately following this section for more detail.

6. Once the Human Resources Department completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD). This process interfaces between Banner Human Resources and Financial Aid. Specifically, the Payroll Load Process:

- automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History (RJISEWH) form,

- automatically updates the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) form, and

- automatically updates the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) form and Package Maintenance (RPAAPMT) form.

This process also produces the Payroll Load Result Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment Module.

Use the Student Employment Mass Entry (RJASEME) form to enter student payroll record adjustments after you run the RJRLOAD Process.

7. Use the following reports to aid you in the coordination of the Student Employment/ Human Resources Interface.

- Authorization Report (RJRAUTH) - This report displays a listing of current work authorizations for each employee based on activity date.

- Pay Period Report (RJRDPPR) - This report displays information for the monitoring of student earnings by department.

- Payroll Load Process (RJRLOAD) - This report updates student employment records with actual payroll earnings from Banner Human Resources and prints the payroll load report.

- Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.

- Earnings Control Report (RJRSEEC) - This report provides a listing of hours worked by pay period.

- Payroll/Financial Aid Interface Report (PHRFACE) - This Banner Human Resources System Report provides information on the payroll interface to the Financial Aid System.

Banner Human Resources requirements

1. Ensure that each Student Employee Position exists on the Position Definition (NBAPOSN) form.

The Position form defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. The Financial Aid application requires position numbers and job titles, budgeted amounts for the fiscal year, and a budgeted labor distribution which defaults to the Employee Jobs (NBAJOBS) form.

2. Establish the Student as an Employee on the Identification (PPAIDEN) form.

The Identification (PPAIDEN) form provides a person's initial point of entry into Banner Human Resources. It enables you to enter basic biographical/demographic data about anyone associated with the institution. Additional required fields on this form are used for EEO reporting and a payroll check address.

3. Identify the Individual as a Student on the Employee (PEAEMPL) form.

The Employee form establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral (RJASERF) form.

4. Establish Student Deductions for Payroll Processing on the Employee Benefit/ Deduction Setup (PDABDSU) form.

The Employee Benefit/Deduction Setup form displays all benefits defined as setup on

the Benefit Category Rule (PTRBCAT) form for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.

5. Define Student Job Information on the Employee Job (NBAJOBS) form.

    The Employee Job form maintains information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information. It supports mass salary-step increases, allows for deferred salary payments, and enables you to specify a future effective date for salary changes. It also maintains the dollar amounts and labor distribution account numbers used for encumbering and expending. For Financial Aid purposes, this form links student employees to associated positions with job titles, maintains the student employee's pay rate, and establishes new effective date records.

6. Verify Selection/Access Privileges to Banner Human Resources Tables/forms.

    6.1. The Student Employment Module requires selection privileges to the following Banner Human Resources tables.

Employee Class Rules Table	PTRECLS
Position Base Data Table	NBBPOSN
Organization Code Validation Table	PTVORGN
Earnings Table	PHREARN
Payroll Calendar Rule Table	PTRCALN
Base History Table	PHRHIST
Job History Table	PHRJOBS

    6.2. The Student Employment Module requires access to the following Banner Human Resources forms.

Organization Code Validation form	PTVORGN
Payroll Calendar Rule form	PTRCALN

Banner Financial Aid requirements

Complete the following forms which are listed on the Student Employment Control Menu. Most of these forms require initial set up activities and some month-to-month maintenance when necessary.

Student Employment Default Rules	RJRSEDR
Payroll Load Control	RJRPAYL
Placement Rules	RJRPLRL
Placement Base Data	RJAPLBD
Job Title Base Data	RJRJOBT

Job Title Requirements	RJRJREQ
Referral Status Validation	RTVRFST
Employment Authorization Status Validation	RTVAUST

Note that the Student Employment Default Rules (RJRSEDR) form, Payroll Load Control (RJRPAYL) form, and Placement Rules (RJRPLRL) form are aid year specific forms which require maintenance at the start of each aid year. Refer to the *New Aid Year Checklist* in the *Appendix* for additional information.

Setting up student employment forms

The following forms must first be set up:

- Employment Authorization Status Validation (RTVAUST) - Creates and maintains status codes which identify whether a student is permitted to work.

- Referral Status Validation (RTVRFST) - Creates and maintains codes that define the origins of a student employment referral (optional form).

- Job Title Base Data (RJRJOBT) - Associates job titles with ranges of valid pay. Your school needs to determine if you will have a few global job titles or if you wish to have a very defined list of job titles in which students are employed.

- Job Title Requirements (RJRJREQ) - Maintains requirements and/or position descriptions (optional form).

- Placement Base Data (RJAPLBD) - Stores name and address information for all locations which employ students. With this form, you must once again determine if you wish to have a few global placements or if you wish to have a defined list of job placements in which students are placed.

- Placement Rules (RJRPLRL) - Associates a position code (from HR form NBAPOSN) with the placement code built on RJAPLBD. Class code and chart of accounts will default if the positions are completely built in the HR module. You must determine, with the assistance of Human Resources and Finance, which Organization code will be used.

    Note: If the student employment office is assigning the amount of the fund the department is able to utilize for its student work study employees, the amount is defined under Allocation on this form. When the Pay Period Report (RJRDPPR) is run, it will show the amount the department has been allocated. If the student employment office is not assigning allocations to departments an amount of $99,999.00 may be used.

- Payroll Load Control (RJRPAYL) - Associates predefined payroll periods from HR. (Payroll Calendar Rule form - PTRCALN) for an aid year in financial aid.

- Student Employment Default Rules (RJRSEDR) - Maintains default authorization and pay start and end dates which will default onto the RJASEAR applicant form.

Setting up applicant forms

The following forms must also be set up:

- Student Employment Referral (RJASERF) form – Refers a student to a job location for possible employment. If the student is authorized to work in the position, once the **Authorized** field is changed from an *N* to a *Y*, the information will default to the RJASEAR form. This is an optional form.

- Student Employment Authorization (RJASEAR) – Assigns employment authorizations to a specific student for a specific aid year.

- Student Employment Mass Entry (RJASEME) – Used to mass enter a student's work earnings if the RJRLOAD process is not used. This form is also used to make adjustments to the student earnings after the RJRLOAD is run.

- Student Employment Work History (RJISEWH) – Displays a student's employment history by pay period for a particular aid year.

Awarding work study funds

The following is the procedure to award work study funds.

1. Define all work study funds in the Funds Management module. Refer to Banner Financial Aid Online Help for form-specific information. These forms include:

   - Financial Aid Fund Type Validation (RTVFTYP) - you must have at least one fund associated with the aid type of *W*.

   - Fund Base Data (RFRBASE) - create an entry for each work fund to be awarded. No A/R detail code will be associated to work funds as work is a nondisbursable fund.

   - Fund Management (RFRMGMT) - establish the rules for awarding work funds. Indicate that funds are nondisbursable.

2. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process.

   The Student Employment module only processes work study awards with an *Accept* status in the student's package. The fund can either be automatically accepted when packaged, if the **Automatic Acceptance** indicator is checked on RFRMGMT. Alternatively, you can choose to have the student notify the Financial Aid office via their award letter and use any of the forms which enable you to update the student's package (for example: RPAAWRD, RPAMACC, RPAAPMT) or the student may accept the work study fund in Financial Aid Self-Service.

Tracking non-work study awards

If your financial aid office tracks earnings of non-awarded work study funds, identify all other students with institutional employment. These students are considered student employees, but have no impact on fund-related activity (institutional employment not awarded from a fund and graduate assistantships paid on a stipend basis). All steps for

non-work study students are the same except when creating a referral and/or authorization record, no fund is attached to the student.

Referring students to positions

If the student has not already been placed into a job position, you can optionally use the Student Employment module to refer a student to a job location for possible employment on the Student Employment Referral (RJASERF) form. When you authorize earnings on the RJASERF form, you will not need to enter this information again when you decide in the future to authorize the student for employment.

Data from the Position Referral section on the RJASERF form defaults to the Authorizations section of the Student Employment Authorization (RJASEAR) form. A print screen of this form can be used by the student to obtain signature information from the employer to notify the Student Employment Office that the student has been accepted for employment by a particular employer.

Authorizing students to work

Once you place a student in a position, you must assign employment authorizations to students for a specific aid year on the Student Employment Authorization (RJASEAR) form. This form will be automatically populated with information from RJASERF (If RJASERF is used; otherwise, the form will not be populated).

This form enables you to enter and maintain **Fund** award, **Placement**, **Job Title**, **Authorization Start/End Date**, **Payroll Start/End Date**, **Pay Rate**, **Authorized Hours**, and **Authorized Earnings** information. The pay rate is defaulted from the Job Title Base Data (RJRJOBT) form and will need to be changed if the student is paid more or less than the defaulted amount. The Awards section also allows you to view the current status of awards for the student. The only awards that display in this section are those with an aid type of *W*ork.

You assign the position number to the student. The suffix number, which follows the position number, is automatically assigned by the system at the time the record is saved. The suffix number is a one-up number, starting at *00*. Any time a student is employed in more than one job in the same financial aid year, with the same position number, the suffix number will increase by one.

The following are examples of authorizing students to work:

Example #1 – One position for all departments

The Student Employment Office has chosen to pool all work study positions in one position number. The student is employed by the athletic department, position number (ST0001). You complete RJASEAR and the system assigns the suffix of *00* to that placement. The student then receives a second work study job in the Art Department, also position number ST0001. You again complete RJASEAR, and the system automatically updates the record with the suffix number *01* because the student is assigned the same position number. The student then turns in two separate timesheets, one for each position.

Example #2 – One position for each department

The Student Employment Office has chosen to give each department a work study position. The student is employed by the athletic department, position number (ST0001). You complete RJASEAR and the system assigns the suffix of *00* to that placement. The student then receives a second work study job in the Art Department and is assigned position number ST0002. You again complete RJASEAR, and the system automatically updates the record with the suffix number *00* because the student is assigned to two different positions.The student then turns in two separate timesheets, one for each position.

The suffix number is an integral part of the Banner Financial Aid to Human Resources interface because it is how the system differentiates the amount paid to the student and feeds that amount to the correct authorized position. The Payroll Load Process (RJRLOAD) feeds payroll information to financial aid by matching the student ID, the position number, and the suffix. If Human Resources is not notified of the correct position number and suffix to assign to a student employee, the load process will not work.

It is important when the positions are built within the Human Resource module that both the Student Employment office and the Human Resource office discuss how defined they wish student employment positions to be. For example, whether they wish to have one position for all work study students, one position per department, or to further break down the positions within departments, the determination from this discussion will have an impact on how important the suffix number will be when it is assigned to the student and the position in which they are placed.

Print the Authorization Report (RJRAUTH) to serve as an audit trail for the Financial Aid office. Only select authorizations as of the last period in which you ran this report. (At the Activity Date prompt, enter the last date that you ran the report.) This provides you with the new or changed authorizations since the last date you ran the report.

More importantly, you must forward this report to the Human Resources office so that the H/R staff can perform the necessary steps to enter the student employment information into the Banner Human Resources System. These steps create the student employee positions, establish the student as an employee of your institution, establish student benefit/deduction information for payroll processing, link student employees to associated positions with job titles, and maintain the student employee's pay rate.

You must also ensure that your database administrator provides you with certain selection and access privileges to specific Banner Human Resources tables and forms that are required by the Banner Financial Aid Student Employment module. Refer to the Banner Human Resources Requirements information immediately following this section for more detail.

Using payroll feed

Once the Human Resources office completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD). This process serves as an interface between Banner Human Resources and Financial Aid.

The Payroll Load Process performs the following functions:

- Automatically updates the financial aid work history records with actual earnings on the Student Employment Work History (RJISEWH) form.

- Automatically updates the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) form.

- Automatically updates the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) form, Package Maintenance (RPAAPMT) form, and Financial Aid Record Maintenance (ROARMAN) form.

- Produces the Payroll Load Process Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment module.

> **Note:** The Payroll Load Process is run after each payroll when each student in that payroll has reached a status of 50 or higher. If there are any students with a payroll status of less than 50, the Payroll office must remove them from the payroll prior to the user running the RJRLOAD process. This status can be reviewed on the Payroll Load Control (RJRPAYL) form. The Payroll Load process can only be run once per payroll. To identify whether the process has been run for a payroll, refer to RJRPAYL. If the RJRPAYL has been run, the "process indicator" on RJRPAYL will be populated.

Entering earnings without payroll feed

If the Human Resource module is not in production, you must manually enter the student earnings on RJASEME. Entering the earnings on this form performs the same task that the Payroll Load process performs in that it will:

- Automatically update the Financial Aid work history records with actual earnings on the Student Employment Work History (RJISEWH) form.

- Automatically update the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) form.

- Automatically update the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) form, Package Maintenance (RPAAPMT) form, and Financial Aid Record Maintenance (ROARMAN) form.

To manually enter earnings into RJASEME, perform the following steps:

1. Access the RJASEME form and input the aid year.

2. Enter a pay period ending date. You may need to receive this information from Payroll.

3. Enter a period. The period is necessary so that the system knows for which period to apply student earnings to for that specific pay period.

4. Select a placement code. If necessary, you can select the **Position** button or List to access the RJAPLBD form to select the correct placement code.

> **Note:** By choosing a placement code, you will access a list of only those students who have been placed in that specific position. You can choose to omit the placement code. When you move to the next block, the list will include all students who have an authorization for that specific aid year.

5. Access the mass entry window and note the data for the students listed. As you scroll down the list, the Authorization block will tell you what status the student is currently in as listed on the RJASEAR form.

6. Enter either the number of hours worked or the gross wages earned for the payroll period. The other amount will default.

7. Save the data.

Making payroll corrections

RJASEME is also used to make adjustment and corrections to the student earnings history. Because you cannot run the RJRLOAD process more than once per payroll, this form is necessary to make changes. If HR is not live, this form is also used to manually enter the student earnings. To make adjustments to the student's earnings, perform the following steps:

1. Access the RJASEME form and input the aid year.

2. Enter the pay period ending date.

3. In the Adjustment column, enter a positive dollar or negative dollar amount.

> **Note:** You can also change the number of hours the student worked to make adjustments to the gross pay column. Save the data and notice the changes in the Hours/Gross Pay columns.

Terminating a Student From a Position

When the student has earnings from a work study position, perform the following steps:

1. Access the RJASEAR form.

2. Input the year and student ID in the key block.

3. Change the status to a non-active code.

4. Change the authorized end date and the payroll end date.

5. Adjust the authorized earnings to the actual earned amount.

6. Save and exit.

When the student does not have earnings from a work study position, the authorization can be deleted by performing selecting *Record Remove* from the pull-down menu.

Reports

Use the following reports to aid you in the coordination of the Student Employment/Human Resources interface:

- Authorization Report (RJRAUTH) - Displays a listing of current work authorizations for each employee based on activity date. This report is commonly sent to Human Resources to initiate their processes to hire a student as an employee and is also important to notify the HR office the position and suffix number assigned to the student.

- Pay Period Report (RJRDPPR) - Displays information for the monitoring of student earnings by department.

- Payroll Load Process (RJRLOAD) - Updates the student's employment records with actual payroll earnings from Banner Human Resources and prints the payroll load report.

- Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.

- Earnings Control Report (RJRSEEC) - This report provides a listing of hours worked by pay period.

- Payroll/Financial Aid Interface Report (PHRFACE) - This Banner Human Resources System Report provides information on the payroll interface to the Financial Aid System.

Banner Human Resources requirements

1. Ensure that each Student Employee Position exists on the Position Definition (NBAPOSN) form. The Position Definition form defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. Banner Financial Aid requires position numbers and job titles, budgeted amounts for the fiscal year, and a budgeted labor distribution that defaults to the Employee Jobs (NBAJOBS) form.

2. Establish the student as an employee on the Identification (PPAIDEN) form. The Identification (PPAIDEN) form provides a person's initial point of entry into Banner Human Resources. It enables you to enter basic biographical/demographic data about anyone associated with the institution. Additional required fields on this form are used for EEO reporting and a payroll check address. These portions must be completed prior to exiting the form.

3. Identify the individual as a student on the Employee (PEAEMPL) form. The Employee form establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Banner Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral (RJASERF) form).

4. Establish student deductions for Payroll Processing on the Employee Benefit/Deduction Setup (PDABDSU) form. The Employee Benefit/Deduction Setup form displays all benefits defined as setup on the Benefit Category Rule (PTRBCAT) form for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.

5. Define Student Job Information on the Employee Jobs (NBAJOBS) form. The Employee Jobs form maintains information on a job as defined for a specified employee, including position, job description, start and end dates, status, hours, and salary information. It supports mass salary-step increases, allows for deferred salary payments, and enables you to specify a future. The suffix number is not a one-up number in the Human Resource module, as it is in the Financial Aid module. The HR office can use the RJRAUTH report to identify the position and suffix number assigned to the student. Again, it is imperative that the Financial Aid and Human Resources systems have the same position and suffix number for the student so that the Payroll Feed Process (RJRLOAD) correctly feeds payroll information from HR to Financial Aid.

Testing of student employment payroll feed

The following questions must be answered prior to testing:

- Is the pre-production database a clone of production? Including payroll data? If not, pre-production must be cloned for both Financial Aid and Human Resources.

- Have students been paid by Human Resources? Students must be carried through the entire HR process, from hire to paid in order to test RJRLOAD.

Steps to follow include:

1. Select a payroll period that has a small number of student timesheets processed. Payrolls are associated with periods in RJRPAYL. This will contain the year, the payroll ID and the payroll number.

2. Ensure positions are set up for students in NBAPOSN, position classes are set up for students in NTRPCLS, employee class is set up for students in PTRECLS, and position group is set up in PTRPGRP. The following forms need to be set up: RTVAUST, RTVRFST, RJRJREQ, RJRJOBT, RJAPLBD, RJRPLRL, RJRPAYL, and RJRSEDR.

3. Build authorization statuses on RTVAUST, placement codes on RJAPLBD, job titles on RJRJOBT, and placement rules on RJRPLRL

4. Set up the Payroll Load Control form -- make sure that a *C* appears in the payroll disb. column. If a *C* doesn't appear for the payroll you selected, then there are timesheets for the pay period that are still at a disposition less than 50.

5. Ensure students have been awarded work study and have accepted their award on RPAAWRD / RPAAPMT / ROARMAN.

6. Authorize the students from the payroll that you selected on RJASEAR.

7. Hire the students through payroll and ensure that they have the same position number and suffix in the HR module as they do in the Student Employment Module.

8. Run RJRLOAD for just the Payroll ID that you selected and information should load. The processed indicator on the Payroll load control form should have changed to a Y.

9. Run all applicable Student Employment Reports to ensure the module is set up to correctly feed student employment earnings.

Accounts Receivable module

This interface describes the method in which the disbursement process for financial aid interfaces with the Accounts Receivable module using the Student Payment form (TSASPAY), the Financial Aid Summary form (ROASMRY), the Financial Aid Disbursement Process (RPEDISB), and the billing process via the Student Invoice/Billing Statement (TSRBCIL).

Setting up detail codes for financial aid disbursement

All financial aid funds that you wish to disburse via the Disbursement Process (RPEDISB) from Banner Financial Aid to the Accounts Receivable module of Banner Student must have corresponding payment detail codes created for them on the Detail Code Control Form - Student (TSADETC). These detail codes can then be associated with the appropriate financial aid fund code on the Fund Base Data (RFRBASE) form within Banner Financial Aid. This connection allows for the designation of disbursement payments in the Accounts Receivable module. This must be completed before the Disbursement Process (RPEDISB) is run.

When defining detail codes for funds that will be disbursed via Banner Financial Aid, they must be assigned to a category code of *FA* in the **Category** field on TSADETC. The **Like Term** indicator on TSADETC can be optionally checked for financial aid funds; when the Application Of Payment Process (TGRAPPL) is executed, this restricts the application of such payments to only charges incurred within the same term of the payment.

Detail codes may also be assigned to a user-defined category (except financial aid detail codes, which must have a category of *FA*), create application of payment information, and provide data entry default information. The Accounting Feed Process (TGRFEED) uses the accounting information associated with each detail code.

Setting Up Aid Year, Term, Period for Financial Aid

Since financial aid is processed by aid year, institutional terms must be associated with a value in the **Financial Aid Process Year** field on the Term Code Validation (STVTERM) form.

> **Note:** The **Financial Aid Term** and **Financial Aid Period** fields are **not** required for Banner Financial Aid processing, but are used by Banner Student for interfaces to third-party financial aid systems.

Disbursing financial aid funds

When the Financial Aid Disbursement Process (RPEDISB) is executed, it allows disbursable aid (for all students or a specific population) for a specified term to be credited to a student's account and/or billed in three ways: payments, authorizations, or memos. In order for this to occur, students must pass all user-defined edits and any applicable (hardcoded) federal requirements. Also, any adjustments (increases or reductions to funds) made by the financial aid office to student awards, or due to the funds failing disbursement edits, may be posted to a student's account and/or billed when this process is executed.

These hardcoded and user-defined disbursement edits directly impact the posting of aid to a student's account. Therefore, designated users in the accounts receivable office should be familiar with the rules that have been defined by the financial aid office which are related to disbursement processing. Needless to say, the coordination of effort related to disbursement processing between these two areas is critical.

> **Note:** All Banner Financial Aid payments, authorizations, or memos will have an accounts receivable source code of *F* from the Charge/Payment Source Code Validation (TTVSRCE) form. Source codes are associated with each transaction on a student's account and reflect their origin (for example, housing, financial aid, registration, and so on).

The disbursement process first tries to determine if the fund can actually be posted as a valid payment. If the fund cannot be paid, the disbursement process tries to process it as an authorization, and if that fails, the disbursement process attempts to process it as a memo. These are mutually exclusive disbursement categories; therefore as a fund moves from one eligible category to another, the previous category and amount are deleted via the disbursement process.

The only exception to this rule is when a fund is scheduled to have more than one disbursement per term. In this situation, payments, authorizations, and memos can exist at the same time. The scheduled payments that are made are processed as actual payments, and the scheduled disbursements that are not ready to be made because the scheduled disbursement date has not been reached, are processed as authorizations. The authorized amount can also be thought of as the expected disbursement amount for the whole term, minus any partial payments made for the term.If one or more of the scheduled disbursements have been paid, but disbursement edits prevent the payment or authorization of future scheduled disbursements, those amounts could memo while the previous disbursements remain paid.

The following is a basic explanation of these three disbursement categories:

1. Posting of Financial Aid as Actual Payments.

Disbursable funds that pass all edits will post as payments and can be viewed on all relevant accounts receivable forms. Generally, this means that the student has satisfied all user-defined and/or hardcoded federal requirements, and the institutionally defined date for payment has been reached. The date of payment is defined by the institution in the Banner Financial Aid System and can be specific to a term or fund. Generally, with few exceptions, the date for payments is defined as on/or after the beginning of classes. Financial aid funds processed as payments will reduce the balance due on student bills and on all relevant accounts receivable forms.

As with any Student System process that allows actual payments to be posted to student accounts, executing the Disbursement Process (RPEDISB) will create a cashiering session under the User ID who ran the process, if any funds were processed as actual payments. Cashiering sessions only include actual payments; they never contain authorizations and/or memos. For more information on reviewing and closing cashiering sessions please consult the Accounts Receivable chapter in the Banner Student System User Guide.

2. Posting of Financial Aid as Authorizations.

The intent of authorized aid is to allow you to distinguish between what you consider to be estimated aid (memos) versus aid that has been finalized but cannot be paid yet (authorizations). Whereas authorized aid can be used to reduce the balance of a student's account, memos cannot.

Disbursable funds will be processed as authorizations when the disbursement process meets the conditions mentioned above for payments, with the exception that the defined date for payment has not been reached. Authorized/committed funds can be set to reduce the balance due on the Student Billing Statement (TSRCBIL) and on the Student Payment (TSASPAY) form, by checking the **Committed/Authorized Financial Aid Reduces Amount Due** checkbox on the Student Billing Control (TSACTRL) form (reduce amount due on TSASPAY and TSRCBIL).

3. Posting of Financial Aid as Memos.

You must indicate, within Banner Financial Aid, which of your funds can be memoed. Memoable funds will be processed as memos if they do not meet the criteria for authorizations. Generally, this means that not all requirements have been satisfied. Memoed funds do not reduce the balance due online or on the bill, but are provided as an indication of aid eligibility that has yet to be finalized.

Example

Joseph has been offered financial assistance for the 2003 - 2004 aid year. The Fall 2003 and Spring 2004 periods have been associated with this aid year. He has been offered a total of $1,000 from GRANT A, $10,000 from GRANT B, and $4,000 from LOAN A for the 2003-2004 aid year. These funds have been defined to be distributed evenly across periods.

The payment date for the Fall has been defined as 09/07/2003 for all funds.

- On 07/05/2003, the Disbursement Process (RPEDISB) is executed, and all the funds are processed as memos, because Joseph has yet to submit requested parental tax returns. These tax returns have been defined as required before any funds can be paid.

- By 07/12/2003, Joseph has satisfied all outstanding items required by the financial aid office. The Disbursement Process (RPEDISB) is executed and as a result, all the funds are processed as authorizations, and the memos are deleted; funds were not processed as payments, because the payment date had not been reached.

- On 09/07/2003, the Disbursement Process (RPEDISB) is executed, and all funds are processed as payments, because all payment requirements have been satisfied, and in addition the payment date has been reached.

Date Disbursement Process Executed	Period	Fund	Memo	Authorization	Payment
07/05/2003	Fall 2003				
		GRANT A	500		
		LOAN A	2,000		
		GRANT B	5,000		
07/12/2003	Fall 2003				
		GRANT A		500	
		LOAN A		2,000	
		GRANT B		5,000	
09/07/2003	Fall 2003				
		GRANT A			500
		LOAN A			2,000
		GRANT B			5,000

In most cases, the disbursement process is executed before the beginning of classes for an academic term. This allows for financial aid to be transmitted to the student's account prior to the mass printing and mailing of student bills. As a result, financial aid transmitted at this point will most probably be in the form of authorizations or memos, because the date of payment has not yet been reached.

Once classes begin, the disbursement process should be executed on a regular basis based on an institutionally defined schedule. This will allow eligible aid to move from memos and authorizations to payments, and any pending adjustments will also be transmitted.

Banner Financial Aid that has been memoed via the disbursement process can be viewed on any accounts receivable form that displays memos. Authorized aid, as well as, memos, outstanding financial aid requirements, and loan checks can be viewed on the Applicant Summary (ROASMRY) form which can be called from the Student Payment (TSASPAY) form. To navigate to ROASMRY, click the **Financial Aid** button in the Main Window on TSASPAY.

Running financial aid disbursement process (online and batch)

The disbursement process performs several functions:

- It passes the amount of deferred financial aid available to an applicant within a specific term to the Student System. This is displayed as a memo transaction in the Accounts Receivable module.

- It passes the amount of financial aid available to be disbursed to an applicant within a specific term to the Student System. This is displayed as an authorization in the Accounts Receivable module.

- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific term to the Student System. All scheduled disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Accounts Receivable module.

Banner Financial Aid Disbursement Process (RPEDISB) is only invoked through the execution of the COBOL job named RBEDISB. This can be accomplished via the following methods:

- Batch run via Job Submission for all students or with a population selection.

- Online for a single student from the Student Payment (TSASPAY) form when the **Recalculate Financial Aid** button is clicked**.**

- Online for a single student from the Applicant Immediate Process (ROAIMMP) form of the Banner Financial Aid System.

    Note: To review the parameters and report sample for the Disbursement Process (RPEDISB), please consult the *Reports and Processes* chapter of the *Banner Financial Aid User Guide*. For additional information, please refer to the *Report/Batch Processing* chapter of the Banner *Financial Aid Technical Reference Manual*.

Billing and payments for financial aid

This section discusses the use of the Student Payment (TSASPAY) form and the Student Billing Statement (TSRCBIL) as they relate to the Banner Financial Aid disbursement process. The Student Billing Control (TSACTRL) form determines how they interact.

The **Automatic Disbursement via TSASPAY** indicator on the Student Billing Control (TSACTRL) form, indicates the method in which the Financial Aid disbursement process will be handled on the Student Payment (TSASPAY) form.

Valid values for this field are:

Checked	Disbursements are automatically run on the Student Payment (TSASPAY) form. This allows the Disbursement Process (RPEDISB) to be executed immediately, when the Disburse Financial Aid option is selected from the **Financial Aid button** on TSASPAY and a Next Item function is performed. If the **Review Financial Aid** option is selected, and a Next Item function is performed, the Applicant Summary (ROASMRY) form is accessed. The Disbursement Process (RPEDISB) is automatically executed when this form is exited. A checked value in the **Automatic Disbursement via TSASPAY** indicator box could be the scenario for processing disbursements during peak periods.
Unchecked	Disbursements must be manually requested on the Student Payment (TSASPAY) form. If you want the Disbursement Process (RPEDISB) to be executed, you must enter *Y* in the **Recalculate Financial Aid?** field on the Student Payment (TSASPAY) form. An unchecked value in the **Automatic Disbursement via TSASPAY** indicator box could be the scenario for processing disbursements during slow periods.

Note: This switch should be unchecked if Banner Financial Aid is not installed.

Also, the Student Billing Control (TSACTRL) form allows you to indicate whether Banner Financial Aid authorizations should reduce the balance due on the bill and reduce the amount displayed in the **Amount Due** field on the Student Payment (TSASPAY) form. The following values are allowed for the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on TSACTRL:

Checked	Reduce amount due on Student Payment (TSASPAY) form and Student Billing Statement (TSRCBIL).
Unchecked	Do not reduce amount due on Student Payment (TSASPAY) form or Student Billing Statement (TSRCBIL).

Processing disbursements, authorizations, and memos

When using Banner Financial Aid with the Student System, the Student Payment form (TSASPAY) allows you to:

- Execute the Banner Financial Aid Disbursement Process (RPEDISB) from TSASPAY so that the most current aid information could be posted to a student's account.

- Access a separate form, the Applicant Summary (ROASMRY) form, from the TSASPAY form to view how a student's financial aid was processed (memos and authorizations) as a result of the last run of the disbursement process.

The following are Student Payment (TSASPAY) form functions that relate to Banner Financial Aid:

- When you perform a Next Block function from the key block of TSASPAY, the Financial Aid Review window will display, the cursor will stop in the **Review Financial Aid?** field, and a *Y* will display as the default if you are processing a student who has any record in the Banner Financial Aid System for the aid year corresponding to the term in the key block.

- If you click the **Financial Aid** button**,** the Applicant Summary (ROASMRY) form is retrieved. This form allows you to view and/or satisfy outstanding financial aid tracking documents, promissory notes, and/or review any financial aid which has been memoed or authorized but not yet paid since the last run of disbursements. The use of and response to information on this form needs to be determined between the financial aid and accounts receivable offices.

- When you exit ROASMRY, the Disbursement Process (RPEDISB) executes automatically, if you indicated that option on the Student Billing Control (TSACTRL) form by setting the **Automatic Disbursement via TSASPAY** indicator box to checked (automatically perform). Otherwise, exiting ROASMRY returns you to the Student Payment (TSASPAY) form.

- If *N* is entered in the **Review Financial Aid?** field of the Student Payment (TSASPAY) form AND the **Automatic Disbursement via TSASPAY** indicator box on the Student Billing Control (TSACTRL) form has been set to unchecked, the cursor will then be positioned in the **Recalculate Financial Aid?** field on TSASPAY, where a value of *N* will be displayed. If at this point you change the value in the **Recalc?** field to *Y*, the Disbursement Process (RPEDISB) executes.

- When a value of *Y* is entered in the **Recalculate Financial Aid?** field on TSASPAY, the financial aid disbursement process runs. A *Y* is automatically defaulted into the **Recalculate Financial Aid?** field when the **Automatic Disbursement via TSASPAY Indicator** box on the Student Billing Control (TSACTRL) form is checked. When the disbursement process has ended, the cursor returns to either the Cashier Data section or the **Accept?** (charges) field in the Charges window on TSASPAY.

The financial aid **Authorized** field on TSASPAY displays the sum of Banner Financial Aid funds that were processed as authorizations for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The Student Payment (TSASPAY) form contains two memo balance fields. The financial aid **Memos** field displays the sum of all current Banner Financial Aid memos for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The **Memo Balance** field located at the bottom right of the form displays the sum of all other current memos with a source code not equal to *F*, excluding Banner Financial Aid memos, for the term in the Key Information.

The **Amount Due** field on TSASPAY displays the balance due for the term reduced by actual payments. Banner Financial Aid authorizations may also reduce the displayed amount due (on TSASPAY only) if the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on the Student Billing Control (TSACTRL) form is checked.

The Banner Authorized Financial Aid window of the Student Payment (TSASPAY) form may be accessed from the Financial Aid button in the Charges window, the Options Menu, or the Review Financial Aid function. This window is used to view the authorized Banner Financial Aid which was processed as authorized aid as of the last run of the disbursement process. Authorized aid from other non-Banner financial aid systems will not

display in this window. Banner authorized aid can also be viewed on the Applicant Summary (ROASMRY) form.

The Student Account Detail (TSADETL) form will prevent memos with a source code of *F* (Financial Aid) from being released. Banner Financial Aid memos are never released. They are deleted by the disbursement process when the fund is processed as an authorization, or as a payment, or subsequently becomes ineligible to be memoed, or when the system date is past the memo expiration date.

Billing parameters and financial aid

The Student Billing Statement (TSRCBIL) prints invoices and estimates credits based on current charges (when run in invoice mode) and calculates credits and prints bills (when run in statement mode). Invoice mode simple prints a copy of the account detail without updating the account. Statement mode updates the account with billed and due dates, applies credits, and begins the aging process.

> **Note:** There are no parameters on the Student Billing Statement (TSRCBIL) that will cause the Banner Financial Aid Disbursement process to be executed. The following parameters are discussed to clarify their connection to Banner Financial Aid.

- The parameters for Run Mode (with a value of FINANCIAL) and Financial Aid Indicator (with a value of *Y*) on TSRCBIL are used with the Student System interface to a non-Banner financial aid product and *are not* related to Banner Financial Aid.

- The value entered for the parameter *Do You Want Memos Printed* affects all memos, including Banner Financial Aid memos. TSRCBIL will print all memos, including Banner Financial Aid memos, if a *Y* is entered in this parameter.

The Billing Purge (TGPBILL) process purges account detail and deposit records from an account and will exclude memos with a source code of *F* (Financial Aid) from purge processing.

Financial aid disbursement process and A/R

The following chart outlines the interaction of Financial Aid memos, authorizations, and payments with Accounts Receivable billing processing.

Disbursement Process Processed Aid as:	Print on Bill	Reduce Balance on Bill	Reduce Balance Due Online
Memos (TBRMEMO table)*	Y/N*	N	N
Authorizations (RPRAUTH table)**	Y	Y/N (*)	TSASPAY**
Payments (TBRACCD table)	Y	Y	Y

* Based on parameter Do You Want Memos Printed, on Student Billing Statement (TSRCBIL).

** Based on answer to **Committed/Authorized Financial Aid Reduces Amount Due Indicator** on Student Billing Control (TSACTRL) form where:

Checked	Reduce amount due on Student Payment (TSASPAY) form and Student Billing Statement (TSRCBIL).
Unchecked	Do not reduce amount due on Student Payment (TSASPAY) form or Student Billing Statement (TSRCBIL).

The following forms contain a **Memo Balance** field which displays the sum of all memos (including financial aid memos) that have not expired. The **Amount Due** fields on these forms do not reflect Financial Aid memos or authorizations.

Student Payment Detail Query	TSIQACT
Student Account Detail	TSADETL
Account Detail Review Form - Student	TSAAREV
Account Review Form - Student	TSAACCT

Sample job stream for billing and financial aid disbursements

The following sample job list indicates the order of the processes used to run billing for financial aid disbursements.

1. Run Batch Fee Assessment (SFRFASM).

2. Run Student Billing Statement (TSRCBIL) in APPLYCRED mode.

3. Run Batch Disbursements (RPEDISB).

4. Run Application of Payments (TGRAPPL).

5. Run Statements or Invoices (TSRCBIL).

Sample billing statement for financial aid disbursements

This report sample for the Student Billing Statement (TSRCBIL) shows how financial aid payments, authorizations, and memos appear on a student bill.

```
20-OCT-2003 15:26:03     Banner University STDG1 B111 DATABASE
PAGE 1
TERM: 199401             Student Billing Statement                    TSRCBIL
Bill A. Lerner                                                         601000002
3444 Ford Drive                                               DUE: 20-NOV-2003
Pittsburgh, PA 19650
 TERM    ITEM DATE         DESCRIPTION               CHARGES        CREDITS
 -------------------------------------------------------------------------------
                    * PREVIOUS BILLED BALANCE *         .00
                        - CURRENT CHARGES -
 INVOICE NUMBER -   S0001199
 199401  20-OCT-2003 Room Rent                       750.00
         20-OCT-2003 Food Service                    450.00
         20-OCT-2003 Activity Fee                    100.00
         20-OCT-2003 Tuition Charges               4,500.00
                        - CURRENT PAYMENTS -
         20-OCT-2003 Supplemental Grant                              500.00
                    * CURRENT BILLED BALANCE *     5,300.00
                    -- AUTHORIZED FINANCIAL AID --
 199401              Institutional Scholarship                     1,250.00
                    * FINANCIAL AID BALANCE *                       1,250.00
                        ---- MEMO ITEMS ----
 199401  20-OCT-2003 Perkins Loan                                    750.00
         20-OCT-2003 Stafford Loan                                 1,313.00


 -------------------------------------------------------------------------------
 -------------------------------------------------------------------------------
 PAST DUE: .00                               TOTAL DUE: 4,050.00
 -------------------------------------------------------------------------------
      This is the general message to be printed as a default for
      all accounts. The account is not assigned to a collection
      agency or assigned a delinquency code, or assigned to an
      agency/code combination without a message.
```

```
20-OCT-2003 15:26:03 Banner University STDG1 B111 DATABASE
PAGE 1
TERM: 199401            Student Billing Statement                    TSRCBIL

        * * * REPORT CONTROL INFORMATION - TSRCBIL - Release 2.2 * * *


RPTNAME: TSRCBIL
SELECTION IDENTIFIER: TEMP
APPLICATION CODE: FINAID
CREATOR ID: FAISUSR
TERM TO BE PROCESSED: 199401
ADDRESS SELECTION DATE: 20-OCT-2003ADDRESS TYPE HIERARCHY: 1MA 2PR
ID NUMBER:
COLLECTOR FILE SELECTION CRITERIA: %
DATE TO USE WHEN FUTURE ITEMS ARE PRINTED:
CURRENCY CODE USED TO PRODUCE INVOICE/STATEMENT:
RUN MODE: STATEMENT
CONT, DEPOSIT, EXPT INDICATOR: N
FINANCIAL AID INDICATOR: N
PRINT FUTURE DETAILS INDICATOR: N
PRINT ORDER: ZN
STATEMENT DATE: 20-OCT-2003
DAYS IN STATEMENT CYCLE: 30
MINIMUM ACCOUNT BALANCE: -9999999.99
DETAIL CODES TO BILL: %
ACCOUNTS (P)ERS, (C)OMP, OR %: P
DO YOU WANT MEMOS PRINTED? (Y or N): Y
DO YOU WANT DEPOSITS PRINTED? (Y or N): Y
PRE-AUTHORIZED CREDITS AFFECT TOTAL DUE: Y
RUN IN SLEEP/WAKE MODE (Y or N): N
TOTAL REGISTRATION AR INDICATORS UPDATED
TOTAL MEAL AR INDICATORS UPDATED
TOTAL PHONE AR INDICATORS UPDATED
TOTAL ROOM AR INDICATORS UPDATED
TOTAL # OF FINANCIAL AID PEOPLE PROCESSED:
TOTAL # OF PEOPLE HAVING CREDITS CALCULATED:
TOTAL # OF PERSON ACCOUNTS BILLED: 1
TOTAL # OF COMPANY ACCOUNTS BILLED:
TOTAL CHARGES BILLED: 5,800.00
TOTAL CREDITS BILLED: 500.00
TOTAL AMOUNT DUE: 5,300.00
```

Campus Receivables Collector (CRC) module

Section overview

This section describes the processes necessary to interface Banner Financial Aid to the Plus system's Campus Receivables Collector (CRC). CRC is a comprehensive system that performs tracking, accounting, reporting, and billing for institutional loans. CRC is a separate Ellucian product, not included with Banner Financial Aid or the Plus system. Banner Financial Aid users must license CRC separately. The document is to be used in conjunction with other relevant Banner documentation and (Plus system) Campus Loan Manager documentation.

The primary audience is the Loans Management Office. Users of the CRC system should read all the material in this section.

This document should also be reviewed by:

- The Financial Aid staff (for example, any staff responsible for the packaging or disbursement of institutional loans should be aware of material about the Banner to CRC Disbursement Feed.)

- Any Accounting staff who reconcile the Banner general ledger to the Loans Management subsidiary ledger.

- Any Technical Staff or other staff who support the Banner and CRC systems.

Organization of material

The material is organized so that you may obtain a concise understanding of the CRC to Banner interfaces as well as providing a reference source.

Because the Banner and Plus systems are essentially different, the general format of reports and general approach to operations are dissimilar. In describing Banner operations and reports, awareness of certain Banner terminology is assumed. Similarly, in describing CRC operations and reports, knowledge of certain Plus system terminology is assumed.

Release requirements

Necessary releases

To use the CRC/Banner interfaces, the following releases are required:

- CRC Version 1.11 with software upgrades (TOS) posted that pertain to the Banner interface.

- Banner releases for Financial Aid (Disbursement Feed to CRC), Student (Enrollment Interface), and Finance (Accounting Feed from CRC).

Release components

The interfaces are enabled via components in the Plus system's CRC and components in Banner.

CRC components

1. A Banner specific screen -- Screen 42B.

2. Three Banner-specific programs:

   NBA809, Banner Enrolled Borrower Verification
   NBB229, Banner Finance Accrual Accounting Feed
   NBD029, Banner Finance Accounting Feed

Banner components

1. CRC specific changes for the following existing Banner forms:

   RFRMGMT, STVCLAS, STVETHN, and STVNATN.

2. Three CRC specific programs:

   RPBLMIA, CRC Interface Accounting Feed
   RPBLMID, CRC Interface Disbursement Feed
   RPBLMIE, CRC Interface Enrollment Extract

Functional overview

This section provides a functional explanation of each of the three interfaces between Banner and CRC. A more thorough functional understanding can be attained by referencing the full CRC user reference and training guides.

Banner to CRC disbursement feed

Background

CRC is a system that manages information about *loans* that are taken out by *borrowers.* A borrower exists when a student is first disbursed an institutional loan that is to be managed using CRC.

Each time an institutional loan is disbursed by the financial aid office, the loans management office needs to update its files pertaining to the loan. The Banner to CRC Disbursement Feed is designed to facilitate the maintenance of CRC files that is required when institutional loan disbursements occur from the financial aid system. In addition, certain demographic data that must be provided for borrowers in the CRC system can be fed from Banner financial aid to the CRC system at the same time.

Approach

This feed is implemented by running a Banner program -- RPBLMID -- which produces a feed file containing borrower (and loan) maintenance transactions suitable for input to CRC. The file must first be transmitted to the computer system that hosts CRC. The file is then input to a batch maintenance program that will update CRC files. A manual review procedure must follow (Refer to CRC documentation).

The feed file contains various transaction types which control update to loan and borrower related data in CRC. The various transaction types and data elements are documented in the CRC Reference Guide. However, the Banner user must note that coding conventions used within Banner will require translation to CRC equivalents (for example, encoded data cannot necessarily be moved to CRC without first translating to an CRC acceptable coding scheme. Special translations for the Banner user are addressed in the *Installation and Setup* section of this guide.

Full procedures for processing the data that is fed from financial aid are discussed in CRC manuals as well as the CRC online documentation. This guide provides information specific to Banner.

Banner to CRC enrollment interface

Background

Policies of institutional loan repayment frequently require the loans management office to be informed about a borrower's enrollment status. Because the Banner data base contains this information, as it is possible to query that database and then feed CRC with the extracted enrollment data.

Approach

This feed is implemented by running a Banner program -- RPBLMIE -- which produces a feed file containing enrollment data suitable for input to CRC. The file must first be transmitted to the computer system that hosts CRC. The file is then input to a CRC program -- NBA809, which was specially written for Banner. This program produces a two part report comparing enrollment according to CRC with enrollment according to Banner Student.

Full procedures for processing the enrollment reports are discussed in CRC manuals as well as the CRC online documentation. This guide provides operational information specific to Banner.

CRC to Banner accounting feed

Background

Institutions that participate in federal student aid programs must maintain accurate financial records for each loan program that it administers. The fund general ledger in the accounting office reflects the financial activity that occurs each month.

The accounting office is required to determine and post journal entries in order to update the general ledger based on activity in the loans management office. By using a journal entry transaction feed from the CRC system, the process of updating the general ledger and reconciling it to the subsidiary ledger is simplified. Payment activity is reconciled via a cash accounting feed. In addition, because CRC offers the option for an institution to accrue payments due at the time of billing, an accrual accounting feed is also supported.

Approach

The specific CRC programs to run for the accounting feed depends on whether the institution uses accrual accounting in connection with billing. Whether feeding cash journal entries, or accrual entries, the general approach for the feed is the same. Cash accounting

requires the CRC program NBD029 to be run. Accrual accounting requires the CRC program NBB229 to be run following the monthly billing.

The CRC accounting feed programs use accounting feed rules that define the general ledger funds that are affected by various kinds of CRC transactions. The feed programs process transactions that have not yet been fed, use the rules to determine (detail) journal entries that would be required, and then summarize these detail journal entries as summary journal entry transactions designed for input to the Banner Finance system.

The file of summary journal entry transactions must first be transmitted to the computer system that hosts Banner Finance. The file is then input to a Banner program, RPBLMIA, that will check the correctness of the feed using a common technique of checking batch totals and transaction counts against values in a batch header. RPBLMIA builds Banner Finance feed documents that are then processed in the customary manner defined within the Banner Finance User Guide.

Installation and setup

Installation

Banner and CRC on OpenVMS (DEC)

For DEC Open VMS users only, it is possible for both Banner and the Plus system's CRC to reside on the same DEC host system running each application under OpenVMS. Banner (job execution) commands can be defined as foreign commands to OpenVMS so that program initiation can take place as if the Banner application were running on a UNIX platform (that is, user documentation is transparent to the type of platform).

To enable access to the feed files across applications, technical staff have a choice in their approach:

1. Feed files may be copied from the directory associated with the source application to the directory of the destination application.

2. OpenVMS logicals can be defined to enable appropriate access across directories.

In either case, for the Banner side of the feed, it may be necessary to modify the defines of the foreign commands. For the CRC side of the feed, the COM files used for executing jobs associated with the feed will also need appropriate assign statements.

Non-OpenVMS Banner

If you already run Banner on a non-OpenVMS platform, you may choose to implement CRC on another platform -- OpenVMS or otherwise. The interfaces between Banner and CRC are still supported. The client must implement a system for data file transfer between platforms. This system could involve a local area network, it may involve file communication software across data communication lines, or it may involve tape or diskette transfers.

Procedural customization

Responsibilities

Installing and implementing the interfaces between Banner and CRC involves cooperation between several offices. It is advisable to establish appropriate responsibilities.

Security

Certain operations, that may be thought of as tasks for the Loans Management office personnel, will require Banner security privileges that pertain normally to some other office. For example: 1) The updating of validation tables using STVETHN, STVCLAS, and STVNATN require Oracle privileges normally assigned to Student Records personnel. 2) The Banner side of the Accounting Feed will require privileges of the Finance office -- even the execution of the first step via program RPBLMIA, which is packaged as a financial aid program.

Operating responsibilities should be assigned with due consideration to the security privileges that will be needed.

Distribution of reports

The determination of operating responsibilities, and security privileges, combined with other facets of *need to know* will determine the use and distribution of reports that are associated with the various interfaces.

Back-up and control of feed files

The Financial Aid Disbursements Feed and the Accounting Feed both cause file/table indicators to be set so that data will not be fed a second time in the course of normal operations. However, it should be recognized that with interfacing operations (involving multiple offices), the possibility of error increases. Therefore it is advisable for technical staff to establish procedures for backing-up feed files and for establishing file naming conventions that help in controlling the process.

Audit Trails

The subject of Audit Trails is addressed in the CRC Reference Manual. The reports associated with the various feeds include data items designed for cross-reference across systems. Each of the three interfaces can contribute effectively to the audit trail and control requirements normally associated with the management of institutional loans. The use of reports and/or on-line documents in connection with your audit trail requirements should be considered a part of your installation planning.

Interface setup

Installation is not complete, and use of the three interfaces of CRC with Banner will not function correctly, until various critical coding schemes have been established and defined to either CRC or Banner as required.

A number of separate considerations and tasks are involved. Because rules and policy represented by these coding schemes can vary over time, most of these setup tasks evolve into ad hoc maintenance tasks. For example, changes in rules of loan administration may require the establishment of new loan funds -- affecting Financial Aid, CRC, and Accounting. Therefore, because the tasks are executed at times other than installation -- these particular setup tasks are identified separately in the section that follows.

Banner System -- Assign CRC loan fund numbers

Background

CRC organizes loans by Fund and Loan Number within a fund. For example, all Perkins loans may be designated by the Fund ID of *PERK*. The Perkins loans will be further qualified by a Loan Number. This is necessary due to the fairly frequent changes that occur in loan management policy. Thus, policy may change in such a way that it affects rules for future loans but does not affect existing loans. Within CRC, a new Loan Fund is established with the new rules whenever rules for future distributions are changed.

Setup requirement

The Financial Aid office and the Loans Management office should concur as to the correspondence between funds established in the Financial Aid system and the Loan Funds (Fund Rules) established in CRC.

The Financial Aid office must use the RFRMGMT form to define the corresponding CRC Loan Fund number (Identifier) for all funds that require distribution transactions to be fed to CRC.

The CRC Loan Fund Identifier is defined as a year-specific item. This has some implications:

1. Each aid year, the Loans Management and financial aid offices must review and reassign appropriate CRC Loan Fund Identifiers to the year-specific data. For some funds, the previous year's Loan Fund ID may carry forward. For other funds, the ID may change.

2. During an aid year, policy can conceivably change relative to Loans Management administration of a particular loan fund. If the Loans Management office needs to create a new Loan Fund, then the Financial Aid office will need to use the correct Loan Fund ID for all ensuing disbursements. It is possible that the Financial Aid office may only need to alter the CRC Loan Fund ID on an existing Fund. It may be that, for policy reasons, the Financial Aid office needs to define a new Fund.

Banner System -- Assign coding scheme translations

Background

The Disbursement Feed from Banner Financial Aid to CRC provides student demographic data that will be needed in the CRC system as attributes for the *borrower*. For example: name, ID, addresses, ethnicity, and so on can be passed.

However, the Banner system and the Plus CRC system were not developed in concert. It stands to reason that some data conventions or coding schemes may differ. A means of providing appropriate translations is required.

Setup requirements

1. The Banner form STVCLAS must be used to define the three-character CRC codes that correspond to the two-character Banner codes. The three-character CRC codes are the same as those defined within the DBD.

2. The Banner form STVETHN must be used to define the one-character CRC codes that correspond to the two-character Banner codes. The one-character CRC codes are the same as those defined within the DBD.

3. The Banner form STVNATN must be used to define the two-character CRC codes that correspond to the five-character Banner codes. The two-character CRC codes are the same as those defined within the DBD.

4. The Banner form STVATYP should be reviewed to determine coding schemes that are employed for student addresses. The interface to CRC allows for feeding a *permanent* address as well as a *local* address. It must be determined which code corresponds to permanent address and which to local address. It is possible that a direct one-to-one correlation can not be guaranteed. In that case a precedence order should be identified.

    For example: To obtain the permanent address, choose the Banner address with code PR. If not found, use the address with code HM, and so on. Submission of the Banner program, RPBLMIA, allows this precedence to be conveyed by specifying (in precedence order) all address type codes to be checked. Different precedence orders are specified for permanent address and local address.

Banner -- Setup general ledger

Background

The general ledger will already have funds set up for the financial management of institutional loans. Depending on implementation timing, however, it may be advantageous to reconsider the setup. For example, the specific fund numbers and account numbers being used. After all, implementation of CRC may allow for more detailed tracking which can be reflected in the general ledger. Regardless of the specific fund and account

conventions established by the Finance office, it is extremely important that the setup be well tested before going into production.

Setup requirements

1. The Finance office will use appropriate forms within Banner Finance to ensure definition of all funds and accounts affected by operations of the Loans Management office.

2. Journal entry transactions that are built by the CRC to Banner Accounting Feed will use a rule class identified as **LMJE**. The Finance office must ensure that the processing rules defined for this rule class are appropriate for the debit and credit accounts being used.

   For example, the same fund may apply to both debit and credit sides of each journal entry within a batch. In that case, the rule class should be defined to ensure that total debits match total credits within each fund. If the same fund is not used for both debit and credit sides of the journal entry transaction, then the rule class is defined to check that total debits match total credits by document rather than by fund.

3. If billing accrual is to be used in CRC, then the general ledger and options within Banner Finance will be setup accordingly.

CRC System -- Assign accounting distribution rules

Background

CRC can be in use, yet the feed of journal entries to accounting not occur unless the appropriate accounting distribution rules are set. These rules allow specification of all accounts affected by CRC financial transactions, in addition to other CRC specific uses.

Setup requirement

The CRC office works with the Finance office to determine all accounts affected by an CRC transaction. For example: a payment may credit an interest account, a principal account, a processing fee account, and so on. Each of these credits would have a corresponding debit, perhaps a loan clearing account.

The CRC screen, 42B, Accounting Distribution Rules, has been designed specifically for Banner use. Full information about entry and maintenance of accounting distribution rules is provided in the CRC Reference Manual, as well as the online CRC documentation. Using Screen 42B, you are able to enter debit and credit account numbers in Banner format.

General procedure for the Banner to CRC disbursement feed

Frequency

The feed can be run at any time upon demand. There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Financial Aid offices) a regular schedule may be advantageous.

Involvement

CRC and Financial Aid offices should coordinate any particular instance of the feed. It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

- The Financial Aid office has used the Banner Financial Aid form, RFRMGMT, to indicate the corresponding CRC Loan Fund identifiers for each institutional loan fund. These are the funds for which disbursement information is to be fed to the CRC (See *Installation and Setup*).

- Technical or other staff have ensured that code schemes used by the interface show conformity between the Plus DBD system and the corresponding Banner form (See *Installation and Setup*).

- Technical staff have provided a means to actually transfer the feed data file between source and destination computer systems (See *Installation and Setup*).

- A convention for naming and backing up the feed files has been established (See *Installation and Setup*).

Banner

1. On Banner, using an Oracle User ID with security privileges of the Financial Aid office, run the Banner program RPBLMID. This produces the disbursement feed file called CRCDFEED as well as the RPBLMID report.

2. Ensure that copies of the RPBLMID report are distributed as required.

3. Make a back-up copy of the CRCDFEED file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to the Plus CRC system.

CRC

4. Ensure that the name and directory location of the feed file as it now exists on the CRC host system agrees with the assign statement (DCL) for the borrower maintenance job `NJMNTC.COM`.

5. Execute the borrower maintenance job `NJMNTC.COM`.

6. Apply the CRC online steps for further manual checking and processing of the feed. The feed report received from Banner (RPBLMID) may be reviewed during these steps.

Banner to CRC enrollment interface

Frequency

The interface can be used at any time upon demand. There is no need to establish a regular schedule. However, the enrollment reports that are produced are only as accurate as current data will allow. Therefore, it is advisable to use this interface when enrollment data is stable. The Registrar's and/or Admissions office should be consulted. It is probably only necessary to employ this interface once per period if done at the optimal time.

Involvement

In addition to consulting the Registrar's and/or Admissions office, the Loans Management office may need operational assistance to extract current enrollment data from the Banner system and then transfer that data to the CRC system before running the Enrollment Report.

Prerequisites

*   Term enrollment data is obtained from the Banner system at a time when the student system enrollment data is stable.

*   Technical staff have provided a means to actually transfer the enrollment data file between source and destination computer systems (See *Installation and Setup*).

Process

Banner

1. On Banner, using an Oracle User ID with security privileges that are acknowledged by the office that "owns" student enrollment data, run the Banner program RPBLMIE. This produces the enrollment feed file called CRCEFEED as well as the RPBLMIE report.

2. Ensure that copies of the RPBLMIE report are distributed as required.

3. Execute the institution's procedure that transfers the feed file to the computer system that is the host to the Plus CRC system.

> **Note:** It is not necessary to make a back-up copy of the CRCEFEED file. This is due to the fact that the enrollment extract program RPBLMIE can be re-run with the same results (excepting where the enrollment data may have been updated -- which, of course, would provide more current results in any case).

CRC

4. Ensure that the name and directory location of the feed file as it now exists on the CRC host system agree with the assign statement (DCL) for the enrollment report job - `NJA809.COM`

5. Execute the enrollment report job - `NJA809.COM`.

6. Apply office procedures for further manual checking of enrollment as appropriate. The NBA809 enrollment report and possibly the RPBLMIE enrollment report may be used during these checks.

7. Employ CRC online to update the CRC enrollment data.

CRC to Banner accounting feed

Frequency

The NBD029 feed can be run at any time upon demand. There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Finance or Accounting offices) a regular schedule will be advantageous. It is most likely that the feed will be run towards the close of an accounting period.

If accrual accounting is used when billing for loan payments (as they become due), then the NBB229 accrual feed should be performed monthly after the CRC Billing Accrual run.

Involvement

Loans Management and Finance or Accounting offices should coordinate any particular instance of the feed. It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

- The Finance office has devised a Banner account numbering scheme to group and identify the funds and accounts that are affected by institutional loan payments (See *Installation and Setup*).

- The Finance office has ensured that the setup for the "LMJE" rule class conforms with the posting requirements and general ledger employment of fund and account numbers for the CRC journal entries that will be produced by the feed (See *Installation and Setup*).

- If accrual accounting is to be used in connection with loan payments due, then the Finance office has setup the general ledger accordingly (See *Installation and Setup*).

- The Loans Management office has ensured entry of the appropriate Banner account number components for each accounting feed rule (See *Installation and Setup*).

- Technical staff have provided a means to actually transfer the feed data file between source and destination computer systems (See *Installation and Setup*).

- A convention for naming and backing up the feed files has been established (See *Installation and Setup*).

CRC

1. On the Plus system, run the CRC program NBD029. This produces the accounting feed file called `NLAFDB.DAT` as well as the NBD029 report.

   Ensure that copies of the NBD029 report are distributed as required.

   Make a back-up copy of the `NLAFDB.DAT` file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to Banner Finance.

   The following additional *monthly* process is only necessary when billing accrual is used.

   1.1. On the Plus system, run the CRC program NBB229 following the monthly CRC Billing Accrual run. This produces the accrual accounting feed file called `NLACDB.DAT` as well as the NBB229 report.

   1.2. Ensure that copies of the NBB229 report are distributed as required.

   1.3. Make a back-up copy of the `NLACDB.DAT` file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to Banner Finance.

Banner

2. Ensure that the feed file as it now exists on the Banner Finance host system is in the directory from which the initial Banner feed program will be run. If the name of the feed file is not LMIATRN, then the name will need to be specified as a parameter in the first Banner job step.

3. Execute the CRC Accounting Feed program, RPBLMIA. It is advisable to initially run the program in audit mode. Assuming the RPBLMIA report indicates that all batches contained by the feed file are in balance, the program should then be rerun in create mode. The RPBLMIA report indicates the document codes that were assigned to each batch when it is run in create mode.

   Note: The RPBLMIA program is considered a component of Banner Financial Aid. On the other hand, this program creates accounting feed

documents in the GURFEED table and will require an operator to use an Oracle User ID which has the necessary privileges to enable update of the GURFEED table.

4. Execute the Banner Finance programs that comprise the steps to accept the feed document, edit the contents, produce an error report or post to the general ledger. Refer to the *Banner Finance User Manual* for more information on these steps in the accounting feed. The programs are:

furfeed, fgrtrn, fgrtrnr, and fgractg.

CRC (Plus system) operations

Online operations and screen formats

Banner Finance Accounting Feed Rules (Screen 42B)

```
42B  Banner Accounting Feed Rules
  Inst: 01
Scr: ____   ID: _____   Fund: NURS   Loan: 02
                R            C
          Entitl U  SC/      O <-------- Debit Account --------->
Seq Cash/ Ment  L  Trf      A <-------- Credit Account -------->
Num Accrl Code  E  Typ      S  Fund   Orgn   Acct    Prog    ACCI        Pct  Del
019   C    W    I  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    005010  133333  _____
020   C    W    P  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    007010  133333  _____
021   C    X    I  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    005010  133333  _____
022   C    X    P  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    007010  133333  _____
023   C    Y    I  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    005010  133333  _____
024   C    Y    P  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    007010  133333  _____
025   C    Z    I  ____     L 505505  555    202020  133333  _____       100   _
                            L 505505  555    005010  133333  _____
```

Description:

This screen is used to add, update or display accounting feed rules for all transactions that may update Banner Finance on a cash or accrual basis.

CRC provides online help for the general operation of this screen. The general topic is CRC42B.

Account numbers

Banner account numbers are entered on this screen for the debit and credit accounts associated with a particular rule. The components of the account number that must be entered are: COAS code, Fund code, Orgn code, Acct code and Prog code. As an alternative to entering these codes, the user may enter COAS code and ACCI code. If the ACCI code is used, i.e. an account index, then the ACCI code must first be defined within the Banner Finance system. Definition of the ACCI code in Banner Finance involves supplying the full corresponding account number components.

Banner operations

Online operations and screen formats

Fund Management (RFRMGMT)

The Fund Management form displays and maintains the various attributes of an Financial Aid fund for a given Financial Aid year. For the introduction of the Banner/CRC interface, this form contains a field which is used to specify the Loans Management System Loan Fund identifier which corresponds to the Financial Aid institutional loan fund for a particular aid year.

CRC use

Enter a value for the six-character field labeled **CRC Loan Fund** for all funds for which a disbursement feed to CRC is required. The value to be entered is composed from the CRC four-character fund id and the CRC two-character loan number. An entry is not permitted if the Financial Aid fund is not a loan fund.

Disbursements against the Financial Aid fund will not result in an CRC feed transaction unless the CRC Loan Fund has been entered.

The CRC Reference Manual must be consulted to gain more understanding of the CRC Loan Fund number.

Class Code Validation (STVCLAS)

The Class Code Validation form is used to define the two-character Banner class code. With the introduction of the Banner/CRC interface, this form contains a column which is used to specify the three-character CRC equivalent code.

CRC use

Consult the three-character class codes that are defined within the Plus DBD used by the CRC system. The CRC equivalent codes should be defined to Banner using this form.

Ethnic Code Validation (STVETHN)

The Ethnic Code Validation form is used to define the two-character Banner ethnicity code. With the introduction of the Banner/CRC interface, this form contains a column which is used to specify the one-character CRC equivalent code.

CRC use

Consult the one character ethnic codes that are defined within the Plus DBD used by the CRC system. The CRC equivalent codes should be defined to Banner using this form.

Nation Code Validation (STVNATN)

The Nation Code Validation form is used to define the five-character Banner code that represents a particular nation. With the introduction of the Banner/CRC interface, this form contains a column which is used to specify the two-character CRC equivalent codes.

CRC use

Consult the two-character nation codes that are defined within the Plus DBD used by the CRC system. The CRC equivalent codes should be defined to Banner using this form.

Banner batch operations and reports

Banner Enrolled Borrower Verification (NBA809)

Run this program to compare the status of the borrower's loans in CRC to the borrower's enrollment status in the Banner Student System. The program checks only the status of loans that have an outstanding balance greater than zero. The program produces a two-part report: the first part identifies borrowers who are no longer enrolled and the second part, borrowers whose status in one system does not agree with the other. CRC provides on-line help with further description and execution controls of this program. The help topics are: NBA809BP and NBA809CR. To execute the program, submit the job named `NJA809.COM`.

NBA809 requires Banner Student System enrollment data to be input in the form of the Enrollment Interface File (NEDIFL). This file is produced by running the RPBLMIE Banner program. The file must be transmitted to the computer system that hosts CRC.

Banner Finance Accrual Accounting Feed (NBB229)

Run this program to summarize accrued interest and late charges for each loan fund and write journal entry transactions for transmittal and input to Banner Finance. The Accrual Accounting Feed File (NLACDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBB229BP and NBB229CR. To execute the program, submit the job named `NJB229.COM`.

Banner Finance Cash Accounting Feed (NBD029)

Run this program to produce summary journal entry transactions that help reconcile the Banner general ledger to the CRC subsidiary ledger for cash activity.

NBD029 reads the Transaction file and selects all records which have not been fed previously to accounting. From the accounting feed rules (Screen 42B), NBD029 determines the general ledger accounts (debit and credit) that would be journal-entried for each detail transaction. Rather than creating detail entries, NBD029 summarizes the journal entries within a batch by Banner account number and writes the summary transactions in the Banner Finance Feed format. The Cash Accounting Feed File (NLAFDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBD029BP and NBD029CR. To execute the program, submit the job named `NJD029.COM`.

CRC Interface Accounting Feed (RPBLMIA)

The CRC Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CRC accounting feed programs NBD029 (cash) or NBB229 (accrual). The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Parameters	Name	Required?	Description	Values
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of *A* (the default) provides a report without creating documents; the program may be rerun. An entry of *C* creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file.	A Audit (default) C Create
	Print Summary or Detail	No	Print Summary/Errors only (*Y*), or Transaction Detail (*N*). Enter Y if a detailed listing is not required.	N (default) Y
	Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the seven-character name of the feed file.	LMIATRN (default)

RPBLMIA Error Messages: When output to the log, the following messages will indicate an abnormal condition, and will result in job termination:

- ERROR, Cannot open file: LMIARPT

The report file cannot be opened for output.

- Sequence Number is invalid

- ERROR, Cannot get job parameters

- A sequence number for the job has been entered, but it is invalid.

The job cannot proceed as job parameters are not accessible.

- ERROR, Cannot open file: XXXXXXX

The named file (XXXXXXX) can not be opened for input, this is the name of the input transaction file entered as a job parameter (the system default is LMIATRN if the parameter were not entered).

• ERROR reading Accounting Feed file XXXXXXX

There was an I/O error when attempting the first read from the named input transaction file.

• ERROR deleting Accounting Feed file XXXXXXX

There was an I/O error when attempting to delete the named input transaction file. The input transaction file should be deleted when in Create mode.

When output to the **report file**, the following messages indicate one or more errors in the content of the input transaction file. Accounting feed documents will not be created. These are abnormal conditions which could be caused by: 1) naming an inappropriate file as the input transaction file, or 2) errors in file transmission.

• ERROR while expecting a batch header

• ERROR while processing a batch header

• ERROR finding transaction in an Accounting Feed batch

• ERROR batch not in balance -- No documents will be inserted

Accounting Feed report sample

```
05-NOV-2010 12:42:09                              BANNER UNIVERSITY                                    RPBLMIA
                                     Loan Management System Accounting Feed Report                     Page:      1


Rule     Doc.Ref.                                                          LMS
Class    Number   Date      Description              Debit        Credit   Reference  Coas Fund    Orgn    Acct    Prog    Acci


New Document for Batch: 5035                         Header Count:      4   132694.99

Header 0000000 20071218  LMS ON-LINE            132694.99                              5035    NBD029
APL1   0000001 20071218  LMS ON-LINE             66347.74                    5035      F    A10081         12600
APL1   0000002 20071218  LMS ON-LINE                         33173.76        5035      F    L10010         11910
APL1   0000003 20071218  LMS ON-LINE                         16587.75        5035      F    L10085         95610
APL1   0000004 20071218  LMS ON-LINE                         16585.74        5035      F    L10090         95610

processed batch: count       4, total      132694.99



Document is in balance -- Code: F0002914 / Description: LMS / 5035   / LMS ON-LINE
```

```
05-NOV-2010 12:42:09                              BANNER UNIVERSITY                                    RPBLMIA
                                     Loan Management System Accounting Feed Report                     Page:      2
                                       * * * REPORT CONTROL INFORMATION * * *

Program Name:       RPBLMIA
Version Number:     8.7
Create/Audit Mode:  C
Print Errors Only:  N
LMS Feed File Name: LMIATRN
Report Line Limit:   55
```

CRC Interface Disbursement Feed (RPBLMID)

The CRC Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (Plus system) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

When reporting the enrollment status, the hours will be calculated for all terms within the period to properly reflect the enrollment for a period which contains multiple terms. The enrollment start and end date has been updated to use the start and end date of the period.

Parameters	Name	Required?	Description	Values
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.	D Disbursement Detail E Enrollment Status Change
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). Disbursements from this aid year will be eligible for processing.	Aid Year Inquiry (ROIAIDY) form
	Period	Yes	Valid period.	Periods Inquiry (ROIPRDS) form
	CRC Term Code	Yes	Enter the CRC Term Code that corresponds to the Banner Term Code. The three-character Plus CRC Term Code in use must be entered.	
	CRC Institution Code	Yes	The two-character Plus CRC Institution Code in use must be entered.	01 Single Campus
	Batch Reference	Yes	Enter a unique six-character identifier to be used as batch reference in the batch header of the batch of disbursements data that will be created.	
	Address Type Code - Permanent	Yes	Enter the two-character Banner address type code(s) associated with addresses to be used as the CRC permanent address.	Address Type Code Validation (STVATYP) form
	Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the CRC local address.	Address Type Code Validation (STVATYP) form
	No Longer Used			

Parameters	Name	Required?	Description	Values
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YYYY to restrict the processing to loans occurring on or after the specified date.	
	Fund Code	No	If entered restricts disbursements to only the entered fund(s).The batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE) form
	User ID	No	The ID of the person using the sub-population rules.	
	Primary ID Source Code	Yes	Banner ID or SSN	B Banner S SSN
	Email Address Type Code	No	E-Mail Address Type prefixed by a numeric priority value (1EMAI,2HOME,3INST)	E-Mail Address Type Validation form (GTVEMAL)

RPBLMID comment messages:

The following comments are found on the report, to help interpret the results obtained from the demographic data feed.

Permanent Address   Address was not found

No address was found to match the permanent address type code(s) that were tested in precedence order.

Permanent Address   Address data is incomplete

An address was found to match the permanent address type code(s) that were tested in precedence order, however the address data was incomplete.

Local Address   Address was not found

No address was found to match the local address type code(s) that were tested in precedence order.

Local Address   Address data is incomplete

An address was found to match the local address type code(s) that were tested in precedence order, however the address data was incomplete.

Student ID   Changed ID - Prior Value was: xxxxxxxxx

The current Banner student ID has been changed from a prior value. The prior value - xxxxxxxxx - is supplied to help a manual checking process in CRC.

Last Name   Changed Name - Prior Value was: nnnnnnn

The current Banner student Last Name has been changed from a prior value. The prior value - nnnnnnn - is supplied to help a manual checking process in CRC.

Disbursement Feed report sample

```
06-DEC-2010 11:04 AM                        BANNER UNIVERSITY                              PAGE    1
                               Campus Loan Manager Disbursement Feed Report                RPBLMID

                               Batch Reference: 711711    Institution Code: 01

Seq#  Transaction / Comment Text                       Date      Amount     Fund    Borrower
                                                     11/19/2008  $50.00          INLN

      Local Address        Address was not found

0001  601162440091  Anderson, Abigail A.        New York    NY10024         1299
0002  602162440091  91 91st Street
0003  603162440091  F                9999999999                     010187W08010816244009116 2440091
0004  631162440091  LMS0101119080000005000D                  O 666200910           090208051509

                                                     11/19/2008  $50.00          INLN    Muehlhof, Ninety1

      Local Address        Address was not found

0005  601162440092  Anderson, Caroline M.       New York    NY10024         1299
0006  602162440092  92 92nd Street
0007  603162440092  F                9999999999                     020287W08010816244009216 2440092
0008  631162440092  LMS0101119080000005000D                  O 666200910           090208051509

                                                     11/19/2008  $50.00          INLN    Muehlhof, Ninety2

      Local Address        Address was not found

0009  601162440093  Arroyo, Alejandro A.        New York    NY10024         1299
0010  602162440093  93 93rd Street
0011  603162440093  F                9999999999                     030387W08010816244009316 2440093
0012  631162440093  LMS0101119080000005000D                  O 666200910           090208051509

                                                     11/19/2008  $50.00          INLN    Muehlhof, Ninety3

      Local Address        Address was not found

0013  601162440094  Barnes, Bartholomew B.      New York    NY10024         1299
0014  602162440094  94 94th Street
0015  603162440094  F                9999999999                     040487W08010816244009416 2440094
0016  631162440094  LMS0101119080000005000D                  O 666200910           090208051509

                                                     11/19/2008  $50.00          INLN    Muehlhof, Ninety4
```

```
06-DEC-2010 11:04 AM                    BANNER UNIVERSITY                                    PAGE      3
                              Campus Loan Manager Disbursement Feed Report                   RPBLMID

                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
VERSION: 8.10
Report Sequence Number: 269406
Run Type: D
Aid Year: 0809
Period: 200910
CRC Term Code: 666
Institution Code: 01
Batch Reference: 711711
Address Type Code(s) for Permanent Address: 1PR
Address Type Code(s) for Local Address: 1HO 2MA 3DO
Selection ID: BOB
Application Code: FINAID
Creator ID: BMUEHLHO
User ID: BMUEHLHO
Begin Disbursement Date: 13-SEP-2004
Fund Code: INLN
Primary ID: B
Email Address Type Preference: 2FAEM 1INST 3HOME
Line Count: 55


Count of Records Processed: 8
```

CRC Interface Enrollment Extract (RPBLMIE)

The CRC Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (Plus system) CRC. The program produces a report of the feed data, and also indicates any problematic data encountered.

The process calculates the enrollment based on all terms associated with a period to accommodate periods with multiple terms. The last enrollment period will be listed on the output of the report. The data file will contain the student's last registration term hours which will be calculated based on the period. This is necessary to accommodate multiple terms within a period which has been used for disbursement of aid.

Parameters	Name	Required?	Description	Values
	Current Period	Yes	A valid Banner Period must be entered. Enrollment data is for the term represented by this code.	Periods Inquiry (ROIPRDS) form
	Base Period	Yes	A valid Banner Period must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the period represented by this code.	Periods Inquiry (ROIPRDS) form
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot enrolled? Enter *E* or *N* according to your policy/procedural requirements.	E Enrolled (default) N Not enrolled
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Select only students with Loan	Yes	Restrict enrollment data to only those students with loans, *Y* or *N*. Enter *Y* if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the online Banner database.	Y Yes N No (default)
	Loan Fund Code	No	If entered and the *Select only students with loan* parameter is *Y,* restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE) form

Parameters	Name	Required?	Description	Values	
	User ID	No	The ID of the person using the sub-population rules.		
	Primary ID Source	Yes	Banner ID or SSN	B	Banner
				S	SSN

Enrollment Extract report sample

```
15-DEC-2010 10:25 AM                              BANNER UNIVERSITY                                        PAGE      1
                                    Enrollment Data Report for Campus Loan Manager System                 RPBLMIE

                                CURRENT  LAST                        GRAD      GRAD     WITHDRAW  WITHDRAW
ID              NAME            STATUS   PERIOD        HOURS          TERM      DATE     CODE      DATE      ALT ID

162440011       Anderson, Abigail A.      E    200710         3.000                                        162440011
162440046       Anderson, Caroline M.     E    200710         3.000                                        162440046
162440012       Arroyo, Alejandro A.      E    200710        12.000                                        162440012
162440041       Benson, David             E    200710         3.000                                        162440041
```

```
15-DEC-2010 10:25 AM                              BANNER UNIVERSITY                                        PAGE      2
                                    Enrollment Data Report for Campus Loan Manager System                 RPBLMIE

                                    * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
VERSION: 8.10
Report Sequence Number: 270890
Current Period: 200710
Base Period: 200710
Low Enrollment Control: E
Selection ID: BOB
Application Code: FINAID
Creator ID: BMUEHLHO
User ID: BMUEHLHO
Select only students with loans: N
Loan Fund Code: INLN
Primary ID: B
Line Count: 55


Count of Records Processed: 4
```

General Module enhancements

PIN maintenance

The *Banner General Release 8.0* introduced an enhancement for user PIN (password) security.

- PINs are stored only in encrypted form.

    A cryptographic hash transforms the PIN before it is stored, so that the unencrypted password can never be retrieved from the database. For additional security, the PIN is "salted" before it is encrypted; that is, a randomly generated string is added to the PIN before encryption. When a user enters a PIN to gain access to the system, the user's entered PIN is transformed using the same cryptographic PIN. The database checks for a match before the user can proceed.

- Institutions can set and enforce standards for strong passwords.

    Strong passwords are passwords which are long, complex, and nearly impossible to guess. Your institution can enforce strong password standards based on: the minimum and maximum permissible length of user PINs, the requirement that PINs include letters, digits, or both letters and digits, and the restriction of PIN reuse (number of days before a previous PIN can be reused).

- A more secure PIN reset mechanism was established.

    When a user forgets a password, the PIN reset can be requested by answering a series of security questions with answers that the user has previously provided. You can also decide whether users are allowed to generate their own security questions, or whether they must use standard questions established by the institution. The user's answers are stored in encrypted form, just like the PIN.

    The PIN Questions (GOAQSTN) form is instrumental in achieving PIN security. The Enterprise PIN Preferences (GUAPPRF) form, the Third Party Access (GOATPAC) form, and the Third Party Access Audit (GOATPAD) form are combined to provide additional PIN security.

Please refer to the *Banner General 8.0 Release Guide* for more information on this enhancement, and to the Customer Support Site for the current status of corresponding defects (if applicable).

Partial data masking

Banner 7.0 introduced the ability to hide, conceal, or mask the full contents of a field containing sensitive information. In addition, number and date fields could be partially masked. For example, you could choose to display the month and date of a birthdate while masking the year. This solution required custom programming and was not usable in some forms and fields.

With Banner 8.0, the ability to partially mask a field was extended to character fields. You can allow a specified number of characters at the right side or the left side of the field to remain readable, while the rest of the value is masked. For example, you can choose to mask most of a Social Security Number field, while leaving just a few characters readable to allow a user to verify that the number in the field is the correct one.

This partial character masking solution can be setup as easily as any other masking option, and replaces the limited character masking solution provided with Release 7.0. To support partial character masking, two fields were added to the Data Display Mask Rules (GORDMSK) form.

- Partial Character Mask

- Partial Unmasked Length

    Note: For character items, the Format Mask field has been disabled. Instead of entering a format mask, you can use the Partial Character Mask and Partial Unmasked Length fields to mask a portion of the character data.

For additional detailed information about partial data masking, please refer to the *Banner General 8.0 Release Guide*, and to the Customer Support Site for the current status of corresponding defects (if applicable).

Banner batch operations and reports

Banner Enrolled Borrower Verification (NBA809)

Run this program to compare the status of the borrower's loans in CRC to the borrower's enrollment status in the Banner Student System. The program checks only the status of loans that have an outstanding balance greater than zero. The program produces a two-part report: the first part identifies borrowers who are no longer enrolled and the second part, borrowers whose status in one system does not agree with the other. CRC provides on-line help with further description and execution controls of this program. The help topics are: NBA809BP and NBA809CR. To execute the program, submit the job named `NJA809.COM`.

NBA809 requires Banner Student System enrollment data to be input in the form of the Enrollment Interface File (NEDIFL). This file is produced by running the RPBLMIE Banner program. The file must be transmitted to the computer system that hosts CRC.

Banner Finance Accrual Accounting Feed (NBB229)

Run this program to summarize accrued interest and late charges for each loan fund and write journal entry transactions for transmittal and input to Banner Finance. The Accrual Accounting Feed File (NLACDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBB229BP and NBB229CR. To execute the program, submit the job named `NJB229.COM`.

Banner Finance Cash Accounting Feed (NBD029)

Run this program to produce summary journal entry transactions that help reconcile the Banner general ledger to the CRC subsidiary ledger for cash activity.

NBD029 reads the Transaction file and selects all records which have not been fed previously to accounting. From the accounting feed rules (Screen 42B), NBD029 determines the general ledger accounts (debit and credit) that would be journal-entried for each detail transaction. Rather than creating detail entries, NBD029 summarizes the journal entries within a batch by Banner account number and writes the summary transactions in the Banner Finance Feed format. The Cash Accounting Feed File (NLAFDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBD029BP and NBD029CR. To execute the program, submit the job named `NJD029.COM`.

CRC Interface Accounting Feed (RPBLMIA)

The CRC Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CRC accounting feed programs NBD029 (cash) or NBB229 (accrual). The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Parameters	Name	Required?	Description	Values	
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of *A* (the default) provides a report without creating documents; the program may be rerun. An entry of *C* creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file.	A	Audit (default)
				C	Create
	Print Summary or Detail	No	Print Summary/Errors only (*Y*), or Transaction Detail (*N*). Enter Y if a detailed listing is not required.	N	(default)
				Y	
	Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the seven-character name of the feed file.	LMIATRN (default)	

RPBLMIA Error Messages: When output to the log, the following messages will indicate an abnormal condition, and will result in job termination:

- ERROR, Cannot open file: LMIARPT

The report file cannot be opened for output.

- Sequence Number is invalid

- ERROR, Cannot get job parameters

- A sequence number for the job has been entered, but it is invalid.

The job cannot proceed as job parameters are not accessible.

- ERROR, Cannot open file: XXXXXXX

The named file (XXXXXXX) can not be opened for input, this is the name of the input transaction file entered as a job parameter (the system default is LMIATRN if the parameter were not entered).

- ERROR reading Accounting Feed file XXXXXXX

There was an I/O error when attempting the first read from the named input transaction file.

- ERROR deleting Accounting Feed file XXXXXXX

There was an I/O error when attempting to delete the named input transaction file. The input transaction file should be deleted when in Create mode.

When output to the **report file**, the following messages indicate one or more errors in the content of the input transaction file. Accounting feed documents will not be created. These are abnormal conditions which could be caused by: 1) naming an inappropriate file as the input transaction file, or 2) errors in file transmission.

- ERROR while expecting a batch header

- ERROR while processing a batch header

- ERROR finding transaction in an Accounting Feed batch

- ERROR batch not in balance -- No documents will be inserted

Accounting Feed report sample

```
05-NOV-2010 12:42:09                        BANNER UNIVERSITY                              RPBLMIA
                              Loan Management System Accounting Feed Report                Page:     1


Rule    Doc.Ref.                                                       LMS
Class   Number    Date     Description            Debit        Credit  Reference Coas Fund   Orgn    Acct    Prog    Acci



New Document for Batch: 5035                     Header Count:       4   132694.99

Header 0000000 20071218  LMS ON-LINE             132694.99                        5035      NBD029
APL1   0000001 20071218  LMS ON-LINE              66347.74                        5035    F  A10081          12600
APL1   0000002 20071218  LMS ON-LINE                          33173.76            5035    F  L10010          11910
APL1   0000003 20071218  LMS ON-LINE                          16587.75            5035    F  L10085          95610
APL1   0000004 20071218  LMS ON-LINE                          16585.74            5035    F  L10090          95610

processed batch: count        4, total      132694.99



Document is in balance -- Code: F0002914 / Description: LMS / 5035   / LMS ON-LINE
```

```
05-NOV-2010 12:42:09                        BANNER UNIVERSITY                              RPBLMIA
                              Loan Management System Accounting Feed Report                Page:     2
                                  * * * REPORT CONTROL INFORMATION * * *

Program Name:       RPBLMIA
Version Number:     8.7
Create/Audit Mode:  C
Print Errors Only:  N
LMS Feed File Name: LMIATRN
Report Line Limit:   55
```

CRC Interface Disbursement Feed (RPBLMID)

The CRC Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (Plus system) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

When reporting the enrollment status, the hours will be calculated for all terms within the period to properly reflect the enrollment for a period which contains multiple terms. The enrollment start and end date has been updated to use the start and end date of the period.

Parameters	Name	Required?	Description	Values
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.	D Disbursement Detail E Enrollment Status Change
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). Disbursements from this aid year will be eligible for processing.	Aid Year Inquiry (ROIAIDY) form
	Period	Yes	Valid period.	Periods Inquiry (ROIPRDS) form
	CRC Term Code	Yes	Enter the CRC Term Code that corresponds to the Banner Term Code. The three-character Plus CRC Term Code in use must be entered.	
	CRC Institution Code	Yes	The two-character Plus CRC Institution Code in use must be entered.	01 Single Campus
	Batch Reference	Yes	Enter a unique six-character identifier to be used as batch reference in the batch header of the batch of disbursements data that will be created.	
	Address Type Code - Permanent	Yes	Enter the two-character Banner address type code(s) associated with addresses to be used as the CRC permanent address.	Address Type Code Validation (STVATYP) form
	Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the CRC local address.	Address Type Code Validation (STVATYP) form
	No Longer Used			

Parameters	Name	Required?	Description	Values
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YYYY to restrict the processing to loans occurring on or after the specified date.	
	Fund Code	No	If entered restricts disbursements to only the entered fund(s).The batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE) form
	User ID	No	The ID of the person using the sub-population rules.	
	Primary ID Source Code	Yes	Banner ID or SSN	B Banner S SSN
	Email Address Type Code	No	E-Mail Address Type prefixed by a numeric priority value (1EMAI,2HOME,3INST)	E-Mail Address Type Validation form (GTVEMAL)

RPBLMID comment messages:

The following comments are found on the report, to help interpret the results obtained from the demographic data feed.

Permanent Address   Address was not found

No address was found to match the permanent address type code(s) that were tested in precedence order.

Permanent Address   Address data is incomplete

An address was found to match the permanent address type code(s) that were tested in precedence order, however the address data was incomplete.

Local Address   Address was not found

No address was found to match the local address type code(s) that were tested in precedence order.

Local Address   Address data is incomplete

An address was found to match the local address type code(s) that were tested in precedence order, however the address data was incomplete.

Student ID   Changed ID - Prior Value was: xxxxxxxxx

The current Banner student ID has been changed from a prior value. The prior value - xxxxxxxxx - is supplied to help a manual checking process in CRC.

Last Name   Changed Name - Prior Value was: nnnnnnn

The current Banner student Last Name has been changed from a prior value. The prior value - nnnnnnn - is supplied to help a manual checking process in CRC.

Disbursement Feed report sample

```
06-DEC-2010 11:04 AM                          BANNER UNIVERSITY                                      PAGE      1
                                   Campus Loan Manager Disbursement Feed Report                      RPBLMID

                                   Batch Reference: 711711    Institution Code: 01

Seq#  Transaction / Comment Text                            Date      Amount     Fund     Borrower
                                                         11/19/2008  $50.00         INLN

      Local Address        Address was not found

0001  601162440091  Anderson, Abigail A.        New York   NY10024         1299
0002  602162440091  91 91st Street
0003  603162440091  F                  9999999999                    010187W08010816244009116244009
0004  631162440091  LMS0101119080000005000D                     O 666200910          090208051509

                                                         11/19/2008  $50.00         INLN   Muehlhof, Ninety1

      Local Address        Address was not found

0005  601162440092  Anderson, Caroline M.       New York   NY10024         1299
0006  602162440092  92 92nd Street
0007  603162440092  F                  9999999999                    020287W08010816244009216244009
0008  631162440092  LMS0101119080000005000D                     O 666200910          090208051509

                                                         11/19/2008  $50.00         INLN   Muehlhof, Ninety2

      Local Address        Address was not found

0009  601162440093  Arroyo, Alejandro A.        New York   NY10024         1299
0010  602162440093  93 93rd Street
0011  603162440093  F                  9999999999                    030387W08010816244009316244009
0012  631162440093  LMS0101119080000005000D                     O 666200910          090208051509

                                                         11/19/2008  $50.00         INLN   Muehlhof, Ninety3

      Local Address        Address was not found

0013  601162440094  Barnes, Bartholomew B.      New York   NY10024         1299
0014  602162440094  94 94th Street
0015  603162440094  F                  9999999999                    040487W08010816244009416244009
0016  631162440094  LMS0101119080000005000D                     O 666200910          090208051509

                                                         11/19/2008  $50.00         INLN   Muehlhof, Ninety4
```

```
06-DEC-2010 11:04 AM                       BANNER UNIVERSITY                              PAGE      3
                               Campus Loan Manager Disbursement Feed Report                RPBLMID

                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
VERSION: 8.10
Report Sequence Number: 269406
Run Type: D
Aid Year: 0809
Period: 200910
CRC Term Code: 666
Institution Code: 01
Batch Reference: 711711
Address Type Code(s) for Permanent Address: 1PR
Address Type Code(s) for Local Address: 1HO 2MA 3DO
Selection ID: BOB
Application Code: FINAID
Creator ID: BMUEHLHO
User ID: BMUEHLHO
Begin Disbursement Date: 13-SEP-2004
Fund Code: INLN
Primary ID: B
Email Address Type Preference: 2FAEM 1INST 3HOME
Line Count: 55


Count of Records Processed: 8
```

CRC Interface Enrollment Extract (RPBLMIE)

The CRC Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (Plus system) CRC. The program produces a report of the feed data, and also indicates any problematic data encountered.

The process calculates the enrollment based on all terms associated with a period to accommodate periods with multiple terms. The last enrollment period will be listed on the output of the report. The data file will contain the student's last registration term hours which will be calculated based on the period. This is necessary to accommodate multiple terms within a period which has been used for disbursement of aid.

Parameters	Name	Required?	Description	Values
	Current Period	Yes	A valid Banner Period must be entered. Enrollment data is for the term represented by this code.	Periods Inquiry (ROIPRDS) form
	Base Period	Yes	A valid Banner Period must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the period represented by this code.	Periods Inquiry (ROIPRDS) form
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot enrolled? Enter *E* or *N* according to your policy/procedural requirements.	E Enrolled (default) N Not enrolled
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Select only students with Loan	Yes	Restrict enrollment data to only those students with loans, *Y* or *N*. Enter *Y* if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the online Banner database.	Y Yes N No (default)
	Loan Fund Code	No	If entered and the *Select only students with loan* parameter is *Y,* restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE) form

Parameters	Name	Required?	Description	Values	
	User ID	No	The ID of the person using the sub-population rules.		
	Primary ID Source	Yes	Banner ID or SSN	B	Banner
				S	SSN

Enrollment Extract report sample

```
15-DEC-2010 10:25 AM                              BANNER UNIVERSITY                                   PAGE      1
                                  Enrollment Data Report for Campus Loan Manager System               RPBLMIE

                                   CURRENT  LAST                        GRAD      GRAD    WITHDRAW  WITHDRAW
ID             NAME                STATUS   PERIOD        HOURS         TERM      DATE    CODE      DATE      ALT ID

162440011      Anderson, Abigail A.   E    200710         3.000                                             162440011
162440046      Anderson, Caroline M.  E    200710         3.000                                             162440046
162440012      Arroyo, Alejandro A.   E    200710        12.000                                             162440012
162440041      Benson, David          E    200710         3.000                                             162440041
```

```
15-DEC-2010 10:25 AM                              BANNER UNIVERSITY                                   PAGE      2
                                  Enrollment Data Report for Campus Loan Manager System               RPBLMIE

                                      * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
VERSION: 8.10
Report Sequence Number: 270890
Current Period: 200710
Base Period: 200710
Low Enrollment Control: E
Selection ID: BOB
Application Code: FINAID
Creator ID: BMUEHLHO
User ID: BMUEHLHO
Select only students with loans: N
Loan Fund Code: INLN
Primary ID: B
Line Count: 55


Count of Records Processed: 4
```

General Module enhancements

PIN maintenance

The *Banner General Release 8.0* introduced an enhancement for user PIN (password) security.

- PINs are stored only in encrypted form.

  A cryptographic hash transforms the PIN before it is stored, so that the unencrypted password can never be retrieved from the database. For additional security, the PIN is "salted" before it is encrypted; that is, a randomly generated string is added to the PIN before encryption. When a user enters a PIN to gain access to the system, the user's entered PIN is transformed using the same cryptographic PIN. The database checks for a match before the user can proceed.

- Institutions can set and enforce standards for strong passwords.

  Strong passwords are passwords which are long, complex, and nearly impossible to guess. Your institution can enforce strong password standards based on: the minimum and maximum permissible length of user PINs, the requirement that PINs include letters, digits, or both letters and digits, and the restriction of PIN reuse (number of days before a previous PIN can be reused).

- A more secure PIN reset mechanism was established.

  When a user forgets a password, the PIN reset can be requested by answering a series of security questions with answers that the user has previously provided. You can also decide whether users are allowed to generate their own security questions, or whether they must use standard questions established by the institution. The user's answers are stored in encrypted form, just like the PIN.

  The PIN Questions (GOAQSTN) form is instrumental in achieving PIN security. The Enterprise PIN Preferences (GUAPPRF) form, the Third Party Access (GOATPAC) form, and the Third Party Access Audit (GOATPAD) form are combined to provide additional PIN security.

Please refer to the *Banner General 8.0 Release Guide* for more information on this enhancement, and to the Customer Support Site for the current status of corresponding defects (if applicable).

Partial data masking

Banner 7.0 introduced the ability to hide, conceal, or mask the full contents of a field containing sensitive information. In addition, number and date fields could be partially masked. For example, you could choose to display the month and date of a birthdate while masking the year. This solution required custom programming and was not usable in some forms and fields.

With Banner 8.0, the ability to partially mask a field was extended to character fields. You can allow a specified number of characters at the right side or the left side of the field to

remain readable, while the rest of the value is masked. For example, you can choose to mask most of a Social Security Number field, while leaving just a few characters readable to allow a user to verify that the number in the field is the correct one.

This partial character masking solution can be setup as easily as any other masking option, and replaces the limited character masking solution provided with Release 7.0. To support partial character masking, two fields were added to the Data Display Mask Rules (GORDMSK) form.

- Partial Character Mask

- Partial Unmasked Length

> **Note:** For character items, the Format Mask field has been disabled. Instead of entering a format mask, you can use the Partial Character Mask and Partial Unmasked Length fields to mask a portion of the character data.

For additional detailed information about partial data masking, please refer to the *Banner General 8.0 Release Guide*, and to the Customer Support Site for the current status of corresponding defects (if applicable).

Reports and Processes

Introduction

This chapter contains information about reports generated by Banner Financial Aid. It includes the following sections:

Naming Conventions	An explanation of Banner report seven-character code naming conventions.
Reports	For most report, two sections are provided: a description page and a report sample.

The *description page* provides the report's seven-character name and identifier, and contains the following headings:

Description	A brief explanation of the report's contents
Parameters	For each parameter, lists the parameter number, name, valid values or the source form for valid values, and comments regarding the parameter

The *report sample* provides you with a picture of the report. Most reports include the following pages:

Data page(s)	Detailed, itemized report data
Summary page	Grand totals of all data categories
Report Control Information	Includes a list of the parameters established when the report was requested and a total record count for the report

The sample reports are presented in alphabetical order by the report's seven-character name.

For information on how to run a report, see the *Job Submission* chapter of the *General User Guide*.

> **Note:** The xx in the last two positions of the process name are used to indicate the aid year for which the program is designed. The process is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are not year-specific; columns are added to these tables (as necessary) on a year-to-year basis.

Message class files are also aid year specific. The `xx` contained in the file name represents the aid year.

Naming conventions (reports and processes)

The names of all Banner reports and processes are seven characters in length and use the following convention.

Position Locations:	R	B	R	B	C	M	P
	1	2	3	4	5	6	7

> **Note:** The letters W, Y, and Z have been reserved for the first two characters of all client-developed forms and reports.
>
> For client-developed new applications built to co-exist with Banner applications, *W*, *Y*, and *Z* is used as the first character.
>
> For client-developed forms, reports, tables, or modules used within an Banner application, the Banner system identifier is used as the first character (i.e., `R` = Financial Aid, etc.), and *W*, *Y*, and *Z* is used as the second character.

Position 1: Identifies the primary system owning the report as:

A	=	Advancement
F	=	Finance
G	=	General
N	=	Position Control
P	=	Human Resources
R	=	Financial Aid
S	=	Student
T	=	Accounts Receivable

If *W*, *Y*, or *Z* appears as the first character of the report name, refer to **Note** (above).

Position 2: Identifies the primary module owning the report as:

A	=	Athletics
B	=	Budgeting
C	=	Record Creation
E	=	Electronic Data Exchange (EDE)
F	=	Funds Management
H	=	History and Transcripts
J	=	Student Employment
L	=	Logging
N	=	Need Analysis
O	=	Common Functions
P	=	Packaging and Disbursements
R	=	Requirements Tracking
S	=	Student System Shared Data

If *W*, *Y*, or *Z* appears as the second character of the report name, refer to **Note** (above).

Position 3: Identifies the type of report or process as:

B	=	Batch Mode only
E	=	Either Batch or Online Mode
O	=	Online Mode only
R	=	Report

Positions 4 - 7: Identifies the unique four-character abbreviation of the report name.

For example, the derivation of RBRBCMP (Budget Component Report) is:

R	=	Financial Aid
B	=	Budgeting
R	=	Report
BCMP	=	Budget Component listing

Report and process descriptions

The rest of this chapter provides the following reports and process descriptions:

> **Note:** Some of the job submission output screen captures shown in this chapter represent releases prior to the January 2012 release. These screen captures will be updated in a future version of the User Guide.

Athletic Grant Term Roll Process (RAPAGRL)

Use this process to roll athletic grant period information on RAASPTM from one period to the next. The following are the process parameters. When the Period parameter (Parameter 04) is R, then the Number of Periods field on RAASPTM is incremented by 1. When it is equal to S, the Summer Periods field is incremented by 1.

> **Note:** When this process is run in Audit mode, the output will indicate the potential number of rollable records and non-rollable records. When run in Update mode, the actual number of rolled or non-rolled records will be indicated.

Parameters	Name	Required?	Description	Values
	From Period	Yes	Period from which athletic grant information is to be rolled.	Periods Inquiry (ROIPRDS)
	To Period	Yes	Period to which athletic grant information is to be rolled.	Periods Inquiry (ROIPRDS)
	Sport Code	No	Financial Aid sport code	Financial Aid Sport Validation (RTVFASP)
	Period	Yes	Period type to be created	R Regular Term (default) S Summer
	Athlete's Actual Grant – Period	No	Roll Athlete's Actual Grant – Period Amount;	Y Yes N No (default)
	Run Mode	Yes	Run in (A)udit or [U]pdate mode.	A Audit U Update (default)
	Sort Option	No	Sort report by [N]ame or (I)d.	N Name (default) I ID
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	The ID of the person creating the sub-population rules.	Default = blank
	User ID	No	The ID of the person using the sub-population rules.	Default = blank

Athletic Grant Term Roll Process report sample

```
09-SEP-2008 12:25:34 PM                          Banner University                            PAGE     1
                                        ATHLETIC GRANT TERM ROLL PROCESS REPORT                RAPAGRL

NAME                            ID        FA Sport  Description                 Status

KichlineKichli?e, Test65 1      999656565 MF-TRACK  Men's Fall Track            Athletic Data rolled.



09-SEP-2008 12:25:34 PM                          Banner University                            PAGE     2
                                        ATHLETIC GRANT TERM ROLL PROCESS REPORT                RAPAGRL

                                      * * * REPORT CONTROL INFORMATION * * *

                      Program Name..................................: RAPAGRL
                      Version.......................................: 8.2

                      Report Sequence Number........................: 200407
                      From Term.....................................: 200910
                      To Term.......................................: 200930
                      Sport Code....................................: MF-TRACK
                      Term..........................................: R
                      Athlete's Actual Grant - Term Amount........: Y
                      Run Mode......................................: U
                      Sort Option...................................: N

                      Application Id................................: FINAID
                      Selection Id..................................: MANUAL
                      Creator Id....................................: MKICHLIN
                      User Id.......................................: MKICHLIN

                      Line Count....................................: 55

                      Number of records rolled.....................: 1
                      Number of records not rolled.................: 0

                      Total pages Printed.........................: 2

                               ****** END OF REPORT ******
```

Athletic Aid Discrepancy Report (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated since this information was originally reported to Athletics.

Parameters	Name	Required?	Description	Values
	Period	Yes	Period from which athletic grant discrepancy information is to be reported.	Periods Inquiry (ROIPRDS)
	Sport Code	No	Financial Aid sport code	Financial Aid Sport Validation (RTVFASP)
	Sort Option	No	Sort report by [N]ame or (I)d.	N Name (default) I ID
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	The ID of the person creating the sub-population rules.	Default = blank
	User ID	No	The ID of the person using the sub-population rules.	Default = blank

Athletic Aid Discrepancy Report sample

```
07-SEP-2010 04:24:05 PM                          BANNER UNIVERSITY                                PAGE
                                          ATHLETIC AID DISCREPANCY REPORT                          RARATAD

NAME                            ID
                                Period        FA Sport   Type           Term   Code                    Actual         Reported
Eekich, Suzette W                    998000012
                                201030        SOCCER     Inst. Award           PELL                  1,350.00         1,250.00

Likich, Shayla Y                     998000014
                                201030        SOCCER     Inst. Award           PELL                  2,650.00         2,775.00

Lrkich, Tiara C                      998000060
                                MARK          SOCCER     Contract       201030 MKCONT  00000001        500.00         1,000.00
```

```
07-SEP-2010 04:24:05 PM                          BANNER UNIVERSITY                                PAGE
                                          ATHLETIC AID DISCREPANCY REPORT                          RARATAD

                                * * * REPORT CONTROL INFORMATION * * *

                    Program Name..................................: RARATAD
                    Version.......................................: 8.9

                    Report Sequence Number........................: 259271
                    Period........................................: MARK
                                                                     201030
                                                                     201031
                    Sport Code....................................:
                    Sort Option...................................: N

                    Application Id................................:
                    Selection Id..................................:
                    Creator Id....................................:
                    User Id.......................................:

                    Line Count....................................: 55

                    Number of students with discrepant records...: 3
                    Number of discrepant records.................: 3

                    Total pages Printed..........................: 2

                                ****** END OF REPORT ******
```

Applicant Budget Report (RBRABUD)

The Applicant Budget Report prints applicant budget information based on specified parameters.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Aid Period Code	No	You can optionally enter an aid period code. If you enter an aid period code, you can restrict the information on this report to only include information relevant to this aid period.	Aid Period Validation (RTVAPRD)
	Budget Group Code	No	You can optionally enter a budget group code. If you enter a budget group code, you can restrict the information on this report to only include information relevant to this group code.	Budget Group Validation (RTVBGRP)
	Budget Type Code	No	You can optionally enter a budget type code. If you enter a budget type code, you can restrict the information on this report to only include information relevant to this budget type.	Budget Type Validation (RTVBTYP)
	Campus Based Type Indicator	No	If this optional parameter is used, enter a *Y* for the value.	Y

Parameters	Name	Required?	Description	Values
	Pell Type Indicator	No	You define each budget on the RTVBTYP form as Campus Based, Pell, Institutional, State, or Other when you enter a *Y* in the respective indicator. If you optionally enter a *Y* for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a *Y* in the Pell field on the RTVBTYP form.	Budget Type Validation (RTVBTYP)
	Institutional Type Indicator	No	You define each budget on the RTVBTYP form as Campus Based, Pell, Institutional, State, or Other when you enter a *Y* in the respective indicator. If you optionally enter a *Y* for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a *Y* in the Pell field on the RTVBTYP form.	Budget Type Validation (RTVBTYP)
	State Type Indicator	No	You define each budget on the RTVBTYP form as Campus Based, Pell, Institutional, State, or Other when you enter a *Y* in the respective indicator. If you optionally enter a *Y* for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a *Y* in the Pell field on the RTVBTYP form.	Budget Type Validation (RTVBTYP)
	Other Type Indicator	No	You define each budget on the RTVBTYP form as Campus Based, Pell, Institutional, State, or Other when you enter a *Y* in the respective indicator. If you optionally enter a *Y* for this parameter and do not enter a Budget Type Code parameter, the report will only include those budget types with a *Y* in the Pell field on the RTVBTYP form	Budget Type Validation (RTVBTYP)
	Year in College	No	You can optionally enter a Year in College. If you enter a Year in College, you can restrict information on this report to only include students with a specified Banner Year in College from RNANAxx. If this optional parameter is used, enter a number from 0 - 9.	0 - 9
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	User Identification Control (GUAIDEN)

Parameters	Name	Required?	Description	Values
	User ID of Selection ID	No	The ID of the person using the sub-population rules.	
	Include Default Budget Group	No	Include Default Budget Group in Part 1. If parameter 15 = N • If the budget group is default budget group and no budget components are associated, the following message is printed: *Default Budget Group, no components* • If the budget group is default budget group and budget components are associated, the following message is printed: *Default Budget Group, components exist*	Y/N
	Include Null Budget Group	No	Include Null Budget Group in Part 2. If parameter 16 = Y • A population will be selected where budget group is Null and RBBABUD entries exist. The following message is printed: *Budget exists without Budget Group* • The Report Summary section of the report will also list the number of students with Null Budget Group: *Number of students with no budget group X*	Y/N

Applicant Budget Report sample

```
26-OCT-2011 10:49 AM                        Finaid CIT Environment                              PAGE    1
AID YEAR: 1112 2011-2012 Aid Year           Applicant Budget Report                             RBRABUD


                                             AID       % OF        PELL %       BUDGET
   STUDENT'S NAME                      ID     PERIOD    YEAR        OF YEAR      GROUP       YR IN SCH  LOAD

   Student, Test8 D.                   A11110708 FA/SPR  100.000    100.000      UGIN
    BUD TYPE CD: INST  TYPE IND: CAMP   TOT BUD:  $17,419.00      BUD TYPE CD: PELL  TYPE IND: PELL   TOT BUD:   $25,425.00
```

```
26-OCT-2011 10:49 AM                        Finaid CIT Environment                              PAGE    2
AID YEAR: 1112 2011-2012 Aid Year           Applicant Budget Report                             RBRABUD


         STUDENT'S NAME                            ID
         Student, Test6 L.                         A11110706            Default Budget Group, components exist
         Student, Test9 D.                         A11110709            Default Budget Group, no components
```

```
26-OCT-2011 10:49 AM                        Finaid CIT Environment                              PAGE    3
AID YEAR: 1112 2011-2012 Aid Year           Applicant Budget Report                             RBRABUD


                                        REPORT SUMMARY

      GROUP                                            PRIORITY     NUMBER OF
      CODE      DESCRIPTION                  ACTIVE     NUMBER       STUDENTS
      DEF       Default group                Y          999999             2
      UGIN      Undergrad InState            Y               1             1
                                                                  -----------
                                            TOTAL STUDENTS:              3
```

Banner Financial Aid User Guide | Reports and Processes

```
26-OCT-2011 10:49 AM                         Finaid CIT Environment                          PAGE    4
AID YEAR: 1112 2011-2012 Aid Year            Applicant Budget Report                         RBRABUD


                                   * * * REPORT CONTROL INFORMATION * * *

                      RPTNAME:                     RBRABUD
                      Version#:                     (8.12.2)
                      Report Sequence Number:      75522
                      Aid Year:                    1112
                      Selection Identifier:        TEST1
                      Application Code:            FINAID
                      Creator ID:                  FAUSER
                      User ID:                     FAUSER
                      Aid Period:
                      Budget Group:
                      Budget Type:
                      Campus Indicator (Y/N):
                      PELL Indicator (Y/N):
                      Institution Indicator (Y/N):
                      State_Indicator (Y/N):
                      Other_Indicator (Y/N):
                      Year In College:
                      Default Budget Group (Y/N):   N
                      Null Budget Group (Y/N):      Y
                      Line Count:                  55

                      Record Count - Part One:     1
                      Record Count - Part Two:     2
```

Budget Component Report (RBRBCMP)

The Budget Component Report lists budget component amounts by budget group, budget type, and aid period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Budget Group Code	No	You can optionally enter a budget group code. If you enter a budget group code, you can restrict the information on this report to only include information relevant to this group code.	Budget Group Validation (RTVBGRP)
	Budget Type Code	No	You can optionally enter a budget type code. If you enter a budget type code, you can restrict the information on this report to only include information relevant to this budget type.	Budget Type Validation (RTVBTYP)
	Aid Period Code	No	You can optionally enter an aid period code. If you enter an aid period code, you can restrict the information on this report to only include information relevant to this aid period.	Aid Period Validation (RTVAPRD)

Budget Component Report sample

```
16-DEC-2013 12:22 PM                             FinAid CIT Environment                              PAGE      1
AID YEAR: 1415 2014-2015 Aid Year               Budget Component Report                             RBRBCMP


GROUP                              TYPE                             AID                        % OF    PELL %
CODE   DESCRIPTION                 CODE   DESCRIPTION               PERIOD   DESCRIPTION        YEAR    OF YEAR

UGINHM Undergrad InState At Home   CAMP   Campus based              FA/SPR   STD Fall-Spring Semesters  100.000  100.000
       PRINT ORDER   COMPONENT CD   DESCRIPTION                     VALUE
           10          T+F          Tuition and Fees                   $9,500.00
           20          R+B          Room and Board                     $5,550.00
           30          B+S          Books and Supplies                   $750.00
           50          PERS         Personal Expenses                    $950.00
           60          TRAN         Transportation                       $650.00
                                                                    -------------------
                                                    TOTAL:             $17,400.00

UGINHM Undergrad InState At Home   INST   Institutional             FA/SPR   STD Fall-Spring Semesters  100.000  100.000
       PRINT ORDER   COMPONENT CD   DESCRIPTION                     VALUE
           10          T+F          Tuition and Fees                  $12,000.00
           30          B+S          Books and Supplies                 $2,000.00
           50          PERS         Personal Expenses                  $2,000.00
           60          TRAN         Transportation                     $4,000.00
                                                                    -------------------
                                                    TOTAL:             $20,000.00

UGINHM Undergrad InState At Home   PELL   Pell Based                FA/SPR   STD Fall-Spring Semesters  100.000  100.000
       PRINT ORDER   COMPONENT CD   DESCRIPTION                     VALUE
           10          T+F          Tuition and Fees                   $9,500.00
           20          R+B          Room and Board                     $5,550.00
           30          B+S          Books and Supplies                   $750.00
           50          PERS         Personal Expenses                    $950.00
           60          TRAN         Transportation                       $650.00
                                                                    -------------------
                                                    TOTAL:             $17,400.00
```

```
16-DEC-2013 12:22 PM                             FinAid CIT Environment                              PAGE      2
AID YEAR: 1415 2014-2015 Aid Year               Budget Component Report                             RBRBCMP


                              * * * REPORT CONTROL INFORMATION * * *


RPTNAME: RBRBCMP
VERSION#: (8.19)
REPORT SEQUENCE NUMBER: 122956
AID YEAR: 1415
BUDGET GROUP: UGINHM
BUDGET TYPE:
AID PERIOD: FA/SPR
LINE COUNT: 55

RECORD COUNT: 3
```

Period Budget Grouping Process (RBRPBGP)

The Period Budget Grouping Process allows you to assign a budget group to an applicant, based on the rules established for the Period Budgeting Group on the Financial Aid Selection Rules (RORRULE) form. Period budget groups must be assigned for each period of the student's aid period. The ability to run the RBRPBGP process for a specific period is also provided.

Once the student has been assigned the budget group for a period, the process will assign the budget types and associated budget components for all types established for the group. Algorithmic rules assigned to the budget component for the budget group/type will be executed and the amount returned will be used for the component.

Simulation processing

The Period Budget Grouping Process (RBRPBGP) also provides you with the ability to run the process in simulation mode. This processing mode allows execution without actual assignment of the budget group/components to the student. Because you may wish to run simulated budgeting multiple times, a unique simulation run name will be assigned to the results of each simulation. Results of simulation runs will be displayed online as well as part of the output document produced by the process. You may delete the results of simulation runs by using the Period Budget Simulation (RBRSIMR) form.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year.	Aid Year Inquiry (ROIAIDY)
	Period	No	Enter the period for which grouping is to be performed.	Periods Inquiry (ROIPRDS)
	Process Indicator	Yes	Select (O)nline or [B]atch mode. Must be B when running in batch mode.	Default = B
	Applicant ID	No	Must be left blank when running in batch.	Default = NULL
	Action Indicator	Yes	Select processing mode. [A]ctual or (S)imulated Grouping.	Default = A
	Simulation Run Name	No	Enter the name that uniquely identifies this run of Simulated Budget Grouping.	Period Budget Simulation Inquiry (RBISIMI)
	Print Detail Report	Yes	Print Detail Report; [N]o or (Y)es	Default = N
	Detail Report Sort Order	Yes	Detail Report Sort Order; [N]ame Order or (I)D Order	Default = N

Parameters	Name	Required?	Description	Values
	Create Applicant Status	Yes	Create Applicant Status; [N]o, (Y)es	Default = N
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population with which to work.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Period Budgeting Group Assignment sample

```
16-APR-2012 03:33:04 PM                         Finaid  Environment                                    PAGE      1
Aid Year: 1213                          Period Budgeting Group Assignment Report                        RBRPBGP
---------------------------------------------------------------------------------------------------------------
        ESTIMATED APPLICANT POOL USED IN GROUPING: 3

   GROUP    PRIORITY  DESC/PERIOD                                             DEFAULT    ASSIGNED    LOCKED     FROZEN
   ------   --------  ----------------------------------------------------    -------    --------    --------   --------
   UGDPCM         1   Dep Undergrad Commuter Main
                      Fall 1213                                                              1          0          0
                      Spring 1213                                                            1          0          0
   UGDPR          2   Dep Undergraduate Regional
                      Fall 1213                                                              1          0          0
                      Spring 1213                                                            1          0          0
   UGINM          4   Ind Undergrad Main
                      Summer 1213                                                            1          0          0
   UGINR          5   Ind Undergrad Regional
                      Fall 1213                                                              1          0          0
                      Spring 1213                                                            1          0          0
```

```
16-APR-2012 03:33:04 PM                         Finaid  Environment                                    PAGE      2
Aid Year: 1213                          Period Budgeting Group Assignment Report                        RBRPBGP
---------------------------------------------------------------------------------------------------------------
                            * * * REPORT CONTROL INFORMATION * * *

                    Program Name...................................: RBRPBGP
                    Version........................................: 8.14.1

                    Report Sequence Number.........................: 86114
                    Aid Year Code..................................: 1213
                    Period.........................................:
                    Process Indicator..............................: B
                    Applicant ID...................................:
                    Action Indicator...............................: A
                    Simulation Run Name............................:
                    Print Detail Report............................: Y
                    Detail Report Sort Order.......................: I
                    Create Applicant Status .......................: N

                    Application Id.................................: FINAID
                    Selection Id...................................: TEST
                    Creator Id.....................................: FAUSUER
                    User Id........................................: FAUSUER

                    Line Count.....................................: 55

                    Number of errors...............................: 0
                    Number of warnings.............................: 1
```

Period Budgeting Detail Report sample

```
16-APR-2012 03:33:04 PM                          Finaid Environment                                    PAGE      1
Aid Year: 1213                               Period Budgeting Detail Report                             RBRPBGP
----------------------------------------------------------------------------------------------------------------
  STUDENT'S NAME                          ID              PELL             FM                IM
  Test401, Student401                     A00022395  BEFORE:                21,000.00
                                                     AFTER :                31,550.00

          PERIOD      LOCKED FROZEN  BEFORE                              AFTER
          201310        N      N     UGINR   Indep Undergrad Regional    UGINR   Indep Undergrad Regional
          201320        N      N     UGINR   Indep Undergrad Regional    UGINR   Indep Undergrad Regional
          201330        N      N                                         UGINM   Indep Undergrad Main

  Test402, Student402                     A00022396  BEFORE:    19,484.51  21,100.00         23,200.00
                                                     AFTER :    18,140.00  18,140.00         20,740.00

          PERIOD      LOCKED FROZEN  BEFORE                              AFTER
          201310        N      N     UGDPOM  Dep Undergrad Main On/Off   UGDPCM  Dep Undergrad Commuter Main
          201320        N      N     UGDPOM  Dep Undergrad Main On/Off   UGDPCM  Dep Undergrad Commuter Main

  Test405, Student405                     A00022397  BEFORE:
                                                     AFTER :    14,200.00         17,400.00

          PERIOD      LOCKED FROZEN  BEFORE                              AFTER
          201310        N      N                                         UGDPR   Dep Undergrad Regional
          201320        N      N                                         UGDPR   Dep Undergrad Regional
```

Period Budget Recalc Process (RBRPBRC)

The Period Budget Recalc Process (RBRPBRC) provides you with the ability to recalculate the budget components for an applicant without re-grouping the student to assign a new budget group. When the recalculation is performed, the algorithmic budgeting rules will be used to re-assign the components that use algorithmic rules. For components which do not have algorithmic rules assigned, the amounts defined for the budget group/type on the Period Budget Detail Rules (RBRPBDR) form will be used for a non-Pell budget group/type and the Period Budget Group Aid Year Rules (RBRPBGR) form will be used for a Pell budget group/type. Additionally, if those amounts defined for the budget group/type have been updated, the updated amount will be assigned.

Component recalculation is provided for the following situations:

- A specific period or all periods assigned to the applicant's aid period

- A specific budget type or all budget types associated with the applicant's budget group

- One or more specific components

> **Note:** If a student's period budget has been frozen, a message will be provided in the output and no updates will be made to any of the student's components. Recalculation of a student's budget will occur when the budget group is locked.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year.	Aid Year Inquiry (ROIAIDY)
	Period	No	Enter the period for which re-calculation is to be performed.	Periods Inquiry (ROIPRDS)
	Budget Type	No	Budget type for which re-calculation is to be performed.	Period Budget Type Validation (RTVPBTP)
	Component	No	Component for which re-calculation is to be performed.	Period Budget Component Validation (RTVPBCP)
	Process Indicator	Yes	Select (O)nline or [B]atch mode. Must be B when running in batch mode.	Default = B
	Applicant ID	No	Must be left blank when running in batch.	Default = NULL
	Print Detail Report	Yes	Print Detail Report; [N]o or (Y)es	Default = N
	Process Sort Order	Yes	Report Sort Order; [N]ame sort order or (I)d sort order	Default = N

Parameters	Name	Required?	Description	Values
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population with which to work.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Period Budgeting Recalculation Report sample

```
17-APR-2012 11:26:46 AM                        Finaid Environment                         PAGE      1
Aid Year: 1213                         Period Budgeting Recalculation Report              RBRPBRC
-----------------------------------------------------------------------------------------------------

   STUDENT'S NAME                             ID               MESSAGE
   Test402, Student402                        A00022396        Budget is frozen - Spring 1213
```

```
17-APR-2012 11:26:46 AM                        Finaid CIT Environment                     PAGE      2
Aid Year: 1213                         Period Budgeting Recalculation Report              RBRPBRC
-----------------------------------------------------------------------------------------------------
                                     * * * REPORT CONTROL INFORMATION * * *
                          Program Name..................................: RBRPBRC
                          Version.......................................: 8.14.1

                          Report Sequence Number........................: 86202
                          Aid Year Code.................................: 1213
                          Period........................................: 201320
                          Budget Type...................................: FED
                          Component.....................................:
                          Process Indicator.............................: B
                          Applicant ID..................................:
                          Print Detail Report...........................: Y
                          Detail Report Sort Order......................: I

                          Application Id................................: FINAID
                          Selection Id..................................: TEST
                          Creator Id....................................: FAUSER
                          User Id.......................................: FAUSER

                          Line Count....................................: 55

                          Number of errors..............................: 0
```

Period Budgeting Recalculation Detail Report sample

```
17-APR-2012 11:26:46 AM                        Finaid Environment                         PAGE      1
Aid Year: 1213                    Period Budgeting Recalculation Detail Report            RBRPBRC
-----------------------------------------------------------------------------------------------------

   STUDENT'S NAME                             ID
   Test401, Student401                        A00022395

        PERIOD                       GROUP                              TYPE        BEFORE        AFTER
        Spring 1213                  UGINR  Indep Undergrad Regional    FED      11,500.00     9,518.00
   STUDENT'S NAME                             ID
   Test405, Student405                        A00022397

        PERIOD                       GROUP                              TYPE        BEFORE        AFTER
        Spring 1213                  UGDPR  Dep Undergrad Regional      FED      10,700.00     8,700.00
```

Financial Aid EDE Data Load Part 1 Process (RCBTPxx)

The data load process loads financial aid applicant records into Banner Financial Aid from external sources via electronic media. This information is stored in temporary Oracle tables (loaded by the RCPCTxx or RCBTPxx processes), which is then used by the RCPMTCH (Financial Aid Matching Process) and RCRTPxx (database load process) programs to complete the data load process.

The *xx* in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are *not* year-specific; columns are merely added to these tables as necessary on a year-to-year basis.

> **Note:** Refer to the *Data Load Procedures* section of the *Processing chapter* for more information concerning the entire data load process.

> **Note:** As of the 2013-2014 aid year, the RCPTPxx process replaced the RCBTPxx process. For information about the RCPTPxx process, please refer to the RCPTPxx process in this chapter of this *User Guide.*

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation form
	Data Delivery Method	Yes	Identifies delivery media	D Electronic or Diskette
	Generate ID/ Use SSN Indicator	Yes	When this parameter value is set to *S*, the student ID will be created using the social security number (SSN); when this value is *G*, a new ID will be generated. The Generate ID/Use SSN Indicator parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	G Generated ID S Use SSN as ID (default)

Parameters	Name	Required?	Description	Values
	Recalculate Need Indicator	Yes	When this parameter value is set to *Y*, all new applicant records will be created with their Recalculate Need Indicator set to *Y*, indicating that their need will be recalculated the next time the Need Analysis process is performed.	Y Recalculate Need (default) N Do Not Recalculate Need
	Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Validation (STVATYP)
	Telephone Type Code	Yes	If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.	Telephone Type Validation (STVTELE)
			If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The telephone record is created with this validated Telephone Type code. The Address Type code and Address Sequence Number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type.	
	Starting Record Number	Yes	This parameter contains the record number for the restart process.	0 - 99,999
	Student Email Address Type	No	The Email Address Type Code to be used for the student email address.	E-mail Address Type Validation (GTVEMAL)

> **Note:** Banner adds address and telephone records on new students (not currently in the database). Also, parameters for FA Dataload Part 3 (RCRTPxx) determine whether to update address, telephone, and email for existing student records if the Type does not already exist.

Financial Aid EDE Data Load Part 1 Report sample

If the EDE records you are loading are the result of an ISIR Datamart Query, the title of that Query is displayed.

```
                Log file for program RCBTP11
                ============================


Program Version = 8.6

Command Line Parameters:
      User Id    = systest45
      Password   = ????????
      ONE-UP-NO = 54398
      Jobname    = RCBTP11

CONNECTED TO ORACLE RDBMS
 on 17-MAY-2010 at 05:31:20

Job Submission Parameters:
      Parm 1 = 1011
      Parm 2 = EDE
      Parm 3 = D
      Parm 4 = S
      Parm 5 = Y
      Parm 6 = PR
      Parm 7 = PR
      Parm 8 = 00000001
      Parm 9 = HOME


Number of records read from input data: 00000008
Number of data records skipped/dropped: 00000000
Number of applicants loaded to tables:  00000008


HALT 999, NORMAL EOJ
Connected.
```

```
                       Log file for program RCBTP11
               ==============================
   Program Version = 7.16

Command Line Parameters:
      User Id    = mkichlin
      Password   = ????????
      ONE-UP-NO = 291531
      Jobname    = RCBTP11

CONNECTED TO ORACLE RDBMS
 on 16-DEC-2009 at 10:39:57

Job Submission Parameters:
      Parm 1 = 1011
      Parm 2 = EDE
      Parm 3 = D
      Parm 4 = S
      Parm 5 = Y
      Parm 6 = PR
      Parm 7 = PR
      Parm 8 = 00000001
      Parm 9 = HOME


Number of records read from input data: 00000026
Number of data records skipped/dropped: 00000000
Number of applicants loaded to tables:  00000026


HALT 999, NORMAL EOJ
Connected.
```

California Application Dataload Part 1 (RCPCAxx)

The California Application Dataload Part 1 process loads records into Banner Financial Aid. These California application records are received in a flat file format that replicates the EDE file formats with some modifications and do not contain data from NSLDS. This information is stored in temporary tables which are also used for EDE and CSS data. The data is then used by the RCPMTCH (Financial Aid Matching Process) and RCRTPxx (database load process) programs to complete the data load process.

The xx in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are not year-specific; columns are merely added to these tables as necessary on a year-to-year basis.

The California Application contains a pseudo SSN for all applicants. Therefore, the RCPCAxx process will use a Generated ID when loading the records to the temporary tables and will set the SSN for the record as NULL (ROTPERS_SSN). Dataload Part 3 (RCRTPxx), will load a NULL value for SSN (SPBPERS_SSN) when creating new records to avoid creating records in the permanent tables with pseudo SSNs.

For the matching process (RCPMTCH), you should review your Common Matching rules to determine if they are sufficient or create new rules considering the SSN will be NULL in the temporary table. When running RCPMTCH, define the option to use Generated ID (parameter 3) for processing the data source code of CAL (California Dream Act).

The RCPCAxx process does not require a predefined file name. The actual data file name may be used as long as it is 30 characters or less. Multiple files may also be processed in a single execution of the process by entering multiple data file names.

Parameters	Name	Required?	Description	Values
	Aid Year Code for 2013-2014	Yes	This must be the aid year code for the 2013-2014 school year.	Aid Year Inquiry (ROIAIDY) `1314` (default)
	Data Source Code	Yes	Identifies the source of the data.	Interface Data Code Validation (RTVINFC) `CAL` (default)
	Import Filename	Yes	Enter the Import Filename that identifies the California Application data file you are loading (up to 30 characters). You may also enter and load multiple files in a single run of RCPCAxx.	`Blank` (default)
	Recalculate Need Indicator	Yes	Define whether students loaded should be included in next batch need analysis calculation.	`Y` (default) `N`

Parameters	Name	Required?	Description	Values
	Address Type Code	Yes	Enter the address type to be created for a new student.	Address Type Code Validation (STVATYP)
	Telephone Type Code	Yes	Define the telephone type that should be created for a new student.	Telephone Type Validation (STVTELE)
	Student Email Address Type Code	No	The e-mail address type you want to use for a student.	E-mail Address Type Validation (GTVEMAL)
	Parent Email Address Type	No	The e-mail address type you want to use for the parent.	E-mail Address Type Validation (GTVEMAL)
	Export Error records	Yes	Export error records that cannot be loaded to new data file.	`Y` `N` (default)
	Export File Name	No	Enter a new and unique file name to be used for error data file.	`Blank` (default)

California Application Dataload Part 1 Report sample

```
10-AUG-2012 03:30:25 PM                       Ellucian University of Banner                                PAGE     1
AID YEAR: 1213 2012-2013 Aid Year       2012-2013 California Application Dataload part 1                   RCPCA13
-----------------------------------------------------------------------------------------------------------------------
                                    * * * REPORT CONTROL INFORMATION * * *

                        Program Name...................................: RCPCA13
                        Version........................................: 8.15
                        Database Package Name..........................: rckca130
                        Database Package Version.......................: 8.15

                        Report Sequence Number.........................: 288293
                        Aid Year Code..................................: 1213
                        Data Source Code...............................: CAL
                        Import File Name...............................: Cal_ISIR_08102012.txt
                        Recalculate Need Indicator.....................: Y
                        Address Type Code..............................: PR
                        Telephone Type Code............................: PR
                        Student Email Address Type.....................: HOME
                        Parent Email Address Type......................: PAR

                        Line Count.....................................: 55

                        Number of records loaded.......................: 105
                        Number of records not loaded...................: 0
                        Number of files processed......................: 1

                        Total pages Printed............................: 1

                                    ****** END OF REPORT ******
```

FA CSS Dataload Pt 1 (RCPCTxx)

The CSS data load part 1 process loads CSS profile data records into Banner Financial Aid via XML files delivered by the College Board. This information is stored in temporary Oracle tables (i.e. RCRTMP1-RCRTMP6, etc.) which is then used by the RCPMTCH (Financial Aid Matching Process) and RCRTPxx (FA Dataload Part 3) programs to complete the data load process.

The xx in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because CSS Profile application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are *not* year-specific; columns are merely added to these tables as necessary on a year-to-year basis.

> **Note:** Refer to the *Data Load Procedures* section of the *Processing* chapter for more information concerning the entire data load process.

> **Note:** Although the default value for parameter 03 is SSN, the use of Generated IDs are strongly recommended because of the possibility of CSS data records not containing SSNs. If you choose to use SSNs for RCPCTxx and RCPMTCH, the students will be generated with an ID of `0` and marked as "New" or "Hold". If marked as "New", these students appear on the `errs.lis` output file of RCRTPxx and gets into suspense on RCRSUSP, where you have the opportunity to create an ID for the students.

> ⚠️ *Warning! Due to formatting of international telephone numbers in the XML schema, Banner cannot determine the proper format to populate SPRTELE. The FA CSS Dataload Pt 1 (RCPCTxx) process requires the Permanent Telephone Type Code to be entered. The FA Dataload Part 3 (RCRTPxx) process will load the Address for any new international student (does not currently exist in Banner) and cause the telephone number to be truncated to 7 characters. However, if a student already exists in Banner and the **Update Telephone Number** value is set to* N *for RCRTPxx, the telephone number will not be loaded.*

> **Note:** As of the 2010-2011 aid year, the RCPCTxx process replaced the RCBCTxx process. Therefore, the RCBCTxx process has been removed from the Reports and Processes chapter of this *User Guide*. If you need to obtain more information about the RCBCTxx process, please refer to a *User Guide* prior to January 2010 version.

Permanent or mailing address processing

Most International Profile files contain a Country code instead of a state code. If you are loading permanent or mailing addresses to SPRADDR for students, you need to update STVNATN with codes that are not currently represented. All valid CSS codes can be found on RTVCCOE and should be properly set up on STVNATN and RTVCCOE prior to dataload.

⚠️ *Warning! If both STVNATN and RTVCCOE are not set-up with all valid values, including the Crosswalk column on RTVCCOE, prior to dataload, all records with country codes will fail to load the address to SPRADDR.*

Parameters	Name	Required?	Description	Values
	Aid Year Code xx	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source for CSS	Yes	The only valid value for this parameter is CSS.	Interface Data Code Validation (RTVINFC)
	Generate ID/Use SSN Indicator	Yes	When this parameter value is set to *S*, the student ID will be created using the social security number (SSN); when this value is *G*, a new ID will be generated. The Generate ID/Use SSN parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	G Generate S Use SSN (default)
	Recalculate Need Indicator	Yes	When this parameter value is set to *Y*, all new applicant records will be created with their Recalculate Need indicator set to *Y*, indicating that their need will be recalculated the next time the Need Analysis process is performed.	Y Recalc (default) N No Recalc
	Permanent Address Type Code	Yes	This parameter determines the permanent address type that you want to use for a student.	Address Type Code Validation (STVATYP)

Parameters	Name	Required?	Description	Values
	Permanent Telephone Type Code	Yes	If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.	Telephone Type Validation (STVTELE)
			If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The telephone record is created with this validated Telephone Type code. The Address Type code and Address Sequence Number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type.	
	Student Email Address Type Code	No	The e-mail address type you want to use for a student.	E-mail Address Type Validation (GTVEMAL)
	Mailing Address Type Code	No	This parameter determines the mailing address type that you want to use for a student.	Address Type Code Validation (STVATYP)

FA CSS Data Load Part 1 report sample

```
04-OCT-2012 01:44:45 PM                  Finaid CIT Environment                              Page  1
Aid Year: 1314                           CSS Import Process                                  RCPCT14
----------------------------------------------------------------------------------------------------
               CONTROL SUMMARY
               ---------------
     Program Name...............................: RCPCT14
     Version....................................: 8.15.1
     Database Package Name......................: rckpi140
     Database Package Version...................: 8.15.1
     One up Number..............................: 95197
     Aid Year Code..............................: 1314
     Data Source for CSS........................: CSS
     Generate ID/Use SSN........................: S
     Recalculate Need Analysis..................: N
     Permanent Address Type Code................: PR
     Permanent Telephone Type Code..............: PR
     Email Address Type Code....................: SHME
     Mailing Address Type Code..................: MA
     Parent Email Address Type Code.............: PHME
     Number of Lines Per Page...................: 55
     Number of applicants read..................: 1
     Number of applicants dropped...............: 0
     Number of applicants loaded to tables......: 1
```

Financial Aid Data Load Table Deletes Process (RCPDTMP)

This process allows multi-year and multi-source processing by deleting everything in the temporary tables used in the data load process whenever the RCPDTMP process was executed.

Parameters	Name	Required?	Description	Values
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source Code	No	Enter a valid data source code. This code identifies the source and format of the data.	Interface Data Code Validation (RTVINFC)
	Delete Flagged Records Only?	Yes	Delete flagged records only?	Y Yes N No (default)

Financial Aid Data Load Table Deletes Process report sample

```
27-SEP-2012 03:54:50 PM                              Finaid CIT Environment                                          1
Aid Year: 1314                                    Data Load Table Delete Process                                RCPDTMP
---------------------------------------------------------------------------------------------------------------------
Rows deleted from RCRTMP1 : 3

Rows deleted from RCRTMP2 : 3

Rows deleted from RCRTMP3 : 3

Rows deleted from RCRTMP4 : 3

Rows deleted from RCRTMP5 : 3

Rows deleted from RCRTMP6 : 0

Rows deleted from RCTLDS4 : 0

Rows deleted from RCTLDS6 : 0

Rows deleted from RCTLDS7 : 0

Rows deleted from RCTESAR : 0

Rows deleted from ROTPERS : 3

Rows deleted from ROTADDR : 3

Rows deleted from RCTRECR : 3

Rows deleted from RPTCONT : 3

Rows deleted from RCTRSRC : 3

Rows deleted from ROTSTAT : 3

Rows deleted from ROTEMAL : 6

Rows deleted from RCTLDSA : 0

Rows deleted from RCTLDSS : 0

Rows deleted from RCTLDST : 0

Rows deleted from RCTASUM : 21

Rows deleted from ROTIDEN : 3
```

```
27-SEP-2012 03:54:50 PM                          Finaid CIT Environment                                                    2
Aid Year: 1314                                Data Load Table Delete Process                                         RCPDTMP
------------------------------------------------------------------------------------------------------------------------------

                                                   CONTROL SUMMARY
                                                   ---------------
                               Program Name                        :RCPDTMP(8.15.1)
                               One up Number                       :94963
                               Aid Year Code                       :1314
                               Data Source Code                    :CSS
                               Delete Flagged Records Only         :N
                               Number of lines per page            :55
                               Report file name                    :/u03/banjobs/SMPL/jlederha/rcpdtmp_94963.lis

                               Total pages Printed                 :2

                                   ****** END OF REPORT ******
```

Copy IM Data to FM Process (RCPIMFM)

This process copies all unique IM fields to the current FM record so they may be used in rules processing. Once an FM record is loaded into the system, it automatically becomes the current record while the IM record becomes the non-current record.

Rules look only at the current record when being applied to a population and therefore, if unique IM data is to be used in rules, this data must be copied to the current FM record. The RCIMTOFM process is run as part of data load Step 3. However, this process also may need to be run if a manual FM or IM record is created, the current record is changed, and you want the unique IM fields copied to the current FM record.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Applicant ID	No	You can optionally enter an applicant ID. Enter an ID for this parameter if you want to restrict the report to only a single applicant.	Person Search (SOAIDEN)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

Copy IM Data to FM Process report sample

```
19-NOV-2009 12:11:50 AM                         Banner University********                                                    1
Aid Year: 0910                                  IM to FM Copy Process                                                  RCPIMFM
---------------------------------------------------------------------------------------------------------------------------

                                                CONTROL SUMMARY
                                                ---------------
                                     Program Name                   :RCPIMFM(8.3)
                                     One up Number                  :220220
                                     Aid Year Code                  :0910
                                     Applicant ID                   :
                                     Application Code               :FINAID
                                     Selection ID                   :MANUAL
                                     Creator ID                     :MKICHLIN
                                     User ID                        :MKICHLIN
                                     RCRAPP1 records updated         :1
                                     RCRAPP2 records updated         :1
                                     RCRAPP3 records updated         :1
                                     RCRAPP4 records updated         :1
                                     RCRIMP1 records inserted        :1
                                     Number of lines per page       :55
                                     Report file name               :/export/home/mkichlin/jobsub/rcpimfm_220220.lis

                                     Total pages Printed            :1

                                        ****** END OF REPORT ******
```

Financial Aid Data Load Part 2 Process (RCPMTCH)

The RCPMTCH process compares data in temporary tables against the data in the production database to ensure that the information can be loaded to the correct person if they already exist in the database, or to create a new person if the student does not yet have a record at the institution.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source Code	Yes	Enter a valid data source code. This code identifies the source and format of the data.	Interface Data Code Validation (RTVINFC)
	Generated ID/ Use SSN Indicator	Yes	Use SSN or Generated ID's.	G Use Generated ID S Use SSN (default)
	Value for New Students	Yes	Status for new students. This is the status code that is posted to all students who do not appear to match anyone in the production database. Part 3 of the Data Load process loads all students with a status code of N, but Data Load does not load students with a status code of H. This option is available for those institutions that do not desire to have the Data Load process create new students (person records) in the production database. Records with a status of H (Hold) remain in the temporary tables until the records match a person record in the database and their status is updated appropriately, or until the delete from temporary tables process is run (RCPDTMP) in batch or for the individual record.	H Hold N New (default)
	Sort Order Indicator	No	The report can be sorted by ID (I), Name (N), or Temporary PIDM (T).	I Sort by ID N Sort by Name (default) T Sort by Temporary PIDM

Parameters	Name	Required?	Description	Values
	Common Matching Source code	Yes	Common Matching Source Code defined on the Common Matching Source Code Validation (GTVCMSC) form. Banner starts the Common Matching Application Programming Interface (API) using the rules defined for the Common Matching Source Code entered for this parameter.	Common Matching Source Code Validation (GTVCMSC)

Financial Aid Data Load Part 2 Process report sample

```
03-JAN-2011 10:59:32 AM                              Ban Sys Tst                                               1
Aid Year: 1112                                 Data Load Match Process                                   RCPMTCH
                                                   Parameters
-------------------------------------------------------------------------------------------------------------

Financial Aid Data Load Matching Process - Parameters
Aid Year Code            = 1112
Data Source Code         = EDE
ID Type SSN/Generated    = S
Status for New Students  = N
Sort Order Indicator     = N
Common Matching Source Code = EDE_DATALOAD




Source                  Match Type             Priority   Column Name                         Length   Data Required

EDE_DATALOAD            Person                    1        SPBPERS_BIRTH_DAY                     2      Exists
                                                           SPBPERS_BIRTH_MON                     2      Exists
                                                           SPBPERS_BIRTH_YEAR                    4      Exists
                                                           SPBPERS_SEX                           1      Exists
                                                           SPBPERS_SSN                           9      Required
                                                           SPRADDR_CITY                         10      Required
                                                           SPRIDEN_SEARCH_FIRST_NAME            10      Required
                                                           SPRIDEN_SEARCH_LAST_NAME             10      Required
```

```
03-JAN-2011 10:59:32 AM                              Ban Sys Tst                                               2
Aid Year: 1112                                 Data Load Match Process                                   RCPMTCH
                                                   All Records
-------------------------------------------------------------------------------------------------------------

INFC    PIDM      ID        SSN       NAME                          STATUS    PRIORITY   CODE  MESSAGE
-------  --------  --------  --------  ----------------------------  --------  --------   ----  ----------------------------
EDE       10081   999111245  999111245 Kichline, Ede111245          Match-M    1               Ready for processing
```

```
03-JAN-2011 10:59:32 AM                          Ban Sys Tst                                              3
Aid Year: 1112                              Data Load Match Process                                   RCPMTCH
                                              Summary of Totals
--------------------------------------------------------------------------------------------------------------

     COUNT STATUS DESCRIPTION CODE MESSAGE
---------- ------ ----------- ---- -------------------------------------------------------------
      1   M     Match-M          Ready for processing
```

```
03-JAN-2011 10:59:32 AM                          Ban Sys Tst                                              4
Aid Year: 1112                              Data Load Match Process                                   RCPMTCH
                                              Control Summary
--------------------------------------------------------------------------------------------------------------

                                        CONTROL SUMMARY
                                        ---------------
                             Program Name                    :RCPMTCH(8.6.2.1)
                             One up Number                   :58495
                             Aid Year Code                   :1112
                             Data Source Code                :EDE
                             ID Type SSN/Generated           :S
                             Status for New Students         :N
                             Sort Order Indicator            :N
                             Common Matching Source Code      :EDE_DATALOAD
                             Number of lines per page        :55
                             Report file name                :/s01/jobsub/s14s80/systest45/rcpmtch_58495.lis

                             Total pages Printed             :4

                                    ****** END OF REPORT ******
```

Financial Aid EDE Dataload Part 1 (RCPTPxx)

The data load process loads financial aid applicant records into Banner Financial Aid from external sources via electronic media. This information is stored in temporary Oracle tables (loaded by the RCPCTxx or RCPTPxx processes), which is then used by the RCPMTCH (Financial Aid Matching Process) and RCRTPxx (database load process) programs to complete the data load process.

The xx in the last two positions of the program name indicates the aid year for which the program is designed. The program is year-specific because financial aid processor application record formats change annually. Note that the names of the underlying Banner Financial Aid tables are not year-specific; columns are merely added to these tables as necessary on a year-to-year basis.

> **Note:** Refer to the *Data Load Procedures* section of the *Processing* chapter for more information concerning the entire data load process.

> **Note:** As of the 2013-2014 aid year, the RCPTPxx process (Java) replaced the RCBTPxx process (Cobol). For information about the RCBTPxx process (which was used in aid years 2012-2013 and prior), please refer to the RCBTPxx process in this chapter of this *User Guide*.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation (RTVINFC)
	Import Filename	Yes	Identifies delivery media	`Blank` (default)
	Generate ID/ Use SSN Indicator	Yes	When this parameter value is set to *S*, the student ID will be created using the social security number (SSN); when this value is *G*, a new ID will be generated. The Generate ID/Use SSN Indicator parameter option enables Banner to generate an ID for a new person, or use the SSN as the ID. If SSNs are used as IDs and duplicate IDs are found, the SSN will be used on the first person and generated IDs will be used for the duplicates.	G Generated ID S Use SSN as ID (default)

Parameters	Name	Required?	Description	Values
	Recalculate Need Indicator	Yes	When this parameter value is set to *Y*, all new applicant records will be created with their Recalculate Need Indicator set to *Y*, indicating that their need will be recalculated the next time the Need Analysis process is performed.	Y Recalculate Need (default) N Do Not Recalculate Need
	Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Validation (STVATYP) `Blank` (default)
	Telephone Type Code	Yes	If the STVATYP table has a Telephone Type code associated with the requested Address Type code, Banner uses that Telephone Type code to create the telephone record. The Address Type code and address sequence number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type. In this case, the value for the new telephone type parameter is ignored.	Telephone Type Validation (STVTELE) `Blank` (default)
			If the STVATYP table has no Telephone Type code associated with the requested Address Type code, Banner uses the Telephone Type code defined as the input parameter. The Telephone Type code is validated against the STVTELE table. The telephone record is created with this validated Telephone Type code. The Address Type code and Address Sequence Number are populated with the values used when creating the associated address record and the telephone number is flagged as primary. This is necessary since the address type is linked to this telephone type.	
	Student Email Address Type	No	The Email Address Type Code to be used for the student email address.	E-mail Address Type Validation (GTVEMAL) `Blank` (default)

Parameters	Name	Required?	Description	Values
	Parent Email Address Type	No	Email Address Type Code to be used for the parent email address.	E-mail Address Type Validation (GTVEMAL) `Blank` (default)
	Export Error records	Yes	Export error records that cannot be loaded to new data file.	`Y` `N` (default)
	Export File Name	No	New and unique file name to be used for error data file.	`Blank` (default)

Note: Banner adds address and telephone records on new students (not currently in the database). Also, parameters for FA Dataload Part 3 (RCRTPxx) determine whether to update address, telephone, and email for existing student records if the Type does not already exist.

Note: Blank records in a dataload will be flagged but not written to the export file. In addition, if the only error in the file is a blank line, the error report will not be generated.

Financial Aid EDE Data Load Part 1 Report sample

If the EDE records you are loading are the result of an ISIR Datamart Query, the title of that Query is displayed.

```
*** Processing file /u03/banjobs/dataload/finaid/1314esarjbl.dat ***

      ***   RCPTP14 completed successfully   ***
Connected.
Connected.
```

```
05-DEC-2012 10:34:34 AM                    Finaid CIT Environment                              PAGE    1
AID YEAR: 1314 2013-2014 Aid Year          2013-2014 FA EDE Dataload Part 1                     RCPTP14
---------------------------------------------------------------------------------------------------------
*** Processing file /u03/banjobs/dataload/finaid/1314esarjbl.dat ***
```

```
05-DEC-2012 10:34:34 AM                        Finaid CIT Environment                              PAGE     2
AID YEAR: 1314 2013-2014 Aid Year              2013-2014 FA EDE Dataload Part 1                     RCPTP14
--------------------------------------------------------------------------------------------------------------
                                    * * * REPORT CONTROL INFORMATION * * *

                    Program Name...................................: RCPTP14
                    Version........................................: 8.16
                    Database Package Name..........................: rcked140
                    Database Package Version.......................: 8.16

                    Report Sequence Number.........................: 98930
                    Aid Year Code..................................: 1314
                    Data Source Code...............................: EDE
                    Import File Name...............................: 1314esarjbl.dat
                    Recalculate Need Indicator.....................: Y
                    Address Type Code..............................: PR
                    Telephone Type Code............................: PR
                    Student Email Address Type.....................: SHME
                    Parent Email Address Type......................: PHME
                    Export Error records...........................: Y
                    Export File Name...............................:

                    Line Count.....................................: 55

                    Number of records loaded.......................: 5
                    Number of records not loaded...................: 0
                    Number of Error records exported...............: 0
                    Number of files processed......................: 1

                    Total pages Printed............................: 2

                                    ****** END OF REPORT ******
```

Financial Aid Data Load Part 3 Process (RCRTPxx)

This process (Financial Aid Data Load, Part 3) loads new and matching applicant records to the permanent tables with an option to print a discrepancy report if a financial aid record already exists.

With this process, certain values are updated on new records based on what is entered on the Interface Data Translation Rules form (RCRTPTR). These values include Citizenship, Marital Status, and Major. Citizenship does not require values on RCRTPTR, as with the other fields. Citizenship is not updated if no values are entered on RCRTPTR.

> **Note:** Most International PROFILE files contain a Country code instead of a state code. If you are loading permanent or mailing address' to SPRADDR for students, you need to update STVNATN with codes that are not currently represented. If a code does not exist on STVNATN, an error message appears in the `errs.lis` file and you can look on RNASUxx to determine the code that has to be added (see the College Boards file on their website for country code descriptions).

> ⚠️ *Warning! Due to formatting of international telephone numbers in the XML schema, Banner cannot determine the proper format to populate SPRTELE. The FA CSS Dataload Pt 1 (RCPCTxx) process requires the Permanent Telephone Type Code to be entered. The FA Dataload Part 3 (RCRTPxx) process will load the Address for any new international student (does not currently exist in Banner) and cause the telephone number to be truncated to 7 characters. However, if a student already exists in Banner and the **Update Telephone Number** value is set to* N *for RCRTPxx, the telephone number will not be loaded.*

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Data Source Code	Yes	Enter a valid data source code. This identifies the source and format of the data.	Interface Data Code Validation (RTVINFC)

Parameters	Name	Required?	Description	Values
	Load Option for Need Analysis	Yes	The Load Option for Need Analysis only applies to students with current application records for this year - that is, the status is *M* (Matched). Students without current application records for this year - the status is *N* (New), *R* (match found, but no RORSTAT record for the current year), or *A* (match found, but no RCRAPP1 record for the current year) - will be loaded as current application records, regardless of the load option that you select. You can print a Discrepancy Report for load options 1 through 5, provided that you enter a *Y* value for the subsequent Print Option parameter. Data load options 6 and 7 are the only valid options if you enter CSS for the Data Source Code. **Note** - Options 6 or 7 also include MANUAL IM records. If a MANUAL IM record exists and option 6 is used, the MANUAL IM record will be replaced. **Tip** - To prevent the batch process from overwriting a manual record, use the **IM Batch Lock** on the Need Analysis Processing (RNAPRxx) form when creating the record. If the record is locked, any new records being loaded electronically will not be overwritten. This lock will not cause the record to be locked from manual updates. This lock indicator locks the record from being overwritten in a data load and from manual updates. Data load options 8 and 9 are the only valid options if you enter CAL for the Data Source Code.	1 Load all as current, unless the need analysis record is locked 2 If first record from primary MDE, load as current record, else load as non-current record 3 If first record from primary MDE, load as current, else do not load 4 Load as non-current record 5 Do not load records, but print discrepancy report 6 Replace existing CSS PROFILE record 7 Do not replace existing CSS PROFILE record 8 Replace existing CAL record 9 Do not replace existing CAL record
	Not used at this time.			
	NSLDS Print Option	Yes	Prints NSLDS Discrepancy Report.	Y Print NSLDS Disc Report N Do Not Print NSLDS Disc Report

Parameters	Name	Required?	Description	Values
	Need Analysis Print Option	Yes	Prints Need Analysis Discrepancy Report.	Y Print Need Analysis Disc Rpt N Do Not Print Need Analysis Disc
	Recruiting Option	Yes	Create recruiting records.	Y Create Recruiting Recs N Do Not Create Recruiting Rec
	Recalc Need Analysis Option	Yes	Sets Need Analysis Recalculation Flag.	Y Recalc Need Analysis N Do Not Recalc Need Analysis
	NSLDS Output Application ID	No	General area for which the selection ID was defined for NSLDS output.	Application Inquiry (GLIAPPL)
	NSLDS Output Selection ID	No	Code that identifies the sub-population to be updated by NSLDS.	
	NSLDS Output Creator ID	No	ID of the person who created the sub-population for NSLDS.	
	ISIR Creation Option	Yes	Option to create ISIR records. **Note** - An ISIR must be created before one can be printed from Banner.	Y Create ISIR Records (default) N Do Not Create ISIR Records
	Process Indicator	Yes	Indicates batch or online processing	B Batch (default) O Online
	Temporary PIDM	No	Used in online processing	Blank when running in batch
	Update Postal Address	Yes	If an incoming record is matched to an existing person record in the production database, RCRTPxx loads all financial aid data from the incoming record. RCRTPxx does not update populated fields on an existing person record. RCRTPxx updates the **Postal Address** if you enter Y and there is no record for the Address type that you specified in your Data Load Part 1 parameters.	Y Update Postal Address N Don't Update Postal Address

Parameters	Name	Required?	Description	Values
	Update Telephone Number	Yes	If an incoming record is matched to an existing person record in the production database, RCRTPxx loads all financial aid data from the incoming record. RCRTPxx does not update populated fields on an existing person record. RCRTPxx updates the **Telephone Number** if you enter Y and there is no record for the Telephone type that you specified in your Data Load Part 1 parameters.	Y Update Telephone Number N Don't Update Telephone Number
	Update E-mail address	Yes	If an incoming record is matched to an existing person record in the production database, RCRTPxx loads all financial aid data from the incoming record. RCRTPxx does not update populated fields on an existing person record.RCRTPxx updates the **E-mail Address** if you enter Y and there is no record for the E-mail type that you specified in your Data Load Part 1 parameters.	Y Update E-mail Address N Don't Up-date E-mail Address
	Update Social Security Number	Yes	If an incoming record is matched to an existing person record in the production database, RCRTPxx loads all financial aid data from the incoming record. RCRTPxx does not update populated fields on an existing person record. Social Security Numbers are updated on an existing person record if it is blank and you enter Y for this field.	Y Update Social Security Number N Don't Update SS Number
	Name Type Code	No	Name type to be used for new students.	
	Address Source Code	No	Address source to be used for new addresses.	

> **Note:** Separate files are created for the output and output is only produced as required except for the `.lis` and `.log` files. This means, for example, if you did not request the Need Analysis Discrepancy or NSLDS Discrepancy Report, there would be no `rcrtpxx_nnnnn_need.lis` or `rcrtpxx_nnnnn_nslds.lis` output.

The following describes the possible output from this process.

`Rcrtpxx_nnnnn.lis`	Report Control Listing
`Rcrtpxx_nnnnn.log`	Log file
`Rcrtpxx_nnnnn_apps.lis`	Student Listing
`Rcrtpxx_nnnnn_need.lis`	Discrepancy Report (Need Analysis)
`Rcrtpxx_nnnnn_nslds.li` `s`	NSLDS Discrepancy Report
`Rcrtpxx_nnnnn_errs.lis`	Errors Listing

Financial Aid Data Load, Part 3 report sample (student listing)

```
Aid Year: 1011                                          BANNER U                      Run Date: 18-DEC-2009 16:20:26
Data Source Code: EDE                           2010-2011 FA Dataload Part 3                        RPT name: RCRTP11
Load Opt:   ONLY for matched students with            Student Listing                               Page:     1
(for Need   current application records for
Analysis)   this year.
            Load as current records



NAME                                    ID NUMBER   SOURCE   RCRAPP-CURRENT   NSLDS-CURRENT
------------------------------------    ---------   -------   --------------   -------------
Kich403hkich402t, Marktionxxxx X.       998110403   EDE             Y               Y*
Kich403hkich402t, Marktionxxxx X.       998110403   ISIR            N

* = Duplicate transaction number

End of Applications Report
```

Financial Aid Data Load, Part 3 report sample (discrepancy report)

```
Aid Year: 1011                                       BANNER U                    Run Date: 18-DEC-2009 16:20:26
Data Source Code: EDE                         2010-2011 FA Dataload Part 3                RPT name: RCRTP11
Load Opt:   ONLY for matched students with        Discrepancy Report                       Page:     1
(for Need   current application records for
Analysis)   this year.
            Load as current records


NAME                                                                                     ID NUMBER
------------------------------------------------------------------------------------- ---------
Kich403hkich402t, Marktionxxxx X.                                                        998110403
                                        CURRENT RECORD                   NEW DATA RECORD
                                        ------------------------------   ------------------------------
        SAR TRAN NO:                    01                               02
        DEGREE BY JULY:                 2                                1
        BORN BEFORE JANUARY 1ST:        2                                1
        STUDENT'S TAX FORM:             2                                1
        PARENT'S TAX FORM:              2                                1
        LEGAL RES IND:                  1                                2
        PARENT LEGAL RES BEFORE 01-01-2005:  1                           2
        STUDENT LGL RES BEFORE 01-01-2005:   1                           2
        STUDENT CO-OP EARNINGS:         3500                             4500
        PARENTS' CO-OP EARNINGS:        2600                             3600
        STUDENT IRS REQUEST FLAG:       02                               03
        PARENT IRS REQUEST FLAG:        05                               04
        DOD MATCH FLAG:                 Y
        DOD PARENT'S DATE OF DEATH:     01-MAR-2010                      01-MAR-2009
        ASSUMED HOMELESS (SCHOOL):      2
        ASSUMED HOMELESS (HUD):         2
        ASSUMED AT RISK OF HOMELESSNESS:     2

End of Discrepancy Report
```

Financial Aid Data Load, Part 3 report sample (NSLDS discrepancy report)

```
Aid Year: 1011                                       BANNER U                          Run Date: 18-DEC-2009 16:20:26
Data Source Code: EDE                          2010-2011 FA Dataload Part 3                      RPT name: RCRTP11
Load Opt:   ONLY for matched students with       NSLDS Discrepancy Report                        Page:      1
(for Need   current application records for
Analysis)   this year.
            Load as current records


NAME                                                                                          ID NUMBER
------------------------------------------------------------------------------------------- ---------
Kich403hkich402t, Marktionxxxx X.                                                             998110403
                                           CURRENT RECORD                    NEW DATA RECORD
                                           ------------------------------    ------------------------------

      SCHOOL CODE 00381500
      ------------------------------
      PELL ADDITIONAL ELIGIBILITY (1):     Y                                 N

      SCHOOL CODE 00381600
      ------------------------------
      PELL ADDITIONAL ELIGIBILITY (2):     Y                                 N

      SCHOOL CODE 00381700
      ------------------------------
      PELL ADDITIONAL ELIGIBILITY (3):     Y                                 N


End of NSLDS Discrepancy Report
```

Financial Aid Data Load, Part 3 report sample (errors listing)

```
Aid Year: 1011                                      Ban Sys Tst                    Run Date: 22-DEC-2009 09:11:00
Data Source Code: EDE                         2010-2011 FA Dataload Part 3                    RPT name: RCRTP11
Load Opt:   ONLY for matched students with         Errors Listing                            Page:       1
(for Need   current application records for
Analysis)   this year.
            Load as current records


NAME                                    ID NUMBER   SOURCE    STATUS   ROTIDEN PIDM
------------------------------------    ---------   -------   ------   ------------
Kichline, Akron                         998110331   EDE         N      9396        *** Student not loaded ***
ORA-01400: cannot insert NULL into ("FAISMGR"."RORLOGM"."RORLOGM_ACTIVITY_DATE")
ORA-06512: at "BANINST1.ROKLOGS", line 163
ORA-06512: at "BANINST1.ROKLOGS", line 126
ORA-06512: at "FAISMGR.RT_RCRAPP3_LOG_INSUPDDTL", line 654
ORA-04088: error during execution of trigger 'FAISMGR.RT_RCRAPP3_LOG_INSUPDDTL'
WRN-ORACERR: Error occurred in file "rcrtp11.pc" at line 12,305

Kichline, Buddy                         998110332   EDE         N      9397        *** Student not loaded ***
ORA-01400: cannot insert NULL into ("FAISMGR"."RORLOGM"."RORLOGM_ACTIVITY_DATE")
ORA-06512: at "BANINST1.ROKLOGS", line 163
ORA-06512: at "BANINST1.ROKLOGS", line 126
ORA-06512: at "FAISMGR.RT_RCRAPP4_LOG_INSUPDDTL", line 611
ORA-04088: error during execution of trigger 'FAISMGR.RT_RCRAPP4_LOG_INSUPDDTL'
WRN-ORACERR: Error occurred in file "rcrtp11.pc" at line 12,640

Kichline, Cid                           998110333   EDE         N      9398        *** Student not loaded ***
ORA-01400: cannot insert NULL into ("FAISMGR"."RORLOGM"."RORLOGM_ACTIVITY_DATE")
ORA-06512: at "BANINST1.ROKLOGS", line 163
ORA-06512: at "BANINST1.ROKLOGS", line 126
ORA-06512: at "FAISMGR.RT_RCRAPP3_LOG_INSUPDDTL", line 654
ORA-04088: error during execution of trigger 'FAISMGR.RT_RCRAPP3_LOG_INSUPDDTL'
WRN-ORACERR: Error occurred in file "rcrtp11.pc" at line 22,975

Kichline, Darwin                        998110334   EDE         N      9399        *** Student not loaded ***
ORA-01400: cannot insert NULL into ("FAISMGR"."RORLOGM"."RORLOGM_ACTIVITY_DATE")
ORA-06512: at "BANINST1.ROKLOGS", line 163
ORA-06512: at "BANINST1.ROKLOGS", line 126
ORA-06512: at "FAISMGR.RT_RCRAPP4_LOG_INSUPDDTL", line 611
ORA-04088: error during execution of trigger 'FAISMGR.RT_RCRAPP4_LOG_INSUPDDTL'
WRN-ORACERR: Error occurred in file "rcrtp11.pc" at line 23,310
```

Financial Aid Data Load, Part 3 report sample (report control listing)

```
Aid Year: 1011                              BANNER U                    Run Date: 18-DEC-2009 16:20:26
Data Source Code: EDE                  2010-2011 FA Dataload Part 3               RPT name: RCRTP11
Load Opt:   ONLY for matched students with                                             Page:     1
(for Need   current application records for
Analysis)   this year.
            Load as current records


                              * * * REPORT CONTROL INFORMATION * * *


REPORT NAME.................................................: RCRTP11
VERSION....................................................: 7.16


REPORT SEQUENCE NUMBER......................................: 292323
AID YEAR...................................................: 1011
DATA SOURCE CODE...........................................: EDE
LOAD OPTION for Need Analysis..............................: 1
PRINT NSLDS DISCREPANCY REPORT.............................: Y
PRINT NEED ANALYSIS DISCREPANCY REPORT.....................: Y
LOAD RECRUITING RECORDS....................................: Y
RECALCULATE NEED...........................................: Y
NSLDS OUTPUT APPLICATION ID................................:
NSLDS OUTPUT SELECTION ID..................................:
NSLDS OUTPUT CREATOR ID....................................:
RUN USER ID for NSLDS OUTPUT USER ID.......................: MKICHLIN
LOAD ISIR RECORDS..........................................: Y
BATCH OR ONLINE............................................: B
ONLINE PIDM PARAMETER......................................:
UPDATE POSTAL ADDRESS......................................: Y
UPDATE TELEPHONE NUMBER....................................: Y
UPDATE EMAIL ADDRESS.......................................: Y
UPDATE SOCIAL SECURITY NUMBER..............................: Y
LINE COUNT.................................................: 55


Primary MDE................................................: EDE


The following totals are for Need Analysis Data ONLY
Number of NEW people processed.............................: 0
Number of RENEWED (1st record for this year) people processed: 0
Number of MATCHED (subsequent record) people processed.....: 1
Total number of people processed...........................: 1
Number of ISIRs added......................................: 1
Number of ISIRs added for existing transactions............: 0
Number of people who had NSLDS data added..................: 1
Number of people who had NSLDS data added w/ duplicate tran #: 1
RORSTAT records added......................................: 0
Application records locked.................................: 0
Application records skipped because LOAD OPTION 3 selected...: 0
Application records skipped because of Oracle/API errors.....: 0
Match 'R' records updated to match 'A'.....................: 0
Match 'A' and 'R' records updated to match 'M'.............: 0


Completion time............................................: 16:20:26
```

ISIR Correction/Request Process (REBCDxx)

This process creates a flat file of EDE corrections and requests for ISIRs for transmission to the central processor.

To create correction records for EDE, you must activate Pell corrections on the U.S. Specific Institution Financial Aid Options Form (ROAUSIO) and set the Pell Corrections Field in the key block on the Need Analysis form (RNANAxx) to *Y*. To complete the logging process for need analysis changes, you also still need to run RLRLOGG. Pell corrections pending submission to the Central Processing System (CPS) can be displayed on the ISIR Correction/Request form (REACORR). Unnecessary corrections can be deleted here and missing or incorrect Pell IDs can be changed. The actual data that you send to the CPS cannot be changed on this form. Page two of the REACORR form can be used to report Institution Changes. Page three can be used to report Housing Code changes. All three types of changes (that is, History Corrections, Institution Changes, and Housing Code Changes) are handled by the REBCDxx program.

REBCDxx will create the `CORRxxIN.DAT` file containing all types of corrections.

The correction records are stored in the ROBALOG table as are all logged records. After the records are extracted to create the data file, a flag is set on the ROBALOG record to indicate that the correction has already been transmitted. This prevents corrections from being retransmitted each time you run the process. The ROBALOG records are not physically deleted from the table. The flag that is used is actually the EDE Date Sent. This allows the process to recreate correction batches at a later date if necessary. For example, if you lost the file created by REBCDxx before actually transmitting the batch to the CPS, you can run the REBCDxx program again but with different parameters. This time, set the Resend Previous Processed Records parameter to *Y* and the Resend for Date parameter to the date you originally created the batch. The process will still find the corrections in ROBALOG for that date and recreate the batch.

With the introduction of Periods, the REBCDxx process was modified to determine the General Student record (SGBSTDN) using the term with the Student Indicator checked for the first period of the applicant's aid period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Resend Prev. Processed Records	Yes	This parameter enables you to indicate whether or not you want to include previously transmitted corrections in the file.	Y Resend Prev. Processed Records N Do Not Resend (default)
	Resend for Prior Date	No	If you entered a *Y* for the Resend Prev. Processed Records parameter, this parameter identifies which records to send when you enter the send date of the previously processed records.	DD-MON-YYYY

Parameters	Name	Required?	Description	Values
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	
	Resend for Prior Date/Hour	No	If the Resend Prev. Processed Records parameter is set to *Y* and there are two or more batches for that day, enter a value to represent the hour for this parameter. Otherwise, all batches are selected.	00 - 23
	Resend for Prior Date/Minute	No	If the Resend Prev. Processed Records parameter is set to *Y* and there are two or more batches for that day, enter a value to represent the minute. Otherwise, all batches are selected.	00 - 59
	Send with Discrepant Trans. #'s	Yes	Send corrections when the current ISIR transaction number differs from the number on Applicant Status.	Y Send with Discrepant Trans #'s N Do Not Send

Parameters	Name	Required?	Description	Values
	Processing Type	Yes	This parameter works with the **Send Indicator** field on the REACORR form and enables you to extract corrections by the type of correction, that is, Correction, Institution Change, and Housing Code Change. You can use this parameter with or without a population selection. Always extract Institution changes for financial aid applicants with a check in the **Send Indicator** field on the REACORR form regardless of whether or not a population selection is used or if the student is included in a population selection when the *Processing Type* parameter is *A*, *B*, *D*, or *I*. Always extract Housing Code changes for financial aid applicants with a check in the **Send Indicator** field on the REACORR form regardless of whether or not a population selection is used or if the student is included in a population selection when the *Processing Type* parameter is *A*, *B*, *E*, or *H*. Never extract Institution changes for financial aid applicants when the *Processing Type* parameter is *C*, *E,* or *H* regardless of the value of the **Send Indicator** field on the REACORR form. Never extract Housing Code changes for financial aid applicants when the *Processing Type* parameter is *C*, *D,* or *I* regardless of the value of the **Send Indicator** field on the REACORR form.	*A* All correction transactions, including Institution and Housing Code changes (default) *B* Institution and Housing Code changes only, no other correction transactions *C* All corrections except Institution and Housing Code changes *D* All corrections including Institution Changes, no Housing Code changes *E* All corrections including Housing Code changes, no Institution changes *H* Housing Code Changes only, no other corrections nor Institution changes *I* Institution Changes only, no other corrections nor Housing Code Changes **Note** - The **Send Indicator** field on the REACORR form is checked automatically for those records without a SPRIDEN ID or an SSN on RORSTAT or SPBPERS.

Parameters	Name	Required?	Description	Values
	Federal School Code	No	This parameter limits the corrections extracted to the Federal School Code and validates the school code to the student transaction being corrected. REBCDxx checks the Federal School Codes on the EDE record being corrected and compares them to the values that exist for the Federal School Codes (on the Defaults window and Campus/EDE window) when selecting the Federal School Code for the EDE correction record. This does not pertain to institutional code changes and housing code changes entered directly on the REACORR form. When using this parameter, it is suggested that you set the Processing Type to C for Corrections Only so that you don't also extract institutional code or housing code changes with a different Federal School Code.	

ISIR Correction/Request Process report sample

```
Performing Cobol program REBCD11 ...

Selecting ROBALOG institution changes...
Selecting ROBALOG housing changes...
Selecting ROBALOG history corrections...

Report Name..................REBCD11
Program Version..............8.6
One Up Number ...............51641
Aid Year ....................1011
Resend Prev.Processed Recs...N
Resend for Prior Date .......
Application ID ..............FINAID
Selection ID.................MANUAL
Creator ID...................SYSTEST45
User ID......................SYSTEST45
Resend for Prior Date/Hour...
Resend for Prior Date/Minute.
Send with Discrepant Trans #.Y
Processing Type..............A
Federal School Code..........

Date and time stamp
  for DATE SENT
  DATE            = 04-JAN-2010
  Hour            = 12
  Minute          = 02

Inst.Change requests processed = 00000
Hous. Change requests processed = 00000
Corrections processed = 00004
Change/correction records written = 00001

Connected.
```

CAL MIS Extract Process (RERCALX)

This process extracts data from Banner and populates two flat files, Applicant Data (`RERCALXA.dat`) and Applicant Detail Data (`RERCALXD.dat`).

The first flat file (`RERCALXA.dat`) contains the Financial Aid Applicant Data Elements and the second flat file (`RERCALXD.dat`) contains the Financial Aid Award Data Elements.

Parameters	Name	Required?	Description	Values
	District College Identifier	Yes	This is the three-character District College Indicator for the MIS RX record.	
	Aid Year Code	Yes	This field identifies the Banner Aid Year Code for which the process is extracting data.	
	Summer Term Code	No	This field identifies the Term Code used for the Summer session of the aid year identified in Parameter 02. Code 5 will be placed in the extract for this term.	
	Fall Term Code	No	This field identifies the Term Code used for the Fall term of the aid year identified in Parameter 02. Code 7 will be placed in extract for this term.	
	Winter Term Code	No	This field identifies the Term Code used for the Winter term of the aid year identified in Parameter 02. Code 1 will be placed in extract for this term.	
	Spring Term Code	No	This field identifies the Term Code used for the Spring term of the aid year identified in Parameter 02. Code 3 will be placed in extract for this term.	
	Summer Quarter	No	This field identifies the Term Code used for the Summer Quarter of the aid year. Code 6 will be placed in extract for this term.	
	Fall Quarter	No	This field identifies the Term Code used for the Fall Quarter of the aid year. Code 8 will be placed in extract for this term.	

Parameters	Name	Required?	Description	Values
	Winter Quarter	No	This field identifies the Term Code used for the Winter Quarter of the aid year. Code 2 will be placed in extract for this term.	
	Spring Quarter	No	This field identifies the Term code used for the Spring Quarter of the aid year. Code 4 will be placed in extract for this term.	
	Report Option	Yes	This is the option to print an unformatted dump. Valid values: *Y* (prints an unformatted dump of the data that exists in the flat files), *N* (does not provide any report output, just the flat file -- default).	`Y` Yes `N` No (default)
	Budget Category Field	No	This is the field the budget category data is stored in on the RORUSER form. Correct values: *1 - 360*.	`1 - 360`
	Campus Code	No	This field identifies the Campus Code being run.	
	Offered, Accepted, Paid Amt SF01	Yes	This parameter identifies which field will be referenced when populating the SF01 Student Applicant Status.	`O` Offered `A` Accepted `P` Paid Amount
	Offered, Accepted, Paid Amt SF22	Yes	This parameter identifies which field will be used to populate the detail record `RERCALXD.dat` with the Student-Aid-Amount-Received.	`O` Offered `A` Accepted `P` Paid Amount
	Detail Code for BOGW Code BA	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. BA = BOGW-Method A-? (unknown base). **Note** - Leave this and the following parameters blank if your BOGW funds are awarded as part of the student's package.	

Parameters	Name	Required?	Description	Values
	Detail Code for BOGW Code B1	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B1 = BOGW-Method A-1 based on TANF recipient status.	
	Detail Code for BOGW Code B2	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B2 = BOGW-Method A-2 based on SSI recipient status.	
	Detail Code for BOGW Code B3	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. B3 = BOGW-Method A-3 based on general assistance recipient status.	
	Not used at this time			
	Detail Code for BOGW Code BB	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21when handled as an exemption. BB = BOGW-Method B based on income standards.	
	Detail Code for BOGW Code BC	No	This identifies which Detail Code a school uses to identify BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21 when handled as an exemption. BC = BOGW-Method C based on financial need.	
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

Parameters	Name	Required?	Description	Values
	Detail Code for BOGW code F1	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F1 code for Fee Waiver – Dependent (children) of Deceased Law Enforcement/Fire Suppression (Subject to Group C edits)	
	Detail Code for BOGW code F2	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F2 code for Fee Waiver – Dependent (surviving spouse and children) of a deceased or disabled member of CA National Guard (Subject to Group C edits)	
	Detail Code for BOGW code F3	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F3 code for Fee Waiver – Dependent of (children) a deceased or disabled Veteran (Subject to Group C edits)	
	Detail Code for BOGW code F4	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F4 code for Fee Waiver – Dependent of (children) of Congressional Medal of Honor recipient (CMH) or CMH recipient (Subject to Group C edits)	
	Detail Code for BOGW code F5	No	Identifies which Detail Code a school uses to identify the BOGW (Board of Governors Enrollment Fee Waiver) used to populate SF21. This is the F5 code for Fee Waiver – Dependent of (surviving spouse and children) of Deceased victims of September 11, 2001 terrorist attack. (Subject of Group C edits)	

COD Print Process (RERCDxx)

The COD Print Process prints a report of Pell, Direct Loan, or TEACH origination and/or disbursement Document IDs which have been sent to COD. You can select specific Document IDs, all Document IDs for a specific date, or all Document IDs for the aid year.

> **Note:** ACG and SMART are only for aid years prior to 1112.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Type	Yes	Enter the fund type that you want to report.	*AL* All fund types - Pell, Direct Loan, ACG, SMART, and TEACH (default) AG All grants PL Pell Grant DL Direct Loan AC ACG Grant SM SMART Grant TE TEACH Grant
	Fund Code	No	Use one or more fund codes if you want to limit the report output by fund. The fund codes must be valid for the selected Fund Type parameter.	Fund Code (RFRBASE)
	Origination Report	Yes	Use this parameter to produce a listing of either sent or unsent origination records.	S Sent origination records U Unsent origination records N None (default)
	Origination Document ID	No	Use this parameter to produce a listing of origination records by Document ID. You can enter multiple Document IDs for this parameter.	Document ID (REICODD)

Parameters	Name	Required?	Description	Values
	Disbursement Report	Yes	Use this parameter to produce a listing of disbursements.	*Y* Yes, produce the disbursement report *N* No, do not produce the disbursement report (default)
	Disbursement Document ID	No	Use this parameter to produce a listing of disbursement records by Document ID. You can enter multiple Document IDs for this parameter.	Document ID (REICODD)
	Beginning Date Sent	No	Create the beginning of listing by the Document ID send date. If you do not specify a date range with one of the preceding parameters such as the Origination Report parameter, the report lists all records for the year.	
	Ending Date Sent	No	Create the end of a listing by the Document ID send date. If you do not specify a date range with one of the preceding parameters such as the Origination Report parameter, the report lists all records for the year.	
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Pell Origination Report - sent origination records

```
30-MAR-2007 10:17:38 AM                              BANNER University                                                    1
Aid Year: 0809                                 2008-2009 Pell Origination Report                                   RERCD08
----------------------------------------------------------------------------------------------------------------------------
*****     Document ID: 2007-03-08T08:43:10.0070488331   Date: 08-MAR-2007              Recs Sent: 2      Total:  4450.00

ID          Origination ID              Name              Orig       Attend    Ver    Amt       Amt       Status
                                                          Seq        Cost      Stat   Paid      Due
517006010 517006010RU200800011000 RUCKER, TEST6010 R.     1          15350.00  V      2025.00   4050.00   S
517006001 517006001RU200800011000 RUCKER, TEST6001 K.     3          15350.00  V       400.00    400.00   S

*****     Document ID: 2007-03-27T10:39:20.0070488331   Date: 27-MAR-2007              Recs Sent: 2      Total:  6250.00

ID          Origination ID              Name              Orig       Attend    Ver    Amt       Amt       Status
                                                          Seq        Cost      Stat   Paid      Due
517003052 517003052RU200800011000 RUCKER, TEST3052 J.     2          15350.00  V      1100.00   2200.00   A
517003066 517003066RU200800011000 RUCKER, TEST3066 L.     1          15350.00  V      2025.00   4050.00   C

Total of All Documents:  10700.00
```

ACG Origination Report - sent origination records

```
30-MAR-2007 10:17:38 AM                              BANNER University                                                    1
Aid Year: 0809                                 2008-2009 ACG Origination Report                                    RERCD08
----------------------------------------------------------------------------------------------------------------------------
*****     Document ID: 2007-03-08T08:43:10.0070488331   Date: 08-MAR-2007              Recs Sent: 2      Total:  1500.00

ID          Award ID                    Name              Fund     Orig       Amt       Amt       Status
                                                          Code     Seq        Paid      Due
517006010 517006010A08000110001     RUCKER, TEST6010 R.   ACG      1          375.00    750.00    S
517006001 517006001A08000110001     RUCKER, TEST6001 K.   ACG      1          750.00    750.00    S

*****     Document ID: 2007-03-27T10:39:20.0070488331   Date: 27-MAR-2007              Recs Sent: 2      Total:  2050.00

ID          Award ID                    Name              Fund     Orig       Amt       Amt       Status
                                                          Code     Seq        Paid      Due
517003052 517003052A08000110001     RUCKER, TEST3052 J.   ACG2     1          1300.00   1300.00   A
517003066 517003066A08000110001     RUCKER, TEST3066 L.   ACG      2          750.00    750.00    A

Total of All Documents:   3550.00
```

SMART Origination Report - sent origination records

```
30-MAR-2007 10:17:38 AM                              BANNER University                                              1
Aid Year: 0809                              2008-2009 SMART Origination Report                               RERCD09
---------------------------------------------------------------------------------------------------------------------
*****     Document ID: 2007-03-08T08:43:10.0070488331    Date: 08-MAR-2007           Recs Sent: 2    Total:   8000.00

ID          Award ID                     Name            Fund     Orig        Amt      Amt        Status
                                                         Code     Seq         Paid     Due
517006010 517006010T08000110001      RUCKER, TEST6010 R.   SMART3   1         2000.00  4000.00    S
517006001 517006001T08000110001      RUCKER, TEST6001 K.   SMART3   1         1000.00  4000.00    S

*****     Document ID: 2007-03-27T10:39:20.0070488331    Date: 27-MAR-2007           Recs Sent: 2    Total:   8000.00

ID          Award ID                     Name            Fund     Orig        Amt      Amt        Status
                                                         Code     Seq         Paid     Due
517003052 517003052T08000110001      RUCKER, TEST3052 J.   SMART3   1         2000.00  4000.00    A
517003066 517003066T08000110001      RUCKER, TEST3066 L.   SMART4   2         2000.00  4000.00    A

Total of All Documents:   16000.00
```

Direct Loan Origination Report - sent origination records

```
30-MAR-2007 10:17:38 AM                              BANNER University                                              1
Aid Year: 0809                               2008-2009 DL Origination Report                                 RERCD09
---------------------------------------------------------------------------------------------------------------------
*****     Document ID: 2007-03-08T08:43:10.0070488331    Date: 08-MAR-2007           Recs Sent: 2    Total:   6625.00

ID          Loan ID                      Name            Fund     Loan        Amt      Loan       Status
                                                         Code     Type        Paid     Amt
517006010 517006010S08G80006001      RUCKER, TEST6010 R.   DIRECT   S         1313.00  2625.00    S
517006001 517006001U08G80006001      RUCKER, TEST6001 K.   DLUNSB   U         2000.00  4000.00    S

*****     Document ID: 2007-03-27T10:39:20.0070488331    Date: 27-MAR-2007           Recs Sent: 2    Total:   6625.00

ID          Loan ID                      Name            Fund     Loan        Amt      Loan       Status
                                                         Code     Type        Paid     Amt
517003052 517003052S08G80006001      RUCKER, TEST3052 J.   DIRECT   S         1313.00  2625.00    A
517003066 517003066U08G80006001      RUCKER, TEST3066 L.   DLUNSB   U         2000.00  4000.00    A
```

Pell Origination Report - unsent origination records

```
30-MAR-2007 10:18:29 AM                           BANNER University                                             1
Aid Year: 0809                              2008-2009 Pell Origination Report                               RERCD09
-----------------------------------------------------------------------------------------------------------------
ID          Origination ID            Name                  Orig      Attend   Ver    Amt     Amt       Status
                                                            Seq       Cost     Stat   Paid    Due
586070308 586070308AP200862000400 APNGUYEN, A308 S.          1        15350.00 V              4050.00
698765432 698765432AN200862001600 ANDERSON, ALBERT T.        3        19400.00               3500.00
165000001 165000001AN200862001600 ANDREAS, ADAM              1        19400.00 W             3300.00
165060011 165060011AN200800011000 ANDREAS, FISAP 6-11 A.     1        19400.00 V             3600.00
586070309 586070309BP200862000400 BPNGUYEN, B309 B.          2        17400.00 V             4050.00
511080919 511080919LA200860000500 QUTHERFORD-LAIRD, SAMANTHA 1        30900.00               3749.89
208000175 208000175ED200800011000 EDE05165, XXXXXXXXXXXX A.  1          950.00 V              950.00


Total Amount Due for All Records:   23199.89
```

ACG Origination Report - unsent origination records

```
30-MAR-2007 10:18:29 AM                           BANNER University                                             1
Aid Year: 0809                              2008-2009 ACG Origination Report                                RERCD09
-----------------------------------------------------------------------------------------------------------------
ID          Award ID                  Name                  Fund     Orig           Amt     Amt       Status
                                                            Code     Seq            Paid    Due
586070308 586070308A08000110001     APNGUYEN, A308 S.        ACG      1                      750.00
698765432 698765432A08000110001     ANDERSON, ALBERT T.      ACG      3                      750.00
165000001 165000001A08000110002     ANDREAS, ADAM            ACG      1                      750.00
165060011 165060011A08000110001     ANDREAS, FISAP 6-11 A.   ACG2     1                     1300.00
586070309 586070309A08000110001     BPNGUYEN, B309 B.        ACG      2                      750.00
511080919 511080919A08000110002     QUTHERFORD-LAIRD, SAMANTHA ACG2   1                     1300.00
208000175 208000175A08000110001     EDE05165, XXXXXXXXXXXX A. ACG2    1                     1300.00


Total Amount Due for All Records:    6900.00
```

SMART Origination Report - unsent origination records

```
30-MAR-2007 10:18:29 AM                         BANNER University                                          1
Aid Year: 0809                            2008-2009 SMART Origination Report                          RERCD09
-----------------------------------------------------------------------------------------------------------
ID          Award ID                  Name                 Fund    Orig             Amt       Amt     Status
                                                           Code    Seq              Paid      Due
586070308 586070308T08000110001     APNGUYEN, A308 S.      SMART    1                         4000.00
698765432 698765432T08000110001     ANDERSON, ALBERT T.    SMART    3                         4000.00
165000001 165000001T08000110002     ANDREAS, ADAM          SMART    1                         4000.00
165060011 165060011T08000110001     ANDREAS, FISAP 6-11 A. SMART4   1                         4000.00
586070309 586070309T08000110001     BPNGUYEN, B309 B.      SMART    2                         4000.00
511080919 511080919T08000110002     QUTHERFORD-LAIRD, SAMANTHA SMART4 1                       4000.00
208000175 208000175T08000110001     EDE05165, XXXXXXXXXXXX A. SMART4  1                       4000.00


Total Amount Due for All Records:    28000.00
```

Direct Loan Origination Report - unsent origination records

```
30-MAR-2007 10:18:29 AM                         BANNER University                                          1
Aid Year: 0809                            2008-2009 DL Origination Report                            RERCD09
-----------------------------------------------------------------------------------------------------------
ID          Loan ID                   Name                 Fund    Loan             Amt       Amt     Status
                                                           Code    Type             Paid      Due
586070308 586070308S08000110001     APNGUYEN, A308 S.      DIRECT   S                         2625.00   N
698765432 698765432U08000110001     ANDERSON, ALBERT T.    DLUNSB   U                         4000.00   R
165000001 165000001S08000110002     ANDREAS, ADAM          DIRECT   S                         3500.00   R
165060011 165060011P08000110001     ANDREAS, FISAP 6-11 A. DLPLUS   P                         6000.00   N
586070309 586070309P08000110001     BPNGUYEN, B309 B.      DGPLUS   G                         6500.00   R
511080919 511080919U08000110002     QUTHERFORD-LAIRD, SAMANTHA DLUNSB U                       4000.00   R
208000175 208000175S08000110001     EDE05165, XXXXXXXXXXXX A. DIRECT  S                       5500.00   N


Total Amount Due for All Records:    32125.00
```

Pell Disbursement Report

```
30-MAR-2007 10:15:53 AM                          BANNER University                                                1
Aid Year: 0809                          2008-2009 Pell Disbursement Report                                    RERCD09
--------------------------------------------------------------------------------------------------------------------
*****      Document ID: 2007-03-11T18:28:59.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:  3600.00 Total Accepted:  1575.00

ID         Origination ID                  Name           Fund   Term           Disb Disb Sign       Disb   Status  Accepted
                                                          Code   Code           No   Seq  Ind      Amount          Amount
530910001 530910001TE200804000400   TEST1, STUDENT P.     PELL   200810         01   01   P       2025.00    A      2025.00
530910002 530910002TE200804000400   TEST2, STUDENT P.     PELL   200820         01   02   N        450.00    A       450.00
530910009 530910009TE200804000400   TEST9, STUDENT C.     PELL   200810         01   01   P       2025.00    R      2025.00

*****      Document ID: 2007-03-12T17:30:01.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:  3550.00 Total Accepted:  3550.00

ID         Origination ID                  Name           Fund   Term           Disb Disb Sign       Disb   Status  Accepted
                                                          Code   Code           Ref  Seq  Ind      Amount          Amount
530910002 530910002TE200804000400   TEST2, STUDENT P.     PELL   200810         01   03   N        500.00    A       500.00
530910003 530910003TE200804000400   TEST3, STUDENT P.     PELL   200810         01   01   P       2025.00    A      2025.00
530910008 530910008TE200804000400   TEST8, STUDENT C.     PELL   200810         01   01   P       2025.00    A      2025.00

Total Sent for All Documents:        7150.00

Total Accepted for All Documents:    5125.00
```

ACG Disbursement Report

```
30-MAR-2007 10:15:53 AM                          BANNER University                                                1
Aid Year: 0809                          2008-2009 ACG Disbursement Report                                     RERCD09
--------------------------------------------------------------------------------------------------------------------
*****      Document ID: 2007-03-11T18:28:59.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:   975.00 Total Accepted:   325.00

ID         Award ID                        Name           Fund   Term           Disb Disb Sign       Disb   Status  Accepted
                                                          Code   Code           No   Seq  Ind      Amount          Amount
530910001 530910001A08000110001     TEST1, STUDENT P.     ACG    200810         01   01   P        375.00    A       375.00
530910002 530910002A08000110001     TEST2, STUDENT P.     ACG    200810         01   02   N         50.00    A        50.00
530910009 530910009A08000110001     TEST9, STUDENT C.     ACG2   200820         01   01   P        650.00    R       650.00

*****      Document ID: 2007-03-12T17:30:01.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:   925.00 Total Accepted:   925.00

ID         Award ID                        Name           Fund   Term           Disb Disb Sign       Disb   Status  Accepted
                                                          Code   Code           Ref  Seq  Ind      Amount          Amount
530910002 530910002A08000110001     TEST2, STUDENT P.     ACG2   200820         01   03   N        100.00    A       100.00
530910003 530910003A08000110001     TEST3, STUDENT P.     ACG2   200810         01   01   P        650.00    A       650.00
530910008 530910008A08000110001     TEST8, STUDENT C.     ACG    200810         01   01   P        375.00    A       375.00

Total Sent for All Documents:        1900.00

Total Accepted for All Documents:    1250.00
```

SMART Disbursement Report

```
30-MAR-2007 10:15:53 AM                          BANNER University                                           1
Aid Year: 0809                          2008-2009 SMART Disbursement Report                              RERCD09
----------------------------------------------------------------------------------------------------------------

*****     Document ID: 2007-03-11T18:28:59.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:  2000.00 Total Accepted:     0.00

ID          Award ID                      Name          Fund   Term               Disb  Disb  Sign     Disb     Status  Accepted
                                                         Code   Code               No    Seq   Ind      Amount           Amount
530910001 530910001T08000110001    TEST1, STUDENT P.    SMART  200910             01    01    P        2000.00  A       2000.00
530910002 530910002T08000110001    TEST2, STUDENT P.    SMART  200910             01    02    N        2000.00  A       2000.00
530910009 530910009T08000110001    TEST9, STUDENT C.    SMART4 200920             01    01    P        2000.00  R       2000.00

*****     Document ID: 2007-03-12T17:30:01.0065167086  Date: 30-MAR-2007  Recs Sent: 3 Total Sent:  3000.00 Total Accepted:  3000.00

ID          Award ID                      Name          Fund   Term               Disb  Disb  Sign     Disb     Status  Accepted
                                                         Code   Code               Ref   Seq   Ind      Amount           Amount
530910002 530910002T08000110001    TEST2, STUDENT P.    SMART4 200920             01    03    N        1000.00  A       1000.00
530910003 530910003T08000110001    TEST3, STUDENT P.    SMART  200910             01    01    P        2000.00  A       2000.00
530910008 530910008T08000110001    TEST8, STUDENT C.    SMART4 200910             01    01    P        2000.00  A       2000.00

Total Sent for All Documents:      5000.00

Total Accepted for All Documents:  3000.00
```

Direct Loan Disbursement Report

```
30-MAR-2007 10:15:53 AM                          BANNER University                                           1
Aid Year: 0809                           2008-2009 DL Disbursement Report                                RERCD09
----------------------------------------------------------------------------------------------------------------

****Document ID: 2007-03-11T18:28:59.0065167086 Date: 30-MAR-2007 Recs Sent: 3 Total Actual Sent: 1313.00 Total Actual Acpt: 1313.00

ID          Loan ID                       Name          Fund   Loan  Term         Disb  Disb       Disb     Status  Disb
                                                         Code   Type  Code         No    Seq        Amount           Pd?
530910001 530910001S08000110001    TEST1, STUDENT P.    DIRECT S     200910       01    01         1313.00  A       Yes
530910002 530910002U08000110001    TEST2, STUDENT P.    DLUNSB U     200910       01    02         2000.00  2       No
530910009 530910009S08000110001    TEST9, STUDENT C.    DIRECT S     200920       01    01         1750.00  3       No

****Document ID: 2007-03-12T17:30:01.0065167086  Date: 30-MAR-2007 Recs Sent: 3 Total Actual Sent: 9250.00 Total Actual Acpt: 6750.00

ID          Loan ID                       Name          Fund   Loan  Term         Disb  Disb       Disb     Status  Disb
                                                         Code   Type  Code         Ref   Seq        Amount           Pd?
530910002 530910002P08000110001    TEST2, STUDENT P.    DLPLUS P     200920       01    03         2500.00  R       Yes
530910003 530910003S08000110001    TEST3, STUDENT P.    DIRECT S     200910       01    01         2750.00  A       Yes
530910008 530910008P08000110001    TEST8, STUDENT C.    DGPLUS G     200910       01    01         4000.00  A       Yes

Total Actual Sent for All Documents:      10563.00

Total Actual Accepted for All Documents:   8063.00
```

Correction Error Report (RERCExx)

This process is used specifically for reporting the correction errors when the CORExxOP file is loaded. The files processed are CORExxOP (EDE Correction Rejection Files).

> **Note:** The `xx` in the file name represents the aid year being processed.

Importing EDE correction/rejection records (CORExxOP message file)

This process loads ISIR correction response files showing ISIR correction processing errors. Error reports are returned to institutions in the CORExxOP message class. The response files in this message class are not loaded into the Banner database. During the RERCExx import process, the files are read and a report for *Record Level* (student rejects) is created. You can then use this report to determine the changes needed to correct the errors.

The CORExxOP message file contains the following type of rejected records.

- The *Record Level* rejects, which deal with student errors, includes the following information: the SAR ID, last name, first name, error message number, and the error message text.

> ⚠️ *Warning! CORExxOP files do not contain a header or trailer record. In order for RERCExx to recognize the CORExxOP header-less files and associate them with an aid year, you must use the required naming conventions. Therefore, in order for RERCExx to process the CORExxOP message class file, you must name the files with CORExx... or corexx in the first 6 positions. If the CORExxOP files supplied to this process have any other name, the program will reject the file with an error message: %Error% - Invalid file (filename). Also, since the process can no longer write PROCESSED to the header, there is no way to prevent re-running already processed CORExxOP files. You will need to manage this function by renaming already processed files, or by removing the files from the `$DATA_HOME/finaid` directory after processing the files. Finally, because the header information previously loaded into REBDRCT is no longer available, REBDRCT for CORExxOP file processing is no longer updated.*

Parameters	Name	Required?	Description	Values
	Correction Error File	Yes	Enter the CORExxOP message file for this parameter.	EDE Correction file name with extension

Correction Error Report sample

```
21-NOV-2012 02:19:52 AM      Finaid CIT Environment                          1
Aid Year: 1314                                                       RERCE14
--------------------------------------------------------------------------------
                      EDE CORRECTIONS RECORD LEVEL ERRORS
--------------------------------------------------------------------------------

Name                        SAR ID       Trans. No.  Fed School Code
SAR Number    Message                                     Error Code   Invalid Content
--------------------------------------------------------------------------------
RAMAKOMA, ONE               999990001ED  01          620004
001        TEXT 01                                       end  01      FIELD CONTENTS 01            end

RAMAKOMA, TWO               999990002ED  01          620004
002        TEXT 02                                       end  02      FIELD CONTENTS 02            end

RAMAKOMA, THREE             999990003ED  01          620004
003        TEXT 03                                       end  03      FIELD CONTENTS 03            end

RAMAKOMA, FOUR              999990004ED  01          620004
004        TEXT 04                                       end  04      FIELD CONTENTS 04            end

RAMAKOMA, FIVE              999990005ED  01          620004
005        TEXT 05                                       end  05      FIELD CONTENTS 05            end

RAMAKOMA, ONE               999990001ED  01          620004
001        TEXT 01                                       end  01      FIELD CONTENTS 01            end

RAMAKOMA, TWO               999990002ED  01          620004
002        TEXT 02                                       end  02      FIELD CONTENTS 02            end

RAMAKOMA, THREE             999990003ED  01          620004
003        TEXT 03                                       end  03      FIELD CONTENTS 03            end

RAMAKOMA, FOUR              999990004ED  01          620004
004        TEXT 04                                       end  04      FIELD CONTENTS 04            end

RAMAKOMA, FIVE              999990005ED  01          620004
005        TEXT 05                                       end  05      FIELD CONTENTS 05            end

RAMAKOMA, ONE               999990001ED  01          620004
001        TEXT 01                                       end  01      FIELD CONTENTS 01            end

RAMAKOMA, TWO               999990002ED  01          620004
002        TEXT 02                                       end  02      FIELD CONTENTS 02            end

RAMAKOMA, THREE             999990003ED  01          620004
003        TEXT 03                                       end  03      FIELD CONTENTS 03            end

RAMAKOMA, FOUR              999990004ED  01          620004
004        TEXT 04                                       end  04      FIELD CONTENTS 04            end

RAMAKOMA, FIVE              999990005ED  01          620004
005        TEXT 05                                       end  05      FIELD CONTENTS 05            end
```

```
21-NOV-2012 02:19:52 AM      Finaid CIT Environment                           2
Aid Year: 1314                                                         RERCE14
--------------------------------------------------------------------------------
                      EDE CORRECTIONS RECORD LEVEL ERRORS
--------------------------------------------------------------------------------

Name                          SAR ID       Trans. No.  Fed School Code
SAR Number    Message                                     Error Code   Invalid Content
--------------------------------------------------------------------------------
RAMAKOMA, ONE                 999990001ED  01           620004
001       TEXT 01                                        end  01       FIELD CONTENTS 01              end

RAMAKOMA, TWO                 999990002ED  01           620004
002       TEXT 02                                        end  02       FIELD CONTENTS 02              end

RAMAKOMA, THREE               999990003ED  01           620004
003       TEXT 03                                        end  03       FIELD CONTENTS 03              end

RAMAKOMA, FOUR                999990004ED  01           620004
004       TEXT 04                                        end  04       FIELD CONTENTS 04              end

RAMAKOMA, FIVE                999990005ED  01           620004
005       TEXT 05                                        end  05       FIELD CONTENTS 05              end

RAMAKOMA, ONE                 999990001ED  01           620004
001       TEXT 01                                        end  01       FIELD CONTENTS 01              end

RAMAKOMA, TWO                 999990002ED  01           620004
002       TEXT 02                                        end  02       FIELD CONTENTS 02              end

RAMAKOMA, THREE               999990003ED  01           620004
003       TEXT 03                                        end  03       FIELD CONTENTS 03              end

RAMAKOMA, FOUR                999990004ED  01           620004
004       TEXT 04                                        end  04       FIELD CONTENTS 04              end

RAMAKOMA, FIVE                999990005ED  01           620004
005       TEXT 05                                        end  05       FIELD CONTENTS 05              end

RAMAKOMA, ONE                 999990001ED  01           620004
001       TEXT 01                                        end  01       FIELD CONTENTS 01              end

RAMAKOMA, TWO                 999990002ED  01           620004
002       TEXT 02                                        end  02       FIELD CONTENTS 02              end

RAMAKOMA, THREE               999990003ED  01           620004
003       TEXT 03                                        end  03       FIELD CONTENTS 03              end

RAMAKOMA, FOUR                999990004ED  01           620004
004       TEXT 04                                        end  04       FIELD CONTENTS 04              end

RAMAKOMA, FIVE                999990005ED  01           620004
005       TEXT 05                                        end  05       FIELD CONTENTS 05              end
```

```
21-NOV-2012 02:19:52 AM       Finaid CIT Environment                          6
Aid Year: 1314                                                         RERCE14
--------------------------------------------------------------------------------


                              CONTROL SUMMARY

                              -------------------

                   Program Name........................: RERCE14

                   Version.............................: 8.16

                   Run Sequence Number.................: 97373

                   Correction Error File...............: core14op.dat
```

ISIR Corr/Request Control Report (RERCRCR)

The ISIR Corr /Request Control Report lists EDE corrections and ISIR requests that were created on a specific date.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Activity Date	No	You can optionally enter an activity date to print records processed on that particular date.	DD-MON-YYYY
	Activity Date/Hour	No	The ISIR Correction/Request Process (REBCDxx) uses the system date, hour, and minute during the batch creation of student records. All records in that same batch use the same time stamp.	00 - 23
	Activity Date/Minute	No	The ISIR Correction/Request Process (REBCDxx) uses the system date, hour, and minute during the batch creation of student records. All records in that same batch use the same time stamp.	00 - 59

ISIR Corr/Request Control Report sample

```
17-MAY-2002 03:00 PM                              Banner Development                                        PAGE    1
AID YEAR: 0203 Award Year 2002-2003           EDE Correction/Request/Change Control Report                RERCRCR

SAR ID          NAME              SOURCE  SEQ  SAR FLD   DATA ELEMENT/VALUE                      DATE SENT    TIME

165200012 AN 01 Andreas,Lindsey     EDE     1   098      RCRAPP1_SIGNED_MTH_DAY

165200001 AN 01 Andreas,AbbeyQ.     EDE     1   078      RCRAPP4_PAR_WORKSHEET_A
                                                         3000                                   28-NOV-2001  14:39
165200001 AN 01 Andreas,AbbeyQ.     EDE     1   079      RCRAPP4_PAR_WORKSHEET_B
                                                         3000                                   28-NOV-2001  14:39
165200001 AN 01 Andreas,AbbeyQ.     EDE     1   044      RCRAPP4_WORKSHEET_A
                                                         1500                                   28-NOV-2001  14:39
165200001 AN 01 Andreas,AbbeyQ.     EDE     1   045      RCRAPP4_WORKSHEET_B
                                                         1500                                   28-NOV-2001  14:39
165200002 AN 01 Andreas,Barney      EDE     1   078      RCRAPP4_PAR_WORKSHEET_A
                                                         500                                    28-NOV-2001  14:39
165200002 AN 01 Andreas,Barney      EDE     1   079      RCRAPP4_PAR_WORKSHEET_B
                                                         500                                    28-NOV-2001  14:39
165200002 AN 01 Andreas,Barney      EDE     1   044      RCRAPP4_WORKSHEET_A
                                                         250                                    28-NOV-2001  14:39
165200002 AN 01 Andreas,Barney      EDE     1   045      RCRAPP4_WORKSHEET_B
                                                         250                                    28-NOV-2001  14:39
165200004 AN 01 Andreas,Donald      EDE     1   018      RCRAPP1_RQST_FA_FALL_THIS_YR
                                                         1                                      28-NOV-2001  14:39
165200004 AN 01 Andreas,Donald      EDE     1   021      RCRAPP1_RQST_FA_SUMMER_NEXT_YR
                                                         1                                      28-NOV-2001  14:39
165200004 AN 01 Andreas,Donald      EDE     1   020      RCRAPP1_RQST_FA_SPRING_NEXT_YR
                                                         1                                      28-NOV-2001  14:39
165200004 AN 01 Andreas,Donald      EDE     1   019      RCRAPP1_RQST_FA_WINTER_NEXT_YR
                                                         1                                      28-NOV-2001  14:39
165200004 AN 01 Andreas,Donald      EDE     1   017      RCRAPP1_RQST_FA_SUMMER_THIS_YR
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   903      ASSM_3
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   907      ASSM_6
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   906      ASSM_5
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   904      ASSM_4
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   902      ASSM_2
                                                         1                                      28-NOV-2001  14:39
165200005 AN 01 Andreas,Evelyn      EDE     1   901      ASSM_1
                                                         1                                      28-NOV-2001  14:39
```

```
SAR ID          NAME              SOURCE  SEQ SAR FLD  DATA ELEMENT/VALUE                       DATE SENT   TIME

165200010 AN 01 Andreas,JacksonQ.  EDE     1   034     RCRAPP4_WORK_STUDY
                                                       1                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   026     RCRAPP4_S_RES_DATE_MO_YR
                                                       199501                                   28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   033     RCRAPP4_LOAN_INT
                                                       1                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   025     RCRAPP4_LEGAL_RES_IND
                                                       1                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   031     RCRAPP4_HS_GED_RCVD
                                                       2                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   035     RCRAPP4_DRUG_OFFENSE_CONVIC
                                                       1                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   022     RCRAPP3_FATHER_HI_GRADE
                                                       2                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   023     RCRAPP3_MOTHER_HI_GRADE
                                                       2                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   019     RCRAPP1_RQST_FA_WINTER_NEXT_YR
165200010 AN 01 Andreas,JacksonQ.  EDE     1   011     RCRAPP1_DRIVER_LIC_NO
                                                       PA-123456789                             28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   032     RCRAPP1_DEGREE_BY_JULY
                                                                                                28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   013     RCRAPP1_CITZ_IND
                                                       1                                        28-NOV-2001 14:39
165200010 AN 01 Andreas,JacksonQ.  EDE     1   005     RCRAPP1_CITY
                                                       Anyplace
```

```
17-MAY-2002 03:00 PM                                    Banner Development                                        PAGE     3
AID YEAR: 0203 Award Year 2002-2003                EDE Correction/Request/Change Control Report                   RERCRCR


SAR ID          NAME                    SOURCE   SEQ  SAR FLD   DATA ELEMENT/VALUE                        DATE SENT     TIME

165200010 AN 01 Andreas,JacksonQ.        EDE      1    009       RCRAPP1_BIRTH_DATE
                                                                 18-MAR-1985                              28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    007       RCRAPP1_ZIP
                                                                 19320                                    28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    027       RCRAPP1_TITLE
                                                                 2                                        28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    024       RCRAPP1_STAT_CODE_RES
                                                                 PA                                       28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    012       RCRAPP1_STAT_CODE_LIC
                                                                 PA                                       28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    006       RCRAPP1_STAT_CODE
                                                                 PA                                       28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    008       RCRAPP1_SSN
                                                                 165990010                                28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    014       RCRAPP1_ALIEN_REG_NO
                                                                 123456789                                28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    004       RCRAPP1_ADDR
                                                                 4 Any Road                               28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    016       RCRAPP3_S_MAR_MTH_YR
                                                                 199501                                   28-NOV-2001   14:39
165200010 AN 01 Andreas,JacksonQ.        EDE      1    030       RCRAPP3_YR_IN_COLL_2
                                                                 0                                        28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    053       RCRAPP3_GRAD_OR_PROF
                                                                 1                                        28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    048       RCRAPP4_BUS_NET_WORTH
                                                                 500                                      28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    047       RCRAPP4_INV_NET_WORTH
                                                                 500                                      28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    044       RCRAPP4_WORKSHEET_A
                                                                 500                                      28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    057       RCRAPP1_WARD_OF_COURT
                                                                 1                                        28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    058       RCRAPP1_US_VET
                                                                 1                                        28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    040       RCRAPP1_US_INC_TAX_PD
                                                                 500                                      28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    039       RCRAPP1_US_INC
                                                                 500                                      28-NOV-2001   14:39
165200011 AN 01 Andreas,Kelsey           EDE      1    037       RCRAPP1_TAX_FORM_IND
                                                                 1                                        28-NOV-2001   14:39
```

```
SAR ID          NAME              SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                       DATE SENT    TIME

165200011 AN 01 Andreas,Kelsey    EDE      1   042      RCRAPP1_INC_FR_WRK
                                                        500                                      28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   056      RCRAPP1_HAS_LEGAL_DEPEND
                                                        1                                        28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   049      RCRAPP1_CASH_AMT
                                                        500                                      28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   052      RCRAPP1_BORN_BEFORE_1_1_XX
                                                        1                                        28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   046      RCRAPP4_WORKSHEET_C
                                                        500                                      28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   045      RCRAPP4_WORKSHEET_B
                                                        500                                      28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   036      RCRAPP4_TX_RET_FILED_IND
                                                        1                                        28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   055      RCRAPP4_HAVE_CHILDREN
                                                        1                                        28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   038      RCRAPP4_1040A_ELIG_IND
                                                        1                                        28-NOV-2001 14:39
165200011 AN 01 Andreas,Kelsey    EDE      1   054      RCRAPP3_MARRIED
                                                        1                                        28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   105      RCRAPP3_EFC_RECALC_CORR_REQ
                                                        Y                                        28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   101      RCRAPP3_PREPARER_EIN
                                                        999009999                                28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   076      RCRAPP1_FATH_INC_FR_WRK
                                                        500                                      28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   084      RCRAPP1_FAM_MEMB
                                                        9                                        28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   068      RCRAPP4_P_RES_DATE_MO_YR
                                                        199001                                   28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   080      RCRAPP4_PAR_WORKSHEET_C
                                                        500                                      28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   079      RCRAPP4_PAR_WORKSHEET_B
                                                        500                                      28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   078      RCRAPP4_PAR_WORKSHEET_A
                                                        500                                      28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   070      RCRAPP4_PAR_TX_RET_FILED_IND
                                                        2                                        28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey   EDE      1   067      RCRAPP4_PAR_LEGAL_RES_IND
                                                                                                 28-NOV-2001 14:39
```

```
SAR ID          NAME                 SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                             DATE SENT   TIME

165200012 AN 01 Andreas,Lindsey      EDE     1   075       RCRAPP1_PAR_NO_EXEMPT
                                                           9                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   059       RCRAPP1_PAR_MRTL_STATUS
                                                           3                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   064       RCRAPP1_PAR_FAM_MEMB
                                                           9                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   083       RCRAPP1_PAR_CASH_AMT
                                                           500                                           28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   085       RCRAPP1_NO_IN_COLL
                                                           9                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   077       RCRAPP1_MOTH_INC_FR_WRK
                                                           500                                           28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   098       RCRAPP1_SIGNED_YR
                                                           2                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   099       RCRAPP1_SIGNED
                                                           A                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   074       RCRAPP1_PAR_US_INC_TAX_PD
                                                           500                                           28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   073       RCRAPP1_PAR_US_INC
                                                           500                                           28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   071       RCRAPP1_PAR_TAX_FORM_IND
                                                           2                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   082       RCRAPP4_PAR_BUS_NET_WORTH
                                                           500                                           28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   072       RCRAPP4_PAR_1040A_ELIG_IND
                                                           2                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   062       RCRAPP4_MOTH_SSN
                                                           165990000                                     28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   063       RCRAPP4_MOTH_LAST_NAME
                                                           Andreas                                       28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   060       RCRAPP4_FATH_SSN
                                                           165009999                                     28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   061       RCRAPP4_FATH_LAST_NAME
                                                           Andreas                                       28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   920       RCRAPP4_EMAIL_ADDRESS
                                                           lindsey@email.com                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   102       RCRAPP3_PREPARER_SIGN
                                                           1                                             28-NOV-2001 14:39
165200012 AN 01 Andreas,Lindsey      EDE     1   100       RCRAPP3_PREPARER_SSN
                                                           000990000                                     28-NOV-2001 14:39
165200004 AN 01 Andreas,Donald       EDE     1   018       RCRAPP1_RQST_FA_FALL_THIS_YR
                                                           3                                             29-NOV-2001 10:02
165200004 AN 01 Andreas,Donald       EDE     1   017       RCRAPP1_RQST_FA_SUMMER_THIS_YR
                                                           3                                             29-NOV-2001 10:02
165200004 AN 01 Andreas,Donald       EDE     1   019       RCRAPP1_RQST_FA_WINTER_NEXT_YR
                                                           3                                             29-NOV-2001 10:02
165200004 AN 01 Andreas,Donald       EDE     1   021       RCRAPP1_RQST_FA_SUMMER_NEXT_YR
```

```
17-MAY-2002 03:00 PM                              Banner Development                                    PAGE    6
AID YEAR: 0203 Award Year 2002-2003        EDE Correction/Request/Change Control Report              RERCRCR


SAR ID        NAME              SOURCE  SEQ SAR FLD  DATA ELEMENT/VALUE                          DATE SENT   TIME

165200004 AN 01 Andreas,Donald      EDE    1  020      RCRAPP1_RQST_FA_SPRING_NEXT_YR
                                                       3                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  903      ASSM_3
                                                       1                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  907      ASSM_6
                                                       1                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  906      ASSM_5
                                                       1                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  901      ASSM_1
                                                       1                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  902      ASSM_2
                                                       1                                        29-NOV-2001 10:02
165200005 AN 01 Andreas,Evelyn      EDE    1  904      ASSM_4
                                                       1                                        29-NOV-2001 10:02
165200006 AN 01 Andreas,Florence    EDE    1  913      REJ_W
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165200006 AN 01 Andreas,Florence    EDE    1  909      REJ_B
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165200006 AN 01 Andreas,Florence    EDE    1  911      REJ_N
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  022      RCRAPP3_FATHER_HI_GRADE
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  016      RCRAPP3_S_MAR_MTH_YR
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  030      RCRAPP3_YR_IN_COLL_2
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  031      RCRAPP4_HS_GED_RCVD
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  033      RCRAPP4_LOAN_INT
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  034      RCRAPP4_WORK_STUDY
                                                       2                                        29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.   EDE    1  014      RCRAPP1_ALIEN_REG_NO
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  015      RCRAPP1_MRTL_STATUS
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165200010 AN 01 Andreas,JacksonQ.   EDE    1  003      RCRAPP1_MI
                                                       Q                                        29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.   EDE    1  001      RCRAPP1_LAST_NAME
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SAR ID          NAME                    SOURCE   SEQ SAR FLD   DATA ELEMENT/VALUE                              DATE SENT    TIME

165200010 AN 01 Andreas,JacksonQ.       EDE      1   005       RCRAPP1_CITY
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   009       RCRAPP1_BIRTH_DATE
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   007       RCRAPP1_ZIP
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   027       RCRAPP1_TITLE
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   024       RCRAPP1_STAT_CODE_RES
                                                               AZ                                             29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   012       RCRAPP1_STAT_CODE_LIC
                                                               AZ                                             29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   006       RCRAPP1_STAT_CODE
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   008       RCRAPP1_SSN
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   019       RCRAPP1_RQST_FA_WINTER_NEXT_YR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   017       RCRAPP1_RQST_FA_SUMMER_THIS_YR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   021       RCRAPP1_RQST_FA_SUMMER_NEXT_YR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   020       RCRAPP1_RQST_FA_SPRING_NEXT_YR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   018       RCRAPP1_RQST_FA_FALL_THIS_YR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   010       RCRAPP1_PHONE_NO
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   010       RCRAPP1_PHONE_AREA
                                                               999                                            29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   028       RCRAPP1_PERMIT_DRAFT_REG
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   004       RCRAPP1_ADDR
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165200010 AN 01 Andreas,JacksonQ.       EDE      1   026       RCRAPP4_S_RES_DATE_MO_YR
                                                               200001                                         29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   025       RCRAPP4_LEGAL_RES_IND
                                                                                                              29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   035       RCRAPP4_DRUG_OFFENSE_CONVIC
                                                               3                                              29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   023       RCRAPP3_MOTHER_HI_GRADE
                                                               3                                              29-NOV-2001 10:02
165200010 AN 01 Andreas,JacksonQ.       EDE      1   053       RCRAPP3_GRAD_OR_PROF
                                                               1                                              29-NOV-2001 10:02
165200011 AN 01 Andreas,Kelsey          EDE      1   053       RCRAPP3_GRAD_OR_PROF
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165200011 AN 01 Andreas,Kelsey          EDE      1   054       RCRAPP3_MARRIED
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SAR ID          NAME                 SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                           DATE SENT   TIME

165200011 AN 01 Andreas,Kelsey       EDE      1  051       RCRAPP1_OTH_VA_AMT
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165200011 AN 01 Andreas,Kelsey       EDE      1  041       RCRAPP1_NO_EXEMPT
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165200011 AN 01 Andreas,Kelsey       EDE      1  042       RCRAPP1_INC_FR_WRK
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165200011 AN 01 Andreas,Kelsey       EDE      1  056       RCRAPP1_HAS_LEGAL_DEPEND
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165200011 AN 01 Andreas,Kelsey       EDE      1  049       RCRAPP1_CASH_AMT
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165200011 AN 01 Andreas,Kelsey       EDE      1  046       RCRAPP4_WORKSHEET_C
                                                           1000                                         29-NOV-2001 10:02
165200011 AN 01 Andreas,Kelsey       EDE      1  045       RCRAPP4_WORKSHEET_B
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165200011 AN 01 Andreas,Kelsey       EDE      1  044       RCRAPP4_WORKSHEET_A
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165200011 AN 01 Andreas,Kelsey       EDE      1  057       RCRAPP1_WARD_OF_COURT
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165200011 AN 01 Andreas,Kelsey       EDE      1  058       RCRAPP1_US_VET
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165200011 AN 01 Andreas,Kelsey       EDE      1  040       RCRAPP1_US_INC_TAX_PD
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165200011 AN 01 Andreas,Kelsey       EDE      1  039       RCRAPP1_US_INC
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165200011 AN 01 Andreas,Kelsey       EDE      1  037       RCRAPP1_TAX_FORM_IND
                                                           2                                            29-NOV-2001 10:02
165200011 AN 01 Andreas,Kelsey       EDE      1  043       RCRAPP1_SPS_INC_FR_WRK
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165200011 AN 01 Andreas,Kelsey       EDE      1  050       RCRAPP1_OTH_VA_MTH
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165200011 AN 01 Andreas,Kelsey       EDE      1  036       RCRAPP4_TX_RET_FILED_IND
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165200011 AN 01 Andreas,Kelsey       EDE      1  047       RCRAPP4_INV_NET_WORTH
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165200011 AN 01 Andreas,Kelsey       EDE      1  055       RCRAPP4_HAVE_CHILDREN
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165200011 AN 01 Andreas,Kelsey       EDE      1  048       RCRAPP4_BUS_NET_WORTH
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165200012 AN 01 Andreas,Lindsey      EDE      1  105       RCRAPP3_EFC_RECALC_CORR_REQ
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165200012 AN 01 Andreas,Lindsey      EDE      1  101       RCRAPP3_PREPARER_EIN
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165200012 AN 01 Andreas,Lindsey      EDE      1  100       RCRAPP3_PREPARER_SSN
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165200012 AN 01	Andreas,Lindsey	EDE	1	099	RCRAPP1_SIGNED B	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	074	RCRAPP1_PAR_US_INC_TAX_PD 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	073	RCRAPP1_PAR_US_INC 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	071	RCRAPP1_PAR_TAX_FORM_IND 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	066	RCRAPP1_PAR_STAT_CODE_RES AL	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	069	RCRAPP1_PAR_OLDER_AGE 65	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	065	RCRAPP1_PAR_NO_IN_COLL 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	075	RCRAPP1_PAR_NO_EXEMPT 0	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	098	RCRAPP1_SIGNED_YR 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	059	RCRAPP1_PAR_MRTL_STATUS 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	064	RCRAPP1_PAR_FAM_MEMB 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	083	RCRAPP1_PAR_CASH_AMT 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	085	RCRAPP1_NO_IN_COLL 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	077	RCRAPP1_MOTH_INC_FR_WRK 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	076	RCRAPP1_FATH_INC_FR_WRK 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	084	RCRAPP1_FAM_MEMB 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	067	RCRAPP4_PAR_LEGAL_RES_IND 2	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	081	RCRAPP4_PAR_INV_NET_WORTH 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	082	RCRAPP4_PAR_BUS_NET_WORTH 1000	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	072	RCRAPP4_PAR_1040A_ELIG_IND 1	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	062	RCRAPP4_MOTH_SSN 555555555	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	063	RCRAPP4_MOTH_LAST_NAME Jones	29-NOV-2001	10:02
165200012 AN 01	Andreas,Lindsey	EDE	1	060	RCRAPP4_FATH_SSN 444444444	29-NOV-2001	10:02

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SAR ID           NAME              SOURCE  SEQ SAR FLD    DATA ELEMENT/VALUE                                 DATE SENT    TIME

165200012 AN 01 Andreas,Lindsey    EDE      1   061       RCRAPP4_FATH_LAST_NAME
                                                          Jones                                             29-NOV-2001 10:02
165200012 AN 01 Andreas,Lindsey    EDE      1   920       RCRAPP4_EMAIL_ADDRESS
                                                          corrected@email.com                               29-NOV-2001 10:02
165200012 AN 01 Andreas,Lindsey    EDE      1   068       RCRAPP4_P_RES_DATE_MO_YR
                                                          195012                                            29-NOV-2001 10:02
165200012 AN 01 Andreas,Lindsey    EDE      1   080       RCRAPP4_PAR_WORKSHEET_C
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165200012 AN 01 Andreas,Lindsey    EDE      1   079       RCRAPP4_PAR_WORKSHEET_B
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165200012 AN 01 Andreas,Lindsey    EDE      1   078       RCRAPP4_PAR_WORKSHEET_A
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165200012 AN 01 Andreas,Lindsey    EDE      1   070       RCRAPP4_PAR_TX_RET_FILED_IND
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165200012 AN 01 Andreas,Lindsey    EDE      1   102       RCRAPP3_PREPARER_SIGN
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171990060 AN 01 Soroka,Abbey       EDE      1   048       RCRAPP4_BUS_NET_WORTH
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171990060 AN 01 Soroka,Abbey       EDE      1   082       RCRAPP4_PAR_BUS_NET_WORTH
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171990060 AN 01 Soroka,Abbey       EDE      1   039       RCRAPP1_US_INC
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171990060 AN 01 Soroka,Abbey       EDE      1   043       RCRAPP1_SPS_INC_FR_WRK
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171990060 AN 01 Soroka,Abbey       EDE      1   074       RCRAPP1_PAR_US_INC_TAX_PD
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171990060 AN 01 Soroka,Abbey       EDE      1   083       RCRAPP1_PAR_CASH_AMT
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171990060 AN 01 Soroka,Abbey       EDE      1   077       RCRAPP1_MOTH_INC_FR_WRK
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171990060 AN 01 Soroka,Abbey       EDE      1   042       RCRAPP1_INC_FR_WRK
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171990060 AN 01 Soroka,Abbey       EDE      1   076       RCRAPP1_FATH_INC_FR_WRK
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171990060 AN 01 Soroka,Abbey       EDE      1   073       RCRAPP1_PAR_US_INC
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171990060 AN 01 Soroka,Abbey       EDE      1   040       RCRAPP1_US_INC_TAX_PD
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171990060 AN 01 Soroka,Abbey       EDE      1   001       RCRAPP1_LAST_NAME
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171990060 AN 01 Soroka,Abbey       EDE      1   046       RCRAPP4_WORKSHEET_C
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171990060 AN 01 Soroka,Abbey       EDE      1   045       RCRAPP4_WORKSHEET_B
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171990060 AN 01 Soroka,Abbey       EDE      1   044       RCRAPP4_WORKSHEET_A
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SAR ID          NAME              SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                    DATE SENT    TIME
171990060 AN 01 Soroka,Abbey      EDE     1   080       RCRAPP4_PAR_WORKSHEET_C
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171990060 AN 01 Soroka,Abbey      EDE     1   079       RCRAPP4_PAR_WORKSHEET_B
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171990060 AN 01 Soroka,Abbey      EDE     1   078       RCRAPP4_PAR_WORKSHEET_A
                                                        555                                  06-DEC-2001 12:41
171990060 AN 01 Soroka,Abbey      EDE     1   081       RCRAPP4_PAR_INV_NET_WORTH
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171990060 AN 01 Soroka,Abbey      EDE     1   047       RCRAPP4_INV_NET_WORTH
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171990004 SO    soroka,venturo    MANUAL  1   079       RCRAPP4_PAR_WORKSHEET_B
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171990004 SO    soroka,venturo    MANUAL  1   080       RCRAPP4_PAR_WORKSHEET_C
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171990004 SO    soroka,venturo    MANUAL  1   044       RCRAPP4_WORKSHEET_A
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171990004 SO    soroka,venturo    MANUAL  1   045       RCRAPP4_WORKSHEET_B
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171990004 SO    soroka,venturo    MANUAL  1   046       RCRAPP4_WORKSHEET_C
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   029       RCRAPP3_DEGREE_TYPE
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   043       RCRAPP1_SPS_INC_FR_WRK
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   077       RCRAPP1_MOTH_INC_FR_WRK
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   076       RCRAPP1_FATH_INC_FR_WRK
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   074       RCRAPP1_PAR_US_INC_TAX_PD
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   073       RCRAPP1_PAR_US_INC
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   099       RCRAPP1_SIGNED
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   032       RCRAPP1_DEGREE_BY_JULY
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   009       RCRAPP1_BIRTH_DATE
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   080       RCRAPP4_PAR_WORKSHEET_C
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181030503 MA 01 MAGRONE,BRIANA.   EDE     1   081       RCRAPP4_PAR_INV_NET_WORTH
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SAR ID           NAME            SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                            DATE SENT    TIME

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181030503 MA 01 MAGRONE,BRIANA.    EDE    1   030      RCRAPP3_YR_IN_COLL_2
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181030510 MA 01 MAGRONE,COLLINC.   EDE    1   042      RCRAPP1_INC_FR_WRK
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181030510 MA 01 MAGRONE,COLLINC.   EDE    1   040      RCRAPP1_US_INC_TAX_PD
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181030510 MA 01 MAGRONE,COLLINC.   EDE    1   009      RCRAPP1_BIRTH_DATE
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181030510 MA 01 MAGRONE,COLLINC.   EDE    1   052      RCRAPP1_BORN_BEFORE_1_1_XX
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   029      RCRAPP3_DEGREE_TYPE
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   053      RCRAPP3_GRAD_OR_PROF
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   032      RCRAPP1_DEGREE_BY_JULY
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   079      RCRAPP4_PAR_WORKSHEET_B
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   078      RCRAPP4_PAR_WORKSHEET_A
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181030504 MA 01 MAGRONE,DANIELB.   EDE    1   099      RCRAPP1_SIGNED
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181030513 MA 01 MAGRONE,JASONM.    EDE    1   009      RCRAPP1_BIRTH_DATE
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181030513 MA 01 MAGRONE,JASONM.    EDE    1   040      RCRAPP1_US_INC_TAX_PD
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181030502 MA 01 MAGRONE,JODIL.     EDE    1   039      RCRAPP1_US_INC
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181030502 MA 01 MAGRONE,JODIL.     EDE    1   009      RCRAPP1_BIRTH_DATE
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SAR ID          NAME            SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                          DATE SENT    TIME
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181030515 MA 01 MAGRONE,KYLED.    EDE    1   911      REJ_N
                                                      1                                           17-MAY-2002 14:51
181030515 MA 01 MAGRONE,KYLED.    EDE    1   046      RCRAPP4_WORKSHEET_C
                                                      99999                                       17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   046      RCRAPP4_WORKSHEET_C
                                                      25000                                       17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   042      RCRAPP1_INC_FR_WRK
                                                      75000                                       17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   049      RCRAPP1_CASH_AMT
                                                      150                                         17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   039      RCRAPP1_US_INC
                                                      75000                                       17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   040      RCRAPP1_US_INC_TAX_PD
                                                      7500                                        17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   050      RCRAPP1_OTH_VA_MTH
                                                      9                                           17-MAY-2002 14:51
181030501 MA 01 MAGRONE,MELANIEN. EDE    1   051      RCRAPP1_OTH_VA_AMT
                                                      400                                         17-MAY-2002 14:51
181030520 MA 01 MAGRONE,ONKAR     EDE    1   907      ASSM_6
                                                      1                                           17-MAY-2002 14:51
181030520 MA 01 MAGRONE,ONKAR     EDE    1   040      RCRAPP1_US_INC_TAX_PD
                                                      2891                                        17-MAY-2002 14:51
181030520 MA 01 MAGRONE,ONKAR     EDE    1   042      RCRAPP1_INC_FR_WRK
                                                      6779                                        17-MAY-2002 14:51
181030520 MA 01 MAGRONE,ONKAR     EDE    1   039      RCRAPP1_US_INC
                                                      6802                                        17-MAY-2002 14:51
181030520 MA 01 MAGRONE,ONKAR     EDE    1   046      RCRAPP4_WORKSHEET_C
                                                      1000                                        17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   044      RCRAPP4_WORKSHEET_A
                                                      25000                                       17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   040      RCRAPP1_US_INC_TAX_PD
                                                      1000                                        17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   039      RCRAPP1_US_INC
                                                      10000                                       17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   074      RCRAPP1_PAR_US_INC_TAX_PD
                                                      5000                                        17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   073      RCRAPP1_PAR_US_INC
                                                      50000                                       17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   045      RCRAPP4_WORKSHEET_B
                                                      30000                                       17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   046      RCRAPP4_WORKSHEET_C
                                                      20000                                       17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   084      RCRAPP1_FAM_MEMB
                                                      3                                           17-MAY-2002 14:51
181030103 MA 01 MAGRONE,TRUMBONE  EDE    1   042      RCRAPP1_INC_FR_WRK
                                                      10000                                       17-MAY-2002 14:51
```

```
17-MAY-2002 03:00 PM                            Banner Development                                          PAGE    14
AID YEAR: 0203 Award Year 2002-2003        EDE Correction/Request/Change Control Report                         RERCRCR


SAR ID           NAME              SOURCE  SEQ SAR FLD   DATA ELEMENT/VALUE                        DATE SENT   TIME

181030103 MA 01 MAGRONE,TRUMBONE    EDE     1   076      RCRAPP1_FATH_INC_FR_WRK
                                                         50000                                    17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   029      RCRAPP3_DEGREE_TYPE
                                                         1                                        17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   053      RCRAPP3_GRAD_OR_PROF
                                                         2                                        17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   030      RCRAPP3_YR_IN_COLL_2
                                                         4                                        17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   032      RCRAPP1_DEGREE_BY_JULY
                                                         2                                        17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   099      RCRAPP1_SIGNED
                                                         B                                        17-MAY-2002 14:51
181030506 MA 01 SILVAINT,KEVINY.    EDE     1   074      RCRAPP1_PAR_US_INC_TAX_PD
                                                         19544                                    17-MAY-2002 14:51
               Total NO batches:          5
```

```
17-MAY-2002 03:00 PM                            Banner Development                                          PAGE    15
AID YEAR: 0203 Award Year 2002-2003        EDE Correction/Request/Change Control Report                         RERCRCR


                           SAR ID            DATE SENT   TIME

                           165100001 AN 01   28-NOV-2001 14:39
                           165100002 AN 01   28-NOV-2001 14:39
                           165100003 AN 01   28-NOV-2001 14:39
                           165100004 AN 01   28-NOV-2001 14:39
                           165100005 AN 01   28-NOV-2001 14:39
                           165100006 AN 01   28-NOV-2001 14:39
                           165100007 AN 01   28-NOV-2001 14:39
                           165100008 AN 01   28-NOV-2001 14:39
                           165100009 AN 01   28-NOV-2001 14:39
                           165100010 AN 01   28-NOV-2001 14:39
                           165100011 AN 01   28-NOV-2001 14:39
                           165100012 AN 01   28-NOV-2001 14:39
                           165100001 AN 01   29-NOV-2001 10:02
                           165100002 AN 01   29-NOV-2001 10:02
                           165100003 AN 01   29-NOV-2001 10:02
                           165100004 AN 01   29-NOV-2001 10:02
                           165100005 AN 01   29-NOV-2001 10:02
                           165100006 AN 01   29-NOV-2001 10:02
                           165100007 AN 01   29-NOV-2001 10:02
                           165100008 AN 01   29-NOV-2001 10:02
                           165100009 AN 01   29-NOV-2001 10:02
                           165100010 AN 01   29-NOV-2001 10:02
                           165100011 AN 01   29-NOV-2001 10:02
                           165100012 AN 01   29-NOV-2001 10:02
               Total NO batches:          2
```

```
17-MAY-2002 03:00 PM                          Banner Development                                          PAGE    16
AID YEAR: 0203 Award Year 2002-2003      EDE Correction/Request/Change Control Report                     RERCRCR


                          SAR ID              INSTITUTION  DATE SENT     TIME

                          165200001 AN 01     1            28-NOV-2001  14:39
                          165200002 AN 01     2            28-NOV-2001  14:39
                          165200003 AN 01     3            28-NOV-2001  14:39
                          165200004 AN 01     4            28-NOV-2001  14:39
                          165200005 AN 01     5            28-NOV-2001  14:39
                          165200006 AN 01     6            28-NOV-2001  14:39
                          165200007 AN 01     1            28-NOV-2001  14:39
                          165200008 AN 01     2            28-NOV-2001  14:39
                          165200009 AN 01     3            28-NOV-2001  14:39
                          165200010 AN 01     4            28-NOV-2001  14:39
                          165200011 AN 01     5            28-NOV-2001  14:39
                          165200012 AN 01     6            28-NOV-2001  14:39
** ** ** ** ** **
                          165200001 AN 01     1            29-NOV-2001  10:02
                          165200002 AN 01     2            29-NOV-2001  10:02
                          165200003 AN 01     3            29-NOV-2001  10:02
                          165200004 AN 01     4            29-NOV-2001  10:02
                          165200005 AN 01     5            29-NOV-2001  10:02
                          165200006 AN 01     6            29-NOV-2001  10:02
                          165200007 AN 01     1            29-NOV-2001  10:02
                          165200008 AN 01     2            29-NOV-2001  10:02
                          165200009 AN 01     3            29-NOV-2001  10:02
                          165200010 AN 01     4            29-NOV-2001  10:02
                          165200011 AN 01     5            29-NOV-2001  10:02
                          165200012 AN 01     6            29-NOV-2001  10:02
             Total NO batches:        2
```

```
17-MAY-2002 03:00 PM                          Banner Development                                          PAGE    17
AID YEAR: 0203 Award Year 2002-2003      EDE Correction/Request/Change Control Report                     RERCRCR

                           * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RERCRCR
VERSION: 5.1
REPORT SEQUENCE NUMBER: 786794
AID YEAR: 0203
ACTIVITY DATE:
ACTIVITY DATE HOUR:
ACTIVITY DATE MINUTE:
LINE COUNT: 55

RECORD COUNT: 367
```

COD Extract Process (REREXxx)

The COD Extract Process:

- Extracts Federal Pell Grant, Direct Loan, and TEACH award and disbursement data from Banner and formats the data in the appropriate XML format for transmission to COD.

COD address requirements and the REREXxx process

For Pell records, COD requires a complete address for all domestic and foreign records. Additionally, you must provide the nation code with all foreign addresses. You'll receive a reject code if the address is not complete. For a foreign address, a nation code on the latest active student address record (SPAIDEN) and a corresponding crosswalk value (entered on the RTVCDNT) are needed for the award to extract.

REREXxx retrieves address information as follows:

1. Students with Pell and/or DL loans:

   - uses the address from the highest Direct Loan application number for the aid year on RPALORG (including the foreign nation code), or else

   - uses the address from RCRAPP1 (entered on the RNANAxx form)

2. Students with Pell, only:

   - uses the address from RCRAPP1 (entered on the RNANAxx form)

   - uses the foreign nation code from SPRADDR (*not* the entire address).

For foreign addresses, a foreign nation code must exist on any student address record as long as it is active and current. REREXxx will select the latest record if multiple current/active records exist with a foreign address. The address type is not considered in the selection.

> **Note:** The length of the city name extracted into the <City> XML tag must have a minimum length of 2. If not, the record is not extracted and an applicable error is written to the `.log` file.

Output files

Full Participant Message Classes are used to exchange data with the COD System. All extracted files use the COD 4.0a schema for the 2012-2013 aid year, 2013-2014 aid year, and later.

If a student record is not extracted, all encountered error conditions are reported in the log file with the student's `SPRIDEN_ID` and the reason the record was not extracted.

Extract files are named with the appropriate aid year and program specific message classes depending on the parameters entered when the job is submitted. Message classes that end with an *IN* are for documents exported from Banner and sent to the COD System. The extract file names are as follows:

- `craaxxin_jobsubnumber.xml:` (Pell/Direct Loan/TEACH - any combination of two or more)

- `crpgxxin_jobsubnumber.xml:` (Pell only)

- `crdlxxin_jobsubnumber.xml:` (Direct Loan only)

- `crthxxin_jobsubnumber.xml` (TEACH only)

> **Note:** The `xx` in the file name represents the aid year being processed.

Once REREXxx has completed, if the *Print RERIMEX Report* parameter is set to *Y*, the RERIMEX Process is automatically run to produce the *E (Extract)* report for the Document ID just extracted through REREXxx.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	DL Fund Code(s)	No	Direct Loan fund codes representing the subsidized, unsubsidized, and PLUS Direct Loan records you want to extract.	Fund Base Data (RFRBASE)
	Extract Pell Funds	Yes	This parameter provides you with the option of including Pell records in the extraction.	Y Extract all Pell Funds N Do Not Extract Pell Funds (default)

Parameters	Name	Required?	Description	Values
	DL Records to Extract	No	This parameter determines whether to extract only those Direct Loan records that have Direct Loan changes logged, to extract only those Direct Loan records that do not have Direct Loan changes logged, to extract all Direct Loan records, or to not extract any Direct Loan records. This parameter is only used to select which loan records are extracted. Once the loan ID is selected for extraction, disbursement records are also extracted for that loan, if necessary. This is preferred by COD as any Direct Loan changes that also affect the disbursement records should be reported in the same record to avoid warning edit messages.The REREXxx process also extracts pending Student Identifier change records regardless of the value in this parameter. The process recognizes that the Student Identifier has changed based on the Status Code value of null on the REASTID form. When you use a population selection, all Student Identifier changes for students in that population are extracted regardless of the value of this parameter. However, Student Identifier changes for students not in the population selection are not extracted. **Note** - Through validation, if the DL Records to Extract parameter value = B or O, then the DL Origination Status (parameter 18) must be populated.	C Extract only those Direct Loan records for the fund codes listed in the *DL Fund Code(s)* parameter that have Direct Loan changes to extract. The *Extract Pell Funds, Extract ACG Funds, and Extract SMART Funds* parameters must also be N. O Extract only those Direct Loan records for the fund codes listed in the *DL Fund Code(s)* parameter that do not have Direct Loan Changes to extract. B Extract all Direct Loan records for the fund codes listed in the *DL Fund Code(s)* parameter with or without Direct Loan Changes to extract. *Blank* Do not extract any Direct Loan records (default). **Note** - The RERIMEX report output separates Direct Loan Changes from Direct Loan Originations in order to identify which students to review on ROAALOG in the case of rejected Direct Loan Change records.
	Promissory Note Print	No	This parameter determines whether COD or the school is responsible for the printing of the promissory note.	O School prints from Banner R COD prints; sends to school S COD prints; sends to borrower *Blank* (default)
	Extract ACG Funds (Not Used at this Time)			

Parameters	Name	Required?	Description	Values
	Extract SMART Funds (Not Used at this Time)			
	Attending School ID	No	The Attending School ID parameter enables you to extract Pell, Direct Loan, and TEACH records by campus. This parameter is optional as it should be entered when you resend a document with the Resend Document ID parameter. However, this parameter is required for all other extracts. To extract records, enter the campus **Attending ID**. The process extracts Direct Loans (entered for the DL Fund Code(s) parameter) when the **School Code** on RPALORG matches the **Direct Loan School Code** on RORCODI using the **Attending ID** as the reference point. The process extracts Pell and TEACH records (when the Extract Pell Funds and Extract TEACH Funds parameters are respectively set to Y) when the **Campus Pell ID** for the origination record on REAORxx matches the **Federal Pell ID** on RORCODI using the **Attending ID** as the reference point.	COD Entity ID Rules (RORCODI)
	Response Type	Yes	The COD System sends one Response document for each Common Record document submitted. For Responses received via the SAIG mailbox, COD gives schools the option to receive a Full or Standard Response to Common Records processed by the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes. At this time, Banner only supports Full Response files. The only valid value for the Full Response tag is *F*.	F (Full Response)

Parameters	Name	Required?	Description	Values
	Resend Document ID	No	Allows you to re-extract a previously extracted Document ID. The process re-extracts all records in Banner that are associated with this Document ID — provided that a response document has not already been imported for this same document ID. If all records with this document ID are still in an *S* (Sent) status and the COD Website indicates that they did not receive and process this document ID, use the *Resend Document ID* option. If all records with this document ID are not in an *S* (Sent) status, do not use the *Resend Document ID* option. Instead, review the RERIMxx log file, the RERIMEX report when run for both import and exported records, and the COD response file to determine which records did not update and the cause.	Validates to an existing Document ID on the COD Document Control (REICODD). To ensure accuracy in the resend process, the **Attending ID**, **Reporting ID** and **Source ID** used in the extract file are captured when records are initially extracted. These values are stored in the RERCODD table and are retrieved and used during the resend process.
			If all records with this document ID are still in an S (Sent) status and the COD Website indicates that they did receive and process this document ID, locate and import the response file with the RERIMxx Process. If necessary, request that COD resend the response file.	
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	

Parameters	Name	Required?	Description	Values
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	
	Print RERIMEX Report	Yes	This parameter enables you to decide whether or not you want to print the RERIMEX report. If *Y* is selected, RERIMEX is automatically run to produce the *E (Extract)* report for the Document ID extracted through REREXxx.	Y Yes, print the RERIMEX report (default) N No, do not print the RERIMEX report
	Update Student Identifier	Yes	Do you want to create a new COD Student Identifier when the current COD Student Identifier on the REASTID form and the current ISIR record on RNANAxx do not match? If you select *N (No)*, you indicate that you want to prevent the record from extraction so that you can review the data manually. Any students that have a mismatch between the RERSTID and RCRAPP1 tables are reported in an error message to the log file. If you select *Y (Yes)*, the process automatically inserts a new COD Student ID into the RERSTID table when these records do not match.	Y Yes (default) N No **Note** - This compare only affects the Student Identifier. This compare does not occur in any instance for the Parent PLUS Borrower Identifier.
	Extract TEACH Funds	Yes	The Extract TEACH Funds parameter determines whether or not to extract TEACH origination and disbursement records.	Y Yes N No (default)
	DL Origination Status	No	DL origination status to extract; *R (Ready to Send)*, *N (Not Ready to Send)*, *B (Both)*. If DL Records to Extract (parameter 04) = *B* or *O*, then DL Origination Status (parameter 18) must be populated. If parameter 18 is not populated, the following error message is displayed: *ERROR* When extracting initial DL originations, DL Origination Status must be entered.	Valid values are: R Ready to Send N Not Ready to Send B Both Blank (default)

COD Extract Process sample

```
31-JAN-2012 02:54:24 PM                    UniversityPage  1
Aid Year: 1213                             COD Export Process                              REREX13
-------------------------------------------------------------------
           CONTROL SUMMARY
           ---------------
     Program Name.................: REREX13
     Version......................: 8.14
     Database Package Name........: rekce13
     Database Package Version.....: 8.14
     One up Number................: 82979
     Aid Year Code................: 1213
     DL Fund Code(s)...........(1): DLUNSB
     DL Fund Code(s)...........(2): DLPLUS
     DL Fund Code(s)...........(3): DGPLUS
     DL Fund Code(s)...........(4): DIRECT
     Extract Pell Funds...........: Y
     Records to extract...........: B
     Promissory Note Print........: S
     Attended ID..................: 70488331
     Response type................: F
     Resend Document ID...........:
     Application Code.............: FINAID
     Selection ID.................: MANUAL
     Creator ID...................: FAUSER
     User ID......................: FAUSR
     Print Report.................: Y
     Update Student Identifier?...: Y
     Extract TEACH Funds..........: Y
     DL Origination Status........: R
     Number of Lines Per Page.....: 55

     Document ID: 2012-01-31T14:54:25.7370488331

     Total Students Extracted...................: 1

     Total Pell Awards Extracted...............: 1
     Total TEACH Awards Extracted..............: 1
     Total DL Parent PLUS Awards Extracted.....: 1
     Total DL Graduate PLUS Awards Extracted...: 0
     Total DL Subsidized Awards Extracted......: 1
     Total DL Unsubsidized Awards Extracted....: 0
```

Grant File Import Process (RERFIxx)

The Grant File Import Process loads the fixed length flat file acknowledgement (response) files received from COD into Banner. The RERFIxx Process cannot be used for files received in XML format. The message classes accepted by the RERFIxx process are:

> **Note:** The `xx` in the file name represents the aid year being processed.

Pell Grant Message Classes

- PGRAxxOP - Pell Data Request Response

- PGASxxOP - Pell Electronic Statement of Account (ESOA)

- PGMRxxOP - Pell Multiple Reporting Record (MRR)

- PGRCxxOP - Pell Reconciliation Report

- PGYRxxOP - Pell Year-to-Date Record

TEACH Grant Message Classes

- THMRxxOP - TEACH Multiple Reporting Record (MRR)

- ATSDISOP - TEACH ATS Discharge Report

- EXTHFFOP - TEACH Exit Counseling Report

Parameters	Name	Required?	Description	Values

	Grant Acknowledge-ment or EDE Correction Filename	Yes	Enter the COD response file name(s) or EDE correction file that you want to import into Banner. This parameter allows you to enter multiple files that can be processed in one run.
			
			This field accepts text strings up to 30 characters.
				COD Files
				
				`PGRAxxOP`
				
				`PGASxxOP`
				
				`PGMRxxOP`
				
				`PGRCxxOP`
				
				`PGYRxxOP`
				
				`THMRxxOP`
				
				`ATSDISOP`
				
				`EXTHFFOP`

	Accepted Records Print Option	Yes	A *Y* indicates that you want to print accepted data request records on the report. In all cases, the corrected and rejected records are always printed.	`Y` Yes (default) `N` No
	TEACH Exit Requirement	No	TEACH Exit Requirement Code. When TEACH Exit Counseling records are loaded, a defined tracking requirement for the student is updated if the tracking requirement already exists in the RRRAREQ table for the student and the aid year.	Requirements Tracking Validation (RTVTREQ)
	Exit Satisfied Status	No	Exit Requirement Satisfied Status Code. When TEACH Exit Counseling records are loaded, a defined tracking status for the student is updated if the tracking requirement already exists in the RRRAREQ table for the student and the aid year.	Requirements Tracking Status Validation (RTVTRST)
	Aid Year Code	Yes	Enter the applicable aid year code that represents the aid year being processed.	Aid Year Inquiry (ROIAIDY)

Pell File Import sample (RERFIxx.lis)

```
13-APR-2007 03:36:22 PM          Banner University                              1
Aid Year: 0809                                                          RERFI09
--------------------------------------------------------------------------------
                                CONTROL SUMMARY
                                ---------------

              Program Name........................: RERFI09

              Version.............................: 8.1

              Run Sequence Number.................: 90298

              Print Accepted?.....................: Y

              I/P File............................: pgmr09op.dat
```

Pell File Import sample (RERFIxx.log)

```
File Name: /u01/B70/devl/banner/dataload/finaid/pgmr09op.dat

Processing message class PGMR05OP...

Batch Number: #M200962000420070413123456
Reported Number of Records: 1
Reported Total of Batch: $0.00
Accepted and Corrected Number of Records: 1
Accepted and Corrected Total of Batch: $0.00
Accepted and Corrected Total Sign Ind: P
Number of Duplicate Records: 0

Processing message class PGMR09OP...

Batch Number: #M200962000420070413123567
Reported Number of Records: 9
Reported Total of Batch: $0.00
Accepted and Corrected Number of Records: 9
Accepted and Corrected Total of Batch: $0.00
Accepted and Corrected Total Sign Ind: P
Number of Duplicate Records: 0
Connected.
Connected.
Connected.
```

Pell File Import sample (RERFIxx.ls1)

```
13-APR-2007 03:36:22 PM          Banner University                              1
Aid Year: 0809                                                      RERFI09
--------------------------------------------------------------------------------
                         MULTIPLE REPORTING RECORDS
--------------------------------------------------------------------------------

Name                     ID        SAR SSN    SAR INIT Record Type Req Pell ID Inst Pell ID Code 1  Code 2
--------------------------------------------------------------------------------
Rucker, Test1002 C       517001002 517001002 RU        PU          620004     620004       O        I

Rucker, Test1002 C       517001002 517001002 RU        PU          620004     620004       O        I

Total MRR Records for batch #M200962000420070413123456: 2

13-APR-2004 03:36:22 PM          Banner University                              1
Aid Year: 0405                                                      RERFI05
--------------------------------------------------------------------------------
                         MULTIPLE REPORTING RECORDS
--------------------------------------------------------------------------------

Name                     ID        SAR SSN    SAR INIT Record Type Req Pell ID Inst Pell ID Code 1  Code 2
--------------------------------------------------------------------------------
Rucker, Test1005 J       517001005 517001005 RU        RD          620004     620004       D        I

Rucker, Test1004         517001004 517001004 RU        RO          620004     620004       O        I

Total MRR Records for batch #M200962000420070413123567: 2
```

Pell File Import sample (RERFIxx.ls2)

```
#M200962000420070413123567

000             No batch level errors for batch
```

Grant COD Miscellaneous Report (RERGRNT)

The Grant COD Miscellaneous Report lets you access COD data stored in the database. This can be used to help identify exception processing requirements.The types of available data include:

- All students with Verification Code = `W`

- COD Grant disbursement locked records.

- Just in Time, no disbursement acknowledged.

- Just in Time, no charge accepted.

- All MRR records.

- Rejected Origination records.

- Rejected Disbursement records.

- Year-to-date reporting.

If you select more than one option simultaneously, a page break between each set of students appears with the option selected clearly identified at the top of each page. However, the output only displays the relevant sections of the report. If you only select one parameter, only that section of the report is generated. If you select two parameters, two sections are generated, and so on, with a page break between each section.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Grant Type	Yes	Select the type of grant data that you want to list on the report. **Note** - ACG and SMART are only valid for aid years prior to 1112.	`PL` Pell `AG` ACG `SG` SMART `TE` TEACH

Parameters	Name	Required?	Description	Values
	Select Verif. Code = 'W'	Yes	If the student has a verification *W (Without Documentation)* status at the end of the year, COD will send a corrected record with a disbursement amount of $0. All Pell for this student must be reversed for this aid year. Until an updated origination record has been acknowledged with a valid verification status code, no more payments can be made to this student.	Y Select all records with a W verification code N Do not select all records with a W verification code You can only set this parameter to Y if the Grant Type parameter is set to PL.
	Select System Gen Disb Nos	Yes	Sequence numbers 66–99 are reserved for COD use for adjusting disbursements automatically at the end of the year that were never resolved. Enter *Y* to select all records with a disbursement sequence in this range.	Y Based on the value for the Grant Type parameter, select all records with a disbursement sequence in the 66-99 range. N Do not select all records with a disbursement sequence in the 66-99 range.

Parameters	Name	Required?	Description	Values
	Select COD Grant Disb. Locked	Yes	The system processes disbursement response data for Disbursement sequence numbers 66–99 where there has not been a corresponding disbursement record created by the school. The RERIMxx process inserts the adjusted disbursement records. Once this data exists, the disbursement process executes, most likely recovering Pell, ACG, or SMART dollars. For students where a disbursement sequence number 66– 99 has been received at the same time this data is loaded, the Pell locked field is updated (the **Lock Pell Disbursement, Lock ACG Disbursement**, or **Lock SMART Disbursement** field on the ROAPELL form). This field is set to *Y* when the sequence numbers 66–99 are received, and can only be turned off manually. This requires you to correct and report whatever conditions caused this Pell, ACG, or SMART grant to be reversed. At that time, Banner will calculate the correct amount to be paid and will create the new disbursement records. In other words, if this lock field is set to *Y* for the specific disbursement lock indicator, Pell, ACG, or SMART is not disbursed.	Y Based on the value for the Grant Type parameter, select records with the Pell, ACG, or SMART disbursement lock checked on the ROAPELL form. N Do not select records with the Pell, ACG, or SMART disbursement lock checked on the ROAPELL form. Banner backs out these funds and locks any further disbursement activity to keep COD and Banner in sync. Once the problems are resolved and sent to COD, such as an updated origination, only then should you remove the lock to prevent additional disbursement activity. To do otherwise could result in discrepancies at year end and a potentially large reconciliation effort.
	Select MRR record types	No	Multiple Reporting Records (MRRs) provide information to an institution about a student's origination and disbursement status at other institutions and the amount of the scheduled award disbursed. This allows you to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward. Enter an MRR record type value(s) for a listing of records with that MRR type based on the Grant Type parameter.	RO Originated Institution RD Disbursed Institution RN None Found CE Concurrent Enrollment PB Blocked Institution PR Blocker Institution PU Unblocked Institution BC Blocked and Concurrent RC Blocker and Concurrent

Parameters	Name	Required?	Description	Values
	Select AP No Disb Ack	Yes	A check in the **Just in Time or Advance Pay for Pell** or **Advance Pay for ACG and SMART** fields and an entry in the **Number of Days** field on the ROAUSIO form determines the number of days to be used for Just In Time/Advance Pay students. This field is the number of days prior to the scheduled disbursement date that a disbursement can be extracted. Based on the value in this field, the REREXxx process allows a JIT/Advance Pay school's Pell funds or a school's ACG or SMART funds to be extracted within the specified number of days prior to the scheduled disbursement date.	Y Select all Advance Pay records with disbursement error code 047. N Do not select all Advance Pay records with disbursement error code 047. Since the Disbursement Process (RPEDISB) requires COD approval under these conditions, disbursement reject code *047 - Disbursement requires approval from COD* is issued when approval has not yet been received from COD. You can set this parameter to `Y` if the Grant Type parameter is set to `PL, AG, or SG`.
	Select AP No Charge Accept	Yes	Disbursement does not occur until a student accepts the charges if the **Disburse if Charges Not Accepted** option is checked on the RPROPTS form. Since the Disbursement Process (RPEDISB) requires student approval under JIT/AP conditions, disbursement reject code *045 - Charges have not been accepted* is issued if the student has not yet accepted the charges.	Y Select all AP records with disbursement error code 045. N Do not select all AP records with disbursement error code 045. You can set this parameter to `Y` if the Grant Type parameter is set to `PL AG, or SG`.
	Select all Rejected Orig. Recs	Yes	Selects all students with a status code of *R* - representing a rejected origination record. The student is only selected if this is the latest origination record for the student.	Y Based on the value for the Grant Type parameter, select all rejected origination records. N Do not select all rejected origination records.

Parameters	Name	Required?	Description	Values
	Select all Rejected Disb. Recs	Yes	Selects all students with a status code of *R* - representing a rejected disbursement record.	Y Based on the value for the Grant Type parameter, select all rejected disbursement records.
				N Do not select all rejected disbursement records.
	Year to Date Reporting	No	This parameter selects year-to-date information on students for the aid year by comparing Banner totals to COD totals. You can identify students when their Banner records do not match the data COD has. You can run this report on an as needed basis throughout the year as well as at the end of the year. This parameter works in conjunction with any combination of other parameters for this process, including population selection to limit the scope of the population selected.	A All grant recipients B Banner origination records without matching reconciliation records C COD reconciliation records without matching Banner origination records D Disbursement year to date reporting O Offer amount year to date reporting (the COD accepted amount does not equal the Banner Award Amount) T Transaction number year to date reporting V Verification status year to date reporting. (You can only use this parameter if the Grant Type parameter is set to PL (Pell).)
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID.	Application Inquiry (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID.	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Pell Disbursement Locked for COD sample

```
30-JAN-2007 02:55:09 PM                            BANNER University                                          1
Aid Year: 0809                                   COD Miscellaneous Report                              RERGRNT
----------------------------------------------------------------------------------------------------------------
Pell Disbursement Locked for COD:

Name                        ID

Rucker, Test6010            517006010

Rucker, Test3052            517003052

Rucker, Test6011            517006011


Records printed : 3
```

ACG Disbursement Locked for COD sample

```
30-JAN-2007 02:55:09 PM                                    BANNER University                                                    1
Aid Year: 0809                                            COD Miscellaneous Report                                         RERGRNT
-------------------------------------------------------------------------------------------------------------------------------

ACG Disbursement Locked for COD:

Name                          ID

Rucker, Test6010              517006010

Rucker, Test3052              517003052

Rucker, Test6011              517006011


Records printed : 3
```

SMART Disbursement Locked for COD sample

```
30-JAN-2007 02:55:09 PM                                    BANNER University                                                    1
Aid Year: 0809                                            COD Miscellaneous Report                                         RERGRNT
-------------------------------------------------------------------------------------------------------------------------------

SMART Disbursement Locked for COD:

Name                          ID

Rucker, Test6010              517006010

Rucker, Test3052              517003052

Rucker, Test6011              517006011


Records printed : 3
```

Multiple Reporting Records sample

```
30-JAN-2007 02:55:09 PM                          BANNER University                                                    1
Aid Year: 0809                                 COD Miscellaneous Report                                         RERGRNT
-------------------------------------------------------------------------------------------------------------------
Multiple Reporting Records:

Name                       ID         SAR SSN    SAR INIT Grant Type  Record Type Activity Date

Rucker, Test6010           517006010 517006010 MI         AG          CE          30-NOV-2006

Rucker, Test6001           517006001 517006001 MI         AG          CE          30-JAN-2007


Records printed : 2
```

Rejected Origination Records sample

```
30-JAN-2007 02:55:09 PM                          BANNER University                                                    1
Aid Year: 0809                                 COD Miscellaneous Report                                         RERGRNT
-------------------------------------------------------------------------------------------------------------------
Rejected Origination Records:

Name                       Award ID            Document ID
Message Code Message Text

Rucker, Test6010           517006010A09000110001   2006-04-11T18:28:59.0065167096

Rucker, Test6001           517006001A09000110002   2006-04-18T12:15:59.0070488331

Records printed : 2
```

Rejected Disbursement Records sample

```
30-JAN-2007 02:55:09 PM                          BANNER University                                                    1
Aid Year: 0809                                 COD Miscellaneous Report                                         RERGRNT
-------------------------------------------------------------------------------------------------------------------
Rejected Disbursement Records:

Name                       Award ID            Document ID                   Disb Ref #/Seq #  Fund Code
Message Code Message Text

Rucker, Test6010           517006010A09000110001   2006-11-28T13:06:54.0070488331    01/01        ACG2

Rucker, Test6001           517006001A09000110001   2006-11-28T13:06:54.0070488331    01/01        ACG


Records printed : 2
```

Year To Date Records: Reconciliation Records without a Matching Banner Origination Record sample

```
30-JAN-2007 02:55:09 PM                              BANNER University                                                       1
Aid Year: 0809                                    COD Miscellaneous Report                                             RERGRNT
----------------------------------------------------------------------------------------------------------------------------
Year To Date Records: Reconciliation Records without a Matching Banner Origination Record
Program Type:  Pell


Banner Pell ID:              ID:            Name: Rucker, Test6010                   Origination ID:
Banner           Trans#:       Verif Msg:  Verif Stat:     Offer Amt:             Acpt Amt:            Pd. Amt:
COD              Trans#:02                  Verif Stat:S                           Acpt Amt:   1100.00 YTD Amt:        0.00

Banner Pell ID:              ID:            Name: Rucker, Test6001                   Origination ID:
Banner           Trans#:       Verif Msg:  Verif Stat:     Offer Amt:             Acpt Amt:            Pd. Amt:
COD              Trans#:                    Verif Stat: V                          Acpt Amt:   2025.00 YTD Amt:     2025.00

Banner Pell ID:              ID:            Name: Rucker, Test3052                   Origination ID:
Banner           Trans#:       Verif Msg:  Verif Stat:     Offer Amt:             Acpt Amt:            Pd. Amt:
COD              Trans#:01                  Verif Stat:V                           Acpt Amt:   2600.00 YTD Amt:     2600.00


Records printed : 3

Banner Totals:
-------------
Offered Amount:          0.00
Accepted Amount:         0.00
Paid Amount:             0.00


COD Totals:
-----------
Accepted Amount:      5725.00
YTD Paid Amount:      4625.00
```

Year To Date Records: Banner Originations without a Matching Reconciliation Record sample

```
30-JAN-2007 02:55:09 PM                            BANNER University                                                          1
Aid Year: 0809                                 COD Miscellaneous Report                                                  RERGRNT
-----------------------------------------------------------------------------------------------------------------------------
Year To Date Records: Banner Originations without a Matching Reconciliation Record
Program Type:  ACG


Banner Pell ID: 517006010RU01   ID: 517006010   Name: Rucker, Test6010                          Award ID:  517006010A09000110001
Banner           Trans#:01      Verif Msg:   Verif Stat:V    Offer Amt:    1300.00   Acpt Amt:    1300.00   Pd. Amt:       0.00
COD              Trans#:                      Verif Stat:                            Acpt Amt:             YTD Amt:

Banner Pell ID: 517006001RU01   ID: 517006063   Name: Rucker, Test6063                          Award ID:  517006063A09000110001
Banner           Trans#:01      Verif Msg:   Verif Stat:V    Offer Amt:     750.00   Acpt Amt:     750.00   Pd. Amt:       0.00
COD              Trans#:                      Verif Stat:                            Acpt Amt:             YTD Amt:

Records printed : 2

Banner Totals:
-------------
Offered Amount:         2050.00
Accepted Amount:        2050.00
Paid Amount:               0.00


COD Totals:
-----------
Accepted Amount:           0.00
YTD Paid Amount:           0.00
```

Year To Date Records: All Grant Recipients sample

```
30-JAN-2007 02:55:09 PM                        BANNER University                                              1
Aid Year: 0809                               COD Miscellaneous Report                                   RERGRNT
-----------------------------------------------------------------------------------------------------------------
Year To Date Records: All Grant Recipients
Program Type:  Pell


Banner Pell ID: 517006010RU01   ID: 517006010   Name: Rucker, Test6010           Origination ID: 517006010RU200900011000
Banner          Trans#:01       Verif Msg:   Verif Stat:V    Offer Amt:    2600.00   Acpt Amt:    2600.00    Pd. Amt:       0.00
COD             Trans#:02                     Verif Stat:S                            Acpt Amt:    1100.00    YTD Amt:       0.00

Banner Pell ID: 517006001RU01   ID: 517006001   Name: Rucker, Test6001           Origination ID: 517006001RU200900011000
Banner          Trans#:01       Verif Msg:   Verif Stat:V    Offer Amt:    2600.00   Acpt Amt:    2600.00    Pd. Amt:       0.00
COD             Trans#:                       Verif Stat:                             Acpt Amt:              YTD Amt:

Banner Pell ID:                 ID:             Name: Rucker, Test3052           Origination ID: 517003052RU200900011000
Banner          Trans#:         Verif Msg:   Verif Stat:     Offer Amt:          Acpt Amt:              Pd. Amt:
COD             Trans#:01                     Verif Stat:V                            Acpt Amt:    2600.00    YTD Amt:    2600.00


Records printed : 3

Banner Totals:
-------------
Offered Amount:         5200.00
Accepted Amount:        5200.00
Paid Amount:               0.00


COD Totals:
-----------
Accepted Amount:        3700.00
YTD Paid Amount:        2600.00
```

Year To Date Records: All Grant Recipients sample

```
30-JAN-2007 02:55:09 PM                        BANNER University                                               1
Aid Year: 0809                             COD Miscellaneous Report                                     RERGRNT
--------------------------------------------------------------------------------------------------------------
Year To Date Records: All Grant Recipients
Program Type:  ACG


Banner Pell ID: 517006010RU01  ID: 517006010   Name: Rucker, Test6010             Award ID:  517006010A09000110001
Banner           Trans#:01     Verif Msg:   Verif Stat:V    Offer Amt:   1300.00  Acpt Amt:   1300.00  Pd. Amt:        0.00
COD              Trans#:02                  Verif Stat:S                           Acpt Amt:   1100.00  YTD Amt:        0.00

Banner Pell ID: 517006001RU01  ID: 517006001   Name: Rucker, Test6001             Award ID:  517006001A09000110001
Banner           Trans#:01     Verif Msg:   Verif Stat:V    Offer Amt:    750.00  Acpt Amt:    750.00  Pd. Amt:        0.00
COD              Trans#:                    Verif Stat:                            Acpt Amt:            YTD Amt:

Banner Pell ID:                ID:             Name: Rucker, Test3052             Award ID:  517003052A09000110001
Banner           Trans#:       Verif Msg:   Verif Stat:     Offer Amt:           Acpt Amt:            Pd. Amt:
COD              Trans#:01                   Verif Stat:V                          Acpt Amt:    750.00  YTD Amt:      750.00


Records printed : 3

Banner Totals:
-------------
Offered Amount:         2050.00
Accepted Amount:        2050.00
Paid Amount:               0.00


COD Totals:
-----------
Accepted Amount:        1850.00
YTD Paid Amount:         750.00
```

```
30-JAN-2007 02:55:09 PM                            BANNER University                                              1
Aid Year: 0809                                COD Miscellaneous Report                                       RERGRNT
------------------------------------------------------------------------------------------------------------------
Year To Date Records: COD Accept Amount <> Banner Award Amount
Program Type:  ACG


Banner Pell ID: 517006010RU01   ID: 517006010   Name: Rucker, Test6010                 Award ID:  517006010A09000110001
Banner          Trans#:01       Verif Msg:      Verif Stat:V    Offer Amt:   1300.00   Acpt Amt:   1300.00   Pd. Amt:       0.00
COD             Trans#:02                        Verif Stat:S                           Acpt Amt:   1100.00   YTD Amt:       0.00

Banner Pell ID: 517006001RU01   ID: 517006063   Name: Rucker, Test6063                 Award ID:  517006063A09000110001
Banner          Trans#:01       Verif Msg:      Verif Stat:V    Offer Amt:    750.00   Acpt Amt:    750.00   Pd. Amt:       0.00
COD             Trans#:01                        Verif Stat:V                           Acpt Amt:    375.00   YTD Amt:       0.00

Records printed : 2

Banner Totals:
-------------
Offered Amount:        2050.00
Accepted Amount:       2050.00
Paid Amount:              0.00


COD Totals:
-----------
Accepted Amount:       1475.00
YTD Paid Amount:          0.00
```

COD Import Process (RERIMxx)

The RERIMxx Process imports Pell, TEACH and Direct Loan XML response files received from COD. Message classes that end with an *OP* are for documents imported to Banner from the COD System. This process supports the following XML imports:

Pell imports

- CRRCxxOP — COD Document receipt file sent from the COD System to the school in response to the CRPGxxIN message class.

- CRPGxxOP — Pell Origination and Disbursement records sent in response to the CRPGxxIN message class.

- CRNDxxOP — COD System-Generated Pell Negative Disbursement records

TEACH imports

- CRTHxxOP — COD Document receipt file, Origination and Disbursement files sent from the COD System to the school in response to the CRTHxxIN message class.

- CRATxxOP — COD System-Generated TEACH ATS (Agreement to Serve) records.

- CRACxxOP — COD System-Generated TEACH Grant Counseling Acknowledgement records.

Direct Loan imports

- CRRCxxOP — COD Document receipt file sent from the COD System to the school in response to the CRDLxxIN message class.

- CRDLxxOP — Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDLxxIN message class.

- COD System-Generated Records

  - CRPNxxOP — Promissory Note Records.

  - CRCOxxOP — Credit Decision Override Records.

  - CRPSxxOP — Payment to Servicer Records.

  - CRBNxxOP — Booking Notification Records.

  - CRSPxxOP — DL PLUS Application Acknowledgement Records.

Combined Pell, TEACH, and Direct Loan imports

- CRECMYOP — Entrance Counseling Records.

- CRRCxxOP — COD Document receipt file sent from the COD System to the school in response to the CRAAxxIN message class.

- CRAAxxOP — Pell Origination and Disbursement records/TEACH Origination and Disbursement records//Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

    Note: The RERIMxx Process verifies that a response to a Document ID has not already been imported by checking the Document ID, Response Date, and Response Status field. (You can view these fields on the COD Document Control form (REICODD). If the Document ID and Response Date match the document being imported, and a status exists for the Response Status field, the RERIMxx process assumes that the data file has already been processed and prevents the accidental re-importation of the same file.

    To reload a file that has already been processed, you must open the XML document and change the date in the <ProcessDate> tag to a different date so that it no longer matches the Response Date as listed on REICODD for the document. This will allow you to reload the document.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	XML Import Document Filename	Yes	The name of the file that you want to import from the data home directory. The import process validates the COD XML file to the 4.0a schema prior to import. The import process does not validate the filename to the message class.	
	Print RERIMEX Report	No	This parameter enables you to decide how you want to print the RERIMEX report for the Document ID you're importing.	B Print both Import and Extract/Sent records RERIMEX reports (default)
				I Only print the Import records on the RERIMEX report
				N No, do not print the RERIMEX report

Parameters	Name	Required?	Description	Values
	TEACH ATS Requirement	No	TEACH ATS Requirement Code. When a CRATxxOP, CRTHxxOP, or CRAAxxOP file is imported, the RERIMxx process updates the defined requirement code in the TEACH ATS Requirement parameter to the status specified in the ATS Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Validation (RTVTREQ)
	ATS Satisfied Status	No	TEACH ATS Satisfied Status. When a CRATxxOP, CRTHxxOP, or CRAAxxOP file is imported, the RERIMxx process updates the defined requirement code in the TEACH ATS Requirement parameter to the status specified in the ATS Satisfied Status parameter if that tracking requirement has already been assigned to the student on the Applicant Requirements Form (RRAAREQ).	Requirements Tracking Status Validation (RTVTRST)
	Unsatisfied School PN Status	No	Status to be used when inserting unsatisfied PN records. Used to define the default School Promissory Note Status to use when the process inserts an unsatisfied RFRPROM record.	Q Electronic R Paper
	Accepted Loan Status	No	The loan status code to be used when updating accepted Direct Loan origination records.	Loan Status Validation (RTVLNST)

COD Import Process sample

```
02-FEB-2012 02:12:12 PM                  University                          Page  1
Aid Year: 1213                           COD Import Process                   RERIM13
-------------------------------------------------------------------------------------

Document ID              = 2012-02-02T12:42:26.7270488331
Created Date Time        = 2012-02-02T12:42:26.720
Source Entity ID         = 00000001
Destination Entity ID    = 70488331
Receipt                  = null

Document Type Code       = RS
Document Status Code      = A
Process Date             = 2012-02-02
Software Provider        = Banner
Software Version         = 8
Full Response Code       = F

Total Reporting Schools  = 1
Total Attended Schools   = 1
Total Students           = 3

Reporting School Entity ID            = 70488331
```

```
02-FEB-2012 02:12:12 PM                  Finaid CIT Environment              Page  2
Aid Year: 1213                           COD Import Process                   RERIM13
-------------------------------------------------------------------------------------
          CONTROL SUMMARY
          ---------------
    Program Name.................: RERIM13
    Version......................: 8.14
    Database Package Name........: rekci13
    Database Package Version.....: 8.14
    One up Number................: 83197
    Aid Year Code................: 1213
    XML Document Imported........: resp_craa13in.xml
    Print Report.................: B
    TEACH ATS Requirement........: ATS
    TEACH ATS Requirement Status.: S
    Unsatisfied School PN Status.: Q
    Accepted Loan Status.........: APPR
    Number of Lines Per Page.....: 60

    Document ID: 2012-02-02T12:42:26.7270488331
```

2013-2014 COD 4.0a File Import (RERIM4A)

This process has been created to allow schools to validate and import 2013-2014 system-generated files received from COD in the new 4.0a XML Schema. All processing logic remains the same as the RERIM15 process.

COD Import/Export Report (RERIMEX)

The COD Import/Export Report enables you to review XML records extracted from the Banner database for transmission to COD and to review COD responses that have been imported into the Banner database. Based on report parameters, you can modify the output so that the process selects only extracted documents (records still in a *Sent* status), only imported documents, or both extracted and imported documents. You can select records to report based on Document ID or a selected date range based on either a response or extract date.

This report includes the following sections:

For extracted documents

DL Origination Records   DL Origination Change Records   DL Disbursement Records

Pell Origination Records   Pell Disbursement Records   Identifier Change Records

For imported documents

DL Origination Records   DL Origination Change Records   DL Disbursement Records

DL Entrance Counseling   Pell Origination Records   Pell Disbursement Records

TEACH Origination Records   TEACH Disbursement Records   TEACH Entrance Counseling

Negative Disbursement Records   Booking Notification Records   Payment to Servicer Records

Promissory Note Records   Credit Override Records   Identifier Change Records

DL Plus Application Records

This report can also be automatically run after the completion of the REREXxx and RERIMxx processes to produce either the *E* (Extract)/Sent Records or *I* (Import) reports for the particular Document ID being processed by REREXxx or RERIMxx. To use this functionality, the Print Report parameter in the REREXxx or RERIMxx process must be set to the appropriate value.

Identifier compare report

The Update Student Identifier parameter enables you to optionally create a report identifying those students that have a mismatch between their current COD Student Identifier (as displayed on REASTID) and the ISIR record (as displayed on RNANAxx). The COD Student

Identifier consists of the student's last name, SSN, and date of birth. These values are those that are compared for a mismatch between REASTID and RNANAxx.

The following criteria determines if the compare between the current RERSTID Student Identifier record and the ISIR record occurs, and if the student is reported on the output:

• If the aid year code on the RERSTID table is greater than the aid year being processed then no comparison between RERSTID and RCRAPP1 occurs because the identifier currently in use for the student contains data from a more recent aid year ISIR record.

• If the aid year code on the RERSTID table is less than or equal to the aid year being processed then the comparison between RERSTID and RCRAPP1 occurs.

> **Note:** This compare only affects the Student Identifier. This compare will not occur in any instance for the Parent PLUS Borrower Identifier.

The fields compared are the **Last Name**, **Date of Birth**, and **SSN**. The compare is between:

• The Current Student Identifier record (as displayed on REASTID):

  • The record in RERSTID where there is no Status Code

or

• if there is no record without a Status Code, the most recent record where the Status Code is *A* (Accepted)

  • The current RCRAPP1 record (as displayed on RNANAxx)

If a mismatch is found between RERSTID and RCRAPP1, the data is reported in the report output.

> **Note:** The Student Identifier Compare report is not dependent on a Document ID existing in the RERCODD table because the identifier currently in use for the student contains data from the current or from a prior aid year ISIR record. Only the Import and Extract Reports generated through parameter 02 are dependent on a Document ID in RERCODD. The Student Identifier Compare report is strictly a compare between the RERSTID and RCRAPP1 tables.

> **Note:** When the most recent Student Identifier record is in a *Sent* status on RERSTID, no comparison takes place and the student is not reported in the output as you cannot make manual updates on the REASTID form for these students. When the response to the *Sent* identifier record is imported so that the identifier is no longer in a *Sent* status, the students will be reported on the next run of the RERIMEX Student Identifier Compare report.

AC report

The TEACH Entrance Counseling report includes reporting of both matched (from RPRLECS) and unmatched (from RPTUECS) records. The report has two sections for reporting matched and unmatched records but both contain the same information.

EC report

The Direct Loan Entrance Counseling report includes reporting of both matched and unmatched records. The requirement code entered for the value of parameter 10 will be used for Grad PLUS loans while the requirement code entered on ROAUSIO will be reported for entrance counseling records for Stafford.

SP report

Records from the SP Document type containing Direct Loan PLUS application will include both Matched records and Unmatched records. For Unmatched records, those with and without a PIDM will be included.

The report has the following data for the SP document type:

Record type	Matched records	Unmatched records
Orig/Loan ID	`RPRLAPP_DL_LOAN_ID`	`N/A`
Loan Type	`RPRLAPP_LOAN_TYPE`	`RPTUAPP_TYPE`
Document ID	`RPRLAPP_CREDIT_DOCUMENT_ID`	`RPTUAPP_DOCUMENT_ID`

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Records to Report	No	Use this parameter to restrict your selection to either extracted, imported documents, or both imported and exported documents. The default is to report on both extracted and imported documents. When the process is run, you must enter values for this parameter and/or the Identifier Compare Report? parameter for the Student Identifier Compare report. You can populate both of these parameters to generate multiple report types, but you cannot run the process with both parameters blank.	E Extracted Documents Only. This option reports all records in the selected Document IDs that have not yet had a response from COD that has been imported to Banner. This includes records that are still in a Sent status. I Imported Documents Only. This option reports all records in the Document IDs selected that have received a response from COD that has been imported to Banner. This includes records that are no longer in a Sent status.
			If a report type is selected for the 02 Records to Report parameter when also running the Student Identifier Compare report, the Extract/Import reports are generated along with the Student Identifier compare report. However, the data reported on the Student Identifier Compare report is completely independent of any of the other parameter values entered for the process as they are only used in conjunction with the Extract/Import reports.	B Both Extracted and Imported Documents (default). This option reports both records that are in a *Sent* status (as selected with option E above) and records that are not in a *Sent* status (as selected with option I above) for the Document IDs selected.
	Document ID	No	This parameter enables you to request a report based on one or more specific Document IDs. If you do not know the specific Document ID, you can leave this parameter blank and instead use the *Date Selection Type*, *Beginning Date,* and *Ending Date* parameters to select a particular range of dates.	Validated to existing Document IDs on the REICODD form

Parameters	Name	Required?	Description	Values
	Date Selection Type	No	You can select a date range for your report with this parameter. The value that you enter determines if you want to report by the extraction date or by the response date of the records as displayed on REICODD. If you enter a value for this parameter, you must enter a range of dates with the *Beginning Date* and *Ending Date* parameters.	E Extract Date R Response Date
	Beginning Date	No	The beginning date for the extract or response date range. You must enter a value for the *Date Selection Type* and *Ending Date* parameters in order to use this parameter.	DD-MON-YYYY
	Ending Date	No	The ending date for the extract or response date range. You must enter a value for the *Date Selection Type* and *Beginning Date* parameters in order to use this parameter.	DD-MON-YYYY
	Identifier Compare Report?	No	The Update Student Identifier? parameter enables you to optionally create a report identifying those students that have a mismatch between their current COD Student Identifier (as displayed on REASTID) and the ISIR record (as displayed on RNANAxx). The fields compared are the **Last Name**, **Date of Birth**, and **SSN**.	Y (Yes) N (No) `Blank` (default)
	TEACH Entrance Requirement	No	Enter a TEACH Entrance Requirement Code. If the Records to report parameter is *I* (Imported Only) or *B* (Both extracted/imported), RERIMEX produces a TEACH Entrance Counseling Report based on the imported counseling files	Requirements Tracking Validation (RTVTREQ)
	TEACH ATS Requirement	No	Enter a TEACH Entrance Requirement Code. The TEACH ATS report will print the student ATS requirement codes and statuses.	Requirements Tracking Validation (RTVTREQ)
	Grad PLUS Entrance Requirement	No	Enter the Grad PLUS Entrance Requirement code.	Requirements Tracking Validation (RTVTREQ)

Financial Aid COD Extract/Import report sample - (DL Origination Records - Extract Report/Records in Sent Status)

```
10-FEB-2012 01:49:47 PM                    University                         PAGE 01
AID YEAR: 1213                  Financial Aid COD Extract/Import Report        RERIMEX

                       DL ORIGINATION RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------
ID         NAME                                   FUND    LOAN ID
-----------------------------------------------------------------------------------------------------
A11110604  Student4, Test04                       DLUNSB  911110604U13G80006001

2012-02-10T13:45:41.4470488331
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import report sample - (DL Disbursement Records - Extract Report/Records in Sent Status)

```
10-FEB-2012 01:49:47 PM                    University                         PAGE 02
AID YEAR: 1213                  Financial Aid COD Extract/Import Report        RERIMEX

                       DL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------
ID         NAME                                   FUND    LOAN ID               DISB/SEQ  PERIOD       TYPE
-----------------------------------------------------------------------------------------------------
A11110604  Student4, Test04                       DLUNSB  911110604U13G80006001  01/01    201310        E
811110604  Student4, Test04                       DLUNSB  911110604U13G80006001  02/01    201320        E

2012-02-10T13:45:41.4470488331
------------------------------
Total Records:  2
```

Financial Aid COD Extract/Import report sample - (DL Origination Change Records - Extract Report/ Records in Sent Status)

```
10-FEB-2012 01:49:47 PM                      University                            PAGE 03
AID YEAR: 1213                    Financial Aid COD Extract/Import Report          RERIMEX

                         DL ORIGINATIONS WITH LOG RECORDS - Extract Report/Records in Sent Status
---------------------------------------------------------------------------------------------------------
ID          NAME                                       FUND    LOAN ID
---------------------------------------------------------------------------------------------------------

999121328   Student28, Cucumber1                       DIRECT  999121328S13G80006001
            RPRLAPP_DISC_NEED_PRINT_FLAG      From: Y
                                              To:   Z

2012-02-09T11:06:39.2370488331
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import report sample - (Pell Origination Import records)

```
10-FEB-2012 02:40:06 PM                      University                            PAGE 04
AID YEAR: 1213                    Financial Aid COD Extract/Import Report          RERIMEX

                          PELL ORIGINATION RECORDS - Extract Report/Records in Sent Status
---------------------------------------------------------------------------------------------------------
ID          NAME                                       ORIG ID                      SEQ NO
---------------------------------------------------------------------------------------------------------
A11110604   Student4, Test04                           911110604LA201362000400     1

2012-02-10T14:37:44.0270488331
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import report sample - TEACH Origination Import records

```
02-FEB-2012 02:12:15 PM                 Finaid CIT Environment                    PAGE 02
AID YEAR: 1213                   Financial Aid COD Extract/Import Report           RERIMEX

                            TEACH ORIGINATION RECORDS - IMPORT REPORT
----------------------------------------------------------------------------------------------
Banner ID      Name               Orig/Loan ID          Fund Code  R#/S#  Document ID
----------------------------------------------------------------------------------------------

'A'ccepted

999121334      Student4, R A      999121334H13017813001  TEACHU          2012-02-02T12:42:26.7270488331
999121336      Student6, V C      999121336H13017813001  TEACHU          2012-02-02T12:42:26.7270488331

2012-02-02T12:42:26.7270488331
-----------------------------
Total Accepted Records:   2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records:  0
```

Financial Aid COD Extract/Import report sample - TEACH Disbursement records Import report

```
02-FEB-2012 02:12:15 PM                 Finaid CIT Environment                    PAGE 03
AID YEAR: 1213                   Financial Aid COD Extract/Import Report           RERIMEX

                            TEACH DISBURSEMENT RECORDS - IMPORT REPORT
----------------------------------------------------------------------------------------------
Banner ID      Name               Orig/Loan ID          Fund Code  R#/S#  Document ID
----------------------------------------------------------------------------------------------

'2'Accepted Edit

999121334      Student4, R A      999121334H13017813001  TEACHU     1 /1   2012-02-02T12:42:26.7270488331
999121334      Student4, R A      999121334H13017813001  TEACHU     2 /1   2012-02-02T12:42:26.7270488331
999121336      Student6, V C      999121336H13017813001  TEACHU     1 /1   2012-02-02T12:42:26.7270488331
999121336      Student6, V C      999121336H13017813001  TEACHU     2 /1   2012-02-02T12:42:26.7270488331

2012-02-02T12:42:26.7270488331
-----------------------------
Total Accepted Records:        0
Total Accepted Edit Records:   4
Total Corrected Records:       0
Total Duplicate Records:       0
Total Rejected Records:        0
Total Rejected Edit Records:   0
```

Financial Aid COD Extract/Import report sample - Control Summary

```
02-FEB-2012 02:12:15 PM                   Finaid CIT Environment                PAGE 04
AID YEAR: 1213                   Financial Aid COD Extract/Import Report         RERIMEX

                           CONTROL SUMMARY
                           ---------------
          Program Name...................................: RERIMEX(8.14)
          One up Number..................................: 83197
          Aid Year Code..................................: 1213
          Records to Report..............................: B
          Document ID.............................(001): 2012-02-02T12:42:26.7270488331
          Date Selection Type............................:
          Beginning Date.................................:
          Ending Date....................................:
          Identifier Compare Report......................:
          TEACH Entrance Requirement.....................: TCHINT
          TEACH ATS Requirement..........................: ATS
          Grad PLUS Entrance Requirement.................: GPINTV
          Number of Lines Per Page.......................: 55
```

Financial Aid COD Extract/Import report sample - (Pell Disbursement Records - Extract Report/Records in Sent Status)

```
10-FEB-2012 02:40:06 PM                        University                       PAGE 05
AID YEAR: 1213                   Financial Aid COD Extract/Import Report         RERIMEX

                 PELL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
--------------------------------------------------------------------------------------------
ID         NAME                            FUND CODE   ORIG ID              DISB/SEQ  PERIOD
--------------------------------------------------------------------------------------------
A11110604  Student4, Test04                PELL        911110604LA201362000400  01/01     201310

2012-02-10T14:37:44.0270488331
-------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import report sample - (Pell Origination Records - Import Report)

```
10-MAY-2007 02:15:47 PM                 BANNER University                        PAGE 01
AID YEAR: 0809              Financial Aid COD Extract/Import Report              RERIMEX

                           PELL ORIGINATION RECORDS - IMPORT REPORT
------------------------------------------------------------------------------------------------
Banner ID     Name               Orig/Loan ID              R#/S#  Document ID
------------------------------------------------------------------------------------------------

'A'ccepted

162440011     Muehlhof, Eleven K     162440011MU200960000500          2007-04-04T12:41:19.0090488335
162440015     Muehlhof, Fifteen O    162440015MU200960000500          2007-04-04T12:41:19.0090488335
162440014     Muehlhof, Fourteen N   162440014MU200960000500          2007-04-04T12:41:19.0090488335
162440013     Muehlhof, Thirteen M   162440013MU200960000500          2007-04-04T12:41:19.0090488335
162440012     Muehlhof, Twelve L     162440012MU200960000500          2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335
------------------------------
Total Accepted Records: 5
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import report sample - (Pell Disbursement Records - Import Report)

```
10-MAY-2007 02:15:47 PM                 BANNER University                        PAGE 08
AID YEAR: 0809              Financial Aid COD Extract/Import Report              RERIMEX

                           PELL DISBURSEMENT RECORDS - IMPORT REPORT
------------------------------------------------------------------------------------------------
Banner ID     Name               Orig/Loan ID              R#/S#  Document ID
------------------------------------------------------------------------------------------------

'A'ccepted

162440011     Muehlhof, Eleven K     162440011MU200960000500  1 /1  2007-04-06T09:13:52.0090488335
162440013     Muehlhof, Thirteen M   162440013MU200960000500  1 /1  2007-04-06T09:13:52.0090488335

2007-04-06T08:13:52.0090488335
------------------------------
Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import report sample - (Direct Loan Origination Records - Import Report)

```
10-FEB-2012 02:53:58 PM                        University                          PAGE 06
AID YEAR: 1213                    Financial Aid COD Extract/Import Report          RERIMEX

                              DL ORIGINATION RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------
Banner ID      Name                   Orig/Loan ID            R#/S#  Document ID
-----------------------------------------------------------------------------------------------

Accepted

A12456887      Student87, Test87      123456987S13G80006001          2012-02-07T23:49:45.4870488331

2012-02-07T23:49:45.4870488331
------------------------------
Total Accepted Records: 1
Total Rejected Records: 0
Total Acpt/Cr Accept Records: 0
Total Acpt/Cr Denied Records: 0
Total Acpt/Cr Pending Records: 0
```

Financial Aid COD Extract/Import report sample - (Direct Loan Change Records - Import Report)

```
10-FEB-2012 02:53:58 PM                        University                          PAGE 07
AID YEAR: 1213                    Financial Aid COD Extract/Import Report          RERIMEX

                             DL DISBURSEMENT RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------
Banner ID      Name                   Orig/Loan ID            R#/S#  Document ID
-----------------------------------------------------------------------------------------------

Accepted (Edit Only)

A123456887     Student87, Test87      123456987S13G80006001   1 /1   2012-02-07T23:49:45.4870488331
A123456887     Student87, Test87      123456987S13G80006001   2 /1   2012-02-07T23:49:45.4870488331

2012-02-07T23:49:45.4870488331
------------------------------
Total Accepted Records: 0
Total Edit Only Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
Total Edit Only Rejected Records: 0
```

Financial Aid COD Import/Export Report — (Student Identifier Compare Report)

```
10-FEB-2012 03:13:13 PM                        University                              PAGE 08
AID YEAR: 1213                      Financial Aid COD Extract/Import Report             RERIMEX

                                   STUDENT IDENTIFIER COMPARE REPORT
-----------------------------------------------------------------------------------------------------------
                                         COD                                    ISIR
                               -------------------------------------    -------------------------------------
ID          NAME               SSN         LAST NAME      BIRTH DATE     SSN         LAST NAME      BIRTH DATE
-----------------------------------------------------------------------------------------------------------
A99121339   Student39, C C     999121339   Student39      01-JUN-1989    999121339   Student        01-JUN-1985
A99656565   Student65, Test65  999656565   Student5       01-JAN-1985    999656565   Student88

------------------------------
Total Records:  2
```

Financial Aid COD Import/Export Report — (Identifier Change Records and Identifier Records with Edits/Rejects)

```
10-FEB-2012 02:53:58 PM                        University                              PAGE 09
AID YEAR: 1213                      Financial Aid COD Extract/Import Report             RERIMEX

     IDENTIFIER CHANGE RECORDS AND IDENTIFIER RECORDS WITH EDITS/REJECTS - IMPORT REPORT
-----------------------------------------------------------------------------------------------------------
ID          NAME                                      ID TYPE  ID SEQ  PLUS ID
-----------------------------------------------------------------------------------------------------------

'A'ccepted

A99121337   Student37, A A                            Student  2
A99121339   Student39, C C                            Student  2

2012-02-09T15:05:07.0070488331
------------------------------
Total Accepted Records:  2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

ISIR Print Process (RERISxx)

The ISIR Print Process is used to print ISIRs in the format recommended by the Department of Education for a specified aid year. The print specifications are in the *EDE Technical Reference Manual*.

When printing ISIRs, you have the option to print the following:

- Comment text

- Certification page

- NSLDS page

Also, ISIRs may be printed for an individual student or a group of students as follows:

- An individual student's ISIR using a Banner Student ID, Transaction Number (optional), and Sequence Number (optional)

- A group of ISIRs using Population Selection

- A group of ISIRs using a the date range of the Processed Date or Create Date

If a population is used, the ISIR that is printed is the one that matches the transaction number in the student's RORSTAT record for the parameter aid year.

> **Note:** Certain ISIR Comment Codes cause the *C* code to be printed on the ISIR. As part of Banner's annual ISIR print process updates, ISIR Comment Codes are reviewed to ensure that the *C* code prints when required.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Print Comment Text (Y/N)	No	Print the Comment Text, *Yes* or *No*.	Y Yes (default) N No
	Print Certification Page (Y/N)	No	Print the Certification Page, *Yes* or *No*.	Y Yes (default) N No

Parameters	Name	Required?	Description	Values
	Print NSLDS Page (Y/N)	No	Print the NSLDS Page, *Yes* or *No*.	Y Yes (default) N No
	Not used at this time			
	Not used at this time			
	Banner ID Trans No	No	Enter Banner Student ID, transaction number, and sequence number in this format: *111111111 02 003*.	
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person who created the sub-population rules	
	User ID	No	The ID of the person using the sub-population rules	
	Postscript Laser Printer (Y/N)	No	Print ISIRs to the Laser Printer, *Yes* or *No*.	Y Yes N No (default)
	Beginning Processed Date	No	The processing start date for the print population.	DD-MON-YYYY
	Ending Processed Date	No	The processing end date for the print population.	DD-MON-YYYY
	Beginning Created Date	No	The creation start date for the print population.	DD-MON-YYYY
	Ending Created Date	No	The creation end date for the print population.	DD-MON-YYYY

ISIR Print Process sample

```
2013-2014 Institutional Student Information Record

************************************************************************************************
*            IMPORTANT: Read ALL information to find out what to do with this Report.          *
************************************************************************************************
                                                                 OMB Number: 1845-0008
Test1 Lederhandler                                               December 11, 2012
123 ISIR STREET
ISIR CITY FL 11111                                                EFC   12345

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

This SAR reflects your Financial Aid Administrator's use of professional judgment.

This SAR shows corrections to information that we previously entered incorrectly.

This SAR has been produced due to a change in your financial aid history information in the
National Student Loan Data System (NSLDS) that may affect your eligibility for federal student aid.

We are unable to read all of the information on your FAFSA or SAR because it was damaged. Please
review all of the items on this SAR and make any corrections as needed.

If you need to make corrections to your information, you may either make them online at
www.fafsa.gov, or by using this SAR. You must use your Federal Student Aid PIN to access your
record online. If you need additional help with your SAR, contact your school's financial aid
office or visit www.fafsa.gov and click the "Help" icon on the FAFSA home page. If your mailing
address or e-mail address changes, you can make the correction online or send in the correction on
your SAR.

As we previously indicated, your father's date of birth in Item 63 does not match his date of birth
in the Social Security Administration's (SSA) records for his Social Security Number (SSN). If his
SSN (Item 60) or date of birth is incorrect, you need to make a correction. If his SSN and date of
birth are correct, your father should contact the SSA to make sure that they correct their records.
The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.

As we previously indicated, your mother's date of birth in Item 67 does not match her date of birth
in the Social Security Administration's (SSA) records for her Social Security Number (SSN). If her
SSN (Item 64) or date of birth is incorrect, you need to make a correction. If her SSN and date of
birth are correct, your mother should contact the SSA to make sure that they correct their records.
The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.

We cannot process your FAFSA because of issues related to the Anti-Drug Abuse Act of 1988. To
address these issues, you must contact us by telephone at 202-377-3889 within 30 days from the date
of this letter.

For additional information about your FSEOG overpayment, your Financial Aid Administrator must
access NSLDS.




                              Page 1 of 8                    777-13-1401 LE 01
```

```
2013-2014 Institutional Student Information Record

***********************************************************************************
*            IMPORTANT: Read ALL information to find out what to do with this Report.            *
***********************************************************************************
                                                                OMB Number: 1845-0008
Test1 Lederhandler                                              December 11, 2012
123 ISIR STREET
ISIR CITY FL 11111                                             EFC   12345

The Social Security Administration (SSA) did not confirm the Social Security Number (SSN) you
reported for your father in Item 60. If you believe that the SSN you reported is correct, your
father must contact the SSA. The SSA can be contacted by calling 1-800-772-1213 or by visiting
www.socialsecurity.gov. If the SSN is incorrect, you must make the necessary correction.

The Social Security Administration (SSA) did not confirm the Social Security Number (SSN) you
reported for your mother in Item 64. If you believe that the SSN you reported is correct, your
mother must contact the SSA. The SSA can be contacted by calling 1-800-772-1213 or by visiting
www.socialsecurity.gov. If the SSN is incorrect, you must make the necessary correction.

You cannot change your Social Security Number (SSN) (Item 8). The Social Security Administration
has already confirmed that this SSN belongs to you.

The Social Security Administration (SSA) confirmed the Social Security Number (SSN) you reported
for your mother on your FAFSA, but did not confirm the SSN you reported for your father (Item 60).
If you believe that the SSN you reported for your father is correct, your father should contact the
SSA. The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov. If
the SSN is incorrect, you need to make the necessary correction.

The Social Security Administration (SSA) confirmed the Social Security Number (SSN) you reported
for your father on your FAFSA, but did not confirm the SSN you reported for your mother (Item 64).
If you believe that the SSN you reported for your mother is correct, your mother should contact the
SSA. The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov. If
the SSN is incorrect, you need to make the necessary correction.

Your father's date of birth as reported on your FAFSA does not match his date of birth in the
Social Security Administration's (SSA) records for his Social Security Number (SSN). Therefore, you
must correct his SSN (Item 60) or his date of birth (Item 63). If his date of birth is correct, you
must confirm it by reentering it in Item 63. If you confirm your father's date of birth, your
father should also contact the SSA to make sure that they correct it in their records. The SSA can
be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.

Your mother's date of birth as reported on your FAFSA does not match her date of birth in the
Social Security Administration's (SSA) records for her Social Security Number (SSN). Therefore, you
must correct her SSN (Item 64) or her date of birth (Item 67). If her date of birth is correct, you
must confirm it by reentering it in Item 67. If you confirm your mother's date of birth, your
mother should also contact the SSA to make sure that they correct it in their records. The SSA can
be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.

You must provide your date of birth in Item 9.




                                Page 2 of 8                  777-13-1401 LE 01
```

```
                                                        OMB Number: 1845-0008
2013-2014 Institutional Student Information Record

********************************************************************************
*           IMPORTANT: Read ALL information to find out what to do with this Report.           *
********************************************************************************
                                                        OMB Number: 1845-0008
Test1 Lederhandler                                      December 11, 2012
123 ISIR STREET
ISIR CITY FL 11111                                      EFC   12345


The date of birth you reported for your mother on your FAFSA matches the Social Security
Administration's (SSA) records, but the date of birth you reported for your father does not match
the SSA's records. Your father should review the date of birth in Item 63 and either confirm the
date you have reported or make the necessary correction.

To resolve your Pell overpayment, your Financial Aid Administrator must access NSLDS for additional
Pell overpayment information.
```
```
                Page 3 of 8                777-13-1401 LE 01
```

```
2013-2014 Institutional Student Information Record


  Student ID              777-13-1401 LE 01    EFC                                12345


  STEP ONE (THE STUDENT) (Q1-Q31)             Dependency Status                      D
h Name                   Test1 Lederhandler
  Address:                                     STEP TWO (STUDENT & SPOUSE) CONT.
h                             123 ISIR STREET  h Military or Clergy Allowances        18
h                           ISIR CITY FL 11111 h Veterans Non-education Benefits      19
h Social Security Number        777-13-1401    h Other Untaxed Income                 21
h Date of Birth                   01/01/1980   h Money Received/Paid on Your Behalf   22
h Permanent Home Phone #       (561)111-2222
h Driver's License #        L54545454454-FL    STEP THREE (STUDENT STATUS) (Q45 - Q57)
h E-mail Address                               h*Born Before 1-1-1990?               YES
  TEST1EMAIL@ISIR.COM
h*Citizenship Status    ELIGIBLE NONCITIZEN    h*Is Student Married?                  NO
h Alien Registration Number                    h Working on Master's/Doctorate Program? NO
h*Marital Status                    SINGLE     h On Active Duty in U.S. Armed Forces? YES
h Marital Status Date             01/1900      h Veteran of U.S. Armed Forces?        NO
h State of Legal Residence            FL       h*Have Children You Support?          YES
h Legal Resident Before 1-1-2008?    YES       h*Dependents Other Than Children/Spouse? NO
h Legal Residence Date            01/1900      h Orphan or Ward of the Court?        YES
h Male or Female?                  Female      h Are/Were you an Emancipated Minor?   NO
h Register for Selective Service?              h Are/Were you in Legal Guardianship? YES
h Drug Conv Affecting Elig?           NO       h*Homeless Child or Youth?             NO
h Father's Educational Level    HIGH SCHOOL    h*Determined by HUD Homeless?          NO
h Mother's Educational Level  COLLEGE/BEYOND   h*At Risk for Homelessness?            NO
h High School or Equivalent? None of the above
h High School Name/City, State        DHS
  DOWNINGTOWN, PA                               STEP FOUR (PARENTS) (Q58 - Q92)
  High School Code           123456789012      h*Marital Status          MARRIED/REMARRIED
h First Bachelor's Degree by 7-1-2013?   NO    h Marital Status Date             01/2000
h Grade Level in College   1ST YR ATT PREV     h*Father's/Stepfather's SSN    555-55-5555
h Degree/Certificate       CERT/DIPL 2 YRS     h Father's Last Name              FLINT
h Interested in Work-Study?     DON'T KNOW     h Father's First Initial              D
                                               h Father's Date of Birth       01/01/1950
  STEP TWO (STUDENT & SPOUSE) (Q32 - Q44)      h*Mother's/Stepmother's SSN    666-66-6666
h Tax Return Filed?             COMPLETED      h Mother's Last Name               FLO
h Type of 2012 Tax Return Used       1040      h Mother's First Initial              M
h Eligible to File 1040A/1040EZ?     YES       h Mother's Date of Birth       12/01/1951
h*Adjusted Gross Income            51110       h E-mail Address
                                                              PARENT@AOL.COM
h*U.S. Income Tax Paid               105       h State of Legal Residence             NJ
h Exemptions Claimed                   2       h Legal Residents before 1-1-2008?    YES
h*Student's Income Earned from Work 51120      h Legal Residence Date            12/2012
h*Spouse's Income Earned from Work  51130      h*Number of Family Members             88
h Cash, Savings, and Checking          3       h*Number in College                     7
h Net Worth of Investments             4       h Supplemental Security Income Benefits YES
h Net Worth of Business/Farm           5       h SNAP Benefits                        NO
h*Asset Threshold Exceeded             Y       h Free/Reduced Price Lunch Benefits   YES
 *Student's Addl Financial Information 106     h TANF Benefits                        NO
h   Education Credits                  6       h WIC Benefits                        YES
h   Child Support Paid                 7       h Tax Return Filed?            NOT FILING
h   Taxable Earnings Need-Based Emply  8       h Type of 2012 Tax Return Used  TERRITORY
h   Grant & Scholarship Aid Reported   9       h Eligible to File 1040A/1040EZ?      YES
h   Special Combat Pay/Combat Pay     10       h Parent a Dislocated Worker?          NO
h   Co-op Earnings                    11       h*Adjusted Gross Income             60010
```

```
Student/Spouse Untaxed Income        102    h*U.S. Income Tax Paid              107
h   Tax-Deferred Pension/Savings      12    h Exemptions Claimed                  2
h   IRA Deductions and Payments       13    h*Father's Income Earned from Work 60020
h   Child Support Received            14    h*Mother's Income Earned from Work 60030
h   Tax Exempt Interest Income        15    h Cash, Savings, and Checking        32
h   Untaxed IRA Distributions         16    h Net Worth of Investments           33
h   Untaxed Portions of Pension       17    h Net Worth of Business/Farm         34
                                            h*Asset Threshold Exceeded            0

*=assumption h=highlight flag #=correction this trans @=corrected previous trans   Page 4 of 8
```

```
2013-2014 Institutional Student Information Record

  Student ID              777-13-1401 LE 01    EFC                          12345
  Last Name                     Lederhandler

  STEP FOUR (PARENTS) CONT.                    STEP SIX (Q101)
 *Parents' Addl Financial Information 108    h School #1  B00001 Housing #1    ON CAMPUS
h    Education Credits               35      h School #2  B00002 Housing #2    W/PARENT(S)
h    Child Support Paid              36      h School #3  B00003 Housing #3    OFF CAMPUS
h    Taxable Earnings Need-Based Emply 37    h School #4  B00004 Housing #4    ON CAMPUS
h    Grant & Scholarship Aid Reported 38     h School #5  B00005 Housing #5    W/PARENT(S)
h    Special Combat Pay/Combat Pay   39      h School #6  B00006 Housing #6    OFF CAMPUS
h    Co-op Earnings                  40
  Parents' Untaxed Income           104        STEP SEVEN (Q102 - Q106)
h    Tax-Deferred Pension/Savings    41      Date Application Completed   01/03/2013
h    IRA Deductions and Payments     42      h Signed By                   APPLICANT
h    Child Support Received          43      h Preparer's SSN               REPORTED
h    Tax Exempt Interest Income      44      h Preparer's EIN               REPORTED
h    Untaxed IRA Distributions       45      h Preparer's Signature           SIGNED
h    Untaxed Portions of Pension     46
h    Military or Clergy Allowances   47        OFFICE INFORMATION
h    Veterans Non-education Benefits 48      Primary EFC Type                     6
h    Other Untaxed Income            49      Secondary EFC Type                   5
                                             Processed Date            01/03/2013
  STEP FIVE (STUDENT HH) (Q93 - Q100)        Transaction Data Source/Type:
h*Number of Family Members           44                    Web Student - Application
h*Number in College                   9      Source of Correction         APPLICANT
h Supplemental Security Income Benefits YES  h Federal School Code Indicator
h SNAP Benefits                       NO     Reject Override Codes:
h Free/Reduced Price Lunch Benefits   YES      A:  B:  C:  G:  J:  K:  N:  W:
h TANF Benefits                       NO       3:  12:  20:  21:
h WIC Benefits                        YES    Assumption Override Codes:
h Student/Spouse a Dislocated Worker?  NO      1:  2:  3:  4:  5:  6:
------------------------------------------------------------------------------------------
```

```
   FAA INFORMATION                              CPS Pushed ISIR Flag
   Date ISIR Received           11/13/2012      Rejects Met:          01,02,03,04,05,06,07
   Verification Flag                            Verification Tracking Flag          V1
h Professional Judgment                       h Dependency Override
   Transaction Receipt Date     01/03/2013      ETI
   Reprocessing Code                            Correction # Applied To                 55
   Processed Record Type                 H      Application Receipt Date       01/03/2013

   Pell Elig Flag                               Intermediate Values
   Primary EFC         12345  Secondary EFC       54321 TI     1104000 PCA     1604000
   Mon 1  11111  Mon 7  77777  Mon 1  91111  Mon 7  97777 ATI    1111001 AAI     1704000
   Mon 2  22222  Mon 8  88888  Mon 2  92222  Mon 8  88888 STX    1204000 TSC
   Mon 3  33333  Mon 10     0  Mon 3  93333  Mon 10 91010 EA     1111002 TPC     1111204
   Mon 4  44444  Mon 11 11110  Mon 4  94444  Mon 11 91110 IPA    1111003 PC        88888
   Mon 5  55555  Mon 12 22220  Mon 5  95555  Mon 12 92220 AI     1304000 STI     1804000
   Mon 6  66666                Mon 6  96666               CAI            SATI    1904000
                                                          DNW    111504000 SIC      22222
   High School Flag                             NW     111112001 SDNW  111104000
   Student IRS Req Flag                         APA    111112002 SCA      11111
   Parent IRS Req Flag                          FTI    1124000
   Auto Zero EFC Flag       YES  Rejected Status Change Flag    Duplicate SSN Flag
   EFC Change Flag     INCREASE  Verification Selection Flag    Address Only Correction
   SNT Flag                 YES  Special Circumstance Flag      SAR C Change Flag

   Match Flags:  SSN  8  SSA  N  DHS      SS      NSLDS    VA  8 DHS Sec. Conf.   C Father SSN  8
                 DHS Verification #             SS Registration Flag            Mother SSN  8
                 NSLDS Transaction Number  06   NSLDS Database Results Flag 3           DOD

Comments: 001,002,003,004,005,006,007,008,009,010,011,012,013,014,015,016,017,018,019,020

*=assumption h=highlight flag #=correction this trans @=corrected previous trans     Page 5 of 8
```

```
Test1 Lederhandler
777-13-1401
2013-2014 NSLDS FINANCIAL AID HISTORY   (Cont.)                    Processed:  01/03/2013
This page contains your previous financial aid information, which is contained in the
National Student Loan Data System (NSLDS).  Your Financial Aid Administrator will use it
to determine your eligibility.
*****************************************************************************************
 Discharged   #Fraud     Defaulted  #Loan Sat.   Active       PostScreening     Pell LEU%
 Loan Flag:C  Loans:N    Loans:N    Repayment:Y  Bankruptcy:N Reason:01 02 03   7511.111%
  Unusual Enrollment History: N           Overpayment:     Contact:       Lifetime Limit Flag: C
ACG:                                            D    Access NSLDS
Pell:                                           S    99999999
N.SMART:                                        F    66666666
TEACH:                                          W    55555555
FSEOG:                                          D    88888888
Iraq and Afghanistan Service Grant:             Y    44444444
Perkins:                                        N    77777777
*****************************************************************************************
Aggregate Amount                      Outstanding      Pending          Total:
#FFEL/Direct Loans:                    Prin. Bal.:      Disb(s):
 Subsidized Loans:                     $ 911,111        $ 411,111        $ 900,000
 Unsubsidized Loans:                   $ 811,111        $ 800,000        $ 311,111
 TEACH Loans:                          $ 511,111                         $ 500,000
 Combined Loans:                       $ 711,111        $ 211,111        $ 700,000
 Unallocated Consol. Loans:            $ 611,111           N/A           $ 600,000
 Perkins Loans:
 Outstanding Principal Bal.:     $ 922,222      Current Year Loan Amount:  $ 822,222
 TEACH Grants:
 Undergrad/Post Bacc Disb Amount:   $ 722,222      Grad Disbursement Amount:  $ 622,222
*****************************************************************************************
#Pell Payment Data:
Sch.Code: Tran: Sch.Amt: Award Amt: Disb.Amt:       % Sch.Used:  As Of:      EFC:  Ver.Flag:  AEI:
45678901    1 $       1 $       1 $      1           .0686  12/31/2013      3      2        1
33333333   33 $ 333,333 $ 333,333 $ 333,333         .0033  11/28/2014   33333      3        3
           $         $         $
                              Access NSLDS for additional Pell Data
*****************************************************************************************
 ACG Payment Data:
Sch.   Tran: Sch.    Award    Disb.   %Elig.by %Elig.by Award   As Of:  Yr in  Elig: HS Prog: Seq:
Code:        Awd.:   Amt:     Amt:    Sch.:    Yr.:     Year:           Sch.:
11111111 11 $111,111 $111,111 $111,111 12.3456    100   1111 12/01/2012  1    11    111111   111
          $        $        $
          $        $        $
                              Access NSLDS for additional ACG Data
*****************************************************************************************
#National SMART Payment Data:
Sch.   Tran: Sch.    Award    Disb.   %Elig.by %Elig.by Award   As Of:   Yr in    CIP:   Seq:
Code:        Awd.:   Amt:     Amt:    Sch.:    Yr.:     Year:            Sch.:
22222222 22 $222,222 $222,222 $222,222 12.3456 92.3456  2222 02/02/2012   2    2222222  222
          $        $        $
          $        $        $
*****************************************************************************************



                          Page 6 of 8                    777-13-1401 LE 01
```

```
Test1 Lederhandler
777-13-1401
2013-2014 NSLDS FINANCIAL AID HISTORY   (Cont.)                 Processed:  01/03/2013
This page contains your previous financial aid information, which is contained in the
National Student Loan Data System (NSLDS).  Your Financial Aid Administrator will use it
to determine your eligibility.
********************************************************************************************
 TEACH Payment Data:
Sch.Code: Tran: Sch. Awd.: Award Amt: Disb.Amt: Awd Yr:  As Of:   Grade Level: Loan Conv Flag: Seq:
33333333   33   $ 333,333  $ 333,333  $ 333,333  3333  03/03/2012       3          3        333
                 $          $          $
                 $          $          $
                          Access NSLDS for additional TEACH Data
********************************************************************************************
Loan Detail:                       Net Loan  Loan Begin  Loan End   GA   School  Grade    Contact
                                    Amount       Date       Date    Code  Code   Level   Code Type
                                   $ 111,111 01/01/2011 02/02/2011  111  11111111  111   11111111 111
 Status Code 11 as of 01/01/2012
 Outstanding Bal. $ 111,111 as of 02/02/2012
 Addl Unsub:               Cap Int:
 Disb Date: 01/01/2010 Disb Amt: $ 111,111

MPN/Loan Limit Information

Direct Loan Subsidized/Unsubsidized MPN:Active
Direct Loan PLUS MPN:                   Closed
Direct Grad PLUS MPN:                   Inactive due to PLUS endorser
Subsidized Loan Limit Flag:             Exceeded limit
Combined Loan Limit Flag:               No problem




                              Page 7 of 8              777-13-1401 LE 01
```

```
2013-2014 Institutional Student Information Record

  Student ID               777-13-1401 LE 01      EFC                              12345
  Last Name                Lederhandler

READ, SIGN, AND DATE

If you are the student, by signing this application you certify that you (1) will use
federal and/or state student financial aid only to pay the cost of attending an
institution of higher education, (2) are not in default on a federal student loan or
have made satisfactory arrangements to repay it, (3) do not owe money back on a
federal student grant or have made satisfactory arrangements to repay it, (4) will
notify your college if you default on a federal student loan, and (5) will not receive
a Federal Pell Grant for more than one college for the same period of time.

If you are the parent or the student, by signing this application you certify that all
of the information you provided is true and complete to the best of your knowledge and
you agree, if asked, to provide information that will verify the accuracy of your
completed form.  This information may include U.S. or state income tax forms that you
filed or are required to file.  Also, you certify that you understand that the
Secretary of Education has the authority to verify information reported on this
application with the Internal Revenue Service and other Federal agencies.  If you sign
any document related to the federal student aid programs electronically using a
Personal Identification Number (PIN), you certify that you are the person identified
by the PIN and have not disclosed that PIN to anyone else.  If you purposely give
false or misleading information, you may be fined $20,000, sent to prison, or both.

Everyone whose information is given on this form should sign below.  The student
(and at least one parent, if parent information is given) MUST sign below.

Student _____ Date: _____

Parent  _____ Date: _____
```

```
11-DEC-2012  12:43:24 PM          Finaid CIT Environment                    Page:      1
Aid Year: 1314                    2013-2014 ISIR Print Process

                            * * * REPORT CONTROL INFORMATION * * *
                            Parameters have been entered via Job Submission.


Parameter Name                           Value
_____ _____

Program Name:                            RERIS14(8.16)
Parameter Seq No:                        99309
Aid Year Code:                           1314
Print Comment Text (Y/N):                Y
Print Certification Page (Y/N):          Y
Print NSLDS Page (Y/N):                  Y
Banner ID & Optional Trans No:
Application Code:                        FINAID
Report Selection Query ID:               MANUAL
Creator ID of Selection ID:              JLEDERHA
User ID:                                 JLEDERHA
PostScript Laser Print (Y/N):            N
Beginning Processed Date:
Ending Processed Date:
Beginning Created Date:
Ending Created Date:

Total ISIR's Selected:                   1
Total Pages Printed:                     8

      ****** END OF REPORT ******
```

Grant Origination Creation Process (RERORxx)

The Grant Origination Creation Process enables you to create Pell Grant records. You can also use RERORxx to process data requests scheduled on the Data Request Record (RERRDRQ) form. These requests include Multiple Reporting Records (MRRs), Reconciliation records, Statement of Account records, and Year-to-Date records.

With the introduction of Periods, the RERORxx process was modified to determine the General Student record (SGBSTDN) using the term with the **Student** Indicator checked for the first period of the applicant's aid period.

Conditions for the creation of Pell originations

- The RERORxx Process creates origination records for all students who have the **Pell Origination** field checked on the Packaging Group Information block of the RPAAWRD, RPAAPMT, or ROARMAN forms. The RERORxx process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record.

- When creating originations for Pell crossover periods, the RERORxx process must be run in the aid year where the most beneficial crossover payment exists. For example, if the 2010-2011 aid year consists of a summer trailer that crosses over into the 2011-2012 aid year and the most beneficial summer payment exists in the 2011-2012 aid year, then the RERORxx process needs to be run for the 2011-2012 aid year.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Create Pell Originations	Yes	This parameter enables you to create Pell origination records for all students for the aid year who have the **Pell Origination** field checked on the Packaging Group Information window of the RPAAWRD, RPAAPMT, or ROARMAN forms.	Y Create Pell Origination Records N Do not create Pell Origination Records (default)
	Create ACG Originations (Not Used at this Time)			
	Create SMART Originations (Not Used at this Time)			

Parameters	Name	Required?	Description	Values
	Create Originations Award Stat	Yes	This parameter determines the value of the student award status when the origination record is created. When this parameter is *A*, an origination record is created for any student with an *Accepted* award.	O Create origination records with an *Offered* and *Accepted* award status A Create origination records with an *Accepted* award status (default).
	Proc Data Request Records	Yes	This parameter processes the data requests scheduled on the Data Request Record form (RERRDRQ). You can use the RERRDRQ form to request Multiple Reporting Records (MRRs), Reconciliation records, Statement of Account records, and Year-to-Date records.	PL Process Pell Data Requests (PGRQxxIN) AG Process ACG Data Requests (AGRQxxIN) SG Process SMART Data Requests (SGRQxxIN) AL Process All Grant Type Data Requests (PGRQxxIN, AGRQxxIN, and/or SGRQxxIN) NO Do not process data request records (default)
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry form (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	

Parameters	Name	Required?	Description	Values	
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.		
	TEACH Originations	Yes	Create TEACH originations Y or N.	Y	Create TEACH originations
				N	Do not create TEACH originations (default).

Grant Origination Creation Process report sample

```
24-JAN-2012 11:44:53 AM                            University                                              1
Aid Year: 1213                           2012-2013 Grant Origination Process                          REROR13

                                          PELL ORIGINATIONS
--------------------------------------------------------------------------------------------------------------
Student ID  | Origination/Award ID      | GRANT TYPE   | RESULT/COMMENT
----------- | ------------------------- | ------------ | ---------------------------------------------------
999121315   | 999121315KI201362000400   | PELL         |

                                          TEACH ORIGINATIONS
--------------------------------------------------------------------------------------------------------------
Student ID  | Origination/Award ID      | GRANT TYPE   | FUND CODE | RESULT/COMMENT
----------- | ------------------------- | ------------ | --------- | ------------------------------------------
999121315   | 999121315H13017813001     | TCH Undergrad | TEACHU   |
999121317   | 999121317H13017813001     | TCH Undergrad | TEACHU   |


                                              Contd...2
```

Grant Origination Creation Process report sample

```
24-JAN-2012 11:44:53 AM                        Finaid CIT Environment                                    2
Aid Year: 1213                            2012-2013 Grant Origination Process                          REROR13

                                              CONTROL SUMMARY
                                              ---------------
                      Program Name..................................:REROR13(8.14)
                      One up Number.................................:82048

                                                 PARAMETERS
                      Aid Year Code.................................:1213
                      Create Pell Originations......................:Y
                      Create TEACH Originations.....................:Y
                      Create Originations Award Status..............:A
                      Process Pell Data Request Records.............:N
                      Application Code..............................:FINAID
                      Selection ID..................................:MANUAL
                      Creator ID....................................:FAUSER
                      User ID.......................................:FAUSER
                      Number of lines per page......................:60

                                                 FILE NAMES
                      Report file name..............................:/u03/banjobs/SMPL/fauser/reror13_82048.lis
                      Pell Data Request Extract file name...........:

                                           PELL ORIGINATION CREATE
                      Total Student Records Read....................:1
                      Total Student Records Rejected................:0
                      Total PELL Origination Records Created........:1

                                           TEACH ORIGINATION CREATE
                      Total Records Read............................:2
                      Total Records Rejected........................:0
                      Total TEACH Origination Records Created.......:2




                                                  Contd...3
```

```
24-JAN-2012 11:44:53 AM                        Finaid CIT Environment                                    3
Aid Year: 1213                            2012-2013 Grant Origination Process                          REROR13

                      Total Pages Printed...........................:3

                                         ****** END OF REPORT ******
```

Fund Balance Roll Process (RFPFBRL)

The Fund Balance Roll Process rolls fund balances forward from one aid year to the next aid year.

If the **Prior Balance** amount (from RFRMGMT) is not zero in the To Aid Year, the process does not update the **Prior Balance** amount for that particular fund. An error message is included in the output file. The process continues on to the next fund to process any remaining fund balance rolls.

When the **Prior Balance** amount is updated, the **Total Allocated Amount** is also updated to the total of the **Prior Balance** (RFRASPC_PRIOR_BAL_AMT) plus the **Transferred Amount** (RFRASPC_TRANSFER_AMT) plus the **Budget Allocated** (RFRASPC_BUDG_ALLOC_AMT) amount.

When the **Prior Balance** amount is updated, the **Over-Commitment Percent** (RFRASPC_AVAIL_OFFER_PCT) is also recalculated by dividing the **Available to Offer** amount (RFRASPC_AVAIL_OFFER_AMT) by the new **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT).

Fund balance roll option

- If the Fund Balance Roll Option (parameter 07) is set to O (Offered), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Current Offer** amount (RFRASPC_OFFER_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.

- If the Fund Balance Roll Option (parameter 07) is set to A (Accepted), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Accepted Amount** (RFRASPC_ACCEPT_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.

- If the Fund Balance Roll Option (parameter 07) is set to P (Paid), the process rolls the **Total Allocated Amount** (RFRASPC_TOTAL_ALLOC_AMT) minus the **Paid Amount** (RFRASPC_PAID_AMT) in the From Aid Year to the **Prior Balance** amount (RFRASPC_PRIOR_BAL_AMT) in the To Aid Year.

Adjusting the prior year allocation amount

If the Adjust From Yr Total Allocated option (parameter 08) is set to Y (Adjust prior year allocation amount), the prior year **Budget Allocated** amount and **Total Allocated Amount** are reduced by the adjustment amount calculated from the Fund Balance Roll Option for the From Aid Year code and the current fund code being processed. The **Over-Commitment Percent** amount is also recalculated.

Parameters	Name	Required?	Description	Values
	From Aid Year	Yes	Aid year code from which fund balances are rolled.	Aid Year Inquiry (ROIAIDY)
	To Aid Year	Yes	Aid year code to which fund balances are rolled.	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	Fund code balance to roll.	Fund Base Data (RFRBASE)
	Fund Source	No	Fund source balance to roll.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	Fund type balance to roll.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	Federal Fund ID balance to roll.	Federal Fund ID Inquiry (RFIFFID)
	Fund Balance Roll Option	Yes	Rolls the prior year amount using the remaining offered, accepted, or paid amount. The default is the offered amount.	O Offered A Accepted P Paid
	Adjust From Yr Total Allocated	Yes	Adjust the prior year allocation amount by the amount rolled? (Y or N) The default is N.	Y Adjust prior year allocation amount N Do not adjust prior year allocation amount
	Print Option	Yes	Print the report? (Y or N) The default is Y.	Y Yes, print the report. N No, do not print the report.

Fund Balance Roll Process report sample

```
12-DEC-2007 01:56:00 PM                           BANNER System Test                                      PAGE        1
AID YEAR: 0809 2008-2009 Aid Year               Fund Balance Roll Process                                 RFPFBRL
-----------------------------------------------------------------------------------------------------------------------

FUND      DESCRIPTION                   SOURCE   TYPE   FFID      --- FROM AID YEAR 0708 ---   --- TO AID YEAR 0809 ---
DIRECT    Federal Direct Stafford Loan  FDRL     LOAN   STFD                  49606.00                    49606.00

DLPLUS    Federal Direct Parent Loan    FDRL     LOAN   PLUS                  20000.00                    20000.00

DLUNSB    Federal Direct Unsub. Stafford FDRL    LOAN   STFD                  33000.00                    33000.00

GPLUS     Grad PLUS loan                FDRL     LOAN   PLUS                 999999.00                   999999.00

ICL       Income Contingent Loan        OTHR     LOAN   ICL                      0.00                        0.00

INLN      Institutional Loan            INST     LOAN   GTIV      Fund balance not rolled; non-zero balance already exists.

STFD      Stafford                      FDRL     LOAN   STFD      Fund balance not rolled; no fund exists for to aid year.

NURSLN    Nursing Loan Program          FDRL     LOAN   NSL                      0.00                        0.00

PERK      Federal Perkins Loan          FDRL     LOAN   PERK               9984299.00                  9984299.00

PLUS      Fed. Parent Loan for Student  FDRL     LOAN   PLUS                  47000.00                    47000.00

STFD      Federal Stafford Loan         FDRL     LOAN   STFD                 992124.00                   992124.00

MNLSUB    Manual Sub loan               FDRL     LOAN   STFD                 200000.00                   200000.00

ELSUB     EL Sub                        FDRL     LOAN   STFD                  25555.00                    25555.00

ELUNSUB   EL Unsub                      FDRL     LOAN   STFD                 555000.00                   555000.00

UNSTFD    Federal Unsub. Stafford Loan  FDRL     LOAN   STFD               99996374.00                 99996374.00
```

```
12-DEC-2007 01:56:00 PM                        BANNER System Test                              PAGE      2
AID YEAR: 0809 2008-2009 Aid Year             Fund Balance Roll Process                        RFPFBRL
-----------------------------------------------------------------------------------------------------------
                                    * * * REPORT CONTROL INFORMATION * * *

                     Program Name...................................: RFPFBRL
                     Version........................................: 8.0

                     Report Sequence Number.........................: 29610
                     From Aid Year..................................: 0708
                     To Aid Year....................................: 0809
                     Fund Code......................................:
                     Fund Source....................................:
                     Fund Type......................................: LOAN
                     Federal Fund ID................................:
                     Fund Balance Roll Option.......................: O
                     Adjust From Year Total Allocated...............: N
                     Print Option...................................: Y
                     Line Count.....................................: 55

                     Number of Fund Balances rolled.................: 13
                     Number of Fund Balances not rolled.............: 2
```

Account Balance Report (RFRABAL)

The Account Balance Report prints detailed information on the status of each fund for a given aid year. When generating the report for specific periods, periods which are defined as a crossover for the aid year may now be selected in addition to periods defined for the aid year on ROIPRDS.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data (RFRBASE)
	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry (RFIFFID)
	Period	No	You can optionally enter periods. Only those periods that you enter will be printed. The system accepts a single period or a multiple number of periods for this report parameter. The Account Balance Report prints both annual and period data when you enter a period parameter.	Periods Inquiry (ROIPRDS)

Parameters	Name	Required?	Description	Values	
	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	A	Ascending (default)
				D	Descending
	Reconcile Funds	Yes	Perform fund reconciliation (Y)es/[N]o?	Y	Yes
				N	No (default)
	Print Detail	Yes	Print Detail (Y)es/[N]o when reconciling funds?	Y	Yes (default)
				N	No

Account Balance Report sample

```
15-FEB-2013 16:49:54                        Finaid Environment                              PAGE 1
AID YEAR: 1213 2012-2013 Aid Year          Account Balance Report                          RFRABAL

FUND CODE: SEOG Federal SEOG

            FUND SOURCE: FDRL Federal                        FUND TYPE: GRNT Grant
            FED FUND ID: SEOG Federal  Supp.   Educ.   Opp.
                         Grant

         PRIOR BALANCE:                  0.00          AVAILABLE TO OFFER: 90,000.00
           TRANSFERRED:              5,000.00                     PERCENT: 100.000
       BUDGET ALLOCATED:            85,000.00
        TOTAL ALLOCATED:            90,000.00

                        NUMBER OF         AMOUNT OF          AMOUNT         PERCENT
                         AWARDS            AWARDS           REMAINING      REMAINING
       ORIGINAL OFFERS:    36            52,300.00
       CURRENT OFFERED:    34            51,100.00          38,900.00        43.22
              ACCEPTED:    21            35,500.00          15,600.00        30.53
              DECLINED:     1               600.00
             CANCELLED:     1               600.00
               MEMO'D:      2               550.00
            AUTHORIZED:     2               625.00
                  PAID:     9             5,825.00          29,675.00        83.59

      PERIOD: 201310

                        NUMBER OF         AMOUNT OF          AMOUNT         PERCENT
                         AWARDS            AWARDS           REMAINING      REMAINING
       ORIGINAL OFFERS:    34            23,567.00
       CURRENT OFFERED:    34            22,967.00
              ACCEPTED:    21            17,750.00           5,217.00        22.72
              DECLINED:     1               300.00
             CANCELLED:     1               300.00
               MEMO'D:      1               250.00
            AUTHORIZED:     2               625.00
                  PAID:     9             5,825.00          11,925.00        67.18
```

```
15-FEB-2013 16:49:54                              Finaid CIT Environment                              PAGE 2
AID YEAR: 1213 2012-2013 Aid Year                 Account Balance Report                              RFRABAL
                                          * * * REPORT CONTROL INFORMATION * * *

                    RPTNAME: RFRABAL
                    VERSION: 8.17
     REPORT SEQUENCE NUMBER: 104622
                   AID YEAR: 1213
                  FUND CODE: SEOG
                FUND SOURCE:
                  FUND TYPE:
            FEDERAL FUND ID:
                     PERIOD: 201310
           SORTING SEQUENCE: A
             RECONCILE FUND: Y
               PRINT DETAIL: Y              LINE COUNT: 55


               RECORD COUNT: 1
```

Fund Budget Report (RFRBUDG)

The Fund Budget Report provides fund budget allocation information for each fund account for a given aid year.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data (RFRBASE)
	Fund Source Code	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation (RTVFSRC)
	Fund Type Code	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry (RFIFFID)
	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	A Ascending (default) D Descending

Fund Budget Report sample

```
15-FEB-2013 04:57:47 PM                    Finaid CIT Environment                         PAGE 1
AID YEAR: 1213 2012-2013 Aid Year             Fund Budget Report                          RFRBUDG

FUND: PERK Federal Perkins Loan

              TOTAL ALLOCATED:         75,000.00          ORIGINAL OFFERED:      45,776.00
           AVAILABLE TO OFFER:         97,500.00           CURRENT OFFERED:      44,776.00
         REMAINING ALLOCATION:         52,724.00                  ACCEPTED:      20,876.00
                                                                 CANCELLED:           0.00
                                                                  DECLINED:       1,000.00
                                                                      PAID:       6,833.00


FUND: SEOG Federal SEOG

              TOTAL ALLOCATED:         90,000.00          ORIGINAL OFFERED:      52,300.00
           AVAILABLE TO OFFER:         90,000.00           CURRENT OFFERED:      51,100.00
         REMAINING ALLOCATION:         38,900.00                  ACCEPTED:      35,500.00
                                                                 CANCELLED:         600.00
                                                                  DECLINED:         600.00
                                                                      PAID:       5,825.00
```

```
15-FEB-2013 04:57:47 PM                    Finaid CIT Environment                         PAGE 2
AID YEAR: 1213 2012-2013 Aid Year             Fund Budget Report                          RFRBUDG

*** TOTALS ***

              TOTAL ALLOCATED:        165,000.00          ORIGINAL OFFERED:      98,076.00
           AVAILABLE TO OFFER:        187,500.00           CURRENT OFFERED:      95,876.00
         REMAINING ALLOCATION:         91,624.00                  ACCEPTED:      56,376.00
                                                                 CANCELLED:         600.00
                                                                  DECLINED:       1,600.00
                                                                      PAID:      12,658.00
```

```
15-FEB-2013 04:57:47 PM                         Finaid CIT Environment                          PAGE 3
AID YEAR: 1213 2012-2013 Aid Year                 Fund Budget Report                            RFRBUDG

                                       * * * REPORT CONTROL INFORMATION * * *

                  RPTNAME: RFRBUDG
           VERSION NUMBER: (8.17)
   REPORT SEQUENCE NUMBER: 104624
                 AID YEAR: 1213
                FUND CODE: PERK SEOG
              FUND SOURCE:
                FUND TYPE:
          FEDERAL FUND ID:
         SORTING SEQUENCE: A
               LINE COUNT: 55

             RECORD COUNT: 2
```

Fund Description Report (RFRFUND)

The Fund Description Report provides detailed descriptive information on the fund, system rules, and budget allocation assigned each fund account for a given aid year.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Base Data (RFRBASE)
	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry (RFIFFID)
	Fund Code Sorting Sequence	No	This parameter utilizes one of 2 available fund code sorting options.	A Ascending (default) D Descending

Fund Description Report sample

```
22-AUG-2013 08:37:22 PM                      FinAid CIT Environment                                          PAGE 1
AID YEAR: 1314 2013-2014 Aid Year            Fund Description Report                                         RFRFUND

FUND CODE:   INGR   Institutional Need Grant

FUND SOURCE: INST   Institutional                       FUND TYPE:  GRNT Grant                 FED FUND ID:

             PRIOR BALANCE:                    .00   AVAILABLE TO OFFER:           850,000.00
               TRANSFERRED:                    .00           PERCENT:                 100.000
          BUDGET ALLOCATED:             850,000.00
           TOTAL ALLOCATED:             850,000.00

---------------------------------------------- PACKAGING OPTIONS ----------------------------------------------

               AWARD MAX:       72000.00                AUTO PACKAGE: Y               NEED ANALYSIS REQ'D: Y
               AWARD MIN:         100.00                AUTO SCHEDULE: Y                     LOAN PROCESS: N
             ROUND AWARD: 100                             AUTO ACCEPT: Y            AWARD CHANGE LETTER IND: N
          ROUND SCHEDULE: TD                            OVERRIDE NEED: N         ALLOW PROCESSING BY PERIOD: Y
             MEMO CREDIT: N                          OVERRIDE NEED COA:                  ELIGIBLE TO ROLL: N
                DISBURSE: S                            OVERRIDE SAPR: N                              NCAA: N
         ACG GRADE LEVEL:                            OVERRIDE RQMT: N
       SMART GRADE LEVEL:                       AWARD USING EST EFC: Y
             TEACH LEVEL:                               REPLACE EFC: Y
       TEACH REDUCTION %:                               REDUCE NEED: N
      SELF-HELP REDUCTION:
                  EQUITY: Y

----------------------------------------------- AWARD STATUS -----------------------------------------------

                   OFFER: OFRD Offered                 MIXED OFFER: MO   Mixed Offered
                  ACCEPT: ACPT Accepted               MIXED ACCEPT: MA   Mixed Accepted
                 DECLINE: DECL Declined               MIXED DECLINE: MD   Mixed Declined
                  CANCEL: SYSC System Cancelled
              WEB ACCEPT: WACP Web Accept
             WEB DECLINE: WDEC Web Decline

------------------------------------------------- LOAN RULES -------------------------------------------------

               DIRECT LOAN:                             REBATE %:
               MANUAL LOAN:                           LOAN FEE %:
           ELECTRONIC LOAN:                           INTEREST %:
              ALT LOAN PROG:                        CRC LOAN FUND:
     PROM NOTE REQ WHEN ACPT: N

------------------------------------------- WEB PROCESSING RULES -------------------------------------------

          DISPLAY PN ON WEB: N                ALLOW ACCEPT/DECLINE: Y
    ALLOW WEB LENDER SELECT:  N       ALLOW PARTIAL AMOUNT ACCEPTANCE: Y
                                         ALLOW WEB ACCEPT/DECLINE BY: A
```

```
------------------------------------------------- DISBURSEMENT OPTIONS -------------------------------------------------

   IF DISB.  LOAD > PCKG LOAD: P                IF INELIGIBLE BEFORE CUT-OFF DATE: D     DISB ENRL EDITS FOR MEMO: Y
       PAYMENT % FOR 3/4 LOAD: 75.000            IF INELIGIBLE AFTER CUT-OFF DATE: D        USE ATTENDING HOURS:
       PAYMENT % FOR 1/2 LOAD: 50.000      IF SELECTED VERIFICATION INCOMPLETE: N     +- DAYS FOR ATTEND HOURS:
  PAYMENT % FOR LESS 1/2 LOAD: 25.000               RECOUP: Y    OVERRIDE GENERAL REQ: N
                  CHANGE LOAD: A                                   PROMISSORY NOTE REQ'D: N
              ENROLLMENT RULE: STANDARD


AID PERIOD : FA/SPR

    AWARD SCHEDULE: (DEFAULT)
          PERIOD              AWARD PCT.      PELL AWARD PCT.         MEMO EXPIRATION              ACTIVITY DATE
          201410                 50.000               50.000          30-SEP-2013                 06-AUG-2013
          201420                 50.000               50.000          30-MAR-2014                 06-AUG-2013

    DISBURSEMENT SCHEDULE: (DEFAULT)
          PERIOD           DISBURSEMENT DATE        DISBURSEMENT PCT.       +/- DAYS            ACTIVITY DATE
          201410              01-AUG-2013                100.000              -10                06-AUG-2013
          201420              01-FEB-2014                100.000              -10                06-AUG-2013
```

```
22-AUG-2013 08:37:22 PM                         FinAid CIT Environment                                      PAGE 2
AID YEAR: 1314 2013-2014 Aid Year               Fund Description Report                                      RFRFUND

FUND CODE:   INSC   Institutional Scholarship

FUND SOURCE: INST   Institutional                        FUND TYPE:  SCHL Scholarship                  FED FUND ID:

           PRIOR BALANCE:                   .00   AVAILABLE TO OFFER:      999,999,999.00
             TRANSFERRED:                   .00           PERCENT:               100.000
        BUDGET ALLOCATED:        999,999,999.00
         TOTAL ALLOCATED:        999,999,999.00


------------------------------------------------- PACKAGING OPTIONS -------------------------------------------------
             AWARD MAX:       100000.00                 AUTO PACKAGE: Y                    NEED ANALYSIS REQ'D: N
             AWARD MIN:             .00                 AUTO SCHEDULE: Y                           LOAN PROCESS: N
           ROUND AWARD: 100                             AUTO ACCEPT: N                   AWARD CHANGE LETTER IND: Y
        ROUND SCHEDULE: TD                              OVERRIDE NEED: N            ALLOW PROCESSING BY PERIOD: Y
           MEMO CREDIT: A                               OVERRIDE NEED COA: Y                  ELIGIBLE TO ROLL: Y
              DISBURSE: S                               OVERRIDE SAPR: Y                                   NCAA: Y
       ACG GRADE LEVEL:                                 OVERRIDE RQMT: N
     SMART GRADE LEVEL:                             AWARD USING EST EFC: Y
           TEACH LEVEL:                                 REPLACE EFC: N
       TEACH REDUCTION %:                               REDUCE NEED: Y
     SELF-HELP REDUCTION:
               EQUITY: Y

-------------------------------------------------- AWARD STATUS -----------------------------------------------------
                OFFER: OFRD Offered                     MIXED OFFER: MO   Mixed Offered
               ACCEPT: ACPT Accepted                    MIXED ACCEPT: MA   Mixed Accepted
              DECLINE: DECL Declined                    MIXED DECLINE: MD   Mixed Declined
               CANCEL: SYSC System Cancelled
           WEB ACCEPT: WACP Web Accept
          WEB DECLINE: WDEC Web Decline

--------------------------------------------------- LOAN RULES ------------------------------------------------------
              DIRECT LOAN:                                 REBATE %:
              MANUAL LOAN:                               LOAN FEE %:
          ELECTRONIC LOAN:                                INTEREST %:
             ALT LOAN PROG:                            CRC LOAN FUND:
     PROM NOTE REQ WHEN ACPT: N

----------------------------------------------- WEB PROCESSING RULES ------------------------------------------------
         DISPLAY PN ON WEB: N                       ALLOW ACCEPT/DECLINE: Y
     ALLOW WEB LENDER SELECT:  N           ALLOW PARTIAL AMOUNT ACCEPTANCE: Y
                                              ALLOW WEB ACCEPT/DECLINE BY: P
```

```
-------------------------------------------- DISBURSEMENT OPTIONS --------------------------------------------------


   IF DISB.  LOAD > PCKG LOAD: P                IF INELIGIBLE BEFORE CUT-OFF DATE: D      DISB ENRL EDITS FOR MEMO: Y
       PAYMENT % FOR 3/4 LOAD: 75.000            IF INELIGIBLE AFTER CUT-OFF DATE: D          USE ATTENDING HOURS:
       PAYMENT % FOR 1/2 LOAD: 50.000         IF SELECTED VERIFICATION INCOMPLETE: Y    +- DAYS FOR ATTEND HOURS:
  PAYMENT % FOR LESS 1/2 LOAD: 25.000                RECOUP: Y    OVERRIDE GENERAL REQ: Y
                  CHANGE LOAD: A                                  PROMISSORY NOTE REQ'D: N
              ENROLLMENT RULE: STANDARD

AID PERIOD : FA/SPR

    AWARD SCHEDULE: (DEFAULT)
         PERIOD           AWARD PCT.      PELL AWARD PCT.      MEMO EXPIRATION            ACTIVITY DATE
         201410             50.000          50.000             30-SEP-2013               06-AUG-2013
         201420             50.000          50.000             30-MAR-2014               06-AUG-2013

    DISBURSEMENT SCHEDULE: (DEFAULT)
         PERIOD        DISBURSEMENT DATE      DISBURSEMENT PCT.      +/- DAYS          ACTIVITY DATE
         201410          01-AUG-2013              100.000             -10              06-AUG-2013
         201420          01-FEB-2014              100.000             -10              06-AUG-2013
```

```
22-AUG-2013 08:37:22 PM                           FinAid CIT Environment                                        PAGE  3
AID YEAR: 1314 2013-2014 Aid Year                 Fund Description Report                                       RFRFUND

FUND CODE:   SEOG    Federal SEOG

FUND SOURCE: FDRL    Federal                          FUND TYPE:  GRNT Grant                            FED FUND ID: SEOG

             PRIOR BALANCE:                 .00    AVAILABLE TO OFFER:      99,999,999.00
               TRANSFERRED:                 .00    PERCENT:                       100.000
           BUDGET ALLOCATED:       99,999,999.00
            TOTAL ALLOCATED:       99,999,999.00


------------------------------------------------- PACKAGING OPTIONS -------------------------------------------------------
               AWARD MAX:       6000.00                         AUTO PACKAGE: Y                         NEED ANALYSIS REQ'D: Y
               AWARD MIN:           .00                         AUTO SCHEDULE: Y                               LOAN PROCESS: N
             ROUND AWARD: 1                                     AUTO ACCEPT: N                        AWARD CHANGE LETTER IND: Y
          ROUND SCHEDULE: RD                                    OVERRIDE NEED: N                   ALLOW PROCESSING BY PERIOD: N
             MEMO CREDIT: A                               OVERRIDE NEED COA:                             ELIGIBLE TO ROLL: N
                DISBURSE: S                                     OVERRIDE SAPR: N                                       NCAA: N
         ACG GRADE LEVEL:                                       OVERRIDE RQMT: N
       SMART GRADE LEVEL:                               AWARD USING EST EFC: Y
             TEACH LEVEL:                                       REPLACE EFC: N
        TEACH REDUCTION %:                                      REDUCE NEED: Y
     SELF-HELP REDUCTION:
                  EQUITY: Y


-------------------------------------------------- AWARD STATUS -----------------------------------------------------------
                  OFFER: OFRD Offered                          MIXED OFFER:
                 ACCEPT: ACPT Accepted                         MIXED ACCEPT:
                DECLINE: DECL Declined                         MIXED DECLINE:
                 CANCEL: SYSC System Cancelled
             WEB ACCEPT: ACPT Accepted
             WEB DECLINE: DECL Declined


--------------------------------------------------- LOAN RULES ------------------------------------------------------------
                DIRECT LOAN:                                       REBATE %:
                MANUAL LOAN:                                       LOAN FEE %:
            ELECTRONIC LOAN:                                       INTEREST %:
              ALT LOAN PROG:                                    CRC LOAN FUND:
     PROM NOTE REQ WHEN ACPT: N


----------------------------------------------- WEB PROCESSING RULES ------------------------------------------------------
            DISPLAY PN ON WEB: N                           ALLOW ACCEPT/DECLINE: N
      ALLOW WEB LENDER SELECT:  N                ALLOW PARTIAL AMOUNT ACCEPTANCE: N
                                                      ALLOW WEB ACCEPT/DECLINE BY: A
```

```
----------------------------------------------- DISBURSEMENT OPTIONS -----------------------------------------------

   IF DISB.  LOAD > PCKG LOAD: P               IF INELIGIBLE BEFORE CUT-OFF DATE: B      DISB ENRL EDITS FOR MEMO:
        PAYMENT % FOR 3/4 LOAD: 75.000          IF INELIGIBLE AFTER CUT-OFF DATE: D          USE ATTENDING HOURS: Y
        PAYMENT % FOR 1/2 LOAD: 50.000     IF SELECTED VERIFICATION INCOMPLETE: N      +- DAYS FOR ATTEND HOURS: -1
   PAYMENT % FOR LESS 1/2 LOAD: 25.000          RECOUP: Y    OVERRIDE GENERAL REQ: N
                    CHANGE LOAD: A                             PROMISSORY NOTE REQ'D: N
                ENROLLMENT RULE: STANDARD

AID PERIOD : FA/SPR

    AWARD SCHEDULE:
        PERIOD            AWARD PCT.      PELL AWARD PCT.       MEMO EXPIRATION              ACTIVITY DATE
        201410              50.000            50.000                                         25-SEP-2012
        201420              50.000            50.000                                         25-SEP-2012

    DISBURSEMENT SCHEDULE:
        PERIOD          DISBURSEMENT DATE       DISBURSEMENT PCT.        +/- DAYS       ACTIVITY DATE
        201410            01-AUG-2013               100.000               -10            06-AUG-2013
        201420            01-FEB-2014               100.000               -10            06-AUG-2013
```

```
22-AUG-2013 08:37:22 PM                         FinAid CIT Environment                                   PAGE  4
AID YEAR: 1314 2013-2014 Aid Year               Fund Description Report                                   RFRFUND

                                    * * * REPORT CONTROL INFORMATION * * *

            RPTNAME: RFRFUND
          VERSION #: (8.18.1)
REPORT SEQUENCE NUMBER: 112719
           AID YEAR: 1314
          FUND CODE: INGR SEOG INSC
        FUND SOURCE:
          FUND TYPE:
     FEDERAL FUND ID:
     SORTING SEQUENCE: A
         LINE COUNT: 55

       RECORD COUNT: 3
```

Simulation Fund Balance Report (RFRSBAL)

The Simulation Fund Balance Report provides detailed fund balance information for use during packaging simulation.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	You can optionally enter fund codes. Only those fund codes that you enter will be printed. Banner accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data (RFRBASE)
	Fund Source	No	You can optionally enter fund source codes. Only those fund sources that you enter will be printed. The system accepts a single fund source code or a multiple number of fund source codes for this report parameter.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	You can optionally enter fund type codes. Only those fund types that you enter will be printed. The system accepts a single fund type code or a multiple number of fund type codes for this report parameter.	Financial Aid Fund Type Validation (RTVFTYP)
	Federal Fund ID	No	You can optionally enter federal fund ID codes. Only those federal fund IDs that you enter will be printed. The system accepts a single federal fund ID code or a multiple number of federal fund ID codes for this report parameter.	Federal Fund ID Inquiry (RFIFFID)
	Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	A Ascending (default) D Descending

Simulation Fund Balance Report sample

```
15-FEB-2013 05:46:22 PM                          Finaid CIT Environment                                     PAGE 1
AID YEAR: 1213 2012-2013 Aid Year              Simulation Fund Balance Report                               RFRSBAL

FUND CODE: PERK Federal Perkins Loan

               FUND SOURCE: FDRL Federal                            FUND TYPE: LOAN Loan
               FED FUND ID: PERK Federal Perkins Loan

          PRIOR BALANCE:                  0.00          AVAILABLE TO OFFER:              97,500.00
            TRANSFERRED:                  0.00                     PERCENT:                130.000
       BUDGET ALLOCATED:             75,000.00
        TOTAL ALLOCATED:             75,000.00

                          NUMBER OF          AMOUNT OF           AMOUNT          PERCENT
                           AWARDS             AWARDS            REMAINING        REMAINING
      ORIGINAL OFFERS:        15              45,776.00
      CURRENT OFFERED:        15              44,776.00          52,724.00        54.08
             ACCEPTED:         7              20,876.00          23,900.00        53.38
             DECLINED:         1               1,000.00
            CANCELLED:         0                   0.00
              MEMO'D:          1                 500.00
           AUTHORIZED:         0                   0.00
                 PAID:         3               6,833.00          14,043.00        67.27

         INSUFFICIENT:         0                   0.00
```

```
15-FEB-2013 05:46:22 PM                          Finaid CIT Environment                                     PAGE 2
AID YEAR: 1213 2012-2013 Aid Year              Simulation Fund Balance Report                               RFRSBAL

                                  * * * REPORT CONTROL INFORMATION * * *

                   RPTNAME: RFRSBAL
                 VERSION #: (8.17)
   REPORT SEQUENCE NUMBER: 104649
                  AID YEAR: 1213
                 FUND CODE: PERK
               FUND SOURCE:
                 FUND TYPE:
           FEDERAL FUND ID:
          SORTING SEQUENCE: A
                LINE COUNT: 55

              RECORD COUNT: 1
```

Applicant Comments Report (RHRCOMM)

The Applicant Comments Report prints comments about each applicant.

Parameters	Name	Required?	Description	Values
	Beginning Aid Year Code	No	You can optionally restrict the Applicant Comments Report to a range of aid years. The beginning aid year code date determines the starting range of dates in which the comments associated with an aid year should fall.	Aid Year Inquiry (ROIAIDY)
	Ending Aid Year Code	No	You can optionally restrict the Applicant Comments Report to a range of aid years. The ending aid year code date determines the ending range of dates in which the comments associated with an aid year should fall.	Aid Year Inquiry (ROIAIDY)
	Beginning Date	No	You can optionally restrict the Applicant Comments Report to a range of activity dates. The beginning date determines the beginning range of activity dates in which the comments should fall.	DD-MON-YYYY
	Ending Date	No	You can optionally restrict the Applicant Comments Report to a range of activity dates. The ending date determines the ending range of activity dates in which the comments should fall.	DD-MON-YYYY
	Category Code	No	All records with a Category Code equal to this parameter display on the report.	Comment Category Code Validation (RTVCCOM)
	Sort Order	Yes	Sorts report by the designated parameter value.	`IAC` Sort by ID, aid year, category
				`ICA` Sort by ID, category, aid year
				`NAC` Sort by name, aid year, category (default)
				`NCA` Sort by name, category, aid year
	Applicant ID	No	Enter an ID to produce a single student report.	Person Search (SOAIDEN)

Parameters	Name	Required?	Description	Values
	Page Break Indicator	No	Use this parameter to indicate whether or not you want a page break for each student. The allowable values are *Y* or *N*. This parameter defaults to *N*.	Y Yes N No (default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person who used the population rules.	

Applicant Comments Report sample

```
13-JAN-2011 09:55:12 AM                                    BANNER UNIVERSITY                                          PAGE      1
                                                        Applicant Comments Report                                    RHRCOMM
-------------------------------------------------------------------------------------------------------------------------------

Lederhandler, Test01 A          ID: 777010101
    COMMENTS                                                             CATEGORY    ORIG. DATE    ACT. DATE    AID YEAR   USER ID
    This comment is a test to show the sort order in RHRCOMM by Name,    AUTO        13-JAN-2011   13-JAN-2011  1011       JLEDERHA
    Category, and Aid Year.

    This student is entitled to borrow Stafford Loans because they have  INSTEST     13-JAN-2011   13-JAN-2011  1011       JLEDERHA
    not me their aggregate limit.
```

```
13-JAN-2011 09:55:12 AM                      BANNER UNIVERSITY                              PAGE      2
                                         Applicant Comments Report                         RHRCOMM
--------------------------------------------------------------------------------------------------------
                                  * * * REPORT CONTROL INFORMATION * * *

                    Program Name...................................: RHRCOMM
                    Version........................................: 8.5.2

                    Report Sequence Number.........................: 273425
                    Beginning Aid Year Code........................: 1011
                    Ending Aid Year Code...........................: 1011
                    Beginning Date.................................:
                    Ending Date....................................:
                    Category Code..................................:
                    Sort Order.....................................: NCA
                    Applicant Id...................................: 777010101
                    Page Break Indicator...........................:

                    Application Id.................................:
                    Selection Id...................................:
                    Creator Id.....................................:
                    User Id........................................:

                    Line Count.....................................: 55

                    Number of students selected....................: 1
                    Number of comments.............................: 2
```

Applicant Comments Purge Process (RHRPCOM)

The RHRPCOM Process enables you to purge applicant comments based on the information you enter for the following parameters.

For example, suppose you create a population selection and enter the following information for these parameters:

Beginning Aid Year Code	0910
Ending Aid Year Code	1011
Beginning Date	01-JAN-2009
Ending Date	31-DEC-2010
Category Code	Some defined category code

The process would purge records that:

- belong to the population selection,

- belong to the category code entered for the Category Code parameter,

- have an activity date greater than or equal to 01/01/2009,

- have an activity date less than or equal to 12/31/2010, and

- are between aid year end years corresponding to the 0910 and 1011 aid year codes.

Parameters	Name	Required?	Description	Values
	Beginning Aid Year Code	No	All records with an aid year start year (`ROBINST_AIDY_START_YEAR`) greater than or equal to this aid year (derived from the aid year code) are deleted. If you enter a Beginning Aid Year Code, you must also enter an Ending Aid Year Code.	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Ending Aid Year Code	No	All records with an aid year end year (`ROBINST_AIDY_END_YEAR`) less than or equal to this aid year (derived from the aid year code) are deleted If you enter an Ending Aid Year Code, you must also enter a Beginning Aid Year Code.	Aid Year Inquiry (ROIAIDY)
	Beginning Date	No	All records with an activity date greater than or equal to this date are deleted. If you enter a Beginning Date, you must also enter an Ending Date.	DD-MON-YYYY
	Ending Date	No	All records with an activity date less than or equal to this date are deleted. If you enter an Ending Date, you must also enter a Beginning Date.	DD-MON-YYYY
	Category Code	No	All records with a Category Code equal to this parameter are deleted.	Comment Category Code Validation (RTVCCOM)
	Sort Order	Yes	Sorts report by the designated parameter value.	`IAC` Sort by ID, aid year, category `ICA` Sort by ID, category, aid year `NAC` Sort by name, aid year, category (default) `NCA` Sort by name, category, aid year
	Print Comments	Yes	Determines whether you want to print the Comments field on the report.	`Y` Yes `N` No (default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person who used the population rules.	

Applicant Comments Purge Report sample

```
13-JAN-2011 10:03:00 AM                         BANNER UNIVERSITY                                      PAGE
                                         Applicant Comments Purge Report                               RHRPCOM
--------------------------------------------------------------------------------------------------------------
ID: 777010101    Name: Lederhandler, Test01 A
    Aid Year: 1011   Category: AUTO     Original Date: 13-JAN-2011   Activity Date: 13-JAN-2011    User ID: JLEDERHA
    Comments: This comment is a test to show the sort order in RHRCOMM by Name, Category, and Aid Year.

    Aid Year: 1011   Category: INSTEST   Original Date: 13-JAN-2011   Activity Date: 13-JAN-2011    User ID: JLEDERHA
    Comments: This student is entitled to borrow Stafford Loans because they have not me their aggregate limit.
```

```
13-JAN-2011 10:03:00 AM                         BANNER UNIVERSITY                                      PAGE
                                         Applicant Comments Purge Report                               RHRPCOM
--------------------------------------------------------------------------------------------------------------
                                   * * * REPORT CONTROL INFORMATION * * *

                         Program Name...................................: RHRPCOM
                         Version........................................: 8.0

                         Report Sequence Number.........................: 273427
                         Beginning Aid Year Code........................: 0910
                         Ending Aid Year Code...........................: 1011
                         Beginning Date.................................:
                         Ending Date....................................:
                         Category Code..................................:
                         Sort Order.....................................: NCA
                         Print Comments.................................: Y

                         Application Id.................................: FINAID
                         Selection Id...................................: MANUAL
                         Creator Id.....................................: JLEDERHA
                         User Id........................................: JLEDERHA

                         Line Count.....................................: 55

                         Number of students selected...................: 1
                         Number of comments purged.....................: 2
```

Authorization Report (RJRAUTH)

The Authorization Report displays a listing of current work authorizations based on activity date.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Selection Query ID	No	Selection Query ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Status Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Selection Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Query ID and Selection Application Code parameters.	User Identification Control (GUAIDEN)
	Selection Date	Yes	Enter a selection date for this parameter. The selection date does not have to fall within the aid year's start date and end date. The report will only show authorizations where the activity date on the authorization is greater than the parameter specified selection date. Through the use of the selection date, you can run the report to only include authorizations made or changed since the last time the report was run.	DD-MON-YYYY
	Authorization Status Code	No	You can optionally restrict the Student Employment Authorization Report to only include those authorization status codes that you enter for this parameter. The system accepts a single authorization status code or a multiple number of authorization status codes.	Employment Authorization Status Validation (RTVAUST)

Parameters	Name	Required?	Description	Values
	Sort Option	No	This parameter utilizes one of two available sorting options.	1 Student Name, ID (default) 2 Authorization Status, Name, ID
	User ID	No	The Banner ID of the person that is using the population selection.	User Identification Control (GUAIDEN)

Authorization Report sample

```
26-MAY-2001   11:45                                      Banner Development                                          PAGE    1
AM
AID YEAR: 0001                                  Student Employment Authorization Report                             RJRAUTH

   NAME                         ID       SS#
        EMPLOYEE      PAY PERIOD                        HOURLY         AUTHORIZED      COA    ORGN
        CLASS     START      END      POSITION          RATE        HOURS      AMOUNT CODE   CODE   STATUS
Arnold, James B.             911111115 911111115
        08  01-JUL-2000 30-JUN-2001  000017 00          4.75     947.00      4498.25  B    11005  AUTH Authorized to Work
Davis, William A.            911111111 911111111
        18  01-JUL-2000 30-JUN-2001  C10001 00          4.75     947.00      4498.25  B    11     AUTH Authorized to Work
Gardner, Jessica             911111116 911111116
        18  01-JUL-2000 30-JUN-2001  777777 00          4.75     947.00      4498.25  B    11206  AUTH Authorized to Work
Hendley, Jason R.            911111113 911111113
        18  01-JUL-2000 30-JUN-2001  777777 00          4.75     947.00      4498.25  B    11206  AUTH Authorized to Work
Jacob, O' Brien              911111117 911111117
        18  01-JUL-2000 30-JUN-2001  S00001 00          4.75     947.00      4498.25  B    11     AUTH Authorized to Work
Mulder, Fox                  999555111 999555111
        18  01-JUL-2000 30-JUN-2001  C10001 00          4.75     525.00      2493.75  B    11     TEMP Temporary work assignment
Quick, Andrea                911111118 911111118
        18  01-JUL-2000 30-JUN-2001  777777 00          4.75     947.00      4498.25  B    11206  AUTH Authorized to Work
Scully, Dana                 111555999 111555999
        18  01-JUL-2000 30-JUN-2001  C10001 00          4.75     525.00      2493.75  B    11     TEMP Temporary work assignment
Trammel, Julie A.            911111112 911111112
        08  01-JUL-2000 30-JUN-2001  000017 00          4.75     945.00      4488.75  B    11005  AUTH Authorized to Work
Wiley, Sandra                911111114 911111114
        18  01-JUL-2000 30-JUN-2001  C10001 00          4.75     947.00      4498.25  B    11     AUTH Authorized to Work
```

```
26-MAY-2001   11:45                            Banner Development                                      PAGE     2
AM
AID YEAR: 0001                         Student Employment Authorization Report                        RJRAUTH


                                       * * * REPORT CONTROL INFORMATION * * *

RPTNAME ................................ RJRAUTH
REPORT SEQUENCE NUMBER ................. 175365
SELECTION IDENTIFIER ...................
APPLICATION CODE .......................
CREATOR ID .............................
AID YEAR ............................... 0001
SELECTION DATE ......................... 01-SEP-2000
AUTHORIZATION STATUS CODE .............
SORT OPTION ............................ STUDENT NAME, STUDENT ID
LINE COUNT ............................. 55

RECORD COUNT - Students ...  10
```

Pay Period Report (RJRDPPR)

The Pay Period Report displays information for the monitoring of student earnings and /or the production of a departmental time-sheet.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	Time Sheet Option	Yes	Enter a value to specify the format of the output.	T Print as Time Sheet R Print as Report
	Pay Period End Date	No	You can optionally enter a pay period end date if you elect to use the time sheet option. This date displays on each page of the report.	DD-MON-YYYY
	Placement Code	No	You can optionally restrict the Employment Departmental Pay Period Report to only include the placement code that you enter for this parameter.	Placement Rules (RJRPLRL)

Pay Period Report sample

```
26-MAY-2001 12:37 PM                              Banner Development                                              PAGE      1
AID YEAR: 0001                 Student Employment Departmental Pay Period Report - Report Option                 RJRDPPR

Reginald Reynolds
215 Orchard Way
Johnson Building
Malvern, AK   19355
PHONE: (610) 234-9865


Placement: FINAID Financial Aid Office

     Position: C10001 Clerk I                            COA:  B Banner University
   Allocation: 50000.00                         Organization:  122 General Administrative Service

                                    AUTHORIZED          REMAINING ELIGIBILITY         LAST PAY
     ID        NAME              SUFFIX HOURS    AMOUNT    HOURS     AMOUNT    PCT      DATE          STATUS
   --------- --------------------- ------ ------- ------------ ------- ------------ -------- ------------ -----------
   999555111  Blake, John           00    525.00    2493.75   525.00    2493.75   100.00                 NO EARNINGS
   911111111  Davis, William A.     00    947.00    4498.25   947.00    4498.25   100.00                 NO EARNINGS
   111555999  Santoro, Bert         00    525.00    2493.75   525.00    2493.75   100.00                 NO EARNINGS
   911111114  Wiley, Sandra         00    947.00    4498.25   947.00    4498.25   100.00                 NO EARNINGS


     Position: S00001 Federal Work Study (Pooled)        COA:  B Banner University
   Allocation: 10000.00                         Organization:  122 General Administrative Service

                                    AUTHORIZED          REMAINING ELIGIBILITY         LAST PAY
     ID        NAME              SUFFIX HOURS    AMOUNT    HOURS     AMOUNT    PCT      DATE          STATUS
   --------- --------------------- ------ ------- ------------ ------- ------------ -------- ------------ -----------
   911111117  Jacob, O' Brien       00    947.00    4498.25   947.00    4498.25   100.00                 NO EARNINGS
```

```
26-MAY-2001 12:37 PM                              Banner Development                                              PAGE      2
AID YEAR: 0001                 Student Employment Departmental Pay Period Report - Report Option                 RJRDPPR

Fred Smith
23 Poplar St.  Suite 473
Holloway Hall
Salisbury, MD

Placement: HIST History Department

     Position: 000017                                    COA:  B Banner University
   Allocation: 25000.00                         Organization:  11005

                                    AUTHORIZED          REMAINING ELIGIBILITY         LAST PAY
     ID        NAME              SUFFIX HOURS    AMOUNT    HOURS     AMOUNT    PCT      DATE          STATUS
   --------- --------------------- ------ ------- ------------ ------- ------------ -------- ------------ -----------
   911111115  Arnold, James B.      00    947.00    4498.25   947.00    4498.25   100.00                 NO EARNINGS
   911111112  Trammel, Julie A.     00    945.00    4488.75   945.00    4488.75   100.00                 NO EARNINGS
```

```
26-MAY-2001 12:37 PM                          Banner Development                              PAGE    4
AID YEAR: 0001              Student Employment Departmental Pay Period Report - Report Option  RJRDPPR


                                   * * * REPORT CONTROL INFORMATION * * *

RPTNAME ..................................  RJRDPPR
REPORT SEQUENCE NUMBER ................  175380
SELECTION IDENTIFIER ...................
APPLICATION CODE .......................
CREATOR ID .............................
AID YEAR ...............................  0001
TIME SHEET OPTION ......................  R
PAY PERIOD END DATE ....................
PLACEMENT CODE .........................
LINE COUNT .............................  55
RECORD COUNT ...........................  10
```

Payroll Load Process (RJRLOAD)

The Payroll Load Process serves as an interface between Banner Human Resources and Financial Aid. It updates the student employment information within the Financial Aid System with actual payroll earnings. This process also produces the Payroll Load Result Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment Module as a result of this process.

The process will use the aid year parameter when loading payroll for a workstudy fund that has not been scheduled across periods (no RPRATRM records exist). The RJRLOAD process will load the payroll to the appropriate year in which the Period exists for the student when processing a crossover period.

The process will determine if the Period entered as a parameter exists as part of the student's award schedule and if so, the record will be loaded to both the award (RPRAWRD) and award schedule (RPRATRM) as well as the workstudy tables. If the period does not exist for the student, the record will be loaded to the award table (RPRAWRD) based on the option chosen for the Ignore Missing Period Record (parameter 05).

The Payroll Load process:

- automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History (RJISEWH) form,

- automatically updates the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) form, and

- automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) form and Package Maintenance (RPAAPMT) form.

The Payroll Load process has been modified to load the Payroll ID (parameter 02) to the PERIOD specified as a parameter. To allow for the possibility that multiple periods exist for the Payroll ID, the PERIOD parameter allows multiple entries; for example, if you have defined multiple PERIODS for summer, you may enter all of the PERIODS as a parameter option.

The validation for a valid period entered as a parameter has also been modified to allow the payroll end date to extend one month past the end date of the Period entered as a parameter. Previously, the payroll end date could not extend past the end date of the Period entered.

Example

Student A has a workstudy award for SUMMER PERIOD in 0910 and student B has a workstudy award for SUMMER PERIOD in 1011. If the aid year parameter is left blank and the SUMMER PERIOD is entered as the PERIOD parameter, student A's payroll would be loaded to 0910 and student B's payroll would be loaded to 1011.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Payroll ID	Yes	Banner accepts a single Payroll ID or a multiple number of Payroll IDs for this process parameter. The Payroll Load Control form (RJRPAYL) lists the valid values for this parameter. The Payroll Disposition indicator on the RJRPAYL form displays a *C* (Complete) if the Banner Human Resources System indicates that the payroll year, payroll ID, and payroll number combination are equal to a disposition code of 50 (Complete) - meaning that all requirements have been satisfied for the issue of the check. You can only enter a Payroll ID with a Complete status as a valid parameter.	Payroll Load Control (RJRPAYL)
			The one character separator can be a special character, number, alphabetic character, or space. For example: Payroll ID.: 1995_MO_6 Payroll ID (format: `YYYY_II_NNN`) YYYY = Payroll Year II = Payroll ID NNN = Payroll Number (with or without a leading space)	

Parameters	Name	Required?	Description	Values
	Sort Option	No	You can sort the report data with one of two options.	1 Pay Yr, Pay ID, Pay #, Name (default)
				2 Name, ID, Place Cd, End Pay Dt
	Run Mode	Yes	`Update` mode and `Audit` mode produce the same report. The difference between `Audit` mode and `Update` mode is that in `Audit` mode, no changes will be made to the database. In `Update` mode, the changes made to the database will be committed. Use `Audit` mode to identify and fix errors before running the program in `Update` mode. If there is a problem with the student's record, a warning or error message will appear below the student's data on the report. **Note** - If a student's record has an *Error* message associated with it, the record will not be loaded when RJRLOAD is run in `Update` mode. If the message is a *Warning* message, it will be loaded in `Update` mode. You can run the report in `Audit` mode as many times as you need to. You can only run the report in `Update` mode once for a payroll ID.	`Audit` `Update` (default)
	Ignore Missing Period Record	Yes	Use this parameter when you run RJRLOAD in `Audit` mode to identify awards that are missing period records.	Y Yes, ignore the missing period record. (default) N No, do not ignore the missing period record.
	Period	Yes	This is the period in which the Payroll ID in parameter 02 will be loaded to. This parameter allows for multiple entries. For example, if you have defined multiple periods for summer, you may enter all of the periods as a parameter option.	Periods Inquiry (ROIPRDS)

Parameters	Name	Required?	Description	Values
	Override Date Restriction	Yes	This parameter provides the ability to override the date restriction that the Payroll start and end dates must be within the start date of the Period entered and 30 days from the end date of the Period. Select Y (Yes) to override the date restrictions in the parameter validation and edits within the RJRLOAD process. The RJRLOAD process may be run in Audit Mode to identify any potential issues loading the Payroll ID prior to updating the database. **Note** - Caution should be used when overriding date restrictions. This will ensure the correct Period is entered for the Payroll ID. **Note** - If you have selected to Ignore missing period record (parameter 05) and the student does not have the Period entered for the Periods parameter as part of his award scheduled (RPRATRM), the payroll will be loaded to only the award table (RPRAWRD) and not the Applicant Award Schedule table (RPRATRM) and the Period will not be included in the update of the Student Employment Work History table (RJRSEWH). It is recommended you only select to Ignore missing period record (parameter 05) if you do not schedule your Work Study funds across Periods.	Y Yes, override date restriction. Ignore edit Pay ID is within Period start and end date + 30 days N No, do not override restriction. (default)

Payroll Load Process sample

```
                                                                              PAGE 1
AID YEAR: 1011                           Payroll Load Result Report           RJRLOAD

PAYROLL YEAR: 2010  ID: B1  NO: 15

    ID     NAME
           PLACE                 BEGINNING   ENDING
           CODE    POSITION      PAY DATE    PAY DATE   FUND   HOURS     RATE      AMOUNT    AIDY   PERIOD
 A65170003 Student, Test 3
           MAINT   APIMN1 00 01-JUL-2010 30-JUN-2011 FWS      4.00      7.28       29.13    1011   SUMMER_0910

 A65170004 Student, Test 4
           MAINT   APIMN1 00 01-JUL-2010 30-JUN-2011 FWS      5.00      7.28       36.41    1011   1011 FALL
```

```
                                                                              PAGE 2
AID YEAR: 1011                           Payroll Load Result Report           RJRLOAD


                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME ............................. RJRLOAD
VERSION # ........................... (8.11)
REPORT SEQUENCE NUMBER .............. 248212
AID YEAR ............................ 1011
PAYROLL YEAR/ID/NO .................. 2010,B1,15
SORT OPTION ......................... PAYROLL YEAR/ID/NUMBER, STUDENT NAME/ID
RUN MODE ............................ U
IGNORE MISSING PERIOD RECORD ........ Y
PERIOD .............................. 1011 FALL
..................................... SUMMER_0910
OVERRIDE PAYROLL DATE RESTRITIONS.... Y
LINE COUNT .......................... 55

RECORD COUNT Payrolls ............... 1
PAYMENT RECORD LOADED ............... 2
PAYMENT RECORD NOT LOADED ........... 0
```

Payroll Exception Report (RJRPAYE)

The Payroll Exception Report lists those work study employees who have been paid, but not authorized, within the Financial Aid Student Employment module.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	Employee Class	Yes	Enter the employee class codes that reference college work study programs. The system accepts a single employee class code or a multiple number of employee class codes.	Employee Class Query (PTQECLS)

Parameters	Name	Required?	Description	Values
	Payroll ID	Yes	The system accepts a single Payroll ID or a multiple number of Payroll IDs for this process parameter. The Payroll Load Control form (RJRPAYL) lists the valid values for this parameter. The Payroll Disposition indicator on the RJRPAYL form displays a *C* (Complete) if the Banner Human Resources System indicates that the payroll year, payroll ID, and payroll number combination are equal to a disposition code of 50 (Complete) - meaning that all requirements have been satisfied for the issue of the check. You can only enter a Payroll ID with a Complete status as a valid parameter. Payroll ID (format: YYYY_II_NNN) II = Payroll ID NNN = Payroll Number (with or without a leading space) The one character separator can be a special character, number, alphabetic character, or space. For example: Payroll ID.: 1995_MO_6	Payroll Load Rules Table (RJRPAYL)
	Sort Option	No	You can sort the report data with one of two options.	1 Name, ID, Employee Class (default) 2 Emp. Class, Pay Yr., Pay ID, Pay

Payroll Exception Report sample

```
01/16-SEP-2010 02:53 PM                          Finaid CIT Environment                              PAGE
AID YEAR: 1011                                  Payroll Exception Report                             RJRPAYE

                         EMP                                                  PAYROLL    BEGINNING    ENDING
   ID     NAME          CLASS  POSITION    HOURS    RATE      AMOUNT     YEAR  ID  NO    PAY DATE     PAY DATE
 SYSTEST1  Adams, Shawna            01    A00011 00   80.00   29.72      2377.56    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS000002 Allen, Mary K.           01    AST001 01   80.00   21.76      1740.72    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700003 Barak, Nakhama           01    FST002 00  320.00    1.19       380.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700003 Barak, Nakhama           01    FST002 00   80.00   26.44      2115.38    2009 SB  13   15-JUN-2009 28-JUN-2009
 BBSYT0001 Bates, Alice             01    AST001 00  173.33   12.20      2115.38    2009 SB  13   15-JUN-2009 28-JUN-2009
 BBSYT0001 Bates, Alice             01    AST001 00  693.32    1.19       823.33    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000005 BrownBrownBrownBrownBrownBrown  01  A00011 00   80.00  14.43  1154.04    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000005 BrownBrownBrownBrownBrownBrown  01  A00011 00  320.00   3.33  1064.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700006 Carter, Nicholas R.      01    A00011 70   80.00   24.04      1923.08    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700006 Carter, Nicholas R.      01    A00011 70  320.00    1.19       380.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700001 Cole, Joshua             01    A00011 01  320.00    1.70       544.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS700001 Cole, Joshua             01    A00011 01   80.00   20.00      1600.19    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS610001 Gruber, Martin L.        01    A00011 61  320.00    1.70       544.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS610001 Gruber, Martin L.        01    A00011 61   80.00   24.04      1923.27    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000001 Jones, Robert            01    A00106 01   80.00   24.41      1953.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000001 Jones, Robert            01    A00107 00  320.00    2.66       852.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000001 Jones, Robert            01    A00106 01  320.00    2.66       852.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 710000001 Jones, Robert            01    A00107 00   80.00   27.07      2165.28    2009 SB  13   15-JUN-2009 28-JUN-2009
 112320040 Smith, Joseph W.         01    A00011 00  320.00    1.70       544.00    2009 SB  13   15-JUN-2009 28-JUN-2009
 112320040 Smith, Joseph W.         01    A00011 00   80.00   26.44      2115.38    2009 SB  13   15-JUN-2009 28-JUN-2009
 SYS000019 Statement, JoEllyn       01    A00011 01   80.00   40.00      3200.19    2009 SB  13   15-JUN-2009 28-JUN-2009
 CSC000002 Toronto, Smith J.        01    A00012 00   80.00   40.33      3226.69    2009 SB  13   15-JUN-2009 28-JUN-2009
```

```
16-SEP-2010 02:53 PM                             Finaid CIT Environment                              PAGE
AID YEAR: 1011                                  Payroll Exception Report                             RJRPAYE



                            * * * REPORT CONTROL INFORMATION * * *

 RPTNAME ............................   RJRPAYE
 VERSION # ..........................   (8.0
 REPORT SEQUENCE NUMBER..............   58934
 SELECTION IDENTIFIER ...............
 APPLICATION CODE ...................
 CREATOR ID .........................
 AID YEAR ...........................   1011
 EMPLOYEE CLASS CODE ................   01
 PAYROLL ID .........................   2009,SB,13
 SORT OPTION ........................
 LINE COUNT..........................   55

 RECORD COUNT - Payrolls ...  22
```

Earnings Control Report (RJRSEEC)

The Earnings Control Report provides a listing of hours worked by pay period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	Starting Pay Period Date	No	You can optionally restrict the Student Employment Earnings Control Report to a range of pay period dates. Only wages paid on or after this date will be printed.	DD-MON-YYYY
	Ending Pay Period Date	No	You can optionally restrict the Student Employment Earnings Control Report to a range of pay period dates. Only wages paid on or before this date will be printed.	DD-MON-YYYY
	Fund Code	No	You can optionally enter fund codes. Only the earnings associated with these fund codes will be printed. The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)

Parameters	Name	Required?	Description	Values
	Sort Option	No	You can sort the report data with one of 2 options:	1 Name, Fund Cd, Place Cd, PP Date (default) 2 Fund Cd, Name Place Cd, PP Date

Earnings Control Report sample

```
30-JUN-2001    02:07                                  Banner Development                                              PAGE    1
PM
AID YEAR: 0001                              Student Employment Earnings Control Report                            RJRSEEC

    ID     NAME
           FUND    PLACE              AUTHORIZED        PAY              PAY   HOURS          GROSS
           CODE    CODE         HOURS      AMOUNT       DATE             RATE  WORKED           PAY STATUS
  999555111 Blake, John
           FWS     FINAID C10001 00  525.00    2493.75 01-OCT-2000      4.75    20.00         95.00 TEMP Temporary work assignment
                                                       15-DEC-2000      4.75    25.00        118.75
                                                                                         ------------
                                                                                            213.75

                                                                                         ============
                                                                         TOTAL              213.75
  902109026 Caruso, Janet
           FWS     FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    15.00         71.25 AUTH Authorized to Work
                                                       15-DEC-2000      4.75   125.00        593.75
                                                                                         ------------
                                                                                            665.00

                                                                                         ============
                                                                         TOTAL              665.00
  911111111 Davis, William A.
           FWS     FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    23.00        109.25 AUTH Authorized to Work
                                                       15-DEC-2000      4.75    75.00        356.25
                                                                                         ------------
                                                                                            465.50

                                                                                         ============
                                                                         TOTAL              465.50
  902109025 Desmond, Michael
           FWS     FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    20.00         95.00 AUTH Authorized to Work
                                                       15-DEC-2000      4.75    56.00        266.00
                                                                                         ------------
                                                                                            361.00

                                                                                         ============
                                                                         TOTAL              361.00
  902109024 Hunt, Natalie
           FWS     FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    13.00         61.75 AUTH Authorized to Work
                                                       15-DEC-2000      4.75   152.00        722.00
                                                                                         ------------
                                                                                            783.75

                                                                                         ============
                                                                         TOTAL              783.75
  911111117 Jacob, O' Brien
           FWS     FINAID S00001 00  947.00    4498.25 01-OCT-2000      4.75    25.00        118.75 AUTH Authorized to Work
                                                       15-DEC-2000      4.75    27.00        128.25
                                                                                         ------------
                                                                                            247.00

                                                                                         ============
                                                                         TOTAL              247.00
```

```
30-JUN-2001   02:07                                      Banner Development                                                PAGE     2
PM
AID YEAR: 0001                                 Student Employment Earnings Control Report                                RJRSEEC

     ID      NAME
             FUND   PLACE                 AUTHORIZED           PAY          PAY    HOURS        GROSS
             CODE   CODE          HOURS      AMOUNT     DATE          RATE   WORKED        PAY STATUS
  902109027  Pennypacker, Melissa
             FWS    FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    19.00          90.25 AUTH Authorized to Work
                                                        15-DEC-2000      4.75    85.00         403.75
                                                                                        ------------
                                                                                            494.00

                                                                                        ============
                                                                           TOTAL            494.00
  111555999  Santoro, Bert
             FWS    FINAID C10001 00  525.00    2493.75 01-OCT-2000      4.75    16.00          76.00 TEMP Temporary work assignment
                                                        15-DEC-2000      4.75   195.00         926.25
                                                                                        ------------
                                                                                           1002.25

                                                                                        ============
                                                                           TOTAL           1002.25
  902109023  Smith, Roger
             FWS    FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    20.00          95.00 AUTH Authorized to Work
                                                        15-DEC-2000      4.75   222.00        1054.50
                                                                                        ------------
                                                                                           1149.50

                                                                                        ============
                                                                           TOTAL           1149.50
  911111114  Wiley, Sandra
             FWS    FINAID C10001 00  947.00    4498.25 01-OCT-2000      4.75    13.00          61.75 AUTH Authorized to Work
                                                        15-DEC-2000      4.75   157.00         745.75
                                                                                        ------------
                                                                                            807.50

                                                                                        ============
                                                                           TOTAL            807.50
```

```
30-JUN-2001   02:07                                    Banner Development                                        PAGE     3
PM
AID YEAR: 0001                              Student Employment Earnings Control Report                          RJRSEEC


                                          * * * REPORT CONTROL INFORMATION * * *

RPTNAME ................................ RJRSEEC
REPORT SEQUENCE NUMBER ................. 177755
SELECTION IDENTIFIER ...................
APPLICATION CODE .......................
CREATOR ID .............................
AID YEAR ............................... 0001
STARTING PAY PERIOD DATE ...............
ENDING PAY PERIOD DATE .................
FUND CODES .............................
SORT OPTION ............................ STUDENT NAME/ID, FUND CODE, PLACEMENT CODE, PAY PERIOD
LINE COUNT ............................. 55

RECORD COUNT - Students ..........  10
```

Award/Tracking Letter Indicator Reset Process (RLRLETR)

A tracking letter indicator and an award letter indicator exist on the RORSTAT Table. When a value of *Y* appears in either of these fields, a significant change has occurred in the applicant's tracking requirements or award package that may require the generation of a new tracking letter or award letter. The tracking letter and award letter can then be produced using these fields with population selection criteria.

To create a population of students who should receive an award letter or tracking letter you should run the GLBDATA process to find the students whose tracking letter indicator or award letter indicator is set to *Y*. When you run the letter extract process (GLBLSEL) for your award letter or tracking letter, you should use the population just created.

To reset the award letter or tracking letter indicator back to N you should run the RLRLETR process immediately following the letter print process (GLRLETR). The parameters for the RLRLETR process call for the Application Code, Selection ID, and Creator ID for the population of students you wish to reset. This must be the same as the population you just used to print the award letters or tracking letters. This process resets the award and/or tracking letter indicator back to *N* so the student will not be reselected for another award letter or tracking letter unless there have been subsequent changes to the student's tracking requirements or award package.

Parameters	Name	Required?	Description	Values
	Selection ID	Yes	Code that identifies the sub-population to work with.	
	Application Code	Yes	General area for which the Selection ID was defined.	Select valid values from the Application Inquiry (GLIAPPL) form.
	Creator ID	Yes	The ID of the person creating the sub-population rules.	
	Aid Year Code	Yes	A valid aid year code.	Select valid values from the Aid Year Inquiry (ROIAIDY) form.
	Award or Tracking Indicator	Yes	This parameter determines which letter indicators you want to reset.	A Award Letters B Both Award and Track. Letters T Tracking Letters
	User ID	Yes	ID of the person using the sub-population rules.	

Award/Tracking Letter Indicator Reset Process sample

```
21-SEP-2005 12:07 PM                          BANNER University                              PAGE    1
AID YEAR: 0506                      Award/Tracking Letter Indicator Reset Process            RLRLETR



                                    * * * REPORT CONTROL INFORMATION * * *

RPTNAME .................................  RLRLETR
VERSION .................................  7.3
REPORT SEQUENCE NUMBER ..................  36580
SELECTION IDENTIFIER ....................  JON
APPLICATION CODE ........................  FINAID
CREATOR ID ..............................  JMILLER
AID YEAR ................................  0506
RESET (A)ward, (T)racking or (B)oth....  B
USER ID .................................  JMILLER
LINE COUNT ..............................  55

Award Letter Update Count ......  3
Tracking Letter Update Count ...  0
```

Need Analysis Logging Report (RLRLOGG)

Banner Financial Aid allows changes to need analysis data to be stored in a special log table that is used for submitting ISIR corrections to the Central Processing System (CPS). Storing this information creates an audit trail of the changes that have been made on the student's EDE record. To log EDE corrections, there are three separate controls that must be set.

The first level is the institutional level. EDE correction logging must be activated by checking the **EDE Correction Logging** indicator on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form for the aid year. This indicator controls the default value for the EDE Correction flag in the key block of the Need Analysis (RNANAxx) form. This flag must also be set to Y to log changes for EDE corrections for a student and is the second level of control. The third level is the individual field level. You must check the **EDE Correction** indicator (RORDATA_PELL_IND) on the Data Log Rules (RORDATA) form for the field that is being changed.

Under this method of logging EDE corrections, the form stores the changes in temporary tables and you must run RLRLOGG to move the data from the temporary log tables to the permanent log table (ROBALOG). Once this process is completed, the changes can be viewed on the Applicant Data Log Inquiry (ROIALOG) form, the Data Log Inquiry (ROIILOG) form or the Applicant Data Log Application (ROAALOG) form. Unsent EDE Correction records may also be viewed on the ISIR Correction/Request (REACORR) form.

The date/time stamp on the audit log record is the date and time that the information was changed.

The data elements that may be changed and submitted as EDE corrections are delivered for each new aid year, you can use the Data Log Rules (RORDATA) form to turn EDE correction logging on or off for any of the delivered fields.

> **Note:** The RLRLOGG process will indicate that logging is complete for applicable tables in the log file that is produced. The .lis file that is produced will not contain any data.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Need Analysis Logging Report sample

```
Username: Connected.

Run Sequence Number: rlrlogg completed successfully
0 lines written to /export/home/mkichlin/jobsub/rlrlogg_222204.lis

Performing Logging (Version 8.6), please wait ...
  Logging RCRAPP2 ...
  Logging RCRAPP3 ...
  Logging RCRAPP4 ...
  Logging RCRAPP1 ...
  Logging RNROVRD ...
  Logging completed.
Connected.
Connected.
```

Need Analysis Calculation Process (RNEINxx)

Performs the need analysis process for a given aid year (where `xx` is the aid year). As of the 2011-2012 aid year, the RNEINxx process will only perform need analysis for Institutional Methodology.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	INAS Option	Yes	Long version.	`L` Long (default)
	Process Indicator	Yes	When the Process Indicator value is *B*, INAS performs the appropriate calculations for all students in the Aid Year provided in Aid Year Code parameter. When the Process Indicator value is *R*, INAS performs the appropriate calculations for all students who are designated as requiring a Need Analysis recalculation.	`B` Batch - All Students for Aid Year `R` Recalc - In Waiting Status
	Applicant Code	No	Applicant ID for the online process. Do not enter a value for this parameter when you run this process in batch mode.	Person Search (ROAIDEN)
	Selection ID	No	Name of Population Selection rule.	
	Creator ID	No	Person who wrote the Population Selection rule.	
	User ID	No	Person who executed Population Selection rule.	

Results of the INAS Comparison Process (RNECPxx)

The INAS Comparison Report will be produced whenever RNEINxx is run and the Compare Student Data or Compare Parent Data columns on RNRGLxx are set to `Y`.

- For each data discrepancy reported, the following data are listed:

- Field Name

- PROFILE Value

- IMR Value

- Difference (literal and percentage between the two values, if the field is numeric)

- Tolerance

    Note: If the **Use Tolerance** field on RNRGLxx is set to Y, the tolerance used to determine if a discrepancy exists is displayed.

The Differences Found value shown on the comparison report documents the total number of data differences detected when the ISIR and Profile records were compared for a given student.

    Note: Due to processing constraints, a maximum of only sixteen data discrepancies will be reported per student.

Results of the INAS Comparison Process (RNECPxx) sample

```
Date: 02-SEP-2011                                           PGM: RNECPxx
TIME: 15:26          RESULTS OF THE INAS COMPARISON PROCESS       PAGE:   1


=================================================================================
ID #: XXX-XX-1211                      ADDRESS: 100 HOPE ROAD
NAME: NEWBANKS, EVALYN                          RESTON, VA
---------------------------------------------------------------------------------
   24 DIFFERENCES FOUND       IMR         ISIR          DIFFERENCE       TOLERANCE
---------------------------------------------------------------------------------
   STUD: # IN COLLEGE           1           0              1-   n/a          0
   STUD: A G I              12,600      15,600          3,000   23.81%       0
   STUD: FEDERAL TAX           328         428            100   30.48%       0
   STUD: FILER'S WAGES      12,600      15,600          3,000   23.81%       0
   STUD: CASH                    0       2,000          2,000   n/a          0
   STUD: INVESTMENT NW           0       1,500          1,500   n/a          0
   STUD: BUS/FARM NW             0       3,000          3,000   n/a          0
   STUD: OTHR UNTXD INCO         0       1,200          1,200   n/a          0
   STUD: CHLD SUPP PAID          0       2,500          2,500   n/a          0
   STUD: CHLD SUPP RCVD          0         444            444   n/a          0
   STUD: EDUCATION CREDI         0         111            111   n/a          0
   STUD: COMBAT PAY              0         444            444   n/a          0
   STUD: YEAR IN SCHOOL          1           1            n/a   n/a          n/a
   STUD: STU HOMELESS                        2            n/a   n/a          n/a
   STUD: STU DISLOC WRK          N           1            n/a   n/a          n/a
   STUD: ORPHAN AFTR 13                      2            n/a   n/a          n/a
=================================================================================


=================================================================================
ID #: XXX-XX-1209                      ADDRESS: 100 S. MAIN ST.
NAME: NEWBANKS, KYLE W                          BAYVIEW, ID
---------------------------------------------------------------------------------
   17 DIFFERENCES FOUND       IMR         ISIR          DIFFERENCE       TOLERANCE
---------------------------------------------------------------------------------
   STUD: YEAR IN SCHOOL          1           1            n/a   n/a          n/a
   PRNT: A G I                   0      65,000         65,000   n/a          0
   PRNT: FEDERAL TAX         5,346       6,346          1,000   18.70%       0
   PRNT: FATHER'S WAGES     30,000      32,500          2,500    8.33%       0
   PRNT: MOTHER'S WAGES     30,000      32,500          2,500    8.33%       0
   PRNT: BUS/FARM NW             0      25,000         25,000   n/a          0
   PRNT: OTHR UNTXD INCO       888       1,000            112   12.61%       0
   PRNT:  CHLD SUPP RCVD        0         444            444   n/a          0
   PRNT: EDUCATION CREDI        0         222            222   n/a          0
   PRNT: IRA PAYMENTS          222         333            111   50.00%       0
   PRNT: PENSION PMTS          111         222            111  100.00%       0
   PRNT: LIVING ALLOW          666         888            222   33.33%       0
   PRNT: INTEREST INCOME       333         555            222   66.66%       0
   PRNT: COMBAT PAY              0         555            555   n/a          0
   PRNT: UNTX IRA DISTRI       444         666            222   50.00%       0
   PRNT: UNTX PENSION DI       555         777            222   40.00%       0
=================================================================================
```

FM Need Analysis (RNPFMxx)

When this process is submitted, the previously established web service makes the call to the EFC service and sends the batch through for calculation. The FM Need Analysis calculation can be performed on-premise (locally at the institution) or off-premise (Software as a Service). If the off-premise method is chosen, the need analysis information is sent to the service and the results are returned via the established web service. Banner then makes the appropriate updates to the student record(s).

Note: No Personally Identifiable Information is included in Off-Premise transactions.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Process Indicator	Yes	Indicates which students are to be processed.	B Batch-All Students for Aid Yr R Recalc-In waiting status
	Applicant ID	No	Code that identifies the population with which to work. Must be left blank when running in batch.	
	Application Code	No	ID of the person who created the population rules.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the subpopulation to work with.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rule.	
	Report Options	Yes	Select the report print options for this process.	N Sort by Name I Sort by ID X No Report (default)

Need Analysis Report (RNRNAxx)

This report has been created as a replacement for the current output provided in the `RNPFMxx.lis` file and acts as a separate process that allows you to decide when you would like to run the report (online or in batch). Additionally, if the process is run during online calculations, the output will be provided in the jobsub directory.

This report will be automatically generated in batch or online after both the RNPFMxx and RNEINxx processes have completed. Therefore, this report's output will contain the most "up-to-date" calculations for both FM and IM.

> **Note:** This process is effective with the 2011-2012 aid year.

Output format and printing

The output of this report has been formatted to print in portrait mode while being limited to no more than two pages.

Two CSS Profile items are included on this report that are not currently found on the report generated by the FM Need Analysis (RNPFMxx) process:

- CSS ID (`RCRAPP4_MDE_ID_NO`)

- Country COEFF (`RCRAPP2_C_PAR_CNTRY_COEFF`)

Finally, labels and data items have been abbreviated (to provide space) and some items that were originally included on the RNPFMxx output have been removed from RNRNAxx output. The custodial parent information and the FISAP Total Income items have been removed from this report.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Applicant ID	No	Must be left blank when running in batch.	
	Application Code	No	General area for which the selection ID has been defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values	
	Creator ID	No	ID of the person creating the sub-population rules.		
	User ID	No	ID of the person using the sub-population rule.		
	Report Options	Yes	Report print options; [N] Sort by Name or (I) Sort by ID.	N	Sort by Name (default)
				I	Sort by ID
	Print Report Summary	Yes	Print Report Summary; (N)o or [Y]es.	Y	Yes (default)
				N	No

Transfer Monitoring Application Creation Process (RNRTMAC)

This process populates or updates the NSLDS Transfer Monitoring Application (RNATMNT) form with the same functionality that currently exists for manually added records. That is, it creates or updates Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of request records for each student found in the Population Selection parameters that are included in the job.

Note: You must create your own Population Selection which will use Banner IDs to populate RNATMNT during the process.

The Enrollment Begin Date, Remove From Monitoring?, and Use Class Start Date parameters are only valid when you create Transfer Monitoring Inform Requests. You can only enter values for these parameters when the Request Type parameter contains a value of *T* or *B*.

When you run the RNRTMAC process to set the remove indicator on TSM Inform Request records (the Remove from Monitoring? parameter is *Y*), if the Request Type to Create parameter is *B* to create both TSM and FAH records, only the TSM records will be updated for the remove indicator. FAH records will not be updated or created.

Process notes

1. Population Selection

- As with all Population Selection rules, you must enter all four of the population selection parameter values.

- The process does not default the User ID of the person who is running the process into the User ID parameter. Rather, it verifies that the User ID entered into the parameter is associated with an existing Population Selection.

- The process will fail to execute if any of the four parameters is not present.

2. Processing Remove Records from Transfer Monitoring

- For students with a single record, include the student in the Population Selection and select *Y* in Parameter 08 to remove from monitoring.

- For students with multiple records who have more than one school identified, include the student in the Population Selection, indicate the appropriate School OPEID and Branch in Parameter 06, and select *Y* in Parameter 08 to remove from monitoring. The process will then update only the related record for that school to be removed.

- For students with multiple records who all have the same school identified but different Enrollment Begin Dates exist, manually update the student record via the RNATMNT form to select the correct record to be removed.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Application ID	Yes	General area for which the Selection ID was defined.	
	Selection ID	Yes	Code that identifies the population with which to work.	
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	
	School OPEID and Branch	No	Enter a specific OPEID and OPEID Branch for the Transfer Monitoring or Financial Aid History request.The first six characters are the OPEID and the last two characters are the OPEID Branch.	
	Enrollment Begin Date	No	Start Date for population if other than default date (DD-MON-YYYY).	
	Remove from Monitoring?	No	Enter *Y* to remove this population from the Transfer Monitoring List. Additionally, if you attempt to update the Remove Indicator for a student with one of the following conditions, you will receive an error message that indicates that the student could not be removed from processing. The conditions which will not allow removal are: Add/Request Batch ID is null Remove Batch ID is not null School code is invalid No record is found for the update You must review and/or update RNATMNT manually for these records.	`Y` Yes `N` No

Parameters	Name	Required?	Description	Values
	Print Report?	No	Print Report of Records Added? If Y is selected, the report includes both the records that were added and any error messages. If N is selected, the output is created and only the error messages are included.	Y Yes N No
	Use Class Start Date?	No	Use earliest class start date for the enrollment start date?	Y Yes N No
	Request Type to Create?	Yes	Determines whether you want to create Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of requests. An FAH request is not created for a student if a prior FAH request exists that has not yet had a FAH record received (the **FAH Received Date** field on the NSLDS Transfer Monitoring Application form (RNATMNT) is blank). **Note** - If the Remove from Monitoring? parameter is *Y* and this parameter is *B*, only Transfer Monitoring Inform Requests are updated with the remove indicator. Financial Aid History records are not created.	Valid values for this field are: T Transfer Monitoring Inform Request H Financial Aid History Request B Both TSM Inform Request and FAH Request

Transfer Monitoring Application Creation Process sample

```
04-APR-2008 05:26:52 PM                                BANNER University                                                      1
Aid Year: 0809                             Transfer Monitoring Application Creation Process                           RNRTMAC
---------------------------------------------------------------------------------------------------------------------------------
Student ID   SSN        Last Name                            First Name     School Code  Branch  Begin Date    Type  Error?
----------   ---------  ------------------------------------ ------------   -----------  ------  -----------   ----  -------
517009229    517009229  RUCKER                               TEST9229       620044       55      02-SEP-2008   T
517009229    517009229  RUCKER                               TEST9229       620044       55                    H
517009230    517009230  RUCKER                               TEST9230       620044       55      02-SEP-2008   T
517009230    517009230  RUCKER                               TEST9230       620044       55                    H




Total Records With Errors..................: 0
Total TSM Inform  Records Created..........: 2
Total FAH Request Records Created..........: 2
```

```
04-APR-2008 05:26:52 PM                                BANNER University                                                      1
Aid Year: 0809                             Transfer Monitoring Application Creation Process                           RNRTMAC
---------------------------------------------------------------------------------------------------------------------------------
                                               CONTROL SUMMARY
                                               ---------------
                        Program Name...................................:RNRTMAC(8.1)
                        One up Number..................................:230103

                                                 PARAMETERS
                        Aid Year Code..................................:0809
                        Application Code...............................:
                        Selection ID...................................:
                        Creator ID.....................................:
                        User ID........................................:
                        School OPEID and Branch........................:
                        Enrollment Begin Date..........................:
                        Remove From Monitoring?........................:
                        Use Earliest Class Start Date?.................:
```

Transfer Monitoring Extract Process (RNRTMNE)

This extract process creates the School Inform/FAH Request file (which contains the names of the students who are to be added to, or deleted from, the Transfer Monitoring list or for whom the school wants to request Financial Aid History records). Data entered on the NSLDS Transfer Monitoring Application (RNATMNT) form is used by this process to determine who should be included in the extract file.

The TRNINFIN message class is extracted for both a TSM Inform Request and a FAH Request. Once received by NSLDS, the school will receive a corresponding TRNINFOP error/acknowledgement file for each file sent.

The school will then receive either Alert files (TRALRTOP) for students added to the Transfer Monitoring list or FAH files (FAHEXTOP) as requested.

⚠️ *Warning! A school must wait seven days before disbursing federal funds to students after informing NSLDS about a mid-year transfer. To that end, Banner automatically places a seven-day hold on disbursement for students being added to the Transfer Monitoring list. A Hold code parameter is provided to allow you to specify a code for this purpose. The validation for the Hold code parameter is RTVHOLD. When establishing a hold that will be used for the seven-day disbursement hold for Transfer Monitoring, the Disbursement Hold indicator for the Hold code must be checked in order to prevent disbursement of aid. A disbursement hold is not set for FAH Requests.*

If a School Inform/FAH Request file is lost by the school or NSLDS, you may resend the entire batch of records by selecting the Resend Batch parameter. This will create a duplicate of the file previously extracted with no new records added.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	School OPEID and Branch	No	Enter a specific OPEID and OPEID Branch for the Transfer Monitoring or Financial Aid History request.The first six characters are the OPEID and the last two characters are the OPEID Branch.	
	Hold Code	Yes	This is the Hold code to be used for a seven-day disbursement hold. Since FAH Requests do not set a Financial Aid Hold, the Hold Code parameter is ignored for FAH requests. The required seven-day disbursement hold only applies when you extract Transfer Monitoring Inform Requests.	Hold Type Validation (RTVHOLD)

Parameters	Name	Required?	Description	Values
	Sort Order	Yes	This is the option to sort the report by *N*ame or ID.	N Sort by Name (default) I Sort by ID
	Application ID	No	This is the general area for which the selection ID was defined.	Validated against the GLBAPPL table
	Selection ID	No	This is the code that identifies the population with which to work.	
	Creator ID	No	This is the ID of the person who created the population rules.	
	User ID	No	This is the ID of the person who ran the GLBDATA process to extract the students in the specified population selection.	
	Resend TM Inform File Batch ID	No	The Transfer Monitoring School Inform/FAH Request File Batch ID to be resent. If a School Inform/FAH Request file is lost by the school or NSLDS, you may resend the entire batch of records. This will create a duplicate of the file previously extracted with no new records added.	
	Request Type to Extract	Yes	Determines whether you want to extract Transfer Monitoring Inform Requests, Financial Aid History Requests, or both types of requests. If you select *B* for this parameter, both TSM Inform Requests and FAH Requests are extracted into the file. However, if a student has both an FAH Request and a TSM Inform Request Record ready to extract on the RNATMNT form, only one detail record is extracted for the student with all the appropriate data for both the FAH and TSM Inform Request. When this occurs, both the FAH Request in RNATMNT and the Inform Request record in RNATMNT are updated to indicate that the request has been extracted.	T Transfer Monitoring Inform Requests H Financial Aid History Requests B Both TSM Inform Request and FAH Requests

Transfer Monitoring Inform/FAH Extract Report sample

```
04-APR-2008 05:05:53 PM                            BANNER University                                             1
Aid Year: 0809                          Transfer Monitoring Inform/FAH Extract Report                       RNRTMNE
----------------------------------------------------------------------------------------------------------------------
Student ID   SSN        Last Name                           First Name    School Code  Branch  Type  Action   Enrl Begin
----------   ---------  ------------------------------------ ------------  -----------  ------  ----  -------  ----------
517009225    517009225  RUCKER                               TEST9225      620004       00      H
517009226    517009226  RUCKER                               TEST9226      620004       00      H
517009227    517009227  RUCKER                               TEST9227      620004       00      T     Added    02-SEP-2008
517009228    517009228  RUCKER                               TEST9228      620004       00      T     Added    02-SEP-2008
```

```
                    CONTROL SUMMARY
                       CONTROL SUMMARY
                       ---------------
         Program Name....................................: RNRTMNE(8.1)
         Job number......................................: 230094
         Aid Year Code...................................: 0809
         School OPEID and Branch.........................: 62000400
         Hold Code.......................................: 10
         Sort Order......................................: N
         Application Code................................:
         Selection ID....................................:
         Creator ID......................................:
         User ID.........................................:
         Resend TSM File Batch ID........................:
         Request Type to Extract.........................: B
         Number of Lines Per Page........................: 55
         Total Pages Printed.............................: 1

                       TSM EXTRACT
                       -----------
         TSM Records Read................................: 4
         TSM Records Extracted...........................: 4
              Inform requests extracted..................: 2
              FAH requests extracted.....................: 2
         TSM Records Rejected............................: 0
         TSM Extract Batch ID............................: 2008040407
         TSM Extract file name...........................: /export/home/jpoulin/jobsub/trninfin_230094.dat
```

Transfer Monitoring Import Process (RNRTMNI)

The Transfer Monitoring Import Process imports and loads data into Banner from the three Transfer Monitoring file types sent from NSLDS: the Error/Acknowledgement file (TRNINFOP), the Alert file (TRALRTOP), and the Financial Aid History file (FAHEXTOP). RNRTMNI can also import concatenated files, though these concatenated files must contain a single file type -- either all TRNINFOP, all TRALRTOP, or all FAHEXTOP files.

During the import of a record, the RNRTMNI process determines if the record is a TSM Alert record, an FAH record, or an Error/Acknowledgement record. Any file types other than the TRNINFOP, TRALRTOP, or FAHEXTOP will generate an error message and will not be processed.

- An FAH record is identified by the words *FAH HEADER* contained in the header record.

- A TSM Alert Record is identified by the words *TSM ALERT HEADER* in the header record.

- An Error/Acknowledgement record is identified by the words *TSM/FAH ERROR HEADER* in the header record.

Upon loading TSM/FAH files, warning and error messages will be written to separate output files. If the input file positions 77 through 79 contain error codes 001 through 03, 100, or 101, the error message will be written to one output report. If the input file positions 77 through 79 contain warning codes 701 through 706, the warning messages will be written to a second output report. All other messages will be written to the warning message report.

When an FAH is received, you may want to load the FAH as the current NSLDS record. A parameter in the RNRTMNI process allows you to choose whether or not to load FAH records received as the current NSLDS record. This is valid only for FAH records received and does not pertain to Alert records. Alert records are always loaded as the current NSLDS record for the student.

When the FAH record is loaded into Banner, the record is loaded to the NSLDS tables with an INFC Code of *FAH* so that it is clear that the data came from a Financial Aid History record. *TRM* will continue to be loaded as the INFC Code for TSM Alert records. If a student has FAH requests for more than one aid year in the RNRTMNT table, the FAH record will be imported to each aid year for which there is an unsatisfied request.

A secondary match is performed to compare the data in RNRTMNT (submitted in the Inform File to NSLDS) to fields returned in the data files defined as first name, last name, and date of birth as submitted in the Batch Inform file. If the secondary match is successful, the record is loaded and a message will be provided that the first name, last name, or date of birth is different in NSLDS.

Note: The Social Security Number is required to match.

Parameters	Name	Required?	Description	Values	
	Acknowledgement or Alert File	Yes	Enter the Acknowledgment or Alert filename with the extension here.		
	Print Report Option (Y/N)	Yes	This is the option to print a report: Yes or *No*.	Y	Yes (default)
				N	No
	NSLDS Output Application ID	No	This is the general area for which the Selection ID was defined.		
	NSLDS Ouput Selection ID	No	Code that identifies the population with which to work.		
	NSLDS Output Creator ID	No	This is the ID of the person who created the population rules.		
	NSLDS Output User ID	No	This is the ID of the person who used the population rules.		
	Load FAH Record as Current Record?	Yes	Determines whether you want to load a Financial Aid History record as the current record.	Y	Load FAH Record as the Current NSLDS Record
				N	Load FAH Records as a Non-Current NSLDS Record
	Population Selection Delete	Yes	This is the option to retain the students within the population selection used in this process run or to delete the population selection prior to filling it.	N	Retain pop sel and add to it
				Y	Delete pop sel before process is run

Transfer Monitoring Import Process sample

```
16-DEC-2009 03:44:13 PM   BANNER UNIVERSITY                              1
                          Transfer Monitoring Alert Report        RNRTMNI
--------------------------------------------------------------------------

Batch ID: 2009121601

Student ID  SSN        Aid Year  Last Name                 First Name

811100105   225403908  0910      KOCO                      NATHAN
First Name, Last Name, and/or DOB different in NSLDS
811100105   225403908  0910      KOCO                      NATHAN
First Name, Last Name, and/or DOB different in NSLDS
811100106   811100106  0910      EDIT                      QUESTION
811100106   811100106  1011      EDIT                      QUESTION
811100115   811100115  1011      EDIT                      WORK
First Name, Last Name, and/or DOB different in NSLDS
811100115   811100115  0910      EDIT                      WORK
First Name, Last Name, and/or DOB different in NSLDS
```

Verification Discrepancy Report (RNRVRFY)

Verification Discrepancy Report prints discrepancies between verification documents and application data. You can optionally update the application record with verification data.

You can update a student application with the batch Verification Discrepancy Report. When you run this report, you can either: (1) report discrepancies and update the student's application; or (2) just report the discrepancies. If you choose the former option, the report compares all fields and updates the application with the verified information when the discrepancy is greater than the tolerance for the field. If the verification data is non-existent (that is, null) for a field, application updates do not take place for the field.

Situations frequently arise in which a student reports more other untaxed income than you can verify. This can happen if the student originally reports a non-taxable source that is not included on any verification document. Add the additional untaxed income to one of the other untaxed income fields on the Need Analysis Document Verification (RNAVRxx) form to prevent the RNRVRFY Report from reducing the amount of other untaxed income reported by the student. Otherwise, the RNRVRFY Report reduces the total of other untaxed income reported by the student if the difference is greater than the tolerance, regardless of whether the difference is positive or negative.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Update Application Record	No	This parameter determines whether or not the verification data should replace the application data. If you enter *Y*, the report compares all fields and updates the application with the verified information when the discrepancy is greater than the tolerance for the field. If the verification data is non-existent (null) for a field, application updates do not take place for the field.	Y Update application record N Do not update application record
	Report Type	No	This parameter determines whether you want to include all students with verification data or just those students with discrepancies.	A All students with verification data (default) D Discrepancies Only - A student only displays on the report if at least one discrepancy exists for the student and only records for those students are updated.

Parameters	Name	Required?	Description	Values
	Report Sequence	No	You can sort the report data with one of the indicated sort options.	N Name (default) I ID
	Child Support Tolerance	No	You can optionally enter a child support tolerance that indicates a significant difference.	
	Social Security Benefit Toler.	No	You can optionally enter a social security benefit tolerance that indicates a significant difference.	
	Other Untaxable Income Toler.	No	You can optionally enter an other untaxable income tolerance that indicates a significant difference.	
	Adjusted Gross Income Toler.	No	You can optionally enter an adjusted gross income tolerance that indicates a significant difference.	
	US Income Tax Paid Tolerance	No	You can optionally enter a U.S. income tax paid tolerance that indicates a significant difference.	
	AFDC Tolerance	No	Tolerance level before the difference is considered significant.	
	Earned Income Credit Tolerance	No	Tolerance level before the difference is considered significant.	
	Child Support Paid Tolerance	No	Tolerance level before the difference is considered significant.	
	Earned Income Credit Tolerance	No	Tolerance level before the difference is considered significant.	
	Sum of Discrepancies Tolerance	No	You can optionally enter a sum of discrepancies tolerance that indicates a significant difference.	
	Application ID	No	Application code of the population selection. Select valid values from the Application Inquiry form (GLIAPPL). If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID and User ID parameters.	Application Inquiry (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID and User ID parameters.	
	User ID	No	ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	

Verification Discrepancy Report sample

```
18-DEC-2009 05:14 PM                              BANNER UNIVERSITY                                    PAGE     1
AID YEAR: 1011 2010 - 2011 aid year           Verification Discrepancy Report                         RNRVRFY


NAME                                                                              ID NUMBER PAR/STUDENT
---------------------------------------------------------------------------- --------- -----------
Laird401,Adam                                                                     811110401  PARENT
                                      VERIFICATION RECORD              CURRENT RECORD
                                      ------------------------------   ------------------------------
    PARENT'S CO-OP EARNINGS:          3500                             87878


---------------------------------------------------------------------------- --------- -----------
Laird401,Adam                                                                     811110401  STUDENT
                                      VERIFICATION RECORD              CURRENT RECORD
                                      ------------------------------   ------------------------------
    CO-OP EARNINGS:                   2000                             678


---------------------------------------------------------------------------- --------- -----------
Laird405,Last                                                                     811110405  STUDENT
                                      VERIFICATION RECORD              CURRENT RECORD
                                      ------------------------------   ------------------------------
    CO-OP EARNINGS:                   450


---------------------------------------------------------------------------- --------- -----------
Laird406,Question                                                                 811110406  STUDENT
                                      VERIFICATION RECORD              CURRENT RECORD
                                      ------------------------------   ------------------------------
    CO-OP EARNINGS:                   1300


---------------------------------------------------------------------------- --------- -----------
Laird406,Question                                                                 811110406  PARENT
                                      VERIFICATION RECORD              CURRENT RECORD
                                      ------------------------------   ------------------------------
    PARENT'S CO-OP EARNINGS:          2500


---------------------------------------------------------------------------- --------- -----------
Edit,Worksheet                                                                    811110408  STUDENT
                                      VERIFICATION RECORD              CURRENT RECORD
```

```
                                  ------------------------------     -------------------------------
     CO-OP EARNINGS:                        50


18-DEC-2009 05:14 PM                                 BANNER UNIVERSITY                                  PAGE     2
AID YEAR: 1011 2010 - 2011 aid year               Verification Discrepancy Report                      RNRVRFY


                                     * * * REPORT CONTROL INFORMATION * * *

                RPTNAME: RNRVRFY
              VERSION #: 8.6
 REPORT SEQUENCE NUMBER: 222835
               AID YEAR: 1011
AUTO UPDATE OF APPLICANT: NO
            REPORT TYPE: D
        REPORT SEQUENCE: ID

DISCREPANCY TOLERANCES
    OTHER UNTAXED INCOME: 000100
  ADJUSTED GROSS INCOME: 000100
               TAX PAID: 000100
                EIC AMT: 000100
     CHILD SUPPORT PAID: 000100
          EARNED INCOME: 000100
    SUM OF DISCREPANCIES: 000400

        APPLICATION CODE: FINAID
   SELECTION IDENTIFIER: SUE3
             CREATOR ID: SLAIRD
                USER ID: SLAIRD
             LINE COUNT: 55

           RECORD COUNT: 6
```

Update Batch Post Categories (ROPPCAT)

The ROPPCAT process has been created through Community Source and is a baseline process in Banner Financial Aid. For a given aid year, this process first resets or unchecks all of the use indicators that has been checked on RORPOST. The process then goes through and sets the use indicators that correspond to the category code defined by the user in the job parameters. When the process is run, the Use Indicator is set to Y (checked) for all batch posting rules that match the defined category code. Depending on an institution's naming standard, it is possible to group categories for one batch posting. For these institutions, a parameter has been provided to process only a single category code (equal) or multiple categories using the option of Like. If you are using the option of Like, you may enter a partial category code and a wildcard (%) has been appended to the end; i.e., like "TRK" would become TRK% when the Like option is used.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Category Code	Yes	Enter the full or partial category code; the batch post rules corresponding to the code or code is set. If this is a partial category code name, be sure to choose "Like" mode below.	
	Equal or Like	Yes	If your category code entered above is the exact name of a category, enter an E. Otherwise, if your category code is a partial one, enter an L. The default is L. If the "Like" option is chosen, there is an assumed percent (%) at the end of the category code.	E Equal mode L Like mode
	Audit or Update	Yes	Enter A to produce an audit report or U to update the database. The default is U.	A Audit mode U Update mode
	Application Code	Yes	Enter the Application Code associated with the population selection for the category code(s) to be selected for update of the Use Indicator.	Application Inquiry (GLIAPPL)

Update Batch Post Categories sample

```
14-JAN-2010 01:30:34 PM                          BANNER UNIVERSITY                                    PAGE        1
AID YEAR: 1011 2010-2011 Aid Year            Batch Post Categories Process                            ROPPCAT
-----------------------------------------------------------------------------------------------------------------
                                       * * * REPORT CONTROL INFORMATION * * *

                    Program Name...................................: ROPPCAT
                    Version........................................: 8.5.2

                    Report Sequence Number.........................: 223768
                    Aid Year Code..................................: 1011
                    Category Code..................................: MK
                    Like/= Flag....................................: E
                    Audit/Update Flag..............................: U
                    Application Id.................................: FINAID

                    Number of records cleared.....................: 3
                    Number of records flagged.....................: 18

                    Total pages Printed...........................: 1

                                       ****** END OF REPORT ******
```

Financial Aid New Year Roll Process (ROPROLL)

This process rolls over selected, aid-year specific information, including period budget data, algorithmic budgeting rules, and the algorithmic support table, from one aid year to another.

Parameters	Name	Required?	Description	Values
	From Aid Year Code	Yes	Aid Year Code from which rules are to be rolled.	Aid Year Inquiry (ROIAIDY)
	To Aid Year Code	Yes	Aid Year Code to which rules are to be rolled.	Aid Year Inquiry (ROIAIDY)
	Perform roll of Group Rules	Yes	Perform roll of Group rules.	Y Yes (default) N No
	Perform roll of FUND data	Yes	Perform roll of Fund data.	Y Yes (default) N No
	Roll Aid Year Budget Data	Yes	Perform roll of Aid Year Budget data.	Y Yes (default) N No
	Perform roll of TRACKING data	Yes	Perform roll of Tracking data.	Y Yes (default) N No
	Perform roll of PACKAGING data	Yes	Perform roll of Packaging data.	Y Yes (default) N No
	Perform roll of COMMON data	Yes	Perform roll of Common data.	Y Yes (default) N No
	Perform roll of EMPLYMNT data	Yes	Perform roll of Employment data.	Y Yes (default) N No
	Perform roll of ATHLETIC data	Yes	Perform roll of ATHLETIC data.	Y Yes (default) N No

Parameters	Name	Required?	Description	Values
	Perform roll of ROBINST data	Yes	Perform roll of ROBINST data	Y Yes (default) N No
	Active	No	If the Perform roll of ROBINST data = Y, then this parameter must contain a value.	A Active (default) I Inactive
	Pivot Date	No	If the Perform roll of ROBINST data = Y, then this parameter must contain a date.	DD-MON-YYYY
	Aid Year Description	No	If the Perform roll of ROBINST data = Y, then this parameter must contain a description.	
	Aid Year Start Date	No	If the Perform roll of ROBINST data = Y, then this parameter must contain an aid year start date.	DD-MON-YYYY
	Aid Year Start Year	No	If the Perform roll of ROBINST data = Y, then this parameter must contain an aid year start year.	YYYY
	Aid Year End Date	No	If the Perform roll of ROBINST data = Y, then this parameter must contain an aid year end date.	DD-MON-YYYY
	Aid Year End Year	No	If the Perform roll of ROBINST data = Y, then this parameter must contain an aid year end year.	YYYY
	Roll Period Budget Rules Data	Yes	Perform roll of Period Budget Rules data.	Y Yes N No (default)
	Roll Period Budget Detail Data	Yes	Perform roll of Period Budget Detail data.	Y Yes N No (default)
	Roll Algorithmic Support Data	Yes	Perform roll of Algorithmic Support data.	Y Yes N No (default)

Financial Aid New Year Roll Process sample

```
24-APR-2012 07:31:01 AM                                    Finaid Environment                                                          1
                                                           New Year Roll Process                                                 ROPROLL
-------------------------------------------------------------------------------------------------------------------------------------


Roll            Results of Roll Performed
--------------- ----------------------------------------------------------------

ROBINST         ROBINST records rolled from 1213 to 1314
ROBINST         RORINID records rolled from 1213 to 1314
ROBINST         Financial Aid ROBINST data rolled from 1213 to 1314

RULE            RPRALGR records rolled from 1213 to 1314
RULE            RORGDAT records rolled from 1213 to 1314
RULE            RORGSQL records rolled from 1213 to 1314
RULE            RORCMPL records rolled from 1213 to 1314
RULE            Rule records rolled from 1213 to 1314

FUND            RFRASPC records rolled from 1213 to 1314
FUND            RFRCOMM records rolled from 1213 to 1314
FUND            RFRBCMP records rolled from 1213 to 1314
FUND            RFRDETC records rolled from 1213 to 1314
FUND            RFRTREQ records rolled from 1213 to 1314
FUND            RFRMESG records rolled from 1213 to 1314
FUND            RPBLOPT records rolled from 1213 to 1314
FUND            Financial Aid Fund data rolled from 1213 to 1314

BUDGET          RBRCOMP records rolled from 1213 to 1314
BUDGET          RBRGMSG records rolled from 1213 to 1314
BUDGET          Financial Aid Budget data rolled from 1213 to 1314

TRACKING        RRRTMSG records rolled from 1213 to 1314
TRACKING        RRRGREQ records rolled from 1213 to 1314
TRACKING        Financial Aid Tracking data rolled from 1213 to 1314

PACKAGING       RORAUDT records rolled from 1213 to 1314
PACKAGING       RPBOPTS records rolled from 1213 to 1314
PACKAGING       RPRGGAP records rolled from 1213 to 1314
PACKAGING       RPRGSHP records rolled from 1213 to 1314
PACKAGING       RPRGFND records rolled from 1213 to 1314
PACKAGING       RPRCLSS records rolled from 1213 to 1314
PACKAGING       RPRDEGR records rolled from 1213 to 1314
PACKAGING       RPRFSRC records rolled from 1213 to 1314
PACKAGING       RPRMAJR records rolled from 1213 to 1314
PACKAGING       Financial Aid Packaging data rolled from 1213 to 1314

COMMON          RORUSER records rolled from 1213 to 1314
COMMON          RORPOST records rolled from 1213 to 1314
COMMON          RCRINFR records rolled from 1213 to 1314
COMMON          RCRINFC records rolled from 1213 to 1314
COMMON          RORCAMP records rolled from 1213 to 1314
```

```
24-APR-2012 07:31:01 AM                          Finaid Environment                                                   2
                                                 New Year Roll Process                                         ROPROLL
---------------------------------------------------------------------------------------------------------------------


Roll            Results of Roll Performed
--------------  --------------------------------------------------------------

COMMON          RORCODI records rolled from 1213 to 1314
COMMON          RTVINTL records rolled from 1213 to 1314
COMMON          RORWEBQ records rolled from 1213 to 1314
COMMON          RORWBQA records rolled from 1213 to 1314
COMMON          Unable to roll RORWSQL records; 1213 records do not exist
COMMON          RORWEBR records rolled from 1213 to 1314
COMMON          RORWEBA records rolled from 1213 to 1314
COMMON          RORACYR records rolled from 1213 to 1314
COMMON          Financial Aid Common data rolled from 1213 to 1314

EMPLOYMENT      RJRPLRL records rolled from 1213 to 1314
EMPLOYMENT      Financial Aid Employment data rolled from 1213 to 1314

ATHLETIC        RARPAGD records rolled from 1213 to 1314
ATHLETIC        RARPAGS records rolled from 1213 to 1314
ATHLETIC        Athletic data rolled from 1213 to 1314

BUDGET RULE     RBRABRC records rolled from 1213 to 1314
BUDGET RULE     RBRBCAT records rolled from 1213 to 1314
BUDGET RULE     RBRPBCP records rolled from 1213 to 1314
BUDGET RULE     RBRPBGP records rolled from 1213 to 1314
BUDGET RULE     RBRPBTP records rolled from 1213 to 1314
BUDGET RULE     Period Budget Rule data rolled from 1213 to 1314

BUDGET DETAIL   RBRPGPT records rolled from 1213 to 1314
BUDGET DETAIL   RBRPELL records rolled from 1213 to 1314
BUDGET DETAIL   RBRPBDR records rolled from 1213 to 1314
BUDGET DETAIL   RBRPMSG records rolled from 1213 to 1314
BUDGET DETAIL   RFRPCMP records rolled from 1213 to 1314
BUDGET DETAIL   Period Budget Detail data rolled from 1213 to 1314

ALGORITHMIC     RORALGS records rolled from 1213 to 1314
ALGORITHMIC     Algorithmic Support data rolled from 1213 to 1314
```

```
24-APR-2012 07:31:01 AM                        Finaid Environment                                             3
                                               New Year Roll Process                                      ROPROLL
-------------------------------------------------------------------------------------------------------------------

                                        CONTROL SUMMARY
                                        ---------------
                        Program Name                      :ROPROLL(8.14.1)
                        One up Number                     :87039
                        Aid Year From                     :1213
                        Aid Year To                       :1314
                        Perform 'roll' of Group Rules     :Y
                        Perform 'roll' of Fund Data       :Y
                        Perform 'roll' of Budget Data     :Y
                        Perform 'roll' of Tracking Data   :Y
                        Perform 'roll' of Packaging Data  :Y
                        Perform 'roll' of Common Data     :Y
                        Perform 'roll' of Employment Data :Y
                        Perform 'roll' of Athletic Data   :Y
                        Perform 'roll' of Budget Rule Data :Y
                        Perform 'roll' of Budget Detail Data :Y
                        Perform 'roll' of Algorithmic Data :Y
                        Active                            :A
                        Pivot Date                        :01-JAN-2013
                        Aid Year Description              :2013-2014 Aid YEar
                        Aid Year Start Date               :01-JUL-2013
                        Aid Year Start Year               :2013
                        Aid Year End Date                 :30-JUN-2014
                        Aid Year End Year                 :2014
                        Number of lines per page          :55
                        Report file name                  :/u03/banjobs/gurjobs/JOBS/SMPL/roproll_87039.lis

                        Total pages Printed               :3

                             ****** END OF REPORT ******
```

SAP Assignment Process (ROPSAPR)

This is the Satisfactory Academic Progress Assignment Process.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Term Code for Calculation	Yes	Term for which SAP is to be calculated.	Financial Aid Term Query (ROITERM)
	SAP Effective Term Code	Yes	Term where the SAP Status Code will be stored.	Financial Aid Term Query (ROITERM)
	Student ID	No	Must be left blank when running in batch.	NULL
	Use All with RORSTAT for aidy	Yes	Compute SAP for RORSTAT which exists in aid year of Calculation Term.	Y Yes (default) N No
	Use All Enrolled for Term	Yes	Compute SAP for SFBETRM which exists in Calculation term.	Y Yes (default) N No
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Selection Identifier	No	Code that identifies the sub-population to work with.	
	User ID	No	The ID of the person using the sub-population rules.	
	Create RORSTAT Record Y or N	Yes	Enter *Y* to have a RORSTAT record created for each aid year/applicant.	Y Yes N No (default)

SAP Assignment Process sample

```
08-JUL-2010 09:07:05 AM                            Finaid CIT Environment                                                        1
Aid Year: 0910                                      SAP Status Report                                                     ROPSAPR
----------------------------------------------------------------------------------------------------------------------------------

                  Locked SAP Status Records for Term : 201020

NAME                                                       ID        Locked SAP Code Description
------------------------------------------------------- --------- --------------- -----------------------------



Total Locked SAP Records ....... : 0
Total Processed Records for Term : 9
```

```
08-JUL-2010 09:07:05 AM                            Finaid CIT Environment                                                        2

                                                     CONTROL SUMMARY
                                                     ---------------
                               Program Name                         :ROPSAPR(8.4)
                               One up Number                        :55415
                               Aid Year Code                        :0910
                               Term Code for Calculation            :201010
                               SAP Effective Term Code              :201020
                               Student ID                           :
                               Use All with RORSTAT for aidy        :N
                               Use All Enrolled for Term            :N
                               Application Code                     :FINAID
                               Selection ID                         :SUE
                               Creator ID                           :SUEL
                               User ID                              :SUEL
                               Create RORSTAT record                :N
                               Number of lines per page             :55
                               Report file name                     :/u03/banjobs/SMPL/suel/ropsapr_55415.lis

                               Total pages Printed                  :2

                                        ****** END OF REPORT ******
```

Financial Aid Term Roll Process (ROPTERM)

The Financial Aid Term Roll Process enables you to roll existing data for third party contracts and exemptions from one term to a new term. By default, the process rolls both contracts and exemptions. You can use parameters to only roll contracts or to only roll exemptions. You can also run the process in audit mode - to report what would roll if you ran the process in update mode (without actually updating any data).

Parameters	Name	Required?	Description	Values
	From Term Code (1 - 8)	See Description	Specify the "from" term code (the source of the data) and the "to" term code (the destination of the data) in parameters 01 and 02. You can optionally specify up to eight "from" and "to" term code pairs.	Financial Aid Term Code Inquiry (ROITERM)
	To Term Code (1 - 8)	See Description	Specify the "from" term code (the source of the data) and the "to" term code (the destination of the data) in parameters 01 and 02. You can optionally specify up to eight "from" and "to" term code pairs.	Financial Aid Term Code Inquiry (ROITERM)
	Run Mode	Yes	Specify whether to run the process in audit or update mode.	A Audit. A report is generated, but no data updates occur. U Update. Both a report and data updates occur. (default)
	Roll Contracts	Yes	Roll eligible contracts to new term.	Y Yes (default) N No
	Roll Exemptions	Yes	Roll eligible exemptions to new term.	Y Yes (default) N No

User-Defined Data Process (ROPUSER)

The ROPUSER Process:

- Creates an aid year-specific row in the ROBUSDF Table for all students with an Applicant Status record (RORSTAT) based on the Aid Year Code parameter,

- Optionally creates a non-aid year-specific row in the ROBNYUD Table based on the Create non year record parameter for all students with an Applicant Status record (RORSTAT) for the aid year code entered as the first parameter.

In both cases, row creation only occurs for those students that do not already have a row in the table. Once you've created the rows, you can include data from the tables when you write simple rules on the Financial Aid Selection Rules (RORRULE) form.

The ROPUSER process needs only to be run for either of the two following situations. If you want to:

1. Insert Aid Year specific User Defined records for all applicants with a RORSTAT record for the aid year and the **Create Applicant User-Defined Data** indicator is not checked on ROAINST for the aid year.

   or

2. Insert Non-Aid Year specific User Defined records for all applicants with a RORSTAT record for the aid year entered in Parameter 01 of the ROPUSER process and the **Create Applicant Non Year User-Defined Data** indicator is not checked on ROAINST for the same aid year.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Create non year record	Yes	If this parameter is set to Y, the process inserts a non year user-defined field record for the PIDM if a RORSTAT record exists for the student for the aid year.	N Do not create a non year record (default) Y Create a non year record

Audit Log Report (RORALOG)

The Audit Log Report prints logged data changes and deletions. It also provides the option to purge the data log.

Parameters	Name	Required?	Description	Values
	Aid Year/ Non-Aid Year Ind.	No	This option determines whether or not you want to print data logs with the aid year in the table.	1 Print logs with aid year 2 Print logs without aid year
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Beginning Activity Date	No	You can optionally restrict the Audit Log Report to a range of activity dates. The beginning date determines the beginning range of activity dates in which the logged data should fall. The system prints the logged data created on or after this date.	DD-MON-YYYY format
	Ending Activity Date	No	You can optionally restrict the Audit Log Report to a range of activity dates. The ending date determines the ending range of activity dates in which the logged data should fall. The system prints the logged data created on or before this date.	DD-MON-YYYY format
	Purge Data Logs Indicator	No	This optional parameter enables you to delete the logged records after you print the records.	N Do not purge data logs Y Purge data logs
	Purge Beginning Date	No	You can optionally purge logged records for a range of activity dates. The beginning date determines the beginning of the range of records that you want to purge. The system purges the logged data created on or after this date.	DD-MON-YYYY format
	Purge Ending Date	No	You can optionally purge logged records for a range of activity dates. The ending date determines the ending of the range of records that you want to purge. The system purges the logged data created on or before this date.	DD-MON-YYYY format

Parameters	Name	Required?	Description	Values	
	Sort Sequence	No	You can sort the report data with one of the following options	1	Sort by Name and Activity date
				2	Sort by ID, Name, and Activity dt
				3	Sort by ID, Activity dt, and Name

Audit Log Report sample

```
26-MAY-2001 10:19:12                                    Banner Development                                                PAGE
1
AID YEAR: 0001 Aid Year 2000 - 2001                     Audit Log Report                                               RORALOG
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  03-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          22-JAN-2001 00:00:00             03-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          22-JAN-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          22-JAN-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          05-MAY-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          05-MAY-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          03-MAY-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          22-JAN-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPRDATE_CUT_OFF_CHG_DATE          05-MAY-2001 00:00:00             05-MAY-2001
  -------------------------------------------------------------------------------------------------------------------------------
    ID        NAME                              SOURCE      SEQ    ACTIVITY DATE    USER ID     EDE CORRECTION    EDE DATE SENT
                                                                  05-MAY-1999      BSANTORO    Y
    DATA ELEMENT                      FROM                             TO
    RPBLOPT_LENDER_ID                                                 888888
```

```
26-MAY-2001 10:19:12                              Banner Development                                           PAGE     2
AID YEAR: 0001 Aid Year 2000 - 2001              Audit Log Report                                            RORALOG
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             05-MAY-1999     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBLOPT_LENDER_ID                                             888888

                                     SUPPLEMENTARY DATA ELEMENT          VALUE
                                     (continued)
                                     RPBLOPT_MEMO_LOAN_AMT_IND          Y
       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             05-MAY-1999     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPRDATE_CUT_OFF_CHG_DATE      05-MAY-2001 00:00:00            05-MAY-2001

       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             05-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBOPTS_DISB_ACT_ENROLL_IND   E                               B

       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             06-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBOPTS_DEFAULT_OPTION_IND    1                               2

       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             06-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBOPTS_DEFAULT_OPTION_IND    2                               1

       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             06-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBLOPT_LENDER_ID                                             888888

                                     SUPPLEMENTARY DATA ELEMENT          VALUE
                                     RPBLOPT_MEMO_LOAN_AMT_IND          Y
       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             06-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBLOPT_SAT_TREQ_IND          Y                               N

                                     SUPPLEMENTARY DATA ELEMENT          VALUE
                                     RPBLOPT_LENDER_ID                  888888
       -------------------------------------------------------------------------------------------------------------------
       ID         NAME                     SOURCE       SEQ   ACTIVITY DATE   USER ID     EDE CORRECTION   EDE DATE SENT
                                                             06-MAY-2001     BSANTORO    Y
       DATA ELEMENT                  FROM                            TO
       RPBLOPT_LENDER_ID                                             888888
```

```
26-MAY-2000 10:19:12                            Banner Development                                    PAGE    659
AID YEAR: 0001 Aid Year 2000 - 2001             Audit Log Report                                      RORALOG


                                    * * * REPORT CONTROL INFORMATION * * *

      RPTNAME..........................: RORALOG
      REPORT SEQUENCE NUMBER...........: 175358
      USE AID YEAR TO RETRIEVE RECS....: YES
      AID YEAR.........................: 0001
      REPORT BEGIN ACTIVITY DATE.......: 01-JAN-2000
      REPORT END ACTIVITY_DATE.........: 26-MAY-2001
      PURGE LOGGED RECORDS.............:
      PURGE BEGIN ACTIVITY DATE........:
      PURGE END ACTIVITY DATE..........:
      SORT OPTIONS CHOSEN..............: NAME & ACTIVITY DATE
      LINE COUNT.......................: 55
      RECORD COUNT.....................: 5753
```

Basic Applicant Report (RORAPLT)

The Basic Applicant Report produces a listing of applicant names, IDs, and application dates.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Sort Option Name or ID)	Yes	You can sort the report data with one of the following options.	`ID` `Name` (default)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control (GUAIDEN)

Basic Applicant Report sample

```
24-AUG-2010 11:22 AM              Finaid CIT Environment              PAGE
AID YEAR: 1011                    Basic Applicant Report              RORAPLT
2010 - 2011 Financial Aid
Year


                                        APPLICATION
 APPLICANT NAME                   ID      DATE

 Formula 2, Alt                   811000159   09-AUG-2010
 Formula 3, Alt                   811000160   09-AUG-2010
 Formula6, Efc                    811000157   09-AUG-2010
 Laird404, Last                   811000150   09-AUG-2010
 Laird405, Last                   811000151   09-AUG-2010
```

```
24-AUG-2010 11:22 AM              Finaid CIT Environment              PAGE
AID YEAR: 1011                    Basic Applicant Report              RORAPLT
2010 - 2011 Financial Aid
Year


                    * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RORAPLT
VERSION#: (8.0)
REPORT SEQUENCE NUMBER: 56591
AID YEAR: 1011
SELECTION IDENTIFIER: SUE
APPLICATION CODE: FINAID
CREATOR ID: SUEL
SORT OPTION: NAME
LINE COUNT: 55

RECORD COUNT: 5
```

Applicant Purge Process (RORAPRG)

⚠️ **Warning!** *Since you cannot restore data that was subjected to the archiving and purging processes, it is recommended that you restrict user access to this process and establish institutional guidelines for its use.*

The RORAPRG process enables you to purge applicant data for those who have not completed the financial aid process for an aid year. You may only run this process once the aid year has ended as determined by the aid year end date entered on ROAINST. The purge takes place provided the applicant does not have:

- an award record,

- a resource entered on the Resource Maintenance (RPAARSC) form,

📝
    Note: VA benefits reporting on the ISIR record ceased with the 2010-2011 Aid Year. Prior to the 2010-2011 aid year, VA benefits loaded from the ISIR record as part of Dataload Part 3 were not included in the determination of whether applicant resources exist.

- a loan record for the aid year, or

- an entry on the Student Registration Table (SFBETRM) for any term within their aid period.

Some requirements are required once (`RTVTREQ_ONCE_IND = Y`). If a future required once requirement does not exist, a record will be inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return, this record will be used to populate the new required once requirement.

If a hold exists for an applicant which is not associated with an aid year or a term, the hold will not be purged unless the hold is expired.

Satisfactory Academic Progress: The most recent term SAP status for an applicant will not be purged.

Audit Mode

You can run the process in audit mode. No data is purged for the applicant, but a report is generated that lists all applicants that could not have their data purged.You can also generate an optional report that lists all applicants that could have been purged.

Archive/Purge Logging Records Parameter Settings

You can archive or purge Data Log Activity Master Table (RORLOGM) and Data Log Activity Detail Table (RORLOGD) entries for the applicant based on a parameter.

- If you set the Archive/Purge Logging Records parameter to A, the logging entries are archived (moved to the Archive Data Log Activity Master Table (ROALOGM) and the Archive Data Log Activity Detail Table (ROALOGD)) and then deleted.

- If you set the Archive/Purge Logging Records parameter to P, the logging entries are deleted.

- If you set the Archive/Purge Logging Records parameter to N, no processing on the logging entries takes place. Logging records not associated with an aid year will not be deleted or archived. For example, if a hold has been logged without an aid year, the logging entries will remain even when the original hold will be purged.

Note: If logging records are Archived, it is necessary to export the ROALOGM and ROALOGD tables using Oracle's exp functionality to prevent the archived records from being lost the next time RORLOGA or RORAPRG is run.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to purge applicant data.	Aid Year Inquiry (ROIAIDY)
	Audit Mode	Yes	In audit mode, no data is purged for the applicant, but a report is generated that lists all applicants that could not have their data purged. You can also use the Applicants Purged Report parameter to generate a report that lists all applicants that could have potentially been purged.	Y Yes, run in audit mode. (default) N No, do not run in audit mode.
	Applicants Purged Report	Yes	Use this parameter to generate a report that lists all applicants that have been purged.	Y Yes, produce the Applicants Purged Report. N No, do not produce the Applicants Purged Report. (default)
	Report Sort	Yes	This parameter determines the report sort order.	I Sort the report by ID. (default) N Sort the report by student name.

Parameters	Name	Required?	Description	Values
	Archive/Purge Logging Records	Yes	You can archive or purge Data Log Activity Master Table (RORLOGM) and Data Log Activity Detail Table (RORLOGD) entries for the applicant based on this parameter.	A The logging entries are archived and then deleted. P The logging entries are deleted. N No processing on the logging entries takes place. (default)
	Application ID	Yes	General area for which the selection ID was defined.	
	Selection ID	Yes	Code that identifies the population with which to work.	
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	

Archive/Purge Applicant Process (RORARCH)

⚠️ *Warning! Since you cannot restore data that was subjected to the archiving and purging processes, it is recommended that you restrict user access to this process and establish institutional guidelines for its use.*

The RORARCH process allows you to purge applicant data for an aid year where the record retention date, which is established by the institution, has passed. An option to archive summary, award, disbursement, and loan data in an XML document is provided. The data that has been archived is stored in the RORARCH table in XML format.

📝 **Note:** If the applicant did not complete the financial aid process, you may wish to purge their information using the Applicant Purge Process (RORAPRG), rather than including them in the Archive/Purge Applicant Process. This is especially true if you select the option to create the XML document.

A Perkins MPN can be valid for 10 years.If a future Perkins MPN does not exist and the current Perkins MPN is not expired, a record is inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return and receive additional Perkins funds, this record will be used to populate the Perkins MPN Requirement.

Some requirements are required once (`RTVTREQ_ONCE_IND = Y`). If a future required once requirement does not exist, a record will be inserted into the Applicants Saved Requirements (RORSREQ) Table. If the applicant should return, this record will be used to populate the new required once requirement.

If a hold exists for an applicant which is not associated with an aid year or a term, the hold will not be purged. A non-aid year hold which has expired will be purged.

Satisfactory Academic Progress: The most recent term SAP status for an applicant will not be purged.

Archive Document

- The selection criteria for awards is "all awards".

- The selection criteria for award disbursements is all disbursements for the selected awards.

- The selection criteria for loans is "all active loans" (`RTVLNST_INACTIVE_IND = N` or NULL).

- The selection criteria for loan disbursements is all disbursements for the selected loans.

.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to archive applicant data.	Aid Year Inquiry (ROIAIDY)
	Create Archive Document	Yes	Determines whether you want to create an archive document. The data that has been archived is stored in the RORARCH table in XML format.	Y Yes, create the archive document. (default) N No, do not create the archive document.
	Applicants Purged Report	Yes	Use this parameter to generate a report that lists all applicants that have been purged.	Y Yes, produce the Applicants Purged Report. N No, do not produce the Applicants Purged Report. (default)
	Report Sort	Yes	This parameter determines the report sort order.	I Sort the report by ID. (default) N Sort the report by student name.
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rules.	
	User ID	No	ID of the person who used the population rules.	

Batch Posting Process (RORBPST)

The purpose of the Batch Posting Process is to enable you to post the same data to all students who meet a common set of criteria. For example, you could post a tracking requirement for proof of citizenship status for all students who are permanent resident aliens. The use of batch posting can greatly reduce the number of budget or tracking groups that you need to define.

Use the generic population selection process to identify the students to receive batch posted data. The Batch Posting Process requires 3 steps.

1. Create a Population Selection ID to identify the subpopulation of students to receive the batch posted data. This is done on the Population Selection Definition Rules (GLRSLCT) form. The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Population Selection Extract (GLBDATA) process. Individual student IDs can be inserted into or deleted from the list of students generated by using the Population Selection Extract Data (GLAEXTR) form.

2. Identify the type of data to be posted, the codes to be posted, and the information showing where the IDs of the extracted students are being stored. This is done on the Batch Posting Rules (RORPOST) form. The Batch Posting Type Indicator Validation (RTVPTYP) form is used as a List form for the posting type code, but you can't update any fields on this form. Multiple types of data can be set up to be posted during the same run of the process. For example, you can post tracking requirements, budget adjustments, and award amounts all in the same run of the program. The **Use Indicator** field tells the batch posting process which rules to execute during the next run of the program. You cannot set the order in which multiple batch posting rules are executed. Therefore, if batch posting of one type of data depends on the results of another type of batch posting, you should run each batch posting rule by itself. This way you can control the order in which they are processed.

3. Run the Batch Posting Process (RORBPST). The process uses the batch posting rules established on the RORPOST form. The only parameters for the process are Aid Year and Print Report (*Y/N*). The optional printed report shows a listing of students who received each type of batch posted data with comments about anything unusual.

With this process, you may post a lock to any of the three group locks (tracking, budgeting, packaging). When any of these three lock fields is changed, the change is logged.

You can use the value in the `RORPOST_ISIR_COMMENT_RJCT_CDE` AND `RORPOST_ISIR_COMMENT_RJCT_TYPE` columns to add additional selection criteria in addition to the population selection defined.

Unless these two fields are populated, no change in processing occurs. However, if these two fields are populated, the batch posting process uses this data to add a conditional statement to the population selection associated with this record, and only performs the requested function if the defined comment code or reject code exists for this applicant on the current needs analysis record.

If an applicant in the population does not meet the additional comment code or reject code condition, then a message is posted to the report, stating: "Record not updated. Not a match on ISIR comment or reject code."

The process updates all instances of a tracking requirement when the **Satisfy All** indicator is set on RTVTREQ for that tracking requirement. This allows all instances of an entrance interview to be satisfied at one time, regardless of the fund code associated with it, within the same aid year.

When updating a tracking requirement where `RTVTREQ_SATISFY_ALL_IND` = `Y`, the form updates all tracking requirements that are the same (`RRRAREQ_TREQ_CODE`) regardless of any fund code that may exist on any of the records or the fund code may be null.

When a Batch Post Type of *VS* is updated, Banner uses the status code to determine whether to update the **Verification Complete** flag. If during processing, the **Verification Complete** flag is set to *Y* for yes, then the **User ID** and **Date** will also be updated and displayed on the Applicant Status form (ROASTAT) with the **Verification Complete** flag. If during processing, the **Verification Complete** flag is set to *N* for no, then null values will be updated to the **User ID** and **Date** for the **Verification Complete** flag on ROASTAT.

Note: Batch Posting Funds for TEACH Grant. It is strongly recommended that you use the RPEPCKG or RPRGRNT process to calculate and award TEACH grants. Creating, updating, or rescheduling of TEACH grants using Batch Posting will bypass the period load calculations and the TEACH reduction percentage causing possible incorrect and unexpected results.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Print Report (Y/N)	No	This parameter enables you to optionally print a listing of students who received each type of batch posted data.	Y Print report (default) N Do not print report

Batch Posting Process sample

```
17-JUN-2013 11:09 AM                              FinAid CIT Environment                              PAGE     1
AID YEAR: 1213 2012-2013 Aid Year                 Batch Posting Process Report                        RORBPST

 APPLICATION: FINAID                              POSTING CODE: F Fund Code/Amount/Status      DATE TO POST:
SELECTION ID: TEST2                               CODE TO POST: MERIT                          MISC CODE:
  CREATOR ID: USER1                          CODE TO POST RULE:                                MISC CODE 2:
     USER ID: USER1                             AMOUNT TO POST:
    CATEGORY:                             AMOUNT TO POST RULE: SCH_TEST
  ISIR VALUE:                                         STATUS: ACPT
   ISIR TYPE:                                           TERM:
                                                      PERIOD:


 STUDENT NAME                         ID         RESULTS

 Edit, Mmmggffff                      911100165  Fund Amount not calculated
 Test23-Formula3, Cat J.              990000023  Award record updated
                                                 Calculated Amount = 2,645.81
 Test22-Formula3, Ice E.              990000022  Award record updated
                                                 Calculated Amount = 2,352.81
 Test20-Formula4z, Snow               990000020  Fund Amount not calculated
 Test18-Formula5, Thunder L.          990000018  Award record created
                                                 Calculated Amount = 773.81
 Test05, Toni5                        990000005  Fund Amount not calculated
```

```
17-JUN-2013 11:09 AM                              FinAid CIT Environment                              PAGE     2
AID YEAR: 1213 2012-2013 Aid Year                 Batch Posting Process Report                        RORBPST

                                    * * * REPORT CONTROL INFORMATION * * *

REPORT SEQUENCE NUMBER: 108991
RPTNAME: RORBPST
VERSION #: (8.18)
USER ID: USER1
AID YEAR: 1213
LINES PER PAGE: 55

RECORD COUNT: 6
```

Calculated Values Process (RORCALC)

The Calculated Values Process calculates an applicant's IM and FM values for Gross Need and Unmet Need. The process stores the following values in the student's RORSTAT record.

- RORSTAT_UNMET_NEED

- RORSTAT_TFC

- RORSTAT_RESOURCE_AMT

- RORSTAT_RESOURCE_ACT_DATE

- RORSTAT_IM_GRS_NEED

- RORSTAT_IM_UNMET_NEED

- RORSTAT_IM_TFC

It also enables you to optionally print the results on the Calculated Values Report.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Print Report	No	This parameter enables you to optionally print the Calculated Values Report.	F Print FM Overawards Only I Print IM Overawards Only N Do Not Print Report (default) O Print ALL Overawards Y Print All Selected Students
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	Sort Order	No	The following sort options are available for this report.	N Name (default) I ID
	User ID	No	The ID of the person using the sub-population base.	

Calculated Values Process sample

```
27-MAY-2001 12:24 PM                          Banner Development                                                PAGE
1
AID YEAR: 0001 Aid Year 2000 - 2001           Calculated Values Report                                          RORCALC


STUDENT NAME                    ID        FM GROSS NEED   FM UNMET NEED     FM EFC     IM GROSS NEED   IM UNMET NEED    IM EFC

Abba, Lucy                   212580001       15,450.00       8,875.00          .00
Abcde, Craig P.              236010009             .00             .00          .00
Abell, Heather               058643000             .00             .00    24,999.00
Abell, Heather L.            058643000             .00             .00    24,999.00
Abraham, Daniel              @00000653             .00             .00          .00
Abraham, John                @00000654             .00             .00          .00
Adams, Natalie               236010027             .00             .00   102,595.00
Agosto, Anne S.              @00000054             .00             .00   166,798.00
Arnold, James B..            911111115       24,252.00      13,252.00          .00
B.Dot, A.'-                  236010099             .00             .00    10,831.00
Baldwin, Steven B.           234567891             .00             .00          .00
Baraka, Amiri L.             069987246             .00             .00    99,999.00
Barnet, Harold L.            601000051       10,172.00      10,172.00     9,228.00
Barney, Rubble A.            236010019             .00             .00    57,256.00
Bayler, Ross M.              076289824             .00             .00     2,080.00
Bennett, Toni                @00000918       16,287.00      16,287.00     1,413.00
Bennett, Virginia            161335820       16,287.00      16,287.00     1,413.00
Blake, Ian Russell.          181489814             .00             .00    17,692.00
Blake, John                  999555111       19,189.00      13,564.00          .00
Bogart, Humphrey W.          236010011             .00             .00    16,524.00
Camp, James                  902109021             .00     -12,000.00     5,794.00
Caruso, Janet                902109026             .00     -14,009.00     1,066.00
Clinton, Albert H.           345678910       19,400.00      19,400.00          .00
Cloth, A Terry.              610578709             .00             .00    20,904.00
Cohen, Michele W.            236010017             .00             .00          .00
Conway, Paul                 902109028             .00     -10,275.00     2,315.00
D'Alessio, Lina              236010005             .00             .00    17,579.00
Davis, William Arthur.       911111111       14,015.00       1,150.00     1,435.00
DeCina, Robert               058643011             .00      -2,742.00     1,218.00
Demarco, Bernadete C.        456989101       19,767.00      19,767.00     1,133.00
Desmond, Michael             902109025             .00     -12,605.00     1,770.00
Douglas, Maria S.            236010013       15,752.00      15,722.05          .00
Dunn, Charles D.             690113400       16,511.00      16,511.00     1,189.00
Dunn, Charles T.             @00000921       16,511.00      16,511.00     1,189.00
Edwards, Anthony             817190909             .00             .00    10,831.00
Farber, Joan                 @00000922       20,038.00      20,038.00       862.00
Farber, Joan E.              678910111       20,038.00      20,038.00       862.00
Flite, Cloud T.              236010046             .00             .00          .00
Fly You Way, Ana T.          236010015             .00             .00    99,999.00
Four, Lucy                   212580004       16,034.00      13,475.00     1,416.00
Francis, Marty               236010028             .00             .00     3,438.00
Fred, Jim                    056640002             .00             .00    45,373.00
Freely, Evan P..             332664167             .00             .00
Fudd, Elmer W.               236010014             .00             .00          .00
Galella, Brandy              058643111             .00             .00
```

STUDENT NAME	ID	FM GROSS NEED	FM UNMET NEED	FM EFC	IM GROSS NEED	IM UNMET NEED	IM EFC
Ganesh, Shanmuganathan	GA	15,450.00	4,325.00	.00			
Gardner, Jessica	911111116	10,672.00	3,547.00	10,228.00			
Garling, Harriet T.	@00000893	.00	.00	19,903.00			
Garling, Howard T.	@00000923	.00	.00	19,903.00			
Harris, David	236010026	29,371.99	15,771.99	627.00			
Hendley, Jason Ronald.	911111113	15,603.00	5,478.00	2,097.00			
Hunt, Heather	902109020	.00	-14,250.00	.00			
Hunt, Natalie	902109024	.00	-13,832.00	1,143.00			
Iffin, Muffin	236010021	.00	.00	.00			
Ionelli, Marsha	@00000894	17,700.00	17,700.00	.00			
Jackson, Candy E.	076229870	.00	.00	20,904.00			
Jacob, O' Brien	911111117	.00	-15,625.00	.00			
Johnson, Elizbeth	@00000895	.00	.00	19,275.00			
Johnson, Judith Janine.	610009607	.00	.00	3,170.00			
Johnson, Judy J.	601000010	.00	.00	23,005.00			
Jones, Robin	902109022	.00	-14,125.00	.00			
Juarez, Alphonso J.	@00000896	19,400.00	19,400.00	.00			
Kaplan, Andrea	236010024	.00	.00	99,999.00			
Kleenex, Tissue A.	236010023	.00	.00	.00			
Laforge, Andrew M.	129345382	13,000.00	13,000.00	2,450.00			
Laughlin, Michael	@00000899	1,864.00	1,864.00	15,836.00			
Lighting, Addison T.	236010010	16,752.00	16,722.05	.00			
Lopez, Lisa K.	327684165	.00	.00	3,106.00			
Lothrop, Woodward E.	236010008	.00	.00	.00			
Louis, Darren	236010040	.00	-29.95				
Lu, Mary H.	@00000884	.00	.00	556.00			
Lucy, Eight	212580008	6,800.00	5,678.00	.00			
Lucy, Nine	212580009	6,500.00	5,764.00	.00			
Luu, Jane T.	@00000880	.00	.00	753.00			
Marino, Daniel	058643004	.00	-4,000.00	24,999.00			
Masi, Ronald N.	@00000900	19,400.00	19,400.00	.00			
Masi, Roni N.	@00000930	19,400.00	19,400.00	.00			
McBride, Jessica	236010030	21,752.00	21,722.05	.00			
McCleary, One O.	172420001	.00	.00	62,136.00			
Mighty, Isis M.	236010029	.00	.00	.00			
Mitchell, Charles J.	@00000931	17,215.00	17,215.00	2,185.00			
Muehlhof, 24 M.	162440024	.00	.00	.00			
Munster, Constance	333222111	12,037.00	12,037.00	7,042.00			
Nelson, Cameron R.	031289426	.00	.00	49,946.00			
Newengland, Patriots K.	236010037	.00	.00	99,999.00			
O'Toole, John J.	002472030	.00	.00	1,350.00			
Oakridge, William W.	236010016	.00	.00	99,999.00			
Parker, Tom Charles.	123456789	.00	.00	70,952.00			
Pedds, Theodore	236010047	.00	.00	2,052.00			
Pennypacker, Melissa	902109027	.00	-10,525.00	2,790.00			
Peters, Nicholas	214281728	.00	.00	33,161.00			
Phatak, Nikhil	NIKHIL	.00	.00				

Financial Aid E-mail (ROREMAL)

This process provides you with the ability to send a mass mailing as an e-mail letter using a population selection. You can run the process in audit mode, which will print the e-mail letter for all recipients with an e-mail address selected in the log file. When the process is run in Update mode, the e-mails will be generated and RUAMAIL will be updated to insert the letter code defined with an Originator of E-Initiated by E-mail process.

If more than one e-mail address exists for a student with the same e-mail address type entered for parameter 03 (E-mail Address Type Preference), ROREMAL selects the e-mail type marked as the *Preferred e-mail*

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid Aid Year Code	Aid Year Inquiry (ROIAIDY)
	E-mail Letter Code	Yes	Letter Code defined for E-Mail letter	E-Mail Letter Rules (RORELTR)
	E-mail Address Type Preference	No	The ROREMAL process uses the first active e-mail address by following this series of steps: • If the e-mail address specified for this parameter is active, the process uses this e-mail address. (This step always fails if this optional parameter is blank.) • If an e-mail address is not found, the process selects the preferred e-mail address as indicated on GOAEMAL. • If a preferred e-mail address is not found, the process selects the first active e-mail on GOAEMAL. If all 3 above conditions fail, the following error message displays on the report: *No Email Address Match, Memo Not Sent.*	E-Mail Address Type prefixed by a numeric priority value. Example: 1FAEM, 2INST, 3YAHOO
	Student ID	No	ID of Student when running this process for a single ID.	
	Application ID	No	General area for which the selection was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	The ID of the person creating the sub-population rules.	

Parameters	Name	Required?	Description	Values
	User ID	No	The ID of the person using the sub-population rules.	
	Audit/Update Mode	Yes	Code to identify whether to run test (audit), or send e-mail.	A Print to log U Send e-mail
	Email Subject Text	No	Subject text for the e-mail	
	FROM Email Address	Yes	Address to show as FROM	
	Email Sender's Name	No	Name to be sent to personalize the e-mail FROM address	
	Mail Host	Yes	Mail host from which the e-mail will be sent.	
	Mail Host Port Number	Yes	Mail host port number from which the e-mail will be sent.	
	Content/Type	Yes	Content/type for the e-mail header. Example: text/plain.	
	Extra Line Feed	Yes	Select if you want to force an extra line feed after each new line.	Y Yes N No (default)
	Use only defined email types	Yes	Select if you want to send to only e-mail types defined. You can both define and prioritize the preferred e-mail type (refer to parameter 03, *E-mail Address Type Preference*, above): • When this parameter is set to *No*, if the ROREMAL process cannot identify one of the specified e-mail types, the e-mail type of first active e-mail address will be used. • When this parameter is set to *Yes*, if one of the listed e-mail types is not found, no e-mail is sent.	Y Yes N No (default)

FISAP Report (RORFSxx)

The FISAP (Fiscal Operations Report and Application to Participate) is the means through which a participating institution applies for funds for the Federal Perkins Loan, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs. An institution must submit an electronic FISAP by a predetermined date in order to qualify for allocations of federal campus-based program funds. Participating institutions also account for expenditure of federal campus-based program funds for the award year through the FISAP. The Banner FISAP report prints this required FISAP information in the standard format.

> **Note:** The FISAP refers to the report which includes Fiscal Accounting of Campus Based funds spent during an award year.

To be selected by the FISAP report, students must:

- Have applied for financial aid as evidenced by having need analysis data on RNANAxx, which must include an official EFC.

- Be U.S. citizens (or eligible non-citizens).

- Be enrolled during the academic year.

- Have hours entered on either the student system or on the Financial Aid Enrollment Form (ROAENRL).

The hours present on the Financial Aid Enrollment (ROAENRL) form:

- Take precedence over the Banner Student System hours.

- The student level code on the General Student (SGASTDN) form must match one of the level codes entered as a parameter for the process.

- The student record must be associated with an eligible major.

The FISAP process also provides you with the capability of restricting this population to a subset using the parameters for population selection. This subset is still required to meet all other eligibility requirements.

FISAP reporting within Banner is separated into two steps.

1. Select all eligible students, calculate the data necessary to properly place the student on the grid, and store this data in a temporary FISAP table.

    When this step is run, a file called the FISAP Record Creation Log (RORFSxx.log) is created. It lists students who were selected by the program's main select routine but eliminated later in the process. It may help explain why some students were not included on the report that you thought should have been included. Since some students may be eliminated by the main select,

this listing is not all inclusive. A Control Summary is also part of this file. That lists the parameters used when this step was run and shows the number of students inserted into the FISAP table.

2. Calculate the number of students for each cell on the grid and print the report in the proper year-specific format. Step 2 uses the data in the FISAP table. The entries in the table are not deleted after you perform this step.

You can run steps 1 and 2 separately, or you can combine both steps into a single run of the program. You can use the FISAP Person Maintenance (ROAFSAP) form to display and update individual student data in the table. You can also use this form to insert or delete student records from the FISAP table.

The FISAP report is a report of federal expenditures made by institutions between July 1 and June 30 of the particular award year. College work-study employment for summer terms crosses over this border. Some of the wages are earned before and some are earned after July 1. Because of this breakdown, some students may have been paid in an aid year for which the student didn't actually apply for student aid. Banner would not select these students for inclusion on the FISAP because the student does not have appropriate records in the Student or Financial Aid systems. In other cases, payment data needs to be corrected because of adjustments made to the student's AR records outside of Banner Financial Aid. Both of these circumstances can now be handled by the new FISAP. You can now insert these students into the FISAP table and let Banner do the rest.

FISAP definitions

Calculation of automatic zero EFC

Not every student with a zero EFC receives an automatic zero EFC. ED sets an Auto Zero EFC Flag on the ISIR record if they meet certain criteria. However, when records are recalculated and/or manually entered into the system this status can change and the flag sent from ED is not updated within Banner.

Another indicator that the student has received an Auto Zero EFC is the Methodology Type which indicates which EFC formula was used to calculate a student's EFC. The Methodology Type is received on the initial ISIR record and is also updated correctly when changes are made to the student's record and a need analysis calculation is run.

Therefore, the RORFS11 process determines a student's Auto Zero EFC status by looking at the Methodology Type: `RCRAPP2_C_1_ANLY_TYPE` for Independent students and `RCRAPP2_C_PAR_1_ANLY_TYPE` for Dependent students.

If the Methodology Type is Null, indicating that the school has not run a need analysis calculation on a manual record, the income specific criteria will be reviewed for the student to determine whether or not they are eligible for an Auto Zero EFC.

Dependent students

Dependent students automatically qualify for an automatic zero EFC if both items 1 and 2 are true:

1. The student's parents filed or were eligible to file IRS Form 1040A or EZ (they were not required to file a Form 1040) or the parents were not required to file any income tax return.

   Note: Any of the following income tax forms may be filed as an alternative to filing a Form 1040A or 1040EZ, the income tax return required by the tax code of; Guam, American Samoa, The U.S. Virgin Islands, The Republic of the Marshall Islands, The Federated States of Micronesia, or Palau.

OR

who received a means-tested Federal benefit This includes a benefit from any of the following Federal programs:

• Supplemental Security Income (SSI)

• Food Stamp Program

• Free and Reduced School Lunch Program

• Temporary Assistance for Needy Families (TANF)

• Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

OR

The student's parent is a dislocated worker.

AND

2. The income of the student's parents was whatever the income threshold has been set at for the aid year for the EFC formula or less:

Independent students

Independent students with dependents other than a spouse automatically qualify for an automatic zero EFC if both of the following are true:

1. Student (and student's spouse, if any) filed or was eligible to file a IRS Form 1040A or 1040EZ (they are not required to file a Form 1040); or they were not required to file any income tax return.

   Note: Any of the following income tax forms may be filed as an alternative to filing a Form 1040A or 1040EZ, the income tax return required by the tax code of; Guam, American Samoa, The U.S. Virgin Islands, The Republic of the Marshall Islands, The Federated States of Micronesia, or Palau.

OR

Any person considered part of the student's household size (as defined on the FAFSA) who received a means-tested Federal benefit. This includes a benefit from any of the following Federal programs:

- Supplemental Security Income (SSI)

- Food Stamp Program

- Free and Reduced School Lunch Program

- Temporary Assistance for Needy Families (TANF)

- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

OR

The student (or the student's spouse, if any) is a dislocated worker

AND

2. Student's (and spouse's) income was whatever the income threshold has been set at for the aid year for the EFC formula or less

Note: The automatic eligibility criteria for a zero EFC are not applicable to a single or married independent student without dependents other than a spouse.

Full-Time

The student's last term of enrollment is used to determine full or part-time status.

Note: When FISAP evaluates enrollment for Full-Time, the STANDARD enrollment rule will be used for the calculation.

Examples:

- If a period has been set up with multiple terms (Fall/Winter), the FISAP will combine enrollment in both terms to determine the student's enrollment status. Example: Institution defines full time as 12 credit hours. Student assigned the Fall/Winter period and enrolled as follows: Fall = 9 hours, Winter intersession = 3 hours, FISAP will report student as Full Time (9 + 3 = 12) assuming this is the last period of enrollment that the student had for the aid year.

- If a student is in an aid period (Fall only) but attends outside the aid period (Winter and Spring), enrollment for the FISAP will be based on the Spring attendance. The FISAP logic cannot automatically combine Winter/Spring since it does not know in this case if it is applicable to the student.

- If the school normally processes the Summer as a trailer but for certain students processes as a header and the student is in a Fall/Spring aid period and attends classes in the Summer, the FISAP will use the Summer Enrollment since normally it is treated as a trailer. In addition, if the school normally processes summer as a trailer but the student has been assigned the summer in the next aid year, the summer enrollment will not be included in the determination of enrollment since aid will be paid out of the next aid year.

Calculation of FISAP total income

FISAP Total Income (TI) is calculated as follows:

> **Note:** Each of the calculations in this section use the following common variables:
>
> UI (Untaxed Income) = Tax-Deferred Pensions + IRA and Keogh Deductions + Child Support Received + Tax-Exempt Interest + Untaxed IRA Distributions + Untaxed Pensions + Military and Clergy Allowance +VA Non-Education Benefits + Other Untaxed Income
>
> AFI (Additional Financial Information) = Education Tax Credits + Child Support Paid + Need Based Employment + Grant and Scholarship Aid + Combat Pay + Co-op Earnings

Dependent student

1. Total Income (TI)

   Tax Filer

   If parents' tax filing status is tax filer, the following information is used to determine Total Income:

   Parents' Adjusted Gross Income + (UI) - (AFI) = TI

   Non-Tax Filer

   If parents' tax filing status is non-tax filer, the following information is used to determine Total Income:

   Father's Income + Mother's Income + (UI) - (AFI) = TI

2. Student's Total Income (STI)

> **Note:** Each of the calculations in this section use the following common variables:
>
> UI (Untaxed Income) = Tax-Deferred Pensions + IRA and Keogh Deductions + Child Support Received + Tax-Exempt Interest + Untaxed IRA Distributions + Untaxed Pensions + Military and Clergy Allowance + VA Non-Education Benefits + Other Untaxed Income + Other Non-Reported Money
>
> AFI (Additional Financial Information) = Education Tax Credits + Child Support Paid + Need Based Employment + Grant and Scholarship Aid + Combat Pay + Co-op Earnings

Student Tax Filer

If the student's tax filing status is tax filer, the following information is used to determine Student Total Income:

Student's Adjusted Gross Income + (UI) - (AFI) = STI

Student Non-Tax Filer

If the student's tax filing status is non-tax filer, the following information is used to determine Student Total Income:

Student's Income + (UI) - (AFI) = STI

3. Dependent Student FISAP Total Income (FTI)

TI + STI = FTI

Independent student

1. Total Income (TI)

> **Note:** Each of the calculations in this section use the following common variables:
>
> UI (Untaxed Income) = Tax-Deferred Pensions + IRA and Keogh Deductions + Child Support Received + Tax-Exempt Interest + Untaxed IRA Distributions + Untaxed Pensions + Military and Clergy Allowance + VA Non-Education Benefits + Other Untaxed Income + Other Non-Reported Money
>
> AFI (Additional Financial Information) = Education Tax Credits + Child Support Paid + Need Based Employment + Grant and Scholarship Aid + Combat Pay + Co-op Earnings

Student Tax Filer

If student's tax filing status is tax filer, the following information is used to determine Total Income:

Student's Adjusted Gross Income + (UI) - (AFI) = TI

Student Non-Tax Filer

If student's tax filing status is non-tax filer, the following information is used to determine Total Income:

Student's Income + Spouse's Income + (UI) - (AFI) = TI

2. Independent Student FISAP Total Income (FTI)

TI = FTI

Creating manual records without FAFSA

The FISAP depends on the student's dependency status, tax filing status and income being reported in Banner Financial Aid. If you have created student records by just entering the student's EFC on the Need Analysis Result (RNARSxx) form so that the student is packaged, then Banner doesn't have sufficient data in order to accurately place or count the student in the two income grids. At a minimum, you must enter the following on the Need Analysis (RNANAxx) form:

Dependent Students	Independent Students
Parent Tax Return Filed	Student Tax Return Filed
Parent Tax Return Type Form Filed	Student Tax Return Type Form Filed
Parent Eligible to File 1040A/EZ	Student Eligible to File 1040A/EZ
First Bachelor's Degree by 01-JULY-2010	Student Have Children You Support
Parent AGI or wages	Student Have Legal Dependents
Parent SSI	First Bachelor's Degree by 01-JULY-2010
Parent Food Stamps	Student and spouse AGI or wages
Parent Free or Reduced Lunch	Student SSI
Parent TANF	Student Food Stamps
Parent Dislocated Worker	Student Free or Reduced Lunch
Parent WIC	Student TANF

Dependent Students	Independent Students
Parent Additional Financial Information	Student Dislocated Worker
• Education Tax Credits	Student WIC
• Child Support Paid	Student Additional Financial Information
• Need Based Employment	• Education Tax Credits
• Grant and Scholarship Aid	• Child Support Paid
• Combat Pay	• Need Based Employment
• Co-op Earnings	• Grant and Scholarship Aid
Parent Untaxed Income	• Combat Pay
• Tax-Deferred Pensions	• Co-op Earnings
• IRA and Keogh Deductions	Student Untaxed Income
• Child Support Received	• Tax-Deferred Pensions
• Tax-Exempt Interest	• IRA and Keogh Deductions
• Untaxed IRA Distributions	• Child Support Received
• Untaxed Pensions	• Tax-Exempt Interest
• Military and Clergy Allowance	• Untaxed IRA Distributions
• VA Non-Education Benefits	• Untaxed Pensions
• Other Untaxed Income	• Military and Clergy Allowance
	• VA Non-Education Benefits
	• Other Untaxed Income
	• Other Non-Reported Money

Also, for these records dependency may be directly entered on the Applicant Override (RNAOVxx) form, FM-Student Dependency.

> **Note:** To be selected for inclusion in the FISAP report, a student must be a U.S. Citizen or eligible non-citizen. Also, if a need analysis calculation has been run, the student must have an official EFC.

Dependency

Dependency is derived directly from the student's need analysis record. Therefore, if professional judgment was used to make a student independent, the FISAP calls that student independent.

Level

The FISAP uses the student's level from the student system (the SGBSTDN table). The process uses the most recent level for a term in which the student was enrolled in an eligible program. Therefore, if a student was enrolled in the Fall as an undergraduate student, graduated and returned in the Spring as a Graduate student in an ineligible program, the FISAP classifies that student as an undergraduate student. If the graduate program was an eligible program, then the student would be classified as a graduate student. Any student who received an SEOG grant that needs to be reported on the FISAP is automatically classified as an undergraduate student. The Program Summary can't report SEOG recipients for graduate students. So, students who were undergraduates in the Fall and received SEOG who then graduated and returned in the Spring as a graduate student, will be classified as an undergraduate student.

Different level codes may use different definitions of full-time. Parameters for the job determine the full-time requirements for each level code. These parameters also define which level code should mean undergraduate or graduate. This allows you to define different full-time definitions for your Medical School and your Graduate Business School, for example.

> **Note:** All students who should be included on the FISAP must have their Level Code defined as one of the parameters for the report. Students with level codes that have not been defined in the parameter section will not be included in the FISAP.

With or without bachelor's or first prof. degree

As stated earlier, the FISAP uses the RCRAPP1 data for Degree by July 1, 20xx. The RSRDSCP report can help to verify the accuracy of that data.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Create/Print or Both	Yes	This parameter determines if you want to generate the student data that is necessary for the production of the FISAP Report. The Create function will delete and replace any current data that exists in the FISAP table. **Note** - Before being able to print any data, records must have been created either through the RORFSxx process and/or manually. Once data is created by the RORFSxx process, it is possible to go directly to the FISAP Person Maintenance (ROAFSAP) and edit that data directly if any changes are needed. However, it is important to remember that if you run the RORFSxx process again, all manual changes will be deleted and will have to be re-entered.	B Create and Print (default) C Create CD Create and Print Detail CS Create and Print Summary D Print Detail P Print Both S Print Summary R Print Auto Zero Discrepancies **Note** - Starting with RORFS13, this option is now "Print FISAP Discrepancies" When option R is chosen, the Auto Zero Discrepancies will be printed as well as report those with Offered or Paid Title IV aid that were not reported on the FISAP.
	FPERK Paid or Offered Amount.	Yes	Print FPERK Paid/Offered award amount.	O FPERK FISAP data based on Offered amount P FPERK FISAP data based on Paid amount (default)
	FSEOG Paid or Offered Amount	Yes	Print FSEOG Paid/Offered award amount.	O FSEOG FISAP data based on Offered amount P FSEOG FISAP data based on Paid amount (default)
	FWS Paid or Offered Amount	Yes	Print FWS Paid/Offered award amount.	O FWS FISAP data based on Offered amount P FWS FISAP data based on Paid amount (default)

Parameters	Name	Required?	Description	Values
	Billing or Adjusted Hours	No	Billing or Adjusted hours to be used for enrollment status.	A Enrollment based on Adjusted Hours (default) B Enrollment based on Billing Hours
	Sort by Last Name/ FISAP Inc.	No	Sort by the Last Name or the total FISAP Income.	I Sort by total FISAP Income N Sort by Last Name (default)
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rules.	
	User ID	No	ID of the person who used the population rules.	
	Undergraduate Level Codes 1-19	No	Required to select undergraduate students for the level code. You can specify as many as 19 Undergraduate Level codes and 19 Graduate Level codes and define the full-time load for each of these codes when you run the RORFSxx Process. Although these parameter choices are optional, you must define at least one Undergraduate or Graduate Level code and its corresponding FT Load in order to generate the proper output.	These parameters are listed as optional in recognition of the fact that a school might only have an undergraduate or graduate course of study — but not both.
	FT Load for UG Codes 1-19	No	Full-time load for Undergraduate Codes 1-19.	
	Graduate Level Codes 1-19	No	Required to select graduate students with this level code. You can specify as many as 19 Undergraduate Level codes and 19 Graduate Level codes and define the full-time load for each of these codes when you run the RORFSxx Process. Although these parameter choices are optional, you must define at least one Undergraduate or Graduate Level code and its corresponding FT Load in order to generate the proper output.	These parameters are listed as optional in recognition of the fact that a school might only have an undergraduate or graduate course of study — but not both.

Parameters	Name	Required?	Description	Values
	FT Load for Grad Codes 1-19	No	Full-time load for Graduate Codes 1-19.	

RORFSxx_yyyyy.lis file

```
25-JUL-2013 01:02:12 PM                        FinAid CIT Environment                                    1
Aid Year: 1213                                    FISAP REPORT                                      RORFS13
------------------------------------------------------------------------------------------------------------------
Name                       ID            FISAP      AUTO     DEP      LEVEL      FULL      AID         AID
                                         INCOME     0 EFC                       TIME      FUND        AMT
------------------------------------------------------------------------------------------------------------------
  Beck, Joey A.            998110609      8,500      N        I       UWO        Y
  Davis, Gary R.          930000002     41,288      N        I       UWO        Y
  Ebbits, Irene           811100182     19,000      Y        D       UWO        N
  Edsel, John             811100177      7,000      N        I       UWO        N
  Ephrim, Sally           811100183      1,850      N        I       UWO        N
  Epps, Ernest            811100110     19,000      N        I       UWO        N
  Epps, Thomas            811100118      6,500      N        I       UWO        N
  Estes, William          811100140     13,000      N        I       UWO        Y
  Kichjuarez, Anna        999121306     11,500      N        I       UWO        Y
  Kichline, A A.          999121337     12,500      N        I       UWO        Y
  Kichline, Alan K.       999121308     22,311      N        D       UWO        Y
  Kichline, Alberta       999121303      5,000      N        I       UWO        N
  Kichline, Alphonse A.   999121315     28,000      Y        D       UWO        Y
  Kichline, B B.          999121338     50,000      N        D       UWO        Y
  Kichline, Barbara       999121316     12,500      N        I       UWO        Y
  Kichline, Brian         999121309      7,500      N        I       UWO        N
  Kichline, C C.          999121339     15,000      N        I       G          Y
  Kichline, Charlie       999121310     12,500      N        I       UWO        N
  Kichline, Clarence C.   999121328     45,000      N        D       UWO        Y
  Kichline, D B.          999121332     50,000      N        D       UWO        Y     FPERK      2750.00
                                                                                     FSEOG      2000.00


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--------------------------------------------------------------------------------------------------------------
Name                         ID         FISAP     AUTO    DEP     LEVEL      FULL     AID        AID
                                        INCOME    0 EFC                      TIME     FUND       AMT
--------------------------------------------------------------------------------------------------------------
  Kichline, E E.           999121341    33,000     Y       D       UWO        Y
  Kichline, Edel           999111249    12,500     N       I       UWO        N
  Kichline, Eli            999111250     8,500     N       I       UWO        N
  Kichline, Elizabeth      999121320  1,753,080    N       D       UWO        N
  Kichline, F F.           999121342     4,000     Y       I       UWO        Y
  Kichline, H H.           999121344    64,999     N       I       UWO        Y        FWS        235.00
  Kichline, Jack B.        999121322    28,100     Y       D       UWO        Y
  Kichline, Jonathan P.    999121311    13,500     N       I       UWO        Y
  Kichline, Keith H.       999121312     5,000     N       I       UWO        Y
  Kichline, Mona           999686868     8,500     N       I        G         Y
  Kichline, Michael J.     999121323    80,457     N       D       UWO        N
  Kichline, P C.           999121333    64,999     N       I       UWO        Y
  Kichline, R A.           999121334    44,500     N       D       UWO        Y
  Kichline, Robin          999111262    15,000     N       I        G         N
  Kichline, Richard        999111265    12,500     N       I       UWO        N
  Kichline, S A.           999121331    64,999     N       I       UWO        Y
  Kichline, Tab            999121360     4,000     Y       I       UWO        Y        FPERK      2750.00
                                                                                      FSEOG      1500.00
  Kichline, Thomas         999656565     4,000     Y       I       UWO        Y
  Kichline, Tillie         999676767     8,500     N       I       UWO        Y
  Kichline, Tim            999727272     8,500     N       I       UWO        N        FPERK      2666.00
```

```
25-JUL-2013 01:02:12 PM                       FinAid CIT Environment                                    3
Aid Year: 1213                                    FISAP REPORT                                     RORFS13
-------------------------------------------------------------------------------------------------------------
Name                              ID          FISAP    AUTO    DEP     LEVEL     FULL     AID          AID
                                              INCOME   0 EFC                     TIME     FUND         AMT
----------------------------------------|------------|------|------|-----------|------|--------|------------------
  Kichline, T.C.               999747474     12,500     N      I       UWO        N
  Kichline, V C.               999121336     50,000     N      D       UWO        Y
  Kichline, William            999121325      8,500     N      I       UWO        N
  Kichsmith, Anthony           999121307     13,500     N      I       UWO        N
  Kabach, Cyruss               179400505      2,500     N      I       UWO        N
  Kabatto, Alexander           999091111     25,000     N      I       UWO        Y
  Kabatto, Rebecca J.          999091112     25,000     N      I       UWO        Y
  Kacakowski, Rebecca A.       999091115     25,988     N      I       UWO        Y
  Kachman, Marcus              179400503          0     N      D       UWO        Y
  Kemp, Ronald                 179400501      2,500     N      I       UWO        N
  Kopec, Edith                 389400911     64,999     Y      D       UWO        N
  Laird, Kathy                 811110604      7,500     N      I       UWO        Y
  Laird, Shepherd K.           990000007     27,559     N      D       UWO        N     FPERK        750.00
                                                                                        FSEOG         75.00

  Lansing, Cathrine            990000023    117,969     N      I       UWO        N
  Lapcheck, Susan P.           990000010          0     N      I       UWO        Y     FPERK        750.00
                                                                                        FSEOG        300.00

  Lennon, Pam L.               990000018     20,286     N      I       UWO        N
  Leonard, Lucile              990000008     37,510     N      I       UWO        Y     FPERK        750.00
                                                                                        FSEOG        300.00
                                                                                        FWS          190.00

  Lichfield-Haas Kate M.       990000009      8,826     Y      I       UWO        N     FPERK        750.00
                                                                                        FSEOG        225.00


                                                                                          Contd...4
```

```
25-JUL-2013 01:02:12 PM                        FinAid CIT Environment                                            10
Aid Year: 1213                                    FISAP REPORT                                              RORFS13
----------------------------------------------------------------------------------------------------------------------
             PART II, SECTION F: INFORMATION ON ELIGIBLE AID APPLICANTS FOR THE AWARD YEAR (        2012-2013 Aid Year)
             ---------------------------------------------------------------------------------------------------------

                 <--------DEPENDENT-------->                                    <--------------INDEPENDENT-------------->
                 UG Without     UG With                                         UG Without     UG With      Graduate/
                 1st Degree     1st Degree                                      1st Degree     1st Degree    Professional
                 ----------     ----------                                      ----------     ----------    ------------

Students With        16             1                                               8             0              0
Auto Zero EFC


Taxable & Non-                                  Taxable & Non-
Taxable Income                                  Taxable Income
--------------                                  --------------
$    0 -$ 2,999       1             0           $    0 - $  999          5             0              0
  3,000 -  5,999      1             0             1,000 -  1,999         1             0              0
  6,000 -  8,999      0             0             2,000 -  2,999        45             0              0
  9,000 - 11,999      1             0             3,000 -  3,999         1             0              0
 12,000 - 14,999      0             0             4,000 -  4,999         0             0              0
 15,000 - 17,999      0             0             5,000 -  5,999        16             1              0
 18,000 - 23,999      1             0             6,000 -  7,999         4             0              0
 24,000 - 29,999      1             0             8,000 -  9,999         6             0              1
 30,000 - 35,999      2             0            10,000 - 11,999         1             0              0
 36,000 - 41,999      1             0            12,000 - 13,999        10             0              0
 42,000 - 47,999      5             0            14,000 - 15,999         0             0              2
 48,000 - 53,999      7             0            16,000 - 17,999         0             0              0
 54,000 - 59,999      1             0            18,000 - 19,999         1             0              0
 60,000 & Over        6             0            20,000 & Over          14             3              1

Total                43             1           Total                 112             4              4
```

```
25-JUL-2013 01:02:12 PM                            FinAid CIT Environment                                          11
Aid Year: 1213                                        FISAP REPORT                                              RORFS13
-----------------------------------------------------------------------------------------------------------------------
          PART VI, SECTION A: DISTRIBUTION OF PROGRAM RECIPIENTS AND EXPENDITURES BY TYPE OF STUDENT (       2012-2013 Aid Year)
          -------------------------------------------------------------------------------------------------------------

Tax & Untax Inc          <--Fed. Perk Loan--->      <-------FSEOG------->      <---------FWS------->        Summary
Category/Stud Type       Recipients      Funds      Recipients     Funds      Recipients     Funds        Recipients
------------------       --------------------       --------------------      --------------------        ----------

Ungrad. Dependent
-----------------

$     0 -$ 5,999              0            0             0            0            0            0               0
  6,000 - 11,999             0            0             0            0            0            0               0
 12,000 - 23,999            0            0             0            0            0            0               0
 24,000 - 29,999            1          750             1           75            0            0               1
 30,000 - 41,999            0            0             0            0            0            0               0
 42,000 - 59,999            1        2,750             2        2,125            0            0               2
 60,000 - 69,999            0            0             0            0            0            0               0
 70,000 - 79,999            0            0             0            0            0            0               0
 80,000 - 89,999            0            0             0            0            0            0               0
 90,000 - 99,999            0            0             0            0            0            0               0
100,000 & Over              0            0             0            0            0            0               0


Ungrad. Independent
-------------------

$     0 - $1,999            1          750             1          300            0            0               1
 2,000 -  3,999             0            0             0            0            0            0               0
 4,000 -  7,999             1        2,750             2        2,500            0            0               2
 8,000 - 11,999             2        3,416             1          225            0            0               2
12,000 - 15,999             0            0             0            0            0            0               0
16,000 - 19,999             0            0             0            0            0            0               0
20,000 - 24,999             0            0             0            0            0            0               0
25,000 - 29,999             0            0             0            0            0            0               0
30,000 - 34,999             0            0             0            0            0            0               0
35,000 - 39,999             1          750             1          300            1          190               1
40,000 & Over               0            0             0            0            1          235               1

Graduate/Professional       0            0           -NA-         -NA-           0            0               0

T O T A L                   7       11,166             8        5,525            2          425              10

Total Less than Full time   3        4,166             3          425            0            0               4
Total Automatic Zero EFC    2        3,500             2        1,725            0            0               2
```

```
25-JUL-2013 01:02:12 PM                         FinAid CIT Environment                                            12
Aid Year: 1213                                      FISAP REPORT                                              RORFS13
----------------------------------------------------------------------------------------------------------------------

                                    ADDENDUM I.  PART-TIME STUDENT DETAIL
                                    ------------------------------------

Name                          ID            FISAP      AUTO    DEP    LEVEL     FULL      AID          AID
                                            INCOME     0 EFC                    TIME      FUND         AMT

----------------------------------------------------|---------|-------|-------|---------|---------|--------|-------------------
  Ebbits, Irene              811100182      19,000   |   Y    |   D   |  UWO  |    N    |         |
  Edsel, John                811100177       7,000   |   N    |   I   |  UWO  |    N    |         |
  Edit, Smart                811100183       1,850   |   N    |   I   |  UWO  |    N    |         |
  Epps, Ernest               811100110      19,000   |   N    |   I   |  UWO  |    N    |         |
  Epps, Thomas               811100118       6,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Alberta          999121303       5,000   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Brian            999121309       7,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Charlie          999121310      12,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Ede1             999111249      12,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Eli              999111250       8,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Elizabeth        999121320   1,753,080   |   N    |   D   |  UWO  |    N    |         |
  Kichline, Michael J.       999121323      80,457   |   N    |   D   |  UWO  |    N    |         |
  Kichline, Robin            999111262      15,000   |   N    |   I   |   G   |    N    |         |
  Kichline, Richard          999111265      12,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, Tim              999727272       8,500   |   N    |   I   |  UWO  |    N    |  FPERK  |  2666.00
  Kichline, T.C.             999747474      12,500   |   N    |   I   |  UWO  |    N    |         |
  Kichline, William          999121325       8,500   |   N    |   I   |  UWO  |    N    |         |
  Kichsmith, Anthony         999121307      13,500   |   N    |   I   |  UWO  |    N    |         |
  Kabach, Cyruss             179400505       2,500   |   N    |   I   |  UWO  |    N    |         |



                                                                                              Contd...13
```

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25-JUL-2013 01:02:12 PM                        FinAid CIT Environment                                    17
Aid Year: 1213                                      FISAP REPORT                                     RORFS13
-------------------------------------------------------------------------------------------------------------

                                              CONTROL SUMMARY
                                              ---------------
                          Program Name............................:RORFS13(8.17.2.1)
                          One up Number...........................:111236
                          Aid Year Code...........................:1213
                          Create/Print Options....................:B
                          FPERK Paid or Offered Amount............:P
                          FSEOG Paid or Offered Amount............:P
                          FWS Paid or Offered Amount..............:P
                          Billing or Adjusted Hours...............:A
                          Sort Order selected.....................:N
                          Undergraduate Level Code 1..............:UG
                          FT Load for UG Code 1...................:12
                          Undergraduate Level Code 2..............:01
                          FT Load for UG Code 2...................:12
                          Graduate Level Code 1...................:GR
                          FT Load for Grad Code 1.................:9
                          Number of lines per page................:55

                          Lis file name...........................:/u03/banjobs/SMPL/markk/rorfs13_111236.lis
                          Student Records Selected................:164
                          Students with no Aid Amounts............:154
                          Total pages Printed.....................:17

UWO - Undergraduate student WITHOUT prior baccalaureate or first professional degree

UW  - Undergraduate student WITH prior baccalaureate or first professional degree

G   - Graduate student

*   - Locked Record

                                       ****** END OF REPORT ******
```

RORFSxx Discrepancy Report

```
25-JUL-2013 01:03:16 PM                              FinAid CIT Environment                                           PAGE 001
Aid Year: 1213                                        DISCREPANCY REPORT                                              RORFS13
---------------------------------------------------------------------------------------------------------------------------
Auto-Zero Discrepancies
NAME                                ID
--------------------------------|-----------
Kichline, Jack B.            999121322
---------------------------------------------------------------------------------------------------------------------------
                                                                                 INCOME    ADDITIONAL
  FISAP   ISIR                                                                     FROM  MEANS FINANCIAL  UNTAXED     DISL
AUTOZERO AUTOZERO   EFC                                    1040A/EZ                WORK  TEST?   INFO      INCOME    WORKER
  FLAG     FLAG    METHOD       TAX RETURN FILED           ELIGIBLE      AGI
--------|--------|----------|----------------------------|------------|----------|----------|-----|----------|----------|----------
   Y                Zero EFC  1040A or 1040 EZ            No             26,789    23,000    Y       0         0        N


End of auto-zero discrepancy report
```

```
25-JUL-2013 01:03:16 PM                              FinAid CIT Environment                                           PAGE 002
Aid Year: 1213                                        DISCREPANCY REPORT                                              RORFS13
---------------------------------------------------------------------------------------------------------------------------
FISAP Discrepancies - Students Omitted from FISAP who have only paid funds or both paid and offered funds
---------------------------------------------------------------------------------------------------------------------------
NAME                                             ID           AID FUND   AMOUNT OFFERED    AMOUNT PAID
------------------------------------------------|-----------|------------|------------------|---------------|
Kichline, D D.                               999121340  DIRECT            3500.00             .00
                                                        PELL              5550.00          2500.00
                                                        TEACHU            3750.00          1750.00
Laird-Formula1, Robin E.                     990000011  DIRECT            3500.00          1742.00
                                                        DLPLUS           10000.00             .00
                                                        DLUNSB            2000.00             .00
                                                        PELL              5500.00             .00
                                                        SEOG               600.00           300.00
                                                        SUEBIA            1500.00           750.00
                                                        SUEPK             1500.00           750.00
                                                        TEACHU              .00               .00
Lederhandler, Larry I.                       777121331  DGPLUS            4000.00          3900.00
                                                        DIRECT            2500.00           747.00
                                                        DLUNSB            3000.00          2970.00
                                                        TEACHG            2000.00          4000.00
Rucker, Robert                               817130001  DIRECT            3500.00             .00
                                                        DLPLUS            2000.00             .00
                                                        DLUNSB            2000.00           990.00
                                                        PELL              2775.00             .00


End of omitted paid discrepancy report
```

```
25-JUL-2013 01:03:16 PM                         FinAid CIT Environment                                        PAGE 003
Aid Year: 1213                                   DISCREPANCY REPORT                                           RORFS13
-------------------------------------------------------------------------------------------------------------------------
FISAP Discrepancies - Students Omitted from FISAP who have only offered funds but no paid funds
-------------------------------------------------------------------------------------------------------------------------
NAME                                             ID          AID FUND    AMOUNT OFFERED    AMOUNT PAID
-------------------------------------------------|----------|----------|-----------------|---------------|
Betty, Pokie                                     811100106   DIRECT              2500.00             .00
                                                             PELL                1600.00             .00
Dray, Petunia 4.                                 585349222   FWS                  500.00             .00
Kichline, Joseph                                 999121330   DIRECT              3500.00             .00
Kichlinecal, Ichabad A.                          A00022408   DIRECT              4500.00             .00
                                                 A00022408   PELL                4800.00             .00
                                                             PERK                1000.00             .00
                                                             SEOG                 500.00             .00
                                                             TEACHU              2000.00             .00

Laird-Formula5, Misty                            990000019   DIRECT              4156.00             .00
                                                             PELL                5550.00             .00
                                                             SEOG                 600.00             .00
                                                             TEACHU              3000.00             .00


End of omitted offer discrepancy report
```

```
25-JUL-2013 01:03:16 PM                         FinAid CIT Environment                                        PAGE 004
Aid Year: 1213                                   DISCREPANCY REPORT                                           RORFS13
-------------------------------------------------------------------------------------------------------------------------

                                                CONTROL SUMMARY
                                                ---------------

                        Program Name...................................: RORFS13 (8.17.2.1)
                        Run sequence number............................: 111237
                        Aid Year Code..................................: 1213
                        Create/Print Options...........................: R
                        Number of lines per page.......................: 55
                        Lis file name..................................: /u03/banjobs/SMPL/markk/rorfs13_111237.lis

                                                     TOTALS
                                                -------------

                        Total pages Printed................................: 4
                        Total number of auto-zero discrepancies found......: 1
                        Total number of students with paid discrepancies...: 4
                        Total number of students with offered discrepancies: 5
```

Grade Exception Report (RORGRDE)

This report provides a report of courses for a student which are gradable, based on the registration status but have not been rolled to Academic History. This assists you in identifying courses which have not been completed due to an extension request for an Open Learning course or courses extending past normal term grade roll processing when determining Satisfactory Academic Progress (SAP).

There are two types of courses which are identified by this report: (1) Courses for which no grade has been assigned, and (2) Courses which have been graded but have not been rolled to Academic History.

This report requires a valid, active **Period**.

This process has been modified to select financial aid applicants for the period where period is part of the applicant's aid period for the aid year entered in Parameter 01 (Aid Year). If the aid year parameter is null, records for all terms within the period entered as a parameter will be retrieved with no aid year restriction.

Parameters	Name	Required?	Description	Values
	Aid Year	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	Yes	Enter the Period.	Periods Inquiry (ROIPRDS)
	Grade Exceptions to Report	Yes	Select the courses to include.	B Both - not rolled and not graded (default) N Courses with No Grade R Graded not in Academic History
	Courses to Report	No	Enter the courses to report.	A All Courses - (default) F Financial Aid Eligible Courses Only
	Sort Sequence Indicator	No	Enter the sort sequence.	*I* ID *N* Name (default)
	Application ID	No	General area for which the selection ID was defined.	
	Selection ID	No	Code that identifies the sub-population to work with.	

Parameters	Name	Required?	Description	Values
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Grade Exception Report sample

```
25-JUL-2012 05:17:32 PM                    Finaid Environment                                    PAGE 1
AID YEAR: 1112              Financial Aid Grade Exception Report                    RORGRDE
PERIOD: FALL 2011


    Name                        ID                   Student Level
  Test402, Student402       A00022396                     UG

   Term    Part of   CRN   Course   Subj  Reg.     Status     Course      Start          End        Grade   Credit   Billing   Excluded
   Code     Term           Number         Stat      Date      Level       Date          Date        Code    Hours    Hours     From FA
  201210     1       16    501      MATH  RE   06-JUN-2012     UG     15-AUG-2011   14-DEC-2011       F      4.000    4.000       N
  201210     1       29    401      ACCT  RE   06-JUN-2012     UG     15-AUG-2011   14-DEC-2011       F      3.000    3.000       N
  201210     1       45    101      HIST  RE   06-JUN-2012     UG     15-AUG-2011   14-DEC-2011       F      3.000    3.000       N
  201210     3        8    801      BIOL  RE   06-JUN-2012     UG     16-OCT-2011   14-DEC-2011       F      3.000    3.000       N

                         CONTROL SUMMARY
                         ---------------
            Program Name...................................: RORGRDE(8.14.2)
            Total Students Reported.......................: 1
            Aid Year Code.................................: 1112
            Period........................................: FALL 2011
            Grade Exceptions to Report....................: B
            Courses to Select.............................: A
            Sort Sequence Indicator.......................: N
            Application ID................................: FINAID
            Selection ID..................................: TEST
            Creator ID....................................: FAUSER
            User ID.......................................: FAUSER
            Number of Lines Per Page......................: 55
```

Automatic Group Assignment (RORGRPS)

The Automatic Group Assignment Process assigns applicants to the following three types of groups:

- Budgeting groups with the appropriate Applicant Budget Table (RBBABUD) entries and Applicant Budget Component (RBRACMP) entries

- Tracking groups with the appropriate Applicant Requirements (RRRAREQ) entries

- Packaging groups

You can run this process in batch mode or in online mode. RORGRPS allows you to process a single applicant (in online mode), to use a previously defined population selection, to process all applicants, or to process only applicants in Wait status. You can assign the applicant or applicants to budgeting groups, tracking groups, or packaging groups, or any combination of the three group types.

Note: When processing more than one group type, RORGRPS will process the group based on the order entered for the parameter. For example, if you want to process tracking, budgeting, packaging groups in that order, you would enter TBP. If you enter BPT for the Group Type Indicator parameter, RORGRPS will process budgeting first, then packaging, and the tracking group last.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Group Type Indicator	Yes	Select one or more group types to which applicants will be assigned. You may enter a combination of these values to perform a combination of the grouping processes. If you enter multiple group types, enter the values without any intervening characters or spaces (e.g., BPT).	B Budget groups P Packaging groups T Tracking groups
	Term Code	No	Enter a term code to limit processing to records in the specified term.	Financial Aid Term Code Inquiry (ROITERM)
	Process Indicator	Yes	You can run this process in batch or in online mode. The online method allows you to process a single applicant. Batch mode enables you to process multiple applicants.	B Batch O Online

Parameters	Name	Required?	Description	Values
	Applicant ID	No	Specify the applicant you want to assign to groups when you set the Process Indicator parameter to *O* (Online). This parameter is only used in online mode and must be left blank if you run the process in batch mode.	
	Use All Applicants Indicator	Yes	If you select the N option, use the applicants within the selection ID (if a population selection was established using parameters 07–10) and all applicants in Wait status. If you select the N option and no population selection was entered, all applicants in Wait status are used. Applicants are scheduled (*Wait* status) for the batch grouping process when you enter a *B* (Batch) in the **Action Indicator** field for a tracking, budgeting, or packaging assignment and save the record on the Applicant Immediate Process (ROAIMMP) form.	Y Use all applicants that have an Applicant Status Record (RORSTAT) for the specified aid year. N Use applicants in a Wait status or those in the selection ID.
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	
	User ID	No	The ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	

Parameters	Name	Required?	Description	Values
	Period	No	The Period parameter may be used as a substitution variable for rules.	Periods Inquiry (ROIPRDS)
	Action Indicator	Yes	[A]ctual or (S)imulated Grouping.	A Actual (default) S Simulated
	Simulation Print Option	Yes	Print Simulation Report - (Y)es or [N]o.	Y Yes N No (default)

Financial Aid HS/Admission Data Posting (RORHSDP)

This process provides a means to batch post information to the Applicant High School Data table (RORHSDT) for display on the Applicant High School and Admission Data (ROAHSDT) form. You may be able to identify students meeting the various rigorous program requirements with data in the Admissions module of the Banner Student System. By using a Population Selection, you may automate a process that would otherwise be very labor intensive.

You can use this process to load the graduation date and the state of the student's high school graduation from the Student table (SORHSCH). This process also provides the ability to update the code for approved State Advanced or Honors program, the indicators for Advanced Placement/International Baccalaureate Courses or the indicator for State Scholars Initiative or Required Courses. However, you should use caution when updating these fields to ensure that the rigorous program criteria has truly been met.

A population selection is required for use with this process.

Parameters	Name	Required?	Description	Values
	Application Code	Yes	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	Yes	Code that identifies the population with which to work.	Population Selection Inquiry (GLISLCT)
	Creator ID	Yes	ID of the person who created the population rules.	
	User ID	Yes	ID of the person who used the population rules.	
	Update High School Grad Date	Yes	This parameter determines whether or not you want to load the student's high school graduation date from the Student table (SORHSCH).	Valid values are: Y Yes, update the student's high school graduation date N No, do not update the student's high school graduation date (default)

Parameters	Name	Required?	Description	Values
	Update State of HS Grad	Yes	This parameter determines whether you want to load the state of the student's high school graduation from the Student table (SORHSCH).	Valid values are: Y Yes, update the state of the student's high school graduation N No, do not update the state of the student's high school graduation (default)
	Update AP/IB Indicator	Yes	This parameter determines whether you want to update the Advanced Placement/International Baccalaureate Courses indicator to *Y* (eligible). This indicator specifies that the student completed the required number of Advanced Placement or International Baccalaureate courses and test scores.	Valid values are: Y Yes, update the Advanced Placement/International Baccalaureate Courses indicator to *Y* (eligible) N No, do not update the Advanced Placement/International Baccalaureate Courses indicator to *Y* (eligible) (default)
	Update Required Courses Ind	Yes	This parameter determines whether you want to update the **Required Courses Similar to the State Scholars Initiative** field on the Applicant High School Data (ROAHSDT) form to *Y* (eligible).	Valid values are: Y Yes, update the **Required Courses Similar to the State Scholars Initiative** field to *Y* (eligible) N No, do not update the **Required Courses Similar to the State Scholars Initiative** field to *Y* (eligible) (default)
	Update Program of Study Code	No	Code to use when updating the **State Recognized Program of Study** field on the Applicant High School and Admission Data (ROAHSDT) form.	State Advanced/Honors Program Codes (RPISAHP)
	Update Admission Test Ind	Yes	Select if you want to update the Admission Test Above 75th Percentile indicator.	Y Yes N No (default)

Parameters	Name	Required?	Description	Values
	Update Teacher Expert Ind	Yes	Select if you want to update the Teacher Expert Indicator.	Y Yes N No (default)
	Update ATB Code	No	Update the ATB code that indicates how the student meets ATB eligibility	01 Testing Completed 02 College Credits 04 Home Schooled
	Not used at this time	No	Not used at this time	
	Not used at this time	No	Not used at this time	

Financial Aid HS/Admission Data Posting sample

```
29-APR-2007 11:52:26 AM                                     Banner University                                               PAGE 001
                                                   Financial Aid High School Data Posting                                    RORHSDP
---------------------------------------------------------------------------------------------------------------------------------

STUDENT NAME                           ID          RESULTS
------------------------------------   ---------   --------------------------------------------

Laird, Darla                           511060702   Financial Aid High School Data Updated
Laird, Elizabeth M.                    511060704   Financial Aid High School Data Inserted
Laird, Jim                             511060706   Financial Aid High School Data Updated
Laird, Marshal H.                      511060701   Financial Aid High School Data Inserted
Laird, Thomas M.                       511060703   Financial Aid High School Data Updated
```

```
29-APR-2007 11:52:26 AM                          Banner University                                  PAGE 002
                                         Financial Aid High School Data Posting                      RORHSDP
--------------------------------------------------------------------------------------------------------------

                              CONTROL SUMMARY
                              ---------------

                Program Name...................................: RORHSDP(7.8)
                Run sequence number............................: 173777
                Application Code...............................: FINAID
                Selection ID...................................: SUE1
                Creator ID.....................................: SLAIRD
                User ID........................................: SLAIRD
                Update High School Grad Date...................: Y
                Update State of HS Grad........................: Y
                Update AP/IP Indicator.........................: Y
                Update Required Courses Ind....................: N
                Update Code for Adv/Honor Prog.................:
                Number of Lines Per Page.......................: 55

                                   TOTALS
                                   ------------

                Total number of records in population........: 5
                Total number updated.........................: 3
                Total number inserted........................: 2
                Total number with no high school data........: 0
                Total number with invalid HS state code......: 0
                Total number with invalid state code for prog: 0
```

Logging Archive/Purge Process (RORLOGA)

The Logging Archive/Purge Process (RORLOGA) archives and/or purges records from the Data Log Activity Master Table (RORLOGM) and the Data Log Detail Table (RORLOGD).

When you execute this process, all of the logging activity data existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter is copied to temporary copies of the same tables — the Archive Data Log Activity Master Table (ROALOGM) and the Archive Data Log Detail Table (ROALOGD). Once the data has been transferred to the archive tables, you can use Oracle's `EXPORT` process to back up the data. This also allows you to import the data at some point in the future with Oracle's `IMPORT` process, if the need arises.

Logging Activity Table	Logging Activity Archive Table (Temporary)
Data Log Activity Master Table (RORLOGM)	Archive Data Log Activity Master Table (ROALOGM)
Data Log Detail Table (RORLOGD)	Archive Data Log Detail Table (ROALOGD)

> ⚠️ *Warning! The ROALOGM and ROALOGD tables are strictly temporary tables of records archived from a prior run of the RORLOGA Process. The data in the archive tables is overwritten during each run of the RORLOGA Process. If you want to retain copies of the logging archives, use Oracle's* Export *utility to export the records existing in the ROALOGM and ROALOGD temporary tables prior to the next run of the RORLOGA Process.*

Purging RORLOGM and RORLOGD data

Select the *P* (Purge) option for the *Process Indicator* parameter to purge records existing in the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). When you select this option:

- all records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables, and

- all records in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are deleted.

Archiving RORLOGM and RORLOGD data

Select the *A* (Archive) option for the *Process Indicator* parameter to archive logging records without deleting the records from the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables.

Parameters	Name	Required?	Description	Values	
	Process Indicator	Yes	This parameter determines whether you want to archive and/or purge the logging historical data.	A	Archive (default). Archives logging records without deleting the records from the Data Log Activity Master Table (RORLOGM) and Data Log Detail Table (RORLOGD). All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables
				P	Purge. All records existing in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are copied to the ROALOGM and ROALOGD temporary tables, and all records in the RORLOGM and RORLOGD tables with an activity date prior to the date entered in the *Process Activity Date* parameter are deleted.
	Process Activity Date	Yes	All records prior to this date are included in the archive and/or purge.	Activity date in standard *DD-MON-YYYY* date format.	

Parameters	Name	Required?	Description	Values	
	Produce Report	Yes	Determines whether you want to print the Logging Activity Archive/Purge Report.	N	No (default)
				Y	Yes
	Sort Sequence Indicator	No	Sort order for the Logging Activity Archive/Purge Report.	D	Activity Date, User ID, Sequence Number (default)
				T	Table Name, Activity Date, User ID
				U	User ID, Activity Date, Sequence Number
				I	Student ID, Activity Date, User ID, Sequence number

RORLOGA_xxxxx.lis file

```
02-JUN-2005 10:25:49 AM                    BANNER University                         PAGE 01
                                  Logging Activity Archive/Purge Report              RORLOGA

ACTIVITY DATE/TIME        USER ID                    SEQ NO   TABLE NAME                      ACTION
                          AID YEAR    ID           NAME


07-JAN-2005 11:47:36      KBLATTNE                     1        RORSTAT                          U
                          0506       120010001     Edwards, Studenta .

                          COLUMN NAME                    FROM                       TO
                          RORSTAT_PRI_SAR_PGI            37584                      0
                          RORSTAT_SAR_TRAN_NO            01                         02
                          RORSTAT_SEC_SAR_PGI                                       0

24-JAN-2005 02:15:27      BMUEHLHO                      1        RPRAWRD                          I
                          0405       162440001     Muehlhof, One A.

                          COLUMN NAME                    FROM                       TO
                          RPRAWRD_ACCEPT_AMT                                        1000
                          RPRAWRD_ACCEPT_DATE                                       24-JAN-2005
                          RPRAWRD_AIDY_CODE                                         0405
                          RPRAWRD_AWST_CODE                                         ACPT
                          RPRAWRD_AWST_DATE                                         24-JAN-2005
                          RPRAWRD_FED_LIMIT_OVRDE_IND                               N
                          RPRAWRD_FUND_CODE                                         ALTLN
                          RPRAWRD_FUND_LIMIT_OVRDE_IND                              N
                          RPRAWRD_INFO_ACCESS_IND                                   Y
                          RPRAWRD_LOCK_IND                                          N
                          RPRAWRD_OFFER_AMT                                         1000
                          RPRAWRD_OFFER_DATE                                        24-JAN-2005
                          RPRAWRD_OFFER_EXP_DATE                                    24-JAN-2005
                          RPRAWRD_ORIG_OFFER_AMT                                    1000
                          RPRAWRD_ORIG_OFFER_DATE                                   24-JAN-2005
                          RPRAWRD_PIDM                                              1299
                          RPRAWRD_REPLACE_TFC_OVRDE_IND                             N
                          RPRAWRD_SYS_IND                                           M
                          RPRAWRD_TREQ_OVRDE_IND                                    N
                          RPRAWRD_UNMET_NEED_OVRDE_IND                              N
```

```
02-JUN-2005 10:25:49 AM                    BANNER University                          PAGE 02
                                  Logging Activity Archive/Purge Report                RORLOGA

ACTIVITY DATE/TIME      USER ID                        SEQ NO   TABLE NAME                        ACTION
                        AID YEAR   ID            NAME

21-JAN-2005 09:33:59    HWOOD                             2      RPRATRM                            D
                        0405       179400003    Wood, Charlie C.

                        COLUMN NAME                     FROM                          TO
                        RPRATRM_ACCEPT_AMT              500
                        RPRATRM_ACCEPT_DATE             09-DEC-2004
                        RPRATRM_AIDY_CODE               0405
                        RPRATRM_DISB_FINAL_IND          N
                        RPRATRM_DIST_PCT                50
                        RPRATRM_FUND_CODE               DLPLUS
                        RPRATRM_MEMO_EXP_DATE           15-MAY-2005
                        RPRATRM_OFFER_AMT               500
                        RPRATRM_OFFER_DATE              09-DEC-2004
                        RPRATRM_ORIG_OFFER_AMT          500
                        RPRATRM_ORIG_OFFER_DATE         09-DEC-2004
                        RPRATRM_PCKG_LOAD_IND           1
                        RPRATRM_PIDM                    36463
                        RPRATRM_TERM_CODE               200520

21-JAN-2005 09:34:28    HWOOD                             1      RPRAWRD                            U
                        0405       179400003    Wood, Charlie C.

                        COLUMN NAME                     FROM                          TO
                        RPRAWRD_ACCEPT_AMT                                            1000
                        RPRAWRD_ACCEPT_DATE                                           21-JAN-2005
                        RPRAWRD_AWST_CODE               OFRD                          ACPT
                        RPRAWRD_AWST_DATE               06-DEC-2004                   21-JAN-2005
```

```
                     CONTROL SUMMARY
                     ---------------
        Program Name...................................: RORLOGA(7.3)
        Process Indicator..............................: P
        Process Activity Date..........................: 01-FEB-2005
        Produce Report.................................: Y
        Sort Sequence Indicator........................: I
        Number of Lines Per Page.......................: 55
```

Financial Aid Registration Report (RORREGS)

This report provides information on a student's registration for the term. The process may be run for financial aid students selecting all term registrations, specific parts-of-term, and/or Open-Learning classes. The ability to use a population selection within the combination of term, part-of-term, or open learning is also included.

Output includes the student's **Level**, **CRN**, **Course Number**, **Section**, **Subject**, **Course Level**, **Part-of-Term**, **Class Start/End dates**, and **Excluded Repeat Course** indicator.

Open Learning classes will *not* have a part-of-term code. All other traditional classes will have a part-of-term code which represents a full-term or sub-term of the full-term.

This report contains a summary of the Credit and Billing Hours as, FA Repeat Coursework Credit and Billing Hours, and a summary of Total Eligible Billing and Credit financial aid hours for the term.

When reporting registration for a Period, all of the terms which are included in the definition of a Period on RORPRDS will be included.

For example, Period FALL/WINTER 2010, consisting of two terms, 201110 and 201115, will report the student's registration information for both terms and report the combined hours. When selecting to run RORREGS using a Period, you cannot designate to report only part-of-term and/or open learning courses; designating to report only part-of-term and/or open learning courses is only available when selecting to report registration information by term.

You have the option to run RORREGS for either a term or a Period.

Parameters	Name	Required?	Description	Values
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Term Code	No	Enter the Term Code.	Financial Aid Term Code Inquiry (ROITERM)
	Registration Report Type	Yes	Select the type of registration report to be produced.	A All Courses: Term, Part-of-Term, Open Learning - (default) B Part-of-Term and Open Learning O Open Learning Courses Only P Part-of-Term Courses Only

Parameters	Name	Required?	Description	Values
	Select Part-of-Term Code	No	Enter the part-of-term code to select. This parameter is required if Parameter 03 contains a value of (B) or (P). This parameter is not required if Parameter 03 contains a value of (A) or (O)	Part of Term Code Validation (STVPTRM)
	Sort Sequence Indicator	Yes	Enter the sort sequence.	I ID N Name (default)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	
	Period	No	Enter the desired period. When reporting registration for a Period, all of the terms which are included in the definition of a Period on RORPRDS will be included.	

Financial Aid Registration Report sample

```
06-JUN-2012 04:38:18 PM                    Finaid Environment                              PAGE      1
AID YEAR: 1112                       Financial Aid Registration Report                     RORREGS
--------------------------------------------------------------------------------------------------------

      Name                        ID                    Student Level
   Test402, Student402        A00022396                      UG

Term    Part of  CRN    Course  Subj  Reg   Course  Start        End          Excluded    Credit   Billing
Code    Term            Number        Stat  Level   Date         Date         Level Sec   Hours    Hours
201210  1        16     501     MATH  RE    UG      15-AUG-2011  14-DEC-2011  N N         4.000    4.000
201210  1        29     401     ACCT  RE    UG      15-AUG-2011  14-DEC-2011  N N         3.000    3.000
201210  1        45     101     HIST  RE    UG      15-AUG-2011  14-DEC-2011  N N         3.000    3.000
201210  3        8      801     BIOL  RE    UG      16-OCT-2011  14-DEC-2011  N N         3.000    3.000

      Enrollment Rule       Credit       Billing     Adjusted
      STANDARD              13.000       13.000       13.000
      REPEAT                 9.000        9.000        9.000
```

```
06-JUN-2012 04:38:18 PM                    Finaid Environment                              PAGE      2
AID YEAR: 1112                       Financial Aid Registration Report                     RORREGS
--------------------------------------------------------------------------------------------------------

                        CONTROL SUMMARY
                        ---------------
         Program Name....................................: RORREGS(8.14.2)
         Total Students Reported.........................: 1
         Aid Year Code...................................: 1112
         Term Code.......................................:
         Registration Report Type........................: A
         Sort Sequence Indicator.........................: N
         Application ID..................................: FINAID
         Selection ID....................................: TEST
         Creator ID......................................: FAUSER
         User ID.........................................: FAUSER
         Period..........................................: FALL 2011
         Number of Lines Per Page........................: 55
```

Rules Purge Process (RORRPRG)

⚠️ **Warning!** *Since you cannot restore data that was subjected to the archiving and purging processes, it is recommended that you restrict user access to this process and establish institutional guidelines for its use.*

The RORRPRG process enables you to purge rules for an aid year after the applicant data has been archived/purged. The purge takes place provided there are no records in the following tables for the aid year:

- Applicant Status Table (RORSTAT)

- Applicant Award Table (RPRAWRD) - where the system indicator is not equal to P (Pre-Banner) or A (Archived)

- Applicant Resource Table (RPRARSC)

- Loan Application Table (RPRLAPP)

📝 **Note:** Loan period rules will only be purged if the loan period has been associated with an aid year and aid period on RPRLPRD. You may optionally choose to remove loan periods manually from RPRLPRD once all applicant data has been purged using the RORARCH process.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Aid Year Code for which you want to purge rules data.	Aid Year Inquiry (ROIAIDY)
	Keep Fund Aid Year Data	No	Determines whether you want to retain fund-related data for the aid year.	Y Yes, keep fund-related data for the aid year.
				N No, do not keep fund-related data for the aid year. (default)

Disbursement Print Process (RPBDDRV)

The Disbursement Print Process (RPBDDRV) is a control report that you can run after performing the Disbursement Print Process. There are no parameters for this print process.

The Disbursement Process is run as a one step process from the GJAPCTL form. You run the RPEDISB Process. You no longer run the Disbursement Print Process (RPBDDRV) as the second step. Instead, a Print Report parameter on the RPEDISB Process determines whether you want to produce the Disbursement Report.

Note: Although you are no longer required to use RPBDDRV during a normal run of the RPEDISB Process, you can use RPBDDRV to reprint existing extract files.

RPBDDRV requires that the *rpedisb.ext file* is present in the user's jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpedisb_job#.ext* you want to report on to *rpedisb.ext*. You can run RPBDDRV on any r*pedisb_job#.ext* you want as long as you rename the file.

Disbursement Print Process sample

```
20-DEC-2010 10:55:23                            Finaid CIT Environment                                      PAGE
                                           DISBURSEMENT REPORT DRIVER REPORT                                    RPBDDRV
                                        * * * REPORT CONTROL INFORMATION * * *
   FILE NAME                                  USE    STAT    INPUT       OUTPUT      DROPPED
RPBDISBO - DISBURSEMENT EXTRACT              INPUT    00      30           30
PGM RPBDISB - DISBURSEMENT REPORT            OUTPUT   00                   33
   PRINTER          LINES          PAGES
   NO - STAT       PRINTED        PRINTED
   02D    00          126            4
   02P    00           13            1
      NORMAL END OF PROGRAM
```

CRC Interface Accounting Feed (RPBLMIA)

The CRC Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CRC accounting feed programs NBD029 (cash) or NBB229 (accrual). The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Refer to the Interfaces chapter for more information about the CRC Interface.

Parameters	Name	Required?	Description	Values
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of *A* (the default) provides a report without creating documents; the program may be rerun. An entry of *C* creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file.	A (default) C
	Print Summary or Detail	No	Print Summary/Errors only (*Y*), or Transaction Detail (*N*). Enter Y if a detailed listing is not required.	N (default) Y
	Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the seven-character name of the feed file.	LMIATRN (default)

CRC Interface Accounting Feed sample

```
13-DEC-2010 11:37:34                          Finaid CIT Environment                              RPBLMIA
                                   Loan Management System Accounting Feed Report                  Page:


Rule    Doc.Ref.                                                     LMS
Class   Number   Date     Description             Debit      Credit  Reference  Coas Fund    Orgn    Acct    Prog    Acci


New Document for Batch: 5035                           Header Count:    4     132694.99

Header 0000000 20071218  LMS ON-LINE          132694.99                            5035      NBD029
APL1   0000001 20071218  LMS ON-LINE           66347.74                5035       F  A10081         12600
APL1   0000002 20071218  LMS ON-LINE                       33173.76    5035       F  L10010         11910
APL1   0000003 20071218  LMS ON-LINE                       16587.75    5035       F  L10085         95610
APL1   0000004 20071218  LMS ON-LINE                       16585.74    5035       F  L10090         95610

processed batch: count        4, total      132694.99



Document is in balance -- Code: F0001110 / Description: LMS / 5035   / LMS ON-LINE
```

```
13-DEC-2010 11:37:34                          Finaid CIT Environment                              RPBLMIA
                                   Loan Management System Accounting Feed Report                  Page:

                                        * * * REPORT CONTROL INFORMATION * * *

Program Name:       RPBLMIA
Version Number:     8.10
Create/Audit Mode:  C
Print Errors Only:  N
LMS Feed File Name: CRCSUE2
Report Line Limit:   55
```

CRC Disbursement Feed (RPBLMID)

CRC Disbursement Feed creates a file of institutional loan disbursement information that is input to the (Plus system) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

When reporting the enrollment status, the hours will be calculated for all terms within the period to properly reflect the enrollment for a period which contains multiple terms. The enrollment start and end date has been updated to use the start and end date of the period.

Parameters	Name	Required?	Description	Values
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.	D Disbursement Detail E Enrollment Status Change
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). Disbursements from this aid year will be eligible for processing.	Aid Year Inquiry (ROIAIDY)
	Period	Yes	Valid period.	Periods Inquiry (ROIPRDS)
	CRC Term Code	Yes	Enter the CRC Term Code that corresponds to the Banner Term Code. The three-character Plus CRC Term Code in use must be entered.	
	CRC Institution Code	Yes	The two-character Plus CRC Institution Code in use must be entered. The default is 01 (single campus).	01 Single Campus
	Batch Reference	Yes	Enter a unique six-character identifier to be used as batch reference in the batch header of the batch of disbursements data that will be created.	
	Address Type Code - Permanent	Yes	Enter the two-character Banner address type code(s) associated with addresses to be used as the CRC permanent address.	Address Type Code Validation (STVATYP)
	Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the CRC local address.	Address Type Code Validation (STVATYP)

Parameters	Name	Required?	Description	Values
	No Longer Used			
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YYYY to restrict the processing to loans occurring on or after the specified date.	
	Fund Code	No	If entered restricts disbursements to only the entered fund(s).The batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE)
	User ID	No	The ID of the person using the sub-population rules.	
	Primary ID Source Code	Yes	Banner ID or SSN	B Banner S SSN
	Email Address Type Code	No	E-Mail Address Type prefixed by a numeric priority value (1EMAI,2HOME,3INST)	E-Mail Address Type Validation (GTVEMAL)

CRC Disbursement Feed sample

```
21-AUG-2003 09:37:20 AM                        Banner University                                   PAGE     1
                                    Loan Management System Disbursement Feed Report                      RPBLMID

                                    Batch Reference: B00001     Institution Code: 01

Seq#  Transaction / Comment Text                                  Date      Amount    Fund    Borrower
      ---------1---------2---------3---------4---------5---------6---------7---------8---------9
      123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890


                                                              11/30/2000  -$500.00    PERK    Gibson, Patricia L

      Local Address        Address was not found

0001  501601000015  Gibson, Patricia L              Fort Myers   FL33934
0002  502601000015  1269 Bassette Bridge
0003  503601000015  FP
0004  532601000015  PERK011130930050000C                       941

                                                              11/30/2000   $500.00    PERK    Gibson, Patricia L

      Local Address        Address was not found

0005  501601000015  Gibson, Patricia L              Fort Myers   FL33934
0006  502601000015  1269 Bassette Bridge
0007  503601000015  FP
0008  531601000015  PERK011130930050000D                       941


0000  510FAMTOLMS020994B94001001000000008DSYYBANNER FA TO LMS            01      00000000
```

```
21-AUG-2003 09:37:20 AM                        Banner University                              PAGE    2
                                Loan Management System Disbursement Feed Report                     RPBLMID

                                      * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
Report Sequence Number: 16911
Aid Year: 0304
Term Code: 199401
Term Code (LMS): 941
Institution Code: 01
Batch Reference: B94001
Address Type Code(s) for Permanent Address:
Address Type Code(s) for Local Address:
Billing Address Control:
Selection ID:
Application Code:
Creator ID:
Begin Disbursement Date:
Fund Code: PERK
Line Count: 55


Count of Records Processed: 2
```

CRC Interface Enrollment Extract (RPBLMIE)

The CRC Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (Plus system) Loans Management System. The program produces a report of the feed data, and also indicates any problematic data encountered.

Parameters	Name	Required?	Description	Values
	Current Period	Yes	A valid Banner Period must be entered. Enrollment data is for the term represented by this code.	Periods Inquiry (ROIPRDS)
	Base Period	Yes	A valid Banner Period must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the period represented by this code.	Periods Inquiry (ROIPRDS)
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot enrolled? Enter *E* or *N* according to your policy/procedural requirements.	E Enrolled (default) N Not enrolled
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Select only students with Loan	Yes	Restrict enrollment data to only those students with loans, *Y* or *N*. Enter *Y* if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the online Banner database. The default is *N*.	Y Yes N No (default)
	Loan Fund Code	No	If entered and the *Select only students with loan* parameter is *Y,* restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE)

Parameters	Name	Required?	Description	Values	
	User ID	No	The ID of the person using the sub-population rules.		
	Primary ID Source	Yes	Banner ID or SSN	B	Banner
				S	SSN

CRC Interface Enrollment Extract sample

```
21-DEC-2010 01:40 PM                              Finaid CIT Environment                                    PAGE      1
                                    Enrollment Data Report for Campus Loan Manager System                   RPBLMIE

                                CURRENT   LAST                        GRAD        GRAD      WITHDRAW  WITHDRAW
ID              NAME            STATUS    PERIOD          HOURS        TERM        DATE      CODE      DATE      ALT ID

811100106       Betty, Pokie      N       SUMMER SUE 0910   7.000     201030      2010/08                       811100106
811100120       Edit, Student'S   N       SUMMER SUE 0910  11.000                                               811100120
998000005       Kichline, Jasmine R.  E   FALL/WINTR 1011   6.000                                               998000005
999636363       Kichline, Test63  E       FALL/WINTR 1011  12.000                                               999636363
811000150       Laird404, Last    N       FALL/WINTR 1011   3.000                          04        2010/10    811000150
811110414       laird, sue        E       FALL/WINTR 1011   8.000                                               811110414
```

```
21-DEC-2010 01:40 PM                              Finaid CIT Environment                                    PAGE      2
                                    Enrollment Data Report for Campus Loan Manager System                   RPBLMIE

                                      * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
VERSION: 8.10
Report Sequence Number: 61534
Current Period: FALL/WINTR 1011
Base Period: SUMMER SUE 0910
Low Enrollment Control: N
Selection ID:
Application Code:
Creator ID:
User ID:
Select only students with loans: Y
Loan Fund Code: PERK SUEPK
Primary ID: B
Line Count: 55


Count of Records Processed: 6
```

Packaging Print Process (RPBPDRV)

The packaging process performs packaging in either batch or online mode. The Batch Packaging Print Process (RPBPDRV) prints the Packaging Award Report and Packaging Fund Report based on the results of the Packaging process. The Packaging Report Driver Report that follows contains report control information relevant to the production of these reports.

Parameters	Name	Required?	Description	Values	
	Report Selection Indicator	Yes	The value that you enter for the Report Selection Indicator determines which reports are produced.	A	Award Detail Listing Only
				B	Both Award Detail and Fund Sum (default)
				F	Fund Summary Only
				a	Award Detail Listing Only
				b	Both Award Detail and Fund Sum
				f	Fund Summary Only

The Packaging Process is run as a one step process from the GJAPCTL form. A Print Report parameter associated with the RPEPCKG Process enables you to select your report output prior to the process run.

> **Note:** Although you are no longer required to use RPBPDRV during a normal run of the RPEPCKG Process, you can use RPBPDRV to reprint existing extract files.

RPBPDRV requires that the `rpepckg.ext` file is present in the user's jobsub directory. If you want to re-print an already extracted `.ext` file, you must rename the `rpepckg_job#.ext` you want to report on to `rpepckg.ext`. You can run RPBPDRV on any `rpepckg_job#.ext` you want as long as you rename the file.

Packaging Print Process sample

```
31-AUG-2010 08:53:25                          Finaid CIT Environment                              PAGE       1
AID YEAR: 1011 2010 - 2011 Financial Aid Year      PACKAGING REPORT DRIVER REPORT                 RPEPCKG
                                         * * * REPORT CONTROL INFORMATION * * *
   FILE NAME                             USE     STAT    INPUT       OUTPUT      DROPPED
RPBPCKGO - PACKAGING EXTRACT             INPUT   00       35          35
PGM RPBAWRD - PACKAGING REPORT           OUTPUT  00                   24
PGM RPBFUND - PACKAGING FUND REPORT      OUTPUT  00                   15
   PRINTER          LINES          PAGES
   NO - STAT        PRINTED        PRINTED
   02   00            79             2
   03   00            28             2
      NORMAL END OF PROGRAM
```

Disbursement Process (RPEDISB)

The RPEDISB program performs the disbursement process in either batch or online mode. The Disbursement Report is a control report that is produced when you perform the Disbursement process.

The Disbursement process performs several functions:

- It passes the amount of deferred financial aid available to an applicant within a specific period to Banner Student. This is displayed as a memo transaction in the Student Billing module.

- It passes the amount of financial aid available to be disbursed to an applicant within a specific period to Banner Student. This is displayed as an authorization in the Student Billing module.

- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific period to Banner Student. All scheduled disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Student Billing module.

- If a Pell aid period has been specified for a student, it will be used in disbursement processing for Pell awards.

  Note: RPEDISB uses the Enrollment Rule associated with the fund being disbursed.

- The validation of the period parameter has been modified to allow crossover periods.

DL Advance Pay

When the process inserts a disbursement sequence, the Enrollment Status and Program CIP Code will be copied from the highest previous sequence of the same disbursement for the same loan application number where the Enrollment Status and Program CIP Code are not NULL.

Additionally, if the Disbursement Load/Enrollment Status has changed since the Authorized Sequence 1 disbursement was submitted to COD, a new disbursement record will be inserted with the next highest sequence number, a $0 amount and the correct Enrollment Status.

Note: This functionality works in the same manner as if new disbursement records had been inserted where the actual date of disbursement was different from that which was reported to COD on the Sequence 1 record for DL Advance Pay.

Direct Loans and TEACH

Sequences that contain a change to the Enrollment Status or Program CIP Code only will contain a $0 amount. Each of these sequences will contain a transaction number of 0 so they do not feed to the AR module.

TEACH

When an actual TEACH disbursement is paid to the student account, the CIP Code for the student's eligible TEACH major code that is checked at the time of disbursement will be updated to the `RPRADSB_CIP_CODE` column for the disbursement record.

This information will be sent to COD by REREXxx. The CIP Code submitted for TEACH disbursements will always be the TEACH eligible CIP Code, rather than the CIP Code for the student's longest program as is submitted to COD for Direct Loan records.

Pell Grant and Post 9/11 IASG processing

The RPEDISB process was modified to address Post 9/11 eligibility for the new Iraq and Afghanistan Service Grant Program (IASG).

This change ensures the Aid Year code matches the specified aid processing year (`STVTERM_FA_PROC _YR`) for the Period (Parameter 03) or the Aid Year exists as a crossover year (`ROBPRDS_AIDY_CODE_CROSS`) for the Period.

If the Aid Year code (Parameter 01) is not entered, disbursement processing will be performed for the Period in the aid year matching specified aid processing year (`STVTERM_FA_PROC_YR`) for the term (within the period), and it will also be performed for the crossover aid year (`ROBPRDS_AIDY_CODE_CROSS`) for the period, if the period exists in the Period Base Data (RORPRDS) form.

If two aid year codes are being processed, the aid year with the earliest Aid Year End Year will be processed first, followed by the second aid year. In the existing process, students with highest gross need are processed first. This is followed by processing of the students with lower gross need. This method ensures that available funds are provided to the neediest students. To preserve this order, processing will be completed for all students in the first aid year followed by processing all students in the second aid year.

The process has also been modified to automatically disburse both aid years when run from the Applicant Immediate Process (ROAIMMP) form or the Student Payment (TSASPAY) form, if the period being disbursed is a summer crossover period between the two aid years. Prior to the 8.9 release, reports generated included Aid Year and Period parameter values in the header lines of the report. An additional Aid Year code field has been added to all detail lines on the report. When processing occurs for two Aid Year codes (simultaneously), RPEDISB will generate two detail lines for each student and fund code being processed. The dual detail lines will display the Aid Year codes that were processed. The earliest Aid Year end year will be displayed first. The header lines will display both Aid Years being processed.

Disbursement processing is modified to use the maximum possible Pell scheduled award from the RORPELL table for students with the Post 9/11 Override Indicator (RORSTAT_POST_911_PELL_ELIG = Y), indicating a parent or guardian, who was a member of the armed force, died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001. This method is used for each period award being calculated for the aid year being processed where RORPELL_LOAD equals the student's enrollment for the period.

Parameters	Name	Required?	Description	Values
	Aid Year	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). If the Aid Year code (Parameter 01) is not entered, disbursement processing will be performed for the Term Code in the aid year matching specified aid processing year (STVTERM_FA_PROC_YR) for the term, and it will also be performed for the crossover aid year (ROBPRDS_AIDY_CODE_CROSS) for the term code, if the term code exists in the Period Base Inquiry (RORPRDS) form.	Aid Year Inquiry (ROIAIDY)
	Process Indicator	Yes	Must be B when running in batch mode.	B Batch
	Period	Yes	Enter a valid and active period.	Period Base Inquiry (RORPRDS)
	Applicant ID	No	Valid applicant ID (only for the online process)	NULL Applicant ID
	Action Indicator	No	Normal or Final	N Normal (default)
				F Final (can only select in batch mode)
	Fund Code	No	Enter a valid fund code. If more than one fund code is desired, record insert additional rows.	Fund Base Data (RFRBASE)

Parameters	Name	Required?	Description	Values
	Sort Sequence Indicator	No	ID or Name.	I ID (Batch only)
				N Name (Batch only) (default)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	Not used at this time			
	User ID	No	The ID of the person using the sub-population rules.	
	Grant Report Type	No	The type of Pell and TEACH grant report to be produced.	B Both Reports (default)
				G Greater (Award > Disb)
				L Less (Award < Disb)
				N No Report
	Disb Report Type	No	The type of disbursement report to be produced.	C Combined (by student) (default)
				N No Report
				R Rejects/Warnings Only
				S Separate Reject & Disb Act.

Parameters	Name	Required?	Description	Values	
	Disb Report Sort	No	The sort order to be used for the Disbursement report.	F	Fund (within fund by name) (default)
				R	Reject/Warning message
				T	Fund Type
	Print Report	No	The value that you enter for this parameter determines the report output.	Y	Create Disbursement Report
				N	Do not print the Disbursement Report (default)

Student Aid Disbursement Report - sorted by reject/warning message

```
24-AUG-2006 10:42:00                              BANNER University                                    PAGE 1
AID YEAR:  0607   2006-2007 Aid Year          STUDENT AID DISBURSEMENT REPORT                          RPBDISB
TERM CODE: 200710 Fall 2006                        COMBINED ACTIVITY

COMMENT
 --------- STUDENT ----------
  ID         NAME              FUND  DESCRIPTION    AWARD AMT    ENROLLMENT HRS    MEMOED      AUTHORIZED      DISBURSED ADJ

An accepted PLUS MPN is required.
 179400052 Brenner, Carlos    DGPLUS DL Grad Plus    2500.00       12.000        2463.00         .00              .00

              COMMENT TOTALS                                                     2,463.00         .00              .00
              RECORD COUNT                  1

Award has been canceled or declined.
 179400030 Arthur, Darby      MGPLUS Manual Gradu       .00       12.000            .00          .00              .00
 179400006 Ford, Freddy F     HALLE  Halle Instit       .00       12.000            .00          .00              .00
 179400008 Ford, Harvey H     HALLE  Halle Instit       .00       12.000            .00          .00              .00
 179400009 Janson, Irene      HALLE  Halle Instit       .00       12.000            .00          .00              .00
 179400012 Twyne, Larry       HALLE  Halle Instit       .00       12.000            .00          .00              .00
 179400020 Young, Terry       MGPLUS Manual Gradu       .00        9.000            .00          .00              .00

              COMMENT TOTALS                                                         .00          .00              .00
              RECORD COUNT                  6

Disbursement exceeds endorsed amount.
 179400055 Wood, Harley       DGPLUS DL Grad Plus    2500.00       12.000        2463.00         .00              .00

              COMMENT TOTALS                                                     2,463.00         .00              .00
              RECORD COUNT                  1

Must have a Pell disbursement.
 179400008 Ford, Harvey H     SMART  National SMA    2000.00       12.000        2000.00         .00              .00

              COMMENT TOTALS                                                     2,000.00         .00              .00
              RECORD COUNT                  1

Must have a signed promissory note.
 179400007 Ford, Gertrude G   DIRECT Federal Dire     500.00       12.000         493.00         .00              .00
 179400008 Ford, Harvey H     DIRECT Federal Dire     500.00       12.000         493.00         .00              .00
 179400020 Young, Terry       DIRECT Federal Dire    1312.50        9.000        1294.00         .00              .00
```

Student Aid Disbursement Report - sorted by fund

```
24-AUG-2006 10:44:18                        BANNER University                                        PAGE 1
AID YEAR:  0607    2006-2007 Aid Year    STUDENT AID DISBURSEMENT REPORT                          RPBDISB    TERM
CODE: 200710 Fall 2006                      COMBINED ACTIVITY

FUND    DESCRIPTION
--------- STUDENT ----------
   ID          NAME            AWARD AMT    ENROLLMENT     MEMOED    AUTHORIZED   DISBURSED ADJ      COMMENT

ACG      Academic Competitiveness Grant
179400009 Janson, Irene          375.00       12.000       375.00        .00         .00      Requires rigorous high school prog.

          FUND TOTALS            375.00                    375.00        .00         .00
          RECORD COUNT               1

DGPLUS   DL Grad Plus loan
179400052 Brenner, Carlos       2500.00       12.000      2463.00        .00         .00      An accepted PLUS MPN is required.
179400051 Ford, Fionna S        5000.00        9.000      4925.00        .00         .00      PLUS credit check not approved.
179400055 Wood, Harley          2500.00       12.000      2463.00        .00         .00      Disbursement exceeds endorsed amt.
179400020 Young, Terry           500.00        9.000          .00     493.00         .00      Unpaid Direct Loan disbursements.

          FUND TOTALS          10500.00                   9851.00     493.00         .00
          RECORD COUNT               4

DIRECT   Federal Direct Stafford Loan
179400030 Arthur, Darby          500.00       12.000          .00     493.00         .00      Unpaid Direct Loan disbursements.

179400006 Ford, Freddy F         500.00       12.000          .00     493.00         .00      Unpaid Direct Loan disbursement.
179400007 Ford, Gertrude G       500.00       12.000       493.00        .00         .00      Must have a signed promissory note.
179400008 Ford, Harvey H         500.00       12.000       493.00        .00         .00      Must have a signed promissory note.
179400009 Janson, Irene          500.00       12.000       500.00        .00         .00      No loan disbursement records.
179400012 Twyne, Larry           500.00       12.000       500.00        .00         .00      No loan disbursement records.
179400020 Young, Terry          1312.50        9.000      1294.00        .00         .00      Must have a signed promissory note.

          FUND TOTALS           4312.50                   3280.00     986.00         .00
          RECORD COUNT               7

DLPLUS   Federal Direct Parent Loan
179400008 Ford, Harvey H         500.00       12.000       488.00        .00         .00      PLUS credit check not approved.
179400009 Janson, Irene          500.00       12.000       500.00        .00         .00      No loan disbursement records.
179400012 Twyne, Larry           500.00       12.000          .00        .00         .00  Outstanding fund requirements.

          FUND TOTALS           1500.00                    988.00        .00         .00
          RECORD COUNT               3
```

Student Aid Disbursement Report - sorted by fund type

```
24-AUG-2006 10:47:16                          BANNER University                                        PAGE     1 AID
YEAR:  0607   2006-2007 Aid Year             STUDENT AID DISBURSEMENT REPORT                          RPBDISB    TERM CODE:
200710 Fall 2006                             COMBINED ACTIVITY

GRNT  Grant

   FUND    DESCRIPTION
  --------- STUDENT ----------
ID        NAME            AWARD AMT    ENROLLMENT      MEMOED    AUTHORIZED    DISBURSED ADJ      COMMENT
ACG      Academic Competitiveness Grant
179400009 Janson, Irene       375.00       12.000      375.00          .00          .00      Requires rigorous high school prog.

          FUND TOTALS        375.00                    375.00          .00          .00
          RECORD COUNT            1

PELL    Federal Pell Grant
179400008 Ford, Harvey H     2025.00       12.000     2025.00          .00          .00      Outstanding fund requirements.

          FUND TOTALS       2025.00                   2025.00          .00          .00
          RECORD COUNT            1

SMART   National SMART Grant
179400008 Ford, Harvey H     2000.00       12.000     2000.00          .00          .00      Must have a Pell disbursement.

          FUND TOTALS       2000.00                   2000.00          .00          .00
          RECORD COUNT            1

          FUND TYPE TOTALS  4400.00                   4400.00          .00          .00
```

Packaging Process (RPEPCKG)

The Packaging process performs packaging in either batch or online mode. You can also run the Packaging process in simulated packaging or actual packaging mode.

Simulated packaging

In Simulated mode, the simulation results appear in the output from the process, and the student's actual award is unaffected. First, the **Action Indicator** on the GJAPCTL form for this process must be set to *S* (Simulation). In simulated packaging, online results cannot be viewed as the database is not being updated. Also in simulation, if the fund runs out of money, the fund will continue to be packaged. The amount of insufficient funds will then be indicated in a separate column on the fund report.

Actual packaging

In order to run actual packaging, the **Action Indicator** on the GJAPCTL form for this process must be set to *A for A*ctual. The actual packaging mode will go through the initialization process, then the packaging process, and then it will post the packaged awards to the student's award record. Following the actual packaging routine, the applicant award report can be run to show the packaged awards in order by student (`rpbawrd.lis`).

In order for successful batch packaging, an applicant must:

1. Have a **Packaging Date** that is not populated (RPAAWRD or RPAAPMT).

2. Not have any outstanding tracking requirements that prevent packaging (RPAAREQ).

    Note: If unsatisfied general requirements exist that prevent packaging, a fund will not be packaged unless the Override Requirement field is checked on RFRMGMT. If no funds in the Packaging Group Fund Rules (RPRGFND) form have the **Override Requirement** field set to `Y` on RFRMGMT, the Applicant Has Outstanding Requirements error message will be printed in the output file.

3. Have a packaging group (RPAAWRD or RPAAPMT).

4. Meet all Award Validation Rules. The fund must also meet any locally developed rules on the RORRULE form such as a Fund Award Rule or Packaging Group Fund Award Rule, and also meet any rules created using the algorithmic packaging module.

Simulation packaging for applicants already packaged (for repackaging purposes)

You can run the Packaging Process in Simulation mode for applicants who have already been packaged (the **Packaging Date** does contain a date) if you set the Ignore Package Complete Date parameter to Y (Yes). This allows you to review the impact of repackaging applicants prior to actually repackaging.

Running the RPEPCKG process

When you run the RPEPCKG process, the packaging process run is based on the mode identified in GJAPCTL. Set the **Action Indicator** to *S* for Simulation mode or *A* for Actual mode. Running this process will produce the rpepckg.log file. Check this file for error messages to ensure that the processes were completed successfully. Use the Print Report parameter to select your report output prior to the process run.

The possible packaging reports created by this process when the Action Indicator is set to either A (Actual) or S (Simulated) includes the following:

- rpbawrd.lis – Packaging Award Report

- rpbfund.lis – Packaging Fund Report

> **Note:** Although you are no longer required to use the Packaging Print Process (RPBPDRV) during a normal run of the RPEPCKG Process, you can use RPBPDRV to reprint existing extract files.
>
> RPBPDRV requires that the rpepckg.ext file is present in your jobsub directory. If you want to re-print an already extracted .ext file, you must rename the *rpepckg_job#.ext* you want to report on to *rpepckg.ext*. You can run RPBPDRV on any r*pepckg_job#.ext* you want as long as you rename the file.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Process Indicator	Yes	Online or Batch Packaging. **Note** - Batch Processing is intended to be used with a population selection. If you wish to process an individual student you can create a single population selection or run the packaging process online (e.g. using the ROAIMMP or RPAAWRD).	O Online **Note** - If Process Indicator = *O*, Applicant ID cannot be NULL. B Batch (default) **Note** - If Process Indicator = *B*, Applicant ID must be NULL.
	Action Indicator	Yes	Actual or Simulated Packaging.	A Actual S Simulation
	Applicant ID	No	Valid applicant ID (online process only).	Person Search (ROAIDEN)
	Packaging Group Code	No	Valid packaging group code (batch process only).	Packaging Group Validation (RTVPGRP)
	Application Code	No	Application code of the population selection.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection.	
	Creator ID	No	The Banner ID of the person that created the population selection.	
	User ID	No	The ID of the person using the sub-population rules.	
	Ignore Package Complete Date	Yes	Ignore the packaging complete date when you run packaging in simulation mode. This parameter is only valid if the Action Indicator is set to S (Simulated Packaging).	Y Yes N No (default)
	Print Report	No	The value that you enter for this parameter determines the report output.	A Award Detail Listing Only B Both the Award Detail and Fund Summary Report F Fund Summary Report N Do Not Print a Report

Parameters	Name	Required?	Description	Values
	Ignore Tracking Requirements	Yes	Ignore tracking requirements when you run packaging in simulation mode? This parameter is only valid if the Action Indicator is set to S (Simulated Packaging). Simulated Packaging when executed with the Ignore Tracking Requirements parameter set to Y, will evaluate the applicant's eligibility for all funds defined for the packaging group. When Simulated Packaging is executed with the Ignore Tracking Requirements parameter set to N , if outstanding requirements exist that prevent packaging, a fund will not be packaged unless the **Override Requirement** field is set to Y on RFRMGMT. If no funds in the Packaging Group Fund Rules (RPRGFND) form have the **Override Requirement** field set to Y on RFRMGMT, the Applicant Has Outstanding Requirements error message will be printed in the output file.	Y Yes, ignore tracking requirements. N No, do not ignore tracking requirements. (default)

Parameters	Name	Required?	Description	Values
	Award Exhausted Fund Option	Yes	Provides the option of awarding or not awarding a fund that has been exhausted during simulated packaging. (This parameter is only valid if the Action Indicator is set to S (Simulated Packaging).) Award Exhausted Fund Option Set to Y (Yes) In Simulated Packaging with the Award Exhausted Fund Option set to Y (Yes), if a fund runs out of available money during packaging, the system: • Displays the amount that the system attempted to package on the RPBFUND report under the *INSUFFICIENT* column heading. • Reports the amount on the RPBAWRD report as being awarded (validated) and adds it to the awarded totals. • Creates the RPTAWRD Temporary Award record with the validated amount. Award Exhausted Fund Option Set to N (No). In Simulated Packaging with the Award Exhausted Fund Option set to N (No), if a fund runs out of available money during packaging, the system: • Displays the amount that the system attempted to package on the RPBFUND report under the *INSUFFICIENT* column heading. • Displays a `Money not available for fund` message on the RPBAWRD report. • Does not create an RPTAWRD Temporary Award record.	Y Yes, award the exhausted fund. N No, do not award the exhausted fund. (default)
	Calculate Pell Award	Yes	Provides the option of calculating a Pell award. If you run RPEPCKG in Actual mode, an actual Pell award is calculated. If you run RPEPCKG in Simulated mode, a simulated Pell award is calculated.	Y Yes, calculate Pell award. N No, do not calculate Pell award. (default)

Note: Period budgeting allows a student to have both a budget based on the FM EFC and the IM EFC, as well as a Pell budget. If period budgeting is enabled (via ROAINST), the RPEPCKG process will use the EFC Method entered for the packaging group and fund from Packaging Group Fund Rules (RPRGFND) form to determine the budget type and EFC to use when awarding the fund.

For example, a fund defined to use the IM EFC will use the student's budget associated with the IM budget type as well as the IM EFC. If an IM budget type does not exist for the student, the FM budget type will be used. Federal funds will always use the FM budget type and EFC. This functionality will also be used when packaging using Self-help or Equity packaging.

Pell Calculation Process (RPEPELL)

The Pell Calculation process performs the following functions:

- Calculates a Pell award based on the Pell Grant Payment Schedule table (RORPELL). Pell awards are calculated outside of the normal Packaging process, due to their special requirements.

- This process uses either the estimated enrollment level recorded on the Need Analysis (RNANAxx) form (which is stored in the RCRAPP1 table) or a default enrollment level defined on the Packaging Options (RPROPTS) Form (which is stored in the RPBOPTS table).

- NSLDS data will be used to determine if any adjustments to the calculated Pell award occur. The **Pell LEU Percent** field found on the first window of the RNASLXX form is used to determine if the student is at or near the 600% Pell lifetime award limit (the equivalent of six full year awards).

  - If the student is near this limit, their Banner Pell award may be adjusted.

  - If the student has met or exceeded this limit, they will not receive the Pell award in Banner. In addition to the **Pell LEU percent**, all Pell awards the student has received for the current aid year which have been reported to NSLDS are displayed on the Pell tab of the RNASLXX form.

  - Any awards from other schools will reduce the calculated Pell award in Banner.

- Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level or the aid period changes for an applicant.

- In batch mode, all applicants with records on the Applicant Status table (RORSTAT) will be processed.

- Because the Pell award is considered estimated until a valid SAR is received, the system automatically accepts the award when a valid SAR receipt is recorded. A Pell award cannot be accepted manually. The system uses the offered award status and the accepted award status as defined on the RFRMGMT Funds Management form (Fund Aid Year Specific Data table, RFRASPC).

- The Pell specific aid period will be used for calculating Pell awards rather than the standard aid period code, if a Pell specific aid period exists for the student.

- Pell processing was updated in Releases 8.7 & 8.8 to accommodate Pell crossover aid year calculations and disbursement.

  - Year Round Pell has been discontinued starting with the 2011- 2012 aid year (June 2011). A student may no longer receive a second Pell award (Pell award > 100%) within a single aid year. The logic in the Pell Process has been disabled for aid year end year > 2011.

- The RPEPELL process has been modified to automatically process both aid years when executed from online forms whenever a crossover period code is part of the student's aid period. This ensures that the most advantageous Pell amount is awarded.

- When run in batch mode, RPEPELL produces four files: `rpepell_number.lis`, `rpepell_number.lis.ps` (post script), `rpepell_number.clg` and `rpepell_number.log`. When run as an online process, only the `.clg` and `.log` files are created. Details of errors that occur at runtime may be listed in either the `.log` and `.clg` file.

> **Note:** The RPEPELL program has been modified to use the Enrollment Rule associated with the Pell fund when calculating the Pell load.

Processing modifications

When the RPEPELL process is being run from the forms, either automatically from the budget or need analysis forms, due to changes in data or from the Applicant Immediate Process (ROAIMMP) form:

- If the student being calculated has an aid period which contains a summer crossover term

AND

- The period also exists in that student's aid period for the crossover aid year,

RESULT

The student's Pell award will be calculated in both aid years.

Under these conditions, the calculation for the earlier aid year (the one with the earliest aid year end year), will be calculated first, followed by the next aid year.

Students whose aid period does not contain a summer crossover term will only be calculated for the aid year matching the key block of the form which is performing the Pell calculation. Additionally, if a need analysis record does not exist for the student in the second aid year, the Pell calculation will not be performed.

> **Note:** Batch processing for crossover aid years will not be modified. The Parameter 08 Next Aid Year Code will continue to be used to determine whether or not to calculate the next year award for students.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Process Indicator	Yes	Online or Batch operation.	O Online B Batch (default)
	Applicant ID	No	Valid applicant ID (online process only).	Person Name/ID Search (ROAIDEN)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	ID of the person creating the sub-population rules.	
	Next Aid Year Code	No	Valid/Active Aid Year Code; the aid year following parameter 01 Aid Year Code.	Aid Year Inquiry (ROIAIDY)

Pell Calculation Process sample

```
07-JUN-2003 01:48:49                              Banner Development                                              PAGE
1
AID YEAR: 0203 Aid Year 2002-2003                  PELL CALCULATION REPORT                              RPEPELL

                                        * * * REPORT CONTROL INFORMATION * * *

                    AID YEAR : 0203 Aid Year 2002-2003
          PROCESS INDICATOR : B BATCH PROCESSING
             APPLICATION ID : FINAID
               SELECTION ID : MAG
                 CREATOR ID : MGALELLA

               RECORD COUNT :      15

     NORMAL END OF PROGRAM
```

Web Applicant Info Process (RPPINFO)

This report provides you with the data that was submitted from Self-Service that exists in the RPRINFO table (RPAINFO form). Using the parameter options, you have the ability to select the type of records as well as the status (Non-Reviewed, Pending, Reviewed, All) to be reported. You may also stipulate records by date range.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid/Active Aid Year Code	Aid Year Inquiry (ROIAIDY)
	Record Type	Yes	Record Type; [L]All Records, (R)esources, (A)ward, (Q)uestions	L Report All Records (default)
				R Outside Resource Information
				A Award Information
				Q Question Responses
	Review Status	Yes	Review Status; [L]All Records, (R)eviewed, (N)on-reviewed, (P)ending	R Process Reviewed Records
				N Process Non-Reviewed Records
				P Process Pending Records
				L Process All Records (default)
	Resource Records to Select	No	Resource Records to Select; (A)ll, (N)on-updated, (U)pdated, or Blank	A Select All Records
				N Select Non-updated Records
				U Select Updated Record
	Beginning Date	No	Enter a beginning create date for records to select.	DD-MON-YYYY
	Ending Date	No	Enter an ending create date for records to select.	DD-MON-YYYY
	Sort Order	Yes	Sort report by [N]ame, (I)d, (R)eview status,/Name, or (S)Review status/ID.	N Name (default)
				I ID
				R Review status, Name
				S Review status, ID
	Application ID	No	General area for which the selection was defined.	Population Select Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the sub-population to work with.	Application Inquiry (GLIAPPL)
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Web Applicant Info Purge Process (RPPPINF)

This process provides you with the ability to purge records from data submitted by the student through Self-Service that is stored in the RPRINFO table.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Valid Aid Year Code	Aid Year Inquiry (ROIAIDY)
	Record Type	Yes	Record Type; [L]All Records, (R)esources, (A)ward, (Q)uestions	L All Records (default) R Outside Resource Information A Award Information Q Question Responses
	Review Status	Yes	Review Status; (L)All Records, [R]eviewed, (N)on-reviewed, (P)ending	R Purge Reviewed Records (default) N Purge Non-Reviewed Records P Purge Pending Records L Purge All Records
	Resource Records to Purge	No	Resource Records to Purge; (A)ll, (N)on-updated, (U)pdated, or Blank	A Purge All Records N Purge Non-updated Records U Purge Updated Records
	Beginning Date	No	Enter a beginning create date for records to select.	DD-MON-YYYY
	Ending Date	No	Enter an ending create date for records to select.	DD-MON-YYYY
	Print Purged Records	Yes	Print Purged Records; [Y]es, (N)o	Y Print Purged Records (default) N Do Not Print Purged Records

Parameters	Name	Required?	Description	Values
	Sort Order	Yes	Sort report by [N]ame, (I)d, (R)eview status,/Name, or (S)Review status/ID.	N Name (default)
				I ID
				R Review status, Name
				S Review status, ID
	Application ID	No	General area for which the selection was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Select Inquiry (GLISLCT)
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Student Program Information Process (RPPSPGM)

Use this report to update student information and report discrepancies between the Banner Student program information and data found in Banner Financial Aid.

Processing logic

This program offers the option to create records in Banner Financial Aid or report only those records that would be created, if run (Audit mode). When records are actually created, a report of those records created will be generated automatically. Records will only be created for either those students that do not have a record yet created for the aid year or those where a discrepancy exists between that which exists for the given aid year and the most recent information in the Banner Student system.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	This must be the aid year code for the school year.	Aid Year Inquiry (ROIAIDY)
	Create/Audit Option	Yes	This parameter provides the option to Create, Audit and Print, or neither Create nor Print the discrepancy report.	C Create and Print A Audit and Print only N Do not Create or Print (default)
	Fund Code	No	Fund Code(s) must be Direct Lending funds	Fund Base Data (RFRBASE)
	Application Code	No	General area for which the selection ID has been defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rule.	
	Sort Options	Yes	Report print options.	N Sort By Name (default) I Sort By ID

Record creation and reporting

When the program is run to create records, if a new record is to be created for the student, that record will be inserted to RERSPGM with the next highest sequence number. Also, the act of saving the new record does not overwrite or update the table's existing record.

The information returned for each term code passed will then be used to determine whether to create a record for that term code effective in the RERSPGM table based on the following logic:

- If the `SFKCPLR.p_get_plan_rule_data` procedure returns a `P_MESSAGE_OUT` value of not NULL, print the `P_MESSSAGE_OUT` value on the report and skip further processing of this student/effective term.

- If the `P_MESSAGE_OUT` parameter value is NULL, the following will occur:

  - If a record already exists in RERSPGM for any of the term code effective records returned, the data from the `SFKCPLR.p_get_plan_rule_data` procedure must be compared to the data that already exists in RERSPGM and determine if the data has changed.

    – If the data has not changed, no record will be inserted to RERSPGM.

    – If any of the data elements have changed, a new record will be inserted to RERSPGM for the term code effective. The existing record for the term code in RERSPGM will not be updated.

The following data will be returned from the `SFKCPLR.p_get_plan_rule_data` procedure and compared between Banner Student (as returned in the procedure) and Banner Financial Aid (via the RPRSPGM table) to determine if new records will need to be created in the RERSPGM table:

Banner Financial Aid	Banner Student
`RERSPGM_LENGTH_YRS`	`P_PROGRAM_LENGTH_OUT` (`P_PROGRAM_LENGTH_TYPE_OUT` = *Y*)
`RERSPGM_LENGTH_MONTHS`	`P_PROGRAM_LENGTH_OUT` (`P_PROGRAM_LENGTH_TYPE_OUT` = *M*)
`RERSPGM_LENGTH_WEEKS`	`P_PROGRAM_LENGTH_OUT` (`P_PROGRAM_LENGTH_TYPE_OUT` = *W*)
`RERSPGM_AY_WEEKS`	`P_WEEKS_YEAR_OUT`
`RERSPGM_SPECIAL_PROGRAMS`	`P_SPECIAL_PROGRAM_OUT`
`RERSPGM_CRED_LEVEL`	`P_CREDENTIAL_LEVEL_OUT`

Banner Financial Aid	Banner Student
RERSPGM_CIP_CODE	P_CIPC_CODE_OUT
RERSPGM_CALC_LENGTH_YRS	P_PROGRAM_CALCULATED_OUT
RERSPGM_TERM_CODE_EFF	P_STDN_TERM_CODE_EFF_OUT
RERSPGM_CPLR_SEQNO	P_SEQNO_OUT

By default, all RORSTAT records for the specified aid year are selected. To reduce the selection size, use a population selection (parameters 04-07) and/or fund code(s) (parameter 03).

Create/Audit Option (Parameter 02)

• Selected value = *C*:

   RERSPGM records for all selected students meeting the criteria above will be created. A discrepancy report for these student records will be generated.

• Selected value = *A*:

   The same discrepancy report for the same students will be generated (as if run for parameter value *C*), without creating RERSPGM records.

Fund Code (Parameter 03)

   This is an optional parameter. If populated, only student's that have an offered or accepted award for the fund code(s) provided will be processed.

   Note: Two different error messages can be displayed on the report if there are problems with a student's academic record. These students will not have RERSPGM records created with their program length and CIP code, as required for COD records, and will not extract in the COD extract process (REREX15) without manual configuration on RPASSUI.

   No Student Rec (SGBSTDN) found - No General Learner record was found for the student.

   No Record Found - The student has a General Learner record but their concurrent curricula record did not fall into any of the configured rules for program length as defined on the SFACPLR form.

Student Program Records Report sample

```
28-MAR-2014 09:42:58 AM                    Ellucian University                                    Page    1
Aid Year: 1415                        STUDENT PROGRAM RECORDS REPORT                                 RPPSPGM
------------------------------------------------------------------------------------------------------------
Banner ID        Name           Field                    Current              New               Created
------------------------------------------------------------------------------------------------------------
081257017        Dearborn, Emmily
                                Sequence Number                               3
                                Effective Term Code                           200910
                                Calculated Program Length Years               .333
                                Program Length Years
                                Program Length Months
                                Program Length Weeks                          4
                                Program AY Weeks                              12
                                Special Programs                              N
                                Program Credential Level                      01
                                Program CIP Code                              450201
                                Program Rule Sequence Number                  7

601000002        Lerner, Bill A
                                Sequence Number                               3
                                Effective Term Code                           201010
                                Calculated Program Length Years               .333
                                Program Length Years
                                Program Length Months
                                Program Length Weeks                          4
                                Program AY Weeks                              12
                                Special Programs                              N
                                Program Credential Level                      01
                                Program CIP Code                              450201
                                Program Rule Sequence Number                  7

601000007        Kelly, Carol V
                                Sequence Number          3                    5
                                Effective Term Code      201510               201510
                                Calculated Program Length Years  222.221      .333
                                Program Length Years     222.221
                                Program Length Months    222.221
                                Program Length Weeks     222.221              4
                                Program AY Weeks         222.221              12
                                Special Programs         A                    N
                                Program Credential Level 04                   01
                                Program CIP Code         27.000
                                Program Rule Sequence Number                  7

601000010        Johnson, Judy P.
                                Sequence Number          4                    5
                                Effective Term Code      201520               201520
                                Calculated Program Length Years  4            .333
                                Program Length Years     444
                                Program Length Months    444
                                Program Length Weeks     444                  4
                                Program AY Weeks         444                  12
                                Special Programs         B                    N
                                Program Credential Level 05                   01
                                Program CIP Code         27.000
                                Program Rule Sequence Number                  7
```

```
28-MAR-2014 09:42:58 AM                Ellucian University                                        Page    2
Aid Year: 1415                    STUDENT PROGRAM RECORDS REPORT                                   RPPSPGM
-------------------------------------------------------------------------------------------------------------
Banner ID        Name              Field                  Current           New              Created
-------------------------------------------------------------------------------------------------------------
612345678        Welker, George Alan
                      Sequence Number                                       4
                      Effective Term Code                                   200910
                      Calculated Program Length Years                       .333
                      Program Length Years
                      Program Length Months
                      Program Length Weeks                                  4
                      Program AY Weeks                                      12
                      Special Programs                                      N
                      Program Credential Level                              01
                      Program CIP Code                                      450201
                      Program Rule Sequence Number                          7

622222222        Henry, Mike M
                      Sequence Number                                       1
                      Effective Term Code                                   201410
                      Calculated Program Length Years                       2.25
                      Program Length Years                                  2.25
                      Program Length Months
                      Program Length Weeks
                      Program AY Weeks
                      Special Programs                                      N
                      Program Credential Level                              02
                      Program CIP Code                                      150303
                      Program Rule Sequence Number                          39

677777777        Baker, Scott T
                      Sequence Number                                       1
                      Effective Term Code                                   201410
                      Calculated Program Length Years                       .952
                      Program Length Years
                      Program Length Months                                 8
                      Program Length Weeks
                      Program AY Weeks                                      36
                      Special Programs                                      N
                      Program Credential Level                              01
                      Program CIP Code                                      470404
                      Program Rule Sequence Number                          38

900000004        Atkinson, Susan M
                      Sequence Number                                       1
                      Effective Term Code                                   201110
                      Calculated Program Length Years                       .333
                      Program Length Years
                      Program Length Months
                      Program Length Weeks                                  4
                      Program AY Weeks                                      12
                      Special Programs                                      N
                      Program Credential Level                              01
                      Program CIP Code                                      450201
                      Program Rule Sequence Number                          7

236010026        Harris, David                              No Record Found
511004678        Harmon, Brett                              No Record Found
511009003        Lopes, Sue A                               No Record Found
```

```
28-MAR-2014 09:42:58 AM               Ellucian University                              Page    3
Aid Year: 1415                   STUDENT PROGRAM RECORDS REPORT                            RPPSPGM
----------------------------------------------------------------------------------------------------
Banner ID        Name              Field               Current          New                Created
----------------------------------------------------------------------------------------------------
601000001        Steen, Ralph F                                         No Record Found
601000016        Mays, Rebecca B                                        No Record Found
902109029        Tatum, Joyce                                           No Record Found
998000004        Hekich, Danny L                                        No Student Rec (SGBSTDN) found
998000050        Pokich, Lauren M                                       No Record Found
```

```
28-MAR-2014 09:42:58 AM               Ellucian University                              Page    4
Aid Year: 1415                   STUDENT PROGRAM RECORDS REPORT                            RPPSPGM


             EXECUTION SUMMARY
     -----------------------------------------------------------------
        Program Name...................................: RPPSPGM
        Version........................................: 8.20
        Database Package Name..........................: rpkspgm
        Database Package Version.......................: 8.20

     PARAMETERS
        Aid Year Code.............................(01): 1415
        Create/Audit Option.......................(02): A
        Fund Code(s)..............................(03): DIRECT
        Fund Code(s)..............................(03): DLPLUS
        Fund Code(s)..............................(03): DLUNSB
        Application Code..........................(04):
        Selection ID..............................(05):
        Creator ID................................(06):
        User ID...................................(07):
        Sort Option...............................(08): I
        Lines.........................................:
        One up Number.................................: 394942

     RESULTS
        Number of records processed...................: 8
        Number of errors..............................: 8
```

Award Roll Process (RPRAROL)

The Award Roll Process allows you roll student awards (that are offered or accepted) to another aid year. Award validation ensures the student is eligible to receive the award in the new year. If the award fails validation, an error message is provided in the output.

When the award is rolled to the new aid year, the process uses the default **Offer Status** and **Accept Status** associated with the fund - as established on the RFRMGMT or ROAMGMT form. Funds with a check (Yes) in the Auto Accept field on RFRMGMT or ROAMGMT are assigned the status designated as Accepted.

To specify which awards are to be rolled, you can either enter a combination of fund source and fund type, or you can enter one or more specific fund codes. You can optionally further limit the students whose awards will be rolled by using a population selection.

> **Note:** If an award already exists for an applicant and fund code in the To Aid Year specified, the award will not be rolled for that applicant and fund code.
>
> You cannot roll US Federal funds with this process. Only funds which have been defined on RFRBASE with a Federal Fund ID of GTIV or null may be rolled when using the option to roll specific fund codes. Only a fund source which is not defined with a source type of Federal (RTVFSRC) may be rolled.

Prior to running the RPRAROL process, you must:

- Create the fund records on RFRMGMT/ROAMGMT for the new year being rolled to.

- Indicate the fund as eligible to roll on RFRMGMT/ROAMGMT for the aid year being rolled from.

Changing the rolled award amount

You can increase or decrease the amount of the new award by entering a percentage as a parameter option. If no percentage is entered, the same amount from the aid year rolling from will be inserted for the aid year rolling to. If the fund being rolled already exists for the student in the new aid year, no updates for the award will be made.

> **Note:** Awards which exist with cents will not be rolled to the new year with cents but will use the rounding options established for the fund.

The rounding options established for the fund on RFRMGMT/ROAMGMT will be used when calculating the new award. In some cases, this could result in the new aid year amount being less than the prior year even when a positive percentage is entered as a parameter.

For example:

1. ARTSCH set to round award to 100 on RFRMGMT.

2. Student has ARTSCH for 1011 of 133.00 manually awarded.

3. RPRAROL is run using a percentage increase of 10.00% for ARTSCH.

4. The calculated amount is 146.30 but due to the rounding to 100 defined for ARTSCH, the award amount for the new year would be 100.00.

A new applicant financial aid record is created for the aid year being rolled to if one does not exist. The award validation process ensures the student is eligible for the award in the new aid year.

Parameters	Name	Required?	Description	Values
	From Aid Year Code	Yes	Aid Year Code from which awards are to be rolled.	Aid Year Inquiry (ROIAIDY)
	To Aid Year Code	Yes	Aid Year Code to which awards are to be rolled.	Aid Year Inquiry (ROIAIDY)
	Fund Source	No	Fund source of awards to be rolled.	Fund Source Code Validation (RTVFSRC)
	Fund Type	No	Fund type of awards to be rolled. (Required if a Fund Source is entered.)	Financial Aid Fund Type Validation (RTVFTYP)
	Fund Code	No	Fund codes to be rolled.	Fund Base Data (RFRBASE)
	Increase/Decrease Percentage	No	Percentage of increase or decrease for the award amount.	Number between `-100.00` to `999.999` percent
	Print Option	Yes	Print the optional report when the process is run.	`Y` Yes (default) `N` No
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	The ID of the person creating the sub-population rules.	
	User ID	No	The ID of the person using the sub-population rules.	

Award Roll Process sample

```
27-MAR-2007 01:48:45 PM                          BANNER University                              PAGE 0001
AID YEAR: 0708 2007-2008 aid year                AWARD ROLL REPORT                              RPRAROL
--------------------------------------------------------------------------------------------------------

FUND: MERIT  Merit Scholarship

                                          --------- FROM AID YEAR 0607 --------   ----------- TO AID YEAR 0708 --------
                                          AWARD        OFFERED      ACCEPTED   AWARD        OFFERED      ACCEPTED
ID          NAME                          STATUS        AMOUNT        AMOUNT   STATUS        AMOUNT        AMOUNT

999404040   Anderson, Audrey              ACPT         1500.00       1500.00   OFRD         1650.00          0.00
999515151   Beckland, Bruce               ACPT         5000.00       5000.00   OFRD         5500.00          0.00
                                                       --------------  --------------      --------------  --------------
                                                        6500.00       6500.00               7150.00          0.00

End of FUND: MERIT  Merit Scholarship
```

```
27-MAR-2007 01:48:45 PM                          BANNER University                              PAGE 0002
AID YEAR: 0708 2007-2008 aid year                AWARD ROLL REPORT                              RPRAROL
--------------------------------------------------------------------------------------------------------

                                       CONTROL SUMMARY
                                       ---------------
                 Report Name...................................: RPRAROL
                 Version.......................................: 7.8

                 Report Sequence Number........................: 179913
                 From Aid Year.................................: 0607
                 To Aid Year...................................: 0708
                 Fund Source...................................:
                 Fund Type.....................................:
                 Fund Code.....................................: MERIT
                 Increase/Decrease Percentage..................: 10%
                 Print Option..................................: Y
                 Application Id................................: FINAID
                 Selection Id..................................: MANUAL
                 Creator Id....................................: COROSALI
                 User Id.......................................: COROSALI
                 Line Count....................................: 55

                 Number of awards processed....................: 2
                 Number of valid awards processed..............: 2
                 Number of invalid awards processed............: 0
```

Applicant Disbursement Report (RPRADSB)

The Applicant Disbursement Report provides detailed information on applicant disbursements. The Period validation allows crossover periods.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Period	No	Enter a valid and active period.	Periods Inquiry (ROIPRDS)
	Disbursement Date	No	If you enter a disbursement date for this parameter, the system prints all payments made on or after this parameter date. It uses the payment date, rather than the scheduled date.	DD-MON-YYYY format
	Sorting Option	No	The available sort options for this report are:	1 Name (default) 2 ID 3 Fund - Name 4 Fund - ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control (GUAIDEN)

Parameters	Name	Required?	Description	Values
	Fund Code	No	Disbursement info for the listed items will be printed.	Fund Base Data (RFRBASE)
	User ID	No	ID of the person creating the sub-population rules.	

Applicant Disbursement Report sample

```
30-SEP-2010 03:32:45 PM                        Finaid CIT Environment                                    PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year  Applicant Disbursement Report                             RPRADSB

PERIOD:       SUMMER  Summer 0910 July
              SUE
              0910

                                                                  <-------------- DISBURSEMENT ------------>
        ID     NAME                              ACPT PK SCHEDULED    AR TRAN
               FUND         DESCRIPTION          AMT LD   DATE          NO.     DATE          AMT LD OPT
SYS000008      Blattner Kathy
               PELL    Federal Pell Grant        2,500.00 1 15-JUL-2010    1    16-SEP-2010   1,250.00 3   A
               SEOG    Federal SEOG                200.00 1 26-JUN-2010    2    16-SEP-2010     100.00 3   A
               STATE   State Grant Program         200.00 1 26-JUN-2010    6    16-SEP-2010     200.00 3   A
               SUESCH  Sue Scholarship             600.00 1 26-JUN-2010    7    16-SEP-2010     300.00 3   A
               SUESUB  Sue's EL Sub                100.00 1 01-JUN-2010    8    16-SEP-2010     150.00 3   A
                             PERIOD TOTAL        3,600.00                                     2,000.00


811000154      Edit Worksheet
               PELL    Federal Pell Grant          694.00 4 26-JUN-2010    2    13-SEP-2010     694.00 4   A


811000160      Formula 3 Alt
               SEOG    Federal SEOG                120.00 1 15-JUL-2010    1    17-AUG-2010      60.00 3   A
               SUESCH  Sue Scholarship             200.00 1 17-AUG-2010    2    17-AUG-2010     200.00 3   A
                             PERIOD TOTAL          320.00                                       260.00


817100001      Rucker Test 100001
               TEACHG  TEACH Gradaute              700.00 1 15-JUL-2010    1    25-AUG-2010     700.00 1


3000017        testranju17 ranju17
               ACG     Academic Competiveness Grant 1  100.00 1 15-JUL-2010   3    07-SEP-2010     100.00 1
               DIRECT  Federal Direct Stafford Loan    100.00 1 01-JAN-2010   4    07-SEP-2010     100.00 1   A
               PELL    Federal Pell Grant            5,550.00 1 15-JUL-2010   2    07-SEP-2010   5,550.00 1   A
               SMART4  SMART Grant Year 4              100.00 1 15-JUL-2010   5    07-SEP-2010     100.00 1
               TEACHU  TEACH Undergraduate             100.00 1 15-JUL-2010   1    07-SEP-2010     100.00 1


                             TOTAL AMOUNT       11,264.00                                     9,604.00
                             STUDENT COUNT            5
```

```
30-SEP-2010 03:32:45 PM                       Finaid CIT Environment                              PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year    Applicant Disbursement Report                    RPRADSB
                                   * * * REPORT CONTROL INFORMATION * * *

                    RPTNAME: RPRADSB
                    VERSION#: (8.9)
     REPORT SEQUENCE NUMBER: 59582
                   AID YEAR: 1011
                     PERIOD: SUMMER SUE 0910
                  FUND CODE:
          DISBURSEMENT DATE:
             SORTING OPTION: 1
             APPLICATION ID:
               SELECTION ID:
                 CREATOR ID:
                    USER ID:
                 LINE COUNT: 55

               RECORD COUNT: 14
```

Award and Disbursement Report (RPRAWDB)

This report prints the summary by fund of the accepted amount, memoed amount, authorized amount, and disbursed amount. The Period validation allows crossover periods.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	No	Disbursement information for the listed items will be printed.	Periods Inquiry (ROIPRDS)
	Fund Code	No	Enter a valid fund code. The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	Sorting Option	No	The available sort options for this report.	I ID - Term - Fund N Name - Term - Fund (default)
	Application Code	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

Award and Disbursement Report sample

```
22-DEC-2010 12:00:58 PM                          Finaid CIT Environment                             PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year   STUDENT AWARD AND DISBURSEMENT REPORT               RPRAWDB

     ID              NAME                                    ACPT
                     FUND         DESCRIPTION                 AMT          MEMO'D        AUTHORIZED       DISBURSED

811100106   Betty, Pokie
    SUMMER SUE 0910  SUEPK   Sue's Perkins                  300.00          .00              .00           300.00
    FALL/WINTR 1011  SUEPK   Sue's Perkins                  600.00          .00              .00              .00
    SPRING 1011      SUEPK   Sue's Perkins                  600.00          .00              .00              .00

                             STUDENT TOTAL                1,500.00          .00              .00           300.00


811000160   Formula 3, Alt
    SUMMER SUE 0910  SUEPK   Sue's Perkins                     .00          .00              .00              .00
    FALL/WINTR 1011  SUEPK   Sue's Perkins                     .00          .00              .00              .00
    SPRING 1011      SUEPK   Sue's Perkins                     .00          .00              .00              .00

                             STUDENT TOTAL                     .00          .00              .00              .00


998000004   Hekich, Danny L
    FALL 1011        PERK    Federal Perkins Loan          1,500.00         .00              .00         1,500.00
    SPRING 1011      PERK    Federal Perkins Loan          1,500.00         .00              .00              .00
    SUMMER SUE 1011  PERK    Federal Perkins Loan              .00          .00              .00              .00

                             STUDENT TOTAL                3,000.00          .00              .00         1,500.00


998000006   Jekich, Cassandra M
    201110           PERK    Federal Perkins Loan          1,500.00         .00              .00              .00
    201120           PERK    Federal Perkins Loan          1,500.00         .00              .00              .00

                             STUDENT TOTAL                3,000.00          .00              .00              .00


998000009   Jukich, Travis G
    FALL 1011        PERK    Federal Perkins Loan          2,000.00         .00              .00              .00
    SPRING 1011      PERK    Federal Perkins Loan          2,000.00         .00              .00              .00
    SUMMER SUE 1011  PERK    Federal Perkins Loan              .00          .00              .00              .00

                             STUDENT TOTAL                4,000.00          .00              .00              .00


998000002   Kichline, Brielle S
    FALL/WINTR 1011  PERK    Federal Perkins Loan          1,500.00      1,500.00            .00              .00
    SPRING 1011      PERK    Federal Perkins Loan          1,500.00         .00              .00              .00

                             STUDENT TOTAL                3,000.00      1,500.00            .00              .00


998000005   Kichline, Jasmine R
    201030           PERK    Federal Perkins Loan          1,333.00         .00              .00              .00
    201110           PERK    Federal Perkins Loan          1,333.00         .00              .00              .00
```

```
22-DEC-2010 12:00:58 PM                          Finaid CIT Environment                                      PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year    STUDENT AWARD AND DISBURSEMENT REPORT                       RPRAWDB
      ID               NAME                          ACPT
                       FUND      DESCRIPTION          AMT          MEMO'D        AUTHORIZED        DISBURSED

998000005     Kichline, Jasmine R
   201120          PERK    Federal Perkins Loan       1,334.00          .00             .00             .00

                          STUDENT TOTAL              4,000.00          .00             .00             .00


999636363     Kichline, Test63
   201110          PERK    Federal Perkins Loan       2,000.00          .00             .00        2,000.00
   201120          PERK    Federal Perkins Loan       2,000.00          .00             .00        2,000.00

                          STUDENT TOTAL              4,000.00          .00             .00        4,000.00


RAMAK01       Koma01, Rama01
   201110          PERK    Federal Perkins Loan          50.00          .00             .00             .00
   201120          PERK    Federal Perkins Loan          50.00          .00             .00             .00

                          STUDENT TOTAL                100.00          .00             .00             .00


811110412     Laird, Test412
   FALL/WINTR 1011  SUEPK   Sue's Perkins               500.00          .00             .00          500.00
   SPRING 1011       SUEPK   Sue's Perkins               500.00          .00             .00             .00

                          STUDENT TOTAL              1,000.00          .00             .00          500.00


A00022236     Laird, Test5
   201110          PERK    Federal Perkins Loan            .00          .00             .00             .00


811000150     Laird404, Last
   FALL/WINTR 1011  PERK    Federal Perkins Loan         500.00          .00             .00             .00
                    SUEPK   Sue's Perkins               750.00          .00             .00          750.00
                    PERIOD TOTAL                      1,250.00          .00             .00          750.00

   SPRING 1011       PERK    Federal Perkins Loan         500.00          .00             .00             .00
                    SUEPK   Sue's Perkins               750.00          .00             .00             .00
                    PERIOD TOTAL                      1,250.00          .00             .00             .00

                          STUDENT TOTAL              2,500.00          .00             .00          750.00


998000050     Pokich, Lauren M
   201110          PERK    Federal Perkins Loan            .00          .00             .00             .00
   201120          PERK    Federal Perkins Loan            .00          .00             .00             .00

                          STUDENT TOTAL                   .00          .00             .00             .00
```

```
22-DEC-2010 12:00:58 PM                           Finaid CIT Environment                              PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year        STUDENT AWARD AND DISBURSEMENT REPORT             RPRAWDB

                                       * * * REPORT CONTROL INFORMATION * * *

                     RPTNAME: RPRAWDB
                    VERSION#: (8.9)
      REPORT SEQUENCE NUMBER: 61750
                    AID YEAR: 1011
                      PERIOD:
                   FUND CODE: PERK
                   FUND CODE: SUEPK
              SORTING OPTION: N
              APPLICATION ID:
                SELECTION ID:
                  CREATOR ID:
                     USER ID:
                  LINE COUNT: 55

                RECORD COUNT: 34
```

Applicant Award Report (RPRAWRD)

The Applicant Award Report provides detailed information on applicant awards. The Period validation allows crossover periods.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Fund Code	No	Enter a valid fund code. Banner accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	Period	No	Enter a valid and active period. Banner accepts a single period or a multiple number of periods for this report parameter.	Periods Inquiry (ROIPRDS)
	Sort Option	No	The available sort options for this report.	1 Name (default) 2 ID 3 Fund Name 4 Fund ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)

Parameters	Name	Required?	Description	Values	
	Period Print Option	No	Print Period Detail.	Y	Print (default)
				N	Suppress printing of Period Detail

Applicant Award Report sample

```
22-AUG-2013 03:29:03 PM                          FinAid CIT Environment                                    PAGE 1
AID YEAR: 1314 2013-2014 Aid Year                Applicant Award Report                                    RPRAWRD

    ID: A00022232   NAME: Finaid-Student, Test10

                        AID PERIOD: FA/SPR      FM GROSS NEED:      35435.00   IM GROSS NEED:
                        PACKAGE GROUP: SUE1      FM UNMET NEED:      19291.00   IM UNMET NEED:
                        PACKAGE DATE: 14-AUG-2013

            AWARD     STATUS     EXPIRE                      OFFERED         ACCEPTED        DECLINED       CANCELLED
   FUND     STATUS    DATE       DATE       SYS LOCK         AMOUNT          AMOUNT          AMOUNT         AMOUNT
   DIRECT   ACPT      14-AUG-2013 24-AUG-2013    S   N       5500.00         5500.00

            AWARD          DISB  MEMO EXP                    OFFERED         ACCEPTED        DECLINED       CANCELLED
   PERIOD          STATUS LOCK FINAL   DATE                  AMOUNT          AMOUNT          AMOUNT         AMOUNT
   201410          ACPT    N    N    30-SEP-2013             2750.00         2750.00
   201420          ACPT    N    N    30-MAR-2014             2750.00         2750.00

            AWARD     STATUS     EXPIRE                      OFFERED         ACCEPTED        DECLINED       CANCELLED
   FUND     STATUS    DATE       DATE       SYS LOCK         AMOUNT          AMOUNT          AMOUNT         AMOUNT
   DLUNSB   ACPT      14-AUG-2013 24-AUG-2013    S   N       7000.00         7000.00

            AWARD          DISB  MEMO EXP                    OFFERED         ACCEPTED        DECLINED       CANCELLED
   PERIOD          STATUS LOCK FINAL   DATE                  AMOUNT          AMOUNT          AMOUNT         AMOUNT
   201410          ACPT    N    N    30-SEP-2013             3500.00         3500.00
   201420          ACPT    N    N    30-MAR-2014             3500.00         3500.00

            AWARD     STATUS     EXPIRE                      OFFERED         ACCEPTED        DECLINED       CANCELLED
   FUND     STATUS    DATE       DATE       SYS LOCK         AMOUNT          AMOUNT          AMOUNT         AMOUNT
   INSC     MA        22-AUG-2013 01-SEP-2013    M   N       1250.00         1250.00         1250.00

            AWARD          DISB  MEMO EXP                    OFFERED         ACCEPTED        DECLINED       CANCELLED
   PERIOD          STATUS LOCK FINAL   DATE                  AMOUNT          AMOUNT          AMOUNT         AMOUNT
   201410          ACPT    N    N    30-SEP-2013             1250.00         1250.00
   201420          DECL    N    N    30-MAR-2014                                             1250.00

            AWARD     STATUS     EXPIRE                      OFFERED         ACCEPTED        DECLINED       CANCELLED
   FUND     STATUS    DATE       DATE       SYS LOCK         AMOUNT          AMOUNT          AMOUNT         AMOUNT
   PELL     ACPT      22-AUG-2013             S   N          3995.00         3995.00

            AWARD          DISB  MEMO EXP                    OFFERED         ACCEPTED        DECLINED       CANCELLED
   PERIOD          STATUS LOCK FINAL   DATE                  AMOUNT          AMOUNT          AMOUNT         AMOUNT
   201410          ACPT    N    N    30-SEP-2013             1998.00         1998.00
   201420          ACPT    N    N    30-MAR-2014             1997.00         1997.00

   FUND TOTALS:                                             17745.00        17745.00        1250.00
```

```
22-AUG-2013 03:29:03 PM                        FinAid CIT Environment                                      PAGE 2
AID YEAR: 1314 2013-2014 Aid Year              Applicant Award Report                                      RPRAWRD

    ID: A00022234   NAME: Finaid-Student3, Test3 A

                         AID PERIOD: FA/SPR      FM GROSS NEED:      35349.00   IM GROSS NEED:
                      PACKAGE GROUP: ONUDRG       FM UNMET NEED:      24354.00   IM UNMET NEED:
                      PACKAGE DATE: 16-AUG-2013

              AWARD    STATUS     EXPIRE                        OFFERED            ACCEPTED            DECLINED            CANCELLED
    FUND      STATUS   DATE       DATE       SYS LOCK           AMOUNT             AMOUNT              AMOUNT              AMOUNT
    INSC      MA       16-AUG-2013 26-AUG-2013   M   N          3000.00            1500.00

                       AWARD       DISB  MEMO EXP             OFFERED            ACCEPTED            DECLINED            CANCELLED
      PERIOD           STATUS LOCK FINAL  DATE               AMOUNT             AMOUNT              AMOUNT              AMOUNT
      201410          ACPT     N    N    30-SEP-2013         1500.00            1500.00
      201420          OFRD     N    N    30-MAR-2014         1500.00

              AWARD    STATUS     EXPIRE                        OFFERED            ACCEPTED            DECLINED            CANCELLED
    FUND      STATUS   DATE       DATE       SYS LOCK           AMOUNT             AMOUNT              AMOUNT              AMOUNT
    PELL      ACPT     16-AUG-2013            S    N          3995.00            3995.00

                       AWARD       DISB  MEMO EXP             OFFERED            ACCEPTED            DECLINED            CANCELLED
      PERIOD           STATUS LOCK FINAL  DATE               AMOUNT             AMOUNT              AMOUNT              AMOUNT
      201410          ACPT     N    N    30-SEP-2013         1998.00            1998.00
      201420          ACPT     N    N    30-MAR-2014         1997.00            1997.00

              AWARD    STATUS     EXPIRE                        OFFERED            ACCEPTED            DECLINED            CANCELLED
    FUND      STATUS   DATE       DATE       SYS LOCK           AMOUNT             AMOUNT              AMOUNT              AMOUNT
    PERK      OFRD     16-AUG-2013 26-AUG-2013   M   N          4000.00

                       AWARD       DISB  MEMO EXP             OFFERED            ACCEPTED            DECLINED            CANCELLED
      PERIOD           STATUS LOCK FINAL  DATE               AMOUNT             AMOUNT              AMOUNT              AMOUNT
      201410          OFRD     N    N    30-SEP-2013         2000.00
      201420          OFRD     N    N    30-MAR-2014         2000.00

    FUND TOTALS:                                             10995.00            5495.00
```

```
22-AUG-2013 03:29:03 PM                        FinAid CIT Environment                                      PAGE 3
AID YEAR: 1314 2013-2014 Aid Year              Applicant Award Report                                      RPRAWRD

                                                           OFFERED            ACCEPTED            DECLINED            CANCELLED
    FUND              TITLE                                AMOUNT             AMOUNT              AMOUNT              AMOUNT
    DIRECT       Fed.  Direct Subsidized Loan             5500.00            5500.00

    DLUNSB       Fed.  Direct Unsub                       7000.00            7000.00

    INSC         Institutional Scholarship               4250.00            2750.00            1250.00

    PELL         Federal Pell Grant                       7990.00            7990.00

    PERK         Federal Perkins Loan                     4000.00

                                                   ------------------ ------------------ ------------------ ------------------
    FUND TOTALS                                          28740.00           23240.00            1250.00                 .00
```

```
22-AUG-2013 03:29:03 PM                         FinAid CIT Environment                                    PAGE 4
AID YEAR: 1314 2013-2014 Aid Year               Applicant Award Report                                    RPRAWRD
                                         * * * REPORT CONTROL INFORMATION * * *

                       RPTNAME: RPRAWRD
                     VERSION #: (8.18.1)
     PARAMETER SEQUENCE NUMBER: 112718
                      AID YEAR: 1314
      REPORT SELECTION QUERY ID: USER3
              APPLICATION CODE: FINAID
                    CREATOR ID: USER3
                     FUND CODE:
                        PERIOD:
                   SORT OPTION: 1
            PERIOD PRINT OPTION: Y
                    LINE COUNT: 55

                 STUDENT COUNT: 2
```

Award Cancellation Process Report (RPRCNCL)

The Award Cancellation Process Report produces a report that lists award offer and expiration dates. You can also use this process to cancel those awards which have been offered and/or accepted.

Parameters	Name	Required?	Description	Values
	Selection ID	No	Selection ID of the population selection.	
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Processing Option	Yes	Report only or Report and Cancel.	C Report and Cancel R Report Only (default)
	Cancel Award Status Code	Yes	The system uses this award status code to update the award status by indicating that the award has been canceled.	Award Status Validation (RTVAWST)
	Processing Date	No	If you enter a processing date, the system cancels all awards that expired before this date. The award offer expiration date is defined in the Packaging Options section of the Packaging Options form (RPROPTS).	DD-MON-YYYY format
	Sort Option	Yes	The available sort options for this report.	I ID N Name (default)
	Fund Option	Yes	The Fund Option parameter enables you to specify the most efficient means to include or exclude the cancellation of awards.	A Cancel All funds (default) I Use Include List E Use Exclude list
	Fund Code	No	This parameter enables you to list those fund codes that you either want to include or exclude from cancellation. The value that you enter for the Fund Option parameter determines how the system uses this list. You can enter multiple fund codes for this parameter.	Fund Base Data (RFRBASE) You cannot enter Pell as a fund code for this parameter.

Parameters	Name	Required?	Description	Values
	Application ID	No	Application code of the population selection.	Application Inquiry (GLIAPPL)
	Creator ID	No	The Banner ID of the person that created the population selection.	
	User ID	No	The Banner ID of the person using the population selection.	
	Status Option	Yes	Determines if you are canceling awards in a status of `Offered`, `Accepted`, or both `Offered` and `Accepted`. When you cancel either `Offered` or `Accepted` awards, the **Expiration Date** on the RPAAPMT form must be prior to the date that you enter for the Processing Date parameter for the RPRCNCL Process.	O Cancel offered awards (default) A Cancel accepted awards B Cancel both offered and accepted awards

Award Cancellation Process Report sample

```
07-JUN-2003 02:16 PM                              Banner Development                                    PAGE 1
AID YEAR: 0304 Aid Year 2003 - 2004          AWARD CANCELLATION PROCESS REPORT                          RPRCNCL

STUDENT'S NAME                  ID
    FUND                                      OFFERED     EXPIRATION    CANCELLED ?
    CODE     TITLE                      AMOUNT DATE        DATE          (Y OR N)

Harris, David                   236010026
    STFD     Federal Stafford Loan     2,625.00 24-FEB-2003 24-FEB-2000      N
                                       ---------
                            TOTAL   2,625.00

Tatum, Joyce                    902109029
    STFD     Federal Stafford Loan     5,500.00 27-MAY-2003 27-MAY-2000      N
                                       ---------
                            TOTAL   5,500.00
```

```
07-JUN-2003 02:16 PM                              Banner Development                                      PAGE 2
AID YEAR: 0304 Aid Year 2003 - 2004          AWARD CANCELLATION PROCESS REPORT                           RPRCNCL

                                              AWARD CANCELLATION SUMMARY

FUND                                  NUMBER OF         TOTAL
CODE      TITLE                       AWARDS            AMOUNT

STFD      Federal Stafford Loan           2            8,125.00
```

```
07-JUN-2003 02:16 PM                              Banner Development                                      PAGE 3
AID YEAR: 0304 Aid Year 2003 - 2004          AWARD CANCELLATION PROCESS REPORT                           RPRCNCL
                                    * * *  REPORT CONTROL INFORMATION  * * *

                             RPTNAME: RPRCNCL
                             VERSION: 6.0                      REPORT SEQUENCE NUMBER: 176230
            PRINT SELECTION IDENTIFIER:
                         APPLICATION:
                          CREATOR ID:
                            AID YEAR: 0304
01
```

Direct Loan Compare Extract Process (RPRCPxx)

The comparison software provided by the Department of Education to compare data from reports to data from an external database is part of *DL Tools for Windows* and can be downloaded at no cost from the `http://www.FSAdownload.ed.gov` website. Instructions for installing, using, and support of the *DL Tools for Window*s are provided in the Install Guide as part of the download.

The Direct Loan Compare Extract Process (RPRCPxx) creates data files to import into the *DL Tools for Windows* software for comparing cash, loan, and disbursement records from Banner to the data received on the School Account Statement (SAS). RPRCPxx is run after the disbursement-level SAS (`dsdfxxop.dat`) and/or loan-level SAS (`dslfxxop.dat`) has been loaded into Banner using the RPRDUxx process.

The Banner Direct Loan Compare Process (RPRCPxx) provides a summary of cash records existing in Banner for the aid year. The process also enables you to extract the Banner data into three different files that you can import into the *DL Tools for Window*s software for comparison with the reports supplied by COD. The files produced by the RPRCPxx Process are:

- *DLEXCASH _jobnumber.TXT* — Provides cash detail records

- *DLEXLOAN_jobnumber.TXT* — Provides loan detail records

- *DLEXDISB_jobnumber.TXT* — Provides disbursement detail records

> **Note:** Generation of the *DLEXCASH, DLEXLOAN,* and *DLEXDISB* extract files are system supported. *DL Tools for Window*s is not supported. The Direct Loan Tools for Windows software is available via the FSA download Web Site. Instructions for installing, using, and support of the software are available there (`https://www.fsadownload.ed.gov`).

The Direct Loan Compare Extract includes a Matching End Date parameter to correspond the data records extracted from Banner with the processing date of the School Account Statement data. It is advisable to import all Direct Loan Acknowledgement files prior to running the Direct Loan Compare Extract. You can then import the files into *DL Tools for Windows* and execute different comparison reports to identify discrepancies.

The Direct Loan Compare Extract Process now includes an optional Direct Loan School Code parameter which provides the ability to only extract loan, disbursement and cash detail records pertaining to a certain Direct Loan School Code. When a Direct Loan School Code value is entered, the extract files will only contain the loan and disbursement records corresponding to the value entered, as well as the cash detail records corresponding to the value entered. This functionality provides the capability to reconcile Direct Loan School Code campuses/sites individually from one another.

If the Direct Loan School Code value is blank, the extract files will contain loan, disbursement and cash detail data corresponding to all Direct Loan School Codes.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Application ID	No	Application ID of the population selection.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection.	
	Creator ID	No	The ID of the person that created the population selection.	
	User ID	No	The ID of the person that ran the population selection.	
	Matching End Date	Yes	Enter the end date of the SAS report.	DD-MON-YYYY
	Direct Loan School Code	No	Enter a Direct Loan School Code.	

Direct Loan Compare Extract Process sample

```
17-FEB-2007 04:06:08 PM                              BANNER University                                                          1
Aid Year: 0809                                  2008-2009 Direct Loan Compare Extract                                      RPRCP09
-------------------------------------------------------------------------------------------------------------------------
Banner Cash Summary
------------------

Process Date              :    31-JAN-2007

Beginning Balance         :           0.00
Total Cash Receipts       :       68888.00
Total Returns of Excess Cash :    55555.00
Cash On Hand              :       13333.00
Total Actual Disbursements :        6771.00
Total Adjusted Disbursements :      -700.00
Net Loan Detail           :        6071.00
Ending Cash Balance       :        7262.00
Net Unbooked              :       11579.00
Adjusted Ending Cash Balance :     -4317.00
```

```
17-FEB-2007 04:06:08 PM                             BANNER University                                          2
Aid Year: 0506                                2008-2009 Direct Loan Compare Extract                      RPRCP09
-----------------------------------------------------------------------------------------------------------------

                                              CONTROL SUMMARY
                                              ---------------
                         Program Name                              :RPRCP09(8.1)
                         One up Number                             :88281
                         Aid Year Code                             :0809
                         Application Code                          :FINAID
                         Selection ID                              :SUE3
                         Creator ID                                :SLAIRD
                         User ID                                   :SLAIRD
                         Matching End Date                         :31-JAN-2008
                         Loan Detail File Name                     :/export/home/slaird/jobsub/DLEXLOAN_88281.TXT
                         Number of Loan Detail Records Extracted   :4
                         Cash Detail File Name                     :/export/home/slaird/jobsub/DLEXCASH_88281.TXT
                         Number of Cash Detail Records Extracted   :4
                         Disbursement Detail File Name             :/export/home/slaird/jobsub/DLEXDISB_88281.TXT
                         Number of Disburse Detail Records Extracted :9
                         Number of lines per page                  :55

                         Total pages Printed                       :2

                                            ****** END OF REPORT ******
```

Disbursement Schedule Date Update (RPRDDUP)

This process updates the scheduled disbursement date for non-loan funds based on the +/- number of days which have been defined on the Default Award and Disbursement Schedule Rules (RFRDEFA) and/or the Fund Award and Disbursement Schedule Rules (RFRASCH) forms. The process determines the student's earliest course start date. Courses which have been excluded due to course level or specific sections will not be used in the determination of the earliest course start date.

Scheduled disbursement dates for disbursements which have been paid or updated manually or by batch posting a disbursement date will not be updated.

If the **Resched Disb Date** indicator has been checked on ROAINST (that is, ROBINST_RESCHED_DISB_DATE_IND = Y), this process will be run as part of the Disbursement Process (RPEDISB). When run as part of the Disbursement Process (RPEDISB), the parameters for Aid Year, Period, Fund Code, and population selection entered for the Disbursement Process (RPEDISB) will be used.

The **Resched Disb Date** indicator *must* be checked on the ROAINST form (that is, ROBINST_RESCHED_DISB_DATE_IND = Y) for this process to reschedule the disbursement dates whether run as RPRDDUP or as part of RPEDISB.

The Period validation allows crossover periods

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Process Indicator	Yes	This is the Process indicator. Must be *B* when run in Batch mode.	
	Applicant ID	No	This is the Applicant ID. This parameter is used when the process is run online.	
	Period	No	Enter the Period.	
	Fund Code	No	Enter the Fund Code.	Fund Base Data (RFRBASE)
	Application ID	No	This is the Population Application Code for the Selection ID.	Application Inquiry (GLIAPPL)
	Selection ID	No	This is the Population Selection ID identifying the sub-population with which to work.	Population Select Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	This is the creator of the Selection ID who created the sub-population rules.	
	User ID	No	This is the ID of the person using the Selection ID rules.	

Disbursement Schedule Date Update Process sample

```
01-SEP-2010  03:13:34 PM                      Finaid CIT Environment                              Page:      1
Aid Year: 1011                             Disbursement Schedule Date Update

                                         * * * REPORT CONTROL INFORMATION * * *

            Parameter Name                          Value
            _____        _____

            Program Name:                            RPRDDUP(8.9)
            Parameter Seq No:                        57400
            Aid Year Code:                           1011
            Process Indicator:                       O
            Applicant ID:                            811110401
            Period:
            Fund Code:
            Application ID:
            Selection ID:
            Creator ID:
            User ID:

            Total Records Selected:                  4

                                         ****** END OF REPORT ******
```

Promissory Note Manifest (RPRDLPM)

This process selects executed paper versions of Direct Loan Master Promissory Notes (MPNs) for batching/mailing to the COD. It prints a Manifest listing the Direct Loans that have had promissory notes signed and returned and have not been previously reported. The program creates a paper Manifest in the format specified in the *COD Technical Reference Manual*. The RPRDLPM Process collects a batch size as a parameter. This is the maximum number of promissory notes that you want to include in each batch.

The RPRDLPM process creates different batches for Stafford MPNs, Parent PLUS MPNs, and Grad PLUS MPNs. You must mail the Promissory Note Manifest with the paper copies of the signed promissory notes to COD for their approval/acknowledgement.

To be selected by this process the student's **School PN Status** must be set to `S (Signed/Returned)`, the promissory note **PN Document ID** must be blank, the **Prom Note Shipped** must be blank, and the **Origination Status** code must be either `A` (Accepted), `C` (Origination Accepted/Credit Accepted for PLUS), *X* (Accepted/Credit Pending for PLUS), or *D* (Accepted/Credit Denied for PLUS). Records with a *D* origination status will only be selected if they also have a **PLUS Credit Check Status** of *C* (Credit Override/New Info) or *E* (Credit Override/Endorser OK).These fields reside on the RPALORG form. Once the process has completed, the PN Document ID tied to the individual Manifest is populated on RPALORG. This ID matches the batch number recorded as the Document ID on the paper Manifest.

Signed electronic MPNs entered into Banner (the **School PN Status** is set to `E (E-MPN signed)`) are ignored by the RPRDLPM Process.

When COD receives the MPNs, COD edits the information on the notes against information from the matching origination record. If discrepancies are found, an error report is created and returned to the school. If COD does not yet have an origination record on file, the edits cannot be performed and it holds the note until the origination record is sent. To avoid this situation, Banner requires the transmission of the origination record and acceptance from COD before promissory notes can be sent on the Manifest.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter. This parameter is validated against the Fund Base Data Table (RFRBASE). However, Stafford and PLUS Loan funds cannot be combined in the same process.	Fund Base Data (RFRBASE)

Parameters	Name	Required?	Description	Values
	Document Size (Number of Records)	Yes	The program collects a document size as a parameter. This is the maximum number of promissory notes to be included in each batch. Once that count is reached, the program terminates; even if there are additional promissory notes to process for the fund code. For example, if you have 150 promissory notes ready to send to COD and use a document size of 50, you will need to run the program 3 times to generate three sets with 50 notes in each set. COD has requested that schools send small sets of promissory notes; typically 50 to 100 per set. Document sizes should not exceed 100 MPNs. Parent PLUS loan, Grad PLUS loan, and Stafford loan promissory notes must be batched separately.	
	Resend Previous Document	No	Allows you to recreate previously transmitted manifest documents.	Y Yes N No (default)
	Previous Document ID	No	If the previous parameter is a Y, this parameter identifies which document to resend. The **Response Document Type** for the Document ID must be PM (Promissory Note Manifest).	COD Document Control (REICODD)
	Application ID	No	Application ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	

Parameters	Name	Required?	Description	Values
	User ID	No	The Banner ID of the person that ran the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	
	Direct Loan School Code	No	If you want to restrict the printing of a promissory note manifest to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the **School Code** field on the main window of the Direct Loan Origination (RPALORG) form. The value in the **School Code** field of the RPALORG form is populated by the Direct Loan Record Creation (RPRLORC) process or manually updated prior to the extraction of the record. If you do not enter a value for this parameter, the process is not restricted by a school code and prints the manifest for all campuses. The process separates the manifest by campus code providing a page break between campuses.	Direct Loan School Code

Batch Promissory Note Manifest sample

```
Report Date: 04/13/2007          U.S. DEPARTMENT OF EDUCATION          Page:   1
Report Time:   12:18:57          Federal Direct Loan Program
                                 Graduate/Professional PLUS Manifest
                                   (ALL RECORDS)                    Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0012345678

BORROWER'S NAME                          MPN ID
BORROWER'S CURRENT SSN
---------------------------          ----------------------

RUCKER, TEST8005 F                   517008005N08G80009001
517-00-8005


NUMBER OF NOTES FOR SHIPPING: 1

I hereby certify that each student named on the enclosed applications/promissory
notes is accepted for enrollment on at least a half-time basis and is making
satisfactory progress in a program that is eligible for the loan type certified.
I certify that each borrower is an eligible borrower in accordance with the Act
and has been determined eligible for a loan in the amount certified. I further
certify that the disbursement schedules comply with the requirements of the Act
and hereby authorize the Department of Education to adjust disbursement dates if
necessary to ensure compliance with the Act. I further certify that, based on
records available and due inquiry, each student has met the requirements of the
Selective Service Act, that each student is not liable for an overpayment of any
Federal grant made under the Act, and that the information provided in the
Borrower, Student and School sections of the applications/promissory notes
(including information supplied in electronic format) is true, complete and
accurate to the best of my knowledge and belief.

SCHOOL CODE:  G80009   NAME:     BANNER University

SIGNATURE:_____

FAA NAME:  JAN LEVSEN
```

```
Report Date: 04/13/2007        U.S. DEPARTMENT OF EDUCATION          Page:   1
Report Time:   12:18:57        Federal Direct Loan Program
                                      PLUS Manifest
                               (ALL RECORDS)                     Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***********************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0112345678

BORROWER'S NAME                             MPN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
---------------------------          -----------------------

Rucker, Parent1 P                    517008003N08G80009001
RUCKER, TEST8003 A
517-00-8003


NUMBER OF NOTES FOR SHIPPING: 1

I hereby certify that each student named on the enclosed applications/promissory
notes is accepted for enrollment on at least a half-time basis and is making
satisfactory progress in a program that is eligible for the loan type certified.
I certify that each borrower is an eligible borrower in accordance with the Act
and has been determined eligible for a loan in the amount certified. I further
certify that the disbursement schedules comply with the requirements of the Act
and hereby authorize the Department of Education to adjust disbursement dates if
necessary to ensure compliance with the Act. I further certify that, based on
records available and due inquiry, each student has met the requirements of the
Selective Service Act, that each student is not liable for an overpayment of any
Federal grant made under the Act, and that the information provided in the
Borrower, Student and School sections of the applications/promissory notes
(including information supplied in electronic format) is true, complete and
accurate to the best of my knowledge and belief.

SCHOOL CODE:  G80009   NAME:    BANNER University

SIGNATURE:_____

FAA NAME:  JAN LEVSEN
```

```
Report Date: 04/13/2007        U.S. DEPARTMENT OF EDUCATION        Page:   1
Report Time:   12:18:57        Federal Direct Loan Program
                                    Sub/Unsub Manifest
                               (ALL RECORDS)                    Sort: Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************

PROMISSORY NOTE SHIPPING DOCUMENT ID: 2007-04-13T12:18:57.0212345678

BORROWER'S NAME                        MPN ID
STUDENT'S CURRENT SSN
----------------------------        -----------------------

RUCKER, TEST8001 J                  517008001M08G80009001
517-00-8001

RUCKER, TEST8001 J                  517008001M08G80009001
517-00-8001


NUMBER OF NOTES FOR SHIPPING: 2

I hereby certify that each borrower named on the enclosed notes/disclosures is
accepted for enrollment on at least a half-time basis and is making
satisfactory progress in a program that is eligible for the loan type(s)
awarded. I certify that each student is an eligible borrower in accordance with
the Act. I further certify that each borrower's eligibility for a Pell Grant
has been determined, that each borrower is not incarcerated, and that each
borrower has been determined eligible for loan(s) in the amount(s) certified.
I further certify that the disbursement schedules comply with the requirements
of the Act and hereby authorize the Department of Education to adjust
disbursement dates if necessary to ensure compliance with the Act.  I further
certify that, based on records available and due inquiry, each borrower has met
the requirements of the Selective Service Act, that each borrower is not liable
for an overpayment of any Federal grant made under the Act, and that the
information provided in the Borrower and the School sections of the
promissory notes/disclosures (including information supplied in electronic
format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G80009   NAME:    BANNER University

SIGNATURE:_____

FAA NAME:  JAN LEVSEN
```

```
13-APR-2007 12:18:57 PM                                         Page:    4
Aid Year: 0809                    Direct Loan Program Prom Manifest Work List



                                CONTROL SUMMARY
                                ---------------
             Program Name...............................:    RPRDLPM
             Version ...................................:    7.8
             Run Sequence Number........................:    185165
             Aid Year Code .............................:    0809
             Fund Code .................................:    DGPLUS
             Fund Code .................................:    DLPLUS
             Fund Code .................................:    DLUNSB
             Fund Code .................................:    DIRECT
             Batch Size ................................:    999
             Resend Previous Batch .....................:    N
             Previous Document ID ......................:
             Application ID ............................:    FINAID
             Selection ID ..............................:    MANUAL
             Creator ID ................................:    DRUCKER
             User ID ...................................:    DRUCKER
             Direct Loan School Code...................:    G80009
             Number of lines per page .................:    55
             Total promissory notes processed ........:    4
```

Disclosure Statement Printing (RPRDSPT)

The Disclosure Statement Printing (RPRDSPT) process assists you in printing Disclosure Statements locally at your school. This process prints Disclosure Statements for Subsidized, Unsubsidized, Parent PLUS, and Grad PLUS loans. Parent PLUS Loan, Grad PLUS Loan, and Subsidized/Unsubsidized Loan Disclosure Statements must each be printed separately for the student. Each loan Disclosure Statement requires different information and uses a different report layout.

Note: If COD prints your Disclosure Statements, you should not run the Disclosure Statement Printing process.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Number of Copies to be Printed	No	Determines the number of statements to print (1-9). Multiple notes are printed in succession.	
	Perm (P) or Local (L) Address	No	Determines which address to print. There are fields in RPRLAPP for both permanent and local addresses. If you set this parameter to use local addresses and no local address exists on RPALORG, the student's permanent address will be used.	
	Office Name	No	Use this parameter to enter the office name for the school information section of the statements.	
	Street Address	No	Use this parameter to enter the street address for the school information section of the statements.	
	City, State, Zip	No	Use this parameter to enter the city, state, and zip code for the school information section of the statements.	
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and User ID parameters.	User Identification Control (GUAIDEN)
	User ID	No	The Banner ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and Creator ID parameters.	
	Reprint Previous Batch (Y,N)	No	Allows you to reprint statements from a specific batch.	
	Previous Batch Date	No	If you set the Reprint Previous Batch (Y/N) parameter to Y, enter a date to identify the batch to reprint.	
	Previous Batch Date/ Hour	No	If you set the Reprint Previous Batch (Y/N) parameter to Y and there was more than one batch printed on the date, enter the hour to identify the batch to reprint.	
	Previous Batch Date/ Minute	No	If you set the Reprint Previous Batch (Y/N) parameter to Y and there was more than one batch printed on the date and hour, enter the minute to identify the batch to reprint.	
	Laser Print Selection	No	Determines whether the output file created should have Postscript commands embedded for a laser printer.	Y Yes (default) N No

Parameters	Name	Required?	Description	Values
	Direct Loan School Code	No	If you want to restrict the printing of disclosure statements to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the **School Code** field on the main window of the Direct Loan Origination form (RPALORG). The value in the **School Code** field of the RPALORG form is populated by the Direct Loan Origination Process (RPRLORC) or manually updated prior to the extraction of the record. If you do not enter a value for this parameter, the process is not restricted by a school code and prints all disclosure statements for all campuses.	Direct Loan School Code

Disclosure Statement Printing sample

```
BORROWER INFORMATION-------------------------------------------------------------
1. Name and Address 2. Date of Disclosure Statement


   Student, Test0001                                          01/27/2009
   4 Country View
   Malvern, PA 19355 3. Area Code/Telephone Number

SCHOOL INFORMATION--------------------------------------------------------------
4. School Name and Address                       5. School Code/Branch
   BANNER University                                G80006
   Financial Aid Office
   123 Main Street
   Spring, TX  77388
LOAN INFORMATION----------------------------------------------------------------
6. Loan Identification Number(s)      7. Loan Period(s)        8. Loan Fee %
   xxxxx0001S09G80006001              09/01/2008 - 05/31/2009    2.500 %
   xxxxx0001U09G80006001              09/01/2008 - 05/31/2009    2.500 %
--------------------------------------------------------------------------------
9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back.
The actual disbursement dates and amounts may be different than the dates and amounts shown below. Your school and the Direct Loan Servicing
Center will notify you of the actual disbursement dates and amounts.




Direct Gross Loan Amount - Loan Fee Amount + Interest Rebate Amount = Net Loan Amount
Unsubsidized  $  555.00     - $   12.00     +    $    8.00 =   $  551.00
Loan
         Your school plans to disburse the Net Loan Amount as follows:

         Date        Net Disbursement Amount      Date Net Disbursement Amount
         10/01/2008          $  276.00
         05/01/2009          $  275.00
```

Disclosure Statement Printing sample (continued)

```
BORROWER INFORMATION------------------------------------------------------------------
1. Name and Address                           2. Date of Disclosure Statement


   Student, Test0001                             01/27/2009
   4 Country View Road
   Malvern, PA 19355                          3. Area Code/Telephone Number
                                                 () -


SCHOOL INFORMATION--------------------------------------------------------------------
4. School Name and Address                    5. School Code/Branch
   BANNER University                             G80006
   Financial Aid Office
   123 Main Street
   Spring, TX  77388
STUDENT INFORMATION-------------------------------------------------------------------
6. Student's Name                             7. Student's Social Security Number
   Student, Test0001                             xxx-xx-0001
8. Student's Date of Birth
   03/01/1990

LOAN INFORMATION----------------------------------------------------------------------
9. Loan Identification Number       10. Loan Period            11. Loan Fee %
   xxxxx0001P09G80006001            09/01/2008 - 05/31/2009       4.000 %


-------------------------------------------------------------------------------------
12. Information about the loan that your school plans to disburse (payout) follows. This information is explained in detail on the back. The
actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing
Center will notify you of the actual disbursement dates and amounts.

Direct Gross Loan Amount - Loan Fee Amount + Interest Rebate Amount = Net Loan Amount
PLUS $  505.00       - $   20.00     +   $    8.00          =   $  493.00
Loan
Your school plans to disburse the Net Amount as follows:

                        Date             Net Disbursement Amount
                        12/12/2007       $  247.00
                        05/01/2009       $  246.00
```

Direct Loan Flat-File Upload (RPRDUxx)

While the majority of the records received by COD Full Participant schools are now in an XML format, there are still some records that are sent by COD in a flat-file format. Use the DL Flat-File Upload process to import these data files.This process updates the Banner Batch Control Directory Table and individual student records, where appropriate, with the processing information received from COD. The RPRDUxx process supports the following COD fixed-length files:

- DSDFxxOP — Disbursement Level Loan Detail School Account Statements (SAS)

- DSLFxxOP — Loan Level Loan Detail School Account Statements (SAS)

- MPNDISOP — MPN Discharge Report

- MPNINAOP — MPN Expired Report

- MPNEXPOP — MPNs Due to Expire Report

- AHSLDEOP — NSLDS Direct Loan Exit Counseling Adhoc

- EXITFFOP — NSLDS Direct Loan Exit Counseling Pushed

- DSMFxxOP — DL Import Month-to-Date School Account Statement

- DSRFxxOP — DL Date Range School Account Statement

- DSYFxxOP — DL Year-to-Date School Account Statement

These files are downloaded from COD by using the Federal Communications Software (EDconnect). The RPRDUxx process uses these files as input data to update various records in the Banner database.

After downloading these response files from COD, you need to transfer the files to your mainframe. The data files should be transferred from your PC to your mainframe by using the binary transfer option in your transfer utility (FTP). ASCII transfers may alter the file slightly and make it impossible to be read by RPRDUxx. However, on some platforms ASCII transfers work when the binary option does not.

All files should be placed in the same directory as your data load files. This should be the subdirectory of the directory referenced by the system variable $DATA_HOME (for UNIX) or DATA$HOME (for VMS). If you are running Banner on a UNIX machine, the data file names must be in lower case (i.e., dsdfxxop.dat).

Before running RPRDUxx the data files must be named as follows:

- `dsdfxxop.dat` — School Account Statement Loan Detail – Disbursement Level

- `dslfxxop.dat` — School Account Statement Loan Detail – Loan Level

- `decfenop.dat` — Entrance Counseling Results files (2011-2012 aid years and prior)

- `mpndisop.dat` — MPN Discharge Report

- `mpninaop.dat` — MPN Expired Report

- `mpnexpop.dat` — MPNs Due to Expire Report

- `ahsldeop.dat` — NSLDS Direct Loan Exit Counseling Adhoc

- `exitffop.dat` — NSLDS Direct Loan Exit Counseling Pushed

- `dsmfxxop.dat` — DL Import Month-to-Date School Account Statement

- `dsrfxxop.dat` — DL Date Range School Account Statement

- `dsyfxxop.dat` — DL Year-to-Date School Account Statement

Note: The `ahsldeop.dat` is a multipurpose message class. Only the results of the NSLDS Direct Loan Exit Counseling Adhoc Results will be processed by Banner. An error message will be received in the `.log` file indicating an unsupported file type was attempted to be processed.

Note: After downloading the data files with EDconnect, the file names may not match the above file names. The file names may be in the format `dsdfxxop.001`, `dsdfxxop.002`, etc. Only one file per type should be transferred to the data directory on your mainframe at a time. It is recommended that you keep all unique versions of these files on your PC as a backup. The files must be renamed as above after transferring them to your mainframe. This is necessary because RPRDUxx is searching for input files with those exact names.

The program will automatically process all the COD flat-file records it finds in the data directory that haven't already been processed. Each data file will have a header and a trailer record. The header record starts with "DL HEADER". After each data file is processed, the "DL HEADER" in the header record is changed to "PROCESSED". This indicates to the RPRDUxx process that the data file has already been processed and to not process it a second time.

School code matching

The Direct Loan School Code found in the header record will print out in the heading of the report. The Direct Loan School Code is used when processing the file. If there are any unrelated Direct Loan School Codes, those records are listed in the `.log` file as discrepant records. Discrepancies can arise in the loading of Statement of Account files and from unbooked disbursements. The report will not include any outstanding transactions on the system not matched by COD. It will only include transactions from RPRCASH where `RPRCASH_SCHOOL_CODE` matches the Direct Loan School Code from the header record or where the `RPRCASH_SCHOOL_CODE` is null.

When determining "Unbooked" loan transactions for the month ending, loans will only be included if the Direct Loan School Code matches the header school code.

Uploading of entrance and exit counseling results files

The RPRDUxx process loads both the Entrance and Exit Interview results files (`decfenop.dat/dlffexop.dat` for aid years 2011-2012 and prior) statement(s) to the Electronic Counseling Status form (RPILECS). Related tracking requirements are satisfied on the Applicant Requirements (RRAAREQ) form if the student has a ROASTAT record for the current year and the default requirement code and satisfied status code listed on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form for the aid year match the tracking requirement code which exists on the RRAAREQ form. Exceptions that cannot be loaded will appear in the output files. Since the Entrance and Exit Interview information is not related to a particular loan or aid year, the data is loaded into the Electronic Counseling Status (RPRLECS) table. There is also no MPN ID associated with the files, so the borrower's social security number field is used to match the files to the correct student file. If no match is found for `SPBPERS_SSN` or `SPRIDEN_ID`, the data is not loaded to the table and an error message appears in the output files. Other logic within the program attempts to satisfy an entrance or exit counseling requirement code using the `rb_requirement` API.

Uploading of school account statement (SAS) files

RPRDUxx loads the information from the `dsdfxxop.dat/dslfxxop.dat` files. You have an option to select both message classes. Because they both contain some of the same shared information as previously noted for the same period of time, RPRDUxx handles the receipt and loading of both files without the creation of duplicate records. When RPRDUxx attempts to load the duplicate data that was already loaded via the first file, it writes a message to the output in the `.log` file indicating that the "Monthly/Year-to-date Cash and Disbursement Summaries were previously loaded via Batch No. xxxxxxxxxxx", for that portion of the data that was previously loaded via the first file.

Uploading of MPN files

RPRDUxx loads the information from the `mpndisop.dat` and `mpninaop.dat` files. These are non-aid year specific files that RPRDUxx processes and updates for any aid year where the MPN ID in the file exists in the Banner database. The `mpnexpop.dat` file is not loaded to the database as it reports MPNs that are about to expire rather than those that are already expired. A report is generated for this message class, along with the `mpndisop.dat` and `mpninaop.dat` message classes, to indicate if a match in the Banner database has been found and for what aid year. The file layout and report generated by RPRDUxx is the same for all three message classes.

Parameters	Name	Required?	Description	Values
	Print loan detail on SAS?	Yes	The Print Loan Detail on SAS? option is only used when you upload the School Account Statement reconciliation files (`dsdfxxop.dat`/`dslfxxop.dat`). If you set the Print Loan Detail on SAS? option to *Y* (Yes), the loan detail section is added to the report. If this option is set to N, the loan detail section of the report is not printed.	Y Yes, print the loan detail on the School Account Statement N No, do not print the loan detail on the School Account Statement

Direct Loan Flat-File Upload - DLSAS sample

```
20-APR-2007 10:54:56 PM          Banner University                              1
Aid Year: 0809     Direct Loan School Account Statement (DLSAS)        RPRDU09
--------------------------------------------------------------------------------

          YEAR-TO-DATE TOTAL

   Batch ID:  AS5G8000620070415095118

   COD Process Date: 17-APR-2007

   School Code: G80006

   School Name: Banner University

   Month End: 16-APR-2007


   CASH SUMMARY

   Beginning Balance: $      65000

   Cash Receipts: $      50000

   Excess Cash Returned: $      10000

   Net Cash Receipts: $      4000

   Booked Disb. Actual: $       8000

   Booked Disb. Adjustments: $       4000

   Net Booked Detail: $      4000

   Ending Cash Balance: $      4000

--------------------------------------------------------------------------------
   Total Unbooked Disb. Actual: $       2000

   Total Unbooked Disb. Adj: $          0

   Net Unbooked: $      2000

   Adjusted Ending Cash Balance: $       6000
```

```
20-APR-2007 10:54:56 PM          Banner University                        2
Aid Year: 0809     Direct Loan School Account Statement (DLSAS)       RPRDU09
--------------------------------------------------------------------------------
            MONTHLY TOTAL

    Batch ID:   AS5G8000620070415095118

    COD Process Date: 17-APR-2007

    School Code: G80006

    School Name: Banner University

    Month End: 16-APR-2007


    CASH SUMMARY

    Beginning Balance: $     5512200

    Cash Receipts: $      41230

    Excess Cash Returned: $          0

    Net Cash Receipts: $      54120

    Booked Disb. Actual: $       6544

    Booked Disb. Adjustments: $       3251

    Net Booked Detail: $      54210

    Ending Cash Balance: $      121111
--------------------------------------------------------------------------------
    Total Unbooked Disb. Actual: $      12111

    Total Unbooked Disb. Adj: $       1211

    Net Unbooked: $      21111

    Adjusted Ending Cash Balance: $       54555
```

```
20-APR-2007 10:54:56 PM          Banner University                           3
Aid Year: 0809    Direct Loan School Account Statement (DLSAS)         RPRDU09
-----------------------------------------------------------------------------

    CASH DETAIL


COD Cash transactions not matched on system
------------------------------------------

Date        Type                      Amount       COD Sequence
----------- ------------------ --------------------      ------------
17-APR-2006 Receipt                     2212             11 000000001543

17-APR-2006 Return                       211             12 000000001122 0000001122111


Outstanding transactions on system not matched by COD
-----------------------------------------------------

Date        Type                      Amount
----------- ------------------ --------------------

Matched this month
------------------
Date        Type                      Amount       COD Sequence
----------- ------------------ --------------------      ------------
```

```
20-APR-2007 10:54:56 PM          Banner University                           4
Aid Year: 0809    Direct Loan School Account Statement (DLSAS)         RPRDU09
-----------------------------------------------------------------------------

    LOAN DETAIL


COD Manual Adjustments month ending 16-APR-2007
-----------------------------------------------

Loan ID               Amount Disb Seq  Proc Date      COD Seq
--------------------- ------ ---- ---- -----------    ---------
511000003S09G80006001    597   01   01 17-APR-2007         13

511000003S09G80006001    597   02   01 17-APR-2007         14

511000003S09G80006001    496   02   02 17-APR-2007         15

511000004S09G80006001    296   01   01 17-APR-2007         16
```

```
20-APR-2007 10:54:56 PM         Banner University                            5
Aid Year: 0809    Direct Loan School Account Statement (DLSAS)       RPRDU09
-----------------------------------------------------------------------------


Booked loan transactions month ending 16-APR-2007
-------------------------------------------------

Student ID Loan ID                 Amount Disb Seq  Proc Date       COD Seq
---------- --------------------- ---------- ---- ---- -----------     ---------

                                 ----------
                                          0
```

```
20-APR-2007 10:54:56 PM        Banner University                              6
Aid Year: 0809    Direct Loan School Account Statement (DLSAS)        RPRDU09
-------------------------------------------------------------------------------
Unbooked loan transactions month ending 16-APR-2007
-------------------------------------------------
Student ID Loan ID                  Amount Disb Seq  Feed Date        Status
---------- -------------------- ---------- ---- ---- -----------      ---------
162440045  162440045S09G80006001       493    1    1 15-MAR-2007            1

162440045  162440045U09G80006001       247    1    1 15-MAR-2007            1

162440054  162440054S09G80006001       493    1    1 15-MAR-2007            2

162440054  162440054U09G80006001       247    1    1 15-MAR-2007            2

209000009  209000009S09G80006002      1000    1    1 09-MAR-2007            S

209000009  209000009S09G80006002      1000    2    1 09-MAR-2007            S

530910005  530910005U09G53091001      1379    1    1 25-MAR-2007            A

530910006  530910006S09G53091002       985    1    1 23-MAR-2007            A

530910006  530910006U09G53091001       739    1    1 23-MAR-2007            A

530910006  530910006S09G53091002       985    2    1 25-MAR-2007            A

530910006  530910006U09G53091001       739    2    1 25-MAR-2007            A

530910007  530910007P09G53091001       975    1    1 23-MAR-2007            A

530910009  530910009U09G53091001       493    1    1 25-MAR-2007            A

530910009  530910009S09G53091002      1970    1    1 25-MAR-2007            A

530910009  530910009S09G53091001      2709    1    1 23-MAR-2007            A

530910009  530910009U09G53091001      1724    1    1 23-MAR-2007            A
530910009  530910009U09G53091001     -1724    1    2 25-MAR-2007            A
933556601  111111111S09G80006001       493    1    1 14-APR-2007            1
933556601  111111111U09G80006001       444    1    1 25-MAR-2007            1
                                 ----------
                                      15391
```

```
20-APR-2007 10:54:56 PM          Banner University                            7
Aid Year: 0809      Direct Loan School Account Statement (DLSAS)       RPRDU09
--------------------------------------------------------------------------------


Booked loan transactions month ending 16-APR-2007
--------------------------------------------------

Student ID Loan ID                   Amount Disb Seq  Proc Date       COD Seq
---------- --------------------- ---------- ---- ---- -----------     ---------

                                  ----------
                                           0
```

```
20-APR-2007 10:54:56 PM        Banner University                        8
Aid Year: 0809    Direct Loan School Account Statement (DLSAS)      RPRDU09
--------------------------------------------------------------------------
Unbooked loan transactions month ending 16-APR-2007
-------------------------------------------------
Student ID Loan ID               Amount Disb Seq  Feed Date       Status
---------- --------------------- ------ ---- ---- -----------     ---------
162440045  162440045S09G80006001    493    1    1 15-MAR-2007          1

162440045  162440045U09G80006001    247    1    1 15-MAR-2007          1

162440054  162440054S09G80006001    493    1    1 15-MAR-2007          2

162440054  162440054U09G80006001    247    1    1 15-MAR-2007          2

209000009  209000009S09G80006002   1000    1    1 09-MAR-2007          S

209000009  209000009S09G80006002   1000    2    1 09-MAR-2007          S

530910005  530910005U09G53091001   1379    1    1 25-MAR-2007          A

530910006  530910006S09G53091002    985    1    1 23-MAR-2007          A

530910006  530910006U09G53091001    739    1    1 23-MAR-2007          A

530910006  530910006S09G53091002    985    2    1 25-MAR-2007          A

530910006  530910006U09G53091001    739    2    1 25-MAR-2007          A

530910007  530910007P09G53091001    975    1    1 23-MAR-2007          A

530910009  530910009U09G53091001    493    1    1 25-MAR-2007          A

530910009  530910009S09G53091002   1970    1    1 25-MAR-2007          A

530910009  530910009S09G53091001   2709    1    1 23-MAR-2007          A

530910009  530910009U09G53091001   1724    1    1 23-MAR-2007          A
530910009  530910009U09G53091001  -1724    1    2 25-MAR-2007          A
933556601  111111111S09G80006001    493    1    1 14-APR-2007          1
933556601  111111111U09G80006001    444    1    1 25-MAR-2007          1
                                 ----------
                                      15391
```

```
20-APR-2007 10:54:56 PM       Banner University                      9
Aid Year: 0809                                              RPRDU09
--------------------------------------------------------------------------------


                            CONTROL SUMMARY

                          -------------------

              Program Name.......................: RPRDU09

              Version............................: 7.8

              Run Sequence Number................: 91845

              Print Booked Loan Detail on SAS....: Y
```

Direct Loan Flat-File Upload - MPNDISOP sample

```
05-MAY-2007 10:54:17 AM                 Banner University                              PAGE 1
AID YEAR: 0809              Direct Loan MPN Discharge Report (MPNDISOP)              RPRDU09
---------------------------------------------------------------------------------------------
Student ID/                                          Reason                             Match
Borrower SSN  Borrower Name     MPN ID         Exp Date Code   Description              Found?
---------------------------------------------------------------------------------------------
              Matched Fund Code/               Matched  Banner
              Unmatched Loan Type  Matched Loan ID  Aid Year Updated?
---------------------------------------------------------------------------------------------
578782601    Student, Test1    578782601M09G80006003  20070301  A   MPN Discharge Reason 1     Y
             DLUNSB            578782601U09G80006001  0709      Y
             DIRECT            578782601S09G80006001  0709      Y
---------------------------------------------------------------------------------------------
578782602    Student, Test2    578782602N09G80006003  20070301  A   MPN Discharge Reason 2     Y
             DLPLUS            578782602P09G80006001  0709      Y
```

Direct Loan Flat-File Upload - MPNINAOP sample

```
05-MAY-2007 10:54:17 AM                     Banner University                              PAGE 2
AID YEAR: 0809                    Direct Loan MPN Expired Report (MPNINAOP)                RPRDU09
------------------------------------------------------------------------------------------------
Student ID/                                                  Reason                          Match
Borrower SSN  Borrower Name          MPN ID          Exp Date Code  Description               Found?
------------------------------------------------------------------------------------------------
              Matched Fund Code/                     Matched  Banner
              Unmatched Loan Type    Matched Loan ID  Aid Year Updated?
------------------------------------------------------------------------------------------------
578782651     Student, Test3         578782651M09G80006003  20070303  C    MPN Due to expire reason    N
              Sub/Unsub Loan                                      N
------------------------------------------------------------------------------------------------
578782652     Student, Test4         578782652M09G80006003  20070304  D    MPN Due to expire reason    N
              Sub/Unsub Loan                                      N
------------------------------------------------------------------------------------------------
```

Direct Loan Flat-File Upload - MPNEXPOP sample

```
05-MAY-2007 10:54:17 AM                     Banner University                              PAGE 3
AID YEAR: 0809                 Direct Loan MPN Due to Expire Report (MPNEXPOP)             RPRDU09
------------------------------------------------------------------------------------------------
Student ID/                                                  Reason                          Match
Borrower SSN  Borrower Name          MPN ID          Exp Date Code  Description               Found?
------------------------------------------------------------------------------------------------
              Matched Fund Code/                     Matched  Banner
              Unmatched Loan Type    Matched Loan ID  Aid Year Updated?
------------------------------------------------------------------------------------------------
578782605     Student, Test5         578782605M09G80006003  20070302  B    MPN ExpirationReason Four   Y
              DIRECT                 578782605S09G80006001  0809      N
              DIRECT                 578782605S09G80006001  0809      N
------------------------------------------------------------------------------------------------
578782606     Student, Test6         578782606N09G80006003  20070302  B    MPN ExpirationReason Five   Y
              DLPLUS                 578782606P09G80006001  0809      N
------------------------------------------------------------------------------------------------
```

Direct Loan Flat-File Upload (RPRDUxx.lis) sample

```
05-MAY-2007 10:54:17 AM        Banner University                          4
Aid Year: 0809                                                    RPRDU09
--------------------------------------------------------------------------------



                              CONTROL SUMMARY

                         --------------------

                Program Name.......................: RPRDU09
                Version............................: 8.1

                Run Sequence Number................: 144005

                Print Booked Loan Detail on SAS....: Y
```

Direct Loan Flat-File Upload (RPRDUxx.lis) sample

```
Connected.

Processing 0809 Acknowledgement Files...

Processing Entrance Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/decfenop.dat)

Processing Exit Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dlffexop.dat)

Processing School Account Statement (Disb. Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dsdf09op.dat)

Processing School Account Statement (Loan Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dslf09op.dat)

Processing MPN Discharge Report Acknowledgements...

End of file (/u02/banner/dataload/finaid/mpndisop.dat)

Processing MPN Expired Report Acknowledgements...

End of file (/u02/banner/dataload/finaid/mpninaop.dat)

Processing MPN Due to Expire Report Acknowledgements...

End of file (/u02/banner/dataload/finaid/mpnexpop.dat)
Connected.
Connected.
```

EFT/Disbursement Roster Upload (RPREFTL)

The EFT file downloaded through the CommonLine Network should be renamed to `eftxxx.dat` (where `xxx` is a three digit roster/file sequence number assigned by the institution) and be placed in the standard data load directory (`$DATA_HOME/finaid`). The RPREFTL process loads the data from the detail records (@1) in that file to fields in the EFT Disbursement Table (RPREFTD). The 2009-20010 aid year was the final year when Electronic Loan processing could be used for Federal loans. Because RPREFTL is not an aid year-specific process, information is included to explain its functionality if historic files need to be loaded.

The program also inserts records into the Electronic Payment Receipt Table (RPREPMT). The process compares the Unique ID to the Loan ID existing on RPAELAP (RPRLAPP table) and the fund type. For aid years prior to 2010-2011, when processing a disbursement record for a combined Sub/Unsub, the Xref loan ID is matched against the Unique ID in the Roster file for the unsubsidized loan. For all detail records with a Distribution Method of *M* (Master Check), a single RPREPMT record is inserted as a summary of all Master Check payments in the file. For all detail records with a Distribution Method of *N* (Netted EFT), a single RPREPMT record is inserted as a summary of all Netted EFT payments in the file. For all detail records with a Distribution Method of *I* (Individual Check), separate RPREPMT records are inserted for each individual check in the file.

Data for the Roster Amount is obtained from fields in the trailer record. The trailer record has total net disbursement amount, total net EFT amount, and total non-EFT amount. If the check number field on the roster (Reference ID in Banner) is blank, Banner generates a check/roster number for the Reference ID. Banner-generated IDs will always start with an @ sign. This same generated Reference Number is used for the Electronic Payment Receipt Table (RPREPMT) and the EFT Disbursement Table (RPREFTD).

The only parameter needed for the job is the Data File Name. After the data file is processed the first nine characters of the header record of the data file (`eftxxx.dat`) are replaced with the literal "PROCESSED". When reading in a data file, if the first nine characters of the header record are "PROCESSED", then the file is not processed as this file has already been processed. Instead, a message is printed in the control report that says that data file "`eftxxx.dat`" has already been processed.

Parameters	Name	Required?	Description	Values
	EFT File Name	Yes	The EFT file downloaded through the CommonLine Network should be renamed to `eftxxx.dat` (where *xxx* is a three digit roster/file sequence number assigned by the institution) and be placed in the standard tape load directory (`$DATA_HOME/finaid`).	Multiple EFT/Disbursement Roster files can be loaded into the holding area at the same time. Each roster must have a unique filename.

```
Report Date:  19-APR-2002              EFT/Disbursement Roster Upload Report                 Page:   1
Report Time:  11:50:04 AM

                                                   Loan  Seq Rec   Disb     Disb  No
Student Name                       SSN       Loan ID    Type  No  Type  Date     No   Disb   Net Amt  Cancel Amt
_____

Johnson, Nicholas A         114333333 6200040000B003864  AL    1   N   28-MAY-2002 11   20      1920.00

Harmon, Brett               511004678 6200040000B003865  PL    1   N   28-MAY-2002 02   10      1920.00
```

```
Report Date:  19-APR-2002              EFT/Disbursement Roster Upload Report                 Page:   2
Report Time:  11:50:04 AM


               Control Summary    (File /l5/tapedata/finaid/EFT_VER5.DAT)
                                  (Batch 667012226875)
_____

Roster Detail Record Count:                         2

Unique Supplemental Detail Record Count:            0

Special Messages Detail Record Count:               0

Total Net Disbursement Amount:                3360.00

Total Net EFT Amount:                         1440.00

Total Net Non-EFT Amount:                     1920.00

Total Reissue Amount:                            0.00

Total Cancel Amount:                             0.00

Total Deficit Amount:                            0.00

Total Netted Cancellations:                     25.50

Total Outstanding Cancellations:                31.75

File Creation Date:                        28-MAY-2002

File Creation Time:                             000124

Source ID:                                         755

Source ED Branch ID:                                00
```

```
Report Date:  19-APR-2002                 EFT/Disbursement Roster Upload Report              Page:    3
Report Time:  11:50:04 AM

                                CONTROL SUMMARY
                                ---------------
                 Program Name                :RPREFTL(5.5)
                 One up Number               :781811
                 File Name(s)                :EFT_VER5.DAT
                 Number of lines per page    :60

                     ****** END OF REPORT ******
```

EFT Posting Process (RPREFTP)

This process posts data from the RPREFTD table to the Loan Disbursement Table (RPRLADB) for records where the corresponding EFT transfer, Master Check, or Individual check has been received and recorded in the RPREPMT Table.

The process uses the unique loan ID from the EFT roster (RPREFTD) to match against the RPRLAPP Table to determine student PIDM and loan application number. Only one RPRLAPP record should match this Unique Loan ID. If no RPRLAPP records match this Unique Loan ID, the student's EFT roster data prints on an error report and is not deleted from the holding area. Records that are successfully matched and posted to RPRLADB are deleted from the RPREFTD Table. Basic student data is printed on the control report for these students with a message that these payments were successfully posted to the loan disbursement table. The listing is sorted alphabetic by last, first, middle initial, followed by SSN. Only the RPRLADB record where the sequence number = 1 is updated.

The RPREFTP process validates the fund type from the file matches the correct fund type in Banner. If the fund type that has been loaded to `RPREFTD_TYPE_CODE` matches the fund type for the Loan ID, then the disbursement will load to RPRLADB. If the fund type in `RPREFTD_TYPE_CODE` does not match, an error message will be given in the output and the record will not load but will remain in the RPREFTD table.

ERROR Invalid fund type for EL Loan ID.

Parameters	Name	Required?	Description	Values
	Distribution Method	No	If left blank, all Distribution Methods are processed. Otherwise, only those Methods listed are processed. Multiple Distribution Method values are valid.	`E` EFT `I` Individual borrower check `M` Master check `N` Netting process (adjustments)
	Reference ID	No	If left blank, all received batches/checks are processed. Otherwise, only those batches/checks listed are processed. Multiple Reference ID values are valid.	Electronic Payment Receipt (RPAEPMT)

```
26-APR-2002 02:31:32 PM                              Banner Development                                    1
                                               EFT Disbursement Posting Log                          RPREFTP
---------------------------------------------------------------------------------------------------------------
 STUDENT ID  NAME                       LOAN ID/CHECK       TYPE  START/END    DSB GROSS/NET  RESULT/COMMENT
-----------  -----------------------    -------------------  ----  -----------  --- ---------  -------------------------------------
511-00-9007 Lawson, Elaine D            0018400000B004347   U    01-AUG-2002   5    1500.00
                                        @00000000004554          30-MAY-2003       91440.11   Payment Posted
511-00-9003 Lopes, Sue A                0018400000B004348   P    15-AUG-2002   1    1198.00
                                        @00000000004554          15-MAY-2003        1162.06   Payment Posted
            Lucky, Nichole I            0012340000B002804   U    25-AUG-2000   1    1700.00
                                        @00000000003203          04-MAY-2001        1632.00   *ERROR* no RPRLAPP for this Loan ID
```

```
26-APR-2002 02:31:32 PM                              Banner Development                                    2
                                               EFT Disbursement Posting Log                          RPREFTP
---------------------------------------------------------------------------------------------------------------




                                               CONTROL SUMMARY
                                               ---------------
                        Program Name............................:  RPREFTP
                        Version ................................     .:   5.5
                        Run Sequence Number...................:   783470
                        Reference ID ...........................       @00000000004554
                        Number of lines per page ...............:   60
                        Total number of records updated ......:   2
```

Electronic Loan Application Process (RPRELAP)

The Electronic Loan Application process serves as the only means to create electronic loan application records. The 2009-20010 aid year was the final year when Electronic Loan processing could be used for Federal loans. Because RPREFTL is not an aid year-specific process, information is included to explain its functionality in the event that it is necessary to create historic records in Banner. The Electronic Loan Application (RPAELAP) form is only used to display and update loans originally created by this batch job. This process creates electronic loan applications for all students who have alternative loans that follow CommonLine version 4 or version 5 standards and have been specified in the Fund parameter. When run for federal loan funds (prior to 2010-2011), this process creates electronic loan applications for all students who have accepted Stafford or PLUS awards from funds listed for the Fund code parameter. If you use population selection, the students must also be included in the stated population.

> **Note:** Providing Period Budgeting has been enabled (via ROAINST), the applicant's period budget will be used to create electronic loan application records.

Electronic applications that have not been locked, or have been exported, will be deleted and replaced with a new application with a different application number and current student data. For example, if a student's loan award is changed after the initial electronic application is created, the batch process replaces the record with a new one using the new award amount. If the student's loan award increases after the initial application was created and was extracted, the batch process creates a second loan application record for the difference between the current award amount and the previously created application. For example, suppose that the student's loan award is for $1000 and that it is processed and sent to the guarantor for $1000. The student's outside resources don't materialize, so the loan award is increased to $1500. The batch process will create another loan application for $500. The student would now have two active loan applications; one for $1000 and another for $500. Changes to student demographic or certification data will also be picked up by this 'delete/replace' function.

Unlike the Direct Loan Origination process, RPRELAP does not create promissory note records. Promissory notes are usually handled by the lender, or as part of the application, so there is no need to track them in Banner. The lender will not send a disbursement check or EFT payment without prior receipt of a promissory note.

Although it is possible in CommonLine to create one application for multiple loans, Banner has always required separate loan application records for each fund code. This permits the processing of separate response records for each fund.

Changes to Electronic Applications can be performed by Banner if the change is to be transmitted prior to the school receiving a notice of a loan guarantee. If the loan application status is not *G*, *B*, or *T*, a correction can be submitted to the loan application record. If the application has been guaranteed, then changes have to be sent via a Change Transaction Send File.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS for aid years prior to 2010-2011, or represent an Alternative Loan. The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	Default Process Type	Yes	This parameter is used as a default value when the loan application record is created. The code can be changed on an individual basis prior to actually extracting the record for import to a school based software package or transmitted directly to the service provider.	CO Credit Only Request - The service provider performs a pre-approval credit check based on data you provide in the Application Send (@1) Detail Record. The service provider performs a credit check and returns a Response Record. Valid for PLUS/Alternative Loans (CommonLine 5)
				CP Credit and Print Request - Transmit an Application Send (@1) Detail Record with the necessary data to obtain a credit check. The service provider returns a Response File, performs a credit check and if approved, prints and mails an application/promissory note. Valid for PLUS/Alternative Loans (CommonLine 5)

Parameters	Name	Required?	Description	Values
				PO Print Only - The service provider mails promissory notes before the loan eligibility data is certified.
				GO Guarantee Only - You have a signed promissory note and wish to electronically obtain the guarantee.
				GP Guarantee and Print - Service provider prints a promissory note and mails it to the borrower and simultaneously guarantees the resulting loan.
				PG Print and Guarantee - Use this option to request that the guarantor print the application/promissory note and guarantee the loan after the receipt of the promissory note.
				CR Certification Request - If the borrower sends the loan application to the service provider instead of the school, the service provider can send the school a request for certification in the Application Response File. In response to that request, you send an application record with a processing type of "CR" to indicate that this record is in response to a request for certification.

Parameters	Name	Required?	Description	Values
				When Banner uploads the response file, certification requests are not loaded but do appear on the output report. In order to electronically create a certification to comply with this request, you must create an award, run the process which creates the electronic record (RPRELAP), and perform the extract (RPRELAX) to send the certification.
				RP Reprint - Request for the service provider to print and mail a new promissory note. The guarantee status does not change.
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control (GUAIDEN)
	Process Indicator	Yes	Indicates batch or online processing. The default is *B* for batch.	B Batch (default) O Online Process Indicator
	Student ID	No	This parameter is required if the *Process Indicator* parameter is set to *O - Online*; otherwise, leave this parameter blank.	Person Search (ROAIDEN)

Parameters	Name	Required?	Description	Values
	Not used at this time	No	Parameter 09 is not used at this time.	
	Permanent Address Type Default	No	Any valid address type code (STVATYP) with Banner using the standard address hierarchy. If the first address type exists and is active, it is used. If not, it uses the second address type code, etc. If you do not enter a default for this parameter, a value from the RCRAPP1 table is utilized. **Technical Note:** Loan applications include both permanent and local addresses. However, since Banner Financial Aid uses the address from the RCRAPP1 table exclusively, you can only populate the permanent address field on the loan application. Also, the RCRAPP1 address may not be the most current permanent address for the student. The General system address table, SPRADDR, can contain multiple addresses for the student with different address types. This parameter provides added flexibility by enabling you to use addresses from SPRADDR on loan applications instead of the RCRAPP1 address.	Address Type Code Validation (STVATYP)
	Local Address Type Default	No	Any valid address type code (STVATYP) with Banner using the standard address hierarchy. If the first address type exists and is active, it is used. If not, it uses the second address type code, etc. If you do not enter a default for this parameter, the local address type is left blank on the individual's loan application. Refer to the technical note associated with the preceding *Permanent Address Type Default* parameter.	Address Type Code Validation (STVATYP)

Parameters	Name	Required?	Description	Values
	Loan Status Default	No	Any valid value from the Loan Status Validation form (RTVLNST). If you do not enter a default for this parameter, Banner uses the default loan status from the RPRLOPT form.	Loan Status Validation (RTVLNST)
	EL Application Status Default	No	The default electronic loan application status. The default is *N - Not Ready to Send*. Use the *N* status if you must review applications prior to transmission to the lender	N Not Ready to Send (default) R Ready to Send
	EFT Authorization Default	No	If you want the application to default to the electronic funds transfer authorization received, enter *Y - Yes* for this parameter. The default is *N - No*.	Y Yes N No (default)
	Lock Indicator Default	No	Set this parameter to *Y (Yes)* if you want to stop the delete/replace function so that manually entered data is not lost. To illustrate, if award amounts are changed on the Award form, Banner will delete/replace amounts on an application unless it is locked or has a value of *S (Sent)*. The application is recreated during this process and previous data is removed. If you do not enter a value for this parameter, a blank is entered for this field.	Y Yes N No
	References Default	No	Enter *N (No)* if your lender/guarantor mails notes to the student. Enter *Y (Yes)* if you have collected the references. If you do not enter a value for this parameter, a blank is entered for this field.	Y Yes N No
	Deferment Request Default	No	A deferment request default for the loan application. If you do not enter a value for this parameter, a blank is entered for this field.	Y Yes N No

Parameters	Name	Required?	Description	Values	
	Capitalize Interest Default	No	A capitalize interest default for the loan application.	Y	Yes
			If you do not enter a value for this parameter, a blank is entered for this field.	N	No
	Default Lender ID	No	A default lender ID for the loan application.		
			If you do not enter a value for this parameter, Banner uses the default lender ID from the RPRLOPT form.		
	Default Guarantor ID	No	A default guarantor ID for the loan application.		
			If you do not enter a value for this parameter, Banner uses the default return ID from the RPRLOPT form.		
	Default Return ID	No	A default return ID for the loan application.		
			If you do not enter a value for this parameter, Banner uses the default return ID from the RPRLOPT form.		
	Default Loan Period	No	You have the option of entering a default loan period for loan applications.		
			If you do not enter a value for this parameter, Banner uses the loan period associated with the student's aid period.		
	Default PN Delivery Code	No	This parameter identifies your preferred delivery method of the promissory note to the borrower. This data is required for processing types *GP*, *PG*, and *CR* (types where promissory notes are generated).The *PO* option must use a value of *P*. *GO* processing does not use this field since no promissory note is generated.	E P W	Email Paper (default) Web
	Not used at this time	No	Parameter 24 is not used at this time.		

Parameters	Name	Required?	Description	Values
	Default Stfd Serial Loan Code	No	The *serial* concept means that the terms of the existing MPN will automatically be applied to new loans without a new note being executed. This parameter tells the service provider whether you want new MPNs with each new Stafford loan or whether you want to use an existing MPN.	N New MPN (default) S Serial
	Default Hold/Release Status	No	CommonLine uses the Application Send File to set the initial Hold or Release status for the loan. Banner collects the default status with this RPRELAP *Default Hold/Release Status* parameter and displays the current Hold/Release status on the RPAELAP form. In this manner, the value can be changed on a student-by-student basis before it is extracted for sending to the Guarantor/Lender.	HR Hold (default) RR Release Request
	Source of Lender ID	No	This parameter ascertains whether or not you want to use NSLDS data as the primary source for a student's lender. Based on this option, the lender hierarchy is adjusted to include the lender code from the NSLDS record. The option determines whether the NSLDS data is used before, or after the prior Banner lender code, or not at all. When using prior Banner data, Banner uses the lender code on the most recent non-PLUS record. Since multiple NSLDS records may exist for the student, Banner uses the one flagged as the *current* NSLDS record. Multiple loan records may exist for the student in that *current* record. Banner uses the contact code from the most recent loan record. This is necessary since the contact code could be a guarantor code, a school code, a Direct Loan servicer code, or a lender code. If this lender code does not exist as a non-person record, it cannot be used in the loan application.	B Prior Banner loan records first, then NSLDS records. N NSLDS records first, then prior Banner loan records. X Never use NSLDS.
	User ID	No	The ID of the person using the sub-population rules.	

Parameters	Name	Required?	Description	Values
	PLUS MPN Serial Loan Code	No	The *serial* concept means that the terms of the existing MPN will automatically be applied to new loans without a new note being executed. This parameter indicates whether you want new MPNs with each new PLUS loan or whether you want to use an existing MPN.	N New MPN (default) S Serial
	PLUS Request Amt Confirmed	No	This parameter defaults a checked or unchecked value to the **Request Amt Conf** field on the Prom Note/Misc Info window of the RPAELAP form. If you enter a *Y* value for the default, you are indicating that you have collected and will retain the Federal PLUS loan borrower's requested amount for the loan.	Y Yes N No (default)

```
20-APR-2002 05:39:45 PM                                  Banner Development                                                    1
Aid Year: 0203                              Electronic Loan Application Record Creation Log                             RPRELAP
----------------------------------------------------------------------------------------------------------------------------------
                                                APP --YEAR INFO--- -CURR LOANS-- ---NEW LOANS----
Student ID  Name                          FUND  NO  AWST   AMOUNT  CNT   AMOUNT    AMOUNT  LPRD    RESULT/COMMENT
----------- --------------------------    ----- --- ----  -------- ---  -------- --------- ------  ------------------------------
511-00-9007 Adams, Elaine D                                                                        Invalid NSLDS lender ID 806773
511-00-9007 Adams, Elaine D               STFDX  1  ACPT   3500.00   0      0.00   3500.00 FASP03
511-00-9007 Adams, Elaine D                                                                        Invalid NSLDS lender ID 806773
                                          STFDY  2  ACPT   4000.00   0      0.00   4000.00 FASP03

511-00-9003 Bracken, Jasmine R            PLUS2  1  ACPT  16575.00   0      0.00  16575.00 FASP03
                                          STFDX  2  ACPT   2625.00   0      0.00   2625.00 FASP03

511-00-9005 Carlos, Javier M              PLUS2  1  ACPT  16575.00   0      0.00  16575.00 FASP03
                                          STFDX  2  ACPT   2625.00   0      0.00   2625.00 FASP03

511-00-9004 Marple, Kari E                PLUS2  1  ACPT  13700.00   0      0.00  13700.00 FASP03
                                          STFDX  2  ACPT   5500.00   0      0.00   5500.00 FASP03

511-00-9001 Higgins, Kode E               PLUS2  1  ACPT  16575.00   0      0.00  16575.00 FASP03
                                          STFDX  2  ACPT   2625.00   0      0.00   2625.00 FASP03

511-00-9002 Sharon, Molly J               STFDX  1  ACPT   2625.00   0      0.00   2625.00 FASP03
                                          STFDY  2  ACPT   4000.00   0      0.00   4000.00 FASP03

511-00-0006 Anderson, Sam F               PLUS2  2  ACPT  16575.00   0      0.00  16575.00 FASP03
                                          STFDX  3  ACPT   2625.00   0      0.00   2625.00 FASP03

511-00-9009 Ericson, Timothy L            STFDX  1  ACPT   5500.00   0      0.00   5500.00 FASP03
                                          STFDY  2  ACPT   5000.00   0      0.00   5000.00 FASP03

511-00-0001 Boyle, Sue                    STFDX  5  ACPT   3500.00   0      0.00   3500.00 FASP03 Awd > fed clas limit: exp amt=0
                                          STFDY  6  ACPT   4000.00   0      0.00   4000.00 FASP03

511-00-0010 Landers Paul D                PLUS2  3  ACPT  19950.00   0      0.00  19950.00 FASP03

511-00-0016 Zinter, Nicole I              PLUS2  3  ACPT  15700.00   0      0.00  15700.00 FASP03
                                          STFDX  4  ACPT   3500.00   0      0.00   3500.00 FASP03 Awd > fed clas limit: exp amt=0

511-00-0017 Simpson, Dion L               STFDX  1  ACPT   2625.00   0      0.00   2625.00 FASP03
                                          STFDY  2  ACPT   4000.00   0      0.00   4000.00 FASP03

511-00-0019 Cranson, Stacey L             PLUS2  3  ACPT  19950.00   0      0.00  19950.00 FASP03

511-00-0002 Thomas, Sue A                 STFDX  3  ACPT   3500.00   0      0.00   3500.00 FASP03 Awd > fed clas limit: exp amt=0
                                          STFDY  4  ACPT   4000.00   0      0.00   4000.00 FASP03
```

```
20-APR-2002 05:39:45 PM                              Banner Development                                              2
Aid Year: 0203                          Electronic Loan Application Record Creation Log                        RPRELAP
-----------------------------------------------------------------------------------------------------------------------
                                             APP  --YEAR INFO---  -CURR LOANS--  ---NEW LOANS----
Student ID  Name                    FUND     NO  AWST    AMOUNT   CNT   AMOUNT     AMOUNT  LPRD   RESULT/COMMENT
----------  ----------------------  ------   --- ----  ---------  ---  ---------  --------- ------ ---------------------
511-00-0003 Carson, Sue C           STFDX    15  ACPT   5500.00    0      0.00     5500.00 FASP03 Awd > fed clas limit: exp amt=0
                                     STFDY    16  ACPT   5000.00    0      0.00     5000.00 FASP03
511-00-0004 Tarkle, Sue D           PLUS2     1  ACPT  16575.00    0      0.00    16575.00 FASP03
                                     STFDX     2  ACPT   2625.00    0      0.00     2625.00 FASP03

511-00-0005 Charlise, Sue E         PLUS2     2  ACPT  16575.00    0      0.00    16575.00 FASP03
                                     STFDX     3  ACPT   2625.00    0      0.00     2625.00 FASP03

511-00-0007 Vincent, Stephen        STFDX     1  ACPT    728.00    0      0.00      728.00 FASP03

511-00-0008 DeLise, Lucretia K      PLUS2     1  ACPT  13700.00    0      0.00    13700.00 FASP03
                                     STFDX     2  ACPT   5500.00    0      0.00     5500.00 FASP03 Awd > fed clas limit: exp amt=0

181-03-0527 Mason, Kirsten          PLUS2     1  ACPT  13700.00    0      0.00    13700.00 FASP03
                                     STFDX     2  ACPT   5500.00    0      0.00     5500.00 FASP03

181-03-0528 Mason, Virginia C       PLUS2     1  ACPT  13700.00    0      0.00    13700.00 FASP03
                                     STFDX     2  ACPT   2926.00    0      0.00     2926.00 FASP03
                                     STFDY     3  ACPT   2574.00    0      0.00     2574.00 FASP03
```

```
20-APR-2002 05:39:45 PM                        Banner Development                                        3
Aid Year: 0203                        Electronic Loan Application Record Creation Log               RPRELAP
---------------------------------------------------------------------------------------------------------


                                                  CONTROL SUMMARY
                                                  ---------------
                        Program Name.............................:    RPRELAP
                        Version Number ..........................:    (5.5)
                        Run Sequence Number......................:    1098847
                        Aid Year Code ...........................:    0203
                        Fund Code ...............................:    PLUS2
                        Fund Code ...............................:    STFDY
                        Fund Code ...............................:    STFDX
                        Fund Code ...............................:    ALTLN
                        Default Process Type ....................:    GP
                        Application ID ..........................:    FINAID
                        Selection ID ............................:    SUE
                        Creator ID ..............................:    SCONROY
                        User ID .................................:    SCONROY
                        Online/Batch Processing O/B .............:    B
                        Student ID ..............................:
                        Not used.................................:
                        Address Types for Loan Permanent Address.:    1PR
                        Default Loan Status .....................:
                        Default EL Application Status ...........:    R
                        Default EFT Authorization Indicator .....:    Y
                        Default Lock Indicator ..................:    N
                        Default References Indicator ............:    Y
                        Default Deferment Request Indicator .....:    Y
                        Default Capitalize Interest Indicator ...:    Y
                        Default Lender ID .......................:
                        Default Guarantor ID ....................:
                        Default Return ID .......................:
                        Default Loan Period .....................:
                        Default PN Delivery Code ................:    P
                        Default Fed App form Code ...............:    M
                        Default Serial Loan Code ................:    S
                        Default Hold/Release Status .............:    HR
                        Source of Lender ID .....................:    N
```

Electronic Loan Application Extract (RPRELAX)

This process extracts data from the RPRLAPP, RPRLCRT, RPRLADB and ROBINST Tables to create electronic loan application records in the CommonLine record format. You can import this file of records with school-based software systems; or you can send it directly to your service provider. Since the CommonLine specifications do not stipulate a specific file name for this data file, the assigned file name is `ELAPxxOP.DAT`. The `RPRELAX.LIS` file contains the report control information.

Electronic loan application records will be selected for this extract process if:

- the loan is not canceled,

- the loan status is `R` (ready to send)

- the batch ID is null

- the loan ID is not null, and

- if population selection is used, the student is also included in the population.

After you run the RPRELAP Process to create the electronic loan application records, be sure to manually review and update the records as needed before the records are sent. Most data is automatically created by the RPRELAP process. However, some critical data may be missing or may need to be changed from the default values.

In order to transmit a loan application, you must change the Application Status code on the Electronic Loan Application (RPAELAP) form to `R` for Ready to Send. To retransmit a record that was rejected and needs to be corrected, you should remove the Batch ID and change the Application Status from `S` to `R`.

The output file will have the following records:

- one header record

- one detail record for each loan application

- one trailer record

Banner will not create unique Supplemental Detail Records or Alternative Loan Detail Records. Use the Batch Control form (RPIBATC) to display CommonLine Electronic Loan Application batches.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter *0001* if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS for aid years prior to 2010-2011, or represent an Alternative Loan. The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	File Identifier	No	The File Identifier parameter determines whether you are using live or test data for this process.	P Production (live data) - default T Test (test data)
	School Name	Yes	The name of the organization creating the data.	
	Recipient Name	Yes	The name of the organization that will receive this data.	
	Recipient ID	Yes	The unique identification number assigned to the organization receiving this file. For guarantors, this is the 3-digit number as listed in the CommonLine Reference Manual. For all others, this is the assigned 6-character number.	
	Media Type	No	Select media type.	D Diskette P PC (default) M Mainframe T Tape

Parameters	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. Select valid values from the Application Inquiry (GLIAPPL) form. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. Select valid values from the Population Selection Inquiry (GLISLCT) form. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. Select valid values from the User Identification Control (GUAIDEN) form. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	
	Combine Sub/Unsub Stafford	No	Combine Subsidized/Unsubsidized Stafford in one application record. Used for aid years prior to 2010-2011.	Y Yes N No (default)
	Version Number	No	Create a CommonLine Release 4 or a CommonLine Release 5 file.	4 5 (default)
	EL School Code	No	The six-digit main campus code for the school. When this parameter is utilized, only those loan applications with the corresponding EL School code and Branch ID in the Loan ID will be extracted.	
	EL Branch ID	No	The two-digit branch Campus ID associated with the main Campus code.When this parameter is utilized, only those loan applications with the corresponding EL School code and Branch ID in the Loan ID will be extracted.	

Electronic Loan Application Extract sample

```
17-SEP-2010 04:43:48 PM      Finaid CIT Environment                    1
Aid Year: 1011               Electronic Loan Applications          RPRELAX
-------------------------------------------------------------------------------
Student ID  Name                    | FUND   | RESULT/COMMENT
----------- -------------------------- ------- --------------------------------
811000154   EDIT, WORKSHEET          | SUESUB | Selected for standard batching




                                          Contd...2
```

```
17-SEP-2010 04:43:48 PM      Finaid CIT Environment                        2
Aid Year: 1011              Electronic Loan Applications            RPRELAX
--------------------------------------------------------------------------------

                          CONTROL SUMMARY
                          ---------------
            Program Name                  :RPRELAX
            Version Number                :8.9.PNN
            One up Number                 :59384
            Aid Year Code                 :1011
            Fund Code(s)                  :SUESUB
            File Type Indicator           :P
            School Name                   :SUE'S
            Recipient Name                :BANK
            Recipient ID                  :800
            Media Type                    :P
            Application Code              :FINAID
            Selection ID                  :SUE
            Creator ID                    :SUEL
            Combine Sub/Unsub Stafford    :N
            Version Number                :5
            EL School Code                :008244
            EL Branch ID                  :01
            Number of lines per page      :55
            Report file name              :/u03/banjobs/SMPL/suel/rprelax_59384.lis
            Extract File Name             :/u03/banjobs/SMPL/suel/ELAP11IN_59384.DAT
            Batch ID (extract)            :EA0917101002

            Combined records read         :0
            Combined records processed    :0
            Combined records rejected     :0
            Uncombined records read       :1
            Uncombined records processed  :1
            Uncombined records rejected   :0
            Total records extracted       :1
            Total pages Printed           :2

                 ****** END OF REPORT ******
```

Electronic Loan Change Transaction Extract (RPRELCT)

CommonLine change transactions are extracted from Banner using the Electronic Loan Change Transaction Extract (RPRELCT). This process creates a data file based on the CommonLine file format for change transaction processing. Only records that are related to electronic loans will be extracted which have not been marked for deletion on the RPACTRR form and have not been previously sent.

This process uses the *Recipient ID* parameter to select the appropriate records to be transmitted to that specific recipient. An extract file is generated according to the required file formats. The extract file consists of one Header Record, One Borrower (@1-02) Detail Record for each borrower, one @1-08, @1-09, @1-13 or @1-14 Detail Record for each Loan ID as logged in ROBALOG, and one Trailer Record.

FTP the `ELCTxxIN_jobnumber.DAT` data file that this process creates in the appropriate manner to maintain the file without changes to the file size or format (ASCII or Binary).

The process generates two output files. The `rprelct_yyyyy.lis` file contains information for the students that are included in the extract with the Loan ID/sequence number, fund type, type of detail record and the data element with the values used. The `rprelct_xxxxx.ls2` file contains any students who were not included in the extract due to missing required data elements with the appropriate error message.

Note: The xxxxx in the job names is the job number assigned by Banner when running the process.

This process also provides the ability to resend an entire batch, if necessary.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter *0001* if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	File Identifier	No	The File Identifier parameter determines whether you are using live or test data for this process.	P Production (live data) (default) T Test (test data)
	School Name	Yes	The name of the organization creating the data.	
	Recipient Name	Yes	The name of the organization that will receive this data.	
	Recipient ID	Yes	The unique identification number assigned to the organization receiving this file.	

Parameters	Name	Required?	Description	Values
	Media Type	No	Select media type.	D Diskette P PC (default) M Mainframe T Tape
	Create Detail Report (Y,N)	No	If N is selected, only a control report will be created.	Y Yes (default) N No
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	The ID of the person using the sub-population rules.	
	Resend Change Trans Batch ID	No	Change Transaction Batch ID to be re-sent.	
	EL School Code	No	The six-digit main Campus code for the school.	
	EL Branch ID	No	The two-digit branch Campus ID associated with the main Campus code.	
	Version Number	No	Creates a Version 4 or a Version 5 Change Transaction Send File	4 CommonLine Release 4 5 CommonLine Release 5 (default)

Electronic Loan Change Transaction Report sample

```
16-AUG-2001 03:11:46 PM                        Banner Development                                       1
Aid Year: 0102                             EL Change Transaction Report                             RPRELCT
----------------------------------------------------------------------------------------------------------

Recipient: 800   Banner


ID: ANDERS1      Name: THOMAS, ANDERS           Loan ID/Seq No: 0012340001BS02011      Fund Type: SF    Change Type: 09
Data Code : RPRLADB_DISBURSE_DATE
From Value: 01-JAN-2002
To Value  : 02-JAN-2002

ID: ANDERS1      Name: THOMAS, ANDERS           Loan ID/Seq No: 0012340001BU02012      Fund Type: SU    Change Type: 08
Data Code : RPRLAPP_CANCEL_DATE
From Value: 16-AUG-2001
To Value  :

ID: ANDERS1      Name: THOMAS, ANDERS           Loan ID/Seq No: 0012340001BU02012      Fund Type: SU    Change Type: 09
Data Code : RPRLADB_DISBURSE_DATE
From Value: 15-AUG-2001
To Value  : 01-SEP-2001
```

```
                                                                                         Contd...2   16-AUG-
2001 03:11:46 PM                               Banner Development                                       2
Aid Year: 0102                             EL Change Transaction Report                             RPRELCT
----------------------------------------------------------------------------------------------------------

                                             CONTROL SUMMARY
                                             ---------------
                            Program Name                    :RPRELCT(5.2)
                            One up Number                   :751608
                            Aid Year Code                   :0102
                            File Type Indicator             :P
                         School Name                        :Banner
                         Recipient Name                     :Banner
                            Recipient ID                    :800
                            Media Type                      :P
                            Create Detail Report            :Y
                            Application Code                :FINAID
                            Selection ID                    :ATHOMAS
                            Creator ID                      :ATHOMAS
                            User ID                         :ATHOMAS
                            Resend Batch ID                 :
                            Number of lines per page        :55
                            Report file name                :/u/jobsub/rprelct_751608.lis
                            Extract File Name               :/u/jobsub/ELCT02IN_751608.DAT

                            Student records extracted       :1
                            Detail records extracted        :3
                            Total pages Printed             :2

                                    ****** END OF REPORT ******
```

Electronic Loan Response Upload (RPRELRU)

The process includes output information for responses received in response to the Application Send File. This data includes the loan type, guarantee amount and date, disbursement dates and amounts, the expected amount for the loan from RPAELAP, and any rejects that are received. The **Certification Amount Adjustment Indicator** indicates (Yes/No) if the Guarantee Amount has been adjusted to an amount different than the corresponding school certified amount. The Requested Amount Adjustment Code indicates if the guarantee amount was reduced from the student requested loan amount, and if so, why. See the *CommonLine Technical Reference Manual* for code descriptions. The RPRELRU Process also reports the responses received for Change Transaction processing including the identification of change transactions, reporting accepted and rejected transactions, hold/release status updates, and also updates the database with the correct status for the Change Records returned.

The upload process (RPRELRU) searches for `elupdtop.dat` as the input file name regardless of what year it represents. Be sure you rename the response files you receive from your lender/guarantor to `elupdtop.dat`.

Parameters	Name	Required?	Description	Values
	Loan Status Code	No	Approval notices on electronic loans are loaded into Banner automatically by the RPRELRU Process. The *Loan Status Code* parameter enables you to automatically update the loan application status code on loans that have been approved by the guarantor in order to control memoing and disbursements. For example, suppose that your school's policy is that no memos for loans are made until the loan has been approved by the guarantor. In this case, you'd set the default loan status code to one that means *Hold.* This prevents the disbursement process from giving the student a loan memo until the loan status code is changed to one that does not mean *Hold.* When the loan is approved, the loan status code is automatically updated. If this parameter is left blank, no updates will be made to the loan status.	Loan Status Validation (RTVLNST)

Electronic Loan Response Report sample

```
Name : Charlise, NICOLE I              Record Status : Pending          Loan ID/Seq# : 6200040000B004595 00  Fund Type : PL
Report Date:   25-APR-2002                     Electronic Loan Response Report                            Page:   1
Report Time:   12:51:57 PM

Name : Johnson, Sharon E               Record Status : Guaranteed       Loan ID/Seq# : 0018400000B004352 00  Fund Type : PL
SSN : 511787773        Guarantee Amt :     0.00  Certified Amt :      0.00  Lender ID : 809308
                       Req Amt Adj Code :        Cert Amt Adj Ind :         Guarantor ID : 742
                       Disb 1 Amt :              Disb 1 Date :              Serial Loan Req :
                       Disb 2 Amt :              Disb 2 Date :              Borrower E-Pnote :
                       Disb 3 Amt :              Disb 3 Date :              Plus/Alt Student E-Signature :
                       Disb 4 Amt :              Disb 4 Date :

Error Code 1 : 083     Lender approved amount is 0
Error Code 2 : 059     Borrower eligibility is 0, or cost minus aid minus EFC is 0
Error Code 3 : 045     Loan period dates are missing or invalid
Error Code 4 : 032     Borrower signature code is invalid or conflicting
Error Code 5 : 024     Reference code is missing or invalid

Application response record received
```

```
Report Date:  25-APR-2002                    Electronic Loan Response Report                         Page:   6
Report Time:  12:51:57 PM


     Control Summary
_____

Program/Version:                             RPRELRU/(5.5)

Batch Number

Response Detail Record Count:                000012

Unique Supplemental Detail Record Count:     000000

Special Messages Detail Record Count:        000000

Alternative Loan Response Detail Record Count: 000000

Supplemental Disburse Response Record Count: 000002

File Creation Date:                          22-APR-2002

File Creation Time:                          131911

Recipient Name:                              UNIV OF XXXXX

Recipient ID:                                001840

Recipient ED Branch ID:                      00

Source Name:                                 PHEAA

Source ID:                                   742

Source ED Branch ID:
```

Grant Calculation Process (RPRGRNT)

The RPRGRNT Process calculates TEACH grants for students starting with the 2009-2010 aid year. When this process is run in batch, the process calculates an aid year award for each fund code entered for each student in the population selection. When run online for a single student from the Applicant Immediate Process (ROAIMMP) form, the Student ID parameter is used for the grant calculation. The Student ID parameter must be left blank when you run the process in batch mode. Starting with the 2013-2014 aid year, the RPRGRNT process will use the T**EACH Reduction Percentage** on RFRMGMT to determine the proper award. For example, if the Reduction Percentage is 6% and the student qualifies for a full TEACH award for the aid year, the maximum the student could receive is $3,760 (4,000 - 240 [6% reduction]).

Note: The RPRGRNT program uses the Enrollment Rule defined for the fund when awarding TEACH Grants using Billing or Adjusted hours.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year for 2009-2010 or beyond.This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	Yes	You can only enter TEACH grant fund codes. (The Federal Fund ID must equal TCH for the fund code.) The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data (RFRBASE)
	Student ID	No	The student ID from the ROAIMMP Form is used for an immediate process calculation. This parameter must be left blank when you run the process in batch mode.	
	Application Code	Yes	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	Yes	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, User ID, and Creator ID parameters.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	Yes	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application ID parameters.	
	User ID	Yes	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	

Hold/Release Process (RPRHDRL)

This process reports desired changes to the Hold/Release Status initially set in the Application Send File.

The Hold/Release Process is used specifically for Hold/Release processing. The process only selects the appropriate records to submit based on the Recipient ID that has been entered as a parameter. The Recipient ID is already being selected for the detail records based on criteria established on RPRLNDA. The extract is only for those detail records where the Recipient ID determined matches the Recipient ID entered in the Recipient ID parameter.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year.This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Hold/Release Status (H/R)	Yes	Place disbursements in Hold or Release Status.	
	Fund Code(s)	Yes	Fund codes of disbursements to be put in Hold or Release Status.	Fund Base Data (RFRBASE)
	Period	Yes	Periods of disbursements to be put in Hold or Release Status.	Periods Inquiry (ROIPRDS)
	Version Number	No	Create a Version 4 or Version 5 Change Transaction Send File.	4 5 (default)
	File Identifier	No	Production or Test	P Production (default) T Test
	School Name	Yes	School Name used in Header and Trailer records sent.	
	Recipient Name	Yes	Recipient Name used in Header and Trailer records sent.	
	Recipient ID	Yes	Recipient ID used in Header and Trailer records sent.	

Parameters	Name	Required?	Description	Values
	Media Type	No	PC, Diskette, Mainframe, or Tape.	`D` Diskette `M` Mainframe `P` PC `T` Tape (default)
	Application ID	No	General area for which the Selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the population with which to work.	
	Creator ID	No	ID of the person who created the population rule.	
	User ID	No	ID of the person who used the population rule.	
	Use Disbursement Results Table	No	Set Hold/Release Status based on presence of disbursement reject codes.	`Y` Yes `N` No (default)
	EL School Code	No	The six-digit main campus code for the school.	
	EL Branch ID	No	The two-digit branch campus ID associated with the main campus code.	
	Days prior to Disbursement	No	Use this parameter to stipulate the number of days prior to the scheduled disbursement to request a release of funds.This allows multiple disbursements, or disbursements scheduled later in the term, to be requested for release at an appropriate time.	`0-99`

Electronic Loan Hold/Release Extract sample

```
29-JAN-2008 11:03:33 AM                                       BANNER University                                                     1
Aid Year: 0708                                        Electronic Loan Hold/Release Extract                                    RPRHDRL
----------------------------------------------------------------------------------------------------------------------------------
Student ID   Name                          | Fund   | Term   | Sched.Disb.Dte   | Result/Comment
------------ ---------------------------   | ------ | ------ | ---------------  | ------------------------------
511778011    Lawrence, Suzanne A           | SUESUB | 200810 | 01-OCT-2007      | Release Request sent
511007711    Tomlin, Sasha M               | SUESUB | 200810 | 31-JUL-2007      | Release Request sent
```

Loan Proceeds Aging Report (RPRLNAG)

This report displays loan disbursements that have been received which have not been fed to the student's account. The check amount and number of days between the receipt of the check and the day the report is processed is also displayed to assist you in determining funds that must be returned based on the Federal Regulations.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. For example, you would enter *0001* if this is the aid year code that represents the July 2000 through June 2001 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	Yes	Period(s) for which the exception report will be run.	Periods Inquiry (ROIPRDS)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter. Use the Insert Record function to add more than one fund code. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	Reference ID	No	Reference ID(s)/Check Numbers	
	Sort Order	Yes	Name or Days Ascending or Days Descending	A Days Ascending D Days Descending N Name (default)

Loan Process Aging Report sample

```
16-MAY-2002                              Banner Development                                             1
Report name:                    F.A. Aging Report of Non-Disbursed Loans                   RPRLNAG
--------------------------------------------------------------------------------------------------------

 Student Name            ID        Term      Fund     Appl# Check/Net Amt    EFT    Rec'd Dte      Days On Hand

Anderson, Lee         165009002   200310    STFDX     001      1920.00       Y     25-APR-2002          21
Larson, Paul          511000010   200310    SUESUB    010       900.00             08-APR-2002          38
```

```
                                          CONTROL SUMMARY
                                          ---------------
                    Program Name..............................:   RPRLNAG  (5.4)
                    Run Sequence Number.......................:   786579
                    Aid Year Code ............................:   0203
                    Term Code ................................:   200310
                    Fund Code ................................:   STFDX
                    Fund Code ................................:   SUESUB
                    Fund Code ................................:   SUEUNS
                    Reference Id .............................:
                    Sort order ...............................:   N
                    Total log records processed...............:   2
```

Loan Funding Exception Report (RPRLNEX)

The Loan Funding Exception Report (RPRLNEX) lists students whose total loan disbursements for a given term are different by more than a tolerance amount from the amount in the loan by term table (RPRLATR) for the student, term, and loan application number. This report can also be run to identify discrepancies between the calculated disbursement amounts and the disbursement amounts returned by the servicer in the Response File.

Parameters	Name	Required?	Description	Values
	Period	Yes	Term(s) for which the exception report will be run.	Periods Inquiry (ROIPRDS)
	Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data (RFRBASE)
	Tolerance Amount	No	Amount of your defined variance before the student is selected for the exception report. The default is 1.00.	`1.00` (default)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID of Selection ID, and User ID parameters.	Population Selection Inquiry (GLISLCT)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, User ID, and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	The ID of the person using the sub-population rules.	

Parameters	Name	Required?	Description	Values
	Set Exclude Indicator to 'Y'	No	The RPRLNEX program creates a report listing students whose total loan disbursements for a given term are different by more than a tolerance amount from the amount in the Loan By Term table (RPRLATR), indicating whether the disbursements are greater or less than the anticipated amount. One problem was that once a student appeared on the report, you could not remove them from appearing on future runs of the report. If you select the **Excl Flag** checkbox in the Term Schedule window of the RPAELAP, RPALORG, and RPALAPP forms, the report does not display a line for this loan and term, even if there is a discrepancy in the amounts. Similarly, this report parameter determines whether or not to automatically set the exclude flag to Y for each record appearing on the report. This prevents the record from appearing on subsequent reports, unless you manually go to one of the forms and uncheck the field.	Y Yes (default) N No

Parameters	Name	Required?	Description	Values
	Process Type	No	The *Process Type* parameter provides you with the ability to run the report against actual disbursements (funds applied to student's account), pending disbursements (funds received but not yet applied to the student's account), both (both actual and pending disbursements), or expected (the net disbursement amount scheduled by the lender/servicer at the time of guarantee for this disbursement and uploaded from the CommonLine Response File compared to the Certified Amount). The output from RPRLNEX prints a P next to the Disbursed Amount to indicate that this amount includes a pending disbursement and not an actual disbursement. If no indicator appears next to the Disbursed Amount, then the amount has actually been applied to the student's account. If the term has multiple disbursements scheduled, and at least one has not been paid, the term disbursed amount is considered pending. For expected disbursements, RPRLNEX prints an S next to the Disbursed Amount to indicate that this is the amount anticipated from the Servicer based on the Response file, and is not an actual disbursement.	P Pending Disbursements (funds received but not yet applied to the student's account) A Actual Disbursements (funds applied to student's account) B Both Actual and Pending Disbursements E Expected (disbursement amounts that have been reported by the guarantor/servicer at the time of the guarantee that exceed a tolerance level for the expected amount.) When the process type of E (Expected) is selected, the Set Exclude Indicator to Y parameter for this report must equal N (No).
	Process EFT Only	No	The RPRLNEX Process at one time compared all payments regardless of the source of the funds (EFT vs. paper check). A *Y (Yes)* for this parameter restricts the report to only payments received via EFT. Some schools did not want to review discrepancies on manually entered checks.	*N* No (default) *Y* Yes
	Reference ID	No	Enter a Reference ID (check/batch number) for this parameter to only produce the report on all payments received in the same batch. With EFT, the Reference ID is the same on all records in the batch.	Electronic Payment Receipt form (RPAEPMT)

Parameters	Name	Required?	Description	Values
	Set Feed Indicator to 'N'	Yes	Do you want to set the Feed Indicator for this loan to N or Y?	*N* No (default) *Y* Yes

Loan Funding Exception Report sample

```
26-APR-2002                         Banner Development                                                      1
Report name:                 Loan Disbursement Exception Report                              RPRLNEX
------------------------------------------------------------------------------------------------------------

 Student Name              ID      Term  Fund  Appl# Disb# Disbursed/      Estimated Ind**        Comment
                                                           Serv Disb*

Lawson, Elaine          511009007 200310 SUEUNS 001   01   91440.11  P    11618.66 A    Disbursements > Estimated Amt
Lawson, Elaine          511009007 200320 SUEUNS 001   11    1440.00  P    11617.69 A    Estimated Amt > Disbursements
Schneider, Chris        511009002 200310 SUEPL  006   01       0.00       3201.00 E     Estimated Amt > Disbursements
Schneider, Chris        511009002 200310 SUEPL  007   01       0.00        533.50 E     Estimated Amt > Disbursements
Schneider, Chris        511009002 200310 SUESUB 008   01       0.00        965.76 A     Estimated Amt > Disbursements
Schneider, Chris        511009002 200310 SUEUNS 009   01       0.00       1039.84 A     Estimated Amt > Disbursements
Schneider, Chris        511009002 200320 SUEPL  006   03       0.00       3201.00 E     Estimated Amt > Disbursements
Schneider, Chris        511009002 200320 SUEPL  007   03       0.00        533.50 E     Estimated Amt > Disbursements
Schneider, Chris        511009002 200320 SUESUB 008   03       0.00        476.16 A     Estimated Amt > Disbursements
Schneider, Chris        511009002 200320 SUEUNS 009   03       0.00        512.16 A     Estimated Amt > Disbursements
Samuelson, Anders       511009003 200310 SUEPL  003   01    1162.06  P     3540.50 E     Estimated Amt > Disbursements
Samuelson, Anders       511009003 200310 SUESUB 004   01       0.00       1920.00 A     Estimated Amt > Disbursements
Samuelson, Anders       511009003 200320 SUEPL  003   02       0.00       3540.50 E     Estimated Amt > Disbursements
Waterson, Mary          511009004 200310 SUEPL  004   01       0.00       3071.99 E     Estimated Amt > Disbursements
Waterson, Mary          511009004 200310 SUEUNS 005   01       0.00       1503.50 A     Estimated Amt > Disbursements
Waterson, Mary          511009004 200320 SUEPL  004   02       0.00       3071.02 E     Estimated Amt > Disbursements
Waterson, Mary          511009004 200320 SUEUNS 005   02       0.00       1503.50 A     Estimated Amt > Disbursements
Zuntag, Kelly           511009005 200310 SUESUB 005   01       0.00       1920.00 E     Estimated Amt > Disbursements
Zuntag, Kelly           511009005 200310 SUEUNS 006   01       0.00       2134.00 E     Estimated Amt > Disbursements
Zuntag, Kelly           511009005 200320 SUESUB 005   03       0.00       2880.00 E     Estimated Amt > Disbursements
Zuntag, Kelly           511009005 200320 SUEUNS 006   03       0.00       3201.00 E     Estimated Amt > Disbursements

    *Disbursed/Serv Disb:  P=Pending, S=Anticipated from servicer
    **Estimated Ind: A = Approved, E = Expected, R = Recommended
```

```
26-APR-2002                        Banner Development                                                  2
Report name:                Loan Disbursement Exception Report                          RPRLNEX
---------------------------------------------------------------------------------------------------------



                                        CONTROL SUMMARY
                                        ---------------
                        Program Name...............................:   RPRLNEX  (5.5)
                        Run Sequence Number........................:   783476
                        Term Code .................................:   200320
                        Term Code .................................:   200310
                        Fund Code .................................:   SUESUB
                        Fund Code .................................:   SUEPL
                        Fund Code .................................:   SUEUNS
                        Tolerance Amount ..........................:   1
                        Application code ..........................:   FINAID
                        Selection ID ..............................:   SUE_ED
                        Creator ID ................................:   SCONROY
                        User ID ...................................:   SCONROY
                        Set Exclude Ind  ..........................:   N
                        Process Type  .............................:   P
                        Process EFT Only  .........................:   N
                        Reference ID  .............................:
                        Total log records processed...............:   21
```

Direct Loan Record Creation (RPRLORC)

This program creates Direct Loan origination records based on students' Federal Direct Loan awards. The program automatically creates origination records for all fund codes that have been identified as Direct Loan funds on the Fund Management (RFRMGMT) or Funds Management (ROAMGMT) forms. Only fund codes where `RFRASPC_DIRECT_LOAN_IND` = S (Subsidized Direct), U (Unsubsidized Direct), P (Direct Parent PLUS), *G* (Direct Grad PLUS), or O (Other Loan) are processed.

Existing origination records which have not yet had promissory notes printed, have not been transmitted to COD and are not locked will be deleted and replaced with new origination records with the most recent information. If the student's award increases after the promissory note has been printed, the record has been transmitted to COD or is locked, a new loan origination record (with a new DL sequence number) will be created in addition to the existing record for the difference between the old origination record(s) and the current award.

Origination records consist of records in the following tables:

RPRLATR	Loan Schedule Table (one record per period per loan)
RPRLADB	Loan Disbursement Table (a minimum of two records per loan)
RFRPROM	Promissory Note Table (one record per loan)

This batch loan origination process is the only process that creates Direct Loan Origination records. Therefore, you should uncheck the **Create Application When Loan Accepted** and **Create Application When Requirement Satisfied** functions on the Loan Options (RPRLOPT) form for all Direct Loan funds. All Direct Loan funds should have the **Loan Process** indicator checked and the **Disburse** indicator set to `None` on the Fund Management (RFRMGMT) form. This is necessary for the Disbursement Program to use the loan module table (RPRLADB) for disbursement rather than the disbursement schedule table (RPRADSB).

The RPRLORC Process creates a log file. This file includes an alphabetic list of all students processed, all the Direct Loans in their packages (with current award statuses and amounts), the number and amount of existing Direct Loan origination records, and the sequence number, amount and loan period code for any new Direct Loan origination records created on this run of the program. If a student has an existing origination record which has not been sent to COD, has not had its Promissory Note printed, and is not locked, then the log file displays the comment "Existing record replaced" which means that the old origination record was actually deleted and a new one created with current data from the student's award and need analysis records. These records will reuse the prior Direct Loan Sequence Number.

As of Banner Financial Aid 8.15, if a DL School Code is included in the user's saved default parameters, RPRLORC will check the ROAUSIO campus settings to find campus default codes tied to that DL School code and then verify that the student's SGBSTDN record has that campus code. If the student's campus in SGBSTDN (SGASTDN) is not one associated with the DL School code in your parameters OR the student is not associated with any campus, no origination record will be created and the `rprlorc_number.lis` file will contain the reason, "no SGBSTDN record".

📝

Note: When the DL School Code parameter is NULL for RPRLORC, the process will use the appropriate value based on the ROAUSIO campus default settings.

Institutions that do not enter the campus code on all students on SGBSTDN should not specify a DL School Code as part of their stored RPRLORC parameters. Users who have already set this value can correct it by going to GJAPDFT, querying the form for RPRLORC, placing your cursor on number 17 in the top block, and then placing your cursor in the bottom block and deleting the default Direct Loan School Code User Default value.

When the RPRLORC process creates PLUS origination records it pulls unmatched PLUS Application data from the RPTUAPP table (RPAUCOD form) if available.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Create if Awrd in Offer Status	Yes	This parameter controls whether loan origination records are created based on the status of the award being "offered" or "accepted". Schools that choose to send Direct Loan Promissory Notes with the student's award letter will need to create Origination records while the fund is still offered. If this parameter is set to Y (Yes), awards in an offered or accepted status will have Direct Loan origination records created. If this parameter is set to N (No), the system only processes those awards with an accepted status.	Y Create origination records with an Offered or Accepted status N Only create origination records for those awards with an Accepted status.
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and User ID parameters.	User Identification Control (GUAIDEN)
	Fund Code	Yes	RPRLORC creates originations for fund codes specified in this parameter. If the student does not have one of the specified fund codes, then no originations are created. If the student has multiple DL fund codes, originations are only created for those defined in this parameter.	You can enter multiple values. Fund Base Data (RFRBASE)
	Default Origination Status	Yes	Indicates the Origination Status value that will be populated with this loan.	N Not Ready (default) R Ready to send
	Process Indicator	Yes	Indicates batch or online processing. The default is *B*. A batch process is required when you initiate the process on the GJAPCTL form.	B Batch O Online processing
	Student ID	No	Enter a student ID only if you want to create a loan record for a single student.	
	Permanent Address Type Default	No	Default Address Type to select when creating a loan record permanent address. You can associate a loan origination with a permanent address from the SPRADDR table rather than that the address from the FAFSA. Multiple address types can be entered as job parameters to select the appropriate SPRADDR address type. If no SPRADDR address exists for the type(s) entered, the FAFSA address will be used. To select the SPRADDR address, enter a 3-character value such as 1PR, 2MA, 3CA, etc. where the first character determines the priority order for the address type and the last two characters determine the address type. The RPRLORC process uses these values to search for the addresses in the priority order specified.	

Parameters	Name	Required?	Description	Values
	Local Address Type Default	No	Default SPRADDR Address Type to select when creating a loan record local address. You associate the loan origination with this local address. You can enter multiple address types as job parameters. You can enter 3-character value such as 1PR, 2MA, 3CA, etc. where the first character determines the priority of the address type and the last two characters determine the address type. The RPRLORC process uses these values to search for the addresses in the priority order specified.	
	Default Academic Year Start Dt	No	Default start date for student's academic year (borrower based). This parameter and the Default Academic Year End Dt parameter are only used when you run this process in batch mode with a population selection. If you do not use a population selection during the RPRLORC batch process, the process uses start and end dates that were established on the Loan Period Base Data (RPRLPRD) form.	DD-MON-YYYY
	Default Academic Year End Dt	No	Default end date for student's academic year (borrower based). This parameter and the Default Academic Year Start Dt parameter are only used when you run this process in batch mode with a population selection. If you do not use a population selection during the RPRLORC batch process, the process uses start and end dates that were established on the Loan Period Base Data (RPRLPRD) form.	DD-MON-YYYY

Parameters	Name	Required?	Description	Values
	Default Disclosure Print Ind	No	Indicates whether COD or your school prints the Disclosure Statement. A checkbox in the Promissory Note Summary window of the RPALORG form is the method to request that a Loan Disclosure be reprinted by COD and mailed to the student. This request is extracted with the Origination Change Records via the REREXxx Process and transmitted to COD. To reprint a Loan Disclosure that had been printed by the school, remove the Disclosure Statement Print Date from the Disclosure Statement Options window on RPALORG and the loan will be selected to print a new Disclosure Statement the next time the RPRDSPT process is run.	Y COD prints and sends to borrower (default) S School prints and sends to borrower
	User ID	No	The Banner ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application ID, and Creator ID parameters.	
	School Prom Note Status	Yes	The School Prom Note Status parameter enables you to select a default promissory note status that indicates whether the student is expected to complete a paper or an E-MPN. This parameter is required. Once RPRLORC has determined that a promissory note is required for a loan, the value entered for this parameter is automatically entered in the **School PN Status** field on the RPALORG form. The status of *Q* uses the same processing logic as the status of *R*.	R Paper MPN Ready to Print (default) Q Electronic MPN Ready to Sign

Parameters	Name	Required?	Description	Values
	Direct Loan School Code	No	The RPRLORC Process uses the **Direct Loan School Code** (`RORCAMP_DL_SCHOOL_CODE`) field on the Campus Defaults window of the U.S. Specific Institution Financial Aid Options (ROAUSIO) form to separate records by campus code during loan origination. If you enter a **Direct Loan School Code** for this parameter, the RPRLORC Process will only create Direct Loans for students as follows: • If the student has a SGASTDN record for the campus associated with the Direct Loan School Code entered in the parameter, origination(s) will be created for the specified Direct Loan School Code. • If the student's SGASTDN record does not contain the matching campus associated with the Direct Loan School Code entered in the parameter, no origination(s) will be created for the student. • If the student does not have a SGASTDN record, no origination(s) will be created for the student.	Direct Loan School Code
			If you do not enter a **Direct Loan School Code** for this parameter, the RPRLORC Process will assign Direct Loan School Codes to origination records as follows: • If the student has a SGASTDN record, the campus from that record will be used to determine the correct **Direct Loan School Code** for the origination(s). • If the student has a SGASTDN record with a campus that is not setup on the Campus Defaults tab of the ROAUSIO form, the student's origination(s) will be created with the Default Direct Loan School Code as defined on the Loan Options tab of the ROAUSIO form. • If the student does not have a SGASTDN record, the student's origination(s) will be created with the Default Direct Loan School Code as defined on the Loan Options tab of the ROAUSIO form.	

Parameters	Name	Required?	Description	Values
	Default Loan Period	No	Use this parameter if you want to create this loan with a loan period other than the default loan period created.	Loan Period Base Data (RPRLPRD)
	Default Loan Status	No	Use this parameter if you want to create this loan with a loan status other than the default loan status listed in the Loan Options (RPRLOPT) form.	Loan Status Validation (RTVLNST)
	Lock Indicator Default	Yes	Use this parameter to indicate if you want this loan to be created in a locked or unlocked status.	N No (default) Y Yes

Direct Loan Record Creation (RPRLORC.lis) sample

```
27-JUN-2012 01:33:36 PM                          Finaid CIT Environment                                        1
Aid Year: 1213                              Loan Origination Record Creation Log                         RPRLORC
-----------------------------------------------------------------------------------------------------------------

                                    -YEAR INFO-   -CURR LOANS-   --- NEW LOANS ---
Student ID  Name                 FUND  AWST AMOUNT   COUNT AMOUNT   SEQ AMOUNT LPRD    RESULT/COMMENT
----------- -------------------- ------ ---- ------   ----- ------   --- ------ ----   ------------------------
777-12-1342 Lederhandler, Test42 DIRECT ACPT 2,000       0      0     1  2,000 FASP13
```

```
27-JUN-2012 01:33:36 PM                          Finaid CIT Environment                                        2
Aid Year: 1213                              Loan Origination Record Creation Log                         RPRLORC
-----------------------------------------------------------------------------------------------------------------



                                        CONTROL SUMMARY
                                        ---------------
                  Program Name..............................:   RPRLORC
                  Version Number............................:   8.15
                  Run Sequence Number.......................:   89678
                  Aid Year Code.............................:   1213
                  Create for awards in Offered Status Y/N..:   Y
                  Application ID............................:   FINAID
                  Selection ID..............................:   MANUAL
                  Creator ID................................:   JLEDERHA
                  User ID...................................:   JLEDERHA
                  Fund Code.................................:   DIRECT
                  Fund Code.................................:   DLUNSB
                  Fund Code.................................:   DGPLUS
                  Fund Code.................................:   DLPLUS
                  Default Origination Status...............:   R
                  Online/Batch Processing O/B..............:   B
                  Student ID................................:
                  Address Types for Loan Permanent Address.:   1MA
                  Address Types for Loan Permanent Address.:   2PR
                  Address Types for Loan Local Address.....:   1MA
                  Address Types for Loan Local Address.....:   2PR
                  Academic Year Start Date..................:
                  Academic Year End Date....................:
                  Default Disclosure Print Ind.............:   Y
                  School Prom Note Status...................:   Q
                  Direct Loan School Code...................:
                  Default Loan Period.......................:
                  Default Loan Status.......................:
                  Default Lock Indicator....................:   N
```

Loan Summary Report (RPRLSUM)

The Loan Summary Report provides summarized information on applicant loans.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Fund Code	No	If you enter one or more fund codes, you can restrict the information on this report to only those funds. Note that you can only enter loan related funds (those funds with the Loan Process field checked on the Fund Management (RFRMGMT)).	Fund Base Data (RFRBASE)
	Loan Status Code	No	If you enter one or more loan status codes, you can restrict the information on this report to only those status codes. For example, you can view only those loans with an approved status.	Loan Status Validation (RTVLNST)
	Lender ID	No	You can restrict the information on this report to only include those Lender IDs that you enter for this parameter. You can enter multiple values for this parameter.	Lender Base Data Query form (RPQLNDR)
	Sort Option	No	The available sort options for this report are:	1 Name 2 Fund Code 3 Loan Status 4 Lender ID
	Disbursement Detail Print	Yes	This parameter provides the option to print the term disbursement detail or to print only the term summary information.	Y Print Disbursement Detail N Do not print Disbursement Detail
	Application ID	No	Application ID of the population selection.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the population with which to work.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	The ID of the person that created the population rules.	
	User ID	No	The ID of the person who used the population rules.	

Loan Summary Report sample

```
19-AUG-2010 03:15:22 PM                          Finaid CIT Environment                                        PAGE
AID YEAR: 0910 2009-2010 Aid Year                  Loan Summary Report                                        RPRLSUM
---------------------------------------------------------------------------------------------------------------------
NAME: Aekich, Krista E              ID:  998000181

        FUND:       LOAN:    APPL:   STATUS:   LENDER ID:    REQUESTED      CERTIFIED       APPROVED       PAID
        CODE        TYPE     NO.                             AMOUNT         AMOUNT          AMOUNT         AMOUNT
        STFD                 1       RECM                    8500.00                                       0.00

                TERM CODE          DISB NO.      SEQ NO.      ESTIMATED     PAID/RETURNED    PAID DATE
                                                             AMOUNT        AMOUNT
                201010                            1           4080.00
                201020                            1           4080.00

        FUND:       LOAN:    APPL:   STATUS:   LENDER ID:    REQUESTED      CERTIFIED       APPROVED       PAID
        CODE        TYPE     NO.                             AMOUNT         AMOUNT          AMOUNT         AMOUNT
        STFD        S        2       RECD                    8500.00        0.00                           0.00

                TERM CODE          DISB NO.      SEQ NO.      ESTIMATED     PAID/RETURNED    PAID DATE
                                                             AMOUNT        AMOUNT
                201010             1              1           0.00
                201020             2              1           0.00

                TOTAL LOAN APPLICATIONS:              2
                TOTAL AMOUNT REQUESTED:        17000.00
                TOTAL AMOUNT CERTIFIED:           0.00
                TOTAL AMOUNT APPROVED:            0.00
                TOTAL AMOUNT PAID:               0.00


NAME: Balsano, Ede6                 ID:  979571006

        FUND:       LOAN:    APPL:   STATUS:   LENDER ID:    REQUESTED      CERTIFIED       APPROVED       PAID
        CODE        TYPE     NO.                             AMOUNT         AMOUNT          AMOUNT         AMOUNT
        DIRECT      S        1       APPR                    1500.00                        1500.00        743.00

                TERM CODE          DISB NO.      SEQ NO.      ESTIMATED     PAID/RETURNED    PAID DATE
                                                             AMOUNT        AMOUNT
                201010             1              1           743.00        743.00          30-MAR-2010
                201020             2              1           743.00

                TOTAL LOAN APPLICATIONS:              1
                TOTAL AMOUNT REQUESTED:         1500.00
                TOTAL AMOUNT CERTIFIED:            0.00
                TOTAL AMOUNT APPROVED:         1500.00
                TOTAL AMOUNT PAID:              743.00


NAME: Betty, Pokie                  ID:  811100107

        FUND:       LOAN:    APPL:   STATUS:   LENDER ID:    REQUESTED      CERTIFIED       APPROVED       PAID
        CODE        TYPE     NO.                             AMOUNT         AMOUNT          AMOUNT         AMOUNT
        DIRECT      S        3       APPR                    1500.00                        1500.00        0.00
```

```
19-AUG-2010 03:15:22 PM                              Finaid CIT Environment                                           PAGE
AID YEAR: 0910 2009-2010 Aid Year                      Loan Summary Report                                            RPRLSUM
-----------------------------------------------------------------------------------------------------------------------------

              TERM CODE            DISB NO.          SEQ NO.         ESTIMATED        PAID/RETURNED       PAID DATE
                                                                      AMOUNT             AMOUNT
              201010               1                 1                743.00
              201020               2                 1                743.00

       FUND:       LOAN:    APPL:   STATUS:    LENDER ID:     REQUESTED         CERTIFIED        APPROVED           PAID
       CODE        TYPE     NO.                                AMOUNT            AMOUNT           AMOUNT            AMOUNT
       DLUNSB      U        2       PROC                       800.00                            800.00            0.00

              TERM CODE            DISB NO.          SEQ NO.         ESTIMATED        PAID/RETURNED       PAID DATE
                                                                      AMOUNT             AMOUNT
              201020               1                 1                396.00
              201020               2                 1                396.00

              TOTAL LOAN APPLICATIONS:           2
              TOTAL AMOUNT REQUESTED:      2300.00
              TOTAL AMOUNT CERTIFIED:         0.00
              TOTAL AMOUNT APPROVED:       2300.00
              TOTAL AMOUNT PAID:             0.00


NAME: Bolles, Sally              ID:  811100010

       FUND:       LOAN:    APPL:   STATUS:    LENDER ID:     REQUESTED         CERTIFIED        APPROVED           PAID
       CODE        TYPE     NO.                                AMOUNT            AMOUNT           AMOUNT            AMOUNT
       SUELMN      S        1       APPR       830511          3500.00                                             0.00

              TERM CODE            DISB NO.          SEQ NO.         ESTIMATED        PAID/RETURNED       PAID DATE
                                                                      AMOUNT             AMOUNT
              201010                                1               1750.00
              201020                                1               1750.00

              TOTAL LOAN APPLICATIONS:           1
              TOTAL AMOUNT REQUESTED:      3500.00
              TOTAL AMOUNT CERTIFIED:         0.00
              TOTAL AMOUNT APPROVED:          0.00
              TOTAL AMOUNT PAID:             0.00


NAME: Cikich, Shey B             ID:  998000023

       FUND:       LOAN:    APPL:   STATUS:    LENDER ID:     REQUESTED         CERTIFIED        APPROVED           PAID
       CODE        TYPE     NO.                                AMOUNT            AMOUNT           AMOUNT            AMOUNT
       DLUNSB      U        1       PROC                       1500.00                           1500.00           0.00

              TERM CODE            DISB NO.          SEQ NO.         ESTIMATED        PAID/RETURNED       PAID DATE
                                                                      AMOUNT             AMOUNT
              201010               1                 1                743.00
              201020               2                 1                743.00
```

```
19-AUG-2010 03:15:22 PM                            Finaid CIT Environment                                              PAGE
AID YEAR: 0910 2009-2010 Aid Year                   Loan Summary Report                                                RPRLSUM
-----------------------------------------------------------------------------------------------------------------------------
             TOTAL LOAN APPLICATIONS:            1
             TOTAL AMOUNT REQUESTED:       1500.00
             TOTAL AMOUNT CERTIFIED:          0.00
             TOTAL AMOUNT APPROVED:       1500.00
             TOTAL AMOUNT PAID:             0.00


NAME: Dekich, Alexandra C          ID:  998000024

       FUND:      LOAN:     APPL:   STATUS:   LENDER ID:    REQUESTED       CERTIFIED        APPROVED          PAID
       CODE       TYPE      NO.                               AMOUNT          AMOUNT          AMOUNT        AMOUNT
       DIRECT     S         1       APPR                     2000.00                         2000.00          0.00

          TERM CODE          DISB NO.       SEQ NO.        ESTIMATED      PAID/RETURNED     PAID DATE
                                                             AMOUNT           AMOUNT
          201010             1              1                990.00
          201020             2              1                990.00

       FUND:      LOAN:     APPL:   STATUS:   LENDER ID:    REQUESTED       CERTIFIED        APPROVED          PAID
       CODE       TYPE      NO.                               AMOUNT          AMOUNT          AMOUNT        AMOUNT
       DLUNSB     U         2       PROC                     1500.00                         1500.00          0.00

          TERM CODE          DISB NO.       SEQ NO.        ESTIMATED      PAID/RETURNED     PAID DATE
                                                             AMOUNT           AMOUNT
          201010             1              1                743.00
          201020             2              1                743.00

             TOTAL LOAN APPLICATIONS:            2
             TOTAL AMOUNT REQUESTED:       3500.00
             TOTAL AMOUNT CERTIFIED:          0.00
             TOTAL AMOUNT APPROVED:       3500.00
             TOTAL AMOUNT PAID:             0.00


NAME: Edit, Nat                    ID:  811100103

       FUND:      LOAN:     APPL:   STATUS:   LENDER ID:    REQUESTED       CERTIFIED        APPROVED          PAID
       CODE       TYPE      NO.                               AMOUNT          AMOUNT          AMOUNT        AMOUNT
       DIRECT     S         5       APPR                     2000.00                         2000.00          0.00

          TERM CODE          DISB NO.       SEQ NO.        ESTIMATED      PAID/RETURNED     PAID DATE
                                                             AMOUNT           AMOUNT
          201010             1              1                990.00
          201020             2              1                990.00

       FUND:      LOAN:     APPL:   STATUS:   LENDER ID:    REQUESTED       CERTIFIED        APPROVED          PAID
       CODE       TYPE      NO.                               AMOUNT          AMOUNT          AMOUNT        AMOUNT
       SUESUB     S         4       PROC      830511          500.00          500.00                          0.00
```

```
19-AUG-2010 03:15:22 PM                        Finaid CIT Environment                                      PAGE
AID YEAR: 0910 2009-2010 Aid Year                Loan Summary Report                                       RPRLSUM
----------------------------------------------------------------------------------------------------------------
                                   * * * REPORT CONTROL INFORMATION * * *

                                     PROGRAM NAME: RPRLSUM
                                          VERSION: 8.0

                            REPORT SEQUENCE NUMBER: 56099
                                         AID YEAR: 0910
                                        FUND CODE:
                                 LOAN STATUS CODE:
                                        LENDER ID:
                                   SORTING OPTION: 1
                         DISBURSEMENT DETAIL PRINT: Y

                                   APPLICATION ID:
                                     SELECTION ID:
                                       CREATOR ID:
                                          USER ID:

                                       LINE COUNT: 55
```

Promissory Note Printing Program (RPRPNPT)

The Promissory Note Printing Program (RPRPNPT) creates print files and address label files for Direct Loan Promissory Notes based on the information that you see on the RPALORG form.The process only selects loan records when the school promissory note status is `R (Ready to print)`, provided basic data such as the Year in College (Class code), Birth Date and the SSN are provided for the student. If this required information is not found, the RPRPNPT Process displays an error and skips that loan record.The RPRPNPT Process automatically updates the Promissory Note window of RPALORG form with a **PN** status of `P (Printed)` and adds a print date for all of the printed promissory notes.

The RPRPNPT process produces the following files:

- `rprpnpt_xxxxxx.lis` – This file shows the activity that took place when the process was run. It lists the students for whom a promissory note was printed in alphabetical order.

- `rprpnpt_xxxxxx.li3` – This file is used to print mailing labels for students who have had promissory notes printed. One mailing label is created for each promissory note; not necessarily one for each student/parent. Labels print three across and are preceded by several pages of alignment characters.

- `rprpnpt_xxxxxx.li4` – This file contains data for the Subsidized and Unsubsidized Direct Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL Stafford MPN Without Labels form.

- `rprpnpt_xxxxxx.li5` – This file contains the data for the Parent PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

- `rprpnpt_xxxxxx.li6` – This file contains the data for the Graduate PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

- `rprpnpt_xxxxxx.log` – This file is the standard process log file.

Note: Previously printed promissory notes can also be reprinted by setting the **School PN Status** field in the Promissory Note Summary window of the Federal Direct Loan Origination form (RPALORG) to `R (Ready to Print)`. This enables the promissory note record to be selected again by the print program. By reprinting in this manner, the new promissory note prints with the data currently on the RPALORG form so it may not be an exact duplicate of the note previously printed. It will also update the fields to the current date.

📝 **Note:** You can enter a value of *S (School Reprints)* in the **MPN Reprinting Requested** field in the Promissory Note Summary block of the RPALORG form to reprint the Promissory Note. The **School PN Status** for the existing MPN must be either a *P (Printed)* or an *S (Signed and Returned)*. None of the promissory note values on the RPALORG form are changed when this note is reprinted.The RPRPNPT Process reprints another copy of the Promissory Note that was previously printed.

rprpnpt.li4 (subsidized/unsubsidized direct loan MPN), rprpnpt.li6 (grad PLUS loan MPN), and rprpnpt.li5 (parent PLUS loan MPN) printing instructions

The *PostScript Laser Printer* parameter enables you to select postscript printing for the PLUS MPN (`rprpnpt.li5` and `rprpnpt.li6`) and for the revised subsidized/unsubsidized MPNs (`rprpnpt.li4`). The output files are designed for preformatted MPN forms in a portrait print layout.

If you select *Y (Yes)* for the PostScript Laser Printer parameter, you can send the files directly to your printer from your jobsub directory.

However, if you do not have the capability to print from your jobsub directory, select *N (No)* for the PostScript Laser Printer parameter and send your output to *DATABASE* (enter *DATABASE* in the **Printer** field).

1. Review the files using the Review Output option to access the Saved Output Review (GJIREVO) form. You may either use the Save to File option to save this to your local machine or you may FTP the file to your machine.

2. Open and print the file with Microsoft Word.

3. Your margins in Word should be set as follows to prevent line wrapping on the printed MPN:

    From the File Menu, select Page Setup and review the Margins tab. Top: should be set to 0.25", Bottom: of 0.20", Left: at 0.35", and Right: of 0.20". This allows the Field labels and the Banner data to be printed within the allowable space provided on the formatted MPNs.

4. After you have reset the margins and loaded the printer with the correct MPN forms, you can print the MPN.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)

Parameters	Name	Required?	Description	Values
	Fund Code	Yes	Identifies which Banner Fund Codes to process. All fund codes listed here must be for Direct Loans (Direct Loan Indicator - `RFRASPC_DIRECT_LOAN_IND` - = `S`, `U`, `P`, or `G`). You can combine subsidized/unsubsidized funds with PLUS funds in the same run of the program. PLUS promissory notes use different preformatted MPNs than subsidized/unsubsidized loans so there are separate print files for the subsidized/unsubsidized loans and the PLUS loans. Subsidized and unsubsidized loans use the same MPN. To enter multiple fund codes from job submission (the GJAPCTL form) you need to insert another record for the Fund Code parameter with a different fund code.	Fund Base Data (RFRBASE)
	Sub/Unsub on Same Note	No	If a student has a subsidized and an unsubsidized loan, each needing a promissory note printed, this option allows them both to be printed on the same MPN (`Y`) or on separate MPNs (`N`).	`N` No `Y` Yes
	Number of Copies to be Printed	No	At a minimum, two copies of the promissory note need to be created; one for the student to keep and one for the student to return. If you wish to print a school file copy, choose 3. This option will print all copies of the same note one after another (i.e., all copies for the student will be together) as opposed to sending the `.lis` file to the printer multiple times which will not.	
	Perm (P) or Local (L) Address	No	This option determines whether you want to print the student/parent's permanent or local address on the promissory note. If you choose the local address, you must make sure that you've entered the student/parent's local address on the RPALORG form.	`L` Use Local Address `P` Use Permanent Address

Parameters	Name	Required?	Description	Values
	Office Name	No	A section on the printed promissory note includes the name and address of the institution so the student knows where to return the signed note. The process automatically captures the school name from the GUAINST form, but the office name (i.e., Financial Aid Office) and address must be entered as parameters. The address for the student to return the promissory note is probably different from the school address on GUAINST. Due to space limitations on the approved promissory note, the office name cannot exceed 20 characters.	
	Street Address	No	Due to space limitations on the approved promissory note, the street address cannot exceed 20 characters.	
	City, State, Zip	No	Due to space limitations on the approved promissory note, the city, state, ZIP line cannot exceed 24 characters.	
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	Application Inquiry (GLIAPPL)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code, Creator ID, and User ID parameters	
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and User ID parameters.	
	Reprint Document ID (Y,N)	No	Allows you to reprint promissory notes from a specific Promissory Note Manifest Document ID.	N No (default) Y Yes

Parameters	Name	Required?	Description	Values
	Document ID	No	If the previous parameter is a `Y`, this parameter identifies which Document ID to reprint.	COD Document Control (REICODD)
	User ID	No	The ID of the person using the subpopulation rule. If you enter a value for this parameter, you must also enter a value for the Selection ID, Application Code, and Creator ID parameters.	
	PostScript Laser Printer (Y/N)	No	Use this parameter to select postscript printing for the PLUS MPN (`rprpnpt.li5` and `rprpnpt.li6`) and for the revised subsidized/unsubsidized MPNs (`rprpnpt.li4`). This parameter allows for special printing requirements such as the need for italics on the MPNs. The output files are designed for preformatted MPN forms in portrait print format.	If you are able to print the `rprpnpt.li4`/`rprpnpt.li5`/`rprpnpt.li6` files directly from your jobsub directory, select *Y* (Yes) to have the proper printing layout for the preformatted MPNs. (The default is *Y*.) However, if you are unable to send files from your jobsub directory right to your printer, you should select *N (No)* and send your output to *DATABASE*. You can print these files with Microsoft Word. This will not provide the Section labels for Section A, B, or C in italics as it would if PostScript printing was selected. It has been confirmed that COD will accept the completed MPN document for imaging without the Section A, B, or C labels in italics.

Parameters	Name	Required?	Description	Values
	Direct Loan School Code	No	If you want to restrict the printing of promissory notes to a specific campus, enter the Direct Loan School Code for that campus. This parameter restricts the process by campus code as determined by the **School Code** field on the main window of the Direct Loan Origination (RPALORG). The value in the **School Code** field of the RPALORG form is populated by the Direct Loan Record Creation (RPRLORC) or manually updated prior to the extraction of the record. If you do not enter a value for this parameter, the process is not restricted by a school code and prints all promissory notes for all campuses.	Direct Loan School Code

The following data is the activity that took place when the process was run. It lists the students for whom a promissory note was printed in alphabetical order.

```
12-APR-2007 03:31:21 PM              BANNER University                    1
Aid Year: 0708                 Promissory Note Print Report            RPRPNPT
--------------------------------------------------------------------------------
Seq  ID          Name                            Fund    SEQ Message
----  -----------  ------------------------------  ------  ---  -------------------
   1 408-00-4004 Bryant, Amy L                    DIRECT    1 MPN Both Sub/Unsub
   2 408-00-4005 Bryant, Asia M                   DIRECT    1 MPN Both Sub/Unsub
   3 517-00-1735 Handy, Katelyn                   DIRECT    1 MPN Both Sub/Unsub
   4 777-70-0399 Handy, Niliabeth                 DIRECT    1 MPN Both Sub/Unsub
   5 517-00-1430 Handy, Shanna L                  DIRECT    1 MPN Both Sub/Unsub
   6 236-00-0517 Handy, Sandra L                  DIRECT    1 MPN Both Sub/Unsub
   7 777-70-0556 Handy, Linda M                   DIRECT    1 MPN Both Sub/Unsub
   8 162-44-0049 Muehlhof, Fortynine I            DIRECT    1 MPN Both Sub/Unsub
```

```
12-APR-2007 03:31:21 PM              BANNER University                    2
Aid Year: 0708                 Promissory Note Print Report            RPRPNPT
--------------------------------------------------------------------------------
Seq  ID          Name                            Fund    SEQ Message
----  -----------  ------------------------------  ------  ---  -------------------



                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
                              END OF COMBINED LOANS
```

```
12-APR-2007 03:31:21 PM           BANNER University                    3
Aid Year: 0708              Promissory Note Print Report            RPRPNPT
--------------------------------------------------------------------------
Seq  ID          Name                         Fund   SEQ Message
----  -----------  ----------------------------  ------ --- -------------------
   1 408-00-4001 Bryan, April                 DIRECT   1
   2 408-00-4003 Bryant, Alise T              DIRECT   1
   3 408-00-4007 Bryant, Anna                 DIRECT   1
   4 408-00-4002 Bryant, Ariel L              DIRECT   1
   5 408-00-4029 Bryant, Jessie M             DLPLUS   1
   6 408-00-4003 Bryant, Alise T              DLPLUS   1 not printable
   7 408-00-4008 Bryant, Aaron C              DLPLUS   1
   8 408-00-2012 Bryant12, Kayd2012           DLPLUS   1
   9 555-00-0609 Handy, Kara A                DIRECT   1
  10 777-70-0832 Handy, Carrie A              DLPLUS   1 not printable
  11 517-00-3378 Handy, Bob P                 DLPLUS   1 not printable
  12 777-70-0877 Handy, Anthony D             DLPLUS   1 not printable
  13 511-00-3326 Handy, Anna                  DLPLUS   1 not printable
  14 511-00-8328 Handy, Angela L              DLPLUS   1 not printable
  15 555-00-0559 Handy, Anastasia M           DLPLUS   1
  16 777-70-0359 Handy, Amy L                 DLPLUS   1
  17 555-00-6793 Handy, Alexandra L           DLPLUS   1
  18 130-00-4412 Handy, Adebola A             DLPLUS   1
  19 130-00-2751 Handy, Rachel E              DLPLUS   1 not printable
  20 555-00-0148 Handy, Nicholas A            DLPLUS   1 not printable
  21 517-00-0364 Handy, Monica                DLPLUS   1 not printable
  22 777-70-0742 Handy, Michael J             DLPLUS   1 not printable
  23 555-00-0829 Handy, Melissa D             DLPLUS   1 not printable
  24 236-00-1331 Handy, Lucero                DLPLUS   1 not printable
  25 130-00-2378 Handy, Lauretta J            DLPLUS   1 not printable
  26 555-00-3638 Handy, Kori A                DLPLUS   1 not printable
  27 408-00-3972 Handy, Kimberly V            DLPLUS   1 not printable
  28 408-00-8268 Handy, Tung                  DLUNSB   1
  29 777-70-0529 Handy, Sophak                DLUNSB   1
  30 777-70-0424 Handy, Samantha E            DLUNSB   1
  31 130-00-2751 Handy, Rachel E              DLUNSB   1
  32 777-70-0742 Handy, Michael J             DLUNSB   1
  33 130-00-0056 Handy, Melissa A             DLUNSB   1
  34 555-00-7792 Handy, Maximiliano           DLUNSB   1
  35 555-00-9341 Handy, Mark F                DLUNSB   1
  36 777-70-0839 Handy, Marcia S              DLUNSB   1
  37 777-70-0420 Handy, Yuliya A              DLUNSB   1
```

```
12-APR-2007 03:31:21 PM              BANNER University                    4
Aid Year: 0708               Promissory Note Print Report        RPRPNPT
-----------------------------------------------------------------------------
Seq  ID          Name                            Fund   SEQ Message
----  -----------  ----------------------------  ------  ---  -------------------
  38 777-70-0165 Handy, Laura A                  DLUNSB  1
  39 555-00-3638 Handy, Kori A                   DLUNSB  1
  40 408-00-0042 Handy, Kimberly R               DLUNSB  1
  41 408-00-5211 Handy, Kelli A                  DLUNSB  1
  42 130-00-0560 Handy, Joseph E                 DLUNSB  1
  43 777-70-0420 Handy, Yuliya A                 DLPLUS  1 not printable
  44 777-70-0539 Handy, Stephen N                DLPLUS  1 not printable
  45 777-70-0424 Handy, Samantha E               DLPLUS  1 not printable
  46 408-00-0042 Handy, Kimberly R               DLPLUS  1 not printable
  47 408-00-5211 Handy, Kelli A                  DLPLUS  1 not printable
  48 517-00-1735 Handy, Katelyn                  DLPLUS  1 not printable
  49 555-00-0609 Handy, Kara A                   DLPLUS  1 not printable
  50 130-00-0560 Handy, Joseph E                 DLPLUS  1 not printable
  51 236-00-0857 Handy, John N                   DLPLUS  1 not printable
  52 777-70-0654 Handy, Dasheina P               DLPLUS  1 not printable
  53 408-00-3352 Handy, Christine M              DLPLUS  1 not printable
  54 777-70-0539 Handy, Stephen N                DIRECT  1
  55 555-00-0148 Handy, Nicholas A               DIRECT  1
  56 236-00-1331 Handy, Lucero                   DIRECT  1
  57 555-00-0829 Handy, Melissa D                DIRECT  1
  58 100-00-0600 Kevitch, Brielle N              DLPLUS  1 not printable
  59 182-00-0002 Schrum, Two B                   DLPLUS  1 not printable
  60 578-78-2605 spriden last name 05, spriden_  DIRECT  1 not printable
```

```
12-APR-2007 03:31:21 PM          BANNER University              5
Aid Year: 0708           Promissory Note Print Report          RPRPNPT
---------------------------------------------------------------------------
Seq  ID          Name                         Fund  SEQ Message
---- ----------  -----------------------------  ------ --- -------------------
Program Name                 : RPRPNPT (7.6)
One up Number                : 97129
Aid Year Code                : 0708
Fund Code                    : DLPLUS
Fund Code                    : DGPLUS
Fund Code                    : DLUNSB
Fund Code                    : DIRECT
Sub and Unsub on Same note   : Y
Number of Copies to be printed : 1
Perm (P) or Local (L) Address : P
Office Name                  : Banner University
Street Address               : 123 Main Street
City,State,Zip               : Scarborough, ME  04074
Application Code             :
Report Selection Query ID    :
Creator ID of Selection ID   :
Reprint Document ID(Y,N)     : N
Document ID                  :
User ID                      :

PostScript Laser Printer(Y,N) : N
Direct Loan School Code      : G80006


FINAL STATS
-----------
Single SUB/UNSUB totals
  Total rows read......................    0
  Single SUB/UNSUB notes printed........    0
  Single SUB/UNSUN notes not printed....    0


Combined SUB/UNSUB totals
  Total rows read......................    8       Single Grad PLUS totals
  MPN Combined notes printed...........    8         Total rows read......................    0
  MPN Combined notes not printed........    0         Single Grad PLUS Notes printed........    0
                                                            Single Grad PLUS Notes not printed... 0
Single Parent PLUS totals
  Total rows read......................   60
  Single Parent PLUS notes printed......   31
  Single Parent PLUS notes not printed..   29
```

RPRPNPT.li4 sample

The following data is an illustrative sample of the `rprpnpt.li4` data that is produced by the RPRPNPT process. This file contains the Subsidized and Unsubsidized Direct Loan Master Promissory Notes. Preformatted MPN forms Without Data Labels must be used to print promissory notes.

```
SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION
1. Driver's License State and Number                   2. Social Security No.
   RI-2493291
3. E-mail Address (optional)                              777-70-0539

4. Name and Address
                                                       5. Date of Birth  10/05/1988
   HANDY, STEPHEN N                                    6. Area Code/Telephone No.
   123 MAIN ST.                                           (124) 123-4567
   MEMPHIS, RI 38106


 SECTION B: SCHOOL INFORMATION
8. School Name and Address            9. School Code/Branch 10. Identification No.
   BANNER University                     G80006
   Banner University    123 Main Street
   Scarborough, ME  04074                                777700539-M-08-G80006-0-01




SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION
1. Driver's License State and Number                   2. Social Security No.
   RI-2425188
3. E-mail Address (optional)                              555-00-0148

4. Name and Address
                                                       5. Date of Birth  11/22/1988
   HANDY, NICHOLAS A                                   6. Area Code/Telephone No.
   123 MAIN ST.                                           (123) 123-4567
   MEMPHIS, TN 38106


 SECTION B: SCHOOL INFORMATION
8. School Name and Address            9. School Code/Branch 10. Identification No.
   BANNER University                     G80006
   Banner University    123 Main Street
   Scarborough, ME  04074                                555000148-M-08-G80006-0-01
```

RPRPNPT.li5 sample

The following data is an illustrative sample of the `rprpnpt.li5` data that is produced by the RPRPNPT process. This file contains the data for the Parent PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

```
SECTION A: PARENT INFORMATION READ INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION
1. Driver's License State and No.                    2. Social Security No. 3. Date of Birth
   TN-777777                                             555-55-5555          10/25/1960
4. E-mail Address (optional)
                                        6. Home Area Code/Telephone No.
5. Name (Last, First, M.I.) and Address    (777) 777-7777
                                        7. U.S. Citizenship Status (Check one)
   Bryant, Kessie                       (1) [X] U.S. Citizen or National
   222 Main Street                      (2) [ ] Permanent Resident/Other Eligible Non-Citizen
   Memphis, TN 38109                    If  (2), Alien Registration No.




 SECTION B: SCHOOL INFORMATION
12. School Name and Address                13. School Code/Branch 14. Identification No.
    BANNER University                         G80006                 408004029-N-08-G80006-0-01
    Banner University    123 Main Street
    Scarborough, ME  04074
 SECTION C: STUDENT INFORMATION
15. Student's Name (last, first middle initial)    16. Social Security No.  17. Date of Birth
    BRYANT, JESSIE M                                  408-00-4029              07/23/1986
```

RPRPNPT.li6 sample

The following data is an illustrative sample of the `rprpnpt.li6` data that is produced by the RPRPNPT process. This file contains the data for the Grad PLUS Loan Master Promissory Notes. This file is not sent to the printer automatically. You must print the promissory note data on the preformatted DL PLUS Loan MPN Without Labels form. Notes print in alphabetical order.

```
SECTION A: BORROWER INFORMATION READ INSTRUCTIONS IN SECTION G BEFORE COMPLETING THIS SECTION
1. Driver's License State and No.                  2. Social Security No. 3. Date of Birth
   MT-517008005                                        517-00-8005        11/07/1982
4. E-mail Address (optional)
                                          6. Home Area Code/Telephone No.
5. Name (Last, First, M.I.) and Address   (406) 697-1116

   RUCKER, TEST8005 F
   2445 1st Ave Apt 6
   Huntington, MT 25703




 SECTION B: SCHOOL INFORMATION
12. School Name and Address            13. School Code/Branch 14. Identification No.
    BANNER University                      G80009             517008005-N-08-G80009-0-01
    Banner Financial Aid 3 Country View Road
    Malvern, PA  19355
 SECTION C: STUDENT INFORMATION
15. Student's Name (last, first middle initial)    16. Social Security No.  17. Date of Birth
    RUCKER, TEST8005 F                                 517-00-8005              11/07/1982
```

Simulation Award Report (RPRSAWD)

The Simulation Award Report displays detailed information on applicant award records to be used during packaging simulation.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Fund Code	No	Enter a valid fund code. You can enter multiple values.	Fund Base Data (RFRBASE)
	Sort Option	No	The available sort options for this report are:	1 Name (default) 2 ID 3 Fund Code, Name 4 Fund Code, ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)

Simulation Award Report sample

```
04-JUN-2003 10:14:10                          Banner Development                                              PAGE 1
AID YEAR: 0304 July 2003 - June 2004        Simulation Award Report                                          RPRSAWD


     ID: 601000010   NAME: Johnson, Judy J

                        AID PERIOD: FA/SPR       FM GROSS NEED:        15350.00    IM GROSS NEED:
                     PACKAGE GROUP: DEFALT       FM UNMET NEED:        11650.00    IM UNMET NEED:
                      PACKAGE DATE: 09-JAN-2003 APPL GAP AMT:           1000.00

     FUND                            STATUS       EXPIRE                    OFFERED        ACCEPTED        DECLINED        CANCELLED
     CODE    AWARD STATUS            DATE         DATE      SYS LOCK         AMOUNT          AMOUNT          AMOUNT           AMOUNT
     DIRECT  ACPT  Accepted          15-DEC-2003  13-FEB-2004  M   N        2000.00         2000.00
     DLUNSB  ACPT  Accepted          15-DEC-2003  13-FEB-2004  M   N         600.00          600.00
     PELL    ESTI  Estimated         23-DEC-2003               S   N           0.00
     SEOG    ACPT  Accepted          05-JAN-2003  06-MAR-2004  M   N         100.00          100.00
                                                                        ------------- -------------- ----------------------------
                                                                           2700.00         2700.00            0.00             0.00
```

```
04-JUN-2003 10:14:10                          Banner Development                                              PAGE 3
AID YEAR: 0304 July 2003 - June 2004        Simulation Award Report                                          RPRSAWD
                                      * * * REPORT CONTROL INFORMATION * * *

                   RPTNAME: RPRSAWD
     REPORT SEQUENCE NUMBER: 175995
                  AID YEAR: 0304
   REPORT SELECTION QUERY ID:
          APPLICATION CODE:
                CREATOR ID:
                 FUND CODE:
             SORTING OPTION: 1
                LINE COUNT: 55
```

Financial Aid Student Billing Payment (RPRSBPR)

The Financial Aid Student Billing Payment report displays detailed information on any financial aid payments entered into the Accounts Receivable module of the Student System. This program was designed to report certain discrepancies between Banner Financial Aid and Banner Finance. The RPRSBPR process will report any record in the Account Charge/Payment Detail table (TBRACCD) with a Financial Aid detail code, as defined on RFRBASE, and a source code other than F.

The RPRSBPR process will report across aid years if the aid year parameter is blank. Parameter validation (ROKPVAL) will check the aid year/period combination only if the aid year is entered. Crossover periods can be entered with either aid year. The process was modified to select A/R terms matching all the terms that are part of the periods entered in the PERIOD parameter.

Parameters	Name	Required?	Description	Values
	Aid Year	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Period	Yes	Enter a valid and active period. You can enter multiple values.	Periods Inquiry (ROIPRDS)
	Effective Date	No	If you enter a date for this parameter, the system only lists the transactions posted on this date.	DD-MON-YYYY format
	Memo Detail Option	Yes	This parameter determines whether or not you want to include memo detail information on the report.	Y Include memo detail information (default). N Do not include memo detail information.
	Sorting Choice	No	The available sort options for this report are:	N Name (default) I ID

Parameters	Name	Required?	Description	Values
	Sorting Sequence	No	The available sort options for this report are:	A Ascending (default) D Descending
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control (GUAIDEN)

Financial Aid Student Billing Payment sample

```
14-SEP-2010 09:47:35 PM                          Finaid CIT Environment                                           PAGE 1
AID YEAR: 1011 2010 - 2011 Financial Aid Year          F/A Student Billing Payment                                RPRSBPR

     NAME                            ID     AID PERIOD                          ACCT BALANCE     AMOUNT DUE   MEMO BALANCE
Laird404 Last                    811000150  SLFWS Sue Fall/Wntr inters/Spring       -2682.00            .00            .00

       <----------------------------------------- ACCOUNT DETAIL ----------------------------------------------------->
                                         TRANSACTION  DETAIL                              TRANSACTION              EFFECTIVE
     FUND CODE                            NUMBER    CODE    AMOUNT   BALANCE    TERM    NUMBER PAID   SOURCE         DATE
     SUESCH Sue Scholarship                 9       FSLC    250.00   -250.00  201115                    T        14-SEP-2010


     NAME                            ID     AID PERIOD                          ACCT BALANCE     AMOUNT DUE   MEMO BALANCE
Edit Worksheet                   811000154  SLSFWS Sue Smr/fall/wntr/spr           -1524.00            .00            .00

       <---------------------------------- MEMO DETAIL ------------------------------------------>
                                         DETAIL                       EXPIRATION  EFFECTIVE
                                         CODE     AMOUNT    TERM        DATE        DATE
     FUND CODE
     SUESCH Sue Scholarship              FSLC     150.00  201110   15-OCT-2010  14-SEP-2010
     SUESCH Sue Scholarship              FSLC     100.00  201115   15-OCT-2010  14-SEP-2010
     SUELMN Sue Manual Sub loan          FSS7     500.00  201110                14-SEP-2010

       <----------------------------------------- ACCOUNT DETAIL ----------------------------------------------------->
                                         TRANSACTION  DETAIL                              TRANSACTION              EFFECTIVE
     FUND CODE                            NUMBER    CODE    AMOUNT   BALANCE    TERM    NUMBER PAID   SOURCE         DATE
     SUESUB Sue's EL Sub                    3       FSS5    450.00   -450.00  201110                    T        14-SEP-2010
     SUESUB Sue's EL Sub                    4       FSS5    500.00   -500.00  201115                    T        14-SEP-2010
     SUELMN Sue Manual Sub loan             5       FSS7    300.00   -300.00  201115                    T        14-SEP-2010


     NAME                            ID     AID PERIOD                          ACCT BALANCE     AMOUNT DUE   MEMO BALANCE
Bolles Sally                     811100010  SLSFWS Sue Smr/fall/wntr/spr            -680.00            .00            .00

       <----------------------------------------- ACCOUNT DETAIL ----------------------------------------------------->
                                         TRANSACTION  DETAIL                              TRANSACTION              EFFECTIVE
     FUND CODE                            NUMBER    CODE    AMOUNT   BALANCE    TERM    NUMBER PAID   SOURCE         DATE
     SUELMN Sue Manual Sub loan             4       FSS7    350.00   -350.00  201110                    T        14-SEP-2010
```

```
14-SEP-2010 09:47:35 PM                          Finaid CIT Environment                                    PAGE
AID YEAR: 1011 2010 - 2011 Financial Aid Year         F/A Student Billing Payment                          RPRSBPR
                                           * * * REPORT CONTROL INFORMATION * * *

                      RPTNAME: RPRSBPR
                      VERSION: 8.9
       REPORT SEQUENCE NUMBER: 58611
                     AID YEAR: 1011
     REPORT SELECTION QUERY ID:
             APPLICATION CODE:
                   CREATOR ID:
                       PERIOD: FALL/WINTR 1011
               EFFECTIVE DATE:
            MEMO DETAIL OPTION: Y
                SORTING CHOICE: I
              SORTING SEQUENCE: A
                   LINE COUNT: 55

                STUDENT COUNT: 3
```

Shopping Sheet Batch Process (RPRSSBP)

The Shopping Sheet Batch Process accepts a population selection and aid year as parameters to generate one or more PDF files that contain Shopping Sheet data for each student in the selected population. The resulting PDF output will provide one page per student, for each student in the defined population.

In addition to being able to run in batch for a population selection, this process can also be run in Listener Mode to handle requests for PDF Shopping Sheets from Banner Financial Aid Self-Service. This functionality is implemented using an Oracle Advanced Queuing (AQ) work queue. When an AQ request is received, a separate thread will generate the resulting PDF. After the data has been safely generated, stored, and committed, that thread will terminate.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	This must be the aid year code for the school year.	Aid Year Inquiry (ROIAIDY)
	Application Code	Yes	General Area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	Yes	Code that identifies the sub-population to work with.	Population Selection Inquiry (GLISLCT)
	Creator ID	Yes	The Banner ID of the person that created the sub-population rules.	
	User ID	Yes	The Banner ID of the person using the sub-population rules.	
	Letter Code	No	Enter letter code to print.	Letter Code Validation (GTVLETR) The Letter Code used on RPRSSBP is applicable only for the Shopping Sheet being produced within Banner INB. When a shopping sheet is generated in Self-Service, the Letter Code on ROAINST - Web Processing Rules tab - Shopping Sheet Letter Code (`RORWEBR_SS_LETR_CODE`) will be used. It is recommended that you not use the same Letter Code for RPRSSBP as is being used for Self-Service.

Parameters	Name	Required?	Description	Values
	Letter Code Update Only	Yes	[Y]es Update Date on existing letter or Always Insert (N)ew Letter Code.	Y Yes (default) N New **Note** - Setting this option to Y will update the Print Date, User ID, and Activity Date.
	Max Records per File	Yes	Maximum number of records to write to a single PDF file. This parameter controls the number of records the process will write to a file. If the process needs to write more records than is specified by this parameter, it will simply create additional files to output all records. For example, if this parameter is set to 5000 but your population selection contains 11,000 records, this process will produce three output PDF files: two files with 5,000 records each and one file with the remaining 1,000 records. Due to memory and performance constraints, it is highly recommended that this parameter not exceed 5000.	
	Applicant ID	No	Must be left blank when running in batch.	
	Token ID	No	Not used for batch processing.	

Processing logic

When running from batch, population selection parameters will always be provided (as required via GJAPCTL). When running for single-student generation from an Oracle Advanced Queuing (AQ) request, these parameters will not be provided. This is possible because the AQ request does not obey the required/optional parameter configuration defined on GJAPDEF. As such, you will always need to provide population selection parameters from job submission (GJAPCTL). However, this configuration does not impact use of this job as an AQ listener process.

When determining the campus for the student, the logic will first attempt to find the max General Student record (SGBSTDN) with an effective term that is less than or equal to the earliest term in the student's aid period. If no General Student record is found, the logic will attempt to find the max Application record (SARADAP) that is less than or equal to the earliest term in student's aid period. If neither a General Student or Application record is found, the campus information for the shopping sheet will be provided using the data established on the Default Setup tab of RPRSHOP. In addition, if the campus code identified for the student does not match a value on the Campus Setup tab of RPRSHOP, the data established on the Default Setup tab of RPRSHOP will be used.

Report layout

The RPRSSBP process will produce a `.lis` output file only when it is run with a population selection and run from job submission. Requests for shopping sheets made through an AQ request will not generate any `.lis` file output. Any warning or error messages encountered during the process will be written to the `.log` file. The students, for which a shopping sheet was generated, will be listed in the `.lis` file. The pdf file generated by a batch run of RPRSSBPT will be placed in the same directory as the `.lis` file.

Shopping Sheet Batch Process sample

```
11-DEC-2012 12:17:54 PM                           Finaid CIT Environment                                        PAGE        1
AID YEAR: 1314 2013-2014 Aid Year                    Shopping Sheet                                             RPRSSBP
----------------------------------------------------------------------------------------------------------------------------

ID         Name                                    Shopping Sheet Formatted Name
---------- ------------------------------------    ---------------------------------------------------------------------------
777131401 Lederhandler, Test01                     Test01 Lederhandler
          PDF produced - file /u03/banjobs/SMPL/jlederha/rprssbp_99308.pdf - page 1
777131402 Lederhandler, Test02                     Test02 Lederhandler
          PDF produced - file /u03/banjobs/SMPL/jlederha/rprssbp_99308.pdf - page 2
777131403 Lederhandler, Test03 Barry               Test03 Barry Lederhandler
          PDF produced - file /u03/banjobs/SMPL/jlederha/rprssbp_99308.pdf - page 3
```

```
11-DEC-2012 12:17:54 PM                           Finaid CIT Environment                                        PAGE        2
AID YEAR: 1314 2013-2014 Aid Year                    Shopping Sheet                                             RPRSSBP
----------------------------------------------------------------------------------------------------------------------------

                                       * * * REPORT CONTROL INFORMATION * * *

               Program Name...................................: RPRSSBP
               Version........................................: 8.16

               Report Sequence Number.........................: 99308
               Aid Year Code..................................: 1314
               Applicant ID...................................:

               Application Id.................................: FINAID
               Selection Id...................................: SHOPPING_SHEET
               Creator Id.....................................: JLEDERHA
               User Id........................................: JLEDERHA

               Letter Code....................................: FA_SHOPSHEET
               Only Update Letter Date........................: N
               Max pages per file.............................: 5000

               Line Count.....................................: 55

               Number of student records reported.............: 3
               Number of pdf files generated..................: 1
               Number of warnings.............................: 0

               Total pages Printed............................: 2

                                       ****** END OF REPORT ******
```

Short-Term Credits Report (RPRSTCR)

The Short-Term Credit Report provides detailed information on the short-term credit record of the student.

Parameters	Name	Required?	Description	Values
	Report Selection Query ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Credit Account Number/ Code	No	You can optionally enter credit account number/ codes; only those credit account number/codes that you enter will print. You can enter multiple value for this parameter.	Short-Term Account Query form (RPQSTAC)
	Sort Option	No	The available sort options for this report are:	1 Sort entries by Name (default) 2 Sort entries by ID 3 Sort entries by Account Code, Name 4 Sort entries by Account Code, ID
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Report Selection Query ID and Application Code parameters.	User Identification Control (GUAIDEN)

Short-Term Credits Report sample

```
20-DEC-03 11:37:23                              Banner University                                    PAGE 1
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004          Short-Term Credits Report                      RPRSTCR

                                  SEQ  ACCT    AMOUNT      DATE      AMOUNT      DATE     BALANCE   DUE        AMOUNT REPAYMENT
      NAME                 ID      NO  NAME   REQUESTED   APPLIED   RECEIVED   RECEIVED     DUE     DATE       REPAID   DATE
Atkinson, Susan M       900000004  1 GENERL     25.00 22-JAN-03      20.00 22-JAN-00      12.00 01-FEB-03      9.00 22-JAN-02

Baker, Scott T          677777777  1 GENERL     50.00 01-DEC-02      50.00 01-DEC-00      30.00 15-JAN-03     25.00     01- DEC-03
SELF    1,000.00 01-DEC-02      50.00 01-DEC-00      45.00 15-JAN-03      10.00 01-DEC-00

Conner, R.              @00001152  1 GENERL    500.00 02-FEB-03     100.00 02-FEB-02     100.00 19-MAR-02

Dearborn, Emmily        081257017  1 GENERL     50.00 23-NOV-02      40.00 23-NOV-02      30.00 03-DEC-02     20.00 23-NOV-02

Henry, Mike M           622222222  1 SELF       50.00 04-DEC-02      55.00 04-DEC-02      55.00 18-JAN-03

Johnson, Judy P.        601000010  1 GENERL  1,500.00 08-FEB-03      95.00 08-FEB-02      97.50 25-MAR-03

Kelly, Carol V          601000007  1 SELF       65.00 10-DEC-02                            .00 24-JAN-03
Lerner, Bill A          601000002  1 NEW     2,000.00 13-JAN-03   2,000.00 14-JAN-02   2,000.00 14-MAR-03
Mays, Rebecca B         601000016  1 GENERL     25.00 21-JAN-03      25.00 21-JAN-02      -.50 07-MAR-03     26.00 21-JAN-03

Steen, Ralph F          601000001  1 NEW     2,000.00 13-JAN-03   2,000.00 14-JAN-02   2,000.00 14-MAR-02

Welker, George Alan     612345678  1 SELF       50.00 06-OCT-01      50.00 06-DEC-02      40.00 20-NOV-02     10.00 20-DEC-02
```

```
20-DEC-03 11:37:23                              Banner University                                    PAGE 2
AID YEAR: 0203 Aid Year JUL 2002 - JUN 2003          Short-Term Credits Report                      RPRSTCR

                          * * * REPORT CONTROL INFORMATION * * *

                    RPTNAME: RPRSTCR
     REPORT SEQUENCE NUMBER: 74752
                   AID YEAR: 0203
    REPORT SELECTION QUERY ID:
           APPLICATION CODE:
                 CREATOR ID:
             CREDIT ACCOUNT:
             SORTING OPTION: 1
                 LINE COUNT: 55

               RECORD COUNT: 11
```

Title IV Funds Return Calculation (RPRTIVC)

Use this report to calculate Title IV repayments for students who have withdrawn from the term. If you run the process in `Audit` mode, Banner will perform the calculations and print the report. Calculations will not be saved. If you run the process in `Calc and Save` mode, then Banner will perform the calculation, print the report, and save the results.

> **Note:** You can print a simulation calculation for a student by running the process in `Audit` mode with a single student in the population selection.

You can sort the data by:

• Effective withdrawal status date

• ID

• Name

• Withdrawal status code

Additionally, with this process you can see if a student has enrollment in Open Learning courses for the term record being processed on the output for the process. This will assist you in identifying students who may need additional review to confirm you are in agreement with the enrollment period and period of attendance determined by Banner Student.

The packaged function `rokmisc.f_get_olr_course_exists` is used to determine if open learning courses exist for the term.

Because the process does not have an aid year parameter, and only uses the term code parameter in processing, it will automatically calculate Title IV refund values for Pell fund codes which were awarded or disbursed in the crossover aid year and insert rows into the RPRTIIV Return of Title IV Funds Table for both the standard aid year and the crossover aid year. No changes were necessary to those calculations.

The report has been modified to display the aid year code to which the Title IV refunding information applies.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to calculate Title IV repayment information.	Financial Aid Term Code Inquiry (ROITERM)

Parameters	Name	Required?	Description	Values
	Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must either run it from the Return of Title IV Funds Calculation (RPATIVC) form, or use population selection to indicate a single student.	B Calculation will be performed in batch
	Applicant ID	No	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation (RPATIVC) form. You cannot enter a value for this parameter.	
	Sort Sequence Indicator	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Mode	Yes	Indicates the mode in which you want to run the report.	A Simulation mode -- Calculates and prints a report U Calculate and Save mode --Calculates, prints, and saves the calculation record
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) form may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) form. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules.The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon User ID. All or none of the population selection parameters must be entered.	

Return of Title IV Funds Calculation sample

```
22-JUN-2006 15:13:00                          BANNER UNIVERSITY                              PAGE     1
SIMULATION MODE                     RETURN OF TITLE IV FUNDS CALCULATION PROCESS             RPRTIVC



AID YEAR:    0607          ID: 130010051    Cps10051 Gilliam
SEQUENCE NO: FA: 1    STU: 1
TERM:        200710    WD CODE: 04 Official Withdrawal            DATE: 22-MAY-2006


TITLE IV |      ELIG                    NOT | INST REQ |  INST OPT | STUDENTS |  POST-WD |    REVISED
FUND     |      DISB        DISB       DISB |   RETURN |    RETURN |   RETURN |     DISB |      AWARD

PELL         2,025.00    2,025.00      0.00 |     0.00 |    859.50 |   859.50 |     0.00 |   1,165.50
ACG            375.00      375.00      0.00 |     0.00 |      0.00 |     0.00 |     0.00 |     375.00

   TOTAL      2,400.00    2,400.00      0.00 |     0.00 |    859.50 |   859.50 |     0.00 |   1,540.50


ENROLLMENT PERIOD START DATE:     12-MAY-2006    REMAINING AID TO BE DISB TO STUDENT:       0.00
ENROLLMENT PERIOD END DATE:       30-JUN-2006    TOTAL TITLE IV AID TO BE RETURNED:     1,872.00
DAYS IN ENROLLMENT PERIOD:                 50    INSTITUTION'S REQUIRED SHARE:              0.00
DAYS ATTENDED:                             11    STUDENT'S SHARE:                       1,872.00
ENROLLED IN OPEN LEARNING COURSES:          N
                                                 STUDENT'S REQUIRED RETURN:               859.50
TITLE IV EARNED:          22.0%        528.00
TITLE IV UNEARNED:        78.0%      1,872.00
TOTAL INSTITUTIONAL CHARGES:           0.00
```

```
22-JUN-2006 15:13:00                              BANNER UNIVERSITY                                   PAGE 1 (cont'd)
SIMULATION MODE                          RETURN OF TITLE IV FUNDS CALCULATION PROCESS                     RPRTIVC


AID YEAR:    0607         ID: 162440041    Fortyone A Muehlhof
SEQUENCE NO: FA: 1   STU: 1
TERM:        200710   WD CODE: 02 Student Intent to Withdraw      DATE: 24-OCT-2006


TITLE IV  |      ELIG                       NOT  | INST REQ |  INST OPT |   STUDENTS | POST-WD  |    REVISED
FUND      |      DISB          DISB        DISB  |   RETURN |    RETURN |     RETURN |    DISB  |      AWARD

DLUNSB          247.00        247.00       0.00      247.00        0.00         0.00       0.00         0.00
DIRECT          493.00        493.00       0.00      158.08      334.92       334.92       0.00         0.00
DLPLUS          366.00        366.00       0.00        0.00      366.00       366.00       0.00         0.00
PELL          2,025.00      2,025.00       0.00        0.00        0.00         0.00       0.00     2,025.00

   TOTAL  |   3,131.00      3,131.00       0.00 |    405.08 |    700.92 |     700.92 |    0.00 |     2,025.00


ENROLLMENT PERIOD START DATE:      01-SEP-2006     REMAINING AID TO BE DISB TO STUDENT:         0.00
ENROLLMENT PERIOD END DATE:        15-DEC-2006     TOTAL TITLE IV AID TO BE RETURNED:       1,537.32
DAYS IN ENROLLMENT PERIOD:                 106     INSTITUTION'S REQUIRED SHARE:              405.08
DAYS ATTENDED:                              54     STUDENT'S SHARE:                         1,132.24
ENROLLED IN OPEN LEARNING COURSES:           N
                                                   STUDENT'S REQUIRED RETURN:                 700.92
TITLE IV EARNED:         50.9%      1,593.68
TITLE IV UNEARNED:       49.1%      1,537.32
TOTAL INSTITUTIONAL CHARGES:         825.00
```

```
22-JUN-2006 15:13:00                        BANNER UNIVERSITY                              PAGE    2
SIMULATION MODE                   RETURN OF TITLE IV FUNDS CALCULATION PROCESS              RPRTIVC


AID YEAR:    0607         ID: 586070308    A308 S APNGUYEN
SEQUENCE NO: FA: 1   STU: 1
TERM:       200710    WD CODE: 02 Student Intent to Withdraw      DATE: 01-MAY-2006


TITLE IV |      ELIG                     NOT  | INST REQ | INST OPT | STUDENTS | POST-WD |   REVISED
FUND     |      DISB        DISB        DISB  |   RETURN |   RETURN |   RETURN |    DISB |     AWARD

DIRECT          493.00      493.00       0.00     493.00       0.00       0.00      0.00       0.00
PERK            100.00      100.00       0.00     100.00       0.00       0.00      0.00       0.00
PELL          2,025.00    2,025.00       0.00   1,288.00       0.00       0.00      0.00     737.00
SMART         2,000.00        0.00   2,000.00       0.00       0.00       0.00      0.00       0.00

   TOTAL      4,618.00    2,618.00   2,000.00   1,881.00       0.00       0.00      0.00     737.00


ENROLLMENT PERIOD START DATE:     01-MAY-2006    REMAINING AID TO BE DISB TO STUDENT:       0.00
ENROLLMENT PERIOD END DATE:       04-AUG-2006    TOTAL TITLE IV AID TO BE RETURNED:     2,571.82
DAYS IN ENROLLMENT PERIOD:                 96    INSTITUTION'S REQUIRED SHARE:          1,881.00
DAYS ATTENDED:                              1    STUDENT'S SHARE:                         690.82
ENROLLED IN OPEN LEARNING COURSES:          N
                                                 STUDENT'S REQUIRED RETURN:                 0.00

TITLE IV EARNED:            1.0%       46.18
TITLE IV UNEARNED:         99.0%    4,571.82
TOTAL INSTITUTIONAL CHARGES:       1,900.00
```

```
22-JUN-2006 15:13:00                        BANNER UNIVERSITY                              PAGE    1
SIMULATION MODE                   RETURN OF TITLE IV FUNDS CALCULATION PROCESS              RPRTIVC
                             * * * REPORT CONTROL INFORMATION * * *

REPORT NAME:........................: RPRTIVC
VERSION:............................: 7.5.1
REPORT SEQUENCE NUMBER:.............: 110570
TERM CODE:..........................: 200710
PROCESS INDICATOR:..................: B
APPLICANT ID:.......................:
SORT SEQUENCE INDICATOR:............: I
SIMULATION OR CALC & SAVE MODE:.....: A
APPLICATION ID:.....................:
SELECTION ID:.......................:
CREATOR ID:.........................:
USER ID:............................:
STUDENT COUNT:......................: 3
NUMBER OF LINES PER PAGE:...........: 55
```

```
AID YEAR:     0607          ID: 162440041     Fortyone A Muehlhof
SEQUENCE NO: FA: 1   STU: 1
TERM:         200710    WD CODE: 02 Student Intent to Withdraw      DATE: 24-OCT-2006


TITLE IV |       ELIG                    NOT  | INST REQ  | INST OPT  | STUDENTS | POST-WD  | REVISED
FUND     |       DISB        DISB       DISB  |   RETURN  |   RETURN  |   RETURN |   DISB   |   AWARD

DLUNSB          247.00      247.00      0.00      247.00       0.00       0.00       0.00       0.00
DIRECT          493.00      493.00      0.00      158.08     334.92     334.92       0.00       0.00
DLPLUS          366.00      366.00      0.00        0.00     366.00     366.00       0.00       0.00
PELL          2,025.00    2,025.00      0.00        0.00       0.00       0.00       0.00   2,025.00

   TOTAL      3,131.00    3,131.00      0.00      405.08     700.92     700.92       0.00   2,025.00


ENROLLMENT PERIOD START DATE:      01-SEP-2006     REMAINING AID TO BE DISB TO STUDENT:      0.00
ENROLLMENT PERIOD END DATE:        15-DEC-2006     TOTAL TITLE IV AID TO BE RETURNED:    1,537.32
DAYS IN ENROLLMENT PERIOD:                 106     INSTITUTION'S REQUIRED SHARE:           405.08
DAYS ATTENDED:                              54     STUDENT'S SHARE:                      1,132.24
ENROLLED IN OPEN LEARNING COURSES:           N
                                                   STUDENT'S REQUIRED RETURN:              700.92
TITLE IV EARNED:         50.9%       1,593.68
TITLE IV UNEARNED:       49.1%       1,537.32
TOTAL INSTITUTIONAL CHARGES:          825.00
```

Return of Title IV Funds Withdrawal Calculation (RPRTIVI)

Use this report to print summarized Title IV repayment information from the Return of Title IV Funds Calculation (RPATIVC) form. You can print information for a single student, a particular group of students, or all students falling within a date range that you specify.

You can print information for all terms, a single term, or for some period within a term.

You can sort the data by:

• Effective withdrawal status date

• ID

• Name

• Withdrawal status code

Additionally, with this process you can see if a student has enrollment in Open Learning courses for the term record being processed on the output for the process. This will assist you in identifying students who may need additional review to confirm you are in agreement with the enrollment period and period of attendance determined by Banner Student.

The packaged function `rokmisc.f_get_olr_course_exists` is used to determine if open learning courses exist for the term.

Because the report does not have an aid year parameter, and only uses the term code parameter in processing, it will automatically display the Title IV refund values for Pell fund codes which were awarded or disbursed in the crossover aid year.

The report has been modified to display the aid year code to which the Title IV refunding information applies.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Term code for which you want to print withdrawal information.	Financial Aid Term Code Inquiry (ROITERM)
	Process Indicator	Yes	You can run this process only in batch. If you want to run the process for a single student, then you must specify a single student in your population selection.	B Batch
	Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation (RPATIVC) form. You cannot enter a value for this parameter.	

Parameters	Name	Required?	Description	Values
	Beginning Withdrawal Date	No	Start date of the period within the term for which you want to print withdrawal information.	DD-MON-YYYY
	Ending Withdrawal Date	No	End date of the period within the term for which you want to print withdrawal information.	DD-MON-YYYY
	Sort Sequence Ind.	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Page Break Between Students	Yes	Indicates whether you want to print each student's information on a separate page.	Y Print each student on a separate page N Print multiple students on a page
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) form may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	

Parameters	Name	Required?	Description	Values
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Not used at this time			

Return of Title IV Funds Withdrawal Calculation sample

```
31-MAY-2003 15:03:19                       Banner Development                                      PAGE
1
REPORT MODE                     RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT             RPRTIVI


AID YEAR:    0203          ID: 181020390   Jr Jr
SEQ. NO: FA 11   STU 7
TERM:        200210   WD CODE: 01 Withdrawal Query Calculation     DATE: 09-SEP-2002

TITLE IV |     ELIG              NOT   | INST REQ  | INST OPT  | STUDENTS  | POST-WD  |  REVISED |
FUND     |     DISB      DISB   DISB   |  RETURN   |  RETURN   |  RETURN   |   DISB   |   AWARD  |

PELL         0.00      0.00    0.00        0.00        0.00        0.00       0.00       0.00
DIRECT   2,710.00  2,710.00    0.00        0.00        0.00    2,074.00       0.00   2,710.00
DLUNSB   1,970.00  1,970.00    0.00    1,296.00        0.00      674.00       0.00     674.00

  TOTAL  4,680.00  4,680.00    0.00    1,296.00        0.00    2,748.00       0.00   3,384.00


ENROLLMENT PERIOD START DATE:    26-AUG-2002    REMAINING AID TO BE DISB TO STUDENT:        0.00
ENROLLMENT PERIOD END DATE:      13-DEC-2002    TOTAL TITLE IV AID TO BE RETURNED:      4,044.00
DAYS IN ENROLLMENT PERIOD:           110        INSTITUTION'S REQUIRED SHARE:           1,296.00
DAYS ATTENDED:                        15        STUDENT'S SHARE:                        2,748.00

TITLE IV EARNED:        13.6%        636.48
TITLE IV UNEARNED:      86.4%      4,043.52
TOTAL INSTITUTIONAL CHARGES:       1,500.00



AID YEAR:    0304          ID: 181020392   Dr Dr
SEQ. NO: FA 7    STU 8
TERM:        200210   WD CODE: 01 Withdrawal Query Calculation     DATE: 13-SEP-2002


TITLE IV |     ELIG              NOT   | INST REQ  | INST OPT  | STUDENTS  | POST-WD  |  REVISED |
FUND     |     DISB      DISB   DISB   |  RETURN   |  RETURN   |  RETURN   |   DISB   |   AWARD  |

PELL     1,650.00  1,650.00       0.00     0.00        0.00        0.00       0.00   1,650.00
STFD     2,640.00  1,320.00   1,320.00     0.00        0.00        0.00   1,320.00   2,640.00
PLUS    48,000.00  1,440.00  46,560.00     0.00        0.00        0.00   3,316.17   4,756.17

  TOTAL 52,290.00  4,410.00  47,880.00     0.00        0.00        0.00   4,636.17   9,046.17


ENROLLMENT PERIOD START DATE:    26-AUG-2002    REMAINING AID TO BE DISB TO STUDENT:    4,636.17
ENROLLMENT PERIOD END DATE:      13-DEC-2002    TOTAL TITLE IV AID TO BE RETURNED:          0.00
DAYS IN ENROLLMENT PERIOD:           110        INSTITUTION'S REQUIRED SHARE:               0.00
DAYS ATTENDED:                        19        STUDENT'S SHARE:                            0.00

TITLE IV EARNED:        17.3%      9,046.17
TITLE IV UNEARNED:      82.7%     43,243.83
TOTAL INSTITUTIONAL CHARGES:       1,500.00
```

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31-MAY-2003 15:03:19                        Banner Development                                          PAGE
2
REPORT MODE                    RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT                   RPRTIVI


AID YEAR:    0304          ID: 511000008    Danielle L Laird8
SEQ.  NO: FA 1    STU 1
TERM:        200210    WD CODE: 03 Student Withdrawal in Progress    DATE: 08-OCT-2003

TITLE IV |      ELIG                   NOT | INST REQ |  INST OPT | STUDENTS | POST-WD |   REVISED
FUND     |      DISB        DISB      DISB |   RETURN |   RETURN |   RETURN |    DISB |     AWARD

PELL         1,875.00    1,407.00    468.00      0.00       0.00       0.00      0.00    1,407.00
SEOG           250.00      188.00     62.00      0.00       0.00       0.00      0.00      188.00
DIRECT       1,697.50    1,698.00      0.00      0.00     788.00     788.00      0.00      910.00
DLUNSB       1,940.00    1,970.00      0.00      0.00   1,970.00   1,970.00      0.00        0.00
PERK           500.00        0.00    500.00      0.00       0.00       0.00      0.00        0.00

   TOTAL     6,262.50    5,263.00  1,030.00      0.00   2,758.00   2,758.00      0.00    2,505.00


ENROLLMENT PERIOD START DATE:     26-AUG-2002    REMAINING AID TO BE DISB TO STUDENT:        0.00
ENROLLMENT PERIOD END DATE:       13-DEC-2002    TOTAL TITLE IV AID TO BE RETURNED:      2,758.00
DAYS IN ENROLLMENT PERIOD:              110      INSTITUTION'S REQUIRED SHARE:               0.00
DAYS ATTENDED:                           44      STUDENT'S SHARE:                        2,758.00

TITLE IV EARNED:        40.0%      2,505.00
TITLE IV UNEARNED:      60.0%      3,757.50
TOTAL INSTITUTIONAL CHARGES:           0.00



AID YEAR:    0304          ID: TIV000001    Title IV 000001
SEQ.  NO: FA 1    STU 1
TERM:        200210    WD CODE: 04 Official Withdrawal         DATE: 27-AUG-2001

TITLE IV |      ELIG                   NOT | INST REQ |  INST OPT | STUDENTS | POST-WD |   REVISED
FUND     |      DISB        DISB      DISB |   RETURN |   RETURN |   RETURN |    DISB |     AWARD

PELL         1,875.00    1,875.00      0.00      0.00     921.00     921.00      0.00      954.00

   TOTAL     1,875.00    1,875.00      0.00      0.00     921.00     921.00      0.00      954.00


ENROLLMENT PERIOD START DATE:     26-AUG-2002    REMAINING AID TO BE DISB TO STUDENT:        0.00
ENROLLMENT PERIOD END DATE:       13-DEC-2002    TOTAL TITLE IV AID TO BE RETURNED:      1,841.00
DAYS IN ENROLLMENT PERIOD:              110      INSTITUTION'S REQUIRED SHARE:               0.00
DAYS ATTENDED:                            2      STUDENT'S SHARE:                        1,841.00

TITLE IV EARNED:         1.8%         33.75
TITLE IV UNEARNED:      98.2%      1,841.25
TOTAL INSTITUTIONAL CHARGES:           0.00
```

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31-MAY-2003 15:03:19                       Banner Development                              PAGE    3
REPORT MODE                   RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT       RPRTIVI


     AID YEAR:    0304        ID: TIV090000    Philip Oldham
     SEQ.  NO: FA 1    STU 1
     TERM:       200210    WD CODE: 04 Official Withdrawal        DATE: 25-AUG-2002

     TITLE IV  |      ELIG                NOT   | INST REQ  | INST OPT  | STUDENTS  | POST-WD   | REVISED
     FUND      |      DISB      DISB      DISB  |   RETURN  |   RETURN  |   RETURN  |     DISB  |   AWARD  |

     PELL      |   1,750.00     0.00  1,750.00  |     0.00  |     0.00  |     0.00  |     0.00  |     0.00 |

       TOTAL   |   1,750.00     0.00  1,750.00  |     0.00  |     0.00  |     0.00  |     0.00  |     0.00 |


     ENROLLMENT PERIOD START DATE:    26-AUG-2002    REMAINING AID TO BE DISB TO STUDENT:       0.00
     ENROLLMENT PERIOD END DATE:      13-DEC-2002    TOTAL TITLE IV AID TO BE RETURNED:         0.00
     DAYS IN ENROLLMENT PERIOD:             110      INSTITUTION'S REQUIRED SHARE:              0.00
     DAYS ATTENDED:                                  STUDENT'S SHARE:                           0.00

     TITLE IV EARNED:            .0%         0.00
     TITLE IV UNEARNED:       100.0%     1,750.00
     TOTAL INSTITUTIONAL CHARGES:           0.00
```

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31-MAY-2003 15:03:21                       Banner Development                              PAGE    4
REPORT MODE                   RETURN OF TITLE IV FUNDS WITHDRAWAL CALCULATION REPORT       RPRTIVI
                                 * * * REPORT CONTROL INFORMATION * * *

     REPORT NAME:........................: RPRTIVI
     VERSION:............................: 6.0

     TERM CODE:..........................: 200210
     PROCESS INDICATOR:..................: B
     APPLICANT ID:.......................:
     BEGINNING WITHDRAWAL DATE:..........:
     ENDING WITHDRAWAL DATE:.............:
     SORT SEQUENCE INDICATOR:............: I
     PAGE BREAK BETWEEN STUDENTS:........: N
     APPLICATION ID:.....................:
     SELECTION ID:.......................:
     CREATOR ID:.........................:
     USER ID:............................:
     MODE:...............................: R
     STUDENT COUNT:......................: 5
     NUMBER OF LINES PER PAGE:...........: 55
```

Title IV Recipient Withdrawn (RPRTIVR)

Use this report to view and print a summary of all the students who have had a withdrawal status code entered on their student record. You can view just those students who have received Title IV funds, or students who have received any type of financial aid. In addition, you can choose to view only the students who have had the Title IV repayment calculation performed.

> **Note:** You will receive a message for any student for which the required Title IV information has not been entered in Banner.

You can view information for an entire period or for some date range that you define within the period. You also have the option of viewing information about only the withdrawal status codes that you specify.

You can sort the data by:

- Effective withdrawal status date

- ID

- Name

- Withdrawal status code

Currently, the aid year code is a required parameter. Period is an optional parameter. The process will look for a withdrawal record in Banner Student (SFAWDRL) for all terms that have been associated with the Period entered as a parameter. If the period parameter is left blank in the parameter list, all periods in the aid year for which a student has a withdrawal status will be printed in the report.

The standard aid year (ROBPRDS_AIDY_CODE) for a period will continue to be the driving aid year for this report. However, any periods being selected for the report which are also defined as crossover periods will also display the period information from the crossover aid year (ROBPRDS_AIDY_CODE_CROSS).

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	No	Period for which you want to view withdrawal information. If blank, the whole aid year will be included. The Period parameter allows multiples to be entered.	Periods Inquiry (ROIPRDS)

Parameters	Name	Required?	Description	Values
	Beginning Withdrawal Date	No	Start date of the date range within the period for which you want to view withdrawal information. If blank, the whole period will be included.	DD-MON-YYYY
	Ending Withdrawal Date	No	End date of the date range within the period for which you want to view withdrawal information. If blank, the whole period will be included.	DD-MON-YYYY
	Title IV Fund Code Ind	Yes	Identifies which types of Title IV awards that you want to include in the report.	1 Title IV awards with neither CWS nor GTIV awards 2 Title IV and CWS awards, but not GTIV awards 3 All Title IV awards 4 All financial aid awards
	Sort Sequence Ind	Yes	Indicates how you want to sort the report output.	CI Withdrawal code and ID CN Withdrawal code and name DI Withdrawal date and ID DN Withdrawal date and name I ID N Name
	Withdrawal Status Code	No	Withdrawal status code.	Withdrawal Code Validation (STVWDRL)
	Calculation Status	Yes	Indicates whether you want to view information for all students or only those who have already had a Title IV repayment calculation performed.	A All students S Students that have not yet been processed U Students that have not yet been processed and have withdrawn before 60% of the term has elapsed

Parameters	Name	Required?	Description	Values
	Application ID	No	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry (GLISLCT) form. All or none of the population selection parameters must be entered.	Population Selection Inquiry (GLISLCT)
	Creator ID	No	User ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	User ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

Return of Title IV Funds Recipient Withdrawn Status Report sample

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19-JUN-2006 17:38:20                          BANNER UNIVERSITY                                   PAGE 1
0607                      RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT               RPRTIVR

ID         NAME                          TERM CODE EFFECTIVE DATE CODE DESCRIPTION

162440041  Muehlhof,Fortyone A              200710    24-OCT-2006  02  Student Intent to Withdraw
    FUND            OFFERED          ACCEPTED          DECL/CANC          MEMO'D      AUTHORIZED                   PAID
    DLUNSB           250.00            250.00               0.00            0.00            0.00                 247.00
    DLPLUS           375.00            375.00               0.00            0.00            0.00                 366.00
    DIRECT           500.00            500.00               0.00            0.00            0.00                 493.00
    PELL           2,025.00          2,025.00               0.00            0.00            0.00               2,025.00

586070307  PNGUYEN,307 A                   200710    01-MAY-2006  02  Student Intent to Withdraw
    FUND            OFFERED          ACCEPTED          DECL/CANC          MEMO'D      AUTHORIZED                   PAID
    NPDGPL         1,000.00          1,000.00               0.00            0.00            0.00                   0.00

586070201  PNGUYEN,TEST201 A               200710    01-MAY-2006  02  Student Intent to Withdraw
    FUND            OFFERED          ACCEPTED          DECL/CANC          MEMO'D      AUTHORIZED                   PAID
    DLUNSB           100.00            100.00               0.00            0.00           99.00                   0.00
    SEOG             250.00            250.00             215.00            0.00            0.00                 214.00
    DIRECT           500.00            500.00               0.00          500.00            0.00                   0.00
    PLUS             500.00            500.00               0.00          500.00            0.00                   0.00
    PNDRCT           500.00            500.00               0.00            0.00            0.00                 500.00
    PELL           2,025.00          2,025.00               0.00            0.00            0.00               2,025.00

586070202  PNGUYEN,TEST202 A               200710    07-JUN-2006  02  Student Intent to Withdraw
    FUND            OFFERED          ACCEPTED          DECL/CANC          MEMO'D      AUTHORIZED                   PAID
    STFDX             53.00             53.00               0.00           53.00            0.00                   0.00
    ACG               54.00             54.00               0.00            0.00           54.00                   0.00
    SEOG              54.00             54.00               0.00            0.00           54.00                   0.00
    DIRECT           150.00            150.00               0.00            0.00          148.00                   0.00
    DLPLUS           501.00            501.00               0.00          501.00            0.00                   0.00
    DLUNSB           501.00            501.00               0.00          501.00            0.00                   0.00
    PLUS             502.00            502.00               0.00          502.00            0.00                   0.00
    STFDY            502.00            502.00               0.00          502.00            0.00                   0.00
    PERK             503.00            503.00               0.00            0.00          503.00                   0.00
    PELL           2,025.00          2,025.00               0.00            0.00        2,025.00                   0.00
```

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19-JUN-2006 17:38:20                          BANNER UNIVERSITY                            PAGE 1 (cont'd)
0607                     RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT        RPRTIVR

586070305   SPNGUYEN,S305 A                  200710      15-MAY-2006   02   Student Intent to Withdraw
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    STFDY            50.50              50.50              0.00             0.00             0.00           101.00
    DLUNSB           51.00              51.00              0.00             0.00             0.00            51.00
    STFDX            51.50              51.50              0.00             0.00             0.00            50.00
    DIRECT           52.00              52.00              0.00             0.00             0.00            52.00
    PERK             53.00              53.00              0.00             0.00             0.00            53.00
    SEOG             53.00              53.00              0.00             0.00             0.00            53.00
    PLUS             54.00              54.00              0.00             0.00             0.00           108.00
    DLPLUS           55.00              55.00              0.00             0.00             0.00            54.00
    ACG             175.00             175.00              0.00             0.00             0.00           175.00
    PELL          2,025.00           2,025.00              0.00             0.00             0.00         2,025.00

182000010   Schrum,Ten                       200720      10-MAY-2007   04   Official Withdrawal
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    PERK            750.00             750.00              0.00             0.00             0.00             0.00
```

```
19-JUN-2006 17:38:20                          BANNER UNIVERSITY                            PAGE 2
0607                     RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT        RPRTIVR

ID          NAME                       TERM CODE EFFECTIVE DATE CODE DESCRIPTION
Continued...
182000010   Schrum,Ten                       200720      10-MAY-2007   04   Official Withdrawal
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    STFD          1,312.50               0.00              0.00             0.00             0.00             0.00
    PELL          2,025.00           2,025.00              0.00             0.00             0.00             0.00

586070304   WPNGUYEN,W304 A                  200710      01-MAY-2006   02   Student Intent to Withdraw
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    SEOG            180.00             180.00              0.00             0.00             0.00           180.00
    DIRECT          500.00             500.00              0.00             0.00             0.00           493.00
    DLPLUS          500.00             500.00              0.00             0.00             0.00             0.00
    PLUS            500.00             500.00              0.00             0.00             0.00             0.00
    PLUSE           500.00             500.00              0.00             0.00             0.00             0.00
    PELL          2,025.00           2,025.00              0.00             0.00             0.00         2,025.00

586070303   XPNGUYEN,X303 A                  200710      01-MAY-2006   02   Student Intent to Withdraw
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    SEOG            214.00             214.00              0.00             0.00             0.00           214.00
    DIRECT          500.00             500.00              0.00             0.00             0.00           493.00
    PELL          2,025.00           2,025.00              0.00             0.00             0.00         2,025.00

586070301   ZPNGUYEN,Z Z                     200710      01-MAY-2006   02   Student Intent to Withdraw
    FUND           OFFERED           ACCEPTED          DECL/CANC          MEMO'D        AUTHORIZED             PAID
    PELL              0.00               0.00              0.00             0.00         2,025.00             0.00
    SEOG            214.00             214.00              0.00             0.00           108.00             0.00
    PNDRCT          500.00             500.00              0.00           250.00             0.00             0.00
```

```
19-JUN-2006 17:38:20                          BANNER UNIVERSITY                                    PAGE 3
0607                    RETURN OF TITLE IV FUNDS RECIPIENT WITHDRAWN STATUS REPORT                 RPRTIVR


                                  * * * REPORT CONTROL INFORMATION * * *

Report Name:........................: RPRTIVR
Current Release:....................: 7.5.1
Report Sequence Number:.............: 108028
Aid Year:...........................: 0607
Term Code:..........................:
Beginning Withdrawal Date:..........:
Ending Withdrawal Date:.............:
Title IV Fund Code Ind:.............: 1
Sort Sequence Ind:..................: N
Withdrawal Status Code:.............:
Calculation Status:.................: A
Application ID:.....................:
Selection ID:.......................:
Creator ID:.........................:
User ID:............................:
Student Withdrawal Count:...........: 9
Number of lines per page:...........: 55
```

VA Benefits on FAFSA Report (RPRVABN)

This report lists those students who indicated on their FAFSA that they will be receiving VA benefits.

📝

Note: As of the 2010-2011 aid year, Veteran's Benefits (VA) are no longer reported on the FAFSA application. When running this process in aid years 2010-2011 or greater, only benefits reported in the CSS profile record will be shown.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Sort Option (Name or ID)	Yes	Sort output by Name or ID.	I ID (default) N Name
	Application ID	No	General area for which the selection was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	Yes	ID of the person creating the sub-population rules.	
	User ID	No	ID of the person using the sub-population rules.	

VA Benefits on FAFSA Report sample

```
06-AUG-2003 04:16:28 PM    Banner Development                                        1
Aid Year: 0203       Students Reporting VA Benefits on FAFSA            RPRVABN
--------------------------------------------------------------------------------

                                          VA   No. of  Sub Loan
           Name                      ID    Amt   Mos.  Excl Amt

           Anderson, Arnold C     181360101  900    10
           Abraham, Samuel Q      181360103  350     9
           Acre, Jacob            303030303  350     9
           Bakke, Jerry K         601000020  900    10
           Magrone, Anissa L      181990049  404    10
           Melloncampering, Brianna A  200100029  345    12
           Muehlhof, Chester      162440001  900    10
           Muehlhof, Erin         162440003  350     9
           Novak, Joe D           392888884  500     8
           Schaeffer, Christoph   496150000  404    10
           Schaffer, Christopher P  TIV150000  404    10
           Smith, Susie           101010101  900    10
           Sander, Christine      111111222  100     7
           Vanderlay, Anissa L    274280017  404    10
           Vanderlay, Annia L     274280049  404    10
           Victory, Brian A       058643002  900    10
           Washington, George O   200100028  961    12
           Wood, Derek D          179400030  900    10
           Wood, Madelyn M        179400015  400     8


Records printed : 19
```

```
06-AUG-2003 04:16:28 PM    Banner Development                                        2
Aid Year: 0203       Students Reporting VA Benefits on FAFSA            RPRVABN
--------------------------------------------------------------------------------

                         CONTROL SUMMARY
                         ---------------
           Program Name          :RPRVABN(6.0)
           One up Number         :750139
           Aid Year Code         :0203
           Sort Option (Name or ID) :N
           Number of lines per page :55
           Report file name      :/u/jobsub/rprvabn_750139.lis

           Total pages Printed   :2

                 ****** END OF REPORT ******
```

Validate Award Process (RPRVAWD)

This process validates all awards within an applicant's package to ensure that no changes made to the applicant, or the funds, invalidated the awards.

Note: If Period Budgeting has been enabled (via ROAINST), the applicant's period budget will be used in award validation. Both the applicant's FM and IM budget types will be used and displayed on the resulting report's output.

A report is generated with:

• the applicants processed,

• summary information regarding the applicant's aid period and cost of attendance,

• awards and amounts offered and/or accepted, and

• the appropriate reject message when an award is no longer valid.

Parameters

You must specify an aid year to be validated. You can optionally limit the set of applicants by using a population selection.

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	Banner ID of the person that created the population selection.	
	User ID	No	Banner ID of the person who used the sub-population rules.	

Validate Award Process Report sample

```
04-JAN-2007 02:41:19 PM                          BANNER University                              PAGE        1
AID YEAR: 0607 2006-2007 Aid Year              AWARD VALIDATION REPORT                          RPRVAWD

 ID: 165000001 NAME: Andrews, Adam
                 AID PERIOD: FA/SPR          BUDGET:           0.00    GROSS NEED:           0.00
                       LOAD: 1               EFC:          1,000.00    REDUCE NEED:       3,600.00
                 PACKAGE DATE: 28-APR-2006 RESOURCES:          0.00    UNMET NEED:       10,100.00-

     FUND                                    OFFERED         ACCEPTED
     CODE    AWARD STATUS                    AMOUNT          AMOUNT    MESSAGE
     DEBLN   ACPT Accepted                    500.00           500.00  Outstanding requirements.
     DEBSCH  ACPT Accepted                  1,750.00         1,750.00  Outstanding requirements.
     DLPLUS  ACPT Accepted                  7,500.00         7,500.00  Outstanding requirements.
     MERIT   ACPT Accepted                    750.00           750.00  Outstanding requirements.
     PELL    ACPT Accepted                      0.00             0.00
     SUESCH  ACPT Accepted                    600.00           600.00  Exceeds unmet need.

 ID: 586070101 NAME: Barrett, Betty
                 AID PERIOD: FA/SPR          BUDGET:      17,400.00    GROSS NEED:      17,400.00
                       LOAD: 1               EFC:             0.00     REDUCE NEED:       4,050.00
                 PACKAGE DATE: 21-NOV-2006 RESOURCES:         0.00     UNMET NEED:       13,350.00

     FUND                                    OFFERED         ACCEPTED
     CODE    AWARD STATUS                    AMOUNT          AMOUNT    MESSAGE
     PELL    ACPT Accepted                  4,050.00         4,050.00  Applicant owes refund.

 ID: 586070102 NAME: Barrett, Tyler
                 AID PERIOD: FA/SPR          BUDGET:      15,400.00    GROSS NEED:      15,400.00
                       LOAD: 1               EFC:             0.00     REDUCE NEED:           0.00
                 PACKAGE DATE: 30-NOV-2006 RESOURCES:         0.00     UNMET NEED:        5,400.00

     FUND                                    OFFERED         ACCEPTED
     CODE    AWARD STATUS                    AMOUNT          AMOUNT    MESSAGE
     DLPLUS  ACPT Accepted                 10,000.00        10,000.00  Applicant owes refund.
```

```
04-JAN-2007 02:41:19 PM                          BANNER University                              PAGE      2
AID YEAR: 0607 2006-2007 Aid Year                AWARD VALIDATION REPORT                        RPRVAWD

  ID: 586070302 NAME: Belinger, Dennis
                   AID PERIOD: FA/SPR         BUDGET:      29,500.00    GROSS NEED:     29,500.00
                         LOAD: 1                 EFC:          0.00   REDUCE NEED:      9,178.00
                 PACKAGE DATE: 30-NOV-2006 RESOURCES:          0.00    UNMET NEED:     11,022.00

         FUND                                 OFFERED        ACCEPTED
         CODE    AWARD STATUS                  AMOUNT          AMOUNT  MESSAGE
         DLUNSB  ACPT Accepted                9,300.00       9,300.00  Outstanding requirements.
         LEAP    ACPT Accepted                  500.00         500.00  Outstanding requirements.
         PELL    ACPT Accepted                4,050.00       4,050.00
         PNDRCT  ACPT Accepted                1,000.00       1,000.00  Outstanding requirements.
         SEOG    ACPT Accepted                  428.00         428.00  Outstanding requirements.
         SMART   OFRD Offered                 2,000.00           0.00  Outstanding requirements.
         SMART2  ACPT Accepted                1,000.00       1,000.00  Outstanding requirements.
         STFDX   OFRD Offered                   200.00           0.00  Outstanding requirements.

  ID: 586070304 NAME: Belinger, Joanne
                   AID PERIOD: FA/SPR         BUDGET:      29,500.00    GROSS NEED:     29,500.00
                         LOAD: 1                 EFC:          0.00   REDUCE NEED:     11,035.00
                 PACKAGE DATE: 21-NOV-2006 RESOURCES:          0.00    UNMET NEED:      3,465.00

         FUND                                 OFFERED        ACCEPTED
         CODE    AWARD STATUS                  AMOUNT          AMOUNT  MESSAGE
         DIRECT  ACPT Accepted                1,000.00       1,000.00  Outstanding requirements.
         PELL    ACPT Accepted                4,050.00       4,050.00
         PERK    OFRD Offered                 4,000.00           0.00  Outstanding requirements.
         SEOG    ACPT Accepted                  360.00         360.00  Outstanding requirements.
         SUEALT  ACPT Accepted               15,000.00      15,000.00
         SUESUB  OFRD Offered                 1,625.00           0.00  Outstanding requirements.

  ID: 586070303 NAME: Woodside, Marion
                   AID PERIOD: FA/SPR         BUDGET:      17,400.00    GROSS NEED:     17,400.00
                         LOAD: 1                 EFC:          0.00   REDUCE NEED:      5,478.00
                 PACKAGE DATE:            RESOURCES:          0.00    UNMET NEED:     10,422.00

         FUND                                 OFFERED        ACCEPTED
         CODE    AWARD STATUS                  AMOUNT          AMOUNT  MESSAGE
         DIRECT  ACPT Accepted                1,000.00       1,000.00  Outstanding requirements.
         DLUNSB  ACPT Accepted                1,500.00       1,500.00  Outstanding requirements.
         PELL    ACPT Accepted                4,050.00       4,050.00
         SEOG    ACPT Accepted                  428.00         428.00  Outstanding requirements.
```

```
04-JAN-2007 02:41:19 PM                           BANNER University                              PAGE      3
AID YEAR: 0607 2006-2007 Aid Year                 AWARD VALIDATION REPORT                        RPRVAWD


Report Name....................................................: RPRVAWD
Version........................................................: 7.8

Report Sequence Number.........................................: 159104
Aid Year.......................................................: 0607
Application Code...............................................: FINAID
Selection Id...................................................: PNN
Creator Id.....................................................: LSCHERD
User Id........................................................: LSCHERD
Line Count.....................................................: 55

Number of applicant processed..................................: 6
Number of valid awards processed...............................: 5
Number of invalid awards processed.............................: 21
```

Disbursement Validation Report (RPRVDIS)

This process validates all disbursements for all awards within an applicant's package to ensure that no changes made to the applicant or the funds invalidated the disbursements.

A report is generated with:

- the applicants processed,

- awards, accepted amounts, and any memoed, authorized or paid amounts, and

- the appropriate reject message when a disbursement is no longer valid.

Parameters

The aid year parameter is optional. The process will report across aid years if the aid year parameter is blank. Parameter validation (ROKPVAL) was modified to check the aid year/period combination only if the aid year is entered. Crossover periods can be entered with either aid year.

Parameters	Name	Required?	Description	Values
	Aid Year Code	No	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	Yes	Enter a valid period for the selected aid year.	Periods Inquiry (ROIPRDS)
	Fund Code	No	If you enter a fund code, only those disbursements for the selected funds are validated.	Fund Base Data (RFRBASE)
	Report Type	Yes	Determines whether you want to print all awards or just those with errors and warnings.	A Print all awards (default) E Print errors and warnings only
	Sort Order	Yes	Determines whether you want to sort by name or ID	I Sort report by ID N Sort report by name (default)
	Application ID	No	General area for which the selection ID was defined.	Application Inquiry (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Selection ID	No	Code that identifies the sub-population to work with.	
	Creator ID	No	Banner ID of the person that created the population selection.	
	User ID	No	Banner ID of the person who used the sub-population rules.	

Disbursement Validation Report sample

```
30-JUL-2007 01:10:18 PM                              Ellucian University                                  PAGE      1
AID YEAR: 0708 2007-2008 Aid Year                 DISBURSEMENT VALIDATION REPORT                          RPRVDIS

 ID: 179400001 NAME: Wood, Albert A

    TERM     FUND       AWARDED       MEMO     AUTHORIZED       PAID
    CODE     CODE       AMOUNT       AMOUNT      AMOUNT        AMOUNT              MESSAGE
    200810   ACG         375.00                  375.00
    200810   DIRECT     1312.50     2587.00                              Must have a signed promissory note.
    200810   DLPLUS     2500.00     4876.00                              PLUS credit check not approved.
    200810   MERIT      2500.00     2500.00                              Outstanding fund disb requirements.
    200810   PELL       2155.00                 2155.00
    200810   PERK       2000.00     2000.00                              Outstanding fund disb requirements.

 ID: 179400002 NAME: Wood, Bartholemew B

    TERM     FUND       AWARDED       MEMO     AUTHORIZED       PAID
    CODE     CODE       AMOUNT       AMOUNT      AMOUNT        AMOUNT              MESSAGE
    200810   DIRECT     1750.00     3448.00                              DL origination not acknowledged.
    200810   MERIT      2500.00                               2500.00
    200810   PELLD      2155.00                               2155.00
    200810   SMART      2000.00     2000.00                              Major not eligible for SMART grant.

 ID: 179400003 NAME: Wood, Charlie C

    TERM     FUND       AWARDED       MEMO     AUTHORIZED       PAID
    CODE     CODE       AMOUNT       AMOUNT      AMOUNT        AMOUNT              MESSAGE
    200810   DIRECT     2250.00     4434.00                              Enrollment invalid for federal fund.
    200810   DLPLUS     4700.00     9166.00                              Enrollment invalid for federal fund.
    200810   HALWS       500.00      500.00                              Disbursement load > packaging load.
    200810   MERIT       250.00                  100.00
    200810   PELLD       885.00      295.00                              SAR EFC does not equal system EFC.
```

```
30-JUL-2007 01:10:18 PM                          Ellucian University                              PAGE      2
AID YEAR: 0708 2007-2008 Aid Year             DISBURSEMENT VALIDATION REPORT                      RPRVDIS

 ID: 179400004 NAME: Wood, Doris D

     TERM     FUND       AWARDED        MEMO      AUTHORIZED        PAID
     CODE     CODE        AMOUNT        AMOUNT      AMOUNT         AMOUNT              MESSAGE
     200810   ACG          375.00       375.00                                Requires rigorous high school prog.
     200810   DLPLUS      2500.00      4876.00                                PLUS credit check not approved.
     200810   DLUNSB      1313.00      2587.00                                Must have a signed promissory note.
     200810   PELL        2155.00                    2155.00

 ID: 179400005 NAME: Wood, Elbert E

     TERM     FUND       AWARDED        MEMO      AUTHORIZED        PAID
     CODE     CODE        AMOUNT        AMOUNT      AMOUNT         AMOUNT              MESSAGE
     200810   DIRECT      1750.00      3448.00                                DL origination not acknowledged.
     200810   DLPLUS      5000.00      9750.00                                PLUS credit check not approved.
     200810   HALWL       2500.00                    2500.00
     200810   HALWS       2500.00      2500.00                                Outstanding fund disb requirements.
     200810   MERIT        250.00                     250.00
 ID: 179400006 NAME: Wood, Freddy F

     TERM     FUND       AWARDED        MEMO      AUTHORIZED        PAID
     CODE     CODE        AMOUNT        AMOUNT      AMOUNT         AMOUNT              MESSAGE
     200810   HALWL       1000.00      1000.00                                Verification is incomplete.
     200810   HALWS       1200.00      1200.00                                Disbursement load > packaging load.
     200810   MERIT       2500.00      2500.00                                Outstanding fund disb requirements.
     200810   PERK        2000.00                                            Disbursement load > packaging load.

 ID: 179400007 NAME: Wood, Gertrude G

     TERM     TERM     FUND       AWARDED      MEMO     AUTHORIZED      PAID
     CODE     CODE     AMOUNT      AMOUNT     AMOUNT     AMOUNT         AMOUNT             MESSAGE
     200810   DIRECT     1750.00    3448.00                                  Enrollment invalid for federal fund.
     200810   HALWL      2500.00    2500.00                        2500.00
     200810   MERIT      2500.00                 1000.00
```

```
30-JUL-2007 01:10:18 PM                          Ellucian University                              PAGE      3
AID YEAR: 0708 2007-2008 Aid Year              DISBURSEMENT VALIDATION REPORT                      RPRVDIS

  ID: 179400008 NAME: Wood, Harvey H

     TERM      TERM     FUND        AWARDED         MEMO      AUTHORIZED        PAID
     CODE      CODE         AMOUNT         AMOUNT        AMOUNT          AMOUNT              MESSAGE
     200810   DIRECT      1750.00        3448.00                                  DL origination not acknowledged.
     200810   DLPLUS      5000.00        9750.00                                  PLUS credit check not approved.
     200810   MERIT        250.00                     200.00

  ID: 179400009 NAME: Wood, Irene I

     TERM     FUND        AWARDED         MEMO      AUTHORIZED        PAID
     CODE     CODE           AMOUNT         AMOUNT        AMOUNT          AMOUNT              MESSAGE
     200810   DIRECT      1750.00        3448.00                                  DL origination not acknowledged.
     200810   MERIT       2500.00                    2500.00

  ID: 179400010 NAME: Wood, Joseph J

     TERM     FUND        AWARDED         MEMO      AUTHORIZED        PAID
     CODE     CODE           AMOUNT         AMOUNT        AMOUNT          AMOUNT              MESSAGE
     200810   DIRECT      1312.50        2587.00                                  The applicant is not enrolled.
     200810   DLPLUS      5000.00                                                 The applicant is not enrolled.
     200810   MERIT       1232.50        1232.50                                  The applicant is not enrolled.
     200810   PELL        2155.00        2155.00                                  The applicant is not enrolled.
```

```
30-JUL-2007 01:10:18 PM                          Ellucian University                              PAGE      4
AID YEAR: 0708 2007-2008 Aid Year              DISBURSEMENT VALIDATION REPORT                      RPRVDIS

Report Name..........................: RPRVDIS
Version..............................: 7.9
Report Sequence Number...............: 125337
Aid Year.............................: 0708
Term.................................: 200810
Report Type..........................: A
Sort Order...........................: N
Application Code.....................: FINAID
Selection Id.........................: HAL
Creator Id...........................: HWOOD
User Id..............................: HWOOD
Line Count...........................: 55

Number of students processed.........: 10
Number of valid awards processed.....: 12
Number of invalid awards processed...: 28
Number of awards with warnings.......: 0
```

Applicant Requirements Report (RRRAREQ)

The Applicant Requirements Report provides you with detailed information on each applicant's tracking requirements. You can use the available parameters to tailor the report to your needs. For example, you can use the required parameters and the optional Packaging Requirement Indicator to restrict the report so that it only lists those tracking requirements that are required for packaging.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection ID parameters.	Application Inquiry (GLIAPPL)
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Period	Yes	Enter a valid and active period. The system accepts a single period for this report parameter.	Periods Inquiry (ROIPRDS)
	Tracking Group Code	No	You can optionally enter a tracking group code; only tracking information related to these tracking group codes will print. The system accepts a single tracking group code or a multiple number of tracking group codes for this report parameter.	Requirements Tracking Group Validation (RTVTGRP)
	Requirement Code	No	You can optionally enter a requirement code; only tracking information related to these requirement codes will print. The system accepts a single requirement code or a multiple number of requirement codes for this report parameter.	Requirements Tracking Validation (RTVTREQ)
	Status Code	No	You can optionally enter a tracking status code; only tracking information related to these status codes will print. The system accepts a single status code or a multiple number of status codes for this report parameter.	Requirements Tracking Status Validation (RTVTRST)

Parameters	Name	Required?	Description	Values
	Satisfied Indicator	No	This option enables you to either list all satisfied tracking requirements (*Y*) or to list all unsatisfied tracking requirements (*N*). This parameter defaults to *N*.	Y List all satisfied tracking requirements N List all unsatisfied tracking requirements (default)
	Packaging Reqt. Indicator	No	This option enables you to only list those tracking requirements that are required for packaging (*Y*). This parameter defaults to *N*.	Y List only those tracking requirements that are required for packaging N List all tracking requirements (default)
	Disbursement Reqt Indicator	No	This option enables you to only list those tracking requirements that are required for disbursements (*Y*).	Y List only those tracking requirements that are required for disbursements N List all tracking requirements
	Fund Requirement Indicator	No	This option enables you to only list those tracking requirements that are associated with a fund code (*Y*).	Y List only those tracking requirements that are associated with a fund code N List all tracking requirements
	Page Break after Applicant	No	Use this parameter to indicate whether or not you want a page break for each student. The allowable values are *Y* or *N*. This parameter defaults to *N*.	Y Page break for each applicant N Do not provide a page break after each applicant (default)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	This is the ID of the person who used the sub-population rules.	

Parameters	Name	Required?	Description	Values
	Applicant Letter Indicator	No	Option to select only those applicants needing a tracking letter. If you select Y, students with the **Request Letter** field checked in the Summary Block of the Applicant Requirements (RRAAREQ) form are selected. If blank, records will be selected regardless of the value of the **Request Letter** field.	Y Yes N No Blank
	Requirement Letter Indicator	No	Option to select only those requirements needing a tracking letter. If Y, individual requirement records with the **Letter** field checked in the Requirements or Additional Requirements block of the Applicant Requirements (RRAAREQ) form are included in the report. If blank, records will be selected regardless of the value of the **Letter** Indicator.	Y Yes N No Blank
	Set Letter Indicator	No	Option to populate requirement letter indicators. If you select Y, the **Letter** field checked in the Requirements or Additional Requirements block of the Applicant Requirements (RRAAREQ) form are updated when the process is run, based on the values of the **Request Letter** field in the Summary Block of the Applicant Requirements (RRAAREQ) form for the applicant, the **Letter Exclusion** field on the Requirements Tracking Validation (RTVTREQ) form for the requirement, and the **Request Letter** field on the Requirements Tracking Status Validation (RTVTRST) form for the status. If N, the indicator is not updated.	Y Yes N No (default)
	Requirement Period	No	Only those requirements with the listed periods for this parameter will print. The system accepts a single requirement period or a multiple member of requirement period for this report parameter.	Periods Inquiry (ROIPRDS)

Applicant Requirements Report sample

```
25-JUL-2012 12:09 PM                        Finaid Environment                           PAGE      1
AID YEAR: 1112                       Applicant Requirements Tracking Report               RRRAREQ


NAME: Test402, Student402                 AID PERIOD: Fall-Spring Semesters
ID:  A00022396    TGRP:DEPVR    LTR: Y    BGRP: UGINOF   PGRP:        DEP:     CLASS: 3
                                                                         INFO
    REQUIREMENT                                STATUS      SAT PCKG DISB MEMO TRK ACCESS FUND   PERIOD          SYS
    EXIT    Loan Exit Interview               E 25-JUL-2012 N   N    N    N    Y    Y    DIRECT                  M
    SOCSEC  Social Security Documentation     E 06-JUN-2012 N   N    Y    N    Y    Y                            M
    VERIFY  Federal Verification Worksheet    E 25-JUL-2012 N   N    Y    N    Y    Y                            M


NAME: Test405, Student405                 AID PERIOD: Fall-Spring Semesters
ID:  A00022397    TGRP: DEPNVR   LTR: Y   BGRP:         PGRP:        DEP:     CLASS: 1
                                                                         INFO
    REQUIREMENT                                STATUS      SAT PCKG DISB MEMO TRK ACCESS FUND   PERIOD          SYS
    FAFSA   Federal Student Financial Aid Application  E 25-JUL-2012 N  Y  Y   Y   Y   Y                         S
    ITAPP   Institute of Technology Financial Aid Applicat E 25-JUL-2012 N Y Y N Y  Y                           S
```

```
25-JUL-2012 12:09 PM                        Finaid CIT Environment                       PAGE      2
AID YEAR: 1112                       Applicant Requirements Tracking Report               RRRAREQ




                            * * * REPORT CONTROL INFORMATION * * *

RPTNAME ...............................  RRRAREQ
VERSION# ..............................  (8.14.2)
REPORT SEQUENCE NUMBER ................  90935
APPLICATION ID ........................  FINAID
SELECTION ID ..........................  NEW
CREATOR ID ............................  FAUSER
USER ID ...............................  FAUSER
AID YEAR ..............................  1112
TRACKING GROUP.........................
REQ'D FOR PACKAGING (Y/N) .............
REQ'D FOR DISBURSEMENT (Y/N) ..........
REQ'D FOR FUND (Y/N) ..................
TRACKING STATUS CODE ..................
ENROLLMENT PERIOD .....................  FALL 2011
TRACKING REQUIREMENT CODE .............
SATISFIED STATUS (Y/N) ................
APPLICANT LETTER INDICATOR (Y/N) ......
REQUIREMENT LETTER INDICATOR (Y/N) ....
SET LETTER INDICATOR (Y/N) ............  N
REQUIREMENT PERIOD ....................
PAGE BREAK BETWEEN APPLICANTS (Y/N) ...  N
LINE COUNT ............................  55


RECORD COUNT - Applicants .............  2
```

Exit Interview Requirements (RRREXIT)

The purpose of the exit interview process is to identify those students that require federal loan or TEACH Grant exit counseling. If the student requires an exit interview, this process also enables you to establish an exit interview requirement code for each student's tracking record.

Selecting the population

This process can be run to select students that require Loan or TEACH grant Exit Counseling. The type of exit counseling for which the process is run is determined by the value specified in the Exit Counseling Type parameter. This also determines which of the remaining conditional parameters will be used by the process to select students. You can use this process with a previously defined population selection, or you can select the population based on specific conditions as defined by parameter options.

You can also combine the two methods, using a population selection to further limit the population of students selected by the conditional parameters.

Graduating Students - both loan and TEACH exit counseling

If the Check for Graduates parameter is set to *Y*, the process checks for students who have a graduation date recorded which falls between the Graduation Beginning Date and Graduation Ending Date parameters, or which have a graduation in the specified Graduation Term parameter. Additionally the student's degree status code is checked to ensure that the degree is pending or has been awarded. Students selected in this category must have had loans or TEACH grants in any year which is less than or equal to the aid year specified in the Aid Year Code parameter.

Withdrawals - both loan and TEACH exit counseling

If the Check for Withdrawals parameter is *Y*, the process checks for the students enrollment status code for the current term as defined in the Current Term Code parameter. If the student is indicated as withdrawn (STVESTS_WD_IND is Y) or is not included in student headcount (STVESTS_EFF_HEADCOUNT is N), the process counts the student as withdrawn. Students selected in this category must have had loans or TEACH Grants in any year which is less than or equal to the aid year specified in the Aid Year Code parameter.

Low Enrollment - loan exit counseling only

If the Check for Low Enrollment parameter is set to *Y*, the process checks for two categories of students:

• **Less Than Half-Time Enrollment:** The process checks for students whose enrollment is below half-time in the current term as defined in the Current Term Code parameter and Current Period parameters. Students selected in this category must have had loans in any year which is less than or equal to the aid year defined in the Aid Year Code parameter. Hours are calculated based on current term registrations for courses which count in enrollment. The Audit Mode Rules (RORAUDT) are used to detect those courses which should not be counted. The result is matched to the financial aid load rules on the aid year's institutional options based on the current term and the student level code. The student's level is determined from the maximum effective term general student record.

• **No-Shows:** This selection is for students who were enrolled in the previous term as defined in the Previous Term Code and Previous Period Code for at least half-time but are not enrolled in the current term as defined in the Current Term Code parameter and Current Period parameters. This excludes students who have a degree awarded and have not received additional loan funds after the date or term the degree was awarded or who withdrew in the prior term as these would have been detected in the Check for Graduates or Check for Withdrawals selections. Students selected in this category must have had loans in any year less than or equal to the Aid Year defined in the Aid Year Code parameter.

> **Note:** When evaluating enrollment for Exit Interview processing, the STANDARD enrollment rule will be used to calculate the enrollment.

No Enrollment - TEACH exit counseling only

If the Check for No Enrollment parameter is set to *Y*, the process checks for students with no enrollment for the current term as defined in the Current Term Code parameter. Students selected in this category must have had a TEACH grant in any year which is less than or equal to the aid year specified in the Aid Year Code parameter.

Invalid Major - TEACH exit counseling only

If the Check for Invalid Major parameter is set to *Y*, the process checks for students whose current major code on SGASTDN is not valid for TEACH as defined on the RPRMAJR form. Students select in this category must have had a TEACH grant in any year which is less than or equal to the aid year specified in the Aid Year Code parameter.

Selecting the award

Regardless of the student selection method, you must specify an aid year in the Aid Year Code parameter and one or more fund codes in the Fund Code parameter.

Students selected must have had loans or TEACH grants (depending on the value specified in the Exit Counseling Type parameter) in any year which is less than or equal to the aid year defined in the Aid Year Code parameter. The awards checked for are those fund code(s) entered as a Fund Code parameter.

Award amounts are taken from the Accepted Amounts in the student's award record. Award records are not processed if the accepted award amount is NULL or zero. An award total of zero does not cause the system to post a requirement.

Posting the requirement

You have the option of testing the process, without updating the student's requirement records, by entering R for the Report and/or Update parameter. When enter the Report only for the parameter, the selected students are printed on the report along with a message that indicates whether the requirement would be established, updated, or if it already exists. When you enter Update for the parameter, selected students' RRRAREQ records are updated with the tracking requirement code you specified in the Exit Requirement Code parameter and the requirement status code you specified in the Requirement Status Code parameter.

When the tracking requirement code is added:

- Posts with a system indicator of *B*. This is treated as a manual component when regrouping.

- The "required for" indicators are taken from the tracking requirement validation form for the tracking code being posted.

- When a RORSTAT record does not exist for the student for the parameter aid year, a RORSTAT record is created.

When a tracking requirement code is updated:

- The status date of the requirement is updated. The established date is not updated.

- The system indicator is set to *B*.

- The status will not be updated if the requirement has already been satisfied.

- Tracking completed dates are updated, or set to NULL if appropriate.

Requirement records are inserted and updated at the end of processing for each student (if the Report and/or Update parameter is set to Update).

Parameters	Name	Required?	Description	Values
	Aid Year Code	Yes	The aid year for the process. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Exit Counseling Type	Yes	Enter the exit counseling type, either Loan or Teach, to be used during this job process.	L Loan (default) T TEACH
	Fund Code	Yes	The fund code or codes that require exit interviews. The system accepts a single fund code or a multiple number of fund codes for this report parameter. The system uses these fund codes to select students with a Loan or TEACH Accepted amount greater than 0.00. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data (RFRBASE)
	Exit Interview Requirement Code	Yes	Enter a tracking code for the exit interview. If the Report and/or Update parameter is U, this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Validation (RTVTREQ)
	Requirement Status Code	Yes	A requirement status code associated with the Exit Interview Requirement Code parameter. If the Report and/or Update parameter is U, this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Status Validation (RTVTRST)
	Check for Graduates	No	Specify whether the process will check graduate records. If you set this parameter to Y, you must provide values either for the Graduation Term parameter or for the Graduation Beginning Date and Graduation Ending Date parameters.	Y (Yes) check for graduates N (No) do not check for graduates (default)

Parameters	Name	Required?	Description	Values
	Check for Withdrawals	No	Specify whether the process will check the withdrawal status for the current term entered in the Current Term Code parameter.	Y (Yes) check for withdrawals N (No) do not check for withdrawals (default)
	Check for Low Enrollment	No	Specify whether the process will check for a low enrollment status. If Y, less than half time or no enrollment is checked for the current and previous terms entered in the Current Term Code and Previous Term Code parameters. This check is valid for Loan Exit Counseling Only. **Note** - To Check for Low Enrollment (Y), also be sure to populate the following other RRREXIT parameters: • Aid Year Code • Exit Counseling Type • Fund Codes • Exit Interview Requirement Code • Requirement Status Code • Current Term Code • Previous Term Code • Default Current Period • Default Previous Period	Y (Yes) check for low enrollment N (No) do not check for low enrollment (default)
	Check for No Enrollment	No	Specify whether the process will check for no enrollment for TEACH processing as students can receive TEACH when they are enrolled less than half-time. This parameter operates similarly to the Check for Low Enrollment parameter, except that it only selects students with no enrollment This check is valid for TEACH Exit Counseling Only.	N No (default) Y Yes
	Check for Invalid Major	No	Specify whether the process will check for an invalid TEACH major. If you set this parameter to Y, the process will select those students who are no longer in a valid TEACH major as defined on the RPRMAJR form. This check is valid for TEACH Exit Counseling only.	N No (default) Y Yes

Parameters	Name	Required?	Description	Values
	Graduation Term	No	Student is selected if the term entered equals the student's graduation term as entered on SHADEGR (SHRDGMR_TERM_OCDE_GRAD). Applies only if the Check for Graduates parameter is Y.	Financial Aid Term Code Inquiry (ROITERM)
	Graduation Beginning Date	No	If the student's graduation date is on or after this date and before the Graduation Ending Date, the student is selected. Applies only if the Check for Graduates parameter is Y.	DD-MON-YYYY
	Graduation Ending Date	No	If the student's graduation date is on or after the Graduation Beginning Date and before this date, the student is selected. Applies only if (Check for Graduates parameter is Y.	DD-MON-YYYY
	Current Term Code	No	The current term code is checked for withdrawals (if the Check for Withdrawals parameter is Y) or low enrollment (if the Check for Low Enrollment is Y).	Financial Aid Term Code Inquiry (ROITERM)
	Previous Term Code	No	This parameter is checked for low enrollment as a "no-show" (if the Check for Low Enrollment parameter is Y).	Financial Aid Term Code Inquiry (ROITERM)
	Report and/or Update	No	The R option reports records with applicable loans and (if the Print NSLDS Summary parameter is Y) NSLDS information. The U option prints the report and also updates RRRAREQ records with the codes specified in the Exit Requirement Code and Requirement Status Code parameters.	R Report only U Report and update (default)
	Page Break	No	Use this parameter to indicate whether or not you want a page break for each student.	Y Page break for each student N Do not provide a page break after each student (default)
	Print NSLDS Summary	No	If you select the Y option, NSLDS aggregate loan data and Perkins loan data is printed for informational purposes on the report.	Y Print NSLDS N Do not print NSLDS (default)

Parameters	Name	Required?	Description	Values
	Application ID	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID, Creator ID, and User ID parameters.	
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Creator ID, and User ID parameters.	
	Creator ID	No	The ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and User ID parameters.	
	User ID	No	The ID of the person using the sub-population rules. If you enter a value for this parameter, you must also enter a value for the Application ID, Selection ID, and Creator ID parameters.	
	Default Current Period		Default current period to determine half-time; required for check of low and no enrollment.	
	Default Previous Period		Default previous period to determine half-time; required for check of low and no enrollment.	

Exit Interview Requirements Report sample

```
02-AUG-2011 12:27:50 PM              Finaid CIT Environment                        PAGE 01
AID YEAR: 1011                    Exit Interview Requirement Report                RRREXIT

ID          Name                      Fund   Description                 Aid Year          Loan Amount
---------------------------------------------------------------------------------------------------------

A00022240   Laird, Test9 D
            Graduate
            *** REQUIREMENT WOULD BE ESTABLISHED ***
                                      DLUNSB Federal Direct Unsub. Stafford 1011              6000.00
                                             Fund Total:   6000.00

                         Student's Finaid CIT Environment Loan Total:   6000.00

A00022233   Laird, Test2 J
            Withdrawal
            *** REQUIREMENT WOULD BE ESTABLISHED ***
                                      DLUNSB Federal Direct Unsub. Stafford 1011              1000.00
                                             Fund Total:   1000.00
                                      PERK   Federal Perkins Loan          0910               1500.00
                                             Fund Total:   1500.00

                         Student's Finaid CIT Environment Loan Total:   2500.00

A00022238   Laird, Test7
            Low Enrollment - no show for current term
            *** REQUIREMENT WOULD BE ESTABLISHED ***
                                      PERK   Federal Perkins Loan          0809               1500.00
                                             Fund Total:   1500.00

                         Student's Finaid CIT Environment Loan Total:   1500.00

A00022239   Laird, Test8 D
            Low Enrollment
            *** REQUIREMENT WOULD BE ESTABLISHED ***
                                      DLUNSB Federal Direct Unsub. Stafford 1011              4500.00
                                             Fund Total:   4500.00

                         Student's Finaid CIT Environment Loan Total:   4500.00
```

```
02-AUG-2011 12:27:50 PM              Finaid CIT Environment                          PAGE 02
AID YEAR: 1011                  Exit Interview Requirement Report                    RRREXIT

                        CONTROL SUMMARY
                        ---------------
        Program Name...................................: RRREXIT(8.12)
        Run Sequence Number............................: 72718
        Aid Year Code..................................: 1011
        Exit Counseling Type...........................: L
        Fund Code................................(001): PERK
        Fund Code................................(002): DIRECT
        Fund Code................................(003): DLUNSB
        Exit Interview Req. Code.......................: EXIT
        Requirement Status Code........................: E
        Check for Graduates............................: Y
        Check for Withdrawals..........................: Y
        Check for Low Enrollment.......................: Y
        Check for No Enrollment........................: N
        Check for Invalid Major........................: N
        Graduate Term..................................: 201110
        Beginning Date.................................: 30-MAY-2010
        Ending Date....................................: 15-MAY-2011
        Current Term Code..............................: 201120
        Previous Term Code.............................: 201110
        Report and/or Update...........................: R
        Page Break Indicator...........................: N
        Print NSLDS Summary............................: N
        Application ID.................................: FINAID
        Selection ID...................................: SUE2
        Creator ID.....................................: SUEL
        User ID........................................: SUEL
        Default Current Period.........................: SPRING 1011
        Default Previous Period........................: FALL 1011
        Number of Lines Per Page.......................: 55


        Student Count: 4

        Students in Graduate status...................: 1
        Students in Withdrawal status.................: 1
        Students in Low Enrollment status............: 2
        Students in No Enrollment status.............: 0
        Students in Invalid Major status.............: 0

        Students with No Loans.......................: 0
        Students unable to calculate enrollment;
             no default periods defined...............: 0

        Requirement Now Established...................: 4
        Requirement Now Updated.......................: 0
        Requirement Previously Satisfied..............: 0
```

Data Discrepancies Report (RSRDSCP)

The Data Discrepancies Report lists discrepancies in data between Banner Financial Aid and Banner Student. This report uses data in the General System's Visa Information (GORVISA) and Visa International Information (GOBINTL) tables for this comparison.

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Sorting Sequence	No	The available sort options for this report.	N Name (default) I ID
	Compare Last Names	No	Enter a Y for this parameter if you want to perform a comparison on student last names.	Y Yes N No
	Compare First Names	No	Enter a Y for this parameter if you want to perform a comparison on student first names.	Y Yes N No
	Compare Middle Initials	No	Enter a Y for this parameter if you want to perform a comparison on student middle initial (comparison on first character only).	Y Yes N No
	Compare Social Security Nos.	No	Enter a Y for this parameter if you want to perform a comparison on student social security numbers.	Y Yes N No
	Compare Birth Dates	No	Enter a Y for this parameter if you want to perform a comparison on student birth dates.	Y Yes N No
	Compare Citizenship Codes	No	Enter a Y for this parameter if you want to perform a comparison on student citizenship codes.	Y Yes N No

Parameters	Name	Required?	Description	Values
	Compare Degree Codes	No	Enter a *Y* for this parameter if you want to perform a comparison on student degree codes. The FA Prior Degree comes from the `1st Bachelor's Degree by 01-JAN-CCYY` field on the EDE record. The Student Prior Degree comes from the ROVPCOL view. Degree information enters that view from degree information on the SHATRNS form and/or the SOAPCOL form.	Y Yes N No
	Compare Marital Status	No	Enter a *Y* for this parameter if you want to perform a comparison on student marital statuses.	Y Yes N No
	Compare Alien Reg. Numbers	No	Enter a *Y* for this parameter if you want to perform a comparison on student alien registration numbers.	Y Yes N No
	Compare Gender Codes	No	Enter a *Y* for this parameter if you want to perform a comparison on student gender codes.	Y Yes N No
	Compare Housing Codes	No	Enter a *Y* for this parameter if you want to perform a comparison on student housing codes. The FA Housing Code comes from the **Institutional Housing** field on the EDE and/or CSS record. The Student Housing comes from the Room Assignment setup in the Student module.	Y Yes N No
	Selection Identifier	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID of Selection parameters.	Population Selection Inquiry (GLISLCT)

Parameters	Name	Required?	Description	Values
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Creator ID of Selection parameters.	Application Inquiry (GLIAPPL)
	Creator ID of Selection ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection Identifier and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	The ID of the person who used the population rules.	

Data Discrepancies Report sample

```
05-OCT-2012 12:03:02 PM          Finaid CIT Environment                 PAGE 1
AID YEAR: 1213                 Data Discrepancies Report                 RSRDSCP
(2012-2013 Aid Year)

NAME                                                             ID NUMBER
------------------------------------------------------------ ---------
Lederhandler, Tes21 A.                                           777121321
                          STUDENT              FIN. AID
                          ---------------------- ------------------------
        FIRST NAME        : Tes21               Test1
        DATE OF BIRTH     : 01-JAN-1994         01-JAN-1990
        PRIOR DEGREE CODE  : BA                  2
        HOUSING CODE      : NO                  2

------------------------------------------------------------ ---------
Lederhandler, Test22 J.                                          777121322
                          STUDENT              FIN. AID
                          ---------------------- ------------------------
        FIRST NAME        : Test22              Test10
        SSN               : 777121322           777121310
        PRIOR DEGREE CODE  : BA
        HOUSING CODE      : NO                  2

------------------------------------------------------------ ---------
Lederhandler, Test23 K.                                          777121323
                          STUDENT              FIN. AID
                          ---------------------- ------------------------
        FIRST NAME        : Test23              Test11
        SSN               : 777121323           777121311
        HOUSING CODE      : NO                  2

------------------------------------------------------------ ---------
Lederhandler, Test24 B.                                          777121324
                          STUDENT              FIN. AID
                          ---------------------- ------------------------
        PRIOR DEGREE CODE  : ACSE                1
        HOUSING CODE      : NO                  2
```

```
05-OCT-2012 12:03:02 PM          Finaid CIT Environment              PAGE 2
AID YEAR: 1213               Data Discrepancies Report            RSRDSCP
(2012-2013 Aid Year)

                    * * * REPORT CONTROL INFORMATION * * *

              RPTNAME: RSRDSCP
              VERSION: (8.15.1)
REPORT SEQUENCE NUMBER: 95314
             AID YEAR: 1213
  SELECTION IDENTIFIER: MANUAL
     APPLICATION CODE: FINAID
           CREATOR ID: JLEDERHA
              USER ID: JLEDERHA
        SORT SEQUENCE: I
   COMPARE LAST NAMES: Y
  COMPARE FIRST NAMES: Y
  COMPARE MIDDLE INIT: Y
          COMPARE SSN: Y
  COMPARE BIRTH DATES: Y
 COMPARE CITIZEN CODES: Y
  COMPARE DEGREE CODES: Y
COMPARE MARITAL STATUS: Y
  COMPARE ALIEN REG NO: N
  COMPARE GENDER CODES: N
 COMPARE HOUSING CODES: Y
           LINE COUNT: 55

         RECORD COUNT: 4
```

Financial Aid Enrollment Hours (RSRENRL)

The RSRENRL process adds credit, billing hours, and adjusted hours by term from student enrollment to financial aid. The financial aid credit hours and financial aid billing hours are normally the enrollment counts as of the financial aid cut-off date on the Enrollment Cut-Off Date Rules Block of the Packaging Options (RPROPTS) form. However, the financial aid hours are not displayed until you run the RSRENRL process to initially capture the hours as of this cut-off date. This process freezes the hours for all students, though you can manually change the hours for a specific student and term.

The RSRENRL process will calculate the Credit, Billing, and Adjusted hours for each Enrollment Rule defined for the aid year. The Financial Aid Hours and Attending hours in the RORENRL and RORATND tables will be inserted/updated for each Enrollment Rule based on your parameter selection.

> **Note:** The financial aid hours will also not be displayed if the student did not have any active enrollment as of the financial aid cut-off date. The hours would also not appear for any student who was not included in the RSRENRL process at the time of the "freeze". This could be true because the student did not have a financial aid record at the time of the "freeze" or the student may not have been included in the population selection at the time RSRENRL was run.

This information is displayed on the Financial Aid Enrollment (ROAENRL) form. The RSRENRL process copies a student's actual enrollment from the Banner Student enrollment tables into a separate financial aid enrollment table. As the student drops or adds classes after being included in the freeze process, his/her actual enrollment changes but the frozen financial aid enrollment does not. Whenever any process in Banner Financial Aid needs to determine a student's actual enrollment, it looks first to the frozen Financial Aid enrollment table. If it doesn't find any enrollment data there for the specified term, then it looks at current Student System enrollment data.

Typically the freeze process is run at the conclusion of your "drop/add" period or at the end of your tuition refund period. This way, if a student is full-time when the freeze process is run, dropping classes will not affect the way financial aid views his/her enrollment; it's still full-time for financial aid purposes.

> **Note:** The Disbursement Process only uses Student System enrollment data when disbursing Federal Stafford and PLUS loans to validate that the student is currently enrolled at least
> half-time. The only exception is when you check the Consortium indicator for the student on ROAENRL for the term, in this case the frozen financial aid hours are used.

Frozen financial aid enrollment may be adjusted on a manual basis on the Financial Aid Enrollment (ROAENRL) form. This is typically used for students who are legitimately allowed to add courses after the "drop/add" period or for students cross registering at another college where you are authorized to pay the aid based on the combined enrollment.

When running the RSRENRL process, you have an option to update existing financial aid hours for a student for whom you previously froze hours and to add any new students who previously did not have financial aid frozen hours, or you may choose to only add new students who previously did not have financial aid frozen hours.

⚠️ ***Warning!*** *Manual changes to the financial aid hours for any particular term will not be replaced with actual Banner Student System enrollment during subsequent batch processing using the RSRENRL process for that same term. Manual changes are noted by an M in the* **System/Manual** *indicator (*`RORENRL_SYS_IND = M`*) located within the Enrollment section of the forms. Any further adjustments needed for the student's record must also be made manually.*

RSRENRL can be used with a population selection to select the students to be processed. Many institutions choose to only process students who do not already have a frozen financial aid enrollment record for a specific term. This can be done in a number of different ways. For example, you can define one population that selects all students with RORSTAT records for the year and have an enrollment record for the term in the Student Registration table (SFBETRM or SFRSTCR). You may then run the RSRENRL process to freeze financial aid hours.

When the RSRENRL process is selecting a RORSTAT record, the job searches for a record where the entered term code parameter exists in a period where the aid year equals either the period aid year (`ROBPRDS_AIDY_CODE`) or the crossover aid year (`ROBPRDS_AIDY_CROSS`).

If the Use Attending Hour functionality is indicated for funds and you freeze Financial Aid Hours, you should also freeze the Financial Aid Attending Hours.

📝 **Note:** With the introduction of Periods in 8.9 release, the RSRENRL process will remain a by term process and will calculate enrollment based on the terms associated with the period. The RSRENRL process and its' parameters have not been modified to process by Period.

When using the RSRENRL process to upload student enrollment to financial aid for crossover periods, you must use the base aid year for that period when uploading.

Example: If a Summer period has a base aid year of 1011 that crosses over into 1112, the RSRENRL process must be run using the 1011 aid year when uploading student enrollment to financial aid. Once the enrollment is uploaded, it will then be visible under both the 1011 and 1112 aid years.

⚠️ ***Warning!*** *If you plan to freeze Financial Aid Hours, you must freeze hours for the STANDARD enrollment rule to ensure proper processing. The STANDARD enrollment rule and financial aid hours calculated by the STANDARD enrollment rule are required by the system.*

Parameters	Name	Required?	Description	Values
	Aid Year	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry (ROIAIDY)
	Term Code	Yes	Enter a valid and active term code. The system accepts a single term code for this report parameter.	Financial Aid Term Code Inquiry (ROITERM)
	Sorting Sequence Option	Yes	The available sort options for this report are:	N Name (default) I ID
	Selection ID	No	Selection ID of the population selection. If you enter a value for this parameter, you must also enter a value for the Application Code and Creator ID parameters.	Population Selection Inquiry (GLISLCT)
	Application Code	No	Application code of the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Creator ID parameters.	Application Inquiry (GLIAPPL)
	Creator ID	No	The Banner ID of the person that created the population selection. If you enter a value for this parameter, you must also enter a value for the Selection ID and Application Code parameters.	User Identification Control (GUAIDEN)
	User ID	No	This is the ID of the person who used the sub-population rules.	

Parameters	Name	Required?	Description	Values
	Load Term Enrollment Option	No	The Update/Add option updates students who already had frozen financial aid hours with their current enrollment and creates financial aid hours for students with no prior financial aid hours for the term. The Add option creates financial aid hours for students with no previous financial aid hours for the term. Students who already had financial aid hours are not updated.	U Update/Add (default) A Add
	Load Attend Enrollment Option	No	The Update/Add option updates students who already had frozen financial aid attending hours with their current enrollment and creates financial aid attending hours for students with no prior financial aid hours for the term. The Add option creates financial aid attending hours for students with no previous financial aid attending hours for the term. Students who already had financial aid attending hours are not updated.	U Update/Add (default) A Add
	Enrollment Rule Code	No	You may enter an Enrollment Rule code to Update/Add Financial Aid hours for a specific Enrollment Rule.	Valid Enrollment Rule Code

Note: The RSRENRL .lis file displays the calculated Credit, Bill, and Adjusted hours (for both the total hours and attending hours) rather than manually entered hours. When this situation occurs, a NO UPDATE-MANUAL RECORD message is displayed within the RSRENRL .lis file.

Financial Aid Enrollment Hours sample

```
06-JUN-2012 04:39 PM                          Finaid Environment                             PAGE 1
AID YEAR: 1112                          Financial Aid Enrollment Hours                        RSRENRL

TERM CODE: 201210


                                     RULE/
        NAME                  ID     ATTEND DATE      CREDIT HR        BILL HR      ADJUST HR      MESSAGE
Test402, Student402        A00022396 STANDARD           13.000         13.000         13.000
                                     15-AUG-2011        10.000         10.000         10.000
                                     16-OCT-2011        13.000         13.000         13.000
                                     REPEAT              9.000          9.000          9.000
                                     15-AUG-2011         6.000          6.000          6.000
                                     16-OCT-2011         9.000          9.000          9.000
```

```
06-JUN-2012 04:39 PM                          Finaid Environment                             PAGE 2
AID YEAR: 1112                          Financial Aid Enrollment Hours                        RSRENRL

                           * * * REPORT CONTROL INFORMATION * * *

                    RPTNAME: RSRENRL
                  VERSION #: (8.14.2)
     REPORT SEQUENCE NUMBER: 88461
                   AID YEAR: 1112
                  TERM CODE: 201210
           SORTING SEQUENCE: N
       SELECTION IDENTIFIER: TEST
           APPLICATION CODE: FINAID
                 CREATOR ID: FAUSER
                    USER ID: FAUSER
   LOAD TERM ENROLLMENT OPTION: A
LOAD ATTENDING ENROLLMENT OPTION: A
         ENROLLMENT RULE CODE:
                 LINE COUNT: 55

               RECORD COUNT: 6
```

Appendix - 2014 - 2015 New Aid Year Checklist

Introduction

The intent of this document is to ensure that you have set up the required tables for new aid year processing.

Note: You can also use this document to assist in a new implementation of Banner Financial Aid.

This checklist begins with a description of the Financial Aid New Year Roll process (ROPROLL). The ROPROLL process helps you to set up your Financial Aid system for the new aid year by rolling selected rules from one aid year to the next.

Following the description of the ROPROLL process, the checklist is organized by Financial Aid module. The order in which you set up each module is not important. This document ends with a listing of system validation forms and system tables required for Financial Aid processing.

The following special characters are used throughout the checklist to indicate if a form is required and why it is.

* An asterisk beside the form name indicates that the form is an optional system form.

** A double asterisk distinguishes those forms within a specified module that are required if Banner Human Resources or Banner Finance is installed.

+ A plus sign denotes those forms within a specified module that are required if you implement the specific function (for example, automatic packaging).

New Year Start-Up Checklist

Financial Aid New Year Roll Process (ROPROLL)

The ROPROLL process rolls over (copies) selected aid year-specific information from one aid year to the next. Through the process parameters, you have the option to select which rules will be rolled to the new aid year. Parameters 3 through 11 default to `Y` and Parameters 19 through 21 default to `N`. If you do not wish to use a certain parameter, you will need to change the parameter value to `N`. You can determine if the roll was successful by printing or reviewing online the ROPROLL output file created by this process.

> ⚠️ *Warning! If you manually enter rules for a module on the RORRULE, RORWEBQ, RORWTAB, RORWTXT, RPRALGR, RBRABRC, or RORALGO forms before you run ROPROLL, the rules that you have entered manually will not be overwritten. ROPROLL will only roll rules that do not yet exist for the new aid year.*
>
> *Example: You have entered a tracking rule for a group, INDVER, on RORRULE for the 2014-2015 aid year, but have not entered rules for other tracking groups. When you run ROPROLL for 2014-2015, the process will perform the Tracking Rules Roll step, if you select it, but it will not update the rules for the INDVER tracking group.*

Use the following checklist to assist you in running the ROPROLL process.

> 📝 **Note:** The ROAINST value for **Banner FM Need Calculation Installed** or **IM/EFM Need Calculation Installed** will be updated automatically when the applicable code for the Need calculation processes are installed (Winter Regulatory update).

_____   Step 1:   **Set up Institutional Options** (ROAINST/ROAUSIO or Parameter 11) -- Set up data on ROAINST and ROAUSIO for the new aid year. You can do this manually on ROAINST and ROAUSIO before you run ROPROLL, or you can use Parameter 11 to perform this step automatically when you run ROPROLL.

Data will only be rolled if it does not already exist in the new aid year.

Financial Aid Options (Parameter 11) -- Perform roll of Financial Aid Options data. This parameter rolls the aid year-specific Financial Aid Options data for the current aid year to the new aid year. If you select to use this option, values for parameters 12 through 18 must be entered.

> *Tables* which are rolled include: ROBINST and RORINID.
>
> Review the aid year-specific forms outlined in the Financial Aid Options Module section to assure that the aid year-required changes are made.

_____ Step 2: **Parameters for Financial Aid Options Roll** (Parameters 12-18) -- Enter values
(optional) for Parameters 12 through 18 if you have selected to use Parameter 11 to roll the
Financial Aid Options data.

- Parameter 12 -- Active Aid Year
  Indicate if this is an active aid year or not. Values are [A]ctive or [I]nactive.
- Parameter 13 -- Pivot Date
  Enter the pivot date (DD-MON-YYYY).
- Parameter 14 -- Aid Year Description
  Enter a description to identify the aid year (up to 30 characters).
- Parameter 15 -- Aid Year Start Date
  Enter the full date the aid year begins (DD-MON-YYYY).
- Parameter 16 -- Aid Year Start Year
  Enter the year the aid year begins (YYYY).
- Parameter 17 -- Aid Year End Date
  Enter the full date the aid year ends (DD-MON-YYYY).
- Parameter 18 -- Aid Year End Year
  Enter the year the aid year ends (YYYY).

_____ Step 3: **From and To Aid Year** (Parameter 01 and Parameter 02) -- Select the Aid Year to
roll. Indicate in Parameter 01 the current aid year from which you want to roll the
financial aid data. Indicate in Parameter 02 the new aid year into which you want to
roll the financial aid data.

_____ Step 4: **Group Selection Rules Roll (**Parameter 03) -- Perform Roll of Group Rules. This
parameter rolls Group Assignment Rules, Fund Awarding and Disbursement
Rules, and Group Packaging Awarding Rules found in the current aid year to the
new aid year. Review the aid year-specific forms outlined in each module to
assure that the aid year-required changes are made.

> *Tables* which are rolled include RORGDAT, RORCMPL, and
> RORGSQL. (Records with inactivate rules on RORGDAT will not be
> rolled.)

Both simple and expert (compiled) rules are being rolled. It is unnecessary to
compile the rolled rules for use in processing.

> Review the sections of this document devoted to the modules for the
> RORRULE form to assure that data within the rules is valid for the
> new aid year.

_____ Step 5: **Fund Aid Year-Specific Roll (**Parameter 04) - Perform roll of fund data. This parameter rolls the aid year-specific Funds Management Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Funds Management module to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RFRASPC, RFRCOMM, RFRBCMP, RFRDETC, RFRTREQ, RFRMESG, RPBLOPT, RORENRR. (Records in RFRTREQ and RPBLOPT with an inactive **Tracking Requirement Code** on RTVTREQ will have the **Tracking Requirement Code** set to NULL.)

Review the Funds Management Section of this document for the specified forms to ensure that data within the rules is valid for the new aid year.

_____ Step 6: **Budgeting Rules Roll (**Parameter 05) - Perform roll of aid year budget data. This parameter rolls selected aid year-specific Budgeting Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Aid Year Budgeting Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RBRCOMP and RBRGMSG. (Records with inactive Budget Group Codes on RTVTGRP will not be rolled.)

> Review the Budgeting Module of this document for the forms RBRCOMP and RORMESG to assure that data within the rules is valid for the new aid year.

_____ Step 7: **Tracking Rules Roll (**Parameter 06) - Perform roll of tracking data. This parameter rolls selected aid year-specific Tracking Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Tracking Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RRRGREQ and RRRTMSG. (Records with inactive Tracking Group Codes or inactive Tracking Requirement Codes on RTVTGRP will not be rolled.)

> Review the Tracking Module section of this document for the *forms* RRRGREQ and RORMESG to assure that data within the rules is valid for the new aid year.

_____ Step 8: **Packaging Rules Roll (**Parameter 07) - Perform roll of packaging data. This parameter rolls selected aid year-specific Packaging Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Packaging Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RORAUDT, RPBOPTS, RPRGGAP, RPRGSHP, RPRGEQY, RPRDEFG, RPRDEFE, RPRDEFS, RPRFSRC, RPRFCAT, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, and RPRALGR. (Records on RPRALGR, RPRDEFE, RPRDEFG, RPRDEFS, RPRGEQY, RPRGGAP, RPRGSHP, and RPRGFND with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.)

> Review the Packaging Module section of this document for the *forms* RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, RPRFSRC, RPRFCAT, and RPRALGR to assure that data within the rules is valid for the new aid year.

_____ Step 9: **Common Functions Rules Roll (**Parameter 08) - Perform roll of common data. This parameter rolls selected aid year-specific Common Functions rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Common Functions Module section to assure that the aid year required changes are made.

> *Tables* which are rolled include: RORUSER, RORPOST, RORALGO, RCRINFR, RCRINFC, RORCAMP, RORCLVE, RORCODI, RTVINTL, RORWEBQ, RORWBQA, RORWSQL, RORWTAB, RORWTXT, RORWEBR, RORWEBA, RORACYR, ROBAPRD, and RORALGO. (Records in RORCAMP with an inactive Pell Fund Code on RFRBASE will have the Pell Fund Code set to NULL.)

> Review the Common Functions Module section of this document for the *forms* RORUSER, RORPOST, RORALGO, RCRDTSR, RORCODI, ROAUSIO, ROAINST, RORPRDS, RORACYR, RORWEBQ, RORWBQA, RORWSQL, RORWTAB and RORWTXT to ensure that data within the rules is valid for the new aid year.

_____ Step 10: **Student Employment Rules Roll (**Parameter 09) - Perform roll of employment data. This parameter rolls selected aid year-specific Student Employment rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Student Employment Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RJRPLRL.

> Review the Student Employment Module section of this document for the *form* RJRPLRL to assure that data within the rules is valid for the new aid year.

_____ Step 11: **Athletic Data Roll** (Parameter 10) - Perform roll of athletic data. This parameter rolls selected aid year-specific athletic data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Athletics Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RARPAGD and RARPAGS.

> Review the Athletic Module section of this document for the RAAPAGD form to assure the data within the rules is valid for the new aid year.

_____ Step 12: **Period Budget Rules Data Roll** (Parameter 19) - Perform roll of period budget rules data. This parameter rolls selected aid year-specific Period Budget rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Period Budget Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RBRABRC, RBRBCAT, RBRPBCP, RBRPBGP, RBRPBTP.

_____ Step 13: **Period Budget Detail Data Roll** (Parameter 20) - Perform roll of period budget detail data. This parameter rolls selected aid year-specific Period Budget detail data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Period Budget Module section to assure that the aid year-required changes are made.

> *Tables* which are rolled include: RBRPGPT, RBRPELL, RBRPBDR, RBRPMSG, RFRPCMP.

_____ Step 14: **Algorithmic Support Data Roll** (Parameter 21) - Perform roll of algorithmic support data. This parameter rolls selected aid year-specific algorithmic support data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Algorithmic Support Module section to assure that the aid year-required changes are made.

> *Table* which is include: RORALGS.

Common Functions Module (*RESCOMN)

Review the following non-aid-year-specific forms within the Common Functions Module to assure that the codes meet the requirements for the new aid year.

- RTVAPRD
- RTVHOLD
- RTVMESG
- RTVSAPR
- ROALOGC
- RORWVAR
- RORNYVD
- RTVWEBQ
- RTVWTXT
- RTVELTM
- RORELTR
- RORELTF
- RTVWVAR
- RORRPCX
- RORTADM

- RORTESC
- RTVENRR
- ROAINST (this form is aid year specific)
- RTVALGO

If you ran the ROPROLL process to roll the Common Functions information or the Group Selection information, review the forms that follow to assure that new aid year-required changes are made.

- RORUSER
- RORPOST
- RORCODI
- ROAUSIO
- RCRDTSR
- RORWTXT
- RORWBQA
- RORACYR
- RORENRR
- RORALGO
- ROBAPRD

If Group Selection Information was rolled, review all applicable simple and expert rules on the RORRULE form.

Additionally, review ROAINST to determine if changes need to be made to exclude course levels by Student Level.

Use this checklist to assist you with your setup of the Common Functions Module.

Common Functions Module	Aid Year-Specific Forms
_____RORPRDS	Create period definitions for use in the new aid year.

Prerequisites Comments

STVTERM	Terms must be set up on STVTERM to be used in period definitions for the new aid year.

Common Functions Module	Aid Year-Specific Forms
_____ROAINST/ _____ROAUSIO	Create new aid year definition and aid year-specific institutional options.

Although "Current Term Code" on the Options Tab of ROAINST is not a required column, it must be populated if you are using the RCPCTxx or RCBTPxx processes.

RTVTREQ RTVTRST RTVAPRD RTVSAPR RTVTGRP RTVBGRP RTVPGRP STVLEVL	Create a new aid year before you enter the system rules forms. If you do not use the standard Banner aid year format (e.g., 1415), you must customize the system-required tables to reference your aid year definition (refer to Schedule B).

Prerequisites Comments

RORPRDS	Ensure periods are setup to use on the Options Tab on ROAINST for "Current Period" and on the Credit Hours Tab.

Common Functions Module	Aid Year-Specific Forms *(continued)*
_____RORDATA	Review the indicators for logging and Pell corrections to ensure that these fields are correctly set for the new aid year.

	Prerequisites	**Comments**
	The release for the new aid year is installed.	Values are delivered on this form with the new aid year updates of Banner Financial Aid. These values only become available with the install of the Winter release in January.

Common Functions Module	
_____ROBAPRD	

Prerequisites	**Comments**
	Define the aid periods that will be used for the new aid year.

Common Functions Module	
_____RORTPRD	Associate periods from RORPRDS to aid periods for the new aid year.

Prerequisites	**Comments**
ROAINST RTVAPRD RORPRDS ROBAPRD	Ensure that rules are setup for all aid periods that you will use.

Common Functions Module	
_____RORUSER	Define optional institutionally defined field definitions for new aid year as needed.

Prerequisites	**Comments**
ROAINST	

Common Functions Module	
_____RORALGO	Define general algorithmic rules that will be used for the aid year.

Prerequisites	**Comments**
RTVALGO	

Common Functions Module	Aid Year-Specific Forms *(continued)*
_____RORPOST	Define batch posting rules for the new aid year as necessary.

Prerequisites	**Comments**
ROAINST GLRAPPL GLRSLCT Related Validations	You must define Selection IDs on GLRSLCT under the defined Financial Aid application in order to complete the RORPOST rules.
	These rules are not required in order to process financial aid for the new year unless batch posting is a requirement.
	Be sure that the RTVPTYP validation form contains the necessary system required values.

_____RORACYR	Establish Academic Year Rules to be used for Pell processing.

Prerequisites

ROAINST

_____RORENRR	Update or define enrollment rules for the new aid year as necessary.

Prerequisites

RTVENRR

Data Management Module (*RESDATA)

Prior to building aid year-specific rules, review the following non-aid-year-specific forms within the Data Management Module to assure that the codes meet the requirements for the new aid year. These forms can be found in the Data Management Menu (*RESDATA) under the Financial Aid Common Functions Menu (*RESCOMN).

• RTVINFC	• RCRTPTR	• GTVCMSC	• GORCMSC
• GORCMRL	• GORNAME	• RCRDTSR	• ROAINST/ ROAUSIO (these forms are aid year- specific).

Use the following checklist to assist you in your setup of the Data Management Module.

Data Management Module	Aid Year-Specific Forms
_____ROAINST	Populate year-specific fields.
_____GORCMRL _____RCRDTSR	Create Data Source Matching Rules for the new aid year for batch and online matching.

Prerequisites   Comments

RTVINFC

GTVCMSC

GORCMSC

_____GJAPDFT	Create a *Saved* parameter set for Data Source for the new aid year for each user loading records online from suspense Financial Aid Suspended Records Maintenance (RCRSUSP).

Need Analysis Module (*RESNEED)

Review these Need Analysis Module forms prior to building aid year-specific rules to ensure that the codes meet the requirements for the new aid year.

- RORPRDS
- RORTPRD
- RPROPTS
- ROAINST
- RFRMGMT
- RPRCLSS
- RFRDEFA
- RORCODI
- ROAUSIO
- RFRASCH
- RTVCCOE

Note: The following steps for Pell grant processing are necessary when you perform the online Need Analysis calculation because this process may include the Pell calculation as a secondary phase. You are not required to complete these steps if you only run the Need Analysis calculation exclusively in batch mode or you have prevented the Automatic Pell Calculation on ROAUSIO.

Use the following checklist to assist you in your setup of the Need Analysis Module.

Need Analysis Module	Aid Year-Specific Forms
_____RPROPTS	Check the following packaging fields for the new aid year.

Prerequisites	Comments
ROAINST ROAUSIO RTVTRST STVTERM RORPRDS	Set the Estimated Enrollment Indicator to *Y* if you want to permit the use of an applicant's estimated enrollment for a Pell or TEACH Grant in packaging. Enter a value in the **Default Estimated Enrollment** field for those cases in which an applicant's estimated enrollment does not exist (*1* - Full Time, *2* - 3/4 Time, or *3* - Half Time).

Need Analysis Module	Aid Year-Specific Forms
_____ROAINST/ _____ROAUSIO	Review the Global Institution Financial Aid Options form for the new aid year.

Prerequisites	Comments
	Check to see if all fields in the Options section of the ROAINST form have been completed.

Need Analysis Module	Aid Year-Specific Forms
_____ROAUSIO	Review the U.S. Specific Institution Financial Aid Options form for the new aid year.

Prerequisites	Comments
ROAINST	Check to see if all fields in the Institutional Defaults, Campus Defaults, and Grant and EDE sections of the ROAUSIO form have been completed.

Need Analysis Module	Aid Year-Specific Forms
_____RFRMGMT	Review the Fund Management form for the new aid year and fund code.

Prerequisites	Comments
RFRBASE RTVAWST	Enter the necessary data on the RFRMGMT form for the Pell and TEACH fund codes for this aid year.

Need Analysis Module	Aid Year-Specific Forms
_____RPRCLSS	Review the Class Code Translation form for this aid year.

Prerequisites	Comments
STVLEVL STVCLAS	Use the RPRCLSS form to convert the Banner Student level code and class code combinations into Banner Financial Aid class codes. Ensure that you have a rule for each level code with a NULL class code.

_____RTVCCOE   Review to ensure that either the actual CSS Nation Code from RTVCCOE exists on STVNATN, or the appropriate Nation Code from STVNATN is set up in the RTVCCOE Crosswalk Code for the nation.

Prerequisites   **Comments**

The Nation Codes and Country Coefficients for RTVCCOE are delivered each aid year with the Early Decision release so the data must be checked each year prior to performing dataload.

Requirements Tracking Module (*RESTRACK)

Review the following forms before you create aid year-specific rules for the Requirements Tracking Module to ensure that the codes meet the requirements for the new financial aid processing year (i.e., add the necessary aid year-specific tracking requirements).

- RORPRDS
- ROAINST
- RTVTGRP

- RTVTREQ
- ROAUSIO

If you ran the ROPROLL process to roll the *Tracking* information or the *Group Selection* information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Tracking* information, review the following forms.

- RRRGREQ
- RORMESG

If you rolled *Group Selection Rules*, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Tracking Module.

Tracking Module   **Aid Year-Specific Forms**

_____RRRGREQ   Associate tracking requirements to tracking groups for the new aid year. Use the **Copy** function to copy group rules from the prior year to the new year.

Prerequisites   **Comments**

RTVTGRP
RTVTREQ
ROAINST

Tracking Module	Aid Year-Specific Forms *(continued)*

_____RORRULE

Create Group Assignment Rules for the new aid year. Use the **Copy** function to copy group rules from the prior year to the new aid year.

Prerequisites	Comments
RTVTGRP ROAINST	Check the values in the rules to ensure that you do not need to update hard coded dates. Use ROIGRPI to verify that you set up all required rules for the new aid year (the **Rules Exist Indicator** is set to *Y*).
	Confirm that the **Default Group Code** exists on ROAINST for the new aid year.
	Use ROIGRPI from the prior year to derive the **Priority Codes** on RTVTGRP for the new aid year.
	Ensure that **Group Assignment Rules** that use the ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views utilize the new aid year.
	You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1415" would signify the 2014-2015 Aid Year). Other views use the `ROBINST_AIDY_START_YEAR` AND `ROBINST_AIDY_END_YEAR` instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

_____RORMESG*

Associate new messages to tracking requirement codes for use in Tracking Letter Generation.

Prerequisites	Comments
RTVMESG ROAINST RTVTREQ	Set up new message codes on the Message Code Validation (RTVMESG) form. Make sure that you update messages which may contain dated information that is hard-coded within the text.

_____RORPRDS

Create period definitions for use in the new aid year as period specific tracking requirements on RRAAREQ.

Prerequisites	Comments
STVTERM	Terms must be set up on STVTERM to be used in period definitions for the new aid year.

Aid Year Budgeting Module (*RESAIDYBUDG)

Review the following forms before you create aid year-specific rules for the Aid Year Budgeting Module to assure that the codes meet the requirements for the new aid year.

• ROAINST	• RTVAPRD	• RTVBTYP
• RTVCOMP	• RTVBGRP	• RBRGTYP

If you ran the ROPROLL process to roll the *Aid Year Budgeting* information or the *Group Selection* information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Aid Year Budgeting* information, review the following forms.

• RBRCOMP	• RORMESG

If *Group Selection* information was rolled, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Budgeting Module.

Aid Year Budgeting Module	Aid Year-Specific Forms	
_____RBRCOMP	Create budget component associations to Budget Group/Type/Period combinations.	
	Prerequisites	**Comments**
	RTVBGRP RBRGTYP RTVAPRD RTVCOMP	Create full 100% budgets first. You need to create prorated budgets if you do not want strict prorating of all component amounts. (You can only build 100% budgets for Pell budgets.)
		Use the **Copy** function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.
		Use RBIBUDG to track those budgets which have been built for the new aid year.
_____RORMESG*	Associate budget messages to budget groups for use in award letter generation (if you desire).	
	Prerequisites	**Comments**
	RTVMESG RTVBGRP	Set up new message codes on RTVMESG.
		Review messages from the previous year to ensure that hard-coded date information is not embedded within the text of the message.

Aid Year Budgeting Module	Aid Year-Specific Forms *(continued)*
_____RORRULE	Create **Budget Group Assignment Rules** for the new aid year.

Prerequisites	Comments
ROAINST RTVBGRP	Use the **Copy** function to copy group assignment rules to the new aid year.
	Use ROIGRPI to assure that you build all required rules. Check values in the rules to ensure that you do not need to update hard-coded dates.
	If you use ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be certain that you use the correct aid year view.
	You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1415" would signify the 2014-2015 Aid Year). Other views use the `ROBINST_AIDY_START_YEAR` AND `ROBINST_AIDY_END_YEAR` instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).
	Confirm that the **Default Budget Group Code** exists on ROAINST for the new aid year.
	Use ROIGRPI from the prior year to derive priority codes for the new aid year on RTVBGRP.

Period Budgeting Module (*RESPRDSBUDG)

Review the following forms before you create period-specific rules for the Period Budgeting Module to assure that the codes meet the requirements for the new aid year.

• ROAINST	• RTVAPRD	• RTVPBGP	• RTVPBTP
• RTVPBCP	• RTVBCAT	• RTVABRC	• ROBAPRD

If you ran the ROPROLL process to roll the Period Budget Rules information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled Period Budgeting Rules information, review the following forms.

• RBRABRC	• RORALGS

If you rolled Period Budgeting Detail information, review the following forms.

- RBRPBDR
- RBRPBGR

If Group Selection information was rolled, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Period Budgeting Module.

Period Budgeting Module	Aid Year-Specific Forms

_____RBRPBYR	Create period budget groups, types, categories and components for the aid year.

Prerequisites	Comments
RTVPBGP RTVPBTP RTVBCAT RTVPBCP	Review all groups, types, categories and components that were rolled from the prior year to ensure they are valid for the current aid year.

_____RBRPBGR	Create period budget group type associations and Full Time/Full Year Pell Budget Components.

Prerequisites	Comments
RBRPBYR RBRABRC	Review all types and Pell budgets that were rolled from the prior year to ensure they are valid for the Budget Group for the current aid year.

_____RBRPBDR	Create period budget component associations to Budget Group/Type/Period combinations.

Prerequisites	Comments
RBRPBYR RORPRDS	The form can be used to set up a budget component for a Budget Group and Budget Type that is valid for the entire aid year or a particular period. If a you do not include a Period in the setup, that budget components will be used for any period associated with the aid year where period specific rules have not been defined. If you set up budget components for a particular period then those components will be used for that period. Use the Copy function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.

Period Budgeting Module   Aid Year-Specific Forms *(continued)*

_____RBRABRC*+   Create optional algorithmic budgeting rules for the new aid year. Note that maintenance to algorithmic budgeting rules is only necessary if you use algorithmic rules within period budgeting.

Prerequisites

RTVABRC
RORALGS

_____RORALGS*   Create optional algorithmic support rules to be used in algorithmic budgeting rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.

Funds Management Module (*RESFUND)

Review the following forms before you create aid year-specific rules for the Funds Management Module to assure that the codes meet the requirements for the new aid year.

- RORPRDS
- ROAINST
- ROAUSIO
- RTVFTYP
- RTVFSRC
- RORTPRD
- RFRBASE
- RTVAWST
- RFRRPCC

The RFRRPCC form is obsolete and no longer used to establish if a fund should use Repeat Course Checking. Please use Fund Enrollment Rules (RFRENRR) to establish the appropriate enrollment rules for the funds.

If you ran the ROPROLL process to roll the Fund information or Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year-required changes are made.

If *Fund* information was rolled, review the RFRMGMT form.

Note: As a reminder, the Parent PLUS loan requires a FAFSA to be filed. Any fund codes used for Parent PLUS loan processing must have the "Need Analysis" flag checked on RFRMGMT.

If *Group Selection* information was rolled, review all simple and expert Fund Awarding and Fund Disbursement rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Funds Management Module..

Funds Management Module	Aid Year-Specific Forms
_____ROAUSIO	Check **Use Multi-Award Years Perkins MPN** field on the Institution Loan Options window if you use the Multi-Award Years Perkins MPN at your institution.

Prerequisites	Comments
ROAINST	Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST form have been completed.

Funds Management Module	Aid Year-Specific Forms
_____RFRMGMT	Build aid year-specific data for each fund that you intend to use from RFRBASE in the new aid year.

Prerequisites	Comments
RTVAWST RTVCOMP RTVTREQ RTVMESG TSADETC	Use budget totals from the prior year to help determine over-commitment rates for the new aid year.

Funds Management Module	Aid Year-Specific Forms
_____RFRDEFA	Create period award and disbursement default schedules for the new aid year by aid period.

Prerequisites	Comments
ROBAPRD RTVAPRD RORPRDS RORTPRD ROAINST RPROPTS	Banner uses these default rules when you do not specify fund specific award and disbursement rules (RFRASCH). The **Memo Expiration Date** is required if funds are able to be memoed. The disbursement date initially defaults from the period cut-off date as you define it on RPROPTS for the new aid year. If you do not define cut-off dates, Banner defaults the start date of the period from RORPRDS.

Funds Management Module	Aid Year-Specific Forms *(continued)*
_____RFRASCH*	Create optional period award and disbursement schedules for the new aid year by aid period and fund code.

Prerequisites	Comments
ROAINST RORPRDS RORTPRD RFRMGMT RFRDEFA	You only need to define these rules if a different award and/or disbursement schedule is unique to the specific fund code. If you use the Create Record function, Banner initially defaults schedules from RFRDEFA for the aid period.

Funds Management Module	Aid Year-Specific Forms
_____RORRULE	Create optional Fund Awarding Rules for the new aid year by fund code.

Prerequisites	Comments
ROAINST RFRMGMT	Use the Copy function to copy rules from the prior aid year to the new aid year. If you use the ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be certain to use the new aid year views in your rules. You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1415" would signify the 2014-2015 Aid Year). Other views use the `ROBINST_AIDY_START_YEAR` AND `ROBINST_AIDY_END_YEAR` instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years). Check for embedded values in rules which are year-specific and update the values, if necessary.

Packaging And Disbursement Module (*RESPACK)

Review the following forms before you create aid year-specific rules for the Packaging and Disbursement Module to assure that the codes meet the requirements for the new aid year.

- RORPRDS
- ROAINST
- RTVALGR
- RTVFCAT

- RTVPGRP
- RTVAWST
- ROAUSIO
- STVTERM

- STVMAJR (Aid Eligible Indicator)

If you ran the ROPROLL process to roll the Packaging information or the Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled *Packaging* information, review the following forms.

- ROASECT
- RPRAUDT
- RPRFCAT
- RPRFSRC
- RPRALGR
- RPROPTS
- RPRDEFR
- RPRPCKR
- RPRGFND
- RPRCLSS
- RPRMAJR
- RPRDEGR
- RORALGS

If you rolled *Group Selection*, review all simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Packaging and Disbursement Module.

Packaging & Disbursement Module — Aid Year-Specific Forms

Packaging & Disbursement Module	Aid Year-Specific Forms
_____RPROPTS	Create aid year-specific Packaging and Disbursement options.

Prerequisites	Comments
RORPRDS ROAINST RTVTRST STVTERM	Confirm that STVTERM has terms setup to be used on RORPRDS and RORPRDS has been setup to use periods for the new aid year.

Packaging & Disbursement Module	Aid Year-Specific Forms
_____RPRAUDT*	Create aid year-specific rules for Audit Grading Mode courses for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS form.

Prerequisites	Comments
ROAINST	Define the Grading Modes or Registration Status Codes for courses which should be excluded from a student's enrollment hours for financial aid purposes. Use the Copy To function to copy the rules to the new aid year.

Packaging & Disbursement Module	Prerequisites	Comments
_____ROASECT	ROAINST	Create aid-year-specific rules for excluding individual courses in the calculation of enrollment for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS form.
	SSASECT	Complete the Banner Student SSASECT form or establish the Course sections in Student prior to entering data on ROASECT.

_____RPRCLSS   Create Class Code Translations for use in Disbursement Processing for the
new aid year.

Prerequisites   **Comments**

ROAINST   Use this form in the translation of the **Class Code** and
STVLEVL   **Level** combinations from the Banner Student System to a
STVCLAS   Financial Aid **Class Code** for the disbursement of federal
                 funds where you apply federal rules.

                 Confirm the accuracy of STVLEVL and STVCLAS values.

                 Note that in Banner Student, the **Class Code** can be a
                 NULL value. Be sure that combinations of **Level Codes**
                 and **Class Codes** include the possibility that the **Class
                 Code** is NULL.

_____RORRULE*+   Create Packaging Group Assignment Rules for the new aid year. Note that
maintenance to package groups is only necessary if you use automated
packaging.

Prerequisites   **Comments**

ROAINST   Use the **Copy** function to copy rules from the prior aid
RTVPGRP   year to the new aid year.

                 Use ROIGRPI to ensure that you create all required rules
                 for the new aid year.

                 Be sure to update rules with hard-coded, year-specific
                 values. If you use ROVADxx, ROVSTxx, ROVA2xx,
                 ROVAMxx, and ROVAYxx views, be sure to use the
                 proper year view.

                 You should review the above views to be sure they meet
                 your aid year definition. Some views are hardcoded with
                 the aid year (e.g. "1415" would signify the 2014-2015 Aid
                 Year). Other views use the
                 `ROBINST_AIDY_START_YEAR` AND
                 `ROBINST_AIDY_END_YEAR` instead of a hardcoded
                 aid year (in this situation, may need to modify the view if
                 you use multiple aid year codes with the same start and
                 end years).

                 Use ROIGRPI from the prior year to derive group priority
                 codes for the new year on RTVPGRP. Ensure that the
                 Packaging Default Group Code exists on ROAINST.

Packaging & Disbursement Module

Aid Year-Specific Forms *(continued)*

_____RPRDEFR*+   If you use Gap, Self-Help, or Equity Packaging philosophies, create the default rules on the RPRPCKR form for packaging groups.

Prerequisites	Comments
ROAINST	The Financial Aid System uses the values on the RPRDEFR form to default values to the RPRPCKR form. It does not use the RPRDEFR values in processing.

_____RPRPCKR*+   Create Gap, Self-Help, or Equity Packaging Rules by packaging group for the new aid year.

Prerequisites	Comments
ROAINST RTVPGRP	Use the **Count Query Hits** function to query rules on RPRDEFR or the **Create Record** function to copy the default rules in each section.

_____RPRGFND*+   Create fund code associations and algorithmic rule associations to packaging groups for the new aid year.

Prerequisites	Comments
ROAINST RTVPGRP RFRMGMT RTVALGR	RFRMGMT records must exist for the new aid year for the desired funds before you can build these rules. Use these rules only in automatic packaging. Use the **Copy** function to copy rules from the prior aid year to the current aid year.

_____RORRULE*+   Create optional group/fund awarding rules for the new aid year.

Prerequisites	Comments
ROAINST RTVPGRP RPRGFND	Use the **Copy** function to copy rules from the prior aid year to the new aid year. You must associate the fund with the Packaging Group on RPRGFND before you can create group-specific awarding rules. Use the **Create Record** function to copy Fund Awarding rules from RORRULE for the aid year/fund code combination. Be sure to update rules with hard-coded, year-specific values.

_____RPREXPT*   Create optional exemption interface rules.

The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The exemption must exist in TBBEXPT for the roll "to" term.

Prerequisites	Comments
ROAINST RPROPTS TSAEXPT	You can only build rules for an exemption code if it is already built in Banner Accounts Receivable for the term.
	Check the Packaging Options 'Interface Exemptions' indicator on RPROPTS for the new aid year in order to interface exemption codes.
	Students only receive the estimate/payment amount in their package as a resource if you authorize the students for the exemption for the intended terms on TSAEXPT.

_____RPRCONT*   Create optional Contract Interface rules for those contracts in which you want to count student recipient amounts as a resource in their aid package.

The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The **Contract ID/Contract Number** must exist in TBBCONT for the new term.

Prerequisites	Comments
ROAINST RPROPTS TSACONT	You can only define contract interface rules for those contracts already built for the intended terms on TSACONT.
	The Packaging Options **Interface Contracts Indicator** on RPROPTS must be checked in order to invoke rules and to count estimate/payment amounts as a resource in the student's aid package.
	Students only receive the contract/payment amount as a resource in their package if the you authorize the students for the intended contract on TSACONT.

Packaging & Disbursement Module	Aid Year-Specific Forms *(continued)*

_____RPRFSRC*	Create optional fund source maximum award rules for the new aid year.

Prerequisites	Comments
ROAINST RTVPGRP RTVFSRC	Use the **Copy** function to copy rules from the prior aid year to the new aid year.
	Only one fund source code can have a maximum for each packaging group.
	These rules are only invoked by the automatic packaging program.

_____RPRDEGR*	Review the values in RPRDEGR for the necessary updates based on your institution's definition of Degree Award and to add the institution-specific values you have determined as eligible for TEACH Grants.

_____RPRMAJR*	Review the values in RPRMAJR for the necessary updates based on your institution's TEACH Grant-eligible majors.

_____RPRALGR*+	Create optional algorithmic packaging rules for the new aid year. Note that maintenance to algorithmic packaging rules is only necessary if you use algorithmic rules within automatic packaging.

Prerequisites	Comments
ROAINST RTVFCAT RTVPGRP	Use the Copy function to copy rules from the prior aid year to the new aid year.

_____RORALGS*	Create optional algorithmic support rules to be used in algorithmic packaging rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.

Loan Processing Module (*RESLOAN)

Review the following forms before you create aid year-specific rules for the Loan Processing Module to assure that the codes meet requirements for the new aid year.

- RORPRDS
- ROAINST
- ROAUSIO
- RTVLNST
- RPRLNDR

- RFRBASE

Use the following checklist to assist you in your setup of the Loan Module.

Loan Module	Aid Year-Specific Forms
_____RPRLOPT	Create aid year-specific options for each loan fund that you process in the loan module.

Prerequisites   Comments

Prerequisites	Comments
ROAINST RTVTREQ RFRMGMT/ RFRBASE RTVTRST RTVLNST RTVAWST RPRLNDR	Set up fund codes for the loans you want to process through the loan module with the **Loan Process indicator** checked on the RFRMGMT form for the new aid year.

_____RPRLPRD   Create valid loan periods for the new aid year.

It is recommended that a loan period be defined for each aid period a student would have at the time loans are created.

Prerequisites   Comments

Prerequisites	Comments
ROAINST RTVAPRD RORPRDS RORTPRD STVTERM	Create aid year-specific loan periods for the new aid year since rules are Period and date specific.

Electronic Data Exchange (EDE) Module (*RESEDE)

For Pell Corrections and COD processing, check the rules on the following forms to assure that you set the rules correctly for the new aid year. Also, refer to the most recent COD Handbook for more detail on set up.

Use the following checklist to assist you in your setup of the EDE Module.

EDE Module	Aid Year-Specific Forms

_____ROAUSIO

Prerequisites	Comments
	For corrections processing, use the Pell and EDE Options window to check the EDE Correction indicator for the new aid year. Update the desired options for Pell processing.
	Institutional Defaults Window
	Enter the default COD Attending ID for the institution in the **Attending ID** field. This automatically populates the **Reporting ID**, **Source ID**, **Pell ID,** and **OPEID** fields on this tab, as well as the **Direct Loan School Code** field on the Loan Options window with the data established for the **Attending ID** on the RORCODI form.
	Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.
	Campus Defaults Window
	Build all data related to each campus on the Campus/ EDE Defaults window.

_____RORCODI

Prerequisites	Comments
	Review the ID relationships built on RORCODI for the aid year to verify that relationships are correct. Ensure that one record is identified as the Institutional Default.

_____RORDATA

Prerequisites	Comments
	This system required form is delivered with all EDE correctable fields checked.
	EDE records are loaded through the standard Record Creation process. (Refer to the Record Creation Module section for more information.)

Student Employment Module (*RESEMPL)

Review the following forms before you create aid year-specific rules for Student Employment to assure that the codes meet the requirements for the new aid year.

- RTVAUST
- RTVRFST
- ROAINST

  Note - Aid year start and end dates are used in creating authorizations.

- RJAPLBD
- RJRJREQ
- RJRJOBT

Use the following checklist to assist you in your setup of the Student Employment Module.

Student Employment Module	Aid Year-Specific Forms
_____RJRSEDR*	Define default authorization rules for the new aid year.

Prerequisites **Comments**

ROAINST
RTVAUST

_____RJRPLRL*	Create valid positions for each placement within the new aid year.

Prerequisites **Comments**

| ROAINST | If Banner Human Resources/Finance applications are not |
| RJAPLBD | installed, the fields on this form are free-format. |

_____RJRPAYL	Indicate the valid payrolls from Banner Human Resources which you want to load into Banner Financial Aid.

Prerequisites **Comments**

ROAINST	This form is only required if you use Banner Human
Banner HR/	Resources to load payroll compensation information back
Finance	to Banner Financial Aid.

Athletic Module (*RESATHL)

Review the following forms before you create aid year-specific rules for Athletics to assure that the codes meet the requirements for the new aid year.

- RTVFASP
- RTVAATP
- ROAINST

Use the following checklist to assist you in your setup of the Athletic Module.

Athletic Module	Aid Year-Specific Forms
_____RAAPAGD*	Define default athletic grant amounts for the new aid year.

Prerequisites   Comments

ROAINST
RTVFASP

Schedule A — System validation and rules form reference

	Table/Form	Description	System Required
*	RORACYR	Academic Year Rules	Establishes Academic Year rules to be used for Pell processing.
*	ROAUSIO	U.S.Specific Institutional Financial Aid Options	Required for U.S. Dataload, Needs Analysis and Federal Fund processing.
*	RORELTF	E-Mail Letter Format Rules	Required for E-Mail Letters.
*	RORELTR	E-Mail Letter Rules	Required for E-Mail Letters.
*	RORENRR	Enrollment Rules	Required. Establishes the rules to be used when calculating enrollment. The "STANDARD" enrollment is system required.
*	RORMPRM	Miscellaneous Parameters	Required and delivered with values. Establishes the rules for displaying data in Self-Service.
*	RORPARM	Project Based Parameter Setup	Required and delivered with values. Use to configure institutional specific data to perform Federal Methodology Need Analysis calculations.
*	RORNYVD	Non Year User-Defined Variables Description	Required for Non Year User-Defined fields.
*	RORPRDS	Period Base Data	Required. Create enrollment/payment periods for financial aid processing.
*	ROBAPRD	Aid Period Base Rules	Required. Aid Year specific aid periods that will be assigned to financial aid applicants.
*	RORRPCX	Financial Aid Repeat Coursework Exclusion	Required for excluding courses from the repeat course enrollment calculation.
*	RORTADM	Ability-to-Benefit Test Administrator Rules	Required for Ability-to-Benefit data on Applicant High School and Admission Data form.
*	RORTESC	Ability-to-Benefit Test Score Rules	Required for Ability-to-Benefit data on Applicant High School and Admission Data form.
*	RORUSER	User-Defined Variables Description	Required for User-Defined Fields.
*	RORWBQA	Web Question and Answer Rules	Required for Self-Service Dynamic Questions.
*	RORWTAB	Web Tab Rules	Required for Self-Service Dynamic Text.
*	RORWTXT	Web Text Rules	Required for Self-Service Dynamic Text.

	Table/Form	Description	System Required
*	RORWVAR	Web Variable	Required for Self-Service Dynamic Variables.
*	RPRDEGR	Financial Aid Degree Rules	Required for TEACH-eligible degree codes.
*	RPRMAJR	Financial Aid Major Rules	Required for TEACH-eligible major codes.
*	RTVAATP	Athletic Aid Type Validation	Required for Athletic Module.
*	RTVALGO	General Algorithmic Rules Validation	Required for General Algorithmic Rules functionality (RORALGO).
*	RTVALGR	Algorithmic Packaging Rule Code Validation	Required for Algorithmic Rule Functionality within Automatic Packaging.
*	RTVAPRD	Aid Period Validation	Required.
*	RTVARSC	Resource Code Validation	Required for Other Resource Maintenance.
*	RTVAUST	Employment Authorization Status Validation	Required for Student Employment Module.
*	RTVAWST	Award Status Validation	Required.
*	RTVBGRP	Budget Group Validation	Required.
*	RTVBTYP	Budget Type Validation	Required.
*	RTVCCOM	Comment Category Code Validation	Required for Comment Category Codes.
*	RTVCINT	Certification Initials Validation	Required for Loan Module.
*	RTVCOMP	Budget Component Validation	Required.
*	RTVELTM	E-Mail Letter Module Validation	Required for E-Mail Letters.
*	RTVENRR	Enrollment Rule Validation	Required for calculating Enrollment
*	RTVFASP	Financial Aid Sport Validation	Required for Athletic Module.
*	RTVFCAT	Fund Category Validation	Required for Fund Category Functionality within Automatic Packaging.
*	RTVFSRC	Fund Source Code Validation	Required.
*	RTVFTYP	Financial Aid Fund Type Validation	Required.
*	RTVHOLD	Hold Type Validation	Required for Hold Functionality.
*	RTVINFC	Data Source Code Validation	System Required and Delivered with Values.
*	RTVLNST	Loan Status Validation	Required for Loan Module.
*	RTVMESG	Message Code Validation	Required for Messages in Letter Generation.
*	RTVPGRP	Packaging Group Validation	Required for Automated Packaging.

	Table/Form	Description	System Required
*	RTVPTYP	Batch Posting Type Indicator Validation	System Required and Delivered with Values.
*	RTVRFST	Referral Status Validation	Required for Student Employment Module.
*	RTVRJCT	Rejection Code Validation	System Required and Delivered with Values.
*	RTVRPSR	Repayment Source Validation	Required for Short-Term Credit Module.
*	RTVSAPR	Satisfactory Academic Progress Validation	Required.
*	RTVTGRP	Requirements Tracking Group Validation	Required.
*	RTVTREQ	Requirements Tracking Validation	Required.
*	RTVTRST	Requirements Tracking Status Validation	Required.
*	RTVWEBQ	Web Question Validation	Required for Self-Service Dynamic Questions.
*	RTVWTXT	Web Text Rule Code Validation	Required for Self-Service Dynamic Text.
*	RTVWVAR	Web Variable Validation	Required for Self-Service Dynamic Variables.

Schedule B — Delivered system required data

Tables Reference

The following is a listing of system-required tables and associated forms (if applicable) which are required for Banner Financial Aid processing. The values in these tables are delivered and updated in the new year release, if required. Following the new year install, check these system-required forms to assure that the forms are accurate for the new aid year. Note that in addition to the aid year-specific tables listed below, the views ROVADxx, ROVAMxx, ROVSTxx, ROVA2xx, ROVAYxx, and ROVSAxx are also aid year-specific and must be customized to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1415" would signify the 2014-2015 Aid Year). Other views use the `ROBINST_AIDY_START_YEAR` AND `ROBINST_AIDY_END_YEAR` instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

Table	Description	Associated Form	Aid Year Specific?
RCRASMP	Financial Aid Assumption Rules Table	RCIASMP	YES
RFRFFID	Federal Fund ID Table	RFIFFID	NO
RNRGLBL	Need Analysis Global Policy Options Table	RNRGLxx	YES
ROBLOGC	Logging Control Base Table	ROALOGC	NO
RORATBT	Ability-to-Benefit Test COD Rules Inquiry	ROIATBT	NO
RORDATA	Data Dictionary Table	RORDATA	YES
RORDVAL	Audit Log Form/Data Code Table	[NONE]	NO
RORLEXM	Local Exit Mapping Table	[NONE]	NO
RORLOGC	Logging Control Repeating Table	[NONE]	NO
RORMVAL	Miscellaneous Validation Rules Table	ROIMVAL	NO
RORPELL	Pell Grant Payment Schedule Table	[NONE]	YES
RPRCIPC	Financial Aid CIP Code Rules Table	RPICIPC	NO
RPRFEDR	Federal Rules Table	RPIFEDR	YES
RPRGRNT	Grant Rules Table	[NONE]	YES
RPRSAHP	State Advanced/Honors Program Codes Table	RPISAHP	NO
RTVCDNT	COD Nation Table	RTVCDNT	NO
RTVCDST	COD State Table	RTVCDST	NO
RTVDLBT	Batch Type Validation Table	[NONE]	YES

Table	Description	Associated Form	Aid Year Specific ?
RTVELTM	E-Mail Letter Module Validation Table	RTVELTM	NO
RTVICMT	ISIR Comment Code Text Validation Table	RTVICMT	YES
RTVINFC	Data Interface Validation Table	RTVINFC	NO
RTVINTL	International Translation Rules Table	ROAINST	YES
RTVPHAS	CommonLine Loan Application Phase Validation Table	[NONE]	YES
RTVPRCD	NSLDS Program Code Validation Table	[NONE]	NO
RTVPTYP	Posting Code Validation Table	RTVPTYP	NO
RTVRJCT	Rejection Code Validation Table	RTVRJCT	NO
RTVYICD	Year in College Description Table	[NONE]	NO
RURVERS	Financial Aid Version Control Table	GUAINST, GUAABOT	NO |